





UNITED STATES MARINE CORPS
TRAINING COMMAND
2300 LOUIS ROAD
QUANTICO, VIRGINIA 22134

FORWARD

"Everyone is better off when they know why decisions are made with as much accuracy as possible. It gives them an understanding of what matters and provides information on which to base trade-offs constantly being made at every level."

Nilofer Merchant

Training Command is the Marine Corps proponent for Military Occupational Specialty individual-skills training. In order to accomplish this mission, Major Subordinate Element Commanding Officers are provided financial resources. MSE Fund Managers and Fiscal Clerks have the responsibility of advising, assisting in planning, execution, accounting, and reporting of financial resources to the Commanding Officer.

The focus of this guidebook is to provide Fund Managers and Fiscal Clerks basic financial guidelines and procedures for Training Command MSE's. Within this guidebook MSE's are provided guidance on:

- Marine Corps funding process basics
- Annual financial planning
- Fund execution and procedures
- Financial coding structure
- Accounting reconciliation and source documentation

This guidebook is specific to Training Command Fund Managers and Fiscal Clerks. It has been updated to include the recent policy and procedure changes instituted by HQMC. The information within this guidebook is to supplement the Marine Corps Order for Financial Execution MCO P7300.21B. Additionally, this guidebook provides basic Training Command financial procedures and policies.

AUSTIN E. RENFORTH

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“Follow the Big Blue Arrow”

Attributed to Major Gregory Grayson

Funding Execution Basics

This section outlines basic financial guidance for Training Command Fund Managers and Fiscal Clerks. Specific guidance Clerk will be provided in different sections of this guidebook.

Training Command and G-7 Personnel Structure

Training Command (TRNGCMD) is the Marine Corps proponent for MOS individual-skills training, analyzes, designs, develops, resources, implements, and evaluates standards-based individual training in order to provide combat-capable Marines and Sailors to the operating forces. TRNGCMD was established in 2000 as one of Training and Education Commands Subordinate Command and the HQ’s became operational capable in 2009. The Training Command Comptroller Division staff code is G-7. The G-7 consists of a budget branch, accounting branch, and resource, evaluation, analysis branch (REA). Figure 1 outlines the Training Command G-7 personnel structure. See appendix B for a list of G-7 phone numbers, system access procedures, and required training. Branch functions are listed below:

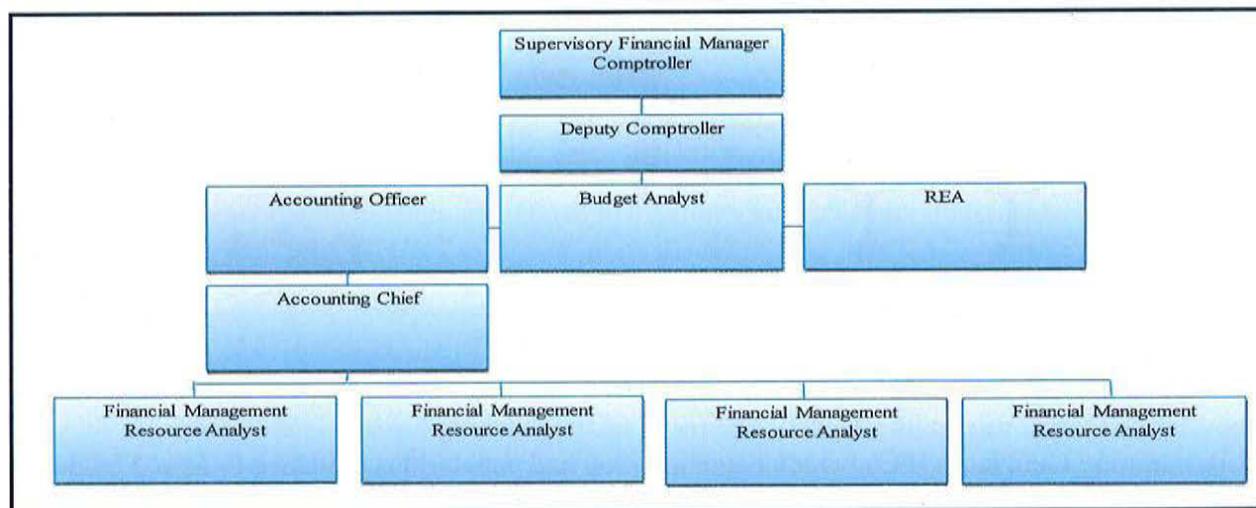


Figure 1 – Training Command G-7 Personnel Structure

- Budget – assists in Program Objective Memorandum development, monitors Major Subordinate Element (MSE) fiscal execution and provides funding recommendations, reviews and justifies funding requirements to higher headquarters, processes and tracks funding deficiencies, prepares MSE quarterly funding distributions, processes Fund Authorization Letters, advises Fund Managers on fiscal law and policies, and approves all MSE PRBuilder documents.

- Accounting – monitors and analyzes accounting transactions, analyzes and assists MSE fiscal personnel with accounting errors, analyzes and assists MSE fiscal personnel with feeder system problems, and advises MSE fiscal personnel on accounting policies.
- REA – Managers Internal Control Program (MIC), Internal Control Over Financial Reporting (ICOFR) and Statement of Budgetary Resource audit liaison, Training and Education Command Inspector General liaison, Un-Authorized Commitment coordinator, and Fund Manager appointment letter coordinator.

Marine Corps Funding Process

The Marine Corps, along with all Department of Defense (DoD) components, receives funding through the Planning, Programming, Budgeting, and Execution (PPBE) process. PPBE serves as the means for requesting and allocating resources (manpower, equipment, funding) to meet service assigned missions. PPBE is a continuously overlapping process that cycle's from one year to the next. Refer to figure 2 PPBE Process for reference.

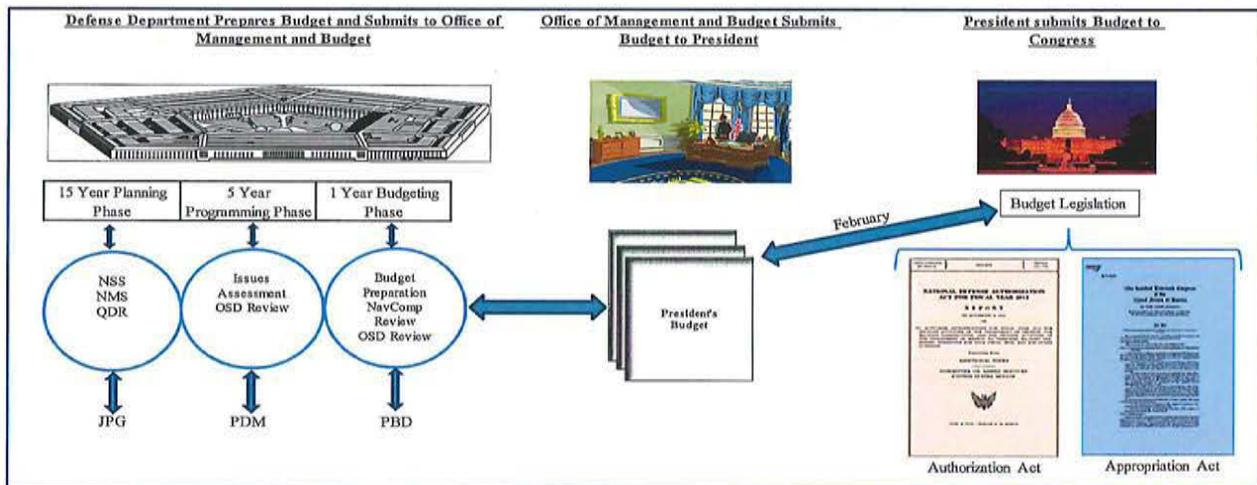


Figure 2 – PPBE Process

Planning Phase – Focuses on the development of the National Military Strategy (NMS) and the Marine Corps' role in its support. The result of the planning process is the Joint Programming Guidance (JPG), which contains fiscal and capabilities guidance followed by the Marine Corps during the Programming Phase.

Programming Phase – Focuses on taking the overall resource amount allocated in the JPG and distributes the funding to support assigned Marine Corps' missions. The process used to make this distribution is called the Program Objective Memorandum or POM process. A full POM request and approval process is currently performed every year; however, this process can potentially change in the future and return to a historical two year cycle.

Marine Corps' missions are segmented into programs. A program is a group of organized activities that contribute to an overall Marine Corps' mission. For example, specialized skills training is the program that is used to identify MOS skills training. The Federal government identifies programs with an eight digit alpha-numeric code. Additionally, the Marine Corps

subdivides programs into smaller grouped categories, and these categories are called Marine Corps Programming Codes (MCPC). MCPC are identified with six-digit codes and are unique to the Marine Corps.

Budgeting Phase – Takes the final amounts approved in the POM and creates the Marine Corps Budget Estimate. The BES is a compilation of all Marine Corps programs and funding levels required to sustain approved programs. HQMC prepares the BES and forwards to the Department of the Navy (DoN) and DoD for inclusion in the overall President’s Budget (PresBud). The final PresBud is the President’s funding plan for an upcoming year and is normally submitted to Congress after the State of the Union address. Congress takes the PresBud request, makes internal changes to funding and programs, and ultimately passes a budget.

Execution Phase – Amounts contained in the Appropriation Act are allocated by Office and Management and Budget into the different program levels for execution. Once the Marine Corps receives funding from the DoN, D/C Programs and Resources Department allocates program funding levels to major Marine Corps commands. Refer to Figure 3 for POM to School funding distribution. Once Training Command receives funding, it is passed to the appropriate schools and detachments for purchasing required goods and services to support assigned missions. Goods and services purchase transactions are recorded and reported in detail with the Marine Corps accounting system, SABRS (Standard Accounting, Budgeting, and Reporting System).

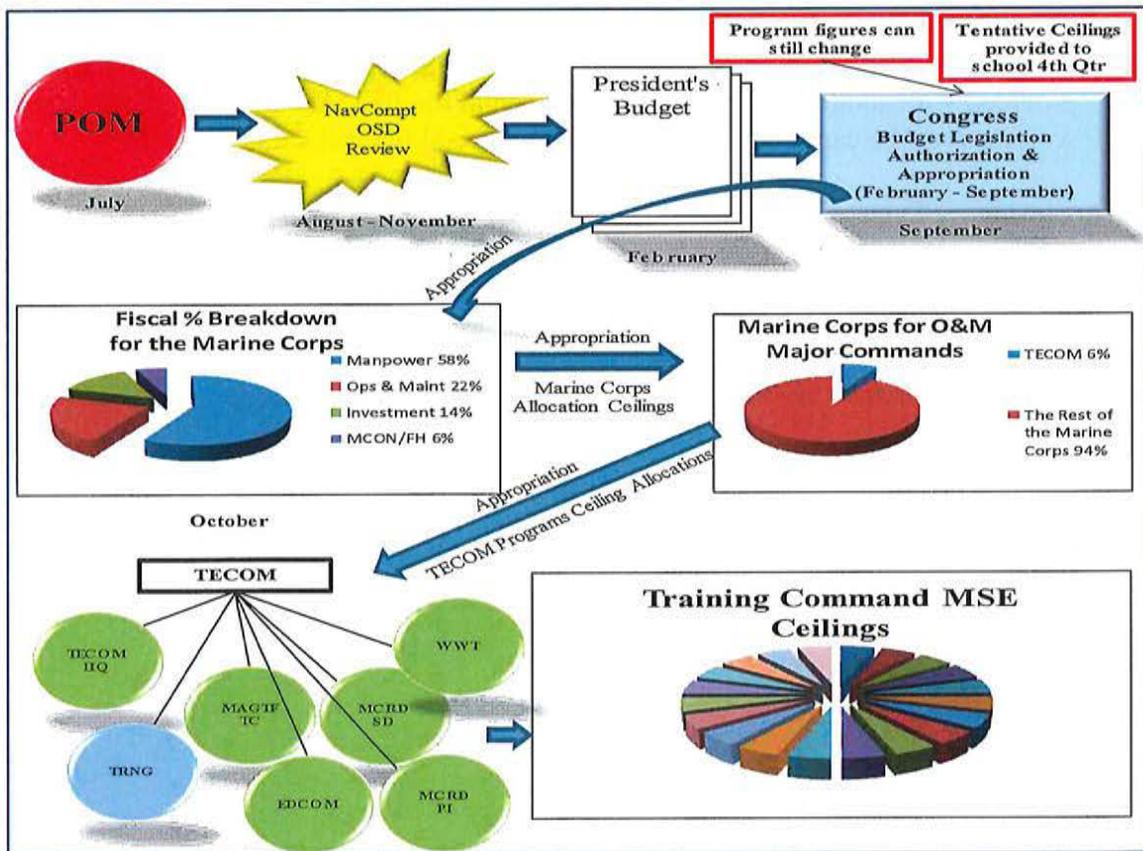


Figure 3 – POM to School Funding Flow Chart

Difference between Appropriation Act / Authorization Act/ CRA/ Supplemental

1. Appropriation Act – Is the legislative act that provides legal authority to incur obligations (i.e. what gives a Training Command Schools the ability to purchase goods and services). Marine Corps Operations and Maintenance (O&M) funding ceiling is provided in this document.
2. National Defense Authorization Act – This is the legislative act that “authorizes” or in effect, allows programs to exist and provides recommended funding levels.
3. Continuing Resolution Authority (CRA) - Is a temporary joint resolution that provides budget authority (funding) for federal agencies to continue operations when Congress and the President have not completed a regular appropriation act by the beginning of the fiscal year. Training Command School authorization (funding) levels during a CRA will be outlined in issued Authorization Letters.
4. Supplemental Appropriations – When an Appropriation Act is passed, DoD may determine the need for additional funding. Additional funds are normally required for unforeseen events such as a major contingency, humanitarian relief effort, or other natural disasters. When this occurs, a supplemental appropriation request is created by DoD and transmitted to Congress. If Congress approves a supplemental request, Congress will either increase the current appropriation or a new appropriation act is created providing additional funding authority to the DoD. If the Marine Corps receives additional funding by this process, those supporting or event impacted commands are provided with additional funding. Supplemental funding execution for goods and services must be captured in SABRS with a Special Interest Code (SIC).

Appropriations – Type

Appropriations are provided by Congress for different purposes and for specific time periods in which the funds are authorized to incur new obligations. The only appropriation that Training Command directly receives is Operations and Maintenance, Marine Corps (O&MMC). Figure 4 provides a miniature list of Marine Corps appropriations and their purpose. This list is not all inclusive.

Basic Symbol	Appropriation Title	Appropriation Purpose
17-1105	Military Personnel, Marine Corps (MPMC)	Pay active duty Marine salaries and subsistence. Managed by HQMC
17-1106	Operations and Maintenance, Marine Corps (OMMC)	Pay for daily operating costs such as fuel, parts, Servmart, TAD, GS employee salaries
17-1109	Procurement, Marine Corps (PMC)	Purchase major equipment, initial fielding of individual combat equipment, small arms, communication equipment. Managed by MARCORSSYSCOM
17-1508	Procurement of Ammunition, Navy and Marine Corps (PANMC)	Purchase of ammunition used to support training and contingency operations. Managed by MARCORSSYSCOM

Figure 4 – Appropriation Types

Financial Transaction Cycle

A transaction is the process that records a daily routine. The Marine Corps captures financial transactions in four-step process. Each step in the transaction process represents the evolution of the purchase for goods or services. Depending on the sourcing method a different source document may need to be generated during the four-step process. The four steps are: Commitment; Obligation; Expense; and Liquidation/Disbursement. See figure 5 for transaction cycle steps.



Figure 5 – Financial Transaction Cycle

Purpose, Time, Amount

Prior to executing funds to purchase goods or services the order must pass the basic requirements established in Title 31 of the United States Code of:

- Purpose
- Time
- Amount

1. Purpose – Funds may be obligated and expended only for the purposes authorized in the appropriation acts or other laws. What this basically means is you use the correct appropriation to fund your requirement. The key element of satisfying the purpose condition is the “Necessary Expense Doctrine.” The necessary expense doctrine is comprised of the following three basic tests to ensure the correct appropriation is used:

a. Logical Relationship – What you are ordering makes sense under the funding type you are using. For example, the OMMC appropriation is used to fund normal training, fuel, consumable supplies, and daily operating costs. The PMC appropriation is used to purchase most military equipment for the Marine Corps.

b. Not Prohibited by Law – The purchase you are about to make is allowed under the Appropriation Act, Authorization Act, or other laws.

c. Not Funded for Elsewhere – Does the language of another appropriation specifically cite or is another appropriation a better fit to fund the type of purchase being made? For example, the MPMC appropriation is used to fund the wages of Marines, not OMMC. This condition is a key factor in determining whether to use OMMC or PMC for a purchase. The use of PMC is for investment items that meet the following: Useful life of the item/equipment is two (2) years or greater, Cost is greater than \$250 thousand, Cost is less than \$250 thousand, but is a program of record for PMC funding at Marine Corps Systems Command.

2. Time – This condition is satisfied by:

a. The appropriation cited on the request is still available to incur new obligations

b. Bona Fide Need – A fiscal year appropriation may be obligated only to meet a legitimate, or bona fide, need arising in the fiscal year for which the appropriation was made. Basically, you use current funds for current requirements and not to fund next year or subsequent year requirements.

3. Amount – You have sufficient un-obligated and available funds to cover the amount of the request during the year and quarter that the order is placed.

Management Controls

Management Controls are command and control procedures used to govern command functions and processes. The objectives of management controls are to: (1) promote effectiveness and efficiency of operations, (2) provide a degree of reliability that mission goals are achieved, (3) to make sure that commands are in compliance with Marine Corps Orders and other applicable regulations. The Marine Corps Management Internal Control Program provides Commanding Officers the practical framework for evaluation and establishment of command functions and processes. Additionally the program is utilized to determine whether or not there is reasonable assurance that all command functions and processes are carried out accordance to established policies, orders, and regulations. The principles for management controls are based on the following Government Accountability Standards:

- Control Environment
 - Risk Assessment
 - Control Activities
 - Information and Communications
 - Monitoring
1. **Control Environment:** The control environment is the commands climate that influences the actions of its people. Factors that affect the control environment include: integrity; values; commitment; leadership philosophy and operating style; command organizational structure; assignment of duties and responsibilities; and command policies and procedures.
 2. **Risk Assessment:** The internal controls program should provide for an assessment of risks from internal and external sources. While the focus should be on internal risks, commands should not ignore potential external risks. Risks can arise or change due to some of the following circumstances; changes in operating environment; new personnel, new technology and equipment; new POIs and activities; rapid changes.
 3. **Control Activities:** Control activities are the policies and procedures that help make sure necessary actions are taken to address risks involved with achieving command goals. Command policies should incorporate the following control procedures in their processes: process performance reviews; process reports; physical controls; and segregation of duties.
 4. **Information and Communications:** For efficient and effective operations, an organization needs timely information that is relevant and reliable, and is communicated to those who need to know to act upon the information.
 5. **Monitoring:** Assess the performance over time of the controls and should occur over the course of normal operations without requiring undue difficulty.

Document Retention

In a 2015 memo issued by the Assistant Secretary of the Navy Financial Management and Comptroller all DoN activities are to retain financial source documents that support master general ledger accounts for a period of 10 years at the close of the fiscal year involved. Additionally, MCO 4400.150 stipulates that MSE's must maintain an active record management program that provides for the accurate and efficient tracking and retrieval of command records. To support the intent of these policies MSE's will maintain readily accessible access to all financial source document materials, either paper or electronic, for a period of 10 years. The following outline provides examples of minimum MSE, by execution means, source documents created by transaction that must be accessible upon request.

1. PRBuilder: PRBuilder will be used to the maximum extent possible as the repository system for all documents created and initiated in PRBuilder (Regional Contracting Office purchase requests, DD 448, NavCompt 2275, NavCompt 2276). Uploaded documents will include but is not limited to: IT waivers, NavFac engineering estimates and designs, NavCompt 227, DD 448, and NavCompt 2276 acceptance documents, Servmart waivers or other required waivers, Navy contracts that do not interface via Standard Procurement System (for example, contract issued by SPAWAR), Inter Service Support Agreement or Memorandum of Agreement in support of Military Interdepartmental Purchase Requests, Standard Form 182's, etc.
2. Governmentwide Commercial Purchase Card (GCPC): All Regional Contracting Official (RCO) purchase requests, emails, invoices, receipts, shipping documents, etc. Additionally, if required MSE's will maintain, either electronic or paper, a duplicate set of GCPC files to support general ledgers.
3. USMC Direct Support Stock Control/Servmart: Servmart purchase request, receipts, shipping documents (i.e. Camp Pendleton Consolidated Material & Service Center or USMC Servmart online), emails coordination, etc.
4. Global Combat Support System (GCSS): service requests, DD 1348's, emails, access to GCSS, etc.
5. Defense Travel System (DTS): DTS is the DOD's electronic repository for temporary additional duty, thus commands must maintain Official Defense Travel Agent access in DTS.
6. Defense Logistics Agency (DLA) Document Services (formally known as DAPS): DD 282's, emails, shipping documents, invoices, access to DLA Document Service Online, etc.
7. Fuel: DLA's primary repository system for fuel documentation is the Fuels Automated System Enterprise Server (FES). MSE's will maintain access to FES. Additionally, for those commands that have fuel tanks on site, commands will maintain re-fueling ordering forms and receipt documents, etc.

8. Training Command G-4 TAC code: MSE's will maintain a copy of DD 1149's submitted to the Training Command G-4 for TAC code use, etc.

Additionally, commands are required to produce documentation that substantiates assertions made during Training and Education Command Inspector General fiscal inspections. To support these assertions, commands will maintain, at a minimum one quarter or at a maximum one FY's, worked financial reports (example, NULO, DTR, etc...) with notes and any email correspondence pertaining to financial report reconciliation. Worked financial reports can be maintained in electronic or paper format.

Required Training, Appointment, and Feeder System Access

Marine administrative message 350/11 requires fund control personnel to receive appropriations law training and budget execution training. Additionally, this administrative message mandates that fund control personnel receive refresher training every three years. Appendix B provides the link to the DoN's fund control training. All training certificates will be provided to the Training Command G-7 REA branch for retention.

Marine Corps Order P7300.21B requires fund managers to be appointed in writing by the commander as recommended by the Comptroller. Those personnel that will be appointed in writing should first coordinate with the Training Command G-7 REA branch.

In order to properly execute the duties of a fund manager or a fiscal clerk, personnel must gain access to different reports and feeder systems. Appendix B provides the guidance and links for the different feeder systems.

Intermittent Processes

This section outlines fundamental steps for none routine transactions that normally involve coordination with the Training Command Financial Management Branch or other Training Command HQ sections.

A. Natural Disaster or Destructive Weather

Costs associated with natural disasters or destructive weather are centrally funded and managed by HQMC. Thus, all fiscal execution due to a natural disaster or destructive weather must use a HQMC Line of Accounting because MSE's fiscal chain of command includes not only Training Command and Training and Education Command, it is the best interest of the MSE to identify to Training Command the potential that an MSE may experience a natural disaster or destructive weather as soon as possible. Installation destructive weather coordinators are essential in proper execution of policies and procedures before, during, and after a natural disaster or destructive weather.

B. Functions Not Managed by Training Command Commanders

MSE's must receive a funding waiver for material or service purchases that support functions provided by installation or other organizations. For example, semper fit requirements, grounds maintenance, installation environmental requirements, etc...

C. Information Technology

All purchases of Information Technology (IT) equipment is centrally reviewed by HQMC C4. Because C4 centrally reviews all IT purchases, MSE's must submit an ITPRAS request to HQMC C4 via Training Command G6 before placing an IT purchase request.

D. Facilities

Training Command MSE's are in a unique position because there are MSE's located on Marine Corps bases, Army forts, Air Force installations, Navy bases, and Joint bases. As unique a position this maybe, facility related requirements that will not be addressed accordingly by the base commander will be identified to the Training Command G-4 facility manager for identification and potential corrections.

E. Court Martials

Expert witnesses in support of a Training Command General Court Martial are compensated for their time. The Training Command Commander, the convening authority, establishes the rate and time period in which the expert witness will be compensated. This information is provided in an endorsement letter from the Training Command Commander. This letter is the obligating source document and must be retained on file via PRBuilder. PRBuilder is used to establish the initial electronic record and Wide Area Workflow will be used to process the obligation and expense. DFAS processes the final stage of the Wide Area Workflow action and processes the payment to the expert witness.

TAD authorizations and vouchers in support of a General Court Martial are initiated and completed by the MSE convening the court martial. The Training Command Commander will only reimburse MSE's for witness travel that support a General Court Martial.

F. Guest Speakers

Guest speakers are subject matter experts that are invited to provide a lecture, a presentation, be a panel member, or a speaker at a graduation. Guest speakers are not federal civil service employees but are a speaker who has discretion concerning the content of a speech, presentation, panel discussion, and general topic. All requests to compensate a guest speaker or honorarium payments, must be routed and approved by Marine Corps Combat Development Command Commanding General. Requests for honorarium payments must be approved by CG MCCDC prior to extending an invitation to a guest speaker.

G. Financial Off-Line Purchases

All off-line purchases must be coordinated with the Training Command G-4 and G-7 prior to making a purchase. Off-line purchases are purchases that are not initiated by a Marine Corps electronic processing feeder system that interfaces with SABRS. For example, GSA will allow commands to place orders by simply providing GSA a milstrip document number. Off-line purchases distort command fund balances and can either lead to over-execution or under-execution of assigned fund levels. Figure 6 provides GSA Advantage approval procedures.

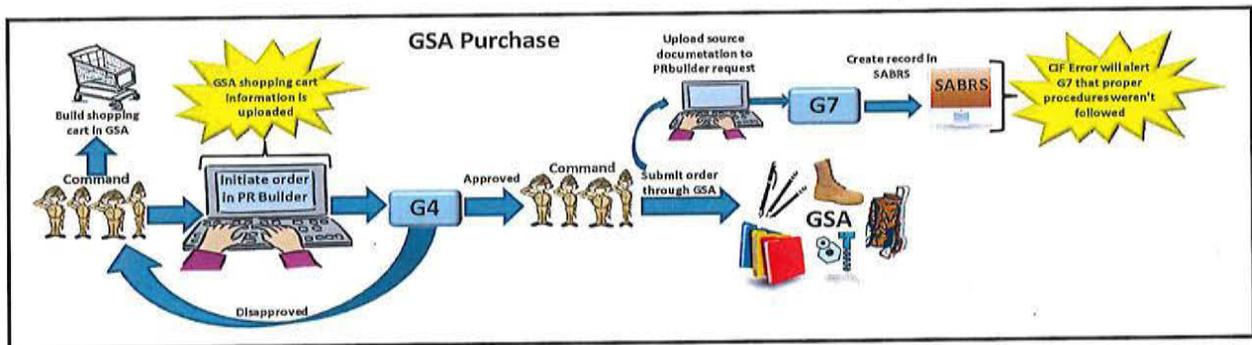


Figure 6 – GSA Advantage Approval and Control

H. DTS Cross-org

Due to restrictions established in MCO P7300.21B and this financial guidebook, DTS cross-org capability will remain at the Training Command G-7 level. A MSE that requires to cross-org their LOA to person outside their organization will submit an email request, with necessary cross-org details, to the Training Command G-7.

Funding Transfers

A funding transfer is when a MSE will provide their line of accounting, to execute by either directly citing the LOA or utilizing the LOA as means of reimbursement, to another DoD service or Federal agency. Transferring funding to another service or Federal agency is accomplished by a DD-448 (Military Interdepartmental Purchase Request). A funding transfer within the DoN, is accomplished by a NavComp 2275 (Order for Work and Services), or NavCompt 2276 (Request for Contractual Procurement). A funding transfer to another Marine Corps activity, outside Training and Education Command, is accomplished via the Marine Corps direct cite process.

PRBuilder will be utilized to initiate and complete all DD-448, NavCompt 2275, and NavCompt 2276. Additionally, all supporting funding transfer source documentation, i.e. acceptance documents, contracts, and any other supporting documentation will be uploaded to PRBuilder in order to meet federal guidelines for document retention policies. Note, NavComp forms are only acceptable for activities within the Department of the Navy. Additionally, if a transfer of funding is not in direct support of an existing Memorandum of Understanding (MOU), Interservice Support Agreement (ISSA), or to a mandatory source of supply, Training Command

MSE's will coordinate with supporting regional contacting officials, Training Command G-7, and G-3 prior to making any arrangements.

The Marine Corps policy on providing funding from one Marine Corps Command to another Marine Corps command is called the direct cite process. The Marine Corps direct cite process provides the ability for one Marine Corps command to execute another Marine Corps Commands funding. Any variations from this policy must receive direct approval from the Training Command Comptroller.

The Marine Corps direct cite funding transfer method is only processed in SABRS. The G-7 is responsible for establishing direct cites in SABRS after the school has completed the coordinating information with the receiving activity. Required coordinating activity information includes POC's, amounts, and reason for establishment of the direct cite. Fund Managers must take note that functionally, the Marine Corps direct cite process does not reduce a commands authorized funding level and transfers the funds to another Marine Corps activity, but only provides an earmarked amount to another Marine Corps activity and the ability to execute Training Command funding. Because the funding authority remains within a MSE's authority, Fund Managers are still responsible for all purchases made by the executing activity.

Funds Received from Activities Outside the Marine Corps or Other Marine Corps Commands

Funding from sources outside the Marine Corps, i.e. DoN, or the Army, are provided to Training Command by either a NavCompt 2275 or DD 448. Only G-7 personal are responsible for formally receiving and establishing new lines of accounting in SABRS with the LOA data provided by the incoming funding document. In order to properly execute funds received from outside activities the G-7 loads unique financial data in the accounting system that will point back to the new LOA data. To execute the incoming funds correctly MSE's must coordinate with the Training Command G-7 to update spending feeder systems (PRBuilder, GCPC cards, Servmart cards, GCSS, etc....) with the new financial data. ReportNet (SABRS Management Analysis Retrieval System – SMARTS-) provides execution reports so commands can monitor availability of funds and status of financial records.

Unauthorized Commitment

MSE personnel must be watchful when obtaining goods or service support from civilian commercial vendors. In accordance with United States Code Title 10 and Title 48, authority and responsibility to contract for authorized supplies and services are vested in the agency head (Secretary of Defense). The agency head may establish contracting activities and delegate broad authority to manage the agency's contracting functions. The Under Secretary of Defense for Acquisition is the Department of Defense's contracting agency. Contracts may be entered into and signed on behalf of the United States Government only by Contracting Officers. The broad definition of a contract is a set of promises based on a voluntary agreement, made up of an offer and acceptance, supported with consideration (something of legal value). See figure 7 for a pictorial of contracting elements. According to the Federal Acquisition Regulation, an

Unauthorized Agreement means an agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement.

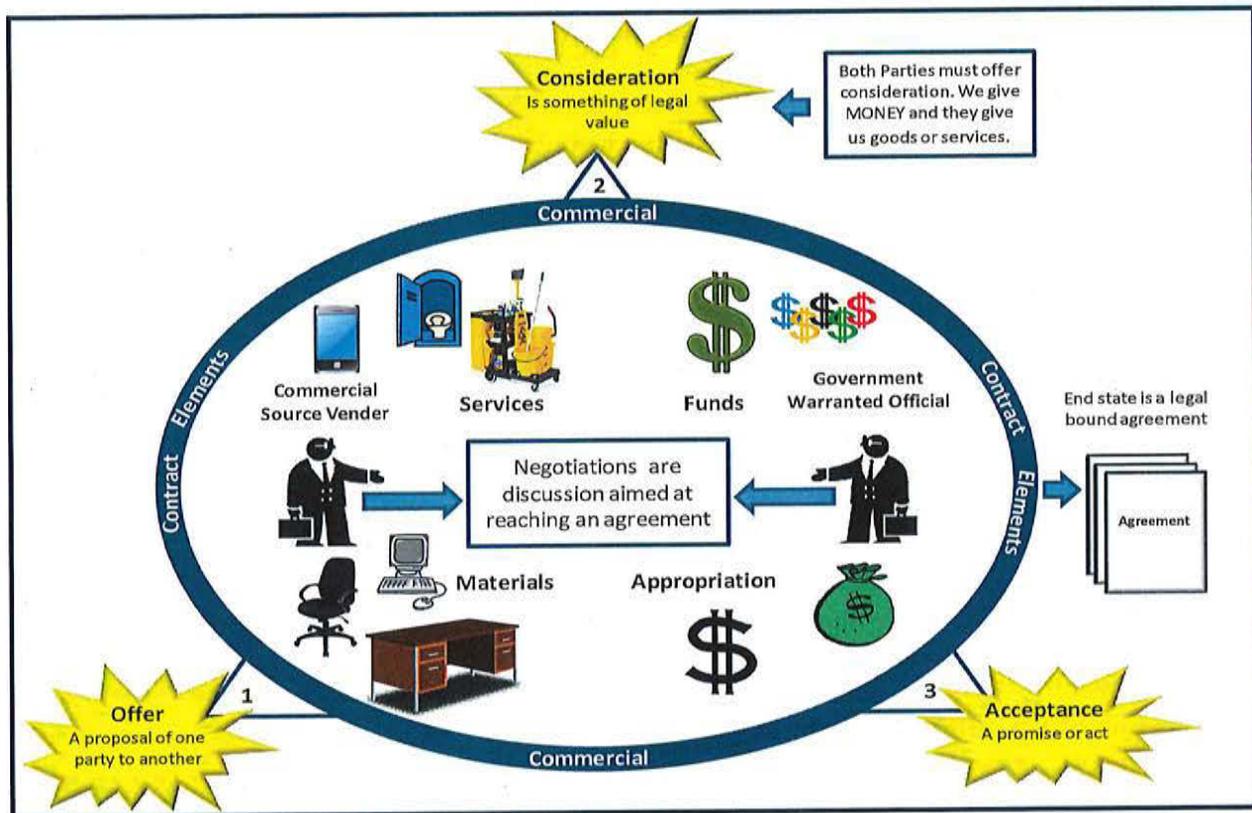


Figure 7 – Commercial Contract Elements

The ordering and acceptance of supplies and services without benefit of a legal contract constitute an improper act and does not obligate the Government for the items ordered, but may incur a personal liability to the individual who made the commitment.

Common reasons the UACs occur are as a result of split purchases, and improper use of the Government Commercial Purchase Card (GCPC), an expired contract with a vendor, or having no contract in place before goods or services are received.

Below are some common examples of Unauthorized Commitments:

1. Scenario: A MSE identifies a requirement for the command Duty Officer to be immediately available and to maintain constant communications capability. This requirement is detailed to the MSE's acting Supply/Logistics Officer in charge. The Marine researches several cell phone providers (AT&T, Sprint, NEXTEL) so as to obtain the best value for the Government. After thorough research, the Supply/Logistics Officer in charge contacts a cell phone representative and notifies the civilian company that the Government would like two cell phones and service for one year. The cell phone representative, based on the apparent authority of the Supply/Logistics Officer, immediately ships two cell phones and establishes service for one year.

Determination: The Supply/Logistics Officer in charge entered into an Unauthorized Commitment because this Marine did not have contracting authority. At no time can a Marine enter into a contract unless they are a duly appointed/warranted Contracting Officers. Only Contracting Officers can legally enter into contracts with civilian organizations.

2. Scenario: A MSE's field training area Porta-A-John's are being owned and serviced by Nicks Porta-A-John Cleaning service. A representative from Nicks contacts the command's Supply/Logistics Officer in charge and notifies the Marine that the company has not been paid for several months and the contract expired six months ago.

Determination: The MSE has entered into an Unauthorized Commitment because the MSE has accepted service on behalf of the Government even after the contract has expired. Commands must maintain and track service contracts periods of performance in order to resubmit a timely renewal to the appropriate Contracting Office.

3. Scenario: A MSE Operations Officer contacts the local Staples store and tells the store manager that his command requires 20 high back office chairs. The Operations Officer notifies the store manager that a Marine from his command will contact the store shortly to arrange for payment. The store manager arranges for shipment and a delivery date.

Determination: The Operations Officer has entered into an Unauthorized Commitment. An MSE's Government Wide Purchasing Card representative has the sole responsibility, training, and authority to negotiate with commercial vendors.

Ratification of Unauthorized Commitments

Ratification is the process whereby the United States Government will bind itself to the Unauthorized Commitment (UAC). There are several steps to completing a ratification package. In accordance with the Marine Corps Acquisition Supplement Manual, ratification of a contract must be endorsed by the first General Officer (an O7 or above) in the chain of command, and this authority cannot be sub-delegated.

Ratification documentation required by the individual who initiated the UAC must include as a minimum:

1. A command cover letter if the Commanding Officer concurs that the commitment should be ratified. The Commanding Officer's letter should include in detail the action that has been taken to prevent a situation such as this from being repeated.
2. A signed Statement of the Fact by the initiator; outlining the following elements:
 - The circumstances surrounding the unauthorized commitment
 - Why normal procurement procedures were not followed
 - What bona fide need of the Government necessitated the commitment
 - Whether the Government received any benefit and its dollar value
 - Attempts to resolve the UAC prior to requesting authorization (such as returning merchandise/discontinuing services)

- Any other pertinent facts

3. All orders, invoices, and other documentary evidence of the transaction
4. A Purchase Request in PR Builder for the good/services related to the UAC for the dollar amount that will be ratified.

Once the ratification has been endorsed by the Command General, it is forwarded to the Ratifying Official or Chief of the Contracting Office (CCO). The CCO will:

A. Review the file

B. Make the appropriate finding and determinations

C. Ratify the UAC or deny the ratification request

D. If the UAC is ratified, execute, or authorize the execution of, the appropriate contractual document.

Additionally, a UAC greater than \$25,000 is forwarded to and must be approved by DC Installations and Logistics (LB), HQMC. Ratification of UAC's below \$25,000 will be done at local RCO level.

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“There is no pride in poverty, but a command can have too much money and get stupid.”

Attributed to Colonel Robert Herkenham

Fund Manager Basics

This section outlines basic Fund Manager Guidance for planning and execution of Training Command Fund Authorization.

Fiscal Expectations

In economic terms a market is an arrangement that brings demanders and suppliers together. This basic economic concept holds true at the MSE level. MSE Commanding Officers are provided a finite amount of financial resources to support command missions; however, the demand for “goods and services” tends to be greater than the financial supply. Thus Commanding Officer, with the assistance of the Fund Manager, have ultimate responsibility over all financial decisions and must prioritize requirements in order to meet CG Training Command strategic and tactical goals within assigned resources. Figure 8 is a representation of the fiscal and mission balancing act.

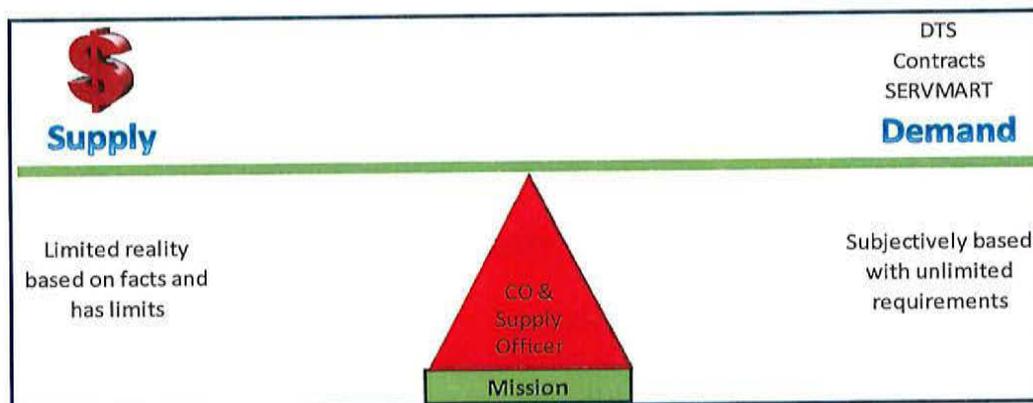


Figure 8 – Fiscal Expectation Balance

Material and Financial Planning

The objective of material and financial planning is to timely phase/plan when material and fiscal resources are required to meet the Commanding Officers intent and Training Input Plan (TIP) goals (refer to figure 9). Too effectively plan material demands for the different Programs of Instruction (POI) and various command functions, Fund Managers must gain an appreciation of the dependent and independent demands that are generated by the different POI's and command functions. For example course ID: M03M924, Marine Combat Training (MCT), does not list hearing protection as a requirement yet the program of instruction has over 92 hours of practical instruction. In these 92 hours of practical instruction, Marines will live fire squad automatic and crew served weapons, thus the requirement for hearing protection. Hearing protection represents an independent demand of MCT training.

Material and financial phasing needs to be completed in conjunction, and in coordination with MSE staff principles, supported schools, and command Responsible Officers. Time series analysis is the preferred method for forecasting material and financial phasing. Time series analysis forecasting method uses historical monthly execution to predict future material and financial requirements. Additionally, time series is the best method for determining quantities and identifying whether or not an item was a one-time purchase. Historical execution should account for: average demand for a period, trends, seasonal demands, and random variations.

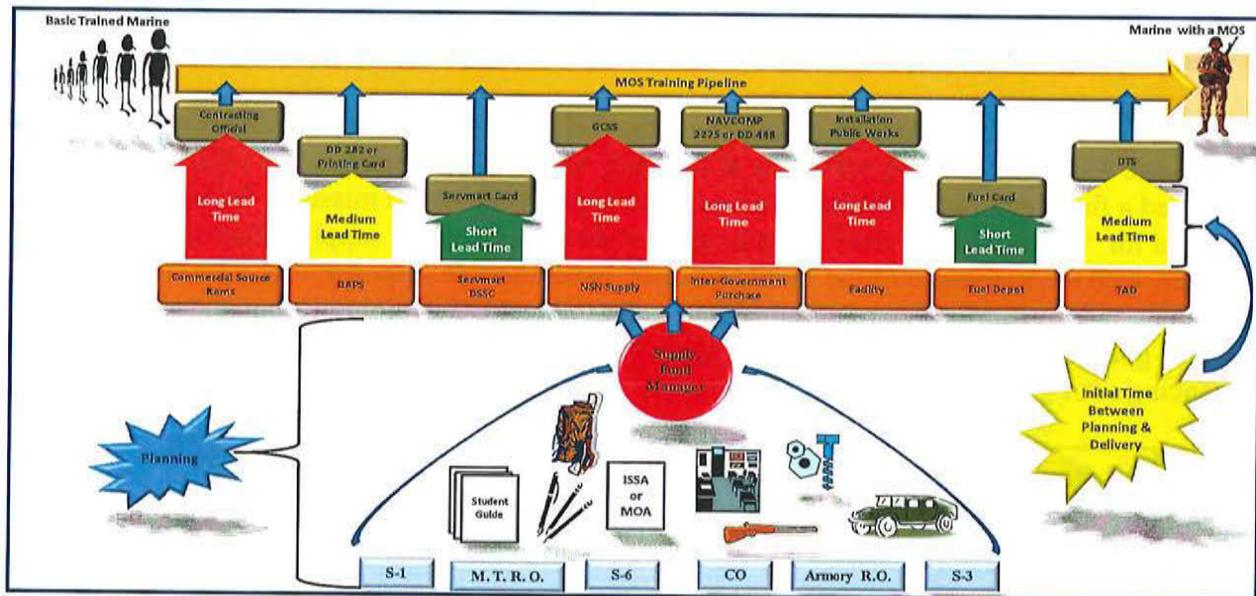


Figure 9 – TIP Planning

Supply Officer & Fund Manager Responsibilities

Supply support and financial responsibilities are inseparable functions of the Supply Officer. Historically, Training Command Supply Officers have also been assigned, in writing, as the MSE's Fund Manager. Common responsibilities of an MSE Supply Officer include:

- Computing Material Requirements (see figure 10)
- Requisitioning
- Receiving
- Warehousing
- Distributing
- Allowance Management and Accountability

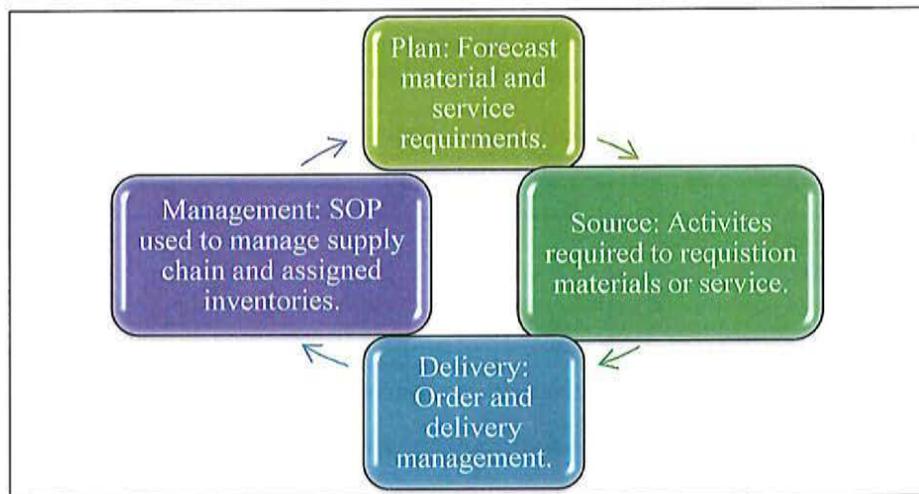


Figure 10 – Material Requirement Planning

Common responsibilities of an MSE Fund Managers include:

- Advisor to MSE Commanding Officer regarding all financial matters
- Advise Staff Officers on fiscal laws and regulations
- Reconcile internal command status of funds report with official accounting reports
- Supervise staff in the creation of source documents via Marine Corps feeder systems
- Supervise staff validation of recoded SABRS transactions with source documents
- Supervise staff source document file retention

Fiscal Year Battle Rhythm & Milestones

Crucial to effective fund execution is to establish weekly, monthly, and quarterly internal procedures and milestones. Refer to figure 11 for common MSE milestones. At a minimum command procedures should include: account reconciliation to identify financial plan variations, requisition reconciliation status with SABRS, and review of pending material requirements to identify costs and sourcing venue. In addition Fund Managers can anticipate unscheduled Higher Headquarters (HHQ) directed tasks, for example data calls to support the financial audit of the Statement of Budgetary Resources.

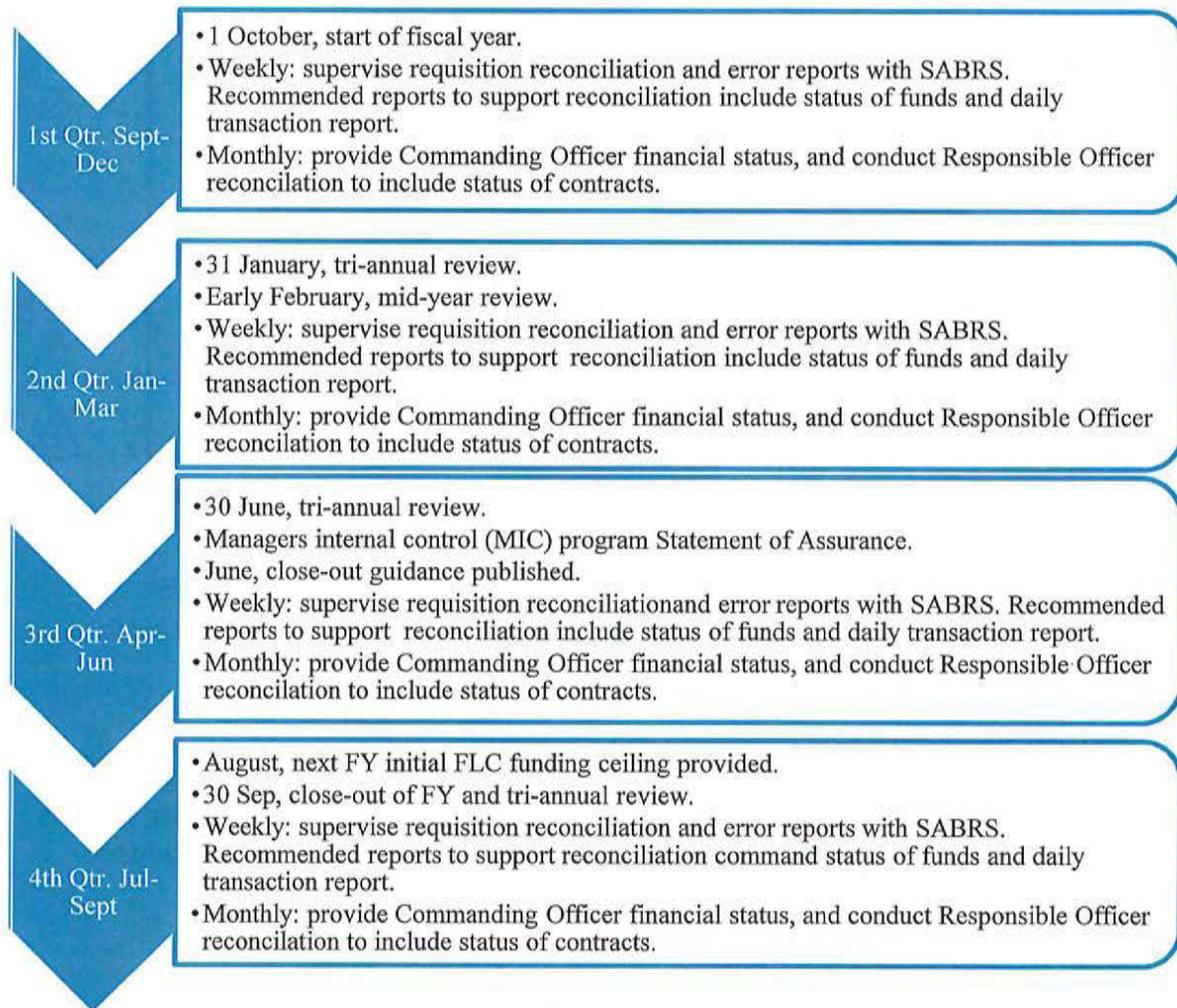


Figure 11 – Common Fiscal Milestones

Financial Phasing Plan

As stated earlier, to determine the optimal monthly funding requirements Fund Managers must understand the dependent and independent POI demands that determine monthly funding balance. Dependent and independent demands must be based on historical usage rates, and forecasted changes. In addition to dependent and independent demands, the following factors also influence monthly available fund balance:

1. How accurately the commands Responsible Officers and Supply Officer can forecast monthly material and service requirements.
2. Commanding Officers confidence that higher headquarters can support funding shortfalls in the quarter of execution.

3. Commanding Officers confidence that higher headquarters will support monthly phased fiscal resource requirements.
4. Funding balance held at Commanding Officer level for unforeseen material or service shortfalls.

To the greatest extend practical these influencing factors must be minimized as much as possible. Inaccurate forecasts, funding held at commander’s level, and HHQ not providing funding in a timely manner constrain the natural daily procurement process which in turn affects MSE execution rates. The following time series outline provides basic financial phasing plan guidance. This guidance uses time series analysis of historical data execution as a basis for forecasting future execution. A financial phasing plan is constructed around a constrained Commanding General approved tentative funding ceiling. Refer to figure 12 for financial planning illustration. Training Command G-7 will provide funding ceilings in the 4th quarter. Completed command financial phasing plans are submitted to the Training Command G-7, and phasing plan due date will be published upon receipt of financial ceiling.

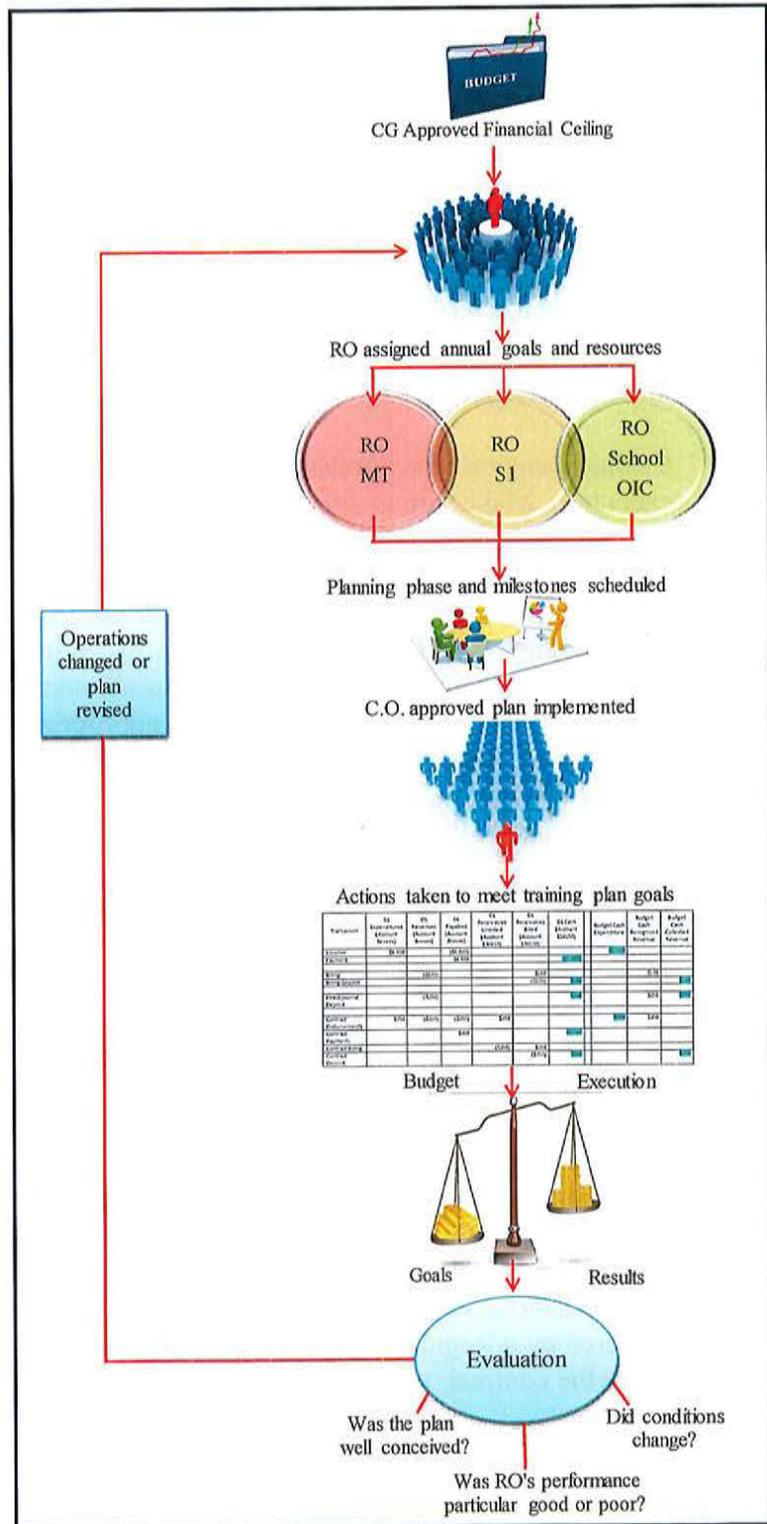


Figure 12 – Financial Planning Illustration

A completed financial phasing plan consists of two, Training Command G-7 formatted, excel spreadsheets. The first spreadsheet provides monthly forecasted funding allocation (when funding is required) amounts by object class (OC). The second spreadsheet provides monthly forecasted funding obligation (legally binding agreement) amounts by object class. Commanding Officers are required to approve MSE financial phasing plans prior to submission to the Training Command G-7. A key element during material and financial phasing is for MSE personnel to maintain an objective outlook and minimize organizational behaviors that may interfere with reaching overall command goals.

1. Review historical supported school and Responsible Officer funding ceilings, and official accounting execution reports by OC. Accounting reports can be obtained via SMARTS/ReportNet.
2. Evaluate supported school and Responsible Officer historical ceilings with historical execution. Make sure to subtract HHQ funded requirements.
3. Identify future operational or material requirements with the assistance of supported school and Responsible Officer personnel. For example, classroom modification to accommodate TIP increase. The potential fiscal impacts for this example can include new desks and other material requirement plus a potential supported school funding ceiling increase. Commands need to submit all appropriate Information Technology Procurement Request Review and Approval System (ITPRAS) waivers for IT equipment in early October in order to execute purchase requests for IT equipment in a timely manner. The ITPRAS process is a C4 controlled process.
4. Provide Commanding Officer recommended tentative ceilings for supported schools and Responsible Officers. Receive Commanding Officer guidance and priorities.
5. Calculate supported school average execution by object class using historical data. Use this figure as a basis for monthly phasing plan execution. Refer to figure 13.
6. When phasing monthly commitments and obligations Fund Managers must keep in mind that most requisition processing systems will interface with SABRS in real-time to create a commitment record or a commitment obligation record.
7. At a minimum Fund Managers must phase a three month delay between commitments and obligations with commercial sourced material or service requisitions that are procured by a Regional Contracting Officials (RCO). A standard business rule is, “the larger the contract, the longer it takes between commitment and obligation.”
8. When exercising an option on a commercially sourced service contract, obligation phasing falls within the month in which the current period of performance ends.
9. Fund Managers must be aware and account for potential new variations in historical monthly execution figures.

10. Prepare Training Command G-7 phasing plan template and deficiency template (if required). Consolidate all financial plan working papers for turnover files. Refer to figure 14.
11. Route and brief financial plan to MSE Commanding Officer for approval.
12. Any delta between forecasted resource requirements will be identified as excess funding or a funding deficiency; however, MSE can only phase for approved CG Training Command issued ceiling amount.

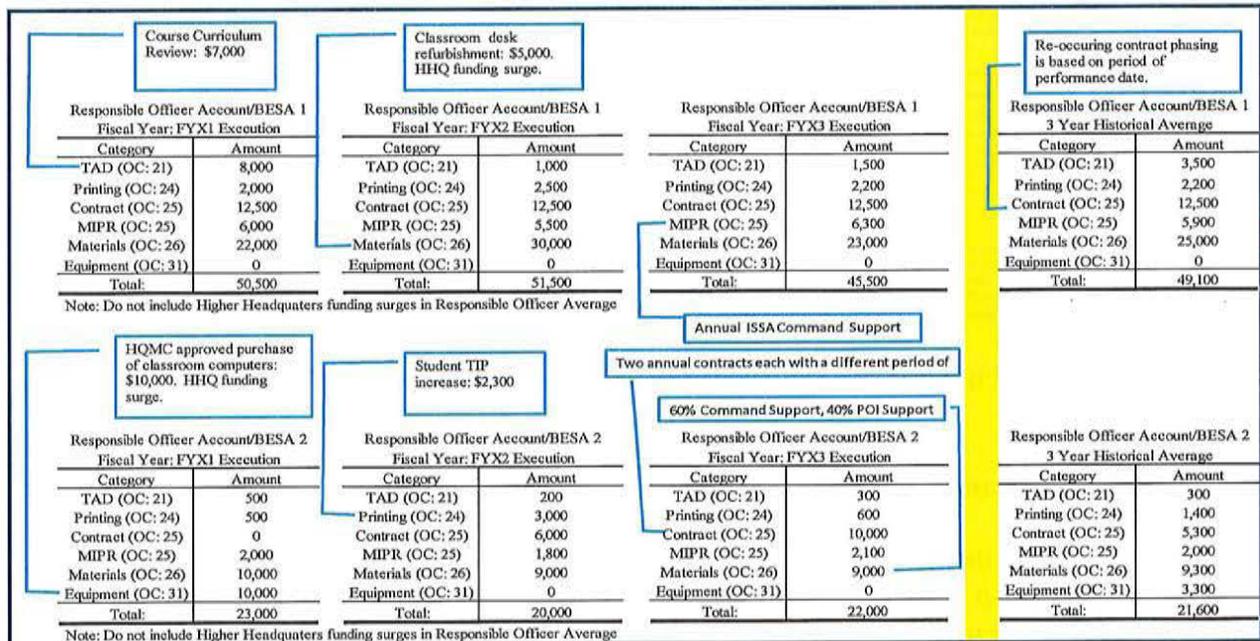


Figure 13 – School Average Execution

Training Command Fund Execution Guidebook

Responsible Officer Account/BESA 1 3 Year Historical Average		Responsible Officer Account/BESA 2 3 Year Historical Average		FLC Sum of Responsible Officer/BESA Average	
Category	Amount	Category	Amount	Category	Amount
TAD (OC: 21)	3,500	TAD (OC: 21)	300	TAD (OC: 21)	3,800
Printing (OC: 24)	2,200	Printing (OC: 24)	1,400	Printing (OC: 24)	3,600
Contract (OC: 25)	12,500	Contract (OC: 25)	5,300	Contract (OC: 25)	17,800
MIPR (OC: 25)	5,900	MIPR (OC: 25)	2,000	MIPR (OC: 25)	7,900
Materials (OC: 26)	25,000	Materials (OC: 26)	9,300	Materials (OC: 26)	34,300
Equipment (OC: 31)	0	Equipment (OC: 31)	3,300	Equipment (OC: 31)	3,300
Total:	49,100	Total:	21,600	Total:	70,700

Annual contracts need to be phased based on period of performance. Non-recurring contracts should be phased based on average historical figures with three months between fund commitment and contract obligation.

FLC Name:

CATEGORY	OCC	FY14 ALLOCATION PHASING PLAN																
		OCT	NOV	DEC	1ST QTR	JAN	FEB	MAR	2ND QTR	APR	MAY	JUN	3RD QTR	JUL	AUG	SEP	4TH QTR	FYTOTAL
TAD	21xx	300	300	300	900	300	300	300	900	300	300	300	900	300	300	300	900	3,600
PRINTING	24xx	300	300	300	900	300	300	300	900	300	300	300	900	300	300	300	900	3,600
CONTRACTS	25xx		12,500		12,500		5,300		5,300									17,800
MIPRs/WRs	25xx	700	700	700	2,100	700	700	700	2,100	700	700	700	2,100	700	700	700	2,100	8,400
M&S	26xx	2,800	2,800	2,800	8,400	2,800	2,800	2,800	8,400	2,800	2,800	2,800	8,400	2,800	2,800	2,800	8,400	33,600
EQUIPMENT	31xx	275	275	275	825	275	275	275	825	275	275	275	825	275	275	275	825	3,300
OTHER	xxxx																	
TOTAL FY14 ALLOCATION:		4,375	16,875	4,375	25,625	4,375	9,675	4,375	18,425	4,375	9,675	4,375	13,125	4,375	9,675	4,375	13,125	70,300

CATEGORY	OCC	FY14 OBLIGATION PHASING PLAN																
		OCT	NOV	DEC	1ST QTR	JAN	FEB	MAR	2ND QTR	APR	MAY	JUN	3RD QTR	JUL	AUG	SEP	4TH QTR	FYTOTAL
TAD	21xx	300	300	300	900	300	300	300	900	300	300	300	900	300	300	300	900	3,600
PRINTING	24xx	300	300	300	900	300	300	300	900	300	300	300	900	300	300	300	900	3,600
CONTRACTS	25xx		12,500		12,500		5,300		5,300									17,800
MIPRs/WRs	25xx	700	700	700	2,100	700	700	700	2,100	700	700	700	2,100	700	700	700	2,100	8,400
M&S	26xx	2,800	2,800	2,800	8,400	2,800	2,800	2,800	8,400	2,800	2,800	2,800	8,400	2,800	2,800	2,800	8,400	33,600
EQUIPMENT	31xx	275	275	275	825	275	275	275	825	275	275	275	825	275	275	275	825	3,300
OTHER	xxxx																	
TOTAL FY14 OBLIGATION:		4,375	4,375	16,875	25,625	4,375	9,675	4,375	13,125	4,375	9,675	4,375	18,425	4,375	9,675	4,375	13,125	70,300

Figures are rounded to nearest hundredth.

One time forecasted TIP demand increase for materials. Estimated cost \$6,000. Initiate Un-funded deficiency to HHQ.

Figure 14 – Example of Financial Phasing Plan Preparation

Funding Variance and Obligation Rates

Funding variance is the difference between MSE planned funding execution and CG approved funding ceiling. Also a funding variance is the difference between monthly planned funding execution and actual monthly funding execution.

Differences in planned funding levels are usually identified when a command is developing its financial phasing plan. MSE planned funding demand tends to be greater than tentative fiscal ceiling, which creates a funding deficiency. These variances/deficiencies need to be captured on a preformatted Word document (refer to figure 15) that will be provided by the G-7 when tentative ceilings are provided. Additionally, during an active fiscal year MSE's must communicate identified funding level variances as soon as practical to the G-7. Also the Training Command G-7 will specifically address funding deficiencies during the "Mid-Year Review" process. Submitted deficiencies must be reasonable and must impact overall MSE fiscal posture. For example, an MSE with an operating budget over two million dollars should not identify a deficiency for a \$3,000.00 TAD assignment.

<u>Training Command Unfunded Training Requirement Request Form</u>	
1. Requesting Command:	2. FY:
3. POC, Phone & E-mail:	
4. Command Priority:	
5. Funding Requirement Amount: <i>(Do not submit issues that are less than \$25K-Roll up issues wherever possible (i.e. need operating dollars that cover maintenance, consumables supplies, etc. into one issue)</i>	
6. Describe Why Funding is Required: <i>(No more than 5 sentences, 1 paragraph, to explain the need for the funding increase.)</i>	
7. Impact If Not Funded: <i>(What can't you accomplish if additional funding is not provided.)</i>	

Figure 15 – Training Command Deficiency List

MSE identified funding deficiencies and Mid-Year reviews are submitted to the Training Command G-7 for consolidation. The Training Command CG maintains overall discretion for deficiency resource allocation. Thus in order for the CG to understand MSE funding shortfalls the following general rules of engagement should be followed when preparing deficiency submissions:

- Clearly articulate requirements.
- Maintain deficiency request within the contents of one page.
- Initially all acronyms must be completely spelled out.
- MSE Commanding Officer must review and approve deficiency submissions.

Below are examples of deficiency descriptions and impact statements:

1) Describe Why Funding is Required:

U.S. Army has determined that cost to maintain the Marine Corps unique equipment is a Marine Corps responsibility and was never part of the baseline funding at the Army Maintenance Command. After research and negotiations were held with the Army a new Inter-Service Support Agreement (ISSA) was signed by the Army and the Marine Corps establishing maintenance costs of the Marine Corps unique equipment will be reimbursed to the Army.

Impact If Not Funded:

The equipment needed in direct support of Artillery Instruction will not be available due to the lack of maintenance. Unit does not have the personnel, maintenance facilities, etc., to maintain Marine Corps issued equipment without Army maintenance support. The lack of funding in support maintenance based on the terms of the signed ISSA will result in no maintenance support from the Army. Without usable equipment, the school will be forced to eliminate major training events and will provide the fleet with less qualified artillery personnel than the previous graduates who obtained requiring extensive OJT at the operating unit level.

2) Describe Why Funding is Required:

Funding is required to support a contract request to remove and replace unserviceable classroom chairs in Yeckel Hall. Yeckel Hall provides an indoor classroom for candidate training. Yeckel Halls Indoor classroom is an auditorium style classroom. Classroom chairs are bolted into the cement flooring and require professional construction vendors to remove and replace existing classroom seats.

Impact If Not Funded:

Approximately 16% of all Yeckel Halls classroom chairs are completely broken which will impact summer surge classroom capacity requirements. In addition to the completely broken set of chairs, there are numerous other chairs that have fallen into a general state of disrepair and may or may not last long impacting future training capacity requirements. Yeckel Hall classroom chairs are typical combination stadium classroom seating that provide candidates a place to sit, a tablet arm rest for note taking, and are bolted into the floor. There are two options available. One is to replace the completely broken chairs before the summer at a cost of \$50K. The second is to replace all the chairs at a cost of \$287K.

Differences in monthly planned execution and actual monthly funding execution is a measurement of an MSE's obligation rate. As stated before, an obligation is the binding agreement in the acquisition of goods and services. Monthly obligation rate is a reportable metric monitored by the Office of the Secretary of Defense and all services HQ's. Failure to meet stated obligation goals potentially opens up an MSE's to a funding realignment. Therefore, identified variances need to be addressed at the MSE level as soon as identified. Obligation goals outlined in figure 16 represent CG Training Command quarterly financial MSE obligation goals. MSE's falling short in obligation goals have several tools at their disposal that can accelerate spending in order to to meet obligation metric goals:

- Realign funding internally to fund fast executable shortfalls (contracted services are not fast execution).
- Leverage purchases of identified supply SL3 and NSN shortfalls.
- Process identified servmart and TAD requirements.
- Fund next qtr's ISSA support.

TRNG CMND OBLIGATION RATES FOR FUND EXECUTION BY MONTH			
December (1st Qtr end)	>95%	94.99 - 90%	<89.99%
January	>70%	69.99 - 60%	<59.99%
February	>85%	84.99 - 75%	<74.99%
March (2nd Qtr end)	>95%	94.99 - 90%	<89.99%
April	>70%	69.99 - 60%	<59.99%
May	>85%	84.99 - 75%	<74.99%
June (3rd Qtr end)	>95%	94.99 - 90%	<89.99%
July	>84%	83.99 - 78%	<77.99%
August	>94%	93.99 - 88%	<87.99%
September (End of FY)	>99.8%	99.79 - 99%	<98.99%

Figure 16 – Training Command Obligation Goal Metric

Authorization Letters

A Fund Authorization Letter is a source document detailing a transfer in SABRS from the Training Command Commanding General to the Commanding Officer of an MSE. Key areas the Fund Manager needs to review on the funding letter include: the total amount authorized by funding function/AGSAG, the revision amount (increase or decrease), and the comments amplifying the reason for the amendment. Refer to figure 17 for an example of an Authorization Letter.

Funding Function

Revision Amount

Comments

The screenshot shows a 'FUND AUTHORIZATION' document with the following key sections:

- FROM:** VALENTINO CORRODO, Commanding General, 210A Lewis Road, Quantico, VA 22071-3031
- TO:** TROSH SARGOL, Commanding Officer, 2100A Lewis Rd, Quantico, VA
- References:** (a) 31 U.S.C. 3331, (b) 31 U.S.C. 1517, (c) MCF 3107.21A, (d) MCF 2104
- 1. This document transfers to the addressee funds in the amount designated below. For references (a) and (b), Commanding General Training and Education Command has a legal responsibility to stay within unallocated funding limits and to use funds only for the purposes for which they were appropriated. For references (c) and (d), you are responsible to the Commanding General for staying within your funding limits and using funds only for the purposes for which they were appropriated.**
- 2. For further information regarding this Fund Authorization, please contact: Justin Patrick J Jones**
- DELETED: M3107 M3A1 TL Computer**
- Appropriation/Agency: 1106BAC Program Element: 00M721M Fund Code: DB Fund Function/AGSAG: 3A20 OFFICER CANDIDATE/TRAINING SCHOOLS**

	QTR 1	QTR 2	QTR 3	QTR 4	ANNUAL Total
BASELINE Revision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BASELINE Revised Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COMMENTS Outflow Funds based on phasing plan					
3A20 Quarterly Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3A20 YTD Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Appropriation/Agency: 1106BBD Program Element: 00M731M Fund Code: DC Fund Function/AGSAG: 2010 FEDERAL SHELLS TRAINING**

	QTR 1	QTR 2	QTR 3	QTR 4	ANNUAL Total
BASELINE Revision	\$5,554,990.00	\$0.00	\$0.00	\$0.00	\$5,554,990.00
BASELINE Revised Total	\$5,554,990.00	\$0.00	\$0.00	\$0.00	\$5,554,990.00
COMMENTS Outflow Funds based on phasing plan					
2010 Quarterly Total:	\$5,554,990.00	\$0.00	\$0.00	\$0.00	\$5,554,990.00
2010 YTD Total:	\$5,554,990.00	\$0.00	\$0.00	\$0.00	\$5,554,990.00

- Appropriation/Agency: 1106BBD Program Element: 00M731M Fund Code: DH Fund Function/AGSAG: 2040 SUPPORT THE TRAINING ESTABLISHMENT**

	QTR 1	QTR 2	QTR 3	QTR 4	ANNUAL Total
BASELINE Revision	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
BASELINE Revised Total	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
COMMENTS Outflow Funds based on phasing plan					
2040 Quarterly Total:	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
2040 YTD Total:	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00

Figure 17 – Authorization Letter

Purchasing and Fund Execution

Training Command Supply Officer/Fund Manager is the MSE's principle staff officer for planning and organizing the flow of materials to support the mission of the MSE. Material planning and sourcing will require that the MSE Supply Officer develop a detailed knowledge of required material and services that support TIP and MSE command operations. There are multiple Federal supply sources (i.e. DLA, DAPS, Servmart, GSA) that support the Marine Corps' supply chain. Refer to figure 18. Additionally, Regional Contracting Officials can access commercially available goods or services to support the Marine Corps' supply chain. These different supply sources require different requisitioning processes as well as different source documents. Fund Managers must keep in mind when requisitioning supplies or services a corresponding accounting record is created. This section will highlight initial basic requisition processes, documents, and accounting record creation. Additionally, accounting commitment or obligating source documents must be authorized and endorsed with a signature. The Fiscal Clerk section of this guidebook outlines subsequent requisition processes.

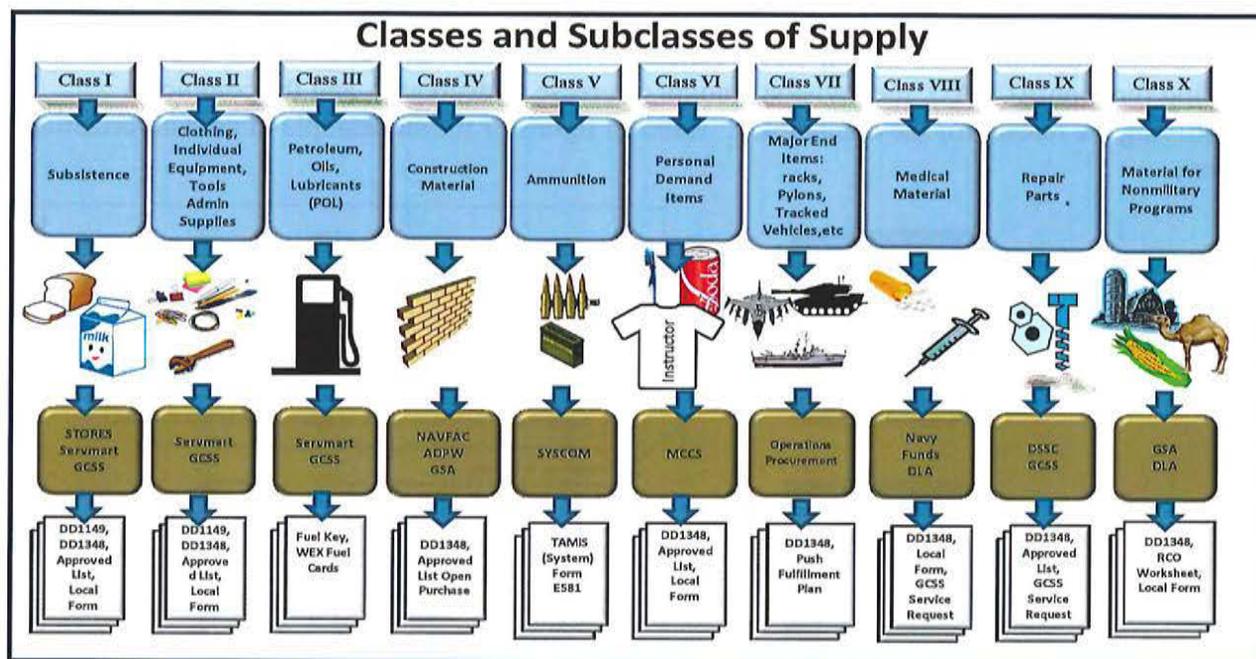


Figure 18 – Fund Execution

PRBuilder

PRBuilder is a Marine Corps' WEB based transactional processing tool used to create routine electronic purchase requests and funding documents. PRBuilder electronically interfaces with SABRS to post a commitment only. PRBuilder has the ability to electronically create: Purchase Request's routed to a Marine Corps Regional Contracting Official (RCO); NavCompt 2276 Request for Contractual Procurement; NavCompt 2275 Order for Work or Services; DD 448

Military Interdepartmental Purchase Request; Miscellaneous Payment Documents; and DD 1149 Requisition and Invoice/Shipping Document.

PRBuilder document approval workflows are dependent on the type of document created. At a minimum workflows for purchase requests to Marine Contracting Officials include the following: initiating command supply, Training Command Financial Management Branch for financial data validation and funding availability, SABRS, RCO, and SPS. At a minimum DD448, NavComp 2275, and NavComp 2276 workflow will include: initiating command supply, Training Command Financial Management Branch for financial data validation and funding availability, and SABRS. At a minimum workflows for DD 1149's for GCPC, and Servmart purchases will include MSE Responsible Officers and Supply Officer.

In order to meet Federal documentation guidelines, MSE's should to the greatest extent practical upload all supporting source documents into PRBuilder. Examples of source documents include NavComp 2275 and 2276 acceptance copies, DD448 acceptance copies, and contracts issued by contracting officials, etc...

PRBuilder Purchase Request to Marine Corps Regional Contracting Official:

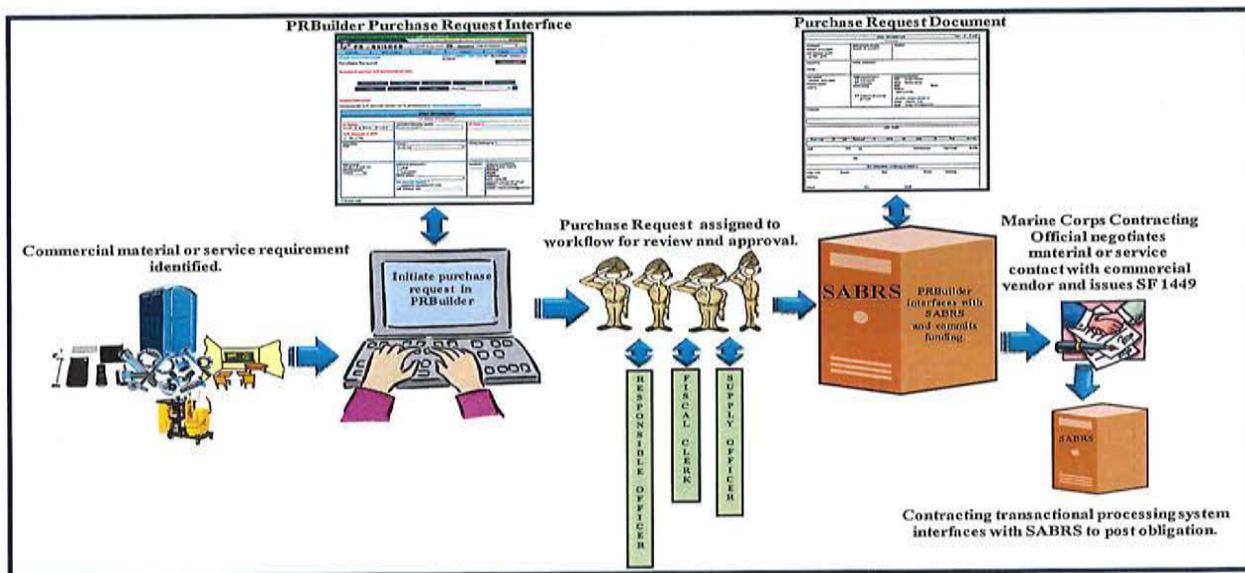


Figure 19 – Marine RCO Purchase Request Processing Standards

PRBuilder purchase request is an electronic requisition used to capture and pass along to a Marine Corps Contracting Official basic information regarding commercial material or service requirements that are used in negotiations for commercially sourced requirements. Information captured on a purchase request includes the following: originator information; a document number for tracking the request (this PR number needs to match SABRS standard document number); justification for purchase; material or service information to include item description, quantify and price; funding data; shipping information; period of performance; and recommended sources of supply. PRBuilder has the ability to upload supporting electronic files

that can be used to amplify material or service requirements. Additionally, all applicable waivers, for example information technology C4 waivers, need to be uploaded as an attachment. Once a Contracting Official and commercial vendor agree on terms and conditions, the Contracting Official will award a contact and issue a contract captured on a SF 1449 document. Figure 19 provides minimum Marine RCO purchase request management control standards. Figure 20 provides Fund Managers an example of source document to SABRS validation and review procedures.

Marine Corps SPS will interface with SABRS and create obligation for Marine Corps contracting Officials

Marine Corps RCO SABRS Interface

SF 1449

Contracts CLINS identify material or service requested

Figure 20 – Source Document to SABRS Validation and Review

NavCompt 2276 Purchase Request:

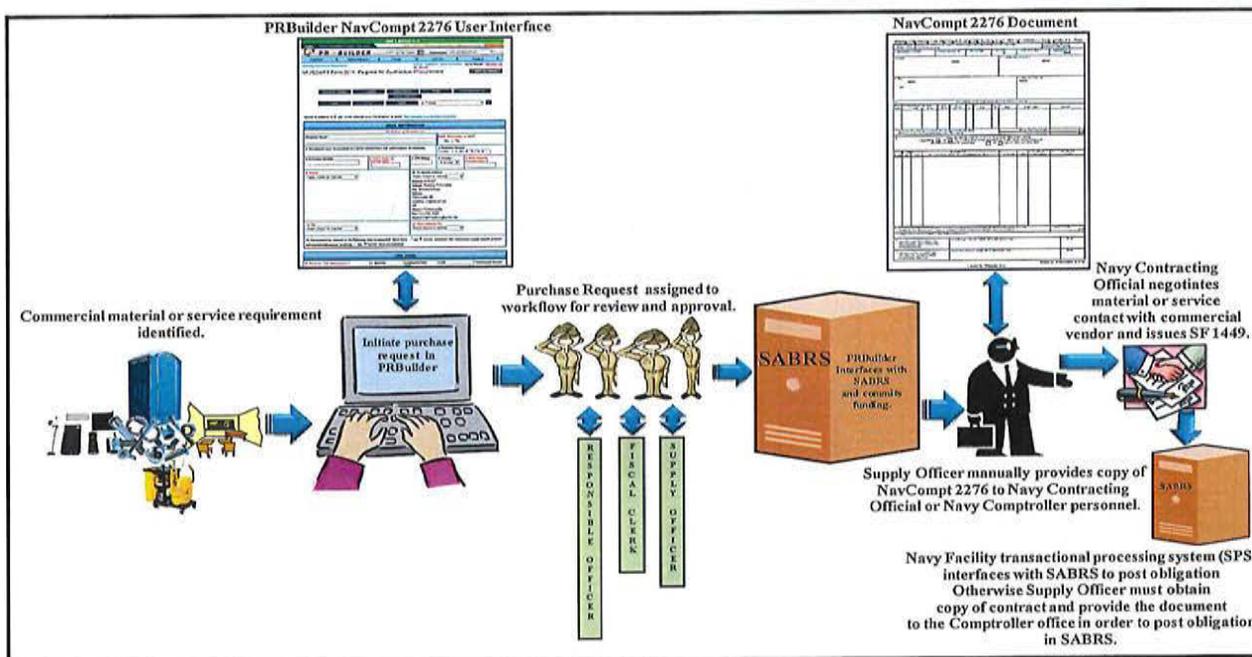


Figure 21 – NavCompt 2276 Purchase Request Processing Controls

A NavCompt 2276 Request for Contractual Procurement is a Navy unique paper purchase request document used to identify general commercial material or service requirements to a Navy Contracting Official for negotiations with a commercial vendor. Information captured on a NavCompt 2276 includes: accepting and issuing point of contract information; document number used to post a record in SABRS; invoice receiving activity (this will always be the Defense Finance Accounting Service); Line of Accounting; cumulative total and individual amounts, description of material or service; and authorized issuing and accepting endorsement section. Because PRBuilder is a Marine unique transactional processing system, a completed NavCompt 2276 must be manually provided to a Navy representative who is authorized to accept a NavCompt 2276; therefore, the Navy representative will not have access to attachments uploaded in PRBuilder that provides amplifying request information. Once a Contracting Official and commercial vendor agree on terms and conditions, the Contracting Official will award a contract and issue a SF 1449 document. Navy Facility contracts will electronically interface with SABRS and post an obligation, but for all other Navy contracting activities the Supply Officer must obtain a copy of the contract (SF 1449) in order to update and substantiate the obligation in the accounting system. Figure 21 provides Funds Managers minimum NavCompt 2276 purchase request control procedures. Figure 22 provides Fund Managers an example of source document to SABRS validation and review procedures.

REQUEST FOR CONTRACT, PROCUREMENT AGREEMENT FORM 2776 (REV. 8/2010) (FORM 2776) PAGE 1 OF 1

NavComp 2276 Commitment Document

ORDER FOR SUPPLIERS OR SERVICES

SF 1449 Obligation Document

SABRS MULTIPLE SELECTION SCREEN

ACTIVE FILE INQUIRY (CONTRACT) SCREEN

The figure illustrates the integration of source documents with the SABRS system. On the left, three source documents are shown: a Request for Contract (Form 2776), a NavComp 2276 Commitment Document, and an SF 1449 Obligation Document. On the right, two SABRS system screens are displayed. The top screen, 'SABRS MULTIPLE SELECTION SCREEN', shows search criteria and a list of records. The bottom screen, 'ACTIVE FILE INQUIRY (CONTRACT) SCREEN', displays detailed contract information. Blue arrows indicate the data flow: from the Request for Contract to the Multiple Selection Screen, and from the NavComp 2276 and SF 1449 documents to the Active File Inquiry screen.

Figure 22 – Source Document to SABRS Validation and Review Viewpoint

NavComp 2275 Order for Work or Service and DD 448 Military Interdepartmental Purchase Request (MIPR):

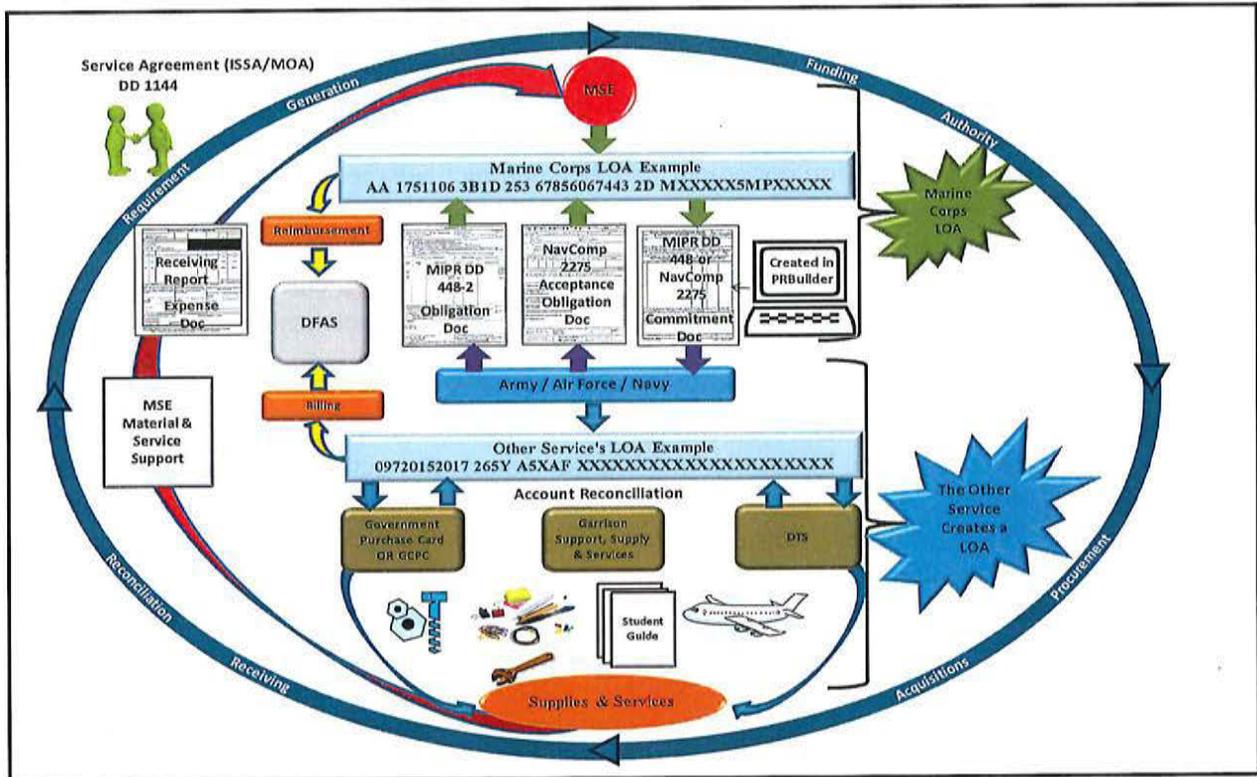


Figure 23 – NavCompt 2275 and DD 448 Basic Process Control Procedures

A NavComp 2275 and DD 448 are complex financial documents used to transfer funding outside the Marine Corps to either a Navy Command or different Federal Government Agency or different DOD Services. NavComp 2275's are only recognized within the Department of the Navy, whereas DD 448 is generally accepted by all other Federal Agencies and Departments. These documents are used to fund interagency assisted acquisitions for supplies, services, or are used for placing an order against a contact awarded by another agency. Interagency assisted acquisitions must be precipitated with an Inter-Service Support Agreement. An Inter-Service Agreement establishes the terms and conditions concerning what type of support assistance will be provided. Department of Defense Instruction 4000.19 provides DOD guidelines for Inter-Service Support Agreements. For example, Marine Detachment Fort Leonard Wood has an Inter-Service Support agreement with the Army for an assisted acquisition of fuel. In this agreement the Army, considered the seller activity, will provide fuel support to the Marine Detachment, considered the buyer activity, for daily Motor Transport School POI fuel requirements. In this example a DD 448 is issued to the Army to reimburse for assisted acquisition support service provided, and the Army will issue a DD 448-2 acceptance document noting that services will be provided through category I reimbursement support. The DD 448-2 category I acceptance document is the obligation document used to support the financial transactions. Whereas the obligation document for a NavComp 2275 will simply be the issued

NavComp 2275 endorsed by the seller activity. Refer to image 22 outlining the generally accepted NavComp 2275 and DD 448 reimbursement support process.

As stated earlier a DD 448 is the financial document used to transfer funding to another Federal Agency or Department; however, in order to place an order on another Federal Agencies contract a Determination and Finding (D&F) must be routed and issued by a Marine Corps Regional Contracting Official. Direct acquisitions by other Agencies or Departments are not assisted acquisition, reimbursable support services, but are a direct citation of a Marine Corps appropriation. Thus the obligation document will be a contract between a Government Contracting Official and a commercial source, captured on a SF 1449. As with a reimbursement support services, the seller activity will issue a DD 448-2 acceptance document, but the acceptance document will note that services are being provided through category II direct citation of funds. Fund Managers are responsible for obtaining contracts issued by other Agency or Department Contracting Officials.

NavComp 2275 and DD 448 PRBuilder workflows will meet the minimum standards outlined earlier in this section. Because PRBuilder is a Marine unique transactional processing system, completed NavCompt 2275 and DD 448 documents must be manually provided to either the Navy, Army, Air Force, or other Federal Agency representative that is authorized to accept a financial document; therefore, Fund Managers must remember that accepting activities do not have access to attachments uploaded in PRBuilder that provides amplifying request information.

Information captured on NavCompt 2275's and DD 448's includes: accepting and issuing point of contract information; Marine Corps document number used to post a record in SABRS; Line of Accounting; cumulative total; description of material or service; and authorized issuing and accepting endorsement section. Additionally, Fund Managers will make sure all NavCompt 2275 and DD 448's include Seller Activities Trading Partner Number (TPN). TPN data for DOD seller activities are their DODAACS. Figures 24 and 25 provide Fund Managers examples of source document to SABRS validation and review procedures.

Governmentwide Commercial Purchase Card:

The governmentwide commercial purchase card program is administered and controlled by a MSE's respective Regional Contracting Official (RCO). This program allows supply personnel the ability to source commercially available materials below the micro-purchase threshold without routing the requisition to a Contracting Official for action. Some Marine detachments aboard another services installation can potentially have their GCPC cards issued by the other services Regional Contracting Official. If a detachment has a card issued by another Services installation RCO, this level of service support will be outlined in the Inter-Service Support Agreement. Because the GCPC is an RCO program Card Holders and Approving Officials must adhere to all Federal Acquisition Regulations as well as respective agency acquisition regulations. The Training Command G-7 provides Marine Corps RCO's with lines of accounting for duly appointed credit card holders, and annually updates the LOA's listed in CitiDirects GCPC WEB site. MARADMIN 331/15 requires Supply Officer and Fund Managers to make sure that all GCPC purchases have a PRBuilder record created and routed for approval. In order to meet the intent of this administrative message, MSE personnel will create a DD 1149 Requisition and Invoice/Shipping Document in order to capture GCPC purchases. Figure 26 provides Fund Managers key process and control procedures. Figure 27 provides GCPC to SABRS validation and review viewpoint. Below are key points and procedures:

- GCPC RCO worksheet and all required waivers (i.e. base property) will be uploaded to PRBuilder DD 1149.
- PRBuilder DD 1149's will have a non-SABRS workflow selected when initiating the requisition, use an RQ Document Type Code in the PRBuilder #, and use LOA data vice FIP data.
- Credit card purchases will automatically interface with SABRS to post commitment, obligation, and expense (COE). DFAS will post liquidation after Approving Official certifies CitiDirect statement. Thus the reason why a non-SABRS workflow must be used when creating a routing a DD 1149.
- COE will not post in accounting system until the merchant processes transaction. For Internet orders merchant will not process transaction until the order has been shipped.
- Cardholders have the ability to reallocate charges between different lines of accounting within CitiDirect's Internet site.
- GCPC is utilized for commercial source purchases and selected Federal Agencies (i.e. DLA/DAPS).

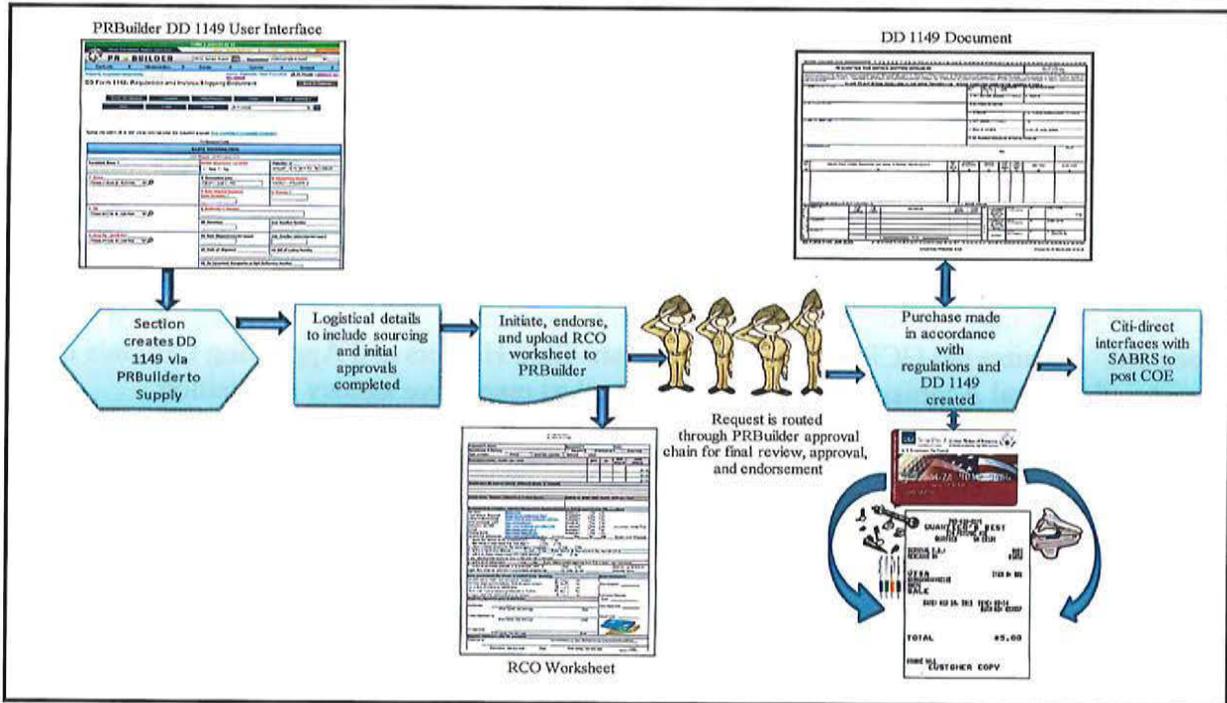


Figure 26 – GCPC Process and Control Procedures

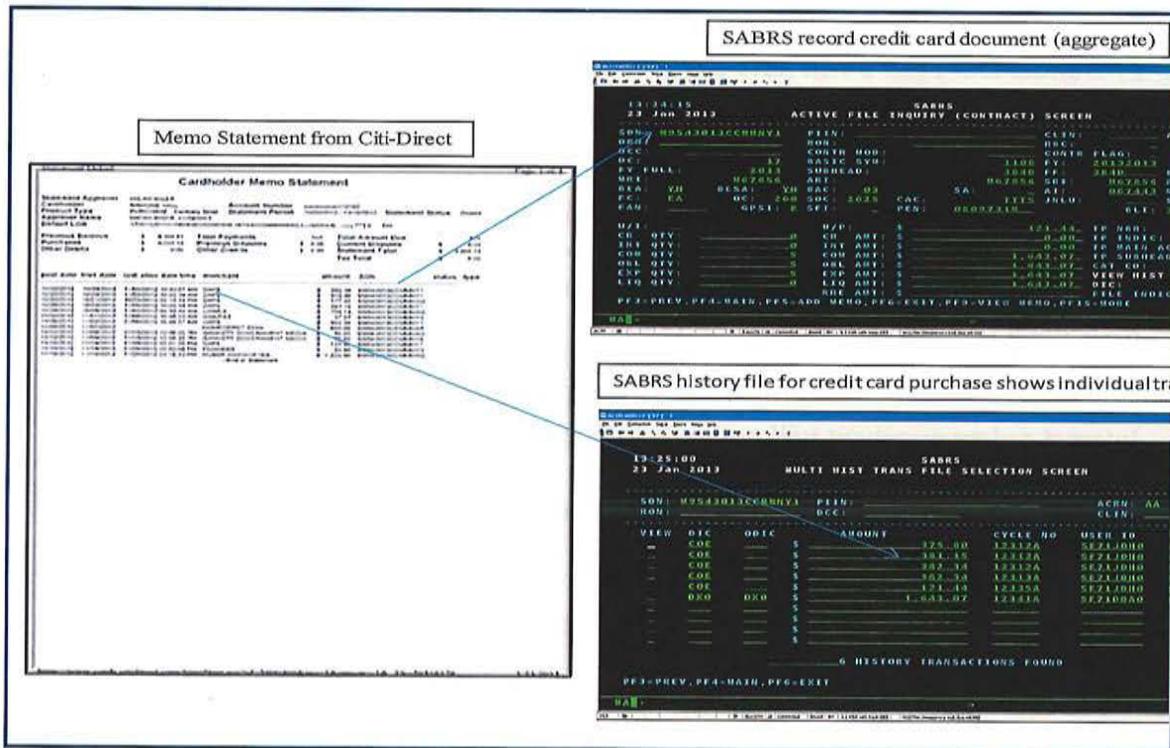


Figure 27 – GCPC to SABRS Validation and Review Viewpoint

USMC Direct Support Stock/SERVMART:

Base supply stores are retail distribution points of sale that provide class II and III consumable material support. USMC installation and online servmart are partnered with General Service Administration (GSA), and this partnership provides MSE customers a very large inventory from which the command can choose from. Fund Managers must be cognizant that there are materials GSA will stock in a base retail outlet (servmart store) but are on listed on the GCPC prohibited item list; therefore, the rule of thumb to follow is not to purchase an item listed on the GCPC prohibited even if the item is on the bases servmart store shelf. Also, MSE authorized buyers can purchase stock using a direct billing ServMart card or a command DoDAAC and Job Order Number for USMC ServMart online. Figure 28 provides Fund Managers key process and control procedures. Figure 29 provides SABRS to validation and review viewpoint. Below are key points and procedures:

- Generally Army, Navy, and Air Force installation retail outlets only accept the government purchase card, not a USMC ServMart card, as a means of payment. Marine Corps installation retail Servmart stores and USMC online servmart online accept direct billing (servmart card/JON) as a means of payment.
- Servmart purchases made with the government purchase card are subject to purchase card spending limits. Purchases using the direct billing method of payment do not have prescribed spending limit. Spending limits for direct billing method must be established by the Supply Officer prior to making the purchase.
- Purchases though Servmart retail outlets interface with SABRS to post COE.
- MSE's will create, route, and have approved by the Fund Manager a purchase request prior to servmart purchase being authorized.
- At a minimum, Fund Managers will maintain complete oversight of all servmart purchases to include card use and a list of command authorized shoppers.
- All ServMart card request forms will be reviewed and endorsed by the Training Command G-7 prior to new card or re-keying card financial data.
- PRBuilder DD 1149's will have a non-SABRS workflow selected when initiating the requisition, use an RQ Document Type Code in the PRBuilder #, and use LOA data vice FIP data.

