



# SAF PROCESSING REFERENCE GUIDE

## PRBuilder v4.2

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# SAF PROCESSING REFERENCE GUIDE

## 1. ROLE SPECIFIC END OF THE FISCAL YEAR PREPARATION

### a. REQUIREMENTS USERS

Requirements Users are responsible for creating the SAF documents and routing them to SABRS for the initiation process. Responsibilities include:

- Ensuring that the SAF checkbox is checked on the document
- Routing the documents to SABRS to create the initiation (INT record)
- Proper workflow is selected. Ensure that the workflow includes a Contracting Manager and SPS at the end of the workflow if the SAF needs to go to SPS,
- Make modifications to the SAF documents if necessary

**IMPORTANT NOTE!** Requirements Users can create modifications manually, but this will not send the document to SABRS for commitment. Anytime a Requirements User initiates the modification to a SAF document, it will continue to send the document to SABRS for the initiation process. You must allow the system to process the SAF modifications in order to send it through the proper commitment process.

#### i. SABRS Workflow

It is highly recommended to use SABRS compatible workflows for SAF documents. However, there may be some cases where certain activities do not require sending to SABRS or it is a preferred business process. Whichever the case may be, please remember:

- Requirements users must use a SABRS compatible workflow in order to get the initiation line of accounting on the document if the SAF document needs to be submitted to the contracting office and to SPS. Contracting Managers will not be able to approve the document unless a LOA is on the documents.

#### ii. SPS Workflow

A Contracting Manager and SPS must be included in the workflow if a document needs to go to SPS for both SAF and non SAF documents. Workflows must be created using the following thread order: Fiscal User, Financial Approver, SABRS, Contracting Manager and SPS for Purchase Request documents.

**IMPORTANT NOTE!** Modifications created to a base SAF document that was sent to SPS must include a Contracting Manager and SPS in the workflow. Once a system generated SAF modification is created, it will look for the last conformed mod for the SPS routing information.

### b. FISCAL USERS

Fiscal Users are responsible for entering financial data on the documents, known as FIP (Financial Information Pointer) in PRBuilder. They also need to ensure the SAF checkbox is checked on the document and a SAF Release Date has been assigned.

The FY must match the document's SDN when entering the FIP or financial data on PRs/FDs.

**IMPORTANT NOTE!** Under the FIP section, the Fiscal User must change the FY dropdown to year that matches the SDN FY. Otherwise, SABRS will reject the document and will return an "X16: Invalid Commitment for Prior Year" error.

Label	FF	MAC	BEA/FAC	BESA/WC	FC	OC/SOC	CAC	SIC	JON/LU	RON	RBC
MCMC MAT		M00146	MC	MC	JN	2524	SJA0				

Profile: [dropdown]  
Account: [dropdown]

SDN: M00146 [dropdown] 09 [dropdown] SU [dropdown] 00011 [dropdown]      Fiscal Year: 2008 [dropdown]      Cost Code: [dropdown]

TAC: [text]

Special Material:  Foreign  Hazardous

NSN/Serial/PartNumber: [dropdown]      TAMCN: [text]      NAICS Search: [text]      Item Type: Commodity [dropdown]      Contract Type: FFP [dropdown]

X16: Invalid Commitment for Prior Year

Save   Add Line Item   Add Sub-Line Item   Clear

CLIN/SLIN	Item Name	Quantity	Issue	Price	Amount	SDN	Delete	View	Copy
0001	FFP SHEETS	52.0000	Week	\$173.15	\$9,003.80	M0014609SU00011			

**c. FINANCIAL APPROVERS AND FHAO**

SAF documents must have a release date assigned to them in order for PRBuilder to initiate the commitment process with SABRS. The Fiscal User, Financial Approvers and FHAO are responsible for adding this date. The release date can be changed on these documents at anytime, please follow the instructions below. I

**i. SAF ADMINISTRATION – Adding or Changing the Release Dates on SAF Documents**

SAF documents that are currently in the Approved status with a release date (date in which modification will be created) assigned can be modified through the SAF ADMINISTRATION screen. Only Financial Approvers and FHAOs have this capability **(please see instructions on the next page).**

**Instructions for adding or changing the Release Dates on SAF Documents:**  
 Login to PRBuilder, click on ADMINISTRATION, then SAF ADMINISTRATION.

The screenshot shows the PR Builder interface. At the top, there's a navigation bar with 'Administration' selected. Below it, a 'Welcome to PR Builder' message provides instructions. The main content area is titled '1 documents in Inbox' and contains a table with the following data:

Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Status	Inbox Options	Suspension Date
<a href="#">M67854-07-SU-00169</a>	Copy of Route with Requirements User in Workflow	Purchase Request	15	\$5.00	<a href="#">Attachments</a> <a href="#">Tracking</a> <a href="#">Log</a>	Routed for Approval	<a href="#">Approve</a> <a href="#">DisApprove</a>	

In the SAF ADMINISTRATION screen:

1. Select the document or documents to modify (multiple documents can be selected the same time).
2. In the SAF Release Date box, enter a new date (in this format: mm/dd/yyyy). This will be the date in which the SAF MOD will be created.
3. Click on the Apply SAF Release Date button.

