



NOAA/FSD
Discoverer FMC1
CBS Training Exercises
FY 2015
V 1.0.1

Changes/Revisions Record

This is a living document that is changed as required to reflect system, operational, or organizational changes. Modifications made to this document are recorded in the Changes/Revisions Record below. This record shall be maintained throughout the life of the document.

Version Number	Date	Description of Change/Revision	Changes Made by Name/Title/ Organization
V1.0	10/31/2014	New FY 2015 Training Exercises	E.Cobbs/FSD CSB - Training
V1.0.1	02/26/2015	Updated an error found Exercise #8	E.Cobbs/FSD CSB - Training

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Exercise #1a: Log in to CBS Portal Page

- Objectives:
- Successfully login to the Portal Page
 - Successfully login to DW

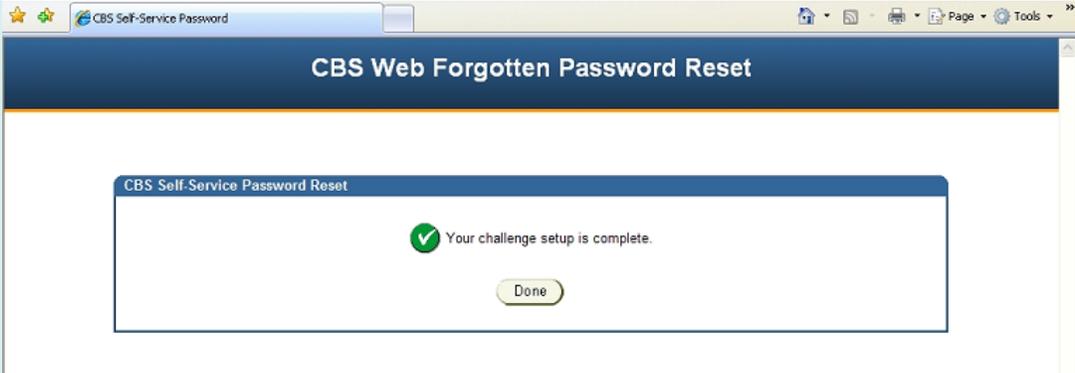
Notes:

If you already have Discoverer open already in a browser window, you will need to open a new browser window in order to run the CBS Portal Page at the same time. If you don't, you will run into issues.

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> ➤ Open a Internet Explorer window ➤ Point your browser to the URL the instructor tells you to go to. <p>Note: Production URL is: https://cbs.rdc.noaa.gov/nmadm/custom_pages/login_page</p>
2	<p>On the CBS Web Migration Portal Login screen:</p>  <ul style="list-style-type: none"> ➤ Enter User Name ➤ Enter Password ➤ Check the checkbox ➤ Click Logon

Step	Action												
3a	<p>The first time logging in you'll be sent to the CBS Web Challenge Setup screen appears with three (3) question and response areas:</p> <ul style="list-style-type: none"> ➤ Select your challenge question(s) using the drop-down listing ➤ Enter your response(s) <ul style="list-style-type: none"> ○ <i>You may not use the same response for each question. It must be a unique response to each of the questions.</i> ➤ Click Submit <ul style="list-style-type: none"> ○ <i>Answers are not case sensitive.</i> <div data-bbox="310 638 1349 1281" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="background-color: #2e5496; color: white; text-align: center; padding: 5px;">CBS Portal Challenge Setup</div> <div style="text-align: right; font-size: small;">Close window</div> <div style="margin-top: 10px;">  <p><input checked="" type="checkbox"/> Use this form to setup your challenge questions and responses. They will help you to reset your password if you forgot it. To clear all the fields, simply click the cancel button.</p> <p><i>All fields are required</i></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="background-color: #2e5496; color: white; padding: 2px;">Challenge Question Setup - OP\$SERICOB01</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">* Challenge Question 1:</td> <td style="padding: 5px;">(select one) ▼</td> </tr> <tr> <td style="padding: 5px;">* Response to Challenge Question 1:</td> <td style="padding: 5px;"><input type="text"/></td> </tr> <tr> <td style="padding: 5px;">* Challenge Question 2:</td> <td style="padding: 5px;">(select one) ▼</td> </tr> <tr> <td style="padding: 5px;">* Response to Challenge Question 2:</td> <td style="padding: 5px;"><input type="text"/></td> </tr> <tr> <td style="padding: 5px;">* Challenge Question 3:</td> <td style="padding: 5px;">(select one) ▼</td> </tr> <tr> <td style="padding: 5px;">* Response to Challenge Question 3:</td> <td style="padding: 5px;"><input type="text"/></td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Reset"/> </div> </div> </div> </div>	* Challenge Question 1:	(select one) ▼	* Response to Challenge Question 1:	<input type="text"/>	* Challenge Question 2:	(select one) ▼	* Response to Challenge Question 2:	<input type="text"/>	* Challenge Question 3:	(select one) ▼	* Response to Challenge Question 3:	<input type="text"/>
* Challenge Question 1:	(select one) ▼												
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* Challenge Question 2:	(select one) ▼												
* Response to Challenge Question 2:	<input type="text"/>												
* Challenge Question 3:	(select one) ▼												
* Response to Challenge Question 3:	<input type="text"/>												

Step	Action
3b	<p>CHALLENGE QUESTIONS</p> <ol style="list-style-type: none"> 1. In what city/town were you born? 2. In what hospital were you born? 3. What is your oldest sibling's first name? 4. What was the make of your first car? 5. What color was your first car? 6. From what high school did you graduate? 7. In what state did you attend college? 8. In what month was your mother born? 9. What is your father's middle name? 10. In what month did your parents marry?
4a	<p>If a user is unsuccessful with creating their responses to the challenge questions, they may receive an error message.</p> <ul style="list-style-type: none"> ➤ Click Back ➤ Repeat Step 3
4b	<p>If successful, the CBS Web Forgotten Password Reset screen appears stating, "Your challenge setup is complete".</p> <ul style="list-style-type: none"> ➤ Click Done  <p>The screenshot shows a web browser window with the title 'CBS Self-Service Password Reset'. The main heading of the page is 'CBS Web Forgotten Password Reset'. Below this, there is a blue-bordered box containing a green checkmark icon and the text 'Your challenge setup is complete.' At the bottom of this box is a button labeled 'Done'.</p>

Step	Action
5	<p>The CBS Web Change Password screen appears:</p> <div data-bbox="313 348 1430 800"></div> <ul style="list-style-type: none">➤ Enter the Old Password➤ Enter the New Password➤ Confirm the New Password➤ Click Submit

Step	Action
5a	<p>Users may click the Password Rules link to see the following:</p> <p><i>The passwords must contain the following:</i></p> <ul style="list-style-type: none"> a) <i>Passwords must be a minimum of 8 characters</i> b) <i>Passwords must begin with an Alpha (A-Z or a-z) character</i> c) <i>Passwords must contain all of the following 4 categories:</i> <ul style="list-style-type: none"> i. <i>Upper Case Alpha (A-Z)</i> ii. <i>Lower Case Alpha (a-z)</i> iii. <i>Numeric Value (1-9)</i> iv. <i>Special Character (limited to # and _)</i> d) <i>Six characters must be unique and can not be repeated</i> e) <i>Passwords must not be any dictionary word longer than 3 characters</i> f) <i>New password cannot be the same as old password</i> g) <i>New Password cannot be one of the eight previous used passwords or have been used in the past 731 days (2 years)</i> h) <i>Password cannot be the same as your username</i> <p>They may also click the Show Me link for the CBS Change Password Dictionary Word Check screen:</p> 
6a	<p>If a user is unsuccessful with their password change, they may receive an error message.</p> <ul style="list-style-type: none"> ➤ Click Back ➤ Repeat Step 5

Step	Action
6b	<p>If successful, the CBS Web Change Password screen appears stating, “Password changed successfully”.</p>  <p>➤ Click <i>Done</i></p>
7	<p>The CBS Web Portal screen appears:</p> 

Step	Action																														
7a	<p data-bbox="313 279 1349 310">The area under the CBS Web Portal screen title is called the Portal Links.</p> <table border="1" data-bbox="313 352 1500 401"> <tr> <td data-bbox="313 352 443 401">Home</td> <td data-bbox="443 352 557 401">CFS</td> <td data-bbox="557 352 816 401">Data Warehouse</td> <td data-bbox="816 352 1060 401">Reports Server</td> <td data-bbox="1060 352 1336 401">Password Control</td> <td data-bbox="1336 352 1500 401">Logout</td> </tr> </table> <p data-bbox="313 447 1333 478">Each of these areas does a different functionality when clicking on them.</p> <table border="1" data-bbox="313 520 1443 1715"> <thead> <tr> <th data-bbox="313 520 602 583">Link Name</th> <th data-bbox="602 520 902 583">Sub-Link Name</th> <th data-bbox="902 520 1443 583">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="313 583 602 674">Home</td> <td data-bbox="602 583 902 674"></td> <td data-bbox="902 583 1443 674">Clicking this link will take you back to the CBS Web Portal screen.</td> </tr> <tr> <td data-bbox="313 674 602 856">CFS</td> <td data-bbox="602 674 902 856">CBS</td> <td data-bbox="902 674 1443 856">Clicking this link will bring up a submenu that may have one or more sub-link names. Clicking on the sub-link name will open up a new window into CBS application (AP, AR, BE, CPCS, GL, RA, etc)</td> </tr> <tr> <td data-bbox="313 856 602 1039">Data Warehouse</td> <td data-bbox="602 856 902 1039">DW</td> <td data-bbox="902 856 1443 1039">Clicking this link will bring up a submenu that may have one or more sub-link names. Clicking on the sub-link name will open up a new window into NOAA Data Warehouse.</td> </tr> <tr> <td data-bbox="313 1039 602 1192">Reports Server</td> <td data-bbox="602 1039 902 1192"></td> <td data-bbox="902 1039 1443 1192">Clicking this link will open up a new window for your Report Queue. This will default to the users' past jobs, which will be listed on the page.</td> </tr> <tr> <td data-bbox="313 1192 602 1409">Password Control</td> <td data-bbox="602 1192 902 1409">Change Password</td> <td data-bbox="902 1192 1443 1409">Clicking this link will bring up a submenu that has one option called Change Password. Clicking this sub-link name will open up a new window allowing the user to enter their current password, to enter a new password and verify a new password.</td> </tr> <tr> <td data-bbox="313 1409 602 1625">Password Control</td> <td data-bbox="602 1409 902 1625">Challenge Questions</td> <td data-bbox="902 1409 1443 1625">Clicking this link will bring up a submenu that has one option called Challenge Questions. Clicking this sub-link name will open up a new window allowing the user to change their challenge questions and responses.</td> </tr> <tr> <td data-bbox="313 1625 602 1715">Logout</td> <td data-bbox="602 1625 902 1715"></td> <td data-bbox="902 1625 1443 1715">Clicking this link will log the user out of the CBS Web Portal screen.</td> </tr> </tbody> </table>	Home	CFS	Data Warehouse	Reports Server	Password Control	Logout	Link Name	Sub-Link Name	Description	Home		Clicking this link will take you back to the CBS Web Portal screen.	CFS	CBS	Clicking this link will bring up a submenu that may have one or more sub-link names. Clicking on the sub-link name will open up a new window into CBS application (AP, AR, BE, CPCS, GL, RA, etc)	Data Warehouse	DW	Clicking this link will bring up a submenu that may have one or more sub-link names. Clicking on the sub-link name will open up a new window into NOAA Data Warehouse.	Reports Server		Clicking this link will open up a new window for your Report Queue. This will default to the users' past jobs, which will be listed on the page.	Password Control	Change Password	Clicking this link will bring up a submenu that has one option called Change Password. Clicking this sub-link name will open up a new window allowing the user to enter their current password, to enter a new password and verify a new password.	Password Control	Challenge Questions	Clicking this link will bring up a submenu that has one option called Challenge Questions. Clicking this sub-link name will open up a new window allowing the user to change their challenge questions and responses.	Logout		Clicking this link will log the user out of the CBS Web Portal screen.
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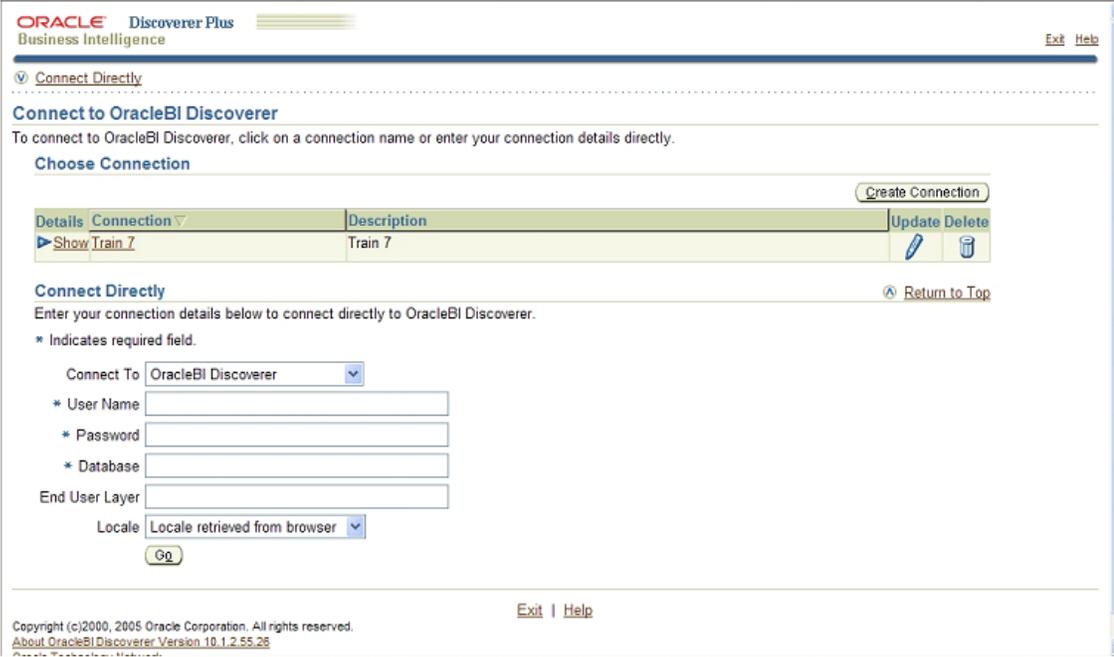
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Exercise #1b: Create a Connection & Logon to Discoverer

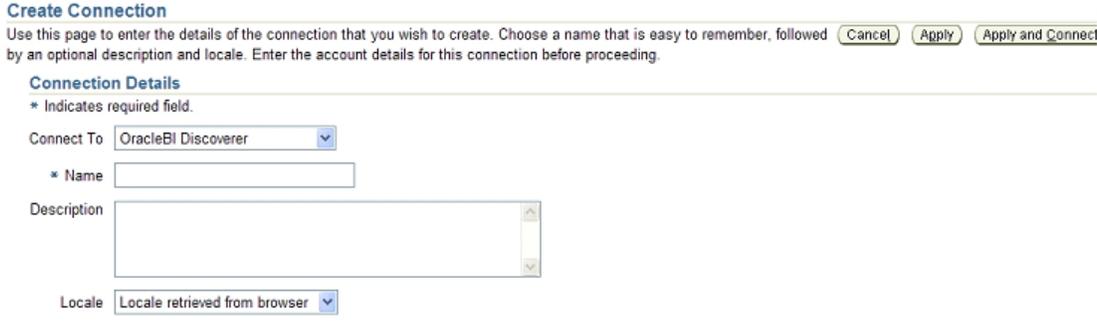
- Objectives:
- Create a new connection to Discoverer
 - Logon to Discoverer using that connection

