



***NOAA/FSD***

***BOP***

***Data Warehouse & Quick Reports***

***CBS Training Exercises***

***for***

***FY 2019***

***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
V1.0	05/01/2019	Updated exercises with FY19 data	Erin K Cobbs/FSD CSB - Training

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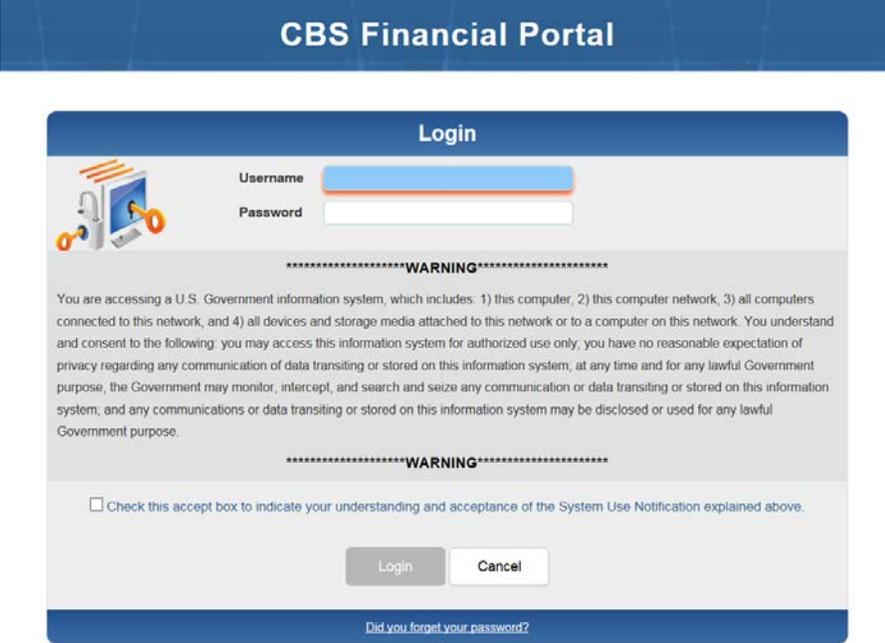
## Data Warehouse Access & Navigation

### Exercise #1a: Login to DW

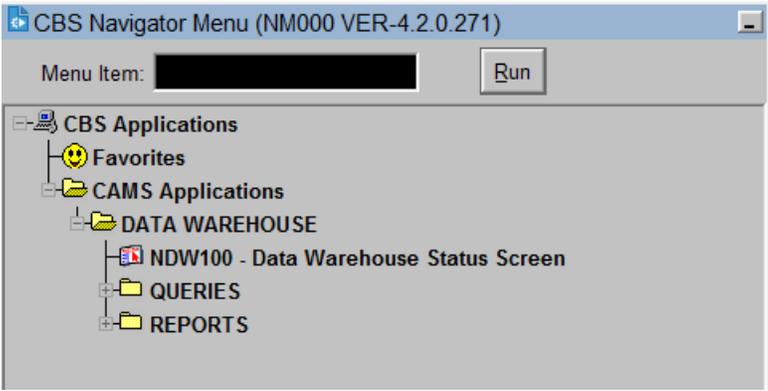
- Objectives:**
- Successfully login to the Portal Page
  - Successfully login to DW

**Instructions:** Execute the following steps:

Step	Action
1	<p data-bbox="302 726 1357 793">➤ Open an Internet Explorer window ➤ Point your browser to the training website given to you by the instructor.</p> <p data-bbox="302 846 378 873"><b>Note:</b></p> <ul data-bbox="350 936 1357 1066" style="list-style-type: none"><li>✓ <i>Training website will only be utilized in the classroom training.</i></li><li>✓ <i>Internet Explorer is the only browser that can be used for CBS</i></li><li>✓ <i>In Production, you will have two-factor authentication before you get to the CBS Web Migration Portal Login page.</i></li></ul>

Step	Action
2	<p data-bbox="302 331 1008 367">On the <b>CBS Web Migration Portal Login</b> screen:</p> <div data-bbox="302 436 1187 1079"></div> <ul data-bbox="302 1186 737 1333" style="list-style-type: none"><li>➤ Enter <b>Training User Name</b></li><li>➤ Enter <b>Training Password</b></li><li>➤ Check the checkbox</li><li>➤ Click <b>Login</b></li></ul>

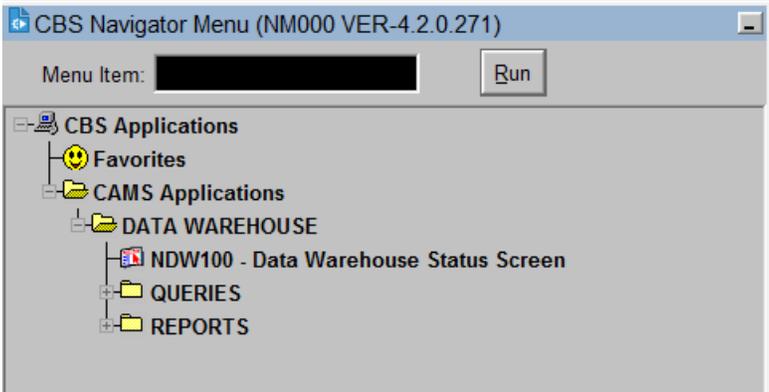
Step	Action
<p>3</p>	<p>On the <b>CBS Web Portal</b> screen:</p>  <ul style="list-style-type: none"> <li>➤ Click on <b>CFS</b></li> <li>➤ Click on <b>{Submenu Option}</b></li> </ul>
<p>4a</p>	<p>A new java applet window opens up</p> 

Step	Action
4b	<p>You may be prompted to run java:</p> <div data-bbox="300 436 894 831"><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 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 <input type="button" value="Run"/> <input type="button" value="Cancel"/></p></div> <p>➤ Just click <i>Run</i></p>
5	<p><b>Navigator Menu</b> appears</p> <div data-bbox="300 1045 1068 1436"><p>CBS Navigator Menu (NM000 VER-4.2.0.271)</p><p>Menu Item: <input type="text"/> <input type="button" value="Run"/></p><ul style="list-style-type: none"><li>CBS Applications<ul style="list-style-type: none"><li>Favorites</li><li>CAMS Applications<ul style="list-style-type: none"><li>DATA WAREHOUSE<ul style="list-style-type: none"><li>NDW100 - Data Warehouse Status Screen</li><li>QUERIES</li><li>REPORTS</li></ul></li></ul></li></ul></li></ul></div>

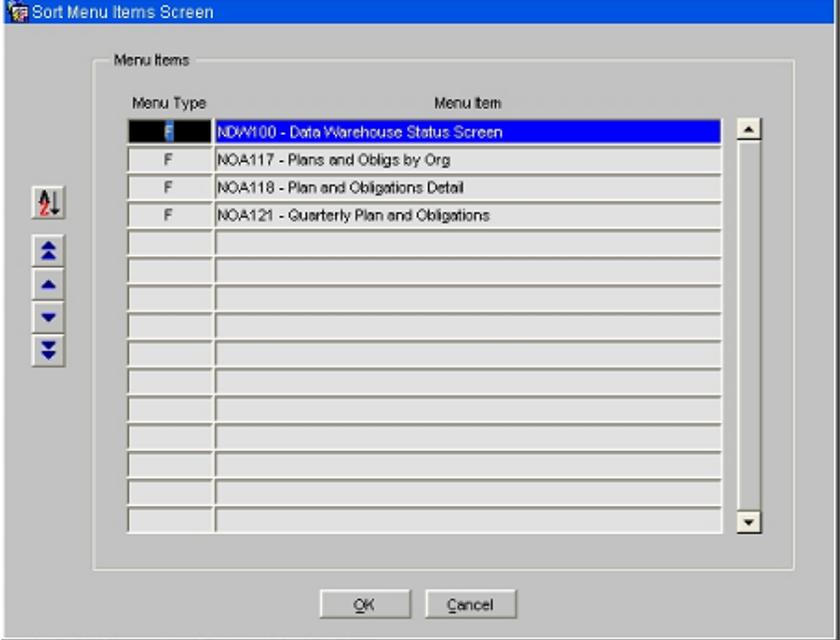
**Exercise #1b: CBS Navigator Menu/Icons**

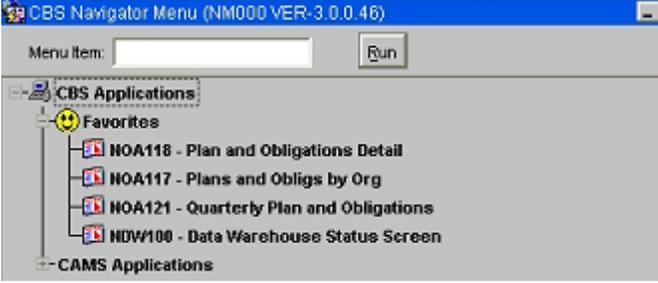
- Objectives:**
- Understand how to navigate the CBS Navigator Menu
  - Add options under Favorites
  - Sort options under Favorites
  - Understand the Menu Item

**Instructions:** Execute the following steps:

Step	Action
1	<p>From the <b>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>  <b>NOA121</b>  <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>

Step	Action
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>
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> 
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>

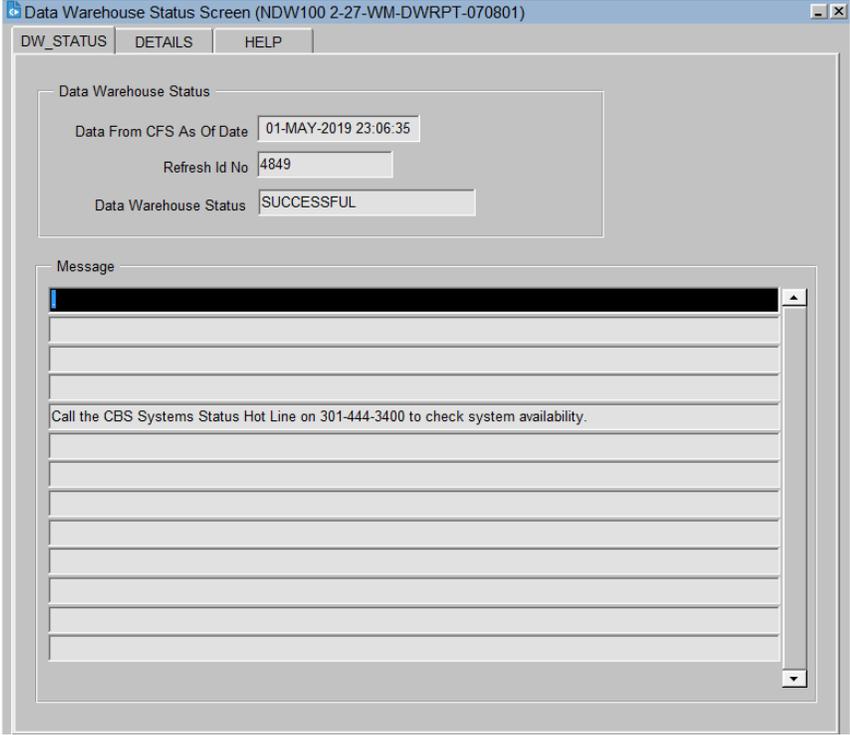
Icon	Name	Description
	EXIT	Allows users to leave the current window, document, and application. Use of the Exit icon in these situations may not commit or save recently entered data.
	SAVE	Used to save (commit) complete or partial records to the database.
	PRINT	Allows users to print screen images or generate reports related to the data appearing on the current active window.  <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.  <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.
 	PREVIOUS/NEXT RECORD 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.

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

**Objectives:**      • Understand how to run the DW status screen

**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> 
3	Review information on the screen for all the tabs

Step	Action
4	Exit the status screen by clicking on the  exit icon.

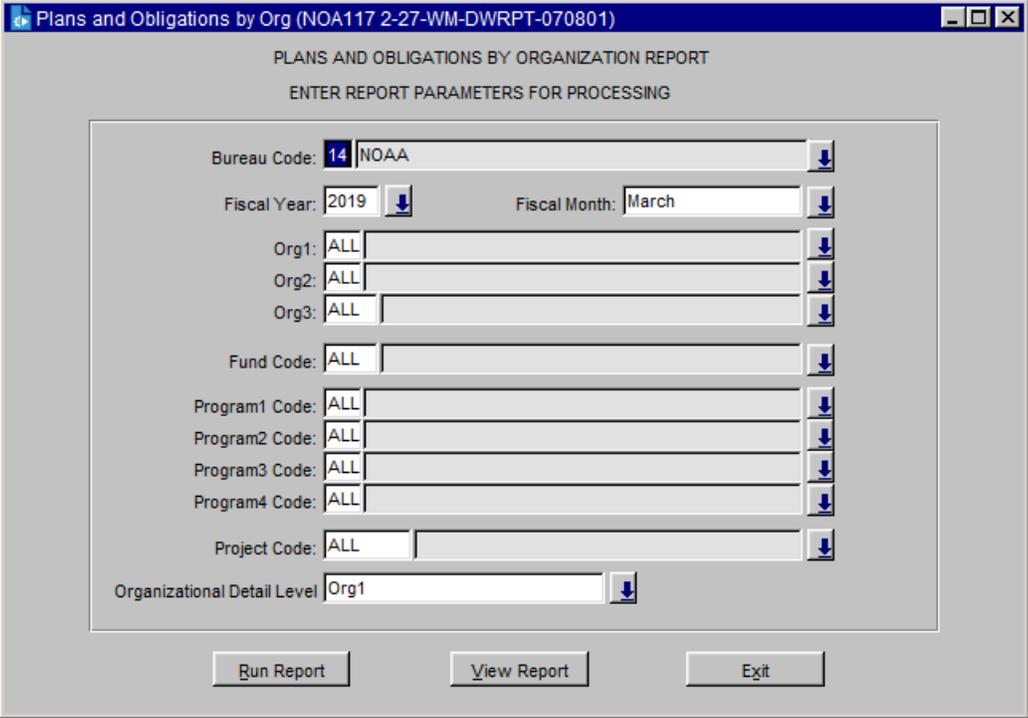
## Budget Reports

### **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>This report displays budget information at a high level dependent upon the values entered on the parameter screen. So up to the third organization for the month that was chosen, the report will show what's been planned and actually been spent and difference between the two. It will then show that same information cumulative through the month that was chosen. It will also then show the annual plan total, percentage that's been obligated and remaining balance.</p> <p>It will also have a column showing commitments, but that will always show zero because NOAA doesn't 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>2019</b></p> <p><b>Fiscal Month</b>        <b>March</b></p> <p><b>Org1 Code</b>            <b>30</b></p> <p><b>Fund Code</b>            <b>1063</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="306 974 906 1157" 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: 03/28/2019      COMMERCE BUSINESS SYSTEM (CBS)      USER ID: OPSRICOB01  
 REPORT ID: NOA117      NOAA      PAGE: 2  
 INSTANCE: CFSW      PLANS AND OBLIGATIONS BY ORGANIZATION REPORT      AS OF DATE: 03/27/2019  
 (DOLLARS IN THOUSANDS)

