MARS User Guide

System Administration

Document Revision 2.3 December 8, 2010

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

System Parameters and Setup

Document Revision 2.0

Downloads

The Download process copies data records from the CBS Data Warehouse and places them in the MARS Data Warehouse. Downloads are run after CBS data has been refreshed (normally Tuesday through Sunday before 7:00am). MARS home page will display the current data status.

All the Forms are closed during the Download process. If a Download failure occurs, the Forms may remain closed until the failure is corrected by hand.

For every download:

The Match is run.
The FAST Report Table is refreshed.
Grants Commitments are generated.
Auto Ob Commitments are generated.

New data from CBS is inserted into the following MARS tables:

- NDW_AP_TRANS
- NDW_LABOR_DETAIL
- NDW_RESERV_TRANS
- NDW_FIN_CAT_SUMMARY
- NDW_BOP_SUMMARY
- NDW_BOP_DETAIL
- MARS_ALLOT_CONTROL
- MARS_ALLOT_DETAIL
- MARS_AA MARS_AA_RESERV

The Following MARS Support Tables are also updated daily:

- MARS_SURCHARGE
- MARS_FYSETTINGS_DET
- MARS_PROJECTION_DATAMARS_PROJECTION_DATA
- MARS_ORG1MARS_ORG1
- MARS_ORG2
- MARS_ORG3
- MARS_ORG4
- MARS_ORG5
- MARS_ORG6
- MARS_ORG7
- MARS_PROGRAM1
- MARS_PROGRAM2
- MARS_PROGRAM3
- MARS_PROGRAM4
- MARS_PROJECT
- MARS_TASK
- MARS_OBJECT1
- MARS_OBJECT2
- MARS_OBJECT3
- MARS_OBJECT4
- MARS_OPT
- MARS_FUND
- MARS_EMPNO

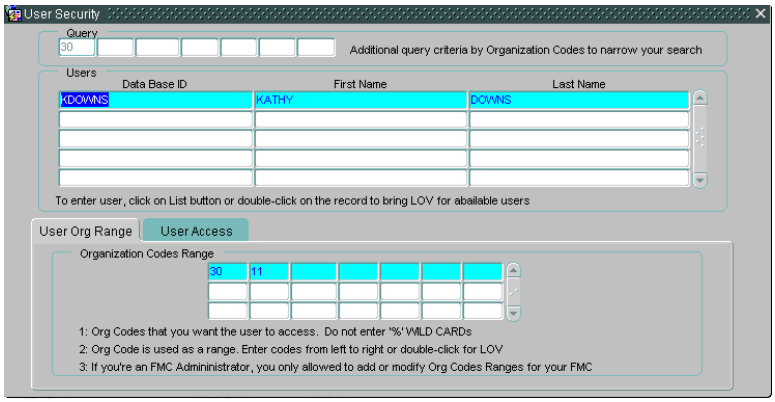
Security

Access to various MARS applications are based on user identification and privileges which are established by the Line Office or FMC Administrator. To obtain access to the MARS system, users must submit a MARS User ID Request Form, Non Disclosure Agreement and Rules of Behavior Form.

User Security Input Form

Once the user has a User ID, the MARS User Security form is used to assign privileges for the user. The User Security Form has two tabs. The ***User Org Range*** tab is used to assign the Organization Code that a user can enter data or view within the system. The ***User Access*** tab is where access to the Forms is granted to the user. Access to menus will be restricted to those Forms for which the user has authorized access.

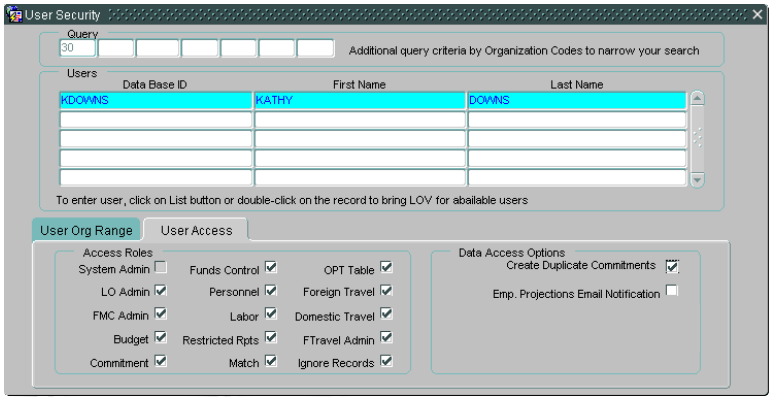
The following displays the User Security form and the User Org Range:



Item	**Descriptions**
Query	Allows user to search by Organization Code
Data Base ID	User ID
First Name	First name of the User
Last Name	Last name of the User
User Org Range	The organization(s) assigned to the User. The user is limited to data relating to the organization(s) identified.

User Access Roles

Each user is granted only Access Roles that are needed to perform their job by clicking in the appropriate boxes. The following displays the User Access form:



Item	Description
System Admin	Grant/revokes access/privileges to LO users. Access/update/provide maintenance and enhancements to system tables.
LO Admin	Grant/revokes access/privileges to users within their LO user community. Access to LO/FMC level tables.
FMC Admin	Grant/revokes access/privileges within their FMC user community. Access to only FMC level tables.
Budget	Allows users to access the budget module to create, modify, or delete spending plans.
Commitment	Allows user to access the commitment module to create, modify, or delete commitments.
Funds Control	Allows user to access the Funds Control module to create, modify Allowance Advices and Allowance Advice Reserve records
Personnel	Allows users to view NFC data and to create vacancy information
Labor	Allows user to create, edit, and delete labor projections for on-board and vacant positions.
Restricted Rpts	Allows users access to restricted labor reports.

Match	**Match -** Allows users to run the automatic match or perform manual matches of commitments to CBS obligations.
OPT Table (Organization/Project/Task Codes)	Allows users to create or edit various organizations, project and task combinations.
Foreign Travel	*Assign this role only if you plan to use the travel numbering functionality (currently used only by NMFS).* The Foreign Travel Numbering System assigns sequential foreign travel numbers in proper format for use with the CBS Travel Manager System.
Domestic Travel	*Assign this role only if you plan to use the travel numbering functionality (currently used only by NMFS).* The Domestic Travel Numbering System assigns sequential domestic travel numbers in proper format for use with the CBS Travel Manager System.
FTravel Admin	Foreign Travel Administrator has access to restricted foreign travel reports and data.
Ignore Records	Allows users to ignore "net zero" CBS Transactions and remove them from the Match process and associated reports.

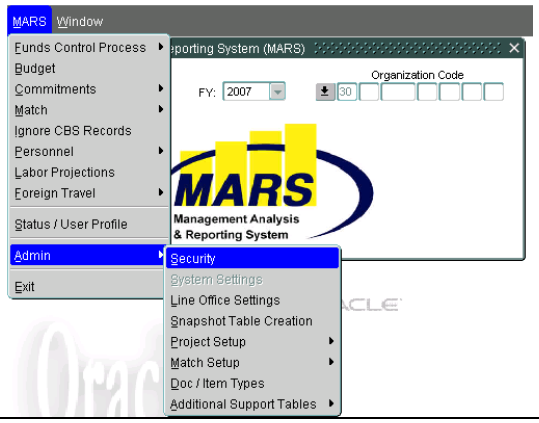
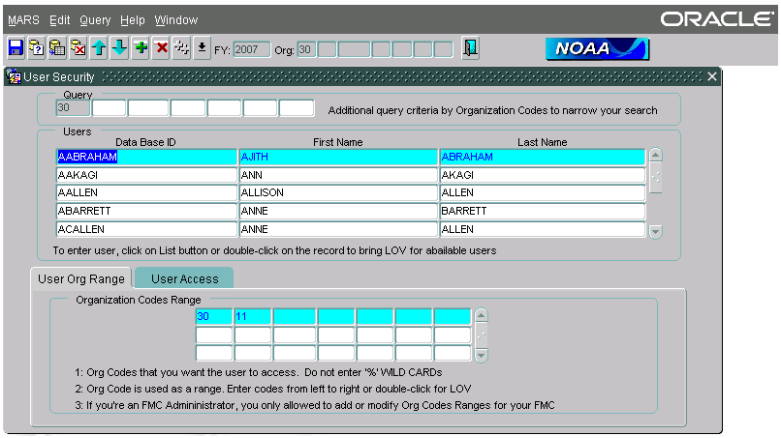
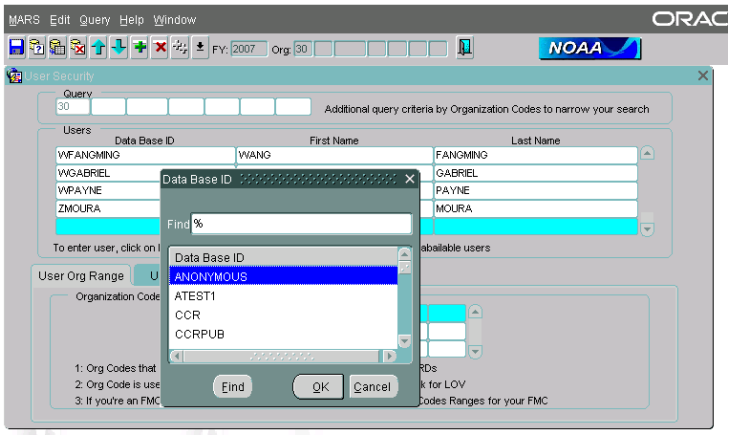
Data Access Options

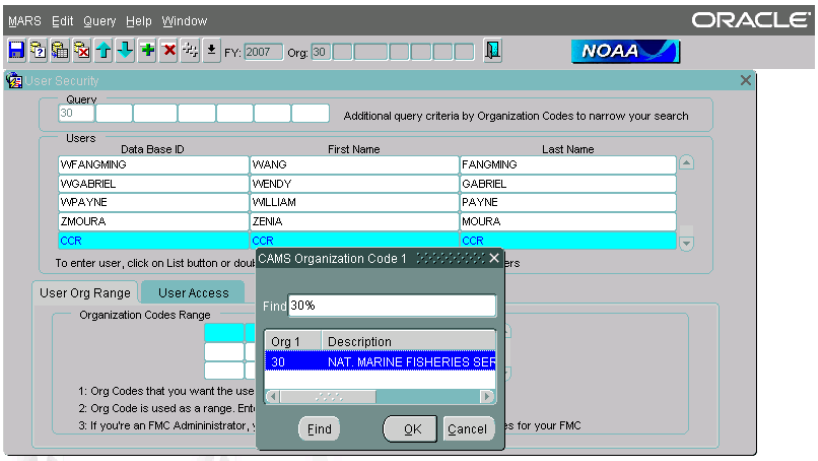
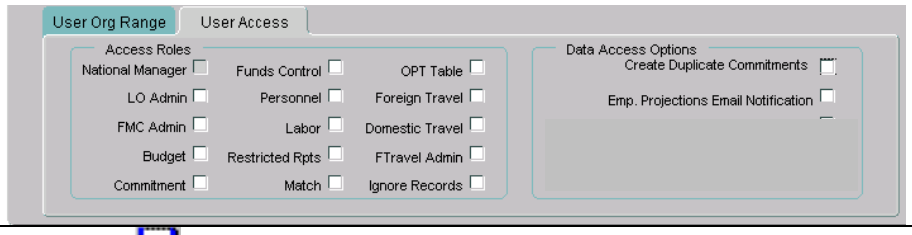
Each user is granted only Data Access Options that are needed to perform their job by clicking in the appropriate boxes.

