

Chapter 7 Responsibility Center Maintenance Window

Overview

Use this window to view, add, modify, and delete information on responsibility centers (RCs). You can also change the currently active RC for the FASTDATA session by selecting a different RC from the Responsibility Center Maintenance window **RC's** list. When you select a different RC, note that the active RC displayed in the lower right of the status bar will change to the RC ID you select. Access to the Responsibility Center Maintenance window is defined on the FA User Maintenance window; users can have **No Access**, **Update**, or **Display-Only** access to the Responsibility Center Maintenance window. To add, modify, and delete RCs, users must have FA User Maintenance window **Funds Update** access.

You also can add, duplicate, and delete RCs from the FA Maintenance window **Responsibility Centers** tab. You cannot modify RCs from the FA Maintenance window, nor can you change the active RC for the FASTDATA session. Refer to Chapter 5 for a discussion of the RC options you can perform from the FA Maintenance window. The steps for adding, duplicating, and deleting RCs are similar from either window.

To open the Responsibility Center Maintenance window, select **Responsibility Centers** from the **Funds** submenu of the **Process** menu or select the **Responsibility Centers** toolbar button.

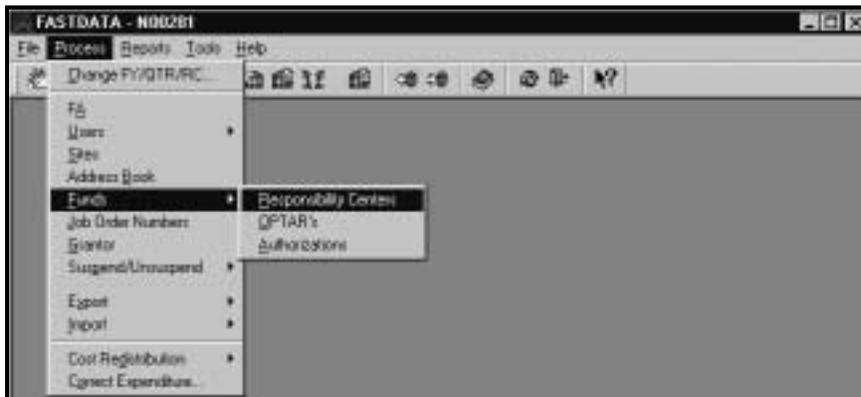


Figure 7.1
Opening the
Responsibility Center
Maintenance Window

The Responsibility Center Maintenance window will open, displaying data for the current fiscal year, quarter, and RC.

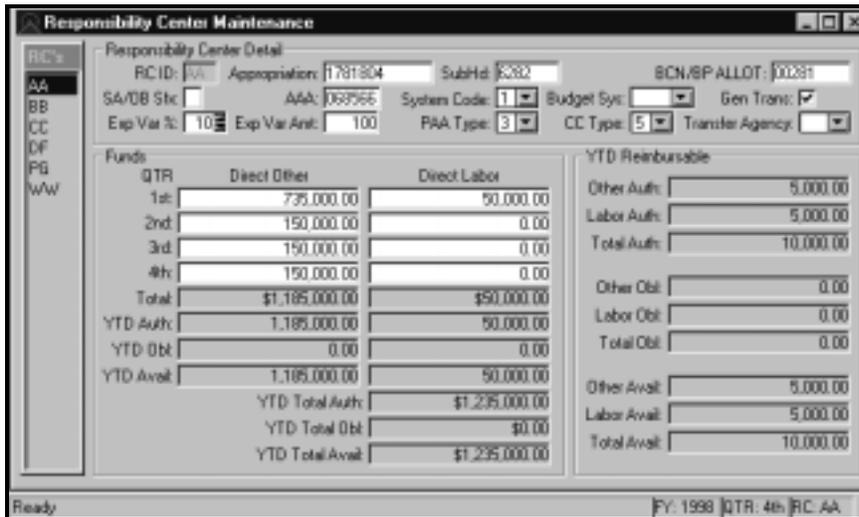


Figure 7.2
Responsibility Center
Maintenance Window

Restrictions

- Only users with a FA User Maintenance window **Funds Update** access level can add, update, and delete RC data on the Responsibility Center Maintenance window.
- A FA User Maintenance window **Funds** access level of **Display-Only** limits users to view-only access to the Responsibility Center Maintenance window.
- A FA User Maintenance window **Funds** access level of **No Access** prevents a user from accessing the Responsibility Center Maintenance window.

