DEFENSE INFORMATION TECHNOLOGY CONTRACTING ORGANIZATION

TELECOMMUNICATION INVENTORY AND BILLING INFORMATION (TIBI) APPLICATION O & M

Tutorial for Processing PDC and Funding Requests
Supporting Changes from 8/26/2011 Release 5.1
DoD Agencies

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1 Functional Description

Release 5.1 on August 26, 2011 provided a new feature and improvements to an existing process of creating, editing, and assigning funding to PDCs. Additional visibility in to the short code/line of accounting information was provided as well. In order to simplify the transition to the modifications when dealing with funding information, this tutorial was developed. This tutorial will explain the steps required/allowed for each process and limitations.

2 Target Audience

AFO

LAFO

3 New Business Rules

- Lines of Accounting (LOA) must be approved and in the system prior to adding a funding document. This is through a new request/approve feature explained below.
- Customer Accounts must be approved and in the system prior to adding a new PDC or editing a PDC. This is a change from the way a new PDC is established.
- PDCs must be in accepted status prior to completing updates to any of the details.

4 Changes to the PDC Request Sections

4.1 Lines of Accounting Feature

A new feature created for the management of the LOAs. LOAs can now be searched, sorted, viewed, edited, and created from this feature.

- **Searching for LOAs** – Options: Short code, Supplemental Accounting Code, and Station code. Each of those fields have the functionality to handle wildcards. When using the Supplemental Accounting Code search – use a % before and after the value. This will tell the application to search for that value anywhere in the Supplemental Accounting Code. Example: %document number% or %MORD%.
- **Creating LOAs** – chose the icon just to the right of the listing (underneath the Search/Clear buttons). This will bring up a page to enter the required information to create a LOA for use on a PDC for funding. ****Make sure that the fiscal year is selected appropriately. The fiscal year will default to the next available fiscal year.** Select the Request button at the bottom right to complete the request. This will create a pending LOA request that will need to be approved by CFE Billing Team Member (BTM) prior to selection for a PDC. This pending request can be seen off the TIBI menu: TIBI/Funding/Request/Lines of Accounting tab.
- **Viewing LOAs** – chose the icon to the right of the LOA to view. This will bring you to a page showing the LOA elements and the associated PDCs if any.
- **Editing LOAs** – chose the second icon to the right of the LOA to edit. This edit

will correct the information of the LOA and replicate that correction to all the associated PDCs. This process will create a pending request that will need to be approved by CFE Billing Team Member (BTM). This pending request can be seen off the TIBI menu: TIBI/Funding/Request/Lines of Accounting tab.

- **Sorting LOA information** – columns that can be sorted will have a column header title that is underlined.

4.2 New PDC Creation – LAFO Only

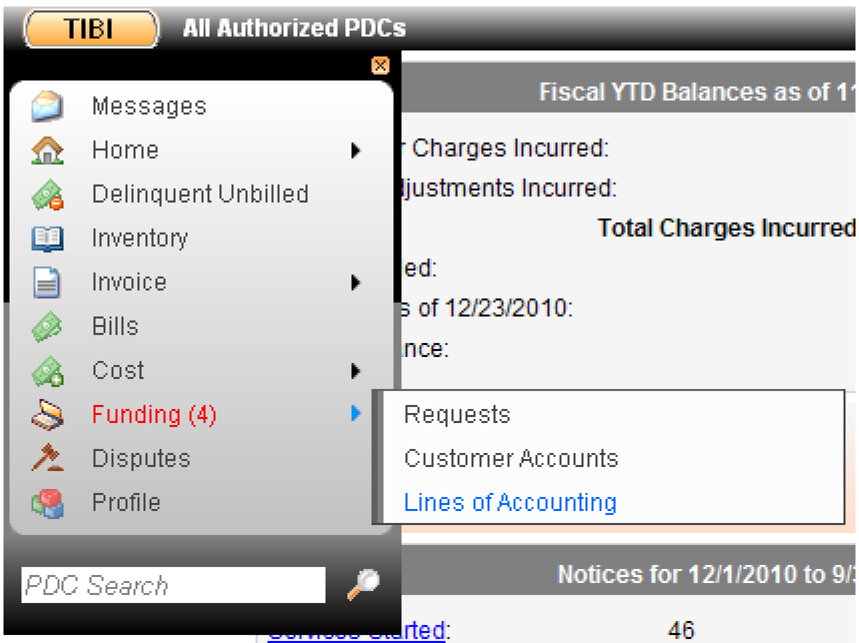
For LAFO – new PDCs creation can be found in the exact same location (menu: TIBI/Funding/Request/PDC tab. The actual creation process has changed.