Create Duplicate Commitments	Allows users to create duplicate commitments from existing commitment records
Employee Projection E-mail Notification	Changes in NFC data (employee coming onboard or no longer on board) are sent to the user with reminder to update labor projections.

Add User and Access Roles

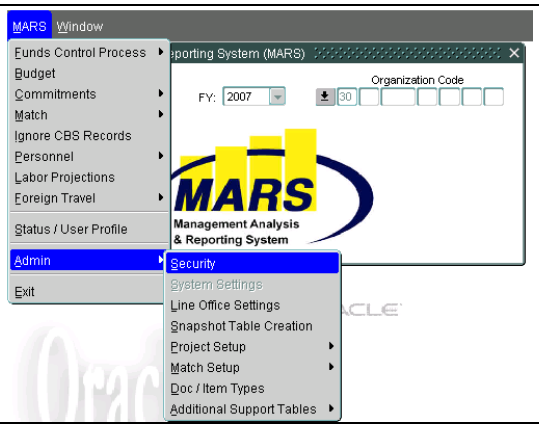
To add or update user access rights, perform the following steps:

Step	Action
1.	Select ***MARS/Admin/Security*** for the MARS Main menu. 
2.	Add: The User Security form will display. Place the cursor in the Data Base ID field and select add icon to insert a record. 
3.	A blank line will appear. Double click on the ***Data Base ID*** to retrieve a list of available users. Locate the user to be entered and select ***OK***. Enter the ***First*** and ***Last Name***. 

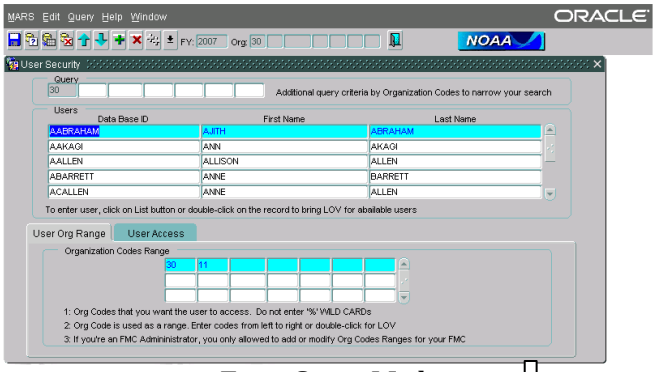
4.	Click on ***User Org Range***. ***Double Click*** to select appropriate ***Org1 – Org7*** codes as necessary. To grant FMC access select Org1 and Org2, Division access select Org 1, Org2 and Org 3, etc. 
5.	Click on ***User Access***. Select the appropriate roles. 
6.	**Click the**  save icon. To enter multiple users, repeat steps 2 - 6.

Update User Access Roles

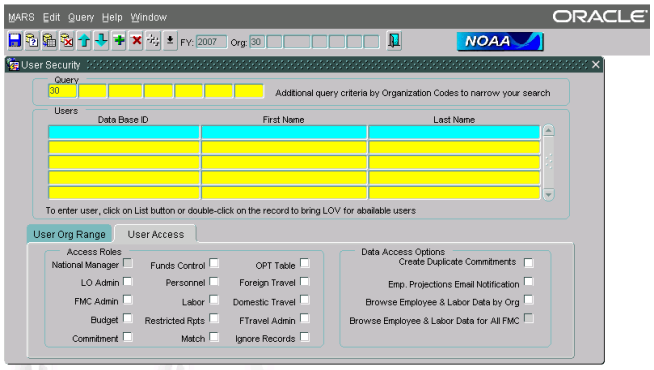
Step	Action
1.	Select ***MARS/Admin/Security*** for the MARS Main menu.



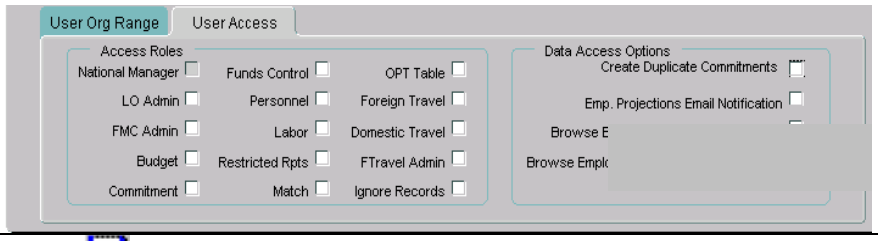
2. The User Security form will display. Scroll to locate a user or select enter query icon. Enter selection criteria and select execute query icon.



Enter Query Mode

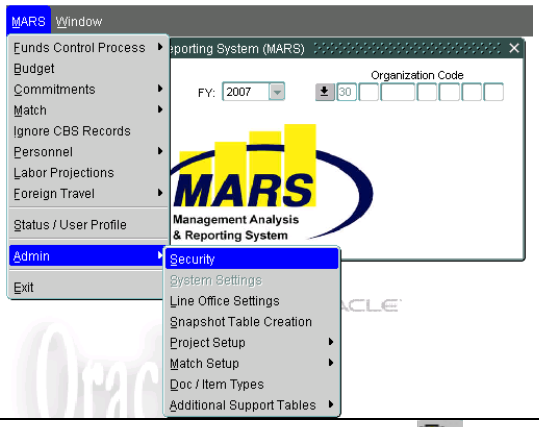
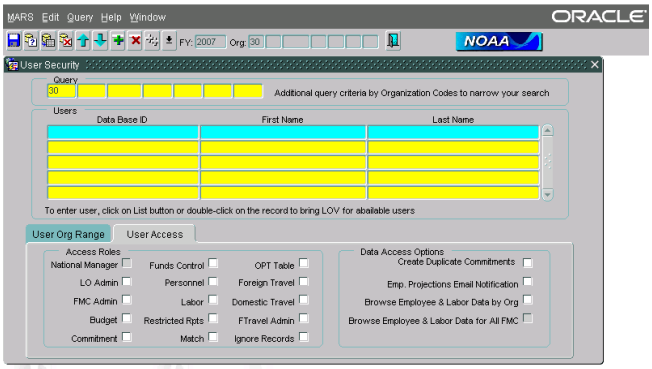
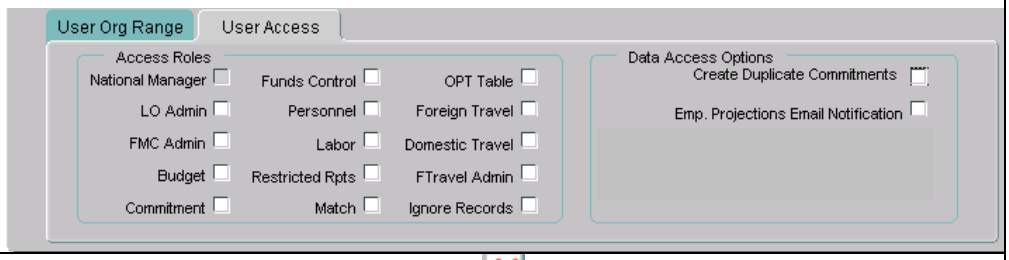


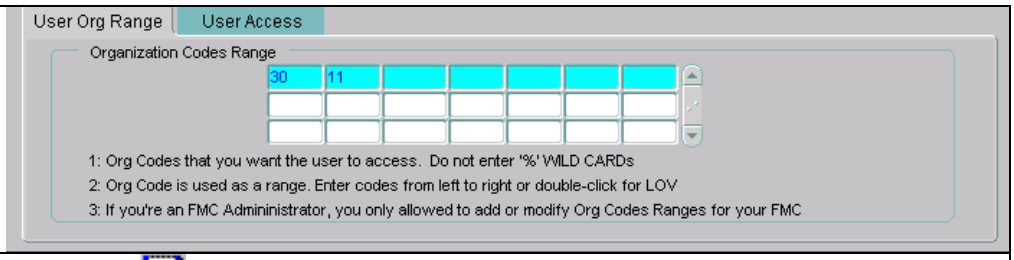
3. Click on ***User Access***. Select the appropriate roles.



4. **Click the** save icon. To enter multiple users, repeat steps 2 - 6.

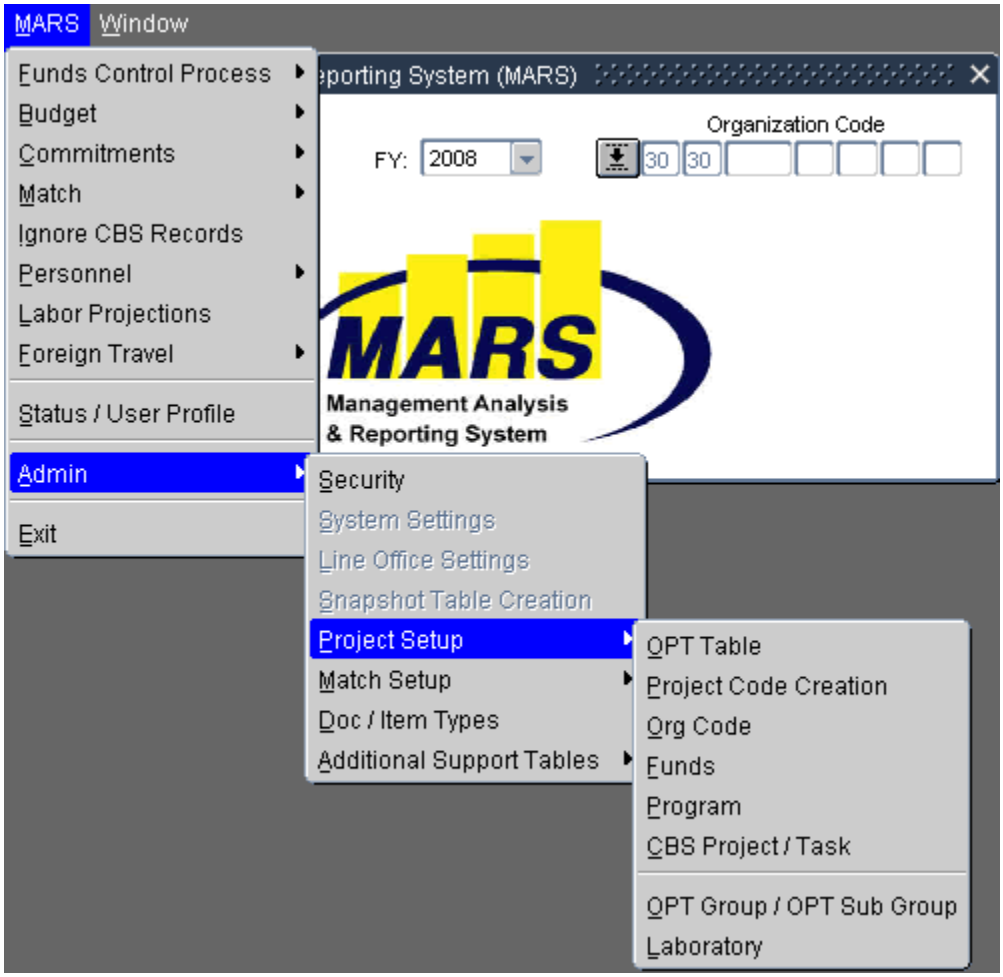
Delete User Access Roles

Step	Action
1.	Select ***MARS/Admin/Security*** for the MARS Main menu. 
2.	The User Security form will display. Select enter query icon. Enter selection criteria and select execute query icon. 
3.	Click on ***User Access***. Select the appropriate roles. Remove all access rights. 
4.	Click on ***User Org Range***. Click the delete icon until all Org Code range (s) are removed.

