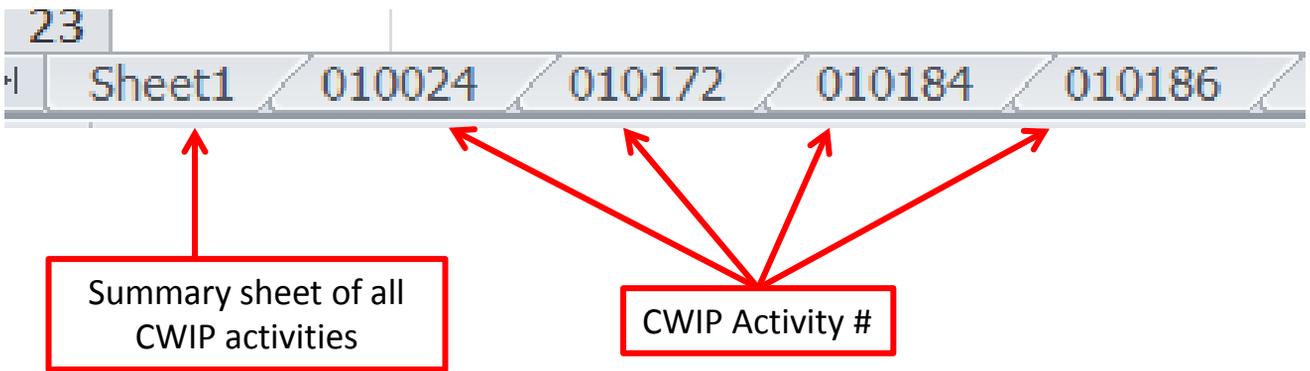


# CWIP Reconciliation Template Instructions

The Excel workbook/reconciliation template will be provided by the Finance Office – FSB monthly. Below is information regarding the template and instructions on how to complete the reconciliation.

## Overview of Excel Workbook:

There is one Excel workbook for each Line Office/Corporate Service (LO/CS) (CAO, OMAO, NWS, NESDIS, etc.). Within each workbook, there is a worksheet for each CWIP activity within that LO/CS. The tab for each CWIP activity is named with the activity number.



## Sample CWIP Activity Worksheet:

CWIP Reconciliation as of January 31, 2017														
<input type="checkbox"/> I certify that this CWIP reconciliation is complete and that the costs below are complete and accurate.														
Preparer's Signature & Date							CF/CAO(Deputy CAO) or M&B Chief Signature & Date							
Activity #	Activity Title	Estimated Cost	Next "Big" Date	Activity Mgr	Project Manager	Task	Project Code	Code	Cost Per CAS000	Capitalized Per CAS000	CWIP Per CAS000	CWIP Per Activity Manager Files	Difference	Explanations
01084	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	L2PFATJ	P00		\$26,267.43	\$0.00	\$26,267.43	\$0.00	\$26,267.43	Please explain difference
01084	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	L2PFATJ	PPM		\$1,211,332.54	\$0.00	\$1,211,332.54	\$0.00	\$1,211,332.54	Please explain difference
						<b>L2PFATJ Total</b>			<b>\$1,237,599.97</b>	<b>\$0.00</b>	<b>\$1,237,599.97</b>	<b>\$0.00</b>	<b>\$1,237,599.97</b>	
01084	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	M2PFATJ	P00		\$90.00	\$0.00	\$90.00	\$0.00	\$90.00	Please explain difference
01084	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	M2PFATJ	PPM		\$2,216,893.81	\$0.00	\$2,216,893.81	\$0.00	\$2,216,893.81	Please explain difference
						<b>M2PFATJ Total</b>			<b>\$2,216,893.81</b>	<b>\$0.00</b>	<b>\$2,216,893.81</b>	<b>\$0.00</b>	<b>\$2,216,893.81</b>	
01084	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	N2PFATJ	PPM		\$900,995.87	\$0.00	\$900,995.87	\$0.00	\$900,995.87	Please explain difference
						<b>N2PFATJ Total</b>			<b>\$900,995.87</b>	<b>\$0.00</b>	<b>\$900,995.87</b>	<b>\$0.00</b>	<b>\$900,995.87</b>	
01084	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	N4P2NTJ	P00		\$30,327.09	\$0.00	\$30,327.09	\$0.00	\$30,327.09	Please explain difference
						<b>N4P2NTJ Total</b>			<b>\$30,327.09</b>	<b>\$0.00</b>	<b>\$30,327.09</b>	<b>\$0.00</b>	<b>\$30,327.09</b>	
01084	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	P2PFATJ	PPM		\$5,311,475.58	\$0.00	\$5,311,475.58	\$0.00	\$5,311,475.58	Please explain difference
						<b>P2PFATJ Total</b>			<b>\$5,311,475.58</b>	<b>\$0.00</b>	<b>\$5,311,475.58</b>	<b>\$0.00</b>	<b>\$5,311,475.58</b>	
						<b>Grand Total</b>			<b>\$9,696,482.32</b>	<b>\$0.00</b>	<b>\$9,696,482.32</b>	<b>\$0.00</b>	<b>\$9,696,482.32</b>	
<b>Project Codes Not Included Above</b>														
						Task	Project Code	Code	Cost Per CAS000	Capitalized Per CAS000	CWIP Per CAS000	CWIP Per Activity Manager Files	Difference	Explanations

