



U.S. AIR FORCE

United States Air Force Reserve

Integrity - Service - Excellence

PBASweb Target Load Training



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HQ AFRC/FMXO

Apr 5, 2023 9-11 E,

Apr 5, 2023 1-3 E

Apr 11, 2023 10-12 E

Apr 13, 2023 2-4 E

Fly, Fight and Win...



- Visual and Function Changes
- How To Distribute Funds
- How to Realign/Move Funds
- How to Return Funds to HQ
- How to Approve Funds
- Business Rules – Common Errors
- Complex Realignments
- Network/Server – Common Error
- Reading Charts
- Generate Report – Funds Availability Report
- Reports for Auditing Entries



Visual Changes – Target Load

- Realignments are consolidated into Distribution tab
- Credit and Debit separate entry removed
- RCCC included with the WCC
- Annual adj, all 4 quarters adj, on the same line
- Past quarters will “gray out” at quarter change
- New chart on right of entry shows selected line’s Target, Obligation, and Available data for that LOA
- Far right data is the AROWS-R funds check amts
- Check box at bottom to separate multi-user totals
- Funds Availability Report has cumulative Q columns



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Visual Changes – Target Load

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Dashboard Profile Users Reports Tables

Version 2.1.6.7630 What's New E-Mail Help

Target Load Request

Select Fiscal Year: Funds Availability Report

Select MPF ID-OBAN:

Requests Approval

	Status	WCC/RCCC	Proj/ Subproj	ANN Adj	QTR 1 Adj	QTR 2 Adj	QTR 3 Adj	QTR 4 Adj	Message #	Justification (255 characters Max)	2024			72601 CMS/3005T1			726 CMS/3005T1		
											Target	Oblig	Available	Target	Oblig	Available	Target	Oblig	Available
<input type="checkbox"/>		CMS/3005T1	72601								Ann	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>											Q1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>											Q2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>											Q3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>											Q4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>											Qs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Annual Credits:		0.00			Total Annual Debits:		0.00												
Total Quarter 1 Credits:		0.00			Total Quarter 2 Credits:		0.00			Total Quarter 1 Debits:		0.00			Total Quarter 2 Debits:		0.00		
Total Quarter 3 Credits:		0.00			Total Quarter 4 Credits:		0.00			Total Quarter 3 Debits:		0.00			Total Quarter 4 Debits:		0.00		

Total Only My Target Load Requests

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Function Changes – Target Load

- To “distribute” funds, enter pos amts to line
- To “realign” or “give back”, enter neg amts
- Message # req’d for pos, but not for neg amts
- Internal realigns without docs use msg # 999
- Funds cannot be dist. to past “grayed” qtrs
- Undistributed past funds post to the current qtr
- “Pending” past quarter Target entries can still be approved, but not modified.
- Past quarter Target entries that are disapproved would have to be deleted and re-entered in the current qtr to modify the entry.



How to Distribute Funds from HQ

- 1) In PBAS, under Tables, select Target Load Request, and choose appropriate FY and OBAN
- 2) Funds Availability Report on the Target Load Request screen displays current, approved funding levels
- 3) Reference Funding Documents for funds authorized
- 4) Select WCC/RCCC & Proj/Sub in drop-down boxes
- 5) Enter Project funds (721, 725, 727, etc) in the ANN Adj field
- 6) Enter Quarter funds (1, 2, 3, 4) in respective QTR # Adj field
- 7) Include Message # from funding document
- 8) Enter a Justification (what, why, etc)
- 9) Tab to next line to auto save, or select box on left & “Save”
- 10) Select lines individually, or use “Select All”, then click “Submit” to send for approval.



How to Realign/Move Funds

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- 1) In PBAS, under Tables, select Target Load Request, choose FY and OBAN
- 2) Funds Availability Report on the Target Load Request screen displays current, approved funding levels
- 3) Select the WCC/Proj/Sub fund source (example: S50, 727.01)
- 4) Enter neg amts in ANN Adj field to move Proj funds from source proj WCC
- 5) Enter neg amts in QTR Adj field to move QTR funds from source proj WCC
- 6) No message number is systematically required for neg amts entered
- 7) Enter a Justification (what, why, etc)
- 8) Tab to the next line to auto save, or select the box on the left and “Save”
- 9) On the new line(s), select the WCC/Proj/Sub(s) that will receive the funds
- 10) Enter pos amts in the ANN Adj field to move Proj funds to receive proj WCC
- 11) Enter pos amts in the QTR Adj field to move QTR funds to receive proj WCC
- 12) For internal transfer of pos amts with no fund document, use msg # 999
- 13) Enter a Justification (what, why, etc)
- 14) Tab to the next line to auto save, or select the box on the left and “Save”
- 15) Select lines individually or use “Select All” and “Submit” to send for approval.



