

MARS User Guide Budget Processing



**United States Department of Commerce
National Oceanic and Atmospheric Administration
National Marine Fisheries Service
Office of the CIO**



Budget Processing

Document Revision 3.0

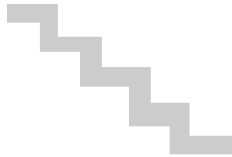
Budget Processing.....	2
Workflow Diagram	2
Getting Started	5
Budget Input Form.....	6
Parent Record.....	6
Status.....	8
Radio Buttons.....	9
Child Record	9
Buttons	10
Icons for the Budget Form	11
General Data Entry Rules and Guidelines	11
Add a Record	11
Functionality of the Additional Buttons	16
Saving a Record	19
Query a Record	20
Duplicate a Parent Record	23
Duplicate with Detail Records	24
Edit Guidelines.....	24
Edit a Record.....	25
Delete a Record.....	25
System Funds Checking Safeguards	26
BOP Upload Process into MARS (from file)	27
File Generation Process for Initial LO BOP Upload into CBS	35
File Generation Process for FMC BOP Upload into CBS.....	42
Uploading Initial or Adjustment/Transfer BOPs to CBS	49
Funds Management/Batch Processing/BUI01	50
Instructions for reviewing the uploaded BOPs on CBS FM066 BOP Screen	54

Budget Processing

The Budget Allocations are detailed spending plans based on the Initial Target and subsequent Allowance Advice adjustments throughout the Fiscal Year. The Budgets are entered into MARS via the Budget Input Form and are entered for each organization, project, and task by object class and month. Each plan relates to a corresponding item from the Line Office Allowance Advice, which are downloaded directly from CBS.

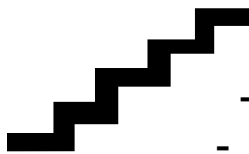
Workflow Diagram

Method 1 -Top Down

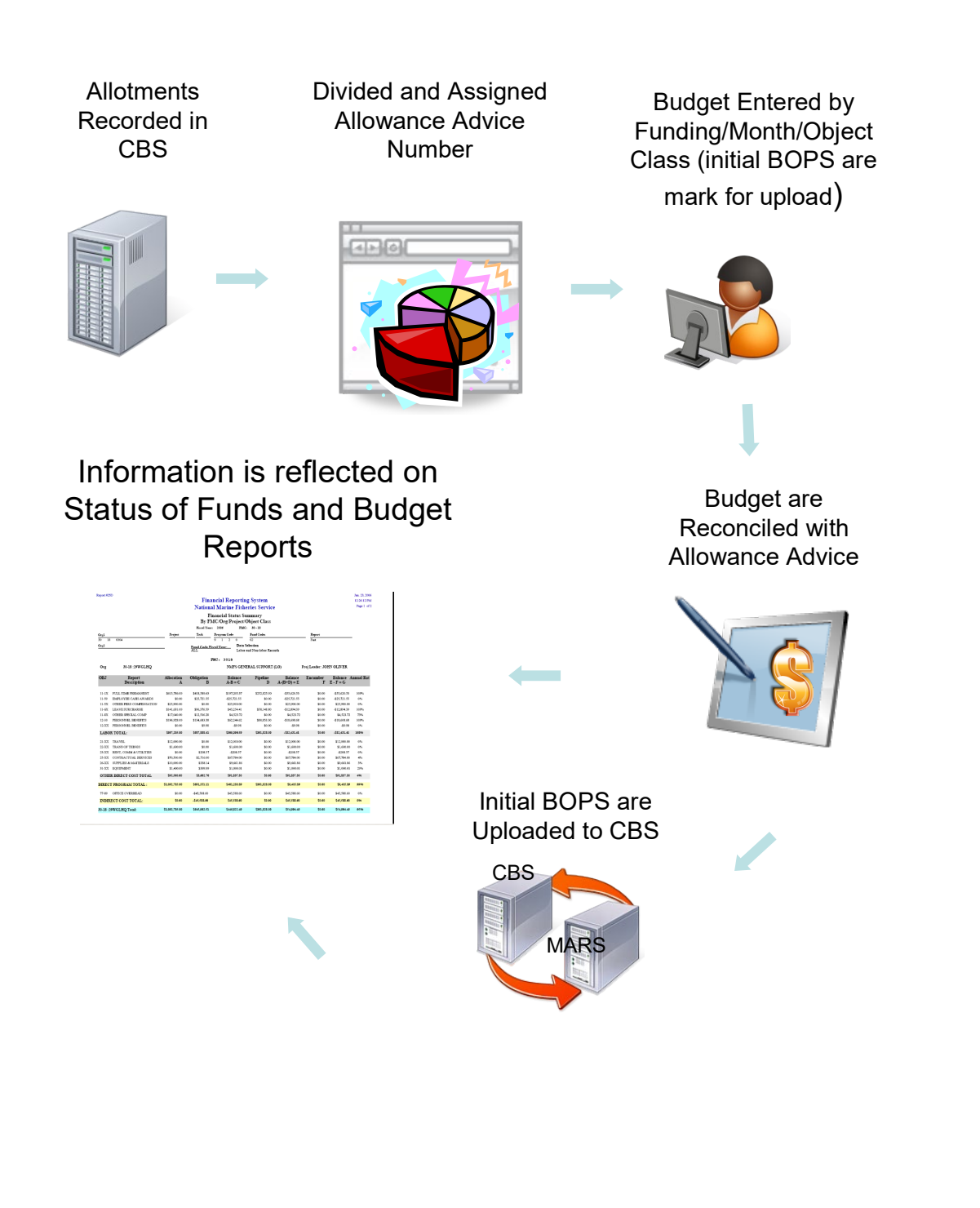


- CBS Allotment
- Recorded in MARS Allowance Advice
- MARS Budget Plan Entered
- Reflected in Status and Budget Rpts

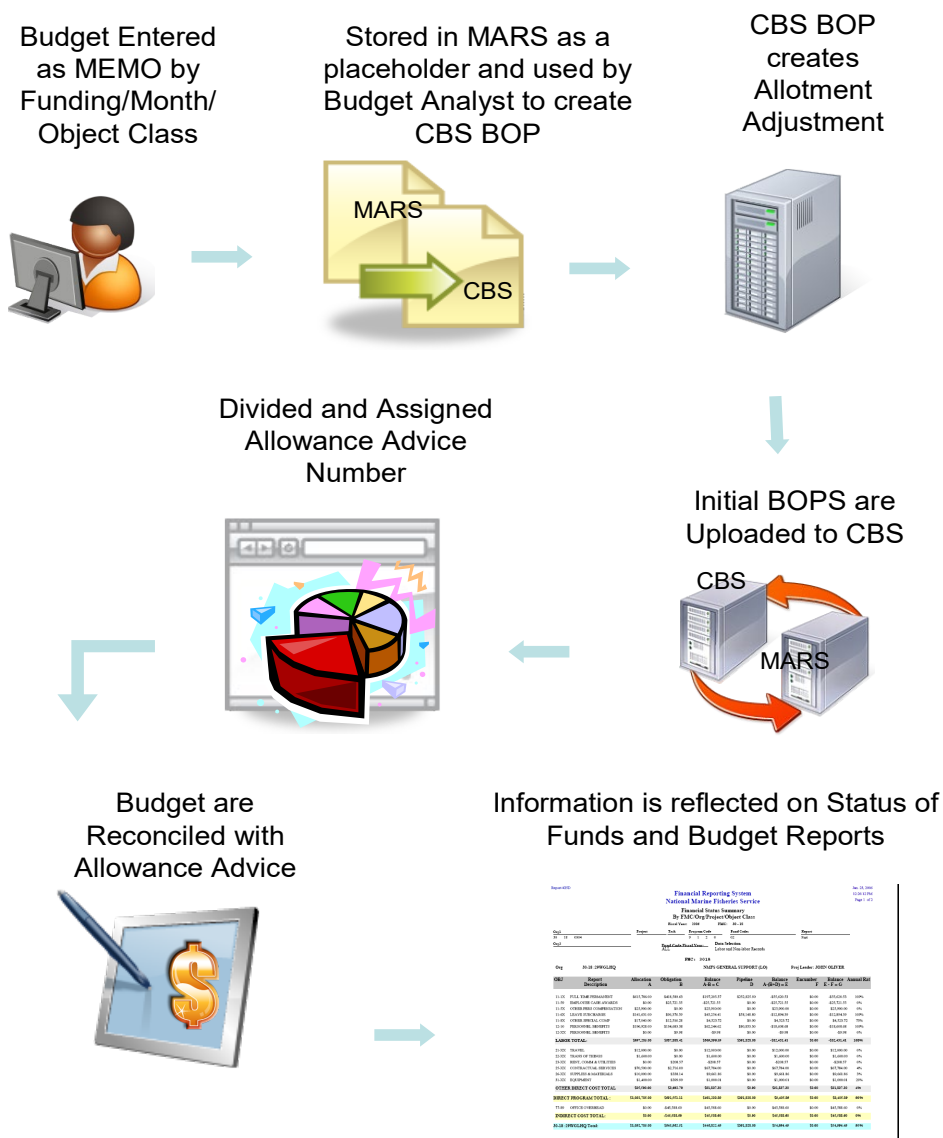
2 - Bottom Up Method



- Reflected in Status and Budget Rpts
- MARS Budget Plan Updated
- Recorded in MARS Allowance Advice
- CBS BOP creates Allotment Adjustment
- Data is used to enter CBS BOP
- MARS Budget Plan entered as MEMO



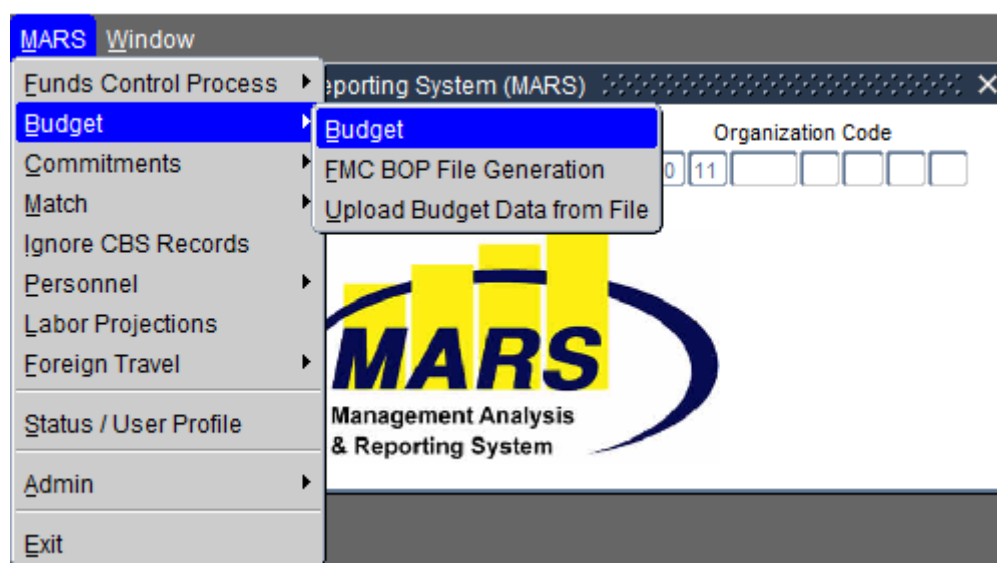
Method 2



Getting Started

The user must be assigned the Budget role to use this module. Budget creation will be restricted to the Organizations assigned to each user in the **MARS User Security Form**. The user should be knowledgeable about the **CBS BOP Worksheet**. Prior knowledge is crucial in understanding how the surcharges and labor are calculated on the **Budget Form**. By completing the **BOP Worksheet**, the user will have the necessary information to enter Budget records. The **BOP Worksheet** can be found on the CBS Webpage at: <http://www.corporateservices.noaa.gov/~cbs/budgetinfo.htm#bopworksheet>

To access the **Budget Data Input Form**, select **Budget/Budget** from the **MARS Menu**.



Budget Input Form

The information is entered in this form based on the information from the CBS BOP Worksheet. Gray Key Fields cannot be modified. These fields are either calculated, defaulted from other data entered, or system generated.

The form consists of a Parent and Child record and buttons that are available to the user. The following illustrates the **Budget Input Form**.

The screenshot shows the 'Budget Data Input' window. It is divided into three main sections indicated by brackets on the right:

- Parent Record:** Includes fields for AA#, Alternate AA#, Fund, Organization, Program, Project, Task, BOP Ser#, and Record #. It also has a Reason field, a Reimbursement No. field, and checkboxes for 'Include in INITIAL LO BOP Upload', 'Include in FMC BOP Upload', 'Initial BOP', 'Adjustment BOP', and 'Transfer BOP'. There are also fields for 'Original LV Sur', 'Current LV Sur', 'Original EC Sur', and 'Current EC Sur', along with a 'Status' section with radio buttons for 'Perm', 'Internal', 'Temp', and 'External'.
- Child Record:** A table with columns for 'Object Class', 'Total', and months from 'October' to 'March'. It contains several rows for 'FTE' (Full-Time Equivalent) positions, with some cells highlighted in blue.
- Buttons:** A row of buttons at the bottom: 'Users Guide', 'Duplicate with Detail Records', 'List of Budget Records', 'Quarterly Totals', and 'Apply Surcharge'.

Field Definitions

Parent Record – The top portion of the **Budget Form** is where the accounting and other identifying information is recorded. It also displays the Record No. for the current transaction to assist in identifying and retrieving the record at a later time.

This close-up view of the Parent Record section shows the following fields and controls:

- Header fields: AA#, Alternate AA#, Fund, Organization, Program, Project, Task, BOP Ser#, and Record #.
- Reason field.
- Reimbursement No. field.
- Checkboxes: 'Include in INITIAL LO BOP Upload' and 'Include in FMC BOP Upload'.
- Radio buttons: 'Initial BOP', 'Adjustment BOP' (selected), and 'Transfer BOP'.
- Fields: 'Original LV Sur' (21), 'Current LV Sur' (21), 'Original EC Sur' (25), and 'Current EC Sur' (25).
- Status section with radio buttons: 'Perm' (selected), 'Internal', 'Temp', and 'External'.
- 'MARS Budget Load' field.

Item	Description
Allowance Advice #	This is a pre-defined alpha-numeric field that agrees with the Line Office Allowance Advice number. Each time that an allotment is downloaded into the system, it is assigned a number which relates to the organization and the month that the funds were downloaded. The field must be populated

Item	Description
	<p>with one of the items on the list. There are also items in the list for transactions that occur before the funds become available on the Allowance Advice and are not subject to validation checks. Following is a list of the approved suffixes</p> <ul style="list-style-type: none"> MEMO – An internal adjustment that will not create an allotment INT – An internal transfer between offices that will not create an allotment SM – Budgeting funds from the Senate Mark HM – Budgeting funds from the House Mark CM – Budgeting funds from the Conference Mark PB – Budgeting funds from the President’s Budget
Alternate AA#	This field can be used to track the Budgets with your own numbers.
Fund Code	The Fund Code is a 4-digit code that identifies the different appropriations from the Conference Mark. Each Fund Code has pre-defined relationships with program/project-task codes. It defaults when the Project is entered or selected.
Org	Each office within NOAA is assigned an Organization Code using the National Finance Center (NFC) assigned structure, which contain 7 segments.
Program Code	The Program Code is composed of 4 segments which represent the Budget Activity, Sub-Activity, Line Item and Program Project and Activity (PPA) from the Conference Mark. Programs may have multiple projects, fiscal years and fund codes. This field defaults when Project is entered or selected from the list of values.
Project	Project Codes are unique within NOAA and relate to only one fund and program combination. Project Codes and Tasks must be linked in the MARS Org/Project/Task Table before it can be used in MARS.
Task	Task Codes are further breakdowns within a specific project. Project Codes and Tasks must be linked in the MARS Org/Project/Task Table before it can be used in MARS.
BOPS Serial	The Control Number (3 digit numeric field) located on the CBS Budget Operation Plan (BOP). Allows a user to identify the BOP that corresponds to the current Budget record. This is for Informational Purposes Only.
Record Number	This is a System Generated field that supplies a unique number used to track the Budget Record.
Reason	This is a required field to describe the purpose of the Budget allocation or Funds Transfer.

Item	Description
Corresponding Organization	Enter the office or organization that the transfer was made "from" or "to" - Primary purpose is for tracking and identifying the CFMC (corresponding FMC).
Reimbursable No	Allows a user to enter in the Agreement Number of the Reimbursable project. This is an optional field.
Original LV Sur	This is a system generated field. It displays the rate of the Leave Surcharge for the FMC that is recorded in the Support Tables.
Original EC Sur	This is a system generated field. It displays the rate of the Employee Contribution (Benefit) Surcharge for the FMC that is recorded in the Support Tables.
Current LV Sur	This is a system generated field. It displays the new rate of the Leave Surcharge for the FMC, if it has been changed since the Budget record was created. It is recorded in the Support.
Current EC Sur	This is a system generated field. It displays the new rate of the Employee Contribution (Benefit) Surcharge for the FMC, if it has been changed since the Budget record was created. It is recorded in the Support Tables.

Status – This allows a user to mark the type of funds on the Budget to assist in determining different kinds of funds.

The screenshot shows the 'Budget Data Input' window. The 'Status' section is highlighted with a red box, showing four radio buttons: 'Perm' (selected), 'Temp', 'Internal', and 'External'. Other fields visible include 'AA#', 'Alternate AA#', 'Fund', 'Organization', 'Program', 'Project', 'Task', 'BOP Ser#', 'Record #', 'Reason', 'Reimbursement No', 'Include in INITIAL LO BOP Upload', 'Include in FMC BOP Upload', 'Original LV Sur' (21), 'Current LV Sur' (21), 'Original EC Sur' (25), 'Current EC Sur' (25), 'Initial BOP', 'Adjustment BOP', 'Transfer BOP', and 'MARS Budget Load'.

