JFAS User Manual

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Getting Started

Purpose of Application

The purpose of the JFAS (Job Corps Fund Allocation System) system is to automate and support Job Corps business needs that pertain to operating and overseeing Job Corps' Centers. Job Corps awards contracts to vendors; these contracts stipulate the type of contract agreement, type of service, duration of contracts, center information, and additional contractual obligations and information.

In the 1980s, Job Corps built a DOS-based software application, using FilePro, to manage its contracts. Presently, Job Corps has the objective to supersede the FilePro system with a web-based application system named JFAS 2. The implementation of the newly automated JFAS 2 will provide Job Corps the means to store, retrieve, track, and update Job Corps contractual data. JFAS 2 will provide more efficient accessibility to its audience in the National and Regional Offices.

Main Menu Navigation

JFAS 2 has three main menu items: AAPPs, Reports, and Admin. The user's role will govern which main menu items are accessible to the user. The purpose of each menu item is the following:

- AAPPs:
    - The user can view, create new and successor, and modify AAPPs, FOPs and Adjustments.
    - All user roles can access the AAPPs section but only certain roles such as the "Budget Unit Staff" can enter and modify data.
- Reports:
    - The user can generate reports about AAPP related information such as FOP and Estimated Cost Profile.
    - All user roles have access to the Reports section.
- Admin:
    - The user can perform application administration activities such as FMS and DOLAR$ data imports and manage users.
    - The user must be assigned to either the "JFAS Admin" role or the "Regional Office (admin)" role.

Privileges

- The "Budget Unit Staff" privilege is the security role granted to individuals in the Job Corps National Office Budget Unit Staff who need to enter data and to generate reports.
- The "National Office (read-only)" role provides users in the Job Corps National Office Budget Unit Staff with read-only access to generate reports and view information online.
- The "Regional Office (read-only)" privilege is the default security role for regional users. This role provides the regional users with read-only access so these users can both generate reports and view information online specific to their own region.
- The "Regional Office (admin)" role grants regional users access to create and edit vouchers. Plus, this role allows the regional users to both generate reports and view information online specific to their own region.
- The "JFAS Admin" privilege is the security role that is granted to a few Job Corps National Office Budget Unit Staff members who will maintain reference data and perform other administrative activities.

Background on the Job Corps Program

The Office of Job Corps, established in 1964, is responsible for providing national residential training and employment programs administered by the U.S. Department of Labor (US DOL) to address the multiple barriers to employment faced by disadvantaged youth throughout the United States and thereby carry out the responsibilities of the Secretary of Labor under the Economic Opportunity Act of 1964. The authorization for the program continues today, under the Comprehensive Employment Training Act, then Title IV-B of the Job Training Partnership Act, and is currently provided for under Title I-C of the Workforce Investment Act (WIA).

The role of Job Corps is to assist eligible young people who can benefit from an intensive and comprehensive program, operated primarily in the residential setting of a Job Corps center, to become more responsible, employable, and productive citizens. Job Corps provides an integrated and comprehensive array of services that address barriers faced by young people.

Job Corps is the nation's largest residential education and vocational training program for economically disadvantaged youth. There are 122 centers in 48 states, the District of Columbia, and Puerto Rico. It is a time-tested program, touching the lives of more than 60,000 young people every year. Since its inception in 1964, Job Corps has guided nearly 2 million young people away from lives filled with poverty and unemployment, crime and welfare; and steered them toward brighter futures filled with self-confidence, independence and productive employment.

Job Corps succeeds in a way few other programs do. It is a full-time, year-round, primarily residential program that offers comprehensive vocational training, education and supportive services, including supervised dormitory housing, meals, medical care and counseling. The program provides occupational exploration; employment and social skills training; and competency-based vocational and basic education. Occupational trades offered include automotive mechanics and repair, business clerical, computer occupations, construction, culinary arts, health occupations and retail trades. After students leave the program, Job Corps provides placement assistance for jobs, further education and the military, as well as transitional services and follow-up support.

Much of the program's success lies in its strict discipline and behavioral standards -- important for achieving success in life. Job Corps maintains a Zero Tolerance Policy for violence and drugs. Penalties for violations may be severe, including expulsion from the program.

Approximately 85% of students are residential; the remaining students commute to their centers daily. Students can be enrolled in Job Corps for up to two years. Enrollment in Job Corps is voluntary and programs are designed to allow students to progress at their own pace.

To be eligible for Job Corps, participants must be 16 through 24 years of age; be economically disadvantaged; be high school dropouts or in need of additional education or vocational training; not be on probation or parole; and be free of serious medical or behavioral problems. The typical Job Corps student is an 18-year-old high-school dropout who reads at the seventh grade level, belongs to a minority group and has never held a full-time job. Approximately 70% of Job Corps enrollees are members of minority groups; 75% are high school dropouts, and more than 30% are from families on public assistance.

The Job Corps program operates through a partnership of government, labor and the private sector. Major corporations -- such as Career Systems Development Corporation, Management and Training Corporation, MINACT and Res-Care -- operate 94 Job Corps centers under contracts with the U.S. Department of Labor. Twenty-eight centers, known as Civilian Conservation Centers, are located on federal lands and operated by the Departments of Agriculture and the Interior. Labor unions and trade associations conduct vocational training at many Job Corps centers. Support contractors, using a national network of volunteers, provide assistance to former students in locating suitable housing and other short-term support.

Search Feature

At the top-right corner of every JFAS page, there is a Search function. This allows users to search for AAPP records containing specified text in a selected field. Users can use the basic Search feature to search for specified text or characters in the AAPP Number, Document Number, Contract Number, Contractor Name, or Center Name fields.

To perform a more detailed search, click the hyperlink Advanced Search text.

To conduct a simple search:

1. Enter the text or characters for which you are searching.
2. Select the field in which you wish to find the characters.
3. Click **Go**. You will see a list of all AAPP records containing the text you entered in the field you specified. If no records are found that match your criteria, the Advanced Search form will be displayed.

Advanced Search Feature

This form allows users to search for AAPP records based on data found in more than one field.

To perform an advanced search, enter the criteria into the fields in which you wish to search. If you do not enter data or make a selection in a field, then that field will not be part of your search criteria.

1. Enter an AAPP Number.
2. Select a Type of Agreement from the drop-down list.
3. Select a Contractor Name from the drop-down list.
4. Select a Funding Office from the drop-down list.
5. Enter the beginning and ending dates, in MM/DD/YYYY format, of the range in which you wish to find the start-date. (You may use the calendar buttons to select dates.)
6. Enter the beginning and ending dates, in MM/DD/YYYY format, of the range in which you wish to find the end-date. (You may use the calendar buttons to select dates.)
7. Select the Status: Active, Inactive, or All.
8. Enter a Document Number.
9. Enter a Contract Number.
10. Select a Type of Service from the drop-down list.
11. Select a Center Name from the drop-down list.
12. Enter an FOP Description.
13. Click **Search** to find and display all records matching your criteria, **Reset** to clear all fields and start again, or **Cancel** to cancel the search.

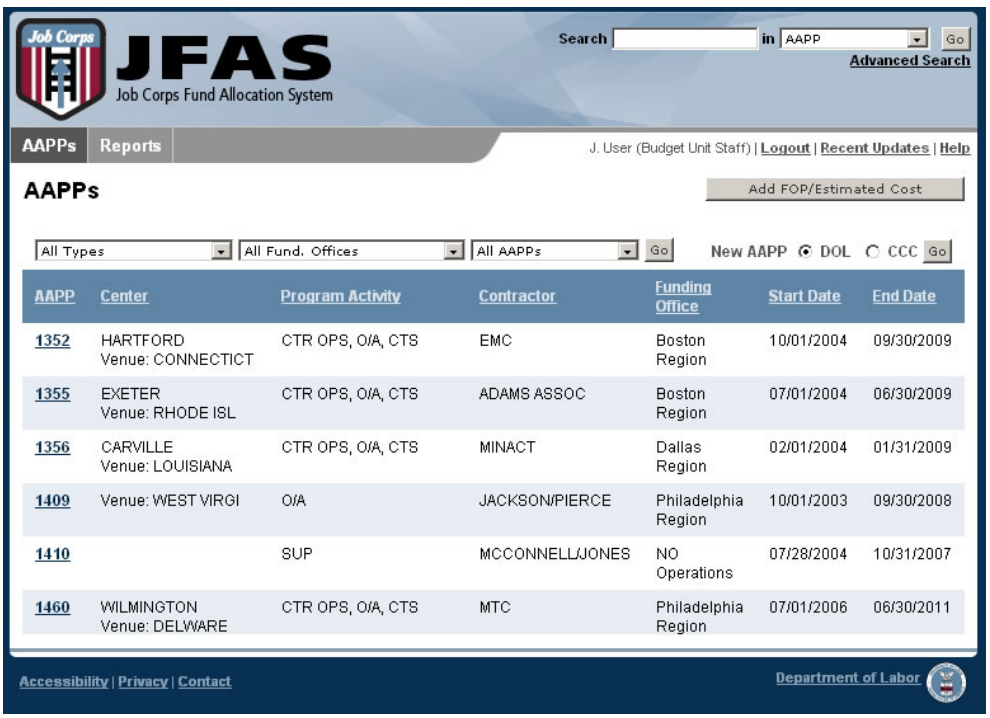
Main Page

AAPPs

JFAS's central page for manipulating AAPP information is the AAPPs page. This page provides the user multiple features:

1. Lists active AAPPs. Filters and sorts these AAPPs.
2. Opens an AAPP from the list.
3. Facilitates adding FOPs or Adjustments to AAPPs.
4. Supports creating new DOL and CCC AAPPs.

Below is a sample of the AAPPs screen.

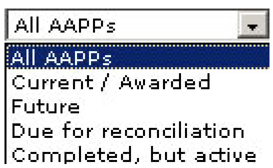


The AAPPs page contains a list of all currently active AAPPs. The list shows the AAPP number, Center Name, Program Activity, Contractor Name, Funding Office, Start Date, and End Date. Initially, the AAPP list is not filtered. However, the user can narrow the list by selecting criteria from the three drop-down filters, located just above the listing:

1. Select the type of contract agreement from the first drop-down list; or leave "All Types" selected. Below is a screen caption.

2. Select the funding office from the second drop-down list; or leave "All Fund. Offices" selected to see AAPPs from all funding offices. Below is a screen caption.

3. Select the contract phase from the third drop-down list; or leave "All AAPPs" selected to see AAPPs in all contract phases. Below is a screen caption.



4. Click the **Go** button to generate a new table showing only those AAPPs meeting the selected criteria.

To change the order in which the AAPP records are displayed, click the hyperlink header for the column by which you wish to sort. The items will reappear in ascending order of the column header you selected. To reverse the order, click the same column header again.

To view or modify an existing AAPP, simply click its hyperlink AAPP Number.

