

# **MARS User Guide Funds Control**

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**United States Department of Commerce  
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National Marine Fisheries Service  
Office of the CIO**



### Funds Control Processing

Document Revision 2.0

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## **Funds Control Processing**

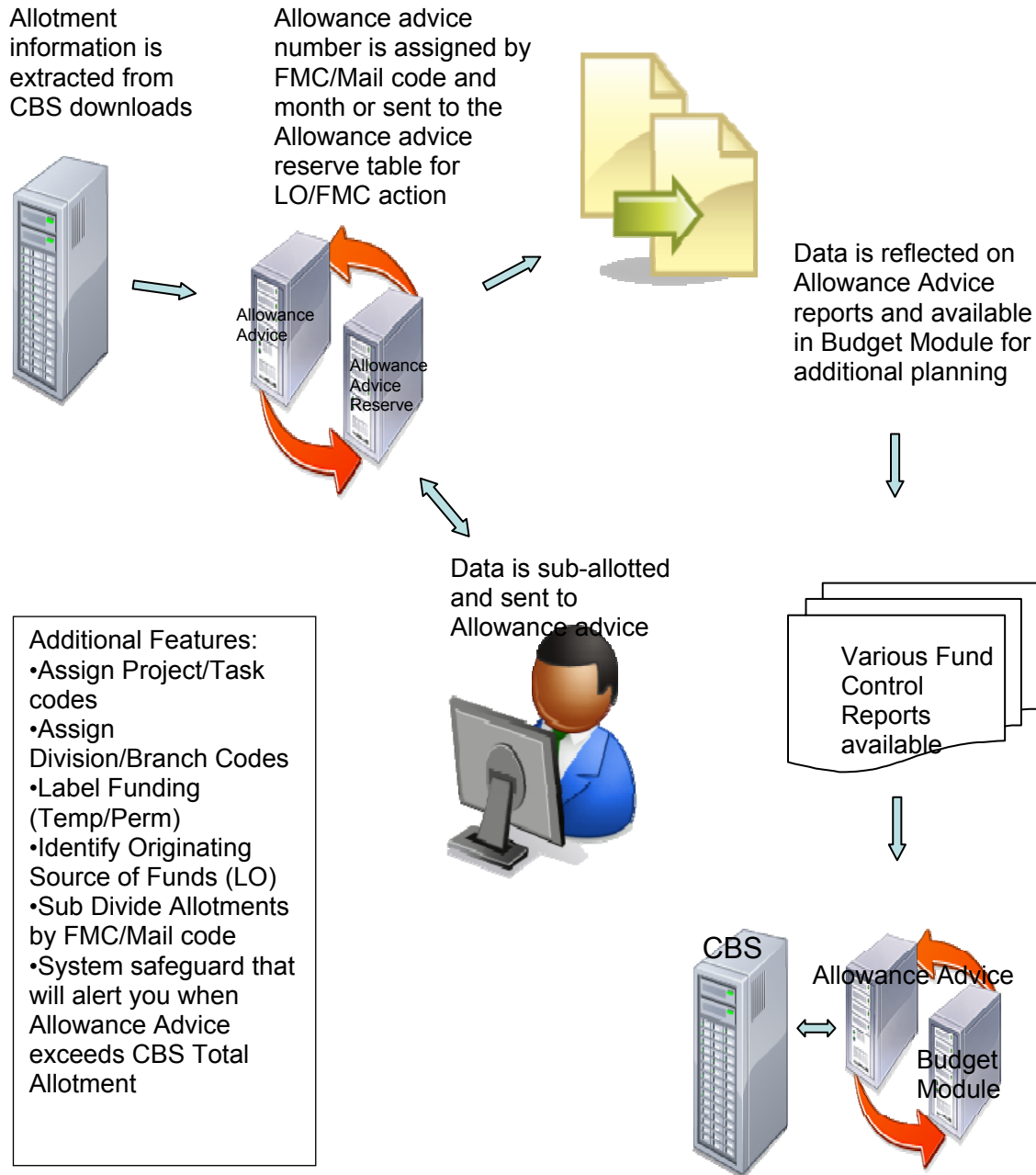
CBS allotment data is populated into the MARS System during a nightly CBS data download. Allotment Data populates MARS\_ALLOT\_CONTROL and MARS\_ALLOT\_DETAIL tables.

The Allowance Advice module distributes the allotment data from CBS into the appropriate Organization within the MARS system. MARS will process CBS allotment data exactly as it is entered into CBS. If a Line Office needs to manipulate the Allotment data to correspond to their office requirements, parameters can be established to allow the allotment records to be coded to multiple mail or project codes. Based on the results of the criteria, the system adds the Allotment transaction to either the MARS Allowance Advice or the Allowance Advice Reserve. The Funds Control Administrator then has the ability to display the allotment records using these modules to edit or populate additional data fields in either form as needed. The organizations within the Line Office can then enter spending plans based on the MARS Allowance Advice.

The Allowance Advice is also used for funds control for the spending plans entered through the Budget Module, so that they do not exceed the funding levels of the Allowance Advices.

## Workflow Diagram

### Fund Control Module



### Criteria for Funds Control Processing

All Allotment transactions will automatically download to the Allowance Advice module unless parameters are established to add records to the Reserve module.

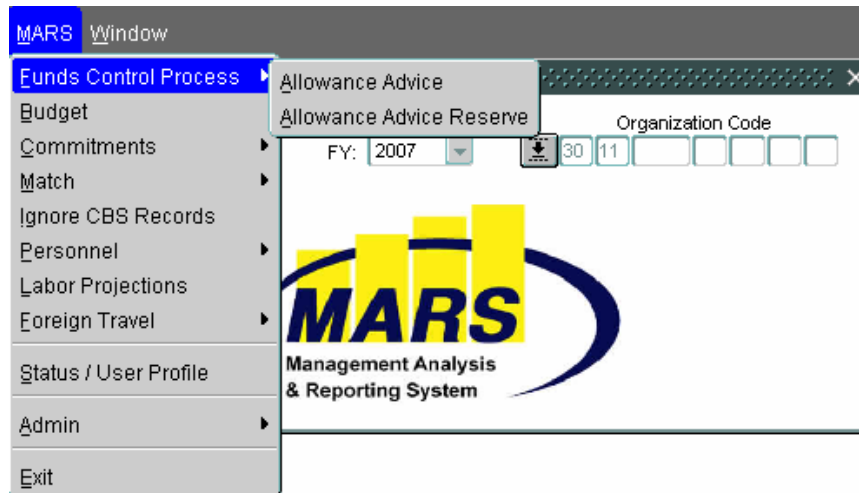
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The Funds Control Administrator is then able to make the necessary changes to the Reserve module. Once the record is reconciled, it is ready to be moved to the Allowance Advice module. When the record is moved into the Allowance Advice module, the system automatically assigns an Allowance Advice Number.

### *Getting Started*

The user must have the Funds Control Role assigned to use the Allowance Advice module. To access the *Allowance Advice Input Form*, select *Funds Control Process*, then *Allowance Advice* from the *MARS Menu*.



### *Allowance Advice Form*

The Allowance Advice form is used by the Funds Control Administrator to view and update CMARS Allotment records generated from CBS download. The information is entered in this form based on NOAA's allotments. Gray Key fields cannot be modified. These fields are either calculated, defaulted from other data entered, or system generated. The following illustrates the Allowance Advice input form:

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The screenshot shows the 'Allowance Advice' window with various input fields and sections. At the top are fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, and Task. Below these are Division, Branch, and Description. A row of four quarter fields (Qtr1-Qtr4) and a Total Allotment field are present. The 'Allowance Status' section has radio buttons for Perm and Temp, and an HQ Code field. The 'BOPs' section includes NOAA AA Num and Plan No. The 'Reporting' section has radio buttons for Internal/External Transfer Funds, radio buttons for Perm/Temp Report Status, a Line Offices dropdown, a Report Cat dropdown, and a Target Desc field. The 'Project/Task Description' section has checkboxes for PPA, AA, Drct, CI, RA, Base, and Pass Through. A 'List of Allowances' button is at the bottom center.

### Item

### Description

#### **Allowance Advice #**

This is a system generated alpha-numeric field that is created when the Allotment is downloaded in the Allowance Advice module. Not all LO's will use the same numbering format. Click on the  icon to see list of valid Codes. The current numbering for the Allowance Advice is BM + Month. Any Allotment transaction downloaded during a particular month will be assigned the numerical number of the Budget Month and the 3-letter abbreviation of the month. (Example - any transaction downloaded during July will be assigned an AA Number of 10JUL)

#### **Mail Code**

The Mail Code is assigned to each Organization Code when the Organization is created by the Human Resource Management Office. In MARS, the Mail Code is used to distribute the Allotment to any organization within the FMC.

#### **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 relationship with program/project-task codes.

#### **Org**

Each office within NOAA is assigned an Organization Code using the National Finance Center (NFC) assigned structure, which contains 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.

