

# MARS User Guide

# Funds Control

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



## Funds Control Processing

Document Revision 2.0

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## **Funds Control Processing**

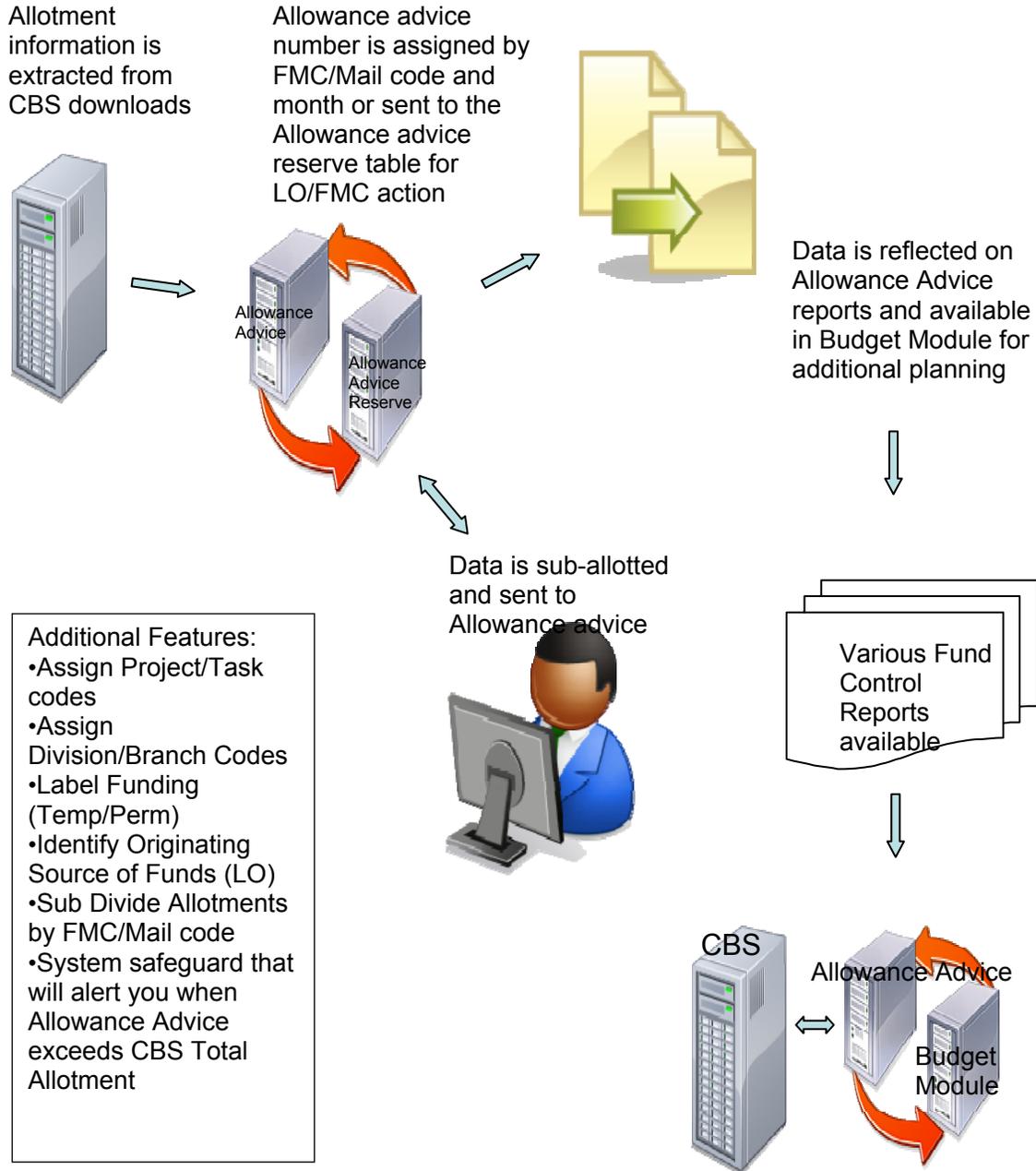
CBS allotment data is populated into the MARS System during a nightly CBS data download. Allotment Data populates MARS\_ALLOT\_CONTROL and MARS\_ALLOT\_DETAIL tables.

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.

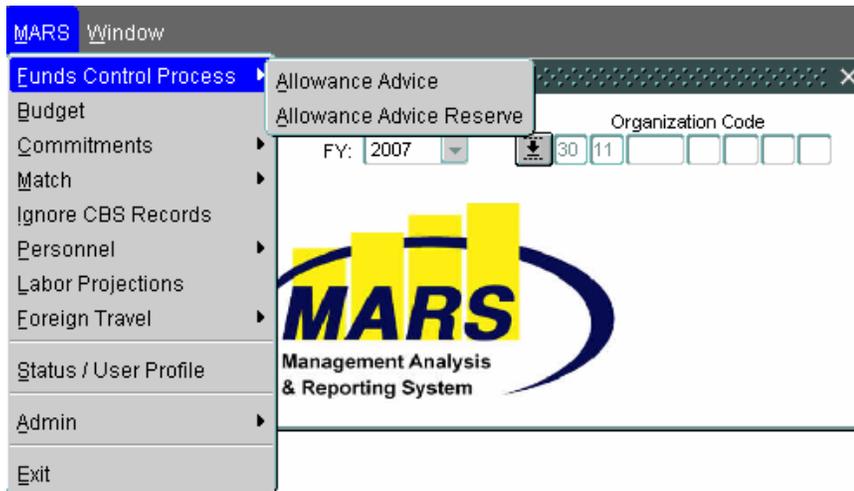
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The Funds Control Administrator is then able to make the necessary changes to the Reserve module. Once the record is reconciled, it is ready to be moved to the Allowance Advice module. When the record is moved into the Allowance Advice module, the 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 the following fields and sections:

- Header Fields:** AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task.
- Form Fields:** Division, Branch, Description, Qtr1, Qtr2, Qtr3, Qtr4, Total Allotment.
- Allowance Status:** Radio buttons for Perm (selected) and Temp.
- HQ Code:** Text input field.
- BOPs:** NOAA AA Num, Plan No.
- Reporting:** Radio buttons for Internal (selected) and External; Radio buttons for Perm (selected) and Temp; Line Offices (dropdown), Report Cat (dropdown), Target Desc (text input).
- Create "TO" record:** Mail Code (dropdown), Plan No (text input), Report Status: Perm (selected) and Temp.
- Project/Task Description:** Checkboxes for PPA, AA, Drct, CI, RA, Base, Pass Through.
- Buttons:** List of Allowances.

### 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**

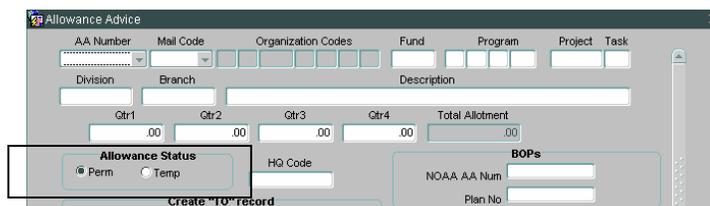
This is a calculated field that adds the quarterly amounts to show the sum of the current Allowance Advice.