Functionality of Realign/Move Funds

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- Proj funds/Ann funds can only be moved within same Proj to other WCC
- Qtr funds can be moved betwn ANY proj, ANY WCC, but within same Qtr
- Moves can be direct transfer of identical amts or they can be complex transfers involving many LOA
- All targets entered for all Proj and WC must follow system rule: Qtr Targets combined (Qs) must be less than or equal to Ann Target in that LOA. This includes funds in S50.
- Pre-existing imbalances where Qtr combined targets (Qs) are currently higher than Ann Target will be carried into the update, but once corrected cannot be reversed
- Ann Target will be the Max value per LOA for all targets distributed or realigned, and it is checked at both the WC/Proj/Sub level, and again at the WC/Proj level, per line, and per entire page of Target Load Requests.
- Some legitimate, corrective transfers may require tabbing through an “unsaved” line that originally presented with a pop-up error, after a compensating line is entered that will allow both lines to pass the Target rules. If both corrective lines are not submitted and approved together, the lines will not process. (See Special/Complex Realignment slide 20)



Examples on the Realignment Slide

A complex realignment example begins on the 2nd line and ends on the 5th line.

- Funds in S50 727 are undistributed using neg amts and moved in a complex transfer with pos amts to FD0 727, FH0 727, and FA1 727
- To balance FA1 727 some Q4 funds were also removed from FA1 727 and added to receiving units FD0, FH0
- Chart on the right shows FA1 data because FA1 line was selected to view the balances after targets entered

A direct realignment begins on the 6th line and ends on the 7th line.

- Funds in FD0 721.03 are subtracted using neg amts and moved in a simple transfer with pos amts to FD0 721.06
- Change corrected a pre-existing FY23 imbalance between Ann Target and the combined Qtrs Target (Qs) totals for 721.06, ensuring the Ann is now higher than or equal to the Q's Target



How to Return Funds to HQ

- 1) In PBAS, under Tables, select Target Load Request, choose FY and OBAN
- 2) Funds Availability Report on the Target Load Request screen displays current, approved funding levels
- 3) Select the WCC/Proj/Sub fund source (example S50, 727.01)
- 4) Enter neg amts in ANN Adj field to move Proj funds from source proj WCC
- 5) Enter neg amts in QTR Adj field to move QTR funds from source proj WCC
- 6) System does not require message # for neg amts entered
- 7) Enter a Justification (what, why, etc)
- 8) Tab to the next line to automatically save or select the box on the left
- 9) Submit and Approve the return of funds
- 10) Follow all procedures requested by your HQ RPA Analyst, include MSG # if given one



Simple vs Complex Return to HQ

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- Entries to return funds to HQ can be simple or complex
- A simple request pulls back available funds from a single line
- A complex request pulls back available funds from multiple lines
- Annual funds must come from the requested project, specified by HQ
- Quarter funds can come from any project, & may be specified by HQ

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Dashboard Profile Users Reports Tables

Target Load Request

Select Fiscal Year: Funds Availability Report Proj: 721 Authority Distributed Available: 0.00 -60,000.00 60,000.00
 Select MPF ID-OBAN: Quarters 1-4: 0.00 -60,000.00 60,000.00

Requests

	Status	WCC/RCCC	Proj/ Subproj	ANN Adj	QTR 1 Adj	QTR 2 Adj	QTR 3 Adj	QTR 4 Adj	Message #	Justification (255 characters Max)	2023						
											72102 S50/3A0000			721 S50/3A0000			
											Target	Oblig	Available	Target	Oblig	Available	
<input type="checkbox"/>	Saved	S50/3A0000	72102	-30,000.00				-30,000.00		Return to HQ simple	Ann	332,517.79	0.00	332,517.79	703,741.94	0.00	703,741.94
<input type="checkbox"/>	Saved	S50/3A0000	72102	-30,000.00						Return to HQ complex	Qs	1,759.65	0.00	1,759.65	85,068.48	0.00	85,068.48
<input type="checkbox"/>	Saved	K60/3N1N30	72702					-30,000.00		Return to HQ complex							
<input type="checkbox"/>																	



