SUBJECT TO AVAILABILITY OF FUNDS (SAF)
PROCESSING REFERENCE GUIDE IN PR BUILDER v.4.3.2

Prepared by:
MARCORSYSCOM
PR Builder Program Office
Mr. Samuel Hill, Project Officer
samuel.a.hill@usmc.mil
703-784-4670

For questions or comments, please contact:

Lailanie Symonette
PR Builder Program Office Support
lsymonette@caci.com
202-255-0294

September 2013

Date Modified	Document Version	Document Revision Description	Document Author
August 2010	Guide for FY11	SAF Guide was updated with guide to change SDN in FY dropdown within the Financial Information Pointer	Lailanie Symonette
July 2011	Guide for FY12	SAF Guide was updated with Section 3 - DODAAC Reset Initiative, Marine Corps Bulletin 4420	Lailanie Symonette
September 2013	Guide for FY14	Updated Section 2 a - SAF Guide was updated with v4.3.2 release new functionality on SAF LOA transmission to SPS.

Updated Section 3 - DODAAC Reset Initiative, Marine Corps Bulletin 4420. | Lailanie Symonette |

SAF PROCESSING REFERENCE GUIDE

1. ROLE SPECIFIC END OF THE FISCAL YEAR PREPARATION

a.   REQUIREMENTS USERS

Requirements Users are responsible for creating the SAF documents and routing them to SABRS for the initiation process. Responsibilities include:

- Ensuring that the SAF checkbox is checked on the document
- Routing the documents to SABRS to create the initiation (INT record)
- Proper workflow is selected. Ensure that the workflow includes a Contracting Manager and SPS at the end of the workflow if the SAF needs to go to SPS,
- Make modifications to the SAF documents if necessary

IMPORTANT NOTE! Requirements Users can create modifications manually, but this will not send the document to SABRS for commitment. Anytime a Requirements User initiates the modification to a SAF document, it will continue to send the document to SABRS for the initiation process. You must allow the system to process the SAF modifications in order to send it through the proper commitment process.

i. SABRS Workflow

It is highly recommended to use SABRS compatible workflows for SAF documents. However, there may be some cases where certain activities do not require sending to SABRS or it is a preferred business process. Whichever the case may be, please remember:

- Requirements users must use a SABRS compatible workflow in order to get the initiation line of accounting on the document if the SAF document needs to be submitted to the contracting office and to SPS. Contracting Managers will not be able to approve the document unless a LOA is on the documents.

ii. SPS Workflow

A Contracting Manager and SPS must be included in the workflow if a document needs to go to SPS for both SAF and non SAF documents. Workflows must be created using the following thread order: Fiscal User, Financial Approver, SABRS, Contracting Manager and SPS for Purchase Request documents.
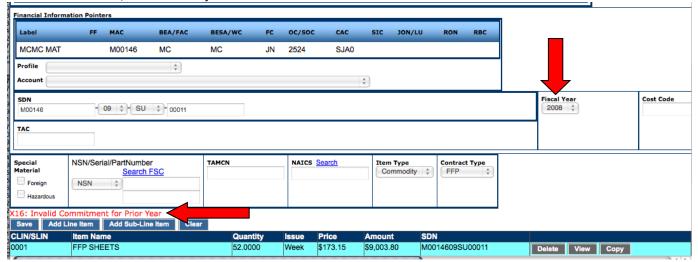
IMPORTANT NOTE! Modifications created to a base SAF document that was sent to SPS must include a Contracting Manager and SPS in the workflow. Once a system generated SAF modification is created, it will look for the last conformed mod for the SPS routing information.

b. FISCAL USERS

Fiscal Users are responsible for entering financial data on the documents, known as FIP (Financial Information Pointer) in PR Builder. They also need to ensure the SAF checkbox is checked on the document and a SAF Release Date has been assigned.

The FY must match the document's SDN when entering the FIP or financial data on PRs/FDs.

IMPORTANT NOTE! Under the FIP section, the Fiscal User must change the FY dropdown to year that matches the SDN FY. Otherwise, SABRS will reject the document and will return an "X16: Invalid Commitment for Prior Year" error.

