General Disclaimer

One or more of the Following Statements may affect this Document

- This document has been reproduced from the best copy furnished by the organizational source. It is being released in the interest of making available as much information as possible.

- This document may contain data, which exceeds the sheet parameters. It was furnished in this condition by the organizational source and is the best copy available.

- This document may contain tone-on-tone or color graphs, charts and/or pictures, which have been reproduced in black and white.

- This document is paginated as submitted by the original source.

- Portions of this document are not fully legible due to the historical nature of some of the material. However, it is the best reproduction available from the original submission.

Produced by the NASA Center for Aerospace Information (CASI)

NASA CR-
144423

DETAILED REQUIREMENTS DOCUMENT
FOR THE
INTERACTIVE FINANCIAL MANAGEMENT SYSTEM
(IFMS)

VOLUME I

Job Order 84-357

(NASA-CR-144423) DETAILED REQUIREMENTS DOCUMENT FOR THE INTERACTIVE FINANCIAL MANAGEMENT SYSTEM (IFMS), VOLUME 1 (Lockheed Electronics Co.) 674 p HC $15.25 CSCL 05A

N75-31924

Unclas
G3/81 40062

Prepared By

Lockheed Electronics Company, Inc.
Aerospace Systems Division
Houston, Texas

OCT 1975

Contract NAS 9-12200
For
INSTITUTIONAL DATA SYSTEMS DIVISION

National Aeronautics and Space Administration

LYNDON B. JOHNSON SPACE CENTER

Houston, Texas

July 1975

LEC-1625

DETAILED REQUIREMENTS DOCUMENT

FOR THE

INTERACTIVE FINANCIAL MANAGEMENT SYSTEM (IFMS)

Job Order 84-357

PREPARED BY

D. B. Dodson

D. B. Dodson, Data Systems Programming Specialist
Information Management Systems Department

APPROVED BY

LEC

L. D. Bradfield, Supervisor
Interactive Financial
Management System

7/15/75

R. M. Grebe, Manager
Information Management Systems
Department

H. F. Thompson, Director
Software Applications Branch
Data Systems

NASA

R. E. Driver, Chief
Financial Management Division

J. S. Symes, Technical Monitor
Data Systems Development Branch

R. R. Regelbrugge, Chief
Data Systems Development Branch

L. R. Nichols, Technical Manager
Data Systems and Analysis
Directorate

Carl R. Huss 7/23/75

C. R. Huss, Chief
Institutional Data Systems
Division

Prepared By

Lockheed Electronics Company, Inc.

For

Institutional Data Systems Division

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
LYNDON B. JOHNSON SPACE CENTER
HOUSTON, TEXAS

July 1975

LEC-1625

FOREWORD

A Project Implementation Plan (PIP) which describes a plan for the development and implementation of the Interactive Financial Management System (IFMS) was published in February 1974. The PIP proposes that an interactive integrated computer system be developed in three phases to upgrade the system's support to the Lyndon B. Johnson Space Center (JSC) Financial Management Division (FMD). IFMS will satisfy FMD requirements by: generating a new online accounting system, enhancing several existing batch computer systems supporting FMD, and automating several functions now being accomplished manually. Phase 1 will provide for online fund control, subauthorization accounting, and accounts receivable functional capabilities. Phase 1 will also replace the existing Basic Accounting System (BAS); consequently, Phase 1 will also include all the existing BAS functions. Phase 2 will be an extension of Phase 1, providing FMD with the General Ledger, Disbursing, and Property subsystems. Phase 3 will be concerned with the efficient integration of the existing interfacing computer systems with IFMS.

This Detailed Requirements Document (DRD) describes the detailed requirements for Phase 1 of IFMS. Phases 2 and 3 detailed requirements will be integrated into this DRD after the Phases 2 and 3 requirements collection and analysis have been completed.

PRECEDING PAGE BLANK NOT FILMED

CONTENTS

VOLUME I

Section		Page
	FOREWORD	iii
	FIGURES	xix
	APPLICABLE DOCUMENTS	xlvii
	ABBREVIATIONS AND ACRONYMS	xlix
1.0	INTRODUCTION	1.0-1
	1.1 IDENTIFICATION	1.0-1
	1.2 BACKGROUND	1.0-1
	1.3 SYSTEM DESCRIPTION	1.0-2
	1.3.1 IFMS Input	1.0-3
	1.3.2 IFMS Inquiries	1.0-6
	1.3.2.1 Predefined Inquiries	1.0-6
	1.3.2.2 Ad Hoc Inquiries	1.0-8
	1.3.3 IFMS Reporting	1.0-8
	1.3.4 IFMS Interfaces	1.0-9
	1.4 SYSTEM DESIGN ASSUMPTIONS AND CONSTRAINTS	1.0-9
	1.5 EQUIPMENT REQUIREMENTS AND CONSTRAINTS	1.0-10
2.0	SYSTEM REQUIREMENTS	2.1-1
	2.1 SYSTEM OVERVIEW	2.1-1
	2.1.1 Concepts	2.1-1
	2.1.1.1 Fund Control	2.1-1
	2.1.1.2 Funding Cycle	2.1-6
	2.1.2 Processes	2.1-7

PRECEDING PAGE BLANK NOT FILMED

Section | Page

2.2 RESOURCES AUTHORITY PROCESS. 2.2-1

2.2.1 Update Requirements. . . . 2.2-2

2.2.2 Output Message Requirements 2.2-6

2.2.3 Inquiry Requirements . . . 2.2-6

2.2.4 Report Requirements. . . . 2.2-6

2.3 ALLOTMENT PROCESS. 2.3-1

2.3.1 Update Requirements. . . . 2.3-2

2.3.1.1 Allotment Received 2.3-3

2.3.1.2 R&PM Allotment Transferred. 2.3-6

2.3.1.3 Sub Issued 2.3-9

2.3.2 Output Message Requirements 2.3-12

2.3.3 Inquiry Requirements . . . 2.3-12

2.3.4 Report Requirements. . . . 2.3-12

2.4 PRIMARY WORK AUTHORIZATION PROCESS . . 2.4-1

2.4.1 Update Requirements. . . . 2.4-2

2.4.1.1 Conventional PWA 2.4-3

2.4.1.2 Reservation PWA. 2.4-7

2.4.1.3 Sub-RA PWA 2.4-11

2.4.2 Output Message Requirements 2.4-16

2.4.3 Inquiry Requirements . . . 2.4-16

2.4.4 Report Requirements. . . . 2.4-16

2.5 REIMBURSABLE ORDER ACCEPTANCE PROCESS. 2.5-1

2.5.1 Update Requirements. . . . 2.5-1

Section | Page

2.5.1.1 Reimbursable Order Accepted 2.5-2

2.5.1.2 Reimbursable Order Assigned 2.5-6

2.5.1.3 Reimbursable Order Transferred. 2.5-9

2.5.2 Output Message Requirements 2.5-12

2.5.3 Inquiry Requirements . . . 2.5-12

2.5.4 Report Requirements. . . . 2.5-12

2.6 PURCHASE REQUEST PROCESS 2.6-1

2.6.1 Update Requirements. . . . 2.6-1

2.6.1.1 Purchase Request 2.6-1

2.6.1.1.1 Initial Recording. 2.6-2

2.6.1.1.2 Update and Correction. . . 2.6-11

2.6.1.2 Request for Fund Citation 2.6-18

2.6.1.2.1 Commitment 2.6-18

2.6.1.2.2 Reversal 2.6-23

2.6.1.3 FSS Purchase Record. . . . 2.6-26

2.6.2 Output Message Requirements 2.6-30

2.6.3 Inquiry Requirements . . . 2.6-30

2.6.4 Report Requirements. . . . 2.6-30

2.7 OBLIGATION PROCESS 2.7-1

2.7.1 Update Requirements. . . . 2.7-1

Section | Page

2.7.1.1	Contracting and Miscellaneous Obligation Documents.	2.7-1
2.7.1.1.1	Initial Recording.	2.7-2
2.7.1.1.2	Correction	2.7-10
2.7.1.2	BPA Call Documents	2.7-14
2.7.1.2.1	Initial Recording.	2.7-14
2.7.1.2.2	Update and Correction. . .	2.7-22
2.7.1.3	GBL Documents.	2.7-27
2.7.1.3.1	Initial Recording.	2.7-27
2.7.1.3.2	Correction	2.7-32
2.7.2	Output Message Requirements	2.7-36
2.7.3	Inquiry Requirements . . .	2.7-36
2.7.4	Report Requirements. . . .	2.7-36
2.8	COST ACCRUAL PROCESS	2.8-1
2.8.1	Update Requirements. . . .	2.8-1
2.8.1.1	Contract Data Creation . .	2.8-1
2.8.1.1.1	Initial Establishment. . .	2.8-2
2.8.1.1.2	Update and Correction. . .	2.8-5
2.8.1.1.3	Deletion	2.8-6
2.8.1.2	Automatic Accrual.	2.8-6
2.8.1.2.1	Contract Level Accrual . .	2.8-7
2.8.1.2.2	Purchase Request Level Accrual.	2.8-9
2.8.1.3	Form 100 and Manual Accrual.	2.8-10

Section | Page

2.8.2 Output Message Requirements 2.8-15

2.8.3 Inquiry Requirements . . . 2.8-15

2.8.4 Report Requirements. . . . 2.8-15

2.9 COST DISTRIBUTION PROCESS. 2.9-1

2.9.1 Update Requirements. . . . 2.9-2

2.9.1.1 Distribution of Services Estimate 2.9-2

2.9.1.1.1 Initial Establishment. . . 2.9-2

2.9.1.1.2 Update and Correction. . . 2.9-5

2.9.1.2 Distribution of Services 2.9-6

2.9.1.2.1 Initial Establishment. . . 2.9-6

2.9.1.2.2 Update and Correction. . . 2.9-10

2.9.1.3 Distribution of Supplies 2.9-14

2.9.1.3.1 Initial Establishment. . . 2.9-14

2.9.1.3.2 Update and Correction. . . 2.9-18

2.9.2 Output Message Requirements 2.9-21

2.9.3 Inquiry Requirements . . . 2.9-21

2.9.4 Report Requirements. . . . 2.9-21

2.10 DISBURSEMENT PROCESS 2.10-1

2.10.1 Update Requirements. . . . 2.10-1

2.10.1.1 Contract Disbursement. . . 2.10-1

2.10.1.2 Grant Disbursement 2.10-23

2.10.1.3 Letter of Credit Disbursement 2.10-34

Section | Page

2.10.1.3.1 Letter of Credit Issuance 2.10-35

2.10.1.3.2 Letter of Credit Withdrawal 2.10-42

2.10.1.3.3 Letter of Credit Disbursement 2.10-47

2.10.1.4 T-Order Disbursement . . . 2.10-59

2.10.1.5 GBL Disbursement 2.10-74

2.10.1.6 MILSTRIP/FEDSTRIP Disbursement 2.10-82

2.10.1.7 Costing. 2.10-97

2.10.1.8 Reopening. 2.10-105

2.10.1.8.1 Current Year Reopening . . 2.10-105

2.10.1.8.2 Prior Year Reopening . . . 2.10-106

2.10.1.9 Cancelled Check. 2.10-114

2.10.1.10 Miscellaneous Disbursement. 2.10-116

2.10.1.11 MILSTRIP/FEDSTRIP Obligation 2.10-122

2.10.2 Output Message Requirements 2.10-130

2.10.3 Inquiry Requirements . . . 2.10-130

2.10.4 Report Requirements. . . . 2.10-130

2.11 SUBAUTHORIZATION PERFORMANCE PROCESS. 2.11-1

2.11.1 Update Requirements. . . . 2.11-1

2.11.1.1 Initial Input. 2.11-1

2.11.1.2 Update and Correction. . . 2.11-8

Section | Page

2.11.2 Output Message Requirements 2.11-11

2.11.3 Inquiry Requirements . . . 2.11-17

2.11.4 Report Requirements. . . . 2.11-17

2.12 TRAVEL PROCESS 2.12-1

2.12.1 Update Requirements. . . . 2.12-1

2.12.1.1 Travel Performance through Cost 2.12-3

2.12.1.2 Travel Disbursement . . . 2.12-12

2.12.1.3 Update and Correction. . . 2.12-17

2.12.1.4 Travel Advance 2.12-23

2.12.1.4.1 Establishment. 2.12-23

2.12.1.4.2 Liquidation. 2.12-26

2.12.1.4.3 Update and Correction. . . 2.12-30

2.12.1.5 Travel Advance Miscellaneous Operations 2.12-33

2.12.1.5.1 Initial. 2.12-35

2.12.1.5.2 Update and Correction. . . 2.12-36

2.12.1.6 Travel Reopening Operations 2.12-41

2.12.1.6.1 Travel Performance Data Current Year Reopening . . 2.12-41

2.12.1.6.2 Travel Advance Current Year Reopening 2.12-42

2.12.1.6.3 Travel Performance Data Prior Years Reopening. . . 2.12-43

2.12.1.6.4 Travel Advance Prior Years Reopening. 2.12-49

Section | Page

2.12.2 Output Message Requirements 2.12-52

2.12.3 Inquiry Requirements . . . 2.12-52

2.12.4 Report Requirements. . . . 2.12-52

2.13 ACCOUNTS RECEIVABLE PROCESS. 2.13-1

2.13.1 Update Requirements. . . . 2.13-1

2.13.1.1 Establishment of Accounts Receivable. . . . 2.13-1

2.13.1.1.1 Establishment of Accounts Receivable - Travel. . . . 2.13-2

2.13.1.1.2 Establishment of Accounts Receivable - Commercial. . 2.13-9

2.13.1.1.3 Establishment of Accounts Receivable - Payroll . . . 2.13-16

2.13.1.1.4 Establishment of Accounts Receivable - Miscellaneous Receipt. 2.13-24

2.13.1.1.5 Establishment of Accounts Receivable - Deposit Fund 2.13-31

2.13.1.2 Liquidation of Accounts Receivable 2.13-39

2.13.1.3 Certificate of Deposit - Accounts Receivable. . . . 2.13-48

2.13.1.3.1 Certificate of Deposit - Travel 2.13-48

2.13.1.3.2 Certificate of Deposit - Commercial 2.13-54

2.13.1.3.3 Certificate of Deposit - Payroll. 2.13-61

2.13.1.3.4 Certificate of Deposit - Miscellaneous Receipt. . . 2.13-65

Section | Page

2.13.1.3.5 Certificate of Deposit - Deposit Fund 2.13-70

2.13.1.4 Certificate of Deposit - Travel Advance 2.13-74

2.13.1.5 Bad Check or Write-Off . . 2.13-79

2.13.1.6 Deposit Fund Payment . . . 2.13-91

2.13.1.7 Deposit Fund Transfer. . . 2.13-97

2.13.1.8 Aircraft Spares. 2.13-106

2.13.1.9 Prior Year Reopening . . . 2.13-116

2.13.2 Output Message Requirements 2.13-123

2.13.3 Inquiry Requirements . . . 2.13-141

2.13.4 Report Requirements. . . . 2.13-141

2.14 PAYROLL PROCESS. 2.14-1

2.14.1 Update Requirements. . . . 2.14-1

2.14.1.1 Payroll Estimate 2.14-1

2.14.1.2 Payroll Disbursement . . . 2.14-9

2.14.1.3 Retirement Fund. 2.14-22

2.14.1.4 Bond and State Tax Payment. 2.14-30

2.14.1.5 Cancelled Check. 2.14-35

2.14.1.6 Prior Year Reopening . . . 2.14-36

2.14.1.7 Labor Distribution 2.14-41

2.14.2 Output Message Requirements 2.14-43

2.14.3 Inquiry Requirements . . . 2.14-43

2.14.4 Report Requirements. . . . 2.14-43

Section		Page
2.15	PROPERTY PROCESS	2.15-1
2.15.1	Update Requirements. . . .	2.15-2
2.15.2	Output Message Requirements	2.15-2
2.15.3	Report Requirements. . . .	2.15-2
2.16	EDIT TABLE MAINTENANCE PROCESS	2.16-1
2.16.1	Update Requirements. . . .	2.16-2
2.16.1.1	Primary Work Code Edit Table	2.16-4
2.16.1.1.1	Initial Recording.	2.16-4
2.16.1.1.2	Update and Correction . .	2.16-10
2.16.1.2	FS 1 and 2 Primary Work Code Edit Table.	2.16-13
2.16.1.3	Other Accounting Codes Edit Table	2.16-20
2.16.1.4	MA, PY, FS Edit Tables . .	2.16-38
2.16.1.5	General Purpose Edit Table Update	2.16-43
2.16.2	Output Message Requirements	2.16-48
2.16.3	Inquiry Requirements . . .	2.16-48
2.16.4	Report Requirements. . . .	2.16-48
2.16.5	Interface Requirements . .	2.16-69
2.16.5.1	IFMS Edit Tables Conversion	2.16-69
2.16.5.2	Batch Systems Edit Tables Update.	2.16-74
2.17	EXTERNAL SYSTEMS INTERFACES.	2.17-1
2.17.1	Input Interfaces	2.17-1

Section | Page

2.17.1.1 Procurement System 2.17-2

2.17.1.2 Supply System 2.17-2

2.17.1.3 Payroll System 2.17-9

2.17.1.4 Labor Distribution System 2.17-16

2.17.1.5 Service Center Distribution System. . . . 2.17-16

2.17.1.6 Institutional Management Accounting System - A. . . 2.17-23

2.17.1.7 Institutional Management Accounting System - B. . . 2.17-23

2.17.2 Output Interfaces. 2.17-29

2.17.2.1 Medical Operations System 2.17-29

2.17.2.2 Labor Distribution System 2.17-35

2.17.2.3 Financial and Contractual Status System. 2.17-35

2.17.2.4 Institutional Management Accounting System - B . . 2.17-40

2.17.2.5 Program Operating Plan System 2.17-40

2.18 GENERAL INQUIRIES. 2.18-1

2.19 GENERAL REPORT REQUIREMENTS. 2.19-1

2.19.1 Fund Control Reports . . . 2.19-1

2.19.2 Commercial Reports 2.19-33

2.19.3 Cost Reports 2.19-79

2.19.4 Travel Reports 2.19-96

2.19.5 Accounts Receivable Reports. 2.19-111

Section Page

2.19.6 Supply and Property Reports. 2.19-128

2.19.7 Transaction List Reports. 2.19-150

2.19.8 Conversion, Reconciliation, and General Ledger Reports 2.19-247

2.19.9 PWC Summary Reports 2.19-281

2.19.10 Program Status Reports . . 2.19-299

2.19.11 Miscellaneous Reports. . . 2.19-313

2.20 END-OF-YEAR PROCESS. 2.20-1

2.20.1 Parallel Processing. . . . 2.20-1

2.20.2 Purge Closed Prior Years Activity 2.20-3

2.20.2.1 Purchase Request 2.20-4

2.20.2.2 Travel Records 2.20-5

2.20.2.3 Accounts Receivable. . . . 2.20-6

2.20.2.4 Contract Data. 2.20-6

2.20.2.5 Performance Data Reporting. 2.20-7

2.20.3 Primary Work Code Edit Table Processing 2.20-8

2.20.4 R&PM Fund Accounts Summarization. 2.20-8

2.20.5 Roll Procedure 2.20-9

2.20.6 Output Message Requirements 2.20-9

2.20.7 Inquiry Requirements . . . 2.20-9

2.20.8 Report Requirements . . . 2.20-9

Section		Page
2.21	BACKUP INPUT PROCESS	2.21-1
2.22	MISCELLANEOUS	2.22-1
2.22.1	System Security	2.22-1
2.22.1.1	Update Requirements . . .	2.22-2
2.22.1.1.1	User Access Key Update . .	2.22-2
2.22.1.1.2	Security Table Update . .	2.22-5
2.22.1.2	Output Message Requirements	2.22-7
2.22.1.3	Inquiry Requirements . . .	2.22-7
2.22.1.4	Report Requirements . . .	2.22-7
2.22.2	Data Base Conversion . . .	2.22-7
2.22.2.1	Update Requirements . . .	2.22-13
2.22.2.1.1	Nonkey Conversion	2.22-15
2.22.2.1.2	Key Conversion	2.22-17
2.22.2.2	Output Requirements . . .	2.22-27
2.22.3	System Utilization Statistics	2.22-28
2.22.3.1	Update Requirements. . . .	2.22-28
2.22.3.2	Output Message Requirements.	2.22-28
2.22.3.3	Inquiry Requirements . . .	2.22-28
2.22.3.4	Report Requirements. . . .	2.22-28
2.22.4	SF224 Process.	2.22-33
2.22.5	System Reconciliation. . .	2.22-36
2.22.6	General Ledger	2.22-38
2.23	COMMUNICATION REQUIREMENTS	2.23-1

Section		Page
	2.24 DATA MANAGEMENT SYSTEM REQUIREMENTS	2.24-1
	2.25 PHASE 2 AND PHASE 3 REQUIREMENTS	2.25-1
3.0	PERFORMANCE REQUIREMENTS	3.0-1
	3.1 RESPONSE TIME	3.0-1
	3.2 PROCESSING VOLUMES	3.0-1
	3.3 SYSTEM RELIABILITY	3.0-2
	3.4 ACCURACY	3.0-2
4.0	TEST REQUIREMENTS	4.0-1
	4.1 TEST DATA SOURCES	4.0-1
	4.2 GENERAL TEST APPROACH	4.0-1
	4.3 ACCEPTANCE CRITERIA	4.0-2
5.0	PRODUCTION IMPLEMENTATION	5.0-1
	5.1 DATA BASE ESTABLISHMENT	5.0-1
	5.2 OPERATIONAL STAGES	5.0-1
	5.3 OPERATIONAL REQUIREMENTS	5.0-1
Appendix — DATA ELEMENT GLOSSARY		A-1

FIGURES

VOLUME I

Figure		Page
1.3-1	IFMS System concept	1.0-4
2.1-1	Fund Control accounts structure	2.1-3
2.2-1	Resources Authority input and edit requirements.	2.2-3
2.2-2	Resources Authority template.	2.2-4
2.2-3	Resources Authority transaction-begun messages.	2.2-7
2.2-4	Resources Authority transaction-complete messages	2.2-7
2.2-5	Resources Authority data element edit error messages.	2.2-8
2.2-6	Resources Authority processing error messages.	2.2-9
2.2-7	Resources Authority messages by transaction	2.2-10
2.2-8	Resources Authority inquiry requirements.	2.2-11
2.3-1	Allotment Received input and edit requirements.	2.3-4
2.3-2	Allotment template.	2.3-5
2.3-3	R&PM Allotment Transferred input and edit requirements	2.3-8
2.3-4	Sub Issued input and edit requirements	2.3-10
2.3-5	Allotment transaction-begun messages. . .	2.3-13
2.3-6	Allotment transaction-complete messages.	2.3-14

Figure		Page
2.3-7	Allotment data element edit error messages.	2.3-15
2.3-8	Allotment processing error messages . . .	2.3-16
2.3-9	Allotment messages by transaction	2.3-17
2.3-10	Allotment inquiry requirements.	2.3-18
2.4-1	Conventional Primary Work Authorization input and edit requirements	2.4-4
2.4-2	Primary Work Authorization template . . .	2.4-5
2.4-3	Reservation Primary Work Authorization input and edit requirements	2.4-8
2.4-4	Sub-RA Primary Work Authorization input and edit requirements	2.4-12
2.4-5	Primary Work Authorization transaction-begun messages.	2.4-17
2.4-6	Primary Work Authorization transaction-complete messages	2.4-17
2.4-7	Primary Work Authorization data element edit error messages	2.4-18
2.4-8	Primary Work Authorization processing error messages.	2.4-19
2.4-9	Primary Work Authorization messages by transaction.	2.4-20
2.4-10	Primary Work Authorization inquiry requirements.	2.4-21
2.5-1	Reimbursable Order Accepted input and edit requirements	2.5-3
2.5-2	Reimbursable Order template	2.5-4
2.5-3	Reimbursable Order Assigned input and edit requirements	2.5-7

Figure		Page
2.5-4	Reimbursable Order Transferred input and edit requirements	2.5-10
2.5-5	Reimbursable Order Acceptance transaction-begun messages.	2.5-13
2.5-6	Reimbursable Order Acceptance transaction-complete messages	2.5-13
2.5-7	Reimbursable Order Acceptance data element edit error messages	2.5-14
2.5-8	Reimbursable Order Acceptance processing error messages	2.5-15
2.5-9	Reimbursable Order Acceptance messages by transaction	2.5-16
2.5-10	Reimbursable Order inquiry requirements	2.5-17
2.6-1	Purchase Request performance data input and edit requirements	2.6-4
2.6-2	Purchase Request performance data template.	2.6-5
2.6-3	Purchase Request information data input and edit requirements	2.6-8
2.6-4	Purchase Request information data template.	2.6-10
2.6-5	Purchase Request performance data change input and edit requirements. . . .	2.6-13
2.6-6	Purchase Request information data change input and edit requirements. . . .	2.6-16
2.6-7	Request for Fund Citation input and edit requirements	2.6-19
2.6-8	Fund Citation/Commitment Reversal template.	2.6-21

Figure		Page
2.6-9	Commitment Reversal input and edit requirements.	2.6-24
2.6-10	FSS input and edit requirements	2.6-27
2.6-11	Purchase Request transaction-begun messages.	2.6-31
2.6-12	Purchase Request transaction-complete messages.	2.6-31
2.6-13	Purchase Request data element edit error messages.	2.6-32
2.6-14	Purchase Request processing advisory messages.	2.6-34
2.6-15	Purchase Request processing error messages.	2.6-35
2.6-16	Purchase Request messages by transaction	2.6-36
2.6-17	Purchase Request inquiry requirements . .	2.6-38
2.7-1	Contracting and Miscellaneous Obligation Documents initial input and edit requirements	2.7-4
2.7-2	Document type codes	2.7-5
2.7-3	Contracting and Miscellaneous Obligation Documents template	2.7-6
2.7-4	Contracting and Miscellaneous Obligation Documents correction input and edit requirements	2.7-12
2.7-5	Blanket Purchase Agreement initial input and edit requirements	2.7-16
2.7-6	Blanket Purchase Agreement template . . .	2.7-18
2.7-7	Blanket Purchase Agreement update and correction input and edit requirements.	2.7-23

Figure		Page

2.7-8	Government Bill of Lading initial input and edit requirements	2.7-28
2.7-9	Government Bill of Lading template. . . .	2.7-31
2.7-10	Government Bill of Lading update and correction input and edit requirements. .	2.7-33
2.7-11	Obligation transaction-begun messages . .	2.7-37
2.7-12	Obligation transaction-complete messages.	2.7-37
2.7-13	Obligation data element edit error messages.	2.7-38
2.7-14	Obligation processing advisory messages.	2.7-40
2.7-15	Obligation processing error messages. . .	2.7-41
2.7-16	Obligation messages by transaction. . . .	2.7-42
2.7-17	Obligation inquiry requirements	2.7-44
2.8-1	Contract data input and edit requirements.	2.8-3
2.8-2	Contract Data template.	2.8-4
2.8-3	Automatic Accrual input and edit requirements.	2.8-8
2.8-4	Form 100 and Manual Accrual input and edit requirements	2.8-12
2.8-5	Cost Accrual template	2.8-13
2.8-6	Cost Accrual transaction-begun messages.	2.8-16
2.8-7	Cost Accrual transaction-complete messages.	2.8-16
2.8-8	Cost Accrual data element edit error messages.	2.8-17

Figure		Page
2.8-9	Cost Accrual processing error messages. .	2.8-18
2.8-10	Cost Accrual messages by transaction. . .	2.8-19
2.8-11	Cost Accrual inquiry requirements	2.8-20
2.9-1	Initial Distribution of Services Estimate input and edit requirements. . .	2.9-4
2.9-2	Distribution of Services Estimate update and correction input and edit requirements.	2.9-7
2.9-3	Cost Distribution template.	2.9-9
2.9-4	Initial Distribution of Services input and edit requirements	2.9-11
2.9-5	Distribution of Services update and correction input and edit requirements. .	2.9-12
2.9-6	Initial Distribution of Supplies input and edit requirements	2.9-16
2.9-7	Distribution of Supplies update and correction input and edit requirements. .	2.9-19
2.9-8	Cost Distribution transaction-begun messages.	2.9-22
2.9-9	Cost Distribution transaction-complete messages.	2.9-22
2.9-10	Cost Distribution data element edit error messages.	2.9-23
2.9-11	Cost Distribution processing error messages.	2.9-25
2.9-12	Cost Distribution messages by transaction	2.9-26
2.9-13	Cost Distribution inquiry requirements. .	2.9-27
2.10-1	Contract Disbursement input and edit requirements	2.10-6

Figure		Page
2.10-2	Contract Disbursement template.	2.10-8
2.10-3	Contract disbursement and adjustment transactions.	2.10-9
2.10-4	Grant Disbursement input and edit requirements.	2.10-25
2.10-5	Grant Disbursement template	2.10-26
2.10-6	Grant disbursement and adjustment transactions.	2.10-28
2.10-7	Letter of Credit Issuance input and edit requirements	2.10-36
2.10-8	Letter of Credit Issuance template. . . .	2.10-37
2.10-9	Letter of Credit Withdrawal input and edit requirements	2.10-43
2.10-10	Letter of Credit Withdrawal template. . .	2.10-45
2.10-11	Letter of Credit Disbursement input and edit requirements	2.10-49
2.10-12	Letter of Credit Disbursement template. .	2.10-50
2.10-13	Letter of credit disbursement and adjustment transactions	2.10-51
2.10-14	T-Order Disbursement input and edit requirements.	2.10-63
2.10-15	T-Order Disbursement template	2.10-65
2.10-16	T-order disbursement and adjustment transactions.	2.10-66
2.10-17	Government Bill of Lading Disbursement input and edit requirements	2.10-76
2.10-18	Government Bill of Lading Disbursement template.	2.10-78

Figure		Page
2.10-19	Government Bill of Lading disbursement and adjustment transactions	2.10-79
2.10-20	MILSTRIP/FEDSTRIP Disbursement input and edit requirements (template input). .	2.10-86
2.10-21	MILSTRIP/FEDSTRIP Disbursement template.	2.10-88
2.10-22	MILSTRIP/FEDSTRIP Disbursement input and edit requirements (card input). . . .	2.10-89
2.10-23	MILSTRIP/FEDSTRIP cards (disbursement). .	2.10-90
2.10-24	MILSTRIP/FEDSTRIP disbursement and adjustment transactions	2.10-91
2.10-25	Costing input and edit requirements (template input).	2.10-99
2.10-26	Costing template.	2.10-100
2.10-27	Costing input and edit requirements (MILSTRIP/FEDSTRIP card input).	2.10-101
2.10-28	MILSTRIP/FEDSTRIP cards (costing)	2.10-102
2.10-29	Prior Year Reopening input and edit requirements.	2.10-108
2.10-30	Prior Year Reopening template	2.10-111
2.10-31	Miscellaneous Disbursement input and edit requirements	2.10-118
2.10-32	Miscellaneous Disbursement template . . .	2.10-120
2.10-33	MILSTRIP/FEDSTRIP Obligation input and edit requirements (template input). .	2.10-124
2.10-34	MILSTRIP/FEDSTRIP Obligation template . .	2.10-126
2.10-35	MILSTRIP/FEDSTRIP Obligation input and edit requirements (interface input) . . .	2.10-127

Figure		Page
2.10-36	Disbursement transaction-begun messages.	2.10-131
2.10-37	Disbursement transaction-complete messages.	2.10-132
2.10-38	Disbursement data element edit error messages.	2.10-133
2.10-39	Disbursement advisory messages.	2.10-137
2.10-40	Disbursement processing error messages.	2.10-138
2.10-41a	Disbursement messages by transaction - contract.	2.10-144
2.10-41b	Disbursement messages by transaction - grant	2.10-145
2.10-41c	Disbursement messages by transaction - letter of credit.	2.10-146
2.10-41d	Disbursement messages by transaction - T-order	2.10-148
2.10-41e	Disbursement messages by transaction - GBL	2.10-149
2.10-41f	Disbursement messages by transaction - MILSTRIP/FEDSTRIP	2.10-150
2.10-41g	Disbursement messages by transaction - costing	2.10-151
2.10-41h	Disbursement messages by transaction - prior year reopening.	2.10-152
2.10-41i	Disbursement messages by transaction - miscellaneous	2.10-153
2.10-41j	Disbursement messages by transaction - MILSTRIP/FEDSTRIP obligation.	2.10-154
2.10-42	Disbursement inquiry requirements	2.10-155

Figure		Page
2.11-1	Subauthorization performance data input and edit requirements	2.11-3
2.11-2	Subauthorization Performance template . .	2.11-5
2.11-3	Subauthorization performance data transaction-begun messages.	2.11-12
2.11-4	Subauthorization performance data transaction-complete messages	2.11-12
2.11-5	Subauthorization performance data element edit error messages	2.11-13
2.11-6	Subauthorization performance data processing advisory messages.	2.11-14
2.11-7	Subauthorization performance data processing error messages	2.11-15
2.11-8	Subauthorization performance data messages by transaction	2.11-16
2.11-9	Subauthorization performance data inquiry requirements.	2.11-18
2.12-1	Travel performance data initial input and edit requirements	2.12-4
2.12-2	Type of travel activity codes, input relationships, and edit requirements. . .	2.12-7
2.12-3	Travel Performance Data template.	2.12-8
2.12-4	Travel performance data disbursement input and edit requirements	2.12-14
2.12-5	Travel performance data update and correction input and edit requirements. .	2.12-18
2.12-6	Travel Advance Establishment input and edit requirements	2.12-24
2.12-7	Travel Advance template	2.12-25

Figure		Page
2.12-8	Travel Advance Liquidation input and edit requirements - voucher deduction	2.12-27
2.12-9	Travel Advance Liquidation input and edit requirements - cash collection . . .	2.12-29
2.12-10	Travel Advance update and correction input and edit requirements	2.12-31
2.12-11	Travel Advance Miscellaneous Operations input and edit requirements. .	2.12-34
2.12-12	Travel Advance Miscellaneous Operations template	2.12-38
2.12-13	Travel Advance Miscellaneous Operations update and correction input and edit requirements	2.12-39
2.12-14	Travel Performance Data Prior Years Reopening input and edit requirements . .	2.12-44
2.12-15	Travel Performance Data Reopening template.	2.12-47
2.12-16	Travel Advance Prior Years Reopening input and edit requirements	2.12-50
2.12-17	Travel Advance Reopening template	2.12-51
2.12-18	Travel transaction-begun messages	2.12-53
2.12-19	Travel transaction-complete messages. . .	2.12-53
2.12-20	Travel data element edit error messages.	2.12-54
2.12-21	Travel processing error messages.	2.12-57
2.12-22	Travel messages by transaction.	2.12-59
2.12-23	Travel inquiry requirements	2.12-63

Figure		Page
2.13-1	Travel Accounts Receivable Establishment input and edit requirements.	2.13-4
2.13-2	Establishment of Accounts Receivable template.	2.13-6
2.13-3	Commercial Accounts Receivable Establishment input and edit requirements.	2.13-11
2.13-4	Payroll Accounts Receivable Establishment input and edit requirements.	2.13-18
2.13-5	Payroll accounts receivable establishment generated data elements . .	2.13-22
2.13-6	Miscellaneous receipts accounts receivable establishment generated data elements	2.13-25
2.13-7	Miscellaneous Receipt Accounts Receivable Establishment input and edit requirements	2.13-27
2.13-8	Deposit Fund Accounts Receivable Establishment input and edit requirements.	2.13-33
2.13-9	Deposit Fund accounts receivable establishment generated data elements . .	2.13-37
2.13-10	Liquidation of Accounts Receivable - Cash Collection or Voucher Deduction input and edit requirements	2.13-41
2.13-11	Liquidation of Accounts Receivable template.	2.13-43
2.13-12	Travel Certificate of Deposit input and edit requirements	2.13-50
2.13-13	Certificate of Deposit template	2.13-51

Figure		Page

2.13-14	Commercial Certificate of Deposit input and edit requirements	2.13-56
2.13-15	Payroll Certificate of Deposit input and edit requirements	2.13-62
2.13-16	Miscellaneous Receipt Certificate of Deposit input and edit requirements. .	2.13-67
2.13-17	Deposit Fund Certificate of Deposit input and edit requirements	2.13-72
2.13-18	Travel Advance Certificate of Deposit input and edit requirements . . .	2.13-76
2.13-19	Travel Advance Certificate of Deposit template.	2.13-77
2.13-20	Bad Check or Write-Off input and edit requirements	2.13-81
2.13-21	Bad Check or Write-Off template	2.13-83
2.13-22	Deposit Fund Payment input and edit requirements.	2.13-93
2.13-23	Deposit Fund Payment template	2.13-94
2.13-24	Deposit Fund Transfer input and edit requirements	2.13-98
2.13-25	Deposit Fund Transfer template.	2.13-101
2.13-26	Aircraft Spares input and edit requirements.	2.13-109
2.13-27	Aircraft Spares template.	2.13-111
2.13-28	Accounts Receivable Prior Year Reopening input and edit requirements . .	2.13-118
2.13-29	Prior Year Reopening template	2.13-121
2.13-30	Accounts Receivable transaction-begun messages.	2.13-124

Figure		Page
2.13-31	Accounts Receivable transaction-complete messages	2.13-126
2.13-32	Accounts Receivable data element edit error messages	2.13-127
2.13-33	Accounts Receivable processing error messages.	2.13-130
2.13-34	Accounts Receivable messages by transaction	2.13-136
2.13-35	Accounts Receivable inquiry requirements.	2.13-142
2.14-1	Payroll Estimate input and edit requirements.	2.14-3
2.14-2	Payroll Estimate template	2.14-5
2.14-3	Payroll estimate generated data elements.	2.14-7
2.14-4	Payroll Disbursement input and edit requirements.	2.14-11
2.14-5	Payroll Disbursement template	2.14-14
2.14-6	Payroll disbursement generated data elements.	2.14-17
2.14-7	Payroll deduction generated data elements.	2.14-19
2.14-8	Retirement Fund input and edit requirements.	2.14-23
2.14-9	Retirement Fund template.	2.14-25
2.14-10	Retirement fund generated data elements.	2.14-28
2.14-11	Bond and State Tax Payment input and edit requirements	2.14-32
2.14-12	Bond and State Tax Payment template . . .	2.14-33

Figure		Page
2.14-13	Payroll Prior Year Reopening input and edit requirements	2.14-38
2.14-14	Payroll Prior Year Reopening template . .	2.14-39
2.14-15	Labor Distribution Interface input and edit requirements	2.14-42
2.14-16	Payroll transaction-begun messages. . . .	2.14-44
2.14-17	Payroll transaction-complete messages . .	2.14-45
2.14-18	Payroll data element edit error messages.	2.14-46
2.14-19	Payroll processing error messages	2.14-50
2.14-20	Payroll messages by transaction	2.14-51
2.14-21	Payroll inquiry requirements.	2.14-53
2.16-1	IFMS edit tables.	2.16-3
2.16-2	Primary Work Code Edit Table data elements.	2.16-5
2.16-3	Primary Work Code Edit Table Addition input and edit requirements. . .	2.16-7
2.16-4	Primary Work Code Edit Table Update template.	2.16-9
2.16-5	Primary Work Code Edit Table Change input and edit requirements	2.16-11
2.16-6	FS 1 and 2 Primary Work Code Edit Table data elements	2.16-15
2.16-7	FS 1 and 2 Primary Work Code Edit Table update input and edit requirements.	2.16-16
2.16-8	FS 1 and 2 Primary Work Code Edit Table Update template	2.16-18

Figure		Page
2.16-9	Reimbursable Order Edit Table data elements.	2.16-21
2.16-10	Responsible Organization Edit Table data elements	2.16-22
2.16-11	Performing Organization Edit Table data elements	2.16-23
2.16-12	Centerwide Job Code Edit Table data elements	2.16-24
2.16-13	Object Class Edit Table data elements . .	2.16-25
2.16-14	Reimbursable Order Edit Table update input and edit requirements	2.16-27
2.16-15	Reimbursable Order Edit Table Update template.	2.16-28
2.16-16	Responsible Organization Edit Table update input and edit requirements. . . .	2.16-29
2.16-17	Responsible Organization Edit Table Update template	2.16-30
2.16-18	Performing Organization Edit Table update input and edit requirements. . . .	2.16-31
2.16-19	Performing Organization Edit Table Update template	2.16-32
2.16-20	Centerwide Job Code Edit Table update input and edit requirements. . . .	2.16-33
2.16-21	Centerwide Job Code Edit Table Update template	2.16-34
2.16-22	Object Class Edit Table update input and edit requirements	2.16-35
2.16-23	Object Class Edit Table Update template.	2.16-36
2.16-24	MA PY FS Edit Table data elements	2.16-39

Figure		Page
2.16-25	MA PY FS Edit Table update input and edit requirements	2.16-41
2.16-26	MA PY FS Edit Table Update template . . .	2.16-42
2.16-27	IFMS edit tables 12, 13, and 14 data elements.	2.16-44
2.16-28	General Purpose Edit Table update input and edit requirements	2.16-46
2.16-29	General Purpose Edit Table Update template.	2.16-47
2.16-30	Edit Tables transaction-begun messages. .	2.16-49
2.16-31	Edit Tables transaction-complete messages.	2.16-51
2.16-32	Edit Tables data element edit error messages.	2.16-52
2.16-33	Edit Tables processing error messages . .	2.16-55
2.16-34	Edit Tables messages by transaction . . .	2.16-56
2.16-35	Edit Tables inquiry requirements.	2.16-65
2.16-36	Batch edit tables	2.16-70
2.16-37	Batch edit tables and user systems. . . .	2.16-71
2.16-38	Batch edit tables - general record layout.	2.16-72
2.16-39	IFMS to batch edit tables conversion. . .	2.16-73
2.17-1	IFMS input interfaces	2.17-3
2.17-2	IFMS input interface files.	2.17-4
2.17-3	Procurement 497 Master file record format.	2.17-5
2.17-4	Procurement 497 Master file data elements.	2.17-6

Figure		Page
2.17-5	Contractor Status and Reporting file record format	2.17-7
2.17-6	Contractor Status and Reporting file data elements	2.17-8
2.17-7	Supply Obligations file record format . .	2.17-10
2.17-8	Supply Obligations file data elements . .	2.17-11
2.17-9	Current Month Supply file record format.	2.17-12
2.17-10	Current Month Supply file data elements.	2.17-13
2.17-11	Supply Receipts file record format. . . .	2.17-14
2.17-12	Supply Receipts file data elements. . . .	2.17-15
2.17-13	Payroll Name Master file record format. .	2.17-17
2.17-14	Payroll Name Master file data elements. .	2.17-18
2.17-15	Non-Pay Master file record format	2.17-19
2.17-16	Non-Pay Master file data elements	2.17-20
2.17-17	Current Month Labor file record format. .	2.17-21
2.17-18	Current Month Labor file data elements. .	2.17-22
2.17-19	Service Center Distribution Fiscal file record format.	2.17-24
2.17-20	Service Center Distribution Fiscal file data elements.	2.17-25
2.17-21	Cost Transactions file record format. . .	2.17-26
2.17-22	Cost Transactions file data elements. . .	2.17-27
2.17-23	Carrier Account Transactions file record format	2.17-28

Figure		Page
2.17-24	Carrier Account Transactions file data elements	2.17-30
2.17-25	IFMS output interfaces.	2.17-31
2.17-26	Medical Operations Carrier Distribution FACS, IMAS-B, and POP Plan/Actual record format	2.17-32
2.17-27	Medical Operations system data elements.	2.17-34
2.17-28	Labor Distribution system current fiscal year supply issues data elements.	2.17-36
2.17-29	Labor Distribution system summary of current fiscal year data elements	2.17-37
2.17-30	Labor Distribution current fiscal year IFMS data elements	2.17-38
2.17-31	Labor Distribution current fiscal year data elements.	2.17-39
2.17-32	Financial and Contractual Status system data elements.	2.17-41
2.17-33	Institutional Management Accounting System - B (IMAS-B) data elements	2.17-42
2.17-34	Financial History subsystem - set 1 record format	2.17-43
2.17-35	Financial History subsystem - set 1 data elements	2.17-45
2.17-36	Financial History subsystem - set 2 record format	2.17-47
2.17-37	Financial History subsystem - set 2 data elements	2.17-49
2.17-38	Financial History subsystem - set 3 record format	2.17-50

Figure		Page

2.17-39	Financial History subsystem - set 3 data elements	2.17-52
2.17-40	Plan/Actual subsystem - set 1 data elements.	2.17-53
2.17-41	Plan/Actual subsystem - set 2 data elements.	2.17-54
2.17-42	Plan/Actual subsystem record format . . .	2.17-56
2.17-43	Plan/Actual subsystem - set 3 data elements.	2.17-57
2.18-1	General inquiry requirements.	2.18-1
2.19-1	Fund Control Account Status Part I Resources Authority report.	2.19-5
2.19-2	Fund Control Account Status Part II Allotment report.	2.19-8
2.19-3	Fund Control Account Status Part III Sub Issued Suspense report.	2.19-11
2.19-4	Resources Authority Versus Allotment Exceptions Available Differences Greater Than Two Dollars report	2.19-14
2.19-5	PWA Fund Control Status report.	2.19-17
2.19-6	PWA Responsible Organization Fund Control Status report	2.19-25
2.19-7	Fund Control Account Status Part IV Reimbursable Orders report.	2.19-32
2.19-8	Unobligated Commitments report.	2.19-36
2.19-9	Open Commercial Order Status Part I report.	2.19-42
2.19-10	Open Commercial Order Status Part II report.	2.19-46

Figure		Page

2.19-11	Open Commercial Order Status Part III report.	2.19-50
2.19-12	Open Commercial Order Status Part IV report.	2.19-54
2.19-13	Open Commercial Order Status Part V report.	2.19-57
2.19-14	Open Commercial Order Status Part VI report.	2.19-60
2.19-15	Open Commercial Order Status Part VII report.	2.19-63
2.19-16	Open Commercial Order Status Part VIII-A - Contracts report	2.19-66
2.19-17	Open Commercial Order Status Part VIII-B - T-Orders report.	2.19-69
2.19-18	Distribution of Services Fiscal Year-to-Date Cost Amounts report	2.19-82
2.19-19	Reserveation PWA by Carrier Account report.	2.19-86
2.19-20	Cumulative Object Class report.	2.19-89
2.19-21	Form 100 Cost Accrual Status report . . .	2.19-95
2.19-22	Open Travel Order Status report	2.19-99
2.19-23	Closed Travel Order Status report	2.19-102
2.19-24	Open Travel Advance report.	2.19-105
2.19-25	Closed Travel Advance report.	2.19-108
2.19-26	Selected Foreign Travel report.	2.19-110
2.19-27	Open Accounts Receivable Status report. .	2.19-114
2.19-28	Accounts Receivable Aging report.	2.19-118

Figure		Page
2.19-29	Reimbursable Order Status Part I Travel report	2.19-121
2.19-30	Reimbursable Order Status Part II Commercial report	2.19-124
2.19-31	Reimbursable Order Status Part III report.	2.19-127
2.19-32	Inventory Reconciliation report	2.19-131
2.19-33	Equipment Receipts report	2.19-133
2.19-34	Current Month Real Property Cost report.	2.19-135
2.19-35	Real Property Financial Control Register report	2.19-138
2.19-36	Direct Delivery Receipts by Performing Organization report	2.19-142
2.19-37	Supply Issues by Performing Organization report	2.19-147
2.19-38	Daily Transaction List Resources Authority Section report.	2.19-154
2.19-39	Daily Transaction List Allotment Section report.	2.19-158
2.19-40	Daily Transaction List Primary Work Authorization Section report.	2.19-163
2.19-41	Daily Transaction List Reimbursable Order Section report.	2.19-168
2.19-42	Daily Transaction List Subauthorization Performance Section report.	2.19-172
2.19-43	Daily Transaction List Purchase Request Process Section report.	2.19-175
2.19-44	Daily Transaction List Travel Performance Section report	2.19-178

Figure		Page
2.19-45	Daily Transaction List Travel Advance Section report.	2.19-181
2.19-46	Daily Transaction List Distribution of Services Section report	2.19-184
2.19-47	Daily Transaction List Distribution of Supplies Section report	2.19-187
2.19-48	External Transaction List Distribution of Services Section Valid and Invalid Transactions report	2.19-190
2.19-49	External Transaction List Distribution of Supplies Section Valid and Invalid Transactions report	2.19-194
2.19-50	Daily Transaction List Obligation Section report.	2.19-198
2.19-51	Daily Transaction List Cost Accrual Section report.	2.19-201
2.19-52	Generated Transaction List Cost Accrual Section report.	2.19-204
2.19-53	Daily Transaction List Contract Disbursement Section report.	2.19-207
2.19-54	Daily Transaction List Grant Disbursement Section report	2.19-210
2.19-55	Daily Transaction List Letter of Credit Disbursement Section report	2.19-214
2.19-56	Daily Transaction List T-Order Disbursement Section report.	2.19-217
2.19-57	Daily Transaction List GBL Disbursement Section report.	2.19-220
2.19-58	Daily Transaction List Batch MILSTRIP/ FEDSTRIP Obligation Section report. . . .	2.19-223
2.19-59	Daily Transaction List Batch MILSTRIP/ FEDSTRIP Disbursement Section report. . .	2.19-227

Figure		Page
2.19-60	Daily Transaction List MILSTRIP/FEDSTRIP Disbursement Section report	2.19-231
2.19-61	Daily Transaction List Payroll Section report.	2.19-234
2.19-62	External Transaction List Labor Distribution Section Valid and Invalid Transactions report	2.19-237
2.19-63	Daily Transaction List Accounts Receivable Section report	2.19-243
2.19-64	Daily Transaction List Edit Table Section report.	2.19-246
2.19-65	Conversion List Responsible Organization/ Primary Work Code report.	2.19-250
2.19-66	Conversion of Performance Organization report.	2.19-253
2.19-67	Conversion Transaction List report. . . .	2.19-256
2.19-68	Conversion PWA Transaction report	2.19-259
2.19-69	Commercial Master report.	2.19-262
2.19-70	Payroll Master report	2.19-265
2.19-71	Travel Master report.	2.19-268
2.19-72	Current Month Transaction List report . .	2.19-271
2.19-73	General Ledger Transaction Summary report.	2.19-276
2.19-74	Allotment Ledger report	2.19-279
2.19-75	Headquarters PWC Year-to-Date Highlight report.	2.19-284
2.19-76	OMSF Review and Scheduling Data JSC PWC report.	2.19-292

Figure		Page
2.19-77	OMSF Review and Scheduling Data by Directorate JSC PWC report.	2.19-298
2.19-78	Program Status by JSC PWC R&D and C of F report.	2.19-302
2.19-79	Program Status PWC Within WBS R&D and C of F report	2.19-306
2.19-80	Program Status by JSC PWC R&PM report . .	2.19-309
2.19-81	Program Status by Object Class R&PM report.	2.19-312
2.19-82	Subauthorization Performance (from inception) report	2.19-317
2.19-83	Subauthorization Performance by Responsible Organization report	2.19-323
2.19-84	Status of Subauthorization Recap of Year-to-Date Activity by Responsible Organization report	2.19-329
2.19-85	Status of Subauthorization Recap of Year-to-Date Activity - Centerwide report.	2.19-332
2.19-86	Unauthorized System Access report	2.19-334
2.19-87	Open Payroll Order Status Part I Payroll report.	2.19-337
2.19-88	Open Payroll Order Status Part II Labor Distribution report	2.19-342
2.19-89	JSC Primary Work Codes except FS 1 and FS 2 report	2.19-345
2.19-90	Work Breakdown Structure Paragraph Number Sequence report.	2.19-347
2.19-91	Batch Edit Tables report.	2.19-350
2.19-92	End-of-Year PWC Edit Table Part I Deleted PWC's report.	2.19-352

Figure		Page
2.19-93	End-of-Year PWC Edit Table Part II Inactive PWC's report	2.19-354
2.19-94	Quarterly Obligation Versus Cost report .	2.19-357
2.19-95	Disbursement Limitation Analysis Part I, II, III, IV, and V report	2.19-361
2.19-96	MCAR Project Status report.	2.19-370
2.19-97	Status of Primary Work Authorization Travel report	2.19-373
2.19-98	Detailed Performance Data report.	2.19-379
2.19-99	Detailed Performance Data by PWC/PR report.	2.19-388
2.19-100	Status of Personnel Related Costs report.	2.19-391
2.19-101	IFMS Utilization Part I Valid Updates Summary report.	2.19-394
2.19-102	IFMS Utilization Part II Template Usage Statistics report	2.19-398
2.19-103	IFMS Utilization Part III Inquiry Usage Statistics report	2.19-401
2.19-104	IFMS Utilization Part IV Terminal Usage Statistics report	2.19-403
2.19-105	SF224 Statement of Transactions Part I report.	2.19-407
2.19-106	SF224 Statement of Transactions Part II report.	2.19-408
2.19-107	SF224 Statement of Transactions Part III report.	2.19-409
2.19-108	SF224 Statement of Transactions Part IV report.	2.19-410
2.22-1	User Access Key Update input and edit requirements.	2.22-3

Figure		Page
2.22-2	Security Maintenance Update template. . .	2.22-4
2.22-3	Security Table Update input and edit requirements.	2.22-6
2.22-4	Security Maintenance Update transaction-begun messages.	2.22-8
2.22-5	Security Maintenance Update transaction-complete messages	2.22-8
2.22-6	Security Maintenance Update data element edit error messages	2.22-9
2.22-7	Security Maintenance Update processing error messages.	2.22-10
2.22-8	Security Maintenance Update messages by transaction.	2.22-11
2.22-9	System Security inquiry requirements. . .	2.22-12
2.22-10	Performing Organization Conversion input and edit requirements	2.22-16
2.22-11	Responsible Organization Conversion input and edit requirements	2.22-18
2.22-12	Primary Work Code Conversion input and edit requirements	2.22-20
2.22-13	Conversion data element edit error messages.	2.22-29
2.22-14	Conversion processing error messages. . .	2.22-30
2.22-15	Conversion messages by transaction. . . .	2.22-32
2.22-16	SF224 transactions.	2.22-34
2.22-17	System Reconciliation inquiry requirements.	2.22-37
2.22-18	Transactions affecting the General Ledger.	2.22-39

Figure		Page
2.22-19	Subsidiary ledgers.	2.22-41
3.2-1	Estimated monthly online update transactions.	3.0-3

APPLICABLE DOCUMENTS

1. Project Implementation Plan for Interactive Financial Management System. LEC-0845, February 1974.

2. JSC Basic Accounting System Documentation. Project 2520.

3. JSC Financial and Contractual Status System Documentation. Project 2529.

4. JSC Program Operating Plan System Documentation. Project 2565.

5. JSC Institutional Management Accounting System Documentation. Project 2560/2561.

6. JSC Labor Distribution System Documentation. Project 2505.

7. JSC Service Center Distribution System Documentation. Project 2513.

8. NASA Management Instruction Manual (NMI).

9. Property Management Manual (PMM).

10. Resource Management Manual (RMM).

11. System 2000 Reference Manual.

ABBREVIATIONS AND ACRONYMS

BAS	Basic Accounting System
BPA	Blanket Purchase Agreement (Small Purchase)
CFI	Cumulative from inception
CMS	Communication Management System
C of F	Construction of facilities
COCD	Commitment, obligation, cost, and disbursement
CRT	Cathode-ray tube
DMS	Data Management System
DR	Division request
DRD	Detailed Requirements Document
FACS	Financial and Contractual Status System
FEDSTRIP	Federal Standard Requisition and Issue Procedure
FMD	Financial Management Division
FMM	Financial Management Manual
FS	Fund Source
FY	Fiscal Year
GBL	Government Bill of Lading
GCS	Generalized Communications System
GL	General Ledger
IBC	Institutional Based Contracts
IDSD	Institutional Data Systems Division
IFMS	Interactive Financial Management System

PRECEDING PAGE BLANK NOT FILMED

IMAS	Institutional Management Accounting System
IRD	Institutional Resources Division
JSC	Lyndon B. Johnson Space Center
LEC/ASD	Lockheed Electronics Company, Inc./Aerospace Systems Division
MA	Method of Authority
MILSTRIP	Military Standard Requisition and Issue Procedure
MSF	Manned Space Flight
NASA	National Aeronautics and Space Administration
OMB	Office of Management and Budget
PCS	Permanent change-of-station
PIP	Project Implementation Plan
PLI	Procedure Language Interface
POP	Program Operating Plan
PR	Purchase request
PWA	Primary Work Authorization
PWC	Primary Work Code
PY	Program Year
RA	Resources Authority
RAS	Resources Accounting System
R&D	Research and Development
R&I	Receiving and Inspection
R&PM	Resources and Program Management
RMM	Resources Management Manual

RO	Responsible Organization
SCD	Service Center Distribution
TA	Travel Authorization
TR	Transportation request
UAK	User access key

1.0 INTRODUCTION

1.1 IDENTIFICATION

The Detailed Requirements Document (DRD) for Phase 1 of the Interactive Financial Management System (IFMS) is written in response to job order 84-357. The responsible NASA organization is the Institutional Data Systems Division (IDSD) of the Data Systems and Analysis Directorate. The project number 2572 is assigned to this system.

1.2 BACKGROUND

IFMS is being developed to satisfy both the existing and new systems' requirements of the Financial Management Division (FMD) of the Administration and Program Support Directorate. The FMD operation consists of a series of highly regulated, complex, and integrated operating procedures and processes. These operations have become more difficult to maintain, improve, and expand as increasing accounting and financial reporting requirements have been levied on FMD. This additional workload and the lack of improved and more comprehensive data processing support has resulted in FMD being unable to perform its JSC accounting/financial management functions as efficiently and effectively as desired. In addition, many of the computer systems currently supporting FMD are characterized by their inefficient design and continuing need for modifications to accommodate changing requirements.

A Project Implementation Plan (PIP) for IFMS was published in February 1974 describing the existing FMD operation and computer support, IFMS concept, and a plan for IFMS implementation.

IFMS's primary objective is the implementation of an efficient, flexible, and comprehensive financial management system that will ultimately integrate FMD operational and computer support activities. It will replace the Basic Accounting System (BAS) in Phase 1. The interfacing systems are Labor Distribution, Institutional Management Accounting System Phase A and Phase B (IMAS-A and IMAS-B), Service Center Distribution (SCD), PR/497, Supply, Payroll, Contract Status and Reporting, Resource Control, Medical Operations, Financial and Contractual Status (FACS), and Program Operating Plan (POP).

1.3 SYSTEM DESCRIPTION

IFMS must support all functional activities of FMD. It must provide timely and accurate accounting data to support the total FMD operation, as well as to provide current and meaningful financial management information to the various levels of JSC management. IFMS must also satisfy all external JSC financial reporting requirements and adhere to NASA Headquarters and the Government Accounting Office legal and procedural accountability restrictions.

To meet FMD functional requirements, IFMS must provide for the quick and efficient entry of accounting data by FMD personnel, followed by a comprehensive and automated edit, validation, update, and report cycle. IFMS will be

primarily online oriented with the daily accounting activity input, edited, and processed online. The online inquiry capability will be provided. Batch processing will be used to produce recurring reports and to process the files used in the interfaces with other FMD and JSC computer systems. Each of these areas will be addressed separately in subsequent paragraphs, and defined specifically in section 2.0. The general system concept is illustrated in figure 1.3-1.

1.3.1 IFMS Input

To enter data into IFMS, FMD will have 14 CRT terminals located strategically at various FMD locations at JSC. In phase 1, the Institutional Resources Division (IRD) will have 1 CRT terminal to be used for IFMS inquiry purposes only. The locations of the cathode-ray tube (CRT) terminals and printers are as follows:

Organization	CRT's with printers	Remote printers	Building location
Fund Control Unit	3		419
Central Resources Section	1		45
Commercial Accounts Section	4		416
Travel Unit	3		1
Cost Accounting Section	1		45
Financial Information Center	2	1	416/45
Institutional Resources Division	1	---	1
Total	15	1	

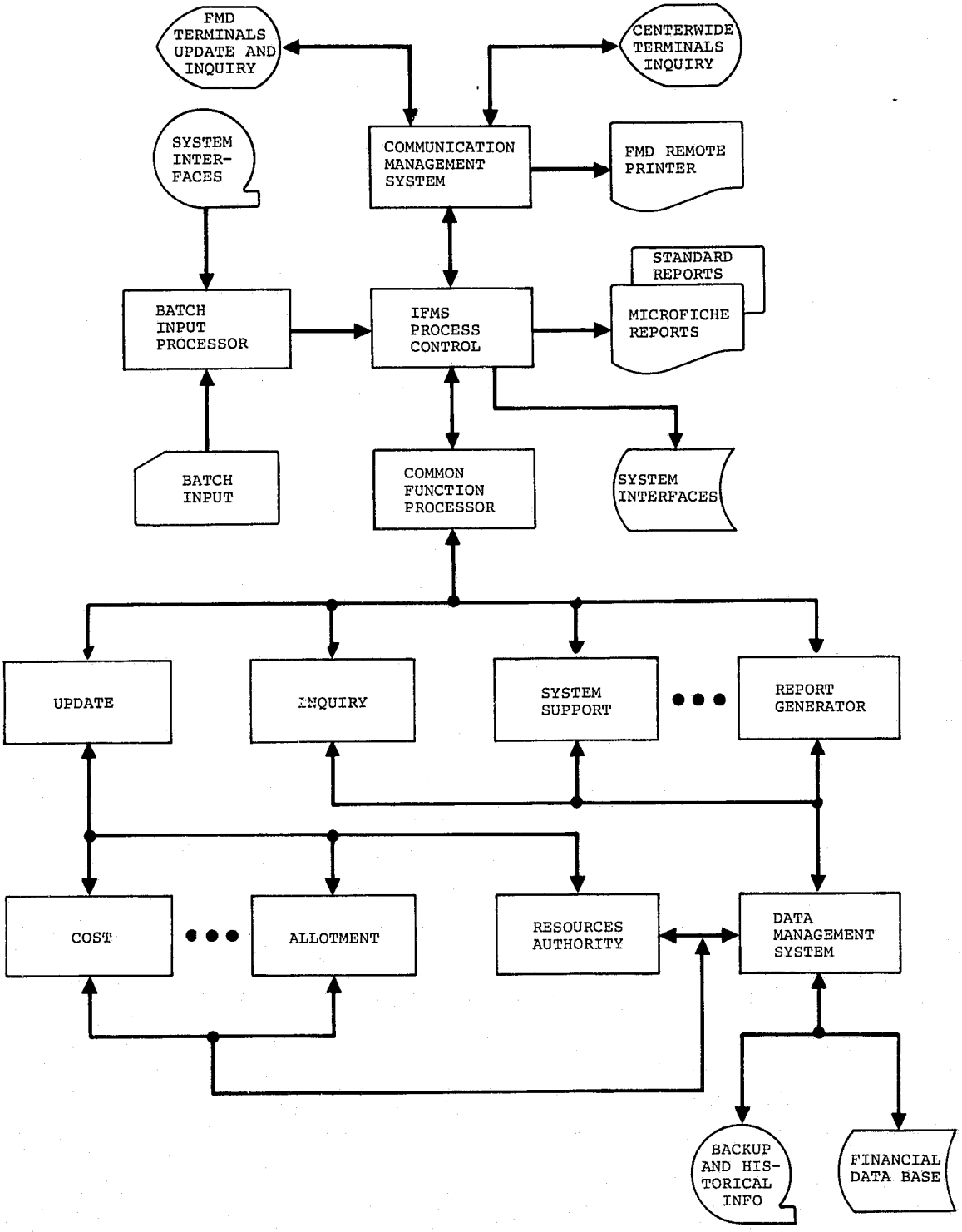

Figure 1.3-1. - IFMS System concept.

The precise CRT terminal model to be utilized has not yet been determined; however, its required characteristics were enumerated in the IFMS PIP.

Each FMD organization to enter data into IFMS will first sign on, then, request the appropriate input template. The sign-on will require, at a minimum, a user ID and an access code to facilitate the IFMS authorization and user/transaction level of security. The template called by the user will be one of a series of templates which have been standardized and generalized to support a class of financial activity, i.e., Resources Authority, Disbursements, etc. The input template design philosophy is concerned with the recording of an activity rather than the existing system's mode of recording input transaction and skip codes and multiple transactions for one activity. IFMS permits the user to indicate the activity to be accomplished rather than requiring the user to know the effect of each transaction on the data base as in the current system. When the template has been requested, a series of fill-in-the-blanks will appear on the screen. After the user inputs the necessary data elements, IFMS must perform field edits, edit table validations/conversions, and processing edits (requiring data base access) to validate the input activity. If there is an error, the user will be notified immediately. If no error occurs, the proper records are updated within the IFMS data base, and the user is notified that the activity has been accepted and processed. On the following work day, the user receives a list of all valid transactions processed for the day. This list is to be used primarily for input validation, but can be used for a transaction history and for audit trail purposes.

1.3.2 IFMS Inquiries

The inquiry requirements for IFMS can be placed into two categories. First, many recurring, predefined inquiries have been identified as necessary in the day-to-day operations of FMD. These inquiries are identified in this document and will be designed for rapid user input (in effect, "canned" for the user's needs). Second, there are other inquiries that cannot be predefined or they are infrequently used. These inquiries are defined as ad hoc inquiries.

The precise input and output formats of the inquiries have not yet been determined because the communication management system (CMS) to be used by IFMS has not yet been determined, and the data management system (DMS) inquiry features have not been sufficiently evaluated. The inquiry format designs will be developed during Phase 1 functional design activity. Each process in section 2.0 will, however, specify the input data elements required for each predefined inquiry and the data elements to be included in the response.

1.3.2.1 Predefined inquiries. Each process in section 2.0 identifies the predefined inquiries applicable to that process and specifies the required input data elements and the data elements to be included in the response to the inquiry. Each inquiry specifies the type of data required for the inquiry (item, list, and summary). An item inquiry requests access to and output of a specified basic element set defined in the data base (e.g., what are the commitment, obligation, cost, and disbursement amounts for a specific purchase request (PR)). A list inquiry requests access to

and output of a number of items (e.g., what are the receipts, issues, and balance by Primary Work Code (PWC) of all Research and Development (R&D) Resources Authority (RA's) for program year '74). A summary inquiry requests access to many items but requires the output of a total of all items (e.g., what is the total receipts, issues, and balance of all direct R&D RA's for program year '74). In addition, each inquiry specifies the response time requirements according to one of the following three categories:

- Immediate response - The immediate response inquiry will be entered via the CRT, and a response should be returned immediately to the screen. Item inquiries and certain list and summary inquiries are immediate response inquiries. However, some list inquiries will be of sufficient length (lines of output) to require the output to be directed to the remote printer. The user will be notified at the terminal that such action has taken place. All immediate response requirements have been designed to meet the specific daily operational needs of FMD.
- Same day response - The remote batch inquiry is designed to support some of the operational and management information aspects of the FMD operation. The responses to these inquiries will be directed to the FMD remote printer and should be received the same day. This class of inquiry will normally be of the summary or list level of detail.
- Overnight response - The overnight response class of inquiry is designed to satisfy the management information level of financial activity, as well as

to provide some as-needed operational data. The overnight response request will result in a batch run activated during nonprime time (evening or weekend). The output will be produced on Building 12 printers and delivered to FMD at the beginning of the following work day.

1.3.2.2 Ad hoc inquiries. In addition to the set of predefined inquiries to be available to the user, IFMS must also have an ad hoc inquiry capability. This capability, while more difficult to use than the predefined inquiries, will permit selected FMD personnel to compose new inquiries. These personnel will have to be trained in the inquiry language and in some aspects of the IFMS data base structure. The specific user language for ad hoc inquiries is defined within the System 2000 documentation.

1.3.3 IFMS Reporting

The IFMS reporting requirements were developed by evaluating existing reports and incorporating any necessary or desirable modifications. Existing reports were eliminated, combined, and changed and some new reports added based on new IFMS concepts.

A primary consideration in developing IFMS reporting requirements was to minimize the system paper output by: (1) designing efficient formats, (2) providing only that information that is not better obtained by inquiries, (3) adjusting report frequency, (4) distributing reports to only personnel needing the reports, and (5) making use of microfiche output.

The specific IFMS report formats and descriptions are presented in section 2.19. These reports will be produced in the batch processing environment of IFMS.

1.3.4 IFMS Interfaces

IFMS must continue to interface with other FMD and JSC computer systems. The method of interfacing may change during the first two phases of IFMS with the optimum interfaces being developed in Phase 3. Initially, only batch interfacing will be supported until other interfacing online systems are implemented at JSC. The specific interface requirements, both input and output, are presented in section 2.17.

1.4 SYSTEM DESIGN ASSUMPTIONS AND CONSTRAINTS

IFMS will be designed with both online and batch processing capabilities. Online capabilities will provide for online edit and update of most daily accounting transactions and for online inquiry capability. The batch processing capability will include: (1) recurring reporting, (2) interfaces with other systems, and (3) edit and update of some accounting transactions. It is assumed that a CMS and DMS that meet all IFMS requirements (see sections 2.23 and 2.24) will be available when needed. The following CMS/DMS delivery dates have been assumed:

	Needed	Schedule Impact
DMS		
Single thread	11/74	12/74
Multi thread	01/75	05/75
CMS		
Simulator	12/74	12/74
System	02/75	04/75

The computer programs for online processing will be written in FORTRAN V, and the report and interface programs will be written in ANSI COBOL. IFMS programs will interface with both CMS and DMS. The extent to which the various features of CMS and DMS are used will be determined during the functional design phase after a critical evaluation of their capabilities and performance.

1.5 EQUIPMENT REQUIREMENTS AND CONSTRAINTS

IFMS will be designed for operation on the IDSD UNIVAC 1108 computer under EXEC 8 control. Sufficient communications hardware must be available to support the terminal requirements specified in the following timetable with full production use of the terminals beginning in February 1976.

	FY 75				FY 76	FY 77	FY 78
	Q1	Q2	Q3	Q4			
Terminals	1	2	6	6	18	18	18

One remote printer must be available in fiscal year 1976 and will be located in Building 416.

2.0 SYSTEM REQUIREMENTS

2.1 SYSTEM OVERVIEW

The requirements that the IFMS software must satisfy are the result of the integration of the basic accounting requirements of each operating unit within FMD and its financial reporting requirements to JSC management, other JSC organizations, and NASA Headquarters. This section presents a discussion of FMD financial concepts that are basic for an understanding of IFMS requirements and an overview of the organization used in the requirements definition.

2.1.1 Concepts

Three major financial concepts are applicable to the operations within FMD: (1) Fund Control, (2) Funding Cycle, and (3) Carrier account. These concepts, as defined in the existing batch processing computer systems, were described in the IFMS PIP. Review of FMD requirements for IFMS has shown that the Fund Control and Funding Cycle concepts can be streamlined to eliminate activities not essential to FMD operations while maintaining the required accounting controls. These concepts will be referenced throughout the discussion of IFMS requirements.

2.1.1.1 Fund Control. The FMD Fund Control concept relates to the processing requirements for Resources Authority (RA), Allotment, and Primary Work Authorization (PWA). Fund Control can be viewed as a series of "accounts" designed to manage and control funds received for JSC

PRECEDING PAGE BLANK NOT FILMED

projects and activities. These accounts include direct and reimbursable work received from NASA Headquarters, work received from other NASA centers, and JSC tracking of work given to other NASA centers by JSC.

Each of the accounts or subaccounts described contains the receipts and the issues. An account or subaccount balance can be computed as the difference between the receipts and the issues. Figure 2.1-1 illustrates this account structure.

- Resources Authority - The RA account contains authorizations (within the limits of the funds allotted) for the commitment and obligation for approved projects and activities. These authorizations are received in the form of RA and are recorded by RA type in one of three subaccounts. All subaccounts record RA by: (1) appropriation type [Resources and Program Management (R&PM), Research and Development (R&D), and Construction of Facilities (C of F)], (2) Program Year (PY), and (3) for R&D and C of F by program [defined by the three- and four-digit Primary Work Code (PWC) respectively].
  - (1) Direct - The Direct RA subaccount contains RA authorizations received directly from NASA Headquarters for approved NASA projects and activities.
  - (2) Sub-RA Received - The Sub-RA Received subaccount contains the RA authorizations issued to JSC from other NASA centers for support work to be performed by JSC.

Resources Authority

Direct	Sub-RA Received	Reimbursable
MA	MA	MA
PY	PY	PY
FS	FS	FS
PWC	PWC	PWC

Allotment

Direct	Sub-Allotment Received	Reimbursable	Reimbursable Suspense
MA	MA	MA	MA
PY	PY	PY	PY
FS	FS	FS	FS
		PWC	

Conventional PWA	Reservation PWA	Carrier	Sub-RA PWA	Sub Issued Suspense	Reimbursable Order Control
RO	RO	RO	RO	MA	Reimbursable Order No.
MA	MA	MA	MA	PY	
PY	PY	PY	PY	FS	
FS	FS	FS	FS	Sub ID	
PWC/ Object Class	PWC/ Object Class Carrier ID	Carrier ID	PWC Sub ID Object Class		

Figure 2.1-1. - Fund Control accounts structure.

ORIGINAL PAGE IS OF POOR QUALITY

(3) Reimbursable - The Reimbursable RA subaccount contains the RA authorizations issued to JSC as a result of anticipated receipt of reimbursable work performed for other government agencies or private individuals, firms, or corporations. All expenditures made for reimbursable work will be recovered from the organization requesting the work.

- Allotment - The Allotment account contains the specific funds authorizations (allotments) that are the legal limitations on commitments, obligations, and expenditures. Allotments received are recorded according to type in one of four subaccounts by appropriation type and PY.

  (1) Direct - The Direct Allotment subaccount contains the specific funds authorizations for work performed by JSC on projects and activities authorized through Direct RA's.

  (2) Sub-Allotment Received - The Sub-Allotment Received subaccount contains the specific funds authorizations for work performed by JSC on projects and activities authorized through Sub-RA's received from other NASA centers.

  (3) Reimbursable Suspense - The Reimbursable Suspense subaccount contains the funds authorizations issued as a result of anticipated reimbursable work. This subaccount is an intermediate account not available for the funding of JSC work authorizations.

  (4) Reimbursable - The Reimbursable Allotment subaccount contains the funds authorizations for specific reimbursable work accepted by JSC.

This subaccount records reimbursable acceptances by unique nine-digit PWC's assigned to each order in addition to the appropriation type and PY.

- Conventional PWA - The Conventional PWA account contains the distribution of JSC authorized funds by the responsible budget offices based on the JSC Program Operating Plan (POP) and knowledge of the work to be performed. Funds are assigned to this account by Method of Authorization (MA) (i.e., direct from NASA Headquarters, by center for subauthorizations received, or by reimbursable order), PY, Fund Source (FS) (a further breakdown within appropriation type), and PWC for all R&D and C of F appropriations or Object Class for all R&PM appropriations. These funds are available directly for commitments, obligations, and expenditures.
- Reservation PWA - The Reservation PWA account contains funds reserved for the funding of the established JSC Carrier account. (The Carrier account concept is defined in the IFMS PIP.) The account contains the funds reserved for Carrier account funding and designated by MA, PY, FS, Responsible Organization (RO), PWC or Object Class, and an identification of the Carrier account receiving the funds. This account is maintained so that Carrier account actions may be properly distributed to the funding project or activity.
- Carrier Account - The Carrier account is composed of a set of subaccounts that receive the funds set aside by the Reservation PWA's. Common-use services and common-use supplies, materials, and noncapital

equipment are funded by means of the subaccounts within the Carrier account.

- Sub-RA PWA - The Sub-RA PWA account records RA's issued to other NASA centers by JSC. The RA's issued are recorded by MA, PY, FS, PWC (R&D and C of F only), and a receiving center identifier. Commitments, obligations, and expenditures reported to JSC by the receiving centers are recorded against these funds.
- Sub Issued Suspense - The Sub Issued Suspense account is a control account used to track allotment status from the time the Sub-RA is issued until the notification that NASA Headquarters has issued allotment to the center receiving Sub-RA. The account is used also to track JSC withdrawal of Sub-RA issued to another center from the time the withdrawal notification is sent to the other center until NASA Headquarters returns the funding allotment to JSC.
- Reimbursable Order Control - The Reimbursable Order Control account is a control account used to record the total dollar amount of each reimbursable order. In addition, the account is used to record the detailed history information of every basic reimbursable order and the amendments to each.

2.1.1.2 Funding Cycle. The JSC Funding Cycle is described by a set of four accounts used to control and record actual commitments, obligations, and expenditures incurred for all JSC projects and activities. These accounts are commonly identified by commitment, obligation,

cost, and disbursement (COCD). The information recorded in the accounts is referred to as performance data.

- Commitment - The Commitment account records the reservation of RA and Allotment based on firm requisitions, procurement requests, authorizations to execute contracts, or other written evidence that authorizes the creation of obligations without further recourse to the official responsible for certifying the availability of funds.
- Obligation - The Obligation account records the amount of funds legally obligated to orders placed, contracts awarded, services rendered, etc. for which disbursement of money must be made.
- Cost - The Cost account records those costs attributed to orders placed, contracts awarded, services rendered, etc. Costs can be recorded based on actual receipt of goods or services, invoices from suppliers, or cost accrual actions.
- Disbursement - The Disbursement account records all disbursements of funds made by JSC.

2.1.2 Processes

The magnitude of the problem that IFMS must solve and the number of requirements placed on the system make it necessary to segment the requirements presentation. During the requirements analysis, the requirements for one activity often were observed to cross internal FMD organizational lines and, in some instances, included requirements generated by organizations external to FMD. Therefore, a functional division of the requirements was made to view the

requirements of any activity as a unit. These divisions were tagged "processes" and are used as the basic elements of this presentation. In addition to the processes defined for the actual operations within FMD, other processes have been defined to: (1) include requirements generated as a result of required interfaces with other existing computer systems used to support other accounting and reporting activities of JSC and (2) specify the requirements for a communications management system (CMS) and data management system (DMS) required for the operation of IFMS.

As stated in the IFMS PIP, system requirements are to be defined in three phases with phase one defined as the replacement of the existing Basic Accounting System (BAS). The requirements stated by process are phase one requirements. Within each process, the input, processing, output, query, and reports requirements are defined where applicable. The section also includes a brief discussion of phase two and phase three requirements. The following is a brief description of each process defined.

- Resources Authority - The Resources Authority process includes the accounting for the authorizations for approved JSC projects and activities. RA's define the maximum funding level authorized for any project or activity. The Central Resources Control Section has the primary responsibility for this process.
- Allotment - The Allotment process includes the accounting for the funds allotted to all approved JSC projects and activities. The allotments reflect the legal expenditure limitations for JSC. The

Central Resources Control Section has the primary responsibility for this process.

- Primary Work Authorization - The PWA process includes the recording and maintenance of the distribution of JSC authorized funds made by the budget offices based on the JSC POP. The Central Resources Control Section has the primary responsibility for this process.
- Reimbursable Order Acceptance - The Reimbursable Order Acceptance process includes the recording of the acceptance of all reimbursable orders and the dollar amount authorized for each by the Central Resources Control Section.
- Purchase Request - The Purchase Request process includes funds availability certification and the recording and maintenance of commitments for all documents (except travel documents) requiring this action prior to a procurement action. The Fund Control Unit has the primary responsibility for this process.
- Obligation - The Obligation process includes the recording and maintenance of the obligations of funds (except travel funds) made by JSC. The recording of certain obligations (e.g., as a result of a "BPA call" action) also requires the recording of a commitment. The Fund Control Unit has the primary responsibility for this process.
- Cost Accrual - The Cost Accrual process includes the periodic accumulation of costs attributed to all open contracts and orders. Both manual and automatic procedures are used to determine cost

accruals. The Cost Accounting Section has the primary responsibility for this process.

- Cost Distribution - The Cost Distribution process includes the distribution of costs through the JSC Carrier account to the proper benefitting PWC's and organizations. The Cost Accounting Section has the primary responsibility for this process.
- Disbursement - The Disbursement process specifies whether a payment should be authorized and records the payment when it has been made. The Commercial Unit has the primary responsibility for this process.
- Sub-Authorization Performance - The Sub-Authorization Performance process includes the recording of performance data (commitment, obligation, cost, and disbursement) reported to JSC by other NASA centers that have received program support work from JSC, authorized by Sub-Resources Authority. The Fund Control Unit has the primary responsibility for this process.
- Travel - The Travel process includes the commitment, obligation, costing, and disbursement of all funds required for travel and permanent change-of-station activities of JSC employees and others whose expenses are paid by JSC. The Travel Unit has the primary responsibility for this process.
- Accounts Receivable - The Accounts Receivable process includes the establishment, billing, aging, and liquidation of JSC Accounts Receivable. The Fund Control Unit has the primary responsibility for this process.

- Payroll - The Payroll process, as it relates to IFMS, includes the reservation of funds (commitment and obligation) and the recording of the costs and disbursements made that relate to payroll. The Payroll Unit has the primary responsibility for this process.
- Property - The Property process, as it relates to phase one of IFMS, is the recording and reconcilation of inventory costs to recorded receipts. The Property Accounting Section has the primary responsibility for this process.
- Edit Table Maintenance - The Edit Table Maintenance process includes the maintenance of allowable data elements recorded in the system and used for validation of all input data elements. The Accounting Control and Reports Section has the primary responsibility for this process.
- External System Interfaces - The External System Interfaces process is the identification of information provided to IFMS by other computer systems and information that must be provided to other systems by IFMS.
- General Inquiry Requirements - The General Inquiry Requirements process is the identification of data inquiries not applicable to any specific process.
- General Report Requirements - The General Report Requirements process includes the identification and definition of all reports to be generated by IFMS.
- End-of-Year - The End-of-Year process is the identification and definition of all system functions that must be performed to reconcile prior

year entries, close all accounts for the year, and open all required accounts for the new fiscal year.

- Backup Input - The Backup Input process is the definition of the procedures required for the input of data to IFMS in the event of a catastrophic failure of the online input equipment.
- Miscellaneous and Others - The Miscellaneous and Others process includes any requirements not assigned to any of the other processes defined.
- CMS Requirements - The CMS Requirements process defines IFMS requirements in the area of communications support.
- DMS Requirements - The DMS Requirements process defines IFMS requirements for support in the management of data required in an IFMS data base.

2.2 RESOURCES AUTHORITY PROCESS

Notification of the funding levels budgeted for approved projects and activities is sent to each NASA center from NASA Headquarters by means of RA. When combined with specific funding level limitations (allotments), RA is the authority and control used by JSC for all commitments, obligations, and expenditures.

RA is divided into the following four categories:

- Direct Resources Authority - RA issued to JSC by NASA Headquarters for purposes of planning program expenditures prior to receipt of actual allotment.
- Reimbursable Resources Authority - RA issued to JSC by NASA Headquarters based on estimated reimbursable work to be performed by JSC. Reimbursable orders may be accepted by JSC up to the Reimbursable Resources Authority limitation in conjunction with the Reimbursable Allotment limitation provided by NASA Headquarters.
- Sub-Resources Authority Received - RA issued to JSC by another center. It provides the limitations for program support work to be performed at JSC. NASA Headquarters will provide Sub-Allotment Authority to JSC based on the other center's RA issued to JSC.
- Sub-Resources Authority Issued - RA issued to another center by JSC. It provides the limitations for program support work to be performed by the receiving center for JSC.

PRECEDING PAGE BLANK NOT FILMED

The Direct Resources Authority, Reimbursable Resources Authority, and Sub-Resources Authority Received are to be input into the online system as RA Received transactions. The input, processing, and output requirements for these transactions are very similar and thus are not separated for discussion.

The Sub-Resources Authority Issued is initiated through a PWA transaction and is discussed in the PWA process.

2.2.1 Update Requirements

JSC receives notification of its authorized RA on the Resources Authority Warrant (NASA Form 506a). This form is received by the Central Resources Control Section, where the information is to be entered into the online system. The dollar amounts of RA received must update the receipts of the RA subaccount established for the type of RA received.

Input - The information that must be input for the RA received and the edits to be performed are described in figure 2.2-1. The template to be used for the RA receipts data input is shown in figure 2.2-2.

Processing - All RA's received must be posted to the RA subaccount defined by the type of RA (Direct, Reimbursable, and Sub-RA Received). The subaccount entry to which the posting is to be made is defined by the data elements MA, PY, and FS for all appropriations (R&PM, R&D, and C of F). In addition, a three-digit PWC is used if the appropriation is R&D, and a four-digit PWC is used for the C of F appropriation.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. Must be numeric and conform to all normal date edits.	B100 B101
Control Number	Yes	User supplied	Fatal	Identification number of RA source document. Input for all Resources Authority Received transactions. Must be numeric and greater than 0.	B910 B911 B912
Method of Authority	Yes	Form 506a	Fatal	Input for all Resources Authority Received transactions. Must be 6M or be numeric and entered as follows: Type of transaction — Value Direct RA — 00 Sub-RA — 10-79 Reimbursable RA — 99	B110 B111 B112
Program Year	Yes	Form 506a	Fatal	Input for all Resources Authority Received transactions. Must be a valid PY. Also validated with FS.	B120 B121 C500
Dollar Amount	Yes	Form 506a	Fatal	Input for all Resources Authority Received transactions. Must be numeric and not equal to 0.	B120 B141 B142
Type of funding	Yes	User supplied	Fatal	Transaction modifier for all Resources Authority Received transactions; indicates the appropriation type. One and only one type of funding must be specified.	B020 B021
Fund Source	Yes	Form 506a	Fatal	Input or generated as follows depending on the type of funding specified on the template: Type of funding — Value — Input/Edit R&PM — 1 — None (generated) R&D — 4,9,11 — Specific values C of F — 5-8 — Specific values Other — All of above — Specific values Also validated with PY.	B130 B132 B133 B134 C500
Primary Work Code	Conditional	Form 506a	Fatal	Input as follows depending on the type of funding specified on the template. Type of funding — Value R&PM — Blank R&D — Three-digit PWC C of F — Four-digit PWC Other — Any of above	B170 B172 B173
Correction	Optional	User supplied	None	Transaction modifier for all Resources Authority Received transactions. Specified only when the transaction is correction.	None

Figure 2.2-1. - Resources Authority input and edit requirements.

