# RECLAMATION
*Managing Water in the West*

# FFS System Guidance for ABC Users

# Mission Statements

The mission of the Department of the Interior is to protect and provide access to our Nation's natural and cultural heritage and honor our trust responsibilities to Indian Tribes and our commitments to island communities.

The mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.

# ABC User Overview and Instructions

In the ABC subsystem off FFS, there are two tools to assist the regional user to maintain the ABC Budget crosswalk file. The first tool is a nightly generated report (Report ID: BORACOMP – Compare Report of FFS\VALACCT to ABC Crosswalk) that is sent to the users/office's designated printer. The information contained in this report shows cost structures that have been entered into FFS but not the ABC Budget Crosswalk. Once the cost structure has been added to the crosswalk, it will drop off from the report when it's generated the next time. The report is the result of comparing the ABC Budget Crosswalk to the Valid-Accounts file that contains the cost structures used by the Bureau.

The second tool is an IBM REXX menu, PRDABCMN, which is an interactive panel session. The menu system contains nine options to choose to perform a specific task. These options can be found on the next page of this guide titled "Screen for Main Menu for ABC". The menu options allow the user a range of choices from generating reports to adding of cost structures to the crosswalk. **Note: Changes to existing ABC cost accounts can only be processed by the Finance and Accounting Division's Financial Systems Group (D-7740) in Denver. Requests for changes should be e-mailed by authorized personnel to the Manager, Financial Systems Group for processing. The request should clearly identify the cost account and corresponding ABC code and the correct ABC code being requested for the specific ABC cost account.**

To assist individuals in understanding the screens in the menu system, a copy of the screens and description of the field input requirements are listed below. There are **nine** options:

**Option 1** - Allows the entering of new cost structures, and when the process is completed a report is generated showing what cost structures have been ACCEPTED or REJECTED;

**Option 2** - Allows the entering of selected data to generate a report of cost structures for review;

**Option 3** - Automatically submits a job to generate a report showing all cost structures for the region;

**Option 4** - Automatically submits a job to generate a report showing cost structures that are required to be entered into the crosswalk; this is the same report that is generated nightly;

**Option 5** - Automatically submits a Job to generate a report showing cost structures that have asterisks as the ABC code;

**Option 6 – 9** - Allows the entering of selected data to generate a Summary or Detail 730 ABC report for Fiscal Year 2004 or 2005.

This review gives the individuals a working knowledge of what to expect when PRDABCMN menu is executed.  If additional information or help is required contact the Financial Systems Group (D-7740) for assistance.

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Screen for Main Menu for ABC
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B U R E A U   O F   R E C L A M A T I O N
A-B-C BUDGET MENU

OPTION ===> _____

|      |          |                                                          |
|------|----------|----------------------------------------------------------|
| (1)  | UPDATE   | - Enter New Cost Structures with ABC Codes               |
| (2)  | REPORT-1 | - Select Cost Structures From BUDGET Crosswalk           |
| (3)  | REPORT-2 | - Report of All Cost Structures from BUDGET Crosswalk    |
| (4)  | COMPARE  | - Compare BUDGET Crosswalk to VALACCT File               |
| (5)  | REPORT-4 | - Report of Cost Structures with Asterisks               |
| (6)  | BOR730-1 | - FY04 Month Detail ABC 730 Report                       |
| (7)  | BOR730-2 | - FY04 Month Summary 730 Report by ABC Code              |
| (8)  | BOR730-1 | - FY05 Prior Month Detail ABC 730 Report                 |
| (9)  | BOR730-2 | - FY05 Prior Month Summary 730 Report by ABC Code        |
| (C)  | CLEAR    | - Clear All Fields On Screen                             |
| (H)  | HELP     | - Help Screen on Field Requirements                      |

__            Region        - Region
_____    Printer-ID    - Location of Printer
Press   F3      to Return to Prior Screen


