



***NOAA/FSD***  
***Data Warehouse & Quick Reports***  
***CBS Training Exercises***  
***for***  
***FY 2022***  
***V 1.0***



## 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 |
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|                |            |                                |   |
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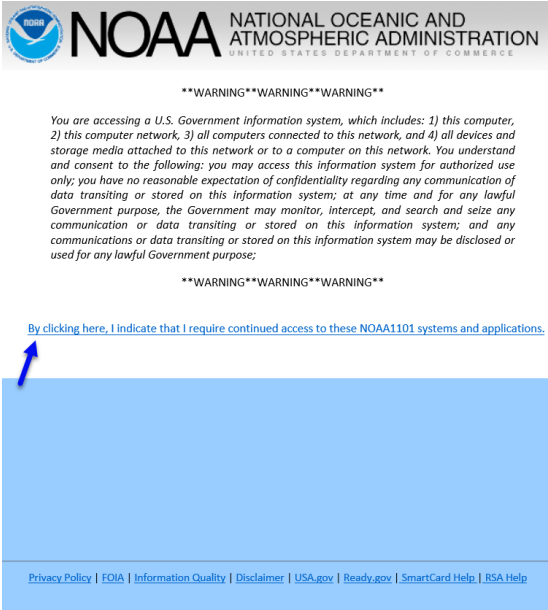
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## Data Warehouse Access & Navigation

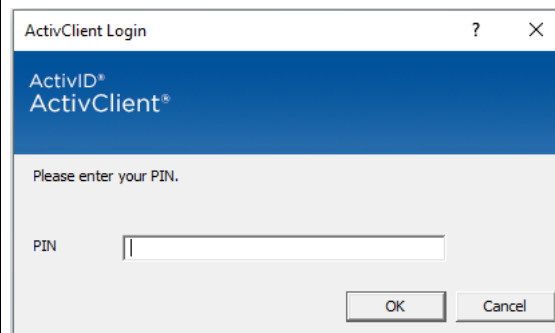
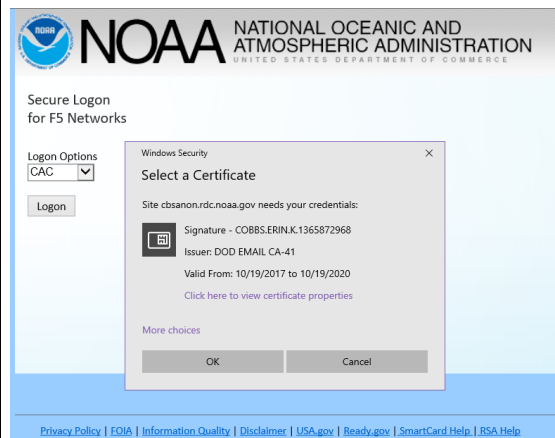
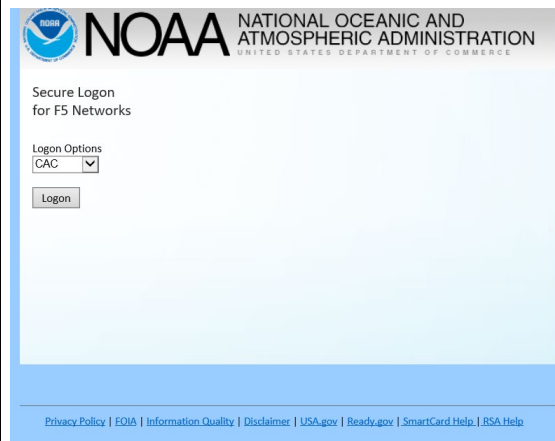
### Exercise #1a: Login to DW

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

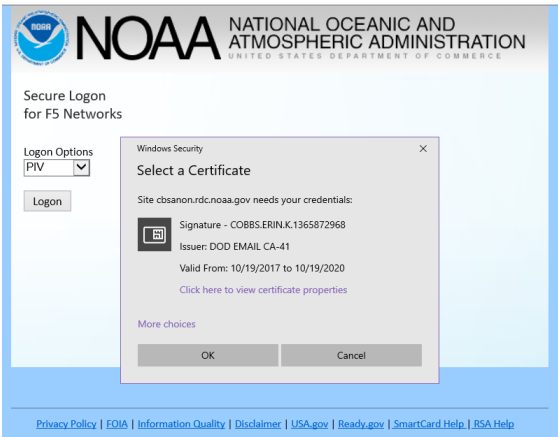
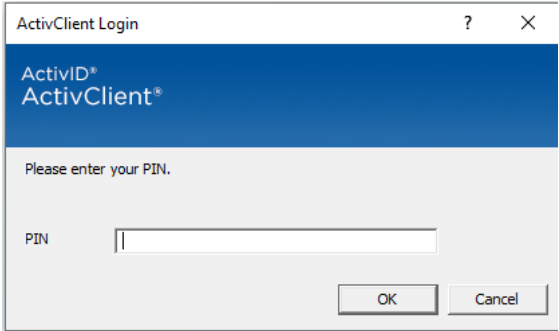

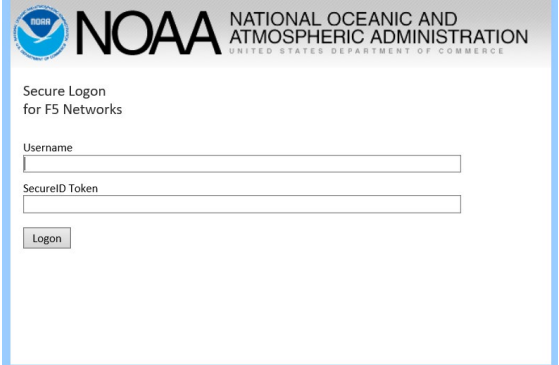
**Instructions:** Execute the following steps:

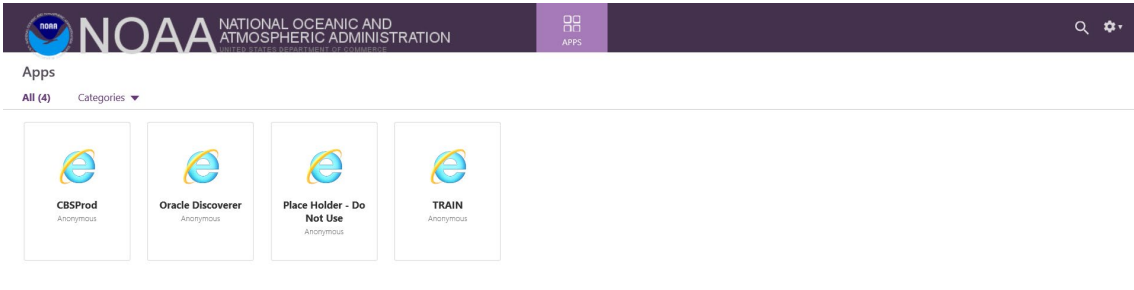
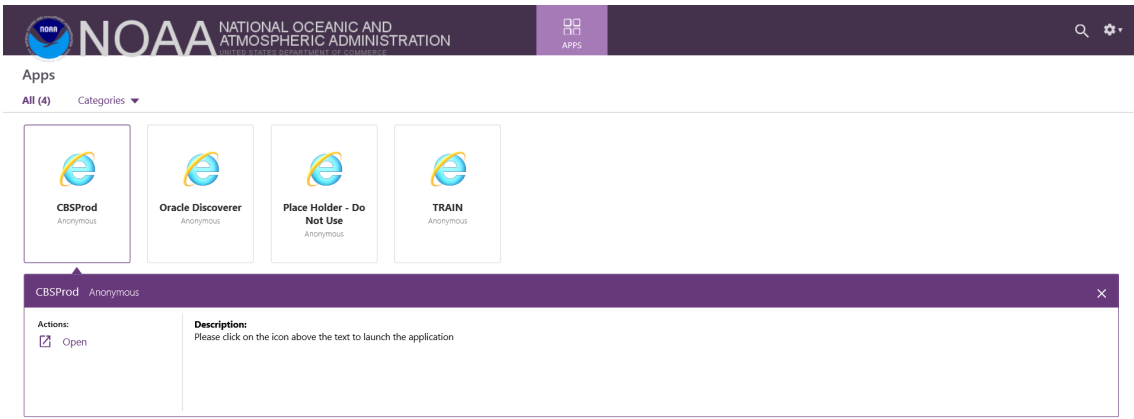
| Step | Action  |  |
|------|---|--|
| 1a   | Open up Internet Explorer.<br><br>➤ Log into the URL provided   |  |
| 1b   | The Warning Banner screen appears:<br><br>➤ Click the link at the bottom <ul style="list-style-type: none"> <li>○ “By clicking here,…”</li> </ul> |  <p>The screenshot shows a warning banner from NOAA. At the top left is the NOAA logo. To its right, it says 'NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION' and 'UNITED STATES DEPARTMENT OF COMMERCE'. Below this is a warning message: '**WARNING**WARNING**WARNING**'. The message reads: 'You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all computers connected to this network, and 4) all devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; you have no reasonable expectation of confidentiality regarding any communication of data transiting or stored on this information system; at any time and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose;'. Below the message is another warning: '**WARNING**WARNING**WARNING**'. At the bottom of the banner is a link: 'By clicking here, I indicate that I require continued access to these NOAA1101 systems and applications.' A blue arrow points to this link. At the very bottom of the banner, there are several small links: 'Privacy Policy   FOIA   Information Quality   Disclaimer   USA.gov   Ready.gov   SmartCard Help   RSA Help'.</p> |


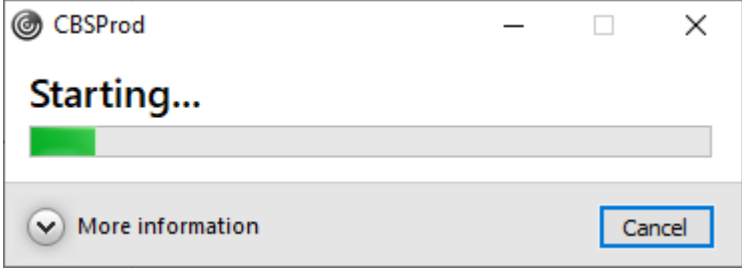
| Step      | Action   |
|-----------|--|
| <p>2</p>  | <p>The Two Factor Authentication Page appears.</p> <p>You will be able to use the following options to log in:</p> <ul style="list-style-type: none"> <li>• CAC Card</li> <li>• PIV Card</li> <li>• Secure ID (RSA Token)</li> </ul> <p>➤ Select your <i>option</i></p> <p>➤ Click <b>Logon</b></p>  |
| <p>2a</p> | <p>When choosing the CAC login option a Windows Security pop-up appears.</p> <ul style="list-style-type: none"> <li>• Select <i>More Choices</i> if your Signature option is not your name with DOD Email option.</li> <li>• Once you have the correct certificate selected click OK</li> </ul> <p>The Active Client Login appears:</p> <p>➤ Enter your PIN</p> <p>➤ Click <b>OK</b></p> |

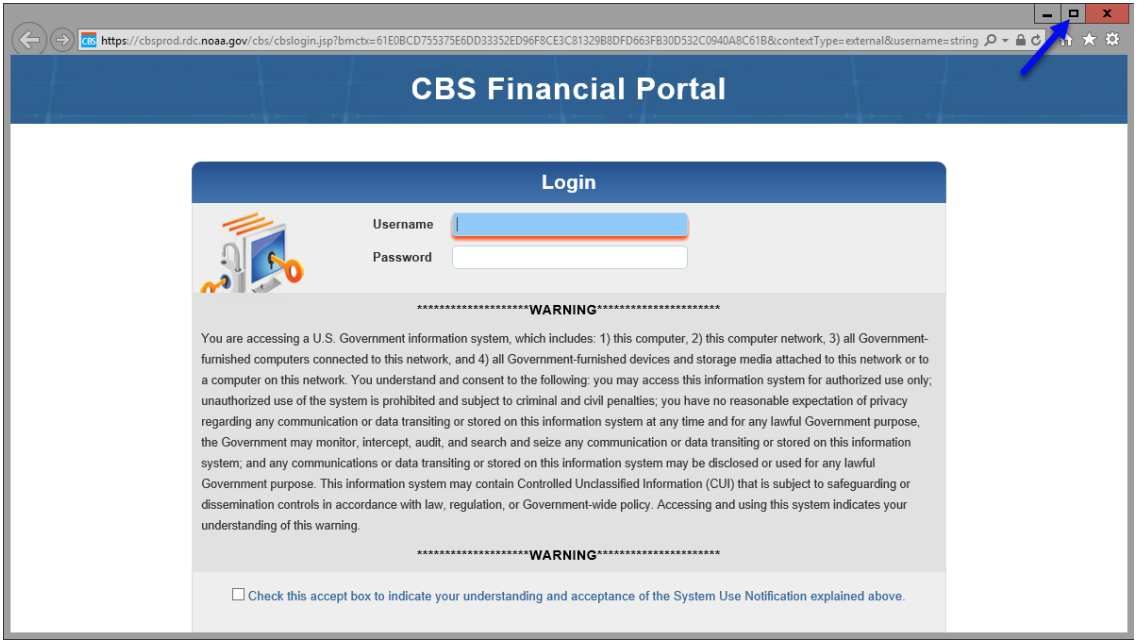





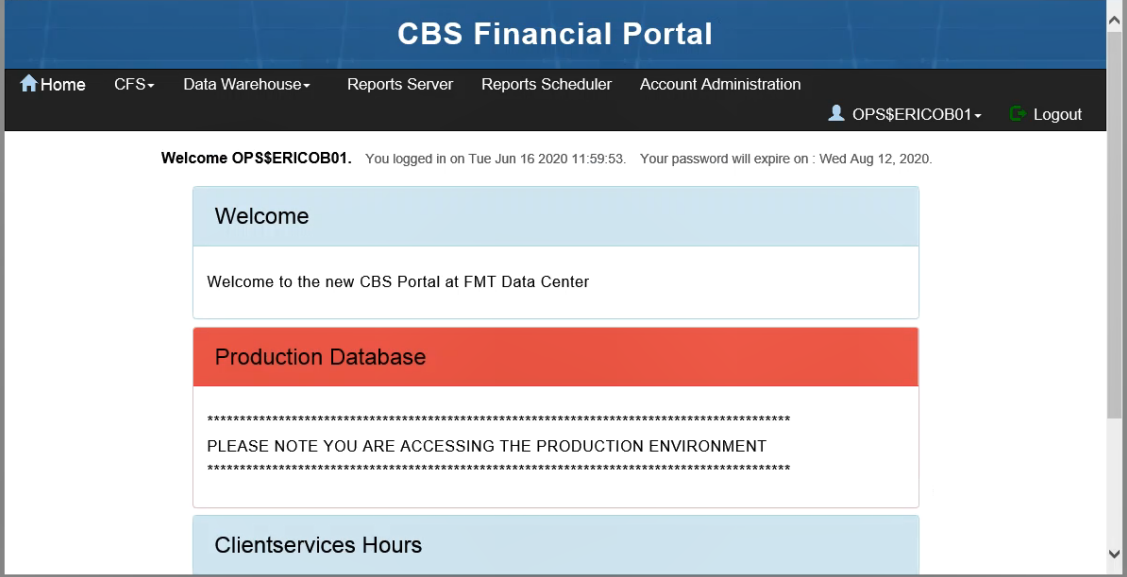
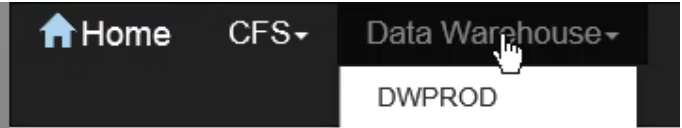
| Step      | Action   |   |
|-----------|--|---|
| <p>2b</p> | <p>When choosing the PIV login option a Window Security pop-up appears.</p> <ul style="list-style-type: none"> <li>• Select <i>More Choices</i> if your Signature option is not your name with DOD Email option.                             <ul style="list-style-type: none"> <li>○ UNLESS you have a NEW CAC Card, then you use the only option DOD ID.</li> </ul> </li> <li>• Once you have the correct certificate selected click OK</li> </ul> <p>The Active Client Login appears:</p> <ul style="list-style-type: none"> <li>➤ Enter your PIN</li> <li>➤ Click <b>OK</b></li> </ul> |      |
| <p>2c</p> | <p>When choosing the Secure ID (RSA Token) login option a new window appears</p> <ul style="list-style-type: none"> <li>➤ Enter your User Name</li> <li>➤ Enter your SecureID Token</li> <li>➤ Click <b>Logon</b></li> </ul>   |   |


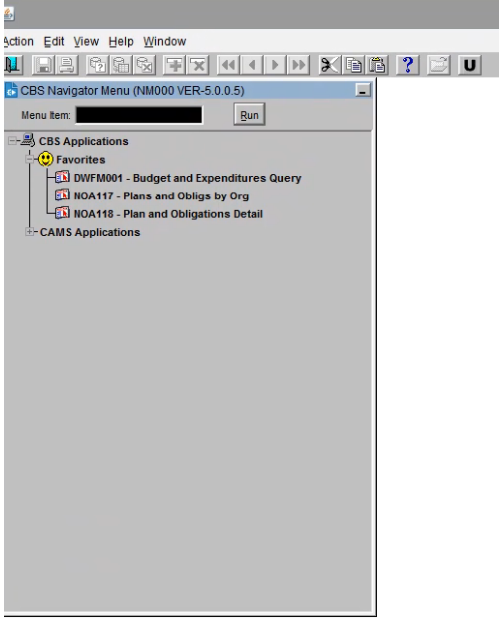
| Step      | Action  |
|-----------|---|
| <p>3</p>  | <p>The XenApp Storefront Appears:</p>  <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ Discoverer is another way to access data from NOAA Data Warehouse.</li> <li>✓ Materials on how to log into Discoverer can be found here: <a href="https://www.corporateservices.noaa.gov/finance/training_materials.html">https://www.corporateservices.noaa.gov/finance/training_materials.html</a></li> <li>✓ Database to get into Discoverer will NOW be CBSDW</li> </ul> |
| <p>3a</p> | <p>If you click on the text rather than the icon, a pop-up will appear underneath.</p>    |

| Step | Action   |
|------|--|
| 3b   | <p data-bbox="305 310 1198 352">After clicking on the icon you'll see the circle working to open it.</p>  |
| 3c   | <p data-bbox="305 924 808 966">Then the following pop-up appears:</p>                                  |

| Step | Action   |
|------|--|
| 4    | <p>The Web Portal Login Screen appears and will not be maximized.</p>  <p>Make sure to maximize the screen.</p> |

| Step | Action  |
|------|---|
| 5    | <p>The <b>CBS Web Migration Portal</b> login screen appears:</p> <div data-bbox="305 415 1430 1352" style="border: 1px solid #ccc; padding: 10px;"><div style="text-align: center; background-color: #0056b3; color: white; padding: 5px;"><h2>CBS Financial Portal</h2></div><div style="text-align: center; background-color: #0056b3; color: white; padding: 5px;"><h3>Login</h3></div><div style="display: flex; align-items: center;"><div><p>Username <input style="width: 150px;" type="text"/></p><p>Password <input style="width: 150px;" type="password"/></p></div></div><div style="text-align: center; background-color: #f0f0f0; padding: 10px;"><p>*****WARNING*****</p><p>You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all Government-furnished computers connected to this network, and 4) all Government-furnished devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; unauthorized use of the system is prohibited and subject to criminal and civil penalties; you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system at any time and for any lawful Government purpose, the Government may monitor, intercept, audit, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy. Accessing and using this system indicates your understanding of this warning.</p><p>*****WARNING*****</p><p><input type="checkbox"/> Check this accept box to indicate your understanding and acceptance of the System Use Notification explained above.</p><div style="display: flex; justify-content: center; gap: 20px;"><input type="button" value="Login"/> <input type="button" value="Cancel"/></div></div><div style="text-align: center; background-color: #0056b3; color: white; padding: 5px;"><a href="#" style="color: white; text-decoration: none;">Did you forget your password?</a></div></div> <ul style="list-style-type: none"><li>➤ Type in your <b>User Name</b> (i.e. ops\$firlas01)</li><li>➤ Enter the new <b>Password</b></li><li>➤ Check the <b>Checkbox</b></li><li>➤ Click <b>Login</b></li></ul> |

| Step     | Action   |
|----------|--|
| <p>6</p> | <p>The <b>CBS Web Portal</b> screen appears.</p>  <p>You'll want to make sure you're launching the databases for the systems you have access to in order to synch up the passwords. Just changing your password and getting here will not do it fully.</p> |
| <p>7</p> | <p>If you have NOAA Data Warehouse access:</p>  <ul style="list-style-type: none"> <li>➤ Click on Data Warehouse</li> <li>➤ Select <b>DWPROD</b></li> </ul>   |

| Step     | Action  |
|----------|---|
| <p>8</p> | <p>Different prompts will appear as either CFS or Data Warehouse are opening:</p>  <p>The image shows two screenshots. The top one is a Java logo with the text 'Java..'. The bottom one is a splash screen for Oracle Fusion Middleware Forms Services 12c, featuring a blue circular icon with a gear and a document.</p>  |
| <p>9</p> | <p>DW will open to the <b>CBS Navigator Menu</b></p>  <p>The image shows a screenshot of a web browser window titled 'CBS Navigator Menu (NM000 VER-5.0.0.5)'. The window has a menu bar with 'Action', 'Edit', 'View', 'Help', and 'Window'. Below the menu bar is a toolbar with various icons. The main content area shows a tree view of 'CBS Applications' with a 'Favorites' folder expanded, containing three items: 'DWF001 - Budget and Expenditures Query', 'NOA117 - Plans and Obligations by Org', and 'NOA118 - Plan and Obligations Detail'. There is also a 'CAMS Applications' folder.</p> |

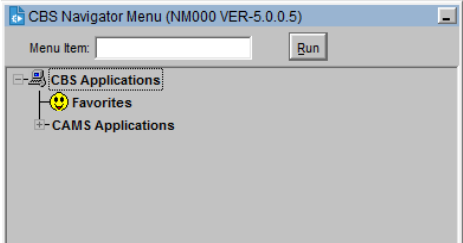



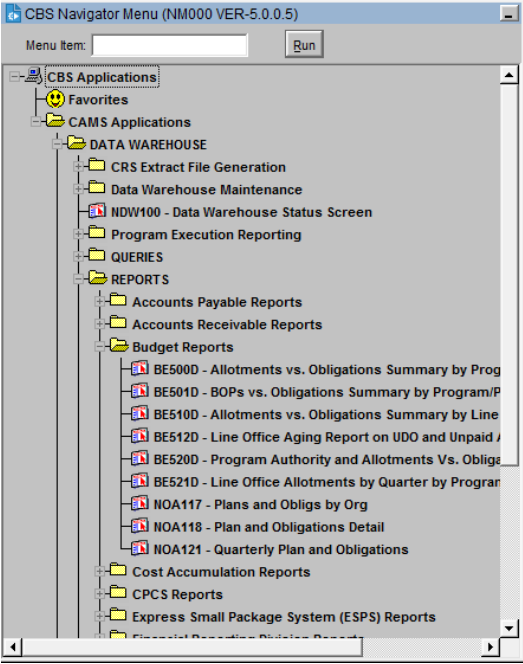
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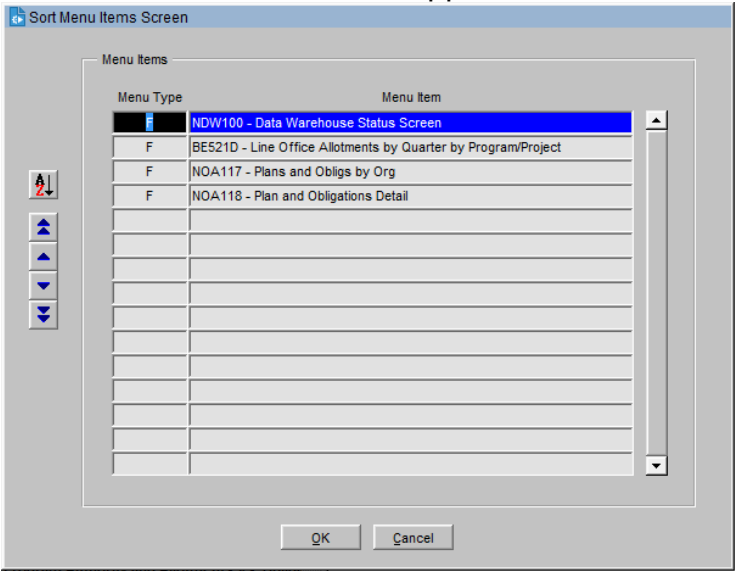





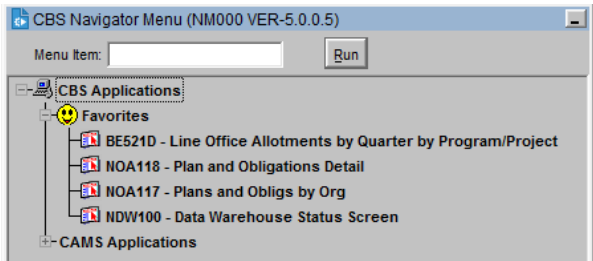
**Exercise #1b: CBS Navigator Menu/Icons**

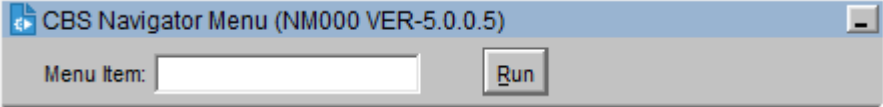
- Objectives:**
- Understand how to navigate the CBS Navigator Menu
  - Add options under Favorites
  - Sort options under Favorites
  - Understand the Menu Item











**Instructions:** Execute the following steps:







| Step | Action  |
|------|---|
| 1    | <p><b>From the CBS Navigator Menu:</b></p>  <ul style="list-style-type: none"> <li>➤ Click on the  next to the <b>Data Warehouse</b> folder to expand it</li> <li>➤ Click on the  next to the <b>Reports</b> folder to expand it</li> <li>➤ Click on the  next to the <b>Budget Reports</b> folder to expand it</li> </ul>  |

| Step | Action   |
|------|--|
| 2    | <p>Users have the ability to save specific reports to their favorite area. By doing this, it gives them the capability to run their reports, without having to expand every folder in the CBS Navigator Menu. To add a report to the favorite:</p> <ul style="list-style-type: none"> <li>➤ Click to highlight <b>NOA117 – Plans and Obligs by Org</b></li> <li>➤ Right-click to bring up a submenu</li> <li>➤ Click on <b>Favorite</b></li> </ul>  <p>That report has now been added to the Favorites area</p>  |
| 3    | <p>Add the following Reports to the Favorites:</p> <p><b>NOA118</b><br/> <b>NOA121</b><br/> <b>NDW100</b></p>  |
| 4    | <p>After adding different reports to the Favorites, you may want to sort how they appear on screen. To do this:</p> <ul style="list-style-type: none"> <li>➤ Click on <b>Favorite</b></li> <li>➤ Right-click to bring up a submenu</li> <li>➤ Click on <b>Sort</b></li> </ul>  |

| Step | Action   |
|------|--|
| 5    | <p>The <b>Sort Menu Item</b> screen appears</p>    |
| 5a   | <p>Using the following icons a user may sort the list the following way:</p> <ul style="list-style-type: none"> <li> = Alphabetical by Screen Name (<i>*Not currently working</i>)</li> <li> = Move the highlighted selection to the top of the list</li> <li> = Move the highlighted selection one space up for each click</li> <li> = Move the highlighted selection one space down for each click</li> <li> = Move the highlighted selection to the bottom of the list</li> </ul> |
| 5b   | <p>When finished sorting the list, click OK and the newly sorted <b>Favorites List</b> will now show:</p>   |
| 5c   | <p>Deleting a Favorite works the same way as adding. Except to delete an option you will be selecting Favorite List to “uncheck” it.</p>   |

| Step | Action  |
|------|---|
| 6    | <p>The CBS Navigator Menu now has a search capability. At the top of the CBS Navigator Menu is a field called <b>Menu Item</b>. In this field you may type the name of the screen (i.e. NOA117) you wish to access. Once the screen name has been typed in, click on the Run button.</p>  <p>The screenshot shows a window titled 'CBS Navigator Menu (NM000 VER-5.0.0.5)'. Below the title bar, there is a text input field with the label 'Menu Item:' and a button labeled 'Run' to its right.</p> |
| 7    | <p>The icon bar has been standardized and will appear the same on all screens. For those of you who are familiar with CBS/CFS and Data Warehouse, the icon bar will look the same.</p>  |

| Icon   | Name                                      | Description  |
|--|---|--|
|   | EXIT                                      | Allows users to leave the current window, document, and application. Use of the Exit icon in these situations may not commit or save recently entered data.  |
|   | SAVE                                      | Used to save (commit) complete or partial records to the database.   |
|   | PRINT                                     | Allows users to print screen images or generate reports related to the data appearing on the current active window.<br><br><b>Note: In some instances, selecting the print icon does not automatically print the report.</b>               |
|   | ENTER QUERY                               | Clears any existing records or data from the window and prompts the user for query information.  |
|   | EXECUTE QUERY                             | Executes the query to retrieve all records that match the query criteria.<br><br><b>Note: General queries retrieve all records by not specifying query criteria. General queries should be avoided on some screens, such as the GL081.</b> |
|   | CANCEL QUERY                              | Cancels query mode and returns the system to edit mode.  |
|   | ADD A RECORD                              | Allows users to create a new record. Generally, clicking this button will create a blank record and place the cursor in the first enterable field.   |
|   | DELETE A RECORD                           | In a limited number of instances, this button can be used to delete a record or a line item.   |
| <br> | PREVIOUS/NEXT RECORD<br>PREVIOUS/NEXT SET | Allows users to scroll through records applicable to a particular transaction, document, query, or menu option.  |


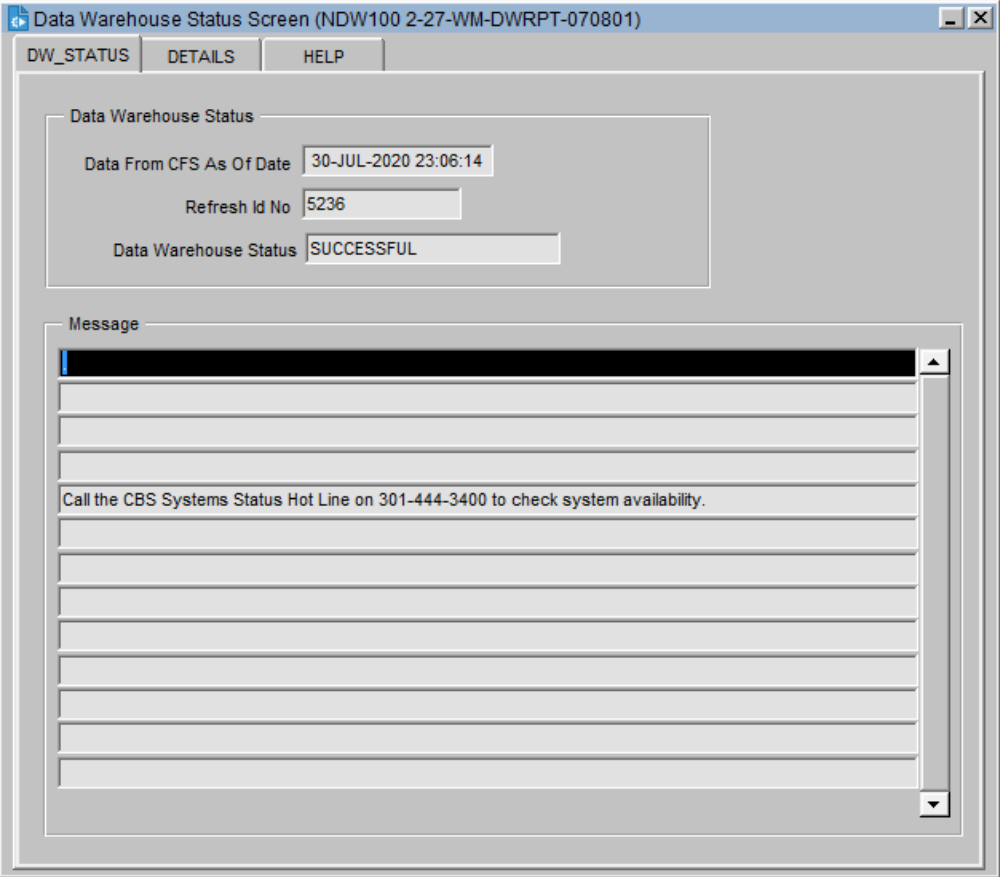
| <i>Icon</i>   | <i>Name</i> | <i>Description</i>   |
|---|-------------|--|
|  | CUT         | Allows users to remove selected data and temporarily save it to be pasted elsewhere.   |
|  | COPY        | Allows users to copy selected data.  |
|  | PASTE       | Allows users to paste selected data.   |
|  | HELP        | At this time, the help available to a user is not designed to facilitate data entry. Currently, Oracle related information applicable to a specific field is provided. |
|  | MENU        | Allows users to access the menu or Navigator Menu.   |
|  | UNDO        | Allows users to undo the most recent action they have taken.   |


### Data Warehouse Status Screen

**Exercise #2**      **View the Data Warehouse Status Screen**

- Objectives:**
- Understand the main component of the status screen
  - Understand the capability of the data dictionary

**Instructions:**      Execute the following steps:

| Step | Action  |
|------|---|
| 1    | <ul style="list-style-type: none"> <li>➤ Click on the  next to the <b>Data Warehouse</b> folder to expand it</li> <li>➤ Double-click <b>NDW100 – Data Warehouse Status Screen</b></li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>➤ Enter <b>NDW100</b> in the <i>Menu Item</i></li> <li>➤ Click <b>Run</b></li> </ul> |
| 2    | <p>The status screen will be displayed with default values for all fields:</p>   |

| Step | Action   |
|------|--|
| 3    | Review information on the screen for all the tabs  |
| 4    | Exit the status screen by clicking on the  exit icon. |






