Standard Accounting, Budgeting, and Reporting System (SABRS)

Amy Thompson
FMP-43 Navy Financial Operations and Systems Integration Support (OASIS)
Agenda

- Standard Accounting, Budgeting, and Reporting System (SABRS) Support
- Line of Accounting (LOA)
- Common Errors with Government purchase card processing into SABRS
- Obligation Processing Type Indicators (OPTI)
- Conclusion
SABRS Support

Navy OASIS support team is located in the Metro DC area.

The Navy OASIS team provides Level 1 & Level 2 SABRS Support including:
- Conducting troubleshooting and analysis to resolve SABRS related incidents
- Assisting with error analysis and resolution
- Processing requests that require table updates, report creation/changes, and manual workarounds
- Generating Incident reports and conduct periodic reviews to identify trends/patterns
- Create and provide SOPs for SABRS
Government Purchase Card SABRS Line of Accounting

- Data Elements in CitiDirect
  - CitiDirect currently contains data elements specific to Navy
  - Navigate to LOA Management section of CitiDirect.

Note: If you need any assistance, please contact the CitiDirect Helpdesk via our toll free number at 1-800-790-7206, option 1, or for international calls, dial collect at (904) 954-7850.
Government Purchase Card SABRS Line of Accounting

- Data Elements in CitiDirect
  - To edit existing LOA, indicate Business Unit and select “search”. Then select the LOA you wish to modify from drop-down menu.
Government Purchase Card SABRS Line of Accounting

- Data Elements in CitiDirect
  - To create new LOA, scroll down and select the “Create new LOA” option.

Fields Required for Navy and Marine Corps

<table>
<thead>
<tr>
<th>GA</th>
<th>FY</th>
<th>APPN</th>
<th>SBID</th>
<th>OBJCLS</th>
<th>BON</th>
<th>SA</th>
<th>AAA</th>
<th>TT</th>
<th>PAA</th>
<th>COSTCODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>20182018</td>
<td>1804</td>
<td>12TA</td>
<td>2531</td>
<td>0078P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Required for Navy (STARS-HCM) Only

- MCC

Required for Marine Corps Only

- FA
- BESD
- CAC
- BRC
- RON
- RBC
- FC

[Buttons: clear all fields, create new LOA, update this LOA, delete this LOA]
**Government Purchase Card SABRS LOA**

- GCPC APCs: Uploading Data Elements in CitiDirect
  - Enter LOA and Financial Information Pointer (FIP) data elements into template.

<table>
<thead>
<tr>
<th>GA</th>
<th>EFYEFY</th>
<th>APPN</th>
<th>SBOD</th>
<th>OBJCLS</th>
<th>BCN</th>
<th>SA</th>
<th>AAA</th>
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<td>XY0000</td>
<td>0007882521QQ</td>
<td></td>
</tr>
</tbody>
</table>

- Enter LOA data

- Enter FIP data

- Fields Required for Navy and Marine Corps
- Required for Navy (STARS-HCM) Only
- Required for Marine Corps Only

- clear all fields create new LOA update this LOA delete this LOA
## Data Elements in Citidirect

- **GA**: Department Code
- **BFYEFY**: Beginning Fiscal Year-End Fiscal Year
- **APPN**: Appropriation
- **SBHD**: Subhead
- **OBJCLS**: Sub-Object Class Code
- **BCN**: Bureau Control Number
- **SA**: SubAllotment
- **AAA**: Authorized Accounting Activity
- **TT**: Transaction Type Code
- **PAA**: Property Accounting Activity
- **Cost Code**: Cost Code
**Government Purchase Card SABRS LOA**

- Data Elements in CitiDirect
  - Navy FIP

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA</td>
<td>Fund Administrator/Budget Execution Activity</td>
</tr>
<tr>
<td>BESA</td>
<td>Budget Execution Sub Activity</td>
</tr>
<tr>
<td>CAC</td>
<td>Cost Account Code</td>
</tr>
<tr>
<td>BRC (SIC)</td>
<td>Budget Reporting Code/Special Interest Code</td>
</tr>
<tr>
<td>RON</td>
<td>Reimbursable Order Number</td>
</tr>
<tr>
<td>RBC</td>
<td>Reimbursable Billing Code</td>
</tr>
<tr>
<td>FC</td>
<td>Fund Code</td>
</tr>
</tbody>
</table>
SABRS Government Purchase Card Common Errors

