

# Introducing the *New* NOAA CWIP Reconciliation Template



# New CWIP Reconciliation Template

## Why the change?

- To automate constant data (Activity #, Activity Title, Project/Task Codes, etc.).
- To remove unnecessary information.
- To save time.
- To help reduce data entry errors.



# New CWIP Reconciliation Template

## What changed?

- Removed:
  - Header section at the top
  - CWIP/IUSD Column
  - Fund Code Column
  - Identifying Source/Cause of Difference Columns



# Old CWIP Reconciliation Template

**If you have questions related to this reconciliation, contact your Line/Staff Office CWIP Manager and/or FO-FSB at CWIP.Notification@noaa.gov.**

**CWIP Reconciliation**  
Comparing CWIP Activity Manager's CWIP Records to CBS CWIP Report (CA50)  
For Period Ending: Month Day, Year

CWIP Activity No. [CWIP Activity Line/Staff Office] Estimated Cost \_\_\_\_\_  
 CWIP Activity Title \_\_\_\_\_ Estimated Placed in Service Date \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_ CWIP Activity Inception Date \_\_\_\_\_

I certify that this CWIP reconciliation is complete and that the costs below are complete and accurate.

CFO/CAO (Deputy CAO) Signature & Date \_\_\_\_\_ Date \_\_\_\_\_  
 Chief Signature & Date \_\_\_\_\_ Date \_\_\_\_\_

CWIP Activity Manager \_\_\_\_\_ Date \_\_\_\_\_  
 AND  
 Prepared By (if different than CWIP Activity) \_\_\_\_\_ Date \_\_\_\_\_

A	B	C	D	E	F	G	H	I	J	K	L	M	N	
						(E - F)	(G - D)				(I + J + K)	(H + L)		
CWIP/CWIPC or USDI/USDC	Fund Code	Project & Task Codes	Uncapitalized Costs per the CWIP Activity Manager's Files/Records	CA500D Information			Differences	Identify Source/Cause of Difference as:				Check Difference	Explanation of Adjustment(s) (Expand column as needed or use wrap text function)	
				Costs (Excludes Undelivered Orders)	Capitalized Costs (From NF 37-6(s))	Uncapitalized Costs (CWIP Costs)		Costs Reported on the CA500D	Capitalized Costs Reported on the CA500D	CWIP Activity Manager's Files/Records	Total	Amounts in this column should		
CWIP	0036	Project Code # 1	8,900,000.00		(8,900,000.00)	8,900,000.00	0.00		0.00	0.00	0.00	0.00	0.00	Amount represents transfer in of ship from Navy.
		Task Code				0.00	0.00				0.00	0.00	0.00	
		Task Code	25,100,000.00	25,000,000.00		25,000,000.00	(100,000.00)	100,000.00			100,000.00	0.00	0.00	SLT was miscoded to wrong project code; should have been this project code issue communicated to FO
		Project Code Total	34,000,000.00	25,000,000.00	(8,900,000.00)	33,900,000.00	(100,000.00)	100,000.00	0.00	0.00	100,000.00	0.00	0.00	
CWIP	0038	Project Code # 2	34,000.00	34,000.00	34,000.00	0.00	(34,000.00)	0.00	34,000.00	0.00	34,000.00	0.00	0.00	Amount represents cancelled fund transferred to X year fund.
		Task Code				0.00	0.00				0.00	0.00	0.00	
		Task Code				0.00	0.00				0.00	0.00	0.00	
		Project Code Total	34,000.00	34,000.00	34,000.00	0.00	(34,000.00)	0.00	34,000.00	0.00	34,000.00	0.00	0.00	
CWIP	1002	Project Code # 3	6,000.00	0.00	0.00	0.00	(6,000.00)	0.00	0.00	6,000.00	6,000.00	0.00	0.00	Timing difference - invoice received and approved but not yet processed in CBS
		Task Code				0.00	0.00				0.00	0.00	0.00	
		Task Code				0.00	0.00				0.00	0.00	0.00	
		Project Code Total	6,000.00	0.00	0.00	0.00	(6,000.00)	0.00	0.00	6,000.00	6,000.00	0.00	0.00	

REMOVED



# New CWIP Reconciliation Template

## CWIP Reconciliation as of January 31, 2017

I certify that this CWIP reconciliation is complete and that the costs below are complete and accurate.

