Commerce Business Systems (CBS)

Achieving Excellence in Financial Management

# *NOAA/FSD*

# *BOP Data Warehouse & Quick Reports*

# *CBS Training Exercises*

# *for*

# *FY 2011*

# *V 1.0*

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# Changes/Revisions Record

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

| Version Number | Date | Description of Change/Revision | Changes Made by Name/Title/ Organization |
|---|---|---|---|
| V1.0 | 7/21/2011 | New FY 2011 BOP Report Training Exercises | E.Cobbs/FSD<br>CSB - Training |
| | | | |
| | | | |

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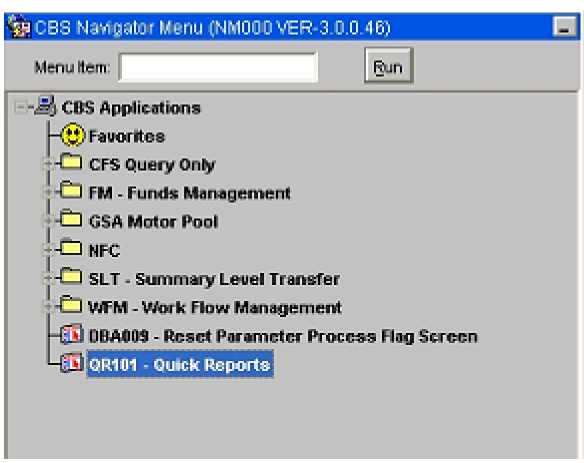
# Quick Reports Logon

## *Exercise #1: Quick Reports Logon*

*Objectives:*
- Successfully login into Quick Reports

Instructions: Execute the following steps:

| Step | Action |
|---|---|
| 1 | From the **CBS Web Portal** screen:<br><br>➢ Click on ***CFS***<br>➢ Click on ***{Submenu Option}*** |
| 2 | The **CBS Navigator Menu** appears<br> |
| | ***Note:*** *The Navigator Menu will look different depending upon your system access.* |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>

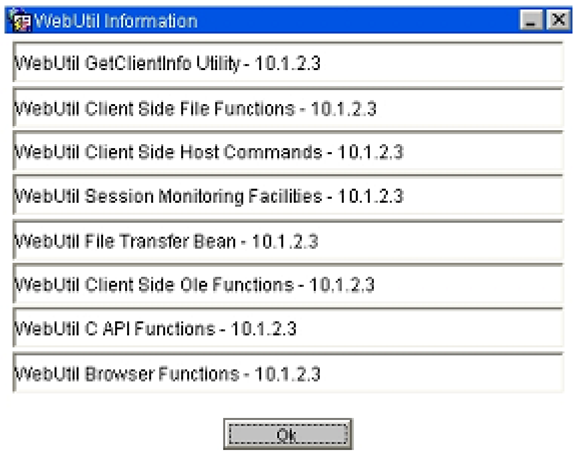
- Double-click **QR101 – Quick Reports**

**OR**

- Enter **QR101** in the ***Menu Item***
- Click **Run**

</td></tr>
<tr><td>4</td><td>

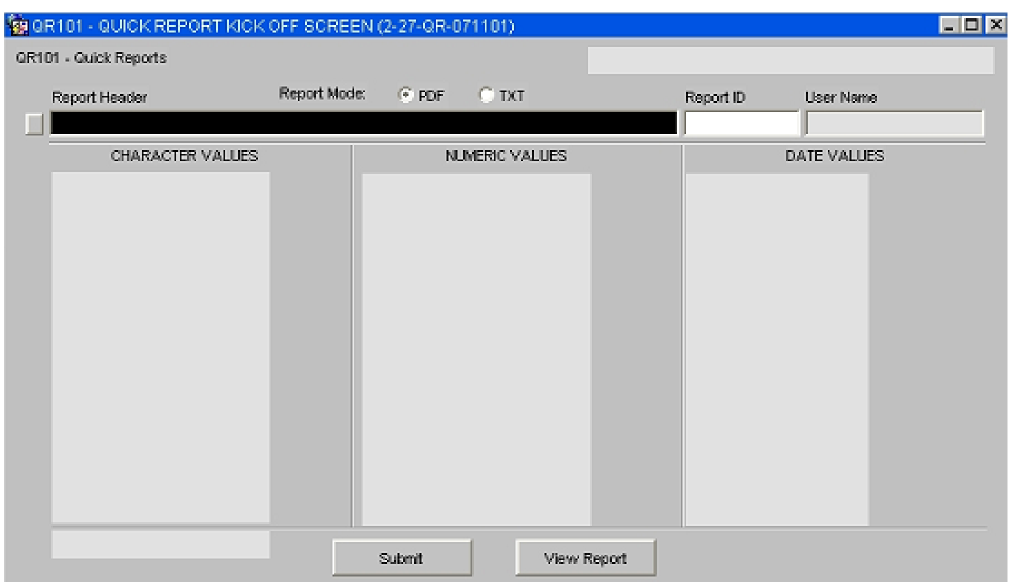
The **WebUtil Information** screen appears



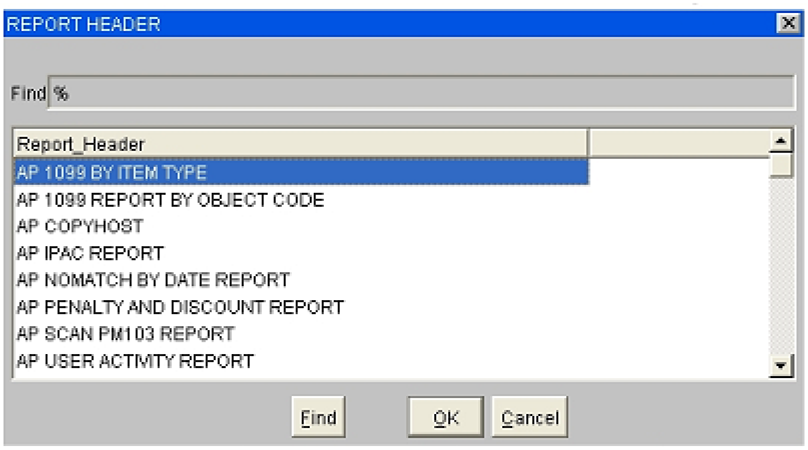
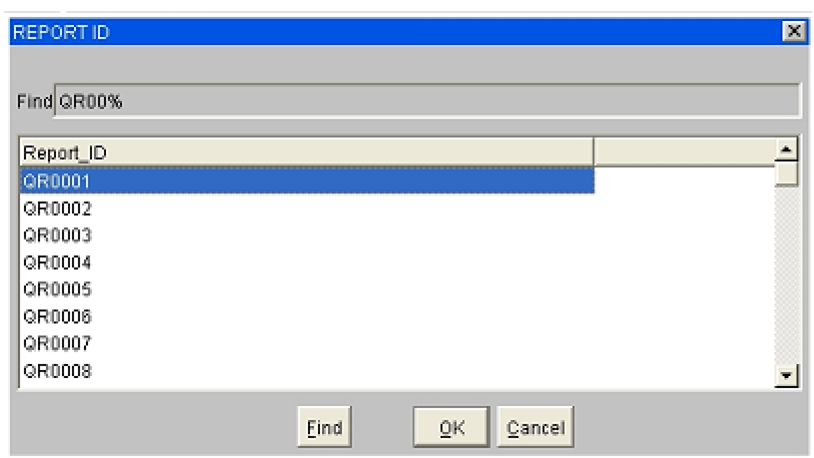