#### **Project**

Project Codes are unique within NOAA and relate to only one fund and program combination. Project Codes and Tasks must be linked

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in the MARS Org/Project/Task table before it can be used in MARS.

### Task

Task Codes are further breakdowns within a specific project.

### Division

A field established by the FMC Administrator to group multiple Org 3, Project and Task together so that the user can select a common code in the **Division** field to facilitate reporting and querying. This field may not be the same as the NFC designation for Division.

### Branch

A field established by the FMC Administrator to group multiple Org 3, Project and Task together so that the user can select a common code in the **Branch** field to facilitate reporting and querying. This field may not be the same as the NFC designation for Division.

### Description

The description is downloaded from the Description Field on the CBS Allotment. It can be modified to more accurately describe the purpose of the Allotment.

### QTR1, QTR2, QTR3, QTR4

The quarters are downloaded from the CBS Allotment. It displays which quarter(s) the funds are available.

### Total Allotment

This is a calculated field that adds the quarterly amounts to show the sum of the current Allowance Advice.

### HQ Code

This is an optional field where a user can create a 5 character (alpha-numeric) code that will group Allowance Advices by a category. This allows a user to query transactions that do not have fields in common. This is an optional field.

## Allowance Status

This section allows a user to mark the type of funds on the Allowance Advice to assist in determining what funds will be included in next fiscal year's Target.

The screenshot shows a software window titled "Allowance Advice". It contains several input fields: "AA Number" (a dropdown menu), "Mail Code" (a dropdown menu), "Organization Codes" (a grid of small input boxes), "Fund" (a dropdown menu), "Program" (a dropdown menu), "Project" (a dropdown menu), and "Task" (a dropdown menu). Below these are "Division" and "Branch" (both dropdown menus), and a "Description" text field. Further down are four quarterly allotment fields: "Qtr1", "Qtr2", "Qtr3", and "Qtr4", each with a ".00" value. To the right of these is a "Total Allotment" field with a ".00" value. At the bottom left, there is a section titled "Allowance Status" with two radio buttons: "Perm" (selected) and "Temp". To the right of this is an "HQ Code" text field. Below the "HQ Code" field is a "NOAA AA Num" text field. At the bottom right, there is a "Plan No" text field. A "Create 101 Record" button is located at the bottom center.

### Item

### Description

#### Perm/Temp Radio Buttons

Identifies the type of funds within the Line Office/FMC. Permanent funds remain available within the Line Office/FMC until the Appropriation expires. Temporary

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funds will go back to the original owner after the Fiscal Year ends.

### BOPS

This section allows a user to add information from the BOPs to tie the Allowance Advice to the BOP Plan No.

The screenshot shows the 'Allowance Advice' form. The 'BOPs' section is highlighted with a red box. It contains two fields: 'NOAA AA Num' and 'Plan No'. The 'Plan No' field is currently empty.

### Item

### Description

**NOAA AA Num**

This is an option field.

**Plan No**

This number corresponds to the Plan Number on Budget Operating Plan (BOP). This is an optional field.

### Create “To” record

This section is used only on records that have been manually added to the system and not downloaded. For example, an Allowance Advance is needed because funds were transferred between offices within an FMC that did not create a CBS Allotment. This section can only be used when the current Allowance Advice is (-) negative. When the Mail Code is entered on the (-) negative Allowance Advice record and is saved, the system will create a (+) positive Allowance Advice that corresponds to the current record.

The screenshot shows the 'Create "To" record' form. It has two main sections: 'Create "To" record' and 'Reporting'. The 'Create "To" record' section includes fields for 'Mail Code', 'Plan No', and 'Report Status' (with radio buttons for 'Perm' and 'Temp'). The 'Reporting' section includes fields for 'Transfer Funds' (with radio buttons for 'Internal' and 'External'), 'Report Status' (with radio buttons for 'Perm' and 'Temp'), 'Line Offices', 'Report Cat', and 'Target Desc'. There is also a 'List of Allowances' button at the bottom.

### Item

### Description

**Mail Code**

This field identifies the organization for which an Allowance Advice will be created once the record is saved.

**Plan No.**

If a CBS Budget Operating Plan (BOP) was created for this



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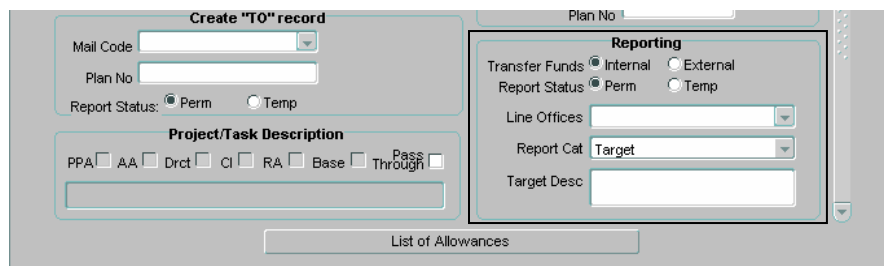
transfer, the BOP Plan No. of the transferring organization can be entered. This is an optional field.

### Perm/Temp Radio Buttons

This radio button identifies the type of funds within the Line Office/FMC on the new Allowance Advice that will be created, once the record is saved. Permanent funds remain available within the Line Office/FMC until the Appropriation expires. Temporary funds will go back to the original owner after the Fiscal Year ends.

## Reporting

This section allows a user to mark the Allowance Advice by different categories for Reporting purposes.



### Item

### Description

#### Transfer Funds Internal/External Radio Buttons

By checking this button, allows Transfers to be tracked as to whether the funds are staying within a Line Office or are being transferred to another Line Office.

- Internal Transfers are funds that transfer to another FMC within a Line Office.
- External Transfers are funds that are transferred to another FMC outside of a Line Office.

#### Reporting Status Perm/Temp Radio Buttons

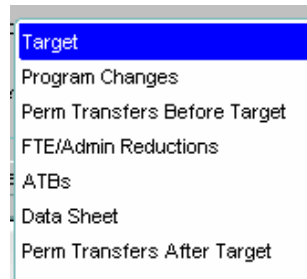
This feature was added for reporting purposes only. For example, reporting permanent funding that is transferred on a temporary basis within a Line Office. This is an optional field.

#### Line Offices

The List of Values lists all of the Line/Staff Offices in NOAA. It is used to identify the source of the transfer for incoming transfers and the receiving office for outgoing transfers.

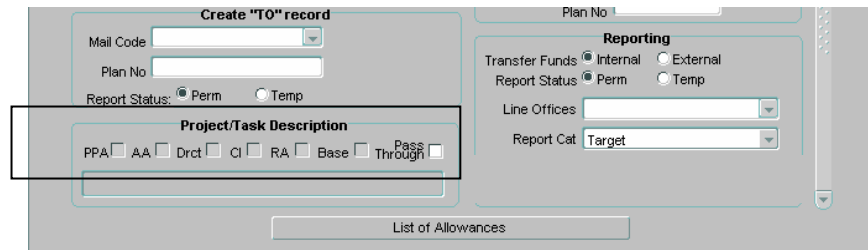
### Report Cat

This is a list of budget actions that further define the purpose of the Allowance Advice. The current list is as follows:



### Project/Task Descriptions

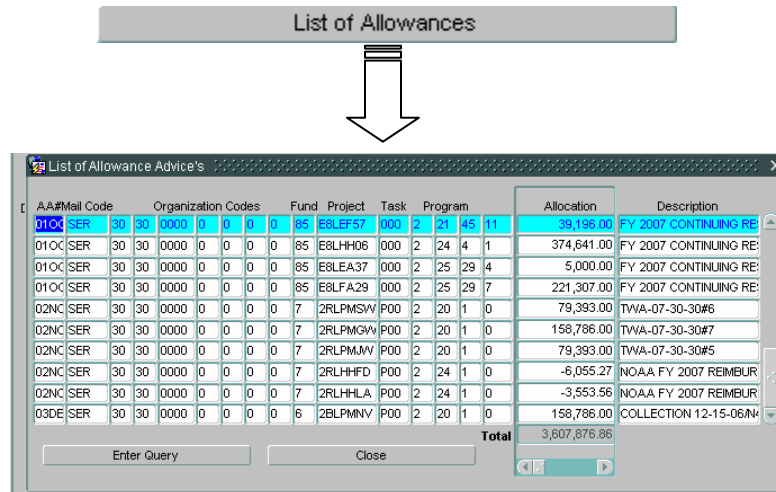
These descriptions display on the Allowance Advice based on how the project code has been classified on the Admin/Project Code Setup/CBS Project Task support table. The current descriptions are as follows:



<b>PPA</b>	Program, Project and Activity
<b>AA</b>	Assigned Activity
<b>Drct</b>	Direct
<b>CI</b>	Congressional Interest
<b>RA</b>	Report Assignments
<b>Base</b>	Base
<b>Pass Thru</b>	Funds intended for a Third Party

### List of Allowances

This option will allow a user to query records that will display a list in the **List of Allowance Advices Form**. A user can easily scroll through the list to view current Allowance Advices. No additions, corrections, or deletions can be made in this screen. This is strictly a query screen. Click the **Enter Query** button and enter a query selection. Then press the Execute Query Icon. When a user double clicks on a row, the system will display the selected Allowance Advice record.