	
5.	**Click the** save icon. To enter multiple users, repeat steps 2 - 6. **Note**: This will only remove User Org Ranges and Access roles from the Data Application Module. The LO or FMC Administrator must submit a written request to MARS support team to delete an account or to change a users organization (LO).

Project Setup

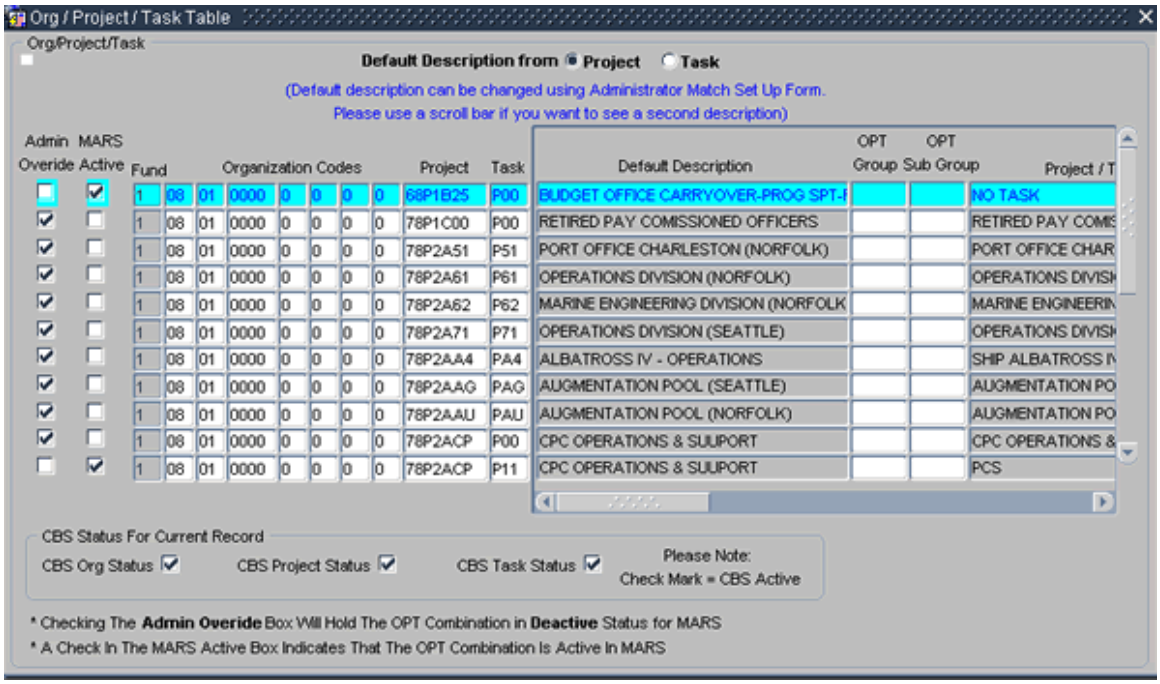
MARS maintains certain default tables within the system. These tables are maintained by the System Administrator.



Org/Project/Task Table

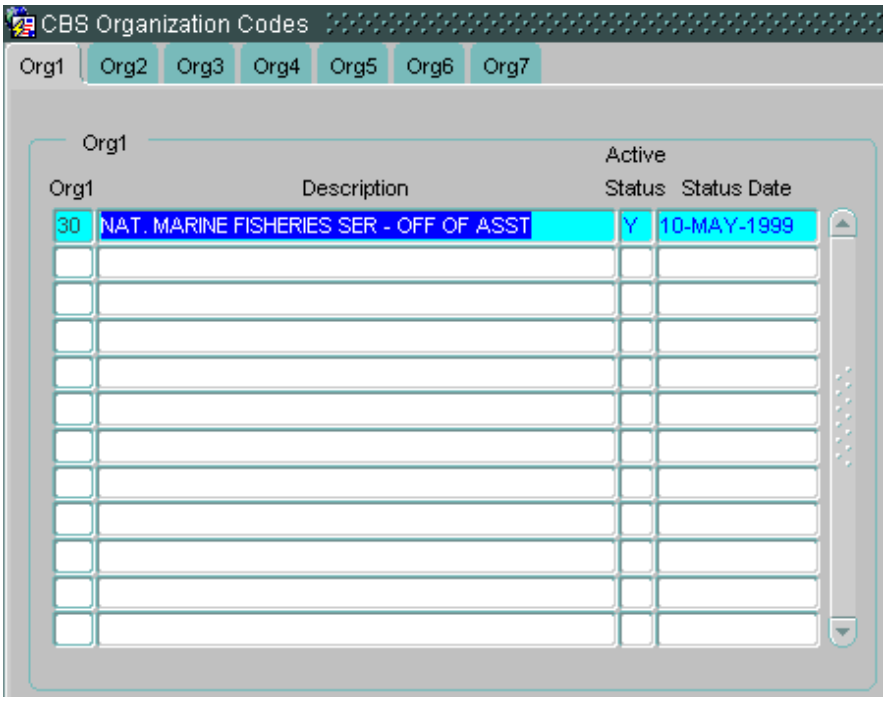
The OPT table contains all the valid Organization Codes, Project Codes and Task Codes used by the MARS system, along with the associated OPT Group, and OPT Sub Group Codes for each. The Org/Project/Task must be established in this table before any activity can be performed using the combination.

- Valid Organization Codes are maintained in the Org Code table.
- No valid commitments can be entered unless the Org/Project/Task resides in this table.
- If the activate flag is unchecked, no commitments can be entered using the unchecked org/project/task combination.
- No match will be allowed to any org/project/task combination that is unchecked in this table.
- User may query the project table from the Query menu found off of the Main Menu



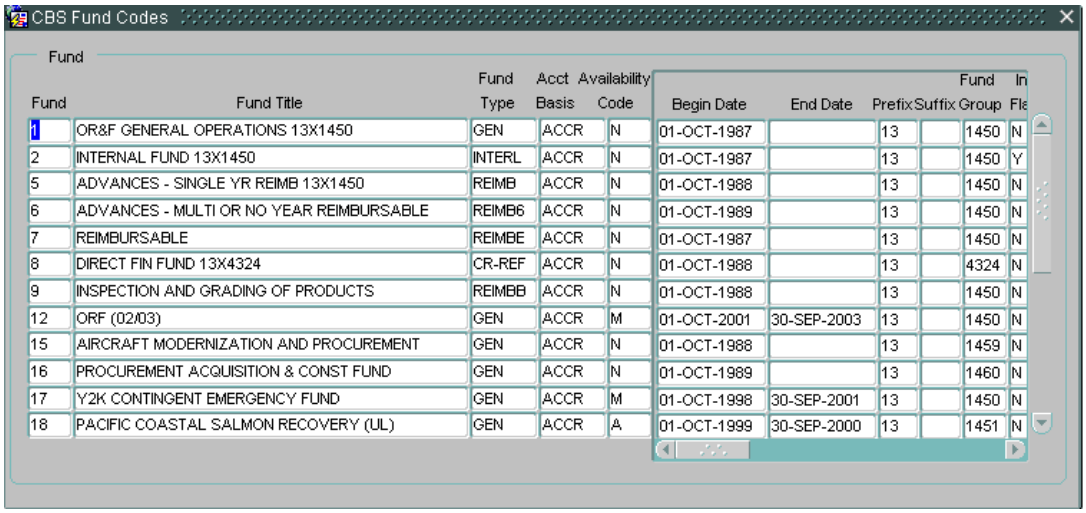
Organization Table

This table contains a list of all CBS Organization Codes used in the system along with their associated Title, Chief and Active Status.



Funds

This table contains a list of all CBS funds, their title, the fund type and other related information.



Program

This table contains a list of the CBS Program Codes and its description.

CBS Program Codes

Program1 | Program2 | Program3 | Program4

Fund	Pgm1	Description	Status	Status Date
1	1	NATIONAL OCEAN SERVICE	Y	20-MAR-2003
1	2	NATIONAL MARINE FISHERIES SERVICE	Y	20-MAR-2003
1	3	OCEANIC & ATMOSPHERIC RESEARCH	Y	07-JUN-2001
1	4	NATIONAL WEATHER SERVICE	Y	01-JAN-1995
1	5	NAT'L ENVRNMNTL SATLLTE, DATA & INFO SVC	Y	20-MAR-2003
1	6	PROGRAM SUPPORT	Y	01-JAN-1995
1	7	FLEET MAINTENANCE & PLANNING	Y	30-SEP-1998
1	11	FACILITIES	Y	16-JUL-2001
1	50	VARIOUS ACCOUNTING	Y	16-JUL-2001
1	51	X	N	20-MAR-2003
2	6	PROGRAM SUPPORT	Y	01-JAN-1995
2	7	INTERNAL FUND	Y	29-SEP-1998

CBS 7-Digit Project Table

The CBS 7-digit Project Table includes all projects that are valid in the NOAA CBS system. This table is maintained at the national level. Appropriate projects are flagged for the following

- PPA- Program, Project, and Activity
- RA- Report Assignment
- AA- Assigned Activities
- CI - Congressional Interest.

Support Table - Projects

Project

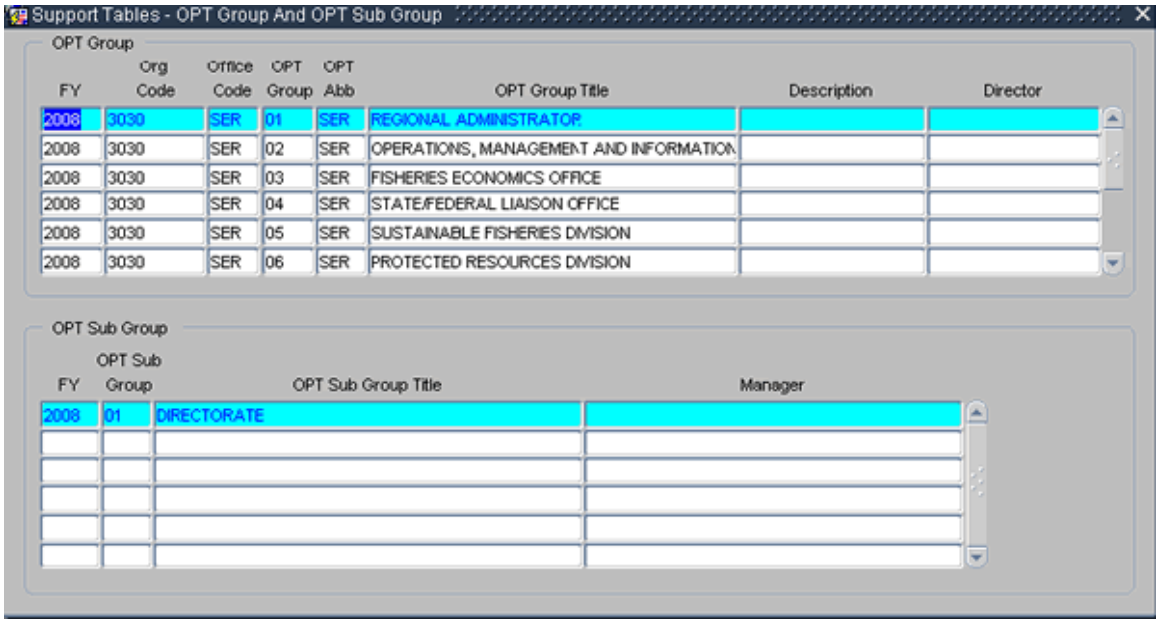
Fund		Program			Project	Type	Begin Date	End Date	PPA	CI	AA	RA	Base	Direct	Description
1	4	1	2	0	08WRC76	GEN	01-OCT-1997								LOCAL WARN & FORECAST-RECOVERY EXPENS
1	4	1	2	0	08WRC88	GEN	01-OCT-1997	30-SEP-2003							LOCAL WARN & FORECAST-RECOVERY EXPENS
2	6	1	50	0	09P10FF	NOHOFF	01-OCT-2001								OFFSET CORP SERVICES
2	9	5	50	0	09WE0FF	ECOFF	01-OCT-2001								EMPL CONTRIB OFFSET COST ACCUM
2	9	5	1	0	09WEC70	ECEXP	01-OCT-1989								EMPLOYERS CONTRIBUTIONS ACTUAL
2	9	4	1	0	09WEC71	GEN	01-OCT-2000								*DO NOT USE* SICK LEAVE TAKEN