- Click **OK**

</td></tr>
<tr><td>5</td><td>

The **Quick Reports Kick Off** screen appears




</td></tr>
</table>

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

# Budget Quick Reports

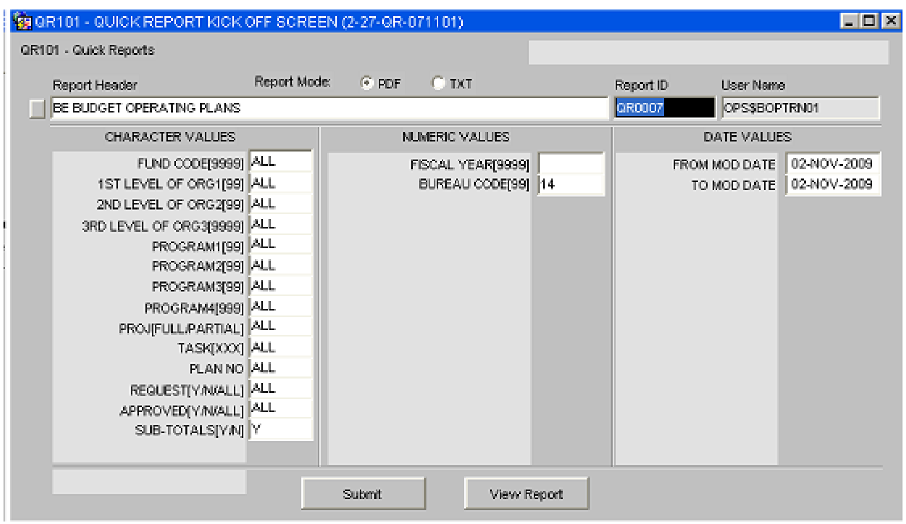
## *Exercise #2 QR0007 – BE Budget Operating Plans*

*Objectives:*

- Understand what the QR0007 report shows
- Run the QR0007 report

Instructions: Execute the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>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)</td></tr>
<tr><td>2</td><td>The report parameter screen appears:


</td></tr>
<tr><td>2a</td><td>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.</td></tr>
</table>

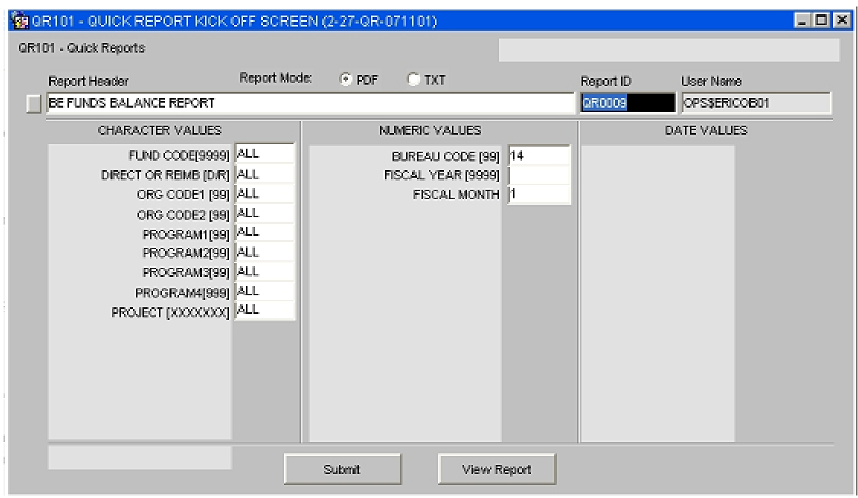
| *Step* | *Action* |
|---|---|
| 3 | ➢ Use the following parameters:<br><br>***Fund Code*** **1001**<br>***1st Level of Org*** **50**<br>***2nd Level of Org*** **01**<br>***Fiscal Year*** **2010**<br>***From Mod Date*** **01–OCT–2009**<br>***To Mod Date*** **30–SEP–2010**<br>➢ Accept the **default values** for the rest of the fields<br>➢ Click the Submit button. |
| 3a | When the following message appears:<br><br><br>➢ Click **OK**<br><br>***Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.*** |
| 4 | ➢ View the report contents<br>➢ Click the **Close** icon on the icon bar to exit the report |

## *Exercise #3 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 | The report parameter screen appears:<br><br> |
| 2a | 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. |
| 3 | ➢ Use the following parameters:<br><br>***Fund Code*** **0001**<br>***Org Code1*** **50**<br>***Fiscal Year*** **2009**<br>***Fiscal Month*** **12**<br><br>➢ Accept the **default values** for the rest of the fields<br>➢ Click the  button. |

| *Step* | *Action* |
|---|---|
| 3a | When the following message appears:<br><br>➢ Click **OK**<br><br>***Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.*** |
| 4 | ➢ View the report contents<br>➢ Click the **Close** icon  on the icon bar to exit the report |

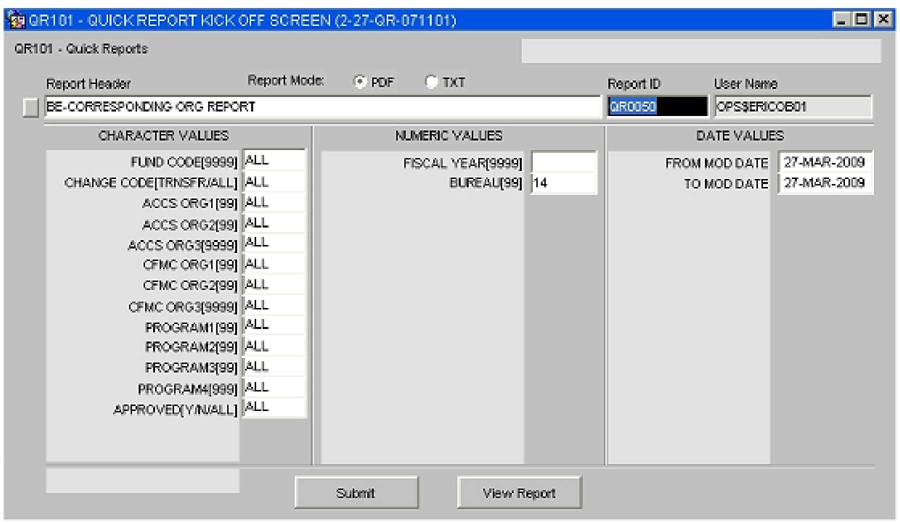
## *Exercise #4 QR0050 – BE Corresponding Org Report*

*Objectives:*

- Understand what the QR0050 report shows
- Run the QR0050 report

Instructions: Execute the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>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)</td></tr>
<tr><td>2</td><td>The report parameter screen appears:


</td></tr>
<tr><td>2a</td><td>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.</td></tr>
<tr><td>3</td><td>

- Use the following parameters:

| | |
|---|---|
| ***Fund Code*** | **1001** |
| ***ACCS Org1*** | **50** |
| ***Fiscal Year*** | **2010** |
| ***From Mod Date*** | **01–OCT–2009** |
| ***To Mod Date*** | **30–SEP–2010** |

- Accept the **default values** for the rest of the fields
- Click the Submit button.

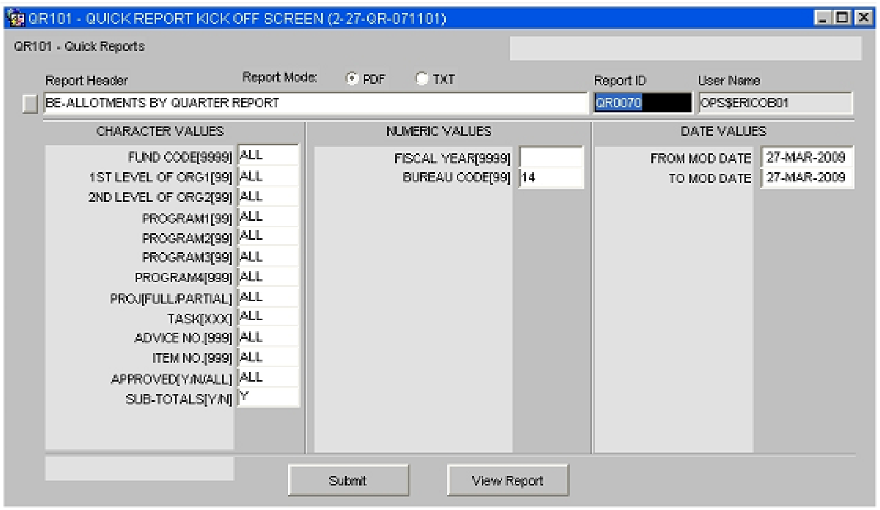
</td></tr>
</table>

| *Step* | *Action* |
|---|---|
| 3a | When the following message appears:<br><br><br>➢ Click **OK**<br><br>***Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.*** |
| 4 | ➢ View the report contents<br>➢ Click the **Close** icon  on the icon bar to exit the report |