ORG/PROGRAM/PROJECT	MONTH: MARCH				CUMULATIVE THRU MARCH				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: 1063 NOAA ORF 1319/201450											
TOTAL FUND: 1063 NOAA ORF 1319/201450											
	0.0	0.0	0.0	0.0	0.0	2.9	0.0	-2.9	1,449.3	0.0	1,446.5
TOTAL 30-00 BUDGET USE ONLY - NMFS	0.0	0.0	0.0	0.0	0.0	2.9	0.0	-2.9	1,449.3	0.0	1,446.5
30-11 NATL MARINE FISHERIES SERV OFC OF ASST A											
NATL MARINE FISHERIES SERV OFC OF ASST A											
FUND: 1063 NOAA ORF 1319/201450											
TOTAL FUND: 1063 NOAA ORF 1319/201450											
	0.0	1,366.2	0.0	-1,366.2	58.0	19,051.8	0.0	-18,993.8	58.0	32,848.0	-18,993.8
TOTAL 30-11 NATL MARINE FISHERIES SERV OFC OF	0.0	1,366.2	0.0	-1,366.2	58.0	19,051.8	0.0	-18,993.8	58.0	32,848.0	-18,993.8
30-12 OFFICE OF SUSTAINABLE FISHERIES											
OFFICE OF SUSTAINABLE FISHERIES											
FUND: 1063 NOAA ORF 1319/201450											
TOTAL FUND: 1063 NOAA ORF 1319/201450											
	0.0	1,052.3	0.0	-1,052.3	0.0	5,403.0	0.0	-5,403.0	0.0	*****	-5,403.0
TOTAL 30-12 OFFICE OF SUSTAINABLE FISHERIES	0.0	1,052.3	0.0	-1,052.3	0.0	5,403.0	0.0	-5,403.0	0.0	*****	-5,403.0

CREATION RUN DATE: 03/28/2019      COMMERCE BUSINESS SYSTEM (CBS)      USER ID: OPSRICOB01  
 REPORT ID: NOA117      NOAA      PAGE: 2  
 INSTANCE: CFSW      PLANS AND OBLIGATIONS BY ORGANIZATION REPORT      AS OF DATE: 03/27/2019  
 (DOLLARS IN THOUSANDS)

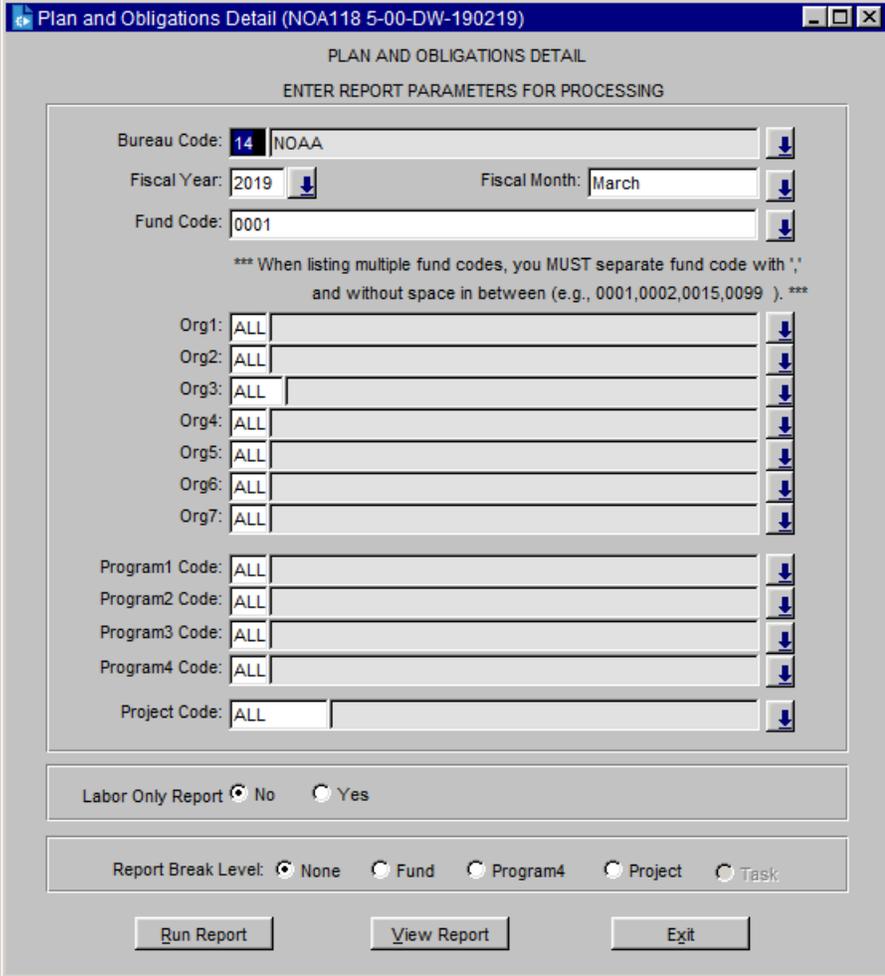
ORG/PROGRAM/PROJECT	MONTH: MARCH				CUMULATIVE THRU MARCH				ANNUAL PLAN	OBL/COM %PLAN	BALANCE REMAINING
	PLAN	ACTUAL	COMMIT	DIFF	PLAN	ACTUAL	COMMIT	DIFF			
ORG: 30 NAT. MARINE FISHERIES SER - OFF OF ASST											
30-00 BUDGET USE ONLY - NMFS											
30-00-0000 BUDGET USE ONLY - NMFS											
FUND: 1063 NOAA ORF 1319/201450											
01 NATIONAL OCEAN SERVICE											
01-20 COASTAL SCIENCE AND ASSESSMENT											
01-20-10 COASTAL SCIENCE, ASSESS, RESP AND RESTOR											
01-20-10-001 NATIONAL CENTERS FOR COASTAL OCEAN SCI											
TKSKY KEY KBAY											
	0.0	0.0	0.0	0.0	0.0	2.9	0.0	-2.9	0.0	0.0	-2.9
TOTAL 01-20-10-001 NATIONAL CENTERS FOR C	0.0	0.0	0.0	0.0	0.0	2.9	0.0	-2.9	0.0	0.0	-2.9
TOTAL 01-20-10 COASTAL SCIENCE, ASSESS, RE	0.0	0.0	0.0	0.0	0.0	2.9	0.0	-2.9	0.0	0.0	-2.9
TOTAL 01-20 COASTAL SCIENCE AND ASSESSME	0.0	0.0	0.0	0.0	0.0	2.9	0.0	-2.9	0.0	0.0	-2.9
TOTAL 01 NATIONAL OCEAN SERVICE	0.0	0.0	0.0	0.0	0.0	2.9	0.0	-2.9	0.0	0.0	-2.9

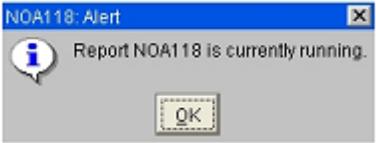
**Exercise #4 - NOA118 - Plan & Obligations Detail**

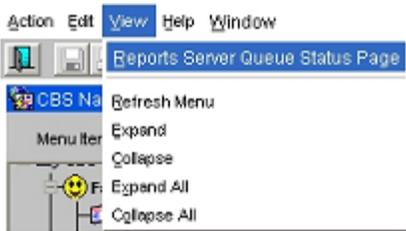
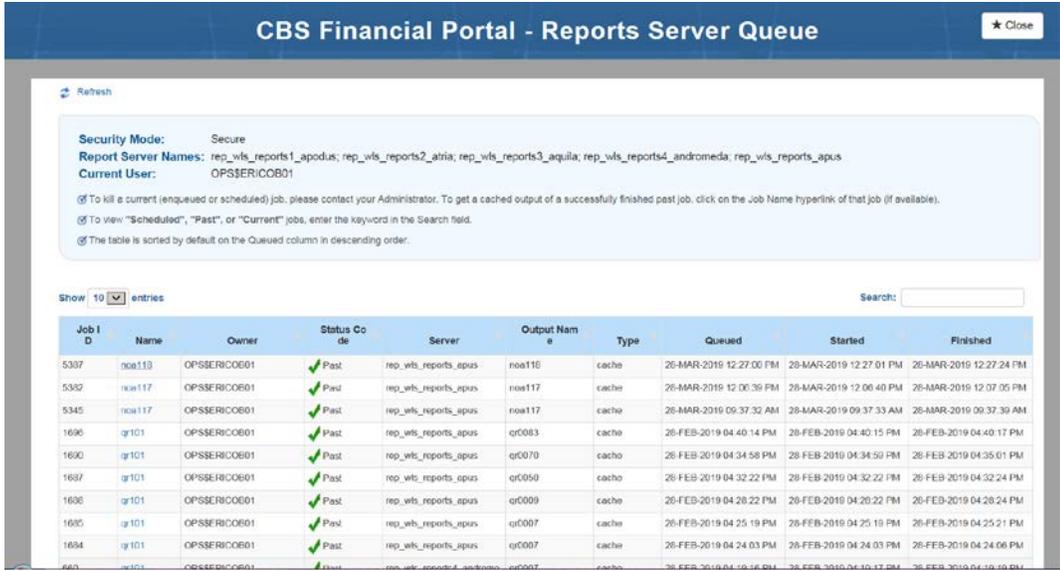
- Objectives:**
- Understand what the NOA118 report shows
  - Run the NOA118 report

**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>*** When listing multiple fund codes, you MUST separate fund code with ',' and without space in between (e.g., 0001,0002,0015,0099 ). ***</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>

Step	Action
2a	<p>This report displays budget information at a high level dependent upon the values entered on the parameter screen. So up to the third organization for the month that was chosen, the report will show what's been planned and actually been spent and difference between the two. It will then show that same information cumulative through the month that was chosen. Then at the end it will show the annual plan total, percentage that's been obligated and remaining balance. Very similar to the NOA117 report, but this report goes down to the object class code level. Because it is also capturing the object class details, this report will usually take more time to run than the NOA117.</p> <p>It will also have a column showing commitments, but that will always show zero because NOAA doesn't do commitment accounting.</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>Fiscal Year</b>            <b>2019</b></li> <li><b>Fiscal Month</b>        <b>March</b></li> <li><b>Fund Code</b>            <b>1063</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>

Step	Action
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</i> Toolbar 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> 

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 style="background-color: yellow; margin-top: 10px;"><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	<p>You can also close out the Report Queue, but you can leave it up and go back to it at any time.</p>
6	<p>Get back to the Internet Explorer window that has Data Warehouse CBS Navigator open.</p>