Item	Description
Perm/Temp Radio Buttons	Identifies the type of funds within the Line Office/FMC. Permanent funds remain available with the Line Office/FMC until the Appropriation expires. Temporary funds will go back to the original owner after the Fiscal Year ends.
Internal/External Radio Buttons Office P1 Program Code is marked as External.	Identifies whether the program identified in the Budget is funding from your Line Office Budget Activity (P1). Any activity using a program that matches your Line Office P1 Program Code is marked as Internal. Any activity using a program that does not match your Line Office P1 Program Code is marked as External.

Radio Buttons – The following Radio Buttons marks the current Budget Record so that it will correspond to a BOP. This will enable the MARS Budget and the CBS BOPs to be consistent.

Item	Description
Include in INITIAL LO BOP Upload	Designates this file to be included in Initial file to be uploaded to CBS BOPS system by LO Administrators
Include in FMC BOP Upload	Designates this file to be included in file to be uploaded to CBS BOPS system by FMC
Initial Bop	Allows a user to identify this record as a record that will be uploaded to the CBS BOPs on the initial.
Adjustment BOP	Allows a user to identify this record as a change to an existing Budget.
Transfer BOP	Allows a user to identify that this Budget is a transfer to another FMC (should be defined in the Corresponding Organization fields.) The Budget Total Amount must be negative.
MARS Budget Load	Displays the latest date of FMC BOP file creation and Batch No.

Child Record - The bottom portion of the Form is used to establish the object classes, FTEs and amounts to be planned for each month on the Budget Record. The section also includes buttons to query for Budget Records, display quarterly information for the current record and a button which allows a user to apply surcharges.

Item	Description
Object Class	This field displays the hierarchical structure consisting of four levels that uniquely identify the category of a planned obligation by the items or services to be purchased within this Budget. Use the List of Values to obtain a valid Object Class.
Additional Line Under Object Class	When a Labor object class (111x, 113x, or 11-71) has surcharge rates applied, the system will display 2 amounts for the Labor object class line. It displays the total labor (Base Labor + Leave Surcharge) and on the line below, it displays just the Base Labor (Total Labor – Leave Surcharge).
Total	Sums each Object Class and FTE line for the 12 months.
Months 1 through 12	This field displays the amount to be planned for each Object Class or FTE. The Amount entered in the Object Class field is validated against Funds Control System, except for Target, INT and MEMO.
Budget Total	This is a calculated field which displays the total for all of the Object Class amounts for each month and a yearly total.
FTE Total.	This is a calculated field which displays the total for all of the FTE amounts for each month and a yearly total.
System Surcharge	If the box displays a checkmark, it informs the user if the surcharge lines were system generated. If the box is not checked, it informs the user that the surcharge lines were manually entered.

Buttons - These buttons are located at the bottom of the Form and provide specific commands, tools and functionality that is available to the user.

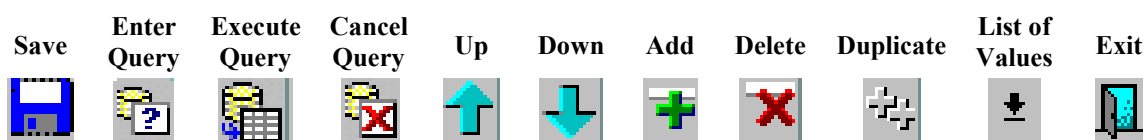


Item	Description
List of Budget Records	This option will allow the user to query existing Budget records. The list displays pertinent information regarding each record matching the query and allows a user to easily scroll through the list to view current Budget Records to bring one up into the Budget Form. When the user returns to the list, the list is preserved for the user to make another selection or until the form is closed.
Duplicate with Detail	This option will allow the user to duplicate and save

Records	existing Budget record including Parent and Child records.
Quarterly Totals	This button will display Object Class Totals by Quarter, and other important information about your Budget Record.
Apply Surcharge	Using this button will automatically add the appropriate surcharge object class lines when using Labor object classes.
Users Guide	Provides Link To the Budget Section of the MARS Users Guide

Icons for the Budget Form

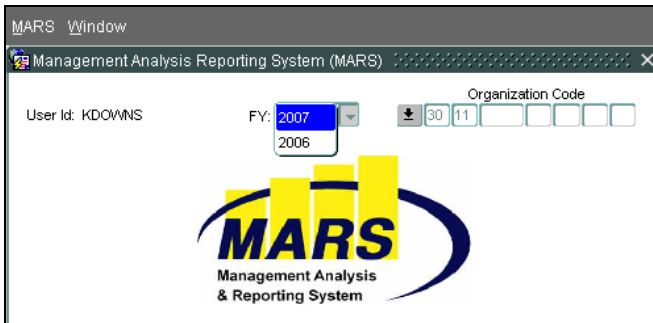
The Icons are located at the top of the Form and provide specific commands, tools or functionality that is available to the user.

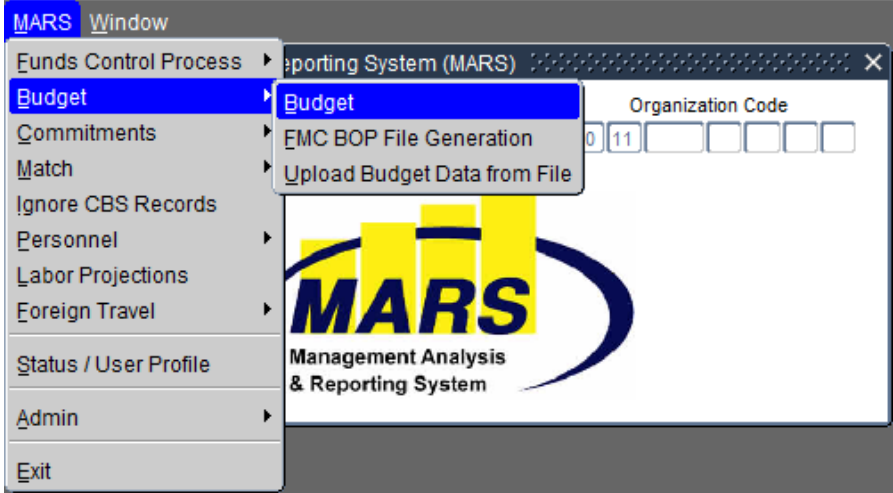
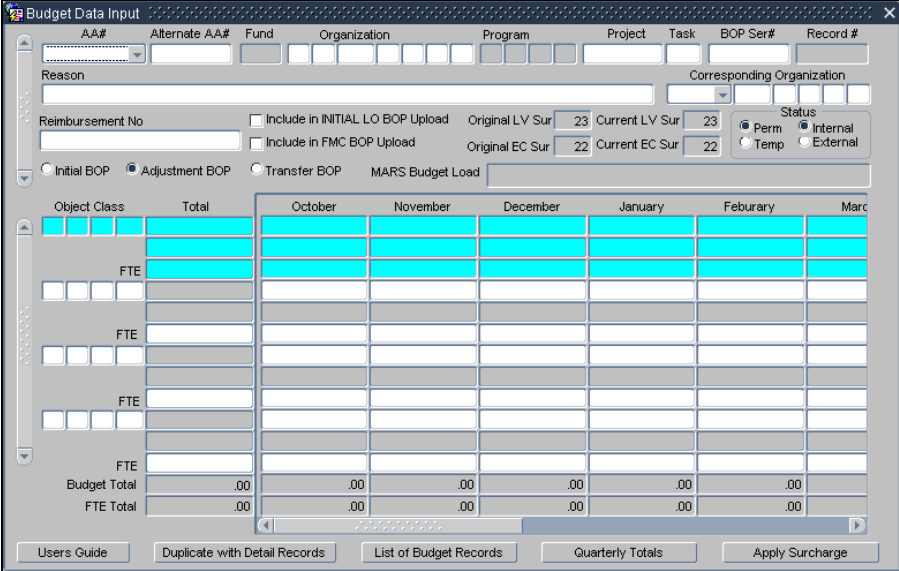

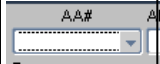



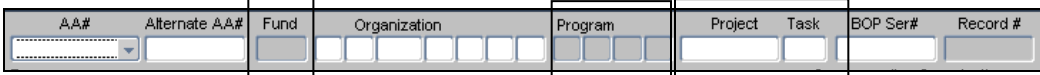

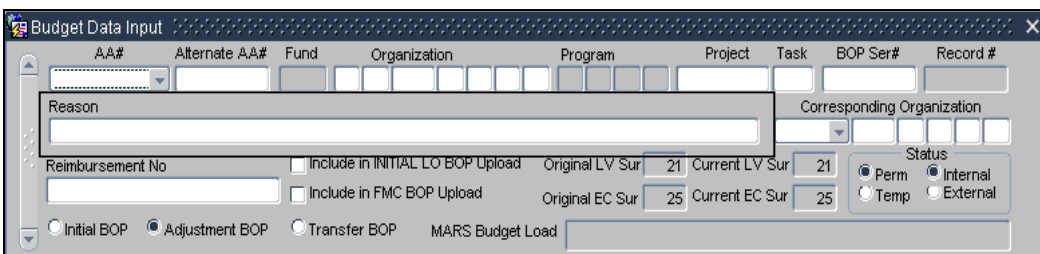
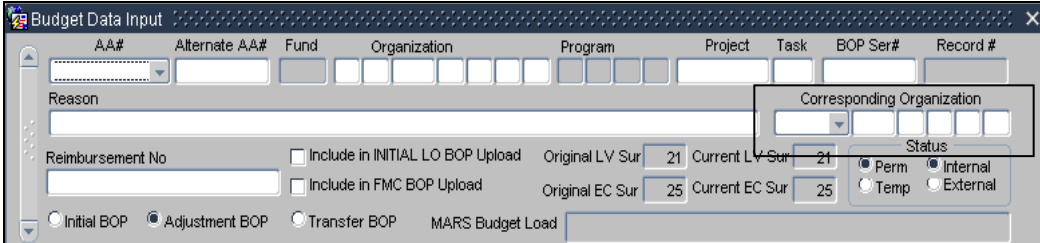
General Data Entry Rules and Guidelines

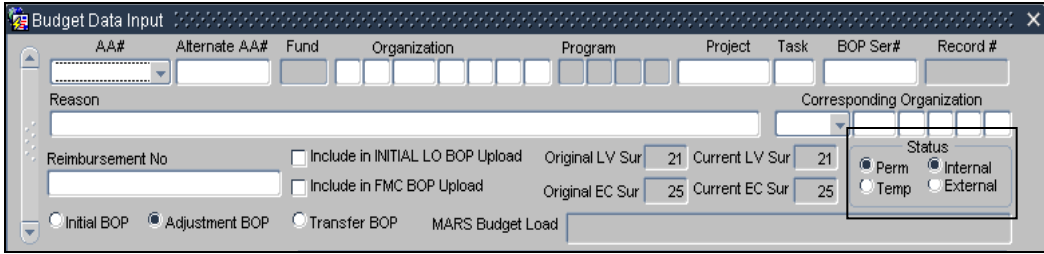
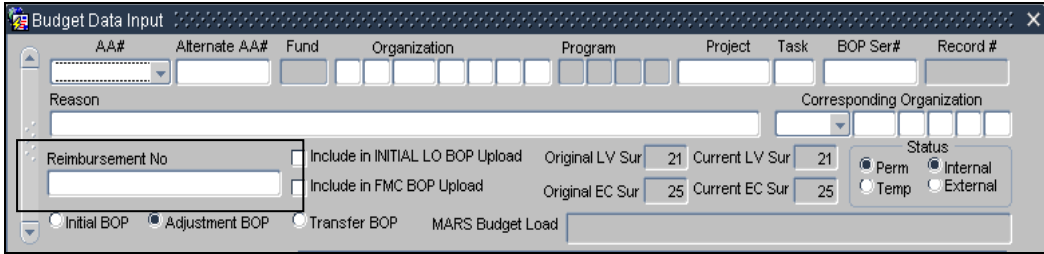
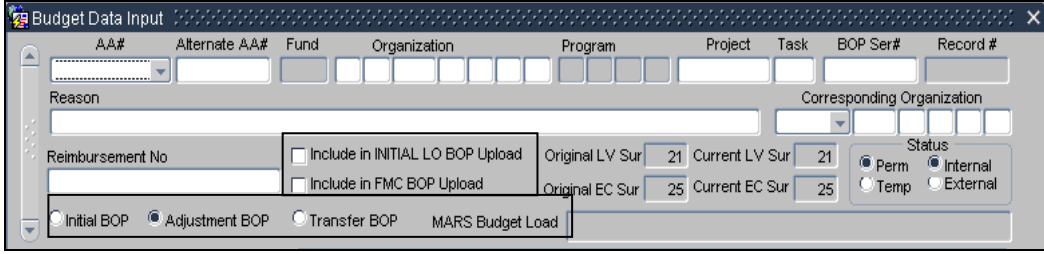
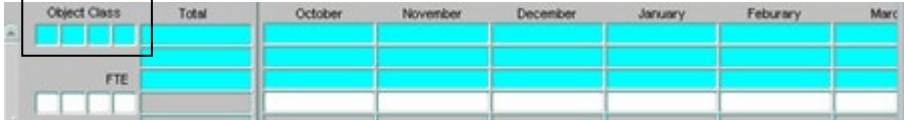
Add a Record:

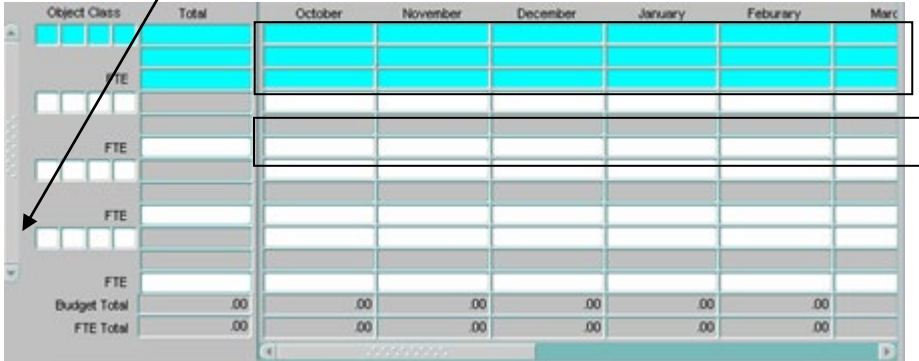
Users perform the following steps to add a record in the **Budget Form**:





Step	Action
1	<p>Select the proper Fiscal Year from the Main MARS Form. If the user is responsible for more than one FMC, select the appropriate FMC.</p> 
2	Select Budget/Budget from the MARS Main Menu .

Step	Action
	
3	<p>The Budget Form will open in Add mode.</p> 
4	<p>Click in AA# and enter in Allowance Advice Number or click  to see the List of Values. This is a required field.</p> <p>If using additional numbering, enter data in Alternate AA#. This field is optional.</p>  <p>Allowance Advice numbers currently have the format of mail_code/dash/month_number/month, (example: CIO-04JAN). The system allows Budgets to be entered with another reference as a place holder (i.e., CIO-MEMO). Using a common denominator will allow easier querying capabilities (i.e., %MEMO).</p>

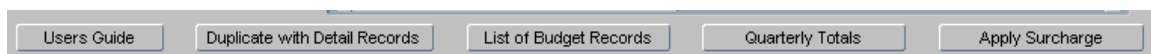
Step	Action
	Use Report # 120 “Funding by Allowance Advice” which is located under Reports/Funds Control and Budget section to verify if new funds have been downloaded into the Allowance Advice module. It shows if funds are available so that Budget records can be created.
5	<p>Tab to or click in Organization Code. Enter in a valid Org Code or double click into each field and select from the LOV. This is a required field.</p> 
6	<p>Tab to or click in Project Code. Enter valid Project or double click in the field and select from the LOV. Tab to Task.</p> <p>Enter in valid Task or double click in the Task and select from LOV.</p> <p>These are required fields.</p> <p>When Project-Task has been entered, the Fund Code and Program Code will be populated when the record is saved.</p> 
7	<p>Tab to or click in BOP Ser#. Enter in Plan No. from the BOP. This field is optional.</p> 
8	<p>Tab to or click on Reason. Enter in a brief description of the purpose of the allocation. This field is required.</p> 
9	<p>Click in Corresponding Organization. Enter in a valid Org Code.</p> 
10	<p>Click to Status. The system will automatically default the Radio buttons to Perm and Internal. Make the necessary changes by clicking into the appropriate</p>

Step	Action
	<p>button.</p> 
11	<p>Click into Reimbursable No. This field should only be used for a Reimbursable Fund. Enter in the Agreement Number of the Reimbursable. This field is optional.</p> 
12	<p>Click one of the Radio Buttons to identify what type of Budget this record is, Initial, Adjustment or Transfer BOP.</p> <p>Check Include in INITIAL LO BOP Upload if this Record is to be included in the file transfer to CBS.</p> <p>Check Include in FMC BOP Upload if this Record is to be included in the Adjustment /Transfer file for CBS FMC upload.</p> 
13	<p>Click to Object Class. Enter in valid object class or double click into each field and select from the LOV. This field is required.</p> 

Step	Action
14	<p>Click to “Monthly” fields. The Budget Form will only accept monthly entries. There are 12 months listed on the Form. Enter in amounts.</p> <p>Use the <i>scroll bar</i> for months beyond the Form display.</p>  <p>Enter actual amounts. As the amounts are entered, the Total field will sum the detail line for the object class.</p> <ul style="list-style-type: none"> • DO NOT use the symbol for dollars. • The system will calculate down to the penny. • Zeros following decimal places do not have to be entered. Whole numbers will be converted by the systems to tenths or hundredths as applicable, with zeros automatically entered. • DO NOT enter commas. Commas will automatically be entered. • When entering numerical data, use tab/enter keys to move between months. If the mouse is used, "click" in the space and erase/clear the .00 before entering the dollar amount. • When entering funds received or transferring funds, plan accordingly by months/quarters/ and object classes as to how the funds are projected to be obligated/BOPed. This will avoid having to explain a variance. • Months with no funding must be filled with a zero. • Enter in FTE amounts on the FTE detail lines. FTE's may only be entered under object classes: 11-1x, 11-3x , 11-60, 11-71, and 77-xx.