AAPP	Center	Program Activity	Contractor	Funding Office	Start Date	End Date
1352	HARTFORD Venue: CONNECTICT	CTR OPS, O/A, CTS	EMC	Boston Region	10/01/2004	09/30/2009
1355	EXETER Venue: RHODE ISL	CTR OPS, O/A, CTS	ADAMS ASSOC	Boston Region	07/01/2004	06/30/2009
1356	CARVILLE Venue: LOUISIANA	CTR OPS, O/A, CTS	MINACT	Dallas Region	02/01/2004	01/31/2009
1409	Venue: WEST VIRGI	O/A	JACKSON/PIERCE	Philadelphia Region	10/01/2003	09/30/2008
1410		SUP	MCCONNELL/JONES	NO Operations	07/28/2004	10/31/2007
1460	WILMINGTON Venue: DELWARE	CTR OPS, O/A, CTS	MTC	Philadelphia Region	07/01/2006	06/30/2011

To add a new FOP to an AAPP, click the " Add FOP/Estimated Cost" button.

Add FOP/Estimated Cost

To create a new DOL AAPP record, click the "New AAPP DOL" radio button and click **Go**.

New AAPP ◉ DOL ○ CCC Go

To create a new CCC AAPP record, click the "New AAPP CCC" radio button and click **Go**.

New AAPP ○ DOL ◉ CCC Go

DOL AAPP

About the DOL AAPP Section

When you click on an AAPP number in the AAPP listing on the Main Page, you will see the AAPP Contract Summary page, which contains the basic information about an AAPP. Information about a DOL AAPP is organized into multiple tabs, some of which are divided into sub-tabs.

- Summary: This tab has the following sub-tabs:
    - AAPP Summary: Basic information about the AAPP, including the data initially entered. This is the page which you will first see when you access an AAPP record.
    - Workload Information: When you first save an AAPP record, this page will be displayed, showing performance periods and workload numbers. For each program year of the AAPP contract, enter the number of slots available, the number of arrivals, the number of graduates, and the number of former enrollees.
    - Contractor Info: This page shows basic information about the contractor providing the goods and/or services specified in the AAPP.
    - New PY Budget: This page provides the ability to plan the AAPP's budget for the next program year.
- New Contract Info: Only the DOL Contract and Grant agreement types can access this menu tab and its sub menu items.
    - New Contract Estimates: This page is read-only and shows the estimated costs with inflation. This page will appear first when you click on the New Contract Info tab.
    - New Contract Input: The page allows you to enter the estimated costs for each contract year.
- AAPP Budget Changes: This screen shows all funding adjustments for an AAPP. To see more information on a specific adjustment, click on the hyperlink Description in the middle column of the table.

  To add an FOP or Estimated Cost record, click the Add FOP/Estimated Cost button on either of the sub-tabs.

  The Funding Adjustments tab contains these sub-tabs:
    - FOPs: This screen lists FOPs for an AAPP, showing the cost category FOP number, hyperlink description, program year, and dollar amount.
    - Estimated Cost Adjustments: This screen shows each item of an AAPP, its effective date, and its cost category.
    - Mods: This page allows the user to assign the contract modification numbers to Estimated Cost Adjustments.
- Year-End Reconciliation: This page provides the capability to execute the Year-End Reconciliation process. This process is performed at the end of each contract year except the last contract year.
- Contract Close-out: This feature allows the user to resolve any outstanding obligations before the contract's status is closed (i.e., status changed to "inactive"). This feature is available when the AAPP passes its contract end date .
- Estimated Cost Profile: This screen shows a table of estimated costs for an AAPP. The Summary screen shows estimated costs broken down into general categories: Center Ops; Outreach and Admissions (O&A); Career Transition Services (CTS); and support. To see a breakdown of specific costs within a category, click on the hyperlink category title, either in the leftmost column of the table, or in the row above the table.
- Vouchers: The Vouchers main page lists the vouchers and provides the capability to create new vouchers and to pay purchase orders.

The matrix below maps the security roles to accessible application menu items. If an cell is blank, then the security roles cannot access the menu item. If a cell has "R C E", then the security role can read, create, and edit data in the menu item. If a cell has "R", then the security role can only read the data within the menu item.

Legend:
R C E = read data, create data, and edit data
R = read data
blank in cell = the security role has no permission for the related menu item.

Accessible Menu Items per Security Roles

Application Menu Items	JFAS Admin	Budget Unit Staff	National Office (read-only)	Regional Office (admin)	Regional Office (read-only)
AAPP					
Summary					
AAPP Summary	R C E	R C E	R	R	R
Workload Information	R C E	R C E			
Contractor Information	R C E	R C E			
New PY Budget	R C E	R C E			
New Contract Info					
New Contract Input	R C E	R C E			
New Contract Estimates	R	R			
AAPP Budget Changes					
FOPs	R C E	R C E			
Estimated Cost Adjustment	R C E	R C E			
Mods	R C E	R C E			
Year-End Reconciliation	R C E	R C E	R	R	R
Contract Close-out	R C E	R C E	R	R	R
Estimated Cost Profile					
Summary	R	R	R	R	R

Individual Service Types	R	R	R	R	R
Vouchers	R C E	R C E	R	R C E	R
Reports (specific to AAPP)	R	R	R	R	R
Reports	R	R	R	R	R
Admin	R C E				

Create New AAPP

When you click the DOL text to add a new AAPP record, you will see the New DOL AAPP Summary form, with blank fields in which to enter data.

Follow these steps to create a new AAPP:

1. Enter the AAPP Number.
2. Select the Funding Office from its drop-down list.
3. Specify whether this will be an active or inactive AAPP.
4. Select the type of agreement from its drop-down list.
5. Check one or more Types of Service.
6. If the agreement type is either Support or Other, then enter a brief description of the service in the text field.
7. Select the Center from its drop-down list.
8. The State is automatically selected based on the Center selection.
9. The Venue is also automatically identified. The name of the State is assigned as the Venue name. You can alter the Venue name if desired.
10. Select the Degree of Competition if any applies to the AAPP.
11. Select the Set-Aside if any applies to the AAPP.
12. Check the Base and Incentive Fees boxes depending on the agreement type and service type combination.
    - The Center Operations checkbox of Base and Incentive Fees is enabled if the agreement type is either DOL Contract or Grant and the service type is Center Operations. The Career Transition Service checkbox of Base and Incentive Fees is enabled if the agreement type is either DOL Contract or Grant and the service type is Career Transition Service.
13. Enter the Start Date in MM/DD/YYYY format.
    - You can also enter the Start Date via the Calendar. To do so, click the Calendar icon beside the Start Date field. Click the less than (<) sign to traverse the months backward. Click greater than sign (>) to traverse the months forward. Click the double less than sign (<<) to traverse the years backward. Click the double greater than sign (>>) to traverse the years forward. Once the desired Month and Year are reached, click the date. The application will transfer the date to the Start Date field.
14. Check the number of Base Years.
15. Check the number of Option Years.
16. Enter any appropriate comments in the text field.
17. Click **Save** to save the new contract information, or **Reset** to clear all fields. Click the **Cancel** button to cancel the creation and return to the AAPP listing on the main page.

Related Help Topic: About DOL AAPP

Create Successor

The purpose of the successor AAPP is to continue providing the services at the current center. The "Create Successor" button is enabled when two conditions exist:

1. The agreement type of the current AAPP is either DOL Contract or Grant
2. The current contract has 42 months (3.5 years) or less remaining on the contract.

If the two conditions are true, then a successor contract can be created. Follow these steps to create one:

1. Enter the AAPP Number.
2. Select the Funding Office from its drop-down list.
3. Specify whether this will be an active or inactive AAPP.
4. Select the type of agreement from its drop-down list.
5. Check one or more Types of Service.
6. If the agreement type is either Support or Other, then enter a brief description of the service in the text field.
7. Select the Center from its drop-down list.
8. The State is automatically selected based on the Center selection.
9. The Venue is also automatically identified. The name of the State is assigned as the Venue name. You can alter the Venue name if desired.
10. Select the Degree of Competition if any applies to the AAPP.
11. Select the Set-Aside if any applies to the AAPP.
12. Check the Base and Incentive Fees boxes depending on the agreement type and service type combination.
    - The Center Operations checkbox of Base and Incentive Fees is enabled if the agreement type is either DOL Contract or Grant and the service type is Center Operations. The Career Transition Service checkbox of Base and Incentive Fees is enabled if the agreement type is either DOL Contract or Grant and the service type is Career Transition Service.
13. Enter the Start Date in MM/DD/YYYY format.
    - You can also enter the Start Date via the Calendar. To do so, click the Calendar icon beside the Start Date field. Click the less than (<) sign to traverse the months backward. Click greater than sign (>) to traverse the months forward. Click the double less than sign (<<) to traverse the years backward. Click the double greater than sign (>>) to traverse the years forward. Once the desired Month and Year are reached, click the date. The application will transfer the date to the Start Date field.
14. Check the number of Base Years.
15. Check the number of Option Years.
16. Enter any appropriate comments in the text field.
17. Click **Save** to save the new record, or **Reset** to clear all fields. Click the **Cancel** button to cancel the creation and return to the AAPP listing on the main page.

Related Help Topic: **About DOL AAPP**

Summary

AAPP Summary

To edit the summary information in an AAPP record:

1. Select the Funding Office from its drop-down list.
2. Specify whether this will be an active or inactive AAPP.
3. Select the type of agreement from its drop-down list.
4. Check one or more Types of Service.
5. If the agreement type is either Support or Other, then enter a brief description of the service in the text field.
6. Select the Center from its drop-down list.
7. The State is automatically selected based on the Center selection.
8. The Venue is also automatically identified. The name of the State is assigned as the Venue name. You can alter the Venue name if desired.
9. Select the Degree of Competition if any applies to the AAPP.
10. Select the Set-Aside if any applies to the AAPP.
11. Enter the name of the Contracting Officer's Technical Representative (COTR).
12. Check the Base and Incentive Fees boxes depending on the agreement type and service type combination.
    - The Center Operations checkbox of Base and Incentive Fees is enabled if the agreement type is either DOL Contract or Grant and the service type is Center Operations. The Career Transition Service checkbox of Base and Incentive Fees is enabled if the agreement type is either DOL Contract or Grant and the service type is Career Transition Service.
13. Enter the Start Date in MM/DD/YYYY format.
    - You can also enter the Start Date via the Calendar. To do so, click the Calendar icon beside the Start Date field. Click the less than (<) sign to traverse the months backward. Click greater than sign (>) to traverse the months forward. Click the double less than sign (<<) to traverse the years backward. Click the double greater than sign (>>) to traverse the years forward. Once the desired Month and Year are reached, click the date. The application will transfer the date to the Start Date field.
14. Select the number of Base Years.
15. Select the number of Option Years.
16. Enter comments in the text field, if needed.
17. Click **Save** to save the information, or **Reset** to reset all fields to their previously saved values.