- Same – PDC value and description are required fields
- **Different** – to assign a customer account billing address, a customer account selector is displayed to filter and locate the correct address. However the address must exist in the system.
  - If the customer account address does exist – there are multiple filtering options to narrow down the listing to locate the customer account. The TIBI Customer ID, Funding Office Id, Addressee, City, State, and/or Zip. If the address has the required funding office id information, there will be a select link to the right of the detail line. Chose this to select the address to use for the new PDC.
  - If the address does not exist, you must navigate to a different section to request this information and have it approved prior to continuing. The section can be found from the menu: TIBI/Funding/Customer Account/New Customer Account icon. Once the request has been approved by the BTM, the customer account will display in the selector box.
  - If a new customer account was needed, then the new PDC process must start again.
- **Different** – to add a funding line to the new PDC, select add for the FY you want to add to.
  - If the Line of Accounting does exist – there are multiple filtering options to narrow down the listing to locate the customer account. The short code (if known), Treasury, Limit, Supplemental Accounting Code, and/or Station. Chose the select of the LOA to assign for the new PDC.
  - If the LOA does not exist, you must navigate to a different section to request this information and have it approved prior to continuing. The section can be found from the menu: TIBI/Funding/Lines of Accounting/New Line of Accounting icon. Once the request has been approved by the BTM, the LOA will display in the selector box.
  - If a new LOA was needed, then the new PDC process must start again.

5 Lines of Accounting – New Feature

Previously lines of accounting could be created and edited while building new PDCs or editing a PDC. This process between the two actions were not consistent and were found to have issues with the single threaded visibility to the short code and/or line of accounting.

In order to consolidate the functionality of managing PDCs, a new feature and a new business rule was developed to provide the consistency and visibility. This is a feature that is found off the menu: **TIBI/Funding/Lines of Accounting**

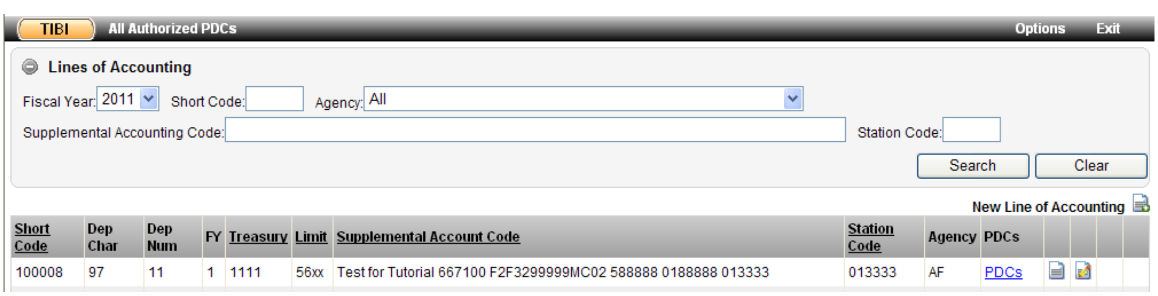


Location of Lines of Accounting Feature

As stated above, the new business rule is that the line of accounting must exist in the system in order to use on a PDC(s). The Lines of Accounting page will provide the means to search through your agencies LOAs to determine if a new one is needed or that it already exists.

5.1.1 Searching and locating LOAs for your agency

There multiple options to use to locate a specific line of accounting. A few of the options at times might need to be used together to get to the answer.