Who Can Approve Funds

- Approvals can be performed in PBAS by an authorized second RPA Analyst or a Target Load Approver who has access and permissions in PBAS for the specific OBAN and WC.
- This is a separation of duty feature. All locations should have at least two persons with permissions in PBAS.
- In PBAS, RPA Analysts other than the originating person will receive notices on the Dashboard when their OBAN has “Pending target load requests to review or approve.”
- “Pending” requests cannot be modified unless the approver disapproves the request. **Only the originator of a request can revise a request or delete it.
- **If unexpected events occur which prevent your location’s analysts from performing their duties long term, the HQ PBASweb functionals can assist with setting up new users, and resolve emergencies



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Approving Requests - Dashboard link

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[Dashboard](#) [Profile](#) [Users](#) [Reports](#) [Tables](#)

PBASWeb Dashboard (RPA Analyst View)

Useful Links [Hide]

[- HQ AFRC/FMXO Sharepoint](#)

Management Letters - 8 pending letter [Hide]

**You have Pending management letters to review.
Please follow the link(s) below to process the management letter(s):**

[- RPA Management Letters \(8\)](#)

Target Load Requests - 1 target load request [Hide]

**You have Pending target load requests to review or approve.
Please follow the link(s) below to process the target load request(s):**

[- Distributions \(1\)](#)



Approving Distributions - Table

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- 1) In PBAS, under Tables, select Target Load Request, choose FY and OBAN
- 2) To view pending requests, select the “Approval” tab
- 3) Requests entered by other analysts for the OBAN will be listed
- 4) Select the lines by clicking individual check box or “select all”
- 5) Click “Approve” (or “Disapprove” if there is a problem with the LOA or amount entered)
- 6) Disapprovals require comments

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Dashboard Profile Users Reports Tables

Target Load Request

Requests Approval

	FY	MPFID/ OBAN	WCC/RCCC	Proj/ Subproj	Adjusted Annual Balance	ANN Adj	Adjusted Qtr 1 Balance	QTR 1 Adj	Adjusted Qtr 2 Balance	QTR 2 Adj	Adjusted Qtr 3 Balance	QTR 3 Adj	Adjusted Qtr 4 Balance	QTR 4 Adj	Message #	Justification	Comments (255 characters Max)
<input type="checkbox"/>	2023	96-62	MZ0/5AIRT9	73912	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	999	test	

Select All De-select All Approve Disapprove



Business Rules - Common Errors

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Business Rules, aka system limitations - These types of errors indicate the line does not meet system rules, to help analysts make good entries

Sum of Qtr Target exceeds Ann Target

Ann Target should always be greater than or equal to combined Qs totals for both the WC/Proj/Sub and the WC/Proj. These can be checked by comparing amts in Target column on both sides of the chart to the right. The system calculates the projected delta between the two balances and notifies users when the entries do not meet the rule.

The screenshot shows the PBASweb interface. A modal window displays the error: "uhhz-ws-002v says Line 2: Sum of Quarter Targets for Work Center - Project/Subproject NAO/3AIR00 - 72701 has exceeded Annual Target by 910.40. Sum of Quarter Targets for Work Center - Project NAO/3AIR00 - 727 has exceeded Annual Target by 910.40." Below the error is an "OK" button.

The "Target Load Request" form includes:

- Select Fiscal Year: 2023
- Select MPF ID-OBAN: 96-62: HQ ARPC
- Funds Availability Report:

The "Requests" tab shows a table with the following data:

Status	WCC/RCCC	Proj/ Subproj	ANN Adj	QTR 1 Adj	QTR 2 Adj	QTR 3 Adj	QTR 4 Adj	Message #	Justification (255 characters Max)
<input type="checkbox"/> Pending	MZ0/5AIRT9	73912	10,000.00				10,000.00	999	test
<input type="checkbox"/>	NAO/3AIR00	72701	-589,921.72				-589,011.32	999	give back mismatch
<input type="checkbox"/>									

The "Approval" tab shows a summary table for 2023:

	72701 NAO/3AIR00			727 NAO/3AIR00		
	Target	Oblig	Available	Target	Oblig	Available
Ann	1,248,078.28	1,248,078.28	-0.00	4,279,078.28	4,256,664.57	22,413.71
Qs	1,248,988.68	1,248,988.68	-0.00	4,279,988.68	4,264,187.63	15,801.05



Business Rules – Common Errors

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Balance exceeds Authority

An attempted distribution that is more than was provided by HQ will indicate the projected excess amount, and show red numbers at the top of the screen (visible after clicking OK)

uhhz-ws-002v says

Line 1: Annual Balance for Project 726 has been exceeded by 1000.00.
 Line 1: Quarter 1 Balance has been exceeded by 1000.00.