Step	Action														
15	<p>If there are Base Labor Object Classes (11-1x, or 113x) and you want the system to apply surcharges automatically, click Apply Surcharge Button</p> <ul style="list-style-type: none">• Apply Surcharge Button: The apply Surcharge button will automatically add 11-60, 77-87, 77-88, 77-88-19 or 77-89 records for the 111x, 113x, and 11-71 base labor object classes, based on your Project Code. This is to be used as a time saver. The Surcharge subtotal for the 111x, 113x, and 11-71 records will be listed on the line under the object class. The system will check the total amount of the record against the Allowance Advice System for the entire year or by quarter if your line office is set for Quarterly budget checking.• Any missing surcharge object class lines will be added by the system, and any existing surcharge object class lines will be updated.• Only one 11-12, 11-35, 11-60, 11-71, 12-00, 12-10, 77-87, 77-88, 77-88-19 or 77-89 object class line is allowed per Budget Record.• If your budget record passes all validation, it will be saved and committed to the system.														
16	<p>Check monthly totals for all object classes and FTEs.</p> <table><tr><td>Budget Total</td><td>.00</td><td>.00</td><td>.00</td><td>.00</td><td>.00</td><td>.00</td></tr><tr><td>FTE Total</td><td>.00</td><td>.00</td><td>.00</td><td>.00</td><td>.00</td><td>.00</td></tr></table>	Budget Total	.00	.00	.00	.00	.00	.00	FTE Total	.00	.00	.00	.00	.00	.00
Budget Total	.00	.00	.00	.00	.00	.00									
FTE Total	.00	.00	.00	.00	.00	.00									
17	<p>To enter a new record place the cursor in the parent portion of the record and Press the Down Arrow  or press the Add Record  icon. (<i>Warning - you must commit after updating or adding each record</i>). The Duplicate function  icon will duplicate only the top half of the Budget record. To Close the form, click the Exit  icon.</p> <p><i>If you attempt to exit a form and the system has detected unsaved changes, the Form will prompt you to either go back and save or exit the Form without saving your changes.</i></p>														
18	<p>Use the Quarterly Totals Button to obtain a number of important calculations concerning the current Budget record.</p>														

Functionality of the Additional Buttons



List of Budget Records

This option will allow the user to query existing Budget records. The list displays pertinent information that allows a user to easily scroll through the list to view current Budget

List of Budget Records



Duplicate with Detail Records

Quarterly Totals

- **Total This Record** – Displays the current record's total dollar amount.
- **Total Other Budget Records** – Displays the amount of all other matching Budget records (same FMC / AA_NUM / PROGRAM_CODE)
- **Total Amount Budgeted** – Displays the total amount Budgeted on all Budget records with the same FMC and Program. For Reimbursable, with the same FMC, Program and Project.
- **AA Totals** - Displays the total Allowance Advices for the FMC/Program and Project, if a Reimbursable.
- **Amount Left to Budget** - Displays the amount left to Budget (**AA Totals** minus **Total Amount Budgeted**).

Quarterly Totals

Quarterly Totals

AA Number: AA-08MAY Fund Code: 85 FMC: 30 11 Program Code: 2 24 4 1

Record Number	Object Class	Allocation	Quarter 1	Quarter 2	Quarter 3	Quarter 4
22321	11 12 0 0	100,000.00	.00	.00	.00	100,000.00
		80,645.16	.00	.00	.00	80,645.16
	11 60 0 0	19,354.84	.00	.00	.00	19,354.84
		.00	.00	.00	.00	.00
	12 10 0 0	33,000.00	.00	.00	.00	33,000.00
		.00	.00	.00	.00	.00
TOTAL THIS RECORD		133,000.00	.00	.00	.00	133,000.00
TOTAL OTHER BUDGET RECORDS		55,300.00	3,600.00	2,400.00	46,000.00	3,300.00
TOTAL AMOUNT BUDGETED		188,300.00	3,600.00	2,400.00	46,000.00	136,300.00
AA TOTALS		2,328,952.00	496,601.00	422,397.00	500,000.00	909,954.00
AMOUNT LEFT TO BUDGET		2,140,652.00	493,001.00	419,997.00	454,000.00	773,654.00

Close Quarterly Totals

Apply Surcharge

Using this button will automatically detect your FUND CODE Type and then add the appropriate surcharge lines for 11-60, 12-00, 12-10, 77-87, 77-88, 77-88-19 or 77-89 when using base labor object classes 11-1x and 11-3x. The Fund Code and Project Code type being used on the Budget record will determine which object classes are added. All totals will be checked against the Funds Control System.

Budget Data Input

AA#: AA# Alternate AA# Fund Organization Program Project Task BOP Ser# Record #

Reason: Corresponding Organization:

Reimbursement No: Include in INITIAL LO BOP Upload Original LV Sur 21 Current LV Sur 21 Status: Perm Internal Temp External

Include in FMC BOP Upload Original EC Sur 25 Current EC Sur 25

Initial BOP Adjustment BOP Transfer BOP MARS Budget Load

Object Class	Total	October	November	December	January	February	March
FTE							
FTE							
FTE							
FTE							
Budget Total	.00	.00	.00	.00	.00	.00	.00
FTE Total	.00	.00	.00	.00	.00	.00	.00

Users Guide List of Budget Records Quarterly Totals Apply Surcharge




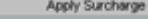
The **Labor Amount** entered for the **Labor Object Classes** 111x, 113x, or 11-71 equals the **Base Amount** plus the **Leave Surcharge**. When the **Apply Surcharge** is clicked, the system will add a line below the 111x or 113x lines. For reimbursable project codes, the new line is the **Base Amount**. The **Base Amount** is calculated by dividing the **Labor Amount** by (1 +

the **Current LV Sur**). For direct project codes, the new line will be the same as the 111x, 113x, or 11-71 record line (no 1160 Object Class is added.)

The system performs the following actions for reimbursable project codes when the **Apply Surcharge** button is used:

Object Class	Amount	Action
Labor Amount (111x, 113x, or 11-71)	100,000.00	User clicks Apply Surcharge . Current LV Sur for this record is 24%.
Base Amount	80,645.16	The system divides <i>Labor Amount</i> by 1 + Current LV Sur (100,000 divided by 1.24). The system populates the amount on the line below the object class.
Leave Surcharge (1160 or 1161)	19,354.84	Base amount is multiplied by Current LV Sur (80,645.16 x .24 = 19,354.84)
Employers' Contribution (1210)	33,000.00	Current EC Sur for this record <i>is</i> 33%. The system multiplies the <i>Labor Amount</i> (<i>Base Amount</i> plus <i>Leave Surcharge</i>) by the Current EC Sur (100,000 x .33 = \$33,000).

Saving a Record

Once all of the data has been entered, the record must be saved. There are only two ways to save a Budget record. The **Apply Surcharge**  button will automatically add 1160, 1210, and any additional surcharges, when a valid labor object class is used. It will then validate, and save the record. The  icon will save the record as it was entered, without applying any surcharges. The  icon save button may be used at any time, and will automatically remove any reference to the fact that the Apply Surcharge button may have already been used. Conversely, **Apply Surcharge**  may also be used at any time, as long as there is a base labor object class present (11-1x or 11-3x). Once the record is saved and committed to the database, the Record # is generated.


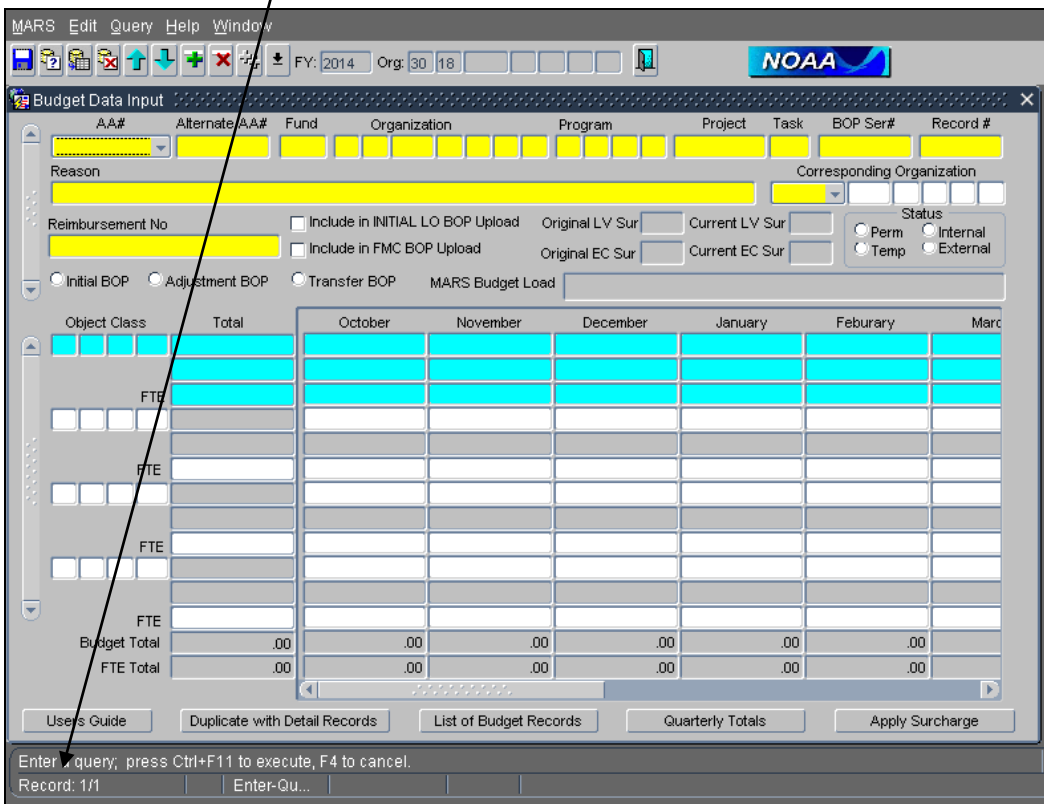

If a record is entered that has been assigned to an **AA#** where the funding for the AA has already been planned, a warning message will pop up to notify the user that the “*Record Cannot Be Saved. Total Budget for the Year is More than Funds Control.....*” If you add a line, and it exceeds the AA amount, you must either decrease the line amount so that it is less than the previous save amount; make it the total under the AA amount, or **Exit** the Form without saving the record. This funds validation is necessary to enforce the AA funds control.

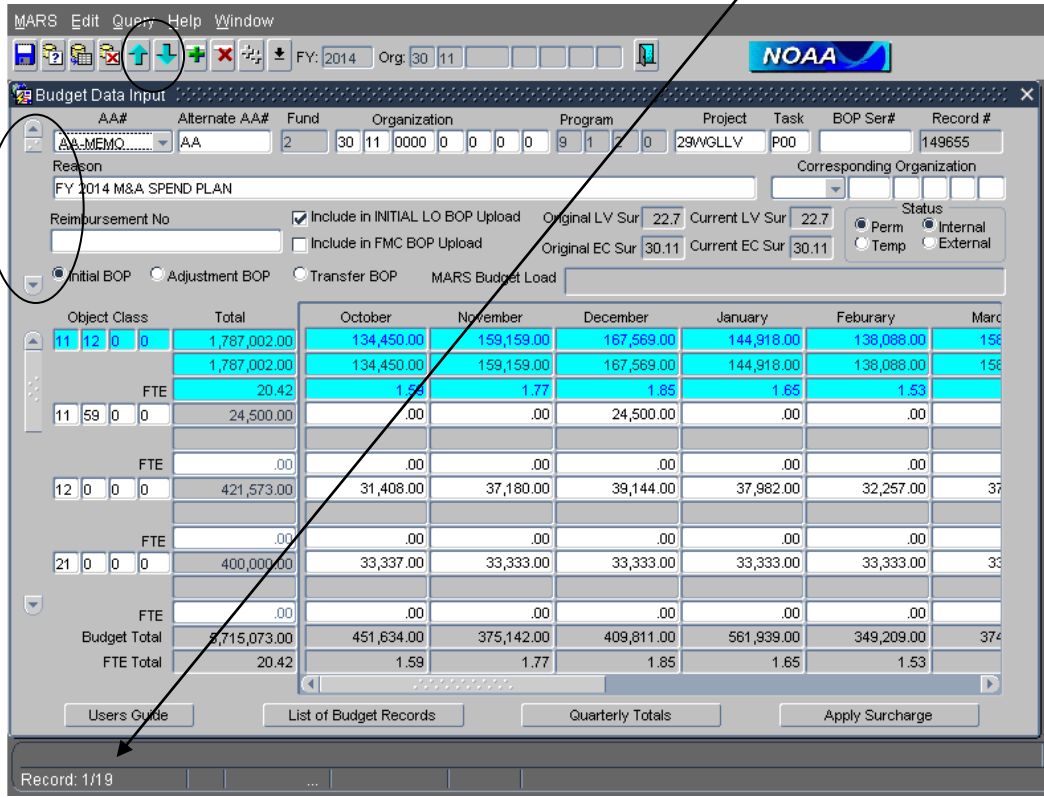


When attempting to exit a form with unsaved changes detected, the Form will prompt the user to either go back and complete a successful save operation or exit the Form without saving the changes. This is necessary to enforce the AA checking and funds control.


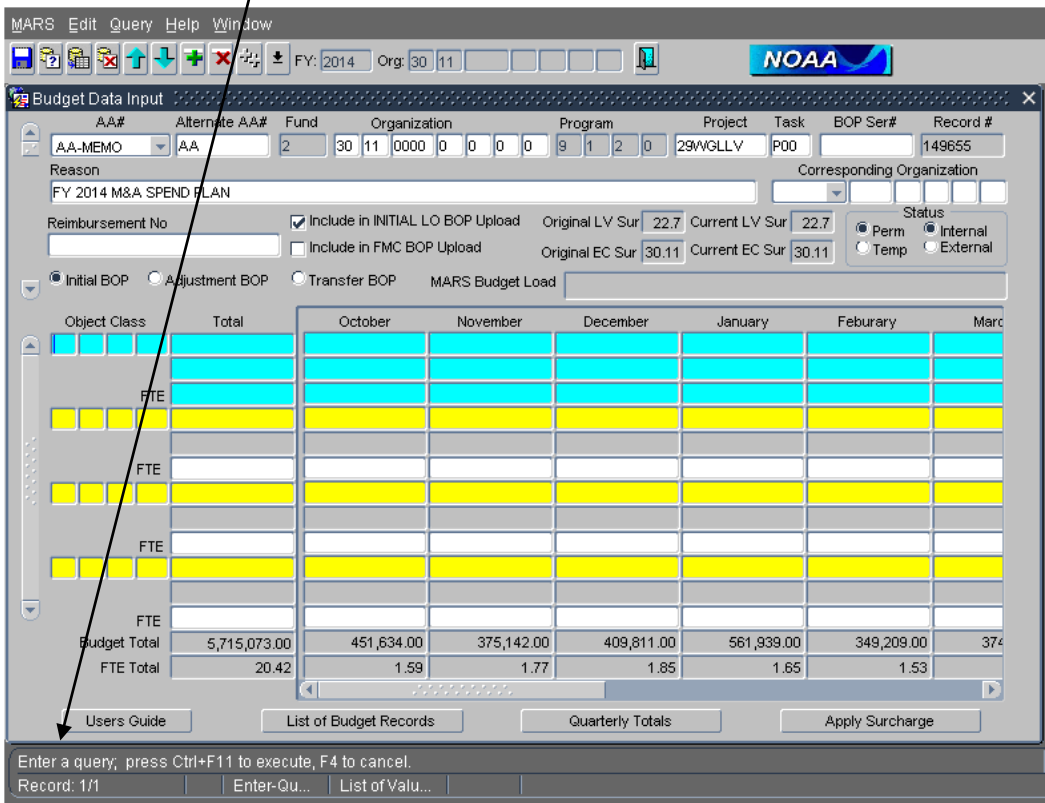

Query a Record

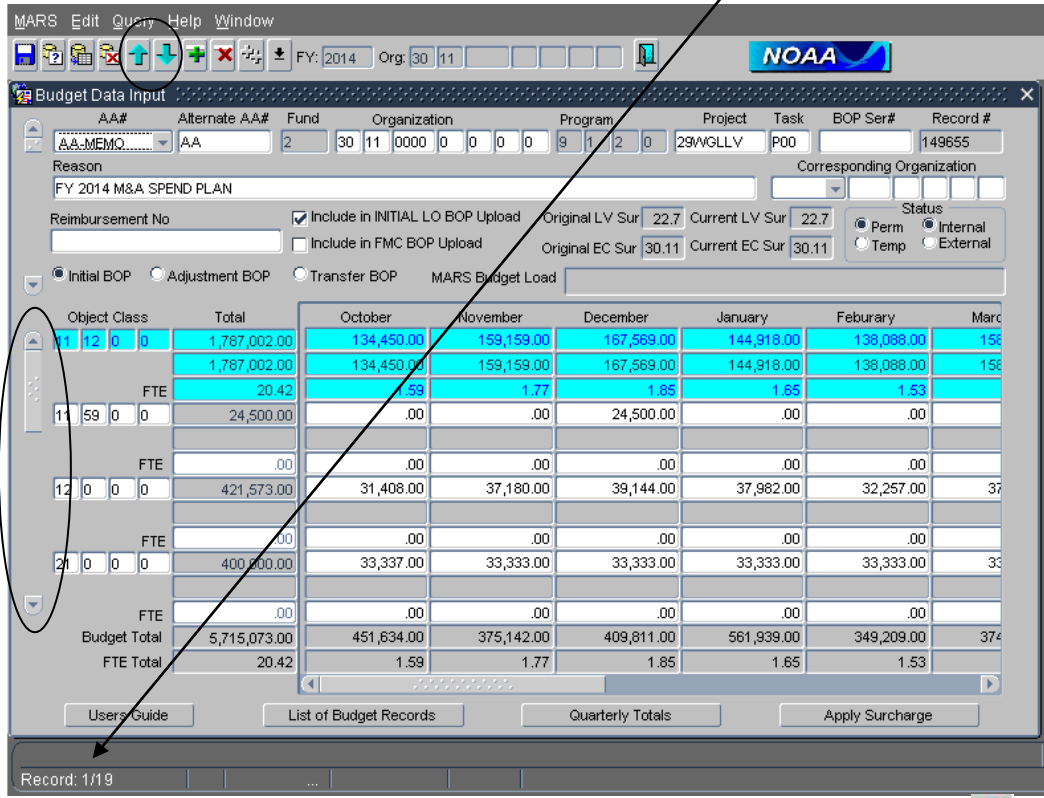


A user is able to select records by entering Query Mode.