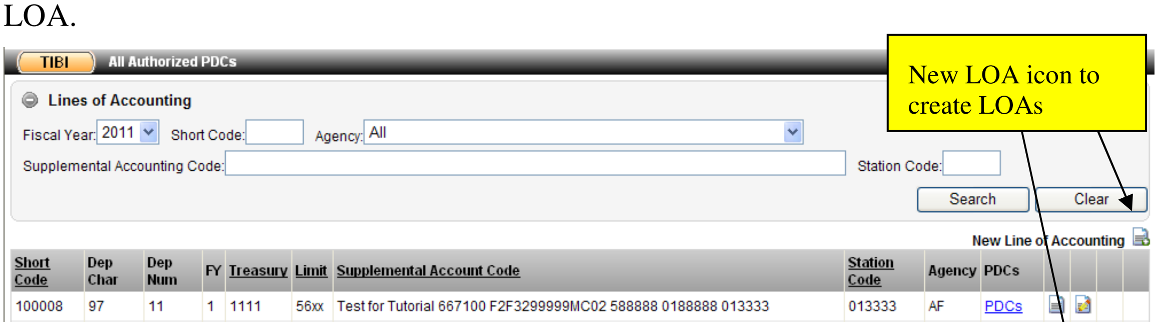


- **Searching by short code** – a portion or all of the short code value can be entered. After the search, the results will pull back that short code found for the selected fiscal year. This will tell you if a particular short code value exists for the given fiscal year. Fiscal year and short code are unique.
- **Search by Supplemental Accounting Code field/Station code** – a portion or all of these values can be entered – wildcards are valid for these elements. To effectively search using the Supplemental Accounting Code field – bookend the value with wildcards - %value%. This will tell the application to look for that value anywhere within the Supplemental Accounting Code field. After the search, the results will pull back all the matching short code/lines of accounting that match the search criteria. This will tell you if a particular line of accounting exists, if the short code is not known.
- **Reasons for using both** – if you are trying to locate if the LOA exists in the system, the short code alone will not tell you that. If the short code search returns no data, then search using one of the other elements to determine if the LOA was established under a different short code than expected.

5.1.2 Creating a new Line of Accounting

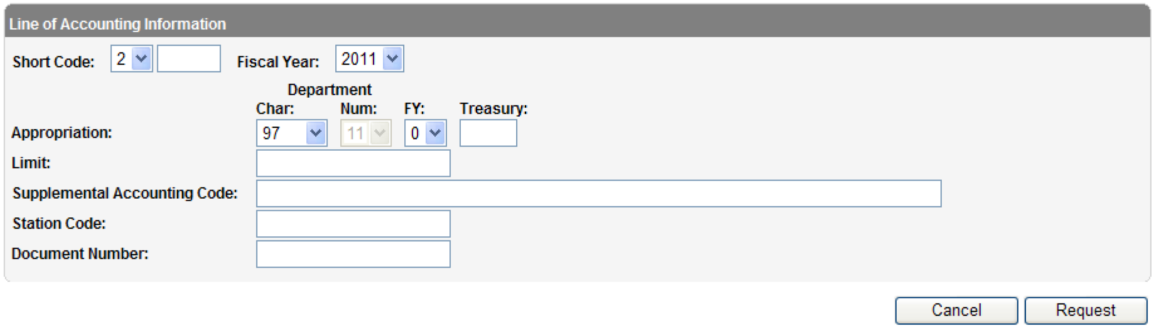
As stated above, the LOA must exist in the system prior to adding it to a PDC funding line. The option has been removed to no longer allow LOAs to be created within the PDC details or new PDC creation page.

There is an icon at the top right, New Line of Accounting, to select to enter a brand new LOA.