### ICONS for the Allowance Advice

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



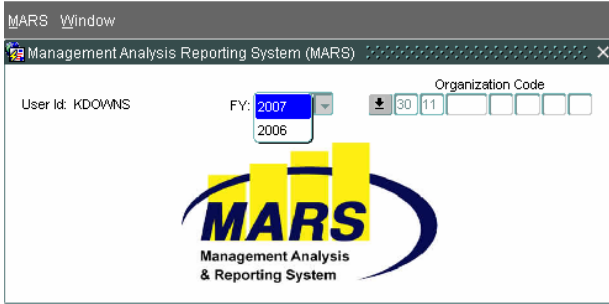
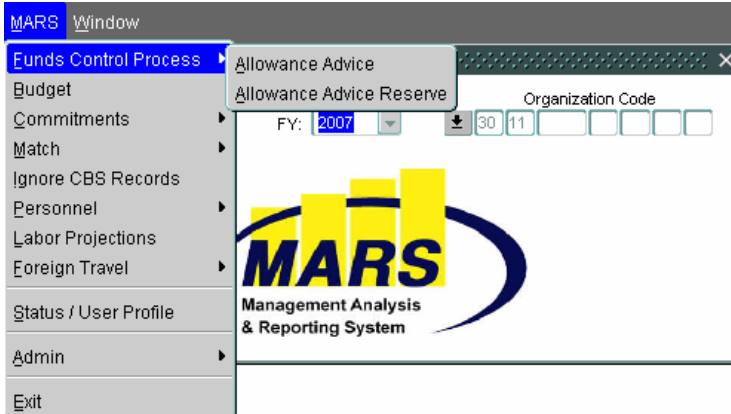
### General Data Entry Rules and other Guidelines

Since CBS allotment data is populated into the **Allowance Advice** module, the Fund Control Administrator will edit an Allowance Advice record, when necessary. However, there may be some instances when an Allowance Advance will need to be created when funds have been transferred between offices within an FMC that does not create a CBS Allotment.

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### Add a Record:

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

Step	Action
1	<p>Select the proper <i>Fiscal Year</i> from the <i>Main MARS Form</i>. Then tab or click to the Org Code to submit the change.</p>  <p>The screenshot shows the MARS Main Form window. At the top, it says 'MARS Window' and 'Management Analysis Reporting System (MARS)'. Below that, it displays 'User Id: KDOWNNS' and 'FY: 2007' with a dropdown arrow. To the right of the fiscal year is the 'Organization Code' field, which contains the digits '30' and '11' followed by four empty boxes. The MARS logo is centered at the bottom of the window.</p>
2	<p>Select <i>Funds Control Process</i> from the <i>MARS Main Menu</i> and <i>Allowance Advice</i> from the submenu.</p>  <p>The screenshot shows the MARS Main Menu. The 'Funds Control Process' option is highlighted, and its submenu is open. The submenu contains the following options: 'Allowance Advice', 'Allowance Advice Reserve', 'Budget', 'Commitments', 'Match', 'Ignore CBS Records', 'Personnel', 'Labor Projections', 'Foreign Travel', 'Status / User Profile', 'Admin', and 'Exit'. The 'Allowance Advice' option is highlighted in the submenu. The background of the submenu shows the same MARS Main Form window as in the previous screenshot, with the fiscal year set to 2007 and the organization code field.</p>

- 3 After selecting the **Allowance Advice** option from the menu, the screen will open to a blank screen. It is in the insert mode and ready for data to be entered.

The screenshot shows the 'Allowance Advice' form with the following fields and sections:

- Header Fields:** AA Number (dropdown), Mail Code (dropdown), Organization Codes (text), Fund (text), Program (text), Project (text), Task (text).
- Division/Branch/Description:** Division (text), Branch (text), Description (text).
- Quarters and Allotment:** Qtr1, Qtr2, Qtr3, Qtr4 (all with .00), Total Allotment (with .00).
- Allowance Status:** Perm (selected), Temp (radio button).
- HQ Code:** Text field.
- BOPs:** NOAA AA Num (text), Plan No (text).
- Reporting:** Transfer Funds (Internal selected, External radio button), Report Status (Perm selected, Temp radio button), Line Offices (dropdown), Report Cat (Target dropdown), Target Desc (text).
- Create "TO" record:** Mail Code (dropdown), Plan No (text), Report Status (Perm selected, Temp radio button).
- Project/Task Description:** PPA (checkbox), AA (checkbox), Drct (checkbox), CI (checkbox), RA (checkbox), Base (checkbox), Pass Through (checkbox).
- List of Allowances:** Button at the bottom.

- 4 Click into **AA#** and enter in Allowance Advice Number or click to see the **LOV**. This is a required field.

The screenshot shows the 'Allowance Advice' form with the 'AA Number' dropdown field highlighted by a red box, indicating it is the required field for step 4.

Allowance Advice numbers currently have the format of mail\_code/dash/month\_number/month, (example: CIO-04JAN).

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.

- 5 Tab or click into **Mail Code**. Enter a valid Mail Code or click to see the **LOV**. This is a required field.

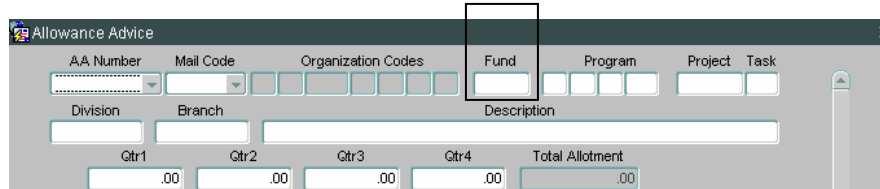
The screenshot shows the 'Allowance Advice' form with the 'Mail Code' dropdown field highlighted by a red box, indicating it is the required field for step 5.

When the **Mail Code** is selected, the system will populate the **Organization Codes** with the Org Code associated to the Mail Code.

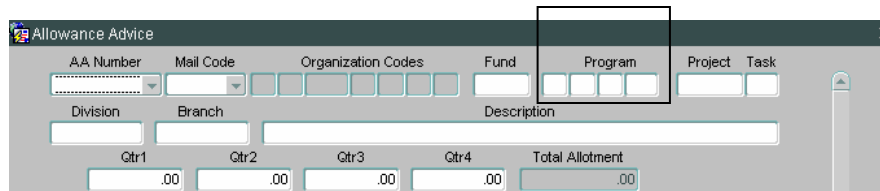
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*Note: If a user tabs out from this field, the next field is **Project**. After a project is entered and the record is saved the **Fund** and **Program** will be populated when saved.*

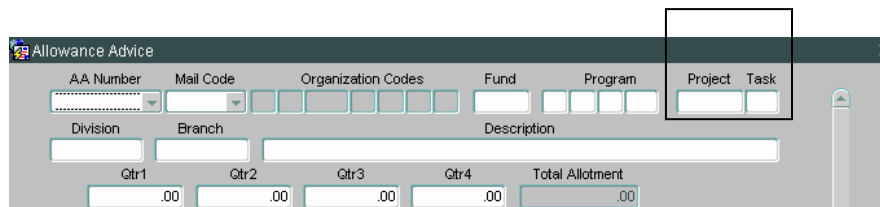
- 6 Click in **Fund**. Enter a valid Fund Code or double click into the field and select from the **LOV**. This is a required field.

A screenshot of the 'Allowance Advice' form. The 'Fund' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1-Qtr4) with a Total Allotment. The Fund field is currently empty.

- 7 Click in **Program**. Enter a valid Program Code or double click into the field and select from the **LOV**. This is a required field

A screenshot of the 'Allowance Advice' form. The 'Program' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1-Qtr4) with a Total Allotment. The Program field is currently empty.

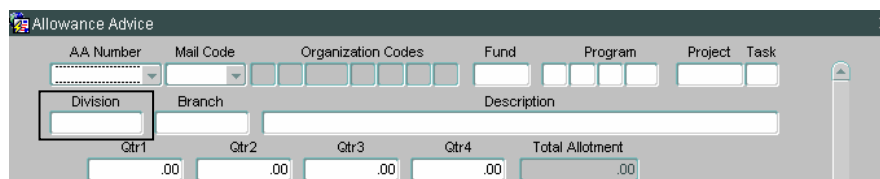
- 8 Tab or click in **Project Code**. Enter a valid Project or double click in the field and select from the **LOV**. Tab to Task.

A screenshot of the 'Allowance Advice' form. The 'Project' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1-Qtr4) with a Total Allotment. The Project field is currently empty.

Enter in valid Task or double click in the Task and select from LOV. These are required fields.