ORIGINAL PAGE IS OF POOR QUALITY

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO.  F1 - RESOURCES AUTHORITY
    CONTROL NO. _____
    MA __  PY __  RESOURCES AUTHORITY $___,___,___.__±
    TYPE OF FUNDING:
       R&PM _
       R&D _  FS __  PWC ___
       C OF F _  FS __  PWC ____
       OTHER _  FS __  PWC ____
    CORRECTION _
```

Figure 2.2-2. - Resources Authority template.

If a RA subaccount entry has not been established for the RA being input in a RA Received transaction, the subaccount entry must be generated using:

- Method of Authority
- Program Year
- Fund Source
- Primary Work Code (if applicable)
- Dollar Amount (receipts)

A negative dollar amount is not permitted when a subaccount entry must be established.

If the input RA Received transaction defines a subaccount entry already established, the subaccount entry receipts must be updated with the input dollar amount, provided the action would not result in a negative account balance.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial input and correction transactions will be identified in the transaction history.

<u>Output</u> - Section 2.2.2 describes the standard online responses and error messages that are required in the processing of the RA transaction.

2.2.2 Output Message Requirements

Figures 2.2-3 through 2.2-6 contain a list of output message requirements. Figure 2.2-7 contains a correlation of output messages by RA transactions.

2.2.3 Inquiry Requirements

Figure 2.2-8 contains a list of inquiry input data elements and response data elements required for RA processing.

2.2.4 Report Requirements

Section 2.19.1 lists the Fund Control report requirements. The following reports reflect RA account activity:

- Fund Control Account Status-Part I Resources Authority
- Resources Authority Versus Allotment Exceptions

A list of valid daily transactions must appear in the Daily Transaction List Resources Authority Section report described in section 2.19.7.

Code	Message
****	RESOURCES AUTHORITY RECEIVED TRANSACTION - R&PM FUNDING
****	RESOURCES AUTHORITY RECEIVED TRANSACTION - R&D FUNDING
****	RESOURCES AUTHORITY RECEIVED TRANSACTION - C OF F FUNDING
****	RESOURCES AUTHORITY RECEIVED TRANSACTION - OTHER FUNDING
B020	TYPE OF FUNDING NOT SPECIFIED
B021	MULTIPLE TYPES OF FUNDING SPECIFIED

Figure 2.2-3. - Resources Authority transaction-begun messages.

Code	Message
A000	PROCESSING COMPLETE
A100	RESOURCES AUTHORITY RESULTS
	MA __ PY __ FS __ PWC ____
	OLD RECEIPTS $_,___,___,___.__ UPDATE $ _,___,___,___.__±
	NEW RECEIPTS $_,___,___,___.__

Figure 2.2-4. - Resources Authority transaction-complete messages.

Code	Message
B100	'AS OF' DATE INVALID
B101	'AS OF' DATE MUST BE PRIOR TO SYSTEM DATE __/__/__
B110	MA NOT ENTERED
B111	MA INVALID
B112	MA MUST BE 00, 10 TO 79, OR 99
B120	PY NOT ENTERED
B121	PY INVALID
B130	FS NOT ENTERED
B132	FS MUST BE 4, 9, OR 11
B133	FS MUST BE 5 TO 8
B134	FS MUST NOT BE 2 OR 3
B170	PWC NOT ENTERED
B171	PWC INVALID
B172	PWC MUST BE 3 DIGITS
B173	PWC MUST BE 4 DIGITS
B600	$ AMOUNT NOT ENTERED
B601	$ AMOUNT INVALID
B602	$ AMOUNT MUST NOT BE ZERO
B910	CONTROL NUMBER NOT ENTERED
B911	CONTROL NUMBER INVALID
B912	CONTROL NUMBER MUST BE GREATER THAN ZERO
C500	PY, FS COMBINATION INVALID

Figure 2.2-5. - Resources Authority data element edit error messages.

Code	Message
D100	RESOURCES AUTHORITY RECORD NOT FOUND MA __ PY __ FS __ PWC ____
D101	RESOURCES AUTHORITY BALANCE INSUFFICIENT TO DECREASE RECEIPTS MA __ PY __ FS __ PWC ____ BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-

Figure 2.2-6. - Resources Authority processing error messages.

Transaction \ Message	A 0 0 0	A 1 0 0	B 0 2 0	B 0 2 1	B 1 0 0	B 1 0 1	B 1 1 0	B 1 1 1	B 1 1 2	B 1 2 0	B 1 2 1	B 1 2 2	B 1 3 0	B 1 3 2	B 1 3 3	B 1 3 4	B 1 7 0	B 1 7 1	B 1 7 2	B 1 7 3	B 6 0 0	B 6 0 1	B 6 0 2	B 9 1 0	B 9 1 1	B 9 1 2	C 5 0 0	D 1 0 0	D 1 0 1
Direct																													
R&PM funding	X	X	X	X	X	X	X	X	X	X	X										X	X	X	X	X	X		X	X
R&D funding	X	X	X	X	X	X	X	X	X	X	X		X	X			X	X	X		X	X	X	X	X	X	X	X	X
C OF F funding	X	X	X	X	X	X	X	X	X	X	X		X		X		X	X		X	X	X	X	X	X	X	X	X	X
Other funding	X	X	X	X	X	X	X	X	X	X	X		X			X		X			X	X	X	X	X	X	X	X	X
Sub-Received																													
R&PM funding	X	X	X	X	X	X	X	X	X	X	X										X	X	X	X	X	X		X	X
R&D funding	X	X	X	X	X	X	X	X	X	X	X		X	X			X	X	X		X	X	X	X	X	X	X	X	X
C of F funding	X	X	X	X	X	X	X	X	X	X	X		X		X		X	X		X	X	X	X	X	X	X	X	X	X
Other funding	X	X	X	X	X	X	X	X	X	X	X		X			X		X			X	X	X	X	X	X	X	X	X
Reimbursable																													
R&PM funding	X	X	X	X	X	X	X	X	X	X	X										X	X	X	X	X	X		X	X
R&D funding	X	X	X	X	X	X	X	X	X	X	X		X	X			X	X	X		X	X	X	X	X	X	X	X	X
C of F funding	X	X	X	X	X	X	X	X	X	X	X		X		X		X	X		X	X	X	X	X	X	X	X	X	X
Other funding	X	X	X	X	X	X	X	X	X	X	X		X			X		X			X	X	X	X	X	X	X	X	X

Figure 2.2-7. - Resources Authority messages by transaction.

ORIGINAL PAGE IS
OF POOR QUALITY

Inquiry description	Type	Input data elements	Timing	Response data elements
Resources and Program Management Resources Authority Control status	Item	Method of Authority Program Year Fund Source	Immediate	Method of Authority Program Year Fund Source Resources Authority receipts Resources Authority issues Resources Authority balance Last receipts activity information Last issue activity information
Research and Development Resources Authority Fund Control status	Item	Method of Authority Program Year Fund Source Primary Work Code (three digits)	Immediate	Method of Authority Program Year Fund Source Primary Work Code (three digits) Resources Authority receipts Resources Authority issues Resources Authority balance Last receipts activity information Last issue activity information
Construction of Facilities Resources Authority Fund Control status	Item	Method of Authority Program Fund Source Primary Work Code (four digits)	Immediate	Method of Authority Program Year Fund Source Primary Work Code (four digits) Resources Authority receipts Resources Authority issues Resources Authority balance Last receipts activity information Last issue activity information
Resources Authority Fund Control summary at Fund Source level	Summary	Method of Authority Program Year Fund Source	Immediate	Method of Authority Program Year Fund Source Resources Authority receipts Resources Authority issues Resources Authority balance
Resources Authority Fund summary at appropriation level	Summary	Method of Authority Program Year Appropriation type	Immediate	Method of Authority Program Year Appropriation symbol Resources Authority receipts Resources Authority issues Resources Authority balance
Fund Control summary at Program Year level	Summary	Method of Authority Program Year	Immediate	Method of Authority Program Year Resources Authority receipts Resources Authority issues Resources Authority balance
Resources Authority Fund Control summary at Method of Authority level	Summary	Method of Authority	Immediate	Method of Authority Resources Authority receipts Resources Authority issues Resources Authority balance

Figure 2.2-8. - Resources Authority inquiry requirements.

ORIGINAL PAGE IS
OF POOR QUALITY

Inquiry description	Type	Input data elements	Timing	Response data elements
Resources Authority Fund Control summary for Program Year and appropriation level	Summary	Program Year Appropriation type	Immediate	Program Year Appropriation symbol Resources Authority receipts Resources Authority issues Resources Authority balance
Resources Authority list of Method of Authority	List	Program Year Fund Source	Immediate	Program Year Fund Source Method of Authority Resources Authority receipts Resources Authority issues Resources Authority balance Total receipts Total issues Total balance
Resources Authority list of three-digit Primary Work Codes	List	Method of Authority Program Year Fund Source Dollar limit (on balance)	Immediate	Method of Authority Program Year Fund Source Dollar limit (on balance) Primary Work Code (three-digits) Resources Authority receipts Resources Authority issues Resources Authority balance
Resources Authority list of Primary Work Codes for Program Year and appropriation level	List	Program Year Appropriation type	Same day	Program Year Appropriation symbol Fund Source Method of Authority Primary Work Code (three or four digits) Resources Authority receipts Resources Authority issues Resources Authority balance
Resources Authority General Ledger summary	List	None required	Same day	Resources Authority receipts: Received from headquarters Received from other centers Issued to other centers Net Resources Authority

Figure 2.2-8. - Resources Authority inquiry requirements (concluded).

2.3 ALLOTMENT PROCESS

Specific funds authorizations for approved projects and activities are provided to NASA centers by NASA Headquarters in the form of allotments. The allotments received by JSC represent the legal funding level limitations placed upon JSC by appropriation and are the controlling limit for JSC commitments, obligations, and expenditures.

Allotments are divided into the following four categories:

- Direct Allotment - Funds authorizations issued to JSC by NASA Headquarters for the purpose of funding projects and activities to be performed at JSC and authorized by Direct RA issued to JSC.
- Reimbursable Allotment - Funds authorizations issued to JSC to support the acceptance of reimbursable orders for work to be performed by JSC for other government agencies and private corporations, firms, or individuals. Reimbursable Allotment must be controlled so that no allotted funds are released until a reimbursable order is accepted by JSC.
- Sub-Allotment Received - Funds authorizations issued to JSC to fund RA issued to JSC from other NASA centers.
- Sub-Allotment Issued - Funds authorizations withdrawn from JSC by NASA Headquarters and transferred to another NASA center to fund RA issued to another NASA center by JSC.

2.3.1 Update Requirements

JSC receives notification of its allotments by the Allotment Authorization (NASA Form 504). This form is received by the Central Resources Control Section, where all information provided is to be entered into the online system. The dollar amounts of the allotments must be input into the Allotment subaccount specified by the type of allotment at the appropriation level FS. The appropriation level FS is defined as FS 1 for R&PM, FS 4 for R&D, and FS 5 for C of F. The input of this data is defined as an Allotment Received transaction.

R&PM allotments can be received with specific funding limitations on travel expenditures that must be recorded under a separate FS (FS 2) and must reduce the dollar amount recorded for R&PM allotments at the appropriation level FS (FS 1). R&PM allotments can also be transferred to a third FS (FS 3) with a like reduction of the allotment at the appropriation level FS (FS 1). For the purpose of later discussion, the level FS existing after this subdivision will be defined as the funding level FS and will include at maximum FS's 1, 2, 3, 4, and 5. This transfer of the R&PM allotments is defined as a R&PM Allotment Transferred transaction. No similar requirements exist for the subdivision of R&D and C of F allotments. Because no distinction is made between FS 1 at the appropriation and funding levels, the appropriation level FS for R&PM must be the sum of the R&PM funding FS's 1, 2, and 3.

Information specifying withdrawal of allotment by NASA Headquarters to fund RA issued to another center by JSC is

recorded through a third allotment transaction, the Sub Issued transaction. All three transactions update the receipts of the Direct, Reimbursable Suspense, or Sub-Allotment Received subaccounts of the Allotment account. However, because the requirements for each transaction differ, the input, processing, and output requirements will be discussed by transaction.

2.3.1.1 Allotment Received. The receipt of funds authorizations through the Direct Allotment, Reimbursable Allotment, and Sub-Allotment Received are to be recorded as an Allotment Received transaction. This transaction must also permit decreases in the allotment amounts.

Input - The data elements that must be input for the Allotment Received transaction and the edits to be performed are described in figure 2.3-1.

The template to be used for this transaction is shown in figure 2.3-2. This same template will be used for the other allotment transactions defined.

Processing - All allotments received must be posted to the Allotment subaccount defined by the type of allotment (Direct, Reimbursable, or Sub-Allotment Received). The subaccount entry to which the posting is to be made is defined by the data elements MA, PY, and appropriation level FS. If the subaccount entry does not already exist in the data base, it is generated with the following elements:

- Method of Authority
- Program Year

ORIGINAL PAGE IS
OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Program Year	Yes	Form 504	Fatal	Input for all Allotment Received transactions. Must be a valid PY. Also validated in combination with MA and FS.	B120 B121 C501
Dollar Amount	Yes	Form 504	Fatal	Input for all Allotment Received transactions. Must be numeric and not equal to 0.	B600 B601 B602
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Input as one of Direct Allotment Received, Sub-Allotment Received, or Reimbursable Allotment Received; only one type of transaction may be specified.	B010 B011
Method of Authority	Yes	Form 504	Fatal	Input or generated as follows depending on the type of transaction specified on the template: Type of Transaction — Value — Input/Edit Direct Allotment Received — 00 — None (generated) Sub-Allotment Received — 10-79 — Numeric, range Reimbursable Allotment Received — 97 — None (generated) Also validated in combination with PY and FS.	B110 B111 B113 C501
Type of funding	Yes	User supplied	Fatal	Transaction modifier indicating the appropriation type. Input for all Allotment Received transactions. One and only one type of funding must be specified.	B020 B021
Fund Source	Yes	Form 504	Fatal	Input or generated as follows depending on the type of funding specified on the template: Type of funding — Value — Input/Edit R&PM — 1 — None (generated) R&D — 4 — None (generated) C of F — 5 — None (generated) Other — 1,4,5 — Specific values Also validated in combination with MA and PY.	B130 B135 C501
Correction	Optional	User supplied	None	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction.	None
Amendment Number	Yes	Form 504	Fatal	Identification number of the allotment source document. Input for all Allotment Received transactions. Must be numeric and greater than 0.	B920 B921 B922

Figure 2.3-1. - Allotment Received input and edit requirements.

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. G1 - ALLOTMENT
    PY __  ALLOTMENT $___,___,___.__±  AMENDMENT NO. ___
    TYPE OF TRANSACTION:
       DIRECT ALLOTMENT RECEIVED _
       SUB-ALLOTMENT RECEIVED _ MA __
       REIMBURSABLE ALLOTMENT RECEIVED _
       R&PM ALLOTMENT TRANSFERRED _ MA __  FS __
       SUB ISSUED _  SUB ID __
    TYPE OF FUNDING:
       R&PM _  R&D _ C OF F _
       OTHER _ FS __
    CORRECTION _
```

Figure 2.3-2. - Allotment template.

- Fund Source (appropriation level)
- Dollar Amount (receipts)

A negative dollar amount will not be permitted when a subaccount entry must be established.

If the input data elements define a subaccount entry already established, the entry receipts must be updated with the input dollar amount, provided the action would not result in a negative subaccount entry balance.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial input, update, and correction transactions will be identified in the transaction history.

Output. Section 2.3.2 describes the standard online responses and error messages that are required in the processing of the Allotment Received transactions.

2.3.1.2 R&PM Allotment Transferred. The R&PM Allotment Transferred transaction transfers allotments from the appropriation level FS for R&PM to the funding FS's defined for R&PM. This transaction is to be valid only for Direct Allotment and Sub-Allotment Received. The amount of allotment transferred to FS 2 is the travel limitation amount defined in the R&PM Allotment Authorization document. The amount of allotment transferred to FS 3 is determined by the dollar value of the PWA's that must be funded by FS 3 appropriations.

Input - Figure 2.3-3 contains a list of the elements that must be input from the Allotment Authorization document for the transfer transaction. Figure 2.3-2 defines the allotment template used for this and the other allotment transactions.

Processing - The selection of the Allotment subaccount entry from which the transfer is to be made (transferor) is determined by the allotment type (Direct Allotment or Sub-Allotment Received) and the data elements MA, PY, and appropriation level FS. The Allotment subaccount entry receiving the transfer (transferee) is within the same subaccount as the transferor. The data elements MA, PY, and input funding level FS specify the transferee subaccount entry.

The transferor subaccount entry must exist in the data base for the transfer transaction to be valid. The transferee subaccount entry may or may not exist in the data base. If the subaccount entry does not exist, that entry must be generated with the following data elements:

- Method of Authority
- Program Year
- Fund Source (funding level)
- Dollar Amount (receipts)

A positive dollar amount input for the transfer transaction must result in a decrease to the receipts in the transferor subaccount entry and an increase to the receipts in the transferee subaccount entry. A negative dollar amount input must result in the reverse effect on a

ORIGINAL PAGE IS
OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Program Year	Yes	Form 504	Fatal	Input for all R&PM Allotment Transferred transactions. Must be a valid PY. Also validated in combination with MA and FS.	B120 B121 C501
Dollar Amount	Yes	Form 504	Fatal	Input for all R&PM Allotment Transferred transactions. Must be numeric and not equal to 0.	B600 B601 B602
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Input as R&PM Allotment Transferred transaction.	B010 B011
Method of Authority	Yes	Form 504	Fatal	Input for all R&PM Allotment Transferred transactions. Must be numeric and either 00 or in the range 10-79. Also validated in combination with PY and FS.	B110 B111 B116 C501
Fund Source	Yes	Form 504	Fatal	Input for all R&PM Allotment Transferred transactions. Must be an R&PM funding FS other than 1. Also validated in combination with MA and PY.	B130 B136 C501 C502
Type of funding	Not entered			Must not be input.	B022
Correction	Optional	User supplied	None	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction.	None
Amendment Number	Yes	User supplied	Fatal	Identification number of the allotment source document. Input for all R&PM Allotment Transferred transactions. Must be numeric and greater than 0.	B920 B921 B922

Figure 2.3-3. - R&PM Allotment Transferred input and edit requirements.

transferor and transferee subaccount entries. A negative account balance as result of the transfer transaction must not occur.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial input, update, and correction transactions will be identified in the transaction history.

Output - Section 2.3.2 describes the standard online responses and error messages that are required in the processing of the R&PM Allotment Transferred transaction.

2.3.1.3 Sub Issued. The dollar amount of the allotment withdrawn from JSC by NASA Headquarters and transferred to another NASA center to fund the JSC Sub-RA to that center is to be recorded as an Allotment Issued transaction when notification of the action is received in the Allotment Authorization document. This transaction must reduce the receipts and issues of the Direct Allotment subaccount to reflect the allotment withdrawn from JSC by NASA Headquarters and must remove the funds suspensed in the Sub Issued Suspense account at the time the Sub-RA was issued. This transaction must also perform the opposite actions when the allotment is returned to JSC by NASA Headquarters as a result of the Sub-RA withdrawn by JSC from another center.

Input - Figure 2.3-4 contains a list of the data elements that must be input for the Sub Issued transaction and the edits that must be performed. Figure 2.3-2 defines

ORIGINAL PAGE IS OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the System date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Program Year	Yes	Form 504	Fatal	Input for all Sub Issued transactions. Must be a new PY. Also validated in combination with MA and FS.	B120 B121 C501
Dollar Amount	Yes	Form 504	Fatal	Input for all Sub Issued transactions. Must be numeric and not equal to 0.	B600 B601 B602
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Input as Sub Issued.	B010 B011
Sub-authorization Identifier	Yes	Form 504	Fatal	Input for all Sub Issued transactions. Must be numeric and in the range 10-79.	B160 B161 B162
Method of Authority	Yes	Form 504	Fatal	Generated for all Sub Issued transactions as 00. Validated in combination with PY and FS.	C501
Type of funding	Yes	User supplied	Fatal	Transaction modifier indicating the appropriation type. Input for all Sub Issued transactions. One and only one type of funding must be specified.	B020 B021
Fund Source	Yes	Form 504	Fatal	Input or generated as follows depending upon the type of funding specified on the template: Type of funding — Value — Input/Edit R&PM — 1 — None (generated) R&D — 4 — None (generated) C of F — 5 — None (generated) Other — 1,4,5 — Specific values Also validated in combination with MA and PY.	B130 B135 C501
Correction	Optional	User supplied	None	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction.	None
Amendment Number	Yes	User supplied	Fatal	Identification number of allotment source document. Input for all Sub-Issued transactions. Must be numeric and greater than 0.	B920 B921

Figure 2.3-4. - Sub Issued input and edit requirements.

the allotment template used for this and the other allotment transactions defined.

Processing - Because the Sub Issued transaction changes allotments received and removes funds suspensed in a prior transaction, the Direct Allotment subaccount entry (identified by MA, PY, and appropriation level FS) and the Sub Issued Suspense account entry (identified by MA, PY, appropriation level FS, and Sub ID) must exist in the data base. The receipts and issues of the specified Direct Allotment subaccount entry must be changed by the input dollar amount to reflect the allotment withdrawn from JSC as the result of a Sub-RA issued by JSC (a negative dollar input) or to reflect the allotment returned to JSC as the result of a Sub-RA withdrawn by JSC (a positive dollar input). In addition, that dollar amount must be posted to the Sub Issued Suspense account issues with the reverse sign to remove the suspense balance created by the Sub-RA action.

Any update in the Direct Allotment subaccount must not result in a negative subaccount entry balance. A negative entry balance in the Sub Issued Suspense account is possible and indicates that a Sub-RA issued by JSC has been withdrawn from another center, but the allotment has not yet been returned by NASA Headquarters.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial input and correction transactions will be identified in the transaction history.

Output - Section 2.3.2 describes the standard online responses and error messages that are required in the processing of the Sub Issued transaction.

2.3.2 Output Message Requirements

Figures 2.3-5 through 2.3-8 contain a list of output message requirements. Figure 2.3-9 contains a correlation of output messages by transaction.

2.3.3 Inquiry Requirements

Figure 2.3-10 contains a list of inquiry input data elements and response data elements required for allotment processing.

2.3.4 Report Requirements

Section 2.19.1 lists the Fund Control report requirements. The following reports reflect Allotment account activity:

- Fund Control Status - Part II Allotment
- Fund Control Status - Part III Sub Issued Suspense
- Resources Authority Versus Allotment Exceptions

A list of valid daily transactions must appear in the Daily Transaction List Allotment Section report described in section 2.19.7.

Code	Message
****	DIRECT ALLOTMENT RECEIVED TRANSACTION - R&PM
****	DIRECT ALLOTMENT RECEIVED TRANSACTION - R&D FUNDING
****	DIRECT ALLOTMENT RECEIVED TRANSACTION - C OF F FUNDING
****	DIRECT ALLOTMENT RECEIVED TRANSACTION - OTHER FUNDING
****	SUB-ALLOTMENT RECEIVED TRANSACTION - R&PM FUNDING
****	SUB-ALLOTMENT RECEIVED TRANSACTION - R&D FUNDING
****	SUB-ALLOTMENT RECEIVED TRANSACTION - C OF F FUNDING
****	SUB-ALLOTMENT RECEIVED TRANSACTION - OTHER FUNDING
****	REIMBURSABLE ALLOTMENT RECEIVED TRANSACTION - R&PM FUNDING
****	REIMBURSABLE ALLOTMENT RECEIVED TRANSACTION - R&D FUNDING
****	REIMBURSABLE ALLOTMENT RECEIVED TRANSACTION - C OF F FUNDING
****	REIMBURSABLE ALLOTMENT RECEIVED TRANSACTION - OTHER FUNDING
****	R&PM ALLOTMENT TRANSFERRED TRANSACTION
****	SUB ISSUED TRANSACTION - R&PM FUNDING
****	SUB ISSUED TRANSACTION - R&D FUNDING
****	SUB ISSUED TRANSACTION - C of F FUNDING
****	SUB ISSUED TRANSACTION - OTHER FUNDING
B010	TYPE OF TRANSACTION NOT SPECIFIED
B011	MULTIPLE TYPES OF TRANSACTIONS SPECIFIED
B020	TYPE OF FUNDING NOT SPECIFIED
B021	MULTIPLE TYPES OF FUNDING SPECIFIED
B022	TYPE OF FUNDING SHOULD NOT BE SPECIFIED

Figure 2.3-5. - Allotment transaction-begun messages.

Code	Message
A000	PROCESSING COMPLETE
A110	ALLOTMENT RESULTS:
	MA __ PY __ FS __
	OLD RECEIPTS $_,___,___,___.__ UPDATE $_,___,___,___.__±
	NEW RECEIPTS $_,___,___,___.__
A111	ALLOTMENT RESULTS:
	MA __ PY __ FS __
	OLD RECEIPTS $_,___,___,___.__ ISSUES $_,___,___,___.__
	UPDATE RECEIPTS $_,___,___,___.__± ISSUES $_,___,___,___.__±
	NEW RECEIPTS $_,___,___,___.__ ISSUES $_,___,___,___.__
	SUB ISSUED SUSPENSE RESULTS:
	MA __ PY __ FS __ SUB ID __
	OLD BALANCE $_,___,___,___.__± UPDATE $_,___,___,___.__±
	NEW BALANCE $_,___,___,___.__±

Figure 2.3-6. - Allotment transaction-complete messages.

C-2

NASA — MSC

Code	Message
B100	'AS OF' DATE INVALID
B101	'AS OF' DATE MUST BE PRIOR TO SYSTEM DATE __/__/__
B110	MA NOT ENTERED
B111	MA INVALID
B113	MA MUST BE 10 TO 79
B116	MA MUST BE 00 OR 10 TO 79
B120	PY NOT ENTERED
B121	PY INVALID
B130	FS NOT ENTERED
B135	FS MUST BE 1, 4, OR 5
B136	FS MUST BE R&PM FUND SOURCE
B160	SUB ID NOT ENTERED
B161	SUB ID INVALID
B162	SUB ID MUST BE 10 TO 79
B600	$ AMOUNT NOT ENTERED
B601	$ AMOUNT INVALID
B602	$ AMOUNT MUST NOT BE ZERO
B920	AMENDMENT NUMBER NOT ENTERED
B921	AMENDMENT NUMBER INVALID
B922	AMENDMENT NUMBER MUST BE GREATER THAN ZERO
C501	MA, PY, FS COMBINATION INVALID
C502	FS MUST BE A FUNDING FUND SOURCE

Figure 2.3-7. - Allotment data element edit error messages.

Code	Message
D110	ALLOTMENT RECORD NOT FOUND
	MA __ PY __ FS __ PWC _____
D111	ALLOTMENT BALANCE INSUFFICIENT TO DECREASE RECEIPTS
	MA __ PY __ FS __ PWC _____
	BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-
D112	ALLOTMENT ISSUES INSUFFICIENT
	MA __ PY __ FS __ PWC _____
	ISSUES $_,___,___,___.__ UPDATE $_,___,___,___.__-
D120	REIMBURSABLE SUSPENSE RECORD NOT FOUND
	MA __ PY __ FS __
D121	REIMBURSABLE SUSPENSE BALANCE INSUFFICIENT TO DECREASE RECEIPTS
	MA __ PY __ FS __
	BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-
D130	SUB ISSUED SUSPENSE RECORD NOT FOUND
	MA __ PY __ FS __ SUB ID __
D131	SUB ISSUED SUSPENSE ISSUES INSUFFICIENT
	MA __ PY __ FS __ SUB ID __
	ISSUES $_,___,___,___.__ UPDATE $_,___,___,___.__-

Figure 2.3-8. - Allotment processing error messages.

Transaction \ Message	A00	A01	A11	B01	B01	B02	B02	B02	B10	B10	B11	B11	B11	B12	B12	B22	B23	B35	B36	B60	B61	B62	B60	B60	B60	B92	B92	B92	C50	C52	D10	D11	D11	D12	D12	D21	D30	D31
Direct Allotment Received																																						
R&PM funding	X	X		X	X	X	X		X	X				X	X								X	X	X	X	X	X	X			X	X					
R&D funding	X	X		X	X	X	X		X	X				X	X								X	X	X	X	X	X	X			X	X					
C of F funding	X	X		X	X	X	X		X	X				X	X								X	X	X	X	X	X	X			X	X					
Other funding	X	X		X	X	X	X		X	X				X	X		X	X					X	X	X	X	X	X	X			X	X					
Sub-Allotment Received																																						
R&PM funding	X	X		X	X	X	X		X	X	X	X	X	X	X								X	X	X	X	X	X	X			X	X					
R&D funding	X	X		X	X	X	X		X	X	X	X	X	X	X								X	X	X	X	X	X	X			X	X					
C of F funding	X	X		X	X	X	X		X	X	X	X	X	X	X								X	X	X	X	X	X	X			X	X					
Other funding	X	X		X	X	X	X		X	X	X	X	X	X	X		X	X					X	X	X	X	X	X	X			X	X					
Reimbursable Allotment Received																																			X	X		
R&PM funding	X	X		X	X	X	X		X	X				X	X								X	X	X	X	X	X	X						X	X		
R&D funding	X	X		X	X	X	X		X	X				X	X								X	X	X	X	X	X	X						X	X		
C of F funding	X	X		X	X	X	X		X	X				X	X								X	X	X	X	X	X	X						X	X		
Other funding	X	X		X	X	X	X		X	X				X	X		X	X					X	X	X	X	X	X	X						X	X		
R&PM Allotment Transferred	X			X	X			X	X	X	X	X		X	X	X		X		X			X	X	X	X	X	X	X	X	X	X						
Sub Issued																																						
R&PM funding	X		X	X	X	X	X		X	X				X	X					X	X	X	X	X	X	X	X	X	X			X	X	X			X	X
R&D funding	X		X	X	X	X	X		X	X				X	X					X	X	X	X	X	X	X	X	X	X			X	X	X			X	X
C of F funding	X		X	X	X	X	X		X	X				X	X					X	X	X	X	X	X	X	X	X	X			X	X	X			X	X
Other funding	X		X	X	X	X	X		X	X				X	X		X	X		X	X	X	X	X	X	X	X	X	X			X	X	X			X	X

Figure 2.3-9. - Allotment messages by transaction.

Inquiry description	Type	Input data elements	Timing	Response data elements
Allotment Fund Control status by Fund Source	Item	Method of Authority Program Year Fund Source (funding level)	Immediate	Method of Authority Program Year Funding Fund Source Allotment receipts Allotment issues Allotment balance Last receipts activity information Last issues activity information
Sub Issued Fund Control status	Item	Program Year Fund Source appropriation Subauthorization Identifier	Immediate	Program Year Fund Source (appropriation) Subauthorization Identifier Sub Issued Suspense receipts Sub Issued Suspense issues Sub Issued Suspense Balance
Allotment Fund Control summary by appropriation	Summary	Method of Authority Program Year Appropriation type	Immediate	Method of Authority Program Year Appropriation symbol Allotment receipts Allotment issues Allotment balance
Allotment Fund Control summary by Program Year	Summary	Method of Authority Program Year	Immediate	Method of Authority Program Year Allotment receipts Allotment issues Allotment balance
Allotment Fund Control summary by Method of Authority	Summary	Method of Authority	Immediate	Method of Authority Appropriation symbol Allotment receipts Allotment issues Allotment balance
Allotment grand total	Summary	None required	Immediate	Allotment receipts Allotment issues Allotment balance
Allotment Fund Control total by Method of Authority and appropriation	Summary	Method of Authority Appropriation type	Immediate	Method of Authority Appropriation symbol Allotment receipts Allotment issues Allotment balance
Allotment Fund Control total by Program Year and appropriation	Summary	Program Year Appropriation type	Immediate	Program Year Appropriation symbol Allotment receipts Allotment issues Allotment balance

Figure 2.3-10. - Allotment inquiry requirements.

ORIGINAL PAGE IS
OF POOR QUALITY

Inquiry description	Type	Input data elements	Timing	Response data elements
Allotment Fund Control total by appropriation	Summary	Appropriation type	Immediate	Appropriation symbol Allotment receipts Allotment issues Allotment balance
Resources Authority/ Allotment summary by appropriation	Summary	Method of Authority Program Year Appropriation type	Immediate	Program Year Method of Authority Appropriation symbol Resources Authority receipts Sub Issued receipts Available receipts Allotment receipts Sub-Allotment receipts Sub Issued Suspense balance Available receipts Resources Authority/Allotment available receipts difference
Resources Authority/ Allotment total by Program Year and appropriation	Summary	Program Year Appropriation type	Immediate	Program Year Method of Authority Appropriation symbol Resources Authority receipts Sub Issued receipts Available receipts Allotment receipts Sub-Allotment receipts Sub Issued Suspense balance Available receipts Resources Authority/Allotment available receipts difference

ORIGINAL PAGE IS OF POOR QUALITY

Figure 2.3-10. - Allotment inquiry requirements (concluded).

2.4 PRIMARY WORK AUTHORIZATION PROCESS

The PWA is the method used by the JSC budget officers to reserve RA and Allotment for specific projects and activities based on the JSC POP. When the PWA allocation of funds is made, additional funds controlling elements are added based on the appropriation type. All R&PM funds are given a funding Object Class when current year funds are being allocated. Allocation of prior year funds to the PWA receive no Object Class because R&PM funds are single year funds and no Object Class distinction is retained for those funds. R&D and C of F funds are assigned sufficient additional PWC digits to control PWA funds at the five-digit PWC. The PWA allocation of reimbursable funds and subauthorizations issued to other centers is at the nine-digit PWC.

PWA's are categorized into the following three types:

- Conventional PWA - An action reserving RA and Allotment for specific programs or activities and assigning the funds to JSC organizations permitted to receive PWA funds assignments. These organizations and other organizations reporting to them can begin commitment, obligation, and expenditure actions against these funds for the projects or activities specified if the organization code has been validated as one permitted to commit funds.
- Reservation PWA - An action reserving RA and Allotment by project or activity and organization for use in the funding of a Carrier account. The

PRECEDING PAGE BLANK NOT FILMED

action specified the Carrier account receiving these funds. The Reservation PWA action is also used in a special case to reserve funds of one Carrier account to fund another Carrier account. In this instance, no additional reservation of RA and Allotment is required.

- Sub-RA PWA - An action reserving RA and Allotment by project or activity for issuance of a Sub-RA to another NASA center for work in support of JSC projects. A Resources Authority Warrant is sent from JSC to the receiving center with a copy to NASA Headquarters. NASA Headquarters then withdraws allotment from JSC in the amount of the Sub-RA issued and sends that amount to the receiving center.

2.4.1 Update Requirements

PWA actions are begun in the responsible JSC budget office and are transmitted to FMD via the Primary Work Authorization (JSC Form 2233). This form is received by the Central Resources Section where the information is to be entered into the online system. The dollar amounts of PWA's must update the receipts of the Conventional PWA account, the Reservation PWA account, or the Sub-RA PWA account according to the type of PWA action specified.

A separate transaction is defined for the input of each of the three PWA types defined in the previous paragraphs. Input, processing, and output requirements will be discussed by transaction.

2.4.1.1 Conventional PWA. Reservation of RA and Allotment under a Conventional PWA action is to be recorded as a Conventional PWA transaction. Commitment, obligation, and expenditure of these funds are permitted for RO's validated as ones permitted to perform such actions.

Input - Figure 2.4-1 contains a list of the elements that must be input for the Conventional PWA transaction. The template used for input of this and all other PWA transactions is shown in figure 2.4-2.

Processing - Because RA and Allotment are the limiting controls of all Conventional PWA actions, applicable RA and Allotment subaccount entries must be referenced.

The applicable RA subaccount and the funding entry are determined by MA (identifying the Direct, Sub-RA Received, or Reimbursable subaccounts), PY, and FS for all appropriation types. The FS input for PWA action must be converted from the PWA FS to the applicable RA FS. In addition, all R&D activities require the first three digits of the PWC input to the transaction, and the C of F activities require the first four digits to identify the proper subaccount entry. The Allotment subaccount and its funding entry are determined by MA, PY, and funding level FS. The FS input must be converted to the applicable funding level FS.

A positive dollar amount requires both RA and Allotment subaccount entries to have sufficient balance to fund the action requested by this transaction. The posting must result in an increase to the applicable RA and

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Method of Authority	Yes	Form 2233	Fatal	Input for all Conventional PWA transactions. Must be a valid MA but not 97.	B100 B111 B115
Program Year	Yes	Form 2233	Fatal	Input for all Conventional PWA transactions. Must be a valid PY. Also validated with FS.	B120 B121
Fund Source	Yes	Form 2233	Fatal	Input for all Conventional PWA Distributed transactions. Must be in the range 1 through 9 or 11. Also validated with PY.	B130 C500
Primary Work Code	Conditional	Form 2233	Fatal	Input as follows for all Conventional PWA Distributed transactions depending on the values of MA and FS as specified on the template: MA — FS — Input/Edit Direct, Sub-RA Received — 1-3 — None Direct, Sub-RA Received — 4-9,11 — Five-digit PWC Reimbursable — Any — Nine-digit PWC	B170 B171 B174 B175 B176 C500
Object Class	Conditional	Form 2233	Fatal	Input as follows for all Conventional PWA transactions depending on the value of FS any PY as specified on the template: FS — PY — Input Edit 1-3 — Current year — Numeric, specific values 1-3 — Prior year — None 4-9,X — Any year — None The Object Class input must be a funding Object Class.	B190 B191
Responsible Organization	Yes	Form 2233	Fatal	Input for all Conventional PWA transactions. Must be a valid funding RO.	B200 B201
Dollar Amount	Yes	Form 2233	Fatal	Input for all Conventional PWA transactions. Must be numeric and not equal to 0.	B600 B601 B602
Control Number	Yes	User supplied	Fatal	Identification number of PWA source document. Input for all Conventional PWA transactions. Must be numeric and greater than 0.	B910 B911 B912
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Input as a Conventional PWA transaction.	B010 B011
Correction	Optional	User supplied	None	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction.	None

Figure 2.4-1. - Conventional Primary Work Authorization input and edit requirements.

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. H1 - PWA
     MA  __  PY  __  FS  __  PWC  _________  OBJECT CLASS  ____
     RESP ORG  __  PWA $___,___,___.__±  CONTROL NO.  _____
     TYPE OF TRANSACTION:
        CONV PWA
        RESERVATION PWA  _  CARRIER RESP ORG  __  CARRIER ID  _____
        SUB-RA PWA  _
     CORRECTION  _
```

Figure 2.4-2. - Primary Work Authorization template.

Allotment subaccount entry issues (both already defined in the data base) and an increase to the Conventional PWA account entry receipts. The Conventional PWA account entry applicable is identified for all Direct and Sub-RA Received activity by MA, PY, FS, RO, and funding level Object Class for R&PM appropriation activity or a five-digit PWC for R&D and C of F appropriations. Reimbursable order activity is identified by these same elements and a nine-digit PWC regardless of appropriation type. If the Conventional PWA account entry does not already exist in the data base, it is generated with the following elements:

- Method of Authority
- Program Year
- Fund Source
- Responsible Organization (designated to receive PWA funds)
- Object Class (R&PM appropriation only)
- Primary Work Code (five digits for R&D and C of F appropriations; nine digits for all reimbursable orders regardless of appropriation)
- Dollar Amount (receipts)

A negative dollar amount in this transaction must result in the posting of a decrease to the Conventional PWA account entry receipts and a like decrease to the RA and Allotment subaccount entry issues funding PWA action. A negative balance must not occur in any of the defined subaccount entries.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history.

Initial input and correction transactions will be identified in the transaction history.

Output - Section 2.4.2 describes the standard online responses and error messages that are required in the processing of the Conventional PWA transaction.

2.4.1.2 Reservation PWA. Reservation of funds to be assigned to a Carrier account under a Reservation PWA action is to be recorded as a Reservation PWA transaction. RA and Allotment are reserved through this transaction, assigned to an RO funding the Carrier account, and issued to that Carrier account.

Input - The Reservation PWA transaction uses the PWA template defined for all PWA transactions. This template is shown in figure 2.4-2. Figure 2.4-3 contains a list of the elements that must be input for all Reservation PWA transactions.

Processing - The Reservation PWA transaction must reference the applicable RA and Allotment subaccount entries to obtain the funds required in the transaction.

The RA subaccount and the funding entry required for the Reservation PWA are determined by MA (identifying the Direct, Sub-RA Received, or Reimbursable subaccounts), PY, and FS for all appropriation types. The FS input for PWA action must be converted from the PWA FS to the applicable RA FS. In addition, all R&D activities require the first three digits of the PWC that are input to the transaction, and C of F activities require the first four digits to

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Method of Authority	Yes	Form 2233	Fatal	Input for all Reservation PWA transactions. Must be a valid MA but not 97.	B110 B111 B115 B117
Program Year	Yes	Form 2233	Fatal	Input for all Reservation PWA transactions. Must be a valid PY. Also validated with FS.	B120 B121 B123 C500
Fund Source	Yes	Form 2233	Fatal	Input for all Reservation PWA transactions. Must be either 11 or in the range 1 through 9. Also validated with PY.	B130 B131 B138 C500
Primary Work Code	Conditional	Form 2233	Fatal	Input as follows for all Reservation PWA transactions depending on the values of MA and FS as specified on the template: MA — FS — Input/Edit Direct, Sub-RA Received — 1-3 — None Direct, Sub-RA Received — 4-9,11 — Five-digit PWC Reimbursable — Any — Nine-digit PWC	B170 B171 B174 B175 B176
Object Class	Conditional	Form 2233	Fatal	Input as follows for all Reservation PWA transactions depending on the values of FS and PY as specified on the template: FS — PY — Input Edit 1-3 — Current Year — Numeric, specific values 1-3 — Prior Year — None 4-9,X — Any year — None	B190 B191 B192
Responsible Organization	Yes	Form 2233	Fatal	Input for all Reservation PWA transactions. Must be a valid funding RO.	B200 B201
Dollar Amount	Yes	Form 2233	Fatal	Input for all Reservation PWA transactions. Must be numeric and not equal to 0.	B600 B601 B602
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Input as a Reservation PWA transaction.	B010 B011
Carrier Responsible Organization	Yes	User supplied	Fatal	Input for all Reservation PWA transactions. Must be a valid RO.	B210 B211
Carrier Identifier	Yes	Form 2233	Fatal	Input for all Reservation PWA transactions. Must be numeric and a valid Carrier Identifier.	B150 B151
Correction	Optional	User supplied	None	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction.	None
Control Number	Yes	User supplied	Fatal	Identification number of PWA source document. Input for all Reservation PWA transactions. Must be numeric and greater than 0.	B910 B911 B912

Figure 2.4-3. - Reservation Primary Work Authorization input and edit requirements.

ORIGINAL PAGE IS OF POOR QUALITY

identify the proper subaccount entry. The Allotment subaccount and its funding entry are determined by MA, PY, and funding level FS. The FS input to the transaction must be converted to the applicable funding level FS.

A positive dollar amount requires both RA and Allotment subaccount entries to have sufficient balance to fund the action requested by the Reservation PWA transaction. The posting must result in an increase to the applicable RA and Allotment subaccount entry issues (both already defined in the data base), an increase to the Reservation PWA account entry receipts, and an increase to the designated Carrier account receipts. The Reservation PWA account entry applicable is identified for Direct and Sub-RA Received activity by MA, PY, FS, RO, and funding level Object Class for R&PM appropriation activity or a five-digit PWC for R&D and C of F appropriations. Reimbursable order activity is identified by these same elements and a nine-digit PWC regardless of appropriation type. If the Reservation account entry does not already exist in the data base, it is generated with the following elements:

- Method of Authority
- Program Year
- Fund Source
- Responsible Organization (designated to receive PWA funds)
- Object Class (R&PM appropriation only)
- Primary Work Code (five digits for R&D and C of F appropriations; nine-digits for all reimbursable orders regardless of appropriation)

- Carrier Identifier
- Dollar Amount (receipts)

The designated Carrier account receiving the reservation funds is identified by MA, PY, FS, RO, and Carrier Identifier. If the account does not already exist in the data base, it is generated with the following elements:

- Method of Authority (must be 00)
- Program Year (must be current program year)
- Fund Source (must be 9)
- Responsible Organization (designated as the Carrier account owner)
- Carrier Identifier
- Dollar Amount (receipts)

A negative dollar amount in the Reservation PWA transaction must result in the posting of a decrease to the Reservation PWA account entry receipts, a like decrease to the Carrier account receipts, and a like decrease to the RA and Allotment subaccount entry issues originally funding the action. A negative balance must not occur in any of the defined account/subaccount entries.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial input and correction transactions will be identified in the transaction history.

<u>Output</u> - Section 2.4.2 describes the standard online responses and error messages that are required in the processing of a Reservation PWA transaction.

2.4.1.3 Sub-RA PWA. Reservation of RA and Allotment under a Sub-RA PWA action is to be recorded as a Sub-RA PWA transaction. Funds reserved by this transaction are assigned to the RO having the controlling authority for the program work being issued on a Sub-RA, and the funds are assigned the Subauthorization Identifier of the center to receive the Sub-RA issues.

The Sub-RA PWA is the first step of the two step process required to record the issuance of RA to another NASA Center for work in support of JSC. The Sub-RA PWA action reserves the JSC allotment that will be subsequently withdrawn by NASA Headquarters as a Sub-Allotment transaction (the second step required in this process). The Sub Issued Suspense account is used to record outstanding Sub-RA PWA until the allotment is withdrawn.

Input - Figure 2.4-4 contains a list of the elements that must be input and the edits that must be performed for the Sub-RA PWA transaction. The template used for input of this and all other PWA transactions is shown in figure 2.4-2.

Processing - Because RA and Allotment are the limiting controls of all Sub-RA PWA actions, applicable RA and Allotment subaccount entries must be referenced. The applicable RA subaccount and the funding entry are determined by MA (must be Direct) PY, and FS for all appropriation types. The FS input for PWA action must be converted from the PWA FS to the applicable RA FS. In addition, all R&D activities require the first three digits of the PWC, and C of F activities require the first four

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Method of Authority	Yes	Form 2233	Fatal	Input for all Sub-RA PWA transactions. Must be equal to 00.	B110 B117
Program Year	Yes	Form 2233	Fatal	Input for all Sub-RA PWA transactions. Must be a valid PY. Also validated with FS.	B120 B121 C500
Fund Source	Yes	Form 2233	Fatal	Input for all Sub-RA PWA transactions. Must be in the range 1 through 9 or 11. Also validated with PY.	B130 B131 C500
Primary Work Code	Yes	Form 2233	Fatal	Input for all Sub-RA PWA transactions. Must be nine digits.	B170 B171 B174 C500
Object Class	No	None	Fatal	Must not be input for any Sub-RA PWA transaction.	B192
Dollar Amount	Yes	PWA	Fatal	Input for all Sub-RA PWA transactions. Must be numeric and not equal to 0.	B600 B601 B602
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Input as a Sub-RA PWA transaction.	B010 B011
Responsible Organization	Yes	PWA	Fatal	Input for all Sub-RA PWA transactions. Must be a valid funding RO.	B200
Sub-authorization Identifier	Yes	Form 2233	Fatal	Input for all Sub-RA PWA transactions. Must be numeric and in the range 10 through 79.	B160 B161 B162
Correction	Optional	User supplied	None	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction.	None
Control Number	Yes	User supplied	Fatal	Input for all Sub-RA PWA transactions. Must be numeric and greater than 0.	B910 B911 B912

Figure 2.4-4. - Sub-RA Primary Work Authorization input and edit requirements.

digits to identify the proper subaccount entry. Because the Sub-RA must be input to the transaction at the five-digit level for use in this transaction. The Allotment subaccount and its funding entry are determined by MA, PY, and funding level FS. The FS input to the transaction must be converted to the applicable funding level FS.

A positive dollar amount requires both RA and Allotment subaccount entries to have sufficient balance to fund the action requested by the Sub-RA PWA transaction. The posting must result in an increase to the applicable RA and Allotment subaccount entry issues (both already defined in the data base), an increase to the Sub-RA PWA account entry receipts, and an increase to the Sub Issued Suspense account entry receipts. If the unrecorded commitments field of the Sub-RA PWA account entry is greater than 0, the transaction dollar amount must be used to reduce those unrecorded commitments. If the transaction dollar amount is greater than or equal to the unrecorded commitments, the unrecorded commitments are reduced to 0. Otherwise, the unrecorded commitments are reduced by the transaction dollar amount. The amount by which the unrecorded commitments are reduced must be added to the Sub-RA PWA account entry issues. The Sub-RA PWA account entry applicable is identified by MA, PY, FS, RO, and Subauthorization Identifier for all appropriations. In addition, a five-digit PWC is required for R&D and C of F appropriations. If the Sub-RA PWA account entry does not already exist in the data base, it is generated with the following data elements:

- Method of Authority
- Program Year

- Fund Source
- Responsible Organization
- Primary Work Code (headquarters five-digit Primary Work Code) for R&D and C of F appropriations only)
- Subauthorization Identifier
- Dollar Amount (receipts)

The Sub Issued Suspense account entry applicable is identified by MA, PY, appropriation level FS, and Subauthorization Identifier. The input FS must be converted to the appropriation level FS. If the Sub Issued Suspense account entry does not already exist in the data base, it is generated with the following data elements:

- Method of Authority
- Program Year
- Fund Source (appropriation level)
- Subauthorization Identifier
- Dollar Amount (receipts)

The positive dollar amount in the Sub-RA PWA transaction also requires that basic information required for the recording of the subauthorization performance data be recorded in the data base at the time of this transaction. The applicable Subauthorization performance data is identified by MA, PY, FS, a nine-digit PWC (headquarters coding) and Subauthorization Identifier. If the performance data already exists in the data base, the input RO must match the RO recorded in the performance data record. Otherwise, all updating stops, and an error message is provided. If the RO's do match, the dollar amount updates the Subauthorization performance dollars maintained

in the performance data record. If the Subauthorization performance data does not already exist, it is generated with the following elements:

- Method of Authority
- Program Year
- Fund Source
- Responsible Organization
- Nine-digit Primary Work Code
- Subauthorization Identifier
- Dollar Amount (Subauthorization performance dollars)

A negative dollar amount in the Sub-RA PWA transaction must result in the posting of a decrease to the Sub-RA PWA account entry receipts, a decrease to the Sub Issues Suspense account entry receipts, a decrease to the RA and Allotment subaccount entry issues, and a decrease to the Subauthorization performance dollars. A negative balance must not occur in any of the defined account/subaccount entries, and the Subauthorization dollars must not be less than 0. A warning must be given if the Subauthorization performance dollars are reduced below the Subauthorization performance commitment dollars recorded.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial input, update, and correction transactions will be identified in the transaction history.

<u>Output</u> - Section 2.4.2 describes the standard online responses and error messages that are required in the processing of the Sub-RA PWA transaction.

2.4.2 Output Message Requirements

Figures 2.4-5 through 2.4-8 contain a list of output message requirements. Figure 2.4-9 contains a correlation of output messages by transaction.

2.4.3 Inquiry Requirements

Figure 2.4-10 contains a list of inquiry input data elements and response data elements required for PWA processing.

2.4.4 Report Requirements

Section 2.19.1 lists the Fund Control Report requirements. The following reports reflect PWA account activity:

- PWA Fund Control Status
- PWA RO Fund Control Status

A list of valid daily transactions must appear in the Daily Transaction List PWA Section report described in section 2.19.7.

Code	Message
****	CONVENTIONAL PWA TRANSACTION
****	RESERVATION PWA TRANSACTION
****	SUB-RA PWA TRANSACTION
B010	TYPE OF TRANSACTION NOT SPECIFIED
B011	MULTIPLE TYPES OF TRANSACTIONS SPECIFIED

Figure 2.4-5. - Primary Work Authorization transaction-begun messages.

Code	Message
A000	PROCESSING COMPLETE

Figure 2.4-6. - Primary Work Authorization transaction-complete messages.

Code	Message
B100	'AS OF' DATE INVALID
B101	'AS OF' DATE MUST BE PRIOR TO SYSTEM DATE__/__/__
B110	MA NOT ENTERED
B111	MA INVALID
B115	MUST NOT BE 97
B117	MA MUST BE 00
B120	PY NOT ENTERED
B121	PY INVALID
B130	FS NOT ENTERED
B131	FS MUST BE 1-9 OR 11
B138	FS MUST BE 9
B150	CARRIER ID NOT ENTERED
B151	CARRIER ID INVALID
B160	SUB ID NOT ENTERED
B161	SUB ID INVALID
B162	SUB ID MUST BE 10 TO 79
B170	PWC NOT ENTERED
B171	PWC INVALID
B174	PWC MUST BE 9 DIGITS
B175	PWC MUST BE BLANK
B176	PWC MUST BE 5 DIGITS
B190	OBJECT CLASS NOT ENTERED
B191	OBJECT CLASS INVALID
B192	OBJECT CLASS MUST BE BLANK
B200	RESPONSIBLE ORGANIZATION NOT ENTERED
B201	RESPONSIBLE ORGANIZATION INVALID
B210	CARRIER RESPONSIBLE ORGANIZATION NOT ENTERED
B211	CARRIER RESPONSIBLE ORGANIZATION INVALID
B600	$ AMOUNT NOT ENTERED
B601	$ AMOUNT INVALID
B602	$ AMOUNT MUST NOT BE ZERO
B910	CONTROL NUMBER NOT ENTERED
B911	CONTROL NUMBER INVALID
B912	CONTROL NUMBER MUST BE GREATER THAN ZERO
C500	PY, FS COMBINATION INVALID

Figure 2.4-7. - Primary Work Authorization data element edit error messages.

Code	Message
D100	RESOURCES AUTHORITY RECORD NOT FOUND MA __ PY __ FS _ PWC ____
D102	RESOURCES AUTHORITY ISSUES INSUFFICIENT MA __ PY __ FS _ PWC ____ ISSUES $ _,___,___,___.__ UPDATE $_,___,___,___.__-
D103	RESOURCES AUTHORITY BALANCE INSUFFICIENT TO ISSUE PWA MA __ PY __ FS _ PWC ____ BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-
D110	ALLOTMENT RECORD NOT FOUND MA __ PY __ FS _ PWC _____
D112	ALLOTMENT ISSUES INSUFFICIENT MA __ PY __ FS _ PWC _____ ISSUES $_,___,___,___.__ UPDATE $_,___,___,___.__-
D113	ALLOTMENT BALANCE INSUFFICIENT TO ISSUE PWA MA __ PY __ FS _ PWC _____ BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-
D140	PWA RECORD NOT FOUND MA __ PY __ FS _ RO __ PWC _____ OBJECT CLASS ____ CARRIER ID _____ SUB ID __
D141	PWA BALANCE INSUFFICIENT TO DECREASE RECEIPTS MA __ PY __ FS __ RO __ PWC _____ OBJECT CLASS ____ CARRIER ID _____ SUB ID __ BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-
D150	CARRIER RECORD NOT FOUND MA __ PY __ FS _ CARRIER ID _____
D151	CARRIER BALANCE INSUFFICIENT TO DECREASE RECEIPTS MA __ PY __ FS _ CARRIER ID _____ BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-
D160	SUB PERFORMANCE RECORD NOT FOUND MA __ PY __ FS _ RO __ PWC _____ SUB ID __
D161	SUB PERFORMANCE AMOUNT INSUFFICIENT MA __ PY __ FS _ RO __ PWC _____ SUB ID __ AMOUNT $_,___,___,___.__ UPDATE $_,___,___,___.__-

Figure 2.4-8. - Primary Work Authorization processing error messages.

Transaction \ Messages	A000	B001	B011	B101	B110	B111	B115	B117	B120	B121	B122	B130	B131	B138	B150	B151	B160	B161	B162	B170	B171	B174	B175	B176
Conventional PWA	X	X	X	X	X	X	X	X		X	X		X	X						X	X	X	X	X
Reservation PWA	X	X	X	X	X	X	X	X		X	X		X	X		X	X				X	X	X	X	X
Sub-RA PWA	X	X	X	X	X	X			X	X	X		X	X				X	X	X	X	X	X			

Transaction \ Messages	B190	B191	B192	B200	B201	B210	B211	B600	B601	B602	B910	B911	B912	C500	C501	D100	D102	D103	D110	D112	D113	D140	D141	D150	D151	D160	D161
Conventional PWA	X	X	X	X	X			X	X	X	X	X	X	X		X	X	X	X	X	X	X	X				
Reservation PWA	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X		
Sub-RA PWA			X	X	X			X	X	X	X	X	X	X		X	X	X	X	X	X	X	X			X	X

Figure 2.4-9. - Primary Work Authorization Messages by transaction.

Inquiry description	Type	Input data elements	Timing	Response data elements
Resources and Program Management Conventional PWA Fund Control status	Item	Method of Authority Program Year Fund Source Object Class (funding) Responsible Organization	Immediate	Method of Authority Program Year Fund Source Object Class Responsible Organization Conventional PWA receipts Conventional PWA issues Conventional PWA balance
Conventional PWA Fund Control status	Item	Method of Authority Program Year Fund Source Primary Work Code (five digits) Responsible Organization	Immediate	Method of Authority Program Year Fund Source Primary Work Code (five-digits) Responsible Organization Conventional PWA receipts Conventional PWA issues Conventional PWA balance
Resources and Program Management Reservation PWA Fund Control status	Item	Method of Authority Program Year Fund Source Object Class (funding) Carrier Identifier Responsible Organization	Immediate	Method of Authority Program Year Fund Source Object Class Carrier Identifier Responsible Organization Reservation PWA receipts Reservation PWA issues Reservation PWA balance
Reservation PWA Fund Control status	Item	Method of Authority Program Year Fund Source Primary Work Code (five digits) Carrier Identifier Responsible Organization	Immediate	Method of Authority Program Year Fund Source Primary Work Code (five digits) Carrier Identifier Responsible Organization Reservation PWA receipts Reservation PWA issues Reservation PWA balance
Carrier Fund Control status	Item	Responsible Organization Carrier Identifier	Immediate	Carrier Identifier Carrier receipts Carrier issues Carrier balance
Resources and Program Management Sub-RA PWA Fund Control status	Item	Program Year Fund Source Responsible Organization Subauthorization Identifier	Immediate	Method of Authority Program Year Fund Source Responsible Organization Subauthorization Identifier Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance

Figure 2.4-10. - Primary Work Authorization inquiry requirements.

ORIGINAL PAGE IS OF POOR QUALITY

Inquiry description	Type	Input data elements	Timing	Response data elements
Sub-RA PWA Fund Control status	Item	Program Year Fund Source Primary Work Code (five digits) Responsible Organization Subauthorization Identifier	Immediate	Method of Authority Program Year Fund Source Primary Work Code (five digits) Responsible Organization Subauthorization Identifier Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance
Resources and Program Management PWA Fund Control summary by Object Class	Summary	Method of Authority Program Year Fund Source Object Class (funding)	Immediate	Method of Authority Program Year Fund Source Object Class (funding) Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance
PWA Fund Control summary by a five-digit Primary Work Code	Summary	Method of Authority Program Year Fund Source Primary Work Code (five digits)	Immediate	Method of Authority Program Year Fund Source Primary Work Code (five digits) Conditional PWA receipts Conditional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance
Construction of Facilities PWA Fund Control summary by a four-digit Primary Work Code	Summary	Method of Authority Program Year Fund Source Primary Work Code (four digits)	Immediate	Method of Authority Program Year Fund Source Primary Work Code (four digits) Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance

Figure 2.4-10. - Primary Work Authorization inquiry requirements (continued).

Inquiry description	Type	Input data elements	Timing	Response data elements
				Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
PWA Primary Work Code total at a three-digit Primary Work Code level (Fund Source 4, 9, and 11 only)	Summary	Method of Authority Program Year Fund Source Primary Work Code (three digits)	Immediate	Method of Authority Program Year Fund Source Primary Work Code (three digits) Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
PWA Fund Control summary by Fund Source	Summary	Method of Authority Program Year Fund Source	Immediate	Method of Authority Program Year Fund Source Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
PWA Fund Control summary by appropriation	Summary	Method of Authority Program Year Appropriation type	Immediate	Method of Authority Program Year Appropriation symbol Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues

Figure 2.4-10. - Primary Work Authorization inquiry requirements (continued).

ORIGINAL PAGE IS OF POOR QUALITY

Inquiry description	Type	Input data elements	Timing	Response data elements
				Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
PWA Fund Control summary by Program Year	Summary	Method of Authority Program Year	Immediate	Method of Authority Program Year Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
PWA Fund Control summary by Method of Authority	Summary	Method of Authority	Immediate	Method of Authority Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
PWA grand total	Summary	None required	Immediate	Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues

Figure 2.4-10. - Primary Work Authorization inquiry requirements (continued).

Inquiry description	Type	Input data elements	Timing	Response data elements
				Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance Carrier receipts Carrier issues Carrier balance
PWA Responsible Organization Fund Control summary by a three-digit Primary Work Code	Summary	Responsible Organization Method of Authority Program Year Fund Source Primary Work Code (three digits)	Immediate	Responsible Organization Method of Authority Program Year Fund Source Primary Work Code (three digits) Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
PWA Responsible Organization Fund Control summary by a four-digit Primary Work Code	Summary	Responsible Organization Method of Authority Program Year Fund Source Primary Work Code (four digits)	Immediate	Responsible Organization Method of Authority Program Year Fund Source Primary Work Code (four digits) Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-PA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
PWA Responsible Organiza-	Summary	Responsible Organization	Immediate	Responsible Organization

Figure 2.4-10. - Primary Work Authorization inquiry requirements (continued).

Inquiry description	Type	Input data elements	Timing	Response data elements
tion Fund Control summary by Fund Source		Method of Authority Program Year Fund Source		Method of Authority Program Year Fund Source Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
PWA Responsible Organization Fund Control summary by Program Year	Summary	Responsible Organization Method of Authority Program Year	Immediate	Responsible Organization Method of Authority Program Year Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
PWA Responsible Organization Fund Control summary by Method of Authority	Summary	Responsible Organization Method of Authority	Immediate	Responsible Organization Method of Authority Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues

Figure 2.4-10. - Primary Work Authorization inquiry requirements (continued).

Inquiry description	Type	Input data elements	Timing	Response data elements
				Total balance
PWA Responsible Organization Fund Control summary	Summary	Responsible Organization	Immediate	Responsible Organization Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
PWA Fund Control list of Carriers	List	None required	Immediate	Responsible Organization Carrier Identifier Carrier receipts Carrier issues Carrier balance Total Carrier receipts Total Carrier issues Total Carrier balance
Pesources and Program Management PWA Fund Control list	List	Method of Authority Program Year Fund Source Object Class (funding)	Immediate	Method of Authority Program Year Fund Source Object Class (funding) Responsible Organization Carrier Identifier Subauthorization Identifier Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
PWA Fund Control list	List	Method of Authority Program Year Fund Source	Immediate	Method of Authority Program Year Fund Source

Figure 2.4-10. - Primary Work Authorization inquiry requirements (continued).

Inquiry description	Type	Input data elements	Timing	Response data elements
		Primary Work Code (five digits)		Primary Work Code (five digits) Responsible Organization Carrier Identifier Subauthorization Identifier Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
Resources and Program Management PWA Responsible Organization Fund Control list	List	Responsible Organization Method of Authority Program Year Fund Source	Immediate	Responsible Organization Method of Authority Program Year Fund Source Object Class Carrier Identifier Subauthorization Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
PWA Responsible Organization Fund Control list	List	Responsible Organization Method of Authority Program Year Fund Source	Immediate	Responsible Organization Method of Authority Program Year Fund Source Primary Work Code (five digits) Carrier Identifier Subauthorization Identifier Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts

Figure 2.4-10. - Primary Work Authorization inquiry requirements (continued).

Inquiry description	Type	Input data elements	Timing	Response data elements
				Reservation PWA issues Reservation PWA balance Total PWA receipts Total PWA issues Total PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance Total receipts Total issues Total balance
Resources and Program Management Resources Authority/PWA Fund Control list	List	Method of Authority Program Year Fund Source Dollar limit	Same day	Method of Authority Program Year Fund Source Dollar limit Resources Authority receipts Resources Authority issues Resources Authority balance Object Class (funding) Responsible Organization Carrier Identifier Sub Authorization Identifier Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance
Research and Development Resources Authority/PWA Fund Control list	List	Method of Authority Program Year Fund Source Primary Work Code (three digits) Dollar limit	Same day	Method of Authority Program Year Fund Source Primary Work Code (three digits) Dollar limit Resources Authority receipts Resources Authority issues Resources Authority balance Primary Work Code (five digits) Responsible Organization Carrier Identifier Subauthorization Identifier Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance Sub-RA PWA receipts Sub-RA PWA issues Sub-RA PWA balance

Figure 2.4-10. - Primary Work Authorization inquiry requirements (continued).

ORIGINAL PAGE IS
OF POOR QUALITY

Inquiry description	Type	Input data elements	Timing	Response data elements
Construction of Facilities Resources Authority/PWA Fund Control list	List	Method of Authority Program Year Fund Source Primary Work Code (four digits) Dollar limit	Same day	Method of Authority Program Year Fund Source Primary Work Code (four digits) Dollar limit Resources Authority receipts Resources Authority issues Resources Authority balance Primary Work Code (five digits) Responsible Organization Carrier Identifier Subauthorization Identifier Conventional PWA receipts Conventional PWA issues Conventional PWA balance Reservation PWA receipts Reservation PWA issues Reservation PWA balance

Figure 2.4-10. - Primary Work Authorization inquiry requirements (concluded).

2.5 REIMBURSABLE ORDER ACCEPTANCE PROCESS

Reimbursable Order Acceptance is the official agreement between JSC and a non-NASA source for reimbursable work to be performed by JSC. The agreement establishes the work to be performed and the dollar amount of the reimbursement to be received for the work performed. All reimbursable work at JSC is funded through Reimbursable RA and Reimbursable Allotment issued to JSC based on the projected amount of work to be performed for these non-NASA sources. Each Reimbursable Order Acceptance reserves Reimbursable RA and Reimbursable Allotment for the dollar amount of each reimbursable order accepted.

2.5.1 Update Requirements

The Central Resources Control Section receives the Reimbursable Order Acceptance document where the required information is to be entered into the online system. JSC work on each reimbursable order is tracked through one or more unique nine-digit PWC's assigned to an order. The number of PWC's required depends on the characteristics of the work to be performed with some orders having multiple FS's applicable and multiple PWC's required to best describe the nature of the work performed. A Reimbursable Order Number is assigned to each order to permit multiple PWC assignments. The Central Resources Control Section must enter each unique nine-digit PWC applicable into the PWC edit validation table (see section 2.16) and must assign the Reimbursable Order Number prior to the input of any reimbursable order transaction.

Three transactions are defined for processing reimbursable order information. The Reimbursable Order Accepted transaction permits input of the Reimbursable Order Number and the dollar amount of the order. The Reimbursable Order Assigned transaction permits reservation of Allotment, assignment of FS, and input of the unique nine-digit PWC given for that FS. The Reimbursable Order Transferred transaction permits assignment of funds to additional unique nine-digit PWC's within one FS. Input, processing, and output requirements will be discussed by transaction.

2.5.1.1 Reimbursable Order Accepted. All Reimbursable Order Acceptance (ROA) documents are to be recorded using the Reimbursable Order Accepted transaction. The information recorded by the transaction will update the Reimbursable Order Control account. This account provides the necessary control to assure that the order total will not be exceeded regardless of the number of PWC and FS assignments or transfers.

Input - Figure 2.5-1 contains a list of the elements that must be input for the Reimbursable Order Accepted transaction.

Figure 2.5-2 defines the reimbursable order template. The template illustrated will be used for all Reimbursable Order Accepted, Assigned, and Transferred transactions.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Reimbursable Order Number	Yes	User supplied	Fatal	Identification number of the reimbursable order. Input for all Reimbursable Order Accepted transactions. Must be numeric and greater than 0.	B250 B251 B252
Amendment Number	Yes	ROA or user supplied	Fatal	Identification number of the reimbursable order source document. Input for all Reimbursable Order Accepted transactions. Must be numeric and not less than 0.	B920 B921 B922
Dollar Amount	Yes	ROA	Fatal	Input for all Reimbursable Order Accepted transactions. Must be numeric and not equal to 0.	B600 B601 B602
Method of Authority	Yes	ROA	Fatal	Input for all Reimbursable Order Accepted transactions. Must be numeric and in the range 80 through 99, excluding 97.	B110 B111 B114
Program Year	Yes	ROA	Fatal	Input for all Reimbursable Order Accepted transactions. Must be a valid PY.	B120 B121
Fund Source	No	None	Fatal	Must not be input for any Reimbursable Order Accepted transaction.	B141
Primary Work Code	No	None	Fatal	Must not be input for any Reimbursable Order Accepted transaction.	B175
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Input as a Reimbursable Order Accepted transaction.	B010 B011
Correction	Optional	User supplied	None	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction.	None

Figure 2.5-1. - Reimbursable Order Accepted input and edit requirements.

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. G2- REIMBURSABLE ORDER TEMPLATE
    REIMB ORDER NO.  _____  AMENDMENT NO.  ___  AMOUNT $___,___,___.__±
    MA  __  PY  __  FS  __  PWC  _________
    TYPE OF TRANSACTION:
        REIMB ORDER ACCEPTED  _
        REIMB ORDER ASSIGNED  _
        REIMB ORDER TRANSFERRED  _  PWC  _________
    CORRECTION  _
```

Figure 2.5-2. - Reimbursable Order template.

Processing - The Reimbursable Order Accepted transaction must maintain detailed history information for each basic reimbursable order and associated amendments and must maintain the cumulative total order value of the order. The cumulative order value and the detailed history information are maintained as the control entry and the detailed history information entries respectively in Reimbursable Order Control account entries identified by the Reimbursable Order Number.

If a basic reimbursable order is being accepted (amendment number is equal to 0), the order control entry must be generated with the following data elements:

- Reimbursable Order Number
- Dollar Amount (acceptance)

Only positive dollar amounts are permitted for the basic ROA.

The acceptance of an amendment to an existing reimbursable order updates the control entry acceptance amount identified by the basic order number input. A positive dollar amount increases the control entry acceptance amount while a negative dollar amount decreases the amount. However, any update must not result in a negative balance in the control entry of the order.

A detailed history information entry for every ROA recorded (both basic and amendments) must be generated using the following elements.

- Reimbursable Order Number
- Reimbursable Order Amendment Number
- Method of Authority
- Program Year
- Dollar Amount (of the ROA)

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial and correction transactions will be identified in the transaction history.

Output - Section 2.5.2 describes the standard online responses and error messages that are required in the processing of the Reimbursable Order Accepted transaction.

2.5.1.2 Reimbursable Order Assigned. The assignment of an allotment to each ROA processed and the unique nine-digit PWC and FS assignments are to be input as a Reimbursable Order Assigned transaction. Assignment of an allotment to a reimbursable order transfers the allotment from the Reimbursable Allotment Suspense subaccount to the Reimbursable Allotment subaccount. This transaction follows the recording of the basic order dollars or amendment dollars and the detailed history information as specified by the Reimbursable Order Accepted transaction described in the prior section.

Input - Figure 2.5-3 contains a list of the elements that must be input for the Reimbursable Order Assigned transaction.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Reimbursable Order Number	Yes	User supplied	Fatal	Identification number of the reimbursable order. Input for all Reimbursable Order Assigned transactions. Must be numeric and greater than 0. Also validated with PWC.	B250 B251 B252 C504
Amendment Number	Yes	ROA or user supplied	Fatal	Identification number of the reimbursable order source document. Input for all Reimbursable Order Assigned transactions. Must be numeric and not less than 0.	B920 B921 B922
Dollar Amount	Yes	ROA	Fatal	Input for all Reimbursable Order Assigned transactions. Must be numeric and not equal to 0.	B600 B601 B602
Method of Authority	Yes	ROA	Fatal	Input for all Reimbursable Order Assigned transactions. Must be a valid MA but not 97.	B110 B111 B114
Program Year	Yes	ROA	Fatal	Input for all Reimbursable Order Assigned transactions. Must be a valid PY. Also validated with FS.	B120 B121 C500
Fund Source	Yes	ROA	Fatal	Input for all Reimbursable Order Assigned transactions. Must be in the range 1 through 9 or 11. Also validated with PY.	B130 C500 C502
Primary Work Code	Yes	ROA	Fatal	Input for all Reimbursable Order Assigned transactions. Must be nine digits. Also validated with Reimbursable Order Number.	B170 B171 B174
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Input as a Reimbursable Order Assigned transaction.	B010 B011
Correction	Conditional	User supplied	None	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction.	None

Figure 2.5-3. - Reimbursable Order Assigned input and edit requirements.

Figure 2.5.2 defines the reimbursable order template. The template illustrated will be used for all Reimbursable Order Accepted, Assigned, and Transferred transactions.

Processing - Because the cumulative order value and the Reimbursable Allotment are the limiting controls for the Reimbursable Order Assigned transaction updates, the applicable Reimbursable Order Control account control entry (identified by the Reimbursable Order Number), and the Reimbursable Allotment Suspense subaccount entry (identified by MA, PY, and appropriation level FS) must be referenced. The FS input to the transaction must be converted to the applicable appropriation level FS.

A positive dollar amount requires both the Reimbursable Order Control account control entry and the Reimbursable Allotment Suspense subaccount entry to have sufficient balance to complete the action required by the Reimbursable Order Assigned transaction. The posting must result in an increase to the applicable Reimbursable Order Control account control entry assignment amount, a decrease to the Reimbursable Allotment Suspense subaccount entry receipts, and an increase to the Reimbursable Allotment subaccount entry receipts. The Reimbursable Allotment subaccount entry applicable is identified by MA, PY, funding level FS, and a nine-digit PWC. If the Reimbursable Allotment subaccount entry does not already exist in the data base, it must be generated with the following data elements:

- Reimbursable Order Number
- Reimbursable Order Amendment Number
- Method of Authority

- Program Year
- Fund Source (funding level)
- Primary Work Code
- Dollar Amount (receipts)

A negative dollar amount in this transaction must result in the posting of a decrease to the Reimbursable Order Control account control entry assignment amount, a decrease to the Reimbursable Allotment subaccount entry receipts, and an increase to the Reimbursable Allotment Suspense subaccount entry receipts. A negative balance must not occur in any of the defined account/subaccount entries.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial and correction transactions will be identified in the transaction history.

Output - Section 2.5.2 describes the standard online responses and error messages that are required in the processing of the Reimbursable Order Assigned transaction.

2.5.1.3 Reimbursable Order Transferred. The Reimbursable Order Transferred transaction reassigns Reimbursable Allotment from one nine-digit PWC to another nine-digit PWC within the same FS. The transfer transaction provides the ability to assign multiple nine-digit PWC's for each reimbursable order requiring a more detailed task assignment breakout.

ORIGINAL PAGE IS
OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Reimbursable Order Number	Yes	User supplied	Fatal	Identification number of the reimbursable order. Input for all Reimbursable Order Transferred transactions. Must be numeric and greater than 0. Also validated with PWC.	B250 B251 B252 C504
Amendment Number	Yes	ROA	Fatal	Identification number of the reimbursable order memorandum directing the transfer. Input for all Reimbursable Order Transferred transactions. Must be numeric and not less than 500.	B920 B921 B922
Dollar Amount	Yes	ROA	Fatal	Input for all Reimbursable Order Transferred transactions. Must be numeric and not equal to 0.	B600 B601 B602
Method of Authority	Yes	ROA	Fatal	Input for all Reimbursable Order Transferred transactions. Must be a valid MA but not 97.	B110 B111 B114
Program Year	Yes	ROA	Fatal	Input for all Reimbursable Order Transferred transactions. Must be a valid PY. Also validated with FS.	B120 B121 C500
Fund Source	Yes	ROA	Fatal	Input for all Reimbursable Order Transferred transactions. Must be a funding FS. Also validated with PY.	B130 C500 C502
Primary Work Code (1)	Yes	ROA	Fatal	PWC for transferor Reimbursable Allotment subaccount. Must be nine digits and must not be the same as the PWC for transferee Reimbursable Allotment subaccount.	B170 B171 B174 B177
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Input as Reimbursable Order Transferred transaction.	B010 B011
Primary Work Code (2)	Yes	ROA	Fatal	PWC for transferee Reimbursable Allotment subaccount. Must be nine digits and must not be the same as the PWC for transferor Reimbursable Allotment subaccount.	B170 B171 B174 B177
Correction	Conditional	User supplied	None	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction.	None

Figure 2.5-4. - Reimbursable Order Transferred input and edit requirements.

Input - Figure 2.5-4 contains a list of the elements that must be input for the Reimbursable Order Transferred transaction.

Figure 2.5-2 defines the reimbursable order template used for all Reimbursable Order Acceptance, Reimbursable Order Assignment, and Reimbursable Order Transferred transactions.

Processing - The Reimbursable Order Transferred transaction must reference two entries in the Reimbursable Allotment subaccount to perform the requested transfer. The first entry referenced (transferor) is the limiting control for the transaction and must already exist in the subaccount. It is identified by MA, PY, funding level FS, and a nine-digit PWC(1). The second entry referenced (transferee) receives the funds assigned and is identified by MA, PY, funding level FS, and a nine-digit PWC(2).

A positive dollar amount requires the transferor to have sufficient balance to complete the transfer. The posting must result in a decrease to the transferor receipts and a corresponding increase to the transferee receipts.

A negative dollar amount in this transaction must result in the posting of an increase to the transferor receipts and a corresponding decrease to the transferee receipts. A negative balance must not occur in either entry.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history.

Initial, update, and correction transactions will be identified in the transaction history.

Output - Section 2.5.2 describes the standard online responses and error messages that are required in the processing of the Reimbursable Order Transferred transaction.

2.5.2 Output Message Requirements

Figures 2.5-5 through 2.5-8 contain a list of output message requirements. Figure 2.5-9 contains a correlation of output messages by transaction.

2.5.3 Inquiry Requirements

Figure 2.5-10 contains a list of inquiry input data elements and response data elements required for reimbursable order processing.

2.5.4 Report Requirements

Section 2.19.1 lists the Fund Control report requirements. The Reimbursable Order Fund Control Status report reflects Reimbursable Order Acceptance account activity.

A list of valid daily transactions must appear in the Daily Transaction List Reimbursable Order Section report described in section 2.19.7.

Code	Message
****	REIMBURSABLE ORDER ACCEPTED
****	REIMBURSABLE ORDER ASSIGNED
****	REIMBURSABLE ORDER TRANSFERRED
B010	TYPE OF TRANSACTION NOT SPECIFIED
B011	MULTIPLE TYPES OF TRANSACTION SPECIFIED

Figure 2.5-5. - Reimbursable Order Acceptance transaction-begun messages.

Code	Message
A000	PROCESSING COMPLETE

Figure 2.5-6. - Reimbursable Order Acceptance transaction-complete messages.

Code	Message
B100	'AS OF' DATE INVALID
B101	'AS OF' DATE MUST BE PRIOR TO SYSTEM DATE __/__/__
B110	MA NOT ENTERED
B111	MA INVALID
B114	MA MUST BE 80 TO 99 BUT NOT 97
B120	PY NOT ENTERED
B121	PY INVALID
B130	FS NOT ENTERED
B141	FS MUST BE BLANK
B170	PWC NOT ENTERED
B171	PWC INVALID
B174	PWC MUST BE 9 DIGITS
B175	PWC MUST BE BLANK
B177	DUPLICATE 9 DIGIT PWC'S ENTERED
B250	REIMBURSABLE ORDER NUMBER NOT ENTERED
B251	REIMBURSABLE ORDER NUMBER INVALID
B252	REIMBURSABLE ORDER NUMBER MUST BE GREATER THAN ZERO
B600	$ AMOUNT NOT ENTERED
B601	$ AMOUNT INVALID
B602	$ AMOUNT MUST NOT BE ZERO
B920	AMENDMENT NUMBER NOT ENTERED
B921	AMENDMENT NUMBER INVALID
B922	AMENDMENT NUMBER MUST NOT BE LESS THAN ZERO
C500	PY, FS COMBINATION INVALID
C502	FS IS NOT A FUNDING FUND SOURCE
C504	PWC, REIMBURSABLE ORDER NUMBER COMBINATION INVALID

Figure 2.5-7. - Reimbursable Order Acceptance data element edit error messages.

Code	Message
D110	ALLOTMENT RECORD NOT FOUND MA __ PY __ FS __ PWC _____
D111	ALLOTMENT BALANCE INSUFFICIENT TO DECREASE RECEIPTS MA __ PY __ FS __ PWC _____ ISSUES $_,___,___,___.__ UPDATE $_,___,___,___.__-
D120	REIMBURSABLE SUSPENSE RECORD NOT FOUND MA __ PY __ FS __ REIMB ORDER NO. _____
D121	REIMBURSABLE SUSPENSE BALANCE INSUFFICIENT TO DECREASE RECEIPTS MA __ PY __ FS __ REIMB ORDER NO. _____ BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-
D170	REIMBURSABLE ORDER CONTROL ACCOUNT RECORD NOT FOUND MA __ PY __ REIMB ORDER NO. _____
D171	REIMBURSABLE ORDER CONTROL BALANCE INSUFFICIENT INCREASE ISSUES REIMB ORDER NO. _____ AMOUNT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D172	REIMBURSABLE ORDER CONTROL ISSUES INSUFFICIENT REIMB ORDER NO._____ ISSUES $_,___,___,___.__ UPDATE $_,___,___,___.__-

Figure 2.5-8. - Reimbursable Order Acceptance processing error messages.

Message	A	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2
	0	1	1	0	0	1	1	1	2	2	2	3	4	7	7	7	7	7	5	5
Transaction	0	0	1	0	1	0	2	4	0	1	2	0	1	0	1	4	5	7	0	1
Reimbursable Order Accepted	X	X	X	X	X	X		X	X	X			X				X		X	X
Reimbursable Order Assigned	X	X	X	X	X	X		X	X	X		X		X	X	X			X	X
Reimbursable Order Transferred	X	X	X	X	X	X		X	X	X		X		X	X	X		X	X	X

Message	B	B	B	B	B	B	B	C	C	C	C	D	D	D	D	D	D	D
	2	6	6	6	9	9	9	5	5	5	5	1	1	1	1	1	1	1
	5	0	0	0	2	2	2	0	0	0	0	1	1	2	2	7	7	7
Transaction	2	0	1	2	0	1	2	0	1	2	4	0	1	0	1	0	1	2
Reimbursable Order Accepted	X	X	X	X	X	X	X									X		
Reimbursable Order Assigned	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X
Reimbursable Order Transferred	X	X	X	X	X	X	X	X		X	X	X	X					

Figure 2.5-9. - Reimbursable Order Acceptance messages by transaction.

Inquiry description	Type	Input data elements	Timing	Response data elements
Reimbursable Order Control account status	Item	Reimbursable Order Number Amendment Number	Immediate	Reimbursable Order Number Method of Authority Program Year Amendment Number Reimbursable Order acceptance amount
Reimbursable Order Control account summary	Summary	Reimbursable Order Number	Immediate	Reimbursable Order Number Method of Authority Reimbursable Order acceptance amount Reimbursable Order assignment amount Reimbursable Order unassigned balance
Reimbursable Order Control account summary by Program Year	Summary	Program Year	Immediate	Program Year Reimbursable Order acceptance amount
Reimbursable Order Control account list by Program Year	List	Program Year	Same day	Program Year Method of Authority Reimbursable Order Number Reimbursable Order acceptance amount Total Method of Authority acceptance amount Total acceptance amount
Reimbursable Allotment Fund Control status	Item	Method of Authority Program Year Fund Source (funding level) Primary Work Code (nine digits)	Immediate	Method of Authority Program Year Fund Source (funding) Primary Work Code (nine digits) Reimbursable Order Number Reimbursable Allotment receipts Reimbursable Allotment issues Reimbursable Allotment balance Last receipts activity information Last issues activity information
Reimbursable Allotment Fund Control list	List	Reimbursable Order Number	Immediate	Reimbursable Order Number Method of Authority Reimbursable Order acceptance amount Program Year Fund Source Primary Work Code (nine digits) Reimbursable Allotment receipts Reimbursable Allotment issues Reimbursable Allotment balance Total receipts Total issues Total balance
Reimbursable Resources and Program Management Conventional PWA Fund Control status	Item	Method of Authority Program Year Fund Source Object Class (funding) Primary Work Code (nine digits) Responsible Organization	Immediate	Method of Authority Program Year Fund Source Object Class Primary Work Code (nine digits) Responsible Organization Conventional PWA receipts Conventional PWA issues Conventional PWA balance

Figure 2.5-10. - Reimbursable Order inquiry requirements.

Inquiry description	Type	Input data elements	Timing	Response data elements
Reimbursable Conventional PWA Fund Control status	Item	Method of Authority Program Year Fund Source Primary Work Code (nine digits) Responsible Organization	Immediate	Method of Authority Program Year Fund Source Primary Work Code (nine digits) Responsible Organization Conventional PWA receipts Conventional PWA issues Conventional PWA balance
Reimbursable Resources and Program Management Reservation PWA Fund Control status	Item	Method of Authority Program Year Fund Source Object Class (funding) Primary Work Code Carrier Identifier Responsible Organization	Immediate	Method of Authority Program Year Fund Source Object Class Primary work Code (nine digits) Carrier Identifier Responsible Organization Reservation PWA receipts Reservation PWA issues Reservation PWA balance
Reimbursable Reservation PWA Fund Control status	Item	Method of Authority Program Year Fund Source Primary Work Code (nine digits) Carrier Identifier Responsible Organization	Immediate	Method of Authority Program Year Fund Source Primary Work Code (nine digits) Carrier Identifier Responsible Organization Reservation PWA receipts Reservation PWA issues Reservation PWA balance

Figure 2.5-10. - Reimbursable Order inquiry requirements (concluded).

2.6 PURCHASE REQUEST PROCESS

JSC secures supplies and services from sources external to NASA by means of various procurement actions. These actions are processed by FMD at various stages of the procurement process. The Purchase Request process (1) records information concerning procurement actions being processed through FMD prior to the actual commitment of funds and (2) certifies funds availability and records commitment for those procurement actions requiring this action prior to completion of the procurement process.

2.6.1 Update Requirements

2.6.1.1 Purchase Request. The Purchase Request (PR) can authorize several types of procurement actions and, consequently, has different handling requirements based on the type of action specified. The various PR types are summarized below.

- Regular PR - Authorizes the administrative reservation of funds (commitment) for the items listed on the PR and the subsequent procurement of these listed items. The Regular PR is the most frequently used PR type.
- Planning PR - Authorizes preliminary procurement action to begin for procurement actions that require a long lead time. No commitment of funds is made, and the PR is used for planning only.
- Requirements PR - Authorizes the purchase of a specified category of items on an "as required" basis. Items that can be included on a Requirements

PR are aircraft fuels, oils, and lubricants and categories of items that are purchased through a General Services Administration (GSA) contractor. No commitment of funds is made for this PR type.

- BPA Source PR - Authorizes the establishment of a Blanket Purchase Agreement (BPA) between JSC and a supplier. The supplier agrees to provide JSC with a ready source for a specified category of items and agrees to supply the items ordered on call. No commitment of funds is made for this PR type.
- BPA Source PR for Technical Services - Authorizes the establishment of a BPA contract for the maintenance, repair, etc. of specified items of equipment with the services provided on call. The dollar limit specified on the PR is committed during the process.

Information from every PR received in the Fund Control Unit of FMD is to be entered into the online system. Requirements for this process are described by an action classification (initial, update, or correction) and by the data maintained for each PR (performance or information). The input, processing, and output requirements are described for each category defined.

2.6.1.1.1 Initial recording: Data provided on all PR's received in the Fund Control Unit must be recorded and available for later reference. Most PR's must undergo a certification of available funds and/or the recording of funds accounting data (performance data) while others require the recording of data for information only. Regular PR's and BPA Source PR's for Technical Services require

performance data recording while Planning PR's, Requirements PR's, and BPA Source PR's require information data recording.

PERFORMANCE DATA REQUIRED

Input - Information that must be input for PR's requiring the recording of performance data is obtained from the Purchase Request (JSC Form 91) or from user supplied information derived from Form 91. The input data elements and the data edits required are shown in figure 2.6-1.

Figure 2.6-2 defines the template required for input of these data elements. Most PR's will require only one input action. However, when items specified on a PR have multiple object classes, an input action must take place for each object class specified. The PR Number Suffix must be used for all input actions after the first input action and assigned in increasing numerical sequence as required by the number of different object classes. Dollar amounts are input by object class and the remaining data elements remain the same for each input action.

Processing - The initial input of PR's requiring the recording of performance data must not have performance data existing in the data base for the specified PR Number and Suffix. If the performance data does exist, the requested action is in error.

Availability of funds in the funding PWA account must be established for the dollar amount input for each Regular PR and BPA Source PR for Technical Services. This account

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Primary Work Code	Yes	Form 91	Fatal	Input for all PR performance data transactions. Must be nine digits.	B170 B171 B174
Responsible Organization	Yes	Form 91	Fatal	Input for all PR performance data transactions. Must be a valid RO.	B200 B201
Object Class	Yes	Form 91	Fatal	Input for all PR performance data transactions. Must be a valid Object Class.	B190 B191
Performing Organization	Yes	Form 91	Fatal	Input for all PR performance data transactions. Must be a valid Performing Organization.	B320 B321
Primary Job Code	Conditional	Form 91	Fatal	Input if provided on the source document. Must be five positions. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.	B330 B331 C506
Secondary Job Code	Conditional	Form 91	Fatal	Input if provided on the source document and a Primary Job Code is input. Must be five positions. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.	B340 B341 B342 C507
Method of Authority	Yes	User supplied or Form 91	Fatal	Input for all PR performance data transactions. Must be a valid MA but not 97.	B110 B111 B115
Program Year	Yes	User supplied or Form 91	Fatal	Input for all PR performance data transactions. Must be a valid PY. Also validated with FS.	B120 C500
Fund Source	Yes	User supplied	Fatal	Input for all PR performance data transactions. Must be a valid FS. Also validated with PY.	B130 C500
Purchase Request Number	Yes	Form 91	Fatal	Input for all PR performance data transactions. Must be numeric.	B300 B301
Purchase Request Number Suffix	Conditional	User supplied	Fatal	Input only for the second and following transactions required when multiple object classes are specified on a Regular PR. Must be numeric.	B311 B312
Commitment Dollars	Yes	Form 91	Fatal	Input for all PR performance data transactions. Must be numeric and greater than 0.	B600 B601 B604
Type of commitment	Yes	User supplied	Fatal	Transaction modifier. Input as either Regular PR or BPA Technical Services PR.	B040 B041
For changes only	No	None	Fatal	Must not be input for this transaction.	B060

Figure 2.6-1. - Purchase Request performance data input and edit requirements.