Task

Task	Task Descr	Begin Date	End Date	BE	PR	PO	GJ	FA	AP	AR	LB	TA	Active	Status Date
MO2	DEVELOP APPLICATIONS	01-OCT-2003		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	30-SEP-2003
P00	RECOVERY EXPENSES	01-OCT-1997		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	24-JUL-2001
W01	DEVELOP APPLICATIONS	01-OCT-2003		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	30-SEP-2003

OPT Group and OPT Sub Group Table

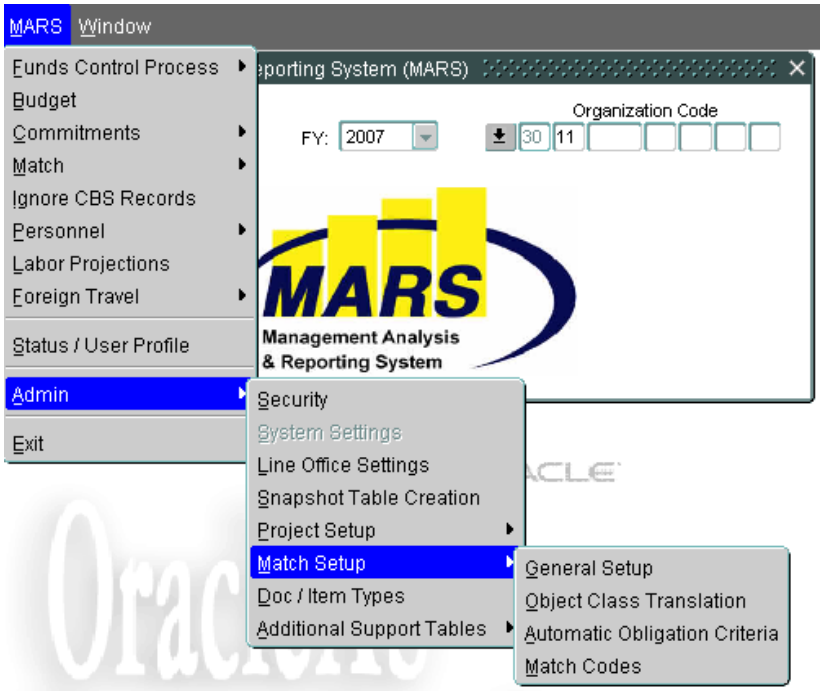
OPT Group and OPT Sub Group table includes a list of groups used in MARS and their corresponding Sub Groups. The common code assigned to each OPT Group and OPT Sub Group facilitates reporting and querying. This table is maintained by the MARS FMC Administrators.



Match Process - Parameter Setup

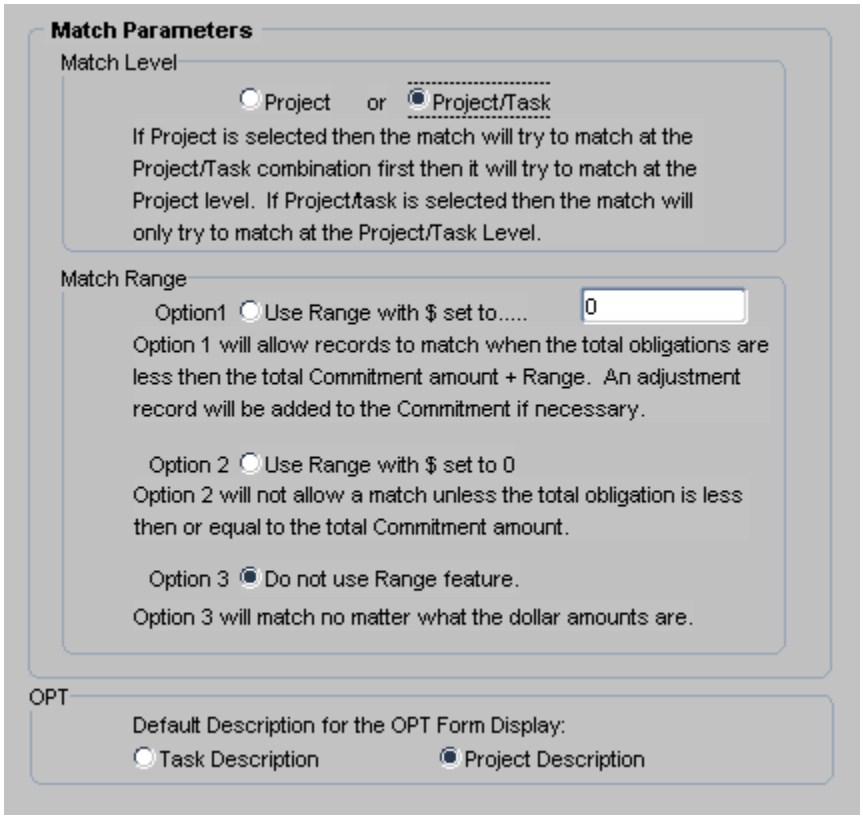
Each FMC Administrator will establish the match criteria policy and populate the Match tables for their FMC. The Match Parameter Setup is selected from the ***Match Setup*** menu, which is found under the ***Admin*** menu. This menu presents options that will allow the user to customize their match process. 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 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.

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***.

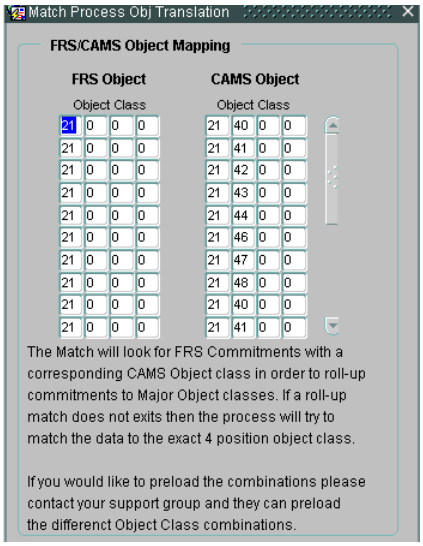
OPT – Default Description for the OPT Form Display

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).

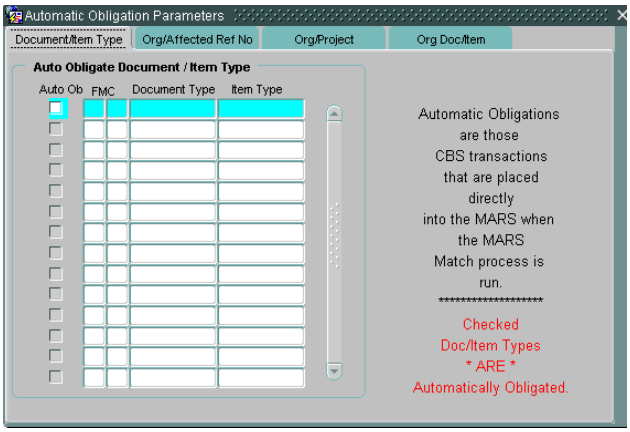
For example, in MARS, when the commitments are entered in at the major object class level for travel (21-00-00-00), the CBS documents, which are obligated at the minor object class level, will roll up to the major object class in MARS. This roll-up will occur within the ***Automatic Match Process***.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



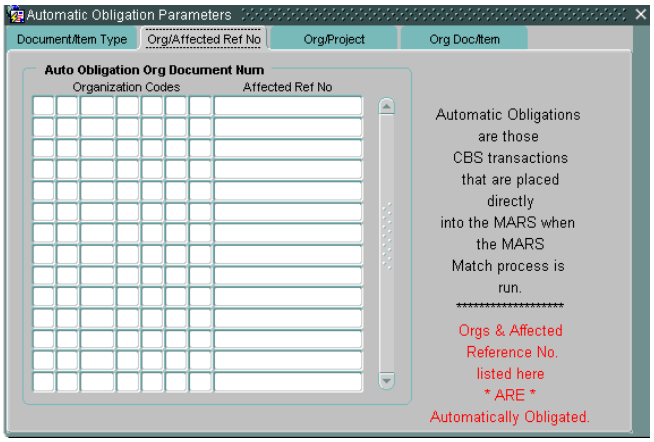
Automatic Obligation Criteria

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.

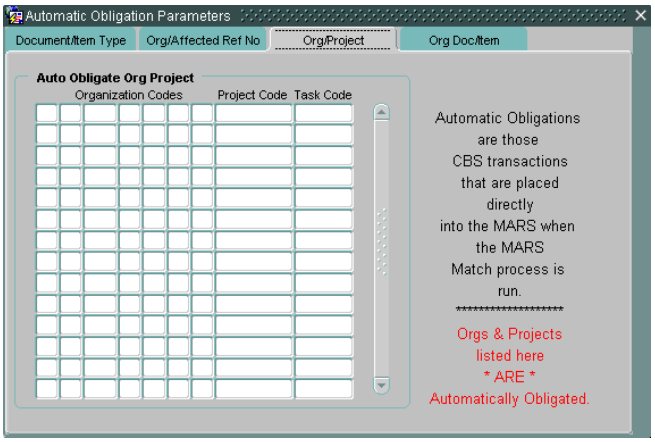
1. **Document Types/Item Types**- identifies document/item types that will be automatically obligated. All combinations checked will be automatically obligated. This table is automatically populated when new entries are placed in the Document/Item type table.



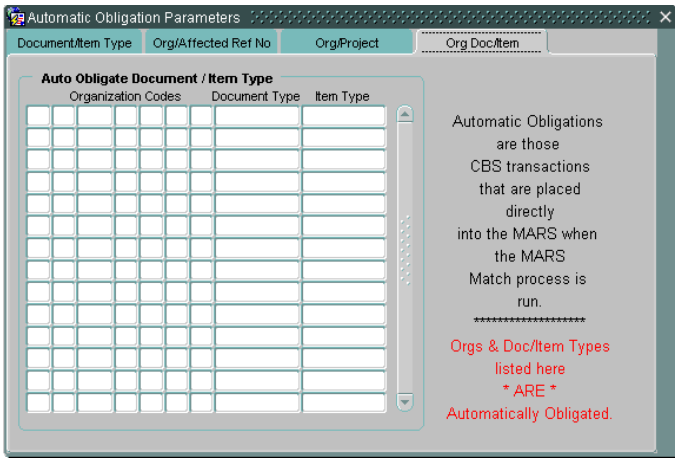
2. **Organization Codes, Projects and Tasks** - identifies transactions with specific organizations and project/tasks will be automatically obligated



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.

