

Prior Year Deobligations-Reobligation for CSTAR Documents

The following transactions for CSTAR documents must be coordinated by the Line Office with AGO, AOD/FFB's and requires that a Specific PY Recovery GJ Fix is submitted to Kim Darling (FRD) after the upward and downward transactions have been posted to CFS.

- Change in Award/Contract Number (Termination for Default, Protest, Disputes, and Appeals)
- Change in Vendor (Novation/Name Change) – Legacy Non-Interface Only

Note: As a general rule the reuse of prior year funds for CSTAR documents must be used for the exact same work with no changes in the terms of the Award/Contract using the same fiscal year, fund code and ACCS.

Steps to deobligate Prior Year Funds in CSTAR:

1. Requisitioner must enter a requisition in C.Request for the amount to be deobligated (Note: C.Request will accept prior fiscal year documents with negative amounts). Once the requisition has received an Accepted/Approved by Financial System response it can be submitted to AGO for processing in C.Buy.
2. AGO will record the modification to the existing Award/Contract to deobligate the prior year funds. Once the modification has received an Accepted/Approved by CFS (Interfaced) or Manually Approved by CFS (Non-Interfaced) response a copy is forwarded to the appropriate Finance Office/Field Finance Branch.
3. Finance Office/FFB will verify that the funds were deobligated for interfaced documents (FY07/FY08) or they will need to manually enter the modification to deobligate the funds in CFS for legacy document (FY06 and prior).

Steps to reobligate Prior Year Funds in CSTAR:

- A paper Form CD-435 Procurement Request must be completed and submitted to AGO. (Note: C.Request will receive an error message if prior year funds are sent to CFS, since the funds have already been obligated in a prior year).
- In order to “reserve” a requisition number, go into C.Request and create a requisition. Copy down the requisition number. Cancel the requisition. Use this requisition number on your CD-435. (This is a necessary step in order to prevent duplicate requisition numbers.)
- AGO will enter the information from the paper Form CD-435 Procurement Request into the Purchasing/Contracting Worksheet as a Purchase Request in C.Buy.
- AGO will create the new Award/Contract in C.Buy and click the obligate button. If the document receives the Accepted/Approved by CFS message then no further action is required by AGO. If the document receives the following error message: “Unable to determine Override Official for Item No 1, Line No 1. Failed to insert into G/L. Available fund: \$-461625.92 is insufficient for MDL: 2-1 \$10500” from CFS, AGO will need to contact Karen Green (AOD) to perform the Funds Override in CFS. The following information will need to be provided to Karen Green:
 - Old Award/Contract Number for the deobligation of funds
 - New Award/Contract Number for the reobligation of funds

- Amount of funds deobligated/ reobligated
- CLIN# for old and new Award/Contract Number
- Account Classification Code (ACCS) for old and new Award/Contract Number
- Copy of the error message received from the ORSI Interface
- When the document has been approved by the Funds Override Official (Karen Green) the document should received an Accepted/Approved by CFS response in C.Buy.
- LO must submit the official PY Recovery GJ “Fix” Request memo to Kim Darling, (FRD) with the following information:
 - Name & Phone Number of Contact Person
 - CBS Original Document Numbers (PY Downward & Upward Account Adjustment)
 - Item/MDL Report
 - Brief Explanation of What Happen

The following transactions are handled in CFS using the Prior Year Enhancement or are exempt from prior year processing:

- Changes to any part of the ACCS data for documents with an OPEN status in CFS
- Changes to Reference Number field for documents with an OPEN status in CFS
- Accidental deobligation of prior year funds for documents with an OPEN status in CFS
- Reimbursable funds (No PY downward accounts posted)
- CBS Internal Funds (Entries are completed by FRD automatically each month)
- Deobligating PY funds from one task order and reobligating the same PY funds to a different task order on the same master contract
- Deobligating PY funds from on CLIN and reobligating the same PY funds to a different CLIN on the same Award/Contract
- PY Excludes (PCS, Motorpool, Imprest, Purchase Card, Utilities, etc.)

The CFS Prior Year Enhancement will not record any upward/downward adjustments or the prior year hits will be reversed and there is no impact to the Line Offices current year funds. These transactions require no further action by the Line Office or the Finance Office. The following matching criteria are used to determine if the transactions should be processed by the CFS Prior Year Enhancement:

- CFS Document Number
- Treasury's Appropriation Symbol (TAS)
- Reverse on FIFO Basis

The following transactions require a Specific PY Recovery GJ Fix memo to be submitted to Kim Darling (FRD) after the upward and downward transactions have been posted to CFS. If an error message is received when posting the transactions, contact Karen Green (AOD) to assist with the funds override.

- Changes to any part of the ACCS on no match invoices
- Reference Number field changes on no match invoices
- Accidental deobligation of prior year funds with a CLOSED status in CFS
- CFS Vendor Code Changes (incorrectly recorded to wrong vendor/Grant recipient changes University)
- Prior Year Cash Collection in Account Receivable Module (GL Accounts 4972 & 4872) against PY Disbursement in Accounts Payable Module
- CCR Vendor Number changes (handled by the Finance Office)
- Finance Errors

The following request for reuse of prior year funds must be submitted to Stephen Smith, in the NOAA Budget Office.

- Change or Modification of a Award/Contract or vendor
- Change in period of performance on a contract
- Transactions properly entered into CFS between current and prior fund code fiscal year (Downward and upward transactions are posted in two different fiscal years, exception is expired funds)
- Prior year recovery transactions from a prior fiscal year (Reuse of PY recovery funds – Carryover)

Note: If approval from the NOAA Budget Office is not obtained prior to the transactions being recorded in CFS, the reuse of prior year funds may not be approved and the Line Office will absorb the cost from their current year budget.

Contacts:

- NOAA Budget Office
 - stephen.l.smith@noaa.gov or 202-482-3939

- Financial Reporting Division
 - Kim.Darling@noaa.gov or 301-444-2806
 - Katy.Carmel@noaa.gov or 301-444-2775

- Accounting Operations Division/Field Finance Branches
 - Karen.Green@noaa.gov or 301-444-2105
 - Deena.Swain@noaa.gov or 301-444-2834

- Acquisition Division
 - Pamela.McGonigal@noaa.gov or 301-713-3478 X143

General Rules and guidelines for PY Recovery Request

- Request must be submitted by LO Budget Headquarter Office or Accounting Operations Division
- All transactions must be entered into CFS before PY Recovery GJ Fix Request is submitted to FRD
- Request must include both the PY downward (4X7X) and PY upward (4X8X) accounts
- Request will only be considered by the Finance Office for PY upward and downward transactions that have occurred in the current FY (No crossing of FY)
- No request needs to be submitted for Reimbursable funds
- No request will be processed to post to a different Fund Code in which the PY downward account was originally posted (No crossing of CFS Fund Codes)
- It is the Line Offices responsibility to coordinate, track, and confirm that all transactions have been recorded
- Prior Year transactions need to be completed within the same general ledger period (results in overstatement of PY Recoveries- to be reallocated by NOAA Budget)