

Sunflower PPMS UPR Procedures

National Oceanic & Atmospheric Administration

PPMB and NOAA Property Users



September 27, 2010

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2.0 INTRODUCTION

2.1 Purpose

The NOAA Unreconciled Payment Report (UPR) is a system with a set of procedures that is under mandate to ensure that all property that has been paid for is recorded in the NOAA personal property management system (PPMS). The Sunflower PPMS was asked to assume the UPR processes to allow the legacy system to be retired.

This document outlines the procedures that will be conducted to load CBS property payment records into the Sunflower PPMS and the transactions and reports available to the NOAA personal property user community to review, reconcile and suppress these property payment records.

2.2 PPMS UPR Solution Summary

PPMS shall be designated the system of record for reporting and reconciling NOAA personal property payments to the corresponding accountable, personal property records. Utilizing shared attributes across payment records and PPMS property records the PPMS will facilitate the NOAA UPR reconciliation process.

The CBS Data Warehouse will be regularly queried to generate three standard files containing personal property payments. These three files will be uploaded into the PPMS system to establish the personal property payments repository. This repository of personal property payments within PPMS will be the source data for suppressing and reconciling personal property records as of October 4th, 2010 for NOAA.

PPMS will be utilized in two manners to reconcile payment records loaded from CBS into PPMS. The first manner PPMS will reconcile to UPR records is through systematically matching specific attributes from each personal property record against corresponding attributes from each payment record. The second manner PPMS will reconcile to UPR records is through supporting the capture and reporting of payment suppressions entered by PPMB.

The PPMS *UPR* solution includes an HTML-based form used for capturing each payment's suppression and numerous NOAA-specified reports that will provide visibility into the status of each personal property payment loaded into PPMS from CBS. The UPR reports, described within this document, shall support NOAA line offices, PPMB, audit-support staff and auditors. This document also provides an overview of the existing processes within PPMS related to how asset records are requested and accepted for creation with a focus on the UPR (Accounting) data attributes.

2.3 Naming Standards

Acronyms used throughout this document are defined in the table below:

Acronym	Term
CAMS	Commerce Administrative Management System
CBS	Commerce Business System
CWIP	Construction Work in Process
DLD	Detailed Level Design
DOC	Department of Commerce

ICR	DOC Internal Change Request
IT	Information Technology
NFC	National Finance Center
NOAA	National Oceanic and Atmospheric Administration
PO	Purchase Order
PPMB	Personal Property Management Branch
PPMS	Personal Property Management System
UPR	Unreconciled Payment Report

3.0 PPMS PROCEDURES

This section outlines each PPMS transaction and report related to the UPR process.

PPMS utilizes six (6) attributes to match personal property records against CBS payment records loaded into PPMS. The attributes used to match include:

- 1) Document (Payment) Number
- 2) Accounting Organization
- 3) Project code
- 4) Task code
- 5) Object Class Code
- 6) Asset Value

Each of these attributes, except "Asset Value," is used to precisely match the PPMS property record(s) to its corresponding payment record or records. When these five attributes match exactly across the property record and payment record, the *Asset Value* amount of the personal property record will be applied against the value of the corresponding payment record. When the value of a property record or culmination of property records equals the value of a payment record or records, the payment record(s) will be considered reconciled.

3.1 *Request Creation of an Asset – Capturing core ‘Accounting’ Attributes*

When NOAA users request to "Create New Asset" in PPMS (Sunflower Assets) through the "CD 50/52 Transaction Menu, they are currently instructed to capture specific "Accounting Class" attributes. These attributes include:

- 1) Document (Payment) Number
- 2) Accounting Organization
- 3) Project code
- 4) Task code
- 5) Object Class Code

These fields will continued to be captured in the same manner they are currently captured. See exhibit 4.1.B outlining the Sunflower form used to "Request Creation of an Asset."

Exhibit 4.1A – “CD 50/52 Transaction Menu”

Screenshot of the Sunflower Enterprise - Production 4.5.0.0 interface. The browser window shows multiple tabs for Sunflower Enterprise. The page header includes the Sunflower logo, the text "Sunflower Enterprise - Production 4.5.0.0", and a "Powered By ORACLE" logo. The user name "Robert King" is displayed. Below the header is a menu of transaction options, each with a "Click" button and a description. The second option, "Click to request creation of an asset", is circled in red.