Notes: *If you already have CBS and/or Data Warehouse open already in a browser window, you will need to open a new browser window in order to run Discoverer at the same time. If you don't, you will run into issues.*

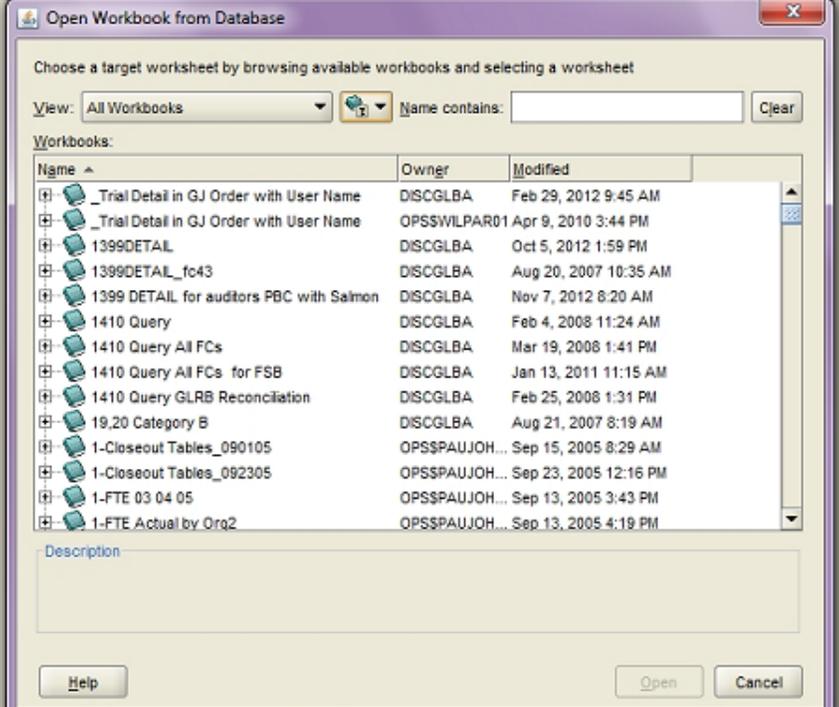
Instructions: Execute the following steps:

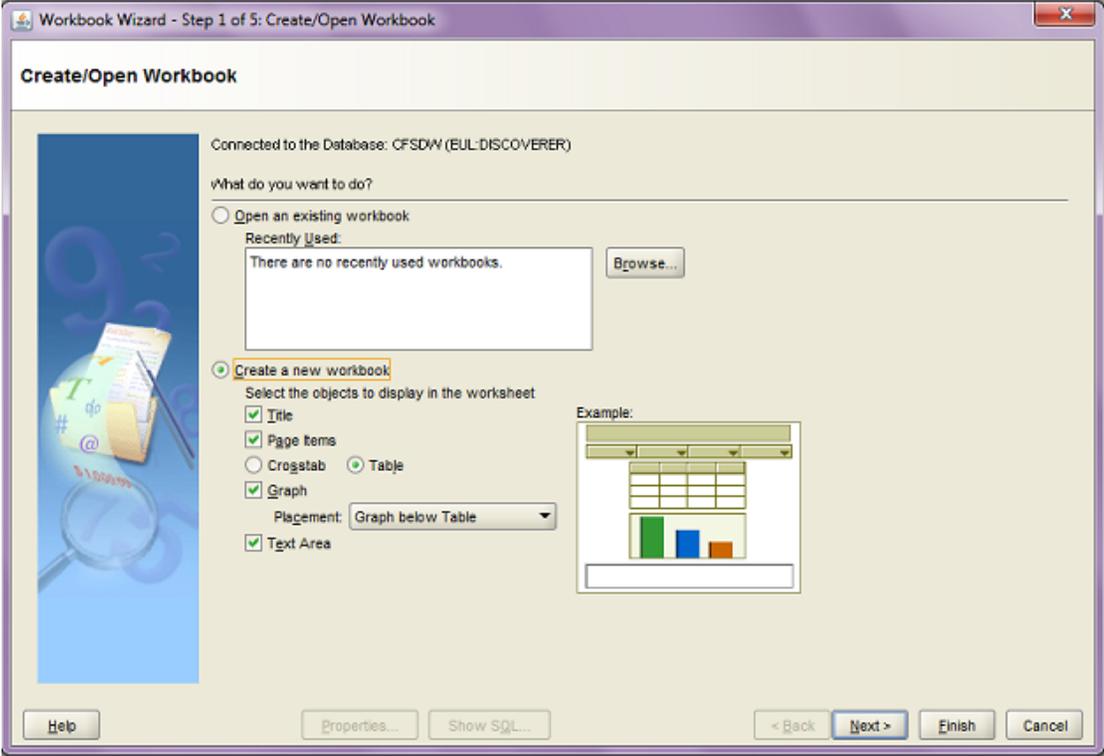
Step	Action
1	<ul style="list-style-type: none"> ➤ Open a new Internet Explorer window ➤ Point your browser to the URL the instructor tells you to go to. <p>Note: The production URL is: https://cbsquery.rdc.noaa.gov/discoverer/plus</p>
2	<p>The Oracle Discoverer Plus page is displayed showing any existing Discoverer connections and an area to connect directly without creating a connection.</p>  <p>The screenshot shows the Oracle Discoverer Plus interface. At the top, it says 'ORACLE Discoverer Plus Business Intelligence'. Below that is a 'Connect Directly' section. It includes a table with columns 'Details', 'Connection', and 'Description'. The table contains one entry: 'Train 7'. To the right of the table are 'Update' and 'Delete' buttons. Below the table is a 'Connect Directly' section with a 'Go' button. The form includes fields for 'Connect To' (OracleBI Discoverer), 'User Name', 'Password', 'Database', 'End User Layer', and 'Locale' (Locale retrieved from browser). A 'Go' button is at the bottom of the form.</p>

Step	Action										
3a	<p>The Connect to OracleBI Discoverer/Choose Connection section displays a list of existing Discoverer connections in the <i>Connection</i> column.</p> <p>Connect to OracleBI Discoverer To connect to OracleBI Discoverer, click on a connection name or enter your connection details directly.</p> <p>Choose Connection</p> <div style="text-align: right;"><input type="button" value="Create Connection"/></div> <table border="1"> <thead> <tr> <th>Details</th> <th>Connection ▾</th> <th>Description</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>▶ Show</td> <td>Train 7</td> <td>Train 7</td> <td></td> <td></td> </tr> </tbody> </table>	Details	Connection ▾	Description	Update	Delete	▶ Show	Train 7	Train 7		
Details	Connection ▾	Description	Update	Delete							
▶ Show	Train 7	Train 7									
3b	<p>The Connect to OracleBI Discoverer/ Connect Directly section gives a user the ability to open Discoverer without creating a connection.</p> <p>Connect Directly Enter your connection details below to connect directly to OracleBI Discoverer.</p> <p>* Indicates required field.</p> <p>Connect To <input type="text" value="OracleBI Discoverer"/></p> <p>* User Name <input type="text"/></p> <p>* Password <input type="text"/></p> <p>* Database <input type="text"/></p> <p>End User Layer <input type="text"/></p> <p>Locale <input type="text" value="Locale retrieved from browser"/></p> <p><input type="button" value="Go"/></p> <hr/> <p>Note: <i>If your IT personnel delete your cookies, you may want to utilize this option instead of creating a connection.</i></p>										
4	<p>Click the <input type="button" value="Create Connection"/> button on the Connect to OracleBI Discoverer/Choose Connection page</p> <p>Connect to OracleBI Discoverer To connect to OracleBI Discoverer, click on a connection name or enter your connection details directly.</p> <p>Choose Connection</p> <div style="text-align: right;"><input type="button" value="Create Connection"/></div> <table border="1"> <thead> <tr> <th>Details</th> <th>Connection ▾</th> <th>Description</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>▶ Show</td> <td>Train 7</td> <td>Train 7</td> <td></td> <td></td> </tr> </tbody> </table>	Details	Connection ▾	Description	Update	Delete	▶ Show	Train 7	Train 7		
Details	Connection ▾	Description	Update	Delete							
▶ Show	Train 7	Train 7									

Step	Action
5a	<p>On the Create Connection/Connection Details page:</p> <ul style="list-style-type: none"> ➤ Name/Description: Enter a name and brief description of the connection ➤ Locale: Accept default of Locale set in user's  <p><i>Note: If the user's browser is set in something other than English, please use the drop-down listing to choose English.</i></p>
5b	<p>Scroll down to the Database Account Details section, which is located on the lower portion of the Create Connection: Connection Details page.</p> <ul style="list-style-type: none"> ➤ User Name/Password: User DW/Discoverer ID & PW ➤ Database: (given to you by instructor) {WARNING: DO NOT PRESS ENTER!!!}  <p><i>Note: The Oracle default for this screen is "Cancel" – pressing the Enter key upon typing the database name would clear the connection details recorded in the previous steps. Production's Database name is still CFSDW.</i></p>
5c	<p>Click on the  button to save the connection and return to the previous page</p>

Step	Action								
6	<p>Click the new Connection you just made, to start Discoverer.</p> <p>Connect to OracleBI Discoverer</p> <p>To connect to OracleBI Discoverer, click on a connection name or enter your connection details directly.</p> <p>Choose Connection</p> <div data-bbox="332 436 1409 535"> <table border="1"> <thead> <tr> <th>Details</th> <th>Description</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Show Train 7</td> <td>Train 7</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Details	Description	Update	Delete	Show Train 7	Train 7		
Details	Description	Update	Delete						
Show Train 7	Train 7								
7	<p>The Enter Password page will be displayed.</p> <p>Type in your password and click the  button.</p> <div data-bbox="305 751 1091 1066"> <p>Enter Password</p> <p>The item you are requesting requires you to enter a password. This could occur because this is a private connection or because the public connection password was invalid. Please enter the correct password now to continue.</p> <p>Connection Name: Training1 Connection Description: Training ID 1 User Name: OP\$NDWTRN01 Database: WTRNDWS End User Layer: DISCOVERER Connect To: OracleBI Discoverer Locale: Locale retrieved from browser</p> <p>Password: <input type="password"/> </p> <p>Help</p> <p><small>Copyright (c)2000, 2005 Oracle Corporation. All rights reserved. About OracleBI Discoverer Version 10.1.2.55.20 Oracle Technology Network</small></p> </div>								
8	<p>Depending upon your role, you'll get one of two screens:</p>								

Step	Action
8a	<p>The Open Workbook from Database dialog box is displayed upon logon for the general FMC users. It will list all workbooks, including the standard workbooks.</p> 

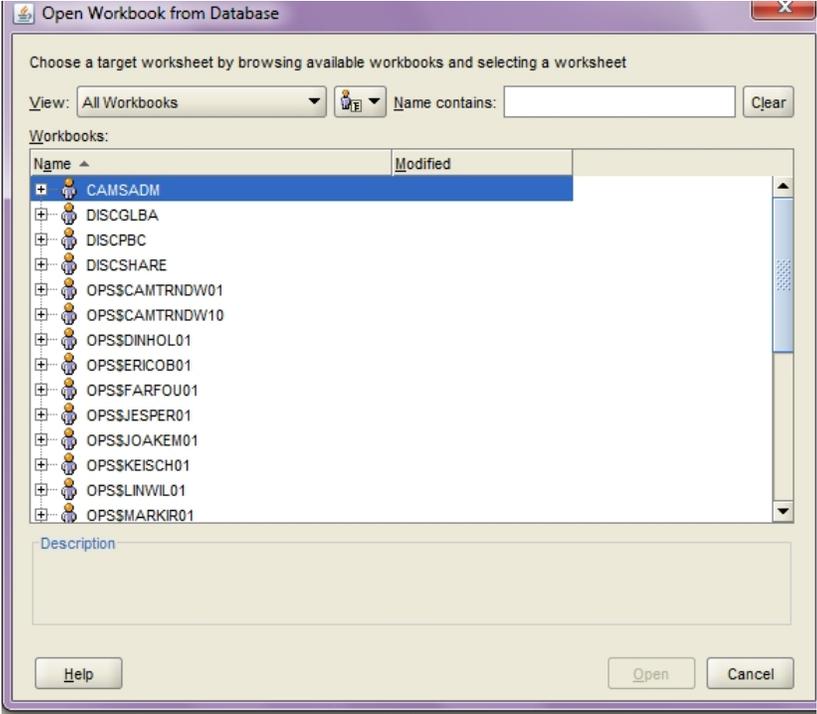
Step	Action
8b	<p>The Workbook Wizard dialog box is displayed upon logon for the users that have special permissions.</p>  <p>You can either click the Browse button to get to your specific or standard queries or you can start to create a new query from here.</p>

Exercise #2: Open a Workbook/Navigation

- Objectives:
- Open a Worksheet in a Workbook
 - Navigate the Open Workbook from Database dialog box
 - Understand the worksheet layout

Notes: *The Open Workbook from Database dialog box gives us the capability to search for a workbook, arrange the workbooks by ascending/descending order, or by displaying those workbooks by the view area defined.*

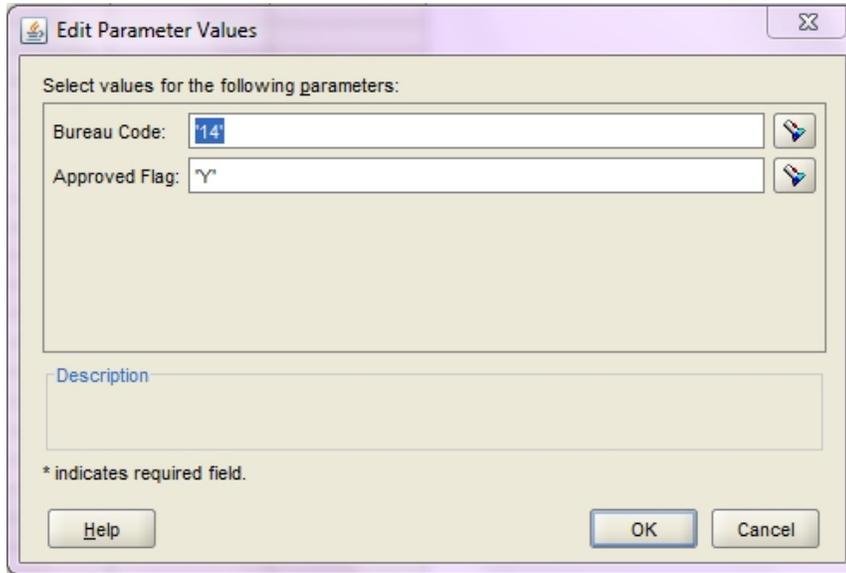
Instructions: Execute the following steps:

Step	Action
1	<p>The default Open Workbook from Database dialog box lists all workbooks by alphabetical order.</p> <p>Click on View As  icon Select User Tree</p> <p>The dialog box will now display alphabetically by username and CAMSADM should be at the top.</p> 

Step	Action
2	<p>Expand the CAMSADM user by clicking the Expand  icon</p> <p>The dialog box will show all workbooks that belong to the CAMSADM user. These workbooks are the standard workbooks that all FMC users will have access to run.</p>
3	<p>In the Name Contains field enter REF</p> <p>The dialog box will shorten the list to those users that have workbooks that contain what was typed in the field.</p> <p>Expand each user to view the workbooks.</p>
4	<p>Notice that the workbooks have an expand icon next to them. If you wanted to just open the workbook so it would open to the first worksheet:</p> <ul style="list-style-type: none"> ➤ Highlight the workbook ➤ Click Open <p>If you wanted to open a particular worksheet in a workbook:</p> <ul style="list-style-type: none"> ➤ Click the Expand icon (i.e. Reference-Data) ➤ Highlight the worksheet (i.e. Fund Code) ➤ Click Open <p><i>Note: You may also double-click the worksheet in order for it to open. Double-clicking the workbook will only expand it.</i></p>