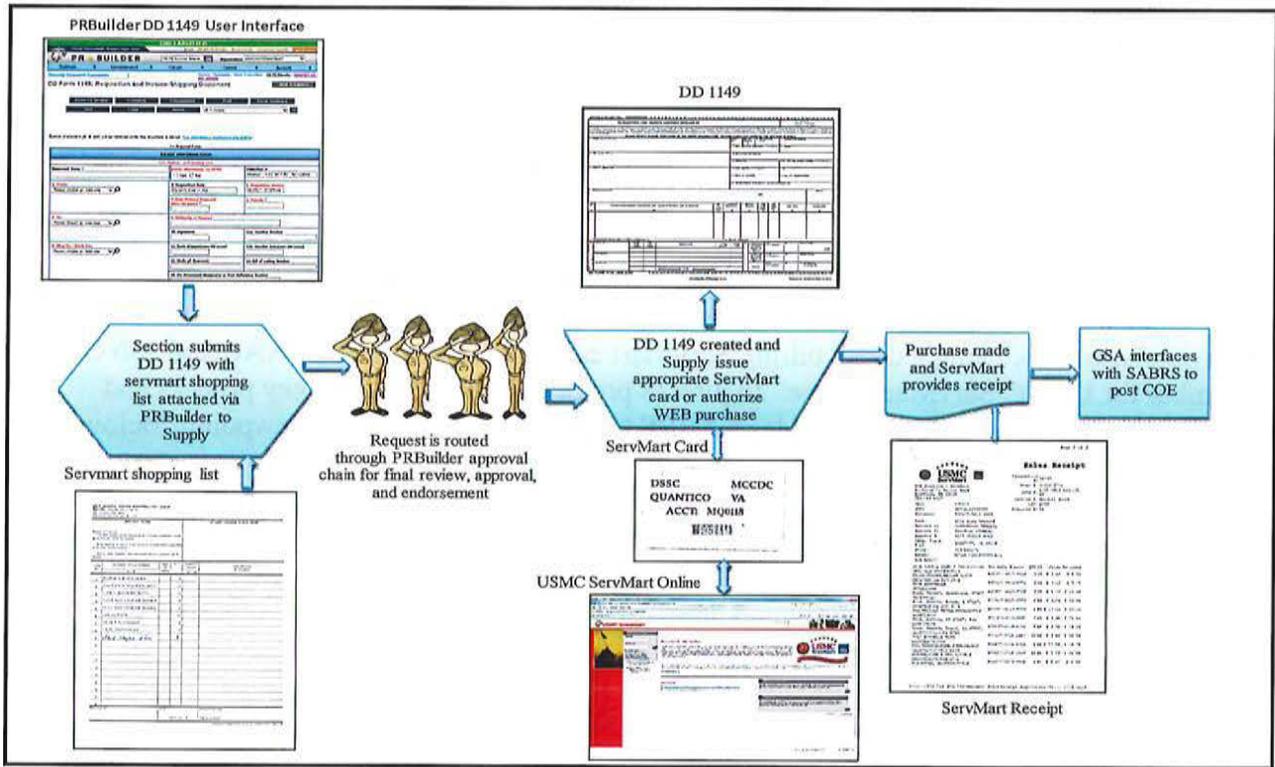


Figure 28 – DSSC Process and Control Procedures

Sales Receipt
 Transaction 12755
 Order # 0100013755
 Date # 1/19/2013 1:35:35
 Cashier # Wendell Boone
 LID: QV39
 Register # 11

Item Lookup Code / Description	Document Number	QTY	UI	Price	Extended
082A7510-00-223-6607 CLIPP, BINDER, MEDIUM 1/220	H30407-3015-P008	5	DE	1.61	8.05
082A7520-00-240-2411 TAPE 018P808R	H30407-3015-P001	3	EA	3.12	9.36
082A55002 Book, Record, Caseload, 8x5"	H30407-3015-P002	3	EA	5.78	17.34
082A306387 Book, Record, Round, 5.5"x8"	H30407-3015-P003	2	EA	5.78	11.56
082A7530-01-372-3109 PAB, WRITING PAPER, RECYCLEDCLE	H30407-3015-P004	1	DS	17.00	17.00
082A71804 Book, Record, 10.5"x8", Tan	H30407-3015-P005	3	EA	9.48	28.44
082A106378 Book, Record, Round, 10.5"x8"	H30407-3015-P006	2	EA	9.48	18.96
082A7510-01-384-8786 7510 BTHDR, D-RING	H30407-3015-P007	10	EA	3.62	36.20
082A386172603 PEN, SHARPIE, FINE, 0.5MM, DS, BLK	H30407-3015-P008	1	DS	16.08	16.08
082A7510-01-510-4809 BINDER, VIEW, 3 RING, 1/220, W	H30407-3015-P009	10	EA	3.18	31.80
082A7510-01-545-3740 TOP-BONDS, BLOTTER-STYLE	H30407-3015-P00A	3	EA	2.97	8.91

http://192.168.216.126/vabgeco/PrintReceipt.aspx?Order=01... 1/19/2013

Each item creates an individual record in SABRS

Figure 29 – ServMart SABRS Validation and Review Viewpoint

Global Combat Support System (GCSS)

GCSS is the Marine Corps online wholesale tool used to requisition National Item Identification Number materials such as class IX repair parts or type II allowance items. Training Command MSE GCSS requisitions by pass SASSY Management Unit (SMU) and are directly sourced by the Defense Logistics Agency. Figure 30 provides Fund Managers key process and control procedures. Figure 31 provides GCSS to SABRS validation and review viewpoint. Below are key points and procedures:

- GCSS requisitions interface with SABRS in real-time and post a commitment and obligation.
- Supply requisitions cancelled in GCSS do not interface with SABRS to cancel the commitment and obligation.
- GCSS JON's are loaded in GCSS by the Training Command G-7, thus any changes must be identified to the Training Command G-7.
- There are four parameters the Comptrollers influence in GCSS in order for a command to have JONS available. Two of the parameters are essential and two parameters are non-essential. The four parameters are JON (essential), Approval Group (essential), Ledger (non-essential for Training Command MSE's), and Validation (non-essential). JONS are data elements that identify purpose, MSE, and funding. Approval Groups establish a purchasing ceiling for MSE's. A Ledger provides a spending ceiling for commands that receive Sassy Management Unit (SMU) support. Since Training Command units are not support by SMU's, SMU's are programmed and funded to support MEF units, and the fact that Training Command MSE's receive stock support directly from the source of supply (DLA), this is the reason why Ledgers are non-essential for Training Command MSE's. Validation is an additional data table specifically used to identify JON Local Use codes (JNLU). Unless a command explicitly requests a JNLU, this table is not required to be updated in order for an MSE to have JON's available in GCSS.
- In the beginning of the fiscal year Training Command G-7 will establish one default JON in GCSS for immediate execution. All additional JON's must be requested by the MSE's.

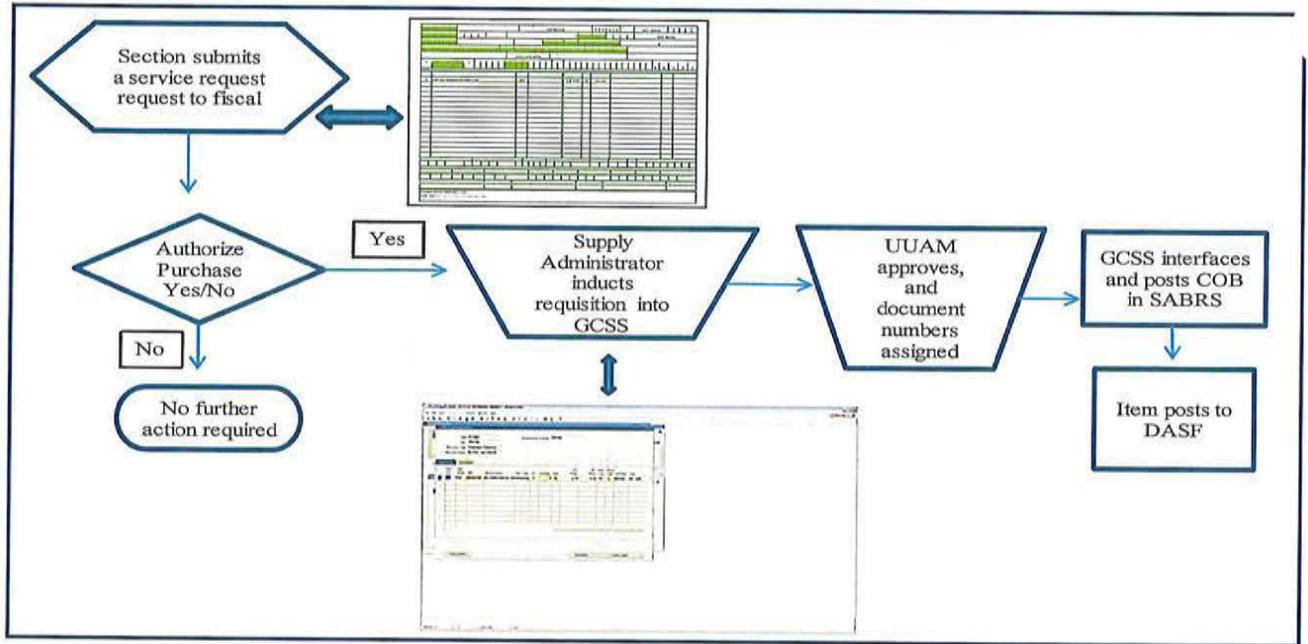


Figure 30 – GCSS Process and Control Procedures

GCSS Due and Status File Report

Global Combat Support System - Marine Corps Document Management Due and Status File

AAC:M30407

Created YYYYDDD	Standard Document Number	Qty	Cxl	Shp	Rec	Cor	Status Date
2013066	M3040730660001	2	0	0	0	0	07-Mar-13 20:21:48 08-Mar-13 11:26:56 08-Mar-13 11:44:41

SABRS Record

```

    14:00:19
    08 Mar 2013
    SABRS
    ACTIVE FILE INQUIRY (SUPPLY) SCREEN
    -----
    SDN: M3040730660001 NSN: 8345002496235 RIC: S05
    DRN: RON: RBC:
    DCC: SUP ADD: M30407 BRP FLAG:
    DC: 17 BASIC SYN: 1106 FY: 20132013
    FY FULL: 2013 SUBHEAD: 3810 FF: 3810 DCN:
    MRI: M67856 ARI: M67856 SRI: M67856 WCI:
    BEA: CG BESA: LL BAC: 03 SA: AI: 067443 HAJ:
    FC: DC OC: 260 SOC: 2601 CAC: TRRG JHLU: SIC:
    FAN: GPSI: G SFI: PEN: 0804731H BLI: 3810
    ORD QTY: 0 U/I: EA
    RCV QTY: 0 U/P: $ 52.12 TP NBR:
    CR QTY: 0 CR AMT: $ 0.00 TP INDIC:
    INT QTY: 0 INT AMT: $ 0.00 TP MAIN ACT:
    COM QTY: 2 COM AMT: $ 104.24 TP SUBHEAD:
    OBL QTY: 2 OBL AMT: $ 104.24 VIEW HIST:
    EXP QTY: 0 EXP AMT: $ 0.00 DIC:
    LIQ QTY: 0 LIQ AMT: $ 0.00 FILE INDIC:
    RRE AMT: $ 0.00 FREE ISSUE:
    PF3=PREV,PF4=MAIN,PF5=ADD MEMO,PF6=EXIT,PF9=VIEW MEMO,PF15=MORE
  
```

Figure 31 – GCSS to SABRS validation and Review Viewpoint

Temporary Additional Duty (TAD)

Temporary Additional Duty is the process when Government (G.S. Employees and Active Duty Military) personnel are assigned additional duty at one or more locations located away from a permanently assigned duty station. Because TAD involves the movement of personnel, TAD is inherently a manpower (i.e. S-1) function; however, Fund Managers must be involved in the TAD process due to the fact that TAD assignments consume MSE Commanding Officers financial resources. From a financial management planning perspective most TAD is completely discretionary, thus TAD controls, such as establishing RO ceilings, must be instituted at the MSE level. Figure 32 provides Fund Managers key process and control procedures. Figure 33 provides SABRS validation and review viewpoint. Traditionally, MSE's are assigned a TAD ceiling by CG Training Command.

- Approved DTS authorization will interface with SABRS to post commitment and obligation. Completed travel voucher will interface with SABRS to post liquidation upon completion of travel reconciliation by disbursing officials. Expenses are SABRS self-generated transactions.
- Defense Travel System is a WEB based system used to create authorizations (travel orders) and vouchers (traveler reimbursement expense submission document).
- DTS electronically interfaces with SABRS.
- DTS is the source documentation repository means for TAD, thus MSE's will maintain Organizational Defense Travel Administrator access; however, in order to meet the intent of MCO 7300.21B and NAVMC 3500.69A Finance and Budget Defense Travel Administrator privileges will not be assigned to MSE personnel.
- Medical and legal TAD assignments are CG Training Command reimbursed TAD costs. Fund Managers must make sure that medical and legal are assigned a medical or legal TAD LOA in DTS.

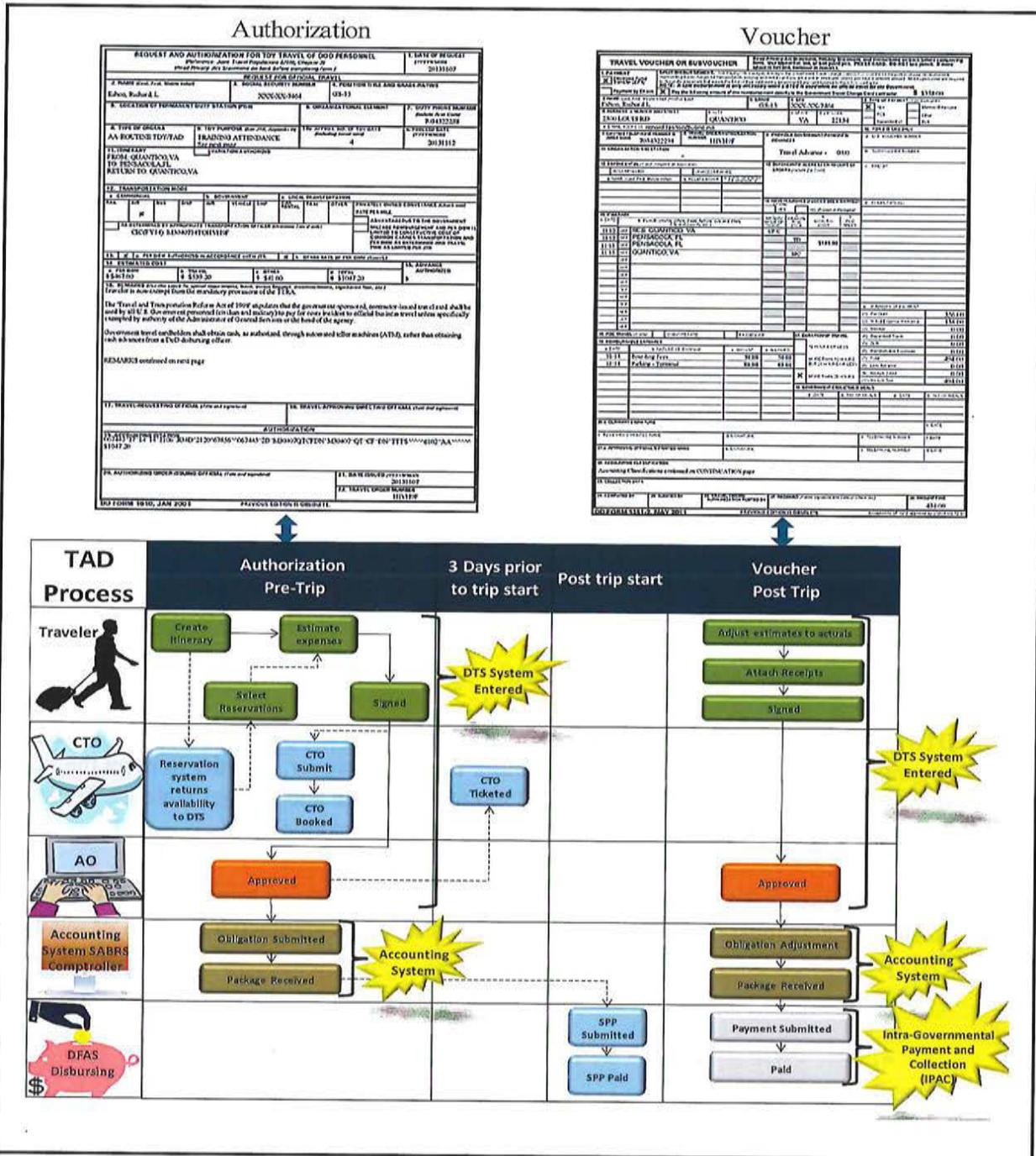


Figure 32 – TAD Process Flowchart

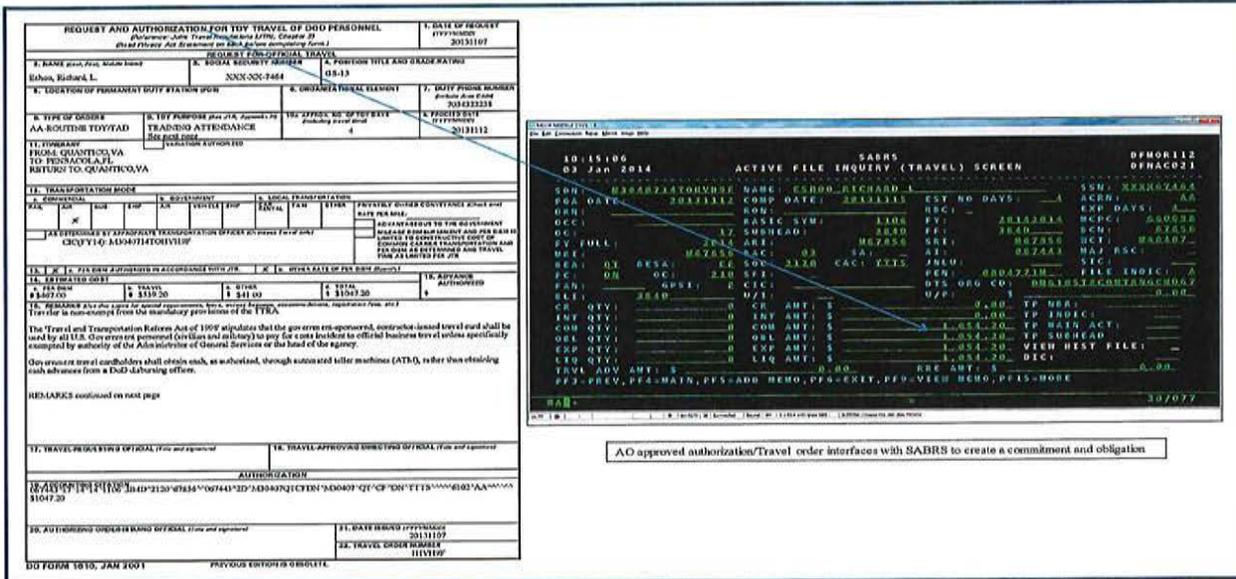


Figure 33 – TAD Authorization and SABRS

DLA/DAPS Printing Support

DLA/DAPS is the DOD's wholesaler for document automation services. DAPS provides printing and high speed, high volume duplicating services. Key data and procedures (refer to figure 34, 35, and 36):

- The Government Wide Purchase Printing Card is the preferred method of payment for DAPS support.
- All source documents are to be retained and readily accessible for a period of six years.

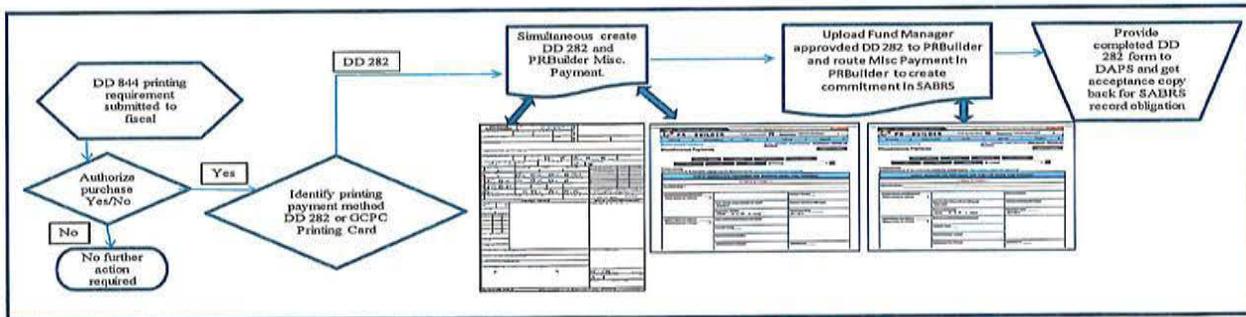


Figure 34 – DD 282 DAPS Process Flowchart

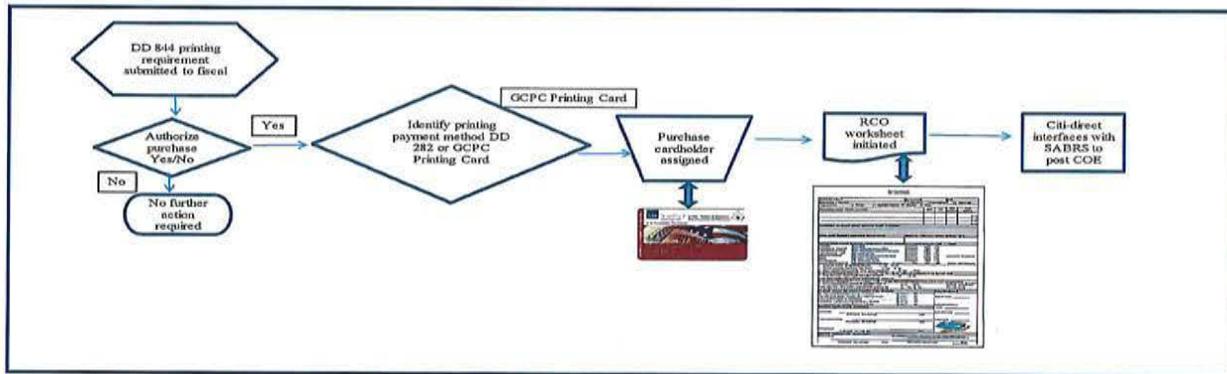


Figure 35 – GCPC DAPS Process Flowchart

The figure displays two side-by-side images. On the left is a DD Form 282 (APR 71) titled 'DAPS DD 282'. It contains fields for 'DOD PRINTING ASSIGNMENT NUMBER', 'DAPS', 'POST OFFICE SYMBOL', and 'POST OFFICE OFFICER'. On the right is a screenshot of the SABRS Document Record interface, showing an 'ACTIVE FILE INQUIRY (CONTRACT) SCREEN' with various data points such as 'SDR: H0100011212A010', 'CONTR MOD: 17', 'FY FULL: 2011', and 'U/P: CA'. A blue arrow points from the 'DAPS' field on the DD 282 form to the 'CONTR MOD' field in the SABRS screenshot.

Figure 36 – DD 282 Documentation and SABRS

Fuel

Class III fuel is an operations and maintenance funded requirement. There are several different processes that commands exercise in the purchase of fuel. One is the Navy Fleet Card Program. The Fleet Card Program allows for DOD services to obtain supplies and services from commercial service stations. Another process is the plastic “fuel” key issued by the base fuel farm. These keys are coded with command financial data. These fuel keys are inserted into the fuel service pump that is located on a DOD installation. Also, some commands have large storage tanks and order fuel in bulk. Historically the command coordinates the storage tank refill with the base fuel farm personnel. Key ordering information for fuel storage tank is the command DODAAC. At a minimum, the Fund Manager must maintain complete accountability of all assigned Navy Fleet cards, plastic fuel keys, and any bulk fuel orders. At a minimum

accountability management controls must include a log book that accounts for the time as to when the fuel cards or keys are checked out for a fuel purchase. Also the Fund Manager must maintain complete oversight of all fuel purchases. MSE's will coordinate with the Training Command G-7 prior to obtaining a new fuel key.

Transportation Account Code (TAC)

Shipment of government materials is coordinated by the installations Distribution Management Office, and the Training Command G-4 centrally manages the Transportation Account Code used to fund shipping requests. DD 1149 is the required documentation used to request and confirm shipment with the DMO. Refer to figure 37 for TAC process flowchart.

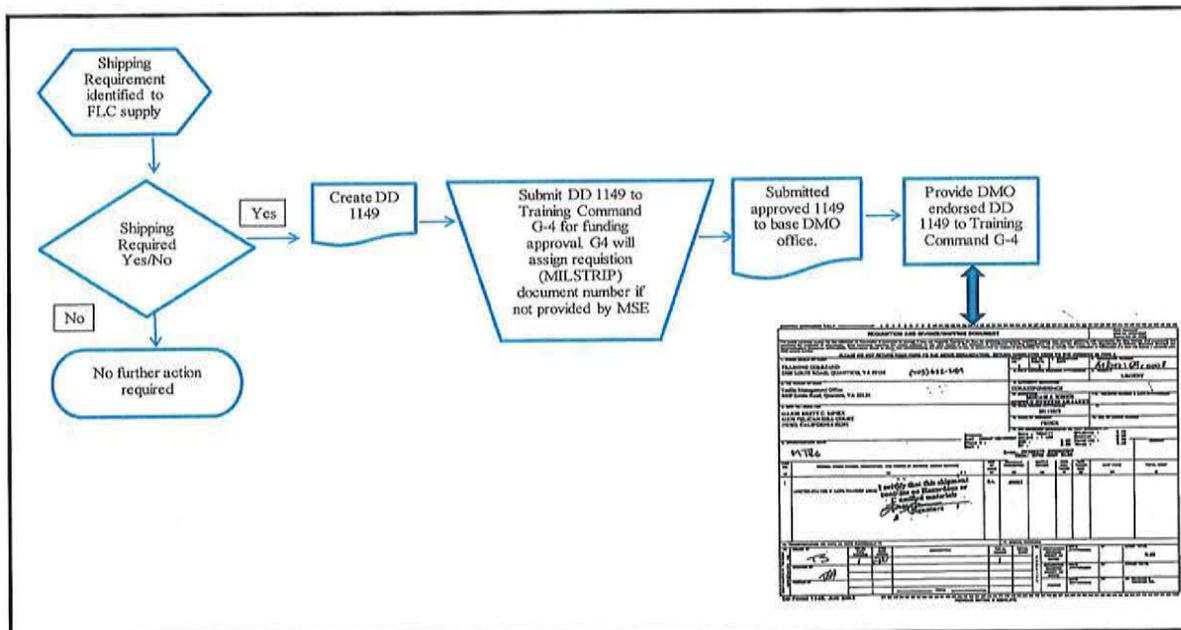


Figure 37 – TAC Request Process Flowchart

Official Financial Reports

SABRS is the Marine Corps accounting system that collects, records, identifies, and reports financial data from processed requisitions of material and service requirements. An accounting system is a financial reporting tool used to measure performance and translate those measures into information for Commanders to make decisions. Daily SABRS will generate multiple fund execution reports and accounting error reports. The Status of Fund Report provides vital information to the Fund Manager and must be monitored, at a minimum, weekly. The Status of Fund report outlines funding amounts authorized to the Commanding Officer and execution (committed, obligated, expensed, and liquidated) of authorized funds. Refer to figure 38 as an example of a Status of Funds Report. A Daily Transaction Report provides in depth details of a requisitions status in the accounting system, and fiscal clerks should be monitoring this report daily. Accounting error reports are monitored daily by the Training Command G-7 accounting section, and error correction is a team effort between the command fiscal personnel and the Training Command G-7 accounting personnel. Accounting errors distort a commands fund

balance and needs to be corrected. Official accounting reports can be obtained via INFOPAC or ReportNet. Fund Managers and MSE assigned fiscal personnel must request access to these systems via the Training Command G-7 accounting section. Internal MSE ledgers and results tracked by these ledgers are not the official accounting system; therefore, the results reflected in these ledgers will not be regarded as accurate figures.

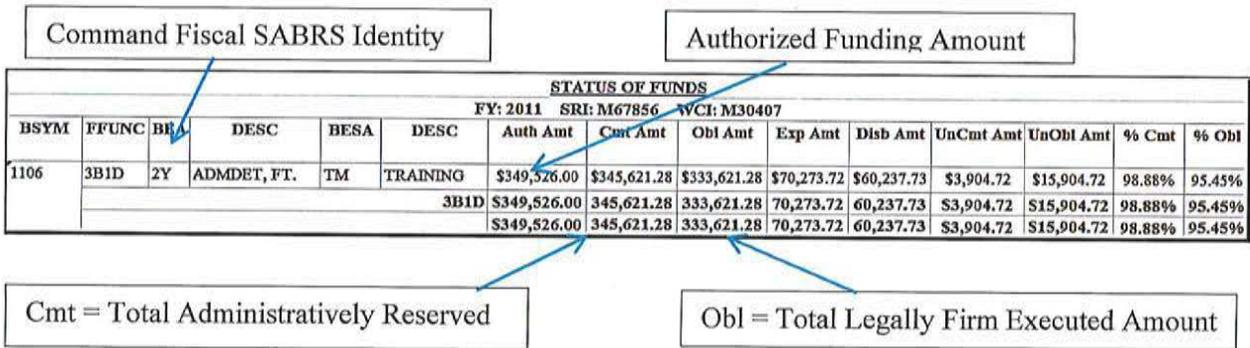


Figure 38 – Status of Funds Report

Fund Execution and Information Fidelity

Financial data elements are used to classify (reason and purpose) and identify (organization and appropriation) the funding executed in a financial transaction. These data elements eventually depict how an MSE is executing their assigned funding. For example, object class (OCSOC – see Appendix J for OCSOC list) data elements lets CG Training Command know how much TAD a MSE is executing or how much an MSE is executing in GCPC purchases. Refer to figure 39 as an example of financial reporting. Fund Managers need to monitor execution to make sure that the correct financial picture is being represented. Feeder systems are loaded by the G-7 with financial data elements. Correctly reporting financial execution is the single most effective means a Fund Manager can influence the POM process.

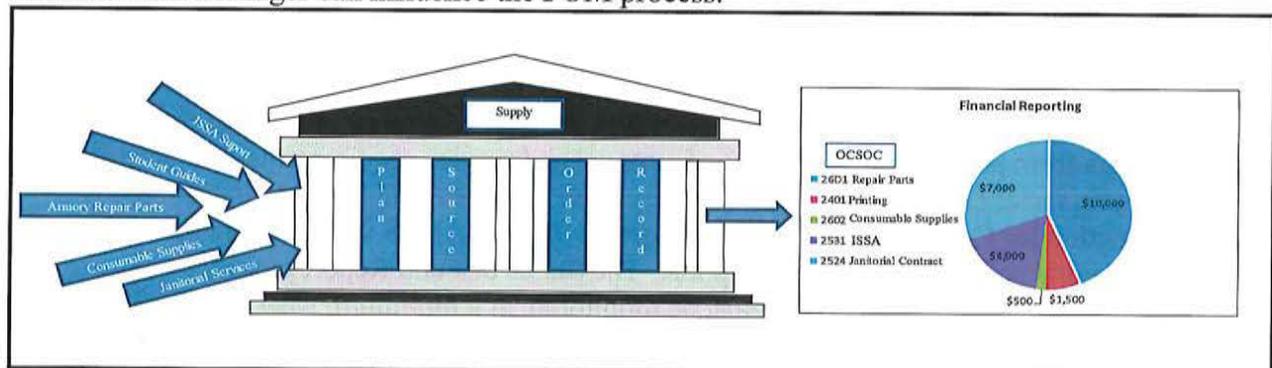


Figure 39 – Financial Information Fidelity

Year-End Closeout

Year-end closeout is when an active appropriation closes, and the period of authority to record a new obligation legally ends. The Training Command G-7 annually publishes close-out guidance that provides milestones and cut-off dates for spending. During the close-out period it is imperative that Fund Managers validate all financial transactions to make sure that purchases are properly recorded and transactions that are recoded in the accounting system are in a valid status. Early identification of invalid orders provides the Fund Manager greater time to reallocate the fiscal resources for execution. The following are financial processes that the close-out message addresses and closing recommendations:

- 1) Temporary Additional Duty
Recommendations – Identify and approve all 4th qtr. travel requirements in DTS no later than Mid-July to include potential court martial proceedings. Review and validate all unsettled travel orders. Unsettled travel orders represent a potential reversion of executable funds.
- 2) Open Purchase Contracts
Recommendations – Reconcile all open purchases requests submitted to Regional Contacting Office to make sure a contract will be awarded.
- 3) Government Wide Commercial Purchase Card
Recommendations – MSE aboard Marine Corp installations and MSE's with an operating Budget higher than 500K will have their GCPC card limits reduced to one dollar. The date in which this will happen will be published in the close-out guidance. MSE's should make sure that all internet purchases will be shipped prior to reduction of GCPC cards.
- 4) Servmart
Recommendations – MSE's need to refer to their installations servmart close-out guidance.
- 5) Fuel
Recommendations – Top off all storage tanks and vehicles before uncommitted funds are recouped by the Training Command G-7.
- 6) GCSS
Recommendations – Order mission required SL3 and repairable parts before uncommitted funds are recouped by the Training Command G-7.
- 7) Transportation Account Code
Recommendations – Shipping needs to be coordinated at least 5 business days before the close of the fiscal year. Shipping will also require G-7 in addition to G-4 approval.
- 8) DAPS
Recommendations – Start reconciling open funding documents (DD 448) that have been submitted to DAPS at least two months before close-out.

- 9) Outgoing and Incoming Funding Documents (NAVCOMP 2275 and DD 448)
Recommendations – Start reconciling open funding documents with providing service at least two months before close-out.
- 10) Direct Cites
Recommendations – Make sure all outgoing direct cites are committed and obligated in August.

“Financial Management is all about people.”

Attributed to LtCol John Chadwick

Fiscal Clerk Basics

This appendix outlines basic Major Support Elements (MSE) guidance for proper recording and accounting of Training Command financial transactions.

Appropriation Fund Accounting

The overall objective of appropriation fund accounting is directed towards fiscal accountability and compliance with the expressed intent of Congress. These objectives include:

- Ensuring that federal monies are spent only for purposes, with only those constituents, in only those locations, for only the amounts, and only within the time period set forth by Congress in the authorization and appropriation laws.
- Preventing obligations, expenditures, or disbursements of federal monies in excess of the appropriations or budget authority legislated by Congress.
- Assisting with or promoting increased effectiveness and economy in the application and rate of expending federal money.
- Recoding financial transactions for preparation of performance reports and reports that reflect current financial position that assist in decision-making process.

Fiscal Clerk Responsibilities and Duties

Appropriation accountability is an inseparable function of supply operations. Traditionally, fiscal clerks are assigned by the commands Supply Officer. Fiscal Clerks are the singular person at an MSE that has the greatest influence over the financial transaction recording and monitoring, thus Fiscal Clerks must execute their assigned duties with a high degree of proficiency so leadership has accurate financial information for decision making. Refer to figure 40 for quarterly fiscal milestones. Common responsibilities of Fiscal Clerk include:

- Monitor and reconcile all command financial transactions for proper recording, classifying, summarizing and reporting of financial transactions.
- Create or assist in creating financial source documents.
- Catalog and maintain financial source documents for a period of ten years.
- Assist or coordinate accounting error corrections with Comptroller personnel.

- At the command level, coordinate and maintain properly coded servmart cards, fuel cards, and any other transaction processing devices.
- Advise the Fund Manager on status of financial transactions.

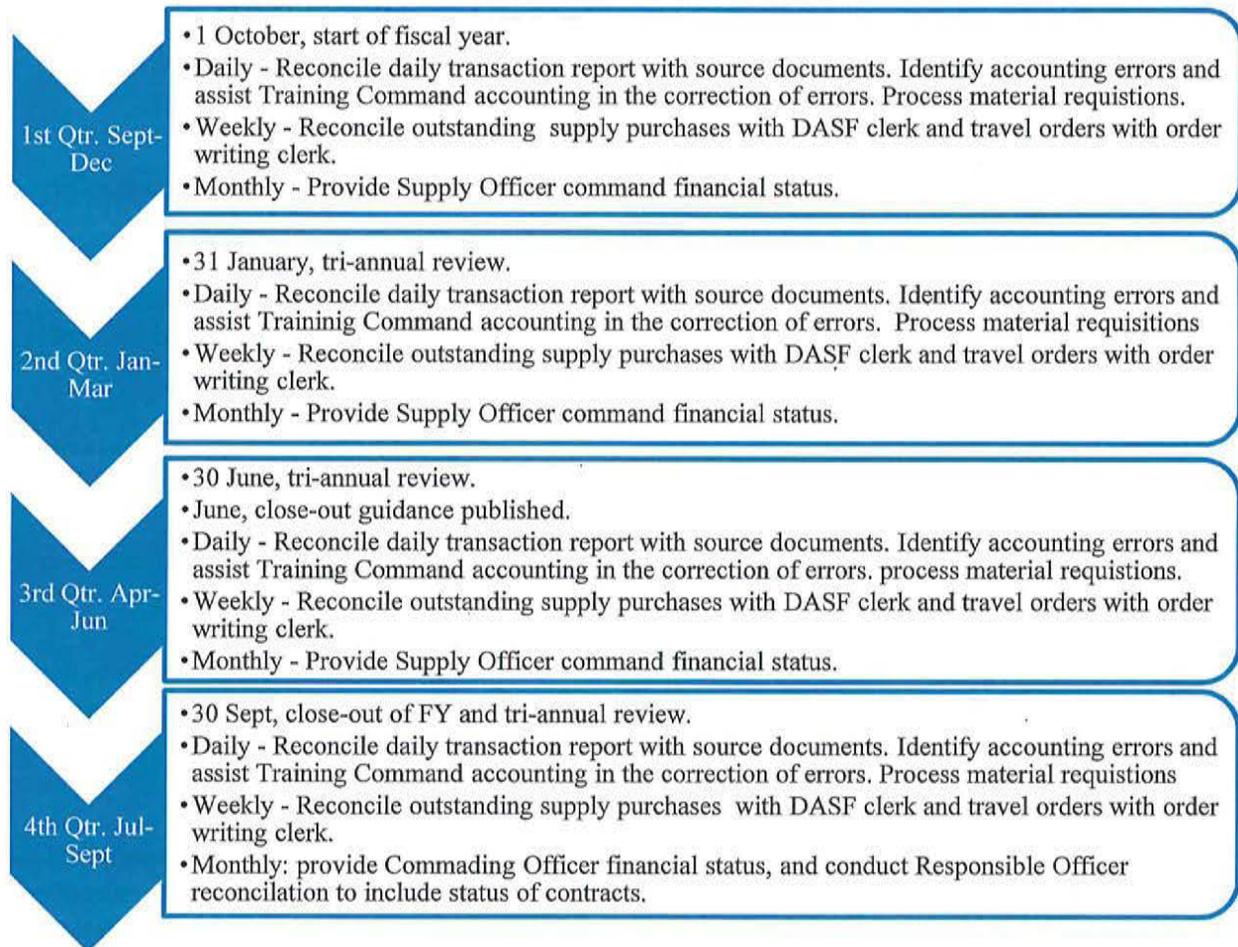


Figure 40 – Fiscal Clerk Quarterly Milestones

Financial Information System and Transactional Processing System

As stated earlier the Standard Accounting Budgeting Reporting System (SABRS) is the Marine Corps' financial management information/accounting system. SABRS records raw facts and figures (i.e. servmart purchase), known as data, and provides information for leadership decision making. Refer to figure 41 for basic schematic of transactional processing system to SABRS interface. In addition to supporting decision making, coordination, and control information systems SABRS also help managers and workers analyze problems and visualize complex problems. SABRS summarizes and reports basic financial operations using data supplied from

transactional processing systems also known as feeder systems (i.e. GCSS). Transactional processing systems are the computerized system used to perform and record a daily routine. Fiscal clerks need at a minimum need to gain and maintain access to the below transactional processing systems in order to effectively execute their financial duties. Appendix B provides financial information system links and basic directions for account registration.

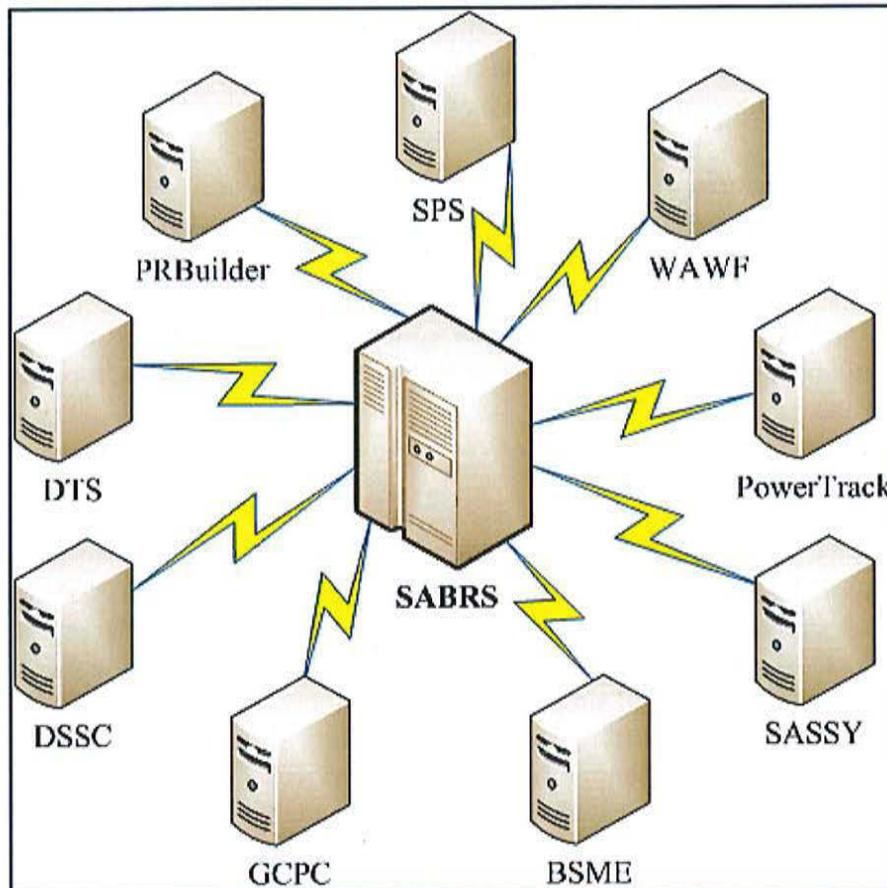


Figure 41 – Transactional Processing Systems to SABRS Interface

1. SABRS – Marine Corps official accounting system. See appendix C for basic SABRS navigation instructions.
2. PRBuilder – Electronic purchase request building system. See appendix D for basic PRBuilder navigation instructions.
3. Wide Area Workflow (WAWF) and Electronic Document Access (EDA) – WAWF is a financial data processing system used to certify commercial invoices. EDA is a financial repository system that stores electronic copies of contracts and disbursing vouchers. See appendix E for basic WAWF and EDA navigation instructions.

4. WEBVLIPS – Is Defense Logistics Agencies official supply system used to track the status of purchases requisitioned through the DOD supply systems.
5. ReportNet – Is an Internet based financial report system that provides official SABRS accounting reports used to manage fund account balances and correct accounting errors. See appendix F for basic ReportNet navigation instructions.
6. CitiDirect – Is a web based contracting official and Citi-bank management tool used to monitor, reconcile and validate purchases executed with the Government Wide Commercial Purchase Card. See appendix G for basic CitiDirect navigation.
7. DTS – Is the Department of Defense mandatory web based transactional processing system used to create and submit travel authorizations and vouchers. See Appendix H for basic DTS navigation.
8. GCSS – Is the Marine Corps official supply system, and it is used to as the Marine Corps supply chain management system. For example, requisition materials, monitor inventories, etc..

Material Acquisition

Training Command fiscal clerks are instrumental in material and service acquisition. Fiscal clerks must be familiar with multiple Federal material sources (i.e. GCSS, DLA/DAPS, Servmart, etc...) that support the Marine Corps' supply chain. Also Fiscal Clerks must be familiar with Marine Corps material and service acquisition processes from commercial sources to government sources of material and supplies. Different supply sources require different requisitioning processes as well as different source documents. Fiscal clerks must keep in mind that when their command is requisitioning for supplies or services a corresponding source document and accounting record is created and recorded or updated. Refer to figure 42 detailing material requirements to accounting record creation. This section will highlight basic source documents used for material and service acquisition. Additionally, appendix I is a matrix that outlines the different financial execution processes and the required source document for each phase in the transaction cycle.

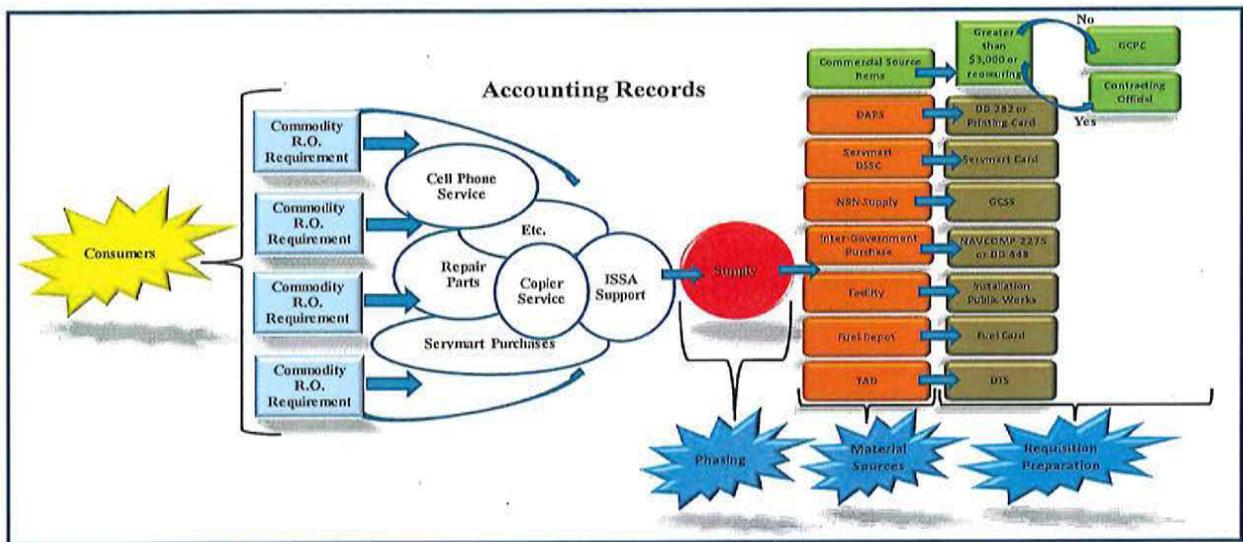


Figure 42 – Material and Service Requirement to Accounting Record

- A. Department of Defense (DD) 1348 – Is a receipt document for material purchases made via GCSS or other Federal supply sources, and on a limited basis it can be used as a requisition document from Federal supply sources. See figure 43 for an example of DD 1348.

1. TOTAL PRICE 0018144000018144										2. SHIP FROM ODPSP BUSQUEMANIA NEW CUBIS PA TRU WZSCHIJ										3. SHIP TO M54066																																							
4. MARK FOR M54066 TRAFFIC MANAGEMENT OFFICE MF MARINE CORPS ADMIN DET										5. DOC DATE 12132										6. NMFC U																																							
7. FRY RATE 00001										8. TYPE CARGO U										9. PS 0																																							
10. PREIGHT CLASSIFICATION NOMENCLATURE RADIOSONDE SET										11. UP 00001										12. UNIT WEIGHT 0000015.00										13. UNIT CUBE 0004.168										14. UIC U00000										15. SL 0									
16. TY CONT CLAUDE R. RYAN										17. NO CONT BSGT USMC										18. TOTAL WEIGHT 3										19. TOTAL CUBE 9R9M6C4																													
20. RECEIVED BY CLAUDE R. RYAN										21. DATE RECEIVED 2139										22. PROJ: HCC MSG: NOT REGULATED AS HAZAR										23. REC OCN: SPI: DMIL: A TY CARGO MSG:										24. JON: HCC: N1 CIIC: U																			
25. MSDS DT2132/TI1515										26. STOCK FUND D/C-PK:DCCN/										27. BIN: Z99 DSG:										28. PCN: 9R9M6C4																													

Figure 43 – DD 1348

B. DD 448 – Military Interdepartmental Purchase Request (MIPR) – Transfers funding to external Federal sources outside the Department of the Navy. For example ISSA or MOU support on Army installations. See figure 44 for an example of DD 448.

Figure 44 – DD 448

C. DD 282 Printing Requisition – Requests printing support from DLA/DAPS printing services. See Figure 45 for an DD 282 example

Figure 45 – DD 282

- D. Service Request – Used to requisition GCSS support for class IX repair parts and table of equipment type II allowance items. See figure 46 for an example of a service request

The form is a grid-based document with several distinct sections. At the top, there are fields for 'Part Number', 'MTO ANNU', and 'MTO PART'. Below these are various checkboxes and input fields. The main body of the form is a large table with columns for item descriptions and quantities. The bottom section contains summary fields and checkboxes for approval.

Figure 46 – Service Request

- E. Standard Form (SF) 182 – Used to request and authorize payment or reimbursement for training classes. See figure 47 for an example of a SF 182.

The form is titled 'AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING'. It is divided into several numbered sections:

- 1. Applicant's Name, Rank, Grade, and Branch
- 2. Course Name, Number, and Dates
- 3. Course Description and Dates
- 4. Training Hours and Dates
- 5. Training Costs and Dates
- 6. Training Expenses and Dates
- 7. Training Expenses and Dates
- 8. Training Expenses and Dates
- 9. Training Expenses and Dates
- 10. Training Expenses and Dates
- 11. Training Expenses and Dates
- 12. Training Expenses and Dates
- 13. Training Expenses and Dates
- 14. Training Expenses and Dates
- 15. Training Expenses and Dates
- 16. Training Expenses and Dates
- 17. Training Expenses and Dates
- 18. Training Expenses and Dates
- 19. Training Expenses and Dates
- 20. Training Expenses and Dates
- 21. Training Expenses and Dates
- 22. Training Expenses and Dates
- 23. Training Expenses and Dates
- 24. Training Expenses and Dates
- 25. Training Expenses and Dates
- 26. Training Expenses and Dates
- 27. Training Expenses and Dates
- 28. Training Expenses and Dates
- 29. Training Expenses and Dates
- 30. Training Expenses and Dates
- 31. Training Expenses and Dates
- 32. Training Expenses and Dates
- 33. Training Expenses and Dates
- 34. Training Expenses and Dates
- 35. Training Expenses and Dates
- 36. Training Expenses and Dates
- 37. Training Expenses and Dates
- 38. Training Expenses and Dates
- 39. Training Expenses and Dates
- 40. Training Expenses and Dates
- 41. Training Expenses and Dates
- 42. Training Expenses and Dates
- 43. Training Expenses and Dates
- 44. Training Expenses and Dates
- 45. Training Expenses and Dates
- 46. Training Expenses and Dates
- 47. Training Expenses and Dates
- 48. Training Expenses and Dates
- 49. Training Expenses and Dates
- 50. Training Expenses and Dates

Figure 47 – SF 182

- F. Regional Contracting Office (RCO) Government Wide Purchase Card Request – Used for the purchase of commercial goods or service below \$3,000.00. See Figure 48 as an example of a GCPC request form.

Requester's Name		Document #	
Department & Section		<input type="checkbox"/> PRIORITY <input type="checkbox"/> EMERGENCY <input type="checkbox"/> ROUTINE	
Type of order: Phone Over-the-counter Charmer Other			
Description (make / model / part / size)	QTY	Unit	Unit Price \$ Total Price \$
Justification for request (attach additional sheets as needed):			
Vendor Name / Address / Telephone # / Contact Person		Deliver to: CMO/Unit/Name / Address / Tel #	
Increased sources of needs as required. (This required for training requirements as a form is not E & I for SSI) (Name)			
OFFICIAL POUCH	http://www.usa.gov	Available?	Yes No (was) Ability One
Office Products Email	http://www.officemart.com	Available?	Yes No (was) Ability One
GSA Wholesale	GSA http://www.gsa.gov	Available?	Yes No
Printing DAPS	http://www.daps.com	Available?	Yes No
ServMart	Base Store	Available?	Yes No
Local Waiver Required	Local waiver taken from RCO	Available?	Yes No
Section 809 Compliance	http://www.fairmarket.gov	Compliant?	Yes No NA Screen Tool Required
1. Is the item(s) on the prohibited list? Yes No			
2. Will the purchase result in a "split buy"? Yes No			
3. Have I looked vendors for the same type of purchase? Yes No			
4. Is this a historical order? Yes No Yes, submit all responses to the Historical Office			
5. Is this an Auto Visual/Visual/Fax Service? Yes No			
Fax, attach written approval from COM/AM with worksheet			
6. Is this an IT equipment? Yes No Fax, attach written approval from O/O or I/MO with worksheet			
7. Is this accountable property or a "high-value" item? Yes No \$500.00 to \$5K up to \$5K or Fax, document to be recorded as accountable property (if) Yes No No			
Have you ensured the vendor is notified of the following:		Order Information	
No sales tax or credit card fees can be charged <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Ordered _____	
The total price quoted includes ALL shipping charges <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Received _____	
All or K&H NO BACK ORDER <input type="checkbox"/> Yes <input type="checkbox"/> No		Actual Cost _____	
Third Party Card processed prior to purchase (e-Proc) <input type="checkbox"/> Yes <input type="checkbox"/> No		Estimated Delivery Date _____	
Charges cannot be processed prior to delivery <input type="checkbox"/> Yes <input type="checkbox"/> No			
Required signatures prior to purchase:			
Cash/Order Print name, title and sign Date		Date Received _____	
Funds approved by Print name, title and sign Date		Actual Cost _____	
AO approval Print name, title and sign Date			
Required signatures after the purchase:			
Received by Print name, title and sign Date		AO Verification of Sales Receipt/Invoice and Receipt Acceptance	

Figure 48 – GCPC Request Form

- G. Self-Service Center Shopping List (Servmart) – Used for purchases at local servmart or USMC Servmart online. See figure 49 for an example of a servmart request form.

SELF-SERVICE CENTER SHOPPING LIST (H404) NAVJMC 12200 Rev 2 7/01 JMS 01 0001 000000 00000000000000000000				STAMP CHANGE PLATE HERE	
INSTRUCTIONS Please to complete: 1. Fill out portion of the shopping list prior to completion prior to going through check out process. 2. If the total of all items is a non-voiding amount AMM shall void as follows unless stated: 3. Unit of issue, Quantity, and description are to be submitted per 2 amount.				(Stamp area)	
ITEM NO	NATIONAL STOCK NUMBER	UNIT OF ISSUE	QTY	QUANTITY ORDERED	DESCRIPTION OF SUPPLY
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
RECEIVED BY:	DATE:	SUBMIT TO UNIT:			
Request Using Form from RCL, ADMIN/ASST, 01/07					

Figure 49 – Servmart Request Form

- L. TAD Voucher – Used by Government personnel to submit for official travel expense reimbursement. See figure 54 for an example of a TAD Voucher.

TRAVEL VOUCHER OR SUBVOUCHER

1. PAYMENT METHOD
 1.1 Paid by Cash
 1.2 Paid by Check

2. RECIPIENT'S NAME AND TITLE
 RUSSELL, RICHARD
3. ORGANIZATION
 QUANTICO

4. DATE OF TRAVEL
 05-13 to 05-14

5. TRAVEL ADVANCE
 \$1191.00

DATE	TO	FROM	AMOUNT	REMARKS
05-13	QUANTICO, VA	QUANTICO, VA	1191.00	Travel Advance
05-14	PENSACOLA, FL	PENSACOLA, FL		
05-14	QUANTICO, VA	QUANTICO, VA		

6. TOTAL AMOUNT
 \$1191.00

7. SIGNATURES
 Recipient: RUSSELL, RICHARD
 Approving Official: [Signature]

Figure 54 – TAD Voucher

- M. DD 1149 Requisition and Invoice/Shipping Document – Used to request shipment of materials with Distribution Management Office. See figure 55 for an example of a DD 1149.

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. REQUISITION DATA
 1.1 REQUISITION NUMBER: 1149
 1.2 DATE OF REQUISITION: 05-13-11

2. SUPPLIER DATA
 2.1 NAME: [Blank]
 2.2 ADDRESS: [Blank]

3. ITEM DESCRIPTIONS

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION AND QUANTITY OF MATERIAL OR SERVICE	UNIT	QUANTITY	UNIT PRICE	TOTAL COST
					0.00
					0.00
					0.00
					0.00
					0.00

4. SUMMARY
 4.1 TOTAL: 0.00

Figure 55 – DD 1149

- N. Reimbursable Order Receiving Report – Marine Corps unique report that certifies receipt of service or goods request via NAVCOMPT 2275 or DD 448. See figure 56 for an example of a Reimbursable Order Receiving Report.

REIMBURSABLE ORDER RECEIVING REPORT						
1 REIMBURSABLE ORDER NO. (DD) M6785412MPTEST1			3 PAGE 1	OF 00	4 ACCEPTANCE POINT 0	
2 AGENCY/ACTIVITY 123 Out My Stuff Co. Attn: Project Lead Anywhereville, VA 99999 (703)607-5309 <Happy Customer@poc4.mil>			5 BY: (Signature)			
6 ITEM NO.	7 TYPE OF SERVICE	8 DESCRIPTION	9 QUANTITY	10 UNIT	11 UNIT PRICE	12 AMOUNT
01	AA	Provided a test demand certificate and a status to amend as follows: Provide Make payment accordingly.	1		\$10.00	\$10.00
02	AO	Test line for item number 02. Base of test will adjust in relation to amount of test provided.	3		\$10.00	\$30.00
0003	AA		10		\$50.00	\$500.00
					Total	\$540.00
10. QUALITY ASSURANCE			11. RECEIVERS USE			
<input type="checkbox"/> 10A ACCEPTANCE of listed items has been made by me or under my supervision and they conform to reimbursable, except as noted herein or on supporting documents.			<input type="checkbox"/> 11A ACCEPTANCE of listed items has been made by me or under my supervision and they conform to reimbursable, except as noted herein or on supporting documents.		Quantities shown in columns 6 were received in apparent good condition except as noted.	
DATE: _____ TYPED NAME: _____ TITLE: _____ OFFICE ADDRESS: _____ OFFICIAL TELEPHONE NUMBER: _____			DATE: _____ TYPED NAME: _____ TITLE: _____ OFFICE ADDRESS: _____ OFFICIAL TELEPHONE NUMBER: _____		DATE RECEIVED: _____ TYPED NAME: _____ TITLE: _____ OFFICE ADDRESS: _____ OFFICIAL TELEPHONE NUMBER: _____	
This RECEIVING REPORT covers: 12122011 Delivery Order Value: _____ Previously Invoiced: _____ This Receiving Report: \$540.00			Period of Performance: 12122011			

Block 10 A & B Please make sure that the signers can be clearly identified and the office symbol is provided
 Data: The data that goods and/or services was received, not necessarily today's date.

Figure 56 – Reimbursable Order Receiving Report

Financial Coding

To the greatest extent possible the Marine Corps uses electronic transaction processing systems (TPS) to initiate and process requisitions for materials and service support. These transaction processing systems or feeder systems are used to validate and authorize requests. For the most part feeder systems interface with the accounting system to create an accounting record. The electronic interfacing between SABRS and the TPS is accomplished by validation of financial codes loaded in the feeder system and financial codes loaded in SABRS. Refer to Figure 57 for data validation. Coding structure is required to initiate and track valid financial transactions in the accounting system. The majority of the coding structure is centered on the Document Number, Line of Accounting, and Financial Information Pointer (FIP) / Job Order Number (JON). The majority of feeder system financial codes are loaded by the Comptroller office. This section will outline the basic elements that make up the different document numbers used, the elements of a LOA, and the elements of FIP/JON

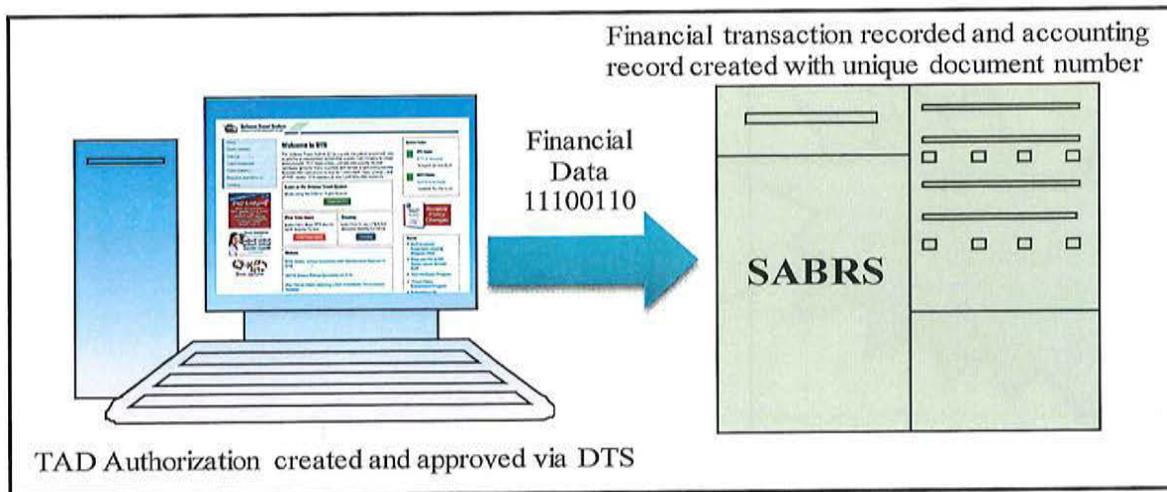
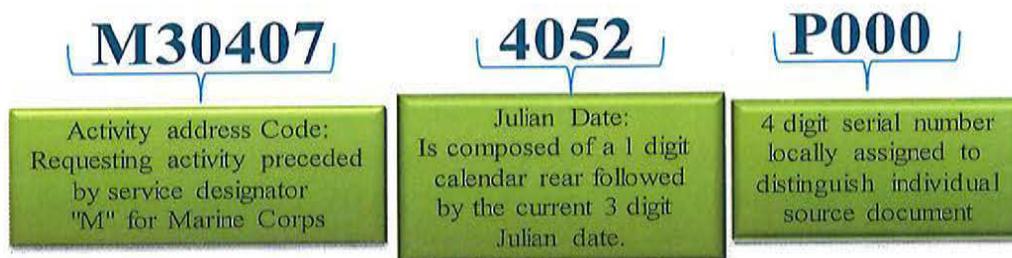


Figure 57 – Financial code validation

Document Number – An alpha numeric code used to identify and track financial transactions in the accounting system. Most feeder systems self-generate document numbers when source document is created. See figure 58 for an example of a milstrip document number.

- A. MILSTRIP Document Number – A 14 digit code used in SABRS to track interdepartmental billing requisitions: Servmart, GCSS.

Example: M304074052P000



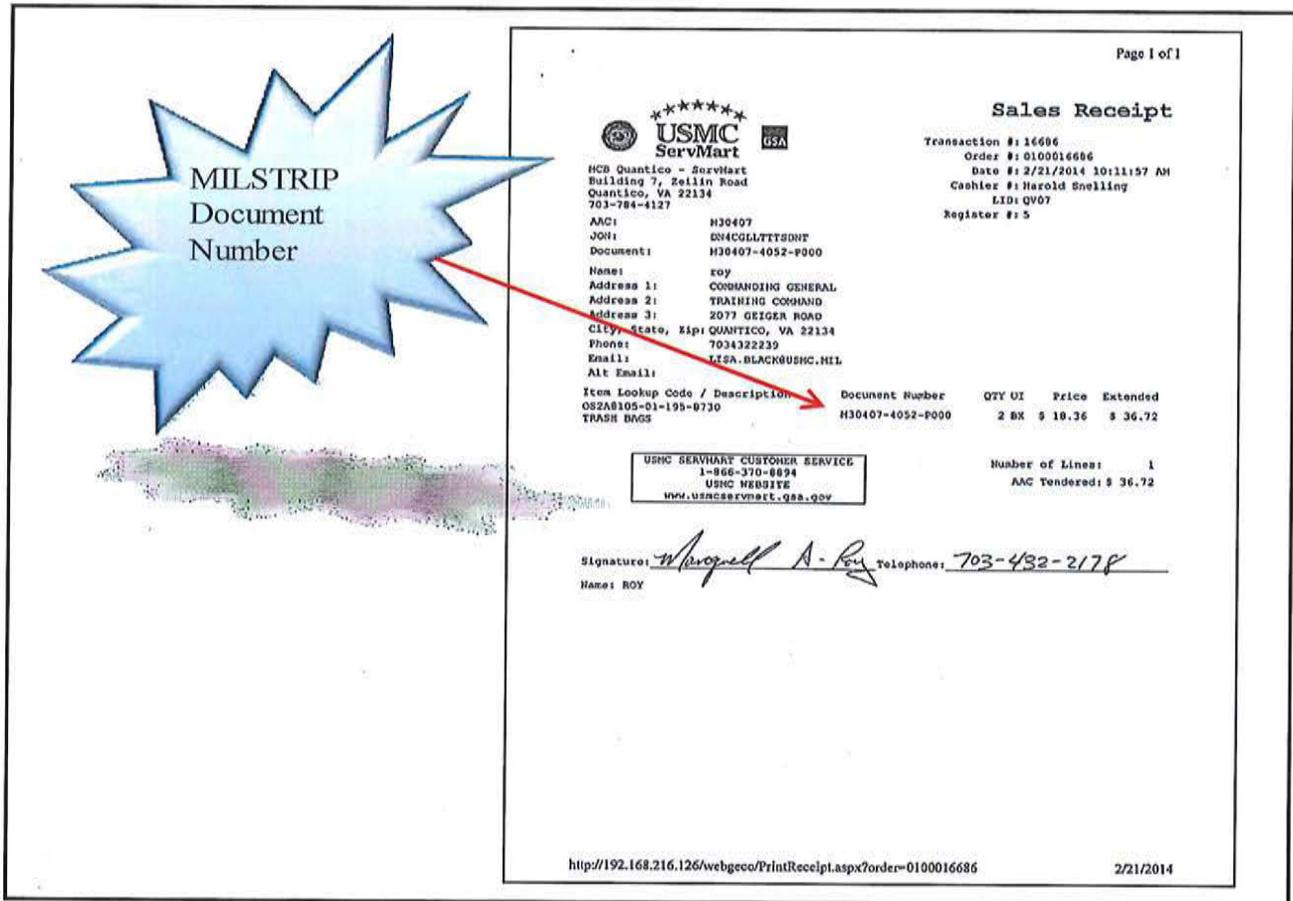
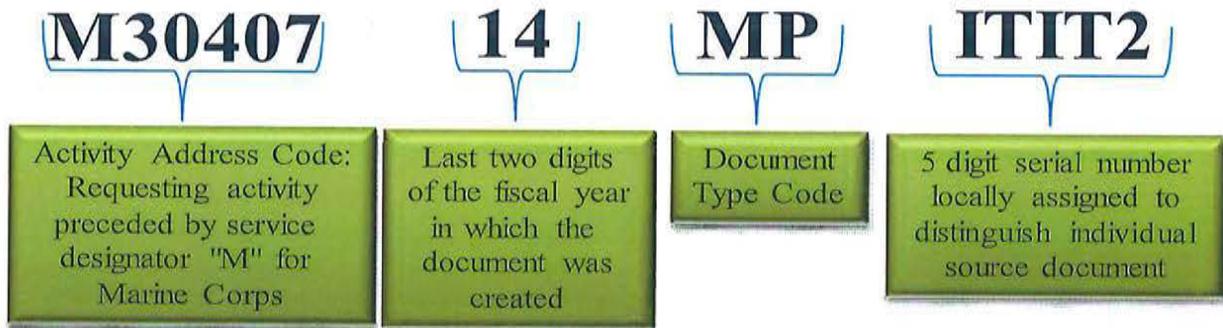


Figure 58 – Servmart sales receipt

B. Standard Document Number (SDN) – A 15 digit code used to track in SABRS all non-military standard requisitioning and issue procedures: DTS, Citidirect, PRBuilder. See Figure 59 for an example of a source document with line of accounting and standard document number.

Example: M3040714MPITIT2



MILITARY INTERDEPARTMENTAL PURCHASE REQUEST						PAGE 1 OF 1 PAGES	
2. FSO		3. CONTROL SYMBOL NO		4. DATE PREPARED		5. MPR NUMBER	
				3-Dec-15		M3040716MPITIT1	
7. TO:				8. FROM:			
TRADOC CYBER CDE Mr. William M. Wills 603 Chamberlain Ave Ft Gordon, Georgia 30905 US US				(Agency name, telephone number of originator) Training Command Walker (Dan) Knox 2300A Iouls Road Quantico, Virginia 22134 US			
9. ITEMS <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED BY THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input checked="" type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED							
ITEM NO.	DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE		
In accordance with Treasury Financial Manual Volume 1, Part 2, Chapter 4700, Appendix 10, and in support of the Department of the Navy audit readiness requirements, by accepting this reimbursable funding action, the performing agency agrees to deliver, upon request, detailed documentation supporting amounts billed and actual performance of work.							
001	Joint C4 Planners Course U099 - - 1 POC at FT Gordon, Georgia William M. Wills 706-791-7658 William.m.wills.cv@gmail.com	1000	EA	\$25,000.00	\$25,000.00		
2	POC at Quantico, Virginia 703-12-2237 walker.knox@usmc.mil						
3	IAW (31 USC 1535) Economy Act Orders						
4	These funds are for Support Requirement for the Joint C4 Planners Course.						
5	Please sign and return the acceptance (DD Form 448-2) within five business days.						
6	These funds will expire 30 September 2016.						
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.					11. GRAND TOTAL		
					\$25,000.00		
12. TRANSPORTATION ALLOTMENT (Used if FPO Contract is used)						13. MAIL INVOICES TO (Payment will be made by)	
						C/AS Columbus Marine Corps Vendor Pay PO Box 260022 Columbus, Ohio 43226-0022 US	
						PAY OFFICE DDDAAD 3167413	
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.							
ACTN	APPROPRIATION	LIMIT / SUBALLO	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACTN STA DDDAAD	AMOUNT		
AA	1751TGS	3910	253 07826 097443 20 M30407 6MPITIT1TDC	097443	\$25,000.00		
DDI M3040716MPITIT1							
15. AUTHORIZING OFFICER (Type name and title)				16. SIGNATURE		17. DATE	
Richard E.boo Budget Analyst				<i>Richard E.boo</i>		4-Dec-15	
DD Form 448, JUN 72				PREVIOUS EDITION IS OBSOLETE. Created By PRBuilder 4.3.6		Printed On: 29-March-2016 17:11:33	

Line of Accounting

Standard Document Number

Figure 59 – MIPR with LOA and Standard Document Number

Line of Accounting/Accounting Classification Code Elements – identifies the command that is executing the funds, the appropriation, accounting activity and other special interest information. Not all source documents will cite the complete LOA (see figure 60 for line of accounting element description):

Example: AA17411063B1D 25367856_0674432DM304074MPITIT2ITDC

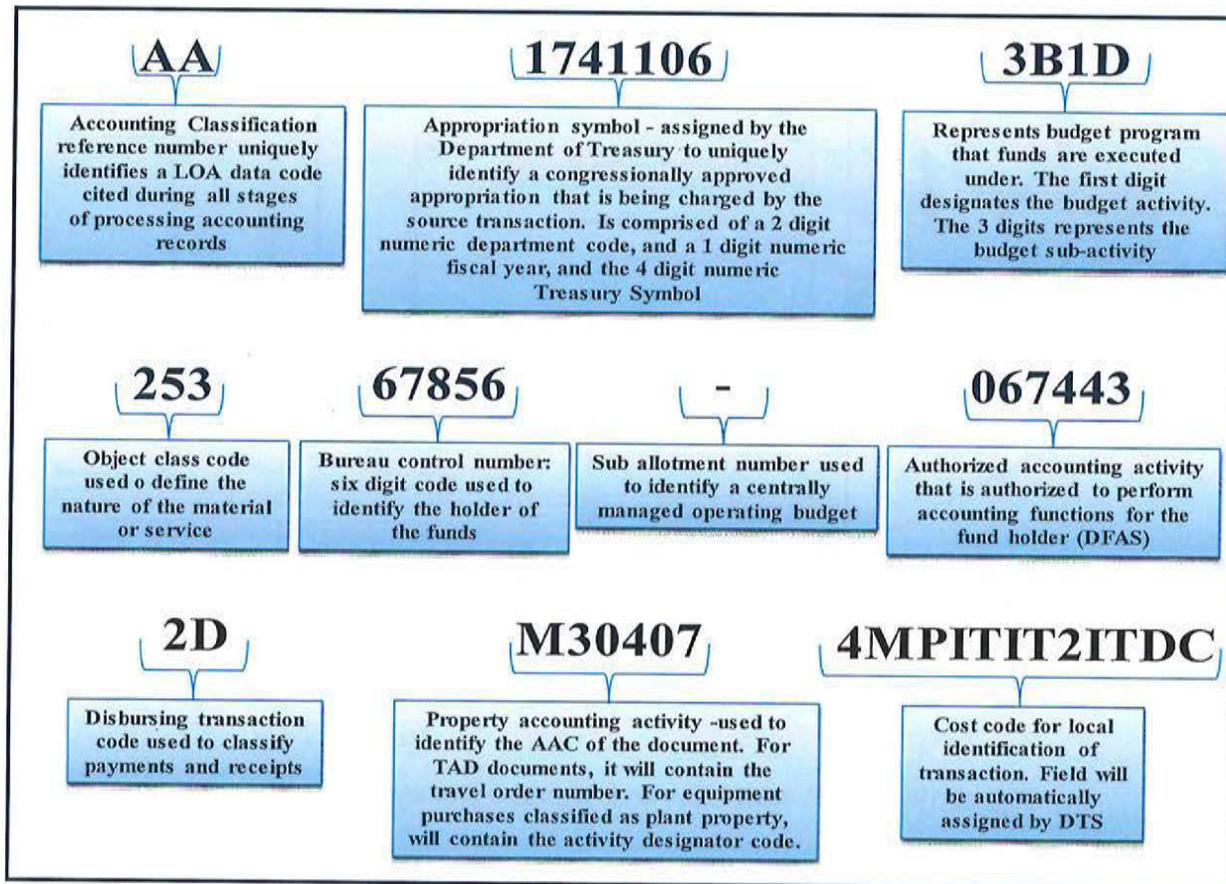


Figure 60 – Line of Accounting Element Description

Financial Information Pointer (FIP) and Job Order Numbers (JONs) – Are financial data elements used to classify (reason and purpose) and identify (organization and appropriation) the funds executed in a financial transaction. See figure 61 for FIP element description. Because data elements classify and identify fund execution, the sequence arrangement of data elements will differentiate appropriation execution. See figure 62 for an example of FIP element differentiating appropriation execution. The sequence in which the data elements are arranged is based on command and feeder system requirements. The Training Command Comptroller branch is charged with loading FIP and JON's in electronic feeder systems, and all servmart and fuel card requests must be endorsed by the Training Command Comptroller branch before submission to Servmart or the fuel farm. The importance of using correct FIP data in financial

execution cannot be underscored. FIP data provides Marine Corps leadership information about MSE order patterns, information about materials and supplies, and overall program execution. Appendix J provides additional FIP information and additional data elements used in PRbuilder. See example 63 for feeder system and FIP data elements.

FIP Data Elements: M40407_CG_LL_DC_2531_TTTS

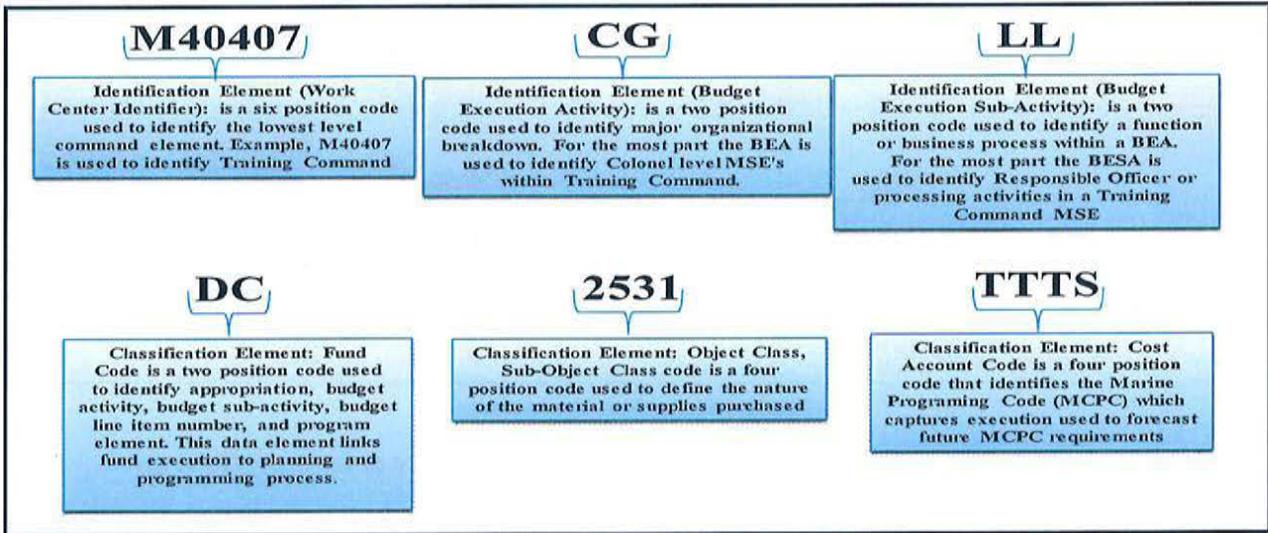


Figure 61 – FIP Element Description

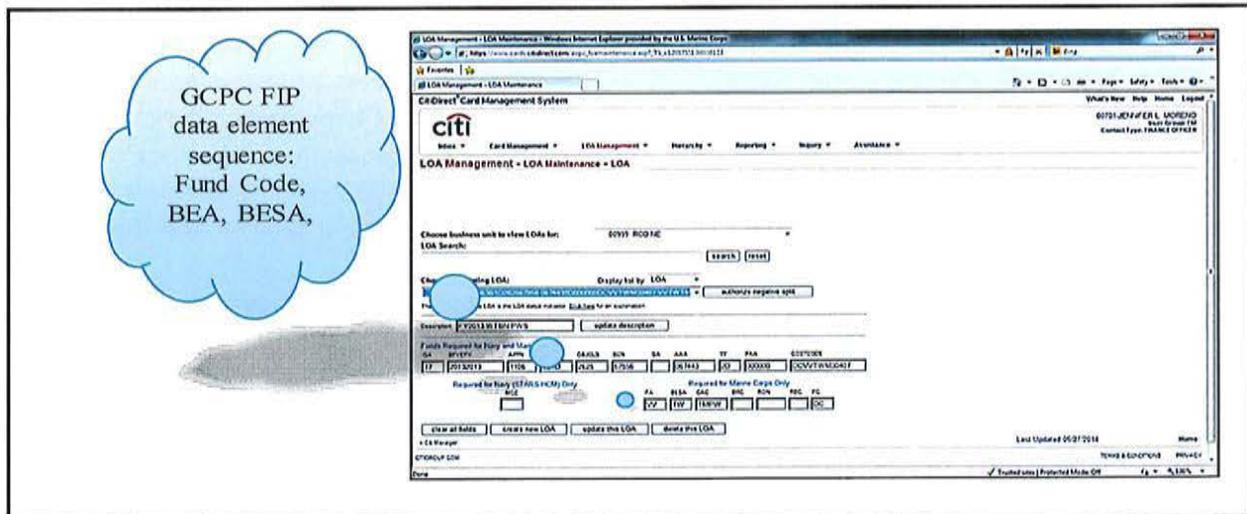


Figure 63 – Feeder System and FIP Data Elements

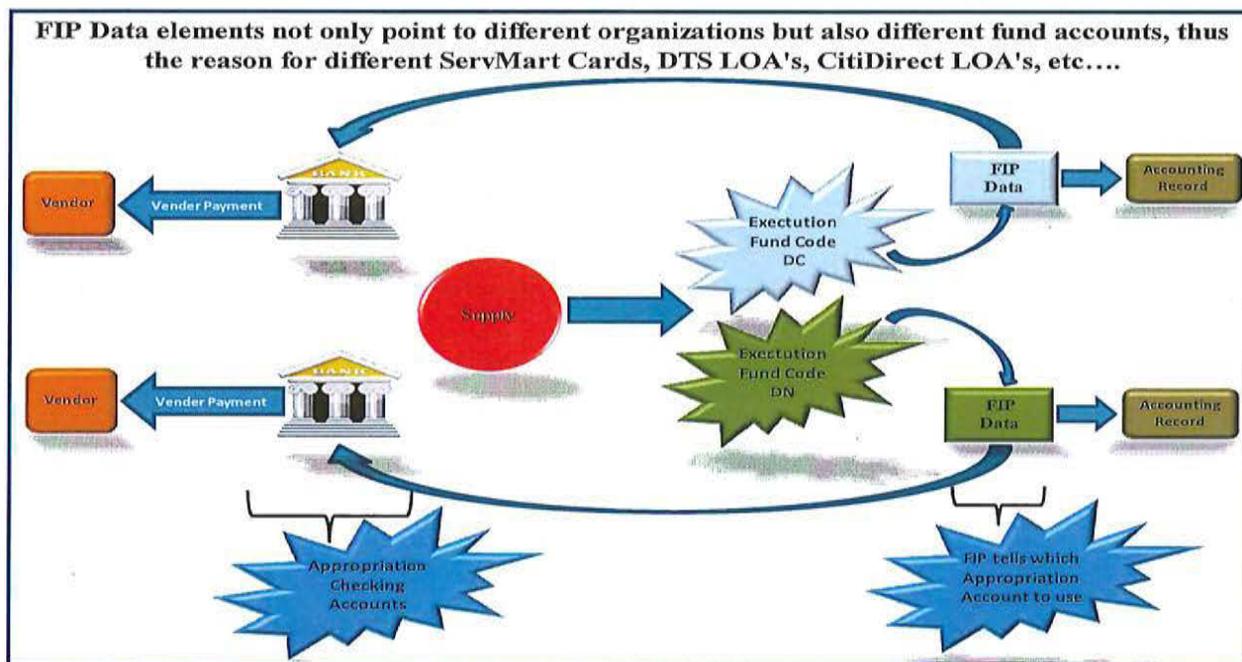
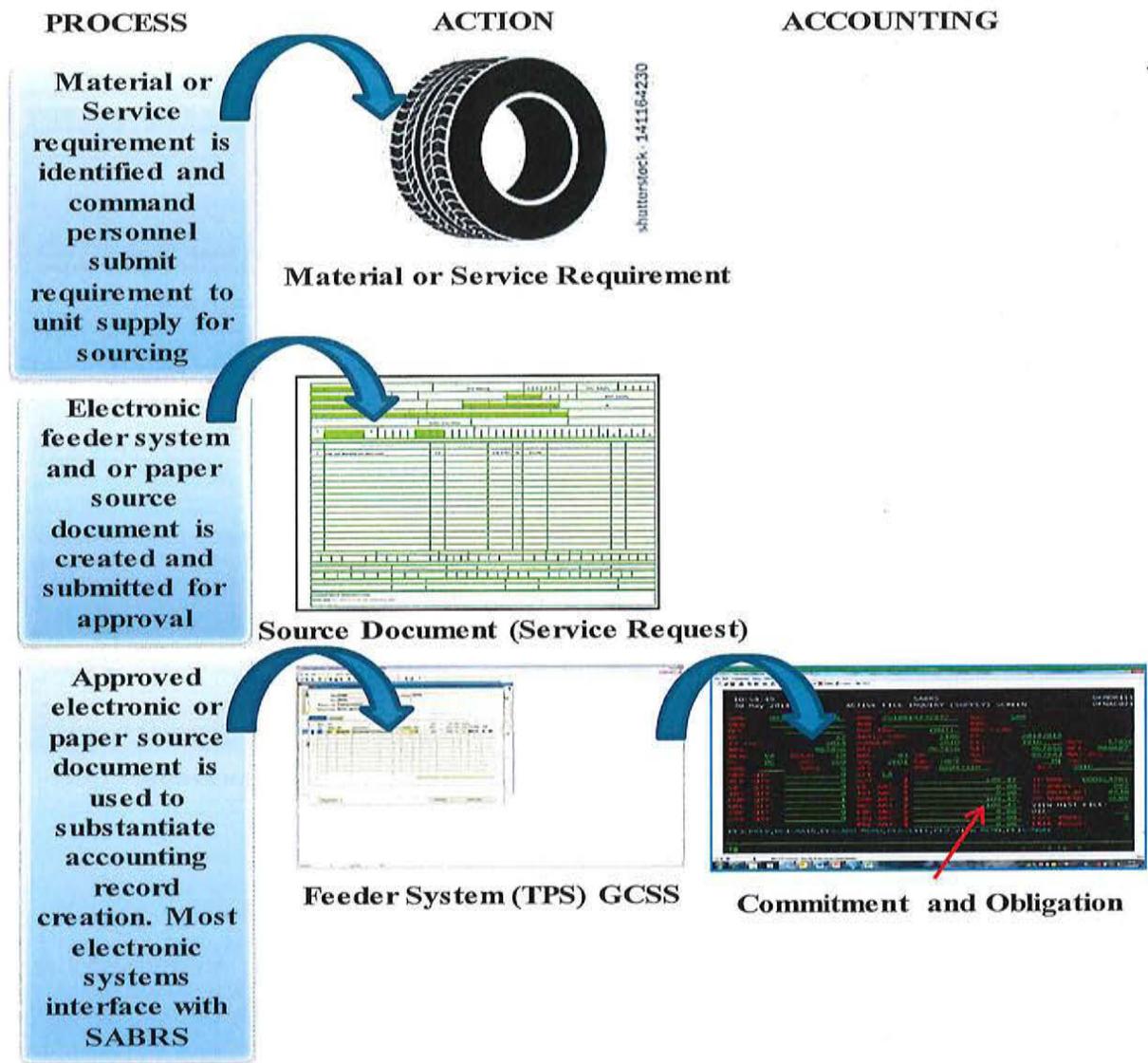
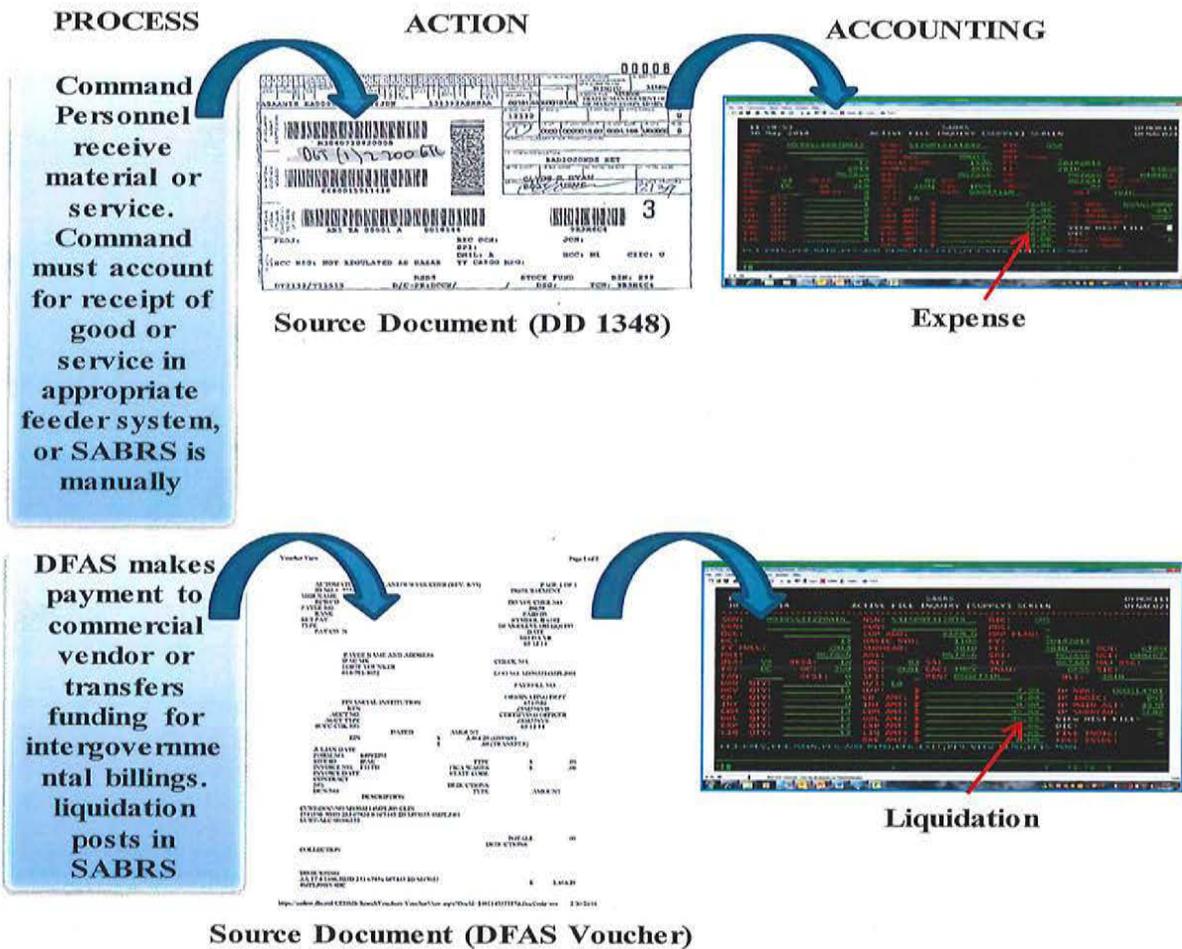


Figure 62 – FIP data elements differentiating appropriation execution

Transaction/Procurement Process and Accounting Recording

Fiscal clerks are required to monitor each source document from initiation (commitment) to completion (DFAS payment), and are to make sure that each step in the transaction cycle is recorded correctly in the accounting system. Procurement is the process of obtaining material and service requirements to meet operational requirements. Marine Corps financial execution policy captures the procurement process in a four step accounting transaction. The four accounting steps include: commitment, obligation, expense, and liquidation. Sometimes these steps may happen in conjunction. The following example is procurement process and the different accounting actions that support the procurement process.





Monitoring Financial Transactions

After each accounting cycle, the accounting system produces several key reports that are essential for funds control and source document reconciliation. These official reports are produced utilizing information from both the transaction and summary files of the accounting system and represent interfaced and manual inputs. These reports are categorized as either execution reports, which represent transactions that properly recorded financial transactions and updated command financial status, or error reports, which represent transactions that failed to properly record in the accounting system and need to be corrected. Refer to figure 64 for raw data to financial information reporting. Fiscal Clerks will provide the G-7 direct support in reconciliation and correction of errors identified on accounting reports. In addition, accounting reports can be accessed from the Internet from either ReportNet (HQMC sponsored site), or MCIETS (Training and Education Command sponsored site).

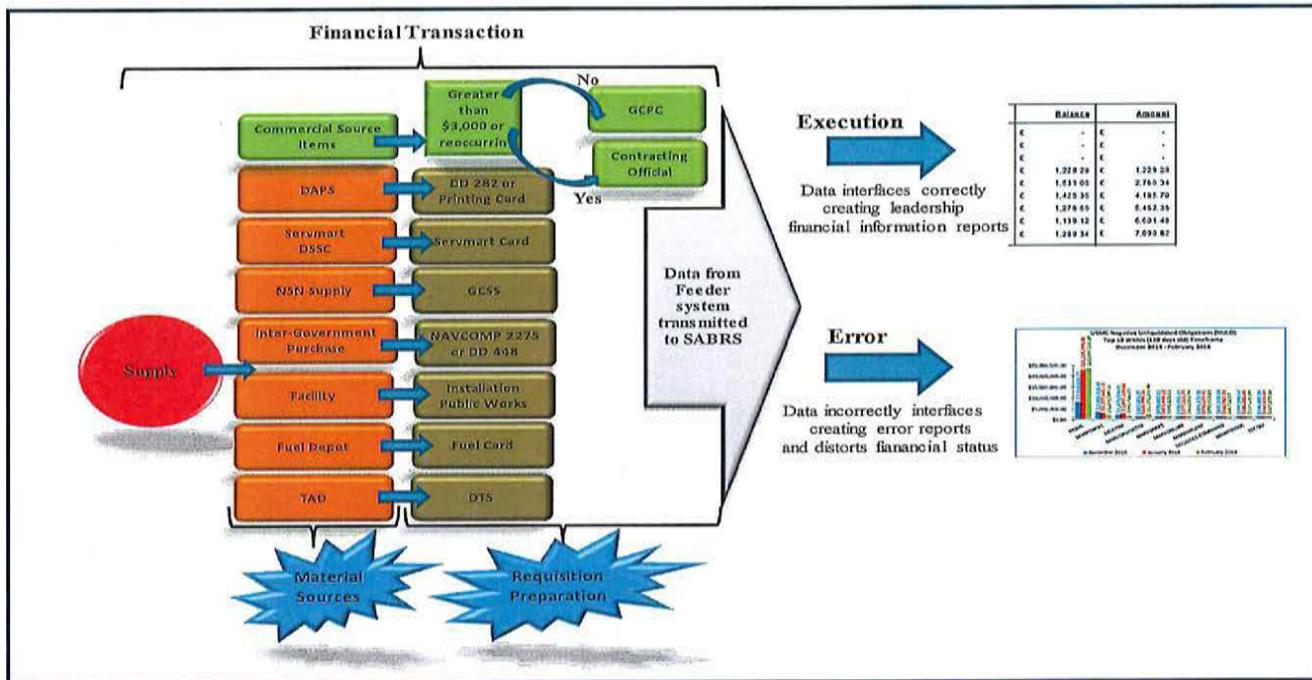


Figure 64 – Raw Data to Leadership Information Reporting

Execution Reports

- I. Status of Funds Report: Provides status on authorized funding level and aggregate execution of purchases as they proceed through the different financial transaction cycle.

STATUS OF FUNDS													
FY: 2012						SRI: M67856		WCI: M40407					
BSYM	SBHD	FFUNC	BEA	DESC	BESA	DESC	Auth Amt	Cmt Amt	Obl Amt	Exp Amt	Disb Amt	UnObl Amt	% Obl
1106	3B1D	3B1D	CG	CMD & STAFF	CF	RESOURCE MGMT	\$16,407.00	\$21,107.39	\$21,107.39	\$21,107.39	\$4,855.79	(\$4,700.39)	128.65%
				CMD & STAFF	IV	MCATSU	\$582,307.00	\$486,307.00	\$453,307.00	\$8,334.32	\$8,334.32	\$129,000.00	77.85%
				CMD & STAFF	LL	LOGISTICS	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,000.00	0.00%
						3B1D	\$611,714.00	509,414.39	474,414.39	29,441.71	13,190.11	\$137,299.61	206.50%
						3B1D	\$611,714.00	509,414.39	474,414.39	29,441.71	13,190.11	\$137,299.61	206.50%
	3B4D	3B4D	CG	CMD & STAFF	CL	SJA	\$122,000.00	\$112,457.72	\$112,357.72	\$84,278.42	\$47,183.98	\$9,642.28	92.10%
				CMD & STAFF	LL	LOGISTICS	\$351,000.00	\$377,680.84	\$186,082.79	\$24,822.34	\$16,433.15	\$164,917.21	53.02%
				CMD & STAFF	QS	GROUND TRAINING BR	\$145,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,000.00	0.00%
						3B4D	\$618,000.00	490,138.56	298,440.51	109,100.76	63,617.13	\$319,559.49	145.11%
						3B4D	\$618,000.00	490,138.56	298,440.51	109,100.76	63,617.13	\$319,559.49	145.11%
1106						2012	\$1,229,714.00	\$999,552.95	\$772,854.90	\$138,542.47	\$76,807.24	\$456,859.10	351.61%
						2012	\$1,229,714.00	\$999,552.95	\$772,854.90	\$138,542.47	\$76,807.24	\$456,859.10	351.61%
							\$1,229,714.00	\$999,552.95	\$772,854.90	\$138,542.47	\$76,807.24	\$456,859.10	62.85%

Dec 8, 2011

Training Command Fund Execution Guidebook

- I. **Daily Transaction Report:** Provides snapshot of all changes in SABRS captured during the daily cycle. This report provides is the most efficient means for reconciling transactions with source documents. MSE's must reconcile this report daily.

Standard Accounting, Budget and Reporting System (SABRS)																								
Risk Trans - Daily, Weekly, and Monthly Transaction Report																								
SYEAR	FF	REA	SIC	FC	Tran Name	Std Doc No	BIER/NSM	SIC/ACRM	CLM	Cont Mod No	OTC	DC	COIC	Eye Id	User M	Cract Date	Cycle Date	Trans Amt	CUT	GRS	EXP	ISO	Unit Price	
27MO	3810	V4	DC			M04655109000027	M670011090405		0001			SU	DXO	DCAS	8717DDAG	09182010	09172010	\$3,800.00	\$0.00	\$0.00	\$0.00	\$3,800.00	\$1900.00	
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	COB	88F		09182010	09182010	(9267.64)	(9267.64)	(9267.64)	\$0.00	\$0.00	\$13.00	
27MO	3810	V4	DC			M04655109000066	M670011091523		0009			SU	COB	88F		09182010	09182010	(9262.80)	(9262.80)	(9262.80)	\$0.00	\$0.00	\$3.75	
27MO	3810	V4	DC			M04655109000066	M670011091523		0017			SU	COB	88F		09182010	09182010	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	(83,000.00)	(83,000.00)	\$0.00	\$0.00	\$3,000.00	
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$282.80	\$282.80	\$0.00	\$0.00	\$3.75	
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$367.64	\$367.64	\$0.00	\$0.00	\$3.00	
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$2,412.20	\$2,412.20	\$2,412.20	\$0.00	\$0.00	\$2,412.20
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	(83,441)	(83,441)	(83,441)	\$0.00	\$0.00	\$0.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$282.80	\$282.80	\$282.80	\$0.00	\$0.00	\$3.75
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$367.64	\$367.64	\$367.64	\$0.00	\$0.00	\$3.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$2,412.20	\$2,412.20	\$2,412.20	\$0.00	\$0.00	\$2,412.20
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	(83,441)	(83,441)	(83,441)	\$0.00	\$0.00	\$0.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$282.80	\$282.80	\$282.80	\$0.00	\$0.00	\$3.75
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$367.64	\$367.64	\$367.64	\$0.00	\$0.00	\$3.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$2,412.20	\$2,412.20	\$2,412.20	\$0.00	\$0.00	\$2,412.20
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	(83,441)	(83,441)	(83,441)	\$0.00	\$0.00	\$0.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$282.80	\$282.80	\$282.80	\$0.00	\$0.00	\$3.75
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$367.64	\$367.64	\$367.64	\$0.00	\$0.00	\$3.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$2,412.20	\$2,412.20	\$2,412.20	\$0.00	\$0.00	\$2,412.20
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	(83,441)	(83,441)	(83,441)	\$0.00	\$0.00	\$0.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$282.80	\$282.80	\$282.80	\$0.00	\$0.00	\$3.75
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$367.64	\$367.64	\$367.64	\$0.00	\$0.00	\$3.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$2,412.20	\$2,412.20	\$2,412.20	\$0.00	\$0.00	\$2,412.20
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	(83,441)	(83,441)	(83,441)	\$0.00	\$0.00	\$0.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$282.80	\$282.80	\$282.80	\$0.00	\$0.00	\$3.75
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$367.64	\$367.64	\$367.64	\$0.00	\$0.00	\$3.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$2,412.20	\$2,412.20	\$2,412.20	\$0.00	\$0.00	\$2,412.20
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	(83,441)	(83,441)	(83,441)	\$0.00	\$0.00	\$0.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$282.80	\$282.80	\$282.80	\$0.00	\$0.00	\$3.75
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$367.64	\$367.64	\$367.64	\$0.00	\$0.00	\$3.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$2,412.20	\$2,412.20	\$2,412.20	\$0.00	\$0.00	\$2,412.20
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	(83,441)	(83,441)	(83,441)	\$0.00	\$0.00	\$0.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$282.80	\$282.80	\$282.80	\$0.00	\$0.00	\$3.75
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$367.64	\$367.64	\$367.64	\$0.00	\$0.00	\$3.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$2,412.20	\$2,412.20	\$2,412.20	\$0.00	\$0.00	\$2,412.20
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	(83,441)	(83,441)	(83,441)	\$0.00	\$0.00	\$0.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$282.80	\$282.80	\$282.80	\$0.00	\$0.00	\$3.75
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$367.64	\$367.64	\$367.64	\$0.00	\$0.00	\$3.00
27MO	3810	V4	DC			M04655109000066	M670011091523		0001			SU	SAI	COB	88F		09182010	09182010	\$2,412.20	\$2,412.20	\$2,412.20	\$0.00	\$0.00	\$2,412.20
27MO	3810	V4	DC			M04655109000066	M670011091523		0															

- III. Common Interface Spending Error: Spending errors are the result of data validation issues from feeder system. These errors prevent transactions from posting, impact the accuracy of reports, increased workload due to correction process, and potential financial violations.

CIF ERROR REPORT BY WCI																		
WCI:M40407																		
FY FULL	ORIG SYS ID	DOC ID CODE	ORIG DOC ID CODE	STD DOC NO	PIIN	ACRN	STATUS CODE	CLIN	CONTR MOD INDIC	BASIC SYM	SUB HEAD	BE A	BES A	TOT TRANS AMT	DCH	ARI	SR I	ERROR UNMATCH CODE
2014	OSA	COE	B7A	M33554115CAB5						1106	3B1D	VE	LS	(8439.12)	07054	047050		512
														Total for Error Code: 512		(8439.12)		
2014	MURVS	COB	COB	M351001410H5TAF		AA				1741	106			\$1,604.50	0 210			524
														Total for Error Code: 524		\$1,604.50		
2014	DSSC	COE	B7A	M33950115B1202										\$209.80	07054	047050		537
				M33950115B1204										\$158.70	07054	047050		
				M33950115B1206										\$124.56	07054	047050		
	OSA	COE	B7A	M3090311485542										\$21.42	07054	047050		
				M3090311485543										\$141.80	07054	047050		
				M3090311485544										\$170.10	07054	047050		
				M3090311485545										\$46.21	07054	047050		
				M3090311485546										\$16.75	07054	047050		
				M3090311485547										\$33.63	07054	047050		
				M3090311485548										\$3.87	07054	047050		
				M3090311485549										\$81.76	07054	047050		
				M3090311485550										\$15.75	07054	047050		
														Total for Error Code: 537		\$1,837.80		
2014	PCAS	COE		M8720114CCUMURW						1106	3B1D	00	TM	\$2,749.18	07054	047050		538
														Total for Error Code: 538		\$2,749.18		
2014	WAVT	EXP		M83053143090006	M8700114D00010032	AA			7004					\$40.00				581
														Total for Error Code: 581		\$40.00		
														Total For Report:		\$4,406.38		

- IV. Abnormal Transactions: Abnormal transactions bind available financial resources and distort a commands true fund balance. Abnormal transactions can fall in one of the following categories: Abnormal Undelivered Orders (Exp>Obl), Abnormal delivered Orders (Liq>Exp), Aged Unliquidated Obligations (aged obligations). Aged Unliquidated Obligations is the focus of the Tri-annual review validation process and should be reconciled weekly.