# CWIP Reconciliation Template Instructions

## Overview of Each CWIP Activity Worksheet:

Activity #	Activity Title	Estimated Cost	Next "Big" Date	Activity Mgr	Project Manager	Project Code	Task Code
010213	NOAA Ship Henry Bigelow - Capital Improvements	\$1,000,000.00	31-Dec-21	Janice Rush	Kenneth Marston	N2PFAHB	PPM
						<b>N2PFAHB Total</b>	
010213	NOAA Ship Henry Bigelow - Capital Improvements	\$1,000,000.00	31-Dec-21	Janice Rush	Kenneth Marston	N4P2NHB	P00
						<b>N4P2NHB Total</b>	
010213	NOAA Ship Henry Bigelow - Capital Improvements	\$1,000,000.00	31-Dec-21	Janice Rush	Kenneth Marston	P2PFAHB	P00
						<b>P2PFAHB Total</b>	
						<b>Grand Total</b>	

- The Activity #, Activity Title, Estimated Cost, Next "Big" Date, Activity Manager, Project Manager, Project Code, and Task code are all prepopulated from the CWIP Activity Database.
- The Next "Big" Date refers to the placed in service date or beneficial occupancy date.
- The project codes and task codes are:
  1. Those codes linked with the CWIP activity in the CWIP activity database.
  2. Those codes that have incurred costs.
  3. Are not marked CWIPC/IUSDC in CBS.
- The CA500D amounts are prepopulated from the purged CA500D.
- All of these fields are password protected to prevent accidental edits.

Project Code	Task Code	Cost Per CA500D	Capitalized Per CA500D	CWIP Per CA500D	CWIP Per Activity Manager Files	Difference
N2PFAHB	PPM	\$297,886.00	\$0.00	\$297,886.00	\$0.00	\$297,886.00
<b>N2PFAHB Total</b>		<b>\$297,886.00</b>	<b>\$0.00</b>	<b>\$297,886.00</b>	<b>\$0.00</b>	<b>\$297,886.00</b>
N4P2NHB	P00	\$28,950.90	\$0.00	\$28,950.90	\$0.00	\$28,950.90
<b>N4P2NHB Total</b>		<b>\$28,950.90</b>	<b>\$0.00</b>	<b>\$28,950.90</b>	<b>\$0.00</b>	<b>\$28,950.90</b>
P2PFAHB	P00	\$27.20	\$0.00	\$27.20	\$0.00	\$27.20
<b>P2PFAHB Total</b>		<b>\$27.20</b>	<b>\$0.00</b>	<b>\$27.20</b>	<b>\$0.00</b>	<b>\$27.20</b>
<b>Grand Total</b>		<b>\$326,864.10</b>	<b>\$0.00</b>	<b>\$326,864.10</b>	<b>\$0.00</b>	<b>\$326,864.10</b>