### **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 image shows a screenshot of a software application window titled "Allowance Advice". The window contains several input fields and sections. At the top, there are fields for "AA Number", "Mail Code", "Organization Codes", "Fund", "Program", "Project", and "Task". Below these are "Division" and "Branch" fields, followed by a "Description" field. There are four "Qtr" fields (Qtr1, Qtr2, Qtr3, Qtr4) with numerical values (e.g., .00) and a "Total Allotment" field. A section titled "Allowance Status" contains two radio buttons: "Perm" (selected) and "Temp". To the right of this section is an "HQ Code" field and a "BOPs" section with "NOAA AA Num" and "Plan No" fields. A "create record" button is visible at the bottom left of the form.

### 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

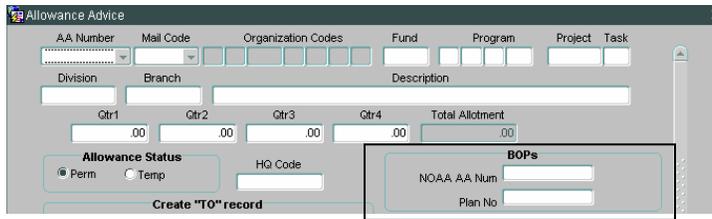
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funds will go back to the original owner after the Fiscal Year ends.

### 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 and contains two input fields: 'NOAA AA Num' and 'Plan No'. Other visible fields include 'AA Number', 'Mail Code', 'Organization Codes', 'Fund', 'Program', 'Project', 'Task', 'Division', 'Branch', 'Description', 'Qtr1', 'Qtr2', 'Qtr3', 'Qtr4', 'Total Allotment', 'Allowance Status' (Perm/Temp), and 'HQ Code'. A 'Create "TO" record' button is located at the bottom left.

### Item

### Description

**NOAA AA Num**

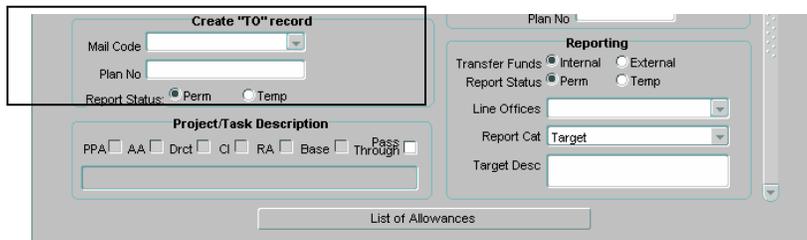
This is an option field.

**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 includes a 'Mail Code' dropdown, a 'Plan No' input field, and a 'Report Status' section with 'Perm' and 'Temp' radio buttons. Below this is the 'Project/Task Description' section with checkboxes for 'PPA', 'AA', 'Drct', 'Cl', 'RA', 'Base', and 'Pass Through'. To the right 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' input field. A 'List of Allowances' button is 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.

The screenshot shows a web form titled "Create 'TO' record". It includes a "Plan No" field at the top right. The main form area is divided into three sections: 1. "Create TO record" containing "Mail Code" (dropdown), "Plan No" (text), and "Report Status" (radio buttons for Perm and Temp). 2. "Project/Task Description" containing checkboxes for PPA, AA, Drct, Cl, RA, Base, Pass, and Through. 3. "Reporting" containing "Transfer Funds" (radio buttons for Internal and External), "Report Status" (radio buttons for Perm and Temp), "Line Offices" (dropdown), "Report Cat" (dropdown with "Target" selected), and "Target Desc" (text). A "List of Allowances" button is located at the bottom center of the form.

### 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

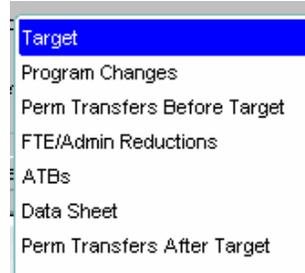
The List of Values lists all of the Line/Staff Offices in NOAA. It is used to identify the source of the transfer for incoming transfers and the receiving office for outgoing transfers.

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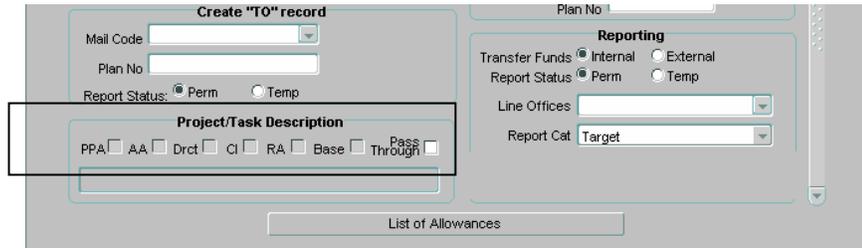
### Report Cat

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

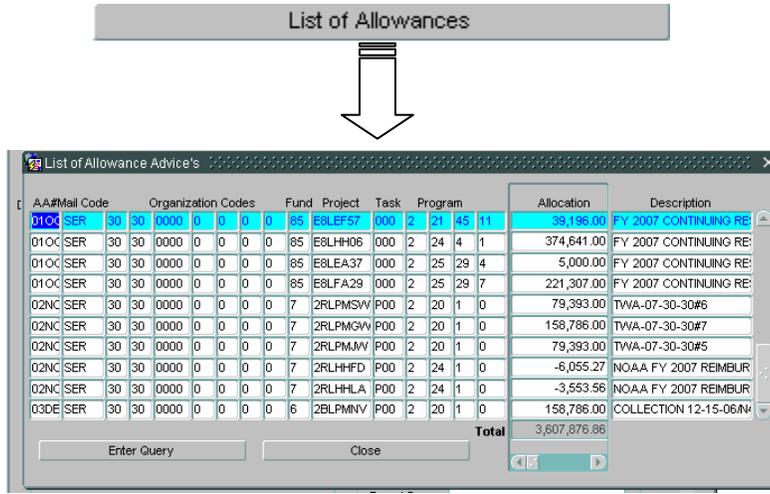
These descriptions display on the Allowance Advice based on how the project code has been classified on the Admin/Project Code Setup/CBS Project Task support table. The current descriptions are as follows:



<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

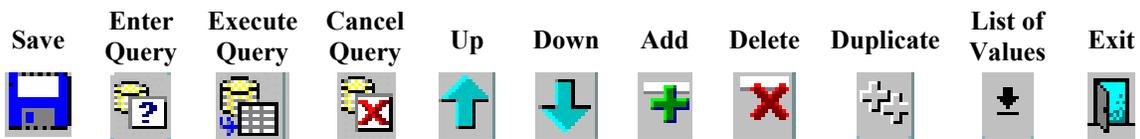
**List of Allowances**

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.