## *Exercise #5 QR0070 – BE Allotments by Quarter Report*

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

Instructions: Execute the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>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)</td></tr>
<tr><td>2</td><td>The report parameter screen appears:<br>
</td></tr>
<tr><td>2a</td><td>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.</td></tr>
<tr><td>3</td><td>➢ Use the following parameters:<br><br>Fund Code 1001<br>1st Level of Org 50<br>2nd Level of Org 42<br>Fiscal Year 2010<br>From Mod Date 01–OCT–2009<br>To Mod Date 30–SEP–2010<br>➢ Accept the default values for the rest of the fields<br>➢ Click the Submit button.</td></tr>
</table>

| *Step* | *Action* |
|---|---|
| 3a | When the following message appears:<br><br><br>➢ Click **OK**<br><br>***Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.*** |
| 4 | ➢ View the report contents<br>➢ Click the **Close** icon  on the icon bar to exit the report |

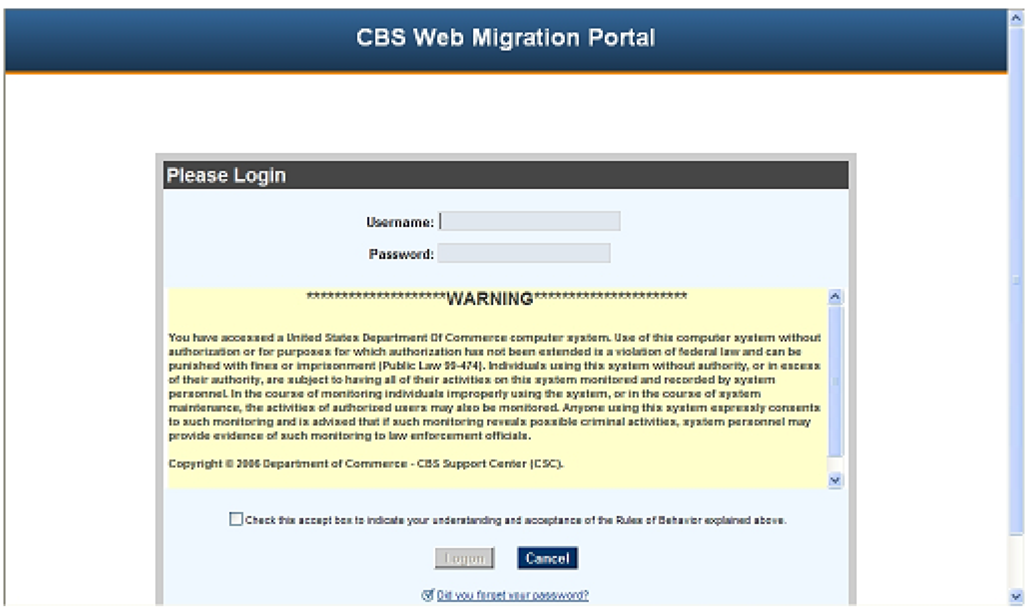
# Data Warehouse Logon

**Exercise #6: Login to DW**

*Objectives:*

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

Instructions: Execute the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Open a Internet Explorer window<br>Point your browser to:<br>https://fsdtrain.rdc.noaa.gov/nmadm/custom_Pages.login_page?</td></tr>
<tr><td>2</td><td>On the CBS Web Migration Portal Login screen:<br>


<br>➢ Enter Training User Name<br>➢ Enter Training Password<br>➢ Check the checkbox<br>➢ Click Logon</td></tr>
</table>

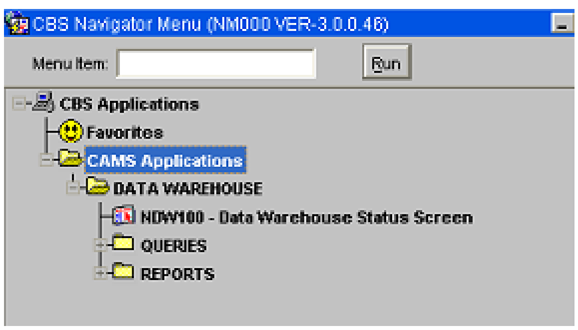
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>

On the **CBS Web Portal** screen:


- Click on ***Data Warehouse***
- Click on ***{Submenu Option}***

</td></tr>
<tr><td>4</td><td>

**Navigator Menu** appears




</td></tr>
</table>

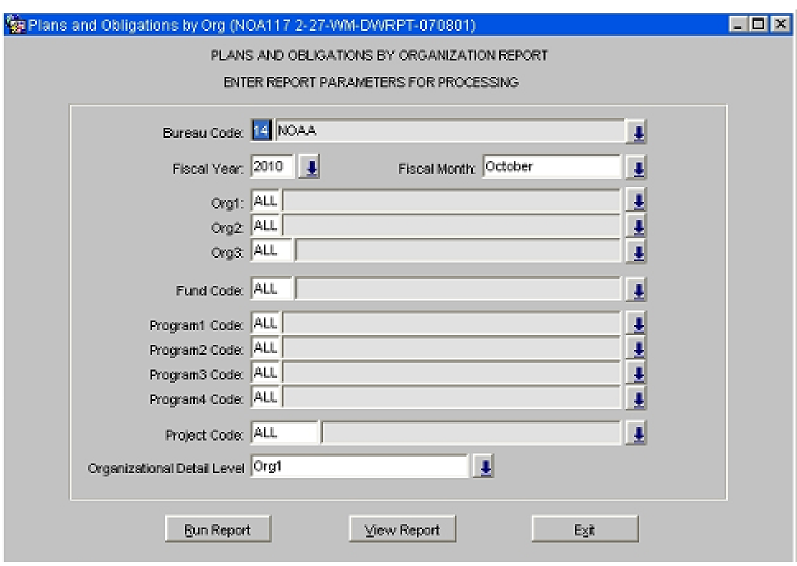
## Budget Reports

### *Exercise #7 NOA117 - Plans & Obligations by Organization Report*

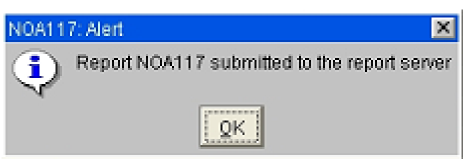
*Objectives:*
- Understand what the NOA117 report shows
- Run the NOA117 report

Instructions: Execute the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>
➢ Click on the ⊞ next to the Data Warehouse folder to expand it<br>
➢ Click on the ⊞ next to the Reports folder to expand it<br>
➢ Click on the ⊞ next to the Budget Reports folder to expand it<br>
➢ Double-click NOA117 - Plans and Obligs by Org<br><br>
OR<br><br>
➢ Enter NOA117 in the Menu Item<br>
➢ Click Run
</td></tr>
<tr><td>2</td><td>
The report parameter screen will be displayed with default values filled in for certain fields:




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.
</td></tr>
</table>

| ***Step*** | ***Action*** |
|---|---|
| 2a | This report is used to display budget data by the organization code component of the ACCS. The report displays the current month's plan, obligations, and commitments for a specific organization. In addition, the report provides cumulative year-to-date budget amounts for plans, obligations and commitments associated with a specific organization. |
| 3 | ➢ Use the following parameters:<br>***Bureau Code*** **14**<br>***Fiscal Year*** **2010**<br>***Fiscal Month*** **June**<br>***Fund Code*** **1001**<br>***Org1 Code*** **20**<br>***Org2 Code*** **01**<br>***Program1 Code*** **04**<br>***Program2 Code*** **04**<br>***Program3 Code*** **01**<br>***Program4 Code*** **005**<br>➢ Accept the default value **ALL** for the remaining fields<br>➢ Use **Org 2** as the ***Organization Detail Level***<br>*Note: The Program Code (Activity/Sub-Activity/Line Item/Bureau Unique) will automatically populate after entering the Project Code and pressing Tab or Enter.* |
| 4 | Click the Run Report button.<br><br>message appears<br>➢ Click **OK**<br>➢ Screen will close<br>➢ Re-open NOA117<br>➢ Click on **View Report** button *(will show the last report run)*<br>➢ A new window will open showing the report in a PDF Format |
| 5 | The Navigation Arrows in the Adobe Acrobat toolbar ( ) may be used to maneuver through the pages of the report. |
| 6 | Click the **Close** icon to exit the report. |
| 7 | Re-enter the previous parameters but include:<br>➢ Use **Project Code** as the ***Organization Detail Level***<br>➢ Click the Run Report button |

| ***Step*** | ***Action*** |
|---|---|
| 8 | ➢ View the report contents<br>➢ Click the **Close** icon on the icon bar to exit the report<br>➢ Click the button to exit the Report Parameter screen and return to the menu. |

