

# User Guide for the New BE Daily Transactions Report

The purpose of this report is to give the Line and Staff Offices a resource for viewing detailed information on real-time budgetary transactions for a specific day that affect funds balances. It will be used primarily for year-end processing.

## 1.1 Selection Criteria

This report lists any transaction(s) (with the exception of labor transactions) that have occurred for the selected date range. The transactions will be grouped by Organization Code 1 and 2 [FMC] and they will be limited by the from/to dates and ACCS fields chosen on the parameter screen.

The selection is similar to the existing BE Query in the NOAA Data Warehouse and will display the item level information from the Item/MDL Screen.

The following is an example of the Quick Report Kick-Off Screen for the BE Daily Transactions Report.

QR101 - QUICK REPORT KICK OFF SCREEN (3-0-QR-090615)

QR101 - Quick Reports

Report Header: BE DAILY TRANSACTIONS REPORT | Report ID: QR0083 | User Name: OPS\$ANNBRO02

Report Mode:  PDF  TXT  CSV (When applicable)

CHARACTER VALUES	NUMERIC VALUES	DATE VALUES
FUND CODE [9999]: 0001	BUREAU CODE [99]: 14	FROM TRANS DATE: 18-OCT-2010
DIRECT OR REIMB [D/R]: ALL	FISCAL YEAR [9999]: 2011	TO TRANS DATE: 22-OCT-2010
ORG CODE1 [99]: 30		
ORG CODE2 [99]: ALL		
PROGRAM1[99]: 02		
PROGRAM2[99]: 21		
PROGRAM3[99]: 19		
PROGRAM4[999]: ALL		
PROJECT[XXXXXXXX]: ALL		
TASK[XXX]: ALL		
SORT BY(SEE LOV BELOW): [TRDT,PRG,PRJ,FC OR DCTY] TRDT		

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The Fund Code; Direct or Reimb; Org Code 1, 2; Program1, 2, 3, 4; Project; Task; Bureau Code; and Fiscal Year fields function just as they do within the BE Funds Balance Report.

The blank field next to the “Sort By (See LOV Below):” statement **MUST** be left **BLANK**. Do **NOT** populate this field.

The next field is the Sort By field. It designates how the report will be sorted. It can only be populated with **ONE** of the following selections:

- TRDT = Transaction Date
- PRG = Program Code
- PRJ = Project Code
- FC = Fund Code
- DCTY = Document Type

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The last fields are the From Trans Date and To Trans Date Fields. The report can only be run for a maximum period of 7 days to limit the volume of transactions and to maintain the efficiency of running the report. If the user enters a period greater than 7 days, then the report will return an error message after it runs.

## 1.1 Report Mockups

The following provides an example of how the report might appear if sorted by TRDT (Transaction Date):