Related Help Topic: About DOL AAPP

Workload Information

This page contains the AAPP's workload information. The workload information is described in terms of numbers of slots, arrivals, graduates, and former enrollees. Each AAPP's contract year can have different workload values and end dates, but normally the values are consistent among the contract years. For future new contracts, the predecessor workload values can be temporarily entered. Once the contract has been awarded, the workload information from the award package must be entered. Furthermore, if a contract end date needs to change because of funding or any other reason, then locate the particular contract year and adjust its end date. The start date for the subsequent contract year besides the last contract year will automatically be adjusted.

To enter or edit workload information for each contract year:

1. The application system will automatically generate the End Date. If needed, the End Date can be changed.
2. Enter the number of Slots.
3. Enter the number of Arrivals.
4. Enter the number of Graduates.
5. Enter the number of Former Enrollees.

The Vocational Skills Training (VST) Slots is a parameter for calculating the VST funding for an AAPP. The number of VST Slots is a data element that is used annually in the New Program Year Budget process.

To enter or edit the VST Slots:

1. Click the VST Slot field and enter the number of VST Slots.

Click **Save** to save the information or **Reset** to reset all fields to their previously saved values.

Related Help Topic: About DOL AAPP

Contractor Information

This page shows information about the vendor who was awarded the contract.

Follow these steps to enter the contractor information:

1. Enter the Contract/Agreement Number from the award package. The Contract/Agreement Number is mandatory.
2. Select the Contractor/Recipient Name from the drop-down list. If the contractor is not listed, notify your assigned JFAS Application Administrator to add the contractor/recipient. The Contractor/Recipient Name is mandatory.
3. Select the contractor's Organization Category from the drop-down list. The Organization Category is mandatory.
4. Click all appropriate Small-Business Categories that pertain to the contractor. The Small-Business Category is enabled when the Organization Category (above) is assigned to "Small Business (for-profit)". The Small-Business Category is optional.
5. The DOLAR$ Doc Number will be assigned to the AAPP via the JFAS Application Administration feature.
6. The DOLAR$ Doc Number can be un-assigned from the AAPP. The Remove checkbox provides the ability to un-assigned a DOLAR$ Doc Number from an AAPP.
7. Click **Save** to save the information or **Reset** to reset all fields to their previously saved values.

Related Help Topic: About DOL AAPP

New PY Budget

The New Program Year (PY) Budget is a planning tool for preparing the AAPP's budget for the coming program year. The page presents the cost categories' funding amounts for the next PY, the current PY, and the cumulative amount for the current PY. All the cost categories applicable to the AAPP are shown on the page.

By default, DOL Contracts and Grants AAPPs have the cost categories B1 - Facility Cnst/Rehab, B2 - Capital Equipment, B3 - Vehicle Amortization, B4 - VST Materials, and D - Student Transportation. The hyperlink B4 - VST Materials opens a new window showing the VST Funding Worksheet for the AAPP. Depending on AAPP's chosen service types, the cost categories A - Center Operations, C1 - Outreach/Admissions, C2 - Career Transition, and S - Support may be displayed. The B1 - Facility Cnst/Rehab, D - Student Transportation, and S - Support cost categories are editable for the next PY. All other fields are read-only.

Miscellaneous DOL AAPPs have the cost categories B1 - Facility Cnst/Rehab, B2 - Capital Equipment, D - Student Transportation, and S - Support. These fields are editable for the next PY.

The data is saved via clicking the **Save** button. The **Reset** button restores the data to the previously saved values.

New Contract Info.

New Contract Estimates

The New Contract Estimates page presents the contract's estimated costs with inflation applied across the contract's base and option years. The information on this page is only viewable. The New Contract Input screen is where this information is entered. An explanation of the fields follows

- OPS (Center Operations; cost category code = A)
    - **Reimbursable:** is the sum of (Direct) Reimbursable and Indirect Reimbursable for OPS from the New Contract Input screen.
    - **Reimbursable Inflated:** is the inflated value of the Reimbursable spread across the contract years.
    - **Fee:** is the sum of Base Fee and Incentive Fee for OPS from the New Contract Input screen.
    - **Total:** is the sum of Reimbursable and Fee on this screen.
    - **Total Inflated:** is the sum of Reimbursable Inflated and Fee on this screen.
    - **Difference from award:** is the difference between Total Inflated and Total on this screen.

- O/A (Outreach and Admissions; cost category code = C1)
    - **Total:** is the O/A Total value from the New Contract Input screen.
    - **Total Inflated:** is the inflated value of the Total spread across the contract years.
    - **Difference from award:** is the difference between Total Inflated and Total on this screen.

- CTS (Career Transition Services; cost category code = C2)
    - **Reimbursable:** is the sum of (Direct) Reimbursable and Indirect Reimbursable for CTS from the New Contract Input screen.
    - **Reimbursable Inflated:** is the inflated value of the Reimbursable spread across the contract years.
    - **Fee:** is the sum of Base Fee and Incentive Fee for CTS from the New Contract Input screen.
    - **Total:** is the sum of Reimbursable and Fee on this screen.
    - **Total Inflated:** is the sum of Reimbursable Inflated and Fee on this screen.
    - **Difference from award:** is the difference between Total Inflated and Total on this screen.

- SPT (Support; cost category code = S)
    - **Total:** is the SPT Total value from the New Contract Input screen.
    - **Total Inflated:** is the inflated value of the Total spread across the contract years.
    - **Difference from award:** is the difference between Total Inflated and Total on this screen.

The "Profile of Future New Regional Job Corps Contract" report is accessible from the New Contract

Estimates page. To generate this report, click the **Future New Report** button.

New Contract Input

The New Contract Input page allows the entry of the estimated costs. These estimated costs are classified as either "Special Contract Pricing " or "Award Package". Special Contract Pricing means the contract is in the pre-award phase, which includes the preparation of the contract's RFP for bid submittal, the biding process, and the awarding process. In this state, the user has the ability to enter the first contract year's Reimbursable Costs for the respective cost categories. All other fields are not editable. The application will calculate the Base Fee and Total fields for the first contract year. In contrast, the Award Package classification denotes DOL has officially awarded the contract to the contractor/agency. In the Award Package state, the user has the ability to enter the estimated cost values from the approved contract for each contract year (i.e., base and option years). The appropriate cost categories will be listed on the New Contract Input and New Contract Estimates based on the cost categories selected on the AAPP Summary screen. The estimated cost values for the cost categories are the following:

- OPS (Center Operations; cost category code = A)
    - **Reimbursable:** is the estimated cost of the Center Operations cost category. The DOL Job Corps program will pay or reimburse the contractor for costs incurred in performance of the OPS work under the contract. This field is also referred to as direct cost.
    - **Base Fee:** is the base fixed fee for Center Operations.
    - **Incentive Fee:** is the field for entering the incentive fee.
    - **Indirect Reimbursable:** is the indirect costs negotiated by DOL.
    - **Total:** is the sum of Reimbursable, Base Fee, Incentive Fee, and Indirect Reimbursable.

- O/A (Outreach and Admissions; cost category code = C1)
    - **Total:** is the estimated cost of the Outreach & Admissions cost category. The DOL Job Corps program will pay or reimburse the contractor for costs incurred in performance of the O/A work under the contract. This field is also referred to as direct cost.

- CTS (Career Transition Services; cost category code = C2)
    - **Reimbursable:** is the estimated cost of the Career Transition Services cost category. The DOL Job Corps program will pay or reimburse the contractor for costs incurred in performance of the CTS work under the contract. This field is also referred to as direct cost.
    - **Base Fee:** is the base fixed fee for Career Transition Services.
    - **Incentive Fee:** is the field for entering the incentive fee.
    - **Indirect Reimbursable:** is the indirect costs negotiated by DOL.
    - **Total:** is the sum of Reimbursable, Base Fee, Incentive Fee, and Indirect Reimbursable.

- SPT (Support; cost category code = S)
    - **Total:** is the estimated cost of the Support cost category. The DOL Job Corps program will pay or reimburse the contractor for costs incurred in performance of the SPT work under the contract. This field is also referred to as direct cost.

Follow these steps to enter the contract's estimated cost information:

1. Select either Special Contract Pricing or Award Package.
2. Enter the dollar figures for the fields as desired. If Award Package is selected, the fields are editable up to 12 months after the contract start date.
3. Click **Save** to save the information or **Reset** to reset all fields to their previously saved values.

AAPP Budget Changes

FOPs

This page presents all Financial Operating Plans (FOPs) belonging to the AAPP. Each FOP is defined for one Program Year and one Cost Category. A funding amount is assigned to each FOP. All FOPs that are funded for the same region are automatically numbered consecutively within the region. Each FOP represents an approved contract funding change in a particular cost category of an individual contract.

This page allows the user to add new FOPs and to view and modify existing FOPs. It also lists the Cost Category, Program Year, FOP Number, Description, and Amount of the FOPs. Each of these attributes are sortable in ascending and descending order. Plus, the list can be filtered to show all Program Years or one specific Program Year and to show all Cost Categories or one specific Cost Category. Both filters can be jointly applied.

Here is an illustration of the navigation for this page. The explanation of the navigation follows after this illustration.

Actions to add, modify, or view an FOP:

- To add a new FOP to an AAPP, click the **Add FOP/Estimated Cost** button.

- To view or edit an existing FOP, locate the FOP in the listing and click its description under the Description column header. In this example, the description text "Allocate funds for transporting students" would be clicked.

Cost Category	Program Year	FOP#	Description	Amount
D	2006	33	Allocate funds for transporting students	$30,000

Actions to customize the FOP display:

- To sort a column in ascending order, click the column heading once.
    - To sort a column in descending order, immediately click the column heading again.

- To view a subset of the FOPs, filter the Program Year and/or Cost Category.

-
    1. Select the desired Program Year or the "All" option.
    2. Select the desired Cost Category or the "All" option.
    3. Click "Go" button.

Estimated Cost Adjustments

This page presents the Estimated Cost Adjustments belonging to the AAPP. An Adjustment is defined for one Contract Year or all Contract Years and for one Cost Category. A funding amount is assigned to each Adjustment. Depending on the Cost Category, an Adjustment may impact the Estimated Cost Profile.

This page allows the user to add new Adjustments and to view and modify existing Adjustments. It also lists the Cost Category, Contract Year, Description, and Ongoing indicator. Each of these attributes are sortable in ascending and descending order.

Here is an illustration of the navigation for this page. The explanation of the navigation follows after this illustration.

Actions to add, modify, or view an Adjustment:

- To add a new Adjustment to an AAPP, click the **Add FOP/Estimated Cost** button.

- To view or edit an existing Adjustment, locate the Adjustment in the listing and click its description under the Description column header. In this example, the description text "Adjustment to modify contract's SOW regarding Center Operations" would be clicked.

Actions to customize the FOP display:

- To sort a column in ascending order, click the column heading once.
  - To sort a column in descending order, immediately click the column heading again.