There is also an option for a new Line of Accounting on the TIBI/Funding/Requests/Lines of Accounting tab. As shown below:

Additional location to create a new LOA

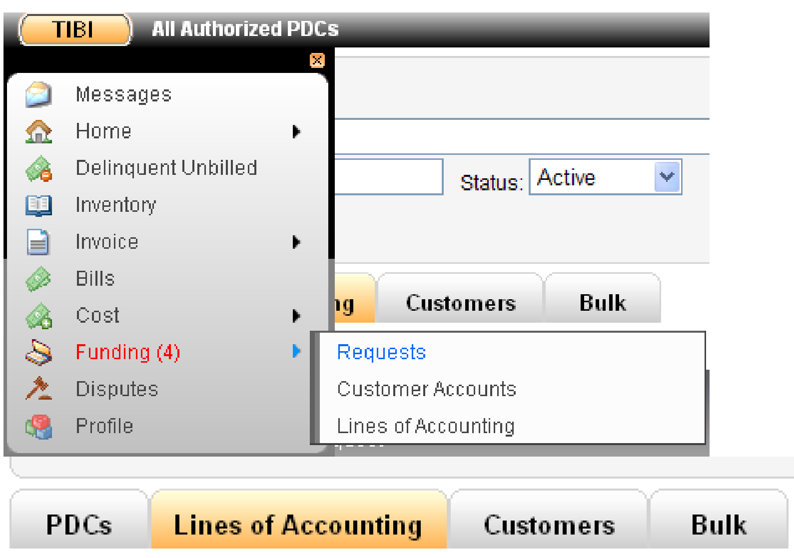


Adding Line of Accounting Request

The LOA required elements are still the same:

- Department Character and/or Number
- FY
- Treasury
- Limit
- Supplemental Accounting Code
- Station Code
- Air Force – MORD all others Document Number.

Once the elements are populated, hit the request button at the bottom right. This will create a pending request within the TIBI/Funding/Requests/Lines of Accounting tab. From this tab the request can be viewed, edited, or deleted. The edit and delete are still restrictive to the actual requestor.



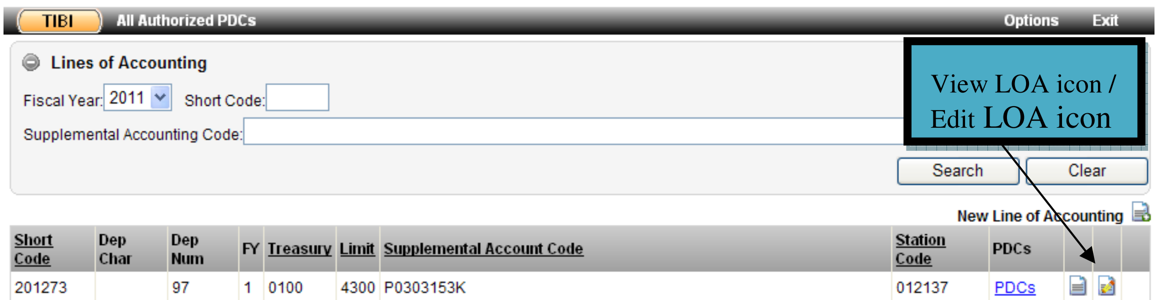
Location of Pending LOA Requests (and approvals)

After the LOA request is approved, the LOA is now available to apply to a fiscal year funding line on a PDC. At this point, find the approved LOA request to get the actual short code generated to make locating the LOA when adding funding to a PDC.

5.1.3 Viewing or Editing Lines of Accounting

If a line of accounting exists but is not correct, then there is an option to edit that information through a request process. The edit allows for any elements to be corrected other than the actual short code value.

The LOA edit request is then approved by a CFE Billing Team member and PDCs that have that particular LOA assigned for that fiscal year, the approve will make the changes necessary for all the PDCs.



View & Edit LOA Icon Location

6 Adding or Changing funding to a PDC

An important note to understand is the line of accounting MUST exist in the system before it can be selected from the PDC details page.

When working with a PDC, the PDC Details page will allow multiple edits within a single request. Previously this was one request per activity.

