TEAM-Web User Guide

Chapter 9
Funds Control and Funding Adjustments

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Chapter 9 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
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2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	06/11/2007	Continued Formatting changes and updates	Travis Klein
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2.03	02/29/2008	Minor reference modifications	Travis Klein
2.1	06/30/2008	Removed obsolete Operating Budget Transfer information	Travis Klein
2.2	07/08/2008	Removed an additional Operating Budget Transfer reference	Travis Klein, Patty String

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*

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Funds Control and Funding Adjustments

Overview

This chapter will detail the use of the following TEAM-Web tools specific for an FTA user granted the necessary access: Query Formula Apportionment, View Formula Apportionment, Modify Formula Apportionment, Transfer Formula Apportionment, Create Formula Apportionment, Query Advice, Create Advice, View Advice, Modify/Authorize Advice, Delete Pending Advice, Advice Summary, Operating Budget Plans, Operating Budget Recoveries, Query Notification, View Notification, Authorized Notification, Funding Adjustment Level 1, and Funding Adjustment Level 2.

Funds Control

Formula Apportionment

Query Formula Apportionment

1. To access Formula Apportionment, first click on the 'plus' sign to the left of the words Funds Control (see Figure 1).
2. Formula Apportionment will expand below Funds Control.
3. Click on the words Formula Apportionment. The menu will again expand and the screen to the right will change to reveal a Formula Apportionment query box.
4. Enter your search criteria and hit enter, or click on 'Submit Query.'
5. If your query results in more than one record, then highlight that record by clicking on it.
6. Information will appear for that Apportionment in the details section below.

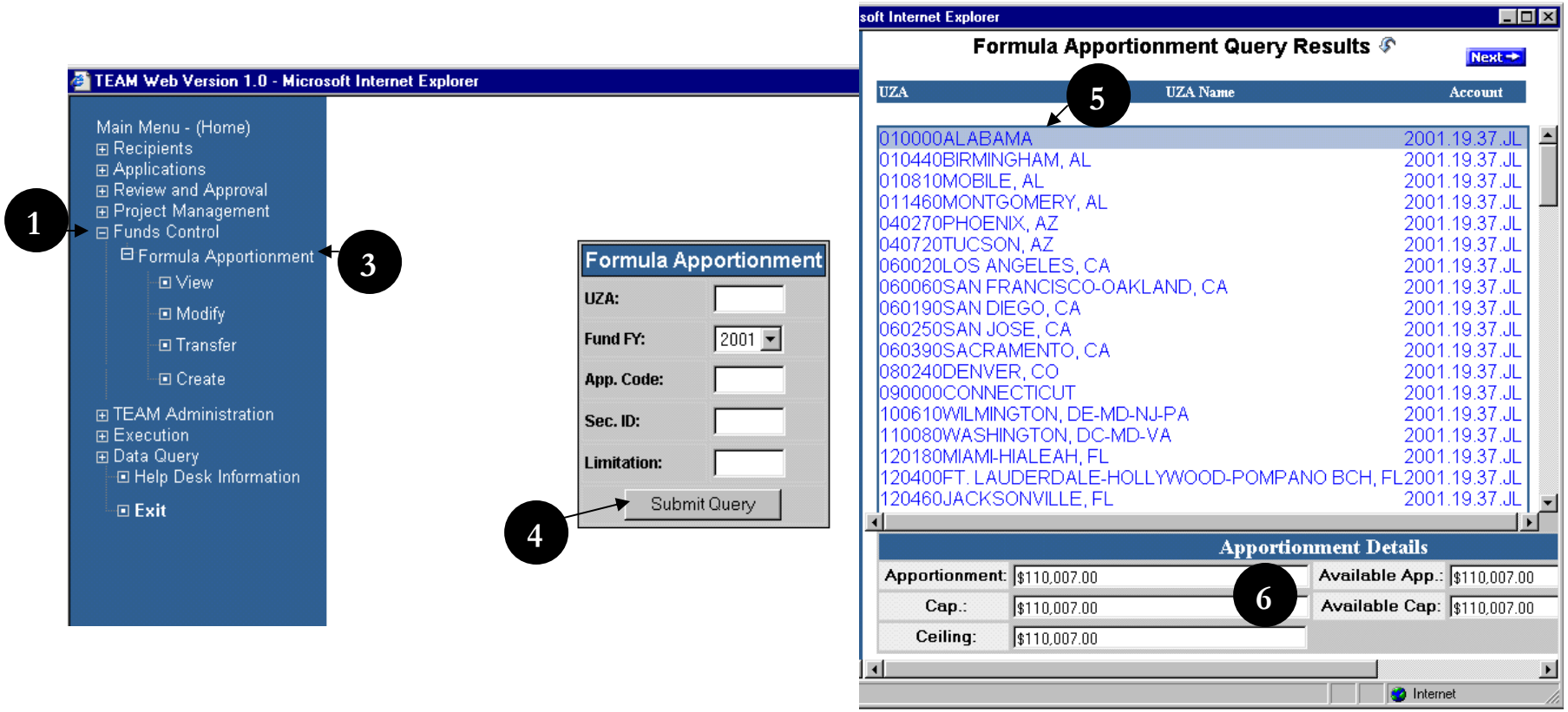


Figure 1

View Formula Apportionment

1. Click on the word View under Formula Apportionment in the main menu bar after highlighting an Apportionment.
2. The Inquiry tab provides read only information (see Figure 2).
3. The Audit Trail tab is read only as well, but the user has the ability to click on each of the individual updates to view the specific data for that update
4. You can hit OK or Cancel to exit the screen.

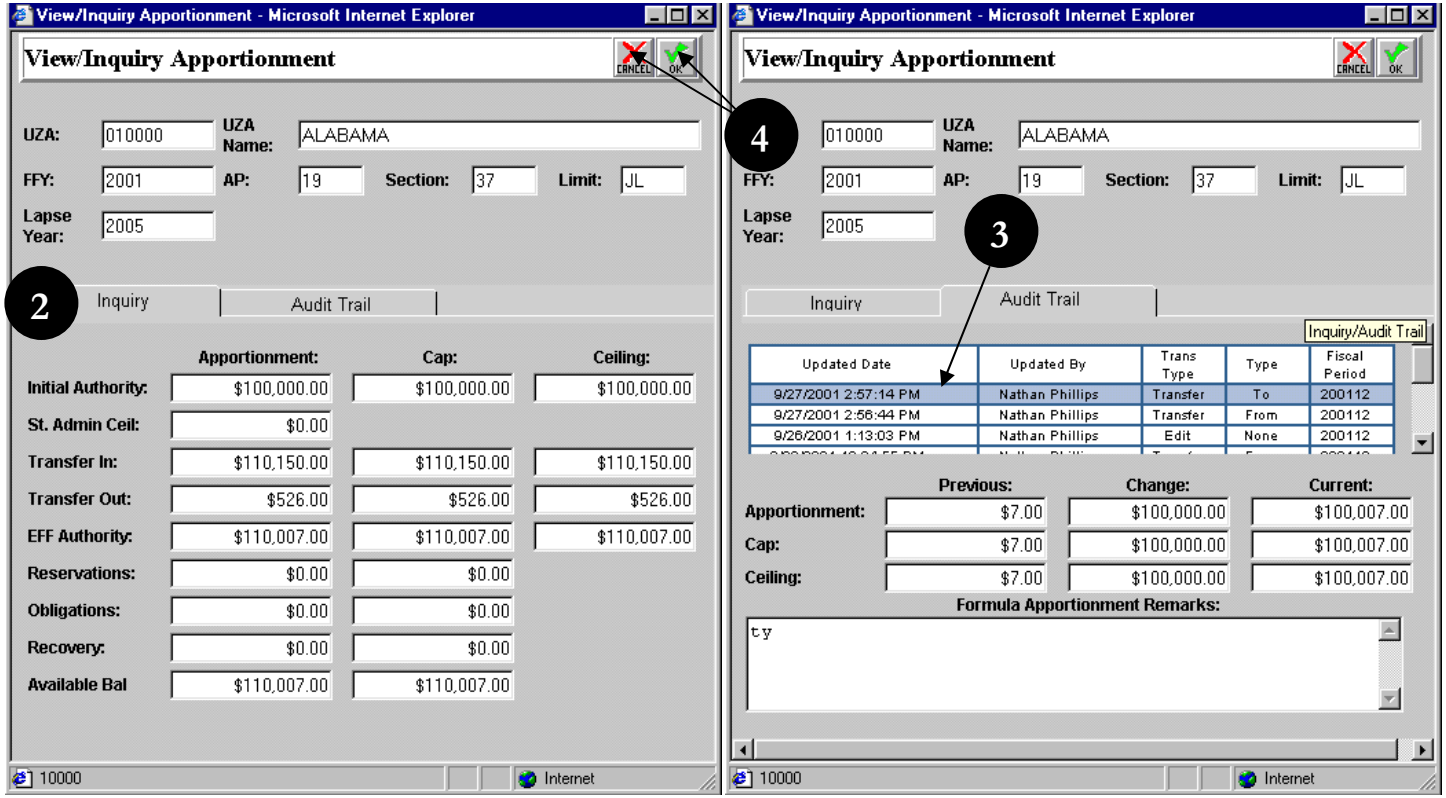


Figure 2

Modify Formula Apportionment

1. From the main menu click on Modify (see Figure 3).
2. A new window will open titled Modify Formula Apportionment.
3. The user can modify the Change and/or Current fields. Whichever they chose to modify, the other will automatically calculate the mathematical change.
4. Remarks may be entered in the text box at the bottom of the screen.
5. Click the save icon at any time to keep your current changes.
6. Click the OK button to save and close the screen.