Mods

This page allows the user to enter the Contract Modification Number (i.e., Mod Number) for an Estimated Cost Adjustment. The page displays the Estimated Cost Adjustments per Contract Year and the funding amounts for each Contract Year. The column headings include Contract Year, Mod #, Cost Category, Description, and Amount. In addition, this page provides the links to add new Adjustments, to view and modify existing Adjustments, and to print the Estimated Cost Profile (ECP) report.

Actions to assign a Mod Number to an Adjustment:

Note: You need to know the contract modification number from the contract's paperwork.

1. Find the adjustment.
2. Enter the Mod Number from the contract's paperwork in the field under the Mod # column heading.
3. Repeat step 2 for each Mod Number.
4. Click the **Save** button to save the information or the **Reset** button to restore all changed Mod Numbers to their previous values.

Actions to add, modify, or view an Adjustment:

- To add a new Adjustment to an AAPP, click the **Add FOP/Estimated Cost** button.

- To print the ECP Report, click the **Print ECP Report** button.

- To view or edit an existing Adjustment, locate the Adjustment in the listing and click its description under the Description column header. In this example, the description text "Adjustment to modify contract's SOW regarding Center Operations" would be clicked.

Contract Year	Mod #	Cost Category	Description	Amount
4		A	Initial Budget (Reimbursable)	$618
4		A	Base/Incentive Fee	$0
4		A	Adjustment to modify contract's SOW regarding Center Operations	$29,507

Add FOP/Estimated Cost

This feature allows you to add or edit an FOP or an Adjustment to an AAPP.

To create a new FOP record:

1. Enter a description of the FOP/Adjustment in the **Description** text field.
2. Select the Cost Category from the **Cost Category** drop-down list.
    - The Cost Categories (A, C1, C2, and sometimes S) are applied to the Estimated Cost Profile (ECP). The other Cost Categories (B1, B2, B3, B4, D, and sometimes S) are not applied to ECP.

Perform these steps if the FOP/Adjustment is applied to the ECP.

1. If the Cost Category is S and the FOP must be added to the ECP, then check the **Add to Estimated Cost Profile** check-box to add the FOP to the Estimated Cost Profile.
2. Enter the **Effective Date** in MM/DD/YYYY format; or click the **calendar icon** button next to the date field and select the date from the pop-up calendar feature.
3. Check whether a contract Mod Number is required (Yes/No).
4. Check whether the FOP is associated to Base and Incentive Fees (Yes/No).
5. Check whether the funding is ongoing from the FOP's Effective Date to the end of the contract (Yes/No).
6. Enter the Full Contract Year Cost, in dollars. This is the funding amount, which would cover cost from the FOP's initial Contract Year Start Date to the End Date.
7. Enter the Initial Contract-Year Cost, in dollars. This is the funding amount, which would cover cost from the FOP's effective Date to the Contract Year End Date. If this field is blank when the Full Contract Year Cost value is entered, then the application system will automatically calculated it based on the Full Contract Year Cost. However, if this field has a value, then the application will not replace it.
8. Click **Save** to save the new record or **Reset** to restore the fields to their previous values. Click the **Cancel** button to cancel the creation/modification and return to the previous page.
9. If the Add to Estimated Cost Profile is checked, a table showing the start and end dates of contract years will be displayed below the data-entry fields. If this table is displayed, the dollar amounts in the rightmost column will be automatically filled in, using calculations involving contract-year costs and posted inflation rates.

Perform these steps if the FOP/Adjustment is NOT applied to the ECP.

1. If the Cost Category is S and the FOP shall be excluded from the ECP, then insure the **Add to Estimated Cost Profile** check-box is unchecked.
2. Enter the FOP Amount.
3. Enter the Backup File Locator, optional.
4. Click **Save** to save the new record or **Reset** to restore the fields to their previous values. Click the

Cancel button to cancel the creation/modification and return to the previous page.

Delete Fop/Adjustment

This feature allows you to delete the most recent FOP for the current contract year.

To delete a FOP:

1. Click the AAPP number of he FOP/adjustment you want to delete.
2. Select the **Budget Changes** tab.
3. Select the **Estimated Cost Adjustments** sub tab.
4. Click the description of the FOP/adjustment you want to delete.
5. Click the **Delete Adjustment** button at the bottom of the screen.

Year-End Reconciliation

Year End Reconciliation Summary

Contract year-end reconciliation is a special automated process designed to adjust estimated cost and contract funding in light of cost variances (under-runs or over-runs) that are reported at the close of each contract year. This process streamlines what had been a time consuming manual activity and it is vital that this functionality be maintained in the new JFAS system. Applicability of this process is as follows:

- This process is used only with contracts that continue to operate after the end of a contract year. If the contract year that recently ended is the final year of the contract (meaning that the contract has expired), then the contract close-out process is applied instead of the contract year-end reconciliation process.
- This process is used only with Regional Office contracts.
- This process is applied only to three of the ten Job Corps cost categories: A-Center Operations; C1-Outreach/Admissions; C2-Career Transition Services.

The dispositions of year-end variances are determined through the application of detailed business rules that are spelled out in Appendices 502 and 503 of the Job Corps Policy Requirements Handbook. This process uses reported contractor cost information that is imported from the JCDC-based Job Corps FMS.

This page provides the feature to execute the year-end reconciliation for the most recently completed contract year and to view all year-end reconciliations. The year-end reconciliation can be voided for the most recently completed contract year. If it is voided, then the reconciliation process can be subsequently executed.

Actions

- Click the **Execute Year-End Reconciliation >>** link to perform the recon process for the most recently completed contract year.
- If the Year-End Reconciliation was finalized, then the view feature will be enabled. Click the **View >>** link to view the finalized recon and to undo it if necessary.

Year End Reconciliation, Contract Year

This page provides the capability to calculate and finalize the most recently completed contract year. The recon process is sole applicable to Center Operations, Outreach & Admissions, and Career Transition cost categories. The service types on the AAPP Summary page will govern the cost categories.

For Center Operations:

1. Enter the Performance Rating for the appropriate program year.
2. Adjust the Planned SYs (slot years) and Actual SYs if necessary.

For Center Operations, Outreach & Admissions, and Career Transition:

3. Adjust the Cumulative Contract Cost if necessary.
4. Click the **Recalculate Form Values** button.
5. To finalize the recon, click the **Finalize Reconciliation** button.
    - If any of the FMS provided costs have been changed, comments are required. The FMS provided costs are Planned SYs, Actual SYs, and Cumulative Contract Cost.
6. Enter comments in the **Comments** text box.
7. To reset the changed values to their orginal values, click the **Reset** button.
8. To cancel the Year-End Reconciliation, click the **Cancel** button.

Year End Reconciliation, Contract Year

This page provides the capability to view the finalize Year-End Reconciliation for the AAPP. If the contract year is the most recent contract year, then the reconciliation can be un-done.

Actions

- The reconciliation information can be viewed and analyzed.
- To undo (void) the reconciliation, click the **Undo Reconciliation** button.
- To return to the Year-End Reconciliation initial page, click the **Cancel** button.

Contract Close-Out

Contract Close-Out Summary

Contract close-out is another special automated process in the AAPP/FOP SYSTEM that has been designed to bring the AAPP/FOP approved funding and estimated cost amounts into agreement with the final contractor obligations that are reported by the contractor after the contract expires. This is usually done initially for each contract two or three months after its expiration. The process is often repeated if and when the contractor submits later post-termination cost reports that contain material changes from its last previous post-termination cost report. Again, this process streamlines what had been a time consuming manual activity and it is vital that this functionality be maintained in the new JFAS system.

This page provides the feature to execute the contract close-out process for expired contracts and to view contract close-out results. Multiple close-outs can be performed. The page also shows the Year-End Reconciliations for the AAPP.

Actions

- Click the **View >>** link under the Year-End Reconciliation Summary to view an individual Year-End recon.
- Click the **Execute Close-out >>** link to perform the contract close-out process.
- If one or more contract close-outs were finalized, then the view feature will be enabled for these close-outs. Click the **View >>** link to view the contract close-out.

Expired Contract Close-out

To perform a contract close-out, perform these steps:

1. Enter the **Final Contract Obligations** for all cost categories.
2. Analyze the remaining columns for accuracy. The columns are the following:
    - Current Year Cumulative Budget Authorization
    - FOP Change Amount
    - New Contract Carryover
    - National Office Contingency Adjustment
3. Review the totals for every column at the bottom of the grid.
4. Review the Operations Contingency and Construction/Rehabilitation Contingency.
5. Enter a comment, if desired, in the **Comment** text box.
6. Click the **Finalize Close Out** button to finalize the contract close-out. If needed, subsequent close-outs can be performed.
7. Click the **Reset** button to reset the changed values to their original values.
8. Click the **Cancel** button to cancel the contract close-out.

The "Expired Contract / Budget Item Close Out Report" is accessible from the Contract Close-Out Execute and View pages. To generate this report, click the **Print Close-out Report** button.

Expired Contract Close-out

This page allows the user to view the contract close-out information:

- View information in the grid by Cost Category. The columns are the following:
    - Final Contract Obligations
    - Current Year Cumulative Budget Authorization
    - FOP Change Amount
    - New Contract Carryover
    - National Office Contingency Adjustment
- View the totals for every column at the bottom of the grid.
- View the Operations Contingency and Construction/Rehabilitation Contingency.
- View the comment, if any exist.

The "Expired Contract / Budget Item Close Out Report" is accessible from the Contract Close-Out Execute and View pages. To generate this report, click the **Print Close-out Report** button.

Estimated Cost Profile

Estimated Cost Profile - Summary

The purpose of the Estimated Cost Profile provides Job Corps management with detailed information about the current estimated costs of individual Job Corps contracts through the most recent contract modification along with future estimated cost changes as approved by the job corps national office. The Estimated Cost Profile Summary page presents the links to the contract's estimated cost categories and the high-level contract estimate information for each cost category. This page lists the contract's Cost Categories, Current Contract Year, cumulative estimated amount through the current contract year (Cumulative), the cumulative estimated amount that has a modification number (Per current mod), and the highest modification number (Mod #). All of these attributes are organized by cost category.

Actions

- To print the entire Estimated Cost Profile, click the **Print ECP Report** button.
- To view the details of a cost category, click the name of the cost category.

Estimated Cost Profile

The Estimated Cost Profile for the individual Service Types provides guidance to Job Corps management with respect to estimated cost amounts that should be added to or subtracted from a contract in future modifications for the individual Service Types. The Service Types are designated when the AAPP is created. They are located on the AAPP Summary page under the Summary menu tab. The possible Service Types for an AAPP/contract are the following: Center Operations, Outreach and Admissions, Career Transition Service, Support, and Other.

The ECP is divided into two presentations. The first presentation lists the estimated cost adjustments by the Contract Modification Number (Mod #), Cost Category, Description, Ongoing indicator, Contract Year, Amount, and Status. Each of these attributes are sortable in ascending and descending order. The second presentation displays the totals for each contract year for this cost category. This information is ordered by Contract Year. It also indicates the current contract year, the highest mod number, and the total amount of all mods. In addition, an ECP report for the individual Service Type can be printed from this page. The printed report will contain both presentations.