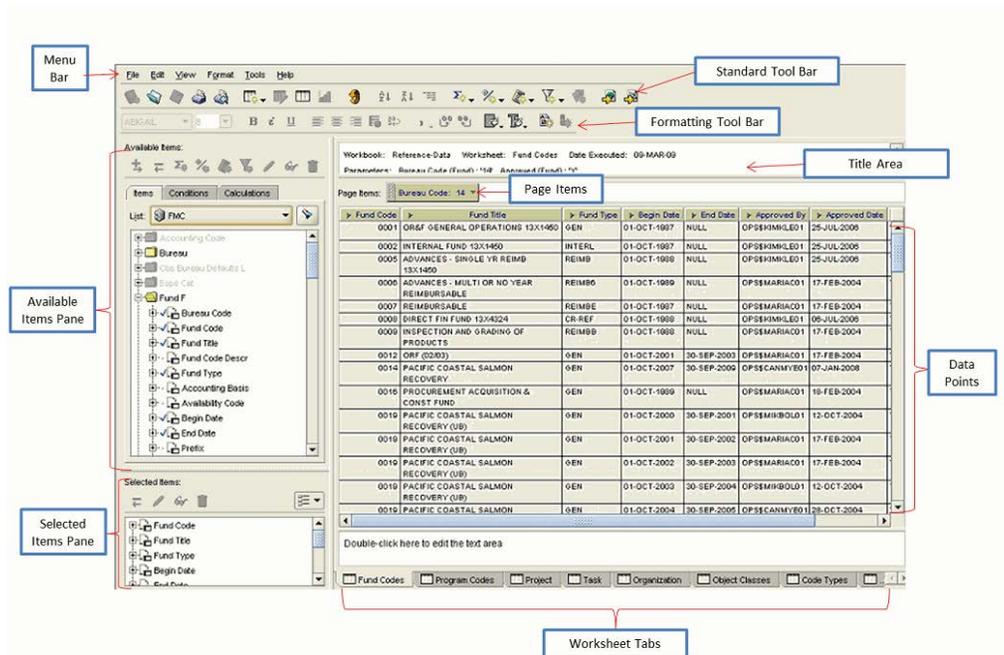
Step	Action
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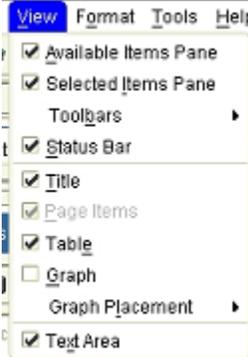
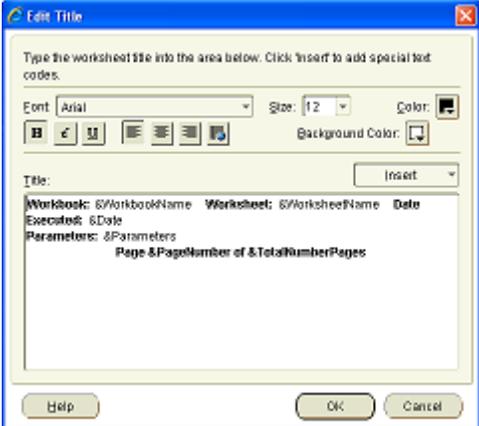
5 The **Edit Parameter Values** dialog box appears.



➤ Click **OK**

6 The worksheet will appear.



Step	Action
	<p>Note: The first time logging into Discoverer and a worksheet, two panes will display on the left (Available Items & Selected Items). These panes do not apply to a general user as you are unable to create or modify workbooks/sheets.</p>
7	<p>To remove those panes:</p> <ul style="list-style-type: none"> ➤ Click View in the <i>Menu Bar</i> ➤ Click on Available Items Pane checkbox ➤ Wait for worksheet to reconfigure ➤ Click View in the <i>Menu Bar</i> ➤ Click on Selected Items Pane checkbox ➤ Wait for worksheet to reconfigure  <p>Note: Once you have removed these panes, they will not display again, unless you go back to the <i>View Menu Bar</i> and reselect them</p>
8	<p>The worksheet will reconfigure and now you will be able to see more of it. Worksheets that were built with Titles still show at the top with the default values to it.</p> <p>You are able to not only to minimize the title area by clicking and dragging the title area up so it doesn't show, but you can also remove it by clicking on View in the <i>Menu Bar</i> and clicking the Title checkbox.</p>
	<p>You can also edit the title. You can do that by doing one of the following:</p> <ul style="list-style-type: none"> ➤ Click Edit in the <i>Menu Bar</i> ➤ Select Title <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> ➤ Right-click in the Title Area ➤ Select Edit Title <p>A new dialog box appears allowing you to make changes to the text</p>  <ul style="list-style-type: none"> ➤ Make changes to the Title ➤ Click OK

Step	Action
8a	There is a new section of the worksheet called Text Area . It is found toward the bottom of the worksheet right above the worksheet tabs. This area works just like the Title . It can be used to convey a note or can be used as a footer.
9	Information on Navigation Features can be found in Section 3 Access & Navigation.
10	Click on the Code Values worksheet tab at the bottom of the screen.
11	<ul style="list-style-type: none">➤ Enter CDITEM in the <i>Code Type</i> field➤ Click OK
12	This worksheet will give the value and description of most things that are found in CFS and could show up in some of the workbooks/worksheets.

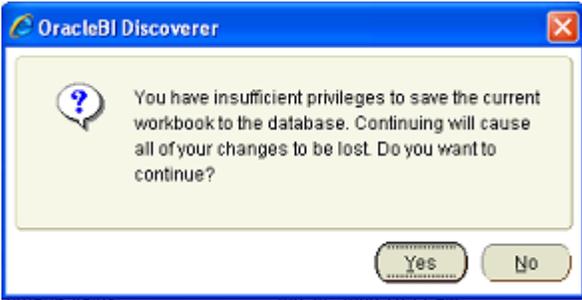
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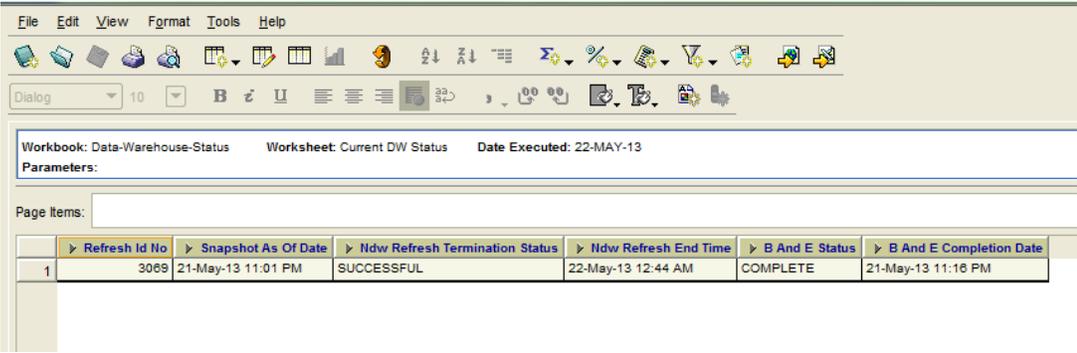
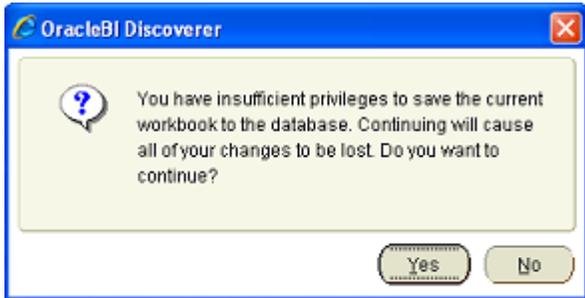
Exercise #3: Data Warehouse Status/Data Dictionary

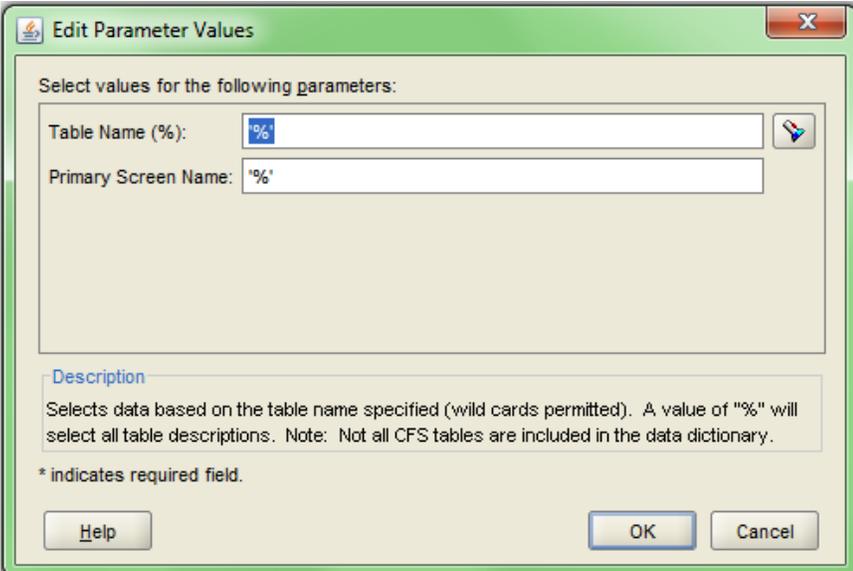
- Objectives:
- Open a Worksheet in a Workbook
 - Navigate the Open Workbook from Database dialog box
 - Understand the pieces on the DW Status Worksheet
 - Understand the pieces on the Data-Dictionary Worksheet

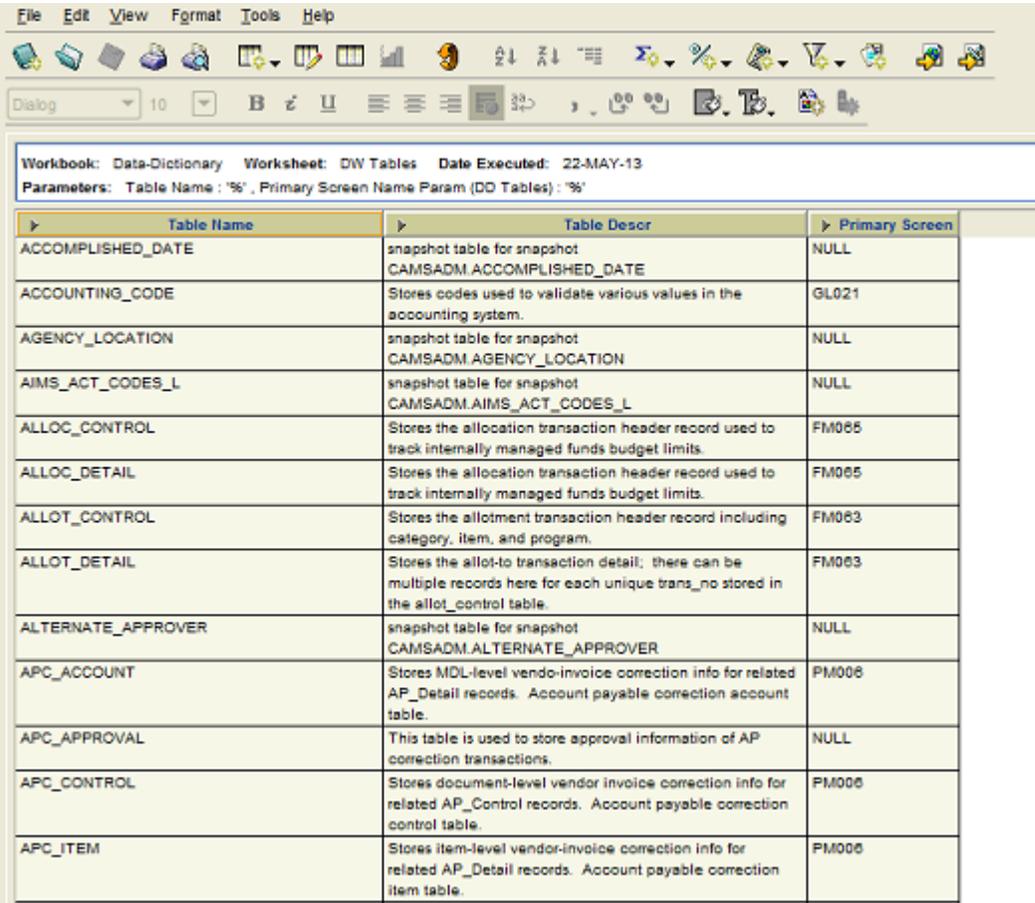
Notes: *The Open Workbook from Database dialog box gives us the capability to search for a workbook, arrange the workbooks by ascending/descending order, or by displaying those workbooks by the view area defined.*

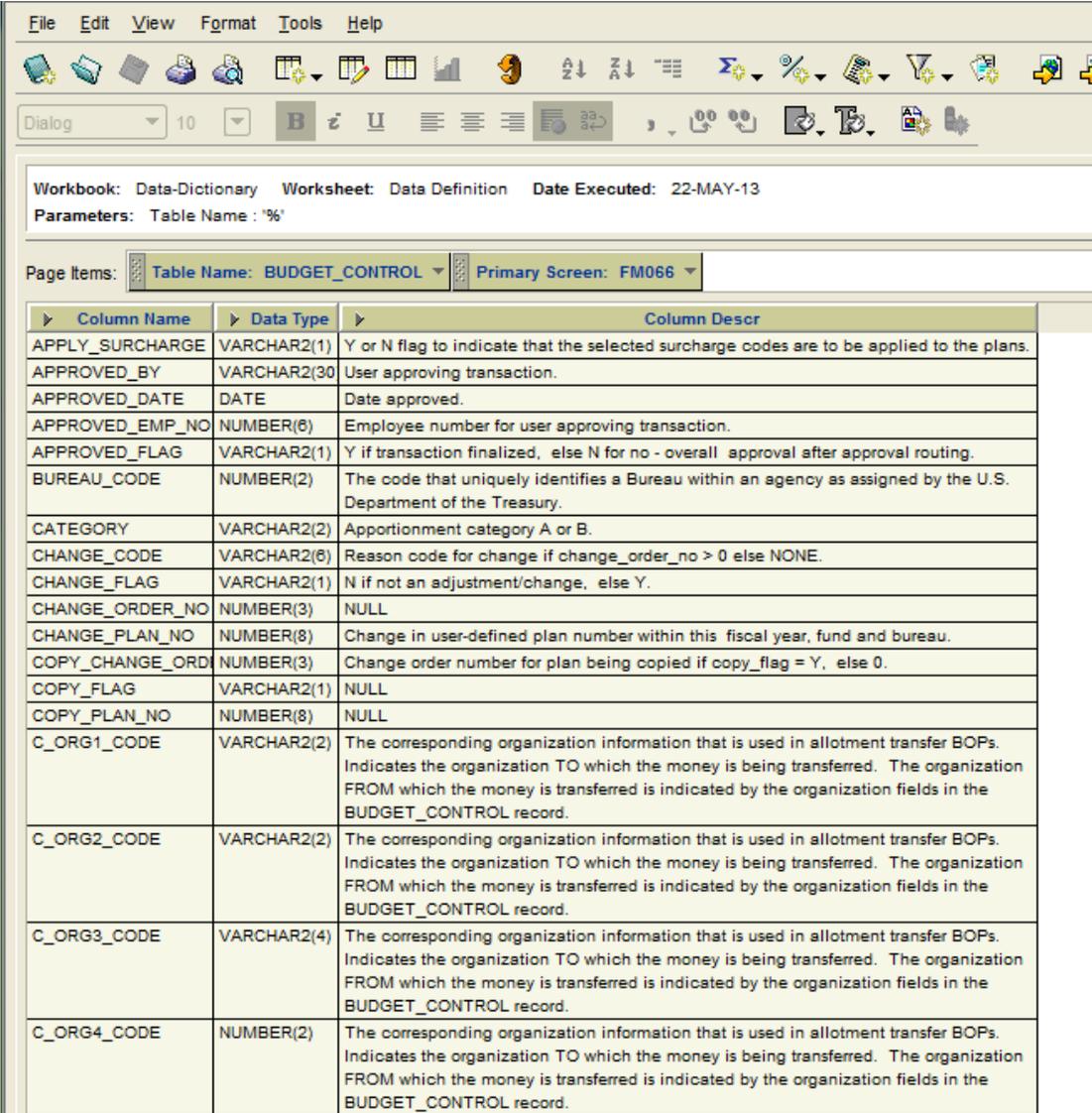
Instructions: Execute the following steps:

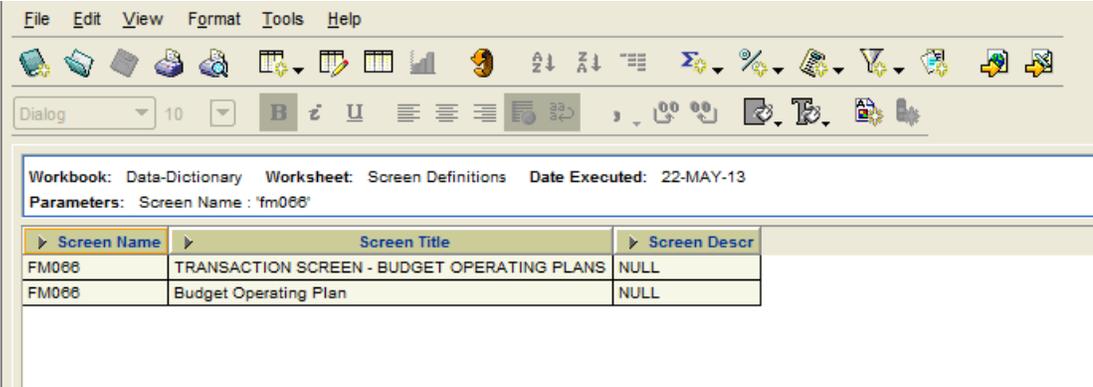
Step	Action
1	<ul style="list-style-type: none"> ➤ Click on File/Open in the <i>Menu Bar</i> or Open  icon in the <i>Standard Toolbar</i> ➤ Expand <i>CAMSADM</i> user ➤ Expand Data-Warehouse-Status workbook ➤ Select Current DW Status worksheet
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> ➤ Click YES

Step	Action														
3	<p>No Parameter screen will appear, it goes directly to the worksheet:</p>  <p>The screenshot shows the OracleBI Discoverer interface. At the top, there is a menu bar (File, Edit, View, Format, Tools, Help) and a toolbar with various icons. Below the toolbar, the status bar indicates 'Workbook: Data-Warehouse-Status', 'Worksheet: Current DW Status', and 'Date Executed: 22-MAY-13'. A 'Parameters' section is visible but empty. Below that, a 'Page Items' section is also empty. The main area displays a table with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>Refresh Id No</th> <th>Snapshot As Of Date</th> <th>Ndw Refresh Termination Status</th> <th>Ndw Refresh End Time</th> <th>B And E Status</th> <th>B And E Completion Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3069</td> <td>21-May-13 11:01 PM</td> <td>SUCCESSFUL</td> <td>22-May-13 12:44 AM</td> <td>COMPLETE</td> <td>21-May-13 11:16 PM</td> </tr> </tbody> </table>		Refresh Id No	Snapshot As Of Date	Ndw Refresh Termination Status	Ndw Refresh End Time	B And E Status	B And E Completion Date	1	3069	21-May-13 11:01 PM	SUCCESSFUL	22-May-13 12:44 AM	COMPLETE	21-May-13 11:16 PM
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1	3069	21-May-13 11:01 PM	SUCCESSFUL	22-May-13 12:44 AM	COMPLETE	21-May-13 11:16 PM									
3a	<p>The worksheet results give us the following information:</p> <ul style="list-style-type: none"> • The Snapshot As Of Date • Refresh Termination Status • Refresh End Time • B&E Status • B&E Completion Date <p>You will want to make sure that the date shows the previous day around 11pm and that the status was Successful. If it's not, do not run reports until it does show that successful status.</p>														
4	<ul style="list-style-type: none"> ➤ Click on File/Open in the <i>Menu Bar</i> or Open  icon in the <i>Standard Toolbar</i> ➤ Expand <i>CAMSADM</i> user ➤ Expand Data-Dictionary workbook ➤ Select DW Tables worksheet 														
5	<p>You will receive the following message:</p>  <p>The screenshot shows a dialog box titled 'OracleBI Discoverer' with a question mark icon. The text inside reads: 'You have insufficient privileges to save the current workbook to the database. Continuing will cause all of your changes to be lost. Do you want to continue?'. There are 'Yes' and 'No' buttons at the bottom.</p> <ul style="list-style-type: none"> ➤ Click YES 														

Step	Action
6	<p>The Edit Parameter Values dialog box appears.</p>  <p>➤ Click OK</p>

Step	Action																																										
7	<p>The worksheet appears:</p>  <table border="1" data-bbox="316 556 1351 1249"> <thead> <tr> <th>Table Name</th> <th>Table Descr</th> <th>Primary Screen</th> </tr> </thead> <tbody> <tr> <td>ACCOMPLISHED_DATE</td> <td>snapshot table for snapshot CAMSADM.ACCOMPLISHED_DATE</td> <td>NULL</td> </tr> <tr> <td>ACCOUNTING_CODE</td> <td>Stores codes used to validate various values in the accounting system.</td> <td>GL021</td> </tr> <tr> <td>AGENCY_LOCATION</td> <td>snapshot table for snapshot CAMSADM.AGENCY_LOCATION</td> <td>NULL</td> </tr> <tr> <td>AIMS_ACT_CODES_L</td> <td>snapshot table for snapshot CAMSADM.AIMS_ACT_CODES_L</td> <td>NULL</td> </tr> <tr> <td>ALLOC_CONTROL</td> <td>Stores the allocation transaction header record used to track internally managed funds budget limits.</td> <td>FM065</td> </tr> <tr> <td>ALLOC_DETAIL</td> <td>Stores the allocation transaction header record used to track internally managed funds budget limits.</td> <td>FM065</td> </tr> <tr> <td>ALLOT_CONTROL</td> <td>Stores the allotment transaction header record including category, item, and program.</td> <td>FM063</td> </tr> <tr> <td>ALLOT_DETAIL</td> <td>Stores the allot-to transaction detail; there can be multiple records here for each unique trans_no stored in the allot_control table.</td> <td>FM063</td> </tr> <tr> <td>ALTERNATE_APPROVER</td> <td>snapshot table for snapshot CAMSADM.ALTERNATE_APPROVER</td> <td>NULL</td> </tr> <tr> <td>APC_ACCOUNT</td> <td>Stores MDL-level vendor-invoice correction info for related AP_Detail records. Account payable correction account table.</td> <td>PM006</td> </tr> <tr> <td>APC_APPROVAL</td> <td>This table is used to store approval information of AP correction transactions.</td> <td>NULL</td> </tr> <tr> <td>APC_CONTROL</td> <td>Stores document-level vendor invoice correction info for related AP_Control records. Account payable correction control table.</td> <td>PM006</td> </tr> <tr> <td>APC_ITEM</td> <td>Stores item-level vendor-invoice correction info for related AP_Detail records. Account payable correction item table.</td> <td>PM006</td> </tr> </tbody> </table>	Table Name	Table Descr	Primary Screen	ACCOMPLISHED_DATE	snapshot table for snapshot CAMSADM.ACCOMPLISHED_DATE	NULL	ACCOUNTING_CODE	Stores codes used to validate various values in the accounting system.	GL021	AGENCY_LOCATION	snapshot table for snapshot CAMSADM.AGENCY_LOCATION	NULL	AIMS_ACT_CODES_L	snapshot table for snapshot CAMSADM.AIMS_ACT_CODES_L	NULL	ALLOC_CONTROL	Stores the allocation transaction header record used to track internally managed funds budget limits.	FM065	ALLOC_DETAIL	Stores the allocation transaction header record used to track internally managed funds budget limits.	FM065	ALLOT_CONTROL	Stores the allotment transaction header record including category, item, and program.	FM063	ALLOT_DETAIL	Stores the allot-to transaction detail; there can be multiple records here for each unique trans_no stored in the allot_control table.	FM063	ALTERNATE_APPROVER	snapshot table for snapshot CAMSADM.ALTERNATE_APPROVER	NULL	APC_ACCOUNT	Stores MDL-level vendor-invoice correction info for related AP_Detail records. Account payable correction account table.	PM006	APC_APPROVAL	This table is used to store approval information of AP correction transactions.	NULL	APC_CONTROL	Stores document-level vendor invoice correction info for related AP_Control records. Account payable correction control table.	PM006	APC_ITEM	Stores item-level vendor-invoice correction info for related AP_Detail records. Account payable correction item table.	PM006
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7a	<p>It has the table name, description of the table and primary screen (if applicable) that it's associated with in CBS. You can then take this information and drill down into the other worksheets associated filling out any parameter screens when prompted:</p> <ul style="list-style-type: none"> • Data Definition • Screen Definitions 																																										

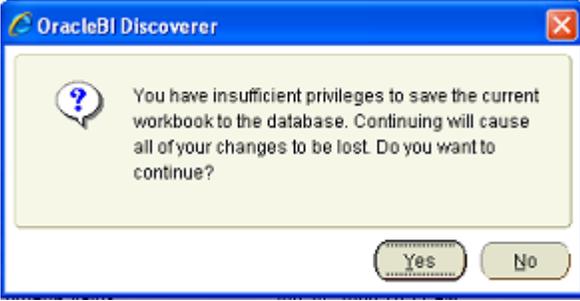
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7a1	<p>Data Definition Worksheet example:</p>  <p>Workbook: Data-Dictionary Worksheet: Data Definition Date Executed: 22-MAY-13 Parameters: Table Name : '%'</p> <p>Page Items: Table Name: BUDGET_CONTROL Primary Screen: FM066</p> <table border="1"> <thead> <tr> <th>Column Name</th> <th>Data Type</th> <th>Column Descr</th> </tr> </thead> <tbody> <tr> <td>APPLY_SURCHARGE</td> <td>VARCHAR2(1)</td> <td>Y or N flag to indicate that the selected surcharge codes are to be applied to the plans.</td> </tr> <tr> <td>APPROVED_BY</td> <td>VARCHAR2(30)</td> <td>User approving transaction.</td> </tr> <tr> <td>APPROVED_DATE</td> <td>DATE</td> <td>Date approved.</td> </tr> <tr> <td>APPROVED_EMP_NO</td> <td>NUMBER(6)</td> <td>Employee number for user approving transaction.</td> </tr> <tr> <td>APPROVED_FLAG</td> <td>VARCHAR2(1)</td> <td>Y if transaction finalized, else N for no - overall approval after approval routing.</td> </tr> <tr> <td>BUREAU_CODE</td> <td>NUMBER(2)</td> <td>The code that uniquely identifies a Bureau within an agency as assigned by the U.S. Department of the Treasury.</td> </tr> <tr> <td>CATEGORY</td> <td>VARCHAR2(2)</td> <td>Apportionment category A or B.</td> </tr> <tr> <td>CHANGE_CODE</td> <td>VARCHAR2(6)</td> <td>Reason code for change if change_order_no > 0 else NONE.</td> </tr> <tr> <td>CHANGE_FLAG</td> <td>VARCHAR2(1)</td> <td>N if not an adjustment/change, else Y.</td> </tr> <tr> <td>CHANGE_ORDER_NO</td> <td>NUMBER(3)</td> <td>NULL</td> </tr> <tr> <td>CHANGE_PLAN_NO</td> <td>NUMBER(8)</td> <td>Change in user-defined plan number within this fiscal year, fund and bureau.</td> </tr> <tr> <td>COPY_CHANGE_ORD</td> <td>NUMBER(3)</td> <td>Change order number for plan being copied if copy_flag = Y, else 0.</td> </tr> <tr> <td>COPY_FLAG</td> <td>VARCHAR2(1)</td> <td>NULL</td> </tr> <tr> <td>COPY_PLAN_NO</td> <td>NUMBER(8)</td> <td>NULL</td> </tr> <tr> <td>C_ORG1_CODE</td> <td>VARCHAR2(2)</td> <td>The corresponding organization information that is used in allotment transfer BOPs. 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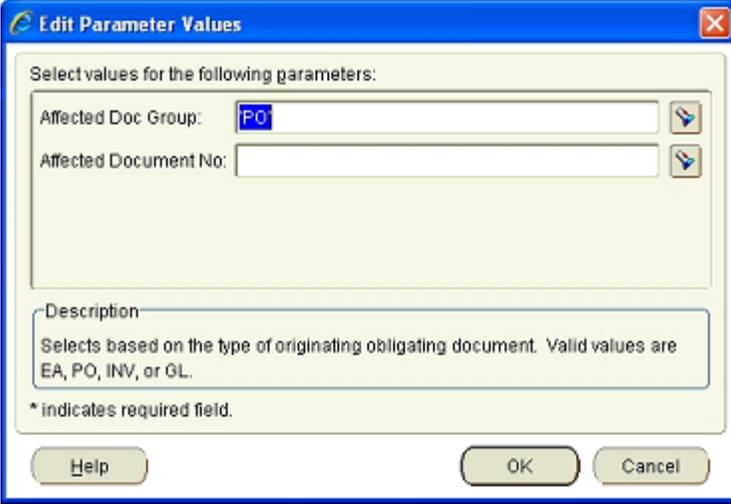
Step	Action									
7a2	<p>Screen Definitions Worksheet example:</p>  <p>The screenshot displays a software interface with a menu bar (File, Edit, View, Format, Tools, Help) and a toolbar. Below the toolbar, the following text is visible:</p> <p>Workbook: Data-Dictionary Worksheet: Screen Definitions Date Executed: 22-MAY-13 Parameters: Screen Name : 'fm066'</p> <table border="1"><thead><tr><th>Screen Name</th><th>Screen Title</th><th>Screen Descr</th></tr></thead><tbody><tr><td>FM066</td><td>TRANSACTION SCREEN - BUDGET OPERATING PLANS</td><td>NULL</td></tr><tr><td>FM066</td><td>Budget Operating Plan</td><td>NULL</td></tr></tbody></table>	Screen Name	Screen Title	Screen Descr	FM066	TRANSACTION SCREEN - BUDGET OPERATING PLANS	NULL	FM066	Budget Operating Plan	NULL
Screen Name	Screen Title	Screen Descr								
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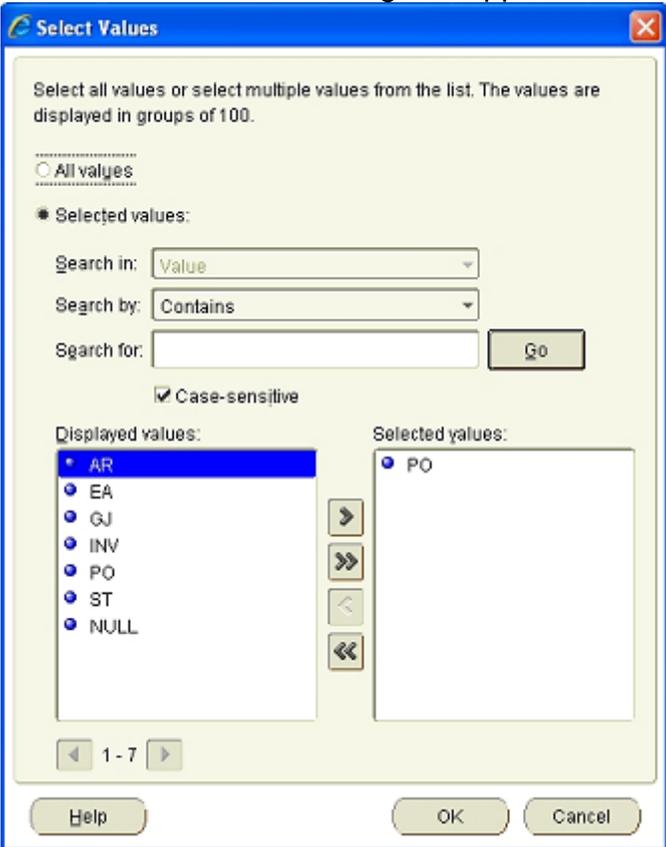
Exercise #4: Document Status Workbook

