

NOAA CAMS

Discoverer FMC Business Area Standard Workbook Descriptions

June 23, 2004

CAMS Discoverer FMC / LO Business Area Workbooks

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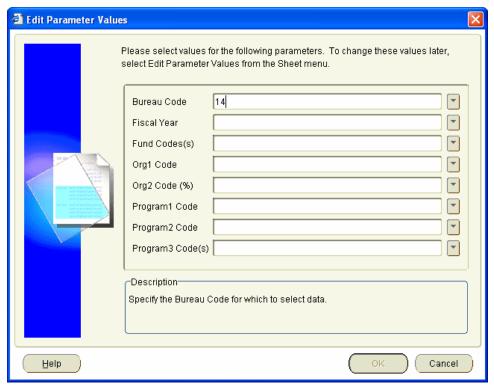
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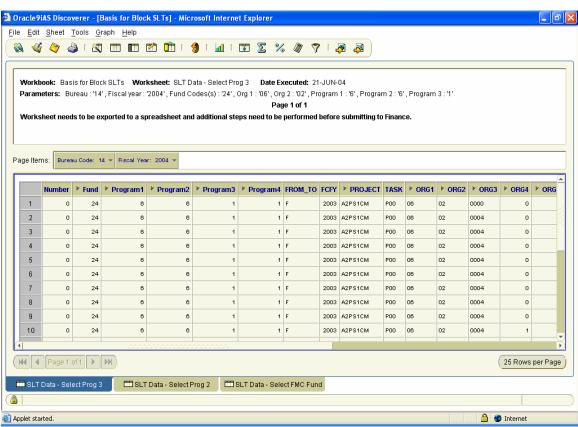
1 Basis for Block SLT's

This workbook contains three worksheets that allow users to query data in a format that provides the From side data for creating block Summary Level Transfers in the approved spreadsheet format for Finance. This Discoverer query requires substantial manipulation in an exported spreadsheet before submission (see instructions in Section 1.4.1, Specific Instructions for Processing Within Excel).

| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|-----------------------------|--|------------------------|---------------------------------|
| SLT Data – Select | Reflects obligation amount and labor | ✓ FMC | ✓ Bureau Code |
| Prog 3 | hours based on the selection criteria | ✓ Line Office | ✓ Fiscal Year |
| | entered. | | ✓ Fund Code ✓ Org1 Code |
| | Data is displayed by page items Bureau | | ✓ Org2 Code (%) |
| | Code and Fiscal Year. | | ✓ Program1 Code |
| | | | ✓ Program2 Code |
| | Detail elements include Number (always | | ✓ Program3 Code |
| | 0), Fund, Program1 through 4, FROM_TO (always "F" for "From"), | | |
| | FCFY, Project, Task, Org1 through 7, | | |
| | Object Code 1 through 4, Oblig Amount, | | |
| | Oblig Labor Hours, Unit Quant, Unit | | |
| GETT D. 4. G. I. 4 | Code, and Reference Number. | / FMC | (D C 1 |
| SLT Data – Select Prog 2 | Reflects obligation amount and labor hours based on the selection criteria | ✓ FMC ✓ Line Office | ✓ Bureau Code ✓ Fiscal Year |
| 110g 2 | entered. | Line Office | ✓ Fund Code |
| | | | ✓ Org1 Code |
| | Data is displayed by page items Bureau | | ✓ Org2 Code (%) |
| | Code and Fiscal Year. | | ✓ Program1 Code ✓ Program2 Code |
| | Detail elements include Number (always | | ✓ Program2 Code |
| | 0), Fund, Program1 through 4, | | |
| | FROM_TO (always "F" for "From"), | | |
| | FCFY, Project, Task, Org1 through 7, | | |
| | Object Code 1 through 4, Oblig Amount, | | |
| | Oblig Labor Hours, Unit Quant, Unit Code, and Reference Number. | | |
| SLT Data – Select | Reflects obligation amount and labor | ✓ FMC | ✓ Bureau Code |
| FMC Fund | hours based on the selection criteria | ✓ Line Office | ✓ Fiscal Year |
| | entered. | | ✓ Org1 Code |
| | Data is displayed by many items Durger | | ✓ Org2 Code ✓ Fund Code |
| | Data is displayed by page items Bureau Code and Fiscal Year. | | Y Fund Code |
| | ood and risear real. | | |
| | Detail elements include Number (always | | |
| | 0), Fund, Program1 through 4, | | |
| | FROM_TO (always "F" for "From"), FCFY, Project, Task, Org1 through 7, | | |
| | Object Code 1 through 4, Oblig Amount, | | |
| | Oblig Labor Hours, Unit Quant, Unit | | |
| | Code, and Reference Number. | | |