• **Responsibility Center Maintenance Window Objects**

RC's

Lists the RCs available in the current FA and fiscal year.

RC ID

Contains the two-character ID for the selected RC.

Appropriation

Appropriation is an alphanumeric, seven-position code identifying funds authorized by Congress for incurring obligations and disbursements for specific purposes. The first two digits (the Gaining/Using Agency) identify the governmental department to whom the funds being specified are appropriated or the department responsible for administering the funds. The next position identifies the fiscal year in which the funds became available for obligation, and the last four positions (Appropriation Symbol) identify the appropriation fund. When modifying an RC, you can change the **Appropriation**.

SubHd

Subhead is a four-position code identifying the charges and credits of the first division level below the appropriation. When modifying an RC, you can change the **SubHd**.

BCN/BP ALLOT

The Bureau Control Number can be the actual BCN, which is the five-position alphanumeric UIC of the activity receiving the funds; it also can be the two-position budget project (BP) code plus the three-position allotment (ALLOT) code. When modifying an RC, you can change the **BCN/BP ALLOT**.

SA/OB Sfx

The one-character code identifying the subdivision of an allotment (SA) or a further breakdown of the Bureau Control Number for the operating budget suffix (OB Sfx). When modifying an RC, you can change the **SA/OB Sfx**.

AAA

The Authorization Accounting Activity UIC identifies the five-position unit identification code (UIC) of an activity designated to perform accounting services for another activity. The AAA UIC code is preceded by a **0** (zero). When modifying an RC, you can change the **AAA**.

System Code

Identifies the type of accounting functions with the type of accounting being performed. When modifying an RC, you can change the **System Code**. Valid values include the following codes:

Code	Accounting Type
1	RMS operations (OM&N and DBOF funding)
2	Allotment accounting operations
4	RPN accounting

Budget Sys

Indicates whether the FASTDATA installation interfaces with BUD, the Naval Reserve budget system. When modifying an RC, you can change the budget system.

Gen Trans

The Generate Transaction check box indicates whether accounting transactions received from the site are sent to the official accounting system by FASTDATA processes. If checked, FASTDATA will generate accounting transactions for upload to the official accounting system. If unchecked, indicates a Direct Fund cite, which results when an OB holder officially requests another OB holder to create accounting transactions citing the first OB holder's line of accounting. The Direct Fund cite accounting transactions are not generated for upload to the official accounting system. They are printed on a report forwarded to the OB holder making the request. When modifying an RC, you can change the **Gen Trans** check box.

Exp Var %

The Expenditure Variance Percent indicates the acceptable percentage by which an expenditure can exceed the obligated or accounts payable amount. Expenditures meeting or exceeding the acceptable variance are documented in a report at the site. When modifying an RC, you can change the **Exp Var %**.

Exp Var Amt

The Expenditure Variance Amount indicates the acceptable amount by which an expenditure can exceed the obligated or accounts payable amount. Expenditures meeting or exceeding the acceptable amount are documented in a report at the site. This amount is used for reporting exceptions in the expenditure process. When modifying an RC, you can change the **Exp Var Amt**.

PAA Type

The drop-down list contains valid values for the Property Accounting Activity Type code used to configure the PAA field (in the line of accounting on printed documents) to conform to the policy of various OPLOCs (operating locations). When modifying an RC, you can change the **PAA Type**. Valid values include the following codes:

Code	Indicates
1	FAADCLANT NC2275: Last six positions of standard document number (SDN) All others: Last five positions of the job order number (JON) plus expense element (EE)
2	NETFIPC All: 0-filled
3	NRFCWASH/NRFCGL/STARS All: Last six positions of the SDN
4	RESFIPC NC2275: 0-filled All others: Last six positions of the JON
5	FAADCPAC All: Last six positions of the JON