CREATION RUN DATE: 03/28/2019  
 REPORT ID: NOA118  
 INSTANCE: CFSOW

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

USER ID: OPSSERICOB01  
 PAGE: 2  
 AS OF DATE: 03/27/2019

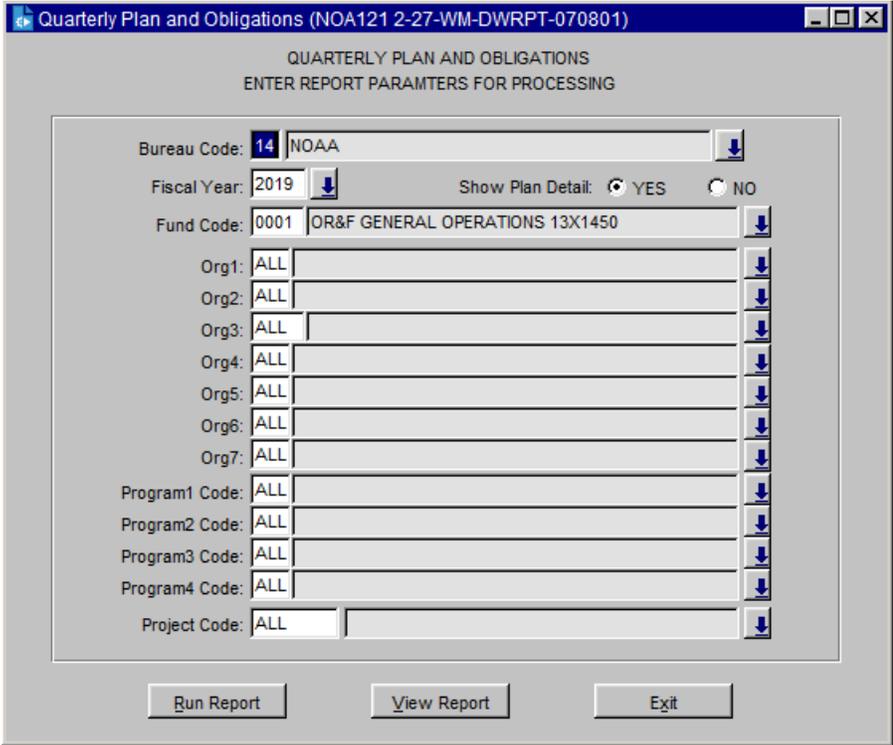
BUREAU CODE		FUND CODE		ORGANIZATION		THRU MONTH/IFY						
14		0001,1063		30-ALL-ALL-ALL-ALL-AL		MARCH /2019						
PROGRAM CODE		PROGRAM TITLE		PROJECT/TASK		PROJECT/TASK DESCRIPTION						
ALL		ALL		ALL / ALL		ALL / ALL						
OBJECT CLASS	TITLE	MONTH: MARCH				CUMULATIVE THRU MARCH				ANNUAL PLAN	OBL/COM %PLAN	BALANCE REMAIN
		PLAN	ACTUAL	COMMIT	DIFF	PLAN	ACTUAL	COMMIT	DIFF			
<b>BASE PAY</b>												
11-1X*	FULL TIME PERMANENT	13,756.4	20,334.5	0.0	(6,578.1)	14,237.0	107,256.8	0.0	(93,019.9)	14,836.0	722.9%	(92,420.8)
11-3X	PERS COMP - ALL OTHER	0.0	234.6	0.0	(234.6)	0.0	1,092.8	0.0	(1,092.8)	0.0	0.0%	(1,092.8)
11-6X	LEAVE SURCHARGE	0.0	(18.6)	0.0	18.6	0.0	(67.3)	0.0	67.3	0.0	0.0%	67.3
11-5X*	OTHER PERS COMPENSATION	270.1	357.0	0.0	(86.9)	296.4	3,131.2	0.0	(2,834.8)	296.4	1,056.4%	(2,834.8)
11-8X*	OTHER SPECIAL COMP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	0.0
<b>SUBTOTAL DIRECT LABOR:</b>		<b>14,026.5</b>	<b>20,907.6</b>	<b>0.0</b>	<b>(6,881.1)</b>	<b>14,533.4</b>	<b>111,413.6</b>	<b>0.0</b>	<b>(96,880.2)</b>	<b>15,132.4</b>	<b>736.3%</b>	<b>(96,281.2)</b>
<b>PERSONNEL BENEFITS</b>												
12-XX	PERSONNEL BENEFITS	4,664.9	7,484.8	0.0	(2,819.8)	4,854.7	38,094.5	0.0	(33,239.7)	5,053.5	753.8%	(33,041.0)
13-XX	BENEFITS - FORMER PERSONNEL	0.0	4.2	0.0	(4.2)	0.0	7.3	0.0	(7.3)	0.0	0.0%	(7.3)
21-XX	TRAVEL	475.9	1,030.0	0.0	(554.1)	603.1	4,420.7	0.0	(3,817.6)	915.6	482.8%	(3,505.1)
22-XX	TRANS OF THINGS	32.4	364.0	0.0	(331.6)	32.4	681.8	0.0	(649.4)	33.6	2,028.8%	(648.2)
23-XX	RENT, COMM & UTILITIES	339.3	2,329.8	0.0	(1,990.5)	339.9	6,515.3	0.0	(6,175.4)	343.6	1,896.2%	(6,171.7)
24-XX	PRINT & REPRODUCTION	0.6	16.1	0.0	(15.6)	18.8	66.2	0.0	(47.4)	23.8	278.0%	(42.4)
25-XX	CONTRACTUAL SERVICES	3,257.5	6,032.3	0.0	(2,774.8)	5,623.9	19,957.7	0.0	(14,333.8)	12,524.9	159.3%	(7,432.9)
26-XX	SUPPLIES & MATERIALS	73.9	409.9	0.0	(336.0)	205.9	1,625.6	0.0	(1,419.7)	993.1	163.7%	(632.5)
31-XX	EQUIPMENT	84.8	72.7	0.0	12.1	317.8	238.5	0.0	79.3	417.8	57.1%	179.3
32-XX	LANDS AND STRUCTURE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	0.0
41-XX	GRANTS	2,605.0	659.6	0.0	1,945.4	3,683.6	15,926.4	0.0	(12,242.7)	17,089.0	93.2%	1,162.6
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	0.5	0.2	0.0	0.3	0.5	4.2	0.0	(3.7)	0.5	827.6%	(3.7)
95-XX	QUARTERS & SUBSISTENCE	0.0	(1.5)	0.0	1.5	0.0	(8.2)	0.0	8.2	0.0	0.0%	8.2
00-00	PENDING BOP TRANSFER	(463.9)	0.0	0.0	(463.9)	1,096.1	0.0	0.0	1,096.1	3,925.8	0.0%	3,925.8
XX-XX	OTHER	23.4	0.0	0.0	23.4	156.4	0.0	0.0	156.4	436.3	0.0%	436.3
<b>SUBTOTAL CY AND PY UPWARDS:</b>		<b>25,120.7</b>	<b>39,309.7</b>	<b>0.0</b>	<b>(14,189.0)</b>	<b>31,466.6</b>	<b>198,943.5</b>	<b>0.0</b>	<b>(167,476.9)</b>	<b>66,890.0</b>	<b>346.7%</b>	<b>(142,053.6)</b>
<b>NOAALINK OVERHEAD</b>												
77-11	NOAALINK OVERHEAD	0.0	16.6	0.0	(16.6)	0.0	63.9	0.0	(63.9)	0.0	0.0%	(63.9)
77-12	AGO FEE FOR SERVICE	0.0	102.1	0.0	(102.1)	7.3	360.5	0.0	(353.2)	15.5	2,328.4%	(345.0)
77-13	PROTECH	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	0.0
77-87	NOAA OVERHEAD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	0.0
77-88	LO OVERHEAD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	0.0
77-89	OFFICE OVERHEAD	4,849.5	(34,057.0)	0.0	38,906.5	4,849.5	1,898.5	0.0	2,951.0	5,661.4	33.5%	3,762.9
<b>TOTAL OBL AND INDIRECT COSTS:</b>		<b>29,970.2</b>	<b>5,371.4</b>	<b>0.0</b>	<b>24,598.8</b>	<b>36,323.4</b>	<b>201,266.3</b>	<b>0.0</b>	<b>(164,942.9)</b>	<b>62,566.8</b>	<b>321.7%</b>	<b>(138,699.5)</b>
<b>PY RECOVERIES (INFO ONLY):</b>												
		0.0	(343.0)	0.0	343.0	0.0	(1,181.9)	0.0	1,181.9	0.0	0.0%	1,181.9

**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>This report displays the initial BOP amounts, any subsequent change amounts which equal the current plan amount. 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.</p> <p>Reminder commitments on most reports will be zero because currently NOAA does not do commitment accounting.</p>

Step	Action
3	<ul style="list-style-type: none"><li>➤ Use the following parameters: <b>Bureau Code</b>            <b>14</b> <b>Fiscal Year</b>            <b>2019</b> <b>Fund Code</b>            <b>1063</b> <b>Org1 Code</b>            <b>30</b> <b>Org2 Code</b>            <b>40</b> <b>Program1 Code</b>    <b>02</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>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: 03/28/2019  
 REPORT ID: NOA121  
 INSTANCE: CFSDW

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

USER ID: OPSSERICOB01  
 PAGE: 2  
 AS OF DATE: 03/27/2019

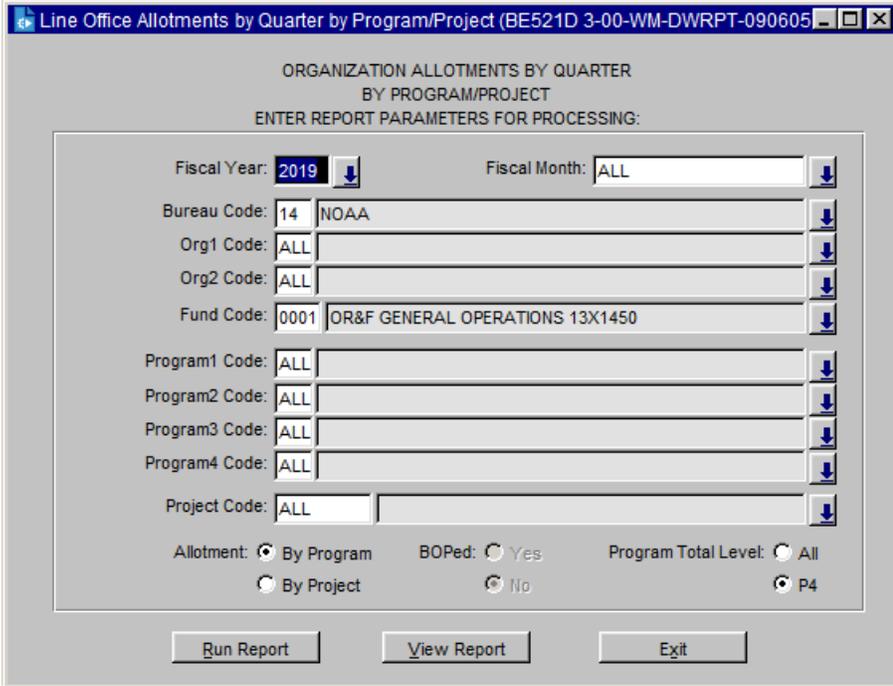
BUREAU	FUND CODE	FUND TITLE	ORGANIZATION		FISCAL YEAR	
14	1063	NOAA ORF 1319/201450	30-40-ALL		2019	
PROGRAM CODE	PROGRAM TITLE	PROJECT		PROJECT TITLE		
02-ALL	ALL	ALL		ALL		
		QTR 1	QTR 2	QTR 3	QTR 4	TOTAL FUNDING
INITIAL PLAN		0.00	28,154,576.32	2,845,500.00	9,054,685.77	40,054,762.09
PLAN CHANGES		0.00	(506,865.86)	1,613.86	0.00	(505,252.00)
CURRENT PLAN		0.00	27,647,710.46	2,847,113.86	9,054,685.77	39,549,510.09
OBLIGATIONS		9,197,313.82	10,984,686.94	0.00	0.00	20,182,000.76
INDIRECT COSTS		1,979,109.60	(1,968,045.37)	0.00	0.00	11,064.23
COMMITMENTS		0.00	0.00	0.00	0.00	0.00
TOTAL FUNDS USED		11,176,423.42	9,016,641.57	0.00	0.00	20,193,064.99
QUARTERLY FUNDS AVAILABLE		(11,176,423.42)	18,631,068.89	2,847,113.86	9,054,685.77	19,356,445.10
QTR-TO-DATE FUNDS AVAILABLE		(11,176,423.42)	7,454,645.47	10,301,759.33	19,356,445.10	19,356,445.10
PY DOWNWARD ADJ (INFO ONLY)		0.00	0.00	0.00	0.00	0.00
PLAN CHANGES DETAIL						
PLAN NO. 542-		0.00	140,458.14	1,613.86	0.00	142,072.00
PLAN NO. 629-		0.00	70,000.00	0.00	0.00	70,000.00

**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 will display different titles depending upon what is entered on the Line Office field in the parameter screen.</p> <p>ALL – Program Authority and Allotment by Quarter by Program</p> <p>LO – Line Office Allotments by Quarter by Program/Project.</p> <p>By putting in a value in the Line Office (LO) field, the parameter screen will allow the user to select whether or not they want to include funds that have been BOPed.</p> <p>This report will show the allotment information by quarter regardless how it’s been entered. Allotment data is available at the program level for direct funds and to the project level for reimbursable funds. It displays the current program authority, allotment, advice number, category, item number and description of the allotment.</p> <p>When the LO value is entered the report will also display the allotment pool and super pool values, which makes this one of the reports to see what money is left in the pool balance.</p>

Step	Action
3	<ul style="list-style-type: none"><li>➤ Use the following parameters: <i>Fiscal Year</i>            <b>2019</b> <i>Bureau Code</i>           <b>14</b> <i>Org1 Code</i>               <b>30</b> <i>Org2 Code</i>               <b>40</b> <i>Fund Code</i>               <b>1063</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: 03/28/2019  
 REPORT ID: BES21D  
 INSTANCE: CFSDW

COMMERCE BUSINESS SYSTEM (CBS)  
 NOAA  
 PROGRAM AUTHORITY AND ALLOTMENT BY QUARTER BY PROGRAM REPORT

USER ID: OPSSERIC0801  
 PAGE: 2  
 AS OF: 03/27/2019

Fiscal Year: 2019 Fiscal Month: ALL  
 Fund Code: 1063 - NOAA ORF 1319/201450  
 Org1: ALL  
 Org2: ALL