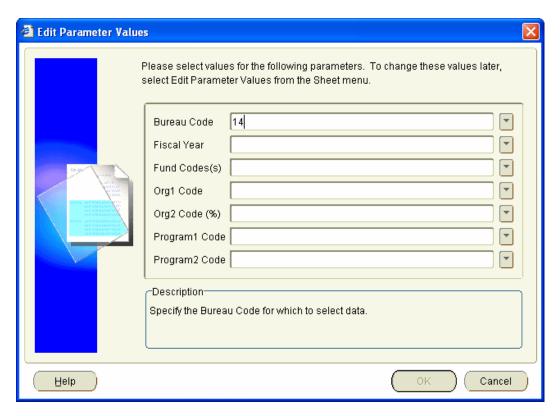
1.1 SLT Data - Select Prog 3

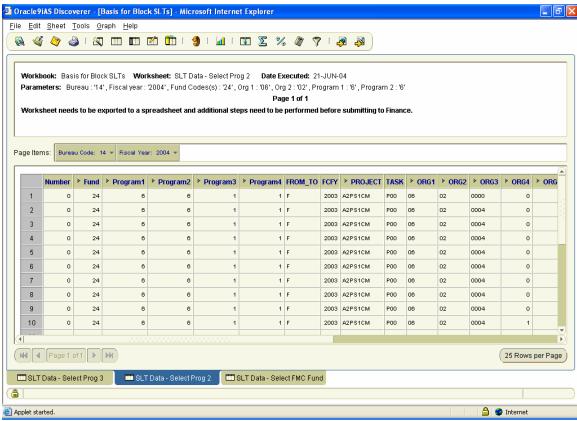




2

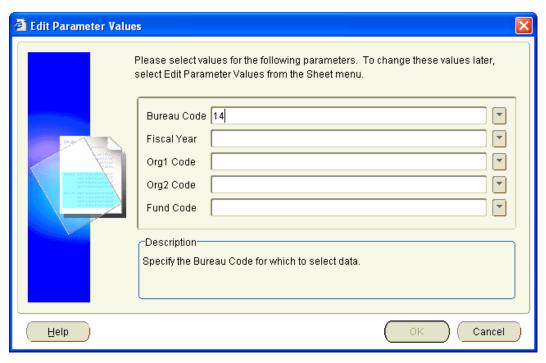
1.2 SLT Data - Select Prog 2

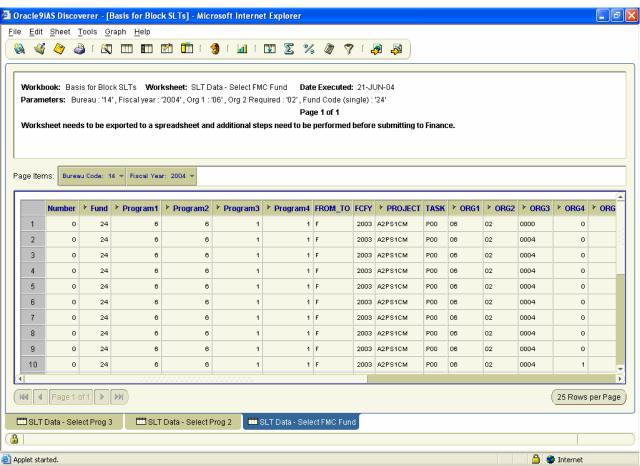




3

1.3 SLT Data - Select FMC Fund





4

1.4 General Instructions

This process allows the user to select data on the FROM side of the Summary Level Transfer (SLT) using a Discoverer query. The process requires that the data be exported to a spreadsheet. A number of steps need to be performed within that spreadsheet to add the information needed before it can be submitted as an as Summary Level Transfer Excel file to Finance.