Click	to request a change of asset detail
Click	to request creation of an asset
Click	to request an excess receival
Click	to request retirement of asset
Click	to maintain comments
Click	to maintain pictures/attachments
Click	to suppress payments records
Click	to accept/deny a change of asset detail request
Click	to accept/deny excess receival request
Click	to accept/deny retirement of assets

Exhibit 4.1B “Request Creation of an Asset” CD 50 / 52 Transaction

The screenshot shows the 'Create New Asset' form in Sunflower Enterprise. The form is organized into several sections. The top section contains fields for Custodial Area, Property Accountability Office, Region, Manufacturer, Model Number, Description, Activity Type, Activity Status, Condition Code, Acquisition Date, Responsibility Begin Date, and Initial Event. Below this is a section for 'Number of Asset Value Component lines' set to 1, containing a table with fields for Fiscal Year, Fund Code, Organization, Object Class Code, Bureau, Project, Program, User Code, Task, and Adjust depreciation from. The bottom section includes Document Type, Storage Type, Document #, Document Custodial Area, Attachment, Refresh Global UDF, Save, Interest Type, Barcode #, Serial Number, Site, BUILDING, ROOM, and User Identifier. Red circles and boxes highlight specific fields: Project, Program, User Code, Task, Document #, and ROOM.

3.2 Formalize Creation of an Asset – Validating core ‘Accounting’ Attributes

PPMB will utilize its standard processes of reviewing the requests for the creation of new property records through the “Edit Inventory Asset Interface Records” form. Each PPMB Line Office Representative shall validate the attributes found under the “Value Comp” and “Document” tabs prior to formalizing the creation of the record.

The attributes within the “Value Comp” tab include four of “Accounting” fields that correlate to those fields the payment records reconcile against to create the UPR reports. Exhibit 4.2.A displays the Sunflower “Value Comp” tab within the “Edit Inventory Asset Interface Records” form used to validate the “Accounting” attributes (values).

- Value #2 – Project

- Value #5 – Organization
- Value #7 – Object Class Code
- Value #8 – Task

Within the “Document” tab, the “Identifier” field correlates to the “Document (Payment) Number”, which is also one of the fields used to reconcile the payment records. The “Description” field within this tab corresponds to the contract type used to procure the property item. Exhibit 4.2.B displays the Sunflower “Document” tab within the “Edit Inventory Asset Interface Records” form used to validate the “Document (Payment) Number” attribute.

Exhibit 4.2.A

The screenshot shows the 'Edit Inventory Asset Interface Records' window with the 'Document' tab active. The interface includes a menu bar (Action, Edit, Query, Block, Record, Field, Lookup, Help, Window), a toolbar, and a main data entry area. The 'Document' tab is selected, displaying the following fields:

Value Type	Code	Description
Dollar Value		ACQUISITION COST
Value 1	2010	Value 2 H8P3A42
Value 3	1001	Value 4 06-02-03-000
Value 5	54-08-02-0002-00-00-00-00	Value 6 000000
Value 7	31-23-00-00	Value 8 PSM
Value 9	14	Value 10
Value 11		Value 12
Value 13		Value 14
Value 15		Value 16
Value 17		Value 18
Value 19		Value 20

Red circles highlight the following fields: Value 2 (H8P3A42), Value 5 (54-08-02-0002-00-00-00-00), Value 7 (31-23-00-00), and Value 8 (PSM).

Exhibit**4.2.B**

The screenshot shows the 'Edit Inventory Asset Interface Records' form for record group 'BUILDING'. The 'Document' tab is active, and a red oval highlights the 'Document' and 'Commodity' tabs. The form displays the following fields:

Field	Value
Document Type	
Document	
Document Storage Type	
Organization	
Value 1	
Value 3	
Value 5	
Value 7	
Value 9	
Value 11	
Value 13	
Value 15	
Value 17	
Code	
Identifier	754875-0384466-014
Description	PURCHASE CARD
Code	
Description	INTERNAL
Code	
Name	NOAA-HQS
Value 2	
Value 4	
Value 6	
Value 8	
Value 10	
Value 12	
Value 14	
Value 16	
Value 18	

3.3 Suppressing Payment Records

PPMB will be responsible for completing the formal suppression of records in the PPMS systems. Line Offices will have the ability and responsibility to run UPR reports out of the PPMS system. Line Offices will need to request and provide their PPMB Line Office Representatives sufficient supporting documentation when requesting suppression of a payment.

