

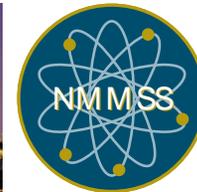
**NMMSS Users Annual Training Meeting  
Atlanta, Georgia—May 22-24, 2007**

# **Current Process for DOE Project Numbers**

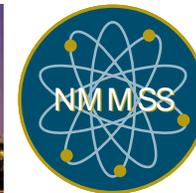
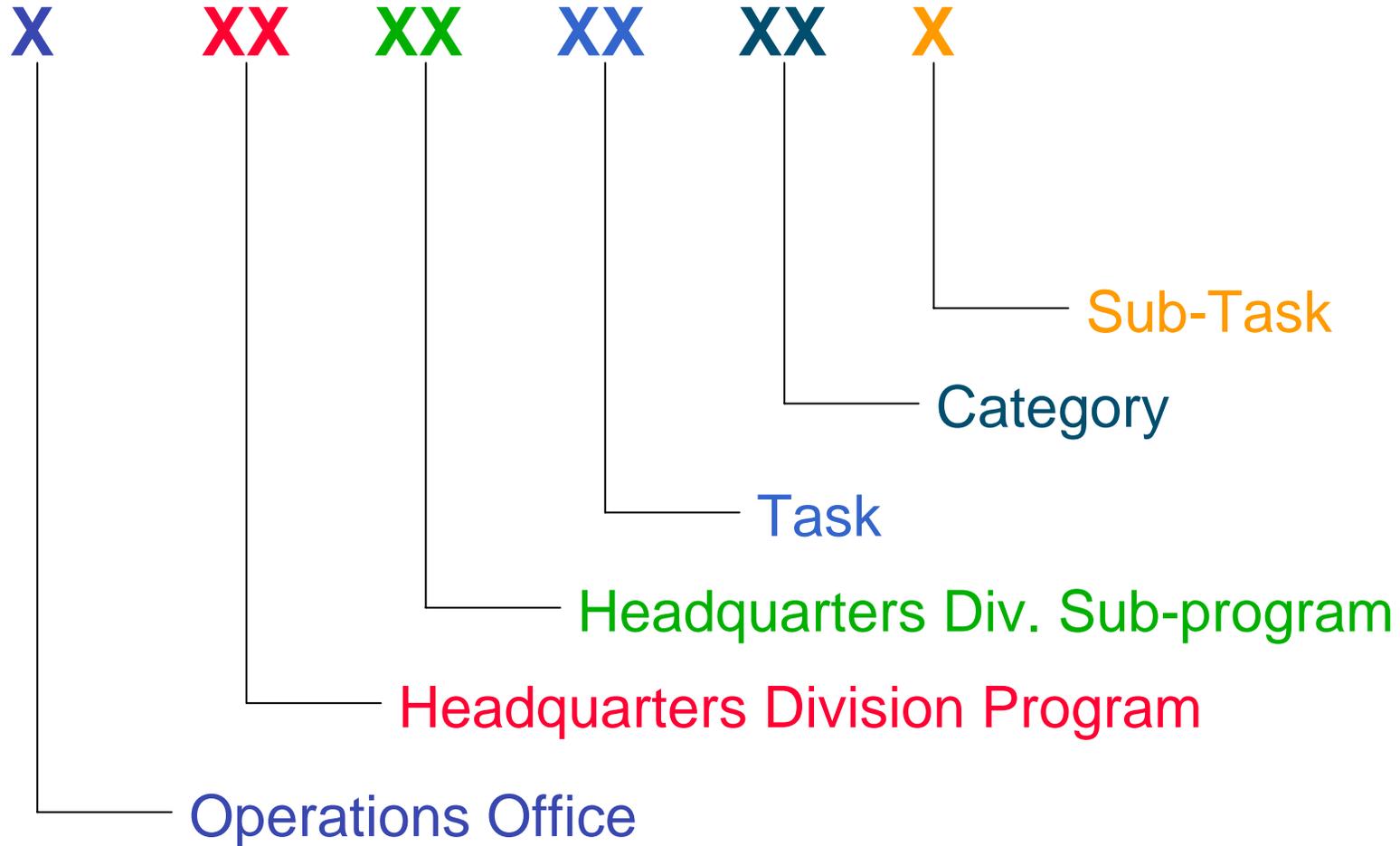
**Tina Barnett  
NMMSS**

# Overview

- NMMSS User of Project Numbers
- Current Project Number Structure
- Current Fiscal Year Project Number Change Process
- Mid-Year (FY) Changes

