



***NOAA/FSD***  
***Discoverer FMC1***  
***CBS Training Exercises***  
***FY 2021***  
***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	02/26/2021	New FY 2021 Training Exercises	E.Cobbs/FSD CSB - Training

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### Exercise #1a: Log in to CBS Portal Page

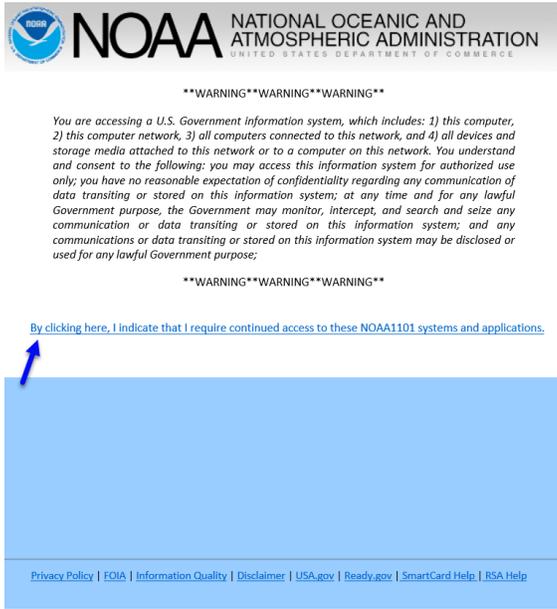
- Objectives:
- Successfully login to the Portal Page
  - Successfully login to DW

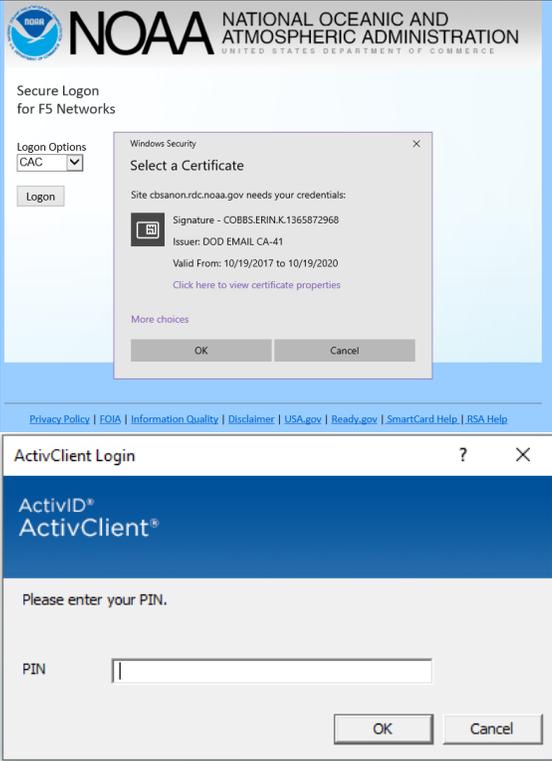
Notes:

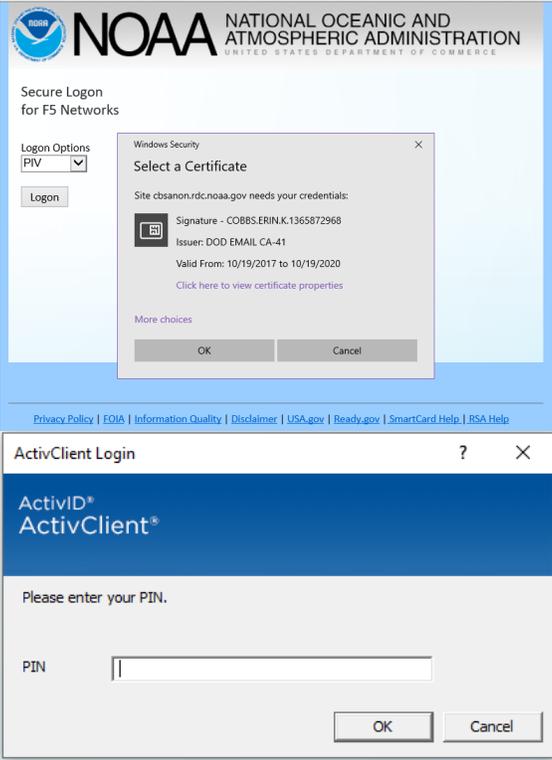
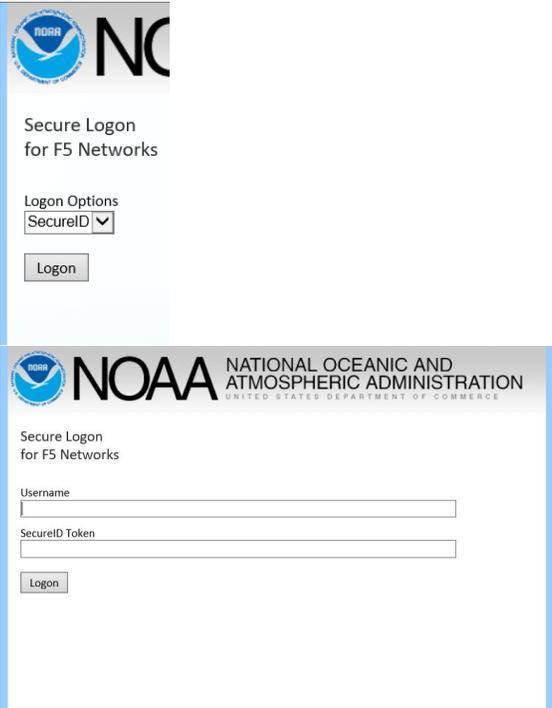
*Discoverer & CBS Portal page have to be access by Internet Explorer.*

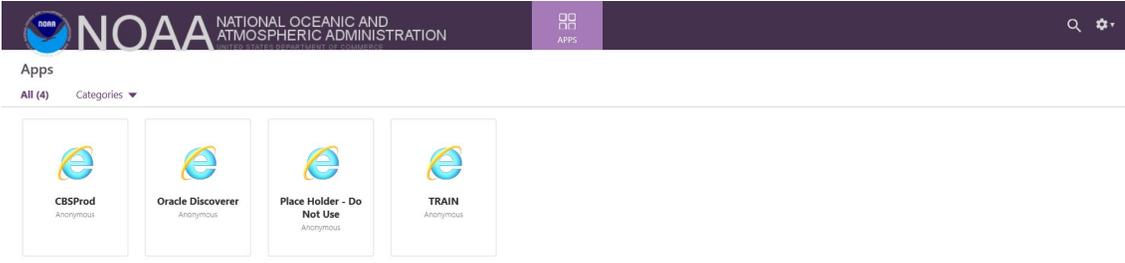
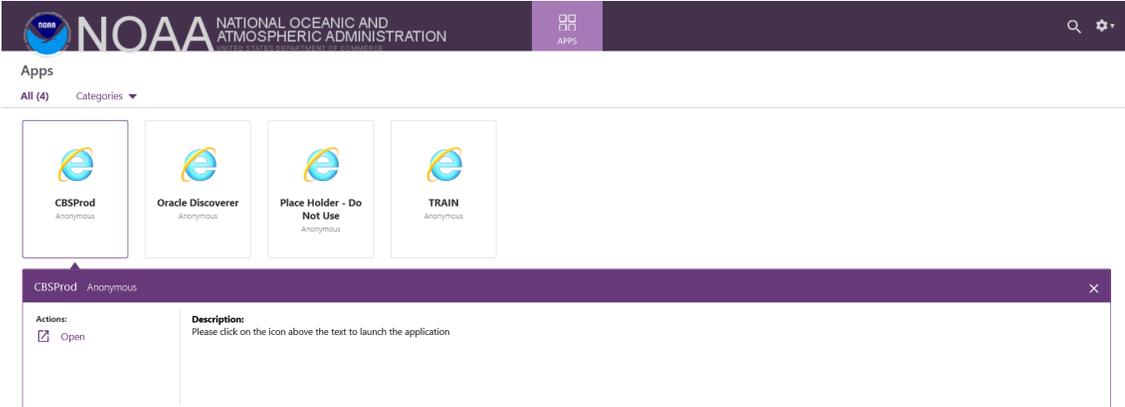
*If you already have Discoverer open already in a browser window, you will need to open a new browser window in order to run the CBS Portal Page at the same time. Not another tab in the same window. If you don't, you will run into issues.*

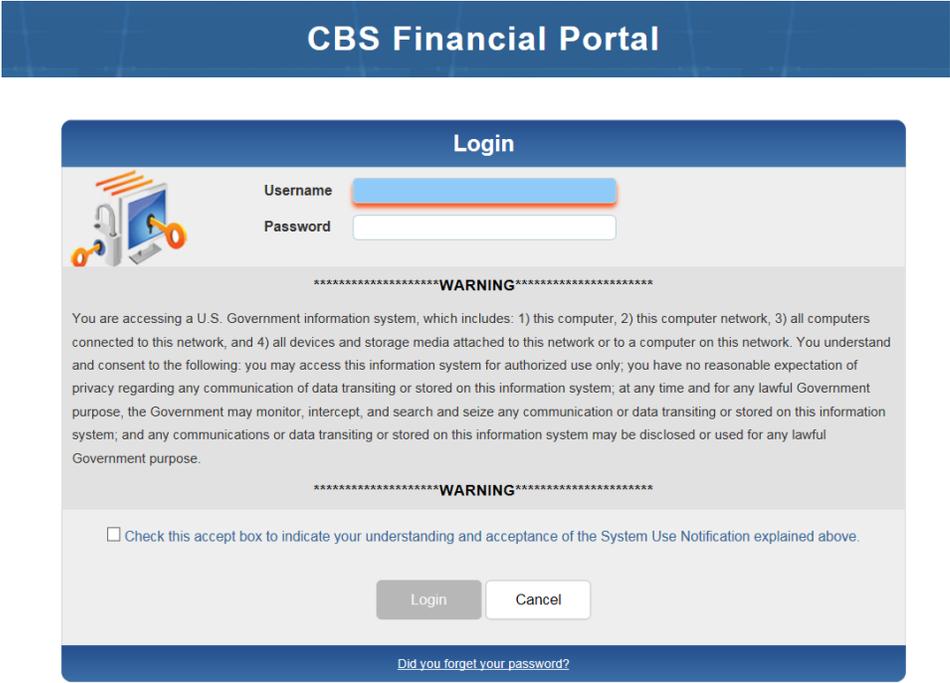
Instructions: Execute the following steps:

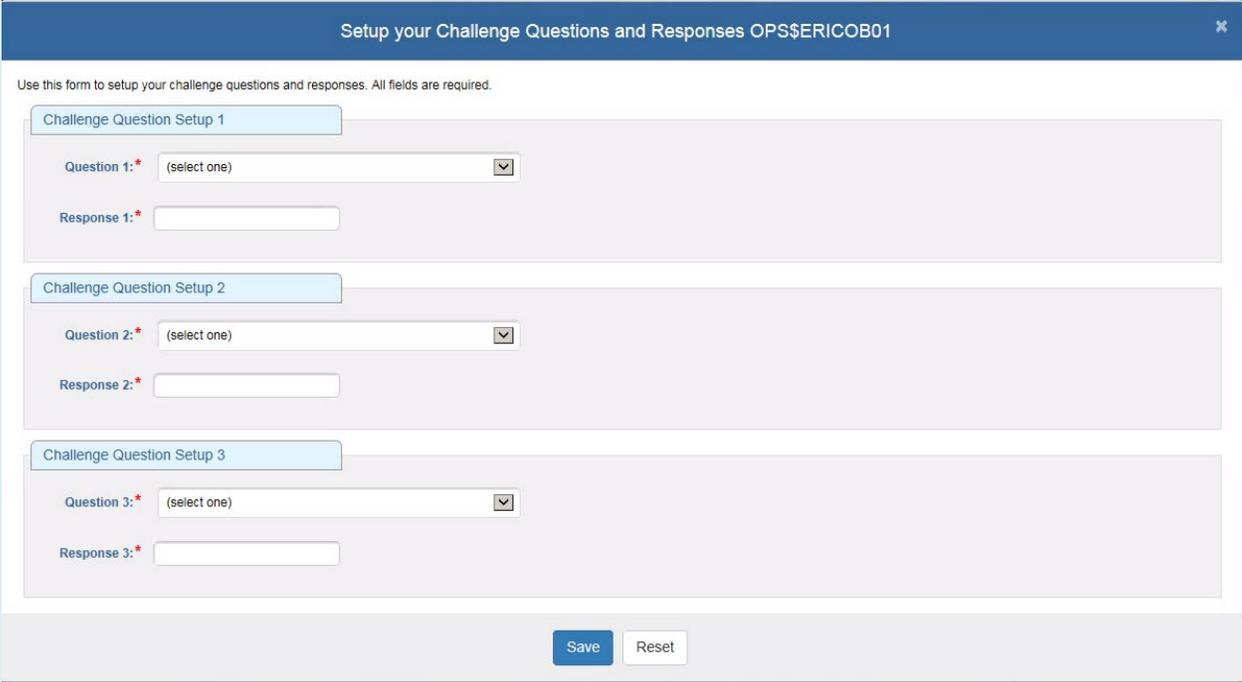
Step	Action	
1a	Open up Internet Explorer. ➤ Log into the URL provided	
1b	The Warning Banner screen appears: ➤ Click the link at the bottom <ul style="list-style-type: none"> <li>○ <i>“By clicking here, ...”</i></li> </ul>	 <p>The screenshot shows a NOAA warning banner. At the top left is the NOAA logo. To its right, the text reads 'NOAA NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION UNITED STATES DEPARTMENT OF COMMERCE'. Below this is a line of asterisks: '**WARNING**WARNING**WARNING**'. The main body of the banner contains a paragraph of legal disclaimer text. At the bottom of the banner, there is a blue link: 'By clicking here, I indicate that I require continued access to these NOAA1101 systems and applications.' A blue arrow points to this link. At the very bottom of the banner, there is a footer with several links: 'Privacy Policy   FOIA   Information Quality   Disclaimer   USA.gov   Ready.gov   SmartCard Help   RSA Help'.</p>