Financial Information Pointers

Label	FF	MAC	BEA/FAC	BESA/WC	FC	OC/SOC	CAC	SIC	JON/LU	RON	RBC
MCMC MAT		M00146	MC	MC	JN	2524	SJA0				

Profile [ ]
Account [ ]

SDN						Fiscal Year	Cost Code
M00146	- 09	- SU	- 00011			2008	

TAC [ ]

Special Material	NSN/Serial/PartNumber Search FSC	TAMCN	NAICS Search	Item Type	Contract Type
☐ Foreign ☐ Hazardous	NSN			Commodity	FFP

X16: Invalid Commitment for Prior Year

[Save] [Add Line Item] [Add Sub-Line Item] [Clear]

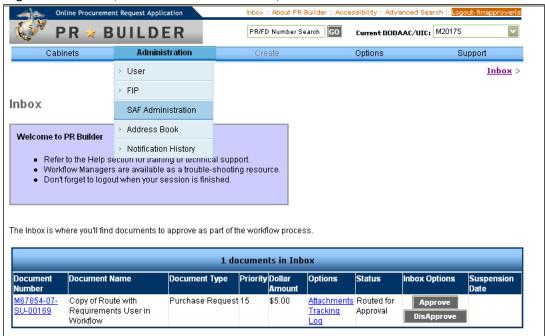| CLIN/SLIN	Item Name	Quantity	Issue	Price	Amount	SDN			
0001	FFP SHEETS	52.0000	Week	$173.15	$9,003.80	M0014609SU00011	[Delete]	[View]	[Copy]

c. FINANCIAL APPROVERS AND FHAO

SAF documents must have a release date assigned to them in order for PR Builder to initiate the commitment process with SABRS. The Fiscal User, Financial Approvers and FHAO are responsible for adding this date. The release date can be changed on these documents at anytime, please follow the instructions below.

i. SAF ADMINISTRATION – Adding or Changing the Release Dates on SAF Documents

SAF documents that are currently in the Approved status with a release date (date in which modification will be created) assigned can be modified through the SAF ADMINISTRATION screen. Only Financial Approvers and FHAOs have this capability **(please see instructions on the next page).**

INSTRUCTIONS FOR ADDING OR CHANGING THE RELEASE DATES ON SAF DOCUMENTS:

Login to PR Builder, click on ADMINISTRATION, then SAF ADMINISTRATION.

In the SAF ADMINISTRATION screen:

1. Select the underlined document or documents to modify (multiple documents can be selected the same time).
2. In the SAF Release Date box, enter a new date (in this format: mm/dd/yyyy).
   This will be the date in which the SAF MOD will be created.
3. Click on the Apply SAF Release Date button.

The SAF MOD will be sent to SABRS through the Batch Mode process (not through the webservice – **see Section 2** - **SABRS Webservice or Batch Mode** for more information) on the release date and will return with the commitment LOA the following day. If the base document was sent to SPS, the SAF MOD will be sent to SPS as well.

d.   CONTRACTING MANAGERS

During the SAF process, in addition to sending documents to SABRS for the initiation process, SAF documents will also sent to SPS. If the base document was sent to SPS, PR Builder will also send the automated SAF MOD to SPS.

IMPORTANT NOTE! Contracting managers must notify PD2/SPS users to approve any PRs in the PD2/SPS database so that the SAF modifications can be transmitted properly. These SAF PRs must have an approved status in order for the MODs to go through SPS successfully.

Contracting managers also must ensure contracting settings in their accounts are correct when sending the base SAF documents. This will ensure that when the SAF modifications are generated by the system, the documents will be delivered to SPS properly.   The SAF modification will follow the same settings that the base SAF document used.

If for some reason the contracting settings changed after the base SAF has been delivered to SPS, the system generated SAF modification will still follow the settings for the old document, it will not use the new settings added. Please contact your local SPS administrators to check any documents that may remain pollable for longer than 5 minutes.   These documents will have to be manually resent to SPS.

IMPORTANT NOTE! If you receive a MOD to a base SAF document that was delivered to SPS (prior to the actual commitment process), please ensure that the MOD is also delivered to SPS. When the system generated SAF modification is created, PR Builder will look for the last conformed PR, in this case will be the last MOD. This will ensure that the system generated SAF is also delivered to SPS.

2. SABRS Webservice or Batch Mode?

a.   SAF Initiation through the SABRS Webservice

SAF initiation LOA can be processed through the SABRS Webservice. After the Financial Approver and FHAO send SAF documents to SABRS, PR Builder will receive the initiation LOA real time through the webservice.

Based on a recent change in PRB v.4.3.2, ECP 2192 - Remove Initiation Lines Of Accounting (INT LOA) from Subject to Availability of Funds (SAF) documents and add SAF Mod Release Notification, the following changes have been made:

1. The Initiation Line of Accounting (INT LOA) on SAF base documents will no longer be displayed after returning from SABRS.
    a.   This change will apply to both PRs and FDs
    b.   It applies to both web and print forms

2. When SAF PRs are sent to SPS, the INT LOA will not be transmitted.

3. An email notification will be sent to Requirements User, Contracting Manager, Fiscal User, Financial Approver and FHAO relative to the document when SAF mods are created via the release date and the automated SAF MOD process.
    a.   Requirements Users will continue to be the only individuals to be notified when failures occur while generating the SAF MODs.

b.   *SAF Modifications*

As previously mentioned, there are two types of SAF MODs:

1) SAF Modifications <u>manually created</u> by Requirements Users - when <u>created by users</u>, the MODs will continue to go through the **SABRS Webservice** and it will continue to have the initiation LOA (not displayed), the commitment will not be processed.