Populated by CWIP Database using purged CA500D

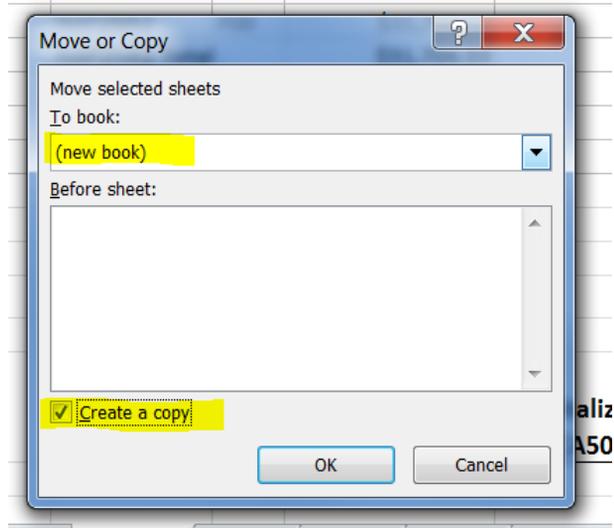
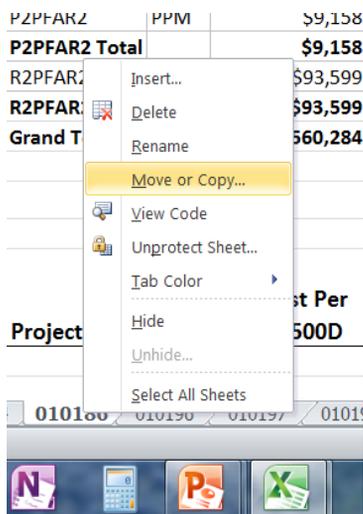
Automatically Calculated Difference Field

# CWIP Reconciliation Template Instructions

## How to move an activity(s) into a separate workbook:

Note: If you need to move the worksheet into a new Excel workbook, DO NOT copy and paste. Instead:

- Right click on the tab you want to move into a new Excel document.
- Select “Move or Copy...” from the drop down list.
- Under “To book:” select “(new book)”.
- Click checkbox next to “Create a copy”.
- Click OK



# CWIP Reconciliation Template Instructions

## How to fill out the reconciliation:

**1. Click** on the tab at the bottom of the workbook with the activity number for the CWIP activity to be reconciled.



Click this tab to view the worksheet for Activity# 010186

**2. Enter** the amount of uncapitalized costs (CWIP costs) for each project/task code per supporting documentation and the CWIP Activity Manager's files in the CWIP Per Activity Manager Files column (highlighted blue).

- This should only include amounts that are actual CWIP costs and that will be capitalized.
- All amounts should have source documentation to support the amount entered (e.g. invoices, IPACs, etc.).
- Late fees should NOT be included in this column.
- **Do not** include amounts to be transferred out of CWIP via SLT/DLA.
- **Do** include amounts to be transferred into CWIP via SLT/DLA (e.g. amounts charged to a non-CWIP project code that should have been CWIP).

Project Code	Task Code	Cost Per CA500D	Capitalized Per CA500D	CWIP Per CA500D	CWIP Per Activity Manager Files	Difference
N2PFAHB	PPM	\$297,886.00	\$0.00	\$297,886.00	\$0.00	\$297,886.00
<b>N2PFAHB Total</b>		<b>\$297,886.00</b>	<b>\$0.00</b>	<b>\$297,886.00</b>	<b>\$0.00</b>	<b>\$297,886.00</b>
N4P2NHB	P00	\$28,950.90	\$0.00	\$28,950.90	\$0.00	\$28,950.90
<b>N4P2NHB Total</b>		<b>\$28,950.90</b>	<b>\$0.00</b>	<b>\$28,950.90</b>	<b>\$0.00</b>	<b>\$28,950.90</b>
P2PFAHB	P00	\$27.20	\$0.00	\$27.20	\$0.00	\$27.20
<b>P2PFAHB Total</b>		<b>\$27.20</b>	<b>\$0.00</b>	<b>\$27.20</b>	<b>\$0.00</b>	<b>\$27.20</b>
<b>Grand Total</b>		<b>\$326,864.10</b>	<b>\$0.00</b>	<b>\$326,864.10</b>	<b>\$0.00</b>	<b>\$326,864.10</b>

Enter CWIP costs in cells highlighted blue. The cells that are not highlighted and have bold font are subtotals.