OK

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Dashboard Profile Users Reports Tables DMO Admin

Target Load Request

Select Fiscal Year: 2024
 Select MPF ID-OBAN: R1-9M: Robins

Funds Availability Report [Generate Report](#)

Proj	Authority	Distributed	Available
726	0.00	1,000.00	-1,000.00
Quarter 1	0.00	1,000.00	-1,000.00

Requests Approval

	Status	WCC/RCCC	Proj/ Subproj	ANN Adj	QTR 1 Adj	QTR 2 Adj	QTR 3 Adj	QTR 4 Adj	Message #	Justification (255 characters Max)	2024			
											72601 CMS/3005T1			726 CMS/3005T1
											Target	Oblig	Available	
<input checked="" type="checkbox"/>	Unsaved	CMS/3005T1	72601	1,000.00	1,000.00				999	incorrect entry	Ann	1,000.00	0.00	1,000.00
<input type="checkbox"/>											Q1	1,000.00	0.00	1,000.00
<input type="checkbox"/>											Q2	0.00	0.00	0.00
<input type="checkbox"/>											Q3	0.00	0.00	0.00
<input type="checkbox"/>											Q4	0.00	0.00	0.00
<input type="checkbox"/>											Qs	1,000.00	0.00	1,000.00



Common Errors – Business Rules

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Balance exceeds Available Funds

An attempted realignment or give back of funds that reduces a line by more than is available to be moved or given back will indicate the projected excess amount, and show red numbers in the chart to the right

uhhz-ws-002v says

Line 1: Annual Balance for Work Center - Project/Subproject CMS/3005T1 - 72601 has been exceeded by 1000.00. Annual Balance for Work Center - Project CMS/3005T1 - 726 has been exceeded by 1000.00.

Line 1: Quarter 1 Balance for Work Center - Project/Subproject CMS/3005T1 - 72601 has been exceeded by 1000.00. Quarter 1 Balance for Work Center - Project CMS/3005T1 - 726 has been exceeded by 1000.00.

Line 1: Quarter 2 Balance for Work Center - Project/Subproject CMS/

Target Load Request

Select Fiscal Year: Funds Availability Report

Select MPF ID-OBAN:

Proj	Authority Distributed Available		
726	0.00	-1,000.00	1,000.00
Quarter 1	0.00	-1,000.00	1,000.00
Quarter 2	0.00	-1,000.00	1,000.00
Quarter 3	0.00	-1,000.00	1,000.00
Quarter 4	0.00	-1,000.00	1,000.00

	Status	WCC/RCCC	Proj/ Subproj	ANN Adj	QTR 1 Adj	QTR 2 Adj	QTR 3 Adj	QTR 4 Adj	Message #	Justification (255 characters Max)	2024			72601 CMS/3005T1			726 CMS/3005T1		
											Target	Oblig	Available	Target	Oblig	Available	Target	Oblig	Available
<input type="checkbox"/>	Unsaved	CMS/3005T1	72601	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00		no funds to give back	Ann	-1,000.00	0.00	-1,000.00	-1,000.00	0.00	-1,000.00	0.00	-1,000.00
<input type="checkbox"/>											Q1	-1,000.00	0.00	-1,000.00	-1,000.00	0.00	-1,000.00	0.00	-1,000.00
<input type="checkbox"/>											Q2	-1,000.00	0.00	-1,000.00	-1,000.00	0.00	-1,000.00	0.00	-1,000.00
<input type="checkbox"/>											Q3	-1,000.00	0.00	-1,000.00	-1,000.00	0.00	-1,000.00	0.00	-1,000.00
<input type="checkbox"/>											Q4	-1,000.00	0.00	-1,000.00	-1,000.00	0.00	-1,000.00	0.00	-1,000.00
<input type="checkbox"/>											Qs	-4,000.00	0.00	-4,000.00	-4,000.00	0.00	-4,000.00	0.00	-4,000.00