Program Authority	Org1-Org2	Advice No.	Item No.	Approved Date	QTR1	QTR2	QTR3	QTR4	Total	Description
01 - 10 - 10 - 001 - NAVIGATION, OBSERVATIONS AND POSITIONING - MAPPING AND CHARTING - BASE										
20,548,014										
08-01 COMMISSIONED PERSONNEL CENTER										
		116-001-B1	7	15-NOV-2018	1,404,725.91	0.00	0.00	0.00	1,404,725.91	FROM 10-09-0000 TO 08-01-0003 FOR CR NOAA CORPS PAYMENT
Subtotal 01 - 10 - 10 - 001 08-01 COMMISSIONED PERSONNEL CENTER					1,404,725.91	0.00	0.00	0.00	1,404,725.91	
10-01 NATIONAL OCEAN SERVICE - ASST ADM										
		116-000-B1	7	27-SEP-2018	478,821.00	0.00	0.00	0.00	478,821.00	CR ALLOTMENT THRU DEC 7
		116-004-B1	7	05-FEB-2019	806,675.00	0.00	0.00	0.00	806,675.00	CR ALLOTMENT
		116-009-B1	7	27-MAR-2019	113,393.00	0.00	0.00	0.00	113,393.00	30DAY AUTO APPORTIONMENT
Subtotal 01 - 10 - 10 - 001 10-01 NATIONAL OCEAN SERVICE - ASST ADM					1,402,789.00	0.00	0.00	0.00	1,402,789.00	
10-09 OFFICE OF COAST SURVEY										
		116-001-B1	7	15-NOV-2018	(1,404,725.91)	0.00	0.00	0.00	(1,404,725.91)	FROM 10-09-0000 TO 08-01-0003 FOR CR NOAA CORPS PAYMENT
		116-004-B1	7	05-FEB-2019	10,318,095.29	0.00	0.00	0.00	10,318,095.29	CR ALLOTMENT
		116-005-B1	7	04-MAR-2019	4,994,657.88	0.00	0.00	0.00	4,994,657.88	30-DAY AUTO APPORTIONMENT
		116-005-B1	7	04-MAR-2019	(405,000.00)	0.00	0.00	0.00	(405,000.00)	FROM OCS/CSDL TO NGS FOR Q1[\$75K] AND Q2[\$330K] VDUTUM FUNDS
		116-008-B1	7	12-MAR-2019	(874.38)	0.00	0.00	0.00	(874.38)	FROM 10-09-0005 [NSD] TO ORR 10-12 FOR OA-AFL04455
		116-002-B1	7	15-NOV-2018	(100.00)	0.00	0.00	0.00	(100.00)	MIAMI PARKING SPOT FOR FL NAV MGR LOUIS LICATE FY19
		116-007-B1	7	05-MAR-2019	(450,000.00)	0.00	0.00	0.00	(450,000.00)	FROM OCS/CSDL TO COOPS FOR Q1[\$100K] AND Q2[\$350K] VDUTUM FUNDS
		116-003-B1	7	15-NOV-2018	(75,000.00)	0.00	0.00	0.00	(75,000.00)	FROM 10-09-0000 TO 50-42 FOR 2019 KNAUSS FELLOWS
		116-000-B1	7	27-SEP-2018	9,118,301.00	0.00	0.00	0.00	9,118,301.00	CR ALLOTMENT THRU DEC 7
		116-009-B1	7	27-MAR-2019	3,714,170.65	0.00	0.00	0.00	3,714,170.65	30DAY AUTO APPORTIONMENT
Subtotal 01 - 10 - 10 - 001 10-09 OFFICE OF COAST SURVEY					25,809,524.53	0.00	0.00	0.00	25,809,524.53	
10-11 OFFICE OF NATIONAL GEODETIC SURVEY										
		116-005-B1	7	04-MAR-2019	405,000.00	0.00	0.00	0.00	405,000.00	FROM OCS/CSDL TO NGS FOR Q1[\$75K] AND Q2[\$330K] VDUTUM FUNDS
Subtotal 01 - 10 - 10 - 001 10-11 OFFICE OF NATIONAL GEODETIC SURVEY					405,000.00	0.00	0.00	0.00	405,000.00	
10-12 OFFICE OF RESPONSE AND RESTORATION										
		116-008-B1	7	12-MAR-2019	874.38	0.00	0.00	0.00	874.38	FROM 10-09-0005 [NSD] TO ORR 10-12 FOR OA-AFL04455
Subtotal 01 - 10 - 10 - 001 10-12 OFFICE OF RESPONSE AND RESTORATION					874.38	0.00	0.00	0.00	874.38	MIAMI PARKING SPOT FOR FL NAV MGR LOUIS LICATE FY19
10-16 CENTER FOR OPERATIONAL OCEANOGRAPHIC PRO										
		116-007-B1	7	05-MAR-2019	450,000.00	0.00	0.00	0.00	450,000.00	FROM OCS/CSDL TO COOPS FOR Q1[\$100K] AND Q2[\$350K] VDUTUM FUNDS
		116-002-B1	7	15-NOV-2018	100.00	0.00	0.00	0.00	100.00	FROM 10-09-0000 TO 10-16 FOR OVERAGE
Subtotal 01 - 10 - 10 - 001 10-16 CENTER FOR OPERATIONAL OCEANOGRAP					450,100.00	0.00	0.00	0.00	450,100.00	
50-42 NATIONAL SEA GRANT COLLEGE PROGRAM										
		116-003-B1	7	15-NOV-2018	75,000.00	0.00	0.00	0.00	75,000.00	FROM 10-09-0000 TO 50-42 FOR 2019 KNAUSS FELLOWS
Subtotal 01 - 10 - 10 - 001 50-42 NATIONAL SEA GRANT COLLEGE PROGRAJ					75,000.00	0.00	0.00	0.00	75,000.00	
Totals for: 01 - 10 - 10 - 001 - NAVIGATION, OBSERVATIONS AND POSITIONING -					29,548,013.82	0.00	0.00	0.00	29,548,013.82	
29,548,014										

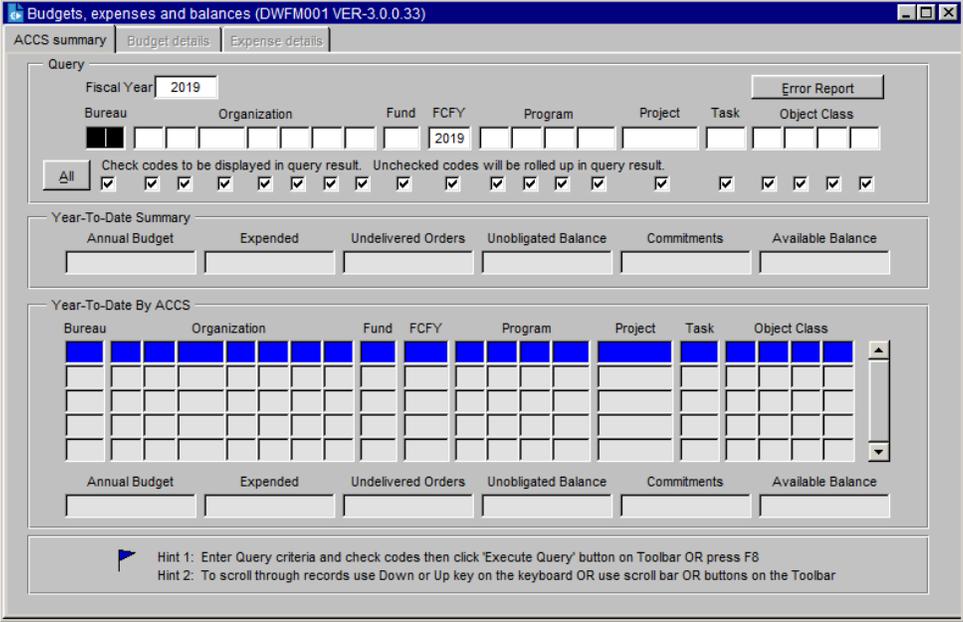
## Budget & Expenditures Query Application

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

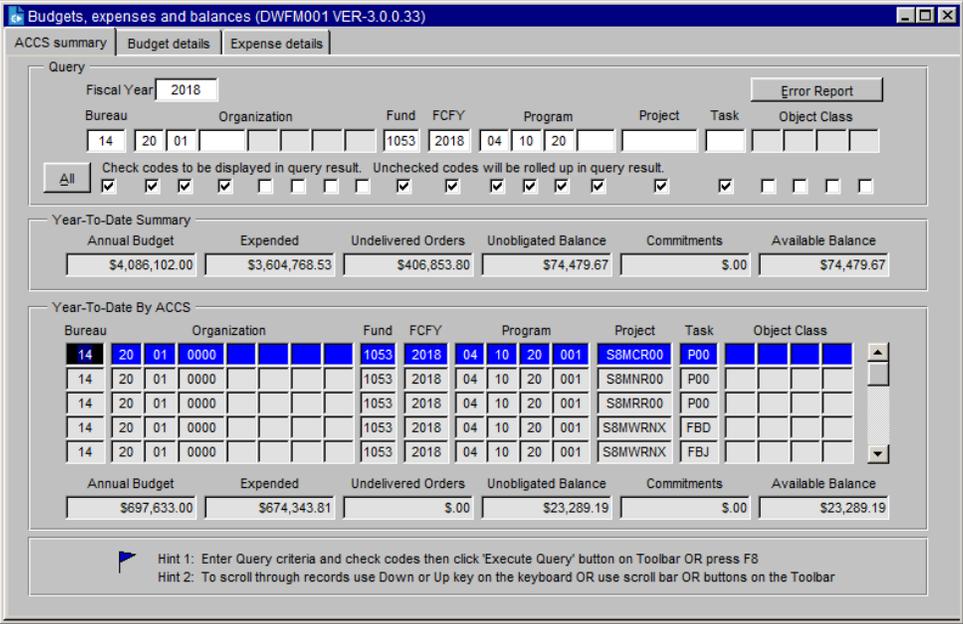
- Objectives:**
- Understand how to navigate in the B&E Query
  - Learn to drill down to find more detail

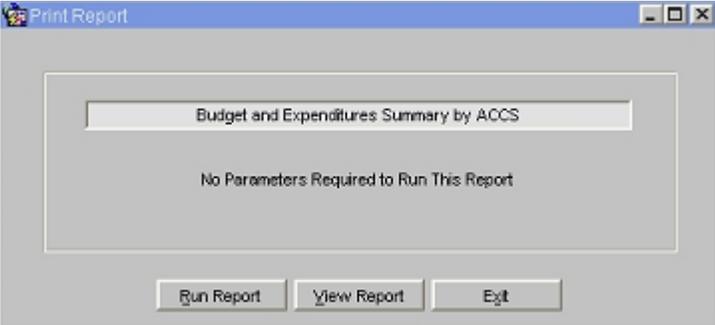
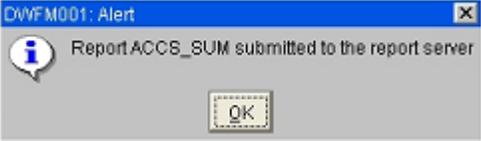
**Instructions:** Execute the following steps:

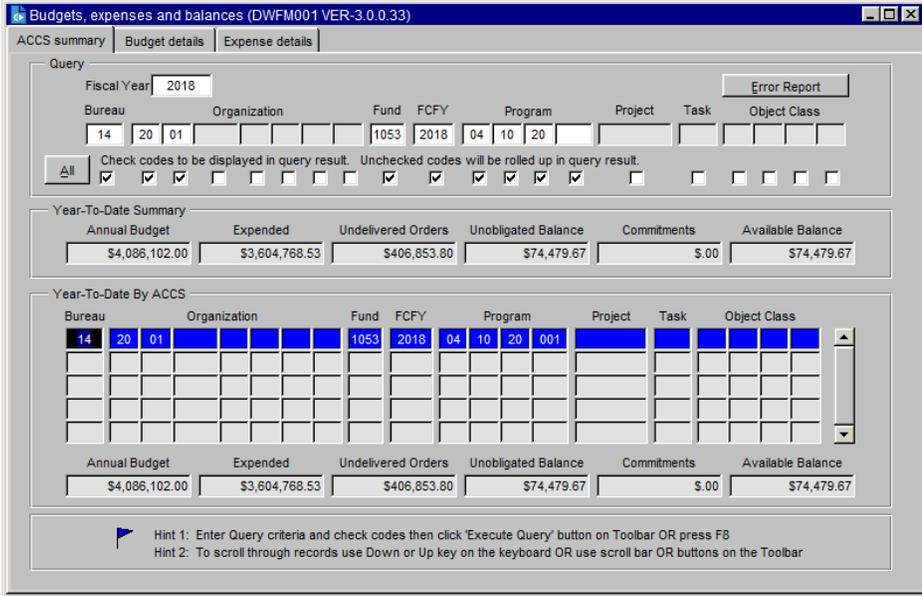
Step	Action
1	If not already done: <ul style="list-style-type: none"><li>➤ Click on the  next to the <b>Data Warehouse</b> folder to expand it</li><li>➤ Click on the  next to the <b>Queries</b> folder to expand it</li><li>➤ Double-click <b>DWFM001 – Budget and Expenditures Query</b></li></ul> <p style="text-align: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

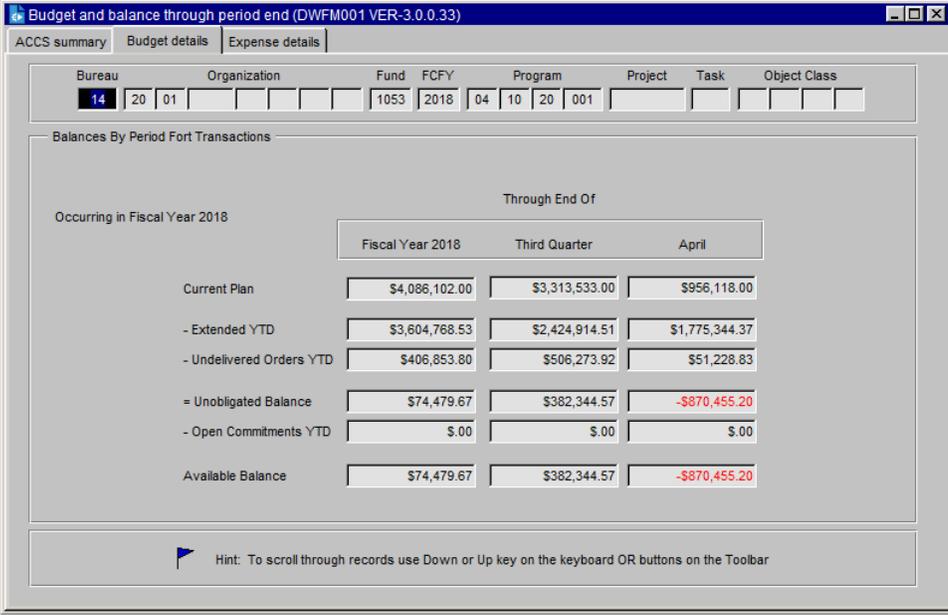
Step	Action
2	<p>The <b>Budget, expenses and balances</b> screen is displayed with default values (usually current ones) for the <b>Fiscal Year</b> and <b>FCFY</b> (Fund Code Fiscal Year) fields. This screen is already in query mode:</p>  <p><b>Note:</b> All of the boxes for each query field are checked. 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 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.</p> <p>Within the Budget &amp; 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 &amp; Expenditure Query application which includes budget and balance information, monthly expenditures, document data by expenditure type, and multiple distribution line (MDL) detail by document.</p>

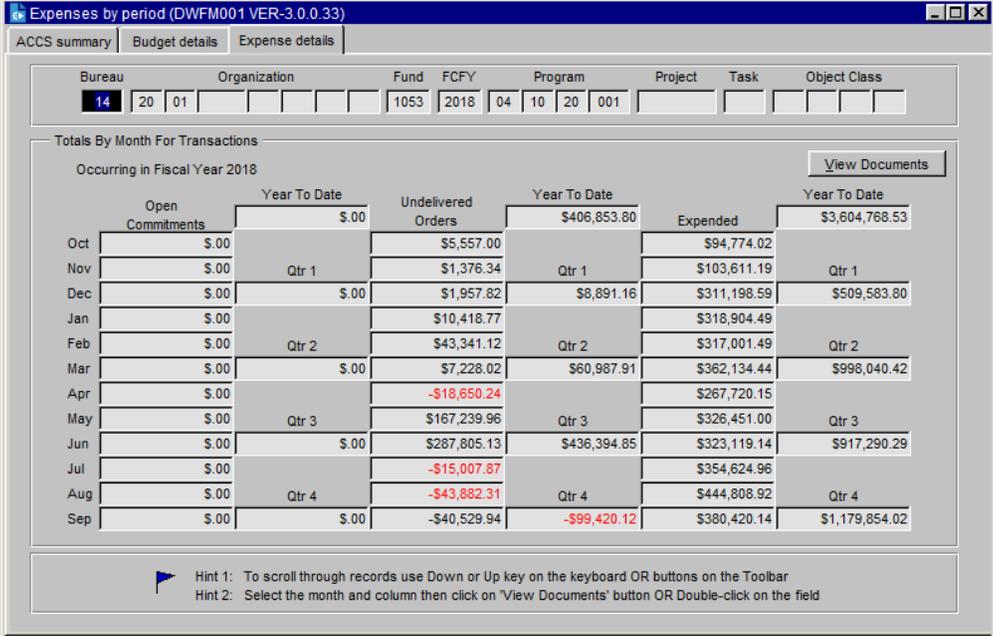
Step	Action
3	<p>➤ Specify the following query criteria:</p> <p><b>Bureau</b>            <b>14</b></p> <p><b>Fiscal Year</b>       <b>2018</b></p> <p><b>Organization</b>    <b>20 – 01</b></p> <p><b>Fund Code</b>        <b>1053</b></p> <p><b>FCFY</b>              <b>2018</b></p> <p><b>Program</b>          <b>04-10-20</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>