Difference will automatically update as CWIP amounts are entered in blue cells.

# CWIP Reconciliation Template Instructions

**3. Explain**, in the Explanations column, any differences between CWIP per CA500D (①) and CWIP per Activity Manager Files (②). Explanation should include why the difference exists, how it will be corrected, who will correct it, and when it will get corrected (if applicable).

		①		②			
Project Code	Task Code	Cost Per CA500D	Capitalized Per CA500D	CWIP Per CA500D	CWIP Per Activity Manager Files	Difference	Explanations
N2PFAHB	PPM	\$297,886.00	\$0.00	\$297,886.00	\$297,886.00	\$0.00	
<b>N2PFAHB Total</b>		<b>\$297,886.00</b>	<b>\$0.00</b>	<b>\$297,886.00</b>	<b>\$297,886.00</b>	<b>\$0.00</b>	
N4P2NHB	P00	\$28,950.90	\$0.00	\$28,950.90	\$28,950.90	\$0.00	
<b>N4P2NHB Total</b>		<b>\$28,950.90</b>	<b>\$0.00</b>	<b>\$28,950.90</b>	<b>\$28,950.90</b>	<b>\$0.00</b>	
P2PFAHB	P00	\$27.20	\$0.00	\$27.20	\$0.00	\$27.20	Please explain difference
<b>P2PFAHB Total</b>		<b>\$27.20</b>	<b>\$0.00</b>	<b>\$27.20</b>	<b>\$0.00</b>	<b>\$27.20</b>	
<b>Grand Total</b>		<b>\$326,864.10</b>	<b>\$0.00</b>	<b>\$326,864.10</b>	<b>\$326,836.90</b>	<b>\$27.20</b>	

When difference is not \$0.00, the adjacent cell will be yellow indicating an explanation is needed.

## Example of Explanation

CWIP Per CA500D	CWIP Per Activity Manager Files	Difference	Explanations
\$297,886.00	\$297,886.00	\$0.00	
<b>\$297,886.00</b>	<b>\$297,886.00</b>	<b>\$0.00</b>	
\$28,950.90	\$28,950.90	\$0.00	
<b>\$28,950.90</b>	<b>\$28,950.90</b>	<b>\$0.00</b>	
\$27.20	\$0.00	\$27.20	Travel fee to be moved out of CWIP via DLA in Q2.
<b>\$27.20</b>	<b>\$0.00</b>	<b>\$27.20</b>	
<b>\$326,864.10</b>	<b>\$326,836.90</b>	<b>\$27.20</b>	

# CWIP Reconciliation Template Instructions

4. **Add** any project codes that have CWIP costs, but are not populated in the template, in the “Project Codes Not Included Above” section. Examples include:

- A reimbursable project code.
- CWIP charges that currently reside in a non-CWIP project code for which a new CWIP project code will be established. See example below on how to handle this situation.

## Example

Project Codes Not Included Above							
Project Code	Task Code	Cost Per CA500D	Capitalized Per CA500D	CWIP Per CA500D	CWIP Per Activity Manager Files	Difference	Explanations
P8NSCWP	P00	0.00	0.00	0.00	5,000.00	-5,000.00	CWIP costs charged to this non-CWIP project code. In process of creating CWIP project code and moving the costs into CWIP via DLA. Expected to be completed in Q2.