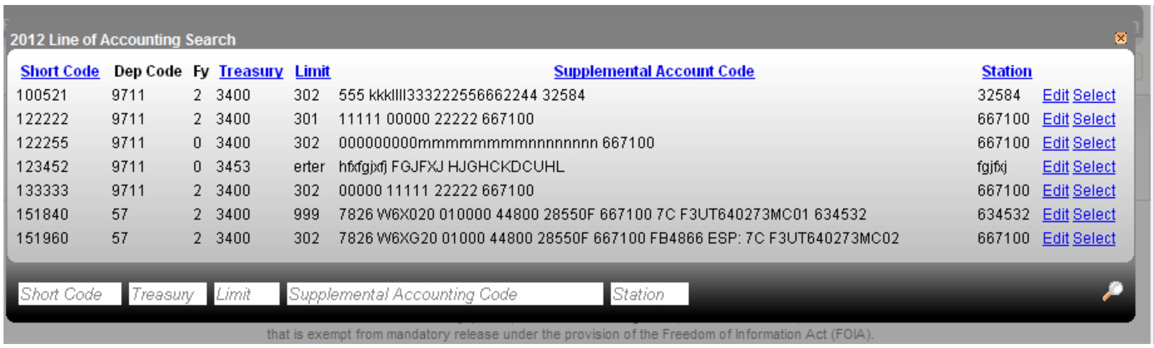
Steps to add or edit a PDC:

- **Step 1** – Bring the PDC up – will initially be in view mode (PDC Details)
- **Step 2** – Select the edit button location shown below. To work with the funding information for a given PDC, chose the Edit button at the top right. This is found within the gray menu area directly across from the PDC/Description. This edit button will open all the sections that can be modified within one request.

Display of the edit button on PDC Details

- **Step 3** – Multiple edits will be allowed: Description, remarks, and funding lines.

- **Step 4** – Funding line options: Add, Change, Remove
    - LOAs must exist or approved in the system before they are visible in the selector boxes.
    - **Add** – choose the add button. The Add button for a FY will provide an LOA selector box to locate the appropriate LOA for funding. This selector box can be filtered by short code, treasury, limit, supplemental accounting code, and station. Use wildcards, %, to bookend values for searching supplemental accounting code field when value is not the beginning of that field. Once the LOA is located, chose the select to apply that LOA to the FY funding line.

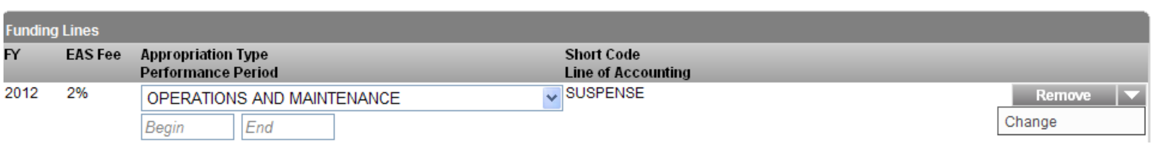


2012 Line of Accounting Search

Short Code	Dep Code	Fy	Treasury	Limit	Supplemental Account Code	Station	
100521	9711	2	3400	302	555 kkkllll333222556662244 32584	32584	Edit Select
122222	9711	2	3400	301	11111 00000 22222 667100	667100	Edit Select
122255	9711	0	3400	302	000000000mmmmmmmmnnnnnnnn 667100	667100	Edit Select
123452	9711	0	3453	erter	hfxfgjxfj FGJFXJ HJGHCKDCUHL	fgjfxj	Edit Select
133333	9711	2	3400	302	00000 11111 22222 667100	667100	Edit Select
151840	57	2	3400	999	7826 W6X020 010000 44800 28550F 667100 7C F3UT640273MC01 634532	634532	Edit Select
151960	57	2	3400	302	7826 W6XG20 01000 44800 28550F 667100 FB4866 ESP: 7C F3UT640273MC02	667100	Edit Select

Line of Accounting Selector – use filters to locate specific LOA

- **Change** – choose the down arrow and in one continuous motion place cursor (mouse) on the "Change" line. The Change for a FY will provide an LOA selector box to locate the appropriate LOA to switch the funding to as seen above. Once the LOA is located, chose the select to apply that LOA to the FY funding line.



Change Funding Line Option Example

- **Remove** – choose the Remove option for a FY if the current assigned LOA is incorrect. If an LOA is removed, it must be replaced with a new one, using the Add button.