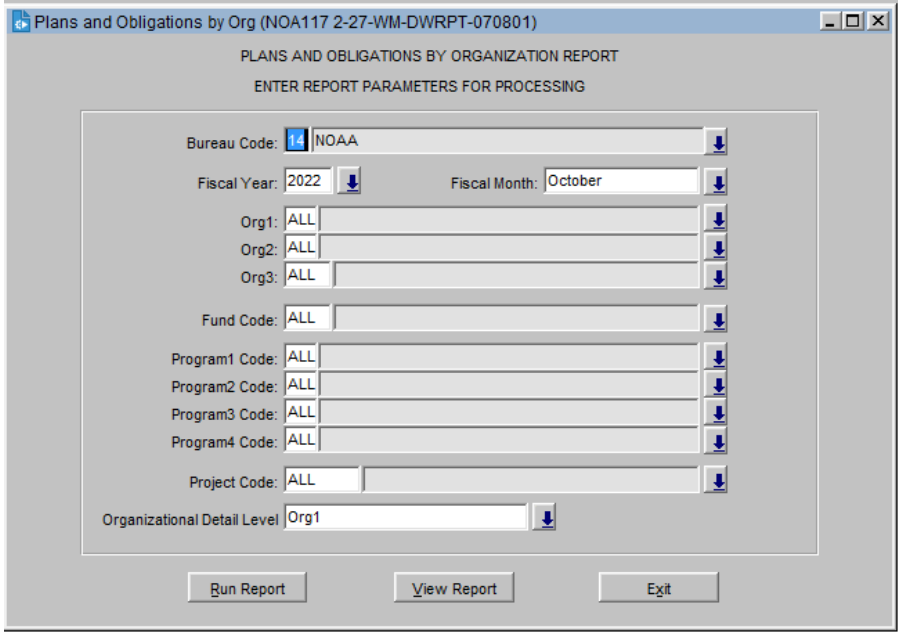
## Budget Reports






### **Exercise #3**      **NOA117 - Plans & Obligations by Organization Report**




- Objectives:**
- Understand what the NOA117 report shows
  - Run the NOA117 report

**Instructions:**      Execute the following steps:

| Step | Action   |
|------|--|
| 1    | <ul style="list-style-type: none"><li>➤ Click on the  next to the <b>Data Warehouse</b> folder to expand it</li><li>➤ Click on the  next to the <b>Reports</b> folder to expand it</li><li>➤ Click on the  next to the <b>Budget Reports</b> folder to expand it</li><li>➤ Double-click <b>NOA117 - Plans and Obligs by Org</b></li></ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"><li>➤ Enter <b>NOA117</b> in the <i>Menu Item</i></li><li>➤ Click <b>Run</b></li></ul> |

| Step | Action   |
|------|--|
| 2    | <p>The report parameter screen will be displayed with default values filled in for certain fields:</p>  <p><i>Note: Users may specify values for each parameter by keying data in the field or clicking on the ▾ icon for a specific parameter to select from the drop down list of values.</i></p>   |
| 2a   | <p>The NOA117 report allows you to view the amounts that were planned on a Budget Operating Plan (BOP) versus the Actual Amounts and the difference. For the month chosen and cumulative costs through the month chosen. At the end of the report you will have the annual plan costs, obligation percentage and what balance is remaining.</p> <p>The report can be formatted using the various fields being queried on - Org 1-3, Program 1-4 and Project.</p> <p>Also, all budget reports will have a commitment column, but the value will always be zero, because NOAA does not do commitment accounting.</p> |

| Step | Action   |
|------|--|
| 3    | <p>➤ Use the following parameters:</p> <p><b>Bureau Code</b>            <b>14</b></p> <p><b>Fiscal Year</b>            <b>2021</b></p> <p><b>Fiscal Month</b>        <b>September</b></p> <p><b>Org1 Code</b>            <b>30</b></p> <p><b>Fund Code</b>            <b>1083</b></p> <p>➤ Accept the default value <b>ALL</b> for the remaining fields</p> <p>➤ Use <b>Org 2</b> as the <b>Organization Detail Level</b></p> <p><i>Note: The Program Code (Activity/Sub-Activity/Line Item/Bureau Unique) will automatically populate after entering the Project Code and pressing Tab or Enter.</i></p>  |
| 4    | <p>Click the  button.</p> <div data-bbox="310 978 906 1161" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>NOA117: Alert <span style="float: right;">✕</span></p> <p> Report NOA117 submitted to the report server</p> <p style="text-align: center;"></p> </div> <p>message appears</p> <p>➤ Click <b>OK</b></p> <p>➤ Screen will close</p> <p>➤ Re-open NOA117</p> <p>➤ Click on <b>View Report</b> button (<i>will show the last report run</i>)</p> <p>➤ A new window will open showing the report in a PDF Format</p> |
| 5    | <p>The Navigation Arrows in the Adobe Acrobat toolbar</p> <p>(  ) may be used to maneuver through the pages of the report.</p>  |
| 6    | <p>Click the <b>Close</b> icon  to exit the report.</p>   |

| Step | Action   |
|------|--|
| 7    | Re-enter the previous parameters but include: <ul style="list-style-type: none"> <li>➤ Use <b>Project Code</b> as the <b>Organization Detail Level</b></li> <li>➤ Click the  button</li> </ul>  |
| 8    | <ul style="list-style-type: none"> <li>➤ View the report contents</li> <li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li> <li>➤ Click the  button to exit the Report Parameter screen and return to the menu.</li> </ul> |

CREATION RUN DATE: 10/14/2021  
 REPORT ID: NOA117  
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)  
 NOAA  
 PLANS AND OBLIGATIONS BY ORGANIZATION REPORT  
 (DOLLARS IN THOUSANDS)




USER ID: OPI\$SERVIC0801  
 PAGE: 2  
 AS OF DATE: 10/13/2021

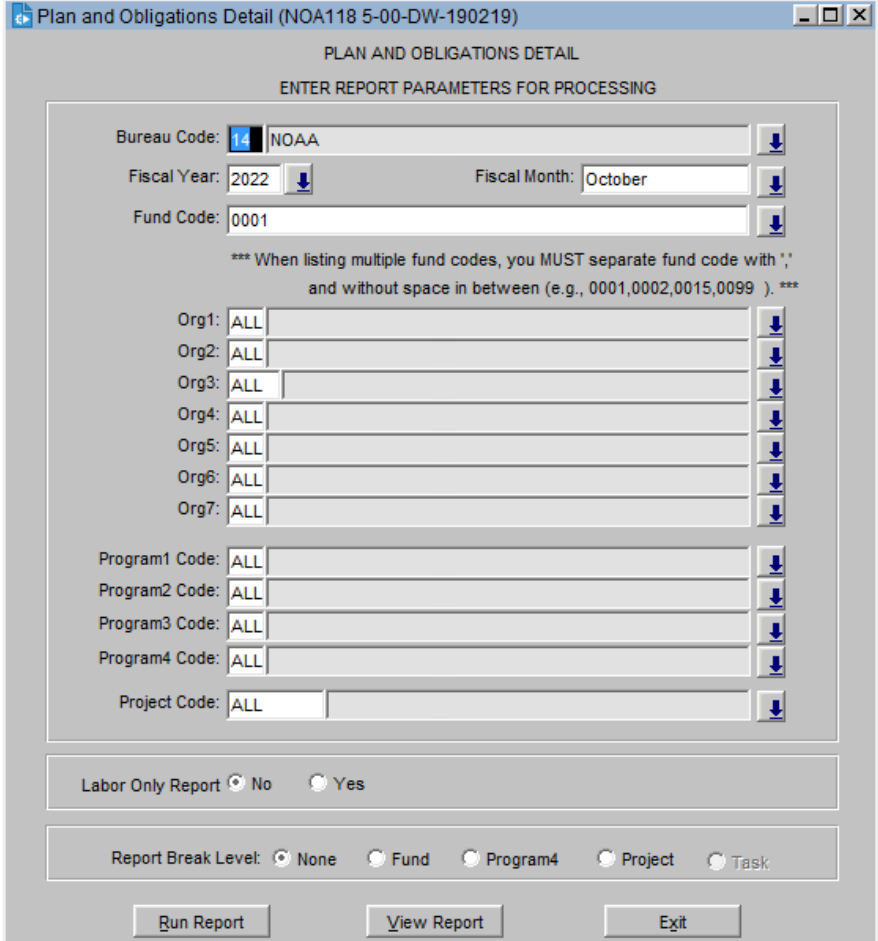

| ORG/PROGRAM/PROJECT                             | MONTH: SEPTEMBER |          |        |           | CUMULATIVE THRU SEPTEMBER |          |        |         | ANNUAL PLAN | OBL/COM %PLAN | BALANCE REMAINING |
|---|------------------|----------|--------|-----------|---------------------------|----------|--------|---------|-------------|---------------|-------------------|
|   | PLAN             | ACTUAL   | COMMIT | DIFF      | PLAN                      | ACTUAL   | COMMIT | DIFF    |             |               |                   |
| ORG: 30 NAT. MARINE FISHERIES SER - OFF OF ASST |                  |          |        |           |                           |          |        |         |             |               |                   |
| 30-00 BUDGET USE ONLY - NMFS                    |                  |          |        |           |                           |          |        |         |             |               |                   |
| BUDGET USE ONLY - NMFS                          |                  |          |        |           |                           |          |        |         |             |               |                   |
| FUND: 1083 NOAA ORF 1321/221450                 |                  |          |        |           |                           |          |        |         |             |               |                   |
| TOTAL FUND: 1083 NOAA ORF 1321/221450           | 2,079.4          | -162.5   | 0.0    | 2,241.8   | 2,079.4                   | 18.2     | 0.0    | 2,061.1 | 2,079.4     | 1.0           | 2,061.1           |
| TOTAL 30-00 BUDGET USE ONLY - NMFS              | 2,079.4          | -162.5   | 0.0    | 2,241.8   | 2,079.4                   | 18.2     | 0.0    | 2,061.1 | 2,079.4     | 1.0           | 2,061.1           |
| 30-11 NATL MARINE FISHERIES SERV OFC OF ASST A  |                  |          |        |           |                           |          |        |         |             |               |                   |
| NATL MARINE FISHERIES SERV OFC OF ASST A        |                  |          |        |           |                           |          |        |         |             |               |                   |
| FUND: 1083 NOAA ORF 1321/221450                 |                  |          |        |           |                           |          |        |         |             |               |                   |
| TOTAL FUND: 1083 NOAA ORF 1321/221450           | 8,830.2          | 19,768.6 | 0.0    | -10,938.4 | 94,479.1                  | 91,438.5 | 0.0    | 3,040.6 | 94,479.1    | 97.0          | 3,040.6           |
| TOTAL 30-11 NATL MARINE FISHERIES SERV OFC OF   | 8,830.2          | 19,768.6 | 0.0    | -10,938.4 | 94,479.1                  | 91,438.5 | 0.0    | 3,040.6 | 94,479.1    | 97.0          | 3,040.6           |
| 30-12 OFFICE OF SUSTAINABLE FISHERIES           |                  |          |        |           |                           |          |        |         |             |               |                   |
| OFFICE OF SUSTAINABLE FISHERIES                 |                  |          |        |           |                           |          |        |         |             |               |                   |
| FUND: 1083 NOAA ORF 1321/221450                 |                  |          |        |           |                           |          |        |         |             |               |                   |
| TOTAL FUND: 1083 NOAA ORF 1321/221450           | 5,212.8          | 2,536.1  | 0.0    | 2,676.7   | 9,587.9                   | 9,284.5  | 0.0    | 303.5   | 9,587.9     | 97.0          | 303.5             |
| TOTAL 30-12 OFFICE OF SUSTAINABLE FISHERIES     | 5,212.8          | 2,536.1  | 0.0    | 2,676.7   | 9,587.9                   | 9,284.5  | 0.0    | 303.5   | 9,587.9     | 97.0          | 303.5             |
| 30-13 OFFICE OF HABITAT CONSERVATION            |                  |          |        |           |                           |          |        |         |             |               |                   |
| OFFICE OF HABITAT CONSERVATION                  |                  |          |        |           |                           |          |        |         |             |               |                   |
| FUND: 1083 NOAA ORF 1321/221450                 |                  |          |        |           |                           |          |        |         |             |               |                   |
| TOTAL FUND: 1083 NOAA ORF 1321/221450           | 1,722.9          | 2,066.8  | 0.0    | -343.8    | 40,847.6                  | 40,320.5 | 0.0    | 527.1   | 40,847.6    | 99.0          | 527.1             |
| TOTAL 30-13 OFFICE OF HABITAT CONSERVATION      | 1,722.9          | 2,066.8  | 0.0    | -343.8    | 40,847.6                  | 40,320.5 | 0.0    | 527.1   | 40,847.6    | 99.0          | 527.1             |
| 30-14 OFC OF OPERATIONS, MANAGEMENT AND INFORM  |                  |          |        |           |                           |          |        |         |             |               |                   |


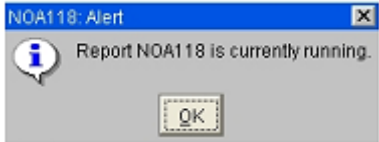
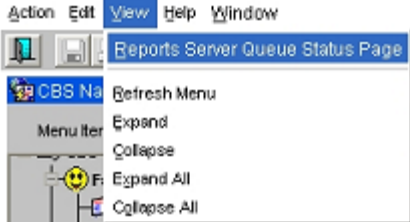
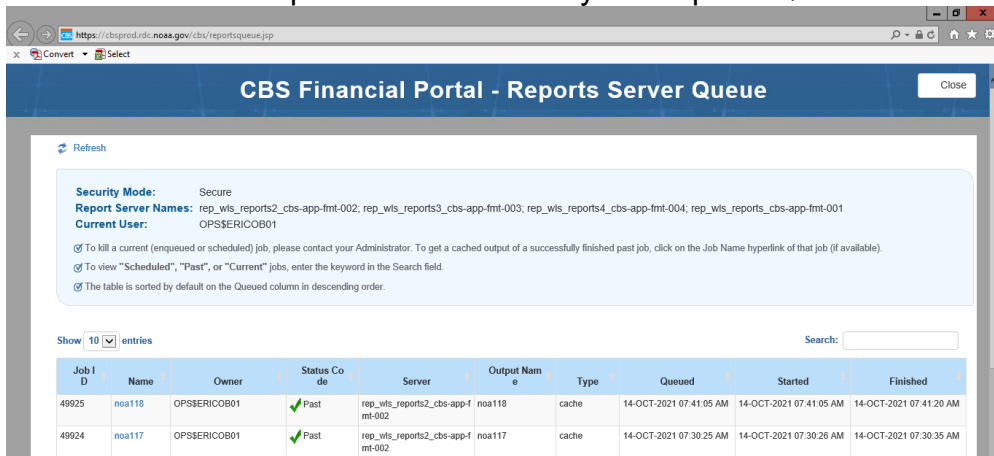
**Exercise #4**      **NOA118 - Plan & Obligations Detail**


- Objectives:**
- Understand what the NOA118 report shows
  - Run the NOA118 report

**Instructions:**      Execute the following steps:

| Step | Action  |
|------|---|
| 1    | <ul style="list-style-type: none"><li>➤ Click on the  next to the <b>Data Warehouse</b> folder to expand it</li><li>➤ Click on the  next to the <b>Reports</b> folder to expand it</li><li>➤ Click on the  next to the <b>Budget Reports</b> folder to expand it</li><li>➤ Double-click <b>NOA118 - Plans and Obligations by Org</b></li></ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"><li>➤ Enter <b>NOA118</b> in the <i>Menu Item</i></li><li>➤ Click <b>Run</b></li></ul> |

| Step | Action   |
|------|--|
| 2    | <p>The report parameter screen will be displayed with default values filled in for certain fields:</p>  <p><i>Note: Users may specify values for each parameter by keying data in the field <u>or</u> clicking on the  icon for a specific parameter to select from the drop down list of values. Multiple values may be selected under Fund Code.</i></p>                   |
| 2a   | <p>The NOA118 report is just like the NOA117 report, other than it is more detailed because it gives at a high level what object classes were used on the BOP and their amounts. It also allows you to only view just the Labor data, or include it will all object classes.</p> <p>The report can be formatted using the various fields being queried on - Fund, Program 1-4 and Project.</p> <p>Also, all budget reports will have a commitment column, but the value will always be zero, because NOAA does not do commitment accounting.</p> |

| Step   | Action   |              |             |                                   |             |        |                         |                         |                         |         |          |       |        |              |        |                                   |        |       |                         |                         |                         |       |        |              |        |                                   |        |       |                         |                         |                         |
|--------|--|--------------|-------------|-----------------------------------|-------------|--------|-------------------------|-------------------------|-------------------------|---------|----------|-------|--------|--------------|--------|-----------------------------------|--------|-------|-------------------------|-------------------------|-------------------------|-------|--------|--------------|--------|-----------------------------------|--------|-------|-------------------------|-------------------------|-------------------------|
| 3      | <ul style="list-style-type: none"> <li>➤ Use the following parameters:                             <ul style="list-style-type: none"> <li><b>Bureau Code</b>            <b>14</b></li> <li><b>Fiscal Year</b>             <b>2021</b></li> <li><b>Fiscal Month</b>           <b>September</b></li> <li><b>Fund Code</b>              <b>1083</b></li> <li><b>Org1 Code</b>             <b>30</b></li> </ul> </li> <li>➤ Accept the default value <b>ALL</b> for the remaining fields</li> <li>➤ Use <b>None</b> as the <b>Report Break Level</b></li> <li>➤ Click the  button.</li> </ul>   |              |             |                                   |             |        |                         |                         |                         |         |          |       |        |              |        |                                   |        |       |                         |                         |                         |       |        |              |        |                                   |        |       |                         |                         |                         |
| 3a     | <p>If you try to get back into the parameter screen prior to the system finishing running your report, you will get the following error message:</p>  <p>Click <b>OK</b></p>  |              |             |                                   |             |        |                         |                         |                         |         |          |       |        |              |        |                                   |        |       |                         |                         |                         |       |        |              |        |                                   |        |       |                         |                         |                         |
| 4      | <p>Another way to view your report and see whether the report is finished running is by viewing your Report Queue. This can be access by:</p> <ul style="list-style-type: none"> <li>➤ Clicking on <b>View</b> in the <i>Menu Toolbar</i> at the top of the screen</li> <li>➤ Clicking on <b>Reports Server Queue Status Page</b></li> </ul>    |              |             |                                   |             |        |                         |                         |                         |         |          |       |        |              |        |                                   |        |       |                         |                         |                         |       |        |              |        |                                   |        |       |                         |                         |                         |
| 4a     | <p>A new window will open that will contain your Reports Queue.</p>  <table border="1" data-bbox="358 1730 1263 1829"> <thead> <tr> <th>Job ID</th> <th>Name</th> <th>Owner</th> <th>Status Code</th> <th>Server</th> <th>Output Name</th> <th>Type</th> <th>Queued</th> <th>Started</th> <th>Finished</th> </tr> </thead> <tbody> <tr> <td>49925</td> <td>noa118</td> <td>OPSSERICOB01</td> <td>✔ Past</td> <td>rep_wfs_reports2_cbs-app-1 mt-002</td> <td>noa118</td> <td>cache</td> <td>14-OCT-2021 07:41:05 AM</td> <td>14-OCT-2021 07:41:05 AM</td> <td>14-OCT-2021 07:41:20 AM</td> </tr> <tr> <td>49924</td> <td>noa117</td> <td>OPSSERICOB01</td> <td>✔ Past</td> <td>rep_wfs_reports2_cbs-app-1 mt-002</td> <td>noa117</td> <td>cache</td> <td>14-OCT-2021 07:30:25 AM</td> <td>14-OCT-2021 07:30:26 AM</td> <td>14-OCT-2021 07:30:35 AM</td> </tr> </tbody> </table> | Job ID       | Name        | Owner                             | Status Code | Server | Output Name             | Type                    | Queued                  | Started | Finished | 49925 | noa118 | OPSSERICOB01 | ✔ Past | rep_wfs_reports2_cbs-app-1 mt-002 | noa118 | cache | 14-OCT-2021 07:41:05 AM | 14-OCT-2021 07:41:05 AM | 14-OCT-2021 07:41:20 AM | 49924 | noa117 | OPSSERICOB01 | ✔ Past | rep_wfs_reports2_cbs-app-1 mt-002 | noa117 | cache | 14-OCT-2021 07:30:25 AM | 14-OCT-2021 07:30:26 AM | 14-OCT-2021 07:30:35 AM |
| Job ID | Name   | Owner        | Status Code | Server                            | Output Name | Type   | Queued                  | Started                 | Finished                |         |          |       |        |              |        |                                   |        |       |                         |                         |                         |       |        |              |        |                                   |        |       |                         |                         |                         |
| 49925  | noa118   | OPSSERICOB01 | ✔ Past      | rep_wfs_reports2_cbs-app-1 mt-002 | noa118      | cache  | 14-OCT-2021 07:41:05 AM | 14-OCT-2021 07:41:05 AM | 14-OCT-2021 07:41:20 AM |         |          |       |        |              |        |                                   |        |       |                         |                         |                         |       |        |              |        |                                   |        |       |                         |                         |                         |
| 49924  | noa117   | OPSSERICOB01 | ✔ Past      | rep_wfs_reports2_cbs-app-1 mt-002 | noa117      | cache  | 14-OCT-2021 07:30:25 AM | 14-OCT-2021 07:30:26 AM | 14-OCT-2021 07:30:35 AM |         |          |       |        |              |        |                                   |        |       |                         |                         |                         |       |        |              |        |                                   |        |       |                         |                         |                         |

| Step  | Action  |
|---|---|
| 4b  | <ul style="list-style-type: none"> <li>➤ The Reports Queue will default to your current and last reports.</li> <li>➤ It will list 10 jobs per page.</li> <li>➤ The navigation buttons or drop-down list to go to another page.</li> <li>➤ *The reports are listed by Job ID, date, and time they were run.</li> <li>➤ A process has been built in that will delete any jobs older than 7 days, so depending upon when you ran your report and when the process is run, it could remain there up to 14 days.</li> <li>➤ It is suggested that if you need to keep the report that was run, to save the report on your LAN drive.</li> </ul> |
| <p><b>Note:</b> The reports will soon be listed by the date/time they were "submitted".</p> |   |
| 4c  | <p>Once the report has finished running, it will appear in the past jobs and the report name (NOA118) will be hyperlinked. The user would click on the link to open up the report.</p> <p>When finished with the report, click the <b>Close</b> icon  to exit it.</p>  |
| 5   | You can also close out the Report Queue, but you can leave it up and go back to it at any time.   |
| 6   | Get back to the Internet Explorer window that has Data Warehouse CBS Navigator open.  |

CREATION RUN DATE: 10/14/2021  
 REPORT ID: NOA118  
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)  
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
 PLAN AND OBLIGATIONS DETAIL  
 (DOLLARS IN THOUSANDS)

USER ID: OPG6ERIC0801  
 PAGE: 2  
 AS OF DATE: 10/13/2021




| BUREAU CODE  | FUND CODE                            | ORGANIZATION          | THRU MONTH/IFY           |            |                   |                           |                  |            |                  |                  |               |                  |
|--------------|--------------------------------------|-----------------------|--------------------------|------------|-------------------|---------------------------|------------------|------------|------------------|------------------|---------------|------------------|
| 14           | 1083 NOAA ORF 1321/221450            | 30-ALL-ALL-ALL-ALL-AL | SEPTEMBER/2021           |            |                   |                           |                  |            |                  |                  |               |                  |
| PROGRAM CODE | PROGRAM TITLE                        | PROJECT/TASK          | PROJECT/TASK DESCRIPTION |            |                   |                           |                  |            |                  |                  |               |                  |
| ALL          | ALL                                  | ALL / ALL             | ALL / ALL                |            |                   |                           |                  |            |                  |                  |               |                  |
| OBJECT CLASS | TITLE                                | MONTH: SEPTEMBER      |                          |            |                   | CUMULATIVE THRU SEPTEMBER |                  |            |                  | ANNUAL PLAN      | OBL/COM %PLAN | BALANCE REMAIN   |
|              |                                      | PLAN                  | ACTUAL                   | COMMIT     | DIFF              | PLAN                      | ACTUAL           | COMMIT     | DIFF             |                  |               |                  |
|              | BASE PAY                             |                       |                          |            |                   |                           |                  |            |                  |                  |               |                  |
| 11-1X*       | FULL TIME PERMANENT                  | 16,852.6              | 15,598.8                 | 0.0        | 1,253.9           | 176,948.7                 | 177,985.6        | 0.0        | (1,137.0)        | 176,848.7        | 100.6%        | (1,137.0)        |
| 11-1X        | PERS COMP - ALL OTHER                | 0.0                   | 159.2                    | 0.0        | (159.2)           | 80.3                      | 1,833.1          | 0.0        | (1,782.9)        | 50.3             | 3,647.5%      | (1,782.9)        |
| 11-6X        | LEAVE SURCHARGE                      | 0.0                   | (1.8)                    | 0.0        | 1.8               | 0.0                       | (157.6)          | 0.0        | 157.6            | 0.0              | 0.0%          | 157.6            |
| 11-5X*       | OTHER PERS COMPENSATION              | 434.9                 | 614.9                    | 0.0        | (180.0)           | 4,824.8                   | 5,695.7          | 0.0        | (870.9)          | 4,824.8          | 118.0%        | (870.9)          |
| 11-8X*       | OTHER SPECIAL COMP                   | 0.0                   | 0.0                      | 0.0        | 0.0               | 60.0                      | 0.0              | 0.0        | 60.0             | 60.0             | 0.0%          | 60.0             |
|              | <b>SUBTOTAL DIRECT LABOR:</b>        | <b>17,287.6</b>       | <b>16,991.1</b>          | <b>0.0</b> | <b>866.6</b>      | <b>181,789.8</b>          | <b>186,968.8</b> | <b>0.0</b> | <b>(5,679.1)</b> | <b>181,789.8</b> | <b>102.0%</b> | <b>(5,679.1)</b> |
| 12-XX        | PERSONNEL BENEFITS                   | 6,167.7               | 6,340.1                  | 0.0        | (172.4)           | 69,195.4                  | 71,573.2         | 0.0        | (2,377.8)        | 69,195.4         | 103.4%        | (2,377.8)        |
| 13-XX        | BENEFITS - FORMER PERSONNEL          | (6.4)                 | 5.5                      | 0.0        | (11.9)            | 4.5                       | 7.3              | 0.0        | (2.8)            | 4.5              | 163.7%        | (2.8)            |
| 21-XX        | TRAVEL                               | 211.2                 | 122.2                    | 0.0        | 88.9              | 1,577.1                   | 876.4            | 0.0        | 700.6            | 1,577.1          | 55.6%         | 700.6            |
| 22-XX        | TRANS OF THINGS                      | 385.4                 | 249.0                    | 0.0        | 136.5             | 2,241.5                   | 1,822.8          | 0.0        | 418.8            | 2,241.5          | 81.3%         | 418.8            |
| 23-XX        | RENT, COMM & UTILITIES               | 736.9                 | 1,950.4                  | 0.0        | (1,213.5)         | 12,891.8                  | 13,438.9         | 0.0        | (557.1)          | 12,891.8         | 104.3%        | (557.1)          |
| 24-XX        | PRINT & REPRODUCTION                 | 43.7                  | 183.2                    | 0.0        | (139.5)           | 284.7                     | 498.0            | 0.0        | (213.3)          | 284.7            | 174.9%        | (213.3)          |
| 25-XX        | CONTRACTUAL SERVICES                 | 20,780.3              | 42,567.8                 | 0.0        | (21,787.5)        | 123,603.8                 | 117,140.6        | 0.0        | 6,463.2          | 123,603.8        | 94.8%         | 6,463.2          |
| 26-XX        | SUPPLIES & MATERIALS                 | 705.5                 | 2,322.5                  | 0.0        | (1,617.0)         | 6,518.1                   | 6,791.3          | 0.0        | (273.2)          | 6,518.1          | 104.2%        | (273.2)          |
| 31-XX        | EQUIPMENT                            | 154.0                 | 912.7                    | 0.0        | (758.7)           | 2,798.8                   | 3,368.7          | 0.0        | (569.9)          | 2,798.8          | 120.4%        | (569.9)          |
| 32-XX        | LANDS AND STRUCTURE                  | 0.0                   | 801.3                    | 0.0        | (801.3)           | 0.0                       | 801.3            | 0.0        | (801.3)          | 0.0              | 0.0%          | (801.3)          |
| 41-XX        | GRANTS                               | 4,896.4               | 4,562.6                  | 0.0        | 273.7             | 163,886.8                 | 164,325.0        | 0.0        | (438.2)          | 163,886.8        | 100.3%        | (438.2)          |
| 42-XX        | INSURANCE CLAIMS                     | 0.0                   | 0.0                      | 0.0        | 0.0               | 0.0                       | 0.0              | 0.0        | 0.0              | 0.0              | 0.0%          | 0.0              |
| 43-XX        | INTEREST & DIVIDENDS                 | 0.1                   | 0.1                      | 0.0        | 0.0               | 171.4                     | 0.2              | 0.0        | 171.2            | 171.4            | 0.1%          | 171.2            |
| 55-XX        | QUARTERS & SUBSISTENCE               | 0.0                   | (11.6)                   | 0.0        | 11.6              | 0.0                       | (11.5)           | 0.0        | 11.5             | 0.0              | 0.0%          | 11.5             |
| 00-00        | PENDING BOP TRANSFER                 | 6,436.3               | 0.0                      | 0.0        | 6,436.3           | 8,560.1                   | 0.0              | 0.0        | 8,560.1          | 8,560.1          | 0.0%          | 8,560.1          |
| XX-XX        | OTHER                                | 1,307.4               | 0.0                      | 0.0        | 1,307.4           | 13,153.3                  | 0.0              | 0.0        | 13,153.3         | 13,153.3         | 0.0%          | 13,153.3         |
|              | <b>SUBTOTAL CY AND PY UPWARDS:</b>   | <b>68,048.1</b>       | <b>78,348.9</b>          | <b>0.0</b> | <b>(17,300.8)</b> | <b>688,881.1</b>          | <b>666,988.1</b> | <b>0.0</b> | <b>20,672.0</b>  | <b>688,881.1</b> | <b>98.6%</b>  | <b>20,672.0</b>  |
| 77-11        | NOALINK OVERHEAD                     | 3.5                   | 151.1                    | 0.0        | (147.7)           | 45.3                      | 272.5            | 0.0        | (227.2)          | 45.3             | 601.0%        | (227.2)          |
| 77-12        | AGG FEE FOR SERVICE                  | 16.1                  | 474.3                    | 0.0        | (458.3)           | 267.0                     | 1,392.5          | 0.0        | (1,125.6)        | 267.0            | 521.6%        | (1,125.6)        |
| 77-13        | PROTECH                              | 0.0                   | 300.8                    | 0.0        | (300.8)           | 1.4                       | 882.4            | 0.0        | (881.0)          | 1.4              | 63,616.9%     | (881.0)          |
| 77-87        | NOAA OVERHEAD                        | 0.0                   | 2.0                      | 0.0        | (2.0)             | 0.0                       | 2.0              | 0.0        | (2.0)            | 0.0              | 0.0%          | (2.0)            |
| 77-88        | LO OVERHEAD                          | 0.0                   | 1.1                      | 0.0        | (1.1)             | 0.0                       | 1.1              | 0.0        | (1.1)            | 0.0              | 0.0%          | (1.1)            |
| 77-89        | OFFICE OVERHEAD                      | 8,352.7               | 15,640.0                 | 0.0        | (7,287.3)         | 52,626.7                  | 91,645.7         | 0.0        | 38,962.0         | 52,626.7         | 98.9%         | 982.0            |
|              | <b>TOTAL OBL AND INDIRECT COSTS:</b> | <b>67,418.3</b>       | <b>82,919.3</b>          | <b>0.0</b> | <b>(25,488.0)</b> | <b>679,603.6</b>          | <b>660,198.4</b> | <b>0.0</b> | <b>19,417.1</b>  | <b>679,603.6</b> | <b>97.1%</b>  | <b>19,417.1</b>  |
|              | PY RECOVERIES (INFO ONLY):           | 0.0                   | 0.0                      | 0.0        | 0.0               | 0.0                       | 0.0              | 0.0        | 0.0              | 0.0              | 0.0%          | 0.0              |

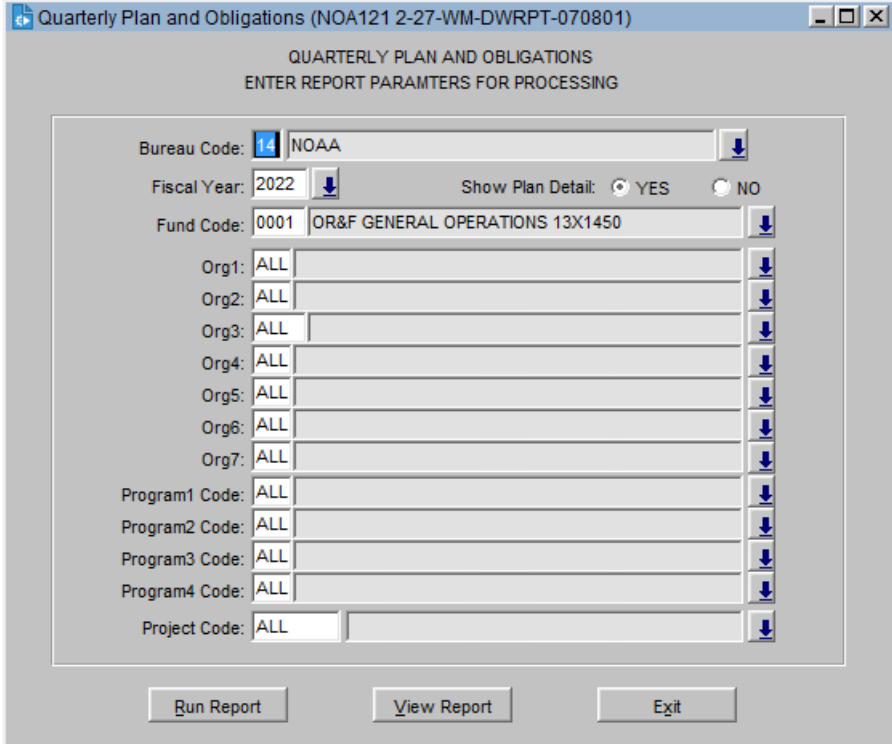





**Exercise #5      NOA121 - Quarterly Plan and Obligations**

- Objectives:**
- Understand what the NOA121 report shows
  - Run the NOA121 report

**Instructions:**      Execute the following steps:

| Step | Action  |
|------|---|
| 1    | <p>If not already done:</p> <ul style="list-style-type: none"><li>➤ Click on the  next to the <b>Data Warehouse</b> folder to expand it</li><li>➤ Click on the  next to the <b>Reports</b> folder to expand it</li><li>➤ Click on the  next to the <b>Budget Reports</b> folder to expand it</li><li>➤ Double-click <b>NOA121- Quarterly Plan and Obligation</b></li></ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"><li>➤ Enter <b>NOA121</b> in the <i>Menu Item</i></li><li>➤ Click <b>Run</b></li></ul> |

| Step | Action  |
|------|---|
| 2    | <p>The report parameter screen will be displayed with default values filled in for certain fields:</p>   |
| 2a   | <p>The NOA121 Report list the planned and changed amounts by quarter to show the current plan costs including total funding.</p> <p>It will then also list by quarter the obligations and commitments to show the total funds used giving you the quarterly funds and quarter to date funds available.</p> <p>If you check the BOP radio button it will also list the plan numbers and costs that make up the totals.</p> <p>Also, all budget reports will have a commitment column, but the value will always be zero, because NOAA does not do commitment accounting.</p> |

| Step | Action   |
|------|--|
| 3    | <ul style="list-style-type: none"> <li>➤ Use the following parameters:               <ul style="list-style-type: none"> <li><b>Bureau Code</b>            <b>14</b></li> <li><b>Fiscal Year</b>            <b>2021</b></li> <li><b>Fund Code</b>            <b>1083</b></li> <li><b>Org1 Code</b>            <b>30</b></li> <li><b>Org2 Code</b>            <b>40</b></li> <li><b>Program1 Code</b>    <b>02</b></li> </ul> </li> <li>➤ Accept the default value <b>ALL</b> for the remaining fields</li> <li>➤ Check the <b>Yes</b> radio button for the <b>Show Plan Detail</b> field</li> <li>➤ Click the  button.</li> <li>➤ Click <b>OK</b></li> </ul> <p><i>Note: Detail usually refers to object class level data. The report includes the initial BOP amount and cumulative changes; showing the details includes a Plan Changes Detail section which lists each individual change to the BOP if it exists.</i></p> |
| 4    | <ul style="list-style-type: none"> <li>➤ View the report contents</li> <li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li> <li>➤ Click the  button to exit the Report Parameter screen and return to the menu if it is still open</li> </ul>  |