Actions

- To print the Estimated Cost Profile report for an individual Service Type, click the link to the Service Type (cost category) and then click the **Print** button.

- To sort the first presentation, click a column heading once to sort it in ascending order.
    - To sort a column in descending order, immediately click the column heading again.

Vouchers

Vouchers

The Vouchers page is the central point for managing vouchers for an AAPP. This page lists the AAPP's vouchers. It also provides the capability to create new invoice vouchers and to pay purchase order vouchers. An individual voucher can be viewed via clicking the invoice number.

Create/Edit Voucher

The voucher information is entered and modified on the Create New Voucher and Edit Voucher pages, respectively. To enter or modify the information, follow these steps:

1. Click on the Invoice Number field and enter the Invoice Number value in the Invoice Number field.
2. If the record is an Addendum, then click on the Version field and enter the Version character for the Addendum in the Version field.
3. Click on the Date Vendor Signed field and enter the Date that the Vendor Signed the invoice into this field. Another method for entering this date is to use the calendar icon adjust to the field.
4. Click on the Date Received in RO field and enter the Date that the invoice was received in the Regional Office into this field. Another method for entering the received date is to use the calendar icon adjust to the field.
5. Click on the Date Received in NO field and enter the Date that the invoice was received in the National Office into this field. Another method for entering the received date is to use the calendar icon adjust to the field.
6. Click on the Date Scheduled to Acctg field and enter the Date that the invoice is scheduled to arrive in the Accounting department. Another method for entering this date is to use the calendar icon adjust to the field.
7. The system will automatically populate the Date Payment Due as 30 days after the Date Received field. Optionally, the user can change the Date Payment Due if necessary. To do so, click on the Date Payment Due field and enter the Date that the payment is due. Another method for entering the payment due date is to use the calendar icon adjust to the field.
8. Click the CRA field under the "This Invoice Amounts" heading and enter the CRA amount for this invoice.
9. Click the OPS field under the "This Invoice Amounts" heading and enter the OPS amount for this invoice.
10. Click the Comments field and enter a comment.
11. Click **Save** to save the information, or **Cancel** to abort the operation.

View a Voucher

Once the invoice number is clicked from the Voucher summary page, the View Voucher page will appear displaying the voucher's information. The information is read-only.

Actions

- To print a cover sheet, click the **Print Coversheet** button.
- To edit this voucher, click the **Edit This Voucher** button.
- To create an addendum to this voucher, click the **Create Addendum to this Voucher** button.
- To return to the voucher listing page, click the **Cancel** button.

Reports

Reports

This page shows a list of reports that are specific to the selected AAPP. These reports are also located in the Reports section but are listed here for the user's convenience. The report links will appear based on the type of contract. The list below displays the reports per contract type. To access a report, click on the report title.

Reports specific to DOL Contracts and Grants

- FOP Allocations for PY
- Estimated Cost Profile
- Fiscal Plan
- Footprint/Contractor
- VST Worksheet for PY
- Footprint Transaction: Obligations
- Footprint Transaction: Payments
- Footprint Transaction: Costs
- Footprint / Transaction Discrepancies

Reports specific to Leases, Interagency Agreements, Small Purchases, and Budget Accounts

- FOP Allocations for PY
- Footprint/Contractor - Footprint Transaction: Obligations
- Footprint Transaction: Payments
- Footprint Transaction: Costs
- Footprint / Transaction Discrepancies

Reports specific to CCCs

- FOP Allocations for PY
- Program Operating Plan Detail for PY
- FOP CCC Budget for PY

CCC AAPP

Create New AAPP -- CCC

To create a new Civilian Conservation Centers (CCC) AAPP, follow these steps:

1. On the AAPP home page, click the **CCC** radio button and the associated **Go** button to create a new CCC AAPP. You will see the CCC Summary page with blank fields in which to enter data.
2. On the CCC Summary page, enter the AAPP Number in the mandatory **AAPP Number** field.
3. Select the Funding Office from the **Funding Office** drop-down list. This field is mandatory.
4. Click the Active radio button for the **Status**. This field is mandatory.
5. The Type of Agreement field is not editable. Its value is automatically populated for all CCC AAPPs.
6. Select the Center from the **Center** drop-down list. This field is mandatory.
7. Select the State from the **State** drop-down list.
8. Enter the Agreement Number in the **Agreement Number** .
9. The Organization Category field is not editable. Its value is automatically populated for all CCC AAPPs.
10. Click **Save** to save the new CCC AAPP, **Reset** to clear all fields and start over, or **Cancel** to cancel the entry.

Also, when you save an AAPP record, two tabs become active, allowing you to enter or edit detailed information about the AAPP:

- Summary: This menu tab has two submenu tabs named **AAPP Summary** and **Workload Information**. The AAPP Summary submenu tab shows the general interagency information for the AAPP. The Workload Information submenu tab contains slot information.
- **AAPP Budget Changes**: This screen shows all funding adjustments for an AAPP.

Summary

AAPP Summary (CCC)

When you access an existing CCC AAPP, you will see the CCC AAPP Summary page.

To modify an existing CCC AAPP:

1. Select the Funding Office from the drop-down list.
2. Check whether this will be an active AAPP (Yes/No).
3. Select the Center from the drop-down list.
4. Select the State from the drop-down list.
5. Enter the Agreement Number.
6. Click **Save** to save the new CCC AAPP or **Reset** to restore the fields to their previously saved values.

Also, when you save an AAPP record, two tabs become active, allowing you to enter or edit detailed information about the AAPP:

- Summary: This menu tab has two submenu tabs named **AAPP Summary** and **Workload Information**. The AAPP Summary submenu tab shows the general interagency information for the AAPP. The Workload Information submenu tab contains slot information.
- **AAPP Budget Changes**: This screen shows all funding adjustments for an AAPP.

Workload Information (CCC)

This screen allows the user to view or modify the numbers of Arrivals, Former Enrollees, Grads, and Slots.

1. Enter the number of Arrivals.
2. Enter the number of Former Enrollees.
3. Enter the number of Graduates.
4. Enter the number of Slots.

Click **Save** to save the information or **Reset** to reset all fields to their previously saved values.

AAPP Budget Changes

FOPs

This page presents all Financial Operating Plans (FOPs) belonging to the AAPP. Each FOP is defined for one Program Year and one Cost Category. A funding amount is assigned to each FOP. All FOPs that are funded for the same region are automatically numbered consecutively within the region. Each FOP represents an approved contract funding change in a particular cost category of an individual contract.

This page allows the user to add new FOPs and to view and modify existing FOPs. It also lists the Cost Category, Program Year, FOP Number, Description, and Amount of the FOPs. Each of these attributes are sortable in ascending and descending order. Plus, the list can be filtered to show all Program Years or one specific Program Year and to show all Cost Categories or one specific Cost Category. Both filters can be jointly applied.

Here is an illustration of the navigation for this page. The explanation of the navigation follows after this illustration.

Actions to add, modify, or view an FOP:

- To add a new FOP to an AAPP, click the **Add FOP/Estimated Cost** button.

- To view or edit an existing FOP, locate the FOP in the listing and click its description under the Description column header. In this example, the description text "Allocate funds for transporting students" would be clicked.

Cost Category	Program Year	FOP#	Description	Amount
D	2006	33	Allocate funds for transporting students	$30,000

Actions to customize the FOP display:

- To sort a column in ascending order, click the column heading once.
  - To sort a column in descending order, immediately click the column heading again.

- To view a subset of the FOPs, filter the Program Year and/or Cost Category.

-
  1. Select the desired Program Year or the "All" option.
  2. Select the desired Cost Category or the "All" option.
  3. Click "Go" button.

Add FOP Cost Information

This page allows you to create or modify an FOP for the CCC AAPP record.

To enter or modify FOP information:

1. Enter a description of the FOP in free-text format.
2. Select a Cost Category from the drop-down list.
3. The Program Year is automatically entered.
4. Select a CRA Program Year from the drop-down list if the Cost Category is "B1 - Facility Cnst/Rehab", which is abbreviated for Facility Construction, Rehabilitation, and Acquisition.
5. Indicate whether the FOP is Ongoing (continuous from one contract year to another) or not.
    - If the FOP is Ongoing (Yes), then enter the Effective Date and the Full Program Year Amount.
6. Enter the FOP Amount.
7. Enter the Backup File Locator.
8. Click **Save** to save the information, **Reset** to clear all fields, or **Cancel** to cancel the operation.

New PY Budget Worksheet

New PY Budget (CCC)

The New Program Year (PY) Budget is a planning tool for preparing the AAPP's budget for the coming program year. All CCC cost categories are shown. The system will automatically populate the current PY Baseline and the next PY Proposed Budget columns based on the current Program Year. The CCC Agency will enter its proposed budget in the "PY 2xxx Budget Proposed By Agency" column. The DOL National Budget Unit Staff can adjust the final budget for each cost category. The new budget numbers are planned through a phase approach. The phases are the following: "Draft (being prepared by NO", "Submitted to Agency", "Returned from Agency", and "Finalized by National Office". The phases are accessible in the **Status** drop down list. The worksheet can be printed via the **Print** button. In order to distribute the worksheet to the CCC Agency, the worksheet can be generated in a Microsoft Excel file. The button for this feature is **Generate XLS**. The data is saved via clicking the **Save** button. The **Reset** button restores the data to the previously saved values.

Reports

Reports

This page shows a list of reports available within the JFAS system. To access a report, click on the report title.

Budget Authority Requirements

- Budget Authority Requirements (by AAPP)
- Budget Authority Requirements (by DOL Region)
- Budget Status

AAPPs

- Estimated Cost Profile
- Fiscal Plan
- FOP Allocations (by AAPP)
- FOP Listing
- Footprint/Contractor
- VST Worksheet
- OA/CTS Annualized Workload/Cost Under Current Contracts
- Small Business Funding
- Out Year Report

- Footprint Transactions: Obligations
- Footprint Transactions: Payments
- Footprint Transactions: Costs

- Footprint Transaction Discrepancies

CCCs

- Program Operating Plan Detail
- FOP CCC Budget
- Program Year Initial CCC Budget (by Agency)
- Program Year Initial CCC Budget (by Center)
- CCC Budget Transfer Requirements

Ad Hoc Reports

- Ad Hoc Report Builder

Budget Authority Requirements

Reports

Budget Authority Requirements (by AAPP)

This report shows Job Corps financial staff the amount of Operations funds and CRA funds needed by each AAPP Number. The Operations and CRA funding data is shown by AAPP/FOP Cumulative Funding, Expired Funding, and Approved Active Funding (AAPP/FOP Cumulative Funding minus Expired Funding).