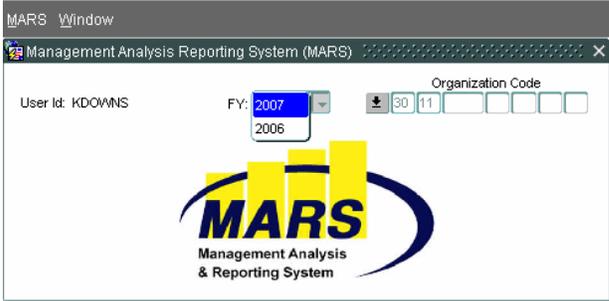
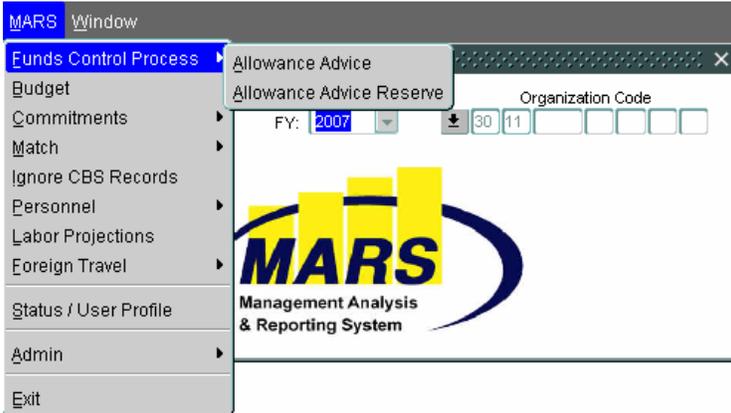
**General Data Entry Rules and other Guidelines**

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 Advice 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*:

<i>Step</i>	<i>Action</i>
<p><b>1</b></p>	<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 'User Id: KDOWNNS'. Below that, there is a 'FY:' dropdown menu currently set to '2007', with a sub-menu open showing '2006' selected. To the right of the dropdown is an 'Organization Code' field with a grid of input boxes containing '30' and '11'. The MARS logo is centered at the bottom of the window.</p>
<p><b>2</b></p>	<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 in blue. A submenu is open, showing 'Allowance Advice' and 'Allowance Advice Reserve' as the first two options. The background shows the same MARS main form window as in the previous step, but it is partially obscured by the menu.</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.

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

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.

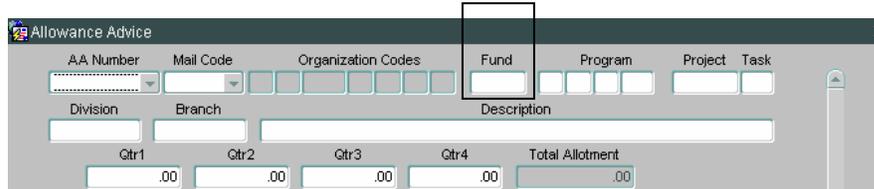
- 5 Tab or click into *Mail Code*. Enter a valid Mail Code or click  to see the *LOV*. This is a required field.

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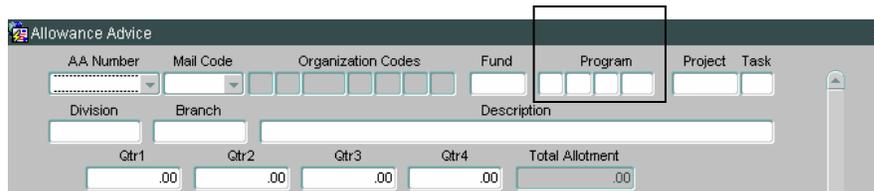
*Note: If a user tabs out from this field, the next field is **Project**. After a project is entered and the record is saved the **Fund** and **Program** will be populated when saved.*

- 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.



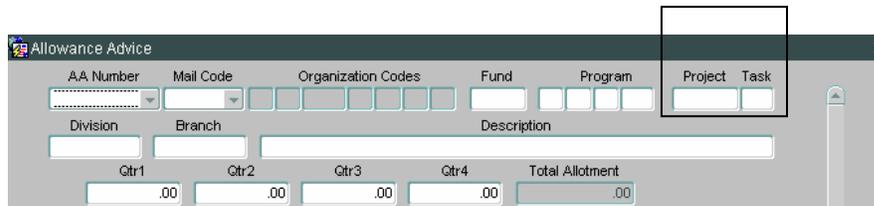
The screenshot shows the 'Allowance Advice' form. The 'Fund' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1-Qtr4) with a Total Allotment field. The Fund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



The screenshot shows 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 field. 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.

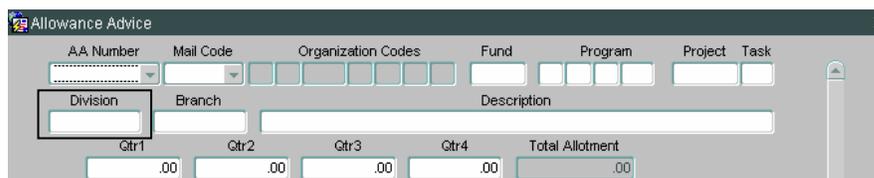


The screenshot shows the 'Allowance Advice' form. The 'Project' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1-Qtr4) with a Total Allotment field. The Project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

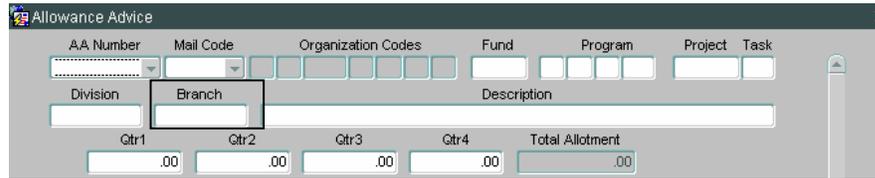
- 9 Tab or click in **Division**. Enter a valid Org 3 level or double click in the field and select from the **LOV**.



The screenshot shows 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 field. The Division field is currently empty.

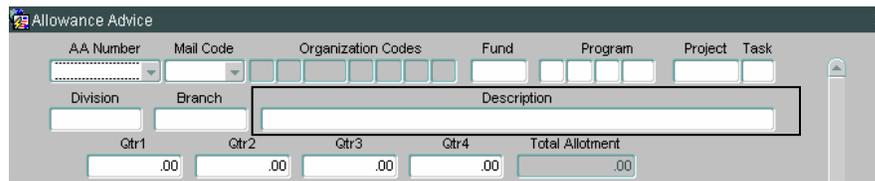
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- 10** Tab or click in **Branch**. Enter a valid Org 4 level or double click in the field and select from the **LOV**.



The screenshot shows the 'Allowance Advice' window. 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-Qtr4) with a Total Allotment field. All amount 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.