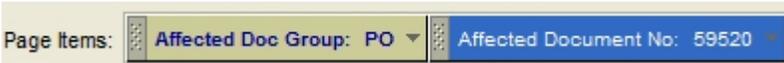
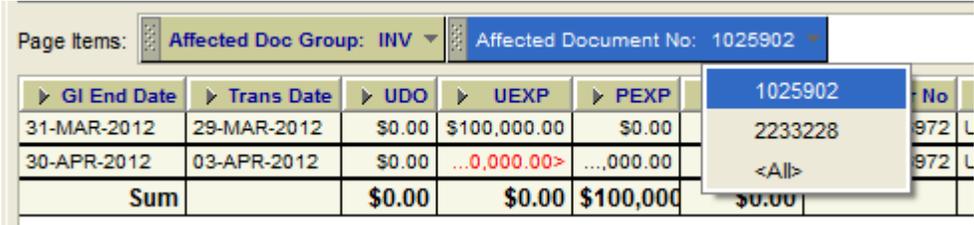
- Objectives:
- Specifying Parameters
 - List of Values
 - Page Items

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> ➤ Click on File/Open in the <i>Menu Bar</i> or Open  icon in the <i>Standard Toolbar</i> ➤ Expand <i>CAMSADM</i> user ➤ Expand Document-Status workbook ➤ Select Document Detail worksheet
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> ➤ Click YES <p>Note: Anytime a general user either closes out a workbook/worksheet or tries to open a new one, they will be prompted with this message.</p>

Step	Action
3	<p>The Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none"> ➤ Enter 185481 in the <i>Affected Document No.</i> field ➤ Click OK
4	<p>The worksheet will appear with the populated data. Some of the data in the columns may not completely appear. These fields will contain an ellipsis (...) A user can expand those columns by doing the following:</p> <ul style="list-style-type: none"> ➤ Move mouse to the right side of the column header (i.e. UDO) ➤ Put mouse over the line ➤ When mouse turns into a double arrow, click and drag to the right ➤ Release mouse when you can see all of the data
4a	<p>Expand any other columns where the data is not showing.</p>
5	<p>There are two ways to bring up the parameter screen:</p> <ol style="list-style-type: none"> 1) Refresh  icon 2) Tools/Parameter Values on the <i>Menu Bar</i> <p>Click either of these to bring up the parameter screen.</p>
6	<p>At the right of the <i>Affected Doc Group</i> is the Find  icon. Click on it to bring up the list of values for that field.</p>

Step	Action
7	<p>The Selected Values dialog box appears:</p> 
7a	<p>There are 3 different ways to move the objects in the <i>Displayed Values</i> to the <i>Selected Values</i>.</p> <ol style="list-style-type: none"> 1) Double-click the selection 2) Click and Drag from one column to the other 3) Highlight selection and use the arrow icons. (i.e. single moves one value in the direction the arrow is pointing; double moves all values in the direction the arrow is pointing).
7b	<p>Do the following to move items from one column to the other:</p> <ul style="list-style-type: none"> ➤ Double-click AR ➤ Click and Drag EA ➤ Highlight INV and click single right arrow ➤ Highlight AR & EA and click single left arrow ➤ Click OK <p><i>Note: Holding the CTRL key on the keyboard while clicking values, will allow you to select multiple values that are not next to each other.</i></p>

Step	Action
8	<ul style="list-style-type: none"> ➤ In the <i>Affected Document No</i> field enter ,22332281,97469, 1025902, 59520 ➤ Click OK <p><i>Note: Multiple values must be separated by commas. No spaces are needed or allowed.</i></p>
9	<p>The Page Items have a drop-down arrow ▼ that allows the user to change the values if multiple ones were chosen.</p>  <ul style="list-style-type: none"> ➤ Click the drop-down arrow for <i>Affected Doc Group</i> ➤ Select INV <p>Changes made to the Page Items will change not only the data in the worksheet but also other page items like, <i>Affected Document No</i>.</p> 

Exercise #5: Query by Source Reference Number versus Document Number

- Objectives:
- Specifying Parameters
 - Navigate between worksheets

Notes:

The Reference Number field is an unedited field without checks to verify validity of data or that a value is entered. For this reason, when querying by Reference Number alone, all transactions for the requested document may not be displayed.

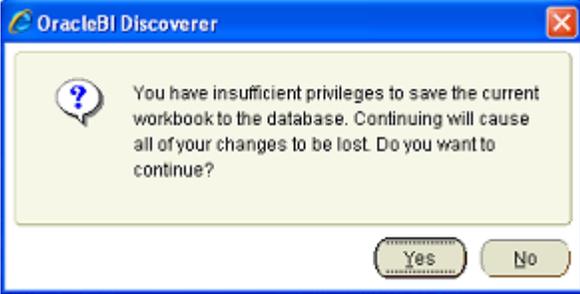
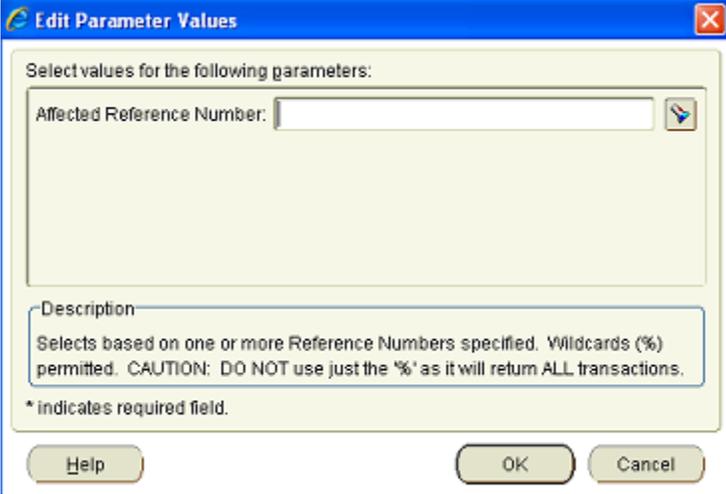
If a user chooses to query by the Source Reference Number, the query results will not include the following types of transactions:

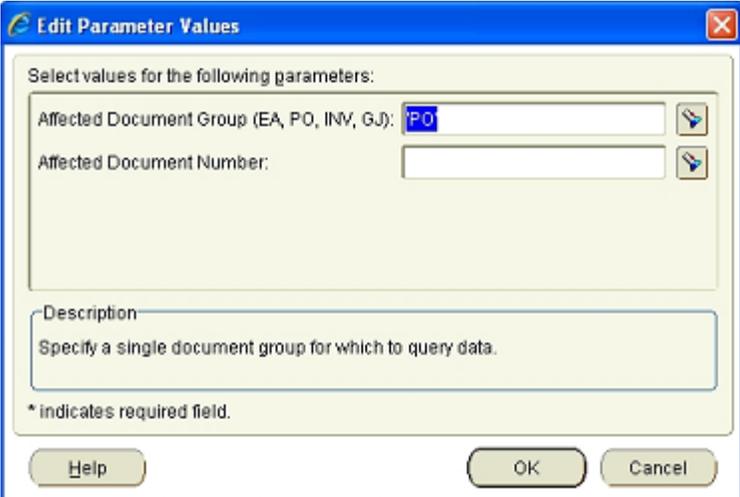
- ✓ *Without a source reference number*
- ✓ *With a difference source reference number*
- ✓ *When the source reference numbers are entered with transposition errors*

Users should perform queries using the Affected Document Number to ensure that all transactions for a specific document are displayed. The Affected Document number is the number given by Data Warehouse to link all transactions together. The only thing that will break that link is a Summary Level Transfer.

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> ➤ Click on File/Open in the <i>Menu Bar</i> or Open  icon in the <i>Standard Toolbar</i> ➤ Expand CAMSADM user ➤ Expand CBS-Active Documents workbook ➤ Select Transaction Detail – Reference Number worksheet

Step	Action
2	<p>You will receive the following message:</p>  <p>➤ Click YES</p>
3	<p>The Edit Parameter Values dialog box appears:</p>  <p>➤ Enter EA2SE0010 in the <i>Affected Reference Number</i> field (use capital letters)</p> <p>➤ Click OK</p>
4	<p>The worksheet will appear with the populated data. Do the following</p> <ul style="list-style-type: none"> ➤ Remove the Title Area ➤ Remove the Text Area ➤ Scroll to see the Grand Total ➤ Expand any columns where you can not see all of the data ➤ Re-open the Edit Parameter Value dialog box ➤ Change the parameter to QA2SE0015 ➤ Click OK

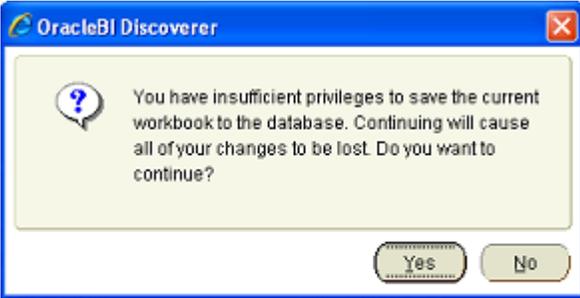
Step	Action
5	<p>The worksheet will appear with the newly queried data. Do the following:</p> <ul style="list-style-type: none"> ➤ Scroll to see the Grand Total ➤ Click in the <i>Affected Document No</i> field ➤ Copy the value 19326 <ul style="list-style-type: none"> ○ This can be done by right-clicking and selecting copy OR ○ CTRL+C on the keyboard
6	<p>At the bottom of the screen where the worksheet tabs appear is a double-arrow  icon. That icon will only show when you are unable to see all the worksheet tabs in a workbook. Clicking on that icon will bring up a listing of all worksheets to the workbook. Worksheets that have a dot next to them are ones that are currently showing at the bottom of the screen.</p> <ul style="list-style-type: none"> ➤ Click to select <i>Transaction Detail – Document Group & Number</i>
7	<p>The Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none"> ➤ Enter 19326 in the <i>Affected Document Number</i> field <ul style="list-style-type: none"> ○ This can be done by typing the number OR ○ Pressing CTRL+V on the keyboard to paste it in the field ➤ Click OK

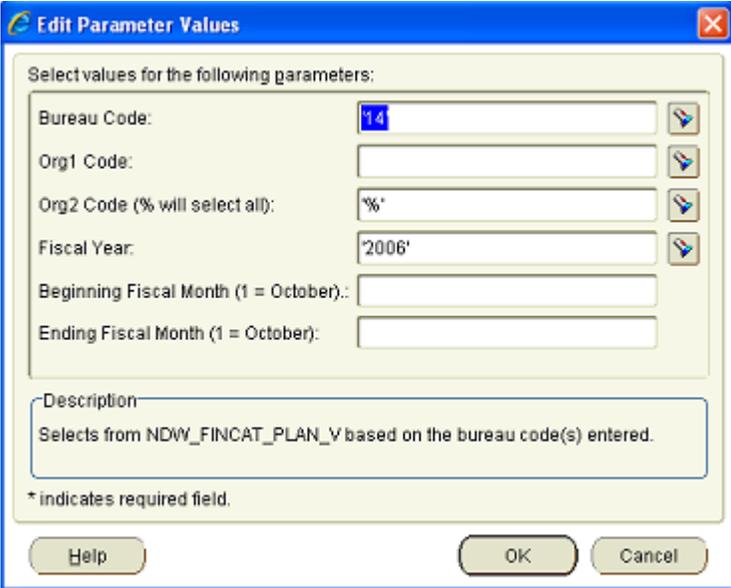
Step	Action
8	<p>The worksheet will appear with the populated data. Do the following</p> <ul style="list-style-type: none"> ➤ Remove the Title Area ➤ Remove the Text Area ➤ Scroll to see the Grand Total <p><i>Note: Worksheet displays additional transactions that were not included in the Source Reference Number Query. You can click between the two worksheets to view the differences in the totals.</i></p>
9	<ul style="list-style-type: none"> ➤ Re-open the Edit Parameter Value dialog box ➤ Replace the parameter in the <i>Affected Document Number</i> field with 17106,14956 ➤ Click OK
10	<p>The worksheet will appear with the newly queried data. Do the following:</p> <ul style="list-style-type: none"> ➤ Click the drop-down arrow for <i>Project Code Page Item</i> ➤ Select 48M1JWR <p>View the information in the <i>Affected Reference No</i> field and notice there are differences on how the transactions were entered.</p> <p>Do the same steps above for B8M1JFM & 48M1JFM</p>

Exercise #6: Monthly Budget Report – Drill Capabilities

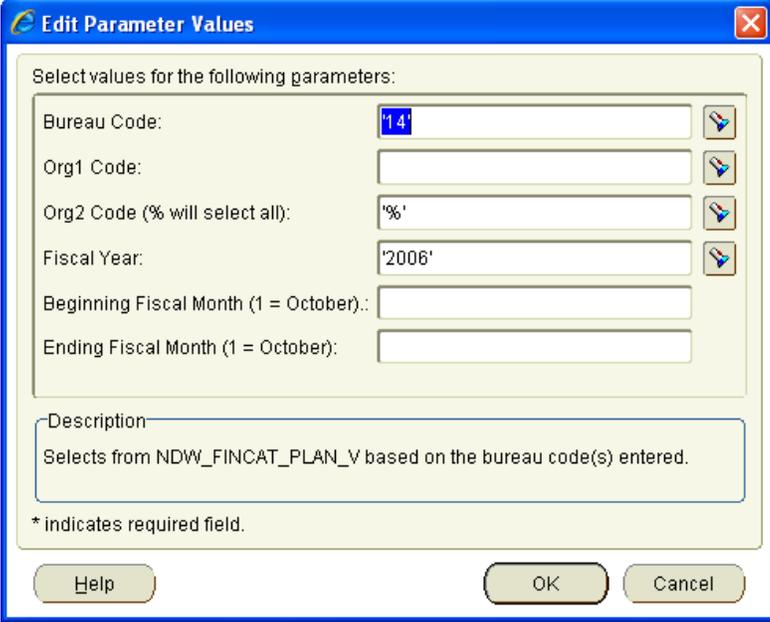
- Objectives:
- Specifying Parameters
 - Understand Drill Capabilities