3.3.1 Querying Payment Records for Suppression

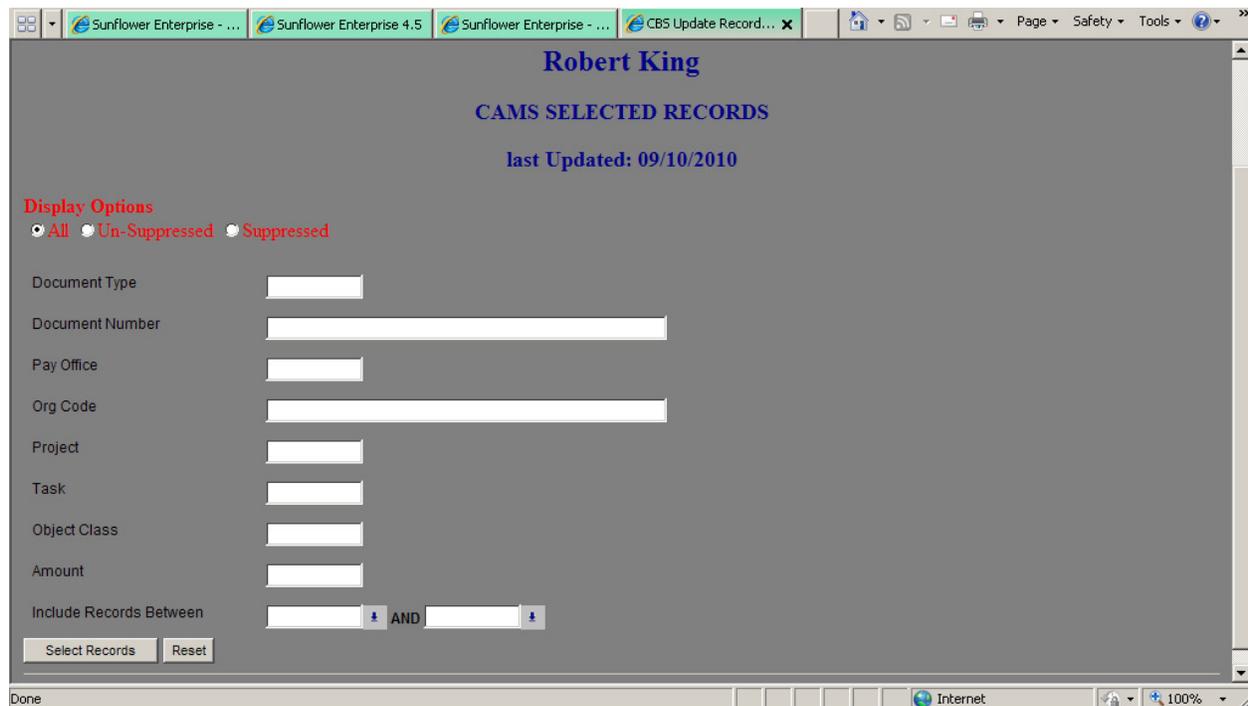
PPMS will utilize the "CD 50 / 52 Transaction" menu to navigate to the menu path "to suppress payment records." Exhibit 4.3.A displays the menu path to conduct the suppression transaction. Once selecting the "to suppress payment records" option, the user will be navigated to the form titled "CAMS Selected Records", which provides the ability to query "suppressed", "unsuppressed", and "all" payment records with a variety of parameters. Exhibit 4.3.B displays the "CAMS Selected Records" form, which includes the following query parameters:

- Document Type
- Document Number
- Payment Office
- Org Code
- Project
- Task
- Object Class
- Amount (Dollar Value)
- Date Range (Include Records Between)

Exhibit 4.3.A - “to suppress payment records”



Exhibit 4.3.B - “CAMS Selected Records” form



3.3.2 Reviewing Payment Query Results for Suppression

Exhibit 4.3.2.A displays how queried payment records will be displayed. Those payment records that have been previously suppressed will be returned with a checkmark populated in the “Select” field and a suppression reason populated in the “Suppress Reason” field -- this applies when “All” and “Suppressed” records are queried. When only “unsuppressed” records are queried, the returned payment records will always have their “Select” and “Suppression Reason” fields set to null. Exhibit 4.3.2.B demonstrates how unsuppressed payment records will be displayed.

