

# Chapter 2

## SPS - FISCAL YEAR END PROCESSING

### Table of Contents

---

Chapter 2.....	34
SPS - FISCAL YEAR END PROCESSING .....	34
Table of Contents.....	34
2-1 FISCAL YEAR END PROCESSING .....	34
2-1.1 Identification of Fiscal Year End Workload.....	34
2-1.2 Options for Processing Fallout Funds .....	35
2-1.3 Processing of Next Fiscal Year (“Next FY”) Purchase Requests .....	37
2-1.4 Recommended End of Year Checklist.....	37
2-1.5 Reports for End of Year Processing .....	40

#### **2-1 FISCAL YEAR END PROCESSING**

This section highlights the business rules and procedures that should be considered for use during the end-of-year (EOY) closeout process. To ensure a successful EOY a strong partnership between the buying flights, plans and programs, budget, base resource advisors, and senior management is essential.

##### **2-1.1 Identification of Fiscal Year End Workload**

The management of end of fiscal year data is critical to the overall success of the Contracting Office. In order to properly utilize EOY support tools the user should do the following:

Purchase Request Description: Add the following to the beginning of each purchase request description:

- **Fallout** – Purchase requests that are received in the office in anticipation of future fallout funding should be identified by naming the purchase request with the word **FALLOUT** as the first word in the description.
- **Next FY**– Purchase requests that are received in the office in anticipation of funding on 1 Oct of the next fiscal year should be identified by naming the purchase request with the next fiscal year designation (i.e., FY09 for 1 Oct 08, FY10 for 1 Oct 09 and so forth) as the first word followed by a description. (i.e. FY10 paper, legal)

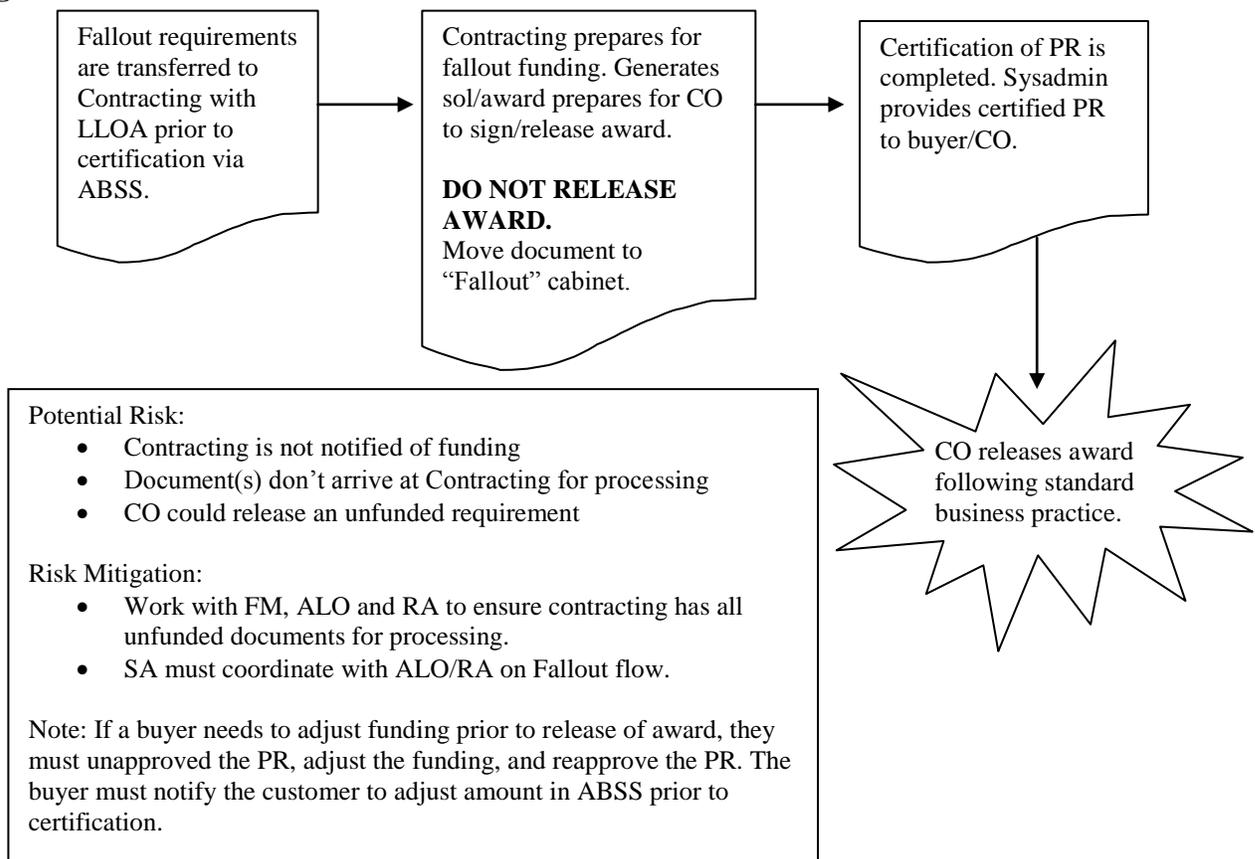
By naming or coding the PRs as described everyone will be able to identify normal funded requirements, fallout requirements, that can be worked but not awarded until fallout funds are received, and next FY requirements ,which can be worked but not awarded until 1 Oct of the next fiscal year. Users should rename the PR of fallout requirements to remove the word **FALLOUT** when funds are received. This will affect open PR reports and show that the requirement must be awarded by 30 Sep or funds will be lost.