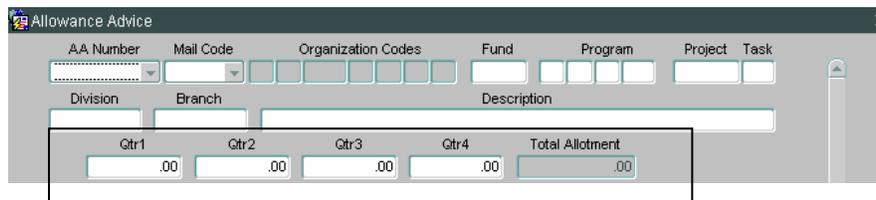


The screenshot shows the 'Allowance Advice' window. The 'Description' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1-Qtr4) with a Total Allotment field.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

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

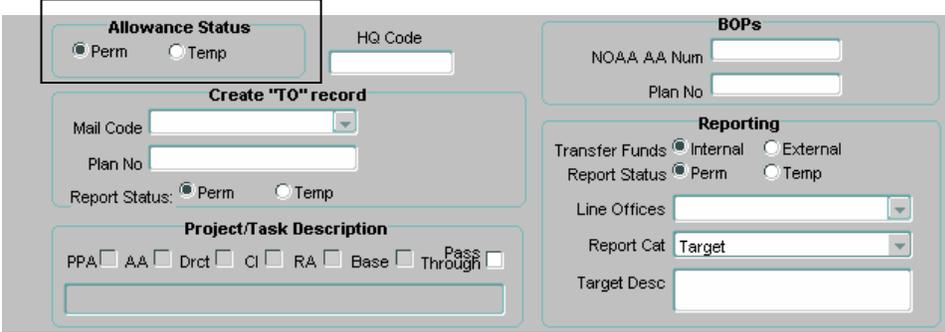
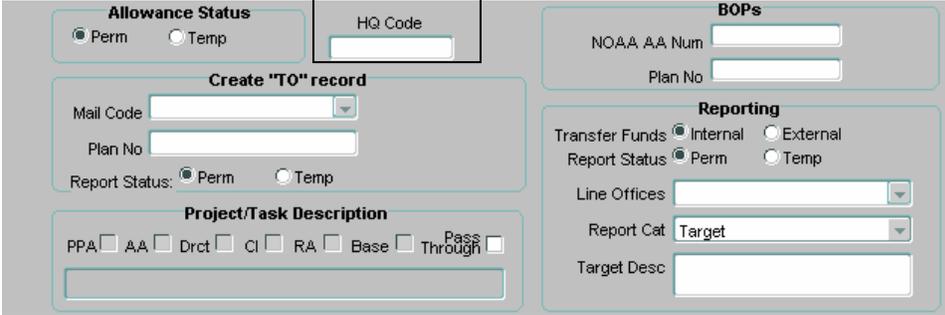
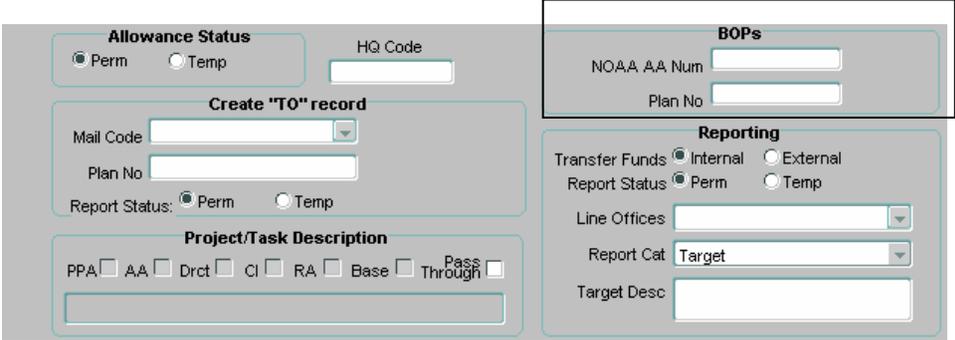
Do NOT use the dollar symbol (\$) in the amount fields

- 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.



The screenshot shows the 'Allowance Advice' window. The four quarter amount fields (Qtr1, Qtr2, Qtr3, Qtr4) and the Total Allotment field are highlighted with a black box. All 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.

<p><b>13</b></p>	<p>Click to <b>Allowance Status</b>. The system will automatically default the Radio button to <b>Perm</b>. Make the necessary changes by clicking the appropriate radio button.</p>  <p>The screenshot shows the MARS form interface. A box highlights the 'Allowance Status' section, which contains two radio buttons: 'Perm' (selected) and 'Temp'. Other sections visible include 'HQ Code' (text field), 'BOPs' (NOAA AA Num and Plan No text fields), 'Create "TO" record' (Mail Code dropdown, Plan No text field, Report Status radio buttons), and 'Project/Task Description' (checkboxes for PPA, AA, Drct, Cl, RA, Base, Pass, Through).</p>
<p><b>14</b></p>	<p>Click to <b>HQ Code</b>. This is an optional field where a user can create a 5 character alpha-numeric.</p>  <p>The screenshot shows the MARS form interface. A box highlights the 'HQ Code' text field. Other sections visible include 'Allowance Status' (radio buttons), 'BOPs' (NOAA AA Num and Plan No text fields), 'Create "TO" record' (Mail Code dropdown, Plan No text field, Report Status radio buttons), and 'Project/Task Description' (checkboxes for PPA, AA, Drct, Cl, RA, Base, Pass, Through).</p>
<p><b>15</b></p>	<p><b>BOPS section.</b></p> <p>Click to <b>NOAA AA Num</b>. This field is optional. Leave blank.</p> <p>Enter the <b>Plan No</b>. from the Transfer BOP, if known.</p>  <p>The screenshot shows the MARS form interface. A box highlights the 'BOPs' section, which contains 'NOAA AA Num' and 'Plan No' text fields. Other sections visible include 'Allowance Status' (radio buttons), 'HQ Code' (text field), 'Create "TO" record' (Mail Code dropdown, Plan No text field, Report Status radio buttons), and 'Project/Task Description' (checkboxes for PPA, AA, Drct, Cl, RA, Base, Pass, Through).</p>

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.

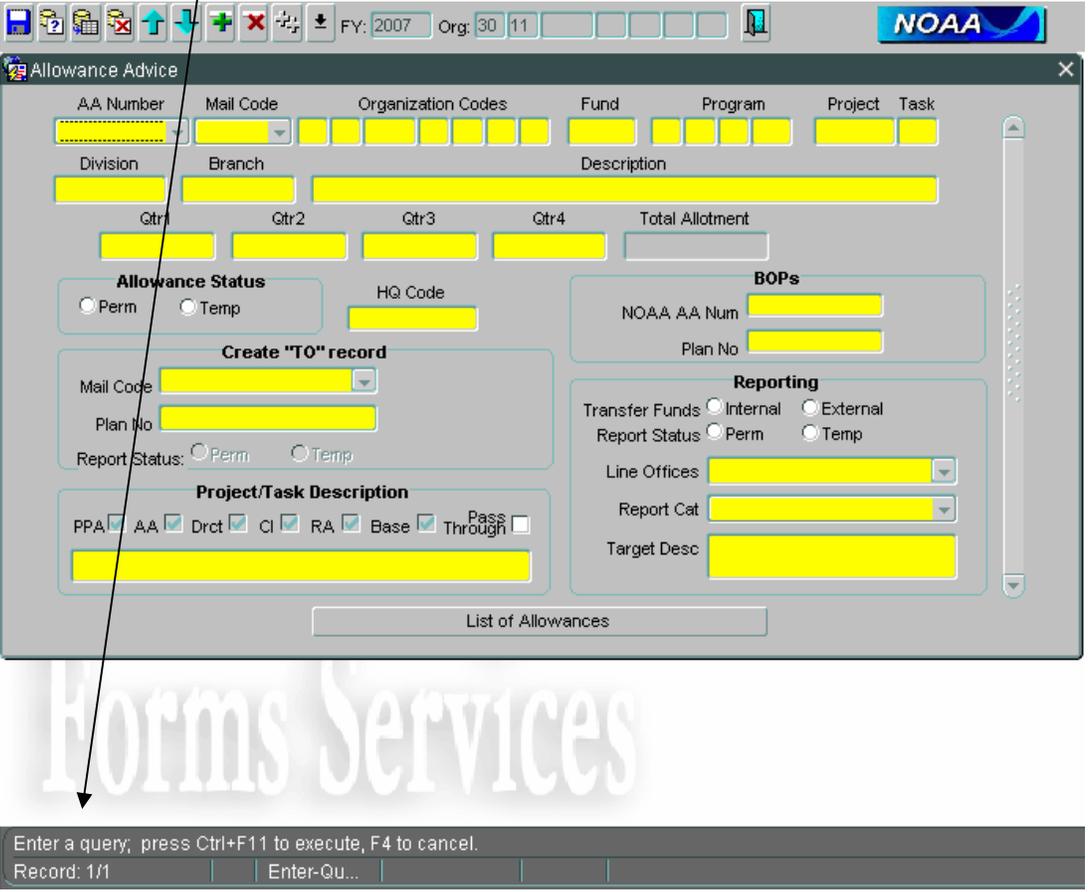
**18** Click  to save record. Once the record is saved, the **Total Allotment** field will sum the amounts in the 4 fields.