REPORT RUN DATE: DD-MMM-YYYY HH:MM:SS		UNITED STATES DEPARTMENT OF COMMERCE							USER ID: OP\$AAABB01			
REPORT_ID: QRxxxx		NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION							VERSION: x.x.qr.xxxxxx			
INSTANCE: CFSFX		BE DAILY TRANSACTIONS REPORT							PAGE: 999			
FISCAL YEAR: YYYY - BUREAU CODE: XX - FUND CODE: XXXX - DIRECT FLAG: XXX - ORG1 CODE: XX - ORG2 CODE: XX												
PROG1: XXX - PROG2: XXX - PROG3: XXX - PROG4: XXX - PROJECT CODE: XXXXXX - FROM TRANS DATE: DD-MMM-YYYY - TO TRANS DATE: DD-MMM-YYYY												
SORT BY: TRDT												
ORG_CODE	PROGRAM	TRANS DATE	DOC NO	DOC TYPE	ITEM TYPE	ORG DOC NO	ORGANIZATION	FCFY	FUND CODE	PROJECT-TASK	OBJECT CLASS	AMOUNT
06-02	01-01-01-001	31-MAR-2011	12345678	AP	XXXXXX	12345678	06-02-0004-00-00-00-00	YYYY	0004	C8P1B72-P00	01-01-01-01	27,074.29
06-02	01-01-01-006	31-MAR-2011	12345678	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0007	F8PFX89-P00	01-01-01-06	29,997.93
06-02	01-01-01-004	31-MAR-2011	12345678	PCARD	XXXXXX	12345678	06-02-0001-05-00-00-00	YYYY	0001	E8P1B67-P00	01-01-01-04	19,827.63
06-02	01-01-01-002	31-MAR-2011	12345678	GJ	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	1001	F8PFS89-P00	01-01-01-02	26,149.24
06-02	01-01-01-012	31-MAR-2011	12345678	ST	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0007	E8PFS89-P00	01-01-01-12	21,125.00
06-02	01-01-01-008	31-MAR-2011	12345678	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0002	F8PFX89-P00	01-01-01-08	57,642.78
06-02	01-01-01-021	31-MAR-2011	12345678	AP	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0002	F8PFX89-P00	01-01-01-21	27,200.00
06-02	01-01-01-016	31-MAR-2011	12345678	ST	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0004	F8PFX89-P00	01-01-01-16	15,634.79
06-02	01-01-01-003	30-MAR-2011	12345678	AP	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	0001	E8PFS89-P00	01-01-01-03	39,073.58
06-02	01-01-01-007	30-MAR-2011	12345678	AP	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	1005	G8PFX89-P00	01-01-01-07	32,458.87
06-02	01-01-01-017	30-MAR-2011	12345678	PCARD	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	1005	E8PFS89-P00	01-01-01-17	21,245.22
TOTAL FOR ORG_CODE <XX-XX>:											9,999,999.99	
06-04	01-01-01-001	31-MAR-2011	12345678	AP	XXXXXX	12345678	06-02-0004-00-00-00-00	YYYY	1001	C8P1B72-P00	01-01-01-01	27,074.29
06-04	01-01-01-006	31-MAR-2011	12345678	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0001	F8PFX89-P00	01-01-01-06	29,997.93
06-04	01-01-01-001	31-MAR-2011	12345678	ST	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	0004	F8PFS89-P00	01-01-01-02	26,149.24
06-04	01-01-01-004	30-MAR-2011	12345678	AP	XXXXXX	12345678	06-02-0001-05-00-00-00	YYYY	1005	E8P1B67-P00	01-01-01-04	19,827.63
06-04	01-01-01-002	30-MAR-2011	12345678	AP	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	0004	E8PFS89-P00	01-01-01-03	39,073.58
TOTAL FOR ORG_CODE <XX-XX>:											9,999,999.99	
06-06	06-01-02-022	30-MAR-2011	12345678	GJ	XXXXXX	12345678	06-06-0000-00-00-00-00	YYYY	1005	SBP9GRF-P00	25-01-01-06	29,997.93
TOTAL FOR ORG_CODE <XX-XX>:											9,999,999.99	

The following provides an example of how the report might appear if sorted by PRG (Program):