NOTE - Financial Reports Division (FRD) - FMB will require the end user to enter the SLT directly in the SLT screen for batches with less than 20 rows (not accept spreadsheets).

<u>CAUTION</u> - You need to be sure the labor data you are including in the SLT <u>does not</u> include the month end labor estimate.

Specific Steps Within Discoverer:

Using Discoverer in the CAMS Data Warehouse (requires FMC Business Area privileges).

Open the Discoverer workbook "CAMSADM.Basis for Block SLTs".

Select the worksheet to query by Program 2, Program 3, or FMC and Fund

On the parameter screens:

- 1. Select the Bureau and Fiscal Year codes you want to include.
- 2. Select the Line Office or FMC (Org 2 permits % wildcard) on the "Select Program 2" and "Select Program 3" worksheets.
- 3. Select the Fund Code(s) you want to include. You may select multiple Fund Codes on the "Select Program 2" and "Select Program 3" worksheets.
- 4. Specify the Program 1, Program 2, and Program 3 Codes (as appropriate depending on worksheet). Multiple values at the lowest level of the Program Code is acceptable.

PLEASE NOTE the query returns a number of columns which are not going to be used in the SLT Spreadsheet being sent to Finance, but are there to aid in the creation of the From and To rows. The spreadsheet does not bring back the surcharge Object Classes (77's or 11.60 or 12.10).

<u>CAUTION</u> - If your Reference_Number column has a character(s) in it instead of a blank cell (e.g. 0, NULL, N.A., -), you must change the display of the null values to blank and rerun the query before exporting.

To change the display format of NULL, select from the menu bar at the top of the screen: Tools | Options | Sheet Format | Null Values as; and select the option for blank (first one). After changing the display rerun the query.

Export the results to an Excel spreadsheet.

1.4.1 Specific Instructions for Processing Within Excel

(The indented italicized descriptions are detailed steps for those less familiar with Excel)

1.4.1.1 Getting Initial Data into the Spreadsheet

- 1 Open the spreadsheet.
 - At this point the worksheet should look like Figure 1 "Data from Discoverer"
- 2 Delete the rows above the column headers (Generally the 1st 4 rows: Title row, blank row, Page Header row, and blank row)
 - a. To delete a row(s) in Excel, select the rows and select the Edit | Delete | Entire Row from the menu bar at the top of the screen (or highlight the row and select delete).
- 3 Narrow Column A if it is excessively wide.
 - a. Select cell A1 (it should have the word Number in it) then select from the menu bar at the top of the screen Format / Column / Autofit Selection.
- 4 Number the rows (to allow you to resort the spreadsheet in later steps).
 - a. In the Column "Number" just below the header, enter the number 1.
 - b. Highlight the range starting with the number 1 and include all cells in that column to the last row with a value of 0.
 - c. In Excel use the select from the menu bar at the top of the screen Edit | Fill | Series. Leave the "Step value" as one, you can leave the "Stop value" blank or enter a very large number.
- 5 Review the various rows to be sure that you want to make a SLT on that row of data. Delete the entire row if you don't want to include it.
 - Remember that prior FCFY cannot be moved into the current multi-year appropriation. Therefore, you may want to remove rows with prior FCFY (guidance for exception of changing FCFY requires only those changes on one sheet).
 - <u>NOTE</u> You may want to sort at this point to review by Object Class or Org Code to determine which rows to remove. Be sure to use include the entire range (see Step 15 for sorting guidance). You should resort based on the Column Number before Step 6.

1.4.1.2 Creating the To Sides of the Transactions

Once you have removed the rows which you do not want to adjust, you can create the TO "sides" of the transactions.

- 6 Highlight the entire range of data (not header) being sure to include Columns A Y.
- 7 Copy that range then go to Column A in the first blank row below the data and paste the data.

At this point your spreadsheet should look like Figure 2 - Step 2.

- 8 Save the spreadsheet under a different name at this point.
- 9 Delete Columns B, C, D, E and F (Fund Code and Program 1-4 Codes)
 - a. Highlight the column (click on column header) then select Edit | Delete from the menu bar at the top of the screen.
- 10 In the Column FROM_TO, in first row of the copied data (has a number 1 below a higher value in the Number Column) enter a capital "T".
- 11 Copy that value (T) to all of the cells in FROM_TO in rows below it.