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*:

<b>Step</b>	<b>Action</b>
<p><b>1</b></p>	<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> 
<p><b>2</b></p>	<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 <i>List of Values</i>.</p>
<p><b>3</b></p>	<p>Click  to execute query.</p>

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

<b>5</b>	<p>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>
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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:

<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.
<b>3</b>	To scroll through multiple Budget 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>	Make the desired changes. Field edits will follow the same format as in the Add mode.
<b>5</b>	<p>Click  to save.</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>

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

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### 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*:

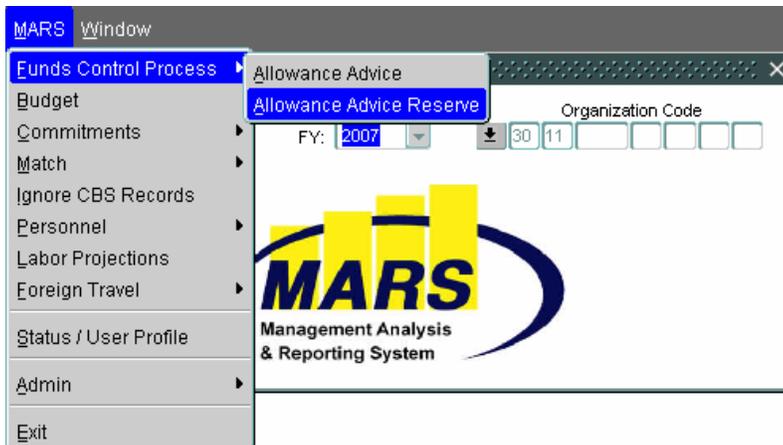
<i>Step</i>	<i>Action</i>
1	Click on the Enter Query  icon.
2	Enter data in any field that is highlighted in “yellow”. Within some of these fields, you can double click to select the data from the list of values.
3	Click the Execute Query  icon.  To scroll through multiple Allowance Advice records, place 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> .
4	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>
5	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

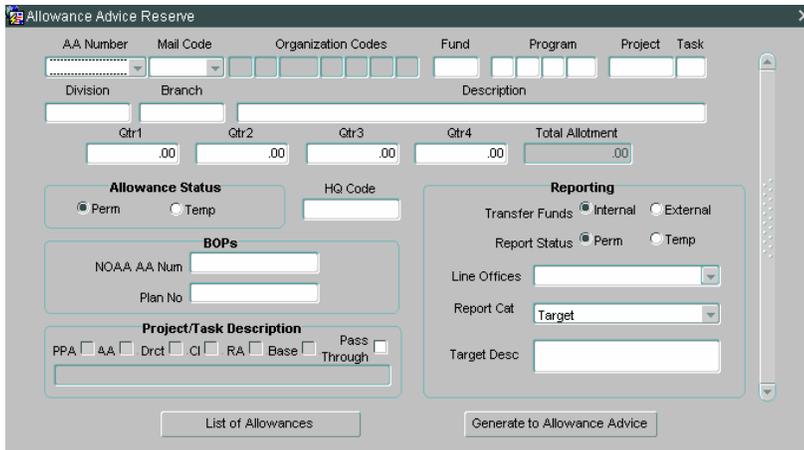
The *Allowance Advice Reserve Form* is used by the Funds Control Administrator to re-distribute CBS Allotments between multiple mail codes sharing the same FMC and Allotment.

### 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*:



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<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.

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### **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 a software window titled "Allowance Advice Reserve". It contains several input fields and sections. At the top, there are fields for "AA Number", "Mail Code", "Organization Codes", "Fund", "Program", "Project", and "Task". Below these are "Division" and "Branch" fields, followed by a "Description" field. A row of five numeric input fields is labeled "Qtr1", "Qtr2", "Qtr3", "Qtr4", and "Total Allotment", each with ".00" entered. Below this is a section titled "Allowance Status" with two radio buttons: "Perm" (selected) and "Temp". To the right of this is an "HQ Code" field. Further right is a "Reporting" section with 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.

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

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### 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 is highlighted with a red box. It contains two text input fields: 'NOAA AA Num' and 'Plan No'. Other visible fields include 'AA Number', 'Mail Code', 'Organization Codes', 'Fund', 'Program', 'Project', 'Task', 'Division', 'Branch', 'Description', 'Qtr1', 'Qtr2', 'Qtr3', 'Qtr4', 'Total Allotment', 'Allowance Status' (Perm/Temp), 'HQ Code', 'Reporting' (Transfer Funds: Internal/External, Report Status: Perm/Temp), 'Line Offices', and 'Report Cat'.

### 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.

This close-up screenshot shows the 'Reporting' section of the form. It includes radio buttons for 'Transfer Funds' (Internal/External) and 'Report Status' (Perm/Temp). There are dropdown menus for 'Line Offices' and 'Report Cat' (set to 'Target'). A text input field for 'Target Desc' is also visible. The 'BOPS' section with 'NOAA AA Num' and 'Plan No' fields is also partially visible on the left.

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### 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**

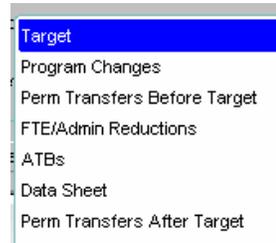
This feature was added for reporting purposes only. For example, reporting permanent funding that is transferred on a temporary basis within a Line Office. This is an optional field.

#### **Line Offices**

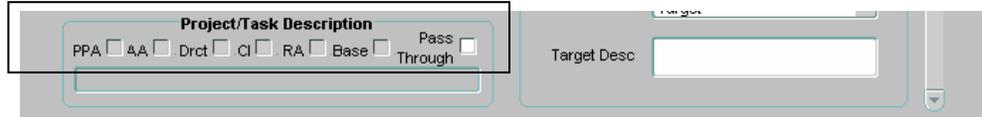
The List of Values lists all of the Line/Staff Offices in NOAA. It is used to identify the source of the transfer for incoming transfers and the receiving office for outgoing transfers.