REPORT RUN DATE: DD-MMM-YYYY HH:MM:SS		UNITED STATES DEPARTMENT OF COMMERCE							USER ID: OP\$AAABB01			
REPORT_ID: QRxxxx		NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION							VERSION: x.x.qr.xxxxxx			
INSTANCE: CFSFX		BE DAILY TRANSACTIONS REPORT							PAGE: 999			
FISCAL YEAR: YYYY - BUREAU CODE: XX - FUND CODE: XXXX - DIRECT FLAG: XXX - ORG1 CODE: XX - ORG2 CODE: XX												
PROG1: XXX - PROG2: XXX - PROG3: XXX - PROG4: XXX - PROJECT CODE: XXXXXX - FROM TRANS DATE: DD-MMM-YYYY - TO TRANS DATE: DD-MMM-YYYY												
SORT BY: PRG												
ORG_CODE	PROGRAM	TRANS DATE	DOC NO	DOC TYPE	ITEM TYPE	ORG DOC NO	ORGANIZATION	FCFY	FUND CODE	PROJECT-TASK	OBJECT CLASS	AMOUNT
06-02	01-01-01-001	31-MAR-2011	12345678	AP	XXXXXX	12345678	06-02-0004-00-00-00-00	YYYY	0004	C8P1B72-P00	01-01-01-01	27,074.29
06-02	01-01-01-002	31-MAR-2011	12345678	GJ	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	1001	F8PFS89-P00	01-01-01-02	26,149.24
06-02	01-01-01-003	30-MAR-2011	12345678	ST	XXXXXX	12345678	06-02-0001-05-00-00-00	YYYY	0001	E8PFS89-P00	01-01-01-03	39,073.58
06-02	01-01-01-004	31-MAR-2011	12345678	PCARD	XXXXXX	12345678	06-02-0001-05-00-00-00	YYYY	0001	E8P1B67-P00	01-01-01-04	19,827.63
06-02	01-01-01-006	31-MAR-2011	12345678	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0007	F8PFX89-P00	01-01-01-06	29,997.93
06-02	01-01-01-007	30-MAR-2011	12345678	AP	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	1005	G8PFX89-P00	01-01-01-07	32,458.87
06-02	01-01-01-008	31-MAR-2011	12345678	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0002	F8PFX89-P00	01-01-01-08	57,642.78
06-02	01-01-01-012	31-MAR-2011	12345678	ST	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0007	E8PFS89-P00	01-01-01-12	21,125.00
06-02	01-01-01-016	31-MAR-2011	12345678	AP	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0004	F8PFX89-P00	01-01-01-16	15,634.79
06-02	01-01-01-017	30-MAR-2011	12345678	PCARD	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	1005	E8PFS89-P00	01-01-01-17	21,245.22
06-02	01-01-01-021	31-MAR-2011	12345678	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0002	F8PFX89-P00	01-01-01-21	27,200.00
TOTAL FOR ORG_CODE <XX-XX>:											9,999,999.99	
06-04	01-01-01-001	31-MAR-2011	12345678	AP	XXXXXX	12345678	06-02-0004-00-00-00-00	YYYY	1001	C8P1B72-P00	01-01-01-01	27,074.29
06-04	01-01-01-001	31-MAR-2011	12345678	ST	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	0004	F8PFS89-P00	01-01-01-02	26,149.24
06-04	01-01-01-002	30-MAR-2011	12345678	AP	XXXXXX	12345678	06-02-0001-05-00-00-00	YYYY	0004	E8PFS89-P00	01-01-01-03	39,073.58
06-04	01-01-01-004	30-MAR-2011	12345678	AP	XXXXXX	12345678	06-02-0001-05-00-00-00	YYYY	1005	E8P1B67-P00	01-01-01-04	19,827.63
06-04	01-01-01-006	31-MAR-2011	12345678	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0001	F8PFX89-P00	01-01-01-06	29,997.93
TOTAL FOR ORG_CODE <XX-XX>:											9,999,999.99	
06-06	06-01-02-022	30-MAR-2011	12345678	GJ	XXXXXX	12345678	06-06-0000-00-00-00-00	YYYY	1005	SBP9GRF-P00	25-01-01-06	29,997.93
TOTAL FOR ORG_CODE <XX-XX>:											9,999,999.99	

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The following provides an example of how the report might appear if sorted by PRJ (Project):