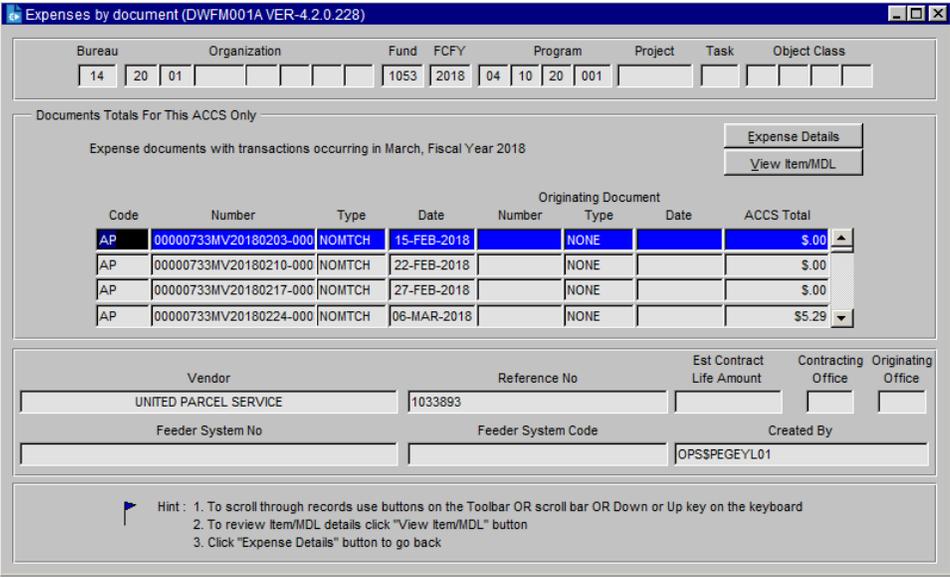
Step	Action
5	<p>The <b>ACCS Summary</b> tab displays query results based on the specified query criteria. The <b>Year-To-Date Summary</b> includes the total of all individual detail records from the <b>Year-to-date by ACCS</b> section. Amounts are shown in the following categories: Annual Budget, Expended, 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>

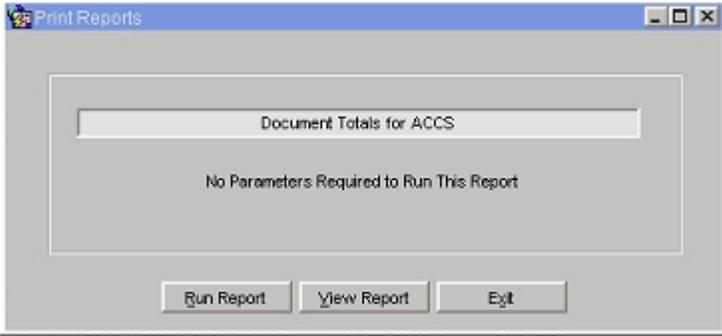
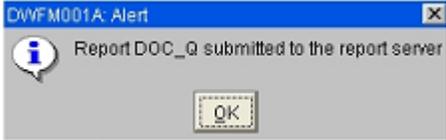
Step	Action
6a	<p>The B&amp;E Query also provides report generation functionality from this screen to facilitate the use of query results containing multiple detail records.</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>Print</b>  icon</li> <li>➤ A Report Progress dialog box appears</li> </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>

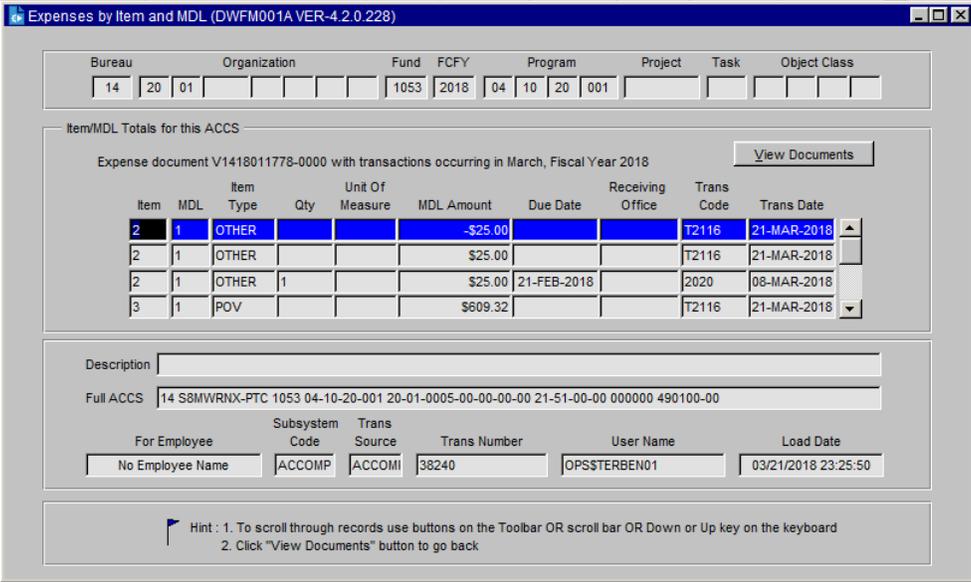
Step	Action
7	<ul style="list-style-type: none"> <li>➤ Modify query criteria by unchecking <b>3rd Organization, Project &amp; Task</b> checkboxes</li> <li>➤ Click on the <b>Execute Query</b>  icon on the toolbar or press <b>F8</b></li> </ul> 
8	<ul style="list-style-type: none"> <li>➤ Scroll through the <b>Year-to-date by ACCS</b> detail records</li> <li>➤ Select the first <b>Year-to-date by ACCS</b> record for <b>Program4: 001</b></li> </ul>

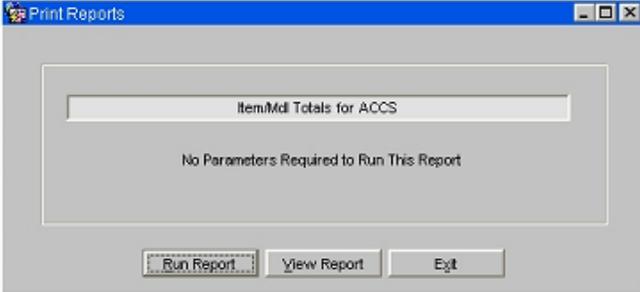
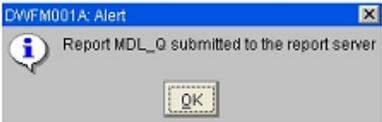
Step	Action
9	<p>Click on the <b>Budget Details</b> tab to view cumulative data by FY, Quarter, and Month with applicable amounts by: Budget Operating Plan, Expenditures, Undelivered Orders, Unobligated Balance, Open Commitments, and Available Balance.</p> 
<p><b>Note:</b> Users can scroll through additional 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>Mar</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><b>Note:</b> This functionality also applies to the Undelivered Orders or Commitment columns; however, NOAA is not using commitment functionality at this time.</p>
12	<p>The <b>Expenses by Document</b> screen displays individual document data which comprise the summarized total applicable to the month specified.</p>  <p><b>Note:</b> Users may exit this screen by clicking the <u>Exit icon</u> or the <u>Expense Details</u> 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.</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>  <p>The dialog box titled "Print Reports" contains a progress bar labeled "Document Totals for ACCS" and the text "No Parameters Required to Run This Report". At the bottom are three buttons: "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 DOC_Q submitted to the report server". At the bottom is 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>
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  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>  <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>
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.

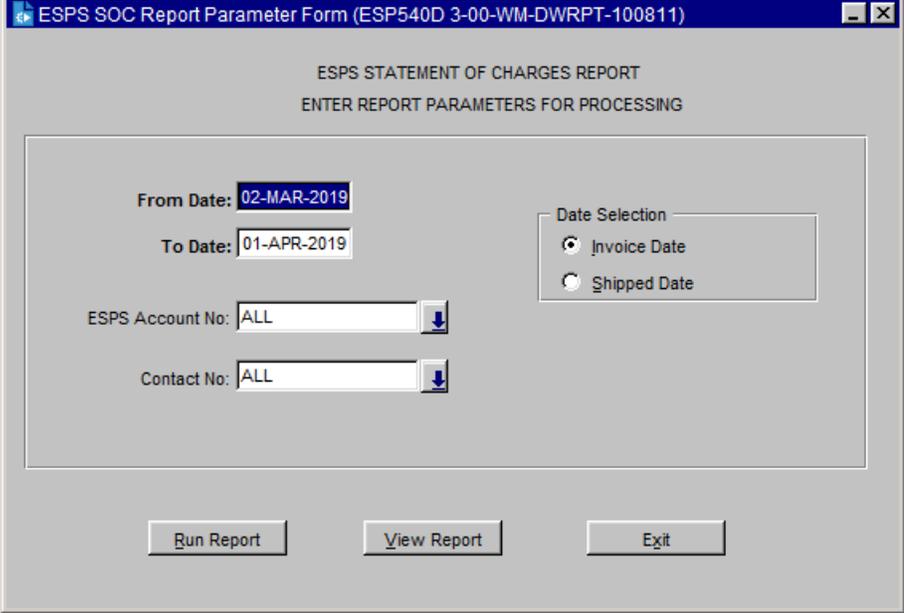
## Federal Express Report

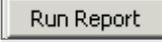
### Exercise #8 - ESP540D – Statement of Charges Report

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

**Instructions:** Execute the following steps:

Step	Action
1	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>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> <b>OR</b> <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>

Step	Action
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)". Inside, it says "ESPS STATEMENT OF CHARGES REPORT" and "ENTER REPORT PARAMETERS FOR PROCESSING". There are four input fields: "From Date" with "02-MAR-2019", "To Date" with "01-APR-2019", "ESPS Account No" with "ALL", and "Contact No" with "ALL". A "Date Selection" group box contains two radio buttons: "Invoice Date" (selected) and "Shipped Date". At the bottom are three buttons: "Run Report", "View Report", and "Exit".</p>
2a	<p>The Statement of Charges Report (ES540D) provides detailed shipping information for each shipping company bill-to-account number, including the contact person, invoice number, invoice date, air bill number, shipment date, shipper, recipient, charges, and Accounting Classification Code Structure (ACCS) charged.</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>

Step	Action
5	Click the <b>Close</b> icon  to exit the report.
6	Re-enter the previous parameters but include: <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: 04/01/2019      COMMERCE BUSINESS SYSTEM (CBS)      USER ID: OPS\$ERIC0801  
 REPORT ID: ESP540D      EXPRESS SMALL PACKAGE SYSTEM      PAGE: 2  
 INSTANCE: CFSOW      STATEMENT OF CHARGES      AS OF DATE: 03/30/2019

INVOICE NUMBER: 00000733MV20190309-0143      Domestic      ORG. NAME: NOAA COASTAL SVCS CTR  
 INVOICE DATE: 03-09-2019      ACCOUNT POINT OF CONTACT: ALISA L QUEVEDO  
 CUSTOMER ACCOUNT NUMBER: 0000W81E95      DEFAULT ACCOUNTING: T8KMCBD-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
1ZW81E950192982140	03-04-2019	NOAA OCM Christopher Katalina 2234 HOBSON AVE NORTH CHARLESTON, SC 29405	The Bay Foundation of Morro Bay 601 Embarcadero Suite 11 MORRO BAY, CA 93442	SHIPPER	6.19	Default Used
1ZW81E950196469779	03-05-2019	NOAA OCM Alisa Quevedo 2234 South Hobson Ave NORTH CHARLESTON, SC 29405	NOAA Security / Badging Office 1315 East West Highway Rm 01106 SILVER SPRING, MD 20910	SHIPPER	4.79	Clearance *NOT USEABLE*
1ZW81E950291256336	02-28-2019	NOAA OCM Rich Townes 2234 HOBSON AVE NORTH CHARLESTON, SC 29405	Contracting Officer, NOAA, AGO 200 Granby St. Suite 815 Eastern Region Acquisition Division NORFOLK, VA 23510	SHIPPER	4.16	Default Used
1ZW81E950294066554	03-05-2019	NOAA OCM Rebecca Mataosky 2234 South Hobson Ave NORTH CHARLESTON, SC 29405	JALBTCX 7225 Stennis Airport Road Ste. 100 KILN, MS 39556	SHIPPER	6.40	Default Used
1ZW81E950295153789	03-06-2019	NOAA OCM Chris Ellis 2234 South Hobson Ave NORTH CHARLESTON, SC 29405	Hugh Gregg Coastal Conservation Cen Steve Miller 69 Depot Road GREENLAND, NH 03840	SHIPPER	21.57	Default Used
1ZW81E958498875162	03-04-2019	DOC/NOAA/NOS  2234 HOBSON AVE NORTH CHARLESTON, SC 29405	1150 West Boulevard CHARLOTTE, NC 28208	SHIPPER	9.21	Default Used
INV000000W81E95109	03-09-2019			3RD PARTY	0.00	Default Used