UNLIQUIDATED ORDERS STATUS REPORT - PE									
FY FULL:2013WCI:M40407TRAINING COMMANDBASIC SYM:1106SUBHEAD:3B1DBEA:V5									
BEA	SDN	RIC / ACRN	PIIN	RON	COMMIT Amt	OBL AMT	EXP AMT	LIQ AMT	ULO AMT
V5	M3325013MPV5001	AA			\$375,000.00	\$375,000.00	\$130,620.14	\$369,609.96	\$5390.04
	M3325013MPV5002	AA			\$37,440.00	\$37,440.00	\$11,615.16	\$24,836.29	\$12603.71
	M3325013MPV5003	AA			\$3,093.06	\$3,093.06	\$0.00	\$3,055.68	\$37.38
	M3325013SUV5030	AA	N0024412D0014NG07		\$45,707.79	\$45,707.79	\$44,673.24	\$44,673.24	\$1034.55
	M3325013SUV5032	AA	M0068113P0032		\$5,200.00	\$5,200.00	\$0.00	\$0.00	\$5200.00
	M3325013SUV5038	AA	M0068113P0098		\$57,531.47	\$57,531.47	\$0.00	\$0.00	\$57531.47
	M3325013TOG071C	AA			\$1,662.80	\$1,662.80	\$1,662.80	\$1,558.20	\$104.60
	M3325013TOG43ZK	AA			\$440.50	\$440.50	\$440.50	\$0.00	\$440.50
	M3325013TOGL4D8	AA			\$2,270.50	\$2,270.50	\$2,270.50	\$0.00	\$2270.50
	M3325013TOGNWAW	AA			\$1,696.50	\$1,696.50	\$1,696.50	\$0.00	\$1696.50
	M3325030111209	MCV			\$15.36	\$15.36	\$0.00	\$0.00	\$15.36
	M3325030111211	MCV			\$196.98	\$196.98	\$0.00	\$0.00	\$196.98
	M3325030111213	MCV			\$214.64	\$214.64	\$0.00	\$0.00	\$214.64

Tri-Annual Review Process

The purpose of the tri-annual review or TAR is to review all active financial transactions to access whether or not the financial transaction is valid. Active financial transactions are in a state of flux and will remain in a state of flux until: commitment amount = obligation amount = expense amount = liquidation amount. Once all amounts equal, then financial transaction will no longer be active. There are many reasons as to why a financial transaction remains active in SABRS. Some of the most common reasons include, GCSS supply orders are canceled by the source of supply, and a contract settles for less, there is a purchasing price variation. Most SABRS interfacing feeder systems automatically update the accounting system when there are changes to financial transactions; however, there are some interfaces that are not systemic and have to be manually processes; therefore, the TAR process is the most effective means of validating active financial transactions. Training Command G-7 coordinates the TAR process for all none GCSS milstrip orders, these financial transactions are coordinated by the Training Command G-4. Validation of outstanding financial transactions is the most effective means of making sure funding is not reverted once a fiscal year is completed. Funding reversions are a direct contribution to program funding reductions.

Occasions

Reported after each four-month TAR period

- October 1 - January 31
- February 1 - May 31
- June 1 - September 30

Reports

1 Dormant Transactions (REPORT A)

- Dormant commitments and obligations: No obligations, adjustments, contract modifications, disbursements or withdrawals within 120 day TAR period
- Dormant contracts: Contracts work completed and performance period has expired
- Additional criteria: Transactions < \$200,000 for Investment Appropriations (Procurement; RDT&E; and Capital Budget of Defense Working Capital Funds (WCF)); Transactions < \$50,000 for Annual Appropriations

2 Misc. Transactions for De-obligation (REPORT B)

- Misc. obligation docs, travel orders, supply requisitions: No receipt of goods/services > 180 days

3 Outstanding Accounts Receivables (REPORT C)

- All RONs with outstanding accounts receivable balance with aged date greater than 120 days.

4 Unmatched Disbursements (REPORT D)

- All unmatched disbursements/collections belonging to MRI. Report aids validation of unliquidated orders (accrued expenditures unpaid/and accounts payable/accounts receivable) as reported on Tri-Annual Review Reports A, B and C.

Reconciliation Procedures

At a *minimum*, follow these general steps in transaction reconciliation process:

1 Verify Commitments

- Compare document numbers, amounts and other financial data in SABRS against source documents verifying commitment data in SABRS has posted correctly
- Research discrepancies between source documents and SABRS entries
- Adjust (or contact G-7 with committing documents to adjust) SABRS entries as required to reflect correct financial data

2 Verify Obligations

- Compare document numbers, amounts, and other financial data in SABRS against source documents verifying obligation data in SABRS has posted correctly
- Research discrepancies between source documents and SABRS entries
- If errors found in obligating documents, modify source documents as required to reflect correct financial data
- If errors found in SABRS, adjust (or contact G-7 with obligating documents to adjust) affected entry accordingly

3 Verify Expenses

- Compare document numbers, amounts, and other financial data in SABRS against source documents verifying expense data in SABRS has posted correctly
- Research discrepancies between source documents and SABRS entries. Variances usually caused by keypunch errors when expense information entered
- Take appropriate corrective action in SABRS and/or source documents

4 Verify Liquidations

- Compare document numbers, amounts, and other financial data in SABRS against receipt document invoice verifying liquidation data in SABRS has posted correctly

- Ensure obligation amount in SABRS is equal to liquidation if final payment processed. Adjust (or contact G-7 with supporting documentations to adjust) obligation as required
- Ensure sufficient obligation is posted to process pending liquidations. Validate and adjust (or contact G-7 with supporting documentations to adjust) obligation as required
- If errors found in SABRS, contact G-7 with supporting documentations to initiate a ticket with AskDFAS

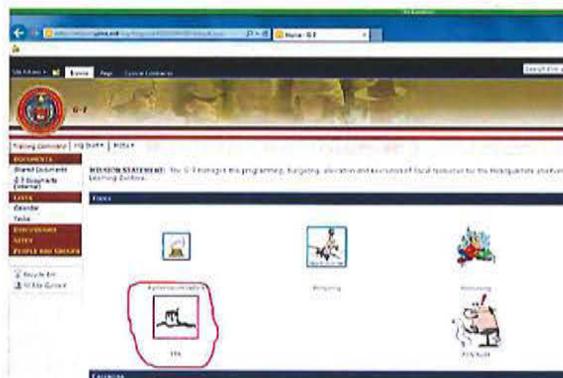
TAR Completion and Submission Requirements

- Follow the step-by-step instructions below to submit results
- Complete, sign and submit a NAVMC 11675 Confirmation Statement to G-7 to Attests to accomplishment of review, accuracy and completeness of recorded amounts
- All required de-obligations, adjustments or corrections identified during review will be documented and processed prior to the submission of the Confirmation Statement. De-obligations may result from contract modification, determination of final contract closure, documented adjustments or corrections, or cancellation of order.
- Fund Managers are required to maintain, for 24 months following completion of TAR, documentation sufficient to permit independent organizations, Office of the Inspector General, DoD, or DoD Component Audit Agency/Service or Inspector General, to verify reviews were accomplished as required

TAR Submission Instructions

First go to G-7 SharePoint at <https://ehqmc.usmc.mil/org/trngcmd/HQSTAFF/G7/default.aspx>

Click on “TAR” or the TAR icon:

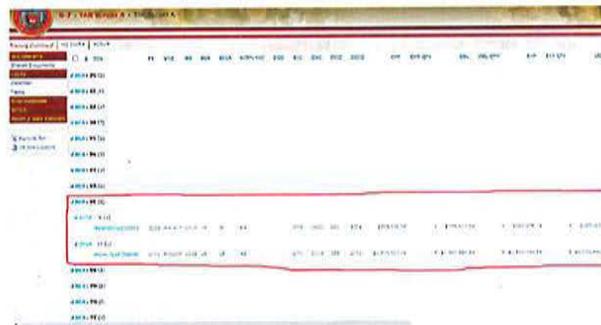


To navigate to different TAR reports, click on one of the tabs on top:

Training Command Fund Execution Guidebook



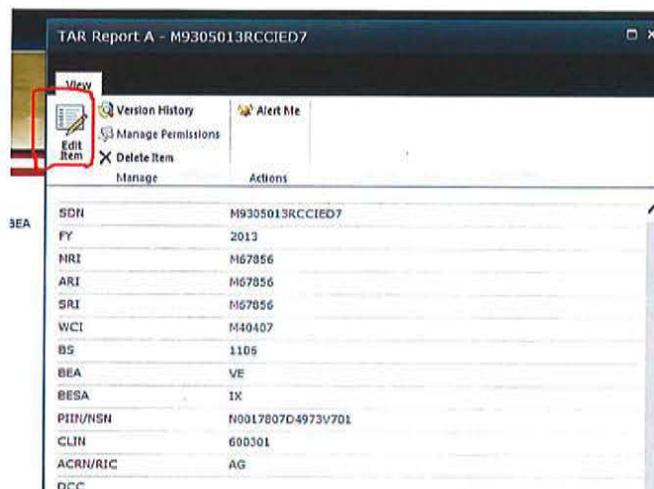
To see the content pertaining to your unit in each of the report, expand by clicking on the plus sign in front of your unit's BEA. Each unit is then subcategorized by BESAs. Further expand the content by clicking on the plus sign in front of each BESA.



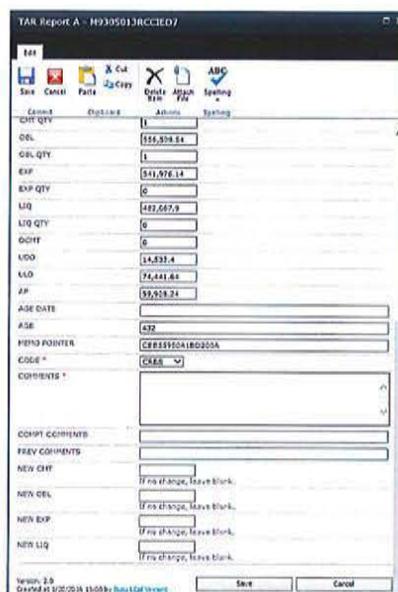
To submit the results for each transaction, first click on the SDN, a window will then appear.

BEA : VE (2)						
BESA : IX (1)						
M9305013RCCIED7	2013	M40407	1106	VE	IX	AG
BESA : VE (1)						
M3040711RCVE066	2011	M30407	1106	VE	VE	AB

Then click on "Edit Item" at the top left corner of the window.



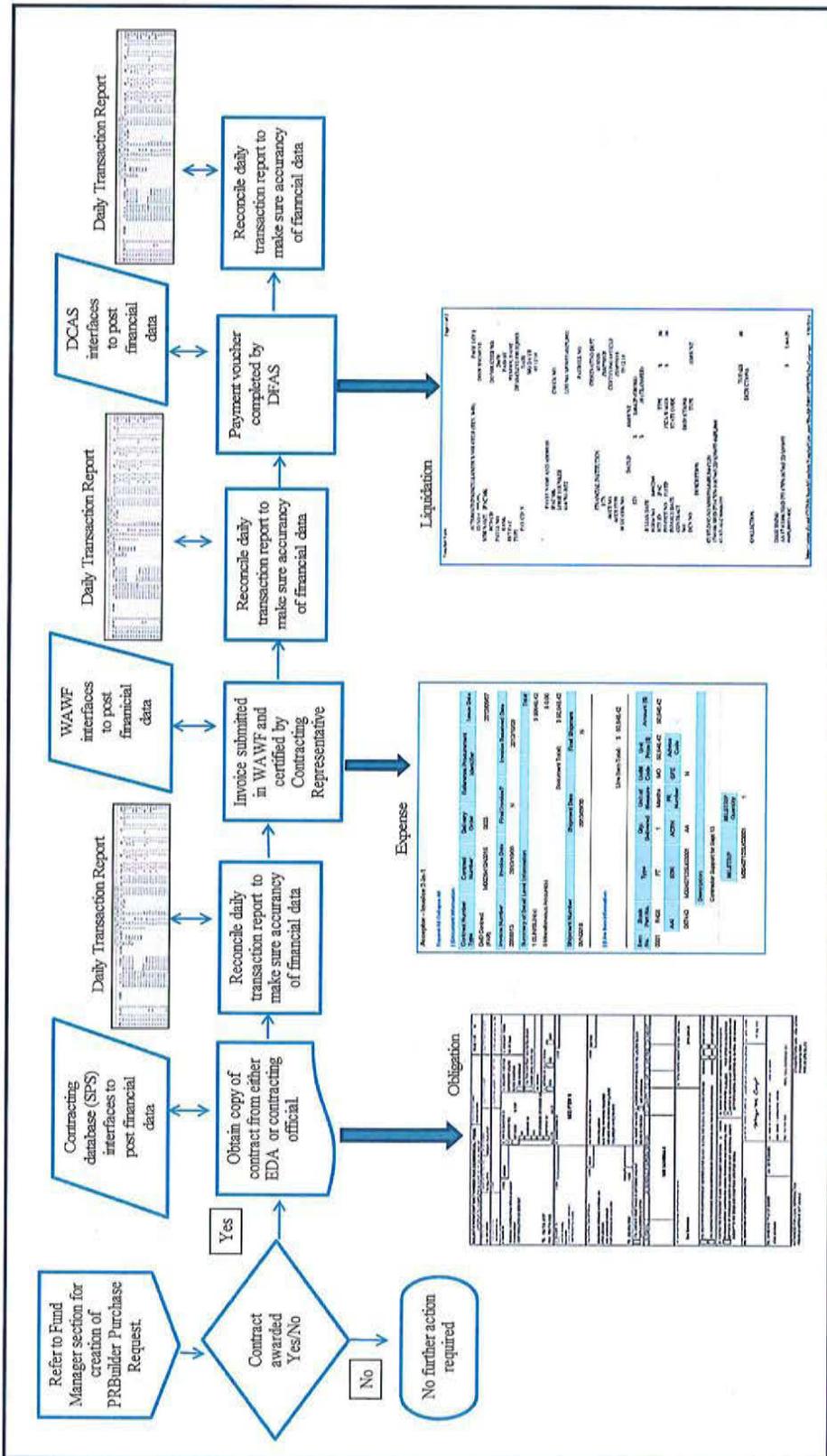
Fields with Asterisks are mandatory: CODE and COMMENTS. Select the appropriate code and type in the supporting comments. If any value CMT, OBL, EXP, or LIQ is adjusted, type in the new amount. Otherwise, leave them blank. Then click on “Save” on the bottom. Do NOT modify other information in this window.



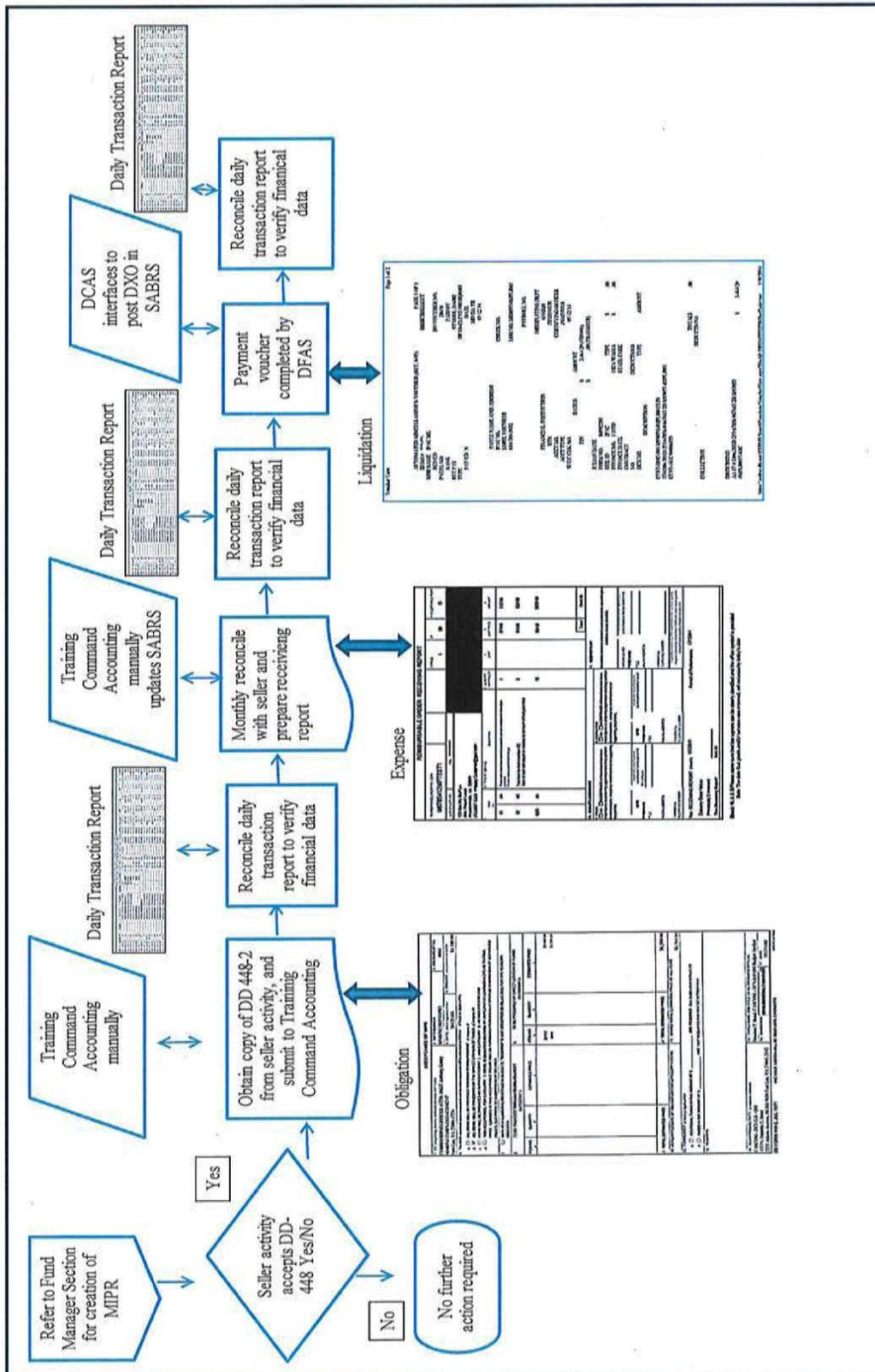
Reconciliation of Financial Transactions

Reconciliation of the daily transaction report with source documents is the most efficient method to validating financial transactions. Fiscal success at the MSE level is directly contributed from focused daily reconciliation with source documents. The following fiscal elements are the minimum data elements that fiscal clerks need to validate on a daily basis: document numbers, transaction amount, financial information data, and quantity. See Figure 65 for source document to daily transaction report example. Additional common reconciliation procedures by transaction are provided within this section.

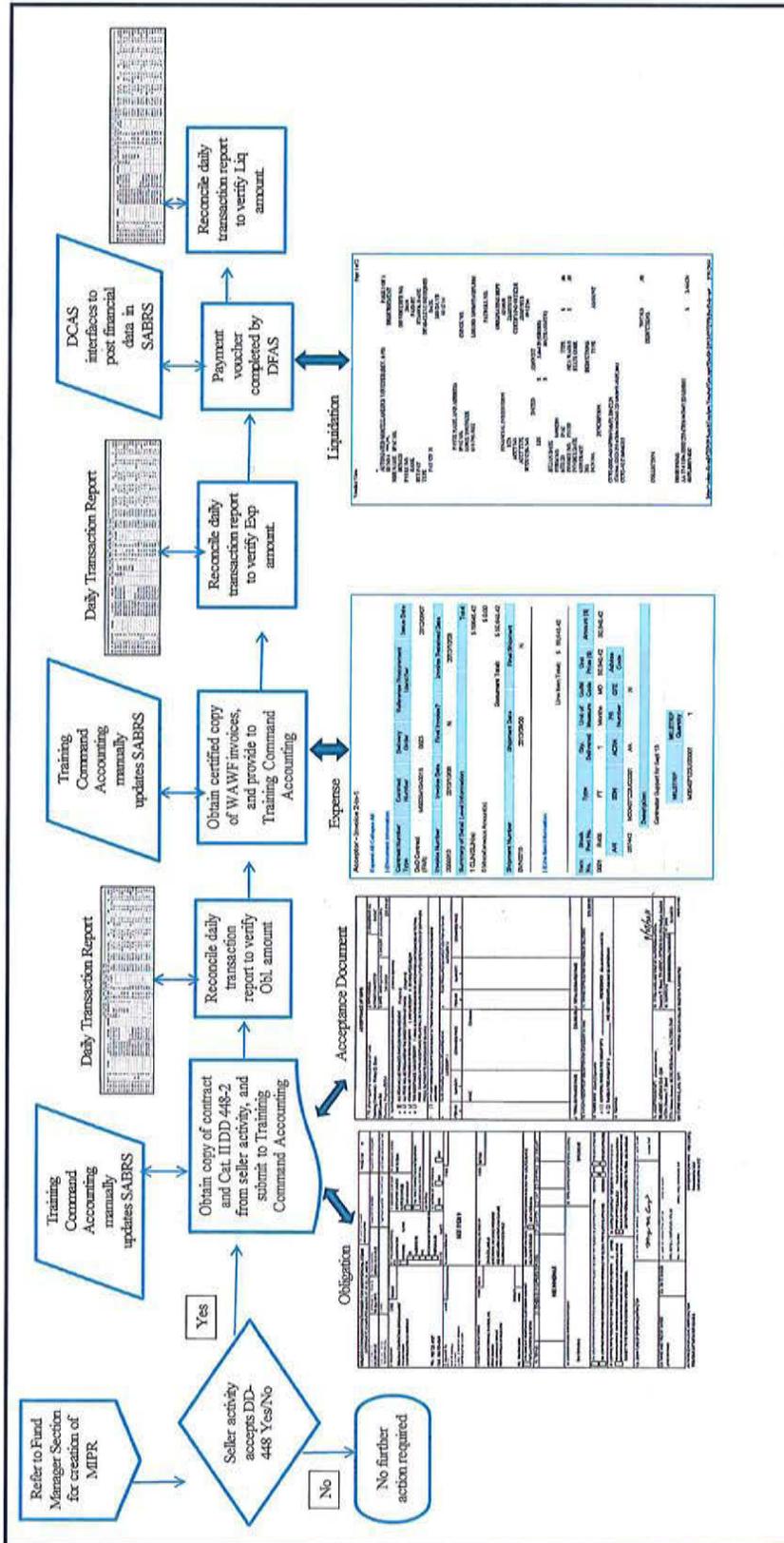
A. PRBuilder Purchase Request to Marine Corps Contracting Official Reconciliation



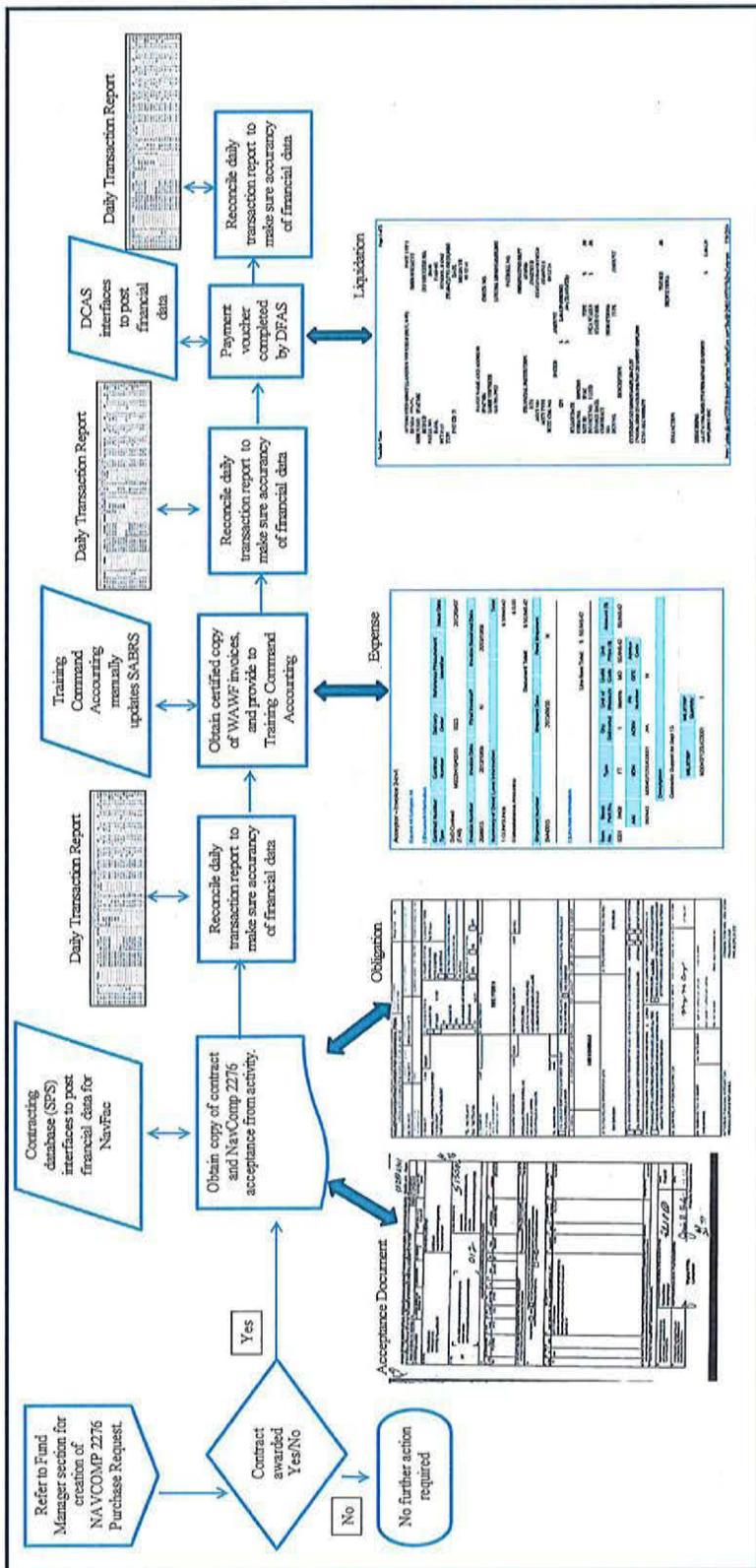
B. Military Interdepartmental Purchase Request (MIPR) Category I Reconciliation



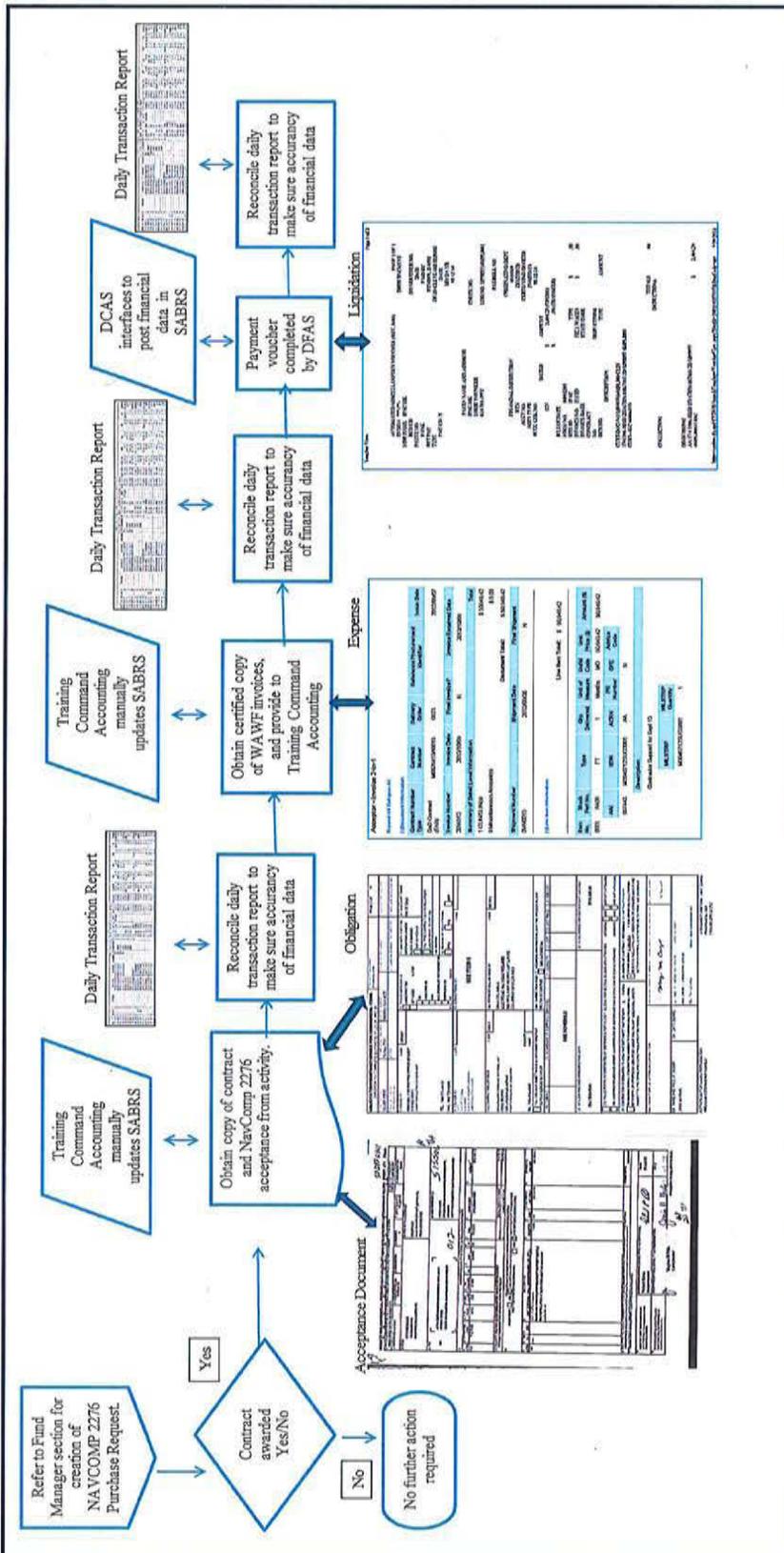
C. Military Interdepartmental Purchase Request (MIPR) Category II Reconciliation



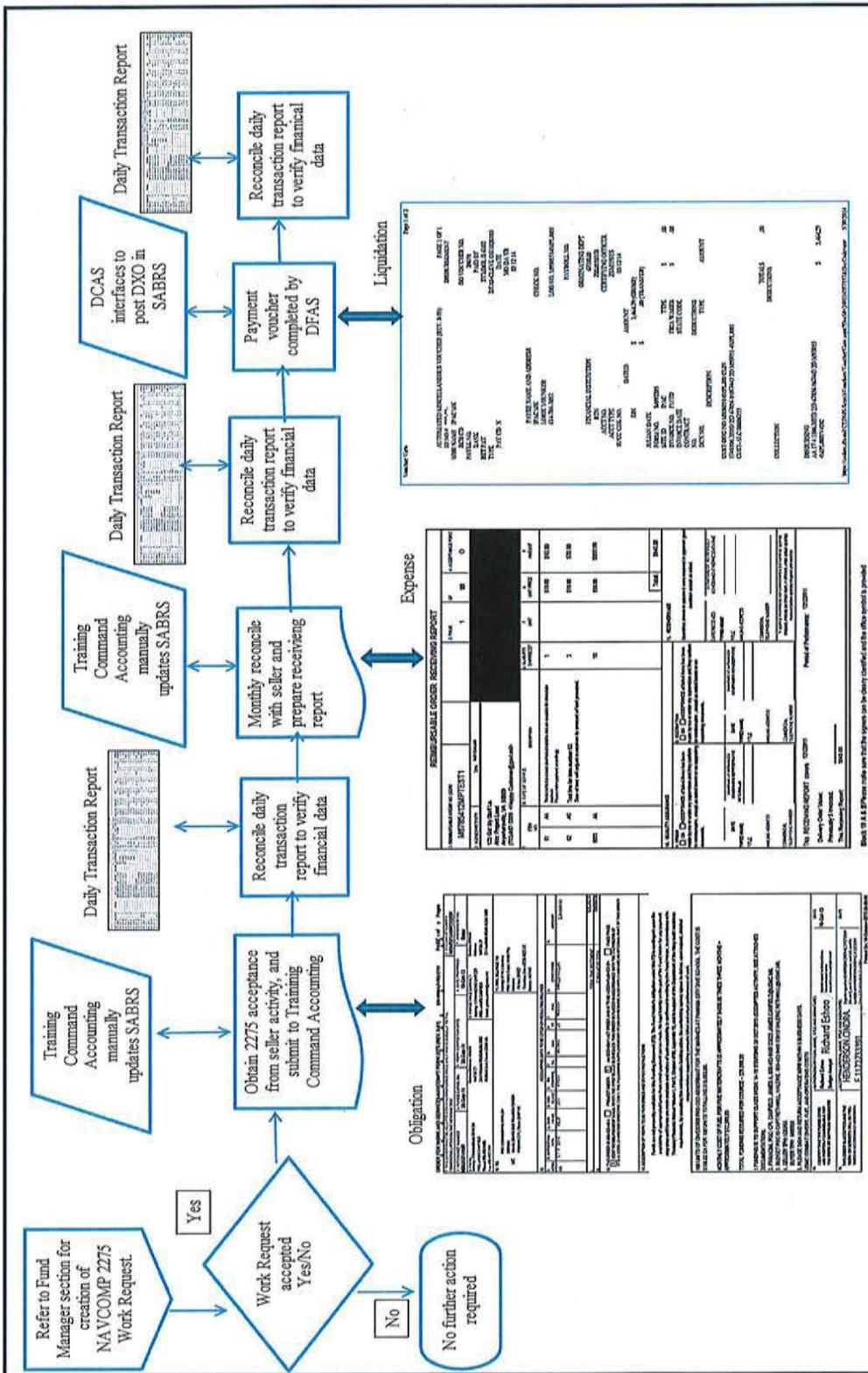
D. NavCompt 2276 Request for Contractual Procurement (Facility Contract) Reconciliation



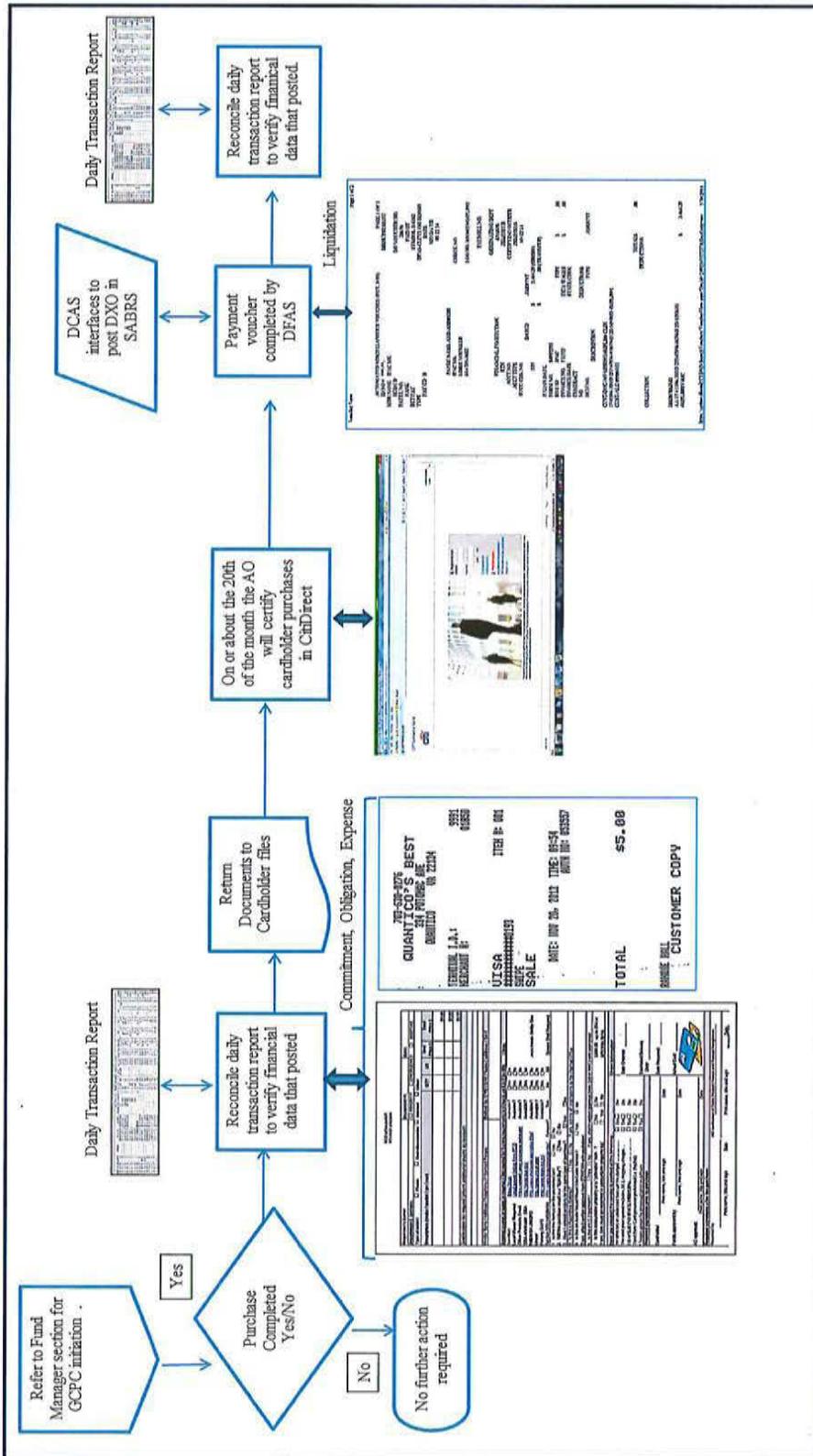
E. NavCompt 2276 Request for Contractual Procurement (Material and Service) Reconciliation



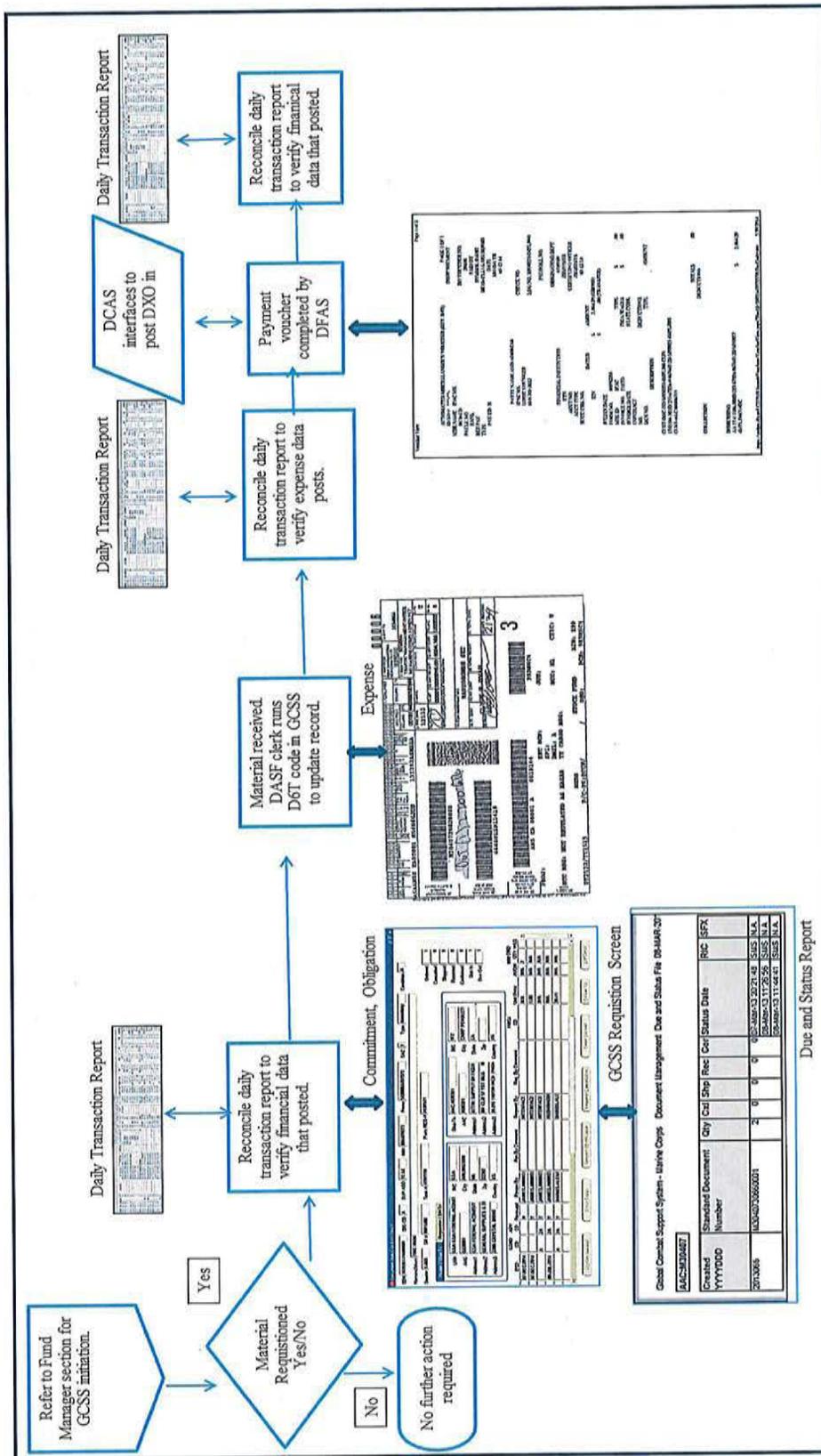
F. NavCompt 2275 Order for Work or Services Reconciliation



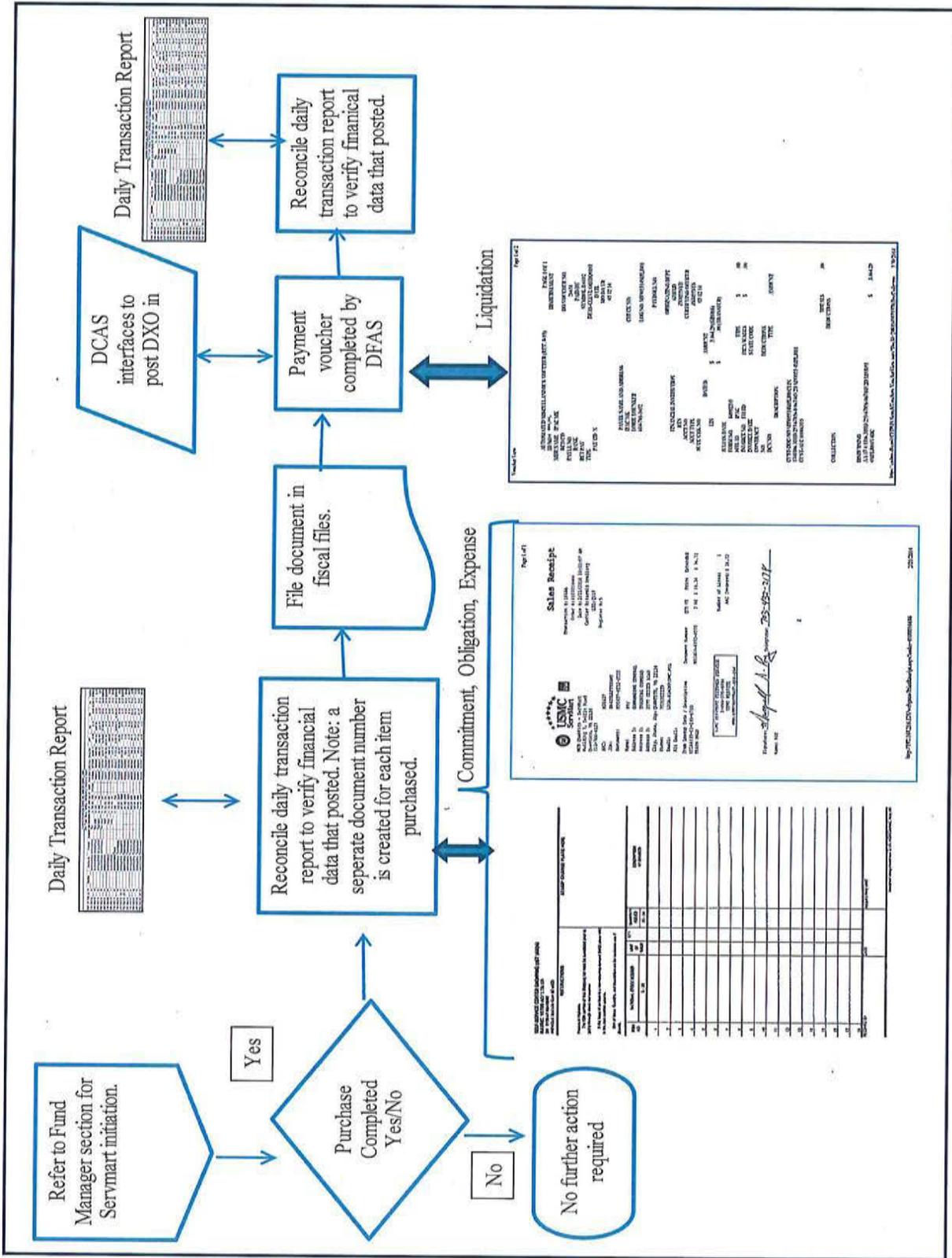
G. Governmentwide Purchase Request Card Reconciliation



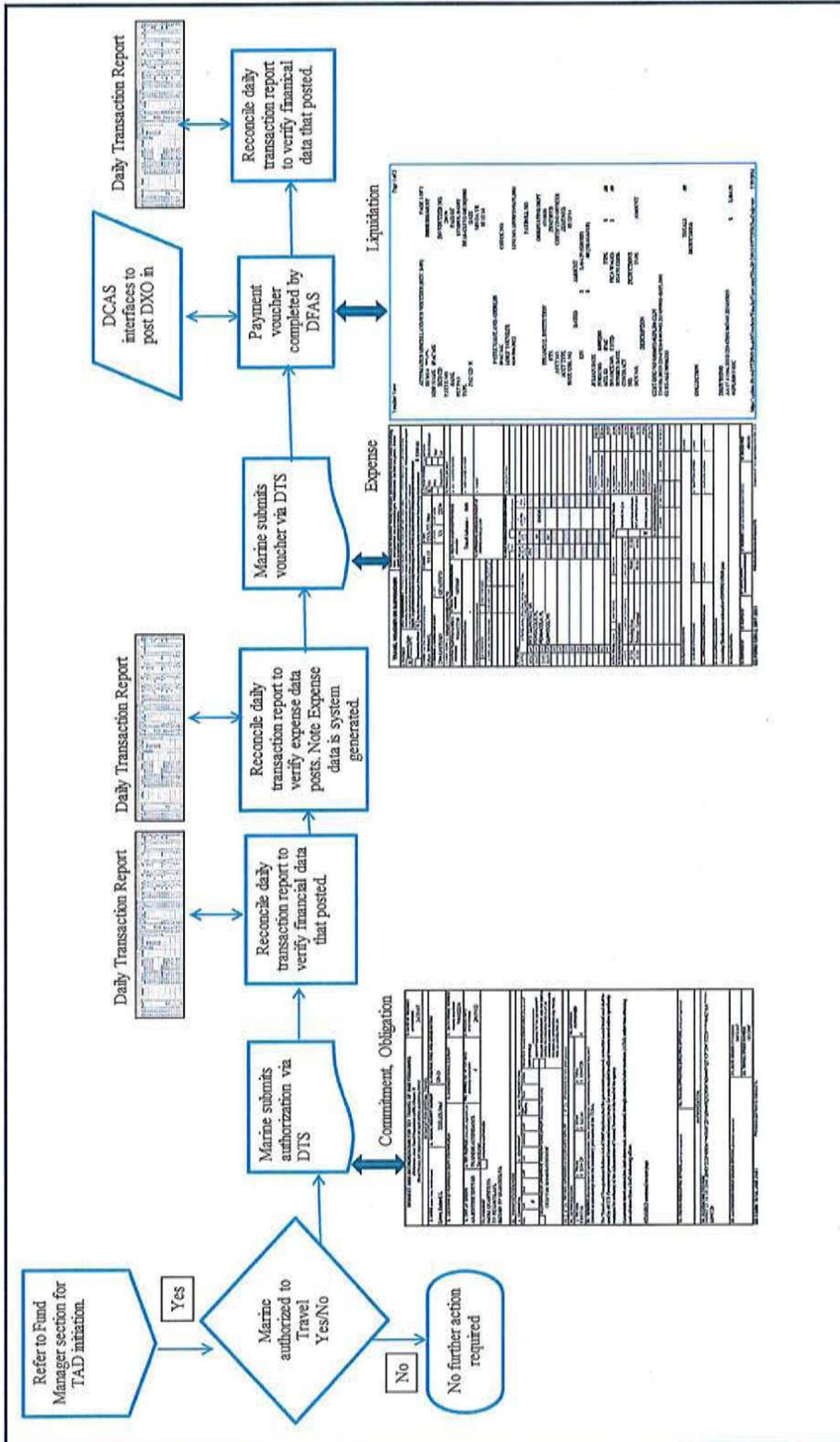
H. Global Combat Support System Marine Corps Reconciliation



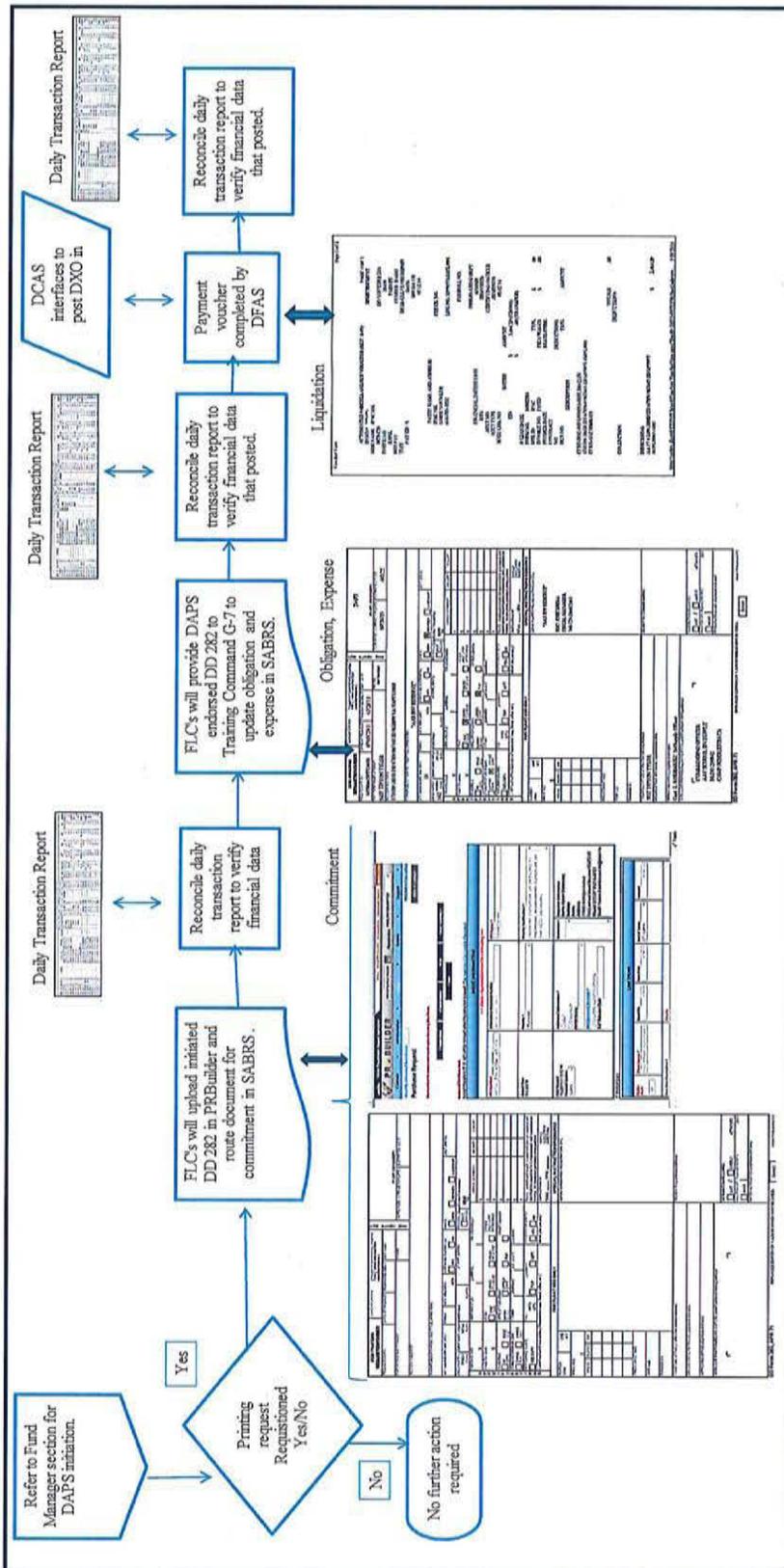
I. ServMart / DSSC / CMSC Reconciliation



J. Temporary Additional Duty Travel (TAD) Reconciliation



K. DLA Document Service Printing Requisition Reconciliation



Financial Terms, Systems, and People

The following are common financial terms and systems that Fiscal Clerks need to understand or have access to in order to fulfill daily work related responsibilities:

1. Authorization – Assigned Commanding Officer funding level (budget level).
2. Budget Execution Activity (BEA) – FIP data element that identifies FLC. For example, YT=The Basic School, 3H= MarDet Ft Lee.
3. Budget Execution Sub Activity (BESA) – FIP data element that identifies supporting element within a FLC. For example, The Basic School BEA YT / BESA=YF Academics.
4. CitiDirect – Is a WEB based system used to used monitor and certify Government Wide Purchase Card transactions.
5. Co-located Training – Interservice training where the Marine Corps conducts training aboard another services installation. Training costs are Marine Corps funded.
6. Comptroller – Senior financial advisor to General Officer.
7. Consolidated Training – Interservice training where Marine students are trained with other DoD Service personal. Host service funds the training.
8. Cost Account Code – Four-position FIP data element that identifies the Marine Corps Program Code utilized during the programming process.
9. Defense Finance and Accounting Service (DFAS) – DFAS is the Department of Defense finance and accounting service that pays all.
10. Defense Travel System (DTS) – Is a WEB based system used to create travel authorizations and submit travel vouchers.
11. Document Number – A SABRS record tracking number. Document numbers will be either be a 15 digit standard document number or a 14 digit milstrip number.
12. Document Type Code – A two digit code used in standard document numbers to loosely identify the nature of the transaction.
13. Electronic Document Access (EDA) – A WEB based repository system for vouchers and contracts.
14. Feeder Systems – Are the transactional processing systems used to create source documents and interface with the accounting system to create accounting records. For example: PRBuilder, WAWF, DTS, etc.....

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15. Financial Information Pointer (FIP) – Key financial data information that identifies the Marine Corps command that spent the funding, the appropriation used, and purpose of execution. Data elements include: BEA, BESA, Fund Code, Object Class, and Cost Account Code.
16. Financial Planning – Is a commands financial strategy for reaching mission goals.
17. Fixed Cost – Is a cost that does not change with TIP increases or decrease. Some examples include: Supporting Elements Requirements, Inter Service Support Agreements (ISSA) costs, Annual Contracts, for example copier support.
18. Fund Code – FIP data element that identifies the appropriation, budget activity, budget line item and program element number.
19. Fuels Automated System (FAS) – Is the Defense Logistics Agency System WEB based system used for processing and tracking ground fuel support.
20. GCSS – Is a WEB based real time maintenance and material support system.
21. INFOPAC – Is a legacy based system that provides official accounting reports and accessed through Marine Corps Total Force System 3270.
22. Line of Accounting (LOA) – Information that identifies the Service that is spending the funds, performing the accounting, appropriation charged, fiscal year, and special interest information.
23. Marine Corps Programming Code (MCPC) – Is a Marine Corps unique six digit code that subdivides a PEN into different functions.
24. Object Class and Sub-Object Class Codes (OC/SOC) – FIP data element that defines the nature of the material or service.
25. PRBuilder – Is a WEB based system used to create purchase requests and funding documents.
26. Procurement Instrument Identification Number (PIIN) – Is a 13 digit alphanumeric code used by the contracting-issuing activity to identify specific procurement action.
27. Program – Generally a set of activities directed toward a common purpose or goal. Specialized skills training is the Marine Corps program for Military Occupational Specialty Skills Training.
28. Program Element Number (PEN) – Is an eight digit code that links programmed resources to budget execution.

Training Command Fund Execution Guidebook

29. Program of Instruction – Outlines the formal method of instruction employed at the FLC. Section 1 of POI identifies training material requirements.
30. Regional Contracting Official – A warranted Government official who can legally enter into agreements with commercial sources for the purchase of materials and service.
31. ReportNet (SMARTS) – Is a WEB based system that provides official accounting reports.
32. Variable Costs – Is a cost that is directly proportional to the TIP. Some examples include: fuel costs for MT POI's, armory maintenance costs, student guide printing costs, classroom cleaning supplies.
33. Wide Area Work Flow (WAWF) – Is a WEB based system used to electronically acknowledge receipt of goods and certify commercial sourced invoices.

G-7 Contact Information

Comptroller: (703)432-2019
Deputy Comptroller: (703)432-0769
Budget Analyst (703)432-2238
Accounting Officer (703)432-2021
Comptroller SNCOIC (703)432-2034
Accounting (703)432-2035, 2257, 2258

Fax: (703) 432-0003 (Please call to verify receipt of paperwork)
Training command G7 mailbox: smb_trngcmd_g-7@usmc.mil

System Access Directions

Please complete ALL four of the below required training classes!

1. DoD IA Awareness Training: <http://iase.disa.mil/eta/>
2. DoN Principles of Appropriation Law Training:
https://fmbweb1.nmci.navy.mil/policy/donpal_course/signon.asp or
<https://fmonline.ousdc.osd.mil/FMmyLearn/CourseDetails.aspx?id=3251>
3. Budget Execution: https://fmbweb1.nmci.navy.mil/policy/IMI_BE/asp/login.asp
Or <https://fmonline.ousdc.osd.mil/FMmyLearn/CourseDetails.aspx?id=3321>
 - The classes are at the bottom of the website screen. You have to scroll down.
4. Personally Identifiable Information (PII) Training: <http://iase.disa.mil/eta/>

Please follow the specific directions for the each system!

SABRS: <https://amps.dla.mil/oim> you have to first apply for an AMPS account. Once you have an AMPS account you can select the “Click HERE for access to AMPS to request your SABRS access. Before doing so make sure you contacted the Training Command G7 to obtain an ACCID (User ID).

SABRS Justification:

Access is requested to perform daily duties as a Financial Resource Analyst. These duties consist of, but not limited to, working financial errors for multiple fiscal years, conducting daily analysis of obligation rates and available funds, monitoring and managing TECOM contracts as well as APPN O&M funded purchases, to include ensuring all purchases comply within the regulations of the DoN Fiscal Laws and executed according to MCO 7300.12A

SMARTS (Report Net): Go to <https://odsf.mcw.usmc.mil/odsf/> select the ARMS tab. Follow directions and complete your SAAR.

Training Command Fund Execution Guidebook

PrBuilder: For new users without an account self register by going to <https://www.prbuilder.usmc.mil/>. Click on the [Register] button located at the bottom of the login page & complete the New User Account Information form with accurate & detailed information. Once you have an account please email us your user id, DD2875 SAAR AUG 2009 and IA Certificate.

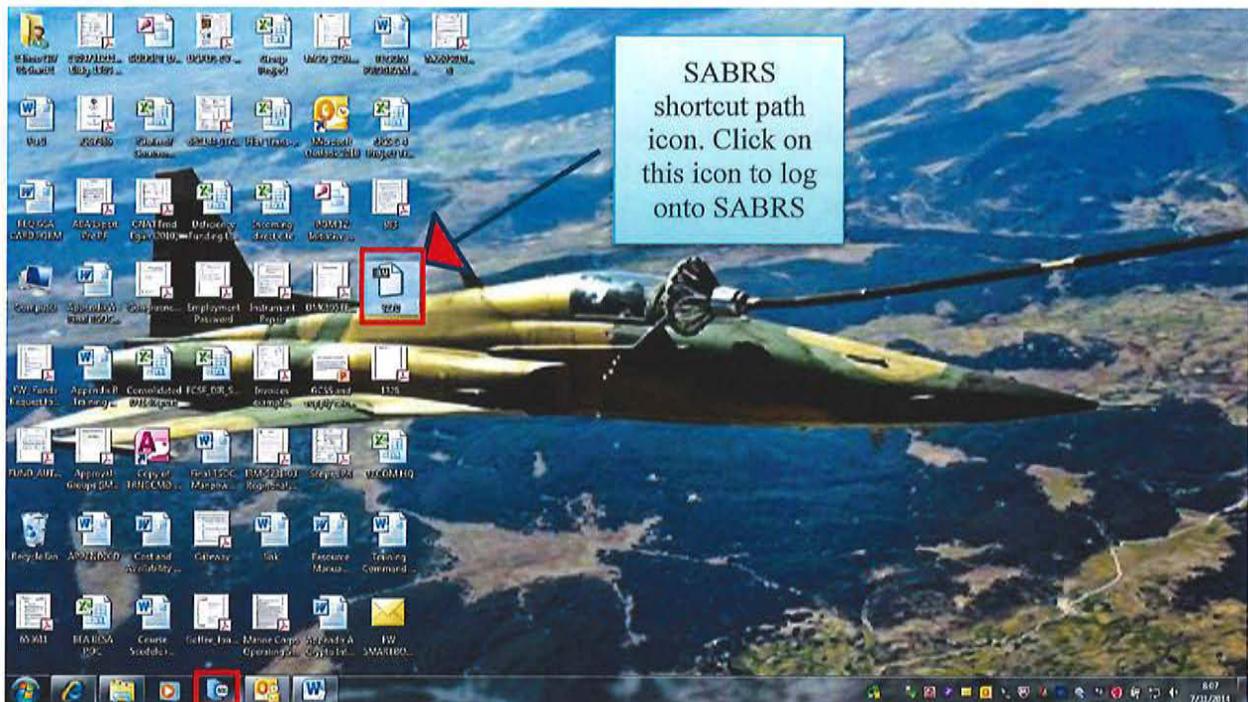
WAWF & EDA: For new users without an account self register by going to <https://wawf.eb.mil/xhtml/unauth/web/homepage/HomePage.xhtml>. Click on the [Register] link and follow the instructions. Is now located in WAWF and you will be able to upload the SAAR. THE GAM in the G7 will activate your WAWF account once all notified via email.

WEBVLIPS & LDG: For new users without an account self register by going to https://www.transactionservices.dla.mil/sar/sar_menu.asp [Accept], [Accept], [WEBVLIPS]. You should end on the WEBVLIPS System Access Request page where you will fill out the form and follow their step by step instructions.

Financial Management Certification - <https://fmonline.ousdc.osd.mil/default.aspx>

Basic SABRS Navigation

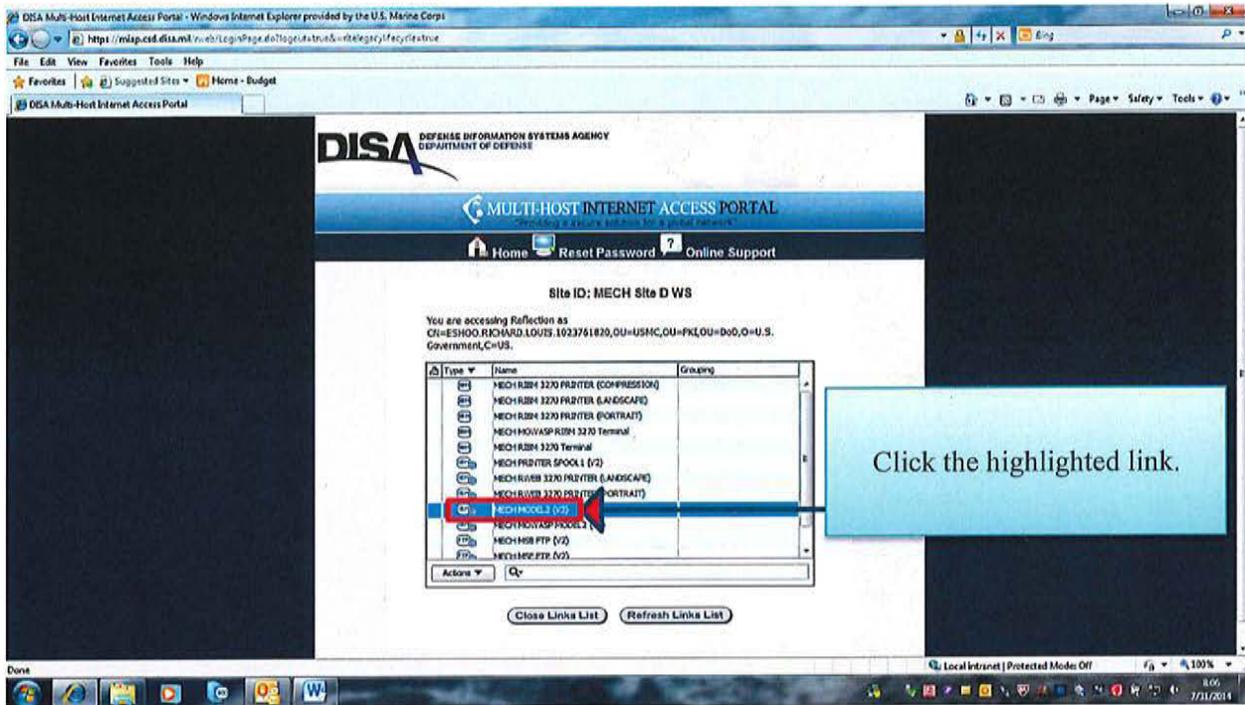
Step 1: Once a SABRS account has been established by submitting the appropriate paperwork to the G-7 a user has two options to access SABRS. The software used to link to the mainframe is loaded on all Marine Corps computers and can be located on the desktop taskbar, or the shortcut path can be located on the computers desktop. An additional option to link to SABRS us to log on to DISA and use the Multi-Host Internet Access Portal at URL <https://miap.csd.disa.mil/rweb/LoginPage.do?logout=true&writelegacylifecycle=true> to link to the mainframe network.



SABRS loaded software. By clicking this option the user will have to know the path identification.

Training Command Fund Execution Guidebook

Step 2: If the user links to SABRS via the DISA Multi-Host the below screen is what will appear after using the MIAP link provided.

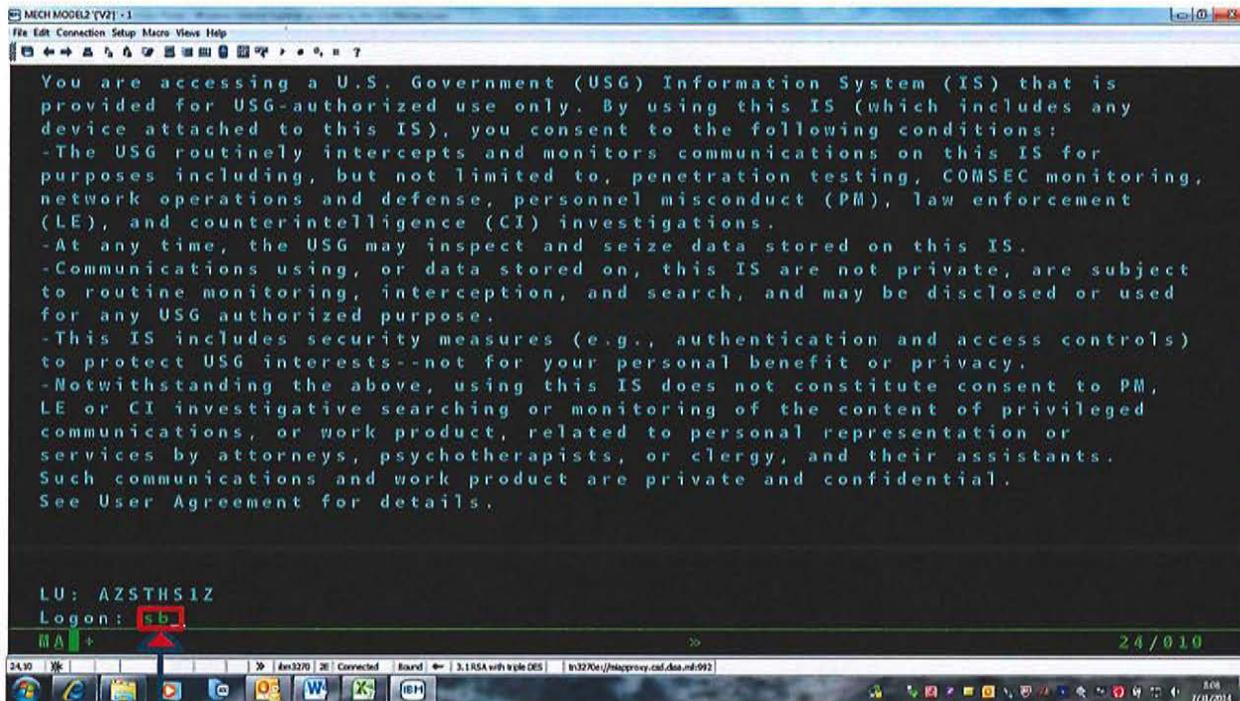


The screenshot shows a web browser window displaying the DISA Multi-Host Internet Access Portal. The page header includes the DISA logo and the text "DEFENSE INFORMATION SYSTEMS AGENCY DEPARTMENT OF DEFENSE". Below this is the "MULTI-HOST INTERNET ACCESS PORTAL" title and navigation links for Home, Reset Password, and Online Support. The main content area displays "Site ID: MECH Site D WS" and user information: "You are accessing Reflection as CH=ESHOO.RICHARD.LOUIS.1023761820,OU=USMC,OU=FKLOU=DOD,O=U.S. Government,C=US." A table of resources is shown with columns for Type, Name, and Grouping. The resource "MECHMODELS (V2)" is highlighted with a red box, and a blue callout box with the text "Click the highlighted link." points to it. Below the table are "Close Links List" and "Refresh Links List" buttons. The browser's address bar shows the URL "https://miap.csd.disa.mil/nweb/LoginPage.do?togeturlstru&=mb&logon/facility/stru".

Type	Name	Grouping
Printer	MECH-RB24 3270 PRINTER (COMPRESSION)	
Printer	MECH-RB24 3270 PRINTER (LANDSCAPE)	
Printer	MECH-RB24 3270 PRINTER (PORTRAIT)	
Terminal	MECH-HOUVSP-RB24 3270 Terminal	
Printer	MECH-RB24 3270 Terminal	
Printer	MECH-PRINTER SPOOL 1 (V2)	
Printer	MECH-RB24 3270 PRINTER (LANDSCAPE)	
Printer	MECH-RB24 3270 PRINTER (PORTRAIT)	
Application	MECHMODELS (V2)	
Printer	MECH-HOUVSP SPOOL 2	
Printer	MECH-HOB FTP (V2)	
Printer	MECH-IMP-FTP (V2)	

Training Command Fund Execution Guidebook

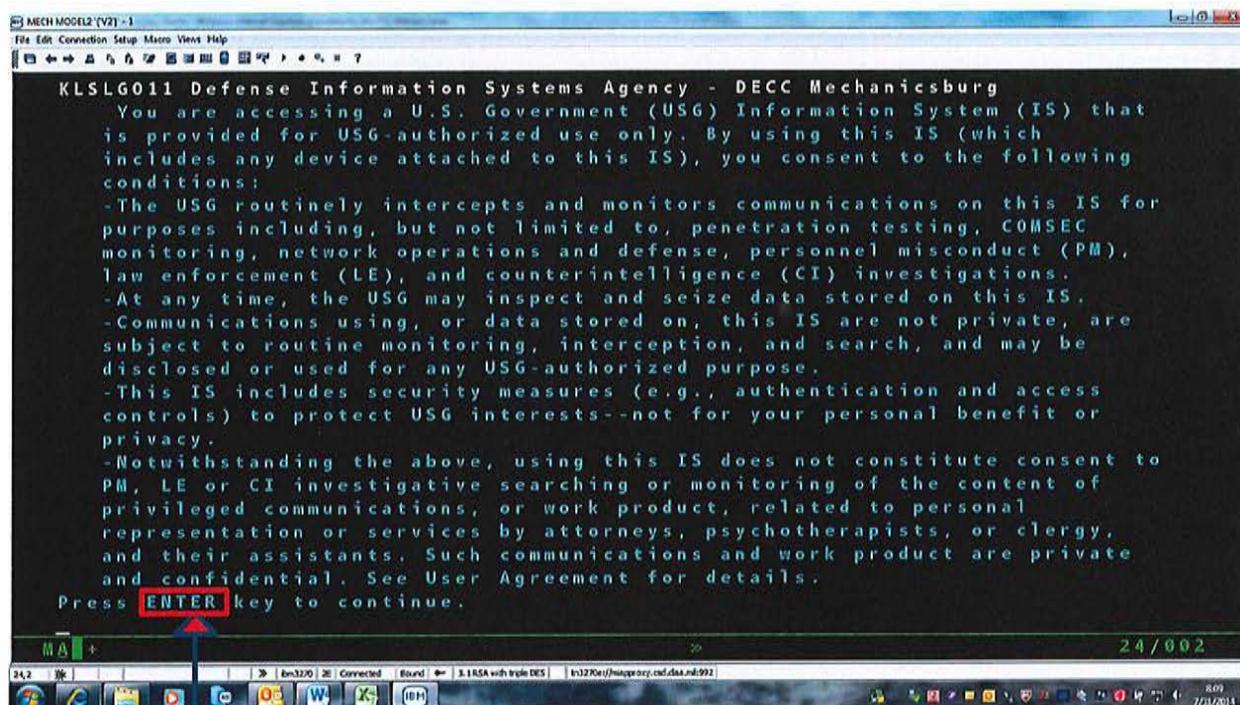
Step 3: From the initial login screen the below screen will appear. The user must type in “SB” and press the enter key.



Type “SB” and press enter.

Training Command Fund Execution Guidebook

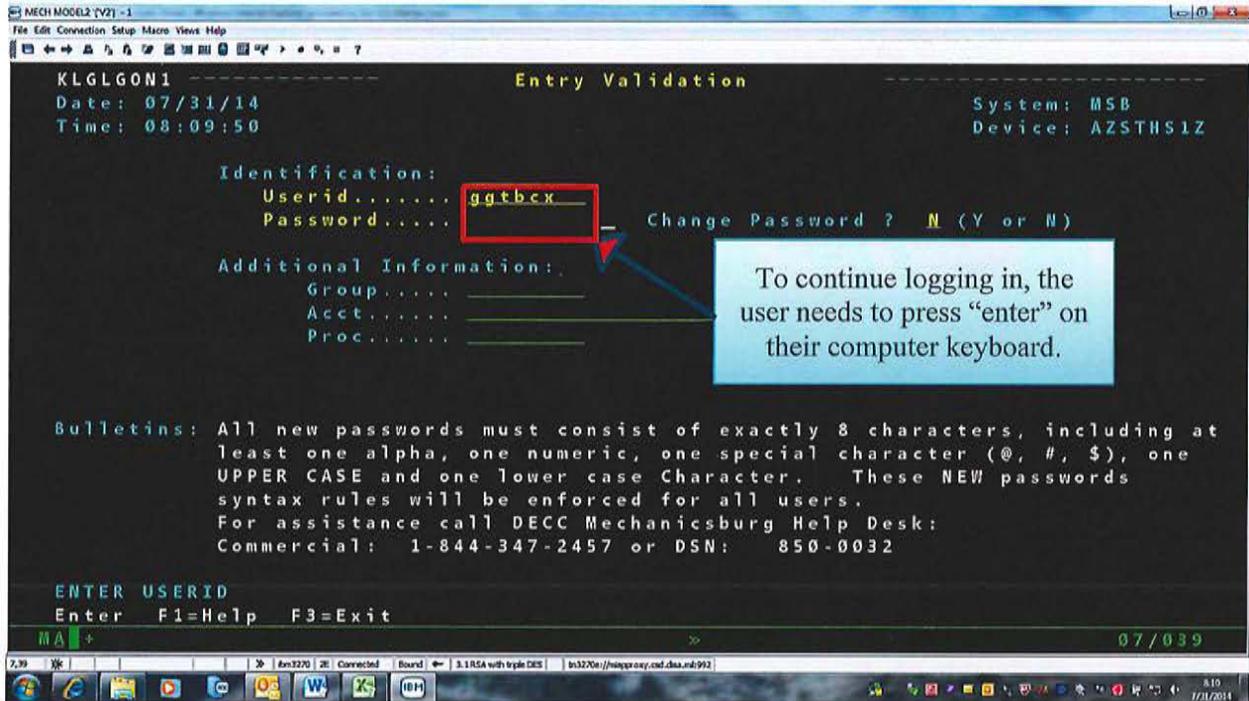
Step 4: The following page will appear after the initial login screen. This is a security screen letting the user know that they are accessing a DoD information system. The user only needs to press “enter” to continue logging in.



To continue logging in, the user needs to press “enter” on their computer keyboard.

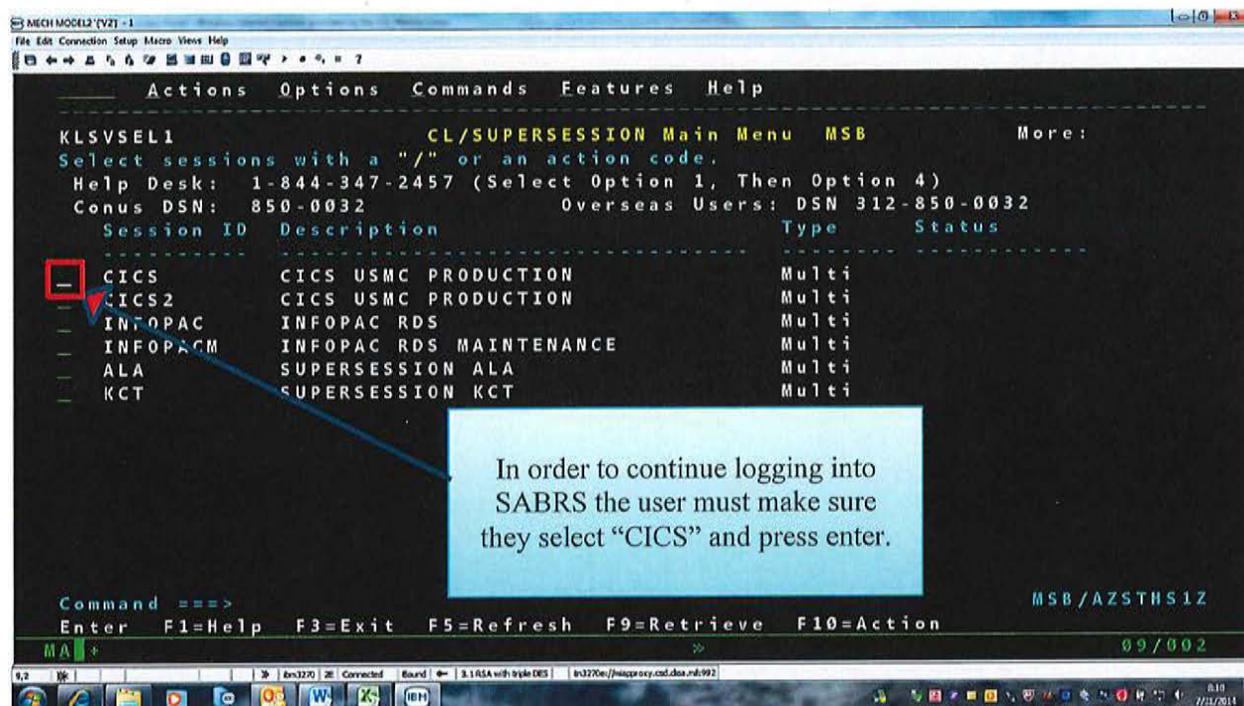
Training Command Fund Execution Guidebook

Step 5: At this screen the user will need to fill in their "Userid" and "Password". This information is not to be shared.



Training Command Fund Execution Guidebook

Step 6: The following is the next screen the user will encounter when logging into SARBS. You will notice that cursor is highlighting CICS. It is not necessary to use a forward slash (/) to designate which option the user requires. The user just needs to press “enter” at this screen.

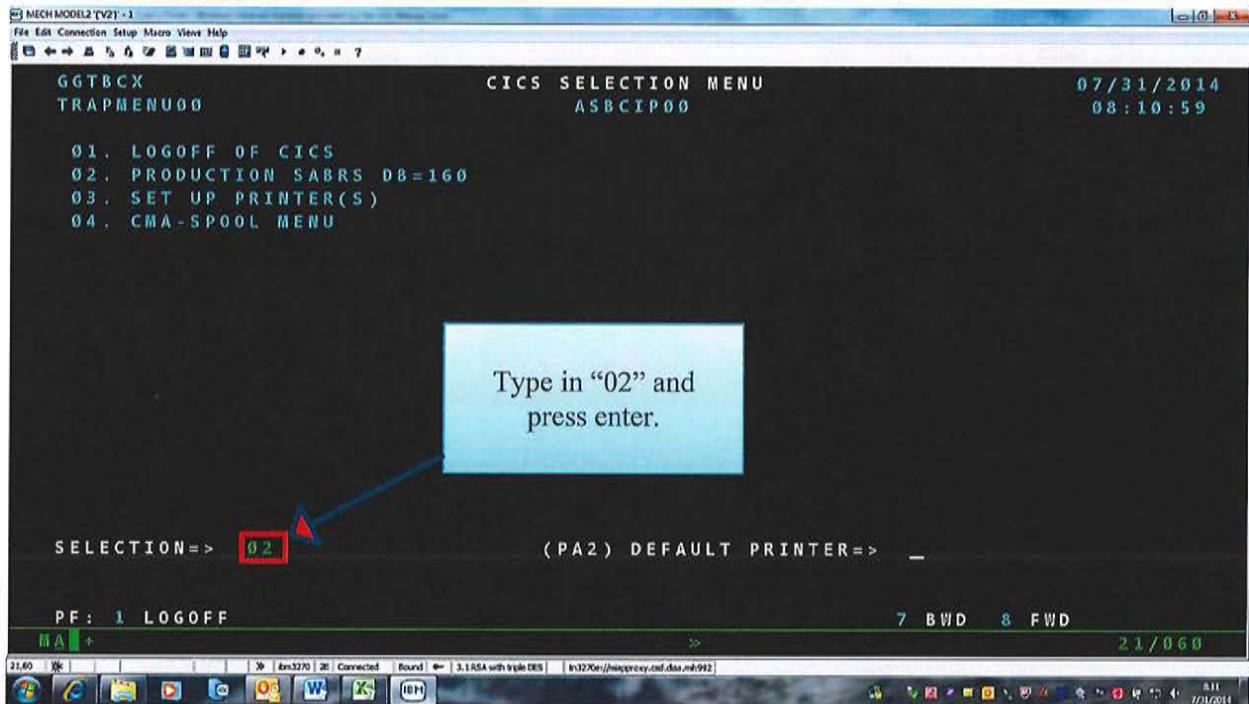


```
MECH MODEL2 [V2] -1
File Edit Connection Setup Macro Views Help
-----
Actions Options Commands Features Help
-----
KLSVSEL1          CL/SUPERSESSION Main Menu MSB          More:
Select sessions with a "/" or an action code.
Help Desk: 1-844-347-2457 (Select Option 1, Then Option 4)
Conus DSN: 850-0032          Overseas Users: DSN 312-850-0032
-----
Session ID  Description                               Type  Status
-----
- CICS      CICS USMC PRODUCTION                               Multi
- CICS2     CICS USMC PRODUCTION                               Multi
- INFOPAC   INFOPAC RDS                                         Multi
- INFOPACM  INFOPAC RDS MAINTENANCE                           Multi
- ALA       SUPERSESSION ALA                                    Multi
- KCT       SUPERSESSION KCT                                    Multi
-----
Command ==>
Enter F1=Help F3=Exit F5=Refresh F9=Retrieve F10=Action
MSB/AZSTHS1Z
09/002
```

In order to continue logging into SABRS the user must make sure they select "CICS" and press enter.

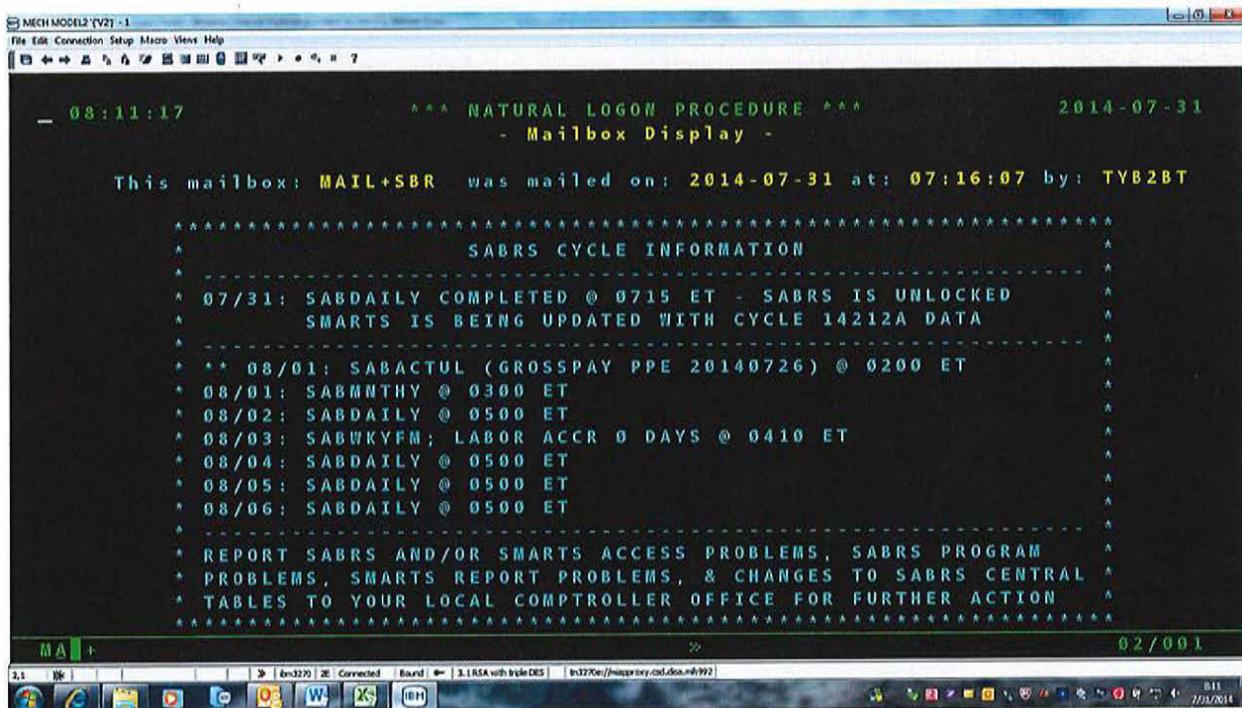
Training Command Fund Execution Guidebook

Step 7: This screen provides the user the option to select SABRS. The user needs to type in "02" in the selection block the press the enter key.



Training Command Fund Execution Guidebook

Step 8: This page will provide the status of SABRS and when accounting cycles will process in the accounting system. After reading the information the user needs to press “enter” to continue logging into SABRS.



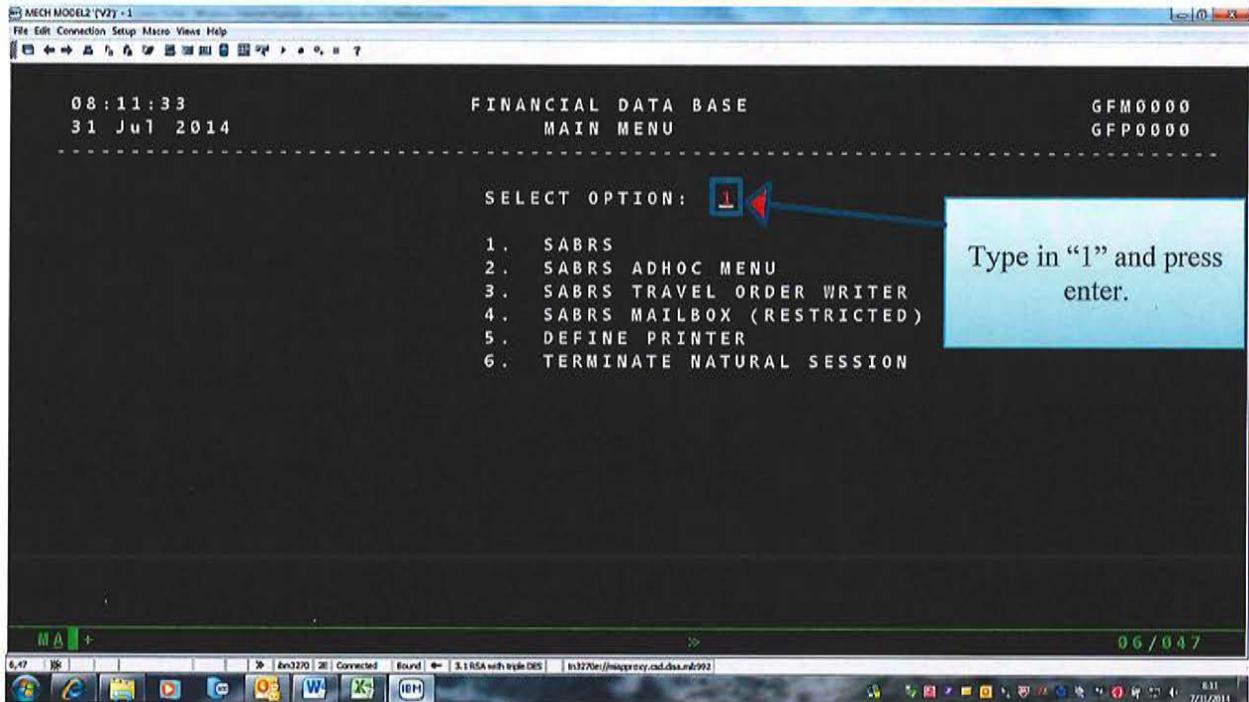
```
MECH MODEL2 [V2] - 1
File Edit Connection Setup Macro View Help
08:11:17          *** NATURAL LOGON PROCEDURE ***          2014-07-31
- Mailbox Display -

This mailbox: MAIL+SBR was mailed on: 2014-07-31 at: 07:16:07 by: TYB2BT

*****
*          SABRS CYCLE INFORMATION          *
*-----*
* 07/31: SABDAILY COMPLETED @ 0715 ET - SABRS IS UNLOCKED *
*          SMARTS IS BEING UPDATED WITH CYCLE 14212A DATA *
*-----*
* ** 08/01: SABACTUL (GROSSPAY PPE 20140726) @ 0200 ET *
* 08/01: SABMNTHY @ 0300 ET *
* 08/02: SABDAILY @ 0500 ET *
* 08/03: SABWKYFM; LABOR ACCR 0 DAYS @ 0410 ET *
* 08/04: SABDAILY @ 0500 ET *
* 08/05: SABDAILY @ 0500 ET *
* 08/06: SABDAILY @ 0500 ET *
*-----*
* REPORT SABRS AND/OR SMARTS ACCESS PROBLEMS, SABRS PROGRAM *
* PROBLEMS, SMARTS REPORT PROBLEMS, & CHANGES TO SABRS CENTRAL *
* TABLES TO YOUR LOCAL COMPTROLLER OFFICE FOR FURTHER ACTION *
*****
MA +
02/001
```

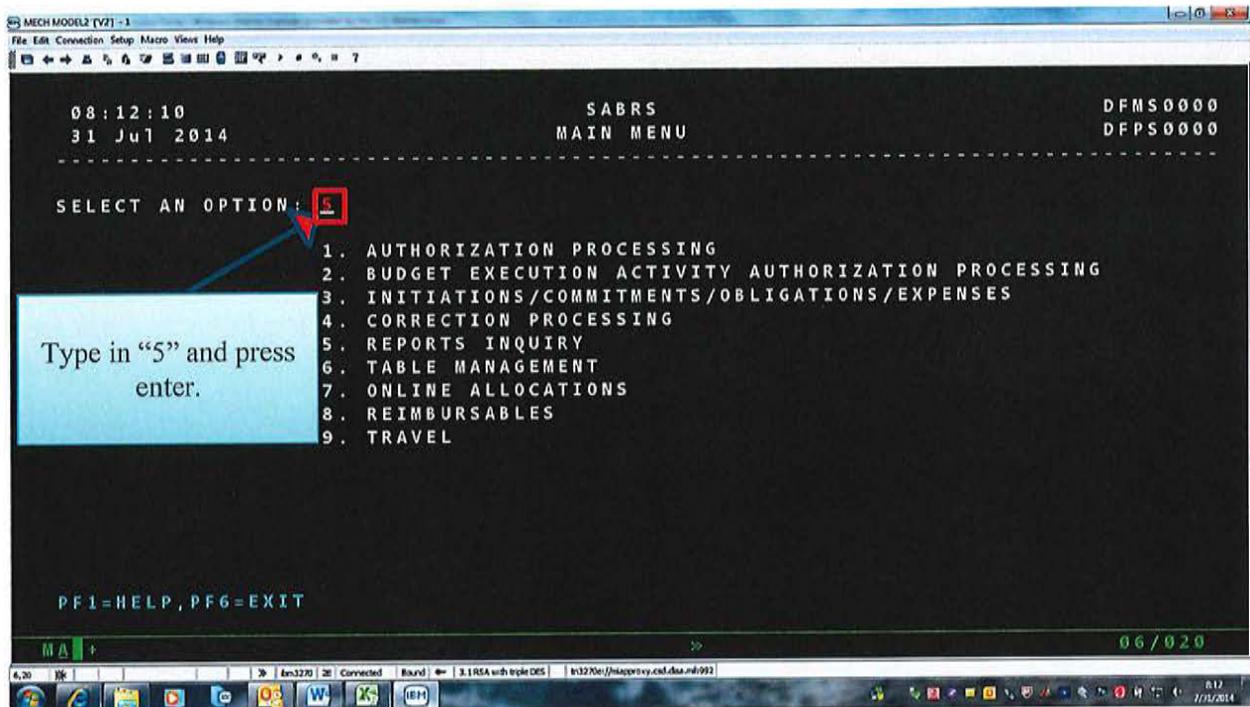
Training Command Fund Execution Guidebook

Step 9: The user will select option “1” to continue logging into SABRS and navigate to the SABRS “Main Menu”.



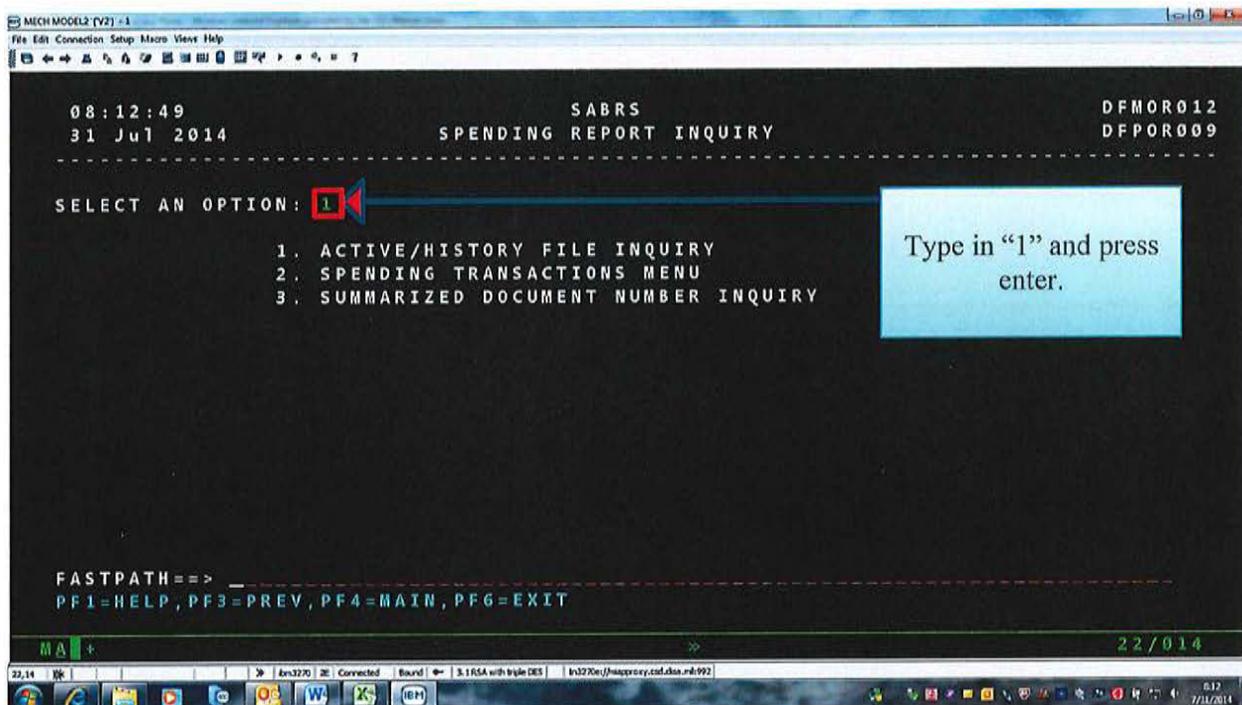
Navigation from SABRS Main Menu to a transaction/purchase record

Step 1: From the SABRS “Main Menu” the user will select option 5 and press enter.



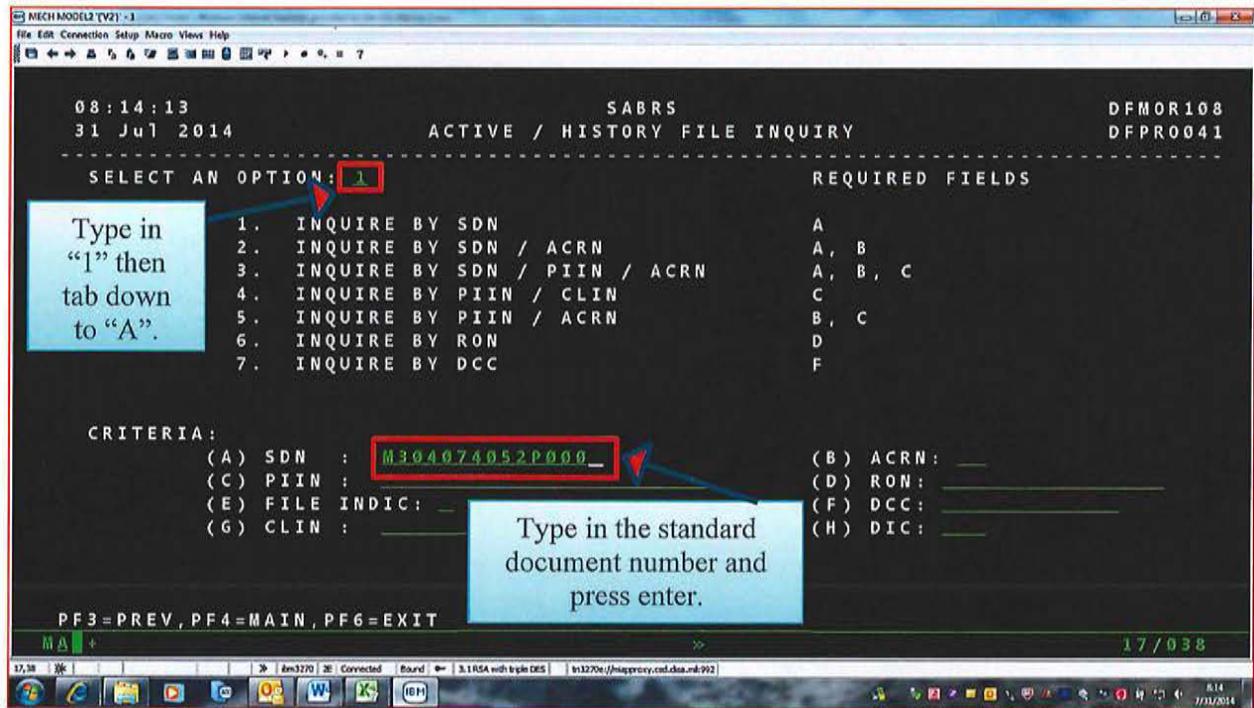
Training Command Fund Execution Guidebook

Step 3: This screen will allow a user several options to retrieve a transaction record. This navigational guide will use option “1”.



Training Command Fund Execution Guidebook

Step 4: This screen will allow the user several options to retrieve a transaction record. In this example the search criteria used in the standard document number.