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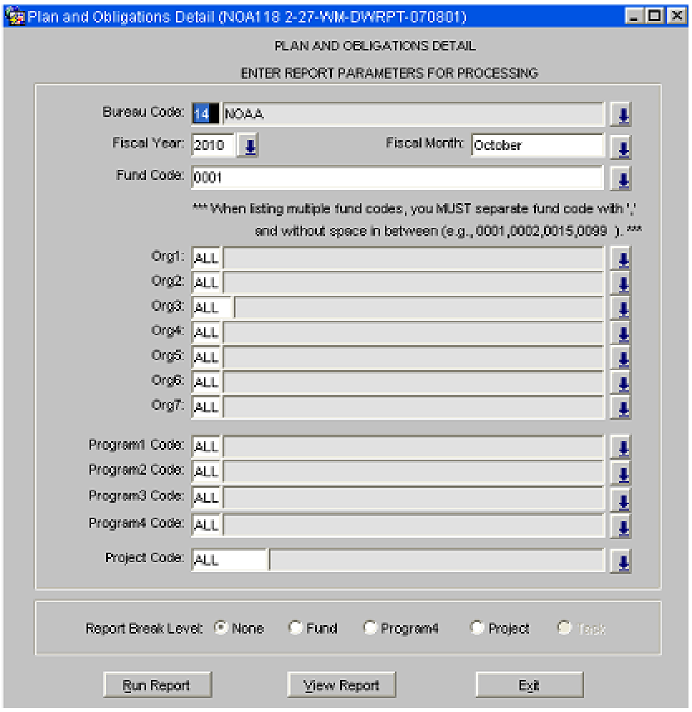
## *Exercise #8 NOA118 - Plan & Obligations Detail*

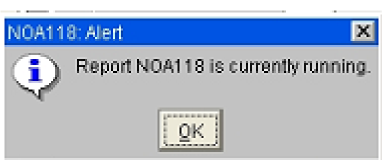
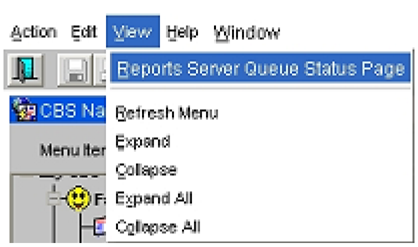
*Objectives:*

- Understand what the NOA118 report shows
- Run the NOA118 report

Instructions: Execute the following steps:

| *Step* | *Action* |
|---|---|
| 1 | ➢ Click on the ⊞ next to the **Data Warehouse** folder to expand it<br>➢ Click on the ⊞ next to the **Reports** folder to expand it<br>➢ Click on the ⊞ next to the **Budget Reports** folder to expand it<br>➢ Double-click **NOA118 - Plans and Obligs by Org**<br><br>**OR**<br><br>➢ Enter **NOA118** in the ***Menu Item***<br>➢ Click **Run** |

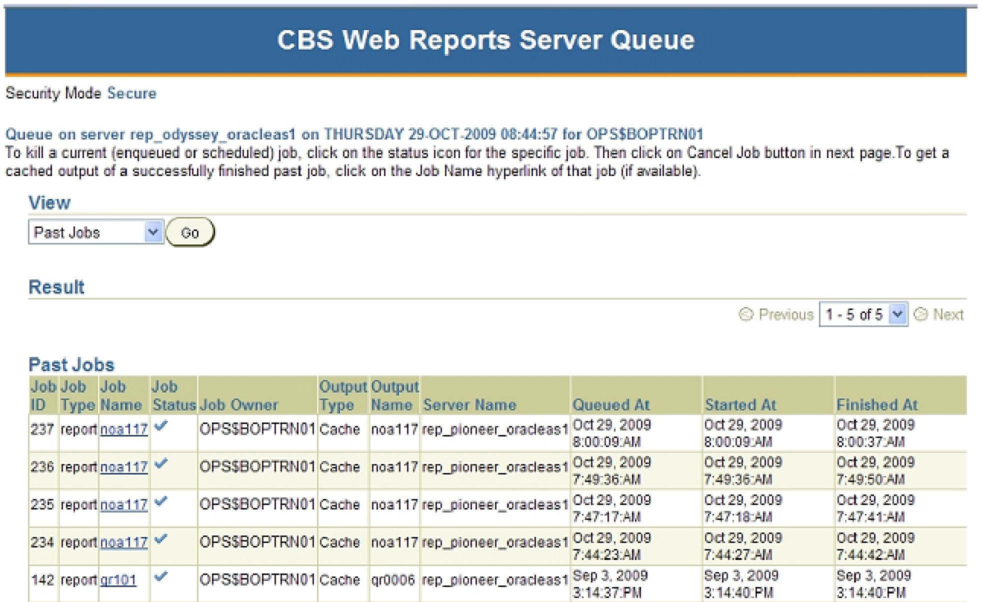
| *Step* | *Action* |
| --- | --- |
| 2 | The report parameter screen will be displayed with default values filled in for certain fields:<br><br>*Note: Users may specify values for each parameter by keying data in the field <u>or</u> clicking on the icon for a specific parameter to select from the drop down list of values. Multiple values may be selected under Fund Code.* |
| 2a | The Plan and Obligations Detail Report (NOA118) displays budget data by the object class code. The report displays the selected month's plan, obligations, and commitments for a specific organization. In addition, the report provides cumulative year-to-date amounts through the selected month for plans, obligations, and commitments associated with a specific organization. This report layout is similar to the NOA117 report but also displays object class detail. Because it is also capturing the object class details, this report will usually take more time to run than the NOA117. |

| *Step* | *Action* |
|---|---|
| 3 | ➢ Use the following parameters:<br>***Bureau Code*** **14**<br>***Fiscal Year*** **2010**<br>***Fiscal Month*** **June**<br>***Fund Code*** **1001**<br>***Org1 Code*** **20**<br>***Org2 Code*** **01**<br>***Program1 Code*** **04**<br>***Program2 Code*** **04**<br>***Program3 Code*** **01**<br>***Program4 Code*** **005**<br>➢ Accept the default value **ALL** for the remaining fields<br>➢ Use **None** as the ***Report Break Level***<br>➢ Click the  button. |
| 3a | 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:<br><br>Click **OK** |
| 4 | 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:<br>➢ Clicking on **View** in the *Menu* Toolbar at the top of the screen<br>➢ Clicking on **Reports Server Queue Status Page**<br> |

| Step | Action |
|---|---|

4a

A new window will open that will contain your Reports Queue.



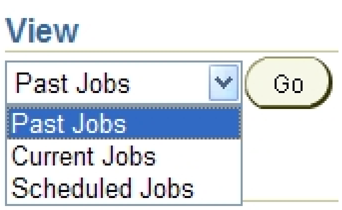

4b

- The Reports Queue will default to your past jobs.
- It will list 10 jobs per page.
- The navigation buttons or drop-down list to go to another page.
- *The reports are listed by Job ID, date, and time they were run.
- 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.
- It is suggested that if you need to keep the report that was run, to save the report on your LAN drive.

***Note:** The reports will soon be listed by the date/time they were "submited".*

4c

If a user does not see the report in the Past Jobs listing, that usually means the report is currently running and hasn't finished. A user can use the drop-down listing under **View** to choose Current Jobs.