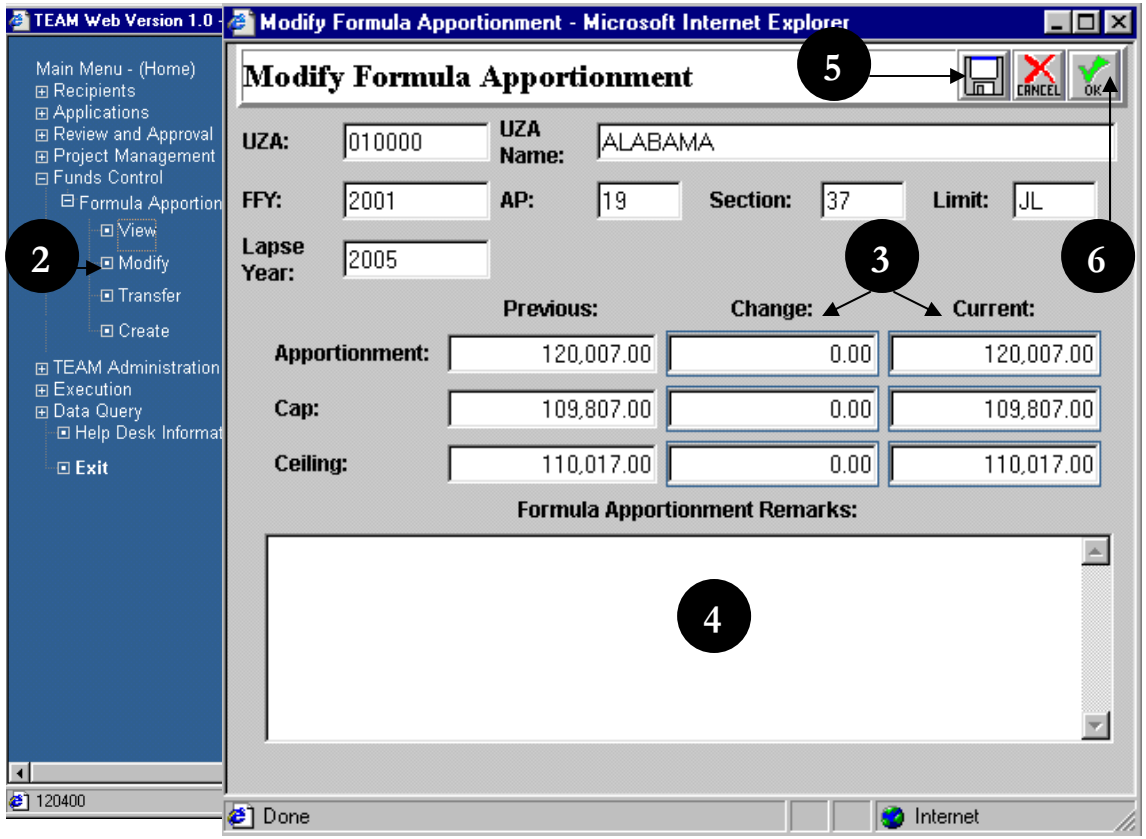


Figure 3

Transfer Formula Apportionment

1. Click on Transfer under Formula Apportionment in the main menu.
2. Data for the apportionment fields outlined in blue may be entered in manually, or you may click on the details magnifying glass to open a new window that allows you to select the account data (see Figure 4).
3. Select the radio button for the account and click OK.
4. The data will populate for you.
5. Enter the transfer amounts.
6. Add desired transfer remarks.
7. Click OK to save and exit.

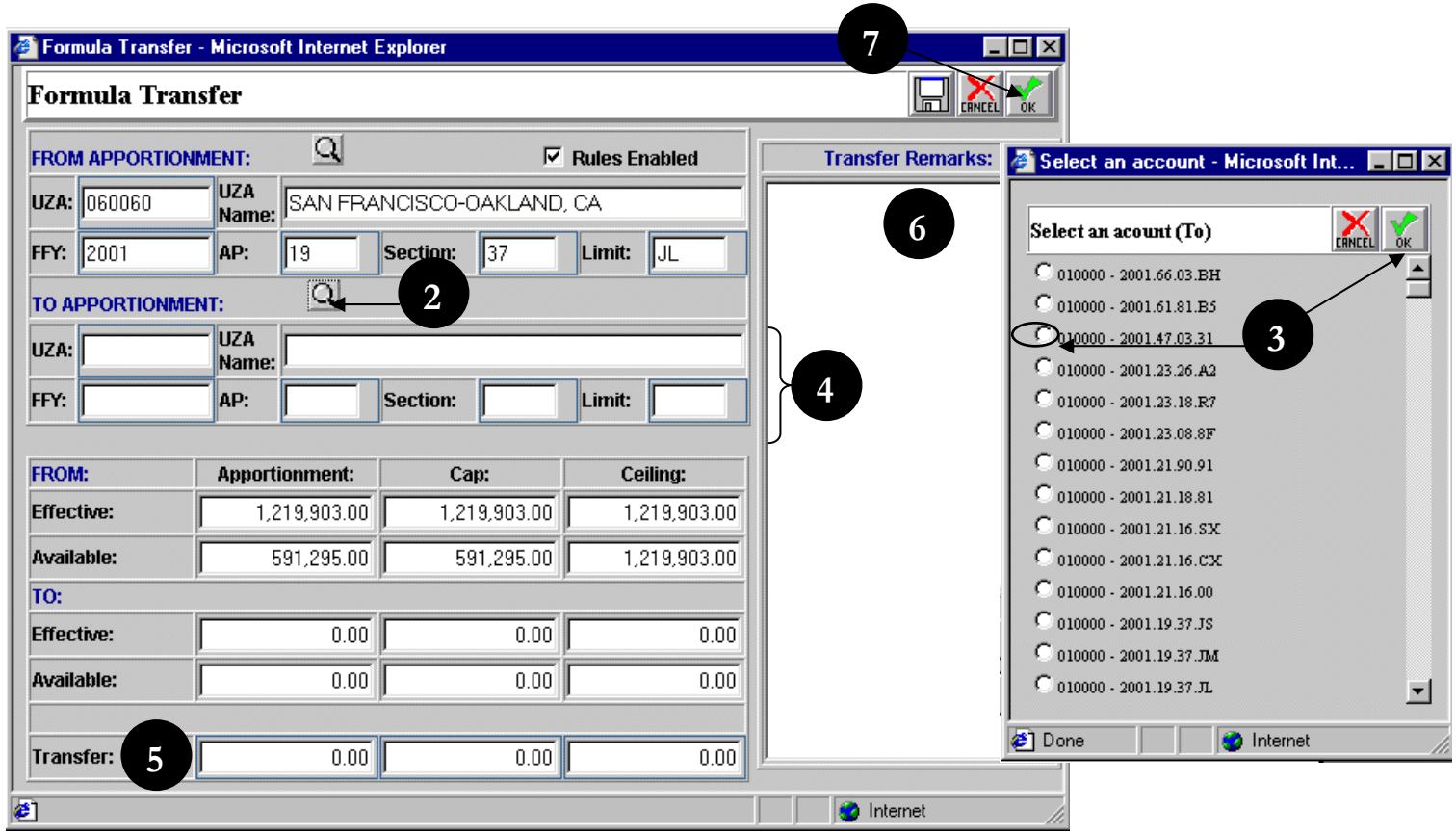


Figure 4

Note: Transfers across multiple regions is not permissible. Select TBP personnel may be able to see the "Rules Enabled" check box seen in Figure 4 – removing the check mark allows these select individuals to bypass the features many transfer rules (including transferring across regions).

Create Formula Apportionment

1. To create a Formula Apportionment, click on the word Create under Formula Apportionment in the main menu (see Figure 5).
2. You may enter in the UZA and account data manually or you can have it populated for you by clicking on the details magnifying glass and selecting an account from a list.