## 2-1.2 Options for Processing Fallout Funds

Figures 1 and 2 describe the options for applying Fallout funds within PD<sup>2</sup>. Either option requires coordination between Contracting and Finance. The PD<sup>2</sup> Business Process lists potential risks with each option as well as recommended steps to take to mitigate those risks.

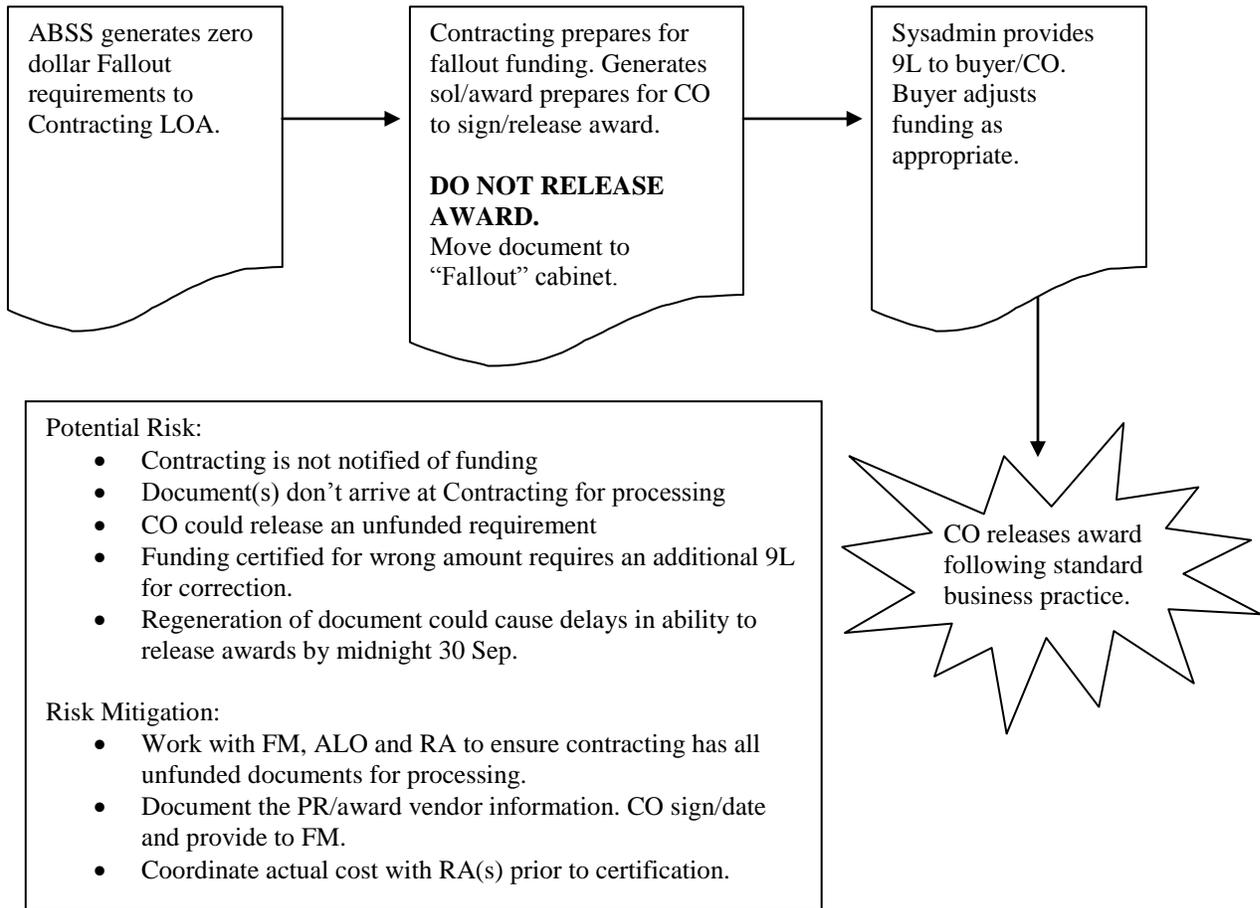
**Option 1 – Estimated \$\$** - Option One consists of an un-funded requirement generated without certified funding for estimated obligation (i.e. \$3M). The un-funded requirement includes a Long Line of Accounting (LLOA) and is transferred via Automated Interfaces (ABSS) but is not certified. When funding becomes available, the ABSS/RA will approve the document and generate it through the flow. Contracting will award based on notification.