Total Account Charges: 52.32      Number of Airbills: 7

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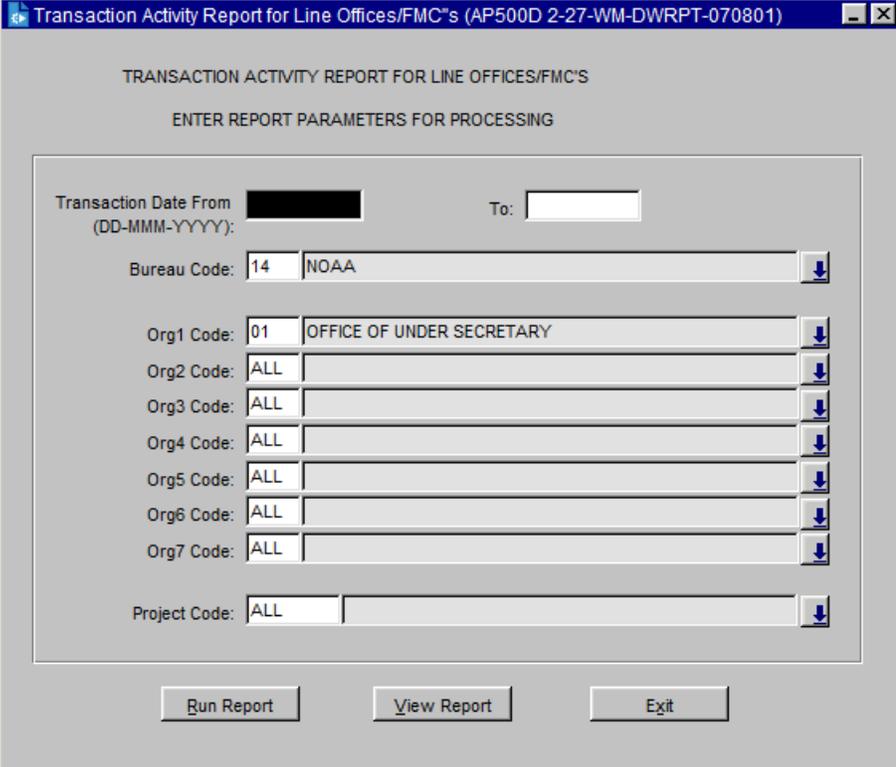
## Accounts Payable Report

### 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>This report displays based off the date range, organization code level and project code all transaction activity that's happened during that specific period that was queried.</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 – OCT– 2017</b></li> <li><b>To Date</b>                        <b>30 – SEP – 2018</b></li> <li><b>Org1</b>                                <b>20</b></li> <li><b>Org2</b>                                <b>02</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>

Step	Action
4	➤ View the report contents
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>

Obi Doc Group	Doc Number	Doc Type	Item Type	Reference Number	Payment Off Code	Organization	FCFY	Project / Task	Object Class	Undelivered Orders	Unpaid Expense	Paid Expense	Total Obligations	DW ADJ
Creation Run Date: 04/01/2019 Report ID: AP5000 Instance: CFSDW User ID: OPSSERCOB01 Page: 6 As of Date: 03/30/2019 COMMERCE BUSINESS SYSTEM (CBS) NOAA TRANSACTION ACTIVITY REPORT FOR LINE OFFICES/FMCS Transaction Date Range: 01-OCT-2017 To: 30-SEP-2018 Organization Selected: 20 - 02 - ALL - ALL - ALL - ALL Organization Desc: 20 - NATIONAL WEATHER SERVICE - OFFICE OF AA 02 - OFC OF CLIMATE, WATER AND WEATHER SERV														
PO	552398	PCSTRV	PC1234	MWBOP0001	WASC	20-02-0000-06-91-00-00	2014	MMBLNX-PNX	12-34	0.00	0.00	0.00	0.00	(398.54)
		PCSTRV	PC1235	MWBOP0001	WASC	20-02-0000-06-91-00-00	2014	MMBLNX-PNX	12-35	0.00	0.00	0.00	0.00	(4,895.28)
		PCSTRV	PC1237	MWBOP0001	WASC	20-02-0000-06-91-00-00	2014	MMBLNX-PNX	12-37	0.00	0.00	0.00	0.00	(1,704.08)
		Project Subtotal:								0.00	0.00	0.00	0.00	(6,997.90)
		Document Total:								0.00	0.00	0.00	0.00	(6,997.90)
PO	557474	GRANT	GRANT	NA14OAR4320125	HQS	20-02-0000-02-03-00-00	2015	MM6L79-PW3	41-11	(24,616.58)	0.00	24,616.58	0.00	0.00
		Project Subtotal:								(24,616.58)	0.00	24,616.58	0.00	0.00
		Document Total:								(24,616.58)	0.00	24,616.58	0.00	0.00
PO	568354	IAGPO	INTAGR	NA14AANWG0219	HQS	20-02-0000-02-03-00-00	2014	MM6L79-PW3	25-35	(132,841.02)	0.00	132,841.02	0.00	0.00
		Project Subtotal:								(132,841.02)	0.00	132,841.02	0.00	0.00
		Document Total:								(132,841.02)	0.00	132,841.02	0.00	0.00
PO	587749	CONTR	SERV3	EA133W14NC1489	HQS	20-02-0000-06-92-00-00	2014	MMBLNX-PNX	31-23	0.00	0.00	0.00	0.00	(272.26)
		Project Subtotal:								0.00	0.00	0.00	0.00	(272.26)
		Document Total:								0.00	0.00	0.00	0.00	(272.26)
PO	588167	CONTR	SERV3	EA133C14BA0040	HQS	20-02-0000-00-00-00-00	2015	MM6L79-PBZ	25-27	(7,327.30)	0.00	7,327.30	0.00	0.00
		Project Subtotal:								(7,327.30)	0.00	7,327.30	0.00	0.00
		Document Total:								(7,327.30)	0.00	7,327.30	0.00	0.00
PO	589826	CONTR	SERV2	EA133W14NC1635	HQS	20-02-0000-02-03-00-00	2014	MM6L79-PW3	25-11	0.00	0.00	0.00	0.00	(6,579.30)
		Project Subtotal:								0.00	0.00	0.00	0.00	(6,579.30)
		Document Total:								0.00	0.00	0.00	0.00	(6,579.30)
PO	622710	PCSTRV	PC1209	NWBOP0001	WASC	20-02-0000-06-92-00-00	2015	NMBLNX-PNX	12-09	0.00	0.00	0.00	0.00	(7,368.44)
		PCSTRV	PC1214	NWBOP0001	WASC	20-02-0000-06-92-00-00	2015	NMBLNX-PNX	12-14	0.00	0.00	0.00	0.00	(35,298.05)
		PCSTRV	PC1234	NWBOP0001	WASC	20-02-0000-06-92-00-00	2015	NMBLNX-PNX	12-34	0.00	0.00	0.00	0.00	(948.92)
		PCSTRV	PC1235	NWBOP0001	WASC	20-02-0000-06-92-00-00	2015	NMBLNX-PNX	12-35	0.00	0.00	0.00	0.00	(18,650.36)
		PCSTRV	PC2140	NWBOP0001	WASC	20-02-0000-06-92-00-00	2015	NMBLNX-PNX	21-40	0.00	0.00	0.00	0.00	(1,288.96)
		PCSTRV	PC2143	NWBOP0001	WASC	20-02-0000-06-92-00-00	2015	NMBLNX-PNX	21-43	0.00	0.00	0.00	0.00	(771.39)
		PCSTRV	PC2211	NWBOP0001	WASC	20-02-0000-06-92-00-00	2015	NMBLNX-PNX	22-11	0.00	0.00	0.00	0.00	(6,666.86)
		PCSTRV	PC2528	NWBOP0001	WASC	20-02-0000-06-92-00-00	2015	NMBLNX-PNX	25-28	0.00	0.00	0.00	0.00	(3,766.05)
		Project Subtotal:								0.00	0.00	0.00	0.00	(74,738.96)
		Document Total:								0.00	0.00	0.00	0.00	(74,738.96)
		Report Total:								(2,478,132.66)	(108.69)	2,467,026.04	(11,215.31)	(325,185.20)

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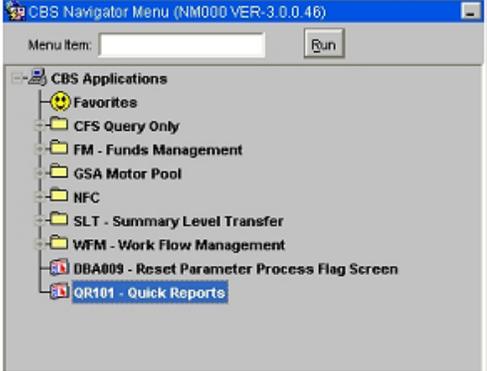
## Quick Reports Logon

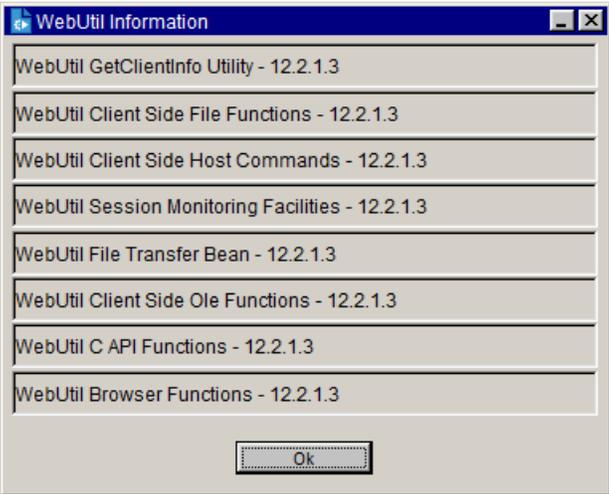
### Exercise #13: Quick Reports Logon

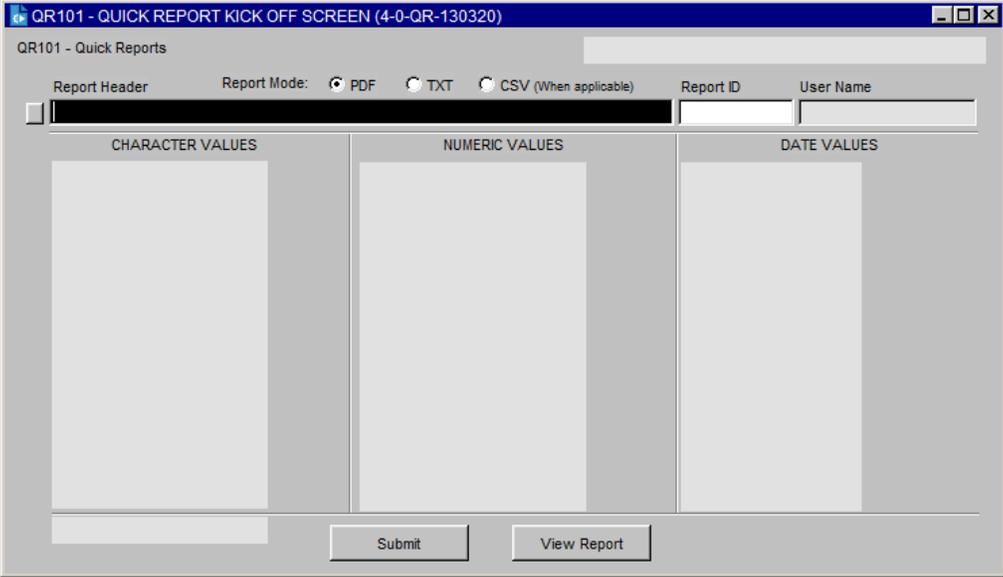
**Objectives:**

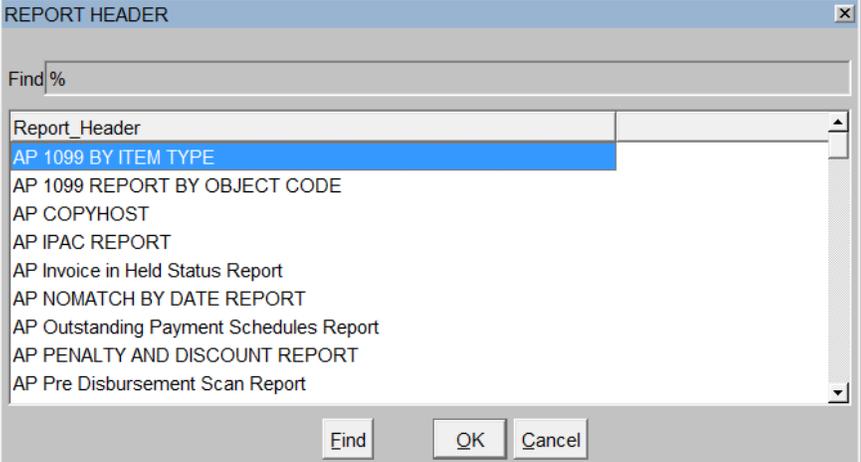
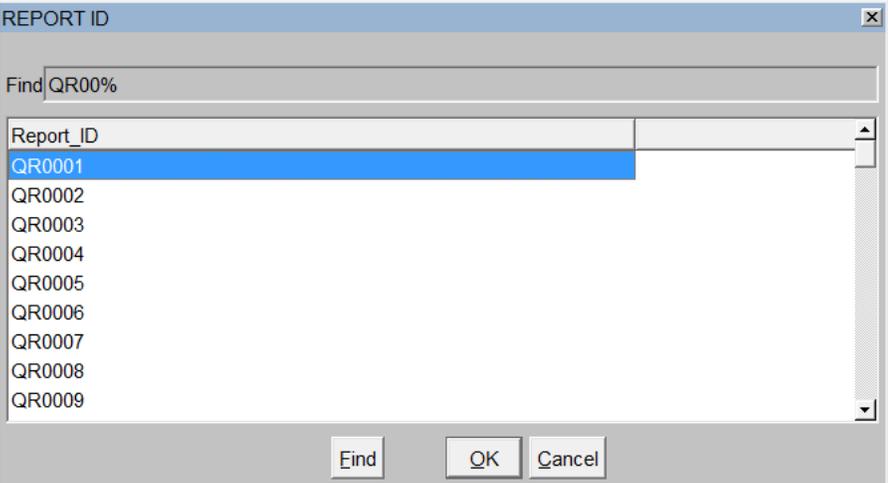
- Successfully login into Quick Reports

**Instructions:** Execute the following steps:

Step	Action
1	<p>From the <b>CBS Web Portal</b> screen:</p>  <p>➤ Click on <b>CFS</b></p> <p>➤ Click on <b>&lt;sub menu option&gt;</b></p>
2	<p>The <b>CBS Navigator Menu</b> appears</p>  <p><b>Note:</b> The Navigator Menu 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> 