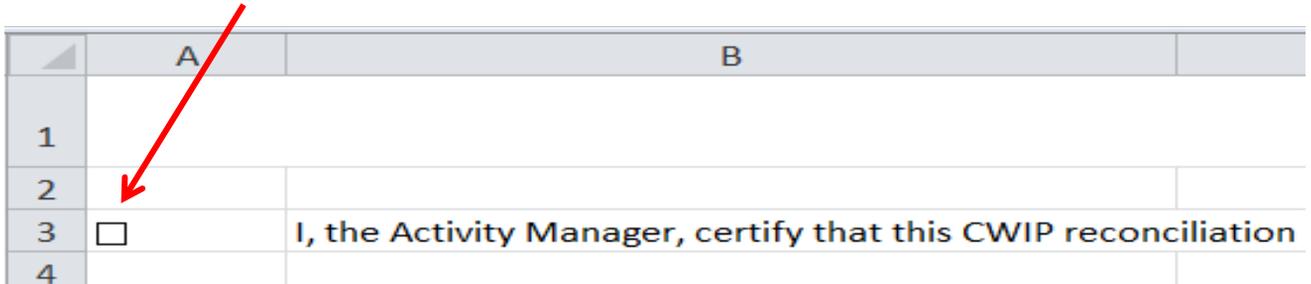
Enter non-CWIP project code (P8NSCWP) if new CWIP project code is unknown.

CA500D amounts will all be 0.00.

Explanation: CWIP costs charged to this non-CWIP project code. In process of creating CWIP project code and moving the costs into CWIP via DLA. Expected to be completed in Q2.

# CWIP Reconciliation Template Instructions

5. **Click** checkbox in the upper left corner of the template once the reconciliation is completed.

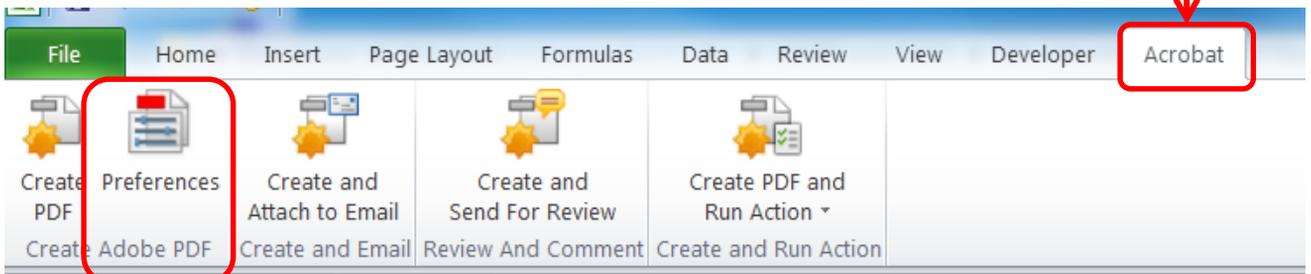


	A	B
1		
2		
3	<input type="checkbox"/>	I, the Activity Manager, certify that this CWIP reconciliation
4		

6. **Save** the template.

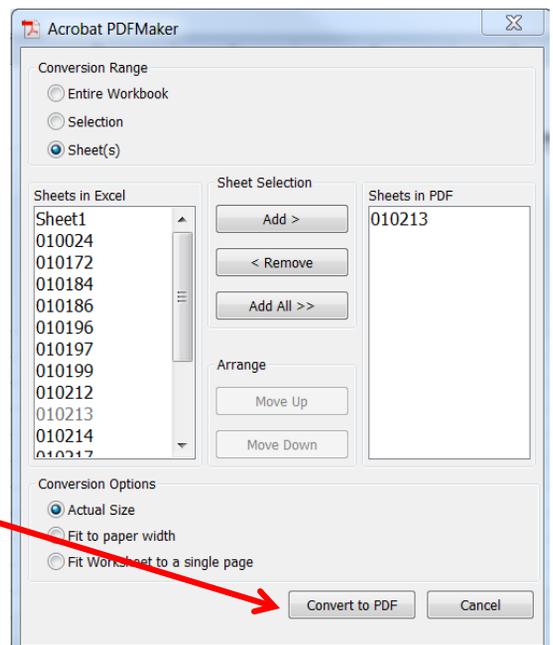
7. **Convert** the template to Adobe PDF.

Click here



Then click here

Add the sheets you want to convert to PDF to the box on the right, then click here.