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. J1 - PURCHASE REQUEST COMMITMENT
    PWC _________  RESP ORG __  OBJECT CLASS ____
    PERF ORG ____  PRIMARY JOB CODE _____  SECONDARY JOB CODE _____
    MA __  PY __  FS __
    PURCHASE REQUEST NO. _________  SUFFIX ___
    COMMITMENT $___,___,___.__±
    TYPE OF COMMITMENT:  REGULAR PR _  BPA TECH SERVICES PR _  FSS _
    FOR CHANGES ONLY:  UPDATE _  CORRECTION _
```

Figure 2.6-2. - Purchase Request performance data template.

entry must be determined using the MA, PY, FS, funding RO, and PWC for FS 4 and above or funding Object Class for current program year FS 1, 2, or 3. FS 1, 2, or 3 for prior years requires only MA, PY, FS, and funding RO. Funding RO and funding Object Class are converted as required from the RO and Object Class input to the transaction. The PWA account entry issues must be increased by the input dollar amount provided the balance is sufficient to fund the PR.

A performance data record must be established for each PR accepted. A base Suffix must be automatically assigned when a Suffix is not input. In the case of multiple object classes defined on the same PR, a performance data record must be established for each input PR Number and Suffix. The following data elements must be included:

- Primary Work Code
- Responsible Organization
- Object Class
- Performing Organization
- Primary and Secondary Job Codes (if provided)
- Method of Authority
- Program Year
- Fund Source
- PR Number and Suffix
- Dollar Amount (commitment)

To satisfy audit trail requirements, the transaction information is also recorded in a transaction history.

Output - Section 2.6.2 describes the standard online responses and error messages that are required in the processing of this transaction.

INFORMATION DATA REQUIRED

Input - Data extracted from Planning PR's, Requirements PR's, and BPA Source PR's must be input for information purposes so that the status of every PR received in FMD can be established by inquiry. While the input data elements found on these documents are the same as those used for the creation of performance data, all of the data elements may not be defined or be valid (according to performance data requirements) at the time of input. Consequently, the input data requirements and edits are less stringent and are shown in figure 2.6-3. The performance data edits will be applied when another document that directs the commitment of funds is received in FMD.

The template used for the input of information data is shown in figure 2.6-4.

Processing - As this transaction is defined to process initial input, information data cannot already exist for the input PR Number. An information record must be established, and the following elements must be recorded if provided on the source document.

- Primary Work Code
- Responsible Organization
- Object Class
- Performing Organization

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Primary Work Code	Conditional	Form 91	Fatal	Input for PR information data transactions if provided on the source document. Must be nine digits. No other validation can be performed.	B174
Responsible Organization	Conditional	Form 91	None	Input for PR information data transactions if provided on the source document. No other validation can be performed.	None
Object Class	Conditional	Form 91	None	Input for PR information data transactions if provided on the source document. No other validation can be performed.	None
Performing Organization	Conditional	Form 91	None	Input for PR information data transactions if provided on the source document. No other validation can be performed.	None
Primary Job Code	Conditional	Form 91	Fatal	Input for PR information data transactions if provided on the source document. Must be five positions. If the first digit is 0 or 1, must be a Centerwide Job Code.	B330 B331
Secondary Job Code	Conditional	Form 91	Fatal	Input for PR information data transactions if provided on the source document and a Primary Job Code is input. Must be five positions. If the first digit is 0 or 1, must be a Centerwide Job Code.	B340 B341 B342
Method of Authority	Conditional	Form 91	None	Input for PR information data transactions if provided on the source document.	None
Program Year	Conditional	Form 91	Fatal	Input for PR information data transactions if provided on the source document. Must be numeric. No other validation can be performed.	B121
Fund Source	Conditional	Form 91	Fatal	Input for PR information data transactions if provided on the source document. Must be numeric. No other validation can be performed.	B139
Purchase Request Number	Yes	Form 91	Fatal	Input for all PR information data transactions. Must be numeric.	B300 B301
Purchase Request Number Suffix	No	None	Fatal	Must not be input for this transaction.	B312

Figure 2.6-3. - Purchase Request information data input and edit requirements.

ORIGINAL PAGE IS
OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Information Dollars	Conditional	Form 91	Fatal	Input for Planning PR information data transaction only. Must be numeric and greater than 0.	B601 B604 B605
Type of information	Yes	User supplied	Fatal	Transaction modifier. Input as one of the following: • Planning PR • Requirements PR • BPA PR	B050 B051
For changes only	No	None	Fatal	Must not be input for this transaction.	B061

Figure 2.6-3. - Purchase Request information data input and edit requirements (concluded).

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. J2 - PURCHASE REQUEST INFORMATION
    PWC _________  RESP ORG __  OBJECT CLASS ____
    PERF ORG ____  PRIMARY JOB CODE _____  SECONDARY JOB CODE _____
    MA __  PY __  FS __
    PURCHASE REQUEST NO. _________
    INFORMATION $___,___,___.__
    TYPE OF INFORMATION:  PLANNING PR _  REQUIREMENTS PR _  BPA PR _
    FOR CHANGES ONLY:  UPDATE _  CORRECTION _
```

Figure 2.6-4. - Purchase Request Information Data template.

- Primary and Secondary Job Codes
- Method of Authority
- Program Year
- Fund Source
- PR Number
- Originating Organization Request Number
- Planning Dollars (Planning PR's only)

The transaction information is also recorded on a transaction history.

Output - Section 2.6.2 describes the standard online responses and error messages that are required in the processing of the transaction.

2.6.1.1.2 Update and correction: After the initial recording of performance data or information data, the capability to update or correct the data must be provided. Changes specified by means of a source document will be recorded as update transactions. Those changes made as a result of erroneous input of a data element will be defined to be correction transactions, and no source document is associated with this transaction. The requirements for the actual data changes are identical for both transactions, and every data element is subject to either transaction.

PERFORMANCE DATA CHANGE

Input - The PR Number and Suffix identify the unique data element set to which the changes will be made. If a change is applicable to the base Suffix, only the PR Number is required input, and the base Suffix is generated. If

multiple suffix inputs have been defined and the change is applicable to a suffix other than the base Suffix, both the PR Number and Suffix are required input. The type of PR and type of change (update or correction) are also identified. Data elements to be changed are input as required and can include any of the elements defined for initial input. Figure 2.6-5 shows the possible data element changes and the edits required for these elements.

The Purchase Request performance data template is used to input the required data and is illustrated in figure 2.6-2.

Processing - Processing requirements for update and correction transactions vary according to the data elements being changed. As the transactions are defined to change existing data, an error message is to be output if the record designated by the PR Number and Suffix does not exist. For those elements that have no effect on the funds availability process (Performing Organization, Primary and Secondary Job Codes, and Originating Organization Request Number), the data element can be updated directly.

Changes to the commitment dollars, MA, PY, FS, RO, PWC (if FS 4 or above) and Object Class (FS 1, 2, or 3) have an effect on the Fund Control accounts and thus have more extensive processing requirements. A decrease in commitment dollars requires that the dollar amount of the decrease be subtracted from the performance data commitment and also from the issues of the funding PWA account entry. A dollar increase to commitment requires that a funds availability check be made for the amount of the increase. Changes to

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Primary Work Code	Conditional	Form 91 or other update document	Fatal	Input only when a change transaction is used to update this element. Must be nine digits.	B171 B174
Responsible Organization	Conditional	Form 91 or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid RO.	B201
Object Class	Conditional	Form 91 or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid Object Class.	B191
Performing Organization	Conditional	Form 91 or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid Performing Organization.	B321
Primary Job Code	Conditional	Form 91 or other update document	Fatal	Input only when a change transaction is used to update this element. Must be five positions. If the first digit is 0 or 1, must be a Centerwide Job Code. Also valid with FS and Performing Organization defined for PR performance data being changed or with updated values if either or both are changed in the transaction.	B330 B331 C509
Secondary Job Code	Conditional	Form 91 or other update document	Fatal	Input only when a change transaction is used to update this element. A Primary Job Code must already exist for PR performance data being changed or be input as a part of this transaction. Must be five positions. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.	B340 B341 B343 C510
Method of Authority	Conditional	User supplied, Form 91, or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid MA but not 97.	B111 B115
Program Year	Conditional	User supplied, Form 91, or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid PY. Also must be validated with FS defined for PR performance data being changed or with updated values if either or both are changed in this transaction.	B121 B122 C508

Figure 2.6-5. - Purchase Request performance data change input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Fund Source	Conditional	User supplied or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid FS. Also must be validated with PY defined for PR performance data being changed or with updated values if either or both are changed in this transaction.	C508
Purchase Request Number	Yes	Form 91 or other update document	Fatal	Input for all change transactions. Must be numeric.	B300 B301
Purchase Request Number Suffix	Conditional	User supplied	Fatal	Input only when a change transaction is to be applied to a suffix other than the base suffix. Must be numeric.	B311
Commitment Dollars	Conditional	Form 91 or other update document	Fatal	Input as a net change only when a change transaction is used to update this element. Must be numeric and not equal to 0.	B601 B602
Type of commitment	No	None	Fatal	Must not be input for this transaction.	B060
For changes only	Yes	User supplied	Fatal	Transaction modifier. Input as either 'update' if change being made is directed by documentation or 'correction' if change is being made because of erroneous initial input.	B060 B062

Figure 2.6-5. - Purchase Request performance data change input and edit requirements (concluded).

any of the other data elements listed above result in a change of the funding PWA account entry. As a result, the entire commitment amount must be subtracted from the issues of the original funding PWA account entry, the availability of funds checked, the appropriate account entry issues increased, and the changed data element posted in the performance data.

To satisfy audit trail requirements, the transaction must be recorded in a transaction history.

Output - Section 2.6.2 describes the standard online responses and error messages required in the processing of the transaction.

INFORMATION DATA CHANGE

Input - The PR Number identifies the unique set of information data to which the update or correction is to be made. The type of PR and type of change (update or correction) must also be identified. Any of the data elements that are included in the information data can be changed and are input as required. These data elements and the required edits are defined in figure 2.6-6.

The Purchase Request information data template is used to input the required data and is illustrated in figure 2.6-4.

Processing - Processing requirements for the update and correction of information data are very limited. As no budgetary data is affected by the changes, the data set to

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Primary Work Code	Conditional	Form 91 or other update document	Fatal	Input only when a change transaction is used to update this element. Must be nine digits. No other validation can be performed.	B174
Responsible Organization	Conditional	Form 91 or other update document	None	Input only when a change transaction is used to update this element. No other validation can be performed.	None
Object Class	Conditional	Form 91 or other update document	None	Input only when a change transaction is used to update this element. No other validation can be performed.	None
Performing Organization	Conditional	Form 91 or other update document	None	Input only when a change transaction is used to update this element. No other validation can be performed.	None
Primary Job Code	Conditional	Form 91 or other update document	Fatal	Input only when a change transaction is used to update this element. Must be five positions. If the first digit is 0 or 1, must be a Centerwide Job Code.	B330 B331
Secondary Job Code	Conditional	Form 91 or other update document	Fatal	Input only when a change transaction is used to update this element. A Primary Job Code must already exist for the PR information data being changed or be input as a part of this transaction. Must be five positions. If first digit is 0 or 1, must be Centerwide Job Code.	B340 B341 B343
Method of Authority	Conditional	User supplied, Form 91, or other update document	None	Input only when a change transaction is used to update this element.	None
Program Year	Conditional	Form 91 or other update document	Fatal	Input only when a change transaction is used to update this element. Must be numeric. No other validation can be performed.	B121

Figure 2.6-6. - Purchase Request information data change input and edit requirements.

ORIGINAL PAGE IS
OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Fund Source	Conditional	Form 91 or other update document	Fatal	Input only when a change transaction is used to update this element. Must be numeric. No other validation can be performed.	B139
Purchase Request Number	Yes	Form 91 or other update document	Fatal	Input for all change transactions. Must be numeric.	B300
Purchase Request Number Suffix	No	None	Fatal	Must not be input for this transaction.	B312
Information Dollars	Conditional	Form 91 or other update document	Fatal	Input only when a change transaction is used to update this element. Must be numeric and not equal to 0.	B601 B602
Type of information	No	None	Fatal	Must not be input for this transaction.	B061
For changes only	Yes	User supplied	Fatal	Transaction indicator. Input as either 'update' if change being made is directed by documentation or 'correction' if change is being made because of erroneous initial input.	B061 B062

ORIGINAL PAGE IS
OF POOR QUALITY

Figure 2.6-6. - Purchase Request information data change input and edit requirements (concluded).

which the change must be effected is located and the data elements changed.

Output - Section 2.6.2 describes the standard online responses and error messages required in the processing of the transaction.

2.6.1.2 Request for Fund Citation. The Request for Fund Citation (JSC Form 1043) serves two purposes. First, and most frequent, it is the official document for the conversion of planning dollars into actual commitment dollars. Second, it reverses the commitment of funds. As the requirements for these functions differ, they will be discussed separately.

2.6.1.2.1 Commitment: As previously stated, no commitment of funds in the PR planning stage exist. However, no official procurement action can be completed until the actual commitment is made, and the Request for Fund Citation authorizes that commitment action.

Input - The data elements required for the fund citation of planning dollars are extracted from two sources: the Request for Fund Citation and the information data for the applicable Planning PR. These data elements and the applicable edit requirements are shown in figure 2.6-7. The template required for input of the data elements extracted from the Request for Fund Citation is shown in figure 2.6-8.

If there are changes required to the data extracted from the information data of the Planning PR being cited in order to complete the commitment requested, these changes

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Primary Work Code	Yes	PR information data	Fatal	Extracted from the PR information data recorded for the Planning PR cited.	B178
Responsible Organization	Yes	PR information data	Fatal	Extracted from the PR information data recorded for the Planning PR cited. Must be a valid RO.	B203 B204
Object Class	Yes	PR information data	Fatal	Extracted from the PR information data recorded for the Planning PR cited. Must be a valid Object Class.	B193 B194
Performing Organization	Yes	PR information data	Fatal	Extracted from the PR information data recorded for the Planning PR cited. Must be a valid Performing Organization.	B322 B323
Primary Job Code	Conditional	PR information data	Fatal	If present, extracted from the PR information data recorded for the Planning PR cited. Validated with FS and Performing Organization.	B332 C509
Secondary Job Code	Conditional	PR information data	Fatal	If present, extracted from the PR information data recorded for the Planning PR cited. Validated with FS and Performing Organization.	B343 C510
Method of Authority	Yes	PR information data	Fatal	Extracted from the PR information data recorded for the Planning PR cited. Must be a valid MA but not 97.	B118
Program Year	Yes	PR information data	Fatal	Extracted from the PR information data recorded for the Planning PR cited. Must be a valid PY. Also validated with FS.	B124 B125 C508
Fund Source	Yes	PR information data	Fatal	Extracted from the PR information data recorded for the Planning PR cited. Must be a valid FS. Also validated with PY.	B140 C508
Purchase Request Number	Yes	Form 1043	Fatal	Input for all Fund Citation transactions. Must be numeric.	B300 B301
Purchase Request Number Suffix	No	None	Fatal	Must not be input for this transaction.	B312

Figure 2.6-7. - Request for Fund Citation input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Dollar Amount	Yes	Form 1043		Input for all Fund Citation transactions. Must be numeric and not equal to 0.	B600 B601 B604
Type of transaction	Yes	Form 1043	Fatal	Transaction indicator. Input for all Fund Citation transactions. Input as 'fund citation'.	B010 B011
Extent	Yes	Form 1043	Fatal	Transaction modifier. Input for all Fund Citation transactions. Input as either 'complete' or 'partial'.	B070 B071
Correction	Optional	User supplied	None	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction.	None

Figure 2.6-7. - Request for Fund Citation input and edit requirements (concluded).

****IFMS SEPTEMBER 30, 1974 AS OF __/__/__

****TEMPLATE NO. J3 - FUND CITATION

PURCHASE REQUEST NO. _____ SUFFIX ___

COMMITMENT OR REVERSAL $___,___,___.__±

TYPE OF TRANSACTION: FUND CITATION _ REVERSAL _

EXTENT: PARTIAL _ COMPLETE _

CORRECTION _

Figure 2.6-8. - Fund Citation/Commitment Reversal template.

must be made using a PR information data update transaction prior to the execution of this transaction.

Processing - Because the Request for Funds Citation requires the commitment of planning dollars, the input PR Number must be an existing Planning PR.

The funding PWA account entry must be determined using the MA, PY, FS, funding RO, and PWC for FS 4 and above or funding Object Class for current program year FS 1, 2, or 3. FS 1, 2, or 3 for prior years requires only MA, PY, FS, and funding RO. Funding RO and funding Object Class are converted as required from the RO and Object Class input to the trasaction. The funding PWA account entry issues must be increased by the input dollar amount provided the balance is sufficient to fund the commitment.

Requirements for the recording of the commitment of funds vary according to the prior transactions on this PR. If no prior transactions have occurred, a performance data record is established with the following data elements:

- Primary Work Code
- Responsible Organization
- Object Class
- Performing Organization
- Primary and Secondary Job Codes
- Method of Authority
- Program Year
- Fund Source
- PR Number and Suffix
- Dollar Amount (commitment)

If a prior commitment has been made and all accounting data is identical, the commitment dollars can be updated by the additional amount specified in the transaction. Should there be accounting data differences, a new performance data record must be established under the next higher PR Number Suffix. This suffix will be automatically generated, and its value will be displayed as a part of the transaction output.

Partial commitments must cause the planning dollars contained in the information data for the Planning PR to be updated to reflect the dollars remaining in the planning stage. Complete commitments must close out the Planning PR. Finally, the transaction must be recorded in a transaction history in order to satisfy audit trail requirements.

Output - Section 2.4.2 describes the standard online responses and error messages that are required in the processing of this transaction.

2.6.1.2.2 Reversal: The reversal of any commitment can be accomplished via Form 1043 regardless of the PR type. Using this procedure, the reversal cannot be of an amount that would decrease the commitment below the obligation amount.

Input - The template to be used for the Commitment Reversal transaction is shown in figure 2.6-8. Figure 2.6-9 contains a list of data elements that must be input for the Commitment Reversal transaction.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Purchase Request Number	Yes	Form 1043	Fatal	Input for all Commitment Reversal transactions. Must be numeric.	B300 B301
Purchase Request Number Suffix	Conditional	Form 1043 or user supplied	Fatal	Input when the Commitment Reversal transaction is applicable to a suffix other than the base suffix or the PR. Must be numeric.	B311
Dollar Amount	Yes	Form 1043	Fatal	Input for all Commitment Reversal transactions. Must be numeric and not be equal to 0.	B600 B601 B602
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Input for all Commitment Reversal transactions. Input as 'reversal.'	B010 B011
Extent	Yes	Form 1043	Fatal	Transaction modifier. Input for all Commitment Reversal transactions. Input as either 'complete' or 'partial.'	B070 B071
Correction	Optional	User supplied	None	Transaction modifier indicating that the transaction is a correction. Input only when a transaction is a correction.	None

Figure 2.6-9. - Commitment Reversal input and edit requirements.

Processing - Because the transaction directs the reversal of a commitment, performance data identified by the input PR Number and Suffix must exist in the data base. The reversal amount cannot be greater than the commitment being reversed nor can it reduce the commitment amount below the obligation amount. If the transaction is designated as a complete reversal, the reversal amount must equal the current commitment amount.

The dollar amount of the commitment reversal must be returned to the PWA account entry that funded the commitment and the PWA account entry issues be reduced by the specified reversal amount. The applicable subaccount entry is identified by MA, PY, FS, funding RO, and a five-digit PWC for FS 4 and above or funding Object Class for current program year FS 1, 2, or 3. FS 1, 2, or 3 for prior years requires only MA, PY, FS, and funding RO. This data is obtained from the accounting data recorded for the PR Number and Suffix to which the reversal is applied. The RO and Object Class contained in the PR accounting data must be converted to funding RO and funding Object Class as required. A negative account entry balance must not occur.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial input and correction transactions will be identified in the transaction history.

Output - Section 2.6.2 describes the standard online responses and error messages that are required in the processing of the Commitment Reversal transaction.

2.6.1.3 FSS Purchase Record. The request for the commitment of funds for orders placed with a GSA contractor and authorized by a Requirements PR is made on a FSS Purchase Record (JSC Form 708). A certification of available funds must be made and the performance data recorded in the data base. This section discusses the requirements for the initial input of the data. The update and correction requirements are the same as the requirements for the Regular PR's and BPA Technical Services PR's. These requirements are discussed as performance data changes in section 2.6.1.1.2.

Input - Figure 2.6-10 contains a list of the elements that must be input and the edits that must be performed for the FSS Purchase Record transaction. Because the required input is very similar to the PR input, the same template is used and is shown in figure 2.6-2.

Processing - Because a FSS Purchase Request order is authorized by a Requirements PR, the Requirements PR specified by the input PR Number must exist in the data base.

The funding PWA account entry must be determined using the MA, PY, FS, funding RO, and PWC for FS 4 and above or funding Object Class for current program year FS 1, 2, or 3. FS 1, 2, or 3 for prior years requires only MA, PY, FS, and funding RO. Funding RO and funding Object Class are converted as required from the RO and Object Class input to the transaction. The funding PWA account entry issues must be increased by the input dollar amount provided the balance is sufficient to fund the commitment.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Primary Work Code	Yes	Form 708	Fatal	Input for all FSS transactions. Must be nine digits	B170 B171 B174
Responsible Organization	Yes	Form 708	Fatal	Input for all FSS transactions. Must be a valid RO.	B200 B201
Object Class	Yes	Form 708	Fatal	Input for all FSS transactions. Must be a valid Object Class.	B190 B191
Performing Organization	Yes	Form 708	Fatal	Input for all FSS transactions. Must be a valid Performing Organization.	B320 B321
Primary Job Code	Conditional	Form 708	Fatal	Input if provided on the source document. Must be five positions. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.	B330 B331 C506
Secondary Job Code	Conditional	Form 708	Fatal	Input if provided on the source document and a Primary Job Code is input. Must be five positions. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.	B340 B341 B342 C507
Method of Authority	Yes	User supplied or Form 708	Fatal	Input for all FSS transactions. Must be a valid MA but not 97.	B110 B111 B115
Program Year	Yes	User supplied or Form 708	Fatal	Input for all FSS transactions. Must be a valid PY. Also validated with FS.	B120 B121 C500
Fund Source	Yes	User supplied	Fatal	Input for all FSS transactions. Must be a valid FS. Also validated with PY.	B130 C500
Originating Organization Request Number	Conditional	Form 708	Non-fatal	Input for FSS transactions if provided on the source document. No validation can be made.	None
Purchase Pequest Number	Yes	Form 708	Fatal	Input for all FSS transactions. Must be numeric.	B300

Figure 2.6-10. - FSS input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Purchase Request Number Suffix	No	None	Fatal	Must not be input for this transaction.	B312
Dollar Amount	Yes	Form 708	Fatal	Input for all FSS transactions. Must be numeric and greater than 0.	B600 B601 B604
Type of commitment	Yes	User supplied	Fatal	Transaction modifier. Must specify 'FSS'.	B040 B041
For changes only	No	None	Fatal	Must not be input for this transaction.	B060

Figure 2.6-10. - FSS input and edit requirements (concluded).

Because many Federal Supply System (FSS) orders can be issued against the same PR number, individual orders must be assigned to separate performance data records. The PR Number Suffix is to be used to maintain the separation and will be automatically increased to the next available number during transaction processing. A performance data record must be established for the transaction using the suffix generated. The following elements must be included in the record:

- Primary Work Code
- Responsible Organization
- Object Class
- Performing Organization
- Primary and Secondary Job Codes (if provided)
- Method of Authority
- Program Year
- Fund Source
- PR Number and Suffix
- Dollar Amount (commitment)

To satisfy audit trail requirements, the transaction information is also recorded in a transaction history.

<u>Output</u> - Section 2.4.2 describes the standard online responses and error messages that are required in the processing of the FSS Purchase Record transaction.

2.6.2 Output Message Requirements

Figures 2.6-11 through 2.6-15 contain a list of output message requirements. Figure 2.6-16 contains a correlation of output messages by the Purchase Request process transaction.

2.6.3 Inquiry Requirements

Figure 2.6-17 contains a list of inquiry input data elements and response data elements required for the Purchase Request process.

2.6.4 Report Requirements

The report requirements are an integral part of the Open Commercial Order Status report described in section 2.19.6.

A list of valid daily transactions must appear in the Daily Transaction List PR Process Section report described in section 2.19.7.

Code	Message
****	PR PERFORMANCE TRANSACTION - INITIAL REGULAR PR
****	PR PERFORMANCE TRANSACTION - INITIAL BPA TECH SERVICES PR
****	PR PERFORMANCE TRANSACTION - INITIAL FSS
****	PR PERFORMANCE TRANSACTION - UPDATE
****	PR PERFORMANCE TRANSACTION - CORRECTION
****	PR INFORMATION TRANSACTION - INITIAL PLANNING PR
****	PR INFORMATION TRANSACTION - INITIAL REQUIREMENTS PR
****	PR INFORMATION TRANSACTION - INITIAL BPA PR
****	PR INFORMATION TRANSACTION - UPDATE
****	PR INFORMATION TRANSACTION - CORRECTION
****	FUND CITATION PARTIAL COMMITMENT TRANSACTION
****	FUND CITATION COMPLETE COMMITMENT TRANSACTION
****	FUND CITATION PARTIAL REVERSAL TRANSACTION
****	FUND CITATION COMPLETE REVERSAL TRANSACTION
B010	TYPE OF TRANACTION NOT SPECIFIED
B011	MULTIPLE TYPES OF TRANSACTION SPECIFIED
B040	TYPE OF COMMITMENT NOT SPECIFIED
B041	MULTIPLE TYPES OF COMMITMENT SPECIFIED
B050	TYPE OF INFORMATION NOT SPECIFIED
B051	MULTIPLE TYPES OF INFORMATION SPECIFIED
B060	BOTH FOR CHANGES ONLY AND TYPE OF COMMITMENT MUST NOT BE SPECIFIED
B061	BOTH FOR CHANGES ONLY AND TYPE OF INFORMATION MUST NOT BE SPECIFIED
B062	BOTH UPDATE AND CORRECTION MUST NOT BE SPECIFIED
B070	EXTENT NOT SPECIFIED
B071	BOTH PARTIAL AND COMPLETE MUST NOT BE SPECIFIED

Figure 2.6-11. - Purchase Request transaction-begun messages.

Code	Message
A000	TRANSACTION COMPLETE

Figure 2.6-12. - Purchase Request transaction-complete messages.

Code	Message
B100	'AS OF' DATE INVALID
B101	'AS OF' DATE MUST BE PRIOR TO SYSTEM DATE __/__/__
B110	MA NOT ENTERED
B111	MA INVALID
B115	MA MUST NOT BE 97
B118	MA NOT DEFINED IN PR INFORMATION DATA
B120	PY NOT ENTERED
B121	PY INVALID
B124	PY NOT DEFINED IN PR INFORMATION DATA
B125	PY MUST BE 58 TO CURRENT FISCAL YEAR
B130	FS NOT ENTERED
B139	FS INVALID
B140	FS NOT DEFINED IN PR INFORMATION DATA
B170	PWC NOT ENTERED
B171	PWC INVALID
B174	PWC MUST BE 9 DIGITS
B178	PWC NOT DEFINED IN PR INFORMATION DATA
B190	OBJECT CLASS NOT ENTERED
B191	OBJECT CLASS INVALID
B193	OBJECT CLASS NOT DEFINED IN PR INFORMATION DATA
B194	OBJECT CLASS ____ INVALID
B200	RESPONSIBLE ORGANIZATION NOT ENTERED
B201	RESPONSIBLE ORGANIZATION INVALID
B203	RESPONSIBLE ORGANIZATION NOT DEFINED IN PR INFORMATION DATA
B204	RESPONSIBLE ORGANIZATION __ INVALID
B300	PURCHASE REQUEST NUMBER NOT ENTERED
B301	PURCHASE REQUEST NUMBER INVALID

Figure 2.6-13. - Purchase Request data element edit error messages.

Code	Message
B311	SUFFIX INVALID
B312	SUFFIX MUST BE BLANK
B320	PERFORMING ORGANIZATION NOT ENTERED
B321	PERFORMING ORGANIZATION INVALID
B322	PERFORMING ORGANIZATION NOT DEFINED IN PR INFORMATION DATA
B323	PERFORMING ORGANIZATION ____ INVALID
B330	PRIMARY JOB CODE INVALID
B331	PRIMARY JOB CODE MUST BE CENTERWIDE JOB CODE
B332	PRIMARY JOB CODE NOT DEFINED IN PR INFORMATION DATA
B340	SECONDARY JOB CODE INVALID
B341	SECONDARY JOB CODE MUST BE CENTERWIDE JOB CODE
B342	PRIMARY JOB CODE BLANK SO SECONDARY JOB CODE MUST BE BLANK
B343	PRIMARY JOB CODE NOT DEFINED SO SECONDARY JOB CODE MUST BE BLANK
B600	$ AMOUNT NOT ENTERED
B601	$ AMOUNT INVALID
B602	$ AMOUNT MUST NOT BE ZERO
B604	$ AMOUNT MUST BE GREATER THAN ZERO
B605	$ AMOUNT MUST BE BLANK
C500	PY, FS COMBINATION INVALID
C506	FS, PERF ORG, PRIMARY JOB CODE COMBINATION INVALID
C507	FS, PERF ORG, SECONDARY JOB CODE COMBINATION INVALID
C508	PY __, FS __ COMBINATION INVALID
C509	FS __, PERF ORG __, PRIMARY JOB CODE _____ COMBINATION INVALID
C510	FS __, PERF ORG __, SECONDARY JOB CODE _____ COMBINATION INVALID

Figure 2.6-13. - Purchase Request data element edit error messages (concluded).

Code	Message
A210	SUFFIX GENERATED AS ___
A211	INFORMATION $ LESS THAN ZERO PURCHASE REQUEST NO. _____

Figure 2.6-14. - Purchase Request processing advisory messages.

Code	Message
D140	PWA RECORD NOT FOUND
	MA __ PY __ FS __ RO __ PWC _____
	OBJECT CLASS ____ CARRIER ID _____ SUB ID __
D142	PWA ISSUES INSUFFICIENT
	MA __ PY __ FS __ RO __ PWC _____
	OBJECT CLASS ____ CARRIER ID _____ SUB ID __
	ISSUES $_,___,___,___.__ UPDATE $_,___,___,___.__-
D143	PWA BALANCE INSUFFICIENT TO INCREASE ISSUES
	MA __ PY __ FS __ RO __ PWC _____
	OBJECT CLASS ____ CARRIER ID _____ SUB ID __
	BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__
D150	CARRIER RECORD NOT FOUND
	MA __ PY __ FS __ CARRIER ID _____
D152	CARRIER ISSUES INSUFFICIENT
	MA __ PY __ FS __ CARRIER ID _____
	ISSUES $_,___,___,___.__ UPDATE $_,___,___,___.__-
D153	CARRIER BALANCE INSUFFICIENT TO INCREASE ISSUES
	MA __ PY __ FS __ CARRIER ID _____
	BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__
D180	PERFORMANCE DATA RECORD NOT FOUND
	PURCHASE REQUEST NO. _____ SUFFIX ___
D181	PERFORMANCE DATA RECORD ALREADY EXISTS
	PURCHASE REQUEST NO. _____ SUFFIX ___
D182	COMMITMENT $ INSUFFICIENT
	PURCHASE REQUEST NO. _____ SUFFIX ___
	COMMITMENT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D183	COMMITMENT $ LESS THAN OBLIGATION $
	COMMITMENT $_,___,___,___ UPDATE $_,___,___,___.__-
	NEW COMMITMENT $_,___,___,___.__ OBLIGATION $_,___,___,___.__
D184	REVERSAL $ NOT EQUAL TO COMMITMENT $
	COMMITMENT $_,___,___,___.__ REVERSAL $_,___,___,___.__
D190	INFORMATION RECORD NOT FOUND
	PURCHASE REQUEST NO. _____
D191	INFORMATION RECORD ALREADY EXISTS
	PURCHASE REQUEST NO. _____

Figure 2.6-15. - Purchase Request processing error messages.

Transaction \ Message	A00	A210	A211	B010	B011	B040	B041	B050	B051	B060	B061	B062	B070	B071	B100	B101	B110	B111	B115	B118	B120	B121	B122	B124	D125	B130	B139	B140	B170
PR Performance																													
Initial Regular PR	X					X	X			X					X	X	X	X	X		X	X				X			X
Initial BPA Technical Services PR	X					X	X			X					X	X	X	X	X		X	X				X			X
Initial FSS	X	X				X	X			X					X	X	X	X	X		X	X				X			X
Update/Correction	X									X		X			X	X		X	X			X							
PR Information																													
Initial Planning PR	X							X	X		X				X	X						X					X		
Initial Requirements PR	X							X	X		X				X	X						X					X		
Initial BPA PR	X							X	X		X				X	X						X					X		
Update/Correction	X							X	X		X	X			X	X						X					X		
Fund Citation																													
Fund Citation	X	X	X	X	X								X	X	X	X				X				X	X			X	
Reversal	X			X	X								X	X	X	X													

Transaction \ Messages	B171	B174	B178	B190	B191	B193	B194	B200	B201	B203	B204	B300	B301	B311	B312	B320	B321	B322	B323	B330	B331	B332	B340	B341	B342	B343	B600	B601	B602	B604
PR Performance																														
Initial Regular PR	X	X		X	X			X	X			X	X	X		X	X			X	X		X	X	X		X	X		X
Initial BPA Technical Services PR	X	X		X	X			X	X			X	X		X	X	X			X	X		X	X	X		X	X		X
Initial FSS	X	X		X	X			X	X			X	X		X	X	X			X	X		X	X	X		X	X		X
Update/Correction	X	X			X				X			X	X	X			X			X	X		X	X		X		X	X	
PR Information																														
Initial Planning PR		X										X	X		X				X	X	X		X	X	X			X		X
Initial Requirements PR		X										X	X		X				X	X	X		X	X	X					
Initial BPA PR		X										X	X		X				X	X	X		X	X	X					
Update/Correction		X										X	X		X					X	X		X	X		X		X	X	
Fund Citation																														
Fund Citation			X			X	X			X	X	X	X		X			X	X			X				X	X	X		X
Reversal												X	X	X													X	X	X	

Figure 2.6-16. - Purchase Request messages by transaction.

ORIGINAL PAGE IS
OF POOR QUALITY

Transaction \ Messages	B605	C500	C506	C507	C508	C509	C510	D140	D142	D143	D150	D152	D153	D180	D181	D182	D183	D184	D190	D191
PR Performance																				
Initial Regular PR		X	X	X				X		X	X		X		X					
Initial BPA Technical Services PR		X	X	X				X		X	X		X		X					
Initial FSS		X	X	X				X		X	X		X		X					
Update/Correction					X	X	X	X	X	X	X	X	X	X		X	X			
PR Information																				
Initial Planning PR																				X
Initial Requirements PR	X																			X
Initial BPA PR	X																			X
Update/Correction																			X	
Fund Citation																				
Fund Citation					X	X	X	X		X	X		X		X				X	
Reversal								X	X		X	X		X		X	X	X		

ORIGINAL PAGE IS
OF POOR QUALITY

Figure 2.6-16. - Purchase Request messages by transaction (concluded).

Inquiry description	Type	Input data elements	Timing	Response data elements
Sufficient funds to commit	Item	Method of Authority Program Year Fund Source Responsible Organization Primary Work Code (nine digits) Object Class Dollar Amount	Immediate	Method of Authority Program Year Fund Source Responsible Organization Primary Work Code (five digits) or funding Object Class Message: 'Dollars are available' or 'Dollars are not available' PWA balance
Purchase Request information data status	Item	Purchase Request Number	Immediate	Purchase Request Number Method of Authority Program Year Fund Source Primary Work Code (nine digits) Responsible Organization Object Class Performing Organization Primary Job Code Secondary Job Code Information dollars
Purchase Request status	Item	Purchase Request Number Suffix (when other than base suffix status required)	Immediate	Purchase Request Number Suffix Method of Authority Program Year Fund Source Primary Work Code (nine digits) Responsible Organization Object Class Performing Organization Primary Job Code Secondary Job Code Commitment Obligation Cost Disbursement
Purchase Request highest suffix assigned	Item	Purchase Request Number	Immediate	Purchase Request Number Highest suffix assigned

Figure 2.6-17. - Purchase Request inquiry requirements.

2.7 OBLIGATION PROCESS

The Obligation process includes the recording of JSC obligations resulting from contracts, orders, grants, Blanket Purchase Agreement (BPA) calls, and Government Bill of Lading (GBL) shipments. These obligations are the result of agreements to procure supplies and services through non-NASA sources. Other obligations are recorded in the Travel process (section 2.12) and in the Payroll process (section 2.14).

2.7.1 Update Requirements

Update requirements for the Obligation process can be described in three categories: (1) contracts, orders, grants, and miscellaneous obligations, (2) BPA's, and (3) GBL's. Information received in the Fund Control Unit of FMD permits the recording of the obligation against prior commitment, the recording of both the commitment and obligation, and the recording of the commitment, obligation, and cost as required.

2.7.1.1 <u>Contracting and Miscellaneous Obligation documents</u>. Contracting documents are those documents used by JSC to establish contracts, orders, and grants. The forms used include Award/Contract (SF26), Order for Supplies or Services (SF1379), Amendment of Solicitation/Modification of Contract (SF30), Construction Contract (SF23), Architectural and Engineering Contract (SF765), Solicitation, Offer, and Award (SF33), Research Grant (NASA Form 1463), NASA - Defense Purchase Request (NASA Form 523), and the PR Overlay (modified JSC Form 91). Each of these

forms supply data concerning the accounting data required for the obligation, the amount of the obligation, signatures of JSC contracting officials and officials of the contractor or supplier, and other required information.

Miscellaneous Obligation documents are not signed, contracting documents but rather are administrative modifications that the obligation of a specified amount requires for such things as aircraft fuel, utilities services, and GSA supplied services. These miscellaneous obligations are generally periodically recurring events (usually monthly).

2.7.1.1.1 Initial recording: The information contained on Contracting and Miscellaneous Obligation documents received in the Fund Control Unit must be recorded as a part of the performance data maintained by IFMS. In addition, contract level information must be recorded for all contracts and grants. Input of data for a new contract, order, grant, or the first of a repeating miscellaneous obligation establishes the obligation amount while the input of amendments to contracts, orders, or grants or the periodic miscellaneous obligation updates the obligation amount already recorded.

<u>Input</u> - Information that must be input for the Contracting and Miscellaneous Obligation Documents transaction is obtained from the Contracting or Miscellaneous Obligation document, from the user, or in some instances, from the financial copy of the Purchase Request (JSC Form 91) retained at the time of funds commitment. The input data elements and data edits required are shown in

figure 2.7-1. Figure 2.7-2 specifies the document type codes permitted. Figure 2.7-3 defines the template required for input of these data elements.

Processing - Processing requirements for the normal obligation differ from the requirements for the Running PR obligation. The Running PR obligation is the obligation of several contracts under the same PR. The normal obligation requires that an open performance data record exist in the data base for the specified PR Number and Suffix. The Running PR obligation requires that an open performance data record exist for the specified PR Number and base Suffix. If the required performance data record does not exist or if the record is closed, the transaction is in error.

The normal obligation requirements specify, at a minimum, that the obligation field of the performance data record specified by the input PR Number and Suffix be updated. If a positive dollar amount is input, that value must be added to the obligation field. If the total obligation exceeds the commitment made for the specified PR Number and Suffix, funds in the amount of the difference between the obligation and the commitment must be available in order to complete the transaction. A table of preestablished limits must be checked to determine whether the additional funds can be obtained automatically from the funding PWA account. If the additional funds exceed the limits established in the table, processing must be halted and an error message provided to the user. If the required amount is less than the limit, the funds must be automatically obtained and an advisory message that specifies the amount obtained from the PWA account must be

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Contract/ Order Number	Yes	Contract/ Order document	Fatal	Input for all Contract/Order Obligation transactions. Positions 1 and 2 must be a valid Contract/Order prefix.	B360 B361
Amendment Number	Conditional	Contract/ Order document	Fatal	Input if it is an amendment or change to an existing contract or order. Must be numeric.	B370 B371
Contract Schedule Number	Conditional	User supplied	Fatal	Input if the second or greater year of a multi-year contract. Must be alphabetic.	B380
Document type code	Conditional	User supplied	Fatal	Input to define the type of document being processed. See figure 2.7-2 for the definition of these codes.	B390
Contractor name code	Conditional	Contract/ Order document	Non-fatal	Input for the basic order/contract only. Must be numeric.	B400
Purchase Request Number	Yes	Contract/ Order document	Fatal	Input for all Contract/Order Obligation transactions.	B300 B301
Purchase Request Number Suffix	Conditional	Form 91	Fatal	Input when a PR has commitments established under suffixes other than the base suffix, and the obligation is to be applied to a suffix other than the base suffix. Must be numeric.	B311
Running Purchase Request indicator	Conditional	User supplied	None	Transaction modifier. Input only when an automatic incrementation of the PR Number Suffix is required for Running PR's.	None
Obligation Dollars	Yes	Contract/ Order document	Fatal	Input for all Contract/Order Obligation transactions. Must be numeric and not equal to 0.	B620 B621 B622
Extent of Obligation	Yes	Contract/ Order document	Fatal	Transaction modifier. Input as either 'partial' if the action is applicable only to the Obligation amount or 'complete' if the Commitment amount is to be adjusted to be made equal to the Obligation amount.	C420 C421
Correction	No	None	None	Must not be input for this transaction.	None

Figure 2.7-1. - Contracting and Miscellaneous Obligation Documents initial input and edit requirements.

Commercial	Government	Description
N/A	1	Basic order/contract
A	2	Amendment
C	3	Change order
D	N/A	Delivery order
K	N/A	Call order
L	N/A	Letter contract or letter amendment
M	4	Modification
N	5	Change notice
Q	6	Task order
S	7	Supplemental agreement
T	8	TWX

Figure 2.7-2. - Document type codes.

****IFMS SEPTEMBER 30, 1974 AS OF __/__/__

****TEMPLATE NO. K1 - CONTRACTING & MISC. OBLIGATION DOCUMENTS

CONTRACT/ORDER NO. _____ AMENDMENT NO. ___ CONTRACT SCHEDULE NO. _

DOCUMENT TYPE CODE _ CONTRACTOR NAME CODE _____

PURCHASE REQUEST NO. _____ SUFFIX ___ RUNNING PR _

OBLIGATION $___,___,___.__±

EXTENT OF OBLIGATION: COMPLETE _ PARTIAL _

CORRECTION _

Figure 2.7-3. - Contracting and Miscellaneous Obligation Documents template.

C-3

provided to the user. The funding PWA account entry must be determined using MA, PY, FS, funding RO, and PWC for FS 4 and above or funding Object Class for the current program year FS 1, 2, or 3. FS 1, 2, or 3 for prior years requires only MA, PY, FS, and funding RO. MA, PY, FS, and PWC can be obtained directly from the performance data record while the funding RO and funding Object Class must be converted from the recorded RO and Object Class. The PWA account entry issues and the commitment must be increased by the additional dollars required provided the PWA account entry balance is sufficient to fund that amount. If the total obligation is less than the commitment and the complete obligation is specified, the commitment must be reduced by the amount required to make the commitment equal the obligation. That amount also must be subtracted from the funding PWA account entry issues (increasing the balance). If a negative dollar amount is input, the obligation field must be reduced. However, the reduction must not reduce the obligation below the cost recorded for the PR Number and Suffix being processed. The specification of a complete obligation requires that the commitment be reduced by the amount necessary to make the commitment equal to the obligation. The funding PWA account entry issues also must be reduced by a like amount (increasing the balance).

The Running PR obligation requirements specify the automatic generation of the next higher suffix available for this PR Number and the generation of a performance data record for the generated suffix if a partial obligation is specified. An advisory message must be generated to inform the user of the generated value. The suffix must be recorded on the source document immediately following the PR

Number so that the number is readily available if required for subsequent costing and disbursement actions. The following data elements are obtained from the performance data record having the base Suffix:

- Primary Work Code
- Responsible Organization
- Object Class
- Performing Organization
- Primary and Secondary Job Codes
- Method of Authority
- Program Year
- Fund Source
- PR Number and generated Suffix

The base suffix performance data record commitment field must be reduced by the amount of this obligation, and that amount must be recorded in the commitment and obligation fields of the performance data record having the generated suffix. If the obligation amount is greater than the commitment recorded in the base suffix performance data record, a table of preestablished limits must be checked to determine whether the additional funds can be obtained automatically from the funding PWA account. If the additional funds exceed the limits established in the table, processing must be halted and an error message provided to the user. If the required amount is less than the limit, the base suffix commitment must be reduced to 0, and the additional funds necessary must be obtained from the funding PWA account entry and the issues of that account entry increased provided the balance is sufficient to fund the required amount. An advisory message must inform the user

of the amount of funds obtained from the funding PWA account. The specification of a complete obligation requires the update of the base suffix performance data record obligation field. If the obligation is greater than the commitment, the additional funds necessary must be obtained from the funding PWA account entry, the issues of that account entry increased provided the balance is sufficient to fund the required amount, and that additional amount added to the commitment field. If the obligation is less than the commitment, the commitment field must be reduced by the amount necessary to make the commitment equal the obligation. The funding PWA account entry issues also must be reduced by a like amount (increasing the balance for that entry).

Both the normal and the Running PR obligation requirements specify that the following data elements be recorded in the performance data record used to record the obligation amount.

- Contractor name code
- Contract/Order Number
- Amendment Number (if provided)
- Schedule Number (if provided)
- Document type code

Additional processing requirements exist when the obligation being recorded is applicable to a contract or grant. If a contract record does not exist in the data base for the input contract or grant number, one must be created. The following data elements must be recorded in the record:

- Contract or grant number
- Contractor name code
- Type of contract (commercial or government)
- Cost accrual type (recorded as automatic if the obligation is ≤ $150,000)
- Contract Obligation Dollars
- Nonexcluded Object Class Obligation Dollars (all object classes except 2200, 4000, 5000, and 6001 series)

If the contract record already has been established, the obligation dollars in the transaction are added to or subtracted from the contract obligation dollars and as required from the nonexcluded Object Class obligation dollars for positive and negative obligation dollars respectively. In addition, the Contract Schedule Number and Contract Amendment Number are recorded as applicable. To satisfy audit trail requirements, the transaction is recorded in a transaction history.

<u>Output</u> - Section 2.7.2 describes the standard online responses and error messages required in the processing of the transaction.

2.7.1.1.2 Correction: After the initial recording of the obligation data for the Contracting and Miscellaneous Obligation documents, the capability to correct any erroneous input must be provided.

<u>Input</u> - The PR Number and Suffix identify the unique data element set to which the correction is to be made. If a change is applicable to the base Suffix, only the PR

Number is required input. If the change is applicable to any suffix other than the base Suffix, both the PR Number and Suffix are required input. Corrections required because of an erroneous PR Number, Suffix, or Contract/Order Number (when a contract record exists) must be corrected by a reversal of the original transaction having the erroneous data and the input of a complete transaction (all data elements) with the correct data. Figure 2.7-4 shows the possible data element corrections and edits required. The Contracting and Miscellaneous Obligation Documents template is used to input the required data and is illustrated in figure 2.7-1.

Processing - Processing requirements for the correction transaction vary according to the data elements being changed. As the transaction is defined to change existing data, an error message is to be output if the record designated by the PR Number and Suffix does not exist.

Changes to the Amendment Number, Contract Schedule Number, Contractor name code, and document type codes are overlaid in the designated performance data record. If the performance data record being corrected has an associated contract record (contract or grant only), the contract record must be updated also. The Contractor name code can be overlaid. The Amendment Number and Contract Schedule Number are updated if the changed number is greater than the current value recorded in the contract record. The contract type field must be updated if a change in the document type codes indicates a change from 'commercial' to 'government' or vice versa.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Contract/ Order Number	Conditional	Contract/ Order Number	Fatal	Input only when a correction transaction is used to update this element. Positions 1 and 2 must be a valid Contract/Order prefix.	B361
Amendment Number	Conditional	Contract/ Order Number	Fatal	Input only when a correction transaction is used to update this element. Must be numeric.	B370 B371
Contract Schedule Number	Conditional	User supplied	Fatal	Input only when a correction transaction is used to update this element. Must be alphabetic.	B380
Document type code	Conditional	User supplied	Fatal	Input only when a correction transaction is used to update this element. See figure 2.7-2 for the definition of these codes.	B390
Contractor name code	Conditional	Contract/ Order document	Non-fatal	Input only when a correction transaction is used to update this element. Must be numeric.	B400
Purchase Request Number	Yes	Contract/ Order document or user supplied	Fatal	Input for all Contract/Order Obligation correction transactions.	B300 B301
Purchase Request Number Suffix	Conditional	User supplied	Fatal	Input when the correction transaction is to be applied to a suffix other than the base suffix. Must be numeric.	B311
Running Purchase Request indicator	No	None	Fatal	Must not be input for the correction transaction.	B430
Obligation Dollars	Conditional	Contract/ Order document	Fatal	Input as a net change only when a correction transaction is used to update this element. Must be numeric and not equal to 0.	B621 B622
Extent of Obligation	Conditional	Contract/ Order document	Fatal	Transaction modifier. Input as either 'partial' or 'complete' when the correction transaction is used to update the Obligation Dollars.	C421
Correction	Yes	User supplied	Fatal	Transaction modifier. Input for all Contract/Order Obligation correction transactions.	None

Figure 2.7-4. - Contracting and Miscellaneous Obligation Documents correction input and edit requirements.

ORIGINAL PAGE IS OF POOR QUALITY

A correction to the obligation dollars affects the performance data record, may affect the Fund Control accounts, and, if the change is applicable to a PR for a contract or grant, affects the contract record. The processing requirements are controlled by the sign of the dollars and for Fund Control account and performance data record requirements by the extent of obligation specified. If a positive dollar amount is input and either partial or complete extent of payment is specified, that amount must be added to the obligation field of the performance data record. If the total obligation exceeds the commitment made for the specified PR Number and Suffix, funds in the amount of the difference between the obligation and the commitment must be available in order to complete the transaction. A table of preestablished limits must be checked to determine whether the additional funds can be obtained automatically from the funding PWA account. If the additional funds exceed the limits established in the table, processing must be halted and an error message provided to the user. If the required amount is less than the limit, the funding PWA account entry issues and the commitment must be increased by the additional dollars required provided the funding PWA account entry balance is sufficient to fund that amount. An advisory message must inform the user of the amount of funds obtained from the funding PWA account. If the total obligation is less than the commitment and the complete obligation is specified, the commitment must be reduced by the amount required to make the commitment equal to the obligation. That amount must also be subtracted from the funding PWA account entry issues (increasing the balance). If a negative dollar amount is input, the obligation field must be reduced. However, the reduction must not reduce the

obligation below the cost recorded for the PR Number and Suffix being processed. The specification of a complete extent of payment requires that the commitment be reduced by the amount necessary to make the commitment equal the obligation. The funding PWA account entry issues also must be reduced by a like amount (increasing the balance). If the performance data record being corrected has an associated contract record, the Contract Obligation Dollars are increased or decreased as required by the sign of the dollar correction. In addition, the nonexcluded Object Class obligation dollars are increased or decreased if the applicable object class is not in the 2200, 4000, 5000, or 6001 series. To satisfy audit trail requirements, the tranaction is recorded in a transaction history.

Output - Section 2.7.2 describes the standard online responses and error messages required in the processing of the transaction.

2.7.1.2 BPA Call documents. BPA Call documents are those documents used by JSC to record the calls for the purchase of goods or services made against a BPA. The forms used are the BPA Call Transaction (JSC Form 1128) and the BPA Call Transaction for Inventory Purchases (JSC Form 1979). These forms supply the accounting data required, the dollar amount, the description of the goods or services ordered, and the signature of the ordering officer.

2.7.1.2.1 Initial recording: The information contained on the BPA Call documents received in the Fund Control Unit must be recorded as a part of the performance data maintained in IFMS. BPA calls for the purchase of

goods (Regular BPA calls) require that a funds availability check be performed. BPA calls for technical services (BPA Tech Services calls) have funds committed when the basic BPA is signed and normally do not require an additional funds availability check.

Input - Information that must be input for any BPA call is obtained from the BPA Call document. The input data elements and data edits required are shown in figure 2.7-5. The template required for input of these elements is shown in figure 2.7-6.

Because the identity of each BPA call must be maintained in the system, a unique PR Number Suffix will be automatically generated and used to record the BPA call transaction.

Processing - Because all BPA call transactions are controlled by the PR Number used to establish the BPA, that PR Number must already exist in the data base. The first Regular BPA call for a specific PR Number must have an information record for that PR Number. The remainder of the Regular BPA calls and all BPA Tech Services calls must have a performance data record for the specified PR Number and base Suffix. If the required records do not exist or if the performance data record having the base Suffix is closed, the transaction is in error.

Other processing requirements are controlled by the type of BPA call being processed (Regular or Tech Services), the sign of the dollar amount in the transaction, and the extent of obligation (partial or complete). The automatic

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Primary Work Code	Yes	BPA document	Fatal	Input for all BPA transactions. Must be nine digits and a valid PWC.	B170 B171 B174
Responsible Organization	Yes	BPA document	Fatal	Input for all BPA transactions. Must be a valid RO.	B200 B201
Object Class	Yes	BPA document	Fatal	Input for all BPA transactions. Must be a valid Object Class.	B190 B191
Performing Organization	Yes	BPA document	Fatal	Input for all BPA transactions. Must be a valid Performing Organization.	B320 B321 C506 C507
Primary Job Code	Conditional	BPA document	Fatal	Input if it is provided on the source document. Must be five positions. If the first position is 0 or 1, must be a Centerwide Job Code and validated with FS and Performing Organization.	B330 B331 C506
Secondary Job Code	Conditional	BPA document	Fatal	Input if it is provided on the source document and a Primary Job Code is input. If the first position is 0 or 1, must be a Centerwide Job Code and validated with FS and Performing Organization.	B340 B341 B342 C507
Method of Authority	Yes	BPA document	Fatal	Input for all BPA transactions. Must be a valid MA but not 97.	B110 B111 B115
Program Year	Yes	BPA document	Fatal	Input for all BPA transactions. Must be a valid PY. Also validated with FS.	B120 B121 C500
Fund Source	Yes	BPA document	Fatal	Input for all BPA transactions. Must be a valid FS. Also validated with PY.	B130 C500 C506 C507
Purchase Request Number	Yes	BPA document	Fatal	Input for all BPA transactions.	B300 B301
Purchase Request Number Suffix	Generated	System supplied	None	Automatically generated for all BPA transactions.	None

Figure 2.7-5. - Blanket Purchase Agreement initial input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Contract/ Order Number	Yes	BPA document	Fatal	Must be input for all BPA transactions. Positions 1 and 2 must be a valid Contract/Order prefix.	B360 B361
Call number	Yes	BPA document	Fatal	Must be input for all BPA transactions. No other edits can be performed.	B410
Document type code	Generated	System supplied	None	Generated for all BPA transactions as K.	None
Commitment/ Obligation Dollars	Yes	BPA document	Fatal	Input for all BPA transactions. Must be numeric and not equal to 0.	B650 B651 B652
Type of Blanket Purchase Pequest	Yes	BPA document	Fatal	Must be input as either "Regular" for Regular BPA calls or "Tech Services" for BPA Technical Services calls.	C430 C431
Extent of Obligation	Yes	BPA document	Fatal	Input as either 'partial' or 'complete' as specified on the source document.	C420 C421
For changes only	No	None	None	Must not be input for initial BPA transactions.	None

Figure 2.7-5. - Blanket Purchase Agreement initial input and edit requirements (concluded).

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. K2 - BPA
    PWC 998000000  RESP ORG JF  OBJECT CLASS ____
    PERF ORG JF93  PRIMARY JOB CODE _____  SECONDARY JOB CODE _____
    MA 00  PY __  FS _9
    PURCHASE REQUEST NO. _________  SUFFIX ___
    CONTRACT/ORDER NO. ________  CALL NO. ___
    COMMITMENT/OBLIGATION $___,___,___.__±
    TYPE OF BPA:  REGULAR _  TECH SERVICES _
    EXTENT OF OBLIGATION:  PARTIAL _  COMPLETE _
    FOR CHANGES ONLY:  UPDATE _  CORRECTION _
```

Note: Since a large number of BPA calls are for Inventory Purchases, the template will be displayed with the constant information indicated. Individual fields can be modified at the terminal or all constant in-information can be removed from the terminal screen via a push of a button at the terminal and all fields supplied by the clerk.

Figure 2.7-6. - Blanket Purchase Agreement template.

generation of the suffix can occur only when a positive dollar amount is entered.

Regular BPA Calls

The specification of a Regular BPA call with a positive dollar amount entered in the transaction requires that the funding PWA account entry have a sufficient balance to fund the call. If the balance is sufficient, the funding PWA account entry issues are increased by the dollar amount of the call. The first call for a specific PR Number requires the generation of a performance data record for the base Suffix with the following data elements:

- Primary Work Code
- Responsible Organization
- Object Class
- Performing Organization
- Primary and Secondary Job Codes (if supplied)
- Method of Authority
- Program Year
- Fund Source
- PR Number and base Suffix
- Contract/Order Number
- Document type code

The commitment and the obligation fields of the base suffix performance data record are increased by the dollar amount of the call if the extent of commitment for the first or any other call is specified to be complete.

If the extent of commitment is specified to be partial, the PR Number Suffix must be automatically incremented and a performance data record generated for that suffix with the following data elements:

- Primary Work Code
- Responsible Organization
- Object Class
- Performing Organization
- Primary and Secondary Job Codes (if supplied)
- Method of Authority
- Program Year
- Fund Source
- PR Number and generated Suffix
- Contract/Order Number
- Document type code
- Commitment Dollars
- Obligation Dollars

BPA Tech Services Calls

The specification of a Tech Services call with a positive dollar amount entered in the transaction requires that funds already committed for the specified PR Number under the base Suffix be used in the transaction. If there is insufficient commitment under the base Suffix, a table of preestablished limits must be checked to determine whether the additional funds can be obtained automatically from the funding PWA account. If the additional funds exceed the limits established in the table, processing must be halted and an error message provided to the user. If the required amount is less than the limit, the additional funds required

must be obtained from the funding PWA account entry and the entry issues and the base Suffix commitment increased by that amount provided the entry balance is sufficient to fund the required amount. An advisory message must inform the user of the amount of funds obtained from the funding PWA account. A partial extent of obligation requires that the PR Number Suffix be automatically incremented and a performance data record generated for that suffix with the following data elements:

- Primary Work Code
- Responsible Organization
- Object Class
- Performing Organization
- Primary and Secondary Job Codes (if supplied)
- Method of Authority
- Program Year
- Fund Source
- PR Number and generated Suffix
- Contract/Order Number
- Document type code
- Commitment Dollars
- Obligation Dollars

The Commitment Dollars under the base Suffix must be reduced by the dollar amount recorded under the generated Suffix. A complete extent of obligation requires that the dollar amount be recorded in the base suffix obligation field. If the obligation is less than the commitment, the commitment must be reduced by the amount necessary to make the commitment equal to the obligation. The funding PWA account entry issues are decreased by this same amount (increasing

the balance). To satisfy audit trail requirements, the transaction must be recorded in a transaction history.

Output - Section 2.7.2 describes the standard online responses and error messages required in the processing of the transaction.

2.7.1.2.2 Update and correction: After the initial recording of the BPA call, the capability to update and correct the data must be provided. Changes specified by means of a source document will be recorded as an update transaction. Those changes made as a result of erroneous input of a data element will be defined as a correction transaction. The requirements for the actual data changes are identical.

Input - The PR Number and Suffix identify the unique data set to which the change is to be made. If a change is applicable to the base Suffix, only the PR Number is required input. If the change is applicable to any suffix other than the base Suffix, both the PR Number and Suffix are required input. Required changes to the PR Number and Suffix must be corrected by a reversal of the dollar amount assigned to the performance data record having the PR Number and Suffix to be changed and by the input of the complete transaction (all data elements) with the changed data. Figure 2.7-7 shows the possible data element corrections and data edits required. The BPA template required for input of these data elements is illustrated in figure 2.7-6.

Processing - Processing requirements vary according to the data elements being changed. As the transaction is

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Primary Work Code	Conditional	BPA document or other update document	Fatal	Input only when a change transaction is used to update this element. Must be nine digits and a valid PWC.	B171 B174
Responsible Organization	Conditional	BPA document or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid RO.	B204
Object Class	Conditional	BPA document or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid Object Class.	B194
Performing Organization	Conditional	BPA document or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid Performing Organization.	B323 C509 C510
Primary Job Code	Conditional	BPA document or other update document	Fatal	Input only when a change transaction is used to update this element. Must be five positions. If the first position is 0 or 1, must be a Centerwide Job Code and validated with FS and Performing Organization defined for the performance data being changed or with updated values if either or both are changed in the transaction.	B330 B331 C509
Secondary Job Code	Conditional	BPA document or other update document	Fatal	Input only when a change transaction is used to update this element. A Primary Job Code must already exist for the performance data being changed or be input as a part of this transaction. Must be five positions. If the first position is 0 or 1, must be a Centerwide Job Code and validated with FS and Performing Organization defined for the performance data being changed or with updated values if either or both are changed in the transaction.	B340 B341 B342 C510

Figure 2.7-7. - Blanket Purchase Agreement update and correction input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Method of Authority	Conditional	BPA document or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid MA but not 97.	B111 B115
Program Year	Conditional	BPA document or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid PY. Also must be validated with FS defined for the performance data being changed or with updated values if either or both are changed in this transaction.	B121 C508
Fund Source	Conditional	BPA document or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid FS. Also must be validated with PY defined for the performance data being changed or with updated values if either or both are changed in the transaction.	B139 C508
Purchase Request Number	Yes	BPA document or other update document	Fatal	Input for all change transactions. Must be numeric.	B300 B301
Purchase Request Number Suffix	Conditional	User supplied	Fatal	Input only when a change transaction is to be applied to a suffix other than the base suffix. Must be numeric.	B311
Contract/ Order Number	Conditional	BPA document or other update document	Fatal	Input only when a change transaction is used to update this element. Positions 1 and 2 must be a valid Contract/Order prefix.	B361
Call number	Conditional	BPA document or other update document	None	Input only when a change transaction is used to update this element.	None
Commitment/ Obligation Dollars	Conditional	BPA document or other update document	Fatal	Input as a net change when a change transaction is used to update this element. Must be numeric and not equal to 0.	B651 B652

Figure 2.7-7. - Blanket Purchase Agreement update and correction input and edit requirements (continued).

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Type of Blanket Purchase Request	Yes	BPA document or user supplied	Fatal	Must be input for all change transactions as either 'Regular' for any update to performance data recorded for Regular BPA calls or 'Tech Services' for any update to performance data recorded for BPA-Technical Services calls.	C430 C431
Extent of Obligation	Conditional	BPA document or user supplied	Fatal	Input only when the Commitment/Obligation Dollars are input. Must be either 'partial' if the change is to a suffix other than the base suffix or 'complete' if the change is to be made to the base suffix.	C421
For changes only	Yes	User supplied	Fatal	Transaction modifier. Input as either 'update' if the change being made is directed by documentation or 'correction' if the change being made is because of erroneous initial input.	B062

Figure 2.7-7. - Blanket Purchase Agreement update and correction input and edit requirements (concluded).

defined to change existing data, an error message is to be output if the performance data record designated by the PR Number and Suffix does not exist. For those data elements that have no effect on the funds availability process (Performing Organization, Primary and Secondary Job Codes, Contract/Order Number, and Call number), the data elements can be updated directly.

Changes to the dollars, MA, PY, FS, RO, PWC (if FS is 4 or above), and Object Class (FS 3) have an effect on the Fund Control accounts and, thus, have more extensive processing requirements. Changes to the dollar amount are controlled by the extent of obligation specified. If either partial or complete is specified, the obligation field is increased or decreased depending on the sign of the dollar amount entered. If an increase would cause the obligation to exceed the commitment, a table of preestablished limits must be checked to determine whether the additional funds can be obtained automatically from the funding PWA account. If the additional funds exceed the limits established in the table, processing must be halted and an error message provided to the user. If the required amount is less than the limit, additional funds in the amount of that difference must be obtained from the funding PWA account entry, and the entry issues and the commitment must be increased. An advisory message must inform the user of the amount of funds obtained from the funding PWA account. If the funding PWA account entry balance is insufficient, processing ceases and an error message is provided. If complete is specified and the obligation is reduced, the commitment must also be reduced by the amount necessary to make the commitment equal to the obligation. The funding PWA account entry issues

must be reduced by a like amount (increasing the balance). Changes to any of the other data elements listed result in a change to the funding PWA account entry. As a result, the entire commitment amount must be subtracted from the issues of the original funding PWA account entry, the availability of funds in the new funding PWA account entry checked, the issues of the new funding PWA account entry increased, and the changed data element updated in the performance data record. To satisfy audit trail requirements, the transaction must be recorded in a transaction history.

Output - Section 2.7.2 describes the standard online responses and error messages required in the processing of this transaction.

2.7.1.3 GBL documents. A memorandum copy of the GBL (SF1103A) is used by JSC to record the commitment, obligation, and cost for the commercial transportation of goods as required by JSC. The GBL contains the accounting data required, the estimated dollar changes, the description of the goods shipped, and the signature of the authorizing official.

2.7.1.3.1 Initial recording: The information contained on the GBL received in the Fund Control Unit must be recorded as a part of the performance data maintained in IFMS and requires a funds availability check.

Input - Information that must be input for any GBL is obtained from the GBL or is user supplied. The input data elements and data edits required are shown in figure 2.7-8.

ORIGINAL PAGE IS OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Government Bill of Lading number	Yes	GBL	Fatal	Input for all GBL transactions. The first position must be alphabetic, and the remaining seven positions must be numeric.	B420 B421
Suffix	Conditional	User supplied	Fatal	Input only when it is a supplemental GBL.	B311
Primary Work Code	Yes	GBL	Fatal	Input for all GBL transactions. Must be nine digits and a valid PWC.	B170 B171 B174
Responsible Organization	Yes	GBL	Fatal	Input for all GBL transactions. Must be a valid RO.	B200 B201
Object Class	Yes	GBL	Fatal	Input for all GBL transactions. Must be a valid Object Class.	B190 B191
Performing Organization	Yes	GBL	Fatal	Input for all GBL transactions. Must be a valid Performing Organization.	B320 B321 C506 C507
Primary Job Code	Conditional	GBL	Fatal	Input if it is provided on the source document. Must be five positions. If the first position is 0 or 1, must be a Centerwide Job Code and validated with FS and Performing Organization.	B330 B331 C506
Secondary Job Code	Conditional	GBL	Fatal	Input if provided on the source document and a Primary Job Code is input. If the first position is 0 or 1, must be a Centerwide Job Code and validated with FS and Performing Organization.	B340 B341 B342 C507
Method of Authority	Yes	User supplied	Fatal	Input for all GBL transactions. Must be a valid MA but not 97.	B110 B111 B115
Program Year	Yes	User supplied	Fatal	Input for all GBL transactions. Must be a valid PY. Also validated with FS.	B120 B121 C500

Figure 2.7-8. - Government Bill of Lading initial input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Fund Source	Yes	User supplied	Fatal	Input for all GBL transactions. Must be a valid FS. Also validated with PY.	B130 B139 C500
Contract/ Order Number	Generated	System supplied	None	Generated for all GBL transactions as X98000.	None
Commitment Obligation, and Cost Dollars	Yes	GBL	Fatal	Input for all GBL transactions. Must be numeric and not equal to 0.	B660 B661 B662
Correction	No	None	None	Must not be input for initial GBL transactions.	None

ORIGINAL PAGE IS
OF POOR QUALITY

Figure 2.7-8. - Government Bill of Lading initial input and edit requirements (concluded).

The template required for input of these elements is shown in figure 2.7-9.

Processing - The initial recording of a GBL requires that the data base not already contain a performance data record identified by the input GBL number. If such a record does exist, the transaction is in error.

The availability of funds in the funding PWA account entry must be established for the GBL dollar amount. The funding PWA account entry is determined by MA, PY, FS, funding RO, and PWC (if it is FS 4 or above) or funding Object Class for current year FS 1, 2, or 3 for prior years which requires only MA, PY, FS, and funding RO. Funding RO and funding Object Class are converted as required from the RO and Object Class input to the transaction. The funding PWA account issues must be increased by the input dollar amount provided the balance is sufficient to fund the GBL.

A performance data record must be established for each GBL accepted. The base Suffix must be automatically assigned when a suffix is not input. The following data elements must be included:

- Primary Work Code
- Responsible Organization
- Object Class
- Performing Organization
- Primary and Secondary Job Codes (if provided)
- Method of Authority
- Program Year
- Fund Source

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. K3 - GBL
    GBL NO. ________ SUFFIX ___
    PWC _________ RESP ORG __ OBJECT CLASS ____
    PERF ORG ____ PRIMARY JOB CODE _____ SECONDARY JOB CODE _____
    MA __ PY __ FS __
    COMMITMENT/OBLIGATION/COST $___,___,___.__±
    CORRECTION _
```

Figure 2.7-9. - Government Bill of Lading template.

- Contract/Order Number
- Commitment Dollars
- Obligation Dollars
- Cost Dollars

To satisfy audit trail requirements, the transaction information is also recorded in a transaction history.

Output - Section 2.7.2 describes the standard online responses and error messages required in the processing of the transaction.

2.7.1.3.2 Correction: After the initial recording of the GBL, the capability to correct any erroneous input must be provided.

Input - The GBL number and Suffix identify the unique data element set to which the correction is to be made. If a change is applicable to the base Suffix, only the GBL number is required input, and the base Suffix is generated. If the change is applicable to any suffix other than the base Suffix, both the GBL number and Suffix are required input. Corrections required because of an erroneous GBL number or Suffix must be corrected by a reversal of the original transaction having the erroneous data and by the input of a complete transaction (all data elements) with the correct data. Figure 2.7-10 shows the possible data element corrections and data edits required. The GBL template required for input of these data elements is illustrated in figure 2.7-9.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Government Bill of Lading number	Yes	GBL	Fatal	Input for all GBL change transactions. The first position must be alphabetic, and the remaining seven positions must be numeric.	B420 B421
Suffix	Conditional	User supplied	Fatal	Input when a GBL change transaction is to be applied to a suffix other than the base suffix. Must be numeric.	B311
Primary Work Code	Conditional	GBL or other update document	Fatal	Input only when a change transaction is used to update this element. Must be nine digits and a valid PWC.	B171 B174
Responsible Organization	Conditional	GBL or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid RO.	B201
Object Class	Conditional	GBL or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid Object Class.	B191
Performing Organization	Conditional	GBL or other update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid Performing Organization.	B321 C509 C510
Primary Job Code	Conditional	GBL or other update document	Fatal	Input only when a change transaction is used to update this element. Must be five positions. If the first position is 0 or 1, must be a Centerwide Job Code and validated with FS and Performing Organization defined for the performance data being changed or with updated values if either or both are changed in the transaction.	B330 B331 C509

Figure 2.7-10. - Government Bill of Lading update and correction input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Secondary Job Code	Conditional	GBL or other update document	Fatal	Input only when a change transaction is used to update this element. A Primary Job Code must already exist for the performance data being changed or be input as a part of this transaction. Must be five positions. If the first position is 0 or 1, must be a Centerwide Job Code and validated with FS and Performing Organization defined for the performance data being changed or with updated values if either or both are changed in the transaction.	B340 B341 B342 C510
Method of Authority	Conditional	User supplied or update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid MA but not 97.	B111 B115
Program Year	Conditional	User supplied or update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid PY. Also must be validated with FS defined for the performance data being changed or with updated values if either or both are changed in this transaction.	B121 B122 C508
Fund Source	Conditional	User supplied or update document	Fatal	Input only when a change transaction is used to update this element. Must be a valid FS. Also must be validated with PY defined for the performance data being changed or with updated values if either or both are changed in the transaction.	B139 C508 C509 C510
Commitment, Obligation, and Cost Dollars	Conditional	GBL or other document	Fatal	Input as a net change when a change transaction is used to update this element. Must be numeric and not equal to 0.	B661 B662
Correction	Yes	User supplied	None	Must be input.	None

Figure 2.7-10. - Government Bill of Lading update and correction input and edit requirements (concluded).

Processing - Processing requirements for the correction transaction vary according to the data elements being changed. As the transaction is defined to change existing data, an error message is to be output if the designated performance data record does not exist.

Changes to the Performing Organization, Primary Job Code, and Secondary Job Code can be updated directly. Changes to the dollar amount, MA, PY, FS, RO, PWC (if it is FS 4 or above), and Object Class (FS 1, 2, or 3) have an effect on the Fund Control accounts and, thus, have more extensive processing requirements. A decrease in the dollar amount requires that the commitment, obligation, and cost fields of the specified performance data record be reduced by the input dollar amount. The funding PWA account entry issues must be reduced by the same amount (increasing the balance). A dollar increase requires that a funds availability check be made for the amount of the increase and that the funding PWA account entry issues and the specified performance data record commitment, obligation, and cost fields be increased provided the funding PWA account entry balance is sufficient to fund the additional dollars. Changes to any of the other data elements listed above result in a change to the funding PWA account entry. As a result, the entire commitment amount must be subtracted from the issues of the original funding PWA account entry, the availability of funds in the new funding PWA account entry checked, the issues of the new funding PWA account entry increased, and the changed data element updated in the specified performance data record. To satisfy audit trail requirements, the transaction must be recorded in a transaction history.

Output - Section 2.7.2 describes the standard online responses and error messages required in the processing of the transaction.

2.7.2 Output Message Requirements

Figures 2.7-11 through 2.7-15 contain a list of output message requirements. Figure 2.7-16 contains a correlation of output messages by the Obligation process transaction.

2.7.3 Inquiry Requirements

Figure 2.7-17 contains a list of inquiry data elements and response data elements required for the Obligation process.

2.7.4 Report Requirements

The report requirements for the Obligation process are described in section 2.19.6. These reports are the following:

- Unobligated Commitments
- Open Commercial Order Status

A list of valid daily transactions must appear in the Daily Transaction List Obligation Process Section described in section 2.19.7.

Code	Message
****	CONTRACTING AND MISCELLANEOUS OBLIGATION TRANSACTION - INITIAL
****	CONTRACTING AND MISCELLANEOUS OBLIGATION TRANSACTION - CORRECTION
****	BPA CALL TRANSACTION - INITIAL
****	BPA CALL TRANSACTION - UPDATE
****	BPA CALL TRANSACTION - CORRECTION
****	GBL TRANSACTION - INITIAL
****	GBL TRANSACTION - CORRECTION
B062	BOTH 'UPDATE' AND 'CORRECTION' MUST NOT BE SPECIFIED
B420	EXTENT OF OBLIGATION NOT SPECIFIED
B421	MULTIPLE EXTENT OF OBLIGATIONS SPECIFIED
C430	TYPE OF BPA NOT SPECIFIED
C431	MULTIPLE TYPES OF BPA SPECIFIED

Figure 2.7-11. - Obligation transaction-begun messages.

Code	Message
A000	TRANSACTION COMPLETE

Figure 2.7-12. - Obligation transaction-complete messages.

Code	Message
B100	'AS OF' DATE INVALID
B101	'AS OF' DATE MUST BE PRIOR TO SYSTEM DATE __/__/__
B110	MA NOT ENTERED
B111	MA INVALID
B115	MA MUST NOT BE 97
B120	PY NOT ENTERED
B121	PY INVALID
B130	FS NOT ENTERED
B139	FS INVALID
B170	PWC NOT ENTERED
B171	PWC INVALID
B174	PWC MUST BE 9 DIGITS
B190	OBJECT CLASS NOT ENTERED
B191	OBJECT CLASS INVALID
B194	OBJECT CLASS ____ INVALID
B200	RESPONSIBLE ORGANIZATION NOT ENTERED
B201	RESPONSIBLE ORGANIZATION INVALID
B204	RESPONSIBLE ORGANIZATION __ INVALID
B300	PURCHASE REQUEST NUMBER NOT ENTERED
B301	PURCHASE REQUEST NUMBER INVALID
B311	SUFFIX INVALID
B312	SUFFIX MUST BE BLANK
B320	PERFORMING ORGANIZATION NOT ENTERED
B321	PERFORMING ORGANIZATION INVALID
B323	PERFORMING ORGANIZATION __ INVALID
B330	PRIMARY JOB CODE INVALID
B331	PRIMARY JOB CODE MUST BE CENTERWIDE JOB CODE
B340	SECONDARY JOB CODE INVALID
B341	SECONDARY JOB CODE MUST BE BLANK
B342	SECONDARY JOB CODE MUST BE CENTERWIDE JOB CODE
B360	CONTRACT/ORDER NUMBER NOT ENTERED
B361	CONTRACT/ORDER NUMBER INVALID
B370	CONTRACT AMENDMENT NUMBER INVALID
B371	CONTRACT AMENDMENT NUMBER MUST BE NUMERIC

Figure 2.7-13. - Obligation data element edit error messages.

Code	Message
B380	CONTRACT SCHEDULE NUMBER INVALID
B390	DOCUMENT TYPE CODE INVALID
B400	CONTRACTOR NAME CODE INVALID
B410	BPA CALL NUMBER NOT ENTERED
B420	GBL NUMBER NOT ENTERED
B421	GBL NUMBER INVALID
B430	RUNNING INDICATOR MUST NOT BE ENTERED
B620	OBLIGATION $ NOT ENTERED
B621	OBLIGATION $ INVALID
B622	OBLIGATION $ MUST NOT BE ZERO
B650	C/O $ NOT ENTERED
B651	C/O $ INVALID
B652	C/O $ MUST NOT BE ZERO
B660	C/O/C $ NOT ENTERED
B661	C/O/C $ INVALID
B662	C/O/C $ MUST NOT BE ZERO
C500	PY, FS COMBINATION INVALID
C506	FS, PERF ORG, PRIMARY JOB CODE COMBINATION INVALID
C507	FS, PERF ORG, SECONDARY JOB CODE COMBINATION INVALID
C508	PY __, FS __ COMBINATION INVALID
C509	FS __, PERF ORG ____, PRIMARY JOB CODE _____ COMBINATION INVALID
C510	FS __, PERF ORG ____, SECONDARY JOB CODE _____ COMBINATION INVALID

Figure 2.7-13. - Obligation data element edit error messages (concluded).

Code	Message
A210	SUFFIX GENERATED AS ___

Figure 2.7-14. - Obligation processing advisory messages.

Code	Message
D140	PWA RECORD NOT FOUND
	MA __ PY __ FS __ RO __ PWC _____
	OBJECT CLASS ____ CARRIER ID _____ SUB ID __
D142	PWA ISSUES INSUFFICIENT
	MA __ PY __ FS __ RO __ PWC _____
	OBJECT CLASS ____ CARRIER ID _____ SUB ID __
	ISSUES $_,___,___,___.__ UPDATE $_,___,___,___.__-
D143	PWA BALANCE INSUFFICIENT TO INCREASE ISSUES
	MA __ PY __ FS __ RO __ PWC _____
	OBJECT CLASS ____ CARRIER ID _____ SUB ID __
	BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__
D180	PERFORMANCE DATA RECORD NOT FOUND
	PURCHASE REQUEST NO. _____ SUFFIX ___
D185	COST $ INSUFFICIENT TO REDUCE OBLIGATION $
	PURCHASE REQUEST NO. _____ SUFFIX ___
	COST $_,___,___,___.__ OBLIGATION $_,___,___,___.__
	UPDATE $_,___,___,___.__-
D186	PERFORMANCE DATA RECORD CLOSED
	PURCHASE REQUEST NO. _____ SUFFIX ___
D187	PERFORMANCE DATA RECORD NOT FOUND
	GBL NO. _____ SUFFIX ___
D188	PERFORMANCE DATA RECORD ALREADY EXISTS
	GBL NO. _____ SUFFIX ___
D189	C/O/C $ INSUFFICIENT
	GBL NO. _____ SUFFIX ___
	C/O/C $_,___,___,___.__ UPDATE $_,___,___,___.__-
D190	INFORMATION RECORD NOT FOUND
	PURCHASE REQUEST NO. _____

Figure 2.7-15. - Obligation processing error messages.

Transaction \ Message	A000	A210	B062	B100	B101	B110	B111	B115	B120	B121	B122	B130	B139	B170	B171	B174	B190	B191	B194	B200	B201	B204	B300	B301	B311	B312	B320
Contracting and Miscellaneous Obligation																											
Initial	X	X		X	X																		X	X	X		
Correction	X			X	X																		X	X	X		
Blanket Purchase Agreement																											
Initial	X	X		X	X	X	X	X	X	X		X		X	X	X	X	X		X	X		X	X			X
Update and Correction	X		X	X	X		X	X		X			X		X	X			X		X	X	X	X	X		
Government Bill of Lading																											
Initial	X	X		X	X	X	X	X	X	X		X	X	X	X	X	X	X		X	X				X		X
Correction	X			X	X		X	X		X			X		X	X		X		X					X		

Transaction \ Message	B321	B323	B330	B331	B340	B341	B342	B360	B361	B370	B371	B380	B390	B400	B410	B420	B421	B430	B620	B621	B622	B650	B651	B652	B660	B661	B662
Contracting and Miscellaneous Obligation																											
Initial								X	X	X	X	X	X	X				X	X	X	X						
Correction									X	X	X	X	X	X						X	X						
Blanket Purchase Agreement																											
Initial	X		X	X	X	X	X	X	X						X							X	X	X			
Update and Correction		X	X	X	X	X	X		X														X	X			
Government Bill of Lading																											
Initial	X		X	X	X	X	X									X	X								X	X	X
Correction	X		X	X	X	X	X									X	X									X	X

Figure 2.7-16. - Obligation messages by transaction.

Transaction \ Message	C420	C421	C430	C431	C500	C506	C507	C508	C509	C510	D140	D142	D143	D180	D185	D186	D187	D188	D189	D190
<u>Contracting and Miscellaneous Obligation</u>																				
Initial	X	X									X	X	X	X	X	X				
Correction		X										X	X	X	X					
<u>Blanket Purchase Agreement</u>																				
Initial	X	X	X	X	X	X	X				X	X	X	X	X	X				X
Update and Correction		X	X	X				X	X	X	X	X	X	X						
<u>Government Bill of Lading</u>																				
Initial					X	X	X				X		X					X		
Correction								X	X	X	X	X	X				X		X	

Figure 2.7-16. - Obligation messages by transaction (concluded).

Inquiry description	Type	Input data elements	Timing	Response data elements
Purchase Request status	Item	Purchase Request Number Suffix (when other than base Suffix status required)	Immediate	Purchase Request Number Suffix Method of Authority Progarm Year Fund Source Primary Work Code (nine digits) Responsible Organization Object Class Performing Organization Primary Job Code Secondary Job Code Contract/Order Number Contract Schedule Number Amendment Number Contractor name code Commitment Obligation Cost Disbursement
GBL status	Item	GBL number Suffix (when other than base Suffix status required)	Immediate	GBL number Suffix Method of Authority Program Year Fund Source Primary Work Code (nine digits) Responsible Organization Object Class Performing Organization Primary Job Code Secondary Job Code Contract/Order Number Commitment Obligation Cost Disbursement
GBL highest suffix assigned	Item	GBL number	Immediate	GBL number Highest suffix assigned
Purchase Request status (all suffixes)	List	Purchase Request Number	Immediate	Purchase Request Number Suffix Method of Authority Program Year Fund Source Primary Work Code (nine digits) Responsible Organization Object Class Performing Organization Primary Job Code Secondary Job Code Contract/Order Number Contract Schedule Number Amendment Number Contractor name code Commitment Obligation Cost Disbursement

Figure 2.7-17. - Obligation inquiry requirements.

2.8 COST ACCRUAL PROCESS

Cost accruals are made on a monthly basis. A cost must be recorded at the time of the disbursement. In addition, the cost must be recorded to reflect the performance of services and the consumption of materials in lieu of the disbursement. This recognition of cost for services and materials in the absence of a disbursement is referred to as cost accrual. The following sections will describe how the different types of cost accruals take place.

2.8.1 Update Requirements

2.8.1.1 Contract data creation. The IFMS concept of contract data with associated performance data will be referred to within this process. Information in the contract data which is applicable to the cost accrual process is as follows. The accrual type identifies the method of accrual for contracts, i.e., automatic accrual, Form 100 accrual, or manual accrual. The contract status identifier shows whether a contract is in an active or inactive status. The cost accountant responsible code identifies the cost accountant responsible for a Form 100 or manual accrual. In addition, the contract level dollar amounts required in the process are the obligation, cost, disbursement, obligation for nonexcluded object classes, and cost for nonexcluded object classes.

Contract data will be created automatically in the Obligation process for grants and contracts. T-orders, however, will not have contract data automatically generated. A requirement exists to create contract data

online for T-orders by the Cost Accounting Section when use is desired of the contract data facility in accruing costs. Existing contract data will need to be updated and corrected. In addition, contract data created erroneously will need to be deleted.

2.8.1.1.1 Initial establishment

Input - The data elements used in establishing contract data are described in figure 2.8-1. The template required for input of these data elements is shown in figure 2.8-2.

Processing - In order to establish contract data, certain conditions are necessary. First, duplicate contract information must not already exist. Second, performance data must exist having the same T-order number as on the contract data. Once the above requirements have been met, certain amount fields are updated automatically as part of the contract data. Obligation, cost, and disbursement data will be generated for the total of the corresponding amounts for the performance data. Likewise, the obligation and the cost amounts for nonexcluded object classes (those which are not 2200, 4000, 5000 or 6001) will be generated automatically from PR's with nonexcluded object classes. Certain descriptive information for the contract data will be generated automatically. This includes the amendment number, contract type, and contractor name code. An amendment number will be generated by determining the highest amendment number on the entire set of PR's associated with a contract. The contract type can be determined and generated by converting any one of the document type codes on the PR's to a commercial or

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Contract/ Order Number	Yes	User supplied	Fatal	Must be input and have a prefix of T for creation or deletion. Must be input and have a valid prefix for an update and correction.	B360 B361
Type of accrual	Conditional	User supplied	Fatal	Must be input for creation and be a valid accrual type which reflects an automatic accrual, Form 100 accrual, or manual accrual. If input for an update and correction, must be a valid accrual type which reflects automatic accrual, Form 100 accrual, or manual accrual. Not input for deletion.	B440 B441 B442
Responsible Cost Accountant	Conditional	User supplied	Fatal	Must be input for creation, and must be numeric. If input for an update and correction, must be numeric. Not input for deletion.	B450 B451 B452
Contract status	Conditional	User supplied	Fatal	Not input for creation or deletion. If input for an update and correction, the contract status must show a valid active or inactive indicator.	B460 B461 B462 B463
For changes only	Conditional	User supplied	Fatal	Transaction modifier. Input as either 'update' if the change being made is directed by documentation or 'correction' if the change being made is because of erroneous initial input.	B470
Deletion indicator	Conditional	User supplied	Fatal	Input only when it is desired to delete contract data previously input online.	B470

Figure 2.8-1. - Contract data input and edit requirements.

****IFMS SEPTEMBER 30, 1974 AS OF __/__/__

****TEMPLATE NO. L3 - CONTRACT RECORD

CONTRACT/ORDER NO. _____

TYPE OF ACCRUAL: AUTOMATIC _ FORM 100 _ MANUAL _

RESPONSIBLE COST ACCOUNTANT _

CONTRACT STATUS: ACTIVE _ INACTIVE _

FOR CHANGES ONLY: UPDATE _ CORRECTION _

DELETION _

Figure 2.8-2. - Contract Data template.

government classification. The contractor name code can be generated by using the contractor name code on any of the PR's associated with a contract. Following the creation of contract data, a transaction is recorded in a transaction history.

Output - Section 2.8.2 describes the standard online responses and error messages required in the processing of the transaction.

2.8.1.1.2 Update and correction: An update and correction may be made not only to contract data created for T-orders but to all existing contract data created automatically at the obligation stage.

Input - The data elements used in correcting and updating existing contract data are described in figure 2.8-1. The template required for input of these data elements is shown in figure 2.8-2.

Processing - For an update or correction to occur, the following must be true. Contract data for the Contract/Order Number input must already exist. Once this has been verified, the update or correction can proceed. Input data will replace or overlay existing data. Processing will be the same as described in section 2.8.1.1.1.

Output - Section 2.8.2 describes the standard online responses and error messages required in the processing of the transaction.

2.8.1.1.3 Deletion

Input - The data elements used in correcting and updating existing contract data are described in figure 2.8-1. The template required for input of these data elements is shown in figure 2.8-2.

Processing - For a deletion to occur, the following must be true. Contract data for T-order input must already exist. Once this has been verified, the contract data will be deleted. A transaction will be recorded in a transaction history.

Output - Section 2.8.2 describes the standard online responses and error messages required in the processing of the transaction.

2.8.1.2 Automatic accrual. This type of accrual is performed with no direct input of an accrual amount but is automatically applied by means of a formula. Processing will take place in a batch mode once a month. The automatic cost accrual must be applied to each contract or order at the contract level if contract data exists for the contract or order or at the PR level if no contract data exists. In both kinds of accruals, the following expiration formula will be used: percentage of completion = days elasped/contract life in days. The automatic accrual process will obtain a contract's start and end date from the Procurement System interface when these dates are available. If these dates are not available or in error, a life of 8 months will be used.

2.8.1.2.1 Contract level accrual: This type of accrual will have calculations made at the contract level and costs applied to individual PR's. This particular type of accrual occurs on a monthly basis.

Input - Data elements and edit requirements are shown in figure 2.8-3. If the start date and end date of a contract are not available from the Procurement System, a life of 8 months will be used the first time a contract is accrued. Subsequently, the number of months remaining must be used, providing the start date and end date do not become available. This number will be stored and decremented (ultimately to 0) for each month's accrual.

Processing - This particular process specifies that contract data be examined to determine whether a contract is to be accrued automatically. If a contract is to be accrued automatically, the expiration formula will determine the percentage of completion. This percentage of completion will be multiplied by the contract total obligation amount for nonexcluded object classes. The result will be the computed accrued cost, which will then be compared to the contract cost amount for nonexcluded object classes. If the computed accrued cost is less than or equal to the contract cost amount for nonexcluded object classes, no accrual is to be made, and processing will continue. If the computed accrued cost is greater then the contract cost amount for nonexcluded object classes, the difference between the computed accrued cost and the contract cost amount for nonexcluded object classes will be determined. The difference between these amounts is then applied to the oldest PR (which has a cost amount less than the obligation

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Accrual date	Yes	User supplied	Fatal	Must be numeric. The month must be in the range 01 to 12. The day must be in the range 01 to 31.	B480 B481
Start date of contract	Conditional	Procurement System	None	If available, must be numeric. The month must be in the range 01 to 12. The day must be in the range 01 to 31.	B490
End date of contract	Conditional	Procurement System	None	If available, must be numeric. The month must be in the range 01 to 12. The day must be in the range 01 to 31.	B495

Figure 2.8-3. - Automatic Accrual input and edit requirements.

amount) for that contract and then so on to the next oldest PR until the cost has been distributed. Any PR's with excluded object classes (2200, 4000, 5000, or 6001) will be bypassed. Contract data must be updated for the cost amount of nonexcluded object classes and the performance cost amount. The transaction must be recorded in a transaction history.

Output - No errors will be shown for this process, but a report showing the results of the processing will be described in section 2.8.4.