Users perform the following steps to query a record in the **Budget Form**:

Step	Action
1	<p>Click on  to enter query mode.</p> <p><i>Note: In the bottom left hand corner of the form, the system indicates that the system is in “Enter a Query” mode.</i></p> 
2	<p>Enter data in any field that is highlighted in “yellow” within a Parent Record. Within some of these fields, you can double click to select the data from the List of Values.</p>
3	<p>Click on  to execute query.</p>




Step	Action
4	<p>Depending on the query, the results may return multiple Parent records.</p>  <p>In this example there are 11 Parent records that have been retrieved. Use the  up and  down arrow keys or the left upper slide bar to scroll through the query record set.</p>

Step	Action
5	<p>Click in the Child record. Click on  to enter query mode.</p> <p><i>Note: In the bottom left hand corner of the form, the system indicates that the system is in “Enter a Query” mode.</i></p> 
6	<p>Enter data in any field that is highlighted in “yellow” within a Parent Record. Within some of these fields, you can double click to select the data from the List of Values.</p>
7	<p>Click on  to execute query.</p>

Step	Action
8	<p>Depending on the query, the results may return multiple Child records.</p>  <p>In this example there are 5 Child records that have been retrieved. Use the  up and  down arrow keys or the left lower slide bar to scroll through the query record set.</p>

Duplicate a Parent Record

Users perform the following steps to duplicate a record in the **Budget Form**:


Step	Action
1	Query record to be duplicated if not already displayed.
2	Click on  to insert a row.
3	Click on  to duplicate the selected row.
4	Enter in the data. Field edits will follow the same format as in the Add mode.
5	Click on  to save and commit the changes.
	<i>If you attempt to exit a form and the system has detected unsaved changes, the Form will prompt you to either go back and save or exit the Form without</i>

Step	Action
	<i>saving your changes.</i>

The screenshot shows the 'Budget Data Input' form. At the top, there are fields for AA#, Alternate AA#, Fund, Organization, Program, Project, Task, BOP Ser#, and Record #. Below these are fields for Reason, Reimbursement No, and checkboxes for 'Include in INITIAL LO BOP Upload' and 'Include in FMC BOP Upload'. There are also fields for Original LV Sur, Current LV Sur, Original EC Sur, and Current EC Sur. A 'Status' section has radio buttons for 'Perm', 'Temp', 'Internal', and 'External'. A 'MARS Budget Load' button is present. A warning dialog box is overlaid on the form, stating: 'You Are Exiting This FORM Without Saving. You Must Save From Inside This FORM. Would You Like To Save?'. The dialog has two buttons: 'Yes Save, Go Back To The FORM' and 'No, Do Not Save'. The background form shows a table with columns for FTE, Budget Total, and FTE Total, with values for various records.

Duplicate with Detail Records

Users perform the following steps to duplicate the entire record in the **Budget Form**:

Step	Action
1	Query Budget record to be duplicated if not already displayed.
2	Click on the Duplicate with Detail Records button.
3	The system will validate displayed Budget record.
	If the record is validated, the system will create and display duplicate Budget record (Parent and Detail records). The new record will be already saved into the MARS database as MEMO. Both check boxes, Include in INITIAL LO BOP Upload and Include in FMC BOP Upload will not be checked. The original Budget record number will be added to the end of the Reason filed.
4	Modify the data as needed. Field edits will follow the same format as in the Add mode. Click on  to save and commit the changes.








Edit Guidelines

Before you edit a record, take note of the surcharge amounts listed on the Form. If the FMC LV or EC rate has changed since the original Budget record was created, the original and current surcharge amounts will differ. If they are different, the system will not allow changes to be made to any financial information. The system will display a message “Your

Original Surcharge Rate Has Changed. The Financial Data on the Record Can Not Be Changed. Please Save As '-MEMO', or Create a New Record." To edit the financial information, change the data in the **AA#** field to MEMO or INT (Ex. FMC-MEMO). When changing financial information, remember that each monthly calculation may be done using either the **Original** or **Current LV** and EC rate. After editing is complete and the Budget Total has not changed, you can re-save the record to the original Allowance Advice Number. Another option is to create a new **Budget** record. When a new **Budget** record is created, the **Original** and Current rates on the **Budget Form** will display the new rates which will be the same. The extension of **MEMO** or **INT** on the **AA#** does not have any effect on the Funds Control.


Edit a Record








Users perform the following steps to edit an allocation in the **Budget Form**:

Step	Action
1	Click on the Enter Query  icon.
2	Enter data in any field that is highlighted in "yellow". Within some of these fields, you can double click to select the data from the list of values.
3	Click the Execute Query  icon. Field edits will follow the same format as in the Add mode. To scroll through multiple Budget records, place your cursor in the top part of the Budget Form , use the up  and down  arrows or the scroll bars. To scroll through multiple detail records use the up  and down  arrows or the scroll bars.
4	Make the desired changes.
5	Click on  to save. <i>If you attempt to exit a form and the system has detected unsaved changes, the Form will prompt you to either go back and save or exit the Form without saving your changes.</i>

Delete a Record

In order to delete the parent record, all associated detail records must be deleted first. Users perform the following steps to delete a record in the **Budget Form**:

Step	Action
1	Click on the Enter Query  icon.
2	Enter data in any field that is highlighted in "yellow". Within some of these

Step	Action
	fields, you can double click to select the data from the list of values
3	<p>Click the Execute Query  icon.</p> <p>To scroll through multiple Budget records, place your cursor in the top part of the Budget Form, use the up  and down  arrows or the scroll bars. To scroll through multiple detail records use the up  and down  arrows or the scroll bars.</p>
4	<p>Click on  to delete record.</p> <p>A CAUTION message will appear saying "<i>Do you want to commit the changes you have made?</i>" Click N for (No) to return to the Form or click Y; for (Yes) to mark the record for deletion.</p>
5	<p>Click on  to commit the deleted record(s).</p> <p><i>NOTE: Once the record(s) has been saved, they are permanently deleted!</i></p>

System Funds Checking Safeguards

If your Budget record is referencing an AA number, then the system automatically performs the following checks to ensure that the Budget plans are in alignment with the Allowance Advices.

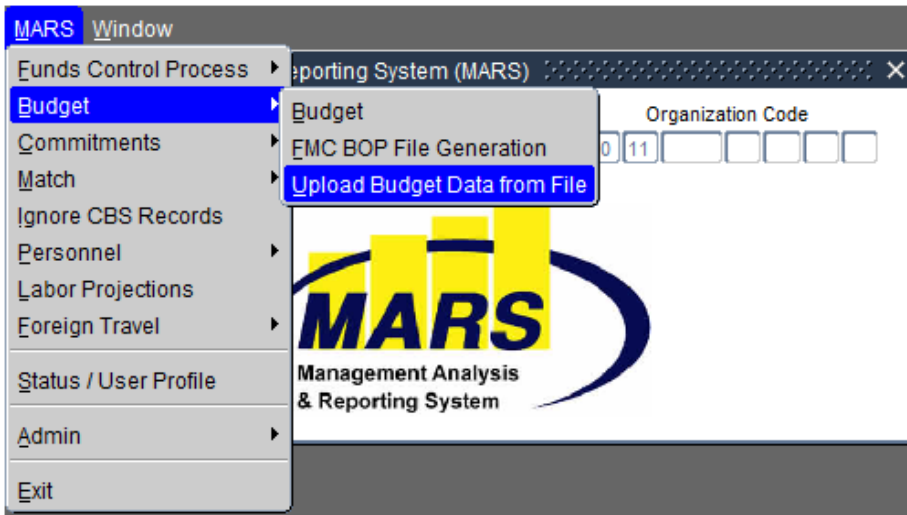
- Verifies that the Budgets do not exceed the Allowance Advice amount
- If you are already over the AA amount when you first open the record, the system verifies that the current amount being saved is lower than the last saved amount for that record. A warning message will be issued in this case, stating that you are still over the AA amount, but have lowered your overall total.
- Checks if the Original and Current LV and EC matches.
- Verifies that the quarterly amounts on the Budget do not exceed the quarterly amounts in the Allowance Advice (Optional Line Office Setting).

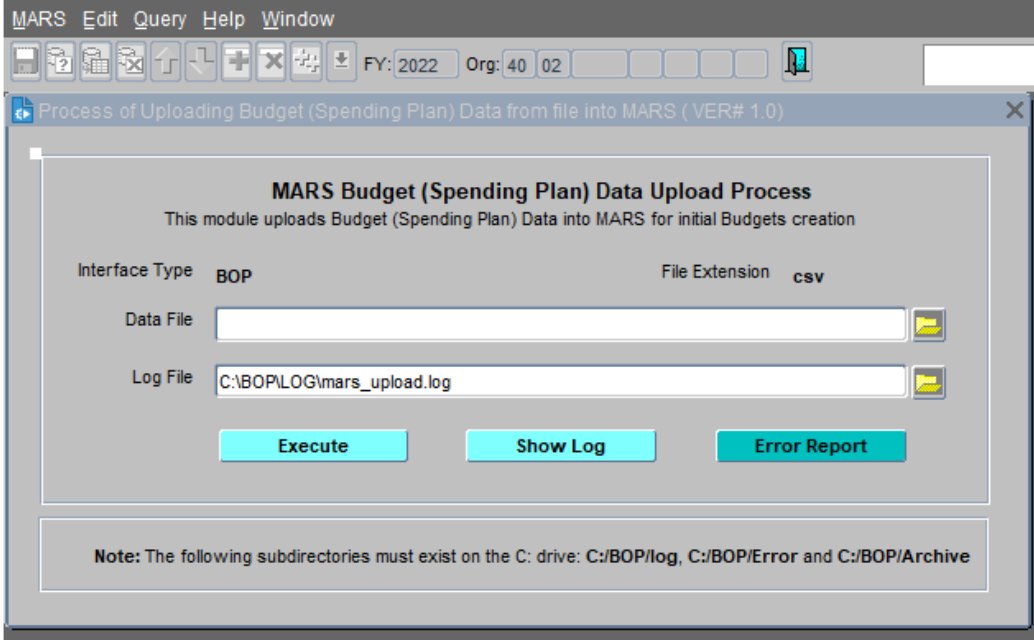
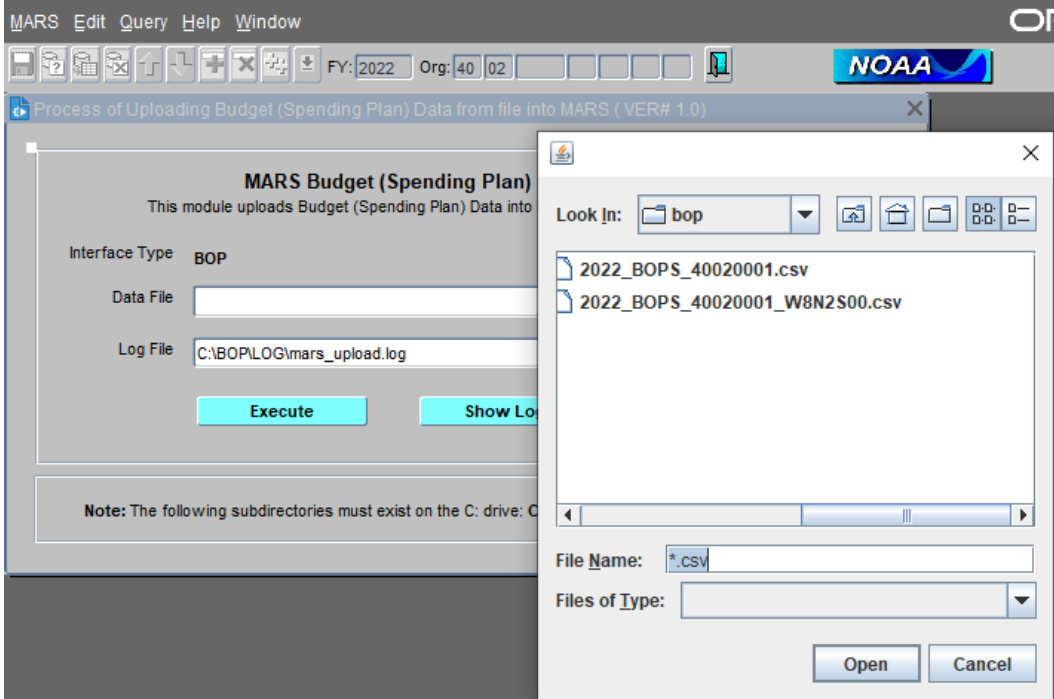
BOP Upload Process into MARS (from file)

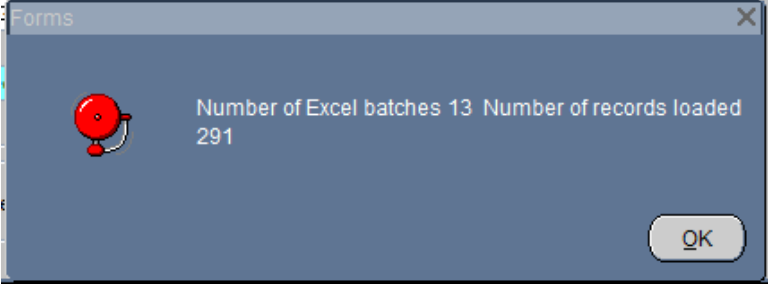
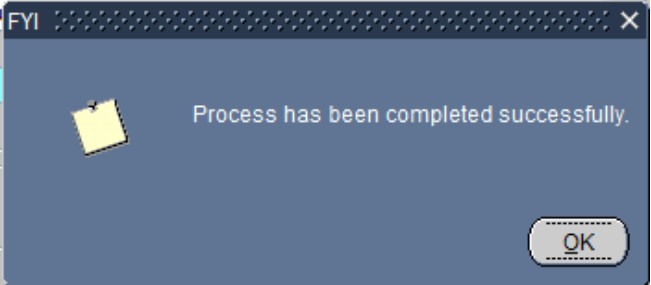
The following is the process for uploading LO BOP Excel file (csv) into MARS to create Initial Budgets entries. While the Fund Control LO Administrator is usually responsible for this function, MARS Budget entry users play a key role in producing successful MARS Initial Budgets.