See alternatives for Steps 12/13 and 17 at the bottom.

1.4.1.3 Changing To Side Info

In the steps below you will delete (or change) the Project Codes on the TO side of the transaction.

- 12 In the Column Project, in first row of the copied data (has a number 1 below a higher value in the Number Column) delete the data.
 - **NOTE** If you wish, you can also remove the Task Code if those will be changing.
- 13 Copy that value to all of the cells in Project in rows below it (if you removed the Task Code above, then you should copy that at the same time).
 - At this point your spreadsheet should look like the tab in Figure 3 Step 3.
- 14 Resave the spreadsheet at this point.
- 15 Resort the data by the Column "Number" then "FROM_TO" so the "paired rows" which will be in the SLT will be together.
 - a. Go to the bottom right corner of the data (make sure you include the Column Reference_number) Column T.
 - b. Starting at that corner, highlight everything to the top left corner of the page (A1).
 - c. Select Data | Sort from the menu bar at the top of the screen, (be sure "Header row" button in the Sort dialog box is selected) then in the sort by box select the Column Number ascending then FROM_TO ascending then OK.

At this point your spreadsheet should look like the tab in Figure 4 - Step 4.

1.4.1.4 Entry of the Remaining Information Required

- 16 Enter the correct Project Code in the blank cell (and Task Code if it is changing).
- 17 Enter information in the Reference_Number field (required).
 - One approach is to cite the "To" or "From" and cite the matching Project Code.
- 18 Delete the Column "Number" (Column A).
 - At this point your spreadsheet should look like the tab in Figure 5 Final Sheet.
- 19 The spreadsheet should be ready to submit to FRD FMD. (Send it by email to the appropriate staff.)

Alternative Step 12/13 - If all instances of a Project Code are being changed to one other Project Code, you may want to substitute the correct Project Code (and Task Code) at that point and copy it.

Alternative to Step 17 - You may want to create and copy a common Reference Number to a number of rows before you sort.

Figure 1 Data From Discoverer

(after adjusting Column A width)

Worksheet: SLT Data - select Prog 2 Date Executed: 20-MAY-04 Parameters: Bureau: '14', Fiscal year: '2004', Fund Codes(s): '27', Org 1: '06', Org 2: '02', Program 1: '6', Program 2: '1' Page 1 of 2 Worksheet needs to be exported to a spreadsheet and additional steps need to be performed before submitting to Finance.

| Bureau Code:14 | Fiscal Year:2004 | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------|---------------------|----------|----------|----------|----------|---------|------|---------|------|------|------|------|------|------|------|------|------|------|------|------|------------|------------|-----------|------------------|
| Number | Fund | Program1 | Program2 | Program3 | Program4 | FROM_TO | FCFY | Project | Task | ORG1 | ORG2 | ORG3 | ORG4 | ORG5 | ORG6 | ORG7 | OBJ1 | OBJ2 | OBJ3 | OBJ4 | AMOUNT | UNIT_QUANT | UNIT_CODE | REFERENCE_NUMBER |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 12 | 0 | 0 | 93125.05 | 1692.25 | HOURS | |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 80 | 0 | 0 | 7710.62 | 130.75 | HOURS | |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 21 | 40 | 0 | 0 | 10174.78 | .00 | | |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 22 | 13 | 0 | 0 | 1420.24 | .00 | | |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 37 | 0 | 0 | 446.71 | .00 | | |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 38 | 0 | 0 | 24316.66 | .00 | | |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 10 | 0 | 0 | 4273.76 | .00 | | |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 22 | 0 | 0 | 4562.48 | .00 | | |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 23 | 0 | 0 | 3404302.48 | .00 | | |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 26 | 0 | 0 | 1480.00 | .00 | | |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 27 | 0 | 0 | 14975.12 | .00 | | |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 18 | 0 | 0 | 37690.80 | .00 | | |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 19 | 0 | 0 | 15224.94 | .00 | | |
| 0 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 28 | 0 | 0 | 12932.26 | .00 | | |