3. Enter the amounts in the change or current fields.
4. Add applicable remarks.
5. Click OK to save and close.

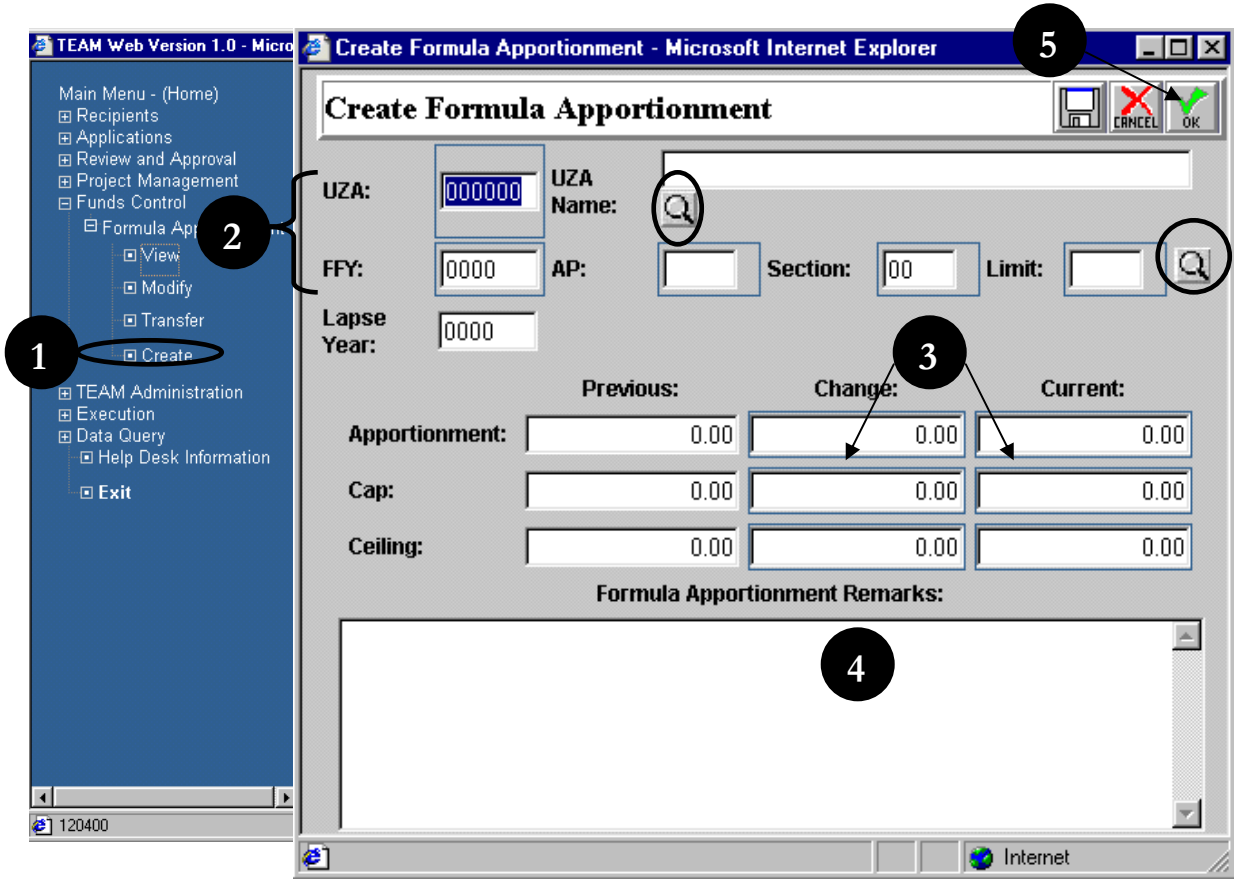


Figure 5

Advice Management

Query Advice

1. To access the Query Advice form, expand the ‘plus’ sign to the left of the words Funds Control and click on the words Advice Management (see Figure 6).
2. A query form will appear in the space to the right
3. Enter your search criteria and click on the Submit Query button
    a. FY = Fiscal Year
    b. Status = “Any,” “Authorized,” or “Pending”
    c. Type = the program type of the allotment (FG is Formula Grants for example)
    d. Crtl # = Control Number (specific ID for an advice)
    e. App Cd = Appropriation Code

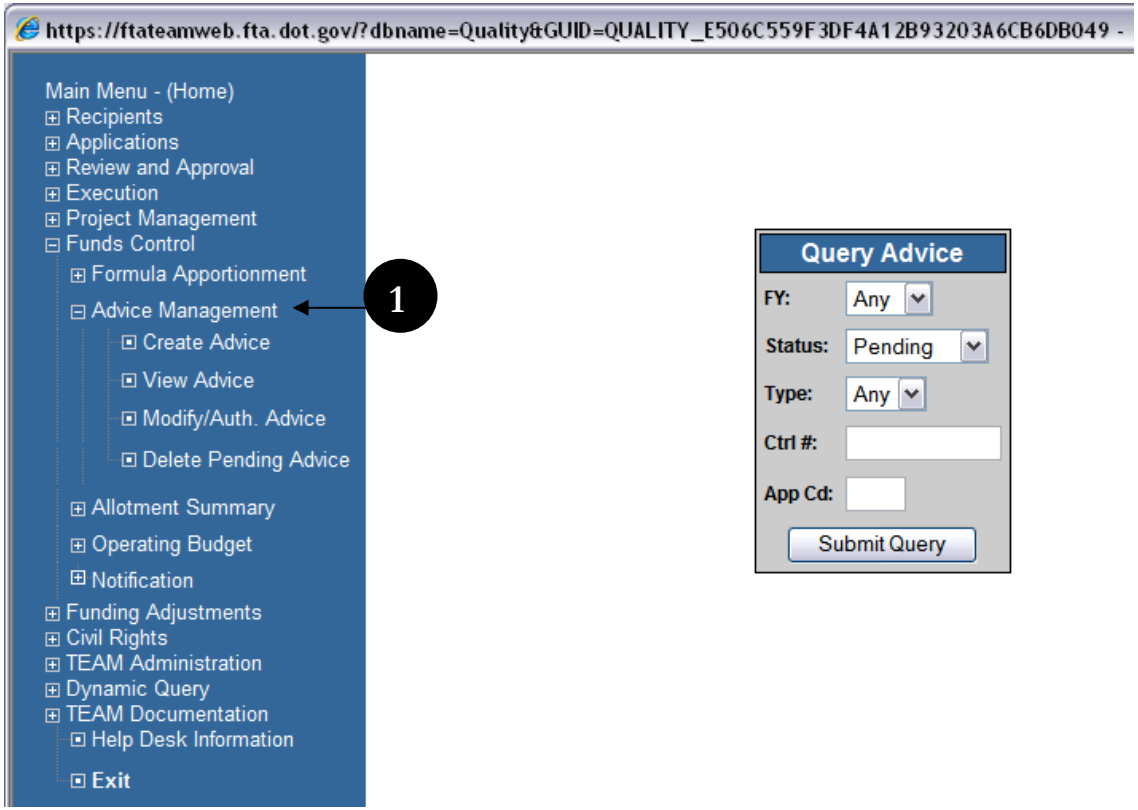


Figure 6

Create Advice

1. Select program type from the drop down menu list (see Figure 7).
2. Some fields like Control #, Status, and Version will be populated automatically.
3. Click on the magnifying glass symbol to select the appropriate Allotment Code (if the desire code already exists in the table, you may select it by simply clicking on the allotment code line and it will highlight blue).
4. Fill in the required fields including Advice remarks (Note: only current or future quarters may have values entered, and only the Change and Current columns are modifiable).
5. When done click OK to save.

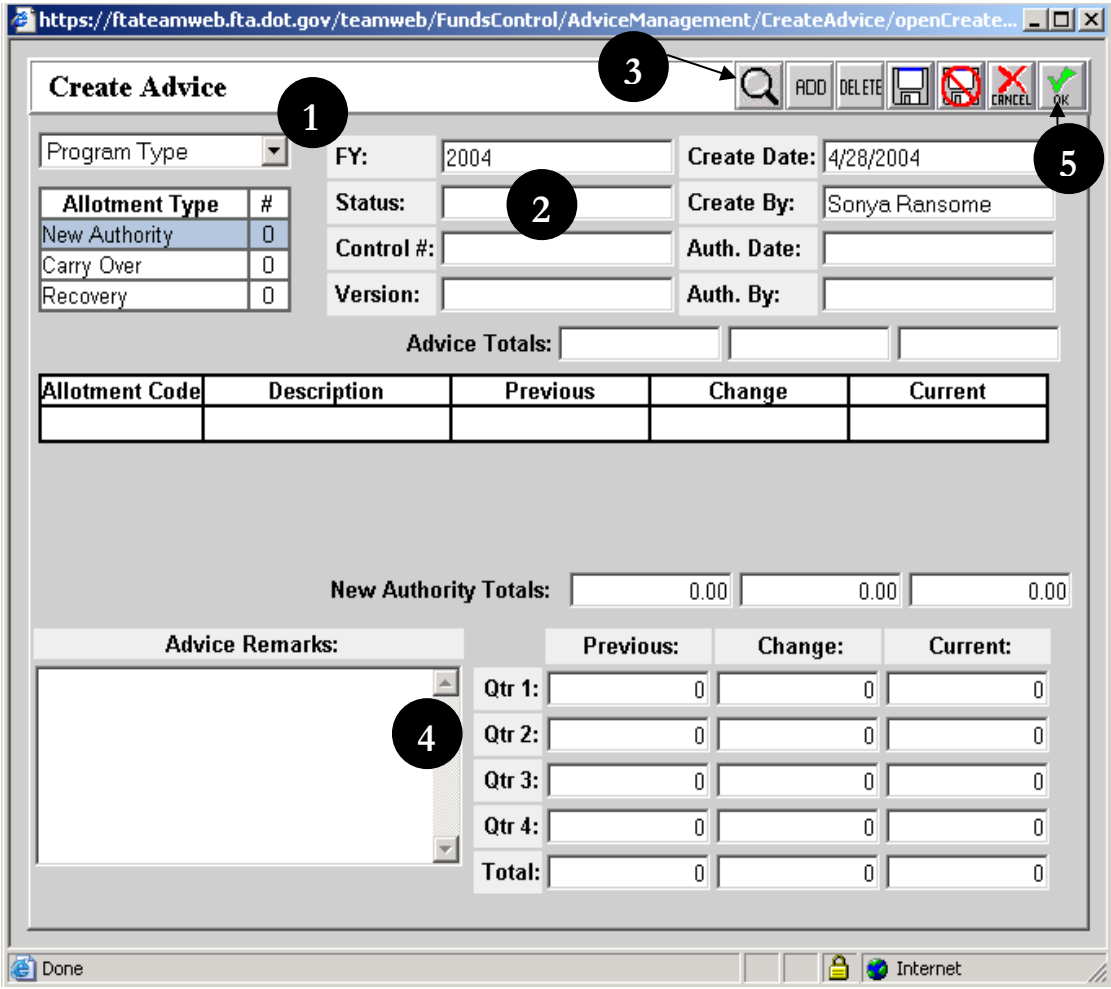


Figure 7

View Advice

1. Click on the Advice Management menu option. Query the advice (see Figure 8).
2. Highlight the query you want to view.
3. Click on View Advice in menu option
4. Read-only screens with Advice details will popup.

