

C.REQUEST INSTRUCTION  
CREATE A SUBSEQUENT YEAR REQUISITION “SUBJECT TO AVAILABILITY OF FUNDS”

**Purpose:**

To provide guidance to Line Offices and Corporate Offices in preparing a “subject to availability of funds” requisition for a subsequent Fiscal Year acquisition during the current Fiscal Year. Submission of subsequent FY requisitions in the current FY will allow for timely receipt of supplies and services in compliance with the Procurement Action Lead Times (PALT).

In order to illustrate this document will refer to the current FY09 and subsequent FY10.

**Objective:**

To provide instructions on how to initiate, in FY09, requisitions subject to availability of FY10 funds.

**Procedure:**

This procedure is limited to initiating future Fiscal Year actions during a current Fiscal Year to accommodate starting work on actions where funding is not yet available and funding codes may or may not be set up. Requisition funding sources are limited to a single Fiscal Year due to current system constraints; therefore, FY09 and FY10 Accounting Classification Code Structures (ACCS) cannot be mixed on a Requisition. Follow the steps below to prepare a Requisition subject to availability of FY10 funds.

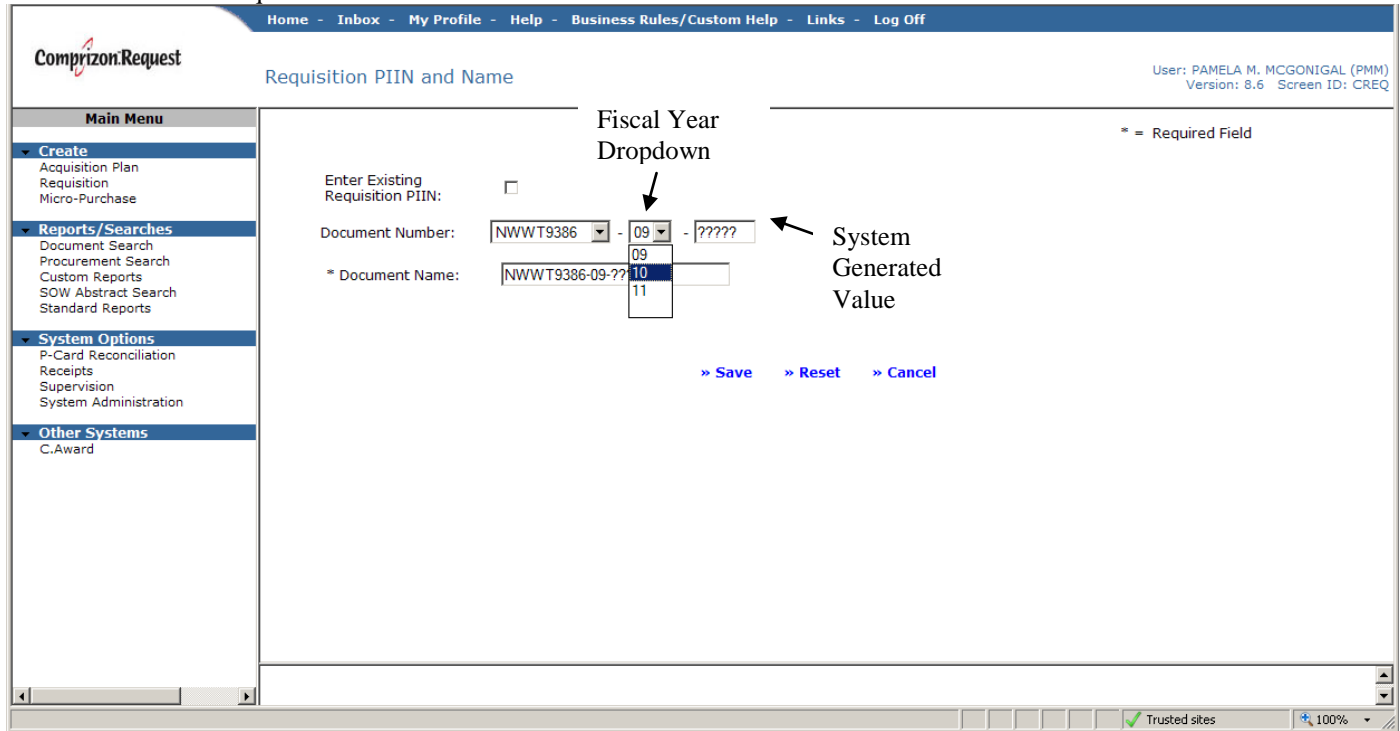
**1. Create the Requisition<sup>1</sup>**

- A. Leave “Enter Existing Requisition PIIN” blank (unchecked).
- B. Select the Requisition “Document Number” prefix assigned to your Office from the “PICKLIST” drop-down menu in the first field. “PICKLIST” is not a valid choice for a document number.
- C. Move to the drop-down menu in the middle field. This is for the Fiscal Year. Select “10” for Fiscal Year 2010.
- D. Leave the third field set at “?????”. The system will generate the value for this field making the Requisition number unique.
- E. Enter a name or value in the Document Name that you will remember or can use to tie related Requisitions together in a query. The system will default to the Requisition number as the Document Name if you do not enter any new information in the field.
- F. After saving the system may return with the message **There is not a counter set up for the counter code selected.** Save again and the system will move to the Administration screen.

