DEFENSE INFORMATION TECHNOLOGY CONTRACTING ORGANIZATION

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

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

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Contents

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

- 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.

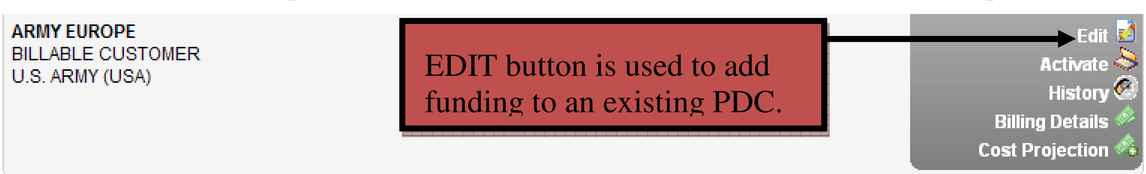
4 Changes to the PDC Request Sections

4.1 Adding or Changing funding to a PDC

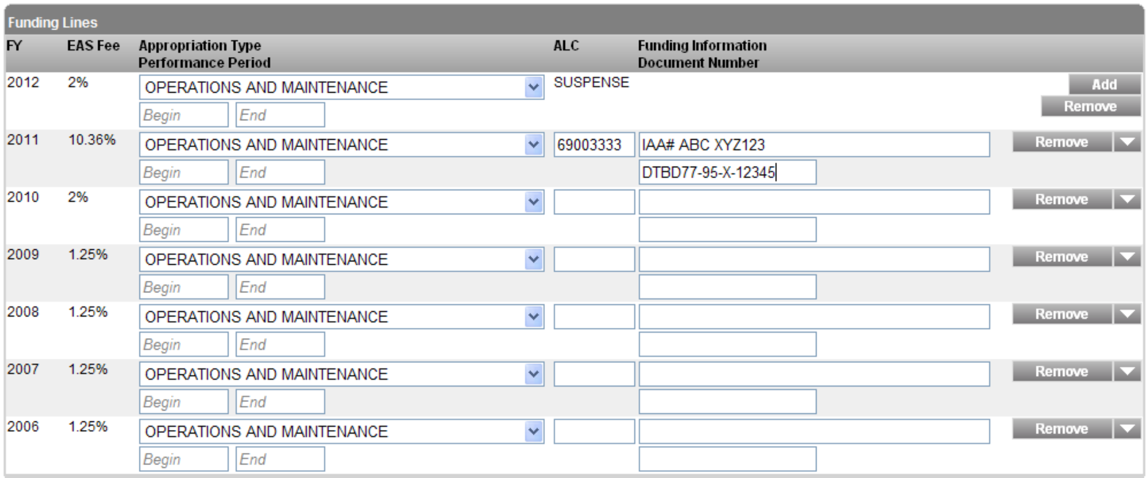
For those Non-DoD agencies that require Agency Location code information, there was a slight modification to how funding information is entered.

The funding line information is added per fiscal year per PDC. This process did not change from the prior release. The funding line information however, can be edited for multiple FYs within the same request.

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.

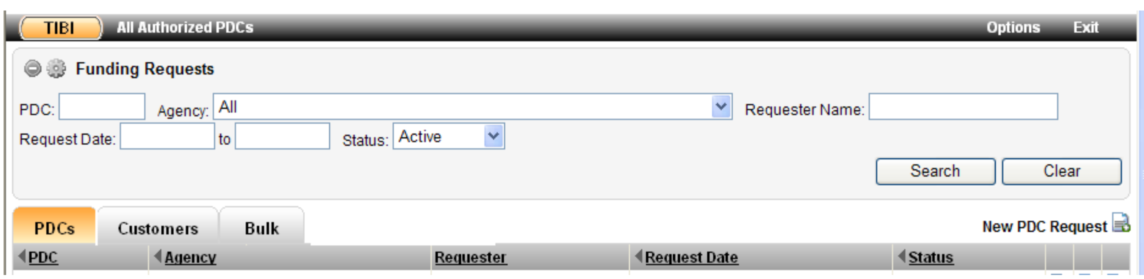


Display of the edit button on PDC Details



Non-DoD Funding Line Edit Mode – Funding Lines section

- All elements that are allowed for update within the funding section – Appropriation Type, Period of Performance, ALC, Funding Information, Document Number.
- To complete the request, there is a request button at the bottom right of the page. You might have to scroll down to locate that button.
- The pending request can then be found in TIBI/Funding/Request/PDCs tab.
- Once approved, all PDC information is updated accordingly.