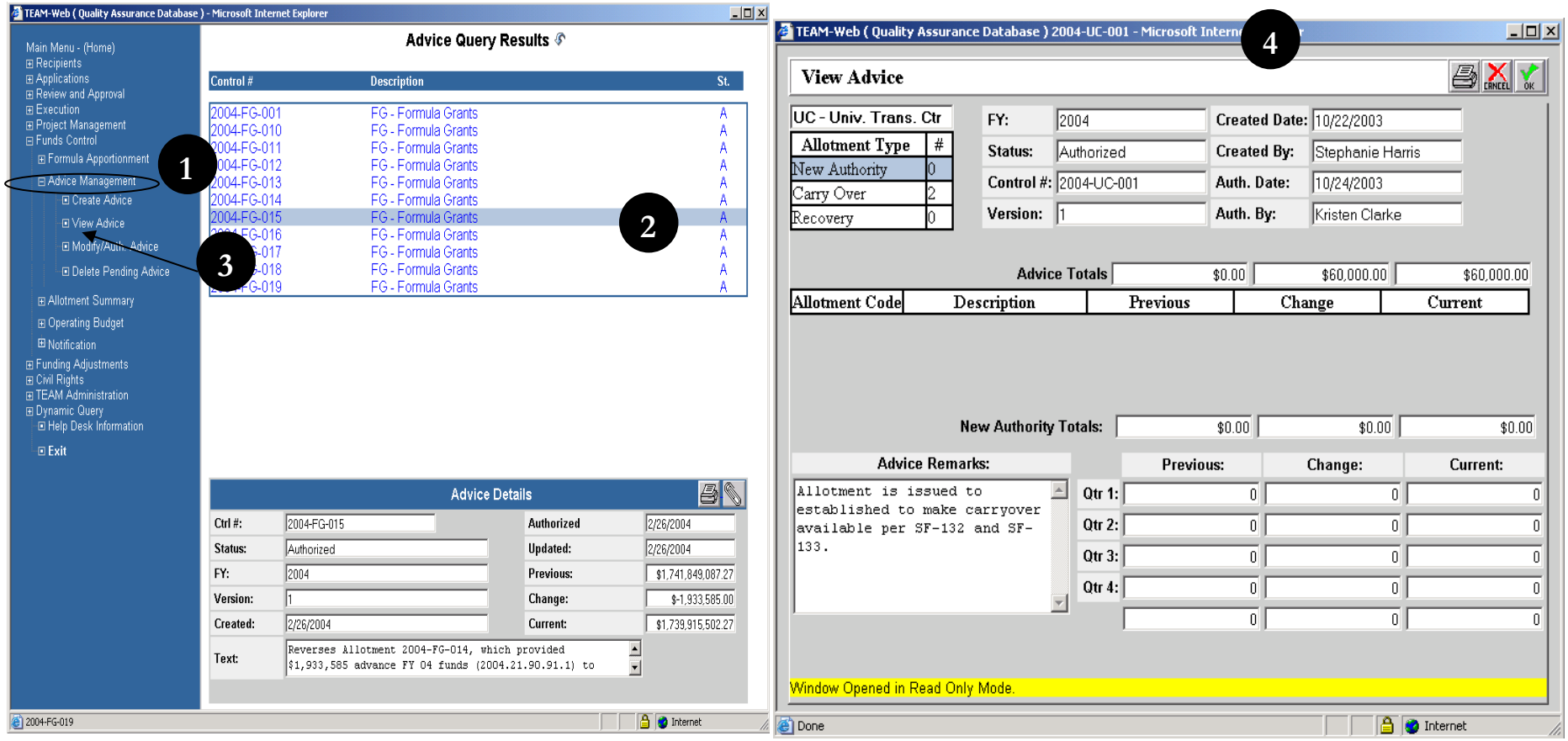


Figure 8

Modify/Authorize Advice

1. Run a Query if necessary and select the Advice you want to Modify or Authorize.
2. Click on Modify/Auth. sub-menu under Advice management on left hand side.
3. To modify, make necessary changes in the Advise and click on OK button to save (see Figure 9).
4. To Authorize Click on the signature button
5. A new screen will pop-up.
6. Type in your PIN and click on button Execute.

7. The Advice will be authorized

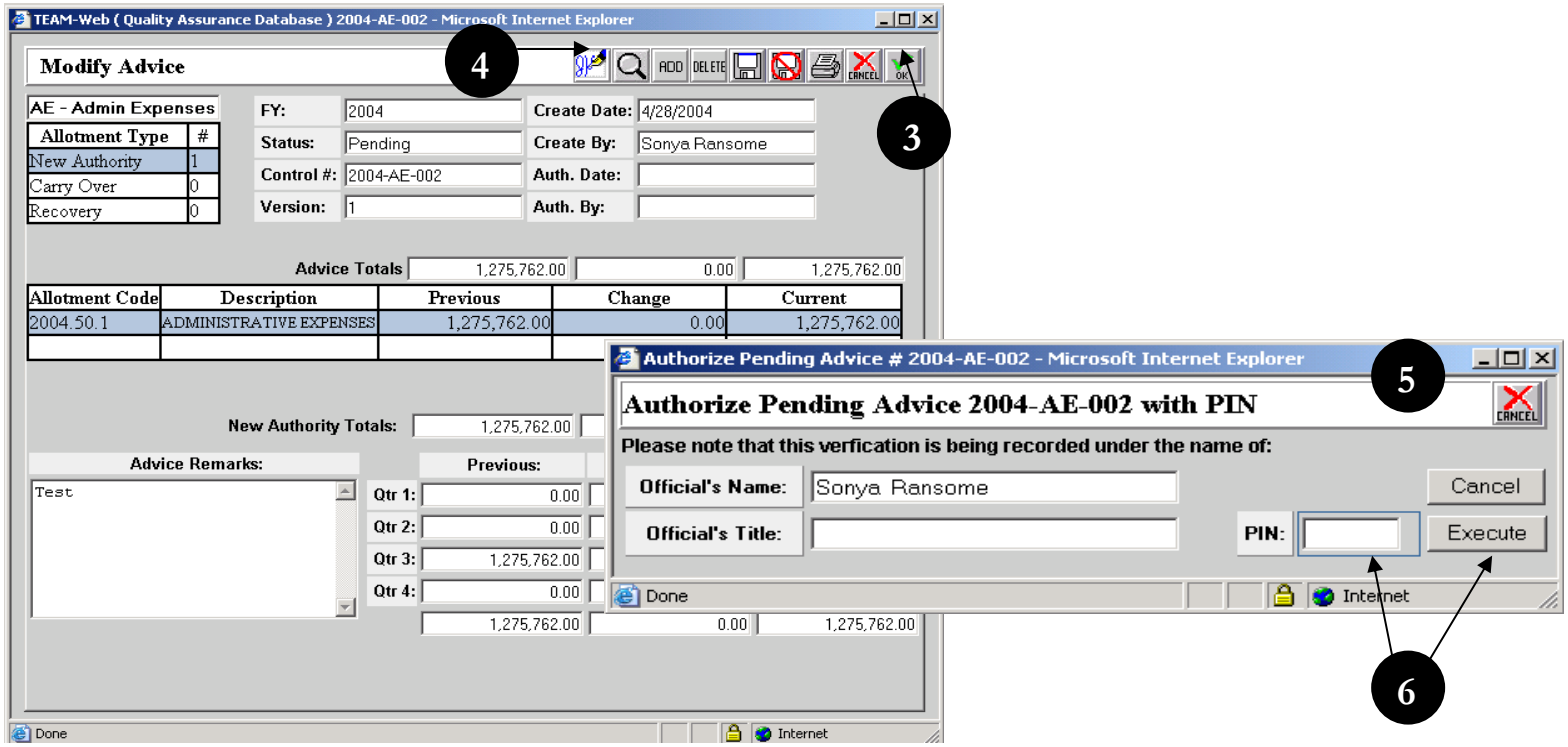


Figure 9

Delete Pending Advice

1. Query and select the pending advice you want to delete.
2. Click on the Delete Pending Advice option.
3. In the new screen click on the trash can symbol (see Figure 10).
4. The pending advice will be deleted.

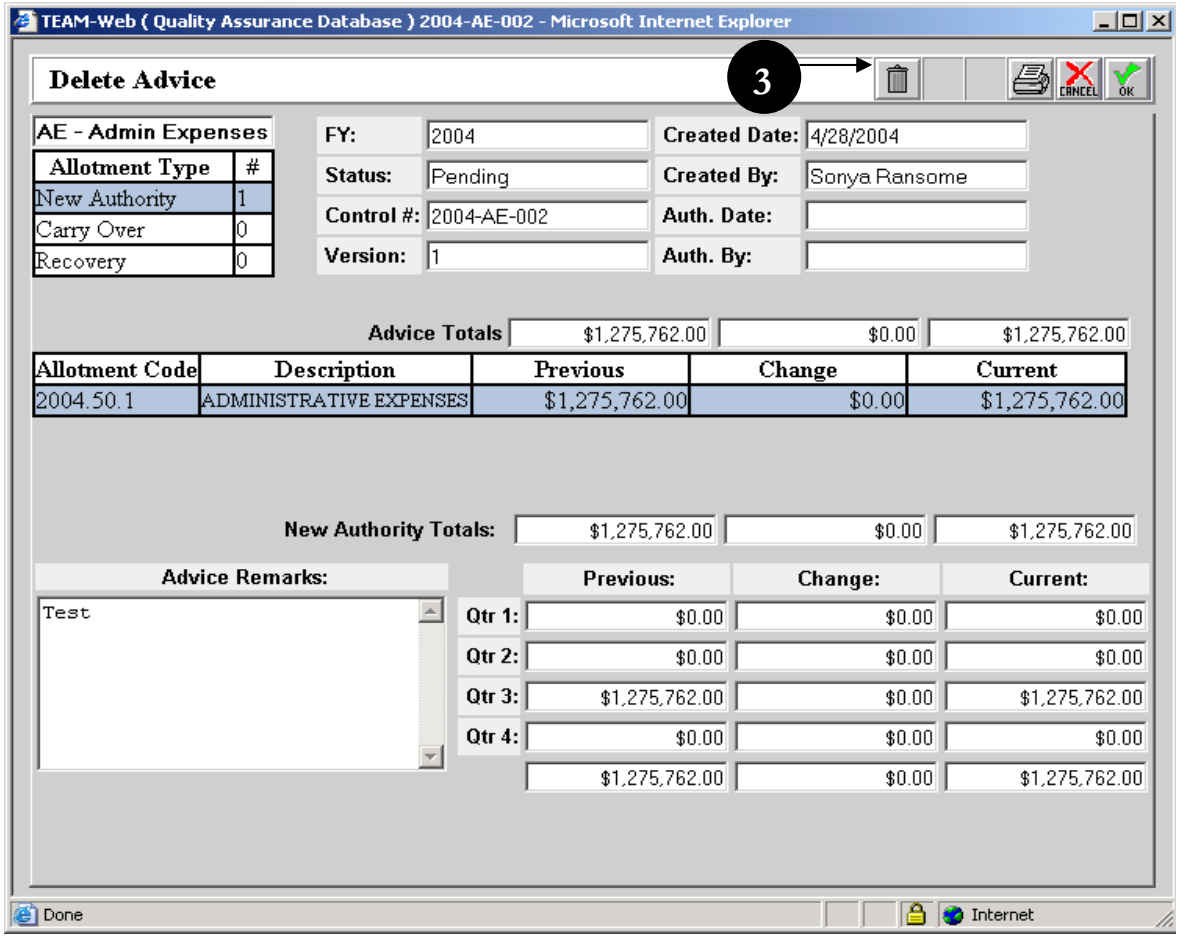


Figure 10

Allotment Summary

To access the Allotment Summary feature, click on the words Allotment Summary in the Navigational Menu and a Query screen will appear (see Figure 11). Enter and submit your search criteria using this form.