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> ➤ Click on File/Open in the <i>Menu Bar</i> or Open  icon in the <i>Standard Toolbar</i> ➤ Expand <i>CAMSADM</i> user ➤ Expand Monthly Budget Report workbook ➤ Select Object Class Summary worksheet
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> ➤ Click YES

Step	Action
3	<p>The Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none"> ➤ Enter the following parameters <ul style="list-style-type: none"> ○ Bureau Code = 14 ○ Org 1 Code = 10 ○ Org 2 Code = 09 ○ Fiscal Year = 2012 ○ Beginning Fiscal Month = 6 ○ Ending Fiscal Month = 6 ➤ Click OK
4	<p>The worksheet will appear with the populated data. Do the following</p> <ul style="list-style-type: none"> ➤ Remove the Title Area ➤ Remove the Text Area ➤ Expand any columns where you can not see all of the data <p><i>Note: This particular view of the data provides information for an FMC at individual project levels.</i></p>
5	<p>The drill   icons allow users to change the level of detail displayed by drilling up or down to display data at higher or lower levels. This functionality applies to page items, which we've already discussed as well as any worksheet column that has the drill icon showing.</p>

Step	Action
5a	Using the drill icon on the Page Items do the following: <ul style="list-style-type: none"> ➤ Select Fund Code 1005 ➤ Find the Grand Total for the <i>Oblig Amount SUM</i>
6	Drilling on a worksheet column will add or delete records/columns. Due to the hierarchical structure of the Organization Code, you need to be aware of: <ul style="list-style-type: none"> • <i>Drilling down must be done in order; skipping a level compromises the integrity of the data.</i> • <i>Drilling up eliminates one or more columns up the specified level</i>
6a	Using the drill icon on the Column Heading do the following: <ul style="list-style-type: none"> ➤ Click the drill icon for Org3 Code ➤ Select the next available option, keeping in mind the points from Step 6 <p><i>What happened?</i></p>
6b	Using the drill icon on the Column Heading do the following: <ul style="list-style-type: none"> ➤ Click the drill icon for Org3 Code ➤ Select Org2 Code <p><i>What happened?</i></p>
7	Click to select Object Class Summary – Fund & Project worksheet

Step	Action
8	<p>The Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none"> ➤ Enter the following parameters <ul style="list-style-type: none"> ○ Bureau Code = 14 ○ Org 1 Code = 10 ○ Org 2 Code = 09 ○ Fiscal Year = 2012 ○ Beginning Fiscal Month = 3 ○ Ending Fiscal Month = 3 ➤ Click OK
9	<p>The worksheet will appear with the populated data. Do the following</p> <ul style="list-style-type: none"> ➤ Remove the Title Area ➤ Remove the Text Area ➤ Expand any columns where you can not see all of the data <p><i>Note: This particular view of the data provides information for an FMC at individual project levels.</i></p>
10	<p>Using the drill icon on the Column Heading do the following:</p> <ul style="list-style-type: none"> ➤ Drill down the organization until you reach level 5 of the organization code
10a	<p>Then drill back up to the 3rd level of the organization code.</p>

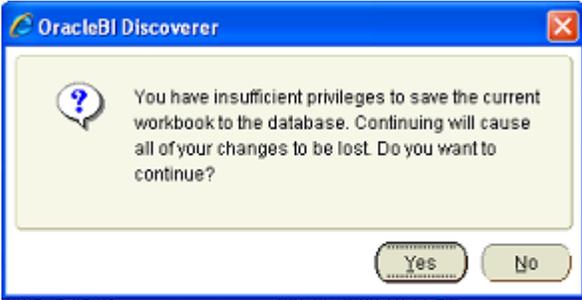
Step	Action
11	<p>➤ Click on the drill icon for Fund Code</p> <p><i>What options became available to drill down to?</i></p>
12	Drill down until you reach the 4 th level of the Program Code.
12a	<p>Drill up to Program 2 Code level.</p> <p><i>What happened?</i></p>
13	<p>Click on another worksheet tab – view the parameters. Click Cancel to not run that worksheet.</p> <p><i>Note: The user will have to use the refresh icon or the menu item to bring up the parameter value screen regardless whether they had entered values or canceled it.</i></p>

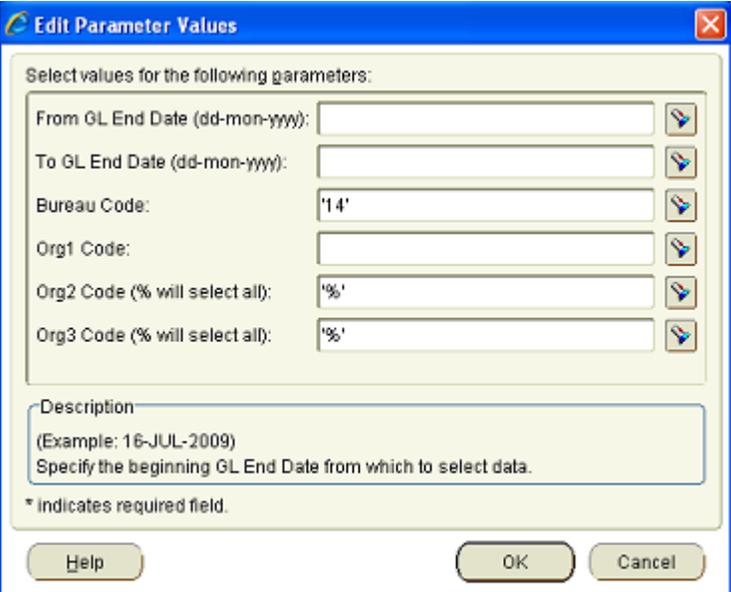
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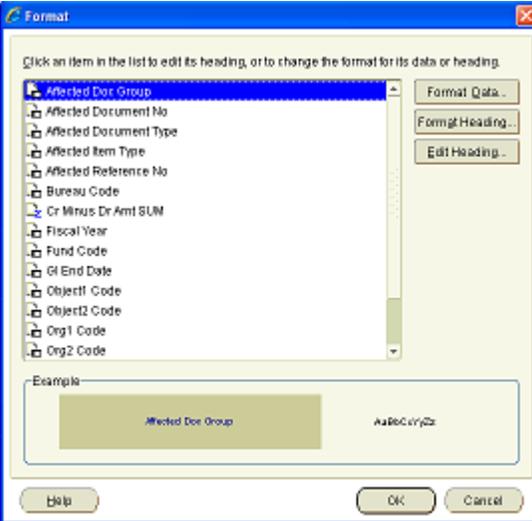
Exercise #7: NOA118 Detail Report – Formatting & Exporting

- Objectives:
- Understand the different formatting options
 - Understand how to export the data to Excel

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> ➤ Click on File/Open in the <i>Menu Bar</i> or Open  icon in the <i>Standard Toolbar</i> ➤ Expand CAMSADM user ➤ Expand NOA118 - Detail workbook ➤ Select NOA118 - Detail worksheet
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> ➤ Click YES

Step	Action
<p>3</p>	<p>The Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none"> ➤ Enter the following parameters <ul style="list-style-type: none"> ○ From GL End Date = 30-SEP-2012 ○ To GL End Date = 30-SEP-2012 ○ Org 1 Code = 10 ○ Org 2 Code = 09 ○ Org 3 Code = 0000,0003,0005 ➤ Click OK
<p>4</p>	<p>The worksheet will appear with the populated data. Do the following:</p> <ul style="list-style-type: none"> ➤ Click in the upper left cell ➤ Scroll to the right and bottom ➤ Hold the SHIFT key ➤ Click the bottom right cell <p>All data fields should now be highlighted. Using the Formatting Toolbar change the font from 8 to 10. After a few moments the data in the sheet should be bigger and a little easier to read.</p>
<p>5</p>	<p>Another way to format:</p> <p>Click on Format/Item Format in the <i>Menu Bar</i></p>

Step	Action
6	<p>The Format dialog box appears:</p> 
7	<p>To select all items listed – do one of the following:</p> <ul style="list-style-type: none"> ▪ Hold down the Shift-key and scroll down to click on the Task Code ▪ Hold down the Shift-key and click on ↓ key until the Task Code is highlighted ▪ Hold down the Shift-key and hit the Page Down key until the Task Code appears <p><u>Format Headings</u></p> <ul style="list-style-type: none"> ➤ Click on Format Heading button ➤ Change the color of the text and background and then click OK ➤ Wait for the cursor to change from an hourglass to the mouse pointer, then click a heading and look at the Example below to see how the formatting changes the column heading
8	<p><u>Edit Headings</u></p> <ul style="list-style-type: none"> ➤ Click on Affected Document No. ➤ Click on Edit Heading button ➤ Type in the <i>Heading</i> field Document Nbr. ➤ Click OK ➤ Look at the Example below to see how the formatting changes that column heading

Step	Action
9	<p><u>Format Data</u></p> <ul style="list-style-type: none"> ➤ Click on CR Minus DR Amt SUM ➤ Click on Format Data button ➤ Click on <i>Number</i> tab ➤ Use drop-down listing to unselect "\$" ➤ Click OK ➤ Look at the Example below to see how the formatting changes ➤ Click OK <p><i>How does your data on the screen now look?</i></p>
10	<p>To get the data ready for export to Excel, there are a few things we need to do:</p> <ul style="list-style-type: none"> • Move Page Items to Column Headings • Remove all Group Sorts • Remove Title and Text Areas
11	<p>To move <i>Page Items</i> to <i>Column Headings</i> do the following:</p> <ul style="list-style-type: none"> ➤ Click the <i>Page Item</i> and drag it to where you want to place it as a column heading <p>For example: Click Fiscal Year and drag it to the first column heading</p> <ul style="list-style-type: none"> ➤ Move the rest of the <i>Page Items</i> down as column headings <p>Note: <i>There will be a black "line" that will show up to the left of where you are trying to place it in the column heading.</i></p> <p><i>How does the data on screen look? Any differences?</i></p>

Step	Action
12	<p>To Remove Group Sorts do the following:</p> <ul style="list-style-type: none"> ➤ Click on Tools/Sort in the <i>Menu Bar</i> ➤ Starting with the last/bottom “Group Sort”, click the drop-down arrow ➤ Select Normal <p>Do this for all the Group Sorts listed, when finished click OK</p> <p>Note: <i>If the group sorts were removed from the top down, it would resort incorrectly the data on the worksheet. By removing group sorts from the bottom to the top, keeps the sorts in the correct order.</i></p> <p>What happened to the data on the screen?</p>
13	<p>Remove the Title and Text Areas</p> <p>Note: <i>This step is important in exporting as the title and text area take up a lot of room in one cell in Excel</i></p>
14	<p>To Export your data to Excel do the following:</p> <ul style="list-style-type: none"> ➤ Click on File/Export in the <i>Menu Bar</i> ➤ Step 1 – Leave the default (Current worksheet/table) click Next ➤ Step 2 – Change the location to the desktop by using BROWSE, Click Next ➤ Step 3 – Leave the parameter values alone, click Next ➤ Step 4 – Leave the Supervised default, Click Finished ➤ Click OK <p>Open the file you just exported. How is it different from the data shown on the screen?</p>
15	<p>Go back to Discoverer, close out your workbook</p>
16	<p>To exit Discoverer, click File/Exit in the <i>Menu Bar</i></p>

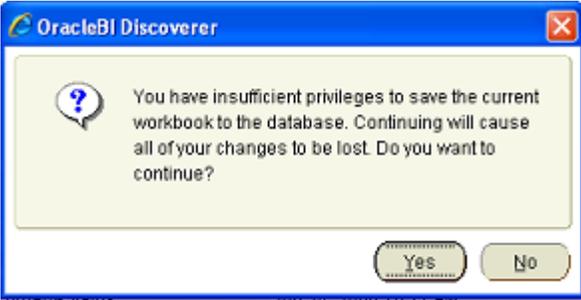
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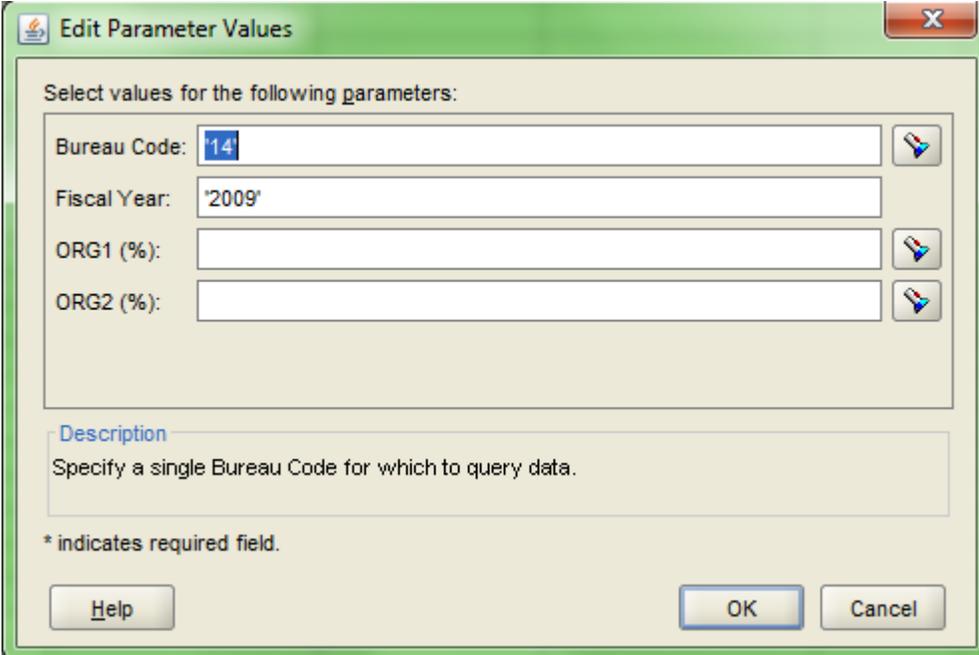
Exercise #8: Travel Document History

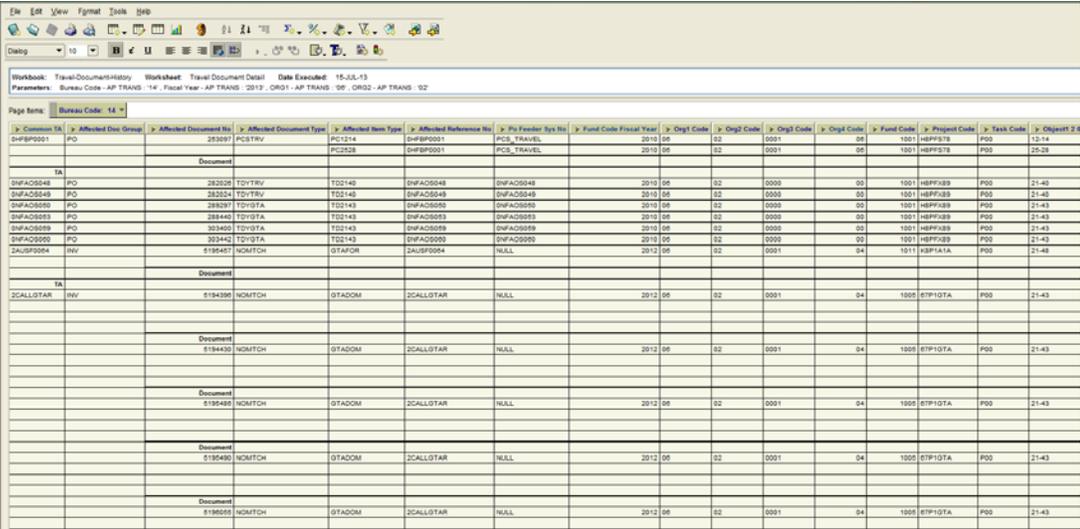
Objectives:

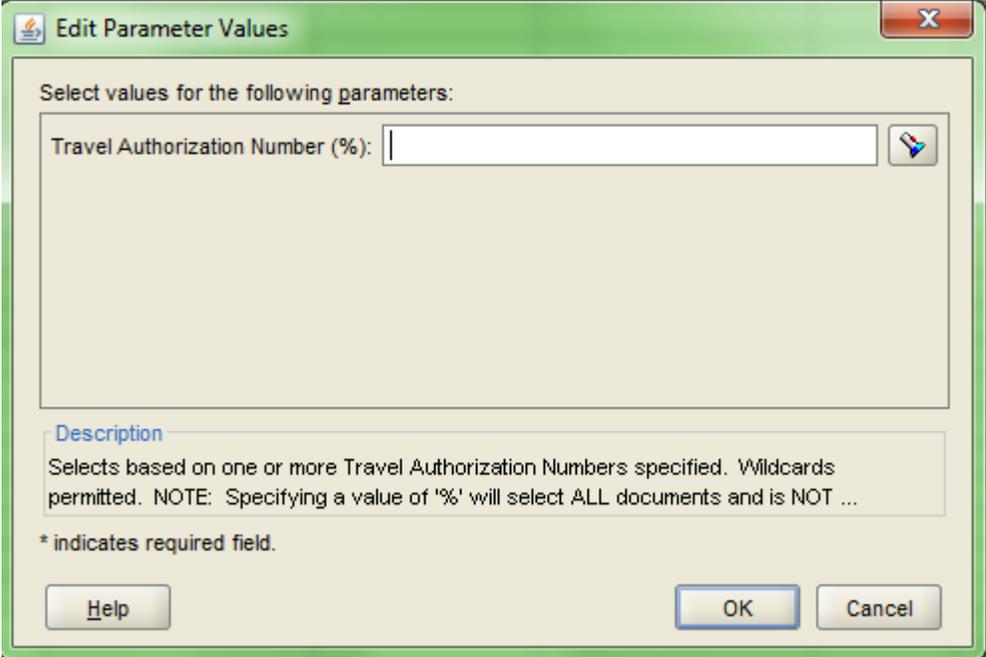
- Understand where to find information about Travel Documents

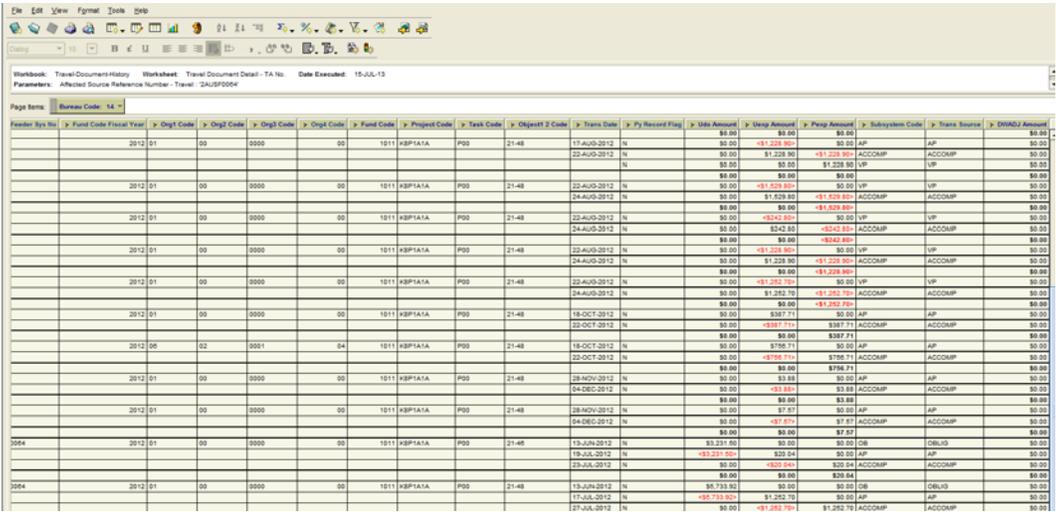
Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> ➤ Click on File/Open in the <i>Menu Bar</i> or Open  icon in the <i>Standard Toolbar</i> ➤ Expand <i>CAMSADM</i> user ➤ Expand Travel-Document-History workbook ➤ Select Travel Document Detail worksheet
2	<p>You will receive the following message:</p> <div data-bbox="305 926 886 1226" style="border: 1px solid gray; padding: 10px; margin: 10px 0;">  <p>The dialog box has a blue title bar with the OracleBI Discoverer logo and a close button. The main area is yellow and contains a question mark icon, the text: "You have insufficient privileges to save the current workbook to the database. Continuing will cause all of your changes to be lost. Do you want to continue?", and two buttons labeled "Yes" and "No".</p> </div> <ul style="list-style-type: none"> ➤ Click YES

Step	Action
3	<p>The Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none">➤ Enter the following parameters<ul style="list-style-type: none">○ Bureau Code = 14○ Fiscal Year = 2013○ ORG1 = 06○ ORG2 = 02➤ Click OK
3a	Click YES to any prompts that come up.

Step	Action
4	<p>The worksheet will appear with the populated data.</p>  <p>The screenshot shows a Discoverer worksheet titled 'Travel Document Detail' with the following columns: Document No., Affected Doc Group, Affected Document No., Affected Document Type, Affected Item Type, Affected Reference No., Fy, Expense Sys No., Fund Code, Fiscal Year, Orgl Code, Orgl Code, Orgl Code, Fund Code, Project Code, Task Code, and Object Code. The data includes entries for various document types like PCSTRV, TDYTRV, TDYSTA, and NOMTCH, with associated fiscal years and codes.</p>
4a	<p>This report is good to run to get the general travel information for a particular LO/FMC & FY. To look at the details of an actual document, use the Travel Document Detail – TA No. worksheet.</p>

Step	Action
5	<p>When first opening up that worksheet the Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none">➤ Enter the following parameters<ul style="list-style-type: none">○ Travel Authorization Number = (one of the numbers from the previous worksheet)➤ Click OK
5a	Click YES to any prompts that come up.

Step	Action
6	<p>The worksheet will appear with the populated data.</p>  <p>Depending upon the type of trip and the document, you may have a lot of data or very little. You will need to scroll over to the right and then down to the bottom of the worksheet to see the totals.</p>

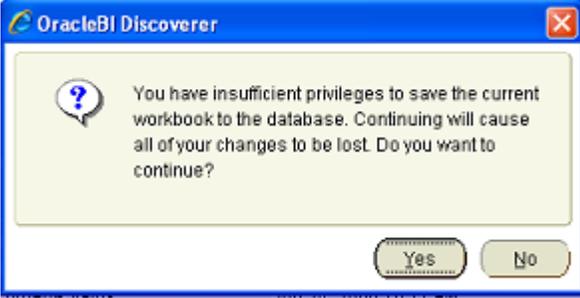
Step	Action																																																																																																																								
7	<p>The columns you want to pay attention to:</p> <p>UDO Amount = Undelivered Order Uexp Amount = Unpaid Expenditure Pexp Amount = Paid Expenditure</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d9ead3;">> Udo Amount</th> <th style="background-color: #d9ead3;">> Uexp Amount</th> <th style="background-color: #d9ead3;">> Pexp Amount</th> </tr> </thead> <tbody> <tr><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$0.00</td><td><\$1,228.90></td><td>\$0.00</td></tr> <tr><td>\$0.00</td><td>\$1,228.90</td><td><\$1,228.90></td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td>\$1,228.90</td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$0.00</td><td><\$1,529.80></td><td>\$0.00</td></tr> <tr><td>\$0.00</td><td>\$1,529.80</td><td><\$1,529.80></td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td><\$1,529.80></td></tr> <tr><td>\$0.00</td><td><\$242.80></td><td>\$0.00</td></tr> <tr><td>\$0.00</td><td>\$242.80</td><td><\$242.80></td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td><\$242.80></td></tr> <tr><td>\$0.00</td><td><\$1,228.90></td><td>\$0.00</td></tr> <tr><td>\$0.00</td><td>\$1,228.90</td><td><\$1,228.90></td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td><\$1,228.90></td></tr> <tr><td>\$0.00</td><td><\$1,252.70></td><td>\$0.00</td></tr> <tr><td>\$0.00</td><td>\$1,252.70</td><td><\$1,252.70></td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td><\$1,252.70></td></tr> <tr><td>\$0.00</td><td>\$387.71</td><td>\$0.00</td></tr> <tr><td>\$0.00</td><td><\$387.71></td><td>\$387.71</td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td>\$387.71</td></tr> <tr><td>\$0.00</td><td>\$756.71</td><td>\$0.00</td></tr> <tr><td>\$0.00</td><td><\$756.71></td><td>\$756.71</td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td>\$756.71</td></tr> <tr><td>\$0.00</td><td>\$3.88</td><td>\$0.00</td></tr> <tr><td>\$0.00</td><td><\$3.88></td><td>\$3.88</td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td>\$3.88</td></tr> <tr><td>\$0.00</td><td>\$7.57</td><td>\$0.00</td></tr> <tr><td>\$0.00</td><td><\$7.57></td><td>\$7.57</td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td>\$7.57</td></tr> <tr><td>\$3,231.50</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td><\$3,231.50></td><td>\$20.04</td><td>\$0.00</td></tr> <tr><td>\$0.00</td><td><\$20.04></td><td>\$20.04</td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td>\$20.04</td></tr> <tr><td>\$5,733.92</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td><\$5,733.92></td><td>\$1,252.70</td><td>\$0.00</td></tr> <tr><td>\$0.00</td><td><\$1,252.70></td><td>\$1,252.70</td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td>\$1,252.70</td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td>\$1,205.63</td></tr> <tr><td>\$0.00</td><td>\$0.00</td><td>\$1,205.63</td></tr> </tbody> </table> <p><i>Note:</i></p> <ul style="list-style-type: none"> ✓ Before you verify whether or not there is money to be de-obligated on the travel document you're looking at, you have to verify that the travel document is completed. If it is a long term TDY travel document, you would have to make sure the last voucher has been filed. Once you verify that the trip is complete, you would then look at the undelivered orders or unpaid expenditure totals to see what needs to be de-obligated. 	> Udo Amount	> Uexp Amount	> Pexp Amount	\$0.00	\$0.00	\$0.00	\$0.00	<\$1,228.90>	\$0.00	\$0.00	\$1,228.90	<\$1,228.90>	\$0.00	\$0.00	\$1,228.90	\$0.00	\$0.00	\$0.00	\$0.00	<\$1,529.80>	\$0.00	\$0.00	\$1,529.80	<\$1,529.80>	\$0.00	\$0.00	<\$1,529.80>	\$0.00	<\$242.80>	\$0.00	\$0.00	\$242.80	<\$242.80>	\$0.00	\$0.00	<\$242.80>	\$0.00	<\$1,228.90>	\$0.00	\$0.00	\$1,228.90	<\$1,228.90>	\$0.00	\$0.00	<\$1,228.90>	\$0.00	<\$1,252.70>	\$0.00	\$0.00	\$1,252.70	<\$1,252.70>	\$0.00	\$0.00	<\$1,252.70>	\$0.00	\$387.71	\$0.00	\$0.00	<\$387.71>	\$387.71	\$0.00	\$0.00	\$387.71	\$0.00	\$756.71	\$0.00	\$0.00	<\$756.71>	\$756.71	\$0.00	\$0.00	\$756.71	\$0.00	\$3.88	\$0.00	\$0.00	<\$3.88>	\$3.88	\$0.00	\$0.00	\$3.88	\$0.00	\$7.57	\$0.00	\$0.00	<\$7.57>	\$7.57	\$0.00	\$0.00	\$7.57	\$3,231.50	\$0.00	\$0.00	<\$3,231.50>	\$20.04	\$0.00	\$0.00	<\$20.04>	\$20.04	\$0.00	\$0.00	\$20.04	\$5,733.92	\$0.00	\$0.00	<\$5,733.92>	\$1,252.70	\$0.00	\$0.00	<\$1,252.70>	\$1,252.70	\$0.00	\$0.00	\$1,252.70	\$0.00	\$0.00	\$1,205.63	\$0.00	\$0.00	\$1,205.63
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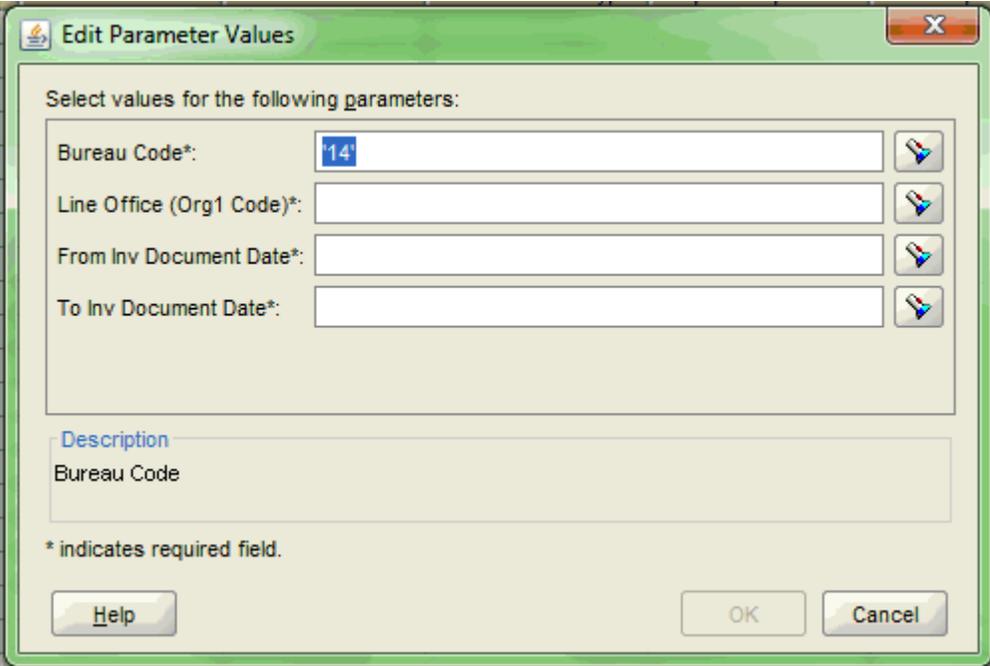
Exercise #9: Travel Record Retention Report

Objectives: • Understand how to run this query

Instructions: Execute the following steps:

This workbook is used for those individuals that are responsible for record retention of travel documents.

Step	Action
1	<ul style="list-style-type: none"> ➤ Click on File/Open in the <i>Menu Bar</i> or Open  icon in the <i>Standard Toolbar</i> ➤ Expand CAMSADM user ➤ Expand Travel-Record-Retention-Report workbook ➤ Select TRP worksheet
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> ➤ Click YES

Step	Action
3	<p>The Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none">➤ Enter the following parameters<ul style="list-style-type: none">○ Bureau Code = 14○ Line Office = 06○ From Inv Document Date = MM-DD-YYYY○ To Inv Document Date = MM-DD-YYYY➤ Click OK
3a	Click YES to any prompts that come up.

Step	Action
4	The worksheet will appear with the populated data.