CREATION RUN DATE: 10/14/2021  
 REPORT ID: NOA121  
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)  
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
 QUARTERLY PLAN AND OBLIGATIONS




USER ID: OPS\$ERICOB01  
 PAGE: 2  
 AS OF DATE: 10/13/2021

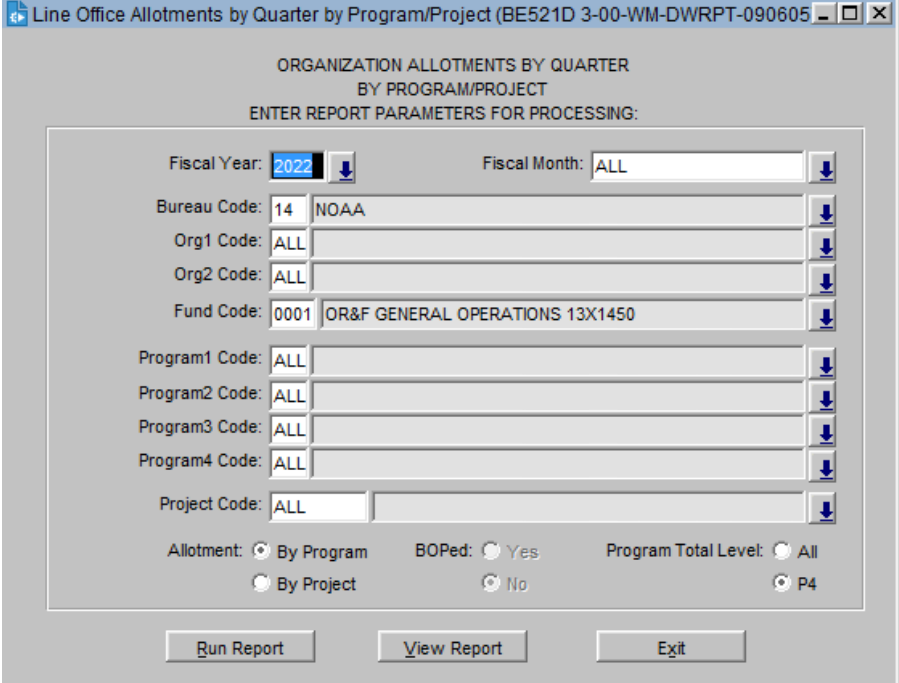
| BUREAU                      | FUND CODE       | FUND TITLE           | ORGANIZATION    |               | FISCAL YEAR    |
|-----------------------------|-----------------|----------------------|-----------------|---------------|----------------|
| 14                          | 1083            | NOAA ORF 1321/221450 | 30-40-ALL       |               | 2021           |
| PROGRAM CODE                | PROGRAM TITLE   |                      | PROJECT         | PROJECT TITLE |                |
| 02-ALL                      | ALL             |                      | ALL             | ALL           |                |
|                             | QTR 1           | QTR 2                | QTR 3           | QTR 4         | TOTAL FUNDING  |
| INITIAL PLAN                | 0.00            | 7,082,146.00         | 3,577,024.00    | 32,055,177.50 | 42,714,347.50  |
| PLAN CHANGES                | 0.00            | 20,365,488.76        | 16,172,001.94   | 27,913,951.03 | 64,451,441.73  |
| CURRENT PLAN                | 0.00            | 27,447,634.76        | 19,749,025.94   | 59,969,128.53 | 107,165,789.23 |
| OBLIGATIONS                 | 11,237,746.95   | 9,054,022.81         | 35,704,270.78   | 39,978,985.43 | 95,975,025.77  |
| INDIRECT COSTS              | 1,958,452.97    | 2,088,263.56         | 2,684,479.74    | 4,075,499.46  | 10,806,695.73  |
| COMMITMENTS                 | 0.00            | 0.00                 | 0.00            | 0.00          | 0.00           |
| TOTAL FUNDS USED            | 13,196,199.92   | 11,142,286.17        | 38,388,750.52   | 44,054,484.89 | 106,781,721.50 |
| QUARTERLY FUNDS AVAILABLE   | (13,196,199.92) | 16,305,348.59        | (18,639,724.58) | 15,914,643.64 | 384,067.73     |
| QTR-TO-DATE FUNDS AVAILABLE | (13,196,199.92) | 3,109,148.67         | (15,530,575.91) | 384,067.73    | 384,067.73     |
| PY DOWNWARD ADJ (INFO ONLY) | 0.00            | 0.00                 | 0.00            | 0.00          | 0.00           |
| PLAN CHANGES DETAIL         |                 |                      |                 |               |                |
| PLAN NO. 447-               | 0.00            | 13,913,941.21        | 9,251,934.00    | 10,483,629.19 | 33,649,504.40  |
| PLAN NO. 510-               | 0.00            | 54,923.00            | 3,307,998.00    | 14,625,030.00 | 17,987,951.00  |
| PLAN NO. 921-               | 0.00            | 688,545.00           | 253,073.00      | (11,700.00)   | 929,918.00     |
| PLAN NO. 922-               | 0.00            | 2,251.00             | 2,192.00        | 126,319.00    | 130,762.00     |
| PLAN NO. 923-               | 0.00            | 240,495.00           | 300,790.00      | 748,639.00    | 1,289,924.00   |
| PLAN NO. 924-               | 0.00            | 116,120.00           | (2,000.00)      | (197,829.22)  | (83,709.22)    |
| PLAN NO. 925-               | 0.00            | 65,360.00            | 62,762.00       | 72,318.00     | 200,440.00     |
| PLAN NO. 926-               | 0.00            | 117,540.00           | 108,409.00      | 139,327.00    | 365,276.00     |




**Exercise #6**      ***BE521D – Line Office Allotments by Quarter by Program/Project***

- Objectives:**
- Understand what the BE521D report shows
  - Run the BE521D report

**Instructions:**      Execute the following steps:

| Step | Action  |
|------|---|
| 1    | <p>If not already done:</p> <ul style="list-style-type: none"> <li>➤ Click on the  next to the <b>Data Warehouse</b> folder to expand it</li> <li>➤ Click on the  next to the <b>Reports</b> folder to expand it</li> <li>➤ Click on the  next to the <b>Budget Reports</b> folder to expand it</li> <li>➤ Double-click <b>BE521D Line Office Allotments by Quarter by Program/Project</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>➤ Enter <b>BE521D</b> in the <i>Menu Item</i></li> <li>➤ Click <b>Run</b></li> </ul> |

| Step | Action  |
|------|---|
| 2    | <p>The report parameter screen will be displayed with default values filled in for certain fields:</p>   |
| 2a   | <p>This report is run by both Line Offices and FMCs as well as NOAA Budget in order to view the allotment information.</p> <p>For NOAA Budget it lists all of the specifics of the allotment that has been entered including Advice and Item numbers.</p> <p>For the Line Offices/FMCs this will also show the allotment pool balance as well as the superpool balance.</p> <p>Depending up on what is entered on Line Office field in the parameter field will depend on what report title is used.</p> <p>If ALL is used the report title will be Program Authority and Allotment by Quarter by Program.</p> <p>If a Line Office is entered the report title will be Line Office Allotments by Quarter by Program/Project. Also by putting a value in the Line Office field the user will then be able to select whether they want to include funds that have been BOPed.</p> |

| Step | Action   |
|------|--|
| 3    | <ul style="list-style-type: none"><li>➤ Use the following parameters:<br/><i>Fiscal Year</i>            <b>2021</b><br/><i>Bureau Code</i>           <b>14</b><br/><i>Org1 Code</i>              <b>30</b><br/><i>Org2 Code</i>              <b>40</b><br/><i>Fund Code</i>              <b>1083</b></li><li>➤ Accept the default value <b>ALL</b> for the remaining fields</li><li>➤ Check the <b>Yes</b> radio button for the <b>BOPed</b> field</li><li>➤ Click the  button.</li><li>➤ A message will appear stating “Report may take couple minutes to process depending on the parameters entered. Please wait...” Click <b>OK</b>, otherwise the report will not begin to generate.</li><li>➤ The alert message will appear. Click <b>OK</b>.</li></ul> |
| 4    | <ul style="list-style-type: none"><li>➤ View the report contents</li><li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li><li>➤ Click the  button to exit the Report Parameter screen and return to the menu if it is still open</li></ul>  |

CREATION RUN DATE: 10/14/2021  
 REPORT ID: BES21D  
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)  
 NOAA  
 ORGANIZATION ALLOTMENTS BY QUARTER BY PROGRAM REPORT

USER ID: OPS\$ERICOB01  
 PAGE: 2  
 AS OF: 10/13/2021

Fiscal Year: 2021 Fiscal Month: ALL  
 Fund Code: 1083 - NOAA ORF 1321/21450  
 Org1: 30 - NAT. MARINE FISHERIES SER - OFF OF ASST  
 Org2: 40 - WEST COAST REGION

| Program Authority   | Org1-Org2 | Advice No. | Item No. | Approved Date | QTR1                | QTR2                  | QTR3                  | QTR4                  | Total               | Description   |
|---|-----------|------------|----------|---------------|---------------------|-----------------------|-----------------------|-----------------------|---------------------|---|
| <b>02 - 30 - 00 - 001 - MARINE MAMMALS SEA TURTLES &amp; OTH SPECIES - MARINE MAMMALS SEA TURTLES &amp; OTH SPECIES</b> |           |            |          |               |                     |                       |                       |                       |                     |   |
| 30-40 WEST COAST REGION   |           |            |          |               |                     |                       |                       |                       |                     |   |
|   |           | 015-012-81 | 2        | 13-JAN-2021   | 365,557.00          | 0.00                  | 0.00                  | 0.00                  | 365,557.00          | FY21 JANUARY ALLOTMENTS WORKFILE  |
|   |           | 015-023-81 | 2        | 08-FEB-2021   | 75,000.00           | 0.00                  | 0.00                  | 0.00                  | 75,000.00           | VBLPR13 FR 30-15 (PR5) TO WCRO (30-40) FOR ESA SECTION 7 CONSULTATION SUPPORT   |
|   |           | 015-051-81 | 2        | 17-MAR-2021   | 5,000.00            | 0.00                  | 0.00                  | 0.00                  | 5,000.00            | (VBLPB01) FR 30-51 TO 30-40 FOR GRAY WHALE AI PHOTO MATCHING RETURNING FUNDS TRW041832  |
|   |           | 015-040-81 | 2        | 03-MAR-2021   | (40,000.00)         | 0.00                  | 0.00                  | 0.00                  | (40,000.00)         | VBLPB01 - FR 30-40-0002 TO 30-41 FOR SOUND WATCH/HALE MUSEUM SUPPORT, 21-400  |
|   |           | 015-038-81 | 2        | 22-FEB-2021   | (5,000.00)          | 0.00                  | 0.00                  | 0.00                  | (5,000.00)          | VBLPB01 - FR 30-40-0002 TO 30-41 FOR EELGRASS GENETIC CHARACTERIZATION, 21-817  |
|   |           | 015-041-81 | 2        | 03-MAR-2021   | (25,000.00)         | 0.00                  | 0.00                  | 0.00                  | (25,000.00)         | VBLPB01 - FR 30-40-0002 TO 30-51 FOR GRAY WHALE AI PHOTO MATCHING, 21-419   |
|   |           | 015-034-81 | 2        | 17-FEB-2021   | 240,000.00          | 0.00                  | 0.00                  | 0.00                  | 240,000.00          | VBLPR13 FR 30-15 (PR1) TO 30-40 (WCR) - \$45K FOR WHITE ABALONE OUTPLANTING WITH THE BAY FOUNDATION AND PALUA MARINE RESEARCH GROUP, \$204K FOR ESA SECTION 7 CONSULTATIONS |
|   |           | 015-117-81 | 2        | 20-JUL-2021   | (10,700.00)         | 0.00                  | 0.00                  | 0.00                  | (10,700.00)         | VBLPB01 - FR 30-40-0002 TO 30-41 FOR SRKW RESEARCH, 21-400  |
|   |           | 015-039-81 | 2        | 03-MAR-2021   | (7,000.00)          | 0.00                  | 0.00                  | 0.00                  | (7,000.00)          | VBLPB01 - FR 30-40-0002 TP 15-14-0006-01 FOR CNMS DIVE OPS/SHEARWATER AND UCSB WHITE ABALONE CAPTIVE REARING, 21-818  |
|   |           | 015-017-81 | 2        | 21-JAN-2021   | 3,233,994.00        | 0.00                  | 0.00                  | 0.00                  | 3,233,994.00        | NMFS FC 1083 FULL YEAR ALLOTMENTS   |
|   |           | 015-101-81 | 2        | 28-MAY-2021   | (16,300.00)         | 0.00                  | 0.00                  | 0.00                  | (16,300.00)         | VBLPB01 - FR 30-40-0002 TO 30-51 FOR ADDITIONAL FUNDING FOR GREEN STURGEON DISCON MONITORING SECOND CR ALLOTMENTS   |
|   |           | 015-009-81 | 2        | 16-DEC-2020   | 156,120.00          | 0.00                  | 0.00                  | 0.00                  | 156,120.00          | FUNDING GAP, 21-804   |
|   |           | 015-109-81 | 2        | 15-JUN-2021   | (5,000.00)          | 0.00                  | 0.00                  | 0.00                  | (5,000.00)          | VBLPB01 - FR 30-40-0002 TO 30-15 FOR APPS CONTRACT  |
|   |           | 015-007-81 | 2        | 24-MAY-2021   | (9,627.00)          | 0.00                  | 0.00                  | 0.00                  | (9,627.00)          | VBLPB01 - FR 30-40-0002 TO 30-51 FOR GREEN STURGEON DISCON MONITORING, 21-891   |
|   |           | 015-077-81 | 2        | 20-APR-2021   | 20,000.00           | 0.00                  | 0.00                  | 0.00                  | 20,000.00           | VBLPR13 FR 30-15 (PR2) TO 30-40 (WCR) FOR \$10K STRANDING AND \$10K LG WHALE ENTANGLEMENT SUPPORT   |
|   |           | 015-000-81 | 2        | 25-SEP-2020   | 550,472.00          | 0.00                  | 0.00                  | 0.00                  | 550,472.00          | INITIAL ALLOTMENTS FOR FY21 CR FUNDS  |
| <b>Subtotal 02 - 30 - 00 - 001 30-40 WEST COAST REGION</b>  |           |            |          |               | <b>4,536,516.00</b> | <b>0.00</b>           | <b>0.00</b>           | <b>0.00</b>           | <b>4,536,516.00</b> |   |
| 30-40 WEST COAST REGION   |           |            |          |               |                     |                       |                       |                       |                     |   |
| <b>Subtotal 02 - 30 - 00 - 001 30-40 WEST COAST REGION</b>  |           |            |          |               | <b>0.00</b>         | <b>0.00</b>           | <b>0.00</b>           | <b>0.00</b>           | <b>0.00</b>         |   |
| BOPed 30-40   |           |            |          |               |                     |                       |                       |                       |                     |   |
| <b>Subtotal</b>   |           |            |          |               | <b>0.00</b>         | <b>1,556,283.00</b>   | <b>1,519,694.00</b>   | <b>1,460,539.00</b>   | <b>4,536,516.00</b> |   |
| <b>Available Allotment Pool Balance</b>   |           |            |          |               | <b>4,536,516.00</b> | <b>(1,556,283.00)</b> | <b>(1,519,694.00)</b> | <b>(1,460,539.00)</b> | <b>0.00</b>         |   |
| <b>Superpool Balance</b>  |           |            |          |               | <b>4,536,516.00</b> | <b>2,980,233.00</b>   | <b>1,460,539.00</b>   | <b>0.00</b>           | <b>0.00</b>         |   |
| <b>Totals for: 02 - 30 - 00 - 001 - MARINE MAMMALS SEA TURTLES &amp; OTH SPECIES</b>                                    |           |            |          |               | <b>4,536,516.00</b> | <b>0.00</b>           | <b>0.00</b>           | <b>0.00</b>           | <b>4,536,516.00</b> |   |
| BOPed Total   |           |            |          |               |                     |                       |                       |                       |                     |   |
| <b>Available Allotment Pool Balance</b>   |           |            |          |               | <b>4,536,516.00</b> | <b>(1,556,283.00)</b> | <b>(1,519,694.00)</b> | <b>(1,460,539.00)</b> | <b>0.00</b>         |   |
| <b>Superpool Balance</b>  |           |            |          |               | <b>4,536,516.00</b> | <b>2,980,233.00</b>   | <b>1,460,539.00</b>   | <b>0.00</b>           | <b>0.00</b>         |   |
| <b>02 - 30 - 00 - 002 - MARINE MAMMALS SEA TURTLES &amp; OTH SPECIES - OTHER PROTECTED SPECIES</b>                      |           |            |          |               |                     |                       |                       |                       |                     |   |
| 30-40 WEST COAST REGION   |           |            |          |               |                     |                       |                       |                       |                     |   |





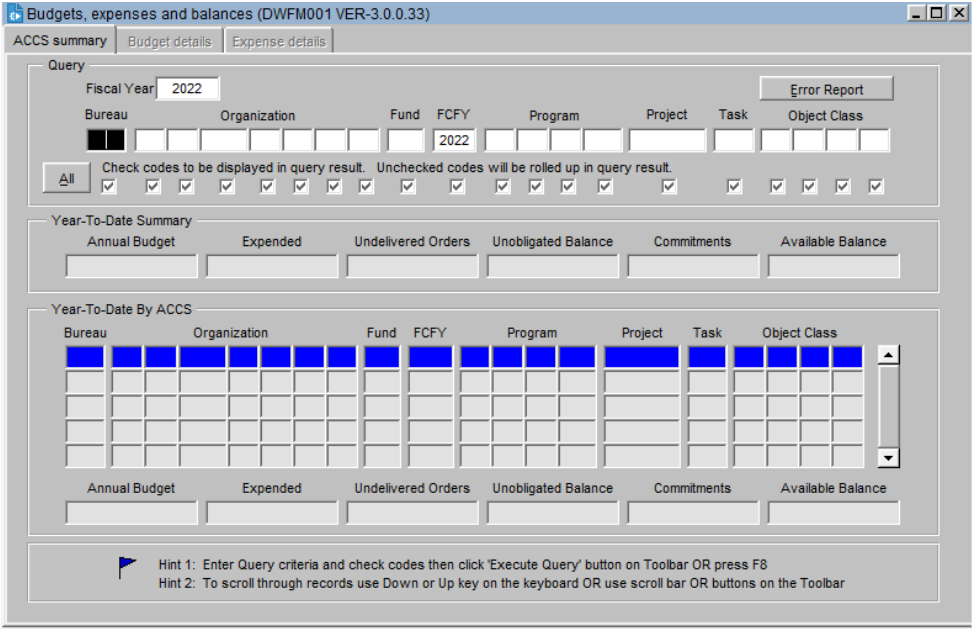
## Budget & Expenditures Query Application


### Exercise #7 *DWFM001 - Budget and Expenditures Query*

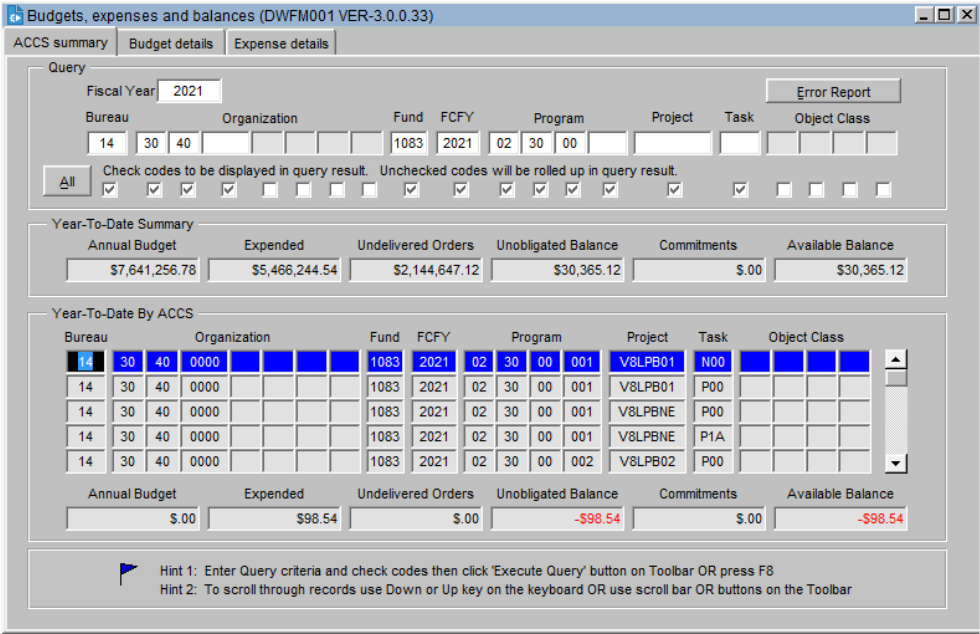




- Objectives:**
- Understand how to navigate in the B&E Query
  - Learn to drill down to find more detail


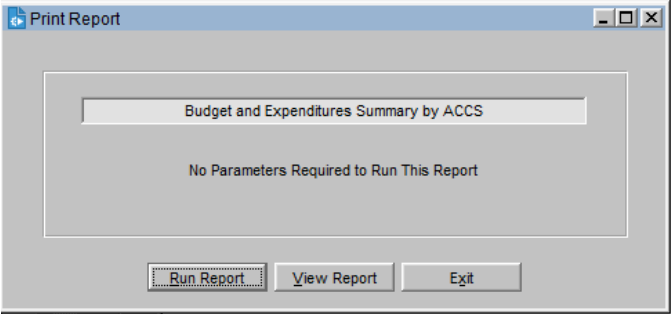
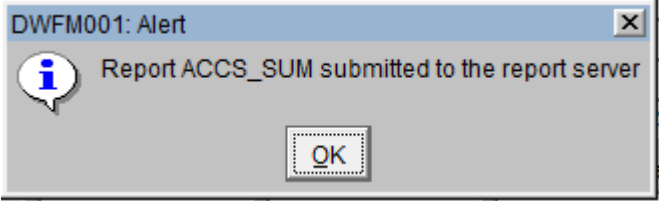

**Instructions:** Execute the following steps:


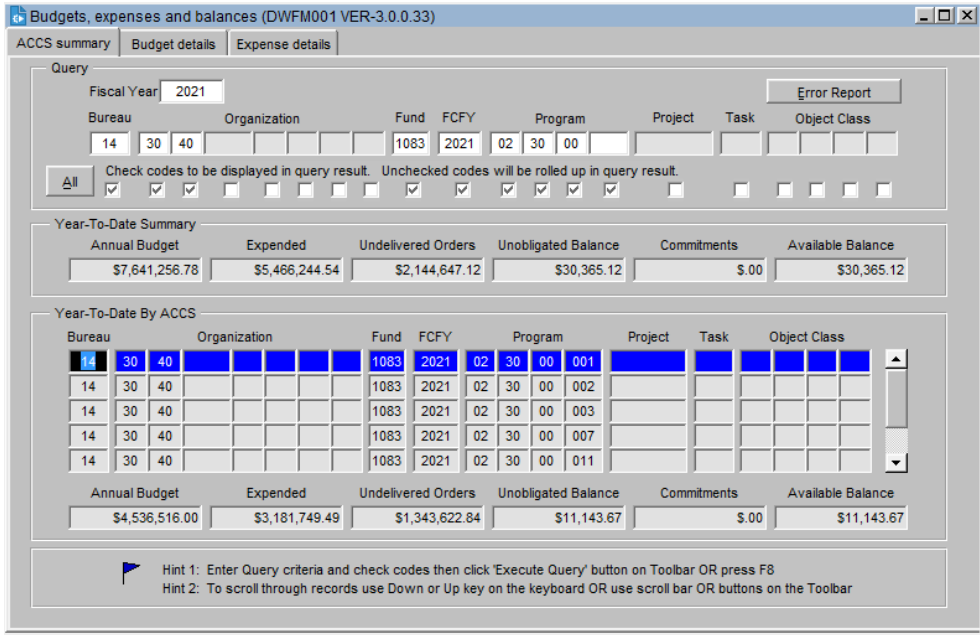
| Step | Action   |
|------|--|
| 1    | If not already done: <ul style="list-style-type: none"><li>➤ Click on the  next to the <b>Data Warehouse</b> folder to expand it</li><li>➤ Click on the  next to the <b>Queries</b> folder to expand it</li><li>➤ Double-click <b>DWFM001 – Budget and Expenditures Query</b></li></ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"><li>➤ Enter <b>DWFM001</b> in the <i>Menu Item</i></li><li>➤ Click <b>Run</b></li></ul> |

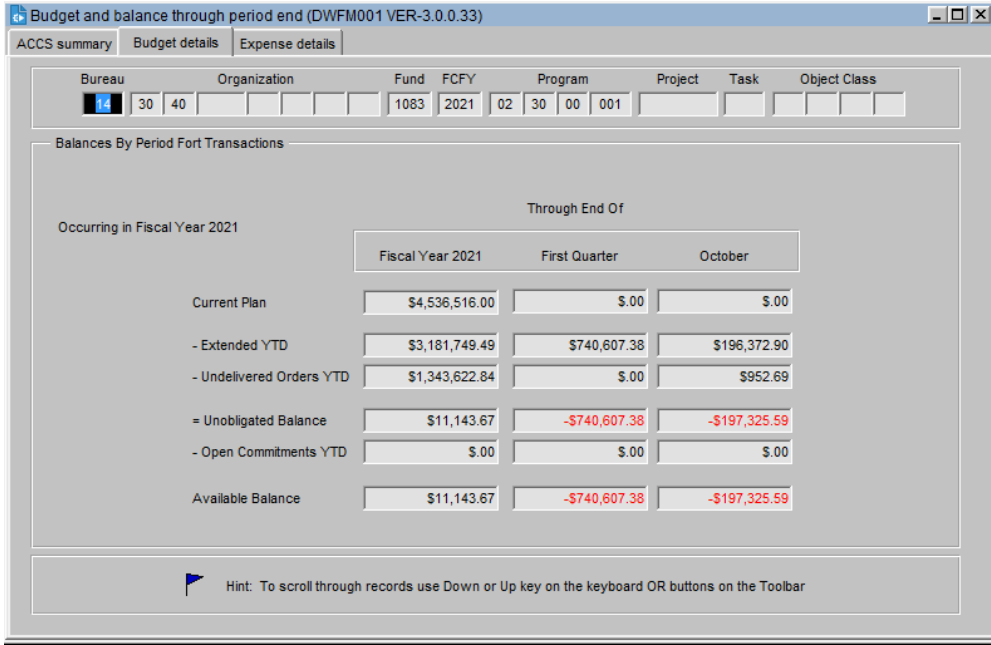
| Step | Action  |
|------|---|
| 2    | <p>The <b>Budget, expenses and balances</b> screen is displayed with default values (usually current ones) for the <b>Fiscal Year</b> and <b>FCFY</b> (Fund Code Fiscal Year) fields. This screen is already in query mode:</p>  <p><b>Note:</b> All of the boxes for each query field are checked. The boxes checked determine which fields are included for the query results. Checking the box for any code includes that data; unchecking a box will not include the information in the query results.</p> |
| 2a   | <p>The Budget and Expenditures Query or what we call the B&amp;E Query is a tool that allows for analyzing of budget and expenses.</p> <p>Using parts or the whole ACCS to query, it allows data to be pulled from the high level budget amounts to actual documents that made up the paid costs.</p>   |

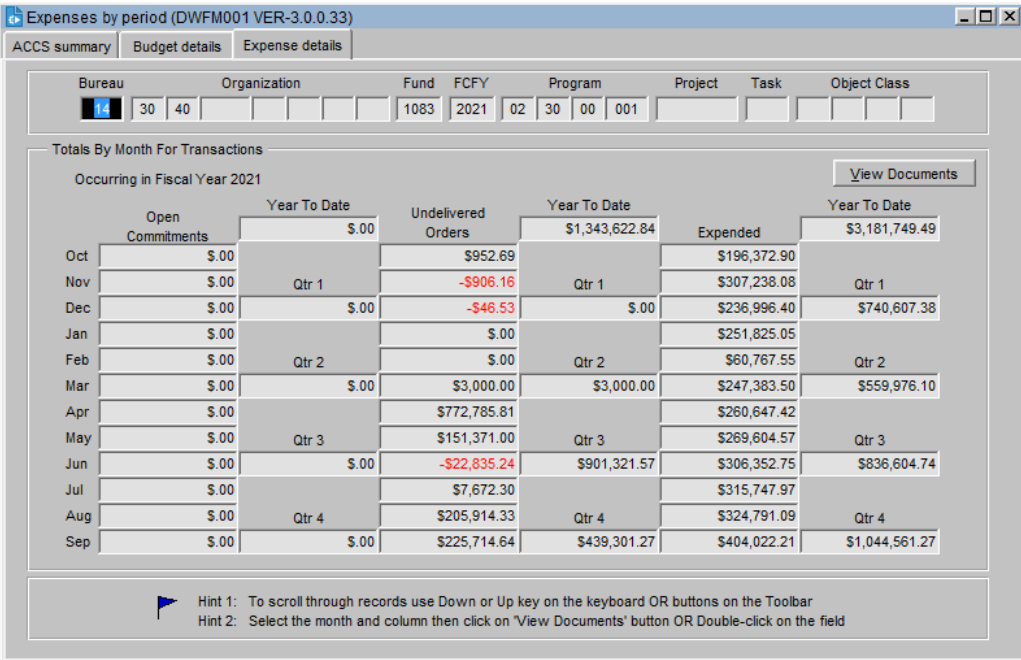
| Step | Action   |
|------|--|
| 3    | <p>➤ Specify the following query criteria:</p> <p><b>Bureau</b>            <b>14</b></p> <p><b>Fiscal Year</b>       <b>2021</b></p> <p><b>Organization</b>     <b>30 – 40</b></p> <p><b>Fund Code</b>        <b>1083</b></p> <p><b>FCFY</b>              <b>2021</b></p> <p><b>Program</b>          <b>02-30-00</b></p> <p>➤ Uncheck the boxes for:</p> <p><b>Organization</b>     <b>4th through 7th levels</b></p> <p><b>Object Class</b>     <b>All four levels</b></p> <p><i>Note: Position the cursor in applicable fields by using the mouse or pressing the Tab key. Press Enter or Tab to accept data entered and move to the next field. Specify the desired level of detail for displaying query results by checking the applicable box below each component of the ACCS.</i></p> |
| 4    | <p>Click on the <b>Execute Query</b>  icon on the toolbar or press <b>F8</b></p> <p><i>Note: After executing a query, users can view different levels of detail by clicking on the applicable tab for ACCS Summary, Budget Detail and Expense Detail information. Users also have the option of modifying query criteria or codes included in query results.</i></p>  |

| Step  | Action   |
|---|--|
| 5   | <p>The <b>ACCS Summary</b> tab displays query results based on the specified query criteria. The <b>Year-To-Date Summary</b> includes the total of all individual detail records from the <b>Year-to-date by ACCS</b> section. Amounts are shown in the following categories: Annual Budget, Expended, Undelivered Orders, Unobligated Balance, Commitments, and Available Balance.</p>   |
| <p><b>Note:</b> This query displays data at the FMC level (1<sup>st</sup> and 2<sup>nd</sup> levels of the organization code) for the specified Program. NOAA is not using commitment functionality at this time.</p> |  |
| 5a  | <p>➤ Scroll through the <b>Year-to-date by ACCS</b> detail records by moving the scroll bar on the right or using the arrows on the keyboard or icon bar. The icon arrows function as follows:</p> <p>  Next Record                Previous Record                Next Set                Previous Set         </p> <p>If you have a scroll feature on your mouse, it will also scroll that way.</p> |

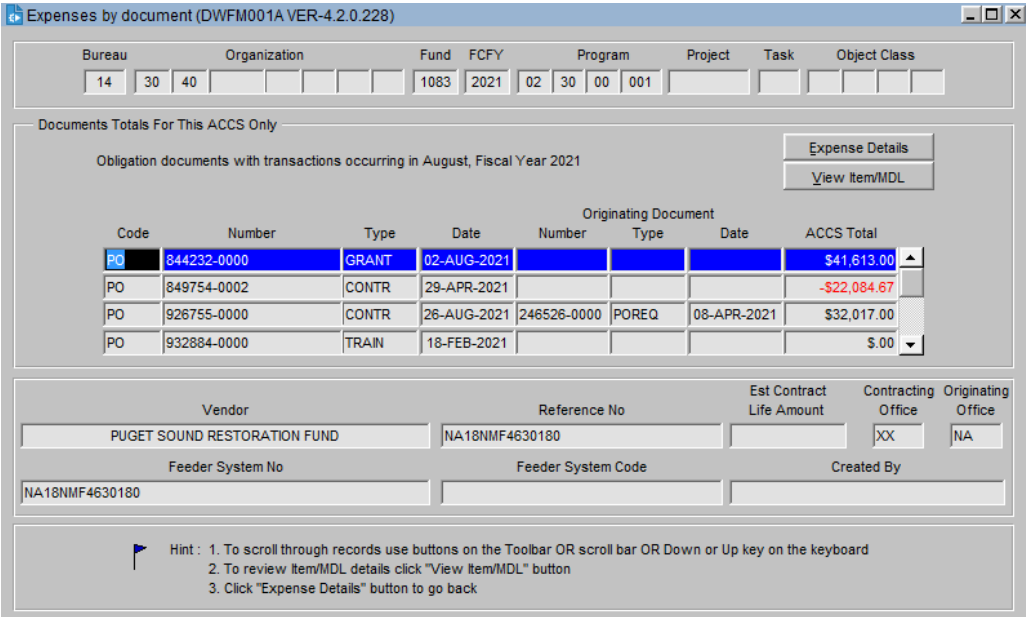
| Step | Action  |
|------|---|
| 6a   | <p>The B&amp;E Query also provides report generation functionality from this screen to facilitate the use of query results containing multiple detail records.</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>Print</b>  icon</li> <li>➤ A Report Progress dialog box appears</li> </ul>  <ul style="list-style-type: none"> <li>➤ Click <b>Run Report</b></li> </ul>  <ul style="list-style-type: none"> <li>➤ Click <b>OK</b></li> </ul> <p>Dialog box disappears. User will have to click on the print icon again to bring it up again and click <b>View Report</b>.</p> |
| 6b   | <p>The Report Previewer opens with the <b>Summary of Resources, Commitment, Obligations, Expenditures, Balances, YTD</b> report which includes the <b>ACCS Summary</b> query criteria/results by ACCS detail with year-to-date cumulative amounts for each ACCS and a year-to-date summary total.</p> <ul style="list-style-type: none"> <li>➤ View the report contents by clicking the appropriate next/previous page arrows.</li> <li>➤ Click the <b>Close Previewer</b> icon  on the icon bar to exit the report.</li> </ul>  |