Preparer's Signature & Date

CFQC/CAO(Deputy CAO) or M&B Chief Signature & Date

Activity #	Activity Title	Estimated Cost	Next "Big" Date	Activity Mgr	Project Manager	Project Code	Task Code	Cost Per CA500D	Capitalized Per CA500D	CWIP Per CA500D	CWIP Per Activity Manager Files	Difference	Explanations
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	L2PFATJ	P00	\$26,267.43	\$0.00	\$26,267.43	\$0.00	\$26,267.43	Please explain difference
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	L2PFATJ	PPM	\$1,211,332.54	\$0.00	\$1,211,332.54	\$0.00	\$1,211,332.54	Please explain difference
						<b>L2PFATJ Total</b>		<b>\$1,237,599.97</b>	<b>\$0.00</b>	<b>\$1,237,599.97</b>	<b>\$0.00</b>	<b>\$1,237,599.97</b>	
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	M2PFATJ	P00	\$190.00	\$0.00	\$190.00	\$0.00	\$190.00	Please explain difference
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	M2PFATJ	PPM	\$2,215,893.81	\$0.00	\$2,215,893.81	\$0.00	\$2,215,893.81	Please explain difference
						<b>M2PFATJ Total</b>		<b>\$2,216,083.81</b>	<b>\$0.00</b>	<b>\$2,216,083.81</b>	<b>\$0.00</b>	<b>\$2,216,083.81</b>	
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	N2PFATJ	PPM	\$900,995.87	\$0.00	\$900,995.87	\$0.00	\$900,995.87	Please explain difference
						<b>N2PFATJ Total</b>		<b>\$900,995.87</b>	<b>\$0.00</b>	<b>\$900,995.87</b>	<b>\$0.00</b>	<b>\$900,995.87</b>	
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	N4P2NTJ	P00	\$30,327.09	\$0.00	\$30,327.09	\$0.00	\$30,327.09	Please explain difference
						<b>N4P2NTJ Total</b>		<b>\$30,327.09</b>	<b>\$0.00</b>	<b>\$30,327.09</b>	<b>\$0.00</b>	<b>\$30,327.09</b>	
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	P2PFATJ	PPM	\$5,311,475.58	\$0.00	\$5,311,475.58	\$0.00	\$5,311,475.58	Please explain difference
						<b>P2PFATJ Total</b>		<b>\$5,311,475.58</b>	<b>\$0.00</b>	<b>\$5,311,475.58</b>	<b>\$0.00</b>	<b>\$5,311,475.58</b>	
						<b>Grand Total</b>		<b>\$9,696,482.32</b>	<b>\$0.00</b>	<b>\$9,696,482.32</b>	<b>\$0.00</b>	<b>\$9,696,482.32</b>	

### Project Codes Not Included Above

Project Code	Task Code	Cost Per CA500D	Capitalized Per CA500D	CWIP Per CA500D	CWIP Per Activity Manager Files	Difference	Explanations



# New CWIP Reconciliation Template

## What else changed?

- Populated by CWIP database except for:
  - CWIP per Activity Manager Files (highlighted blue)
  - Explanations (highlighted yellow)
  - Project codes Not Included Above
- Amounts are from the purged CA500D as of the month end/quarter cut off