Location of the PDC Requests tab

4.2 Creating a new PDC

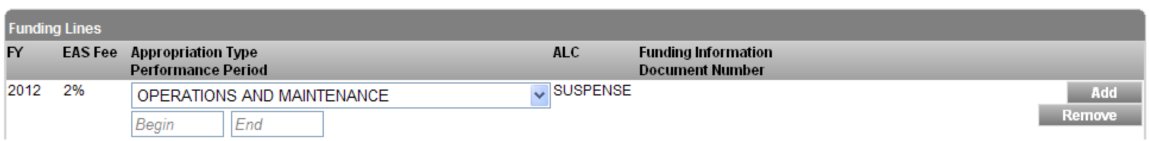
The Create New PDC option is still found off the menu TIBI/Funding/Request/PDC tab/New request icon. The business rules for creating a new PDC are the same except for 2 items:

Location for the New PDC Request - did not change

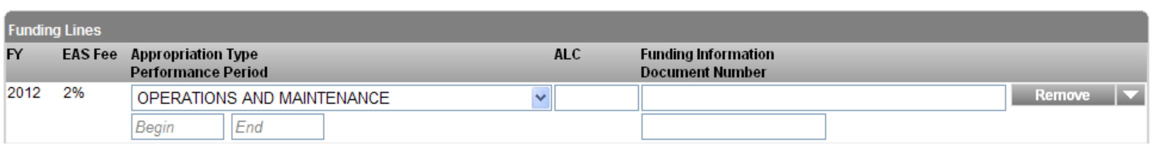
- The Customer Billing Account must exist within the system. A new customer account can no longer be created at the same time a PDC is being established.

If the Customer Account 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** – **Billable Customer PDCs only** - 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.
    - **For non-DoD Agencies – using Agency Location Code elements**: There are 3 required fields that are opened for entry: Agency Location Code, Funding Information, Document Number.



Adding Funding Line Example



ALC boxes to enter funding information

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    - **For non-DoD Agencies (or DISA managed/in-house) – with automatic default funding lines**. If your agency has a default funding line, such as "Pay by check" or a DISA managed line of accounting, when adding, the default funding information will be populated.

Adding funding for an agency that has defaulting elements

Defaulted funding line information – Example only

- **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.

5 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.

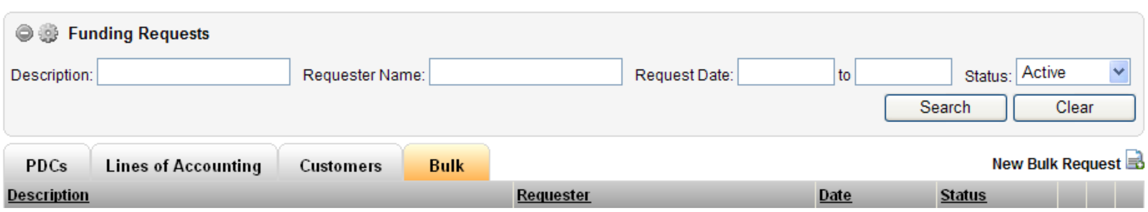
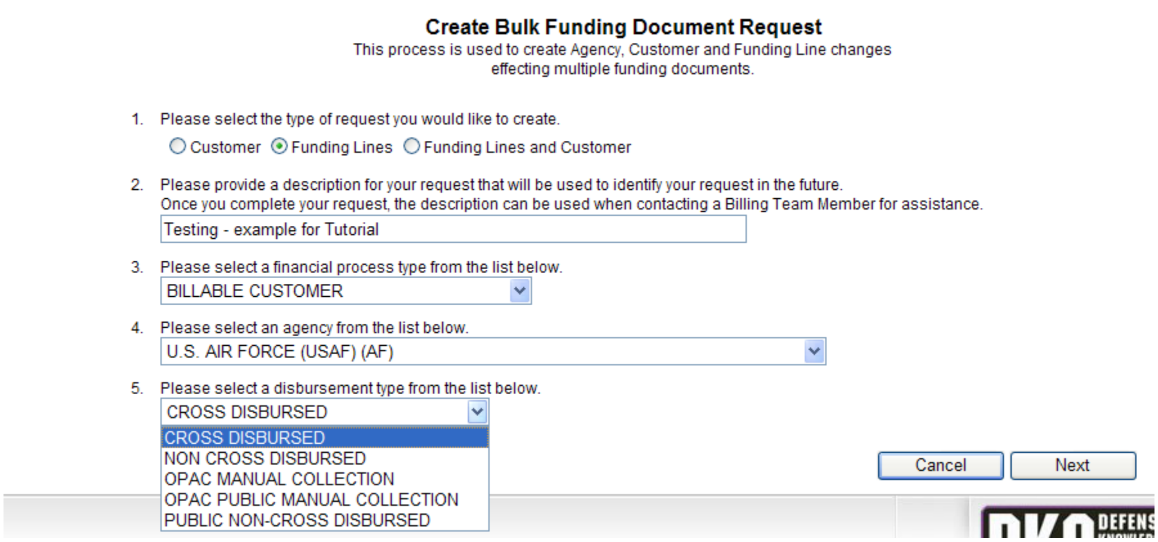


Figure 1 Location of the New Bulk Request Option & Pending Bulk Request tab

The agency within the bulk request will default to your agency. The screen shot below is just an example.