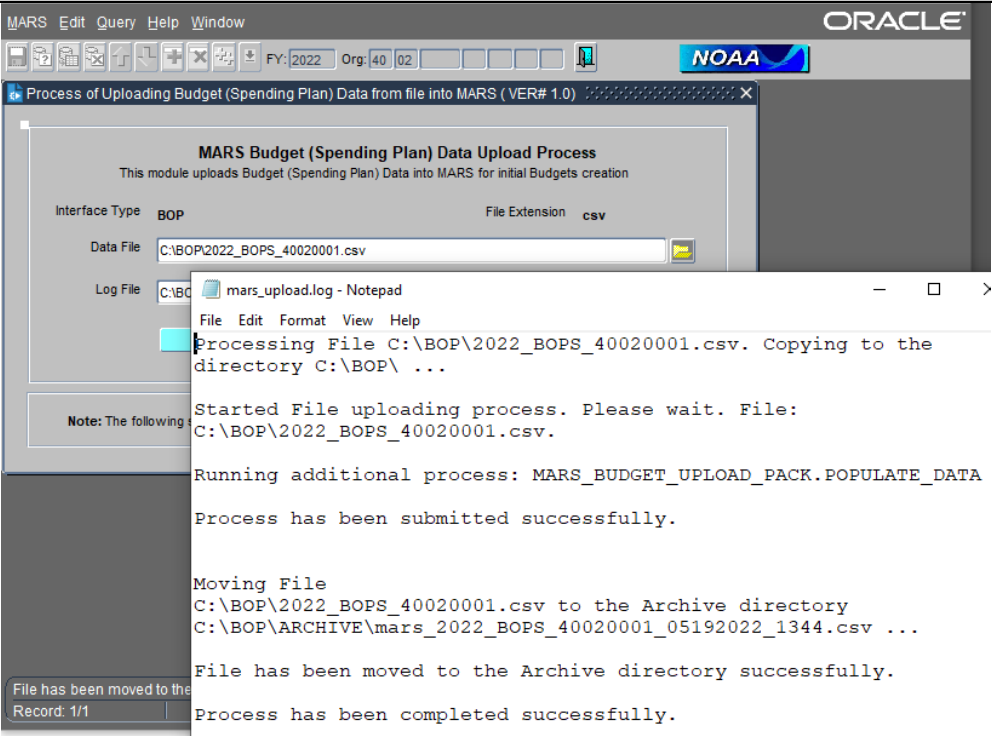

Getting Started

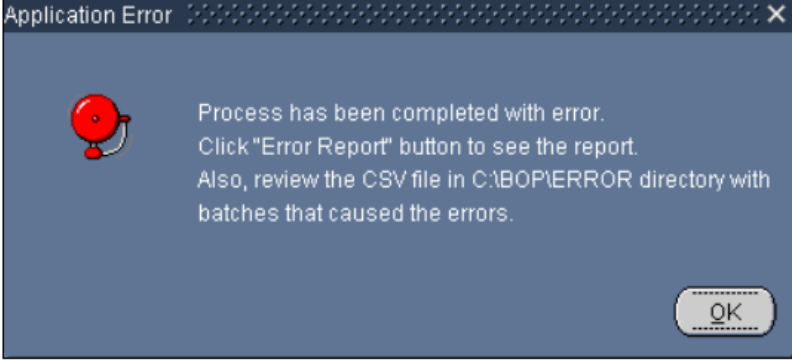
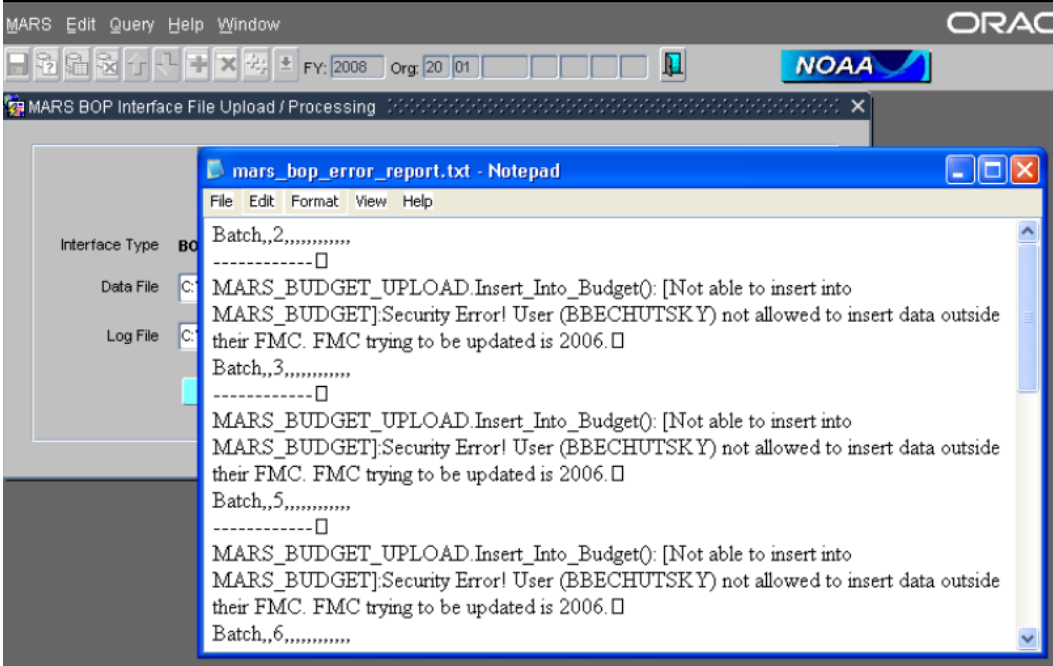
Before executing the BOP Upload, file subdirectories must be established on the C: drive and labeled *C:/BOP/Log*, *C:/BOP/Error*, *C:/BOP/Archive*, and *C:/temp/upload* to house executables and log files. Users perform the following steps to Upload BOP into MARS for initial Budgets creation:

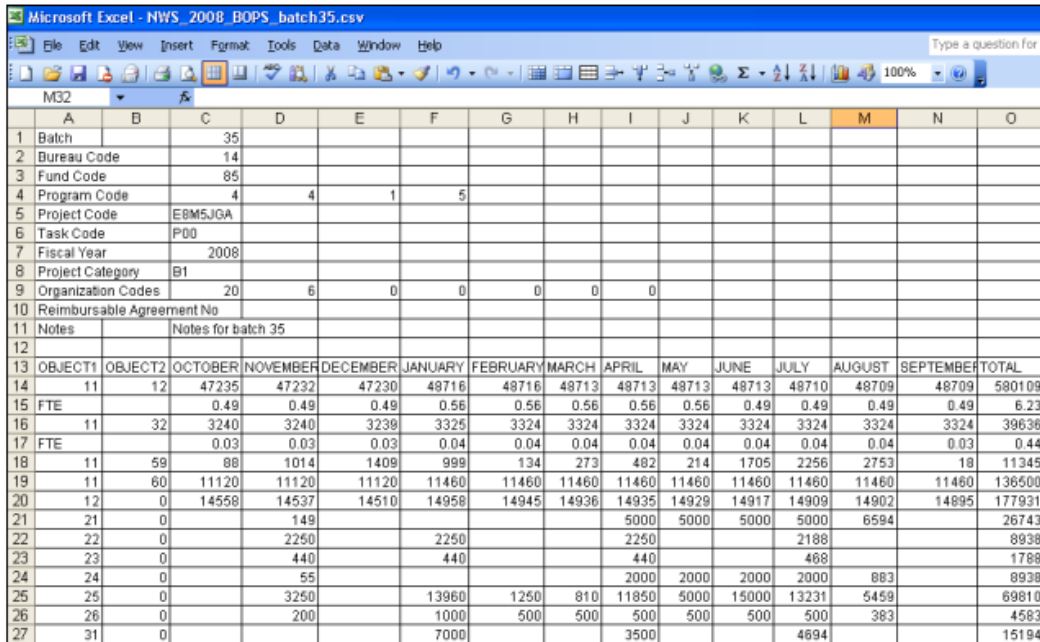
Step	Action
1	<p>Enter the MARS BOP Upload Module by selecting Budget - Upload Budget Data from File.</p> 
2	<p>The following screen will display:</p> <p>The Interface Type defaults to “BOP” and the File extension defaults to “csv”.</p>

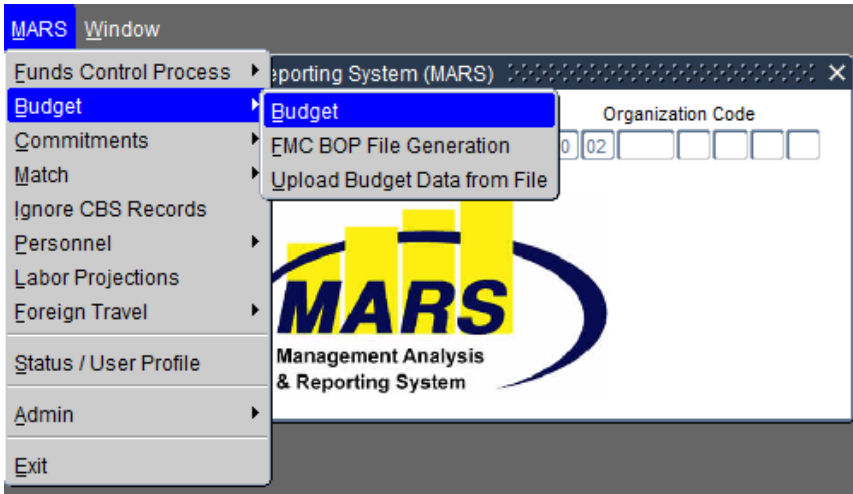
Step	Action
	
3	<p>Enter Data File name or browse to locate the file.</p> <p>Enter Log File name or browse to locate the file.</p> <p>Click Execute.</p> 

Step	Action
4	<p>The file uploading process will begin.</p> <p>The following messages will be displayed during the process:</p> <ul style="list-style-type: none"> The file upload status: <i>Started uploading process. Please wait. File: C:\BOP\2022_BOPS_04020001.csv.</i> The number of BOP batches in the Excel file.  <ul style="list-style-type: none"> Notification for file archiving: <i>Moving File C:\BOP\2022_BOPS_04020001.csv to the Archive directory C:\BOP\ARCHIVE\mars_2022_BOPS_04020001_05192022_1344.csv ...</i> Note: The archive file name in format of Original_File_Name_DATE_TIME.csv The file archiving status: <i>File has been moved to the Archive directory successfully.</i> And Final message for the successful process completion: 
5	<p>Click Show Log.</p> <p>The Notepad will display the log file, <i>mars_upload.log</i>, from <i>C:/BOP/Log</i> subdirectory.</p> <p>For example:</p>

Step	Action
	 <p>The screenshot shows the MARS Budget (Spending Plan) Data Upload Process window. The window title is "Process of Uploading Budget (Spending Plan) Data from file into MARS (VER# 1.0)". The window contains a "MARS Budget (Spending Plan) Data Upload Process" dialog box. The dialog box has a title bar and a main area. The main area contains the following text:</p> <p>This module uploads Budget (Spending Plan) Data into MARS for initial Budgets creation</p> <p>Interface Type: BOP File Extension: csv</p> <p>Data File: C:\BOP\2022_BOPS_40020001.csv</p> <p>Log File: C:\BOP\mars_upload.log - Notepad</p> <p>Note: The following messages will be displayed in the log file:</p> <pre> Processing File C:\BOP\2022_BOPS_40020001.csv. Copying to the directory C:\BOP\ ... Started File uploading process. Please wait. File: C:\BOP\2022_BOPS_40020001.csv. Running additional process: MARS_BUDGET_UPLOAD_PACK.POPULATE_DATA Process has been submitted successfully. Moving File C:\BOP\2022_BOPS_40020001.csv to the Archive directory C:\BOP\ARCHIVE\mars_2022_BOPS_40020001_05192022_1344.csv ... File has been moved to the Archive directory successfully. File has been moved to the Archive directory successfully. Record: 1/1 Process has been completed successfully. </pre>
6	<p>Click Error Report.</p> <p>The following messages will be displayed</p>  <p>The screenshot shows a "Warning" dialog box with a yellow triangle icon. The text inside the dialog box is "No error records for this run." and there is an "OK" button at the bottom right.</p>
7	<p>In case when the process runs with error, the following messages will be displayed at the end of the process:</p> <ul style="list-style-type: none"> • Error File copied to the error directory C:\BOP\ERROR\mars_2022_BOPS_04020001_05142022_1411.csv ... Note: The error file name in format of Original_File_Name_DATE_TIME.csv • And Final message for the unsuccessful process completion:

Step	Action
	 <p>Application Error</p> <p>Process has been completed with error. Click "Error Report" button to see the report. Also, review the CSV file in C:\BOP\ERROR directory with batches that caused the errors.</p> <p>OK</p>
<p>8</p>	<p>Click Error Report.</p> <p>The Notepad will display the error log file, <i>mars_bop_error_report.txt</i>, from <i>C:/BOP/ERROR</i> subdirectory.</p> <p>The Error File will include all batches that processed with error.</p> <p>For example:</p>  <p>The screenshot shows the MARS BOP Interface File Upload / Processing window. On the left, there is a sidebar with 'Interface Type' set to 'BOP', 'Data File' set to 'C:\BOP\ERROR', and 'Log File' set to 'C:\BOP\ERROR'. The main window displays the 'mars_bop_error_report.txt' file in Notepad. The file content shows several error messages for different batches (Batch 2, 3, 5, 6) indicating a security error: '[Not able to insert into MARS_BUDGET]:Security Error! User (BBECHUTSKY) not allowed to insert data outside their FMC. FMC trying to be updated is 2006.'</p>
<p>9</p>	<p>Note: If the same file is uploaded into MARS multiple times, then the duplicate records will be created.</p> <p>All changes to the uploaded records, including deletion, must be done by accessing each record on the <i>MARS Budget</i> module directly.</p>
<p>10</p>	<p>After file successfully uploaded into MARS, the data will be available for review in <i>MARS Budget</i> module.</p> <p>All budget records will be created with the following defaults:</p>

Step	Action
	<p>(1) The records upload with an assumption that Funds Control validation was performed before the file was generated.</p> <p>(2) <i>AA#</i> in format of “Mail Code-MEMO”. The Upload program gets Mail Code from the table based on the Organizational Codes in the header section of the batch.</p> <p>(3) <i>Initial BOP</i> flag is checked</p> <p>(4) The <i>Reason</i> defaults to “Initial Allocations” when batch does not have Notes line.</p> <p>(5) <i>Bop Notes /MARS Budget Load</i> field defaults to text in format of “UPLOAD DATE – BATCH Number”, i.e. “26-FEB-08 – BATCH 35”</p> <p>(6) If file batch includes lines for Labor Object Classes 111x or 113x: The MARS Budget module requires DETAIL LINES for leave, benefits and overhead surcharges when labor cost is listed in object class (111x or 113x). A restriction of one labor base line is allowed per budget record. In the case when the batch has both 111x or 113x detail lines, the upload process will separate 111x or 113x, batch and split 116x detail line before uploading it into MARS Budget tables.</p> <p>(7) FTE will be created from the file for Labor Object Classes 111x, 113x, 116x, and 77x. In the case when the batch has both 111x and 113x detail lines and FTE exists for 116x line, the FTE will be created for lines 111x, 113x. FTE for 116x will not be split and will be created only with 111x detail line under 116x.</p>
11	<p>For example the file you upload includes the batch that looks like the following:</p> 
12	To review the uploaded records, select the proper Fiscal Year and the appropriate

Step	Action
	<p>FMC from the Main MARS Form. Select Budget/Budget from the MARS Main Menu</p>  <p>The screenshot shows the MARS Main Menu with the following options: Funds Control Process, Budget, Commitments, Match, Ignore CBS Records, Personnel, Labor Projections, Foreign Travel, Status / User Profile, Admin, and Exit. The Budget option is highlighted, and a sub-menu is displayed with the following options: Budget, EMC BOP File Generation, and Upload Budget Data from File. The Budget option in the sub-menu is also highlighted. The background of the menu shows the MARS logo and the text 'Management Analysis & Reporting System'.</p>
13	<p>A user is able to select records by entering Query Mode. Follow the steps in the Query a Record section above to query a record in the MARS Budget module.</p>
14	<p>Our Example batch has Labor Object Classes 111x and 113x, detail lines. The MARS Budget will have two records with same header information from the batch and different Budget details.</p> <p>One record will include lines with Object Class 111x and 1160, determined by ratio, and all other lines. The second record will include lines with Object Class 1113 and 1160, determined by ratio.</p> <p>Follow the logic described in the Apply Surcharge section above for the Labor Amount of the Labor Object Classes 111x or 113x.</p> <p>The following is example of first Budget Record:</p>

Management Analysis and Report System (MARS) Users Guide

Step

Action

MARS Edit Query Help Window ORACLE

FY: 2008 Org: 20 06

Budget Data Input

AA# Alternate AA# Fund 85 Organization 20 06 0000 0 0 0 0 0 0 4 4 1 5 Program E8MSJGA Project Task Other FMC BOP Ser# Record # 72047

Reason INITIAL ALLOCATIONS Original LV Sur 20.63 Current LV Sur 20.63 Status ☒ Perm ☒ Internal
Original EC Sur 26 Current EC Sur 26 ☐ Temp ☐ External

Reimbursement No ☒ Initial Bop ☐ Adjustment Bop ☐ Transfer Bop Bop Notes 26-FEB-08 - BATCH 35

Object Class	Total	October	November	December	January	February	March
11 12 0 0	707,876.00	57,643.00	57,640.00	57,638.00	59,443.00	59,443.00	59,443.00
	580,109.00	47,235.00	47,232.00	47,230.00	48,716.00	48,716.00	48,716.00
FTE	6.23	.49	.49	.49	.56	.56	.56
11 59 0 0	11,345.00	88.00	1,014.00	1,409.00	999.00	134.00	
	.00	.00	.00	.00	.00	.00	
FTE	.00	.00	.00	.00	.00	.00	
11 60 0 0	127,767.00	10,408.00	10,408.00	10,408.00	10,727.00	10,727.00	10,727.00
	.00	.00	.00	.00	.00	.00	
FTE	.00	.00	.00	.00	.00	.00	
12 0 0 0	177,931.00	14,558.00	14,537.00	14,510.00	14,958.00	14,945.00	14,945.00
	.00	.00	.00	.00	.00	.00	
FTE	.00	.00	.00	.00	.00	.00	
Budget Total	1,033,146.00	72,289.00	79,535.00	73,557.00	100,050.00	76,272.00	76,272.00
FTE Total	6.23	.49	.49	.49	.56	.56	.56

List of Budget Records Quarterly Totals Apply Surcharge

The Second record.