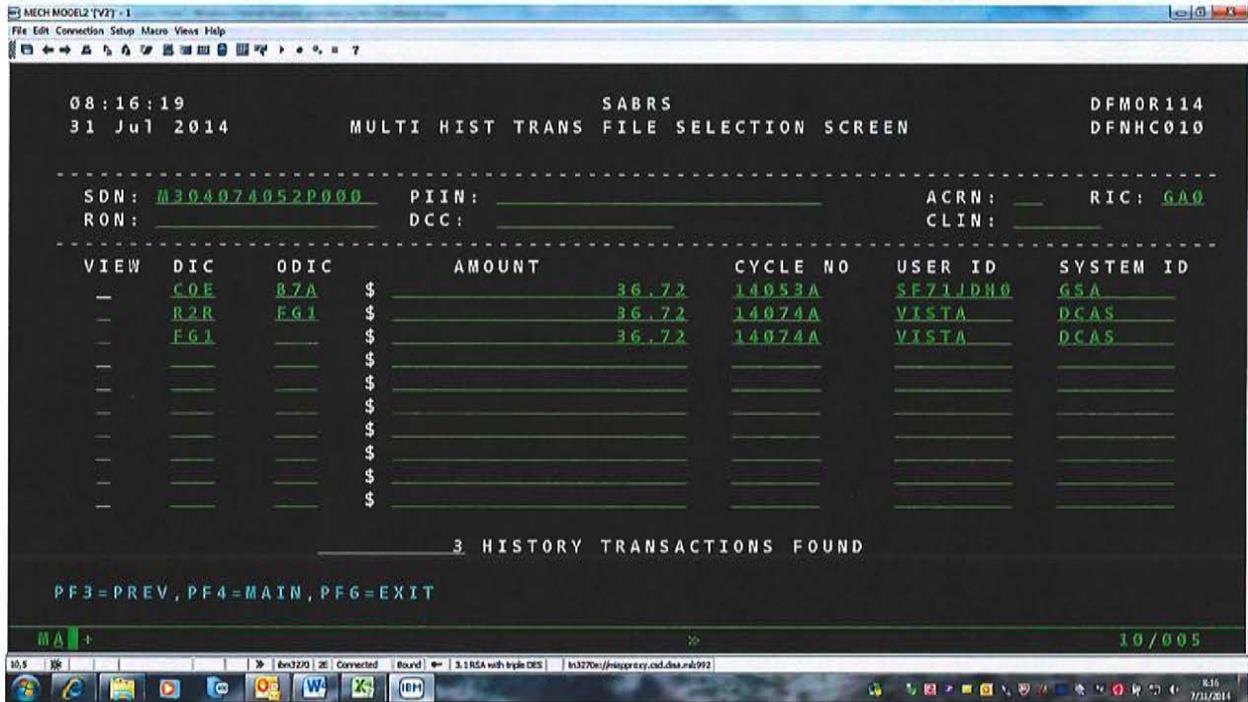
Training Command Fund Execution Guidebook

Step 5: This screen is the accounting record for a financial transaction. This screen provides such data as purpose, organization, appropriation, step in the transaction cycle. To research each transaction process: commitment, obligation, expense, liquidation, type "X" in the VIEW HIST FILE and press enter.

Type "X" in view hist file and press enter.

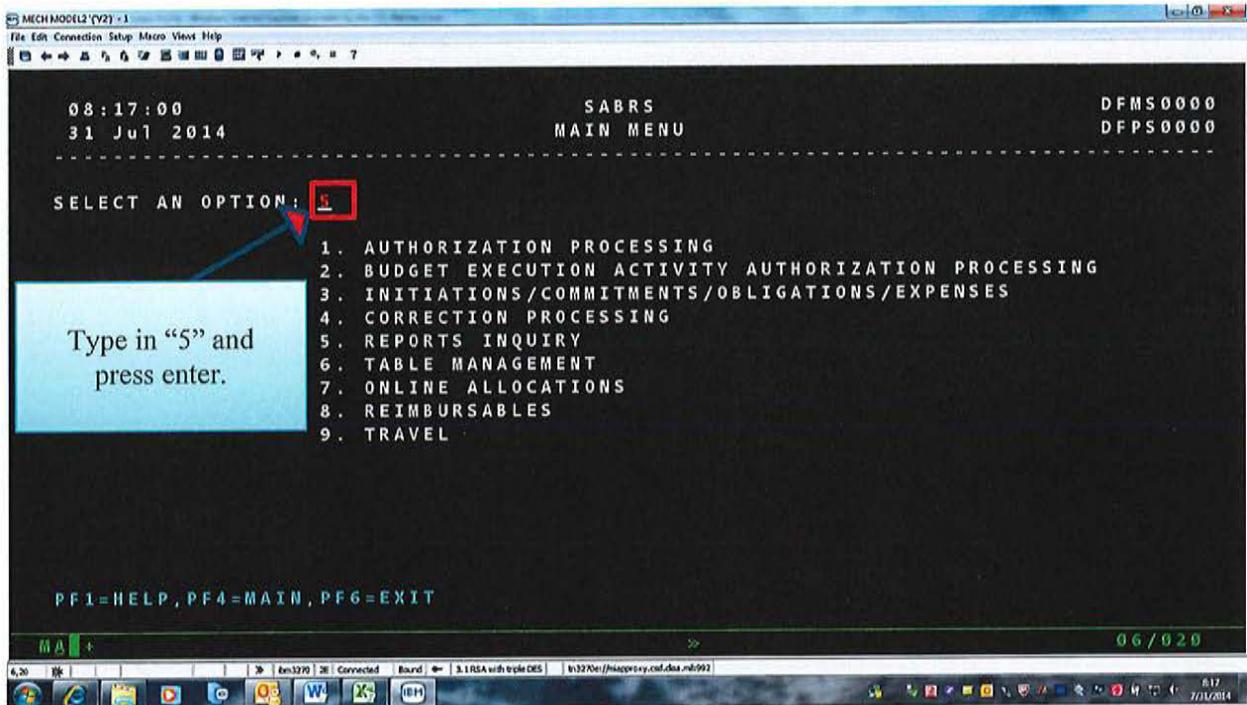
Training Command Fund Execution Guidebook

Step 6: This screen will provide all the details that make up a transaction cycle: commitment, obligation, expense, and liquidation.



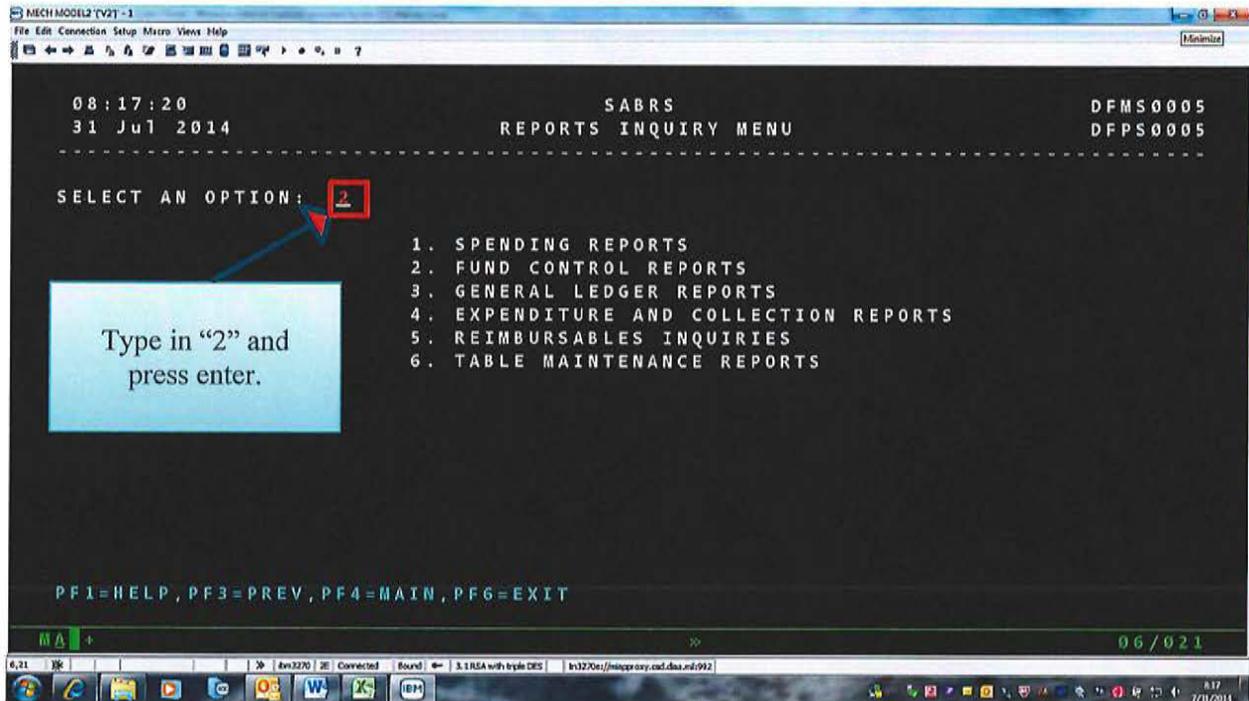
Navigation from SABRS Main Menu to MSE Status of Funds

Step 1: From the SABRS "Main Menu" the user will type in option 5 and press enter.



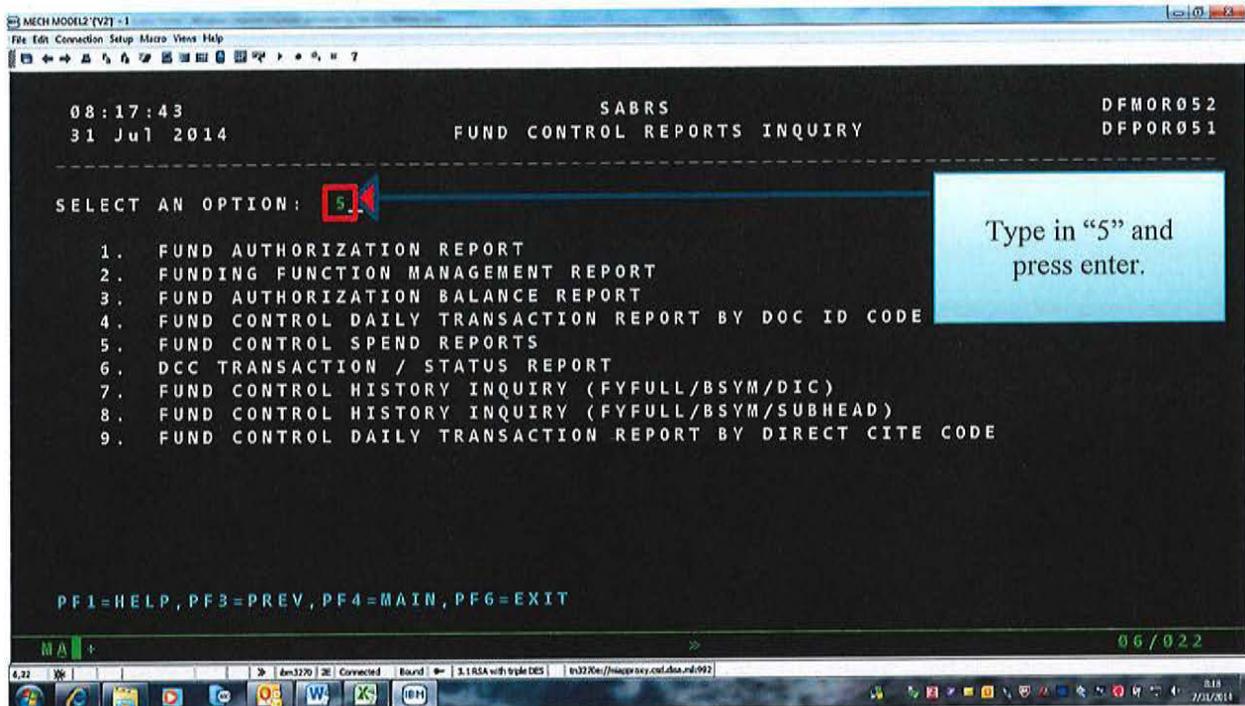
Training Command Fund Execution Guidebook

Step 2: To navigate to the MSE status of funds the user needs to type in option “2” and press enter.



Training Command Fund Execution Guidebook

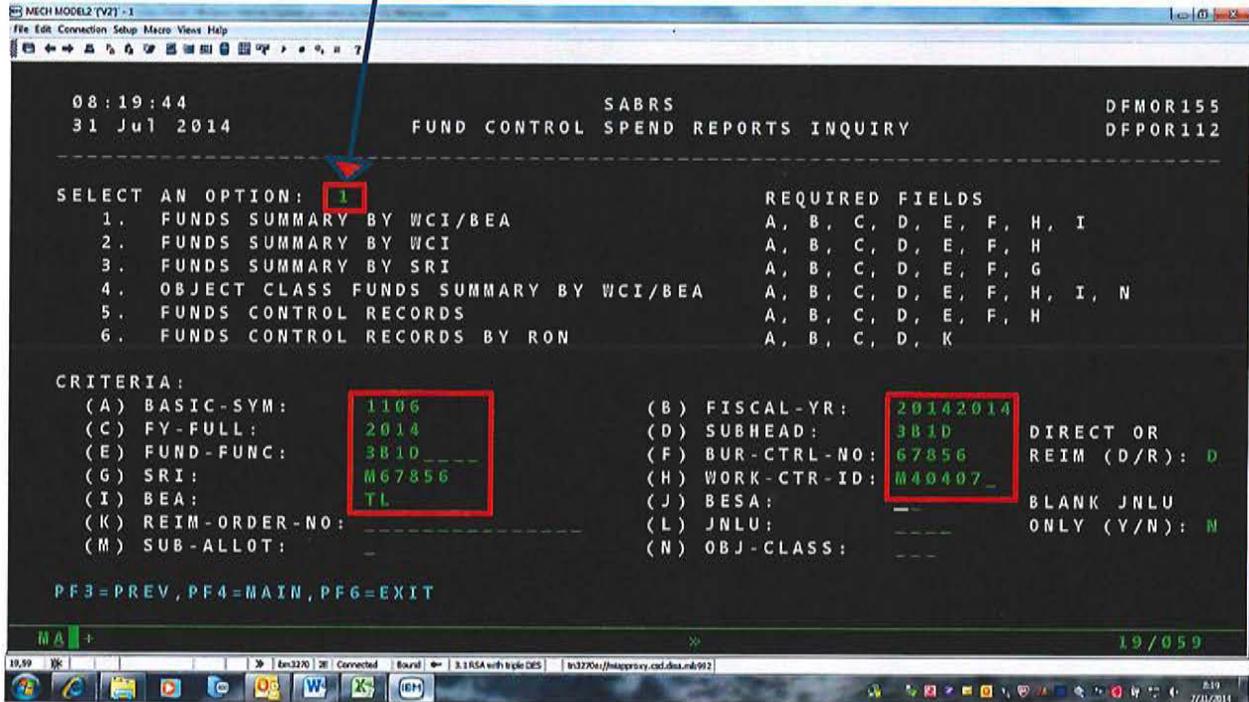
Step 3: This screen provides the user multiple options; however, option “5” is the required option to view a MSE’s status of funds.



Training Command Fund Execution Guidebook

Step 4: In this screen the user must type in the fiscal data required to pull the correct MSE status of funds. For an MSE status of funds the user must choose option "1". User must complete Criteria data to view MSE status of funds. Criteria data can be found on MSE Authorization Letter.

Type in "1" and press enter.



Training Command Fund Execution Guidebook

Step 5: This screen will provide the commands status of funds.

The screenshot shows a terminal window titled 'MECH MOEL2 (V2) - 1'. The main content is a report titled 'FUND CTRL SPEND REPORT' for 'TECOM LABOR'. The report includes the following data:

Time: 08:20:13
Date: 31 Jul 2014
Report ID: DFNOR100

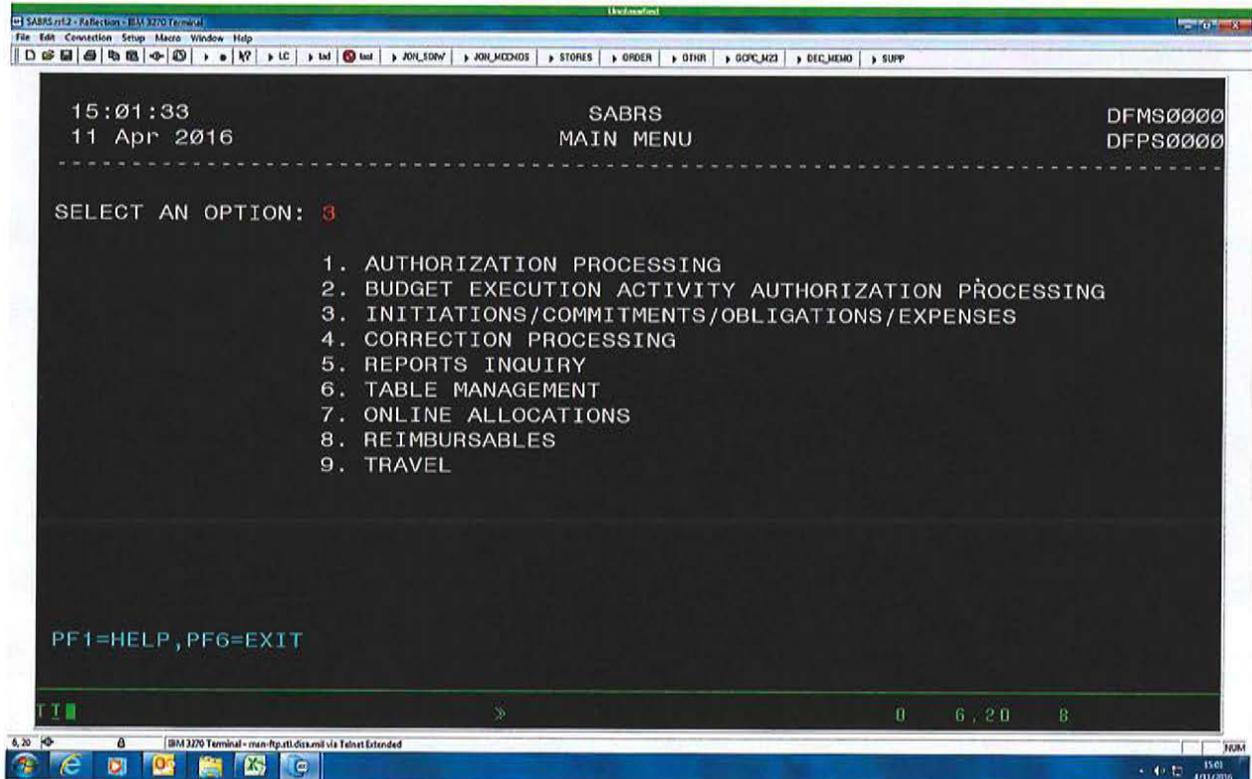
BSYM: 1106 FY: 20142014 FY-FULL: 2014 SUBHEAD: 3B1D FUND-FUNC: 3B1D
BCN: 67856 SRI: M67856 WCI: M40407 BEA: TL BESA: OCC:
RON: SUB-ALLOTMENT: JNLU: BLANK JNLU ONLY (Y/N): N

AUTHORIZATION TO DATE	COMMITMENTS TO DATE	OBLIGATIONS TO DATE	
28,185,000.00	26,366,454.83	26,366,454.83	
EXPENSES TO DATE	LIQUIDATIONS TO DATE	UNCOMMITTED BALANCE	
26,366,454.83	22,178,171.46	1,818,545.17	
%OBL TO DATE	UNOBL BAL TO DATE	ANNUAL CMD PLAN	% OBL CMD PLAN
93.54	1,818,545.17	28,185,000.00	93.54

At the bottom right of the terminal window, the text '02/001' is visible.

How to manually Expense a transaction in SABRS

Step 1: From the SABRS “Main Menu” the user will type in option 3 and press enter.



Training Command Fund Execution Guidebook

Step 2: In the Transaction Recording Screen information from the source document will be keyed in. Personnel will use "EXO" in the DOC ID CODE field.

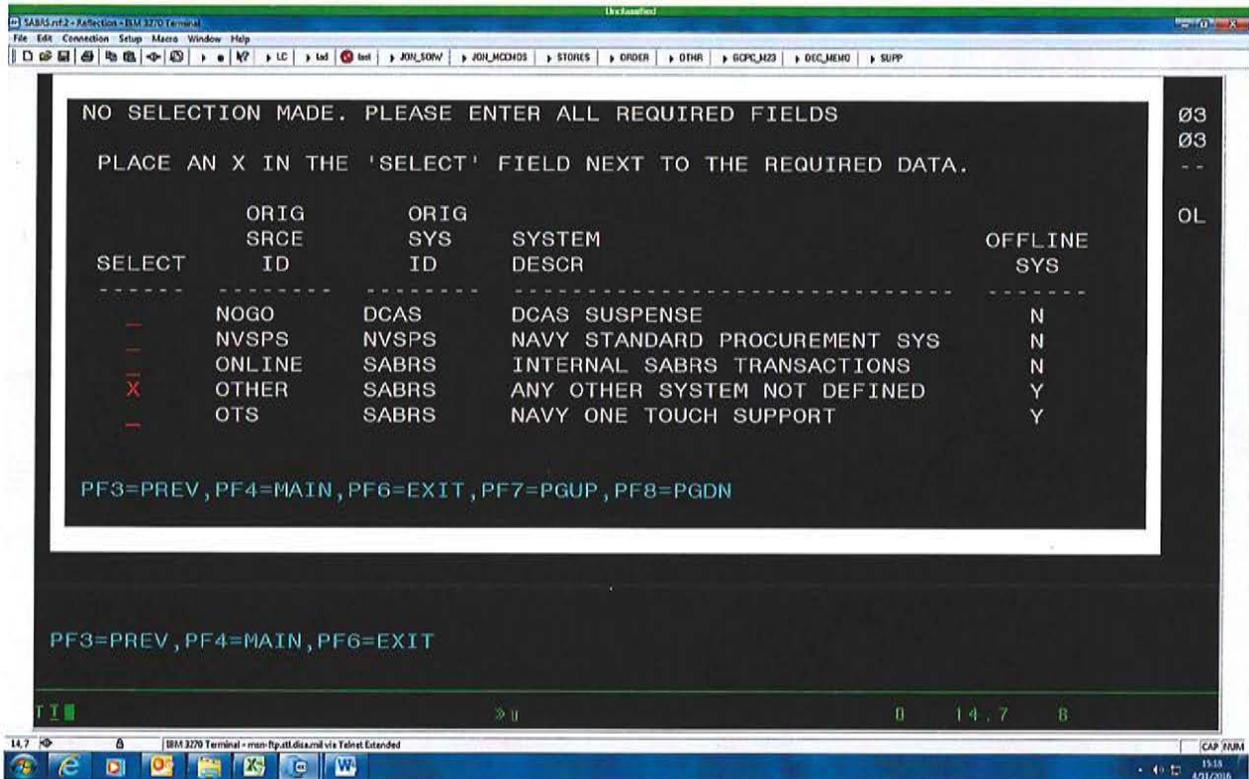
```
SABRS
15:02:33          SABRS          DFMS0003
11 Apr 2016      TRANSACTION RECORDING  DFPS0003
-----
PLEASE ENTER ALL REQUIRED FIELDS
LEAVE SCREEN BLANK AND HIT ENTER FOR A LIST OF VALID DOC-ID-CODE/BASIC SYMBOL
COMBINATIONS FOR YOUR USER-ID

DOC NO:          M3030053639999_
DOC ID CODE:     EXP
BASIC SYMBOL:    1106
FY FULL:         2016
RTNG ID CODE:    SMS
ACRN:            _____
PROCMT INSTR ID NO: _____
CONTR LINE ITEM NO: _____
REIM ORDER NO:  _____
DIRECT CITE CODE: _____

PF3=PREV,PF4=MAIN,PF6=EXIT
```

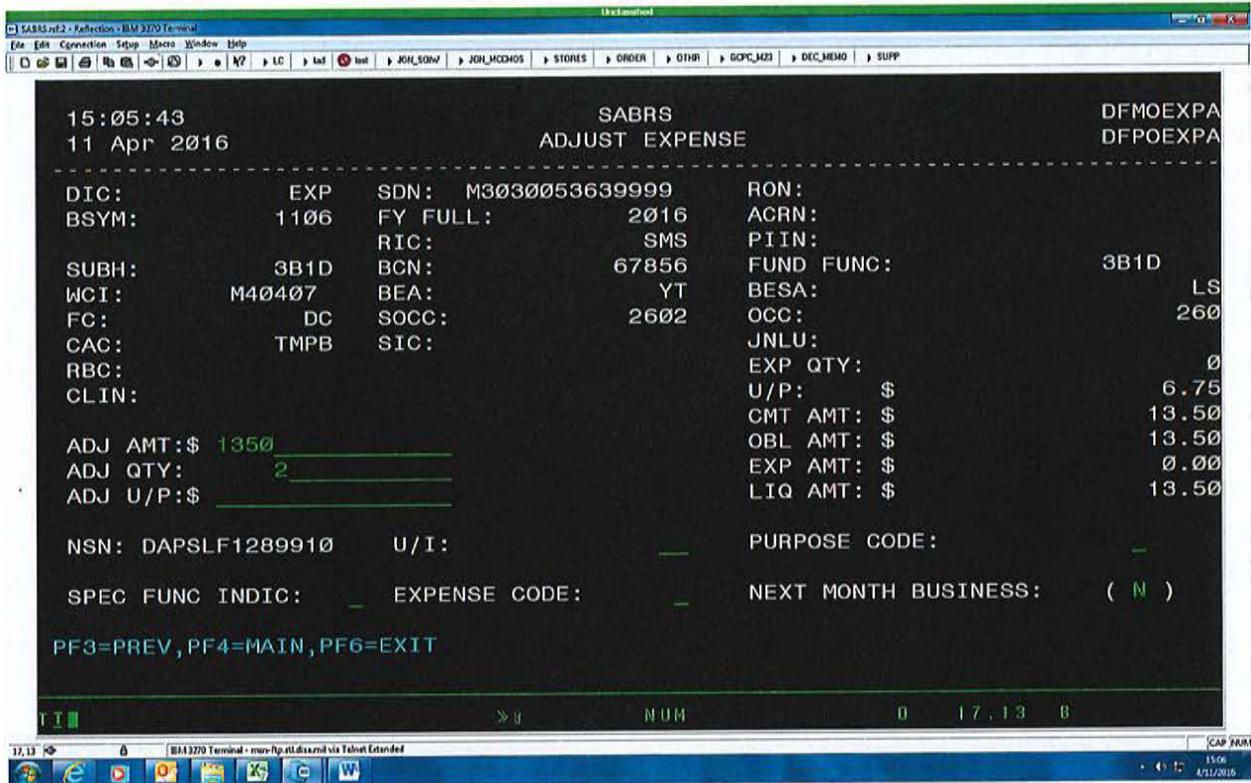
Training Command Fund Execution Guidebook

Step 3: SABRS will prompt the use to identify the reason for the manual change. At this time the use should pick “Other” option to identify the change.



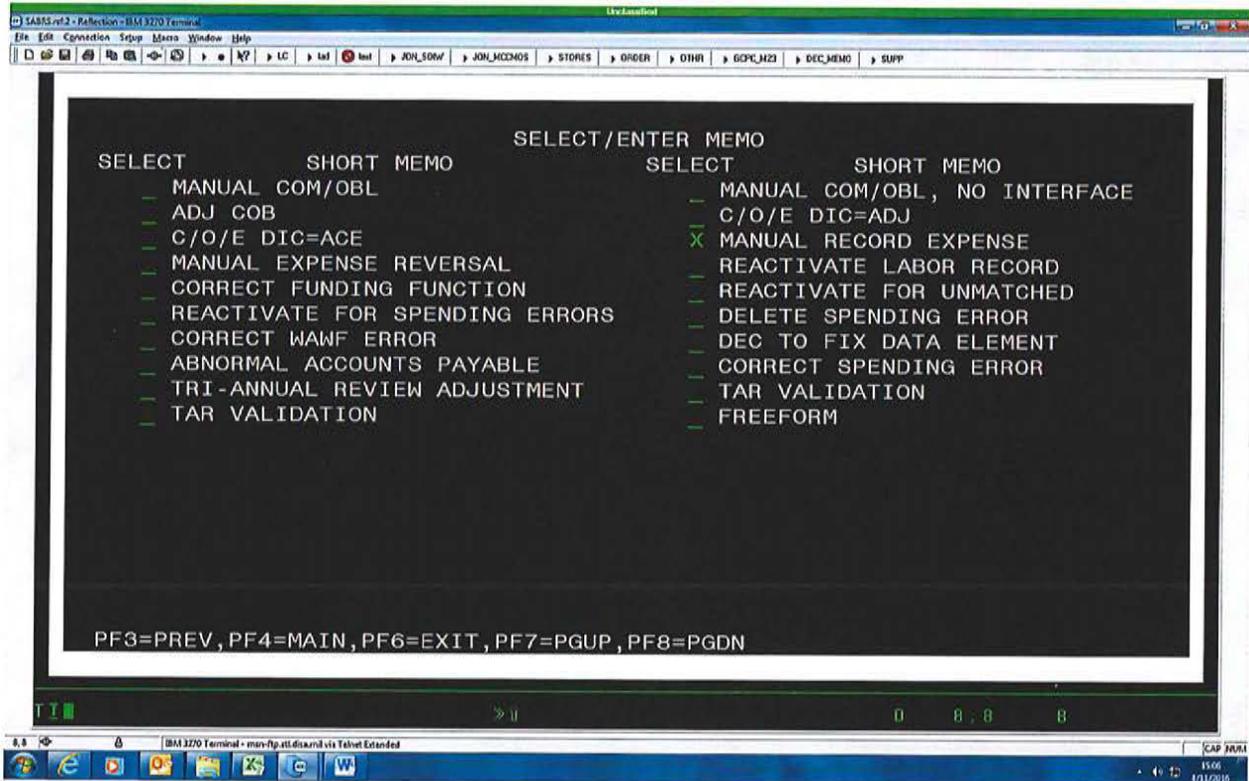
Training Command Fund Execution Guidebook

Step 4: This screen requires the user to enter the “amount” and “Quantity”. This information needs to come directly from the source document.



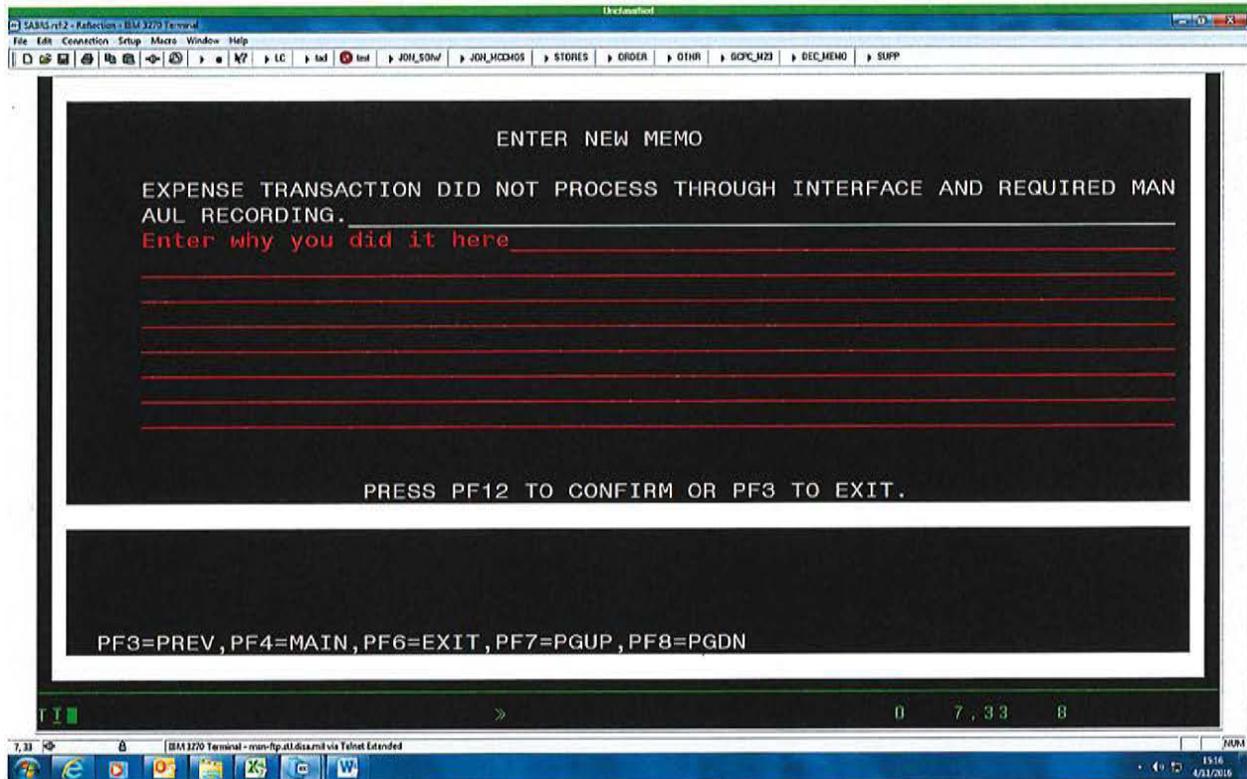
Training Command Fund Execution Guidebook

Step 5: This next screen will require the user to create a memo. The user needs to select the correct category from the options provided.



Training Command Fund Execution Guidebook

Step 6: The final step is to generate a message outlining the reason for manually expensing the document is SABRS. To complete the process the user must press F12.



Training Command Fund Execution Guidebook

The screenshot displays the PR Builder application interface. At the top, there is a navigation bar with the following elements: "Online Procurement Request Application", "Inbox", "About PR Builder", "Accessibility", "Advanced Search", and "Logout without warning". Below this is a header section with the "PR BUILDER" logo, a "PR,FD Number Search" field with a "GO" button, and an "Organization" dropdown menu set to "USMCA/M67856/M30407". A secondary navigation bar contains "Cabinets", "Administration", "Create", "Options", and "Support".

The main content area is titled "Inbox" and features a "Welcome to PR Builder" message box with the following instructions:

- Refer to the Help section for training or technical support.
- Workflow Managers are available as a trouble-shooting resource.
- Don't forget to logout when your session is finished.

Below the message box, a text line states: "The inbox is where you'll find documents to approve as part of the workflow process".

The bottom section of the screenshot shows a "USMC/M67856/M30407 - Documents" header with a "User's Documents" dropdown. Below this is a "Filters" section with two input fields: "PR,FD Number:SDN" and "Assigned To". The "Assigned To" dropdown is currently set to "No Documents". There are "Apply Filters" and "Clear" buttons. At the bottom of this section, a blue bar displays the message "No documents in Inbox".

This user guide contains basic procedures on PR Builder and includes screen examples for easier reading.

This guide will provide a basic understanding of the system and its uses.

- Introduction to PR Builder and PR Builder Functions
- User Roles
- Basic Navigation in PR Builder
- Getting Started (Cabinet creation)
- How to Construct Funding/FIP Data
- Creating Documents (PRs, FDs and 1149s)
- Routing Through a Workflow
- Approving Documents
- Conclusion

Introduction to PR Builder

PR Builder (Procurement Request Builder) is a web-based tool for purchases, contracts, and other procurements.

The PR Builder system provides a tool to generate, track, and process purchase requests and funding documents utilizing an internet connection.

SABRS (Standard Accounting, Budgeting, and Reporting System) and PR Builder interface in order to system automate commitments for all goods and services purchased utilizing a contract.

Furthermore, SPS (Standard Procurement System) and PR Builder interface to populate all the financial information into SPS to facilitate accurate data elements in the SPS and SABRS interface.

PR Builder web address is available at www.prbuilder.usmc.mil

Accesses to specific functions within PR Builder depend upon the user roles and organizations assigned.

PR Builder Features

Procurement Requests, Funding Documents, and Modifications can be created, routed, reviewed, and approved in PR Builder whenever the user has internet access.

Users are notified of actions taken on PRs and FDs by e-mail.

Workflow managers can establish various workflows to route documents.

Subject to Availability of Funds (SAF) release dates options. Documents can be created with the SAF option at any time. This will delay the commitment of funds on documents until funding authorization.

PR Builder provides a real-time interface with SPS and SABRS.

Users can reference all historical data related to a PR and FD as they are stored in the system.

The following table is a list of common PRs and FDs used in PR Builder.

Document	Title	Description
SF 1449	Solicitation/Contract/Order for Commercial Items	The SF 1449 is a multi-purpose form used throughout the DOD to document the legal, binding contract issued to a private business for

Training Command Fund Execution Guidebook

		providing goods or services to the government. The SF 1449 is an obligation document.
SF 30	Amendment of Solicitation/Modification of Contract	The SF 30 is used to amend or modify an existing SF 1449 (i.e., obligating document). This form is commonly used to change price, quantity, color, etc. on the original contract. It is also used to cancel a contract in its entirety. Some changes, such as color or size, may not have a financial impact, while other modifications or even a cancellation, will impact SABRS and a fund manager's account.
DD 1149	Requisition and Invoice/Shipping Document	The DD 1149 is used to initiate the requisition of materials or services from federal and non-federal sources. The document will use both the MILSTRIP document number and the SDN. This form is used to request goods and services and when approved becomes a commitment. This form can also be used as a receipt/receiving report once goods and services are delivered and becomes your evidence for recording an expense in SABRS.
DD 282	DOD Printing Requisition/Order	The DD 282 is used to request printing/publication orders from the Navy or other DOD components. This form requires an SDN with a DTC of PT. This form is considered a commitment when it has been created but not approved. After the document has been approved

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		and subsequently delivered to the printing office, it becomes an obligation document. This document can also be used as an expense document if the total amount of the order (i.e., actual cost) is written on the form after it has been returned with the order from the printing office.
DD 448	Military Interdepartmental Purchase Request (MIPR)	The DD 448 authorizes funds for an external command, outside the Department of the Navy, to perform work or services for the requesting command. For example, if a Marine unit is training at an Army base, the Marine unit will send funds to the Army Base comptroller with the DD 448 to fund work or services required by the Marine unit. An SDN with a DTC of MP is required on the document. DD 448 is always a commitment document because it documents the request to the external command to perform the services required. The external command has the option of accepting or declining the work request.
NAVCOMPT 2275	Order for Work and Services	The NAVCOMPT 2275 is used to request reimbursable work or services from any organization element within the Department of the Navy. The form authorizes funds for an external command to perform work or services for the requesting command. For example, a Marine unit is training at a Navy base. The training unit will send funds to

		the external fiscal office or comptroller to perform work or services for the unit that is conducting the training. The NAVCOMPT 2275 requires an SDN with a DTC of WR. Prior to the acceptance by the performing activity, the NAVCOMPT 2275 is considered a commitment document to the requestor. Once signed and accepted by the performing activity the form becomes an obligation document.
NAVCOMPT 2276	Request for Contractual Procurement	The NAVCOMPT 2276 is used to request contracting action for work or services from a Navy contracting office or office in support of the command such as a facility maintenance contract (2276 is used to request contracting support from Navy Public Works). This form is a commitment when accepted. The obligation is created once the actual contract (SF1449) is issued. This form requires an SDN with a DTC of RC.

PR Builder User Roles

To use the different functions of PR Builder, all users are assigned a user role depending upon their tasks. There are 8 roles all together and access to the different functions of PR Builder depends on what role(s) the individual is assigned. These user roles are typically assigned and determined by your Comptroller shop.

User Role	Functions
Requirements User	<ul style="list-style-type: none"> • Creates and routes the PR for approval • Enters data on PR and cannot add funding data unless they also have a Fiscal User role • Requirements User and Fiscal User can

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	<p>be one in the same</p> <ul style="list-style-type: none"> • Adds Financial Information (FIP/LOA) to the PR • Ability to approve/disapprove/comment on the PRs • Create and manage their own funding data (FIPs, LOAs) • Required user in a SABRS compatible workflow
Fiscal User	<ul style="list-style-type: none"> • Authority to approve the Financial Information (FIP/LOA) assigned to PR is valid • Add funding data to PR if necessary • Ability to approve/disapprove/comment on PRs • Required user in a SABRS compatible workflow
Financial Approver	<ul style="list-style-type: none"> • Authority to approve the Financial Information(FIP/LOA) assigned to FDs • Ability to approve/disapprove/comment on FDs • Has signature authority for FDs. • Required user in a SABRS compatible workflow
Fund Holder Approving Official	<ul style="list-style-type: none"> • Can be another stakeholder to enter other requirements (Specifications, SOW, etc) • Can be someone that is required to review the PR before moving on to the approval thread • Ability to approve/disapprove/comment on the PR
Approver	<ul style="list-style-type: none"> • Individual within the Contracting Office who provides final approval of the PR • It enables them to send the PR to the SPS/PD2 database
Contracting Manager	<ul style="list-style-type: none"> • Responsible for creating and modifying workflows and workflow templates in PR Builder • Manage Organization details • Allow their organization to be used by other organizations within a workflow route
Workflow Manager	

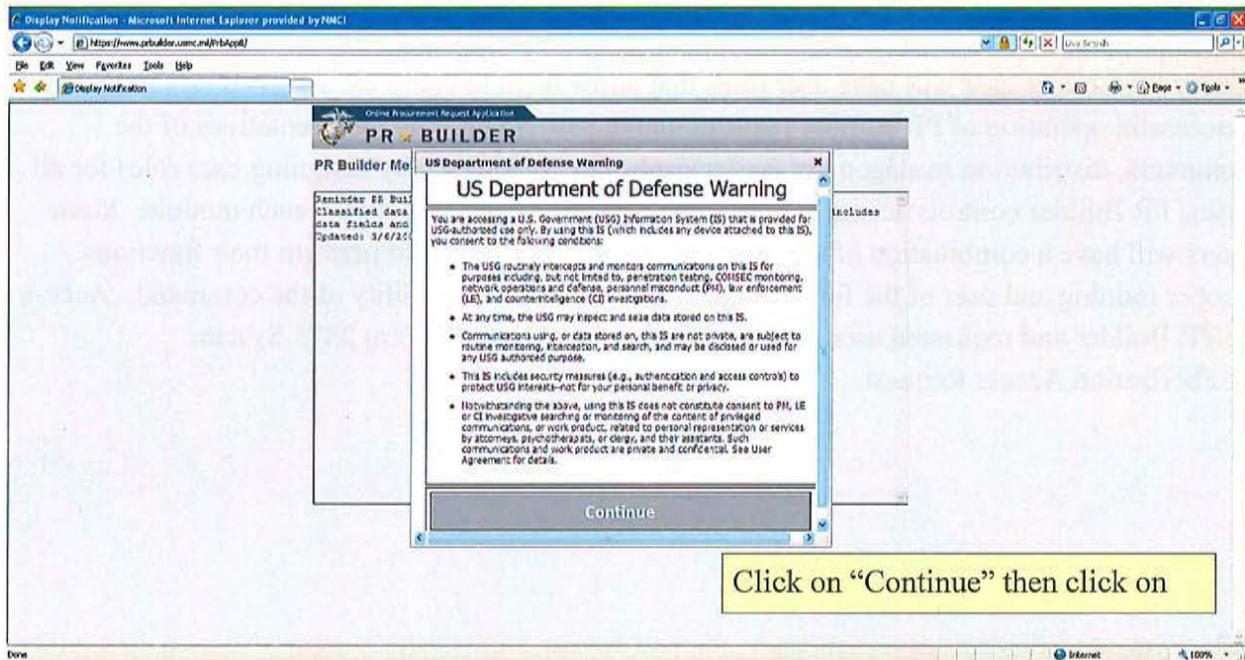
User Administrator	<ul style="list-style-type: none">• Performs user administrative functions for their organizations within PR Builder• Responsibilities include assigning user roles, create/modify user accounts, assign organizations to users
--------------------	--

Separation of Duties

Every PR Builder user will have user roles that allow them to complete assigned tasks. Successful operation of PR Builder requires active participation by representatives of the command, distribution management, and comptroller personnel. By assigning user roles for all tasks, PR Builder controls access to the modules and the functions within each module. Some users will have a combination of roles that are necessary in order to perform their functions. Proper training and user of the functions for a role is the responsibility of the command. Access to PR Builder and requested user roles are assigned using a DD Form 2875 System Authorization Access Request.

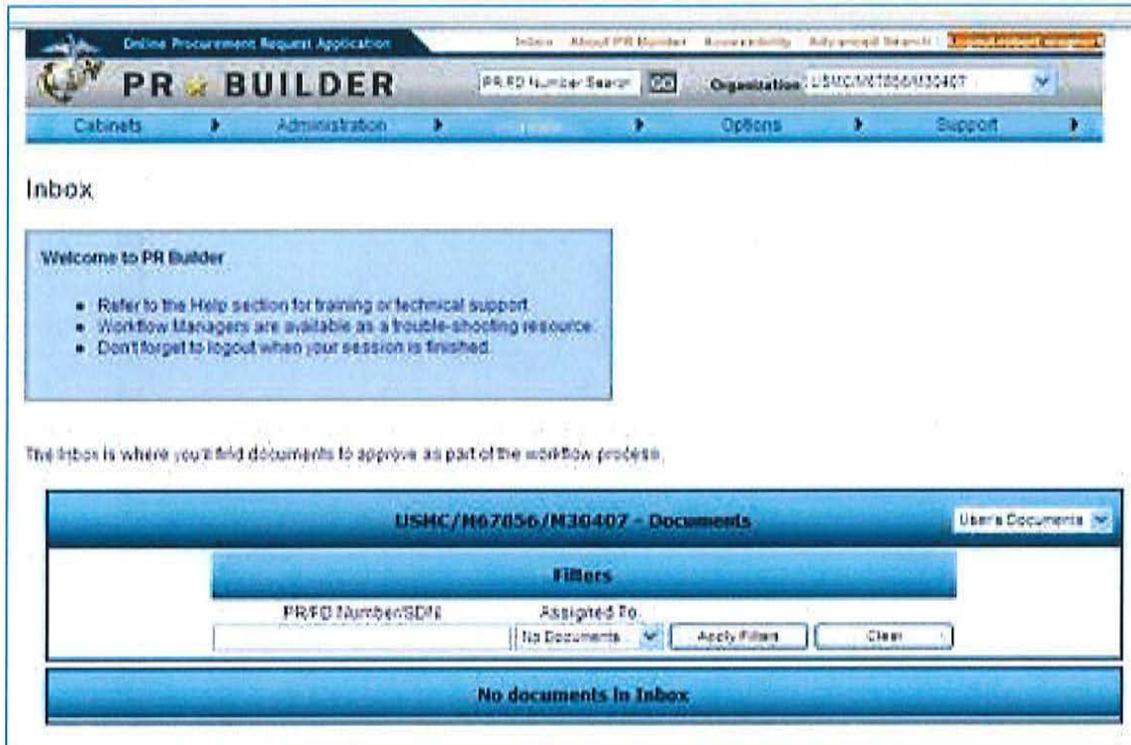
Basic PR Builder Navigation

Step 1: Contact your User Administrator (Training Command G-7) and submit to him/her your SAAR to be granted a PR Builder account (functions and the how-to for User Administrators will be covered later in this guide). After being granted access, go to the PR Builder URL www.prbuilder.usmc.mil and login. Click on both the “Continue” and the “OK” buttons in order to view your inbox.

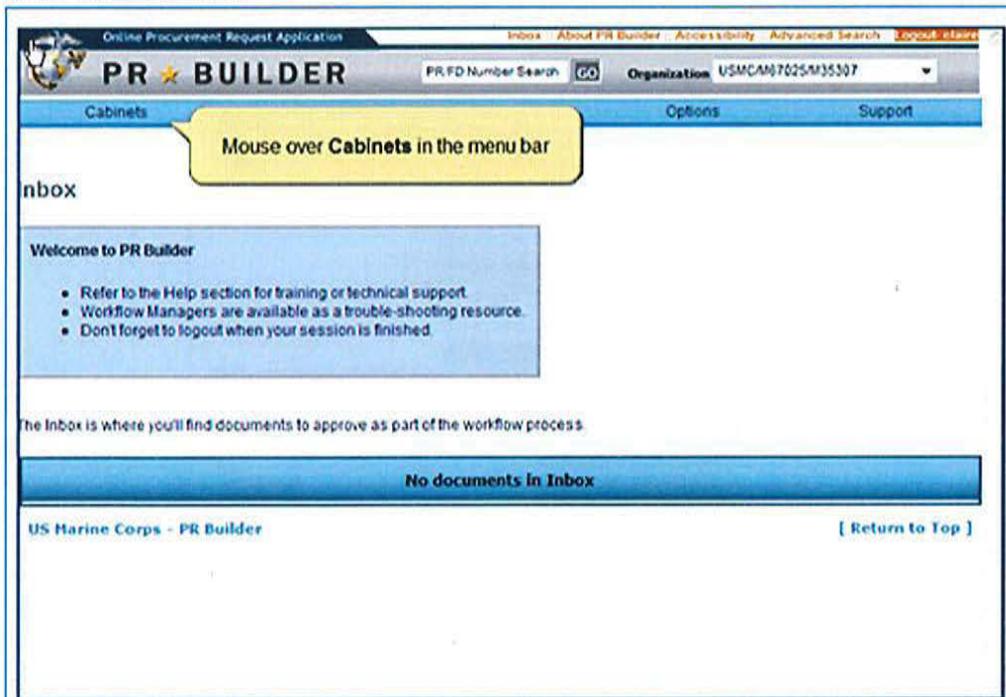


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Step 2: From this inbox screen all navigation within PR Builder will begin. All work for within the cabinets can be accessed via the “Cabinets” drop down menu.

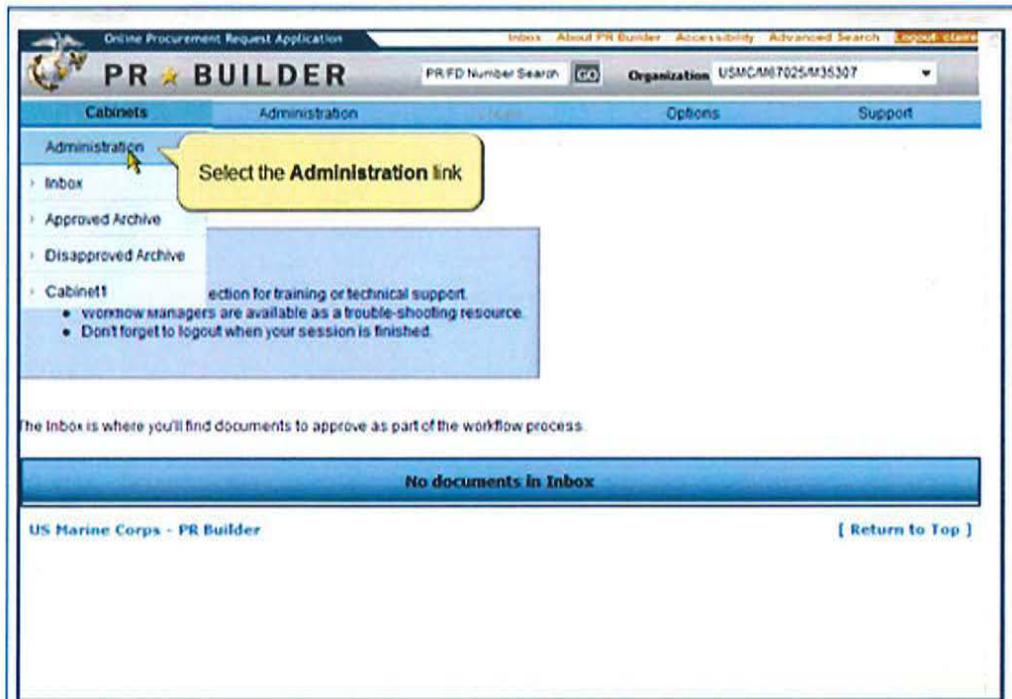


Getting Started (Cabinet creation) Step 1: Mouse over the “Cabinets” tab in the menu bar to show your options.

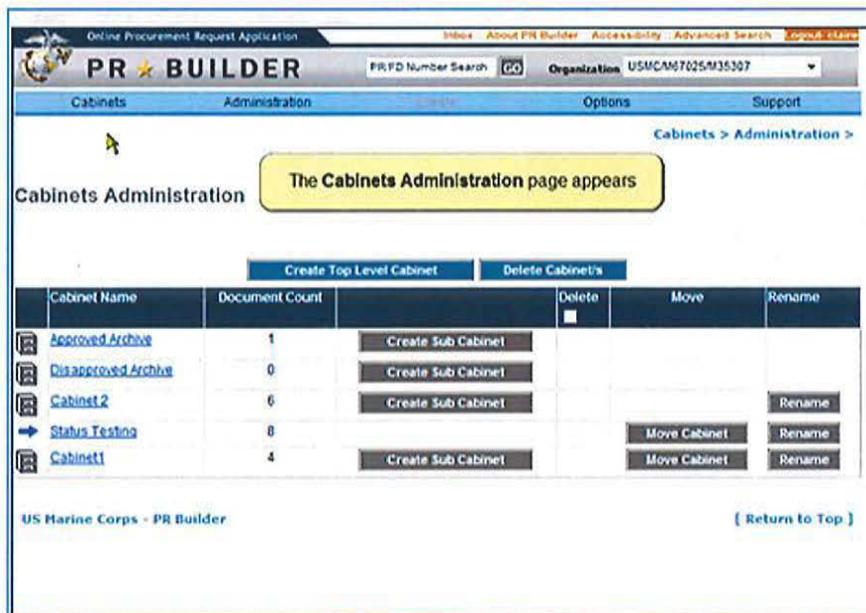


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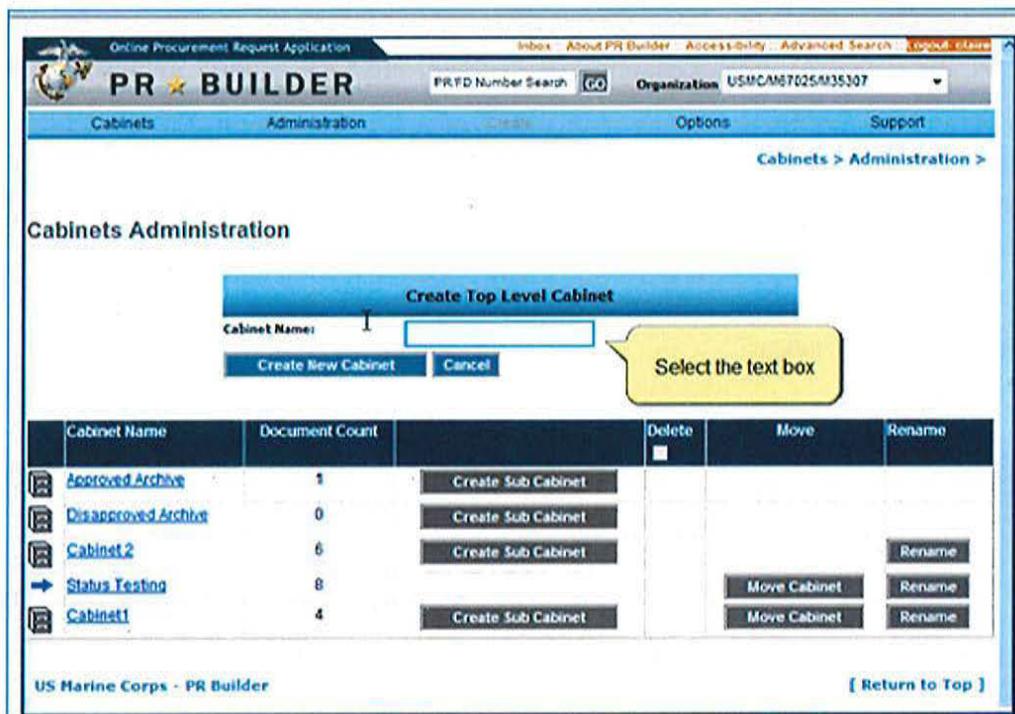
Step 2: Select the “Administration” link in order to navigate to the “Cabinet Administration” page.



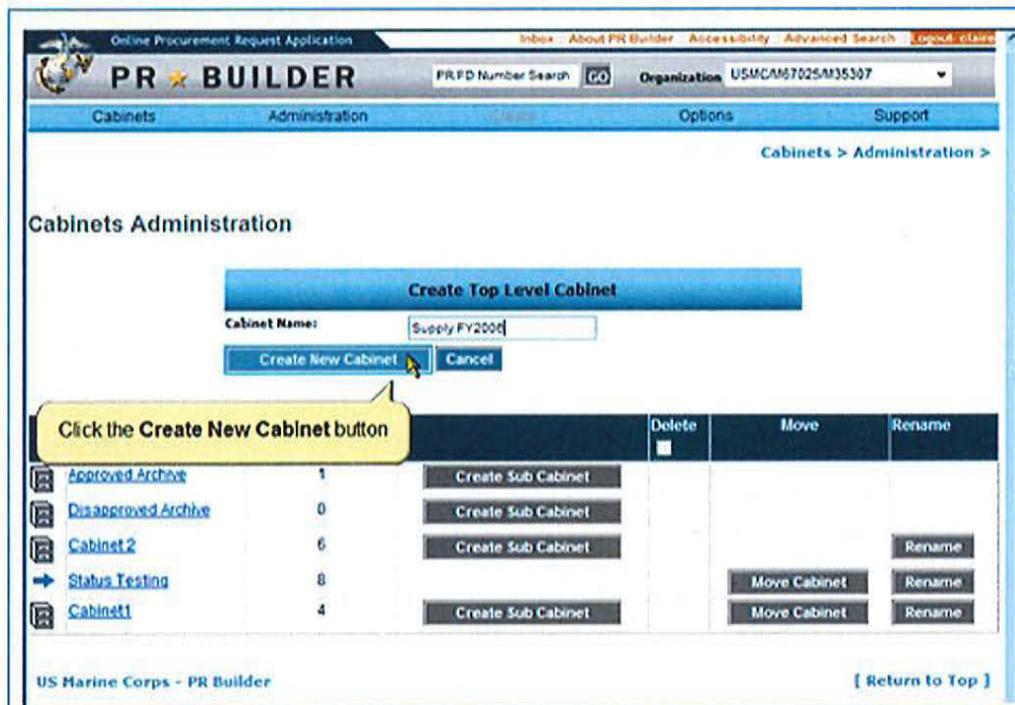
Step 3: The “Cabinets Administration” page appears. From here the Requirements Users can click on the “Create Top Level Cabinet” button in order to establish their own cabinet. Some system cabinets will automatically be generated (Inbox, Approved Archive, Disapproved Archive, and SAF Archive).



Step 4: The Requirements User can left-click in the Cabinet Name text box. At this point the Requirements User can name the cabinet as desired. No cabinet names may be duplicated.

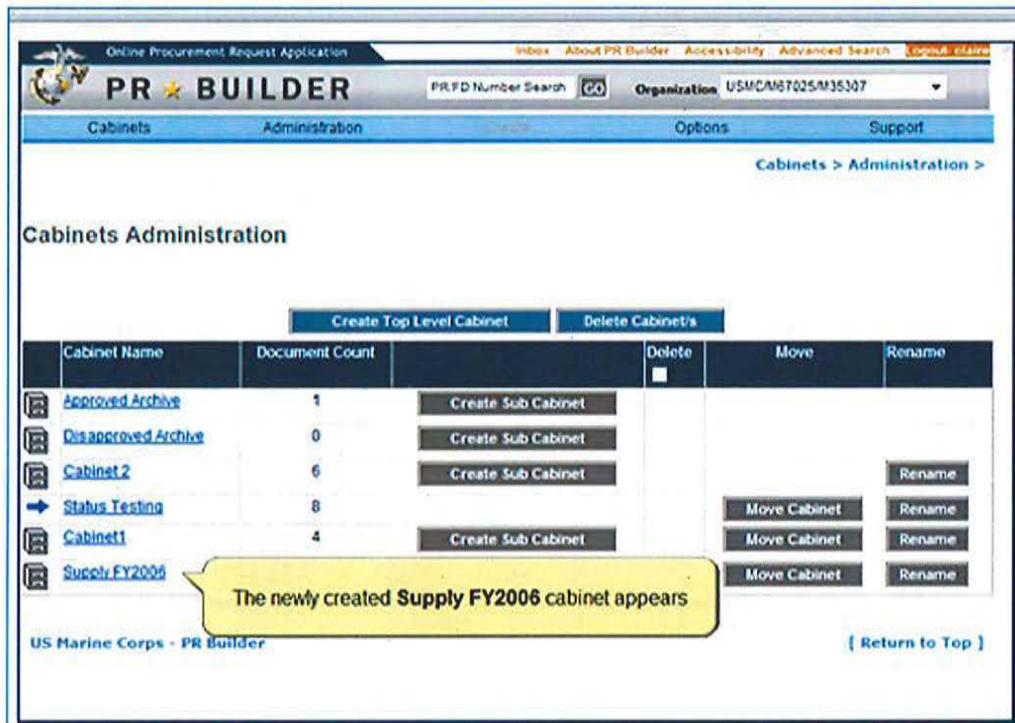


Step 5: Click the “Create New Cabinet” button in order to add the new cabinet to the list. From here the user may view the cabinet and move, rename, or delete as desired.



The following are the rules regarding deleting cabinets:

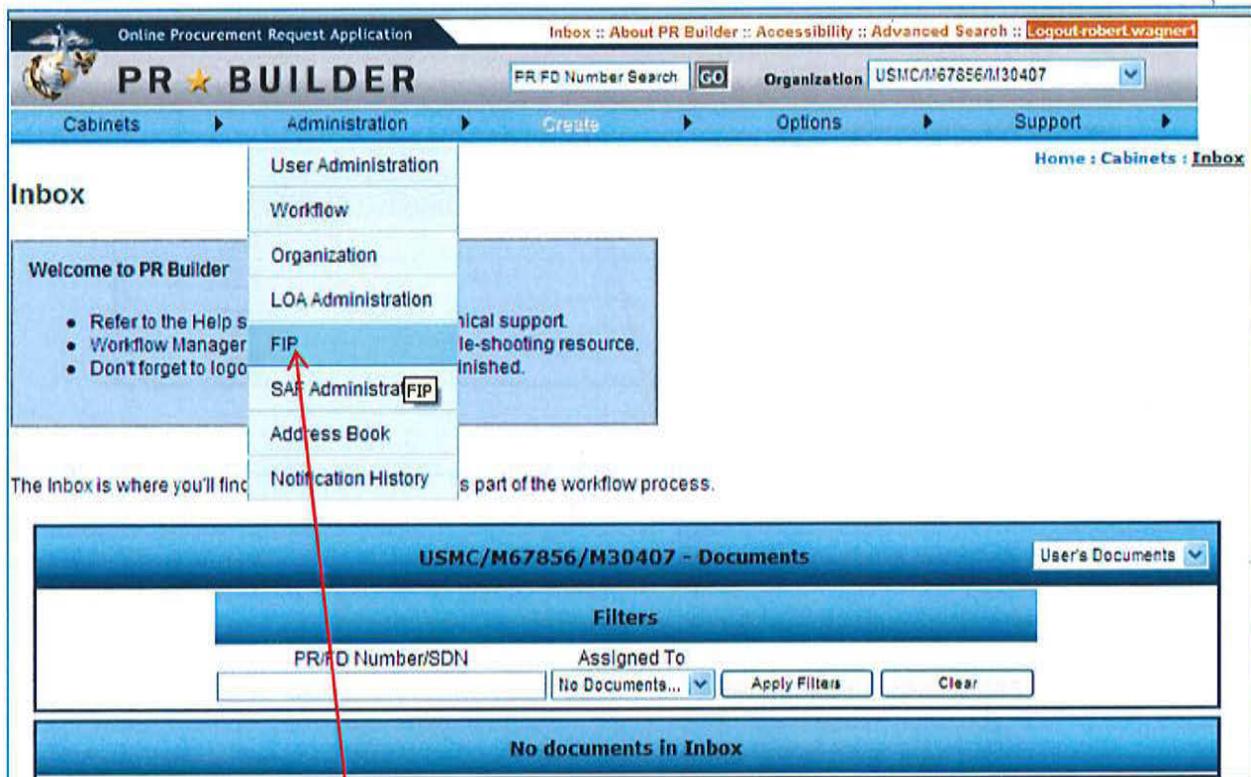
- 1.) Cabinets must be empty before deleting
- 2.) Several cabinets can be deleted at the same time
- 3.) Inbox, Approved Archive, Disapproved Archive, and SAF Archive cannot be deleted.



How to Construct Funding/FIP Data

As previously mentioned, PR Builder has the ability to take uploaded Funding Data and have PRs and FDs interface with SABRS to post commitments. This chapter explains how to create new Funding Data and managing both the Financial Information Pointer (FIP) and Line of Accounting (LOA).

Step 1: The Fiscal User can add and edit FIP data elements. Not all Fiscal Users will have the authority to create FIP data elements. Move your mouse over the “Administration” tab and then click on “FIP.”



Mouse over and click on the drop down menu for Administration. Select FIP.

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Step 2: The Financial Information Pointers page appears. From here you can click on the “FIP Profile Administration” tab. From this tab you can input the MAC, BEA, and BESA. Also, the options of selecting a default FIP or editing a FIP previously entered are available.

Financial Information Pointers

FIP Profile Administration | FIP Account Administration

FIP Profile Administration

Default	MAC	BEA/FAC	BESA/WC
<input type="checkbox"/>			

Save Profile | Delete Profile | Clear

FIP Profiles

Default	MAC	BEA/FAC	BESA/WC	
<input type="checkbox"/>	QW6QW8	QW	QW	Edit
<input type="checkbox"/>	M12345	BB	12	Edit
<input type="checkbox"/>	M23167	MR	16	Edit
<input type="checkbox"/>	M95490	12	12	Edit

<< Page 1 of 1 >>

Fill in MAC, BEA, and BESA information. Training Command MAC is M40407. Refer to Appendix J for common MSE BEA and BESA data elements.

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Step 3: Click on the “FIP Account Administration” tab and from here you can edit the different data elements of the FIP. The option to label the different FIP accounts is given here. Also, a user can edit and delete accounts which have already been saved.

UNCLASSIFIED
Online Procurement Request Application
PR BUILDER
FR/FD Number Search [GO] Organization: USMC/M67856/M30407
Cabinets Administration Create Options Support
Home: Administration: FIP

Financial Information Pointers

FIP Profile Administration | **FIP Account Administration**

FIP Account Administration

Label	FF	FC	PSC	OCC	SOCC	CAC	SIC	JON/LU	RON	RBC
<input type="text"/>										

FIP Account Organizations

- USMC/M67856/M33250
- USMC/M67856/M33800
- USMC/M67856/M35100
- USMC/M67856/M06015
- USMC/M00027/M06116
- USMC/M67856/M30407
- USMC/M93050
- USMC/M67856/M64083

Save Account Delete Account Clear

Show Archived FIPs

FIP Accounts

Label	FF	FC	PSC	OCC	SOCC	CAC	SIC	JON/LU	RON	RBC	Archive	
TMPA 2531 L		DC	22AA	253	2531	TMPA					<input type="checkbox"/>	Edit
TMPB		DC	6985	260	2661	TMPB					<input type="checkbox"/>	Edit
2571 TMPY		DC	J033	257	2571	TMPY					<input type="checkbox"/>	Edit
U010		DC	U010	250	2524	TMPM					<input type="checkbox"/>	Edit
TMPS M&S 6930		DC	6930	260	2661	TMPS					<input type="checkbox"/>	Edit
TMPY PARA		DC	5180	260	2661	TMPY					<input type="checkbox"/>	Edit
TMPC PORTA-JON		DC	S222	252	2524	TMPC					<input type="checkbox"/>	Edit
TMPC TOILETS		DC	S222	250	2524	TMPC					<input type="checkbox"/>	Edit
TMPC TOILETS AGAIN		DC	S222	254	2540	TMPC					<input type="checkbox"/>	Edit
TMPU 7110		DC	7110	310	3161	TMPU					<input type="checkbox"/>	Edit
TMPB WIFI		DC	D307	293	291B	TMPB					<input type="checkbox"/>	Edit
TMPN		DC	Z1CZ	254	2540	TMPN					<input type="checkbox"/>	Edit
TMPY		DC	S209	258	2581	TMPY					<input type="checkbox"/>	Edit

Fill out Label, FC, PSC, OCC, SOCC, and CAC. Label name is a non-FIP element and is a discretionary field. Fund Code (FC) depends on the funding provided, and this information can be found on MSE Authorization Letter. Refer to Appendix J for Training Command commonly used PSC, OCC, SOCC, and MSE specific CAC.

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Step 4: Below is a list of the different data elements and their description. A user can use these descriptions to guide and aid them in managing their funding data. For more information on funding data the unit should contact Training Command G-7 or for general information refer to appendix J.

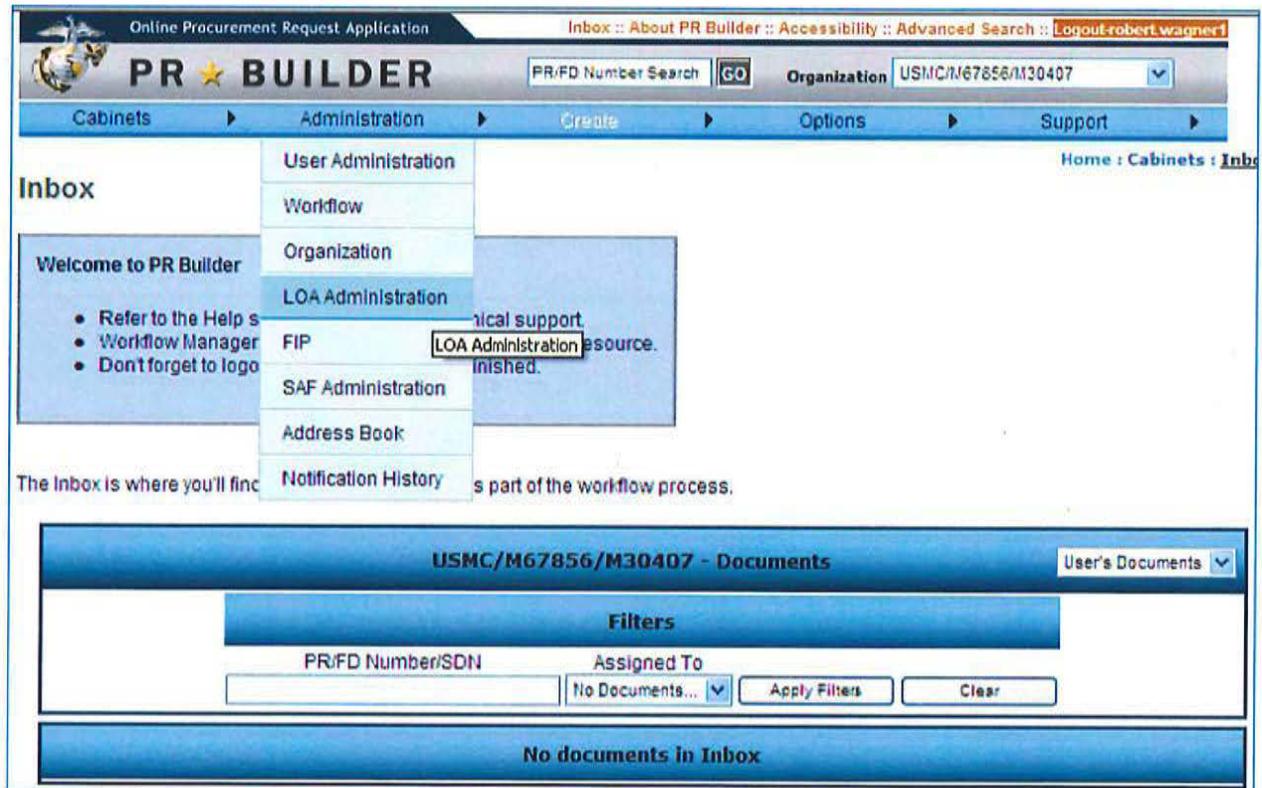
- **Major Activity Code (MAC):** Is the activity address code of the next senior comptroller in the financial management chain of responsibility. The MAC for Training Command is M40407. This is a required field.
- **Budget Execution Activity (BEA):** This is the two digit alphanumeric field that identifies an organizational element designated by a work center identifier. Most FLCs are a BEA. This is a required field.
- **Budget Execution Sub-Activity (BESA):** A two digit alphanumeric field that identifies the level in the financial management structure at which financial transactions are initiated. FLCs may have one or more BESAs. This is a required field.
- **Funding Function (FF):** This is a two to eight digit alphanumeric code used to identify the purpose for which funds are intended. This is not a required field.
- **Fund Code (FC):** This is a two digit alpha numeric code used to identify the appropriation, subhead, budget activity/sub-activity group, and program element number. This is a required field.
- **Product Service Code (PSC):** This is a four digit alphanumeric code that indicates “what” was purchased for each contract action reported in the Federal Procurement Data System. This is a required field.
- **Object Class/Sub Object Class (OC/SOC):** This is a four digit alphanumeric code that classifies financial transactions in terms of the nature of the services or articles for which obligations are incurred. PRBuilder has coded relationships between the OC/SOC field and the PSC field, thus there are restrictions on OC/SOC’s to PSC combinations in the FIP. This is a required field.
- **Cost Account Code (CAC):** This is a four digit alphanumeric code used to classify financial transactions according to their purpose and is also used to uniformly identify the contents of management reporting requirements. This is a required field.
- **Special Interest Code (SIC):** This is a two digit alphanumeric code used to track and collect all costs associated with a specific high interest program regardless of MAC, BEA, or FC. This is not a required field.
- **Job Order Number/Local Use (JNLU):** This is a four digit alphanumeric code that serves the dual purpose of tracking work performed by facilities through the job number and tracking individual activities through the local use codes. This is not a required field.
- **Reimbursable Order Number (RON):** This is a fifteen digit alphanumeric code that is locally assigned to identify a specific request for reimbursable work. This field is required only if the RBC field is filled out, otherwise it can be blank.

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- **Reimbursable Billing Code (RBC):** This is a one digit alphanumeric code that is locally assigned for billing purposes to identify line of accounting data to a reimbursable customer based on the RON. This field is required only if the RON field is filled out, otherwise it can be blank.

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Step 5: For funding documents a user needs to mouse over the “Administration” tab and click on “LOA Administration.”



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Step 6: From the LOA Administration page the user can assign a label, fill in the appropriate elements, save, and delete Lines of Accounting.

Online Procurement Request Application Inbox :: About PR Builder :: Accessibility :: Advanced Search :: Logout: robert.wagner1

PR BUILDER PR/FD Number Search Organization: USMC/M67856/M30407

Cabinets Administration Creates Options Support

Home : Administration : **LOA Administration**

LOA Administration

LOA

Label	Dept Code	TA	Limit/Subhead	BCN	SA	AAA	TT
<input type="text"/>							

LOA List

Label	Dept Code	TA	Limit/Subhead	BCN	SA	AAA	TT
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Refer to Fiscal Clerk Basic section of this guidebook for specific LOA details.

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Step 7: Below is a list of the different LOA data elements and their description. A user can use these descriptions to guide and aid them in managing their funding data. For more information on the LOA data elements, the unit should contact the Training Command G-7.

- **Label:** Assigned by user and is an administrative field only.
- **Dept. Code:** Is the first two digits in a seven-position field used by the Department of Treasury to identify a congressionally approved appropriation that is being charged by the source transaction. Specifically the Dept. Code for the Marine Corps is 17. This is a required field.
- **TA:** Are the last four digits in a seven-position field used by the Department of Treasury to identify a congressionally approved appropriation that is being charged by the source transaction. This is a required field.
- **Limit/Subhead:** Is a four-digit alphanumeric code that represents the administering office and the budget program that executed the funds. This is a required field.
- **OC:** This is a four digit alphanumeric code that classifies financial transactions in terms of the nature of the services or articles for which obligations are incurred. PRBuilder has coded relationships between the OC/SOC field and the PSC field, thus there are restrictions on OC/SOC's to PSC combinations in the FIP.
- **BCN:** Is a five-position numeric field used to identify the holder of the funds.
- **SA:** Sub-Allotment Number is a one-position code used to identify a Centrally Managed Allotment administered at HQMC.
- **AAA:** Is a six-position code used to identify the activity responsible and authorized to perform the accounting function for the Fund Holder.
- **TT:** Transaction Type Code is a two-position digit code used to classify the type of receipt.
- **PAA:** Property accounting activity field is a six-position field used to identify the responsible command for material purchase.

Creating Documents

Now that the cabinets and workflows are established both PRs and FDs can be created. Remember that different roles are required for a PR (i.e. Requirements User) and a FD (Fiscal User). In addition this section will provide guidance for creating MARADMIN 331/15 required DD 1149's. This guide will go over how to create these documents starting with the Purchase Request. For more detailed guidance on how to fill out each section of the different PRs and FD contact your Comptroller or Supply shop.

Step 1: On the Inbox screen mouse to the upper right-hand corner. If the Requirements User has access to more than one organization then from here is where the user can select the correct organization for the PR.

The screenshot displays the 'PR BUILDER' application interface. At the top, there is a navigation bar with 'Cabinets', 'Administration', 'Create', and 'Options'. The 'Organization' dropdown menu is open, showing a list of organizations: USMC/M67854/M67854, USMC/M67854/M67854, USMC/M67854/M67854/AAAV, USMC/M67854/M67854/PG12, and USMC/M67854/M95450. A yellow callout box points to the dropdown menu with the text: 'It is important to make sure the correct Organization is selected. This is the Organization that the PR will be created for.' Below the callout, there is a 'Welcome to PR Builder' section with a list of instructions: 'Refer to the Help section for training or technical support', 'Workflow Managers are available as a trouble-shooting resource.', and 'Don't forget to logout when your session is finished.' At the bottom, there is a section titled 'USMC/M67854/M67854 - Documents' with a 'User's Documents' dropdown and a 'Filters' section containing 'PR/FD Number/SDN' and 'Assigned To' dropdowns, along with 'Apply Filters' and 'Clear' buttons. The main content area shows 'No documents in Inbox'.

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Step 2: Select the cabinet established to for the creation of PRs for your organization. For information on cabinets and sub-cabinets then refer back to the **Getting Started (Cabinet Creation)** section.

The screenshot displays the PR BUILDER application interface. At the top, the title bar reads "Online Procurement Request Application" and "PR BUILDER". The navigation menu includes "Cabinets", "Administration", "Create", "Options", and "Support". The "Cabinets" menu is expanded, showing options like "Cabinet Administration", "Inbox", "Approved Archive", "Disapproved Archive", "Org. Documents", and "User Favorites". A callout box highlights the "Cabinet1" option under "User Favorites". Below the menu, there is a "Filters" section with input fields for "PR/FD Number/SDN" and "Assigned To", and buttons for "Apply Filters" and "Clear". The main content area displays "No documents in Inbox".

In order to create a PR, users must open a personal cabinet or sub-cabinet first.
For demonstration purposes, the **Cabinet1** cabinet is selected.

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Step 3: Mouse over the "Create" tab and select "PR" in order to navigate to the Create Purchase Request page.

The screenshot shows the PR BUILDER web application interface. At the top, there is a navigation bar with tabs for Cabinets, Administration, Create, Options, and Support. The 'Create' tab is active, and a dropdown menu is open, showing options: PR, MIPR (DD448), Shipping Doc (DD1149), Misc Pay, Navcompt 2275, and Navcompt 2276. A yellow callout box points to the 'PR' option with the text 'Mouse over and click on PR.' Below the menu is a search bar for PR/FD Number/SDN and a 'Choose an Owner...' dropdown. A table below the search bar displays 38 documents in the cabinet. The table has columns for Document Number, Document Name, Document Type, Priority, Dollar Amount, Options, Status, Cabinet Actions, Assigned To, and Move.

Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Status	Cabinet Actions	Assigned To	Move
M67854-09-MP-00194	FD448-002 MIPR Test	DD448	---	\$2,092.00	Attachments Tracking Log	Routed for Approval		Daubenspeck, Fred	<input type="checkbox"/>
M67854-09-YWR-00193		FD2275	---	\$7,125.00	Attachments Tracking Log	In Process		Alexander, Brian	<input type="checkbox"/>
M67854-09-RQ-00192	M6785409RQ00192 - FD1149-023 Test	DD1149	4	\$2,957.56	Attachments Tracking Log	Routed for Approval		Daubenspeck, Fred	<input type="checkbox"/>
M67854-09-MP-00191	FD448-002 MIPR Test	DD448	---	\$2,092.00	Attachments Tracking Log	Routed for Approval		Daubenspeck, Fred	<input type="checkbox"/>

Step 4: PR Builder automatically generates a unique PR Number. This number follows the Standard Document Number (SDN) format. This format begins with the user's DoDAAC. Every Command can find their DoDAAC on the 208 table in SABRS. After DoDAAC the user must select the fiscal year. The vast majority of purchases will be for the current fiscal year. PR Builder has safeguards against units committing documents for prior fiscal years. If a user has any questions about the fiscal year to use, then contact your Comptroller shop for information. The next field to select is Document Type Code (DTC). The different DTCs and there descriptions can be found on the 201 table in SABRS. The last field is a unique five-digit serial number. Units are encouraged to use a standardized system for serial numbers for best results in tracking documents.

The screenshot displays the 'PR BUILDER' web application interface. At the top, there is a navigation bar with links for 'Inbox', 'About PR Builder', 'Accessibility', 'Advanced Search', and 'Logout: alexanderb'. Below this is a search bar for 'PR/FD Number Search' and a dropdown menu for 'Organization' set to 'USMCM67854M95450'. A secondary navigation bar includes 'Cabinets', 'Administration', 'Create', 'Options', and 'Support'. The main heading is 'Create Purchase Request'. Below this is a 'New Purchase Request' form with four input fields: 'M95460', '09', 'SU', and '00097'. There are 'Register' and 'Cancel' buttons below the form. A yellow callout box contains the following text:

PR Builder will automatically generate a unique PR Number:

- The first field is the users' selected DoDAAC.
- The next field is the current fiscal year, which can be changed.
- The third field is the Document Type code, which can be changed.
- The last field is a unique five-digit sequence number, which can be changed.

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Step 5: Click on the “Register” button to begin the requisition process. After clicking on “Register”, PR Builder will navigate to the Purchase Request page.

The screenshot displays the PR Builder interface for creating a purchase request. At the top, the page title is "Online Procurement Request Application" and the user is logged in as "alexanderbl". The main header features the "PR BUILDER" logo and a search bar for "PR/FD Number Search" with a "GO" button. The organization is set to "USMC/M67854/M95450". A navigation menu includes "Cabinets", "Administration", "Create", "Options", and "Support".

The main content area is titled "Create Purchase Request" and contains a "New Purchase Request" section. Below this, there is a form with the following fields:

M95450	09	SU	00097
--------	----	----	-------

Below the form are two buttons: "Register" and "Cancel". A yellow callout box with a speech bubble points to the "Register" button and contains the text: "Click the **Register** button to begin the requisition process".

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Step 6: The PR Number which was created on the Create Purchase Request page will automatically generate on the Purchase Request page. The Purchase Request page consists of four main sections: Basic Information, Line Items/Sub-Line Items, Financial Information, and Recommended Sources of Supply.

The screenshot displays the 'PR BUILDER' web application interface. At the top, there is a navigation bar with 'Cabinets', 'Administration', 'Create', 'Options', and 'Support'. The main title is 'Purchase Request'. Below the title, there are several buttons: 'Route for Review', 'Complete', 'Attachments', 'Print', 'Fiscal Summary', 'Save', 'Copy', and 'Delete'. A dropdown menu shows 'Cabinet1' and a 'GO' button. A yellow callout box states: 'The PR form automatically opens with the PR Number registered.' Below this, there is a 'SIC INFORMATION' section with a status of 'In Process <<<'. The form contains several fields: 'PR Number' (M95460-09-SU-00097), 'Alternative Document Number' (M95460-09-SU-00097), 'ITPRAS ID', 'Actual Price' (\$0.00), 'Priority' (15 (lowest)), 'Priority Justification', 'Date Created' (5/24/2009 4:23:26 PM), 'Additional Information', 'Comments', and 'Originator Information' (Name: Brian Alexander).

Online Procurement Request Application Inbox :: About PR Builder :: Accessibility :: Advanced Search :: Logout: alexanderb

PR BUILDER PR/FD Number Search Organization

Cabinets Administration Create Options Support

Home : User Favorites : [Cabinet1](#) : [M95450-09-SU-000](#)

Purchase Request

Remember to save your work upon leaving this form.

Required Fields in Red.
Special characters (®, ©, etc) will be removed when this document is saved. (See examples of acceptable characters)

The PR form automatically opens with the PR Number registered.

SIC INFORMATION
Status - In Process <<<

PR Number M95460 - 09 - SU - 00097	Alternative Document Number M95460-09-SU-00097	PR Name ?
	ITPRAS ID	
Actual Price \$0.00	Priority ? 15 (lowest)	Priority Justification ?
Date Created 5/24/2009 4:23:26 PM	Additional Information ?	Comments ? Originator Information Name: Brian Alexander

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Step 7: The first section to fill out is the Basic Information section. Fill this section out in its entirety as appropriate for the purchase request. All purchase requests being routed through a SABRS compatible workflow should confirm that SABRS is selected on the PR. This will ensure that the system records the commitment for the SDN prior to the contract award.

PR Number M95450 09 SU 00097		Alternative Document Number M95450-09-SU-00097 ITPRAS ID		PR Name ? Demonstration PR	
Actual Price \$0.00		Priority ? 15 (lowest)		Priority Justification ?	
Date Created 5/24/2009 4:23:26 PM Financial System SABRS		Additional Information ? <input type="checkbox"/> J&A? <input type="checkbox"/> Classified?		Comments ? 	
		nds		Originator Information Name: Brian Alexander Building: Daly Hall Room: 2d Deck Address: 2033 Barnett Ave, Suite 315 PMM122 Quantico Virginia 22134 US Phone: 666-555-3333 Email: 6228_donotchange@prbdev2.demoapps.com	

Confirm SABRS is selected if the PR is to be routed to the Financial System

LINE ITEMS					
CLIN - SLIN	Item Name ?	Quantity	Unit Price	Unit of Issue	Amount
0001		0.0000	\$0.00	EA - Each	\$0.00
Line Item Description ?		Ship To Select a Ship To Address		Enter Date Required OR PoP Dates (mm/dd/yyyy)	

Training Command Fund Execution Guidebook

Step 9: After filling out Line Item information, the user must select the correct financial FIP data. Financial Information Pointers (FIP) was covered earlier in this user guide.

Mouse over and click on the drop down menu for Profile and Account and select appropriate FIP data. Make sure correct fiscal year is selected.

The screenshot shows a web-based form titled "Financial Information Pointers". At the top, there is a navigation bar with labels: Label, FF, MAC, BEA/FAC, BESA/WC, FC, PSC, OCC, SOCC, CAC, SIC, JON/LU, RON, and RBC. Below this are two dropdown menus for "Profile" and "Account", both with checkmarks. Two buttons are present: "Go to USMC/NAVY LOA" and "Go to DOD LOA". The "Fiscal Year" dropdown menu is highlighted with a red arrow. Below these are fields for "SDN" (M20407, 14, SU, 00009), "TAC", "Cost Code", and "ACRN" (AA). A section for "Special Material" includes checkboxes for "Foreign" and "Hazardous", and a "NSN/Serial/PartNumber ?" field with sub-fields for "PSC/FSC", "NIIN", "OCC", "SOCC", and "CAC". There are also fields for "TAMCN", "NAICS Search", and "Item Type" (Commodity). At the bottom, there are buttons for "Save", "Add Line Item", "Add Sub-Line Item", "Clear", "Import", and a link for "*CLIN Template".

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Step 10: Once the FIP data has been selected and the user has verified the Fiscal Year click on the “Save” button. If required, the user has the ability to create additional CLIN by clicking on the “Add Line Item”, Add Sub-Line Item, and Clear can be utilized by clicking on the appropriate button.

TO Phone 434-242-1323 Email john.smith@email.go		Packaging Description <input type="text"/>				
TAC <input type="text"/>						
Special Material <input type="checkbox"/> Foreign <input type="checkbox"/> Hazardous	NSN/Serial/PartNumber ? Search FSC NSN <input type="text"/> <input type="text"/>	TAMCN <input type="text"/>				
		NAICS Search <input type="text"/>				
Item Type <input type="text" value="Commodity"/>						
Save Add Line Item Clear						
CLIN/SLIN	Item Name	Quantity	Unit	SDN	Amount	Buttons
0001	Line Item 1	23.0000			1,288.00	Delete View Copy
RECOMMENDED SOURCES OF SUPPLY						
Recommended Source of Supply: ? Select a Vendor <input type="text"/> Select a Vendor <input type="text"/> Select a Vendor <input type="text"/>						
Route for Review		Complete		Attachments		Print
Fiscal Summary						
Save	Copy	Delete	Cabinet1		GO	

Training Command Fund Execution Guidebook

Step 10: The last section to fill out is the Recommended Sources of Supply section. Requirements Users may either search for a vendor or select a saved vendor for this section. When finished with all four sections, click the “Save” button at the bottom of the screen. Next to the “Save” button are the options to Complete, Attachments, Print, Fiscal Summary, Copy, Delete, select a different cabinet to move the PR, and Route for Review.

Special Material <input type="checkbox"/> Foreign <input type="checkbox"/> Hazardous		NSN/Serial/PartNumber ? Search FSC NSN <input type="text"/>		TAMCN <input type="text"/>	NAICS Search <input type="text"/>	Item Type Commodity <input type="text"/>
Save		Add Line Item		Add Sub-Line Item		Clear
CLIN/SLIN	Item Name	Quantity	Issue	Price	Amount	SDN
0001	Line Item 1	23.0000	Each	\$56.00	\$1,288.00	Delete View Copy
0002	Line Item 2	12.0000	Each	\$7.00	\$84.00	Delete View Copy
RECOMMENDED SOURCES OF SUPPLY						
Recommended Source of Supply: ?						
Select a Vendor <input type="text"/> Cage Code 12965 Vendor Name Computer Assoc. POC John Smith Address1 Street Address City East Granby Country US		Select a Vendor <input type="text"/>		Select a Vendor <input type="text"/>		
Click the Save button when done completing the PR fields.						
Route for Review		Complete		Attachments		Print
Save		Copy		Delete		Cabinet1 <input type="text"/> GO

Training Command Fund Execution Guidebook

The next steps will illustrate how to go through a similar process for funding documents.

Step 1: Complete steps 1 and 2 of **Creating Documents** for a PR in order to get to your cabinet established for funding documents. Once the correct organization and cabinet has been selected then mouse over to the “Create” tab. From this tab you can select one of 5 funding documents. For demonstration purposed the Military Interdepartmental Purchase Request (MIPR) DD448 will be selected.

PR BUILDER PR/FD Number Search Organization USMC/M87856/M00001

Cabinets Administration **Create** Options Support

Cabinets > User Favorites > FY2008 >

For demonstration purposes the MIPR (DD448) will be selected.

- > PR
- MIPR (DD448)**
- > Shipping Doc (DD1149)
- > Misc Pay
- > Navcompt 2275
- > Navcompt 2276

PR/FD Number/SDN Assigned To Choose an Owner... Apply Filters Clear

8 documents in Cabinet

Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Status	Assigned To	Move
ip M00001-08-RQ-00035	M0000108RQ00035 -	DD1149	---		Attachments Tracking Log	In Process	Adminclaire2, Adminclaire2	<input type="checkbox"/>
ip M00001-08-RQ-00036	M0000108RQ00036 -	DD1149	---		Attachments Tracking Log	In Process	Adminclaire2, Adminclaire2	<input type="checkbox"/>
ip M00001-08-RQ-00037	M0000108RQ00037 -	DD1149	---		Attachments Tracking Log	In Process	Adminclaire2, Adminclaire2	<input type="checkbox"/>
M00001-08-SI-	Testing SABRS workflow	Purchase	15	\$529.00	Attachments	Routed for	SABRS SABRS	<input type="checkbox"/>

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Step 2: PR Builder will automatically generate a unique SDN. The DoDAAC, Fiscal Year, DTC, and serial number should be filled out appropriately.

The screenshot shows the PR BUILDER web application interface. At the top, there is a navigation bar with the title "PR BUILDER" and a search bar for "PR/FD Number Search" with a "GO" button. The "Organization" is set to "USMC/M67856/M00001". Below the navigation bar, there are tabs for "Cabinets", "Administration", "Create", "Options", and "Support". The "Create" tab is active, and the breadcrumb trail is "Create > MIPR (DD448) >".

The main content area is titled "Create DD448". Below this, there is a blue bar labeled "New DD448". Underneath, there is a form with four fields: "M67854", "08", "MP", and "00078". Below the form are two buttons: "Register" and "Cancel".

A yellow callout box is overlaid on the form, containing the following text:

PR Builder will automatically generate a unique FD Number:

- The first field is the users' Organization.
- The next field is the current fiscal year, which can be changed.
- The third field is the Document Type code, which can be changed.
- The last field is a unique five-digit sequence number, which can be changed.

At the bottom left of the callout box, it says "US Marine Cor" and at the bottom right, it says "Return to Top]".

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Step 3: The appropriate DTCs for the funding documents are MP for MIPRs, MD for miscellaneous funding documents, WR for work requests NAVCOMPT 2275, and RC for contractual services NAVCOMPT 2276. Note that the Shipping Document (DD1149) is still an option in PR Builder but the DTC of RQ is an invalid DTC on the 201 table in SABRS.

PR BUILDER PR/FD Number Search Organization USMC/M67856/M00001

Cabinets Administration **Create** Options Support

Create > [MIPR \(DD448\)](#) >

Create DD448

New DD448

M67854 | 08 | MP | 00078

The default Document Type code for FDs are as follow:

- MIPR (DD448) - **MP**
- Shipping Doc (DD1149) - **RQ**
- Misc Pay - **MD**
- NAVCOMPT 2275 - **WR**
- NAVCOMPT 2276 - **RC**

[Return to Top]

Step 4: The funding document automatically opens with the SDN which was constructed. Each FD consists of four to five main sets of data fields. In the example of the DD448, the data fields are Basic Information Section, Line Items Section, Transportation Allotment and Main Invoice, Financial Information, and Approval Information. These sections only vary slightly from document to document. For more information on how to fill out the sections contact your Comptroller or Supply section.

PR BUILDER
PR/FD Number Search Organization USMC/M67856/M00001

Cabinets Administration Create Options Support

Cabinets > [FY2008](#) > [M67854-08-MP-00078](#) >

Form 448: Military Interdepartmental Purchase Request Back to Cabinet

Route for Review	Complete	Attachments	Print	Print Instructions
Fiscal Summary				
Save	Copy	Delete	FY2008	GO

*** = Required Fields**

Special characters (@, #, etc) will be removed when this document is saved. ([See examples of acceptable characters](#))

BASIC INFORMATION

>>> Status - In Process <<<

Document Name

2. FSC

3. Control Symbol No.

4. Date Prepared

5. MIPR Number

6. Amend No.

7. To:

8. From: (Agency, name telephone number of originator)

9. Items Are Are Not included in the interservice supply support program and required interservice.

The DD448 form automatically opens with the FD Number registered.

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Step 5: When finished completing the FD, make sure to review the information for accuracy. Once the document has been checked and all corrections have been made, then click the "Save" button.

PR BUILDER PR/FD Number Search Organization USMC/M67856/M00001

Cabinets Administration Create Options Support

Cabinets > Supply FY2006 > M00001-07-MP-00167 >

Form 448: Military Interdepartmental Purchase Request

Route for Review Complete Attachments Print Print Instructions Fiscal Summary

Supply FY2006

Required Fields When done click the **SAVE** button.

BASIC INFORMATION

>>> Status - In Process <<<

Document Name

2. FSC <input type="text"/>	3. Control Symbol No. <input type="text"/>	4. Date Prepared 5/25/2007	5. MIPR Number M00001 - 07 - MP - 00167	6. Amend No. Base
-----------------------------	--	----------------------------	---	-------------------

7. To: Demonstration POC Point of Contact Address 52 W Boulevard Suite 200 Dayton Ohio 54321	8. From: (Agency, name telephone number of originator) Demonstration POC Point of Contact Address 52 W Boulevard Suite 200 Dayton Ohio 54321
---	--

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Step 6: At the top of the page the user has several options. These options include Attachments, Print, Print Instructions, Copy, Delete, and Complete. After the document is ready for routing, click the "Complete" button.

PR BUILDER PR/FD Number Search Organization USMC/M67856/M00001

Cabinets Administration Create Options Support

Cabinets > Supply FY2006 > M00001-07-MP-00167 >

Form 448: Military Interdepartmental Purchase Request

When document is ready for routing, Click the Complete button

* = Required Fields

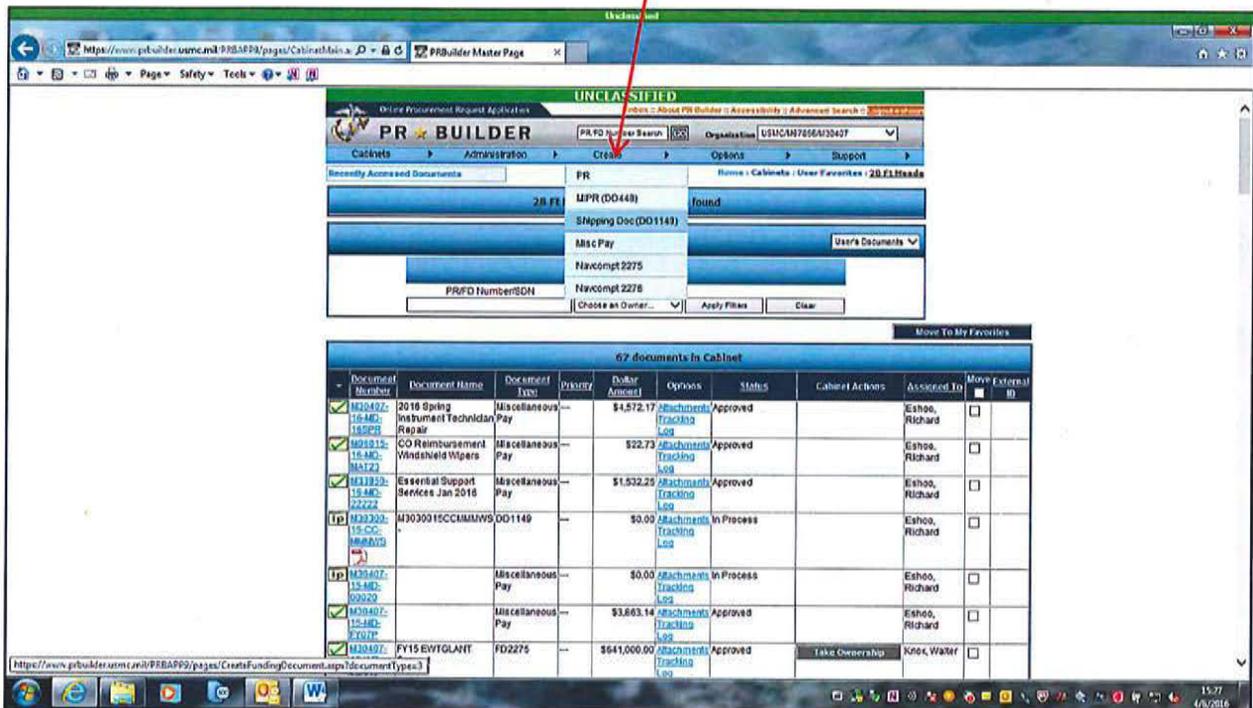
BASIC INFORMATION					
>>> Status - In Process <<<					
Document Name					
2. FSC	3. Control Symbol No.	4. Date Prepared	5. MIPR Number	6. Amend No.	
		5/25/2007	M00001 - 07 - MP - 00167	Base	
7. To:			8. From: (Agency, name telephone number of originator)		
Demonstration			Demonstration		
POC Point of Contact			POC Point of Contact		
Address			Address		
52 W Boulevard			52 W Boulevard		

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The next steps will illustrate how to go through a similar process for DD 1149.

Step 1: Complete steps 1 and 2 of **Creating Documents** for a PR in order to get to your cabinet established for DD 1149. It is recommended that fiscal personnel establish a cabinet for ServMart DD 1149's and cabinet for Governmentwide Purchase Card DD 1149's. Once the correct organization and cabinet has been selected then mouse over to the "Create" tab. From this tab select DD 1149.

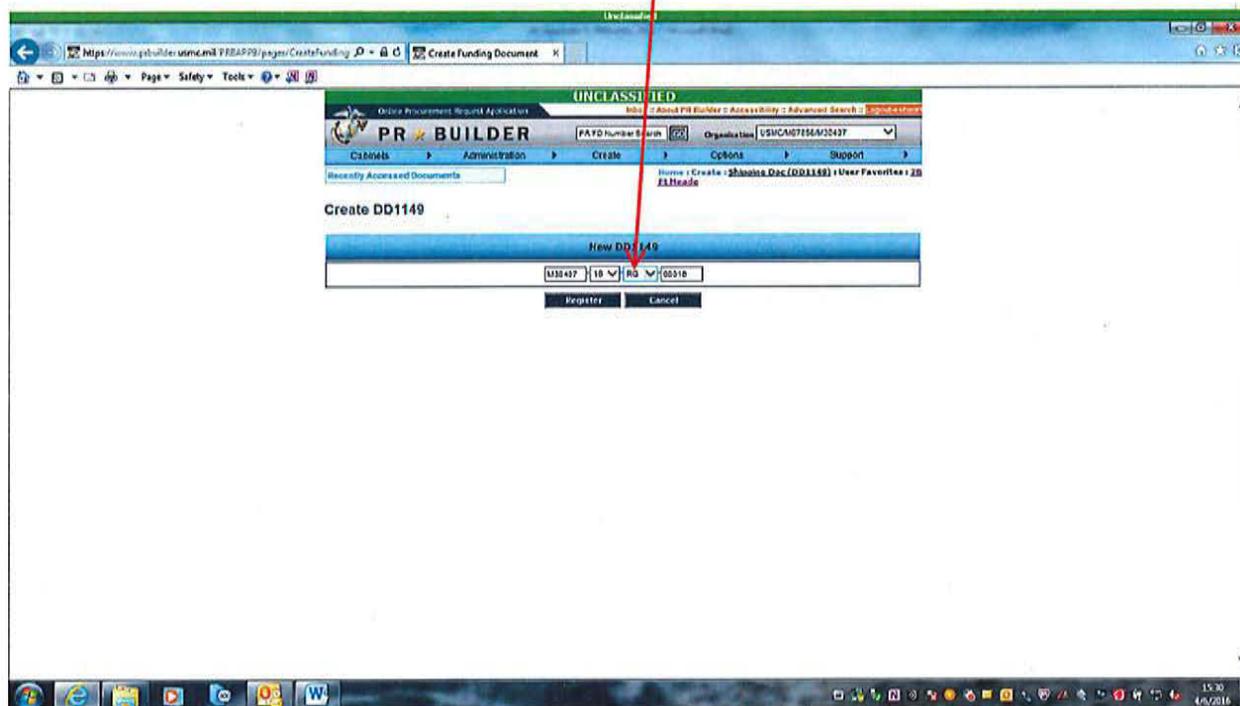
Mouse over and click on the drop down menu for "Create" and select DD 1149.