Workbook: Travel-Record-Retention-Report Worksheet: TRP Date Executed: 31-OCT-14														
Parameters: Bureau_Code : '14', Org1_Code : '06', From_Inv_Document_Date : '01-OCT-2014', To_Inv_Document_Date : '31-OCT-2014'														
Page 1 of 1														
Vendor Report Name	Inv Invoice No	Invoice	Invoice Date	Affected Reference No	Trans No	Affected Item No	Affected Line No	Affected Item Type	Unpaid Expenses	Paid Expenses	Amount	Final Year	Minimum GL End Date	Org1 Code
ANDRUCYK JEREMY JAY	MAJA5060	091005	15-OCT-2014	MAJA5060	091005	1	1	T02140	\$0.00	\$309.07	\$309.07	2015	31-OCT-2014	06
BERG ROBERT J	WVAD50902	092099	28-OCT-2014	WVAD50902	092099	1	1	T02140	\$554.00	\$0.00	\$554.00	2015	31-OCT-2014	06
BEWYNA ANDEE R	MMAE50229	095668	28-OCT-2014	MMAE50229	095668	1	1	T02140	\$391.91	\$0.00	\$391.91	2015	31-OCT-2014	06
DAVIS LAURIE P	WVAD50904	093383	28-OCT-2014	WVAD50904	093383	1	1	T02140	\$1,371.44	\$0.00	\$1,371.44	2015	31-OCT-2014	06
DEBROSIERES RENEE E	MAJA50159	092927	28-OCT-2014	MAJA50159	092927	1	1	T02140	\$853.46	\$0.00	\$853.46	2015	31-OCT-2014	06
FARLEY JR DENWOOD L	MCCC50118	093424	08-OCT-2014	MCCC50118	093424	1	1	T02140	\$0.00	\$309.87	\$309.87	2015	31-OCT-2014	06
FLORK JEFFREY D	MMAE50228	091074	28-OCT-2014	MMAE50228	091074	1	1	T02140	\$295.17	\$0.00	\$295.17	2015	31-OCT-2014	06
HART LILIE B	MMAE50077	092922	13-OCT-2014	MMAE50077	092922	1	1	T02140	\$6.00	\$641.75	\$641.75	2015	31-OCT-2014	06
LATIFZADH REZA	MCCC50122	091190	08-OCT-2014	MCCC50122	091190	1	1	T02140	\$0.00	\$668.01	\$668.01	2015	31-OCT-2014	06
MCCRAE DANIEL E	MCCC50116	094090	13-OCT-2014	MCCC50116	094090	1	1	T02140	\$0.00	\$668.30	\$668.30	2015	31-OCT-2014	06
MCWYNE PATRICK	MCCC50117	092430	08-OCT-2014	MCCC50117	092430	1	1	T02140	\$0.00	\$661.30	\$661.30	2015	31-OCT-2014	06
MERTZER JAMES L	MCCC09029	093707	23-OCT-2014	MCCC09029	093707	1	1	T02140	\$1,249.74	\$0.00	\$1,249.74	2015	31-OCT-2014	06
						2	1	T02140	\$4,540.20	\$0.00	\$4,540.20	2015	31-OCT-2014	06
						1	1	T02140	\$762.69	\$0.00	\$762.69	2015	31-OCT-2014	06
MORAN MARK PATRICK	MEH050007	091694	27-OCT-2014	MEH050007	091694	1	1	T02140	\$0.00	\$114.24	\$114.24	2015	31-OCT-2014	06
NELSON MELISSA ANN	MAJA50038	090227	28-OCT-2014	MAJA50038	090227	1	1	T02140	\$903.28	\$0.00	\$903.28	2015	31-OCT-2014	06
RICHARDSON RENATA D	MAJA50130	091993	08-OCT-2014	MAJA50130	091993	1	1	T02140	\$190.19	\$0.00	\$190.19	2015	31-OCT-2014	06
RYEVA CARMELO	MCCC09018	097293	28-OCT-2014	MCCC09018	097293	1	1	T02140	\$848.27	\$0.00	\$848.27	2015	31-OCT-2014	06
						2	1	T02140	\$586.22	\$0.00	\$586.22	2015	31-OCT-2014	06
						1	1	T02140	\$573.79	\$0.00	\$573.79	2015	31-OCT-2014	06
ROSS MITCHELL JAY	MLVHG0226	0794748	14-OCT-2014	MLVHG0226	0794748	1	1	T01900	\$0.00	\$23.92	\$23.92	2015	31-OCT-2014	06
						1	1	T01900	\$22.00	\$0.00	\$22.00	2015	31-OCT-2014	06
						1	1	T02140	\$468.22	\$0.00	\$468.22	2015	31-OCT-2014	06
SEABERRY KELLI L	MAJA50157	090655	30-OCT-2014	MAJA50157	090655	1	1	T02140	\$248.50	\$0.00	\$248.50	2015	31-OCT-2014	06
BERNARDI CHRISTINA P	MAJA50160	093377	28-OCT-2014	MAJA50160	093377	1	1	T02140	\$3,108.19	\$0.00	\$3,108.19	2015	31-OCT-2014	06
SMITH GARRIN L	MCCC50112	079396	13-OCT-2014	MCCC50112	079396	1	1	T02140	\$1,092.79	\$0.00	\$1,092.79	2015	31-OCT-2014	06
						1	1	T02140	\$0.00	\$922.44	\$922.44	2015	31-OCT-2014	06
TAYLOR JOY	MAJA50226	090827	28-OCT-2014	MAJA50226	090827	1	1	T02140	\$1,251.61	\$0.00	\$1,251.61	2015	31-OCT-2014	06
WARREN DORRA MICHELL	WVAD50901	092239	08-OCT-2014	WVAD50901	092239	1	1	T02140	\$0.00	\$413.38	\$413.38	2015	31-OCT-2014	06
						1	1	T02140	\$1,417.80	\$0.00	\$1,417.80	2015	31-OCT-2014	06
Sum									\$21,840.49	\$6,026.26	\$27,866.75		31-OCT-2014	

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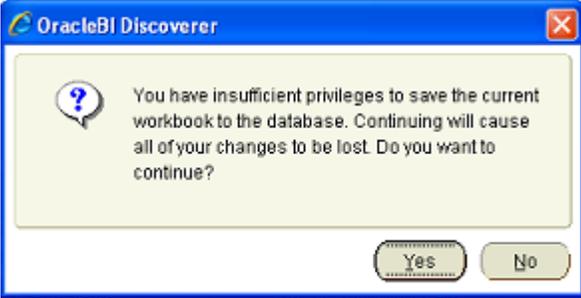
Exercise #10: FMC Obligation Queries

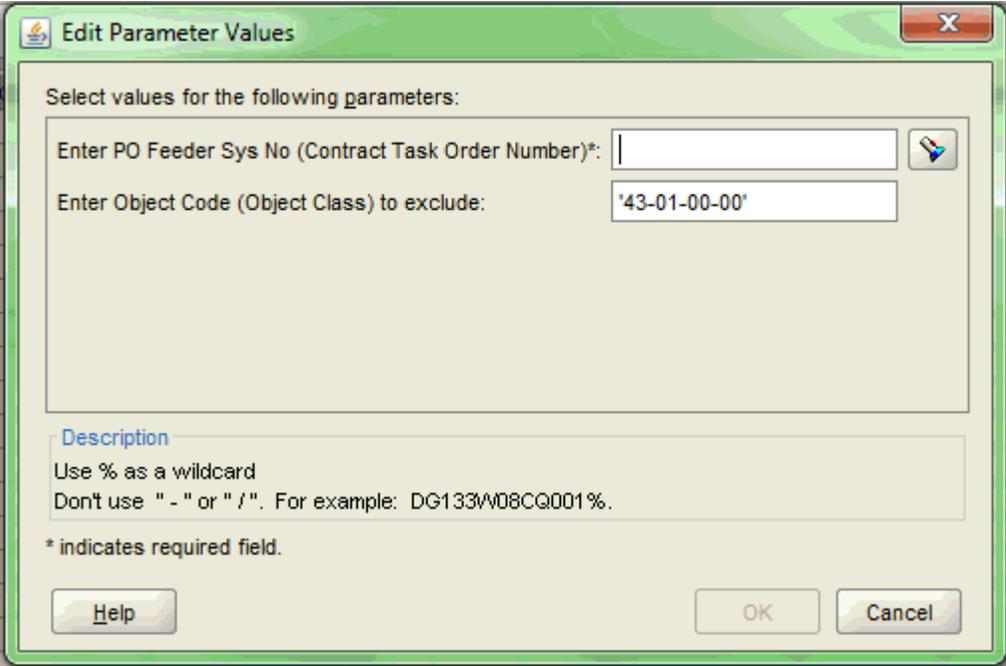
Objectives:

- Understand how to run this query

Instructions: Execute the following steps:

This is a workbook created for LO/FMC users to be able to look at obligations and where they stand financially. This workbook allows them to query by a document number to view any undelivered order, unpaid and paid balances.

Step	Action
1	<ul style="list-style-type: none"> ➤ Click on File/Open in the <i>Menu Bar</i> or Open  icon in the <i>Standard Toolbar</i> ➤ Expand <i>CAMSADM</i> user ➤ Expand FMC-Obligation-Queries workbook ➤ Select UDO Balance by PO Feeder Sys No worksheet
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> ➤ Click YES

Step	Action
3	<p>The Edit Parameter Values dialog box appears:</p>  <ul style="list-style-type: none"> ➤ Enter the following parameters <ul style="list-style-type: none"> ○ PO Feeder Sys No = ENTER NO without dashes and % on the end (i.e. AB133F13CQ0003%) ➤ Click OK
3a	Click YES to any prompts that come up.

Step	Action
4	The worksheet will appear with the populated data.

Workbook : FMC-Origination-Queries Worksheet : UDD Balance by PO Feeder Sys No Date Executed : 31-OCT-14
 Parameters : Po Feeder Sys No : AB133F13C0003N Object Code Exclusion:ParDef : 43-01-00-00

This query lists the UDD Balance of a specific document.
 The search parameter is by "PO Feeder Sys No" which generally equates to a Contract Task Order Number or Grant Number.

Page Item:

PO Feeder Sys No	Affected Reference No	Affected Document No	Affected Release Number	Affick Item No	Affick Line No	CLRN	FMDL	Fund Fiscal Year	Fund Code	Project Code	Task Code	Program Code	Org Code	Object Code	Undelivered Order (DOC) Balance	Unpaid Expense Balance	Paid Expenses
AB133F13C00031051A	AB133F13C0003	478174	13	1	1	0001	001001	2013	0007	ZRLPAB2H	P00	02-20-01-000	30-00-0000-03-00-00-00	26-12-00-00	\$0.00	\$0.00	\$25,436.79
	AB133F13C0003	478174	13	1	2	0001	002001	2013	1010	LELPM17A	PRC	02-20-20-003	30-00-0000-03-00-00-00	26-27-00-00	\$0.00	\$0.00	\$607.39
	AB133F13C0003	478174	13	1	3	0001	003002	2013	1010	LELPM17A	PRC	02-20-20-003	30-00-0000-03-00-00-00	26-27-00-00	\$3,263.96	\$0.00	\$3,600.94
PO Feeder Sys No (Task Order) Total															\$2,262.96	\$0.00	\$28,644.54
AB133F13C00031052A	AB133F13C0003	478174	9	1	1	0001	001001	2013	0002	ZRWOL00	P1A	09-01-02-000	30-00-0000-00-00-00-00	25-27-00-00	\$0.00	\$0.00	\$11,973.00
PO Feeder Sys No (Task Order) Total															\$0.00	\$0.00	\$11,973.00
AB133F13C00031093A	AB133F13C0003	478174	11	1	1	0001	001001	2013	0002	ZRWOL00	P1A	09-01-02-000	30-00-0000-00-00-00-00	25-27-00-00	\$0.00	\$0.00	\$5,902.75
	AB133F13C0003	478174	11	1	2	0001	002001	2013	1010	LELPM17A	PRC	02-20-20-003	30-00-0000-03-00-00-00	25-27-00-00	\$0.00	\$0.00	\$1,466.15
	AB133F13C0003	478174	11	1	3	0001	003001	2013	0002	ZRWOL00	P2M	09-01-02-000	30-00-0000-01-00-00-00	25-27-00-00	\$0.00	\$0.00	\$1,487.10
PO Feeder Sys No (Task Order) Total															\$0.00	\$0.00	\$8,855.94
AB133F13C00031056A	AB133F13C0003	478174	21	1	1	0001	001001	2013	1010	LELPM18	PR1	02-21-19-001	30-00-0000-02-00-00-00	25-27-00-00	\$3,694.95	\$0.00	\$17,236.45
PO Feeder Sys No (Task Order) Total															\$3,694.95	\$0.00	\$17,236.45
AB133F13C00031005A	AB133F13C0003	478174	20	1	1	0001	001001	2013	1010	LELPM18	PR1	02-20-13-000	30-00-0000-03-00-00-00	25-27-00-00	\$0.00	\$0.00	\$10,069.00
PO Feeder Sys No (Task Order) Total															\$0.00	\$0.00	\$10,069.00
AB133F13C00031007A	AB133F13C0003	478174	67	1	1	0001	001001	2013	1010	LELPM17A	PRC	02-20-20-003	30-00-0000-03-00-00-00	25-27-00-00	\$12,899.10	\$0.00	\$60,016.22
PO Feeder Sys No (Task Order) Total															\$12,899.10	\$0.00	\$60,016.22
AB133F13C00031008A	AB133F13C0003	478174	70	1	1	0001	001001	2013	0002	ZRWOL00	P2M	09-01-02-000	30-00-0000-01-00-00-00	25-27-00-00	\$13,321.82	\$0.00	\$31,207.39
	AB133F13C0003	478174	70	1	2	0001	002001	2013	1010	ZLAPM02	P00	02-20-21-000	30-00-0000-03-00-00-00	25-27-00-00	\$20,181.79	\$0.00	\$0.00
	AB133F13C0003	478174	70	2	1	0002	001001	2013	0002	ZRWOL00	P2M	09-01-02-000	30-00-0000-01-00-00-00	25-27-00-00	\$0.00	\$0.00	\$129.80
	AB133F13C0003	478174	70	2	2	0002	002001	2013	1010	ZLAPM02	P00	02-20-21-000	30-00-0000-03-00-00-00	25-27-00-00	\$431.00	\$0.00	\$189.00
PO Feeder Sys No (Task Order) Total															\$39,934.61	\$0.00	\$31,676.99
AB133F13C00031009A	AB133F13C0003	478174	71	1	1	0001	001001	2013	0002	ZRWOL00	P2M	09-01-02-000	30-00-0000-01-00-00-00	25-27-00-00	\$39,539.79	\$0.00	\$25,845.17
PO Feeder Sys No (Task Order) Total															\$39,539.79	\$0.00	\$25,845.17
AB133F13C00031010A	AB133F13C0003	478174	69	1	1	0001	001001	2013	1010	LELH00	PR2	02-24-04-001	30-00-0000-04-00-00-00	25-27-00-00	\$0.00	\$0.00	\$6,676.40
	AB133F13C0003	478174	69	1	2	0001	002001	2013	1010	LELH00	PR1	02-24-04-004	30-00-0000-04-00-00-00	25-27-00-00	\$0.00	\$0.00	\$65,020.00
	AB133F13C0003	478174	69	1	3	0001	003001	2013	1010	LELH00	PR0	02-21-19-001	30-00-0000-04-00-00-00	25-27-00-00	\$7,093.10	\$0.00	\$3,308.84
	AB133F13C0003	478174	69	1	4	0001	004001	2013	1010	LELPM17A	PR1	02-20-20-003	30-00-0000-04-00-00-00	25-27-00-00	\$14,491.00	\$0.00	\$0.00