# New CWIP Reconciliation Template

CWIP Reconciliation as of January 31, 2017													
<input type="checkbox"/> I certify that this CWIP reconciliation is complete and that the costs below are complete and accurate.													
Preparer's Signature & Date							CFQCAD(Deputy CAD) or M&B Chief Signature & Date						
Activity #	Activity Title	Estimated Cost	Next "Big" Date	Activity Mgr	Project Manager	Project Code	Task Code	Cost Per CA500D	Capitalized Per CA500D	CWIP Per CA500D	CWIP Per Activity Manager Files	Difference	Explanations
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	L2PFATJ	P00	\$26,267.43	\$0.00	\$26,267.43	\$0.00	\$26,267.43	Please explain difference
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	L2PFATJ	PPM	\$1,211,332.54	\$0.00	\$1,211,332.54	\$0.00	\$1,211,332.54	Please explain difference
<b>L2PFATJ Total</b>								<b>\$1,237,599.97</b>	<b>\$0.00</b>	<b>\$1,237,599.97</b>	<b>\$0.00</b>	<b>\$1,237,599.97</b>	
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	M2PFATJ	P00	\$190.00	\$0.00	\$190.00	\$0.00	\$190.00	Please explain difference
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	M2PFATJ	PPM	\$2,215,893.81	\$0.00	\$2,215,893.81	\$0.00	\$2,215,893.81	Please explain difference
<b>M2PFATJ Total</b>								<b>\$2,216,083.81</b>	<b>\$0.00</b>	<b>\$2,216,083.81</b>	<b>\$0.00</b>	<b>\$2,216,083.81</b>	
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	N2PFATJ	PPM	\$900,995.87	\$0.00	\$900,995.87	\$0.00	\$900,995.87	Please explain difference
<b>N2PFATJ Total</b>								<b>\$900,995.87</b>	<b>\$0.00</b>	<b>\$900,995.87</b>	<b>\$0.00</b>	<b>\$900,995.87</b>	
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	N4P2NTJ	P00	\$30,327.09	\$0.00	\$30,327.09	\$0.00	\$30,327.09	Please explain difference
<b>N4P2NTJ Total</b>								<b>\$30,327.09</b>	<b>\$0.00</b>	<b>\$30,327.09</b>	<b>\$0.00</b>	<b>\$30,327.09</b>	
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	P2PFATJ	PPM	\$5,311,475.58	\$0.00	\$5,311,475.58	\$0.00	\$5,311,475.58	Please explain difference
<b>P2PFATJ Total</b>								<b>\$5,311,475.58</b>	<b>\$0.00</b>	<b>\$5,311,475.58</b>	<b>\$0.00</b>	<b>\$5,311,475.58</b>	
<b>Grand Total</b>								<b>\$9,696,482.32</b>	<b>\$0.00</b>	<b>\$9,696,482.32</b>	<b>\$0.00</b>	<b>\$9,696,482.32</b>	
Project Codes Not Included Above													
Project Code	Task Code	Cost Per CA500D	Capitalized Per CA500D	CWIP Per CA500D	CWIP Per Activity Manager Files	Difference	Explanations						

Populated by CWIP Database using purged CA500D

Automatically Calculated Difference Field



# New CWIP Reconciliation Template

## Other Changes

- Template to be provided by Finance by COB on 2<sup>nd</sup> business day of each month/quarter cut off.
- One spreadsheet per Line Office/Corporate Service with each activity on a separate tab.
  - Sheet1 is a summary of all activities.

29	010024	FSV6 - Reuben Lasker	\$85,000,000.00	30-Apr-14	Joseph Hubbard	Joe Hubbard	P4PF6V6	P						
Sheet1	<b>010024</b>	010172	010184	010186	010196	010197	010199	010212	010213	010214	010217		◀	





# New CWIP Reconciliation Template

## The Process

- The preparer fills in the following:
  - CWIP per Activity Manager Files (highlighted blue)
  - Explain, in detail, any differences (cell in Explanations column will be highlighted yellow when a difference exists)
  - Add project codes to the bottom of the spreadsheet that are not included in the pre-populated section. Include an explanation.



# New CWIP Reconciliation Template

Preparer to fill in cells highlighted blue (old column D)

Provide explanation for cells highlighted yellow

**CWIP Reconciliation as of January 31, 2017**

I certify that this CWIP reconciliation is complete and that the costs below are complete and accurate.