CC Type

The drop-down list contains valid values for the Cost Code (CC) Type, which is used to configure the Cost Code field (in the line of accounting on printed documents) to conform to the policy of various OPLOCs. When modifying an RC, you can change the **Cost Code Type**. Valid values include the following codes:

Code	Indicates
1	FAADCLANT/FAADCPAC NC2275: 0 plus 11-position JON All others: FP/PP plus the last eight positions of SDN plus 00
2	NETFIPC All: 0 plus 11-position JON
3	NRFCWASH/NRFCGL All: 0 plus 11-position JON
4	RESFIPC NC2275: 0 plus 11-position JON All others: FP/PP plus the last eight positions of SDN plus Cost Code symbol
5	STARS All: 11-position JON plus EE

Transfer Agency

Two-digit code identifying the federal agency providing funds under a transfer appropriation. When modifying an RC, you can change the **Transfer Agency**.

Funds

Displays quarterly and YTD authorized, obligated, and available Direct Other and Direct Labor amounts. When modifying an RC, you can change the **Direct Other** and **Direct Labor** amounts.

QTR	Direct Other	Direct Labor
1st	The total non-labor amount for the first quarter.	The total labor amount for the first quarter.
2nd	The total non-labor amount for the second quarter.	The total labor amount for the second quarter.
3rd	The total non-labor amount for the third quarter.	The total labor amount for the third quarter.
4th	The total non-labor amount for the fourth quarter.	The total labor amount for the fourth quarter.
Total	The sum of the non-labor amounts for all quarters.	The sum of the labor amounts for all quarters.
YTD Auth	The sum of non-labor authorizations from the first quarter through the active quarter.	The sum of labor authorizations from the first quarter through the active quarter.
YTD Obl	The sum of non-labor obligations from the first quarter through the active quarter.	The sum of labor obligations from the first quarter through the active quarter.
YTD Avail	The total YTD non-labor authorizations less the total YTD non-labor obligations.	The total YTD labor authorizations less the total YTD labor obligations.

YTD Total Auth

The YTD authorized fund total.

YTD Obl

The YTD authorized amount of obligated funds.

YTD Total Obl

The YTD authorized total of obligated funds.

YTD Avail

The YTD amount of available funds.

YTD Total Avail

The YTD total of available funds.

YTD Reimbursable**Other Auth**

Contains the sum of all the RC's non-labor authorization amounts, from the first quarter through the current quarter.

Labor Auth

Contains the sum of all the RC's labor authorization amounts, from the first quarter through the current quarter.

Total Auth

Contains the sum of the YTD Reimbursable Other Authorizations and Reimbursable Labor Authorizations.

Other Obl

Contains the sum of the obligated amounts for all job orders for each of the RC's non-labor authorizations.

Labor Obl

Contains the sum of the obligated amounts for all job orders for each of the RC's labor authorizations.

Total Obl

Contains the sum of the Reimbursable Other Obligations and the Reimbursable Labor Obligations.

Other Avail

Contains the Other Reimbursable Authorizations less the Other Reimbursable Obligations.

Labor Avail

Contains the Labor Other Reimbursable Obligations less the Labor Reimbursable Authorizations.

Total Avail

Contains the sum of the Other Reimbursable Available and the Labor Reimbursable Available amounts.

RC **Responsibility Center Maintenance Window Options**

- **Add a new RC**
- **Duplicate an existing RC**
- **Modify an RC**
- **Delete an RC**

■ **Steps for Adding a New RC**

1. With the Responsibility Center Maintenance window open, select the **File** menu **New** item or select the toolbar **New** button. The New Responsibility Center window will open.



The New Responsibility Center window also opens from the FA Maintenance window when you select the **Add** button on the **Responsibility Centers** tab. Refer to Chapter 5.

Enter the Responsibility Center detail and Funds:

Responsibility Center Detail

RC ID: Appropriation: SubHd: BCN/BP ALLOT:

SA/OB Sfx: AAA: System Code: Budget Sys: Gen Trans:

Exp Var %: Exp Var Amt: PAA Type: CC Type: Transfer Agency:

Funds

QTR	Direct Other	Direct Labor
1st:	0.00	0.00
2nd:	0.00	0.00
3rd:	0.00	0.00
4th:	0.00	0.00
Total:	\$0.00	\$0.00

Buttons: Save, Close, Help, Change FY..