MARS Edit Query Help Window ORACLE

FY: 2008 Org: 20 06

Budget Data Input

AA# Alternate AA# Fund 85 Organization 20 06 0000 0 0 0 0 0 0 4 4 1 5 Program E8MSJGA Project Task Other FMC BOP Ser# Record # 72048

Reason INITIAL ALLOCATIONS Original LV Sur 20.63 Current LV Sur 20.63 Status ☒ Perm ☒ Internal
Original EC Sur 26 Current EC Sur 26 ☐ Temp ☐ External

Reimbursement No ☒ Initial Bop ☐ Adjustment Bop ☐ Transfer Bop Bop Notes 26-FEB-08 - BATCH 35

Object Class	Total	October	November	December	January	February	March
11 32 0 0	48,369.00	3,952.00	3,952.00	3,951.00	4,058.00	4,057.00	4,057.00
	39,636.00	3,240.00	3,240.00	3,239.00	3,325.00	3,324.00	3,324.00
FTE	.44	.03	.03	.03	.04	.04	.04
11 60 0 0	6,733.00	712.00	712.00	712.00	733.00	733.00	733.00
	.00	.00	.00	.00	.00	.00	
FTE	.00	.00	.00	.00	.00	.00	

File Generation Process for Initial LO BOP Upload into CBS

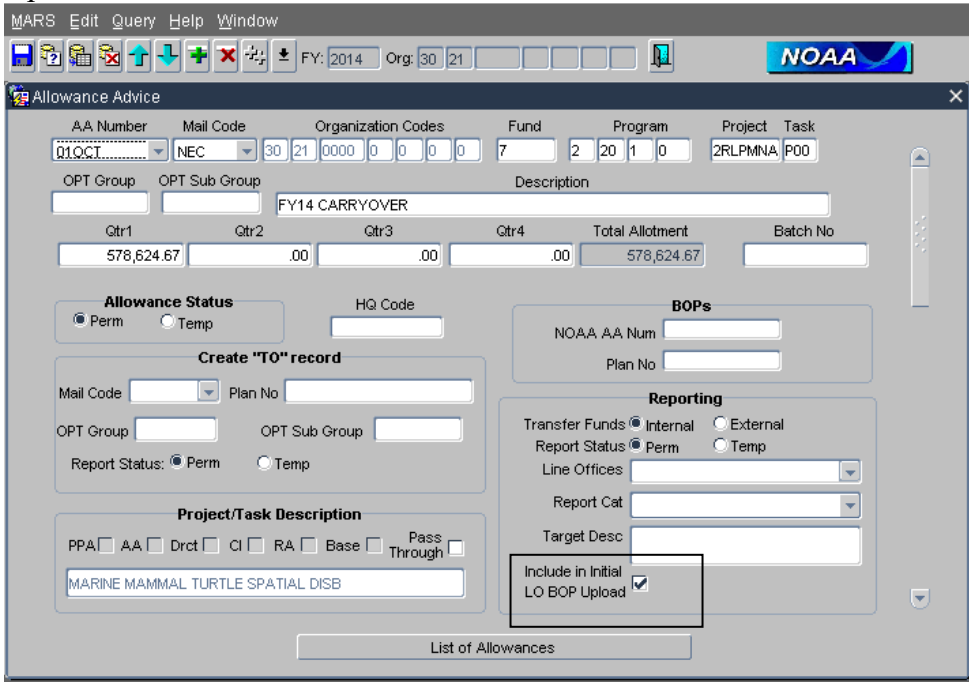
The following is the process for uploading MARS Budgets to CBS to create Initial BOP entries. While the Fund Control Administrator is usually responsible for this function, MARS Budget entry users play a key role in producing successful CBS Initial BOPS.

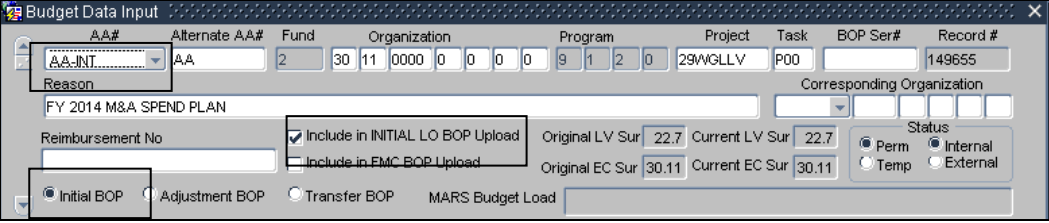
Getting Started

Before executing the BOP Upload, file directory (s) must be established to house executables and log files.

CBS recommend saving the file(s) to a **network directory** and **not** the C:\ drive.

In addition, the file(s) **should not have ‘spaces’ in its name**. For example, a file should be named ‘BOPFILE.CSV’. Naming a file ‘BOP FILE.csv’ (with a space) will fail during Upload into CBS process.

Step	Action
1	<p>Check the <i>Funds Control Initial Target vs. Budget By Allowance Advice/ FMC /Project (75)</i> report to ensure that funding is available for uploads. Fund Control Administrators must mark “Include in Initial LO BOP Upload” on all Allowance Advice records that will be included in the Upload process. Ensures Allowance Advice entries are marked as “Include in Initial LO BOP Upload”.</p> 
2	<p>Enter MARS Budget plans by Org/Project/Task (OPT) with a registered AA# and the “Include in INITIAL LO BOP Upload” is checked.</p>

Step	Action
	
3	MARS Budget Entry user notifies the Funds Control Administrator when plans are completed and are ready for uploading. This is normally done through e-mail or other written procedures established by each LO.
4a	<p>Funds Control Administrator access MARS Reports / <i>Funds Control / Funds Control / BOP Uploading File Generation process</i> to begin the Upload process.</p> <p>Run report <i>Funds Control Initial Target vs. Budget By Allowance Advice/ FMC /Project (75)</i> to reviews plans to ensure they agree with allotments.</p> <div data-bbox="349 835 1328 1654" style="border: 1px solid black; padding: 5px;"> <p>Records selected for Initial LO BOP Upload: Funds Control vs. Budget By Allowance Advice / FMC / Program and Project (75)</p> <p>Description - This report compares Funds Control vs. Budget selected for Initial LO BOP Upload By Allowance Advice / FMC / Program and Project.</p> <p>You can limit the data returned to any or all of the following criteria:</p> <p>2013 ▼ Fiscal Year</p> <p>3021 NORTHEAST FISHERIES SCIENCE CENTER ▼ FMC</p> <p>% Allowance Advice# (01OCT, 02NOV....)</p> <p>Please note that selecting ALL from fund code drop down list excludes Internal Fund "02"</p> <p>Fund Codes (Use Ctrl key for multiple selection)</p> <div style="display: flex;"> <div style="flex: 1;"> <p>1015 - NOAA ORF 1313/141450</p> <p>1016 - PACIFIC COASTAL SALMON RECOVE</p> <p>1017 - ORF 1313/151450</p> <p>1018 - NOAA PAC 1314/161460</p> <p>1019 - NOAA ORF 1314/151450</p> <p>1020 - PACIFIC COASTAL SALMON RECOVE</p> <p>1021 - ORF 1314/161450</p> <p>1022 - GULF COAST ECOSYSTEM RESTORA</p> <p>1050 - SANCTUARIES ENFORCEMNT - AFF</p> <p>1051 - SANCTUARIES ENFORCEMENT - AFF</p> <p>1066 - FISHERIES ENFORCEMENT - AFF</p> <p>ALL</p> </div> <div style="flex: 1; border: 1px solid black; padding: 5px;"> <p>ALL REIMB Funds</p> </div> </div> <p>Exclude Expired Funds:</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>2 - 20 - 1 - 0 Program Code</p> <p>(SQL wildcard not allowed. Single number OK)</p> <p>Run Report</p> </div>
	The following Report 75 will display.

Management Analysis and Report System (MARS) Users Guide

Step	Action																												
	<div>Report # 75</div> <div>NATIONAL MARINE FISHERIES SERVICE MARS</div> <div>Funds Control vs. Budget selected for Initial LO BOP Upload By Allowance Advice, FMC, Program and Project</div> <div>Fiscal Year: 2013 FMC: 3021</div> <div><table><tr><td>Allowance Adv # %</td><td>Program Code 2 20 1 0</td><td>Fund Codes 5,6,7,9,96,97,1006</td><td>Exclude Exp Funds Y</td></tr></table></div> <div>AA# 01OCT</div> <div><table><tr><th>FMC/Office</th><th>Program</th><th>Project Code</th><th>Funds Control</th><th>Budget</th><th>Difference</th></tr><tr><td>3021-NEC</td><td>02-20-01-000</td><td>2RLPMNA</td><td>\$474,722.90</td><td>\$474,722.90</td><td>\$0.00</td></tr><tr><td>Total For AA #</td><td>01OCT</td><td></td><td>\$474,722.90</td><td>\$474,722.90</td><td>\$0.00</td></tr><tr><td>Report Total:</td><td></td><td></td><td>\$474,722.90</td><td>\$474,722.90</td><td>\$0.00</td></tr></table></div>	Allowance Adv # %	Program Code 2 20 1 0	Fund Codes 5,6,7,9,96,97,1006	Exclude Exp Funds Y	FMC/Office	Program	Project Code	Funds Control	Budget	Difference	3021-NEC	02-20-01-000	2RLPMNA	\$474,722.90	\$474,722.90	\$0.00	Total For AA #	01OCT		\$474,722.90	\$474,722.90	\$0.00	Report Total:			\$474,722.90	\$474,722.90	\$0.00
Allowance Adv # %	Program Code 2 20 1 0	Fund Codes 5,6,7,9,96,97,1006	Exclude Exp Funds Y																										
FMC/Office	Program	Project Code	Funds Control	Budget	Difference																								
3021-NEC	02-20-01-000	2RLPMNA	\$474,722.90	\$474,722.90	\$0.00																								
Total For AA #	01OCT		\$474,722.90	\$474,722.90	\$0.00																								
Report Total:			\$474,722.90	\$474,722.90	\$0.00																								
4b	Report <u>Quarterly Funds Control vs Budget By Allowance Advice /FMC /Program (75a)</u> also can be run for verification. On the report 75a check “Show records checked for Initial LO BOP Upload, Funds Control vs. Budget” in the Budget Records Selection, and check “All” or “Initial” in the Budget Type Selection.																												

Step	Action
	<p>Quarterly Funds Control vs. Budget By Allowance Advice / FMC / Program (75a)</p> <p>Description - This report contains quarterly Funds Control totals vs. Budget By FMC / Mail Code / Program.</p> <hr/> <p>You can limit the data returned to any or all of the following criteria:</p> <p>2013 Fiscal Year</p> <p>3021 NORTHEAST FISHERIES SCIENCE CENTER FMC</p> <p>ALL Mail Codes</p> <p>Please note that selecting ALL from fund code drop down list excludes Internal Fund "02"</p> <p>Fund Codes (Use Ctrl key for multiple selection)</p> <div> <div> 1015 - NOAA ORF 1313/141450 1016 - PACIFIC COASTAL SALMON RECOVER 1017 - ORF 1313/151450 1018 - NOAA PAC 1314/161460 1019 - NOAA ORF 1314/151450 1020 - PACIFIC COASTAL SALMON RECOVER 1021 - ORF 1314/161450 1022 - GULF COAST ECOSYSTEM RESTORATION 1050 - SANCTUARIES ENFORCEMENT - AFF 1051 - SANCTUARIES ENFORCEMENT - AFF 1066 - FISHERIES ENFORCEMENT - AFF ALL </div> <div> > >> << < </div> <div> ALL REIMB Funds </div> </div> <p>Exclude Expired Funds: <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>Project Code (SQL wildcards OK)</p> <p>2 - 20 - 1 - 0 Program Code (SQL wildcard not allowed. Single number OK)</p> <p>Budget Records Selection:</p> <p> <input checked="" type="radio"/> Show records checked for Initial LO BOP Upload, Funds Control vs. Budget <input type="radio"/> Show records checked for FMC BOP Upload, Funds Control vs. Budget <input type="radio"/> Total Budget vs. Funds Control </p> <p>Budget Type Selection:</p> <p> <input checked="" type="radio"/> All <input type="radio"/> Initial <input type="radio"/> Adjustment <input type="radio"/> Transfer </p> <p>MARS Budget Records:</p> <p> <input type="radio"/> Include INT/MEMO Budget records <input checked="" type="radio"/> Exclude INT/MEMO Budget records </p> <p>Run Report</p>
4c	The following Report 75a will display.

Management Analysis and Report System (MARS) Users Guide

Step

Action

Report #75a

NATIONAL MARINE FISHERIES SERVICE

MARS

Allowance Advice vs Budget by Quarters
for FY 2013 / FMC 3021 : ALL

Budget selected for Initial LO BOP Upload vs. Funds Control

Dec. 2, 2013

04:09:11 PM

Page 1 of 1

Program Code	Fund Code	Exclude Exp Funds	Project	Exclude INT/MEMO
2 20 1 0	5,6,7,9,96,97,1006	Y		Y

FMC: 3021

Mail Code: NEC

Program 02-20-01-000

Fund Code 7

Project 2RLPMNA

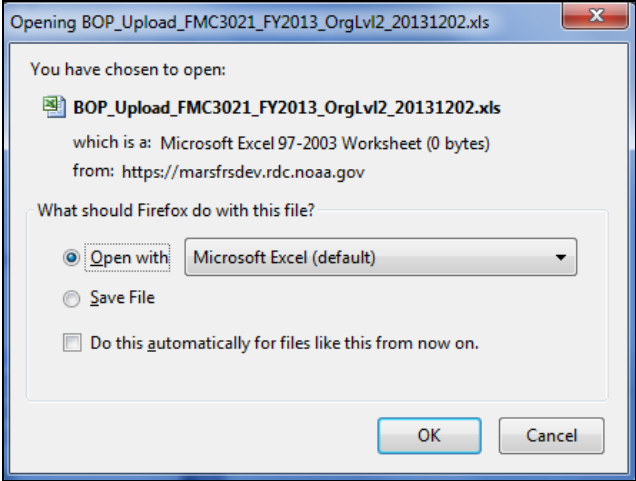
	Qtr1	Qtr2	Qtr3	Qtr4	Total
Allocation	474,722.90	0.00	0.00	0.00	474,722.90
Budget	263,318.00	209,404.90	2,000.00	0.00	474,722.90
Difference	211,404.90	-209,404.90	-2,000.00	0.00	0.00

Program 02-20-01-000	Fund Code 7	Total:	Qtr1	Qtr2	Qtr3	Qtr4	Total
			474,722.90	0.00	0.00	0.00	474,722.90
			263,318.00	209,404.90	2,000.00	0.00	474,722.90
			211,404.90	-209,404.90	-2,000.00	0.00	0.00

FMC Total:	Qtr1	Qtr2	Qtr3	Qtr4	Total
	474,722.90	0.00	0.00	0.00	474,722.90
	263,318.00	209,404.90	2,000.00	0.00	474,722.90
	211,404.90	-209,404.90	-2,000.00	0.00	0.00

5

After Reports are verified, return to the Initial LO BOP Upload, enter selection criteria, and click “Create File” button

Step	Action
	<p>BOP FILE Generation</p> <p>FOR BUDGET RECORDS SELECTED FOR INITIAL LO BOP UPLOAD</p> <p>Description - File generation for summarized Initial LO BOP data. Data is taken from the MARS_BUDGET and MARS_BUDGET_DET tables.</p> <p>You can limit the data returned to any or all of the following criteria:</p> <p>2013 ▼ Fiscal Year</p> <p>3021 NORTHEAST FISHERIES SCIENCE CENTER ▼ FMC</p> <p>2 ▼ Organization Level</p> <p>Please note that selecting ALL from fund code drop down list INCLUDES Internal Fund "02"</p> <p>Fund Codes (Use Ctrl key for multiple selection)</p> <div> <div> 1015 - NOAA ORF 1313/141450 1016 - PACIFIC COASTAL SALMON RECOVER 1017 - ORF 1313/151450 1018 - NOAA PAC 1314/161460 1019 - NOAA ORF 1314/151450 1020 - PACIFIC COASTAL SALMON RECOVER 1021 - ORF 1314/161450 1022 - GULF COAST ECOSYSTEM RESTORATION 1050 - SANCTUARIES ENFORCEMENT - AFF 1051 - SANCTUARIES ENFORCEMENT - AFF 1066 - FISHERIES ENFORCEMENT - AFF ALL </div> <div> ALL REIMB Funds </div> </div> <p>2 - 20 - 1 - 0 Program Code (SQL Wildcards NOT OK)</p> <p>Data Roll-up Options:</p> <p><input type="radio"/> Project and Task</p> <p><input checked="" type="radio"/> Project</p> <p><input type="radio"/> Program</p> <p>Funds Control vs. Budget selected for Initial LO BOP Upload By Allowance Advice/FMC/Project (75)</p> <p>Create File</p>
5a	<p>The File Generation process starts. The File Download message appears. Click “Open”.</p> 

Management Analysis and Report System (MARS) Users Guide

Step	Action
	<p>A Comma Delimited File is created in Microsoft Excel. Use default naming convention to save the upload file or use your own: C:\BOP\BOP_Upload_FMCxx(Org1 and Org2)_FYyyyy_OrgLevelx_date(YYYYMMDD).csv Example: C:\BOP\FY2013FMC3012.csv or C:\BOP\FY2013_3012.csv</p> <p>Note: Do not use spaces or hyphens. Underscores may be used.</p>

Batch		6692														
Bureau Code		14														
Fund Code		7														
Program Code		2	20	1	0											
Project Code		2RLPMNA														
Task Code		P00														
Fiscal Year		2013														
Project Category		A														
Organization Codes		30	21	0	0	0	0	0								
Reimbursable Agreement No		N/A														
Notes		2013 - Initial BOP														
OBJECT1	OBJECT2	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTAL		
0	0		245000		200000									445000		
11	51	3000	3000											6000		
21	0			5000	2000	2000	2000	2000						13000		
23	19	270	270											540		
26	0		2000	2000	2000	1000	404.9							7404.9		
77	87	663	663											1326		
77	88	366	366											732		
77	89	360	360											720		

File Generation Process for FMC BOP Upload into CBS

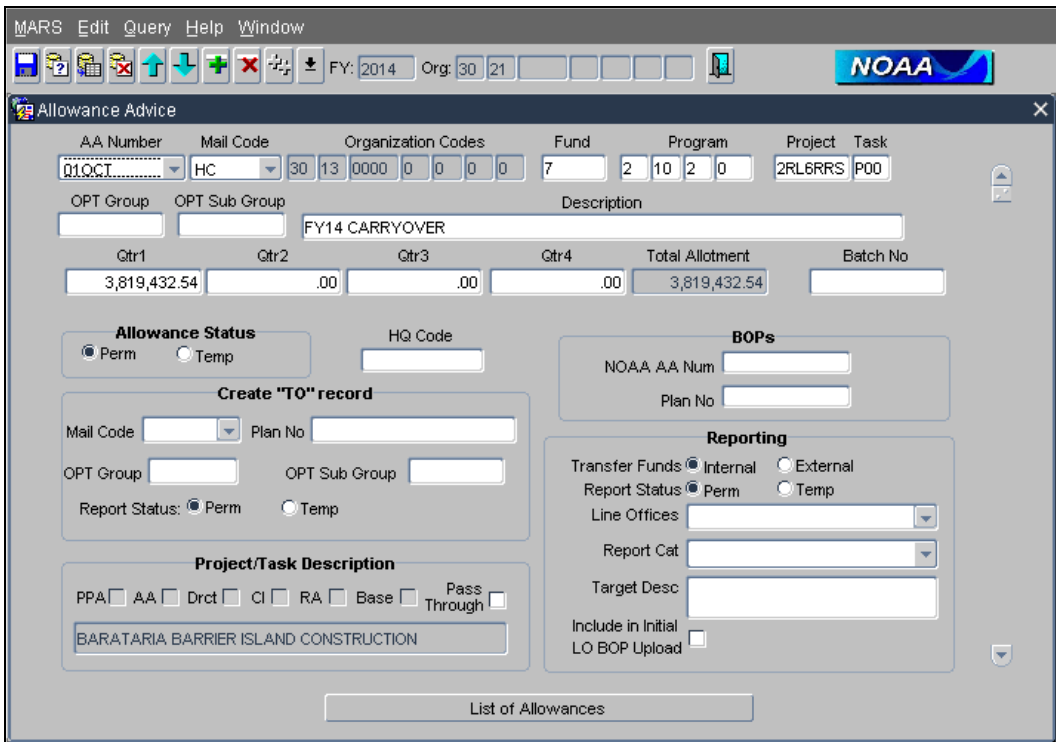
The following is the process for uploading MARS Budget to CBS to create BOP entries (including MARS Adjustment and Transfer Budgets). The user must be assigned the **MARS Budget** role to use this module. FMC BOP file creation will be restricted to the FMC assigned to each user in the **MARS User Security Form**.