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Description of Fields
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EXIT              : Press F3 key to exit back to prior screen.
OPTION FIELD   : Valid options for this field are; 1, 2, 3, 4, 5, C, H.
        1 - UPDATE,   Transfer to another screen to allow entering of
              Fund, Program, Job, and ABC Code to be added to ABC
              Crosswalk file.
        2 - REPORT-1, Transfer to another screen to allow full or partial data
              To be selected from ABC Crosswalk file to generate a sort Report.
        3 - REPORT-2, A Job is automatically submitted that will generate a report
              showing all of the Regions cost structures on the ABC Crosswalk file.
        4 - COMPARE, A Job is automatically submitted that will generate a
              compare report (Report ID: BORACOMP) showing the differences
              between the ABC crosswalk and VALACC file.
        5 - REPORT-4, A Job is automatically submitted that will generate a report
              showing All of the Regions cost structures on the Crosswalk file that
              have an asterisk in the ABC code field.
         6 - BOR730-1 - FY06 Month Detail ABC 730 Report.
         7 - BOR730-2 - FY06 Month Summary 730 Report By ABC Code.
         8 - BOR730-1 - FY05 Prior Month Detail ABC 730 Report.
         9 - BOR730-2 - FY05 Prior Month Summary 730 Report by ABC.
         C - CLEAR, Clear all the fields on the screen.
         H - HELP, Bring you to this screen.
REGION          : Region you are from.
PRINTER FIELD:  Seven character ID where report will be printed. Not sure of the Printer ID
                 Contact local IRM group.   Format: Position 1 and 2 - Letters BR
                 Position 3 - Region number, Position 4 thru 8 - Digits

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Screen for option (1)   UPDATE - Enter New Cost Structures With ABC Codes
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B U R E A U   O F   R E C L A M A T I O N

OPTION ===>         __
          A:      Accept - Put Lines In File, Clear Screen For More Input
          P:      Process - Update Crosswalk file with ACCEPTED Lines
          D:      Delete   - Delete all ACCEPTED Lines Entered this session
          C:      Clear    - Clear All Fields on this screen
          H:      Help     - Help Screen

| Fund | Program | Job | ABC Code |
|------|---------|-----|----------|
| ___ | _____ | _____ | __ |
| ___ | _____ | _____ | __ |
| ___ | _____ | _____ | __ |
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Press   F3 to Return To Prior Screen

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Description of Fields
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EXIT                    - Press F3 key to exit back to prior screen.
OPTION FIELD       - Valid options for this field are; A, P, D, C, H.
    (A)     ACCEPT - The data that is present in the fields, on the screen, are put into
           a temporary file. The fields are reset back to spaces allowing entry of
           more data. Since there is no limit to the number of records that can be put
           into the temporary file. Recommendation is to use up to three screens, then
           use the PROCESS option. This ensures that the temporary file will be
           processed.
    (P)     PROCESS- This process creates and copies the temporary records to a
           disk file, and submits JCL for batch processing. The batch program reads
           the file and puts the records through a series of edits. At the end of the
           process, a report is generated showing what records rejected or added to
           the ABC crosswalk file. The report can be found in the held queue (S.H).
    (D)     DELETE - This option deletes the temporary file created in the ACCEPT
           option. This should be used when it is determined that the records were
           incorrect. This prevents the records from being processed in the
           PROCESS option.  Once, the Process option is executed, the Delete
           command will no longer effect these processed accounts.
    (C)     CLEAR - Clear all the fields on the screen.
    (H)     HELP     - Bring you to this Information.

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Screen for option (2)   REPORT-1 - Select Cost Structures From BUDGET Crosswalk
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B U R E A U   O F   R E C L A M A T I O N

OPTION ===> _____

                        P:      Process - Process Selection Fields
                        C:      Clear    - Clear All Fields
                        H:      Help     - Help Screen on Field Requirements

-------------------------------------------------------------------------------
Program                    Job              Fund      Project Status   ABC Code
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_____                _____           ___         _              __
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        Press    F3       to Return to Prior Screen


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Description of Fields
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EXIT              :  Press F3 key to exit back to prior screen.
OPTION FIELD: Valid options for this field are P, C, and H.
                        P - Process request when all require fields are filled in.
                        C - This will clear all the fields on the screen.
                        H - Bring you to this screen.
PROGRAM, JOB, FUND, PROJECT STATUS ABC CODE:
                        To process one of the fields in the first line under the PROGRAM, JOB,
                        FUND, PROJECT STATUS ABC CODE, heading, has to contain at least
                        one character for the procedure to submit a JOB to generate a report.
                        Otherwise, an error message will be display on the screen.