- **Completing the request** - Once the information is complete, select the request button at the bottom right (might be necessary to scroll down to locate the button), which will in turn create a pending request in the **TIBI/Funding/Request/PDCs tab**.

Example showing PDC Request tab active.

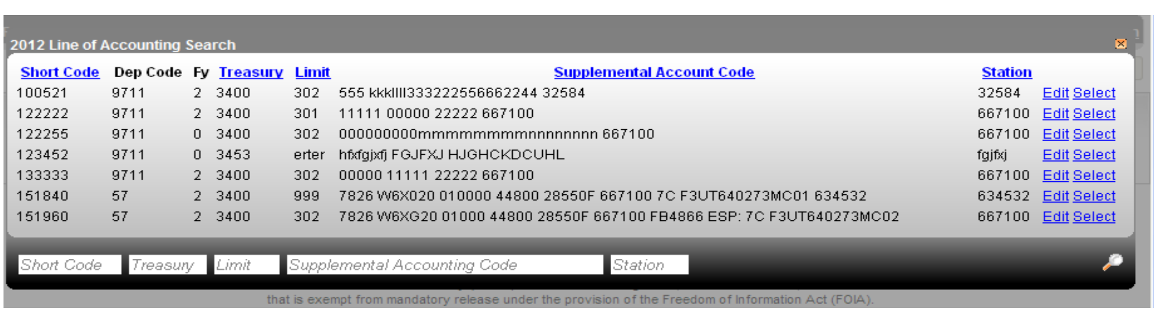
7 Creating a new PDC

The Create New PDC option is still found off the menu TIBI/Funding/Request/PDC tab/New request icon. The business rules for creating a new PDC are the same except for 2 items:

- The Customer Billing Account must exist within the system. A new customer account can no longer be created at the same time a PDC is being established.
- The Line of Accounting must exist within the system. A new line of accounting can no longer be created at the same time a PDC is being established.

If the Customer Account and the Line of Accounting does exist already, the process is very simple.

- **Step 1** – Select the Financial Process Type Code
- **Step 2** – Select the 1st position for the PDC and then supply the remaining characters (a PDC can be either 4 or 6 in length).
- **Step 3** – Enter a description for the PDC
- **Step 4** – Select a Customer Account. Only those that already have an assigned Funding Office Id can be selected. If there is only an edit option, then the Customer Account must be updated with the Funding Office Id and approved, prior to continuing on. Unfortunately, if you select the edit option you will be directed to the Customer Account section and the PDC request is not saved in draft mode. You will have to start again.
- **Step 5** – Add Remarks – not required
- **Step 6** – There should be Add button options for all the 7 available FYs. To add a funding line for a given FY, click on the add button.
    - Choose the add button. The Add button for a FY will provide an LOA selector box to locate the appropriate LOA for funding. This selector box can be filtered by short code, treasury, limit, supplemental accounting code, and station. Use wildcards, %, to bookend values for searching supplemental accounting code field when value is not the beginning of that field. Once the LOA is located, chose the select to apply that LOA to the FY funding line.


2012 Line of Accounting Search

Short Code	Dep Code	Fy	Treasury	Limit	Supplemental Account Code	Station	
100521	9711	2	3400	302	555 kkkllll333222556662244 32584	32584	Edit Select
122222	9711	2	3400	301	11111 00000 22222 667100	667100	Edit Select
122255	9711	0	3400	302	000000000mmmmmmmmnnnnnnnn 667100	667100	Edit Select
123452	9711	0	3453	erter	hfxfgjxfj FGJFXJ HJGHCKDCUHL	fgjfxj	Edit Select
133333	9711	2	3400	302	00000 11111 22222 667100	667100	Edit Select
151840	57	2	3400	999	7826 W6X020 010000 44800 28550F 667100 7C F3UT640273MC01 634532	634532	Edit Select
151960	57	2	3400	302	7826 W6XG20 01000 44800 28550F 667100 FB4866 ESP: 7C F3UT640273MC02	667100	Edit Select

