

# **General Services Administration Public Buildings Service**

**Unliquidated Obligations (ULO)** 

Version 2.3 July 2013

Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

# **Revision History**

Date	Version	Description	Author
March 2009	1.0	Initial	Patrick Skinner
January 2010	2.0	Incorporated Automated Fund Status	Patrick Skinner
July 2010	2.1	Updated Fund Status	Patrick Skinner
August 2011	2.2	Added BA53, removed Fund Status	Patrick Skinner
July 2013	2.3	Updated Authentication Module	Lev Zeldin

# **Unliquidated Obligations**

1.	INTRODUCTION	4
	1.1 ROLES	
2.	OPEN ITEM (OI) VALIDATION	5
2	2.1 VALIDATING A FILE	5 8
3.	ASSIGNING AND REASSIGNING OR REROUTING A REQUEST	10
3	3.1 REVIEWER  To create a reassignment or reroute request  3.2 ORG ADMIN.  To assign a New Item.  To reassign within your organization  3.3 BD ADMIN  To verify a reroute	
4.	BA53 VALIDATION	15
5.	DOCUMENTS ADMINISTRATION	16
	To view attached documents To edit attached documents	
6.	REPORTS	18
7.	SEARCH	19

Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

#### 1. Introduction

The Unliquidated Obligations (ULO) application automates the process of Open Items (OI) validation. Central Office, or in some cases Region 7, distributes files with Open Items to NCR to update and verify their status. ULO distributes assignments for review, tracks validation history and allows management to produce reports.

#### 1.1 Roles

ULO users are divided into four roles:

- **Budget Division (BD) administrator** resolves disputed OI assignments and runs reports. They can also perform the functions of an organization admin or reviewer.
- Organization (Org) administrator verifies OI assignments within their organization, reassigns OI assignments within the organization and sends reroute request to Budget Division admin. They can also perform the functions of a reviewer.
- **Reviewers** are responsible for validating their assigned OI reviews. They can also suggest that an OI be reassigned or rerouted to a different user.
- Ol Viewers have read-only access reports, documents, history and archives.

### 1.2 Accessing ULO

There are two ways to access ULO, either:

 Type the following URL: https://dotnetweb.pbsncr.gsa.gov/OpenItems/

#### OR:

- On the GSA Insite main page, click the "Other inSites" menu, select the "Nation Capital Region" option from the drop down, and click the ULO (Unliquidated Open Items) link.
- 3. Type your ENT username and ENT password. Click Login.



**NOTE:** If you have forgotten your password, click the **Forgot your ENT password?** link at the bottom, and follow the on-screen instructions.

Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

# 2. Open Item (OI) Validation

All users, with the exception of OI viewers, can validate OI's, but the particular Open Items that they can validate are based upon their assigned role within the ULO application. BD admins can validate any OI within ULO, Org admins can validate any OI assigned to their organization and reviewers can validate any OI assigned to them.

# 2.1 Validating a File

Open Item files are validated by line item.

At any point in the process, you can review an OI or line item's **History** by clicking the labeled button.

#### 2.1.1 Reviewer Validation

A reviewer will validate a single line item on a file that has been assigned to them.

After logging in, you will be taken to the **Open Items List** page. By default, the most recent **Review** is shown, and your **View** is "My Workload", which shows only reviews that have been assigned to you. Both of these views can be changed.

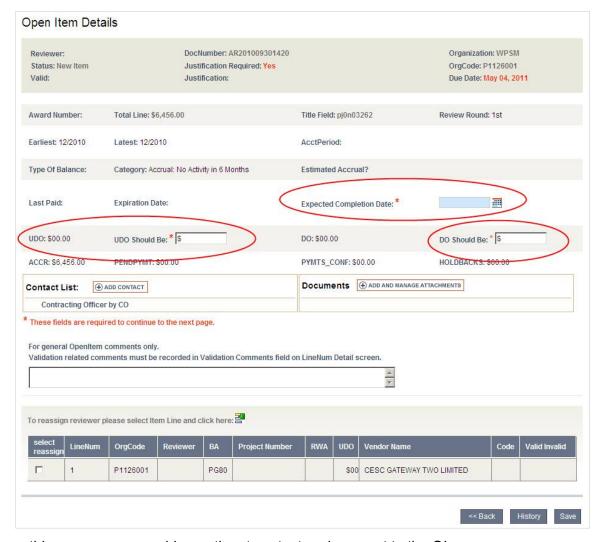
**NOTE:** To change the OI list you are viewing, make appropriate selections from the **Review** and **View** boxes, and click **Get Items List**. If you only change the **Review**, the list that is generated will reflect items assigned to you for the different review you selected. To see items <u>not</u> assigned to you, choose the **Review** you want to see <u>and</u> a different **View**, and click **Get Items List**.



