



# The BASO Connection

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## About This Newsletter



The *BASO Connection* is a monthly publication intended for users working in the systems supported by the Business and Administrative Systems Office (BASO). The BASO, housed in HQ Code OCF, provides support for Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.

## New IFMP Training Available



There's a lot of activity on the IFMP training front. The BASO is offering new BW courses, and the Competency Center has been releasing updated Core Financial training. Check out the details below:

### BW Basics and Travel Reporting

You may have heard about the BASO's *BW Overview and Basics* course in last month's newsletter. This hands-on, instructor-led course is held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month and focuses on basic BW navigation and queries. So far, the classes have been a big hit!

In addition, the BASO is about to launch the *BW Travel Reporting* and *Budget Execution Reporting* courses. Training dates will be available soon – look in NASA HQ's Heads Up and the BW website <http://businesswarehouse.hq.nasa.gov/bwschedule.htm>.

Online registration for the BW courses is on the horizon! In the meantime, contact Yinka Ola at [oola@hq.nasa.gov](mailto:oola@hq.nasa.gov) to register.

### SAP Starter Course

The *Core Financial SAP Starter Course* is now available online at SOLAR. This web-based course provides an overview of IFMP, Core Financial, and SAP navigation. To access the course, go to the SOLAR website (<https://solar.msfc.nasa.gov>) and click on the following:

- Training Disciplines
- Integrated Financial Management Program (IFMP)
- Core Financial
- Core Financial SAP Starter Course

As more updated training materials are released, the BASO will be offering new Core Financial instructor-led courses. Stay tuned for more information!

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## Core Financial Corner



### Purchase Requisition Approver Checklist

Attention PR Approvers! It is critical that you validate the data in the PR prior to approval. Use this checklist to ensure that PRs move quickly through the approval process.

#### Service PR

- In the <Services> tab, enter the dollar amount (without dollar sign) in *Qty* field, "EA" in *Unit of Measure* field and "1" in the *Gross Price* field
- For planning PRs, use the <Services> tab for line items with account assignment U. The *Qty* field should be populated with ".01" and the *Gross Price* should be "1"
- Check out the OLQR. Go to *Purchasing>Initiate PR>Create/Maintain PR*

#### Supply PR

- Make sure that the requisitioner itemizes the requirement to allow partial goods receipt and processing of partial invoices. Create separate line items for the CPU, monitor, keyboard, and mouse, rather than a line item of "A Computer" of Qty "1" EA.

#### Validate the Item Overview Tab

- In the Item Category field, select "D" for services and "Z" for supplies.

### Where is my PR?

Want to find your PR in the approval process? To determine the status of a PR, open the transaction using ME53N. Check your Release Strategy tab in the header:



Offices with *green checks* have approved the PR.



Offices with *yellow triangles* have not approved your PR.

Recall that the Release Strategy is the series of

approval steps a PR must go through before being released for obligation. More information on the HQ Release Strategies can be found on the Core Financial Website at <http://corefinancial.hq.nasa.gov> under *Training/Job Aids>Job Aids – Purchase Requisitions & Release Strategies*. Contact the BASO for assistance.

### Attention BF Users!

If you're looking for your BF 0.5 data in A002-Center Submit, you won't be able to find it! Effective *July 1*, data will be migrated to the A003-Enterprise Submit.



### Initializing BF Data

On Wednesday, June 23, the GSFC IFM Budget Formulation Project Office (BFPO) issued a schedule requiring the Enterprises, the Office of the Inspector General (OIG), and the functional offices that manage Corporate G&A budget activities to load their respective FY06 budget information into the Budget Formulation (BF) Tool. The schedule includes milestones associated with using:

- BF Release 0.5 to enter the June 30 NBS Enterprise budget submit data
- NBS for the Agency FY 06 OMB Budget Submit (both at an agency summary level and the subsequent detailed level)
- BF Release 1.0 and BF Release 0.5 (to reflect the NBS based agency level and detailed center specific level FY 06 OMB Budget submit)
- BF Release 0.5 to complete the FY 2005 initial obligations and cost phasing plans in October

HQS BF Release 0.5 planners will be notified of kick-off meetings, additional data entry/validation training sessions, and data entry clinics. For a copy of this briefing and the latest information on this initiative, visit our website at <http://budgetformulation.hq.nasa.gov/>.