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<sup>1</sup> This instruction does not describe in detail the full creation process for a requisition which includes (Administration, Accounting, Line Item(s), Forms, Notes); development of supporting documents; review and routing; and submission to procurement. It also does not include those items which are a required as part of the Acquisition Package and any planning documents.

EXAMPLE: FY10 Requisition



Once the document is initially created the user is left in the Requisition Administration Screen and must complete the required fields in the “Administration”, “Funding”, and “Addresses” tabs.

Be sure to note in the NOTES section that this requisition is for 2010.

Select “Save” on the lower portion of the screen. The “Requisition Successfully Updated” message will appear in the C.Request system message block at the bottom of the screen. You will be returned to the “Summary” view of the Requisition.

**2. Create Default Accounting Classification Code Structures (ACCS)**

- A. Select “Accounting” from the “Sections” menu on the left side of the screen.
- B. Select “Create” from the menu on the left side of the screen to create your default ACCS. Use your Bureau code (14 for NOAA), 10 in the Fiscal Year block, the appropriate Object Class code for your acquisition, and if the codes have not yet been loaded into CFS fill the remainder with 0’s as shown below **(if the full ACCS is available enter use the ACCS):**

Bureau Code (2):	14
Fiscal Year (2):	10
Project (7):	0000000
Task (3):	000
Fund (4):	0000
Program (9):	000000000
Organization (16):	0000000000000000
Object Class (8):	26100000
User Defined (6):	000000

Comprizon Request

Document: NWWT9386-10-00427 | SAVE

Account Summary Detail

User: PAMELA M. MCGONIGAL (PMM)  
Version: 8.6 Screen ID: ACDS

Account Summary Detail Menu

- Options
  - Accounting Summary
- Other Systems
  - C.Award

ADN:

Bureau Code (2): 14 [Import Entire Account Code](#)

Fiscal Year (2): 10

Project (7): 00000000

Task (3): 000

Fund (4): 0000

Program (9): 000000000

Organization (16): 0000000000000000

Object Class (8): 00000000

User Defined (6): 000000

BOC:

Set as Default:

\* Default Percent: 100 %

- C. Select “Save” on the lower portion of the screen. You will be returned to the “Account Summary” screen of the Requisition.
- D. Select “Summary” under “Options” from the menu on the left side of the screen to return to the Summary view of the Requisition.

### 3. Create the Line Item(s) Subject to Availability of Funds:

- A. Select “Line Items” under “Sections” from the menu on the left side of the screen.
- B. Select “Create” under “Actions” from the menu on the left side of the screen.
- C. Enter the quantity(ies) for the individual Line Item.
- D. Search and select the desired Unit of Issue (UI).
- E. Enter \$0.00 in the “Cost” field.
- F. In the “Description” field, enter:
  - a. the description of the Line Item,
  - b. the “estimated cost <\$value>”, and
  - c. the words “This Line Item is subject to availability of funds.”
- G. Leave the remaining fields blank unless they are auto-populated with default information.
- H. Select “Save” on the lower portion of the screen. You will be returned to the “Requisition Line Item” menu.
- I. Repeat steps to add more Line Items. Do not mix multiple Fiscal Year ACCS codes in a single Requisition. The system will not process it.
- J. Select “Summary” under “Options” from the menu on the left side of the screen to return to the Summary view of the Requisition.

EXAMPLE: Line Item screen showing Description with subject to availability of funds notation.

EXAMPLE: The Actual Line Item when printed from the Requisition appears as follows:

SCHEDULE Continued						
ITEM NO.	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	
0001	<p>[LINE ITEM DESCRIPTION] – ESTIMATED COST \$160.00 THIS LINE ITEM IS SUBJECT TO AVAILABILITY OF FUNDS.</p> <p>Accounting and Appropriation Data: 14.10.0000000.000.00.000000000.0000000000000000.26100000.000000 \$0.00</p> <p>DELIVERY DATE: 11/29/2009 SHIP TO: NESDIS ACQUISITION MGMT DIVISION /OFA64 1315 EAST-WESHWY., SSMC-3 RM 10100 SILVER SPRING, MD 20910</p> <p>FOB: Destination</p>	1.00	EA	0.00	0.00	

**4. Complete the Requisition:**

Continue completing the Requisition process as a normal Requisition. Submit to your servicing Acquisition Division.