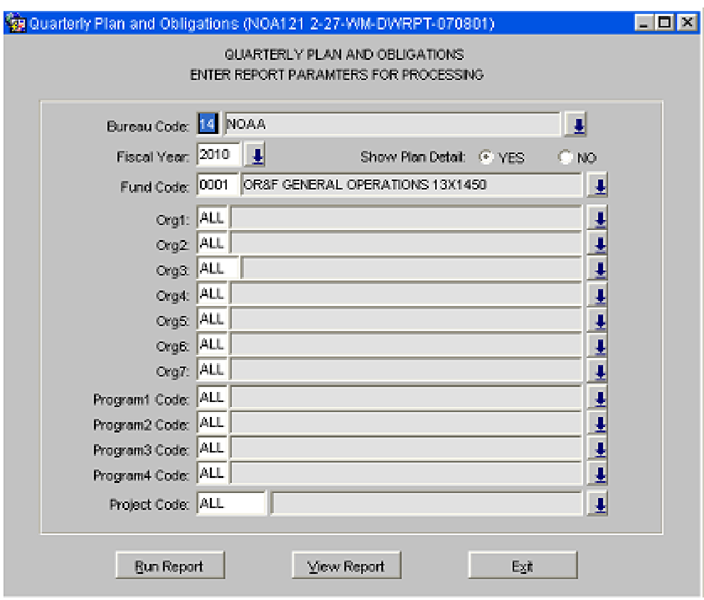
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4d</td><td>Current Job screen looks like the following:<br><br>Current Jobs
<table>
<tr><th>Job ID</th><th>Job Type</th><th>Job Name</th><th>Job Status</th><th>Job Owner</th><th>Output Type</th><th>Output Name</th><th>Server Name</th><th>Queued At</th><th>Started At</th></tr>
<tr><td>238</td><td>report</td><td>noa118</td><td></td><td>OPS$BOPTRN01</td><td>Cache</td><td>noa118</td><td>rep_pioneer_oracleas1</td><td>Oct 29, 2009 8:42:32 AM</td><td>:::</td></tr>
</table></td></tr>
<tr><td>4e</td><td>If a user prefers to stay on the Past Jobs screen, they can click GO to refresh the page.</td></tr>
<tr><td>4f</td><td>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.<br><br>When finished with the report, click the Close icon to exit it.</td></tr>
<tr><td>5</td><td>You can also close out the Report Queue, but you can leave it up and go back to it at anytime.</td></tr>
<tr><td>6</td><td>Get back to the Internet Explorer window that has Data Warehouse CBS Navigator open.</td></tr>
</table>

## *Exercise #9 NOA121 - Quarterly Plan and Obligations*

*Objectives:*

- Understand what the NOA121 report shows
- Run the NOA121 report

Instructions: Execute the following steps:

| ***Step*** | ***Action*** |
|---|---|
| 1 | If not already done:<br>➢ Click on the ⊞ next to the **Data Warehouse** folder to expand it<br>➢ Click on the ⊞ next to the **Reports** folder to expand it<br>➢ Click on the ⊞ next to the **Budget Reports** folder to expand it<br><br>➢ Double-click **NOA121- Quarterly Plan and Obligation**<br><br>**OR**<br><br>➢ Enter **NOA121** in the ***Menu Item***<br>➢ Click **Run** |
| 2 | The report parameter screen will be displayed with default values filled in for certain fields:<br> |

| *Step* | *Action* |
|---|---|
| 2a | This report displays the initial BOP, and subsequent changes which equal the current plan. This report displays obligations, indirect costs and commitments for total funds used. The report also displays Quarterly Funds Available and Quarter-to-Date Funds Available. |
| 3 | ➢ Use the following parameters:<br><br>***Bureau Code*** **14**<br>***Fiscal Year*** **2010**<br>***Fund Code*** **1001**<br>***Org1 Code*** **20**<br>***Org2 Code*** **01**<br>***Org3 Code*** **0001**<br>***Program1 Code*** **04**<br>***Program2 Code*** **04**<br>***Program 3 Code*** **01**<br>***Program 4 Code*** **005**<br>➢ Accept the default value **ALL** for the remaining fields<br>➢ Check the **Yes** radio button for the ***Show Detail*** field<br>➢ Click the Run Report button.<br>➢ Click **OK**<br><br>*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.* |
| 4 | ➢ View the report contents<br>➢ Click the **Close** icon on the icon bar to exit the report<br>➢ Click the Exit button to exit the Report Parameter screen and return to the menu if it is still open |

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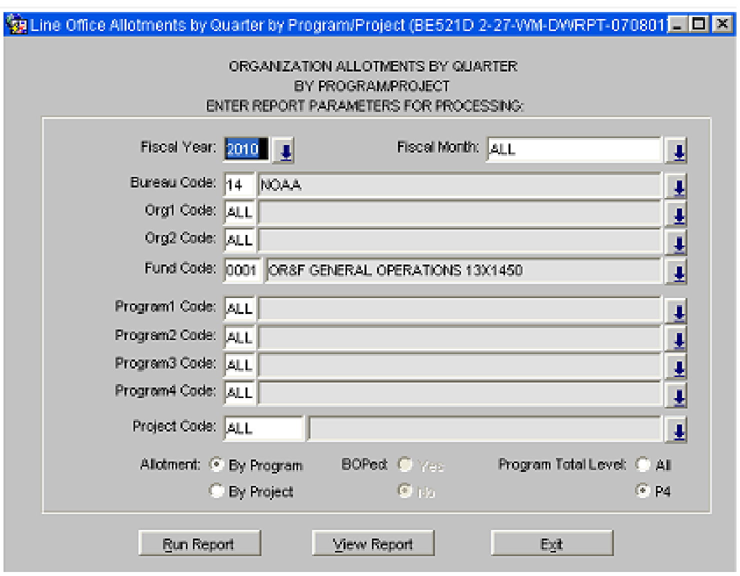
## *Exercise #10* *BE521D – Line Office Allotments by Quarter by Program/Project*

*Objectives:*

- Understand what the BE521D report shows
- Run the BE521D report

Instructions: Execute the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>If not already done:<br>➢ Click on the ⊞ next to the Data Warehouse folder to expand it<br>➢ Click on the ⊞ next to the Reports folder to expand it<br>➢ Click on the ⊞ next to the Budget Reports folder to expand it<br><br>➢ Double-click BE521D Line Office Allotments by Quarter by Program/Project<br><br>OR<br><br>➢ Enter BE521D in the Menu Item<br>➢ Click Run</td></tr>
<tr><td>2</td><td>The report parameter screen will be displayed with default values filled in for certain fields:<br>
</td></tr>
</table>

| ***Step*** | ***Action*** |
|---|---|
| 2a | The BE521D report reflects allotments by quarter. This report displays the current program authority, allotment, advice number, category, item number, and description of the allotment. Currently allotment data is available at the program for direct funds and at the project level for reimbursables.<br><br>This report will display one of two titles depending on the value entered in the Line Office field on the Runtime Parameter Form (BE521D). When a parameter of "ALL" is entered in the Line Office field the report title will be Program Authority and Allotment by Quarter by Program. When a value for a specific Line Office is entered in the Line Office field the report title will be Line Office Allotments by Quarter by Program/Project. In Addition, when a specific Line Office value has been entered as the Line Office parameter, the BOPed radio buttons will allow the user to choose whether to view the funds that have been BOPed. This feature is not available when "ALL" is selected as the Line Office value. |
| 3 | ➢ Use the following parameters:<br><br>***Fiscal Year*** **2010**<br>***Bureau Code*** **14**<br>***Org1 Code*** **20**<br>***Org2 Code*** **01**<br>***Fund Code*** **1001**<br>***Program1 Code*** **04**<br>***Program2 Code*** **04**<br>***Program3 Code*** **01**<br>***Program4 Code*** **005**<br><br>➢ Accept the default value **ALL** for the remaining fields<br>➢ Check the **Yes** radio button for the ***BOPed*** field<br>➢ Click the Run Report button.<br>➢ A message will appear stating "Report may take couple minutes to process depending on the parameters entered. Please wait…" Click **OK**, otherwise the report will not begin to generate.<br>➢ The alert message will appear. Click **OK**. |
| 4 | ➢ View the report contents<br>➢ Click the **Close** icon on the icon bar to exit the report<br>➢ Click the Exit button to exit the Report Parameter screen and return to the menu if it is still open |