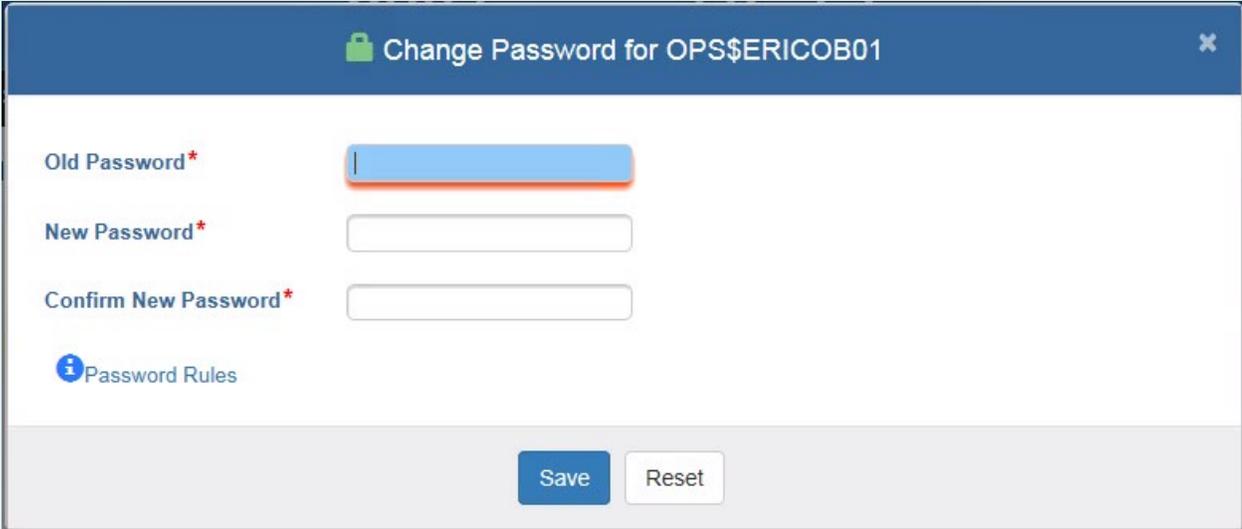
Step	Action	
2	<p>The Two Factor Authentication Page appears.</p> <p>You will be able to use the following options to log in:</p> <ul style="list-style-type: none"> <li>• CAC Card</li> <li>• PIV Card</li> <li>• Secure ID (RSA Token)</li> </ul> <p>➤ Select your <i>option</i></p> <p>➤ Click <b>Logon</b></p>	
2a	<p>When choosing the CAC login option a Windows Security pop-up appears.</p> <ul style="list-style-type: none"> <li>• Select <i>More Choices</i> if your Signature option is not your name with DOD Email option.</li> <li>• Once you have the correct certificate selected click OK</li> </ul> <p>The Active Client Login appears:</p> <p>➤ Enter your PIN</p> <p>➤ Click <b>OK</b></p>	

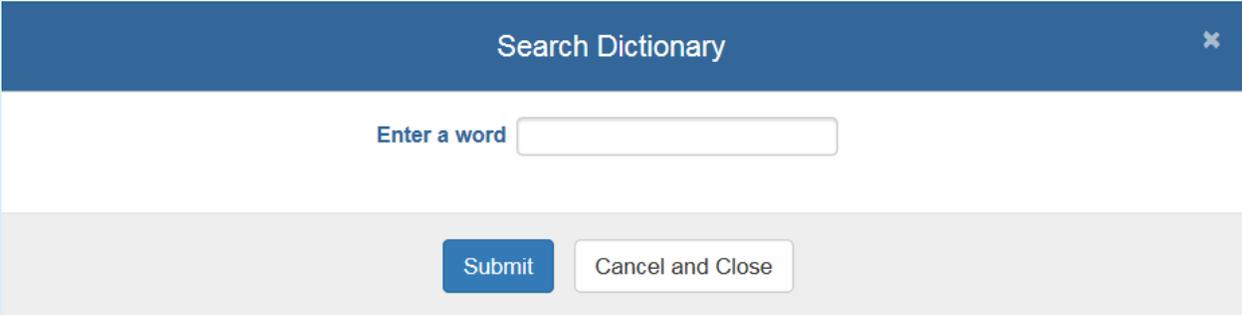
Step	Action	
<p>2b</p>	<p>When choosing the PIV login option a Window Security pop-up appears.</p> <ul style="list-style-type: none"> <li>• Select <i>More Choices</i> if your Signature option is not your name with DOD Email option.</li> <li>• Once you have the correct certificate selected click OK</li> </ul> <p>The Active Client Login appears:</p> <ul style="list-style-type: none"> <li>➤ Enter your PIN</li> <li>➤ Click <b>OK</b></li> </ul>	
<p>2c</p>	<p>When choosing the Secure ID (RSA Token) login option a new window appears</p> <ul style="list-style-type: none"> <li>➤ Enter your User Name</li> <li>➤ Enter your SecureID Token</li> <li>➤ Click <b>Logon</b></li> </ul>	

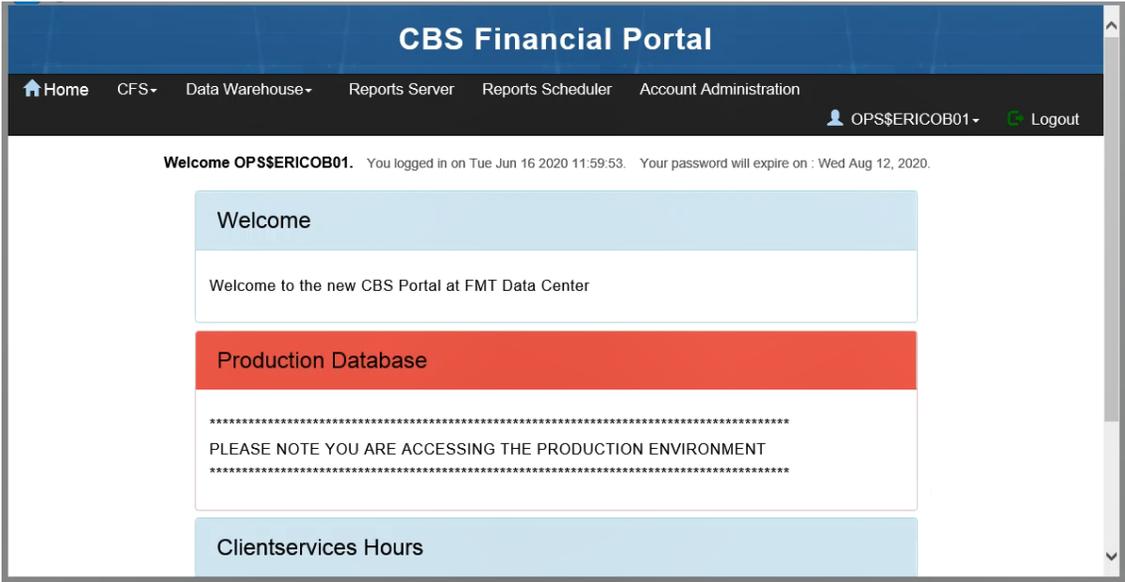
Step	Action
3	<p>The XenApp Storefront Appears:</p>  <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Discoverer is another way to access data from NOAA Data Warehouse.</i></li> <li>✓ <i>Database to get into Discoverer will NOW be CBSDW</i></li> </ul>
3a	<p>If you click on the text rather than the icon, a pop-up will appear underneath.</p> 
3b	<p>After clicking on the icon you'll see the circle working to open it.</p> 

Step	Action
3c	<p>Then the following pop-up appears:</p> 
2	<p>On the <b>CBS Web Migration Portal Login</b> screen:</p>  <ul style="list-style-type: none"> <li>➤ Enter <b>User Name</b></li> <li>➤ Enter <b>Password</b></li> <li>➤ Check the checkbox</li> <li>➤ Click <b>Logon</b></li> </ul>

Step	Action
4	<p>The <u>first time</u> logging in you'll be sent to the <b>CBS Web Challenge Setup</b> screen appears with three (3) question and response areas:</p> <ul style="list-style-type: none"> <li>➤ Select your <b>challenge question(s)</b> using the drop-down listing</li> <li>➤ Enter your <b>response(s)</b> <ul style="list-style-type: none"> <li>○ <i>You may not use the same response for each question. It must be a unique response to each of the questions.</i></li> </ul> </li> <li>➤ Click <b>Submit</b> <ul style="list-style-type: none"> <li>○ <i>Answers are not case sensitive.</i></li> </ul> </li> </ul> 
5a	<p>If a user is unsuccessful with creating their responses to the challenge questions, they may receive an error message.</p> <ul style="list-style-type: none"> <li>➤ Click <b>Back</b></li> <li>➤ Repeat Step 3</li> </ul>
5b	<p>If successful, the <b>CBS Web Forgotten Password Reset</b> screen appears stating, “Your challenge setup is complete”.</p> <ul style="list-style-type: none"> <li>➤ Click <b>Done</b></li> </ul>

Step	Action
6	<p>The <b>CBS Web Change Password</b> screen appears:</p>  <ul style="list-style-type: none"><li>➤ Enter the <i>Old Password</i></li><li>➤ Enter the <i>New Password</i></li><li>➤ Confirm the <i>New Password</i></li><li>➤ Click <i>Submit</i></li></ul>

Step	Action
6a	<p>Users may click the <b>Password Rules</b> link to see the following:</p> <p><i>The passwords must contain the following:</i></p> <ol style="list-style-type: none"> <li>1.Password must be a minimum of 12 non-blank characters</li> <li>2.Password must begin with a letter (A-Z or a-z)</li> <li>3.Password must contain 3 of the following 4 categories:               <ol style="list-style-type: none"> <li>1.English upper case letter (A-Z)</li> <li>2.English lower case letter (a-z)</li> <li>3.Numeric value (0-9)</li> <li>4.Special character (only # or _ can be used)</li> </ol> </li> <li>4.Six (6) of the characters must be unique and cannot be repeated.</li> <li>5.Passwords must not include any of the following:               <ol style="list-style-type: none"> <li>1. Any dictionary word longer than 3 characters.</li> <li>2.Names of family, pets, friends, co-workers, fantasy characters, etc.</li> <li>3.Computer terms and names, commands, sites, companies, hardware, software.</li> <li>4.Common acronyms, contractions, and geographic locations</li> <li>5.Birthdays and other personal information such as addresses and phone numbers.</li> <li>6.Word or number patterns like aaaabbbb, qwerty, zyxwvuts, etc.</li> </ol> </li> <li>6.New password cannot be the same as old password</li> <li>7.New password cannot be one of the 8 previously used passwords</li> <li>8.Password cannot be the same as your username</li> </ol> <p>They may also click the <b>Show Me</b> link for the <b>CBS Change Password Dictionary Word Check</b> screen:</p> 

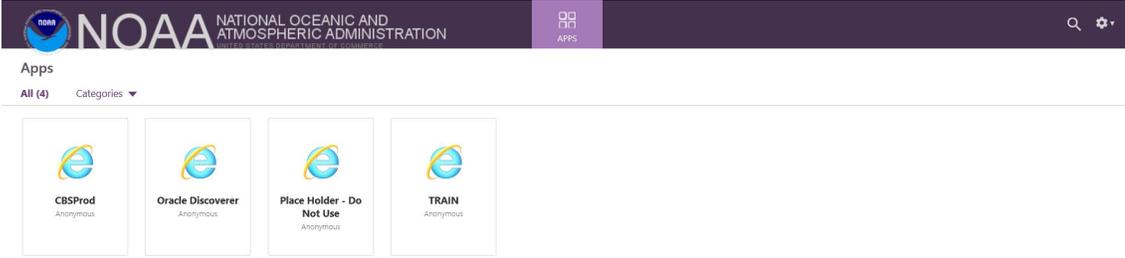
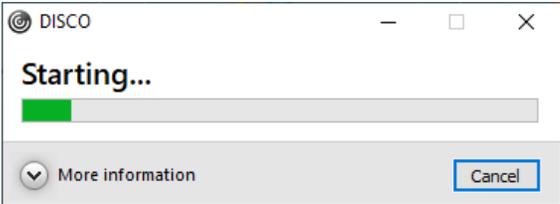
Step	Action
7a	<p>If a user is unsuccessful with their password change, they may receive an error message.</p> <ul style="list-style-type: none"> <li>➤ Click <b>Back</b></li> <li>➤ Repeat Step 5</li> </ul>
7b	<p>If successful, the <b>CBS Web Change Password</b> screen appears stating, “Password changed successfully”.</p> <ul style="list-style-type: none"> <li>➤ Click <b>Done</b></li> </ul>
8	<p>The <b>CBS Web Portal</b> screen appears:</p>  <p>You'll want to make sure you're launching the databases for the systems you have access to in order to synch up the passwords. Just changing your password and getting here will not do it fully.</p>
8a	<p>You must log into Data Warehouse in order to synch passwords to be able to use in Discoverer.</p>