#### **Report Cat**

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



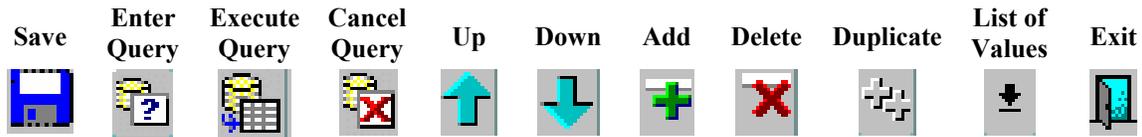
**Project/Task Descriptions** These descriptions display on the Allowance Advice based on the how the project code has been classified on the Admin/Project Code Setup/CBS Project Task support table. The current descriptions are as follows:



<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.



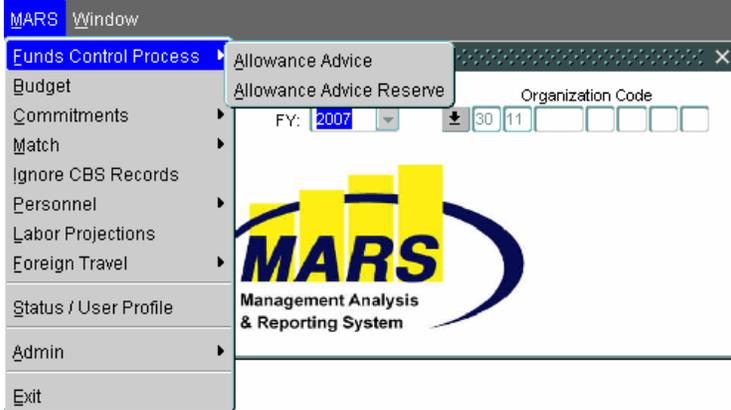
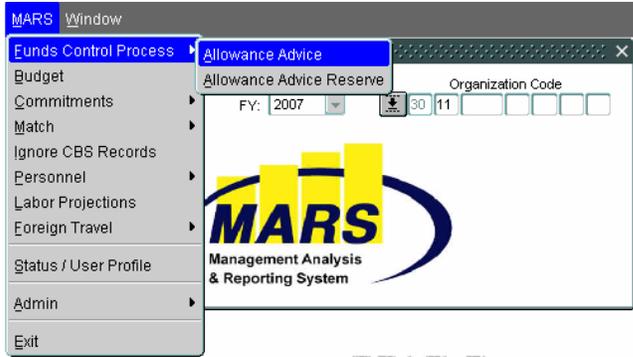
***General Data Entry Rules and other Guidelines***

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.

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

### Add a Record:

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

<i>Step</i>	<i>Action</i>
<p><b>1</b></p>	<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>  <p>The screenshot shows the MARS application window with the 'Funds Control Process' menu item selected. The sub-menu is open, showing 'Allowance Advice Reserve' as the active option. The 'FY' dropdown is set to '2007', and the 'Organization Code' field contains '3011'. The MARS logo and 'Management Analysis &amp; Reporting System' text are visible in the background.</p>
<p><b>2</b></p>	<p>Select Funds <i>Control Process</i> from the <i>MARS Main Menu</i> and <i>Allowance Advice Reserve</i> from the submenu.</p>  <p>The screenshot shows the MARS application window with the 'Funds Control Process' menu item selected. The sub-menu is open, showing 'Allowance Advice Reserve' as the active option. The 'FY' dropdown is set to '2007', and the 'Organization Code' field contains '3011'. The MARS logo and 'Management Analysis &amp; Reporting System' text are visible in the background.</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.

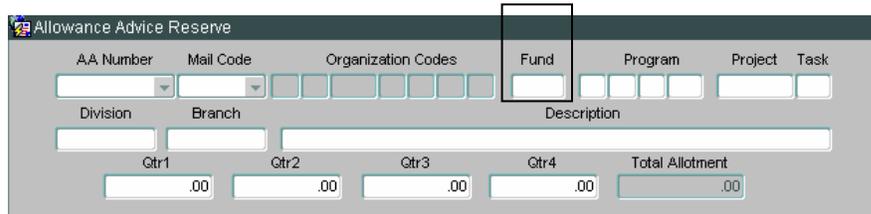
- 5 Tab or click into *Mail Code*. Enter a valid Mail Code or click  to see the *LOV*. This is a required field.

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.*

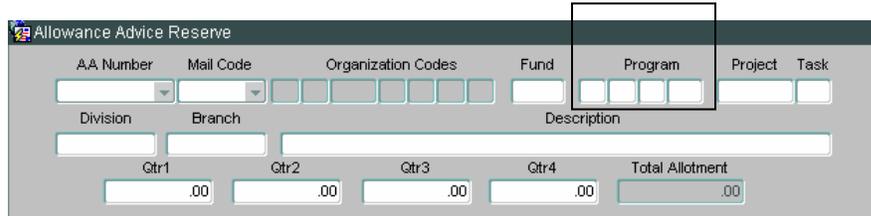
## Management Analysis and Reporting System (MARS) Users Guide

- 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.



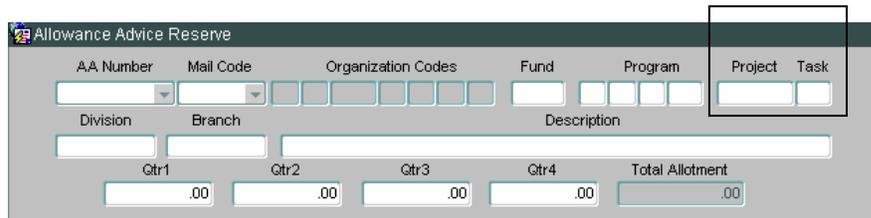
The screenshot shows the 'Allowance Advice Reserve' form. The 'Fund' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and quarterly allotments (Qtr1-Qtr4) with a Total Allotment field.

- 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 quarterly allotments (Qtr1-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.

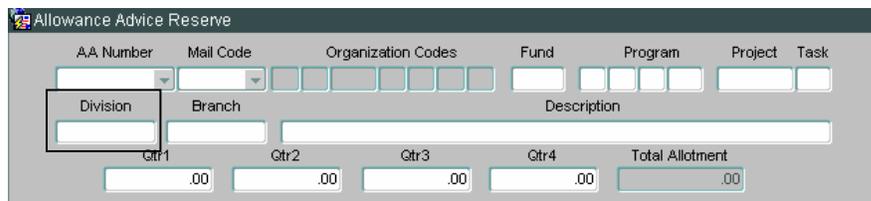


The screenshot shows the 'Allowance Advice Reserve' form. The 'Project' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and quarterly allotments (Qtr1-Qtr4) with a Total Allotment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

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

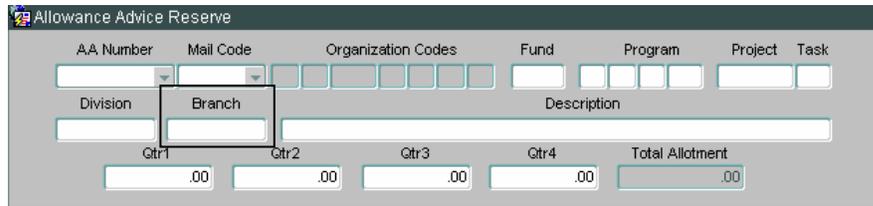
*When Project-Task has been entered, the Fund Code and Program Code will be populated.*