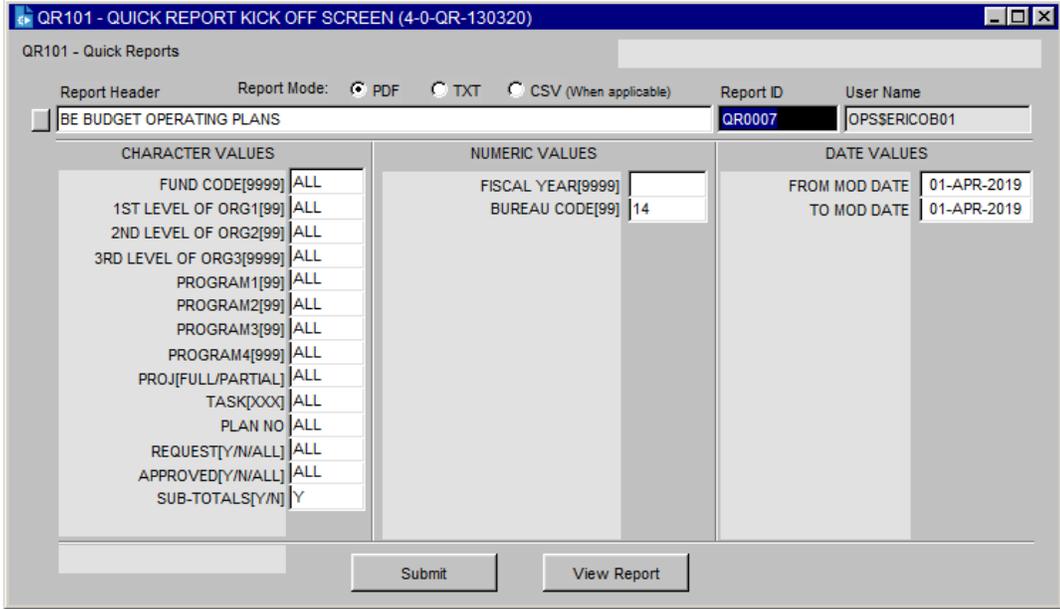
Step	Action
6	<p>The Quick Reports listing may be brought up either through the Report Header or the Report ID fields. Clicking in the <b>Report Header</b> field will bring up the listing of all the Quick Reports by group and/or name of the report:</p>  <p>REPORT HEADER</p> <p>Find %</p> <p>Report_Header</p> <ul style="list-style-type: none"><li>AP 1099 BY ITEM TYPE</li><li>AP 1099 REPORT BY OBJECT CODE</li><li>AP COPYHOST</li><li>AP IPAC REPORT</li><li>AP Invoice in Held Status Report</li><li>AP NOMATCH BY DATE REPORT</li><li>AP Outstanding Payment Schedules Report</li><li>AP PENALTY AND DISCOUNT REPORT</li><li>AP Pre Disbursement Scan Report</li></ul> <p>Find End OK Cancel</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>REPORT ID</p> <p>Find QR00%</p> <p>Report_ID</p> <ul style="list-style-type: none"><li>QR0001</li><li>QR0002</li><li>QR0003</li><li>QR0004</li><li>QR0005</li><li>QR0006</li><li>QR0007</li><li>QR0008</li><li>QR0009</li></ul> <p>Find End OK Cancel</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	The report parameter screen appears: 
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>1063</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>2019</b></td> </tr> <tr> <td><b>From Mod Date</b></td> <td><b>01–OCT–2018</b></td> </tr> <tr> <td><b>To Mod Date</b></td> <td><b>31–MAR–2019</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>1063</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>2019</b>	<b>From Mod Date</b>	<b>01–OCT–2018</b>	<b>To Mod Date</b>	<b>31–MAR–2019</b>
<b>Fund Code</b>	<b>1063</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>2019</b>												
<b>From Mod Date</b>	<b>01–OCT–2018</b>												
<b>To Mod Date</b>	<b>31–MAR–2019</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>												
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: 01-APR-2019 02:24:39  
 REPORT ID: QRO007  
 INSTANCE: CPEFX

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

USER ID: OPE\$ERIC0801  
 VERSION: 3.0\_QR.100324  
 PAGE: 1

FY:2019 - BUREAU:14 - FUND:1063 - ORG1:50 - ORG2:01 - ORG3:ALL - PROJ1:ALL - PROJ2:ALL - PROJ3:ALL - PROJ4:ALL  
 PROJECT:ALL - TASK:ALL - PLAN NO:ALL - FROM MOD DATE: 01-OCT-2018 - TO MOD DATE: 31-MAR-2019

FUND	ORGANIZATION	PROGRAM	PROJECT-TASK	TRANS NO	PLAN	C/O	TRANS AMOUNT	NOTES	REQ/APP	LAST REQ/APP	MOD DATE
1063	50-01-0003-00-00-00	03-02-06-012	TRE2WRP-PEM	206353	502	0	125,000.00	FROM OMAQ (50-46-0000) TO FMO (50-01-0003) FOR TH	Y	Y	26-FEB-2019
Sub Total							125,000.00				
1063	50-01-0009-00-00-00	03-02-06-011	TRE2WRS-PSW	206818	586	0	150,000.00	FY19 INITIAL ALLOTMENT.	Y	Y	08-MAR-2019
1063	50-01-0009-00-00-00	03-02-06-011	TRE2WRS-PSW	206820	586	1	-150,000.00	FROM OARHQ (50-01-0009) TO LABCI (50-19-0000) FOR	Y	Y	08-MAR-2019
Sub Total							.00				
Report Total							125,000.00				

\* r-Requestor and a-Approver

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.

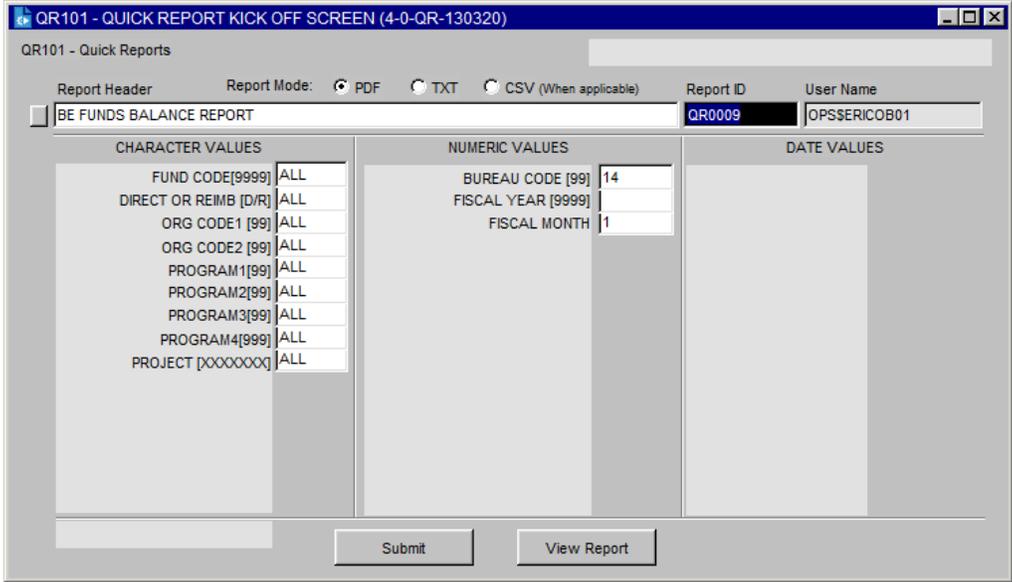
FOR OFFICIAL USE ONLY

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**Exercise #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	<ul style="list-style-type: none"> <li>➤ Use the following parameters:                             <ul style="list-style-type: none"> <li><b>Fund Code</b>      <b>1063</b></li> <li><b>Org Code1</b>     <b>50</b></li> <li><b>Fiscal Year</b>    <b>2019</b></li> <li><b>Fiscal Month</b>   <b>7</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> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"> <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: 03-MAY-2019 17:00:57  
 REPORT ID: QR0009  
 INSTANCE: CPSFX

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

USER ID: OPS\$ERIC0801  
 VERSION: 2.27.qr.070301

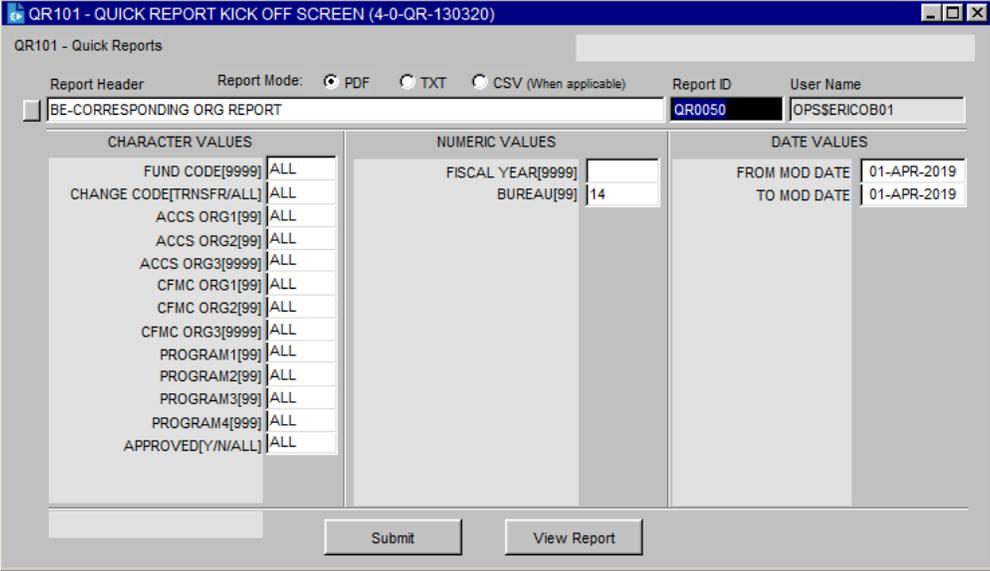
FISCAL YEAR:2019 - BUREAU CODE:14 - FUND CODE:1063 - DIRECT FLAG:ALL - FISCAL MONTH:7 - ORG1 CODE:50 - ORG2 CODE:ALL  
 PROG1:ALL - PROG2:ALL - PROG3:ALL - PROG4:ALL - PROJECT CODE:ALL

FUND ORG	PROGRAM	D/R	PROJECT	REMAINING	ALLOTMENT	ANNUAL
CODE CODE	CODE	CAT FLAG	CODE	BALANCE THRU APR	THRU APR	ALLOTMENT
1063 50-00 02-31-00-001	B1	D	*****	-25.00	.00	.00
1063 50-01 03-01-06-015	B1	D	*****	300,795.75	300,795.75	300,795.75
1063 50-01 03-01-06-016	B1	D	*****	684,965.35	689,299.35	689,299.35
1063 50-01 03-01-07-001	B1	D	*****	43,532.69	43,532.69	43,532.69
1063 50-01 03-01-07-002	B1	D	*****	173,402.99	173,402.99	173,402.99
1063 50-01 03-01-07-003	B1	D	*****	54,372.00	54,372.00	54,372.00
1063 50-01 03-01-07-005	B1	D	*****	72,285.00	72,285.00	72,285.00
1063 50-01 03-01-07-006	B1	D	*****	410,792.98	410,792.98	410,792.98
1063 50-01 03-01-07-008	B1	D	*****	551,001.99	551,001.99	551,001.99
1063 50-01 03-01-07-011	B1	D	*****	504,908.00	504,908.00	504,908.00
1063 50-01 03-02-06-011	B1	D	*****	1,609,949.14	1,625,321.44	1,625,321.44
1063 50-01 03-02-06-012	B1	D	*****	106,312.62	125,000.00	125,000.00
1063 50-01 03-03-02-000	B1	D	*****	249,818.30	249,818.30	249,818.30
1063 50-01 03-03-08-004	B1	D	*****	724,159.22	724,159.22	724,159.22
1063 50-01 03-03-08-005	B1	D	*****	7,178,678.25	7,178,678.25	7,178,678.25
1063 50-01 03-03-11-033	B1	D	*****	51,959.19	51,959.19	51,959.19
1063 50-01 03-03-12-000	B1	D	*****	523,541.13	523,541.13	523,541.13

**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</b>      <b>1063</b></p> <p><b>ACCS Org1</b>      <b>50</b></p> <p><b>Fiscal Year</b>     <b>2019</b></p> <p><b>From Mod Date</b> <b>01-OCT-2018</b></p> <p><b>To Mod Date</b>    <b>30-APR-2019</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="305 856 776 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;"></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: 03-MAY-2019 05:06:24  
 REPORT ID: QR0050  
 INSTANCE: CPEFX

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

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

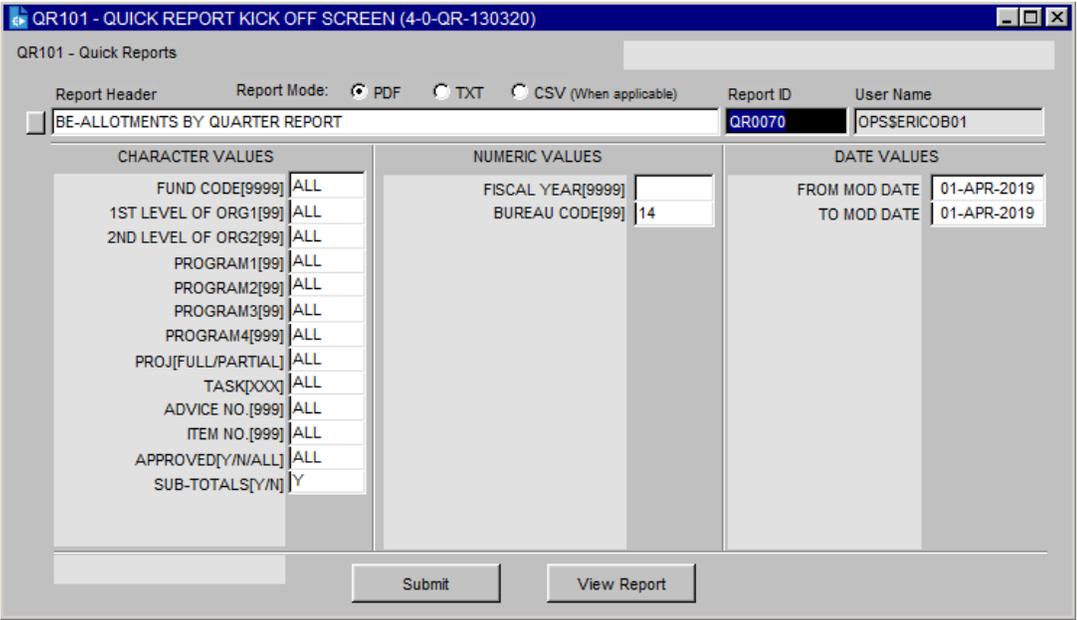
FY:2019 - BUREAU:14 - FUND:1063 - CHANGE CODE:ALL - ACCS ORG1:50 - ORG2:ALL - ORG3:ALL - PROG1:ALL - PROG2:ALL - PROG3:ALL - PROG4:ALL  
 CFMC ORG1:ALL - ORG2:ALL - ORG3:ALL - APPROVED:ALL - FROM MOD DATE: 01-OCT-2018 - TO MOD DATE: 30-APR-2019

