Data Warehouse & Quick Reports Training

FY 2022 – October
V 1.0
Systems within Commerce Business Systems (CBS)

- Quick Reports
- Look-up Screens
- Module Reports
- Module Reports
- Look-up Screens
- Core Financial System {CFS}
- Functional Systems {C.Suite, Travel, etc}
- Data Warehouse

- CBS
- B&E Query Applications
- LO Data Extract
- Oracle Discoverer
- Data Warehouse Reports
What is Data Warehouse?

• It is a central repository of financial data
  – Extracts financial data from all systems under the Commerce Business Systems (CBS)
  – Is a Snapshot of the Previous Day’s work
    • 24 hours behind production
  – Standard Reports
    • Different modules

• It allows users an easy way of getting information
  – Does not compete with Production
What are Quick Reports?

- Quick Reports
  - Contained in Core Financial System (CFS)
  - Real Time Reporting
  - Shorter Run Time
  - Different Reports than DW Standard ones
**NOAA Data Warehouse**

- **Production CBS (CFSFX)**
  - Core Financial System (CFS)
  - Functional Systems (Travel, C.Suite, etc)

- **CBS Data Warehouse (CFSDW)**
  - Data Marts
    - CFS Source Transaction Tables
    - Transaction Extract Tables
    - Reporting Tables

- **Transactions Posted Nightly (Monday – Saturday)**

- Key Points:
  - Transaction level tables append new values nightly
  - Records should not change once created
  - Summary level tables group data by month
  - “Month-to-Date” value changes nightly
  - After GL period is closed, value no longer changes
Accounts & Access

• Access is through the Web Portal
  – One User Name
    • OPS$FIRLAS##
  – One Password
    • Minimum of 12 Characters
    • 1 Upper Case
    • 1 Lower Case
    • Special Character (# or _ )
CBS Accounting Classification Code Structure (ACCS)

<table>
<thead>
<tr>
<th>Bureau</th>
<th>Fiscal Year</th>
<th>Fund</th>
<th>Program</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>2022</td>
<td>1093</td>
<td>01 - 20 - 10 - 001</td>
<td>10 - 13 - 0002 - 00 - 00 - 00 - 00</td>
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<td></td>
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<td></td>
<td>Coastal Science &amp; Assmt</td>
<td>Nat’l Centers Marine Spatial</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Coastal Science Nat’l Cent</td>
<td>{1st two levels identify LO/FMC}</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>{Activity/Sub-Activity/Line Item/PPA}</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project - Task</th>
<th>Object Class</th>
<th>User Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>W 8KSBSC - P00</td>
<td>25 - 27 - 25 - 17</td>
<td>000000</td>
</tr>
<tr>
<td>FY/LO Beaufort Science</td>
<td>Misc Contractual Services-Not Classified</td>
<td>AGO Non-Simplified Acquisitions FFS</td>
</tr>
<tr>
<td>No Task</td>
<td>Other Contractual Services</td>
<td>AGO FFS</td>
</tr>
</tbody>
</table>

{Identifies line, program or staff office for No-Year funds Or Fiscal Year for Multi-Year funds}
ACCS Broken out – Bureau

- Bureau
  - Main “offices” under the Department of Commerce
  - Defined in the ACCS by a number
    - National Oceanic and Atmospheric Administration (NOAA)
    - Bureau of Industry and Security (BIS)
    - Economic Development Agency (EDA)
ACCS Broken out – Fiscal Year

• The year of the actual intent to purchase.
  – Date here must fall within the appropriation timelines
    • i.e. FY2022 Appropriation Dates
      (01-Oct-2021 through 30-Sep-2022)
ACCS Broken out – Fund Code

- Various Types
  - Single Year
    - Only good for that time frame
    - 1 Year
  - Multi-Year
    - Above and Beyond Single Year
      - Operations, Research and Facilities (ORF) = 2 years
      - Procurement Acquisitions and Contracts (PAC) = 3 years
  - No Year
    - Good until the money is used up

Fund Codes:
- Fund 0021: ORF Single Year (22)
- Fund 1093: ORF (22/23)
- Fund 1092: PAC (22/24)
- Fund 0001: General (22-?)
- Fund 0006: Advance (22-?)
- Fund 0007: Reimbursable (22-?)
ACCS Broken out – Program Code

