5/31/12
Date

Approved for Release
Joy D. D. Taylor
Director, Logistics Operations Division
NOAA Property Management Officer

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

OFFICE OF CHIEF ADMINISTRATION OFFICER
REAL PROPERTY, FACILITIES AND LOGISTICES OFFICE
LOGISTICS OPERATIONS DIVISION
PERSONAL PROPERTY MANAGEMENT BRANCH

PROPERTY BULLETIN #007, FY 2012

SUBJECT: Modified Procedures and Guidance for Reconciling the Unreconciled Payments Reports and Requirements for Supporting Documentation

EFFECTIVE DATE: May 31, 2012

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: PROPERTY BULLETIN #002, FY 2011, released on October 4, 2010

REFERENCES: Appendix A, included within, outlines the Personal Property Management System (PPMS) standard UPR reports, which will be the data source for UPR reconciliation

BACKGROUND: The Unreconciled Payments Report (UPR) reconciliation is NOAA's management tool to strengthen controls over personal property management. NOAA maintains two systems of record for personal property: (1) personal property management system (PPMS) Sunflower, and (2) Commerce Business System (CBS), the financial system. When a payment is made in the financial system using object class code 31, which is used for accountable and capitalized assets, there should be a corresponding record in the PPMS Sunflower. The Personal Property Management Branch (PPMB) reconciles these payments in CBS to property records in PPMS Sunflower. Payments that are not matched to a corresponding property record are shown on the UPR.

Line and Staff Offices should research all unreconciled payments to determine if the corresponding property record should have been entered into PPMS Sunflower. Not all unreconciled payments require corresponding property records in PPMS Sunflower and should be suppressed from the UPR (i.e., Construction-Work-In-Process (CWIP) payments). Object class 31 payments for construction do not accurately reflect the total value of the CWIP asset and should not be included in PPMS Sunflower until a NOAA Form 37-6 is received. The value of a CWIP constructed asset includes all costs after concept development/feasibility stage needed to bring the asset to the required form and location of its intended use. Some of these costs and payments are recorded in object class codes other than 31.

PPMB identified the need to establish guidance on what constitutes an appropriate UPR suppression and what supporting documentation is required. As a result, two UPR reports will be prepared to differentiate between CWIP and Non-CWIP payments.

PURPOSE: The purpose of this bulletin is to document procedural changes (effective FY 2012) and provide guidance for Line, Staff, and Corporate Offices (L/S/CO) to properly reconcile payments on the UPR reports, request suppression of certain payments appearing on the UPR report, and to establish requirements for supporting documentation.

OVERVIEW OF PROCEDURAL CHANGES: PPMB has taken the action to further align CBS payment records, requiring reconciliation in PPMS Sunflower, and the PPMS Sunflower system. Further alignment of these two systems will result with more consistent and timely UPR data and remove the dependency on a third-party system. Specifically, this alignment will result in the immediate application of suppressions to payment records within PPMS Sunflower and allow for the immediate allocation of property records to payment records.

Effective in FY 2011 UPR transactions and reports will be generated from the PPMS Sunflower system and the legacy system will be decommissioned. PPMS Sunflower will provide each L/S/CO the ability to generate their UPR reports utilizing a variety of targeted parameters.

Appendix A included within outlines each PPMS UPR report, their respective parameters and how the L/S/CO can utilize each to support their reconciliation.

PROCEDURES: The property custodians in each L/S/CO are responsible for reconciling the payments appearing on the UPR reports monthly. There are two UPR reports that are available within PPMS Sunflower: the standard UPR (Non-CWIP) Payment Report and the CWIP UPR Payments Report. These reports should be generated and distinguished by the project codes used in recording the payments.

The standard UPR (Non-CWIP) Payment Report contains all payments made using object class 31, which do not use CWIP project codes. The CWIP UPR Payments Report includes all payments made using object class 31 with CWIP project codes[1]. These payments include those made in CBS previously certified against object class code 31 by document number, organization code, CWIP project code, task code, object class and dollar amount. Payments are certified when they are matched to cumulative data in PPMS Sunflower. Both these reports can be generated by user-defined time periods.

Procedures to Reconcile the Standard UPR (Non-CWIP) Report

The UPR (Non-CWIP) Report will be regularly available within PPMS Sunflower and will be refreshed with CBS data bi-weekly (each Monday and Wednesday). PPMS Sunflower will no longer distribute a download of UPR transactions by line office. The expectation will be that each L/S/CO will have the ability to access the PPMS Sunflower UPR report(s) at their convenience throughout the month. The property managers should still complete their reconciliation of all transactions each month and submit the NOAA Personal Property UPR Certification along with the reconciled UPR report including explanation for each item via email or hard copy to the PPMB line office representatives by the last Thursday of each month.