2.8.1.2.2 Purchase request level accrual: This type of accrual will be made for performance data that has the following characteristics: reflects a contract prefix of T, exists without having contract data associated with it, and has a nonexcluded object class. Costs will be applied directly to the performance data.

Input - Data elements and edit requirements are shown in figure 2.8-3. If the start date and end date of a contract are not available from the Procurement System, a life of 8 months will be assumed the first time a PR is accrued. Subsequently, the number of months remaining must be used. This number will be stored and decremented (ultimately to 0) for each month's accrual.

Processing - The performance data to be accessed will make use of the expiration formula described in section 2.8.1.2 to determine the percentage of completion. The percentage of completion will be multiplied by the purchase request obligation amount. The result of this will be the

computed accrued cost, which will then be compared to the purchase request cost amount. If the computed accrued cost is less than or equal to the purchase request cost amount, no accrual is to be made, and processing will continue. If the computed accrued cost is greater than the purchase request cost amount, the computed accrued cost will replace the purchase request cost amount for the performance data. The transaction will be recorded in a transaction history.

Output - No errors will be shown for this process, but a report showing the results of the processing will be described in section 2.8.4.

2.8.1.3 Form 100 and manual accrual. For certain contracts, contractors are required to submit on a monthly basis to budget analysts Form 533 which gives monthly estimated costs. From Form 533, budget analysts will prepare, on a Form 100, contract costs at the desired level of accrual. Another type of accrual performed on a monthly basis is a manual accrual. This accrual is performed for contracts which have no Form 100 submitted by budget analysts. Because these contracts reflect a large obligation amount, the Cost Accounting Section will cost them in a manner similar to the costing of Form 100 contracts. The sources for determining costs for this accrual are from Receiving and Inspection reports contained in the contracts file in Commercial Accounts, unpaid invoices in the contracts file, and support level office memos sent by organizations to the Cost Accounting Section. Both the Form 100 accrual and the manual accrual can be costed at different levels. The highest level of accrual is the contract number. Cumulative estimated costs can be

reported solely at this level. A subordinate level to the contract number consists of the following data elements:

- Contract Schedule Number
- Primary Work Code
- Fund Source
- Program Year
- Method of Authority
- Responsible Organization
- Purchase Request Number
- Purchase Request Suffix Number

This subordinate level may have one, several, or all of the above data elements reported along with the contract number, the highest level data element, which is always included in the Form 100 accrual or the manual accrual.

Input - Data elements and edit requirements for the Form 100 accrual or the manual accrual are shown in figure 2.8-4. Figure 2.8-5 shows the template required for input of these data elements for the Form 100 accrual or the manual accrual.

Processing - In order for the Form 100 accrual or the manual accrual to take place, contract data for the given input must exist. Otherwise, processing will cease. The accrual type or the contract data must be the Form 100 accrual or the manual accrual. The cumulative accrued cost input must not exceed the obligation amount or be less than the disbursement amount contained on the contract data or processing will cease. The apportionment of cumulative accrued cost will begin by determining whether the level of

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all date edits.	B100 B101
Contract/ Order Number	Yes	Form 100 or Manual	Fatal	Must have a valid prefix.	B360
Contract Schedule Number	Conditional	Form 100 or Manual	Fatal	If present, must be an alphabetic character.	B361
Primary Work Code	Conditional	From 100 or Manual	Fatal	If input, can be at three-, (four if FS is 5 through 8), five-, seven-, or nine-position PWC level.	B380
Fund Source	Conditional	From 100 or Manual	Fatal	If input, must be a valid FS. Also validated with PY.	B139 C500 C508
Program Year	Conditional	Form 100 or Manual	Fatal	If input, must be a valid PY. Also validated with FS.	B121 C500 C508
Method of Authority	Conditional	Form 100 or Manual	Fatal	If input, must be a valid MA.	B111
Responsible Organization	Conditional	Form 100 or Manual	Fatal	If input, must be a valid RO.	B201
Purchase Request Number	Conditional	Form 100 or Manual	Fatal	If input, must be numeric.	B301
Purchase Request Suffix Number	Conditional	Form 100 or Manual	Fatal	If input, must be numeric.	B311
Cumulative accrued cost	Yes	Form 100 or Manual	Fatal	Must be numeric and not equal to 0.	B600 B601 B602
Type of accrual	Yes	Form 100 or Manual	Fatal	Must be input to show either a Form 100 or manual accrual.	B440 B441
Correction indicator	Conditional	User supplied	None	Transaction modifier. Input only when correcting previous online input.	None

Figure 2.8-4. - Form 100 and Manual Accrual input and edit requirements.

ORIGINAL PAGE IS OF POOR QUALITY

```
****IFMS SEPTEMBER 30, 1974  AS OF  __/__/__
****TEMPLATE NO. L1 - COST ACCRUAL
    CONTRACT/ORDER NO.  _______  SCHEDULE NO.  _  ACCRUAL  $___,___,___.__
    PWC  _________  MA  __  PY  __  FS  __  RO  __
    PR NO.  _________  SUFFIX  ___
    TYPE OF ACCRUAL:  FORM 100  _  MANUAL  _
    CORRECTION  _
```

Figure 2.8-5. - Cost Accrual template.

input for the Form 100 accrual or the manual accrual exists. If it does not, processing will cease. Next, the apportionment of cumulative accrued cost will take place by computing the total cost amount for PR's within the level of input. This amount will be subtracted from the cumulative accrued cost input which results in the accrued change amount. If the accrued change amount is positive, the oldest PR in which the obligation exceeds the cost within the level of input specified will be selected. The cost will be increased to but not exceeding the obligation amount for a PR. The next oldest PR in which the obligation exceeds the cost will be selected if additional cost is necessary. If the cost exceeds the obligation while processing a PR within a level, cost will be increased to the obligation amount on that PR. The remainder of the cost will be displayed as cost over obligation on the terminal at the level of input. If the accrued change amount is negative, the youngest PR in which the disbursement is less than the cost will be selected. The cost will be decreased to but not below the disbursement amount for that PR. The next youngest PR in which the disbursement is less than the cost will be selected if additional cost needs to be reduced. After applying the accrued change amount to PR's within a level, it is necessary to adjust the performance cost amount on the contract data for the change in cost. This insures that the cost amounts for the PR's on a contract total the contract cost amount. The cost amount for nonexcluded object classes on the contract data will be updated for the Form 100 accrual or the manual accrual. This total will be maintained in order to allow an accrual type for the Form 100 accrual or the manual accrual to be changed at any time to an automatic accrual and the contract

costed at the contract level. The transaction will be recorded in a transaction history.

<u>Output</u> - Section 2.8.2 describes the standard online responses and error messages required in the processing of the Form 100 accrual or the manual accrual.

2.8.2 Output Message Requirements

Figures 2.8-6 through 2.8-9 contain a list of output message requirements. Figure 2.8-10 contains a correlation of output messages by the Cost Accrual process.

2.8.3 Inquiry Requirements

Figure 2.8-11 contains a list of inquiry input data elements required for the Cost Accrual process.

2.8.4 Report Requirements

The Cost Accrual process report requirements can be found in section 2.19.3 and section 2.19.7.

Code	Message
****	COST ACCRUAL CONTRACT TRANSACTION - INITIAL ESTABLISHMENT
****	COST ACCRUAL CONTRACT TRANSACTION - UPDATE AND CORRECTION
****	COST ACCRUAL CONTRACT TRANSACTION - DELETION
****	AUTOMATIC COST ACCRUAL TRANSACTION - CONTRACT LEVEL
****	AUTOMATIC COST ACCRUAL TRANSACTION - PERFORMANCE LEVEL
****	COST ACCRUAL TRANSACTION - FORM 100
****	COST ACCRUAL TRANSACTION - MANUAL

Figure 2.8-6. - Cost Accrual transaction-begun messages.

Code	Message
A000	TRANSACTION COMPLETE

Figure 2.8-7. - Cost Accrual transaction-complete messages.

Code	Message
B100	'AS OF' DATE INVALID
B101	'AS OF' DATE MUST BE PRIOR TO SYSTEM DATE
B111	MA INVALID
B121	PY INVALID
B139	FS INVALID
B171	PWC INVALID
B201	RESPONSIBLE ORGANIZATION INVALID
B301	PURCHASE REQUEST NUMBER INVALID
B311	SUFFIX INVALID
B360	CONTRACT/ORDER NUMBER NOT ENTERED
B361	CONTRACT/ORDER NUMBER INVALID
B380	CONTRACT SCHEDULE NUMBER INVALID
B440	TYPE OF COST ACCRUAL NOT SPECIFIED
B441	MULTIPLE TYPE OF COST ACCRUALS SPECIFIED
B442	TYPE OF COST ACCRUAL MUST NOT BE SPECIFIED
B450	RESPONSIBLE COST ACCOUNTANT NOT ENTERED
B451	RESPONSIBLE COST ACCOUNTANT INVALID
B452	RESPONSIBLE COST ACCOUNTANT MUST BE BLANK
B460	CONTRACT STATUS NOT SPECIFIED
B461	CONTRACT STATUS INVALID
B462	CONTRACT STATUS MUST NOT BE 'ACTIVE' AND 'INACTIVE'
B463	CONTRACT STATUS MUST NOT BE SPECIFIED
B470	BOTH 'CORRECTION' AND 'DELETION' MUST NOT BE SPECIFIED
B480	ACCRUAL DATE NOT ENTERED
B481	ACCRUAL DATE INVALID
B490	CONTRACT BEGINNING DATE INVALID
B495	CONTRACT ENDING DATE INVALID
B600	$ AMOUNT NOT ENTERED
B601	$ AMOUNT INVALID
B602	$ AMOUNT MUST NOT BE ZERO
C500	PY FS COMBINATION INVALID
C508	PY __ FS __ COMBINATION INVALID

Figure 2.8-8. - Cost Accrual data element edit error messages.

Code	Message
D192	CONTRACT RECORD NOT FOUND CONTRACT/ORDER NO. _____
D193	CONTRACT RECORD ALREADY EXISTS CONTRACT/ORDER NO. _____
D194	PERFORMANCE DATA RECORD NOT FOUND CONTRACT/ORDER NO. _____
D195	COST $ EXCEED OBLIGATION $ CONTRACT/ORDER NO. _____ SCHEDULE _ COST $_,___,___,___.__ OBLIGATION $_,___,___,___.__ UPDATE $_,___,___,___.__
D196	DISBURSEMENT $ EXCEED COST $ CONTRACT/ORDER NO. _____ SCHEDULE _ DISBURSEMENT $_,___,___,___.__ COST $_,___,___,___.__ UPDATE $_,___,___,___.__

Figure 2.8-9. - Cost Accrual processing error messages.

Message	A	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
	0	1	1	1	1	1	1	2	3	3	3	3	3	4	4	4	4	4	4
	0	0	0	1	2	3	7	0	0	1	6	6	8	4	4	4	5	5	5
Transaction	0	0	1	1	1	9	1	1	1	1	0	1	0	0	1	2	0	1	2
<u>Contract data</u>																			
Initial establishment	X	X	X								X	X		X	X		X	X	
Update/Correction	X	X	X								X	X		X	X		X	X	
Deletion	X	X	X								X	X				X			X
Automatic accrual	X																		
<u>Form 100 and manual accrual</u>																			
Initial	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
Correction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				

Message	B	B	B	B	B	B	B	B	B	B	B	B	C	C	D	D	D	D	D
	4	4	4	4	4	4	4	4	4	6	6	6	5	5	1	1	1	1	1
	6	6	6	6	7	8	8	9	9	0	0	0	0	0	9	9	9	9	9
Transaction	0	1	2	3	0	0	1	0	5	0	1	2	0	8	2	3	4	5	6
<u>Contract data</u>																			
Initial establishment				X												X	X		
Update/Correction	X	X	X		X										X		X		
Deletion				X	X										X				
Automatic accrual						X	X	X	X										
<u>Form 100 and manual accrual</u>																			
Initial										X	X	X	X		X		X	X	X
Correction											X	X		X	X		X	X	X

Figure 2.8-10. - Cost Accrual messages by transaction.

Inquiry description	Type	Input data elements	Timing	Response data elements
Contract level cost	Item or summary	Contract number and any one or combination of the following: • Contract Schedule Number • Primary Work Code (three, four, five, seven, or nine digits) • Fund Source • Program Year • Method of Authority • Responsible Organization	Immediate	Contract number and any one or combination of the following: • Contract Schedule Number • Primary Work Code (three, four, five, seven, or nine digits) • Fund Source • Program Year • Method of Authority • Responsible Organization Cost
Contract status	Item	Contract number	Immediate	Contract number Contract Schedule Number Cost accrual type Responsible Cost Accountant Contract status (active or inactive) Contract Obligation Contract Cost Contract Disbursement Contract Obligation for non-excluded object classes Contract Cost for nonexcluded object classes
Contract performance data	List	Contract number and one or combination of the following: • Contract Schedule Number • Primary Work Code (three, four, five, seven, or nine digits) • Fund Source • Program Year • Method of Authority • Responsible Organization	Immediate	All PR's for a contract with accounting codes and the commitment, obligation, cost, and disbursement for each

Figure 2.8-11. - Cost Accrual inquiry requirements.

Inquiry description	Type	Input data elements	Timing	Response data elements
Cost PWC inquiry for contract and Reservation Accounts by Carrier ID	List	PWC (five digits)	Same day	PWC (five digits) Contract number Directorate Cost Carrier ID Reservation Account issues
Assigned contract	List	Responsible Cost Accountant code	Overnight	Responsible Cost Accountant code Accrual type Contract number Contract status
Unassigned contract	List	Accrual type (only the type accrual showing no assigned type)	Overnight	Contract number
T-order obligation in excess of $150,000.00 where no contract data exists	List	None required	Overnight	T-order number Object Class Obligation amount (object class) T-order obligation amount

Figure 2.8-11. - Cost Accrual inquiry requirements (concluded).

2.9 COST DISTRIBUTION PROCESS

The Cost Distribution process involves the distribution of costs from a Carrier account entry to Reservation PWA account entries. By this action, appropriate benefiting codes and RO are identified. Costs are distributed for services and supplies. The Cost Accounting Section is responsible for monitoring costs distributed from the services carriers, and the Property Accounting Section is responsible for the monitoring of the supply carrier distribution.

Monthly, IFMS receives the data required to make the distribution of costs for the services carriers and for the supply carrier via interfaces with four other computer systems. The Institutional Management Accounting System Phase A (IMAS-A), the Institutional Management Accounting System Phase B (IMAS-B), and the Service Center Distribution System (SCD) provide the services carriers distribution data. The Supply System provides the data for the supply carrier distribution.

Because cost distribution data is supplied to IFMS from external sources using magnetic tape, the data will be processed in a batch environment. Updates and corrections will be processed in the online environment.

All cost distribution data require the update of the Carrier and Reservation PWA account entries. In addition, the performance data (commitment, obligation, cost, and disbursement) must be recorded in the manner necessary to satisfy external interface requirements and to permit the

summarizations required for reporting purposes (e.g., by PWC). See section 2.17 for external interface requirements.

2.9.1 Update Requirements

2.9.1.1 Distribution of services estimate. At the beginning of each fiscal year, estimated costs for the Technical Services Carrier (997-81), the Computer Services Carrier (997-82), and the Maintenance and Repair of Facilities Carrier (997-88) will be generated by IMAS-B and supplied to IFMS. These estimates are required input because of a 30 day lag in reporting the cost of services for Carrier funded contracts. At the end of the fiscal year, the services estimate will be reversed by IMAS-B generated data. This reversal will occur after all costs have been input for the fiscal year. The reversal will consider the beginning-of-year estimate and any adjustments to the estimate made during the fiscal year.

2.9.1.1.1 Initial establishment: The beginning-of-year services estimate and end-of-year reversal will consist of two transactions related to one another by a contract number. (The computer services carrier estimate will have a single pseudo contract number because costs reported consist of costs for several contracts.) The first is a Carrier transaction which affects a Carrier account, and the second is a Cost Distribution transaction which affects a Reservation PWA account entry. In most cases, one Carrier transaction will have multiple associated Cost Distribution transactions with each Cost Distribution transaction applied to a Reservation PWA account entry.

Input - IFMS will validate all interface data to insure that the data is the desired input. Transaction selection will be determined by an "O" and "C" specified in the identification fields along with a current month indicator. Since the Carrier transaction and the Cost Distribution transaction have the same data elements, they will be described together. The data elements and edit requirements are shown in figure 2.9-1.

Processing - The data which reflects computer services cost from IMAS-B will have a Carrier transaction for a contract processed with that contract's Cost Distribution transactions. The services cost will have multiple Cost Distribution transactions associated with a single Carrier transaction. Depending on its sign, the Carrier transaction amount will be used to increase or decrease both receipts and issues for the Carrier account entry. From the transaction, the Carrier account entry will be identified by MA, PY, FS, RO, and the first five digits of the PWC. Depending on its sign, the Cost Distribution transaction amount will result in an increase or decrease to issues in the applicable Reservation PWA account entry. From the transaction, the Reservation PWA account entry will be identified by MA, PY, FS, RO, the first five digits of the PWC if FS is 4 or above or Object Class if FS is 3, Carrier Identifier, and Carrier RO. Since RO on the Carrier transaction reflects the Carrier RO, it will also be used to identify the Reservation PWA account entry. Prior fiscal year Reservation PWA account entries for FS 3 will not have Object Class as part of the identification. The Carrier and Reservation PWA account entries to be updated must exist. The Carrier transaction amount must not reduce the Carrier

Data element	Element required	Source	Error type	Input/Edit requirements		Error code
				Transaction	Edit	
Primary Work Code	Yes	IMAS-B	Fatal	Carrier	First five digits must be a valid Carrier PWC.	B170 B171
				Cost Distribution	Must be a valid PWC but not a Carrier PWC.	
Responsible Organization	Yes	IMAS-B	Fatal	Must be a valid RO.		B200 B201
Object Class	Yes	IMAS-B	Fatal	Must be a valid Object Class.		B190 B191
Performing Organization	Yes	IMAS-B	Fatal	Must be a valid Performing Organization.		B320 B321 C506 C507
Primary Job Code	Conditional	IMAS-B	Fatal	Recorded if provided by the interface system. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.		B330 B331 C506
Secondary Job Code	Conditional	IMAS-B	Fatal	Recorded if provided by the interface system and the Primary Job Code is provided. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.		B340 B341 B342 C507
Carrier Identifier	Yes	IMAS-B	Fatal	While input for all transactions, used only with the Cost Distribution transaction. Must be a valid Carrier Identifier.		B150 B151
Carrier Responsible Organization	Generated	System supplied	None	Generated for the Cost Distribution transaction using the Carrier transaction related by contract number.		None
Contract number	Yes	IMAS-B	Fatal	If the first digits of the Carrier Identifier are 997-82, must be "SC77777."		B360 B361
Voucher number	Yes	IMAS-B	Fatal	Must be J439.		B930 B931
Distributed dollars	Yes	IMAS-B	Fatal	Must be numeric and not equal to 0.		B630 B631 B632
Program Year	Yes	IMAS-B	Fatal	Must be converted to a valid PY. Also validated with FS.		B120 B121
Method of Authority	Yes	IMAS-B	Fatal	Must be converted to a valid MA.		B110 B111
Fund Source	Yes	IMAS-B	Fatal	Must be a valid FS. Also validated with PY.		B130 B139 C500 C506 C507

Figure 2.9-1. - Initial Distribution of Services Estimate input and edit requirements.

ORIGINAL PAGE IS
OF POOR QUALITY

account entry receipts below 0. Carrier account entry issues may be reduced below 0 because performance data commtiments which affect issues in a particular Carrier account entry may not be sufficient to offset the carrier reversal amounts shown on the Carrier transaction. Another requirement specifies that each of the individual Cost Distribution transaction amounts when applied to the issues within the appropriate Reservation PWA account entry must not exceed receipts for that Reservation PWA account entry. The update of the Reservation PWA account entry issues cannot result in a negative amount.

Performance data input for Cost Distribution will be recorded at the PWC summary level to meet reporting requirements. All performance data reflecting a services estimate will be recorded with an indicator specifying that the data is a services estimate. To satisfy audit trail requirements, each transaction will be recorded in a transaction history.

Output - Section 2.9.4 describes the error messages which appear on error reports from the Distribution of Services Estimate transaction.

2.9.1.1.2 Update and correction: After establishing the beginning-of-year services estimate, changes will be necessary because additional information is available or because errors were made in establishing the original estimate. Updates or corrections will be made online.

Input - Both the Carrier transaction and the Cost Distribution transaction may require an update or correction

transaction. Both transactions contain the same input data elements and are described in figure 2.9-2. Figure 2.9-3 shows the template required for input of these data elements.

Processing - The update and correction processing requirements are the same as those for the initial establishment of the Distribution of Services Estimate transaction. Section 2.9.1.1.1 contains a description of these requirements.

Output - Section 2.9.2 describes the error messages which will appear from online input of an update or correction of the Distribution of Services Estimate transaction.

2.9.1.2 Distribution of services. Distribution of the services carriers cost will be provided by the interface systems on a monthly basis. The SCD will generate cost data for the Computer Services Carrier (997-82); IMAS-A will generate cost data for the Technical Services Carrier (997-81) and the Maintenance and Repair of Facilities Carrier (997-88); IMAS-B will generate estimated costs for missing monthly data not reported for 997-81, 997-82, or 997-88 Carrier account entries.

2.9.1.2.1 Initial establishment: As in the case of the Services Estimate transaction, two types of data will be input: the Carrier transaction and the Cost Distribution transaction which are related to one another by contract number. (Computer services data will show only a single pseudo contract number.) Also, the Carrier transaction will

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Method of Authority	Yes	User supplied	Fatal	Must be a valid MA.	B110 B111
Program Year	Yes	User supplied	Fatal	Must be a valid PY. Also validated with FS.	B120 B121 C508
Fund Source	Yes	User supplied	Fatal	Must be a valid FS. Also validated with PY.	B130 B139 C508 C509 C510
Primary Work Code	Yes	User supplied	Fatal	Transaction / Edit Carrier: First five digits must be a valid Carrier PWC. Cost Distribution: Must be a valid PWC but not a Carrier PWC.	B170 B171
Object Class	Yes	User supplied	Fatal	Must be a valid Object Class.	B190 B191
Responsible Organization	Yes	User supplied	Fatal	Must be a valid funding RO.	B200 B204 B206
Carrier Identifier	Conditional	User supplied	Fatal	Input only for the Cost Distribution transaction. Must be a valid Carrier Identifier.	B150 B151 B153
Carrier Responsible Organization	Conditional	User supplied	Fatal	Input only for the Cost Distribution transaction. Must be a valid Carrier RO.	B210 B211 B212
Contract number	Yes	User supplied	Fatal	If the first digits of the Carrier Identifier are 997-82, must be "SC77777."	B360 B361
Performing Organization	Yes	User supplied	Fatal	Must be a valid Performing Organization.	B320 B323 C509 C510
Primary Job Code	Conditional	User supplied	Fatal	If the first digit is 0 or 1, must be a Center-wide Job Code. Also validated with FS and Performing Organization.	B330 B331 C509

Figure 2.9-2. - Distribution of Services Estimate update and correction input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Secondary Job Code	Conditional	User supplied	Fatal	If input, Primary Job Code must be input. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.	B340 B341 B342 C510
Supply document number	No	None	Fatal	Must not be input for Distribution of Services Estimate update or correction transactions.	B502
Voucher number	Generated	System supplied	None	Must be J439.	None
Distributed dollars	Yes	User supplied	Fatal	Must be numeric and not equal to 0.	B630 B631 B632
Type of distribution	Yes	User supplied	Fatal	Transaction indicator must be input as a 'services estimate'.	B010 B011
Correction indicator	Conditional	User supplied	None	Transaction modifier. Input only when correcting previous online input.	None

Figure 2.9-2. - Distribution of Services Estimate update and correction input and edit requirements (concluded).

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. L2 - COST DISTRIBUTION
    MA __  PY __  FS __  PWC _________  OBJECT CLASS ____
    RESP ORG __  CARRIER ID _____  CARRIER RESP ORG __
    CONTRACT NO. ________  PERF ORG ____
    PRIMARY JOB CODE _____  SECONDARY JOB CODE _____
    SUPPLY DOC NO. ________
    DISTRIBUTED $___,___,___.__±
    TYPE OF DISTRIBUTION:
      SERVICES ESTIMATE _  SERVICES _
      SUPPLY CORRECTION _  SUPPLY ADJUSTMENT _
    CORRECTION _
```

Figure 2.9-3. - Cost Distribution template.

affect a Carrier account, and the Cost Distribution transaction will affect a Reservation PWA account entry.

Input - As in the case of the Services Estimate transaction, IFMS will validate all interface data to insure that the data is the desired input. Transaction selection will be determined by an "0' and "9" specified in the identification fields along with the current month indicator. A description of the data elements and edit requirements for the Carrier transaction and the Cost Distribution transaction is shown in figure 2.9-4.

Processing - The Initial Distribution of Services transaction contains the same processing requirements as the initial establishment of the Distribution of Services Estimate transaction. Section 2.9.1.1.1 contains a description of these requirements.

Output - Section 2.9.4 describes the error messages which will appear on error reports from the Distribution of Services transaction.

2.9.1.2.2 Update and correction: Because of incorrect or missing data involving cost for services, an update or correction will be necessary to correct this data and will be made online.

Input - Both the Carrier transaction and the Cost Distribution transaction may require update or correction transactions. Figure 2.9-5 shows the input data elements and data edits required for a Carrier transaction or a Cost Distribution transaction. Figure 2.9-3 defines the template

Data element	Element required	Source	Error type	Input/Edit requirements		Error code
				Transaction	Edit	
Primary Work Code	Yes	SCD, IMAS-A, IMAS-B	Fatal	Carrier	First five digits must be a valid Carrier PWC.	B171
				Cost Distribution	Must be a valid PWC but not a carrier PWC.	
Responsible Organization	Yes	SCD, IMAS-A, IMAS-B	Fatal	Must be a valid RO.		B200 B201
Object Class	Yes	SCD, IMAS-A, IMAS-B	Fatal	Must be a valid Object Class.		B190 B191
Performing Organization	Yes	SCD, IMAS-A, IMAS-B	Fatal	Must be a valid Performing Organization.		B320 B321 C506 C507
Primary Job Code	Conditional	SCD, IMAS-A IMAS-B	Fatal	Recorded if provided by the interface system. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.		B330 B331 C506
Secondary Job Code	Conditional	SCD, IMAS-A, IMAS-B	Fatal	Recorded if provided by the interface system and a Primary Job Code is provided. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.		B340 B341 B342 C507
Carrier Identifier	Yes	SCD, IMAS-A, IMAS-B	Fatal	While input for all transactions, used only with the Cost Distribution transaction. Must be a valid Carrier Identifier.		B150 B151
Carrier Responsible Organization	Generated	System supplied	None	Generated for the Cost Distribution transaction using the Carrier transaction related by contract number.		None
Contract number	Yes	SCD, IMAS-A, IMAS-B	Fatal	If the first digits of the Carrier Identifier are 997-82, must be "SC77777."		B360 B361
Voucher number	Yes	SCD, IMAS-A, IMAS-B	Fatal	Must be J439.		B930 B931
Distributed dollars	Yes	SCD, IMAS-A, IMAS-B	Fatal	Must be numeric and not equal to 0.		B630 B631 B632
Program Year	Yes	SCD, IMAS-A, IMAS-B	Fatal	Must be converted to a valid PY. Also validated with FS.		B120 B121 C500
Method of Authority	Yes	SCD, IMAS-A IMAS-B	Fatal	Must be converted to a valid MA.		B110 B011
Fund Source	Yes	SCD, IMAS-A IMAS-B	Fatal	Must be a valid FS. Also validated with PY.		B130 B139 C500 C506 C507

Figure 2.9-4. - Initial Distribution of Services input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Method of Authority	Yes	User supplied	Fatal	Must be a valid MA.	B110 B111
Program Year	Yes	User supplied	Fatal	Must be a valid PY. Also validated with FS.	B120 B121 C508
Fund Source	Yes	User supplied	Fatal	Must be a valid FS. Also validated with PY.	B130 B139 C508 C509 C510
Primary Work Code	Yes	User supplied	Fatal	Transaction / Edit Carrier: First five digits must be a valid Carrier PWC. Cost Distribution: Must be a valid PWC but not a Carrier PWC.	B170 B171
Object Class	Yes	User supplied	Fatal	Must be a valid Object Class.	B190 B191
Responsible Organization	Yes	User supplied	Fatal	Must be a valid funding RO.	B200 B204 B206
Carrier Identifier	Conditional	User supplied	Fatal	Input only for the Cost Distribution transaction. Must be a valid Carrier Identifier.	B150 B151 B153
Carrier Responsible Organization	Conditional	User supplied	Fatal	Input only for the Cost Distribution transaction. Must be a valid Carrier RO.	B210 B211 B212
Contract number	Yes	User supplied	Fatal	If the first digits of the Carrier Identifier are 997-82, must be "SC77777".	B360 B361

Figure 2.9-5. - Distribution of Services update and correction input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Performing Organization	Yes	User supplied	Fatal	Must be a valid Performing Organization.	B320 B323 C509 C510
Primary Job Code	Conditional	User supplied	Fatal	If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.	B330 B331 C509
Secondary Job Code	Conditional	User supplied	Fatal	If input, Primary Job Code must be input. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.	B340 B341 B342 C510
Supply document number	No	None	Fatal	Must not be input for Distribution of Services update or correction transactions.	B502
Voucher number	Generated	System supplied	None	Must be J439.	None
Distributed dollars	Yes	User supplied	Fatal	Must be numeric and not equal to 0.	B600 B601 B602
Type of distribution	Yes	User supplied	Fatal	Transaction indicator must be input as 'services'.	B010 B011
Correction Indicator	Conditional	User supplied	None	Transaction modifier. Input only when correcting previous online input.	None

Figure 2.9-5. - Distribution of Services update and correction input and edit requirements (concluded).

required for the input of the data elements.

Processing - The Distribution of Services update and correction transaction contains the same processing requirements as the initial establishment of the Distribution of Services Estimate transaction. Section 2.9.1.1.1 contains a description of these requirements.

Output - Section 2.9.2 describes the error messages which will appear on reports from the Distribution of Services update and correction transaction.

2.9.1.3 Distribution of supplies. Distribution of the supply carrier cost will be provided by the Supply System interface on a monthly basis. Processing of the interface data will be accomplished in the batch environment. Also, corrections and adjustments will be made online periodically during the month.

2.9.1.3.1 Initial establishment: As in the case of the other Cost Distribution transactions, the Carrier transaction and the Cost Distribution transaction are generated by the Supply System interface. No contract number relationship exists for these transactions. The Carrier transaction will affect the supply Carrier account entry, and the Cost Distribution transaction will affect the Reservation PWA account entry.

Input - As in the case of the other Cost Distribution transactions, IFMS will validate all interface data to insure that the data is the desired input. Selection will be determined by an "R" specifying each transaction

identification field along with a current month indicator. A description of the data elements and edit requirements for the Carrier transaction and the Cost Distribution transaction are shown in figure 2.9-6.

Processing - Depending on its sign, the Carrier transaction amount will be used to increase or decrease both receipts and issues of the Carrier account entry identified by MA, PY, FS, RO, and the first five digits of the PWC. Depending on its sign, the Cost Distribution transaction amount will result in an increase or decrease to issues in the applicable Reservation PWA account entry identified by the input MA, PY, FS, RO, the first five digits of the PWC if FS is 4 or above or Object Class if FS is 3, Carrier Identifier, and Carrier RO. Prior fiscal year Reservation PWA account entries for FS 3 will not have Object Class as part of the identifying information. The Carrier and Reservation PWA account entries must exist. The Carrier transaction amount must not reduce the Carrier account receipts below 0. Carrier account entry issues may be reduced below 0, because the performance data commitments which affect issues in a particular Carrier account entry may not be sufficient to offset the Carrier reversal amounts shown on the Carrier transaction. Another requirement specifies that each of the individual Cost Distribution transaction amounts when applied to the Reservation PWA account entry issues must not result in the issues exceeding the receipts or result in the issues becoming negative.

The Distribution of Supplies transaction processing requirements defined above do not apply when the recipient

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Method of Authority	Yes	Supply	Fatal	Must be a valid MA.	B110 B111
Program Year	Yes	Supply	Fatal	Must be able to be converted to a valid PY. Also validated with FS.	B120 B121 C500
Fund Source	Yes	Supply	Fatal	Must be a valid FS. Also validated with PY.	B130 B139 C500 C506 C507
Primary Work Code	Yes	Supply	Fatal	Transaction / Edit Carrier: First five digits must be a valid Carrier PWC. Cost Distribution: Must be a valid PWC but not a Carrier PWC.	B170 B171
Responsible Organization	Yes	Supply	Fatal	Must be a valid RO.	B200 B201
Object Class	Yes	Supply	Fatal	Must be a valid Object Class.	B190 B191
Performing Organization	Yes	Supply	Fatal	Must be a valid Performing Organization.	B320 B321 C506 C507
Primary Job Code	Conditional	Supply	Fatal	Recorded if provided by the interface system. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.	B330 B331 C506
Secondary Job Code	Conditional	Supply	Fatal	Recorded if provided by the interface system and a Primary Job Code is provided. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.	B340 B341 B342 C507
Carrier Identifier	Generated	System supplied	None	Supply Carrier Identifier is generated for the Cost Distribution transaction.	None
Carrier Responsible Organization	Generated	System	None	Supply Carrier RO is generated for the Cost Distribution transaction.	None
Supply document number	Yes	Supply	Fatal	Transaction / Edit Carrier: Must be blank. Cost Distribution: Must be numeric.	B501 B502
Voucher number	Yes	Supply	Fatal	The first digits must be J4660. The last digit must be 1, 2, or 3.	B930 B931 B933
Distributed dollars	Yes	Supply	Fatal	Must be numeric and not equal to 0.	B600 B601 B602

Figure 2.9-6. - Initial Distribution of Supplies input and edit requirements.

ORIGINAL PAGE IS OF POOR QUALITY

of the Cost Distribution transaction is the Computer Services Carrier (i.e., the first five digits of the PWC are 997-82). Instead, the following requirements are applicable. First, issues in the Reservation PWA account entry identified by an MA of 00, an RO of FD, a current PY, an FS of 9, a PWC of 997-82, a Carrier Identifier of 998-00, and a Carrier RO of JF are updated. Issues in the account entry are increased or decreased, depending on the sign of the transaction amount. Issues in the account entry must not exceed receipts, nor can issues result in a negative amount. Second, the Computer Services Carrier account entry is also updated. This account entry is identified by an MA of 00, a Carrier RO of FD, a current PY, a FS of 9, and a PWC of 997-82. Issues are increased or decreased, depending on the sign of the transaction amount. Issues in this account entry may result in a negative amount but must not exceed receipts. Third, a particular RA account entry is updated and is identified by an MA of 00, an FS of 9, a current PY, and a PWC of 997. Issues in this account entry are increased if the sign of the transaction amount is negative or decreased if the sign of the transaction amount is positive. The update of this RA account entry must not result in a negative issues amount. Fourth, an Allotment account is updated and is identified by an MA of 00, an FS of 9, and a current PY. Issues in this account entry are increased if the sign of the transaction amount is negative or decreased if the sign of the transaction amount is positive. The update of this account entry must not result in a negative issues amount.

As in the case of the performance data for the services carriers, the Distribution of Supplies transaction data will

be recorded at the PWC summary level to meet reporting requirements. All performance data reflecting a distribution of supplies will be recorded with an indicator specifying that the data is a distribution of supplies. To satisfy audit trail requirements, each transaction will be recorded on a transaction history.

Output - Section 2.9.4 describes the error messages which will appear on error reports from the Distribution of Supplies transaction.

2.9.1.3.2 Update and correction: After the establishment of the monthly supply distribution, adjustments, called supply corrections, are made because of an error in the supply distribution. Also, changes may be necessary because additional information is available. These changes can be the result of (1) inventory adjustments due to an actual count of inventory on hand, (2) inventory disposal, the actual transfer of dollar amounts of inventory, or (3) the process of reconciling receipts within the Supply System to the FMD accounting system.

Input - Both the Cost Distribution transaction and the Carrier transaction for update and correction will be input online. Both transactions have the same input data elements and edit requirements and are shown in figure 2.9-7. Figure 2.9-3 shows the input template for data elements.

Processing - The update and correction processing requirements are the same as those for the initial establishment of the Distribution of Supplies described in section 2.9.1.3.1.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Method of Authority	Yes	User supplied	Fatal	Must be a valid MA.	B100 B111
Program Year	Yes	User supplied	Fatal	Must be a valid PY. Also validated with FS.	B120 B121 B122 C508
Fund Source	Yes	User supplied	Fatal	Must be a valid FS. Also validated with PY.	B130 B139 C508 C509 C510
Primary Work Code	Yes	User supplied	Fatal	Transaction / Edit Carrier: First five digits must be a valid Carrier PWC. Cost Distribution: Must be a valid PWC but not a Carrier PWC.	B170 B171
Object Class	Yes	User supplied	Fatal	Must be a valid Object Class.	B190 B191
Responsible Organization	Yes	User supplied	Fatal	Must be a valid funding RO.	B200 B201
Carrier Identifier	Conditional	User supplied	Fatal	Input only for the Cost Distribution transaction. Must be a valid Carrier Identifier.	B150 B151 B153
Carrier Responsible Organization	Conditional	User supplied	Fatal	Input only for the Cost Distribution transaction. Must be a valid Carrier RO.	B210 B211 B212
Contract number	Conditional	User supplied	Fatal	Not input for supply correction. Must be present for supply adjustment.	B360 B361 B362

Figure 2.9-7. - Distribution of Supplies update and correction input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Performing Organiztion	Yes	User supplied	Fatal	Must be a valid Performing Organization.	B320 B323 C509 C510
Primary Job Code	Conditional	User supplied	Fatal	If the first digit is 0 or 1, must be a Centerterwide Job Code. Also validated with FS and Performing Organization.	B330 B331 C509
Secondary Job Code	Conditional	User supplied	Fatal	If input, Primary Job Code must be input. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.	B340 B341 B342 C510
Supply document number	Yes	User supplied	Fatal	Must be numeric. Positions 2 through 4 must be in the range 001 through 366.	B500 B501
Distributed dollars	Yes	User supplied	Fatal	Must be numeric and not equal to 0.	B600 B601 B602
Type of distribution	Yes	User supplied	Fatal	Transaction indicator. Must be input as supply correction or supply inventory adjustment.	B010 B011
Correction indicator	Conditional	User supplied	None	Transaction modifier. Input only when correcting previous online input.	None

Figure 2.9-7. - Distribution of Supplies update and correction input and edit requirements (concluded).

Output - Section 2.9.2 describes the error messages which will appear from the Distribution of Supplies update and correction transaction.

2.9.2 Output Message Requirements

Figures 2.9-8 through 2.9-11 contain a list of output message requirements. Figure 2.9-12 contains a correlation of output messages by Cost Distribution process transaction.

2.9.3 Inquiry Requirements

Figure 2.9-13 contains a list of inquiry input data elements and response data elements required for the Cost Distribution process.

2.9.4 Report Requirements

The Cost Distribution process report requirements can be found in sections 2.19.3 and 2.19.6. Within section 2.19.3 are reports that reflect performance data for distribution of services and that reflect the status of Reservation PWA account entries. The following reports are included:

- Distribution of Services Year-To-Date Cost Amounts
- Reservation PWA by Carrier

The Inventory Reconciliation report described within section 2.19.6 will be used to determine adjustments to the supply carrier. Reports which show transaction data for both batch

Code	Message
****	COST ESTIMATE TRANSACTION
****	COST ESTIMATE TRANSACTION - CORRECTION
****	SERVICES TRANSACTION
****	SERVICES TRANSACTION - CORRECTION
****	SUPPLY CORRECTION TRANSACTION
****	SUPPLY CORRECTION TRANSACTION - CORRECTION
****	SUPPLY ADJUSTMENT TRANSACTION
****	SUPPLY ADJUSTMENT TRANSACTION - CORRECTION
B010	TYPE OF TRANSACTION NOT SPECIFIED
B011	MULTIPLE TYPES OF TRANSACTION SPECIFIED

Figure 2.9-8. - Cost Distribution transaction-begun messages.

Code	Message
A000	Processing Complete

Figure 2.9-9. - Cost Distribution transaction-complete messages.

Code	Message
B100	MA NOT ENTERED
B111	MA INVALID
B120	PY NOT ENTERED
B121	PY INVALID
B122	PY MUST BE 6M OR 58 TO CURRENT FISCAL YEAR
B130	FS NOT ENTERED
B139	FS INVALID
B150	CARRIER ID NOT ENTERED
B151	CARRIER ID INVALID
B152	CARRIER ID MUST BE BLANK
B170	PWC NOT ENTERED
B171	PWC INVALID
B190	OBJECT CLASS NOT ENTERED
B191	OBJECT CLASS INVALID
B200	RESPONSIBLE ORGANIZATION NOT ENTERED
B201	RESPONSIBLE ORGANIZATION INVALID
B204	RESPONSIBLE ORGANIZATION __ INVALID
B206	RESPONSIBLE ORGANIZATION MUST BE A FUNDING RO
B210	CARRIER RO NOT ENTERED
B211	CARRIER RO INVALID
B212	CARRIER RO MUST BE BLANK
B320	PERFORMING ORGANIZATION NOT ENTERED
B321	PERFORMING ORGANIZATION INVALID
B323	PERFORMING ORGANIZATION __ INVALID
B330	PRIMARY JOB CODE INVALID
B331	PRIMARY JOB CODE MUST BE CENTERWIDE JOB CODE
B340	SECONDARY JOB CODE INVALID
B341	SECONDARY JOB CODE MUST BE BLANK
B342	SECONDARY JOB CODE MUST BE CENTERWIDE JOB CODE
B360	CONTRACT/ORDER NUMBER NOT ENTERED
B361	CONTRACT/ORDER NUMBER INVALID
B362	CONTRACT/ORDER NUMBER MUST BE BLANK

Figure 2.9-10. - Cost Distribution data element edit error messages.

Code	Message
B500	SUPPLY DOCUMENT NUMBER NOT ENTERED
B501	SUPPLY DOCUMENT NUMBER INVALID
B502	SUPPLY DOCUMENT NUMBER MUST BE BLANK
B600	$ AMOUNT NOT ENTERED
B601	$ AMOUNT INVALID
B602	$ AMOUNT MUST NOT BE ZERO
B930	VOUCHER NUMBER NOT ENTERED
B931	VOUCHER NUMBER INVALID
B933	VOUCHER NUMBER MUST BE GREATER THAN ZERO
C500	PY FS COMBINATION INVALID
C506	FS, PERF ORG, PRIMARY JOB CODE COMBINATION INVALID
C507	FS, PERF ORG, SECONDARY JOB CODE COMBINATION INVALID
C508	PY __ FS __ COMBINATION INVALID
C509	FS __, PERF ORG ____, PRIMARY JOB CODE _____ COMBINATION INVALID
C510	FS __, PERF ORG ____, SECONDARY JOB CODE _____ COMBINATION INVALID

Figure 2.9-10. - Cost Distribution data element edit error messages (concluded).

Code	Message
D100	RESOURCES AUTHORITY RECORD NOT FOUND MA __ PY __ FS __ PWC ____
D102	RESOURCES AUTHORITY ISSUES INSUFFICIENT MA __ PY __ FS __ PWC ____ ISSUES $_,___,___,___.__ UPDATE $_,___,___,___.__-
D103	RESOURCES AUTHORITY BALANCE INSUFFICIENT TO ISSUE PWA MA __ PY __ FS __ PWC ____ BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-
D140	PWA RECORD NOT FOUND MA __ PY __ FS __ RO __ PWC _____ OBJECT CLASS ____ CARRIER ID _____ SUB ID __
D142	PWA ISSUES INSUFFICIENT MA __ PY __ FS __ RO __ PWC _____ OBJECT CLASS ____ CARRIER ID _____ SUB ID __ ISSUES $_,___,___,___.__ UPDATE $_,___,___,___.__-
D143	PWA BALANCE INSUFFICIENT TO INCREASE ISSUES MA __ PY __ FS __ RO __ PWC _____ OBJECT CLASS ____ CARRIER ID _____ SUB ID __ BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__
D150	CARRIER RECORD NOT FOUND MA __ PY __ FS __ CARRIER ID _____
D153	CARRIER BALANCE INSUFFFICIENT TO INCREASE ISSUES MA __ PY __ FS __ CARRIER ID _____ BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__
D154	CARRIER RECEIPTS INSUFFICIENT MA __ PY __ FS __ CARRIER ID _____ RECEIPTS $_,___,___,___.__ UPDATE $_,___,___,___.__-

Figure 2.9-11. - Cost Distribution processing error messages.

Transaction \ Message	A000	B010	B011	B110	B111	B120	B121	B122	B130	B139	B150	B151	B152	B170	B171	B190	B191	B200	B201	B204	B206	B210	B211	B212	B320	B321	B323	B330	B331	B340	B341
<u>Services estimate</u>																															
Initial (batch)	X			X	X	X	X		X	X	X	X		X	X	X	X	X	X						X	X		X	X	X	X
Update and correction (online)	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X		X	X	X	X	X
<u>Services</u>																															
Initial (batch)	X			X	X	X	X		X	X	X	X		X	X	X	X	X	X						X	X		X	X	X	X
Update and correction (online)	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X		X	X	X	X	X
<u>Supplies</u>																															
Initial (batch)	X			X	X	X	X		X	X				X	X	X	X	X	X						X	X		X	X	X	X
Update and correction (online)	X	X	X	X	X	X	X	X	X	X			X	X	X	X	X	X	X			X	X	X	X		X	X	X	X	X

Transaction \ Message	B342	B360	B361	B362	B500	B501	B502	B600	B601	B602	B930	B931	B933	C500	C506	C507	C508	C509	C510	D100	D102	D103	D140	D142	D143	D150	D153	D154
<u>Services estimate</u>																												
Initial (batch	X	X	X					X	X	X	X	X		X	X	X							X	X	X	X		X
Update and correction (online)	X	X	X				X	X	X	X							X	X	X									
<u>Services</u>																												
Initial (batch)	X	X	X					X	X	X	X	X		X	X	X							X	X	X	X		X
Update and correction (online)	X	X	X				X	X	X	X							X	X	X									
<u>Supplies</u>																												
Initial (batch)	X			X	X	X	X	X	X	X	X	X	X	X	X	X												
Update and correction (online)	X	X	X	X	X	X		X	X	X							X	X	X	X	X	X	X	X	X	X	X	X

Figure 2.9-12. - Cost Distribution messages by transaction.

Inquiry description	Type	Input data elements	Timing	Response data elements
Reservation Accounts by Carrier Identifier and Carrier Responsible Organization	List	Carrier Identifier Carrier Responsible Organization	Overnight	Method of Authority Program Year Fund Source Responsible Organization Primary Work Code (five digits) or Object Class Carrier Identifier Carrier Responsible Organization Reservation PWA receipts Reservation PWA issues Reservation PWA balance

Figure 2.9-13. - Cost Distribution inquiry requirements.

input and online input will be described in section 2.19.7. The following reports are included in that section.

- Daily Transaction List Distribution of Services Section
- Daily Transaction List Distribution of Supplies Section
- External Transaction List Distribution of Services Section
- External Transaction List Distribution of Supplies Section

2.10 DISBURSEMENT PROCESS

The Disbursement process includes the recording of disbursements for all contracts, grants, letters of credit, T-orders, GBL's, and MILSTRIP/FEDSTRIP items. The various transactions included in the process are input by the Commercial Accounts Unit.

2.10.1 Update Requirements

2.10.1.1 Contract disbursement. The contract disbursement process inputs and records the disbursement for those contracts which are not paid under a letter of credit. Payments are normally made and the disbursement recorded upon receipt of an invoicing document from the contractor and either the receipt of the equipment or supplies invoiced or the certification of the invoicing document by an authorized contracting officer. The disbursement is normally entered at the contract level and distributed to the various PR's associated with the contract according to the oldest PR first criteria.

The contract disbursement process consists of a series of disbursement transactions, an adjustment transaction, an update transaction, a correction transaction, a reopening transaction, and a cancelled check transaction defined as follows:

- Disbursement - a transaction that records the disbursement.
- Adjustment - a transaction that adjusts commitment, obligation, and cost.

- Update - a transaction that updates the disbursement. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the disbursement, the adjustment, or the update transaction.
- Reopening - a transaction that reopens a contract that was closed during the current year.
- Cancelled check - a transaction that records the cancellation of a check and the reversal of the original disbursement.

The various disbursement transactions are defined as follows:

- Net disbursement - a transaction that records a net disbursement, which is defined as any payment that is not a deposit on containers, a payment by others, or a payment on reimbursable orders.
- Deposit on containers - a transaction that records a payment for a deposit on containers, which is defined as a payment for a deposit on a drum or container. The deposit on containers is a special type of disbursement; it must be recorded both as a deposit on containers and as a disbursement.
- Payment by others - a transaction that records a payment by others, which is defined as a payment made by some governmental agency other than JSC but recorded as a JSC disbursement because it pertains to JSC activities. These payments may be either a foreign payment other than Canadian which is made by the Treasury Regional Disbursing Office serving the

foreign country or a payment made by NASA Headquarters for some specific, large contracts. The payment by others is a special type of disbursement; it must be recorded both as a payment by others and as a disbursement.

- Payment on reimbursable orders - a transaction that records a payment on a reimbursable order, which is defined as a payment on a contract for which JSC is to be reimbursed later by some non-NASA source. The payment on reimbursable orders is a special type of disbursement; it must be recorded both as a payment on reimbursable orders and as a disbursement.
- Advance established - a transaction that records an advance payment, which is defined as a payment that is actually made but for which the cost and disbursement cannot be recorded.
- Advance liquidated - a transaction that records the liquidation of an advance. The advance liquidated must be recorded as a disbursement.
- Discount - a transaction that records a discount, which is defined as an amount invoiced but not paid resulting from the contractor authorizing reductions in payments for prompt payment or volume purchasing and those conditions being satisfied. When a discount is taken, the discount amount must be computed manually as a percentage of the amount invoiced. The amount paid is the amount invoiced less the discount.
- Withholding - a transaction that records a withholding, which is defined as an amount invoiced but not paid until certain contract withholding conditions are satisfied. When these conditions are

satisfied, the withholding can be released and payment made upon receipt of a new invoicing document. When a withholding applies, the withholding amount must be computed manually. The amount paid is the amount invoiced less the withholding.

A single invoice may initiate several disbursement transactions. One situation might be an invoice which is totally for a net disbursement; a net disbursement transaction would be the only transaction required. A second situation might be an invoice which is totally for a payment by others; a payment by others transaction would be the only transaction required. A third situation might be an invoice which is partially for a deposit on containers; a deposit on containers transaction would be requried for the deposit on containers amount, and a net disbursement transaction would be required for the remainder of the amount invoiced. A fourth situation might be an invoice which is totally for a net disbursement but for which a discount is taken; a discount transaction would be required for the discount amount, and a net disbursement transaction would be required for the remainder of the amount invoiced. Many such combinations of transactions are possible. The transactions for any single invoice may be input at the same time; however, the requirements for each transaction are discussed separately.

The input, processing, and output requirements for the disbursement transactions, the adjustment transaction, the update transaction, and the correction transaction are discussed in the following paragraphs. The requirements for

the reopening transaction are discussed in section 2.10.1.8. The requirements for the cancelled check transaction are discussed in section 2.10.1.9.

Input - Figure 2.10-1 contains a list of data elements that must be input and edits that must be performed for the contract disbursement process. Figure 2.10-2 defines the template required for input of these data elements.

The various disbursement transactions are specified by the entry of the appropriate disbursement dollar amounts; the amounts entered, except for withholding dollars, must be positive. The adjustment transaction is specified by the entry of commitment/obligation dollars and/or cost dollars; the amounts entered may be either positive or negative. Figure 2.10-3 contains a list of these transactions and the amount or amounts that must or may be entered for each transaction. The update transaction is specified by the update indicator and the entry of the appropriate disbursement dollar amounts; the amounts entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered.

Several transactions may be entered at the same time. A net disbursement transaction may be entered alone or with any of the other disbursement transactions. Only one of (1) the deposit on containers transaction, (2) the payment by others transaction, or (3) the payment on reimbursable orders transaction may be entered at one time. A discount transaction must be entered with one of the transactions discussed above; it may not be entered alone. A withholding

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Contract number	Yes	Invoicing document	Fatal	Input for all disbursement, adjustment, update, and correction transactions. Positions 1 and 2 must be a valid contract prefix.	B360 B361
Contract Schedule Number	Conditional	User supplied	Fatal	Input for disbursement, adjustment, update, and correction transactions when distribution is to be limited to a specific Contract Schedule Number. Must be alphabetic. Must not be input when the Purchase Request Number and Suffix are entered.	B380 B381
Voucher number	Conditional	User supplied	Fatal	Input for all disbursement and update transactions except the withholding and for the correction transaction when it is to be corrected. Position 1 must be J , and positions 2 through 4 must be numeric, or all must be numeric.	B930 B931
Net disbursement dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is a net disbursement and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B701 B702 B703
Discount dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is a discount and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B711 B712 B713
Withholding dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is a withholding or a withholding released and for the correction transaction when it is to be corrected. Must be numeric and not equal to 0.	B721 B722
Deposit on containers dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is a deposit on containers and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B731 B732 B733
Payment by others dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is a payment by others and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B741 B742 B743

Figure 2.10-1. - Contract Disbursement input and edit requirements.

ORIGINAL PAGE IS OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Discount override	Conditional	User supplied	Fatal	Transaction modifier indicating that the discount must not reduce the commitment, obligation, and cost. Must not be input unless discount dollars are input.	B840
Advance established dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is an advance established and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B751 B752 B753
Advance liquidated dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is an advance established and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B761 B762 B763
Commitment/ Obligation Dollars	Conditional	User supplied	Fatal	Input for the adjustment transaction when an adjustment is to be made to the commitment and obligation and for the correction transaction when it is to be corrected. Must be numeric and not equal to 0. Must have the same sign as cost dollars.	B651 B652 B656
Cost Dollars	Conditional	User supplied	Fatal	Input for the adjustment transaction when an adjustment is to be made to the cost and for the correction transaction when it is to be corrected. Must be numeric and not equal to 0. Must have the same sign as commitment/obligation dollars.	B631 B632
Purchase Request Number	Conditional	User supplied	Fatal	Input for disbursement, adjustment, update, and correction transactions when the transaction is entered at the PR level. Positions 1 through 8 must be numeric. Position 9 must be alphabetic or blank.	B301
Suffix	Conditional	User supplied	Fatal	Input for disbursement, adjustment, update, and correction transactions when the transaction is entered at the PR level and the suffix is other than the base Suffix. Must be numeric.	B311
Reopening	No	None	None	Must not be input.	None
Cancelled Check	No	None	None	Must not be input.	None
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update transaction and the correction transaction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update transaction and the correction transaction must not be specified.	B062

Figure 2.10-1. - Contract Disbursement input and edit requirements (concluded).

ORIGINAL PAGE IS OF POOR QUALITY

```
****IFMS SEPTEMBER 30, 1974  AS OF  __/__/__
****TEMPLATE NO. M1 - CONTRACT DISBURSEMENT
    CONTRACT NO.  _______  CONTRACT SCHEDULE  _  VOUCHER NO.  ______
    NET DISBURSEMENT  $___,___,___.__±  DISCOUNT  $___,___,___.__±
    WITHHOLDING  $___,___,___.__±  DEPOSIT ON CONTAINERS  $___,___,___.__±
    PAYMENT BY OTHERS  $___,___,___.__±  DISCOUNT OVERRIDE  _
    ADVANCE ESTABLISHED  $___,___,___.__+  ADVANCE LIQUIDATED  $___,___,___.__+
    ADJUSTMENT:  C/O  $___,___,___.__±  COST  $___,___,___.__±
    PR LEVEL ENTRY:  PURCHASE REQUEST NO.  _________  SUFFIX  ___
    REOPENING  _  CANCELLED CHECK  _
    FOR CHANGES ONLY:  UPDATE  _  CORRECTION  _
```

Figure 2.10-2. - Contract Disbursement template.

Transaction	Dollar amounts
Disbursement	
Net disbursement	Net disbursement dollars
Deposit on containers	Deposit on containers dollars
Payment by others	Payment by others dollars
Payment on reimbursable orders	Net disbursement dollars
Advance established	Advance established dollars
Advance liquidated	Advance liquidated dollars
Discount	Discount dollars
Withholding	Withholding dollars
Adjustment	Commitment/Obligation dollars
	Cost dollars

Figure 2.10-3. - Contract disbursement and adjustment transactions.

transaction may be entered alone or with any of the other disbursement transactions. An advance transaction may be entered alone or with any of the other disbursement transactions; however, only one of the two transactions may be entered at one time. An adjustment transaction may be entered alone or with any of the disbursement transactions. Both an update transaction and a correction transaction may be entered at the same time.

Processing - Each of the transactions in the contract disbursement process, whether it is a disbursement, adjustment, update, or correction transaction, may be entered either at the contract level or at the PR level. If the transaction is entered at the contract level, the system must select a PR according to the oldest PR first criteria. If the transaction is entered at the PR level, the PR is the PR specified on the template. The contract record to be updated is defined by the contract number entered on the template and the performance record by the PR number and Suffix entered on the template or selected by the system. For the transactions in the contract disbursement process, both records must exist and be open.

When the transaction is entered at the contract level, the amounts from the template must be distributed to the various PR's associated with the contract according to the oldest PR first criteria. Within this context, each amount must be distributed according to its own rules. For example, the disbursement must be distributed according to the following rules.

C-4

- The distribution of the disbursement must follow the distribution of the cost and, within that, must be to the oldest PR's first.
- The age of the PR's is defined by the digits of the PR number; specifically, digits 1 and 2 of the year, digits 3 through 5 of the Julian date, digits 6 through 8 of the sequence number within the Julian date, and digit 9 of the amendment number.

When a contract schedule is entered, the distribution is restricted to PR's with the schedule. The specific transaction requirements are discussed by transaction in the following paragraphs.

Net Disbursement

The net disbursement transaction inputs and records a net disbursement. Each transaction must update a contract record and a performance record.

If the transaction is entered at the contract level, the disbursement from the template must update the disbursement from the contract record. A cost increment will be required if the updated disbursement plus the withholding exceeds the cost. The updated disbursement plus the withholding must not exceed the obligation. The disbursement and any cost increment must be distributed to the PR's with the oldest PR first. The disbursement must be distributed, first, to the costed PR's up to the cost; second, to the costed PR's up to the obligation less the withholding; and, third, to the uncosted PR's up to the obligation. The cost increment must be distributed to each

PR such that the cost for that PR is not less than the disbursement plus the withholding.

If a contract schedule is entered, the disbursement from the template must still update the disbursement from the contract record, but the rest of the processing must be restricted to the schedule. A cost increment will be required if the updated disbursement for the schedule exceeds the cost for the schedule. The updated disbursement plus the withholding must not exceed the obligation. The disbursement and any cost increment must be disbributed only to PR's with the schedule. Any cost increment must update the cost from the contract record.

If the transaction is entered at the PR level, the disbursement from the template must still update the disbursement from the contract record, but the rest of the processing must be restricted to the PR. The disbursement from the template must be applied to the PR. A cost increment will be required if the updated disbursement from the performance record exceeds the cost from the performance record. The updated disbursement plus the withholding must not exceed the obligation. Any cost increment must update the cost from the contract record.

Deposit on Containers

The deposit on containers transaction inputs and records a deposit on containers. Each transaction must update a contract record and a performance record. The deposit on containers must be recorded both as a deposit on containers and as a disbursement.

If the transaction is entered at the contract level, the deposit on containers from the template must update the deposit on containers and the disbursement from the contract record. A cost increment will be required for the deposit on containers. The updated disbursement plus the withholding must not exceed the obligation. The deposit on containers must be distributed as a disbursement like the disbursement in the net disbursement transaction and as a deposit on containers in the same proportions as the disbursement. Any cost increment must be distributed like the cost increment in the net disbursement transaction.

Payment by Others

The payment by others transaction inputs and records a payment by others. Each transaction must update a contract record and a performance record. The payment by others must be recorded both as a payment by others and as a disbursement.

If the transaction is entered at the contract level, the payment by others from the template must update the payment by others and the disbursement from the contract record. A cost increment will be required if the updated disbursement plus the withholding exceeds the cost. The updated disbursement plus the withholding must not exceed the obligation. The payment by others must be distributed as a disbursement like the disbursement in the net disbursement transaction and as a payment by others in the same amounts as the disbursement. Any cost increment must be distributed like the cost increment in the net disbursement transaction.

Payment on Reimbursable Orders

The payment on the reimbursable orders transaction inputs and records a payment on a reimbursable order. Each transaction must update a contract record and a performance record. Payments on reimbursable orders are not specifically identified as such on the template; the payment is input as a net disbursement. However, the payment on reimbursable orders must still be recorded both as a payment on reimbursable orders and as a disbursement.

If the transaction is entered at the contract level, the disbursement from the template must update the disbursement from the contract record. A cost increment will be required if the updated disbursement plus the withholding exceeds the cost. The updated disbursement plus the withholding must not exceed the obligation. The disbursement must be distributed like the disbursement in the net disbursement transaction. Any cost increment must be distributed like the cost increment in the net disbursement transaction. If the PR to which the disbursement is distributed has a reimbursable MA, the disbursement is a payment on reimbursable orders. The disbursement must then update the payment on reimbursable orders from the contract record.

Advance Established

The advance established transaction inputs and records the establishment of an advance. Each transaction must update a contract record and a performance record.

If the transaction is entered at the contract level, the advance established from the template must update the advance established from the contract record. The updated advance established less the advance liquidated plus the disbursement plus the withholding must not exceed the withholding. The advance established must be distributed like the disbursement in the net disbursement transaction.

Advance Liquidated

The advance liquidated transaction inputs and records the liquidation of the advance and the recording of the disbursement. Each transaction must update a contract record and a performance record.

If the transaction is entered at the contract level, the advance liquidated from the template must update the advance liquidated and the disbursement from the contract record. A cost increment will be required if the updated disbursement plus the withholding exceeds the cost. The updated advance liquidated must not exceed the advance established. The advance liquidated must be distributed as a disbursement like the disbursement in the net disbursement transaction and as an advance liquidated in the same amounts as the disbursement. Any cost increment must be distributed like the cost increment in the net disbursement transaction.

Discount

The discount transaction inputs and records a discount. Each transaction must update a contract record and a performance record. The discount transaction must be

entered with another disbursement transaction; the discount transaction must be processed first.

If the transaction is entered at the contract level, the discount from the template must update the discount from the contract record. If the discount override is not specified, the discount must reduce the obligation. A reduction in the cost will be required if the updated obligation is less than the cost. Neither the updated obligation nor the updated cost may be less than the disbursement plus the withholding. The discount, the reduction in the obligation, and any reduction in the cost must be distributed to the PR's with the oldest PR first. The reduction in the obligation must be distributed, first, to the costed PR's down to the cost; second, to the costed PR's down to the disbursement plus the withholding; and, third, to the uncosted PR's down to the disbursement. The discount must be distributed in the same amounts as the reduction in the obligation. The reduction in the cost must be distributed to each PR such that the cost for that PR is not less than the disbursement plus the withholding nor greater than the obligation. The commitment must be reduced for each PR for which the obligation is reduced. The funds must be returned to the PWA account specified by the accounting information of the performance record. The issues of the PWA account must be sufficient.

For PR's funded from the supply carrier account, the system must generate cost distribution transactions to adjust the supply carrier account and appropriate Conventional PWA account for the amount of the discount. The transactions must increase the issues of the Carrier

account and must reduce the issues of the Conventional account. Both the Carrier account and the Conventional account must exist. The issues of the Conventional account must not be reduced below 0. The Carrier account to be updated is defined by MA, PY, FS, RO, and the first five digits of the PWC from the performance record. The Conventional PWA account is defined by MA, PY, FS, RO, and a constant five-digit PWC if FS is 4 or above; by MA, PY, FS, RO, and Object Class if FS is 3 and the PY is the current year; and by MA, PY, FS, and RO if FS is 3 and the PY is a prior year.

Withholding

The withholding transaction inputs and records a withholding. Each transaction must update a contract record and a performance record. If a withholding transaction is entered with another disbursement transaction, the withholding transaction must be processed first.

If the transaction is entered at the contract level, the withholding from the template must update the withholding from the contract record. A cost increment will be required for the withholding. The updated withholding plus the disbursement must not exceed the obligation. If the updated cost exceeds the obligation, the excess cost must be reversed. The net cost increment will be the cost increment resulting from the withholding less the cost reversed. The withholding and the net cost increment must be distributed to the PR's with the oldest PR first. The withholding must be distributed to each PR such that the disbursement plus the withholding for that PR is not greater

than the obligation. The net cost increment must be distributed to each PR such that the cost for that PR is not less than the disbursement plus the withholding and not greater than the obligation.

The release of withholding is indicated by a negative withholding. The withholding from the template must reduce the withholding and the cost from the contract record, but must not reduce either below 0. The reduction in withholding and the reduction in cost must be distributed to the various PR's. The distribution for the negative withholding must be the reverse of that for the positive withholding.

Excluded Object Classes

A more complicated type of disbursement is one that has excluded object classes among the various PR's. PR's with excluded object classes must be totally excluded from the processing of disbursements entered at the contract level; transactions for disbursements to these PR's must be entered at the PR level.

If the transaction is entered at the contract level and excluded object classes exist among the various PR's, the disbursement from the template must still update the disbursement from the contract record. A cost increment will be required if the updated disbursement plus the withholding exceeds the cost for nonexcluded object classes. The updated disbursement plus the withholding must not exceed the obligation for nonexcluded object classes. The

disbursement and any cost increment must be distributed only to PR's with nonexcluded object classes.

Each of the disbursement transactions must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the performance record. Only the voucher number of the last transaction affecting the record must be maintained.

Adjustment

The adjustment transaction inputs and records changes to the commitment, obligation, and cost. An adjustment to the commitment and obligation might be the deobligation of excess funds. An adjustment to the cost might be the shifting of the cost from one PR associated with the contract to another. Each transaction must update a contract record and a performance record. Both records must exist and be open.

The first adjustment transaction is an adjustment to the commitment and obligation only. The commitment/obligation from the template must update the obligation from the contract record. A reduction in the cost will be required if the updated obligation is less than the cost. Neither the updated obligation nor the updated cost may be less than the disbursement plus the withholding. An increase in the obligation must be applied to the newest PR; a reduction must be distributed to the PR's with the newest PR first. The commitment must be increased or reduced for each PR for which the obligation is increased or reduced. The funds must be obtained from or returned to the

PWA account or accounts specified by the accounting information of the performance record or records. Any increase in the commitment must not exceed the preestablished limits. The balance or the issues of the PWA account must be sufficient.

The second adjustment transaction is an adjustment to commitment, obligation, and cost. The commitment/obligation and the cost from the template must update the obligation and the cost from the contract record. Neither the updated obligation nor the updated cost may be less than the disbursement plus the withholding; the updated cost must not be greater than the updated obligation. An increase in the obligation and the cost must be applied to the newest PR; a reduction must be distributed to the PR's with the newest PR first. The commitment must be increased or reduced for each PR for which the obligation is increased or reduced. The funds must be obtained from or returned to the appropriate PWA account.

The third adjustment transaction is an adjustment to the cost only. The cost from the template must update the cost from the contract record. The updated cost must not be greater than the obligation or less than the disbursement plus the withholding. An increase in the cost must be applied to the newest PR; a reduction must be distributed to the PR's with the newest PR first.

The adjustment transaction may be entered at either the contract level or the PR level. The processing requirements for the transaction entered with a contract schedule or

entered at the PR level correspond to those for the disbursement transactions.

Update and Correction

The update and correction transactions input and record updates and corrections. Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. Contract records and performance records must be updated or corrected appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction except that, in all cases, the amounts entered may be either positive or negative. Amounts from the contract and performance records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative update or correction must not reduce any of the amounts from any of the records below 0. For the contract disbursement process, the dollar data elements are net disbursement dollars, discount dollars, withholding dollars, deposit on containers dollars, payment by others dollars, advance established dollars, advance liquidated dollars for the update transaction, and net disbursement dollars, discount dollars, withholding dollars, deposit on containers dollars, payment by others dollars, advance established dollars, advance liquidated dollars, commitment/obligation dollars, and cost dollars for the correction transaction. The processing requirements for the correction of information data elements specify that the new value of the element be overlaid on the

old. The only information data element is the voucher number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the contract number, contract schedule, discount override, and the PR Number and Suffix.

Any cost increments made automatically by the system, when the disbursement plus the withholding is greater than the cost, cannot be corrected automatically by the system. The updates or corrections must be made manually by a separate transaction.

In addition, the update transaction must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the performance record. Only the voucher number of the last transaction affecting the record must be maintained.

The update and correction transactions for the update or correction of dollar data elements or control data elements may be entered at either the contract level or the PR level. The processing requirements for the transaction entered with a contract schedule or entered at the PR level correspond to those for the disbursement transactions. The correction transaction for the correction of information data elements should be entered only at the PR level.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.10.2 discusses the standard online responses and error messages required in the contract disbursement process.

2.10.1.2 Grant disbursement. The grant disbursement process inputs and records the disbursement for those grants which are not paid under a letter of credit. Payments are normally made and the disbursement recorded quarterly upon receipt of a Grantee Quarterly Cash Requirement Report (NASA Form 1031). The disbursement is normally entered at the contract level and distributed to the various PR's associated with the grant according to the oldest PR first criteria.

In addition to the disbursement, an advance amount must be input and recorded. Each quarter the grantee reports the amount of cash that will be required in the next quarter and the amount that has been spent in the current quarter. Payment must be made and an advance established for the next quarter's requirements; the disbursement must be recorded and the advance liquidated for the current quarter's expenditures.

The grant disbursement process consists of a disbursement transaction, an adjustment transaction, an update transaction, a correction transaction, a reopening transaction, and a cancelled check transaction defined as follows:

- Disbursement - a transaction that records the disbursement and the advance.

- Adjustment - a transaction that adjusts the commitment, obligation, and cost.
- Update - a transaction that updates the disbursement and the advance. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the disbursement, the adjustment, or the update transaction.
- Reopening - a transaction that reopens a grant that was closed during the current year.
- Cancelled check - a transaction that records the cancellation of a check and the reversal of the original disbursement.

The input, processing, and output requirements for the disbursement transaction, the adjustment transaction, the update transaction, and the correction transaction are discussed in the following paragraphs. The requirements for the reopening transaction are discussed in section 2.10.1.8. The requirements for the cancelled check transaction are discussed in section 2.10.1.9.

Input - Figure 2.10-4 contains a list of data elements that must be input and edits that must be performed for the grant disbursement process. Figure 2.10-5 defines the template required for input of these data elements.

The disbursement transaction is specified by the entry of advance established dollars and/or advance liquidated dollars; the amounts entered must be positive. The adjustment transaction is specified by the entry of commitment/obligation dollars; the amounts entered may be

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Grant number	Yes	User supplied	Fatal	Input for all disbursement, adjustment, update, and correction transactions. Positions 1 and 2 must be a valid grant prefix.	B800 B801
Voucher number	Conditional	User supplied	Fatal	Input for all disbursement and update transactions and for the correction transaction when it is to be corrected. Position 1 must be J , and positions 2 through 4 must be numeric, or all must be numeric.	B930 B931
Advance established dollars	Conditional	Form 1031	Fatal	Input for disbursement and update transactions when there is an advance established and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B751 B752 B753
Advance liquidated dollars	Conditional	Form 1031	Fatal	Input for disbursement and update transactions when there is an advance liquidated and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B761 B762 B763
Commitment/ Obligation Dollars	Conditional	User supplied	Fatal	Input for the adjustment transaction when an adjustment is to be made to the commitment and obligation and for the correction transaction when it is to be corrected. Must be numeric and not equal to 0. Must have the same sign as cost dollars.	B651 B652 B656
Cost Dollars	Conditional	User supplied	Fatal	Input for the adjustment transaction when an adjustment is to be made to the cost and for the correction transaction when it is to be corrected. Must be numeric and not equal to 0. Must have the same sign as commitment/obligation dollars.	B631 B632
Purchase Request Number	Conditional	User supplied	Fatal	Input for disbursement, adjustment, update, and correction transactions when the transaction is entered at the PR level. Positions 1 through 8 must be numeric. Position 9 must be alphabetic or blank.	B301
Suffix	Conditional	User supplied	Fatal	Input for disbursement, adjustment, update, and correction transactions when the transaction is entered at at the PR level and the suffix is other than the base Suffix. Must be numeric.	B301
Reopening	No	None	None	Must not be input.	None
Cancelled check	No	None	None	Must not be input.	None
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update transaction and the correction transaction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update transaction and the correction transaction must not be specified.	B062

Figure 2.10-4. - Grant Disbursement input and edit requirements.

ORIGINAL PAGE IS OF POOR QUALITY

```
****IFMS SEPTEMBER 30, 1974  AS OF  __/__/__
****TEMPLATE NO. M2 - GRANT DISBURSEMENT
    GRANT NO.  ________  VOUCHER NO.  ______
    ADVANCE ESTABLISHED  $___,___,___.__±  ADVANCE LIQUIDATED  $___,___,___.__±
    ADJUSTMENT:  C/O  $___,___,___.__±  COST  $___,___,___.__±
    PR LEVEL ENTRY:  PURCHASE REQUEST NO.  _________  SUFFIX  ___
    REOPENING  _  CANCELLED CHECK  _
    FOR CHANGES ONLY:  UPDATE  _  CORRECTION  _
```

Figure 2.10-5. - Grant Disbursement template.

either positive or negative. Figure 2.10-6 contains a list of these transactions and the amount or amounts that must or may be entered for each transaction. The update transaction is specified by the update indicator and the entry of advance established dollars and/or advance liquidated dollars; the amounts entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. An adjustment transaction may be entered alone or with the disbursement transaction. Both an update transaction and a correction transaction may not be entered at the same time.

Processing - Each of the transactions in the grant disbursement process, whether it is a disbursement, adjustment, update, or correction transaction, may be entered at either the contract level or the PR level. If the transaction is entered at the contract level, the system must select a PR according to the oldest PR first criteria. If the transaction is entered at the PR level, the PR is the PR specified on the template. The contract record to be updated is defined by the grant number entered on the template and the performance record by the PR Number and Suffix entered on the template or selected by the system. For the transactions in the grant disbursement process, both records must exist and be open. The specific transaction requirements are discussed by transaction in the following paragraphs.

Transaction	Dollar amounts
Disbursement	Advance established dollars Advance liquidated dollars
Adjustment	Commitment/Obligation dollars Cost dollars

Figure 2.10-6. - Grant disbursement and adjustment transactions.

Disbursement

The disbursement transaction inputs and records the advance established, the advance liquidated, and the disbursement. Each transaction must update a contract record and a performance record.

If the transaction is entered at the contract level, the advance established from the template must update the advance established from the contract record, and the advance liquidated must update the advance liquidated and the disbursement. A cost increment will be required if the updated disbursement exceeds the cost. Neither the updated advance established nor the updated disbursement may exceed the obligation, and the updated advance liquidated must not exceed the updated advance established. The disbursement, the advance established, the advance liquidated, and any cost increment must be distributed to the PR's with the oldest PR first. The advance established must be distributed, first, to the costed PR's up to the cost; second, to the costed PR's up to the obligation; and, third, to the uncosted PR's up to the obligation. The disbursement and the advance liquidated must be distributed to the PR's up to the advance established. The cost increment must be distributed to each PR such that the cost for that PR is not less than the disbursement.

If the transaction is entered at the PR level, the advance established and the advance liquidated from the template must still update the advance established, the advance liquidated, and the disbursement from the contract record, but the rest of the processing must be restricted to

the PR. The advance established, the advance liquidated, and the disbursement from the template must be applied to the PR. A cost increment will be required if the updated disbursement from the performance record exceeds the cost from the performance record. Neither the updated advance established nor the updated advance liquidated may exceed the obligation, and the updated advance liquidated must not exceed the updated advance established. Any cost increment must update the cost from the contract record.

The disbursement transaction must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the performance record. Only the voucher number of the last transaction affecting the record must be maintained.

Adjustment

The adjustment transaction inputs and records changes to the commitment, obligation, and cost. An adjustment to the commitment and obligation might be the deobligation of excess funds. An adjustment to the cost might be the shifting of the cost from one PR associated with the grant to another. Each transaction must update a contract record and a performance record. Both records must exist and be open.

The first adjustment transaction is an adjustment to the commitment and obligation only. The commitment/obligation from the template must update the obligation from the contract record. A reduction in the cost will be required if the updated obligation is less than

the cost. The updated obligation must not be less than the advance established or the disbursement, and the updated cost must not be less than the disbursement. An increase in the obligation must be applied to the newest PR; a reduction must be distributed to the PR's with the newest PR first. The commitment must be increased or reduced for each PR for which the obligation is increased or reduced. The funds must be obtained from or returned to the PWA account or accounts specified by the accounting information of the performance record or records. Any increase in the commitment must not exceed the preestablished limits. The balance or the issues of the PWA account must be sufficient.

The second adjustment transaction is an adjustment to commitment, obligation, and cost. The commitment/obligation and the cost from the template must update the obligation and the cost from the contract record. The updated obligation must not be less than the advance established or the disbursement; the updated cost must not be greater than the updated obligation; the updated cost must not be less than the disbursement. An increase in the obligation and the cost must be applied to the newest PR; a reduction must be distributed to the PR's with the newest PR first. The commitment must be increased or reduced for each PR for which the obligation is increased or reduced. The funds must be obtained from or returned to the appropriate PWA account.

The third adjustment transaction is an adjustment to the cost only. The cost from the template must update the cost from the contract record. The updated cost must not be greater than the obligation or less than the disbursement.

An increase in the cost must be applied to the newest PR; a reduction must be distributed to the PR's with the newest PR's first.

The adjustment transaction may be entered at either the contract level or the PR level. The processing requirements for the transaction entered at the PR level correspond to those for the disbursement transaction.

Update and Correction

The update and correction transactions input and record updates and corrections. Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. Contract records and performance records must be updated or corrected appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction except that, in all cases, the amounts entered may be either positive or negative. Amounts from the contract and performance records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative update or correction must not reduce any amounts from any of the records below 0. For the grant disbursement process, the dollar data elements are advance established dollars and advance liquidated dollars for the update transaction, and advance established dollars, advance liquidated dollars, commitment/obligation dollars, and cost dollars for the correction transaction. The processing requirements for the

correction of information data elements specify that the new value of the element be overlaid on the old. The only information data element is the voucher number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the grant number and the PR Number and Suffix.

Any cost increments made automatically by the system when the disbursement was greater than the cost cannot be corrected automatically by the system. The updates or corrections must be made manually by a separate transaction.

In addition, the update transaction must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the performance record. Only the voucher number of the last transaction affecting the record must be maintained.

The update and correction transactions for the update or correction of dollar data elements or control data elements may be entered at either the contract level or the PR level. The processing requirements for the transaction entered at the PR level correspond to those for the disbursement transaction. The correction transaction for the correction of information data elements should be entered only at the PR level.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.10.2 discusses the standard online responses and error messages required in the grant disbursement process.

2.10.1.3 Letter of credit disbursement. The letter of credit disbursement process inputs and records the disbursement for those contracts and grants paid under a letter of credit. The disbursement is normally recorded quarterly upon receipt of a Contractor's Quarterly Cash Requirement Report (NASA Form 1031). The disbursement is normally entered at the contract level and distributed to the various PR's associated with the contract or grant according to the oldest PR first criteria.

A letter of credit is established primarily for nonprofit educational and research organizations which have large contracts with JSC. These organizations are authorized to request payment from a Federal Reserve Bank rather than directly from JSC. The payment (withdrawal) is limited by the amount of the letter of credit issued by JSC. A Letter of Credit (Standard Form 1193) is issued and the issuance recorded upon an increase in the obligation of a contract or grant paid under a letter of credit. Withdrawals are recorded upon receipt of a Payment Voucher on Letter of Credit (Form TUS5401) from the appropriate Federal Reserve Bank.

A separate transaction must be input to record the issuance of the letter of credit, the withdrawal, and the disbursement. The requirements for each of these processes are discussed in the following sections.

2.10.1.3.1 Letter of credit issuance: The letter of credit issuance process consists of an issuance transaction, an update transaction, and a correction transaction defined as follows.

- Issuance - a transaction that records an issuance of the letter of credit.
- Update - a transaction that updates the issuance. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the issuance or the update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.10-7 contains a list of data elements that must be input and edits that must be performed for the letter of credit issuance process. Figure 2.10-8 defines the template required for input of these data elements.

The issuance transaction is specified by the entry of issuance dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of issuance dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Both an update transaction and a correction transaction may not be entered at the same time.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Letter of credit number	Yes	Form 1193	Fatal	Input for all issuance, update, and correction transactions. Digits 1 through 6 must be 800072. Digits 7 and 8 must be numeric.	B810 B811
Contract/ Grant Number	Yes	User supplied	Fatal	Input for all issuance, update, and correction transactions. Positions 1 and 2 must be a valid contract or grant prefix.	B860 B861
Contract Schedule Number	Conditional	User supplied	Fatal	Input for issuance, update, and correction transactions when distribution is to be limited to a specific Contract Schedule Number. Must be alphabetic. Must not be input when the Contract/Grant Number indicates a grant. Must not be input when the Purchase Request Number and Suffix are entered.	B380 B381
Issuance dollars	Conditional	User supplied	Fatal	Input for all issuance and update transactions and for the correction transaction when it is to be corrected. For an issuance transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Voucher number	Conditional	User supplied	Fatal	Input for all issuance and update transactions and for the correction transaction when it is to be corrected. Position 1 must be J . Positions 2 through 4 must be numeric.	B930 B931
Purchase Request Number	Conditional	User supplied	Fatal	Input for issuance, update, and correction transactions when the transaction is entered at the PR level. Positions 1 through 8 must be numeric. Position 9 must be alphabetic or blank.	B301
Suffix	Conditional	User supplied	Fatal	Input for issuance, update, and correction transactions when the transaction is entered at the PR level and the suffix is other than the base Suffix. Must be numeric.	B311
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update transaction and the correction transaction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update transaction and the correction transaction must not be specified.	B062

Figure 2.10-7. - Letter of Credit Issuance input and edit requirements.

ORIGINAL PAGE IS OF POOR QUALITY

```
****IFMS SEPTEMBER 30, 1974  AS OF  __/__/__
****TEMPLATE NO. M3 - LETTER OF CREDIT ISSUANCE
    LETTER OF CREDIT NO.  ________
    CONTRACT/GRANT NO.  ________  CONTRACT SCHEDULE  _
    ISSUANCE  $___,___,___.__±  VOUCHER NO.  ____
    PR LEVEL ENTRY:  PURCHASE REQUEST NO.  _________  SUFFIX  ___
    FOR CHANGES ONLY:  UPDATE  _  CORRECTION  _
```

Figure 2.10-8. - Letter of Credit Issuance template.

Processing - Each of the transactions in the letter of credit issuance process, whether it is an issuance, update, or correction transaction, may be entered at either the contract level or the PR level. If the transaction is entered at the contract level, the system must select a PR according to the oldest PR first criteria. If the transaction is entered at the PR level, the PR is the PR specified on the template. The contract record to be updated is defined by the contract or grant number entered on the template and the performance record by the PR Number and Suffix entered on the template or selected by the system. For the issuance transaction, both records must exist and be open. The specific transaction requirements are discussed by transaction in the following paragraphs.

Issuance

The issuance transaction inputs and records an issuance of the letter of credit. Each transaction must create or update a letter of credit issuance record, create or update a letter of credit control record, and update a contract record and a performance record.

For the issuance transaction, the letter of credit issuance record may or may not already exist. If the record does not exist, it must be created. The issuance amount from the template must update the issuance amount from the record. The record must be created with the following data elements:

- Letter of credit number
- Program Year

- Voucher number
- Issuance dollar amount

The record is defined by the letter of credit number and PY. The letter of credit number is entered on the template, and PY is obtained from the performance record.

For the issuance transaction, the letter of credit control record may or may not already exist. If the record does not exist, it must be created. The issuance amount from the template must update the issuance amount from the record.

The record must be created with the following data elements:

- Letter of credit number
- Voucher number
- Issuance dollar amount

The record is defined by the letter of credit number.

If the transaction is entered at the contract level, the issuance amount from the template must update the issuance amount from the contract record. The updated issuance amount must not exceed the obligation. The issuance amount must be distributed to the PR's with the oldest PR first. The issuance amount must be distributed, first, to the costed PR's up to the cost; second, to the costed PR's up to the obligation; and third, to the uncosted PR's up to the obligation.

If a contract schedule is entered, the issuance amount from the template must still update the issuance amount from the contract record, but the rest of the processing must be restricted to the schedule. The updated issuance amount for the schedule must not exceed the obligation for the schedule. The issuance amount must be distributed only to PR's with the schedule.

If the transaction is entered at the PR level, the issuance amount from the template must still update the issuance amount from the contract record, but the rest of the processing must be restricted to the PR. The issuance amount must be applied to the PR. The updated issuance amount from the performance record must not exceed the obligation from the performance record.

In addition, the issuance transaction must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the letter of credit control record, the letter of credit issuance record, and the performance record. Only the voucher number of the last transaction affecting the records must be maintained.

Update and Correction

The update and correction transactions input and record updates and corrections. Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. Letter of credit records, contract records, and performance records must be updated or corrected appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction except that the amount entered may be either positive or negative. Amounts from the letter of credit records, contract records, and performance records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative update or correction must not reduce any of the amounts from any of the records below 0. For the letter of credit issuance process, the only dollar data element is issuance dollars. The processing requirements for the correction of information data elements specify that the new value of the element be overlaid on the old. The information data elements are the voucher number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the letter of credit number, PY, contract number, and PR Number and Suffix.

In addition, the update transaction must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the letter of credit control record, the letter of credit issuance record, and the performance record. Only the voucher number of the last transaction affecting the records must be maintained.

The update and correction transactions for the update or correction of dollar data elements or control data elements may be entered at either the contract level or the PR level. The processing requirements for the transaction entered with a contract schedule or entered at the PR level correspond to those for the issuance transaction. The

correction transaction for the correction of information data elements should be entered only at the PR level.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.10.2 discusses the standard online responses and error messages that are required in the letter of credit issuance process.

2.10.1.3.2 Letter of credit withdrawal: The letter of credit withdrawal process consists of a withdrawal transaction, an update transaction, and a correction transaction defined as follows:

- Withdrawal - a transaction that records a withdrawal on the letter of credit.
- Update - a transaction that updates the withdrawal. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the withdrawal or the update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.10-9 contains a list of data elements that must be input and edits that must be performed for the

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Letter of credit number	Yes	Form TUS 5401	Fatal	Input for all withdrawal, update, and correction transactions. Digits 1 through 6 must be 800072. Digits 7 and 8 must be numeric.	B810 B811
Letter of credit voucher number	Conditional	Form TUS 5401	Fatal	Identification number of the letter of credit withdrawal source document. Input for all withdrawal and update transactions and for the correction transaction when it is to be corrected. Must be nuemric and not less than 0.	B820 B821 B822
Serial number	Conditional	Form TUS5401	Fatal	Identification number of the letter of credit withdrawal source document. Input for all withdrawal and update transactions and for the correction transactions when it is to be corrected. Must be numeric and not less than 0.	B830 B831 B832
Withdrawal dollars	Conditional	Form TUS 5401	Fatal	Input for all withdrawal and update transactions and for the correction transaction when it is to be corrected. For a withdrawal transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Voucher number	Conditional	User supplied	Fatal	Input for all withdrawal and update transactions and for the correction transaction when it is to be corrected. Position 1 must be J . Positions 2 through 4 must be numeric.	B930 B931
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update transaction and the correction transaction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update transaction and the correction transaction must not be specified.	B062

Figure 2.10-9. - Letter of Credit Withdrawal input and edit requirements.

letter of credit withdrawal process. Figure 2.10-10 defines the template required for input of these data elements.

The withdrawal transaction is specified by the entry of withdrawal dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of withdrawal dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Both an update transaction and a correction may not be entered at the same time.

Processing - The specific transaction requirements are discussed by transaction in the following paragraphs.

Withdrawal

The withdrawal transaction inputs and records a withdrawal on the letter of credit. Each transaction must update a letter of credit control record.

The withdrawal amount from the template must update the withdrawal amount from the letter of credit control record. The letter of credit control record is defined by the letter of credit number. For the withdrawal transaction, the record must exist. The updated withdrawal amount must not exceed the issuance amount.

In addition, the withdrawal transaction must update the letter of credit voucher number, the serial number, and the voucher number. The letter of credit voucher number

****IFMS SEPTEMBER 30, 1974 AS OF __/__/__

****TEMPLATE NO. M4 - LETTER OF CREDIT WITHDRAWAL

LETTER OF CREDIT NO. _____ LETTER OF CREDIT VOUCHER NO. ___

SERIAL NUMBER _____ WITHDRAWAL $___,___,___.__± VOUCHER NO. ____

FOR CHANGES ONLY: UPDATE _ CORRECTION _

Figure 2.10-10. - Letter of Credit Withdrawal template.

from the template must be overlaid on the letter of credit voucher number from the letter of credit control record; the serial number from the template must be overlaid on the serial number from the letter of credit control record; and the voucher number from the template must be overlaid on the voucher number from the letter of credit control record. Only the letter of credit voucher number, the serial number, and the voucher number of the last transaction affecting the records must be maintained.

Update and Correction

The update and correction transactions input and record updates and corrections. Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. The letter of credit control record must be updated or corrected appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction except that the amount entered may be either positive or negative. Amounts from the letter of credit control record must be increased or reduced and the normal processing edits must be satisfied. In addition, a negative update or correction must not reduce any of the amounts from the record below 0. For the letter of credit withdrawal process, the only dollar data element is withdrawal dollars. The processing requirements for the correction of information data elements specify that the new value of the element be overlaid on the old. The information data elements are the letter of credit voucher

number and the voucher number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data element is the letter of credit number.

In addition, the update transaction must update the letter of credit voucher number, the serial number, and the voucher number. The letter of credit voucher number from the template must be overlaid on the letter of credit voucher number from the letter of credit control record; the serial number from the template must be overlaid on the serial number from the letter of credit control record; and the voucher number from the template must be overlaid on the voucher number from the letter of credit control record. Only the letter of credit voucher number, the serial number, and the voucher number of the last transaction affecting the record must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

<u>Output</u> - Section 2.10.2 discusses the standard online responses and error messages that are required in the letter of credit withdrawal process.

2.10.1.3.3 Letter of credit disbursement: The letter of credit disbursement process consists of a disbursement transaction, an adjustment transaction, an update transaction, a correction transaction, and a reopening transaction defined as follows:

- Disbursement - a transaction that records the disbursement and records the withdrawal for the contract and PR.
- Adjustment - a transaction that adjusts the commitment, obligation, and cost.
- Update - a transaction that updates the disbursement and the withdrawal. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the disbursement, the adjustment, or the update transaction.
- Reopening - a transaction that reopens a contract or grant that was closed during the current year.

The input, processing, and output requirements for the disbursement transaction, the adjustment transaction, the update transaction, and the correction transaction are discussed in the following paragraphs. The requirements for the reopening transaction are discussed in section 2.10.1.8.

Input - Figure 2.10-11 contains a list of data elements that must be input and edits that must be performed for the letter of credit disbursement process. Figure 2.10-12 defines the template required for input of these data elements.

The disbursement transaction is specified by the entry of disbursement dollars; the amount entered must be positive. The adjustment transaction is specified by the entry of commitment/obligation dollars and/or cost dollars; the amounts entered may be either positive or negative. Figure 2.10-13 contains a list of these transactions and the

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Contract/ Grant number	Yes	Form 1031	Fatal	Input for all disbursement, adjustment, update, and correction transactions. Positions 1 and 2 must be a valid contract or grant prefix.	B860
Contract Schedule Number	Conditional	User supplied	Fatal	Input for disbursement, adjustment, update, and correction transactions when the distribution is to be limited to a specific Contract Schedule Number. Must be alphabetic. Must not be input when the Contract/Grant Number indicates a grant. Must not be input when the PR Number and Suffix are entered.	B380 B381
Disbursement Dollars	Conditional	Form 1031	Fatal	Input for all disbursement and update transactions and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B700 B701 B702 B703
Voucher number	Conditional	User supplied	Fatal	Input for all disbursement and update transactions and for the correction transaction when it is to be corrected. Position 1 must be J . Positions 2 through 4 must be numeric.	B930 B931
Commitment/ Obligation Dollars	Conditional	User supplied	Fatal	Input for the adjustment transaction when an adjustment is to be made to the commitment and the obligation and for the correction transaction when it is to be corrected. Must be numeric and not equal to 0. Must have the same sign as cost dollars.	B651 B652 B656
Cost Dollars	Conditional	User supplied	Fatal	Input for the adjustment transaction when an adjustment is to be made to the cost and for the correction transaction when it is to be corrected. Must be numeric and not equal to 0. Must have the same sign as commitment/obligation dollars.	B631 B632
Purchase Request Number	Conditional	User supplied	Fatal	Input for disbursement, adjustment, update, and correction transactions when the transaction is entered at the PR level. Positions 1 through 8 must be numeric. Position 9 must be alphabetic or blank.	B301
Suffix	Conditional	User supplied	Fatal	Input for disbursement, adjustment, update, and correction transactions when the transaction is entered at the PR level and the suffix is other than the base Suffix. Must be numeric.	B311
Reopening	No	None	None	Must not be input.	None
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update transaction and the correction transaction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update transaction and the correction transaction must not be specified.	B062

Figure 2.10-11. - Letter of Credit Disbursement input and edit requirements.

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. M5 - LETTER OF CREDIT DISBURSEMENT
    CONTRACT/GRANT NO. _______  CONTRACT SCHEDULE _
    DISBURSEMENT $___,___,___.__±  VOUCHER NO. ____
    ADJUSTMENT:  C/O  $___,___,___.__±  COST  $___,___,___.__±
    PR LEVEL ENTRY:  PURCHASE REQUEST NO. ________  SUFFIX ___
    REOPENING _
    FOR CHANGES ONLY:  UPDATE _  CORRECTION _
```

Figure 2.10-12. - Letter of Credit Disbursement template.