Each returned row corresponds to an individual payment record. The attributes displayed for each payment record includes:

- Document Number (Payment)
- Amount
- Organization Code
- Payment Office
- Project Number
- Task Number
- Object Class Code
- Transaction Date (Payment Date)

Exhibit 4.3.2.A

SELECT	SUPPRESS REASON	DOCUMENT TYPE	DOCUMENT NUMBER	AMOUNT	ORG CODE	PAY OFFICE	PROJECT	TASK	OBJ. CODE	TRANS. DATE
<input checked="" type="checkbox"/>	0 CORRECTION	CONTR	DG133W08BU0022	18,414.84	54-40-01-0006-00-00-00-00	HQS	59WGD06	D00	31-23-00-00	08/25/2009
<input checked="" type="checkbox"/>	0 CORRECTION	CONTR	DG133W08BU0022	9,754.86	54-20-70-0002-00-00-00-00	HQS	G8R4AH3	P00	31-23-00-00	11/20/2009
<input checked="" type="checkbox"/>	0 CORRECTION	CONTR	DG133W08BU0021	77,495.00	54-20-20-0005-00-00-00-00	HQS	F8M5J10	PP6	31-23-00-00	01/09/2009
<input checked="" type="checkbox"/>	0 CORRECTION	CONTR	DG133W08BU0021	75,000.00	54-20-20-0005-00-00-00-00	HQS	F8M5J10	PP6	31-23-00-00	01/09/2009
<input checked="" type="checkbox"/>	0 CORRECTION	CONTR	DG133W08BU0021	6,705.00	54-20-20-0005-00-00-00-00	HQS	F8M5J10	PP6	31-23-00-00	01/09/2009

Exhibit

4.3.2.B

Robert King
CAMS SELECTED RECORDS
last Updated: 09/22/2010

SELECT	SUPPRESS REASON	DOCUMENT TYPE	DOCUMENT NUMBER	AMOUNT	ORG CODE	PAY OFFICE	PROJECT	TASK	OBJ. CODE	TRANS. DATE
<input type="checkbox"/>		CONTR	EA133010NC0833	6,596.90	54-06-01-0005-03-01-00-00	NORFOLK	H8PCC40	D00	31-23-00-00	06/09/2010
<input type="checkbox"/>		CONTR	HA133F10NC0749	4,815.27	54-30-60-0005-05-00-00-00	SEATTLE	29WGL50	D00	31-23-00-00	06/07/2010

3.3.3 Suppressing Payment Records

Suppressions can be applied against an individual payment record within the “CAMS Selected Records” form or applied collectively against multiple payment records returned through the query.

To suppress an individual payment record, check the “Select” button of the corresponding payment record and from the “Suppress Reason” list-of-values drop-down button, select the appropriate suppression reason. This step can be conducted multiple times against individual payment records. Exhibit 4.3.3.A depicts the list of values for the “Suppress Reason” field.