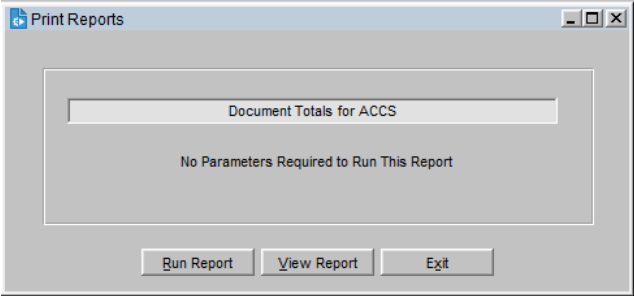
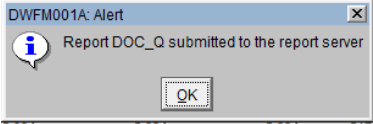

| Step           | Action   |                    |                     |                    |                     |             |                   |                |                |                |             |        |             |        |              |      |      |         |         |      |              |    |    |    |      |      |    |    |    |               |          |                    |                     |             |                   |                |                |                |             |        |             |
|----------------|--|--------------------|---------------------|--------------------|---------------------|-------------|-------------------|----------------|----------------|----------------|-------------|--------|-------------|--------|--------------|------|------|---------|---------|------|--------------|----|----|----|------|------|----|----|----|---------------|----------|--------------------|---------------------|-------------|-------------------|----------------|----------------|----------------|-------------|--------|-------------|
| 7              | <p>➤ Modify query criteria by unchecking <b>3rd Organization, Project &amp; Task</b> checkboxes</p> <p>➤ Click on the <b>Execute Query</b>  icon on the toolbar or press <b>F8</b></p>  <p>The screenshot shows the following data in the 'Year-To-Date Summary' table:</p> <table border="1"> <thead> <tr> <th>Annual Budget</th> <th>Expended</th> <th>Undelivered Orders</th> <th>Unobligated Balance</th> <th>Commitments</th> <th>Available Balance</th> </tr> </thead> <tbody> <tr> <td>\$7,641,256.78</td> <td>\$5,466,244.54</td> <td>\$2,144,647.12</td> <td>\$30,365.12</td> <td>\$0.00</td> <td>\$30,365.12</td> </tr> </tbody> </table> <p>The 'Year-To-Date By ACCS' table shows a grid with the following data for the first row (highlighted in blue):</p> <table border="1"> <thead> <tr> <th>Bureau</th> <th>Organization</th> <th>Fund</th> <th>FCFY</th> <th>Program</th> <th>Project</th> <th>Task</th> <th>Object Class</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>30</td> <td>40</td> <td>1083</td> <td>2021</td> <td>02</td> <td>30</td> <td>00</td> </tr> </tbody> </table> <p>Below the grid is another summary table:</p> <table border="1"> <thead> <tr> <th>Annual Budget</th> <th>Expended</th> <th>Undelivered Orders</th> <th>Unobligated Balance</th> <th>Commitments</th> <th>Available Balance</th> </tr> </thead> <tbody> <tr> <td>\$4,536,516.00</td> <td>\$3,181,749.49</td> <td>\$1,343,622.84</td> <td>\$11,143.67</td> <td>\$0.00</td> <td>\$11,143.67</td> </tr> </tbody> </table> <p>Hint 1: Enter Query criteria and check codes then click 'Execute Query' button on Toolbar OR press F8<br/>           Hint 2: To scroll through records use Down or Up key on the keyboard OR use scroll bar OR buttons on the Toolbar</p> | Annual Budget      | Expended            | Undelivered Orders | Unobligated Balance | Commitments | Available Balance | \$7,641,256.78 | \$5,466,244.54 | \$2,144,647.12 | \$30,365.12 | \$0.00 | \$30,365.12 | Bureau | Organization | Fund | FCFY | Program | Project | Task | Object Class | 14 | 30 | 40 | 1083 | 2021 | 02 | 30 | 00 | Annual Budget | Expended | Undelivered Orders | Unobligated Balance | Commitments | Available Balance | \$4,536,516.00 | \$3,181,749.49 | \$1,343,622.84 | \$11,143.67 | \$0.00 | \$11,143.67 |
| Annual Budget  | Expended   | Undelivered Orders | Unobligated Balance | Commitments        | Available Balance   |             |                   |                |                |                |             |        |             |        |              |      |      |         |         |      |              |    |    |    |      |      |    |    |    |               |          |                    |                     |             |                   |                |                |                |             |        |             |
| \$7,641,256.78 | \$5,466,244.54   | \$2,144,647.12     | \$30,365.12         | \$0.00             | \$30,365.12         |             |                   |                |                |                |             |        |             |        |              |      |      |         |         |      |              |    |    |    |      |      |    |    |    |               |          |                    |                     |             |                   |                |                |                |             |        |             |
| Bureau         | Organization   | Fund               | FCFY                | Program            | Project             | Task        | Object Class      |                |                |                |             |        |             |        |              |      |      |         |         |      |              |    |    |    |      |      |    |    |    |               |          |                    |                     |             |                   |                |                |                |             |        |             |
| 14             | 30   | 40                 | 1083                | 2021               | 02                  | 30          | 00                |                |                |                |             |        |             |        |              |      |      |         |         |      |              |    |    |    |      |      |    |    |    |               |          |                    |                     |             |                   |                |                |                |             |        |             |
| Annual Budget  | Expended   | Undelivered Orders | Unobligated Balance | Commitments        | Available Balance   |             |                   |                |                |                |             |        |             |        |              |      |      |         |         |      |              |    |    |    |      |      |    |    |    |               |          |                    |                     |             |                   |                |                |                |             |        |             |
| \$4,536,516.00 | \$3,181,749.49   | \$1,343,622.84     | \$11,143.67         | \$0.00             | \$11,143.67         |             |                   |                |                |                |             |        |             |        |              |      |      |         |         |      |              |    |    |    |      |      |    |    |    |               |          |                    |                     |             |                   |                |                |                |             |        |             |
| 8              | <p>➤ Scroll through the <b>Year-to-date by ACCS</b> detail records</p> <p>➤ Select the first <b>Year-to-date by ACCS</b> record for <b>Program4: 001</b></p>   |                    |                     |                    |                     |             |                   |                |                |                |             |        |             |        |              |      |      |         |         |      |              |    |    |    |      |      |    |    |    |               |          |                    |                     |             |                   |                |                |                |             |        |             |

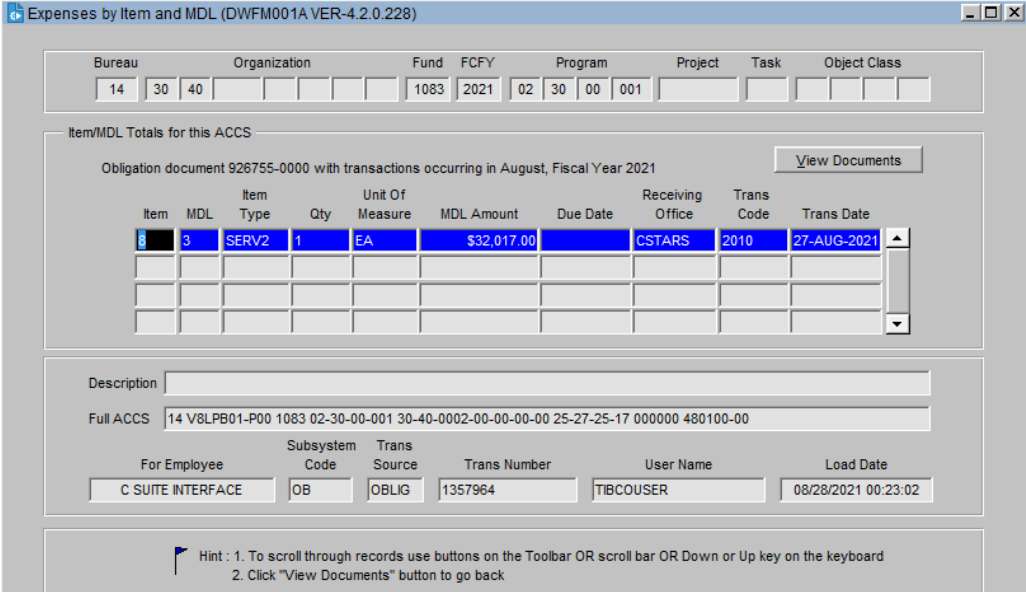
| Step  | Action  |               |                  |               |         |              |                |        |        |                |                |              |              |                          |                |        |          |                       |             |               |               |                        |        |        |        |                   |             |               |               |
|---|---|---------------|------------------|---------------|---------|--------------|----------------|--------|--------|----------------|----------------|--------------|--------------|--------------------------|----------------|--------|----------|-----------------------|-------------|---------------|---------------|------------------------|--------|--------|--------|-------------------|-------------|---------------|---------------|
| 9   | <p>Click on the <b>Budget Details</b> tab to view cumulative data by FY, Quarter, and Month with applicable amounts by: Budget Operating Plan, Expenditures, Undelivered Orders, Unobligated Balance, Open Commitments, and Available Balance.</p>  <p>The screenshot shows a window titled "Budget and balance through period end (DWFM001 VER-3.0.0.33)". It has three tabs: "ACCS summary", "Budget details", and "Expense details". The "Budget details" tab is active. Below the tabs is a header section with fields for Bureau, Organization, Fund, FCFY, Program, Project, Task, and Object Class. The main area is titled "Balances By Period Fort Transactions" and contains a table with columns for "Fiscal Year 2021", "First Quarter", and "October". The table lists various financial items and their corresponding values.</p> <table border="1" data-bbox="341 714 1104 1008"> <thead> <tr> <th></th> <th>Fiscal Year 2021</th> <th>First Quarter</th> <th>October</th> </tr> </thead> <tbody> <tr> <td>Current Plan</td> <td>\$4,536,516.00</td> <td>\$ .00</td> <td>\$ .00</td> </tr> <tr> <td>- Extended YTD</td> <td>\$3,181,749.49</td> <td>\$740,607.38</td> <td>\$196,372.90</td> </tr> <tr> <td>- Undelivered Orders YTD</td> <td>\$1,343,622.84</td> <td>\$ .00</td> <td>\$952.69</td> </tr> <tr> <td>= Unobligated Balance</td> <td>\$11,143.67</td> <td>-\$740,607.38</td> <td>-\$197,325.59</td> </tr> <tr> <td>- Open Commitments YTD</td> <td>\$ .00</td> <td>\$ .00</td> <td>\$ .00</td> </tr> <tr> <td>Available Balance</td> <td>\$11,143.67</td> <td>-\$740,607.38</td> <td>-\$197,325.59</td> </tr> </tbody> </table> <p>Hint: To scroll through records use Down or Up key on the keyboard OR buttons on the Toolbar</p> |               | Fiscal Year 2021 | First Quarter | October | Current Plan | \$4,536,516.00 | \$ .00 | \$ .00 | - Extended YTD | \$3,181,749.49 | \$740,607.38 | \$196,372.90 | - Undelivered Orders YTD | \$1,343,622.84 | \$ .00 | \$952.69 | = Unobligated Balance | \$11,143.67 | -\$740,607.38 | -\$197,325.59 | - Open Commitments YTD | \$ .00 | \$ .00 | \$ .00 | Available Balance | \$11,143.67 | -\$740,607.38 | -\$197,325.59 |
|   | Fiscal Year 2021  | First Quarter | October          |               |         |              |                |        |        |                |                |              |              |                          |                |        |          |                       |             |               |               |                        |        |        |        |                   |             |               |               |
| Current Plan  | \$4,536,516.00  | \$ .00        | \$ .00           |               |         |              |                |        |        |                |                |              |              |                          |                |        |          |                       |             |               |               |                        |        |        |        |                   |             |               |               |
| - Extended YTD  | \$3,181,749.49  | \$740,607.38  | \$196,372.90     |               |         |              |                |        |        |                |                |              |              |                          |                |        |          |                       |             |               |               |                        |        |        |        |                   |             |               |               |
| - Undelivered Orders YTD  | \$1,343,622.84  | \$ .00        | \$952.69         |               |         |              |                |        |        |                |                |              |              |                          |                |        |          |                       |             |               |               |                        |        |        |        |                   |             |               |               |
| = Unobligated Balance   | \$11,143.67   | -\$740,607.38 | -\$197,325.59    |               |         |              |                |        |        |                |                |              |              |                          |                |        |          |                       |             |               |               |                        |        |        |        |                   |             |               |               |
| - Open Commitments YTD  | \$ .00  | \$ .00        | \$ .00           |               |         |              |                |        |        |                |                |              |              |                          |                |        |          |                       |             |               |               |                        |        |        |        |                   |             |               |               |
| Available Balance   | \$11,143.67   | -\$740,607.38 | -\$197,325.59    |               |         |              |                |        |        |                |                |              |              |                          |                |        |          |                       |             |               |               |                        |        |        |        |                   |             |               |               |
| <p><b>Note:</b> Users can scroll through additional ACCS detail records on this screen without returning to the ACCS Summary tab by using the arrows on the keyboard or icon bar.</p> |   |               |                  |               |         |              |                |        |        |                |                |              |              |                          |                |        |          |                       |             |               |               |                        |        |        |        |                   |             |               |               |


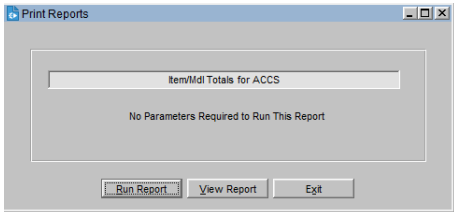
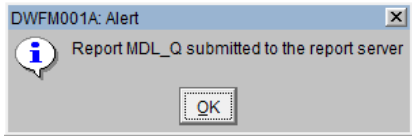


| Step | Action  |
|------|---|
| 10   | <p>Click on the <b>Expenses details</b> tab to view monthly totals based on the transaction type (Commitments, Undelivered Orders/Expended) for the specified ACCS criteria with quarterly and year-to-date cumulative amounts.</p>  <p><b>Note:</b> Amounts appear for the period in which the transaction occurred. For example, an order placed in February and received in March would have a February undelivered order and a March expenditure; recording the receipt also reduces the undelivered order. For documents with multiple ACCS distribution lines, only the MDL transactions which match the specified query criteria are included on the Expense Details tab.</p> |
| 11   | <p>Users also have the ability to drill down to additional levels of detail for applicable documents from the <b>Expense Details</b> tab.</p> <ul style="list-style-type: none"> <li>➤ Click on the amount displayed in the <b>Expended</b> column for <b>Apr</b></li> <li>➤ Click the <b>View Documents</b> button <b>OR</b> double-click on the amount</li> <li>➤ You may get a prompt:</li> <li>➤ Click YES</li> </ul>   |



| Step      | Action   |
|-----------|--|
|           | <p><i>Note: This functionality also applies to the Undelivered Orders or Commitment columns; however, NOAA is not using commitment functionality at this time.</i></p>   |
| <p>12</p> | <p>The <b>Expenses by Document</b> screen displays individual document data which comprise the summarized total applicable to the month specified.</p>  <p><i>Note: Users may exit this screen by clicking the Exit icon or the Expense Details button to return to the previous screen. For documents with multiple ACCS distribution lines, only the MDL transactions which match the specified query criteria are included on the Expenses by Document screen.</i></p> |

| Step | Action  |
|------|---|
| 13a  | <p>The B&amp;E Query also provides report generation functionality from this screen to facilitate the use of query results containing multiple detail records.</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>Print</b>  icon</li> <li>➤ A Report Progress dialog box appears</li> </ul>  <ul style="list-style-type: none"> <li>➤ Click <b>Run Report</b></li> </ul>  <ul style="list-style-type: none"> <li>➤ Click <b>OK</b></li> </ul> <p>Dialog box disappears. User will have to click on the print icon again to bring it up again and click <b>View Report</b>.</p> |
| 13b  | <p>The Report Previewer opens with the <b>Document Totals for ACCS</b> report with query results from the <b>Expenses by Document</b> screen displayed by document for the specified month.</p> <ul style="list-style-type: none"> <li>➤ View the report contents by clicking the appropriate next/previous page arrows.</li> <li>➤ Click the <b>Close Previewer</b> icon  on the icon bar to exit the report.</li> </ul>  |
| 14   | <p>Users also have the ability to drill down to additional levels of document detail for applicable item/MDL data from this screen.</p> <ul style="list-style-type: none"> <li>➤ Click on the transaction</li> <li>➤ Click the <b>View Item/MDL</b> button</li> </ul>   |

| Step | Action   |
|------|--|
|      | <p><b>Note:</b> MDL refers to multiple distribution lines where costs apply to more than one ACCS for a document or line item. For documents with multiple ACCS distribution lines, only the MDL transactions which match the specified query criteria are included on the Expense Details tab and related Document and Item/MDL detail screens.</p>   |
| 15   | <p>The <b>Expenses by Item and MDL</b> screen displays detailed data by line item and MDL for the applicable document.</p>  <p><b>Note:</b> Users may exit this screen by clicking the Exit icon to get to the Expenses by Period screen <u>or</u> clicking the View Documents button to return to the previous screen. For documents with multiple ACCS distribution lines, only the MDL transactions which match the specified query criteria are included on Item/MDL detail screen.</p> |

| Step | Action  |
|------|---|
| 16a  | <p>The B&amp;E Query also provides report generation functionality from this screen to facilitate the use of query results containing multiple detail records.</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>Print</b>  icon</li> <li>➤ A Report Progress dialog box appears</li> </ul>  <p>The dialog box titled "Print Reports" contains a progress bar and the text "Item/MDI Totals for ACCS" and "No Parameters Required to Run This Report". It has buttons for "Run Report", "View Report", and "Exit".</p> <ul style="list-style-type: none"> <li>➤ Click <b>Run Report</b></li> </ul>  <p>The alert dialog box titled "DWF001A: Alert" contains an information icon and the text "Report MDL_Q submitted to the report server". It has an "OK" button.</p> <ul style="list-style-type: none"> <li>➤ Click <b>OK</b></li> </ul> <p>Dialog box disappears. User will have to click on the print icon again to bring it up again and click <b>View Report</b>.</p> |
| 16b  | <p>The Report Previewer opens with the <b>Item/MDL Totals for ACCS</b> report with query results from the <b>Expenses by Item/MDL</b> screen displayed by item and multiple distribution line applicable to the document for the specified month.</p> <ul style="list-style-type: none"> <li>➤ View the report contents by clicking the appropriate next/previous page arrows.</li> <li>➤ Click the <b>Close Previewer</b> icon  on the icon bar to exit the report.</li> </ul>  |
| 17   | <p>Click the <b>Exit</b>  icon twice to exit the Budget &amp; Expenditures Query Application and return to the Navigator Menu.</p>   |




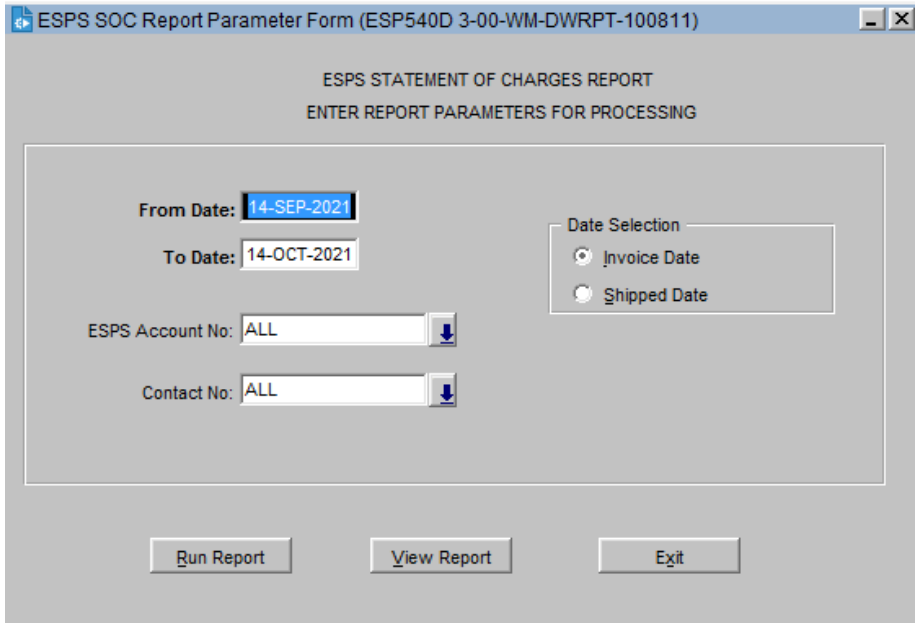
\*Note – The system doesn't pick up the data until the final approval has taken place.







## Express Small Package System Report & CPCS Report

### Exercise #8 *ESP540D – Statement of Charges Report*

- Objectives:**
- Understand what the ESP540D report shows
  - Run the ESP540D report

**Instructions:** Execute the following steps:

| Step | Action   |
|------|--|
| 1    | <p>If not already done:</p> <ul style="list-style-type: none"> <li>➤ Click on the  next to the <b>Data Warehouse</b> folder to expand it</li> <li>➤ Click on the  next to the <b>Reports</b> folder to expand it</li> <li>➤ Click on the  next to the <b>Express Small Package System (ESPS) Reports</b> folder to expand it</li> <li>➤ Double-click <b>ESP540D Statement of Charges Report</b></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>➤ Enter <b>ESP540D</b> in the <i>Menu Item</i></li> <li>➤ Click <b>Run</b></li> </ul>  |
| 2    | <p>The report parameter screen will be displayed with default values filled in for certain fields:</p>  <p>The screenshot shows a window titled "ESPS SOC Report Parameter Form (ESP540D 3-00-WM-DWRPT-100811)". The main heading is "ESPS STATEMENT OF CHARGES REPORT" and the subtitle is "ENTER REPORT PARAMETERS FOR PROCESSING". The form contains the following fields and controls:</p> <ul style="list-style-type: none"> <li><b>From Date:</b> 14-SEP-2021</li> <li><b>To Date:</b> 14-OCT-2021</li> <li><b>Date Selection:</b> Radio buttons for "Invoice Date" (selected) and "Shipped Date".</li> <li><b>ESPS Account No:</b> ALL (dropdown menu)</li> <li><b>Contact No:</b> ALL (dropdown menu)</li> <li><b>Buttons:</b> Run Report, View Report, and Exit.</li> </ul> |

| Step | Action  |
|------|---|
| 2a   | <p>This report is run when you're looking specifically for shipping charges.</p> <p>Depending on the values chosen on the parameter screen the information on the report will be by invoice or shipped date. It's suggested when running for specific dates to run the report using both to make sure you aren't missing any information.</p>   |
| 3    | <ul style="list-style-type: none"> <li>➤ Use the following parameters:</li> <li>➤ Enter <b>ESPS Account No: 0000W81E95</b></li> <li>➤ Accept the default value <b>ALL</b> for the other fields</li> <li>➤ Verify that the radio button for the <b>Invoice Date</b> is checked</li> <li>➤ Click the  button</li> <li>➤ Click <b>OK</b></li> </ul>         |
| 4    | <p>The Navigation Arrows in the Adobe Acrobat toolbar (  ) may be used to maneuver through the pages of the report.</p>  |
| 5    | <p>Click the <b>Close</b> icon  to exit the report.</p>  |
| 6    | <p>Re-enter the previous parameters but include:</p> <ul style="list-style-type: none"> <li>➤ Change the radio button to <b>Shipped Date</b></li> <li>➤ Click the  button</li> </ul>   |
| 7    | <ul style="list-style-type: none"> <li>➤ View the report contents</li> <li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li> <li>➤ Click the  button to exit the Report Parameter screen and return to the menu if it is still open</li> </ul> |

CREATION RUN DATE: 10/14/2021  
 REPORT ID: ESP540D  
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)  
 EXPRESS SMALL PACKAGE SYSTEM  
 STATEMENT OF CHARGES

USER ID: OPSSERIC0801  
 PAGE: 2  
 AS OF DATE: 10/13/2021

INVOICE NUMBER: 00000733MV20210918-0122  
 INVOICE DATE: 09-18-2021  
 CUSTOMER ACCOUNT NUMBER: 0000081E95

Domestic

ORG. NAME: NOAA COASTAL SVCS CTR  
 ACCOUNT POINT OF CONTACT: ALISA L QUEVEDO  
 DEFAULT ACCOUNTING: V8KMCBD-P00 10-17-0000-00-00-00-00

| AIRBILL NUMBER     | SHIPPING DATE | SHIPPER NAME AND ADDRESS  | RECIPIENT NAME AND ADDRESS                                       | BILLED TO | TOTAL CHARGES | AIRBILL REFERENCE INFORMATION |
|--------------------|---------------|---|--|-----------|---------------|-------------------------------|
| 1ZW81E950290698352 | 09-09-2021    | HeiTech Services Inc, Contractor<br>Stacey Byrd<br>1315 East-West Highway<br>SILVER SPRING, MD 20910        | Gale Peek<br>129 Canopy Lane<br>SUMMERVILLE, SC 29485            | SHIPPER   | 7.17          | Default Used                  |
| 1ZW81E950290965367 | 09-09-2021    | Office for Coastal Management<br>Chuck Baxley<br>2234 S HOBSON AVE<br>NORTH CHARLESTON, SC 29405            | Timi Vann<br>5056 36th Ave NE<br>SEATTLE, WA 98105               | SHIPPER   | 6.59          | Default Used                  |
| 1ZW81E950294262976 | 09-09-2021    | NOAA Office for Coastal Management<br>Lisa Holmes Langford<br>2234 HOBSON AVE<br>NORTH CHARLESTON, SC 29405 | Kenneth Walker<br>8408 Queen Annes Dr<br>SILVER SPRING, MD 20910 | SHIPPER   | 7.17          | Default Used                  |
| INV00000081E95381  | 09-18-2021    |   |  | 3RD PARTY | 0.00          | Default Used                  |

Total Account Charges: 20.93      Number of Airbills: 4

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




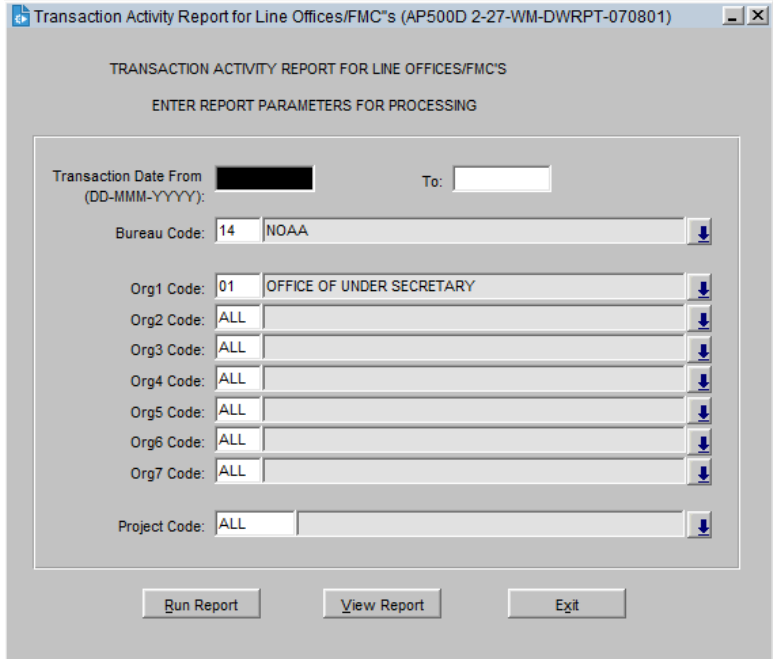

## Accounts Payable Report




**Exercise #9**      ***AP500D – Transaction Activity Report for Line Offices/FMCs***

- Objectives:**
- Understand what the AP500D report shows
  - Run the AP500D report

**Instructions:**      Execute the following steps:

| Step | Action   |
|------|--|
| 1    | <p>If not already done:</p> <ul style="list-style-type: none"> <li>➤ Click on the  next to the <b>Data Warehouse</b> folder to expand it</li> <li>➤ Click on the  next to the <b>Reports</b> folder to expand it</li> <li>➤ Click on the  next to the <b>Accounts Payable Reports</b> folder to expand it</li> <li>➤ Double-click <b>AP500D – Transaction Activity Report for Line Offices/FMCs</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>➤ Enter <b>AP500D</b> in the <i>Menu Item</i></li> <li>➤ Click <b>Run</b></li> </ul> |

| Step | Action   |
|------|--|
| 2    | <p>The report parameter screen will be displayed with default values filled in for certain fields:</p>    |
| 2a   | <p>The AP500D report displays all activity that meets the requirements set on the parameter screen. So by a specific date range and ACCS components it will display all financial activity.</p>  |
| 3    | <ul style="list-style-type: none"> <li>➤ Use the following parameters: <ul style="list-style-type: none"> <li><b>From Date</b>                    <b>01 – JUN – 2021</b></li> <li><b>To Date</b>                        <b>30 – SEP – 2021</b></li> <li><b>Org1</b>                                <b>30</b></li> <li><b>Org2</b>                                <b>40</b></li> </ul> </li> <li>➤ Accept the default value <b>ALL</b> for the other fields</li> <li>➤ Click the  button</li> <li>➤ Click <b>OK</b></li> </ul> |
| 4    | <ul style="list-style-type: none"> <li>➤ View the report contents</li> </ul>   |

| Step | Action  |
|------|---|
| 5    | The Navigation Arrows in the Adobe Acrobat toolbar (   ) may be used to maneuver through the pages of the report.                                     |
| 6    | <ul style="list-style-type: none"> <li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li> <li>➤ Click the <b>Exit</b> button to exit the Report Parameter screen and return to the menu if it is still open</li> </ul> |

Creation Run Date: 10/14/2021  
 Report ID: AP560D  
 Instance: CBSOW

COMMERCE BUSINESS SYSTEM (CBS)  
 NOAA  
 TRANSACTION ACTIVITY REPORT FOR LINE OFFICES/FMCS

User ID: OPS\$ERICOB1  
 Page: 2  
 As of Date: 10/13/2021

Transaction Date Range: 01-JUN-2021 To: 30-SEP-2021  
 Organization Selected: 30 - 40 - ALL - ALL - ALL - ALL - ALL  
 Organization Desc: 30 - NAT. MARINE FISHERIES SER - OFF OF ASST

40 - WEST COAST REGION

| Obl Doc Group | Doc Number | Doc Type | Item Type | Reference Number  | Payment Ofc Code | Organization           | FCFY | Project / Task | Object Class | Undelivered Orders | Unpaid Expense | Paid Expense | Total Obligations | DW ADJ   |
|---------------|------------|----------|-----------|-------------------|------------------|------------------------|------|----------------|--------------|--------------------|----------------|--------------|-------------------|----------|
| AR            | 299832     | REC      |           |                   |                  | 30-40-0005-00-00-00-00 | 2011 | 2ULPM00-P00    | 41-19        | 0.00               | 0.00           | 0.00         | 0.00              | 0.00     |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | 0.00           | 0.00         | 0.00              | 0.00     |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | 0.00           | 0.00         | 0.00              | 0.00     |
| AR            | 299772     | REC      |           | 1305M319PNFFP0034 |                  | 30-40-0000-00-00-00-00 | 2019 | T8LHC01-P00    | 25-27        | 0.00               | 0.00           | 0.00         | 0.00              | (118.57) |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | 0.00           | 0.00         | 0.00              | (118.57) |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | 0.00           | 0.00         | 0.00              | (118.57) |
| EA            | 362556     | EA       | UTIL      | ART30504830SEP20  |                  | 30-40-0000-00-00-00-00 | 2020 | URLPBA8-N00    | 23-38        | 0.00               | (518.38)       | 0.00         | (518.38)          | 0.00     |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | (518.38)       | 0.00         | (518.38)          | 0.00     |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | (518.38)       | 0.00         | (518.38)          | 0.00     |
| EA            | 373704     | EA       | UTIL      | 11FP1005SEP21     |                  | 30-40-0000-00-00-00-00 | 2021 | V8LPBA8-N00    | 23-38        | 0.00               | 413.73         | 0.00         | 413.73            | 0.00     |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | 413.73         | 0.00         | 413.73            | 0.00     |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | 413.73         | 0.00         | 413.73            | 0.00     |
| EA            | 374232     | EA       | UTIL      | 00ABF0005SEP21    |                  | 30-40-0000-00-00-00-00 | 2021 | V8LPBA8-N00    | 23-38        | 0.00               | 523.94         | 0.00         | 523.94            | 0.00     |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | 523.94         | 0.00         | 523.94            | 0.00     |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | 523.94         | 0.00         | 523.94            | 0.00     |
| EA            | 374415     | EA       | UTIL      | 11F100010SEP21    |                  | 30-40-0000-00-00-00-00 | 2021 | V8LPBA8-N00    | 23-38        | 0.00               | 35.00          | 0.00         | 35.00             | 0.00     |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | 35.00          | 0.00         | 35.00             | 0.00     |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | 35.00          | 0.00         | 35.00             | 0.00     |
| EA            | 374621     | EA       | UTIL      | SRT305060505SEP21 |                  | 30-40-0000-00-00-00-00 | 2021 | 29WCL00-N00    | 23-38        | 0.00               | 13,880.85      | 0.00         | 13,880.85         | 0.00     |
|               |            |          |           |                   |                  | 30-40-0000-00-00-00-00 | 2021 | 29WCL00-N00    | 23-39        | 0.00               | 308.97         | 0.00         | 308.97            | 0.00     |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | 14,189.82      | 0.00         | 14,189.82         | 0.00     |
|               |            |          |           |                   |                  |                        |      |                |              | 0.00               | 14,189.82      | 0.00         | 14,189.82         | 0.00     |