**Figure 1.**



**Option 2 - Zero Dollar Funding** - Option Two consists of generating a zero dollar certified requirement. The requirement should include a Long Line of Accounting (LLOA) and is transferred via Automated Interfaces (ABSS). When funding becomes available, ABSS will generate a 9L with the appropriate dollar amount and submit it to Contracting for further action.

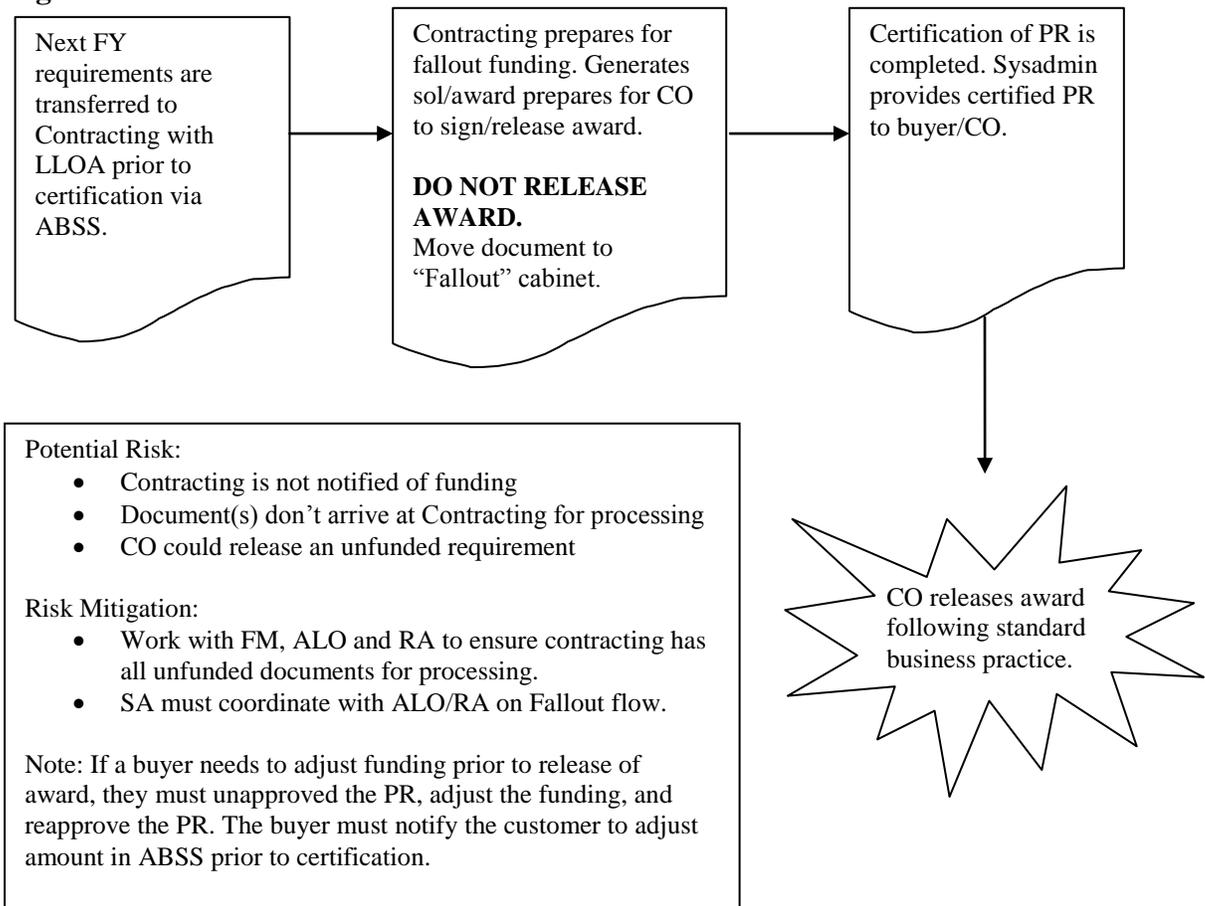
**Figure 2.**



### 2-1.3 Processing of Next Fiscal Year (“Next FY”) Purchase Requests

Next FY requirements will be received through a PR with estimated dollars for obligation. The Form 9 will appear the same as a current year requirement with the exception of NO CERTIFIED Funds. The next FY LLOA will be on the requirement. See the diagram Figure 3.

**Figure 3.**



### 2-1.4 Recommended End of Year Checklist

The following checklist is intended to assist with Year-End activities and includes coordination with ABSS, IAPS and EDA, and the use of supporting applications such as Integrity@SPS. This checklist may be enhanced by sites, as appropriate, to also include site-specific activities and/or coordination with the local FM community in conjunction with Year-End processes.

	Task	POC	Frequency
	3 <sup>rd</sup> Quarter		

1	Contracting and Comptroller will establish End of Year procedures  a. Establish cutoff dates  b. GPC buys  c. Meeting schedules, etc.  d. Other items as applicable	Contracting and Comptroller	As Required
2	Run and Reconcile Open Purchase Request listing (Contracting Open PR listing and FM Open Commitment listing) Utilize tools as applicable, e.g. EZ Query	Sys Admin & Finance (others as applicable)	Monthly
3	Establish “Fallout” and “Next FY” cabinets for each flight as needed	Sys Admin	
4	Notify CO/CS of PIIN numbering requirements for next fiscal year releases that are being worked in the current FY	Sys Admin	
<b>4<sup>th</sup> Quarter</b>			
1	Run and Reconcile Open Purchase Request listing (Contracting Open PR listing and FM Open Commitment listing) Utilize tools as applicable, e.g. EZ Query	Sys Admin & Finance (others as applicable)	Monthly
2	Run listing of “Not Released” modifications for management attention, (i.e. identify those mods which must be released this fiscal year	Sys Admin & Flight chiefs	Monthly