To generate a Budget Authority Requirements report:

1. Select the status of AAPPs you wish to report: Active, Inactive, or All.
2. Select the Funding Office from the drop-down list.
3. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
4. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

Reports

Budget Authority Requirements (by DOL Region)

This report shows Job Corps and OASAM financial staff the total amount of active Operations funds and CRA funds needed by each region in order to cover all AAPP-approved contract funding requirements (or inter-agency transfers) in the current program year. National Office financial staff needs this report to determine the amounts of "Agency Allocations" (initial allocations and subsequent changes) that should be issued to each Regional Funding Office during the course of the program year.

To generate a Budget Authority Requirements report:

1. Select either the "All Regions" option or an individual Region from the drop-down list. The default is "All Regions".
2. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
3. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

Reports

Budget Status

This report provides Job Corps managers and staff with summarized snap-shot of useful financial information at AAPP-level and at OFFICE-level, including: 1) extent of progress being made by DOL CONTRACT FUNDING OFFICES (not including CCC agencies) in obligating funds from active accounts; 2) identification of contracts or budget accounts that have obligations in excess of approved levels; 3) extent to which contractors have not spent obligated funds.

To generate a Budget Status report:

1. Select either the "All Funding Offices" option or an individual Funding Office from the Funding Office drop-down list. The default is "All Funding Offices".
2. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
3. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

AAPPs

Reports

Estimated Cost Profile

The purpose of this report is to provide Job Corps project managers and their supervisors with detailed information about the current estimated costs of individual Job Corps contracts through the most recent contract modification along with future estimated cost changes as approved by the job corps national office.

To generate an Estimated Cost Profile report:

1. Enter an AAPP Number.
2. Select one, some, or all Cost Categories.
3. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
4. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

Reports

Fiscal Plan

The purpose of this report is to supply managers and staff in the Regional offices with a snap-shot of current information as to the dollar amounts that have been approved by the National Office for inclusion within each major contract's estimated cost clause and funds available clause.

To generate a Fiscal Plan report:

1. Enter an AAPP Number.
2. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
3. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

Reports

FOP Allocations (by AAPP)

This report lists the entire set of FOP changes that were issued for a specific AAPP number, providing dollar subtotals by cost category.

To generate a FOP Allocations report:

1. Enter an AAPP Number.
2. Select either the "All Program Years" option or an individual Program Year from the drop-down list. The default is "All Program Years".
3. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
4. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

Reports

FOP Listing

This report lists FOP changes based on the user's criteria options.

To generate an FOP Listing report:

1. Select the Status: Active, Inactive, or All. The default is All.
2. Select a Funding Office from the drop-down list. This field is mandatory.
3. Select either the "All Program Years" option or an individual Program Year from the drop-down list. The default is "All Program Years".
4. Select the start date and end date to limit the results based on the FOP Date Issued. Specify the start and end dates for the FOP Date Issued. Dates are entered in the format MM/DD/YYYY, or selected by clicking the calendar icons next to the date fields and clicking on the desired dates. This field is optional.
5. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
6. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

Reports

Footprint/Contractor

Provide a list of all DOLAR$ Footprints associated with a given contract/AAPP Number including the identifying attributes of each Footprint and financial status of these Footprints in terms of Obligation, Costs, Unspent Balance (Obligation minus Costs), Payments, and Unpaid Balance (Obligation minus Payments). This report enables Job Corps staff to locate all data concerning a contract/AAPP Number in the DOLAR$ system. The financial information provided on this report is also extremely useful to Job Corps staff in terms of: contract close-out activities; activities whose aim is to identify cases where unspent funds are at risk of lapse and where prompt administrative intervention might be needed to prevent a fund lapse; activities aimed at resolving apparent discrepancies between contract-based financial data and DOLAR$-based financial data.

To generate a Footprint File and Contractor report:

1. Optionally enter the AAPP Number.
2. Select either the "All Funding Offices" option or an individual Funding Office from the drop-down list. The default is "All Funding Offices".
3. Select either the "All Agreement Types" option or an individual Agreement Type from the drop-down list. The default is "All Agreement Types".
4. Select the status of AAPPs you wish to report: Active, Inactive, or All. The default is Active.
5. Optionally enter the Contract Start Date Range.
6. Optionally enter the Contract End Date Range.
7. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
8. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

Reports

VST Worksheet

This report presents an AAPP's VST Worksheet for a given Program Year.

To generate a VST Funding Worksheet report:

1. Enter the AAPP Number.
2. Select the Program Year from the drop down list.
3. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
4. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

Reports

OA/CTS Annualized Workload/Cost Under Current Contracts

This report provides Job Corps managers and staff with snap-shot of contracted workload levels, in annualized terms, for Outreach/Admissions (in terms New Student Arrivals) and for Career Transition Services (in terms of New Assignments of Graduates and Former Enrollees). This information is needed for managers and staff to assess whether the contracted workload levels are reasonably in balance with program needs (current or future).

To generate a OA/CTS Annualized Workload/Cost report:

1. Select either the "All Regions" option or an individual Region from the DOL Region drop-down list. The default is "All Regions".
2. The "As of Date" field is not editable. It displays the today's date.
3. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
4. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

Reports

Small Business Funding

The Small Business Funding Report supplies data which is required by higher management concerning contractual dollar obligations on a Federal Fiscal Year basis, and is broken out by type of organization. This information is needed to determine and report the extent to which Job Corps has contributed to the attainment of annual DOL small business utilization goals.

To generate a Small Business Funding Report:

1. Select an Agreement Type by checking the appropriate box(es).
2. Select an Organization Category from the drop down menu.
3. Select a Small Business Category, by checking the appropriate box(es), if you selected "Small Business (for-profit)" as your Organization Category; otherwise, skip this step.
4. Enter the Fiscal Year for the Report, or enter a date range using dd/mm/yyyy format.
5. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
6. Click **Generate Report** to generate the report, click **Reset** to clear all fields of data, or click **Cancel** to return to the Reports screen.

Reports

Out Year Report

This report provides information on out-year funding requirements needed in the formulation of OMB and congressional budget requests for Job Corps. More specifically, this report provides program year estimates for the three program years that follow the current program year for: 1) Center Operations expenses (cost category A); 2) Outreach and Admissions expenses (cost category C1); 3) Career Transition Service expenses (cost category C2); and 4) Support expenses (cost category S). In terms of agreement types, this report is intended only to include expenses under DOL contracts and DOL grants. It is not intended to include CCCs, Leases, Small Purchases, Budget Accounts, or Interagency Agreements.

To generate an Out Year Report:

1. Select one or more or all Service Types by checking the appropriate boxes. You can choose from A, C1, C2, and/or S.
2. Choose one or all Funding Offices from the drop down menu provided.
3. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
4. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

Reports

Footprint Transaction Report

Footprint Transaction reports are especially useful at or near contract completion when it is necessary to prepare for or accomplish contract closeout. It is not uncommon for DOLAR$ data and contract documents to get out of synch; this report is a valuable tool that can be used to identify the specific contract documents and/or DOLAR$ transactions that cause variances to exist.

There are three types of Footprint Transaction reports, the names and purposes of which are as follows:

- **Obligations:** allows Job Corps staff to reconcile AAPP/Contract obligations in DOLAR$ against obligations per contract award and modification documents.
- **Payments:** allows Job Corps staff to reconcile AAPP/Contract payments in DOLAR$ against payments per contractor invoice documents.
- **Costs:** allows Job Corps staff to reconcile AAPP/Contract cost in DOLAR$ against cost per contract contractor invoice documents.

To generate a Footprint Transaction report:

1. Enter the AAPP number.
2. Enter a date range (start date and end date) using dd/mm/yyyy format
3. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
4. Click **Generate Report** to generate the report, click **Reset** to clear all fields of data, or click **Cancel** to return to the Reports screen.

Reports

Footprint Transaction Discrepancies

This report enables users to identify inconsistencies between the footprint and the transaction.

To generate a Footprint Transaction Discrepancies report:

1. Enter the AAPP number or select All AAPPs.
2. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
3. Click **Generate Report** to generate the report, click **Reset** to clear all fields of data, or click **Cancel** to return to the Reports screen.

CCCs

Reports

Program Operating Plan Detail

This report provides Job Corps National Financial staff with CCC Agency roll-up information that is needed to determine the amount of Budget Authority in Active Operations and CRA appropriations. The CCC Agencies need this information to meet their immediate and near-term financial obligations.

To generate a Program Operating Plan Detail report:

1. Select either the "All AAPPs" option or an individual AAPP from the drop-down list. The default is "All AAPPs".
2. Select either the "All Centers " option or an individual Center from the drop-down list. The default is "All Centers".
3. Select a Program Year. This field is mandatory.
4. Select either the "All Funding Offices" option or an individual Funding Office from the drop-down list. The default is "All Funding Offices".
5. Select either the "All DOL Regions" option or an individual DOL Region from the drop-down list. The default is "All DOL Regions".
6. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
7. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

Reports

FOP CCC Budget

This report provides DOL Job Corps staff updated budgets, in standard line-item format, for individual CCC's and CCC Agency HQ's for a given Program Year, most always the current Program Year. The CCC Agencies need a copy of this report.

To generate a FOP CCC Budget report:

1. Select either the "All AAPPs" option or an individual AAPP from the drop-down list. The default is "All AAPPs".
2. Select either the "All Centers " option or an individual Center from the drop-down list. The default is "All Centers".
3. Select a Program Year. This field is mandatory.
4. Select either the "All Funding Offices" option or an individual Funding Office from the drop-down list. The default is "All Funding Offices".
5. Select either the "All DOL Regions" option or an individual DOL Region from the drop-down list. The default is "All DOL Regions".
6. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
7. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

Reports

Program Year Initial CCC Budget (by Agency)

This report shows the Agency's cumulative initial budget for the selected Program Year. The report displays the CCC Agency's Requested Budget, the DOL Adjustment to the Request Budget, the Approved Initial Budget for the Program Year, and the Anticipated First Quarter Transfer.

To generate a Program Year Initial CCC Budget report:

1. Select the Program Year from the drop-down list. This field is mandatory.
2. Select the Funding Office from the drop-down list. This field is mandatory.
3. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
4. If the **No Data** text appears, then the required data for this report does not exist and the report cannot be generated. Otherwise, click the **Generate Report** button to generate the report. Clicking the **Reset** button clears all selections. The **Cancel** button cancels the report.

Reports

Program Year Initial CCC Budget (by Center)

This report shows the initial CCC Budget for an AAPP in a particular Program Year. The report displays the CCC Agency's Requested Budget, the DOL Adjustment to the Request Budget, the Approved Initial Budget for the Program Year, and the Anticipated First Quarter Transfer.

To generate a Program Year Initial CCC Budget report:

1. Select the AAPP Number from the AAPP No. drop-down list. This field is mandatory.
2. The Center will change to the associated AAPP Number. Alternatively, you can select the center and the AAPP Number will change to the associated center. This field is mandatory.
3. Select the Program Year from the drop-down list. This field is mandatory.
4. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
5. If the **No Data** text appears, then the required data for this report does not exist and the report cannot be generated. Otherwise, click the **Generate Report** button to generate the report. Clicking the **Reset** button clears all selections. The **Cancel** button cancels the report.