2) <u>System automated</u> SAF Modifications – this is the <u>system generated</u> SAF MODs that will retrieve the commitment LOA from SABRS, only done via the Release Date assigned to the SAF document, this will be processed through the **Batch Mode** process. A nightly batch job will be sent to SABRS, the system will search for documents with Release Dates assigned that day, and all documents will be sent to SABRS via the **Batch Mode** process.

3. DODAAC Reset Initiative, Marine Corps Bulletin 4420

HQMC I&L, HQMC P&R and MARCORLOGCOM conducted an analysis of the Marine Corps DODAAD during FY 12 and have so far identified numerous DODAACs that do not have requisition authority. The DODAAD is the database managed by Defense Logistics Agency Transaction Services (DLA TS); it is also the single authoritative date source for all DOD components applications systems data requirement. Every command and activity that has a DODAAC is responsible for ensuring the information contained in their DODAAC is maintained in the DODAAC in order to minimize disruption to logistics and financial systems.

a.   Requisition Authority

Per Section 2.4 of the Marine Corps Bulletin 4420, requisition authority by definition means commands having an authority code of "00" have authority to create financial obligations and to commit appropriated funds to meet those obligations. Any command that does not have requisition authority (authority code of "05") will have to submit their requests for supplies and services to their supporting command. Authority codes for Marine Corps DODAACs in the DODAAD will be reset in accordance with the data contained in Table 208 of SABRS.

b.   How does this affect SAF documents in PR Builder?

PR Builder will be undergoing audit every end of FY based on the DODAAD list to ensure that all DODAACs in the system has an authority code of "00". Any DODAACs that do not have the proper authority code will be either deleted or disabled per HQMC I&L direction. SAF documents that have been created and routed to SABRS for initiation will be affected by this DODAAC reset. As every end of FY approaches, SABRS will be loading the new Table 208 that contains the proper authority codes assigned to each Marine Corps DODAAC. Any SAF documents created with unauthorized DODAAC will be rejected during the SAF modification process. An error message from SABRS will be returned to PR Builder, users must contact their local comptroller/S-4/G-4 in the event this occurs.

c.   Suggested Courses of Actions

For a smooth transition into the new FY, the following courses of actions are recommended for PR Builder users:

1) Review the Marine Corps Bulletin 4420 in its entirety, this document can be found in the link below:
    http://www.marines.mil/news/publications/Documents/MCBul%204420%20dtd%207%20Feb%202011.pdf

2) Review DODAAD listing to ensure the DODAAC your unit is operating under has the proper authority code, please see the link below:
    http://www.dla.mil/j-6/dlmso/Programs/committees/dodaad/dodaad.asp

3) Should a DODAAC your unit is operating under is not a valid DODAAC or it does not have the proper authority code, please refer to the Marine Corps Bulletin 4420 for guidance on how to submit a "USMC DODAAC REQUEST". A form at the end of the document can be found as a reference.

4) If SAF documents are created and routed to SABRS for initiation under a DODAAC that is not authorized, you must cancel the PR and create a new one with the proper DODAAC. Please refer to Section 5, FAQs bullet "f" of this document for steps on how to cancel a PR.

4. LESSONS LEARNED FOR ALL USERS

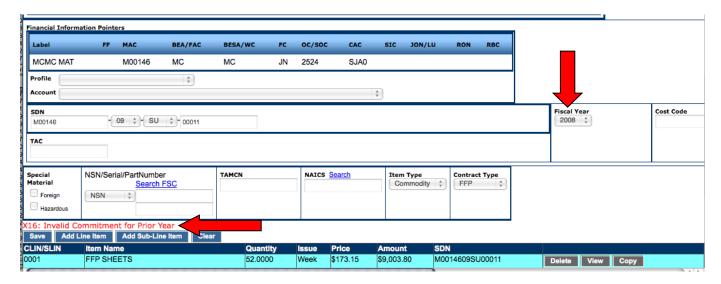## a. *Users receiveing various X errors (X17, X37) when a SAF modification fails at SABRS*

Assume a scenario where a SAF document was assigned with a 1 October release date of the new FY and the last cycle sent to SABRS during closing activities also was sent on 1 October. PR Builder then generated the SAF modifications to all SAF documents with a release date assigned as 1 October. The SAF modifications were sent to SABRS for commitment; however, funding was not available. Users should work with their financial community to set a realistic SAF release date after 1 October of the new FY to prevent this from happening.