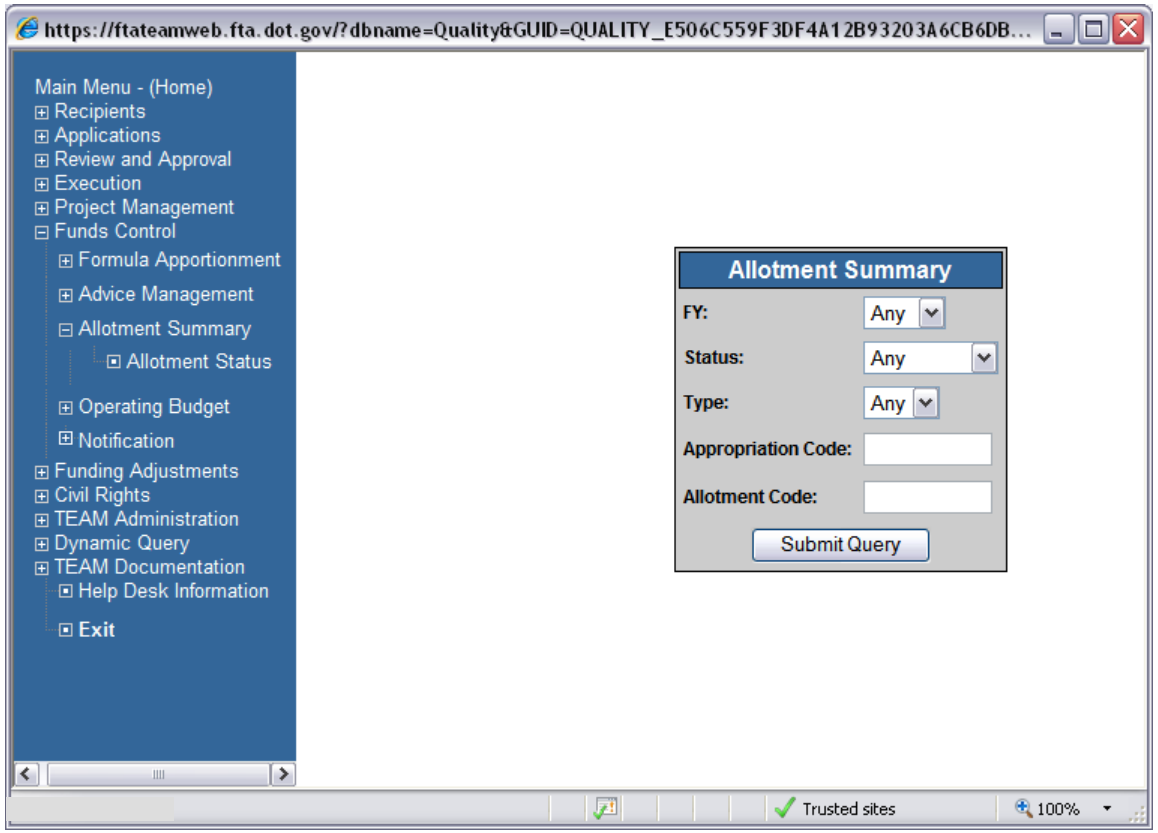


Figure 11

Operating Budget Tab

1. Select the Allotment you would like to review the status of and click on Allotment Status in the Navigational Menu.
2. The read-only Allotment Status form will open and default to the Operating Budget tab (see the left side of Figure 12), which shows Allotment values by account class code.

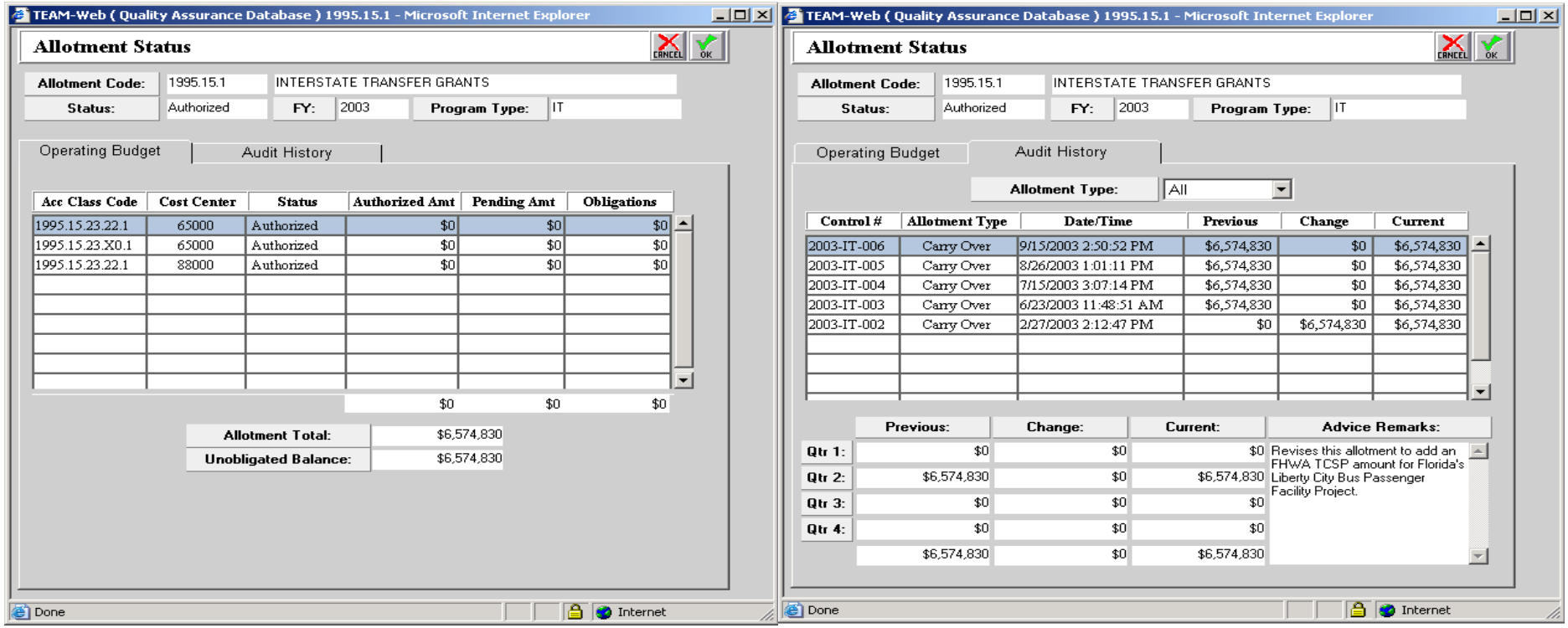


Figure 12

Audit History Tab

The Audit History tab shows the historical detail of allotments by their Control Number (see the right side of Figure 12)

Operating Budget Plans

Expand the submenu under Operating Budget by clicking on the plus sign to the left of the words (there is no query feature here). Click on the word Plans to open the Operating Budget Plans Feature. Note: funds must be available from an approved New Authority or Carry Over Allotment in order to create a Pending Plan.

Update Plans Tab

1. Select Cost Center and Section for the plan (see Figure 13).

2. Click on the magnifying glass button to populate the account class code field with the accounts desired (Note: existing accounts can have values modified by simply clicking on the record line in the table).
3. Add the budget Current or Change values as needed, record an Operating Budget Remark, and Click on OK to save a Pending Budget Plan

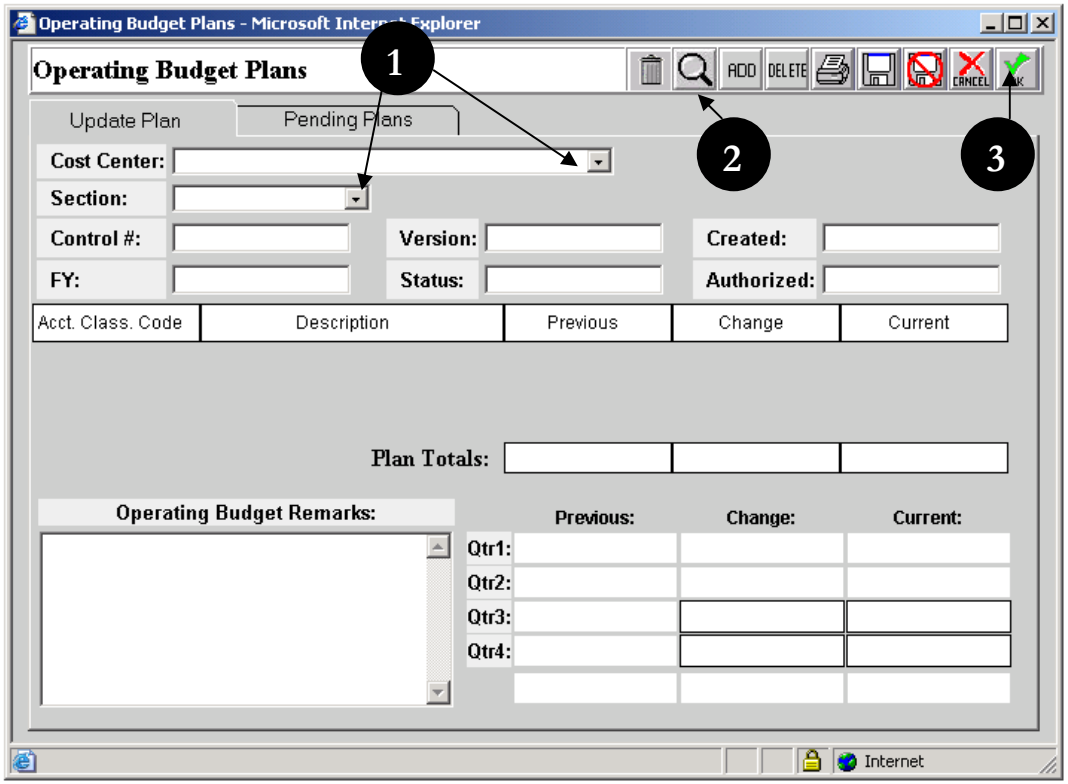


Figure 13

Pending Plans Tab

4. To View or Modify a Pending Plan, open the Operating Budget Plans Feature by clicking on Plans in the Navigational Menu.
5. When the screen opens, click on the Pending Plans tab (see Figure 14).
6. A list of pending plans will come up. Highlight the plan you want to update by clicking on it.
7. Now click on the Update plan Tab.