FUND	ORGL1+2+3	ORGL1+2+3	PROGRAM	PROJECT	TRANS NO	PLAN	C/O	CHANGE CODE	SOP AMOUNT	NOTES	APP	MOD DATE
1063	50-01-0003	50-42-0000	03-03-02-000	TBR3B01	208287	901	0	NONE	80,000.00	FROM SG (50-42-0000) TO OARITMO (50-01-0003) FOR F	Y	23-APR-2019
1063	50-01-0003	50-46-0000	03-02-06-012	TBR2WRP	206353	502	0	NONE	125,000.00	FROM OWAQ (50-46-0000) TO ITMO (50-01-0003) FOR TH	Y	26-FEB-2019
1063	50-01-0009	00-00-0000	03-02-06-011	TBR2WRE	206818	586	0	NONE	150,000.00	FY19 INITIAL ALLOTMENT.	Y	08-MAR-2019
1063	50-01-0009	50-19-0000	03-02-06-011	TBR2WRE	206820	586	1	TRNSFR	-150,000.00	FROM OARHQ5 (50-01-0009) TO LABCI (50-19-0000) FOR	Y	08-MAR-2019
1063	50-10-0010	00-00-0000	03-03-08-005	TBR3WLB	207443	717	0	NONE	9,800.00	FY19 INITIAL ALLOTMENT - NOAA CENTRAL LIBRARY.	Y	27-MAR-2019
1063	50-10-0010	50-27-0000	03-03-08-005	TBR3WLB	207450	717	1	TRNSFR	-9,800.00	FROM NOAA CENTRAL LIBRARY (50-10-0010) TO PMEL (50	Y	27-MAR-2019
1063	50-13-0000	00-00-0000	03-01-07-008	TBR1GPF1	204134	186	0	NONE	130,297.81	FY19 INITIAL ALLOTMENT - OVERHEAD.	Y	02-NOV-2018
1063	50-13-0000	50-24-0000	03-01-07-008	TBR1GPF1	204149	186	1	TRNSFR	-130,000.00	FROM OARHQ5 (50-13-0000) TO GFDL (50-24-0000) FOR	Y	05-NOV-2018
1063	50-22-0000	00-00-0000	03-01-07-003	TBR1J12	203678	44	0	NONE	519,738.31	COMBINED CR ALLOTMENT CLIMATE FUNDS TBR1J12J93 101	Y	12-OCT-2018
1063	50-22-0000	00-00-0000	03-01-07-003	TBR1J12	206029	44	1	ADJUST	59,630.18	COMBINED CR ALLOTMENT DEC. 8 - DEC. 21 FOR CLIMATE	Y	14-FEB-2019
1063	50-22-0000	00-00-0000	03-01-07-003	TBR1J12	206037	44	2	ADJUST	242,780.03	COMBINED CR ALLOTMENT DEC. 22 - FEB. 15 FOR CLIMAT	Y	15-FEB-2019
1063	50-22-0000	00-00-0000	03-01-07-003	TBR1J12	207232	44	3	ADJUST	127,778.96	COMBINED AUTO APPORTIONMENT THROUGH MARCH 17 FOR T	Y	22-MAR-2019
1063	50-22-0000	00-00-0000	03-01-07-003	TBR1J12	207780	44	4	ADJUST	127,778.96	COMBINED AUTO APPORTIONMENT THROUGH APRIL 16- CLIM	Y	04-APR-2019
1063	50-22-0000	00-00-0000	03-02-06-011	TBR2W05	203679	45	0	NONE	745,252.24	COMBINED CR ALLOTMENT WEATHER FUNDS TBR2W05DFWCP	Y	12-OCT-2018

**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.

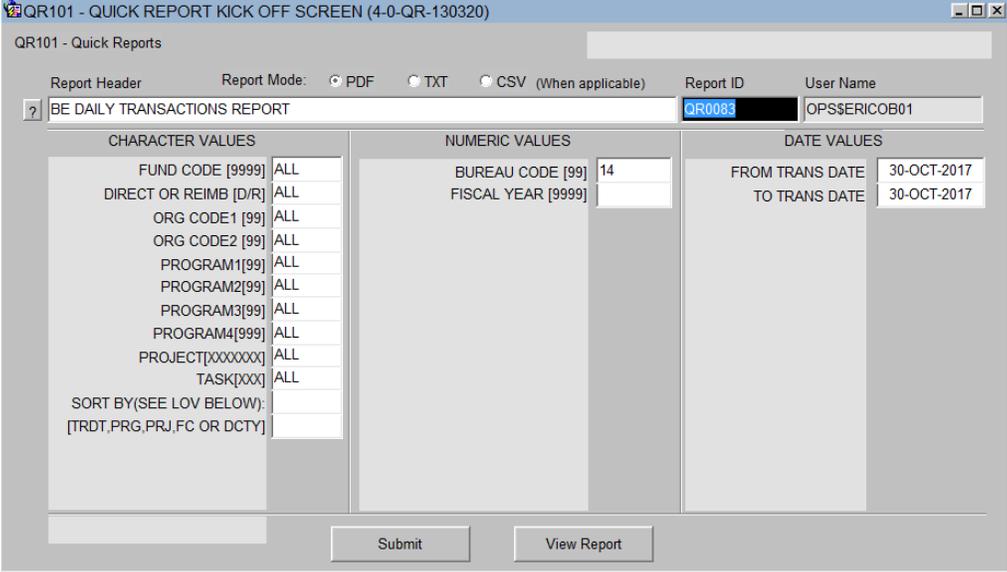
Step	Action
3	<ul style="list-style-type: none"> <li>➤ Use the following parameters:                             <ul style="list-style-type: none"> <li><b>Fund Code</b>                    <b>1063</b></li> <li><b>1<sup>st</sup> Level of Org</b>            <b>50</b></li> <li><b>2<sup>nd</sup> Level of Org</b>            <b>49</b></li> <li><b>Fiscal Year</b>                    <b>2019</b></li> <li><b>From Mod Date</b>                <b>01-OCT-2018</b></li> <li><b>To Mod Date</b>                    <b>30-APR-2019</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> <div data-bbox="305 930 776 1071" 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;"><b>Note:</b> Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</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: 30-OCT-2017 03:02:49 REPORT ID: QR0070 INSTANCE: CFSFX	UNITED STATES DEPARTMENT OF COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION BE-ALLOTMENTS BY QUARTER REPORT	USER ID: OPSERRICOB01 VERSION: 2.27.qr.070424 PAGE: 1																																																																													
FY: 2017 - BUREAU: 14 - FUND: 1043 - ORG1: 50 - ORG2: 49 - PROJ1: ALL - PROJ2: ALL - PROJ3: ALL - PROJ4: ALL PROJECT: ALL - TASK: ALL - ADVICE NO: ALL - ITEM NO: ALL - FROM MOD DATE: 01-OCT-2016 - TO MOD DATE: 30-SEP-2017																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>FUND PROGRAM CODE ORG1+2 PROJECT-TASK O.C.</th> <th>CATEGORY</th> <th>ITEM TRANS NO</th> <th>SOP</th> <th>APPROVED</th> <th>DATE</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> <th>TOTAL APP D</th> </tr> </thead> <tbody> <tr> <td>1043 01-10-10-002 50-49  0000000-000   0- 0  26-4 B1 </td> <td></td> <td>131735 </td> <td></td> <td></td> <td>[14-APR-2017]</td> <td>264,492.00 </td> <td>.00 </td> <td>.00 </td> <td>.00 </td> <td>264,492.00  Y  </td> </tr> <tr> <td colspan="6" style="text-align: right;">Subtotal on Program </td> <td>264,492.00 </td> <td>.00 </td> <td>.00 </td> <td>.00 </td> <td>264,492.00 </td> </tr> <tr> <td>1043 01-10-30-000 50-49  0000000-000   0- 0  32-7 B1 </td> <td></td> <td>131939 </td> <td></td> <td></td> <td>[25-APR-2017]</td> <td>175,824.00 </td> <td>.00 </td> <td>.00 </td> <td>.00 </td> <td>175,824.00  Y  </td> </tr> <tr> <td colspan="6" style="text-align: right;">Subtotal on Program </td> <td>175,824.00 </td> <td>.00 </td> <td>.00 </td> <td>.00 </td> <td>175,824.00 </td> </tr> <tr> <td>1043 01-20-20-000 50-49  0000000-000   0- 0  36-13 B1 </td> <td></td> <td>131731 </td> <td></td> <td></td> <td>[14-APR-2017]</td> <td>281,700.00 </td> <td>.00 </td> <td>.00 </td> <td>.00 </td> <td>281,700.00  Y  </td> </tr> <tr> <td colspan="6" style="text-align: right;">Subtotal on Program </td> <td>281,700.00 </td> <td>.00 </td> <td>.00 </td> <td>.00 </td> <td>281,700.00 </td> </tr> </tbody> </table>			FUND PROGRAM CODE ORG1+2 PROJECT-TASK O.C.	CATEGORY	ITEM TRANS NO	SOP	APPROVED	DATE	Q1	Q2	Q3	Q4	TOTAL APP D	1043 01-10-10-002 50-49  0000000-000   0- 0  26-4 B1		131735			[14-APR-2017]	264,492.00	.00	.00	.00	264,492.00  Y	Subtotal on Program						264,492.00	.00	.00	.00	264,492.00	1043 01-10-30-000 50-49  0000000-000   0- 0  32-7 B1		131939			[25-APR-2017]	175,824.00	.00	.00	.00	175,824.00  Y	Subtotal on Program						175,824.00	.00	.00	.00	175,824.00	1043 01-20-20-000 50-49  0000000-000   0- 0  36-13 B1		131731			[14-APR-2017]	281,700.00	.00	.00	.00	281,700.00  Y	Subtotal on Program						281,700.00	.00	.00	.00	281,700.00
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**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 883 1394"> <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>01</b></td> </tr> <tr> <td><b>2<sup>nd</sup> Level of Org</b></td> <td><b>02</b></td> </tr> <tr> <td><b>Fiscal Year</b></td> <td><b>2018</b></td> </tr> <tr> <td><b>From Mod Date</b></td> <td><b>24-OCT-2018</b></td> </tr> <tr> <td><b>To Mod Date</b></td> <td><b>30-OCT-2018</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>01</b>	<b>2<sup>nd</sup> Level of Org</b>	<b>02</b>	<b>Fiscal Year</b>	<b>2018</b>	<b>From Mod Date</b>	<b>24-OCT-2018</b>	<b>To Mod Date</b>	<b>30-OCT-2018</b>
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<b>To Mod Date</b>	<b>30-OCT-2018</b>												
3a	<p>When the following message appears:</p>  <p>➤ Click <b>OK</b></p>												

Step	Action
	<p><b>Note:</b> Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</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: 30-OCT-2017 03:43:32  
 REPORT ID: QR0083  
 INSTANCE: CFSFX

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

FY:2018 - BUREAU:14 - FUND:ALL - D/F:ALL - ORG1:01 - ORG2:02 - PROG1:ALL - PROG2:ALL - PROG3:ALL - PROG4:ALL  
 PROJECT:ALL - FROM TRANS DATE: 24-OCT-2017 - TO TRANS DATE: 30-OCT-2017 - SORT BY:

ORG CODE	PROGRAM	TRANS DATE	DOC NO	DOC TYPE	ITEM TYPE	ORG DOC NO	ORGANIZATION	FUND	PROJECT CODE	TASK	OBJECT CLASS	TRANS AMOUNT
01-02	06-01-01-002	24-OCT-2017	6751786	NOMTCH	PCARD	6751786	01-02-0002-01-00-00-00	2017	1043	R8P5BRG-P00	26-19-00-00	-1,162.50
01-02	06-01-01-002	24-OCT-2017	6741350	NOMTCH	PCARD	6741350	01-02-0000-00-00-00-00	2017	1043	R8P5BRC-P00	26-19-00-00	131.51
01-02	06-01-01-002	24-OCT-2017	6751786	NOMTCH	PCARD	6751786	01-02-0002-01-00-00-00	2017	1043	R8P5BRG-P00	26-19-00-00	665.00
01-02	06-01-01-002	24-OCT-2017	6751786	NOMTCH	PCARD	6751786	01-02-0002-01-00-00-00	2017	1043	R8P5BRG-P00	26-19-00-00	497.50
01-02	06-01-01-002	24-OCT-2017	6753424	NOMTCH	PCARD	6753424	01-02-0000-00-00-00-00	2017	1043	R8P5BRC-P00	26-19-00-00	-2,340.40
01-02	06-01-01-002	24-OCT-2017	6753424	NOMTCH	PCARD	6753424	01-02-0000-00-00-00-00	2017	1043	R8P5BRC-P00	31-23-00-00	1,386.24
01-02	06-01-01-002	24-OCT-2017	6753424	NOMTCH	PCARD	6753424	01-02-0000-00-00-00-00	2017	1043	R8P5BRC-P00	31-20-00-00	654.78
01-02	06-01-01-002	24-OCT-2017	6753424	NOMTCH	PCARD	6753424	01-02-0000-00-00-00-00	2017	1043	R8P5BRC-P00	26-18-00-00	299.38
01-02	06-01-01-002	24-OCT-2017	6741357	NOMTCH	PCARD	6741357	01-02-0002-01-00-00-00	2017	1043	R8P5BRG-P00	26-19-00-00	-1,607.39
01-02	06-01-01-002	24-OCT-2017	6741357	NOMTCH	PCARD	6741357	01-02-0002-01-00-00-00	2017	1043	R8P5BRG-P00	31-23-00-00	1,461.80
01-02	06-01-01-002	24-OCT-2017	6741357	NOMTCH	PCARD	6741357	01-02-0002-01-00-00-00	2017	1043	R8P5BRG-P00	26-18-00-00	145.59
01-02	06-01-01-002	24-OCT-2017	6751782	NOMTCH	PCARD	6751782	01-02-0000-00-00-00-00	2017	1043	R8P5BRC-P00	26-25-00-00	117.80