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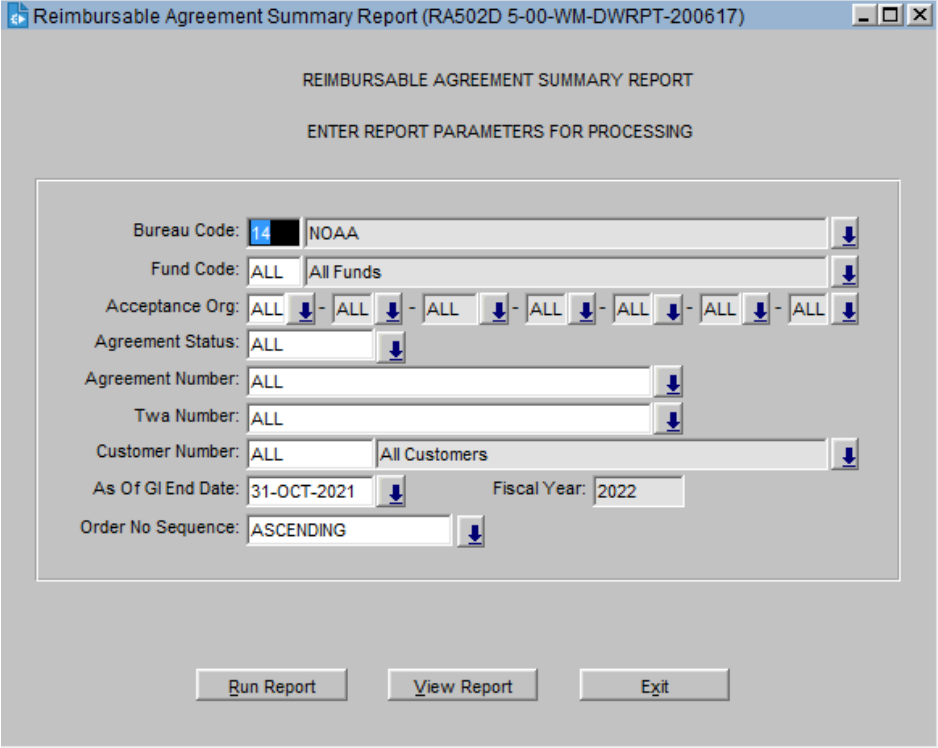
## Reimbursable Agreements Reports


### **Exercise #10      RA502D - Reimbursable Agreement Summary Report**



- Objectives:**
- Understand what the RA502D report shows
  - Run the RA502D report

**Instructions:**      Execute the following steps:

| Step | Action   |
|------|--|
| 1    | <p>If not already done:</p> <ul style="list-style-type: none"> <li>➤ Click on the  next to the <b>Data Warehouse</b> folder to expand it</li> <li>➤ Click on the  next to the <b>Reports</b> folder to expand it</li> <li>➤ Click on the  next to the <b>Reimbursable Agreement Reports</b> folder to expand it</li> <li>➤ Double-click <b>RA502D Reimbursable Agreement Summary Report</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>➤ Enter <b>RA502D</b> in the <i>Menu Item</i></li> <li>➤ Click <b>Run</b></li> </ul> |

| Step | Action   |
|------|--|
| 2    | <p>The report parameter screen will be displayed with default values filled in for certain fields:</p>  |

| Step | Action  |
|------|---|
| 2a   | <p>The Reimbursable Agreements module records and stores a large volume of financial data for each reimbursable agreement. The Reimbursable Agreement Summary Report (RA502D) has been designed to summarize the agreement information needed by program managers and other staff members involved in the financial management of the agreement.</p> <p>In addition to contractual data, such as period of performance and billing type, the report displays the total authorized unfilled customer order (UCO) amount, advance collected (for advance projects), billed costs, costs collected, unreleased costs, uncollected advance (for advance projects) and the remaining UCO balance for the reimbursable agreement. Undelivered order amounts and unmatched costs are not included on this report because they are not allocated to a reimbursable agreement until they are billed by the WIP process. These amounts are included on the Reimbursable Project Report.</p> <p>Possible uses for this report include:</p> <ul style="list-style-type: none"> <li>➤ Comparing overall agreement spending against the total agreement and order amounts as well as the time remaining on the agreement.</li> <li>➤ Evaluating the billing and collections recorded for the reimbursable agreement.</li> </ul> |
| 3    | <ul style="list-style-type: none"> <li>➤ Use the following parameters: <ul style="list-style-type: none"> <li><b>Bureau Code</b>            <b>14</b></li> <li><b>Fund Code</b>                <b>0006</b></li> <li><b>Org Code 1</b>                <b>10</b></li> <li><b>Org Code 1</b>                <b>01</b></li> <li><b>Agreement Status</b>        <b>OPEN</b></li> <li><b>Agreement Number</b>      <b>MOA-2017-10349</b></li> </ul> </li> <li>➤ Accept the <b>default value</b> for the rest of the fields</li> <li>➤ Click the  button</li> <li>➤ Click <b>OK</b></li> </ul>  |

| Step | Action  |
|------|---|
| 4    | <ul style="list-style-type: none"> <li>➤ View the report contents</li> <li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li> <li>➤ Click the  button to exit the Report Parameter screen and return to the menu if it is still open</li> </ul> |

ALTs : MOA-2016-022 (ANNEX 001)/11631

MOA-2015-002 / 9018

CREATION RUN DATE: 10/15/2021  
 REPORT ID: RA50ZD  
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)  
 NOAA  
 REIMBURSABLE AGREEMENT SUMMARY REPORT

USER ID: OP\$SERICOB01  
 PAGE: 2  
 AS OF DATE: 10/14/2021

BUREAU: 14 - NOAA  
 FUND: 0006 - ADVANCES - MULTI OR NO YEAR REIMBURSABLE  
 LAST WIP RUN DATE: 0006 - 0006: 30-SEP-2021 on 30-SEP-2021  
 Acceptance Organization: 10-01-0000-00-00-00-00 - NATIONAL OCEAN SERVICE - ASST ADM - NATIONAL OCEAN SERVICE - ASST ADM - NATIONAL OCEAN SERVICE - ASST ADM  
 Agreement Status: OPEN




| Agreement/TWA No.             | Radg002 Control No. | Highest Mod No. | Customer No/Name                               | Period Of Performance     | Billing Type          | Total RA Amount      |                        |                  |                     |                         |
|-------------------------------|---------------------|-----------------|--|---------------------------|-----------------------|----------------------|------------------------|------------------|---------------------|-------------------------|
| MOA-2017-10349                | 8788                | 6               | 00000655 - MINISTRY OF MARITIME AFFAIRS BK6BRK | 01-JAN-2017 - 31-DEC-2021 | ADV                   | \$1,880,179.10       |                        |                  |                     |                         |
| Order No.                     | Radg003 Control No. | FCFY            | Project Code                                   | Order Amount              | Advance Collected     | Costs Billed To Date | Costs Collect. To Date | Unreleased Costs | Uncollected Advance | Remaining Order Balance |
| 2017-01                       | 24776               | 2017            | 1BK6JPA  | \$134,157.07              | \$134,157.07          | \$134,157.07         | \$134,157.07           | \$0.00           | \$0.00              | \$0.00                  |
| 2018-01                       | 25764               | 2018            | 1BK6JPA  | \$404,971.00              | \$404,971.00          | \$366,228.06         | \$366,228.06           | \$0.00           | \$0.00              | \$38,742.94             |
| 2019-01                       | 27585               | 2019            | 1BK6JPA  | \$245,128.46              | \$245,128.46          | \$244,481.04         | \$244,481.04           | \$0.00           | \$0.00              | \$647.42                |
| 2020-01                       | 29276               | 2020            | 1BK6JPA  | \$150,217.47              | \$150,217.47          | \$105,825.67         | \$105,825.67           | \$0.00           | \$0.00              | \$44,391.80             |
| 2021-01                       | 31598               | 2021            | 1BK6JPA  | \$945,600.10              | \$963,599.23          | \$47,569.00          | \$47,569.00            | \$0.00           | \$0.00              | \$896,031.10            |
| <b>Agreement Total</b>        |                     |                 |  | <b>\$1,880,074.10</b>     | <b>\$1,898,073.23</b> | <b>\$898,260.84</b>  | <b>\$898,260.84</b>    | <b>\$0.00</b>    | <b>\$0.00</b>       | <b>\$981,813.26</b>     |
| Acceptance Organization Total |                     |                 |  | \$1,880,074.10            | \$1,898,073.23        | \$898,260.84         | \$898,260.84           | \$0.00           | \$0.00              | \$981,813.26            |
| Fund Code Total               |                     |                 |  | \$1,880,074.10            | \$1,898,073.23        | \$898,260.84         | \$898,260.84           | \$0.00           | \$0.00              | \$981,813.26            |
| Bureau Code Total             |                     |                 |  | \$1,880,074.10            | \$1,898,073.23        | \$898,260.84         | \$898,260.84           | \$0.00           | \$0.00              | \$981,813.26            |

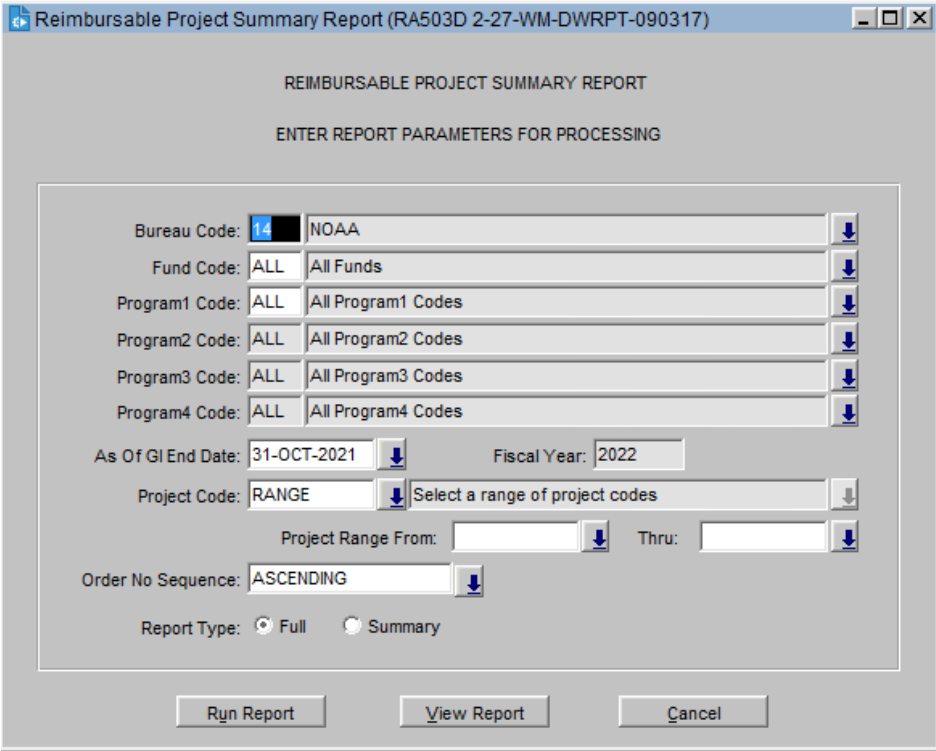





**Exercise #11      RA503D - Reimbursable Project Report**

- Objectives:**
- Understand what the RA503D report shows
  - Run the RA503D report

**Instructions:**      Execute the following steps:

| Step | Action   |
|------|--|
| 1    | <p>If not already done:</p> <ul style="list-style-type: none"><li>➤ Click on the  next to the <b>Data Warehouse</b> folder to expand it</li><li>➤ Click on the  next to the <b>Reports</b> folder to expand it</li><li>➤ Click on the  next to the <b>Reimbursable Agreement Reports</b> folder to expand it</li><li>➤ Double-click <b>RA503D Reimbursable Project Report</b></li></ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"><li>➤ Enter <b>RA503D</b> in the <i>Menu Item</i></li><li>➤ Click <b>Run</b></li></ul> |

| Step | Action  |
|------|---|
| 2    | <p>The report parameter screen will be displayed with a default values for certain fields.</p>   |
| 2a   | <p>The Reimbursable Project Report (RA503D) has been designed for the use of program managers, line office budget staff, and other staff members who are responsible for the overall financial management of the reimbursable projects.</p> <p>This report has the same financial information as the RA502D Reimbursable Agreement Summary Report, but summarizes it at the project level. In addition to the agreement information, the report includes allotment, total billing report accrued costs, undelivered order amount, and unallocated and unmatched amounts for the project. Amounts in question can be further analyzed by using the detailed reports available through Discoverer (RA-Detail Workbook).</p> |

| Step | Action   |
|------|--|
| 3    | <ul style="list-style-type: none"><li>➤ Use the following parameters:<br/><br/><b>Bureau Code</b>            <b>14</b><br/><b>Fund Code</b>                <b>0006</b><br/><b>Project Code</b>            <b>1BK6JPA</b></li><li>➤ Accept the <b>default value</b> for the rest of the fields</li><li>➤ Click the  button</li><li>➤ Click <b>OK</b></li></ul> |
| 4    | <ul style="list-style-type: none"><li>➤ View the report contents</li><li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li><li>➤ Click the  button to exit the Report Parameter screen and return to the menu if it is still open</li></ul>              |

ALT: 4RM5BNS, 4RM6WFD

CREATION RUN DATE: 10/14/2021  
 REPORT ID: RA503D  
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)  
 NOAA  
 REIMBURSABLE PROJECT FULL REPORT

USER ID: OPS#ERICOB01  
 PAGE: 2  
 AS OF DATE: 10/13/2021

BUREAU: 14 - NOAA  
 FUND: 0006 - ADVANCES - MULTI OR NO YEAR REIMBURSABLE  
 PROGRAM: 01-03-02-000 - NATIONAL OCEAN SERVICE - NAVIGATION SERVICES - NAUTICAL CHART SERVICES - NAUTICAL CHART SERVICES  
 PROJECT: 1BK&IPA - MINISTRY OF OCEANS AND FISHERIES (JIPA)

| Agreement/TWA No | Radg002 Control No. | Highest Mod No.     | Customer No/Name                       | Period Of Performance     | No. of Proj.      | Billing Type         | Total RA Amount        |                  |                           |                         |
|------------------|---------------------|---------------------|--|---------------------------|-------------------|----------------------|------------------------|------------------|---------------------------|-------------------------|
| MOA-2017-10349   | 8788                | 6                   | 655-MINISTRY OF MARITIME AFFAIRS BKBRK | 01-JAN-2017 - 31-DEC-2021 | 1                 | ADV                  | \$1,880,179.10         |                  |                           |                         |
| FCFY             | Order No.           | Radg003 Control No. | Max Mod Number                         | Order Amount              | Advance Collected | Costs Billed To Date | Costs Collect. To Date | Unreleased Costs | Remaining Advance Balance | Remaining Order Balance |
| 2017             | 2017-01             | 24776               | 7                                      | \$134,157.07              | \$134,157.07      | \$134,157.07         | \$134,157.07           | \$0.00           | \$0.00                    | \$0.00                  |
| 2018             | 2018-01             | 25794               | 8                                      | \$404,971.00              | \$404,971.00      | \$396,228.06         | \$396,228.06           | \$0.00           | \$38,742.94               | \$38,742.94             |
| 2019             | 2019-01             | 27585               | 3                                      | \$245,128.46              | \$245,128.46      | \$244,481.04         | \$244,481.04           | \$0.00           | \$647.42                  | \$647.42                |
| 2020             | 2020-01             | 29278               | 7                                      | \$150,217.47              | \$150,217.47      | \$105,825.67         | \$105,825.67           | \$0.00           | \$44,391.80               | \$44,391.80             |
| 2021             | 2021-01             | 31598               | 2                                      | \$945,600.10              | \$945,599.23      | \$47,569.00          | \$47,569.00            | \$0.00           | \$916,030.23              | \$698,031.10            |
| Agreement Total  |                     |                     |  | \$1,880,074.10            | \$1,868,073.23    | \$698,260.84         | \$698,260.84           | \$0.00           | \$909,812.39              | \$981,813.26            |
| Project Total    |                     |                     |  | \$1,880,074.10            | \$1,868,073.23    | \$698,260.84         | \$698,260.84           | \$0.00           | \$909,812.39              | \$981,813.26            |

| FCFY  | Annual Allotment | UDO          | Unallocated & Unmatched | Order Amount   | Advance Collected | Costs Billed To Date | Costs Collect. To Date | Unreleased Costs | Remaining Advance Balance | Remaining Order Balance |
|-------|------------------|--------------|-------------------------|----------------|-------------------|----------------------|------------------------|------------------|---------------------------|-------------------------|
| 2017  | \$0.00           | \$0.00       | \$0.00                  | \$134,157.07   | \$134,157.07      | \$134,157.07         | \$134,157.07           | \$0.00           | \$0.00                    | \$0.00                  |
| 2018  | \$0.00           | \$0.00       | \$0.00                  | \$404,971.00   | \$404,971.00      | \$396,228.06         | \$396,228.06           | \$0.00           | \$38,742.94               | \$38,742.94             |
| 2019  | \$0.00           | \$2,824.18   | \$0.00                  | \$245,128.46   | \$245,128.46      | \$244,481.04         | \$244,481.04           | \$0.00           | \$647.42                  | \$647.42                |
| 2020  | \$0.00           | \$38,796.25  | \$5,595.55              | \$150,217.47   | \$150,217.47      | \$105,825.67         | \$105,825.67           | \$0.00           | \$44,391.80               | \$44,391.80             |
| 2021  | \$0.00           | \$119,586.56 | \$0.00                  | \$945,600.10   | \$945,599.23      | \$47,569.00          | \$47,569.00            | \$0.00           | \$916,030.23              | \$698,031.10            |
| 2022  | \$835,186.61     | \$0.00       | \$0.00                  | \$0.00         | \$0.00            | \$0.00               | \$0.00                 | \$0.00           | \$0.00                    | \$0.00                  |
| Total | \$835,186.61     | \$161,206.99 | \$5,595.55              | \$1,880,074.10 | \$1,868,073.23    | \$698,260.84         | \$698,260.84           | \$0.00           | \$909,812.39              | \$981,813.26            |

| FCFY | Annual Allotment | PY Costs | Current Year UDO | Current Year Accruals | Allotment Balance |
|------|------------------|----------|------------------|-----------------------|-------------------|
| 2017 | \$0.00           | \$0.00   | \$0.00           | \$0.00                | \$0.00            |
| 2018 | \$0.00           | \$0.00   | \$0.00           | \$0.00                | \$0.00            |
| 2019 | \$0.00           | \$0.00   | \$0.00           | \$0.00                | \$0.00            |
| 2020 | \$0.00           | \$0.00   | \$0.00           | \$0.00                | \$0.00            |
| 2021 | \$0.00           | \$0.00   | \$0.00           | \$0.00                | \$0.00            |
| 2022 | \$835,186.61     | \$0.00   | \$0.00           | \$0.00                | \$835,186.61      |




| FCFY  | UDO          | Accrued Cost Unpaid | Accrued Cost Paid | Total Obligations | Outstanding Bills | Total Collected | Refund | Advances/Unbilled Cost |
|-------|--------------|---------------------|-------------------|-------------------|-------------------|-----------------|--------|------------------------|
| 2017  | \$0.00       | \$0.00              | \$134,157.07      | \$134,157.07      | \$0.00            | \$134,157.07    | \$0.00 | \$0.00                 |
| 2018  | \$0.00       | \$0.00              | \$366,228.06      | \$366,228.06      | \$0.00            | \$404,971.00    | \$0.00 | -\$38,742.94           |
| 2019  | \$2,824.18   | \$0.00              | \$244,481.04      | \$247,305.22      | \$0.00            | \$245,128.46    | \$0.00 | -\$647.42              |
| 2020  | \$38,796.25  | \$0.00              | \$111,421.22      | \$150,217.47      | \$0.00            | \$150,217.47    | \$0.00 | -\$38,796.25           |
| 2021  | \$119,586.56 | \$0.00              | \$47,569.00       | \$167,155.56      | \$0.00            | \$945,599.23    | \$0.00 | -\$916,030.23          |
| 2022  | \$0.00       | \$0.00              | \$0.00            | \$0.00            | \$0.00            | \$0.00          | \$0.00 | \$0.00                 |
| Total | \$161,206.99 | \$0.00              | \$603,858.39      | \$1,065,063.38    | \$0.00            | \$1,868,073.23  | \$0.00 | -\$994,216.84          |

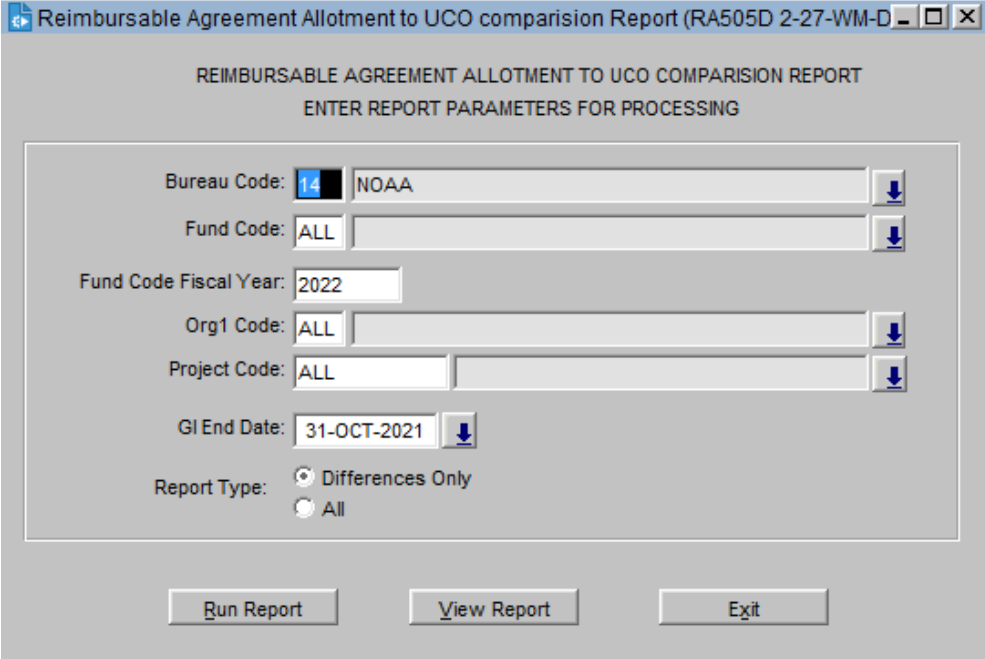
| Program Total |  | \$1,880,074.10 | \$1,868,073.23 | \$698,260.84 | \$698,260.84 | \$0.00 | \$909,812.39 | \$981,813.26 |
|---------------|--|----------------|----------------|--------------|--------------|--------|--------------|--------------|
|---------------|--|----------------|----------------|--------------|--------------|--------|--------------|--------------|


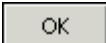




**Exercise #12      RA505D - Reimbursable Agreement Allotment to UCO Comparison Report**

- Objectives:**
- Understand what the RA505D report shows
  - Run the RA505D report

**Instructions:**      Execute the following steps:

| Step | Action   |
|------|--|
| 1    | <p>If not already done:</p> <ul style="list-style-type: none"> <li>➤ Click on the  next to the <b>Data Warehouse</b> folder to expand it</li> <li>➤ Click on the  next to the <b>Reports</b> folder to expand it</li> <li>➤ Click on the  next to the <b>Reimbursable Agreement Reports</b> folder to expand it</li> <li>➤ Double-click <b>RA505D Reimbursable Agreement Allotment to UCO Comparison Report</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>➤ Enter <b>RA505D</b> in the <i>Menu Item</i></li> <li>➤ Click <b>Run</b></li> </ul> |

| Step | Action   |
|------|--|
| 2    | <p>The report parameter screen will be displayed with a default values for certain fields:</p>    |
| 2a   | <p>This report was designed to compare the allotment for reimbursable WIP projects and the Unfilled Customer Order (UCO) amount for the Reimbursable Agreement(s) tied to that same project. This report was deemed necessary because within CFS there is no connection between the allotment and the UCO entries.</p> <p>This report will help Finance and Budget Office users verify that UCO amounts and allotments match for projects in non-advance funds and that allotments match to advances collected for projects in advance funds. The Line Office users will find this report helpful in verifying entry of these amounts.</p> |

| Step | Action  |
|------|---|
| 3    | <ul style="list-style-type: none"> <li>➤ Use the following parameters:               <ul style="list-style-type: none"> <li><b>Bureau Code</b>    <b>14</b></li> <li><b>Fund Code</b>        <b>0007</b></li> <li><b>Fiscal Year</b>       <b>2021</b></li> <li><b>Org1 Code</b>        <b>01</b></li> <li><b>Project Code</b>    <b>ALL</b></li> </ul> </li> <li>➤ Accept the <b>default value</b> for the <b>GL End Date</b></li> <li>➤ Change the <b>Report Type</b> to <b>ALL</b></li> <li>➤ Click the  button.</li> </ul>   |
| 3a   | <ul style="list-style-type: none"> <li>➤ Click the  button to acknowledge the message if a message dialogue box similar to the one illustrated appears.</li> </ul> <div data-bbox="305 991 829 1138" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Forms <span style="float: right;">✕</span></p> <p> Report may take a couple of minutes to process depending on the parameters entered. Please wait ...</p> <p style="text-align: center;"></p> </div> <ul style="list-style-type: none"> <li>➤ Click <b>OK</b></li> </ul> |
| 4    | <ul style="list-style-type: none"> <li>➤ View the report contents</li> <li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li> <li>➤ Click the  button to exit the Report Parameter screen and return to the menu if it is still open</li> </ul>   |

CREATION RUN DATE: 10/14/2021  
 REPORT ID: RA505D  
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)  
 14 - NOAA  
 REIMBURSABLE AGREEMENT ALLOTMENT TO UCO COMPARISON REPORT

USER ID: OPS\$ERICOB01  
 PAGE: 2  
 AS OF DATE: 10/13/2021

Fund Code: 7-REIMBURSABLE

| PROJECT CODE  | PROJ TYPE | AGREEMENT NO         | RADG002 CTRL NO | UCO ORDER NO/MOD NO | RADG003 CTRL NO | UCO AMOUNT          | TOTAL ANNUAL ALLOTMENT AMOUNT | DIFFERENCE          | ADVANCE COLLECTED | 2021 PY COSTS |
|---|-----------|----------------------|-----------------|---------------------|-----------------|---------------------|-------------------------------|---------------------|-------------------|---------------|
| Program: 01-30-10-001-NATIONAL OCEAN SERVICE - OCEAN AND COSTAL MANAGEMENT & SERVICES - COASTAL ZONE MANAGEMENT AND SERVICES - OCEAN AND COASTAL MANAGEMENT |           |                      |                 |                     |                 |                     |                               |                     |                   |               |
| ORG1-01-OFFICE OF UNDER SECRETARY   |           |                      |                 |                     |                 |                     |                               |                     |                   |               |
| 1RK3GES   | REIMBW    | M17PG00032           |                 | 9239 2021-01- 002   | 30867           | 480,190.65          |                               | 0.00                | 0.00              | 0.00          |
| Program: 06-01-01-000-PROGRAM SUPPORT - ADMINISTRATION & SERVICES - UNDER SECRETARY & ASSOCIATE OFFICES - EXECUTIVE DIR & ADMIN                             |           |                      |                 |                     |                 |                     |                               |                     |                   |               |
| ORG1-01-OFFICE OF UNDER SECRETARY   |           |                      |                 |                     |                 |                     |                               |                     |                   |               |
| SRP8D2E   | REIMBW    | DESC0013511          |                 | 9549 2021-01- 001   | 30753           | 25,265.05           | 25,265.05                     | 0.00                |                   | 0.00          |
| SRP9CAR   | REIMBW    | 19318819Y0020-190001 |                 | 10193 2021-01- 000  | 31808           | 796,604.00          | 505,004.00                    | 291,000.00          |                   | 0.00          |
| SRP9PIC   | REIMBW    | 19318819Y0021-190001 |                 | 10194 2021-01- 000  | 30595           | 1,835,250.24        | 831,777.13                    | 803,473.11          |                   | (7.21)        |
| SRPYD3A   | REIMBW    | MIPR11629390         |                 | 11001 2021-01- 000  | 32119           | 95,000.00           | 95,000.00                     | 0.00                |                   | 0.00          |
| SRPYD3N   | REIMBW    | N00065-21-MP-00124   |                 | 10962 2021-01- 001  | 31909           | 165,000.00          | 165,000.00                    | 0.00                |                   | 0.00          |
| <b>Report Total:</b>  |           |                      |                 |                     |                 | <b>3,167,309.94</b> | <b>1,592,646.18</b>           | <b>1,094,473.11</b> | <b>0.00</b>       | <b>(7.21)</b> |



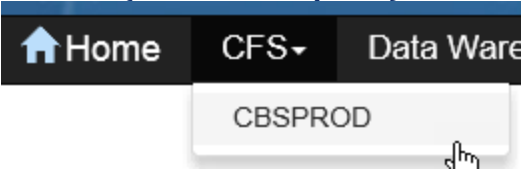

## Quick Reports Logon

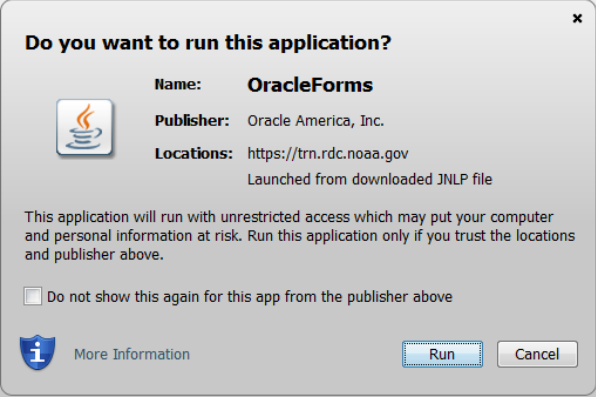

### Exercise #13: Quick Reports Logon

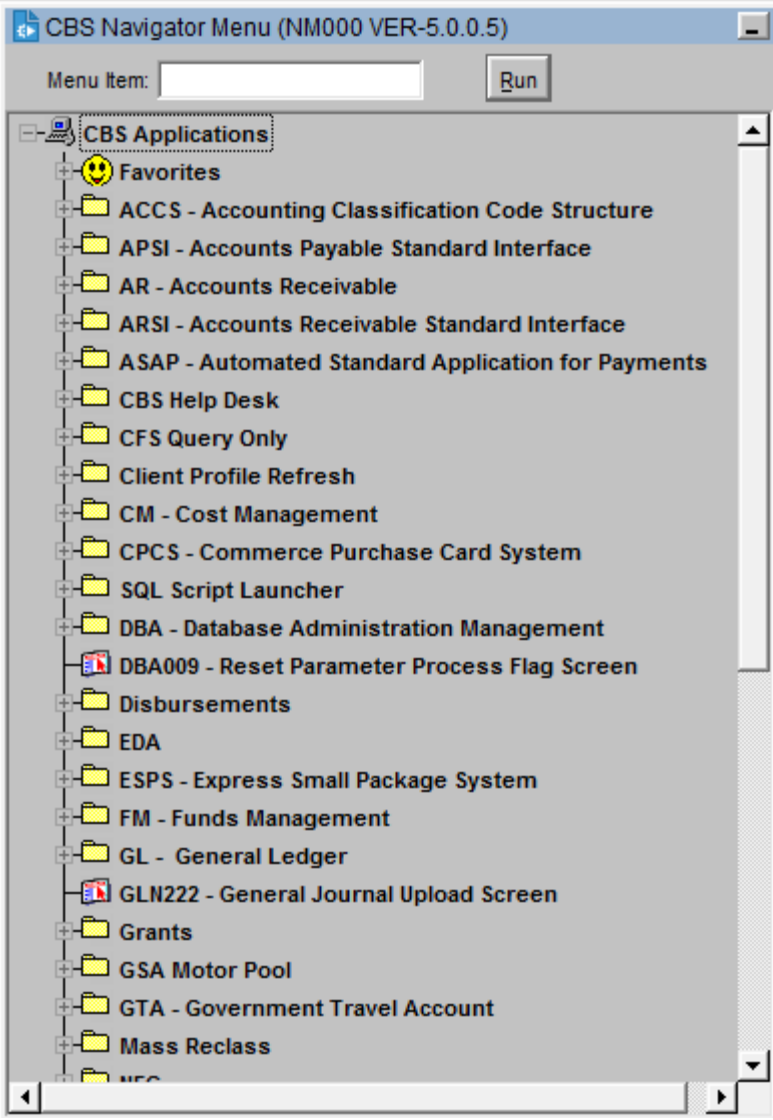
**Objectives:**

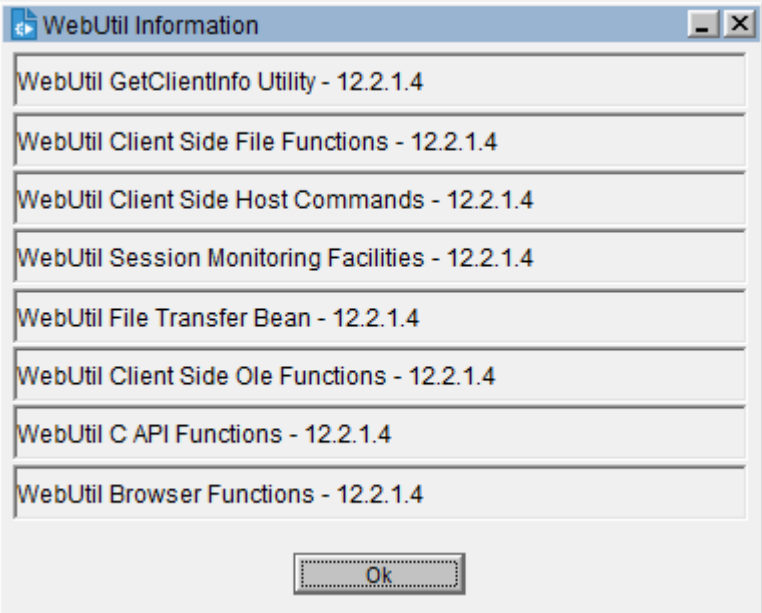
- Successfully login into Quick Reports

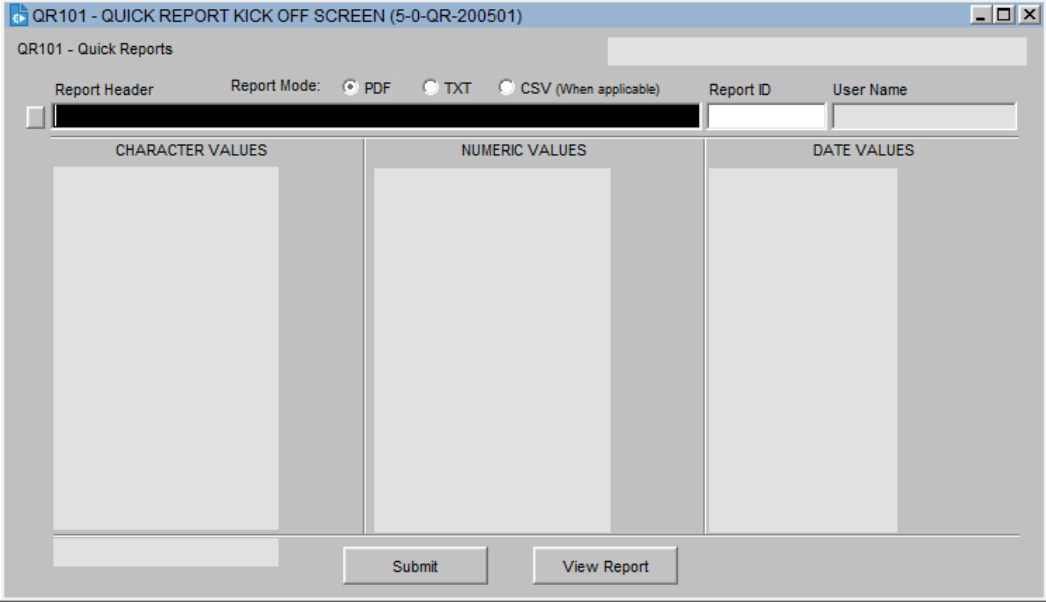
**Instructions:** Execute the following steps:

