

MARS User Guide

Match Process - Parameter Setup

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United States Department of Commerce
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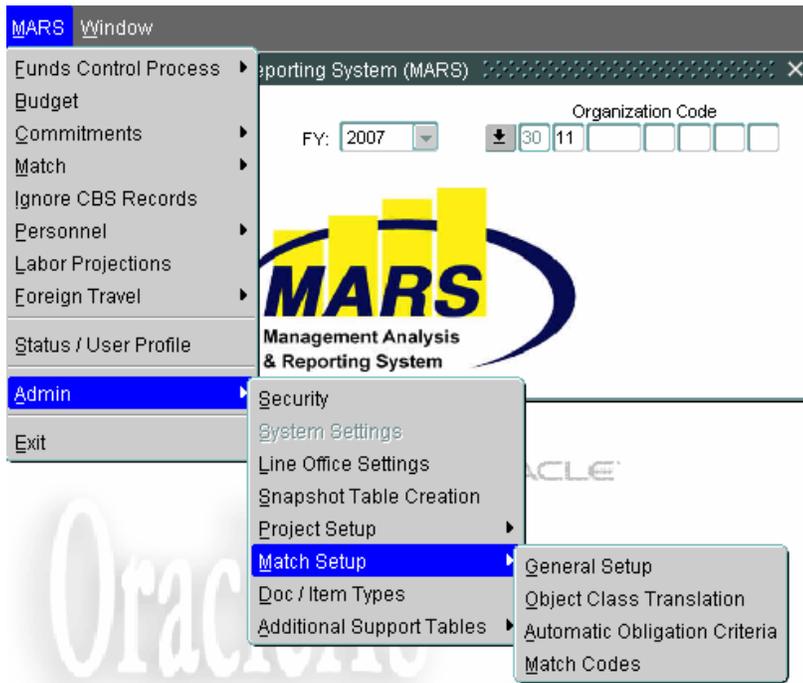
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Match Process - Parameter Setup

Each FMC Administrator will establish the match criteria policy and populate the Match tables for their FMC. The Match Parameter Setup is selected from the **Match Setup** menu, which is found under the **Admin** menu. This menu presents options that will allow the user to customize their match process. Each FMC Administrator can select for their FMC specific defaults and ranges that are used only during the Match process. **General Setup** parameters must be entered. Object Class translation is used when the FMC tracks commitments at the major object class level (i.e., travel object classes are 21-00). The **Automatic Obligation Criteria** is used to automatically obligate commitments based on one of four different parameter selections.

To access the **General Setup Input Form**, select **Admin** from the Main Menu, then **Match Setup** from the submenu, *then General Setup*.



General Setup

Each FMC may set up separate parameters. Select the desired option to setup your Match Parameters. This table defines the general setup requirements for dollar range and the Project/Task Match level.

Match Parameters

Match Level
 Project or Project/Task

If Project is selected then the match will try to match at the Project/Task combination first then it will try to match at the Project level. If Project/task is selected then the match will only try to match at the Project/Task Level.

Match Range

Option 1 Use Range with \$ set to...

Option 1 will allow records to match when the total obligations are less then the total Commitment amount + Range. An adjustment record will be added to the Commitment if necessary.

Option 2 Use Range with \$ set to 0

Option 2 will not allow a match unless the total obligation is less then or equal to the total Commitment amount.

Option 3 Do not use Range feature

Option 3 will match no matter what the dollar amounts are.

OPT

Default Description for the OPT Form Display:
 Project Description Task Description

Match Level Setup

If the **Project** level is selected, then the match will first try to match on the Project and Task. If no match is found then the process will try to match on the Project with an **X00** Task code. If the **Project/Task** level is selected, then the CBS and MARS Project and Task must equal in order for the transaction to match. To make a selection, click on the appropriate circle.

Match Range Setup

There are 3 range options to match on dollar amount.

Option 1 Use Range with \$ set to... allows the match to be made within the specified dollar range. Enter the dollar amount (for example, entering 100 would direct the match program to match a document with a CBS transaction amount that is one hundred dollars greater than or equal to the commitment pipeline amount).

Option 2 Use Range with \$ set to 0 allows the match to occur only if the CBS transaction amount equals the commitment amount.

Option 3 Do not use Range feature allows the match to occur regardless of dollar amount.

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To make a selection, click on the appropriate circle. Press the  icon to save the selections. These saved parameters will be used in the *Automatic Match Process*.