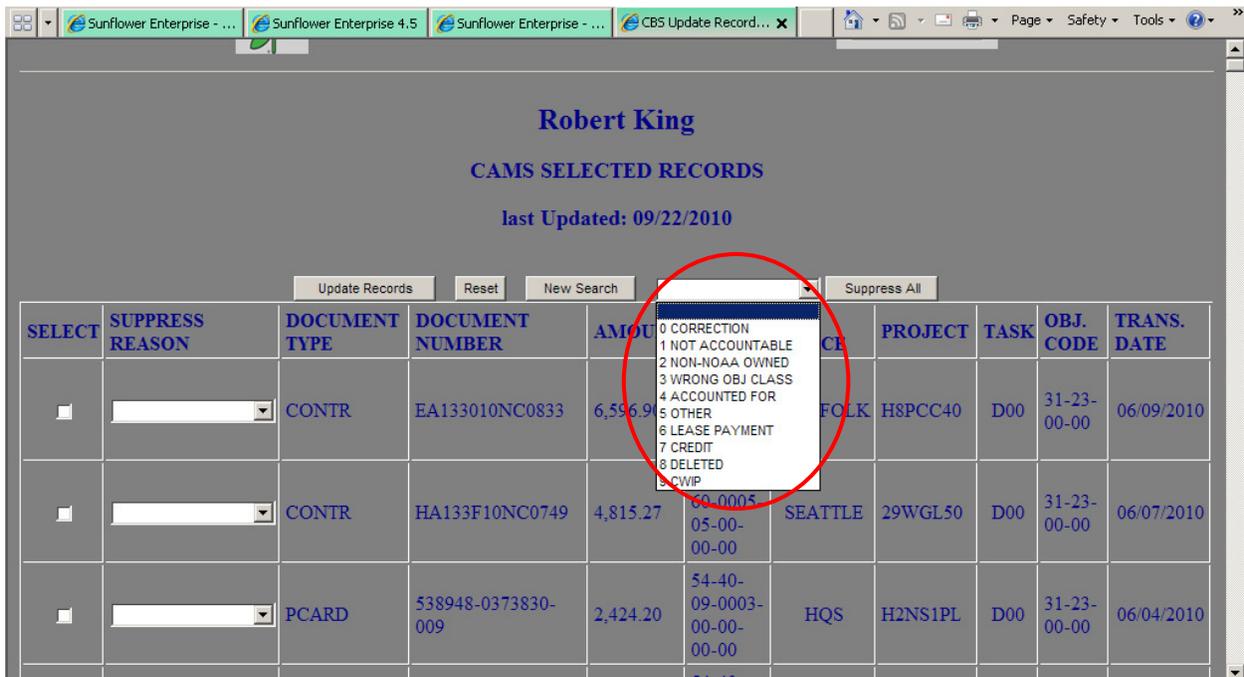
The “Update Records” button is how the transactions are formally suppressed in the PPMS system (similar to a Save button).

Robert King
CAMS SELECTED RECORDS
last Updated: 09/22/2010

SELECT	SUPPRESS REASON	DOCUMENT TYPE	DOCUMENT NUMBER	AMOUNT	ORG CODE	PAY OFFICE	PROJECT	TASK	OBJ. CODE	TRANS. DATE
<input type="checkbox"/>	0 CORRECTION 1 NOT ACCOUNTABLE 2 NON-NOAA OWNED 3 WRONG OBJ CLASS 4 ACCOUNTED FOR 5 OTHER 6 LEASE PAYMENT 7 CREDIT 8 DELETED 9 CWP	CONTR	EA133010NC0833	6,596.90	54-06-01-0005-03-01-00-00	NORFOLK	H8PCC40	D00	31-23-00-00	06/09/2010
<input type="checkbox"/>		CONTR	HA133F10NC0749	4,815.27	54-30-60-0005-05-00-00-00	SEATTLE	29WGL50	D00	31-23-00-00	06/07/2010
<input type="checkbox"/>		PCARD	538948-0373830-009	2,424.20	54-40-09-0003-00-00-00-00	HQS	H2NS1PL	D00	31-23-00-00	06/04/2010

To suppress all displayed payment records within a single transaction, select the list of values drop-down button,  displayed above the top row of the form (above the payment records, left of the “Suppress All” button). By selecting a suppression reason from this field followed by the “Suppress All” button. These payment records will be formally applied within the system, once the “Update Records” button is selected.

To un-suppress (i.e. remove a previously applied suppression) all displayed payment records within a single transaction, select the “Blank Value” from the list of values drop-down button,  displayed above the top row of the form and select “OK” from the message box. These payment records will be formally applied within the system, once the “Update Records” button is selected.



4.0 UPR REPORTS OVEWRVIEW

There are numerous reports available to support the Line Offices and PPMB through the reconciliation and suppression UPR processes. These reports can be found through the “User Defined Reports”, under the “NOAA Specific UPR Reports” path (directory: EXT1100 NOAA Specific UPR Reports). The five reports available under this directory include:

- UPR Report
- UPR Report for CWIP
- Reconciled Payment Report
 - Previously referred to as the “CPR Report” in the legacy system”
- UPR Summary by Line Office
- CAMS Suppression Report

[UPR Report](#)
[UPR Report for CWIP](#)
[CPR Report](#)
[UPR Summary by Line Office](#)
[CAMS Suppression Report](#)

[Previously Run Report](#)

[DoC Specific Reports](#)

4.1 UPR Report

The *UPR Report* is the standard UPR report that all NOAA users will use to generate both broad and targeted report queries to return payment records that have been fully, partially, or have not been reconciled. This report can be generated against the standard five UPR attributes (Line Office, Document Number, Project, Task and Object Class Code). Users can enter the full value or part of it utilizing the standard Sunflower wildcard (%) value.