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



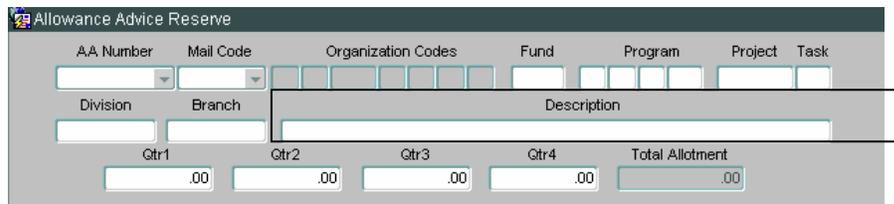
The screenshot shows the 'Allowance Advice Reserve' form. The 'Division' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and quarterly allotments (Qtr1-Qtr4) with a Total Allotment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

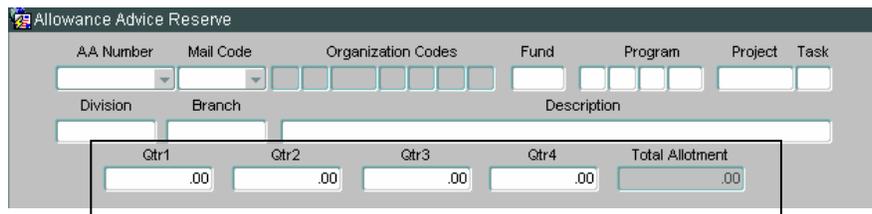


The screenshot shows the 'Allowance Advice Reserve' form. The 'Description' field is highlighted with a black box. The form includes fields for AA Number, Mail Code, Organization Codes, Fund, Program, Project, Task, Division, Branch, Description, and four quarters (Qtr1-Qtr4) with a Total Allotment field.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

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

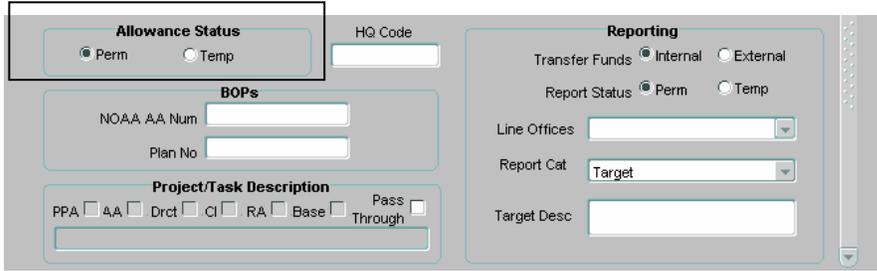
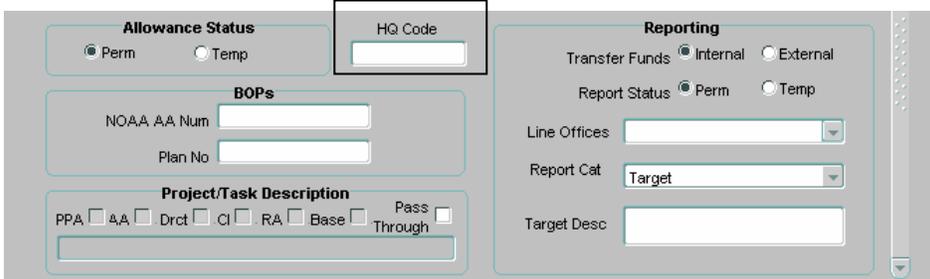
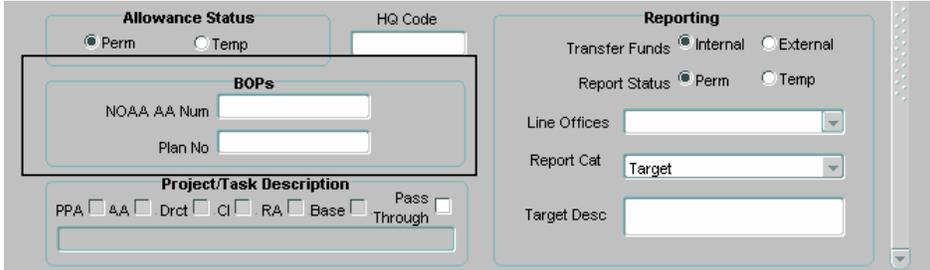
Do NOT use the dollar symbol (\$) in the amount fields.

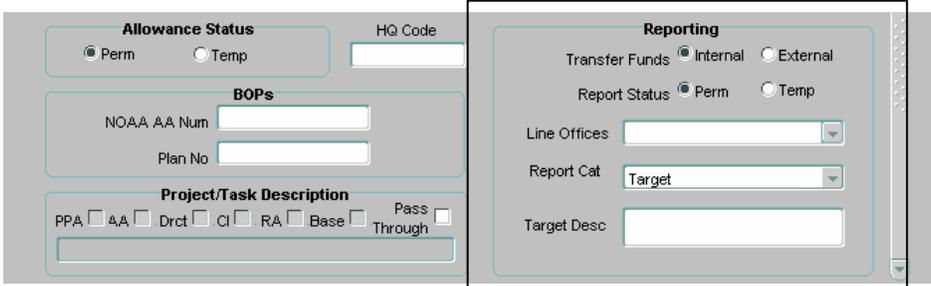
- Amounts displayed are in dollars and cents.
- Zeros following decimal places do not have to be entered. Whole numbers will be converted by the system to tenths or hundredths as applicable, with zeros automatically entered.
- DO NOT enter commas in the amount fields. Commas will automatically be entered.



The screenshot shows the 'Allowance Advice Reserve' form. The amount fields for Qtr1, Qtr2, Qtr3, Qtr4, and Total Allotment are highlighted with a black box. All fields currently display '.00'.

