Discoverer Training
FMC Business Area

FY 2021– January
V 1.1
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
- Data Warehouse Reports
- B&E Query Applications
- LO Data Extract
- Oracle Discoverer
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
NOAA Data Warehouse

- 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

Production CBS  
(CFSFX)

Core Financial System (CFS)

Functional Systems (Travel, CPCS, etc)

Transactions Posted Nightly  
(Monday – Saturday)

CBS Data Warehouse  
(CFSDW)

Data Marts

CFS Source Transaction Tables

Transaction Extract Tables

Reporting Tables
Accounts & Access

• Access for DW 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 _ )
  – Discoverer uses same User Name & Password as DW
    • Password changes through the Web Portal
## 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>2021</td>
<td>1083</td>
<td>05 - 01 - 20 - 000</td>
<td>40 - 01 - 0003 - 02 - 00 - 00 - 00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NESDIS</td>
<td>NESDIS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Environmtl Satellite</td>
<td>Off of Asst Adm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Satellite &amp; Product Operations</td>
<td>CFO Data Analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>{Activity/Sub-Activity/Line Item/PPA}</td>
<td>{1st two levels identify LO/FMC}</td>
</tr>
</tbody>
</table>

### Project - Task

<table>
<thead>
<tr>
<th>V</th>
<th>8N2E00 - P00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY/LO</td>
</tr>
<tr>
<td></td>
<td>Satellite Command &amp; Control</td>
</tr>
<tr>
<td></td>
<td>No Task</td>
</tr>
</tbody>
</table>

### Object Class

<table>
<thead>
<tr>
<th>21 - 41 - 00 - 00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
</tr>
<tr>
<td>Car Rental Domestic</td>
</tr>
</tbody>
</table>

### User Defined

000000

{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. FY2021 Appropriation Dates (01-Oct-2020 through 30-Sep-2021)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>2020</td>
</tr>
</tbody>
</table>
• 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
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
## NOAA (14)

<table>
<thead>
<tr>
<th>Code</th>
<th>Division / Office</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>
</tr>
<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>
</tbody>
</table>

## BIS (13)

<table>
<thead>
<tr>
<th>Code</th>
<th>Division / Office</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>44</td>
<td>Office of Assistant Secretary for Export Administration</td>
</tr>
</tbody>
</table>

## EDA (20)

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Philadelphia</td>
</tr>
<tr>
<td>04</td>
<td>Atlanta</td>
</tr>
<tr>
<td>05</td>
<td>Denver</td>
</tr>
<tr>
<td>06</td>
<td>Chicago</td>
</tr>
<tr>
<td>07</td>
<td>Seattle</td>
</tr>
<tr>
<td>08</td>
<td>Austin</td>
</tr>
<tr>
<td>09</td>
<td>HQs</td>
</tr>
<tr>
<td>99</td>
<td>HQs</td>
</tr>
</tbody>
</table>
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/projtaskdnl.html](https://www.corporateservices.noaa.gov/finance/projtaskdnl.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

User Defined
000000
CBS Accounting Classification Code Structure (ACCS)

Bureau | Fiscal Year | Fund | Program | Organization
--- | --- | --- | --- | ---
14 | 2021 | 0001 | 04 - 01 - 01 - 000 | 40 - 14 - 0006 - 00 - 00 - 00 - 00

NOAA

General

NWS Operations & Research

Central Forecast Guidance

NESDIS Support Services Division

National Center For Environmental Info

{1st two levels identify LO/FMC}

Project - Task

5 8M1H0R - P00

FY/ Services & LO Education

No Task

Object Class

21 - 21 - 00 - 00

Travel Mileage

Mileage Mileage

User Defined

000000

{Activity/Sub-Activity/Line Item/PPA}

{Identifies line, program or staff office for No-Year funds Or Fiscal Year for Multi-Year funds}
Discoverer

- Web-based
  - Analytical Tool
    - Standard Queries Established (Workbooks)
      - Non-technical users can execute
    - Additional Capabilities Beyond DW
      - Multiple “views” (worksheets) to workbooks
      - Manipulation of report
      - Exporting of report to Excel
  - Various Business Areas
    - All Business Areas read from the same DW tables
    - May contain copies of CFS source transaction tables
    - Determines which tables/fields are available and how data is organized
    - Users may have access to multiple Business Areas
# NOAA Business Areas

## Business Area
- Financial Management Center
- Line Office
- Budget
- Accounts Payable
- General Ledger
- Labor Research
- EDA

## Target Users
- LO/FMC - General Users*
- LO/FMC - Power Users
- NFA & NOAA Budget Offices
- Finance - HQ & Field Finance Branches
- Finance - Financial Reporting Division
- Finance - Labor Staff (Restricted)
- EDA Reporting Users

*Most Users
Target: General Users

Discoverer (limited)
• Execute queries created/validated by others
• Select values for parameter fields
• Tailor sorting, layout, presentation options, and export to various formats

Training: 1/2 day CBS Training
FMC Business Area Reports

• **Reference Data**
  – Data Warehouse Status Workbook
  – Data-Dictionary Workbook
  – Reference Data Workbook*

• **Budgetary Data**
  – Monthly Budget Reports Workbook
  – Monthly & Quarterly Execution Review (w/FTE data)
  – NOAA 117 Workbook
  – NOAA 118 Workbook

• **Other Data**
  – CBS-Active-Document Workbook
  – Document-Status Workbook
  – Transaction Activity Workbook
  – FMC Obligation Workbook
  – Certification of Obligations Workbook
Document Numbering

• No single identifying number in CBS
  – To identify documents

• Data Warehouse Assigns
  – Number called Affected Document Number
    • Links all transactions through document’s life cycle
      – Document Chaining

• Document chain broken with Summary Level Transfers (SLTIs)
  – SLTIs done at summary level
  – Chaining is gone, but dollars should be correct
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