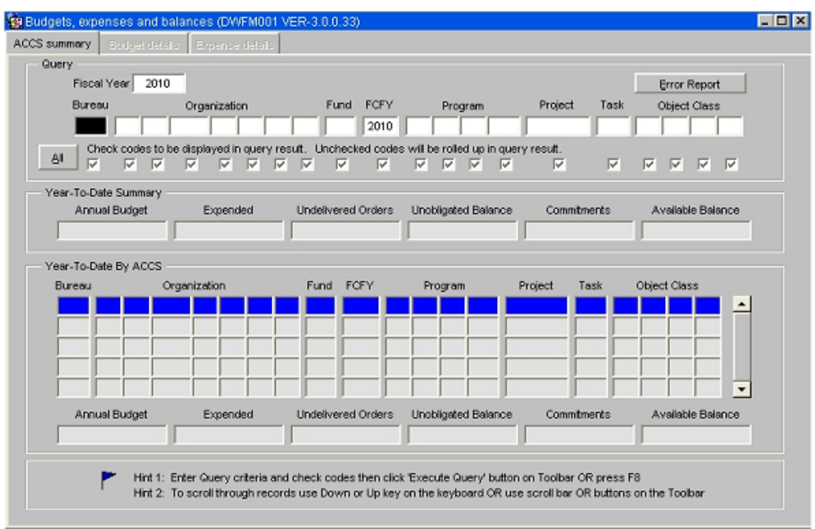
## Budget & Expenditures Query Application

### *Exercise #11 DWFM001 - Budget and Expenditures Query*

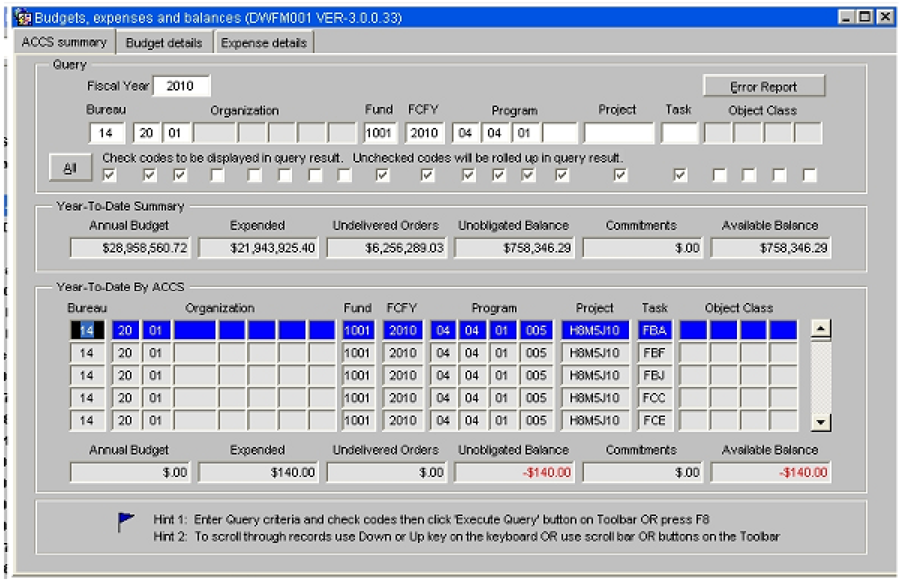
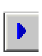
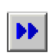
*Objectives:*

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

Instructions: Execute the following steps:

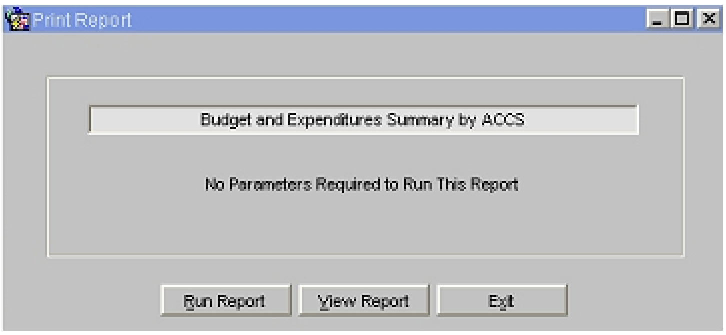
| *Step* | *Action* |
|---|---|
| 1 | If not already done:<br>➢ Click on the ⊞ next to the **Data Warehouse** folder to expand it<br>➢ Click on the ⊞ next to the **Queries** folder to expand it<br><br>➢ Double-click **DWFM001 – Budget and Expenditures Query**<br><br>**OR**<br><br>➢ Enter **DWFM001** in the ***Menu Item***<br>➢ Click **Run** |
| 2 | The **Budget, expenses and balances** screen is displayed with default values (usually current ones) for the ***Fiscal Year*** and ***FCFY*** (Fund Code Fiscal Year) fields. This screen is already in query mode:<br><br>*Note: 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.* |

| ***Step*** | ***Action*** |
|---|---|
| 2a | The Budget and Expenditures Query application is a tool for analyzing budget and expenditure data, including total dollars planned, committed, obligated and/or expended. This application enables users to interactively query on any, or multiple, components of the ACCS. Users also have the ability to drill down from query results at a summary level to additional levels of detail.<br><br>Within the Budget & Expenditure Query, the ACCS Summary screen is used for executing queries and defining the summary level for displaying query results. Users specify query criteria and applicable summary level. Multiple screens are available within the Budget & Expenditure Query application which includes budget and balance information, monthly expenditures, document data by expenditure type, and multiple distribution line (MDL) detail by document. |
| 3 | ➢ Specify the following query criteria:<br>***Bureau*** **14**<br>***Fiscal Year*** **2010**<br>***Organization*** **20 – 01**<br>***Fund Code*** **1001**<br>***FCFY*** **2010**<br>***Program*** **04-04-01**<br>➢ Uncheck the boxes for:<br>***Organization*** **4th through 7th levels**<br>***Object Class*** **All four levels**<br><br>***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.* |
| 4 | Click on the **Execute Query**  icon on the toolbar or press **F8**<br><br>***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.* |

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

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6a</td><td>
The B&E Query also provides report generation functionality from this screen to facilitate the use of query results containing multiple detail records.

- Click on the **Print** icon
- A Report Progress dialog box appears

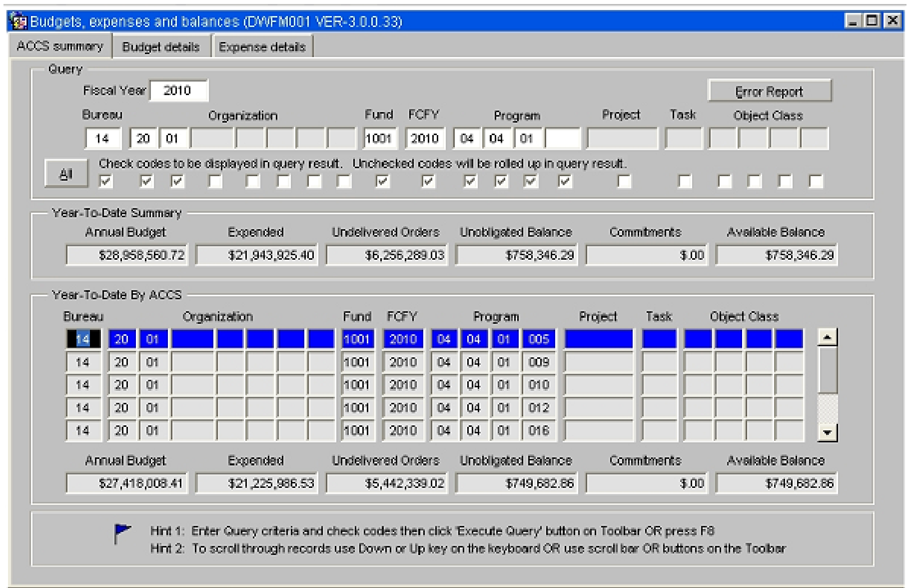
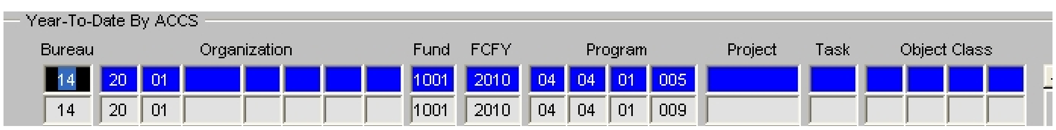