Reports

CCC Budget Transfer Requirements

This report provides Job Corps National Financial staff with CCC Agency roll-up information that is needed to determine the amount of Budget Authority in Active Operations and CRA appropriations. The CCC Agencies need this information to meet their immediate and near-term financial obligations.

To generate a CCC Budget Authority Transfer Requirements report:

1. Select either the "All Funding Offices" option or an individual Funding Office from the drop-down list. The default is "All Funding Offices".
2. Select a report format: PDF (to save and print the report in Adobe Reader PDF), HTML (to view report as a web page), or MS Excel (to save the report in MS Excel). The default is PDF.
3. Click **Generate Report** to generate the report, **Reset** to clear all selections, or **Cancel** to cancel the report.

Ad Hoc Reports

Reports

Ad Hoc Report Builder

This page allows the user to create ad-hoc reports on the JFAS database, save the report parameters for future use, and recall and reuse saved reports.

To generate an ad-hoc report:

1. Click the **Customize** hyperlink; the first selection page will appear.
2. Select a Data Set from the drop-down list; and click **Next**.
3. Select which columns/data fields to display, and the order in which to display them; and click **Next**.
4. Use the up-arrow and down-arrow buttons to select the order in which the items will be sorted; the fields available on this selection list will be the columns/data fields you selected in step 3; click **Next**.
5. Select the criteria by which you wish to report; which selections are available will depend on which columns/data fields you selected in step 3; click **Next**.
6. Enter a Report Name if you wish to save the report parameters for future use.
7. Select a report format: PDF (for a printable report), or MS Excel (for a report whose data can be exported to other applications).
8. Click **Generate Report** to generate the report, **Save** to save your report parameters, or **Cancel** to cancel the report.

As you progress through the steps above, you will see buttons allowing you to go back and revise any of the parameters you selected.

After you have saved a report, it will appear on the "View an Existing Report" drop-down list.

To access and use a report already saved:

1. Select the report name from the drop-down list.
2. Click **Go**. The reporting criteria will be displayed, with buttons at each step that you can use to change the criteria.
3. Click **Generate Report** to generate the report, **Save** to save your report parameters, **Save Report As** to save the report under a different name, **Delete Report** to delete the report, or **Cancel** to cancel the report.

JFAS System Administration

JFAS System Administration

This module allows users with administrative privileges to perform administrative activities. The following functions are available within the Admin module:

User Management

- Users
- User Access Controls

Data Imports

- DOLAR$ Footprint
- DOLAR$ Transaction
- FMS
- Equipment
- Vehicle
- Adjustment

- DOLAR$ / AAPP Discrepancies

Inflation Rate Adjustments

- OMB Inflation Rates
- Federal Personnel Inflation Rates

Reference Data Management

- Centers
- Contractors
- Contractor Performance Ratings and Rollover Rates
- RCC Codes
- Small Business Set Aside Categories
- CCC Budget Auth. Transfer Percentages
- Remove an Unfunded AAPP
- System Settings
- Recent Updates

Batch Processes

- FOP Batch Process (DOL Contracts)
- FOP Batch Process (Miscellaneous DOL AAPPs)
- FOP Batch Process (CCCs)

Data Exports

- JFAS Export to FilePro

User Management

JFAS System Administration

Users

The Users administrative page facilitates adding users to JFAS and editing existing JFAS users. The initial Users page lists all users currently added to JFAS. From this page, the administrator has the ability to add additional EBSS users to JFAS and to modify existing user accounts.

Listing

The user listing page displays the users' last and first names, role, and status. The last and first name is a hyperlink, which opens the edit user page to edit the selected user. The page also has the **Add New User** button, which allows the administrator to add an EBSS user ID to JFAS.

Add New User

From the user listing page, click the **Add New User** button to add a new user. The Add User page appears. Enter an EBSS user ID in the User ID field. Click the icon next to the User ID field. The application will verify whether the User ID is a valid EBSS user. If the user ID is a valid EBSS user, the application will display the user's last name, first name, and email address and will prompt the administrator to either accept the user or cancel the add user process. If the **Cancel** button is selected, the focal point of the application will remain on the Add User page so the administrator can add other user or navigate elsewhere in the application. If the **Accept** button is selected, the application will automatically populate the user's information in the attributes. The administrator cannot edit the attributes. These attributes are User ID, Last Name, First Name, and Email. The administrator needs to designate a role for the user. The roles are JFAS Admin, Budget Unit Staff, Regional Office (admin), Regional Office (read-only), and National (read-only). The default status is Active. The alternative status option is Inactive. Click the **Save** button as the last step to add the user to JFAS. Optionally, the administrator can either click the **Reset** button to clear the fields or click the **Cancel** button to abort the add user process and return to the User Listing page.

Edit User

On the Edit User page, two attributes can be modified: role and status. The role can be changed to JFAS Admin, Budget Unit Staff, Regional Office (admin), Regional Office (read-only), and National (read-only). The status can be set to either Active or Inactive. To save the changes, click the **Save** button. Otherwise, click the **Reset** button to restore the fields to their original values or click the **Cancel** button to abort and return to the User Listing page.

Privileges

- The "Budget Unit Staff" privilege is the security role granted to individuals in the Job Corps National Office Budget Unit Staff who need to enter data and to generate reports.
- The "National Office (read-only)" role provides users in the Job Corps National Office Budget Unit Staff with read-only access to generate reports and view information online.
- The "Regional Office (read-only)" privilege is the default security role for regional users. This role provides the regional users with read-only access so these users can both generate reports and view

information online specific to their own region.

- The "Regional Office (admin)" role grants regional users access to create and edit vouchers. Plus, this role allows the regional users to both generate reports and view information online specific to their own region.

- The "JFAS Admin" privilege is the security role that is granted to a few Job Corps National Office Budget Unit Staff members who will maintain reference data and perform other administrative activities.

JFAS System Administration

User Access Controls

This feature governs the accessibility of the non-JFAS Administrator roles. The JFAS Administrator role will always require access to the system during normal business operations. A user with the JFAS Administrator role can allow or prevent access to the entire JFAS system or to a section of JFAS.

Actions to Allow Access

The user with the Admin role needs to perform these actions to allow access:

1. Click the Admin tab at the top of the page.
2. Click the User Access Controls under the User Management section on the Admin page.
3. A check must appear in the box for the desired user role under the AAPP Section or Reports or both. A check permits the particular user role to access the AAPP section and/or Reports section.
4. If a box is unchecked that needs to be checked, click the checkbox for the desired user role under either AAPP Section or Reports or both.
5. Click **Save** to save the user access levels, **Reset** to restore all fields to their previously saved values and start over, or **Cancel** to cancel the operation.

Actions to Prevent Access

The user with the Admin role needs to perform these actions to prevent access:

1. Click the Admin tab at the top of the page.
2. Click the User Access Controls under the User Management section on the Admin page.
3. A check must **NOT appear** in the box for the desired user role under the AAPP Section or Reports or both. An unchecked box denies the particular user role access to the AAPP section and/or Reports section.
4. If a box is checked that needs to be unchecked, click the checkbox for the desired user role under either AAPP Section or Reports or both.
5. Click **Save** to save the user access levels, **Reset** to restore all fields to their previously saved values and start over, or **Cancel** to cancel the operation.

Data Imports

JFAS System Administration

Data Import: DOLAR$ Footprint

This function allows you to import data from DOLAR$ footprint records into JFAS . Both the Admin Menu page and the DOLAR$ footprint Import page will display the date on which DOLAR$ footprint data was last imported.

To import data from DOLAR$ footprint:

1. Click the **Browse** button. The standard Windows "File Search" window will be displayed.
2. Use the File Search function to locate the folder and document from which you which to import. Select the desired document, then click **Open**. The path and filename will be displayed in the field next to the **Browse** button.
3. Click **Import File** to begin importing the data, **Reset** to clear the filename field and start over, or **Cancel** to cancel the import operation.

JFAS System Administration

Data Import: DOLAR$ Transaction

This function allows you to import data from DOLAR$ transaction records into JFAS . Both the Admin Menu page and the DOLAR$ transaction Import page will display the date on which DOLAR$ transaction data was last imported.

To import a DOLAR$ Transaction data file:

1. Click the **Browse...** button. The standard Windows "File Search" window will be displayed.
2. Use the File Search function to locate the folder and document from which you which to import. Select the desired document, then click **Open**. The path and filename will be displayed in the field next to the **Browse...** button.
3. Click **Import File** to begin importing the data, **Reset** to clear the filename field and start over, or **Cancel** to cancel the import operation.

JFAS System Administration

Data Import: FMS

This function allows you to import data from FMS records into JFAS . Both the Admin Menu page and the FMS Import page will display the date on which FMS data was last imported.

To import data from FMS:

1. Click the **Browse** button. The standard Windows "File Search" window will be displayed.
2. Use the File Search function to locate the folder and document from which you which to import. Select the desired document, then click **Open**. The path and filename will be displayed in the field next to the **Browse** button.
3. Click **Import File** to begin importing the data, **Reset** to clear the filename field and start over, or **Cancel** to cancel the import operation.

JFAS System Administration

Data Import: Equipment

This function allows you to import equipment data from external files into JFAS.

To import equipment data:

1. Click the **Browse** button. The standard Windows "File Search" window will be displayed.
2. Use the File Search function to locate the folder and document from which you which to import. Select the desired document, then click **Open**. The path and filename will be displayed in the field next to the **Browse** button.
3. Click **Import File** to begin importing the data, **Reset** to clear the filename field and start over, or **Cancel** to cancel the import operation.

JFAS System Administration

Data Import: Vehicle

This function allows you to import vehicle data from an external file into J-FAS .

To import vehicle data:

1. Click the **Browse** button. The standard Windows "File Search" window will be displayed.
2. Use the File Search function to locate the folder and document from which you which to import. Select the desired document, then click **Open**. The path and filename will be displayed in the field next to the **Browse** button.
3. Click **Import File** to begin importing the data, **Reset** to clear the filename field and start over, or **Cancel** to cancel the import operation.

JFAS System Administration

Data Import: Adjustment

This function allows you to import data from FOPS/Adjustments into JFAS. Both the Admin Menu page and the Adjustment Data Import page will display the date on which FOPS/Adjustment data was last imported. The benefit of this feature provides Job Corps National Office a method to save and modify multiple adjustments and fops in the spreadsheet without connecting to JFAS. When Job Corp National Office is ready, it can upload the spreadsheet and JFAS will create the individual adjustments and FOPs. Another benefit is that a single record in the spreadsheet can create an Adjustment plus a related FOP for the identical AAPP. The Adjustment and FOP will share common characteristics such as the identical AAPP number, description, and cost category. The FOP's program year will equal the current program year. A third benefit is that within Microsoft Excel, Job Corps National Office can copy and paste column and row data as needed to duplicate common data values across multiple AAPP numbers.