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

Support Tables

MARS maintains certain default tables within the system. These tables are maintained by the system administrator.

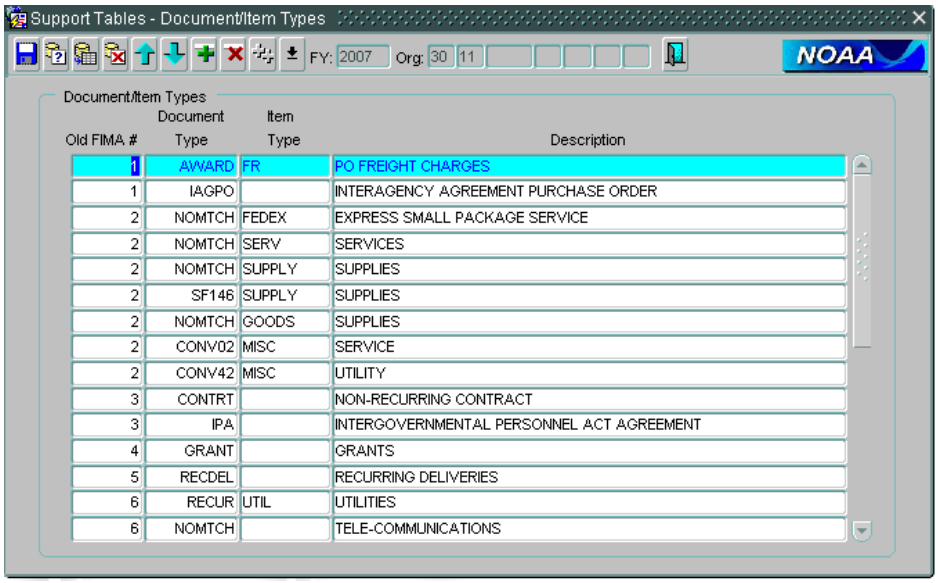
Document/Item Types
Pay Period
Surcharge
Mail Codes
Object Class
COLA
Retirement Plans
Other FMC

The following tables can be modified by the Line Office/FMC Administrator

NOAA Differentials
January First Settings
Mail Codes – Can add an approving official
Domestic Travel # Defaults
Ceiling Table
Line Office Settings

Document/Item Types

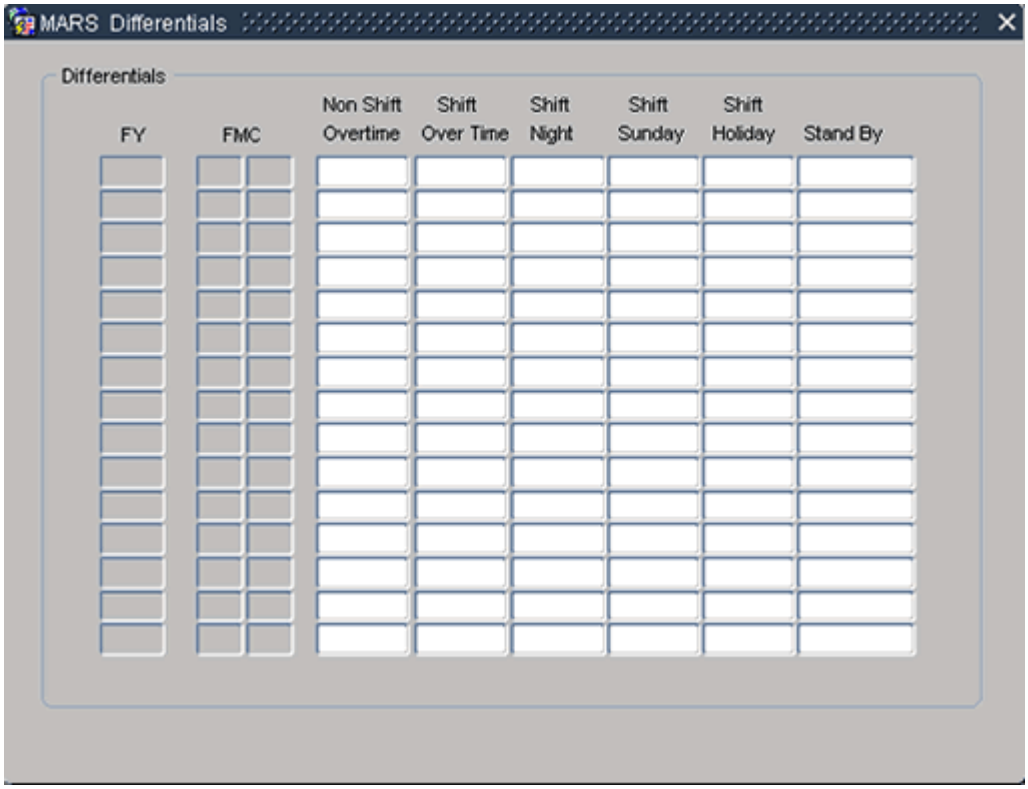
The Document /Item Types Table contain the Document Types and Item Types that are available to be tracked as commitments in MARS. Document Types not listed in the table will be automatically matched in the other Direct Cost Master Table. This table is maintained at the national level.



Old FIMA #	Document Type	Item Type	Description
1	AWARD	FR	PO FREIGHT CHARGES
1	IAGPO		INTERAGENCY AGREEMENT PURCHASE ORDER
2	NOMTCH	FEDEX	EXPRESS SMALL PACKAGE SERVICE
2	NOMTCH	SERV	SERVICES
2	NOMTCH	SUPPLY	SUPPLIES
2	SF146	SUPPLY	SUPPLIES
2	NOMTCH	GOODS	SUPPLIES
2	CONV02	MISC	SERVICE
2	CONV42	MISC	UTILITY
3	CONTRT		NON-RECURRING CONTRACT
3	IPA		INTERGOVERNMENTAL PERSONNEL ACT AGREEMENT
4	GRANT		GRANTS
5	RECDEL		RECURRING DELIVERIES
6	RECUR	UTIL	UTILITIES
6	NOMTCH		TELE-COMMUNICATIONS

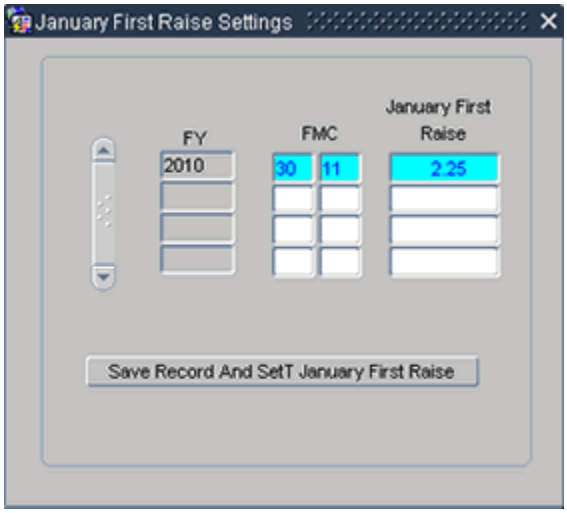
NOAA Differentials

The NOAA Differentials table establishes percentages to be entered for each FMC so that more accurate labor projections can be created for FMCs with large overtime obligations.



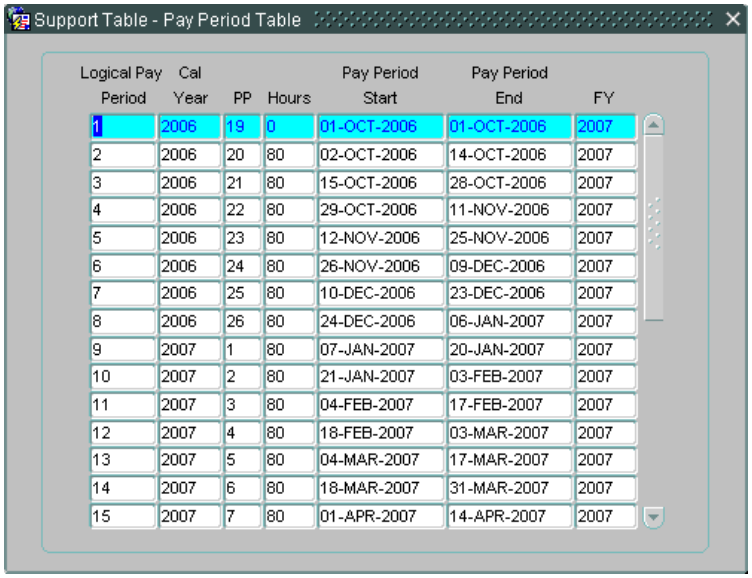
Jan 1st Pay Raise

Every FMC is downloaded into this table. The Line Office or FMC Administrator can set a percentage for each FMC. This percentage will be populated into the ***Jan 1st Raise %*** field on the ***Personnel Tracking form***.



Pay Period Table

The Pay Period Table contains a list of all the pay periods and other related information within the current fiscal year. This information is used as a default for the Labor Projection process.



Support Table - Pay Period Table

Logical Pay Period	Cal Year	PP	Hours	Pay Period Start	Pay Period End	FY
1	2006	19	0	01-OCT-2006	01-OCT-2006	2007
2	2006	20	80	02-OCT-2006	14-OCT-2006	2007
3	2006	21	80	15-OCT-2006	28-OCT-2006	2007
4	2006	22	80	29-OCT-2006	11-NOV-2006	2007
5	2006	23	80	12-NOV-2006	25-NOV-2006	2007
6	2006	24	80	26-NOV-2006	09-DEC-2006	2007
7	2006	25	80	10-DEC-2006	23-DEC-2006	2007
8	2006	26	80	24-DEC-2006	06-JAN-2007	2007
9	2007	1	80	07-JAN-2007	20-JAN-2007	2007
10	2007	2	80	21-JAN-2007	03-FEB-2007	2007
11	2007	3	80	04-FEB-2007	17-FEB-2007	2007
12	2007	4	80	18-FEB-2007	03-MAR-2007	2007
13	2007	5	80	04-MAR-2007	17-MAR-2007	2007
14	2007	6	80	18-MAR-2007	31-MAR-2007	2007
15	2007	7	80	01-APR-2007	14-APR-2007	2007

Surcharge Table/Benefit Percentage

The Surcharge Table contains a list of the Leave, Benefit, Overhead, and User Defined rates for each FMC. These rates are used by the system to calculate the surcharges and overheads in the Budget and Labor Projection modules. For direct projects, a user defined percentage field is open for FMC and LO Admins to define their own benefit rates. All other rates on this table are governed by CBS, and can not be changed here. An additional check box is supplied so that FMC and LO Admins can inform the system that they would like to use the overhead rates in their Labor Projections

Surcharges

FY	Org1	Org2	Leave Surcharge (11-60)	Benefit Surcharge (12-10)	Reimbursable Rent (23-19)	Noaa Overhead (77-87)	LO Overhead (77-88)	LO - 19 Overhead (77-88-19)	FMC Overhead (77-89)	MARS Benefit Percentage (12-00)	Use Overhead Object Classes With Projections
2010	30	00	23.4	28.5	0	22.07	12.2	0	0	28.5	☐
2010	30	1	7	0	0	0	0	0	0	0	☐
2010	30	11	24	33	9	22.07	12.2	0	0	20	☑
2010	30	12	25	26.5	0	22.07	12.2	0	0	26.5	☐
2010	30	13	20	25.6	9	22.07	12.2	0	0	25.6	☑
2010	30	14	0	0	0	22.07	12.2	0	0	0	☐
2010	30	15	22	26.4	0	22.07	12.2	0	0	26.4	☐
2010	30	16	24	25	0	22.07	12.2	0	0	25	☐
2010	30	17	26	26	0	22.07	12.2	0	0	26	☐
2010	30	18	23	22	0	22.07	12.2	0	0	22	☐
2010	30	20	20	27.8	0	22.07	12.2	0	26	27.8	☐
2010	30	21	21	24.3	9	22.07	12.2	0	12	24.3	☐
2010	30	30	21.3	27.5	9	22.07	12.2	0	40	27.5	☐
2010	30	31	22	27.2	9	22.07	12.2	0	25	27.2	☐

LO Administrators are allowed to modify only Out-year rates for their Line Office

FMC Administrators are allowed to modify only Out-year rates for their FMC

MARS provides FMC Admins with an option to set-up a different Benefit rate for some of their org codes within FMC. Additional Benefit Rates (by Org Code) can be set using Benefit Percentage Surcharges Form.
When calculating Labor Projections (or system generated Budget charges) for Direct Funds, if the affected org code has its own Benefit percentage, the system will use that one, if not, MARS FMC percentage will be used.
Similar to the Benefit percentage, if an Org Code rate changes by the user, existing MARS Labor Projections will be recalculated.