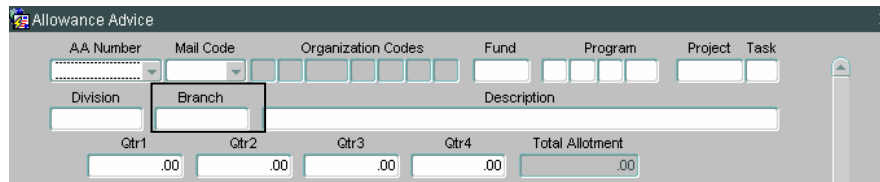
*When Project-Task has been entered, the Fund Code and Program Code will be populated when saved.*

- 9 Tab or click in **Division**. Enter a valid Org 3 level or double click in the field and select from the **LOV**.

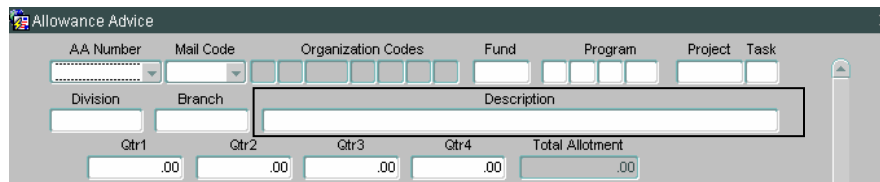
A screenshot of the 'Allowance Advice' form. The 'Division' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1-Qtr4) with a Total Allotment. The Division field is currently empty.

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- 10** Tab or click in **Branch**. Enter a valid Org 4 level or double click in the field and select from the **LOV**.

A screenshot of the 'Allowance Advice' form. The 'Branch' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Description, and four quarters (Qtr1, Qtr2, Qtr3, Qtr4) with a Total Allotment field. All numerical fields currently show '.00'.

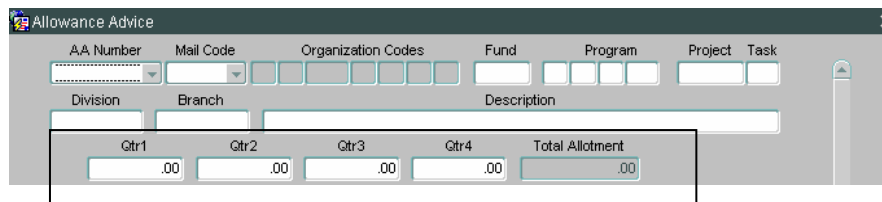
- 11** Tab to or click on **Description**. Enter a brief description of the purpose of the allocation. This field is required.

A screenshot of the 'Allowance Advice' form. The 'Description' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1, Qtr2, Qtr3, Qtr4) with a Total Allotment field. All numerical fields currently show '.00'.

- 12** Tab or click in **QTR 1, QTR 2, QTR3** and **QTR4**. Enter in amounts.

Do NOT use the dollar symbol (\$) in the amount fields

- Amounts displayed are in dollars and cents.
- Zeros following decimal places do not have to be entered. Whole numbers will be converted by the system to tenths or hundredths as applicable, with zeros automatically entered.
- DO NOT enter commas in the amount fields. Commas will automatically be entered.

A screenshot of the 'Allowance Advice' form. The four quarter fields (Qtr1, Qtr2, Qtr3, Qtr4) and the Total Allotment field are highlighted with a black box. All numerical fields currently show '.00'.

When entering numerical data, use tab/enter keys to move between quarters. If the mouse is used to "click" in the space, erase/clear the .0 before entering the dollar amount.

- 13 Click to **Allowance Status**. The system will automatically default the Radio button to **Perm**. Make the necessary changes by clicking the appropriate radio button.

The screenshot shows a web form with several sections. The 'Allowance Status' section is highlighted with a black box and contains two radio buttons: 'Perm' (selected) and 'Temp'. To its right is the 'HQ Code' field. Below 'Allowance Status' is the 'Create "TO" record' section with fields for 'Mail Code' (a dropdown), 'Plan No', and 'Report Status' (radio buttons for 'Perm' and 'Temp'). To the right of 'Create TO record' is the 'BOPs' section with 'NOAA AA Num' and 'Plan No' fields. Below 'BOPs' is the 'Reporting' section with 'Transfer Funds' (radio buttons for 'Internal' and 'External'), 'Report Status' (radio buttons for 'Perm' and 'Temp'), 'Line Offices' (a dropdown), 'Report Cat' (a dropdown set to 'Target'), and 'Target Desc'. At the bottom is the 'Project/Task Description' section with checkboxes for 'PPA', 'AA', 'Drct', 'CI', 'RA', 'Base', 'Pass', and 'Through', followed by a text input field.

- 14 Click to **HQ Code**. This is an optional field where a user can create a 5 character alpha-numeric.

This screenshot is similar to the previous one, but the 'HQ Code' field is highlighted with a black box. The 'Allowance Status' section still shows 'Perm' selected.

- 15 **BOPS section.**

Click to **NOAA AA Num**. This field is optional. Leave blank.

Enter the **Plan No**. from the Transfer BOP, if known.

This screenshot highlights the 'BOPs' section with a black box. It shows the 'NOAA AA Num' and 'Plan No' fields. The 'Reporting' section below it shows 'Internal' selected for 'Transfer Funds' and 'Perm' selected for 'Report Status'.



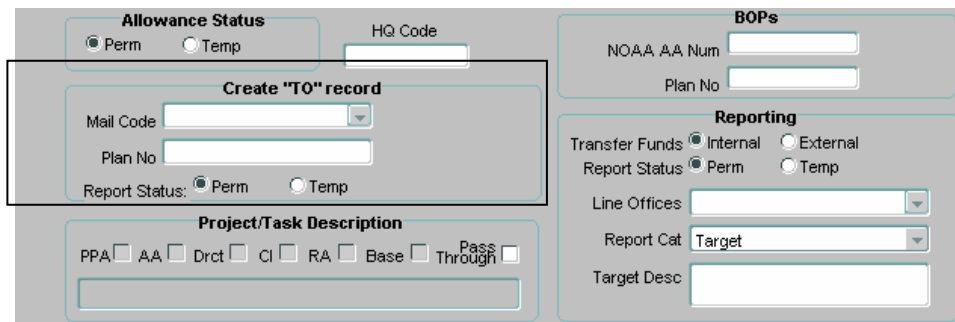
### 16 **Create “TO” record** section.

*This section is used only on records that have been manually added to the system and not downloaded. For example, an Allowance Advance is needed because funds were transferred between offices within an FMC that did not create a CBS Allotment. This section can only be used when the current Allowance Advice is (-) negative.*

Click into **Mail Code**. Enter a valid Mail Code or click  to see the **LOV** for the corresponding Mail Code. This is an optional field.

Tab or click into **Plan No.** Enter a valid Plan No. from the BOP if known.


Click to **Report Status**. The system will automatically default the Radio buttons to match the **Allowance Status**. Make the necessary changes by clicking the appropriate radio button.




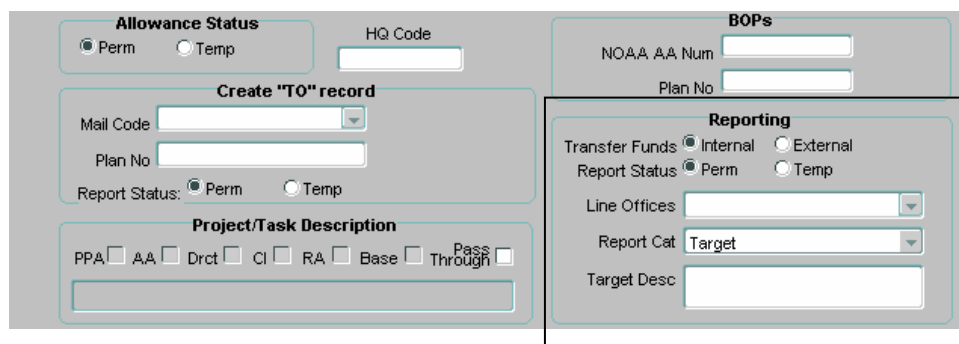
*When the Mail Code is entered on the (-) negative Allowance Advice record and is saved, the system will create a (+) positive Allowance Advice that corresponds to the current record. The system will also add a pre-fix to the description identifying the **Mail Code** from the original record.*


**17** Click to **Reporting** section.




The system will automatically default the Radio buttons to **Internal** and **Perm**. Make the necessary changes by clicking the appropriate radio button.

Tab or click into **Line Offices**. Enter a valid Line Office or click  to see the **LOV** for the corresponding Mail Code. This is an optional field.

Tab or click into **Report Cat**. Enter a valid Line Office or click  to see the **LOV** for the corresponding Mail Code. This is an optional field.