Figure 2
Excel at Instruction Point Marked Step 2

| Number | Fund | Program1 | Program2 | Program3 | Program4 | FROM_TO | FCFY | Project | Task | ORG1 | ORG2 | ORG3 | ORG4 | ORG5 | ORG6 | ORG7 | OBJ1 | OBJ2 | OBJ3 | OBJ4 | AMOUNT | UNIT_QUANT | UNIT_CODE | REFERENCE_NUMBER |
|--------|------|----------|----------|----------|----------|---------|------|---------|------|------|------|------|------|------|------|------|------|------|------|------|------------|------------|-----------|------------------|
| 1 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 12 | 0 | 0 | 93125.05 | 1692.25 | HOURS | |
| 2 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 80 | 0 | 0 | 7710.62 | 130.75 | HOURS | |
| 3 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 21 | 40 | 0 | 0 | 10174.78 | .00 | | |
| 4 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 22 | 13 | 0 | 0 | 1420.24 | .00 | | |
| 5 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 37 | 0 | 0 | 446.71 | .00 | | |
| 6 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 38 | 0 | 0 | 24316.66 | .00 | | |
| 7 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 10 | 0 | 0 | 4273.76 | .00 | | |
| 8 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 22 | 0 | 0 | 4562.48 | .00 | | |
| 9 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 23 | 0 | 0 | 3404302.48 | .00 | | |
| 10 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 26 | 0 | 0 | 1480.00 | .00 | | |
| 11 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 27 | 0 | 0 | 14975.12 | .00 | | |
| 13 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 18 | 0 | 0 | 37690.80 | .00 | | |
| 14 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 19 | 0 | 0 | 15224.94 | .00 | | |
| 15 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 28 | 0 | 0 | 12932.26 | .00 | | |
| 1 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 12 | 0 | 0 | 93125.05 | 1692.25 | HOURS | |
| 2 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 80 | 0 | 0 | 7710.62 | 130.75 | HOURS | |
| 3 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 21 | 40 | 0 | 0 | 10174.78 | .00 | | |
| 4 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 22 | 13 | 0 | 0 | 1420.24 | .00 | | |
| 5 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 37 | 0 | 0 | 446.71 | .00 | | |
| 6 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 38 | 0 | 0 | 24316.66 | .00 | | |
| 7 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 10 | 0 | 0 | 4273.76 | .00 | | |
| 8 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 22 | 0 | 0 | 4562.48 | .00 | | |
| 9 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 23 | 0 | 0 | 3404302.48 | .00 | | |
| 10 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 26 | 0 | 0 | 1480.00 | .00 | | |
| 11 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 27 | 0 | 0 | 14975.12 | .00 | | |
| 13 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 18 | 0 | 0 | 37690.80 | .00 | | |
| 14 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 19 | 0 | 0 | 15224.94 | .00 | | |
| 15 | 27 | 6 | 1 | 2 | 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 28 | 0 | 0 | 12932.26 | .00 | | |