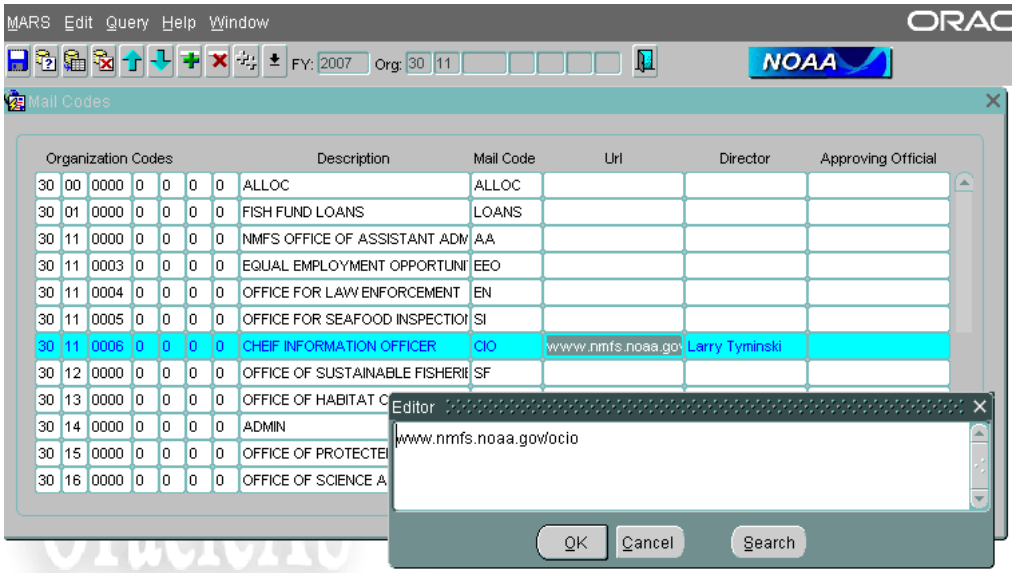
Benefit Percentage Rates

Benefit Percentage for Direct Projects

FY	Org1	Org2	Org3	Org4	Org5	Org6	Org7	MARS Benefit Percentage (12-00)	MARS FMC Benefit Percentage (12-00)
2011	30	11	0004					48	34.1
2011	30	13	0002					21	26.5
2011	30	21	0001	2				40	10
2011	30	21	0003					20	10

Mail Codes

The Mail Codes Table contains a list of Organizations and their associated Mail Code. This is maintained by the System Administrator. LO and FMC roles can also set up Approving Officials that will display on certain reports.



Domestic Travel Number Default Table

The Domestic Travel table establishes a range of numbers that can be used on Travel Authorization documents in the Domestic Travel Process. The range of numbers is linked to organizations so that when a traveler is preparing a travel document, they will be able to use the next available number for their organization.

Directions for inserting new records:

1) Please Fill In All Input Boxes.

2) **Drop Down Code:** May be 1-20 characters long. This field will appear in the Office Code Pick List on the Travel Order Request FORM. (Example F/EN) Can be similar to your Office Mail Code.

3) **Travel Number Format:** 6 characters long. The first three characters are Alpha, the last three characters are numeric. The first three characters will appear in the actual Travel Order Number submitted to Travel Manager. (Example: FKA100 - Travel Number would appear as 9FKAS0001)

4) **Org Code**: Is the ORG Code for the employees that will be accessing that range of Travel numbers.

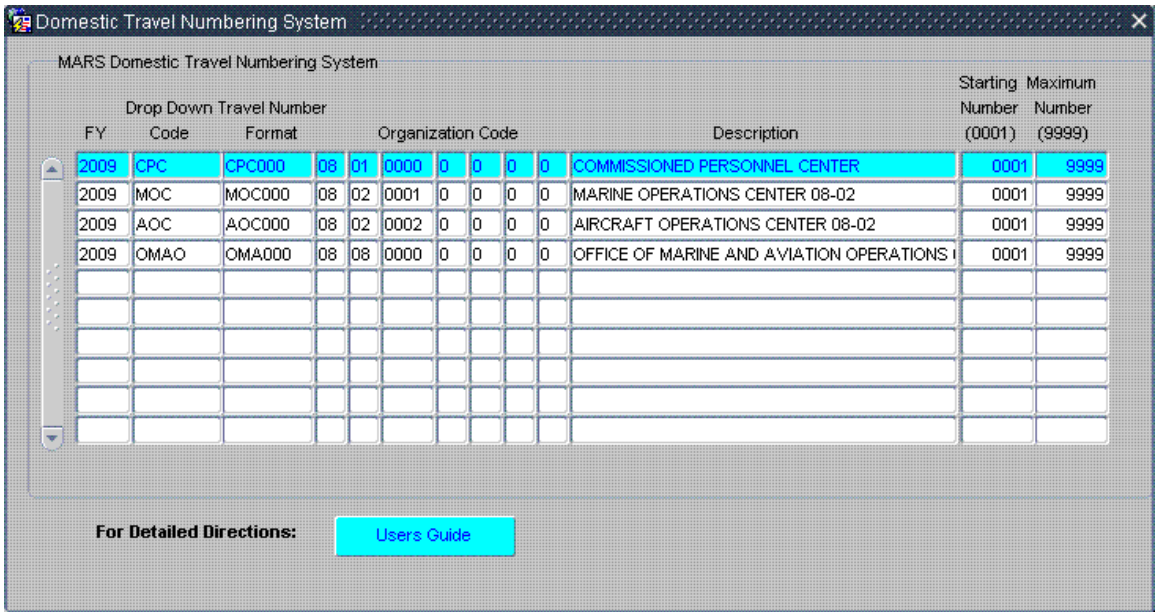
5) **Description**: Is the ORG or Office Code description.

6) **Starting Number:** Must be four numeric characters long. The starting number will be the lowest number in the RANGE. The starting number will be the first number given out for that RANGE.

7) **Maximum Number:** Must be four numeric characters long. The maximum number will be the highest number in the RANGE. The maximum number will be the last number given out for that RANGE. If you run out of numbers, please contact support at MARS.Support@noaa.gov.

8) All combinations of Travel Number FORMAT and RANGE must be unique, and must not overlap.

9) If you have questions, or would like the MARS programmers to input this data for you, please contact: MARS.Support@Noaa.gov


Domestic Travel Numbering System

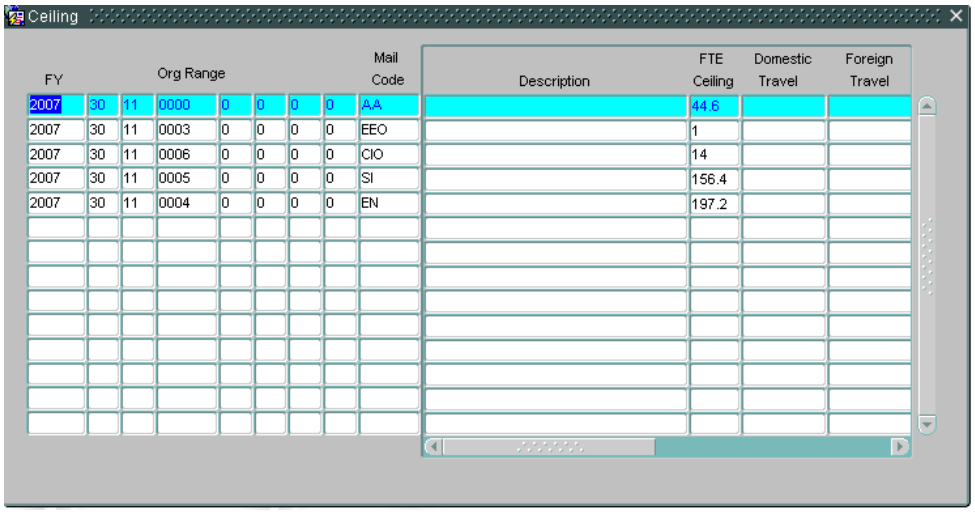
MARS Domestic Travel Numbering System

FY	Drop Down Travel Number Code	Travel Number Format	Organization Code							Description	Starting Number (0001)	Maximum Number (9999)
2009	CPC	CPC000	08	01	0000	0	0	0	0	COMMISSIONED PERSONNEL CENTER	0001	9999
2009	MOC	MOC000	08	02	0001	0	0	0	0	MARINE OPERATIONS CENTER 08-02	0001	9999
2009	AOC	AOC000	08	02	0002	0	0	0	0	AIRCRAFT OPERATIONS CENTER 08-02	0001	9999
2009	OMAO	OMA000	08	08	0000	0	0	0	0	OFFICE OF MARINE AND AVIATION OPERATIONS	0001	9999

For Detailed Directions: Users Guide

Ceiling Table

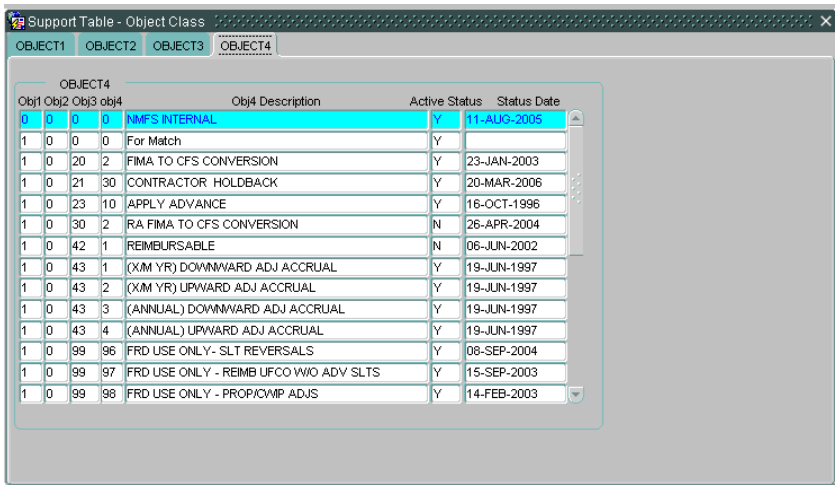
The Ceiling Table allows an organization to create ceilings for FTE, Domestic and Foreign Travel.