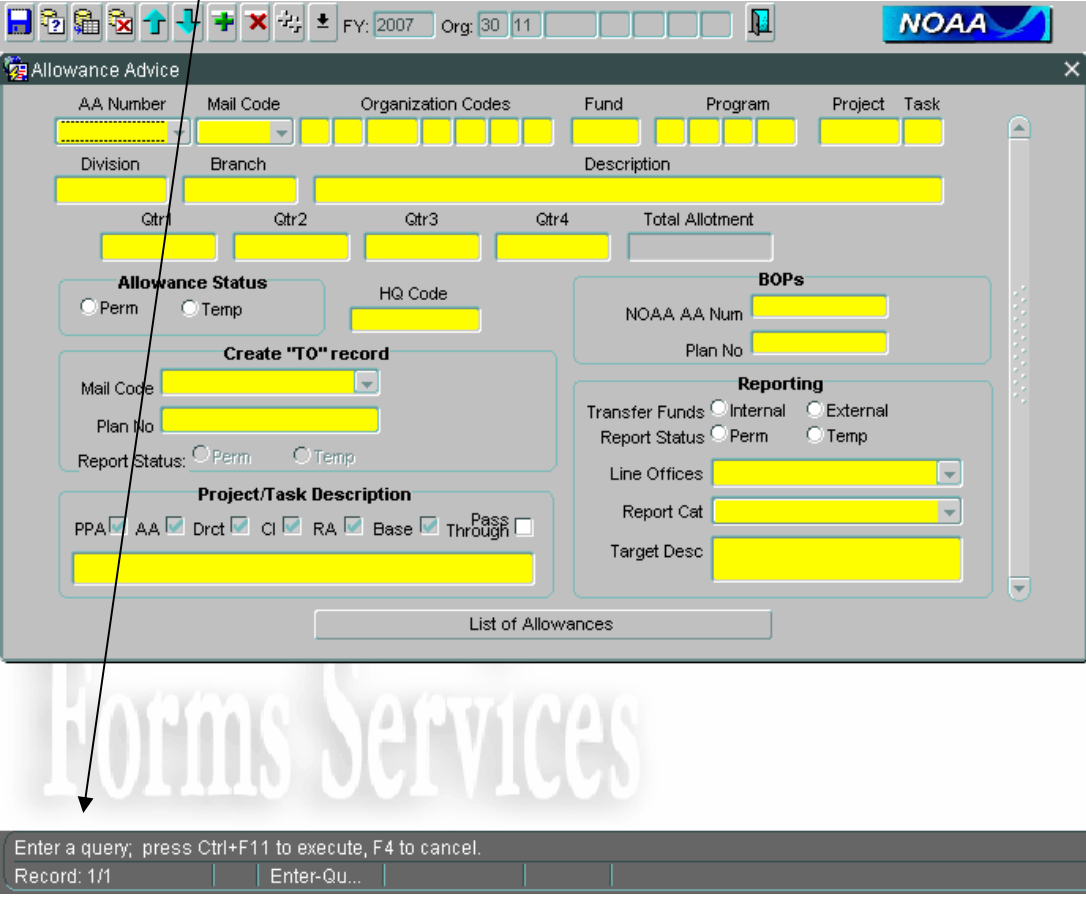

**18** Click  to save record. Once the record is saved, the **Total Allotment** field will sum the amounts in the 4 fields.

To continue entering records, click  to **Add Record**. Click the **Duplicate** function  icon. This will duplicate only the top half of the Budget record. Enter the necessary data and click  to save and commit the changes.

*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.*

## Query a Record

A user performs the following steps to query a record in the *Allowance Advice Form*:

Step	Action
1	<p>Click  to enter query mode.</p> <p><i>Note: In the bottom left hand corner of the screen, the system indicates that the system is in "Enter a Query" mode.</i></p> 
2	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 <i>List of Values</i> .
3	Click  to execute query.

4 Depending on the query, the results may return multiple records.

In this example there are 187 records that have been retrieved. Use the up and down arrow keys or the right **slide bar** to scroll through the query record set.


### Duplicate a Record

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

Step	Action
1	Query record to be duplicated if not already displayed.
2	Click  to insert a row.
3	Click  to duplicate the selected row.
4	Enter in the data. Field edits will follow the same format as in the Add mode.

## Management Analysis and Reporting System (MARS) Users Guide








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<b>5</b>	Click  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 saving your changes.</i>
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### Edit a Record

Since records are populated into the *Allowance Advice*, most of the action taken in this module will be editing a record.









Users perform the following steps to edit an allocation in the Allowance Advice Form:

<b>Step</b>	<b>Action</b>
<b>1</b>	Click on the Enter Query  icon.
<b>2</b>	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.
<b>3</b>	Click the Execute Query  icon.  To scroll through multiple Budget records, place your cursor in the Form, use the up  and down  arrows or the <b>scroll bars</b> . To scroll through multiple detail records use the up  and down  arrows or the <b>scroll bars</b> .
<b>4</b>	Make the desired changes. Field edits will follow the same format as in the Add mode.
<b>5</b>	Click  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:

Since records are populated into the *Allowance Advice*, in most instances Allowance Advice records should not be deleted.

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

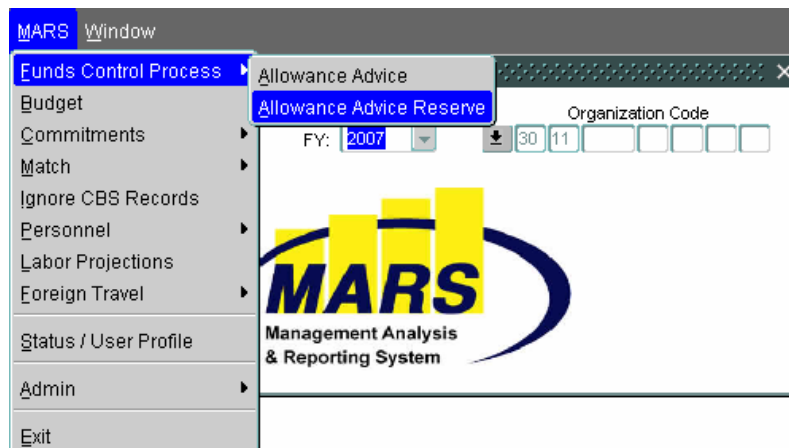
<i>Step</i>	<i>Action</i>
<b>1</b>	Click on the Enter Query  icon.
<b>2</b>	Enter data in any field that is highlighted in “yellow”. Within some of these fields, you can double click to select the data from the list of values.
<b>3</b>	Click the Execute Query  icon.  To scroll through multiple Allowance Advice records, place your cursor in the Form, use the up  and down  arrows or the <i>scroll bars</i> . To scroll through multiple detail records use the up  and down  arrows or the <i>scroll bars</i> .
<b>4</b>	Click  to delete record.  <i>NOTE: A CAUTION message will appear saying "Do you want to commit the changes you have made?" Click 'N' for (No) to return to the Form or click 'Y'; for (Yes) to mark the record for deletion.</i>
<b>5</b>	Click  to commit the deleted record(s).  <i>NOTE: Once the record(s) has been saved, they are permanently deleted!</i>

### *Allowance Advice Reserve Form*

The *Allowance Advice Reserve Form* is used by the Funds Control Administrator to re-distribute CBS Allotments between multiple mail codes sharing the same FMC and Allotment.


### Getting Started

The user must have the Funds Control Role assigned to use the *Allowance Advice Reserve* module. To access the Allowance Advice Reserve, select Funds Control Process, then *Allowance Advice Reserve* from the *MARS Menu*.



The following illustrates the *Allowance Advice Reserve Input Form*:

A screenshot of the 'Allowance Advice Reserve' input form. The form contains several sections: 'AA Number', 'Mail Code', 'Organization Codes', 'Fund', 'Program', 'Project', and 'Task' at the top. Below these are 'Division' and 'Branch' fields, followed by a 'Description' field. A section for 'Gtr' (Gross Transfer) includes fields for Gtr1, Gtr2, Gtr3, Gtr4, and Total Allotment, each with a '.00' value. The 'Allowance Status' section has radio buttons for 'Perm' (selected) and 'Temp', and an 'HQ Code' field. The 'BOPs' section includes 'NOAA AA Num' and 'Plan No' fields. The 'Project/Task Description' section has checkboxes for 'PPA', 'AA', 'Drcr', 'CI', 'RA', 'Base', 'Pass', and 'Through'. The 'Reporting' section has radio buttons for 'Internal' (selected) and 'External', and radio buttons for 'Perm' (selected) and 'Temp'. It also includes 'Line Offices', 'Report Cat' (set to 'Target'), and 'Target Desc' fields. At the bottom are two buttons: 'List of Allowances' and 'Generate to Allowance Advice'.

<b><u>Item</u></b>	<b><u>Description</u></b>
<b>Allowance Advice #</b>	This is a system generated alpha-numeric field that is created when the Allotment is downloaded in the Allowance Advice module. Not all LO's will use the same numbering format. Click on the  icon to see list of valid Codes. The current numbering for the Allowance Advice is BM + Month. Any Allotment transaction downloaded during a particular month will be assigned the numerical number of the Budget Month and the 3-letter abbreviation of the month. (Example - any transaction downloaded during July will be assigned an AA Number of 10JUL)
<b>Mail Code</b>	The Mail Code is assigned to each Organization Code when the Organization is created by the Human Resource Management Office. In MARS, the Mail Code is used to distribute the Allotment to any organization within the FMC.
<b>Fund Code</b>	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.
<b>Org</b>	Each office within NOAA is assigned an Organization Code using the National Finance Center (NFC) assigned structure, which contains 7 segments.
<b>Program Code</b>	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.
<b>Project</b>	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.
<b>Task</b>	Task Codes are further breakdowns within a specific project.
<b>Division</b>	Org 3 level of the National Finance Center Organization Code structure.
<b>Description</b>	<b>Description</b> – The description is downloaded from the Description Field on the CBS Allotment. It can be modified to more accurately describe the purpose of the Allotment.