- Click **Run Report**

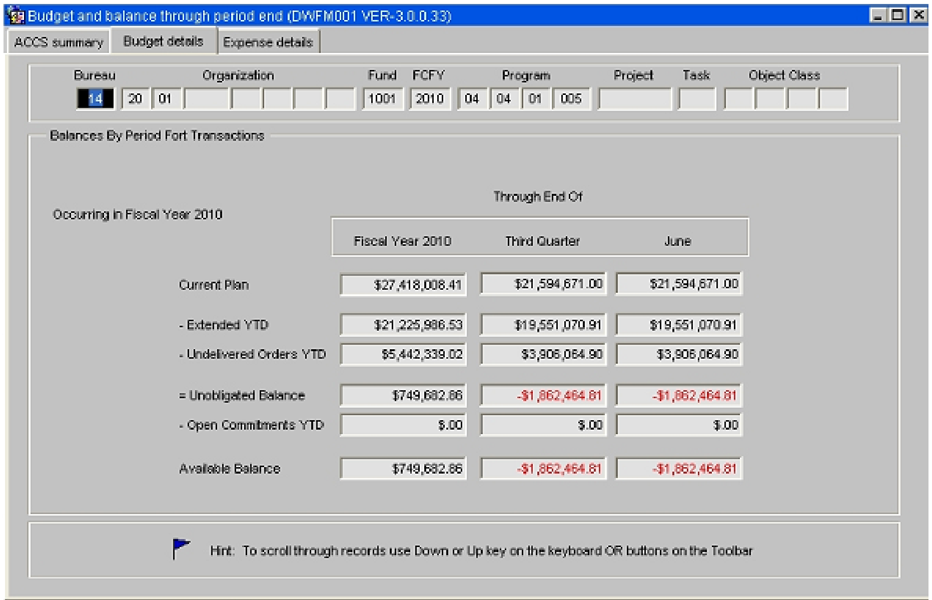

- Click **OK**

Dialog box disappears. User will have to click on the print icon again to bring it up again and click **View Report**.
</td></tr>
<tr><td>6b</td><td>
The Report Previewer opens with the **Summary of Resources, Commitment, Obligations, Expenditures, Balances, YTD** report which includes the ***ACCS Summary*** query criteria/results by ACCS detail with year-to-date cumulative amounts for each ACCS and a year-to-date summary total.

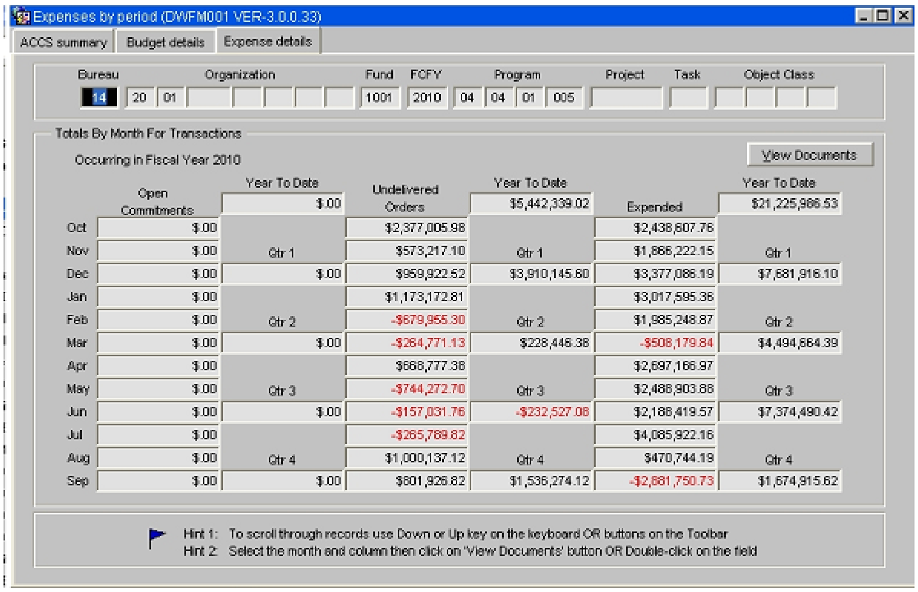
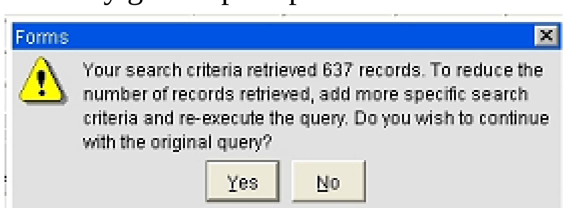
- View the report contents by clicking the appropriate next/previous page arrows.
- Click the **Close Previewer** icon ☒ on the icon bar to exit the report.
</td></tr>
</table>

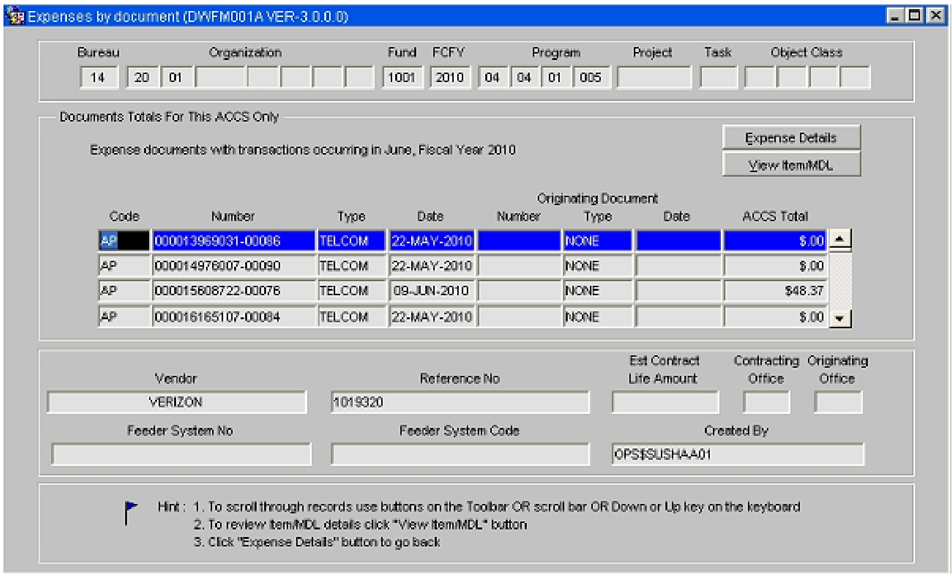
| ***Step*** | ***Action*** |
|---|---|
| 7 | ➤ Modify query criteria by unchecking ***Project & Task*** checkboxes<br>➤ Click on the **Execute Query**  icon on the toolbar or press **F8**<br> |
| 8 | ➤ Scroll through the ***Year-to-date by ACCS*** detail records<br>➤ Select the ***Year-to-date by ACCS*** record for ***Program4:*** **005**<br> |

| ***Step*** | ***Action*** |
|---|---|
| 9 | Click on the **Budget Details** 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. |



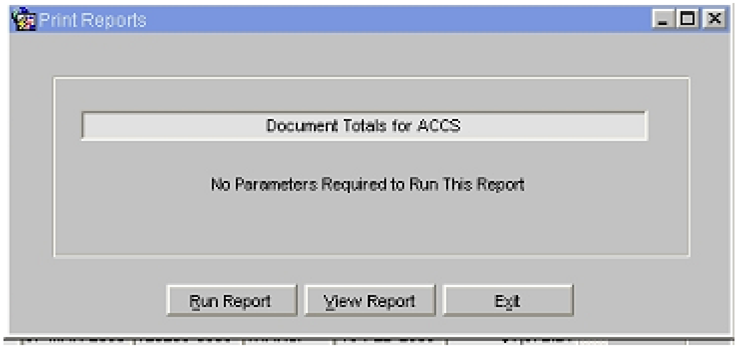

*Note: Users can scroll through additional ACCS detail records on this screen without returning to the ACCS Summary tab by using the arrows on the keyboard or icon bar.*

| Step | Action |
|---|---|
| 10 | Click on the **Expenses details** 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.<br><br>*Note: 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.* |
| 11 | Users also have the ability to drill down to additional levels of detail for applicable documents from the ***Expense Details*** tab.<br>➢ Click on the amount displayed in the ***Expended*** column for ***June***<br>➢ Click the  button **<u>OR</u>** double-click on the amount<br>➢ You may get the prompt:<br><br>➢<br>➢ Click YES<br>*Note: This functionality also applies to the Undelivered Orders or Commitment columns; however, NOAA is not using commitment functionality at this time.* |

| *Step* | *Action* |
|---|---|
| 12 | The **Expenses by Document** screen displays individual document data which comprise the summarized total applicable to the month specified.   *Note: Users may exit this screen by clicking the Exit icon <u>or</u> 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.* |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>13a</td><td>
The B&E Query also provides report generation functionality from this screen to facilitate the use of query results containing multiple detail records.