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Step 2: As stated earlier, PRBuilder will automatically generate a unique SDN. However, for Servmart or GCPC DD 1149's this SDN will not match document numbers generated by those transactional processing systems utilized by ServMart and CitiDirect. Thus Fiscal Officers must establish internal control procedures in order to maintain visibility of PRBuilder created DD 1149's and source documents initiated by ServMart and CitiDirect. DTC for ServMart and GCPC DD 1149's is "RQ".

DTC for ServMart and GCPC is "RQ".



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Step 3: There are multiple data fields available in the DD 1149 PRBuilder user interface. Data fields highlighted in red are required data fields and must be completed. It is recommended that the internal supply procedures, the maximum extent practical, use the “Document Name” and “Requisition Number” fields to link the DD 1149 to the source documents created by ServMart or CitiDirect.

Required Fields, etc....

DD Form 1149: Requisition and Invoice/Shipping Document Back to Cabinet

Route for Review Complete Attachments Print Fiscal Summary

Save Copy Delete 23 Ft Meade GO

Special characters (@, @, etc) will be removed when this document is saved. [\(See examples of acceptable characters\)](#)

* = Required Fields

BASIC INFORMATION			
>>> Status - In Process <<<			
Document Name ?	IUID, Warranty, or GFP? <input type="radio"/> Yes <input type="radio"/> No	PRBuilder # M30407 16 RQ 00018	
1. From Please choose an Address	5. Requisition Date 4/8/2016 7:30:47 PM	6. Requisition Number M3040716RQ00018	
2. To Please choose an Address	7. Date Material Required (mm/dd/yyyy) ?	8. Priority ?	
3. Ship To - Mark For Please choose an Address	9. Authority or Purpose		10. Signature
	11a. Voucher Number		11b. Voucher Date(mm/dd/yyyy)
	12. Date Shipped(mm/dd/yyyy)	13. Mode of Shipment	
	13. Mode of Shipment	14. Bill of Lading Number	
	15. Air Movement Designator or Port Reference Number		

LINE ITEMS					
Item Number (a)	Federal Stock No, Description & Coding Material and/or Services (b)	QTY Requested (d)	Unit Price (h)	Unit of Issue (c)	Total Cost (i)
		0	\$0.00	EA - Each	\$0.00

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Step 4: The next set of field is the “Line Item” field. In this field the fiscal user will list ServMart and GCPC material or service requirements. Fiscal Users may not have “Unit Prices” or “Units of Issue” information available at the time the request is generated and will have to estimate in these fields. The “Line Item Description” field can be used to amplify material details. ServMart and GCPC PRBuilder DD 1449’s will not interface with SABRS, because ServMart and CitiDirect Transactional Processing interfaces will interface with SABRS and update the accounting system. Which in turn means that fiscal users must select “Go to USMC LOA” when creating a DD 1149 in PRBuilder.

Fiscal User must select “Go to USMC LOA” when creating a DD 1149 in PRBuilder

LINE ITEMS													
Item Number (a) <input type="text" value="0001"/>	Federal Stock No, Description & Coding Material and/or Services (b) ? <input type="text"/>	QTY Requested (d) <input type="text" value="0"/>	Unit Price (h) <input type="text" value="\$0.00"/>	Unit of Issue (c) EA - Each <input type="text"/>	Total Cost (i) <input type="text" value="50.00"/>								
Line Item Description ? <div style="border: 1px solid gray; height: 100px;"></div>		NSN/Serial/Part Number ?											
		<input type="text"/> NSN <input type="text"/> PSC/FSC <input type="text"/> MIIN <input type="text"/> OCC <input type="text"/> SOCC <input type="text"/> CAC											
Supply Action (e) <input type="text"/>		Type Container (f) <input type="text"/>			Container Nos (g) <input type="text"/>								
Financial Information Pointers													
<													
Label	FF	MAC	BEA/FAC	BESA/WC	FC	PSC	OCC	SOCC	CAC	SIC	JON/LU	RON	RBC
Profile <input type="text"/>													
Account <input type="text"/>													
<input type="button" value="Go to USMC LOA"/>				<input type="button" value="Go to DOD LOA"/>				<input type="button" value="Go to SLOA"/>					
SDN <input type="text" value="M30407"/> <input type="text" value="16"/> <input type="text" value="RQ"/> <input type="text" value="00016"/>			TAC <input type="text"/>			Fiscal Year <input type="text"/>		Cost Code <input type="text"/>		ACRN <input type="text" value="AA"/>			
<input type="button" value="Save"/>		<input type="button" value="Add Line Item"/>		<input type="button" value="Add Sub-Line Item"/>		<input type="button" value="Clear"/>		<input type="button" value="Import"/> * CLIN Template					
CLIN/SLIN	Item Name	Quantity	Issue	Price	Amount	SDN							
Grand Total						<input type="text" value="\$0.00"/>							
16. Transportation via MATS or MSTs Chargeable to <input type="text"/>									17. Special Handling <input type="text"/>				

Routing Through a Workflow

Once a document has been created and saved then it needs to be routed. A user has two options to either route for review or route for approval. In this example we will route for approval.

Step 1: Prior to routing any document double-check to make sure that it is filled out correctly because once routed the document cannot be changed by the user without pulling it back.

The screenshot shows the PR BUILDER web application interface. At the top, there is a navigation bar with links for 'Inbox', 'About PR Builder', 'Accessibility', 'Advanced Search', and 'Logout - Administrator'. The main header includes the 'PR BUILDER' logo, a 'PR/FD Number Search' field with a 'GO' button, and an 'Organization' dropdown menu set to 'USMC/M67856/M00001'. Below the header is a menu bar with 'Cabinets', 'Administration', 'Create', 'Options', and 'Support'. The breadcrumb trail shows 'Cabinets > Paper Products > M67854-08-SU-00154 >'. A yellow notification box states: 'The document is now ready to Route for Approval and cannot be changed'. Below this, there is a 'Purchase' label and a 'Back to Cabinet' button. A red warning message says: 'Remember to save your work upon leaving this form.' A row of buttons includes 'In Process', 'Route for Approval', 'Attachments', 'Print', and 'Fiscal Summary'. Below these is a 'Copy' button, a dropdown menu set to 'Paper Products', and a 'GO' button. A red note indicates: 'Required Fields in Red. Special characters (@, #, etc) will be removed when this document is saved. (See examples of acceptable characters)'. The main content area is titled 'BASIC INFORMATION' and shows the document status as '>>> Status - Complete <<<'. The form contains several fields: 'PR Number' (M67854-08-SU-00154), 'Alternative Document Number' (M67854-08-SU-00154), 'PR Name' (Computer Equipment), 'Actual Price' (\$468.00), 'Priority' (15 (lowest)), 'Priority Justification' (empty), 'Date Created' (4/29/2008 10:27:22 AM), 'Additional Information' (Sole Source? checkbox), 'Comments' (empty), and 'Originator Information' (Name: Admin Admin).

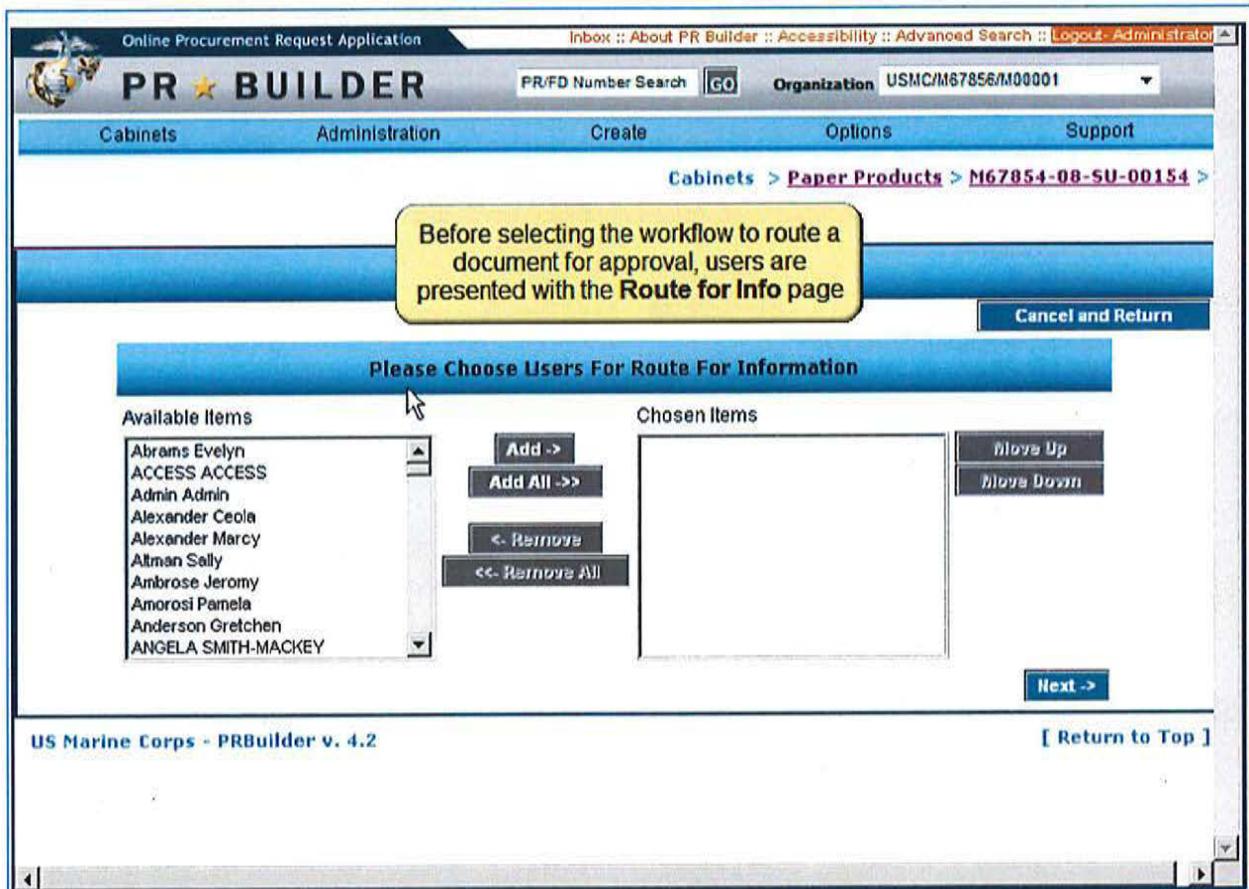
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Step 2: Once the user has a correct document which has been completed then click on “Route for Approval.”

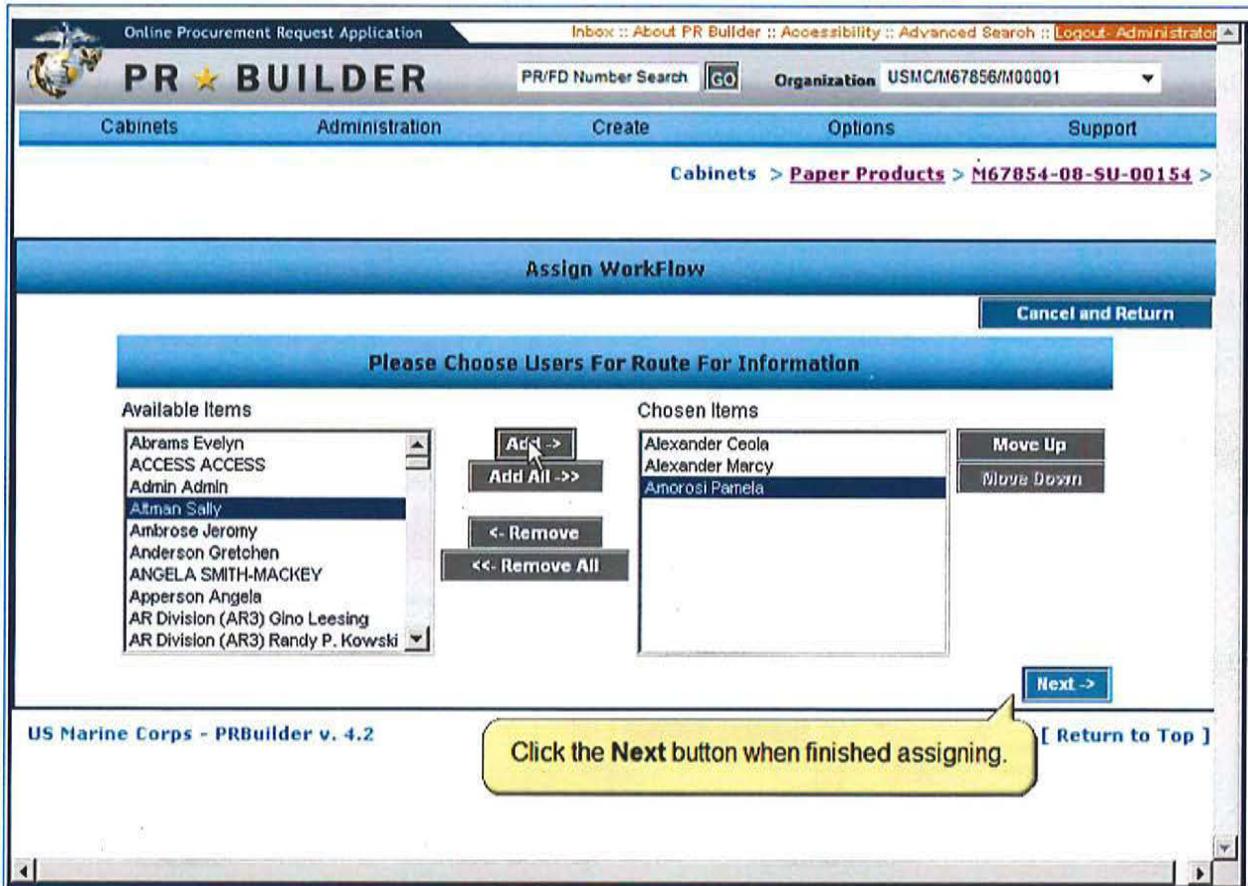
The screenshot shows the 'PR BUILDER' web application interface. At the top, there is a navigation bar with 'Cabinets', 'Administration', 'Create', 'Options', and 'Support'. Below this, a breadcrumb trail reads 'Cabinets > Paper Products > M67854-08-SU-00154 >'. The main heading is 'Purchase Request', with a 'Back to Cabinet' button to its right. A red warning message states: 'Remember to save your work upon leaving this form.' Below this are several buttons: 'In Process', 'Route for Approval', 'Attachments', 'Print', and 'Fiscal Summary'. A yellow callout box points to the 'Route for Approval' button with the text: 'To route a "Completed" document for Approval, click the Route for Approval button'. Below the buttons is a search bar with 'Paper Products' and a 'GO' button. A blue bar indicates the status: '>>> Status - Complete <<<'. The main form area is titled 'BASIC INFORMATION' and contains several fields:

PR Number M67854-08-SU-00154	Alternative Document Number M67854-08-SU-00154	PR Name Computer Equipment
Actual Price \$468.00	Priority 15 (lowest)	Priority Justification
Date Created 4/29/2008 10:27:22 AM	Additional Information <input type="checkbox"/> Sole Source?	Comments <input type="text"/>
		Originator Information Name: Admin Admin

Step 3: After clicking on “Route for Approval”, PR Builder will navigate to the Route for Information page. From here a user can select individuals to Route for Info who are not in the workflow. Selected users will be notified of the document and be able to view it, but will not be able to edit, review, nor approve the document. Click on the “Add” and “Remove” buttons to choose or de-select users. Select the “Next” button there are no additional individuals that need to be notified.

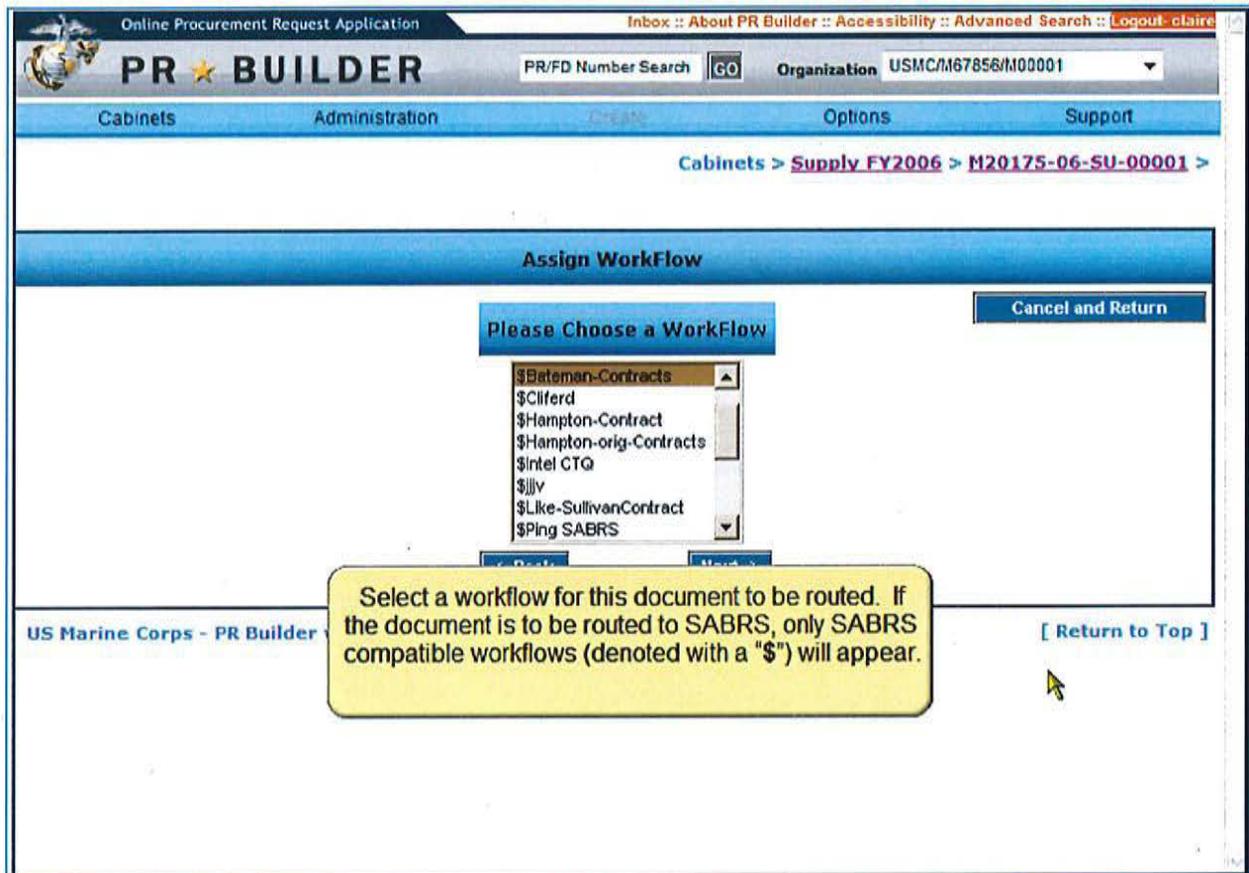


Step 4: Once all of the desired users have been selected then click on “Next” to navigate to the Workflow page.



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Step 5: From the Assign Workflow page the user can select which workflow to route the document through. If the document is to be routed to SABRS then only SABRS compatible workflows (preceded by a \$) will appear. Click "Next" to forward with the selected workflow.



The screenshot displays the 'PR BUILDER' interface for assigning a workflow. The page title is 'Assign WorkFlow'. A navigation breadcrumb shows 'Cabinets > Supply FY2006 > M20175-06-SU-00001 >'. A dropdown menu titled 'Please Choose a WorkFlow' is open, listing several options: '\$Bateman-Contracts', '\$Cliford', '\$Hampton-Contract', '\$Hampton-orig-Contracts', '\$Intel CTQ', '\$jiv', '\$Like-SullivanContract', and '\$Ping SABRS'. A yellow callout box explains that workflows starting with '\$' are SABRS compatible. The page includes a 'Cancel and Return' button, a 'Return to Top' link, and a footer for 'US Marine Corps - PR Builder'.

Online Procurement Request Application Inbox :: About PR Builder :: Accessibility :: Advanced Search :: Logout - claire

PR ★ BUILDER PR/FD Number Search Organization USMC/M67856/M00001

Cabinets Administration Create Options Support

Cabinets > Supply FY2006 > M20175-06-SU-00001 >

Assign WorkFlow

Please Choose a WorkFlow

- \$Bateman-Contracts
- \$Cliford
- \$Hampton-Contract
- \$Hampton-orig-Contracts
- \$Intel CTQ
- \$jiv
- \$Like-SullivanContract
- \$Ping SABRS

Select a workflow for this document to be routed. If the document is to be routed to SABRS, only SABRS compatible workflows (denoted with a "\$") will appear.

US Marine Corps - PR Builder [Return to Top]

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Step 6: For each user in the selected workflow, assign the Days Until Alert as desired or leave at the default of five days. Once the correct workflow and Days Until Alert are chosen the click the “Assign Workflow” to send the document to the first POC in the chain.

The screenshot shows the PR BUILDER interface. At the top, there is a navigation bar with 'Cabinets', 'Administration', 'Create', 'Options', and 'Support'. Below this, a breadcrumb trail reads 'Cabinets > FY2008 > M00001-08-SU-00032 >'. The main content area is titled 'Assign WorkFlow' and contains a 'Cancel and Return' button. A central table titled 'Please Choose Days Prior To Alert' lists workflow steps with their respective roles, organizations, and points of contact (POC). Each row has a dropdown menu for 'Days Until Alert', with the number '5' selected for all visible rows. A yellow callout box with a black border contains the text: 'If this is the correct workflow, assign Days Until Alert for each user on the Workflow and click the Assign Workflow button'. At the bottom left, it says 'US Marine Corps - PRB...' and at the bottom right, there is a '[Return to Top]' link.

Step	Role	Organization	POC	Days Until Alert
1	Fiscal User	USMC/M30300	Simien, Corlna	5
2	Approver	USMC/M95430	MCPEAK, CANDICE	5
3	Financial Approver	USMC/M30380	Williams, Tracey	5
4	SABRS			
6	Contracting Manager	USMC/M92012	Quantico, RCO	5

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Step 7: Once the document has been routed for approval it will appear in the inbox as "Routed for Approval." As the document is reviewed and approved, PR Builder will send system generated e-mails to notify people of the document when it reaches their inbox.

The screenshot shows the PR Builder web application interface. At the top, there is a navigation bar with links for "Inbox", "About PR Builder", "Accessibility", "Advanced Search", and "Logout". The main header includes the "PR BUILDER" logo and search fields for "PR/FD Number" and "Organization" (set to USMC/M67856/M00001). Below the header are tabs for "Cabinets", "Administration", "Create", "Options", and "Support". A breadcrumb trail shows "Cabinets > Supply FY2006 > M20175-06-SU-00001 >".

The main content area is titled "Inbox" and contains a "Welcome to PR Builder" message with the following instructions:

- Refer to the Help section for training or technical support.
- Workflow Managers are available as a trouble-shooting resource.
- Don't forget to logout when your session is finished.

Below the welcome message, it states: "The Inbox is where you'll find documents to approve as part of the workflow process."

A blue banner indicates "1 documents in Inbox". Below this is a table with the following data:

Document Number	Document Name	Priority	Dollar Amount	Options	Status	Inbox Options	Suspension Date
M67854-06-SU-00253	Recruit Equipment 4			Attachments	Routed for Approval	<input type="button" value="Approve"/> <input type="button" value="DisApprove"/>	1/10/2006 2:55:50 PM

A yellow callout box points to the document row with the text: "Document has been 'Routed for Approval'. Email notifications are sent to the Approvers when a document is in their Inbox."

At the bottom left, it says "US Marine Corp" and at the bottom right, there is a "[Return to Top]" link.

Approving Documents

An important feature in PR Builder is the ability to review and approve/disapprove documents which are routed in a workflow. This chapter will cover how to review, approve, disapprove, and sign documents in PR Builder.

Step 1: After logging into PR Builder, the user's inbox should appear. As documents are routed to a user in a workflow, the documents will appear in the inbox after an e-mail notification.

Inbox

Welcome to PR Builder

- Refer to the Help section
- Workflow Managers and
- Don't forget to logout

I. Viewing a Document: A. Inbox

After Logging into PR Builder, the **Inbox** will be displayed. Any document waiting action will be in the Inbox.

The Inbox is where you'll find documents to approve as part of the workflow process.

USMC/M67856/M00001 - Documents
User's Documents ▾

Filters

PR/FD Number/SDN	Assigned To		Apply Filters	Clear
	Choose an Owner... ▾			

20 documents in Inbox

#	Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Status	Inbox Options
1	M67854-08-SU-00032	Second Equipment Purchase	Purchase Request	15	\$56.00	Attachments Tracking Log	Routed for Approval	<div style="background-color: #0070c0; color: white; padding: 2px; display: inline-block; margin-bottom: 2px;">Approve</div> <div style="background-color: #0070c0; color: white; padding: 2px; display: inline-block;">DisApprove</div>
2	M00001-08-SU-00034	Equipment Purchase	Purchase Request	15	\$348.00	Attachments Tracking Log	Routed for Review	<div style="background-color: #0070c0; color: white; padding: 2px; display: inline-block; margin-bottom: 2px;">Continue Route For Review</div> <div style="background-color: #0070c0; color: white; padding: 2px; display: inline-block;">Return to Originator</div>

Training Command Fund Execution Guidebook

Step 2: With each document the Approver has the ability to view the document; view attachments, see the tracking log, and either approve or disapprove the document. All of these options are displayed in the columns for each document in the inbox.

Inbox

Welcome to PR Builder

- Refer to the Help section for training or technical support.
- Workflow Managers are available as a trouble-shooting resource.
- Don't forget to logout when your session is finished.

The Inbox is where you'll find documents to approve as part of the workflow process.

USMC/M67856/M00001 - Documents User's Documents ▾

Filters

PR/FD Number/SDN Assigned To

20 documents in inbox

#	Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Status	Inbox Options
1	M67854-08-SU-00032	Second Equipment Purchase	Purchase Request	15	\$56.00	Attachments Tracking Log	Routed for Approval	<div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 2px; display: inline-block; margin-bottom: 2px;">Approve</div> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 2px; display: inline-block;">DisApprove</div>
2	M00001-08-SU-00034	Equipment Purchase	Purchase Request	15	\$348.00	Attachments Tracking Log	Routed for Review	<div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 2px; display: inline-block; margin-bottom: 2px;">Continue Route For Review</div> <div style="border: 1px solid black; background-color: #0070c0; color: white; padding: 2px; display: inline-block;">Return to Originator</div>

To view any attachments, document information, tracking information, or comments, click the links under **Options**.

Training Command Fund Execution Guidebook

Step 3: In order to view the document and the FIP or line of accounting, click on the SDN in second column. This will take you to the PR or FD and the user can scroll down to see the financial information or read about what the request is for.

 Inbox

Welcome to PR Builder

- Refer to the Help section for training or technical support.
- Workflow Managers are available as a trouble-shooting resource.
- Don't forget to logout when your session is finished.

The Inbox is where you'll find documents to approve as part of the workflow process.

USMC/M67856/M00001 - Documents
User's Documents ▾

Filters

PR/FD Number/SDN

Assigned To
 Choose an Owner... ▾

To open a PR or FD, click on the document number
documents in Inbox

#	Docu- Number					Options	Status	Inbox Options
1	M67854-08-SU-00032	Second Equipment Purchase	Purchase Request	15	\$56.00	Attachments Tracking Log	Routed for Approval	<input type="button" value="Approve"/> <input type="button" value="DisApprove"/>
2	M00001-08-SU-00034	Equipment Purchase	Purchase Request	15	\$348.00	Attachments Tracking Log	Routed for Review	<input type="button" value="Continue Route For Review"/> <input type="button" value="Return to Originator"/>

Step 4: Once the Approver has looked over everything for the PR or FD, then the Approver must either approve or disapprove the document. Otherwise the document will just remain in that Approver's inbox.

Inbox

Welcome to PR Builder

- Refer to the Help section for...
- Workflow Managers are avail...
- Don't forget to logout when yo...

The Inbox is where you'll find document

II. Approving or Disapproving a Document:
A. Approving a Document

After reviewing the PR or FD and all attachments, the approver must approve or disapprove the document

NAVY/N00001 - Documents User's Documents ▾

Filters

PR/FD Number/SDN Assigned To Choose an Owner... ▾ Apply Filters Clear

1 documents in Inbox

#	Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Status	Inbox Options	Assigned To	Alert Date	Role
1	M0021-08-SU-00075	G1 SECURITY Panasonic WORKIO	Purchase Request	3	\$7,000.00	Attachments Tracking Log	Routed for Approval	<input type="button" value="Approve"/> <input type="button" value="DisApprove"/>	Admin, Admin	3/23/2008 8:50:55 PM	Approver

Training Command Fund Execution Guidebook

Step 5: In order to approve a document, mouse over the “Approve” button and click. In order to disapprove a document, mouse over the “DisApprove” button and click.

The screenshot shows the 'Inbox' interface in PR Builder. At the top, there is a 'Welcome to PR Builder' message with three bullet points: 'Refer to the Help section for training or technical support.', 'Workflow Managers are available as a trouble-shooting resource.', and 'Don't forget to log out when your session is finished.' Below this, a text box states 'The Inbox is where you'll find documents to approve as part of the workflow process.'

The main section is titled 'NAVY/N00001 - Documents' and includes a 'User's Documents' dropdown menu. Below this is a 'Filters' section with input fields for 'PR/FD Number/SDN' and 'Assigned To', a 'Choose an Owner...' dropdown, and 'Apply Filters' and 'Clear' buttons.

A table below the filters shows '1 documents in Inbox'. The table has the following columns: #, Document Number, Document Name, Document Type, Priority, Dollar Amount, Options, Status, Inbox Options, Assigned To, Alert Date, and Role. A single document is listed with the following details:

#	Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Status	Inbox Options	Assigned To	Alert Date	Role
1	M20021-08-SU-00075	G1 SECURITY Panasonic WORKIO	Purchase Request	3	\$7,000.00	Attachments Tracking	Routed for	Approve DisApprove	Admin, Admin	3/23/2008 8:50:55 PM	Approver

A yellow callout box points to the 'Approve' button with the text: 'To approve a document, click the Approve button'.

Training Command Fund Execution Guidebook

Step 6: After clicking “Approve” or “DisApprove”, PR Builder will navigate to a new page with the approved document highlighter and a comments box. Approved documents do not require comments, but may be inserted. Disapproved documents require comments before the Approver may continue.

The Inbox is where you'll find documents to approve as part of the workflow process.

NAVY/N00001 - Documents
User's Documents ▾

Filters

PR/FD Number/SDN Clear

Comments are not required when approving a document. If desired they can be entered at this point.

Enter Comment (required for disapproval):

Continue >> Cancel

#	Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Status	Inbox Options	Assigned To	Alert Date	Role
1	M20021-08-SU-00075	G1 SECURITY Panasonic WORKIO KV-S3085CL	Purchase Request	3	\$7,000.00	Attachments Tracking Log	Routed for Approval	<div style="background-color: #0070C0; color: white; padding: 2px; display: inline-block;">Approve</div> <div style="background-color: #0070C0; color: white; padding: 2px; display: inline-block;">DisApprove</div>	Admin, Admin	3/23/2008 8:50:55 PM	Approver

1

US Marine Corps - PRBuilder v. 4.2
[Return to Top]

Training Command Fund Execution Guidebook

Step 7: After the desired comments have been entered the Approver may either continue or cancel and start over. To continue, mouse over the "Continue" button and click.

- Workflow Managers are available as a trouble-shooting resource.
- Don't forget to logout when your session is finished.

The Inbox is where you'll find documents to approve as part of the workflow process.

NAVY/N00001 - Documents
User's Documents ▾

Filters

PR/FD Number/SDN	Assigned To	Choose an Owner... ▾	Apply Filters	Clear
------------------	-------------	----------------------	---------------	-------

1 documents in Inbox

Enter Comment (required for disapproval):

Incorrect Quantity. Please resubmit.

Then click the **Continue** button when finished

Continue >>
Cancel

#	Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Status	Inbox Options	Assigned To	Alert Date	Role
1	M00318-08-MD-MW003-0003	UFM Gen Spt	Miscellaneous Pay---		\$2,341,300.00	Attachments Tracking Log	Routed for Approval	Approve DisApprove	Admin, Admin	3/23/2008 8:34:18 PM	Financial Approver

Step 8: Sometimes documents will be routed to one Approver in an inbox but require review/approval from a different user. In order to rectify this situation, approvers may take ownership of documents. When opening the inbox, an Approver may use the right-hand dropdown box to see all of the user's documents, organization's documents, or all documents for all organizations the user has access to.

The screenshot shows the 'PR BUILDER' application interface. At the top, there is a navigation bar with the application name and search filters. Below this is a 'Welcome to PR Builder' message box containing instructions for users. The main content area is titled 'USMC/M67856/M00001 - Documents' and features a 'Filters' section with a dropdown menu for document ownership. A yellow callout box explains that users can take ownership of documents by selecting 'Org. Documents' from the filter dropdown. Below the filters is a table of documents with columns for document number, name, type, priority, dollar amount, and status.

#	Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Role	ITPF
1	TSTDOD-11-SLE		Purchase Request	---	\$392.00	Attachments In Tracking Process	Verinder, Claire	Requirements Claim User

Training Command Fund Execution Guidebook

Step 9: Search for the desired document to take action on by using the organization selections and the filters. Also, an Approver may search directly for a PR or FD by typing the SDN into the search box. To take ownership of the desired SDN, mouse over and click on the “Take Ownership” button.

The Inbox is where you'll find documents to approve as part of the workflow process.

USMC/M67856/M00001 - Documents Org. Documents ▾

Filters

PR/FD Number/SDN: Assigned To: Choose an Owner... ▾ Apply Filters Clear

4 documents in Inbox

#	Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Status	Inbox Options	Assigned To	Alert Date	Role
1	M00001-11-SU-00019	Copy of	Purchase Request	---	\$36.00	Attachments Tracking Log	In Process		Verinder, Claire		Requester User
2	M00001-11-SU-00014	PR Name #1	Purchase Request	15	\$207.00	Attachments Tracking	Routed for Approval	Take Ownership	ELMORE, LEE	4/5/2011 9:47:03 AM	Fiscal Us
3	M95430-11-RC-TV010	CS5 MASTER COLLECTION	Purchase R				uted	Take Ownership	Boyle, Thomas	12/9/2010 12:56:34 PM	Financial Approver
4	M00001-08-SU-00246	test	Purchase R			Log	uted Approval	Approve DisApprove	Verinder, Claire	7/13/2008 7:50:56 PM	Fiscal Us

To Take Ownership of an individual document, click the **Take Ownership** button.

Training Command Fund Execution Guidebook

Step 10: An Approver may take ownership of multiple documents at one time. In order to do so the Approver should use the “Select” check boxes to select the desired PRs or FDs. Then mouse over and click on the “Take Ownership” button on the top-right of the inbox.

find documents to approve as part of the workflow process.

USMC/M67856/M00001 - Documents Org. Documents ▾

Filters

PR/FD Number/SDN Assigned To

Choose an Owner... ▾ Apply Filters Clear

Take Ownership

4 documents in Inbox

t	Document Type	Priority	Dollar Amount	Options	Status	Inbox Options	Assigned To	Alert Date	Role	ITPRAS ID	Select
	Purchase Request	---	\$36.00	Attachments Tracking Log							<input type="checkbox"/>
#1	Purchase Request	15	\$207.00	Attachments Tracking Log							<input type="checkbox"/>
FER TION	Purchase Request	7	\$5,200.00	Attachments Tracking Log	Routed for Approval	Take Ownership	Boyle, Thomas	12/29/2010 12:56:34 PM	Financial Approver		<input type="checkbox"/>
	Purchase Request	15	\$0.00	Attachments Tracking Log	Routed for Approval	Approve DisApprove	Verinder, Claire	7/13/2008 7:50:56 PM	Fiscal User		<input type="checkbox"/>

To Take Ownership of multiple documents at one time, click the checkboxes located to the right of each document. Or click the Select checkbox to check all valid documents for Take Ownership

Training Command Fund Execution Guidebook

Step 11: Documents which have been moved from one Approver to another will now appear in the new Approver's inbox. They will appear with the same "Approve" and "DisApprove" buttons as before. From here the Approver may perform all of the same functions from before.

The inbox is where you'll find documents to approve as part of the workflow process.

USMC/M67856/M00001 - Documents Org. Documents ▾

Filters

PR/FD Number/SDN Assigned To Choose an Owner... ▾ Apply Filters Clear

Take

4 documents in Inbox

#	Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Status	Inbox Options	Assigned To	Alert Date	Role	IT ID
1	M00001-11-SU-00019	Copy of	Purchase Request	---	\$36.00	Attachments Tracking Log	In Process		Verinder, Claire		Requirements User	C
2	M00001-11-SU-00014	PR Name #1	Purchase Request	15	\$207.00	Attachments Tracking Log	Routed for Approval	Approve DisApprove	Verinder, Claire	4/5/2011 9:47:03 AM	Fiscal User	
3	M95430-11-RC-TV010	C	C				Approval	Approve DisApprove	Verinder, Claire	12/9/2010 12:56:34 PM	Financial Approver	
4	M00001-08-SU-00246	te				Log	Approval	Approve DisApprove	Verinder, Claire	7/13/2008 7:50:56 PM	Fiscal User	

1

Notice all documents now have Approval buttons and no longer are available for Take Ownership

Conclusion

This concludes the Basic User Guide on PR Builder. Further information and training can be found at the PR Builder Computer Based Training module. This training can be accessed at:

<https://www.prbuilder.usmc.mil/PrbApp10/UserDocumentation/CBT/cbt.aspx>.

User Roles and Permissions

Vendor: A Vendor is a provider of goods and/or services to the government. It is a role used by suppliers and contractors. The Vendor can submit invoices and receiving reports electronically using WAWF. Additional functions of a Vendor are check the status of documents in the History Folder, correct and resubmit rejected documents, and receive e-mail notifications of awaiting actions.

Acceptor: As an Acceptor, a government official can perform many processes. The Acceptor can inspect, accept, reject, and approve documents. Additional functions of the Acceptor are place documents on hold, digitally sign a receiving report, and receive e-mail notifications of awaiting actions.

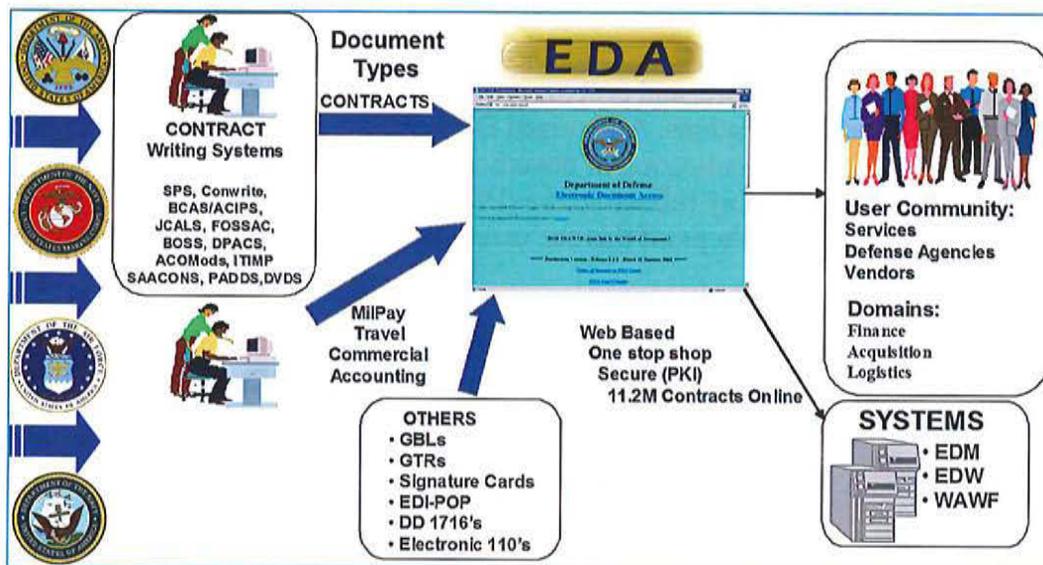
Local Processing Official: A Local Processing Official (LPO) is a government official who can certify documents prior to the documents being forwarded to DFAS. The LPO function is used by those documents that are intended to be processed as

Group Administrator: A Group Administrator (GAM) is assigned to an organization as the official who manages rights, roles, and permissions in WAWF for the organization. The GAM can add/delete users, administer location codes, and view/edit user profile information. Additional functions of the GAM are to reset passwords, reset certificates, and use activation reports.

Introduction to EDA

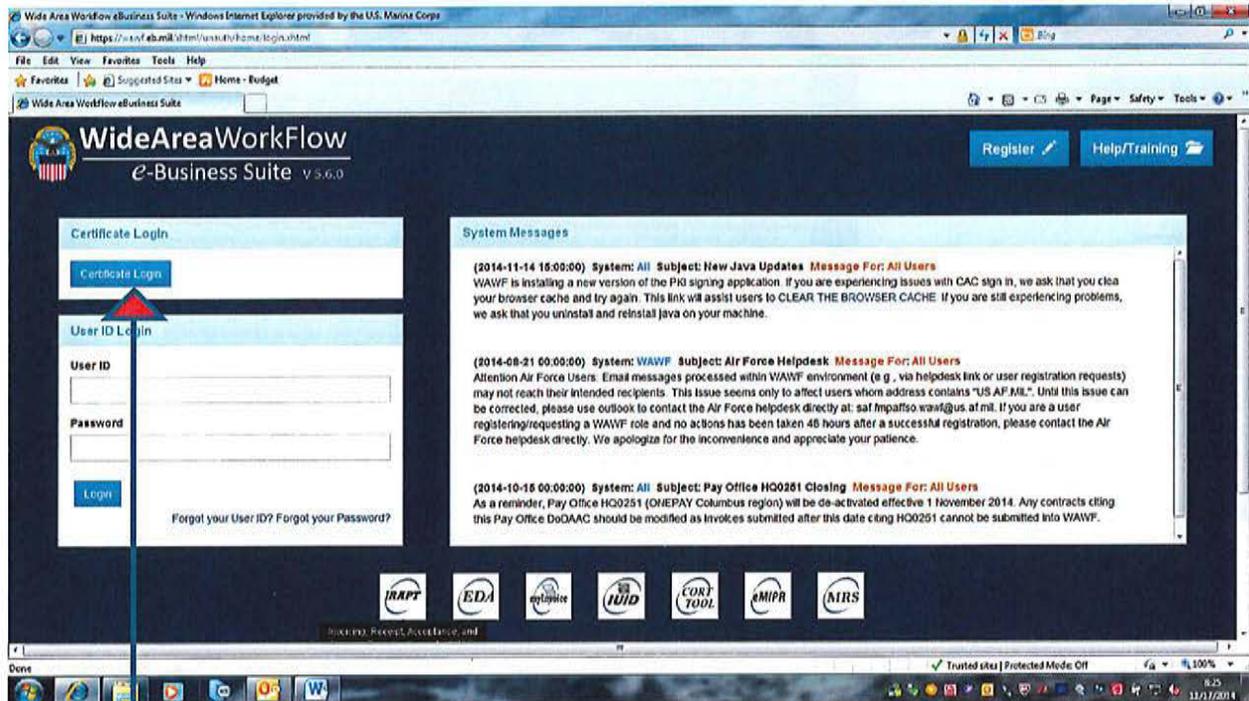
DoD Electronic Document Access is an Internet-based system that providing users with secure online access to contractual documents used by multiple DoD activities to streamline their business process. EDA allows user to retrieve large volumes of information across the existing communications networks.

EDA Functional Environment



Login and Home Screen

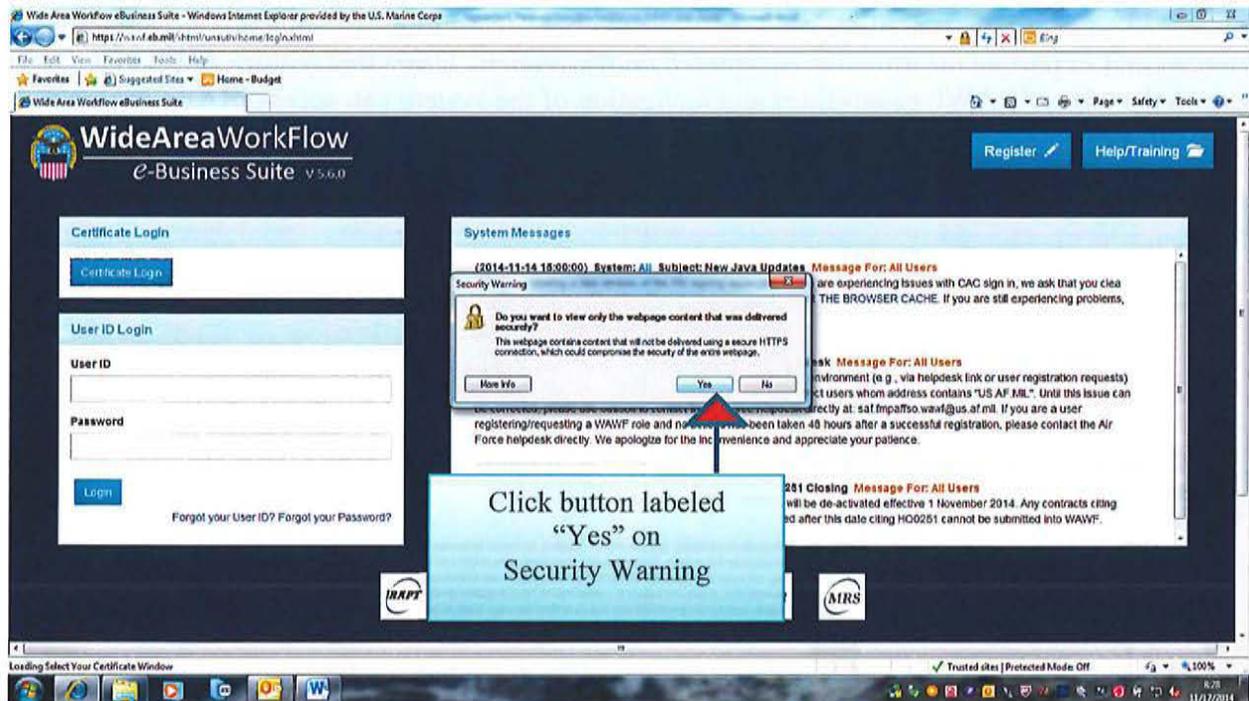
Step 1: The WAWF e-Business Suite homepage can be found by entering in the following address in a web browser application: <https://wawf.eb.mil/xhtml/unauth/home/login.xhtml>. Notices and important information are entered on this screen. Users that require additional knowledge about WAWF capabilities and navigation of the system can access iRAPT training from this page.



The initial Wide Area Workflow home page is displayed. User must to click the “Certificate Login” button.

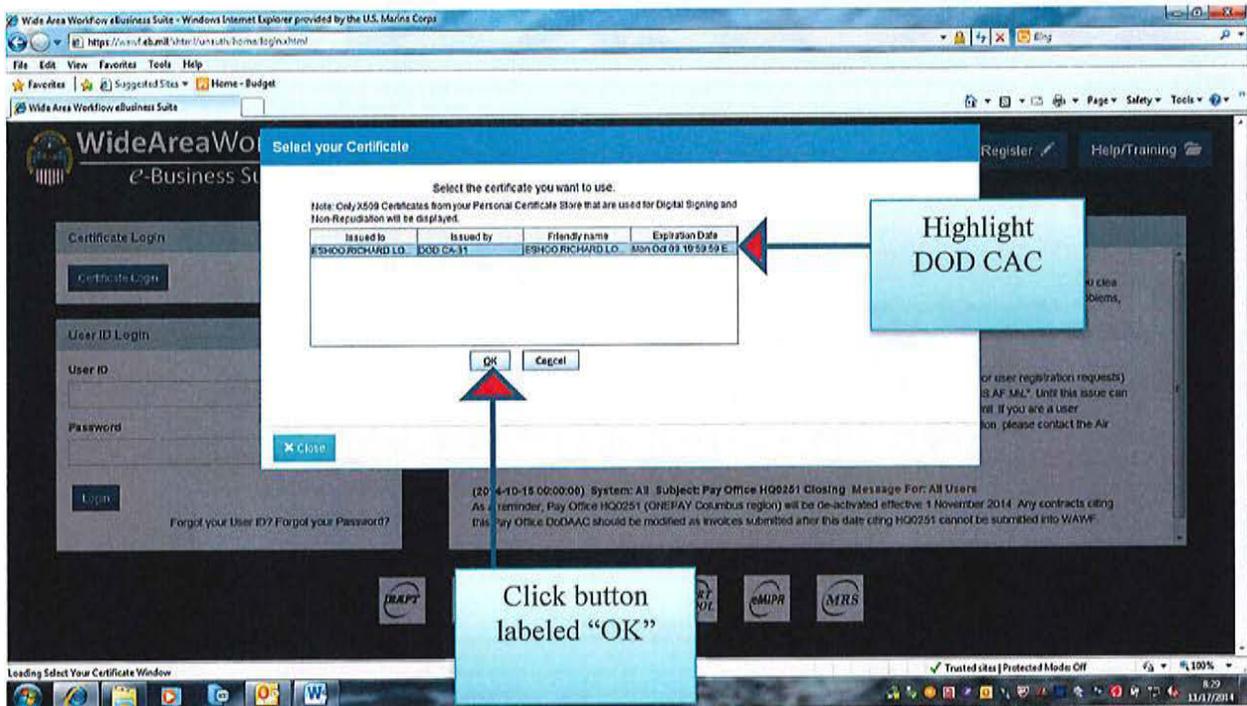
Training Command Fund Execution Guidebook

Step 2. As the user continues to Login a security warning will pop up. At this point the user needs to click the “Yes” button on the security warning.



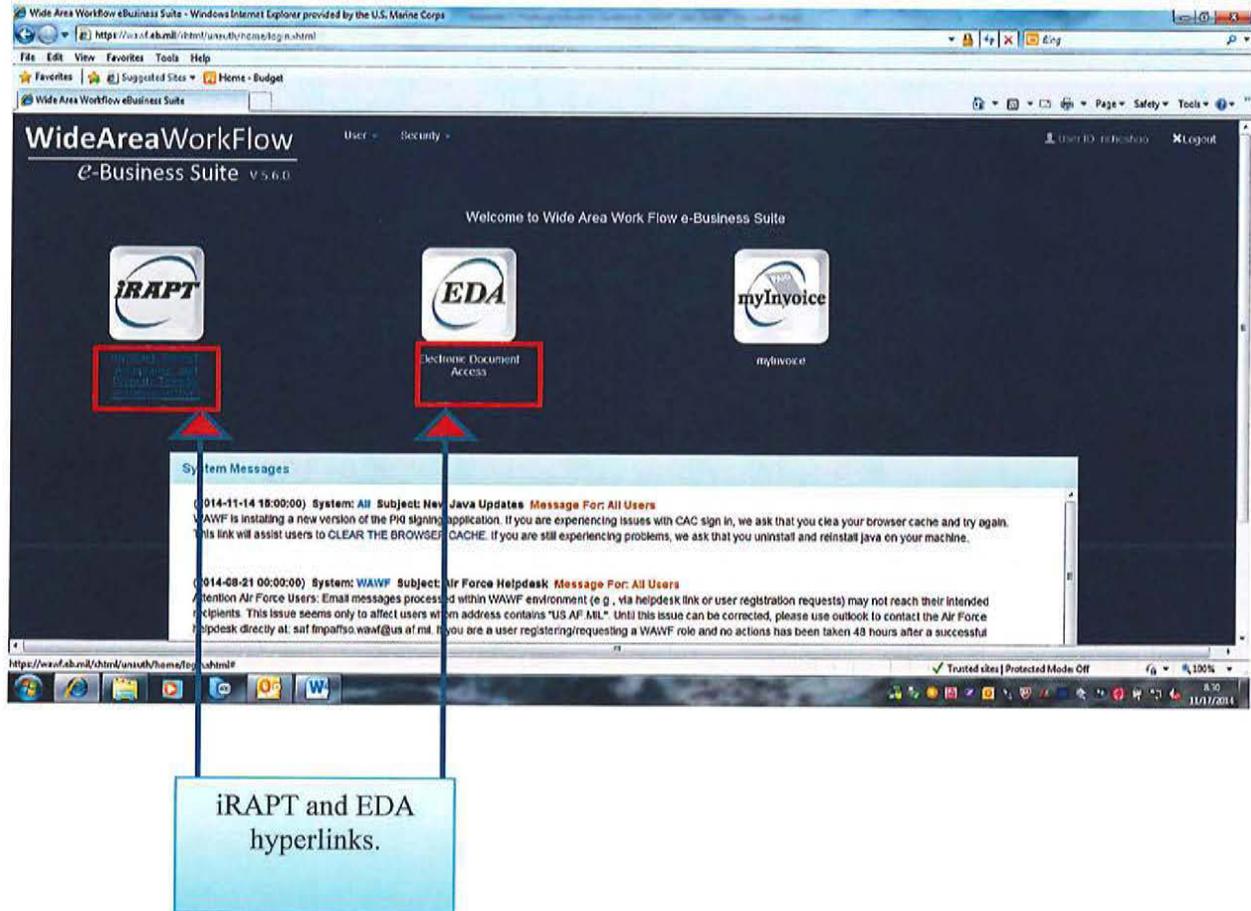
Training Command Fund Execution Guidebook

Step 3. When prompted with the user's CAC certificates, the user needs to highlight DOD CAC and click the OK Button.



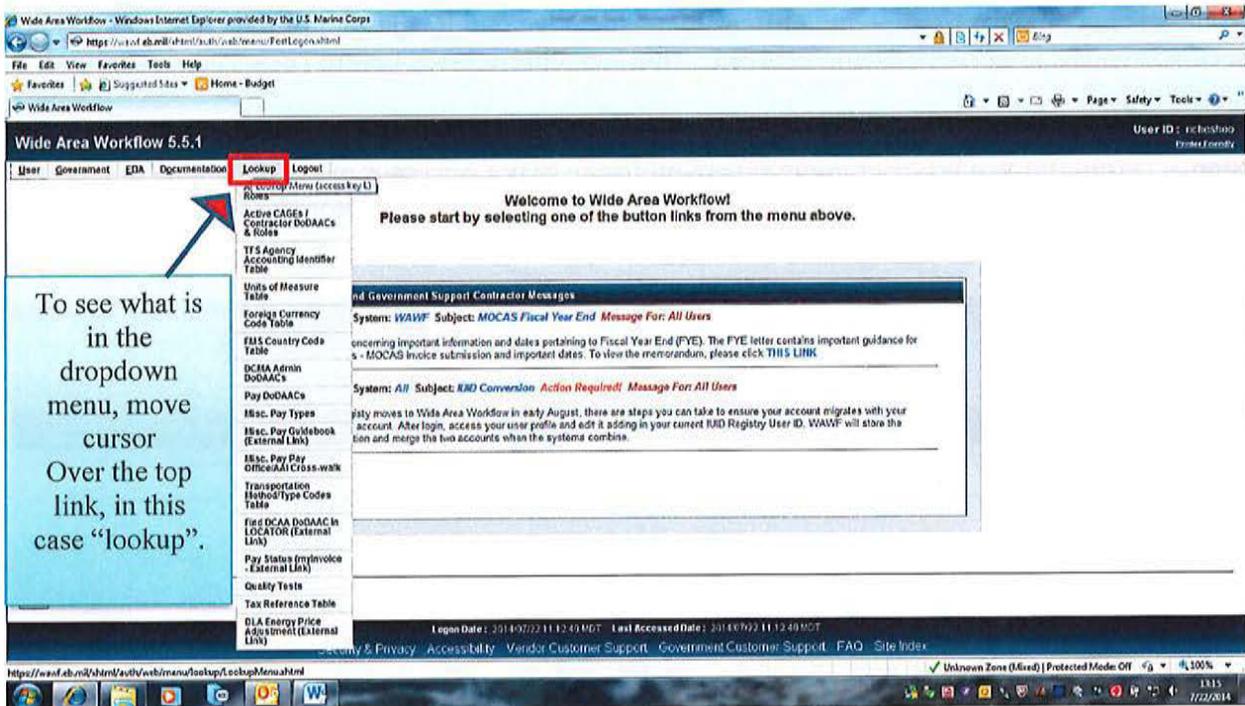
Training Command Fund Execution Guidebook

Step 4: Once logged in, the user will see a welcome message on the WAWF user's home screen. Menu items are displayed at the top of the page with the hyperlinks for iRAPT (formally WAWF) and Electronic Data Access (EDA) are located on the top of the page.



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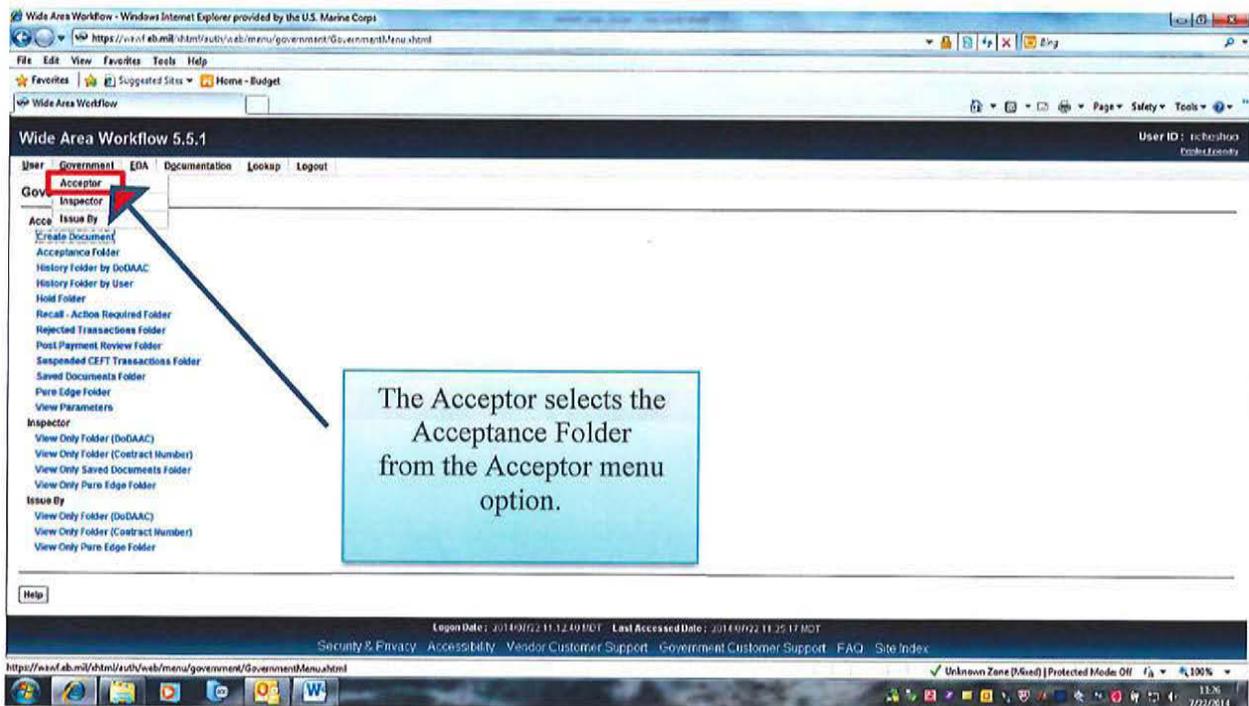
Step 5: To see what each menu item contains, mouse over the each item and a dropdown will display the options. In the example below, the user has looked at the “Lookup” menu item to display all folders available to that vendor.



Accepting Invoices

When a vendor submits an invoice, a government official must accept the invoice. This is to ensure that the government is actually receiving the services for which it has been billed. Contracts may have a Contracting Officer Representative (COR) to monitor the contract and accept invoices after services are received. This is a required step before DFAS can make a payment.

Step 1: From the WAWF user home screen mouse over the Acceptor menu item and click on "Acceptance Folder." From the Acceptance Folder is where the Acceptor can work with invoices which are ready for review.



Training Command Fund Execution Guidebook

Step 3: After clicking on “Submit” the search results will display. The Acceptor can scroll through the search results to find the desired contract number, shipment number, and invoice number. Based on the invoice type, click on the desired shipment or invoice number.

The screenshot shows the Wide Area Workflow 5.5.1 interface. The main content is a table titled "Acceptance Folder for 'M93055' (3 Items, sorted by Contract Number Ascending)". The table has columns for Item, Type, Vendor (Payee), DUNS, DUNS+4, Ext, Contract Number, Delivery Order, Shipment Number, Submitted, Shipped, Accepted, Status, Purge, Hold, Invoice Number, and Submitted. Three items are listed:

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted
1	Invoice 2in1	4ZRB1	024776447			M670011208001	2001	MBTASKJUNEJULY2014	2014-07-16	2014-07-16		Submitted			MISTASKJUNEJULY2014	2014-07-16
2	Combo D/D	6MST9	156891249			M6700112081231		SHEASTSOLARMORY	2014-07-08	2014-07-01		Submitted			EASTARMORY	2014-07-08
3	Receiving Report D/D	0AG09	147372960			SPEZDH1405607	0137	SZY0001Z	2014-07-20	2014-07-16		Submitted			E138332	2014-07-20

A red box highlights the "Invoice Number" column. A blue callout box with a white background and black text says: "The Acceptor can select a document to review by clicking the Invoice Number link for the appropriate invoice." An arrow points from the callout box to the "Invoice Number" column header.

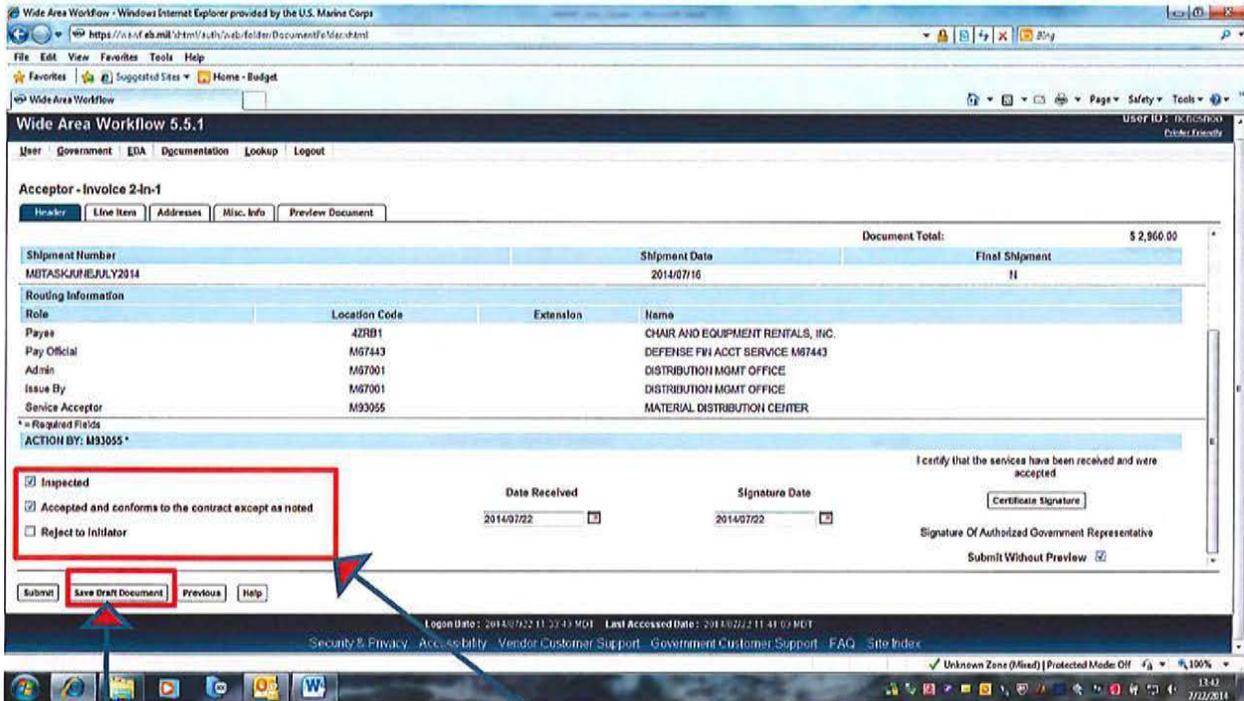
Types of Invoice:

Invoice 2 in 1

Combo

Training Command Fund Execution Guidebook

Step 5: The options available to the Acceptor are to approve, reject to initiator, or approve for a lesser amount. The Acceptor may also utilize the “Save Draft Document” button at the bottom when working with an invoice.



An Acceptor has the ability to save a draft.

The Acceptor can validate Inspection, Accepted, or Reject. Note: comments are mandatory when processing a Reject.

Training Command Fund Execution Guidebook

Step 6: Click on the “Line Item” tab to view the CLINs and prepare them for acceptance. The Acceptor can enter the accounting data for the line item if necessary. If the invoice is being accepted for less, then the quantity approved may be adjusted accordingly.

The screenshot displays the Wide Area Workflow 5.5.1 interface. At the top, there is a navigation bar with tabs for 'Header', 'Line Item', 'Addresses', 'Misc. Info', and 'Preview Document'. The 'Line Item' tab is selected. Below the navigation bar, there is a header section for 'Contract Number: M6700112D0001' and 'Invoice Number: MBTASGRUHEJULY2014'. A table below shows the line item details:

Item No.	Stock Part No.	Type	Qty. Delivered	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
2011	W045	FT	74	Each	EA	40	2,960.00
	AAI: 067443	SDH: M93055148ULJ003	AA	PR Number: M9305514SULJ003	GFE	Advice Code: N	

Annotations in the image include:

- A blue box with an arrow pointing to the 'Line Item' tab: "Click on the Line Item tab to review CLIN information."
- A blue box with an arrow pointing to the 'AAI' field: "Review AAI field. If blank, type in 067443."
- A blue box with an arrow pointing to the 'SDH' field: "The Acceptor can enter optional accounting data for the line item."

Training Command Fund Execution Guidebook

Step 7: When finished with the CLIN information, click on the “Addresses” tab to continue. From the address page the Acceptor can review or edit the address or change the DoDAACs.

The screenshot displays the Wide Area Workflow 5.5.1 interface. At the top, there is a navigation bar with 'User', 'Government', 'EDA', 'Documentation', 'Lookup', and 'Logout'. Below this is the 'Acceptor - Invoice 2-in-1' section with tabs for 'Header', 'Line Item', 'Addresses', 'Info', and 'Preview Document'. The 'Addresses' tab is selected and highlighted in red. A callout box with a red arrow points to this tab, containing the text: "Click on the Address tab to review CLIN information." The main content area shows a table with columns for Contract Number, Line Item, Reference Procurement Identifier, Shipment Number, Shipment Date, Invoice Number, and Invoice Date. Below the table, there are two sections: 'Prime Contractor' and 'Administered By'. The 'Prime Contractor' section includes fields for CAGE Code, DUNS, DUNS + 4, and Extension, along with Activity Name 1, 2, and 3, and Address 1, 2, 3, and 4. The 'Administered By' section includes a DoDAAC field and Activity Name 1, 2, and 3, along with Address 1, 2, 3, and 4. At the bottom of the page, there is a footer with 'Logon Date: 2014/07/22 11:33:19 AM' and 'Last Accessed Date: 2014/07/22 11:33:21 AM', along with links for 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', 'FAQ', and 'Site Index'. The browser's address bar shows the URL: 'http://wanf.ab.mil/html/act/vweb/process/government/c2nd/LineItem.html'.

Training Command Fund Execution Guidebook

Step 8: From the miscellaneous information page the Acceptor can view any miscellaneous fees and attachments. The Acceptor also has the ability to add any attachments that he feels are necessary to substantiate the acceptance of the invoice.

The screenshot displays the Wide Area Workflow 5.5.1 web application. The browser window title is "Wide Area Workflow - Windows Internet Explorer provided by the U.S. Marine Corps". The URL is "https://wa.wa.gov/submit/auth/auth/process/government/c2nd/AddressProcess.html". The page title is "Wide Area Workflow". The user is logged in as "User ID: ricklesing" with the role "Enter Entry".

The main content area is titled "Acceptor - Invoice 2-In-1". It has a navigation menu with tabs: "Header", "Line Item", "Addresses", "Misc. Info", and "New Document". The "Misc. Info" tab is selected and highlighted with a red box. An arrow points from a text box to this tab.

The "Misc. Info" section contains the following information:

Name:	Date of Action:	Phone #:	DS#:
Richard Eshoo	2014/07/22 11:41 MDT	703-432-1077	378-1077
Email:	Title:	Action(s):	
richard.eshoo@usmc.mil	Financial Analyst		
Org Email:			
M330550000@ZFSSG USMC MIL			
Attachments:			
Comments:			

Below the "Attachments" section is a red box containing the text "Add Attachment". An arrow points from a text box to this button.

At the bottom of the page, there are links for "Save Draft Document" and "Help". The footer includes "Logon Date: 2014/07/22 11:41 MDT", "Last Accessed Date: 2014/07/22 11:44:03 MDT", and "Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index".

Two text boxes with arrows provide instructions:

- The first text box says: "The Acceptor can review the contents of the Misc. Info page." with an arrow pointing to the "Misc. Info" tab.
- The second text box says: "Click on the 'Add Attachments' links to upload any documents." with an arrow pointing to the "Add Attachment" button.

Training Command Fund Execution Guidebook

Step 9: Click on the “Preview Document” tab for the final review before acceptance. If any inaccuracies are found then the Acceptor may click on a previous tab to edit.

The screenshot shows the 'Wide Area Workflow 5.5.1' interface. At the top, there are navigation tabs: 'Header', 'Line Items', 'Addresses', 'Misc. Info', and 'Preview Document'. The 'Preview Document' tab is highlighted with a red box and a blue arrow pointing to it from a callout box. Below the tabs, there is a section for 'Document Information' with a table containing the following data:

Contract Number	Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
DoD Contract (FAR)		M67001200001	2001		2013/11/15

Below this, there is another table for 'Invoice Information':

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
MBTASKUNEJULY2014	2014/07/16	N	2014/07/16

Further down, there is a 'Summary of Detail Level Information' table:

1 CLIN/SLIP(s)	Total
0 Miscellaneous Amount(s)	\$ 2,960.00
	\$ 0.00
Document Total:	\$ 2,960.00

At the bottom of the document information section, there is a 'Shipment Information' table:

Shipment Number	Shipment Date	Final Shipment
MBTASKUNEJULY2014	2014/07/16	N

Below the document information, there is a 'Line Item Information' table with columns: Item No., Stock Part No., Type, Qty. Delivered, Unit of Measure, UoM Code, Unit Price (\$), and Amount (\$). The 'Line Item Total' is \$ 2,960.00. At the bottom left, there are buttons for 'Save Draft Document' and 'Help'. The footer of the page includes 'Login Date: 2014/07/16 13:43:07', 'Last Accessed Date: 2014/07/16 13:43:07', and various links like 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', 'FAQ', and 'Site Index'.

Click on the “Preview Document” tab to review the completed document.

The “Preview Document” page provides a full representation of the document. The Acceptor can scroll the contents of the tab to review the document.

If the Acceptor notices an inaccuracy after reviewing the document information, the Acceptor can return to the appropriate tab to correct the information.

Training Command Fund Execution Guidebook

Step 10: When finished with the review, click back to the “Header” tab. Under the header tab the Acceptor may select Approval, enter the signature date, and then click on the “Signature” button. After clicking on the “Signature” button, the invoice will be considered accepted.

Wide Area Workflow 5.5.1

User Government EDA Documentation Lookup Logout

Acceptor - Invoice 2-In-1

Header Line Items Addresses Misc. Info Preview Document

Shipment Number	Shipment Date	Final Shipment
MBTASKARHEJALY2014	2014/07/16	11

Role	Location Code	Extension	Name
Payee	4ZRB1		CHAR AND EQUIPMENT RENTALS, INC.
Pay Official	M67443		DEFENSE FW ACCT SERVICE M67443
Admin	M67001		DISTRIBUTION MGMT OFFICE
Issue By	M67001		DISTRIBUTION MGMT OFFICE
Service Acceptor	M93055		MATERIAL DISTRIBUTION CENTER

* = Required Fields

ACTION BY: M33055 *

Inspected
 Accepted and conforms to the contract except as noted
 Reject to Initiator

Date Received: 2014/07/22

Signature Date: 2014/07/22

I certify that the services have been received and were
 Certificate Signature

Signature: Authorized Government Representative
 Submit Without Preview

Submit Save Draft Document Previous Help

Login Date: 2014/07/22 11:33:43 MDT Last Accessed Date: 2014/07/22 11:49:12 MDT

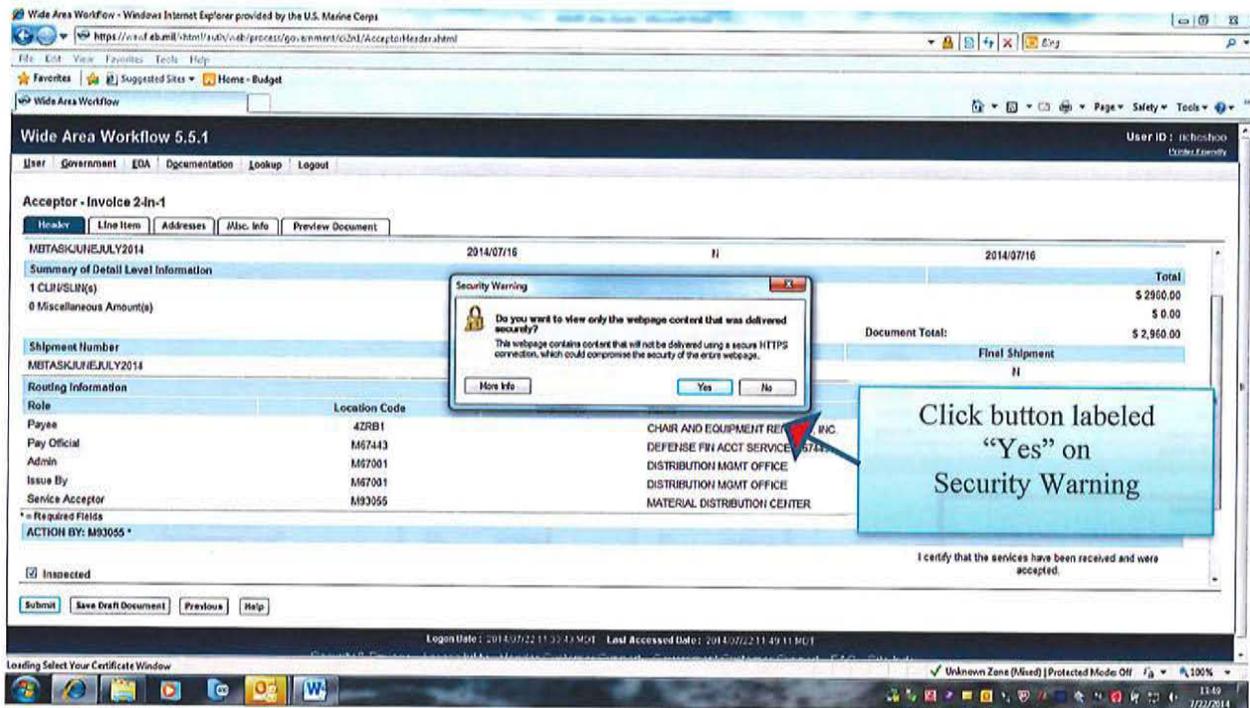
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index

At this time the Acceptor needs to check the appropriate box. If the Acceptor checks the “Inspected” block, WAWF will automatically check the “Accepted and conforms to the contract except as noted”. If the Acceptor clicks the “Reject to Initiator” block, the Acceptor must provide comments in the “Misc. Info” tab.

The Acceptor needs to fill in the “Date Received” block and the “Signature Date” block. Then the Acceptor needs to click the “Signature” button when ready to accept the invoice.

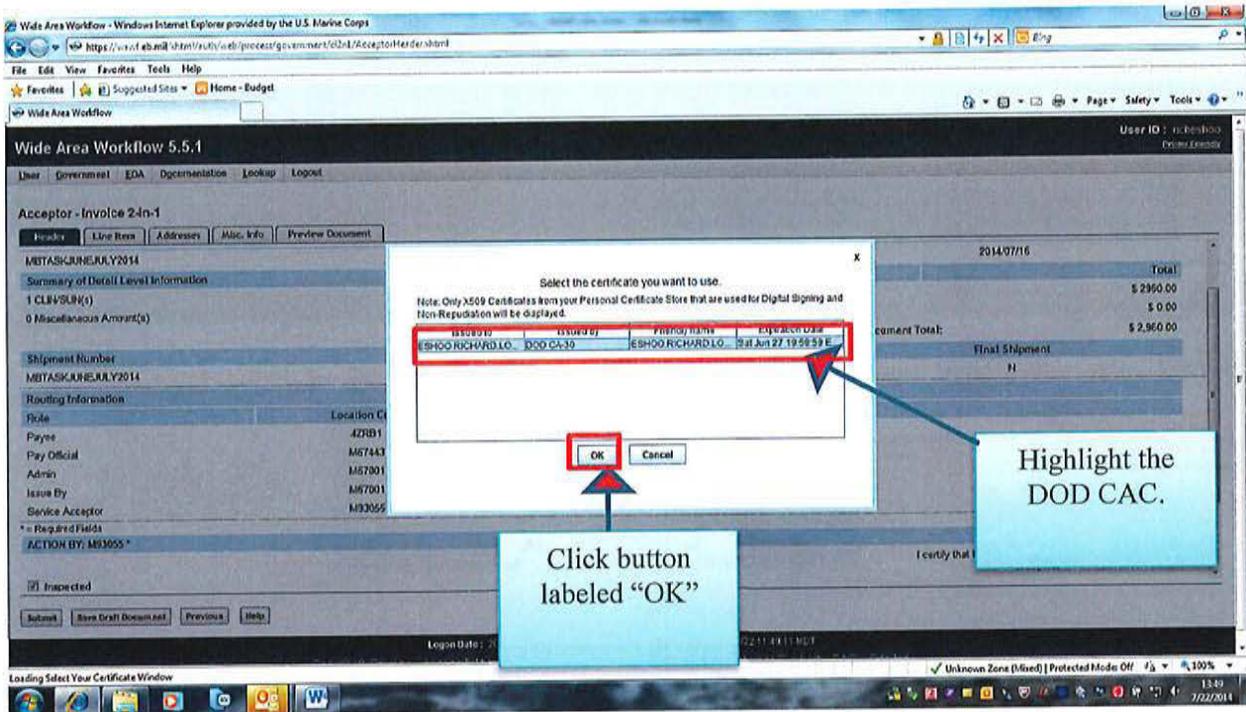
Training Command Fund Execution Guidebook

Step 11: As the user continues to certify the invoice a security warning will pop up. At this point user needs to click the “Yes” button on the security warning.



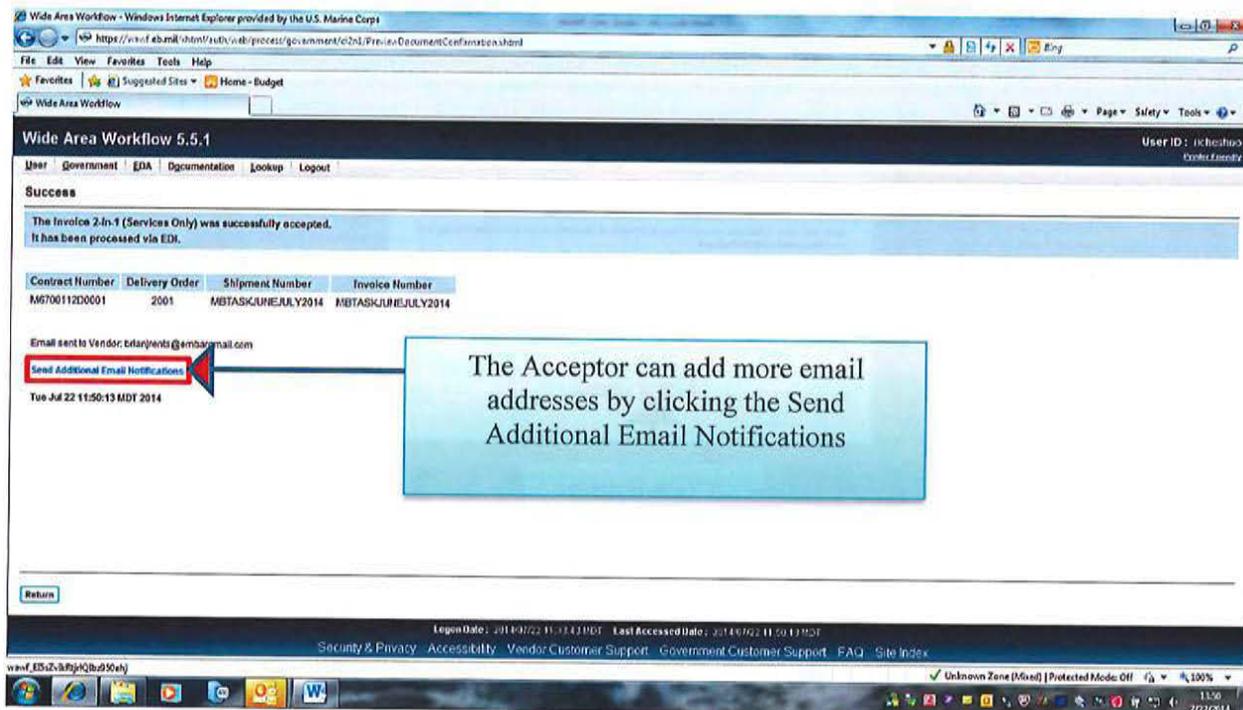
Training Command Fund Execution Guidebook

Step 12: When prompted with the user's CAC certificates, the user needs to highlight DOD CAC and click the OK Button.



Training Command Fund Execution Guidebook

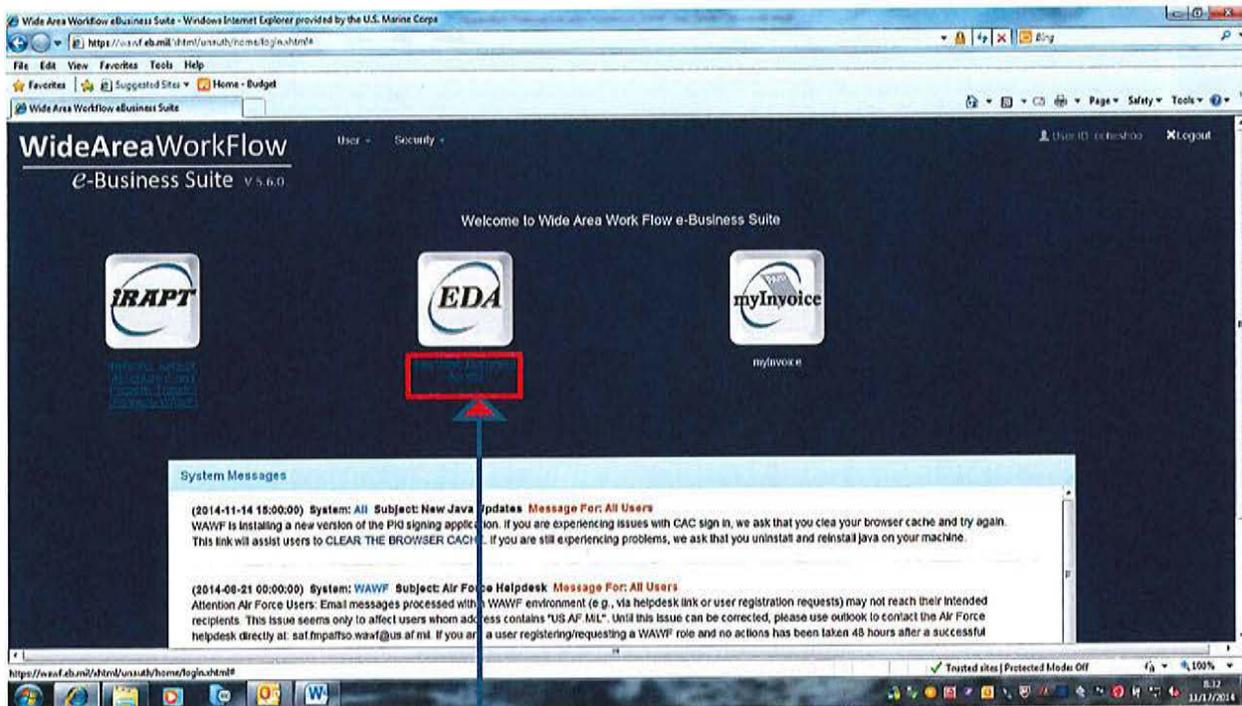
Step 13: If the acceptance has been approved correctly, then the Acceptor will receive a message in WAWF. The Acceptor may also send an additional e-mail notification to individuals utilizing the link on the “Success” page.



Retrieving Contract Documents

When a contracting official awards or changes a contract, an electronic copy is uploaded to the DoD Electronic Document Access site.

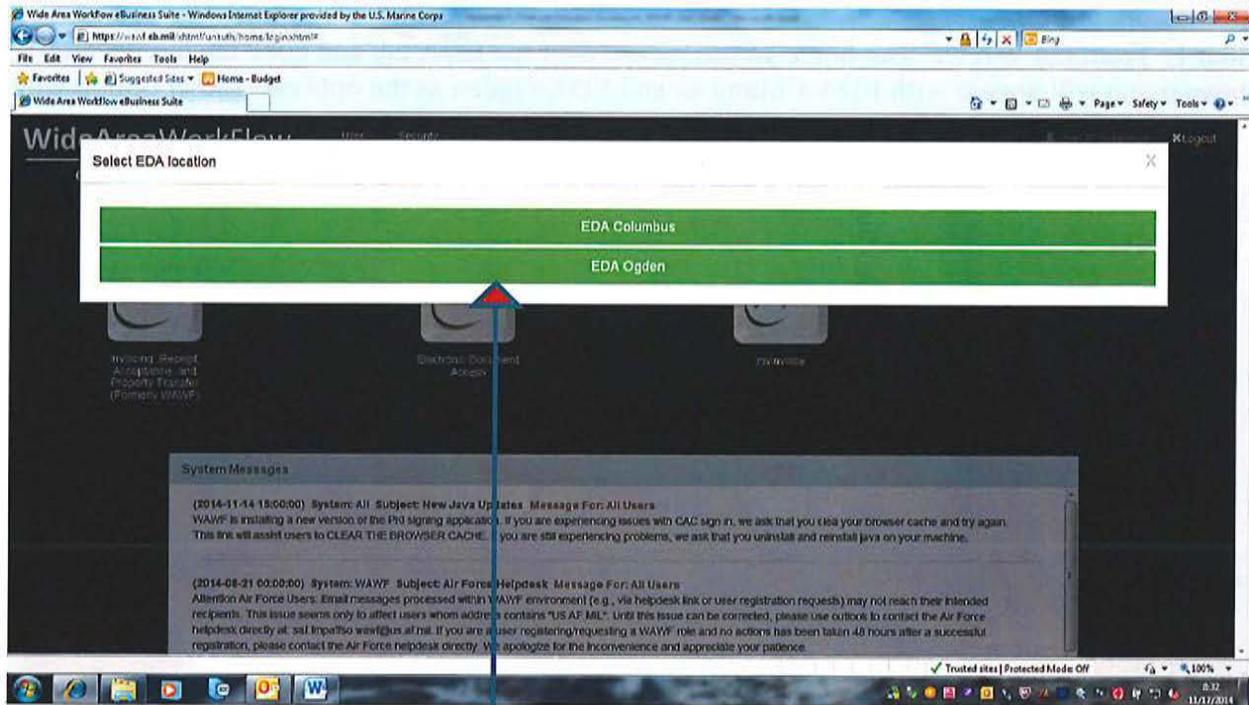
Step 1: From the WAWF user home screen mouse over the EDA tab and click the tab. A drop down menu will appear with EDA-Columbus and EDA-Ogden as the options. Either option will have the same access to electronic documents.



Click on either EDA-Columbus
or EDA-Ogden

Training Command Fund Execution Guidebook

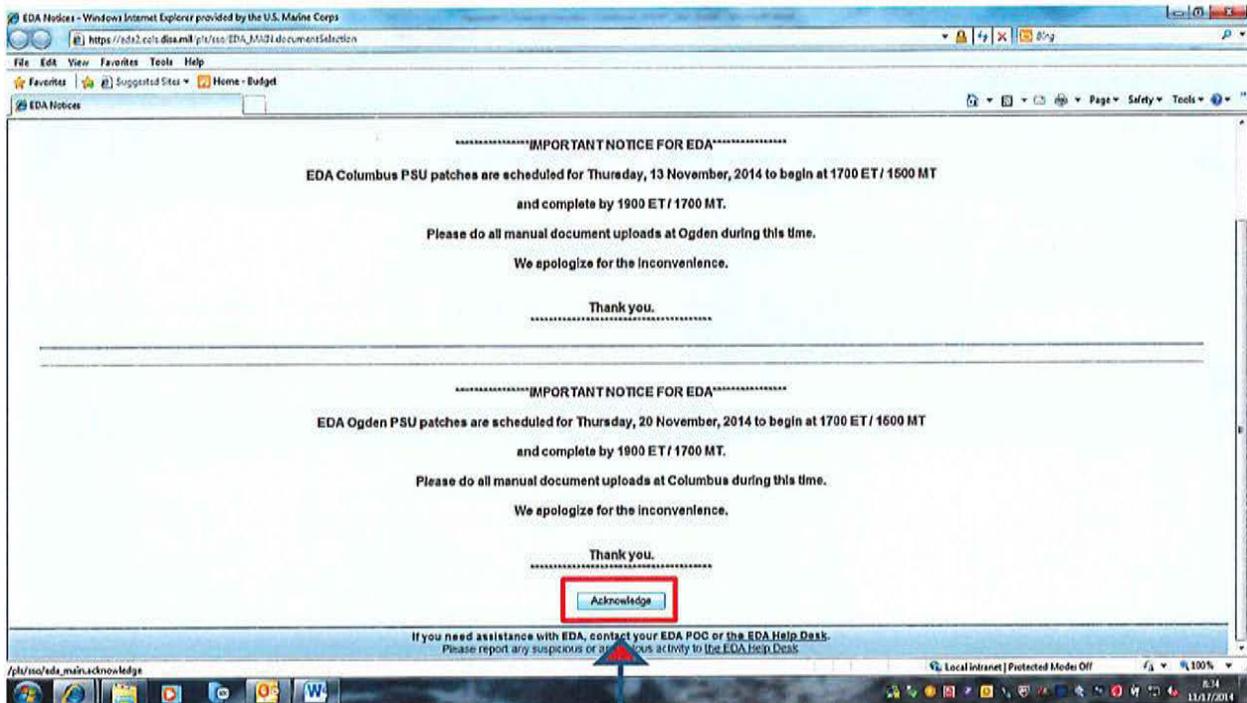
Step 2: At this page the user has the option of using the EDA Columbus page or the EDA Ogden page to access. Either page will provide the user access to contracts and navigation of either page is the same.



Click on either EDA-Columbus
or EDA-Ogden

Training Command Fund Execution Guidebook

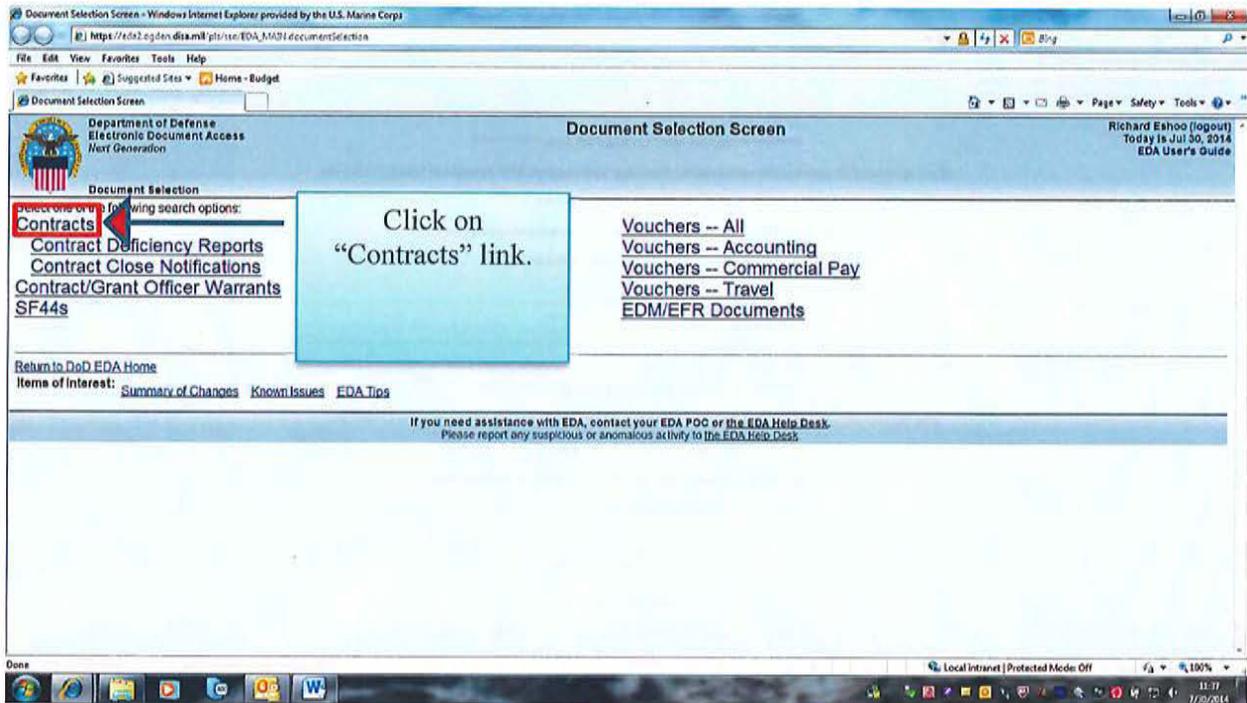
Step 3: As the user continues to login into EDA the following notification page will be displayed. This page will provide EDA status and user notification.



Once the user has read the notification, click the Acknowledge button.

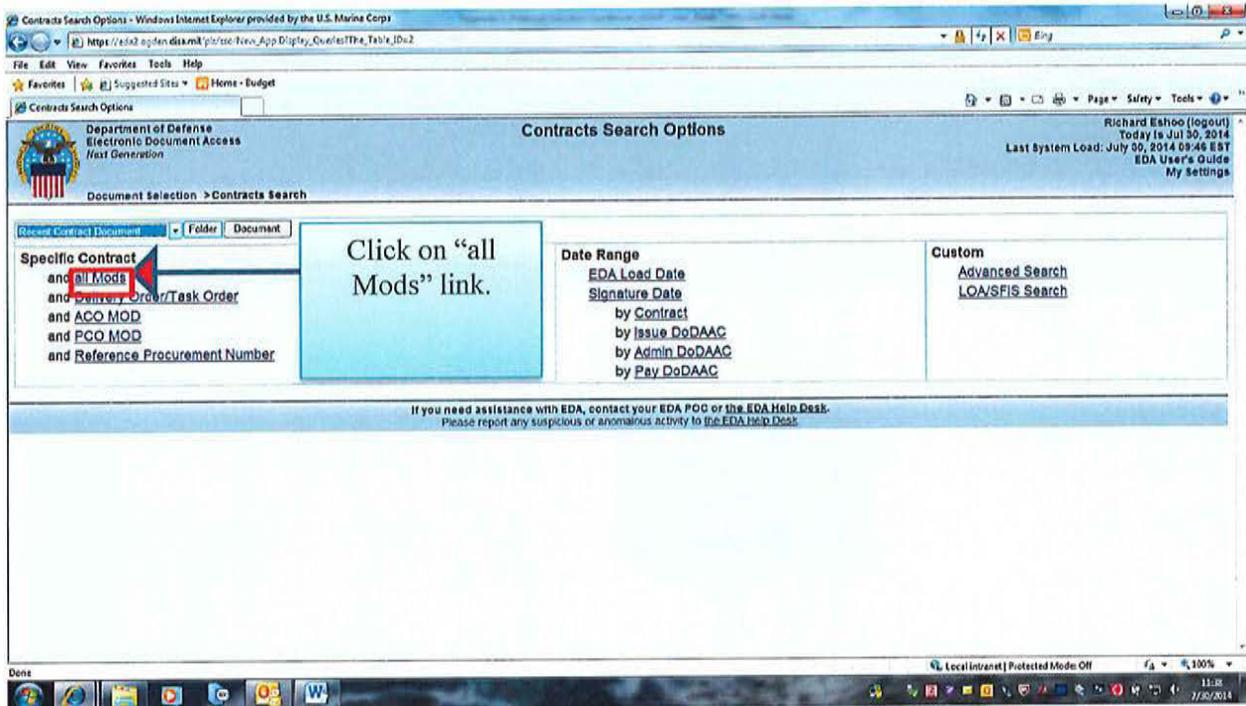
Training Command Fund Execution Guidebook

Step 4: The first page in EDA is the search page. On this page a user will click on the “Contracts” link.



Training Command Fund Execution Guidebook

Step 5: After clicking on the “Contracts” link the following search page will appear. At this page the user has several methods that they can search for a contract. This navigation tool only presents one option.



Training Command Fund Execution Guidebook

Step 6: This page is where the user has the option to search for a specific contract. The user must have the contract number to search for the documentation. The contract number is 13 digits only.

Specific Contract and all Mods - Windows Internet Explorer provided by the U.S. Marine Corps

https://eda2.eplm.dia.mil/pls/soa/proc_app.BuM_FormTheQuery_0b147

File Edit View Favorites Tools Help

Specific Contract and all Mods

Department of Defense
Electronic Document Access
Next Generation

Specific Contract and all Mods

Richard Eshoo (logout)
Today is Jul 30, 2014
EDA User's Guide
My Settings

Document Selection > Contracts Search > Query

Contract Number

Starts with

View Download

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.
Please report any suspicious or anomalous activity to the EDA Help Desk.

Fill in the contract number then click "View".

Done

Local intranet | Protected Mode: Off

11:39 7/30/2014

Training Command Fund Execution Guidebook

Step 7: EDA will show the initial contract and all modifications on file. To find a specific modification the user needs to select the “Advance Search” link.