### QTR1, QTR2, QTR3, QTR4

The quarters are downloaded from the CBS Allotment. It displays which quarter(s) the funds are available.

### Total Allotment

This is a calculated field that adds the quarterly amounts to show the sum of the current Allowance Advice.

### HQ Code

This is an optional field where a user can create a 5 character (alpha-numeric) code that will group Allowance Advices by a category. This allows a user to query transactions that do not have fields in common.

### Allowance Status

This section allows a user to mark the type of funds on the *Allowance Advice* to assist in determining what funds will be included in next fiscal year's Target.

The screenshot shows the 'Allowance Advice Reserve' form. It contains several input fields: AA Number (dropdown), Mail Code (dropdown), Organization Codes (five small text boxes), Fund (text box), Program (text box), Project (text box), Task (text box), Division (text box), Branch (text box), and Description (text box). Below these are four text boxes for Qtr1, Qtr2, Qtr3, and Qtr4, each containing '.00', and a Total Allotment text box also containing '.00'. At the bottom, there is a section for 'Allowance Status' with two radio buttons: 'Perm' (selected) and 'Temp'. To the right of this is an 'HQ Code' text box. Further right is a 'Reporting' section with the text 'Transfer Funds' followed by two radio buttons: 'Internal' (selected) and 'External'.

### Item

### Description

#### Perm/Temp Radio Buttons

Identifies the type of funds within the Line Office/FMC. Permanent funds remain available within the Line Office/FMC until the Appropriation expires. Temporary funds will go back to the original owner after the Fiscal Year ends.

### BOPS

This section allows a user to add information from the BOPS to tie the Allowance Advice to the BOP Plan No.

The screenshot shows the 'Allowance Advice Reserve' form. The BOPS section, located at the bottom left, is highlighted with a red box. It contains two text input fields: 'NOAA AA Num' and 'Plan No'. Above this section are other fields including 'AA Number', 'Mail Code', 'Organization Codes', 'Fund', 'Program', 'Project', 'Task', 'Division', 'Branch', 'Description', 'Qtr1', 'Qtr2', 'Qtr3', 'Qtr4', 'Total Allotment', 'Allowance Status' (with 'Perm' and 'Temp' radio buttons), 'HQ Code', and a 'Reporting' section with 'Transfer Funds' (Internal/External radio buttons), 'Report Status' (Perm/Temp radio buttons), 'Line Offices' (dropdown), and 'Report Cat' (dropdown).

### Item

### Description

**NOAA AA Num**

Optional field.

**Plan No**

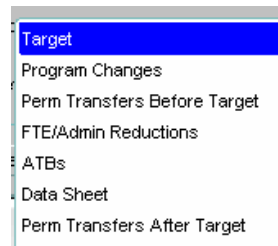
This number corresponds to the Plan Number on Budget Operating Plan (BOP). This is an optional field.

### Reporting

This section allows a user to mark the *Allowance Advice* by different categories for Reporting purposes.

The screenshot shows the 'Allowance Advice Reserve' form with the 'Reporting' section highlighted by a red box. This section includes 'Transfer Funds' (Internal/External radio buttons), 'Report Status' (Perm/Temp radio buttons), 'Line Offices' (dropdown), 'Report Cat' (dropdown, currently showing 'Target'), and 'Target Desc' (text input). Other visible sections include 'Allowance Status' (Perm/Temp radio buttons), 'HQ Code' (text input), 'BOPS' (NOAA AA Num and Plan No text inputs), and 'Project/Task Description' (checkboxes for PPA, AA, Drct, CI, RA, Base, Pass Through).

<u>Item</u>	<u>Description</u>
<b>Transfer Funds Internal/External Radio Buttons</b>	<p>By checking this button, allows Transfers to be tracked as to whether the funds are staying within a Line Office or are being transferred to another Line Office.</p> <ul style="list-style-type: none"><li>• Internal Transfers are funds that transfer to another FMC within a Line Office.</li><li>• External Transfers are funds that are transferred to another FMC outside of a Line Office.</li></ul>
<b>Reporting Status Perm/Temp Radio Buttons</b>	<p>This feature was added for reporting purposes only. For example, reporting permanent funding that is transferred on a temporary basis within a Line Office. This is an optional field.</p>
<b>Line Offices</b>	<p>The List of Values lists all of the Line/Staff Offices in NOAA. It is used to identify the source of the transfer for incoming transfers and the receiving office for outgoing transfers.</p>
<b>Report Cat</b>	<p>This is a list of budget actions that further define the purpose of the Allowance Advice. The current list is as follows:</p>



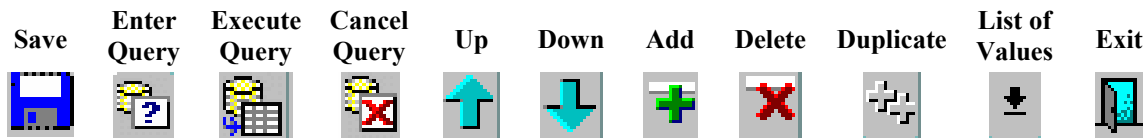
**Project/Task Descriptions** These descriptions display on the Allowance Advice based on the how the project code has been classified on the Admin/Project Code Setup/CBS Project Task support table. The current descriptions are as follows:

The screenshot shows a form titled "Project/Task Description". It contains a row of checkboxes: PPA, AA, Drcr, CI, RA, Base, and Pass Through. Below these checkboxes is a text input field labeled "Target Desc".

<b>PPA</b>	Program, Project and Activity
<b>AA</b>	Assigned Activity
<b>Drcr</b>	Direct
<b>CI</b>	Congressional Interest
<b>RA</b>	Report Assignments
<b>Base</b>	Base
<b>Pass Through</b>	Funds Designated to a Third Party

### *ICONS for the Allowance Advice Reserve*

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

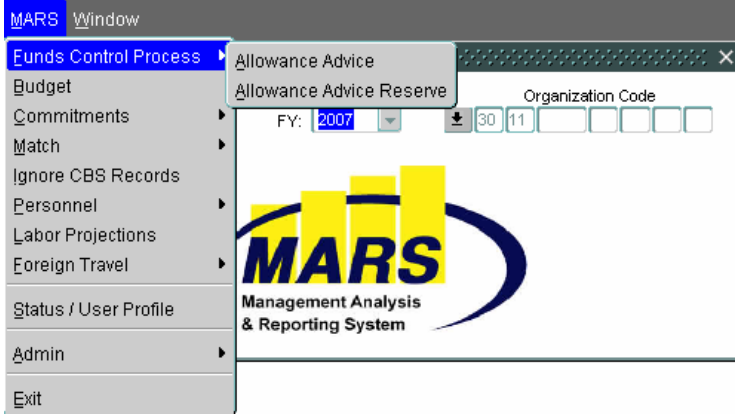
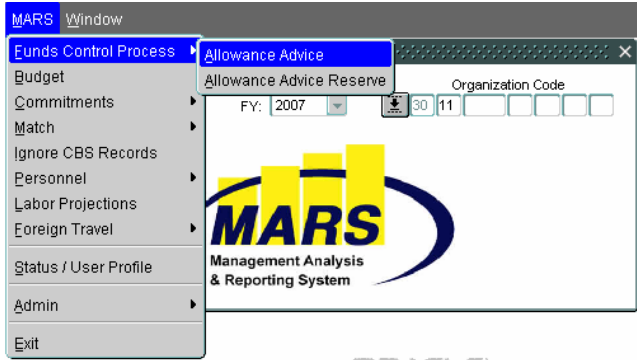


### *General Data Entry Rules and other Guidelines*


Since CBS allotment data is populated into the *Allowance Advice Reserve* based on criteria that has been matched for the Line Office setup, the Fund Control Administrator will usually be editing a Reserve record. However, there may be some instances when an Allowance Advance will need to be created.

### Add a Record:


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

Step	Action
1	<p>Select the proper Fiscal Year from the <i>Main MARS Form</i>. Then tab or click to the Org Code to submit the change.</p> 
2	<p>Select Funds <i>Control Process</i> from the <i>MARS Main Menu</i> and <i>Allowance Advice Reserve</i> from the submenu.</p> 

- 3 After selecting the **Allowance Advice Reserve** option from the menu, the screen will open to a blank screen. It is in the insert mode and ready for data to be entered.

- 4 Click into **AA#** and enter in “**CAMSR**” Allowance Advice Number or click in  to select from the **LOV**. This is a required field.

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.

- 5 Tab or click into **Mail Code**. Enter a valid Mail Code or click  to see the **LOV**. This is a required field.