REPORT RUN DATE: DD-MMM-YYYY HH:MM:SS		UNITED STATES DEPARTMENT OF COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION BE DAILY TRANSACTIONS REPORT						USER ID: OPS\$AAABBB01 VERSION: x.x.qr.xxxxxx PAGE: 999				
REPORT_ID: QRxxxx INSTANCE: CFSFX												
FISCAL YEAR: YYYY - BUREAU CODE: XX - FUND CODE: XXXX - DIRECT FLAG: XXX - ORG1 CODE: XX - ORG2 CODE: XX PROG1: XXX - PROG2: XXX - PROG3: XXX - PROG4: XXX - PROJECT CODE: XXXXXX - FROM TRANS DATE: DD-MMM-YYYY - TO TRANS DATE: DD-MMM-YYYY SORT BY: PRJ												
ORG_CODE	PROGRAM	TRANS DATE	DOC NO	DOC TYPE	ITEM TYPE	ORG DOC NO	ORGANIZATION	FCFY	FUND CODE	PROJECT-TASK	OBJECT CLASS	AMOUNT
06-02	01-01-01-001	31-MAR-2011	1234567	AP	XXXXXX	12345678	06-02-0004-00-00-00-00	YYYY	0004	C8P1B72-P00	01-01-01-0	27,074.29
06-02	01-01-01-004	31-MAR-2011	1234567	PCARD	XXXXXX	12345678	06-02-0001-05-00-00-00	YYYY	0001	E8P1B67-P00	01-01-01-0	19,827.63
06-02	01-01-01-003	31-MAR-2011	1234567	ST	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	0001	F8PFS89-P00	01-01-01-0	39,073.58
06-02	01-01-01-012	31-MAR-2011	1234567	ST	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0007	E8PFS89-P00	01-01-01-1	21,125.00
06-02	01-01-01-017	30-MAR-2011	1234567	PCARD	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	1005	E8PFS89-P00	01-01-01-1	21,245.22
06-02	01-01-01-002	31-MAR-2011	1234567	GJ	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	1001	F8PFS89-P00	01-01-01-0	26,149.24
06-02	01-01-01-006	31-MAR-2011	1234567	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0007	F8PFX89-P00	01-01-01-0	29,997.93
06-02	01-01-01-008	31-MAR-2011	1234567	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0002	F8PFX89-P00	01-01-01-0	57,642.78
06-02	01-01-01-016	31-MAR-2011	1234567	AP	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0004	F8PFX89-P00	01-01-01-1	15,634.79
06-02	01-01-01-021	31-MAR-2011	1234567	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0002	F8PFX89-P00	01-01-01-2	27,200.00
06-02	01-01-01-007	30-MAR-2011	1234567	AP	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	1005	G8PFX89-P00	01-01-01-0	32,458.87
TOTAL FOR ORG_CODE <XX-XX>:											9,999,999.99	
06-04	01-01-01-001	31-MAR-2011	1234567	AP	XXXXXX	12345678	06-02-0004-00-00-00-00	YYYY	1001	C8P1B72-P00	01-01-01-0	27,074.29
06-04	01-01-01-004	30-MAR-2011	1234567	AP	XXXXXX	12345678	06-02-0001-05-00-00-00	YYYY	1005	E8P1B67-P00	01-01-01-0	19,827.63
06-04	01-01-01-002	30-MAR-2011	1234567	AP	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	0004	E8PFS89-P00	01-01-01-0	39,073.58
06-04	01-01-01-001	31-MAR-2011	1234567	ST	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	0004	F8PFS89-P00	01-01-01-0	26,149.24
06-04	01-01-01-006	31-MAR-2011	1234567	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0001	F8PFX89-P00	01-01-01-0	29,997.93
TOTAL FOR ORG_CODE <XX-XX>:											9,999,999.99	
06-06	06-01-02-022	30-MAR-2011	1234567	GJ	XXXXXX	12345678	06-06-0000-00-00-00-00	YYYY	1005	SBP9GRF-P00	25-01-01-0	29,997.93
TOTAL FOR ORG_CODE <XX-XX>:											9,999,999.99	

The following provides an example of how the report might appear if sorted by FC (Fund Code):