Special/Complex Realignment

- The business rule that prevents analysts from distributing more funds than are authorized may alert with an error when creating some realignments.
- An unsupported line will not automatically save when tabbing to the next line, unless another line on the page is entered that compensates for it.
- All requested lines on the page are considered in the SAVE calculations, including “Pending” entries that have already been submitted.
- To build this exception realignment, continue to enter amounts on the next line, despite the prior line error that prevented the prior line from auto-saving.
- Enter amounts that will either partially or completely support the previous line(s), and tab thru to save.
- Create as many additional lines needed to fully compensate for all changes entered as part of the complex realignment.
- When all lines are mathematically supported, go back to any “unsaved” lines and tab thru those again, to allow them to recalculate with all entries on the page. Checking the line box and saving should also reassess the math.



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Special Realignment – error bypass

uuhz-ws-002v says

Line 1: Annual Balance for Project 726 has been exceeded by 2.42.
 Line 1: Cumulative Quarter 1, 2, 3 and 4 Balance has been exceeded by 2.42.

OK

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Target Load Request

Select Fiscal Year: 2022
 Select MPF ID-OBAN: R1-9M: Robins

Requests Approval

Status	WCC/RCCC	Proj/ Subproj	ANN Adj	QTR 1 Adj	QTR 2 Adj	QTR 3 Adj	QTR 4 Adj	Message #	Justification (255 characters Max)
<input type="checkbox"/> Unsaved	CMS/3005T1	72602	2.42				2.42	999	move from .03
<input checked="" type="checkbox"/>									

2022	72602 CMS/3005T1			726 CMS/3005T1		
	Target	Oblig	Available	Target	Oblig	Available
Ann	32,551.43	32,551.43	0.00	79,002.42	77,098.28	1,904.14
Qs	32,551.43	32,551.43	0.00	77,996.59	77,098.28	898.31

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Target Load Request

Select Fiscal Year: 2022
 Select MPF ID-OBAN: R1-9M: Robins

Proj Authority Distributed Available

726	0.00	0.00	0.00
Quarters 1-4	0.00	0.00	0.00

Requests Approval

Status	WCC/RCCC	Proj/ Subproj	ANN Adj	QTR 1 Adj	QTR 2 Adj	QTR 3 Adj	QTR 4 Adj	Message #	Justification (255 characters Max)
<input type="checkbox"/> Unsaved	CMS/3005T1	72602	2.42				2.42	999	move from .03
<input type="checkbox"/> Saved	CMS/3005T1	72603	-2.42				-2.42	999	move to .02
<input type="checkbox"/>									

2022	Proj/ Subproj	WCC/RCCC	Proj WCC/RCCC		
	Target	Oblig	Target	Oblig	Available
Ann					
Qs					

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Target Load Request

Select Fiscal Year: 2022
 Select MPF ID-OBAN: R1-9M: Robins

Proj Authority Distributed Available

726	0.00	0.00	0.00
Quarters 1-4	0.00	0.00	0.00

Requests Approval

Status	WCC/RCCC	Proj/ Subproj	ANN Adj	QTR 1 Adj	QTR 2 Adj	QTR 3 Adj	QTR 4 Adj	Message #	Justification (255 characters Max)
<input type="checkbox"/> Saved	CMS/3005T1	72602	2.42				2.42	999	move from .03
<input type="checkbox"/> Saved	CMS/3005T1	72603	-2.42				-2.42	999	move to .02
<input type="checkbox"/>									