The screenshot shows the SAF Administration screen. It includes a 'SAF Release Date' input field set to '10/20/07' and an 'Apply SAF Release Date' button. Below is a table of documents:

Sel	Document Number	Document Name	Document Type	Dollar Amount	SAF Release Date	Originator	FA/FHAO
<input checked="" type="checkbox"/>	<a href="#">M20175-08-WR-00006</a>	ACQ1487_009	FD2275	\$600,000.00		thomas, brandon	FHA04, FHA04
<input type="checkbox"/>	<a href="#">M20175-08-WR-00003-0001</a>	Test 2275 SAF	FD2275	\$36,000.00	1/30/2008	thomas, brandon	FHA04, FHA04
<input type="checkbox"/>	<a href="#">M20175-08-MP-00002-0001</a>	Test 448 SAF	DD448	\$75,000.00	1/30/2008	thomas, brandon	FHA04, FHA04
<input type="checkbox"/>	<a href="#">M20175-08-SU-00001</a>	SAFTest PR	Purchase Request	\$50,000.00	1/1/2008	thomas, brandon	Fin.Apprv4, Fin.Apprv4

The SAF MOD will be sent to SABRS through the Batch Mode process (not through the webservice – **see Section 2 - SABRS Webservice or Batch Mode** for more information) on the release date and will return with the commitment LOA the following day. If the base document was sent to SPS, the SAF MOD will be sent to SPS as well.

#### **d. CONTRACTING MANAGERS**

During the SAF process, in addition to sending documents to SABRS for the initiation process, SAF documents will also be sent to SPS. If the base document was sent to SPS, PRBuilder will also send the automated SAF MOD to SPS.

**IMPORTANT NOTE!** Contracting managers must notify PD2/SPS users to approve any FY10 PRs in the PD2/SPS database so that the SAF modifications can be transmitted properly. These SAF PRs must have an approved status in order for the MODs to go through SPS successfully.

Contracting managers also must ensure contracting settings in their accounts are correct when sending the base SAF documents. This will ensure that when the SAF modifications are generated by the system, the documents will be delivered to SPS properly. The SAF modification will follow the same settings that the base SAF document used.

If for some reason the contracting settings changed after the base SAF has been delivered to SPS, the system generated SAF modification will still follow the settings for the old document, it will not use the new settings added. Please contact your local SPS administrators to check any documents that may remain pollable for a longer period of time than normal. These documents will have to be manually resent to SPS.

**IMPORTANT NOTE!** If you receive a MOD to a base SAF document that was delivered to SPS (prior to the actual commitment process), please ensure that the MOD is also delivered to SPS. When the system generated SAF modification is created, PRBuilder will look for the last conformed PR, in this case will be the last MOD. This will ensure that the system generated SAF is also delivered to SPS.

## **2. SABRS Webservice or Batch Mode?**

#### **a. SAF Initiation through the SABRS Webservice**

SAF initiation LOA can be processed through the SABRS Webservice. After the Financial Approver and FHAO send SAF documents to SABRS, PRBuilder will receive the initiation LOA real time through the webservice.

#### **b. SAF Modifications**

As previously mentioned, there are two types of SAF MODs:

1) SAF Modifications manually created by Requirements Users - when created by users, the MODs will continue to go through the **SABRS Webservice** and it will continue to have the initiation LOA, the commitment will not be processed.

2) System automated SAF Modifications – this is the system generated SAF MODs that will retrieve the commitment LOA from SABRS, only done via the Release Date assigned to the SAF document, this will be processed through the **Batch Mode** process. A nightly batch job will be sent to SABRS, the system will search for documents with Release Dates assigned that day, and all documents will be sent to SABRS via the **Batch Mode** process.

### 3. LESSONS LEARNED FOR ALL USERS

#### a. Users receiving various X errors (X17, X37) when a SAF modification fails at SABRS

Assume a scenario where a SAF document was assigned with a 1 October 2009 release date and the last cycle sent to SABRS during closing activities also was sent on 1 October 2009. PRBuilder then generated the SAF modifications to all SAF documents with a release date assigned as 1 October 2009. The SAF modifications were sent to SABRS for commitment, however, funding was not available. Users should work with their financial community to set a realistic SAF release date after 1 October to prevent this from happening.