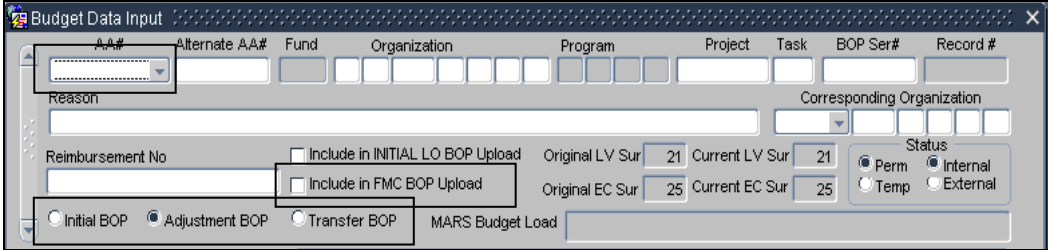
Getting Started

Before executing the BOP Upload, file directory (ies) must be established to house executables and log files.

CBS recommend saving the file(s) to a **network directory** and **not** the C:\ drive.

In addition, the file(s) **should not have 'spaces' in its name**. For example, a file should be named 'BOPFILE.CSV'. Naming a file 'BOP FILE.csv' (with a space) will fail during Upload into CBS process.

Step	Action
1	<p>Before file generation, ensure that funding is available for the upload. Note: no specific flag is needed on the Allowance Advice side.</p> 
2	<p>Enter MARS Budget plans by Org/Project/Task (OPT) with a registered AA# or MEMO. Follow these rules:</p> <ul style="list-style-type: none"> Absolute Value of the Budget selected for upload cannot exceed available Funding (Total Allotment).

Step	Action
	<ul style="list-style-type: none"> • Validate by FY, FMC, Mail Code, Fund, and Program (by Project for the Reimbursable Funds). • Transfer Budget must have Corresponding FMC/Org Codes. • Total Transfer Budget amount must be negative. • New Budget Records will need to be created for each Transfer/Adjustment upload. • “Include in FMC BOP Upload” flag must be checked. • Define the BOP record type: <ul style="list-style-type: none"> ✓ Initial BOP (new funding line, that is not currently in CBS BOP) ✓ Adjustment BOP (change to an existing Budget line) ✓ Transfer BOP (transfer to another FMC). 
3	Run report <u>Quarterly Funds Control vs. Budget By Allowance Advice /FMC /Program (75a)</u> to reviews plans to ensure they agree with allotments. On the report 75a, check “ <i>Show records checked for FMC BOP Upload, Funds Control vs. Budget</i> ” in the Budget Records Selection, and specify the Budget Type Selection.

Step	Action
3a	<p>Quarterly Funds Control vs. Budget By Allowance Advice / FMC / Program (75a)</p> <p>Description - This report contains quarterly Funds Control totals vs. Budget By FMC / Mail Code / Program.</p> <p>You can limit the data returned to any or all of the following criteria:</p> <p>2014 ▾ Fiscal Year</p> <p>0100 OFFICE OF UNDER SECRETARY ▾ FMC</p> <p>ALL ▾ Mail Codes</p> <p>Please note that selecting ALL from fund code drop down list excludes Internal Fund "02"</p> <p>Fund Codes (Use Ctrl key for multiple selection)</p> <div> <div> ALL ORF Funds ALL PAC Funds ALL REIMB Funds 0001 - OR&F GENERAL OPERATIONS 13X14 02 - INTERNAL FUND 13X1450 0003 - REIMBURSABLE (W/OUT ADV), REC 0004 - REIMBURSABLE (W/ADV), RECOVER 0005 - ADVANCES - SINGLE YR REIMB 13 0006 - ADVANCES - MULTI OR NO YEAR R 0007 - REIMBURSABLE 0008 - DIRECT FIN FUND 13X4324 0009 - INSPECTION AND GRADING OF PRO </div> <div> → → ← ← </div> <div> ALL </div> </div> <p>Exclude Expired Funds:</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="text"/> Project Code (SQL wildcards OK)</p> <p><input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> Program Code (SQL wildcard not allowed. Single number OK)</p> <p>Budget Records Selection:</p> <p><input checked="" type="radio"/> Show records checked for Initial LO BOP Upload, Funds Control vs. Budget <input type="radio"/> Show records checked for FMC BOP Upload, Funds Control vs. Budget <input type="radio"/> Total Budget vs. Funds Control</p> <p>Budget Type Selection:</p> <p><input checked="" type="radio"/> All <input type="radio"/> Initial <input type="radio"/> Adjustment <input type="radio"/> Transfer</p> <p>MARS Budget Records:</p> <p><input type="radio"/> Include INT/MEMO Budget records <input checked="" type="radio"/> Exclude INT/MEMO Budget records</p> <p><input type="button" value="Run Report"/></p>
3b	The following Report 75a will display.

Step	Action
	<ul style="list-style-type: none"> ✓ Specify Data Roll-up Options: Project and Task, Project or Program. Note: The user will need to select the same roll-up for Initial and Adjustments/Transfers upload to match the Initial plan in the CBS. ✓ Specify Budget Record Roll-up Options: <i>By Single Budget Record</i> or <i>Group by Data Roll up Selected</i>. <p>Note: By <i>Single Budget Record</i> means that each MARS Budget Record will be created as separate Batch in the BOP <i>cvs</i> file. <i>Group by Data Roll up Selected</i> allows the users to combine multiple Budget Records into one Batch.</p> <p>For <i>Group by Data Roll up Selected</i> option, <i>Notes</i> field allows to override the Budget record's Remarks.</p> <p>If <i>Notes</i> is entered, the system will use it for all Batches in your file and combine them based on the roll-up selection (like in the LO load).</p> <p>If user already entered the same Remarks for all of the MARS Budget records with the same roll-up criteria, they can leave this <i>Notes</i> parameter blank, and the system will keep their Budget records Remarks.</p> <p>Click "Create File" button.</p>

Step	Action
	<p>BOP FILE Generation</p> <p>For Budget Records selected for FMC BOP Upload</p> <p>Description - File generation for FMC BOP Upload. Data is taken from the MARS_BUDGET and MARS_BUDGET_DET tables.</p> <p>You can limit the data returned to any or all of the following criteria:</p> <p>2012 Fiscal Year</p> <p>BOP Upload Type:</p> <p><input checked="" type="radio"/> Initial BOP's</p> <p><input type="radio"/> Transfer or Adjustments BOP's</p> <p>Data Roll-up Options:</p> <p><input type="radio"/> Project and Task</p> <p><input checked="" type="radio"/> Project</p> <p><input type="radio"/> Program</p> <p>Budget Record Roll-up:</p> <p><input checked="" type="radio"/> By Single MARS Budget Record</p> <p><input type="radio"/> Group By Data Roll-up Selected</p> <p>Notes field for file records (for Roll-up option)</p> <p>3030 SOUTHEAST REGION, NMFS FMC</p> <p>Organization Code (SQL wildcard not allowed for Org Codes 4-7. Single number OK)</p> <p>ALL Other FMC</p> <p>Other Organization Code (SQL wildcard not allowed for Org Codes 4-7. Single number OK)</p> <p>2 Organization Level</p> <p>Please note that selecting ALL from fund code drop down list INCLUDES Internal Fund "02"</p> <p>Fund Codes (Use Ctrl key for multiple selection)</p> <div> <div> ALL ORF Funds ALL PAC Funds ALL REIMB Funds 0001 - OR&F GENERAL OPERATIONS 13X14 02 - INTERNAL FUND 13X1450 0003 - REIMBURSABLE (W/OUT ADV), REC 0004 - REIMBURSABLE (W/ADV), RECOVER 0005 - ADVANCES - SINGLE YR REIMB 13 0006 - ADVANCES - MULTI OR NO YEAR R 0007 - REIMBURSABLE 0008 - DIRECT FIN FUND 13X4324 0009 - INSPECTION AND GRADING OF PRO </div> <div> ALL </div> </div> <p>2 - 20 - 12 - 1 Program Code (SQL Wildcards NOT OK)</p> <p>Project Code (SQL wildcards OK)</p> <p>Create File</p>
4b	<p>The File Generation process starts.</p> <p>If funding validation is successful, the file will be generated, otherwise the notification message will appear. The message will specify Fund and Program (and Project for Reimbursable Funds) where Budget amount exceeds Allotment for the selected BOP Upload records.</p> <p>If file is generated, the Download message appears. Click "Open" or "Save" to</p>

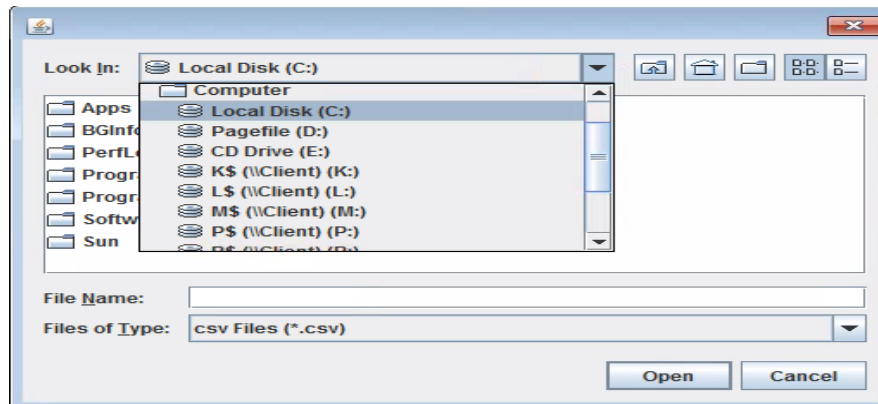
Step	Action
	view the generated file.
5	<p>A Comma Delimited File is created in Microsoft Excel. Use default naming convention to save the upload file or use your own: C:\BOP\BOP_FMC_load_FMCxx(Org1 and Org2)_FYyyyy_date(YYYYMMDD).csv Example: C:\BOP\FY2013FMC3012.csv or C:\BOP\FY2013_3012.csv Note: Do not use spaces or hyphens. Underscores may be used.</p>

Uploading Initial or Adjustment/Transfer BOPs to CBS

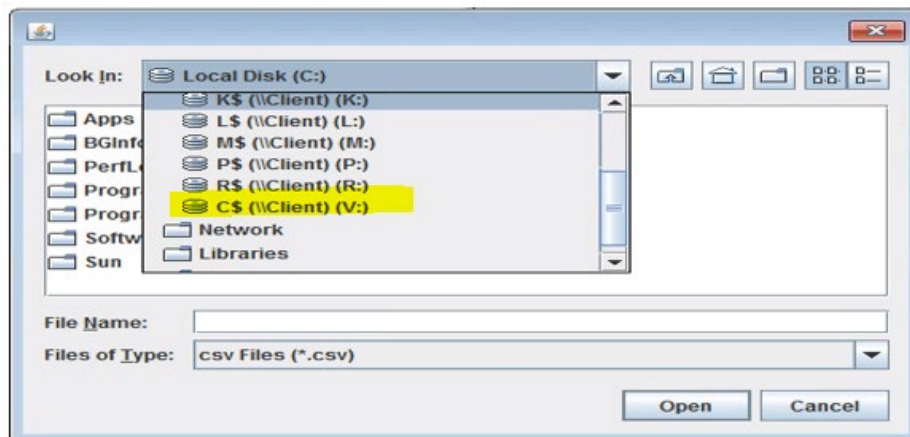
Getting Started

The Finance Office the NOAA BOP Interface File Upload/Processing screen allows users to process files and to save the log files, error files and archived files onto their network drives.

- The 'Data File' and 'Log File' fields allow the end user to select the drive/folder to locate the file to be processed, and to place the log file.
- The processed file will be archive in the same directory that was selected for the 'Log File'.
- It is recommend saving file(s) for the process to a **network directory** and **not** the C:\ drive.
- When using the ITC Anon XenApp (during teleworking) the **"C" drive is the server drive, and NOT the user's laptop/desktop drive.**
- When using ITC Anon XenApp, and accidentally selected server "C" drive, an error will appear.



- When using the ITC Anon XenApp, the user **actual** C:\ drive is shown as C\$ (\Client) (V:).

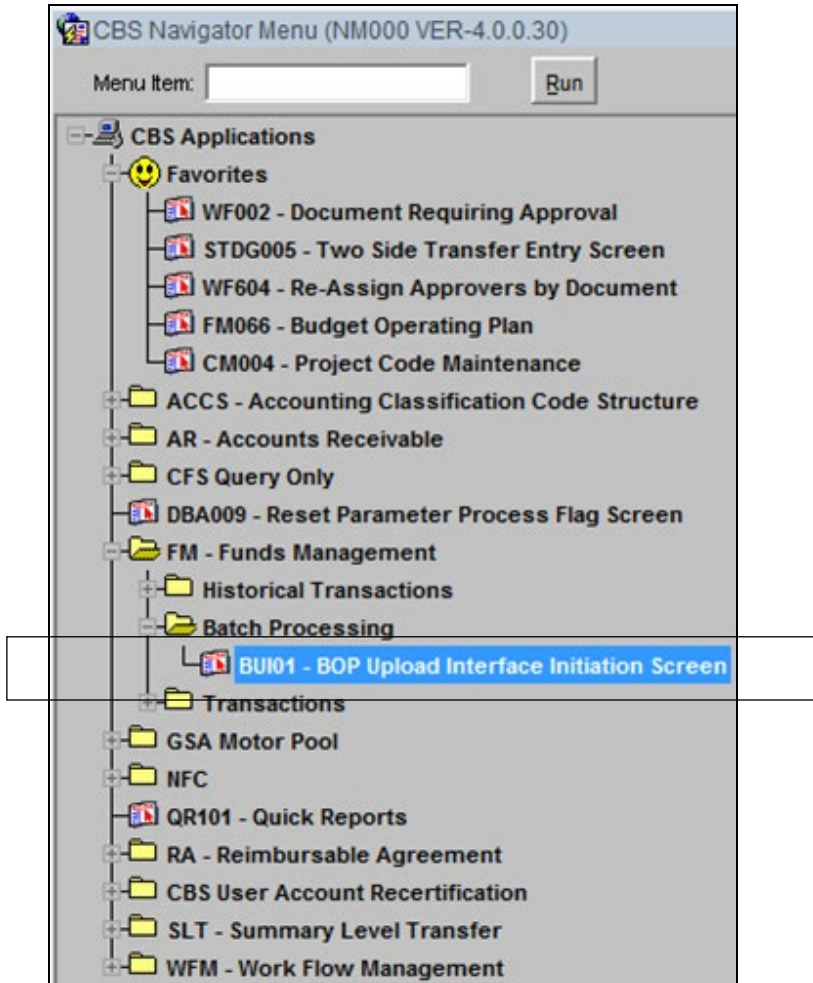


Funds Management/Batch Processing/BUI01

The following is the process for uploading Initial BOPs or Adjustment and Transfer BOPs to CBS to create BOP entries.

The file(s) must be in a comma-delimited format [csv].

The user must be assigned the **CFS BE BOP Interface** role to use **BUI01** module.

Step	Action
1	<p>Enter the CBS Navigation Menu and select FM - Funds Management/Batch Processing/BUI01 – BOP Upload Interface Initiation Screen.</p> 
2	<p>For Uploading Initial BOPs: The file must only contain Initial BOPs. Adjustment and Transfer BOPs cannot be uploaded with Initial BOPs.</p> <p>For Uploading Adjustment/Transfer BOPs: The file must only contain Adjustments or Transfer BOPs. The file format for Transfer and Adjustment BOP's is different from the Initial BOPs Upload file format, and will include the Change Code and the Corresponding Org fields.</p>

- 3 The **BUI01 - NOAA BOP Upload Interface Initiation** screen will display:

NOAA BOP Interface File Upload / Processing (BUI01 5-0-bop-200318)

Interface Type: [Redacted] File Extension: [Redacted]

Upload Type: [Redacted]

Data File: [Redacted]

Log File: [Redacted]

Execute Show Log Error Report

- 4 Select **BOP** from the **Interface Type** drop down.

Interface Type: BOP

Upload Type: [Redacted]

Make sure that **File Extension** set to “**csv**”.

Double-Click on the **Upload Type** field to open the LOV.

For **Uploading Initial BOPs**: select “**1 Load Initial BOP's**” from the list.

For **Uploading Adjustment/Transfer BOPs**: select
“**2 Transfer or Adjustments BOP's**” from the list.

Bop Upload Type

Find: %

U...	Description
1	Load Initial BOP's
2	Transfer or Adjustments BOP's

- 5 Double-Click on the **Data File** and browse to locate the file be uploaded.