- Lines of accounting (LOA) and/or Financial Information Pointers (FIP) mismatch in Citibank and SABRS
- Citi validates LOAs against Consolidated Master Edit Table (CMET)
  - Credit card transactions are misrouted to SABRS due to the Approving Official’s (AO) profile update with the SABRS Authorization Accounting Activity (AAA) (056521) after BSOs transition from Standard Accounting and Reporting System (STARS) to SABRS
  - CitiDirect Card Management System does not permit dual routing for statements or invoice data transmissions. One AAA is permitted per account. Manual recording of transaction in STARS would be required to prevent suspended invoices.
Obligation Processing Type Indicators (OPTI)

- OPTI type applied at the AO level determines whether Citibank creates a standard document number (SDN), an automated Citibank obligation and the availability of certification functionality

- **OPTI-T**  Transactional
- **OPTI-C**  Contract Payment
- **OPTI-B**  Bulk
- **OPTI-F**  Fleet
- **OPTI-W**  Navy Working Capital
OPTI - Transactional

• OPTI-T
  – Most commonly used by commands
  – SDN creation and obligation based on LOA/ Unit Identifier Code (UIC) combination per cycle
  – Obligation post based on LOA/UIC in SABRS per cycle
    • STARS posted multiple SDNs transactions on same day
  – Transactions are assigned the default LOA upon posting to a CH account, obligation will interface into SABRS with default LOA and SDN if not reallocated to alternate LOA
  – Reallocations to alternate LOAs in Citibank will interface and adjust the SABRS obligation to reflect alternate LOA and SDN
OPTI - Contract Payment

• OPTI-C
  – Citibank does not create an obligation
  – Citibank only provides invoice for certification
  – Certification requires contract number and SDN/LOA used for contract obligation
  – Prevents Prompt payment penalties for vendor payment delays
OPTI - Bulk

- OPTI-B
  - One obligation at beginning of cycle
  - SDN/Obligation based on sum of Cardholder (CH) cycle credit limits per LOA/UIC combination
  - De-obligation submitted if expenditures for cycle are less than initial bulk obligation
  - Reallocation obligations & cycle de-obligations occur after certification submitted
  - Required for Convenience Check accounts (per FMR)
• OPTI-B examples
  – Example 1
    • Three CHs with the same UIC/LOA
    • Credit limit for each = $30,000
    • Bulk obligation for $90,000 on same LOA
  – Example 2
    • Three CHs with different UIC/LOA
    • Credit limit for each = $30,000
    • One bulk obligations for $30,000 on each different LOA
OPTI - Fleet

- OPTI-F
  - Used by Fleet funded units that deploy or have internet connectivity issues
  - Obligations submitted by local command created by local financial system
  - Can certify, dispute or reallocate within CitiDirect using a 14 digit or 15 digit SDN
  - Citibank does not create SDN or obligation into SABRS
OPTI – Working Capital Fund

• OPTI-W
  – Selection based on financial system not funding
  – Obligations created exactly like Transactional but are forwarded to working capital fund financial system vice SABRS or STARS
  – Certification done in financial system
  – Reallocations and disputes only prior to cycle end
  – Requires CCPMD approval
Questions

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Conclusion

Our goals:

- To provide you with a “one-stop shop” for Navy issues with SABRS and SMARTS.
- To fix the problem at the root cause.
- To ensure all processes are documented and standardized to ensure accurate financial reporting across the BSO’s.
SABRS OASIS Support

SABRS Support Desk Operating Hours

0615 - 2030 (6:15 a.m. - 8:30 p.m.) EST
Monday through Friday excluding Federal Holidays
Email: Navy_SIDI_Help@navy.mil

Help Desk Phone Line
0615 - 1630 (6:15 a.m. - 4:30 p.m.) EST
Phone: 1-833-616-6373