8. Make the necessary changes and click OK to save the updates to your Pending Plan.

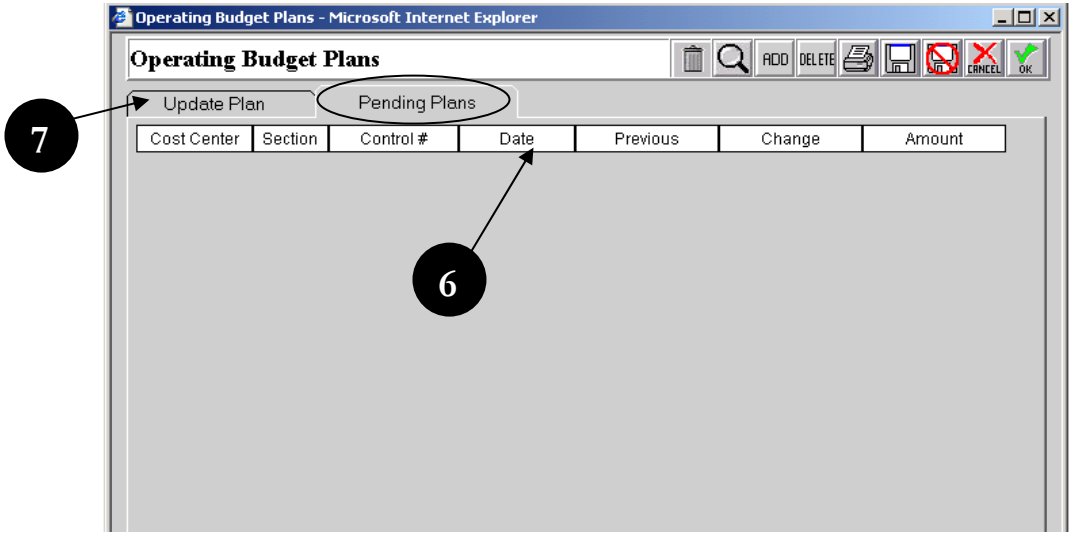


Figure 14

Operating Budget Recovery

Click on Recoveries in the Navigational Menu to access the Operating Budget Recoveries feature. Note: funds from an approved Recovery Advice must be available in order to create a Pending Recovery.

Update Recovery Tab

1. To create a new Recovery, select the appropriate Cost Center and Section ID (see Figure 15).
2. Select an Account Class Code (using the magnifying glass or manually with the "Add" button) and the corresponding Holding Pot (Note: these actions can be reversed if you would like to see what Holding Pots are available for the selected Cost Center and Section ID combination entered.
3. Enter your Recovery Amount (it may not go over the Holding Pot value or the Recovery Allotment amount)
4. Enter in your Recovery Remarks.
5. Click OK to save the Pending Recovery.

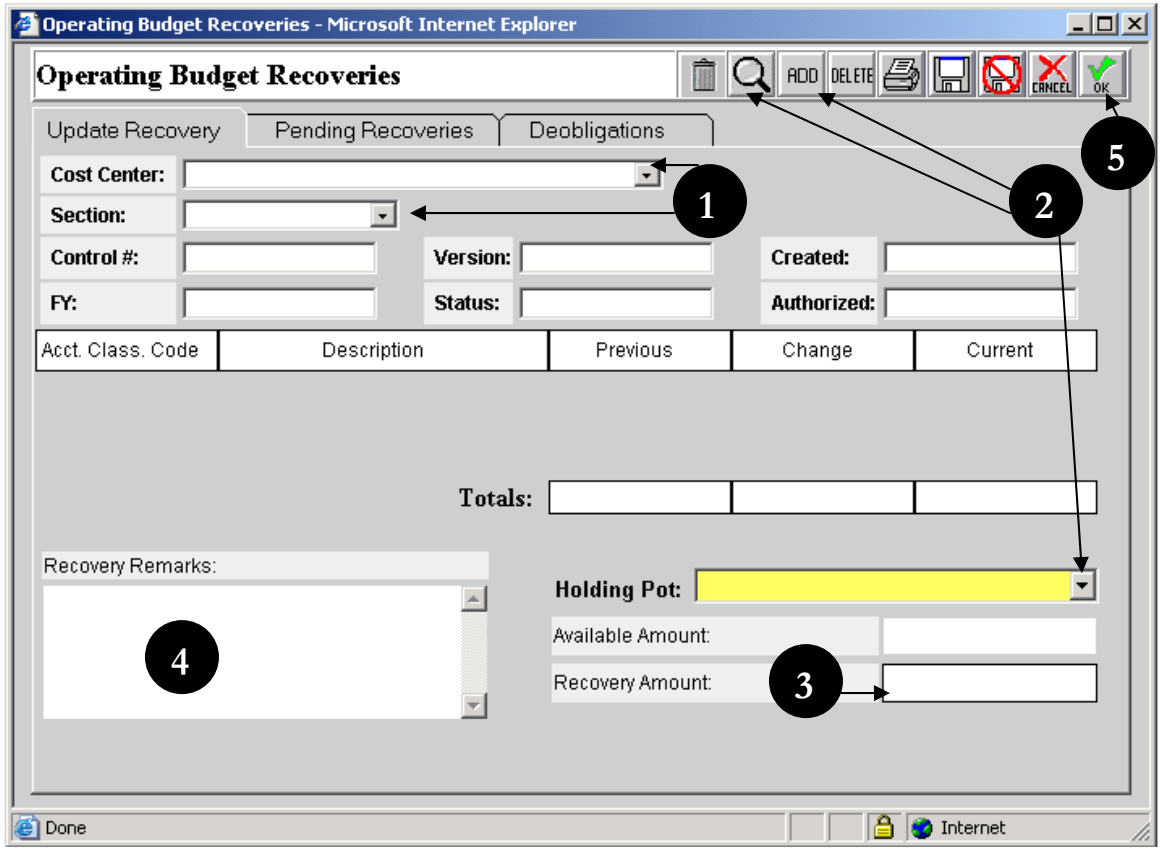


Figure 15

Pending Recoveries Tab

6. To update any pending recovery click on the Pending Recovery tab (see Figure 16).
7. It will show all the pending recoveries (if any).
8. Highlight one you want to update.
9. Then click on Update Recovery Tab.
10. Update the required fields and Click OK to save your Pending Recovery.

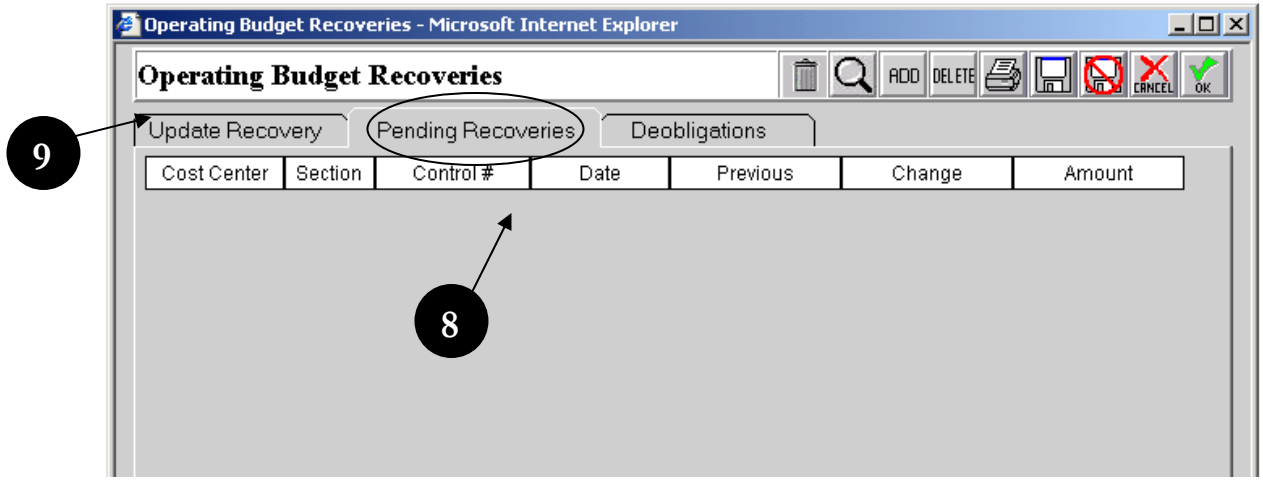


Figure 16

Deobligations Tab

11. The deobligation tab shows all the deobligations from the past years (see Figure 17).
12. Select one of the options from drop down menu VIEW and Fiscal year.