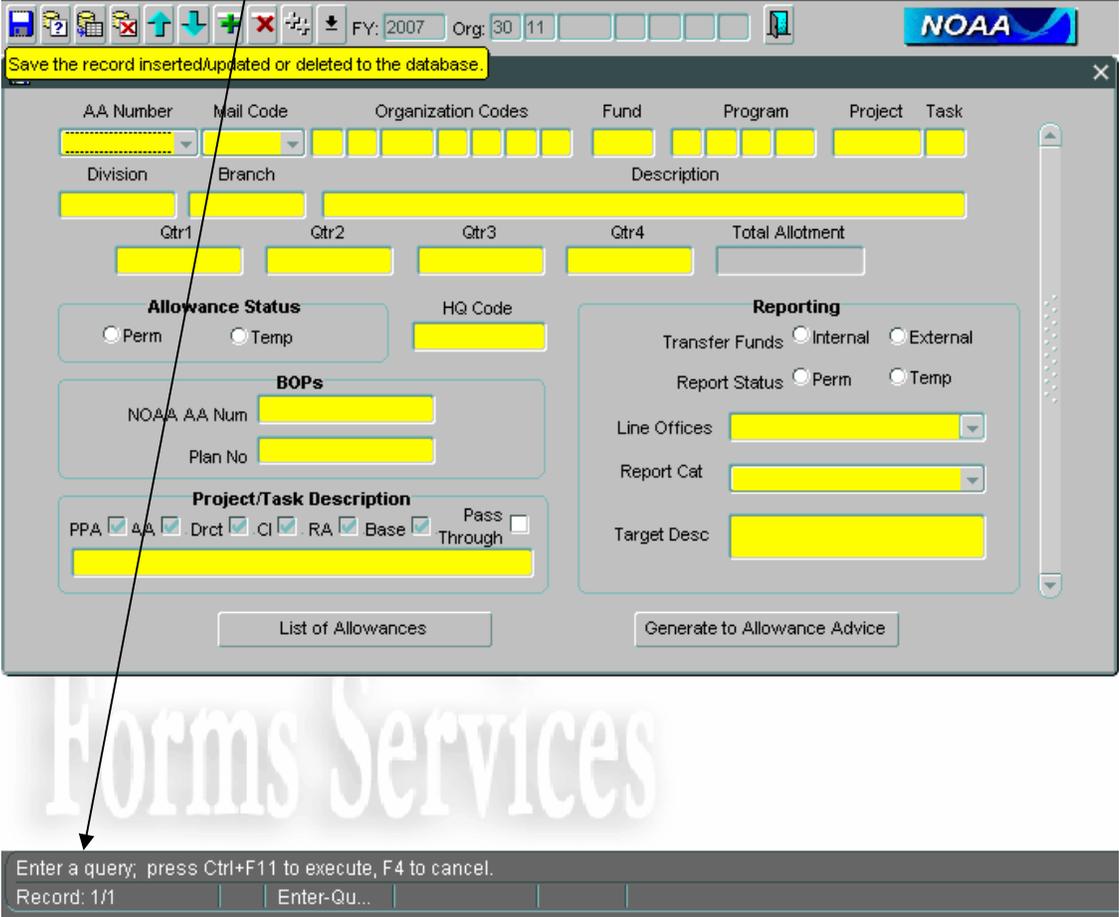
When entering numerical data, use tab/enter keys to move between quarters. If the mouse is used to "click" in the space, erase/clear the .0 before entering the dollar amount.

<p><b>13</b></p>	<p>Click to <b>Allowance Status</b>. The system will automatically default the Radio buttons to <b>Perm</b>. Make the necessary changes by clicking the appropriate radio button.</p>  <p>The screenshot shows the MARS form interface. A red rectangular box highlights the 'Allowance Status' section, which contains two radio buttons: 'Perm' (selected) and 'Temp'. Other sections visible include 'BOPs' with 'NOAA AA Num' and 'Plan No' fields, 'Project/Task Description' with various checkboxes, and 'Reporting' with 'Transfer Funds', 'Report Status', 'Line Offices', 'Report Cat', and 'Target Desc' fields.</p>
<p><b>14</b></p>	<p>Click to <b>HQ Code</b>. This is an optional field where a user can create a 5 character alpha-numeric code.</p>  <p>The screenshot shows the MARS form interface. A red rectangular box highlights the 'HQ Code' text input field. The 'Allowance Status' section is also visible, showing the 'Perm' radio button selected.</p>
<p><b>15</b></p>	<p><b>BOPS Section.</b></p> <p>Click to <b>NOAA AA Num</b>. This is an optional field.</p> <p>Enter in the <b>Plan No.</b> from the BOP.</p>  <p>The screenshot shows the MARS form interface. A red rectangular box highlights the 'BOPS' section, which contains the 'NOAA AA Num' and 'Plan No' text input fields. The 'Allowance Status' section is also visible, showing the 'Perm' radio button selected.</p>

<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> 
<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
<p>1</p>	<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> 
<p>2</p>	<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>
<p>3</p>	<p>Click  to execute query.</p>

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

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.

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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.

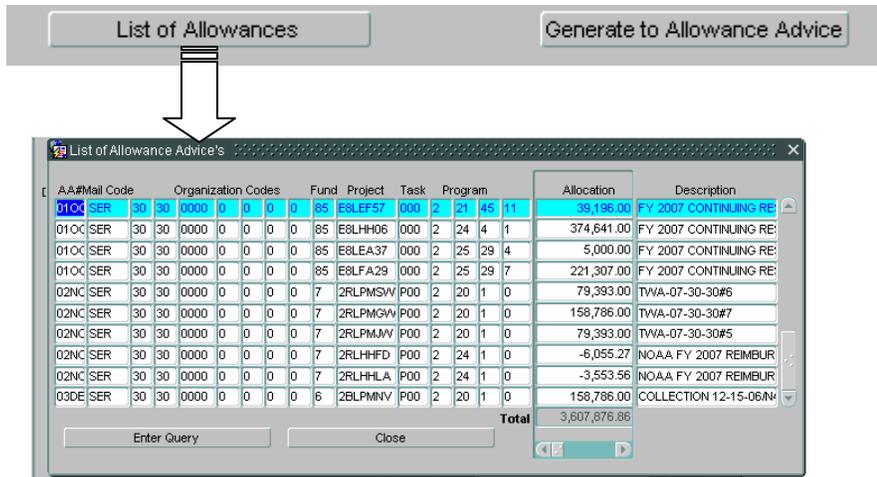
### Delete a Record:

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**.

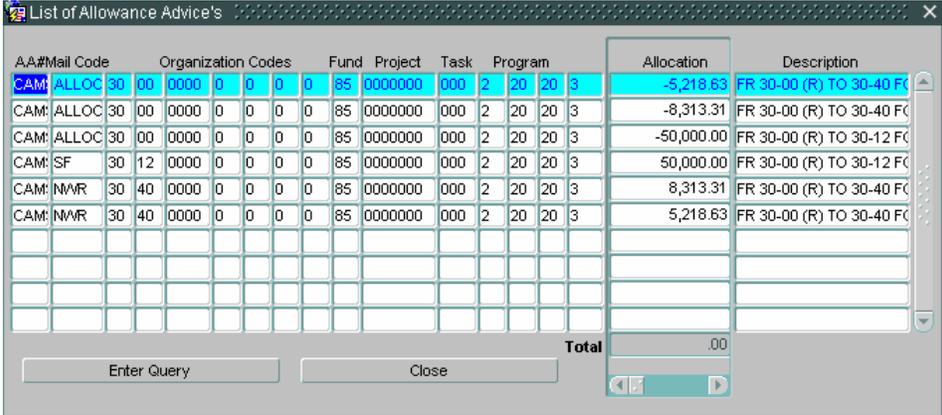
User performs the following steps to change the Mail Code in the **Allowance Advice Reserve**:

<i>Step</i>	<i>Action</i>
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 <i>List of Allowances</i> button to verify entries. <div style="text-align: center; border: 1px solid gray; padding: 5px; margin: 10px 0;"> <span>List of Allowances</span> <span style="margin-left: 200px;">Generate to Allowance Advice</span> </div>
8	Check to verify that records equal the desired amount. <div style="text-align: center; margin: 10px 0;">  </div> <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>Generate to Allowance Advice</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>MARS Menu, Funds Control Process</i> and <i>Allowance Advice</i> .