This report also includes two additional parameters that further filter the payment records returned in the query:

- Payment Age (Days): (LOV Driven)
 - Less Than 30
 - Less Than 60
 - Less Than 90 (Default value)
 - More than 90
 - Between 30 and 60
 - Between 60 and 90
- Show Records Match Up To: (LOV Driven)
 - 95%+ Allocation (Default Value)
 - When this value is set, payments that have been allocated to a property record where the value is 95% or higher will be filtered. Payment records that match at 94% or below or not allocated in any capacity will appear when this parameter is set.
 - Exact Allocation
 - When this value is set, payment records that do not have 100% dollar-for-dollar allocation or any allocation will appear on this report.
 - Over Allocation
 - When this value is set, payment records that have more than 100% allocation of property records will appear on this report.

Sunflower Enterprise - Production 4.5.0.0 NOAA Specific UPR Reports

EXT1101 UPR Report

Include

Line office

Document Number

Project

Task

Object Class Code

Payment Age (Days)

Show Records Match Up To

4.2 UPR Report for CWIP

When PPMS Sunflower loads payment records in from CBS, Sunflower integration logic will classify appropriate payments as "CWIP." This report includes the same format and parameters as the standard *UPR Report* (outlined above), but pertains solely to the payment records classified as "CWIP."

This report can be generated against the standard five UPR attributes (Line Office, Document Number, Project, Task and Object Class Code). Users can enter the full value or part of it utilizing the standard Sunflower wildcard (%) value. This report also includes two additional parameters that further filter the payment records returned in the query:

- Payment Age (Days): (LOV Driven)
 - Less Than 30
 - Less Than 60
 - Less Than 90 (Default value)
 - More than 90
 - Between 30 and 60
 - Between 60 and 90
- Show Records Match Up To: (LOV Driven)
 - 95%+ Allocation (Default Value)
 - When this value is set, payments that have been allocated to a property record where the value is 95% or higher will be filtered. Payment records that match at 94% or below or not allocated in any capacity will appear when this parameter is set.
 - Exact Allocation
 - When this value is set, payment records that do not have 100% dollar-for-dollar allocation or any allocation will appear on this report.
 - Over Allocation
 - When this value is set, payment records that have more than 100% allocation of property records will appear on this report.

The screenshot shows a web browser window with the Sunflower Enterprise logo at the top. Below the logo, the text reads "Sunflower Enterprise - Production 4.5.0.0 NOAA Specific UPR Reports". The main heading is "EXT1105 UPR Report for CWIP". Underneath, there is a section titled "Include" with several input fields and dropdown menus:

- Line office: ALL (dropdown)
- Document Number: [text input]
- Project: [text input]
- Task: [text input]
- Object Class Code: [text input]
- Payment Age (Days): Less Than 90 (dropdown)
- Show Records Match Up To: 95%+ ALLOCATION (dropdown)

At the bottom left of the form, there are two buttons: "Submit" and "Reset".

4.3 Reconciled Payment Report

This report is used to query all payment records that have been allocated to a property record or property records and has 100% matching. This report has the same format and parameters as the first two UPR reports, but does not include the "Show Records Match Up To" parameter, since this report returns all fully allocated payment records.

This report can be generated against the standard five UPR attributes (Line Office, Document Number, Project, Task and Object Class Code) Users can enter the full value or part of it utilizing the standard Sunflower wildcard (%) value. The report includes one additional parameter that further filter the payment records returned in the query:

- Payment Age (Days): (LOV Driven)
 - Less Than 30
 - Less Than 60
 - Less Than 90 (Default value)
 - More than 90
 - Between 30 and 60

Sunflower Enterprise
Sunflower Enterprise - Production 4.8.0.0 NOAA Specific UPR Reports