Transaction	Dollar amounts
Disbursement	Disbursement dollars
Adjustment	Commitment/Obligation dollars Cost dollars

Figure 2.10-13. - Letter of credit disbursement and adjustment transactions.

amount or amounts that must or may be entered for each transaction. The update transaction is specified by the update indicator and the entry of disbursement dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. An adjustment transaction may be entered alone or with the disbursement transaction. Both an update transaction and a correction transaction may not be entered at the same time.

Processing - Each of the transactions in the letter of credit disbursement process, whether it is a disbursement, adjustment, or correction transaction, may be entered at either the contract level or the PR level. If the transaction is entered at the contract level, the system must select a PR according to the oldest PR first criteria. If the transaction is entered at the PR level, the PR is the PR specified on the template. The contract record to be updated is defined by the contract or grant number entered on the template and the performance record by the PR Number and Suffix entered on the template or selected by the system. For the transactions in the letter of credit disbursement process, both records must exist and be open. The specific transaction requirements are discussed by transaction in the following paragraphs.

Disbursement

The disbursement transaction inputs and records the disbursement and the withdrawal. Each transaction must update a letter of credit withdrawal record, a letter of

credit control record, a contract record, and a performance record.

For the disbursement transaction, the letter of credit withdrawal record may or may not already exist. If the record does not exist, it must be created. The withdrawal amount from the template must update the withdrawal amount from the record. For any PY, the updated withdrawal amount for that PY must not exceed the issuance amount for that PY from the letter of credit issuance record.

The record must be created with the following data elements:

- Letter of credit number
- Program Year
- Withdrawal dollar amount

The record is defined by the letter of credit number and PY. The letter of credit number is obtained from the contract record, and PY is obtained from the performance record.

The disbursement from the template must update the disbursement from the letter of credit control record. The letter of credit control record is defined by the letter of credit number. For the disbursement transaction, the record must exist. The updated disbursement must not exceed the withdrawal amount.

If the transaction is entered at the contract level, the disbursement from the template must update the disbursement and the withdrawal amount from the contract

record. A cost increment will be required if the updated disbursement exceeds the cost. The updated withdrawal amount must not exceed the issuance amount, and the updated disbursement must not exceed the obligation. The disbursement, the withdrawal amount, and any cost increment must be distributed to the PR's with the oldest PR first. The disbursement and the withdrawal amount must be distributed to the PR's up to the issuance amount. The cost increment must be distributed to each PR such that the cost for the PR is not less than the disbursement.

If a contract schedule is entered, the disbursement from the template must still update the disbursement and the withdrawal amount from the contract record, but the rest of the processing must be restricted to the schedule. A cost increment will be required if the updated disbursement for the schedule exceeds the cost for the schedule. The updated withdrawal amount must not exceed the issuance amount, and the updated disbursement must not exceed the obligation. The disbursement, the withdrawal amount, and any cost increment must be distributed only to PR's with the schedule. Any cost increment must update the cost from the contract record.

If the transaction is entered at the PR level, the disbursement from the template must still update the disbursement and the withdrawal amount from the contract record, but the rest of the processing must be restricted to the PR. The disbursement and the withdrawal amount from the template must be applied to the PR. A cost increment will be required if the updated disbursement from the performance record exceeds the cost from the performance record. The

updated withdrawal amount must not exceed the issuance amount, and the updated disbursement must not exceed the obligation. Any cost increment must update the cost from the contract record.

The disbursement transaction must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the letter of credit withdrawal record, the letter of credit control record, and the performance record. Only the voucher number of the last transaction affecting the record must be maintained.

Adjustment

The adjustment transaction inputs and records changes to the commitment, obligation, and cost. An adjustment to the commitment and obligation might be the deobligation of excess funds. An adjustment to the cost might be the shifting of the cost from one PR associated with the contract or grant to another. Each transaction must update a contract record and a performance record. Both records must exist and be open.

The first adjustment transaction is an adjustment to the commitment and obligation only. The commitment/obligation from the template must update the obligation from the contract record. A reduction in the cost will be required if the updated obligation is less than the cost. The updated obligation must not be less than the issuance amount or the disbursement, and the updated cost must not be less than the disbursement. An increase in the obligation must be applied to the newest PR; a reduction

must be distributed to the PR's with the newest PR first. The commitment must be increased or reduced for each PR for which the obligation is increased or reduced. The funds must be obtained from or returned to the PWA account or accounts specified by the accounting information of the performance record or records. Any increase in the commitment must not exceed the preestablished limits. The balance or the issues of the PWA account must be sufficient.

The second adjustment transaction is an adjustment to the commitment, obligation, and cost. The commitment/obligation and the cost from the template must update the obligation and the cost from the contract record. The updated obligation must not be less than the issuance or the disbursement; the updated cost must not be greater than the updated obligation; and the updated cost must not be less than the disbursement. An increase in the obligation and the cost must be applied to the newest PR; a reduction must be distributed to the PR's with the newest PR first. The commitment must be increased or reduced for each PR for which the obligation is increased or reduced. The funds must be obtained from or returned to the appropriate PWA account.

The third adjustment transaction is an adjustment to the cost only. The cost from the template must update the cost from the contract record. The updated cost must not be greater than the obligation or less than the disbursement. An increase in the cost must be applied to the newest PR; a reduction must be distributed to the PR's with the newest PR first.

The adjustment transaction may be entered at either the contract level or the PR level. The processing requirements for the transaction entered with a contract schedule or entered at the PR level correspond to those for the disbursement transaction.

Update and Correction

The update and correction transactions input and record updates and corrections. Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. Letter of credit records, contract records, and performance records must be updated or corrected appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction except that, in all cases, the amounts entered may be either positive or negative. Amounts from the letter of credit records, contract records, and performance records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative update or correction must not reduce any amounts from any of the records below 0. For the letter of credit disbursement process, the dollar data elements are disbursement dollars for the update transaction and disbursement dollars, commitment/obligation dollars, and cost dollars for the correction transaction. The processing requirements for the correction of information data elements specify that the new value of the element be overlaid on the old. The only information data element is the voucher

number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the contract number, contract schedule, and the PR Number and Suffix.

Any cost increments made automatically by the system when the disbursement was greater than the cost cannot be corrected automatically by the system. The updates or corrections must be made manually by a separate transaction.

In addition, the update transaction must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the letter of credit withdrawal record, the letter of credit control record, and the performance record. Only the voucher number of the last transaction affecting the records must be maintained.

The update and correction of transactions for the update or correction of dollar data elements or control data elements may be entered at either the contract level or the PR level. The processing requirements for the transaction entered with a contract schedule or entered at the PR level correspond to those for the disbursement transaction. The correction transaction for the correction of information data elements should be entered only at the PR level.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.10.2 discusses the standard online responses and error messages required in the letter of credit disbursement process.

2.10.1.4 T-order disbursement. The T-order disbursement process inputs and records the disbursement for T-orders and BPA's. Payments are normally made and the disbursement recorded upon receipt of an invoicing document and either the receipt of the equipment or supplies invoiced or the certification of the invoicing document by an authorized contracting officer. The disbursement is entered at the PR level with the disbursement being applied to the specific PR indicated on the template.

The T-order disbursement process consists of a series of disbursement transactions, an adjustment transaction, an update transaction, a correction transaction, a reopening transaction, and a cancelled check transaction defined as follows:

- Disbursement - a transaction that records the disbursement.
- Adjustment - a transaction that adjusts commitment, obligation, and cost.
- Update - a transaction that updates the disbursement. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the disbursement, the adjustment, or the update transaction.
- Reopening - a transaction that reopens a PR that was closed during the current year.

- Cancelled check - a transaction that records the cancellation of a check and the reversal of the original disbursement.

The various disbursement transactions are defined as follows:

- Net disbursement - a transaction that records a net disbursement, which is defined as any payment that is not a deposit on containers, a payment by others, a payment on reimbursable orders, or an advance.
- Deposit on containers - a transaction that records a payment for a deposit on containers, which is defined as a payment for a deposit on a drum or container. The deposit on containers is a special type of disbursement; it must be recorded both as a deposit on containers and as a disbursement.
- Payment by others - a transaction that records a payment by others, which is defined as a payment made by some governmental agency other than JSC but recorded as a JSC disbursement because it pertains to JSC activities. These payments may be either a foreign payment other than Canadian which is made by the Treasury Regional Disbursing Office serving the foreign country or a payment such as military pay made by NASA Headquarters. The payment by others is a special type of disbursement; it must be recorded both as a payment by others and as a disbursement.
- Payment on reimbursable orders - a transaction that records a payment on a reimbursable order, which is defined as a payment on a T-order or BPA for which JSC is to be reimbursed later by some non-NASA

source. The payment on reimbursable orders is a special type of disbursement; it must be recorded both as a payment on reimbursable orders and as a disbursement.

- Advance established - a transaction that records an advance payment, which is defined as a payment to some other governmental agency that is actually made but for which the cost and disbursement cannot be recorded.
- Advance liquidated - a transaction that records the liquidation of an advance. The advance liquidated must be recorded as a disbursement.
- Discount - a transaction that records a discount, which is defined as an amount invoiced but not paid resulting from the contractor, vendor, or agency authorizing reductions in payments for prompt payment or volume purchasing and those conditions being satisfied. Where a discount is taken, the discount amount must be computed manually as a percentage of the amount invoiced. The amount paid is the amount invoiced less the discount.

A simple invoice may initiate several disbursement transactions. One situation might be an invoice which is totally for a net disbursement; a net disbursement transaction would be the only transaction required. A second situation might be an invoice which is totally for a payment by others; a payment by others transaction would be the only transaction required. A third situation might be an invoice which is partially for a deposit on containers; a deposit on containers transaction would be required for the deposit on containers amount, and a net disbursement

transaction would be required for the remainder of the amount invoiced. A fourth situation might be an invoice which is totally for a net disbursement but for which a discount is taken; a discount transaction would be required for the discount amount, and a net disbursement transaction would be required for the remainder of the amount invoiced. Many such combinations of transactions are possible. The transactions for any single invoice may be input at the same time; however, the requirements for each transaction are discussed separately.

The input, processing, and output requirements for the disbursement transactions, the adjustment transaction, the update transaction, and the correction transaction are discussed in the following paragraphs. The requirements for the reopening transaction are discussed in section 2.10.1.8. The requirements for the cancelled check transaction are discussed in section 2.10.1.9.

Input - Figure 2.10-14 contains a list of data elements that must be input and edits that must be performed for the T-order disbursement process. Figure 2.10-15 defines the template required for input of these data elements.

The various disbursement transactions are specified by the entry of the appropriate disbursement dollar amounts; the amounts entered must be positive. The adjustment transaction is specified by the entry of commitment/obligation dollars and/or cost dollars; the amounts entered may be either positive or negative. Figure 2.10-16 contains a list of these transactions and the amount or amounts that must or may be entered for each transaction.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Purchase Request Number	Yes	User supplied	Fatal	Input for all disbursement, adjustment, update, and correction transactions. Positions 1 through 8 must be numeric. Position 9 must be alphabetic or blank.	B300 B301
Suffix	Conditional	User supplied	Fatal	Input for disbursement, adjustment, update, and correction transactions when the suffix is other than the base Suffix. Must be numeric.	B311
Voucher number	Conditional	User supplied	Fatal	Input for all disbursement and update transactions and for the correction transaction when it is to be corrected. Position 1 must be J , and positions 2 through 4 must be numeric, or all must be numeric.	B930 B931
Extent of payment	Conditional	User supplied	Fatal	Transaction modifier. Input for all disbursement and update transactions and for the correction transaction when a dollar data element is entered. Must be either 'partial' or 'complete.' Must not be complete unless net disbursement dollars or advance liquidated dollars are input.	B080 C440 C441
Net disbursement dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is a net disbursement and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B701 B702 B703
Discount dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is a discount and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B711 B712 B713
Deposit on containers dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is a deposit on containers and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B731 B732 B733
Payment by others dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is a payment by others and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B741 B742 B743

Figure 2.10-14. - T-Order Disbursement input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Advance established dollars	Conditional	user supplied	Fatal	Input for disbursement and update transactions when there is an advance established and for the correction transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B751 B752 B753
Advance liquidated dollars	Conditional	user supplied	Fatal	Input for disbursement and update transactions when there is an advance liquidated and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B761 B762 B763
Commitment/ Obligation Dollars	Conditional	User supplied	Fatal	Input for the adjustment transaction when an adjustment is to be made to the commitment and obligation and for the correction transaction when it is to be corrected. Must be numeric and not equal to 0. Must have the same sign as cost dollars.	B651 B652 B656
Cost Dollars	Conditional	User supplied	Fatal	Input for the adjustment transaction when an adjustment is to be made to the cost and for the correction transaction when it is to be corrected. Must be numeric and not equal to 0. Must have the same sign as commitment/ obligation dollars.	B631 B632
Discount override	Conditional	User supplied	Fatal	Transaction modifier indicating that the discount must not reduce the commitment, obligation, and cost. Must not be input unless discount dollars are input.	B840
Reopening	No	None	None	Must not be input.	None
Cancelled check	No	None	None	Must not be input.	None
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update transaction and the correction transaction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update transaction and the correction transaction must not be specified.	B062

Figure 2.10-14. - T-Order Disbursement input and edit requirements (concluded).

```
****IFMS SEPTEMBER 30, 1974  AS OF  __/__/__
****TEMPLATE NO. M6 - T-ORDER DISBURSEMENT
    PURCHASE REQUEST NO.  _________  SUFFIX  ___  VOUCHER NO.  ______
    EXTENT OF PAYMENT:  PARTIAL  _  COMPLETE  _
    NET DISBURSEMENT  $___,___,___.__±  DISCOUNT  $___,___,___.__±
    DEPOSIT ON CONTAINERS  $___,___,___.__±  PAYMENT BY OTHERS  $___,___,___.__±
    ADVANCE ESTABLISHED  $___,___,___.__±  ADVANCE LIQUIDATED  $___,___,___.__±
    ADJUSTMENT:  C/O  $___,___,___.__±  COST  $___,___,___.__±
    DISCOUNT OVERRIDE  _  REOPENING  _  CANCELLED CHECK  _
    FOR CHANGES ONLY:  UPDATE  _  CORRECTION  _
```

Figure 2.10-15. - T-Order Disbursement template.

Transaction	Dollar amounts
Disbursement	
Net disbursement	Net disbursement dollars
Deposit on containers	Deposit on containers dollars
Payment by others	Payment by others dollars
Payment on reimbursable orders	Net disbursement dollars
Advance established	Advance established dollars
Advance liquidated	Advance liquidated dollars
Discount	Discount dollars
Adjustment	Commitment/Obligation dollars
	Cost dollars

Figure 2.10-16. - T-order disbursement and adjustment transactions.

The update transaction is specified by the update indicator and the entry of the appropriate disbursement dollar amounts; the amounts entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered.

Several transactions may be entered at the same time. A net disbursement transaction may be entered alone or with any of the other disbursement transactions. Only one of (1) the deposit on containers transaction, (2) the payment by others transaction, or (3) the payment on reimbursable orders transaction, may be entered at one time. A discount transaction must be entered with one of the transactions discussed above; it may not be entered alone. An advance transaction may be entered alone or with any of the other disbursement transactions; however, only one of the two transactions may be entered at one time. An adjustment transaction may be entered alone or with any of the disbursement transactions. Both an update transaction and a correction transaction may not be entered at the same time.

Processing - Each of the transactions in the T-order disbursement process, whether it is a disbursement, adjustment, update, or correction transaction, must be entered at the PR level. The performance record to be updated is defined by the PR Number and Suffix entered on the template; for the transactions in the T-order disbursement process, the record must exist and be open. The specific transaction requirements are discussed by transaction in the following paragraphs.

Net Disbursement

The net disbursement transaction inputs and records a net disbursement. Each transaction must update a performance record.

The net disbursement transaction may be either a partial payment or complete payment. In either case, the disbursement from the template must update the disbursement from the performance record. For partial payments, the updated disbursement plus the unliquidated advance must not exceed the obligation; a cost increment will be required if the updated disbursement exceeds the cost. For complete payments, the commitment, obligation, and cost must be adjusted, if necessary, to equal the updated disbursement; the payment must not be complete if there is an unliquidated advance. If the commitment is changed, the funds must be obtained from or returned to the PWA account specified by the accounting information of the performance record. Any increase in the commitment must not exceed the preestablished limits. The balance or the issues of the PWA account must be sufficient. Any change in cost must be applied to the contract record for those T-orders for which contract records exist.

Deposit on Containers

The deposit on containers transaction inputs and records a deposit on containers. Each transaction must update a performance record. The deposit on containers from the template must update the deposit on containers and the

disbursement from the performance record. The transaction may be either partial or complete.

Payment by Others

The payment by others transaction inputs and records a payment by others. Each transaction must update a performance record. The payment by others from the template must update the payment by others and the disbursement from the performance record. The transaction may be either partial or complete.

Payment on Reimbursable Orders

The payment on reimbursable orders transaction inputs and records a payment on a reimbursable order. Each transaction must update a performance record. Payments on reimbursable orders are not specifically identified as such on the template; the payment is input as a net disbursement.

The disbursement from the template must update the disbursement from the performance record. If the PR has a reimbursable MA, the disbursement is a payment on reimbursable orders. The disbursement must then update the payment on reimbursable orders from the performance record. The transaction may be either partial or complete.

Advance Established

The advance established transaction inputs and records the establishment of an advance. Each transaction must update a performance record. The advance established from

the template must update the advance established from the performance record. The updated advance established less the advance liquidated plus the disbursement must not exceed the obligation. The transaction may be partial only.

Advance Liquidated

The advance liquidated transaction inputs and records the liquidation of the advance and the recording of the disbursement. Each transaction must update a performance record. The advance liquidated from the template must update the advance liquidated and the disbursement from the performance record. The updated advance liquidated must not exceed the advance established. The transaction may be either partial or complete, but must not be complete if an unliquidated advance remains.

Discount

The discount transaction inputs and records a discount. Each transaction must update a performance record. The discount from the template must update the discount from the performance record.

If the disbursement transaction entered with the discount transaction is a partial payment and the discount override is not specified, the discount must reduce the commitment and the obligation. A reduction in the cost will be required if the updated obligation is less than the cost. The updated obligation must not be less than the disbursement plus the unliquidated advance, and the updated

cost must not be less than the disbursement. The funds must be returned to the appropriate PWA account.

For PR's, funded from the supply carrier account, the system must generate cost distribution transactions to adjust the supply carrier account and appropriate Conventional PWA account for the amount of the discount. The transactions must increase the issues of the Carrier account and must reduce the issues of the Conventional account. Both the Carrier account and the Conventional account must exist. The issues of the Conventional account must not be reduced below 0. The Carrier account to be updated is defined by MA, PY, FS, RO, and the first five digits of the PWC from the performance record. The Conventional PWA account is defined by MA, PY, FS, RO, and a constant five-digit PWC if FS is 4 or above; by MA, PY, FS, RO, and Object Class if FS is 3 and PY is the current year; and by MA, PY, FS, and RO if FS is 3 and PY is a prior year.

Each of the disbursement transactions must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the performance record. Only the voucher number of the last transaction affecting the record must be maintained.

Adjustment

The adjustment transaction inputs and records changes to the commitment, obligation, and cost. An adjustment to the commitment and obligation might be the deobligation of excess funds. An adjustment to the cost might be the shifting of the cost from one PR associated with the T-order

to another. Each transaction must update a performance record. The record must exist and be open.

The first adjustment transaction is an adjustment to the commitment and obligation only. The commitment/obligation from the template must update the commitment the obligation from the performance record. A reduction in the cost will be required if the updated obligation is less than the cost. The updated obligation must not be less than the disbursement plus the unliquidated advance, and the updated cost must not be less than the disbursement. The funds must be obtained from or returned to the PWA account specified by the accounting information of the performance record. Any increase in the commitment must not exceed the preestablished limits. The balance or the issues of the PWA account must be sufficient.

The second adjustment transaction is an adjustment to commitment, obligation, and cost. The commitment/obligation and the cost from the template must update the commitment, obligation, and cost from the performance record. The updated obligation must not be less than the disbursement plus the unliquidated advance, and the updated cost must not be greater than the updated obligation or less than the disbursement. The funds must be obtained from or returned to the appropriate PWA account.

The third adjustment transaction is an adjustment to the cost only. The cost from the template must update the cost from the performance record. The updated cost must not be greater than the obligation or less than the disbursement.

Update and Correction

The update and correction transactions input and record updates and corrections. Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. Performance records must be updated or corrected appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction except that, in all cases, the amounts entered may be either positive or negative. Amounts from the performance records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative update or correction must not reduce any of the amounts below 0. For the T-order disbursement process, the dollar data elements are net disbursement dollars, discount dollars, deposit on containers dollars, payment by others dollars, advance established dollars, and advance liquidated dollars for the update transaction, and net disbursement dollars, discount dollars, deposit on containers dollars, payment by others dollars, advance established dollars, advance liquidated dollars, commitment/obligation dollars, and cost dollars for the correction transaction. The processing requirements for the correction of information data elements specify that the new value of the element be overlaid on the old. The only information data element is the voucher number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered.

The control data elements are the PR Number and Suffix, extent of payment, and discount override.

Any cost increments made automatically by the system when the disbursement was greater than the cost for a partial payment cannot be corrected automatically by the system. The updates or corrections must be made manually by a separate transaction.

In addition, the update transaction must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the performance record. Only the voucher number of the last transaction affecting the record must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.10.2 discusses the standard online responses and error messages required in the T-order disbursement process.

2.10.1.5 GBL disbursement. The GBL disbursement process inputs and records the disbursement for GBL's. Payments are made and the disbursement recorded on receipt of a Public Voucher for Transportation Charges (Standard Form 1113). The disbursement is entered at the PR level with the disbursement being applied to the specific GBL indicated on the template.

The GBL disbursement process consists of a disbursement transaction, an adjustment transaction, an update transaction, a correction transaction, a reopening transaction, and a cancelled check transaction defined as follows:

- Disbursement - a transaction that records the disbursement and, if applicable, the discount.
- Adjustment - a transaction that adjusts commitment, obligation, and cost.
- Update - a transaction that updates the disbursement and the discount. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the disbursement, the adjustment , or the update transaction.
- Reopening - a transaction that reopens a GBL that was closed during the current year.
- Cancelled check - a transaction that records the cancellation of a check and the reversal of the original disbursement.

The input, processing, and output requirements for the disbursement transaction, the adjustment transaction, the update transaction, and the correction transaction are discussed in the following paragraphs. The requirements for the reopening transaction are discussed in section 2.10.1.8. The requirements for the cancelled check transaction are discussed in section 2.10.1.9.

<u>Input</u> - Figure 2.10-17 contains a list of data elements that must be input and edits that must be performed for the

ORIGINAL PAGE IS
OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Government Bill of Lading number	Yes	Form 1113	Fatal	Input for all disbursement, adjustment, update, and correction transactions. Position 1 must be alphabetic. Positions 2 through 8 must be numeric.	B420 B421
Suffix	Conditional	User supplied	Fatal	Input for disbursement, adjustment, update, and correction transactions when the suffix is other than the base Suffix. Must be numeric.	B311
Voucher number	Conditional	User supplied	Fatal	Input for all disbursement and update transactions and for the correction transaction when it is to be corrected. Position 1 must be T . Positions 2 through 6 must be numeric.	B930 B931
Net disbursement dollars	Conditional	User supplied	Fatal	Input for all disbursement and update transactions and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B701 B702 B703
Discount dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is a discount and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B711 B712 B713
Commitment/ Obligation/ Cost Dollars	Conditional	User supplied	Fatal	Input for all adjustment transactions. Must be numeric and not equal to 0.	B661 B662
Reopening	No	None	None	Must not be input.	None
Cancelled check	No	None	None	Must not be input.	None
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update transaction and the correction transaction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update transaction and the correction transaction must not be specified.	B062

Figure 2.10-17. - Government Bill of Lading Disbursement input and edit requirements.

GBL disbursement process. Figure 2.10-18 defines the template required for input of these data elements.

The disbursement transaction is specified by the entry of net disbursement dollars and, if applicable, discount dollars; the amounts entered must be positive. The adjustment transaction is specified by the entry of commitment/obligation/cost dollars; the amount entered may be either positive or negative. Figure 2.10-19 contains a list of these transactions and the amount or amounts that must or may be entered for each transaction. The update transaction is specified by the update indicator and the entry of net disbursement dollars and/or discount dollars; the amounts entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. An adjustment transaction may be entered alone or with the disbursement transaction. Both an update transaction and a correction transaction may not be entered at the same time.

Processing - Each of the transactions in the GBL disbursement process, whether it is a disbursement, adjustment, update, or correction transaction, must be entered at the PR level. The performance record to be updated is defined by the GBL number and Suffix entered on the template; for the transactions in the GBL disbursement process, the record must exist and be open. The specific transaction requirements are discussed by transaction in the following paragraphs.

****IFMS SEPTEMBER 30, 1974 AS OF __/__/__

****TEMPLATE NO. M7 - GBL DISBURSEMENT

GBL NO. _____ SUFFIX ___ VOUCHER NO. _____

NET DISBURSEMENT $___,___,___.__± DISCOUNT $___,___,___.__±

ADJUSTMENT: C/O/C $___,___,___.__±

REOPENING _ CANCELLED CHECK _

FOR CHANGES ONLY: UPDATE _ CORRECTION _

Figure 2.10-18. - Government Bill of Lading Disbursement template.

Transaction	Required dollar amounts	Conditional dollar amounts
Disbursement	Net disbursement dollars	Discount dollars
Adjustment	Commitment/Obligation/Cost dollars	

Figure 2.10-19. - Government Bill of Lading disbursement and adjustment transactions.

Disbursement

The disbursement transaction inputs and records the disbursement and, if applicable, the discount. Each transaction must update a performance record.

The disbursement from the template must update the disbursement from the performance record. The commitment, obligation, and cost must be adjusted, if necessary, to equal the updated disbursement. If the commitment is changed, the funds must be obtained from or returned to the PWA account specified by the accounting information of the performance record. Any increase in the commitment must not exceed the preestablished limits. The balance or the issues of the PWA account must be sufficient. If there is a discount, it must update the discount from the performance record. The disbursement transaction must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the performance record. Only the voucher number of the last transaction affecting the record must be maintained.

Adjustment

The adjustment transaction inputs and records changes to the commitment, obligation, and cost. An adjustment might be the deobligation of a GBL. Each transaction must update a performance record. The record must exist and be open.

The commitment/obligation/cost from the template must update the commitment, the obligation, and the cost from the

performance record. The updated cost must not be less than the disbursement. The funds must be obtained from or returned to the appropriate PWA account.

Update and Correction

The update and correction transactions input and record updates and corrections. Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. Performance records must be updated or corrected appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction except that, in all cases, the amounts entered may be either positive or negative. Amounts from the performance records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative update or correction must not reduce any of the amounts below 0. For the GBL disbursement process, the dollar data elements are net disbursement dollars and discount dollars for the update transaction and net disbursement dollars, discount dollars, and commitment/obligation/cost dollars for the correction transaction. The processing requirements for the correction of information data elements specify that the new value of the element be overlaid on the old. The only information data element is the voucher number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the GBL number and Suffix.

In addition, the update transaction must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the performance record. Only the voucher number of the last transaction affecting the record must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.10.2 discusses the standard online responses and error messages required in the GBL disbursement process.

2.10.1.6 MILSTRIP/FEDSTRIP disbursement. The MILSTRIP/FEDSTRIP disbursement process inputs and records the disbursement for MILSTRIP/FEDSTRIP items. Payments are normally made and the disbursement recorded upon receipt of an invoicing document [either the Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080) for MILSTRIP or the Statement, Voucher and Schedule of Withdrawals and Credits (GSA Form 789) for FEDSTRIP] and the receipt of the equipment or supplies invoiced. The disbursement is entered at the PR level with the disbursement being applied to the specific MILSTRIP/FEDSTRIP item indicated on the template.

The MILSTRIP/FEDSTRIP obligation process inputs and records the commitment and the obligation for MILSTRIP/FEDSTRIP items. The MILSTRIP/FEDSTRIP obligation process is discussed in section 2.10.1.11.

In addition to the disbursement, an advance amount must be input and recorded. For MILSTRIP/FEDSTRIP, all payments are made to other governmental agencies. The payments must be made even if the order has not been received, but the cost and the disbursement cannot be recorded. An advance must be established for any payment for which the order has not been completely received; the disbursement must be recorded when the advance is liquidated. Advances are established only for limits over certain dollar amounts.

The MILSTRIP/FEDSTRIP disbursement process consists of a series of disbursement transactions, an adjustment transaction, an update transaction, a correction transaction, a reopening transaction, and a cancelled check transaction defined as follows:

- Disbursement - a transaction that records the disbursement.
- Adjustment - a transaction that adjusts the commitment, obligation, and cost.
- Update - a transaction that updates the disbursement. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the disbursement, the adjustment, or the update transaction.
- Reopening - a transaction that reopens a MILSTRIP/FEDSTRIP item that was closed during the current year.
- Cancelled check - a transaction that records the cancellation of a check and the reversal of the original disbursement.

The various disbursement transactions are defined as follows:

- Net disbursement - a transaction that records a net disbursement, which is defined as a payment for which the order has not been received but is under the appropriate dollar limit.
- Advance established - a transaction that records an advance payment, which is defined as a payment for an order which has not been received and is over the appropriate dollar limit.
- Advance liquidated - a transaction that records the liquidation of the advance upon receipt of the items previously paid for. The advance liquidated must be recorded as a disbursement.

The input, processing, and output requirements for the disbursement transactions, the adjustment transaction, the update transaction, and the correction transaction are discussed in the following paragraphs. The requirements for the reopening transaction are discussed in section 2.10.1.8. The requirements for the cancelled check transaction are discussed in section 2.10.1.9.

<u>Input</u> - The obligating documents for MILSTRIP/FEDSTRIP are received in the Commercial Accounts Unit in the form of punched cards, the Single Line Item Requisition Document (Standard Form 1348M). Because the cards are already punched with the appropriate control information, they will be used for much of the input. Template input will also be provided.

Figure 2.10-20 contains a list of data elements that must be input and edits that must be performed for the MILSTRIP/FEDSTRIP disbursement process with template input. Figure 2.10-21 defines the template required for input of these data elements. Figure 2.10-22 contains a list of data elements that must be input and edits that must be performed for the MILSTRIP/FEDSTRIP disbursement process with MILSTRIP/FEDSTRIP card input. Figure 2.10-23 defines the format of the MILSTRIP/FEDSTRIP cards.

On the template, the various disbursement transactions are specified by the entry of the appropriate disbursement dollar amounts; the amounts entered must be positive. The adjustment transaction is specified by the entry of commitment/obligation dollars and/or cost dollars; the amounts entered may be either positive or negative. Figure 2.10-24 contains a list of these transactions and the amount or amounts that must or may be entered for each transaction. The update transaction is specified by the update indicator and the entry of the appropriate disbursement dollar amounts; the amounts entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered.

On the template, several transactions may be entered at the same time. A net disbursement transaction may be entered alone or with any of the other disbursement transactions. Only one of the advance established transaction or the advance liquidated transaction may be entered at one time. An adjustment transaction may be entered alone or with any of the disbursement transactions.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
MILSTRIP/ FEDSTRIP number	Yes	Invoicing document	Fatal	Input for all disbursement, adjustment, update, and correction transactions. Must be numeric.	B870 B871
Suffix	Conditional	User supplied	Fatal	Input for disbursement, adjustment, update, and correction transactions when the suffix is other than the base Suffix. Must be numeric.	B311
Voucher number	Conditional	User supplied	Fatal	Input for all disbursement and update transactions and for the correction transaction when it is to be corrected. Position 1 must be J , and positions 2 through 4 must be numeric, or all must be numeric.	B930 B931
Net disbursement dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is a net disbursement and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B701 B702
Final payment	Conditional	User supplied	B080	Transaction modifier. Input for disbursement update and correction transactions when the transaction is a final payment. Must not be input unless net disbursement dollars or advance liquidated dollars are input.	B081
Advance established dollars	Conditional	User supplied	Fatal	Input for disbursement and update transactions when there is an advance established and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B751 B752 B753
Advance liquidated dollars	Conditional	user supplied	Fatal	Input for disbursement and update transactions when there is an advance liquidated and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B761 B762 B763
Commitment/ Obligation Dollars	Conditional	User supplied	Fatal	Input for the adjustment transaction when an adjustment is to be made to the commitment and obligation and for the correction transaction when it is to be corrected. Must be numeric and not equal to 0. Must have the same sign as cost dollars.	B651 B652 B656

Figure 2.10-20. - MILSTRIP/FEDSTRIP Disbursement input and edit requirements (template input).

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Cost Dollars	Conditional	User supplied	Fatal	Input for the adjustment transaction when an adjustment is to be made to the cost and for the correction transaction when it is to be corrected. Must be numeric and not equal to 0. Must have the same sign as commitment/obligation dollars.	B631 B632
Reopening	No	None	None	Must not be input.	None
Cancelled check	No	None	None	Must not be input.	None
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update transaction and the correction transaction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update transaction and the correction transaction must not be specified.	B062

Figure 2.10-20. - MILSTRIP/FEDSTRIP Disbursement input and edit requirements (template input) (concluded).

```
****IFMS SEPTEMBER 30, 1974  AS OF  __/__/__
****TEMPLATE NO. M8 - MILSTRIP/FEDSTRIP DISBURSEMENT
    MILSTRIP/FEDSTRIP NO.  ________  SUFFIX  ___  VOUCHER NO.  ______
    NET DISBURSEMENT  $___,___,___.__±  FINAL PAYMENT  _
    ADVANCE ESTABLISHED  $___,___,___.__±  ADVANCE LIQUIDATED  $___,___,___.__±
    ADJUSTMENT:  C/O  $___,___,___.__±  COST  $___,___,___.__±
    REOPENING  _  CANCELLED CHECK  _
    FOR CHANGES ONLY:  UPDATE  _  CORRECTION  _
```

Figure 2.10-21. - MILSTRIP/FEDSTRIP Disbursement template.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
MILSTRIP/ FEDSTRIP Number	Yes	Prepunched	Fatal	Input for all transactions. Already punched on cards. Must be numeric.	B870 B871
Suffix	Yes	Prepunched	Fatal	Input for all transactions. Already punched on cards. Must be numeric.	B310 B311
Dollar Amount	Yes	User supplied	Fatal	Input for all transactions. Must be numeric and greater than 0.	B600 B601 B604
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Must be a valid type of transaction.	B010 B012
Voucher number	Yes	User supplied	Fatal	Input for all transactions. Position 1 must be J , and positions 2 through 4 must be numeric, or all must be numeric.	B930 B931

Figure 2.10-22. - MILSTRIP/FEDSTRIP Disbursement input and edit requirements (card input).

Columns	Length	Data element
1-8	8	MILSTRIP/FEDSTRIP NO.
9-11	3	SUFFIX
52-59	8	AMOUNT $
65-67	3	TYPE OF TRANSACTION
68-73	6	VOUCHER NUMBER

Figure 2.10-23. - MILSTRIP/FEDSTRIP cards (disbursement).

Transaction	Dollar amounts
Disbursement	
Net disbursement	Net disbursement dollars
Advance established	Advance established dollars
Advance liquidated	Advance liquidated dollars
Adjustment	Commitment/Obligation dollars
	Cost dollars

Figure 2.10-24. - MILSTRIP/FEDSTRIP disbursement and adjustment transactions.

Both an update transaction and a correction transaction may not be entered at the same time.

On the MILSTRIP/FEDSTRIP cards, the transactions are specified by a transaction indicator. Only disbursement transactions may be entered, and because there is room for only one dollar field on the cards, only one disbursement transaction may be entered at a time. The net disbursement transaction and the advance liquidated transaction must be final payments.

Processing - Each of the transactions in the MILSTRIP/FEDSTRIP disbursement process, whether it is a disbursement, adjustment, update, or correction transaction, must be entered at the PR level. The performance record to be updated is defined by the MILSTRIP/FEDSTRIP number and Suffix entered on the template or card; for the transactions in the MILSTRIP/FEDSTRIP disbursement process, the record must exist and be open. The specific transaction requirements are discussed by transaction in the following paragraphs.

Net Disbursement

The net disbursement transaction inputs and records a net disbursement. Each transaction must update a performance record.

The disbursement from the template or card must update the disbursement from the performance record. The commitment and the obligation must be increased, if necessary, to equal the updated disbursement plus the

unliquidated advance. A cost increment will be required if the updated disbursement exceeds the cost. If the commitment is increased, the funds must be obtained from the PWA account specified by the accounting information of the performance record. Any increase in the commitment must not exceed the preestablished limits. The balance of the PWA account must be sufficient.

If the transaction is a final payment, the commitment and the obligation must be increased or reduced, if necessary, to equal the updated disbursement. A cost increment will be required if the updated disbursement exceeds the cost; a reduction in the cost will be required if the updated obligation is less than the cost. If the commitment is changed, the funds must be obtained from or returned to the appropriate PWA account. Any increase in the commitment must not exceed the preestablished limits. The balance or the issues of the PWA account must be sufficient. The transaction must not be a final payment if there is an unliquidated advance.

Advance Established

The advance established transaction inputs and records the establishment of an advance. Each transaction must update a performance record.

The advance established from the template or card must update the advance established from the performance record. The commitment and the obligation must be increased, if necessary, to equal the disbursement plus the updated advance established less the advance liquidated. If the

commitment is increased, the funds must be obtained from the appropriate PWA account. The transaction must not be a final payment.

Advance Liquidated

The advance liquidated transaction inputs and records the liquidation of an advance. Each transaction must update a performance record.

The advance liquidated from the template or card must update the advance liquidated and the disbursement from the performance record. A cost increment will be required if the updated disbursement exceeds the cost. The updated advance liquidated must not exceed the advance established.

If the transaction is a final payment, the commitment and the obligation must be decreased, if necessary, to equal the updated disbursement. A reduction in the cost will be required if the updated obligation is less than the cost. If the commitment is decreased, the funds must be returned to the appropriate PWA account. The transaction must not be a final payment if there is an unliquidated advance.

Each of the disbursement transactions must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the performance record. Only the voucher number of the last transaction affecting the record must be maintained.

Adjustment

The adjustment transaction inputs and records changes to the commitment, obligation, and cost. An adjustment to the commitment and obligation might be the deobligation of a MILSTRIP/FEDSTRIP item. Each transaction must update a performance record. The record must exist and be open.

The first adjustment transaction is an adjustment to the commitment and obligation only. The commitment/obligation from the template must update the commitment and the obligation from the performance record. A reduction in the cost will be required if the updated obligation is less than the cost. The updated obligation must not be less than the disbursement plus the unliquidated advance, and the updated cost must not be less than the disbursement. The funds must be obtained from or returned to the PWA account specified by the accounting information of the performance record. Any increase in the commitment must not exceed the preestablished limits. The balance or the issues of the PWA account must be sufficient.

The second adjustment transaction is an adjustment to the commitment, obligation, and cost. The commitment/obligation and the cost from the template must update the commitment, obligation, and cost from the performance record. The updated obligation must not be less than the disbursement plus the unliquidated advance, and the updated cost must not be greater than the updated obligation or less than the disbursement. The funds must be obtained from or returned to the appropriate PWA account.

The third adjustment transaction is an adjustment to the cost only. The cost from the template must update the cost from the performance record. The updated cost must not be greater than the obligation or less than the disbursement.

Update and Correction

The update and correction transactions input and record updates and corrections. Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. Performance records must be updated or corrected appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction except that, in all cases, the amounts entered may be either positive or negative. Amounts from the performance records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative update or correction must not reduce any of the amounts below 0. For the MILSTRIP/FEDSTRIP disbursement process, the dollar data elements are net disbursement dollars, advance established dollars, and advance liquidated dollars for the update transaction and net disbursement dollars, advance established dollars, advance liquidated dollars, commitment/obligation dollars, and cost dollars for the correction transaction. The processing requirements for the correction of information data elements specify that the new value of the element be overlaid on the old. The only

information data element is the voucher number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the MILSTRIP/FEDSTRIP number, Suffix, and final payment.

Any cost increments made automatically by the system when the disbursement was greater than the cost for a payment which was not a final payment cannot be corrected automatically by the system. The updates or corrections must be made manually by a separate transaction.

In addition, the update transaction must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the performance record. Only the voucher number of the last transaction affecting the record must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.10.2 discusses the standard online responses and error messages required in the MILSTRIP/FEDSTRIP disbursement process.

2.10.1.7 Costing. The costing process inputs and records the cost for stock items, equipment, and supplies received by JSC for which payment has not been made. The cost is recorded at the end of each month for stock items and at the end of each year for all items. The cost is

entered at the PR level with the cost being applied to the specific PR or MILSTRIP/FEDSTRIP item indicated on the template.

The costing process provides a simple, quick means of applying the cost. It should be used for those areas, such as T-order's, BPA's, and MILSTRIP/FEDSTRIP items, which have a high volume of end-of-month and end-of-year costing activity. The cost for the low-volume areas, such as contracts, must be applied using the normal adjustment transaction.

The costing process consists of a costing transaction and a correction transaction defined as follows:

- Costing - a transaction that records the cost.
- Correction - a transaction that corrects any data elements entered in the costing transaction.

The input, processing, and output requirements for these transactions are discussed in the following sections.

<u>Input</u> - Figure 2.10-25 contains a list of data elements that must be input and edits that must be performed for the costing process with template input. Figure 2.10-26 defines the template required for input of these data elements. Figure 2.10-27 contains a list of data elements that must be input and edits that must be performed for the costing process with MILSTRIP/FEDSTRIP card input. Figure 2.10-28 defines the format of the MILSTRIP/FEDSTRIP cards.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Purchase Request Number	Yes	User supplied	Fatal	Input for all costing and correction transactions. Positions 1 through 8 must be numeric. Position 9 must be alphabetic or blank. May be either a PR Number or a MILSTRIP/FEDSTRIP number.	B300 B301
Suffix	Conditional	User supplied	Fatal	Input for costing and correction transactions when the suffix is other than the base Suffix. Must be numeric.	B311
Cost Dollars	Yes	User supplied	Fatal	Input for all costing and correction transactions. For a costing transaction, must be numeric and greater than 0. For a correction transaction, must be numeric and not equal to 0.	B631 B631 B633
Final costing	Conditional	User supplied	Fatal	Transaction modifier. Input for costing and correction transactions when the transaction is a final costing. Input only for MILSTRIP/FEDSTRIP items.	None
Correction	Optional	User supplied	None	Transaction modifier indicating that the transaction is a correction transaction. Input only when the transaction is a correction transaction.	None

Figure 2.10-25. - Costing input and edit requirements (template input).

****IFMS SEPTEMBER 30, 1974 AS OF __/__/__

****TEMPLATE NO. M9 - COSTING

PURCHASE REQUEST NO. _____ SUFFIX ___

COST $___,___,___.__± FINAL COSTING _

CORRECTION _

Figure 2.10-26. - Costing template.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
MILSTRIP/ FEDSTRIP Number	Yes	Prepunched	Fatal	Input for all transactions. Already punched on cards. Must be numeric.	B870 B871
Suffix	Yes	Prepunched	Fatal	Input for all transactions. Already punched on cards. Must be numeric.	B310 B311
Dollar Amount	Yes	User supplied	Fatal	Input for all transactions. Must be numeric and greater than 0.	B600 B601 B604
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Must be a valid type of transaction.	B010 B012
Final costing	Conditional	User supplied	None	Transaction modifier. Input for costing transactions when the transaction is a final costing.	None

Figure 2.10-27. - Costing input and edit requirements (MILSTRIP/FEDSTRIP card input).

Columns	Length	Data element
1-8	8	MILSTRIP/FEDSTRIP NO.
9-11	3	SUFFIX
52-59	8	AMOUNT $
65-67	3	TYPE OF TRANSACTION
74	1	FINAL COSTING

Figure 2.10-28. - MILSTRIP/FEDSTRIP cards (costing).

On the template, the costing transaction is specified by the entry of cost dollars; the amount entered must be positive. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. On the MILSTRIP/FEDSTRIP cards, the transactions are specified by a transaction indicator. Only costing transactions may be entered on the cards.

Processing - Each of the transactions in the costing process, whether it is a costing or correction transaction, must be entered at the PR level. The performance record to be updated is defined by the PR Number and Suffix or the MILSTRIP/FEDSTRIP number and Suffix entered on the template or card; for the transactions in the costing process, the record must exist and be open. The specific transaction requirements are discussed by transaction in the following paragraphs.

Costing

The costing transaction inputs and records the cost. Each transaction must update a performance record. The cost from the template or card must update the cost from the performance record. For a transaction which is not a final costing, the updated cost must not exceed the obligation. For a transaction which is a final costing, the commitment and the obligation must be adjusted, if necessary, to equal the updated cost. If the commitment is changed, the funds must be obtained from or returned to the PWA account indicated by the accounting information of the performance record. Any increase in the commitment must not exceed the preestablished limits. The balance or the issues of the PWA

account must be sufficient. Final costing is valid only for MILSTRIP/FEDSTRIP items.

Correction

The correction transaction inputs and records corrections. Corrections are made to either dollar data elements or control data elements; for the costing process, no information data elements exist. Performance records must be corrected appropriately.

The processing requirements for the correction of dollar data elements are basically the same as those for the original transaction except that the amount entered may be either positive or negative. Amounts from the performance records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative correction must not reduce any of the amounts below 0. The only dollar data element is cost dollars. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the PR Number and Suffix, the MILSTRIP/FEDSTRIP number and Suffix, and final costing.

To satisfy audit trail requirements, transaction information must be recorded in a transaction history. Initial and correction transactions must be identified in the transaction history.

Output - Section 2.10.2 discusses the standard online responses and error messages required in the costing process.

2.10.1.8 Reopening. The reopening process reopens closed contracts, grants, T-orders, BPA's, GBL's, and MILSTRIP/FEDSTRIP items. Reopening may be either current year reopening or prior year reopening.

2.10.1.8.1 Current year reopening: The current year reopening process removes the closed indicator from contract and performance records that were closed during the year but still reside on the performance data base. No dollar amounts or accounting information on any record is affected.

Input - The current year reopening transaction is specified by the reopening indicator on the various templates. The transaction may be entered alone or with a disbursement or adjustment transaction.

Processing - If the reopening is for a T-order, BPA, GBL, or MILSTRIP/FEDSTRIP item, the performance record to be reopened is defined by the PR number, GBL number, or MILSTRIP/FEDSTRIP number and Suffix entered on the template. For the current year reopening transaction, the record must exist and be closed. The closed indicator must be removed from the record.

If the reopening is for a contract or grant, the contract record to be reopened is defined by the contract or grant number entered on the template. If the transaction is entered at the contract level, all performance records associated with the contract must be reopened. If the transaction is entered at the PR level, only the performance record specified by the PR Number and Suffix entered on the template must be reopened. For the current year reopening

transaction, the appropriate records must exist and be closed. The closed indicator must be removed from the records. If the reopening transaction is entered with another transaction, the reopening transaction must be processed first.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history.

Output - Section 2.10.2 discusses the standard online responses and error messages required in the current year reopening process.

2.10.1.8.2 Prior year reopening: The prior year reopening process reestablishes contract and performance records that were closed during prior years and, thus, do not still reside on the performance data base. Once reopened, the records are available for normal processing. The prior year reopening transaction does not have any effect on current year amounts.

The prior year reopening process consists of a reopening transaction and a correction transaction defined as follows:

- Reopening - a transaction that reestablishes the performance and contract records.
- Correction - a transaction that corrects any data elements entered in the reopening transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.10-29 contains a list of data elements that must be input and edits that must be performed for the prior year reopening process. Figure 2.10-30 defines the template required for input of these data elements.

The reopening transaction is specified by the entry of reopening dollars, the appropriate disbursement dollar amounts, and the accounting information; the amounts entered must be positive. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered.

Processing - The specific transaction requirements are discussed by transaction in the following paragraphs.

Reopening

The reopening transaction inputs and records the reopening. Each transaction must create a performance record and, if the reopening is for a contract or grant, create or update a contract record.

If a contract originally had several performance records, as many performance records as necessary may be reopened. The contract record will be maintained as the contract-level information for whichever performance records are reopened. If all of the original performance records are not reopened, the contract-level information will not be equal to that for the original contract.

If the reopening is for a T-order, BPA, GBL, or MILSTRIP/FEDSTRIP item, the performance record to be

C-5

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Purchase Request Number	Yes	User supplied	Fatal	Input for all reopening and correction transactions. Position 1 must be alphanumeric. Positions 2 through 8 must be numeric. Position 9 must be alphabetic or blank. May be either a PR, a GBL, or a MILSTRIP/ FEDSTRIP number.	B300 B301
Suffix	Conditional	User supplied	Fatal	Input for reopening and correction transactions when the suffix is other than the base Suffix. Must be numeric.	B311
Contract/ Order Number	Conditional	User supplied	Fatal	Input for reopening and correction transactions for contracts, grants, and T-orders. Positions 1 and 2 must be a valid contract, grant, or T-order prefix. May be either a contract, a grant, or a T-order number.	B361
Reopening dollars	Conditional	User supplied	Fatal	Input for all reopening transactions and for the correction transaction when it is to be corrected. For a reopening transaction, must be numeric and greater than 0. For a correction transaction, must be numeric and not equal to 0.	B770 B771 B772 B773
Discount dollars	Conditional	User supplied	Fatal	Input for reopening transactions when there is a discount and for the correction transaction when it is to be corrected. For a reopening transaction, must be numeric and greater than 0. For a correction transaction, must be numeric and not equal to 0.	B711 B712 B713
Payment by others dollars	Conditional	User supplied	Fatal	Input for reopening transactions when there is a payment by others and for the correction transaction when it is to be corrected. For a reopening transaction, must be numeric and greater than 0. For a correction transaction, must be numeric and not equal to 0.	B741 B742 B743
Method of Authority	Conditional	User supplied	Fatal	Input for all reopening transactions and for the correction transaction when it is to be corrected. Must be a valid MA but not 97.	B110 B111 B115
Program Year	Conditional	User supplied	Fatal	Input for all reopening transactions and for the correction transaction when it is to be corrected. Must be a valid PY. Also validated with FS.	B120 B121 C500 C508

Figure 2.10-29. - Prior Year Reopening input and edit requirements.

ORIGINAL PAGE IS OF POOR QUALITY

ORIGINAL PAGE IS OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Fund Source	Conditional	User supplied	Fatal	Input for all reopening transactions and for the correction transaction when it is to be corrected. Must be a valid FS. Also validated with PY.	B130 B139 C500 C506 C507 C508 C509 C510
Primary Work Code	Conditional	User supplied	Fatal	Input for all reopening transactions and for the correction transaction when it is to be corrected. Must be nine digits and a valid PWC.	B170 B171 B174
Object Class	Conditional	User supplied	Fatal	Input for all reopening transactions and for the correction transaction when it is to be corrected. Must be a valid Object Class.	B190 B191
Responsible Organization	Conditional	User supplied	Fatal	Input for all reopening transactions and for the correction transaction when it is to be corrected. Must be a valid RO.	B200 B201
Performing Organization	Conditional	User supplied	Fatal	Input for all reopening transactions and for the correction transaction when it is to be corrected. Must be a valid Performing Organization.	B320 B321
Primary Job Code	Conditional	User supplied	Fatal	Input for reopening transactions when available and for the correction transaction when it is to be corrected. If the first position is 0 or 1, must be a Centerwide Job Code and be validated with FS and Performing Organization.	B330 B331 C506 C509
Secondary Job Code	Conditional	User supplied	Fatal	Input for reopening transactions when available and for the correction transaction when it is to be corrected. If the first position is 0 or 1, must be a Centerwide Job Code and be vlidated with FS and Performing Organization.	B340 B341 B342 C507 C510
BPA Call number	Conditional	User supplied	None	Input for reopening transactions for BPA's and for the correction transaction when it is to be corrected.	None
Contract type	Conditional	User supplied	Fatal	Input for reopening transactions and for the correction transaction when it is to be corrected. See figure 2.7-2 for the definition of these codes.	B880 B881
Contract Schedule Number	Conditional	User supplied	Fatal	Input for reopening transactions for contracts when there is a contract schedule number and for the correction transaction when it is to be corrected. Must be alphabetic. The contract schedule is the last schedule for the contract or grant.	B380

Figure 2.10-29. - Prior Year Reopening input and edit requirements (continued).

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Contractor name code	Conditional	User supplied	Fatal	Input for reopening transactions for contracts, grants, and T-orders and for the correction transaction when it is to be corrected. Must be numeric.	B400
Amendment Number	Conditional	User supplied	Fatal	Input for reopening transactions for contracts or grants when there is an amendment and for the correction transaction when it is to be corrected. Must be numeric. The Amendment Number is the last amendment for the contract or grant.	B370
Correction	Optional	User supplied	None	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction.	None

Figure 2.10-29. - Prior Year Reopening input and edit requirements (concluded).

```
****IFMS SEPTEMBER 30, 1974 AS OF  __/__/__
****TEMPLATE NO. MB - REOPENING PRIOR YEAR
    PURCHASE REQUEST NO.  _________  SUFFIX  ___  CONTRACT/ORDER NO.  ________
    REOPENING  $___,___,___.__±  DISCOUNT  $___,___,___.__±
    PAYMENT BY OTHERS  $___,___,___.__±
    MA  __  PY  __  FS  __  PWC  _________  OBJECT CLASS  ____  RESP ORG  __
    PERF ORG  __  PRIMARY JOB CODE  _____  SECONDARY JOB CODE  _____
    BPA CALL NO.  ___  CONTRACT TYPE  _  CONTRACT SCHEDULE  _
    CONTRACTOR NAME CODE  _____  AMENDMENT NO.  ___
    CORRECTION  _
```

Figure 2.10-30. - Prior Year Reopening template.

reopened is defined by the PR, GBL, or MILSTRIP/FEDSTRIP number and Suffix entered on the template. For the reopening transaction, the record must not exist. The record must be created with the accounting information from the template and with reopening dollars from the template as the commitment, obligation, cost, and disbursement. In addition, discount dollars and payment by others dollars must be inserted in the record.

If the reopening is for a contract or grant, the contract record to be reopened is defined by the contract or grant number entered on the template and the performance record by the PR Number and Suffix. For the reopening transaction, the performance record must not exist; the contract record may or may not exist depending on whether other performance records for the contract have already been reopened. The performance record must be created with the accounting information from the template and with reopening dollars from the template as the commitment, obligation, cost, and disbursement. If the contract record does not already exist, it must be created with the contract information from the template and with reopening dollars from the template as the obligation, cost, and disbursement. If the contract record does already exist, the contract information from the template must match the contract information from the contract record, and reopening dollars from the template must update the obligation, cost, and disbursement from the contract record. In addition, discount dollars and payment by others dollars must be inserted in the performance record and be inserted in or update the contract record.

Correction

The correction transaction inputs and records corrections. Corrections are made to either dollar data elements, information data elements, or control data elements. Contract records and performance records must be corrected appropriately.

The processing requirements for the correction of dollar data elements are basically the same as those for the original transaction except that, in all cases, the amount entered may be either positive or negative. Amounts from the contract and performance records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative correction must not reduce any amounts from any of the records below 0. For the prior year reopening process, the dollar data elements are reopening dollars, discount dollars, and payment by others dollars. The processing requirements for the correction of information data elements specify that the new value of the element be overlaid on the old. The information data elements are the accounting information and the contract information. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the PR Number and Suffix and contract number.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial and correction transactions must be recorded in the transaction history.

Output - Section 2.10.2 discusses the standard online responses and error messages required in the prior year reopening process.

2.10.1.9 Cancelled check. The cancelled check process inputs and records the cancellation of a check and the reversal of the original disbursement. The cancelled check process is applicable to the contract, grant, T-order, MILSTRIP/FEDSTRIP, GBL, and miscellaneous disbursement processes.

Input - The cancelled check transaction is specified by the cancelled check indicator on the various templates. The transaction may not be entered alone; it must be entered with a disbursement transaction or transactions to reverse the original disbursement and an adjustment transaction or transactions to reverse any effect the original disbursement may have had on the commitment, obligation, and cost. The amounts entered for the disbursement transaction or transactions and the adjustment transaction or transactions must be negative. A reopening transaction must not be entered at the same time.

Processing - If the cancelled check is for a T-order, BPA, GBL, or MILSTRIP/FEDSTRIP item, the performance record to be updated is defined by the PR, GBL, and MILSTRIP/FEDSTRIP number and Suffix entered on the template. For the cancelled check transaction, the record must exist and be open. The cancelled check amount must be calculated from the disbursement transaction or transactions as the amount for which the check was originally written. This cancelled check amount must update the cancelled check

amount from the performance record. The voucher number from the template must update the voucher number of the cancelled check from the record.

If the cancelled check is for a contract or grant, the transaction must be entered at the PR level. The contract record to be updated is defined by the contract or grant number entered on the template and the performance record by the PR Number and Suffix entered on the template. For the cancelled check transaction, both records must exist and be open. The cancelled check amount as calculated must update the cancelled check amount from the contract record and from the performance record. The voucher number from the template must update the voucher number of the cancelled check from each record.

The disbursement transaction or transactions and the adjustment transaction or transactions entered with the cancelled check transaction must be processed as normal negative transactions. Each amount from the template must update the appropriate amount or amounts from the contract record and from the performance record and must satisfy the normal processing edits for negative amounts.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history.

<u>Output</u> - Section 2.10.2 discusses the standard online responses and error messages required in the cancelled check process.

2.10.1.10 Miscellaneous disbursement. The miscellaneous disbursement process inputs and records the disbursement for such payments as the petty cash payments made by the Fund Control Unit. The disbursement is entered at the PR level with the disbursement being applied to the specific PR indicated on the template.

The miscellaneous disbursement process consists of a disbursement transaction, an update transaction, a correction transaction, a reopening transaction, and a cancelled check transaction defined as follows:

- Disbursement - a transaction that records the commitment, obligation, cost, and disbursement.
- Update - a transaction that updates the commitment, obligation, cost, and disbursement. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the disbursement or the update transaction.
- Reopening - a transaction that reopens a PR that was closed during the current year.
- Cancelled check - a transaction that records the cancellation of a check and the reversal of the original disbursement.

The input, processing, and output requirements for the disbursement transaction, the update transaction, and the correction transaction are discussed in the following paragraphs. The requirements for the reopening transaction are discussed in section 2.10.1.8. The requirements for the

cancelled check transaction are discussed in section 2.10.1.9.

Input - Figure 2.10-31 contains a list of data elements that must be input and edits that must be performed for the miscellaneous disbursement process. Figure 2.10-32 defines the template required for input of these data elements.

The disbursement transaction is specified by the entry of commitment/obligation/cost/disbursement dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of commitment/obligation/cost/disbursement dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Both an update transaction and a correction transaction may not be entered at the same time.

Processing - The specific transaction requirements are discussed by transaction in the following paragraphs.

Disbursement

The disbursement transaction inputs and records commitment, obligation, cost, and disbursement. Each transaction must create a performance record.

The performance record to be created is defined by the PR Number and Suffix entered on the template. For the disbursement transaction, the record must not exist. The record must be created with the order number, the voucher

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Purchase Request Number	Yes	User supplied	Fatal	Input for all disbursement, update, and correction transactions. Position 1 must be alphanumeric. Positions 2 through 8 must be numeric. Position 9 must be alphabetic or blank.	B300 B301
Suffix	Conditional	User supplied	Fatal	Input for disbursement, update, and correction transactions when the suffix is other than the base Suffix. Must be numeric.	B311
Order number	Conditional	User supplied	Fatal	Input for all disbursement transactions and for the update and correction transactions when it is to be updated or corrected. Positions 1 and 2 must be a valid T-order prefix.	B360 B361
Commitment, Obligation, Cost, and Disbursement Dollars	Conditional	User supplied	Fatal	Input for all disbursement and update transactions and for the correction transaction when it is to be corrected. For a disbursement transaction, must be numeric and greater than 0. For an update correction transaction, must be numeric and not equal to 0.	B670 B671 B672 B673
Voucher number	Conditional	User supplied	Fatal	Input for all disbursement and update transactions and for the correction transaction when it is to be corrected. Position 1 must be J , and positions 2 through 4 must be numeric, or all must be numeric.	B930 B931
Name code	Conditional	User supplied	Fatal	Input for all disbursement transactions and for the update and correction transactions when it is to be updated or corrected. Must be numeric.	B400
Method of Authority	Conditional	User supplied	Fatal	Input for all disbursement transactions and for the update and correction transactions when it is to be updated or corrected. Must be a valid MA but not 97.	B100 B111 B115
Program Year	Conditional	User supplied	Fatal	Input for all disbursement transactions and for the update and correction transactions when it is to be updated or corrected. Must be a valid PY. Also validated with FS.	B120 B121 C500 C508
Fund Source	Conditional	User supplied	Fatal	Input for all disbursement transactions and for the update and correction transactions when it is to be updated or corrected. Must be a valid FS. Also validated with PY.	B130 B139 C500 C506 C507 C508 C509 C510

Figure 2.10-31. - Miscellaneous Disbursement input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Primary Work Code	Conditional	User supplied	Fatal	Input for all disbursement transactions and for the update and correction transactions when it is to be updated or corrected. Must be nine digits and a valid PWC.	B170 B171 B174
Object Class	Conditional	User supplied	Fatal	Input for all disbursement transactions and for the update and correction transactions when it is to be updated or corrected. Must be a valid Object Class.	B190 B191
Responsible Organization	Conditional	User supplied	Fatal	Input for all disbursement transactions and for the update and correction transactions when it is to be updated or corrected. Must be a valid RO.	B200 B201
Performing Organization	Conditional	User supplied	Fatal	Input for all disbursement transactions and for the update and correction transactions when it is to be updated or corrected. Must be a valid Performing Organization.	B320 B321
Primary Job Code	Conditional	User supplied	Fatal	Input for disbursemen transactions when available and for the update and correction transactions when it is to be updated or corrected. If the first position is 0 or 1, must be a Centerwide Job Code and must be validated with FS and Performing Organization.	B330 B331 C506 C509
Secondary Job Code	Conditional	User supplied	Fatal	Input for disbursement transactions when available and for the update and correction transactions where it is to be corrected. If the first position is 0 or 1, must be a Centerwide Job Code and must be validated with FS and Performing Organization.	C340 B341 B342 C507 C510
Reopening	No	None	None	Must not be input.	None
Cancelled check	No	None	None	Must not be input.	None
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update transaction and the correction transaction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update transaction and the correction transaction must not be specified.	B062

Figure 2.10-31. - Miscellaneous Disbursement input and edit requirements (concluded).

```
****IFMS SEPTEMBER 30, 1974  AS OF  __/__/__
****TEMPLATE NO. MC - MISCELLANEOUS DISBURSEMENT
    PURCHASE REQUEST NO.  __________  SUFFIX  ___  ORDER NO.  ________
    C/O/C/D  $___,___,___.__±  VOUCHER NO.  ______  NAME CODE  _____
    MA  __  PY  __  FS  __  PWC  _________  OBJECT CLASS  ____  RESP ORG  __
    PERF ORG  ____  PRIMARY JOB CODE  _____  SECONDARY JOB CODE  _____
    REOPENING  _  CANCELLED CHECK  _
    FOR CHANGES ONLY:  UPDATE  _  CORRECTION  _
```

Figure 2.10-32. - Miscellaneous Disbursement template.

number, and the accounting information from the template and with commitment/obligation/cost/disbursement dollars from the template as the commitment, obligation, cost, and disbursement. The funds must be obtained from the PWA account specified by the accounting information. The balance of the PWA accounts must be sufficient.

Update and Correction

The update and correction transactions input and record updates and corrections. Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. Performance records must be updated or corrected appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction, except that the amount entered may be either positive or negative. Amounts from the performance records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative update or correction must not reduce any of the amounts below 0. For the miscellaneous disbursement process, the only dollar data element is commitment/obligation/cost/disbursement dollars. The processing requirements for the correction of information data elements specify that the new value of the element be overlaid on the old. The information data elements are order number, voucher number, name code, Performing Organization, Primary Job Code, and Secondary Job Code. The processing requirements for the update or correction of

control data elements depend on the specific element. If the PR Number and Suffix are entered incorrectly, the transaction must be reversed and a new transaction entered. If MA, PY, FS, PWC, Object Class, or RO are entered incorrectly, the requirements are those of an accounting data change in the purchase request process in section 2.6.1.1. The system must reverse the incorrect transaction and generate a new transaction. The funds must be returned to the PWA account defined by the incorrect accounting information and must be obtained from the PWA account defined by the new accounting information. The issues and the balance of the PWA accounts must be sufficient.

In addition, the update transaction must update the voucher number. The voucher number from the template must be overlaid on the voucher number from the performance record. Only the voucher number of the last transaction affecting the record must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.10.2 discusses the standard online responses and error messages required in the miscellaneous disbursement process.

2.10.1.11 MILSTRIP/FEDSTRIP obligation. The MILSTRIP/FEDSTRIP obligation process inputs and records the commitment and the obligation for MILSTRIP/FEDSTRIP items. The original transactions are provided by the Supply system;

any modifications to the information recorded as a result of these transactions are input through IFMS. Section 2.17.1.2 discusses the Supply system interface.

The MILSTRIP/FEDSTRIP obligation process consists of an obligation transaction, an update transaction, and a correction transaction defined as follows:

- Obligation - a transaction that records the commitment and the obligation.
- Update - a transaction that updated the commitment and the obligation. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the obligation or the update transaction.

The input, processing, and output requirements for these transactions are discussed in the following sections.

<u>Input</u> - Figure 2.10-33 contains a list of data elements that must be input and edits that must be performed for the MILSTRIP/FEDSTRIP obligation process with template input. Figure 2.10-34 defines the template required for input of these data elements. Figure 2.10-35 contains a list of data elements that must be input and edits that must be performed for the MILSTRIP/FEDSTRIP obligation process with interface input.

On the template, the obligation transaction is specified by the entry of commitment/obligation dollars; the amount entered must be positive. The update transaction is

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
MILSTRIP/ FEDSTRIP number	Yes	User supplied	Fatal	Input for all obligation, update, and correction transactions. Must be numeric.	B870 B871
Suffix	Conditional	User supplied	Fatal	Input for obligation, update, and correction transactions when the suffix is other than the base Suffix. Must be numeric.	B311
Commitment/ Obligation Dollars	Conditional	User supplied	Fatal	Input for all obligation and update transactions and for the correction transaction when it is to be corrected. For an obligation transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B650 B651 B652 B753
Method of Authority	Conditional	User supplied	Fatal	Input for all obligation transactions and for the update and correction transactions when it is to be updated or corrected. Must be a valid MA but not 97.	B100 B111 B115
Program Year	Conditional	User supplied	Fatal	Input for all obligation transactions and for the update and correction transactions when it is to be updated or corrected. Must be a valid PY. Also validated with FS.	B120 B121 C500 C508
Fund Source	Conditional	User supplied	Fatal	Input for all obligation transactions and for the update and correction transactions when it is to be updated or corrected. Must be a valid FS. Also validated with PY.	B130 B139 C500 C506 C507 C508 C509 C510
Primary Work Code	Conditional	User supplied	Fatal	Input for all obligation transactions and for the update and correction transactions when it is to be updated or corrected. Must be nine digits and a valid PWC.	B170 B171 B174
Object Class	Conditional	User supplied	Fatal	Input for all obligation transactions and for the update and correction transactions when it is to be updated or corrected. Must be a valid Object Class.	B190 B191

Figure 2.10-33. - MILSTRIP/FEDSTRIP Obligation input and edit requirements (template input).

ORIGINAL PAGE IS OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Responsible Organization	Conditional	User supplied	Fatal	Input for all obligation transactions and for the update and correction transactions when it is to be updated or corrected. Must be a valid RO.	B200 B201
Performing Organization	Conditional	User supplied	Fatal	Input for all obligation transactions and for the update and correction transactions when it is to be updated or corrected. Must be a valid Performing Organization.	B320 B321
Primary Job Code	Conditional	User supplied	Fatal	Input for obligation transactions when available and for the update and correction transactions when it is to be updated or corrected. If the first position is 0 or 1, must be a Centerwide Job Code and must be validated with FS and Performing Organization.	B330 B331 C506 C509
Secondary Job Code	Conditional	User supplied	Fatal	Input for obligation transactions when available and for the update and correction transactions when it is to be updated or corrected. If the first position is 0 or 1, must be a Centerwide Job Code and must be validated with FS and Performing Organization.	B340 B341 B342 C507 C510
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update transaction and the correction transaction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update transaction and the correction transaction must not be specified.	B062

ORIGINAL PAGE IS
OF POOR QUALITY

Figure 2.10-33. - MILSTRIP/FEDSTRIP Obligation input and edit requirements (template input) (concluded).