- Click on the **Print** icon
- A Report Progress dialog box appears




- Click **Run Report**

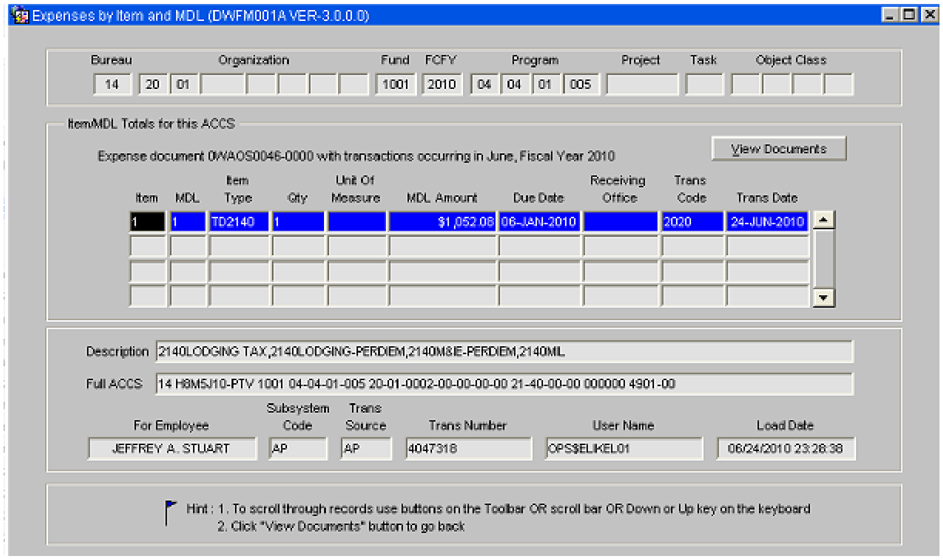

- Click **OK**

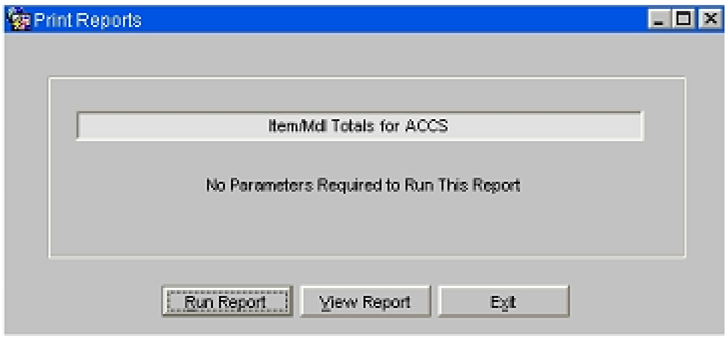
Dialog box disappears.  User will have to click on the print icon again to bring it up again and click **View Report**.
</td></tr>
<tr><td>13b</td><td>
The Report Previewer opens with the **Document Totals for ACCS** report with query results from the ***Expenses by Document*** screen displayed by document for the specified month.

- View the report contents by clicking the appropriate next/previous page arrows.
- Click the **Close Previewer** icon ☒ on the icon bar to exit the report.
</td></tr>
<tr><td>14</td><td>
Users also have the ability to drill down to additional levels of document detail for applicable item/MDL data from this screen.

- Click on the ***TDYTRV*** transaction type in the amount of **$1,052.08**
- Click the **View Item/MDL** button

*Note: 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.*
</td></tr>
</table>

| *Step* | *Action* |
|---|---|
| 15 | The **Expenses by Item and MDL** screen displays detailed data by line item and MDL for the applicable document.   *Note: Users may exit this screen by clicking the Exit icon to get to the Expenses by Period screen or 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.* |

| Step | Action |
|---|---|
| 16a | The B&E Query also provides report generation functionality from this screen to facilitate the use of query results containing multiple detail records.<br>➢ Click on the **Print** icon<br>➢ A Report Progress dialog box appears<br><br>➢ Click **Run Report**<br><br>➢ Click **OK**<br>Dialog box disappears. User will have to click on the print icon again to bring it up again and click **View Report**. |
| 16b | The Report Previewer opens with the **Item/MDL Totals for ACCS** report with query results from the ***Expenses by Item/MDL*** screen displayed by item and multiple distribution line applicable to the document for the specified month.<br>➢ View the report contents by clicking the appropriate next/previous page arrows.<br>➢ Click the **Close Previewer** icon ⊠ on the icon bar to exit the report. |
| 17 | Click the **Exit** icon twice to exit the Budget & Expenditures Query Application and return to the Navigator Menu. |

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

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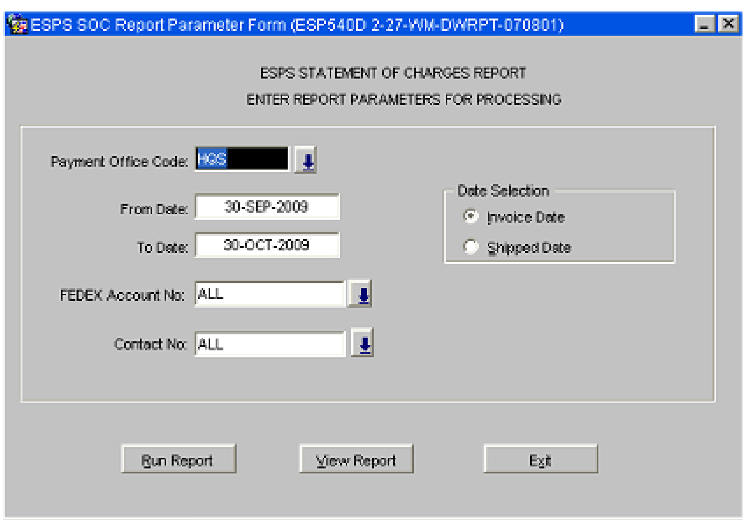
# Federal Express Report

## *Exercise #12 ESP540D – Statement of Charges Report*

*Objectives:*

- Understand what the ESP540D report shows
- Run the ESP540D report

Instructions: Execute the following steps:

| *Step* | *Action* |
|---|---|
| 1 | If not already done:<br>➢ Click on the ⊞ next to the **Data Warehouse** folder to expand it<br>➢ Click on the ⊞ next to the **Reports** folder to expand it<br>➢ Click on the ⊞ next to the **Federal Express Reports** folder to expand it<br><br>➢ Double-click **ESP540D Statement of Charges Report**<br><br>**OR**<br><br>➢ Enter **ESP540D** in the ***Menu Item***<br>➢ Click **Run** |
| 2 | The report parameter screen will be displayed with default values filled in for certain fields:<br> |

| ***Step*** | ***Action*** |
|---|---|
| 2a | The Statement of Charges Report (ES540D) provides detailed shipping information for each Federal Express bill-to-account number, including the contact person, invoice number, invoice date, airbill number, shipment date, shipper, recipient, charges, and Accounting Classification Code Structure (ACCS) charged. |
| 3 | ➢ Use the following parameters:<br><br>***From Date*** **01 – JAN – 2010**<br>***To Date*** **31 – MAR – 2010**<br>***FedEx Account No.*** **243238234**<br>➢ Accept the default value **ALL** for the ***Contact No.***<br>➢ Verify that the radio button for the ***Invoice Date*** is checked<br>➢ Click the Run Report button<br>➢ Click **OK** |
| 4 | The Navigation Arrows in the Adobe Acrobat toolbar ( ) may be used to maneuver through the pages of the report. |
| 5 | Click the **Close** icon to exit the report. |
| 6 | Re-enter the previous parameters but include:<br>➢ Change the radio button to ***Shipped Date***<br>➢ Click the Run Report button |
| 7 | ➢ View the report contents<br>➢ Click the **Close** icon on the icon bar to exit the report<br>➢ Click the Exit button to exit the Report Parameter screen and return to the menu if it is still open |