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Screen for option (6) BOR730-1 - FY06 Month Detail ABC 730 Report
                (7) BOR730-2 - FY06 Month Summary 730 Report By ABC Code
                (8) BOR730-1 - FY05 Prior Month Detail ABC 730 Report
                (9) BOR730-2 - FY05 Prior Month Summary 730 Report By ABC Code
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OPTION ===> ____

        P:     Process        - Process Selection Fields
        C:     Clear          - Clear All Fields
        H:     Help          - Help Screen On Field Requirements
        __   : Report Type - (S)ummary or (D)etail Report
        ____ : Fiscal Year  - What Fiscal Year (CCYY)
        ____ : Printer ID   - Where Report Will Print From Held Queue
      _____ : As-Of-Date - Display MMDDCCYY On The Report

| Div | ABC | SGL | Program | Job | Organ | BOC | Fund |
|-----|-----|--------|--------------|------------|-------------|-------|------|
| --- | --- | ------ | ------------ | ---------- | ----------- | ----- | ---- |
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Description of Fields
-----------------------------------------------------------------------------------------------------------------
EXIT              : Press F3 key to exit back to prior screen.
OPTION FIELD  : Valid options for this field are P, C, and H.
                      P - Process request when all require fields are filled in.
                      C - This will clear all the fields on the screen.
                      H - Bring you to this screen.
REPORT TYPE  : Enter S for summary or D for detail report. Entry other then S or D will cause
                   an error message to be displayed.
FISCAL YEAR   : Enter current fiscal year.
PRINTER FIELD : Seven character ID where report will be printed.  Not sure of the Printer ID
                  ask a co-worker or contact your local IRM Group.
                  Format : Position 1 and 2  - Letters BR
                          Position 3     - Region number
                          Position 4 thru 8 - Digits
AS-OF-DATE     : Date of the data being used to generate the report.
DIV, ABC, SGL, PROGRAM, JOB, ORGAN, BOC, FUND:
    To process a request, one of the fields in the first line under the DIV, SGL PROGRAM,
    JOB, ORGAN, BOC, FUND, heading, has to contain at least one character for the
    procedure to submit a JOB. Otherwise, an error message will be display on the screen.

# Maintenance of ABC Budget Crosswalk

There are **two** types of files in **EXCEL Worksheet format** used in the building and maintenance of the ABC Budget Crosswalk.  The first file is called the **ABC Budget Crosswalk file**.  This file includes all of the regions' records from the crosswalk.  This file is available only for the purpose of facilitating mass changes to Boor's ABC Crosswalk at the Region or bureau-wide level.  Once the mass changes are made, the revised file is uploaded into FFS which overlays\replaces the existing records in the ABC Budget Crosswalk.

The second file is called the **ABC Gap file**.  These are records that are in FFS that fit the ABC criteria, but have not been ABC coded by the respective office.  These are the records that show up on the Compare Report that is generated from Option 4 from the REXX menu, PRDABCMN, or the nightly generated report that is sent to the user's/office's designated printer, and will accumulate until the accounts are coded with an ABC code or asterisks "**".  This file will only be authorized in emergency situations where a significant backlog has occurred in the respective office, and a request has been approved to send the EXCEL worksheet to the respective office(s) for updating and subsequently uploaded into FFS by the Financial Systems Group.

**NOTE:  These two different file types should only be used during conversion initiatives and urgent updating of backlogged accounts, and not used as a standard practice for normal updating of ABC codes during the fiscal year.  And in all cases, for these changes, management discretion and awareness is required in considering the impact of historical and future reporting of these costs, and whether or not BOR will need to reprocess these journal records and resubmit to the Department.**