Contracts Query Results - Windows Internet Explorer provided by the U.S. Marine Corps

https://ada2egpda.dismil.mil/phs/iss/app/Bulk_Query/The_Query_Dx147ApQuery_Dtrea=20030107020660De1560a556Vat00244200366ActionView

Department of Defense
Electronic Document Access
Next Generation

Contracts Query Results

Richard Eshoo (logout)
Today is Jul 30, 2014
EDA User's Guide
My Settings

Document Selection > Contracts Search > Query > Query Results

Displaying Page 1 of 60 @ 25 Records per page
1483 records returned (1 to 25 shown) [Download](#)

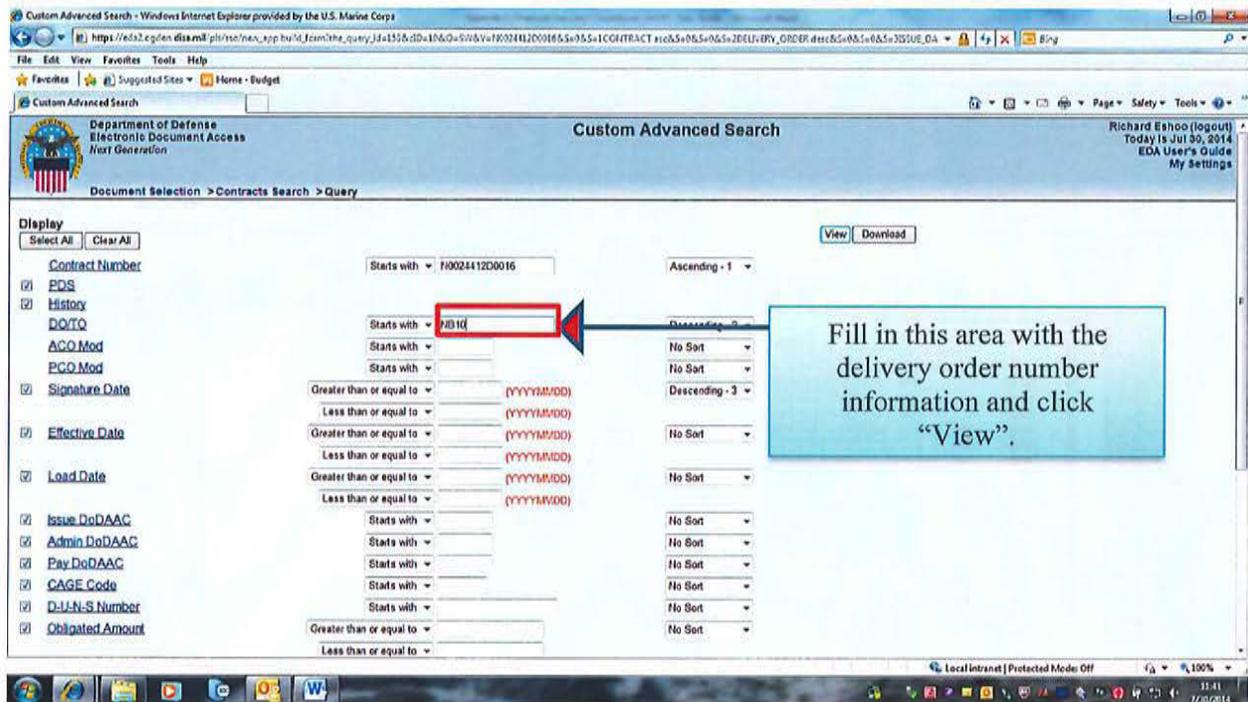
1 2 3 4 5 6 7 8 9 10 Next

Use this link to modify search criteria. [Advanced Search](#) [Refine Search](#)

Contract Number	ACO	PCO	Doc Size	Signature Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	D-U-J-N-S Number	Obligated Amount	LOA Data	CLIN Data	Attachments	Documents	Admin	CDR Manual Upload	Closed Date	Proc Nbr	Ref ID
N0024412D00018									1HW07	968904690	5000	View(1) View(5)					Add	SN00406		2013
N0024412D00018		P00003	24K	201					1HW07	968904690	0	View(1) View(5)					Add	SN00406		2013
N0024412D00018		P00002	20K	201					1HW07	968904690	5000	View(1) View(5)					Add	SN00406		2013
N0024412D00018		P00001	20K	201					1HW07	968904690	5000	View(1) View(5)					Add	SN00406		2013
N0024412D00018	H	ZL09		44K	201				1HW07	968904690							Add	SUS2A94		2013
N0024412D00018	H	ZL08		63K	20131120	20131126	H92240	H92240	HQ0240	1HW07	968904690						Add	SUS2A94		2013
N0024412D00018	H	ZL07		63K	20131120	20131126	H92240	H92240	HQ0240	1HW07	968904690						Add	SUS2A94		2013
N0024412D00018	H	ZL06	03	21K	20131230	20140103	H92240	H92240	HQ0240	1HW07	968904690						Add	SUS2A94		2013
N0024412D00018	H	ZL06	02						240	HQ0240	1HW07	968904690					Add	SUS2A94		2013
N0024412D00018	H	ZL06	01						240	HQ0240	1HW07	968904690					Add	SUS2A94		2013
N0024412D00018	H	ZL06							240	HQ0240	1HW07	968904690					Add	SUS2A94		2013
N0024412D00018	H	ZL05	04						240	HQ0240	1HW07	968904690					Add	SUS2A94		2013
N0024412D00018	H	ZL05	03						240	HQ0240	1HW07	968904690					Add	SUS2A94		2013
N0024412D00018	H	ZL05	02						240	HQ0240	1HW07	968904690					Add	SUS2A94		2013
N0024412D00018	H	ZL05	01						240	HQ0240	1HW07	968904690					Add	SUS2A94		2013
N0024412D00018	H	ZL05		57K	20121116	20121120	H92240	H92240	HQ0240	1HW07	968904690						Add	SUS2A94		2013
N0024412D00018	H	ZL04	01	33K	20131001	20131029	H92240	H92240	HQ0240	1HW07	968904690						Add	SUS2A94		2013
N0024412D00018	H	ZL04		70K	20121001	20121002	H92240	H92240	HQ0240	1HW07	968904690						Add	SUS2A94		2013
N0024412D00018	H	ZL03	01	33K	20131231	20140103	H92240	H92240	HQ0240	1HW07	968904690						Add	SUS2A94		2013
N0024412D00018	H	ZL03		57K	20121001	20121001	H92240	H92240	HQ0240	1HW07	968904690						Add	SUS2A94		2013
N0024412D00018	H	ZL02	02	35K	20131001	20131029	H92240	H92240	HQ0240	1HW07	968904690						Add	SUS2A94		2013

Training Command Fund Execution Guidebook

Step 8: To find a specific contract modification, the user needs to have the delivery order (DO) number or modification number (MOD).



Training Command Fund Execution Guidebook

Step 9: After the search criteria has been specified the following page will have the specific contract modification and or delivery number.

Contracts Query Results - Windows Internet Explorer provided by the U.S. Marine Corps

https://eda1.eplm.dia.mil/pls/soa/ev_app.EDA1_Query_HTML_Query_ID=158&pQuery_Cntex=2M012072238&ArticleView=6&R=1&CD=411&V=60&S=6&L=2&D=105.0&S2V=N011112001&S=1

Department of Defense
Electronic Document Access
Next Generation

Contracts Query Results

Richard Eshoo (logout)
Today is Jul 30, 2014
EDA Users Guide
My Settings

Document Selection > Contracts Search > Query > Query Results

Displaying Page 1 of 1 @ 25 Records per page
2 records returned (1 to 2 shown) Download

Contract Number	FDS History	ACO FCO	Doc Size	Signature Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	D-U-N-S Number	Obligated Amount	LOA Data	CLIN Data	Attachments	Admin Documents	CDR Manual Upload	Closed Date	Ref Nbr	Eff Date
N0024412D0016 (20 E354)	H	NB10	01	18K	20121114	20121127	H67001	H67001	H67443	1HWU7	968904698	17762.28	View(1)	View(1)		Add SH67001			2012
N0024412D0018	H	NB10	102K	20121001	20121003	H67001	H67001	H67443	1HWU7	968904698			View(1)			Add SH67001			2012

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.
Please report any suspicious or anomalous activity to the EDA Help Desk.

Click on the required contract.

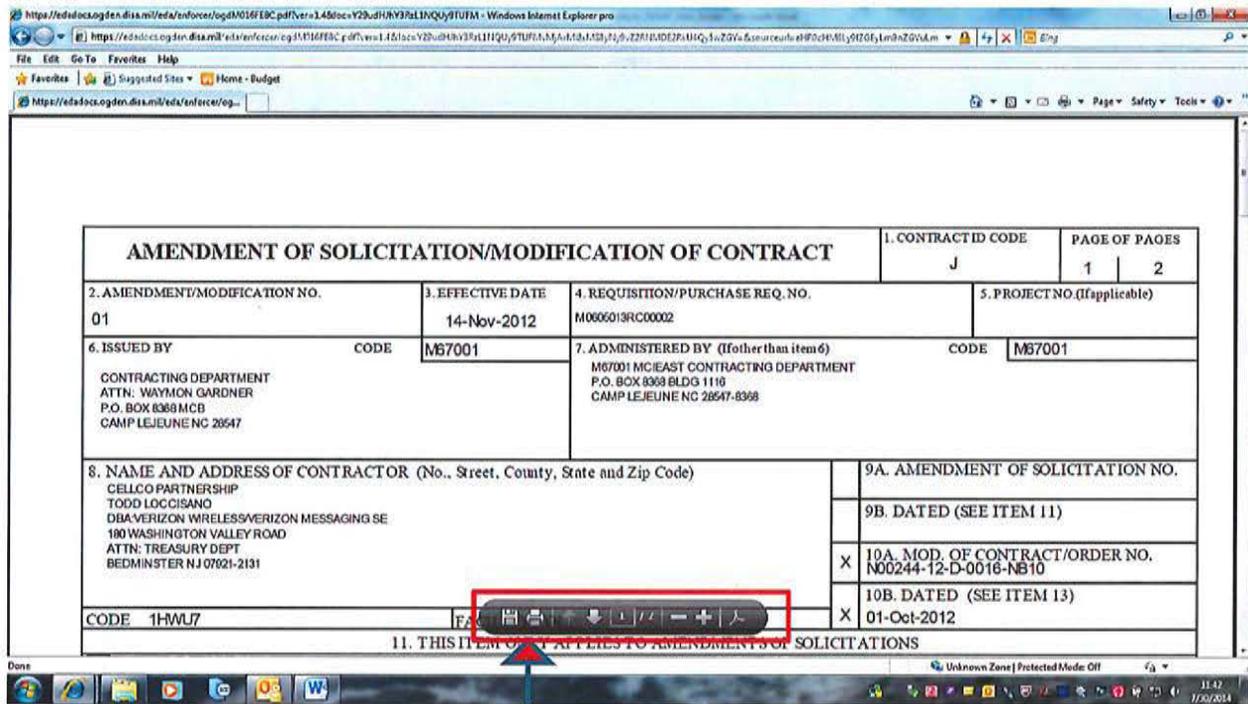
https://eda1.eplm.dia.mil/pls/soa/ev_app.get_doc?Table_ID=3&pRecord_Key=CF7E7A778012F168040015B3E3F0A7

Local intranet | Protected Mode: Off

11:41 11/30/2014

Training Command Fund Execution Guidebook

Step 10: EDA will provide the user the option to either save the document as a PDF file or print a copy.

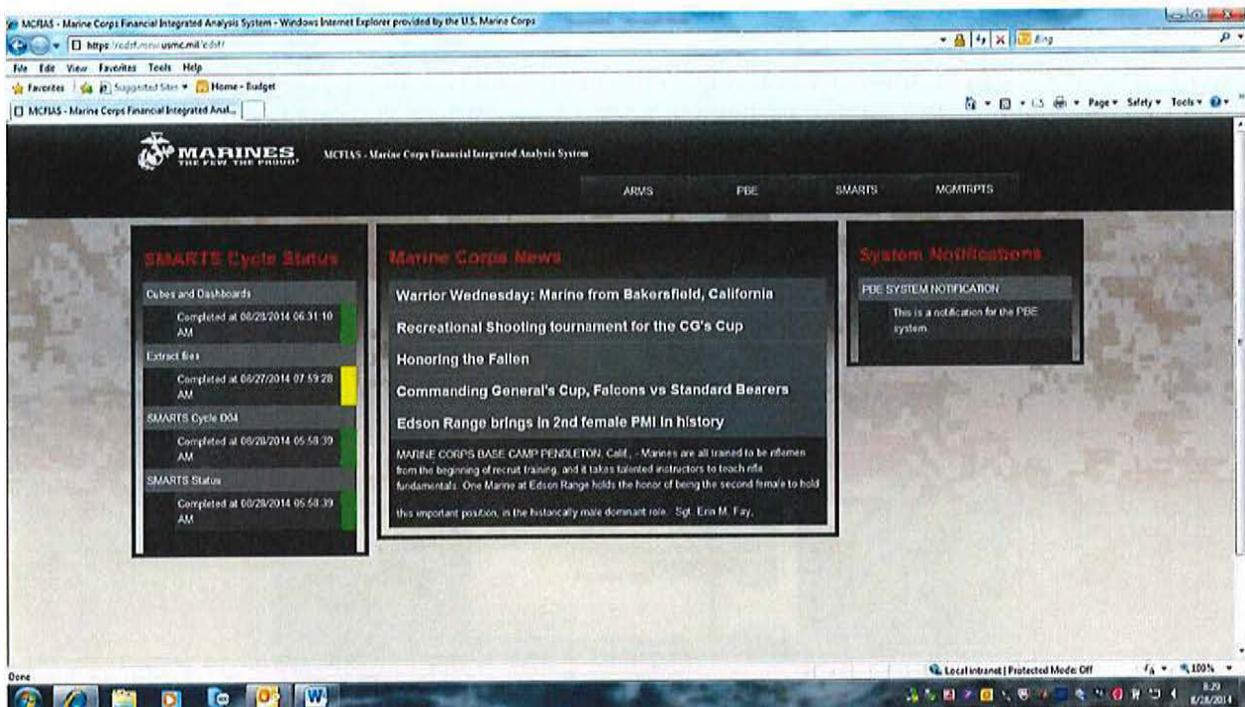


The screenshot shows a web browser window displaying a contract amendment form. The form is titled "AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT". The browser's address bar shows the URL: <https://edafccs.odm.dfas.mil/eda/enforce/og/101619C.pdf?ver=1.4&doc=Y29udHRvY3RlL1NQUy91UUM->. The form contains the following information:

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
		J	1 2
2. AMENDMENT/MODIFICATION NO. 01	3. EFFECTIVE DATE 14-Nov-2012	4. REQUISITION/PURCHASE REQ. NO. M006013RC0002	5. PROJECT NO (if applicable)
6. ISSUED BY CONTRACTING DEPARTMENT ATTN: WAYMON GARDNER P.O. BOX 8368 MCB CAMP LEJEUNE NC 28547	CODE M67001	7. ADMINISTERED BY (If other than item 6) M67001 MCIEAST CONTRACTING DEPARTMENT P.O. BOX 8368 BLDG 1110 CAMP LEJEUNE NC 28547-8368	CODE M67001
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) CELLCO PARTNERSHIP TODD LOCCISANO DBA-VERIZON WIRELESS/VERIZON MESSAGING SE 180 WASHINGTON VALLEY ROAD ATTN: TREASURY DEPT BEDMINSTER NJ 07021-2131		9A. AMENDMENT OF SOLICITATION NO.	
		9B. DATED (SEE ITEM 11)	
		X 10A. MOD. OF CONTRACT/ORDER NO. N00244-12-D-0016-NB10	
		X 10B. DATED (SEE ITEM 13) 01-Oct-2012	
CODE 1HWL7		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS	

User can print or save an electronic copy of contract.

Training Command Fund Execution Guidebook



Introduction to System Management Analytical Retrieval Tool (SMARTS/ReportNet)

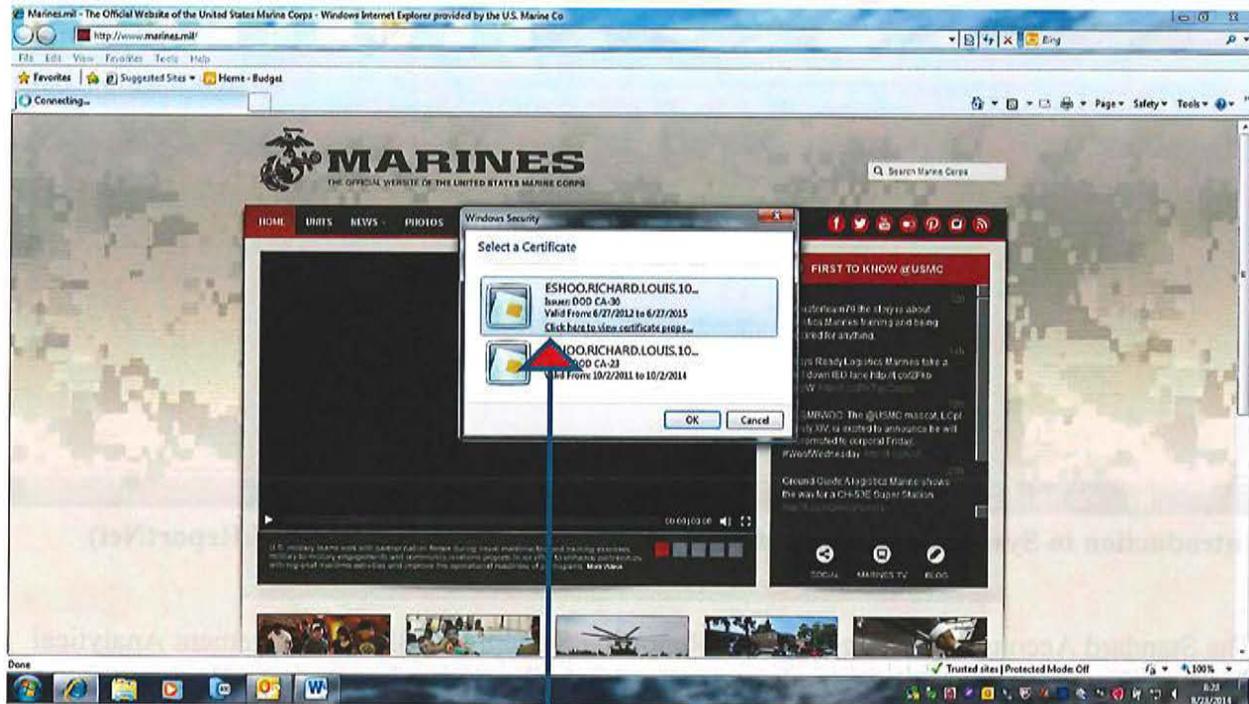
The Standard Accounting, Budgeting, and Reporting System (SABRS) Management Analytical Retrieval Tools (ReportNet) system is an application built utilizing International Business Machines (IBM) Cognos financial software application. ReportNet is customized for the USMC to provide a robust state-of-the art financial reporting capability with the ability to customize reports, create dashboards, and create ad hoc queries from SABRS.

ReportNet is an Internet based system accessed with a Common Access Card. Financial data from SABRS is electronically updated in Reportnet daily and subsequently every two hours starting at 10:40 Eastern Standard Time.

Training Command Fund Execution Guidebook

Login and Home Page

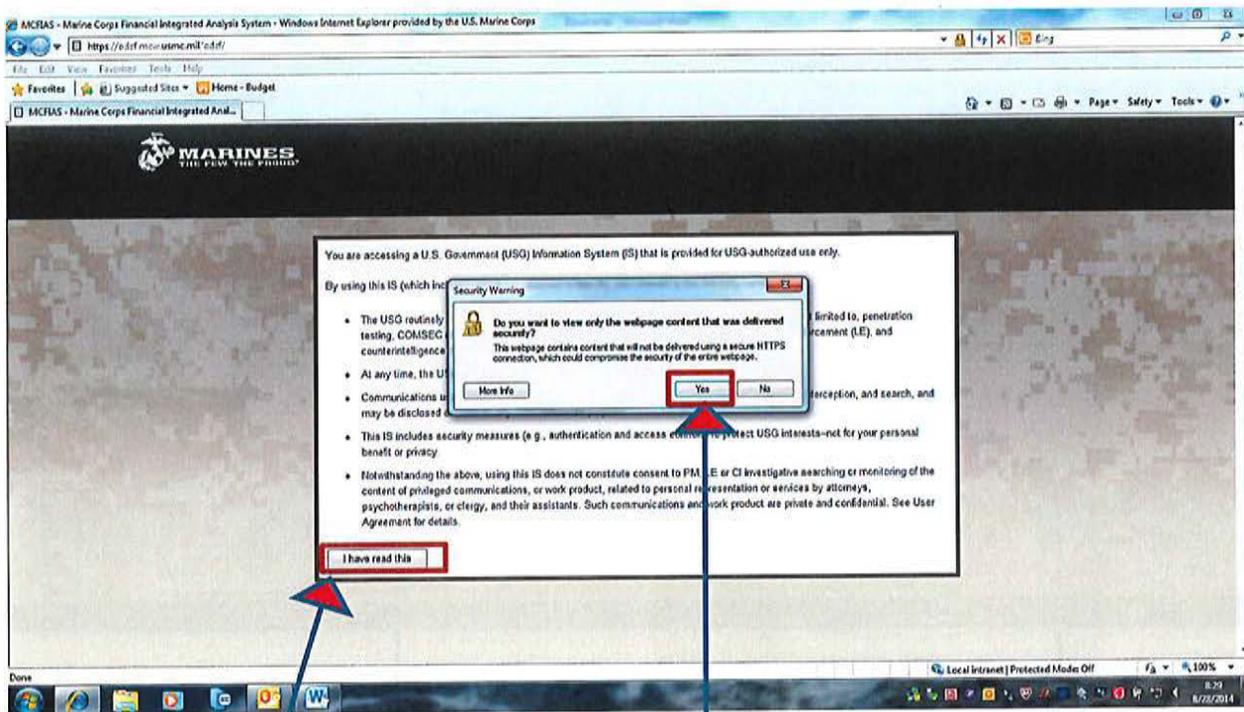
Step 1: ReportNet can be found by entering in the Internet address <https://odsf.mcw.usmc.mil/> in order to navigate to the ReportNet warning and notice page. When prompted user must select the DOD CaC to navigate to Report Net.



The before the initial ReportNet home page the user will be prompted to select CAC enabler option. User must select DOD CAC in order to continue.

Training Command Fund Execution Guidebook

Step 2: U.S. Government and Internet Hypertext Transfer Protocols will prompt the user with the two different security warnings. At this time the user will click “Yes” in the HTTP Security Warning, and click “I have read this” in the U.S. Government warning.

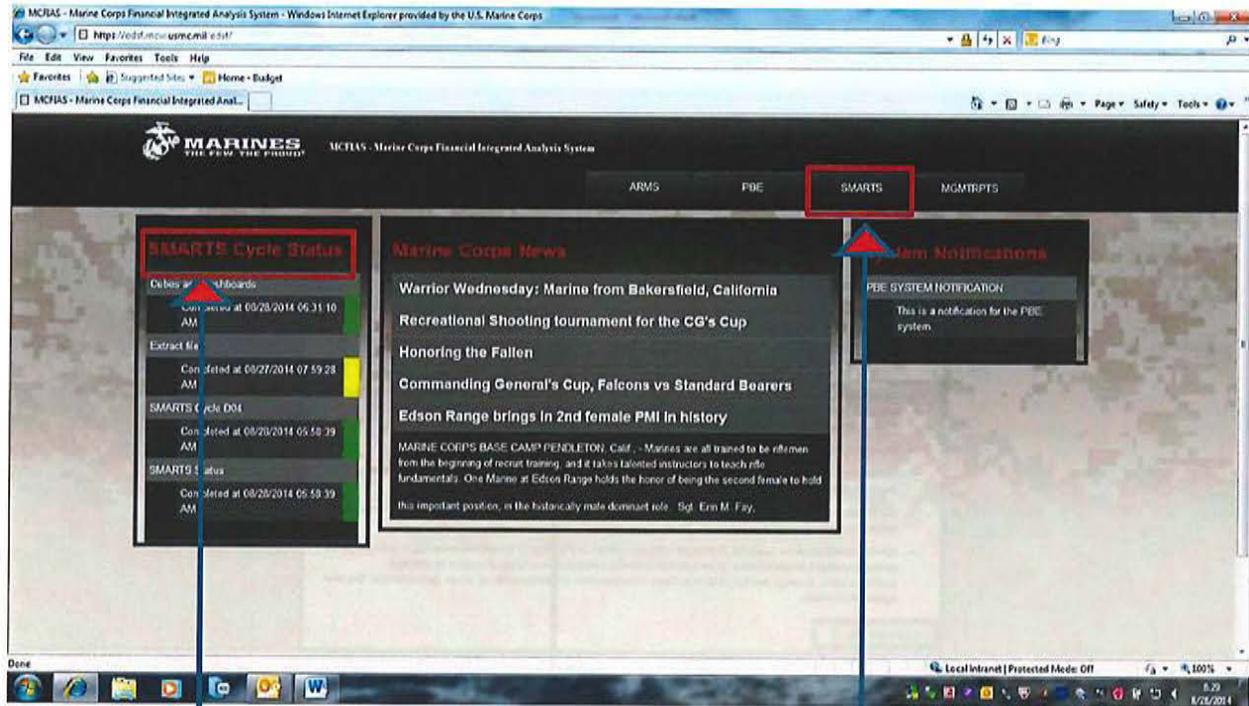


Then the user can select “I have read this” in order to log into ReportNet.

First the user must select “Yes” on the HTTP Security Warning.

Training Command Fund Execution Guidebook

Step 3: At this page the user will select the “SMARTS” button. Users should read the SMARTS cycle status. This way the user can make sure that financial data is the most up to date information

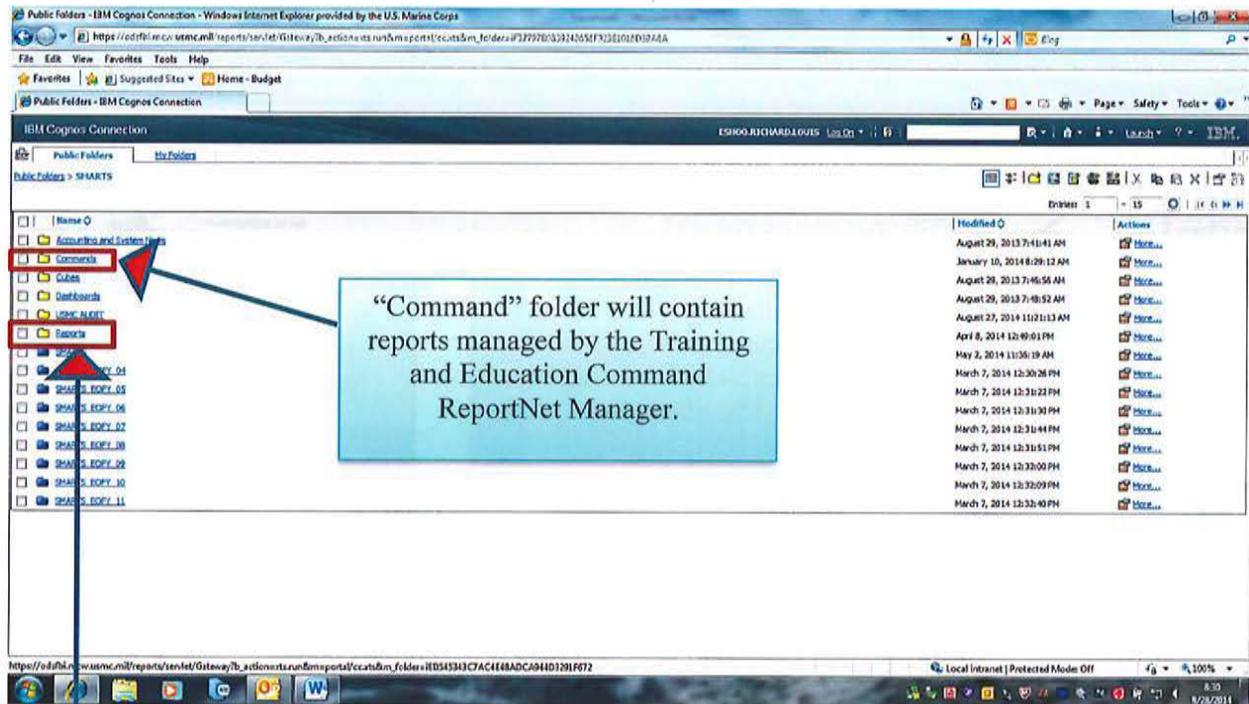


Users are highly advised to read the SMARTS cycle data notification. This is to make sure the data is the most relevant.

Users must select “SMARTS” in order to log into ReportNet.

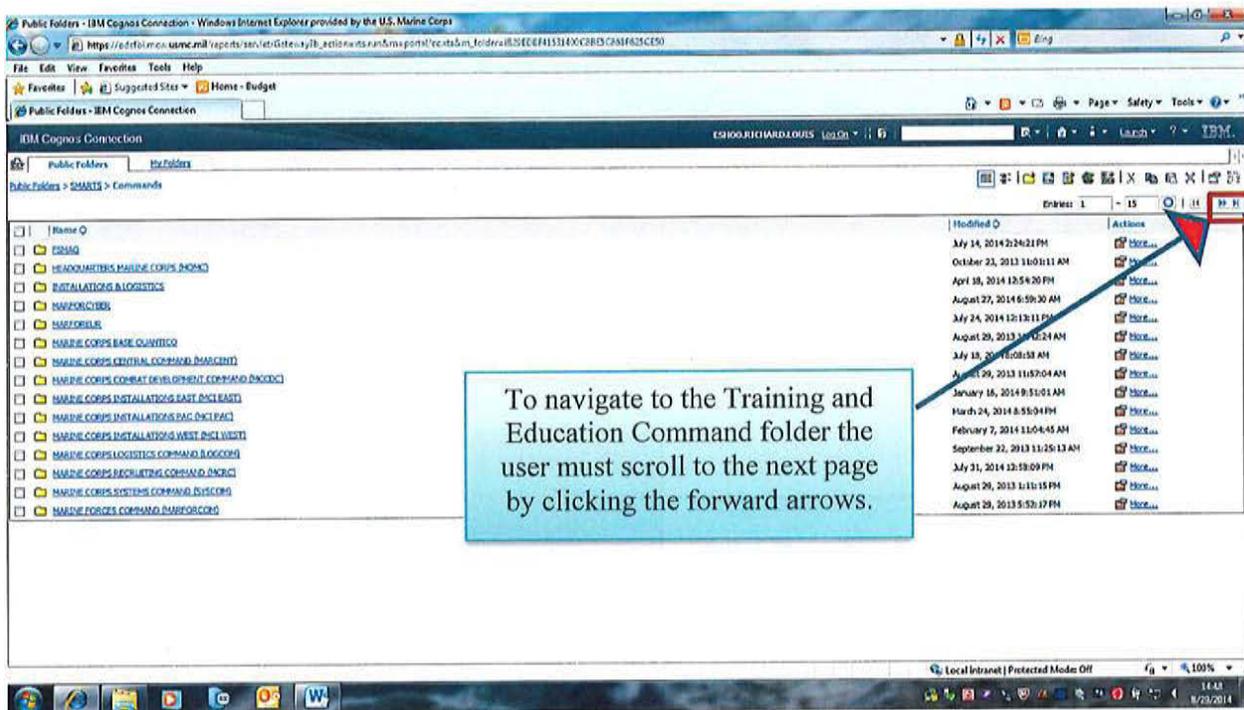
Training Command Fund Execution Guidebook

Step 5: Once the user enters into the “Public Folder” the user will find multiple options; however, to navigate to required financial management reports the user can either utilize the “Commands” folder or the “Reports” folder. This guide will show both options. Users are encouraged to surf the different reports in the “Reports” folder and find those that best fit for supporting command financial management decision making.



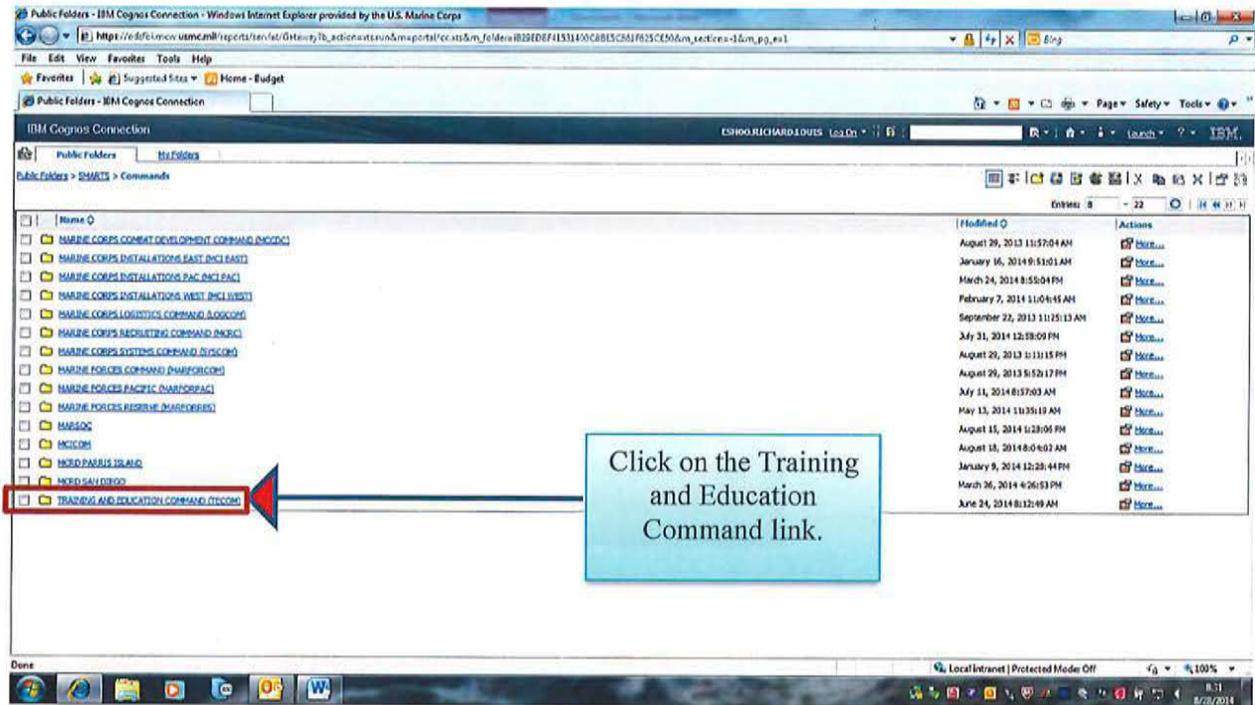
Training Command Fund Execution Guidebook

Step 6: In the “Command” folder the user will see multiple Marine Corps Commands. Training and Education Command users should navigate to the Training and Education command folder



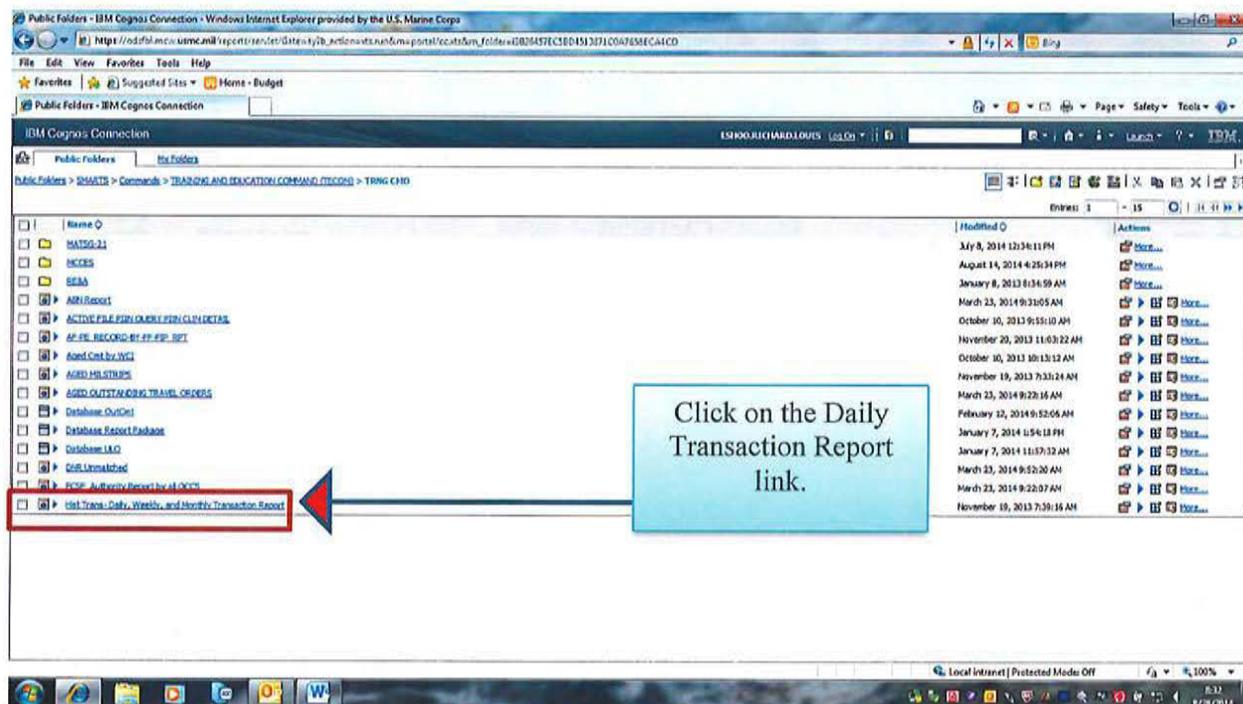
Training Command Fund Execution Guidebook

Step 7: Training and Education Commands report folder is the last option in the “Commands” folder.



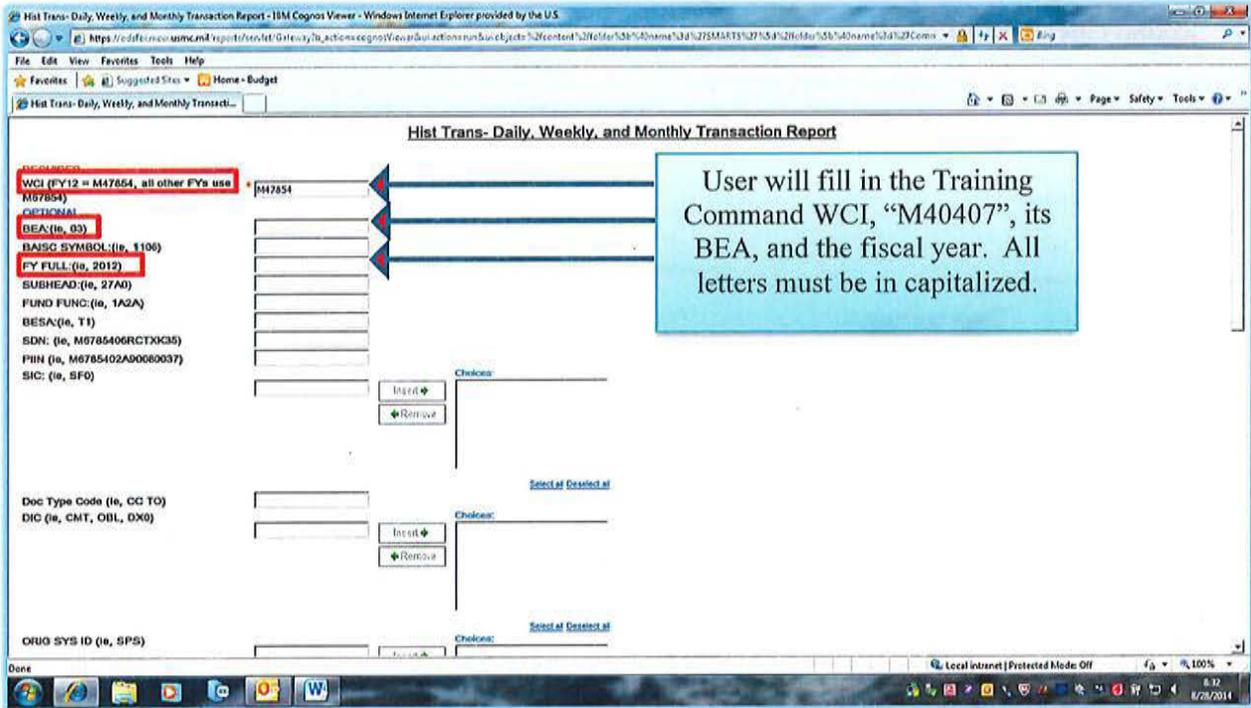
Training Command Fund Execution Guidebook

Step 9: In the TRNG CMD folder the user will notice a series of folder and reports. One of the key financial reports in this folder is “Hist Trans, Daily, Weekly, and Monthly Transaction Report” also known as a daily transaction report. This report will show all the different SABRS record creation or changes for the time period specified by the user. Or, the user can use this report to filter for specific record changes. At a minimum this report should be pulled on a daily basis in order to properly reconcile accounting records.



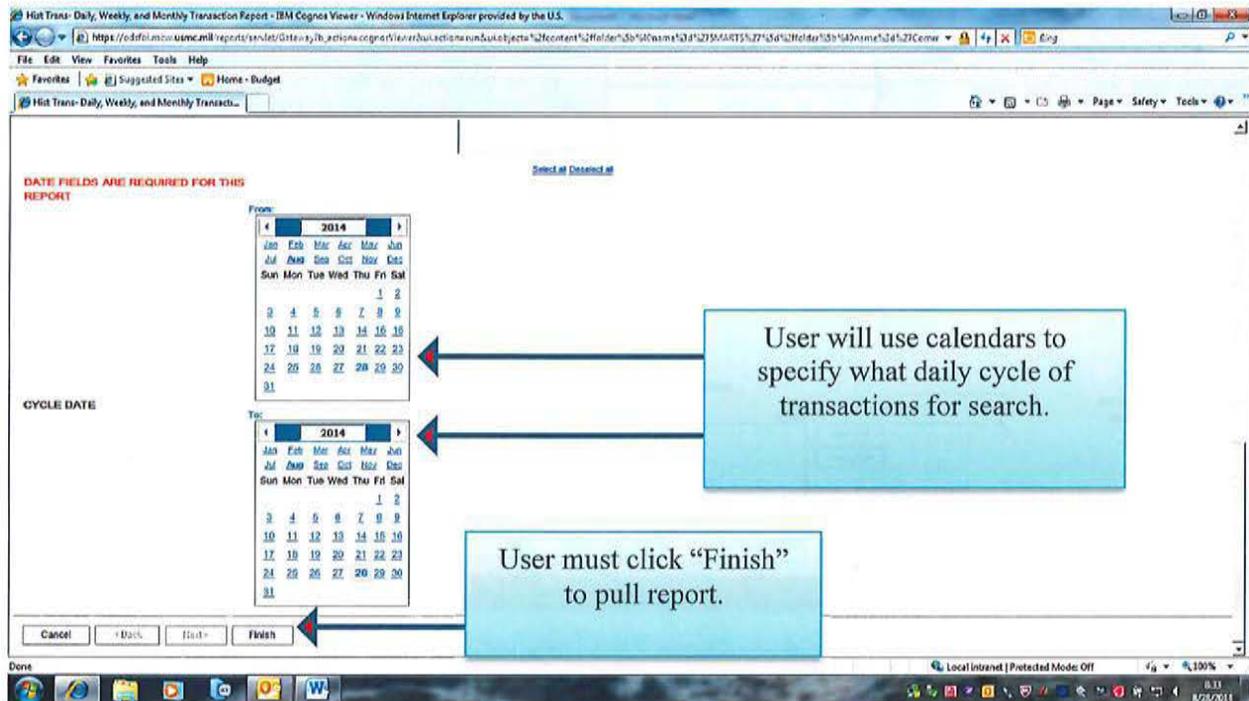
Training Command Fund Execution Guidebook

Step 10a: This is the screen that user can use to pull a daily transaction report. The user must fill in the blocks for the WCI, BEA, FY Full, and specify the time frame for the search. The user must use the mouse wheel and scroll to the bottom of the form in order to get to the calendars used to specify time frame for the search. Additionally the user can use this report as a filter to data mine for specific data. For example, the user can pull of the transactions that posted for a certain record by using the “SDN” filter.



Training Command Fund Execution Guidebook

Step 10b: Once the user has scrolled to the bottom of the “Hist Trans, Daily, Weekly, and Monthly Transaction Report” form the date field calendars will appear. The user must use these calendars to specify the time frame (dates) in order to pull the transactions that posted to SABRS. For example, to pull one day’s cycle data the user will set the first calendar to Jun 20th the second calendar to Jun 21st.



Training Command Fund Execution Guidebook

Step 10c: The user screen will show the requested data. From this screen the user can export the data into an excel spreadsheet so the data can be formatted and printed.

Hist Trans- Daily, Weekly, and Monthly Transaction Report

Standard Accounting, Budget and Reporting System (SABRS)

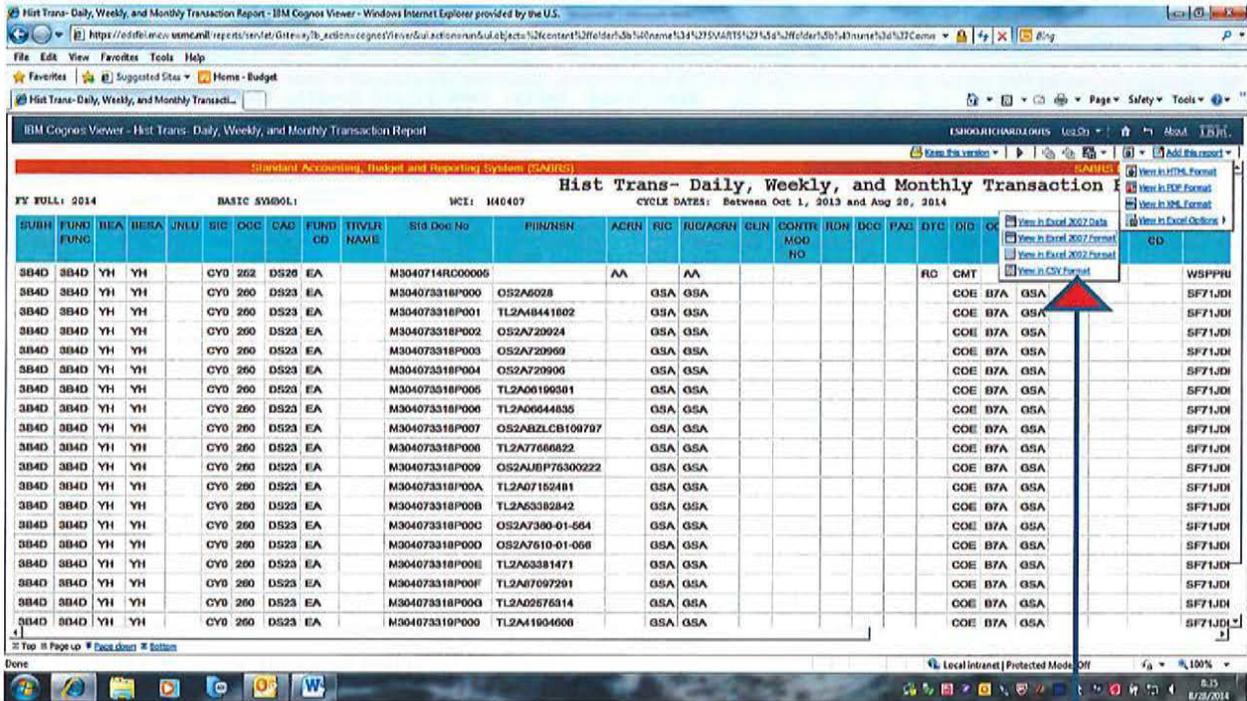
FY FULL: 2014 BASIC SYMBOL: MCE: H40407 CYCLE DATES: Between Oct 1, 2013 and Aug 28, 2014

SUBJ	FUND	BEA	BEBA	JRLU	BIC	DCC	GAG	FUND CD	TRVLR NAME	STO Doc No	PIN/BNR	AGRN	RC	RC/AGRN	CLIN	CONTR MOD NO	RON	DCC	PAD	DTC	BIC	ODIC	Dtg Sys ID	VCHR NO	DSN	STATUS CD	USER
3840	3840	YH	YH		CYD	282	DS28	EA		M3040714RC00005		AA		AA							RC	CMT	PIB			WSPPR	
3840	3840	YH	YH		CYD	280	DS23	EA		M304073318P000	OS2A8028		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P001	TL2A48441802		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P002	OS2A720924		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P003	OS2A720969		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P004	OS2A720906		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P006	TL2A06199301		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P006	TL2A06644835		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P007	OS2A82LCO109797		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P008	TL2A77686822		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P009	OS2AUBP76300222		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P00A	TL2A07162481		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P00B	TL2A6382842		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P00C	OS2A7390-01-584		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P00D	OS2A7510-01-056		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P00E	TL2A63881471		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P00F	TL2A87097291		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P00G	TL2A02676314		GSA	GSA								COE	B7A	GSA			SF71JDI
3840	3840	YH	YH		CYD	260	DS23	EA		M304073318P000	TL2A41004608		GSA	GSA								COE	B7A	GSA			SF71JDI

User must click the drop down arrow to export report.

Training Command Fund Execution Guidebook

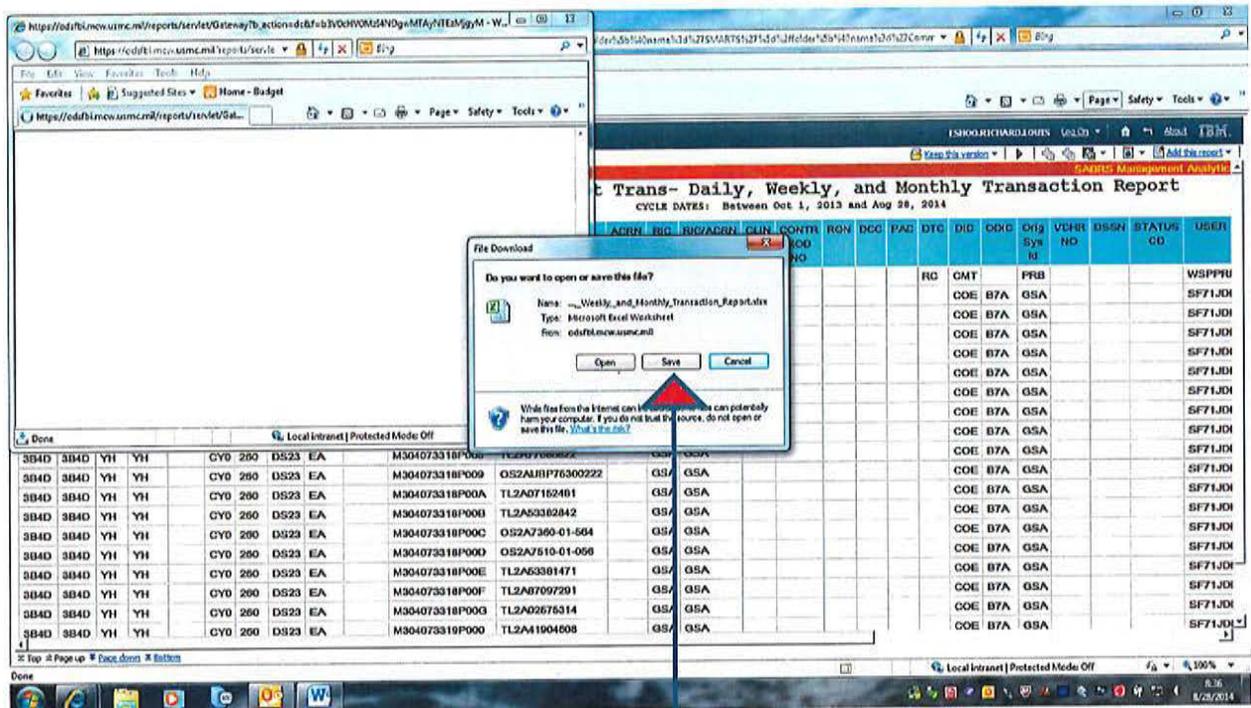
Step 10d: Once the user clicks the drop down menu report option, ReportNet provides several options as to how the user can export the report. All users are advised to export the report as an excel spreadsheet.



User must click on one of the several options in order to export the report.

Training Command Fund Execution Guidebook

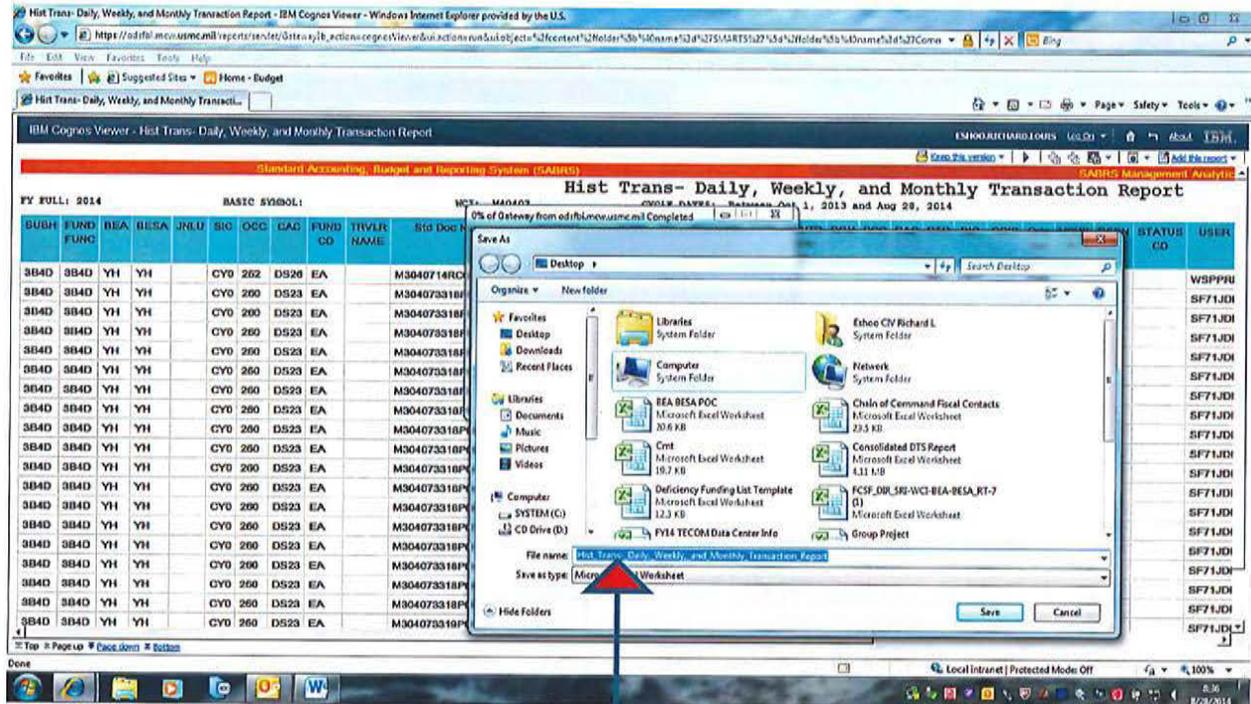
Step 10e: Once the report has been export the user will have the option to immediately save the report or open. Users are advised to immediately save the report.



Click "Save" once this window opens.

Training Command Fund Execution Guidebook

Step 10f: At this time the user will have to specify the folder that the report should be saved to. It is recommended the user designate a specific folder in order to maintain working copies of daily transaction reports.

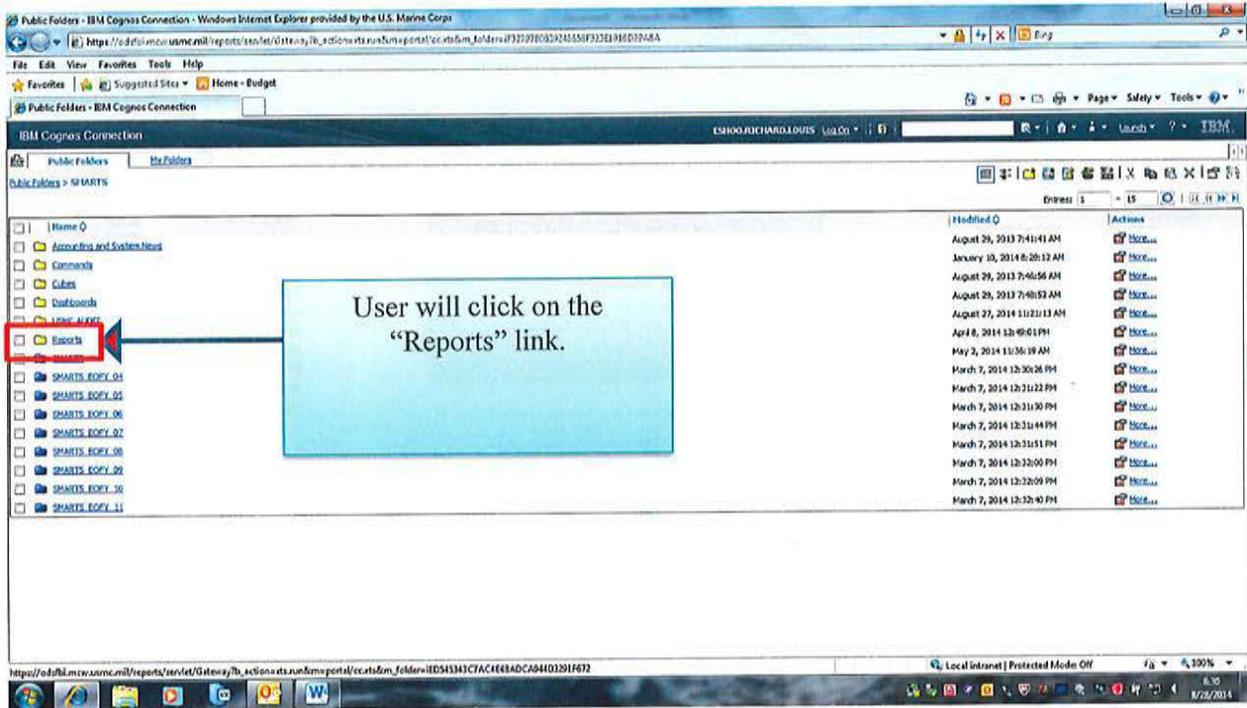


Users are advised to use the date in the file name when saving the report, then click save.

Retrieving Reports from the “Reports” folder

The “Reports” folder has many different reports that a Fund Manager and Fiscal Clerk can use to plan and track the MSE’s financial status.

Step 1: From the ReportNet main page the user will select the “Reports” folder.



Training Command Fund Execution Guidebook

Step 2: ReportNet will provide multiple options to create reports from the different files in SABRS. Users are encouraged to surf the site and gain an appreciation of the many different financial reports that are available to the Fund Manager and Fiscal Clerk.

Public Folders > SMARTS > Reports

Name	Modified	Actions
ACTIVE FILE REPORTS	August 26, 2013 2:12:28 PM	View...
BLAC II-Y REPORTS	October 2, 2012 4:56:30 AM	View...
BLACCT CITY REPORTS	August 7, 2013 8:51:49 AM	View...
BLG ALL FILE REPORTS	September 7, 2012 10:17:14 AM	View...
MULTI FILE REPORTS	May 16, 2013 11:19:45 AM	View...
ESIGN TRANS REPORTS	February 25, 2014 9:54:03 AM	View...
EC TRANS LIST	August 25, 2013 2:58:43 PM	View...
ACA REPORTS	February 11, 2014 8:20:51 AM	View...
FUND CTRL SPEND FILE REPORTS	February 16, 2012 7:44:13 AM	View...
GENERAL LEDGER FILE REPORTS	March 20, 2012 1:01:01 PM	View...
INT TRANS FILE REPORTS	October 11, 2013 9:57:44 AM	View...
ESOPAC Endowment Funds	August 7, 2014 7:23:34 AM	View...
LABOR REPORTS	February 27, 2013 9:13:17 AM	View...
MANAGEMENT CHART REPORTS	November 28, 2012 8:20:41 AM	View...
MDC REPORTS	May 13, 2013 9:45:05 AM	View...

Click on the "FUND CTRL SPEND FILE REPORTS" to access the many different status of funds report.

Training Command Fund Execution Guidebook

Step 3: This page will show different folders and different reports that the user has available to use.

Public Folders - IBM Cognos Connection - Windows Internet Explorer provided by the U.S. Marine Corps

Public Folders - IBM Cognos Connection

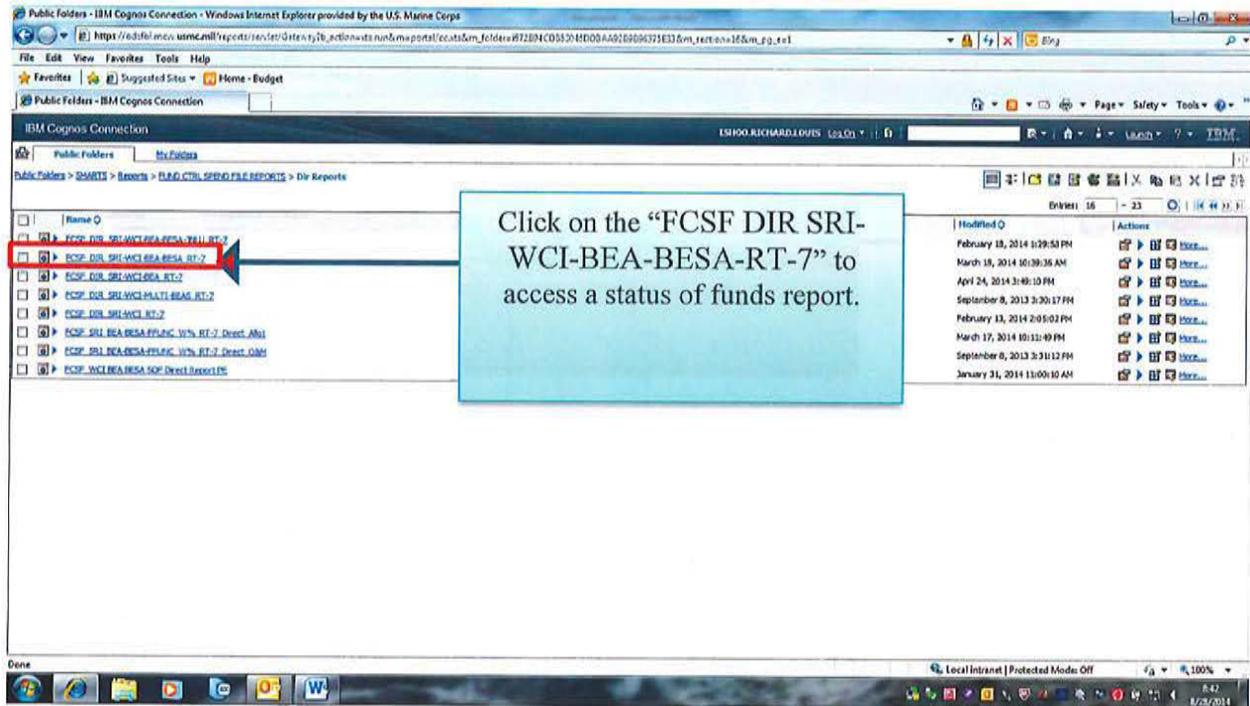
Public Folders > SMARTS > Reports > FUND CTRL SPEND FILE REPORTS

Click on the "Dir Reports" to access some friendly status of funds report.

Modified	Actions
February 7, 2012 10:47:16 AM	More...
August 25, 2013 6:23:23 AM	More...
April 15, 2013 11:07:56 AM	More...
February 8, 2012 9:21:54 AM	More...
February 8, 2012 12:29:25 PM	More...
February 8, 2012 1:47:08 PM	More...
August 25, 2013 6:23:23 AM	More...
September 8, 2013 3:18:19 PM	More...
September 8, 2013 3:18:19 PM	More...
September 8, 2013 3:18:27 PM	More...
June 4, 2012 4:59:38 PM	More...
September 8, 2013 3:19:05 PM	More...
September 8, 2013 3:19:27 PM	More...
April 15, 2014 6:35:56 AM	More...
September 8, 2013 3:20:06 PM	More...
September 8, 2013 3:20:23 PM	More...

Training Command Fund Execution Guidebook

Step 4: In the “Dir Reports” folder the user will see multiple status of funds reports. Training Command MSE’s should select the “FCSF DIR SRI-WCI-BEA-BESA-RT-7” for a report tailored for Training Command MSE’s.



The screenshot shows a web browser window displaying a directory listing of reports. The browser's address bar shows the URL: https://eds.fal.mcc.usmc.mil/Reports/Reports/GetFile.aspx?file_path=reports/locata5m_folders#92594C053204D00AA925996973E33&file_name=1&file_ext=.pdf. The browser window title is "Public Folders - IBM Cognos Connection - Windows Internet Explorer provided by the U.S. Marine Corps". The page content shows a directory listing of reports under the path "Public Folders > SMARTS > Reports > FILED CTRL SPREADSHEET REPORTS > Dir Reports". The file "FCSF DIR SRI-WCI-BEA-BESA-RT-7" is highlighted with a red box. A blue callout box with a white border and an arrow pointing to the file contains the text: "Click on the 'FCSF DIR SRI-WCI-BEA-BESA-RT-7' to access a status of funds report." The table below shows the modified dates and actions for the files.

Modified	Actions
February 18, 2014 1:29:53 PM	View... Print... Delete...
March 18, 2014 10:39:36 AM	View... Print... Delete...
April 24, 2014 3:49:10 PM	View... Print... Delete...
September 8, 2013 3:20:17 PM	View... Print... Delete...
February 13, 2014 2:05:03 PM	View... Print... Delete...
March 17, 2014 10:11:49 PM	View... Print... Delete...
September 6, 2013 3:31:12 PM	View... Print... Delete...
January 31, 2014 11:00:10 AM	View... Print... Delete...

Training Command Fund Execution Guidebook

Step 5: When the following screen appears the user must fill out the blocks with the required field data. These fields are designated with a red asterisk.

Required Filters		Optional Filters	
Fy Full (ie 2006) *	2014	WCI (ie M00027)	M40407
Basic Symbol (ie 1106) *	1106	BEA (ie 10)	
SRI (ie M00027) *	M67856	BESA (ie 50)	

Cancel < Back Next > Finish

Training Command Fund Execution Guidebook



This user guide contains basic procedures on CitiDirect and includes screen examples for easier reading.

This guide will provide a basic understanding of the system and its uses.

- Introduction to CitiDirect
- Login to CitiDirect
- Cardholder Statements
- Account Modifications
- Request Replacement Card
- Inquiries (Statement, Transaction, Dispute Log, AOPC Search, and Declined Authorization)

Introduction to CitiDirect

CitiDirect is a procurement method for official Government use for “micro-purchases” and is mandatory for commercial purchases meeting the micro-purchase thresholds of \$3,000 for supplies and \$2,500 for services. The program is managed and administered through the unit’s local Regional Contracting Office (RCO). Cards are requested and assigned to users once internal command authorization is granted by the command’s Agency Organization Program Coordinator (AOPC) assigned within the contracting office. Only trained Government employees with delegated contracting authority are issued Government Wide Commercial Purchase Cards (GCPC) to make micro-purchases. The Navy and Marine Corps use Citibank’s VISA Card as the contract vehicle for the Government purchase card. Merchants who accept the card are paid via a streamlined payment process with payment usually received within 24 to 48 hours.

GCPC/CitiDirect uses a workflow to route transactions through the various levels of approval prior to entry into SABRS. Segregation of duty assignments is built into the control environment to make sure that the requestor and approver are different personnel. This non-system control ensures proper assignment of fiscal codes in SABRS and GCPC/CitiDirect tables, requests for goods and services meets a bona fide need of the period.

The Cardholder determines requirements and sources for the materials or services required. These requirements are forwarded to the assigned Approving Official (AO) of the cardholder. Once the purchase is approved, the cardholder makes the purchase. The financial event is electronically recorded in SABRS via Citibank using CitiDirect. The purchase history of the cardholder is annually or randomly audited and reviewed by the contracting office’s GCPC Program Coordinator to ensure purchases meet the requirements of valid purchases as outlined in the program directives.

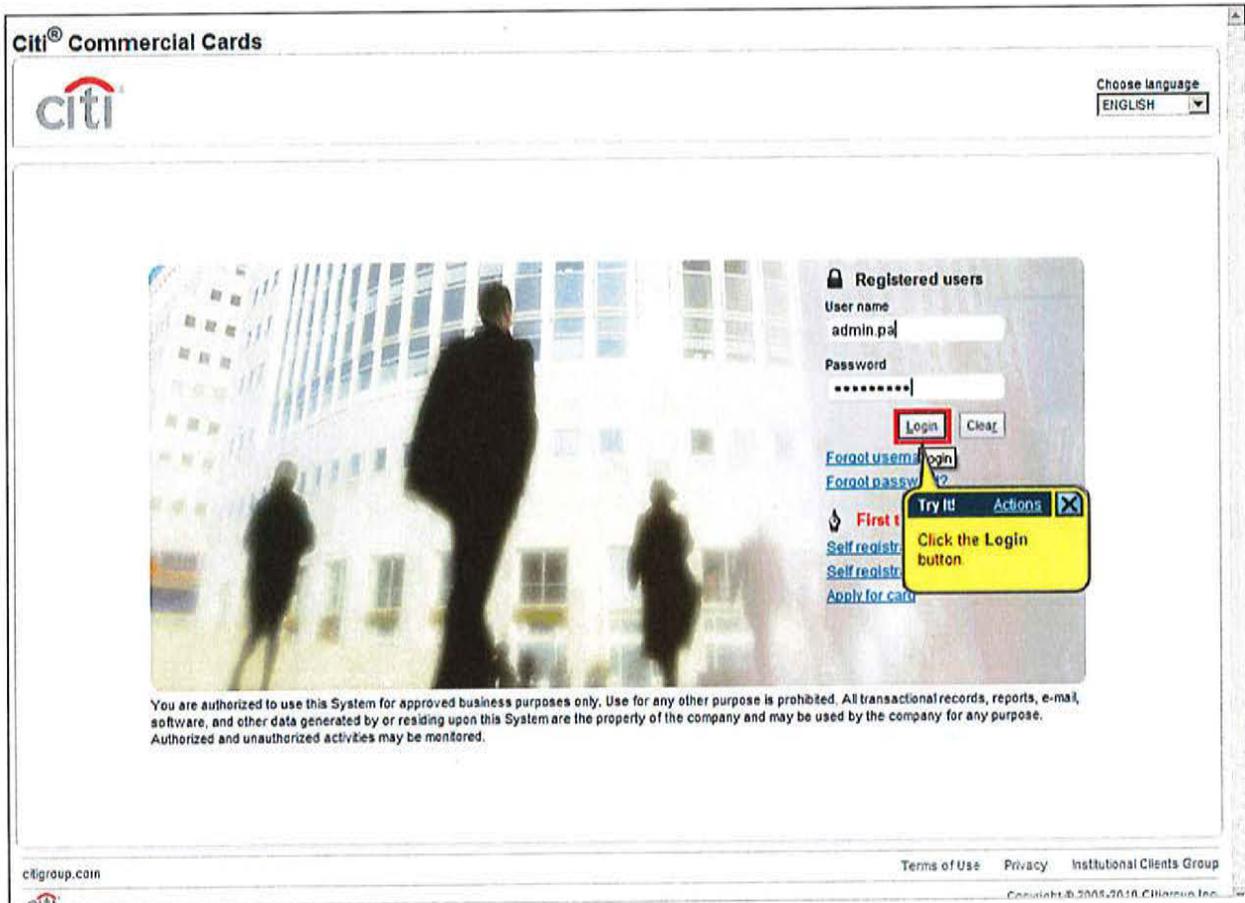
The cardholder must reconcile monthly the details of the purchases made prior to certifying the billing statement for payment. Citibank online statements provide all posted transactions within the designated billing cycle. Once the cardholder has validated all charges, credits, disputed transactions, etc. they alert the AO that the statement has been reconciled and ready for certification. The AO certifies the cardholder statement. Certifications are done using Citibank direct.

The Agency Organization Program Coordinator (AOPC) will request the Comptroller shop to load the unit’s LOA and FIP information on to the CitiDirect Card at the start of the FY and the funds spent will come out of the unit’s operations and maintenance (O&M) account. The AOPC can request to have multiple LOAs and FIPs to support various types of purchases.

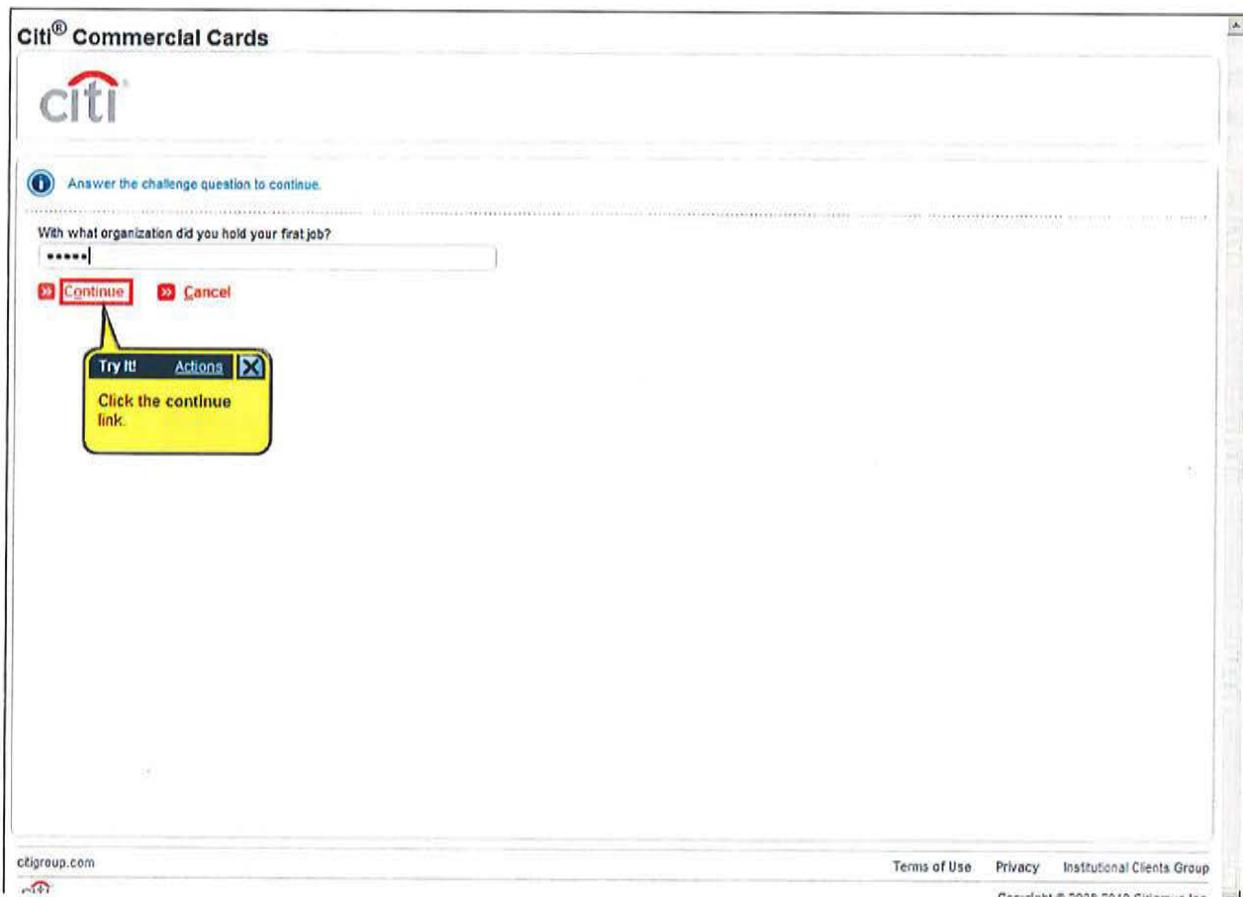
Login to CitiDirect

Step 1: Navigate to the CitiDirect homepage

(<https://home.cards.citidirect.com/CommercialCard/Cards.html>). On the homepage the user can enter his User name and Password in the appropriate blanks. Then mouse over the “Login” button and click.

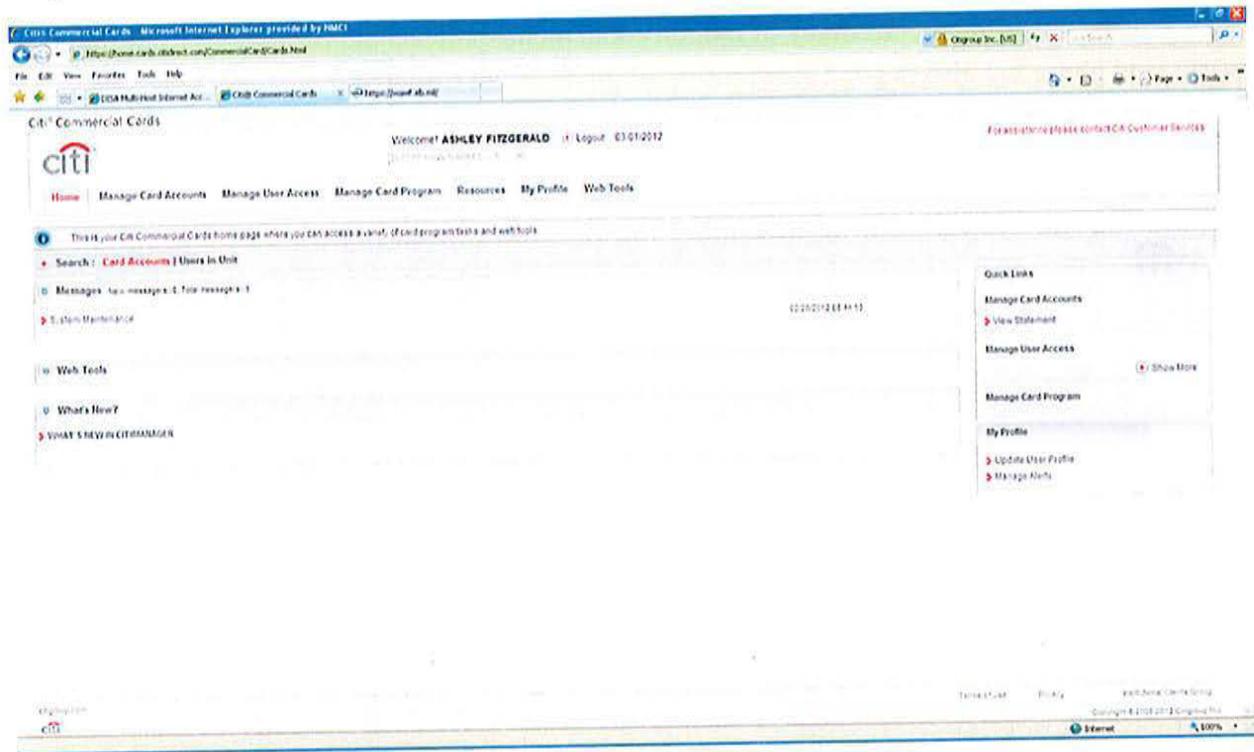


Step 2: The security question page will appear. The user must answer the security question correctly to gain access to the account. Then mouse over the “Continue” button and click.



Training Command Fund Execution Guidebook

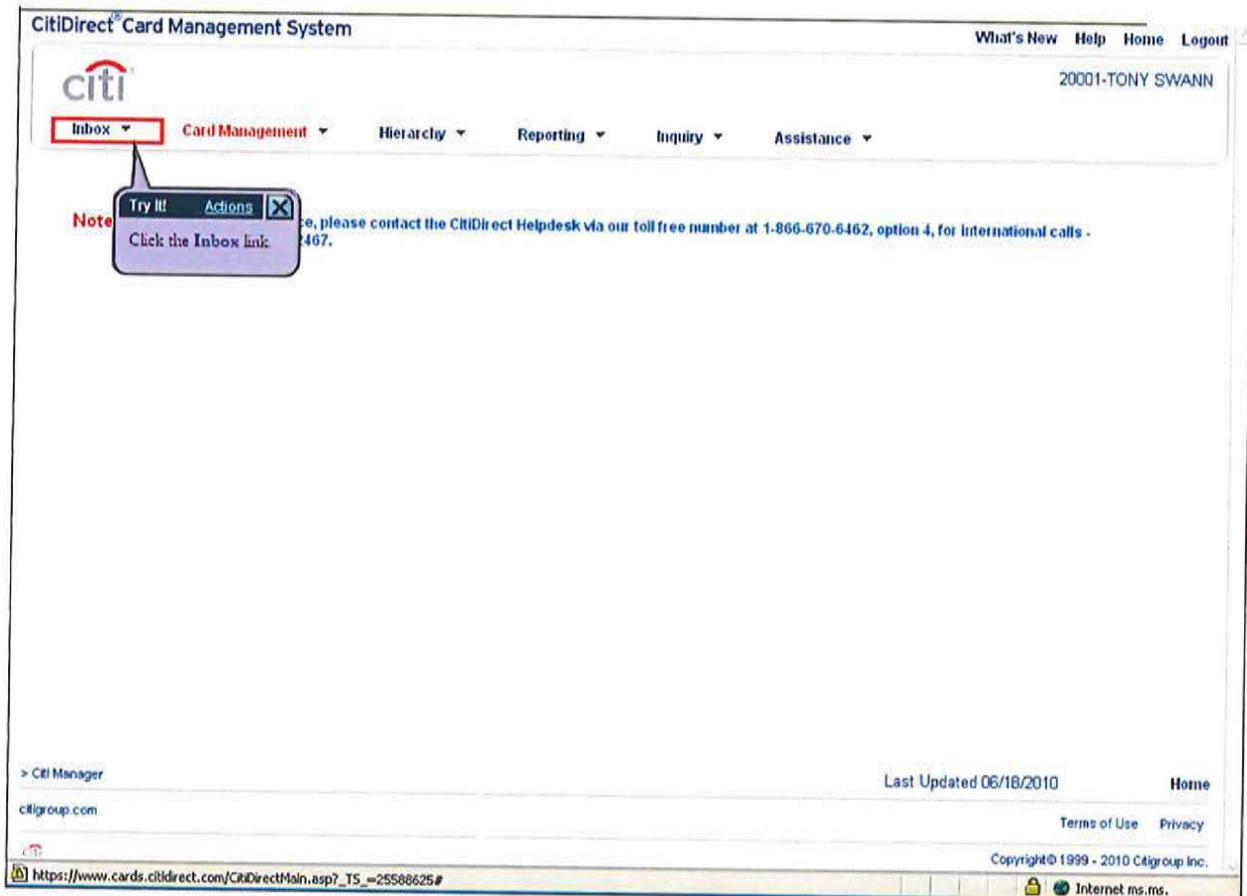
Step 3: By clicking on the “Continue” button the page will navigate to the homepage for the CitiDirect user. Each person’s homepage will defer based on their role and permissions assigned. From this homepage is where most functions in CitiDirect will begin.



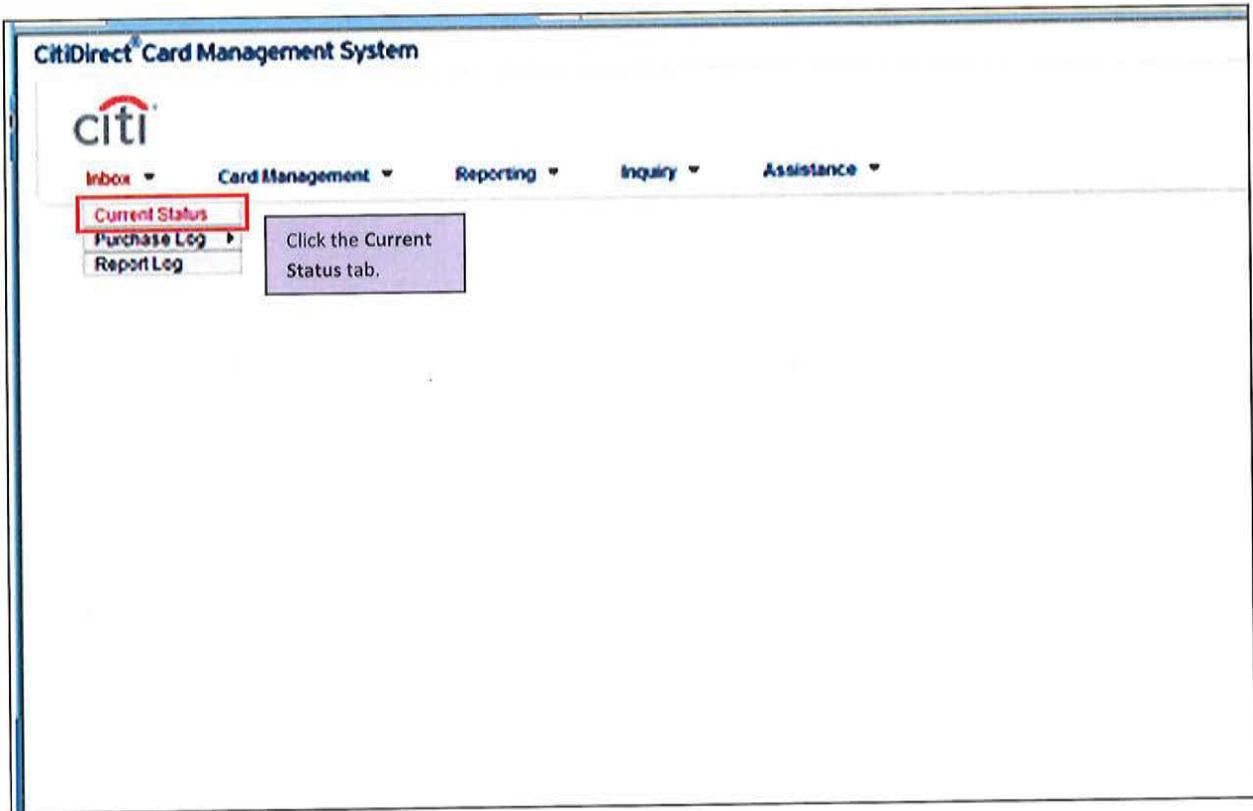
Cardholder Statements

The cardholder is responsible for the monthly statements for the transactions associated with his GCPC. Cardholders must monitor and certify their transaction to ensure that monthly statements are accurate. Ensuring the accuracy of monthly statements protects the cardholder from fraud, waste, and abuse but also is good stewardship of government resources.

Step 1: From the user's home screen in CitiDirect, mouse over the "Inbox" tab and click.



Step 2: When the drop down appears, click on the “Current Status” link to navigate to the Current Status-Statement page.



Step 3: From the Current Status-Statement page click on the most recent statement to submit for approval or reallocate funds as necessary.

CitiDirect Card Management System

citi

[Inbox](#) ▾ [Card Management](#) ▾ [Reporting](#) ▾ [Inquiry](#) ▾ [Assistance](#) ▾

Inbox - Current Status - Statement

- Check the box next to each statement you want to print. A maximum of 2000 transactions can be selected for each printing request.
- Click [here](#) to unselect statements on all pages.

<input type="checkbox"/> name	card ends in	type	c-end date	status	trans count
<input type="checkbox"/> MCAH KISER	272146	Statement	11-18-2011	Closed	11
<input type="checkbox"/> MCAH KISER	272146	Statement	12-18-2011	Closed	3
<input type="checkbox"/> MCAH KISER	272146	Statement	01-18-2012	Closed	12
<input type="checkbox"/> MCAH KISER	272146	Statement	02-17-2012	Closed	9
<input type="checkbox"/> MCAH KISER	272146	Statement	03-18-2012	Pending Approval	11

Total number of transactions selected: 0
Total number of statements selected: 0

Click the desired statement to submit

Step 4: CitiDirect will navigate to the desired Cardholder Memo Statement. The user can use the “expand” and “collapse” buttons to view further information on each charge. This will also show the cardholder the option of reallocating funds to an LOA other than the default LOA.

CitiDirect Card Management System

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[Inbox](#) [Card Management](#) [Reporting](#) [Inquiry](#) [Assistance](#)

Inbox - Current Status - Cardholder Memo Statement

Account Number: xxxxxxxx273146
 Statement Period: 02/18/2012 - 03/18/2012
 Statement Status: Pending Approval [read notes](#)

Previous Balance	\$ 11,706.78	Total Payments	N/A	Total Amount Due	N/A
Purchases	\$ 10,460.73	Previous Disputes	\$ 0.00	Current Disputes	\$ 0.00
Other Debits	\$ 0.00	Other Credits	\$ 1,295.00	Statement Total	\$ 9,355.73
				Tax Total	\$ 0.00

Attention: Mapping data to a new LOA to the next transaction or your updates will not be saved

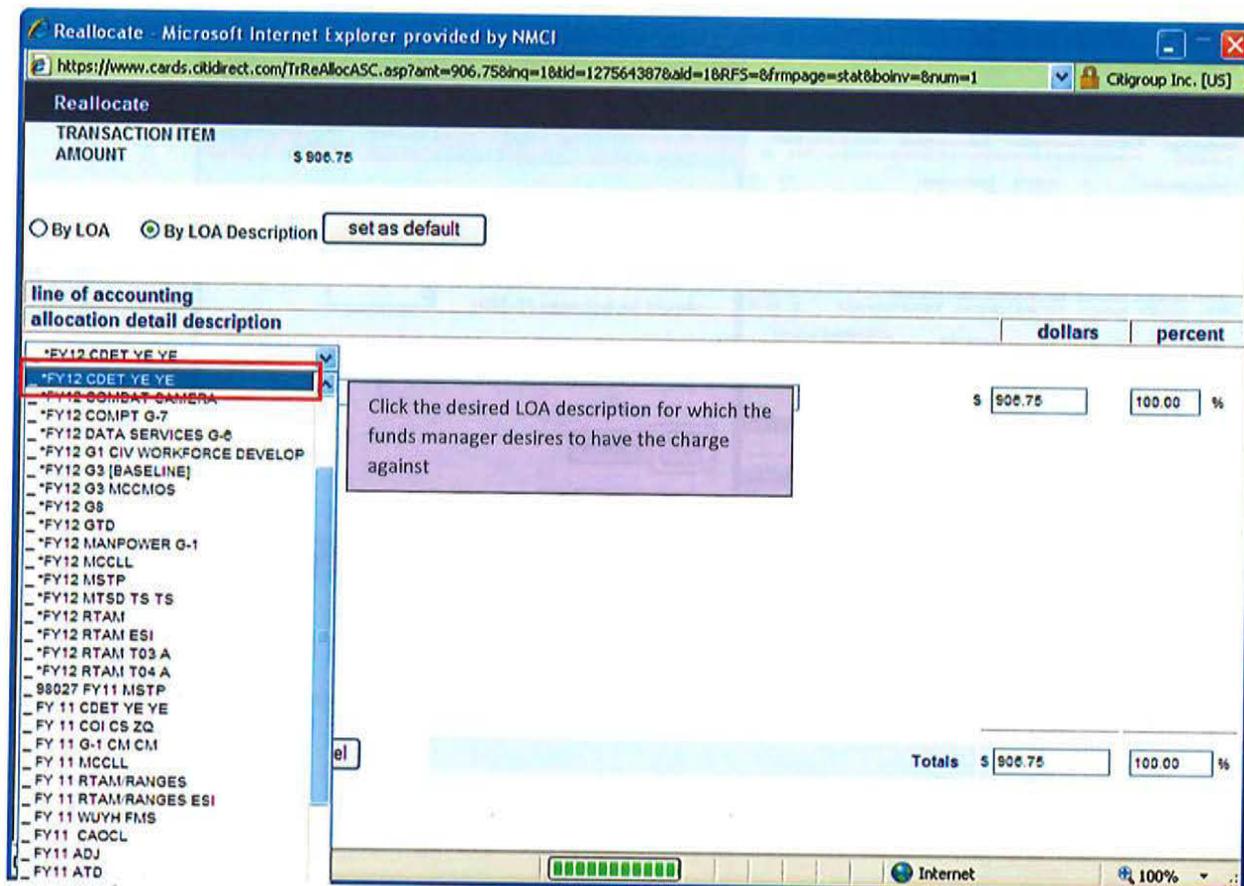
[expand all](#) [collapse all](#) [select post date](#) [transaction](#)

Click the expand all or collapse all buttons

	amount	SOB	status	note	type	rec ind	Pl_rec ind
<input type="checkbox"/> 02/22/2012 02/21/2012 02/29/2012 11:22:31 AM THE ELECTRONIC WORLD	\$ 900.78	M954351200MMINTB	RECALC			<input checked="" type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/> 03/01/2012 03/01/2012 03/01/2012 12:27:12 PM GRADUATE SCHOOL FEO	\$ 900.00	M954351200MMINTB	RECALC			<input checked="" type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/> 03/01/2012 03/01/2012 03/01/2012 12:29:12 PM GRADUATE SCHOOL FEO	\$ 1,376.00	M954351200MMINTB	RECALC			<input checked="" type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/> 03/01/2012 03/01/2012 03/01/2012 12:28:55 PM GRADUATE SCHOOL FEO	\$ 3,885.00	M954351200MMINTB	RECALC			<input checked="" type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/> 03/01/2012 03/01/2012 03/01/2012 09:09:39 AM GRADUATE SCHOOL FEO	\$ -1,295.00	M954351200MMINTB	RECALC			<input checked="" type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/> 03/07/2012 03/06/2012 03/08/2012 08:21:35 AM GRADUATE SCHOOL FEO	\$ 300.00	M954351200MMINTB	RECALC			<input checked="" type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/> 03/09/2012 03/09/2012 03/12/2012 09:09:05 AM NEAMS CONSULTANCY PL	\$ 1,018.98	M954351200MMINTO	RECALC			<input checked="" type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/> 03/13/2012 03/13/2012 03/16/2012 10:09:36 AM IEEE WEB CONFERENCE FEO	\$ 676.00	M954351200MMINTO	RECALC			<input checked="" type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/> 03/13/2012 03/13/2012 03/16/2012 10:09:36 AM IEEE WEB CONFERENCE FEO	\$ 676.00	M954351200MMINTO	RECALC			<input checked="" type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/> 03/13/2012 03/13/2012 03/16/2012 10:10:03 AM IEEE WEB CONFERENCE FEO	\$ 700.00	M954351200MMINTO	RECALC			<input checked="" type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/> 03/15/2012 03/16/2012 03/21/2012 10:23:24 AM ASMC WASHINGTON CHAPTER	\$ 189.00	M954351200MMINTO	RECALC			<input checked="" type="checkbox"/>	<input type="checkbox"/> No

[dispute](#) [submit Statement](#) [print Statement](#) [close](#)

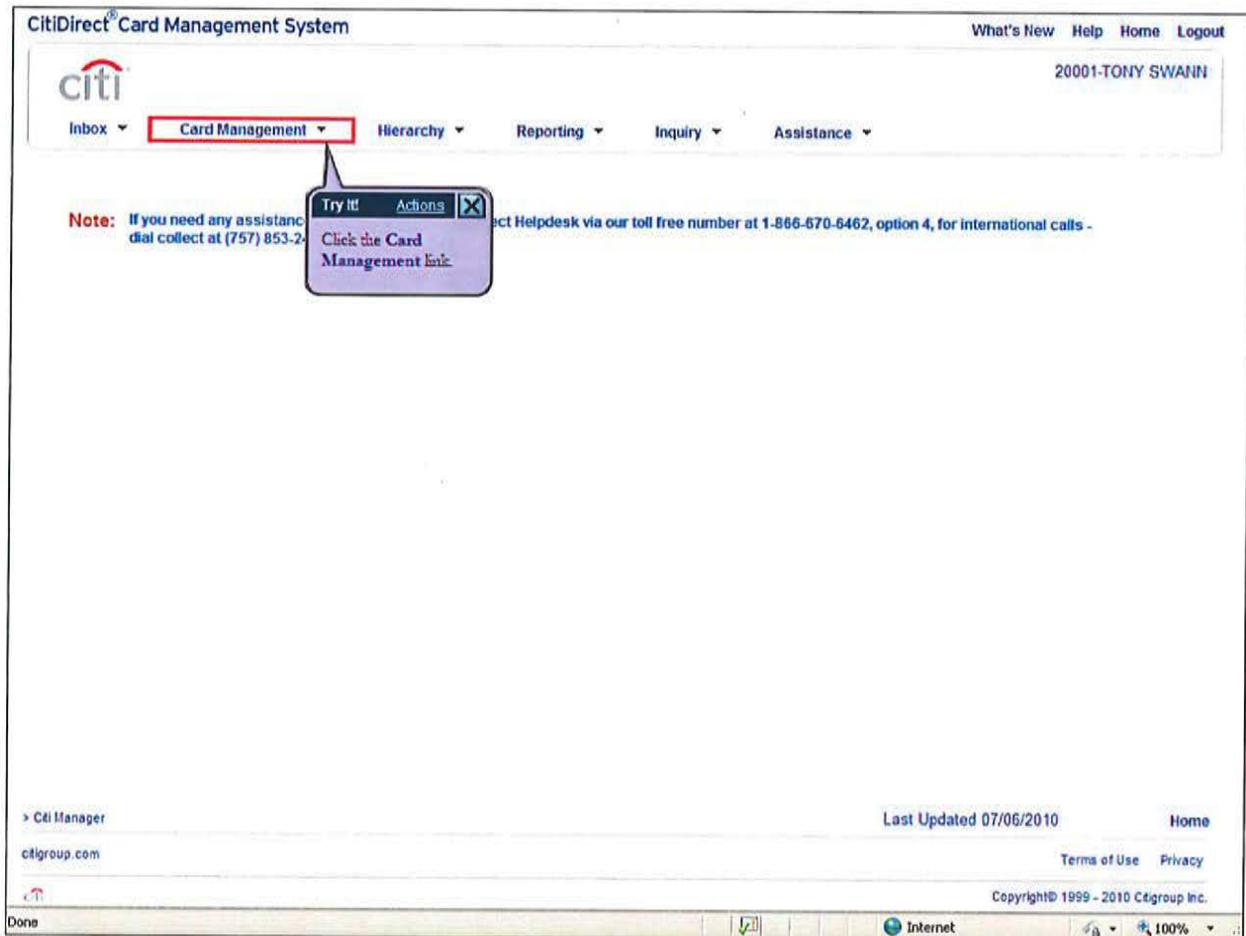
Step 7: The Reallocate window will change to show a dropdown menu. From the dropdown the cardholder can select either the LOA or LOA descriptions that he has access to. The cardholder should select the desired LOA which the funds manager wishes to have that transaction charge against. Click the “ok” button in the bottom left to continue.



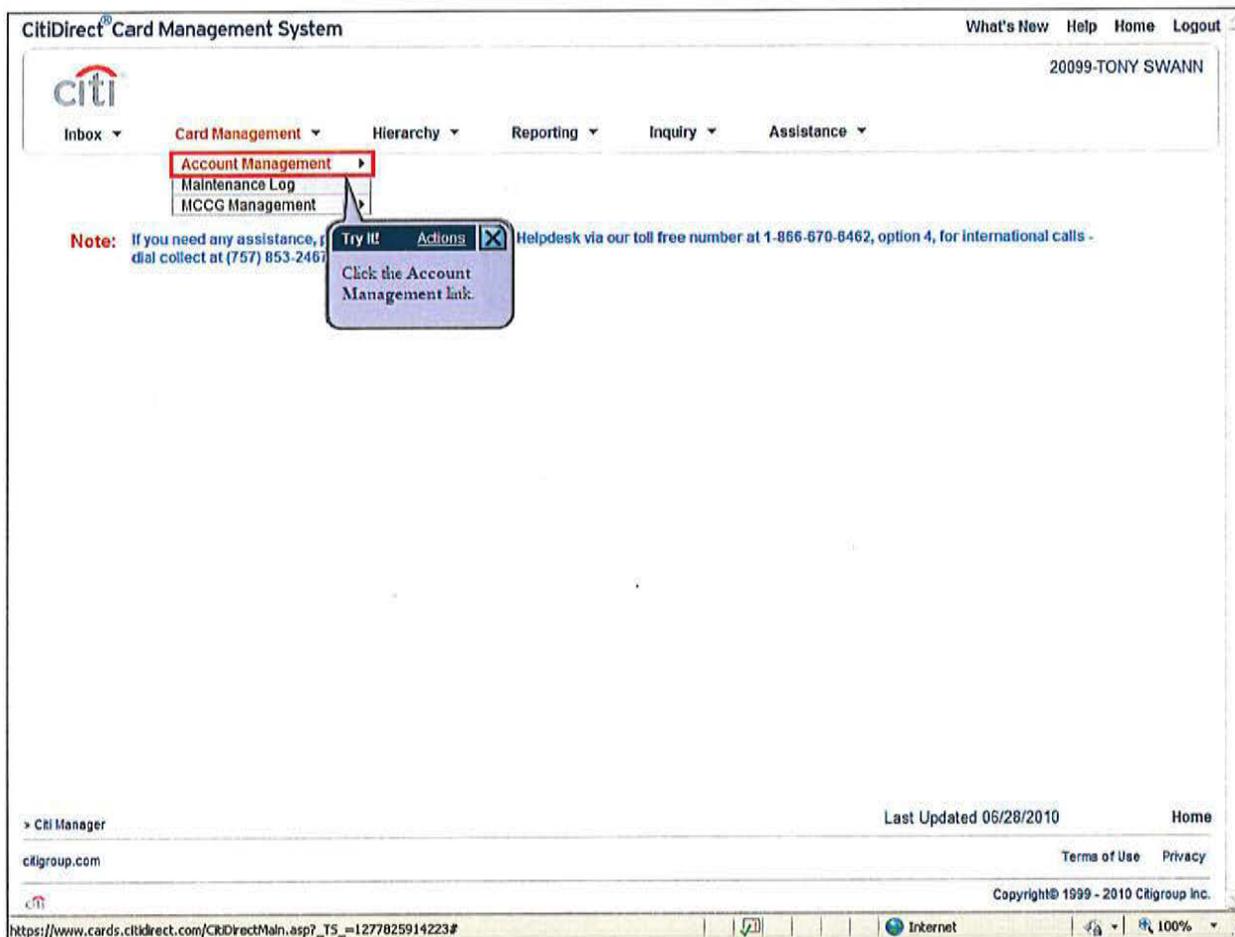
Account Modifications

CitiDirect allows users to create modifications to the cardholder accounts they have access to. Modifications can include demographics, lines of accounting, and other financial controls. All modifications are edited utilizing the “Card Management” tab.