A user also can receive an X error when the release date assigned to the SAF modification is sent to SABRS before funding is available. If this occurs, the originator of the document (Requirements User) has to re-route the document to SABRS once funding is available. These documents are no longer flagged as SAF and are processed as a regular document. Documents located in the Fiscal User's inbox also can be re-routed to SABRS by re-approving it.

b. *Users receiving an X16 error: Invalid Commitment for Prior Year error from SABRS*

IMPORTANT NOTE: The information provided in this section does not apply to multi-year or no-year funding.

The FY must match the document's SDN when entering the FIP or financial data on PRs/FDs. **Under the FIP section, the Fiscal User must ensure that Fiscal Year dropdown matches the SDN FY.** Otherwise, SABRS will reject the document and will return an "X16: Invalid Commitment for Prior Year" error.

The Fiscal User must change the Fiscal Year drop down if the user receives this error for the base document, then route it back to SABRS for the initiation process to fix the error. **Do not take SABRS off to get the document approved.** The correct data must be entered and ensure the document goes back through SABRS. If the correct data is not entered and the document is approved without SABRS, when the automated SAF modification is created by PR Builder and sent to SABRS, it will fail due to the incorrect data entered on the base document.

The SAF modification will continue to receive this error during the commitment process if the Requirements User takes SABRS off on the base PR and sends the document for approval without routing it to SABRS for the initiation. The SAF modification will not be editable to modify the FIP, therefore manual intervention on the data is required and will need approval from the PR Builder Program Office. This could become a lengthy process.

INSTRUCTIONS TO CANCEL AND CORRECT ASSIGNED FISCAL YEAR ON SAF DOCUMENTS

For documents with the status of "In Process and Complete" – Requirements User must route to Fiscal User for action, see below for instructions. *******

For documents with the status of "Disapproved" – Requirements User must re-route to Fiscal User for action, see below for instructions. *******

For documents with the status of "Approved" – These documents must be cancelled. The financial data (FIP) assigned to these documents can no longer be modified once it has gone to SABRS for the initiation process. A MOD must be created by the Requirements User to zero out the initiation transaction sent to SABRS. For PRs, the Contracting Managers/Contracting Offices have to be notified that a new PR will be re-issued, especially if an award has been issued for the PR – **THIS IS A MUST!** If multiple line items exist in the document, the Requirements User may copy the cancelled document to retain the line items and their descriptions. A new document number will be assigned to the copied document. Any attachments that were included in the previous document must be uploaded again.

For documents with the status of "Routed for Approval" – If the document is currently in the Fiscal User's inbox , the steps below must be followed. If the document has not made it to the Fiscal User's inbox, the steps below must be followed once the Fiscal User receives the document in his inbox. However, if it has gone to SABRS for the initiation process, then the PR must be cancelled. The document must be approved all the way through the current workflow route, and then a MOD must be created by the Requirements User to zero out the initiation sent to SABRS.
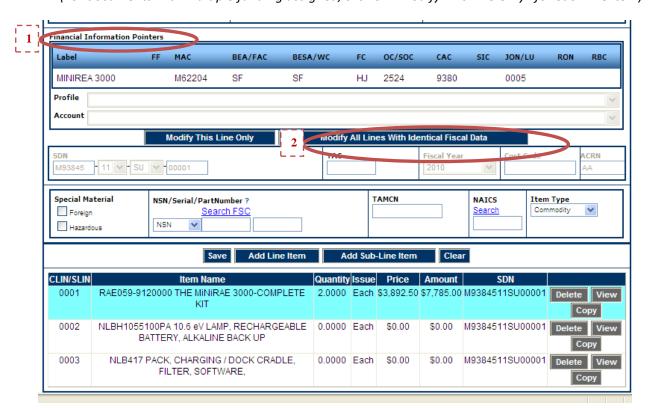
> ******MODIFYING THE FISCAL YEAR UNDER THE "FINANCIAL INFORMATION POINTERS" SECTION***
> The Fiscal User must take the following actions once the document is in their PR Builder inbox.
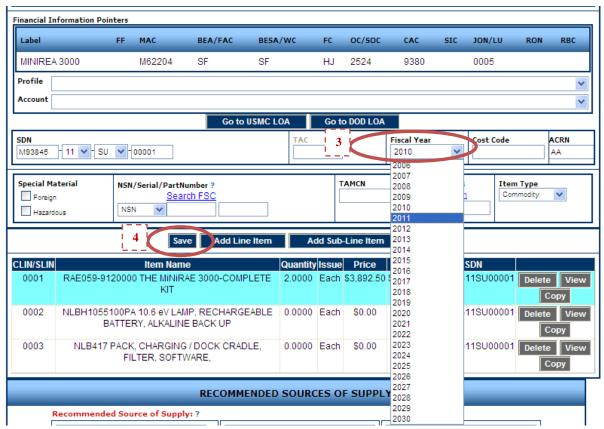> **PLEASE NOTE: The example below is changing the FY from 2010 to 2011, update the appropriate FY as needed.**
> 1. Open the document to modify; navigate to the **Financial Information Pointers** section.
> 2. If all line items are assigned with the same FIP, click on **Modify All Lines with Identical Fiscal Data** to ensure all changes are applied to all line items.
>   *(For documents with multiple funding assigned, click on "Modify This Line Only" for each line item)*