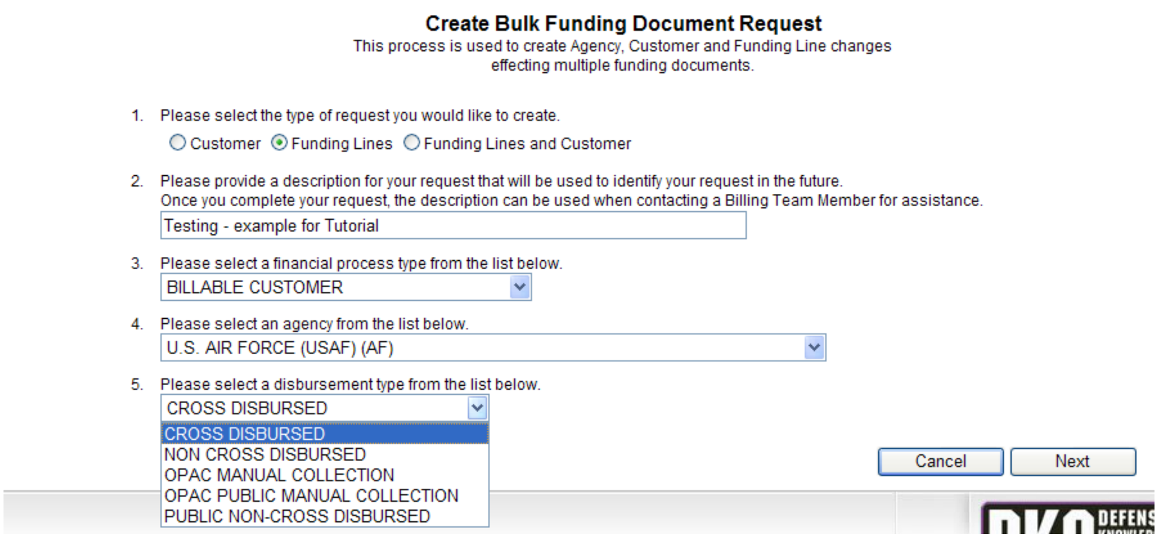
Line of Accounting Selector – use filters to locate specific LOA

- **Step 7** – After all the required information is complete, chose the Request button at the bottom of the page. This will create a pending request which can be found off the menu: TIBI/Funding/Request/PDCs tab.

8 Bulk Requests for Funding Lines

A new feature was added to the current bulk request process to allow for action against a funding line or set of funding lines be applied to more than one PDC. The bulk request is a wizard type format that will walk you through each of the steps but is one complete unit. There is currently no return to previous section. You must cancel out and start again.

The Bulk Request can be found off the menu: TIBI/Funding/Request/Bulk tab/New Bulk Request icon.