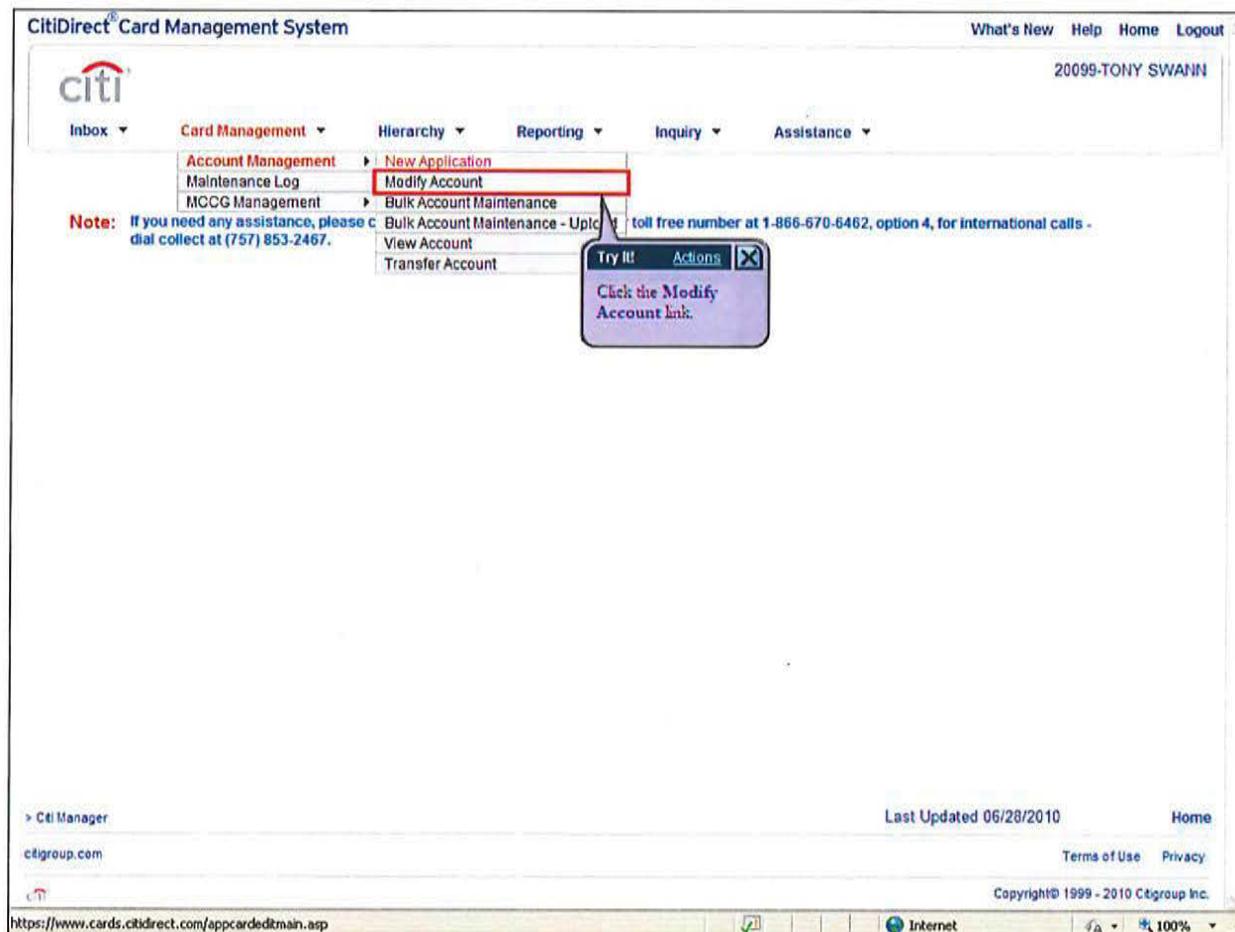
Step 1: From the user’s home screen in CitiDirect, mouse over the “Card Management” tab and click.



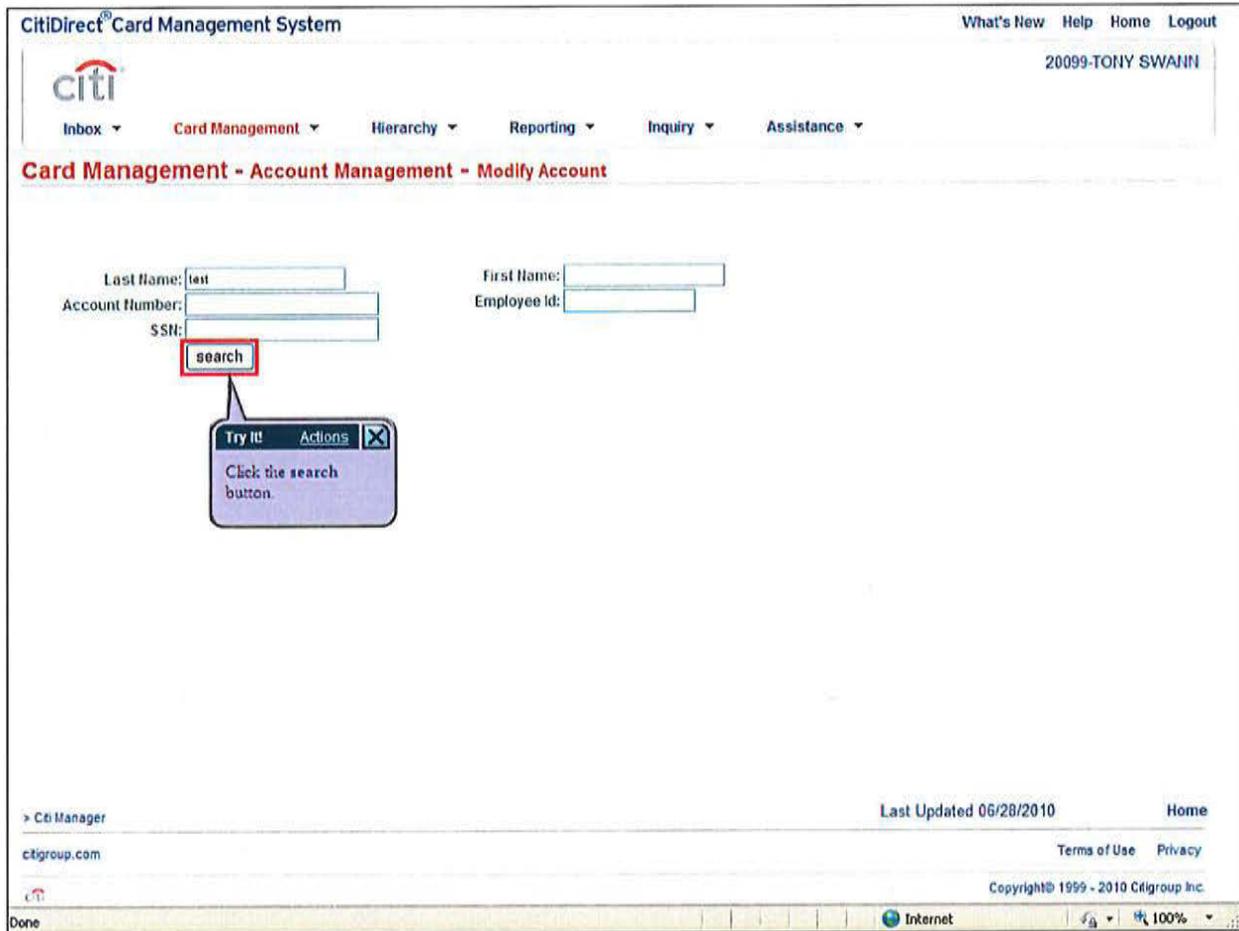
Step 2: When the drop down appears, click on the "Account Management" link to display more options.



Step 3: Click on “Modify Account” in order to navigate to the account search screen.



Step 4: A user can search for an account by Last Name, First Name, Account Number, Employee ID, Social Security Number, or a combination of edits. Click on the “Search” button to display the account search results.



Step 5: After clicking “Search” results will display based on the parameters entered before. The account numbers, names, account status, product types, and last logins will display with the results. Select the account desired by clicking on the “Account Number” or re-search using different information.

The screenshot displays the CitiDirect Card Management System interface. At the top, the Citi logo is visible on the left, and the user's name '20099-TONY SWANN' is on the right. Below the logo, there are navigation tabs: 'Inbox', 'Card Management', 'Hierarchy', 'Reporting', 'Inquiry', and 'Assistance'. The main heading is 'Card Management - Account Management - Modify Account'. Below this, there are search input fields for 'Last Name' (containing 'test'), 'First Name', 'Account Number', and 'Employee Id', along with an 'SSH' field and a 'search' button. The search results are displayed in a table with columns: 'account number', 'name', 'account status', 'product type', and 'last login'. The first row is highlighted, and a tooltip is shown over it with the text: 'Try It! Click the XXXXXXXXXXXX065593 link.' The table shows three rows of test data. The status for all is 'Open' and the product type is 'TRAVEL - Individually Billed'. The page indicates '(1 - 3 of 3)' results. The browser's status bar at the bottom shows 'Done' and 'Internet'.

account number	name	account status	product type	last login
XXXXXXXXXX065593	L3 Test	-- Open	TRAVEL - Individually Billed	
XXXXXXXXXX065594	L4 Test	-- Open	TRAVEL - Individually Billed	
XXXXXXXXXX065595	L7 Test	-- Open	TRAVEL - Individually Billed	

Step 6: Once the account has been selected, then the Modify Account screen will appear with the cardholder's information and several editable fields. From this screen the cardholder's address, card spending limits, and assigned lines of accounting (LOA) are edited. Further information on LOA management is contained in the appendix for this guide. Click on the "post or view comments" button.

CitiDirect Card Management System What's New Help Home Logout

20099-TONY SWANN

Inbox Card Management Hierarchy Reporting Inquiry Assistance

Card Management - Account Management - Modify Account

* An asterisk indicates a required field.
§ A section sign indicates non real time field.

demographics

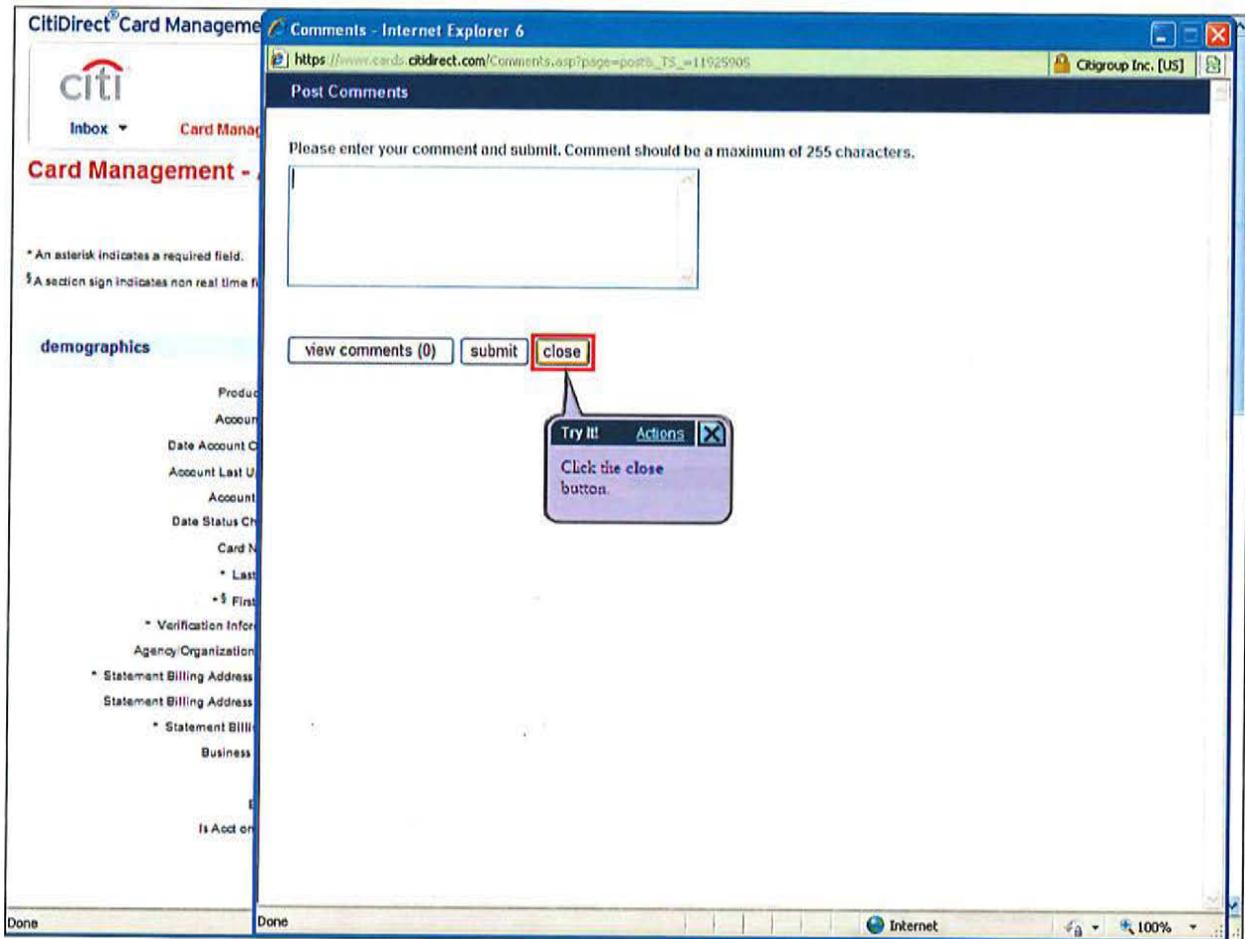
Product Type:	TRAVEL - Individually Billed
Account Type:	Cardholder
Date Account Opened:	07/21/2008
Account Last Updated:	07/08/2010 10:23:17
Account Status:	-- Open
Date Status Changed:	04/24/2009
Card Number:	XXXXXXXXXX065593
* Last Name:	TEST
* First Name:	L3
* Verification Information:	2345*
Agency/Organization Name:	TEST AGENCY 99
* Statement Billing Address Line 1:	701 E 60TH ST N
Statement Billing Address Line 2:	MC 2145
* Statement Billing City:	SIOUX FALLS
* State:	SD
* ZIP:	571040432
Business Phone:	
Fax Number:	000000000000000000
Email:	
Emp ID:	
Is Acct on FC51:	
Rank:	
Grade:	

post or view (0) comments

Try It! Actions

Click the post or view (0) comments button to view or add comments on the cardholder account.

Step 7: After clicking on “post or view comment” a pop-up will display on the screen. Up to 255 characters may be entered for a comment on a cardholder’s account. When finished with adding or viewing comments, click on “close” to return to the previous screen.



Step 8: One of the features for modifying an account is closing the account associated with a cardholder. An Open account will be identified in the Account Status line. To change the status of an account, click on the dropdown arrow next to the Account Status line.

CitiDirect[®] Card Management System What's New Help Home Logout

20099-TONY SWANN

Inbox ▾ Card Management ▾ Hierarchy ▾ Reporting ▾ Inquiry ▾ Assistance ▾

Card Management - Account Management - Modify Account

* An asterisk indicates a required field.
§ A section sign indicates non real time field

post or view (0) comments

demographics

Product Type:	TRAVEL - Individually Billed
Account Type:	Cardholder
Date Account Opened:	07/21/2008
Account Last Updated:	07/08/2010 10:23:17
Account Status:	-- Open ▾
Date Status Changed:	04/24/2009
Card Number:	xxxxxxxxxx065593
* Last Name:	TEST
*§ First Name:	L3
* Verification Information:	2345*
Agency/Organization Name:	TEST AGENCY 99
* Statement Billing Address Line 1:	701 E 60TH ST N
Statement Billing Address Line 2:	MC 2145
* Statement Billing City:	SIOUX FALLS
* State:	SD ▾
* ZIP:	571040432
Business Phone:	
Fax Number:	000000000000000000
Email:	
Emp ID:	
Is Acct on PCS?:	▾
Rank:	
Grade:	

Try It! Actions X

Click on the Account Status dropdown selector.

Done Internet 100%

Step 9: From clicking on the dropdown arrow, four options are displayed. The options are Open, V9 Closed Agency, T1 Closed Terminated, and B9 Closed Deceased. The only option which allows an account to be reopened once closed is the V9 Closed Agency option.

CitiDirect Card Management System What's New Help Home Logout

20099-TONY SWANN

Inbox **Card Management** Hierarchy Reporting Inquiry Assistance

Card Management - Account Management - Modify Account

* An asterisk indicates a required field
‡ A section sign indicates non real time field.

post or view (0) comments

demographics

Product Type: TRAVEL - Individually Billed
Account Type: Cardholder
Date Account Opened: 07/21/2008
Account Last Updated: 07/08/2010 10:23:17
Account Status: -- Open
Date Status Changed: **V9 - CLOSED - Agency**
Card Number: T1 - CLOSED - Term
* Last Name: B9 - Closed - Deceased
* First Name: L3
* Verification Information: 2345*
Agency/Organization Name: TEST AGENCY 99
* Statement Billing Address Line 1: 701 E 60TH ST N
Statement Billing Address Line 2: MC 2145
* Statement Billing City: SIOUX FALLS * State: SD * ZIP: 571040432
Business Phone: Fax Number: 000000000000000000
Email:
Emp ID:
Is Acct on PCS?:
Rank:
Grade:

Try!!! Actions X
Select V9 - CLOSED - Agency list item.
Note: V9-Closed-Agency is the only closure status that can be reopened online.

Step 10: Using the slide bar in the internet window, the controls and finance sections are below the demographics section. From the controls section a cardholder's account allocation, credit limit, and single transaction limit can be modified. From this modify account page can the "modify" button be used for LOA assignments. LOA creation and assignments are discussed further in Appendix B.

controls

Active Status: **Deactive**
 (MM/DD/YYYY) Active Start Date: (MM/DD/YYYY) Active End Date:

Hierarchy: **20099-02299 - COMP B L2 IBT**

Account Allocation:
 Account Code -

Billing Office Code: **2299**

Mission Critical: (MM/DD/YYYY) Mission Critical Drop Date:
 (MM/DD/YYYY) Mission Critical Start Date: (MM/DD/YYYY) Mission Critical End Date:

Credit Limit \$: **1000**
 Cycle Limit \$: **0**
 Single Transaction Dollar Limit \$: **0**
 Number of Transactions per Cycle: **0**
 Number of Transactions per Day: **0**
 Cash Advance Limit \$: **300**
 Credit Worthiness:
 MCC Group(s):

finance

Current Balance \$: **0**
 Past Due Amount \$: **0**
 Past Due Days: **0**

Amount Due \$:	1 to 30 Days	31 to 60 Days	61 to 90 Days	91 to 120 Days	121 to 150 Days	151 to 180 Days	180+ Days
	0	0	0	0	0	0	0

Done Internet 100%

Try It!

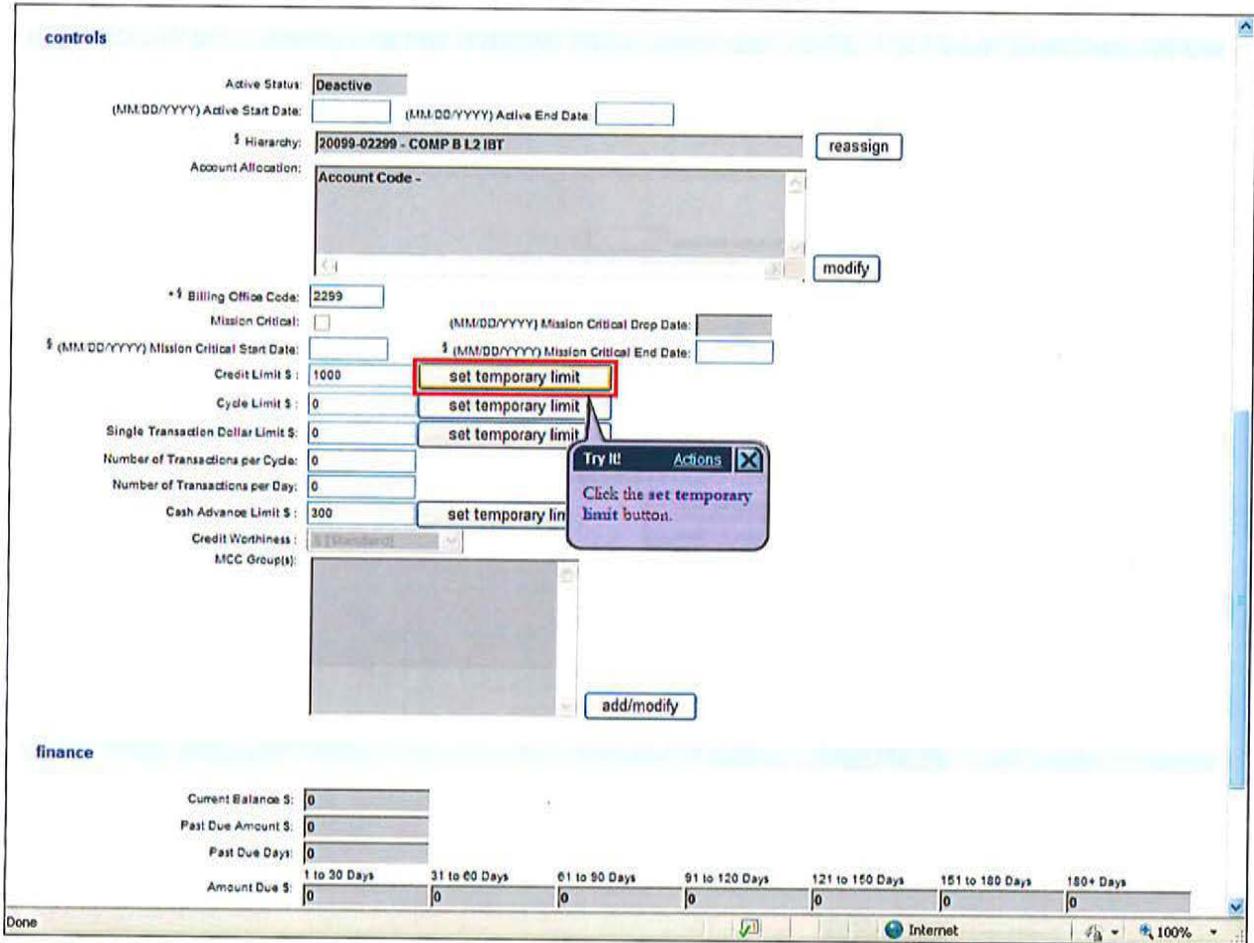
i There are several functions that you can perform on an account from the "controls" section. You can set the account to activate/deactivate, put the account in mission critical status, and set a temporary credit and cash advance limit on the account.

In this example we will set a temporary credit limit of \$2500

Press [Enter] to [continue](#)

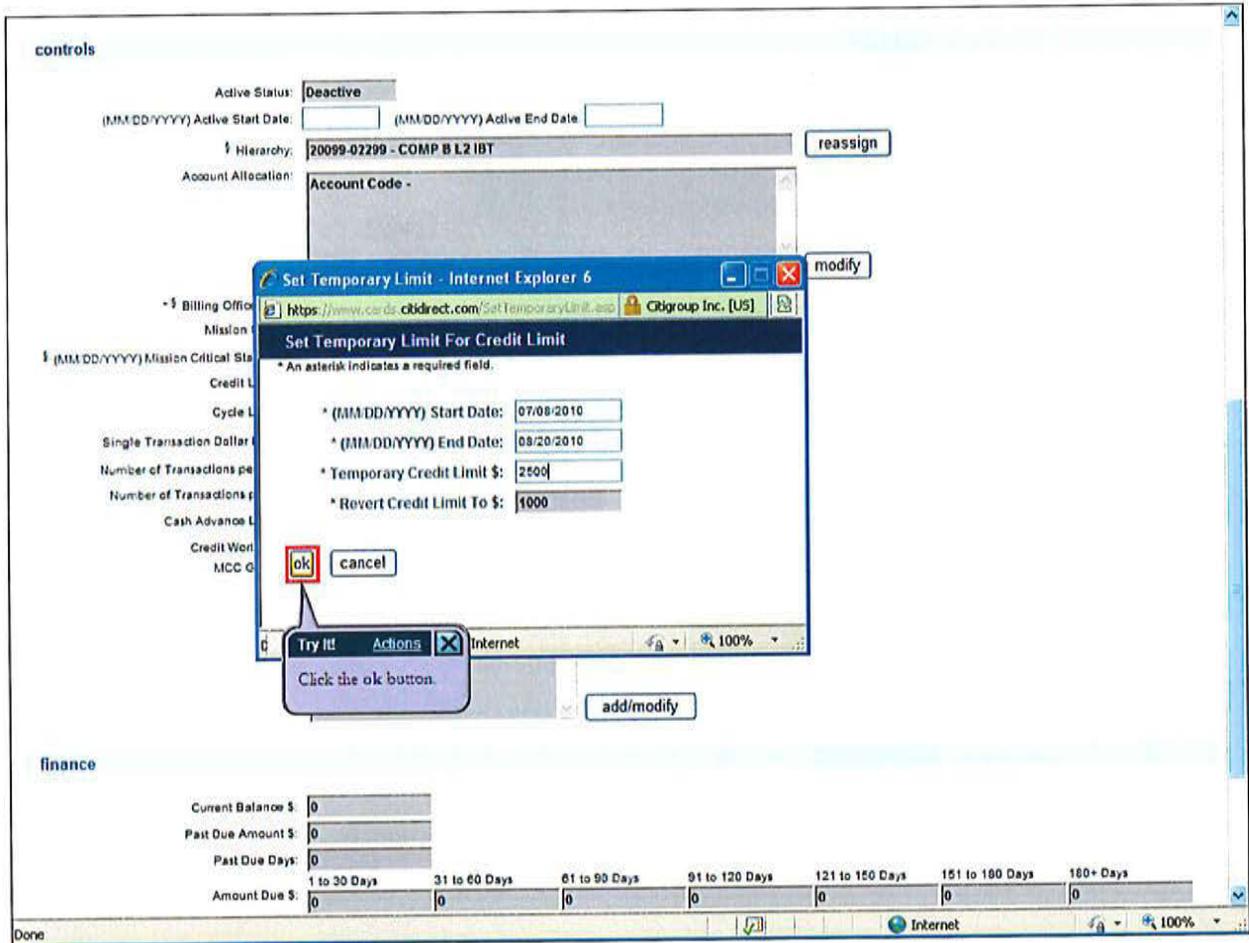
Training Command Fund Execution Guidebook

Step 11: For an example a credit limit of \$2500 can be set for an account. To do so, click on the “set temporary limit” button to the right of the credit limit line.



Training Command Fund Execution Guidebook

Step 12: Next a pop-up displays. The user must enter the start date, end date, and temporary limit. After the temporary limit expires on the end date then the card will revert back to its default limit. Click on "Ok" when finished.



Training Command Fund Execution Guidebook

Step 13: A note should display next to the “set temporary limit” button if the information was entered correctly.

The screenshot shows a software interface with two main sections: **controls** and **finance**.

controls section includes:

- Active Status: Deactive
- (MM/DD/YYYY) Active Start Date: [] (MM/DD/YYYY) Active End Date: []
- Hierarchy: 20099-02209 - COMP B L2 IBT [reassign]
- Account Allocation: Account Code - [] [modify]
- Billing Office Code: 2299
- Mission Critical: (MM/DD/YYYY) Mission Critical Drop Date: []
- (MM/DD/YYYY) Mission Critical Start Date: [] (MM/DD/YYYY) Mission Critical End Date: []
- Credit Limit \$: 1000 [set temporary limit] Temporary Credit Limit \$ set to \$2500 from 07/03/2010 to 08/20/2010
- Cycle Limit \$: 0 [set temporary limit]
- Single Transaction Dollar Limit \$: 0 [set temporary limit]
- Number of Transactions per Cycle: 0
- Number of Transactions per Day: 0
- Cash Advance Limit \$: 300 [set temporary limit]
- Credit Worthiness: []
- MCC Group(s): [] [add/modify]

finance section includes:

- Current Balance \$: 0
- Past Due Amount \$: 0
- Past Due Days: 0
- Amount Due \$: [] [] [] [] [] [] []
- 1 to 30 Days 31 to 60 Days 61 to 90 Days 91 to 120 Days 121 to 150 Days 151 to 180 Days 180+ Days

A **Try It!** dialog box is overlaid on the interface, containing the following text:

Try It! Actions [X]

i A note displays beside the "set temporary limit" button indicating the timeframe set for the temporary increase.

Press [Enter] to continue.

Request Replacement Card

If a card is lost or stolen, the cardholder has the option of requesting a replacement card. Before a cardholder attempts to request a replacement card he should contact the AOPC and GCPC coordinators at the Regional Contracting Office. This will ensure that all proper procedures are followed and the card is safeguarded against fraud, waste, and abuse.

Step 1: To order a replacement card, scroll to the bottom of the Modify Account screen below the finance section. Click on the “request replacement card” button.

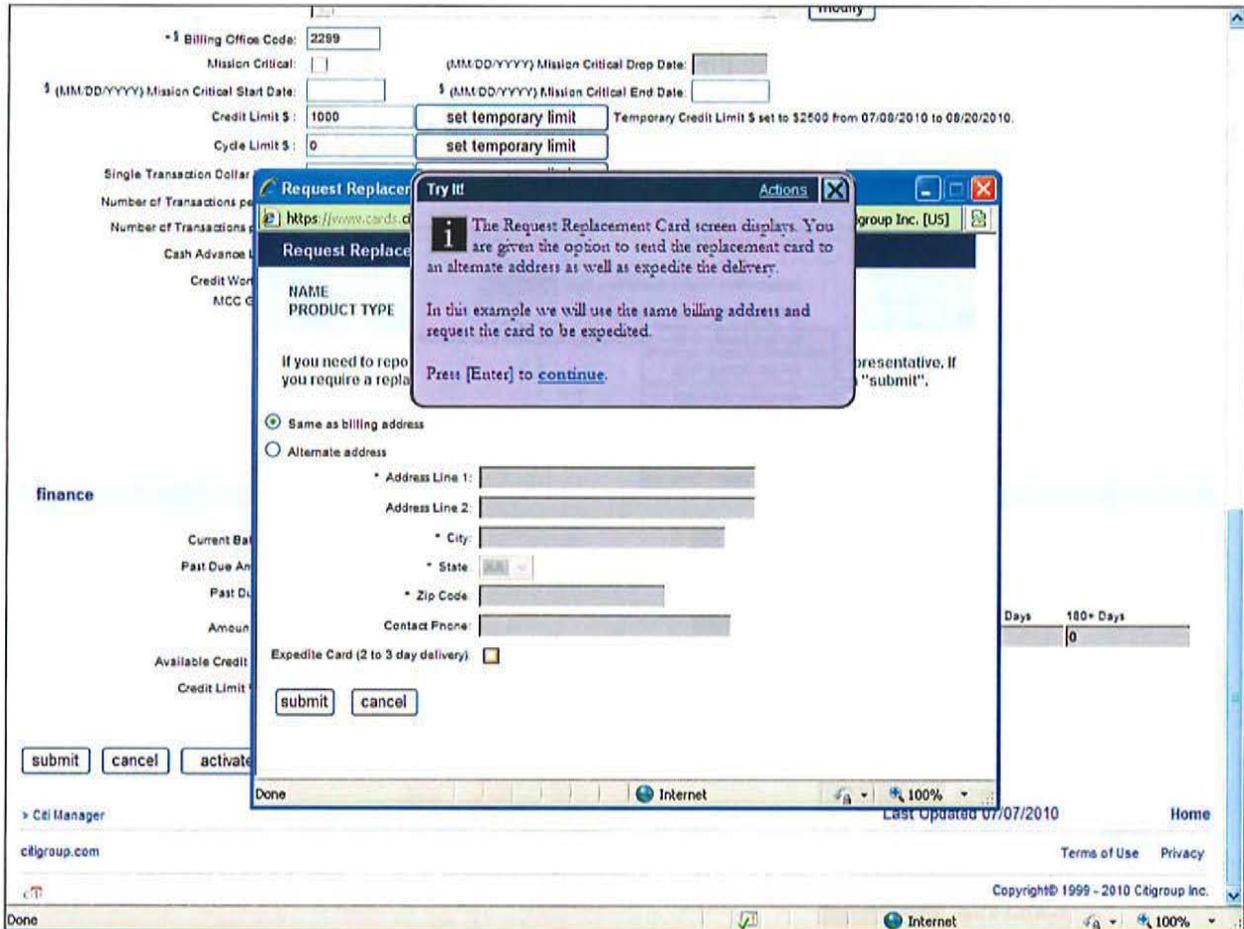
The screenshot displays the 'Modify Account' interface. At the top, there are fields for 'Billing Office Code' (2289), 'Mission Critical' status, and various dates. Below these are credit limit settings: 'Credit Limit \$' (1000), 'Cycle Limit \$' (0), 'Single Transaction Dollar Limit \$' (0), and 'Cash Advance Limit \$' (300). Each of these has a 'set temporary limit' button. A note indicates a temporary credit limit was set to \$2500 from 07/05/2010 to 08/20/2010. There is also a section for 'MCC Group(s)' with an 'add/modify' button.

The 'finance' section shows account balances: 'Current Balance \$' (0), 'Past Due Amount \$' (0), and 'Past Due Days' (0). A table shows 'Amount Due \$' by due date range: 1 to 30 Days (0), 31 to 60 Days (0), 61 to 90 Days (0), 91 to 120 Days (0), 121 to 150 Days (0), 151 to 180 Days (0), and 180+ Days (0). Other finance metrics include 'Available Credit Limit \$' (1000) and 'Credit Limit % Used' (0).

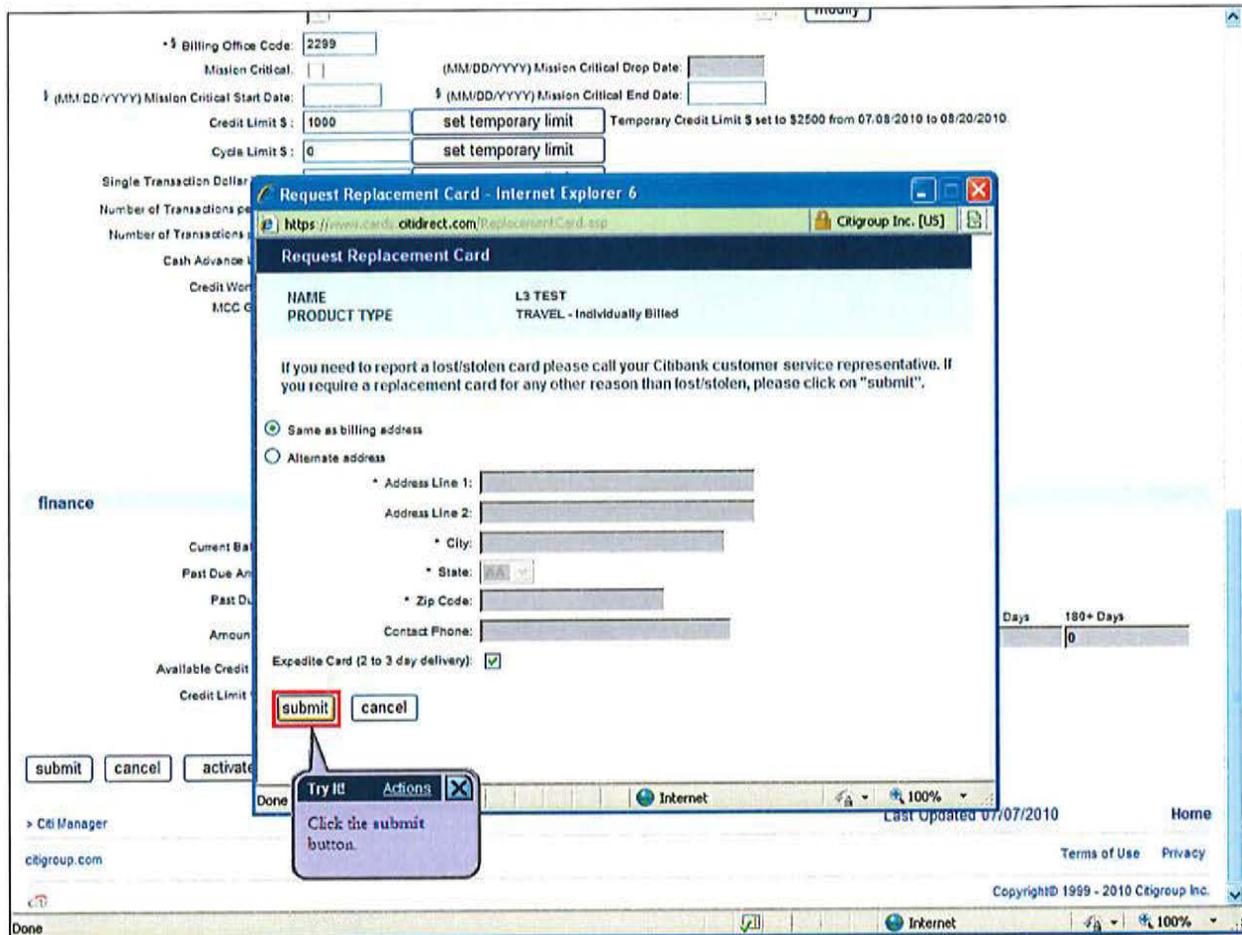
At the bottom, there are buttons for 'submit', 'cancel', 'activate now', 'request replacement card' (highlighted with a red box), and 'view statement'. A callout box points to the 'request replacement card' button with the text: 'Click the request replacement card button.'

Footer information includes 'C4i Manager', 'c4igroup.com', 'Last Updated 07/07/2010', 'Home', 'Terms of Use', 'Privacy', and 'Copyright © 1999 - 2010 C4igroup Inc.' The browser status bar shows 'Internet' and '100%' zoom.

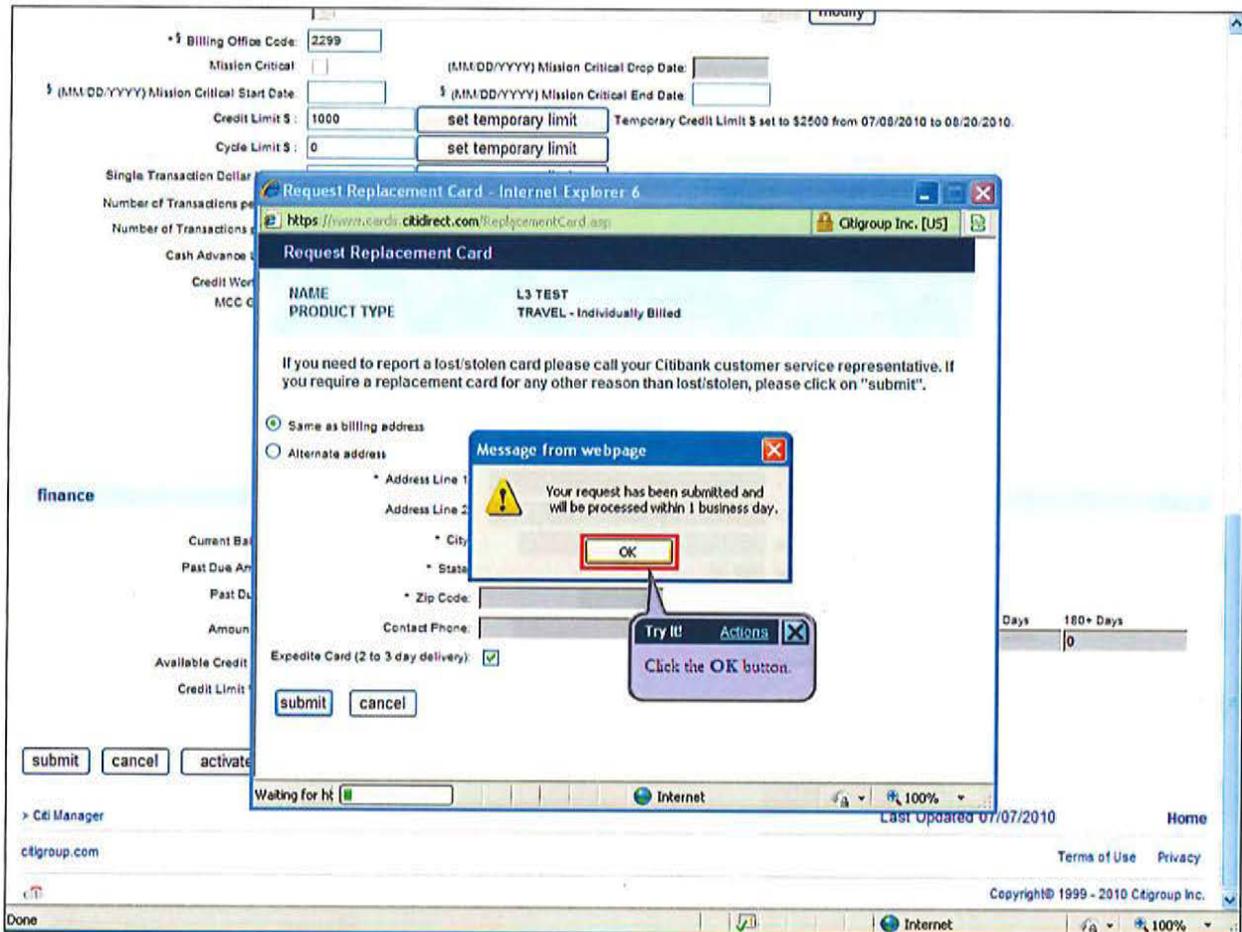
Step 2: A Request Replacement Card screen will pop up. On this screen the requestor has the option of either selecting “Same as billing address” or “Alternate address” of where to have the card shipped to.



Step 3: At the bottom of the Request Replacement Card screen is a checkbox to expedite delivery. There is a fee for expediting delivery. Click "submit" when the address information is complete.



Step 4: After clicking the “submit” button a message will display notifying the user of the submitted request and estimated processing time. Click “ok” to go to the Modify Account screen.



Training Command Fund Execution Guidebook

Step 5: When finished with all account modifications to the demographics, controls, and finance, click the “submit” button in the bottom left to navigate away from the page.

The screenshot displays a Citigroup account management page. The top section is titled "Account" and contains various settings:

- Billing Office Code: 2299
- Mission Critical: (MM/DD/YYYY) Mission Critical Drop Date:
- (MM/DD/YYYY) Mission Critical Start Date: (MM/DD/YYYY) Mission Critical End Date:
- Credit Limit \$: 1000 Temporary Credit Limit \$ set to \$2500 from 07/09/2010 to 08/20/2010
- Cycle Limit \$: 0
- Single Transaction Dollar Limit \$: 0
- Number of Transactions per Cycle: 0
- Number of Transactions per Day: 0
- Cash Advance Limit \$: 300
- Credit Worthiness: [Standard]
- MCC Group(s):

The "finance" section is highlighted in light blue and includes:

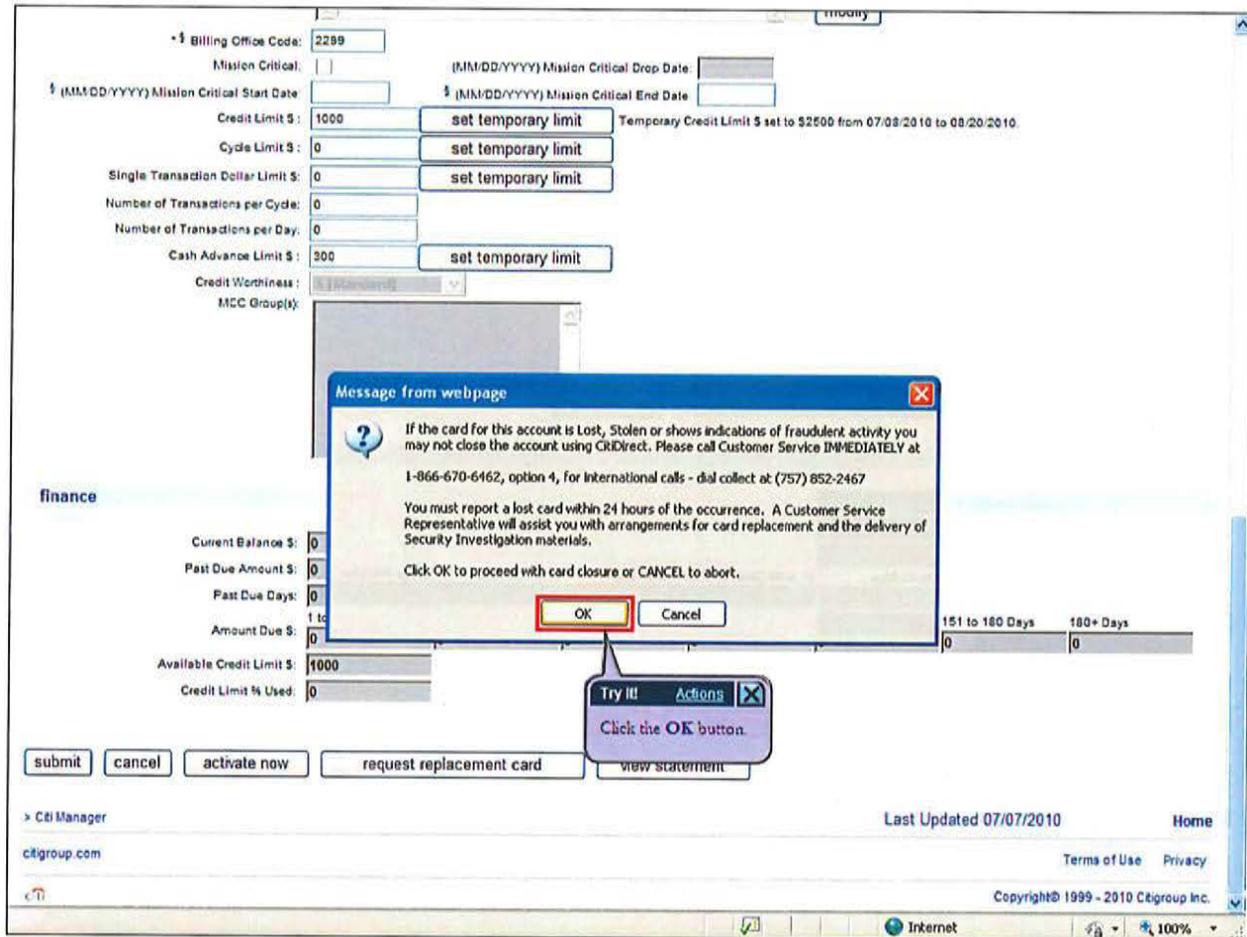
- Current Balance \$: 0
- Past Due Amount \$: 0
- Days: 0
- Days: 1 to 30 Days | 31 to 60 Days | 61 to 90 Days | 91 to 120 Days | 121 to 150 Days | 151 to 180 Days | 180+ Days
- Days: 0 | 0 | 0 | 0 | 0 | 0 | 0
- Days: 1000
- Days: 0

At the bottom of the finance section, there are several buttons: **submit** (highlighted with a red box), cancel, activate now, request replacement card, and view statement.

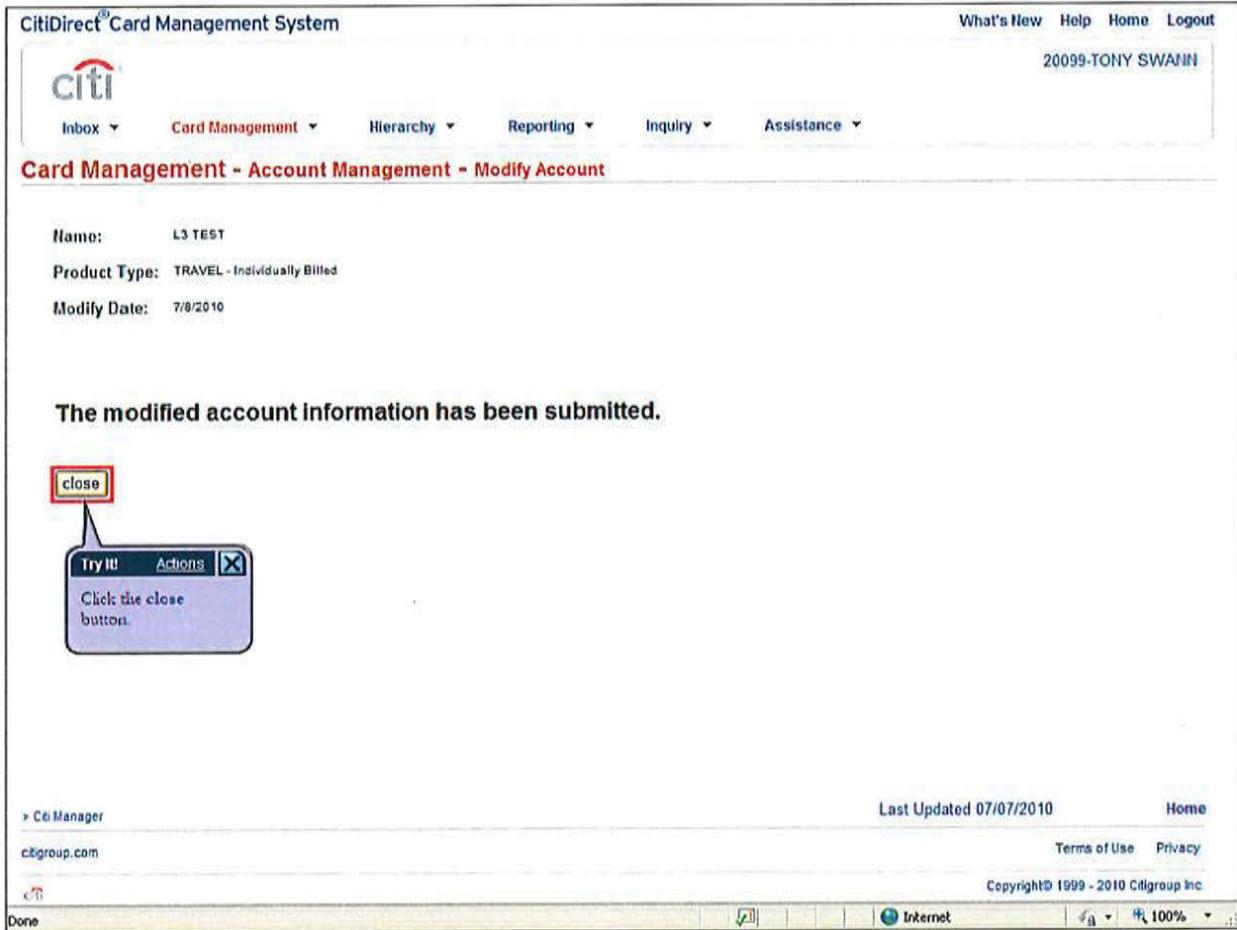
A "Try It!" callout box with a blue background and white text says: "Click the submit button to process all requests made on the cardholder account." It has an "Actions" button and a close "X" icon.

Footer information includes: Last Updated 07/07/2010, Home, > Cit Manager, citigroup.com, Terms of Use, Privacy, Copyright © 1999 - 2010 Citigroup Inc., and a browser status bar showing "Internet" and "100%" zoom.

Step 6: If a replacement card has been ordered, a pop-up screen will display with instructions for reporting a lost or potentially stolen card. Take note of the information displayed and follow the proper steps if necessary. Click on “ok” when finished with the information.

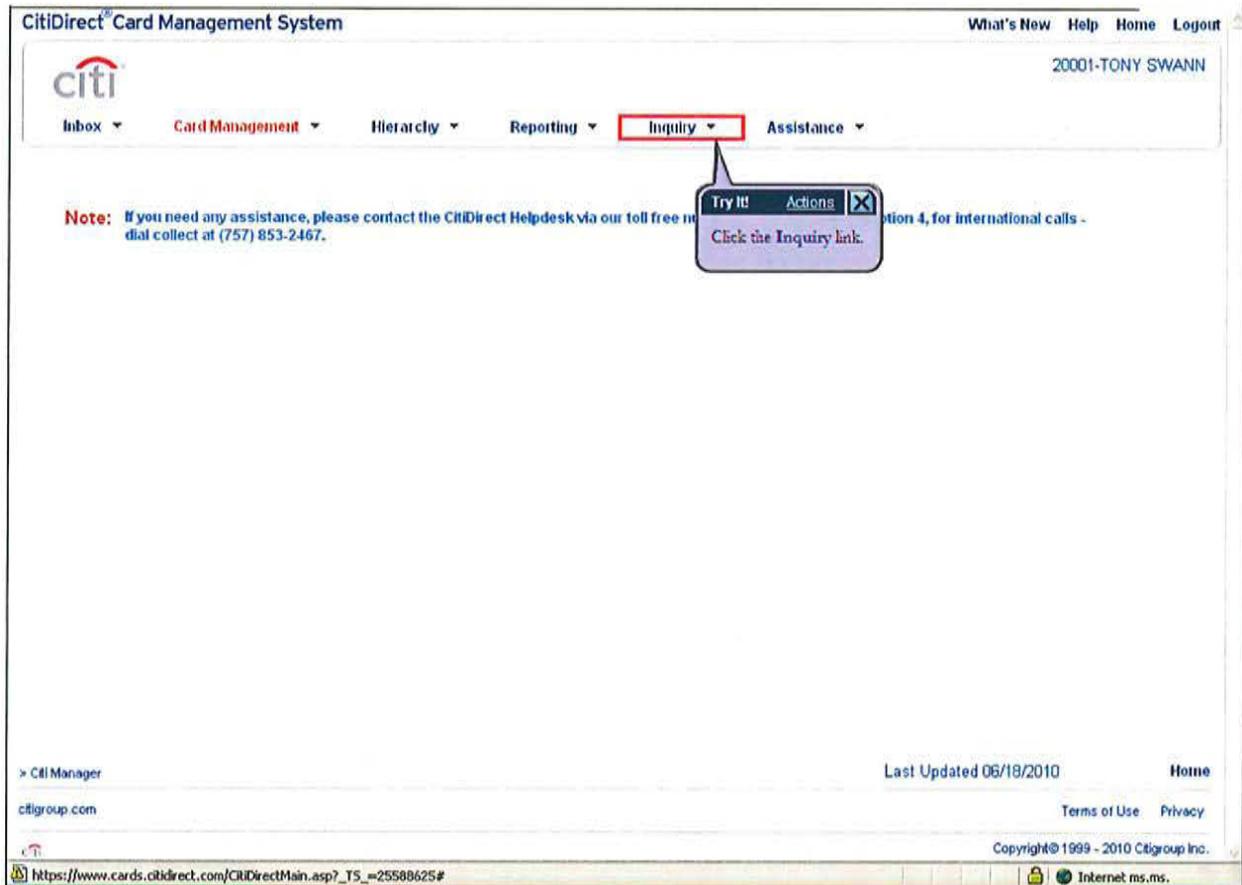


Step 7: Once all of the modified account information has been submitted, the screen will navigate back to a summary screen displaying a message “The modified account information has been submitted.” Click on close to complete the modify account process and navigate back to the CitiDirect user’s homepage.

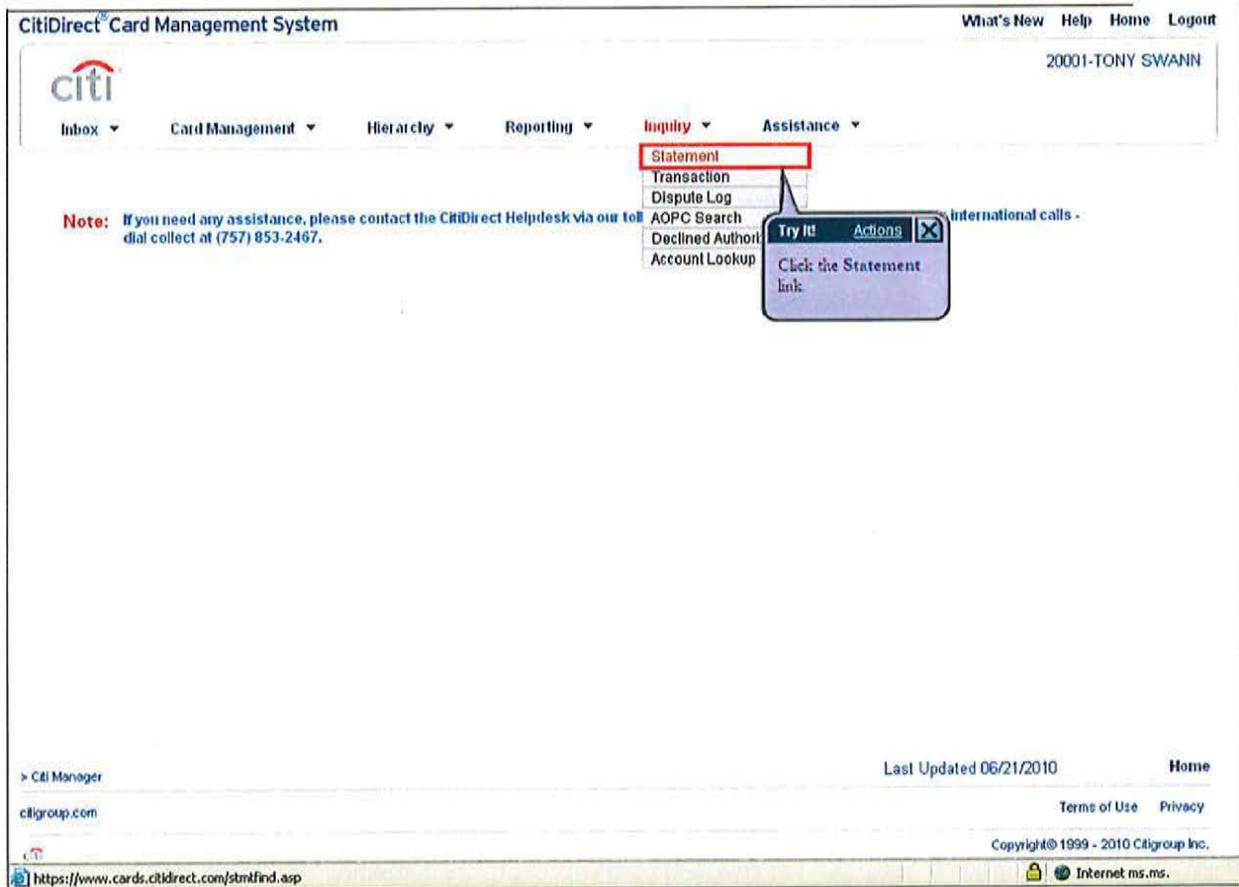


Inquiries - Statement

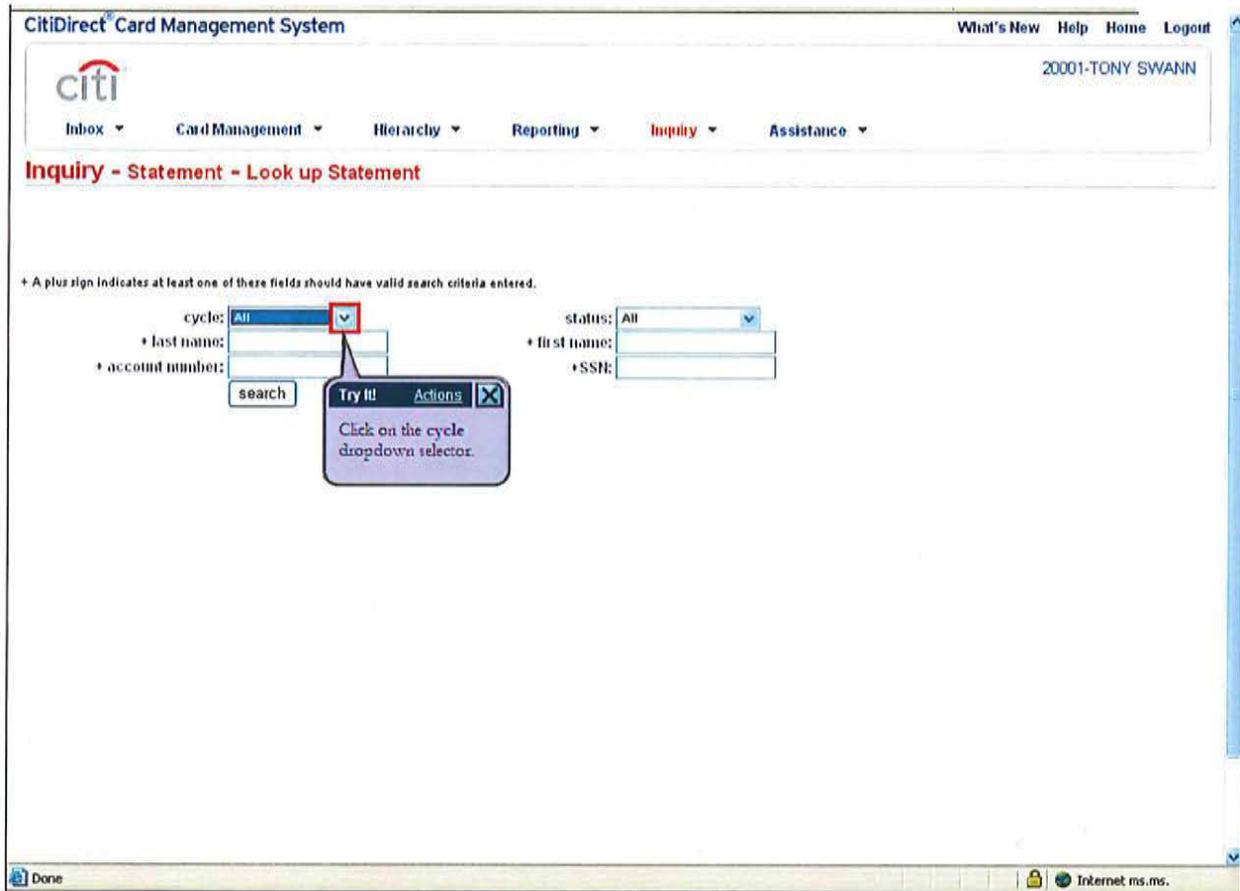
Step 1: From the CitiDirect user's homepage mouse over "Inquiry" and click. This will pull up the various options for inquiries. Some examples of the typical options are Statement, Transaction, Dispute Log, AOPC Search, Declined Authorizations, and Account Lookup.



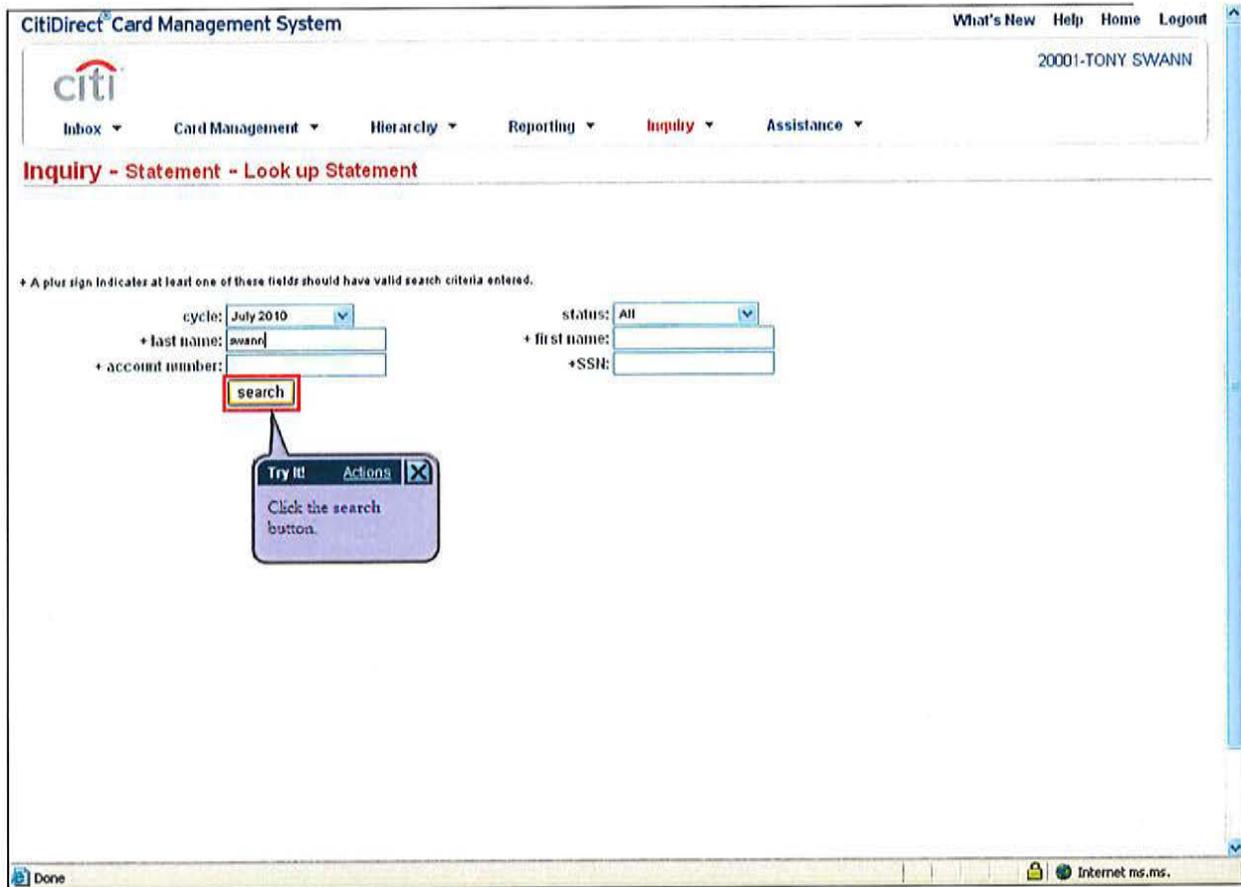
Step 2: A cardholder has the ability to lookup statements from previous transaction cycles. This will aid the cardholder in making sure that purchases are charged correctly, erroneous charges are identified, and monitor outstanding charges. After clicking on the “Inquiry” tab the dropdown list of options appears. Click on the “Statement” tab to navigate to the search screen.



Step 3: First the user must select the cycle. By clicking on the dropdown arrow the list of previous transaction cycles will appear.



Step 4: After the transaction cycle is selected, at least one of the four search options must be entered. The options given are Last Name, First Name, Account Number, and Social Security Number. Once the desired search criteria are entered, click on the “search” button.



Step 5: After the search finishes, the results will display at the bottom of the page. Click on the correct account number to view the charges associated with that cycle.

The screenshot shows the CitiDirect Card Management System interface. At the top, there is a navigation bar with links for 'What's New', 'Help', 'Home', and 'Logout'. The user is logged in as '20001-TONY SWANN'. Below the navigation bar, there are several menu items: 'Inbox', 'Card Management', 'Hierarchy', 'Reporting', 'Inquiry', and 'Assistance'. The main heading is 'Inquiry - Statement - Look up Statement'. Below this, there is a search form with fields for 'cycle' (set to 'July 2010'), 'last name' (set to 'Swann'), 'account number', 'status' (set to 'All'), 'first name', and 'SSN'. A 'search' button is located below the 'account number' field. Below the search form, there is a 'RESULTS' section with a table. The table has columns for 'account number', 'cycle', 'name', and 'status'. The first row shows an account number 'xxxxxx0000000000', a cycle of '00/05/2010 - 07/00/2010', a name of 'SWANN', and a status of 'Interim'. A red box highlights the account number, and a callout box points to it with the text: 'Click the xxxxxx0000000000 link to see the transactions that posted to the statement selected.' At the bottom of the page, there is a footer with 'Citi Manager', 'citigroup.com', 'Last Updated 06/21/2010', 'Home', 'Terms of Use', 'Privacy', and 'Copyright © 1999 - 2010 Citigroup Inc.'. The browser address bar shows the URL: 'https://www.cards.citidirect.com/StmtDet.asp?inq=0&frmpage=6&d=9962979'.

account number	cycle	name	status
xxxxxx0000000000	00/05/2010 - 07/00/2010	SWANN	Interim

Step 6: The Cardholder Statement page display showing the information for charges associated with that cycle. In order to see further details about each charge, mouse over and click on “expand all.”

CitiDirect Card Management System What's New Help Home Logout

20001-TONY SWANN

Inbox Card Management Hierarchy Reporting **Inquiry** Assistance

Inquiry - Statement - Cardholder Statement

Cardholder: SWANN Account Number: xxxxxxx000000000 read notes e-mail
 Product Type: TRAVEL - Individually Billed Statement Period: 06/05/2010 - 07/05/2010 Statement Status: Interim
 Default MAC:
 Tax Total: \$ 1.36 Statement Total: \$ 952.38

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

[expand all](#) [collapse all](#)

post date	tran date	last alloc date	time	merchant	amount	status	note	type	rec ind
06/14/10	06/09/2010			USAIRWAYS	\$ 693.80				<input type="checkbox"/>
06/06/10				USAIRWAYS	\$ 25.00				<input type="checkbox"/>
06/06/10				CHARLESTON INT	\$ 24.00				<input type="checkbox"/>
06/06/10				USAIRWAYS	\$ 25.00				<input type="checkbox"/>
06/06/10				HOTEL MONTELEONE N ORL	\$ 304.58				<input type="checkbox"/>

Try it! Click the expand all link to display the transaction detail information for each transaction appearing on the statement. modify account close

> Citi Manager Last Updated 06/21/2010 Home

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javascript:Toggle('1'); Internet ms.ms.

Step 7: After clicking on “expand all” the detailed transaction information will display for each charge. In order to hide the detailed information, mouse over “collapse all” and click.

CitiDirect™ Card Management System What's New Help Home Logout

20001-TONY SWANN

Inbox ▾ Card Management ▾ Hierarchy ▾ Reporting ▾ **Inquiry ▾** Assistance ▾

Inquiry - Statement - Cardholder Statement

Cardholder: SWANN Account Number: xxxxxx000000000 [read notes](#) [e-mail](#)
 Product Type: TRAVEL - Individually Billed Statement Period: 06/05/2010 - 07/05/2010 Statement Status: Interim
 Default MAC:
 Tax Total: \$ 1.36 Statement Total: \$ 662.30

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

[expand all](#) [collapse all](#)

post date	trn date	last alloc date	time	merchant	amount	status	note	type	rec ind
06/11/2010	06/11/2010			USAIRWAYS	\$ 583.80				<input type="checkbox"/>

Try It! [Actions](#) ✕

Click the collapse all link to collapse the transaction detail information.

line item	discount	total tax	total vat	total
AIR TRAVEL	N/A	N/A	N/A	N/A
AIR TRAVEL	N/A	N/A	N/A	N/A
AIR TRAVEL	N/A	N/A	N/A	N/A
AIR TRAVEL	N/A	N/A	N/A	N/A

select	allocation description	total	allocation
	allocation detail description	\$ 583.80	

06/16/2010 06/14/2010 USAIRWAYS \$ 25.00

JavaScript:Toggle('U'); Internet ms.ms.

Step 8: When finished with reviewing that cycle's statement, click on the "close" button at the bottom of the page to navigate back to the search page.

CitiDirectSM Card Management System What's New Help Home Logout

20001-TONY SWANN

Inbox ▾ Card Management ▾ Hierarchy ▾ Reporting ▾ **Inquiry ▾** Assistance ▾

Inquiry - Statement - Cardholder Statement

Cardholder: SWANN Account Number: >>>>>>0000000000 read notes e-mail
 Product Type: TRAVEL - Individually Billed Statement Period: 06/05/2010 - 07/06/2010 Statement Status: Interim
 Default MAC: Statement Status Interim

Tax Total: \$ 1.36 Statement Total: \$ 962.38

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

[expand all](#) [collapse all](#)

post date	tran date	last alloc date	time	merchant	amount	status	note	type	rec ind
06/11/2010	06/09/2010			USAIRWAYS	\$ 683.60				<input type="checkbox"/>
06/16/2010	06/14/2010			USAIRWAYS	\$ 25.00				<input type="checkbox"/>
06/16/2010	06/16/2010			CHARLESTON INT	\$ 24.00				<input type="checkbox"/>
06/16/2010	06/16/2010			USAIRWAYS	\$ 25.00				<input type="checkbox"/>
06/16/2010	06/17/2010			HOTEL MONTELEONE H ORL	\$ 304.69				<input type="checkbox"/>

dispute print Statement modify account close

Try It! Actions ✕

Click the close button.

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javascript:Toggle('1'); Internet ms.ms.

Step 9: From the search page the user either has the option of conducting a new search. The process is the same as before.

The screenshot displays the CitiDirect Card Management System interface. At the top, the title is "CitiDirect Card Management System" and the user is logged in as "20001-TONY SWANN". The navigation menu includes "Inbox", "Card Management", "Hierarchy", "Reporting", "Inquiry", and "Assistance". The current page is titled "Inquiry - Statement - Look up Statement".

Below the title, there is a search form with the following fields:

- cycle: July 2010 (dropdown)
- status: All (dropdown)
- + last name: swann
- + first name:
- + account number:
- + SSN:

A "search" button is located below the form. A message above the form states: "+ A plus sign indicates at least one of these fields should have valid search criteria entered."

The search results are displayed in a table:

account number	cycle	name	status
0000000000000000	06/06/2010 - 07/06/2010	SWANN	Interim

A message box is overlaid on the results, stating: "You are returned to the search results screen. Press [Enter] to continue." The message box has a "Try It!" button and an "Actions" button.

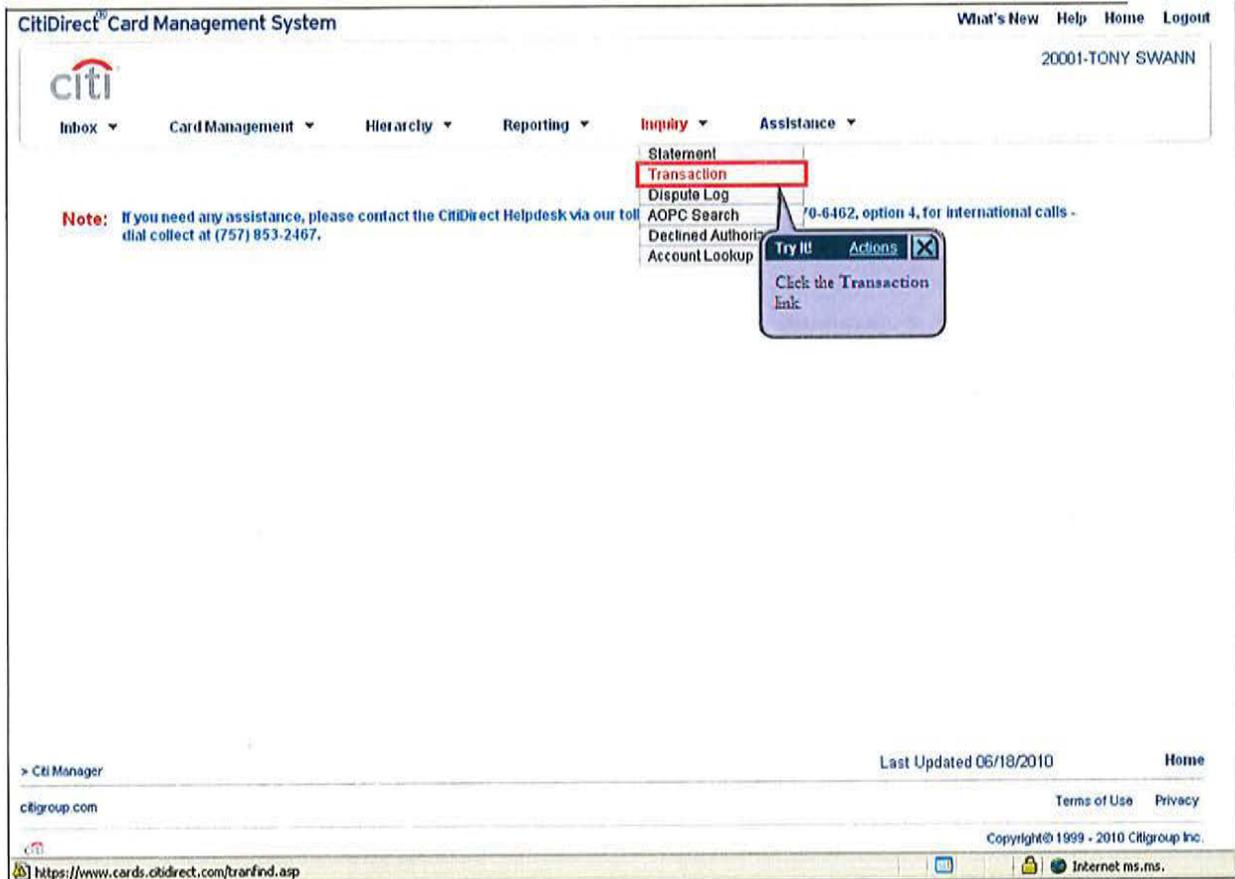
At the bottom of the page, there is a footer with the following information:

- > Citi Manager
- Last Updated 06/21/2010
- Home
- citigroup.com
- Terms of Use
- Privacy
- Copyright © 1999 - 2010 Citigroup Inc.
- Internet ms.ms.

The browser address bar shows the URL: <https://www.cards.citidirect.com/StmtDet.asp?inq=0&frmpage=6&d=9962979>

Inquiries – Transaction

Step 1: The next option the cardholder has is to look up past transactions with the GCPC card. To do so, click on the “Inquiry” tab and then “Transaction”. This will navigate the page to the Look up Transaction page.



Step 2: On the Look up Transaction page, the cardholder must specify the search criteria to find the desired GCPC charge. Search criteria listed with an asterisk are required. Criteria marked with a plus sign must have at least one filled out. All other criteria are optional. After entering the desired and required information, mouse over the “search” button and click.

CitiDirect® Card Management System What's New Help Home Logout

20001-TONY SWANN

Inbox ▾ Card Management ▾ Hierarchy ▾ Reporting ▾ **Inquiry ▾** Assistance ▾

Inquiry - Transaction - Look up Transaction

* An asterisk indicates a required field.
+ A plus sign indicates at least one of these fields should have valid search criteria entered.

+ Account Number: <input type="text"/>	+ SSI: <input type="text"/>
+ Last Name: <input type="text" value="arch%"/>	+ First name: <input type="text"/>
Search By: <input type="radio"/> Post Date <input checked="" type="radio"/> Transaction Date	
+ (MM/DD/YYYY) Date: <input type="text" value="05/22/2010"/>	+ (MM/DD/YYYY) Date To: <input type="text" value="06/21/2010"/>
+ Merchant: <input type="text" value="target"/>	+ CUID: <input type="text"/>
Amount: <input type="text"/>	Amount To: <input type="text"/>
Transaction Code: <input type="text"/>	Disputed: <input type="checkbox"/>

search

Try It! Actions X

Click the search button.

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Done Internet ms.ms.

Step 3: All search results which fit the criteria entered are displayed at the bottom of the screen. The user can look through these to find the desired transaction. Mouse over and click on the “Merchant” info to see details about the supplier of the good or service.

CitiDirect Card Management System What's New Help Home Logout

20001-TONY SWANN

Inbox Card Management Hierarchy Reporting **Inquiry** Assistance

Inquiry - Transaction - Look up Transaction

* An asterisk indicates a required field.
+ A plus sign indicates at least one of these fields should have valid search criteria entered.

+ Account Number:
 + Last Name:
 Search By: Post Date Transaction Date
 * (MM/DD/YYYY) Date:
 + Merchant:
 Amount:
 Transaction Code:

+ SSH:
 + First name:
 * (MM/DD/YYYY) Date To:
 + CUID:
 Amount To:
 Disputed:

RESULTS

account number	trans date	posted date	name	merchant	amount	tran code	CUID
XXXXXXXXXXXXXXXXXXXX	05/25/2010	05/26/2010	C ARCH	TARGET	\$ 0.00	1001	1149760197

(1 - 1 of 1)

Try It! Actions

Click the **TARGET** link to see the Merchant Details.

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Internet ms.ms.

https://www.cards.citidirect.com/TranFind.asp?Part=hdr&_T5_=22831362#

Step 4: By clicking on the “Merchant” info a pop-up window will appear. This window will contain what information is available on the merchant for the particular transaction. When finished reviewing this information, click on the “close” button.

The screenshot displays the CitiDirect Card Management System interface. A 'Merchant Detail' pop-up window is open, showing the following information:

MERCHANT	TARGET
ADDRESS	TRUMBULL, CONNECTICUT 068110000 US
MCC Code:	6310
Tax ID:	410848441
1099 Reportable:	no
MCC Description:	DISCOUNT STORES

A 'close' button is highlighted in the bottom-left corner of the pop-up window. A tooltip points to this button with the text: "Click the close button." The background interface shows a table with the following columns: merchant, amount, tran_code, and CUID. The first row of data shows: merchant: TARGET, amount: \$6.00, tran_code: 1001, CUID: 1140765197. The page footer includes "Citi Manager", "citi group.com", "Last Updated 05/18/2010", and "Home".

Step 5: To view details specifically about the transaction, click on the amount.

CitiDirectSM Card Management System What's New Help Home Logout

20001-TONY SWANN

Inbox ▾ Card Management ▾ Hierarchy ▾ Reporting ▾ **Inquiry ▾** Assistance ▾

Inquiry - Transaction - Look up Transaction

* An asterisk indicates a required field.
 * A plus sign indicates at least one of these fields should have valid search criteria entered.

+ Account Number:
 + Last Name: arch%
 Search By: Post Date Transaction Date
 * (MM/DD/YYYY) Date: 05/22/2010
 + Merchant: target
 Amount:
 Transaction Code:

+SSN:
 + First name:
 * (MM/DD/YYYY) Date To: 06/21/2010
 + CUID:
 Amount To:
 Disputed:

RESULTS

account number	trans date	posted date	name	merchant	amount	tran code	CUID
XXXXXXXXXXXX0000	05/25/2010	05/26/2010	C ARCH	TARGET	\$ 6.00	1001	1140760197

(1 - 1 of 1)

Try It! Actions X

Click the \$ 6.00 link to see the Transaction Detail screen.

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https://www.cards.citidirect.com/TranFind.asp?Part=hdr&_TS_=22831362# Internet ms.ms.

Step 6: After clicking on the amount, a pop up window will appear with all of the information associated with the selected transaction. When finished reviewing the information, click on the “close” button to return to the previous screen.

CitiDirect Card Management System What's New Help Home Logout

20001-TONY SWANN

Inbox Inquiry - Tr

Transaction Detail

CARDHOLDER: C ARCH ACCOUNT: xxxxxxx000000000000 read notes
 REFERENCE NUMBER: 24184070145091015289038 BILL ACCOUNT: xxxxxxx000000000000

Post Date: 05/26/2010 Merchant: TARQET Tran Total: \$ 0.00
 Tran Date: 05/25/2010 Conv Rate: 0 Original Amt: \$ 0.00
 Tran Code: 1001 Conv Date: N/A Settlement Amt: \$ 0.00
 Tax Amt: \$ 0.27 Supplied By: Merchant
 TDI: 000000000000000000 TDD

Line Items

(MM DD YY)	line item	discount	total tax	total vat	total
	DEPOSIT WATER PLAS SI	\$ 0.00	N/A	\$ 0.00	\$ 0.05
	AF WATER 16.9OZ LEMON	\$ 0.00	N/A	\$ 0.00	\$ 1.10
	PASTA CHICKEN ALFRE	\$ 0.00	N/A	\$ 0.00	\$ 4.49

Transaction Allocations

allocation description	total	allocation
allocation detail description		
	\$ 6.00	

CUID
1146766107

5/18/2010 Home

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Internet ms.ms.

RESULTS
account number
xxxxxxx0000000000

close

Try It! Actions

Click the close button.

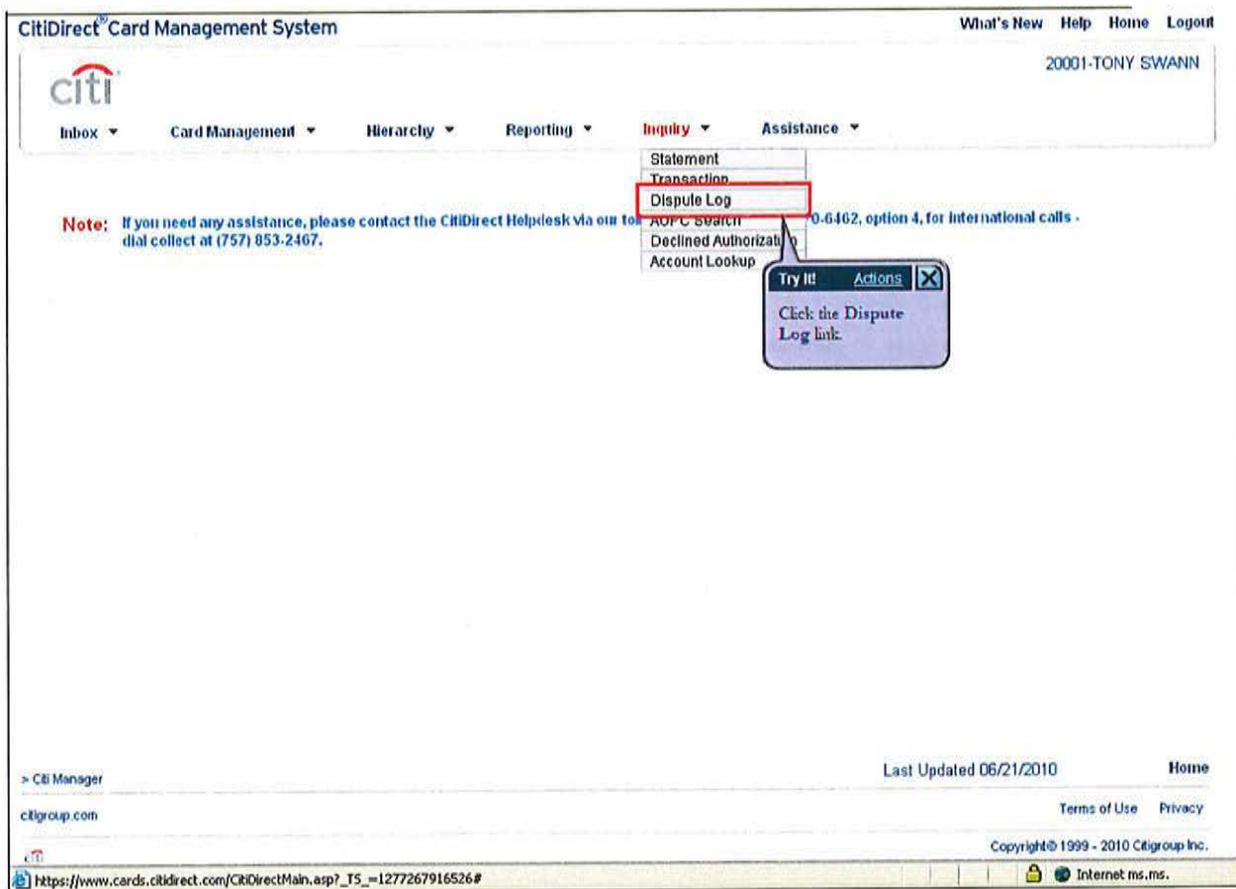
Internet ms.ms. 5/18/2010

Internet ms.ms.

https://www.cards.citidirect.com/TranFind.asp?Part=hdr&_T5_=22831362#

Inquiries – Dispute Log

Step 1: Cardholders may also look up any charges which are in dispute. In order to view the dispute log, click on the “Inquiry” tab and then click on “Dispute Log.” This will navigate to the Look up Dispute Log search page.



Step 2: From the Look up Dispute Log search page, the user must fill out the “from and to dates” because they are required fields marked with an asterisk (*). Additional search criteria may be entered to further refine the search results. When all desired criteria have been entered, mouse over the “search” button and click.

CitiDirect[®] Card Management System What's New Help Home Logout

20001-TONY SWANN

Inbox ▾ Card Management ▾ Hierarchy ▾ Reporting ▾ **Inquiry ▾** Assistance ▾

Inquiry - Dispute Log - Look up Dispute Log

* An asterisk indicates a required field.

Account Number: <input type="text"/>	Status: All ▾
Last Name: put% <input type="text"/>	First Name: <input type="text"/>
<input checked="" type="radio"/> post date <input type="radio"/> dispute date	
* (MM/DD/YYYY) From Date: 05/01/2010 <input type="text"/>	* (MM/DD/YYYY) To Date: 06/15/2010 <input type="text"/>
Hierarchy Unit: 20001 IBA TRAVEL ▾	SSH: <input type="text"/>

search

Try It! Actions X

Click the search button.

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Done Internet ms.ms.

Step 3: All disputes which fit the search criteria are displayed near the bottom of the page. The results display the posting and transaction date, merchant, amount, date of dispute, date dispute resolved, and the current status of the dispute.

CitiDirect® Card Management System What's New Help Home Logout

20001-TONY SWANN

Inbox ▾ Card Management ▾ Hierarchy ▾ Reporting ▾ **Inquiry ▾** Assistance ▾

Inquiry - Dispute Log - Look up Dispute Log

* An asterisk indicates a required field.

Account Number: Status: All ▾
 Last Name: put* First Name:
 post date dispute date
 (MM/DD/YYYY) From Date: 06/01/2010 (MM/DD/YYYY) To Date: 06/15/2010
 Hierarchy Unit: 20001 IBA TRAVEL SSI:

RESULTS

<u>post date</u>	<u>cardholder name</u>	<u>reference number</u>	<u>dispute date</u>	<u>dispute reason</u>	<u>disputed by</u>
<u>trans date</u>	<u>merchant name</u>	<u>amount</u>	<u>dispute status</u>	<u>date resolved</u>	
05/10/2010	PUTN	24610430120072006402701	06/11/2010	Unknown	System
05/07/2010	RAMADA IHIS	\$ 75.85	Settled - Cardholder favor	06/10/2010	

(1 of 1)

Try It! Actions X

i The search results display according to the type of search performed. The results will provide you with the posting and transaction date of the transaction being disputed. It also provides you with the name of the merchant, amount of the transaction, date of the dispute, date dispute resolved, and the current dispute status.

In this example the dispute has been resolved in the Cardholder's favor.

Press [Enter] to [continue](#).

> Citi Manager Last Updated 06/21/2010 [Home](#)

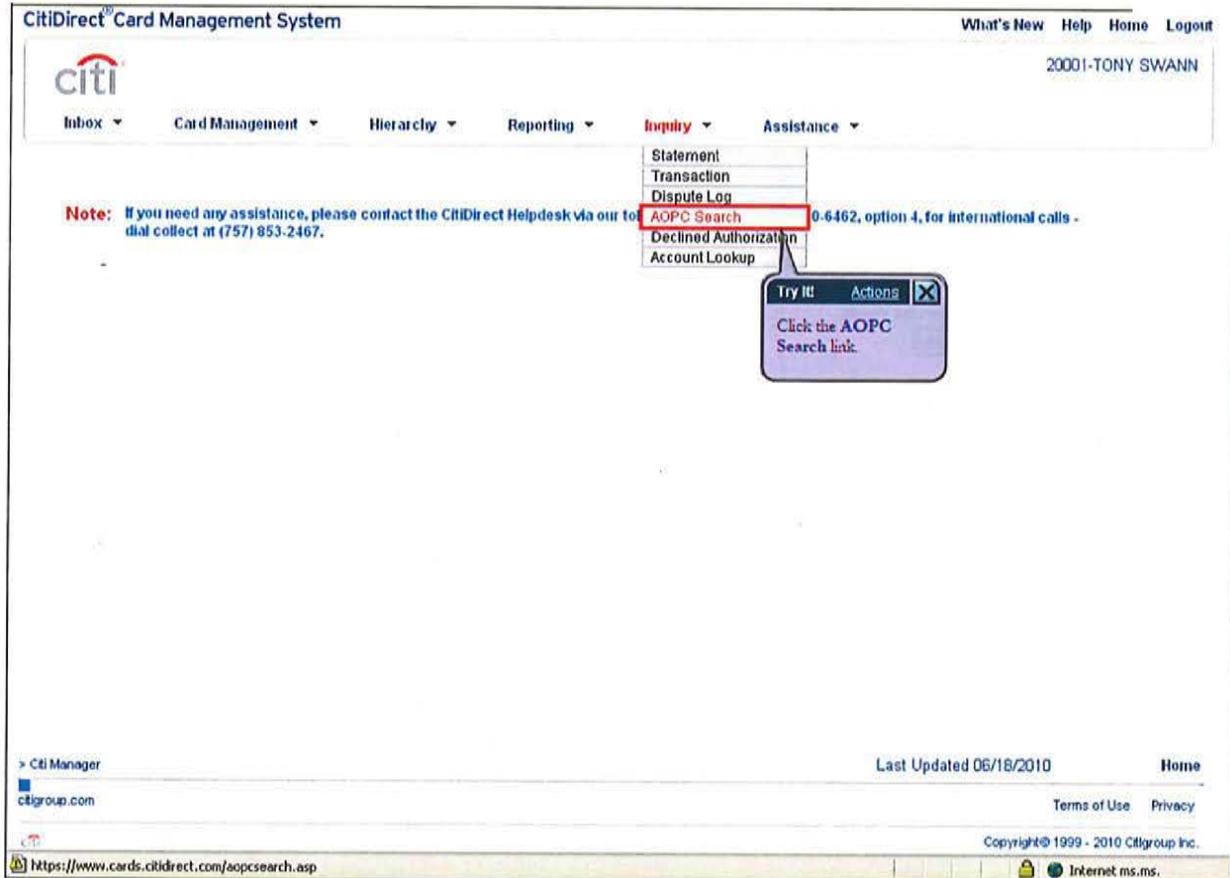
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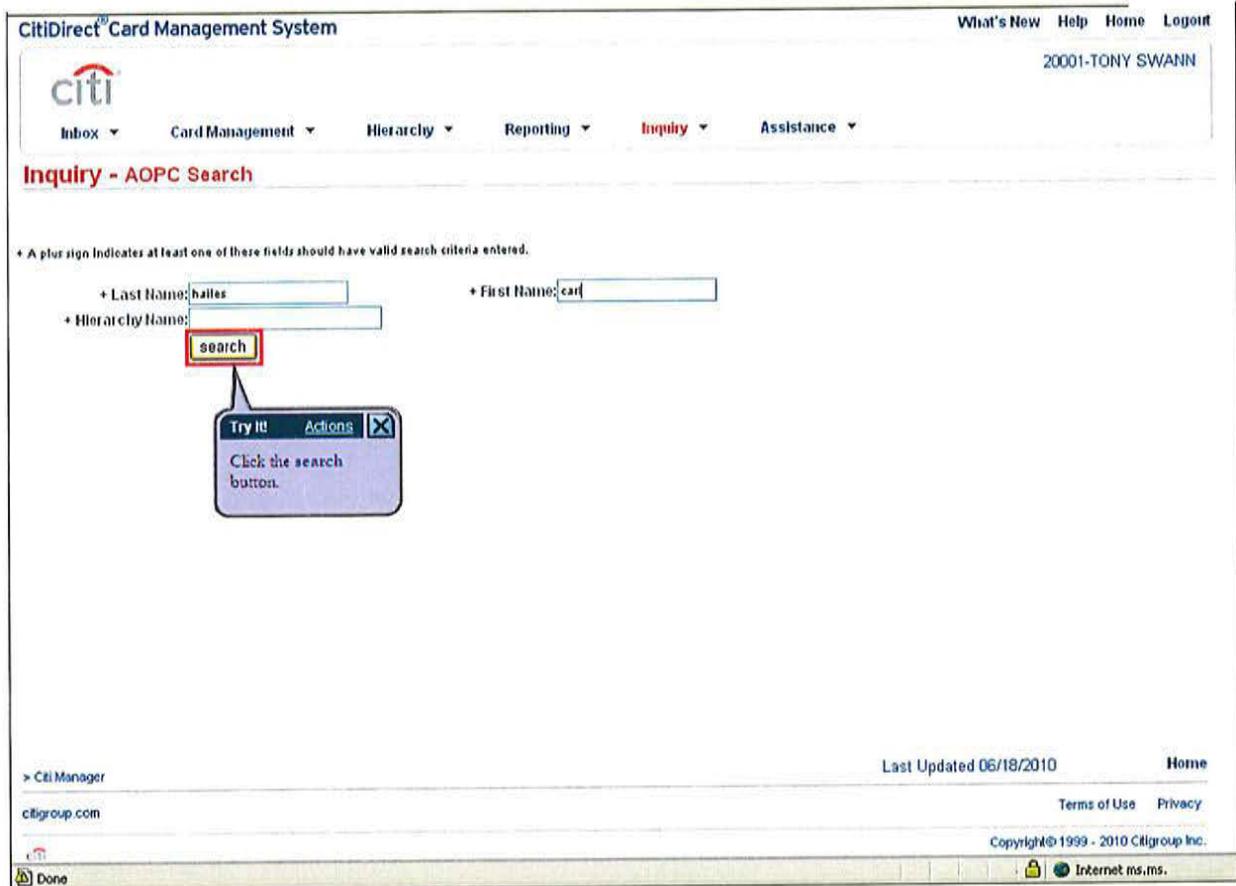
Done Internet ms.ms.

Inquiries – AOPC Search

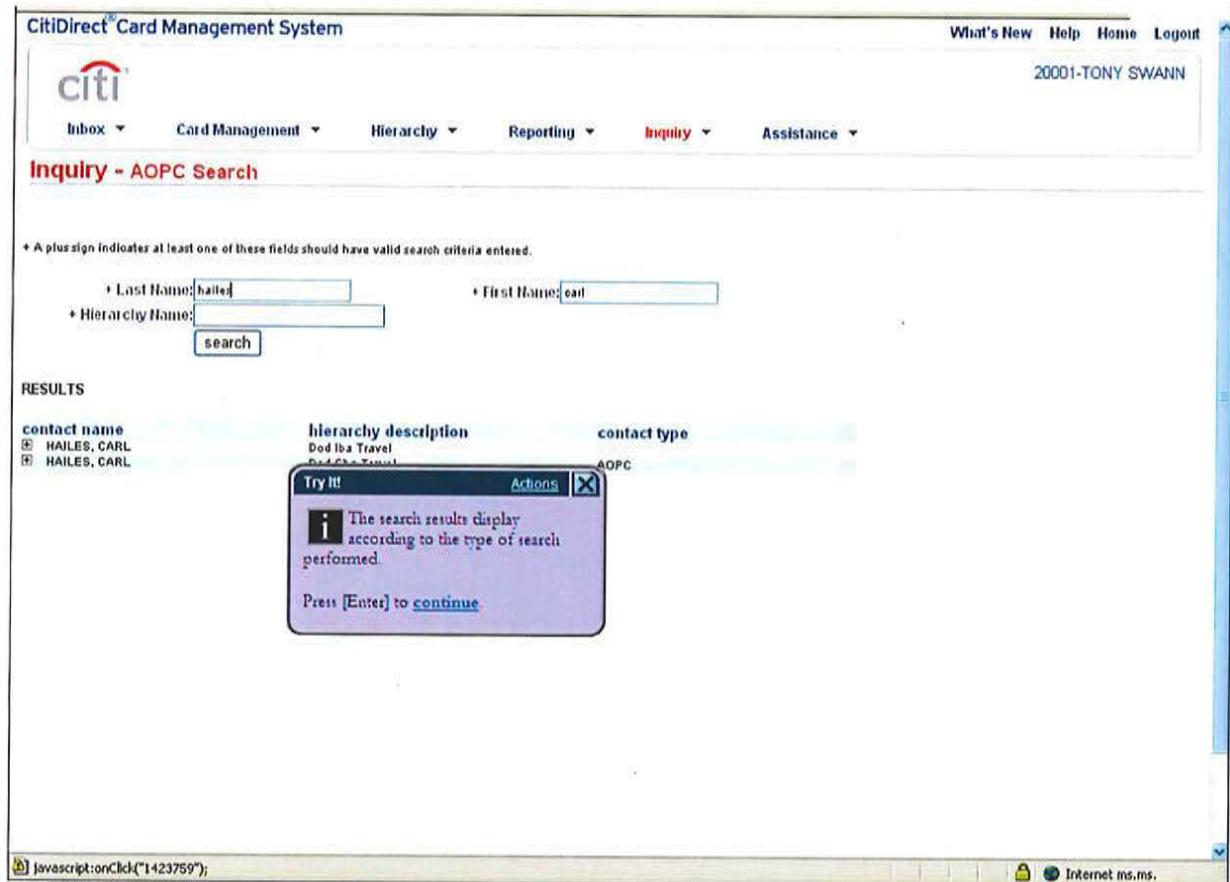
Step 1: In order to find the names of individuals assigned as the Agency Organization Program Coordinator (AOPC), a cardholder may search for the person in CitiDirect. To do so, click on the “Inquiry” tab and then “AOPC Search”. This will navigate the page to the AOPC Search page.



Step 2: On the AOPC Search page, the user must fill in at least one search criterion. After entering the desired criteria, click on the “search” button to display the results.

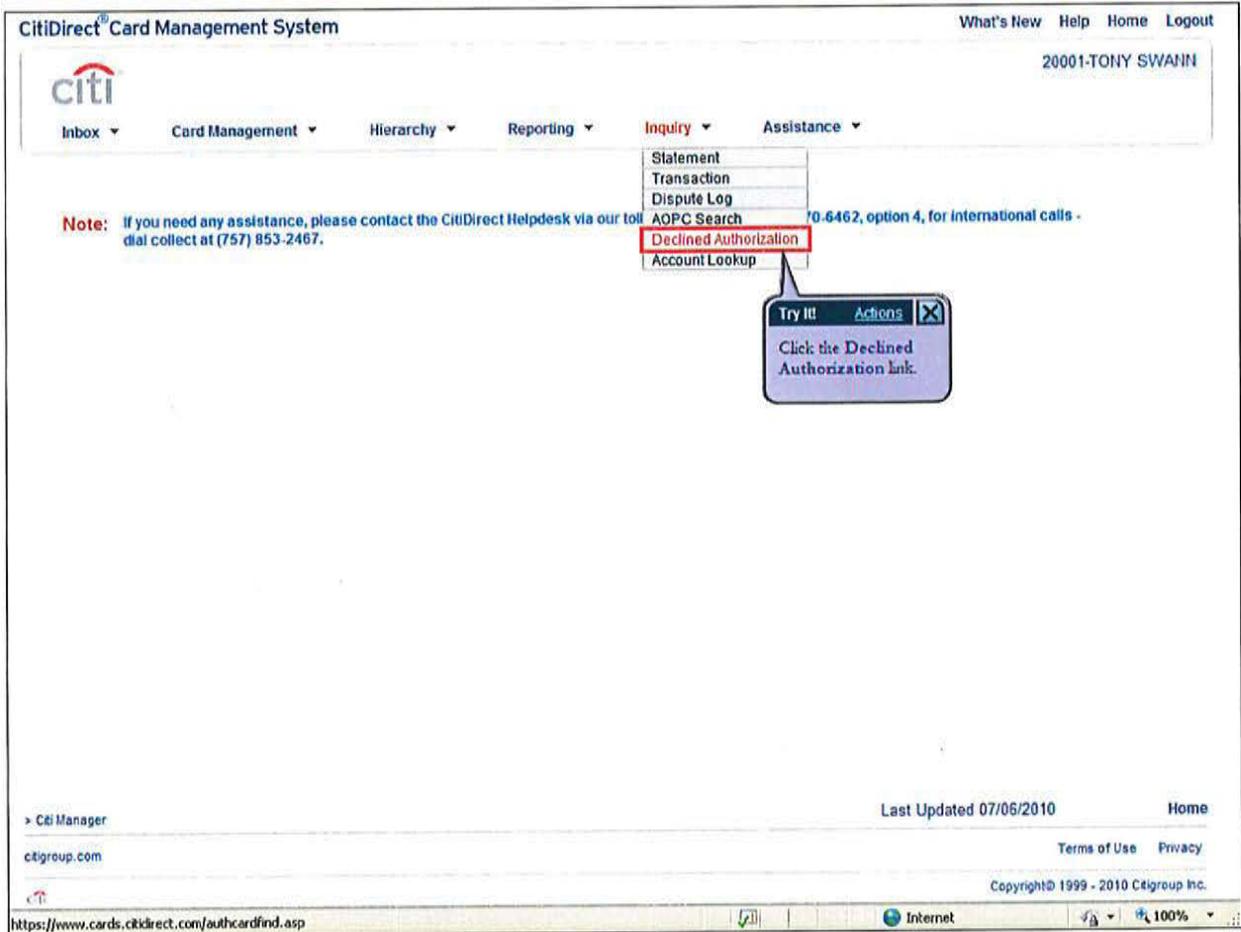


Step 3: The search results display at the bottom of the page. The user can click on the plus (+) symbols next to the name to see more information on each AOPC.