When the **Mail Code** is selected, the system will populate the **Organization Codes** with the org code associated to the Mail Code is saved.

*Note: If a user tabs out from this field, the next field is **Project**. After a project is entered and the record is saved the **Fund** and **Program** will be populated.*

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- 6 Click in **Fund**. Enter a valid Fund Code or double click into the field and select from the **LOV**. This is a required field.

The screenshot shows the 'Allowance Advice Reserve' form. The 'Fund' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1, Qtr2, Qtr3, Qtr4) with a Total Allotment field.

- 7 Click in **Program**. Enter a valid Program Code or double click into the field and select from the **LOV**. This is a required field.

The screenshot shows the 'Allowance Advice Reserve' form. The 'Program' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1, Qtr2, Qtr3, Qtr4) with a Total Allotment field.

- 8 Tab or click in **Project Code**. Enter a valid Project or double click in the field and select from the **LOV**. Tab to Task.

The screenshot shows the 'Allowance Advice Reserve' form. The 'Project' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1, Qtr2, Qtr3, Qtr4) with a Total Allotment field.

Enter in valid Task or double click in the Task and select from LOV. These are required fields.

*When Project-Task has been entered, the Fund Code and Program Code will be populated.*

- 9 Tab or click in **Division**. Enter a valid Org 3 level or double click in the field and select from the **LOV**.

The screenshot shows the 'Allowance Advice Reserve' form. The 'Division' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1, Qtr2, Qtr3, Qtr4) with a Total Allotment field.

- 10** Tab or click in **Branch**. Enter a valid Org 3 level or double click in the field and select from the **LOV**.

The screenshot shows the 'Allowance Advice Reserve' form. The 'Branch' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Description, and four quarters (Qtr1, Qtr2, Qtr3, Qtr4) with a Total Allotment field. All numerical fields currently display '.00'.

- 11** Tab to or click on **Description**. Enter a brief description of the purpose of the allocation. This field is required.

The screenshot shows the 'Allowance Advice Reserve' form. The 'Description' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1, Qtr2, Qtr3, Qtr4) with a Total Allotment field. All numerical fields currently display '.00'.

- 12** Tab or click in **QTR 1, QTR 2, QTR3** and **QTR4**. Enter in amounts.

Do NOT use the dollar symbol (\$) in the amount fields.

- Amounts displayed are in dollars and cents.
- Zeros following decimal places do not have to be entered. Whole numbers will be converted by the system to tenths or hundredths as applicable, with zeros automatically entered.
- DO NOT enter commas in the amount fields. Commas will automatically be entered.

The screenshot shows the 'Allowance Advice Reserve' form. The four quarter fields (Qtr1, Qtr2, Qtr3, Qtr4) and the Total Allotment field are highlighted with a black box. All numerical fields currently display '.00'.

When entering numerical data, use tab/enter keys to move between quarters. If the mouse is used to "click" in the space, erase/clear the .0 before entering the dollar amount.



- 13** Click to ***Allowance Status***. The system will automatically default the Radio buttons to ***Perm***. Make the necessary changes by clicking the appropriate radio button.

The screenshot shows the MARS form with the 'Allowance Status' section highlighted by a red box. This section contains two radio buttons: 'Perm' (selected) and 'Temp'. To the right of this section is the 'HQ Code' field. Below 'Allowance Status' is the 'BOPs' section with 'NOAA AA Num' and 'Plan No' fields. Below that is the 'Project/Task Description' section with checkboxes for PPA, AA, Drct, CI, RA, Base, and Pass Through, and a text field. To the right of these sections is the 'Reporting' section with 'Transfer Funds' (Internal/External), 'Report Status' (Perm/Temp), 'Line Offices' (dropdown), 'Report Cat' (dropdown set to 'Target'), and 'Target Desc' (text field).

- 14** Click to ***HQ Code***. This is an optional field where a user can create a 5 character alpha-numeric code.



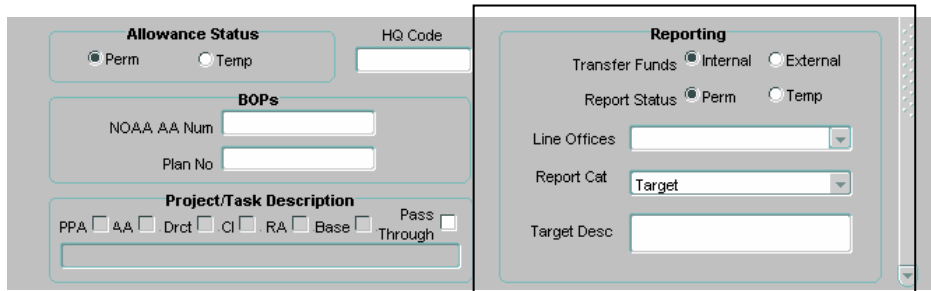




The screenshot shows the MARS form with the 'HQ Code' field highlighted by a red box. The 'HQ Code' field is a text input field located to the right of the 'Allowance Status' section. The rest of the form, including the 'BOPs' and 'Project/Task Description' sections, remains visible.

- 15** ***BOPS Section.***

Click to ***NOAA AA Num***. This is an optional field.


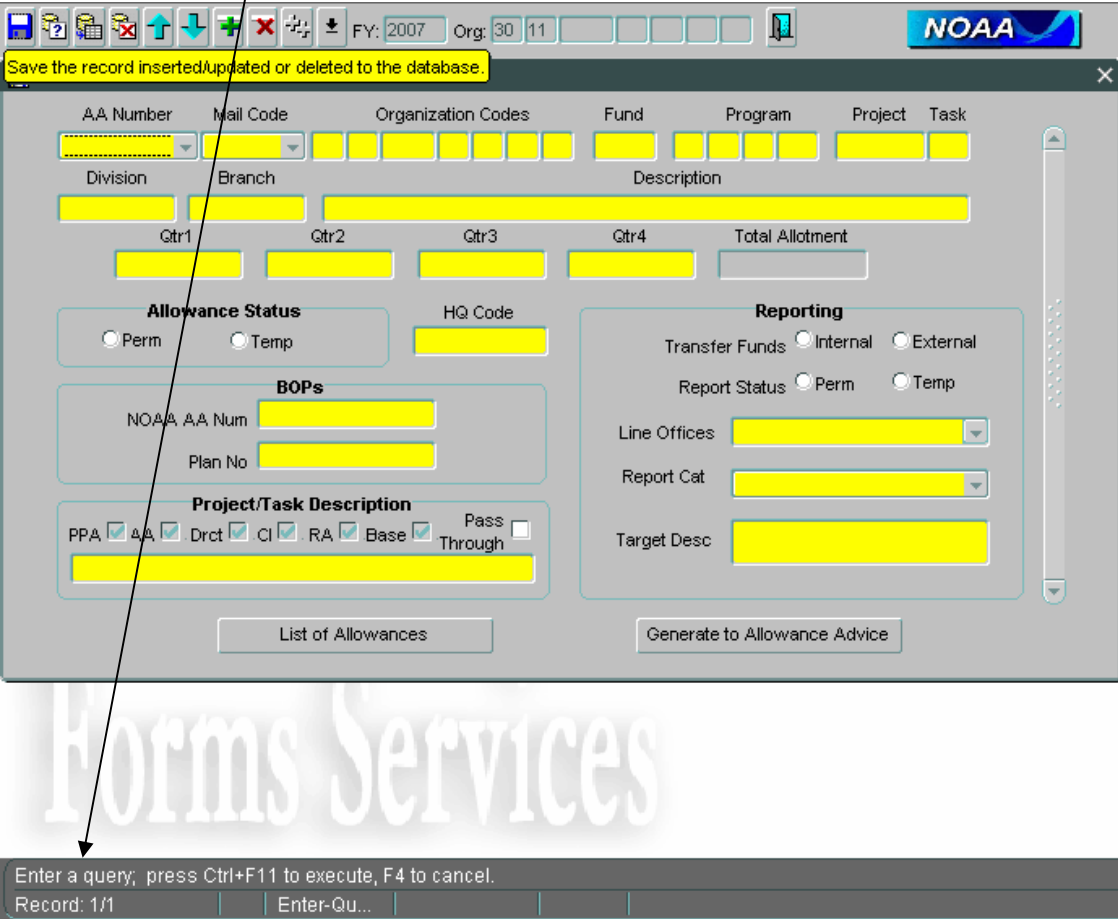

Enter in the ***Plan No.*** from the BOP.

The screenshot shows the MARS form with the 'BOPs' section highlighted by a red box. This section contains the 'NOAA AA Num' and 'Plan No' text input fields. The 'Allowance Status' section is visible above it, and the 'Project/Task Description' and 'Reporting' sections are visible below and to the right.