### Travelers: Flying Commercial? Check the Price First!



If you're using a commercial airline, the quoted ticket price must be indicated in the *ticket value* field on the Travel Authorization Ticketed Transportation page. Otherwise, the authorization must be amended to reflect an accurate estimate before CI Travel will issue the ticket.



### Re-introducing EEX and The Work Number®

In June, the e-Payroll team conducted demonstrations to re-introduce two applications: Employee Express (EEX) and The Work Number®. Although both have been around HQs for a few years, their use will become *mandatory* when e-Payroll is up and running. Here's a snippet of what's up with EEX & The Work Number®:

- EEX – An EEX Demonstration is coming to a Code near you! All Codes are currently scheduling demos for EEX, which allows employees to access & edit key personnel and payroll information.
- The Work Number® – On June 15, a representative from the TALX Corporation provided two demonstrations of the employment and salary verification process HQs is requiring once e-Payroll goes live.

Want more info? Visit the e-Payroll website at <http://epayroll.hq.nasa.gov>.

### Using a Mac for FPPS?



The e-Payroll implementation of FPPS requires that all Mac users have access to Citrix (NDC Services). If you need Citrix installed on your computer, please call the BASO. If you do not have a Citrix (NDC) logon ID, visit the *Forms* section on <http://epayroll.hq.nasa.gov>, and look for the Application for NDC Services form.

### BASO Footnotes



In addition to solving problems, answering questions, and conducting workshops, here are some other things the BASO has done in the past month:

- On June 10, the BASO hosted the **HQ IFMP Center Business Process Lead (CBPL) Workshop**. This all-day event, sponsored by the IFMP Competency Center (CC), provided an opportunity to engage in dialog on how IFM is working at HQ. *Neil Rodgers*, the CC's Deputy Project Manager, conducted the workshop, and the BASO's own *Roger Sachse* and *Dave Neumann* shared information on the status of IFM operations at HQ. *Vickie Walton*, *Ramona Thomas*, and *Mary Ellen Wirsing* provided input from the Super User perspective. There were over 20 attendees in all - thanks to everyone who participated!
- *Kathie Karmazin*, *Nancy Harris*, *Red Young*, and *Lori Terry* have been hard at work sorting out the monthly cost assessment process. The running of the corporate G&A cost assessment cycle is now ready to transition to Code BF, and Red led a workshop on June 28 to transfer the knowledge to *Jerry Parker*, *Frederick Dillon*, and *Mary Ellen Wirsing* - no small task considering the user procedure is 80 pages long!



### True or False: e-Payroll is going to replace WebTADS. Answer: FALSE!



Confused about how e-Payroll will affect WebTADS? Well, rest assured that WebTADS is here to stay! You will still use WebTADS for all your time and attendance reporting. For more information, check out the HQ e-Payroll website, at <http://epayroll.hq.nasa.gov>.

## ***BASO Contacts***

The BASO, housed within HQ Code OCF, provides support functions for business and administrative systems including Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.

### **BASO Support Center**

358-IFMP, Room 4R49  
Operating Hours: 8am – 4:30pm Daily  
(Closed 12pm – 1pm Thursdays)

### **HQ IFMP Business Systems Coordinator**

Dave Neumann  
[david.neumann@nasa.gov](mailto:david.neumann@nasa.gov), 358-0459

### **Business Process Leads**

Roger Sachse, Core Financial  
[rsachse@nasa.gov](mailto:rsachse@nasa.gov), 358-0686

Kathryn Karmazin, Travel Manager  
[kathryn.karmazin-1@nasa.gov](mailto:kathryn.karmazin-1@nasa.gov), 358-0764

Nadine Tremper, Budget Formulation  
[nadine.tremper@nasa.gov](mailto:nadine.tremper@nasa.gov), 358-1197

Pam Feters, WebTADS  
[pfeters@nasa.gov](mailto:pfeters@nasa.gov), 358-0867

## ***Feedback***

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Jill Ballentyne at [jballent@hq.nasa.gov](mailto:jballent@hq.nasa.gov). If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.

### **Like what you see?**

Past issues of **The BASO Connection** are available!

Check them out on the BASO website at <http://baso.hq.nasa.gov/newsletter.htm>.