- Four positions
- Three of Four positions part of the appropriations
  - Activity
  - Sub-activity
  - Line Item
- Position 4 is Bureau unique
  - Program, Project and Activity (PPA)
- Tied to Fund Code and Project Codes in Budgeting
ACCS Broken out – Organizational Code

- Ties to the National Finance Center (NFC) Organization Code Structure
- NOAA designated
  - Org1 as Line Office (LO)
  - Org 2 as Financial Management Center (FMC)
- Each position representative to an office, division, branch etc.
  - Any position that doesn’t have a number must be zero filled
<table>
<thead>
<tr>
<th>Code</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Office of the Under Secretary</td>
</tr>
<tr>
<td>05</td>
<td>Office of Administration</td>
</tr>
<tr>
<td>06</td>
<td>NOAA Finance &amp; Administration</td>
</tr>
<tr>
<td>08</td>
<td>NOAA Marine &amp; Aviation Operations</td>
</tr>
<tr>
<td>09</td>
<td>Systems Acquisition Office</td>
</tr>
<tr>
<td>10</td>
<td>National Ocean Service</td>
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<tr>
<td>20</td>
<td>National Weather Service</td>
</tr>
<tr>
<td>30</td>
<td>National Marine Fisheries Service</td>
</tr>
<tr>
<td>40</td>
<td>National Environmental Satellite, Data &amp; Information Service</td>
</tr>
<tr>
<td>50</td>
<td>Office of Oceanic &amp; Atmospheric Research</td>
</tr>
<tr>
<td>40</td>
<td>Office of the Under Secretary</td>
</tr>
<tr>
<td>41</td>
<td>Director of Administration</td>
</tr>
<tr>
<td>42</td>
<td>Export Administration</td>
</tr>
<tr>
<td>43</td>
<td>Office of Assistant Secretary for Export Enforcement</td>
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<tr>
<td>44</td>
<td>Office of Assistant Secretary for Export Administration</td>
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<tr>
<td>01</td>
<td>Philadelphia</td>
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<tr>
<td>04</td>
<td>Atlanta</td>
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<td>05</td>
<td>Denver</td>
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<td>06</td>
<td>Chicago</td>
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<td>08</td>
<td>Austin</td>
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<td>HQs</td>
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ACCS Broken out – Project Code

- Seven positions
  - First position
    - Tells you at a glance
      - Multi-year (Alpha Character)
      - No-Year (Number)
  - Other positions are based upon finding type
    - [https://www.corporateservices.noaa.gov/finance/projtaskdwnld.html](https://www.corporateservices.noaa.gov/finance/projtaskdwnld.html)

- Most Reports only go to this level
ACCS Broken out – Task Code

• Three digit code
  – Combo of:
    • Numbers
    • Alpha
    • Alpha Numeric
• Tied to the Project Code
  – Can have many tasks to project code
• Used by Budget people in the LO/FMC to keep track of money
• Default one is usually P00
ACCS Broken out – Object Class Code

- **Four positions**
  - All four positions can be filled in
  - Just two positions can be filled in
- **Representative by code on what’s being purchased**
- **Can look up codes:**
  - Discoverer Reference Workbook
  - [https://www.corporateservices.noaa.gov/finance/objectclasses.html](https://www.corporateservices.noaa.gov/finance/objectclasses.html)
ACCS Broken out – User Defined Code

• For NOAA
  – This will always be zeroes
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<td>Operations &amp; Research</td>
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<td>31 - 23 - 00 - 11</td>
<td>000000</td>
</tr>
<tr>
<td>FY/ Services &amp; Education</td>
<td>Equipment</td>
<td>Non CAP ADP</td>
</tr>
<tr>
<td>No Task</td>
<td>Non Cap ADP</td>
<td>NOAALINK</td>
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NOAA Client Services Help Desk

- Functional/Technical Support for CBS Applications
  - Budget Operating Plans (BOP)
  - Reimbursable Agreements
  - Summary Level Transfers (SLTs) & Document Level Adjustments (DLAs)
  - Data Warehouse/Discoverer
  - E2 Travel
  - C.Request/C.Award (C.Suite)

- User Account requests

- FSD/CBS Web Site
  - Email: ClientServices@noaa.gov
  - Website: http://www.corporateservices.noaa.gov/Finance/FOFSD_Home.html
Questions & Discussion