[1] CWIP project codes where the CBS 7 digit project code has **either** a "4" as the second digit (ORF) **or** has both a "2" as the second digit and an "F" as the fourth digit (PAC).

Property custodians should upload supporting documentation in the CD 50/52 Transaction Menu – *Create New Asset* request form so that the documentation is a part of the record when it appears in the edit interface in PPMS Sunflower. In addition, the property custodian can request suppression of payments appearing on the UPR and/or the related asset, if applicable, with written justification and supporting documentation. Supporting documentation would include such items as purchase orders, invoices, bank card statements, contracts, lease determination worksheet, memorandum, and approved summary level transfers (SLT) and document level transfer (DLT).

Below is a listing of payment types appearing on the UPR that property custodians can request suppression of:

- Incorrect Object Class Code Applied – payments that are incorrectly coded to object class code 31 for assets that are not accountable or capitalized personal property should be suppressed; payments that are incorrectly coded to the 3rd and 4th digits of object class code can be suppressed.
- Corrections – the asset is entered into PPMS Sunflower with an incorrect document number and a correction is needed for proper reconciliation.
- Accounted For – the asset has already been entered into PPMS Sunflower; however the payment still appears on the UPR.
- Credit – the credit transaction is for a previous purchase in which the asset has now been returned to the vendor and is no longer in PPMS Sunflower.
- Non-NOAA Owned – payments made for property that is not owned by NOAA and therefore not in PPMS Sunflower.
- Not Accountable – the asset does not meet the criteria for an accountable asset; i.e. office furniture costing over $5,000 but less than $200,000 is coded to object class code 31-20 and is not an accountable asset.
- Lease Payments – payments made for leased assets can be suppressed.
- Other – the asset is purchased by NOAA but then is transferred to another agency.

Procedures to Reconcile the CWIP UPR Payments Report

The CWIP UPR Report will be regularly available within PPMS Sunflower and will be refreshed with CBS data bi-weekly (each Monday and Wednesday). This report should reflect new CWIP payments made during the month and any payments that have not been previously certified. PPMB will no longer distribute a download of CWIP UPR transactions by line office; each L/S/CO will have the ability to access the PPMS Sunflower CWIP UPR report(s) anytime throughout the month. Each Line Office Property Manager should submit a certification to the PPMB Line Office representative by the last Thursday of each month for CWIP project codes they are responsible for. PPMB Line Office representatives are responsible for the following:

- Following up with the line office if the certification is not received by the last Thursday of each month;
- Reviewing the certification to determine if the line office has submitted adequate supporting documentation for assets that should have been entered into PPMS Sunflower; and
- Ensuring that such assets have been entered into PPMS Sunflower.

REFERENCES: NOAA UPR Reconciliation Policy, http://www.pps.noaa.gov/New_menu/uprpol.htm Object Classification Codes, http://www.corporateservices.noaa.gov/~finance/objectclasses.html.

LOGISTICS OPERATIONS DIVISION: Joy Taylor, Director of Logistics Operations Division, NOAA Property Management Officer, 301-713-3551 ext. 154, Joy.Taylor@noaa.gov

PERSONAL PROPERTY MANAGEMENT BRANCH: Kenneth Morrow, Chief, Personal Property Management Branch, 301-713-3530 ext. 171, Kenneth.Morrow@noaa.gov

APPENDIX A: PPMS UPR REPORTS OUTLINE

There are five UPR reports available to support PPMS Sunflower and the Line, Staff and Corporate Offices (L/S/CO) through the UPR reconciliation and suppression processes. These reports can be found in PPMS Sunflower 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 (Non-CWIP)
- 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

I. UPR Report (Non-CWIP)

The *UPR Report* is the standard UPR report that PPMB and the Line, Staff and Corporate Offices (L/S/CO) 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 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 PPMS 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.

II. UPR Report for CWIP

When PPMS Sunflower loads payment records in from CBS, PPMS 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 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 PPMS 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.

III. 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 PPMS 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

IV. UPR Summary by Line Office

This is a Summary Report that displays all un-reconciled payment records by "Line Office" organized by geographical region. The report has a single parameter:

- Payment Age (Days): (LOV Driven)
  - Default value is "Less than 90 Days"
- Show Records Match Up To: (LOV Driven)
  - 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.

V. CAMS Suppression Report

This is a report to review all payment records that have been suppressed in PPMS Sunflower. This report also includes all suppressions made in the previous UPR legacy system, which have been migrated into PPMS Sunflower. 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