Ceiling

FY	Org Range							Mail Code	Description	FTE Ceiling	Domestic Travel	Foreign Travel
2007	30	11	0000	0	0	0	0	AA		44.6		
2007	30	11	0003	0	0	0	0	EEO		1		
2007	30	11	0006	0	0	0	0	CIO		14		
2007	30	11	0005	0	0	0	0	SI		156.4		
2007	30	11	0004	0	0	0	0	EN		197.2		

Object Class Table

The Object Class Table contains all valid CBS Object classes. This data is downloaded from CBS.


Support Table - Object Class

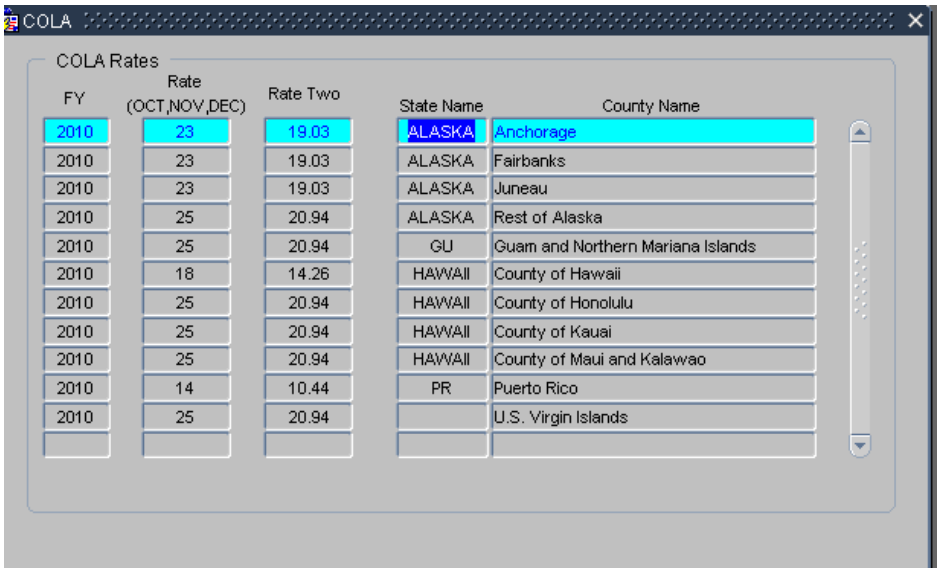
OBJECT1 | OBJECT2 | OBJECT3 | OBJECT4

OBJECT4

Obj1	Obj2	Obj3	obj4	Obj4 Description	Active Status	Status Date
0	0	0	0	NMFS INTERNAL	Y	11-AUG-2005
1	0	0	0	For Match	Y	
1	0	20	2	FIMA TO CFS CONVERSION	Y	23-JAN-2003
1	0	21	30	CONTRACTOR HOLDBACK	Y	20-MAR-2006
1	0	23	10	APPLY ADVANCE	Y	16-OCT-1996
1	0	30	2	RA FIMA TO CFS CONVERSION	N	26-APR-2004
1	0	42	1	REIMBURSABLE	N	06-JUN-2002
1	0	43	1	(X/M YR) DOWNWARD ADJ ACCRUAL	Y	19-JUN-1997
1	0	43	2	(X/M YR) UPWARD ADJ ACCRUAL	Y	19-JUN-1997
1	0	43	3	(ANNUAL) DOWNWARD ADJ ACCRUAL	Y	19-JUN-1997
1	0	43	4	(ANNUAL) UPWARD ADJ ACCRUAL	Y	19-JUN-1997
1	0	99	96	FRD USE ONLY- SLT REVERSALS	Y	08-SEP-2004
1	0	99	97	FRD USE ONLY - REIMB UFCO W/O ADV SLTS	Y	15-SEP-2003
1	0	99	98	FRD USE ONLY - PROP/CWIP ADJS	Y	14-FEB-2003

COLA Table

The COLA table contains a list of COLA rates for each FY/geographic location.



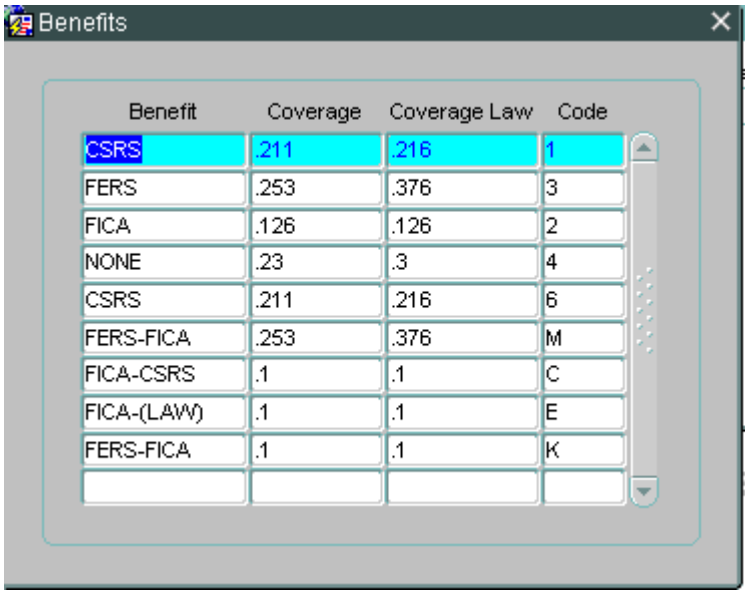
COLA

COLA Rates

FY	Rate (OCT,NOV,DEC)	Rate Two	State Name	County Name
2010	23	19.03	ALASKA	Anchorage
2010	23	19.03	ALASKA	Fairbanks
2010	23	19.03	ALASKA	Juneau
2010	25	20.94	ALASKA	Rest of Alaska
2010	25	20.94	GU	Guam and Northern Mariana Islands
2010	18	14.26	HAWAII	County of Hawaii
2010	25	20.94	HAWAII	County of Honolulu
2010	25	20.94	HAWAII	County of Kauai
2010	25	20.94	HAWAII	County of Maui and Kalawao
2010	14	10.44	PR	Puerto Rico
2010	25	20.94		U.S. Virgin Islands

Retirement Plans Table

The Benefits table contains the retirement plans and their associated benefit calculation numbers.

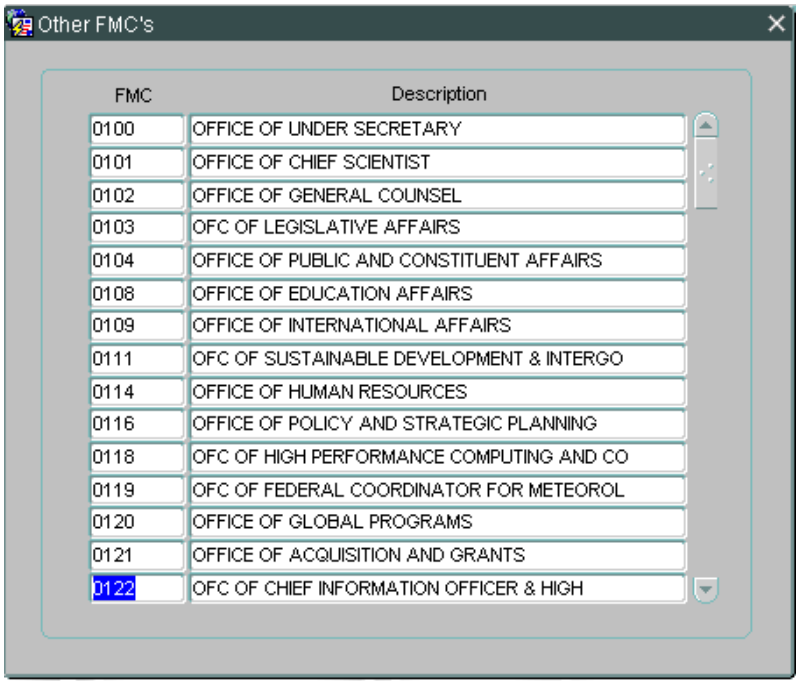


Benefits

Benefit	Coverage	Coverage Law	Code
CSRS	.211	.216	1
FERS	.253	.376	3
FICA	.126	.126	2
NONE	.23	.3	4
CSRS	.211	.216	6
FERS-FICA	.253	.376	M
FICA-CSRS	.1	.1	C
FICA-(LAW)	.1	.1	E
FERS-FICA	.1	.1	K

Other FMC

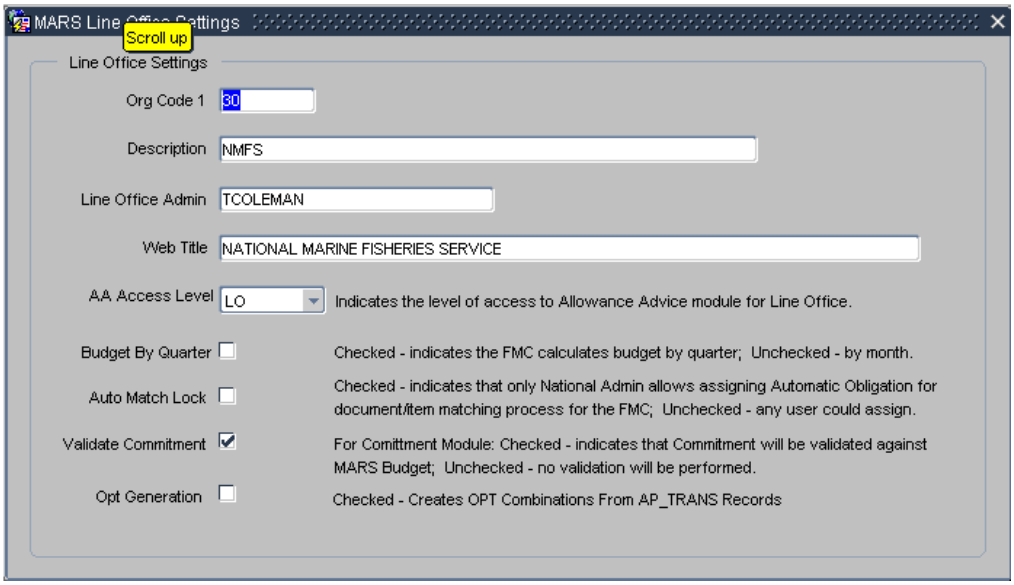
The Other FMC table contains all of the valid Org 1 and Org 2 level organizations which are available to be used in MARS.


Other FMC's

FMC	Description
0100	OFFICE OF UNDER SECRETARY
0101	OFFICE OF CHIEF SCIENTIST
0102	OFFICE OF GENERAL COUNSEL
0103	OFC OF LEGISLATIVE AFFAIRS
0104	OFFICE OF PUBLIC AND CONSTITUENT AFFAIRS
0108	OFFICE OF EDUCATION AFFAIRS
0109	OFFICE OF INTERNATIONAL AFFAIRS
0111	OFC OF SUSTAINABLE DEVELOPMENT & INTERGO
0114	OFFICE OF HUMAN RESOURCES
0116	OFFICE OF POLICY AND STRATEGIC PLANNING
0118	OFC OF HIGH PERFORMANCE COMPUTING AND CO
0119	OFC OF FEDERAL COORDINATOR FOR METEOROL
0120	OFFICE OF GLOBAL PROGRAMS
0121	OFFICE OF ACQUISITION AND GRANTS
0122	OFC OF CHIEF INFORMATION OFFICER & HIGH

Line Office Settings

The Line Office Settings form is used to establish the Line Office and its settings and to restrict who can assign Automatic Obligations for the match process.