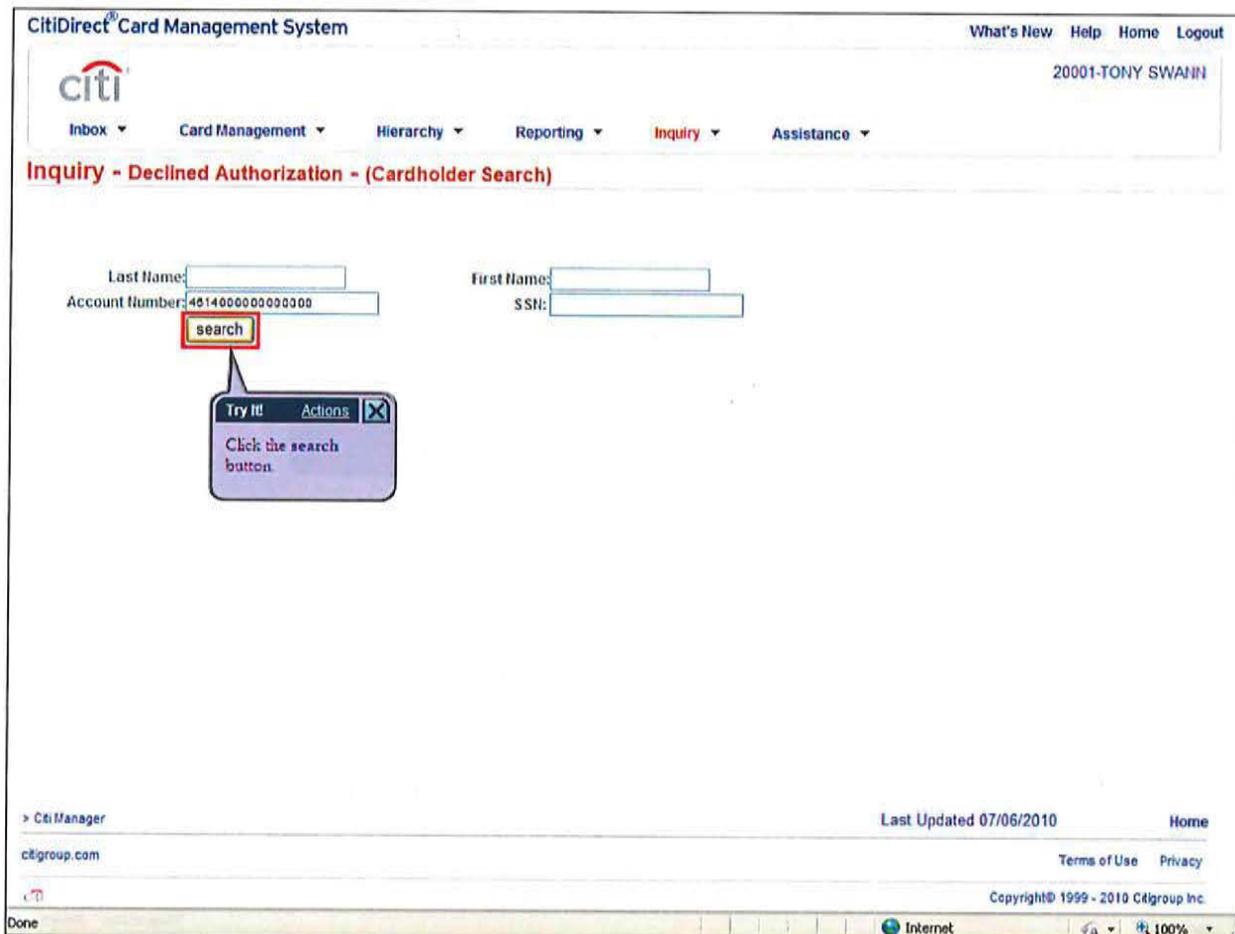


Inquiries – Declined Authorization

Step 1: An inquiry can also be run to look up information on declined authorizations. To search for declined authorizations, click on the “Inquiry” tab and then click on “Declined Authorization.” This will navigate to the Decline Authorization – (Cardholder Search) page.



Step 2: On the search page, enter the desired search criteria to find the cardholder. The options are Last Name, First Name, Account Number, and SSN. When finished entering the desired information, click on the “search” button.



Step 3: After clicking on “search”, the results will display at the bottom of the page. Click on the desired “account number” to see declined authorizations associated with that cardholder.

The screenshot displays the CitiDirect Card Management System interface. At the top, the Citi logo is on the left, and navigation links for 'What's New', 'Help', 'Home', and 'Logout' are on the right. Below the logo is a navigation bar with 'Inbox', 'Card Management', 'Hierarchy', 'Reporting', 'Inquiry', and 'Assistance'. The main heading is 'Inquiry - Declined Authorization - (Cardholder Search)'. Below this is a search form with fields for 'Last Name', 'First Name', 'Account Number', and 'SSN', along with a 'search' button. The search results are shown in a table with columns: 'account number', 'name', 'account status', 'product type', and 'last login'. A tooltip points to the 'account number' column, containing the text: 'Try It! Click on the cardholder's account number link. Click on XXXXXX000000000000'. The browser's address bar at the bottom shows the URL: 'https://www.cards.citidirect.com/AuthFind.ASP?d=2093757'.

account number	name	account status	product type	last login
XXXXXX000000000000	Gas	-- Open	TRAVEL - Individually Billed	

Step 4: After clicking the “account number” link then the Decline Authorization Search page will appear. From here the user can refine the search to declined authorizations within specified from and to dates. Click the “search” button to show declined authorizations for that cardholder within those dates. Click on the “Declined” link under Status to see the reasons the transaction was declined.

CitiDirect® Card Management System What's New Help Home Logout

20001-TONY SWANN

Inbox ▾ Card Management ▾ Hierarchy ▾ Reporting ▾ **Inquiry ▾** Assistance ▾

Inquiry - Declined Authorization - (Declined Authorization Search)

*An Asterisk Indicates mandatory fields

Account Number: xxxxxx0000000000 Name: GAS
 * (MM/DD/YYYY) Date: 07/05/2010 * (MM/DD/YYYY) Date To: 07/07/2010

Date time	MCC	Amount	Status
07/05/2010 12:14:07	5085	90.27	Declined
07/06/2010 12:13:21	5085	90.27	Declined

(1 - 2 of 2)

Try It! Actions X

Click the **Declined** link to see the decline reasons as to why this transaction was declined.

> Citi Manager Last Updated 07/06/2010 Home

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https://www.cards.citidirect.com/AuthFind.asp?Part=hdr&id=2093757&mode=0_TS_=16758361# Internet 100%

Step 5: By clicking on “Declined” a pop-up window will display. This pop-up window will give further information about the declined transaction. Click on the “here” link towards the bottom of the page to view reasons for the declined authorization.

The screenshot displays the CitiDirect Card Management System interface. A pop-up window titled "Declined Reasons" is open, showing the following text:

Declined Reasons

Reasons

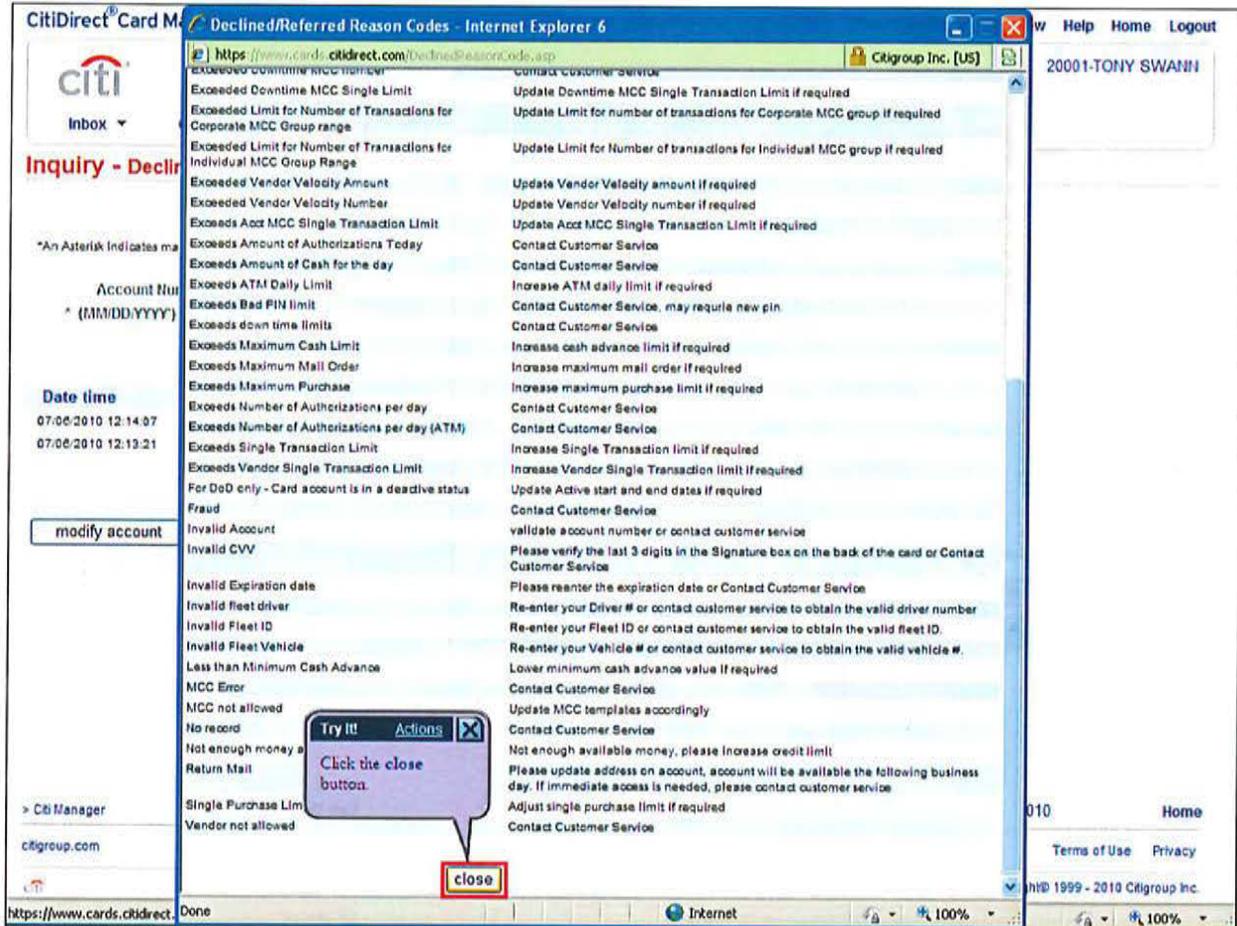
The Request was declined due to 0823 MCCG Include, no match
The Request was declined at the INDIVIDUAL
The velocity type for the decline was NOT DECLINED FOR VELOCITY
The following reasons would also have declined the request
1. 0823 MCCG Include, no match

(1 - 5 of 5)

Below the pop-up, the text "Click here to view the Declined/Referred reasons." is visible, with the word "here" highlighted in a red box. A callout bubble points to this link with the text "Click the here link."

The background interface includes the Citi logo, "Inbox", "Inquiry - Declined", "Account #/ur", "Date time", and "modify account" button. The footer contains "Citi Manager", "ctigroup.com", "Last Updated 07/06/2010", "Home", "Terms of Use", "Privacy", and "Copyright © 1999 - 2010 Citigroup Inc."

Step 6: After clicking on the “here” link, a pop-up window appears with all of CitiDirect’s listed reasons for declined authorizations. When finished reviewing the reasons, click on the “close” button to return to the Declined Authorization – (Declined Authorization Search) page.



Step 7: From the Declined Authorization – (Declined Authorization Search) page the user can either conduct a new search or end the inquiry by clicking on the “cancel” button at the bottom of the page.

CitiDirect[®] Card Management System What's New Help Home Logout

20001-TONY SWANN

Inbox Card Management Hierarchy Reporting **Inquiry** Assistance

Inquiry - Declined Authorization - (Declined Authorization Search)

*An Asterisk Indicates mandatory fields

Account Number: xxxxxx0000000000 Name: GAS
* (MM/DD/YYYY) Date: 07/05/2010 * (MM/DD/YYYY) Date To: 07/07/2010

Date time	MCC	Amount	Status
07/05/2010 12:14:07	5085	90.27	Declined
07/05/2010 12:13:21	5085	90.27	Declined

(1 - 2 of 2)

Try It! Actions X

Click the cancel button.

> Citi Manager Last Updated 07/06/2010 Home

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Internet 100%

Training Command Fund Execution Guidebook



- Defense Travel System Mission
- DTS User Roles and Permissions
- Separation of Duties
- DD form 577
- Updating Personal Profile
- Mandatory Use of Government Travel Charge Card
- Creating Authorizations/Orders
- Creating Vouchers
- Viewing and Managing Budgets

Defense Travel System Mission

The Defense Travel System is a fully integrated, electronic, end-to-end travel management system that automates temporary assigned duty (TAD) travel for the Department of Defense (DoD). It allows travelers to create travel authorizations, book transportation and lodging reservations, estimate travel costs, receive approval, generate vouchers for reimbursement, and direct payments to their bank accounts and the Government Travel Charge Card (GTCC) vendor, edits budget amounts, create/update routing lists, and edit lines of accounting all via a single Web portal.

DTS web address is available at <http://www.defensetravel.osd.mil>

Access to specific functions within DTS, depend upon DTS User Roles and Permission levels.

DTS User Roles and Permissions

To use the different functions of DTS, all user roles are assigned a permission level, or levels, depending upon their tasks. There are 10 levels altogether but the first 7 are the ones most frequently assigned. Access to the different functions of DTS depends on your permission level(s), which are typically determined and assigned by your site/base Defense Travel Administration (DTA).

These levels and what they allow the user to do are listed briefly below.

Permission Level/User	Functions
Level 0 – Traveler and Travel Clerks	Basic access to DTS for document preparation
Level 1 - Authorizing Officials, DTAs	View only access of Budget Information and Reports DTA Maintenance Tool access
Level 2 - Authorizing Officials, DTAs	Edit default document stamps as Review, Preaudit, Stamp, Approve, Return, and Certify
Level 3 - Budget Officials, DTAs	Edit Budget
Level 4 - Transportation Officials, DTAs	Centrally Billed Account (account activation required) Reconcile charge card vendor invoices
Level 5 - DTAs	Add, Edit and Delete organizations, routing lists, groups, user/traveler profile
Level 6 - DTAs	Edit Lines of Accounting (LOAs)

	Debt Management tool to initiate voluntary and involuntary payroll deduction when required
Level 7 - Service and Agency DTAs	Approval and/or funding override

DTAs can perform more than 200 tasks in DTS, if they have the appropriate permission(s). Such tasks include creating and reassigning personnel, creating and copying lines of accounting (LOAs), and generating reports.

Every DTS user will have permission levels necessary to perform their required tasks. By assigning a permission level to each of the 200 tasks, DTS controls access to the modules and the functions within each module.

Separation of Duties

Every DTS user will have permission levels that allow them to complete assigned tasks. Successful operation of DTS requires active participation by representatives of the command and the functional area of administration, distribution management, comptroller and fiscal personnel. By assigning permission levels for all tasks, DTS controls access to the modules and the functions within each module. To the greatest extent possible, commander shall ensure that a minimal number of functions be assigned to the same individual and that system administrators are not involved in approving travel vouchers. Some users will have a combination of permissions that suggest a conflict with separation of duties. To avoid conflict with separation of duties mandate, user role and responsibilities of Certifying Officers (COs) and Departmental Accountable Officials (DAOs) must be assigned using a **DD Form 577**.

A *Certifying Officer* is a person who applies the APPROVED stamp to:

- Authorizations that include a non-ATM advance or scheduled partial payments
- Voucher from authorization
- Local voucher

A *Departmental Accountable Official* is a person involved in the travel management process that provides information, data, or services to COs and includes:

- Those who apply the APPROVED stamp to Authorizations that do **not** include a non-ATM advance or scheduled partial payments (SPPs)
- Defense Travel Administrator (DTA) personnel
- Routing Officials (ROs): anyone in a routing list who applies a stamp other than APPROVED

DD Form 577 shall be issued and retained for six years and three months, upon release of assignment.

Training Command Fund Execution Guidebook

Specific permission levels will be restricted if Training Command FDTA determines that function level(s) are not appropriate to your specific user role or area of responsibility e.g. editing lines of accounting and/or budget amounts

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds. ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.		
SECTION I - FROM: APPOINTING AUTHORITY		
1. NAME (First, Middle Initial, Last)	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE (YYYYMMDD)	5. SIGNATURE	
SECTION II - TO: APPOINTEE		
6. NAME (First, Middle Initial, Last)	7. SSN	8. TITLE
9. DOD COMPONENT/ORGANIZATION		10. ADDRESS (include ZIP Code)
11. TELEPHONE NUMBER (include Area Code)		12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)
13. POSITION TO WHICH APPOINTED (X as applicable (one only))		
<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT
<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL		
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:		
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.		
16. PRINTED NAME (First, Middle Initial, Last)	17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. DATE (YYYYMMDD)
		19. APPOINTEE INITIALS
20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

DD FORM 577, FEB 2011

PREVIOUS EDITION IS OBSOLETE.

Reset

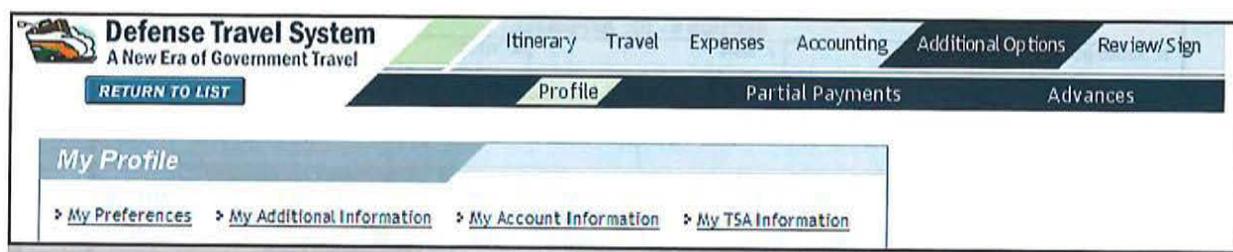
Adobe Professional 8.0

Updating Personal Profile

The Additional Options module allows the traveler to view and edit additional entries in the voucher.

The Profile screen allows the traveler to update personal profile data using the links displayed near the top of each of the Profile screens. Non-DTS Entry Agents (NDEAs) are able to update profile data for travelers in the groups to which they have group access.

Note: Travelers may view and edit their personal profile from their DTS User Welcome screen by selecting Traveler Setup > Update Personal Profile. Changes made using the Traveler Setup feature will not update existing documents.



Personal Profile information is divided into five screens for review and update. Use the links on each screen to open the next.

My Profile screen. Use this screen to review and update the below information:

- Name
- Mailing and Residence Addresses
- Phone Numbers
- Emergency Contact

Mandatory Use of Government Travel Charge Card

The use of the Government Travel Card remains mandatory. The Travel and Transportation Reform Act of 1998 (Public Law, 105-264) states that the GTCC shall be used by all U.S. government personnel (civilian and military) to pay for costs incident to official business travel. People who travel less than three times a year are exempt.

The Office of Undersecretary of Defense, Comptroller, has directed Citibank to cancel any cards not used in the last 12 months. In addition, cards will be cancelled upon their expiration date if they have not been used during the previous 12 months.

Training Command Fund Execution Guidebook

Mandatory DoD Standard Training for cardholders and APCs can be accessed by entering the URL of www.defensetravel.dod.mil/passport.



Creating Authorizations/Orders (Travel Orders)

Step 1: To manage travel or create travel plans, open the DTS Home page by entering the URL www.defensetravel.osd.mil, then select the **LOGIN TO DTS** button.

Defense Travel System
A New Era of Government Travel

Search DTS Go!

Web Accessibility | Privacy and Security Notice | Site Map

Home
DTMO Website
Training
FAQs
Travel Assistance Center (TAC)
Document Library
Contacts

Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

LOGIN TO DTS

Click here to visit the DEFENSE TRAVEL MANAGEMENT OFFICE

www.defensetravel.dod.mil

System Status

DTS
DTS is available

EWTS
EWTS is Available.

Recent Updates

- GSA Announces 2011 Privately Owned Vehicle Mileage Rates
- Your Reimbursement Could Be Affected - Keeping Your DTS Profile Up to Date
- Travel Alert for Europe

Travel Assistance Center
Serving the DoD Travel Community
24 hours a day, 7 days a week
[Click here for more information](#)

ICE
Provide Feedback Here!

TRAX TRAVEL EXPLORER

First Time Users

Click below to learn more about DTS and the tools required for use.

LEARN MORE

Training

Click below to learn how to use DTS and for additional training resources.

TRAINING

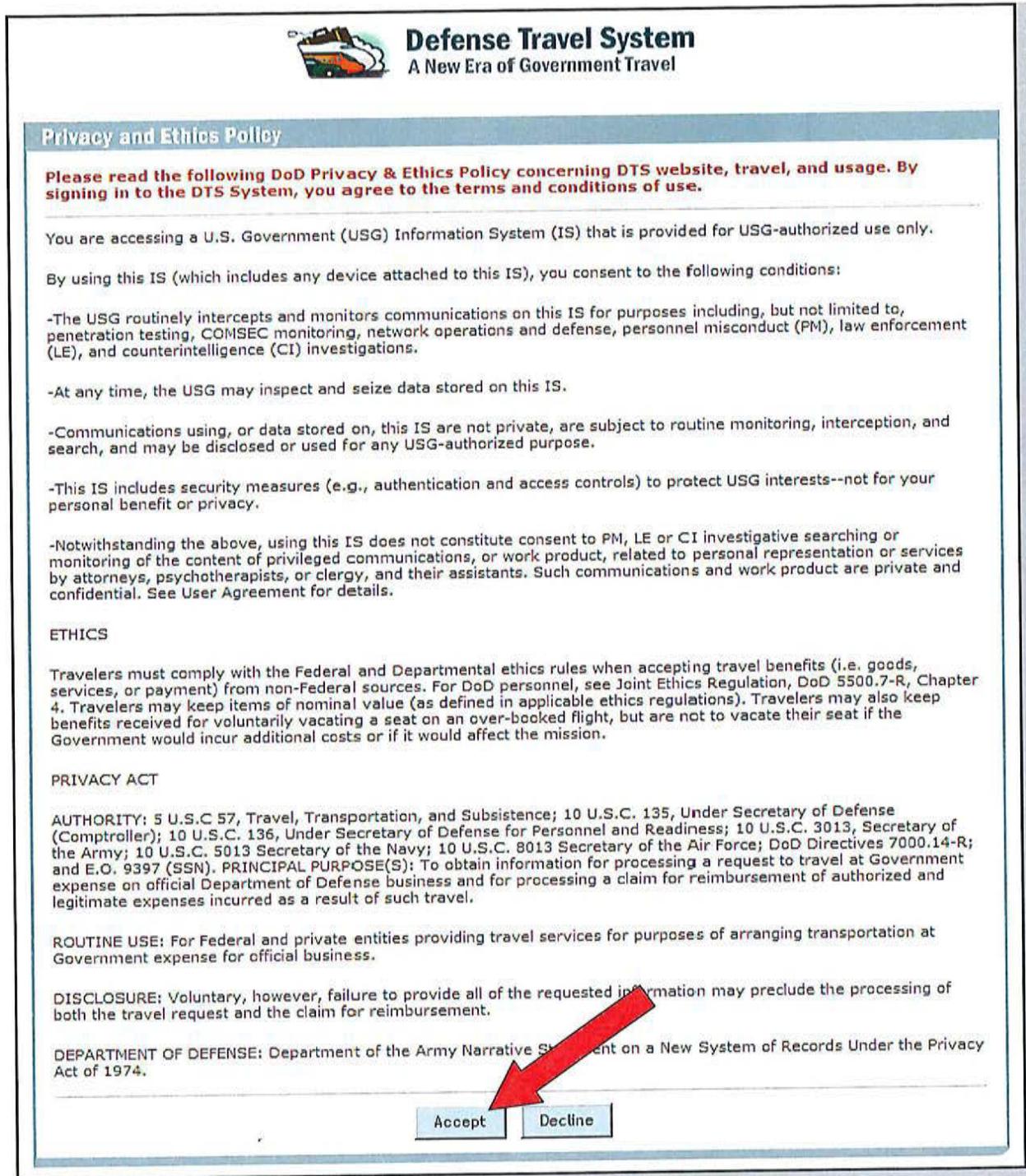
Notices

- Travel Alert for Europe
- Your Reimbursement Could Be Affected - Keeping Your DTS Profile Up to Date
- How Available - Fall Edition of the Defense Travel Dispatch
- GSA Announces 2011 Privately Owned Vehicle Mileage Rates
- DTS and EWTS Status Update - Sustainment software patch scheduled for 12/21
- Are you experiencing DTS login issues?
- FY2011 Per Diem Rates

Back to Top

The DoD Privacy and Ethics Policy statement will display

Step 2: Read the policy and select **Accept**, from here the DTS Secure Login screen opens. Selecting **Decline** will return the user to the DTS Home page, and you will not be granted access.



 **Defense Travel System**
A New Era of Government Travel

Privacy and Ethics Policy

Please read the following DoD Privacy & Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS System, you agree to the terms and conditions of use.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

ETHICS

Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

PRIVACY ACT

AUTHORITY: 5 U.S.C 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN). **PRINCIPAL PURPOSE(S):** To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.

ROUTINE USE: For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.

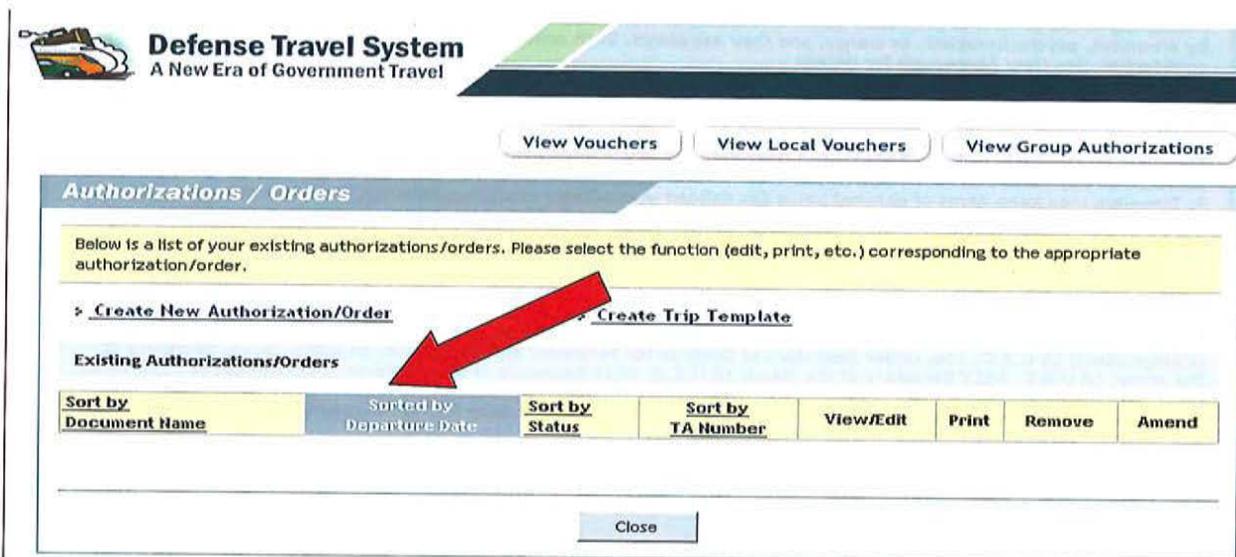
DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974.

Step 4: Select from the “Official Travel” dropdown box **Authorizations/Order** for travel orders that require lodging and transportation. Select **Local Voucher** to create a local travel voucher.



Step 5: After you have selected Authorizations/Order the screen below will prompt. Select **Create New Authorization/Order**



Training Command Fund Execution Guidebook

- Step 6: Enter TAD trip overview information/data as requested for sections A thru E.
- A. Enter starting point, select departure date, trip type, trip purpose, and enter trip description
 - B. Select transportation mode and estimated time
 - C. Enter TAD arrival and departure dates and TAD location
 - D. Select what you will need while TAD (rental car and lodging)

Defense Travel System
A New Era of Government Travel

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging once these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A. I am leaving from - (Select from list or enter below):

*Starting Point: * Starting locations in profile:
RESIDENCE
DUTY STATION

*Departing On: (mm/dd/yyyy)

*Trip Type: *Trip Purpose:

Trip Description:

B. I will be traveling to my TDY location by - (Select from the list below)

Commercial Rail Rental Car Other Time:

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C. My TDY location is - (Where I will be working):

*Location 1: Use Location Tools at Right Location Tools:
Search By:
Location
State/Country - Location
Zip Code
County Lookup

*Arriving On: (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

D. My location I will need - (Select all that apply from the list below)

Rental Car Lodging

E. Will you be traveling to another TDY location?

Training Command Fund Execution Guidebook

Step 7: After you have been prompted through and completed all of the selections on the trip overview page. Select **CTO Full Assistance Request** to receive assistance in booking reservations instead of using the DTS Travel section to select the reservations (an additional fee is charged for this option) -OR-Select **Save and Proceed**.

B My TDY location is - (Where I will be working): [Add New Per Diem Location](#)

	Location	Arriving On	Departing On	Edit	Delete
Insert 1	SAN ANTONIO, TX	09/12/10	09/18/10	Edit	Delete

C I am returning to: (Select from list or enter below):

*Ending Point: * ← Return locations in profile:
RESIDENCE
DUTY STATION

*Returning On: (mm/dd/yyyy)

*Trip Duration: 12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

D I will be returning from my TDY by - (Select from the list below)

Commercial Air Rail Rental Car Other Time:

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

E Check this box if you have other ticked transportation not listed above:

Step 8: On the following pages, you will be prompted to select your specific flight, rail and/or car rental arrangements as applicable.

To change the departure airport/rental car/rail: Complete the **Departure** field with a city that is different from the departure point currently identified.

To change the airport/rental car/rail: Complete the **Arrival** field with a city that is different from the arrival currently identified.

To change the date of arrival or departure: Select the **Arrival or Departure** drop-down list arrow and select the value by which to set the itinerary, that is, *arrive* at a certain date and time or *depart at a certain date and time*.

Complete the **Date** field with the desired arrival or departure date. Use the pop-up calendar if necessary.

Flight Example



Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation Summary

Air Travel

Modify Search

Please Note: A Red Star (*) Indicates a field is required.

* Departure Airport (or city, state):
IAD - Washington Dulles Intern

* Arrival Airport (or city, state):
TPA - Tampa International Apt

* Arrival or Departure:
Departure

08/16/2009

06:00 AM

Show Alternate Airports:

Search

Air Travel

Please select flights for IAD - Washington Dulles International Apt to TPA - Tampa International Apt departing on 08/16/2009 [Skip This Flight](#)

RESERVATIONS SUMMARY:

AIR: \$0.00

GSA Contract w/ Limited Availability GSA Contract Airfare Other Gov't Airfare Other Airfare AIRGSA

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$228.60 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: HCAIAD [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

United 99	08:20 AM Depart IAD - Washington Dulles International Apt	Sun 16-Aug-09	Flying Time: 2h 11min
	10:31 AM Arrive TPA - Tampa International Apt	Non-Stop Flight	
Equipment 325			

\$239.20 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: HCAIAD [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

United 977	07:53 AM Depart IAD - Washington Dulles International Apt	Sun 16-Aug-09	Flying Time: 1h 57min
	08:50 AM Arrive ORD - Chicago O'Hare International Apt	Lay-over Time: 36min	
Equipment 752			

Training Command Fund Execution Guidebook

Logged In As: ERIC T CARSON Document Name: ECHOUSTONCOUN072209_A01 Screen ID: 1096.1
 Traveler Name: ERIC T CARSON Document Type: Authorization

Defense Travel System
 A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation Summary

Rental Car

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Pick-Up Date: 07/22/2009

* Pick-Up Times: 11:00 AM

* Drop-Off Date: 08/27/2009

* Drop-Off Times: 05:00 AM

One-Way Rental:

* Pickup Airport (or city, state): TYR - Tyler, TX (United States)

* Type: Compact

Search

Rental Car

Select Rental Car for
 TYR - Tyler, TX (United States)
 from 07/22/2009 through 08/27/2009

Skip This Car

RESERVATIONS SUMMARY:
 AIR: \$1,561.70
 IAD to TYR : 07/22/09 06:45 AM Arrive: 10:30 AM
 TYR to IAD : 08/27/09 05:20 AM Arrive: 04:10 PM

RENTAL CAR: \$0.00

Government Rates Non-Government Rates

Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.

Cars rented under the Government's Car Rental Agreement include unlimited mileage (except for one way rentals) and collision and liability insurance coverage in the United States and its territories and possessions. Not all vendors provide insurance coverage for specialty vehicles (e.g., vans, sport utility vehicles). In the event of an accident with one of these vehicles, a claim is filed directly with the Government by the rental company. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.

(E) En Route:

\$1,178.68 [Estimated Total Cost Including Taxes & Fees] Select Car

HERTZ IN TERMINAL Compact Car	Monthly Rate: \$800.49	Extra Hour: \$20.01 Extra Day: \$26.68 Unlimited Miles/Kilometers
-------------------------------------	---------------------------	---

Air Conditioning

Rental Car Example



Logged In As: ERIC T CARSON Document Name: ECHOUSTONCOUN072209_A01 Screen ID: 1057.1
 Traveler Name: ERIC T CARSON Document Type: Authorization

Defense Travel System
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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation Summary

Rail Travel

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Station: WASHINGTON, DC

* Arrival Stations: ALEXANDRIA, VA

* Time: 09:00 AM

* Arrival or Departure: Arrival

* Arrival or Departure Date: 08/06/2009

Search

Rail Travel

Please select trains for WASHINGTON, DC to ALEXANDRIA, VA arriving on 08/06/2009

Skip This Train

RESERVATIONS SUMMARY:
 AIR: \$1,561.70
 IAD to TYR : 07/22/09 06:45 AM Arrive: 10:30 AM
 TYR to IAD : 08/27/09 05:20 AM Arrive: 04:10 PM

RENTAL CAR: \$0.00

Reservation Skipped - HOUSTON COUNTY, TX Dates: 07/22/09 - 08/27/09 Remove

Sort By: Arrival Time Departure Time

Use this screen to request your AMTRAK rail travel.

If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all tickets coupons have been used for official and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher.

Select Train

AMTRAK 0067	07:30 AM WASHINGTON, DC	Thu 06-Aug-09	Travel Time: 0 h 17 min
AMTRAK 0089	09:55 AM WASHINGTON, DC	Thu 06-Aug-09	Travel Time: 0 h 17 min

Select Train

AMTRAK 0067	07:47 AM ALEXANDRIA, VA	Thu 06-Aug-09	
AMTRAK 0089	10:12 AM ALEXANDRIA, VA	Thu 06-Aug-09	

Rail Example



Step 9: Once all transportation reservations are made, click the “Save and Continue” button. Lodging options will then display. Select from the lodging options or “Skip Lodging” to make your own arrangements directly to with a hotel of your choice with which honors government rates.

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[RETURN TO LIST](#)

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car **Lodging** Other Transportation Summary

Lodging

Modify Search

Please Note: A Red Star (*) Indicates a field is required.

* Check-In Date:
09/06/2009

* Check-Out Date:
09/18/2009

Select By:
TDY Location

Select Lodging for DALLAS COUNTY
from 09/06/2009 through 09/18/2009

[Skip This Hotel](#)

RESERVATIONS SUMMARY:

AIR: \$719.10
IAD to DAL : 09/06/09 09:30 AM Arrive: 12:00 AM [Cancel Flight](#) [Change](#)
DAL to IAD : 09/18/09 06:00 AM Arrive: 02:02 PM [Cancel Flight](#) [Change](#)

RENTAL CAR: \$322.88
ENTERPRISE DAL - Dallas/Fort Worth Love Field, TX (United States) [Cancel Car](#) [Change](#)
Pickup: 09/06/09
Drop-off: 09/18/09

LODGING: \$0.00

Hotel Options

Step 10: After all travel arrangements have been selected and saved, the next screen to display is **Expenses**. The options under expenses are Non - Mileage, Mileage, Per Diem Entitlements, and Substantiating Records.

Under **Non-Mileage** expenses you use this screen to enter non-mileage expenses for your travel document. Select an expense type, or if you cannot locate the appropriate expense type, enter a description in the box provided. In the *cost* column enter the estimated cost, *date* column enter estimated date of the charge or the ending date of your TAD, *method of reimbursement* column enter the method you wish to have reimbursed for the charge.

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RETURN TO LIST

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 10-Nov-11 Return: 17-Nov-11

Non-Mileage Expense #1

* Select Expense Type: Parking - TDY/TAD

- OR -

- Dual Lodging Cost
- Excess Baggage
- GOVCC ATM ADVANCE FEE
- GOVCC ATM SERVICE FEE
- Gasoline-POV
- Gasoline-Rental/Govt. Car
- Government Auto
- Hotel Room Tax
- Hotel Sales Tax
- Lodging Late Check-out Fee
- NON-GOVCC ATM ADVANCE FEE
- Paper Ticket Fee
- Parking - Recruit/Train
- Parking - TDY/TAD**
- Parking - Terminal
- Passenger (No Claim)
- Pet Expense

* Cost: \$

[view expense details/currency calculator](#)

* Date: 11/10/2011

(mm/dd/yyyy)

* Method of Reimbursement: Personal

Non-Mileage Expense

* Select Expense Type: Parking - TDY/TAD

- OR -

- Parking - Terminal
- Passenger (No Claim)
- Pet Expense

* Cost: \$

[view expense details/currency calculator](#)

* Date: 11/10/2011

(mm/dd/yyyy)

Step 11: After Non-Mileage expenses have been entered, select mileage. Here you will enter mileage expenses for your trip.

Select a Mileage expense type, or if you cannot locate the appropriate expense type, enter a description in the box provided. In the *cost* column enter the estimated cost, *date* column enter estimated date of the charge or the ending date of your TAD, *method of reimbursement* column enter the method you wish to have reimbursed for the charge.

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RETURN TO LIST

Itinerary Travel Expense Accounting Additional Options Review/Sign

Non-Mileage **Mileage** Per Diem Entitlements Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 10-Nov-11 Return: 17-Nov-11

Mileage Expense #1

* Expense Type:

- POC Use-Dedicated Gov Veh
- POC Use-Gov Vehicle Avail
- Private Plane
- Pvt Auto-In/Around
- Pvt Auto-TDY/TAD**
- Pvt Auto-Terminal
- Pvt Motorcycle-In/Around
- Pvt Motorcycle-TDY/TAD
- Pvt Motorcycle-Terminal

* Date:
(mm/dd/yyyy)

* Method of Reimbursement:

Miles required to be obtained from Defense Table of Distances
[DoD Table of Distances](#)

From:

To:

* Miles x Rate 0.51 = Cost \$

Create separate mileage expense for return trip mileage:

Mileage Expense #2

* Expense Type:

* Date:
(mm/dd/yyyy)

* Method of Reimbursement:

* Miles x Rate = Cost \$

Proceed to the following page:

Training Command Fund Execution Guidebook

Step 12: After Mileage expenses have been entered, select per diem entitlements. Here you will verify or adjust **Per Diem Entitlements**.

To adjust lodging costs select *Edit*. Edit will allow you to adjust as necessary lodging costs, meals and incidentals (M&IE) reimbursement to actual cost or to reduce based on special duty conditions.

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
11/10/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$53.25 Personal	133 / 71	NONE				
11/11/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$71.00 Personal	133 / 71	NONE				
11/12/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$71.00 Personal	133 / 71	NONE				
11/13/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$71.00 Personal	133 / 71	NONE				
11/14/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$71.00 Personal	133 / 71	NONE				
11/15/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$71.00 Personal	133 / 71	NONE				
11/16/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$71.00 Personal	133 / 71	NONE				
11/17/11	CAMP PENDLETON,CA	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$53.25 Personal	133 / 71	NONE				

Reset All Edit All

Proceed to the following page: Accounting Codes

Step 13: Under **Accounting**, you will have the option to choose the appropriate Accounting Label from the dropdown box.

From here proceed to the following page at the bottom by selecting **Continue**.

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RETURN TO LIST

Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

Accounting Codes Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 10-Nov-11 [Change Accounting Label](#)

End Date: 17-Nov-11 [Change Organization](#)

Accounting Label: From DM6105TECOMTRNGCMDG7

Shared LOA:

Cross Org LOA:

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. Please make sure the LOA's assigned have costs allocated to it.

Accounting Label	Organization	View/Edit Acctg Code	Remove
12 G-7	DM6105TECOMTRNGCMDG7	view/edit	remove

Expenses Summary

12 G-7		
Category	Allowed	Actual
LODGING	\$931.00	\$931.00
M&IE	\$532.50	\$532.50
12 G-7 Sub Total:	\$1,463.50	\$1,463.50
Calculated Trip Cost:	\$1,463.50	\$1,463.50

Proceed to the following page:

Step 14: To finalize your travel arrangements, select **Review/Sign**. Under Review/Sign you will be able to preview the details of the trip. If edits are needed select the blue web link to the left of the section needed editing. If no changes are necessary select “**Save And Proceed to Other Auths**” where you will **Digitally Sign** your travel order.

The travel authorization/order will be routed to the Authorizing Official for approval.

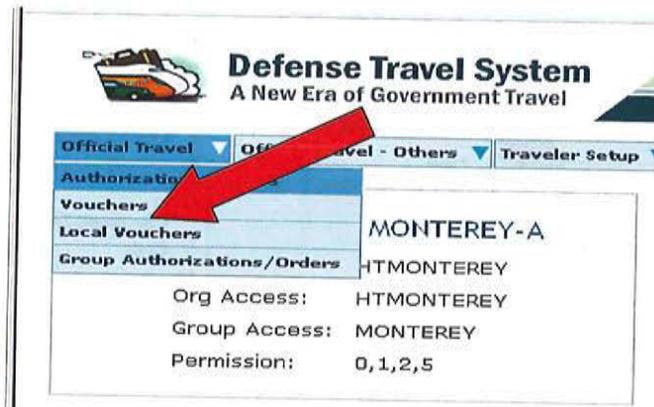
No further action is required by the traveler, unless the travel order is disapproved and returned for action.

Creating Vouchers (Settling Travel Claim)

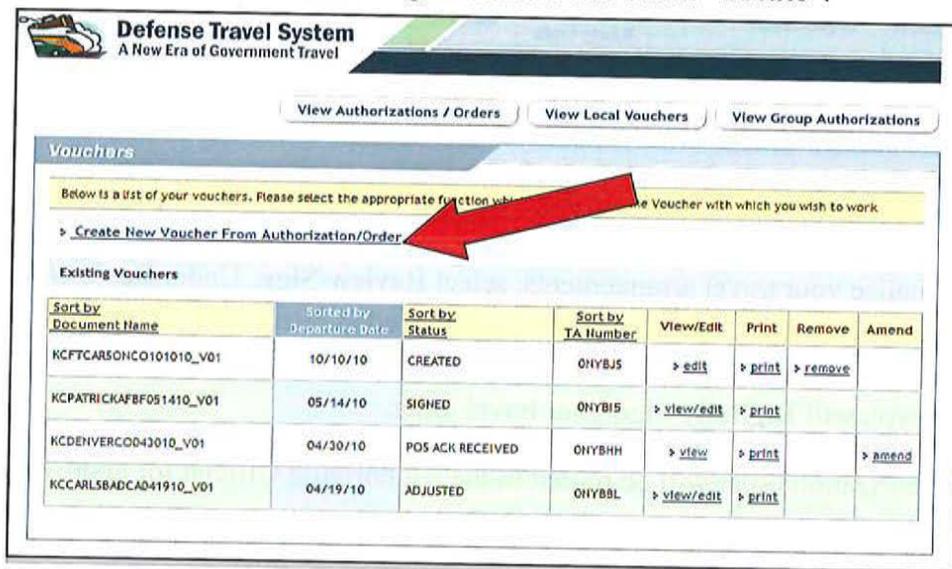
It is important to settle your travel claim within five calendar days of return. Per **MCO P7300.21A, Ch 10, para 10008 (b)**, requires that all travelers submit a claim for travel within 5 working days of their return from the travel. If travel vouchers are not settled within a timely manner, this could lead to *Unliquidated Travel Orders* (UTOs) showing on your command's financial documents.

Step 1: Repeat steps 1 through 3 from previous instruction, to **LOGIN TO DTS**.

Step 2: **Select** from the "Official Travel" dropdown box **Vouchers** for travel orders that have been executed.



Step 3: Select "**Create New Voucher From Authorization/Order**". Then locate the travel order in conjunction with the travel order needing settlement and select "**Create**".



Training Command Fund Execution Guidebook

Voucher from Authorization/Order

Below is a list of your authorizations. Click "Create" next to the travel authorization for which you want to create a voucher.

Document Name	Departure Date	Status	TA Number	Create
ECRALEIGHNC111510_A01	11/15/10	POS ACK RECEIVED	000N2C	> create
ECSANANTONIOT110110_A01	11/01/10	POS ACK RECEIVED	000N2E	> create

Once you click on create, the trip overview screen will appear as seen below.

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Itinerary | Travel | Expense | Additional Options | Review/Sign

RETURN TO LIST | Trip Overview | Per Diem Locations

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A Red Star (*) Indicates a required field.
* Select a Location: -OR- * Enter a Starting Point:

RES: Warrenton VA Search

* Start Date(mm/dd/yyyy): 11/01/2010

Overall Ending Point Information

Please Note: A Red Star (*) Indicates a required field.
* Select a Location: -OR- * Enter an Ending Point:

RES: Warrenton VA Search

* End Date(mm/dd/yyyy): 11/06/2010

Other Trip Information

Please Note: A Red Star (*) Indicates a required field.

* Trip Types: AA-ROUTINE TDY/TAD Trip Description (optional):

* Trip Purpose: SITE VISIT

* Trip Duration:

12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

Authorization Numbers: 000N2E

Authorization Date: 10/25/2010 (mm/dd/yyyy)

Trip Numbers: 1

Comments for Travel Orders:

Proceed to Per Diem Locations

Trip Summary

Overall Starting Point

Leave From: Warrenton, VA
Leave: 01-Nov-10 Edit

Location 1: SAN ANTONIO, TX

Leave From: Warrenton, VA
TDY/TAD Loc: SAN ANTONIO, TX
Arrive: 01-Nov-10
Leave: 06-Nov-10 Edit

Carrier/Flight: United Airlines (UA) 395
Conf/PHR: 123456
Depart: 01-Nov-10 03:04PM
IAD-Washington, DC (USA) (Dules Apt) Edit Remove

Arrive: 01-Nov-10 04:13PM
ORD-Chicago, IL (USA) (O'Hare Apt)

Carrier/Flight: United Airlines (UA) 642B
Conf/PHR: 123456
Depart: 01-Nov-10 08:05PM
ORD-Chicago, IL (USA) (O'Hare Apt) Edit Remove

Arrive: 01-Nov-10 10:51PM
SAT-San Antonio, TX (USA)

Rental Car: ALAMO Edit Remove

Airport: SAT - San Antonio International Apt, TX

Confirmations: ABCD1234678-
Dropoff: 06-Nov-10 11:30AM
Pickup: 01-Nov-10 11:30PM Edit Remove

Lodging: Hallmark Inn & Suites
Confirmation: 12345678-
Check-in: 01-Nov-10 11:59PM
Check-out: 06-Nov-10 10:30AM Edit Remove

Overall Ending Point

Leave From: SAN ANTONIO, TX
Return Loc: Warrenton, VA
Arrive: 06-Nov-10 Edit

Carrier/Flight: United Airlines (UA) 412 Edit Remove

Conf/PHR: 123456
Depart: 06-Nov-10 11:54AM
SAT-San Antonio, TX (USA)

Arrive: 06-Nov-10 04:15PM
IAD-Washington, DC (USA) (Dules Apt)

Step 4: If the dates or location have changed during the travel, the itinerary can be updated here by selecting **edit** in the trip summary.

Step 5: On the **Expenses** menu bar select “**Substantiating Records**”. This is where you will either upload your all of your scanned receipts from your travel or print the fax cover sheet to use to send your receipts via facsimile machine to the number provided on the fax cover sheet.

Supporting documentation must be uploaded prior to the voucher being signed and submitted. If you will be uploading scanned documents, scan the documents and select “**Upload Scanned Receipts**”, and browse the specific location of your scanned receipts. Once you have located your scanned receipts choose “**Upload**”.

If you will be faxing in your receipt copies, select “**Print Fax Cover Sheet**”. Fax to the number shown on the cover sheet, and continue with settling your voucher claim.

Once documents have been accepted into DTS they will show the bar that reads, yellow shaded bar. You may have to select **Refresh** a few times before this appears. In the mean time, please move on to step 6.

The screenshot shows the Defense Travel System (DTS) interface. At the top, there is a navigation bar with the following items: Itinerary, Travel, Expenses, Accounting, Additional Options, and Review/Sign. Below this, there is a sub-menu for Expenses with options: Non-Mileage, Mileage, Per Diem Entitlements, and Substantiating Records. A red arrow points to the Substantiating Records option. Below the navigation bar, there is a section titled "Receipts" with a yellow background. It contains instructions on how to fax in receipts, upload scanned receipts, and view receipts. There is also a link to download the Adobe Acrobat Reader program. Below the instructions, there are two buttons: "Print Fax Cover Sheet" and "Upload Scanned Receipts". The "Upload Scanned Receipts" button is followed by a "Browse..." button and an "Upload" button. Below these buttons, there is a message: "Currently there are no Receipts on file for this Voucher." At the bottom of the "Receipts" section, there is a table with columns: Date, CTW, Notes, View, and Remove. Below the table, there is a "Refresh" button.

Step 6: Even if your receipts have not yet uploaded, move on by selecting **Per Diem Entitlements**. If changes to lodging costs, meals and incidentals (M&IE) are necessary, you will

Training Command Fund Execution Guidebook

verify and or adjust as necessary by selecting **Edit**. Edit will allow you to adjust as necessary lodging costs, meals and incidentals (M&IE) reimbursement to actual cost or to reduce based on special duty conditions.

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RETURN TO LIST

Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign

Non-Mileage
Mileage
Per Diem Entitlements
Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
11/10/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$53.25 Personal	133 / 71	NONE				
11/11/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$71.00 Personal	133 / 71	NONE				
11/12/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$71.00 Personal	133 / 71	NONE				
11/13/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$71.00 Personal	133 / 71	NONE				
11/14/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$71.00 Personal	133 / 71	NONE				
11/15/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$71.00 Personal	133 / 71	NONE				
11/16/11	CAMP PENDLETON,CA	Edit	Reset	\$133.00	\$133.00 GOVCC-Individual	\$71.00 Personal	133 / 71	NONE				
11/17/11	CAMP PENDLETON,CA	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$53.25 Personal	133 / 71	NONE				

Reset All
Edit All

Proceed to the following page:

Accounting Codes

Continue

Step 8: Once you have adjusted lodging and per diem entitlements as necessary, you will click **Non-Mileage**, which is still within the Expenses section.

If expenses were added to the authorization, the screen will display an Expenses Summary on the right side of the screen. Select **Edit** or **Remove** to adjust your non-mileage expenses as necessary.

If expenses were not added to the authorization, this is where you will either manually add an expense or add from expenses that were charged to your GTCC.

To manually add select from the drop-down to select the type of non-mileage expense, if the type of expense does not appear in the listing you may type a description of the expense type in the blank column.

To add authorized GTCC transactions select **“create an expense item from a government charge card transaction”**. This will populate a screen of expenses that were charged to your GTCC, which you may be chosen from to add to your voucher.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.
Reminder: CTD Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[create an expense item from a government charge card transaction](#)

Leave: 21-Feb-10 Return: 27-Feb-10 **Add Expense**

* Expense Type:

- OR -

Cost: \$

Date: (mm/dd/yyyy)

* Method of Reimbursement:

[view expense details / currency calculator](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Taxi - Terminal	05/18/10	\$75.00	Edit Remove
Registration Fees	05/18/10	\$25.00	Edit Remove
Total Expenses:		\$100.00	

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Charge Card Transactions

Use this screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Charge card transactions without an "Add" link cannot be expensed. Select "Save Expenses" when finished.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

CITI

Description	Date	Amount	
<input checked="" type="checkbox"/> Alamo Rent-A-Car (3387)	12/25/2006	\$ 197.35	Add >
<input checked="" type="checkbox"/> Taxi (4121)	12/23/2006	\$ 24.35	Add >
<input checked="" type="checkbox"/> Shell Oil (5172)	12/22/2006	\$ 26.20	Add >
<input checked="" type="checkbox"/> US 50 Toll Booth (4784)	12/21/2006	\$ 6.50	Add >
<input checked="" type="checkbox"/> Greyhound Busline (4131)	12/20/2006	\$ 99.31	Add >
<input type="checkbox"/> Wal-Mart (1234)	12/19/2006	\$ 1,226.60	
<input type="checkbox"/> Cheers Pub (1234)	12/18/2006	\$ 35.00	

Expenses Summary

Description	Date	Amount	
Pvt Auto-Terminal	05/05/2010	\$ 10.00	Remove
Pvt Auto-Terminal	05/14/2010	\$ 10.00	Remove
Parking - Terminal	05/05/2010	\$ 57.00	Remove
Registration Fees	05/05/2010	\$ 25.00	Remove
LAUNDRY/DRY CLEANING	05/05/2010	\$ 7.23	Remove

Total Expenses: \$ 109.23

[Save Expenses](#) [Cancel](#)

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Charge Card Transactions

Use this screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Charge card transactions without an "Add" link cannot be expensed. Select "Save Expenses" when finished.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

CITI

Description	Date	Amount	
<input checked="" type="checkbox"/> Alamo Rent-A-Car (3387)	12/25/2006	\$ 197.35	Add >
<input checked="" type="checkbox"/> Taxi (4121)	12/23/2006	\$ 24.35	Add >
<input checked="" type="checkbox"/> Shell Oil (5172)	12/22/2006	\$ 26.20	Add >
<input checked="" type="checkbox"/> US 50 Toll Booth (4784)	12/21/2006	\$ 6.50	Add >
<input checked="" type="checkbox"/> Greyhound Busline (4131)	12/20/2006	\$ 99.31	Add >
<input type="checkbox"/> Wal-Mart (1234)	12/19/2006	\$ 1,226.60	

Expenses Summary

Description	Date	Amount	
Pvt Auto-Terminal	05/14/2010	\$ 10.00	
Parking - Terminal	05/05/2010	\$ 57.00	

Select an Expense Type

Pick an Expense Type for your charge card transaction. If none of the below Expense Types seem appropriate, select the 'Other' Expense Type. Note: When 'Other' is selected for the Expense Type, it is subject to being flagged in the pre-audit.

Pick an Expense type for: USPS - Postage (9402)

Expense Type:

-OR-

[OK](#) [Cancel](#)

Adjust expense type name as appropriate.

Step 9: Select "Save Expense" to save all non-mileage expenses to the voucher.

Training Command Fund Execution Guidebook

Step 10: Select **Mileage**, which is still within the Expenses section. From the drop-down box select the mileage expense type to add.

EXPENSE TYPE	MILEAGE TYPE DESCRIPTION
POC Use – Dedicated Gov Veh	Select if a privately owned conveyance (POC) is used for the traveler's convenience instead of an available Government vehicle dedicated for the traveler's use, such as a commander's car.*
POC Use – Gov Vehicle Avail	Select if a POC is used for the traveler's convenience instead of an available Government vehicle. Example: A fleet of vehicle has been procured for the traveler's use and one of the vehicles is available, but the traveler uses a POC.*
Private Plane	Select if a private plane is used for TDY travel.
Pvt Auto-In/Around	Select if a privately owned vehicle is used for official business while at the TDY location.
Pvt Auto-TDY/TAD	Select if a POC is used for travel from the traveler's duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the DoD Table of Distances (DTOD) is mandatory.
Pvt Auto-Terminal	Select if a POC is used for travel from the traveler's duty station or residence to and from the airport.
Pvt Motorcycle-In/Around	Select if a privately owned motorcycle is used for official business while at the TDY location.
Pvt Motorcycle-TDY/TAD	Select if a privately owned motorcycle is used for travel from the traveler's duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the DTOD is mandatory.
Pvt Motorcycle-Terminal	Select if a privately owned motorcycle is used for travel from the traveler's duty station or residence to and from the airport.
	*No POC reimbursement is allowed if an available Gov't vehicle was used by other travelers to complete the TDY mission and space was available for the traveler, but the

traveler chose to use a POC for personal convenience.

Mileage will be automatically calculated when using a Pvt Auto – TDY/TAD or Pvt Motorcycle – TDY/TAD by the Defense Table of Official Distances (DTOD).

Enter Traveling from city, state, or lookup state and country code and select search. Then do the same for the Traveling to. Select the appropriate city, county based upon zip code. Lastly, select calculate mileage, this will display total mileage.

Note: If you use public transportation to the airport these expenses should be added in as non-mileage expenses.

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

DoD Table of Official Distances (DTOD)

Use DTOD to calculate mileage when traveling to a location using a personally owned vehicle (POV). Enter (or search for) a starting and ending location (city and state/country and/or county) to calculate the miles for this mileage expense. Use the Oconus check box to indicate Oconus/Conus.

Traveling From:

Please Note: A Red Star (*) indicates a field is required.

Oconus:

* City:

State/Country: > [Lookup State and Country Codes](#)

County:

Search

Traveling To:

Oconus:

* City:

State/Country: > [Lookup State and Country Codes](#)

County:

Search

Use this section to calculate the mileage for the locations entered above. The "Traveling From" and "Traveling To" information (above) is required for the calculation to work properly.

Calculate Total:

Calculate Mileage Total Miles: 0

Step 11: Go back to **Substantiating Records** and verify that your receipts has been uploaded. If the documents have not been uploaded, resend or upload the documents until loaded.

Step 12: Continue by selecting **Accounting** from the navigation bar.

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Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

RETURN TO LIST Accounting Codes

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 05-May-10
End Date: 14-May-10

Accounting Label: ---Select--- From TDZDTMOCSD
Shared LOA: ---Select to Add---
Cross Org LOA: ---Select to Add---

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.
Please make sure the LOA's assigned have costs allocated to it.

Accounting Label	Organization	View/Edit Acctg Code	Remove
10 CONFERENCE	TDZDTMOCSD	> view/edit	> remove

Expenses Summary

10 CONFERENCE		
Category	Allowed	Actual
COM. CARR.-I :	\$412.80	\$412.80
LODGING :	\$0.00	\$0.00
M&IE :	\$0.00	\$0.00
RENTAL CAR :	\$23.17	\$23.17
10 CONFERENCE Sub Total:	\$435.97	\$435.97
Calculated Trip Cost:	\$435.97	\$435.97

Step 13: Select the **Accounting Label**, **Shared LOA**, or **Cross Org LOA** drop-down list arrow and select the **accounting label**.

Step 14: Select **Additional Options**, and navigate to the **Payment totals** section. This screen is divided into the following four parts:

- Expense Summary
- Disbursement Summary
- Credit Summary
- Entitlement Summary

Review and verify the expense summary, disbursement summary, credit summary, and entitlement summary. Entitlement summary will allow you to verify the amount being paid to the traveler, and the amount being reimbursed to the GOVCC.



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[RETURN TO LIST](#)

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Profile **Payment Totals** Partial Payments Advances

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

Total Expenses:	\$0.00
Non-Reimbursable Expenses:	\$542.80
Reimbursable Expenses:	\$-542.80

Disbursement Summary

Gov't Advance Paid:	\$0.00
Scheduled Partial Pmts Paid:	\$0.00
Previous Voucher Payments:	\$0.00
Total Prior Payments:	\$0.00

Credit Summary

Collections:	\$0.00
Waiver / Appeals:	\$0.00
Net To Traveler:	\$0.00
Balance Due US:	\$542.80

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$-542.80	\$0.00	\$-542.80
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00

Net to Traveler:	\$-542.80	\$0.00	\$-542.80
Add GOVCC ATM:	\$0.00	\$0.00	
Addl GOVCC Amt:	\$0.00	\$0.00	
Less Prev Pmts to GOVCC (By Traveler):	\$0.00	\$0.00	
Prev Pmt Adjustments:	\$542.80	\$0.00	
Final Distribution (Net to traveler)			
Net Distribution:	\$0.00	\$0.00	\$-542.80

Trip Summary

Overall Starting Point

Leave From:	RES: WOODBRIDGE, VA	Edit
Leave:	20-Apr-10	

Location 1: PATRICK AFB, FL

Leave From:	RES: WOODBRIDGE, VA	Edit
TDY/TAD Loc:	PATRICK AFB, FL	
Arrive:	20-Apr-10	
Leave:	30-Apr-10	
Carrier/Flight:	Delta Air Lines Inc. (DL) 1959	Edit
Conf/PNR:	123456	Remove
Depart:	10:00AM - 20-Apr-10 DCA-Washington, DC (USA) (National Apt)	
Arrive:	11:52AM - 20-Apr-10 ATL-Atlanta, GA (USA) (Hartsfield Intl)	
Carrier/Flight:	Delta Air Lines Inc. (DL) 5323	Edit
Conf/PNR:	123456	Remove
Depart:	12:52PM - 20-Apr-10 ATL-Atlanta, GA (USA) (Hartsfield Intl)	
Arrive:	2:21PM - 20-Apr-10 MLB-Melbourne, FL (USA)	
Rental Car:	ALAMO	Edit
Airport:	MLB - Melbourne, FL (United States)	Remove
Confirmation:	ABCD1234678-	
Pick-Up:	20-Apr-10 3:00PM	
Drop-Off:	30-Apr-10 10:30AM	
Lodging:	Motel 6 Palm Bay	Edit
Confirmation:	12345678-	Remove
Check-In:	20-Apr-10	
Check-Out:	30-Apr-10	

Overall Ending Point

Leave From:	PATRICK AFB, FL	Edit
Return Loc:	RES: WOODBRIDGE, VA	
Arrive:	30-Apr-10	
Carrier/Flight:	Delta Air Lines Inc. (DL) 5562	Edit
Conf/PHR:	123456	Remove
Depart:	11:03AM - 30-Apr-10 MLB-Melbourne, FL (USA)	
Arrive:	12:45PM - 30-Apr-10 ATL-Atlanta, GA (USA) (Hartsfield Intl)	
Carrier/Flight:	Delta Air Lines Inc. (DL) 1964	Edit
Conf/PHR:	123456	Remove
Depart:	1:20PM - 30-Apr-10 ATL-Atlanta, GA (USA) (Hartsfield Intl)	
Arrive:	2:59PM - 30-Apr-10 DCA-Washington, DC (USA) (National Apt)	



Training Command Fund Execution Guidebook

Step 15: Select **Review/Sign** on the navigation bar, the **Preview** screen will appear.

Verify all information and data is accurate. Make changes as necessary, and continue.

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Itinerary Travel Expenses Accounting Additional Options **Review/Sign**

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Print Document

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official:	None
Comments from the Travel Agent:	

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD
 Trip Purpose: SITE VISIT
 Trip Description:

Overall Starting Point Time Zone: EST (06)

Itinerary: [Edit](#)
 Leave From: WOODBRIDGE,VA
 Leave: 29-Apr-10

Location 1 - SAN DIEGO,CA Time Zone: PST (09)

Itinerary: [Edit](#)
 Leave From: SAN DIEGO,CA
 TDY/TAD Location: SAN DIEGO,CA

Step 15: The Pre-Audit screen will appear. If any item(s) for this trip have been flagged. A flagged item indicates that DoD or service standards have been exceeded for normal Government travel.

Complete **Justification to the Approving Official** field(s) with an explanation for the request.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

2 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official Help >
	⤵ POSSIBLE EXCESSIVE EXPENSE	⤵ THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> Taxi - Terminal > 50.0	<input type="text"/>

The following are provided for advisory purposes only

2.	Advisory	Advisory Description <Help>
	⤵ PERSONAL INFO HAS CHANGED	⤵ PERSONAL PROFILE INFORMATION HAS CHANGED FROM WHAT IS IN THE PERMANENT PROFILE. PLEASE ENSURE ALL INFORMATION IS CORRECT. -- EMAIL ADDRESS, CHARGE CARD

Save And Proceed To Digital Signature

Step 16: .Select **Save and Proceed To Digital Signature** at the bottom of the screen.

Step 17: Select **Review/Sign** from the navigation bar. Verify the routing list and select **“Submit this document as”** drop-down list arrow and choose click submit Completed document.

Training Command Fund Execution Guidebook

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Carson, Eric T.	0

Document History

Status	Date	Time	Name	Remarks
CREATED	04/12/10	1458	Eric T Carson	

[View Reasons for Audit Failures](#)

Step 18: The **Stamp Process** screen will appear which confirms that all expenses claimed are honest and accurate. Select **Save and Continue**.

The Choose Signing Certificate screen opens if more than one certificate is available, choose the correct certificate and select **OK**. The document is now signed.

Stamp Process

This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim. (18 USC Sections 287 and 1001, and 31 USC Section 3729)

Unused electronic or paper tickets have a monetary value and belong to the US Government. All unused tickets must be reported and returned to the CTO as soon as possible for the applicable credit. Instructions may be found at www.dtic.mil/travelink

Source Documentation Matrix Key	
PM	Fund Manager
AS	Accounting System
DISS	Disbursement Office
PRB	PR Builder
DCPS	Defense Civilian Labor System
RG	Requirements Generator
SLDCADA	Standard Labor Data Collection and Distribution Application
CITI	CITI Direct
SFS	Wide Area Work Flow
DASF	Defense Travel System
MB	Mailbox
PT	PowerTrack
V	Voucher
FAS	Fuel Automated System
WAWF	Wide Area Work Flow
DTS	Defense Travel System
WD	Web Orders

Process	Type	DTC	Authorization / Approval	Source	Obligation	Source	Expense	Source	Liquidation	Source
Travel - TAD	DTS	TO	DTS Authorization with Digital Signature • DD1610	DTS	DTS Order with Digital Signature with DTS routing list of approvals and adjustments (i.e. Doc history)	DTS	DTS Order with Digital Signature Include all adjustments	AS DTS	DTS Travel Voucher • Paid Voucher • Travel Orders	EDA
	Manual	TO	Message with approval for training with SDN and LOA • Signed and approved TAD request form • DD1810	PM	Signed and Approved DD 1610	PM	Signed and Approved DD 1610	AS RG	DD 1351-2 with receipts • Travel Orders	EDA
	ROWS	TO	Approved Request	PM	Approved/Authorized Travel Request in ROWS and all modifications start equal the amount on sample	ROWS	Approved ROWS Order with all modifications	AS	DD 1351-2 with receipts • Paid Voucher • Travel Orders	EDA
	SAB TRVL MIL	TO	Signed and approved TAD request form	PM, RG	Approved/Authorized SABRS Travel Order	SABTRVL	Approved/Authorized SABRS Travel Order	AS	Paid Voucher • DD 1351-2 with receipts • Travel Orders	EDA
Travel - PCS	SAB TRVL CIV	TO	Signed and approved TAD request form • DD 1614 • SF 1103	PM, RG	Approved/Authorized SABRS Travel Order	SABTRVL	Approved/Authorized SABRS Travel Order	AS	Paid Voucher • DD 1351-2 with receipts • Travel Orders	EDA
	Manual	CT	Message with approval for training with SDN and LOA • Signed and approved TAD request form • Approved Request	RG, PM	Signed and Approved DD 1610	RG, PM	Signed and Approved DD 1610	AS	DD 1351-2 with receipts • Copy of PCS Travel Orders • Paid Voucher	EDA
	ROWS	CT	Approved Request	RG, PM	Approved/Authorized Travel Request in ROWS	ROWS	Approved PCS Travel Order	AS	DD 1351-2 with receipts • Copy of PCS Travel Orders • Paid Voucher	EDA
	UDMFS / PCS	CT	Monitor does assignment	RG, PM	Copy of UD-MFS Order	UDMFS	Approved PCS Travel Order	AS	Paid Voucher • DD 1351-2 with receipts • Copy of PCS Travel Orders	EDA
Transportation of Things	WEB MASS	CT	Monitor does assignment	RG, PM	Approved PCS Travel Order	WEBMASS	Approved PCS Travel Order	AS	DD 1351-2 with receipts • Copy of PCS Travel Orders	EDA
	MCPDT	CT	Monitor does assignment	RG, PM	Approved PCS Travel Order	MCPDT	Approved PCS Travel Order	AS	Paid Voucher • DD 1351-2 with receipts • Copy of PCS Travel Orders	EDA
	Manual	CB	DD 1149 • Local Form for Request for services	PM, RG	Signed Copy of the Commercial Bill of Lading	RG	Certified Copy of the Invoice	RG	Paid Voucher	EDA
	Powertrack	CB	DD 1149 • Local Form for Request for services	PM, RG	Print Screen in Powertrack by TCN (PS Summary Invoice) or Copy of the Commercial Bill of Lading	POWERTRACK	Print Screen in Powertrack by TCN or Copy of this Invoice	RG	Paid Voucher	EDA
Transportation of Things	Powertrack HRG House Hold Goods	CB	DD 1149 • Local Form for Request for services	PM, RG	Print Screen in Powertrack by TCN or Copy of the Commercial Bill of Lading With a Copy of Web Orders	POWERTRACK	Print Screen in Powertrack by TCN or Copy of this Invoice	RG	Paid Voucher	EDA
	Government Bill of Lading	GB	DD 1149 • Local Form for Request for services	PM, RG	SF 1103	RG	SF 1103 GEL Certified Invoice	RG	Paid Voucher	EDA
	PR Builder / SPS	SS, SU, RC	Approved PR Builder Procurement Request • Local Form for Request for materials/services	RG, PM	Copy of Approved Contract (w/Correct CLIN) • SF 1439 • SF30	AS, SPS, PM	WAWF-RA 2 in 1 Invoice • WAWF-RA, Nos 2 in 1 Invoice • Vendor Invoice	AS, WAWF	Payment Voucher • NC 237/DD 1080 • SF1034	EDA

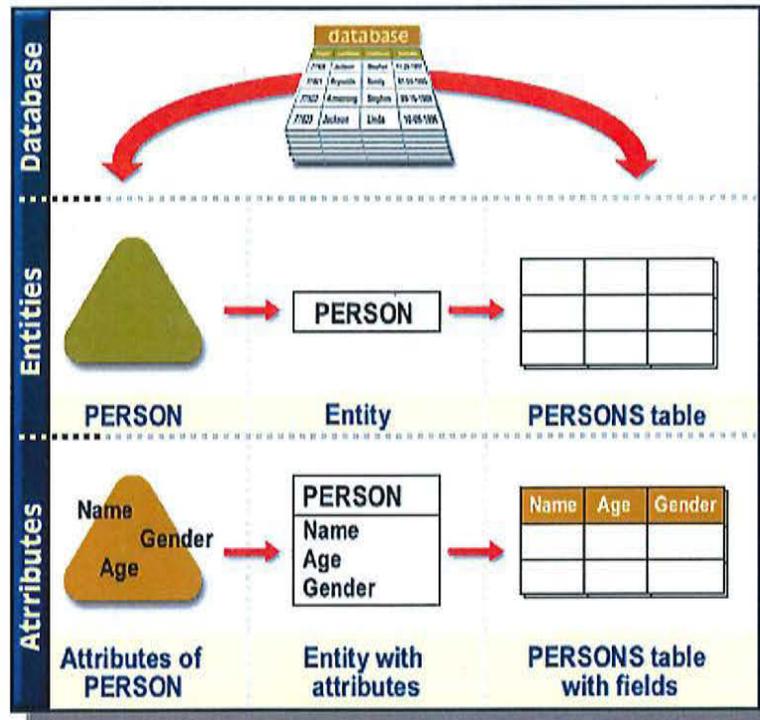
Training Command Fund Execution Guidebook

Process	Type	DTC	Authorization / Approval	Source	Obligation	Source	Expense	Source	Liquidation	Source
Contracts	NC 2176	RC	Local Form for Request for materials/services Signed and accepted NC2176	FM	DD 1155 SF 1499 SF9 Copy of Approved Contract (w/Correct CLIN)	SFS, RG, FM	DD 250 WAWF-RA 2 in 1 Invoice WAWF-RA Non 2 in 1 Invoice Vendor Invoice	AS, WAWF	SF1034 NC 277/DD1080 Payment Voucher	EDA
			PR Builder Procurement Request Signed and accepted NC2176	FM	NMCI contract is eMarketplace with correct CLIN	RG, FM	DD 250 WAWF-RA 2 in 1 Invoice WAWF-RA Non 2 in 1 Invoice Vendor Invoice	AS, WAWF	SF1034 NC 277/DD1080 Payment Voucher	EDA
Credit Card	GCPC	CC	Signed Authorized Request Form/Letter	FM	Receipts from Purchase Cardholder Statement with Doc number and LDA	FM, AS CITI DIRECT	Receipts from Purchase	FM, CITL, AS	Certified Credit Card Bill Paid Voucher	FM, CITL, AS EDA
			DAMES	DD 1149 Email / Local Form with approval DD 1348	FM, RG	Approved Signed DD 1149 Web VLIPS history records Approved Signed DD 1348-6	FM, RG	DD 1348-1A with acknowledgment of receipt Web VLIPS history records	FM, AS	PAC Payment
CLS - Contractor Logistics Support	N/A	N/A	EROSL 4 CARD	FM, RG	Copy of Approved Contract (w/Correct CLIN)	FM, AS	Web Vigs History with DBA or DRF receipt	FM, AS	Interdepartmental Bill (MIL-SNO)	AS MILSBILLS
			Email / Local Form with approval	FM, RG	SASSY History Screen Invoice SDN to MILSTRIP SASSY History Record/Voucher Dump with Unit Price Web VLIPS history records	SASSY	DD 1348-1A with acknowledgment of receipt SASSY History Record - DRT DD 250	FM, AS	Interdepartmental Bill (MIL-SNO) Copy of vendor bill received through automated process IPAC Payment	MILSBILLS
DLA Vendor System	N/A	N/A	Email / Local Form with approval	FM, RG	Email / Local Form with approval	FM, AS	DD 1348-1A with acknowledgment of receipt	FM, AS	Interdepartmental Bill (MIL-SNO)	MILSBILLS
			DD 1149 DD 1348	FM, RG	Web VLIPS history records Approved Signed DD 1149 Approved Signed DD 1348-6	FM, AS	DD 1348-1A with acknowledgment of receipt Web VLIPS history records	FM, AS	Interdepartmental Bill (MIL-SNO) Copy of bill received through automated process	MILSBILLS
DOD EMAIL - MILSTRIP	N/A	N/A	Email / Local Form with approval	FM, RG	Web VLIPS history records	FM, AS	Web VLIPS history records	FM, AS	Interdepartmental Bill (MIL-SNO)	MILSBILLS
			DD 1149 DD 1348	FM, RG	Approved Signed DD 1149 Approved Signed DD 1348-6	FM, AS	DD 1348-1A with acknowledgment of receipt Web VLIPS history records	FM, AS	Interdepartmental Bill (MIL-SNO) Copy of vendor bill received through automated process	MILSBILLS
DSSC	N/A	N/A	Approved List (can be in various forms)	FM	Receipts from DSSC (DSSC Fiscal finding not used)	DSSC	Receipts from DSSC	FM, AS	Interdepartmental Bill (MIL-SNO)	MILSBILLS
			Approved Fuel Key	FM	FAS Record - Report or Print Screen from PAS	FAS	FAS Record - Report or Print Screen from PAS	FM, AS	Interdepartmental Bill (MIL-SNO)	MILSBILLS
Fuel - Voyager	MD	N/A	Signed Authorized Request Form/Letter	FM, V	Receipt of fuel purchase with annotated Budget Amt	V, FAS	Receipt of fuel purchase with annotated budget	V, FAS	Interdepartmental Bill (MIL-SNO)	MILSBILLS
			Email / Local Form with approval	FM, RG	Web VLIPS history records	FM, AS	DD 1348-1A with acknowledgment of receipt Web VLIPS history records	FM, AS	Interdepartmental Bill (MIL-SNO) Copy of bill received through automated process	MILSBILLS
GSA Vendor System	N/A	N/A	DD 1149 DD 1348	FM, RG	Approved Signed DD 1149 Approved Signed DD 1348-6	FM, AS	Web VLIPS history records	FM, AS	Interdepartmental Bill (MIL-SNO)	MILSBILLS
			Materials Return Program	RG	SASSY History Record/Voucher Dump with FIZ/TN	SASSY	DD 1348-1	RG	Interdepartmental Bill (MIL-SNO) FIZ	MILSBILLS
RHYS	N/A	N/A	DD 1149 DD 1348	RG	Approved Signed DD 1149 Approved Signed DD 1348-6	RG RHYS	DD 1348	FM	Interdepartmental Bill (MIL-SNO)	MILSBILLS
			SASSY	FM, AS	Web Vigs History with DBA or DRF receipt DD 1348-1A with acknowledgment of receipt SASSY History Record - DRT DD 250	FM, AS	Interdepartmental Bill (MIL-SNO)	AS MILSBILLS		
GSA ServMart - Brick Mortar	N/A	N/A	EROSL 4 CARD	FM, RG	SASSY History Record/Voucher Dump with Unit Price	FM, AS	Web Vigs History with DBA or DRF receipt	FM, AS	Interdepartmental Bill (MIL-SNO)	MILSBILLS
			Email / Local Form with approval	FM, RG	Web VLIPS history records	SASSY	DD 250	Receipts from Goods Received at GSA	MILSBILLS	
GSA Serv Mart - Virtual	N/A	N/A	Approved Shipping List		Receipts from Goods Received at GSA		Receipts from Goods Received at GSA		Interdepartmental Bill (MIL-SNO)	MILSBILLS
			Screen of approved shopping cart		Screen of approved shopping cart		Web Vigs History with DBA or DRF receipt DD 1348-1A with acknowledgment of receipt SASSY History Record - DRT	FM, AS	Interdepartmental Bill (MIL-SNO)	AS MILSBILLS
STATUS	N/A	N/A	Email / Local Form with approval	FM, RG	SASSY History Record/Voucher Dump with Unit Price Web VLIPS history records	FM, AS	Web VLIPS history records	FM, AS	Interdepartmental Bill (MIL-SNO)	AS MILSBILLS
			DD 1149 DD 1348		Approved Signed DD 1149 Approved Signed DD 1348-6	SASSY	SASSY History Record - DRT		Interdepartmental Bill (MIL-SNO)	MILSBILLS

Training Command Fund Execution Guidebook

Process	Type	DTC	Authorization / Approval	Source	Obligation	Expense	Source	Liquidation	Source
Real Property	Garrison Mobile Equipment		• DD 1391 • DD 1149	• SPS Vendor Contract • DD 1155 • SF 1449 • SF00 • Approved/Signal DD 1149		• Manual Invoice Certification • Documentation of Receipt of Materials Services • WAFV-RA Vol 2 in 1 Invoice • DD 230	FM, AS	• DD 1080	
			• DD1391	FM	• NC2215 • DD 1155 • SF 1449 • DD1334	• DD 230		• DD 1080 • SF1334	
		DIC	DTC			Responsibility			
		WAR	TW		DFAS				
		Treasury Warrants			DFAS				
		Transfer (In Out)	AT*	TP, TC	DFAS				
		Appropriation	APD	All, AS, PL, OD, WP	DFAS				
		Approved Program Base	APB	AP	DFAS				
		Allocations	APO, IAA	All, FO, IA	DFAS				
		Allocation Withheld	AW	AW	DFAS				
Authorizations	Transfer by Funding Function	SSP	SP						
	Reimbursables	ADG, FFA	WA		Field Commands - Provide Funding Document, ISSA or MOA				

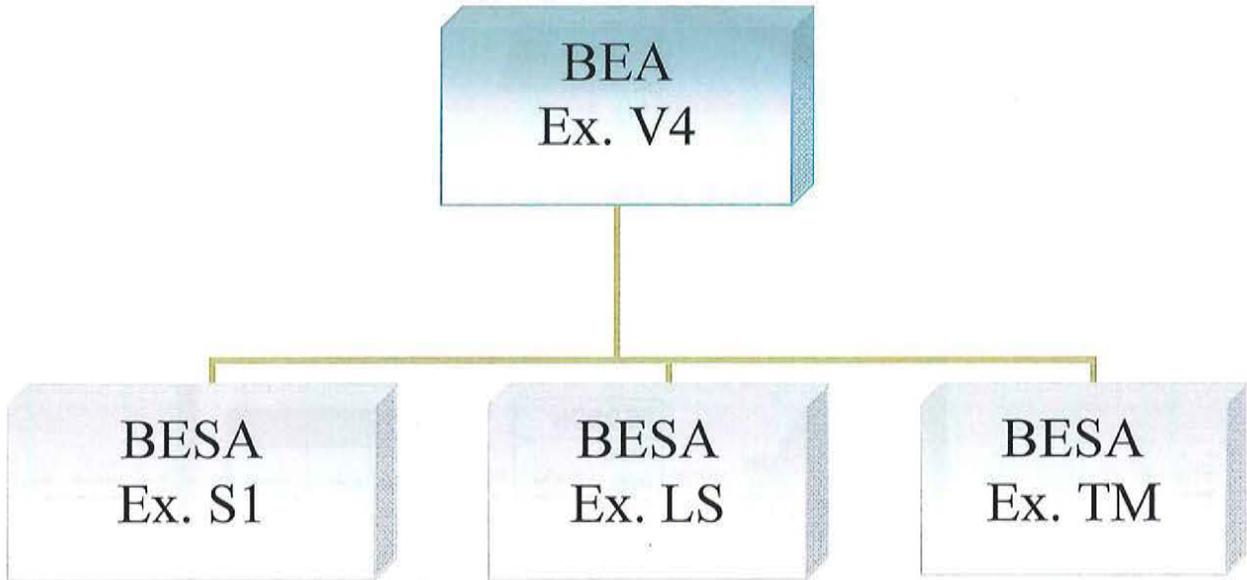
Training Command Fiscal Codes



A database is a collection of data organized to serve many applications efficiently by centralizing the data and controlling the redundant data. Data is raw facts and figures. For example, a person’s age is a raw fact. A database acts as an interface between application programs (PRBuilder, GCSS, CitiDirect, DTS, etc...) and the physical data files (RCO worksheets, ServMart receipts, DD 1348’s, Travel Authorizations, etc...). The Marine Corps accounting system, SABRS, is a relational database. A relational database presents data as two-dimensional tables (called relations). Each table contains data on an entity and its attributes. For example, SABRS 207 table attributes include the following: Work Center ID (WCI), Budget Execution Activity (BEA) and description, and Budget Execution Sub-Activity (BESA) and description. For example the following data elements identify the School of Infantry East, supply operations: M40407, V4, LS. These elements are pieces of data that capture attributes which are included in the Financial Information Pointer. This data in turn provides leadership useful information coding the “who” and “purpose” in a financial transaction.

This appendix provides MSE fiscal personnel commonly used Training Command specific SABRS fiscal code definitions and descriptions used in a FIP. This appendix is not intended to be a complete list of fiscal codes, but is provided to help fiscal personnel properly classify financial transaction “who” and “purpose”.

BUDGET EXECUTION ACTIVITY AND BUDGET EXECUTION SUB-ACTIVITY



Budget Execution Activity is the data elements used in the accounting system to identify an MSE, basically the “who”. Budget Execution Sub-Activity is data elements used in the accounting system to an MSE’s subordinate battalion, department, or division. This information is annually identified in the 207 table in SABRS. Below is a basic list of Training Command BEA and BESA structure listed on the 207 table and is as follows:

<u>BEA</u>	<u>BEA DESCRIPTION</u>
2G	MATSG-21, Pensacola
2J	MATSG-22, Corpus Christ.
2U	EWTGLANT
2V	EWTGPAC
2W	MarDet. Ft. Sill
2Z	MarDet Ft. Leonard Wood
3D	MATSG-23, Pensacola
3H	MarDet Ft. Lee
3R	Marine Corps Intelligence Schools
V4	School of Infantry- East
V5	School of Infantry-West
V6	Field Medical Training Battalion-East
V7	Field Medical Training Battalion-West
VA	Assault Amphibian School Battalion
VB	Marine Corps Combat Service Support School
VS	Train the Trainer School
VV	Weapons Training Battalion
YH	Marine Corps Civil-Military Operations School

Training Command Fund Execution Guidebook

YN	Officer Candidate School
YT	The Basic School
<u>BESA</u>	<u>BESA DECSCRIPTION</u>
2M	MarDet Keesler AFB
2Q	MarDet Ft. Gordon
3B	MarDet Ft. Huachuca
3C	MarDet MATSS-1
3F	MarDet Lackland AFB
3J	MATSG-33
3K	MarDet GoodFellow AFB
3P	MarDet Corry Station
3S	School of Music
IW	MarDet Fort Benning
LL	Logistics
LM	Motor Transportation
LS	Supply Operations
TM	Training and Operations
TW	Weapons and Armory
QQ	Dive School

OBJECT CLASS AND SUB-OBJECT CLASS CODES

Object Class codes are used in the accounting system to classify obligations by the item or services purchased by the Federal Government, basically the purpose. Sub-Object Class codes are used to further breakdown the Object Class to greater detail of the item or services purchased for budgetary reporting. SOCC are subject to change and and MSE personnel should refer to SABRS 049 for the most up to date listing. The basic object classes used are:

<u>OBJECT CLASS</u>	<u>OBJECT CLASS DESCRIPTION</u>
111	Full-time Permanent (Civilian)
115	Other Personnel Compensation (Civilian)
117	Military Personnel
121	Civilian Personnel Benefits
122	Military Personnel Benefits
130	Benefits to Former Employees
210	Travel and Transportation of Persons
220	Transportation of Things
231	Rental Payments to GSA
232	Rental Payments to Others
233	Communications, Utilities, & Misc Charges
240	Printing and Reproduction

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251	Advisory & Assistance Service Contracts
252	Other Services Contracts
253	Other Purchase Goods & Services From Government Accounts
254	Operation & Maintenance of Facilities By Contract or Government Agency
255	Research & Development Contracts
256	Medical Care
257	Operation & Maintenance of Equipment By Contract or Government Agency
258	Subsistence & Support of Persons
260	Supplies and Materials
310	Equipment
320	Land & Structures

OCSOC codes are presented in this manual by each object class category.

Object Class 210 – Travel and Transportation of Persons – Travel and transportation costs of Government employees and other persons, while in an authorized travel status, that are paid by the Government either directly or by reimbursing the traveler. Consists of both travel away from official station, subject to regulations governing civilian and military travel, and local travel and transportation of persons in and around the official station.

OCSOC Combinations – The Object Class 210 OCSOC combinations contain “21” as the first two positions. The last two positions are equal to TAD/TDY purpose categories (third position) and entitlement portion of travel, per diem, etc. as the fourth position for travel orders created using the SABRS travel process. For Commands using the Defense Travel System (DTS), the system will assign the OCSOC of 2100 for all TAD conditions.

Object Class 220 – Transportation of Things – Costs include the transportation of things (including animals), the care of such things while in process of being transported, and other services incident to the transportation of things.

OCSOC Combinations – The Object Class 220 OCSOC combinations contain a “22” as the first two positions. The last two positions are equal to the mode or source providing transport used to move the equipment and materials. All OCSOCs listed in this section are aligned to OMB defined 220 (Transportation of Things).

Object Class 231 – Rental Payments to GSA – Payments to the General Services Administration (GSA) for rental of space and rent related services.

Object Class 232 – Rental Payments to Others – Payments to non-Federal sources for rental of space, land, and structures. Applicable SABRS OCSOC is:

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Object Class 233 – Communications, Utilities, and Miscellaneous Charges – Payments for information technology, communications, utilities, postal services, and other miscellaneous charges to include:

- Rental or lease of information technology equipment, include any hardware or software, or equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information, such as mainframe, mid-tier, and workstation computers
- Information technology services, include data, voice, and wireless communication services, such as long-distance telephone services from other Federal agencies and accounts
- Postal services and rental, include postage, contractual mail, or messenger service, and rental of post office boxes, postage meter machines, mailing machines, and teletype equipment
- Data communication services (voice, data, and wireless) from other Government agencies or accounts
- Utility services include hear, light, power, water, gas, electricity, and other services

Object Class 240 – Printing and Reproduction – Costs include the printing and reproduction obtained from the private sector or from other Federal entities.

OCSOC Combinations – The Object Class 240 OCSOC combinations contain a “24” as the first two positions. The below combinations are used when requesting printing support from the Defense printing office or commercial source. All OCSOCs listed in this section are aligned to OMB defined 240 (Printing and Reproduction).

Object Class 251 – Advisory and Assistance Services – Cost of services acquired by contract from non-Federal, as well as from other Federal Agencies for the following services:

- Management and professional support services
- Studies, analyses, and evaluations
- Engineering and technical services

Object Class 252 – Other Services – Cost of services and contracts not defined within any other 25 series object class. Applicable SABRS OCSOCs are:

Object Class 253 – Other Purchases of Goods and Services from Government Accounts – Purchases from other Federal Government agencies not specified in other object classes.

Object Class 254 – Operation and Maintenance of Facilities – Operation and maintenance of facilities when done by contract with the private sector or another Federal Government account, to include:

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- Government-owned contractor-operated facilities (GOCOs)
- Service contracts and routine repair of facilities and upkeep of land
- Operation of facilities engaged in research and development activities

Object Class 255 – Research and Development Contracts – Contracts for the conduct of basic and applied research and development. SABRS OCSOC is:

Object Class 256 – Medical Care – Payments to private sector contractors as well as Federal agency contracts for medical care. SABRS OCSOC is:

Object Class 257 – Operation and Maintenance of Equipment – Cost of operation, maintenance, repair, and storage of equipment when done by contract with the private sector or another Federal Government account. SABRS OCSOCs are:

Object Class 258 – Subsistence and Support of Persons – Costs of contractual services with the public or another Federal Government account for the board, lodging, and care of persons, including prisoners. Exclude the cost of travel items classified under object class 210 and hospital care under object class 256. SABRS OCSOC for this object class is 2580.

Object Class 260 – Supplies and Materials OCSOC Combinations – The Object Class 260 OCSOC combinations contain “26” as the first two positions. The third position equals an alpha character assigned to identify the agency or service providing the supply support (example A = Army, N = Navy, etc.) or a numeric value. All OCSOCs listed in this section are aligned to OMB defined 260 (Supplies and Materials).

Object Class 310 – Equipment OCSOC Combinations – The Object Class 310 OCSOC combinations contain “31” as the first two positions. The third position equals an alpha character assigned to identify the agency or service providing the equipment (example A = Army, N = Navy, etc.) or a numeric value. All OCSOCs listed in this section are aligned to OMB defined 310 (Equipment).

Cost Account Code

The cost account code (CAC) classifies financial transactions by a subdivision of a business process. The use of the a CAC is to uniformly identify a specific purpose or element of a program for cost collection, basically to identify the “what” in the purchase. Subordinate command’s, O5 and below, will use their immediate O6 HHQ’s CAC in FIP construction. The following CAC are Training Command specific:

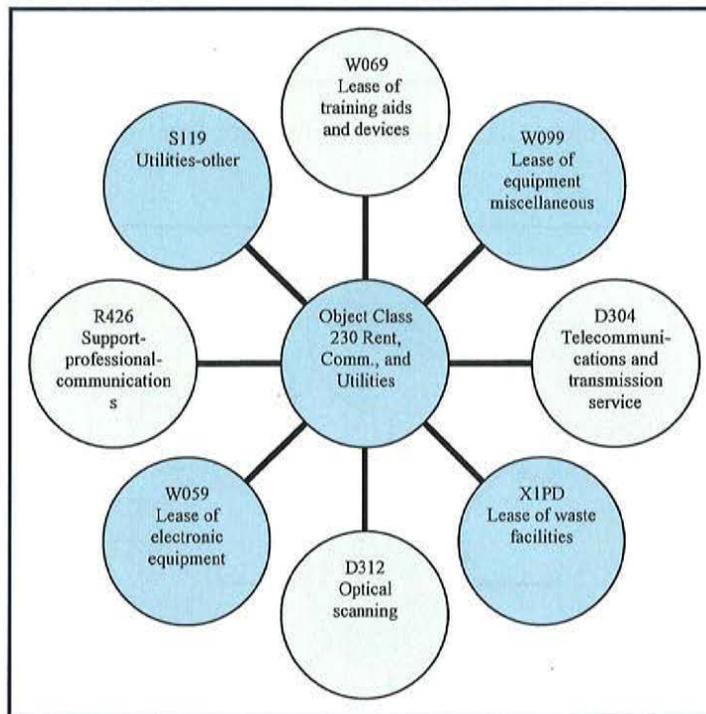
<u>CAC</u>	<u>CAC DESCRIPTION</u>
TMPA	Aviation Detachments
TMPB	Basic School
TMPC	Communications/Electric School
TMPE	Engineer School
TMPF	MarDet Fort Leonard Wood

TMPG
 TMPM
 TMPN
 TMPP
 TMPS
 TMPU
 TMPW
 TMPY

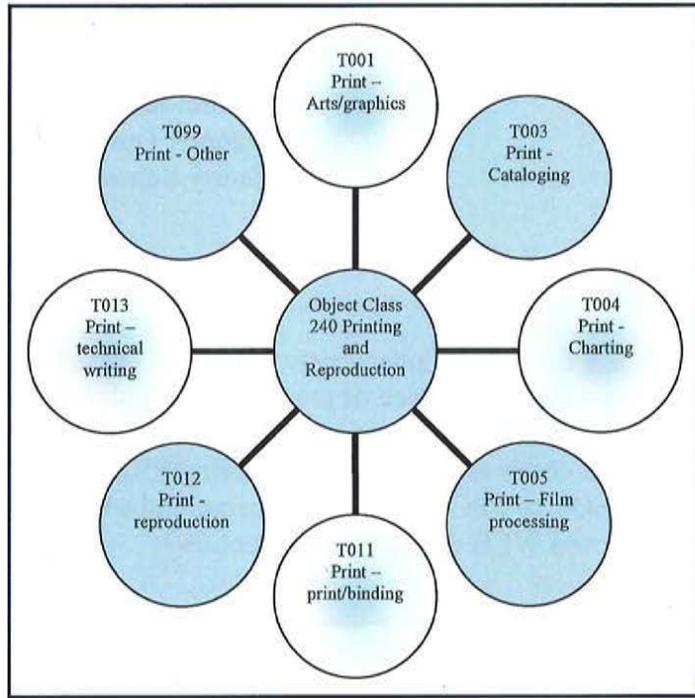
Ground Detachments
 Field Medical Schools
 Intelligence School
 General Skill Training Support
 Service Support School
 Amphibious Assault School
 Weapons Training Battalion
 Infantry School

Product Service Code

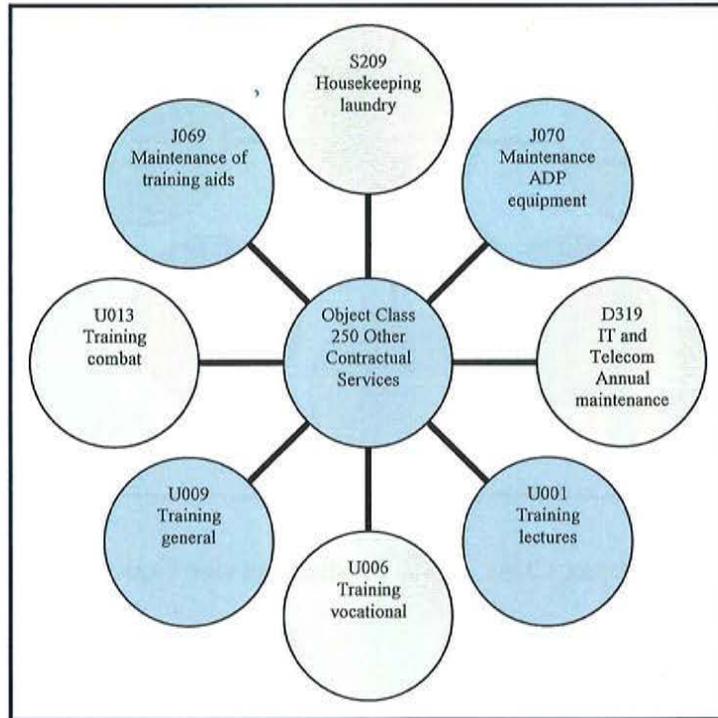
Product Service Code is a four digit alphanumeric code that provides amplifying classification details regarding the service or product being purchased; basically it identifies the “what”. PSC codes are not an essential element in the Financial Information Pointer. PSC codes are only captured during PRBuilder document creation. Below are common OCSOC to PSC code combinations, and a complete list of PSC codes can be found at the enclosed WEB site (<https://psctool.us/>):



Object Class 230 to Product Service Code

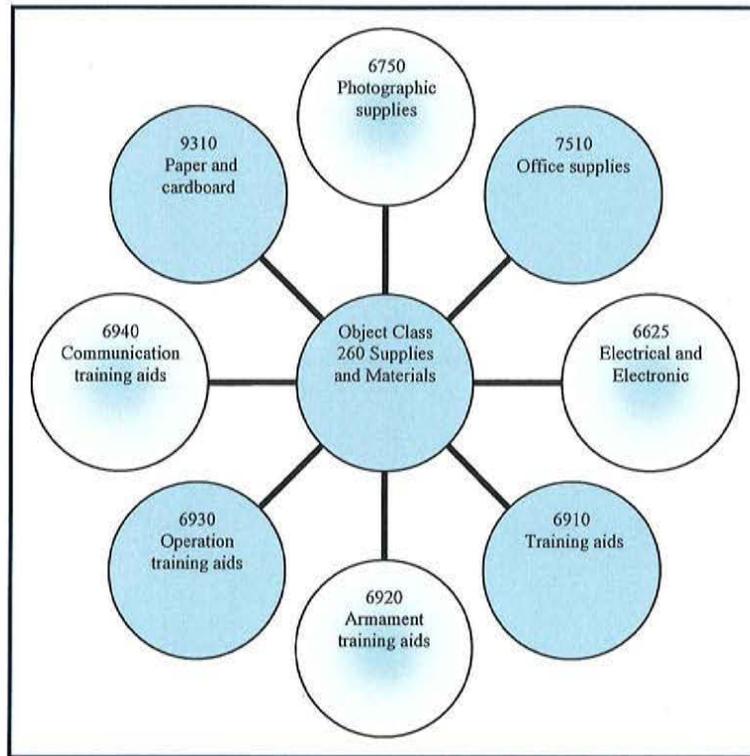


Object Class 240 to Product Service Code

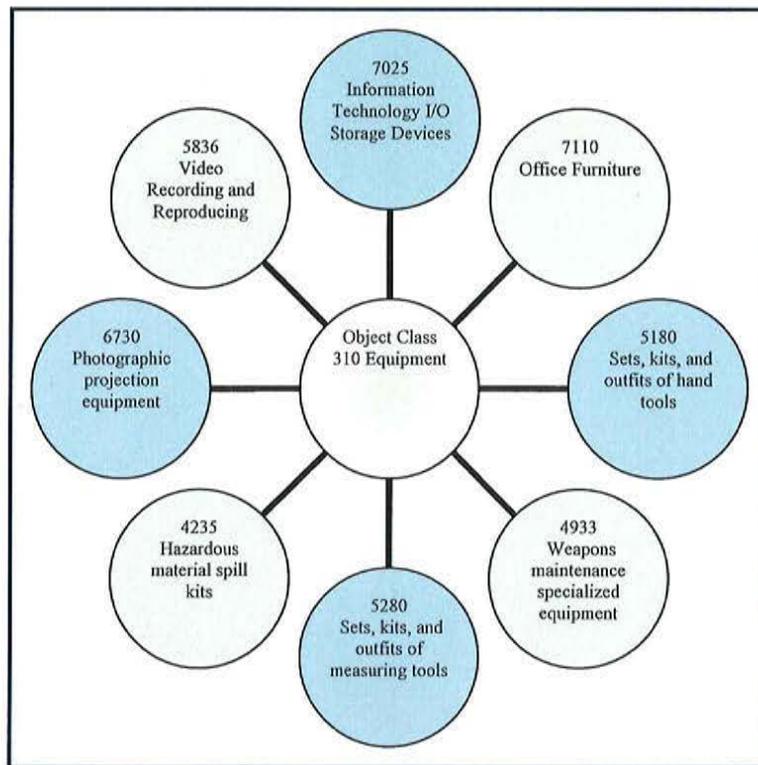


Object Class 250 to Product Service Code

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Object Class 260 to Product Service Code



Object Class 310 to Product Service Codes

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