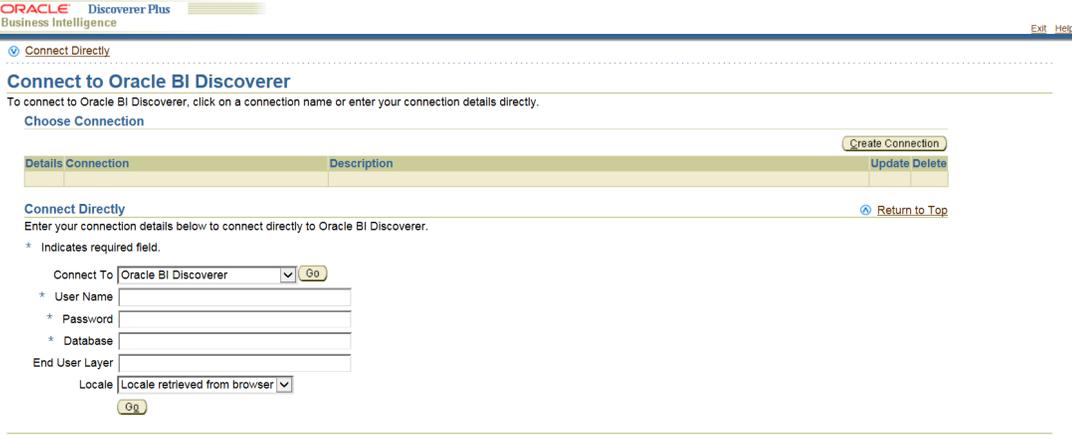
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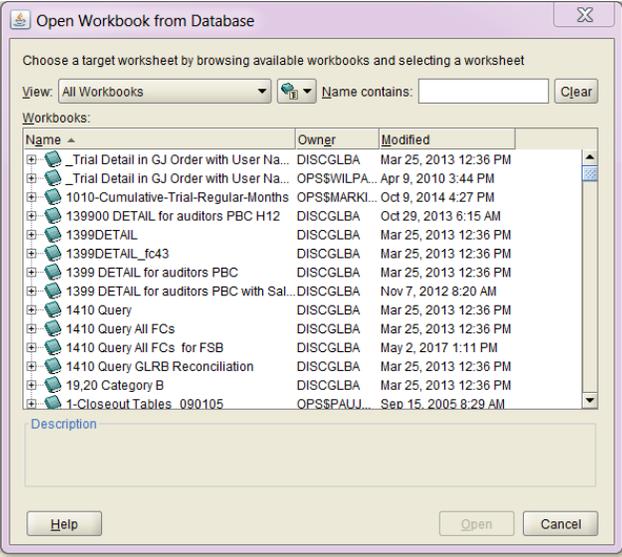
### Exercise #1b: Logon to Discoverer

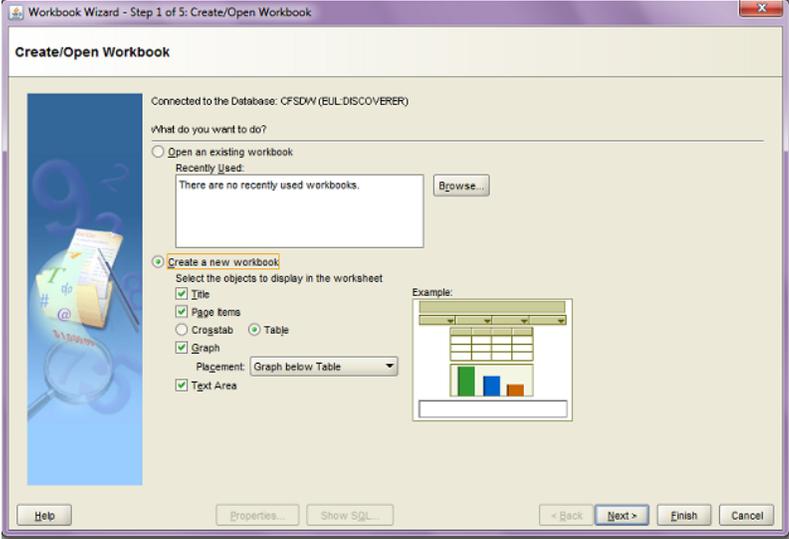
- Objectives:**
- Logon to Discoverer

**Instructions:** Execute the following steps:

Step	Action
1	<p>From the XenApp Storefront:</p>  <p>➤ Click on the Oracle Discoverer icon</p>
1a	<p>Then the following pop-up appears:</p> 

Step	Action
<p>2</p>	<p>The <b>Oracle Discoverer Plus</b> page is displayed.</p>  <p>Copyright (c)2000, 2010 Oracle Corporation. All rights reserved. About Oracle BI Discoverer Plus Version 11.1.1.7.0 Oracle Technology Network</p>
<p>3</p>	<p>The <b>Connect to OracleBI Discoverer/ Connect Directly</b> section gives a user the ability to open Discoverer.</p> <ul style="list-style-type: none"> <li>➤ Enter <b>your User Name</b> in the User Name field.</li> <li>➤ Enter <b>your Password</b> in the Password field.</li> <li>➤ Type the <b>database</b> in the Database field. Generally you will use <b>CBSDW</b> to log in to the Production database.</li> <li>➤ Click <b>Go</b>.</li> </ul> <p><b>Connect Directly</b></p> <p>Enter your connection details below to connect directly to Oracle BI Discoverer.</p> <p>* Indicates required field.</p> <p>Connect To <input type="text" value="Oracle BI Discoverer"/> <input type="button" value="Go"/></p> <p>* User Name <input type="text"/></p> <p>* Password <input type="text"/></p> <p>* Database <input type="text"/></p> <p>End User Layer <input type="text"/></p> <p>Locale <input type="text" value="Locale retrieved from browser"/> <input type="button" value="Go"/></p>

Step	Action
	<p><i>Note: Because your IT personnel delete your cookies, you will want to utilize this option instead of creating a connection.</i></p>
8	<p>Depending upon your role, you'll get one of two screens:</p>
8a	<p>The <b>Open Workbook from Database</b> dialog box is displayed upon logon for the general FMC users. It will list all workbooks, including the standard workbooks.</p> 

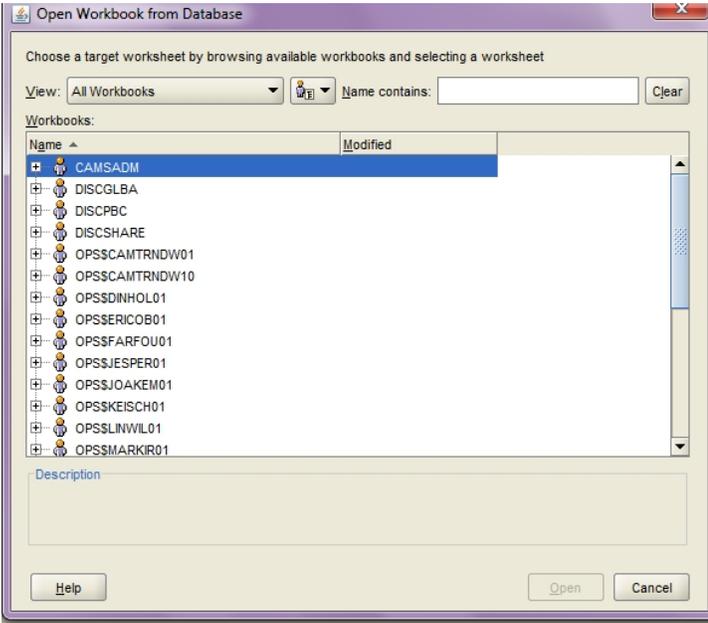
Step	Action
8b	<p>The <b>Workbook Wizard</b> dialog box is displayed upon logon for the users that have special permissions.</p>  <p>You can either click the Browse button to get to your specific or standard queries or you can start to create a new query from here.</p>

## Exercise #2: Open a Workbook/Navigation

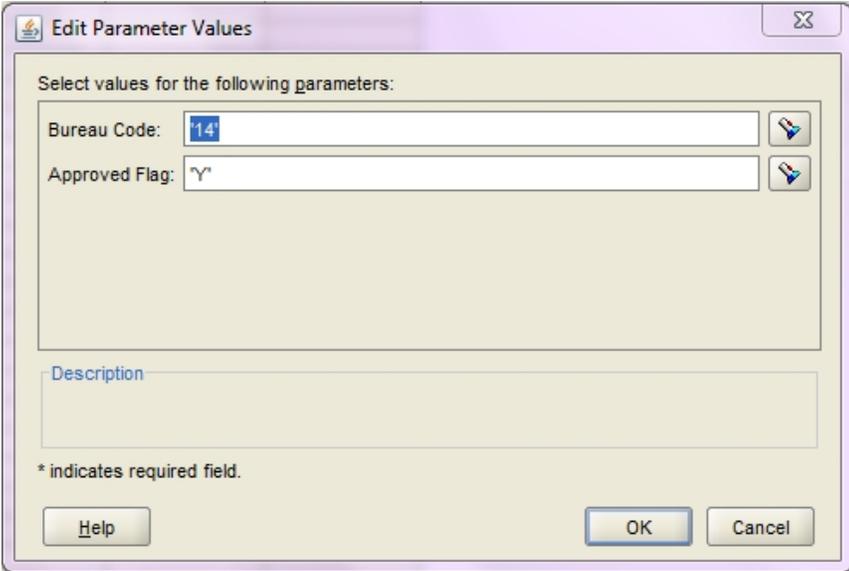
- Objectives:**
- Open a Worksheet in a Workbook
  - Navigate the Open Workbook from Database dialog box
  - Understand the worksheet layout

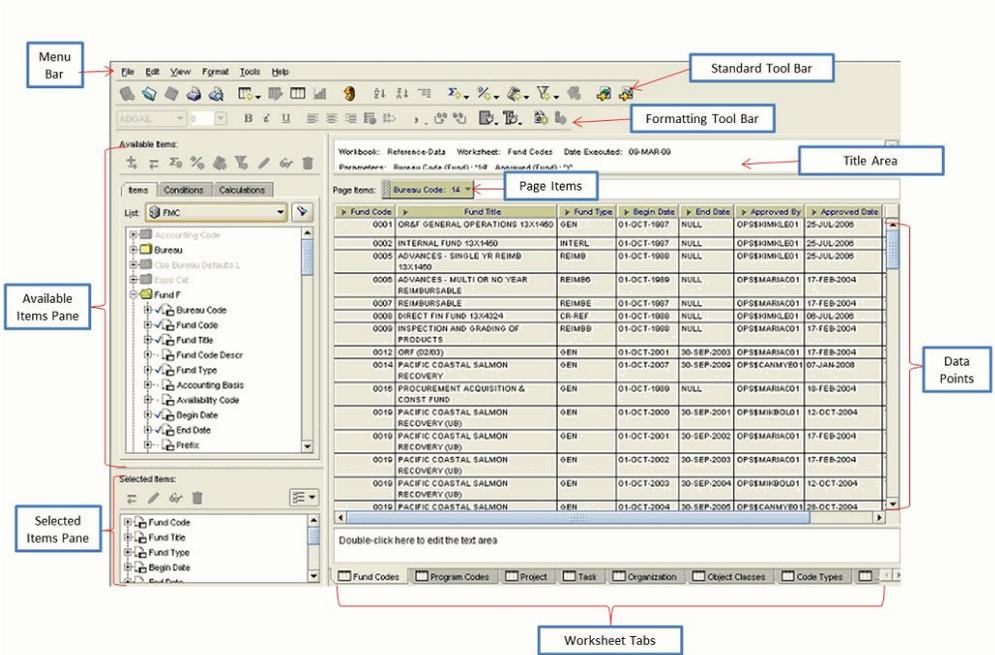
**Notes:** *The Open Workbook from Database dialog box gives us the capability to search for a workbook, arrange the workbooks by ascending/descending order, or by displaying those workbooks by the view area defined.*

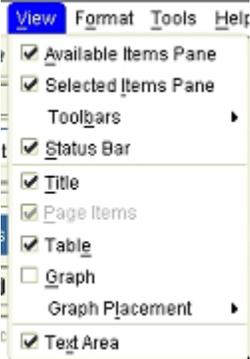
**Instructions:** Execute the following steps:

Step	Action
1	<p>The default <b>Open Workbook from Database</b> dialog box lists all workbooks by alphabetical order.</p> <p>Click on <b>View As</b>  icon</p> <p>Select <b>User Tree</b></p> <p>The dialog box will now display alphabetically by username and CAMSADM should be at the top.</p> 

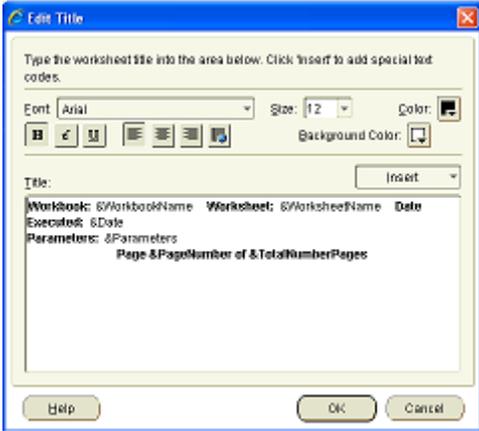
Step	Action
2	<p>Expand the CAMSADM user by clicking the <b>Expand</b>  icon</p> <p>The dialog box will show all workbooks that belong to the CAMSADM user. These workbooks are the standard workbooks that all FMC users will have access to run.</p>
3	<p>In the <b>Name Contains</b> field enter <i>REF</i></p> <p>The dialog box will shorten the list to those users that have workbooks that contain what was typed in the field.</p> <p>Expand each user to view the workbooks.</p>
4	<p>Notice that the workbooks have an <b>expand</b> icon next to them. If you wanted to just open the workbook so it would open to the first worksheet:</p> <ul style="list-style-type: none"> <li>➤ Highlight the workbook</li> <li>➤ Click <b>Open</b></li> </ul> <p>If you wanted to open a particular worksheet in a workbook:</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Expand</b> icon (i.e. Reference-Data)</li> <li>➤ Highlight the worksheet (i.e. Fund Code)</li> <li>➤ Click <b>Open</b></li> </ul> <p><i>Note: You may also double-click the worksheet in order for it to open. Double-clicking the workbook will only expand it.</i></p>

Step	Action
5	<p>The <b>Edit Parameter Values</b> dialog box appears.</p>  <p>➤ Click <b>OK</b></p>