REPORT RUN DATE: DD-MMM-YYYY HH:MM:SS		UNITED STATES DEPARTMENT OF COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION BE DAILY TRANSACTIONS REPORT						USER ID: OPS\$AAABBB01 VERSION: x.x.qr.xxxxxx PAGE: 999				
REPORT_ID: QRxxxx INSTANCE: CFSFX												
FISCAL YEAR: YYYY - BUREAU CODE: XX - FUND CODE: XXXX - DIRECT FLAG: XXX - ORG1 CODE: XX - ORG2 CODE: XX PROG1: XXX - PROG2: XXX - PROG3: XXX - PROG4: XXX - PROJECT CODE: XXXXXX - FROM TRANS DATE: DD-MMM-YYYY - TO TRANS DATE: DD-MMM-YYYY SORT BY: FC												
ORG_CODE	PROGRAM	TRANS DATE	DOC NO	DOC TYPE	ITEM TYPE	ORG DOC NO	ORGANIZATION	FCFY	FUND CODE	PROJECT-TASK	OBJECT CLASS	AMOUNT
06-02	01-01-01-007	30-MAR-2011	1234567	AP	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0001	G8PFX89-P00	01-01-01-0	32,458.87
06-02	01-01-01-017	30-MAR-2011	1234567	PCARD	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0001	E8PFS89-P00	01-01-01-1	21,245.22
06-02	01-01-01-006	31-MAR-2011	1234567	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0002	F8PFX89-P00	01-01-01-0	29,997.93
06-02	01-01-01-004	31-MAR-2011	1234567	PCARD	XXXXXX	12345678	06-02-0001-05-00-00-00	YYYY	0002	E8P1B67-P00	01-01-01-0	19,827.63
06-02	01-01-01-001	31-MAR-2011	1234567	AP	XXXXXX	12345678	06-02-0004-00-00-00-00	YYYY	0004	C8P1B72-P00	01-01-01-0	27,074.29
06-02	01-01-01-021	31-MAR-2011	1234567	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0004	F8PFX89-P00	01-01-01-2	27,200.00
06-02	01-01-01-002	31-MAR-2011	1234567	GJ	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	0007	F8PFS89-P00	01-01-01-0	26,149.24
06-02	01-01-01-008	31-MAR-2011	1234567	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	0007	F8PFX89-P00	01-01-01-0	57,642.78
06-02	01-01-01-016	31-MAR-2011	1234567	AP	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	1001	F8PFX89-P00	01-01-01-1	15,634.79
06-02	01-01-01-012	31-MAR-2011	1234567	ST	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	1005	E8PFS89-P00	01-01-01-1	21,125.00
06-02	01-01-01-003	30-MAR-2011	1234567	ST	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	1005	E8PFS89-P00	01-01-01-0	39,073.58
TOTAL FOR ORG_CODE <XX-XX>:											9,999,999.99	
06-04	01-01-01-004	30-MAR-2011	1234567	AP	XXXXXX	12345678	06-02-0001-05-00-00-00	YYYY	0001	E8P1B67-P00	01-01-01-0	19,827.63
06-04	01-01-01-002	30-MAR-2011	1234567	AP	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	0004	E8PFS89-P00	01-01-01-0	39,073.58
06-04	01-01-01-001	31-MAR-2011	1234567	ST	XXXXXX	12345678	06-02-0001-00-00-00-00	YYYY	0004	F8PFS89-P00	01-01-01-0	26,149.24
06-04	01-01-01-001	31-MAR-2011	1234567	AP	XXXXXX	12345678	06-02-0004-00-00-00-00	YYYY	1001	C8P1B72-P00	01-01-01-0	27,074.29
06-04	01-01-01-006	31-MAR-2011	1234567	GJ	XXXXXX	12345678	06-02-0000-00-00-00-00	YYYY	1005	F8PFX89-P00	01-01-01-0	29,997.93
TOTAL FOR ORG_CODE <XX-XX>:											9,999,999.99	
06-06	06-01-02-022	30-MAR-2011	1234567	GJ	XXXXXX	12345678	06-06-0000-00-00-00-00	YYYY	1005	SBP9GRF-P00	25-01-01-0	29,997.93
TOTAL FOR ORG_CODE <XX-XX>:											9,999,999.99	