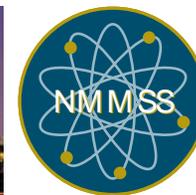


# Current Project Number Structure



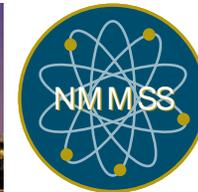
# NMMSS Use of Project Numbers

- Headquarters Division
  - Slotting material on reports
- Standard General Ledger (SGL) Codes
  - Financial reports
  - Complicated
    - Example: SGL = 1571 11
      - PN 2<sup>nd</sup> through 5<sup>th</sup> positions = CD10 or GB03
      - PN 2<sup>nd</sup> through 3<sup>rd</sup> positions = GE
      - PN 2<sup>nd</sup> through 7<sup>th</sup> positions = 400403



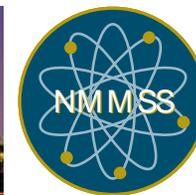
# FY DOE Project Number Conversion

1. August 1 – NMMSS report T-147 (Project Number Conversion Worksheet) to oversight offices/organizations
2. Oversight Offices/Organizations update worksheet based on Budget and Reporting Codes for new fiscal year
3. By August 31 – oversight offices/organizations return completed T-147 worksheets to NMMSS
4. DOE project number authority reference files updated at NMMSS



# FY DOE Project Number Conversion (continued)

5. After October 1 – T-141 (Project Number Listing) produced and distributed
6. October 1 through September reconciliation – dual processing of old FY and new FY transaction data
7. Mid-November – completion of annual reconciliation and September closure
8. DOE project number inventories converted/open transactions converted from old FY to new FY project numbers



# Project Number Change Options for FY2007 to FY2008

- One-to-one conversion
  - NMMSS converts
- FY2007 to be deleted in FY2008
- New number is to be added for FY2008
- Combination changes (many to one)
  - NMMSS converts
- Distribution changes (one to many)
  - Facilities must provide action code P transactions



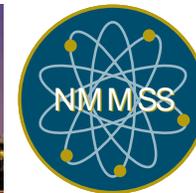
# Project Number Record

```
PROJECT NUMBERS
ADD MODE Project Number NMSNEWPROJ
      Title NMMSS 2007 USERS MEETING
      Date Valid 01/01/2007
      Date Deactivated 12/31/2007
      CLASSIFICATION CODES
      <Project Number> 10
      <Project Title> 10
      <Associated Materials> 10
      <Programmatic RIS> QFA
      <Previous Project Number> NMSPREV001
      <Previous Project Number> NMSPREV002
      <Previous Project Number>
      <Status Code>
      <Allotment Code> U
```

LOCATE RECORD

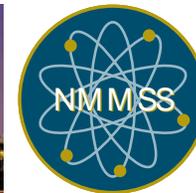
ORDER: CPROJECT

SEEK:



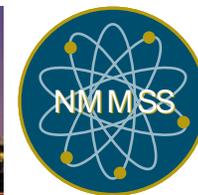
# Setting Up a New Project Number

- Items Needed by NMMSS
  - Project Number
  - Project Title
  - Date Valid (begin date)
  - Programmatic RIS
  - Classifications
    - Project Number
    - Project Title
    - Associated Materials
  - Allotment Code - User or Supplier
- Request for new project must be sent to NMMSS from oversight office



# Mid-Year Project Number Changes

- Materials may be moved between projects anytime during the year via an action code “P” (project transfer) transaction
- New project numbers may be added during the year
  - Request must be forward to NMMSS through your oversight office
- Project numbers may be deleted during the year
  - Project number must not contain any material at any contractor or licensee
- Project numbers may be combined and distributed with coordination with NMMSS, as needed



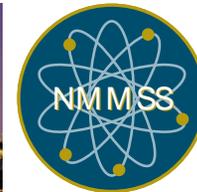
# Mid-Year Change Limitation

- All mid-year project number changes requiring movement of material must be done with an “P” transaction
  - NMMSS will not automatically convert/move the materials during the fiscal year
  - NMMSS converts project numbers assigned to material only at fiscal year changeover (September 30 to October 1)



# Other Items Can Be Changed

- The project number itself can remain unchanged, but other items can be changed
  - Title
  - Classification (number, title, materials)
    - project number record is date sensitive
  - Programmatic RIS
  - Allotment Code (User or Supplier)



# Questions Concerning Project Numbers

- Questions concerning project numbers may be directed to Tina Barnett, 678-328-1126 or [tbarnett@nacintl.com](mailto:tbarnett@nacintl.com).

