The BASO Connection

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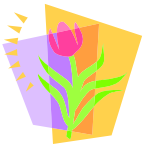
About This Newsletter



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

WebTADS' Newest Additions

Next time you open up WebTADS, keep an eye out for some additional features:

- On the *Leave Balance* screen, you'll see a few new balances, including use or lose, comptime forfeiting this pay period, comptime (includes extended) and military leave.
- You'll notice a new bucket icon on the lines where you record hours and leave. Clicking on the bucket will populate the line with your work schedule, and you only make the changes necessary to reflect your actual work and leave for the pay period.
- Beginning June 1, WebTADS will include an hour code labeled *VOL* that employees can use to record voluntary time worked. First forty schedule employees will no longer need to use the comment box to record these hours.

Questions? Contact the BASO.

Hey You! Your Timesheet's Due!

Don't ruin your Memorial Day Weekend by forgetting to submit your timesheet! Approved WebTADS timesheets are due by 9:00 AM on Friday, May 28th.

Catch the BW Train(ing)

Do you want to learn the ins and outs of Business Warehouse (BW)? Are you interested in customizing bookmarks to fit your reporting needs? Do you have trouble creating reports that display the data you want to see? If so, the *BW Overview and Basics Class* is for you!

Training begins on June 10, 2004, so head over to the BW website at http://businesswarehouse.hq.nasa.gov/ to reserve your spot. To request placement in a training session, click on the *Training Schedule* link, located under the **Training & Job Aids** section.

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Core Financial Corner

Going on Vacation? Don't Forget to Pick Your Substitute

Summer is approaching fast, and you know what that means – vacation! Before you leave for tropical paradise, don't forget to select a Substitute for your PRs in SAP. Setting up a substitute will ensure that while you're sunbathing and snorkeling, your PRs are being cared for. Forget how to set up a Substitute? Follow these steps:

- ✓ From the SAP Easy Access menu, enter SBWP in the transaction box.
- ✓ From the Menu Bar, choose Settings > Workflow Settings > Maintain Substitutes.
- ✓ Highlight your name and click the *Create Substitute* button.
- ✓ Enter the User ID for the person who should receive your PRs into the transaction box.
- ✓ Click on the green checkmark.
- ✓ Click in the checkbox next to "Substitution Active".
- ✓ Click Save.

To delete a Substitute, follow Steps 1 and 2, then click on the *Delete Substitute* button.

Need to Change Accounting Data in SAP?

To change Account Assignment information, you must *delete* and *re-create* the line item with the correct accounting data.

Put Your Money Where Your PR Is

Do you see your budget in ZNASAST5, but receive an SAP error message "Payment Budget Exceeded" when you attempt to create a PR? It could be one of these reasons:

- **Commitment Item**: Before you create a PR, you must verify that the budget is included in *ALLOTHERS*, not *ALLOBJECTS*. To check budget location, click on Commitment Items in the SAP Navigation Block.
- **Functional Area:** In order for a PR to be created, the budget must reside in the correct Functional Area. To verify the Functional Area, use the SAP Transaction *FMDERIVER*. If your budget resides in the wrong Functional Area, contact your Enterprise office.

If you experience any problems with these transactions, contact the BASO.

Get Your BF Data in Line

NASA Centers are gearing up to complete their Center POP 04 Submit in the NASA Budgeting System (NBS) by June 8, 2004. The GSFC Budget Formulation Project Office (BFPO) is working directly with the HQS Enterprises to complete their agency-wide theme based budget structure crosswalk table, comparing the NBS Organization Cost Account [OCA] structure to the BF project definition/WBS element structure.

How Does HQS Enter Data?

The GSFC BFPO and the Office of the Comptroller are finalizing the agency-wide schedule for Centers to enter their June 8th NBS data into the BF 0.5 module. To facilitate data entry into BF Release 0.5, Enterprises are encouraged to develop a separate "HQS-as-a-Center" crosswalk table.

What Comes Next?

When the data-entry schedule is released, HQS planners will be notified of opportunities to participate in kick-off meetings, additional data entry/validation training sessions, data entry clinics and desk-side data entry assistance. For up to date information and the latest BF Job Aides, visit our website at http://budgetformulation.hq.nasa.gov/.

e-Payroll Kicks Off

The e-Payroll project is off to a great start! On May 11, the e-Payroll team stormed the PRC with orange balloons flying, and welcomed HR and Payroll employees to a Kickoff presentation about the e-Payroll initiative at HQ. In the afternoon, another briefing was held for the representatives from each Code who will be filling the important role of Change Agents and assisting the e-Payroll team throughout the implementation. The August 8, 2004 "Go Live" date is approaching quickly, and the e-Payroll team and Change Agents will be hard at work to keep HQs up to date. For additional information, visit the e-Payroll website at http://epayroll.hq.nasa.gov.

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:

- The BASO is preparing for the arrival of the IFMP Portal Release 1.0, which is slated to hit HQ this summer. The Portal is the place to look for updated IFMP information and features single sign on for IFM Program applications. Stay tuned!
- The BASO is undergoing a bit of reorganization! Starting June 1, an additional level of Core Financial expertise will be available when you call 358-IFMP. Keep an eye out for more information.
- The Competency Center is developing a high-level IFMP training program, and Yinka Ola has been hard at work creating an implementation plan tailored to meet HQs' specific needs. Watch this space for more training information!

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
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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. 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.