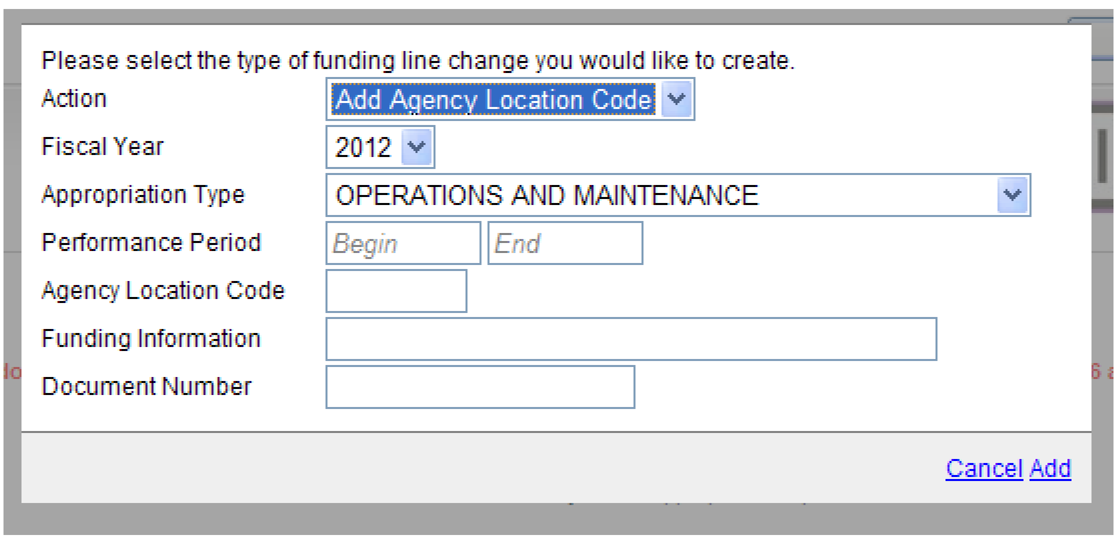


1st Step of the Bulk Request Wizard

- 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 Agency Location Code. Multiple actions can be created for available fiscal years.

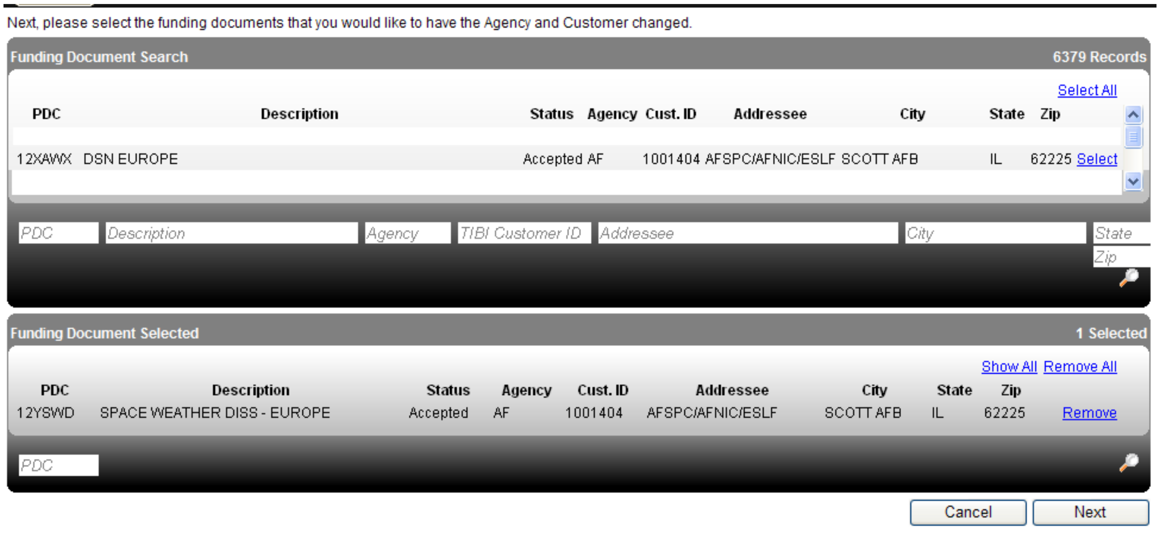


Creating a Bulk Request Funding Action

- When adding the funding information– 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.
    - For Non-DoD Agencies – this action selector will automatically default to the entry of the Agency Location Code, Funding Information, and Document Number.
- 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.

3rd Step of the Bulk Request Wizard



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 are required. 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.