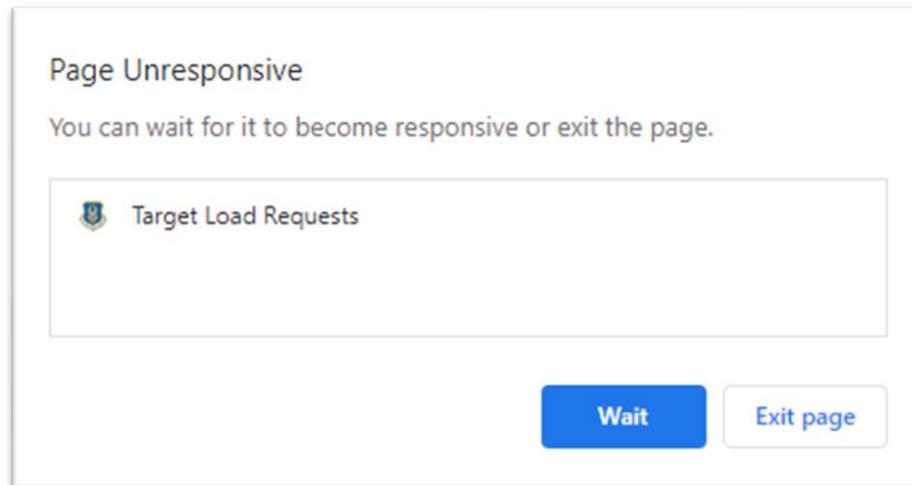
2022	72603 CMS/3005T1			726 CMS/3005T1		
	Target	Oblig	Available	Target	Oblig	Available
Ann	46,448.57	44,546.85	1,901.72	79,000.00	77,098.28	1,901.72
Qs	45,442.74	44,546.85	895.89	77,994.17	77,098.28	895.89



Common Network or Server Errors

Page Unresponsive

FMXO recommends not clicking either button, just wait a reasonable amount of time. Clicking a button here has been associated with duplicate entries in the past that have to be reversed manually.





Reading the Charts

- Charts on the right will populate with current data when WCC/RCCC and Proj/Subproject are identified, and line is selected
- Selecting the line occurs by clicking any of the fields on the line, or if the fields are not accessible, by clicking the extra box left of the line
- The left side of the chart shows a Status of Funds at subproject
- The right side of the chart shows the amounts AROWS-R verifies in PBAS during the “funds-check process”, that occurs when the RA approves an order for that fund cite
- Target & Available amts are updated instantly in the chart with the potential changes made to each line, for real time response
- Quarters 1-4 start the year separately, then show only current and future quarters on the first day of each new quarter, rolling forward
- “Qs” is all 4 quarters added together, to compare with “Ann” for accuracy matching targets.



Reading the Charts

- Each negative, red number in the chart invites analysts to take action to resolve funding inadequacy, for every line of accounting to the subproject level.

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Dashboard Profile Users Reports Tables DMO Admin

Target Load Request

Select Fiscal Year: 2024
 Select MPF ID-OBAN: R1-95: Robins
 Funds Availability Report [Generate Report](#)

Proj	Authority	Distributed	Available
726	100,000.00	100,000.00	0.00
727	40,000.00	0.00	40,000.00
728	30,000.00	0.00	30,000.00
739	70,000.00	0.00	70,000.00
Quarter 1	40,000.00	10,000.00	30,000.00
Quarter 2	45,000.00	10,000.00	35,000.00
Quarter 3	190,000.00	10,000.00	180,000.00
Quarter 4	100,000.00	1,000.00	99,000.00

Requests Approval

	Status	WCC/RCCC	Proj/ Subproj	ANN Adj	QTR 1 Adj	QTR 2 Adj	QTR 3 Adj	QTR 4 Adj	Message #	Justification (255 characters Max)	2024		
											Target	Oblig	Available
<input type="checkbox"/>	Saved	JM1/142060	72602	100,000.00	10,000.00	10,000.00	10,000.00	1,000.00	001	emergency CR load	100,000.00	148,765.72	-48,765.72
<input type="checkbox"/>											10,000.00	21,963.53	-11,963.53
<input type="checkbox"/>											10,000.00	21,724.80	-11,724.80
<input type="checkbox"/>											10,000.00	21,724.80	-11,724.80
<input type="checkbox"/>											1,000.00	1,432.40	-432.40
<input type="checkbox"/>											31,000.00	66,845.52	-35,845.52

2024		72602 JM1/142060			726 JM1/142060		
	Target	Oblig	Available	Target	Oblig	Available	
Ann	100,000.00	148,765.72	-48,765.72	100,000.00	148,765.72	-48,765.72	
Q1	10,000.00	21,963.53	-11,963.53	10,000.00	21,963.53	-11,963.53	
Q2	10,000.00	21,724.80	-11,724.80	10,000.00	21,724.80	-11,724.80	
Q3	10,000.00	21,724.80	-11,724.80	10,000.00	21,724.80	-11,724.80	
Q4	1,000.00	1,432.40	-432.40	1,000.00	1,432.40	-432.40	
Qs	31,000.00	66,845.52	-35,845.52	31,000.00	66,845.52	-35,845.52	

Total Annual Credits: 100,000.00 Total Annual Debits: 0.00
 Total Quarter 1 Credits: 10,000.00 Total Quarter 2 Credits: 10,000.00 Total Quarter 1 Debits: 0.00 Total Quarter 2 Debits: 0.00
 Total Quarter 3 Credits: 10,000.00 Total Quarter 4 Credits: 1,000.00 Total Quarter 3 Debits: 0.00 Total Quarter 4 Debits: 0.00

Total Only My Target Load Requests

Select All De-select All Submit Save Delete

The information herein is FOR OFFICIAL USE ONLY (FOUO) which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.