6	<p>The worksheet will appear.</p> 
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Step	Action
	<p><i>Note: The first time logging into Discoverer and a worksheet, two panes will display on the left (Available Items &amp; Selected Items). These panes do not apply to a general user as you are unable to create or modify workbooks/sheets.</i></p>
7	<p>To remove those panes:</p> <ul style="list-style-type: none"> <li>➤ Click <b>View</b> in the <i>Menu Bar</i></li> <li>➤ Click on <b>Available Items Pane</b> checkbox</li> <li>➤ Wait for worksheet to reconfigure Click <b>View</b> in the <i>Menu Bar</i></li> <li>➤ Click on <b>Selected Items Pane</b> checkbox</li> <li>➤ Wait for worksheet to reconfigure</li> </ul>  <p><i>Note: Once you have removed these panes, they will not display again, unless you go back to the View Menu Bar and reselect them</i></p> <p>The worksheet will reconfigure and now you will be able to see more of it. Worksheets that were built with Titles still show at the top with the default values to it.</p> <p>You are able to not only to minimize the title area by clicking and dragging the title area up so it doesn't show, but you can also remove it by clicking on <b>View</b> in the <i>Menu Bar</i> and clicking the <b>Title</b> checkbox.</p>

Step	Action
8	<p>You can also edit the title. You can do that by doing one of the following:</p> <ul style="list-style-type: none"> <li>➤ Click <b>Edit</b> in the <i>Menu Bar</i></li> <li>➤ Select <b>Title</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>➤ Right-click in the <b>Title Area</b></li> <li>➤ Select <b>Edit Title</b></li> </ul> <p>A new dialog box appears allowing you to make changes to the text</p> <ul style="list-style-type: none"> <li>➤ Make changes to the Title</li> <li>➤ Click <b>OK</b></li> </ul> <ul style="list-style-type: none"> <li>➤ There is a new section of the worksheet called <b>Text Area</b>. It is found toward the bottom of the worksheet right above the worksheet tabs. This area works just like the <b>Title</b>. It can be used to convey a note or can be used as footer text.</li> </ul>
8a	<p>Information on <b>Navigation Features</b> can be found in Section 3 Access &amp; Navigation.</p>
9	<p>Click on the <b>Code Values</b> worksheet tab at the bottom of the screen.</p>
10	<ul style="list-style-type: none"> <li>➤ Enter <b>CDITEM</b> in the <i>Code Type</i> field</li> </ul> <p>Click <b>OK</b></p>
11	<ul style="list-style-type: none"> <li>➤ This worksheet will give the value and description of most things that are found in CFS and could show up in some of the workbooks/worksheets.</li> </ul>



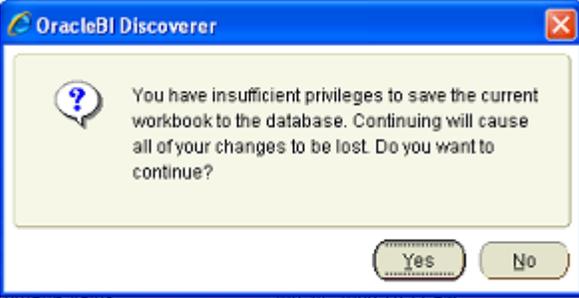
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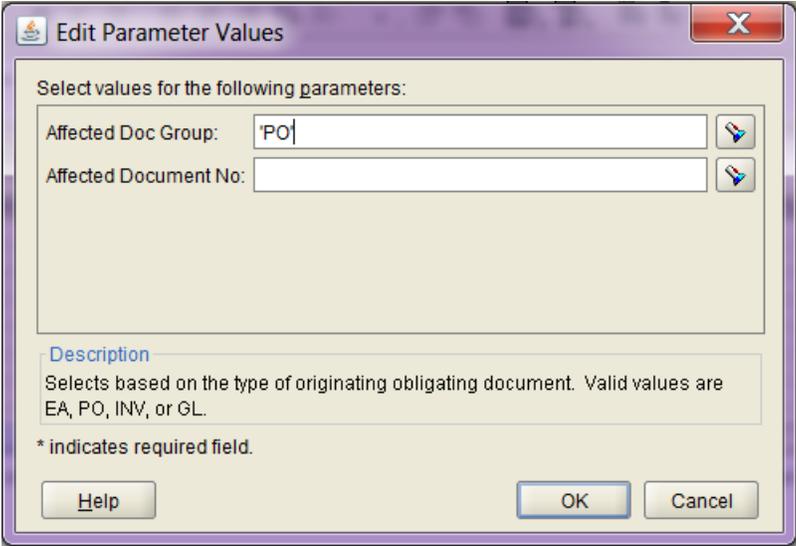
### Exercise #3: Document Status Workbook

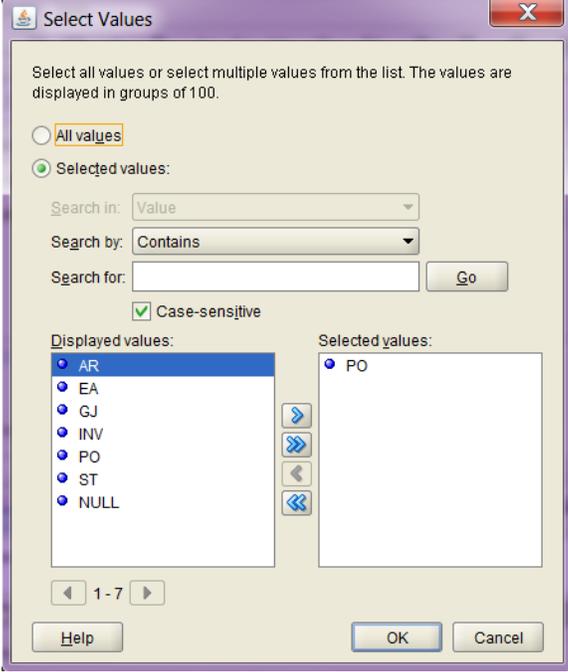
- Objectives:**
- Specifying Parameters
  - List of Values
  - Page Items

**Instructions:** Execute the following steps:

This report allows querying multiple documents by document type to obtain summary level data.

Step	Action
1	<ul style="list-style-type: none"> <li>➤ Click on <b>File/Open</b> in the <i>Menu Bar</i> or <b>Open</b>  icon in the <i>Standard Toolbar</i></li> <li>➤ Expand CAMSADM user</li> <li>➤ Expand <b>Document-Status</b> workbook</li> <li>➤ Select <b>Document Detail</b> worksheet</li> </ul>
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>YES</b></li> </ul> <p><b>Note:</b> Anytime a general user either closes out a workbook/worksheet or tries to open a new one, they will be prompted with this message.</p>

Step	Action
3	<p>The <b>Edit Parameter Values</b> dialog box appears:</p>  <ul style="list-style-type: none"> <li>➤ Enter <b>498753</b> in the <i>Affected Document No.</i> field</li> <li>➤ Click <b>OK</b></li> </ul>
4	<p>The worksheet will appear with the populated data. Some of the data in the columns may not completely appear. These fields will contain an ellipsis (...) A user can expand those columns by doing the following:</p> <ul style="list-style-type: none"> <li>➤ Move mouse to the right side of the column header (i.e. UDO)</li> <li>➤ Put mouse over the line</li> <li>➤ When mouse turns into a double arrow, click and drag to the right</li> <li>➤ Release mouse when you can see all of the data</li> </ul>
4a	<p>Expand any other columns where the data is not showing.</p>
5	<p>There are two ways to bring up the parameter screen:</p> <ol style="list-style-type: none"> <li>1) <b>Refresh</b>  icon</li> <li>2) <b>Tools/Parameter Values</b> on the <i>Menu Bar</i></li> </ol> <p>Click either of these to bring up the parameter screen.</p>

Step	Action
6	At the right of the <i>Affected Doc Group</i> is the <b>Find</b>  icon. Click on it to bring up the list of values for that field.
7	<p>The <b>Selected Values</b> dialog box appears:</p> 
7a	<p>There are 3 different ways to move the objects in the <i>Displayed Values</i> to the <i>Selected Values</i>.</p> <ol style="list-style-type: none"> <li>1) Double-click the selection</li> <li>2) Click and Drag from one column to the other</li> <li>3) Highlight selection and use the arrow icons. (i.e. single moves one value in the direction the arrow is pointing; double moves all values in the direction the arrow is pointing).</li> </ol>

Step	Action
7b	<p>Do the following to move items from one column to the other:</p> <ul style="list-style-type: none"> <li>➤ Double-click AR</li> <li>➤ Click and Drag EA</li> <li>➤ Highlight INV and click single right arrow</li> <li>➤ Highlight AR &amp; EA and click single left arrow</li> <li>➤ Click <b>OK</b></li> </ul> <p><i>Note: Holding the CTRL key on the keyboard while clicking values, will allow you to select multiple values that are not next to each other.</i></p>
8	<ul style="list-style-type: none"> <li>➤ In the <i>Affected Document No</i> field enter ,<b>35556,520183, 880738, 6163772</b></li> <li>➤ Click <b>OK</b></li> </ul> <p><i>Note: Multiple values must be separated by commas. No spaces are needed or allowed.</i></p>
9	<p>The <b>Page Items</b> have a drop-down arrow ▼ that allows the user to change the values if multiple ones were chosen.</p>  <ul style="list-style-type: none"> <li>➤ Click the drop-down arrow for <i>Affected Doc Group</i></li> <li>➤ Select <b>INV</b></li> </ul> <p>Changes made to the <b>Page Items</b> will change not only the data in the worksheet but also other page items like, <i>Affected Document No</i>.</p> 

## Exercise #4: Query by Source Reference Number versus Document Number

- Objectives:
- Specifying Parameters
  - Navigate between worksheets

### Notes:

*The Reference Number field is an unedited field without checks to verify validity of data or that a value is entered. For this reason, when querying by Reference Number alone, all transactions for the requested document may not be displayed.*

*If a user chooses to query by the Source Reference Number, the query results will not include the following types of transactions:*

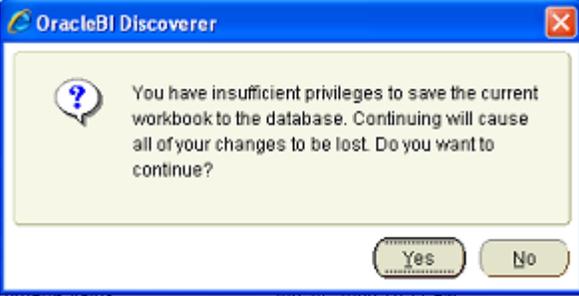
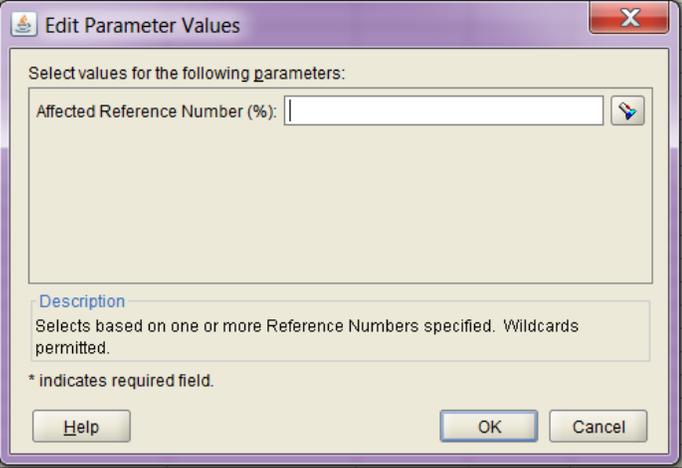
- ✓ *Without a source reference number*
- ✓ *With a difference source reference number*
- ✓ *When the source reference numbers are entered with transposition errors*

*Users should perform queries using the Affected Document Number to ensure that all transactions for a specific document are displayed. The Affected Document number is the number given by Data Warehouse to link all transactions together. The only thing that will break that link is a Summary Level Transfer.*

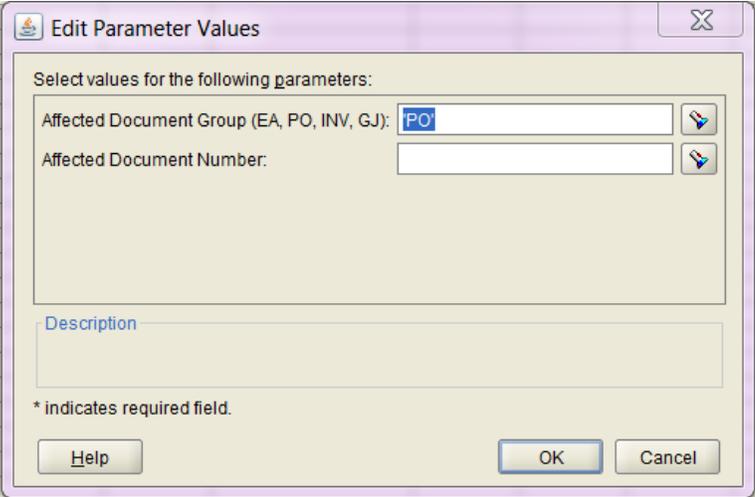
*While this problem was more common a few years ago and less common now, it is still a good idea to take a look at the difference between the two numbers.*

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> <li>➤ Click on <b>File/Open</b> in the <i>Menu Bar</i> or <b>Open</b>  icon in the <i>Standard Toolbar</i></li> <li>➤ Expand CAMSADM user</li> <li>➤ Expand <b>CBS-Active Documents</b> workbook</li> <li>➤ Select <b>Transaction Detail – Reference Number</b> worksheet</li> </ul>

Step	Action
2	<p>You will receive the following message:</p>  <p>➤ Click <b>YES</b></p>
3	<p>The <b>Edit Parameter Values</b> dialog box appears:</p>  <p>➤ Enter <b>EA2SE0010</b> in the <i>Affected Reference Number</i> field (use capital letters)</p> <p>➤ Click <b>OK</b></p>