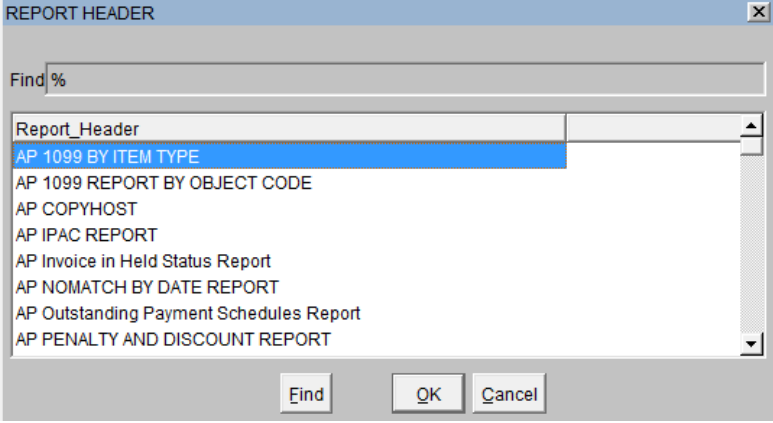
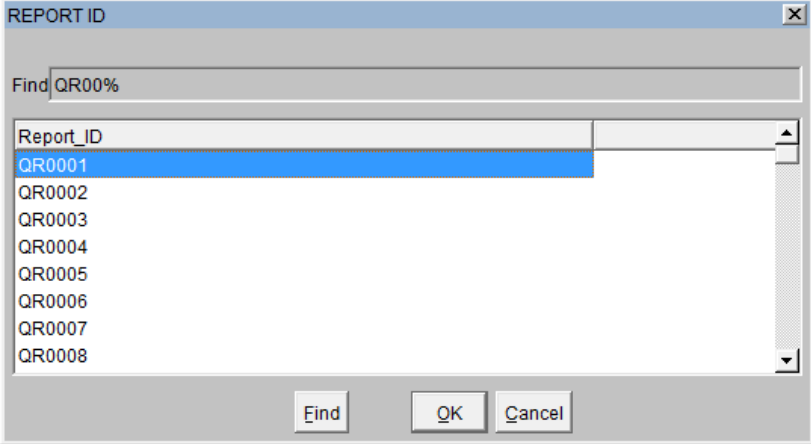
| Step | Action  |
|------|---|
| 1    | <p>On the <b>CBS Web Portal</b> screen:</p> <ul style="list-style-type: none"><li>➤ Click on <b>CFS</b></li><li>➤ Click on <b>{Submenu Option}</b></li></ul>  <ul style="list-style-type: none"><li>➤</li></ul> |
| 2a   | <p>A new java applet window opens up</p>   |

| Step | Action  |
|------|---|
| 2b   | <p>You may be prompted to run java:</p> <div data-bbox="302 436 894 831"><p><b>Do you want to run this application?</b></p><p><b>Name:</b> OracleForms</p><p><b>Publisher:</b> Oracle America, Inc.</p><p><b>Locations:</b> https://trn.rdc.noaa.gov<br/>Launched from downloaded JNLP file</p><p>This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the locations and publisher above.</p><p><input type="checkbox"/> Do not show this again for this app from the publisher above</p><p> More Information <span style="margin-left: 100px;"><input type="button" value="Run"/></span> <span style="margin-left: 20px;"><input type="button" value="Cancel"/></span></p></div> <p>➤ Just click <i>Run</i></p> |

| Step | Action  |
|------|---|
| 2c   | <p>The <b>CBS Navigator Menu</b> appears</p>  <p>The screenshot shows a window titled "CBS Navigator Menu (NM000 VER-5.0.0.5)". At the top, there is a "Menu Item:" text box and a "Run" button. Below this is a tree view under the heading "CBS Applications". The tree view includes a "Favorites" folder with a smiley face icon, followed by several folders: ACCS - Accounting Classification Code Structure, APSI - Accounts Payable Standard Interface, AR - Accounts Receivable, ARSI - Accounts Receivable Standard Interface, ASAP - Automated Standard Application for Payments, CBS Help Desk, CFS Query Only, Client Profile Refresh, CM - Cost Management, CPCS - Commerce Purchase Card System, SQL Script Launcher, DBA - Database Administration Management, DBA009 - Reset Parameter Process Flag Screen, Disbursements, EDA, ESPS - Express Small Package System, FM - Funds Management, GL - General Ledger, GLN222 - General Journal Upload Screen, Grants, GSA Motor Pool, GTA - Government Travel Account, and Mass Reclass. The "Favorites" folder is currently selected.</p> <p><b>Note:</b> The Navigator Menu options will look different depending upon your system access.</p> |

| Step | Action   |
|------|--|
| 3    | <ul style="list-style-type: none"><li>➤ Double-click <b>QR101 – Quick Reports</b></li></ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"><li>➤ Enter <b>QR101</b> in the <i>Menu Item</i></li><li>➤ Click <b>Run</b></li></ul> |
| 4    | <p>The <b>WebUtil Information</b> screen appears</p>  <ul style="list-style-type: none"><li>➤ Click <b>OK</b></li></ul>   |

| Step | Action   |
|------|--|
| 5    | <p>The <b>Quick Reports Kick Off</b> screen appears</p>  |

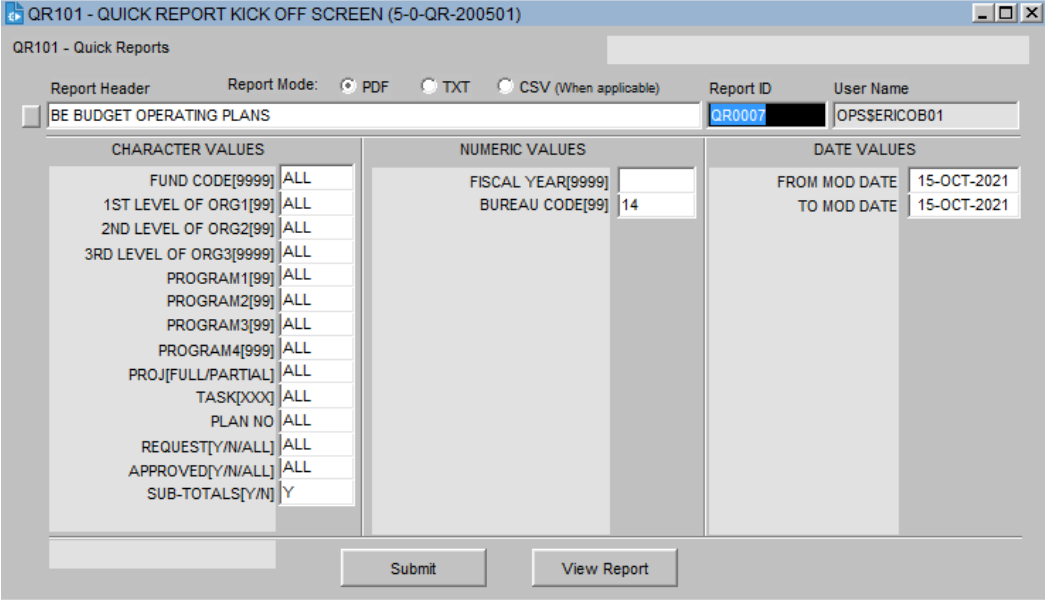
| Step | Action   |
|------|--|
| 6    | <p>The Quick Reports listing may be brought up either through the Report Header or the Report ID fields. Clicking in the <b>Report Header</b> field will bring up the listing of all the Quick Reports by group and/or name of the report:</p>  <p>It also gives the capability of searching for a specific report, including the use of a wildcard (%).</p> <p>Clicking in the <b>Report ID</b> field will bring up the listing of all the Quick Reports by Report ID number:</p>  <p>It also gives the capability of searching for a specific report, including the use of a wildcard (%).</p> |

### Budget Quick Reports

**Exercise #14**      **QR0007 – BE Budget Operating Plans**

- Objectives:**
- Understand what the QR0007 report shows
  - Run the QR0007 report

**Instructions:**      Execute the following steps:

| Step | Action  |
|------|---|
| 1    | Pull up the parameter screen by either the report header name (i.e. BE Budget Operating Plans) or by the report ID (i.e. QR0007)  |
| 2    | <p>The report parameter screen appears:</p>    |
| 2a   | This report provides a list of all budget operating plans (BOPs) that have been entered into the Commerce Business System (CBS). It also shows whether they've been requested for approval or approved. |

| Step                               | Action  |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
|------------------------------------|---|------------------|-------------|------------------------------------|-----------|------------------------------------|-----------|--------------------|-------------|----------------------|--------------------|--------------------|--------------------|
| 3                                  | <ul style="list-style-type: none"> <li>➤ Use the following parameters:               <table style="margin-left: 20px; border: none;"> <tr> <td style="padding-right: 20px;"><b>Fund Code</b></td> <td><b>1083</b></td> </tr> <tr> <td><b>1<sup>st</sup> Level of Org</b></td> <td><b>50</b></td> </tr> <tr> <td><b>2<sup>nd</sup> Level of Org</b></td> <td><b>01</b></td> </tr> <tr> <td><b>Fiscal Year</b></td> <td><b>2021</b></td> </tr> <tr> <td><b>From Mod Date</b></td> <td><b>01–OCT–2020</b></td> </tr> <tr> <td><b>To Mod Date</b></td> <td><b>30–SEP–2021</b></td> </tr> </table> </li> <li>➤ Accept the <b>default values</b> for the rest of the fields</li> <li>➤ Click the  button.</li> </ul> | <b>Fund Code</b> | <b>1083</b> | <b>1<sup>st</sup> Level of Org</b> | <b>50</b> | <b>2<sup>nd</sup> Level of Org</b> | <b>01</b> | <b>Fiscal Year</b> | <b>2021</b> | <b>From Mod Date</b> | <b>01–OCT–2020</b> | <b>To Mod Date</b> | <b>30–SEP–2021</b> |
| <b>Fund Code</b>                   | <b>1083</b>   |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>1<sup>st</sup> Level of Org</b> | <b>50</b>   |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>2<sup>nd</sup> Level of Org</b> | <b>01</b>   |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>Fiscal Year</b>                 | <b>2021</b>   |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>From Mod Date</b>               | <b>01–OCT–2020</b>  |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>To Mod Date</b>                 | <b>30–SEP–2021</b>  |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| 3a                                 | <p>When the following message appears:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>OK</b></li> </ul> <p><i>Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</i></p>  |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| 4                                  | <ul style="list-style-type: none"> <li>➤ View the report contents</li> <li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li> </ul>  |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |



REPORT RUN DATE: 15-OCT-2021 07:48:56  
 REPORT ID: QR0007  
 INSTANCE: CBS

UNITED STATES DEPARTMENT OF COMMERCE  
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
 RE BUDGET OPERATING PLANS

USER ID: OPS&ERIC0801  
 VERSION: 3.0.QR.100324  
 PAGE: 1

FY:2021 - BUREAU:14 - FUND:1083 - ORG1:50 - ORG2:01 - ORG3:ALL - PROG1:ALL - PROG2:ALL - PROG3:ALL - PROG4:ALL  
 PROJECT:ALL - TASK:ALL - PLAN NO:ALL - FROM MOD DATE: 01-OCT-2020 - TO MOD DATE: 30-SEP-2021

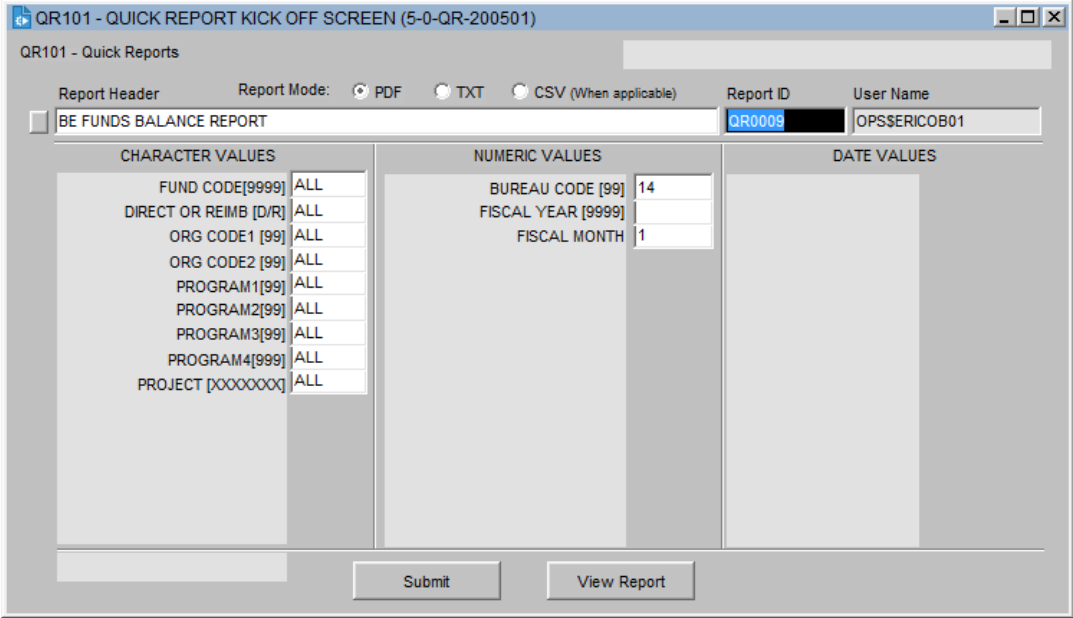
| FUND      | ORGANIZATION           | PROGRAM      | PROJECT-TASK | TRANS NO | PLAN | C/O | TRANS AMOUNT | NOTES  | RBQ APP | LAST RBQ APP  | MOD DATE    |
|-----------|------------------------|--------------|--------------|----------|------|-----|--------------|--|---------|---------------|-------------|
| 1083      | 50-01-0003-00-00-00-00 | 03-01-06-015 | VBR1RS-PNH   | 239139   | 1149 | 0   | 259,904.00   | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y   Y   | a N A JACQUES | 18-FEB-2021 |
| Sub Total |                        |              |              |          |      |     | 259,904.00   |  |         |               |             |
| 1083      | 50-01-0003-00-00-00-00 | 03-01-06-016 | VBR1CRS-PNH  | 239140   | 1150 | 0   | 259,903.00   | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y   Y   | a N A JACQUES | 18-FEB-2021 |
| 1083      | 50-01-0003-00-00-00-00 | 03-01-06-016 | VBR1F30-P00  | 249581   | 3180 | 0   | 9,650.00     | FROM ESRLDO (50-33-0000) TO OARITMO (50-01-0003)   | F   Y   | a N A JACQUES | 05-AUG-2021 |
| Sub Total |                        |              |              |          |      |     | 269,553.00   |  |         |               |             |
| 1083      | 50-01-0003-00-00-00-00 | 03-01-07-001 | VBR1GRS-PCF  | 239109   | 1138 | 0   | 218,149.00   | FY21 INITIAL ALLOTMENT - ITMO COMPUTER SUPPORT FUN | Y   Y   | a N A JACQUES | 18-FEB-2021 |
| Sub Total |                        |              |              |          |      |     | 218,149.00   |  |         |               |             |
| 1083      | 50-01-0003-00-00-00-00 | 03-01-07-008 | VBR1RRS-PNH  | 239141   | 1151 | 0   | 84,240.00    | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y   Y   | a N A JACQUES | 18-FEB-2021 |
| Sub Total |                        |              |              |          |      |     | 84,240.00    |  |         |               |             |
| 1083      | 50-01-0003-00-00-00-00 | 03-02-06-012 | VBR2WRP-P00  | 248503   | 3061 | 0   | 137,022.00   | FROM OARWPO (50-46-0000) TO OARITMO (50-01-0003)   | F   Y   | a N A JACQUES | 30-JUN-2021 |
| 1083      | 50-01-0003-00-00-00-00 | 03-02-06-012 | VBR2WRP-PNH  | 239142   | 1152 | 0   | 281,559.25   | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y   Y   | a N A JACQUES | 18-FEB-2021 |
| 1083      | 50-01-0003-00-00-00-00 | 03-02-06-012 | VBR2WRP-PNH  | 240540   | 1152 | 1   | -14,391.25   | FROM OARHQ5 (50-01-0009) TO OARHQ5 (50-13-0000)    | T   Y   | a N A JACQUES | 18-FEB-2021 |
| Sub Total |                        |              |              |          |      |     | 404,190.00   |  |         |               |             |
| 1083      | 50-01-0003-00-00-00-00 | 03-03-02-000 | VBR3R01-P00  | 249127   | 3137 | 0   | 322,800.00   | FROM OARSG (50-42-0000) TO OARITMO (50-01-0003)    | F   Y   | a N A JACQUES | 27-JUL-2021 |
| 1083      | 50-01-0003-00-00-00-00 | 03-03-02-000 | VBR3R01-PNH  | 240332   | 1516 | 0   | 198,072.00   | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y   Y   | a N A JACQUES | 18-FEB-2021 |
| Sub Total |                        |              |              |          |      |     | 520,872.00   |  |         |               |             |
| 1083      | 50-01-0003-00-00-00-00 | 03-03-08-004 | VBR3R1-PNH   | 240335   | 1517 | 0   | 427,872.00   | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y   Y   | a N A JACQUES | 18-FEB-2021 |
| Sub Total |                        |              |              |          |      |     | 427,872.00   |  |         |               |             |
| 1083      | 50-01-0003-00-00-00-00 | 03-03-11-033 | VBR3CRA-PNH  | 240336   | 1518 | 0   | 55,176.00    | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y   Y   | a N A JACQUES | 18-FEB-2021 |
| 1083      | 50-01-0003-00-00-00-00 | 03-03-11-033 | VBR3CRA-PNH  | 248854   | 1518 | 1   | -27,510.89   | FROM OARITMO (50-01-0003) TO OCIO (06-01-0000)     | F   Y   | a N A JACQUES | 13-JUL-2021 |
| Sub Total |                        |              |              |          |      |     | 27,665.11    |  |         |               |             |




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**Exercise #15 QR0009 – BE Funds Balance Report**

- Objectives:**
- Understand what the QR0009 report shows
  - Run the QR0009 report

**Instructions:** Execute the following steps:

| Step | Action   |
|------|--|
| 1    | Pull up the parameter screen by either the report header name (i.e. BE Funds Balance Report) or by the report ID (i.e. QR0009)   |
| 2    | <p>The report parameter screen appears:</p>   |
| 2a   | <p>This report displays the funds balance that shows what is allotted in the system versus what has been spent. There are things such as labor, surcharges and over/under process that end up in the system as no match costs. These no match costs are automatically deducted from the funds balance. This report is very useful at the end of a quarter as well as at the end of the fiscal year when your office is trying to figure out what money is actually there to spend.</p> |

| Step | Action  |
|------|---|
| 3    | <p>➤ Use the following parameters:</p> <p><b>Fund Code 1083</b></p> <p><b>Org Code1 50</b></p> <p><b>Fiscal Year 2021</b></p> <p><b>Fiscal Month 12</b></p> <p>➤ Accept the <b>default values</b> for the rest of the fields</p> <p>➤ Click the  button.</p>   |
| 3a   | <p>When the following message appears:</p> <div data-bbox="305 825 735 951" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>QR101: Submit <span style="float: right;">✕</span></p> <p> Report QR101 submitted to the report server</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>➤ Click <b>OK</b></p> <p style="background-color: yellow; padding: 5px;"><b>Note:</b> Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</p> |
| 4    | <p>➤ View the report contents</p> <p>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</p>   |

REPORT RUN DATE: 15-OCT-2021 07:53:56  
 REPORT ID: QR0009  
 INSTANCR: CBS

UNITED STATES DEPARTMENT OF COMMERCE  
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
 RE FUNDS BALANCE REPORT

USER ID: OPG\$SERICOB01  
 VERSION: 2.27.qr.070301

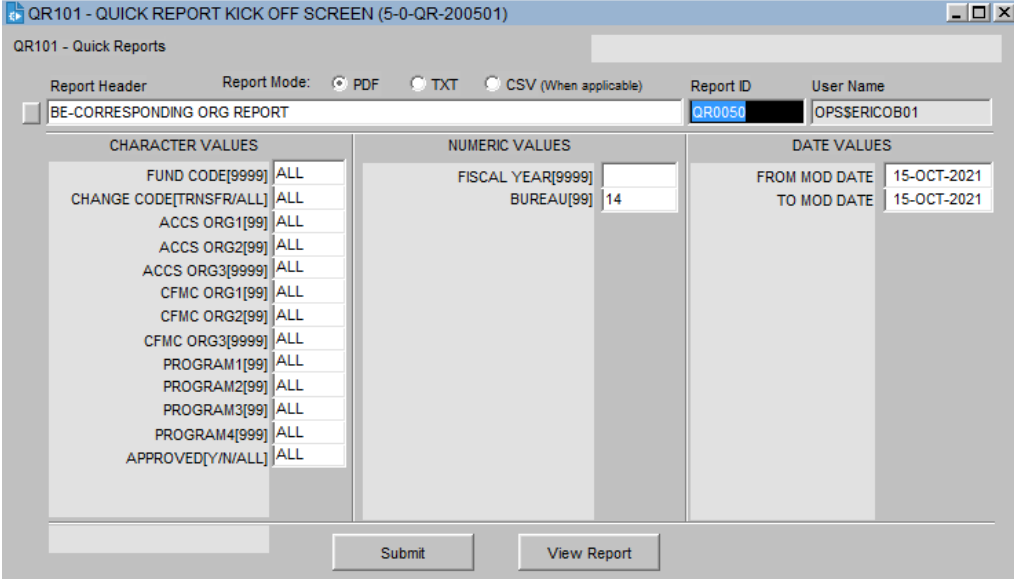
FISCAL YEAR:2021 - BUREAU CODE:14 - FUND CODE:1083 - DIRECT FLAG:ALL - FISCAL MONTH:12 - ORG1 CODE:50 - ORG2 CODE:ALL  
 PROG1:ALL - PROG2:ALL - PROG3:ALL - PROG4:ALL - PROJECT CODE:ALL




| FUND ORG   | PROGRAM      | D/R      | PROJECT | REMAINING        | ALLOTMENT  | ANNUAL     |
|------------|--------------|----------|---------|------------------|------------|------------|
| CODE CODE  | CODE         | CAT FLAG | CODE    | BALANCE THRU SEP | THRU SEP   | ALLOTMENT  |
| 1083 50-00 | 03-03-08-005 | B1 D     | *****   | .00              | .00        | .00        |
| 1083 50-00 | 15-05-01-001 | B1 D     | *****   | 109,191.69       | 189,582.69 | 189,582.69 |
| 1083 50-01 | 03-01-06-015 | B1 D     | *****   | .00              | 259,904.00 | 259,904.00 |
| 1083 50-01 | 03-01-06-016 | B1 D     | *****   | .00              | 269,553.00 | 269,553.00 |
| 1083 50-01 | 03-01-07-001 | B1 D     | *****   | 56,471.50        | 272,683.00 | 272,683.00 |
| 1083 50-01 | 03-01-07-002 | B1 D     | *****   | 3,857.24         | 141,590.00 | 141,590.00 |
| 1083 50-01 | 03-01-07-003 | B1 D     | *****   | 20,333.00        | 44,533.00  | 44,533.00  |
| 1083 50-01 | 03-01-07-005 | B1 D     | *****   | 1,346.92         | 85,737.00  | 85,737.00  |
| 1083 50-01 | 03-01-07-006 | B1 D     | *****   | .00              | 21,267.00  | 21,267.00  |
| 1083 50-01 | 03-01-07-008 | B1 D     | *****   | 31,320.15        | 270,560.15 | 270,560.15 |

**Exercise #16**      **QR0050 – BE Corresponding Org Report**

- Objectives:**
- Understand what the QR0050 report shows
  - Run the QR0050 report

**Instructions:**      Execute the following steps:

| Step | Action  |
|------|---|
| 1    | Pull up the parameter screen by either the report header name (i.e. BE Corresponding Org Report) or by the report ID (i.e. QR0050)  |
| 2    | <p>The report parameter screen appears:</p>    |
| 2a   | This report is a good tool to use when checking on BOPs. This report will allow you to look up initial, adjustment, and transfer BOPs with all of their corresponding information which includes approval status. |

| Step | Action   |
|------|--|
| 3    | <p>➤ Use the following parameters:</p> <p><b>Fund Code 1083</b></p> <p><b>ACCS Org1 50</b></p> <p><b>Fiscal Year 2021</b></p> <p><b>From Mod Date 01-OCT-2020</b></p> <p><b>To Mod Date 30-SEP-2021</b></p> <p>➤ Accept the <b>default values</b> for the rest of the fields</p> <p>➤ Click the  button.</p>  |
| 3a   | <p>When the following message appears:</p> <div data-bbox="305 863 776 1003" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>QR101: Submit <span style="float: right;">✕</span></p> <p> Report QR101 submitted to the report server</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>➤ Click <b>OK</b></p> <p style="background-color: yellow; padding: 5px;"><b>Note:</b> Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</p> |
| 4    | <p>➤ View the report contents</p> <p>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</p>  |

REPORT RUN DATE: 15-OCT-2021 08:02:22  
 REPORT ID: QR0050  
 INSTANCE: CBS

UNITED STATES DEPARTMENT OF COMMERCE  
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
 BE-CORRESPONDING ORG REPORT

USER ID: OPS\$ERICOB01  
 VERSION: 2.27.qr.070301  
 PAGE: 1

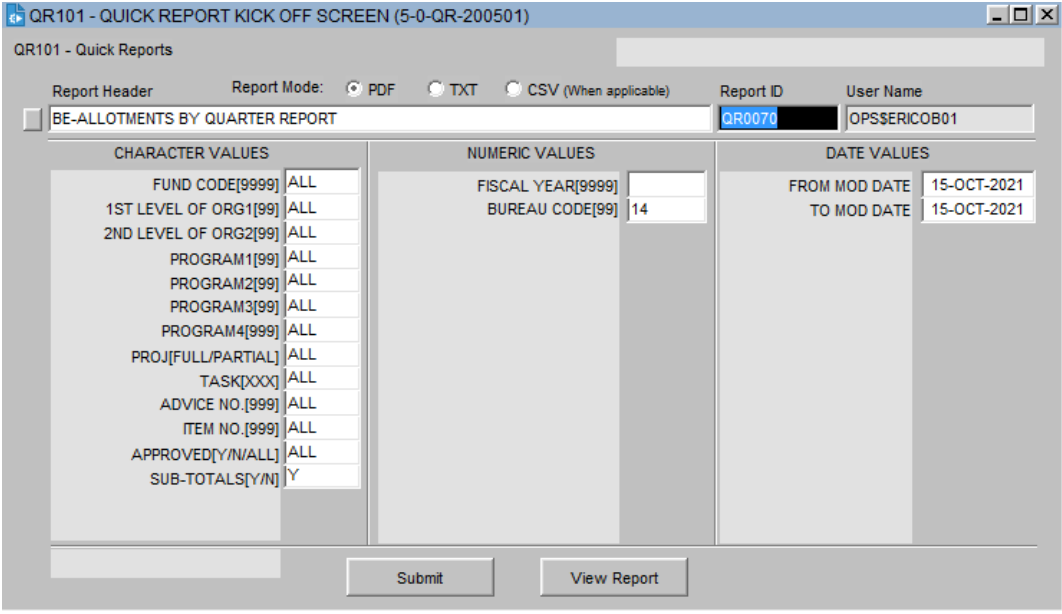
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 CFMC ORG1:ALL - ORG2:ALL - ORG3:ALL - APPROVED:ALL - FROM MOD DATE: 01-OCT-2020 - TO MOD DATE: 30-SEP-2021

| [ACCS ORG] | [CFMC ORG] | [PROGRAM]  | [PROJECT]    | [TRANS NO] | [PLAN] | [C/O] | [CHANGE CODE] | [BOP AMOUNT] | [NOTES]  | [APP] | [MOD DATE]  |
|------------|------------|------------|--------------|------------|--------|-------|---------------|--------------|--|-------|-------------|
| 1083       | 50-01-0003 | 00-00-0000 | 03-01-06-015 | V8R1RSR    | 239139 | 1149  | 0 NONE        | 259,904.00   | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y     | 18-FEB-2021 |
| 1083       | 50-01-0003 | 00-00-0000 | 03-01-06-016 | V8R1CRS    | 239140 | 1150  | 0 NONE        | 259,903.00   | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y     | 18-FEB-2021 |
| 1083       | 50-01-0003 | 00-00-0000 | 03-01-07-001 | V8R1GRS    | 239109 | 1138  | 0 NONE        | 218,149.00   | FY21 INITIAL ALLOTMENT - ITMO COMPUTER SUPPORT FUN | Y     | 18-FEB-2021 |
| 1083       | 50-01-0003 | 00-00-0000 | 03-01-07-008 | V8R1RRS    | 239141 | 1151  | 0 NONE        | 84,240.00    | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y     | 18-FEB-2021 |
| 1083       | 50-01-0003 | 00-00-0000 | 03-02-06-012 | V8R2WRP    | 239142 | 1152  | 0 NONE        | 281,559.25   | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y     | 18-FEB-2021 |
| 1083       | 50-01-0003 | 00-00-0000 | 03-03-02-000 | V8R3B01    | 240332 | 1516  | 0 NONE        | 198,072.00   | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y     | 18-FEB-2021 |
| 1083       | 50-01-0003 | 00-00-0000 | 03-03-08-004 | V8R3EE1    | 240335 | 1517  | 0 NONE        | 427,872.00   | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y     | 18-FEB-2021 |
| 1083       | 50-01-0003 | 00-00-0000 | 03-03-11-033 | V8R3CEA    | 240336 | 1518  | 0 NONE        | 55,176.00    | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y     | 18-FEB-2021 |
| 1083       | 50-01-0003 | 00-00-0000 | 03-03-12-000 | V8R1S00    | 240339 | 1520  | 0 NONE        | 133,752.00   | FY21 INITIAL ALLOTMENT - IT PER SEAT COSTS.        | Y     | 18-FEB-2021 |
| 1083       | 50-01-0003 | 06-01-0000 | 03-03-11-033 | V8R3CEA    | 248854 | 1518  | 1 TRNSFR      | -27,510.89   | FROM OARITMO (50-01-0003) TO OCIO (06-01-0000) FOR | Y     | 13-JUL-2021 |

**Exercise #17**      **QR0070 – BE Allotments by Quarter Report**

- Objectives:**
- Understand what the QR0070 report shows
  - Run the QR0070 report

**Instructions:**      Execute the following steps:

| Step | Action  |
|------|---|
| 1    | Pull up the parameter screen by either the report header name (i.e. BE Allotments by Quarter Report) or by the report ID (i.e. QR0070)  |
| 2    | <p>The report parameter screen appears:</p>    |
| 2a   | This report will show the quarterly funding allotted to an organization and will enable users to view allotment information as soon as it is available. It will also add the capability for the NOAA Budget Office to view data for a specific Advice No. and/or Item No. |

| Step                               | Action  |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
|------------------------------------|---|------------------|-------------|------------------------------------|-----------|------------------------------------|-----------|--------------------|-------------|----------------------|--------------------|--------------------|--------------------|
| 3                                  | <ul style="list-style-type: none"> <li>➤ Use the following parameters:                             <table style="margin-left: 20px;"> <tr> <td><b>Fund Code</b></td> <td><b>1083</b></td> </tr> <tr> <td><b>1<sup>st</sup> Level of Org</b></td> <td><b>50</b></td> </tr> <tr> <td><b>2<sup>nd</sup> Level of Org</b></td> <td><b>49</b></td> </tr> <tr> <td><b>Fiscal Year</b></td> <td><b>2021</b></td> </tr> <tr> <td><b>From Mod Date</b></td> <td><b>01-OCT-2020</b></td> </tr> <tr> <td><b>To Mod Date</b></td> <td><b>30-SEP-2021</b></td> </tr> </table> </li> <li>➤ Accept the <b>default values</b> for the rest of the fields</li> <li>➤ Click the  button.</li> </ul> | <b>Fund Code</b> | <b>1083</b> | <b>1<sup>st</sup> Level of Org</b> | <b>50</b> | <b>2<sup>nd</sup> Level of Org</b> | <b>49</b> | <b>Fiscal Year</b> | <b>2021</b> | <b>From Mod Date</b> | <b>01-OCT-2020</b> | <b>To Mod Date</b> | <b>30-SEP-2021</b> |
| <b>Fund Code</b>                   | <b>1083</b>   |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>1<sup>st</sup> Level of Org</b> | <b>50</b>   |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>2<sup>nd</sup> Level of Org</b> | <b>49</b>   |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>Fiscal Year</b>                 | <b>2021</b>   |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>From Mod Date</b>               | <b>01-OCT-2020</b>  |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>To Mod Date</b>                 | <b>30-SEP-2021</b>  |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| 3a                                 | <p>When the following message appears:</p> <div style="border: 1px solid #000; padding: 5px; margin: 10px 0;"> <p>QR101: Submit <span style="float: right;">✕</span></p> <p> Report QR101 submitted to the report server</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <ul style="list-style-type: none"> <li>➤ Click <b>OK</b></li> </ul> <div style="background-color: yellow; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</p> </div>  |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| 4                                  | <ul style="list-style-type: none"> <li>➤ View the report contents</li> <li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li> </ul>   |                  |             |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |