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO.  MD - MILSTRIP/FEDSTRIP OBLIGATION
    MILSTRIP/FEDSTRIP NO. ________  SUFFIX ___
    C/O  $_,___,___,___.__
    MA  __  PY  __  FS  __  PWC  _________  OBJECT CLASS  ____  RESP ORG  __
    PERF ORG  ____  PRIMARY JOB CODE  _____  SECONDARY JOB CODE  _____
    FOR CHANGES ONLY:  UPDATE  _  CORRECTION  _
```

Figure 2.10-34. - MILSTRIP/FEDSTRIP Obligation template.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
MILSTRIP/ FEDSTRIP number	Yes	Interface	Fatal	Input for all transactions. Must be numeric.	B870 B871
Suffix	Yes	Interface	Fatal	Input for all transactions. Must be numeric.	B310 B311
Commitment/ Obligation Dollars	Yes	Interface	Fatal	Input for all transactions. Must be numeric and greater than 0.	B600 B601 B604
Method of Authority	Yes	Interface	Fatal	Input for all transactions. Must be a valid MA but not 97.	B110 B111 B115
Program Year	Yes	Interface	Fatal	Input for all transactions. Must be a valid PY. Also validated with FS.	B120 B121 C500
Fund Source	Yes	Interface	Fatal	Input for all transactions. Must be a valid FS. Also validated with PY.	B130 B139 C500 C506 C507
Primary Work Code	Yes	Interface	Fatal	Input for all transactions. Must be nine digits and a valid PWC.	B170 B171 B174
Object Class	Yes	Interface	Fatal	Input for all transactions. Must be a valid Object Class.	B190 B191
Responsible Organization	Yes	Interface	Fatal	Input for all transactions. Must be a valid RO.	B200 B201
Performing Organization	Yes	Interface	Fatal	Input for all transactions. Must be a valid Performing Organization.	B320 B321
Primary Job Code	Yes	Interface	Fatal	Input for transactions when available. If the first position is 0 or 1, must be a Centerwide Job Code and must be validated with FS and Performing Organization.	B330 B331 B506
Secondary Job Code	Yes	Interface	Fatal	Input for transactions when available. If the first position is 0 or 1, must be a Centerwide Job Code and must be validated with FS and Performing Organization.	B340 B341 B342 C507

Figure 2.10-35. - MILSTRIP/FEDSTRIP Obligation input and edit requirements (interface input).

specified by the update indicator and the entry of commitment/obligation dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Both an update transaction and correction transaction may not be entered at the same time. On the interface, only obligation transactions may be entered.

Processing - The specific transaction requirements are discussed by transaction in the following paragraphs.

Obligation

The obligation transaction inputs and records the commitment and obligation. Each transaction must create a performance record.

The performance record to be created is defined by the MILSTRIP/FEDSTRIP number and Suffix entered on the template or from the interface. For the obligation transaction, the record must not exist. The record must be created with the accounting information from the template or interface and with commitment/obligation dollars from the template or interface as the commitment and the obligation. The balance of the PWA account must be sufficient.

Update and Correction

The update and correction transactions input and record updates and corrections. Updates are made to either dollar data elements or control data elements; corrections are made

to either dollar data elements, information data elements, or control data elements. Performance records must be updated or corrected appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction, except that the amount entered may be either positive or negative. Amounts from the performance records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative update or correction must not reduce any of the amounts below 0. For the MILSTRIP/FEDSTRIP obligation process, the only dollar data element is commitment/obligation dollars. The processing requirements for the correction of information data elements specify that the new value of the element be overlaid on the old. The information data elements are Performing Organization, Primary Job Code, and Secondary Job Code. The processing requirements for the update or correction of control data elements depend on the specific element. If the MILSTRIP/FEDSTRIP number and Suffix are entered incorrectly, the transaction must be reversed and a new transaction entered. If MA, PY, FS, PWC, Object Class, or RO are entered incorrectly, the requirements are those of an accounting data change in the Purchase Request process in section 2.6.1.1. The system must reverse the incorrect transaction and generate a new transaction. The funds must be returned to the PWA account defined by the incorrect accounting information and must be obtained from the PWA account defined by the new accounting information. The issues and the balance of the PWA accounts must be sufficient.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.10.2 discusses the standard online responses and error messages required in the MILSTRIP/FEDSTRIP obligation process.

2.10.2 Output Message Requirements

Figures 2.10-36 through 2.10-40 contain a list of output message requirements. Figure 2.10-41 contains a correlation of output messages by transaction.

2.10.3 Inquiry Requirements

Figure 2.10-42 contains a list of inquiry input data elements and response data elements required for the disbursement process.

2.10.4 Report Requirements

Section 2.19 lists the disbursement report requirements. The following reports reflect disbursement activity:

- Open Commercial Order Status
  Part I - Contracts
  Part II - Grants
  Part III - Letter of Credit
  Part IV - T-Orders

Code	Message
****	DISBURSEMENT TRANSACTION - CONTRACT
****	DISBURSEMENT TRANSACTION - GRANT
****	DISBURSEMENT TRANSACTION - LETTER OF CREDIT ISSUANCE
****	DISBURSEMENT TRANSACTION - LETTER OF CREDIT WITHDRAWAL
****	DISBURSEMENT TRANSACTION - LETTER OF CREDIT DISBURSEMENT
****	DISBURSEMENT TRANSACTION - T-ORDER
****	DISBURSEMENT TRANSACTION - GBL
****	DISBURSEMENT TRANSACTION - MILSTRIP/FEDSTRIP
****	DISBURSEMENT TRANSACTION - COSTING
****	DISBURSEMENT TRANSACTION - PRIOR YEAR REOPENING
****	DISBURSEMENT TRANSACTION - MISCELLANEOUS DISBURSEMENT
B010	TYPE OF TRANSACTION NOT SPECIFIED
B012	INVALID TRANSACTION SPECIFIED
B062	BOTH 'UPDATE' AND 'CORRECTION' MUST NOT BE SPECIFIED
C440	EXTENT OF PAYMENT NOT SPECIFIED
C441	MULTIPLE EXTENT OF PAYMENTS SPECIFIED

Figure 2.10-36. - Disbursement transaction-begun messages.

Code	Message
A000	Processing Complete

Figure 2.10-37. - Disbursement transaction-complete messages.

Code	Message
B080	'COMPLETE PAYMENT' MUST NOT BE SPECIFIED
B081	'FINAL PAYMENT' MUST NOT BE SPECIFIED
B082	'FINAL COSTING' MUST NOT BE SPECIFIED
B100	'AS OF' DATE INVALID
B101	'AS OF' DATE MUST BE PRIOR TO SYSTEM DATE
B110	MA NOT ENTERED
B111	MA INVALID
B115	MA MUST NOT BE 97
B120	PY NOT ENTERED
B121	PY INVALID
B130	FS NOT ENTERED
B139	FS INVALID
B170	PWC NOT ENTERED
B171	PWC INVALID
B174	PWC MUST BE 9 DIGITS
B190	OBJECT CLASS NOT ENTERED
B191	OBJECT CLASS INVALID
B200	RESPONSIBLE ORGANIZATION NOT ENTERED
B201	RESPONSIBLE ORGANIZATION INVALID
B300	PURCHASE REQUEST NUMBER NOT ENTERED
B301	PURCHASE REQUEST NUMBER INVALID
B310	SUFFIX NOT ENTERED
B311	SUFFIX INVALID
B320	PERFORMING ORGANIZATION NOT ENTERED
B321	PERFORMING ORGANIZATION INVALID
B330	PRIMARY JOB CODE INVALID
B331	PRIMARY JOB CODE MUST BE CENTERWIDE JOB CODE
B340	SECONDARY JOB CODE INVALID
B341	SECONDARY JOB CODE MUST BE BLANK
B342	SECONDARY JOB CODE MUST BE CENTERWIDE JOB CODE
B360	CONTRACT/ORDER NUMBER NOT ENTERED
B361	CONTRACT/ORDER NUMBER INVALID
B370	CONTRACT AMENDMENT NUMBER INVALID
B380	CONTRACT SCHEDULE NUMBER INVALID

Figure 2.10-38. - Disbursement data element edit error messages.

Code	Message
B381	CONTRACT SCHEDULE NUMBER MUST BE BLANK
B400	CONTRACTOR NAME CODE INVALID
B420	GBL NUMBER NOT ENTERED
B421	GBL NUMBER INVALID
B600	$ AMOUNT NOT ENTERED
B601	$ AMOUNT INVALID
B602	$ AMOUNT MUST NOT BE ZERO
B604	$ AMOUNT MUST BE GREATER THAN ZERO
B630	COST $ NOT ENTERED
B631	COST $ INVALID
B632	COST $ MUST NOT BE ZERO
B633	COST $ MUST BE GREATER THAN ZERO
B651	C/O $ INVALID
B652	C/O $ MUST NOT BE ZERO
B653	C/O $ MUST BE GREATER THAN ZERO
C656	C/O $ MUST HAVE THE SAME SIGN AS COST $
B661	C/O/C $ INVALID
B662	C/O/C $ MUST NOT BE ZERO
B670	C/O/C/D $ NOT ENTERED
B671	C/O/C/D $ INVALID
B672	C/O/C/D $ MUST NOT BE ZERO
B673	C/O/C/D $ MUST BE GREATER THAN ZERO
B700	DISBURSEMENT $ NOT ENTERED
B701	DISBURSEMENT $ INVALID
B702	DISBURSEMENT $ MUST NOT BE ZERO
B703	DISBURSEMENT $ MUST BE GREATER THAN ZERO
B711	DISCOUNT $ INVALID
B712	DISCOUNT $ MUST BE ZERO
B713	DISCOUNT $ MUST BE GREATER THAN ZERO
B721	WITHHOLDING $ INVALID
B722	WITHHOLDING $ MUST NOT BE ZERO
B731	DEPOSIT ON CONTAINERS $ INVALID

Figure 2.10-38. - Disbursement data element edit error messages (continued).

Code	Message
B732	DEPOSIT ON CONTAINERS $ MUST NOT BE ZERO
B733	DEPOSIT ON CONTAINERS $ MUST BE GREATER THAN ZERO
B741	PAYMENT BY OTHERS $ INVALID
B742	PAYMENT BY OTHERS $ MUST NOT BE ZERO
B743	PAYMENT BY OTHERS $ MUST BE GREATER THAN ZERO
B751	ADVANCE ESTABLISHED INVALID
B752	ADVANCE ESTABLISHED $ MUST NOT BE ZERO
B753	ADVANCE ESTABLISHED $ MUST BE GREATER THAN ZERO
B761	ADVANCE LIQUIDATED $ INVALID
B762	ADVANCE LIQUIDATED $ MUST NOT BE ZERO
B763	ADVANCE LIQUIDATED $ MUST BE GREATER THAN ZERO
B770	REOPENING $ NOT ENTERED
B771	REOPENING $ INVALID
B772	REOPENING $ MUST NOT BE ZERO
B773	REOPENING $ MUST BE GREATER THAN ZERO
B800	GRANT NUMBER NOT ENTERED
B801	GRANT NUMBER INVALID
B810	LETTER OF CREDIT NUMBER NOT ENTERED
B811	LETTER OF CREDIT NUMBER INVALID
B830	LETTER OF CREDIT VOUCHER NUMBER NOT ENTERED
B821	LETTER OF CREDIT VOUCHER NUMBER INVALID
B822	LETTER OF CREDIT VOUCHER NUMBER MUST NOT BE LESS THAN ZERO
B830	SERIAL NUMBER NOT ENTERED
B831	SERIAL NUMBER INVALID
B832	SERIAL NUMBER MUST NOT BE LESS THAN ZERO
B840	DISCOUNT OVERRIDE MUST BE BLANK
B860	CONTRACT/GRANT NUMBER NOT ENTERED
B861	CONTRACT/GRAND NUMBER INVALID
B870	MILSTRIP/FEDSTRIP NJMBER NOT ENTERED
B871	MILSTRIP/FEDSTRIP NUMBER INVALID
B880	CONTRACT TYPE NOT ENTERED
B881	CONTRACT TYPE INVALID
B930	VOUCHER NUMBER NOT ENTERED
B931	VOUCHER NUMBER INVALID

Figure 2.10-38. - Disbursement data element edit error messages (continued).

Code	Message
C450	BOTH 'CANCELLED CHECK' AND 'REOPENING' MUST NOT BE SPECIFIED
C500	PY FS COMBINATION INVALID
C506	FS, PERF ORG, PRIMARY JOB CODE COMBINATION INVALID
C507	FS, PERF ORG, SECONDARY JOB CODE COMBINATION INVALID
C508	PY __ FS __ COMBINATION INVALID
C509	FS __, PERF ORG ____ PRIMARY JOB CODE ____ COMBINATION INVALID
C510	FS __, PERF ORG ____ SECONDARY JOB CODE ____ COMBINATION INVALID

Figure 2.10-38. - Disbursement data element edit error messages (concluded).

Code	Message
A220	ADDITIONAL COMMITMENT $ OBTAINED FROM PWA ACCOUNT PURCHASE REQUEST NO. _____ SUFFIX ___ ADDITIONAL $_,___,___,___.__

Figure 2.10-39. - Disbursement advisory messages.

Code	Message
D142	PWA ISSUES INSUFFICIENT MA __ PY __ FS __ RO __ PWC _____ OBJECT CLASS ____ CARRIER ID _____ SUB ID __ ISSUES $_,___,___,___.__ UPDATE $_,___,___,___.__-
D143	PWA BALANCE INSUFFICIENT TO INCREASE ISSUES MA __ PY __ FS __ RO __ PWC _____ OBJECT CLASS ____ CARRIER ID _____ SUB ID __ BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__- ADDITIONAL $ EXCEED LIMIT PURCHASE REQUEST NO. _____ SUFFIX ___
D144	OBLIGATION $ EXCEED COMMITMENT $ ADDITIONAL $ EXCEED LIMIT PURCHASE REQUEST NO. _____ SUFFIX ___ OBLIGATION $_,___,___,___.__ COMMITMENT $_,___,___,___.__ ADDITIONAL $_,___,___,___.__ LIMIT $_,___,___,___.__
D180	PERFORMANCE DATA RECORD NOT FOUND PURCHASE REQUEST NO. _____ SUFFIX ___
D181	PERFORMANCE DATA RECORD ALREADY EXISTS PURCHASE REQUEST NO. _____ SUFFIX ___
D186	PERFORMANCE DATA RECORD CLOSED PURCHASE REQUEST NO. _____ SUFFIX ___
D192	CONTRACT RECORD NOT FOUND CONTRACT/ORDER NO. _____
D197	CONTRACT RECORD CLOSED CONTRACT/ORDER NO. _____
D300	ADVANCE ESTABLISHED $ EXCEED OBLIGATION $ CONTRACT/ORDER NO. _____ PURCHASE REQUEST NO. _____ SUFFIX ___ ESTABLISHED $_,___,___,___.__ UPDATE $_,___,___,___.__± OBLIGATION $_,___,___,___.__ UPDATE $_,___,___,___.__±
D302	ADVANCE LIQUIDATED $ EXCEED ADVANCE ESTABLISHED $ CONTRACT/ORDER NO. _____ PURCHASE REQUEST NO. _____ SUFFIX ___ LIQUIDATED $_,___,___,___.__ UPDATE $_,___,___,___.__ ESTABLISHED $_,___,___,___.__ UPDATE $_,___,___,___.__±

Figure 2.10-40. - Disbursement processing error messages.

Code	Message
D303	COST $ EXCEED OBLIGATION $
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	COST $_,___,___,___.__ UPDATE $_,___,___,___.__±
	OBLIGATION $_,___,___,___.__ UPDATE $_,___,___,___.__±
D304	DISBURSEMENT $ EXCEED COST $
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	COST $_,___,___,___.__ UPDATE $_,___,___,___.__±
D305	DISBURSEMENT $ + WITHHOLDING $ EXCEED OBLIGATION $
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	WITHHOLDING $_,___,___,___.__ UPDATE $_,___,___,___.__±
	OBLIGATION $_,___,___,___.__ UPDATE $_,___,___,___.__±
D306	COMMITMENT $ MUST NOT BE LESS THAN ZERO
	PURCHASE REQUEST NO. _____ SUFFIX ___
	COMMITMENT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D307	OBLIGATION $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	OBLIGATION $_,___,___,___.__ UPDATE $_,___,___,___.__-
D308	COST $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	COST $_,___,___,___.__ UPDATE $_,___,___,___.__-
D309	DISBURSEMENT $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D310	DISCOUNT $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___

Figure 2.10-40. - Disbursement processing error messages (continued).

Code	Message
	DISCOUNT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D311	WITHWHOLDING $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	WITHHOLDING $_,___,___,___.__ UPDATE $_,___,___,___.__-
D312	DEPOSIT ON CONTAINERS $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	DEPOSIT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D313	PAYMENT BY OTHERS $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	PAYMENT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D314	ADVANCE ESTABLISHED $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ESTABLISHED $_,___,___,___.__ UPDATE $_,___,___,___.__-
D315	ADVANCE LIQUIDATED $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	LIQUIDATED $_,___,___,___.__ UPDATE $_,___,___,___.__-
D316	DISBURSEMENT $ + WITHHOLDING $ EXCEED OBLIGATION $
	FOR NON-EXCLUDED OBJECT CLASSES
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	WITHHOLDING $_,___,___,___.__ UPDATE $_,___,___,___.__+
	OBLIGATION $_,___,___,___.__ UPDATE $_,___,___,___.__±
D317	DISBURSEMENT $ + WITHHOLDING $ EXCEED COST $
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	WITHHOLDING $_,___,___,___.__ UPDATE $_,___,___,___.__±
	COST $_,___,___,___.__ UPDATE $_,___,___,___.__±

Figure 2.10-40. - Disbursement processing error messages (continued).

Code	Message
D318	DISBURSEMENT $ + WITHHOLDING $ EXCEED COST $
	FOR NON-EXCLUDED OBJECT CLASSES
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	WITHHOLDING $_,___,___,___.__ UPDATE $_,___,___,___.__±
	COST $_,___,___,___.__ UPDATE $_,___,___,___.__±
D319	DISBURSEMENT $ + UNLIQUIDATED ADVANCE $ EXCEED OBLIGATION $
	PURCHASE REQUEST NO. _____ SUFFIX ___
	DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	ADVANCE $_,___,___,___.__ UPDATE $_,___,___,___.__±
	OBLIGATION $ _,___,___,___.__ UPDATE $_,___,___,___.__±
D320	COMPLETE PAYMENT MUST NOT BE SPECIFIED
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ESTABLISHED $_,___,___,___.__ LIQUIDATED $_,___,___,___.__
D321	FINAL PAYMENT MUST NOT BE SPECIFIED
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ESTABLISHED $_,___,___,___.__ LIQUIDATED $_,___,___,___.__
D330	LETTER OF CREDIT CONTROL RECORD NOT FOUND
	LETTER OF CREDIT NO. _____
D331	LETTER OF CREDIT CONTROL RECORD ALREADY EXISTS
	LETTER OF CREDIT NO. _____
D332	LETTER OF CREDIT NO. _____ PY __
	LETTER OF CREDIT NO. _____ PY __
D334	LETTER OF CREDIT WITHDRAWAL RECORD NOT FOUND
	LETTER OF CREDIT NO. _____
D340	WITHDRAWAL $ EXCEED ISSUANCE $
	LETTER OF CREDIT NO. _____ PY __
	WITHDRAWAL $_,___,___,___.__ UPDATE $_,___,___,___.__±
	ISSUANCE $_,___,___,___.__ UPDATE $_,___,___,___.__±
D341	DISBURSEMENT $ EXCEED WITHDRAWAL $
	LETTER OF CREDIT NO. _____
	DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	WITHDRAWAL $_,___,___,___.__ UPDATE $_,___,___,___.__±

Figure 2.10-40. - Disbursement processing error messages (continued).

Code	Message
D342	ISSUANCE $ MUST NOT BE LESS THAN ZERO
	LETTER OF CREDIT NO. _____ PY __
	CONTRACT/GRANT NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ISSUANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-
D343	WITHDRAWAL $ MUST NOT BE LESS THAN ZERO
	CONTRACT/GRANT NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	LETTER OF CREDIT NO. _____ PY __
	WITHDRAWAL $_,___,___,___:__ UPDATE $_,___,___,___.__-
D344	ISSUANCE $ EXCEED OBLIGATION $
	CONTRACT/GRANT NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ISSUANCE $_,___,___,___.__ UPDATE $_,___,___,___.__±
	OBLIGATION $_,___,___,___.__ UPDATE $_,___,___,___.__±
D345	DISBURSEMENT $ MUST NOT BE LESS THAN ZERO
	LETTER OF CREDIT NO. _____
	DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D347	WITHDRAWAL $ EXCEED ISSUANCE $
	CONTRACT/GRANT NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	WITHDRAWAL $_,___,___,___.__ UPDATE $_,___,___,___.__±
	ISSUANCE $_,___,___,___.__± UPDATE $_,___,___,___.__
D360	CONTRACT RECORD CURRENTLY ACTIVE
	CONTRACT/ORDER NO. _____ SCHEDULE _
D361	PURCHASE REQUEST RECORD CURRENTLY ACTIVE
	PURCHASE REQUEST NO. _____ SUFFIX ___
D362	PAYMENT BY OTHERS $ EXCEED REOPENING $
	CONTRACT/ORDER NO. _____
	PURCHASE REQUEST NO. _____ SUFFIX ___
	PAYMENT BY OTHERS $_,___,___,___.__ REOPENING $_,___,___,___.__
D530	ESTABLISHMENT $ EXCEED DISBURSEMENT $
	CONTRACT/ORDER NO. _____
	PURCHASE REQUEST NO. _____ SUFFIX ___

Figure 2.10-40. - Disbursement processing error messages (continued).

Code	Message
	ESTABLISHMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
D536	ESTABLISHMENT $ EXCEED ADVANCED ESTABLISHED $
	CONTRACT/ORDER NO. _____
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ESTABLISHMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	ADVANCE $_,___,___,___.__ UPDATE $_,___,___,___.__±

Figure 2.10-40. - Disbursement processing error messages (concluded).

Transaction \ Message	A000	A220	B062	B100	B101	B301	B311	B360	B361	B380	B381	B631	B632	B651	B652	B656	B701	B702	B703	B711	B712	B713	B721	B722	B731	B732	B733	B741
Contract disbursement																												
Disbursement																												
Net disbursement	X			X	X	X	X	X	X	X	X						X		X						X		X	
Desposit on containers	X			X	X	X	X	X	X	X	X																	X
Payment by others	X			X	X	X	X	X	X	X	X																	
Payment on reimbursable orders	X			X	X	X	X	X	X	X	X									X		X						
Discount																							X	X				
Withholding	X			X	X	X	X	X	X	X	X																	
Adjustment																												
Commitment/Obligation	X	X		X	X	X	X	X	X	X	X			X	X	X												
Commitment/Obligation/Cost	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X												
Cost	X			X	X	X	X	X	X	X	X	X	X															
Update	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X	X	X		X
Correction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X	X	X		X
Current year reopening	X			X	X	X	X	X	X																			
Cancelled check																												

Transaction \ Message	B742	B743	B840	B930	B931	C450	D142	D143	D144	D180	D186	D192	D197	D303	D305	D306	D307	D308	D309	D310	D311	D312	D313	D316	D317	D318	D360	D361	D530
Contract disbursement																													
Disbursement																													
Net disbursement			X	X	X					X	X	X	X		X									X					
Deposit on containers			X	X	X					X	X	X	X		X									X					
Payment by others		X	X	X	X					X	X	X	X		X									X					
Payment on reimbursable orders			X	X	X					X	X	X	X		X									X					
Discount							X								X	X	X	X						X	X	X			
Withholding			X												X						X			X					
Adjustment																													
Commitment/Obligation			X				X	X	X	X	X	X	X		X	X	X	X						X	X	X			
Commitment/Obligation/Cost							X	X	X	X	X	X	X	X	X	X	X	X						X	X	X			
Cost			X							X	X	X	X	X				X							X	X			
Update	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Correction	X		X		X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
Current year reopening						X				X		X															X	X	
Cancelled check						X																							

Figure 2.10-41a. - Disbursement messages by transaction - contract.

Message	A002	A202	B060	B110	B101	B301	B311	B631	B632	B651	B652	B656	B751	B752	B753	B761	B762	B763	B800	B801	B930	B931	C450
Transaction																							
<u>Grant Disbursement</u>																							
Disbursement																							
Advance established	X			X	X	X	X						X		X				X	X	X	X	
Advance liquidated	X			X	X	X	X									X		X	X	X	X	X	
Adjustment																							
Commitment/Obligation	X	X		X	X	X				X	X	X							X	X			
Cost	X			X	X	X	X	X	X										X	X			
Commitment/Obligation/Cost/	X	X		X	X	X	X	X	X	X	X	X							X	X			
Update	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X	X	X	
Correction	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X		X	
Current year reopening	X			X	X	X	X												X	X			X
Cancelled check																							

Message	D142	D143	D144	D180	D186	D192	D197	D300	D302	D303	D305	D306	D307	D308	D309	D314	D315	D317	D360	D361	D536
Transaction																					
<u>Grant Disbursement</u>																					
Disbursement																					
Advance established				X	X	X	X	X													
Advance liquidated				X	X	X	X		X		X										
Adjustment																					
Commitment/Obligation	X	X	X	X	X	X	X	X			X	X	X	X				X			
Cost				X	X	X	X			X				X				X			
Commitment/Obligation/Cost	X	X	X	X	X	X	X	X		X	X	X	X	X				X			
Update	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
Correction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
Current year reopening				X		X													X	X	
Cancelled check																					

Figure 2.10-41b. - Disbursement messages by transaction - grant

Transaction \ Message	A000	A220	B062	B100	B101	B301	B311	B380	B381	B600	B601	B602	B604	B631	B632	B651	B652	B656	B700	B701
<u>Letter of credit disbursement</u>																				
Issuance	X			X	X	X	X	X	X	X	X		X							
Issuance update	X		X	X	X	X	X	X	X	X	X	X								
Issuance correction	X		X	X	X	X	X	X	X		X	X								
Withdrawal	X			X	X					X	X		X							
Withdrawal update	X		X	X	X					X	X	X								
Withdrawal correction	X		X	X	X						X	X								
Disbursement	X			X	X	X	X	X	X										X	X
Adjustment																				
Commitment/Obligation	X	X		X	X	X	X	X	X							X	X	X		
Cost	X			X	X	X	X	X	X					X	X					
Commitment/Obligation/Cost	X	X		X	X	X	X	X	X					X	X	X	X	X		
Update	X	X	X	X	X	X	X	X	X					X	X	X	X	X	X	X
Correction	X	X	X	X	X	X	X	X	X					X	X	X	X	X		X
Current year reopening	X			X	X	X	X													

Transaction \ Message	B702	B703	B810	B811	B820	B821	B822	B830	B831	B832	B860	B861	B930	B931	B142	B143	D144	D180	D186	D192
<u>Letter of credit disbursement</u>																				
Issuance			X	X							X	X	X	X				X	X	X
Issuance update			X	X							X	X	X	X				X	X	X
Issuance correction			X	X							X	X		X				X	X	X
Withdrawal			X	X	X	X	X	X	X	X			X	X						
Withdrawal update			X	X	X	X	X	X	X	X			X	X						
Withdrawal correction			X	X		X	X		X	X				X						
Disbursement		X									X	X	X	X				X	X	X
Adjustment																				
Commitment/Obligation											X	X			X	X	X	X	X	X
Cost											X	X						X	X	X
Commitment/Obligation/Cost											X	X		X	X	X	X	X	X	X
Update	X										X	X	X	X	X	X	X	X	X	X
Correction	X										X	X		X	X	X	X	X	X	X
Current year reopening											X	X						X		X

Figure 2.10-41c. - Disbursement messages by transaction - letter of credit.

Transaction \ Message	D197	D303	D305	D306	D307	D308	D309	D317	D330	D331	D332	D334	D340	D341	D342	D343	D344	D345	D347	D360	D361
<u>Letter of credit disbursement</u>																					
Issuance	X								X	X	X						X				
Issuance update	X								X		X		X		X		X		X		
Issuance correction	X								X		X		X		X		X		X		
Withdrawal									X				X								
Withdrawal update									X				X	X		X					
Withdrawal correction									X				X	X		X					
Disbursement	X		X						X			X	X	X					X		
Adjustment																					
Commitment/Obligation	X		X	X	X	X		X									X				
Cost	X	X				X		X													
Commitment/Obligation/Cost	X	X	X	X	X	X		X									X				
Update	X	X	X	X	X	X	X	X	X			X	X	X		X	X	X	X		
Correction	X	X	X	X	X	X	X	X	X			X	X	X		X	X	X	X		
Current year reopening																				X	X

Figure 2.10-41c. - Disbursement messages by transaction - letter of credit (concluded).

ORIGINAL PAGE IS
OF POOR QUALITY

Transaction \ Message	A002	A202	B062	B080	B100	B101	B300	B301	B311	B631	B632	B651	B652	B656	B701	B702	B703	B711	B712	B713	B731	B732	B733	B741	B742	B743	B751	B752	B753	B761	B762
T-order disbursement																															
Disbursement																															
Net disbursement	X	X			X	X	X	X	X						X		X														
Deposit on containers	X	X			X	X	X	X	X												X		X								
Payment by others	X	X			X	X	X	X	X															X		X					
Payment on reimbursable orders	X	X			X	X	X	X	X																						
Advance established	X			X	X	X	X	X	X																		X		X		
Advance liquidated	X				X	X	X	X	X																					X	
Discount																		X		X											
Adjustment																															
Commitment/Obligation	X	X			X	X	X	X	X			X	X	X																	
Cost	X				X	X	X	X	X	X	X																				
Commitment/Obligation/Cost	X	X			X	X	X	X	X	X	X	X	X	X																	
Update	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X		X	X		X	X		X	X
Correction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X		X	X		X	X		X	X
Current year reopening	X				X	X	X	X	X																						
Cancelled check																															

Transaction \ Message	B763	B840	B930	B931	C440	C441	C450	D142	D143	D144	D180	D186	D302	D303	D304	D306	D307	D308	D309	D310	D312	D313	D314	D315	D319	D320	D361	D530
T-order disbursement																												
Disbursement																												
Net disbursement		X	X	X	X	X		X	X	X	X	X													X	X		
Deposit on containers		X	X	X	X	X		X	X	X	X	X													X	X		
Payment by others		X	X	X	X	X		X	X	X	X	X													X	X		
Payment on reimbursable orders		X	X	X	X	X		X	X	X	X	X													X	X		
Advance established		X	X	X	X	X					X	X													X			
Advance liquidated	X	X	X	X	X	X		X			X	X	X													X		
Discount								X							X	X	X	X							X			
Adjustment																												
Commitment/Obligation		X						X	X	X	X	X			X	X	X	X							X			
Cost		X									X	X		X	X			X										
Commitment/Obligation/Cost		X						X	X	X	X	X		X	X	X	X	X							X			
Update		X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Correction		X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Current year reopening							X				X														'		X	
Cancelled check							X																					

Figure 2.10-41d. - Disbursement messages by transaction - T-orders.

Transaction \ Message	A000	A220	B062	B100	B101	B311	B420	B421	B661	B662	B701	B702	B703	B711	B712	B713	B930	B931	C450	D142	D143	D144	D180	D186	D304	D306	D307	D308	D309	D310	D361	D530
<u>GBL disbursement</u>																																
Disbursement	X	X		X	X	X	X	X			X		X	X		X	X	X		X	X	X	X	X								
Adjustment Commitment/Obligation/Cost	X	X		X	X	X	X	X	X	X										X	X	X	X	X	X	X	X	X				
Update	X	X	X	X	X	X	X	X	X	X	X	X		X	X			X		X	X	X	X	X	X	X	X	X	X	X		X
Correction	X	X	X	X	X	X	X	X	X	X	X	X		X	X			X		X	X	X	X	X	X	X	X	X	X	X		X
Current year reopening	X			X	X	X	X	X											X												X	
Cancelled check																			X													

ORIGINAL PAGE IS
OF POOR QUALITY

Figure 2.10-41e. - Disbursement messages by transaction - GBL.

Transaction \ Message	A000	A200	B010	B012	B062	B081	B100	B101	B310	B311	B600	B601	B602	B631	B632	B651	B652	B656	B701	B702	B703	B751	B752	B753	B761
MILSTRIP/FEDSTRIP disbursement																									
Disbursement																									
Net disbursement	X	X	X	X			X	X	X	X	X	X	X						X		X	X		X	
Advance established	X	X	X	X		X	X	X	X	X	X	X	X												X
Advance liquidated	X		X	X			X	X	X	X	X	X	X												
Adjustment																									
Commitment/Obligation	X	X					X	X		X						X	X	X							
Cost	X						X	X		X				X	X										
Commitment/Obligation/Cost	X	X					X	X		X				X	X	X	X	X							
Update	X	X			X	X	X	X		X				X	X	X	X	X	X	X		X	X		X
Correction	X	X			X	X	X	X		X				X	X	X	X	X	X	X		X	X		X
Current year reopening	X						X	X		X															
Cancelled check																									

Transaction \ Message	B762	B763	B870	B871	B930	B931	C450	D142	D143	D144	D180	D186	D302	D303	D304	D306	D307	D308	D309	D314	D315	D319	D321	D361	D530
MILSTRIP/FEDSTRIP disbursement																									
Disbursement																									
Net disbursement			X	X	X	X		X	X	X	X	X											X		
Advance established			X	X	X	X			X	X	X	X													
Advance liquidated		X	X	X	X	X		X			X	X	X										X		
Adjustment																									
Commitment/Obligation			X	X				X	X	X	X	X			X	X	X	X				X			
Cost			X	X							X	X		X	X			X							
Commitment/Obligation/Cost			X	X				X	X	X	X	X		X	X	X	X	X				X			
Update	X		X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Correction	X		X	X		X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Current year reopening			X	X			X				X													X	
Cancelled check							X																		

Figure 2.10-41f. - Disbursement messages by transaction - MILSTRIP/FEDSTRIP.

Transaction	Message	A000	A220	B010	B012	B082	B100	B101	B300	B301	B310	B311	B600	B601	B604	B630	B631	B632	B633	B870	B871	D142	D143	D144	D180	D186	D303	D304	D308
<u>Costing</u>																													
Costing		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X		
Correction		X	X			X	X	X	X	X		X				X	X	X				X	X	X	X	X	X	X	X

Figure 2.10-41g. - Disbursement messages by transaction - costing.

Transaction \ Message	A000	B100	B101	B110	B111	B115	B120	B121	B126	B130	B139	B170	B171	B174	B190	B191	B200	B201	B300	B301	B311	B320	B321	B330	B331	B340	B341	B342	B361	B370	B380
Prior year reopening																															
Reopening	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Correction	X	X	X		X	X		X			X		X	X		X		X	X	X	X		X	X	X	X	X	X	X	X	X

Transaction \ Message	B400	B711	B712	B713	B741	B742	B743	B770	B771	B772	B773	B880	B881	C500	C506	C507	C508	C509	C510	D180	D181	D186	D192	D197	D306	D307	D308	D309	D310	D313	D362
Prior year reopening																															
Reopening	X	X		X	X		X	X	X		X	X	X	X	X	X					X										X
Correction	X	X	X		X	X			X	X			X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Figure 2.10-41h. - Disbursement messages by transaction - prior year reopening.

Message	A002	A220	B062	B100	B101	B110	B111	B115	B120	B121	B126	B130	B139	B170	B171	B174	B190	B191	B200	B201	B300	B301	B311	B320	B321	B330	B331	B340	B341
Transaction																													
Miscellaneous disbursement																													
Disbursement	X			X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Update	X	X	X				X	X		X			X		X	X		X		X	X	X	X		X	X	X	X	X
Correction	X	X	X	X	X		X	X		X			X		X	X		X		X	X	X	X		X	X	X	X	X
Current year reopening	X			X	X																X	X	X						
Cancelled check																													

Message	B342	B360	B361	B400	B670	B671	B672	B673	B930	B931	C450	C500	C506	C507	C508	C509	C510	D142	D143	D144	D180	D181	D186	D306	D307	D308	D309	D361	D530
Transaction																													
Miscellaneous disbursement																													
Disbursement	X	X	X	X	X	X		X	X	X		X	X	X					X			X							
Update	X		X	X	X	X	X		X	X					X	X	X	X	X	X	X		X	X	X	X	X		X
Correction	X		X	X		X	X			X					X	X	X	X	X	X	X		X	X	X	X	X		X
Current year reopening											X										X							X	
Cancelled check											X																		

Figure 2.10-41i. - Disbursement messages by transaction - miscellaneous.

Message	A	A	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
	0	2	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	3	3	3	3	3
	0	2	6	0	0	1	1	1	2	2	2	3	3	7	7	7	9	9	0	0	1	1	2	2	3
Transaction	0	0	2	0	1	0	1	5	0	1	6	0	9	0	1	4	0	1	0	1	0	1	0	1	0
MILSTRIP/FEDSTRIP obligation																									
Obligation	X			X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Update	X	X	X	X	X		X	X		X			X		X	X		X		X		X		X	X
Correction	X	X	X	X	X		X	X		X			X		X	X		X		X		X		X	X

Message	B	B	B	B	B	B	B	B	B	B	B	B	B	C	C	C	D	D	D	D	D	D	D	D
	3	3	3	3	6	6	6	6	6	6	6	8	8	5	5	5	1	1	1	1	1	1	3	3
	3	4	4	4	0	0	0	5	5	5	5	7	7	0	0	0	4	4	4	8	8	8	0	0
Transaction	1	0	1	2	0	1	4	0	1	2	3	0	1	0	6	7	2	3	4	0	1	6	6	7
MILSTRIP/FEDSTRIP obligation																								
Obligation	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X		X			X			
Update	X	X	X	X					X	X		X	X				X	X	X	X		X	X	X
Correction	X	X	X	X					X	X		X	X				X	X	X	X		X	X	X

Figure 2.10-41j. - Disbursement messages by transaction - MILSTRIP/FEDSTRIP obligation.

Inquiry description	Type	Input data elements	Timing	Response data elements
Contract/Order status	Item	Contract/Order Number	Immediate	Contract/Order Number Last contract schedule number Last contract amendment number Contractor name code Contract Obligation Contract Cost Contract Disbursement Contract deposit on containers Contract payment by others Contract payment on reimbursable orders Contract discount Contract withholding Contract cancelled check Contract advance established Contract advance liquidated Letter of credit number Contract issuance Contract withdrawal
Purchase Request status	Item	Purchase Request Number Suffix (where other than base Suffix status required)	Immediate	Purchase Request Number Suffix Method of Authority Program Year Fund Source Primary Work Code (nine digits) Responsible Organization Object Class Performing Organization Primary Job Code Secondary Job Code Contract/Order Number Contract Schedule Number Amendment Number Contractor name code Commitment Obligation Cost Disbursement Deposit on containers Payment by others Discount Withholding Cancelled check Advance established Advance liquidated Issuance

Figure 2.10-42. - Disbursement inquiry requirements.

Inquiry description	Type	Input data elements	Timing	Response data elements
Government Bill of Lading status	Item	Government Bill of Lading Number Suffix (when other than base Suffix status required)	Immediate	GBL Number Suffix Method of Authority Program Year Fund Source Primary Work Code (nine digits) Responsible Organization Object Class Performing Organization Primary Job Code Secondary Job Code Commitment Obligation Cost Disbursement Discount Cancelled check
MILSTRIP/FEDSTRIP item status	Item	MILSTRIP/FEDSTRIP Number Suffix (when other than base Suffix status required)	Immediate	MILSTRIP/FEDSTRIP Number Suffix Method of Authority Program Year Fund Source Primary Work Code (nine digits) Responsible Organization Object Class Performing Organization Primary Job Code Secondary Job Code Commitment Obligation Cost Disbursement Cancelled check Advance established Advance liquidated
Letter of credit control status	Item	Letter of credit number	Immediate	Letter of credit number Letter of credit issuance Letter of credit withdrawal Last letter of credit voucher number Last serial number Letter of credit disbursement Last voucher number
Letter of credit issuance status	Item	Letter of credit number Program Year	Immediate	Letter of credit number Program Year Letter of credit issuance Last voucher number
Letter of credit withdrawal status	Item	Letter of credit number Program Year	Immediate	Letter of credit number Program Year Letter of credit withdrawal Last voucher number

Figure 2.10-42. - Disbursement inquiry requirements (continued).

Inquiry description	Type	Input data elements	Timing	Response data elements
Contract/Order Purchase Request list	List	Contract/Order Number	Same day	All PR's for the contract or order with accounting information and the commitment, obligation, cost, and disbursement for each.
Contract Purchase Request list for contract schedule	List	Contract/Order Number Contract Schedule Number	Same day	All PR's for the contract schedule with accounting information and the commitment, obligation, cost, and disbursement for each.
Letter of credit contract list	List	Letter of credit number	Same day	All contracts for the letter of credit with the commitment, obligation, cost, and disbursement for each.
Contract Purchase Request summary for contract schedule	Summary	Contract/Order Number Contract Schedule Number	Same day	Contract/Order Number Contract schedule number Schedule Commitment Schedule Obligation Schedule Cost Schedule Disbursement Schedule deposit on containers Schedule payment by others Schedule payment on reimbursable orders Schedule discount Schedule withholding Schedule cancelled check Schedule advance established Schedule advance liquidated Schedule issuance Schedule withdrawal
Performance grand total (open records only)	Summary	None required	Overnight	Total Commitment Total Obligation Total Cost Total Disbursement Total disbursement (grants) Total disbursement (letter of credit) Total deposit on containers Total payment by others Total payment on reimbursable orders Total discount Total withholding Total cancelled check Total advance established (contracts) Total advance liquidated (contracts) Total advance established (grants) Total advance liquidated (grants) Total advance established (T-orders) Total advance liquidated (T-orders) Total advance established (MILSTRIP/FEDSTRIP) Total advance liquidated (MILSTRIP/FEDSTRIP) Total letter of credit issuance Total letter of credit withdrawal

Figure 2.10-42. - Disbursement inquiry requirements (concluded).

Part V - BPA

Part VI - Government Bill of Lading

Part VII - MILSTRIP/FEDSTRIP

Part VIII - Government Orders

- Open Commercial Order Status (White Sands)
- Closed Commercial Order Status

A list of valid daily transactions must appear in the Daily Transaction List Disbursement Section report described in section 2.19.

2.11 SUBAUTHORIZATION PERFORMANCE PROCESS

Subauthorization performance data represents commitment, obligation, cost, and disbursement (COCD) for work being performed by other NASA centers in support of JSC. Subauthorizations issued to other centers are discussed in the PWA process (section 2.4).

2.11.1 Update Requirements

2.11.1.1 Initial input. Subauthorization performance data activity reported to JSC by other NASA centers having JSC subauthorizations is recorded to track the status of subauthorizations and to update, when necessary, the balance of funds in the proper Sub-RA PWA account entry. These reports are received at JSC in the Fund Control Unit.

Information is reported to JSC by the PWC in the Headquarters coding structure. The performance activity is reported in one of the following dollar formats:

- Current period
- Fiscal year-to-date
- Cumulative-from-inception

The PWC must be recorded in the data base in the Headquarters coding structure. All performance data must have current month, fiscal year-to-date, and cumulative-from-inception (CFI) dollars for commitment, obligation, cost, and disbursement.

Input - The information that must be input for the Subauthorization performance data received and the edits to be performed are described in figure 2.11-1. The template to be used for the Subauthorization performance data input is shown in figure 2.11-2.

Processing - The Subauthorization performance data is controlled by MA, PY, FS, Subauthorization Identifier, and PWC for all appropriations (R&PM, R&D, and C of F). All Subauthorization performance data received with the same identification must be posted to the same account entry.

When the Subauthorization performance data is received, the COCD fields must be updated with the input dollar amount. Should the updated cumulative-from-inception field result in a negative amount, processing must be halted and an error message provided.

Dollars can be reported three possible ways within the Subauthorization performance process: current period, fiscal year-to-date, and cumulative-from-inception.

- Current period - If the performance data is reported by current period dollars, those dollar values are used to overlay the current month dollar fields. Also, the fiscal year-to-date and the cumulative-from-inception commitment, obligation, cost, and disbursement fields are updated by adding current month dollar fields to the existing fiscal year-to-date fields and cumulative-from-inception fields.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Sub-authorization Identifier	Yes	Performance data reports	Fatal	Input for all Subauthorization performance data transactions. Must be numeric and in the range 10 through 79.	B160 B161 B162
Program Year	Yes	Performance data reports	Fatal	Input for all Subauthorization performance data transactions. Must be 6M or be numeric and in the range: $58 \leq PY \leq$ current fiscal year Also validated with FS and PWC.	B120 B121 B122 C500
Fund Source	Yes	Performance data reports	Fatal	Input for all Subauthorization performance data transactions. Must be in the range 1 through 9 or 11. Also validated with PY and PWC.	B130 B131 C500
Primary Work Code	Yes	Performance data reports or user supplied	Fatal	Input for all Subauthorization performance data transactions. Must be nine digits and in Headquarters coding structure. Also validated with PY and FS.	B170 B171 B174 C500
Commitment Dollar	Conditional	Performance data reports	Fatal	Input for all Subauthorization performance data transactions depending on the type of dollars reported. Input when reported by the other center. When dollars are reported by cumulative-from-inception, must be greater than or equal to 0. When reported by current period or fiscal year-to-date, must be numeric.	B603 B610 B611 B614
Obligation Dollar	Conditional	Performance data reports	Fatal	Input for all Subauthorization performance data transactions depending on the type of dollars reported. Input when reported by the other center. When dollars are reported by cumulative-from-inception, must be greater than or equal to 0. When reported by current period or fiscal year-to-date, must be numeric.	B603 B620 B621 B624

Figure 2.11-1. - Subauthorization performance data input and edit requirements.

ORIGINAL PAGE IS OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Cost Dollar	Conditional	Performance data reports	Fatal	Input for all Subauthorization performance data transactions depending on the type of dollars reported. Input when reported by the other center. When dollars are reported by cumulative-from-inception, must be greater than or equal to 0. When reported by current period or fiscal year-to-date, must be numeric.	B602 B630 B631 B634
Disbursement Dollar	Conditional	Performance data reports	Fatal	Input for all Subauthorization performance data transactions depending on the type of dollars reported. Input when reported by the other center. When dollars are reported by cumulative-from-inception, must be greater than or equal to 0. When reported by current period or fiscal year-to-date, must be numeric.	B603 B641 B644
Dollars reported	Yes	User supplied	Fatal	Indicator specifying manner in which dollars are reported. Must be input as one of current period, fiscal year-to-date, or cumulative-from-inception.	B030 B031
For changes only	Optional	User supplied	None	Transaction modifier. Input as either 'update' if the change being made is directed by documentation or 'correction' if the change being made is because of erroneous initial input.	None

Figure 2.11-1. - Subauthorization performance data input and edit requirements (concluded).

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. N1 - SUBAUTHORIZATION PERFORMANCE
    SUB ID  __  PY  __  FS  __  PWC ________
    COMMITMENT $___,___,___.__ ±  OBLIGATION $___,___,___.__±
    COST $___,___,___.__±  DISBURSEMENT $___,___,___.__±
    DOLLARS REPORTED BY:  CURRENT PERIOD _  FY TO DATE _ CFI _
    FOR CHANGES ONLY:  UPDATE _  CORRECTION _
```

Figure 2.11-2. - Subauthorization performance template.

- Fiscal year-to-date - If the performance data is reported by fiscal year-to-date dollars, the current month dollar fields must be calculated by subtracting previous month year-to-date fields from the year-to-date information input to the transaction. The current month and current year-to-date fields can then be updated. Also, the current month dollar fields can be added to the cumulative-from-inception fields to establish the current cumulative-from-inception values.
- Cumulative-from-inception - If the performance data is reported by cumulative-from-inception dollars, the current month dollar fields must be calculated by subtracting previous month cumulative-from-inception fields from the cumulative-from-inception information input to the transaction. The current month and the cumulative-from-inception fields can then be updated. Also, the current month dollar fields can be added to the existing fiscal year-to-date fields to establish the current fiscal year-to-date values.

If the input updates the current month commitment dollar fields, the funding Sub-RA PWA account entry issues must be updated with the current month commitment dollar amount. For R&D and C of F appropriations, the Sub-RA PWA account entry is identified by Subauthorization Identifier, MA, PY, FS, funding RO, and a five-digit PWC. For R&PM appropriations, it is identified by Subauthorization Identifier, MA, PY, FS, and funding RO. The RO used to identify the Sub-RA PWA account entry is obtained from the Subauthorization performance data record being referenced.

A positive current month commitment amount requires that a funds availability check be made for that dollar amount and that the Sub-RA PWA account entry issues be increased by that dollar amount provided the balance of the entry does not become negative. If the balance of the entry does become negative, an out-of-phase condition exists that must be recorded in the data base. The Sub-RA PWA account entry issues are increased by that dollar amount necessary to cause the issues to be equal to the receipts of the account entry. The dollar amount remaining must be recorded as an unrecorded commitment in the Sub-RA PWA account. A message indicating the amount of the unrecorded commitment must be provided.

A negative current month commitment amount must first reference the unrecorded commitments of the funding Sub-RA PWA account entry. If no unrecorded commitment exists, the Sub-RA PWA account entry issues are reduced by the absolute value of the current month commitment amount. If there are unrecorded commitments for the funding Sub-RA PWA account entry, the negative current month commitment amount must be used first to reduce the unrecorded commitments. If the entire current month commitment amount is not required to reduce the unrecorded commitment to zero, the remaining portion of the current month commitment must be used to reduce the funding Sub-RA PWA account entry issues.

If the update to the Sub-RA PWA account entry issues results in a negative field, processing must be halted, an error message must be provided, and no update must occur.

If at any time during updating an out-of-phase condition occurs in the cumulative-from-inception fields (disbursement greater than cost, cost greater than obligation, obligation greater than commitment, and commitment greater than Subauthorization amount), a message must be provided displaying all the cumulative-from-inception dollar fields.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Subauthorization performance data transactions will be identified in the transaction history.

Output - Section 2.11.2 describes the standard online responses and error messages that are required in the processing of this transaction.

2.11.1.2 Update and correction. The capability must be provided to record data applicable to prior reporting periods but received in the current reporting period and to change dollar fields including current reporting period fields once the initial input of current reporting period data has been made. A change specified by a source document must be recorded as an update transaction while changes made as a result of erroneous input will be recorded as a correction transaction.

Input - The information that must be input for the performance data corrections and the edits to be performed (the same as shown for the initial input) are shown in figure 2.11-1. The template to be used is shown in figure 2.11-2. Corrections can be made only to the dollar fields

since only those fields were established in the initial transaction. The remainder of the input fields were established in a Sub-RA PWA transaction and are used in this transaction as the key information required to locate the Subauthorization performance data record to be corrected. All dollar amounts input to an update or correction transaction must be cumulative values rather than net change values.

Processing - If the correction dollar input changes the commitment dollar field, the Sub-RA PWA account entry issues must be updated with the input dollar amount identified to Subauthorization Identifier, MA, PY, FS, funding RO, and a five-digit PWC for R&D and C of F appropriations or funding Object Class for R&PM appropriations. The RO used to identify the funding Sub-RA PWA account entry is obtained from the Subauthorization performance data record being changed.

When Subauthorization performance data is changed, the use of the 'As of' Date will specify the processing requirements. Current month changes require no 'As of' Date. However, changes required for any previous month data will use an 'As of' Date within the month of the data being changed.

Current Month Change

The processing requirements for current month changes to Subauthorization performance data depends on the reporting method used for the data being corrected.

- Current period - If the Subauthorization performance data is changed using current period dollars, the dollars input to the change transaction are used to overlay the current month dollar fields. Also, the fiscal year-to-date and the cumulative-from-inception commitment, obligation, cost, and disbursement fields are updated by subtracting the previous current month dollar fields from the changed current period data input to the transactions and adding those computed amounts to the existing fiscal year-to-date and cumulative-from-inception fields.
- Fiscal year-to-date - If the Subauthorization performance data is changed using fiscal year-to-date dollars, the change amounts applied to the current month and cumulative-from-inception fields must be calculated by subtracting the previous fiscal year-to-date fields from the changed fiscal year-to-date fields. The differences are added to the corresponding current month and cumulative-from-inception fields. The fiscal year-to-date fields are overlaid.
- Cumulative-from-inception - If the Subauthorization performance data is changed using cumulative-from-inception dollars, the change amounts applied to the current month and fiscal year-to-date fields must be calculated by subtracting the previous cumulative-from-inception fields from the changed cumulative-from-inception fields. The differences are added to the corresponding current month and fiscal year-to-date fields. The cumulative-from-inception fields are overlaid.

Previous Month Changes

Changes to any data recorded in a previous month can be made only by user determination of the correct values of the cumulative-from-inception commitment, obligation, cost, and disbursement fields. These values are input as cumulative-from-inception dollars (the only option permitted for previous month changes). The changes to the fiscal year-to-date fields must be calculated by subtracting the previous cumulative-from-inception fields from the changed cumulative-from-inception fields. The differences are added to the corresponding fiscal year-to-date fields and the cumulative-from-inception fields overlaid. As the change is applicable to previous month data, no change is recorded in any current month field.

If any change results in the computation of a negative dollar amount in any cumulative-from-inception field, processing must be halted and an error message displayed.

To satisfy audit trail requirements, the correction information must be recorded in a transaction history.

Output - Section 2.11.2 describes the standard online responses and error messages that are required in the processing of this transaction.

2.11.2 Output Message Requirements

Figures 2.11-3 through 2.11-7 contain a list of output message requirements. Figure 2.11-8 contains a correlation of output messages by the Subauthorization performance data

Code	Message
****	SUB PERFORMANCE TRANSACTION - CURRENT PERIOD
****	SUB PERFORMANCE TRANSACTION - FISCAL YEAR-TO-DATE
****	SUB PERFORMANCE TRANSACTION - CUMULATIVE-FROM-INCEPTION
B030	DOLLARS REPORTED BY NOT SPECIFIED
B031	MULTIPLE DOLLARS REPORTED BY SPECIFIED

Figure 2.11-3. - Subauthorization performance data transaction-begun messages.

Code	Message
A000	PROCESSING COMPLETE

Figure 2.11-4. - Subauthorization performance data transaction-complete messages.

Code	Message
B100	'AS OF' DATE INVALID
B101	'AS OF' DATE MUST BE PRIOR TO SYSTEM DATE __/__/__
B120	PY NOT ENTERED
B121	PY INVALID
B122	PY MUST BE 58 TO CURRENT FISCAL YEAR
B130	FS NOT ENTERED
B131	FS MUST BE 1 TO 9 OR 11
B160	SUB ID NOT ENTERED
B161	SUB ID INVALID
B162	SUB ID MUST BE 10 TO 79
B170	PWC NOT ENTERED
B171	PWC INVALID
B174	PWC MUST BE 9 DIGITS
B603	NO $ AMOUNTS ENTERED
B610	COMMITMENT $ NOT ENTERED
B611	COMMITMENT $ INVALID
B614	COMMITMENT $ MUST NOT BE LESS THAN ZERO
B620	OBLIGATION $ NOT ENTERED
B621	OBLIGATION $ INVALID
B624	OBLIGATION $ MUST NOT BE LESS THAN ZERO
B630	COST $ NOT ENTERED
B631	COST $ INVALID
B634	COST $ MUST NOT BE LESS THAN ZERO
B641	DISBURSEMENT $ INVALID
B644	DISBURSEMENT $ MUST NOT BE LESS THAN ZERO
C500	PY, FS, PWC COMBINATION INVALID

Figure 2.11-5. - Subauthorization performance data element edit error messages.

Code	Message
A200	ADVISORY - CFI COMMITMENT $ GREATER THAN SUBAUTHORIZATION AMOUNT $ MA __ PY __ FS __ RO __ PWC _____ SUB ID __ COMMITMENT $ _,___,___,___.__ SUB AMOUNT $ _,___,___,___.__
A201	ADVISORY - CFI OBLIGATION $ GREATER THAN COMMITMENT $ MA __ PY __ FS __ RO __ PWC _____ SUB ID __ OBLIGATION $ _,___,___,___.__ COMMITMENT $ _,___,___,___.__
A202	ADVISORY - CFI COST $ GREATER THAN OBLIGATION $ MA __ PY __ FS __ RO __ PWC _____ SUB ID __ COST $ _,___,___,___.__ OBLIGATION $ _,___,___,___.__
A203	ADVISORY - CFI DISBURSEMENT $ GREATER THAN COST $ MA __ PY __ FS __ RO __ PWC _____ SUB ID __ DISBURSEMENT $ _,___,___,___.__ COST $ _,___,___,___.__
A204	ADVISORY _ UNRECORDED COMMITMENT ESTABLISHED OR INCREASED MA __ PY __ FS __ RO __ PWC _____ SUB ID __ UNRECORDED COMMITMENT $_,___,___,___.__+

Figure 2.11-6. - Subauthorization performance data processing advisory messages.

Code	Message
D142	PWA ISSUES INSUFFICIENT MA __ PY __ FS __ RO __ PWC _____ OBJECT CLASS ____ CARRIER ID _____ SUB ID __ ISSUES $ _,___,___,___.__ UPDATE $ _,___,___,___.__ -
D160	SUB PERFORMANCE RECORD NOT FOUND MA __ PY __ FS __ RO __ PWC _____ SUB ID __
D162	SUB PERFORMANCE COMMITMENT $ INSUFFICIENT MA __ PY __ FS __ RO __ PWC _____ SUB ID __ COMMITMENT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D163	SUB PERFORMANCE OBLIGATION $ INSUFFICIENT MA __ PY __ FS __ RO __ PWC _____ SUB ID __ OBLIGATION $_,___,___,___.__ UPDATE $_,___,___,___.__-
D164	SUB PERFORMANCE COST $ INSUFFICIENT MA __ PY __ FS __ RO __ PWC _____ SUB ID __ COST $_,___,___,___.__ UPDATE $_,___,___,___.__-
D165	SUB PERFORMANCE DISBURSEMENT $ INSUFFICIENT MA __ PY __ FS __ RO __ PWC _____ SUB ID __ DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__-

Figure 2.11-7. - Subauthorization performance data processing error messages.

Messages	A	A	A	A	A	A	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
	0	2	2	2	2	2	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	6
	0	0	0	0	0	0	3	3	0	0	2	2	2	3	3	6	6	6	7	7	7	0
Transaction	0	0	1	2	3	4	0	1	0	1	0	1	2	0	1	0	1	2	0	1	4	3
<u>Subauthorization performance</u>																						
Current period	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X
Fiscal year-to-date	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X
Cumulative-from-inception	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X

Messages	B	B	B	B	B	B	B	B	B	B	B	C	D	D	D	D	D	D
	6	6	6	6	6	6	6	6	6	6	6	5	1	1	1	1	1	1
	1	1	1	2	2	2	3	3	3	4	4	0	4	6	6	6	6	6
Transaction	0	1	4	0	1	4	0	1	4	1	4	0	2	0	2	3	4	5
<u>Subauthorization performance</u>																		
Current period		X			X			X		X		X	X	X	X	X	X	X
Fiscal year-to-date	X	X		X	X		X	X		X		X	X	X	X	X	X	X
Cumulative-from-inception	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Figure 2.11-8. - Subauthorization performance data messages by transaction.

transaction.

2.11.3 Inquiry Requirements

Figure 2.11-9 contains a list of inquiry input data elements and response data elements required for Subauthorization performance processing.

2.11.4 Report Requirements

Section 2.19.11 lists the Subauthorization performance report requirements. The following reports reflect Sub-RA PWA account activity and Subauthorization performance data activity.

- Subauthorization Performance From Inception
- Subauthorization Performance by RO
- Status of Subauthorization Recap of Year-to-Date Activity by Crganization
- Status of Subauthorization Recap of Year-to-Date Activity-Centerwide

Inquiry description	Type	Input data elements	Timing	Response data elements
Subauthorization performance data	Item	Subauthorization Identifier Program Year Fund Source Primary Work Code (nine digits)	Immediate	Subauthorization Identifier Program Year Fund Source Primary Work Code (nine digits) Responsible Organization Subauthorization Amount Current month Commitment Current month Obligation Current month Cost Current month Disbursement Fiscal year-to-date Commitment Fiscal year-to-date Obligation Fiscal year-to-date Cost Fiscal year-to-date Disbursement Cumulative-from-inception Commitment Cumulative-from-inception Obligation Cumulative-from-inception Cost Cumulative-from-inception Disbursement
Subauthorization performance data summary by a five-digit Primary Work Code	Summary	Subauthorization Identifier Program Fund Source Primary Work Code (five digits)	Immediate	Subauthorization Identifier Program Year Fund Source Primary Work Code (five digits) Sub-RA PWA receipts Current month Commitment Current month Obligation Current month Cost Current month Disbursement Fiscal year-to-date Commitment Fiscal year-to-date Obligation Fiscal year-to-date Cost Fiscal year-to-date Disbursement Cumulative-from-inception Commitment Cumulative-from-inception Obligation Cumulative-from-inception Cost Cumulative-from-inception Disbursement Unrecorded Commitment

Figure 2.11-9. - Subauthorization performance data inquiry requirements.

Inquiry description	Type	Input data elements	Timing	Response data elements
Subauthorization performance data summary by a four-digit Primary Work Code	Summary	Subauthorization Identifier Program Year Fund Source Primary Work Code (four digits)	Immediate	Subauthorization Identifier Program Year Fund Source Primary Work Code (four digits) Sub-RA PWA receipts Current month Commitment Current month Obligation Current month Cost Current month Disbursement Fiscal year-to-date Commitment Fiscal year-to-date Obligation Fiscal year-to-date Cost Fiscal year-to-date Disbursement Cumulative-from-inception Commitment Cumulative-from-inception Obligation Cumulative-from-inception Cost Cumulative-from-inception Disbursement Unrecorded Commitment
Subauthorization performance data summary by a three-digit Primary Work Code	Summary	Subauthorization Identifier Program Year Fund Source Primary Work Code (three digits)	Immediate	Subauthorization Identifier Program Year Fund Source Primary Work Code (three digits) Sub-RA PWA receipts Current month Commitment Current month Obligation Current month Cost Current month Disbursement Fiscal year-to-date Commitment Fiscal year-to-date Obligation Fiscal year-to-date Cost Fiscal year-to-date Disbursement Cumulative-from-inception Commitment Cumulative-from-inception Obligation Cumulative-from-inception Cost Cumulative-from-inception Disbursement Unrecorded Commitment
Subauthorization performance data summary by Fund Source	Summary	Subauthorization Identifier Program Year Fund Source	Immediate	Subauthorization Identifier Program Year Fund Source Sub-RA PWA receipts Current month Commitment Current month Obligation Current month Cost Current month Disbursement Fiscal year-to-date Commitment Fiscal year-to-date Obligation Fiscal year-to-date Cost Fiscal year-to-date Disbursement Cumulative-from-inception Commitment Cumulative-from-inception Obligation Cumulative-from-inception Cost Cumulative-from-inception Disbursement Unrecorded Commitment

Figure 2.11-9. - Subauthorization performance data inquiry requirements (continued).

Inquiry description	Type	Input data elements	Timing	Response data elements
Subauthorization performance data summary	Summary	Subauthorization Identifier	Immediate	Subauthorization Identifier Sub-RA PWA receipts Current month Commitment Current month Obligation Current month Cost Current month Disbursement Fiscal year-to-date Commitment Fiscal year-to-date Obligation Fiscal year-to-date Cost Fiscal year-to-date Disbursements Cumulative-from-inception Commitment Cumulative-from-inception Obligation Cumulative-from-inception Cost Cumulative-from-inception Disbursement Unrecorded Commitment
Subauthorization performance data summary by a five-digit Primary Work Code within Responsible Organization	Summary	Responsible Organization Program Year Primary Work Code (five digits) Subauthorization Identifier	Immediate	Responsible Organization Program Year Fund Source Primary Work Code (five digits) Subauthorization Identifier Sub-RA PWA receipts Current month Commitment Current month Obligation Current month Cost Current month Disbursement Fiscal year-to-date Commitment Fiscal year-to-date Obligation Fiscal year-to-date Cost Fiscal year-to-date Disbursement Cumulative-from-inception Commitment Cumulative-from-inception Obligation Cumulative-from-inception Cost Cumulative-from-inception Disbursement Unrecorded Commitment
Subauthorization performance data summary by a four-digit Primary Work Code within Responsible Organization	Summary	Responsible Organization Program Year Fund Source Primary Work Code (four digits) Subauthorization Identifier	Immediate	Responsible Organization Program Year Fund Source Primary Work Code (four digits) Subauthorization Identifier Sub-RA PWA receipts Current month Commitment Current month Obligation Current month Cost Current month Disbursement Fiscal year-to-date Commitment Fiscal year-to-date Obligation Fiscal year-to-date Cost Fiscal year-to-date Disbursement Cumulative-from-inception Commitment Cumulative-from-inception Obligation Cumulative-from-inception Cost Cumulative-from-inception Disbursement Unrecorded Commitment

Figure 2.11-9. - Subauthorization performance data inquiry requirements (continued).

Inquiry description	Type	Input data elements	Timing	Response data elements
Subauthorization performance data summary by a three-digit Primary Work Code within Responsible Organization	Summary	Responsible Organization Program Year Fund Source Primary Work Code (three digits) Subauthorization Identifier	Immediate	Responsible Organization Program year Fund Source Primary Work Code (three digits) Subauthorization Identifier Sub-RA PWA receipts Current month Commitment Current month Obligation Current month Cost Current month Disbursement Fiscal year-to-date Commitment Fiscal year-to-date Obligation Fiscal year-to-date Cost Fiscal year-to-date Disbursement Cumulative-from-inception Commitment Cumulative-from-inception Obligation Cumulative-from-inception Cost Cumulative-from-inception Disbursement Unrecorded Commitment
Subauthorization performance data summary by Fund Source within Responsible Organization	Summary	Responsible Organization Program Year Fund Source Subauthorization Identifier	Immediate	Responsible Organization Program Year Fund Source Subauthorization Identifier Sub-RA PWA receipts Current month Commitment Current month Obligation Current month Cost Current month Disbursement Fiscal year-to-date Commitment Fiscal year-to-date Obligation Fiscal year-to-date Cost Fiscal year-to-date Disbursement Cumulative-from-inception Commitment Cumulative-from-inception Obligation Cumulative-from-inception Cost Cumulative-from-inception Disbursement Unrecorded Commitment
Subauthorization performance data out-of-phase	List	Subauthorization Identifier Program Year Primary Work Code (five digits) Responsible Organization	Immediate	Subauthorization Identifier Program Year Fund Source Primary Work Code (nine digits) Responsible Organization Sub-RA PWA receipts Cumulative-from-inception Commitment Cumulative-from-inception Obligation Cumulative-from-inception Cost Cumulative-from-inception Disbursement

Figure 2.11-9. - Subauthorization performance data inquiry requirements (concluded).

2.12. TRAVEL PROCESS

The Travel process includes the certification of funds availability and the recording of commitment, obligation, cost, and disbursement of all funds required for domestic and overseas travel and permanent change of official station (PCS) activities of NASA/JSC employees and others whose travel expenses are paid by JSC.

2.12.1 Update Requirements

The Travel Unit receives a travel order or a PCS document which establishes the conditions under which official travel, transportation, and moving expenses are authorized by federal regulations. The travel order includes information concerning the traveler (name and name code), pertinent dates or assignment period, mode of transportation, allowances, and fund and accounting information. The types of travel authorized by these documents are as follows:

- Temporary duty travel (domestic) - travel within the 50 States, the District of Columbia, Puerto Rico, the Canal Zone, and possessions of the United States. The Travel Unit uses the Travel Request and Authorization, NASA Form 372, to establish per diem, rental car, transportation, and excess baggage expense information.
- Temporary duty travel (foreign) - travel outside the areas described in temporary duty travel (domestic). The Travel Unit uses the Overseas Travel Order, NASA Form 386, to establish per diem, rental car,

transportation, and excess baggage expense information.

- Continuing and repetitive travel - travel for employees requiring repetitive travel. Continuing and repetitive travel is authorized via a Travel Request and Authorization, NASA Form 372, and a Miscellaneous Obligations Document - General Travel Authorization, NASA Form 576, and is issued to establish per diem, rental car, transportation, and excess baggage expenses for each individual trip.

PCS expenses are authorized via an Authorization Change of Official Station, NASA Form 1450. The types of activity authorized which must be controlled and recorded are the following:

- Per diem
- Transportation
- Movement of household goods
- Househunting expenses
- Temporary quarters expenses
- Sale of real estate expenses
- Purchase of real estate expenses
- Miscellaneous expenses

The Travel process requires the certification of funds availability and the recording of performance data through cost upon initiation of any travel or PCS activity. In addition, any advance of funds given must be recorded as an establishment of an advance. When the travel or PCS activity has been completed, the recording of disbursements will reflect the expenses incurred. Any advance of funds

must also be liquidated. The following sections discuss the input, processing, and output requirements for these various transactions.

2.12.1.1 Travel performance through cost. Data provided on all travel documents received in the Travel Unit must be recorded and available for later reference. All travel documents must undergo a certification of funds availability process and/or the recording of data required in the fund accounting process (performance data).

Input - Information that must be input for all travel documents requiring the recording of performance data through cost is obtained from the travel order, PCS document, or user supplied information derived from the travel documents. Input data elements and data edits required are shown in figure 2.12-1. The type of travel activity codes, specified data element relationships, and additional edit requirements are shown in figure 2.12-2. Figure 2.12-3 defines the template required for input of these data elements.

Travel orders and PCS documents will require the input of a transaction for each applicable travel activity (defined in figure 2.12-2), and the complete set of accounting information must be available for each transaction. However, the user input of the complete set of information usually will be necessary for only one of the activities having the same Travel Authorization (TA) Number and Trip Number (if applicable).

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Travel Authorization Number	Yes	Travel document	Fatal	Input for all Travel performance data initial transactions. The first character must be alphabetic, and the remaining five must be numeric.	C000 C001
Trip Number	Conditional	General Travel Authorization	Fatal	Identifies a specific Trip Number within a General Travel Authorization. Input for every General Travel Authorization. Must be numeric.	C010 C011
Transportation Request Number	Conditional	Transportation Request	Fatal	Conditional input based on the type of travel activity. Must input if it is a transportation activity. The first character must be alphabetic. The remaining seven must be numeric. See figure 2.12-2 for additional edits.	C020 C021 C022
Type of travel activity	Yes	User supplied	Fatal	Input for all Travel performance data initial transactions. The first three digits must be numeric, and the fourth must be alphabetic. See figure 2.12-2 for additional edits.	C030 C031
Fund Source	Yes	User supplied or travel order	Fatal	Input for all Travel performance data initial transactions. Must be the value 1, 2, or 3. See figure 2.12-2 for additional edits.	B130 B136 B139 C500 C506 C507
Object Class	Yes	Travel document	Fatal	Input for all Travel performance data initial transactions. Must be a valid Object Class. See figure 2.12-2 for additional edits.	B190 B191
Commitment, Obligation, and Cost Dollar Amount	Yes	User supplied	Fatal	Input for all Travel performance data initial transactions. Must be numeric and not equal to 0.	B660 B661 B662 C410
Disbursement Dollar Amount	No	None	Fatal	Must not be input for any Travel performance data initial transaction.	B645
Voucher number	No	None	Fatal	Must not be input for any Travel performance data initial transaction.	B932
Final payment	No	None	Fatal	Must not be input for any Travel performance data initial transaction.	B080
Payment by others dollars	No	None	Fatal	Must not be input for any Travel performance data initial transactions.	B081

Figure 2.12-1. - Travel performance data initial input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Reopening	No	None	None	Must not be input for any Travel performance data initial transactions.	None
Method of Authority	Yes	User supplied or travel document	Fatal	Input for all Travel performance data initial transactions. Must be a valid MA but not 97.	B110 B111
Program Year	Yes	User supplied or travel document	Fatal	Input for all Travel performance data initial input transactions. Must be a valid PY. Also validated with FS.	B120 B171 B174
Primary Work Code	Yes	Travel document	Fatal	Input for all Travel performance data initial transactions. Must be nine digits.	B170 B171 B174
Responsible Organization	Yes	Travel document	Fatal	Input for all Travel performance data initial transactions. Must be a valid RO.	B200 B201 C506 C507
Performing Organization	Yes	Travel document	Fatal	Input for all Travel performance data initial transactions. Must be alphabetic and a valid Performing Organization.	B320 B321
Primary Job Code	Conditional	Travel document	Fatal	Input if provided on the source document. Must be numeric. If the first digit is 0 or 1, must be a valid Centerwide Job Code. Also validated with FS and Performing Organization.	B330 B331 C506
Secondary Job Code	Conditional	Travel document	Fatal	Input if provided on the source document and a Primary Job Code is input. Must be numeric. If the first digit is 0 or 1, must be a valid Centerwide Job Code. Also validated with FS and Performing Organization.	B340 B341 B342 C507
Name code	Yes	Travel document	Fatal	Input for all Travel performance data initial transactions. Must be a valid name code.	C040 C041
Travel date (beginning)	Yes	Travel document	Fatal	Input for all Travel performance data initial transactions. Must be numeric and conform to all normal date edits.	C050 C051
Travel date (ending)	Yes	Travel document	Fatal	Input for all Travel performance data initial transactions. Must be numeric and conform to all normal date edits.	C060 C061 C062

Figure 2.12-1. - Travel performance data initial input and edit requirements (continued).

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Government Bill of Lading number	Conditional	Government Bill of Lading	Fatal	Conditional input based on the type of travel activity. Input for shipment of household goods activity if the shipment is by GBL.	B421
For changes only	No	None	Fatal	Must not be input for any Travel performance data initial transaction.	None

Figure 2.12-1. - Travel performance data initial input and edit requirements (concluded).

Type of travel (domestic and overseas)	Type of travel activity codes	Transportation Request Number	Fund Source	Object Class (If Fund Source 1	2	3)	Trip Number
Per diem	10nA	No	2 or 3		Any	2181 2162	If applicable
Transportation	11nB	Yes	2 or 3		Any	2181 2182	If applicable
Excess baggage	12nB	Yes	2 or 3		Any	2181 2182	If applicable
Rental car	13nC	No	2 or 3		Any	2181 2182	If applicable
Local mileage	20nA	No	3			2161	No
Permanent change of station							
Employee per diem	30nA	No	2		2051 2061		No
Dependent per diem	31nA	No	2		8081		No
Househunting	32nA	No	2		8082		No
Transportation	33nB	Yes	2		2051 2061 8082		No
Temporary quarters	34nA	No	1	1711			No
Real estate sale	35nA	No	1	1811			No
Real estate purchase	36nA	No	1	1811			No
Miscellaneous	37nA	No	1	1911			No
Shipment of household goods	38nA	No	1	2241			No

NOTE: n equals any numeral from 0 to 9 (used to split years, e.g., performance data for PY 1974 equals 4).

Figure 2.12-2. - Type of travel activity codes, input relationships, and edit requirements.

****IFMS SEPTEMBER 30, 1974 AS OF __/__/__

****TEMPLATE NO. P1 - TRAVEL PERFORMANCE

TRAVEL AUTH NO. _____ TRIP NO. ___ TRANS REQUEST NO. _____

TYPE OF TRAVEL ACTIVITY ____ FS __ OBJECT CLASS ____

C/O/C $___,___,___.__±

DISB $___,___,___.__± VOUCHER NO. _____

FINAL PAYMENT _ PAYMENT BY OTHERS _ REOPENING _

MA __ PY __ PWC _____ RESP ORG __ PERF ORG ____

PRIMARY JOB CODE _____ SECONDARY JOB CODE _____ NAME CODE _____

TRAVEL DATES: START __/__/__ END __/__/__ GBL NO. _____

FOR CHANGES ONLY: UPDATE _ CORRECTION _

Figure 2.12-3. - Travel Performance Data template.

Almost all domestic, overseas, and continuing travel and PCS moves require the input of per diem activity. The input of other associated activities varies; therefore, the input and recording of all accounting information in the data base for per diem activity will permit the user to input only (1) TA Number and Trip Number (if applicable), (2) type of travel activity code, (3) Transportation Request Number (if it is a transportation activity), and (4) other required data elements associated only with the activity being input.

For domestic, overseas, and continuing travel, the input of the associated rental car, transportation, and excess baggage activities requires the following data elements:

- Travel Authorization Number
- Trip Number (for continuing travel)
- Transportation Number (transportation activity only)
- Type of travel activity
- Fund Source
- Object Class
- Dollar Amount

For a PCS, the input of househunting, transportation, temporary quarters, real estate sale, real estate purchase, shipment of household goods, and miscellaneous expense activities requires the following data elements:

- Travel Authorization Number
- Transportation Number (transportation activity only)
- Type of travel activity

- Object Class
- Fund Source
- Dollar Amount
- GBL number (shipment of household goods activity when it is by GBL)

Local mileage activity has no per diem associated with the activity. Therefore, all accounting information must be entered by the user. In addition, when an exception occurs in travel and PCS activity and no associated per diem activity exists (e.g., rental car provided for local area travel with no per diem paid), all accounting information becomes required input.

Processing - The first processing requirement for the initial input of travel orders or PCS activity requiring the recording of performance data specifies that no performance data can already exist for the input TA Number, Trip Number (if applicable), type of travel activity code, and Transportation Request Number (if it is a transportation activity). If performance data does exist, processing must be halted and an error message provided.

The second requirement specifies that availability of funds in the funding PWA account entry be established for the dollar amount input for each travel activity. The funding PWA account entry is defined using MA, PY, FS, RO, and funding Object Class. The funding Object Class is converted as required from the input Object Class if the PY is the current program year. Object Class is not required if the PY is any year prior to the current program year. The dollar amount must be posted to the funding PWA account

entry issues if the account balance is sufficient to fund the activity being processed; otherwise, processing ceases and a message must advise a user of insufficient funds.

The third processing requirement specifies the establishment of a performance data record for the type of travel activity being processed for a travel order (per diem, transportation, rental car, or excess baggage) or a PCS [per diem (employee and dependents), househunting, temporary quarters, sale of real estate, purchase of real estate, movement of household goods, and miscellaneous expense].

The following data elements must be included:

- Travel Authorization Number
- Trip Number (if applicable)
- Type of travel activity code
- Transportation Request Number (if it is a transportation activity)
- Fund Source
- Object Class
- Commitment, Obligation, and Cost dollars
- Method of Authority
- Program Year
- Primary Work Code
- Responsible Organization
- Performing Organization
- Primary Job Code (if provided)
- Secondary Job Code (if provided)
- Name code
- Start date

- End date
- Government Bill of Lading number (if applicable)

To satisfy audit trail requirements, the transaction information is also recorded in a transaction history.

Output - Section 2.12.2 describes the standard online responses and error messages that are required in the processing of the Travel performance data initial transaction.

2.12.1.2 Travel disbursement. Expenses related to a travel or a PCS move are reported on the Travel Voucher, Standard Form 1012. Expenses reimbursed directly to the traveler or employee making a PCS move are extracted from this document and recorded as disbursement transactions for the specified travel activity.

In addition, invoice billings are received for transportation, excess baggage, rental car, government-owned motor pool cars, and shipment of household goods from commercial carriers and the Government Services Agency (GSA). These billings are verified using data reported on the Travel Voucher and are also input as disbursement transactions for the specified travel activity. Data provided on each Travel Voucher and invoice billing received in the Travel Unit must be recorded and available for later reference.

Input - Information that will be input for the Travel performance data disbursement transaction is obtained from the Travel Voucher, invoice billings, or user supplied

information derived from the Travel Voucher or invoice document. The input data elements and data edits required are shown in figure 2.12-4. The type of travel activity codes, input data element relationships, and additional edit requirements are shown in figure 2.12-2. Figure 2.12-3 defines the template required for input of these data elements.

Processing - The first processing requirement for the disbursement transaction specifies that the performance data record already exist for the input TA Number, Trip Number (if applicable), type of travel activity code, and Transportation Request Number (if it is a transportation activity) and that the record must be open. If a performance data record does not exist or if the record is closed, processing must be halted and an error message provided. If a complete payment is specified and disbursement dollars are greater than commitment, obligation, and cost dollars in the performance data record, a funds availability check must be performed. The funding PWA account entry is selected using MA, PY, FS, RO, and Object Class.

The funding Object Class is converted as required from the input Object Class if the PY is the current program year. Object Class is not required if the PY is any year prior to the current program year. The dollar amount must be posted to the PWA account entry issues if the account balance is sufficient to fund the additional amount; otherwise, processing ceases and a message must advise a user of insufficient funds.

ORIGINAL PAGE IS
OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Travel Authorization Number	Yes	User supplied	Fatal	Input for all Travel performance data disbursement transactions. The first character must be alphabetic, and the remaining five must be numeric.	C000 C001
Trip Number	Conditional	User supplied	Fatal	Identifies a specific Trip Number within a General Travel Authorization. Input for every General Travel Authorization. Must be numeric.	C010 C011
Transportation Request Number	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	C022
Type of travel activity	Yes	User supplied	Fatal	Input for all Travel performance data disbursement transactions. The first three digits must be numeric, and the fourth must be alphabetic. See figure 2.12-2 for additional edits.	C030 C031
Fund Source	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	B141
Object Class	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	B192
Commitment Obligation, and Cost Dollar Amount	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	B665
Disbursement Dollar Amount	Yes	User supplied	Fatal	Input for all Travel performance data disbursement transactions. Must be numeric.	B640 B641 B642
Voucher number	Yes	User supplied	Fatal	Input for all Travel performance data disbursement transactions. Must be numeric.	B930 B931 B933
Final payment	Conditional	User supplied	Fatal	Input for Travel performance data disbursement transactions when it is a final payment.	B080
Payment by others	Conditional	User supplied	Fatal	Input for Travel performance data disbursement transactions when payment is not made by JSC.	B081
Reopening	No	None	None	Must not be input for any Travel performance data disbursement transaction.	none
Method of Authority	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	B118

Figure 2.12-4. - Travel performance data disbursement input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Program Year	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	B124
Primary Work Code	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	B175
Responsible Organization	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	B205
Performing Organization	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	B324
Primary Job Code	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	B333
Secondary Job Code	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	B341
Name code	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	C043
Travel date (beginning)	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	C052
Travel date (ending)	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	C053
Government Bill of Lading number	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	B422
For changes only	No	None	Fatal	Must not be input for any Travel performance data disbursement transaction.	None

ORIGINAL PAGE IS OF POOR QUALITY

Figure 2.12-4. - Travel performance data disbursement input and edit requirements (concluded).

If the dollar amount is less than the commitment, obligation, and cost dollars in the performance data record, the difference between those dollars and the disbursement dollars must be computed. That difference is used to decrease the commitment, obligation, and cost dollars (making all dollars equal) and to decrease the funding PWA account entry issues (increasing the balance for that entry). The following data elements must be added to the performance data record:

- Closed indicator
- Disbursement Dollars
- Voucher number

If a final payment is not specified and disbursement dollars are greater than commitment, obligation, and cost dollars in the performance data record, a funds availability check must be performed to verify a funds balance for the appropriate PWA acccunt entry. If the funds are available, the PWA account entry issues are increased by the additional dollars required and the commitment, obligation, and cost dollars are increased by a like amount. In addition, the disbursement dollars and the voucher number are recorded. If the disbursement dollar amount is less than the commitment, obligation, and cost dollars in the performance data record, the disbursement dollars and the voucher number are recorded in the performance data record. If the "payment by others" indicator is specified, processing will be the same as described above with an additional dollar field being updated in the record for the payment by others dollars.

To satisfy audit trail requirements, the transaction information is also recorded in a transaction history.

Output - Section 2.12.2 describes the standard online responses and error messages that are required in the processing of the Travel performance data disbursement transaction.

2.12.1.3 Update and correction. After performance data has been recorded through cost or disbursement, the capability to update or correct the data must be provided. Changes specified via a source document will be recorded as an update transaction. Those changes made as a result of erroneous input of a data element will be defined as a correction transaction. Every data element except the TA Number, Trip Number (if applicable), type of travel activity, and Transportation Request Number (if it is a transportation activity) is subject to an update or change transaction.

Input - The TA Number, Trip Number (if applicable), type of travel activity, and Transportation Request Number (if it is a transportation activity) will identify the unique data element set to which the update or correction will be made and are required input data elements. Data elements to be changed are input as required. Figure 2.12-5 shows possible data element changes and edits required for these changes. The type of travel activity codes, input data element relationships, and additional edit requirements are shown in figure 2.12-2. The Travel performance data template used to input the required data is illustrated in figure 2.12-3.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Travel Authorization Number	Yes	Travel document or user supplied	Fatal	Input for all change transactions. The first character must be alphabetic, and the remaining five must be numeric.	C000 C001
Trip Number	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is to be applied to a specific Trip Number identified to a General Travel Authorization. Must be numeric.	C010 C011
Transportation Request Number	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. The first character must be alphabetic, and the remaining seven must be numeric. See figure 2.12-2 for additional edits.	C021
Type of travel activity	Yes	Travel document or user supplied	Fatal	Input for all change transactions. The first three digits must be numeric, and the fourth must be alphabetic. See figure 2.12-2 for additional edits.	C030 C031
Fund Source	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Must be the value 1, 2, or 3. See figure 2.12-2 for additional edits.	B136 C139 C508 C509 C510
Object Class	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Must be a valid Object Class. See figure 2.12-2 for additional edits.	B191
Commitment, Obligation, and Cost Dollar Amount	Conditional	Travel document or user supplied	Fatal	Input as a net change only when a change transaction is used to update this element. Must be numeric and not equal to 0.	B661 B667 C410
Disbursement Dollar Amount	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Must be numeric.	B641 C410
Voucher number	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Must be numeric.	B931 B933
Final payment	Conditional	User supplied	Fatal	Transaction indicator. Check whether an update or correction applies to a final payment transaction.	B080

Figure 2.12-5. - Travel performance data update and correction input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Payment by others	Conditional	User supplied	Fatal	Transaction indicator. Check whether an update or correction applies to a payment by others transaction.	B081
Reopening	No	None	None	Must not be input for any Travel update and correction transaction.	None
Method of Authority	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Must be a valid MA but not 97.	B111 B115
Program Year	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Must be a valid PY. Also must validated with FS defined for travel performance data being changed or with updated values if either or both are changed in the transaction.	B121 B122 C508
Primary Work Code	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Must be nine digits.	B171 B171
Responsible Organization	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Must be a valid RO.	B201 C509 C510
Performing Organization	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Positions 1 and 2 must be alphabetic. Positions 3 and 4 must be numeric. Must be a valid Performing Organization.	B321
Primary Job Code	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Must be numeric. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization defined for travel performance data being changed or with updated values if either or both changed in the transaction.	B330 B331 C509
Secondary Job Code	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to to update this element. A Primary Job Code must already exist for travel performance data being changed or be input as a part of the transaction. Must be numeric. If the first digit is 0 or 1, must be a Centerwide Job Code. Also validated with FS and Performing Organization.	B340 B341 B342 C510

Figure 2.12-5. - Travel performance data update and correction input and edit requirements (continued).

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Name code	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Must be a valid name code.	C041
Travel date (beginning)	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Must be numeric and conform to all normal date edits.	C051
Travel date (ending)	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Must be numeric and conform to all normal date edits.	C061 C062
Government Bill of Lading number	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is used to update this element. Must be alphanumeric.	B421
For changes only	Yes	User supplied	Fatal	Transaction modifier. Input as either 'update' if the change being made is directed by documentation or 'correction' if the change being made is because of erroneous initial input.	B062

Figure 2.12-5. - Travel performance data update and correction input and edit requirements (concluded).

Processing - Processing requirements for update and correction transactions vary according to the data elements being changed. Defining the transactions to change existing data specifies that a performance data record exist for the designated TA Number, Trip Number (if applicable), type of travel activity, and Transportation Request Number (if it is a transportation activity) and that the record must be open. If a performance data record does not exist or if the record is closed, processing must be halted and an error message provided. For those elements that have no effect on the funds availability process (PWC, Performing Organization, Primary Job Code, Secondary Job Code, start date, end date, GBL number, and voucher number), the data elements can be updated directly and the transaction recorded for audit trail purposes.

Changes to the dollar fields apply to either performance through cost or disbursement and have an effect on the Fund Control accounts and, thus, have more extensive processing requirements.

- Performance through cost dollar change - A decrease in dollars requires that the dollar amount of the decrease be subtracted from the performance data (commitment, obligation, and cost) and also from the issues of the funding PWA subaccount entry. A dollar increase requires that a funds availability check be made for the amount of the increase.
- Disbursement dollar change - Any adjustment to the disbursement dollars that causes the disbursement dollars to exceed the commitment, obligation, and cost dollars in the performance data record being

changed requires a funds availability check. If the balance in the funding PWA account entry is sufficient, the PWA account entry issues are increased by the additional dollars required, the commitment, obligation, and cost dollars are increased by a like amount, and the disbursement dollars updated by the input dollars. The final payment indicator controls the processing requirements when the updated obligation dollars would be less than the commitment, obligation, and cost dollars. If a final payment is specified, the disbursement dollars are updated, the commitment, obligation, and cost dollars are reduced by the amount necessary to make all dollars equal, and the funding PWA account entry issues decreased (increasing the balance for that entry). If the final payment is not specified, only the disbursement dollars must be updated.

Changes to any of the other data elements (MA, PY, FS, RO, and Object Class) also have an affect on the Fund Control accounts and, thus, affect the PWA account. The entire amount must be subtracted from the issues of the original funding PWA account entry, the availability of funds checked, the appropriate PWA account entry issues increased, and the changed data element posted.

<u>Output</u> - Section 2.12.2 describes the standard online responses and error messages that are required in the processing of the Travel performance data update and correction transaction.

2.12.1.4 Travel advance. An advance may be made to a traveler to provide funds for cash payment of travel expenses. When the advance is made, the Travel Unit must record that advance amount in the online system using a Travel Advance Establishment transaction.

Upon completion of a trip or a PCS move, the advance must be liquidated. The completed Travel Voucher reports all expenses incurred and shows the advance dollars to be liquidated. The following sections discuss the input, processing, and output requirements of the Travel Advance Establishment, Travel Advance Liquidation, and Update and Correction transactions.

2.12.1.4.1 Establishment: Data provided on the Application and Account for Advance of Funds, Standard Form 1038, received by the Travel Unit must be recorded and available for later reference. All travel advance documents must be approved at the same time that the travel order undergoes the certification of funds availability process.

Input - Information required for the travel advance establishment is user supplied information derived from Standard Form 1038. Input data elements and data edits that are required are shown in figure 2.12-6. Figure 2.12-7 defines the template required for input of these data elements.

Processing - Initial input of travel advance establishment first requires that no travel advance establishment dollars exist in the data base for the given TA Number and Trip Number (if applicable). If travel

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Travel Authorization Number	Yes	User supplied	Fatal	Input for all Travel Advance Establishment transactions. The first character must be alphabetic, and the remaining five must be numeric.	C000 C001
Trip Number	Conditional	User supplied	Fatal	Identifies a specific Trip Number within a General Travel Authorization. Input for a General Travel Authorization. Must be numeric.	C010 C011
Name code	Yes	User supplied	Fatal	Input for all Travel Advance Establishment transactions. Must be a valid name code.	C040 C041
Dollar Amount	Yes	Application and account for advance of funds	Fatal	Input for all Travel Advance Establishment transactions. Must be numeric and not equal to 0.	B600 B601 B602
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Input as 'establishment' for all Travel Advance Establishment transactions.	B010 B011
Establishment voucher number	Yes	User supplied	Fatal	Input for all Travel Advance Establishment transactions. Must be numeric.	C070 C071
Type of liquidation	No	None	Fatal	Must not be input for any Travel Advance Establishment transaction.	B010 B011
For changes only	No	None	Fatal	Must not be input for the initial Travel Advance Establishment transaction.	B010 B011
Reopening	No	None	None	Must not be input for the initial Travel Advance Establishment transaction.	None

Figure 2.12-6. - Travel Advance Establishment input and edit requirements.

****IFMS SEPTEMBER 30, 1974 AS OF __/__/__

****TEMPLATE NO. P2 - TRAVEL ADVANCE

TRAVEL AUTH NO. _____ TRIP NO. ___ NAME CODE _____

AMOUNT $___,___,___.__±

TYPE OF TRANSACTION: ESTABLISHMENT _ LIQUIDATION _

ESTABLISHMENT VOUCHER NO. _____

TYPE OF LIQUIDATION:

VOUCHER DEDUCTION _ VOUCHER NO. _____

CASH COLLECTION _ CD NO. ____

FOR CHANGES ONLY: UPDATE _ CORRECTION _

REOPENING __

Figure 2.12-7. - Travel Advance template.

C-6

advance establishment dollars do exist, processing must be halted and an error message provided.

Once the transaction has been accepted by the system, the following elements must be recorded in the data base:

- Travel Authorization Number
- Trip Number (if appplicable)
- Name code
- Travel advance establishment dollars

To satisfy audit trail requirements, the transaction information is also recorded in a transaction history.

Output - Section 2.12.2 describes the standard online responses and error messages that are required in the processing of a Travel Advance Establishment transaction.

2.12.1.4.2 Liquidation: Advances for travel expenses must be liquidated after the completion of a travel or a PCS activity. One of two methods can be used to liquidate a travel advance: a voucher deduction or a cash collection.

Voucher Deduction

Input - Information from travel advance liquidation via voucher deduction is derived from the Travel Voucher. Input data elements and data edits that are required are shown in figure 2.12-8. Figure 2.12-7 defines the template required for input of these data elements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B010 B011
Travel Authorization Number	Yes	User supplied	Fatal	Input for all Travel Advance Liquidation transactions. The first character must be alphabetic, and the remaining five must be numeric.	C000 C001
Trip Number	Conditional	User supplied	Fatal	Identifies a specific Trip Number within a General Travel Authorization. Input for a General Travel Authorization. Must be numeric.	C010 C011
Name code	No	None	Fatal	Must not be input for the Travel Advance Liquidation transaction.	C043
Dollar Amount	Yes	User supplied or a collection voucher	Fatal	Input for all Travel Advance Liquidation transactions. Must be numeric and not equal to 0.	B600 B601 B602
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Input as 'liquidation' for all Travel Advance Liquidation transactions.	B010 B011
Establishment voucher number	No	None	Fatal	Must not be input for the Travel Advance Liquidation transaction.	C072
Type of liquidation	Yes	Travel document or user supplied	Fatal	Input for all Travel Advance Liquidation transactions. For voucher deduction liquidations, must specify 'voucher deduction' and input the voucher number. The voucher number must be numeric.	B930 B931 B933
For changes only	No	None	Fatal	Must not be input for the initial Travel Advance Liquidation transaction.	B010 B011
Reopening	No	None	None	Must not be input for the Travel Advance Liquidation transaction.	None

Figure 2.12-8. - Travel Advance Liquidation input and edit requirements - voucher deduction.

Processing - Processing the liquidation of a travel advance via a voucher deduction first requires that travel advance establishment dollars exist for the specified TA Number and Trip Number (if applicable) and that the travel advance is open. If travel advance establishment dollars do not exist or if the travel advance is closed, processing must be halted and an error message provided. Once the transaction has been accepted by the system, the following elements must be recorded in the data base:

- Travel advance liquidation dollars
- Voucher number
- Closed indicator (if liquidation dollars equal establishment dollars)

Output - Section 2.12.2 describes the standard online responses and error messages that are required in the processing of a Travel Advance Liquidation transaction.

Cash Collection

Input - Information from travel advance liquidation via cash collection is derived from a Bill of Collection, Form 1114, and the Daily Cash Receipts report received by the Travel Unit. The Cash Collection Refund transaction for travel advances which records the cash amount by appropriation will be discussed in section 2.14, Accounts Receivable process. Input data elements and data edits that are required are shown in figure 2.12-9. Figure 2.12-7 defines the template required for input of these data elements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other thanthe system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Travel Authorization Number	Yes	User supplied	Fatal	Input for all Travel Advance Liquidation transactions. The first character must be alphabetic, and the remaining five must be numeric.	C000 C001
Trip Number	Conditional	User supplied	Fatal	Identifies a specific Trip Number within a General Travel Authorization. Input for a General Travel Authorization. Must be numeric.	C010 C011
Name code	No	None	Fatal	Must not be input for the Travel Advance Liquidation transaction.	C043
Dollar Amount	Yes	User supplied or bill of collection	Fatal	Input for all Travel Advance Liquidation transactions. Must be numeric and not equal to 0.	B600 B601 B602
Type of transaction	Yes	User supplied	Fatal	Transaction indicator. Input as 'liquidation' for all Travel Advance Liquidation transactions.	B010 B011
Establishment voucher number	No	None	Fatal	Must not be input for the Travel Advance Liquidation transaction.	B932
Type of liquidation	Yes	Travel document or user supplied	Fatal	Input for all Travel Advance Liquidation transactions. For cash collection liquidation, must specify 'cash collection' and input the certificate of deposit number. The first two characters of the certificate of deposit number must be alphabetic, and the remaining two must be numeric.	B940 B941
For changes only	No	None	Fatal	Must not be input for the initial Travel Advance Liquidation transaction.	B010 B011
Reopening	No	None	None	Must not be input for the Travel Advance Liquidation transaction.	None

Figure 2.12-9. - Travel Advance Liquidation input and edit requirements - cash collection.

Processing - Processing the liquidation of a travel advance via a Bill of Collection and a Daily Cash Receipts report first requires that travel advance establishment dollars exist for the specified TA Number and Trip Number (if applicable) and that the travel advance is open. If travel advance establishment dollars do not exist or if the travel advance is closed, processing must be halted and an error message provided. Once the transaction has been accepted by the system, the following elements must be recorded in the data base:

- Travel advance liquidation dollars
- Certificate of deposit number
- Closed indicator (if liquidation dollars equal establishment dollars)

To satisfy audit trail requirements, the transaction information is recorded in a transaction history.

Output - Section 2.12.2 describes the standard online responses and error messages that are required in the processing of a Travel Advance Liquidation transaction.

2.12.1.4.3 Update and correction: After initial travel advance establishment or liquidation information has been recorded, the capability to update or correct the data must be provided. Changes specified via a source document will be recorded as an update transaction. Those changes made as a result of erroneous input of a data element will be defined as a correction transaction.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Travel Authorization Number	Yes	Travel document or user supplied	Fatal	Input for all change transactions. Must be alphanumeric. The first character must be alphabetic, and the five remaining must be numeric.	C000 C001
Trip Number	Conditional	Travel document or user supplied	Fatal	Input only when a change transaction is to be applied to a specific Trip Number within a General Travel Authorization. Must be numeric.	C010 C011
Name code	Conditional	User supplied	Fatal	Input only when a change transaction is used to update this element. Must be numeric and not equal to 0.	C041 C042
Dollar Amount	Conditional	Travel document or user supplied	Fatal	Input as a net change only when a change transaction is used to update this element. Must be numeric and not equal to 0.	B600 B601 B602
Type of transaction	Yes	User supplied	Fatal	Input for all change transactions. Transaction indicator. Input as either an establishment or a liquidation transaction.	B010 B011
Establishment voucher number	Conditional	User supplied	Fatal	Input only when a change transaction is used to update this element.	C071
Type of liquidation	Conditional	User supplied	Fatal	Input for all change liquidation transactions. Input as either a voucher deduction and voucher number or a cash collection and a certification of deposit number.	B930 B931 B932 B933 B940 B941 B942
For changes only	Yes	User supplied	Fatal	Transaction modifier. Input as either 'update' if the change being made is directed by documentation or 'correction' if the change being made is because of erroneous initial input.	B010 B011
Reopening	No	None	None	Must not be input for any Travel Advance update and correction transaction.	None

Figure 2.12-10. - Travel Advance update and correction input and edit requirements.

ORIGINAL PAGE IS OF POOR QUALITY

Input - Information required for a travel advance update or correction will be user supplied or derived from a travel document. Input data elements and data edits are shown in figure 2.12-10. Figure 2.12-7 defines the template required for input of these data elements.

Processing - An update or correction transaction first requires that a travel advance record exist for the specified TA Number and Trip Number (if applicable) and the travel advance is open. If a travel advance record does not exist or if the travel advance is closed, processing must be halted and an error message provided.

For those data element changes not associated with a dollar change, the data base can be updated for the specified TA Number and Trip Number (if applicable). The following data elements can be overlaid:

- Name code
- Voucher number
- Certificate of deposit number

Changes to the dollar fields apply to establishment dollars or liquidation dollars and, thus, have more extensive processing requirements.

- Establishment dollar changes - A negative dollar value requires that the dollar amount be subtracted from the establishment dollar field. The result of the update must never be negative nor less than the liquidation dollar field. If this condition occurs, processing must be halted, the update must not

occur, and an error message must be provided. A positive dollar value adds the input dollars to the establishment dollar field.

- Liquidation dollar changes - A negative dollar value requires that the dollar amount be subtracted from the liquidation dollar field. The result of the update must never be negative. If this condition occurs, processing must be halted, the update must not occur, and an error message must be provided.

  A positive dollar value adds the input dollars to the liquidation dollar field. The result of the update must never be greater than the establishment dollar field. If this condition occurs, processing must be halted, the update must not occur, and an error message must be provided.

To satisfy audit trail requirements, the transaction information is recorded in a transaction history.

Output - Section 2.12.2 describes the standard online responses and error messages that are required in the processing of a Travel Advance update and correction transaction.

2.12.1.5 Travel advance miscellaneous operations. A travel advance may generate three types of Travel Advance Miscellaneous Operations transactions which do not follow normal processing and are identified as the following:

- Cancelled check (travel advance check cancelled)

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Travel Authorization Number	Yes	User supplied	Fatal	Input for all Travel Advance Miscellaneous Operations transactions. The first character must be alphabetic, and the remaining five must be numeric.	C000 C001
Trip Number	Conditional	User supplied	Fatal	Identifies a specific Trip Number within a General Travel Authorization. Input for a General Travel Authorization. Must be numeric.	C010 C011
Dollar Amount	Yes	User supplied	Fatal	Input for all Travel Advance Miscellaneous Operations transactions. Must be numeric and not equal to 0.	B600 B601 B602
Type of miscellaneous operations	Yes	User supplied	Fatal	Transaction modifier. Input one of the following indicators along with the appropriate number: cancelled check indicator and voucher number, bad check indicator and certificate of deposit number, or writeoff indicator and voucher number.	B931 B932 B933 B941 B942 C400 C401
For changes only	No	None	Fatal	Must not be input for a Travel Advance Miscellaneous Operations transaction.	None

Figure 2.12-11. - Travel Advance Miscellaneous Operations input and edit requirements.

- Bad check (check received from an employee to liquidate a travel advance)
- Writeoff (uncollectible travel advance balance)

2.12.1.5.1 Initial: Data provided on miscellaneous operations travel documents received in the Travel Unit must be recorded and available for later reference.

Input - Information from miscellaneous operations travel documents requires the recording of nonbudgetary data regarding the cancellation of a travel advance check, the reverse entry of a travel advance liquidation due to a bad check received, or a writeoff of an uncollectible travel advance establishment balance. Input data elements and data edits that are required are shown in figure 2.12-11. Figure 2.12-12 illustrates the Travel Advance Miscellaneous Operations template used to input the required data.

Processing - A Travel Advance Miscellaneous Operations transaction first requires that a travel advance record exist for the specified TA Number and Trip Number (if applicable). If a travel advance record does not exist, processing must be halted and an error message provided. Once the transaction has been accepted by the system, processing actions will occur depending on the type of transaction.

- Cancelled check - If the transaction is a cancelled check, a reduction of the travel advance establishment dollars must occur. The following elements are recorded in the data base:
  (1) Cancelled check dollars

(2) Cancelled check indicator

(3) Voucher number

- Bad check - If the transaction is a bad check, a reversal of the liquidation must occur, thereby reopening the travel advance establishment. The dollar amount of the liquidation field must be reduced. The following elements are recorded in the data base:

  (1) Bad check dollars

  (2) Bad check indicator

  (3) Certificate of deposit number

- Writeoff - If the transaction is a writeoff, a liquidation of the travel advance automatically occurs. The following elements are recorded in the data base:

  (1) Writeoff dollars

  (2) Writeoff indicator

  (3) Voucher number

<u>Output</u> - Section 2.12.2 describes the standard online responses and error messages that are required in the processing of a Travel Advance Miscellaneous Operations transaction.

2.12.1.5.2 Update and correction: After travel advance miscellaneous operations data has been recorded initially, the capability to update or correct the data must be provided. Changes specified via a source document will be recorded as an update transaction. Those changes made as a result of erroneous input of a data element will be defined as a correction transaction, and no source document is associated with this transaction. Every data element

except the TA Number and Trip Number (if applicable) is subject to an update or correction transaction.

Input - Information required for a travel advance miscellaneous operations update or correction will be user supplied or derived from a travel document. Input data elements and data edits are shown in figure 2.12-13. Figure 2.12-12 illustrates the Travel Advance Miscellaneous Operations template used to input the required data.

Processing - An update or correction transaction first requires that a travel advance record exist for the specified TA Number and Trip Number (if applicable) and the travel advance is open. If a travel advance record does not exist or if the travel advance is closed, processing must be halted and an error message provided.

For those data element changes not associated with a dollar change, the data base can be updated for the specified TA Number and Trip Number (if applicable). The following data elements can be overlaid:

- Voucher number
- Certificate of deposit number

Changes to the dollar field apply to the liquidation dollars which have more extensive processing requirements and depend on the Travel Advance Miscellaneous Operations transaction being changed. The following dollar change processing is required.