Reading the Charts

- Subprojects temporarily compensate within same WCC/Proj to allow orders to process. The funds-check process allows orders to “borrow” IDT funds!
- In Q4, I61 721.01 can push order costing \$36,791.88, (limited by the Qs amt from using the \$45,000.47 Ann amt). Despite avail funds belong to 721.03!!

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Version 2.1.6.7630 What's New E-Mail Help

Dashboard Profile Users Reports Tables DMO Admin

Target Load Request

Select Fiscal Year: 2023
 Select MPF ID-OBAN: R1-95: Robins

Funds Availability Report [Generate Report](#)

Proj	Authority	Distributed	Available
721	43,699,000.00	0.00	43,699,000.00
726	32,310,000.00	0.00	32,310,000.00
727	27,704,994.00	0.00	27,704,994.00
728	100,000.00	0.00	100,000.00
739	20,000.00	0.00	20,000.00
Quarters 1-4	112,887,194.35	30,000.00	112,857,194.35

Requests Approval

	Status	WCC/RCCC	Proj/ Subproj	ANN Adj	QTR 1 Adj	QTR 2 Adj	QTR 3 Adj	QTR 4 Adj	Message #	Justification (255 characters Max)	2023			721 161/121200			
											Target	Oblig	Available	Target	Oblig	Available	
<input type="checkbox"/>	Saved	S50/100515	72101					15,000.00	026	moved quarter	Ann	10,722.00	10,721.70	0.30	72,139.00	27,138.53	45,000.47
<input type="checkbox"/>	Saved	S50/100515	72101					15,000.00	026	moved quarter	Qs	10,722.00	10,721.70	0.30	63,930.41	27,138.53	36,791.88
<input checked="" type="checkbox"/>	Saved	I61/121200	72101							Can I approve order?							

Total Annual Credits: 0.00 Total Annual Debits: 0.00
 Total Quarter 1 Credits: 0.00 Total Quarter 1 Debits: 0.00 Total Quarter 2 Credits: 0.00 Total Quarter 2 Debits: 0.00
 Total Quarter 3 Credits: 0.00 Total Quarter 3 Debits: 30,000.00 Total Quarter 4 Credits: 0.00 Total Quarter 4 Debits: 0.00

Total Only My Target Load Requests

Select All De-select All Submit Save Delete



Generate Report – Funds Availability

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- The Funds Availability Report (FAR) is still available on the Target Load Request screen to view all lines of accounting in one excel spreadsheet, by clicking on Generate Report.
- The FAR columns change with each quarter, with updated, accurate calculations in cumulative Quarter columns to help view consolidated Q balances
- In addition to All 4 Q's, there are First 2 Q (Jan) and First 3 Q's (Apr)

Funds Availability Report																	
Report Generated 09 Feb 2023, 9:55:52																	
Fiscal Year 2023																	
Selection Criteria: 96-62																	
					ANN	All 4	4 Quarters	First 2	2 Quarters		Qtr 1		Qtr 2		Qtr 3	Qtr 4	
				Annual	Available	Quarters	Available	Quarters	Available	Qtr 1	Available	Qtr 2	Available	Qtr 3	Available	Qtr 4	Available
OBAN	WCC	RCCC	Project	Subpro	Target	Authority	Target	Authority	Target	Authority	Target	Authority	Target	Authority	Target	Authority	Target

Funds Availability Report																
Report Generated 30 Mar 2023, 13:51:00																
Fiscal Year 2024																
Selection Criteria: R1-95																
					ANN	All 4	4 Quarters		Qtr 1		Qtr 2		Qtr 3		Qtr 4	
				Annual	Available	Quarters	Available	Qtr 1	Available	Qtr 2	Available	Qtr 3	Available	Qtr 4	Available	
OBAN	WCC	RCCC	Project	Subproject	Target	Authority	Target	Authority	Target	Authority	Target	Authority	Target	Authority	Target	Authority