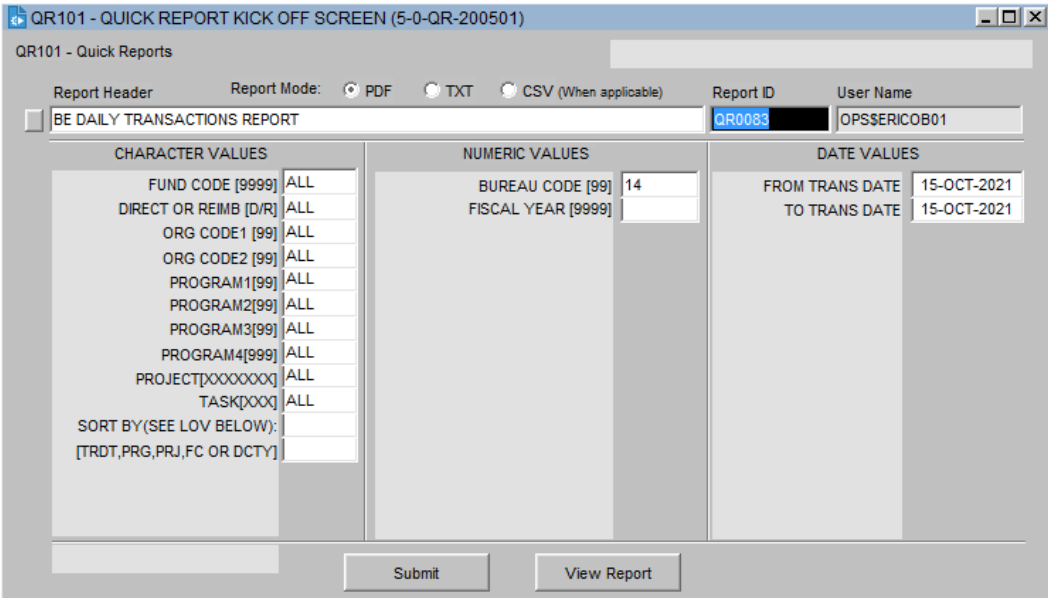
| REPORT RUN DATE: 15-OCT-2021 08:20:21<br>REPORT ID: QRS070<br>INSTANCE: CBS   | UNITED STATES DEPARTMENT OF COMMERCE<br>NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION<br>BE-ALLOTMENTS BY QUARTER REPORT | USER ID: OPS\$ERICR01<br>VERSION: 2.27.qr.070424<br>PAGE: 1 |              |              |        |          |          |          |          |             |          |            |     |     |     |            |       |                                  |             |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                  |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                                 |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                         |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                 |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |           |     |     |     |           |  |  |  |
|---|--|---|--------------|--------------|--------|----------|----------|----------|----------|-------------|----------|------------|-----|-----|-----|------------|-------|----------------------------------|-------------|------|--------------|-------|--------------|-----|-----|----|---|--------|--------|-------------|--|------------|-----|-----|-----|------------|---|----------------------------------|---------------------|--|--|--|--|--|--|--|--|--|--|--|------------|-----|-----|-----|------------|--|--|------|--------------|-------|--------------|-----|-------|----|---|--------|--------|-------------|--|-----------|-----|-----|-----|-----------|---|---------------------------------|------|--------------|-------|--------------|-----|-------|----|---|--------|--------|-------------|--|-----------|-----|-----|-----|-----------|---|-------------------------|---------------------|--|--|--|--|--|--|--|--|--|--|--|------------|-----|-----|-----|------------|--|--|------|--------------|-------|--------------|-----|-----|----|---|--------|--------|-------------|--|------------|-----|-----|-----|------------|---|---------------------------------|------|--------------|-------|--------------|-----|-----|----|---|--------|--------|-------------|--|-----------|-----|-----|-----|-----------|---|---------------------------------|---------------------|--|--|--|--|--|--|--|--|--|--|--|------------|-----|-----|-----|------------|--|--|------|--------------|-------|--------------|-----|-----|----|---|--------|--------|-------------|--|-----------|-----|-----|-----|-----------|---|---------------------------------|---------------------|--|--|--|--|--|--|--|--|--|--|--|-----------|-----|-----|-----|-----------|--|--|--|
| FY: 2021 - BUREAU: 14 - FUND: 1083 - ORG1: 50 - ORG2: 49 - PROG1: ALL - PROG2: ALL - PROG3: ALL - PROG4: ALL<br>PROJECT: ALL - TASK: ALL - ADVISE NO: ALL - ITEM NO: ALL - FROM MOD DATE: 01-OCT-2020 - TO MOD DATE: 30-SEP-2021  |  |   |              |              |        |          |          |          |          |             |          |            |     |     |     |            |       |                                  |             |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                  |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                                 |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                         |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                 |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |           |     |     |     |           |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>FUND</th> <th>PROGRAM CODE</th> <th>ORG1+2</th> <th>PROJECT-TASK</th> <th>O.C.</th> <th>ADV NO</th> <th>CATEGORY</th> <th>ITEM</th> <th>TRANS NO</th> <th>BOP</th> <th>APPROVED</th> <th>DATE</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> <th>TOTAL</th> <th>APP</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1083</td> <td>01-10-10-002</td> <td>50-49</td> <td>00000000-000</td> <td>0-0</td> <td>2-2</td> <td>B1</td> <td>1</td> <td>167495</td> <td>242029</td> <td>04-MAR-2021</td> <td></td> <td>285,798.00</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>285,798.00</td> <td>Y</td> <td>FROM OCS 10-09-0000 TO TPO 50-49</td> </tr> <tr> <td colspan="12" style="text-align: right;">Subtotal on Program</td> <td>285,798.00</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>285,798.00</td> <td></td> <td></td> </tr> <tr> <td>1083</td> <td>01-10-10-009</td> <td>50-49</td> <td>00000000-000</td> <td>0-0</td> <td>211-1</td> <td>B1</td> <td>1</td> <td>167308</td> <td>241342</td> <td>01-MAR-2021</td> <td></td> <td>63,978.00</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>63,978.00</td> <td>Y</td> <td>FY2021 SBIR ANNUAL CONTRIBUTION</td> </tr> <tr> <td>1083</td> <td>01-10-10-009</td> <td>50-49</td> <td>00000000-000</td> <td>0-0</td> <td>211-2</td> <td>B1</td> <td>1</td> <td>167576</td> <td>242128</td> <td>05-MAR-2021</td> <td></td> <td>56,868.00</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>56,868.00</td> <td>Y</td> <td>OCM TRANS SBIR TO 50-49</td> </tr> <tr> <td colspan="12" style="text-align: right;">Subtotal on Program</td> <td>120,846.00</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>120,846.00</td> <td></td> <td></td> </tr> <tr> <td>1083</td> <td>01-10-10-000</td> <td>50-49</td> <td>00000000-000</td> <td>0-0</td> <td>7-4</td> <td>B1</td> <td>1</td> <td>167547</td> <td>242065</td> <td>05-MAR-2021</td> <td></td> <td>158,996.18</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>158,996.18</td> <td>Y</td> <td>FY2021 SBIR ANNUAL CONTRIBUTION</td> </tr> <tr> <td>1083</td> <td>01-10-10-000</td> <td>50-49</td> <td>00000000-000</td> <td>0-0</td> <td>7-5</td> <td>B1</td> <td>1</td> <td>167569</td> <td>242099</td> <td>05-MAR-2021</td> <td></td> <td>86,897.90</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>86,897.90</td> <td>Y</td> <td>FY2021 SBIR ANNUAL CONTRIBUTION</td> </tr> <tr> <td colspan="12" style="text-align: right;">Subtotal on Program</td> <td>245,894.08</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>245,894.08</td> <td></td> <td></td> </tr> <tr> <td>1083</td> <td>01-20-10-001</td> <td>50-49</td> <td>00000000-000</td> <td>0-0</td> <td>8-8</td> <td>B1</td> <td>1</td> <td>167580</td> <td>241897</td> <td>05-MAR-2021</td> <td></td> <td>12,062.00</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>12,062.00</td> <td>Y</td> <td>FY2021 SBIR ANNUAL CONTRIBUTION</td> </tr> <tr> <td colspan="12" style="text-align: right;">Subtotal on Program</td> <td>12,062.00</td> <td>.00</td> <td>.00</td> <td>.00</td> <td>12,062.00</td> <td></td> <td></td> </tr> </tbody> </table> | FUND   | PROGRAM CODE  | ORG1+2       | PROJECT-TASK | O.C.   | ADV NO   | CATEGORY | ITEM     | TRANS NO | BOP         | APPROVED | DATE       | Q1  | Q2  | Q3  | Q4         | TOTAL | APP                              | DESCRIPTION | 1083 | 01-10-10-002 | 50-49 | 00000000-000 | 0-0 | 2-2 | B1 | 1 | 167495 | 242029 | 04-MAR-2021 |  | 285,798.00 | .00 | .00 | .00 | 285,798.00 | Y | FROM OCS 10-09-0000 TO TPO 50-49 | Subtotal on Program |  |  |  |  |  |  |  |  |  |  |  | 285,798.00 | .00 | .00 | .00 | 285,798.00 |  |  | 1083 | 01-10-10-009 | 50-49 | 00000000-000 | 0-0 | 211-1 | B1 | 1 | 167308 | 241342 | 01-MAR-2021 |  | 63,978.00 | .00 | .00 | .00 | 63,978.00 | Y | FY2021 SBIR ANNUAL CONTRIBUTION | 1083 | 01-10-10-009 | 50-49 | 00000000-000 | 0-0 | 211-2 | B1 | 1 | 167576 | 242128 | 05-MAR-2021 |  | 56,868.00 | .00 | .00 | .00 | 56,868.00 | Y | OCM TRANS SBIR TO 50-49 | Subtotal on Program |  |  |  |  |  |  |  |  |  |  |  | 120,846.00 | .00 | .00 | .00 | 120,846.00 |  |  | 1083 | 01-10-10-000 | 50-49 | 00000000-000 | 0-0 | 7-4 | B1 | 1 | 167547 | 242065 | 05-MAR-2021 |  | 158,996.18 | .00 | .00 | .00 | 158,996.18 | Y | FY2021 SBIR ANNUAL CONTRIBUTION | 1083 | 01-10-10-000 | 50-49 | 00000000-000 | 0-0 | 7-5 | B1 | 1 | 167569 | 242099 | 05-MAR-2021 |  | 86,897.90 | .00 | .00 | .00 | 86,897.90 | Y | FY2021 SBIR ANNUAL CONTRIBUTION | Subtotal on Program |  |  |  |  |  |  |  |  |  |  |  | 245,894.08 | .00 | .00 | .00 | 245,894.08 |  |  | 1083 | 01-20-10-001 | 50-49 | 00000000-000 | 0-0 | 8-8 | B1 | 1 | 167580 | 241897 | 05-MAR-2021 |  | 12,062.00 | .00 | .00 | .00 | 12,062.00 | Y | FY2021 SBIR ANNUAL CONTRIBUTION | Subtotal on Program |  |  |  |  |  |  |  |  |  |  |  | 12,062.00 | .00 | .00 | .00 | 12,062.00 |  |  |  |
| FUND  | PROGRAM CODE   | ORG1+2  | PROJECT-TASK | O.C.         | ADV NO | CATEGORY | ITEM     | TRANS NO | BOP      | APPROVED    | DATE     | Q1         | Q2  | Q3  | Q4  | TOTAL      | APP   | DESCRIPTION                      |             |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                  |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                                 |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                         |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                 |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |           |     |     |     |           |  |  |  |
| 1083  | 01-10-10-002   | 50-49   | 00000000-000 | 0-0          | 2-2    | B1       | 1        | 167495   | 242029   | 04-MAR-2021 |          | 285,798.00 | .00 | .00 | .00 | 285,798.00 | Y     | FROM OCS 10-09-0000 TO TPO 50-49 |             |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                  |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                                 |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                         |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                 |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |           |     |     |     |           |  |  |  |
| Subtotal on Program   |  |   |              |              |        |          |          |          |          |             |          | 285,798.00 | .00 | .00 | .00 | 285,798.00 |       |                                  |             |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                  |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                                 |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                         |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                 |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |           |     |     |     |           |  |  |  |
| 1083  | 01-10-10-009   | 50-49   | 00000000-000 | 0-0          | 211-1  | B1       | 1        | 167308   | 241342   | 01-MAR-2021 |          | 63,978.00  | .00 | .00 | .00 | 63,978.00  | Y     | FY2021 SBIR ANNUAL CONTRIBUTION  |             |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                  |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                                 |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                         |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                 |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |           |     |     |     |           |  |  |  |
| 1083  | 01-10-10-009   | 50-49   | 00000000-000 | 0-0          | 211-2  | B1       | 1        | 167576   | 242128   | 05-MAR-2021 |          | 56,868.00  | .00 | .00 | .00 | 56,868.00  | Y     | OCM TRANS SBIR TO 50-49          |             |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                  |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                                 |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                         |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                 |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |           |     |     |     |           |  |  |  |
| Subtotal on Program   |  |   |              |              |        |          |          |          |          |             |          | 120,846.00 | .00 | .00 | .00 | 120,846.00 |       |                                  |             |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                  |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                                 |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                         |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                 |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |           |     |     |     |           |  |  |  |
| 1083  | 01-10-10-000   | 50-49   | 00000000-000 | 0-0          | 7-4    | B1       | 1        | 167547   | 242065   | 05-MAR-2021 |          | 158,996.18 | .00 | .00 | .00 | 158,996.18 | Y     | FY2021 SBIR ANNUAL CONTRIBUTION  |             |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                  |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                                 |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                         |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                 |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |           |     |     |     |           |  |  |  |
| 1083  | 01-10-10-000   | 50-49   | 00000000-000 | 0-0          | 7-5    | B1       | 1        | 167569   | 242099   | 05-MAR-2021 |          | 86,897.90  | .00 | .00 | .00 | 86,897.90  | Y     | FY2021 SBIR ANNUAL CONTRIBUTION  |             |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                  |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                                 |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                         |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                 |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |           |     |     |     |           |  |  |  |
| Subtotal on Program   |  |   |              |              |        |          |          |          |          |             |          | 245,894.08 | .00 | .00 | .00 | 245,894.08 |       |                                  |             |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                  |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                                 |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                         |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                 |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |           |     |     |     |           |  |  |  |
| 1083  | 01-20-10-001   | 50-49   | 00000000-000 | 0-0          | 8-8    | B1       | 1        | 167580   | 241897   | 05-MAR-2021 |          | 12,062.00  | .00 | .00 | .00 | 12,062.00  | Y     | FY2021 SBIR ANNUAL CONTRIBUTION  |             |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                  |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                                 |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                         |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                 |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |           |     |     |     |           |  |  |  |
| Subtotal on Program   |  |   |              |              |        |          |          |          |          |             |          | 12,062.00  | .00 | .00 | .00 | 12,062.00  |       |                                  |             |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                  |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                                 |      |              |       |              |     |       |    |   |        |        |             |  |           |     |     |     |           |   |                         |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |            |     |     |     |            |   |                                 |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |            |     |     |     |            |  |  |      |              |       |              |     |     |    |   |        |        |             |  |           |     |     |     |           |   |                                 |                     |  |  |  |  |  |  |  |  |  |  |  |           |     |     |     |           |  |  |  |


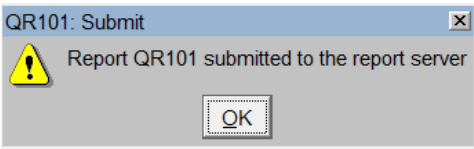



**Exercise #18      QR0083– BE Daily Transactions Report**

- Objectives:**
- Understand what the QR0083 report shows
  - Run the QR0083 report

**Instructions:**      Execute the following steps:

| Step | Action  |
|------|---|
| 1    | Pull up the parameter screen by either the report header name (i.e. BE Daily Transactions Report) or by the report ID (i.e. QR0083) |
| 2    | <p>The report parameter screen appears:</p>      |

| Step                               | Action   |                  |            |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
|------------------------------------|--|------------------|------------|------------------------------------|-----------|------------------------------------|-----------|--------------------|-------------|----------------------|--------------------|--------------------|--------------------|
| 2a                                 | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |                  |            |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| 3                                  | <p>➤ Use the following parameters:</p> <table data-bbox="354 1094 876 1396"> <tr> <td><b>Fund Code</b></td> <td><b>ALL</b></td> </tr> <tr> <td><b>1<sup>st</sup> Level of Org</b></td> <td><b>50</b></td> </tr> <tr> <td><b>2<sup>nd</sup> Level of Org</b></td> <td><b>49</b></td> </tr> <tr> <td><b>Fiscal Year</b></td> <td><b>2021</b></td> </tr> <tr> <td><b>From Mod Date</b></td> <td><b>01-SEP-2021</b></td> </tr> <tr> <td><b>To Mod Date</b></td> <td><b>07-SEP-2021</b></td> </tr> </table> <p>➤ Accept the <b>default values</b> for the rest of the fields</p> <p>➤ Click the  button.</p>   | <b>Fund Code</b> | <b>ALL</b> | <b>1<sup>st</sup> Level of Org</b> | <b>50</b> | <b>2<sup>nd</sup> Level of Org</b> | <b>49</b> | <b>Fiscal Year</b> | <b>2021</b> | <b>From Mod Date</b> | <b>01-SEP-2021</b> | <b>To Mod Date</b> | <b>07-SEP-2021</b> |
| <b>Fund Code</b>                   | <b>ALL</b>   |                  |            |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>1<sup>st</sup> Level of Org</b> | <b>50</b>  |                  |            |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>2<sup>nd</sup> Level of Org</b> | <b>49</b>  |                  |            |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>Fiscal Year</b>                 | <b>2021</b>  |                  |            |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>From Mod Date</b>               | <b>01-SEP-2021</b>   |                  |            |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| <b>To Mod Date</b>                 | <b>07-SEP-2021</b>   |                  |            |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |
| 3a                                 | <p>When the following message appears:</p>  <p>➤ Click <b>OK</b></p>  |                  |            |                                    |           |                                    |           |                    |             |                      |                    |                    |                    |

| Step | Action   |
|------|--|
|      | <p><i>Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</i></p>   |
| 4    | <ul style="list-style-type: none"> <li>➤ View the report contents</li> <li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li> </ul> |

REPORT RUN DATE: 15-OCT-2021 08:25:34  
 REPORT ID: QR0083  
 INSTANCE: CBS

UNITED STATES DEPARTMENT OF COMMERCE  
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
 BE DAILY TRANSACTIONS REPORT

USER ID: OPS6ERIC081  
 VERSION: 4.2.QR.160805  
 PAGE: 1

FY:2021 - BUREAU:14 - FUND:1083 - D/F:ALL - ORG1:50 - ORG2:49 - PROG1:ALL - PROG2:ALL - PROG3:ALL - PROG4:ALL  
 PROJECT:ALL - FROM TRANS DATE: 01-SEP-2021 - TO TRANS DATE: 07-SEP-2021 - SORT BY:

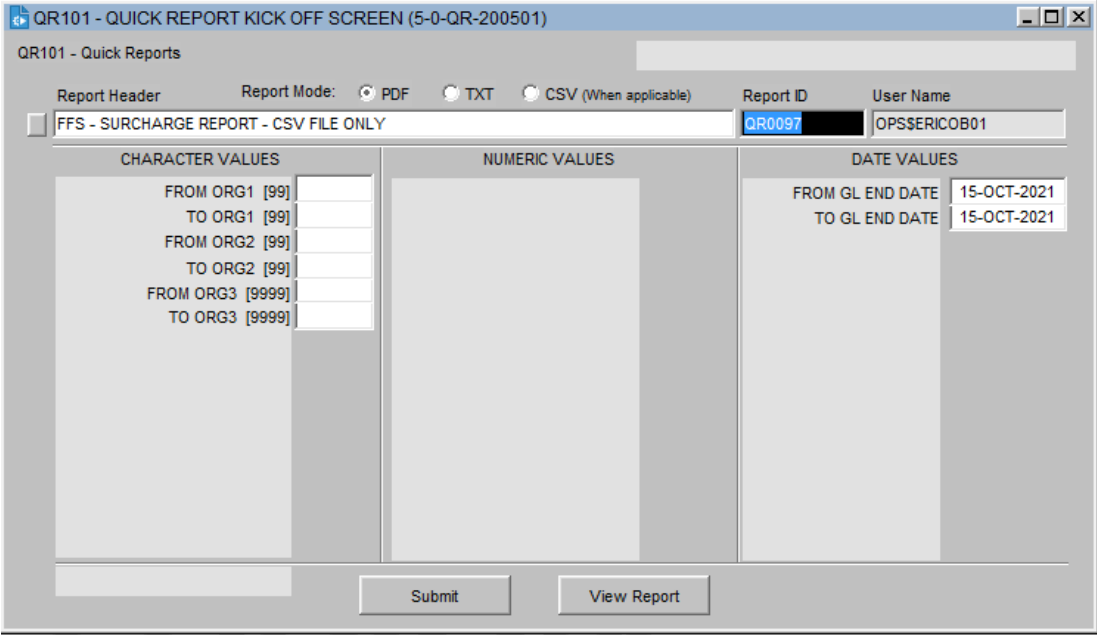
| ORG CODE | PROGRAM      | TRANS DATE  | DOC NO   | DOC TYPE | ITEM TYPE | ORG NO  | ORGANIZATION           | FUND | PROJECT | OBJECT      | TRANS AMOUNT |             |
|----------|--------------|-------------|----------|----------|-----------|---------|------------------------|------|---------|-------------|--------------|-------------|
| 50-49    | 03-03-08-004 | 01-SEP-2021 | 10646131 | ASAP     | GRANT     | 7824479 | 50-49-0001-00-00-00-00 | 2021 | 1083    | V8R3EE0-P00 | 41-11-00-00  | -149,191.00 |
| 50-49    | 03-03-08-004 | 01-SEP-2021 | 10646131 | ASAP     | GRANT     | 7824479 | 50-49-0001-00-00-00-00 | 2021 | 1083    | V8R3EE0-P00 | 41-11-00-00  | 149,191.00  |
| 50-49    | 15-01-01-120 | 01-SEP-2021 | 764464   | GJ       |           | 82117   | 50-49-0000-00-00-00-00 | 2021 | 1083    | VDBLNTF-P00 | 11-12-62-00  | -260.75     |
| 50-49    | 15-01-01-120 | 01-SEP-2021 | 764464   | GJ       |           | 82117   | 50-49-0000-00-00-00-00 | 2021 | 1083    | VDBLNTF-P00 | 11-52-00-00  | -552.96     |
| 50-49    | 15-01-01-120 | 01-SEP-2021 | 764464   | GJ       |           | 82117   | 50-49-0000-00-00-00-00 | 2021 | 1083    | VDBLNTF-P00 | 12-33-00-00  | -24.94      |
| 50-49    | 15-01-01-120 | 01-SEP-2021 | 764464   | GJ       |           | 82117   | 50-49-0000-00-00-00-00 | 2021 | 1083    | VDBLNTF-P00 | 12-34-00-00  | -181.64     |
| 50-49    | 15-01-01-120 | 01-SEP-2021 | 764464   | GJ       |           | 82117   | 50-49-0000-00-00-00-00 | 2021 | 1083    | VDBLNTF-P00 | 12-36-00-00  | -856.79     |
| 50-49    | 03-01-06-016 | 01-SEP-2021 | 7824477  | GRANT    | GRANT     | 940794  | 50-49-0001-00-00-00-00 | 2021 | 1083    | V8R1CRS-P00 | 41-11-00-00  | -39,525.00  |
| 50-49    | 03-01-06-016 | 01-SEP-2021 | 7824477  | GRANT    | GRANT     | 7824477 | 50-49-0001-00-00-00-00 | 2021 | 1083    | V8R1CRS-P00 | 41-11-00-00  | 39,525.00   |
| 50-49    | 03-01-06-016 | 01-SEP-2021 | 10646129 | ASAP     | GRANT     | 7824477 | 50-49-0001-00-00-00-00 | 2021 | 1083    | V8R1CRS-P00 | 41-11-00-00  | -39,525.00  |
| 50-49    | 03-01-06-016 | 01-SEP-2021 | 10646129 | ASAP     | GRANT     | 7824477 | 50-49-0001-00-00-00-00 | 2021 | 1083    | V8R1CRS-P00 | 41-11-00-00  | 39,525.00   |
| 50-49    | 03-03-08-004 | 01-SEP-2021 | 7824479  | GRANT    | GRANT     | 941664  | 50-49-0001-00-00-00-00 | 2021 | 1083    | V8R3EE0-P00 | 41-11-00-00  | -149,191.00 |
| 50-49    | 03-03-08-004 | 01-SEP-2021 | 7824479  | GRANT    | GRANT     | 7824479 | 50-49-0001-00-00-00-00 | 2021 | 1083    | V8R3EE0-P00 | 41-11-00-00  | 149,191.00  |
| 50-49    | 15-01-01-120 | 01-SEP-2021 | 764464   | GJ       |           | 82117   | 50-49-0001-00-00-00-00 | 2021 | 1083    | VDBLNTF-P00 | 12-39-00-00  | -1,245.56   |
| 50-49    | 15-01-01-120 | 01-SEP-2021 | 764464   | GJ       |           | 82117   | 50-49-0001-00-00-00-00 | 2021 | 1083    | VDBLNTF-P00 | 11-12-00-00  | -19,324.73  |
| 50-49    | 15-01-01-120 | 01-SEP-2021 | 764464   | GJ       |           | 82117   | 50-49-0001-00-00-00-00 | 2021 | 1083    | VDBLNTF-P00 | 11-12-61-00  | -9,585.67   |
| 50-49    | 15-01-01-120 | 01-SEP-2021 | 764464   | GJ       |           | 82117   | 50-49-0001-00-00-00-00 | 2021 | 1083    | VDBLNTF-P00 | 11-12-62-00  | -2,607.36   |

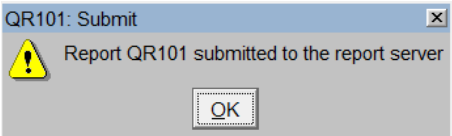
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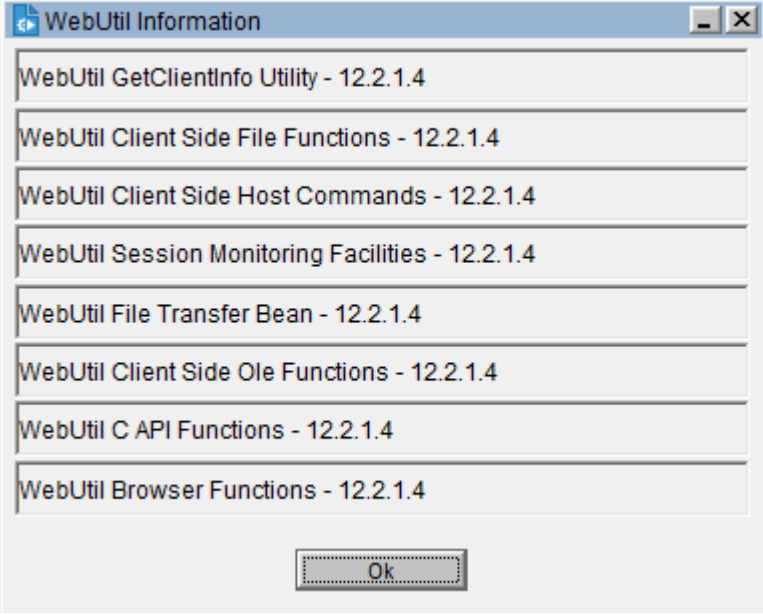
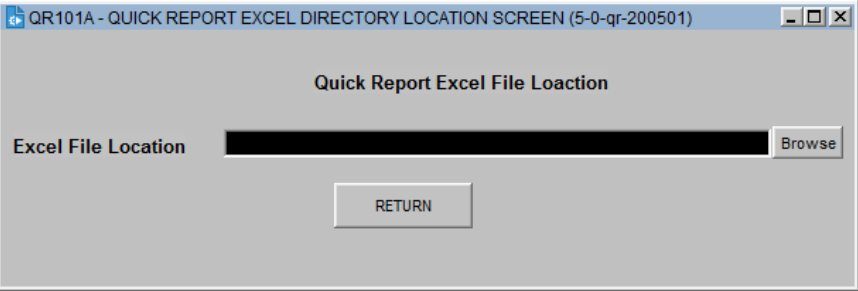
**Exercise #19      QR0097 FFS - SURCHARGE REPORT - CSV FILE ONLY**

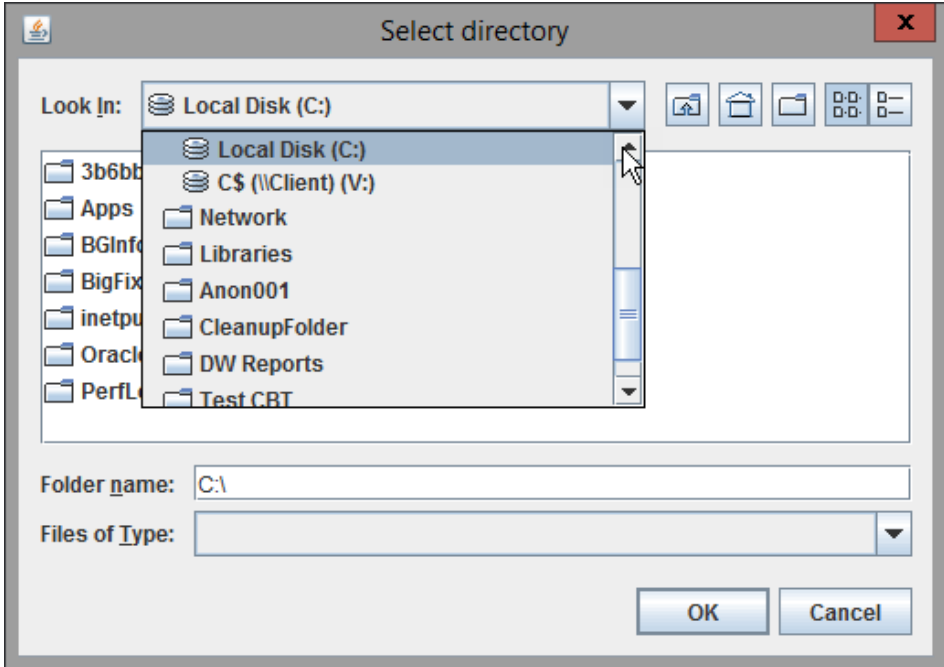
- Objectives:**
- Understand what the QR0097 report shows
  - Run the QR0097 report

**Instructions:**      Execute the following steps:

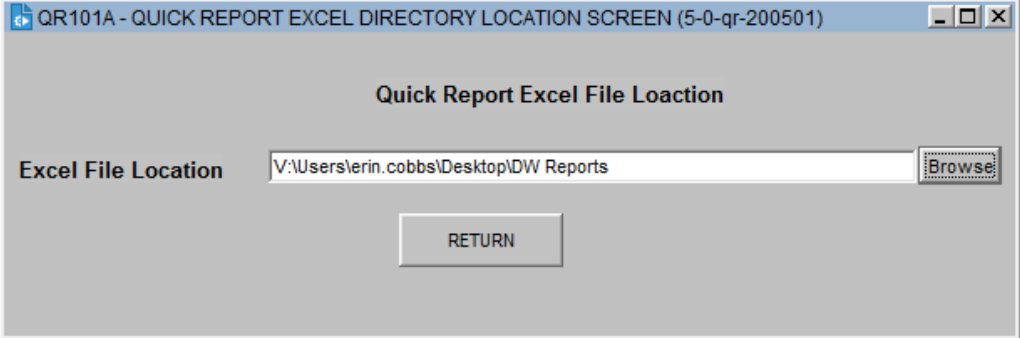
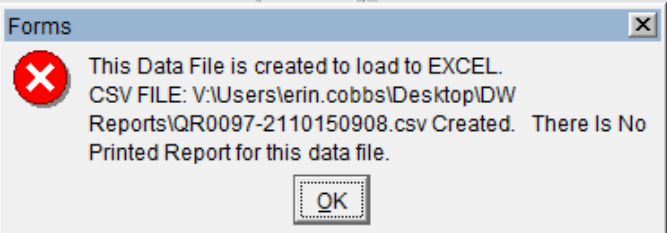
| Step | Action   |
|------|--|
| 1    | Pull up the parameter screen by either the report header name (i.e. %FFS%) or by the report ID (i.e. QR0097)   |
| 2    | <p>The report parameter screen appears:</p>   |
| 2a   | <p>This report helps with linking the fee for service surcharge transaction amounts back to their source transactions. This report is one that is downloaded, so you will need to select where you save it. Make sure you select either your hard drive or LAN drive. This report only allows for data up for 3 months</p> |

| Step                    | Action  |                   |           |                 |           |                   |           |                 |           |                   |             |                 |             |                         |                    |                       |                    |
|-------------------------|---|-------------------|-----------|-----------------|-----------|-------------------|-----------|-----------------|-----------|-------------------|-------------|-----------------|-------------|-------------------------|--------------------|-----------------------|--------------------|
| 3                       | <p data-bbox="313 323 781 359">➤ Use the following parameters:</p> <table data-bbox="358 394 906 793"> <tr> <td><b>From Org 1</b></td> <td><b>10</b></td> </tr> <tr> <td><b>To Org 1</b></td> <td><b>10</b></td> </tr> <tr> <td><b>From Org 2</b></td> <td><b>09</b></td> </tr> <tr> <td><b>To Org 2</b></td> <td><b>09</b></td> </tr> <tr> <td><b>From Org 3</b></td> <td><b>0003</b></td> </tr> <tr> <td><b>To Org 3</b></td> <td><b>0003</b></td> </tr> <tr> <td><b>From GL End Date</b></td> <td><b>01–AUG–2021</b></td> </tr> <tr> <td><b>To GL End Date</b></td> <td><b>30–SEP–2021</b></td> </tr> </table> <p data-bbox="313 829 732 865">➤ Click the <b>CSV</b> radio button</p> <p data-bbox="313 884 678 919">➤ Click the <input type="button" value="Submit"/> button.</p> <p data-bbox="313 978 402 1014"><b>Notes:</b></p> <ul data-bbox="456 1031 1419 1226" style="list-style-type: none"> <li>✓ <i>You do not have to search on all Orgs, but if you only search by one or two keep the one not being searched on blank.</i></li> <li>✓ <i>If data does not exist for what is being queried on, results will still generate but the file when open will encounter a “blank” report</i></li> <li>✓ <i>If the CSV radio button is not checked prior to submission, a blank PDF/TXT file will still be generated.</i></li> </ul> | <b>From Org 1</b> | <b>10</b> | <b>To Org 1</b> | <b>10</b> | <b>From Org 2</b> | <b>09</b> | <b>To Org 2</b> | <b>09</b> | <b>From Org 3</b> | <b>0003</b> | <b>To Org 3</b> | <b>0003</b> | <b>From GL End Date</b> | <b>01–AUG–2021</b> | <b>To GL End Date</b> | <b>30–SEP–2021</b> |
| <b>From Org 1</b>       | <b>10</b>   |                   |           |                 |           |                   |           |                 |           |                   |             |                 |             |                         |                    |                       |                    |
| <b>To Org 1</b>         | <b>10</b>   |                   |           |                 |           |                   |           |                 |           |                   |             |                 |             |                         |                    |                       |                    |
| <b>From Org 2</b>       | <b>09</b>   |                   |           |                 |           |                   |           |                 |           |                   |             |                 |             |                         |                    |                       |                    |
| <b>To Org 2</b>         | <b>09</b>   |                   |           |                 |           |                   |           |                 |           |                   |             |                 |             |                         |                    |                       |                    |
| <b>From Org 3</b>       | <b>0003</b>   |                   |           |                 |           |                   |           |                 |           |                   |             |                 |             |                         |                    |                       |                    |
| <b>To Org 3</b>         | <b>0003</b>   |                   |           |                 |           |                   |           |                 |           |                   |             |                 |             |                         |                    |                       |                    |
| <b>From GL End Date</b> | <b>01–AUG–2021</b>  |                   |           |                 |           |                   |           |                 |           |                   |             |                 |             |                         |                    |                       |                    |
| <b>To GL End Date</b>   | <b>30–SEP–2021</b>  |                   |           |                 |           |                   |           |                 |           |                   |             |                 |             |                         |                    |                       |                    |
| 3a                      | <p data-bbox="313 1287 850 1323">When the following message appears:</p> <div data-bbox="313 1354 761 1488">  </div> <p data-bbox="313 1524 485 1560">➤ Click <b>OK</b></p> <p data-bbox="313 1619 402 1654"><b>Notes:</b></p> <ul data-bbox="456 1671 1419 1730" style="list-style-type: none"> <li>✓ <i>Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</i></li> </ul>  |                   |           |                 |           |                   |           |                 |           |                   |             |                 |             |                         |                    |                       |                    |