Step	Action
4	<p>The worksheet will appear with the populated data. Do the following</p> <ul style="list-style-type: none"> <li>➤ Remove the Title Area</li> <li>➤ Remove the Text Area</li> <li>➤ Scroll to see the Grand Total</li> <li>➤ Expand any columns where you cannot see all of the data</li> <li>➤ Re-open the Edit Parameter Value dialog box</li> <li>➤ Change the parameter to <b>QA2SE0015</b></li> <li>➤ Click <b>OK</b></li> </ul>
5	<p>The worksheet will appear with the newly queried data. Do the following:</p> <ul style="list-style-type: none"> <li>➤ Scroll to see the Grand Total</li> <li>➤ Click in the <i>Affected Document No</i> field</li> <li>➤ Copy the value <b>19326</b> <ul style="list-style-type: none"> <li>○ This can be done by right-clicking and selecting copy OR</li> <li>○ CTRL+C on the keyboard</li> </ul> </li> </ul>
6	<p>At the bottom of the screen where the worksheet tabs appear is a double-arrow  icon. That icon will only show when you are unable to see all the worksheet tabs in a workbook. Clicking on that icon will bring up a listing of all worksheets to the workbook. Worksheets that have a dot next to them are ones that are currently showing at the bottom of the screen.</p> <ul style="list-style-type: none"> <li>➤ Click to select <b><i>Transaction Detail – Document Group &amp; Number</i></b></li> </ul>

Step	Action
7	<p>The <b>Edit Parameter Values</b> dialog box appears:</p>  <ul style="list-style-type: none"> <li>➤ Enter <b>19326</b> in the <i>Affected Document Number</i> field <ul style="list-style-type: none"> <li>○ This can be done by typing the number OR</li> <li>○ Pressing CTRL+V on the keyboard to paste it in the field</li> </ul> </li> <li>➤ Click <b>OK</b></li> </ul>
8	<p>The worksheet will appear with the populated data. Do the following</p> <ul style="list-style-type: none"> <li>➤ Remove the Title Area</li> <li>➤ Remove the Text Area</li> <li>➤ Scroll to see the Grand Total</li> </ul> <p><b>Note:</b> <i>Worksheet displays additional transactions that were not included in the Source Reference Number Query. You can click between the two worksheets to view the differences in the totals.</i></p>
9	<ul style="list-style-type: none"> <li>➤ Re-open the Edit Parameter Value dialog box</li> <li>➤ Replace the parameter in the <i>Affected Document Number</i> field with <b>17106,14956</b></li> <li>➤ Click <b>OK</b></li> </ul>

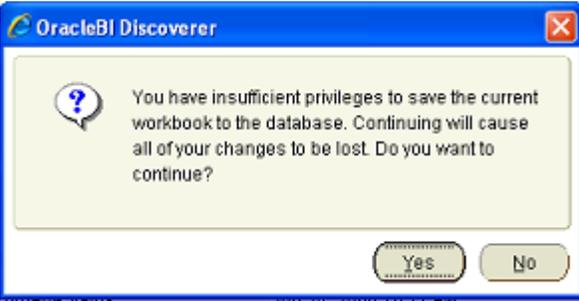
Step	Action
10	<p>The worksheet will appear with the newly queried data. Do the following:</p> <ul style="list-style-type: none"><li>➤ Click the drop-down arrow for <i>Project Code</i> Page Item</li><li>➤ Select <b>48M1JWR</b></li></ul> <p>View the information in the <i>Affected Reference No</i> field and notice there are differences on how the transactions were entered.</p> <p>Do the same steps above for <b>B8M1JFM &amp; 48M1JFM</b></p>

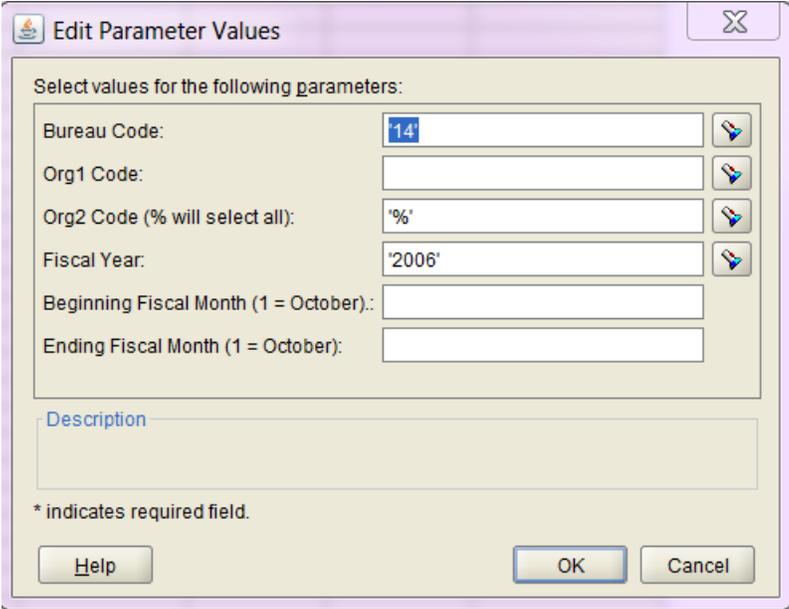
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**Exercise #5: Monthly Budget Report – Drill Capabilities**

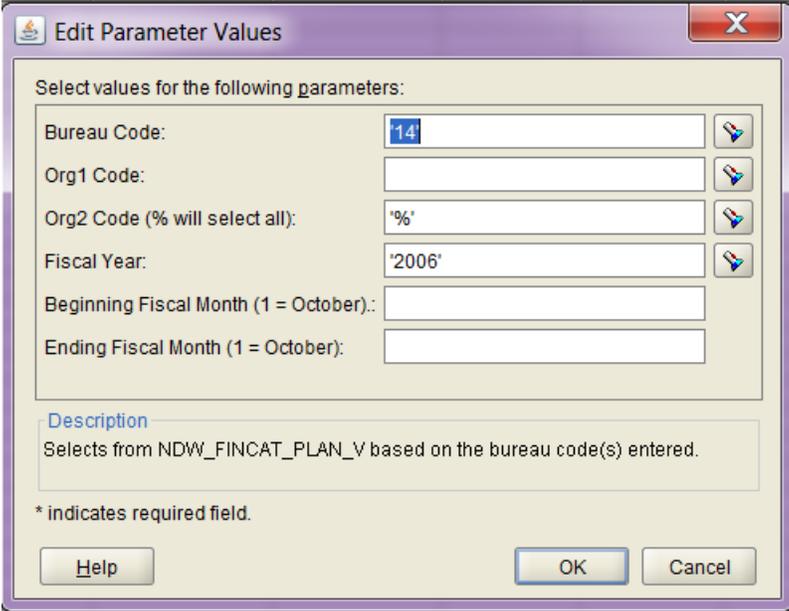
- Objectives:**
- Specifying Parameters
  - Understand Drill Capabilities

**Instructions:** Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"><li>➤ Click on <b>File/Open</b> in the <i>Menu Bar</i> or <b>Open</b>  icon in the <i>Standard Toolbar</i></li><li>➤ Expand CAMSADM user</li><li>➤ Expand <b>Monthly Budget Report</b> workbook</li><li>➤ Select <b>Object Class Summary</b> worksheet</li></ul>
2	<p>You will receive the following message:</p>  <p>➤ Click <b>YES</b></p>

Step	Action
3	<p>The <b>Edit Parameter Values</b> dialog box appears:</p>  <ul style="list-style-type: none"> <li>➤ Enter the following parameters <ul style="list-style-type: none"> <li>○ Bureau Code = <b>14</b></li> <li>○ Org 1 Code = <b>10</b></li> <li>○ Org 2 Code = <b>09</b></li> <li>○ Fiscal Year = <b>2017</b></li> <li>○ Beginning Fiscal Month = <b>6</b></li> <li>○ Ending Fiscal Month = <b>6</b></li> </ul> </li> <li>➤ Click <b>OK</b></li> </ul>
4	<p>The worksheet will appear with the populated data. Do the following</p> <ul style="list-style-type: none"> <li>➤ Remove the Title Area</li> <li>➤ Remove the Text Area</li> <li>➤ Expand any columns where you cannot see all of the data</li> </ul> <p><b>Note:</b> This particular view of the data provides information for an FMC at individual project levels.</p>

Step	Action
5	The drill   icons allow users to change the level of detail displayed by drilling up or down to display data at higher or lower levels. This functionality applies to page items, which we've already discussed as well as any worksheet column that has the drill icon showing.
5a	Using the drill icon on the <b>Page Items</b> do the following: <ul style="list-style-type: none"> <li>➤ Select Fund Code <b>1043</b></li> <li>➤ Find the Grand Total for the <i>Oblig Amount SUM</i></li> </ul>
6	Drilling on a worksheet column will add or delete records/columns. Due to the hierarchical structure of the Organization Code, you need to be aware of: <ul style="list-style-type: none"> <li>• <b><i>Drilling down must be done in order; skipping a level compromises the integrity of the data.</i></b></li> <li>• <b><i>Drilling up eliminates one or more columns up the specified level</i></b></li> </ul>
6a	Using the drill icon on the <b>Column Heading</b> do the following: <ul style="list-style-type: none"> <li>➤ Click the drill icon for <b>Org3 Code</b></li> <li>➤ Select the next available option, keeping in mind the points from Step 6</li> </ul> <b><i>What happened?</i></b>
6b	Using the drill icon on the <b>Column Heading</b> do the following: <ul style="list-style-type: none"> <li>➤ Click the drill icon for <b>Org3 Code</b></li> <li>➤ Select <b>Org2 Code</b></li> </ul> <b><i>What happened?</i></b>
7	Click to select <b><i>Object Class Summary – Fund &amp; Project</i></b> worksheet

Step	Action
<p>8</p>	<p>The <b>Edit Parameter Values</b> dialog box appears:</p>  <ul style="list-style-type: none"> <li>➤ Enter the following parameters                     <ul style="list-style-type: none"> <li>○ Bureau Code = <b>14</b></li> <li>○ Org 1 Code = <b>10</b></li> <li>○ Org 2 Code = <b>09</b></li> <li>○ Fiscal Year = <b>2017</b></li> <li>○ Beginning Fiscal Month = <b>6</b></li> <li>○ Ending Fiscal Month = <b>6</b></li> </ul> </li> <li>➤ Click <b>OK</b></li> </ul>
<p>9</p>	<p>The worksheet will appear with the populated data. Do the following</p> <ul style="list-style-type: none"> <li>➤ Remove the Title Area</li> <li>➤ Remove the Text Area</li> <li>➤ Expand any columns where you can not see all of the data</li> </ul> <p><i><b>Note:</b> This particular view of the data provides information for an FMC at individual project levels.</i></p>

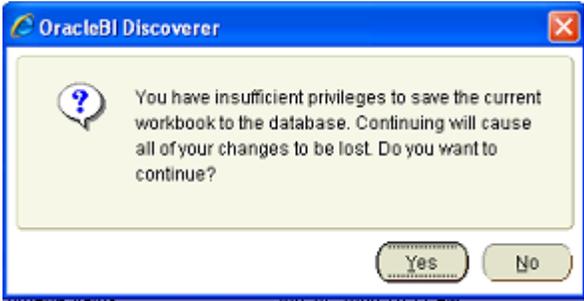
Step	Action
10	Using the drill icon on the <b>Column Heading</b> do the following: ➤ Drill down the organization until you reach level 5 of the organization code
10a	Then drill back up to the 3 <sup>rd</sup> level of the organization code.
11	➤ Click on the drill icon for <b>Fund Code</b>  <b><i>What options became available to drill down to?</i></b>
12	Drill down until you reach the 4 <sup>th</sup> level of the Program Code.
12a	Drill up to Program 2 Code level.  <b><i>What happened?</i></b>
13	Click on another worksheet tab – view the parameters. Click <b>Cancel</b> to not run that worksheet.
	<b><i>Note:</i></b> The user will have to use the refresh icon or the menu item to bring up the parameter value screen regardless whether they had entered values or canceled it.

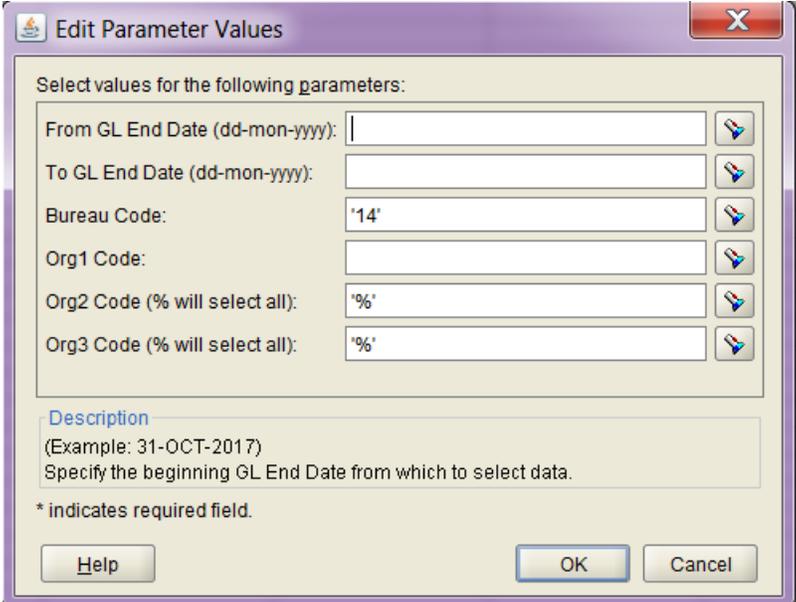
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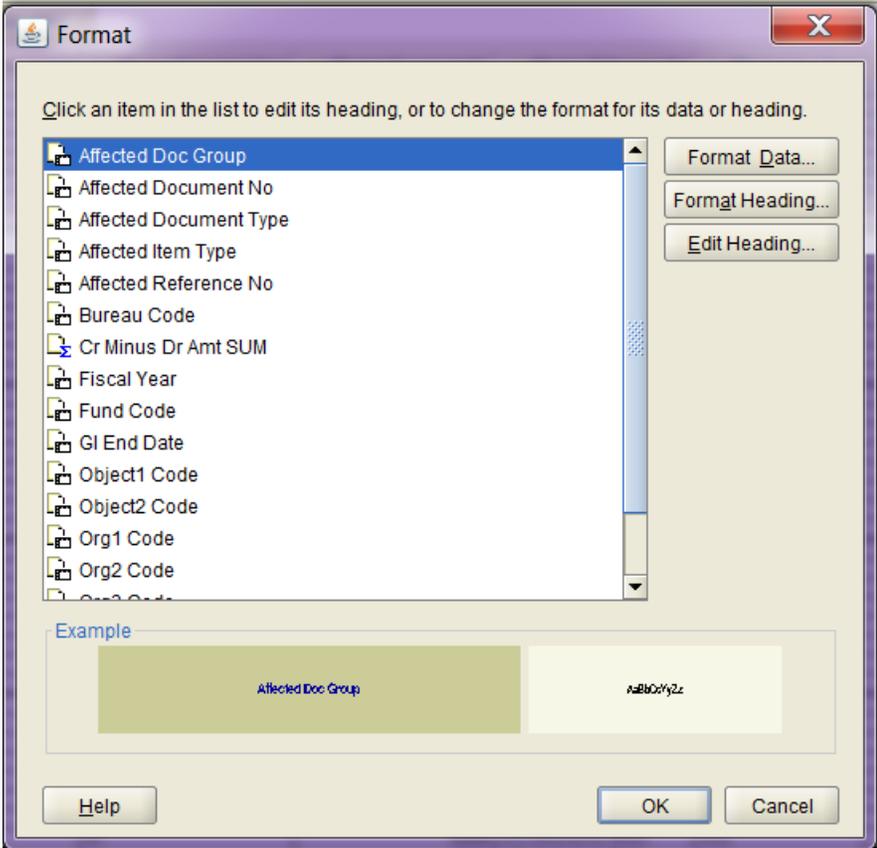
## Exercise #6: NOA118 Detail Report – Formatting & Exporting