Figure 3
Excel at Instruction Point Marked Step 3

| Number | FROM_TO | FCFY | Project | Task | ORG1 | ORG2 | ORG3 | ORG4 | ORG5 | ORG6 | ORG7 | OBJ1 | OBJ2 | OBJ3 | OBJ4 | AMOUNT | UNIT_QUANT | UNIT_CODE | REFERENCE_NUMBER |
|--------|---------|------|---------|------|------|------|------|------|------|------|------|------|------|------|------|------------|------------|-----------|------------------|
| 1 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 12 | 0 | 0 | 93125.05 | 1692.25 | HOURS | |
| 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 80 | 0 | 0 | 7710.62 | 130.75 | HOURS | |
| 3 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 21 | 40 | 0 | 0 | 10174.78 | .00 | | |
| 4 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 22 | 13 | 0 | 0 | 1420.24 | .00 | | |
| 5 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 37 | 0 | 0 | 446.71 | .00 | | |
| 6 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 38 | 0 | 0 | 24316.66 | .00 | | |
| 7 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 10 | 0 | 0 | 4273.76 | .00 | | |
| 8 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 22 | 0 | 0 | 4562.48 | .00 | | |
| 9 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 23 | 0 | 0 | 3404302.48 | .00 | | |
| 10 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 26 | 0 | 0 | 1480.00 | .00 | | |
| 11 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 27 | 0 | 0 | 14975.12 | .00 | | |
| 13 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 18 | 0 | 0 | 37690.80 | .00 | | |
| 14 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 19 | 0 | 0 | 15224.94 | .00 | | |
| 15 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 28 | 0 | 0 | 12932.26 | .00 | | |
| 1 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 12 | 0 | 0 | 93125.05 | 1692.25 | HOURS | |
| 2 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 80 | 0 | 0 | 7710.62 | 130.75 | HOURS | |
| 3 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 21 | 40 | 0 | 0 | 10174.78 | .00 | | |
| 4 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 22 | 13 | 0 | 0 | 1420.24 | .00 | | |
| 5 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 37 | 0 | 0 | 446.71 | .00 | | |
| 6 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 38 | 0 | 0 | 24316.66 | .00 | | |
| 7 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 10 | 0 | 0 | 4273.76 | .00 | | |
| 8 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 22 | 0 | 0 | 4562.48 | .00 | | |
| 9 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 23 | 0 | 0 | 3404302.48 | .00 | | |
| 10 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 26 | 0 | 0 | 1480.00 | .00 | | |
| 11 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 27 | 0 | 0 | 14975.12 | .00 | | |
| 13 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 18 | 0 | 0 | 37690.80 | .00 | | |
| 14 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 19 | 0 | 0 | 15224.94 | .00 | | |
| 15 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 28 | 0 | 0 | 12932.26 | .00 | | |

Figure 4
Excel at Instruction Point Marked Step 4

| Number | FROM_TO | FCFY | Project | Task | ORG1 | ORG2 | ORG3 | ORG4 | ORG5 | ORG6 | ORG7 | OBJ1 | OBJ2 | OBJ3 | OBJ4 | AMOUNT | UNIT_QUANT | UNIT_CODE | REFERENCE_NUMBER |
|--------|---------|------|---------|------|------|------|------|------|------|------|------|------|------|------|------|------------|------------|-----------|------------------|
| 1 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 12 | 0 | 0 | 93125.05 | 1692.25 | HOURS | |
| 1 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 12 | 0 | 0 | 93125.05 | 1692.25 | HOURS | |
| 2 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 80 | 0 | 0 | 7710.62 | 130.75 | HOURS | |
| 2 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 80 | 0 | 0 | 7710.62 | 130.75 | HOURS | |
| 3 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 21 | 40 | 0 | 0 | 10174.78 | .00 | | |
| 3 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 21 | 40 | 0 | 0 | 10174.78 | .00 | | |
| 4 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 22 | 13 | 0 | 0 | 1420.24 | .00 | | |
| 4 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 22 | 13 | 0 | 0 | 1420.24 | .00 | | |
| 5 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 37 | 0 | 0 | 446.71 | .00 | | |
| 5 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 37 | 0 | 0 | 446.71 | .00 | | |
| 6 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 38 | 0 | 0 | 24316.66 | .00 | | |
| 6 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 38 | 0 | 0 | 24316.66 | .00 | | |
| 7 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 10 | 0 | 0 | 4273.76 | .00 | | |
| 7 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 10 | 0 | 0 | 4273.76 | .00 | | |
| 8 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 22 | 0 | 0 | 4562.48 | .00 | | |
| 8 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 22 | 0 | 0 | 4562.48 | .00 | | |
| 9 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 23 | 0 | 0 | 3404302.48 | .00 | | |
| 9 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 23 | 0 | 0 | 3404302.48 | .00 | | |
| 10 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 26 | 0 | 0 | 1480.00 | .00 | | |
| 10 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 26 | 0 | 0 | 1480.00 | .00 | | |
| 11 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 27 | 0 | 0 | 14975.12 | .00 | | |
| 11 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 27 | 0 | 0 | 14975.12 | .00 | | |
| 13 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 18 | 0 | 0 | 37690.80 | .00 | | |
| 13 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 18 | 0 | 0 | 37690.80 | .00 | | |
| 14 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 19 | 0 | 0 | 15224.94 | .00 | | |
| 14 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 19 | 0 | 0 | 15224.94 | .00 | | |
| 15 | F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 28 | 0 | 0 | 12932.26 | .00 | | |
| 15 | T | 2004 | | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 28 | 0 | 0 | 12932.26 | .00 | | |