EXT1102 CPR Report

Include

Line office

Document Number

Project

Task

Object Class Code

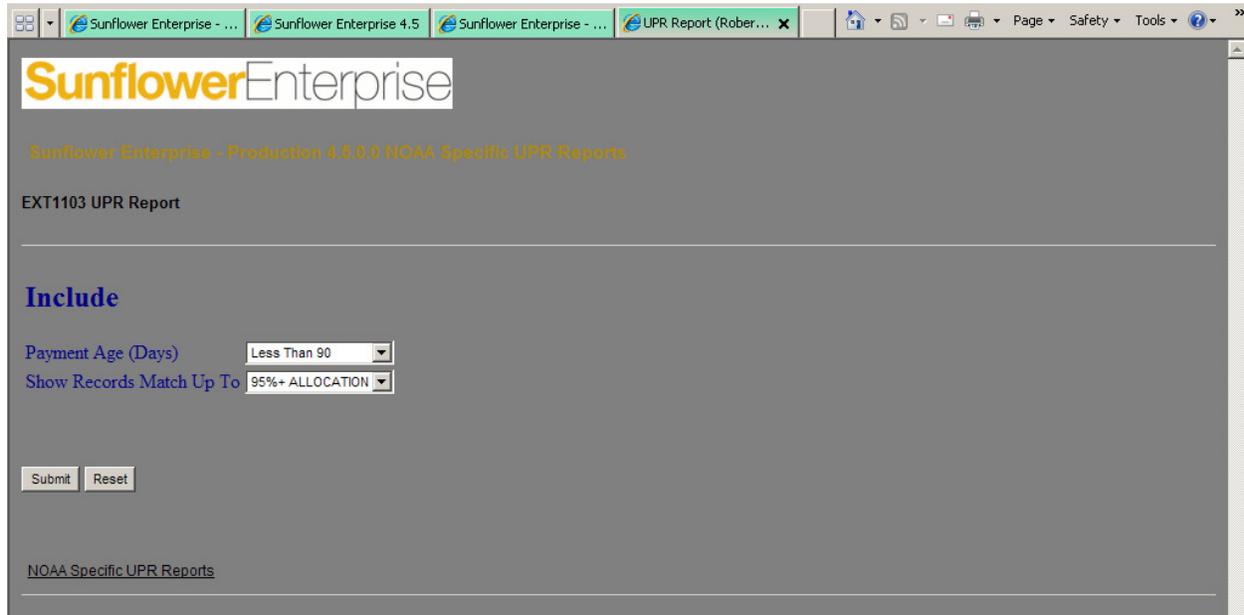
Payment Age (Days)

4.4 UPR Summary by Line Office

This is a Summary Report that displays all unreconciled payment records by “Line Office”. The report has two parameters:

- Payment Age (Days): (LOV Driven)
 - Less Than 30
 - Less Than 60
 - Less Than 90 (Default value)
 - More than 90
 - Between 30 and 60
 - Default value is “Less than 90 Days”
- Show Records Match Up To: (LOV Driven)
 - 95%+ Allocation (Default Value)
 - When this value is set, payments that have been allocated to a property record where the value is 95% or higher will be filtered. Payment records that match at 94% or below or not allocated in any capacity will appear when this parameter is set.
 - Exact Allocation
 - When this value is set, payment records that do not have 100% dollar-for-dollar allocation or any allocation will appear on this report.
 - Over Allocation
 - When this value is set, payment records that have more than 100% allocation of property records will appear on this report.
- Default value is “95%+ Allocation”

Results with a negative sign (-) in front of the value are indicative of a Region where the summary results are the over-allocation of property records against CBS payment records.



4.5 CAMS Suppression Report

This is a report to review all payment records that have been suppressed in PPMS. This report also includes all suppressions made in the previous UPR legacy system, which have been migrated into PPMS. Users can enter the full value or part of it utilizing the standard Sunflower wildcard (%) value. The parameters for this report include:

- Document Type
- Document Number
- Payment Office
- Org Code
- Project
- Task
- Object Class
- Amount
- Payment Type
 - Values = "All", "CWIP", or "Non-CWIP"
- Include Records Between
 - Two Date range parameters to set the 'begin' date and 'end' date for a date range query

EXT1106 CAMS Suppression Report

Include

Document Type

Document Number

Pay Office

Org Code

Project

Task

Object Class

Amount

Payment Type

Include Records Between AND