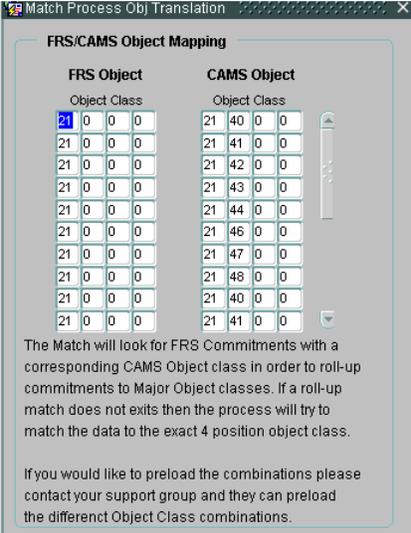
OPT – Default Description for the OPT Form Display

Make a selection to determine if the Project description or the Task description will display on certain forms and reports.

Object Class Translation

Select the *Object Class Translation* option from the *Match Setup* menu. Complete this table if you want to roll up an object class (8 digits) to the major object class (2 digits).

For example, in MARS, when the commitments are entered in at the major object class level for travel (21-00-00-00), the CBS documents, which are obligated at the minor object class level, will roll up to the major object class in MARS. This roll-up will occur within the *Automatic Match Process*. Enter the translation data and press  icon to save the data.



The screenshot shows a window titled "Match Process Obj Translation" with a sub-header "FRS/CAMS Object Mapping". It contains two columns of data entry fields: "FRS Object" and "CAMS Object", each with a sub-header "Object Class". The "FRS Object" column has 10 rows, with the first row containing the value "21" in the first field and "0" in the others. The "CAMS Object" column has 10 rows, with the first row containing "21", "40", "0", and "0". Below the tables is explanatory text: "The Match will look for FRS Commitments with a corresponding CAMS Object class in order to roll-up commitments to Major Object classes. If a roll-up match does not exist then the process will try to match the data to the exact 4 position object class." and "If you would like to preload the combinations please contact your support group and they can preload the different Object Class combinations."

FRS Object		CAMS Object	
Object Class		Object Class	
21	0 0 0	21	40 0 0
21	0 0 0	21	41 0 0
21	0 0 0	21	42 0 0
21	0 0 0	21	43 0 0
21	0 0 0	21	44 0 0
21	0 0 0	21	46 0 0
21	0 0 0	21	47 0 0
21	0 0 0	21	48 0 0
21	0 0 0	21	40 0 0
21	0 0 0	21	41 0 0

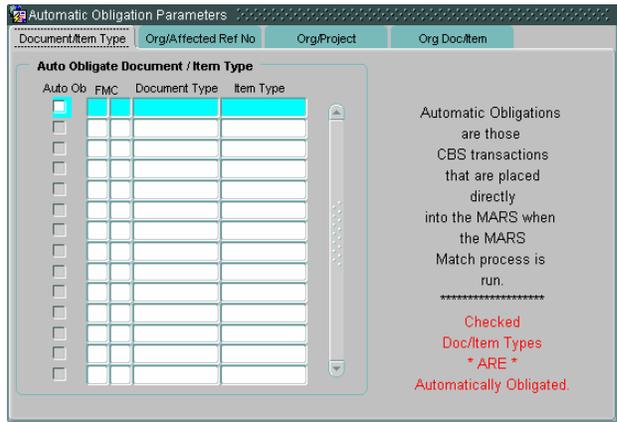
The Match will look for FRS Commitments with a corresponding CAMS Object class in order to roll-up commitments to Major Object classes. If a roll-up match does not exist then the process will try to match the data to the exact 4 position object class.

If you would like to preload the combinations please contact your support group and they can preload the different Object Class combinations.

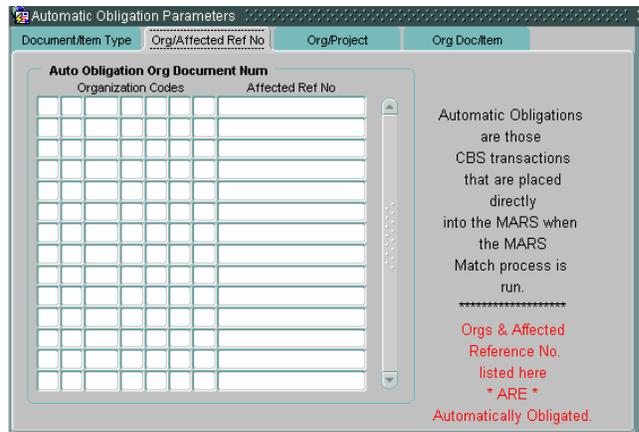
Automatic Obligation Criteria

Select the Automatic Obligation Criteria from the Match Menu to automatically create commitment records. This allows CBS records that are not going to be tracked as commitments, to be automatically added to the ODCMAS file using specific key information. After entering the criteria, press the  icon to save.