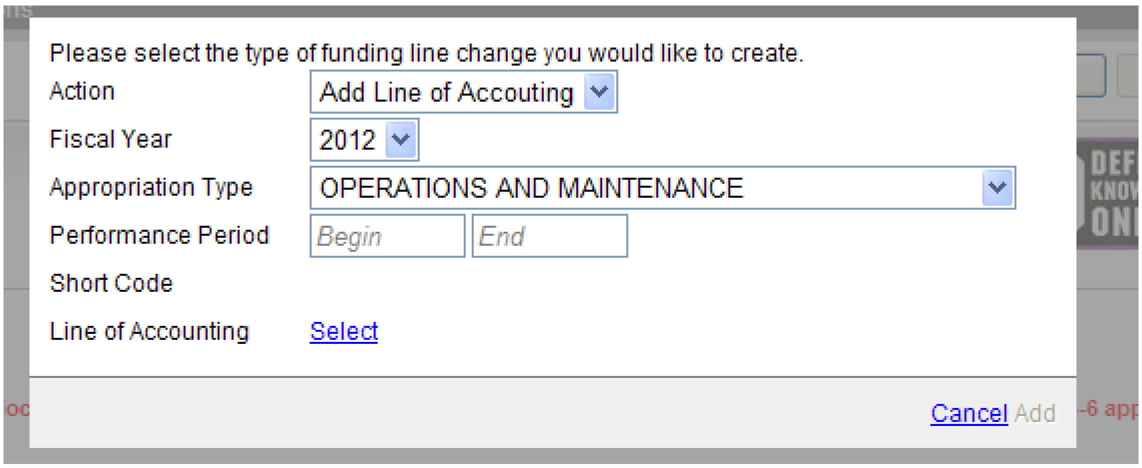


1st Step of the Bulk Request Wizard

- Select the funding line radio button.
- Enter a description of the bulk request
- The agency selector will be protected and defaulted to your registered agency.
- The disbursement type is a required field. Select from the drop down list. Remember this is used for business rules for which lines of accounting will be available in the bulk request.
- Select the Next button to move forward.

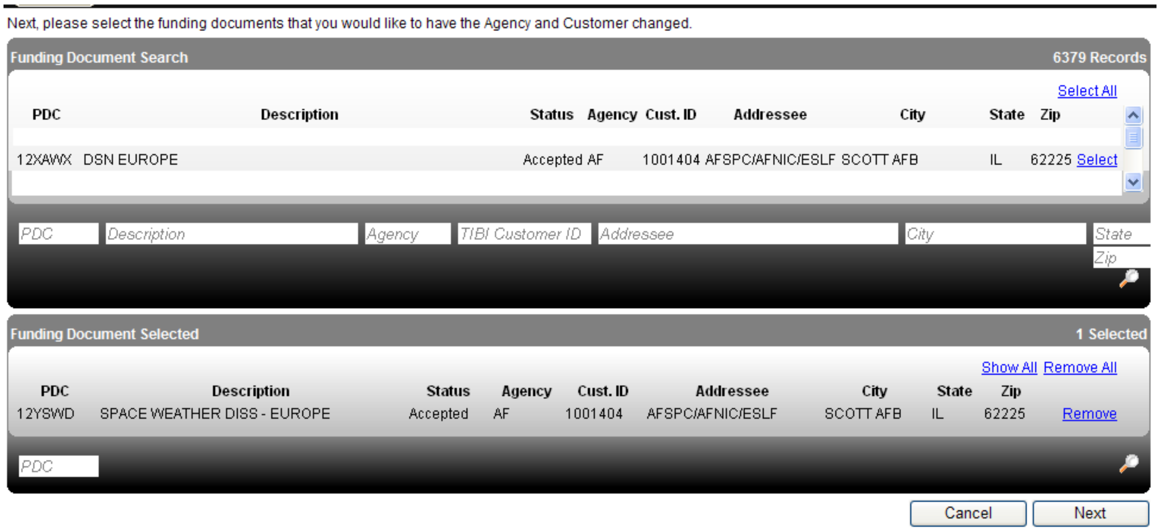
2nd Step of the Bulk Request Wizard

- The 2nd step is to create the funding actions for funding line assignment. An action is Add a Line of Accounting. Multiple actions can be created for available fiscal years.



Creating a Bulk Request Funding Action

- When adding a Line of Accounting – the actual result will be to either add the LOA to the PDC where one did not previously exist for that fiscal year or replace the current FY LOA with a different one.
    - After completing the action, fiscal year, and appropriation type entry, chose the Select link to bring up the LOA selector. This selector is the same as when adding funding lines to a PDC.
- When the action is complete – choose the Add link. This will establish the action that is going to be used in the bulk request. This option allows for multiple actions to be created, such as, adding multiple FY funding lines to PDCs.



Selecting the PDCs to process within the bulk request.

- When the PDCs are selected from the top portion, they will be moved to the bottom portion of the PDC selector. These can be added and removed until the list is complete. Once complete, hit Next.
- Comments regarding the request for the reviewing Billing Team Member is provided. Once the comments are added, hit the Request button.
- The final page of the bulk request is the outcome of the actual request. This page will be the only location that will retain those PDCs that failed in the request process (pending requests, obsolete). There is an option to download this information. If not, hit Done and the pending request will be created and can be found off the menu: TIBI/Funding/Request/Bulk tab.