- Objectives:
- Understand the different formatting options
  - Understand how to export the data to Excel

Instructions: Execute the following steps:

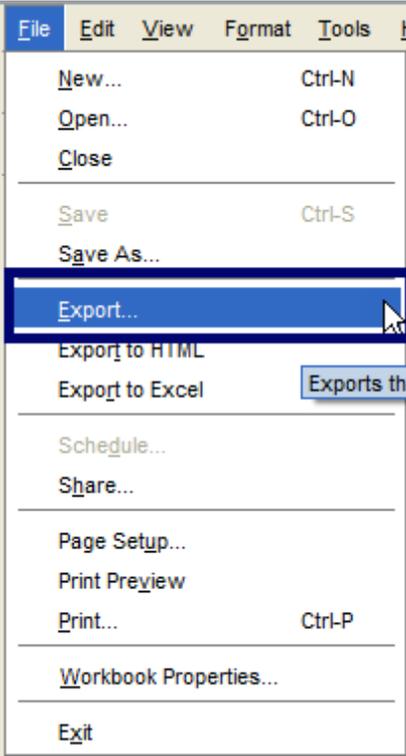
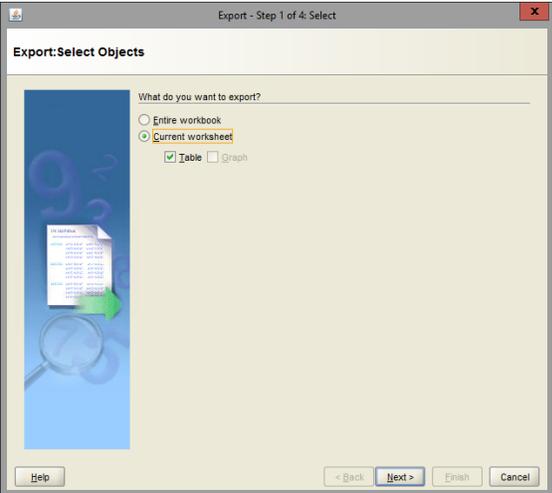
Step	Action
1	<ul style="list-style-type: none"> <li>➤ Click on <b>File/Open</b> in the <i>Menu Bar</i> or <b>Open</b>  icon in the <i>Standard Toolbar</i></li> <li>➤ Expand CAMSADM user</li> <li>➤ Expand <b>NOA118 - Detail</b> workbook</li> <li>➤ Select <b>NOA118 - Detail</b> worksheet</li> </ul>
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>YES</b></li> </ul>

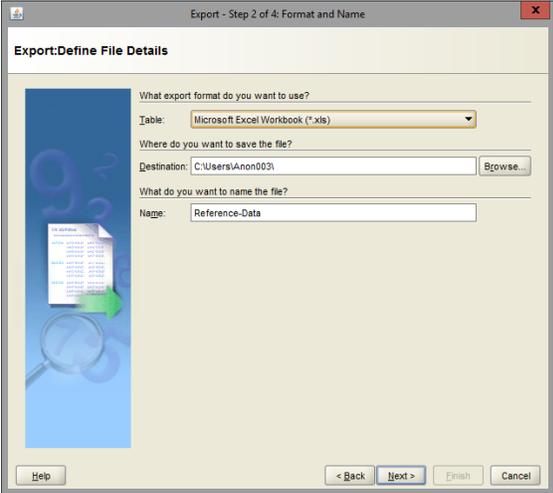
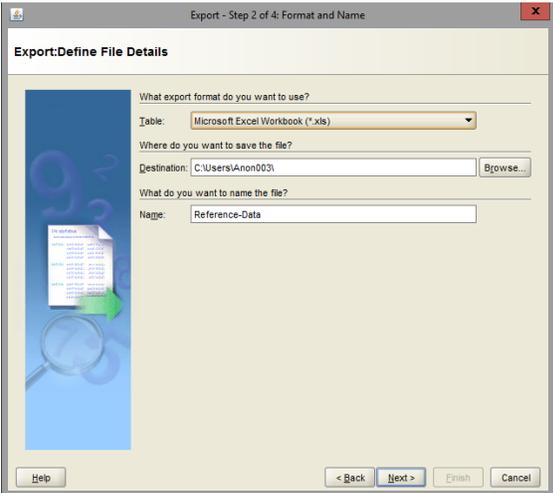
Step	Action
<p>3</p>	<p>The <b>Edit Parameter Values</b> dialog box appears:</p>  <ul style="list-style-type: none"> <li>➤ Enter the following parameters                     <ul style="list-style-type: none"> <li>○ From GL End Date = <b>30-SEP-2017</b></li> <li>○ To GL End Date = <b>30-SEP-2017</b></li> <li>○ Bureau Code = <b>14</b></li> <li>○ Org 1 Code = <b>10</b></li> <li>○ Org 2 Code = <b>09</b></li> </ul> </li> <li>➤ Click <b>OK</b></li> </ul>
<p>4</p>	<p>The worksheet will appear with the populated data. Do the following:</p> <ul style="list-style-type: none"> <li>➤ Click in the upper left cell</li> <li>➤ Scroll to the right and bottom</li> <li>➤ Hold the <b>SHIFT</b> key</li> <li>➤ Click the bottom right cell</li> </ul> <p>All data fields should now be highlighted. Using the <b>Formatting Toolbar</b> change the font from <b>8</b> to <b>10</b>. After a few moments the data in the sheet should be bigger and a little easier to read.</p>

Step	Action
5	Another way to format: Click on <b>Format/Item Format</b> in the <i>Menu Bar</i>
6	The Format dialog box appears: 

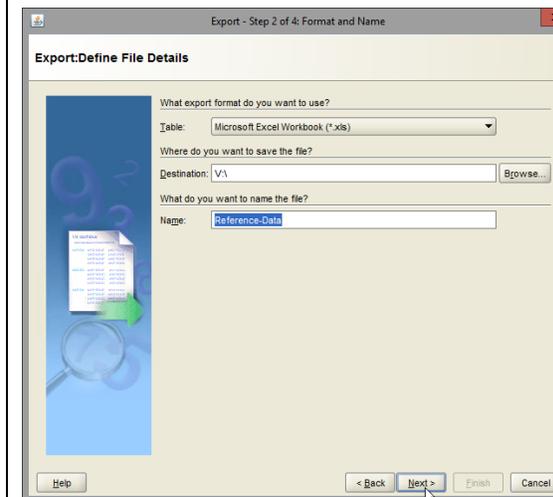
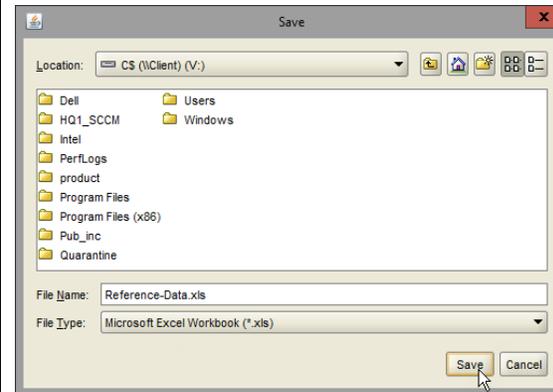
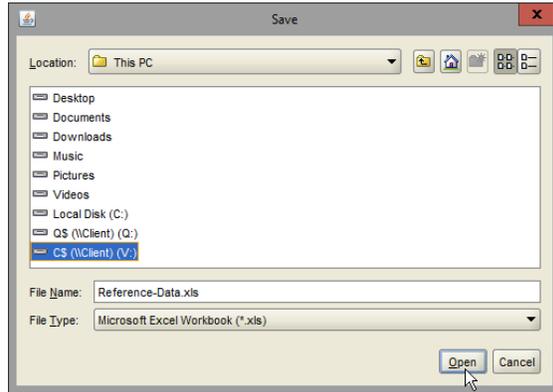
Step	Action
7	<p>To select all items listed – do one of the following:</p> <ul style="list-style-type: none"> <li>▪ Hold down the Shift-key and scroll down to click on the <b>Task Code</b></li> <li>▪ Hold down the Shift-key and click on ↓ key until the <b>Task Code</b> is highlighted</li> <li>▪ Hold down the Shift-key and hit the Page Down key until the <b>Task Code</b> appears</li> </ul> <p><b><u>Format Headings</u></b></p> <ul style="list-style-type: none"> <li>➤ Click on <b>Format Heading</b> button</li> <li>➤ Change the color of the text and background and then click <b>OK</b></li> <li>➤ Wait for the cursor to change from an hourglass to the mouse pointer, then click a heading and look at the Example below to see how the formatting changes the column heading</li> </ul>
8	<p><b><u>Edit Headings</u></b></p> <ul style="list-style-type: none"> <li>➤ Click on <b>Affected Document No.</b></li> <li>➤ Click on <b>Edit Heading</b> button</li> <li>➤ Type in the <i>Heading</i> field <b>Document Nbr.</b></li> <li>➤ Click <b>OK</b></li> <li>➤ Look at the Example below to see how the formatting changes that column heading</li> </ul>
9	<p><b><u>Format Data</u></b></p> <ul style="list-style-type: none"> <li>➤ Click on <b>CR Minus DR Amt SUM</b></li> <li>➤ Click on <b>Format Data</b> button</li> <li>➤ Click on <i>Number</i> tab</li> <li>➤ Use drop-down listing to unselect “\$”</li> <li>➤ Click <b>OK</b></li> <li>➤ Look at the Example below to see how the formatting changes</li> <li>➤ Click <b>OK</b></li> </ul> <p><b><i>How does your data on the screen now look?</i></b></p>

Step	Action
10	<p>To get the data ready for export to Excel, there are a few things we need to do:</p> <ul style="list-style-type: none"> <li>• Move Page Items to Column Headings</li> <li>• Remove all Group Sorts</li> <li>• Remove Title and Text Areas</li> </ul>
11	<p>To move <i>Page Items</i> to <i>Column Headings</i> do the following:</p> <ul style="list-style-type: none"> <li>➤ Click the <i>Page Item</i> and drag it to where you want to place it as a column heading</li> </ul> <p>For example: Click <b>Fiscal Year</b> and drag it to the first column heading</p> <ul style="list-style-type: none"> <li>➤ Move the rest of the <i>Page Items</i> down as column headings</li> </ul> <p><b>Note:</b> <i>There will be a black “line” that will show up to the left of where you are trying to place it in the column heading.</i></p> <p><b>How does the data on screen look? Any differences?</b></p>
12	<p>To Remove Group Sorts do the following:</p> <ul style="list-style-type: none"> <li>➤ Click on <b>Tools/Sort</b> in the <i>Menu Bar</i></li> <li>➤ Starting with the last/bottom “Group Sort”, click the drop-down arrow</li> <li>➤ Select Normal</li> </ul> <p>Do this for all the Group Sorts listed, when finished click <b>OK</b></p> <p><b>Note:</b> <i>If the group sorts were removed from the top down, it would resort incorrectly the data on the worksheet. By removing group sorts from the bottom to the top, keeps the sorts in the correct order.</i></p> <p><b>What happened to the data on the screen?</b></p>
13	<p>Remove the Title and Text Areas</p> <p><b>Note:</b> <i>This step is important in exporting as the title and text area take up a lot of room in one cell in Excel</i></p>
14	<p>To Export your data to Excel do the following:</p>