<b>September</b>			

1	Coordinate with interface partners on business processes to manage increase in requirements (i.e. IAPS, EDA, ABSS, etc.)	Sys Admin & Interface Partners	
2	Increase/Decrease incoming interfaces as needed	Adapter Admin & Interface Partners	As needed
3	Increase outgoing interfaces as needed (i.e. IAPS/EDA)	Adapter Admin & Interface Partners	As needed
4	Run and reconcile open PR listing (Contracting Open PR listing and FM Open Commitment listing)	Sys Admin & Finance (others as applicable)	Weekly
5	Run listing of “Not Released” modifications for management attention (i.e. identify those mods which must be released this fiscal year)	Sys Admin & Flight chiefs	Weekly
<b>30 September</b>			
1	Ensure dumps of the SPS database and backups of the SPS server are put on hold. This will ensure backups don't run until after the fiscal year processing is completed.	Sys Admin	Beginning of Day
2	Identify and have flights release all modifications with expiring funds	Sys Admin & Flights	By midnight
3	Release awards for all open PRs with expiring funds	Sys Admin	By midnight
4	Increase outgoing interfaces (IAPS/EDA)	Sys Admin	As needed
5	Transmit EDA files	Flights	Prior to office shutdown

6	Back up the production database and server	Sys Admin	After EOY processing completed
<b>Post EOY Task</b>			
1	Notify MAJCOM POC that prior FY CARs have been completed	Sys Admin	
2	Verify that PD <sup>2</sup> numbering of the FY automatically changes to next FY for system assigned numbers	After completion of EOY	
3	Add new fund strips for stock fund customers	1 Oct	
<b>October Tasks</b>		1 Oct	
4	Reset interfaces to regular schedule	Adapter Sys Admin	After all FY processing complete
5	Prepare CARs for new FY	Sys Admin & Flights	As needed
6	Resume normal processing	Sys Admin & Flights	
7	Cancel any fallout PR's that FM identifies will not be funded with current year or next year's funds and notify the customer (disapproved in ABSS).	Sys Admin, Flights & Comptroller	By midnight

### 2-1.5 Reports for End of Year Processing

The Air Force Data Management IPT encourages the use of EZ Query, COGNOS, CBIS, and FPDS-NG reports to manage end of year. Refer to [Chapter 8](#) for a listing of reports and their descriptions.