Item	***Description***
Org Code 1	Establishes the Org 1 level as a Line Office.
Description	The acronym for a Line Office.
Line Office Admin	Identifies the individual who is the Line Office Administrator.
Web Title	The Line Office name that will display on the Web page.
AA Access Level	Indicates the level of access to the Allowance Advice module for the Line Office.
Budget By Quarter	If the ***Budget by Quarter*** box is checked, it indicates the FMC will budget by quarter. If the ***Budget by Quarter*** box is unchecked, it indicates the FMC will budget by month.
Auto Match Lock	If the ***Auto Match Lock*** box is checked, it indicates that only the Line Office Administrator is allowed to assign document/item types for Automatic Obligation in the match process for the FMC. If the ***Auto Match Lock*** box is unchecked, it indicates that user is allowed to assign document/item types for Automatic

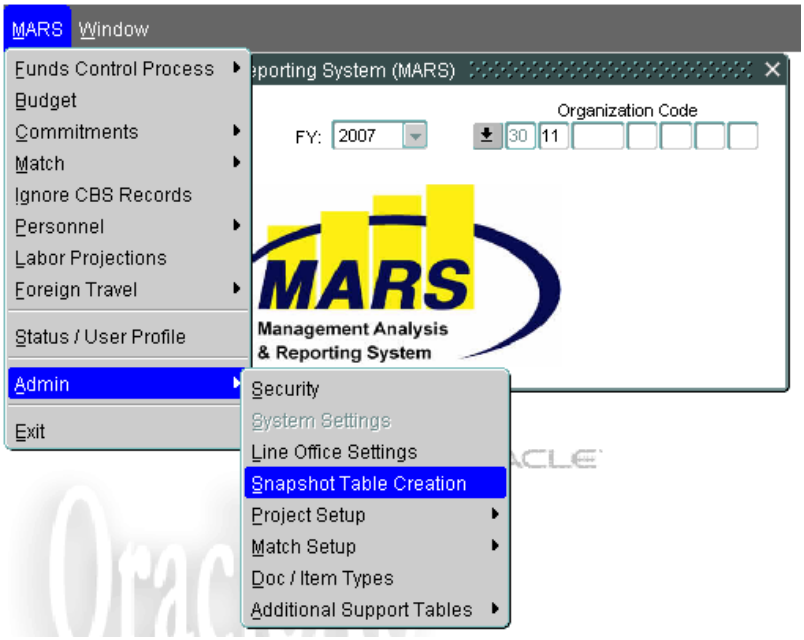
	Obligation in the match process for the FMC.
Validate Commitments	If the ***Validate Commitments*** box is checked, MARS manually entered Commitments will be validated against MARS Budget.
OPT Generation	If the ***OPT Generation*** box is checked, MARS will generate OPT entries from all new active OPT combinations from the NDW_AP_Trans table.

Snapshot Table Creation

The ***Snapshot Creation Form*** is used to allow the system administrator to modify dates of creating Monthly Snapshots used in the MARS Status Reports. The Snapshot form also allows the System Administrator to delete the last created snapshot to recreate it during the system nightly download process.

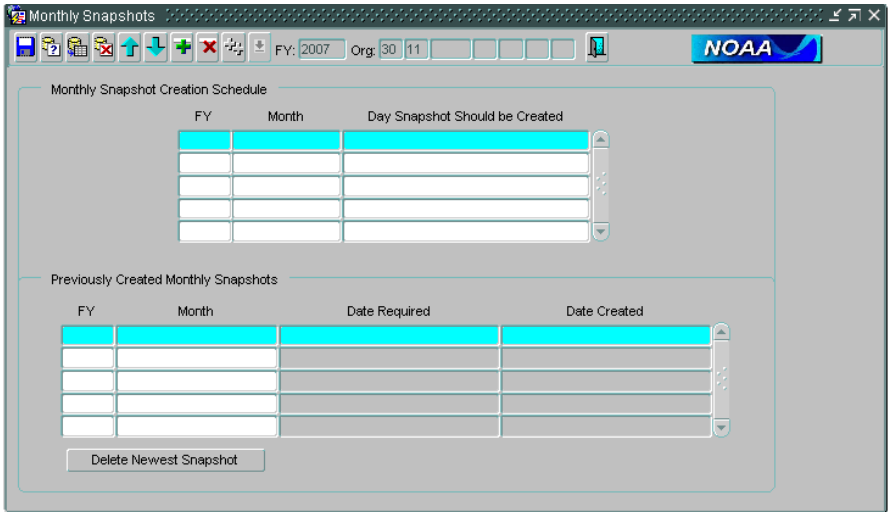
Getting Started

The user must have the Line Office/FMC Role assigned to module. To access the ***Snapshot Table Creation from***, select ***Admin*** from the ***MARS Main menu***.



Snapshot Creation Form

The form allows the System Administrator to delete the last created snapshot by clicking on the ***Delete Newest Snapshot*** button. The Snapshot will be deleted and its form record will be moved to the upper table with required creation date equal to the current date (can be updated if needed), and the new snapshot will be created during the next download process.



If the toolbar FY is not the one that is needed for processing, choose the right one from the list of open fiscal years.

Snapshot form displays snapshot creation schedule for the chosen fiscal year divided into 2 tables:

- upper table displays schedule for the snapshots not yet created;
- second table displays previously created snapshots.

The form allows system administrator to change dates ('DD-MON-YYYY' format) when new monthly snapshots need to be created.

Users are not allowed to make any changes to the previously created snapshot records (second table).

Year End Process (System Administration)

MARS Support: Procedures for a Fiscal Year Change-Over and Out Year Creation

The following are several steps that need to be performed at the end of each Fiscal Year (by the MARS Development group) to facilitate a year end close out.

PHASE I. (Opening a new Fiscal Year for Out-Year Planning)

- Confirm that the new Fiscal Year has been entered and saved on the ***Fiscal Year Settings Table.***

- Run MARS_PROGRAM_AND_FUND update procedure for updated fund codes.

- Confirm that the ***Project Creation*** package has been run for the year that you want to make the "Current" Fiscal Year, or when creating an Out Year. This package will populate the following tables with OUT YEAR Project Codes and Fiscal Year Sensitive data:

    - Project Code
    - Task Code
    - Opt
    - Projection Totals (Projection Generation Table)
    - Projection Data (Projection Profile Table)
    - Domestic Travel ORGs
    - Surcharge
    - OPT Group
    - OPT Sub Group
    - Ceiling
    - Jan One
    - MARS Differential
    - MARS Fund Type
    - MARS Snapshot Scheduling Table
    - PPBS Data Table

- Confirm that the following tables are populated by hand.

    - MARS_PAY_PERIOD
    - MARS_CBS_PAY_PERIOD
    - MARS_MONTH_END
    - MARS_PP_QUARTER
    - MARS_FUND_TYPE
    - MARS_SNAPSHOTS_STATUS
    - PPBES Data Table
    - FISCAL_YEARS and FUND_CODE_FISCAL_YEARS

- (Optional) - Zero-out commitments. This step will set the Actual Commitment amount equal to the CBS amount so that the Pipeline would be reset to zero.

- Check the COLA Table to see if the rates need to be updated.

- Change the STATUS designation on FY Settings Table

- Create new Oracle Partitions on the following tables:

MARS_FIN_DET_OPEN
MARS_FIN_CAT_SUMMARY
MARS_NDW_AP_TRANS
MARS_NDW_LABOR_DETAIL

- Delete TRAVEL Numbers on FOREIGN and DOMESTIC Tables from 10 years ago:

MARS_FOREIGN_TRAVEL
MARS_DOMESTIC_TRAVEL

PHASE II. (After OCT 1st Official Opening)

- Refresh all BUDGET rates on the BUDGET Table to reflect the current rates

- Update Benefit Percentage on Surcharge Table

- Perform manual update of any NDW_AP_TRANS records for the current year. (Informatica does update on insert)

- Validate Fund Code/Project tables against CBS Tables. Clean invalid OPT Combinations.

User Guidelines for Out-Year Planning

Overview:

Before a new fiscal year becomes the current fiscal year in CBS, MARS opens the new fiscal year early for out-year planning. New yearly OPT combinations will be created for planning purposes based on the current project and task combinations for active funds.

Data Tables:

Any new fund and program codes that are known at the time of the updates will be added to the fund code table.

Active project codes for ORF and PAC will be promoted on the project and task tables to the next letter in the alphabet.

A new set of project combinations will be added to the OPT table for you, at the FMC level. The new combinations can be reviewed/printed with Data Entry Report #58 (Match and Miscellaneous), or with the Data Entry OPT form. The OPT form will also allow you to deactivate unwanted combinations, by using the Admin Over-Ride option.

Any new projects or tasks that are created in CBS after the out-year has opened for planning will need to be added manually by the Support team. Please contact MARS.Support@noaa.gov to have the entries added to the project and task tables. After these tables have been updated, you can then add any new OPT combinations as needed.

Budget Records:

All out-year budget records must be saved under the AA suffix numbers of –MEMO, -INT, -HM, -SM, or –PB. These options by-pass the funds checking procedure, and the records can be saved with no matching Allotments in the system. Records saved as "MEMO" can be viewed on selected reports such as Budget reports #7 and #8. -HM, -SM, or –PB records can be viewed on selected Status of Funds reports such as #25, #25d, and #24.

Labor Projections:

Active labor projection profiles will be copied to the new fiscal year. New project codes will be supplied (using the next Alphabet letter) when appropriate.

All profiles should be checked for accuracy before making new FY projections.

Extra attention should be focused on multi-line projection profiles. (They are identified on the initial Labor Generation Screen)

Report 103 (Restricted Personnel and Labor / Projections) can be used to list labor projection personnel with multi-line profiles.

Report 101 (Restricted Personnel and Labor / Projections) can be used to see any labor projection profiles with invalid OPT combinations.

All vacancy records (Personnel entries and profiles) are fiscal year specific, and will not be copied over to the next fiscal year. All vacancy records need to be re-created each fiscal year.

New employees that come on board after the out-year is open for planning, will have labor projection profiles created for the current fiscal year and the coming fiscal year. Users will need to remember to create projections for both fiscal years.

When users create out-year projections, the projections will begin with the annual salary rate for the last projected pay period of the current fiscal year (if available). If this number has not yet been calculated (no projection for that employee) the starting annual salary rate for the out-year will be calculated from the pay period when the out-year is open for planning.

The starting projection rate for the upcoming out-year will not be recalculated until that fiscal year is officially opened. (When the out-year becomes the current fiscal year Oct 1)

The initial January 1st raise for use in out-year projections will be set using a global percentage for each FMC based on recommendations by the LO Admin. If needed, the Jan 1st raise can be readily changed on an FMC basis, using the January 1st form (Admin/Additional Tables).

CAP amounts will need to be adjusted for all new Employees (added), and existing Employees (modify / estimate new CAP amounts). This is performed on the PERSONNEL form.

Surcharges:

Surcharge rates will be copied from the current fiscal year, and will not be automatically updated until the new fiscal year opens. However, the rates for the upcoming out-year can be updated on an FMC basis, by the FMC or LO Administrators, using the surcharge form (Admin / Additional Tables). Changing any out-year surcharges will alter any existing out-year projections.