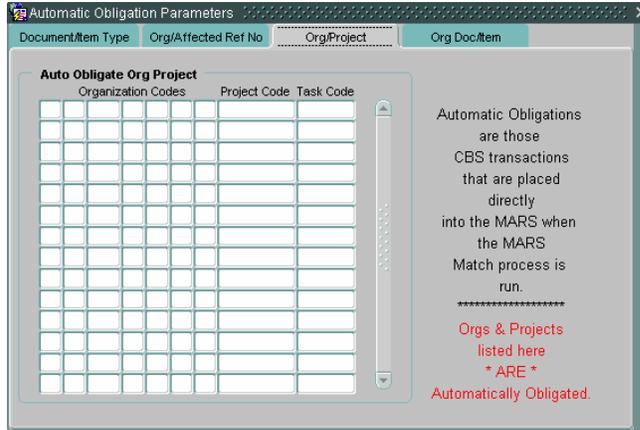
1. **Document Types/Item Types**- identifies document/item types that will be automatically obligated. All combinations checked will be automatically obligated. This table is automatically populated when new entries are placed in the Document/Item type table.



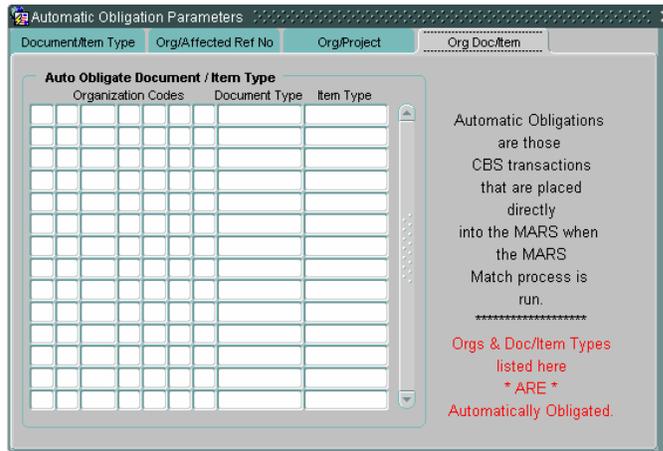
2. **Organization Codes, Projects and Tasks** - identifies transactions with specific organizations and project/tasks will be automatically obligated



- 3. **Organization Codes and Affected Document Numbers** - identifies transactions with specific Organization Codes and affected document number that will be automatically obligated.



- 4. **Organization Codes, Document Type/Item Types**- identifies transactions with specific organizations and Document Type/Item Types will be automatically obligated.



The automatic obligation process will use the selected transaction accounting information to create a commitment and then the process will link the new commitment record to individual transactions. Transactions will be automatically obligated, only when there is a valid org, project, task, and object class. All other data, not identified in these tables, are tracked as commitments. This process saves the user from having to manually enter documents into MARS.

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Records may be displayed on the Error report that should have been automatically obligated because of an ambiguous error. This can occur if a user enters a duplicate record in as a commitment. Duplicates are identified by the accounting codes:

- FY
- Org1 through Org7
- Project Code
- Task Code
- Object1 through Object4
- Affected Reference Number

To correct this problem you should delete the duplicate record entered by the user and re-run the match.

Match Codes

Code	Description
I	(Ignored) – CBS \$ Amt = 0 Prior Year
R	(Error) – Out of Range
A	(Error) – Multiple Commitments (Ambiguous)
O	(Matched) – Automatically Obligated
E	(Error) – Undefined ORG/Project/Task
N	(New) – Unprocessed Transaction
P	(Warning) – Processed – No Commitment Found
G	(Ignored) – System Rolled up to Zero
X	(Error) – Commitment Found with Pipeline = 0
J	(Error) – Invalid Object Class
M	(Matched) – Manual Match
D	(Error) – Invalid Document Type Item Type
W	(Matched) – Auto Match W/out \$ Amt
C	(Error) – Invalid FMC
Z	(Ignored)- Manual Ignore Form
\$	Matched by Dollar Amt