| Step | Action   |
|------|--|
| 3b   | <p>The WebUtil Information screen appears:</p>  <p>➤ Click <b>OK</b></p> |
| 3c   | <p>A prompt appears:</p>  <p>➤ Click <b>Browse</b></p>                 |

| Step | Action  |
|------|---|
| 3d   | <p data-bbox="310 323 688 359">A select directory appears:</p> <div data-bbox="310 426 1248 1089"></div> <ul data-bbox="310 1163 850 1304" style="list-style-type: none"><li>➤ Click the <b>Look In</b> drop-down arrow</li><li>➤ Select the <b>C\$</b> option (V:)</li><li>➤ Chose the folders to save at</li><li>➤ When finished click <b>OK</b></li></ul> |



| Step | Action  |
|------|---|
| 3e   | <p>The prompt appears with the file location filled in:</p>  <p>➤ Click <b>RETURN</b></p> |
| 3f   | <p>A message appears:</p>  <p>➤ Click <b>OK</b></p>                                      |

| Step | Action  |
|------|---|
| 4    | Open Excel and the csv file that was created: |

| A  | B   | C   | D    | E    | F    | G    | H    | I         | J    | K        | L        | M                      | N        | O       | P    | Q          | R        | S        | T         | U         |        |
|----|---|---|------|------|------|------|------|-----------|------|----------|----------|------------------------|----------|---------|------|------------|----------|----------|-----------|-----------|--------|
| 1  | REPORT RUN DATE: 15-OCT-2021 09:03:13   | UNITED STATES DEPARTMENT OF COMMERCE            |      |      |      |      |      |           |      |          |          | USER ID: OPS\$ERICOB01 |          |         |      |            |          |          |           |           |        |
| 2  | REPORT ID: QR0097   | NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION |      |      |      |      |      |           |      |          |          | VERSION: 5.0.QR.190816 |          |         |      |            |          |          |           |           |        |
| 3  | INSTANCE: CBS   | FFS - Surcharge Report - CSV FILE ONLY          |      |      |      |      |      |           |      |          |          |                        |          |         |      |            |          |          |           |           |        |
| 4  |   |   |      |      |      |      |      |           |      |          |          |                        |          |         |      |            |          |          |           |           |        |
| 5  |   |   |      |      |      |      |      |           |      |          |          |                        |          |         |      |            |          |          |           |           |        |
| 6  | Report Parameters --> FROM GL_END_DATE: 31-AUG-2021 - TO GL_END_DATE: 30-SEP-2021 - FROM ORG1: 10 - TO ORG1: 10 - FROM ORG2: 09 - TO ORG2: 09 - FROM ORG3: 0003 - TO ORG3: 0003 |   |      |      |      |      |      |           |      |          |          |                        |          |         |      |            |          |          |           |           |        |
| 7  |   |   |      |      |      |      |      |           |      |          |          |                        |          |         |      |            |          |          |           |           |        |
| 8  | Org1  | Org2  | Org3 | Org4 | Org5 | Org6 | Org7 | Fund Codi | FCFY | Program1 | Program2 | Program3               | Program4 | Project | Task | Trans Date | Document | Doc Type | Reference | Feeder Sy | Object |
| 9  | 10  | 9   | 3    | 1    | 0    | 0    | 0    | 7         | 2021 | 1        | 10       | 10                     | 1        | 1RKHIDA | P00  | 9-Sep-21   | 908746   | CONTR    | NC-NJ3001 | 1305M220  |        |
| 10 | 10  | 9   | 3    | 1    | 0    | 0    | 0    | 7         | 2021 | 1        | 10       | 10                     | 1        | 1RKHIDA | P00  | #####      | 767278   | GJ       | TC:CA1020 |           |        |
| 11 | 10  | 9   | 3    | 0    | 0    | 0    | 0    | 1073      | 2021 | 2        | 33       | 0                      | 1        | U8LHC01 | P00  | 4-Aug-21   | 926773   | CONTR    | NCNJ1000  | 1305M220  |        |
| 12 | 10  | 9   | 3    | 0    | 0    | 0    | 0    | 1073      | 2021 | 2        | 33       | 0                      | 1        | U8LHC01 | P00  | #####      | 763173   | GJ       | TC:C21010 |           |        |
| 13 | 10  | 9   | 3    | 0    | 0    | 0    | 0    | 1083      | 2021 | 1        | 10       | 10                     | 1        | V8KNXMC | P00  | 4-Aug-21   | 926773   | CONTR    | NCNJ1000  | 1305M220  |        |
| 14 | 10  | 9   | 3    | 0    | 0    | 0    | 0    | 1083      | 2021 | 1        | 10       | 10                     | 1        | V8KNXMC | P00  | #####      | 890859   | CONTR    | NCNJ2000  | 1305L219C |        |
| 15 | 10  | 9   | 3    | 0    | 0    | 0    | 0    | 1083      | 2021 | 1        | 10       | 10                     | 1        | V8KNXMC | P00  | 7-Sep-21   | 898600   | CONTR    | NC-NJ0001 | 1305M419  |        |
| 16 | 10  | 9   | 3    | 0    | 0    | 0    | 0    | 1083      | 2021 | 1        | 10       | 10                     | 1        | V8KNXMC | P00  | #####      | 764405   | GJ       | TC:C21010 |           |        |
| 17 | 10  | 9   | 3    | 0    | 0    | 0    | 0    | 1083      | 2021 | 1        | 10       | 10                     | 1        | V8KNXMC | P00  | 7-Sep-21   | 766246   | GJ       | TC:C21010 |           |        |
| 18 | 10  | 9   | 3    | 0    | 0    | 0    | 0    | 1083      | 2021 | 1        | 10       | 10                     | 1        | V8KNXMC | P00  | #####      | 763173   | GJ       | TC:C21010 |           |        |
| 19 | 10  | 9   | 3    | 0    | 0    | 0    | 0    | 1083      | 2021 | 1        | 30       | 40                     | 0        | V8KMCRP | P00  | 4-Aug-21   | 926773   | CONTR    | NCNJ1000  | 1305M220  |        |
| 20 | 10  | 9   | 3    | 0    | 0    | 0    | 0    | 1083      | 2021 | 1        | 30       | 40                     | 0        | V8KMCRP | P00  | #####      | 763173   | GJ       | TC:C21010 |           |        |
| 21 | 10  | 9   | 3    | 0    | 0    | 0    | 0    | 1083      | 2021 | 2        | 33       | 0                      | 3        | V8LHC05 | P00  | 4-Aug-21   | 926773   | CONTR    | NCNJ1000  | 1305M220  |        |
| 22 | 10  | 9   | 3    | 0    | 0    | 0    | 0    | 1083      | 2021 | 2        | 33       | 0                      | 3        | V8LHC05 | P00  | #####      | 763173   | GJ       | TC:C21010 |           |        |
| 23 | 10  | 9   | 3    | 0    | 0    | 0    | 0    | 1083      | 2021 | 10       | 3        | 1                      | 0        | V8A2AWS | P00  | 4-Aug-21   | 926773   | CONTR    | NCNJ1000  | 1305M220  |        |


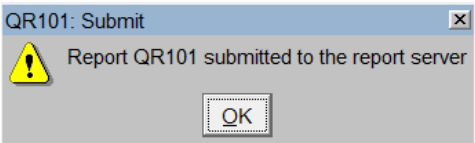

## Reimbursable Quick Reports

**Exercise #20**      **QR0059 – RA Active and Approved RADG002 Records Query**

- Objectives:**
- Understand what the QR0059 report shows
  - Run the QR0059 report

**Instructions:**      Execute the following steps:

| Step | Action  |
|------|---|
| 1    | Pull up the parameter screen by either the report header name (i.e. RA Active and Approved RADG002 Records Query) or by the report ID (i.e. QR0059) |
| 2    | The report parameter screen appears: <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> </div>                                 |

| Step | Action  |
|------|---|
| 2a   | <p>This query lists all of the reimbursable agreement (RADG002) records that are active and approved by bureau, line office, FMC, and fund code. The records are listed in order by LO and FMC. The LO and FMC for this report are pulled from the Acceptance Organization on the RADG002. A missing or incorrect acceptance organization will adversely affect the results of the query.</p> <p>This report can be used by line offices and FMC staff to produce a quick list of the active and approved RADG002 records for their specific area. This report can also be used to verify if a RADG002 has been approved by the Finance Office.</p> |
| 3    | <ul style="list-style-type: none"> <li>➤ Use the following parameters:           <ul style="list-style-type: none"> <li><b>Bureau Code</b>    <b>14</b></li> <li><b>LO (Org1)</b>        <b>50</b></li> <li><b>FMC (Org2)</b>      <b>22</b></li> </ul> </li> <li>➤ Accept the <b>default values</b> for the rest of the fields</li> <li>➤ Click the  button.</li> </ul>   |
| 3a   | <p>When the following message appears:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>OK</b></li> </ul> <p><i>Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</i></p>   |
| 4    | <ul style="list-style-type: none"> <li>➤ View the report contents</li> <li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li> </ul>  |

REPORT RUN DATE: 15-OCT-2021 09:18:47  
 REPORT ID: QR0059  
 INSTANCE: CBS

UNITED STATES DEPARTMENT OF COMMERCE  
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
 RA ACTIVE AND APPROVED RADG002 RECORDS QUERY

USER ID: OPS\$ERIC081  
 VERSION: 2.27.QR.076608

BUREAU CODE: 14 - LO: 50 - FMC: 22 - FUND CODE: ALL

| BC | LO | FMC | FC | BUR  | REF | NO | RA    | CTRL | RA            | NO             | CUST  | NO                | CUST            | REF     | NO | MOD | BILL | T | CONTRACT     | AMT         | BEGIN       | DATE | END | DATE | RA | STA |
|----|----|-----|----|------|-----|----|-------|------|---------------|----------------|-------|-------------------|-----------------|---------|----|-----|------|---|--------------|-------------|-------------|------|-----|------|----|-----|
| 14 | 50 | 22  | 6  | 3RR1 | JBT |    | 10498 |      | FRD           | 2020-2025      | 6887  | FRD               | 2020-2025       |         |    | ADV |      |   | 3,000.00     | 27-JUL-2020 | 31-JUL-2025 |      |     |      |    |     |
| 14 | 50 | 22  | 7  | 3RR1 | U14 |    | 9732  |      | 89243218      | SNE000005      | 412   | 89243218          | SNE0000667      |         |    | 6   | WIP  |   | 4,402,630.00 | 01-OCT-2018 | 30-SEP-2023 |      |     |      |    |     |
| 14 | 50 | 22  | 7  | 3RR1 | JAP |    | 10603 |      | TFAA190020098 | - 32846        | 14428 | TFAA190020098     | - 32846         |         |    | WIP |      |   | 32,500.00    | 16-SEP-2021 | 31-DEC-2021 |      |     |      |    |     |
| 14 | 50 | 22  | 7  | 3RR1 | JEY |    | 9795  |      | IAA #89233119 | SNA000077      | 412   | IAA #89233119     | SNA000077       | 89X0240 |    | 8   | WIP  |   | 4,563,000.00 | 01-APR-2019 | 31-MAR-2024 |      |     |      |    |     |
| 14 | 50 | 22  | 7  | 3RR1 | JSR |    | 9865  |      | NNH17AES3I    | TAS 19/20 0120 | 409   | NNH17AES3I        | TAS 19/20 0120  |         |    | WIP |      |   | 99,000.00    | 16-APR-2019 | 30-SEP-2019 |      |     |      |    |     |
| 14 | 50 | 22  | 7  | 3RR1 | JSR |    | 10307 |      | NNH17AES3I    | TAS 20/21 0120 | 409   | NNH17AES3I        | TAS 20/21 0120  |         |    | WIP |      |   | 50,000.00    | 31-DEC-2019 | 30-SEP-2020 |      |     |      |    |     |
| 14 | 50 | 22  | 7  | 3RR2 | JAB |    | 9364  |      | F3KTK78008    | GV02           | 372   | F3KTK78008        | GV02 578/8 3400 |         |    | WIP |      |   | 125,000.00   | 01-OCT-2017 | 30-SEP-2018 |      |     |      |    |     |
| 14 | 50 | 22  | 7  | 3RR2 | JAB |    | 9768  |      | F3KTK78305    | GV01           | 372   | F3KTK78305        | GV01            |         |    | WIP |      |   | 125,000.00   | 01-OCT-2018 | 30-SEP-2019 |      |     |      |    |     |
| 14 | 50 | 22  | 7  | 3RR2 | JAB |    | 10249 |      | F3KTK79302    | GW02           | 372   | F3KTK79302        | GW02            |         |    | WIP |      |   | 125,000.00   | 01-OCT-2019 | 30-SEP-2020 |      |     |      |    |     |
| 14 | 50 | 22  | 7  | 3RR2 | JAB |    | 10748 |      | F3KTK70318    | GW02           | 372   | F3KTK70318        | GW02            |         |    | WIP |      |   | 125,000.00   | 01-OCT-2020 | 30-SEP-2021 |      |     |      |    |     |
| 14 | 50 | 22  | 7  | 3RR2 | JHA |    | 8199  |      | DE-EM0003822  |                | 412   | DE-EM0003822/0001 | 89X0251         |         |    | 1   | WIP  |   | 520,000.00   | 02-FEB-2016 | 30-SEP-2018 |      |     |      |    |     |

This report ran approximately 0 minutes

This report may contain PII/BII data and should be safeguarded from improper disclosure.  
 The information in this report is confidential and may be legally privileged.

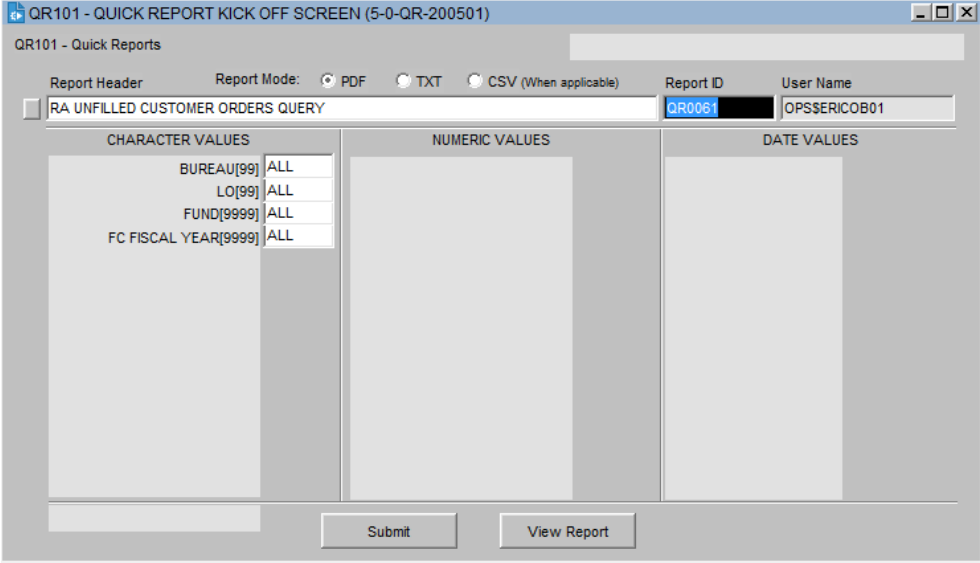
FOR OFFICIAL USE ONLY


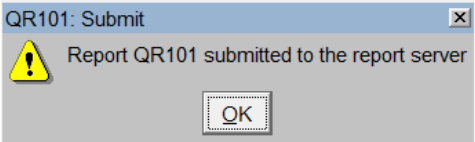

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**Exercise #21 QR0061– RA Unfilled Customer Order Query**

- Objectives:**
- Understand what the QR0061 report shows
  - Run the QR0061 report

**Instructions:** Execute the following steps:

| Step | Action   |
|------|--|
| 1    | Pull up the parameter screen by either the report header name (i.e. RA Unfilled Customer Order Query) or by the report ID (i.e. QR0061)  |
| 2    | <p>The report parameter screen appears:</p>   |
| 2a   | <p>This query lists all of the active and approved unfilled customer orders (RADG003) records by bureau, line office, and fiscal year. The records are listed in project order.</p> <p>This report can be used by line offices and FMC staff to get a quick list of all the UCOs that have been entered against agreements. This report can also be used to get a quick list displaying the orders for all fiscal years of an agreement.</p> |

| Step | Action  |
|------|---|
| 3    | <ul style="list-style-type: none"> <li>➤ Use the following parameters:<br/> <b>Bureau Code 14</b><br/> <b>LO 50</b><br/> <b>Fund 0006</b><br/> <b>FC Fiscal Year 2021</b></li> <li>➤ Click the  button.</li> </ul>                           |
| 3a   | <p>When the following message appears:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>OK</b></li> </ul> <p><i>Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</i></p> |
| 4    | <ul style="list-style-type: none"> <li>➤ View the report contents</li> <li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li> </ul>  |

You can also try and run it for Fund Code 0007.

|   |   |                         |
|---|---|-------------------------|
| REPORT RUN DATE: 15-OCT-2021 09:45:55                   | UNITED STATES DEPARTMENT OF COMMERCE            | USER ID: OPS\$ERICOB01  |
| REPORT ID: QR0061                                       | NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION | VERSION: 2.27.QR.070301 |
| INSTANCE: CBS   | RA UNFILLED CUSTOMER ORDERS QUERY               |                         |
| BUREAU: 14 - LO: 50 - FUND: 0006 - FC FISCAL YEAR: 2021 |   |                         |

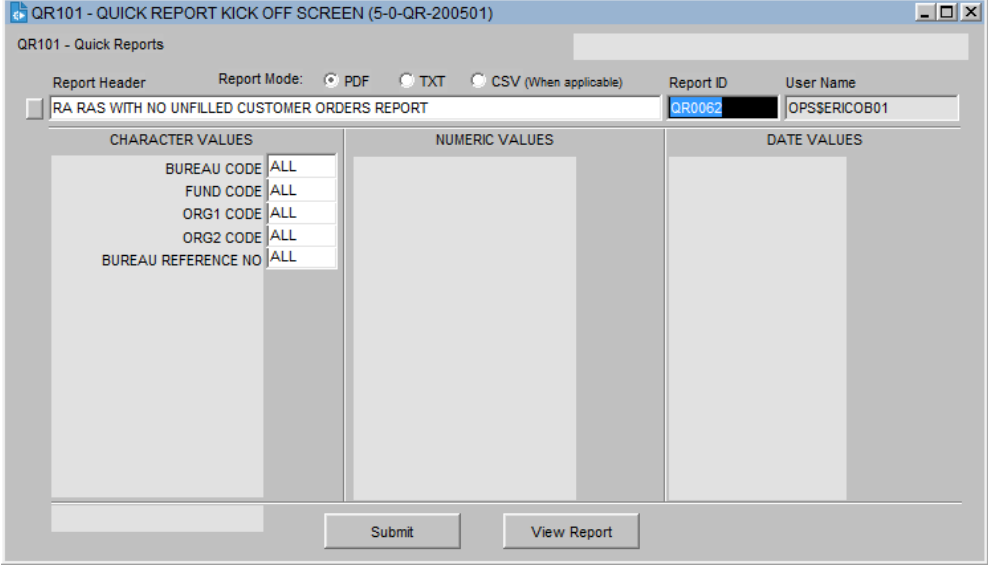
| BC | LO | FC | PROJECT | TYPE   | PCPY | UCO AMT    | WIP | SALES | RADG003 | ORDER   | UCO MOD | RADG002 | AGREEMENT NO                   |
|----|----|----|---------|--------|------|------------|-----|-------|---------|---------|---------|---------|--------------------------------|
| 14 | 50 | 6  | 3BR1GGJ | REIMBA | 2021 | 264,855.60 | Y   | N     | 32011   | 2021-01 | 0       | 10675   | 20RD002                        |
| 14 | 50 | 6  | 3BR1JBT | REIMBA | 2021 | 3,000.00   | Y   | N     | 30541   | 2021-01 | 40      | 10498   | FRD 2020-2025                  |
| 14 | 50 | 6  | 3BR1MA1 | REIMBA | 2021 | 92,153.99  | Y   | N     | 30554   | 2021-01 | 5       | 10178   | GMD-ASIAA2019                  |
| 14 | 50 | 6  | 3BR1MA2 | REIMBA | 2021 | 23,500.00  | Y   | N     | 31720   | 2021-01 | 1       | 10275   | GMD-AURA/GONG-2020             |
| 14 | 50 | 6  | 3BR1MA3 | REIMBA | 2021 | 1,422.80   | Y   | N     | 31296   | 2021-01 | 0       | 10427   | 2020-YAMAKAWA-GEM              |
| 14 | 50 | 6  | 3BR1MA7 | REIMBA | 2021 | 12,205.37  | Y   | N     | 31704   | 2021-01 | 1       | 10508   | GML(MLO-BEW-SMO)-UNIVROCH-2020 |
| 14 | 50 | 6  | 3BR1MAT | REIMBA | 2021 | 70,678.00  | Y   | N     | 31722   | 2021-01 | 1       | 10227   | GMD-ATLAS-2020                 |
| 14 | 50 | 6  | 3BR1MJJ | REIMBA | 2021 | 1,605.01   | Y   | N     | 31714   | 2021-01 | 0       | 9276    | GMD-PREDE-2017                 |
| 14 | 50 | 6  | 3BR1MPM | REIMBA | 2021 | 500.00     | Y   | N     | 31718   | 2021-01 | 1       | 10203   | GMD-JMA/MRI-2020               |


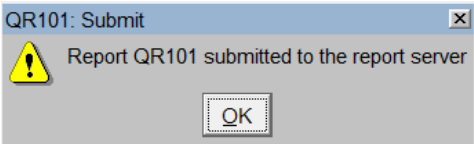



**Exercise #22**      **QR0062– RA – RAs With No Unfilled Customer Orders Report**

- Objectives:**
- Understand what the QR0062 report shows
  - Run the QR0062 report

**Instructions:**      Execute the following steps:

| Step | Action  |
|------|---|
| 1    | Pull up the parameter screen by either the report header name (i.e. RA-RAs With No Unfilled Customer Orders Report) or by the report ID (i.e. QR0062) |
| 2    | The report parameter screen appears:                               |

| Step               | Action  |                    |           |                  |           |                  |           |
|--------------------|---|--------------------|-----------|------------------|-----------|------------------|-----------|
| 2a                 | <p>This query lists all approved agreements in the reimbursable module that do not have an accompanying unfilled customer order by bureau, fund code, line office, and FMC. This report can also be run for a specific project code provided that the user followed NOAA Business Rules and entered the project code in the Bureau Reference No. field on the RADG002 screen. A missing or incorrect Bureau Reference No. will adversely impact the results displayed on the report.</p> <p>This report was initially programmed quickly to give LO/FMC staff a way to easily check for unfilled customer order entry during the first year of the reimbursable module implementation. This report remains helpful for LO/FMC and Finance users since it provides real time data for identifying agreements that still need UCOs during periods of high data entry volume and month end clean up prior to the Finance Office running the WIP. Verifying entry of these missing UCOs, prior to running WIP, will help to curtail the amount of unmatched costs to be researched by LO/FMC users.</p> |                    |           |                  |           |                  |           |
| 3                  | <ul style="list-style-type: none"> <li>➤ Use the following parameters:           <table style="margin-left: 20px;"> <tr> <td><b>Bureau Code</b></td> <td><b>14</b></td> </tr> <tr> <td><b>Org1 Code</b></td> <td><b>50</b></td> </tr> <tr> <td><b>Org2 Code</b></td> <td><b>22</b></td> </tr> </table> </li> <li>➤ Accept the <b>default values</b> for the rest of the fields</li> <li>➤ Click the  button.</li> </ul>  | <b>Bureau Code</b> | <b>14</b> | <b>Org1 Code</b> | <b>50</b> | <b>Org2 Code</b> | <b>22</b> |
| <b>Bureau Code</b> | <b>14</b>   |                    |           |                  |           |                  |           |
| <b>Org1 Code</b>   | <b>50</b>   |                    |           |                  |           |                  |           |
| <b>Org2 Code</b>   | <b>22</b>   |                    |           |                  |           |                  |           |
| 3a                 | <p>When the following message appears:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>OK</b></li> </ul> <p><b>Note:</b> Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</p>   |                    |           |                  |           |                  |           |

| Step | Action   |
|------|--|
| 4    | <ul style="list-style-type: none"> <li>➤ View the report contents</li> <li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li> </ul> |

```

REPORT RUN DATE: 15-OCT-2021 09:57:50
REPORT ID: QR0062
INSTANCE: CBS
UNITED STATES DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
RA RAS WITH NO UNFILLED CUSTOMER ORDERS REPORT
USER ID: OPS$ERIC001
VERSION: 2.27.QR.070301
PAGE: 1

BUREAU CODE: 14 - FUND CODE: ALL - ORG1: 50 - ORG2: 22
BUREAU REFERENCE NO. (PROJECT CODE): ALL

BC | ORG1 | ORG2 | FUND | BUREAU REF NO. | RADG002 | BILL |
---|---|---|---|---|---|---|
14 | 50 | 22 | 6 | 3RR1JBT | 10498 | ADV | FRD 2020-2025
14 | 50 | 22 | 7 | 3RR1J14 | 9732 | WIP | 89243218SNR000005
14 | 50 | 22 | 7 | 3RR1JAF | 10603 | WIP | TPAAL90020098 - 32846
14 | 50 | 22 | 7 | 3RR1JFF | 9795 | WIP | IAA 89923119SNR000077
14 | 50 | 22 | 7 | 3RR1JBN | 9855 | WIP | NNH17AES31 TAS 19/20 0120
14 | 50 | 22 | 7 | 3RR1JSP | 10307 | WIP | NNH17AES31 TAS 20/21 0120
14 | 50 | 22 | 7 | 3RR2JAB | 9364 | WIP | F3KTK78008GV02
14 | 50 | 22 | 7 | 3RR2JAB | 9768 | WIP | F3KTK78008GV01
14 | 50 | 22 | 7 | 3RR2JAB | 10249 | WIP | F3KTK79202GV02
14 | 50 | 22 | 7 | 3RR2JAB | 10748 | WIP | F3KTK70318GV02
14 | 50 | 22 | 7 | 3RR2JHA | 8199 | WIP | DR-RM0003822

|RA |
|STATUS|CUST NO |/NAME |
|RA AMOUNT |
|START DATE |END DATE |
-----|-----|-----|-----|-----|-----|
| 6987-SHOShONE BANNOCK TRIBES | 3,000.00 | 27-JUL-2020 | 31-JUL-2025
| 412-DEPT OF ENERGY/CAPITAL ACCOUNTING CENTER | 4,402,630.00 | 01-OCT-2018 | 30-SEP-2023
| 14428-POOD AND AGRICULTURE ORG | 32,500.00 | 16-SEP-2021 | 31-DEC-2021
| 412-DEPT OF ENERGY/CAPITAL ACCOUNTING CENTER | 4,563,000.00 | 01-APR-2019 | 31-MAR-2024
| 409-NASA-HEADQUARTERS | 99,000.00 | 16-APR-2019 | 30-SEP-2019
| 409-NASA-HEADQUARTERS | 50,000.00 | 31-DEC-2019 | 30-SEP-2020
| 372-DFAS-DENVER | 125,000.00 | 01-OCT-2017 | 30-SEP-2018
| 372-DFAS-DENVER | 125,000.00 | 01-OCT-2018 | 30-SEP-2019
| 372-DFAS-DENVER | 125,000.00 | 01-OCT-2019 | 30-SEP-2020
| 372-DFAS-DENVER | 125,000.00 | 01-OCT-2020 | 30-SEP-2021
| 412-DEPT OF ENERGY/CAPITAL ACCOUNTING CENTER | 520,000.00 | 02-FEB-2016 | 30-SEP-2018

This report ran approximately 0 minutes

This report may contain PII/BI data and should be safeguarded from improper disclosure.
The information in this report is confidential and may be legally privileged.

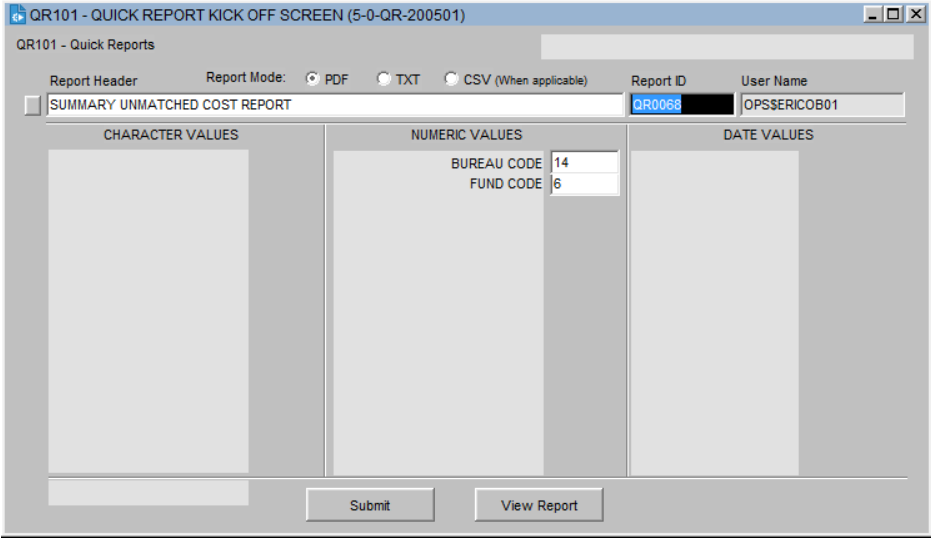
FOR OFFICIAL USE ONLY
    
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**Exercise #23      QR0068– Summary Unmatched Cost Report**

- Objectives:**
- Understand what the QR0068 report shows
  - Run the QR0068 report

**Instructions:**      Execute the following steps:

| Step | Action   |
|------|--|
| 1    | Pull up the parameter screen by either the report header name (i.e. Summary Unmatched Cost Report) or by the report ID (i.e. QR0068)   |
| 2    | <p>The report parameter screen appears:</p>   |
| 2a   | <p>This report was designed to summarize by project code the detailed information in the RADG107 – RA Unmatched Cost Report. The user will enter the Bureau and Fund Code to kick off the report which will list by project the total unmatched costs for each fund code fiscal year. Since the data on this report is overwritten with each monthly WIP cycle, users should run this report monthly or, at the very least, quarterly.</p> <p>All reimbursable users involved in the financial management of a project will find this report a helpful addition to the RADG107 RA Unmatched Cost Report. Along with the RA504D Reimbursable Unmatched Costs Report, and the RA-Detail Workbook, available in Discoverer, users will be better able to identify, research, and correct unmatched cost problems.</p> |

| Step | Action   |
|------|--|
| 3    | <ul style="list-style-type: none"> <li>➤ Use the following parameters:<br/> <b>Bureau Code 14</b><br/> <b>Fund Code 6</b></li> <li>➤ Accept the <b>default values</b> for the rest of the fields</li> <li>➤ Click the  button.</li> </ul>   |
| 3a   | <p>When the following message appears:</p> <div data-bbox="305 667 776 814" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>QR101: Submit <span style="float: right;">✕</span></p> <p> Report QR101 submitted to the report server</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <ul style="list-style-type: none"> <li>➤ Click <b>OK</b></li> </ul> <p style="background-color: yellow; padding: 5px;"><i>Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</i></p> |
| 4    | <ul style="list-style-type: none"> <li>➤ View the report contents</li> <li>➤ Click the <b>Close</b> icon  on the icon bar to exit the report</li> </ul>   |

You can also try and run it for Fund Code 0007.

REPORT RUN DATE: 15-OCT-2021 10:00:56  
 REPORT ID: QR0068  
 INSTANCE: CBS

UNITED STATES DEPARTMENT OF COMMERCE  
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
 SUMMARY UNMATCHED COST REPORT

USER ID: OPS\$ERICOB1  
 VERSION: 2.27.QR.070301

REPORT GENERATED USING Bureau: 14, Fund: 0006

| FUND CODE | PROJECT CODE | FUND CODE | FISCAL YEAR | AMOUNT     |
|-----------|--------------|-----------|-------------|------------|
| 6         | 2BLEFWC      | 2016      |             | \$0.00     |
| 6         | 2BLEFWH      | 2011      |             | \$0.00     |
| 6         | 2BLEFWH      | 2012      |             | \$0.00     |
| 6         | 2BLEHTK      | 2018      |             | \$0.00     |
| 6         | 2BLEHTK      | 2019      |             | \$0.00     |
| 6         | 2BLEM3W      | 2018      |             | \$0.00     |
| 6         | 2BLEMHC      | 2017      |             | \$0.00     |
| 6         | 2BLEMHC      | 2018      |             | \$0.00     |
| 6         | 2BLEMGW      | 2015      |             | \$0.00     |
| 6         | 2BLEMGW      | 2016      |             | \$0.00     |
| 6         | 2BLEMMC      | 2009      |             | \$0.00     |
| 6         | 2BLEMMD      | 2016      |             | \$0.00     |
| 6         | 2BLEMMD      | 2017      |             | \$0.00     |
| 6         | 2BLEMRC      | 2012      |             | \$0.00     |
| 6         | 2BLEMRK      | 2014      |             | \$0.00     |
| 6         | 2BLEMRK      | 2015      |             | \$0.00     |
| 6         | 2BLEMUE      | 2016      |             | \$0.00     |
| 6         | 2BLEMUE      | 2017      |             | \$0.00     |
| 6         | 2BLEMUE      | 2018      |             | \$0.00     |
| 6         | 2BLEMG7      | 2017      |             | \$0.00     |
| 6         | 2BLEMG7      | 2018      |             | \$0.00     |
| 6         | 2BLEMG7      | 2019      |             | \$0.00     |
| 6         | 2BLEMG8      | 2019      |             | \$27.50    |
| 6         | 2BLEMG8      | 2020      |             | \$1,548.85 |
| 6         | 2BLEFF37     | 2017      |             | \$122.58   |
| 6         | 2BLEFF37     | 2018      |             | -\$122.58  |