- From your home page, ensure that you are looking at the correct Review and View.
   Ol's assigned to you are displayed in the table.
- 2. Select an assignment to validate by clicking on the appropriate row.

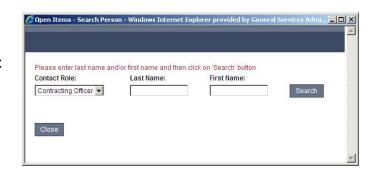
The **Open Item Details** page is displayed. From this page, you can review all the details of the Open Item, and view which lines you are responsible for validating. Your assigned line items are at the bottom of the screen, below the general comments box, in the light tan-shaded table.

Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013



From this page, you can add a pertinent contact or document to the OI.

Add a contact by clicking Add
Contact. From Contact Role
choose Project Manager or
Contracting Officer. Enter their Last
Name and First Name. Click
Search. Double click the contact's
name to add name to the Line Item
and close the window. You can
remove a contact by clicking the X
next to their name.



You can also attach any necessary documents by clicking the icon next to **Document**. **Browse** for the document you want to attach, click **Add Attachment**. You can enter the **Document Type**, **Associated LineNum** and **Comments** if you choose. Click **Save**. To edit existing documents see, **Ch. 5**; **Documents Administration**.

Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

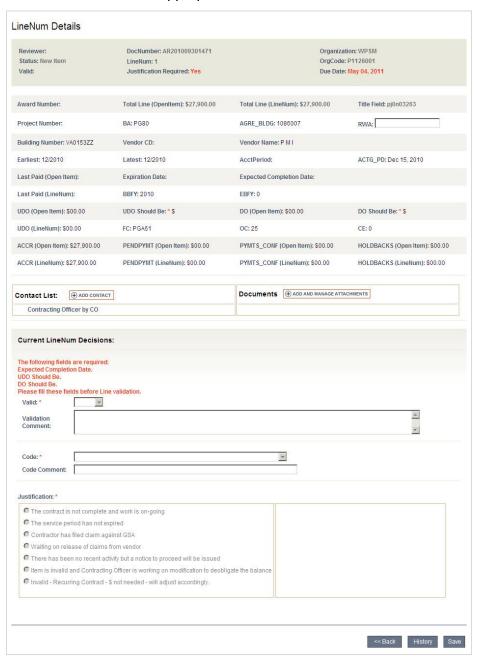
- 3. You <u>must</u> enter data **Expected Completion Date**, **UDO Should Be** and **DO Should Be** fields before continuing on to the next step. These fields, which are circled in the above screenshot on page 7, are marked with a red asterisk.
- 4. Choose the line item you are going to take action on by clicking on its row in the table at the bottom of the page.

The **LineNum Details** page is displayed.

Scroll to the bottom to find the **Current LineNum Decisions** section.

You can review the Ol's history by clicking on the **History** button.

5. Enter the **RWA** number, if appropriate.



Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

- 6. Using the **Valid** and **Code** combo boxes, enter the required information. All fields marked with a red asterisk are required.
- 7. Enter the **Justification**. Additional information is required for each **Justification**, differing depending on what you select.
- 8. Click Save.

#### 2.2 Feedback Load

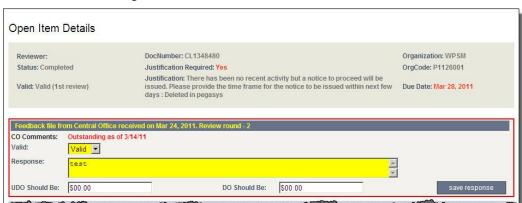
If an item has been returned from Central Office for an additional review round, it is considered a Feedback Load. In this case, you will see that it is marked **Review Round: 2nd**.