NOAA BOP Interface File Upload / Processing (BUI01 4-0-bop-140128)

Interface Type: BOP File Extension: csv

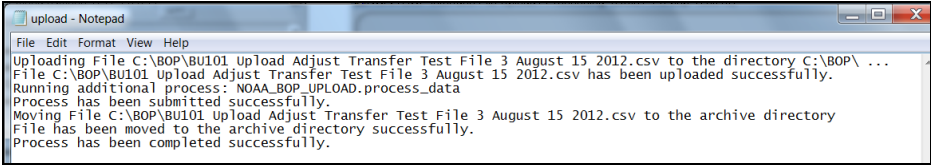
Upload Type: [Redacted]

Data File: C:\BOP\FMC0802_FY2016_OrgLv3_20160407.csv

Log File: C:\temp\upload.log

Execute Show Log Error Report

<p>8</p>	<p>An Upload file will begin. The following dialogue boxes will open as the BOPs are uploaded.</p> <div data-bbox="621 300 1104 464" data-label="Image"> <p>Information Message</p> <p>File C:\BOP\BU101 Upload Test File #1 CCB 13-185 4-0-bop-131031R1-vi.csv has been uploaded successfully.</p> <p>OK</p> </div> <p>This message will reference the BOP Upload file that was selected and used for the upload process.</p> <div data-bbox="662 537 1066 718" data-label="Image"> <p>Information Message</p> <p>Number of bop excel batches 8 Number of records loaded 136</p> <p>OK</p> </div> <p>This message will indicate the number of BOPs that were uploaded and the number of records [the total of each data line with the BOP Upload file].</p> <div data-bbox="638 827 1089 991" data-label="Image"> <p>Information Message</p> <p>File has been moved to the archive directory successfully.</p> <p>OK</p> </div> <p>This message will indicate that the archive file has been created and where it was stored. [It will be saved in the C:\BOP\Archive directory that was mentioned above.]</p>
<p>9</p>	<p>The final message will indicate whether the process was successfully completed or not. Once all of the messages have been received the BOP Upload process is complete.</p> <div data-bbox="633 1236 1092 1394" data-label="Image"> <p>Information Message</p> <p>Process has been completed successfully.</p> <p>OK</p> </div>

10	<p>Click on the Show Log button and opened the log.</p>  <p>Upload Log Example:</p> <p>Uploading File C:\BOP\FY2021FMC3021.csv to the directory C:\BOP\ ... File C:\BOP\FY2021FMC3021.csv has been uploaded successfully. Running additional process: NST_BOP_UPLOAD.process_data Process has been submitted successfully. Moving File C:\BOP\FY2021FMC3021.csv to the archive directory C:\BOP\archive\FY2021FMC3021.05152007103159.csv .. File has been moved to the archive directory successfully.</p> <p>Process has been completed successfully.</p>
11	<p>The “<i>File has been moved to the archive directory successfully</i>” message will display when the Upload is complete.</p>
12	<p>Once the BOPs have been successfully uploaded, go into the CBS FM066 BOP Screen to review and approve the BOPs.</p> <p>Should any errors occur that cannot be resolved, contact CBS Client Services Help Desk for assistance, 301-444-3400 or clientservices@noaa.gov. Monday - Friday, 7:00 am - 5:00 pm (ET).</p>

Note: Once Initial files are uploaded to CBS they cannot be recreated and run again. If changes are necessary, you must access each CBS BOP directly.

Since your CBS BOPs must match your MARS Budgets, it is required that any **adjustments** to CBS BOPs after the Initial upload need to be made in MARS Budget Module and can be loaded to CBS using MARS’s “BOP File Generation Process (Adjustment/Transfers)”.

Instructions for reviewing the uploaded BOPs on CBS FM066 BOP Screen

Adjustment BOP

The following example is for an ADJUST BOP that was uploaded. The screen shot shows that the BOP matched the data that was included in the *csv* file and that the **Plan Number** followed in sequence. In this example, the **Plan Number** is 4-4 which indicates that the upload took into account that there were other BOPs in the system that included the same P4/Org2 ACCS and the correct plan number was selected for the upload.

Management Analysis and Report System (MARS) Users Guide

Effective Date	BM	D	Percent	Amount	Unit	Qty	S Code	S Rate	Object Class	Pool
01-NOV-2011	02	A	100.000	31,322.00	NONE	.00			00 00 00 00	>
										>
										>
										>
										>
										>

Project-Task	Programs	Organizations	Objects	UDF	Begin Date	End Date	Amount
0000000-000	02-24-04-001	30-00-0000-00-00-00-00	00-00-00-00	000000	01-OCT-2011	30-SEP-2012	149,167.00
0000000-000	02-24-04-001	30-30-0000-00-00-00-00	00-00-00-00	000000	01-OCT-2011	30-SEP-2012	31,322.00

☒ Non-zero Balance
 ☐ Zero Balance

Two allotments were available but the system did select the allotment for Org. 30-30.

Effective Date	BM	D	Percent	Amount	Unit	Qty	S Code	S Rate	Object Class	Pool
01-NOV-2011	02	A	100.000	31,322.00	NONE	.00			00 00 00 00	>
										>
										>
										>
										>
										>

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Transaction	31,322.00				31,322.00
Cumulative	31,322.00	0.00	0.00	0.00	31,322.00

0000000	000	02	24	04	001	30	30	0000	00	00	00	00	000000	00	00	00	00
Begin Date	01-OCT-2011				End Date	30-SEP-2012				Pool Balance	0.00						
Object Descr																	

Transfer BOP

The next example is for a TRNSFR BOP that was uploaded. The screen shot shows that the BOP matched the data that was included in the **csv** file and as with the TRNSFR BOP, the **Plan Number** followed in sequence. The Corresponding Organization Code is included in the **csv** file

(not in this example).

The Batch 1 of the *csv* file includes all of the data used to populate BOP Trans#104402 on **CBS FM066 BOP Screen**.

Batch		1													
Change Code	TRNSFR														
Bureau Code	14														
Fund Code	1011														
Program Code	2	20	7	1											
Project Code	K8LPM13														
Task Code	P00														
Fiscal Year	2012														
Project Category	B1														
Organization Codes	30	30	0	0	0	0	0								
Reimbursable Agreement	N/A														
Notes	Transfer BOP Test - BOP#1														
OBJECT1	OBJECT2	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTAL	
23	0			-14000										-14000	
25	0			-44000										-44000	

Budget Operating Plan Transaction Screen (FM066 VER-3.0.0.3)

Budget Control | Budget Detail | Summary By Details | Summary By Objects

Bureau Code Name Trans No
Fund Code Title
Fiscal Year Appropriation Symbol

Plan
☒ Change Code No ☐ Populate Detail
Template Code Corresponding Orgs

D/R Flag Category Reimb Agreement No

ACC'S Project Task Program Organization ☐ Surcharge Codes
Unit Qty Distribution Surcharge Code

Trans Amount
Total 1st Qtr 2nd Qtr 3rd Qtr 4th Qtr
-58,000.00 -58,000.00

☒ Requester Approval By Date
☒ Document Approval

The Budget Detail Tab displays the data that matches the data in the *csv* file and the correct allotment was selected during BOP Upload.

Management Analysis and Report System (MARS) Users Guide

Budget Operating Plan Transaction Screen (FM066 VER-3.0.0.3)

Effective Date	BM	D	Percent	Amount	Unit	Qty	S Code	S Rate	Object Class	Pool
01-DEC-2011	03	A	24.138	-14,000.00	NONE	.00			23 00 00 00	>
01-DEC-2011	03	A	75.862	-44,000.00	NONE	.00			25 00 00 00	>
										>
										>
										>
										>
										>
										>
										>

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Transaction	-58,000.00				-58,000.00
Cumulative	-58,000.00	0.00	0.00	0.00	-58,000.00

0000000	000	02	20	07	001	30	30	0000	00	00	00	00	000000	00	00	00	00
Begin Date		01-OCT-2011			End Date		30-SEP-2012			Pool Balance							
Object Descr		RENT, COMMUNICATION AND UTILITIES															

Management Analysis and Report System (MARS) Users Guide

The following example of **QR007 BE Operating Plans Report** displays the Status of BOPs before the Upload

REPORT RUN DATE: 15-AUG-2012 11:20:54						UNITED STATES DEPARTMENT OF COMMERCE				USER ID: OPSSANNBRO02			
REPORT ID: QR007						NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION				VERSION: 3.0.QR.100324			
INSTANCE: QACFS12						BE BUDGET OPERATING PLANS				PAGE: 1			
FY:2012 - BUREAU:14 - FUND:ALL - ORG1:30 - ORG2:30 - ORG3:ALL - PROG1:ALL - PROG2:ALL - PROG3:ALL - PROG4:ALL													
PROJECT:ALL - TASK:ALL - PLAN NO:ALL - FROM MOD DATE: 01-oct-2011 - TO MOD DATE: 15-aug-2012													
[FUND]	[ORGANIZATION]	[PROGRAM]	[PROJECT-TASK]	[TRANS NO]	[PLAN]	[C/O]	[TRANS AMOUNT]	[NOTES]	[REQ]	[APP]	[*]	[LAST REQ/APP]	[MOD DATE]
0001	30-30-0000-00-00-00-00	02-21-45-011	28LEF57-P00	104359	1	0	80,000.00	2012 - Initial BOP	Y	N	a	A D BROWN	15-AUG-2012
0001	30-30-0000-00-00-00-00	02-21-45-011	28LEF57-P00	104370	1	1	.00	CANCEL BOP DO NOT USE					15-AUG-2012
0001	30-30-0000-00-00-00-00	02-21-45-011	28LEF57-P00	104374	1	2	.00	CANCEL BOP DO NOT USE	N				15-AUG-2012
Sub Total							80,000.00						
1011	30-30-0000-00-00-00-00	02-20-07-001	K8LPM13-P00	104360	2	0	389,808.00	2012 - Initial BOP	Y	Y	a	A D BROWN	15-AUG-2012
1011	30-30-0000-00-00-00-00	02-20-07-001	K8LPM13-P00	104369	2	1	.00	CANCEL BOP DO NOT USE					15-AUG-2012
1011	30-30-0000-00-00-00-00	02-20-07-001	K8LPM13-P00	104377	2	2	.00	CANCEL BOP DO NOT USE	N	N			15-AUG-2012
Sub Total							389,808.00						
1011	30-30-0000-00-00-00-00	02-20-12-001	K8LEM23-P00	104361	3	0	40,000.00	2012 - Initial BOP	Y	Y	a	A D BROWN	15-AUG-2012
1011	30-30-0000-00-00-00-00	02-20-12-001	K8LEM23-P00	104373	3	1	.00	CANCEL BOP DO NOT USE	N	N			15-AUG-2012
1011	30-30-0000-00-00-00-00	02-20-12-001	K8LEM23-P00	104376	3	2	.00	CANCEL BOP DO NOT USE	N	N			15-AUG-2012
Sub Total							40,000.00						
1011	30-30-0000-00-00-00-00	02-21-19-001	K8LDHF0-P00	104363	5	0	1,000,000.00	2012 - Initial BOP	Y	Y	a	A D BROWN	15-AUG-2012
1011	30-30-0000-00-00-00-00	02-21-19-001	K8LDHF0-P00	104371	5	1	.00	CANCEL BOP DO NOT USE					15-AUG-2012
Sub Total							1,000,000.00						
1011	30-30-0000-00-00-00-00	02-24-04-001	K8LDHH6-P00	104362	4	0	400,000.00	2012 - Initial BOP	Y	Y	a	A D BROWN	15-AUG-2012
1011	30-30-0000-00-00-00-00	02-24-04-001	K8LDHH6-P00	104372	4	1	.00	CANCEL BOP DO NOT USE	N	N			15-AUG-2012
1011	30-30-0000-00-00-00-00	02-24-04-001	K8LDHH6-P00	104375	4	2	.00	CANCEL BOP DO NOT USE	N	N			15-AUG-2012
Sub Total							400,000.00						
Report Total							1,909,808.00						
* r=Requestor and a=Approver													

Management Analysis and Report System (MARS) Users Guide

Screen shot of the **QR007 BE Operating Plans Report** displays the Status of BOPs after the Upload showing the sequencing was updated correctly.

REPORT RUN DATE: 16-AUG-2012 10:48:17						UNITED STATES DEPARTMENT OF COMMERCE				USER ID: OPS\$ANNR002			
REPORT ID: QR0007						NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION				VERSION: 3.0.QR.100324			
INSTANCE: QACFS12						BE BUDGET OPERATING PLANS				PAGE: 1			
FY:2012 - BUREAU:14 - FUND:ALL - ORG1:30 - ORG2:30 - ORG3:ALL - PROJ1:ALL - PROJ2:ALL - PROJ3:ALL - PROJ4:ALL													
PROJECT:ALL - TASK:ALL - PLAN NO:ALL - FROM MOD DATE: 01-oct-2011 - TO MOD DATE: 16-aug-2012													
FUND	ORGANIZATION	PROGRAM	PROJECT-TASK	TRANS NO	PLAN	C/O	TRANS AMOUNT	NOTES	REQ	APP	*LAST REQ/APP	MOD DATE	
0001	30-30-0000-00-00-00-00	02-21-45-011	28LEF57-P00	104359	1	0	80,000.00	2012 - Initial BOP	Y	N	a A D BROWN	15-AUG-2012	
0001	30-30-0000-00-00-00-00	02-21-45-011	28LEF57-P00	104370	1	1	.00	CANCEL BOP DO NOT USE				15-AUG-2012	
0001	30-30-0000-00-00-00-00	02-21-45-011	28LEF57-P00	104374	1	2	.00	CANCEL BOP DO NOT USE	N			15-AUG-2012	
0001	30-30-0000-00-00-00-00	02-21-45-011	28LEF57-P00	104403	1	3	-28,000.00	Transfer BOP Test - BOP#2	Y	N	a A D BROWN	15-AUG-2012	
0001	30-30-0000-00-00-00-00	02-21-45-011	28LEF57-P00	104407	1	4	9,051.00	Adjust BOP Test - BOP#1 - Increase to match total	Y	N	a A D BROWN	15-AUG-2012	
Sub Total							61,051.00						
1011	30-30-0000-00-00-00-00	02-20-07-001	K8LPM13-P00	104360	2	0	389,808.00	2012 - Initial BOP	Y	Y	a A D BROWN	15-AUG-2012	
1011	30-30-0000-00-00-00-00	02-20-07-001	K8LPM13-P00	104369	2	1	.00	CANCEL BOP DO NOT USE				15-AUG-2012	
1011	30-30-0000-00-00-00-00	02-20-07-001	K8LPM13-P00	104377	2	2	.00	CANCEL BOP DO NOT USE	N	N		15-AUG-2012	
1011	30-30-0000-00-00-00-00	02-20-07-001	K8LPM13-P00	104402	2	3	-58,000.00	Transfer BOP Test - BOP#1	Y	Y	a A D BROWN	15-AUG-2012	
Sub Total							331,808.00						
1011	30-30-0000-00-00-00-00	02-20-12-001	K8LEM23-P00	104361	3	0	40,000.00	2012 - Initial BOP	Y	Y	a A D BROWN	15-AUG-2012	
1011	30-30-0000-00-00-00-00	02-20-12-001	K8LEM23-P00	104373	3	1	.00	CANCEL BOP DO NOT USE	N	N		15-AUG-2012	
1011	30-30-0000-00-00-00-00	02-20-12-001	K8LEM23-P00	104376	3	2	.00	CANCEL BOP DO NOT USE	N	N		15-AUG-2012	
1011	30-30-0000-00-00-00-00	02-20-12-001	K8LEM23-P00	104406	3	3	-40,000.00	Transfer BOP Test - BOP#5	Y	Y	a A D BROWN	15-AUG-2012	
1011	30-30-0000-00-00-00-00	02-20-12-001	K8LEM23-P00	104409	3	4	41,792.00	Adjust BOP Test - BOP#3 - Increase to match total	Y	Y	a A D BROWN	15-AUG-2012	
Sub Total							41,792.00						
1011	30-30-0000-00-00-00-00	02-21-19-001	K8LDHF0-P00	104363	5	0	1,000,000.00	2012 - Initial BOP	Y	Y	a A D BROWN	15-AUG-2012	
1011	30-30-0000-00-00-00-00	02-21-19-001	K8LDHF0-P00	104371	5	1	.00	CANCEL BOP DO NOT USE				15-AUG-2012	
1011	30-30-0000-00-00-00-00	02-21-19-001	K8LDHF0-P00	104404	5	2	-245,000.00	Transfer BOP Test - BOP#3	Y	Y	a A D BROWN	15-AUG-2012	
Sub Total							755,000.00						
1011	30-30-0000-00-00-00-00	02-24-04-001	K8LDHH6-P00	104362	4	0	400,000.00	2012 - Initial BOP	Y	Y	a A D BROWN	15-AUG-2012	
1011	30-30-0000-00-00-00-00	02-24-04-001	K8LDHH6-P00	104372	4	1	.00	CANCEL BOP DO NOT USE	N	N		15-AUG-2012	
1011	30-30-0000-00-00-00-00	02-24-04-001	K8LDHH6-P00	104375	4	2	.00	CANCEL BOP DO NOT USE	N	N		15-AUG-2012	
1011	30-30-0000-00-00-00-00	02-24-04-001	K8LDHH6-P00	104405	4	3	-65,000.00	Transfer BOP Test - BOP#4	Y	Y	a A D BROWN	15-AUG-2012	
1011	30-30-0000-00-00-00-00	02-24-04-001	K8LDHH6-P00	104408	4	4	31,322.00	Adjust BOP Test - BOP#2 - Increase to match total	Y	Y	a A D BROWN	15-AUG-2012	
Sub Total							366,322.00						
Report Total							1,555,973.00						
* r-Requestor and a-Approver													