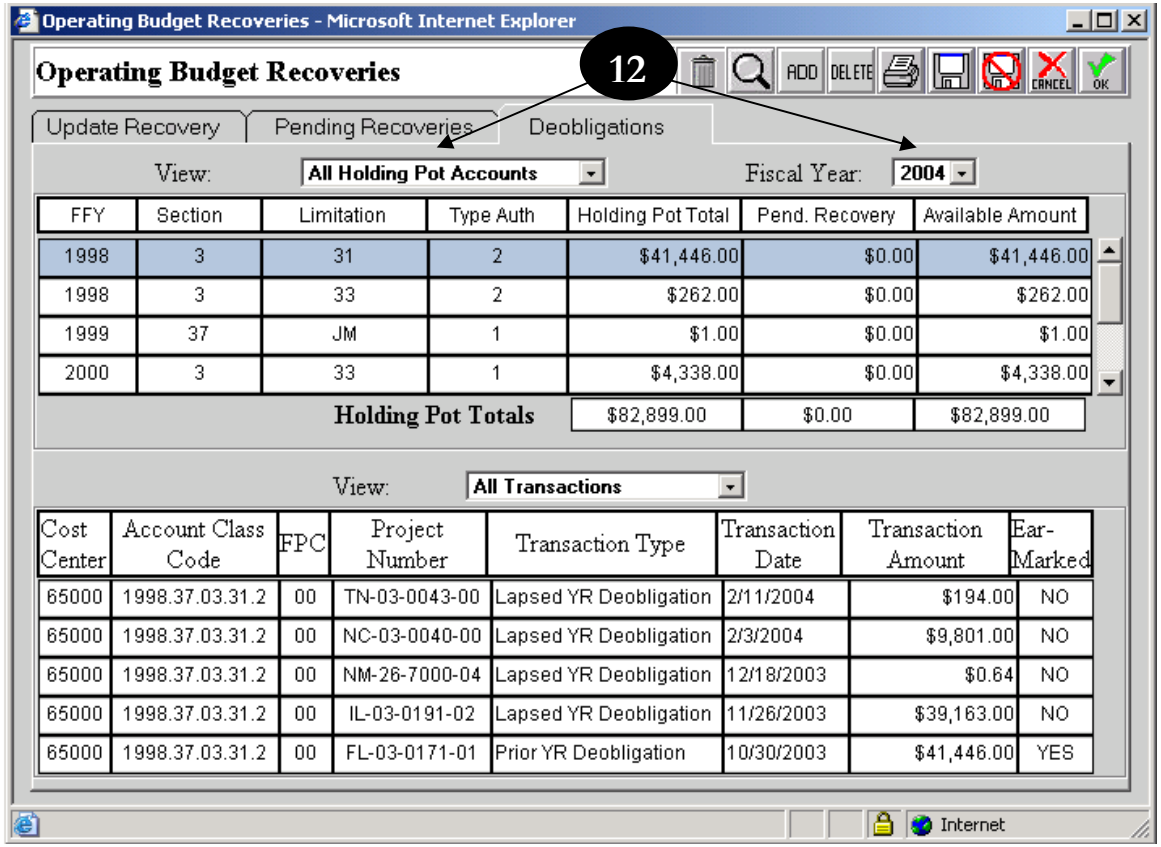


Figure 17

Notification

Query Notification

1. Click on the word Notification to expand the submenu items View Notification and Authorize Notification, as well as to enable the Query Notification Form (see Figure 18).
2. Enter your search criterion and click on Submit Query. Note: You may on select one "Type" to query at a time (e.g. Plan)
3. Your query results will replace the query form to the right of your screen

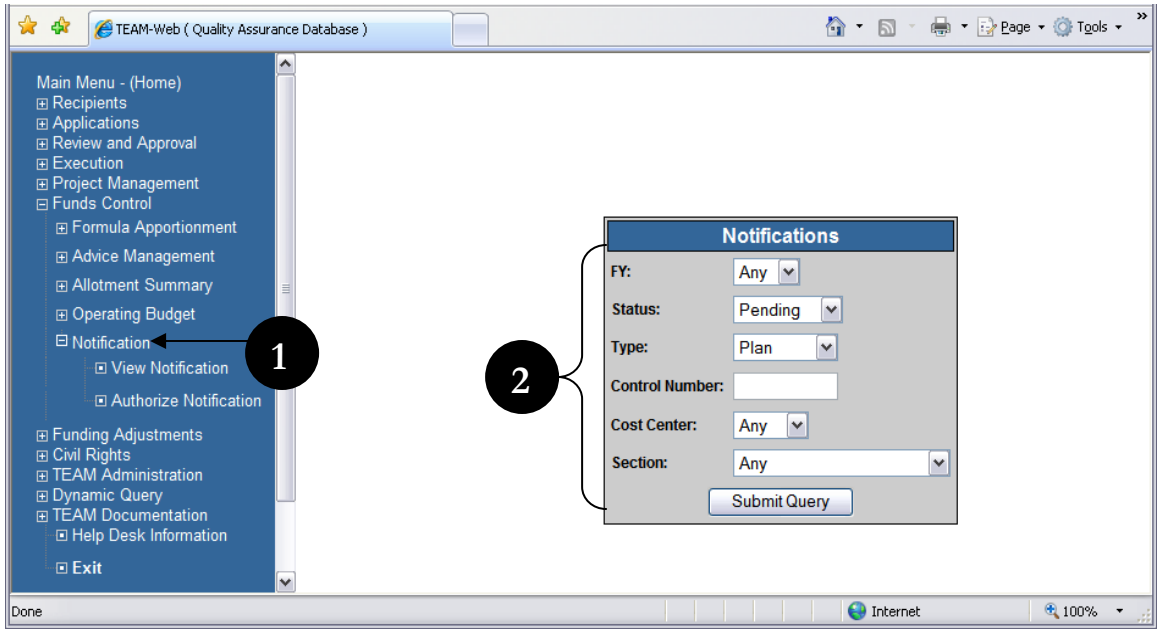


Figure 18

View Notification

1. Highlight the one specific notification from the query result.
2. Click on View Notification on the menu bar.
3. A new window with all details of notification will pop up (see Figure 19)

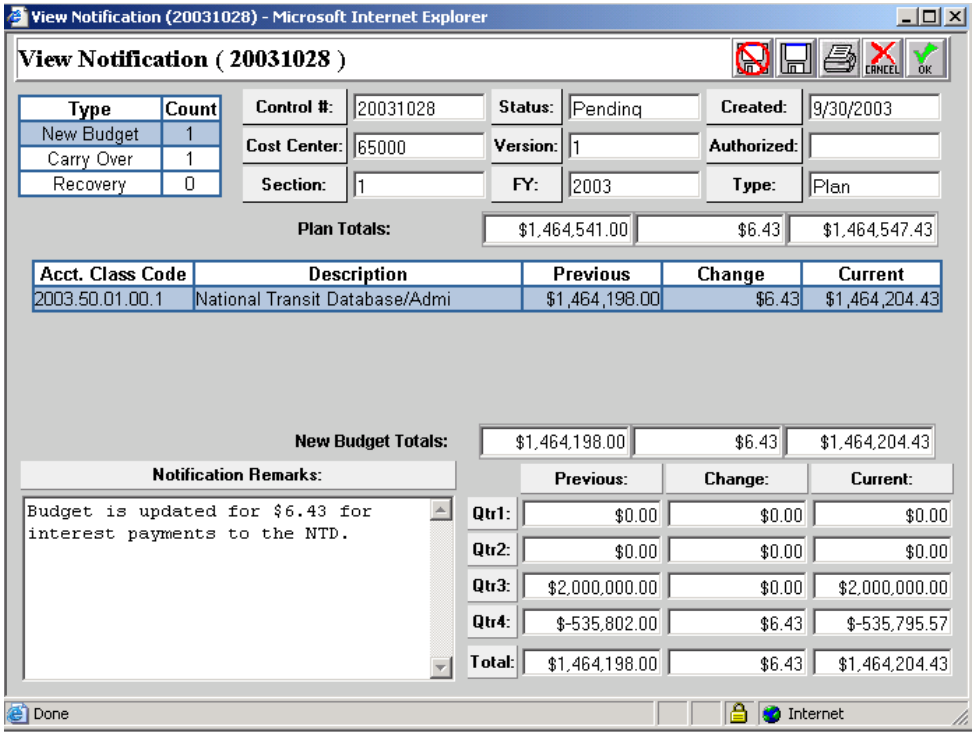


Figure 19

Authorize Notification

1. To authorize notification, query the notification (if necessary), then choose Authorize Notification from the Navigational Menu. See Figure 20 for an illustration.
2. Click on the Authorize (signature) button.
3. A new window will pop up asking for your PIN.
4. Type in your PIN and Click Authorize.
5. The Notification is now authorized

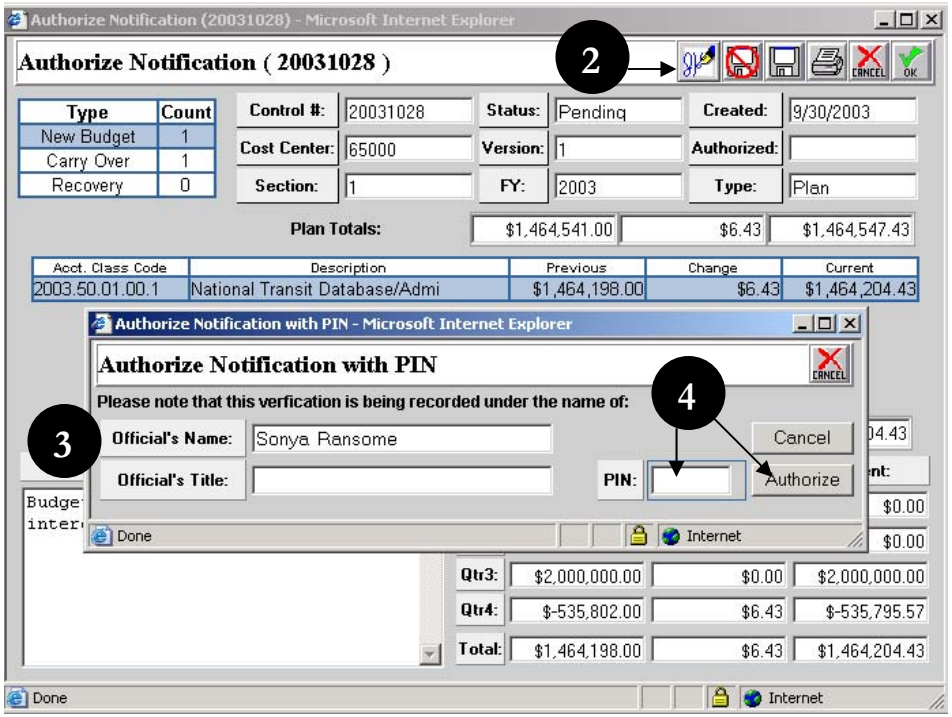


Figure 20

Funding Adjustments

Funding Adjustment Level 1

1. Level 1 Funding adjustments are for making a reversal to obligations that made the same day the reversal is attempted to a project that is not yet executed. You may click on the words Funding Adjustments to query for your application if necessary, or just click on the 'plus' sign to the left of the words Funding Adjustments to expand the submenu.
2. With your application selected, click on Level 1 under the Funding Adjustments menu (see Figure 21)