1. Choose the appropriate Review and View. Click Get Items List.

The **Open Item Details** page is displayed.

Feedback from Central Office will show any issues (**CO Comments**) that need to be readdressed when validating the OI.



The **Open Item Details** page will display similar to an initial review, but all fields, except for Valid, Response, UDO Should Be and Do Should Be are read-only. You can only edit information in these four fields.

- 2. Based on the CO Comments, enter information for Valid, your Response and UDO Should Be and DO Should Be.
- 3. Click save response.

Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

# 2.3 Supporting Documentation

Any open item (including BA53) that has been validated (either Valid or Invalid) must have supporting documents attached. If an admin notices that no documents were attached to an OI, they can send a reminder email to the reviewer assigned to the OI to request documents; BD admins for any OI, Org admins only for items assigned within their organization.

- 1. From the home screen, select the **Review** and **Load**.
- 2. Open the OI by selecting it from the table.
- 3. In the **Documents** section, click the **Email User to Attach a Supporting Document** button.



A pop-up window displays confirming the email.

4. Click **OK** to email the reviewer, **Cancel** to avoid sending an email.

Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

# 3. Assigning and Reassigning or Rerouting a Request

#### 3.1 Reviewer

Reviewers can submit a reassignment request for any OI line item assigned to them.

#### To create a reassignment or reroute request



- 1. Open the OI in the same manner that you would to validate a line item.
- 2. At the bottom of the screen where the line item is displayed, check the **select reassign** box for the line item you want to submit for reassignment.
- 3. Click the reroute icon.

The **Open Items – Reassign Request** window is displayed.



- 4. Choose the **Suggested Reviewer** and **Suggested Organization** to whom you think the OI or line item should be reassigned. You can send a request without suggestions.
- 5. Click **Send to OrgAdmin**.

At this point, the request has been sent to your SC admin and they have the ability to reassign it based on your suggestion.

Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

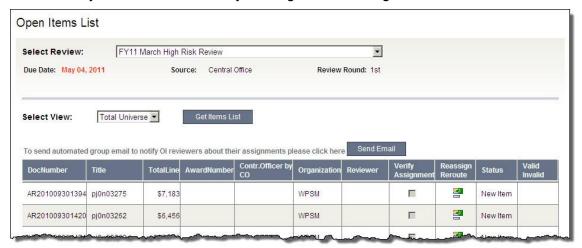
#### 3.2 ORG Admin

ORG admins can reassign requests that fall within their scope of permissions. ORG Admins are also responsible for distributing newly assigned requests to reviewers within their organization.

#### To assign a New Item

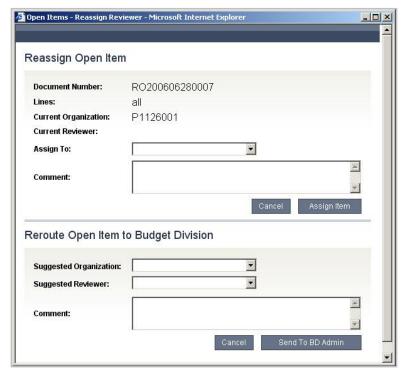
When a new file has been loaded, new OIs and line items need to be distributed among reviewers in your organization.

1. From the home page, sort by **Status** to find **New Items** without a reviewer. You can sort any column in the table by clicking on its heading.



2. Click on the Reassign Reroute icon.

The **Open Items – Reassign Reviewer** window is displayed.



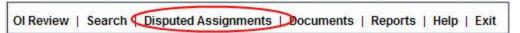
3. Choose the reviewer that you want to **Assign To** the OI or line item from the box.

Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

#### 4. Click Assign Item.

#### To reassign within your organization

1. From any page, select **Disputed Assignments** from the navigation menu.



The **Reassignment Request List**, by default, shows requests that you can act on. You can also change the **Review** and **View** to see other requests within ULO.