Reports for Auditing Entries

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- Target Load Report records details of saved, approved, & disapproved
- “Available” values (not “Target”) are recorded before and after, and each change of value is recorded for the Ann and Qtrs involved
- Saved requests record “Before” and “Change” values for all A and Q, while Approved requests will also have a completed “After” amount recorded.
- A zero in a Change column indicates no change occurred for that A or Q
- A zero in a Before indicates there were no “Available” funds before the entry
- A saved line with no Approval has a placeholder zero in the After column
- A zero in After, when Approved, indicates an INSF was covered and Available funds are now at break-even

Target Report
 Report Generated 01 Oct 2023, 14:14:47
 Fiscal Year 2023
 Selection Criteria: MPF ID/OBAN - R1-9M Wrk Ctr - ALL Requestor - All Approver - All Activity Date - 01 Oct 2023
 TAS 5720233700

Request Date	Requestor	Approval Date	Approver	Status	Targ Org	Credit	RCCC	PEC	Project	Annual Authority Before	Annual Authority Change	Annual Authority After	Q	Q	Q	Q	Q	Q	Q	Q	Quarter 4 Authority Before	Quarter 4 Authority Change	Quarter 4 Authority After	Message #	Justification	
01 Oct 2023, 15	HANES.TON	01 Oct 2023, TUTT.KRIS	Approved	D	R1-9M	FH0	301000	56807	72701	0	1,750.00	1,750.00	0	0	0	0	0	0	0	0	0	1,750.00	1,750.00	1,750.00	999	realign from S50
01 Jul 2023, 13	HANES.TON	01 Oct 2023, TUTT.KRIS	Approved	D	R1-9M	FA0	311100	57114	72107	-3,000.00	3,000.00	3,000.00	0	0	0	0	0	0	0	0	-3,000.00	3,000.00	0	543	TEST	
01 Oct 2023, 15	HANES.TON	01 Oct 2023, TUTT.KRIS	Approved	D	R1-9M	S50	3A0000	57114	72701	7,633.77	-4,950.00	2,683.77	0	0	0	0	0	0	0	0	0	-3,921.72	-3,921.72	-1	realign to other	
01 Oct 2023, 15	HANES.TON	01 Oct 2023, TUTT.KRIS	Approved	D	R1-9M	FD0	311105	57114	72702	0	3,000.00	3,000.00	0	0	0	0	0	0	0	0	0	3,000.00	3,000.00	999	realign from S50	
01 Oct 2023, 15	HANES.TON	01 Oct 2023, TUTT.KRIS	Approved	D	R1-9M	FA1	311106	57114	72702	115.63	200	315.63	0	0	0	0	0	0	0	0	14.46	-828.28	-813.82	999	realign from/to	
01 Oct 2023, 10	HANES.TONI.C.			D	R1-9M	S50	3A0000	57114	72102	392,517.79	-30,000.00	0	0	0	0	0	0	0	0	0	31,415.88	-30,000.00	0	-1	Return to HQ sin	
01 Oct 2023, 15	HANES.TON	01 Oct 2023, TUTT.KRIS	Approved	D	R1-9M	FD0	311105	57114	72103	2,545.32	-2,000.00	545.32	0	0	0	0	0	0	0	0	166.23	0	166.23	-1	realign to FDO .C	
01 Oct 2023, 15	HANES.TONI.C.			D	R1-9M	S50	3A0000	57114	72102	362,517.79	-30,000.00	0	0	0	0	0	0	0	0	0	1,415.88	0	0	-1	Return to HQ cor	
01 Oct 2023, 15	HANES.TON	01 Oct 2023, TUTT.KRIS	Approved	D	R1-9M	FD0	311105	57114	72106	663.62	2,000.00	2,663.62	0	0	0	0	0	0	0	0	785.44	0	785.44	999	realign from FDC	
01 Oct 2023, 15	HANES.TONI.C.			D	R1-9M	K60	3N1N3	54343	72702	10,711.70	0	0	0	0	0	0	0	0	0	0	0	-30,000.00	0	-1	Return to HQ cor	



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PBASweb FMXO POC's

PBASweb Functional Manager Lead: Rosetta Brown

PBASweb Functional Manager: Toni Hanes

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QUESTIONS