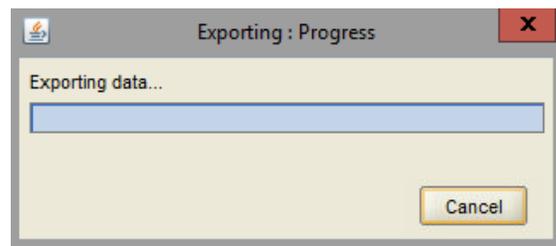
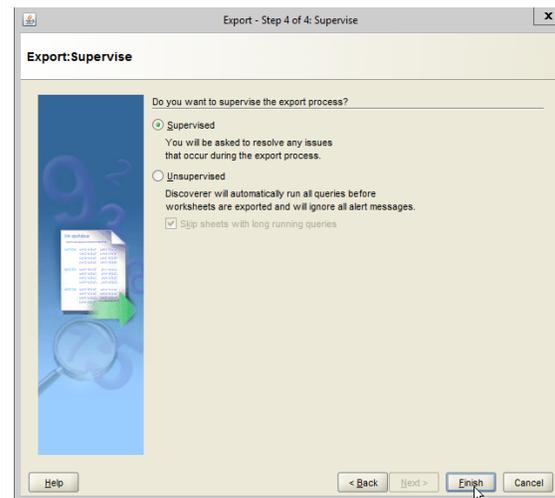
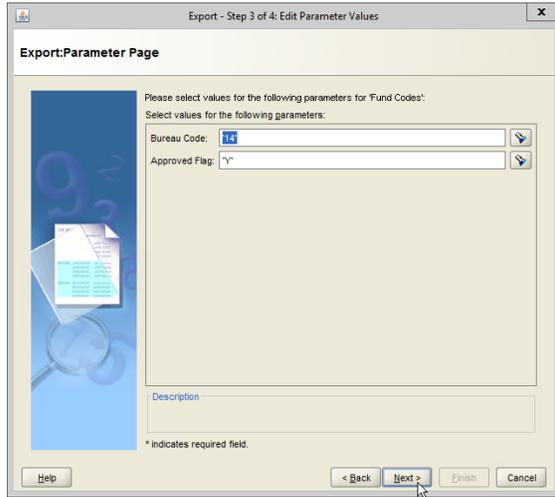
Step	Action
	<ul style="list-style-type: none"> <li>➤ Click on <b>File</b></li> <li>➤ Click on <b>Export</b></li> </ul> 
15	<p>Export – Step 1 screen appears:</p> <p>If only exporting the current worksheet</p> <ul style="list-style-type: none"> <li>➤ Click <b>Next</b></li> </ul> <p>If exporting the whole workbook</p> <ul style="list-style-type: none"> <li>➤ Click <b>Entire Workbook</b></li> <li>➤ Click <b>Next</b></li> </ul> 

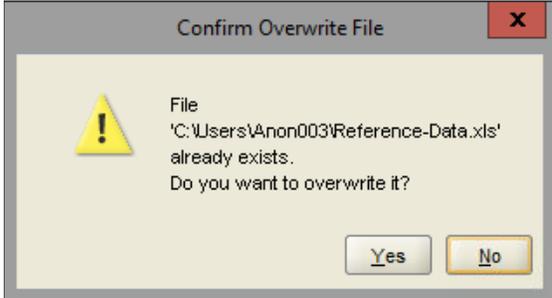
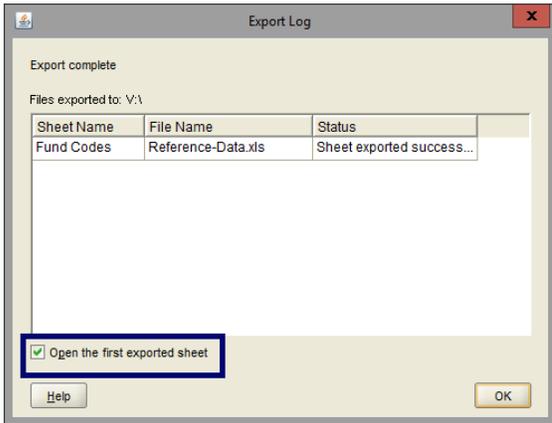
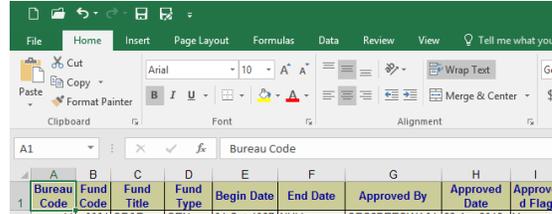
Step	Action	Action
16	<p>Export – Step 2 screen appears:</p> <p>The system defaults to c:\users which actually is to the Citrix servers. You will not be able to access that file on your LAN/Computer drives.</p> <p>➤ Under Destination Click <b>Browse</b></p>	
16a	<p>Export – Step 2 screen appears:</p> <p>The system defaults to c:\users which actually is to the Citrix servers. You will not be able to access that file on your LAN/Computer drives.</p> <p>➤ Under Destination Click <b>Browse</b></p>	
16b	<p>Under Location, click the drop-down arrow.</p> <p>➤ Choose <b>This PC</b></p>	

Step	Action
16c	<p>Additional drives will appear.</p> <ul style="list-style-type: none"> <li>➤ Select the <b>C\$ (\\Client) (V:)</b> drive</li> <li>➤ Click <b>Open</b></li> </ul>
16d	<p>The C\$ (\\Client) (V:) drive will be your computer drive.</p> <ul style="list-style-type: none"> <li>➤ Create a new folder or Select a folder or leave at the main drive</li> <li>➤ Click <b>Save</b></li> </ul>
16e	<p>Export – Step 2 screen appears with the new location</p> <ul style="list-style-type: none"> <li>➤ Update the name if you want or leave it the same</li> <li>➤ Click <b>Next</b></li> </ul>



Step	Action
17	<p>Export – Step 3 screen appears:</p> <ul style="list-style-type: none"> <li>➤ Change your parameters if you want or leave them the same</li> <li>➤ Click <b>Next</b></li> </ul>
18	<p>Export – Step 4 screen appears:</p> <ul style="list-style-type: none"> <li>➤ Click <b>Finish</b></li> </ul>
18a	<p>A pop-up appears</p>

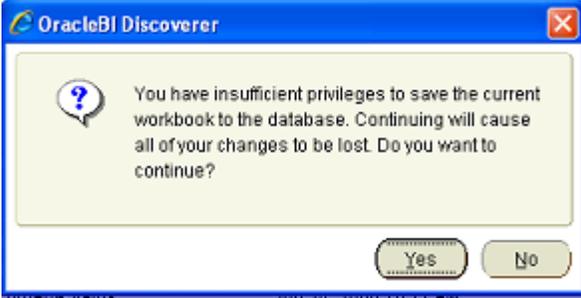


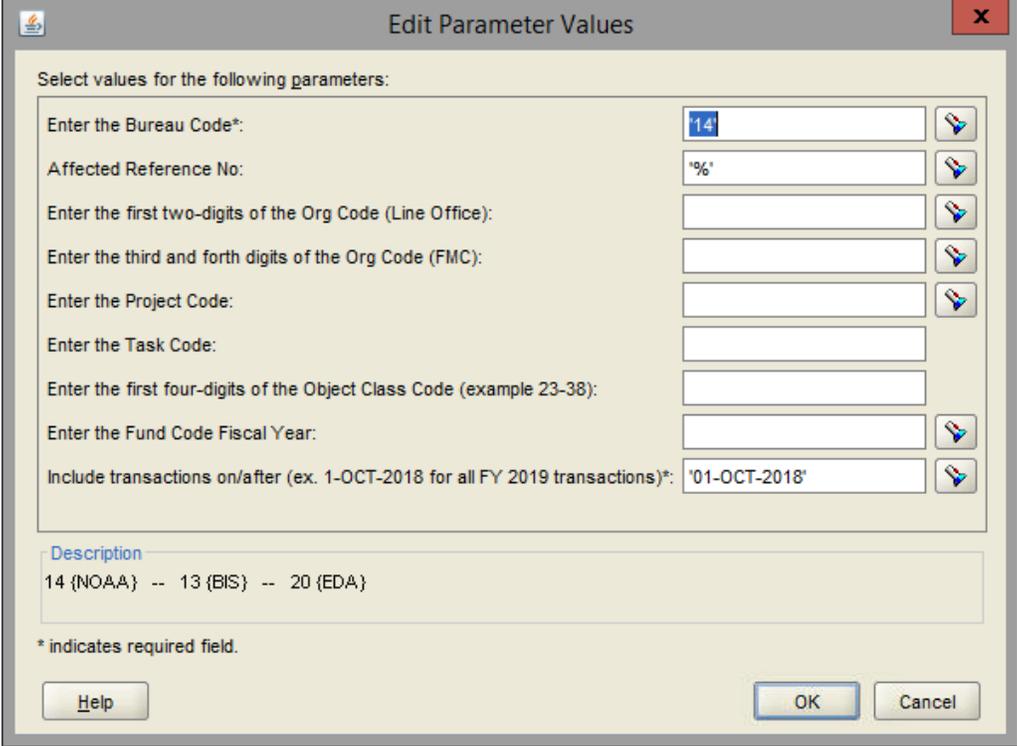
Step	Action							
18b	If saving in the same location and with the same name, you'll receive a pop-up asking if you want to overwrite the previous file.	 <p>A dialog box titled "Confirm Overwrite File" with a yellow warning triangle icon. The text inside reads: "File 'C:\Users\Anon003\Reference-Data.xls' already exists. Do you want to overwrite it?" There are "Yes" and "No" buttons at the bottom right.</p>						
19	<p>When finished exporting a log prompt will appear telling whether it was successful or not</p> <ul style="list-style-type: none"> <li>➤ If you don't want this to open up the file, click the check box to uncheck the option.</li> <li>➤ If you want it to automatically open, click <b>OK</b>.</li> </ul>	 <p>An "Export Log" dialog box showing "Export complete". It lists "Files exported to: V:\". A table shows the export details:</p> <table border="1" data-bbox="899 722 1393 764"> <thead> <tr> <th>Sheet Name</th> <th>File Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Fund Codes</td> <td>Reference-Data.xls</td> <td>Sheet exported success...</td> </tr> </tbody> </table> <p>At the bottom, there is a checked checkbox for "Open the first exported sheet" and an "OK" button.</p>	Sheet Name	File Name	Status	Fund Codes	Reference-Data.xls	Sheet exported success...
Sheet Name	File Name	Status						
Fund Codes	Reference-Data.xls	Sheet exported success...						
20	The file will open into Excel and you can begin working with it.	 <p>A screenshot of Microsoft Excel showing a spreadsheet with columns: Bureau Code, Fund Code, Fund Title, Fund Type, Begin Date, End Date, Approved By, Approved Date, and Approved Flag. The active cell is A1, containing "Bureau Code".</p>						
21	Go back to Discoverer, close out your workbook							
22	To exit Discoverer, click <b>File/Exit</b> in the <i>Menu Bar</i>							

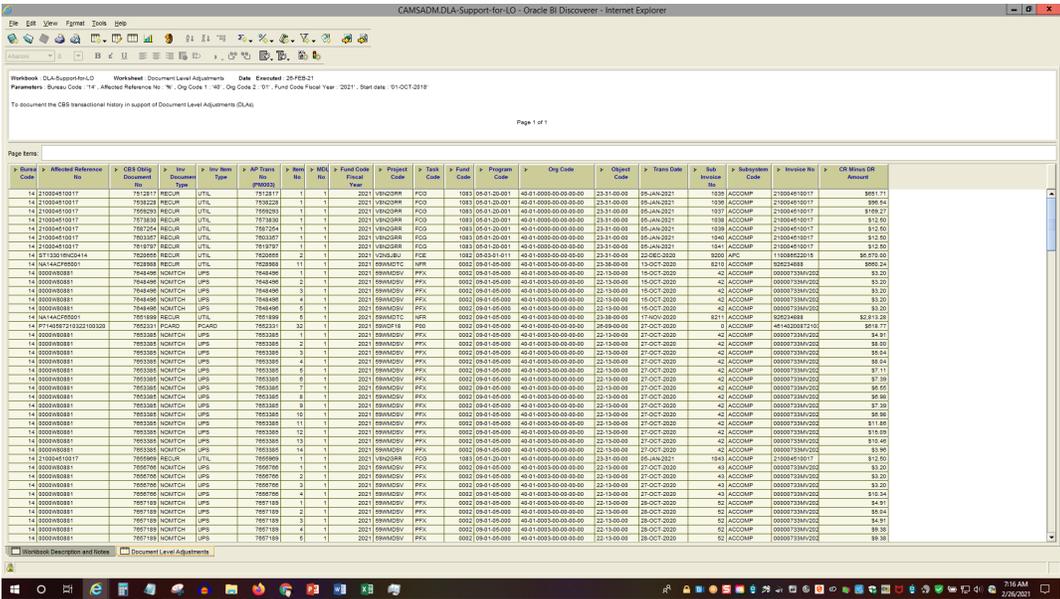
## Exercise #7: DLA-Support-for-LO

- Objectives:
- Understand how to use the query to find the information needed for the Document Level Adjustments

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> <li>➤ Click on <b>File/Open</b> in the <i>Menu Bar</i> or <b>Open</b>  icon in the <i>Standard Toolbar</i></li> <li>➤ Expand CAMSADM user</li> <li>➤ Expand <b>DLA-Support-for-LO</b> workbook</li> <li>➤ Select <b>Document Level Adjustments</b> worksheet</li> </ul>
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>YES</b></li> </ul>

Step	Action
<p>3</p>	<p>The <b>Edit Parameter Values</b> dialog box appears:</p>  <ul style="list-style-type: none"> <li>➤ Enter the following parameters             <ul style="list-style-type: none"> <li>○ Bureau Code = <b>14</b></li> <li>○ LO = <b>40</b></li> <li>○ FMC = <b>01</b></li> <li>○ Fund Code Fiscal Year = <b>2021</b></li> </ul> </li> <li>➤ Click <b>OK</b></li> </ul>
<p>3a</p>	<p>Click <b>YES</b> to any prompts that come up.</p>

Step	Action
4	<p>The worksheet will appear with the populated data.</p> 
4a	<p>This report can be used to look up specific documents that need an adjustment as it will contain the AP transaction number that is needed in doing a DLA.</p>