To import an Adjustment data file:

1. Click the **Browse...** button. The standard Windows "File Search" window will be displayed.
2. Use the File Search function to locate the folder and document from which you which to import. Select the desired document, then click **Open**. The path and filename will be displayed in the field next to the **Browse...** button.
3. Click **Import File** to begin importing the data, click **Reset** to clear the filename field and start over, or click **Cancel** to cancel the import operation.

JFAS System Administration

DOLAR$ / AAPP Discrepancies

This function shows a table listing all discrepancies in data imported from the DOLAR$ system. The table shows the document type and number, fiscal year, RCC organization and funding office, object class code, whether it is OPS or CRA, the vendor, and the obligation amount. To assign the DOLAR$ Footprint to an AAPP, enter the AAPP Number in the last field of the Footprint record and click the **Save** button.

Inflation Rate Adjustments

JFAS System Administration

OMB Inflation Rates

This feature allows JFAS System Administrators to update the OMB inflation rate, which is stored in the JFAS system and used to calculate estimated costs. The JFAS system stores an inflation rate for each of the next ten fiscal years, and the rates are shown for all years, along with the start and end dates of each fiscal year.

To update inflation rates for one or more fiscal years:

1. Enter a rate in the field corresponding to the fiscal year for which you wish to update.
2. To lock an inflation rate, check the Locked box for that fiscal year. (Note: if an inflation rate is locked, the field will be uneditable.)
3. Click **Save** to save the information, **Reset** to restore all fields to their previous values, or **Cancel** to cancel the operation.

JFAS System Administration

Federal Personnel Inflation Rates

This feature allows JFAS System Administrators to update the Federal Personnel Pay Raises, which is stored in the JFAS system and used to calculate estimated costs. The JFAS system stores the planned and actual wage inflation rates for ten consecutive years along with the effective date.

To update inflation rates for one or more years:

1. Enter the Planned Pay Increase based on OMB figures for the corresponding year in the Planned Pay Increase Per OMB field.
2. Enter the Actual Pay Increase based on US Congress figures for the corresponding year in the Actual Pay Increase Per Congress field.
3. To lock the rates for a year, check the Locked box for that year. (Note: If an inflation rate is locked, the field will be uneditable. However, the Locked box can be unchecked so changes can be applied to the year.)
4. Click **Save** to save the information, **Reset** to restore all fields to their previous values, or **Cancel** to cancel the operation.

Reference Data Management

JFAS System Administration

Centers

The Centers administrative page facilitates adding centers to JFAS and editing existing centers. The initial Centers page lists all centers. From this page, the administrator has the ability to add additional centers to JFAS and to modify existing centers.

Listing

The center listing page displays the centers' name, city, state, funding office, and status. The center name is a hyperlink, which opens the edit center page to edit the selected center. The listing page also has the **Add New Center** button, which allows the administrator to add a new center to JFAS.

Add New Center

From the center listing page, click the **Add New Center** button to add a new center. The Add Center page appears. The attributes of a center are Center Name (mandatory), City (optional), State (mandatory), Funding Office (mandatory), Main Center (optional), Old Center Name (optional), Status (mandatory), and Comment (optional). Enter the center name in the Center Name field. Optionally, enter the City in the City field. Select the State from the State drop down. Select the Funding Office from the Funding Office drop down. Optionally, select the Main Center if this center is a satellite and enter the Old Center Name if the name has changed. Click either Active or Inactive for the Status. Optionally, enter a comment in the Comment field. Click the **Save** button to save the center information. Optionally, the administrator can either click the **Reset** button to clear the fields or click the **Cancel** button to abort the process and return to the Center Listing page.

Edit Center

On the Edit Center page, the same attributes on the Add New Center page are editable: Center Name (mandatory), City (optional), State (mandatory), Funding Office (mandatory), Main Center (optional), Old Center Name (optional), Status (mandatory), and Comment (optional). Adjust any attribute as needed. To save the changes, click the **Save** button. Otherwise, click the **Reset** button to restore the fields to their original values or click the **Cancel** button to abort and return to the Center Listing page.

JFAS System Administration

Contractors

The Contractors administrative page facilitates adding contractors to JFAS and editing existing contractors. The initial Contractors page lists all contractors. From this page, the administrator has the ability to add additional contractors to JFAS and to modify existing contractors.

Listing

The contractor listing page displays the contractors' name and status. The contractors name is a hyperlink, which opens the edit contractor page to edit the selected contractor. The listing page also has the **Add New Contractor** button, which allows the administrator to add a new contractor to JFAS.

Add New Contractor

From the contractor listing page, click the **Add New Contractor** button to add a new contractor. The Add Contractor page appears. The attributes of a contractor are Contractor Name (mandatory) and Status (mandatory). Enter the contractor name in the Contractor Name field. Click either Active or Inactive for the Status. Click the **Save** button to save the contractor information. Optionally, the administrator can either click the **Reset** button to clear the fields or click the **Cancel** button to abort the process and return to the Contractor Listing page.

Edit Contractor

On the Edit Contractor page, the same attributes on the Add New Contractor page are editable: Contractor Name (mandatory) and Status (mandatory). Adjust any attribute as needed. To save the changes, click the **Save** button. Otherwise, click the **Reset** button to restore the fields to their original values or click the **Cancel** button to abort and return to the Contractor Listing page.

JFAS System Administration

Contractor Performance Ratings and Rollover Rates

The Contractor Performance Ratings and Rollover Rates define the acceptable values for contractor performance in the Center Operations and Outreach/Admissions cost categories. The parameters for this subject area are the following:

- Performance rating threshold
- Rollover cap percentage for contractors ABOVE performance rating threshold (Center Operations)
- Rollover cap percentage for contractors BELOW performance rating threshold (Center Operations)
- Rollover cap amount ($) for contractors BELOW performance rating threshold (Center Operations)
- Rollover cap percentage for OA/CTS
- Rollover cap amount ($) for OA/CTS
- Low OBS Takeback Rate

To adjust the values, click the appropriate field and enter the new value. Click **Save** to save the information, **Reset** to restore all fields to their previous values, or **Cancel** to cancel the operation.

JFAS System Administration

RCC Codes

The RCC Codes page shows a list of RCC Code records, with RCC Organization, RCC Fund, OPS/CRA, Appropriation PY, Last Obligation PY, Funding Office, and Project 1 Code. If a **Delete** button (a red square with an X) appears to the far right side, then the RCC Code can be deleted by clicking this button. Once deleted, the RCC Code record cannot be recovered. To add a new RCC Code, enter the values in all fields at the bottom of the page and click the **Add** button.

JFAS System Administration

Small Business Set Aside Categories

The Small Business Set Aside administrative page facilitates adding Small Business Set Asides to JFAS and editing existing Small Business Set Asides. The initial Small Business Set Aside page lists all current set asides. From this page, the administrator has the ability to add additional set asides to JFAS and to modify existing set asides.

Listing

The set aside listing page displays the sort number and set aside description. The set aside description is a hyperlink, which opens the edit page to edit the selected Small Business Set Aside. The page also has the **Add New Category** button, which allows the administrator to add new Small Business Set Asides.

Add Small Business Category

From the listing page, click the **Add New Category** button to add a set aside. The Add Small Business Category page appears. Enter the new Small Business Set Aside Category description in the description field (mandatory). Enter the Sort Order number in the Sort Order field (mandatory). Click the **Save** button to save the new set aside information. Optionally, the administrator can either click the **Reset** button to clear the fields or click the **Cancel** button to abort the add process and return to the Small Business Set Aside Category Listing page.

Edit Small Business Category

On the Edit Small Business Category page, the administrator can modify the selected set aside. If the description field is editable, then the administrator can change the description. This field is mandatory. The administrator can change the sort number, which is also mandatory. Click **Save** to save the set aside category record, **Reset** to restore all fields to their previously saved values and start over, or **Cancel** to cancel the operation. If the **Delete** button is enabled, then you can delete the set aside category record.

JFAS System Administration

CCC Budget Auth. Transfer Percentages

The CCC Budget Authority Transfer Percentages determine the allowable amount of budget funds that can be transferred from one quarter to the next. The transfer percentages are organized by Cost Categories and Quarters 1 - 4. To adjust a CCC Budget Authority Transfer Percentage, the JFAS Administrator will locate the Cost Category(ies) under the Cost Category column and the corresponding quarter(s) and enter the new transfer percentage. Click **Save** to save the information, **Reset** to restore all fields to their previous values, or **Cancel** to cancel the operation.

JFAS System Administration

Remove an Unfunded AAPP

The Remove Unfunded AAPP feature provides the JFAS Administrator the ability to remove AAPPs that have not been awarded. The JFAS Administrator will select an AAPP Number from the drop down list. The Program Activity, Center, and Start Date will automatically appear for the selected AAPP Number if the data exist. The Administrator will click the **Delete AAPP** button to delete the AAPP from the system, or click **Reset** to restart the process, or click **Cancel** to abort the process.

JFAS System Administration

System Settings

The System Settings define the point of contacts and universal parameters. The point of contacts are the Job Corps Program Office, the Technical Help Desk, and the Applications Help Desk. The contact information includes Organization Name, POC Name, POC Title, POC Phone, POC Fax, and POC Email. The universal parameters govern system wide settings. The JFAS Administrator can change these parameters plus the point of contact information. Click **Save** to save the system settings, **Reset** to restore all fields to their previously saved values and start over, or **Cancel** to cancel the operation.

JFAS System Administration

Recent Updates

The Recent Updates administrative page facilitates adding and updating release notes for the individual releases. The button "Add a New Release" creates a new Release Number, Release Name, and Release Date. Enter values for these fields and click the "save" button. The system will display the release as "JFAS Release {Release Number} - {Release Name}". These information can be update by click the release title. To add notes, click the "+ Add New Release Item " link beneath the release title. Enter a description in the Item Description field and select the sort order. Then, click "save".

Batch Processes

FOP Batch Process for DOL Contracts

The FOP Batch Process for DOL Contracts and Grants creates the initial DOL Contracts and Grants FOPs for the next Program Year and changes the Program Year value. Each process step is explained in the application.

FOP Batch Process for Miscellaneous DOL AAPPs

The FOP Batch Process for Miscellaneous DOL AAPPs creates the initial FOPs for the next Program Year's non-CCCs and non-DOL Contracts and Grants. As of June 2007, non-CCCs and non-DOL Contracts and Grants are the agreement types Leases, Interagency Agreements, Small Purchases, and Budget Accounts. Each process step is explained in the application.

FOP Batch Process for CCCs

The CCC FOP Batch Process creates the initial CCC FOPs for the next Program Year and changes the Program Year value. Each process step is explained in the application.

Data Exports

JFAS System Administration

Data Export: JFAS to FilePro

The Data Export feature allows the Admin user to export data from JFAS so the export data files can be imported to FilePro. To generate a current set of export data files, click the **Generate Export** button. Click the **Cancel** button before and during the generation to abort the generation process. When the process has completed, save the compressed (zip) file by following the prompts. After saving, you can open the export files in MS Excel. Click the **Done** button after generating the data exports.