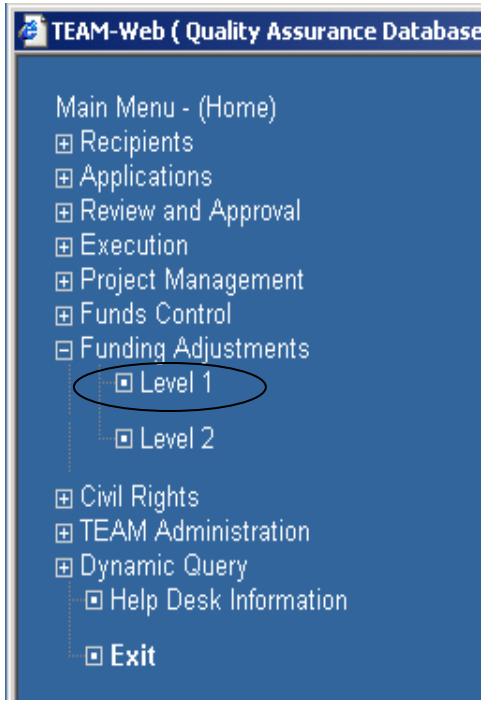


Figure 21

3. On the screen REVERSE Obligation, the user will first see the Summary tab, which shows general details of the project and has the Approve Reversal button (see Figure 22).
4. The Obligations tab shows details of the award
5. To change the obligations click on the Approve Reversal button.
6. You will get a prompt confirming if you want to make changes. Click OK.
7. The Obligation is now reversed.

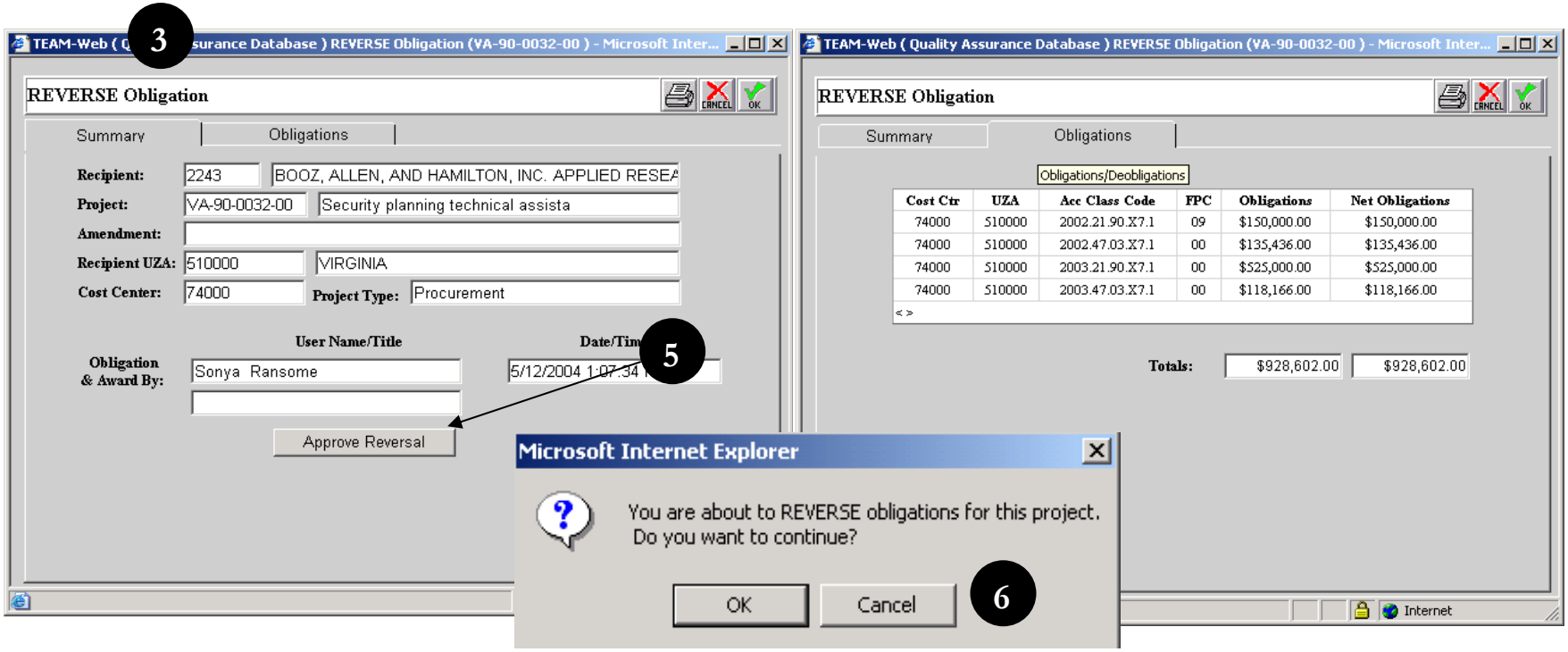
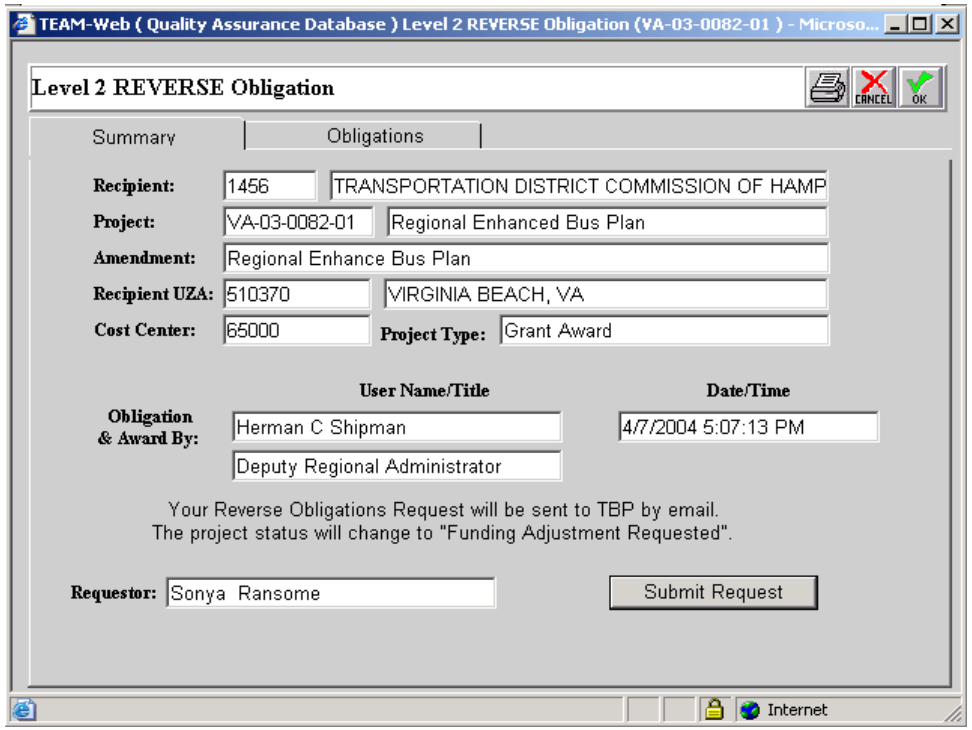


Figure 22

Funding Adjustment Level 2

1. Level 2 Funding adjustments are for making a reversal to obligations, which are not executed yet and are from the current fiscal year only (but past the same day of the obligation).
2. To make level 2 reversals, click on Funding Adjustments and the query the application, which needs to be reversed.
3. Click on the Level 2 option under Funding Adjustment (as seen in Figure 21)
4. The screen defaults to the Summary tab with general project and obligation information shown as well as the Submit Request button (see Figure 23). The Obligations tab can be reviewed as it is in the Funding Adjustment Level 1 feature to see the details of the obligation authorized by FTA.
5. Click on the submit request button.
6. The request will be submitted to TBP through email.


TEAM-Web (Quality Assurance Database) Level 2 REVERSE Obligation (VA-03-0082-01) - Microso...
Level 2 REVERSE Obligation
CANCEL
OK
Summary
Obligations
Recipient:
1456
TRANSPORTATION DISTRICT COMMISSION OF HAMP
Project:
VA-03-0082-01
Regional Enhanced Bus Plan
Amendment:
Regional Enhance Bus Plan
Recipient UZA:
510370
VIRGINIA BEACH, VA
Cost Center:
65000
Project Type:
Grant Award
User Name/Title
Date/Time
Obligation & Award By:
Herman C Shipman
4/7/2004 5:07:13 PM
Deputy Regional Administrator
Your Reverse Obligations Request will be sent to TBP by email.
The project status will change to "Funding Adjustment Requested".
Requestor:
Sonya Ransome
Submit Request
Internet

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