Figure 7.3
New
Responsibility
Center
Window

2. Enter the required two-character RC ID in the **RC ID** field.
3. Enter the required seven-character appropriation in the **Appropriation** field.
4. Enter the required four-character Subhead in the **SubHd** field.
5. Enter the required **BCN/BP ALLOT**. You must enter either the five-character alphanumeric BCN or the two-position BP code plus the three-position ALLOT code.
6. Enter the optional one-character code identifying the subdivision of an allotment (SA) or a further breakdown of the Bureau Control Number for the operating budget suffix (OB Sfx) in the **SA/OB Sfx** field.
7. Enter the required five-digit Authorization Accounting Activity UIC in the **AAA** field, preceded by **0** (zero).
8. Select the required **System Code** from the drop-down list.
9. Select the optional external interface Budget System from the **Budget Sys** drop-down list.
10. Check the **Gen Trans** check box if you want FASTDATA to send accounting transactions received from the site to the official accounting system.
11. Enter the optional Expenditure Variance Percent in the **Exp Var %** field.
12. Enter the optional Expenditure Variance Amount in the **Exp Var Amt** field.
13. Select the required Property Accounting Activity Type Code from the **PAA Type** drop-down list.
14. Select the required one-character Cost Code Type from the **CC Type** drop-down list.
15. Select the optional **Transfer Agency** code from the drop-down list.
16. Enter the optional **Direct Other** and **Direct Labor** quarterly amounts.
17. Select the **Change FY** button if you wish to add the RC under a different fiscal year. The Change FY/QTR/RC window will open, allowing you to select the desired fiscal year. Select the **OK** button to close the Change FY/QTR/RC window.
18. Select the **Save** button to save your changes.

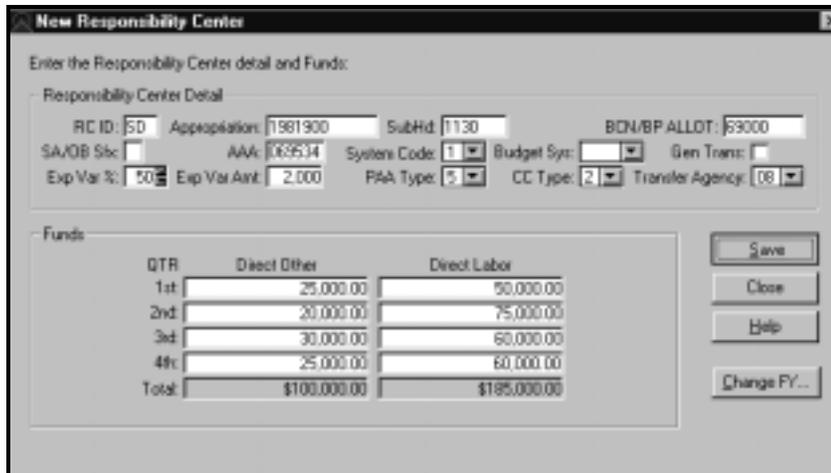


Figure 7.4
Adding a New RC

If you have more RCs to add, continue entering new RC information and saving it.

19. When you have entered all desired new RCs, select the **Close** button to close the New Responsibility Center window.

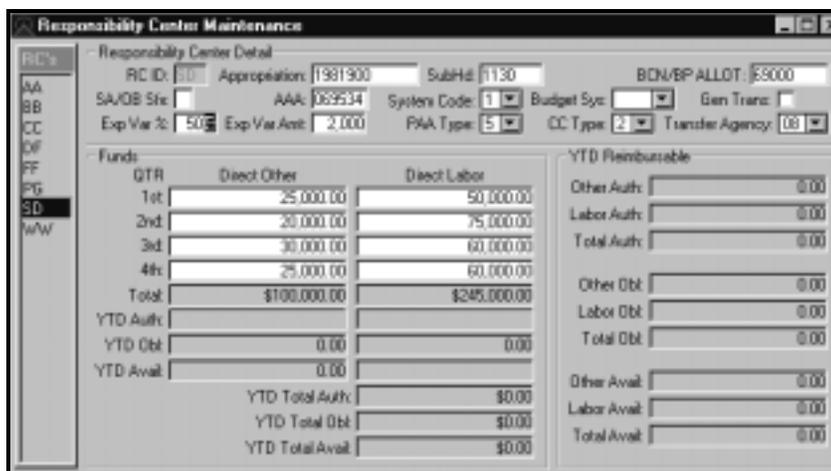


Figure 7.5
New RC Data

The new RC data will display on the Responsibility Center Maintenance window.