3. From the **Fiscal Year** drop-down, select **2011, or the appropriate FY needed**.

4. Click on the **Save** button. This will modify the Fiscal Year as selected from the dropdown.
5. Go back to the PR Builder inbox and approve the document.

c. _I am receiving a "Previously Successful" message each time I send a MOD to SABRS on my SAF documents._

Anytime a Requirements User initiates the modification to a SAF document manually, it will continue to send the document to SABRS for the initiation process, not the commitment process. If a successful initiation LOA has been returned by SABRS, you must allow the system to process the SAF modifications in order to send the documents through the proper commitment process. The automated SAF modification will be initiated based on the SAF Release Date assigned by the Fiscal User, Financial Approver or the FHAO.

5. FREQUENTLY ASKED QUESTIONS (FAQS)

a.   *How do I create SAF documents?*

SAF functionality has been modified to allow users to create SAF documents for PRs and FDs (MIPR-448, NAVCOMPT 2275, NAVCOMPT 2276). To create an SAF document, Requirements Users should select the SAF checkbox in the web form when creating the document.

b.   *What is the SAF Release Date?*

Fiscal Users, Financial Approvers and FHAOs may add a release date during the approval process. The release date is the anticipated date that funding will become available. If a release date is added, the system will automatically create the SAF mod and send it to SABRS for commitment once the release date passes. Users may also leave the release date blank and set the date at a later time to manually control the creation of the SAF mod.

c.   *How do I manually change the SAF Release Date?*

An SAF Administration screen has been added to PR Builder to allow Financial Approvers and FHAOs to add or edit the Release Date. This screen allows these users to set the release date for one or more SAF documents at the same time. **(Also, see section 1.3 for instructions)**

d.   *What does the SAF print form look like?*

The SAF PR print form will display the checked SAF check box and the following official SAF statement:

Funds are not presently available for this Purchase Request (PR). The Fund Holder's obligation under this PR is contingent upon the availability of appropriated funds from which payment can be made. No legal liability on the part of the Fund Holder for any payment may arise until funds are made available and notice of such availability is confirmed in writing by the Fund Holder.

The SAF FD (448, 2275, 2276) print form will display the checked SAF check box and the following official SAF statement:

Funds are not presently available for this Funding Document (FD). The Fund Holder's obligation under this FD is contingent upon the availability of appropriated funds from which payment can be made. No legal liability on the part of the Fund Holder for any payment may arise until funds are made available and notice of such availability is confirmed in writing by the Fund Holder.

e.   *How do I route SAF documents for approval?*

SAF documents may be routed through a SABRS or Non-SABRS workflow. SAF documents require FIPs regardless of the workflow through which they are routed. If a Non-SABRS workflow is selected, a warning message alerts Fiscal Users, Financial Approvers and FHAOs that an SAF document is being routed down a Non-SABRS workflow. This does not stop the workflow process for SAF documents.

f.   *What do I need to do when the FIP assigned to an SAF approved document has changed?* *(This also applies to SAF documents that need to be cancelled)*

There are cases when the Comptroller's Office may end up changing the FIP assigned to an SAF approved document that has been sent to the Contracting Manager for approval. The Contracting Manager most likely would have sent the document to SPS and the PR would have been awarded. In this scenario, the PR would need to be cancelled and a new PR would need to be resubmitted. Please notify everyone that was in the workflow approval thread, most importantly, the Contracting Manager/KO office that the PR will be cancelled.   The Requirements User should create a SAF modification to zero out funds at SABRS. This will zero out the INT, and for historical records purpose, PR Builder will recognize the PR as cancelled by zeroing out the PR.