Preparer's Signature & Date \_\_\_\_\_ CFO/CAD(Deputy CAD) or M&B Chief Signature & Date \_\_\_\_\_

Activity #	Activity Title	Estimated Cost	Next "Big" Date	Activity Mgr	Project Manager	Project Code	Task Code	Cost Per CA500D	Capitalized Per CA500D	CWIP Per CA500D	CWIP Per Activity Manager Files	Difference	Explanations
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	L2PFATJ	P00	\$26,267.43	\$0.00	\$26,267.43	\$0.00	\$26,267.43	Please explain difference
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	L2PFATJ	PPM	\$1,211,332.54	\$0.00	\$1,211,332.54	\$0.00	\$1,211,332.54	Please explain difference
<b>L2PFATJ Total</b>								<b>\$1,237,599.97</b>	<b>\$0.00</b>	<b>\$1,237,599.97</b>	<b>\$0.00</b>	<b>\$1,237,599.97</b>	
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	M2PFATJ	P00	\$190.00	\$0.00	\$190.00	\$0.00	\$190.00	Please explain difference
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	M2PFATJ	PPM	\$2,215,893.81	\$0.00	\$2,215,893.81	\$0.00	\$2,215,893.81	Please explain difference
<b>M2PFATJ Total</b>								<b>\$2,216,083.81</b>	<b>\$0.00</b>	<b>\$2,216,083.81</b>	<b>\$0.00</b>	<b>\$2,216,083.81</b>	
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	N2PFATJ	PPM	\$900,995.87	\$0.00	\$900,995.87	\$0.00	\$900,995.87	Please explain difference
<b>N2PFATJ Total</b>								<b>\$900,995.87</b>	<b>\$0.00</b>	<b>\$900,995.87</b>	<b>\$0.00</b>	<b>\$900,995.87</b>	
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	N4P2NTJ	P00	\$30,327.09	\$0.00	\$30,327.09	\$0.00	\$30,327.09	Please explain difference
<b>N4P2NTJ Total</b>								<b>\$30,327.09</b>	<b>\$0.00</b>	<b>\$30,327.09</b>	<b>\$0.00</b>	<b>\$30,327.09</b>	
010184	NOAA SHIP Thomas Jefferson - Capital Improvement	\$10,300,000.00	20-Jul-20	Janice Rush	Neil S. Lamartin	P2PFATJ	PPM	\$5,311,475.58	\$0.00	\$5,311,475.58	\$0.00	\$5,311,475.58	Please explain difference
<b>P2PFATJ Total</b>								<b>\$5,311,475.58</b>	<b>\$0.00</b>	<b>\$5,311,475.58</b>	<b>\$0.00</b>	<b>\$5,311,475.58</b>	
<b>Grand Total</b>								<b>\$9,696,482.32</b>	<b>\$0.00</b>	<b>\$9,696,482.32</b>	<b>\$0.00</b>	<b>\$9,696,482.32</b>	

  

Project Codes Not Included Above							
Project Code	Task Code	Cost Per CA500D	Capitalized Per CA500D	CWIP Per CA500D	CWIP Per Activity Manager Files	Difference	Explanations

Provide additional project codes not included in above reconciliation



# New CWIP Reconciliation Template

## The Process (continued)

- Click the checkbox certifying the reconciliation is complete.
- Preparer signs reconciliation.
- CFO/CAO (Deputy CAO) or M&B Chief reviews & signs reconciliation.
- Send completed reconciliation to Finance via [cwip.notification@noaa.gov](mailto:cwip.notification@noaa.gov).



# New CWIP Reconciliation Template

## Proposed Implementation Dates

- Volunteer to test/pilot for February?
- Optional for March
- Required for April



# New CWIP Reconciliation Template

## Feedback

- How would you like this new template provided to you – key contacts or entire CWIP community?
- Questions?
- Comments?