A user also can receive an X error is when the release date assigned to the SAF modification is sent to SABRS before funding is available. If this occurs, the originator of the document (Requirements User) has to re-route the document to SABRS once funding is available. These documents are no longer flagged as SAF and are processed as a regular document. Documents located in the Fiscal User's inbox also can be re-routed to SABRS by re-approving it.

#### b. Users receiving an X16 error: Invalid Commitment for Prior Year error from SABRS

The FY must match the document's SDN when entering the FIP or financial data on PRs/FDs. **IMPORTANT NOTE!** Under the FIP section, the Fiscal User must change the FY dropdown to year that matches the SDN FY. Otherwise, SABRS will reject the document and will return an "X16: Invalid Commitment for Prior Year" error.

The screenshot shows the 'Financial Information Pointers' form. A red arrow points to the 'Fiscal Year' dropdown menu, which is currently set to '2008'. Another red arrow points to an error message: 'X16: Invalid Commitment for Prior Year'. The form includes fields for Label, FF, MAC, BEA/FAC, BESA/WC, FC, OC/SOC, CAC, SIC, JON/LU, RON, RBC, Profile, Account, SDN, TAC, Special Material, NSN/Serial/PartNumber, TAMCN, NAICS Search, Item Type, Contract Type, and a table with columns CLIN/SLIN, Item Name, Quantity, Issue, Price, Amount, and SDN.

Label	FF	MAC	BEA/FAC	BESA/WC	FC	OC/SOC	CAC	SIC	JON/LU	RON	RBC
MCMC MAT		M00146	MC	MC	JN	2524	SJA0				

CLIN/SLIN	Item Name	Quantity	Issue	Price	Amount	SDN
0001	FFP SHEETS	52.0000	Week	\$173.15	\$9,003.80	M0014609SU00011

The Fiscal User must change the Fiscal Year drop down if the user receives this error for the base document, then route it back to SABRS for the initiation process to fix the error. Do not take SABRS off to get the document approved.

A SAF modification receives this error during the initiation process if the Requirements User takes SABRS off and has the document approved without routing it to SABRS for the initiation. You must contact the PRBuilder help desk when this problem occurs. Manual intervention on the data is required and will need approval from the PRBuilder Program Office.

**c. I am receiving a “Previously Successful” message each time I send a MOD to SABRS on my SAF documents.**

Anytime a Requirements User initiates the modification to a SAF document manually, it will continue to send the document to SABRS for the initiation process, not the commitment process. If a successful initiation LOA has been returned by SABRS, you must allow the system to process the SAF modifications in order to send the documents through the proper commitment process. The automated SAF modification will be initiated based on the SAF Release Date assigned by the Fiscal User, Financial Approver or the FHAO.

## **4. FREQUENTLY ASKED QUESTIONS (FAQS)**

**a. How do I create SAF documents?**

SAF functionality has been modified to allow users to create SAF documents for PRs and FDs (MIPR-448, NAVCOMPT 2275, NAVCOMPT 2276). To create an SAF document, Requirements Users should select the SAF checkbox in the web form when creating the document.

**b. What is the SAF Release Date?**

Fiscal Users, Financial Approvers and FHAOs may add a release date during the approval process. The release date is the anticipated date that funding will become available. If a release date is added, the system will automatically create the SAF mod and send it to SABRS for commitment once the release date passes. Users may also leave the release date blank and set the date at a later time to manually control the creation of the SAF mod.

**c. How do I manually change the SAF Release Date?**

An SAF Administration screen has been added to PR Builder to allow Financial Approvers and FHAOs to add or edit the Release Date. This screen allows these users to set the release date for one or more SAF documents at the same time. **(Also, see section 1.3 for instructions)**

**d. What does the SAF print form look like?**

The SAF PR print form will display the checked SAF check box and the following official SAF statement:

*Funds are not presently available for this Purchase Request (PR). The Fund Holder's obligation under this PR is contingent upon the availability of appropriated funds from which payment can be made. No legal liability on the part of the Fund Holder for any payment may arise until funds are made available and notice of such availability is confirmed in writing by the Fund Holder.*

The SAF FD (448, 2275, 2276) print form will display the checked SAF check box and the following official SAF statement:

*Funds are not presently available for this Funding Document (FD). The Fund Holder's obligation under this FD is contingent upon the availability of appropriated funds from which payment can be made. No legal liability on the part of the Fund Holder for any payment may arise until funds are made available and notice of such availability is confirmed in writing by the Fund Holder.*

**e. How do I route SAF documents for approval?**

SAF documents may be routed through a SABRS or Non-SABRS workflow. SAF documents require FIPs regardless of the workflow through which they are routed. If a Non-SABRS workflow is selected, a warning message alerts Fiscal Users, Financial Approvers and FHAOs that an SAF document is being routed down a Non-SABRS workflow. This does not stop the workflow process for SAF documents.