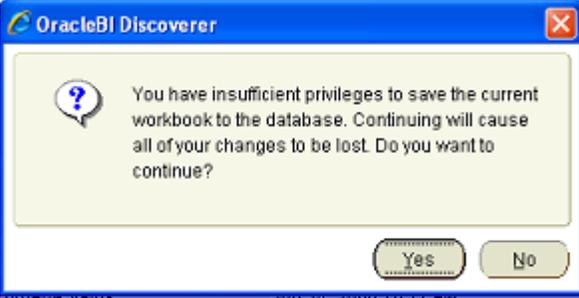
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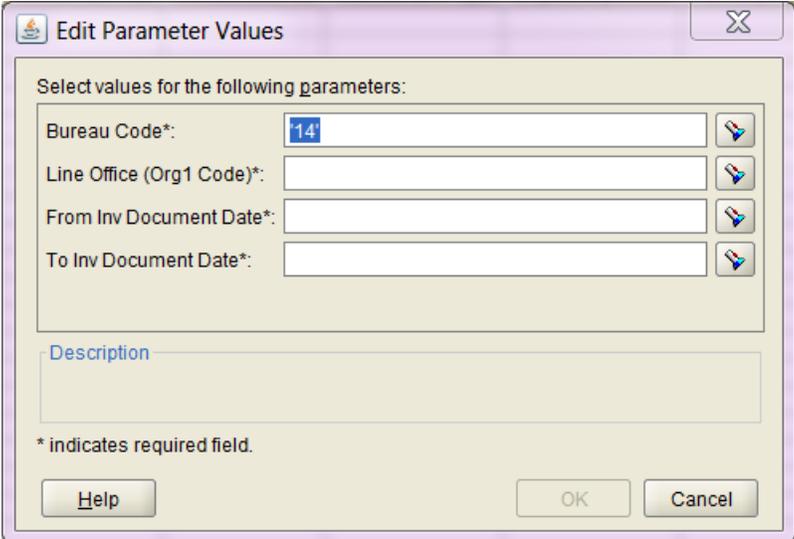
## Exercise #8: Travel Record Retention Report

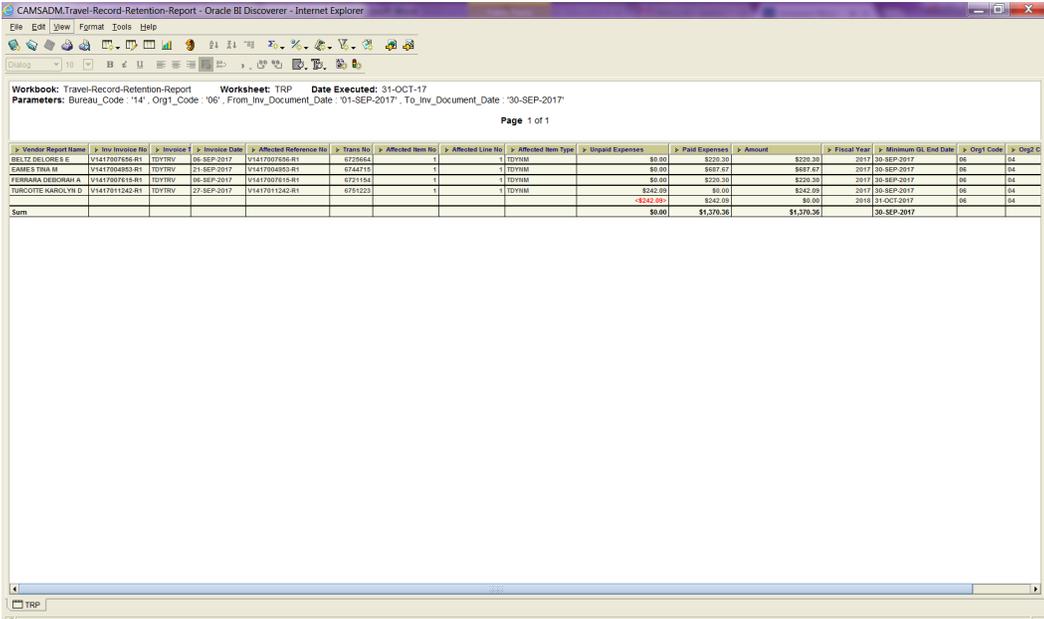
Objectives: • Understand how to run this query

Instructions: Execute the following steps:

This workbook is used for those individuals that are responsible for record retention of travel documents.

Step	Action
1	<ul style="list-style-type: none"> <li>➤ Click on <b>File/Open</b> in the <i>Menu Bar</i> or <b>Open</b>  icon in the <i>Standard Toolbar</i></li> <li>➤ Expand CAMSADM user</li> <li>➤ Expand <b>Travel-Record-Retention-Report</b> workbook</li> <li>➤ Select <b>TRP</b> worksheet</li> </ul>
2	<p>You will receive the following message:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>YES</b></li> </ul>

Step	Action
3	<p>The <b>Edit Parameter Values</b> dialog box appears:</p>  <ul style="list-style-type: none"><li>➤ Enter the following parameters<ul style="list-style-type: none"><li>○ Bureau Code = <b>14</b></li><li>○ Line Office = <b>06</b></li><li>○ From Inv Document Date = <b>01-SEP-2017</b></li><li>○ To Inv Document Date = <b>30-SEP-2017</b></li></ul></li><li>➤ Click <b>OK</b></li></ul>
3a	Click <b>YES</b> to any prompts that come up.

Step	Action																																																																																																																
4	<p>The worksheet will appear with the populated data.</p>  <p>Worksheet: TRP Date Executed: 31-OCT-17  Parameters: Bureau_Code : '14' , Org_Code : '06' , From_Inv_Document_Date : '01-SEP-2017' , To_Inv_Document_Date : '30-SEP-2017'</p> <p>Page 1 of 1</p> <table border="1"> <thead> <tr> <th>Vendor Report Name</th> <th>Inv Invoice No</th> <th>Invoice</th> <th>Invoice Date</th> <th>Affected Reference No</th> <th>Trans No</th> <th>Affected Item No</th> <th>Affected Line No</th> <th>Affected Item Type</th> <th>Unpaid Expenses</th> <th>Paid Expenses</th> <th>Amount</th> <th>Fiscal Year</th> <th>Minimum GL End Date</th> <th>Org Code</th> <th>Org E</th> </tr> </thead> <tbody> <tr> <td>BELTZ DELORES E</td> <td>V1417007646-R1</td> <td>IDYTRV</td> <td>05-SEP-2017</td> <td>V1417007656-R1</td> <td>6725664</td> <td></td> <td>1</td> <td>IDYTRV</td> <td>\$0.00</td> <td>\$220.30</td> <td>\$220.30</td> <td>2017</td> <td>30-SEP-2017</td> <td>06</td> <td>04</td> </tr> <tr> <td>EAMES TRINA M</td> <td>V1417004885-R1</td> <td>IDYTRV</td> <td>21-SEP-2017</td> <td>V1417004893-R1</td> <td>6744115</td> <td></td> <td>1</td> <td>IDYTRV</td> <td>\$0.00</td> <td>\$697.07</td> <td>\$697.07</td> <td>2017</td> <td>30-SEP-2017</td> <td>06</td> <td>04</td> </tr> <tr> <td>FERREIRA DEBORA A</td> <td>V1417007635-R1</td> <td>IDYTRV</td> <td>06-SEP-2017</td> <td>V1417007619-R1</td> <td>6725156</td> <td></td> <td>1</td> <td>IDYTRV</td> <td>\$0.00</td> <td>\$220.30</td> <td>\$220.30</td> <td>2017</td> <td>30-SEP-2017</td> <td>06</td> <td>04</td> </tr> <tr> <td>TURCOTTE KAROLYN D</td> <td>V1417011242-R1</td> <td>IDYTRV</td> <td>27-SEP-2017</td> <td>V1417011242-R1</td> <td>6751223</td> <td></td> <td>1</td> <td>IDYTRV</td> <td>\$242.88</td> <td>\$0.00</td> <td>\$242.88</td> <td>2017</td> <td>30-SEP-2017</td> <td>06</td> <td>04</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-\$242.88</td> <td>\$242.88</td> <td>\$0.00</td> <td>2018</td> <td>31-OCT-2017</td> <td>06</td> <td>04</td> </tr> <tr> <td>Sum</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0.00</td> <td>\$1,276.36</td> <td>\$1,276.36</td> <td></td> <td>30-SEP-2017</td> <td></td> <td></td> </tr> </tbody> </table>	Vendor Report Name	Inv Invoice No	Invoice	Invoice Date	Affected Reference No	Trans No	Affected Item No	Affected Line No	Affected Item Type	Unpaid Expenses	Paid Expenses	Amount	Fiscal Year	Minimum GL End Date	Org Code	Org E	BELTZ DELORES E	V1417007646-R1	IDYTRV	05-SEP-2017	V1417007656-R1	6725664		1	IDYTRV	\$0.00	\$220.30	\$220.30	2017	30-SEP-2017	06	04	EAMES TRINA M	V1417004885-R1	IDYTRV	21-SEP-2017	V1417004893-R1	6744115		1	IDYTRV	\$0.00	\$697.07	\$697.07	2017	30-SEP-2017	06	04	FERREIRA DEBORA A	V1417007635-R1	IDYTRV	06-SEP-2017	V1417007619-R1	6725156		1	IDYTRV	\$0.00	\$220.30	\$220.30	2017	30-SEP-2017	06	04	TURCOTTE KAROLYN D	V1417011242-R1	IDYTRV	27-SEP-2017	V1417011242-R1	6751223		1	IDYTRV	\$242.88	\$0.00	\$242.88	2017	30-SEP-2017	06	04										-\$242.88	\$242.88	\$0.00	2018	31-OCT-2017	06	04	Sum									\$0.00	\$1,276.36	\$1,276.36		30-SEP-2017		
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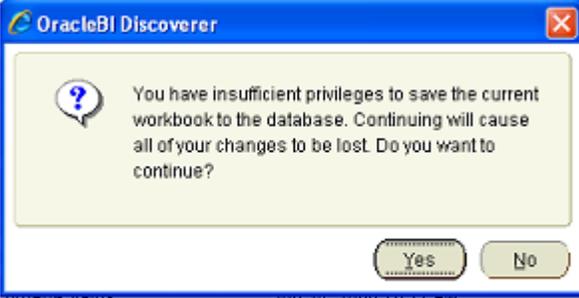
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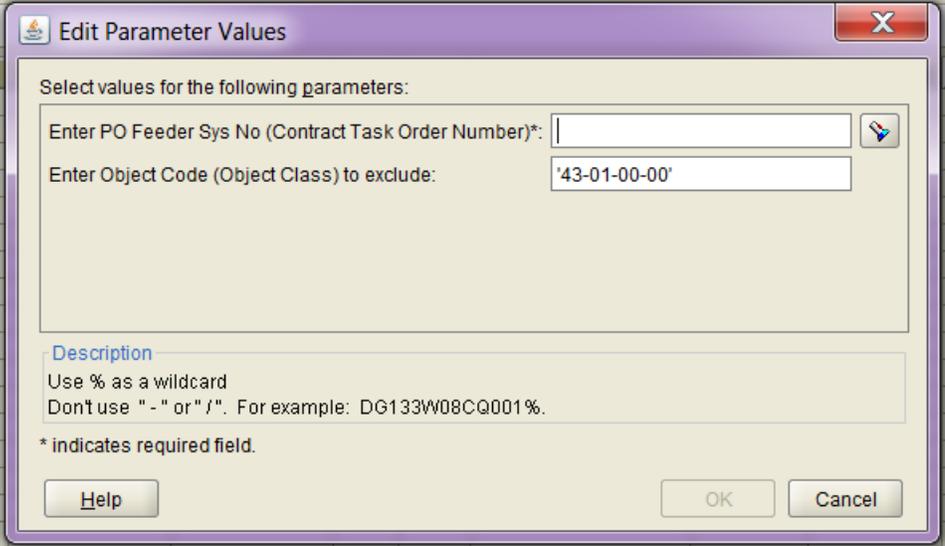
### Exercise #9: FMC Obligation Queries

**Objectives:**      • Understand how to run this query

**Instructions:**    Execute the following steps:

This is a workbook created for LO/FMC users to be able to look at obligations and where they stand financially. This workbook allows them to query by a document number to view any undelivered order, unpaid and paid balances.

Step	Action
1	<ul style="list-style-type: none"> <li>➤ Click on <b>File/Open</b> in the <i>Menu Bar</i> or <b>Open</b>  icon in the <i>Standard Toolbar</i></li> <li>➤ Expand CAMSADM user</li> <li>➤ Expand <b>FMC-Obligation-Queries</b> workbook</li> <li>➤ Select <b>UDO Balance by PO Feeder Sys No</b> worksheet</li> </ul>
2	<p>You will receive the following message:</p> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>➤ Click <b>YES</b></li> </ul>

Step	Action
3	<p>The <b>Edit Parameter Values</b> dialog box appears:</p>  <ul style="list-style-type: none"><li>➤ Enter the following parameters<ul style="list-style-type: none"><li>○ PO Feeder Sys No = <b>ENTER NO without dashes and % on the end (i.e. /M000NWWE00001104610%)</b></li></ul></li><li>➤ Click <b>OK</b></li></ul>
3a	Click <b>YES</b> to any prompts that come up.

Step	Action
4	The worksheet will appear with the populated data.

The screenshot displays a Discoverer worksheet titled 'CAMSDM\FMC-Obligation-Queries - Oracle BI Discoverer - Internet Explorer'. The worksheet shows a table with the following columns: PO Feeder Sys No, Affected Document No, Affected Release Number, Affected Item No, Affected Line No, CLM, FMSL, Fund Code Fiscal Year, Fund Code, Project Code, Task Code, Program Code, Obj Code, Undelivered Order (UDC) Balance, Unpaid Expense Balance, and Paid Expenses. The data is organized into sections for various PO Feeder Sys Nos, including 1001A, 1002A, 1003A, 1005A, 1006A, 1007A, and 1008A. Each section includes a 'PO Feeder Sys No (Task Order) Total' row. The bottom of the screenshot shows a legend with checkboxes for 'Workbook Description and Notes', 'UDC Balance by PO Document Number', 'UDC Balance by PO Feeder Sys No', 'UDC Balance by PO Reference No', 'Detailed History by PO Doc Number', and 'Detailed History by PO Doc Number (Project Grouping)'. The 'UDC Balance by PO Document Number' checkbox is checked.

ALT: MOA2006036 S0037990, /M11/NWWG01201102520, DG133A04CN0190, EA133C14BA0002