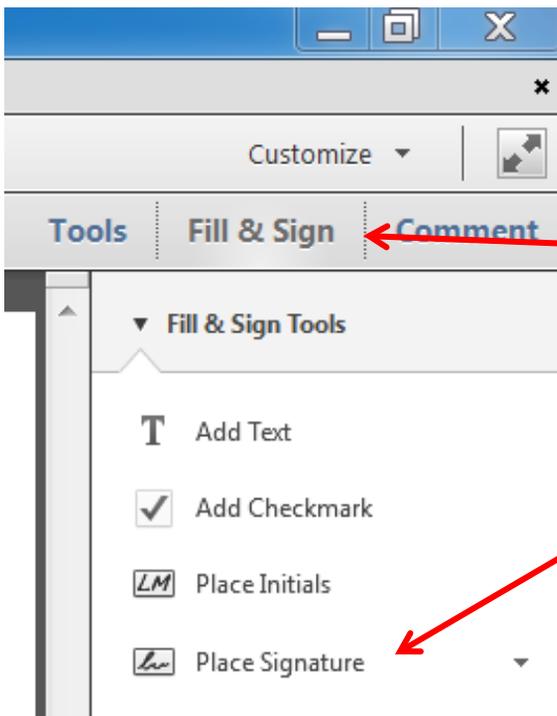


# CWIP Reconciliation Template Instructions

8. **Confirm** that all information on the reconciliation is accurate.

- Send an email to [cwip.notification@noaa.gov](mailto:cwip.notification@noaa.gov) if the Activity #, Activity Title, Estimated Cost, Next “Big” Date, Activity Manager, or Project Manager need any corrections.

9. **Sign** the PDF version of the reconciliation.



- Click “Fill & Sign” in the upper right hand corner of the document.
- Then click “Place Signature”.

10. **Submit** the signed reconciliation to the LO CFO/CAO or CFO/CAO designated personnel for their signature.

11. **Email** the fully signed reconciliation to [cwip.notification@noaa.gov](mailto:cwip.notification@noaa.gov).

## Quick Reference - How to fill out the CWIP reconciliation

- 1. Click** on the tab at the bottom of the workbook with the activity number for the CWIP activity to be reconciled.
- 2. Enter** the amount of uncapitalized costs (CWIP costs) for each project/task code , per supporting documentation and the CWIP Activity Manager's files in the CWIP Per Activity Manager Files column (highlighted blue).
  - This should only include amounts that are actual CWIP costs and that will be capitalized.
  - All amounts should have source documentation to support the amount entered (e.g. invoices, IPACs, etc.).
  - Late fees should NOT be included in this column.
  - **Do not** include amounts to be transferred out of CWIP via SLT/DLA.
  - **Do** include amounts to be transferred into CWIP via SLT/DLA (e.g. amounts charged to a non-CWIP project code that should have been CWIP).
- 3. Explain**, in the Explanations column, any differences between CWIP per CA500D and CWIP per Activity Manager Files. Explanation should include why the difference exists, how it will be corrected, who will correct it, and when it will get corrected (if applicable).
- 4. Add** any project codes that have CWIP costs, but are not populated in the template, in the "Project Codes Not Included Above" section. Examples include:
  - A reimbursable project code.
  - CWIP charges that currently reside in a non-CWIP project code for which a new CWIP project code will be established..
- 5. Click** checkbox in the upper left corner of the template once the reconciliation is completed.
- 6. Save** the template and convert it to Adobe PDF.
- 7. Confirm** that all information on the reconciliation is accurate.
  - Send an email to [cwip.notification@noaa.gov](mailto:cwip.notification@noaa.gov) if the Activity #, Activity Title, Estimated Cost, Next "Big" Date, Activity Manager, or Project Manager need any corrections.
- 8. Sign** the PDF version of the reconciliation and submit the signed reconciliation to the LO CFO/CAO or CFO/CAO designated personnel for their signature.
- 9. Email** the fully signed reconciliation to [cwip.notification@noaa.gov](mailto:cwip.notification@noaa.gov).