****IFMS SEPTEMBER 30, 1974 AS OF __/__/__

****TEMPLATE NO. P3 - TRAVEL ADVANCE MISC. OPERATIONS

TRAVEL AUTH. NO. _____ TRIP NO. ___

AMOUNT $___,___,___.__±

TYPE OF MISCELLANEOUS OPERATION:

CANCELLED CHECK _ VOUCHER NO. _____

BAD CHECK _ CD NO. ____

WRITEOFF _ VOUCHER NO. _____

FOR CHANGES ONLY: UPDATE _ CORRECTION _

Figure 2.12-12. - Travel Advance Miscellaneous Operations template.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Travel Authorization Number	Yes	User supplied	Fatal	Input for all Travel Advance Miscellaneous Operations change transactions. The first character must be alphabetic, and the remaining five must be numeric.	C000 C001
Trip Number	Conditional	User supplied	Fatal	Identifies a specific Trip Number within a General Travel Authorization. Input for a General Travel Authorization. Must be numeric.	C010 C011
Dollar Amount	Conditional	User supplied	Fatal	Input only when a change transaction is used to update this element. Must be numeric and not equal to 0.	B600 B601 B602
Type of miscellaneous operations	Yes	User supplied	Fatal	Transaction modifier. Input one of the following indicators along with the appropriate number: cancelled check indicator, bad check indicator, or write-off indicator. Voucher number or certificate of deposit number input only when the change transaction is used to update these elements.	B930 B931 B940 B941 C400 C401
For changes only	Yes	User supplied	Fatal	Transaction modifier. Input as either 'update' if the change being made is directed by documentation or 'correction' if the change being made is because of erroneous initial input.	B062

Figure 2.12-13. - Travel Advance Miscellaneous Operations update and correction input and edit requirements.

- Cancelled check update or correction - A negative dollar value for a cancelled check change transaction results in an increase to the advance dollars established field and a decrease to the cancelled check dollar field. A positive dollar value for a cancelled check change transaction results in a decrease to the advance dollars established field and an increase to the cancelled check dollar field.
- Bad check update or correction - A negative dollar value for a bad check change transaction results in an increase to the advance dollars liquidation field and a decrease to the bad check dollar field. A positive dollar value for a bad check change transaction results in a decrease to the advance dollars liquidation field and an increase to the bad check dollar field.
- Writeoff update or correction - A negative dollar value for a writeoff change transaction results in a decrease to the advance dollar liquidation field and a decrease to the writeoff dollar field. A positive dollar value for a writeoff change transaction results in an increase to the advance dollars liquidation field and an increase to the writeoff dollar field.

To satisfy audit trail requirements, the transaction information is also recorded in a transaction history.

<u>Output</u> - Section 2.12.2 describes the standard online responses and error messages that are required in the

processing of a Travel Advance Miscellaneous Operations transaction.

2.12.1.6 Travel reopening operations. Data provided on travel documents received in the Travel Unit may pertain to current or prior years activity that has been completely disbursed and, thus, has a closed indicator. These activities must be reopened in order to process additional data.

2.12.1.6.1 Travel performance data current year reopening: Travel performance data current year reopening is the removal of the closed indicator from the travel activity performance data record that was closed during the year but still resides on the data base. No dollar amount or accounting information on any record is affected.

Input - The Travel Performance Data Current Year Reopening transaction is specified by the reopening indicator on the Travel performance data template shown in figure 2.12-3. The transaction can be entered by itself or with another transaction.

Processing - The first processing requirement for the travel performance data current year reopening specifies that a performance data record exist for the input TA Number, Trip Number (if applicable), type of travel activity code, and Transportation Request Number (if it is a transportation activity) and that the closed indicator is set. If performance data does not exist or if the performance data record is open, processing must be halted and an error message provided.

The second processing requirement specifies the reopening of the closed performance data record for the type of travel activity being processed by the removal of the closed indicator. If the transaction is entered with another travel performance data transaction, the reopening transaction is processed first.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Travel performance data current year reopening and reopening corrections will be identified in the transaction history.

Output - Section 2.12.2 describes the standard online responses and error messages that are required in the processing of the Travel Performance Data Current Year Reopening transaction.

2.12.1.6.2 Travel advance current year reopening: Travel advance current year reopening is the removal of the closed indicator from the travel advance record that was closed during the year but still resides on the data base. No dollar amount or accounting information on any record is affected.

Input - The Travel Advance Current Year Reopening transaction is specified by the reopening indicator on the Travel Advance template shown in figure 2.12-7. The transaction can be entered by itself or with another transaction.

Processing - The first processing requirement for the travel advance current year reopening specifies that a

travel advance data record exist for the input TA Number and Trip Number (if applicable) and that the closed indicator is set. If travel advance data does not exist or if the travel advance is open, processing must be halted and an error message provided. The second processing requirement specifies the reopening of the closed travel advance data record by the removal of the closed indicator. If the transaction is entered with another travel advance transaction, the reopening transaction is processed first.

To satisfy audit trail requirements, the transaction information is also recorded in a transaction history. Travel advance current year reopening and reopening corrections will be identified in the transaction history.

Output - Section 2.12.2 describes the standard online responses and error messages that are required in the processing of the Travel Advance Current Year Reopening transaction.

2.12.1.6.3 Travel performance data prior years reopening: Data provided on travel documents pertaining to prior years activity that has been closed in previous years must be reopened for processing. Since the data has been closed to the history file, a reopening process containing all previously recorded information must be entered.

Input - Information that must be input for all prior years travel activity, thus reestablishing a performance data entry, is user supplied information derived from the travel history reports. Input data elements and data edits required are shown in figure 2.12-14. The type of travel

ORIGINAL PAGE IS
OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and confrom to all normal date edits.	B100 B101
Travel Authorization Number	Yes	User supplied	Fatal	Input for all Travel Performance Data Prior Years Reopening transactions. The first character must be alphabetic, and the remaining five must be numeric.	C000 C001
Trip Number	Conditional	User supplied	Fatal	Identifies a specific Trip Number within a General Travel Authorization. Input for every General Travel Authorization. Must be numeric.	C010 C011
Transportation Request Number	Conditional	User supplied	Fatal	Conditional input based on the type of travel activity. Must be input if it is a transportation activity. The first character must be alphabetic, and the remaining seven must be numeric. See figure 2.12-2 for additional edits.	C020 C021 C022
Type of travel activity	Yes	User supplied	Fatal	Input for all Travel Performance Data Prior Years Reopening transactions. The first three digits must be numeric, and the fourth must be alphabetic. See figure 2.12-2 for additional edits.	C030 C031
Fund Source	Yes	User supplied	Fatal	Input for all Travel Performance Data Prior Years Reopening transactions. Must be the value 1, 2 or 3. See figure 2.12-2 for additional edits.	B120 B136 B139 C500 C506 C507 C508 C509 C510
Object Class	Yes	User supplied	Fatal	Input for all Travel Performance Data Prior Years Reopening transactions. Must be a valid Object Class. See figure 2.12-2 for additional edits.	B190 B191
Method of Authority	Yes	User supplied	Fatal	Input for all Travel Performance Data Prior Years Reopening transactions. Must be a valid MA.	B110 B111 B115
Program Year	Yes	User supplied	Fatal	Input for all Travel Performance Data Prior Years Reopening transactions. Must be a valid PY. Also validated with FS.	B120 B121 C500 C508

Figure 2.12-14. - Travel Performance Data Prior Years Reopening input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Primary Work Code	Yes	User supplied	Fatal	Input for all Travel Performance Data Prior Years Reopening transactions. Must be nine digits.	B170 B171 B174
Responsible Organization	Yes	User supplied	Fatal	Input for all Travel Performance Data Prior Years Reopening transactions. Must be a valid RO.	B200 B201
Performing Organization	Yes	User supplied	Fatal	Input for all Travel Performance Data Prior Years Reopening transactions. Must be a valid Performing Organization.	B320 B321 C506 C507 C509 C510
Primary Job Code	Conditional	User supplied	Fatal	Input if applicable. Must be numeric. If the first digit is 0 or 1, must be a valid Centerwide Job Code. Also validated with FS and Performing Organization.	B330 B331 C506 C509
Secondary Job Code	Conditional	User supplied	Fatal	Input if applicable. Must be numeric. If the first digit is 0 or 1, must be a valid Centerwide Job Code. Also validated with FS and Performing Organization.	B340 B341 B342 C507 C510
Name code	Yes	User supplied	Fatal	Input for all Travel Performance Data Prior Years Reopening transactions. Must be a valid name code.	C040 C041 C042
Travel date (beginning)	Yes	User supplied	Fatal	Input for all Travel Performance Data Prior Years Reopening transactions. Must be numeric and conform to all date edits.	C050 C051
Travel date (ending)	Yes	User supplied	Fatal	Input for all Travel Performance Data Prior Years Reopening transactions. Must be numeric and conform to all date edits.	C060 C061 C062
Government Bill of Lading number	Conditional	User supplied	Fatal	Conditional input based on the type of travel activity. Input for the reopening of a shipment of a household goods activity if the shipment is by GBL.	B421
Reopening Commitment, Obligation, and Cost Dollar Amount	Yes	User supplied	Fatal	Input for all Travel Performance Data Prior Years Reopening transactions. Must be numeric.	B660 B661 B662
Correction	Optional	User supplied	Fatal	Transaction modifier. Specified only when the transaction is a correction.	None

Figure 2.12-14. - Travel Performance Data Prior Years Reopening input and edit requirements (concluded).

ORIGINAL PAGE IS OF POOR QUALITY

activity codes, specified data element relationships, and additional edit requirements are shown in figure 2.12-2. Figure 2.12-15 defines the template required for input of these data elements.

Travel entries will require the input of a transaction for each travel activity to be reopened and the user input of the complete set of accounting information for each transaction.

Processing - The first processing requirement for travel prior years reopening activity requiring the recording of additional performance data specifies that no performance data can already exist on the current open file for the input TA Number, Trip Number (if applicable), type of travel activity code, and Transportation Request Number (if it is a transportation activity). If performance data does exist, processing must be halted and an error message provided.

The second processing requirement specifies the reestablishment of a performance data record for the type of travel activity being processed for a travel order (per diem, transportation, rental car, or excess baggage) or a PCS [per diem (employee and dependents), househunting, temporary quarters, sale of real estate, purchase of real estate, movement of household goods, or miscellaneous expense].

The following data elements must be included for the reopening transaction.

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. P4 - TRAVEL PERFORMANCE REOPENING
    TRAVEL AUTH NO. ______  TRIP NO. ___  TRANS REQUEST NO. ________
    TYPE OF TRAVEL ACTIVITY ____  FS __  OBJECT CLASS ____
    MA __  PY __  PWC _________  RESP ORG __  PERF ORG ____
    PRIMARY JOB CODE _____  SECONDARY JOB CODE _____  NAME CODE _____
    TRAVEL DATES:  START __/__/__  END __/__/__  GBL NO. ________
    REOPENING $___,___,___.__±
    CORRECTION _
```

Figure 2.12-15. - Travel Performance Data Reopening template.

- Travel Authorization Number
- Trip Number (if applicable)
- Type of travel activity code
- Transportation Request Number (if it is a transportation activity)
- Fund Source
- Object Class
- Reopening dollars (Commitment, Obligation, Cost and Disbursement)
- Method of Authority
- Program Year
- Primary Work Code
- Responsible Organization
- Performing Organization
- Primary Job Code (if provided)
- Secondary Job Code (if provided)
- Name code
- Start date
- End date
- Government Bill of Lading number (if applicable)

To satisfy audit trail requirements, the transaction must be recorded in a transaction history. Travel performance data prior years reopening and reopening corrections will be identified in the transaction history.

Output - Section 2.12.2 describes the standard online responses and error messages that are required in the processing of the Travel Performance Data Prior Years Reopening transaction.

2.12.1.6.4 Travel advance prior years reopening: Data provided on travel documents pertaining to prior years advance activity that has been closed in previous years must be reopened for processing. Since the data has been closed to the history file, a reopening process containing all previously recorded information must be entered.

Input - Information that must be input for all prior years travel advances, thus reestablishing a travel advance data entry, is user supplied information derived from the travel history reports. Input data elements and data edits required are shown in figure 2.12-16. Figure 2.12-17 defines the template required for input of these data elements.

Processing - The first processing requirement for the travel advance prior years reopening record requiring the recording of additional travel advance data specifies that no travel advance data can already exist on the current open file for the input TA Number and Trip Number (if applicable). If travel advance data does exist, processing must be halted and an error message provided.

The second processing requirement specifies the reestablishment of a travel advance data record. The following data elements must be included for the reopening transaction:

- Travel Authorization Number
- Trip Number (if applicable)
- Name code
- Reopening dollars (establishment and liquidation)

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Travel Authorization Number	Yes	User supplied	Fatal	Input for all Travel Advance Prior Years Reopening transactions. The first character must be alphabetic, and the remaining five must be numeric.	C000 C001
Trip Number	Conditional	User supplied	Fatal	Identifies a specific Trip Number within a General Travel Authorization. Input for every General Travel Authorization. Must be numeric.	C010 C011
Name code	No	None	Fatal	Input for all Travel Advance Prior Years Reopening transactions. The first character must be alphabetic, and the remaining five must be numeric.	C043
Reopening dollars	Yes	User supplied	Fatal	Input for all Travel Advance Prior Years Reopening transactions. Must be numeric.	B600 B601 B602
Correction	Optional	User supplied	Fatal	Transaction modifier. Specified only when transaction is a correction.	None

Figure 2.12-16. - Travel Advance Prior Years Reopening input and edit requirements.

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. P5 _  TRAVEL ADVANCE REOPENING
    TRAVEL AUTH NO.  ______  TRIP NO.  ___  NAME CODE  _____
    REOPENING  $___,___,___.__±
    CORRECTION  _
```

Figure 2.12-17. - Travel Advance Reopening template.

To satisfy audit trail requirements, the transaction is also recorded in a transaction history. Travel advance prior years reopening and reopening corrections will be identified in the transaction history.

Output - Section 2.12.2 describes the standard online responses and error messages that are required in the processing of the Travel Advance Prior Years Reopening transaction.

2.12.2 Output Message Requirements

Figures 2.12-18 through 2.12-21 contain a list of output message requirements. Figure 2.12-22 contains a correlation of output messages by travel process transaction.

2.12.3 Inquiry Requirements

Figure 2.12-23 contains a list of inquiry input data elements and response data elements required for the travel process.

2.12.4 Report Requirements

Section 2.19.4 lists the travel performance report requirements. The travel reports reflect travel performance activity at various phases along with the travel status of orders required for the Travel Unit. The following reports are included.

Code	Message
****	TRAVEL PERFORMANCE THRU COST TRANSACTION-INITIAL
****	TRAVEL PERFORMANCE THRU COST TRANSACTION-UPDATE
****	TRAVEL PERFORMANCE THRU COST TRANSACTION-CORRECTION
****	TRAVEL PERFORMANCE DISBURSEMENT TRANSACTION
****	TRAVEL PERFORMANCE REOPENING PRIOR YEAR-INITIAL
****	TRAVEL PERFORMANCE REOPENING PRIOR YEAR-CORRECTION
****	TRAVEL ADVANCE ESTABLISHED TRANSACTION
****	TRAVEL ADVANCE LIQUIDATION TRANSACTION
****	TRAVEL ADVANCE CANCELLED CHECK TRANSACTION
****	TRAVEL ADVANCE BAD CHECK TRANSACTION
****	TRAVEL ADVANCE WRITEOFF TRANSACTION
****	TRAVEL ADVANCE REOPENING PRIOR YEAR-INITIAL
****	TRAVEL ADVANCE REOPENING PRIOR YEAR-CORRECTION
B010	TYPE OF TRANSACTION NOT SPECIFIED
B011	MULTIPLE TYPES OF TRANSACTION SPECIFIED
B062	BOTH UPDATE AND CORRECTION MUST NOT BE SPECIFIED
B080	FINAL PAYMENT MUST NOT BE SPECIFIED
B081	PAYMENT BY OTHERS MUST NOT BE SPECIFIED
B090	TYPE OF LIQUIDATION NOT SPECIFIED
B091	MULTIPLE TYPES OF LIQUIDATION SPECIFIED
C400	TYPE OF MISC OPERATION NOT SPECIFIED
C401	MULTIPLE TYPES OF MISC OPERATION SPECIFIED
C410	BOTH C/O/C $ AND DISBURSEMENT $ MUST NOT BE INPUT

Figure 2.12-18. - Travel transaction-begun messages.

Code	Message
A000	TRANSACTION COMPLETE

Figure 2.12-19. - Travel transaction-complete messages.

Code	Message
B100	'AS OF' DATE INVALID
B101	'AS OF' DATE MUST BE PRIOR TO SYSTEM DATE __/__/__
B110	MA NOT ENTERED
B111	MA INVALID
B115	MA MUST NOT BE 97
B118	MA MUST BE BLANK
B120	PY NOT ENTERED
B121	PY INVALID
B124	PY MUST BE BLANK
B130	FS NOT ENTERED
B136	FS MUST BE AN R&PM FUND SOURCE
B139	FS INVALID
B141	FS MUST BE BLANK
B170	PWC NOT ENTERED
B171	PWC INVALID
B174	PWC MUST BE 9 DIGITS
B175	PWC MUST BE BLANK
B190	OBJECT CLASS NOT ENTERED
B191	OBJECT CLASS INVALID
B192	OBJECT CLASS MUST BE BLANK
B200	RESPONSIBLE ORGANIZATION NOT ENTERED
B201	RESPONSIBLE ORGANIZATION INVALID
B205	RESPONSIBLE ORGANIZATION MUST BE BLANK
B320	PERFORMING ORGANIZATION NOT ENTERED
B321	PERFORMING ORGANIZATION INVALID
B324	PERFORMING ORGANIZATION MUST BE BLANK
B330	PRIMARY JOB CODE INVALID
B331	PRIMARY JOB CODE MUST BE CENTERWIDE JOB CODE
B333	PRIMARY JOB CODE MUST BE BLANK
B340	SECONDARY JOB CODE INVALID
B341	SECONDARY JOB CODE MUST BE BLANK
B342	SECONDARY JOB CODE MUST BE CENTERWIDE JOB CODE
B421	GBL NUMBER INVALID

Figure 2.12-20. - Travel data element edit error messages.

Code	Message
B422	GBL NUMBER MUST BE BLANK
B600	$ AMOUNT NOT ENTERED
B601	$ AMOUNT INVALID
B602	$ AMOUNT MUST NOT BE ZERO
B640	DISBURSEMENT $ NOT ENTERED
B641	DISBURSEMENT $ INVALID
B645	DISBURSEMENT $ MUST BE BLANK
B660	C/O/C $ NOT ENTERED
B661	C/O/C $ INVALID
B665	C/O/C $ MUST BE BLANK
B662	C/O/C $ MUST NOT BE ZERO
B930	VOUCHER NUMBER NOT ENTERED
B931	VOUCHER NUMBER INVALID
B932	VOUCHER NUMBER MUST BE BLANK
B933	VOUCHER NUMBER MUST BE GREATER THAN ZERO
B940	CD NUMBER NOT ENTERED
B941	CD NUMBER INVALID
B942	CD NUMBER MUST BE BLANK
C000	TRAVEL AUTHORIZATION NUMBER NOT ENTERED
C001	TRAVEL AUTHORIZATION NUMBER INVALID
C010	TRIP NUMBER INVALID
C011	TRIP NUMBER MUST BE GREATER THAN ZERO
C020	TRANSPORTATION REQUEST NUMBER NOT ENTERED
C021	TRANSPORTATION REQUEST NUMBER INVALID
C022	TRANSPORTATION REQUEST NUMBER MUST BE BLANK
C030	TYPE OF TRAVEL ACTIVITY NOT ENTERED
C031	TYPE OF TRAVEL ACTIVITY INVALID
C040	NAME CODE NOT ENTERED
C041	NAME CODE INVALID
C043	NAME CODE MUST BE BLANK
C050	BEGINNING DATE NOT ENTERED
C051	BEGINNING DATE INVALID

Figure 2.12-20. - Travel data element edit error messages (continued).

Code	Message
C052	BEGINNING DATE MUST BE BLANK
C060	ENDING DATE NOT ENTERED
C061	ENDING DATE INVALID
C062	ENDING DATE MUST NOT BE PRIOR TO BEGINNING DATE
C063	ENDING DATE MUST BE BLANK
C070	ESTABLISHMENT VOUCHER NUMBER NOT ENTERED
C071	ESTABLISHMENT VOUCHER NUMBER INVALID
C072	ESTABLISHMENT VOUCHER NUMBER MUST BE BLANK
C500	PY FS COMBINATION INVALID
C506	FS, PERF ORG, PRIMARY JOB CODE COMBINATION INVALID
C507	FS, PERF ORG, SECONDARY JOB CODE COMBINATION INVALID
C508	PY __ FS __ COMBINATION INVALID
C509	FS __, PERF ORG __, PRIMARY JOB CODE _____ COMBINATION INVALID
C510	FS __, PERF ORG __, SECONDARY JOB CODE _____ COMBINATION INVALID

Figure 2.12-20. - Travel data element edit error messages (concluded).

Code	Message
D202	C/O/C $ LESS THAN DISBURSEMENT $ TRAVEL AUTH NO. _____ TRIP NO. ___ TYPE OF TRAVEL ACTIVITY ____ TRANS REQUEST NO. _____ C/O/C $ _,___,___,___.__ DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__
D203	C/O/C $ INSUFFICIENT TRAVEL AUTH NO. _____ TRIP NO. ___ TYPE OF TRAVEL ACTIVITY ____ TRANS REQUEST NO. _____ C/O/C $_,___,___,__.__ UPDATE $_,___,___,___.__-
D210	TRAVEL ADVANCE RECORD NOT FOUND TRAVEL AUTH NO. _____ TRIP NO. ___
D211	TRAVEL ADVANCE RECORD ALREADY EXISTS TRAVEL AUTH NO. _____ TRIP NO. ___
D212	TRAVEL ADVANCE LIQUIDATION $ EXCEEDS ESTABLISHED $ TRAVEL AUTH NO. _____ TRIP NO. ___ ESTABLISHED $_,___,___,___.__ LIQUIDATION $ UPDATE $_,___,___,___.__
D140	PWA RECORD NOT FOUND MA __ PY __ FS __ RO __ PWC _____ OBJECT CLASS ____ CARRIER ID _____ SUB ID __
D142	PWA ISSUES INSUFFICIENT MA __ PY __ FS __ RO __ PWC _____ OBJECT CLASS ____ CARRIER ID _____ SUB ID __ ISSUES $_,___,___,___.__ UPDATE $_,___,___,___.__-
D143	PWA BALANCE INSUFFICIENT TO INCREASE ISSUES MA __ PY __ FS __ RO __ PWC _____ OBJECT CLASS ____ CARRIER ID _____ SUB ID __ BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__
D200	TRAVEL PERFORMANCE DATA RECORD NOT FOUND TRAVEL AUTH NO. _____ TRIP NO. ___ TYPE OF TRAVEL ACTIVITY ____ TRANS REQUEST NO. _____
D201	TRAVEL PERFORMANCE DATA RECORD ALREADY EXISTS TRAVEL AUTH NO. _____ TRIP NO. ___ TYPE OF TRAVEL ACTIVITY ____ TRANS REQUEST NO. _____

Figure 2.12-21. - Travel processing error messages.

Code	Message
D213	TRAVEL ADVANCE ESTABLISHED $ INSUFFICIENT TRAVEL AUTH NO. _____ TRIP NO. ___ ESTABLISHED $_,___,___,___.__ UPDATE $_,___,___,___.__-
D214	TRAVEL ADVANCE LIQUIDATION $ INSUFFICIENT TRAVEL AUTH NC. _____ TRIP NO. ___ LIQUIDATION $_,___,___,___.__ UPDATE $_,___,___,___.__-
D215	TRAVEL ADVANCE BAD CHECK $ INSUFFICIENT TRAVEL AUTH NO. _____ TRIP NO. ___ BAD CHECK $_,___,___,___.__ UPDATE $_,___,___,___.__-
D216	TRAVEL ADVANCE WRITEOFF $ INSUFFICIENT TRAVEL AUTH NO. _____ TRIP NO. ___ WRITEOFF $_,___,___,___.__ UPDATE $_,___,___,___.__-
D217	TRAVEL PERFORMANCE RECORD MUST BE CLOSED TRAVEL AUTH NO. _____ TRIP NO. ___ TYPE OF TRAVEL ACTIVITY ____ TRANS REQUEST NO. _____

Figure 2.12-21. - Travel processing error messages (concluded).

Transaction \ Message	A000	B010	B011	B062	B080	B081	B090	B091	B100	B101	B110	B111	B115	B118	B120	B121	B122	B124	B130	B136	B139	B141	B170	B171	B174	B175	B190
Travel performance data																											
Travel performance through cost-initial																											
Per diem activity	X	X	X		X	X			X	X	X	X	X		X	X			X	X	X		X	X	X		X
Transportation activity	X	X	X		X	X			X	X	X	X	X		X	X			X	X	X		X	X	X		X
Shipment of household goods activity	X	X	X		X	X			X	X	X	X	X		X	X			X	X	X		X	X	X		X
All other activities	X	X	X		X	X			X	X	X	X	X		X	X			X	X	X		X	X	X		X
Travel performance disbursement-initial																											
Local mileage activity	X	X	X		X	X			X	X				X				X				X				X	
All other activities	X	X	X		X	X			X	X				X				X				X				X	
Update/Correction																											
Per diem activity	X		X	X	X	X			X	X		X	X			X	X			X	X			X	X		
Transportation activity	X		X	X	X	X			X	X		X	X			X	X			X	X			X	X		
Shipment of household goods activity	X		X	X	X	X			X	X		X	X			X	X			X	X			X	X		
Local mileage activity	X		X	X	X	X			X	X		X	X			X	X			X	X			X	X		
All other activities	X		X	X	X	X			X	X		X	X			X	X			X	X			X	X		
Travel advance																											
Travel advance established-initial	X	X	X						X	X																	
Travel advance liquidation-initial	X	X	X				X	X	X	X																	
Update/Correction	X	X	X	X			X	X	X	X																	
Miscellaneous operations																											
Initial	X								X	X																	
Update/Correction	X			X					X	X																	
Travel reopening																											
Travel performance data current year reopening	X																										
Travel advance data current year reopening	X																										
Travel performance data prior year reopening																											
Initial	X								X	X	X	X	X		X	X	X		X	X	X		X	X	X		X
Correction	X								X	X		X	X			X	X			X	X			X	X		X
Travel advance data prior year reopening																											
Initial	X								X	X																	
Correction	X								X	X																	

Figure 2.12-22. - Travel messages by transaction.

ORIGINAL PAGE IS
OF POOR QUALITY

Transaction \ Message	B191	B192	B200	B201	B205	B320	B321	B324	B330	B331	B333	B340	B341	B342	B421	B422	B600	B601	B602	B640	B641	B645	B660	B661	B662	B665	B930
Travel performance data																											
Travel performance through cost-initial																											
Per diem activity	X		X	X		X	X		X	X		X	X	X		X						X	X	X	X		
Transportation activity	X		X	X		X	X		X	X		X	X	X		X						X	X	X	X		
Shipment of household goods activity	X		X	X		X	X		X	X		X	X	X	X							X	X	X	X		
All other activities	X		X	X		X	X		X	X		X	X	X		X						X	X	X	X		
Travel performance disbursement-initial																											
Local mileage activity		X			X			X			X		X			X				X	X					X	X
All other activities		X			X			X			X		X			X				X	X					X	X
Update/Correction																											
Per diem activity	X			X			X		X	X		X	X	X	X						X			X	X		
Transportation activity	X			X			X		X	X		X	X	X	X						X			X	X		
Shipment of household goods activity	X			X			X		X	X		X	X	X	X						X			X	X		
Local mileage activity	X			X			X		X	X		X	X	X	X						X			X	X		
All other activity	X			X			X		X	X		X	X	X	X						X			X	X		
Travel advance																											
Travel advance established-initial																	X	X	X								
Travel advance liquidation-initial																	X	X	X								X
Update/Correction																		X	X								X
Miscellaneous operations																											
Initial																	X	X	X								X
Update/Correction																		X	X								X
Travel reopening																											
Travel performance data current year reopening																											
Travel advance data current year reopening																											
Travel performance data prior year reopening																											
Initial	X		X	X		X	X		X	X		X	X	X	X	X							X	X	X		
Correction	X			X			X		X	X		X	X	X	X	X								X	X		
Travel advance data prior year reopening																											
Initial																	X	X	X								X
Correction																		X	X								

Figure 2.12-22. - Travel messages by transaction (continued).

Transaction \ Messages	B931	B932	B933	B940	B941	B942	C000	C001	C010	C011	C020	C021	C022	C030	C031	C040	C041	C043	C050	C051	C052	C060	C061	C062	C063	C070	C071
Travel performance data																											
Travel performance through cost-initial																											
Per diem activity		X					X	X	X	X			X	X	X	X	X		X	X		X	X	X			
Transportation activity		X					X	X	X	X	X	X		X	X	X	X		X	X		X	X	X			
Shipment of household goods activity		X					X	X	X	X			X	X	X	X	X		X	X		X	X	X			
All other activities		X					X	X	X	X			X	X	X	X	X		X	X		X	X	X			
Travel performance disbursement-initial																											
Local mileage activity	X		X				X	X	X	X			X	X	X			X			X				X		
All other activities	X		X				X	X	X	X			X	X	X			X			X				X		
Update/Correction																											
Per diem activity	X		X				X	X	X	X				X	X		X			X			X	X			
Transportation activity	X		X				X	X	X	X		X		X	X		X			X			X	X			
Shipment of household goods activity	X		X				X	X	X	X				X	X		X			X			X	X			
All other activities	X		X				X	X	X	X				X	X		X			X			X	X			
Local mileage activity	X		X				X	X	X	X				X	X		X			X			X	X			
Travel advance																											
Travel advance established-initial							X	X	X	X						X	X									X	X
Travel advance liquidation-initial	X		X	X	X		X	X	X	X								X									
Update/Correction	X	X	X	X	X	X	X	X	X	X							X										X
Miscellaneous																											
Initial	X	X	X	X	X	X	X	X	X	X																	
Update/Correction	X		X		X	X	X	X	X	X																	
Travel reopening																											
Travel performance data current year reopening							X	X	X	X	X	X		X	X												
Travel advance data current year reopening							X	X	X	X																	
Travel performance data prior year reopening																											
Initial							X	X	X	X	X	X	X	X	X	X	X		X	X		X	X	X			
Correction							X	X	X	X		X	X		X		X			X			X	X			
Travel advance data prior year reopening																											
Initial							X	X	X	X								X									
Correction							X	X	X	X																	

Figure 2.12-22. - Travel messages by transaction (continued).

ORIGINAL PAGE IS
OF POOR QUALITY

Transaction \ Message	C072	C400	C401	C410	C500	C506	C507	C508	C509	C510	D140	D142	D143	D200	D201	D202	D203	D210	D211	D212	D213	D214	D215	D216	D217
<u>Travel performance data</u>																									
Travel performance through cost-initial					X	X	X				X	X	X		X										
Transportation activity					X	X	X				X	X	X		X										
Shipment of household goods activity					X	X	X				X	X	X		X										
All other activities					X	X	X				X	X	X		X										
Travel performance disbursement-initial																									
Local mileage activity											X	X	X	X		X									
All other activities											X	X	X	X		X									
Update/Correction																									
Per diem activity				X				X	X	X	X	X	X	X		X	X								
Transportation activity				X				X	X	X	X	X	X	X		X	X								
Shipment of household goods activity				X				X	X	X	X	X	X	X		X	X								
Local mileage activity				X				X	X	X	X	X	X	X		X	X								
All other activities				X				X	X	X	X	X	X	X		X	X								
<u>Travel advance</u>																									
Travel advance established-initial																			X						
Travel advance liquidation-initial	X																	X		X					
Update/Correction	X																	X		X	X	X			
Miscellaneous operations																									
Initial		X	X															X		X	X	X	X	X	
Update/Correction		X	X															X		X	X	X	X	X	
<u>Travel reopening</u>																									X
Travel performance data current year reopening																									
Travel advance data current year reopening																									
Travel performance data prior year reopening																									
Initial					X	X	X								X										
Correction								X	X	X				X											
Travel advance data prior year reopening																									
Initial																									
Correction																									

Figure 2.12-22. - Travel messages by transaction (concluded).

Inquiry description	Type	Input data elements	Timing	Response data elements
Status of travel performance data	Item	Travel Authorization Number Trip Number (if applicable) Type of travel activity Transportation Request Number (if applicable)	Immediate	Travel Authorization Number Trip Number (if applicable) Type of travel activity Transportation Request Number (if applicable) Method of Authority Program Year Fund Source Primary Work Code (nine digits) Responsible Organization Object Class Name code Performing Organization GBL number (if applicable) Start date End date Primary Job Code Secondary Job Code Accounts Receivable balance Commitment Obligation Cost Disbursement Unliquidated obligation Last activity information
Sufficient funds to commit	Item	Method of Authority Program Year Fund Source Responsible Organization Object Class Dollar Amount	Immediate	Method of Authority Program Year Fund Source Responsible Organization Funding Object Class Message: 'Dollars are available' or 'Dollars are not available' PWA balance
Travel performance summary by Travel Authorization Number, Trip Number, and type of travel activity	Summary	Travel Authorization Number Trip Number Type of travel activity	Immediate	Travel Authorization Number Trip Number Type of travel activity Accounts Receivable balance Commitment Obligation Cost Disbursement Unliquidated obligation
Travel performance summary by Travel Authorization Number and Trip Number	Summary	Travel Authorization Number Trip Number	Immediate	Travel Authorization Number Trip Number Accounts Receivable balance Commitment Obligation Cost Disbursement Unliquidated obligation

Figure 2.12-23. - Travel inquiry requirements.

Inquiry description	Type	Input data elements	Timing	Response data elements
Travel performance summary by Travel Authorization Number	Summary	Travel Authorization Number	Immediate	Travel Authorization Number Accounts Receivable balance Commitment Obligation Cost Disbursement Unliquidated obligation
Travel performance summary by Travel Authorization Number and type of travel activity	Summary	Travel Authorization Number Type of travel activity	Immediate	Travel Authorization Number Type of travel activity Accounts Receivable balance Commitment Obligation Cost Disbursement Unliquidated obligation
Travel performance summary by type of travel activity	Summary	Type of travel activity	Immediate	Type of travel activity Accounts Receivable balance Commitment Obligation Cost Disbursement Unliquidated obligation
Travel performance grand total	Summary	None required	Same Day	Commitment Obligation Cost Disbursement Unliquidated obligation
Status of Travel Advance	Item	Travel Authorization Number Trip Number (if applicable) Voucher number	Immediate	Travel Authorization Number Trip Number (if applicable) Name code Voucher number Establishment Voucher deduction and number Cash collection and certificate of deposit Outstanding balance Cancelled check balance Bad check balance Writeoff balance Last activity information
Travel Advance summary by Travel Authorization Number	Summary	Travel Authorization Number	Immediate	Travel Authorization Number Name code Establishment Voucher deduction Cash collection Outstanding balance

Figure 2.12-23. - Travel inquiry requirements (continued).

Inquiry description	Type	Input data elements	Timing	Response data elements
Travel Advance grand total	Summary	None required	Same Day	Establishment Voucher deduction Cash collection Outstanding balance
Travel status by employee	List	Name code	Immediate	Employee name Name code Travel Authorization Number Trip Number (if applicable) Type of travel activity Transportation Request Number (if applicable) GBL number (if applicable) Start date End date Accounts Receivable balance Advance balance Commitment Obligation Cost Disbursement
Status of transportation request	List	Transportation Request Number	Immediate	Travel Authorization Number Trip Number (if applicable) Type of travel activity Transportation Request Number Method of Authority Program Year Fund Source Primary Work Code (nine digits) Responsible Organization Object Class Name code Performing Organization Start date End date Primary Job Code Secondary Job Code Accounts Receivable balance Commitment Obligation Cost Disbursement Unliquidated obligation Last activity information

Figure 2.12-23. - Travel inquiry requirements (concluded).

- Open Travel Order Status
- Open Travel Advances
- Closed Travel Order Status
- Closed Travel Advances
- Selected Foreign Travel

A list of valid daily transactions must appear in the Daily Transaction List Travel Performance Section or Daily Transaction List Travel Advance Section reports described in section 2.19.7.

2.13 ACCOUNTS RECEIVABLE PROCESS

The Accounts Receivable process includes the recording of establishments, liquidations, and cash deposits for travel, commercial, payroll, deposit fund, and miscellaneous receipt receivables. In addition, the process includes the recording of cash deposits for travel advances, bad checks, write-offs of receivables, payments from the deposit fund, and aircraft spares activity. The various transactions, except for aircraft spares, are input by the Fund Control Unit. Aircraft spares transactions are input by the Commercial Accounts Unit.

2.13.1 Update Requirements

2.13.1.1 Establishment of accounts receivable. The accounts receivable establishment process inputs and records the establishment of all receivables, whether they are travel, commercial, payroll, miscellaneous receipt, or deposit fund. The establishment is normally recorded upon receipt of one of the following forms:

- Bill of Collection (Standard Form 1114B)
- Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080)
- Voucher and Schedule of Withdrawals and Credits (Standard Form 1081)
- Redemption of Unused Tickets (Standard Form 1170)
- Daily Fee Collection Report (JSC Form 53)

Travel, commercial, and payroll receivables may be either refunds or reimbursements. Refunds are normally for

such items as overpayments; the money received is to be used to reduce the cost and disbursement (partial refund) or the commitment, obligation, cost, and disbursement (complete refund) originally recorded. Reimbursements are payments made by some non-NASA source on a reimbursable order; the money received is not to be used to reduce any amounts originally recorded. The receivable must be identified as a refund or a reimbursement on an establishment. Whether a refund is a partial refund or a complete refund must be determined by the system.

2.13.1.1.1 Establishment of accounts receivable - travel: The travel accounts receivable establishment process inputs and records the establishment of a receivable that applies to a travel order. Travel receivables are for such items as unused airline tickets, refunds of overpayments for rental cars, and reimbursements for payments made on reimbursable orders.

The travel accounts receivable establishment process consists of an establishment transaction, an update transaction, and a correction transaction defined as follows:

- Establishment - a transaction that records the establishment of the receivable.
- Update - a transaction that updates the establishment of the receivable. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the establishment or update transaction.

The input, processing, and output requirements for these transactions are disucssed in the following paragraphs.

Input - Figure 2.13-1 contains a list of data elements that must be input and edits that must be performed for the travel accounts receivable establishment process. Figure 2.13-2 defines the template required for input of these data elements.

The establishment transaction is specified by the entry of establishment dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of establishment dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Only one of the three transactions may be entered at any one time.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

Establishment

The establishment transaction inputs and records the establishment of the receivable. Each transaction must update a travel performance record and must create an accounts receivable record.

The establishment amount from the template must update the establishment amount from the travel performance record. The travel performance record is defined by the TA number, type of travel activity, Trip Number, and Transportation

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Various documents	Fatal	Input for all establishment, update, and correction transactions. The first six positions must be a TA number; the first position must be alphabetic, and the remaining five must be numeric. The last four positions must be a type of travel activity; the first three positions must be numeric, and the fourth must be alphabetic. See figure 2.12-2 for additional edits.	C100 C101
Trip number	Conditional	Various documents	Fatal	Input for establishment, update, and correction transactions when the receivable is for a specific trip number within a General Travel Authorization. Must be numeric.	C010 C011
Transportation Request Number	Conditional	Various documents	Fatal	Input for establishment, update, and correction transactions when the receivable is for a transportation activity and there is more than one Transportation Request Number for the travel order. The first position must be alphabetic; the remaining seven must be numeric. See figure 2.12-2 for additional edits.	C020 C021
Establishment dollars	Conditional	Various documents	Fatal	Input for all establishment and update transactions and for correction transactions when it it is to be corrected. For an establishment transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Date of bill	Conditional	User supplied	Fatal	Input for establishment transactions when the date of establishment is other than the system date and for correction transactions when it is to be corrected. Must be numeric and conform to all normal date edits.	C110
Type of receivable: travel	Yes	User supplied	Fatal	Input for all travel establishment, update, and correction transactions.	C360
Name code	Conditional	Various documents	Fatal	Input for all travel establishment transactions and for correction transactions when it is to be corrected. Must be a valid name code.	C040 C041
Reimbursement	Conditional	User supplied	None	Transaction modifier indicating that the receivable is a reimbursement. Input only when the receivable is a reimbursement.	None
Type of receivable: commercial	No	None	Fatal	Must not be input for any Travel Accounts Receivable Establishment transaction.	C361

Figure 2.13-1. - Travel Accounts Receivable Establishment input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Type of receivable: payroll	No	None	Fatal	Must not be input for any Travel Accounts Receivable Establishment transaction.	C361
Type of receivable: miscellaneous receipt	No	None	Fatal	Must not be input for any Travel Accounts Receivable Establishment transaction.	C361
Type of receivable: deposit fund	No	None	Fatal	Must not be input for any Travel Accounts Receivable Establishment transaction.	C361
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-1. - Travel Accounts Receivable Establishment input and edit requirements (concluded).

ORIGINAL PAGE IS OF POOR QUALITY

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. Q1 - ESTABLISHMENT OF ACCOUNTS RECEIVABLE
    BILL NO. ______-____  TRIP NO. ___  TRANS REQUEST NO. _______
    ESTABLISHMENT $___,___,___.__±  DATE __/__/__
    TYPE OF RECEIVABLE:
      TRAVEL _          NAME CODE _____  REIMBURSEMENT _
      COMMERCIAL _      PURCHASE REQUEST NO. _________  SUFFIX ___
                        DEPOSIT ON CONTAINERS _  REIMBURSEMENT _
      PAYROLL _         MA __  PY __  OBJECT CLASS ____
                        PWC _________  PERF ORG ____ REIMBURSEMENT _
      MISC RECEIPT _  PY __  ACCOUNT SYMBOL _______
      DEPOSIT FUND _  PY __  ACCOUNT SYMBOL _______
    FOR CHANGES ONLY:  UPDATE _  CORRECTION _
```

Figure 2.13-2. - Establishment of Accounts Receivable template.

Request Number. The TA number and type of travel activity are entered on the template for all travel receivables; the Trip Number is entered on the template when the receivable is for a specific trip within a General Travel Authorization. The Transportation Request Number is generated by the system when the receivable is for a transportation activity and there is only one Transportation Request Number for the travel order. It is entered on the template when the receivable is for a transportation activity and there is more than one Transportation Request Number. For the establishment transaction, the record must exist and be open. The updated establishment amount must not exceed the disbursement. If the receivable is a reimbursement, the record must have a reimbursable MA.

The accounts receivable record must be created with the following data elements:

- Bill number (TA Number and type of travel activity)
- Date of bill
- Trip Number
- Transportation Request Number
- Name code
- Method of Authority
- Program Year
- Fund Source
- Establishment Dollar Amount
- Reimbursement indicator (if entered)
- Partial or complete refund indicator

All of the data elements except MA, PY, FS, and the partial or complete refund indicator are entered on the template.

MA, PY, and FS must be obtained by the system from the travel performance record; the partial or complete refund indicator must be generated as complete. The accounts receivable record is defined by the bill number, Trip Number, and Transportation Request Number. For the establishment transaction, the record must not already exist.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. For both the update and correction transactions, the travel performance and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those of the original transaction, except that the amount entered on the template may be either positive or negative. Amounts from the travel performance and accounts receivable records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative change must not reduce any of the amounts from either of the records below 0. For the travel accounts receivable establishment process, the only dollar data element is establishment dollars. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The information data elements are the date of bill and name code. If any of the control data elements are entered incorrectly, the

transaction must be reversed and a new transaction entered. The control data elements are the bill number, Trip Number, Transportation Request Number, and the reimbursement indicator.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 describes the standard online responses and error messages required in the travel accounts receivable establishment process.

2.13.1.1.2 Establishment of accounts receivable - commercial: The commercial accounts receivable establishment process inputs and records the establishment of a receivable that applies to a contract, a grant, a contract or grant paid under a letter of credit, a T-order, a GBL, or a MILSTRIP/FEDSTRIP item. Commercial receivables are for such items as overpayments, refunds for deposits on containers, and reimbursements for payments made on reimbursable orders.

The commercial accounts receivable establishment process consists of an establishment transaction, an update transaction, and a correction transaction defined as follows:

- Establishment - a transaction that records the establishment of the receivable.

- Update - a transaction that updates the establishment of the receivable. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the establishment or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-3 contains a list of data elements that must be input and edits that must be performed for the commercial accounts receivable establishment process. Figure 2.13-2 defines the template required for input of these data elements.

The establishment transaction is specified by the entry of establishment dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of establishment dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Only one of the three transactions may be entered at any one time.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Various documents	Fatal	Input for all establishment, update, and correction transactions. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Trip Number	No	None	Fatal	Must not be input for any Commercial Accounts Receivable Establishment transaction.	C012
Transportation Request Number	No	None	Fatal	Must not be input for any Commercial Accounts Receivable Establishment transaction.	C022
Establishment dollars	Conditional	Various documents	Fatal	Input for all establishment and update transactions and for correction transactions when it is to be corrected. For an establishment transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Date of bill	Conditional	Various documents	Fatal	Input for establishment transactions when the date of establishment is other than the system date and for correction transactions when it is to be corrected. Must be numeric and conform to all normal date edits.	C110
Type of receivable: travel	No	None	Fatal	Must not be input for any Commercial Accounts Receivable Establishment transaction.	C361
Type of receivable: commercial	Yes	User supplied	Fatal	Input for all commercial establishment, update, and correction transactions.	C360
Purchase Request Number	Yes	Various documents	Fatal	Input for all commercial establishement, update, and correction transactions. Positions 1 through 8 must be numeric. Position 9 must be alphabetic or blank.	B300 B301
Suffix	Conditional	Various documents	Fatal	Input for commercial establishment, update, and correction transactions when other than the base Suffix. Must be numeric.	B311

Figure 2.13-3. - Commercial Accounts Receivable Establishment input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Deposit on containers	Conditional	User supplied	Fatal	Transaction modifier indicating that the receivable is for a deposit on containers. Input only when the receivable is for a deposit on containers. Must not be input when the receivable is a reimbursement.	C370
Reimbursement	Conditional	User supplied	Fatal	Transaction modifier indicating that the receivable is a reimbursement. Input only when the receivable is a reimbursement. Must not be input when the receivable is for a deposit on containers.	C370
Type of receivable: payroll	No	None	Fatal	Must not be input for any Commercial Accounts Receivable Establishment transaction.	C361
Type of receivable: miscellaneous receipt	No	None	Fatal	Must not be input for any Commercial Accounts Receivable Establishment transaction.	C361
Type of receivable: deposit fund	No	None	Fatal	Must not be input for any Commercial Accounts Receivable Establishment transaction.	C361
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-3. - Commercial Accounts Receivable Establishment input and edit requirements (concluded).

Establishment

The establishment transaction inputs and records the establishment of the receivable. Each transaction must create an accounts receivable record. If the receivable is for a contract, grant, or contract or grant paid under a letter of credit, the transaction must update a contract record and a performance record; if the receivable is for a T-order, GBL, or MILSTRIP/FEDSTRIP item, the transaction must update a performance record.

If the receivable is for a contract, grant, or contract or grant paid under a letter of credit, the establishment amount from the template must update the establishment amount from the contract record and performance record. The contract record is defined by the Contract/Order Number obtained from the performance record and the performance record by the PR Number and Suffix entered on the template. For the establishment transaction, both records must exist and be open.

For a contract, the updated establishment amount must not exceed the disbursement from either the contract record or the performance record. If the receivable is for a deposit on containers, the updated establishment amount must not exceed the deposit on containers from either the contract record or the performance record. If the receivable is a reimbursement, the updated establishment amount must not exceed the disbursement for reimbursable orders from either the contract record or the performance record, and the performance record must have a reimbursable MA. The receivable cannot be for both a deposit on

containers and a reimbursement. For a grant, the updated establishment amount must not exceed the advance established from either the contract record or the performance record. The receivable cannot be for a deposit on containers or be a reimbursement. For a contract or grant paid under a letter of credit, the updated establishment amount must not exceed the withdrawal from either the contract record or the performance record. The receivable cannot be for a deposit on containers or a reimbursement.

If the receivable is for a T-order, GBL, or MILSTRIP/FEDSTRIP item, only the performance record must be updated. The processing requirements are the same as those discussed in the preceding paragraph for the performance record. The contract record for those T-orders for which contract records exist is not affected.

The accounts receivable record must be created with the following data elements.

- Bill number
- Date of bill
- Contract/Order Number
- Contractor name code
- Purchase Request Number and Suffix
- Method of Authority
- Program Year
- Fund Source
- Establishment dollar amount
- Reimbursement indicator (if entered)
- Deposit on containers indicator (if entered)
- Partial or complete refund indicator

All of the data elements except the Contract/Order Number, contractor name code, MA, PY, FS, and the partial or complete refund indicator are entered on the template. The Contract/Order Number, contractor name code, MA, PY, and FS must be obtained by the system from the performance record. The partial or complete refund indicator must be generated by the system as complete if the total commitment, obligation, cost, and disbursement from the performance record are equal and as partial if they are not equal. The accounts receivable record is defined by the bill number. For the establishment transaction, the record must not already exist.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. For both the update and correction transactions, the contract, performance, and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollars data elements are basically the same as those for the original transaction, except that the amount entered on the template may be either positive or negative. Amounts from the contract, performance, and accounts receivable records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative change must not reduce any of the amounts from any of the records below 0. For the commercial accounts

receivable establishment process, the only dollar data element is establishment dollars. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The only information data element is the date of bill. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the bill number, PR Number, Suffix, the deposit on containers indicator, and the reimbursement indicator.

To satisfy audit trail requirements, the transáction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 discusses the standard online responses and error messages required in the commercial accounts receivable establishment process.

2.13.1.1.3 Establishment of accounts receivable - payroll: The payroll accounts receivable establishment process inputs and records the establishment of a receivable that applies to payroll. Payroll receivables are for such items as employee overpayments, jury duty pay, and reimbursements for payments made on reimbursable orders.

The payroll accounts receivable establishment process consists of an establishment transaction, an update transaction, and a correction transaction defined as follows:

- Establishment - a transaction that records the establishment of the receivable.
- Update - a transaction that updates the establishment of the receivable. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the establishment or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-4 contains a list of data elements that must be input and edits that must be performed for the payroll accounts receivable establishment process. Figure 2.13-2 defines the template required for input of these data elements.

The establishment transaction is specified by the entry of establishment dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of establishment dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Only one of the three transactions may be entered at any one time.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

ORIGINAL PAGE IS
OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Various documents	Fatal	Input for all establishment, update, and correction transactions. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Trip Number	No	None	Fatal	Must not be input for any Payroll Accounts Receivable Establishment transaction.	C012
Transportation Request Number	No	None	Fatal	Must not be input for any Payroll Accounts Receivable Establishment transaction.	C022
Establishment dollars	Conditional	Various documents	Fatal	Input for all establishment and update transactions and for correction transactions when it is to be corrected. For an establishment transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Date of bill	Conditional	Various documents	Fatal	Input for establishment transactions when the date of establishment is other than the system date and for correction transactions when it is to be corrected. Must be numeric and conform to all normal date edits.	C110
Type of receivable: travel	No	None	Fatal	Must not be input for any Payroll Accounts Receivable Establishment transaction.	C361
Type of receivable: commercial	No	None	Fatal	Must not be input for any Payroll Accounts Receivable Establishment transaction.	C361
Type of receivable: payroll	Yes	User supplied	Fatal	Input for all payroll establishment, update, and correction transactions.	C360
Method of Authority	Yes	Various documents	Fatal	Input for all payroll establishment, update, and correction transactions. Must be a valid MA but not 97. Must be a reimbursable MA if the receivable is a reimbursement.	B110 B111 B114 B115
Program Year	Yes	Various documents	Fatal	Input for payroll establishment, update, and correction transactions when PY is other than the current PY. Must be a valid PY. Also validated with FS and PWC.	B120 B121 B126 C508

Figure 2.13-4. - Payroll Accounts Receivable Establishment input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Object Class	Yes	Various documents	Fatal	Input for all payroll establishment, update, and correction transactions. Must be a valid object class.	B190 B191
Primary Work Code	Conditional	Various documents	Fatal	Input for all payroll establishment, update, and correction transactions. Must be nine digits and a valid PWC. Also validated with PY and FS.	B170 B171 B174 C508
Performing Organization	Yes	Various documents	Fatal	Input for all payroll establishment, update, and correction transactions. Must be a valid Performing Organization.	B320 B321
Reimbursement	Conditional	User supplied	None	Transaction modifier indicating that the receivable is a reimbursement. Input only when the receivable is a reimbursement.	C370
Type of receivable: miscellaneous receipt	No	None	Fatal	Must not be input for any Payroll Accounts Receivable Establishment transaction.	C361
Type of receivable: deposit fund	No	None	Fatal	Must not be input for any Payroll Accounts Receivable Establishment transaction.	C361
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

ORIGINAL PAGE IS
OF POOR QUALITY

Figure 2.13-4. - Payroll Accounts Receivable Establishment input and edit requirements (concluded).

Establishment

The establishment transaction inputs and records the establishment of the receivable. Each transaction must create or update a payroll performance record and must create an accounts receivable record. Payroll performance records are specifically identified by MA, PY, Object Class, PWC, and Performing Organization. Each distinct combination of these data elements was originally recorded in a separate performance record. Receivables related to previously established performance records must be applied to these records; for all others, a performance record must be created.

For the establishment transaction, the performance record may or may not exist. If the record does not exist, it must be created. The establishment amount from the template must update the establishment amount from the performance record. If the receivable is being applied to a previously established performance record, the updated establishment amount must not exceed the disbursement. If the receivable is a reimbursement, the record must have a reimbursable MA.

The performance record must be created with the following data elements:

- Contract/Order Number
- PR Number and Suffix
- Method of Authority
- Program Year
- Fund Source

- Primary Work Code
- Responsible Organization
- Object Class
- Performing Organization
- Commitment Dollar Amount (equals 0)
- Obligation Dollar Amount (equals 0)
- Cost Dollar Amount (equals 0)
- Disbursement Dollar Amount (equals 0)
- Establishment Dollar Amount

MA, PY, Object Class, PWC, and Performing Organization are entered on the template; the system must generate the remaining elements. Figure 2.13-5 contains a list of the data elements generated and their current values. If the MA, PY, Object Class, PWC, and Performing Organization combination is not defined in the system, the performance record cannot be created or updated.

The accounts receivable record must be created with the following data elements:

- Bill number
- Date of bill
- PR Number and Suffix
- Method of Authority
- Program Year
- Fund Source
- Establishment Dollar Amount
- Reimbursement indicator (if entered)
- Partial or complete refund indicator

Data element	Value
Contract/Order Number	To be assigned
PR Number and Suffix	To be assigned
Fund Source	1
Responsible Organization	BH

Figure 2.13-5. - Payroll accounts receivable establishment generated data elements.

All of the data elements except FS are entered on the template. FS must be obtained by the system from the performance record; the partial or complete refund indicator must be generated as complete. The accounts receivable record is defined by the bill number. For the establishment transaction, the record must not already exist.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. For both the update and correction transactions, the performance and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction, except that the amount entered on the template may be either positive or negative. Amounts from the performance and accounts receivable records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative change must not reduce any of the amounts from either of the records below 0. For the payroll accounts receivable establishment process, the only dollar data element is establishment dollars. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The only information data element is the date of bill. If any of the control data elements are entered incorrectly, the transaction must

be reversed and a new transaction entered. The control data elements are the bill number, MA, PY, Object Class, PWC, Performing Organization, and the reimbursement indicator.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 discusses the standard online responses and error messages required in the payroll accounts receivable establishment process.

2.13.1.1.4 Establishment of accounts receivable - miscellaneous receipt: The miscellaneous receipt accounts receivable establishment process inputs and records the establishment of a receivable that applies to a general fund miscellaneous receipt account. Figure 2.13-6 contains a list of the various miscellaneous receipt accounts and their descriptions.

The miscellaneous receipt accounts receivable establishment process consists of an establishment transaction, an update transaction, and a correction transaction defined as follows:

- Establishment - a transaction that records the establishment of the receivable.
- Update - a transaction that updates the establishment of the receivable. The transaction must have been directed by written documentation.

Title	Account Symbol	Contract/Order Number	PR Number and Suffix	MA	FS
Forfeitures of unclaimed money and property	801060	To be assigned	To be assigned	00	D
Fines, penalties, and forfeitures, not otherwise classified	801099	To be assigned	To be assigned	00	D
Contributions to "Conscience Fund"	801210	To be assigned	To be assigned	00	D
Gifts to the United States, not otherwise classified	801299	To be assigned	To be assigned	00	D
Interest on other loans to individuals and private organizations	801453	To be assigned	To be assigned	00	D
Rent of land	801810	To be assigned	To be assigned	00	D
Rent of real property, not otherwise classified	801830	To be assigned	To be assigned	00	D
Rent of equipment and other personal property	801840	To be assigned	To be assigned	00	D
Sale of power and other utilities, not otherwise classified	802249	To be assigned	To be assigned	00	D
Sale of publications and reproductions not otherwise classified	802259	To be assigned	To be assigned	00	D
Sales of miscellaneous products and byproducts, not otherwise classified	802299	To be assigned	To be assigned	00	D
Fees and other charges for accounting and auditing services	802412	To be assigned	To be assigned	00	D
Service charges for allotments of pay for savings accounts (P.L. 90-365)	802417	To be assigned	To be assigned	00	D
Fees and other charges for other administrative services	802419.1	To be assigned	To be assigned	00	D
Fees and other services	802419.2	To be assigned	To be assigned	00	D
Commissions on telephone pay stations	802423	To be assigned	To be assigned	00	D
Fees and other charges for communication and transportation services, not otherwise classified	802429	To be assigned	To be assigned	00	D
Business concessions	802465	To be assigned	To be assigned	00	D
Other fees and charges for miscellaneous services	802499	To be assigned	To be assigned	00	D
Net proceeds from surplus property in the United States	802637	To be assigned	To be assigned	00	D
Proceeds from sale of equipment and other personal property, not otherwise classified	802649	To be assigned	To be assigned	00	D
Sale of scrap and salvage materials	802650	To be assigned	To be assigned	00	D
Recoveries for government property lost or damaged, not otherwise classified	803019	To be assigned	To be assigned	00	D
Recoveries under renegotiation program	803031	To be assigned	To be assigned	00	D
Miscellaneous recoveries of excess profits and costs	803032	To be assigned	To be assigned	00	D
Miscellaneous recoveries and refunds, not otherwise classified	803099	To be assigned	To be assigned	00	D

Figure 2.13-6. - Miscellaneous receipts accounts receivable establishment generated data elements.

ORIGINAL PAGE IS OF POOR QUALITY

- Correction - a transaction that corrects any data elements entered in either the establishment or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-7 contains a list of data elements that must be input and edits that must be performed for the miscellaneous receipt accounts receivable establishment process. Figure 2.13-2 defines the template required for input of these data elements.

The establishment transaction is specified by the entry of establishment dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of establishment dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Only one of the three transactions may be entered at any one time.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

Establishment

The establishment transaction inputs and records the establishment of the receivable. Each transaction must create or update a miscellaneous receipt performance record and must create an accounts receivable record. Miscellaneous receipt performance records are specifically

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Various documents	Fatal	Input for all establishment, update, and correction transactions. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Trip Number	No	None	Fatal	Must not be input for any Miscellaneous Receipt Accounts Receivable Establishment transaction.	C012
Transportation Request Number	No	None	Fatal	Must not be input for any Miscellaneous Receipt Accounts Receivable Establishment transaction.	C022
Establishment dollars	Conditional	Various documents	Fatal	Input for all establishment and update transactions and for correction transactions when it is to be corrected. For an establishment transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Date of bill	Conditional	Various documents	Fatal	Input for establishment transactions when the date of establishment is other than the system date and for correction transactions when it is to be corrected. Must be numeric and conform to all normal date edits.	C110
Type of receivable: travel	No	None	Fatal	Must not be input for any Miscellaneous Receipt Accounts Receivable Establishment transaction.	C361
Type of receivable: commercial	No	None	Fatal	Must not be input for any Miscellaneous Receipt Accounts Receivable Establishment transaction.	C361
Type of receivable: payroll	No	None	Fatal	Must not be input for any Miscellaneous Receipt Accounts Receivable Establishment transaction.	C361
Type of receivable: miscellaneous receipt	Yes	User supplied	Fatal	Input for all miscellaneous receipt establishment, update, and correction transactions.	C360
Program Year	Yes	User supplied	Fatal	Input for miscellaneous receipt establishment, update, and correction transactions when PY is other than the current PY. Must be a valid PY.	B120 B121
Account symbol	Yes	Various documents	Fatal	Input for all miscellaneous receipt establishment, update, and correction transactions. Must be a valid account symbol.	C120 C121

Figure 2.13-7. - Miscellaneous Receipt Accounts Receivable Establishment input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Type of receivable: deposit fund	No	None	Fatal	Must not be input for any Miscellaneous Receipt Accounts Receivable Establishment transactions.	C361
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-7. - Miscellaneous Receipt Accounts Receivable Establishment input and edit requirements (concluded).

identified by PY and account symbol. Each distinct combination of PY and account symbol must be recorded in a separate performance record.

For the establishment transaction, the performance record may or may not exist. If the record does not exist, it must be created. The establishment amount from the template must update the establishment amount from the performance record.

The performance record must be created with the following data elements:

- Contract/Order Number
- PR Number and Suffix
- Method of Authority
- Program Year
- Fund Source
- Primary Work Code (the account symbol)
- Commitment Dollar Amount (equals 0)
- Obligation Dollar Amount (equals 0)
- Cost Dollar Amount (equals 0)
- Disbursement Dollar Amount (equals 0)
- Establishment Dollar Amount

PY and PWC are entered on the template; the system must generate the remaining elements. Figure 2.13-6 contains a list of the data elements generated and their current values for each account symbol. If the PY and account symbol combination is not defined in the system, the performance record cannot be created or updated.

The accounts receivable record must be created with the following data elements:

- Bill number
- Date of bill
- PR Number and Suffix
- Method of Authority
- Program Year
- Fund Source
- Account Symbol
- Establishment Dollar Amount

The bill number, date of bill, PY, and account symbol are entered on the template; the remaining elements must be obtained by the system from the performance record. The partial or complete refund indicator is not applicable to miscellaneous receipt receivables. The accounts receivable record is defined by the bill number. For the establishment transaction, the record must not already exist.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. For both the update and correction transactions, the performance and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction, except that the amount

entered on the template may be either positive or negative. Amounts from the performance and accounts receivable records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative change must not reduce any of the amounts from either of the records below 0. For the miscellaneous receipt accounts receivable establishment process, the only dollar data element is establishment dollars. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The only information data element is the date of bill. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the bill number, PY, and account symbol.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 discusses the standard online responses and error messages required in the miscellaneous receipt accounts receivable establishment process.

2.13.1.1.5 Establishment of accounts receivable - deposit fund: The deposit fund accounts receivable establishment process inputs and records the establishment of a receivable that cannot be identified to a specific travel order, contract, grant, T-order, GBL, MILSTRIP/FEDSTRIP item, payroll item, or miscellaneous receipt account and, thus, must be recorded in suspense.

When it is identified, the receivable is transferred. Section 2.13.1.7 contains a discussion of the deposit fund transfer process.

The deposit fund accounts receivable establishment process consists of an establishment transaction, an update transaction, and a correction transaction defined as follows:

- Establishment - a transaction that records the establishment of the receivable.
- Update - a transaction that updates the establishment of the receivable. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the establishment or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-8 contains a list of data elements that must be input and edits that must be performed for the deposit fund accounts receivable establishment process. Figure 2.13-2 defines the template required for input of these data elements.

The establishment transaction is specified by the entry of establishment dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of establishment dollars; the amount entered may be either positive or negative. The correction

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Various documents	Fatal	Input for all establishment, update, and correction transactions. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Trip Number	No	None	Fatal	Must not be input for any Deposit Fund Accounts Receivable Establishment transaction.	C012
Transportation Request Number	No	None	Fatal	Must not be input for any Deposit Fund Accounts Receivable Establishment transaction.	C022
Establishment dollars	Conditional	Various documents	Fatal	Input for all establishment and update transactions and for correction transactions when it is to be corrected. For an establishment transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Date of bill	Conditional	Various documents	Fatal	Input for establishment transactions when the date of establishment is other than the system date and for correction transactions when it is to be corrected. Must be numeric and conform to all normal date edits.	C110
Type of receivable: travel	No	None	Fatal	Must not be input for any Deposit Fund Accounts Receivable Establishment transaction.	C361
Type of receivable: commercial	No	None	Fatal	Must not be input for any Deposit Fund Accounts Receivable Establishment transaction.	C361
Type of receivable: payroll	No	None	Fatal	Must not be input for any Deposit Fund Accounts Receivable Establishment transaction.	C361
Type of receivable: miscellaneous receipt	No	None	Fatal	Must not be input for any Deposit Fund Accounts Receivable Establishment transaction.	C361
Type of receivable: deposit fund	Yes	User supplied	Fatal	Input for all deposit fund establishment, update, and correction transactions.	C360
Program Year	Yes	User supplied	Fatal	Input for deposit fund establishment, update, and correction transactions when PY is other than the current PY. Must be a valid PY.	B120 B121

Figure 2.13-8. - Deposit Fund Accounts Receivable Establishment input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Account symbol	Yes	Various documents	Fatal	Input for deposit fund establishment, update, and correction transactions when other than 80X6875. Must be a valid account symbol.	C120 C121
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-9. - Deposit Fund Accounts Receivable Establishment input and edit requirements (concluded).

transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Only one of the three transactions may be entered at any one time.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

Establishment

The establishment transaction inputs and records the establishment of the receivable. Each transaction must create or update a deposit fund performance record and must create an accounts receivable record. Deposit fund performance records are specifically identified by PY and account symbol. Each distinct combination of PY and account symbol must be recorded in a separate performance record.

For the establishment transaction, the performance record may or may not exist. If the record does not exist, it must be created. The establishment amount from the template must update the establishment amount from the performance record.

The performance record must be created with the following data elements:

- Contract/Order Number
- PR Number and Suffix
- Method of Authority
- Program Year
- Fund Source
- Primary Work Code (the account symbol)

- Commitment Dollar Amount (equals 0)
- Obligation Dollar Amount (equals 0)
- Cost Dollar Amount (equals 0)
- Disbursement Dollar Amount (equals 0)
- Establishment Dollar Amount

PY and PWC are entered on the template; the system must generate the remaining elements. Figure 2.13-9 contains a list of the data elements generated and their current values. If the PY and account symbol combination is not defined in the system, the performance record cannot be created or updated.

The accounts receivable record must be created with the following data elements:

- Bill number
- Date of bill
- PR Number and Suffix
- Method of Authority
- Program Year
- Fund Source
- Account Symbol
- Establishment Dollar Amount

The bill number, date of bill, PY, and account symbol are entered on the template; the remaining elements must be obtained by the system from the performance record. The partial or complete refund indicator is not applicable to deposit fund receivables. The accounts receivable record is defined by the bill number. For the establishment transaction, the record must not already exist.

Data element	Value
Contract/Order Number	To be assigned
PR Number and Suffix	To be assigned
Method of Authority	00
Fund Source	K

Figure 2.13-9. - Deposit Fund accounts receivable establishment generated data elements.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. For both the update and correction transactions, the performance and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction, except that the amount entered on the template may be either positive or negative. Amounts from the performance and accounts receivable records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative change must not reduce any of the amounts from either of the records below 0. For the deposit fund accounts receivable establishment process, the only dollar data element is establishment dollars. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The only information data element is the date of bill. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the bill number, PY, and account symbol.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 describes the standard online responses and error messages required in the deposit fund accounts receivable establishment process.

2.13.1.2 Liquidation of accounts receivable. The accounts receivable liquidation process inputs and records the liquidation of all receivables, whether they are travel, commercial, payroll, miscellaneous receipt, or deposit fund. The liquidation is normally recorded upon receipt of one of the following forms:

- Daily Cash Receipts Report (JSC Form 168)
- Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080)
- Voucher and Schedule of Payments (Standard Form 1166A)
- Voucher and Schedule of Withdrawals and Credits (Standard Form 1081)

Receivables can be liquidated by either a cash collection or a voucher deduction. A cash collection is a liquidation by the receipt of a check or cash; all cash collections must be followed by the deposit of the funds. A voucher deduction is a liquidation by an offset against a payment; since no funds are received, no deposit exists. A receivable may be liquidated partially by a cash collection and partially by a voucher deduction. Multiple cash collections and/or multiple voucher deductions may exist.

The accounts receivable liquidation process consists of a cash collection transaction, a voucher deduction

transaction, an update transaction, and a correction transaction defined as follows:

- Cash collection - a transaction that records the liquidation of the receivable by a cash collection.
- Voucher deduction - a transaction that records the liquidation of the receivable by a voucher deduction.
- Update - a transaction that updates the liquidation of the receivable. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in the cash collection, voucher deduction, or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-10 contains a list of data elements that must be input and edits that must be performed for the accounts receivable liquidation process. Figure 2.13-11 defines the template required for input of these data elements.

The cash collection transaction is specified by the cash collection indicator and the entry of liquidation dollars; the amount entered must be positive. The voucher deduction transaction is specified by the voucher deduction indicator and the entry of liquidation dollars; the amount entered must be positive. The update transaction is specified by the update indicator, the cash collection or voucher deduction indicator, and the entry of liquidation

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Various documents	Fatal	Input for all liquidation, update, and correction transactions. See figures 2.13-1, 2.13-2, 2.13-3, and 2.13-4 for the edits.	C100 C101
Trip Number	Conditional	Various documents	Fatal	Input for travel liquidation, update, and correction transactions when the receivable is for a specific trip number within a General Travel Authorization. Must be numeric.	C010 C011
Transportation Request Number	Conditional	Various documents	Fatal	Input for travel liquidation, update, and correction transactions when the receivable is for a transportation activity and there is more than one Transportation Request Number for the travel order. See figure 2.13-1 for the edits.	C020 C021
Liquidation dollars	Conditional	Various documents	Fatal	Input for all liquidation and update transactions and for correction transactions when it is to be corrected. For a liquidation transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Type of liquidation: cash collection	Conditional	User supplied	Fatal	Input for all cash collection transactions and for update and correction transactions when the liquidation is by cash collection.	B090
Certificate of deposit number	Conditional	Various documents	Fatal	Input for all cash collection transactions, for update transactions when the liquidation is by cash collection, and for correction transactions when the liquidation is by cash collection and it is to be corrected. Positions 1 and 2 must be 'CD.' Positions 3 and 4 must be numeric.	B940 B941 B942
Type of liquidation: voucher deduction	Conditional	User supplied	Fatal	Input for all voucher deduction transactions and for update and correction transactions when the liquidation is by voucher deduction. Both the cash collection and voucher deduction must not be specified.	B090 B091
Voucher number	Conditional	Various documents	Fatal	Input for all voucher deduction transactions, for update transactions when the liquidation is by voucher deduction, and for correction transactions when the liquidation is by voucher deduction and it is to be corrected. Position 1 must be J , and positions 2 through 4 must be numeric, or all must be numeric.	B930 B931 B932

Figure 2.13-10. - Liquidation of Accounts Receivable - Cash Collection or Voucher Deduction input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-10. - Liquidation of Accounts Receivable - Cash Collection or Voucher Deduction input and edit requirements (concluded).

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. Q2 - LIQUIDATION OF ACCOUNTS RECEIVABLE
    BILL NO. ______-____  TRIP NO. ___  TRANS REQUEST NO. ________
    LIQUIDATION $___,___,___.__±
    TYPE OF LIQUIDATION:  CASH COLLECTION  _  CD NO. ____
                          VOUCHER DEDUCTION  _  VOUCHER NO. ______
    FOR CHANGES ONLY:  UPDATE  _  CORRECTION  _
```

Figure 2.13-11. - Liquidation of Accounts Receivable template.

dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator and the cash collection or voucher deduction indicator; any data elements that are incorrect may be entered. Only one of these four transactions may be entered at any one time.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

Cash Collection

The cash collection transaction inputs and records the liquidation of the receivable by a cash collection. Each transaction must update an accounts receivable record, a performance record, and possibly a contract record.

The liquidation amount from the template must update the cash collection amount from the accounts receivable record. The accounts receivable record is defined by the bill number, Trip Number, and Transportation Request Number for travel receivables (as discussed in section 2.13.1.1.1 for the travel performance record) and by the bill number for all other receivables. For the cash collection transaction, the record must exist and be open. The updated cash collection amount plus the voucher deduction amount must not exceed the establishment amount.

If the receivable is for a travel order, the liquidation amount from the template must update the cash collection amount from the travel performance record. The travel performance record is defined by the TA number, type

of travel activity, Trip Number, and Transportation Request Number obtained from the accounts receivable record. For the cash collection transaction, the record must exist and be open. The updated cash collection amount plus the voucher deduction amount must not exceed the establishment amount.

If the receivable is for a contract, grant, or contract or grant paid under a letter of credit, the liquidation amount from the template must update the cash collection amount from the contract record and performance record. The contract record is defined by the Contract/Order Number obtained from the accounts receivable record and the performance record by the PR Number and Suffix. For the cash collection transaction, both records must exist and be open. The updated cash collection amount plus the voucher deduction amount must not exceed the establishment amount from either the contract record or the performance record.

If the receivable is for a T-order, GBL, or MILSTRIP/FEDSTRIP item, only the performance record must be updated. The processing requirements are the same as those discussed in the preceding paragraph for the performance record. The contract record for those T-orders for which contract records exist is not affected.

If the receivable is for a payroll item, a miscellaneous receipt account, or a deposit fund, only the performance record must be updated. The performance record is defined by the PR Number and Suffix obtained from the accounts receivable record. The processing requirements are

the same as those discussed in the preceding paragraphs for performance records.

In addition, the CD number from the template must be added to both the accounts receivable record and the performance record. In the case of multiple partial liquidations, only the CD number of the last transaction affecting the records must be maintained.

Voucher Deduction

The voucher deduction transaction inputs and records the liquidation of a receivable by a voucher deduction. Each transaction must update an accounts receivable record, a performance record, and possibly a contract record.

The processing requirements for the voucher deduction transaction correspond to those for the cash collection transaction; the only difference specifies that the amount updated is the voucher deduction amount instead of the cash collection amount. In addition, the voucher number from the template must be added to both the accounts receivable record and the performance record. In the case of multiple partial liquidations, only the voucher number of the last transaction affecting the records must be maintained.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. For both the update and correction transactions,

the performance, contract, and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction, except that the amount entered on the template may be either positive or negative. Amounts from the contract, performance, and accounts receivable records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative change must not reduce any of the amounts from any of the records below 0. For the accounts receivable liquidation process, the only dollar data element is liquidation dollars. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The information data elements are the CD number and voucher number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the bill number, Trip Number, and Transportation Request Number.

In addition, for the update transaction, the CD number or voucher number from the template must be added to both the accounts receivable record and the performance record. Only the CD number or voucher number of the last transaction affecting the records must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 describes the standard online responses and error messages required in the accounts receivable liquidation process.

2.13.1.3 Certificate of deposit - accounts receivable. The accounts receivable certificate of deposit process inputs and records the deposit of cash received to liquidate all receivables, whether they are travel, commercial, payroll, miscellaneous receipt, or deposit fund. The deposit is normally recorded upon receipt of a Certificate of Deposit (Standard Form 219) using information from the Daily Cash Receipts Report (Standard Form 168).

2.13.1.3.1 Certificate of deposit - travel: The travel certificate of deposit process inputs and records the deposit of cash received to liquidate a travel receivable.

The travel certificate of deposit process consists of a deposit transaction, an update transaction, and a correction transaction defined as follows:

- Deposit - a transaction that records the deposit.
- Update - a transaction that updates the deposit. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the deposit or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-12 contains a list of data elements that must be input and edits that must be performed for the travel certificate of deposit process. Figure 2.13-13 defines the template required for input of these data elements.

The deposit transaction is specified by the entry of CD dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of CD dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Only one of the three transactions may be entered at any one time.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

Deposit

The deposit transaction inputs and records the deposit. Each transaction must update an accounts receivable record and a travel performance record. If the receivable is a refund, the transaction must update a PWA account. The CD amount from the template must be input as a positive amount but must be given a negative sign for processing.

The CD amount from the template must update the CD amount from the accounts receivable record. The accounts receivable record is defined by the bill number, Trip Number, and Transportation Request Number (as described in section 2.13.1.1.1 for the travel performance record). For

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Form 168	Fatal	Input for all deposit, update, and correction transactions. The first six positions must be a TA Number; the first position must be alphbetic, and the remaining five must be numeric. The last four positions must be a type of travel activity; the first three positions must be numeric, and the fourth must be alphabetic. See figure 2.12-2 for additional edits.	C100 C101
Trip Number	Conditional	Form 168	Fatal	Input for deposit, update, and correction transactions when the receivable is for a specific trip number within a General Travel Authorization. Must be numeric.	C010 C011
Transportation Request Number	Conditional	Form 168	Fatal	Input for deposit, update, and correction transactions when the receivable is for a transportation activity and there is more than one Transportation Request Number for the travel order. The first position must be alphabetic, and the remaining seven must be numeric. See figure 2.12-2 for additional edits.	C020 C021
Certificate of deposit dollars	Conditional	Form 168	Fatal	Input for all deposit and update transactions and for correction transactions when it is to be corrected. For a deposit transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Certificate of deposit number	Conditional	Form 168	Fatal	Input for all deposit and update transactions and for correction transactions when it is to be corrected. Positions 1 and 2 must be 'CD.' Positions 3 and 4 must be numeric.	B940 B941
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-12. - Travel Certificate of Deposit input and edit requirements.

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. Q3 - CERTIFICATE OF DEPOSIT
    BILL NO. ______-____  TRIP NO. ___  TRANS REQUEST NO. ________
    CD  $___,___,___.__±  CD NO. ____
    FOR CHANGES ONLY:  UPDATE _  CORRECTION _
```

Figure 2.13-13. - Certificate of Deposit template.

the deposit transaction, the record must exist and be open. The updated CD amount, without the negative sign, must not exceed the cash collection amount.

The CD amount from the template must also update the CD amount from the travel performance record. The travel performance record is defined by the TA Number, type of travel activity, Trip Number, and Transportation Request Number obtained from the accounts receivable record. For the deposit transaction, the record must exist and be open. The updated CD amount, without the negative sign, must not exceed the cash collection amount.

If the receivable is a refund, the CD amount from the template must reduce the commitment, obligation, cost, and disbursement from the travel performance record. None of these amounts may be reduced below 0. The funds must be returned to the PWA account indicated by the accounting information of the performance record. The issues of the PWA account must be sufficient. Whether the receivable is a refund must be determined by the system from the partial or complete refund indicator from the accounts receivable record.

In addition, the CD number from the template must be added to both the accounts receivable record and the travel performance record. Only the CD number of the last transaction affecting the records must be maintained.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. For both the update and correction transactions, the travel performance and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction, except that the amount entered on the template may be either positive or negative. The amount entered must be given a reversed sign, and amounts from the travel performance and accounts receivable records must be increased or reduced. Funds must be returned to or obtained from the PWA accounts. The normal processing edits must be satisfied; in addition, a negative change must not increase any of the CD amounts from any of the records above 0. For the travel certificate of deposit process, the only dollar data element is CD dollars. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The only information data element is the CD number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the bill number, Trip Number, and Transportation Request Number.

In addition, for the update transaction, the CD number from the template must be added to both the accounts receivable record and the travel performance record. Only

the CD number of the last transaction affecting the records must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 discusses the standard online responses and error messages required in the travel certificate of deposit process.

2.13.1.3.2 Certificate of deposit - commercial: The commercial certificate of deposit process inputs and records the deposit of cash received to liquidate a commercial receivable.

The commercial certificate of deposit process consists of a deposit transaction, an update transaction, and a correction transaction defined as follows:

- Deposit - a transaction that records the deposit.
- Update - a transaction that updates the deposit. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the deposit or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-14 contains a list of data elements that must be input and edits that must be performed for the commercial certificate of deposit process. Figure 2.13-13 defines the template required for input of these data elements.

The deposit transaction is specified by the entry of CD dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of CD dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Only one of the three transactions may be entered at any one time.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

Deposit

The deposit transaction inputs and records the deposit. Each transaction must update an accounts receivable record. If the receivable is for a contract, grant, or contract or grant paid under a letter of credit, the transaction must update a contract record, a performance record, and, if necessary, letter of credit records; if the receivable is for a T-order, GBL, or MILSTRIP/FEDSTRIP item, the transaction must update a performance record. If the receivable is a refund, the transaction may update a PWA account. The CD amount from the template must be input as a positive amount but must be given a negative sign for processing.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Form 168	Fatal	Input for all deposit, update, and correction transactions. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Trip Number	No	None	Fatal	Must not be input for any Commercial Certificate of Deposit transaction.	C012
Transportation Request Number	No	None	Fatal	Must not be input for any Commercial Certificate of Deposit transaction.	C022
Certificate of deposit dollars	Conditional	Form 168	Fatal	Input for all deposit and update transactions and for correction transactions when it is to be corrected. For a deposit transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Certificate of deposit number	Conditional	Form 168	Fatal	Input for all deposit and update transactions and for correction transactions when it is to be corrected. Positions 1 and 2 must be 'CD.' Positions 3 and 4 must be numeric.	B940 B941
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-14. - Commercial Certificate of Deposit input and edit requirements.

The CD amount from the template must update the CD amount from the accounts receivable record. The accounts receivable record is defined by the bill number. For the deposit transaction, the record must exist and be open. The updated CD amount, without the negative sign, must not exceed the cash collection amount.

If the receivable is for a contract, grant, or contract or grant paid under a letter of credit, the CD amount from the template must update the CD amount from the contract record and performance record. The contract record is defined by the Contract/Order Number obtained from the accounts receivable record and the performance record by the PR Number and Suffix. For the deposit transaction, both records must exist and be open. The updated CD amount, without the negative sign, must not exceed the cash collection amount from either the contract record or the performance record.

For a contract, the CD amount from the template must reduce the cost and disbursement from the contract record and performance record if the receivable is a partial refund. If the receivable is a complete refund, the CD amount must reduce the obligation, cost, and disbursement from the contract record and the commitment, obligation, cost, and disbursement from the performance record. If the receivable is for a deposit on containers, the CD amount must reduce the deposit on containers. None of these amounts may be reduced below 0. If the commitment is reduced, the funds must be returned to the PWA account indicated by the accounting information of the performance record. The issues of the PWA account must be sufficient.

Whether the receivable is a partial refund or a complete refund must be determined by the system from the partial or complete refund indicator from the accounts receivable record. Whether the receivable is for a deposit on containers must be determined by the system from the deposit on containers indicator from the accounts receivable record.

For a grant, the CD amount from the template must reduce the cost, disbursement, advance established, and advance liquidated from the contract record and performance record if the receivable is a partial refund. If the receivable is a complete refund, the CD amount must reduce the obligation, cost, disbursement, advance established, and advance liquidated from the contract record and the commitment, obligation, cost, disbursement, advance established, and advance liquidated from the performance record. None of these amounts may be reduced below 0. If the commitment is reduced, the funds must be returned to the appropriate PWA account. The issues of the PWA account must be sufficient.

For a contract or a grant paid under a letter of credit, the CD amount from the template must reduce the cost, disbursement, and withdrawal from the contract record and performance record, the withdrawal from the letter of credit withdrawal record, and the disbursement from the letter of credit control record if the receivable is a partial refund. If the receivable is a complete refund, the CD amount must reduce the obligation, cost, disbursement, issuance, and withdrawal from the contract record; the commitment, obligation, cost, disbursement, issuance, and withdrawal from the performance record; the issuance from

the letter of credit issuance record; the withdrawal from the letter of credit withdrawal record; and the issuance, withdrawal, and disbursement from the letter of credit control record. None of these amounts may be reduced below 0. If the commitment is reduced, the funds must be returned to the appropriate PWA account. The issues of the PWA account must be sufficient.

If the receivable is for a T-order, GBL, or MILSTRIP/FEDSTRIP item, only the performance record must normally be updated. The processing requirements are the same as those discussed in the preceding paragraphs for the performance record. For those T-orders for which contract records exist, the cost must be reduced when the cost from the performance record is reduced.

In addition, the CD number from the template must be added to both the accounts receivable record and the performance record. Only the CD number of the last transaction affecting the records must be maintained.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. For both the update and correction transactions, the contract, performance, and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as

those for the original transaction, except that the amount entered on the template may be either positive or negative. The amount entered must be given a reversed sign, and amounts from the contract, performance, accounts receivable, and letter of credit records must be increased or reduced. Funds must be returned to or obtained from the PWA accounts. The normal processing edits must be satisfied; in addition, a negative change must not increase any of the CD amounts from any of the records above 0. For the commercial certificate of deposit process, the only dollar data element is CD dollars. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The only information data element is the CD number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The only control data element is the bill number.

In addition, for the update transaction, the CD number from the template must be added to both the accounts receivable record and the performance record. Only the CD number of the last transaction affecting the records must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

<u>Output</u> - Section 2.13.2 discusses the standard online responses and error messages required in the commercial certificate of deposit process.

2.13.1.3.3 Certificate of deposit - payroll: The payroll certificate of deposit process inputs and records the deposit of cash received to liquidate a payroll receivable.

The payroll certificate of deposit process consists of a deposit transaction, an update transaction, and a correction transaction defined as follows:

- Deposit - a transaction that records the deposit.
- Update - a transaction that updates the deposit. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the deposit or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-15 contains a list of data elements that must be input and edits that must be performed for the payroll certificate of deposit process. Figure 2.13-13 defines the template required for input of these data elements.

The deposit transaction is specified by the entry of CD dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of CD dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements

ORIGINAL PAGE IS
OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Form 219	Fatal	Input for all deposit, update, and correction transactions. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Trip Number	No	None	Fatal	Must not be input for any Payroll Certificate of Deposit transaction.	C012
Transportation Request Number	No	None	Fatal	Must not be input for any Payroll Certificate of Deposit transaction.	C022
Certificate of deposit dollars	Conditional	Form 168	Fatal	Input for all deposit and update transactions and for correction transactions when it is to be corrected. For a deposit transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Certificate of deposit number	Conditional	Form 168	Fatal	Input for all deposit and update transactions and for correction transactions when it is to be corrected. Positions 1 and 2 must be 'CD.' Positions 3 and 4 must be numeric.	B940 B941
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-15. - Payroll Certificate of Deposit input and edit requirements.

that are incorrect may be entered. Only one of the three transactions may be entered at any one time.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

Deposit

The deposit transaction inputs and records the deposit. Each transaction must update an accounts receivable record and a payroll performance record. If the receivable is a refund, the transaction must update a PWA account. The CD amount from the template must be input as a positive amount but must be given a negative sign for processing.

The CD amount from the template must update the CD amount from the accounts receivable record. The accounts receivable record is defined by the bill number. For the deposit transaction, the record must exist and be open. The updated CD amount, without the negative sign, must not exceed the cash collection amount.

The CD amount from the template must also update the CD amount from the payroll performance record. The payroll performance record is defined by the PR Number and Suffix obtained from the accounts receivable record. For the deposit transaction, the record must exist and be open. The updated CD amount, without the negative sign, must not exceed the cash collection amount.

If the receivable is a refund, the CD amount from the template must reduce the commitment, obligation, cost, and

disbursement from the payroll performance record. None of these amounts may be reduced below 0. The funds must be returned to the PWA account indicated by the accounting information of the performance record. The issues of the PWA account must be sufficient. Whether the receivable is a refund must be determined by the system from the partial or complete refund indicator from the accounts receivable record.

In addition, the CD number from the template must be added to both the accounts receivable record and the payroll performance record. Only the CD number of the last transaction affecting the records must be maintained.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. For both the update and correction transactions, the payroll performance and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction, except that the amount entered on the template may be either positive or negative. The amount entered must be given a reversed sign, and amounts from the payroll performance and accounts receivable records must be increased or reduced. Funds must be returned to or obtained from the PWA accounts. The normal processing edits must be satisfied; in addition, a negative

change must not increase any of the CD amounts from any of the records above 0. For the payroll certificate of deposit process, the only dollar data element is CD dollars. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The only information data element is the CD number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The only control data element is the bill number.

In addition, for the update transaction, the CD number from the template must be added to both the accounts receivable record and the payroll performance record. Only the CD number of the last transaction affecting the records must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

<u>Output</u> - Section 2.13.2 discusses the standard online responses and error messages required in the payroll certificate of deposit process.

2.13.1.3.4 Certificate of deposit - miscellaneous receipt: The miscellaneous receipt certificate of deposit process inputs and records the deposit of cash received to liquidate a miscellaneous receipt receivable.

The miscellaneous receipt certificate of deposit process consists of a deposit transaction, an update transaction, and a correction transaction defined as follows:

- Deposit - a transaction that records the deposit.
- Update - a transaction that updates the deposit. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the deposit or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-16 contains a list of data elements that must be input and edits that must be performed for the miscellaneous receipt certificate of deposit process. Figure 2.13-13 defines the template required for input of these data elements.

The deposit transaction is specified by the entry of CD dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of CD dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Only one of the three transactions may be entered at any one time.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Form 168	Fatal	Input for all deposit, update, and correction transactions. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Trip Number	No	None	Fatal	Must not be input for any Miscellaneous Receipt Certificate of Deposit transaction.	C012
Transportation Request Number	No	None	Fatal	Must not be input for any Miscellaneous Receipt Certificate of Deposit transaction.	C022
Certificate of deposit dollars	Conditional	Form 168	Fatal	Input for all deposit and update transactions and for correction transactions when it is to be corrected. For a deposit transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Certificate of deposit number	Conditional	Form 168	Fatal	Input for all deposit and update transactions and for correction transactions when it is to be corrected. Positions 1 and 2 must be 'CD.' Positions 3 and 4 must be numeric.	B940 B941
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-16. - Miscellaneous Receipt Certificate of Deposit input and edit requirements.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

Deposit

The deposit transaction inputs and records the deposit. Each transaction must update an accounts receivable record and a miscellaneous receipt performance record. The CD amount from the template must be input as a positive amount but must be given a negative sign for processing.

The CD amount from the template must update the CD amount from the accounts receivable record. The accounts receivable record is defined by the bill number. For the deposit transaction, the record must exist and be open. The updated CD amount, without the negative sign, must not exceed the cash collection amount.

The CD amount from the template must also update the CD amount from the miscellaneous receipt performance record. The miscellaneous receipt performance record is defined by the PR Number and Suffix obtained from the accounts receivable record. For the deposit transaction, the record must exist and be open. The updated CD amount, without the negative sign, must not exceed the cash collection amount.

In addition, the CD number from the template must be added to both the accounts receivable record and the miscellaneous receipt performance record. Only the CD number of the last transaction affecting the records must be maintained.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. For both the update and correction transactions, the miscellaneous receipt performance and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction, except that the amount entered on the template may be either positive or negative. The amount entered must be given a reversed sign, and amounts from the miscellaneous receipt performance and accounts receivable records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative change must not increase any of the CD amounts from either of the records above 0. For the miscellaneous receipt certificate of deposit process, the only dollar data element is CD dollars. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The only information data element is the CD number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The only control data element is the bill number.

In addition, for the update transaction, the CD number from the template must be added to both the accounts receivable record and the miscellaneous receipt performance

record. Only the CD number of the last transaction affecting the records must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 discusses the standard online responses and error messages required in the miscellaneous receipt certificate of deposit process.

2.13.1.3.5 Certificate of deposit - deposit fund: The deposit fund certificate of deposit process inputs and records the deposit of cash received to liquidate a deposit fund receivable.

The deposit fund certificate of deposit process consists of a deposit transaction, an update transaction, and a correction transaction defined as follows:

- Deposit - a transaction that records the deposit.
- Update - a transaction that updates the deposit. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the deposit or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-17 contains a list of data elements that must be input and edits that must be performed for the deposit fund certificate of deposit process. Figure 2.13-13 defines the template required for input of these data elements.

The deposit transaction is specified by the entry of CD dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of CD dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Only one of the three transactions may be entered at any one time.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

Deposit

The deposit transaction inputs and records the deposit. Each transaction must update an accounts receivable record and a deposit fund performance record. The CD amount from the template must be input as a positive amount but must be given a negative sign for processing.

The CD amount from the template must update the CD amount from the accounts receivable record. The accounts receivable record is defined by the bill number. For the deposit transaction, the record must exist and be open. The updated CD amount, without the negative sign, must not exceed the cash collection amount.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Form 168	Fatal	Input for all deposit, update, and correction transactions. Positions 1 through 6 must be numeric. Postions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Trip Number	No	None	Fatal	Must not be input for any Deposit Fund Certificate of Deposit transaction.	C012
Transportation Request Number	No	None	Fatal	Must not be input for any Deposit Fund Certificate of Deposit transaction.	C022
Certificate of deposit dollars	Conditional	Form 168	Fatal	Input for all deposit and update transactions and for correction transactions when it is to be corrected. For a deposit transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Certificate of deposit number	Conditional	Form 168	Fatal	Input for all deposit and update transactions and for correction transactions when it is to be corrected. Positions 1 and 2 must be 'CD.' Positions 3 and 4 must be numeric.	B940 B941
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-17. - Deposit Fund Certificate of Deposit input and edit requirements.

ORIGINAL PAGE IS OF POOR QUALITY

The CD amount from the template must also update the CD amount from the deposit fund performance record. The deposit fund performance record is defined by the PR Number and Suffix obtained from the accounts receivable record. For the deposit transaction, the record must exist and be open. The updated CD amount, without the negative sign, must not exceed the cash collection amount.

In addition, the CD number from the template must be added to both the accounts receivable record and the deposit fund performance record. Only the CD number of the last transaction affecting the records must be maintained.

Update and Correction

Updates are made to dollar data elements; corrections are made to either dollar data elements, information data elements, or control data elements. For both the update and correction transactions, the deposit fund performance and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction, except that the amount entered on the template may be either positive or negative. The amount entered must be given a reversed sign, and amounts from the deposit fund performance and accounts receivable records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative change must not increase any of the CD amounts from either of the records above 0. For the deposit fund certificate of

deposit process, the only dollar data element is CD dollars. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The only information data element is the CD number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The only control data element is the bill number.

In addition, for the update transaction, the CD number from the template must be added to both the accounts receivable record and the deposit fund performance record. Only the CD number of the last transaction affecting the records must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 discusses the standard online responses and error messages required in the deposit fund certificate of deposit process.

2.13.1.4 Certificate of deposit - travel advance. The travel advance certificate of deposit process inputs and records the deposit of cash received to liquidate a travel advance. The deposit is normally recorded upon receipt of a Certificate of Deposit (Standard Form 219). Unlike the accounts receivable, the deposit of travel advances is recorded in total for the CD number and not for each individual travel advance.

The travel advance certificate of deposit process consists of a deposit transaction, an update transaction, and a correction transaction defined as follows:

- Deposit - a transaction that records the deposit.
- Update - a transaction that updates the deposit. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the deposit or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-18 contains a list of data elements that must be input and edits that must be performed for the tranvel advance certificate of deposit process. Figure 2.13-19 defines the template required for input of these data elements.

The deposit transaction is specified by the entry of CD dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of CD dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Only one of the three transactions may be entered at any one time.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Certificate of deposit number	Yes	Form 219	Fatal	Input for all deposit, update, and correction transactions. Positions 1 and 2 must be 'CD'. Positions 3 and 4 must be numeric.	B940 B941
Certificate of deposit dollars	Yes	Form 219	Fatal	Input for all deposit, update, and correction transactions. For a deposit on transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-18. - Travel Advance Certificate of Deposit input and edit requirements.

****IFMS SEPTEMBER 30, 1974 AS OF __/__/__

****TEMPLATE NO. Q4 - TRAVEL ADVANCE CERTIFICATE OF DEPOSIT

CD NO. ____ CD $___,___,___.__±

FOR CHANGES ONLY: UPDATE _ CORRECTION _

Figure 2.13-19. - Travel Advance Certificate of Deposit template.

Deposit

The deposit transaction inputs and records the deposit. Each transaction must update a travel advance control record. The CD amount from the template must be input as a positive amount but must be given a negative sign for processing.

The CD amount from the template must update the CD amount from the travel advance control record. The travel advance control record is defined by the CD number. For the deposit transaction, the record must exist and be open. The updated CD amount, without the negative sign, must not exceed the cash collection amount.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements or control data elements. For both the update and correction transactions, the travel advance control record must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction except that the amount entered on the template may be either positive or negative. The amount entered must be given a reversed sign, and the amount from the travel advance control record must be increased or reduced. The normal processing edits must be

satisfied; in addition, a negative change must not increase the amount above 0. For the travel advance certificate of deposit process, the only dollar data element is CD dollars. If the control data element is entered incorrectly, the transaction must be reversed and a new transaction entered. The only control data element is the CD number.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 discusses the standard online responses and error messages required in the travel advance certificate of deposit process.

2.13.1.5 Bad check or write-off. The bad check or write-off process inputs and records either a bad check or the write-off of an uncollectible receivable. The bad check is normally recorded upon receipt of a debit memo stating that the check cannot be honored because of insufficient funds. The write-off is recorded upon receipt of any document indicating that the receivable is uncollectible.

The bad check or write-off process consists of a bad check transaction, a write-off transaction, an update transaction, and a correction transaction defined as follows:

- Bad check - a transaction that records the bad check and the reversal of the original cash collection and deposit.

- Write-off - a transaction that records the write-off.
- Update - a transaction that updates the bad check or the write-off. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in the bad check, write-off, or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-20 contains a list of data elements that must be input and edits that must be performed for the bad check or write-off process. Figure 2.13-21 defines the template required for input of these data elements.

The bad check transaction is specified by the bad check indicator and the entry of the dollar amount; the amount entered must be positive. The write-off transaction is specified by the write-off indicator and the entry of the dollar amount; the amount entered must be positive. The update transaction is specified by the update indicator, the bad check or write-off indicator, and the entry of the dollar amount; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator and the bad check or write-off indicator; any data elements that are incorrect may be entered. Only one of the four transactions may be entered at any one time.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Various documents	Fatal	Input for all bad check, write-off, update, and correction transactions. For a travel receivable, the first six positions must be a TA number; the first position must be alphabetic, and the remaining five must be numeric. The last four positions must be a type of travel activity; the first three positions must be numeric, and the fourth must be alphabetic. See figure 2.12-2 for additional edits. For all other receivables, positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Trip Number	Conditional	Various documents	Fatal	Input for travel bad check, write-off, update, and correction transactions when the receivable is for a specific trip number within a General Travel Authorization. Must be numeric.	C010 C011
Transportation Request Number	Conditional	Various documents	Fatal	Input for travel bad check, write-off, update, and correction transactions when the receivable is for a transportation activity and there is more than one Transportation Request Number for the travel order. The first position must be alphabetic; the remaining seven must be numeric. See figure 2.12-2 for additional edits.	C020 C021
Dollar Amount	Conditional	Various documents	Fatal	Input for all bad check, write-off, and update transactions and for correction transactions when it is to be corrected. For a bad check or write-off transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B504
Type of transaction: bad check	Conditional	User supplied	Fatal	Input for all bad check transactions and for update and correction transactions when there is a bad check. Both the bad check and write-off must not be specified.	B010 B011
Certificate of deposit number	Conditional	Various documents	Fatal	Input for all bad check transactions, for update transactions when there is a bad check, and for correction transactions when there is a bad check and it is to be corrected. Positions 1 and 2 must be 'CD.' Positions 3 and 4 must be numeric.	B940 B941 B942

Figure 2.13-20. - Bad Check or Write-Off input and edit requirements.

ORIGINAL PAGE IS
OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Voucher Number	Conditonal	User supplied	Fatal	Input for all bad check transactions, for update transactions when there is a bad check, and for correction transactions when there is a bad check and it is to be corrected. Position 1 must be J, and positions 2 through 4 must be numeric, or all must be numeric.	B930 B931 B932
Type of transaction: write-off	Conditional	User supplied	Fatal	Input for all write-off transactions and for update and correction transactions when there is a write-off. Both the bad check and write-off must not be specified.	B010 B011
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-20. - Bad Check or Write-Off input and edit requirements (concluded).

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. Q5 - BAD CHECK OR WRITE-OFF
    BILL NO. ______-____  TRIP NO. ___  TRANS REQUEST NO. _______
    AMOUNT  $___,___,___.__±
    TYPE OF TRANSACTION:  BAD CHECK _  CD NO. ____  VOUCHER NO. ______
                          WRITE-OFF _
    FOR CHANGES ONLY:  UPDATE _  CORRECTION _
```

Figure 2.13-21. - Bad Check or Write-Off template.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

Bad Check

The bad check transaction inputs and records a bad check and the reversal of the original cash collection and deposit. Each transaction must update an accounts receivable record, a performance record, and possibly a contract record and letter of credit records. If the receivable is a refund, the transaction may update a PWA account. The processing to record the reversal of the original cash collection and deposit is the opposite of the original processing.