<p><b>16</b></p>	<p>Click to <b>Reporting</b> section.</p> <p>The system will automatically default the Radio buttons to “<b>Internal</b>” and “<b>Perm</b>”. Make the necessary changes by clicking the appropriate radio button.</p> <p>Tab or click into <b>Line Offices</b>. Enter a valid Line Office or click  to see the <b>LOV</b> for the corresponding Mail Code. This is an optional field.</p> <p>Tab or click into <b>Report Cat</b>. Enter a valid Line Office or click  to see the <b>LOV</b> for the corresponding Mail Code. This is an optional field.</p> <div data-bbox="342 663 1268 951">  </div>
<p><b>17</b></p>	<p>Click  to save record. Once the record is saved, the <b>Total Allotment</b> field will sum the amounts in the 4 fields.</p> <p>To continue entering records, click  to <b>Add Record</b>. Click the <b>Duplicate</b> function  icon. This will duplicate only the top half of the Budget record. Enter the necessary data and click  to save and commit the changes.</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>

## Query a Record

A user performs the following steps to query a record in the *Allowance Advice Reserve Form*:

Step	Action
1	<p>Click  to go into enter query mode.</p> <p><i>Note: In the bottom left hand corner of the screen, 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 Record. Within some of these fields, you can double click to select the data from the <i>List of Values</i>.</p>
3	<p>Click  to execute query.</p>

- 4 Depending on the query, the results may return multiple records.

The screenshot shows the 'Allowance Advice Reserve' form. At the top, there is a toolbar with icons for file operations (Save, Print, etc.) and navigation (Up, Down, Home, End). Below the toolbar, the form is divided into several sections: 'AA Number' (CAMSR), 'Mail Code' (AA), 'Organization Codes' (30, 11, 0000, 0, 0, 0, 0), 'Fund' (85), 'Program' (2, 21, 46, 1), 'Project' (E8LEFGE), and 'Task' (000). There are also fields for 'Division', 'Branch', 'Description' (FR 30-20 (NER) TO 30-11-0004-01 (OLE) FOR JEA), 'Gtr1' (.00), 'Gtr2' (.00), 'Gtr3' (15,000.00), 'Gtr4' (.00), and 'Total Allotment' (15,000.00). The 'Allowance Status' section has radio buttons for 'Perm' and 'Temp'. The 'BOPs' section has fields for 'NOAA AA Num' and 'Plan No'. The 'Project/Task Description' section has checkboxes for 'PPA', 'AA', 'Drct', 'CI', 'RA', 'Base', and 'Pass Through', with a text field containing 'GROUNDLINE EXCHANGE PILOT PROGRAM'. The 'Reporting' section has radio buttons for 'Internal' and 'External', and 'Report Status' with radio buttons for 'Perm' and 'Temp'. There are also dropdown menus for 'Line Offices', 'Report Cat', and a text field for 'Target Desc'. At the bottom, there is a 'Record: 1/3' status bar. A large watermark 'Forms Services' is visible across the center of the form.





In this example there are 3 records that have been retrieved. Use the up and down arrow keys or the right **slide bar** to scroll through the query record set.

### Edit a Record

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







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

Step	Action
1	Click on the Enter Query  icon.
2	Enter data into any field that can be used for the query.

3	Click the Execute Query  icon.  Field edits will follow the same format as in the add mode. To scroll through multiple records, place your cursor in the form, use the up  and down  arrows.
4	Make desired changes.
5	Click  to save.

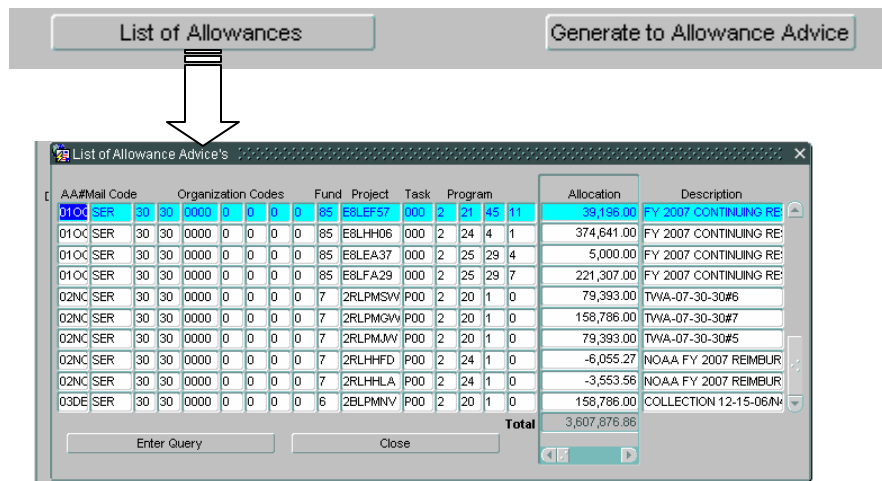
### Delete a Record:

Since records are populated into the *Allowance Advice Reserve*, in most instances, *Allowance Advice Reserve* records should not be deleted. Users perform the following steps to delete a allocation in the *Allowance Advice Reserve Form*:

<i>Step</i>	<i>Action</i>
1	Click on the Enter Query  icon.
2	Enter data into any field that can be used for the query.
3	Click the Execute Query  icon.  To scroll through multiple records, place your cursor in the form, use the up  and down  arrows.
4	Click  to delete record.  <i>NOTE: At this point you can still change your mind and cancel the delete by exiting the screen to main menu ; a CAUTION message will appear saying "Do you want to commit the changes you have made?"; click 'N'; for (No); if you click 'Y'; for (Yes) the record is deleted from the system.</i>
5	Click  to commit the deleted record(s).  <i>NOTE: Once the record(s) has been saved, they are permanently gone!</i>

### List of Allowances

This option will allow a user to query records that will display a list in the Allowance Advice form. A user can easily scroll through the list to view current Allowance Advices. No additions, corrections, or deletions can be made in this screen. Click the **Enter Query** button and enter a query selection. Then press the Execute Query Icon. When a user double clicks on a row, the system will display the selected Allowance Advice record.




### Generate to Allowance Advice



Using the **Generate to Allowance Advice** button will move the allotment from the **Allowance Advice Reserve** to the **Allowance Advice Form**.

It is important to save each record before generating it to the Allowance Advice. To check if the records are included in the **CMARS Allowance Advice**, go to **MARS/Funds Control Process/Allowance Advice**.






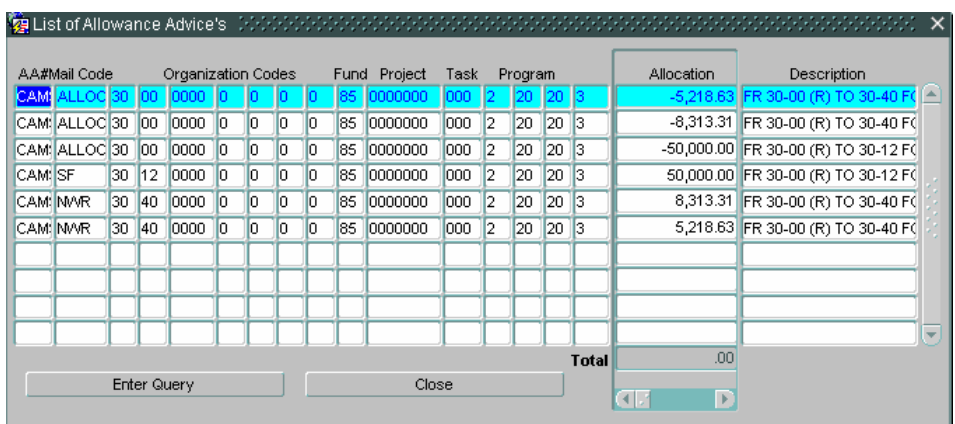
User performs the following steps to change the Mail Code in the **Allowance Advice Reserve**:

Step	Action
1	To distribute CBS FMC level allotment to the Org3 code level or lower, click in <b>Mail Code</b> . Change mail code value (For example, change 'AA' to 'EN').
2	Click  to save.
3	Click <b>Generate to Allowance Advice</b> to add records to the MARS Allowance Advice.

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	Table
4	To verify if the record has been added to the Allowance Advice, go to MARS Menu, Funds Control Process and Allowance Advice.

User performs the following steps to distribute Allowances to multiple sources (ex. Mail Codes/Projects/Divisions, etc.) in the Allowance Advice Reserve:

Step	Action
1	To distribute CBS FMC level allotment to multiple sources, Query record to be modified if not already displayed.
2	Modify necessary fields and click  to save.
3	Click  to insert a row.
4	Click  to duplicate the previous record.
5	Make the necessary changes (For example, Mail Codes/Projects/Divisions, Amounts, etc.) and click  to save.
6	Repeat steps above to insert more records if necessary.
7	Click <b>List of Allowances</b> button to verify entries. 
8	Check to verify that records equal the desired amount.  <p><i>There is a funds check to restrict a user from creating Allowance Advices where the total of the new Allowance Advices is greater than the original Allotment amount.</i></p>

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<b>9</b>	Click <i><b>Generate to Allowance Advice</b></i> to add records to the MARS Allowance Advice Table.
<b>10</b>	To verify if the record has been added to the Allowance Advice, go to <i><b>MARS Menu, Funds Control Process</b></i> and <i><b>Allowance Advice</b></i> .