■ Steps for Duplicating an Existing RC

Duplicating an RC lets you add a new RC that will contain much of the same information as an existing RC.

1. Select the RC you wish to duplicate from the **RC's** list box.
2. Select the **File** menu **Duplicate** item or select the toolbar **Duplicate** button. The New Responsibility Center window will open, displaying the existing RC information with an empty **RC ID** field.

To duplicate an existing RC from the FA Maintenance window, select the desired FA ID from the **FA ID's** list box, select the **Responsibility Centers** tab, select the RC you wish to duplicate, then select the **Duplicate** button. Refer to Chapter 5.

3. Enter the **RC ID** and modify any other desired information.
4. Select the **Save** button.
5. Select the **Close** button to close the New Responsibility Center window.

■ Steps for Modifying an RC

1. On the Responsibility Center Maintenance window **RC's** list box, select the RC you wish to modify.

Figure 7.6
Modifying an
RC

2. You can modify the seven-character **Appropriation**.
3. You can modify the four-character **SubHd**.
4. You can modify the five-character **BCN/BP ALLOT**.
5. You can modify the one-character **SA/OB Sfx** field.
6. You can modify the five-digit Authorization Accounting Activity UIC in the **AAA** field. Precede the **AAA UIC** with **0** (zero).
7. You can modify the single-character **System Code**.

NOTE If there are associated JONs, FASTDATA will inform you that a change to the **System Code** will require updating the JONs. Select **Yes** to continue, or **No** to abort. You cannot modify the **System Code** if any Job Orders exist that have been **Acknowledged**. During the update of the JONs, the application will modify the appropriation type and re-validate that the JONs are **Complete**.

8. You can modify the value of the **Budget Sys**.
9. You can modify the setting for the **Gen Trans** check box.
10. You can modify the Expenditure Variance Percent in the **Exp Var %** field.
11. You can modify the Expenditure Variance Amount in the **Exp Var Amt** field.

12. You can modify the Property Accounting Activity Type Code on the **PAA Type** drop-down list.
13. You can modify the required one-character Cost Code Type in the **CC Type** field.
14. You can modify the optional **Transfer Agency** value.
15. You can modify the values for the **Direct Labor** and **Direct Other**.
16. Select the **Save** button to save your changes.

■ Steps for Deleting an RC

You cannot delete an RC for which there are assigned operating targets (OPTARs).

1. Select the RC you wish to delete from the **RC's** list box.
2. Select the **File** menu **Delete** item or select the toolbar **Delete** button. FASTDATA will ask you to confirm the deletion.

- To delete an RC from the FA Maintenance window, select the desired FA ID from the **FA ID's** list box, select the **Responsibility Centers** tab, select the RC you wish to delete, then select the **Delete** button. Refer to Chapter 5.

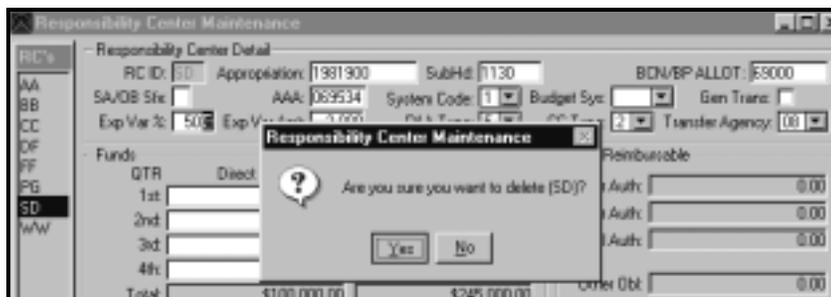


Figure 7.7
Deleting an RC

3. Select the **Yes** button to confirm the RC deletion. The selected RC will be deleted from the database.