The bad check amount from the template must update the bad check amount from the accounts receivable record, must reduce the cash collection amount, and must increase the CD amount. The accounts receivable record is defined by the bill number, Trip Number, and Transportation Request Number for travel receivables (as discussed in section 2.13.1.1.1 for the travel performance record) and by the bill number for all other receivables. For the bad check transaction, the record must exist and be open. The cash collection amount must not be reduced below 0, and the CD amount must not be increased above 0.

If the receivable is for a travel order, the bad check amount from the template must update the bad check amount from the travel performance record, must reduce the cash collection amount, and must increase the CD amount. The travel performance record is defined by the TA Number, type

of travel activity, Trip Number, and Transportation Request Number obtained from the accounts receivable record. For the bad check transaction, the record must exist and be open. The cash collection amount must not be reduced below 0, and the CD amount must not be increased above 0. If the receivable is a refund, the bad check amount must increase the commitment, obligation, cost, and disbursement. The funds must be obtained from the PWA account indicated by the accounting information of the performance record. The balance of the PWA account must be sufficient. Whether the receivable is a refund must be determined by the system from the partial or complete refund indicator from the accounts receivable record.

If the receivable is for a contract, grant, or contract or grant paid under a letter of credit, the bad check amount from the template must update the bad check amount from the contract record and performance record, must reduce the cash collection amount, and must increase the CD amount. The contract record is defined by the Contract/Order Number obtained from the accounts receivable record and the performance record by the PR Number and Suffix. For the bad check transaction, both records must exist and be open. The cash collection amount must not be reduced below 0, and the CD amount must not be increased above 0.

For a contract, the bad check amount from the template must increase the cost and disbursement from the contract record and performance record if the receivable is a partial refund. If the receivable is a complete refund, the bad check amount must increase the obligation, cost, and disbursement from the contract record and the commitment,

obligation, cost, and disbursement from the performance record. If the receivable is for a deposit on containers, the bad check amount must increase the deposit on containers. If the commitment is increased, the funds must be obtained from the appropriate PWA account. The balance of the PWA account must be sufficient. Whether the receivable is a partial refund or a complete refund must be determined by the system from the partial or complete refund indicator from the accounts receivable record. Whether the receivable is for a deposit on containers must be determined by the system from the deposit on containers indicator from the accounts receivable record.

For a grant, the bad check amount from the template must increase the cost, disbursement, advance established, and advance liquidated from the contract record and performance record if the receivable is a partial refund. If the receivable is a complete refund, the bad check amount must increase the obligation, cost, disbursement, advance established, and advance liquidated from the contract record and the commitment, obligation, cost, disbursement, advance established, and advance liquidated from the performance record. If the commitment is increased, the funds must be obtained from the appropriate PWA account. The balance of the PWA account must be sufficient.

For a contract or grant paid under a letter of credit, the bad check amount from the template must increase the cost, disbursement, and withdrawal from the contract record and performance record, the withdrawal from the letter of credit withdrawal record, and the disbursement from the letter of credit control record if the receivable is a

partial refund. If the receivable is a complete refund, the bad check amount must increase the obligation, cost, disbursement, issuance, and withdrawal from the contract record; the commitment, obligation, cost, disbursement, issuance, and withdrawal from the performance record; the issuance from the letter of credit issuance record; the withdrawal from the letter of credit withdrawal record; and the issuance, withdrawal, and disbursement from the letter of credit control record. If the commitment is increased, the funds must be obtained from the appropriate PWA account. The balance of the PWA account must be sufficient.

If the receivable is for a T-order, GBL, or MILSTRIP/FEDSTRIP item, only the performance record must normally be updated. The processing requirements are the same as those discussed in the preceding paragraphs for the performance record. For those T-orders for which contract records exist, the cost must be increased when the cost from the performance record is increased.

If the receivable is for a payroll item, the bad check amount from the template must update the bad check amount from the payroll performance record, must reduce the cash collection amount, and must increase the CD amount. The payroll performance record is defined by the PR Number and Suffix obtained from the accounts receivable record. For the bad check transaction, the record must exist and be open. The cash collection amount must not be reduced below 0, and the CD amount must not be increased above 0. If the receivable is a refund, the bad check amount must increase the commitment, obligation, cost, and disbursement. The

funds must be obtained from the appropriate PWA account. The balance of the PWA account must be sufficient.

If the receivable is for a miscellaneous receipt account or a deposit fund, the bad check amount from the template must update the bad check amount from the miscellaneous receipt performance record or the deposit fund performance record, must reduce the cash collection amount, and must increase the CD amount. The performance record is defined by the PR Number and Suffix obtained from the accounts receivable record. For the bad check transaction, the record must exist and be open. The cash collection amount must not be reduced below 0, and the CD amount must not be increased above 0.

In addition, the CD number and voucher number from the template must be added to both the accounts receivable record and the performance record. Only the CD number and voucher number of the last transaction affecting the records must be maintained.

Write-Off

The write-off transaction inputs and records the write-off of a receivable. Each transaction must update an accounts receivable record, a performance record, and possibly a contract record. A write-off is a form of liquidation, and the processing to record the write-off corresponds closely to that of the liquidation.

The write-off amount from the template must update the write-off amount from the accounts receivable record. The

accounts receivable record is defined by the bill number, Trip Number, and Transportation Request Number for travel receivables (as discussed in section 2.13.1.1.1 for the travel performance record) and by the bill number for all other receivables. For the write-off transaction, the record must exist and be open. The updated write-off amount plus the cash collection amount plus the voucher deduction amount must not exceed the establishment amount.

If the receivable is for a travel order, the write-off amount from the template must update the write-off amount from the travel performance record. The travel performance record is defined by the TA Number, type of travel activity, Trip Number, and Transportation Request Number obtained from the accounts receivable record. For the write-off transaction, the record must exist and be open. The updated write-off amount plus the cash collection amount plus the voucher deduction amount must not exceed the establishment amount.

If the receivable is for a contract, grant, or contract or grant paid under a letter of credit, the write-off amount from the template must update the write-off amount from the contract record and performance record. The contract record is defined by the Contract/Order Number obtained from the accounts receivable record and the performance record by the PR Number and Suffix. For the write-off transaction, both records must exist and be open. The updated write-off amount plus the cash collection amount plus the voucher amount must not exceed the establishment amount from either the contract record or the performance record.

If the receivable is for a T-order, GBL, or MILSTRIP/FEDSTRIP item, only the performance record must be updated. The processing requirements are the same as those discussed in the preceding paragraph for the performance record. The contract record for those T-orders for which contract records exist is not affected.

If the receivable is for a payroll item, a miscellaneous receipt account, or a deposit fund, only the performance record must be updated. The performance record is defined by the PR Number and Suffix obtained from the accounts receivable record. The processing requirements are the same as those discussed in the preceding paragraphs for performance records.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. For both the update and correction transactions, the performance, contract, and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction, except that the amount entered on the template may be either positive or negative. Amounts from the contract, performance, and accounts receivable records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative change must not reduce any of the amounts from any of the

records below 0. For the bad check or write-off process, the only dollar data element is the dollar amount. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The information data elements are the CD number and voucher number for a bad check. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the bill number, Trip Number, and Transportation Request Number.

In addition, for the update transaction for a bad check, the CD number and voucher number from the template must be added to both the accounts receivable record and the performance record. Only the CD number and voucher number of the last transaction affecting the records must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 describes the standard online responses and error messages required in the bad check or write-off process.

2.13.1.6 Deposit fund payment. The deposit fund payment process inputs and records payments of receivables applied to the 80X6875 deposit fund suspense account. These payments may be made to return money to an organization sending in money that was not JSC's or to disburse some

small miscellaneous payments such as Federal taxes on telephone calls.

The deposit fund payment process consists of a payment transaction, an update transaction, and a correction transaction defined as follows:

- Payment - a transaction that records the payment.
- Update - a transaction that updates the payment. The transaction must have been directed by written documentation.
- Correction - a transaction that corrects any data elements entered in either the payment or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-22 contains a list of data elements that must be input and edits that must be performed for the deposit fund payment process. Figure 2.13-23 defines the template required for input of these data elements.

The payment transaction is specified by the entry of payment dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of payment dollars; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered. Only one of the three transactions may be entered at any one time.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Various documents	Fatal	Input for all payment, update, and correction transactions. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Payment dollars	Conditional	Various documents	Fatal	Input for all payment and update transactions and for correction transactions when it is to be corrected. For a payment transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Voucher number	Conditional	User supplied	Fatal	Input for all payment and update transactions and for correction transactions when it is to be corrected. Position 1 must be J , and positions 2 through 4 must be numeric, or all must be numeric.	B930 B931
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-22. - Deposit Fund Payment input and edit requirements.

```
****IFMS SEPTEMBER 30, 1974  AS OF  __/__/__
****TEMPLATE NO. Q6 - DEPOSIT FUND PAYMENT
    BILL NO. ______-____
    PAYMENT  $___,___,___.__±  VOUCHER NO.  ______
    FOR CHANGES ONLY:  UPDATE  _  CORRECTION  _
```

Figure 2.13-23. - Deposit Fund Payment template.

Processing - The processing requirements are discussed by transaction in the following paragraphs.

Payment

The payment transaction inputs and records the payment. Each transaction must update an accounts receivable record and a deposit fund performance record. The payment amount from the template must update the payment amount from the accounts receivable record. The accounts receivable record is defined by the bill number. For the payment transaction, the record must exist and be open. The updated payment amount must not exceed the CD amount without the negative sign. The payment amount from the template must also update the payment amount from the deposit fund performance record. The deposit fund performance record is defined by the PR Number and Suffix obtained from the accounts receivable record. For the payment transaction, the record must exist and be open. The updated payment amount must not exceed the CD amount without the negative sign.

In addition, the voucher number from the template must be added to both the accounts receivable record and the deposit fund performance record. Only the voucher number of the last transaction affecting the record must be maintained.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data

elements. For both the update and correction transactions, the deposit fund performance and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction, except the amount entered on the template may be either positive or negative. Amounts from the deposit fund performance and accounts recievable records must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative change must not reduce any of the amounts from either of the records below 0. For the deposit fund payment process, the only dollar data element is payment dollars. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The only information data element is the voucher number. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The only control data element is the bill number.

In addition, for the update transaction, the voucher number from the template must be added to both the accounts receivable record and the deposit fund performance record. Only the voucher number of the last transaction affecting the records must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 describes the standard online responses and error messages required in the deposit fund payment process.

2.13.1.7 Deposit fund transfer. The deposit fund transfer process inputs and records the transfer of a receivable from a deposit fund receivable to a travel, commercial, payroll, or miscellaneous receipt receivable. The receivable may be transferred either after the liquidation and before the deposit or after the deposit.

The deposit fund transfer process consists of a transfer transaction, an update transaction, and a correction transaction defined as follows:

- Transfer - a transaction that transfers the receivable.
- Update - a transaction that reverses the transfer of the receivable. The transaction must have been directed by written documentation.
- Correction - a transaction that reverses the transfer of the receivable.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-24 contains a list of data elements that must be input and edits that must be performed for the deposit fund transfer process. Figure 2.13-25 defines the template required for input of these data elements.

ORIGINAL PAGE IS
OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Various documents	Fatal	Bill number for transferor bill. Input for all transfer, update, and correction transactions. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Transfer dollars	Yes	Various documents	Fatal	Input for all transfer, update, and correction transactions. For a transfer transaction, must be numeric and greater than 0. For an update or correction transaction, must be numeric and less than 0.	B600 B601 B604 B607
Type of receivable: travel	Conditional	User supplied	Fatal	Input for all travel transfer, update, and correction transactions.	C360
Bill number	Conditional	Various documents	Fatal	Bill number for transferee bill. Input for all travel transfer, update, and correction transtions. The first six positions must be a TA number; the first position must be alphabetic and the remaining five must be numeric. The last four positions must be a type of travel activity; the first three positions must be numeric, and the fourth must be alphabetic. See figure 2.12-2 for additional edits.	C100 C101
Trip Number	Conditional	Various documents	Fatal	Input for travel transfer, update, and correction transactions when the receivable is for a specific trip number within a General Travel Authorization. Must be numeric.	C010 C011
Transportation Request Number	Conditional	Various documents	Fatal	Input for travel transfer, update, and correction transactions when the receivable is for a transportation activity and there is more than one Transportation Request Number for the travel order. The first position must be alphabetic; the remaining seven must be numeric. See figure 2.12-2 for additional edits.	C020 C021
Name code	Conditional	Various documents	Fatal	Input for all travel transfer transactions. Must be a valid name code.	C040 C041
Reimbursement	Conditional	User supplied	None	Transaction modifier indicating that the receivable is a reimbursement. Input only when the receivable is a reimbursement.	None
Type of receivable: commercial	Conditional	User supplied	Fatal	Input for all commercial transfer, update, and correction transactions.	C360

Figure 2.13-24. - Deposit Fund Transfer input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Bill number	Conditional	Various documents	Fatal	Bill number for transferee bill. Input for all commercial transfer, update, and correction transactions. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Purchase Request Number	Conditional	Various documents	Fatal	Input for all commercial transfer, update, and correction transactions. Positions 1 through 8 must be numeric. Position 9 must be alphabetic or blank.	B300 B301
Suffix	Conditional	Various documents	Fatal	Input for commercial transfer, update, and correction transactions when other than the base Suffix. Must be numeric.	B311
Deposit on containers	Conditional	User supplied	Fatal	Transaction modifier indicating that the receivable is for a deposit on containers. Input only when the receivable is for a deposit on containers. Must not be input when the receivable is a reimbursement.	C370
Reimbursement	Conditional	User supplied	Fatal	Transaction modifier indicating that the receivable is a reimbursement. Input only when the receivable is a reimbursement. Must not be input when the receivable is for a deposit on containers.	C370
Type of receivable: payroll	Conditional	User supplied	Fatal	Input for all payroll transfer, update, and correction transactions.	C360
Bill number	Conditional	Various documents	Fatal	Bill number for transferee bill. Input for all payroll transfer, update, and correction transactions. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Method of Authority	Conditional	Various documents	Fatal	Input for all payroll transfer, update, and correction transactions. Must be a valid MA but not 97. Must be a reimbursable MA if the receivable is a reimbursement.	B110 B111 B114 B115
Program Year	Conditional	Various documents	Fatal	Input for payroll transfer, update, and correction transactions when PY is other than the current PY. Must be a valid PY. Also validated with FS and PWC.	B120 B121 C508
Object Class	Conditional	Various documents	Fatal	Input for all payroll transfer, update, and correction transactions. Must be a valid object class.	B190 B191
Primary Work Code	Conditional	Various documents	Fatal	Input for all payroll transfer, update, and correction transactions. Must be nine digits and a valid PWC. Also validated with PY and FS.	B170 B171 B174 C508

Figure 2.13-24. - Deposit Fund Transfer input and edit requirements (continued).

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Performing Organization	Conditional	Various documents	Fatal	Input for all payroll transfer, update, and correction transactions. Must be a valid Performing Organization.	B320 B321
Reimbursement	Conditional	User supplied	None	Transaction modifier indicating that the receivable is a reimbursement. Input only when the receivable is a reimbursement.	None
Type of receivable: miscellaneous receipt	Conditional	User supplied	Fatal	Input for all miscellaneous receipt transfer, update, and correction transactions.	C360
Bill number	Conditional	Various documents	Fatal	Bill number for transferee bill. Input for all miscellaneous receipt transfer, update, and correction transactions. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Program Year	Conditional	User supplied	Fatal	Input for miscellaneous receipt transfer, update, and correction transactions when PY is other than the current PY. Must be a valid PY.	B120 B121
Account symbol	Conditional	Various documents	Fatal	Input for all miscellaneous receipt transfer, update, and correction transactions. Must be a valid account symbol.	C120 C121
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-24. - Deposit Fund Transfer input and edit requirements (concluded).

```
****IFMS SEPTEMBER 30, 1974 AS OF __/__/__
****TEMPLATE NO. Q7 - DEPOSIT FUND TRANSFER
    BILL NO. ______-____  TRANSFER $___,___,___.__±
    TYPE OF RECEIVABLE:
      TRAVEL _          BILL NO. ______-____  TRIP NO. ___
                        TRANS REQUEST NO. ________  NAME CODE _____
                        REIMBURSEMENT _
      COMMERCIAL _      BILL NO. ______-____
                        PURCHASE REQUEST NO. ________  SUFFIX ___
                        DEPOSIT ON CONTAINERS _  REIMBURSEMENT _
      PAYROLL _         BILL NO. ______-____  MA __  PY __  OBJECT CLASS ____
                        PWC _________  PERF ORG ____  REIMBURSEMENT _
      MISC RECEIPT _    BILL NO. ______-____  PY __  ACCOUNT SYMBOL _______
    FOR CHANGES ONLY:  UPDATE _  CORRECTION _
```

Figure 2.13-25. - Deposit Fund Transfer template.

The transfer transaction is specified by the entry of transfer dollars; the amount entered must be positive. The update transaction is specified by the update indicator and the entry of transfer dollars; the amount entered must be negative. The correction transaction is specified by the correction indicator and the entry of transfer dollars; the amount entered must be negative. Only one of the three transactions may be entered at any one time.

Processing - The processing requirements are discussed by transaction in the following paragraphs:

Transfer

The transfer transaction inputs and records the transfer of the receivable. Each transaction must update an accounts receivable record, at least two performance records, and possibly a contract record and letter of credit records.

The transfer transaction must reverse the original entries for the establishment, cash collection, and deposit of the receivable. The transfer amount from the template must be equal to the establishment amount from the accounts receivable record. The accounts receivable record is defined by the transferor bill number and the deposit fund performance record by the PR Number and Suffix obtained from the accounts receivable record. For the transfer transaction, both records must exist and be open.

If the receivable is being transferred to a travel receivable, the establishment amount, cash collection

amount, and CD amount from the accounts receivable record must all be reduced to 0, and a new accounts receivable record must be created with the data elements described in section 2.13.1.1.1. In addition, the transfer amount must be reversed from the deposit fund performance record and must update the travel performance record as a normal travel establishment, cash collection, and deposit. The new accounts receivable record is defined by the transferee bill number, Trip Number, and Transportation Request Number; for the transfer transaction, the record may or may not already exist. The travel performance record is defined by the TA Number, type of travel activity, Trip Number, and Transportation Request Number (as discussed in section 2.13.1.1.1); for the transfer transaction, the record must exist and be open. All of the processing requirements for a travel establishment, cash collection, and deposit discussed in sections 2.13.1.1.1, 2.13.1.2, and 2.13.1.3.1 apply.

If the receivable is being transferred to a commercial receivable, the establishment amount, cash collection amount, and CD amount from the accounts receivable record must all be reduced to 0, and a new accounts receivable record must be created with the data elements described in section 2.13.1.1.2. In addition, the transfer amount must be reversed from the deposit fund performance record and must update the contract, performance, and letter of credit records as a normal commercial establishment, cash collection, and deposit. The new accounts receivable record is defined by the transferee bill number; for the transfer transaction, the record may or may not already exist. The contract record is defined by the Contract/Order Number obtained from the performance record and the performance

record by the PR Number and Suffix entered on the template; for the transfer transaction, both records must exist and be open. All of the processing requirements for a commercial establishment, cash collection, and deposit discussed in sections 2.13.1.1.2, 2.13.1.2, and 2.13.1.3.2 apply.

If the receivable is being transferred to a payroll receivable, the establishment amount, cash collection amount, and CD amount from the accounts receivable record must all be reduced to 0, and a new accounts receivable record must be created with the data elements described in section 2.13.1.1.3. In addition, the transfer amount must be reversed from the deposit fund performance record and must create or update the payroll performance record as a normal payroll establishment, cash collection, and deposit. The new accounts receivable record is defined by the transferee bill number; for the transfer transaction, the record may or may not already exist. The payroll performance record is defined by a PR Number and Suffix generated by the system from MA, PY, Object Class, PWC, and Performing Organization entered on the template. All of the processing requirements for a payroll establishment, cash collection, and deposit discussed in sections 2.13.1.1.3, 2.13.1.2, and 2.13.1.3.3 apply.

If the receivable is being transferred to a miscellaneous receipt receivable, the establishment amount, cash collection amount, and CD amount from the accounts receivable record must be created with the data elements described in section 2.13.1.1.4. In addition, the transfer amount must be reversed from the deposit fund performance record and must create or update the miscellaneous receipt

performance record as a normal miscellaneous receipt establishment, cash collection, and deposit. The new accounts receivable record is defined by the transferee bill number; for the transfer transaction, the record may or may not already exist. The miscellaneous receipt performance record is defined by a PR Number and Suffix generated by the system from PY and account symbol entered on the template. All the processing requirements for a miscellaneous receipt establishment, cash collection, and deposit discussed in sections 2.13.1.1.4, 2.13.1.2, and 2.13.1.3.4 apply.

Update and Correction

Updates and corrections are made to control data elements. For both the update and the correction transaction, the performance, contract, and accounts receivable records must exist, must be open, and must be changed appropriately.

If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the bill numbers, Trip Number, Transportation Request Number, and the reimbursement indicator for travel transfers; the bill numbers, PR Number, Suffix, the deposit on containers indicator, and the reimbursement indicator for commercial transfers; the bill numbers, MA, PY, Object Class, PWC, Performing Organization, and the reimbursement indicator for payroll transfers; and the bill numbers, PY, and account symbol for miscellaneous receipt transfers.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 discusses the standard online responses and error messages required in the deposit fund transfer process.

2.13.1.8 Aircraft spares. The aircraft spares process inputs and records aircraft spares activity. The aircraft spares process is divided into an establishment activity, a variance activity, and a cash collection or voucher deduction activity.

Aircraft spares no longer needed by JSC are sent to various government depots for credit. It is estimated that credit will be received in an amount equal to 60 percent of the original value of the spares. The various accounts that originally funded the purchase of the spares are given credit, the balance of the supply carrier is reduced to "lend" funds to the various accounts pending receipt of the credit, and an aircraft spares receivable is established.

Credit received for the spares is normally in an amount different from the original 60 percent amount. The difference is termed the variance. The receivable, the credit given to the various accounts that originally funded the purchase of the spares, and the amount lent by the supply carrier must all be corrected by the variance.

Credit received for the spares may be by cash collection or by voucher deduction as an offset to a MILSTRIP/FEDSTRIP voucher. A cash collection is recorded as a deposit fund establishment, cash collection, and deposit until the variance is determined and the aircraft spares receivable corrected, at which time the cash collection and deposit are transferred from the deposit fund receivable to the aircraft spares receivable. A voucher deduction is not recorded until the variance is determined and the aircraft spares receivable corrected, at which time it is applied directly to it.

The aircraft spares process consists of an establishment transaction, a cash collection transaction, a voucher deduction transaction, an update transaction, and a correction transaction defined as follows:

- Establishment - a transaction that records the establishment of the aircraft spares receivable and the borrowing of funds from the supply carrier. This transaction may be used for either the initial establishment of the receivable or the variance.
- Cash collection - a transaction that records a liquidation of the aircraft spares receivable by the transfer of the cash collection and deposit from the deposit fund receivable to the aircraft spares receivable.
- Voucher deduction - a transaction that records a liquidation of the aircraft spares receivable by a voucher deduction.
- Update - a transaction that updates the establishment, the transfer of the cash collection

and deposit, or the voucher deduction. The transaction must have been directed by written documentation.

- Correction - a transaction that corrects any data elements entered in either the establishment, cash collection, voucher deduction, or update transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

<u>Input</u> - Figure 2.13-26 contains a list of data elements that must be input and edits that must be performed for the aircraft spares process. Figure 2.13-27 defines the template required for input of these data elements.

The establishment transaction is specified by the establishment indicator and the entry of the dollar amount; the amount entered may be either positive or negative. The cash collection transaction is specified by the cash collection indicator and the entry of the dollar amount; the amount entered must be positive. The voucher deduction transaction is specified by the voucher deduction indicator and the entry of the dollar amount; the amount entered must be positive. The update transaction is specified by the update indicator, the establishment, cash collection, or voucher deduction indicator, and the entry of the dollar amount; the amount entered may be either positive or negative. The correction transaction is specified by the correction indicator, and the establishment, voucher deduction, or cash collection indicator; any data elements

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Dollar Amount	Conditional	Various documents	Fatal	Input for all establishment, cash collection, voucher deduction, and update transactions and for correction transactions when it is to be corrected. For a cash collection or voucher deduction transaction, must be numeric and greater than 0. For an establishment, update, or correction transaction, must be numeric and not equal to 0.	B600 B601 B602 B604
Type of transaction: establishment	Conditional	User supplied	Fatal	Input for all establishment transactions and for update or correction transactions when updating or correcting the establishment. Only one of the three types of transactions may be entered at any one time.	B010 B011
Purchase Request Number	Conditional	Various documents	Fatal	Input for all establishment transactions and for update or correction transactions when updating or correcting the establishment. Positions 1 through 8 must be numeric. Position 9 must be alphabetic or blank.	B300 B301
Suffix	Conditional	Various documents	Fatal	Input for establishment, update, and correction transactions when other than the base Suffix. Must be numeric.	B311
Bill number	Conditional	Various documents	Fatal	Input for establishment and update transactions when the receivable is established or modified from a bill and for correction transactions when the receivable is established or modified from a bill and it is to be corrected. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank. Both the bill number and voucher number must not be specified in the same transaction.	C100 C101 C102
Voucher number	Conditional	Various documents	Fatal	Input for establishment and update transactions when the receivable is modified from a voucher and for correction transactions when the receivable is modified from a voucher and it is to be corrected. Position 1 must be J , and positions 2 through 4 must be numeric, or all must be numeric. Both the bill number and voucher number must not be specified in the same transaction.	B930 B931 B932
Type of transaction: cash collection	Conditional	User supplied	Fatal	Input for all cash collection transactions and for update or correction transactions when updating or correcting the cash collection. Only one of the three types of transactions may be entered at any one time.	B010 B011

Figure 2.13-26. - Aircraft Spares input and edit requirements.

ORIGINAL PAGE IS OF POOR QUALITY

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Bill number	Conditional	Various documents	Fatal	Input for all cash collection transactions, and for update or correction transactions when updating or correcting the cash collection. Positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Type of transaction: voucher deduction	Conditional	User supplied	Fatal	Input for all voucher deduction transactions and for update and correction transactions when updating or correcting the voucher deduction. Only one of the three types of transactions may be entered at any one time.	B010 B011
Voucher number	Conditional	Various documents	Fatal	Input for all voucher deduction transactions and for update and correction transactions when updating or correcting the voucher deduction. Position 1 must be J , and positions 2 through 4 must be numeric, or all must be numeric.	B930 B931
Update	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is an update. Input only when the transaction is an update. Both the update and correction must not be specified.	B062
Correction	Optional	User supplied	Fatal	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction. Both the update and correction must not be specified.	B062

Figure 2.13-26. - Aircraft Spares input and edit requirements (concluded).

****IFMS SEPTEMBER 30, 1974 AS OF __/__/__

****TEMPLATE NO. Q8 - AIRCRAFT SPARES

AMOUNT $___,___,___.__±

TYPE OF TRANSACTION:

ESTABLISHMENT _ PURCHASE REQUEST NO. _____ SUFFIX ___

BILL NO. _____-____ VOUCHER NO. _____

CASH COLLECTION _ BILL NO. _____-____

VOUCHER DEDUCTION _ VOUCHER NO. _____

FOR CHANGES ONLY: UPDATE _ CORRECTION _

Figure 2.13-27. - Aircraft Spares template.

that are incorrect may be entered. Only one of the four transactions may be entered at any one time.

Processing - The specific transaction requirements are discussed by transaction in the following paragraphs.

Establishment

The establishment transaction shifts the commitment, obligation, cost, and disbursement from the PR that originally purchased the parts to the PR for the supply carrier and establishes the aircraft spares receivable. Each transaction must update both performance records, the appropriate PWA accounts, and the aircraft spares accounts receivable record.

The dollar amount from the template must reduce the commitment, obligation, cost, and disbursement from the performance record defined by the PR Number and Suffix entered on the template and must update the commitment, obligation, cost, disbursement, and establishment amount from the supply carrier performance record. For the establishment transaction, both records must exist and be open. None of the amounts may be reduced below 0. The funds must be returned to or obtained from the PWA account specified by the accounting information of the performance record. The issues or balance of the PWA account must be sufficient.

The dollar amount from the template must also update the establishment amount from the aircraft spares accounts receivable record. For the establishment transaction, the

record must exist and be open. In addition, the bill number from the template must be added to the accounts receivable record. Only the bill number of the last transaction affecting the record must be maintained.

The processing requirements discussed in the preceding paragraphs are for the initial establishment of the 60 percent amount. The establishment of a positive variance is the same except that the information may be from either a bill or a voucher. The establishment of a negative variance is the opposite.

Cash Collection

The cash collection transaction records the liquidation of the aircraft spares receivable by the transfer of the cash collection and deposit from the deposit fund receivable established to record the receipt of the cash to the aircraft spares receivable. Each transaction must update both accounts receivable records, the supply carrier performance record, and the appropriate PWA account.

The dollar amount from the template must (1) reduce the establishment amount and the cash collection amount and increase the CD amount from the accounts receivable record defined by the bill number entered on the template and (2) increase the cash collection amount and reduce the CD amount from the aircraft spares accounts receivable record. For the cash collection transaction, both records must exist and be open. The establishment amount and cash collection amount must not be reduced below 0, and the CD amount must not be increased above 0. The updated cash collection

amount from the aircraft spares receivable record plus the voucher deduction amount plus the write-off amount must not exceed the establishment amount. In addition, the bill number from the template must be added to the aircraft spares accounts receivable record. Only the bill number of the last transaction affecting the record must be maintained.

The dollar amount from the template must also reduce the commitment, obligation, cost, and disbursement from the supply carrier performance record. For the cash collection transaction, the record must exist and be open. None of the amounts may be reduced below 0. The funds must be returned to the PWA account specified by the accounting information of the performance record. The issues of the PWA account must be sufficient.

Voucher Deduction

The voucher deduction transaction records the liquidation of the aircraft spares receivable by a voucher deduction. Each transaction must update the aircraft spares accounts receivable record, the supply carrier performance record, and the appropriate PWA account.

The dollar amount from the template must update the voucher deduction amount from the aircraft spares accounts receivable record. For the voucher deduction transaction, the record must exist and be open. The updated voucher deduction amount plus the cash collection amount plus the write-off amount must not exceed the establishment amount. In addition, the voucher number from the template must be

added to the aircraft spares accounts receivable record. Only the voucher number of the last transaction affecting the record must be maintained.

The dollar amount from the template must also reduce the commitment, obligation, cost, and disbursement from the supply carrier performance record. For the voucher deduction transaction, the record must exist and be open. None of the amounts may be reduced below 0. The funds must be returned to the PWA account specified by the accounting information of the performance record. The issues of the PWA account must be sufficient.

Update and Correction

Updates are made to either dollar data elements or control data elements; corrections are made to either dollar data elements, information data elements, or control data elements. For both the update and correction transactions, the performance and accounts receivable records must exist, must be open, and must be changed appropriately.

The processing requirements for the update or correction of dollar data elements are basically the same as those for the original transaction except that, in all cases, the amount entered on the template may be either positive or negative. Amounts from the performance and accounts receivable records must be increased or reduced. Funds must be obtained from or returned to PWA accounts. The normal processing edits must be satisfied; in addition, none of the amounts from any of the records may be reduced below 0. For the aircraft spares process, the only dollar

data element is the dollar amount. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The information data elements are the bill number and voucher number for the establishment and the voucher number for the voucher deduction. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the PR Number and Suffix for the establishment and the bill number for the cash collection.

In addition, for the update transaction for the establishment, the bill number or voucher number from the template must be added to the accounts receivable record. For the update transaction for the cash collection, the bill number must be added. For the update transaction for the voucher deduction, the voucher number must be added. Only the bill number or voucher number of the last transaction affecting the record must be maintained.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial, update, and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 discusses the standard online responses and error messages required in the aircraft spares process.

2.13.1.9 Prior year reopening. The prior year reopening process reopens accounts receivable records that were closed during prior years and, thus, do not still

reside on the performance data base. Once reopened, the records are available for normal processing. If the contract and performance records related to the accounts receivable record have been closed, they must be reopened also.

The prior year reopening process consists of a reopening transaction and a correction transaction defined as follows:

- Reopening - a transaction that reestablishes the accounts receivable record.
- Correction - a transaction that corrects any data elements entered in the reopening transaction.

The input, processing, and output requirements for these transactions are discussed in the following paragraphs.

Input - Figure 2.13-28 contains a list of data elements that must be input and edits that must be performed for the prior year reopening process. Figure 2.13-29 defines the template required for input of these data elements.

The reopening transaction is specified by the entry of the various dollar amounts; the amounts entered must be positive. The correction transaction is specified by the correction indicator; any data elements that are incorrect may be entered.

Processing - The specific transaction requirements are discussed by transaction in the following paragraphs.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
'As of' Date	Optional	User supplied	Fatal	Date providing for the backdating of transactions. Input only when a transaction date other than the system date is desired. When input, must be numeric and conform to all normal date edits.	B100 B101
Bill number	Yes	Various documents	Fatal	Input for all reopening and correction transactions. For a travel receivable, the first six positions must be a TA number; the first position must be alphabetic, and the remaining five must be numeric. The last four positions must be a type of travel activity; the first three positions must be numeric, and the fourth must be alphabetic. See figure 2.12-2 for additional edits. For all other receivables, positions 1 through 6 must be numeric. Positions 7 and 8 must be numeric or blank. Positions 9 and 10 must be blank.	C100 C101
Trip Number	Conditional	Various documents	Fatal	Input for travel reopening and correction transactions when the receivable is for a specific trip number within a General Travel Authorization. Must be numeric.	C010 C011
Transportation Request Number	Conditional	Various documents	Fatal	Input for travel reopening and correction transactions when the receivable is for a transportation activity. The first position must be alphbetic; the remaining seven must be numeric. See figure 2.12-2 for additional edits.	C020 C021
Establishment dollars	Conditional	Various documents	Fatal	Input for all reopening transactions and for correction transactions when it is to be corrected. For a reopening transaction, must be numeric and greater than 0. For a correction transaction, must be numeric and not equal to 0.	C130 C131 C132 C134
Cash collection dollars	Conditional	Various documents	Fatal	Input for reopening transactions when there is a cash collection and for correction transactions when it is to be corrected. For a reopening transaction, must be numeric and greater than 0. For a correction transaction, must be numeric and not equal to 0. Must be input when certificate of deposit dollars are input.	C140 C141 C142 C144
Voucher deduction dollars	Conditional	Various documents	Fatal	Input for reopening transactions when there is a voucher deduction and for correction transactions when it is to be corrected. For a reopening transaction, must be numeric and greater than 0. For a correction transaction, must be numeric and not equal to 0.	C151 C152 C154

Figure 2.13-28. - Accounts Receivable Prior Year Reopening input and edit requirements.

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Certificate of deposit dollars	Conditional	Various documents	Fatal	Input for reopening transactions when there is a deposit and for correction transactions when it is to be corrected. For a reopening transaction, must be numeric and greater than 0. For a correction transaction, must be numeric and not equal to 0. Must be input when cash collection dollars are input.	C160 C161 C162 C164
Write-off dollars	Conditional	Various documents	Fatal	Input for reopening transactions when there is a write-off and for correction transactions when it is to be corrected. For a reopening transaction, must be numeric and greater than 0. For a correction transaction, must be numeric and not equal to 0.	C171 C172 C174
Bad check dollars	Conditional	Various documents	Fatal	Input for reopening transactions when there is a bad check and for correction transactions when it is to be corrected. For a reopening transaction, must be numeric and greater than 0. For a correction transaction, must be numeric and not equal to 0.	C181 C182 C184
Type of receivable	Yes	User supplied	Fatal	Indicator specifying whether the receivable is a travel, commercial, payroll, or miscellaneous receipt receivable. Only one type of receivable may be specified.	C190 C191
Contract/ Order Number	Conditional	Various documents	Fatal	Input for all commercial, payroll, and miscellaneous receipt reopening transactions and for commercial, payroll, and miscellaneous receipt correction transactions when it is to be corrected. Must have a valid prefix. May be either a contract, grant, or T-order number, or a Contract/Order Number assigned to a payroll or miscellaneous receipt.	B360 B361
Purchase Request Number	Conditional	Various documents	Fatal	Input for all commercial, payroll, and miscellaneous receipt reopening and correction transactions. Positions 1 through 8 must be numeric. Position 9 must be alphabetic or blank.	B300 B301
Suffix	Conditional	Various documents	Fatal	Input for commercial, payroll, and miscellaneous receipt transactions when other than the base Suffix. Must be numeric.	B311
Method of Authority	Conditional	Various documents	Fatal	Input for all reopening transactions and for correction transactions when it is to be corrected. Must be a valid MA but not 97. Must be a reimbursable MA if the receivable is a reimbursement.	B110 B111 B114 B115

Figure 2.13-28. - Accounts Receivable Prior Year Reopening input and edit requirements (continued).

Data element	Element required	Source	Error type	Input/Edit requirements	Error code
Program Year	Conditional	Various documents	Fatal	Input for reopening transactions when PY is other than the current PY and for correction transactions when it is to be corrected. Must be a valid PY.	B120 B121 B126
Fund Source	Conditional	Various documents	Fatal	Input for all reopening transactions and for correction transactions when it is to be corrected. Must be a valid FS. Also validated with the account symbol for miscellaneous receipt receivables.	B130 B139 C520 C521
Date of bill	Conditional	Various documents	Fatal	Input for all reopening transactions and for correction transactions when it is to be corrected. Must be numeric and conform to all normal date edits.	C110
Account symbol	Conditional	Various documents	Fatal	Input for all miscellaneous receipt reopening transactions and for miscellaneous receipt correction transactions when it is to be corrected. Must be a valid account symbol. Also validated with FS.	C120 C121 C520 C521
Reimbursement	Conditional	User supplied	Fatal	Indicator specifying that the receivable is a reimbursement. Input only when the receivable is a reimbursement. Must not be input when the receivable is a refund or for a deposit on containers.	C370 C371
Refund	Conditional	User supplied	Fatal	Indicator specifying that the receivable is a refund. Input only when the receivable is a refund. Must not be input when the receivable is a reimbursement.	C371
Deposit on containers	Conditional	User supplied	Fatal	Indicator specifying that the receivable is for a deposit on containers. Input only when the receivable is for a deposit on containers. Must not be input when the receivable is a reimbursement.	C370
Extent of refund	Conditional	User supplied	Fatal	Indicator specifying whether a refund is partial or complete. Must not be input when the receivable is a reimbursement.	C195 C196 C197
Correction	Optional	User supplied	None	Transaction modifier indicating that the transaction is a correction. Input only when the transaction is a correction.	None

Figure 2.13-28. - Accounts Receivable Prior Year Reopening input and edit requirements (concluded).

****IFMS SEPTEMBER 30, 1974 AS OF __/__/__

****TEMPLATE NO. Q9 - ACCOUNTS RECEIVABLE PRIOR YEAR REOPENING

BILL NO. _____-____ TRIP NO. ___ TRANS REQUEST NO. _____

ESTABLISHMENT $___,___,___.__± CASH COLLECTION $___,___,___.__±

VOUCHER DEDUCTION $___,___,___.__± CD $___,___,___.__±

WRITE-OFF $___,___,___.__± BAD CHECK $___,___,___.__±

TYPE OF RECEIVABLE: TR _ CM _ PA _ MR _

CONTRACT/ORDER NO. _____ PURCHASE REQUEST NO. _____ SUFFIX ___

MA __ PY __ FS __ DATE OF BILL __/__/__ ACCOUNT SYMBOL _____

REIMBURSEMENT _ REFUND _ DEPOSIT ON CONTAINERS _

EXTENT OF REFUND: PARTIAL _ COMPLETE _

CORRECTION _

Figure 2.13-29. - Prior Year Reopening template.

Reopening

The reopening transaction inputs and records the reopening. Each transaction must create an accounts receivable record. The accounts receivable record to be reopened is defined by the TA Number, type of travel activity, Trip Number, and Transportation Request Number for travel receivables, and by the bill number for all other receivables. For the reopening transaction, the record must not exist. The record must be created with the information from the template. The cash collection amount plus the voucher deduction amount plus the write-off amount must not exceed the establishment amount. The CD amount must equal the cash collection amount.

Correction

Corrections are made to either dollar data elements, information data elements, or control data elements. For the correction transaction, the accounts receivable record must exist and be changed appropriately. The processing requirements for the correction of dollar data elements are basically the same as those for the original transaction, except that, in all cases, the amount entered on the template may be either positive or negative. Amounts from the accounts receivable record must be increased or reduced. The normal processing edits must be satisfied; in addition, a negative change must not increase the CD amount above 0 and must not reduce any of the other amounts below 0. For the prior year reopening process, the dollar data elements are establishment dollars, cash collection dollars, voucher deduction dollars, CD dollars, bad check dollars, and write-

off dollars. The processing requirement for the correction of information data elements specifies that the new value of the element be overlaid on the old. The information data elements are the Contract/Order Number, MA, PY, FS, date of bill, account symbol, the reimbursement indicator, the refund indicator, the deposit on containers indicator, and the extent of refund indicator. If any of the control data elements are entered incorrectly, the transaction must be reversed and a new transaction entered. The control data elements are the bill number, Trip Number, and Transportation Request Number.

To satisfy audit trail requirements, the transaction information must be recorded in a transaction history. Initial and correction transactions must be identified in the transaction history.

Output - Section 2.13.2 discusses the standard online responses and error messages required for the prior year reopening process.

2.13.2 Output Message Requirements

Figures 2.13-30 through 2.13-33 contain a list of output message requirements. Figure 2.13-34 contains a correlation of output messages by transaction.

Code	Message
****	A/R ESTABLISHMENT TRANSACTION - TRAVEL
****	A/R ESTABLISHMENT TRANSACTION - TRAVEL - UPDATE
****	A/R ESTABLISHMENT TRANSACTION - TRAVEL - CORRECTION
****	A/R ESTABLISHMENT TRANSACTION - COMMERCIAL
****	A/R ESTABLISHMENT TRANSACTION - COMMERCIAL - UPDATE
****	A/R ESTABLISHMENT TRANSACTION - COMMERCIAL - CORRECTION
****	A/R ESTABLISHMENT TRANSACTION - PAYROLL
****	A/R ESTABLISHMENT TRANSACTION - PAYROLL - UPDATE
****	A/R ESTABLISHMENT TRANSACTION - PAYROLL - CORRECTION
****	A/R ESTABLISHMENT TRANSACTION - MISC RECEIPT
****	A/R ESTABLISHMENT TRANSACTION - MISC RECEIPT - UPDATE
****	A/R ESTABLISHMENT TRANSACTION - MISC RECEIPT - CORRECTION
****	A/R ESTABLISHMENT TRANSACTION - DEPOSIT FUND
****	A/R ESTABLISHMENT TRANSACTION - DEPOSIT FUND - UPDATE
****	A/R ESTABLISHMENT TRANSACTION - DEPOSIT FUND - CORRECTION
****	A/R LIQUIDATION TRANSACTION - CASH COLLECTION
****	A/R LIQUIDATION TRANSACTION - CASH COLLECTION - UPDATE
****	A/R LIQUIDATION TRANSACTION - CASH COLLECTION - CORRECTION
****	A/R LIQUIDATION TRANSACTION - VOUCHER DEDUCTION
****	A/R LIQUIDATION TRANSACTION - VOUCHER DEDUCTION - UPDATE
****	A/R LIQUIDATION TRANSACTION - VOUCHER DEDUCTION - CORRECTION
****	A/R CERTIFICATE OF DEPOSIT TRANSACTION
****	A/R CERTIFICATE OF DEPOSIT TRANSACTION - UPDATE
****	A/R CERTIFICATE OF DEPOSIT TRANSACTION - CORRECTION
****	TRAVEL ADVANCE CERTIFICATE OF DEPOSIT TRANSACTION
****	TRAVEL ADVANCE CERTIFICATE OF DEPOSIT TRANSACTION - UPDATE
****	TRAVEL ADVANCE CERTIFICATE OF DEPOSIT TRANSACTION - CORRECTION
****	A/R BAD CHECK TRANSACTION
****	A/R BAD CHECK TRANSACTION - UPDATE
****	A/R BAD CHECK TRANSACTION - CORRECTION
****	A/R WRITE-OFF TRANSACTION
****	A/R WRITE-OFF TRANSACTION - UPDATE
****	A/R WRITE-OFF TRANSACTION - CORRECTION
****	DEPOSIT FUND PAYMENT TRANSACTION
****	DEPOSIT FUND PAYMENT TRANSACTION - UPDATE
****	DEPOSIT FUND PAYMENT TRANSACTION - CORRECTION

Figure 2.13-30. - Accounts Receivable transaction-begun messages.

Code	Message
****	DEPOSIT FUND TRANSFER TRANSACTION - TRAVEL
****	DEPOSIT FUND TRANSFER TRANSACTION - TRAVEL - UPDATE
****	DEPOSIT FUND TRANSFER TRANSACTION - TRAVEL - CORRECTION
****	DEPOSIT FUND TRANSFER TRANSACTION - COMMERCIAL
****	DEPOSIT FUND TRANSFER TRANSACTION - COMMERCIAL - UPDATE
****	DEPOSIT FUND TRANSFER TRANSACTION - COMMERCIAL - CORRECTION
****	DEPOSIT FUND TRANSFER TRANSACTION - PAYROLL
****	DEPOSIT FUND TRANSFER TRANSACTION - PAYROLL - UPDATE
****	DEPOSIT FUND TRANSFER TRANSACTION - PAYROLL - CORRECTION
****	DEPOSIT FUND TRANSFER TRANSACTION - MISC RECEIPT
****	DEPOSIT FUND TRANSFER TRANSACTION - MISC RECEIPT - UPDATE
****	DEPOSIT FUND TRANSFER TRANSACTION - MISC RECEIPT - CORRECTION
****	AIRCRAFT SPARES ESTABLISHMENT TRANSACTION
****	AIRCRAFT SPARES ESTABLISHMENT TRANSACTION - UPDATE
****	AIRCRAFT SPARES ESTABLISHMENT TRANSACTION - CORRECTION
****	AIRCRAFT SPARES CASH COLLECTION TRANSACTION
****	AIRCRAFT SPARES CASH COLLECTION TRANSACTION - UPDATE
****	AIRCRAFT SPARES CASH COLLECTION TRANSACTION - CORRECTION
****	AIRCRAFT SPARES VOUCHER DEDUCTION TRANSACTION
****	AIRCRAFT SPARES VOUCHER DEDUCTION TRANSACTION - UPDATE
****	AIRCRAFT SPARES VOUCHER DEDUCTION TRANSACTION - CORRECTION
****	A/R PRIOR YEAR REOPENING TRANSACTION
****	A/R PRIOR YEAR REOPENING TRANSACTION - UPDATE
****	A/R PRIOR YEAR REOPENING TRANSACTION - CORRECTION
B010	TYPE OF TRANSACTION NOT SPECIFIED
B011	MULTIPLE TYPES OF TRANSACTIONS SPECIFIED
B062	BOTH 'UPDATE' AND 'CORRECTION' MUST NOT BE SPECIFIED
B090	TYPE OF LIQUIDATION NOT SPECIFIED
C360	TYPE OF RECEIVABLE NOT SPECIFIED
C361	MULTIPLE TYPES OF RECEIVABLE SPECIFIED

Figure 2.13-30. - Accounts Receivable transaction-begun messages (concluded).

Code	Message
A000	TRANSACTION CCMPLETE

Figure 2.13-31. - Accounts Receivable transaction-complete messages.

Code	Message
B100	'AS OF' DATE INVALID
B101	'AS OF' DATE MUST BE PRIOR TO SYSTEM DATE
B110	MA NOT ENTERED
B111	MA INVALID
B114	MA MUST BE REIMBURSABLE
B115	MA MUST NOT BE 97
B120	PY NOT ENTERED
B121	PY INVALID
B126	PY MUST BE 58 TO CURRENT FISCAL YEAR
B130	FS NOT ENTERED
B139	FS INVALID
B170	PWC NOT ENTERED
B171	PWC INVALID
B174	PWC MUST BE 9 DIGITS
B190	OBJECT CLASS NOT ENTERED
B191	OBJECT CLASS INVALID
B300	PURCHASE REQUEST NUMBER NOT ENTERED
B301	PURCHASE REQUEST NUMBER INVALID
B311	SUFFIX INVALID
B320	PERFORMING ORGANIZATION NOT ENTERED
B321	PERFORMING ORGANIZATION INVALID
B360	CONTRACT/ORDER NUMBER NOT ENTERED
B361	CONTRACT/ORDER NUMBER INVALID
B600	$ AMOUNT NOT ENTERED
B601	$ AMOUNT INVALID
B602	$ AMOUNT MUST NOT BE ZERO
B604	$ AMOUNT MUST BE GREATER THAN ZERO
B607	$ AMOUNT MUST BE LESS THAN ZERO
B930	VOUCHER NUMBER NOT ENTERED
B931	VOUCHER NUMBER INVALID
B932	VOUCHER NUMBER MUST BE BLANK
B940	CD NUMBER NOT ENTERED
B941	CD NUMBER INVALID
B942	CD NUMBER MUST BE BLANK

Figure 2.13-32. - Accounts Receivable data element edit error messages.

Code	Message
C010	TRIP NUMBER INVALID
C011	TRIP NUMBER MUST BE GREATER THAN ZERO
C012	TRIP NUMBER MUST BE BLANK
C020	TRANSPORTATION REQUEST NUMBER NOT ENTERED
C021	TRANSPORTATION REQUEST NUMBER INVALID
C022	TRANSPORTATION REQUEST NUMBER MUST BE BLANK
C040	NAME CODE NOT ENTERED
C041	NAME CODE INVALID
C100	BILL NUMBER NOT ENTERED
C101	BILL NUMBER INVALID
C102	BILL NUMBER MUST BE BLANK
C110	DATE OF BILL INVALID
C120	ACCOUNT SYMBOL NOT ENTERED
C121	ACCOUNT SYMBOL INVALID
C130	ESTABLISHMENT $ NOT ENTERED
C131	ESTABLISHMENT $ INVALID
C132	ESTABLISHMENT $ MUST NOT BE ZERO
C134	ESTABLISHMENT $ MUST BE GREATER THAN ZERO
C140	CASH COLLECTION $ NOT ENTERED
C141	CASH COLLECTION $ INVALID
C142	CASH COLLECTION $ MUST NOT BE ZERO
C144	CASH COLLECTION $ MUST BE GREATER THAN ZERO
C151	VOUCHER DEDUCTION $ INVALID
C152	VOUCHER DEDUCTION $ MUST NOT BE ZERO
C154	VOUCHER DEDUCTION $ MUST BE GREATER THAN ZERO
C160	CD $ NOT ENTERED
C161	CD $ INVALID
C162	CD $ MUST NOT BE ZERO
C164	CD $ MUST BE GREATER THAN ZERO
C171	WRITE-OFF $ INVALID
C172	WRITE-OFF $ MUST NOT BE ZERO
C174	WRITE-OFF $ MUST BE GREATER THAN ZERO
C181	BAD CHECK $ INVALID
C182	BAD CHECK $ MUST NOT BE ZERO
C184	BAD CHECK $ MUST BE GREATER THAN ZERO

Figure 2.13-32. - Accounts Receivable data element edit error messages (continued).

Code	Message
C190	TYPE OF RECEIVABLE NOT SPECIFIED
C191	MULTIPLE TYPES OF RECEIVABLE SPECIFIED
C195	EXTENT OF REFUND NOT ENTERED
C196	BOTH PARTIAL AND COMPLETE REFUND MUST NOT BE ENTERED
C197	EXTENT OF REFUND MUST BE BLANK
C370	BOTH 'DEPOSIT ON CONTAINERS' AND 'REIMBURSEMENT' MUST NOT BE SPECIFIED
C371	BOTH 'REIMBURSEMENT' AND 'REFUND' MUST NOT BE SPECIFIED
C508	PY __, FS __, PWC _____ COMBINATION INVALID
C520	FS, ACCOUNT SYMBOL COMBINATION INVALID
C521	FS __, ACCOUNT SYMBOL _____ COMBINATION INVALID

Figure 2.13-32. - Accounts Receivable data element edit error messages (concluded).

Code	Message
D142	PWA ISSUES INSUFFICIENT MA __ PY __ FS __ RO __ PWC _____ OBJECT CLASS ____ CARRIER ID _____ SUB ID __ ISSUES $_,___,___,___.__ UPDATE $_,___,___,___.__-
D143	PWA BALANCE INSUFFICIENT TO INCREASE ISSUES MA __ PY __ FS __ RO __ PWC _____ OBJECT CLASS ____ CARRIER ID _____ SUB ID __ BALANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-
D180	PERFORMANCE DATA RECORD NOT FOUND PURCHASE REQUEST NO. _____ SUFFIX ___
D186	PERFORMANCE DATA RECORD CLOSED PURCHASE REQUEST NO. _____ SUFFIX ___
D192	CONTRACT RECORD NOT FOUND CONTRACT/ORDER NO. _____
D197	CONTRACT RECORD CLOSED CONTRACT/ORDER NO. _____
D200	TRAVEL PERFORMANCE DATA RECORD NOT FOUND TRAVEL AUTH NO. _____ TYPE OF TRAVEL ACTIVITY ____ TRIP NO. ___ TRANS REQUEST NO. _____
D204	TRAVEL PERFORMANCE DATA RECORD CLOSED TRAVEL AUTH NO. _____ TYPE OF TRAVEL ACTIVITY ____ TRIP NO. ___ TRANS REQUEST NO. _____
D205	C/O/C $ MUST NOT BE LESS THAN ZERO TRAVEL AUTH NO. _____ TYPE OF TRAVEL ACTIVITY ____ TRIP NO. ___ TRANS REQUEST NO. _____ C/O/C $_,___,___,___.__ UPDATE $_,___,___,___.__-
D206	DISBURSEMENT $ MUST NOT BE LESS THAN ZERO TRAVEL AUTH NO. _____ TYPE OF TRAVEL ACTIVITY ____ TRIP NO. ___ TRANS REQUEST NO. _____ DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D220	TRAVEL ADVANCE CONTROL RECORD NOT FOUND CD NO. CD __
D221	TRAVEL ADVANCE CONTROL RECORD CLOSED CD NO. CD __
D222	CD $ EXCEED CASH COLLECTION $ CD NO. CD __ CD $_,___,___,___.__ UPDATE $_,___,___,___.__±

Figure 2.13-33. - Accounts Receivable processing error messages.

Code	Message
	CASH COLLECTION $_,___,___,___.__ UPDATE $_,___,___,___.__±
D223	CD $ MUST NOT BE GREATER THAN ZERO
	CD NO. CD __
	CD $_,___,___,___.__- UPDATE $_,___,___,___.__
D306	COMMITMENT $ MUST NOT BE LESS THAN ZERO
	PURCHASE REQUEST NO. _____ SUFFIX ___
	COMMITMENT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D307	OBLIGATION $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	OBLIGATION $_,___,___,___.__ UPDATE $_,___,___,___.__-
D308	COST $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	COST $_,___,___,___.__ UPDATE $_,___,___,___.__-
D309	DISBURSEMENT $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D312	DEPOSIT ON CONTAINERS $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	DEPOSIT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D314	ADVANCE ESTABLISHED $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ADVANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-
D315	ADVANCE LIQUIDATED $ MUST NOT BE LESS THAN ZERO
	CONTRACT/ORDER NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ADVANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-
D330	LETTER OF CREDIT CONTROL RECORD NOT FOUND
	LETTER OF CREDIT NO. _____
D332	LETTER OF CREDIT ISSUANCE RECORD NOT FOUND
	LETTER OF CREDIT NO. _____ PY __
D334	LETTER OF CREDIT WITHDRAWAL RECORD NOT FOUND

Figure 2.13-33. - Accounts Receivable processing error messages (continued).

Code	Message
	LETTER OF CREDIT NO. _____ PY __
D342	ISSUANCE $ MUST NOT BE LESS THAN ZERO
	LETTER OF CREDIT NO. _____ PY __
	CONTRACT/GRANT NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ISSUANCE $_,___,___,___.__ UPDATE $_,___,___,___.__-
D343	WITHDRAWAL $ MUST NOT BE LESS THAN ZERO
	CONTRACT/GRANT NO. _____ SCHEDULE _
	PURCHASE REQUEST NO. _____ SUFFIX ___
	LETTER OF CREDIT NO. _____ PY __
	WITHDRAWAL $_,___,___,___.__ UPDATE $_,___,___,___.__-
D500	ACCOUNTS RECEIVABLE RECORD NOT FOUND
	BILL NO. _____-____ TRIP NO. ___ TRANS REQUEST NO. _____
D501	ACCOUNTS RECEIVABLE RECORD CLOSED
	BILL NO. _____-____ TRIP NO. ___ TRANS REQUEST NO. _____
D502	ACCOUNTS RECEIVABLE RECORD ALREADY EXISTS
	BILL NO. _____-____ TRIP NO. ___ TRANS REQUEST NO. _____
D510	CASH COLLECTION $ + VOUCHER DEDUCTION $ +
	WRITE-OFF $ EXCEED ESTABLISHMENT $
	BILL NO. _____-____ TRIP NO. ___ TRANS REQUEST NO. _____
	CASH COLLECTION $_,___,___,___.__ UPDATE $_,___,___,___.__±
	VOUCHER DEDUCTION $_,___,___,___.__ UPDATE $_,___,___,___.__±
	WRITE-OFF $_,___,___,___.__ UPDATE $_,___,___,___.__±
	ESTABLISHMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
D511	CD $ EXCEED CASH COLLECTION $
	BILL NO. _____-____ TRIP NO. ___ TRANS REQUEST NO. _____
	CD $_,___,___,___.__ UPDATE $_,___,___,___.__-
	CASH COLLECTION $_,___,___,___.__ UPDATE $_,___,___,___.__-
D520	ESTABLISHMENT $ MUST NOT BE LESS THAN ZERO
	BILL NO. _____-____ TRIP NO. ___ TRANS REQUEST NO. _____
	ESTABLISHMENT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D521	CASH COLLECTION $ MUST NOT BE LESS THAN ZERO
	BILL NO. _____-____ TRIP NO. ___ TRANS REQUEST NO. _____
	CASH COLLECTION $_,___,___,___.__ UPDATE $_,___,___,___.__-
D522	VOUCHER DEDUCTION $ MUST NOT BE LESS THAN ZERO
	BILL NO. _____-____ TRIP NO. ___ TRANS REQUEST NO. _____

Figure 2.13-33. - Accounts Receivable processing error messages (continued).

Code	Message
	VOUCHER DEDUCTION $_,___,___,___.__ UPDATE $_,___,___,___.__-
D523	CD $ MUST NOT BE GREATER THAN ZERO
	BILL NO. _____-____ TRIP NO. ___ TRANS REQUEST NO. _____
	CD $_,___,___,___.__- UPDATE $_,___,___,___.__
D524	BAD CHECK $ MUST NOT BE LESS THAN ZERO
	BILL NO. _____-____ TRIP NO. ___ TRANS REQUEST NO. _____
	BAD CHECK $_,___,___,___.__ UPDATE $_,___,___,___.__-
D525	WRITE-OFF $ MUST NOT BE LESS THAN ZERO
	BILL NO. _____-____ TRIP NO. ___ TRANS REQUEST NO. _____
	WRITE-OFF $_,___,___,___.__ UPDATE $_,___,___,___.__-
D530	ESTABLISHMENT $ EXCEED DISBURSEMENT $
	CONTRACT/ORDER NO. _____
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ESTABLISHMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,__.__±
D531	ESTABLISHMENT $ EXCEED DISBURSEMENT $
	TRAVEL AUTH NO. _____ TYPE OF TRAVEL ACTIVITY ____
	TRIP NO. ___ TRANS REQUEST NO. _____
	ESTABLISHMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	DISBURSEMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
D532	MA NOT REIMBURSABLE FOR REIMBURSEMENT
	PURCHASE REQUEST NO. _____ SUFFIX ___ MA __
D533	MA NOT REIMBURSABLE FOR REIMBURSEMENT
	TRAVEL AUTH NO. _____ TYPE OF TRAVEL ACTIVITY ____
	TRIP NO. ___ TRANS REQUEST NO. _____ MA __
D534	ESTABLISHMENT $ EXCEED DEPOSIT ON CONTAINERS $
	CONTRACT/ORDER NO. _____
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ESTABLISHMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	DEPOSIT $_,___,___,___.__ UPDATE $_,___,___,___.__±
D535	ESTABLISHMENT $ EXCEED PAYMENT ON REIMBURSABLE ORDERS $
	CONTRACT/ORDER NO. _____
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ESTABLISHMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	PAYMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
D536	ESTABLISHMENT $ EXCEED ADVANCE ESTABLISHED $

Figure 2.13-33. - Accounts Receivable processing error messages (continued).

Code	Message
	CONTRACT/ORDER NO. _____
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ESTABLISHMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	ADVANCE $_,___,___,___.__ UPDATE $_,___,___,___.__±
D537	ESTABLISHMENT $ EXCEED WITHDRAWAL $
	CONTRACT/ORDER NO. _____
	PURCHASE REQUEST NO. _____ SUFFIX ___
	ESTABLISHMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
	WITHDRAWAL $_,___,___,___.__ UPDATE $_,___,___,___.__±
D540	MA __, PY __, OBJECT CLASS ____, PWC _____, AND
	PERFORMING ORGANIZATION ____ COMBINATION NOT DEFINED
D541	PY __, ACCOUNT SYMBOL _____ COMBINATION NOT DEFINED
D550	CASH COLLECTION $ + VOUCHER DEDUCTION $ +
	WRITE-OFF $ EXCEED ESTABLISHMENT $
	CONTRACT/ORDER NO. _____
	PURCHASE REQUEST NO. _____ SUFFIX ___
	CASH COLLECTION $_,___,___,___.__ UPDATE $_,___,___,___.__±
	VOUCHER DEDUCTION $_,___,___,___.__ UPDATE $_,___,___,___.__±
	WRITE-OFF $_,___,___,___.__ UPDATE $_,___,___,___.__±
	ESTABLISHMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±
D551	CASH COLLECTION $ + VOUCHER DEDUCTION $ +
	WRITE-OFF $ EXCEED ESTABLISHMENT $
	TRAVEL AUTH NO. _____ TYPE OF TRAVEL ACTIVITY ____
	TRIP NO. ___ TRANS REQUEST NO. _____
	CASH COLLECTION $_,___,___,___.__ UPDATE $_,___,___,___.__±
	VOUCHER DEDUCTION $_,___,___,___.__ UPDATE $_,___,___,___.__±
	WRITE-OFF $_,___,___,___.__ UPDATE $_,___,___,___.__±
	ESTABLISHMENT $_,___,___,___.__ UPDATE $_,___,___,___.__±

Figure 2.13-33. - Accounts Receivable processing error messages (continued).

Code	Message
D552	CD $ EXCEED CASH COLLECTION $ CONTRACT/ORDER NO. _____ PURCHASE REQUEST NO. _____ SUFFIX ___ CD $_,___,___,___.__ UPDATE $_,___,___,___.__± CASH COLLECTION $_,___,___,___.__ UPDATE $_,___,___,___.__±
D553	CD $ EXCEED CASH COLLECTION $ TRAVEL AUTH NO. _____ TYPE OF TRAVEL ACTIVITY ____ TRIP NO. ___ TRANS REQUEST NO. _____ CD $_,___,___,___.__ UPDATE $_,___,___,___.__± CASH COLLECTION $_,___,___,___.__ UPDATE $_,___,___,___.__±
D554	PAYMENT $ EXCEED CD $ BILL NO. _____-____ PURCHASE REQUEST NO. _____ SUFFIX ___ PAYMENT $_,___,___,___.__ UPDATE $_,___,___,___.__± CD $_,___,___,___.__ UPDATE $_,___,___,___.__±
D555	PAYMENT $ MUST NOT BE LESS THAN ZERO BILL NO. _____-____ PURCHASE REQUEST NO. _____ SUFFIX ___ PAYMENT $_,___,___,___.__ UPDATE $_,___,___,___.__-
D560	TRANSFER $ NOT EQUAL ESTABLISHMENT $ BILL NO. _____-____ TRANSFER $_,___,___,___.__ ESTABLISHMENT $_,___,___,___.__
D561	TRANSFER $ EXCEED CASH COLLECTION $ OR CD $ CONTRACT/ORDER NO. _____ PURCHASE REQUEST NO. _____ SUFFIX ___ TRANSFER $_,___,___,___.__ CASH COLLECTION $_,___,___,___.__ CD $_,___,___,___.__
D562	TRANSFER $ EXCEED CASH COLLECTION $ OR CD $ TRAVEL AUTH NO. _____ TYPE OF TRAVEL ACTIVITY ____ TRIP NO. ___ TRANS REQUEST NO. _____ TRANSFER $_,___,___,___.__ CASH COLLECTION $_,___,___,___.__ CD $_,___,___,___.__
D563	ESTABLISHMENT $ NOT EQUAL ZERO BILL NO. _____-____ ESTABLISHMENT $_,___,___,___.__

Figure 2.13-33. - Accounts Receivable processing error messages (concluded).

Transaction \ Message	A000	B062	B100	B101	B110	B111	B114	B115	B120	B121	B126	B170	B171	B174	B190	B191	B300	B301	B311	B320	B321
Establishment																					
Travel initial	X		X	X																	
Update/Correction	X	X	X	X																	
Commercial initial	X		X	X													X	X	X		
Update/Correction	X	X	X	X													X	X	X		
Payroll initial	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X				X	X
Update/Correction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				X	X
Miscellaneous receipt initial	X		X	X					X	X											
Update/Correction	X	X	X	X					X	X											
Deposit fund initial	X		X	X					X	X											
Update/Correction	X	X	X	X					X	X											

Transaction \ Message	B601	B602	B604	C010	C011	C012	C020	C021	C022	C040	C041	C100	C101	C110	C120	C121	C360	C361	C370	C508
Establishment																				
Travel initial	X	X	X	X	X		X	X		X	X	X	X	X			X	X		
Update/Correction	X	X	X	X	X		X	X			X	X	X	X			X	X		
Commercial initial	X	X	X			X			X			X	X	X			X	X	X	
Update/Correction	X	X	X			X			X			X	X	X			X	X	X	
Payroll initial	X	X	X			X			X			X	X	X			X	X		X
Update/Correction	X	X	X			X			X			X	X	X			X	X		X
Miscellaneous receipt initial	X	X	X			X			X			X	X	X	X	X	X	X		
Update/Correction	X	X	X			X			X			X	X	X	X	X	X	X		
Deposit fund initial	X	X	X			X			X			X	X	X	X	X	X	X		
Update/Correction	X	X	X			X			X			X	X	X	X	X	X	X		

Transaction \ Message	D180	D186	D192	D197	D200	D204	D500	D501	D502	D510	D520	D530	D531	D532	D533	D534	D535	D536	D537	D540	D541	D550	D551
Establishment																							
Travel initial					X	X			X				X		X								
Update/Correction					X	X	X	X		X	X		X		X								
Commercial initial	X	X	X	X					X			X		X		X	X	X	X			X	
Update/Correction	X	X	X	X			X	X		X	X	X		X		X	X	X	X				
Payroll initial		X							X			X		X						X			
Update/Correction	X	X					X	X		X	X	X		X						X		X	
Miscellaneous receipt initial		X							X												X		
Update/Correction	X	X					X	X		X	X										X	X	
Deposit fund initial		X							X												X		
Update/Correction	X	X					X	X		X	X										X		

Figure 2.13-34. - Accounts Receivable messages by transaction.

ORIGINAL PAGE IS OF POOR QUALITY

Transaction \ Message	A002	B006	B009	B091	B100	B101	B600	B601	B602	B604	B930	B931	B932	B940	B941	B942	C010	C011	C020
Liquidation																			
Cash collection	X		X		X	X	X	X		X			X	X	X		X	X	X
Update/Correction	X	X	X		X	X	X	X	X				X	X	X		X	X	X
Voucher deduction	X		X		X	X	X	X		X	X	X				X	X	X	X
Update/Correction	X	X	X		X	X	X	X	X		X	X				X	X	X	X

Transaction \ Message	C021	C100	C101	D118	D119	D192	D197	D200	D204	D500	D501	D510	D511	D521	D522	D550	D551	D552	D553
Liquidation																			
Cash collection	X	X	X	X	X	X	X	X	X	X	X	X				X	X		
Update/Correction	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Voucher deduction	X	X	X	X	X	X	X	X	X	X	X	X				X	X		
Update/Correction	X	X	X	X	X	X	X	X	X	X	X	X			X	X	X		

Transaction \ Message	A002	B006	B100	B101	B600	B601	B602	B604	B940	B941	C010	C011	C012	C020	C021	C022	C100	C101	D142	D143	D180	D186	D192
Certificate of deposit																							
Travel	X		X	X	X	X		X	X	X	X	X		X	X		X	X	X				
Update/Correction	X	X	X	X	X	X	X		X	X	X	X		X	X		X	X	X	X			
Commercial	X		X	X	X	X		X	X	X			X			X	X	X	X		X	X	X
Update/Correction	X	X	X	X	X	X	X		X	X			X			X	X	X	X	X	X	X	X
Payroll	X		X	X	X	X		X	X	X			X			X	X	X	X		X	X	
Update/Correction	X	X	X	X	X	X	X		X	X			X			X	X	X	X	X	X	X	
Deposit fund or miscellaneous receipt	X		X	X	X	X		X	X	X			X			X	X	X			X	X	
Update/Correction	X	X	X	X	X	X	X		X	X			X			X	X	X			X	X	

Transaction \ Message	D197	D200	D204	D220	D223	D236	D237	D238	D239	D312	D314	D315	D330	D331	D332	D333	D334	D335	D340	D343	D500	D501	D511	D512	D523	D553
Certificate of deposit																										
Travel		X	X	X	X																X	X	X			X
Update/Correction		X	X	X	X																X	X	X	X		X
Commercial	X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	
Update/Correction	X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Payroll																					X	X	X		X	
Update/Correction																					X	X	X	X	X	
Deposit fund or miscellaneous receipt																					X	X	X		X	
Update/Correction																					X	X	X	X	X	

Figure 2.13-34. - Accounts Receivable messages by transaction (continued).

ORIGINAL PAGE IS OF POOR QUALITY

Transaction \ Message	A000	B062	B100	B101	B600	B601	B602	B604	B940	B941	D220	D221	D222	D223
Travel advance certificate of deposit			X	X	X	X		X	X	X	X	X	X	
Travel advance certificate of deposit Update/Correction	X	X	X	X	X	X	X		X	X	X	X	X	X

Transaction \ Message	A000	B010	B011	B062	B100	B101	B600	B601	B602	B604	B930	B931	B932	B940	B941	B942	C010	C011	C020	C021	C100	C101	D142	D143	D180
Bad check or write-off																									
Initial	X	X	X		X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X		X	X
Update/Correction	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Transaction \ Message	D186	D192	D197	D200	D204	D205	D206	D306	D307	D308	D309	D312	D500	D501	D510	D521	D523	D524	D525	D550	D551
Bad check or write-off																					
Initial	X	X	X	X	X								X	X	X	X	X			X	X
Update/Correction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Transaction \ Message	A000	B062	B100	B101	B600	B601	B602	B604	B930	B931	C100	C101	D180	D186	D500	D501	D554	D555
Deposit fund payment																		
Initial	X		X	X	X	X		X	X	X	X	X	X	X	X	X	X	
Update/Correction	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X

Figure 2.13-34. - Accounts Receivable messages by transaction (continued).

Message	A	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	3	3	3	3	3
	0	6	0	0	1	1	1	1	2	2	7	7	7	9	9	0	0	1	2	2
Transaction	0	2	0	1	0	1	4	5	0	1	0	1	4	0	1	0	1	1	0	1
Deposit fund transfer																				
Initial	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Update/Correction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Message	B	B	B	B	C	C	C	C	C	C	C	C	C	C	C	C	C	D	D
	6	6	6	6	0	0	0	0	0	0	1	1	1	1	3	3	5	1	1
	0	0	0	0	1	1	2	2	4	4	0	0	2	2	6	7	0	8	8
Transaction	0	1	4	7	0	1	0	1	0	1	0	1	0	1	0	0	8	0	6
Deposit fund transfer																			
Initial	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Update/Correction	X	X		X	X	X	X	X		X	X	X	X	X	X	X	X	X	X

Message	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
	1	1	2	2	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	9	9	0	0	0	0	0	3	3	3	3	3	3	3	3	4	4	6	6	6	6
Transaction	2	7	0	4	0	1	2	0	1	2	3	4	5	6	7	0	1	0	1	2	3
Deposit fund transfer																					
Initial	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Update/Correction	X	X	X	X	X	X										X	X		X	X	X

Message	A	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	C
	0	0	0	0	1	1	3	3	3	6	6	6	6	9	9	9	1
	0	1	1	6	0	0	0	0	1	0	0	0	0	3	3	3	0
Transaction	0	0	1	2	0	1	0	1	1	0	1	2	4	0	1	2	0
Aircraft spares																	
Establishment	X	X	X		X	X	X	X	X	X	X		X	X	X	X	X
Update/Correction	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Cash Collection	X	X	X		X	X	X	X	X	X	X		X				X
Update/Correction	X	X	X	X	X	X	X	X	X	X	X	X					X
Voucher deduction	X	X	X		X	X	X	X	X	X	X		X	X	X		
Update/Correction	X	X	X	X	X	X	X	X	X	X	X	X		X	X		

Message	C	C	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
	1	1	1	1	1	1	3	3	3	3	5	5	5	5	5	5	5
	0	0	4	4	8	8	0	0	0	0	0	0	1	2	2	2	2
Transaction	1	2	2	3	0	6	6	7	8	9	0	1	0	0	1	2	3
Aircraft spares																	
Establishment	X	X	X	X	X	X	X	X	X	X	X	X		X			
Update/Correction	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Cash collection	X		X	X	X	X	X	X	X	X	X	X	X	X	X		X
Update/Correction	X			X	X	X	X	X	X	X	X	X	X	X	X		X
Voucher decuction			X	X	X	X	X	X	X	X	X	X					
Update/Correction				X	X	X	X	X	X	X	X	X				X	

Figure 2.13-34. - Accounts Receivable messages by transaction (continued).

Transaction	Message	A000	B100	B101	B110	B111	B114	B115	B120	B121	B126	B130	B139	B300	B301	B311	B330	B331	C010	C011	C020	C021	C100	C101	C110	C120	C121	C130	C131	C132	C134	C140	C141	C142
Reopening																																		
Initial		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	
Correction		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X

Transaction	Message	C144	C151	C152	C154	C160	C161	C162	C164	C171	C172	C174	C181	C182	C184	C190	C191	C195	C196	C197	C370	C371	C520	C521	D500	D501	D502	D520	D521	D522	D523	D524	D525
Reopening																																	
Initial		X	X		X	X	X	X	X	X		X	X		X	X	X	X	X	X	X	X	X				X						
Correction			X	X		X	X	X	X	X	X		X	X		X	X	X	X	X	X	X		X	X	X		X	X	X	X	X	X

Figure 2.13-34. - Accounts Receivable messages by transaction (concluded).

2.13.3 Inquiry Requirements

Figure 2.13-35 contains a list of inquiry input data elements and response data elements required for the accounts receivable process.

2.13.4 Report Requirements

Section 2.19.5 lists the accounts receivable report requirements. The following reports are included:

- Open Accounts Receivable Status
- Closed Accounts Receivable Status
- Accounts Receivable Aging Report
- Reimbursable Order Status Report

A list of valid daily transactions must appear in the Daily Transaction List Accounts Receivable Section report described in section 2.19.7.

Inquiry description	Type	Input data elements	Timing	Response data elements
Contract/Order status	Item	Contract/Order Number	Immediate	Contract/Order Number Last contract Schedule Number Last contract Amendment Number Contractor name code Contract Obligation Contract Cost Contract Disbursement Contract deposit on containers Contract payment by others Contract payment on reimbursable orders Contract discount Contract withholding Contract cancelled check Contract advance established Contract advance liquidated Letter of credit number Contract issuance Contract withdrawal Contract accounts receivable established Contract accounts receivable cash collection Contract accounts receivable voucher deduction Contract accounts receivable certificate of deposit Contract accounts receivable bad check Contract accounts receivable write-off
Purchase Request status	Item	Purchase Request Number Suffix (where other than base Suffix status required)	Immediate	Purchase Request Number Suffix Method of Authority Program Year Fund Source Primary Work Code (nine digits) Responsible Organization Object Class Performing Organization Primary Job Code Secondary Job Code Contract/Order Number Contract Schedule Number Amendment Number Contractor name code Commitment Obligation Cost Disbursement Deposit on containers Payment by others Discount Withholding Cancelled check Advance established Advance liquidated Issuance Withdrawal Accounts receivable established Accounts receivable cash collection Accounts receivable voucher deduction Accounts receivable certificate of deposit Accounts receivable bad check Accounts receivable write-off

Figure 2.13-35. - Accounts Receivable inquiry requirements.

Inquiry description	Type	Input data elements	Timing	Response data elements
Accounts Receivable status	Summary	Bill Number Trip Number Transportation Request Number	Same day	Bill Number Trip Number Transportation Request Number Date of bill Name code Method of Authority Program Year Fund Source Account symbol Contract/Order Number Purchase Request Number Suffix Reimbursement indicator Deposit on containers indicator Partial or complete refund indicator Accounts receivable established Accounts receivable cash collection Accounts receivable voucher deduction Accounts receivable certificate of deposit Accounts receivable bad check Accounts receivable write-off
Name code status	Summary	Name code	Same day	Accounts receivable established Accounts receivable cash collection Accounts receivable voucher deduction Accounts receivable certificate of deposit Accounts receivable bad check Accounts receivable write-off

Figure 2.13-35. - Accounts Receivable inquiry requirements (concluded).