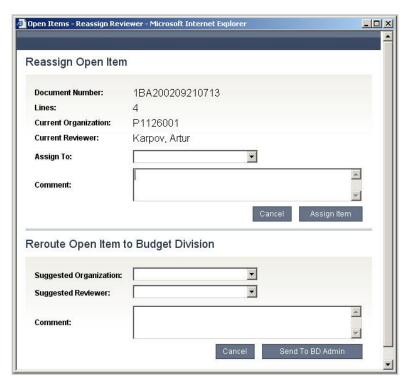
The current reviewer may have entered a **Suggested Organization** and **Suggested Reviewer** for you to reassign the request. If they did, that information will appear in the table.

2. If you agree with the suggested options, click the **Verify Reroute** checkbox. The request will be forwarded to the suggested party.

#### OR:

3. If you want to change the reviewer's suggestion or enter your own, click on the **Modify Reroute** icon.

The **Open Items – Reassign Reviewer** pop-up window is displayed.



From this window, you can reassign within your organization or you can forward it to the BD admin with a request to have it re-assigned to a different organization.

- 4. To **Reassign Open Item** within your organization, choose whom you want to **Assign To** the request, and enter a **Comment** if you want.
- 5. Click Assign Item.

#### OR:

- To Reroute Open Item to Budget Division, choose the Suggested Organization, Suggested Reviewer to whom you feel that the OI should be assigned. Enter a Comment if you want.
- 7. Click **Send to BD Admin**. Your reroute request will be sent to the BD Admin for him to take action.

#### 3.3 BD Admin

#### To verify a reroute

BD Admins can reassign or reroute a request to any ULO user.

1. From any page, select **Disputed Assignments** from the navigation menu.



The **Reassignment Request List**, by default, shows requests that you can act on. You can also change the **Review** and **View** to see other requests within ULO.

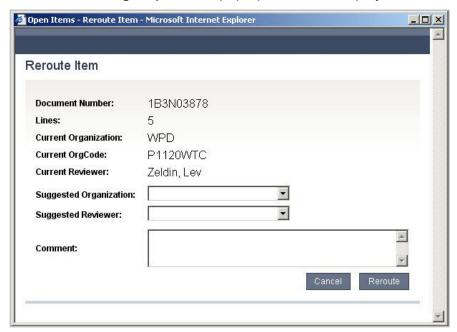
Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013



2. If you agree with the suggested options, click the **Verify Reroute** checkbox. The request will be forwarded to the suggested party.

#### OR:

- 3. If you want to change the reviewer's suggestion or enter your own, click on the **Modify Reroute** icon.
- 4. The **Reassign Open Item** pop-up window is displayed.



- 5. Choose the **Suggested Organization**, **Suggested Reviewer** to whom you will be assigning the request.
- 6. Enter a **Comment**, if you want.
- 7. Click Reroute.

Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

#### 4. BA53 Validation

BA53 validation is unique from other file loads in the sense that it requires different data fields to be completed.

1. From the home page, choose the appropriate view from the **Select Review** and **Select View** drop-downs and click **Get Items List**.



2. Choose the line item to review from the table by clicking on it.

DocNumber	Title	TotalLine	AwardNumber	Contr.Officer by CO	Organization	Reviewer	Verify Assignment	Reassign Reroute	Status	Valid Invalid
1BA20020829006242	83419003	\$3,300,000			WP	Zeldin, Lev	Е	2	Assigned	
LO2009091800106	n/a	\$100,861			WPQ	Zeldin, Lev	Е	2	Assigned	
LO2010110209106	b0130400	\$00			WPQ	Zeldin, Lev	Г	2	New Item	
LU200701290013	b6031000	\$550,261			WPQ	Zeldin, Lev		3	New Item	

The BA53 Item Details page is displayed.

3. Choose the appropriate **Accrual Type** from the drop-down list. **NOTE**: Select accrual types (RET & BID) also present a **State** drop-down.



4. Fill in the required fields; these vary depending on the **Accrual Type** selected. If you attempt to save the form without completing all required fields, the page will refresh and a message will display at the top will list the incomplete information, additionally, the fields will be highlighted in yellow.

**NOTE:** You can view the history of the Document Number by selecting **History**.

5. To reconfirm data based on your input, click **Recalculate**; this allows you to review the form prior to submittal. Click **Save** when you are ready to submit. The **Save** button automatically recalculates all fields.

Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

#### 5. Documents Administration

The Documents Administration feature allows you to access the details of uploaded documents associated with OIs and line items.

Administrators can access the information from the **Documents** link, while reviewers can view, or edit, documents by searching through their workload.

Documents administration permissions are the same as validation permissions; reviewers can act on a line item or OI document assigned to him, ORG admins can act on documents for any OI within his division and BD admins can act on any documents for any OI.

You can view attachments history from any screen by clicking **History**.

#### To view attached documents

1. From any page, select **Documents** from the navigation menu.



- 1. Choose the appropriate **Review** and **View**.
- 2. Click Get Documents List.

The list is generated. All columns can be sorted by clicking on their heading.



3. Open the record you want to view by clicking on its row in the table.

The **Open Item Attachments** window is displayed.



- 4. Place your cursor over the **File Name** to view its Document Properties.
- 5. If you want to view the file, open it by clicking on its name.

Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

#### To edit attached documents

Editing documents refers to modifying document details NOT changing the specific content of a previously uploaded document.

You can edit documents based on user permissions, reviewers can edit their own, ORG admins can edit ones assigned within their division; BD admins can edit any OI within the universe. All users can view all documents, but not edit ones outside their permission.

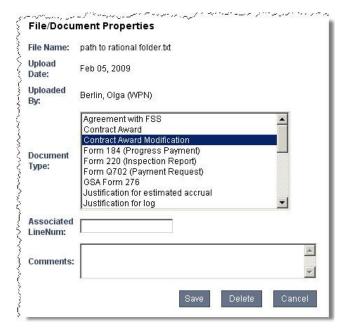
Follow the instructions for viewing files to arrive at the **Open Item Attachments** screen. If you are able to edit a document, you will see an **Edit** column in the right-hand side of the **Document List**.



1. Click the icon in the **Edit** column.

The **File/Document Properties** section is displayed in the same window.

- 2. Choose a **Document Type**. You can choose more than one type for each document. An attached file can contain multiple documents, which is why you are able to select more than one **Document Type** for an attached file. The above screenshot illustrates how one file, "SAMPLE Trial.doc", is categorized when it contains both the Contract Award and GSA Form 276.
- 3. Enter an **Associated LineNum** or **Comments**, if you choose.
- 4. If you want to delete the entire file, click **Delete.**
- 5. Click Save.



All information that you have edited for this record is updated for each subsequent view.

Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

# 6. Reports

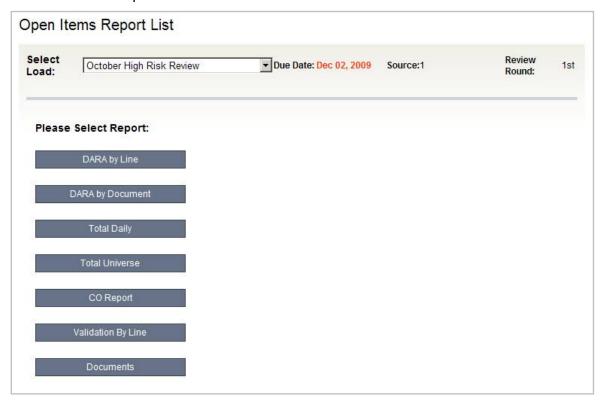
The reports feature is available to both administrator classes, Budget and Service Center.

1. From any page, select **Reports** from the main menu bar.



The Open Items Report List page is displayed.

- 2. Select the Review.
- 3. Click the appropriate button to create a Microsoft Excel report. Each Review produces a different set of reports, the screen below is an example, some reviews may have as few as two reports.



Unliquidated Obligations (ULO)	Version: 2.3
	GSA/PBS 2013

### 7. Search

You can search existing Open Items records.

1. From any page, select **Search** from the navigation menu.



- 2. Enter at least one search criteria.
- 3. Click Search.

Results are displayed based on your search criteria. You can convert to Excel by clicking the spreadsheet icon above the top-left corner of the results table.

4. If a document appears in multiple loads, you can get the document's review history by entering search criteria and clicking **Get Review History**.

In some cases, a document may have been reviewed multiple times. To view the most recent review, select the **Latest Review** checkbox and click **Search**.