Figure 5
Excel at Instruction Point Marked Final Step

| FROM_TO | FCFY | Project | Task | ORG1 | ORG2 | ORG3 | ORG4 | ORG5 | ORG6 | ORG7 | OBJ1 | OBJ2 | OBJ3 | OBJ4 | AMOUNT | UNIT_QUANT | UNIT_CODE | REFERENCE_NUMBER |
|---------|------|---------|------|------|------|--------|------|------|------|------|------|------|------|------|---------------------|------------|-----------|------------------|
| F | | • | | | | | | | | | | | | | 93125.05 | 1692.25 | HOURS | TO_B8P2CV1 |
| т Т | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 12 | 0 | 0 | 93125.05 | 1692.25 | HOURS | FROM_B8P1B89 |
| F. | 2004 | B8P2CV1 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 12 | 0 | 0 | 7710.62 | 130.75 | HOURS | TO_B8P2CV1 |
| т | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 80 | 0 | 0 | 7710.62 | 130.75 | HOURS | FROM_B8P1B89 |
| F | 2004 | B8P2CV1 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 11 | 80 | 0 | 0 | 10174.78 | .00 | HOURS | TO_B8P2CV1 |
| T | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 21 | 40 | 0 | 0 | | | | FROM_B8P1B89 |
| F | 2004 | B8P2CV1 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 21 | 40 | 0 | 0 | 10174.78 1420.24 | .00 | | |
| • | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 22 | 13 | 0 | 0 | | .00 | | TO_B8P2CV2 |
| T | 2004 | B8P2CV2 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 22 | 13 | 0 | 0 | 1420.24 | .00 | | FROM_B8P1B89 |
| F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 37 | 0 | 0 | 446.71 | .00 | | TO_B8P2CV2 |
| Т | 2004 | B8P2CV2 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 37 | 0 | 0 | 446.71 | .00 | | FROM_B8P1B89 |
| F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 38 | 0 | 0 | 24316.66 | .00 | | TO_B8P2CV4 |
| T | 2004 | B8P2CV4 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 23 | 38 | 0 | 0 | 24316.66 | .00 | | FROM_B8P1B89 |
| F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 10 | 0 | 0 | 4273.76 | .00 | | TO_B8P2CV4 |
| T | 2004 | B8P2CV4 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 10 | 0 | 0 | 4273.76 | .00 | | FROM_B8P1B89 |
| F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 22 | 0 | 0 | 4562.48 | .00 | | TO_B8P2CV5 |
| T | 2004 | B8P2CV5 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 22 | 0 | 0 | 4562.48 | .00 | | FROM_B8P1B89 |
| F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 23 | 0 | 0 | 3404302.48 | .00 | | TO_B8P2CV5 |
| T | 2004 | B8P2CV5 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 23 | 0 | 0 | 3404302.48 | .00 | | FROM_B8P1B89 |
| F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 26 | 0 | 0 | 1480.00 | .00 | | TO_B8P2CV5 |
| T | 2004 | B8P2CV5 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 26 | 0 | 0 | 1480.00 | .00 | | FROM_B8P1B89 |
| F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 27 | 0 | 0 | 14975.12 | .00 | | TO_B8P2CV5 |
| T | 2004 | B8P2CV5 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 25 | 27 | 0 | 0 | 14975.12 | .00 | | FROM_B8P1B89 |
| F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 18 | 0 | 0 | 37690.80 | .00 | | TO_B8P2CV5 |
| T | 2004 | B8P2CV5 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 18 | 0 | 0 | 37690.80 | .00 | | FROM_B8P1B89 |
| F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 19 | 0 | 0 | 15224.94 | .00 | | TO_B8P2CV5 |
| T | 2004 | B8P2CV5 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 19 | 0 | 0 | 15224.94 | .00 | | FROM_B8P1B89 |
| F | 2004 | B8P1B89 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 28 | 0 | 0 | 12932.26 | .00 | | TO_B8P2CV5 |
| T | 2004 | B8P2CV5 | P00 | 06 | 02 | 0004 | 0 | 0 | 0 | 0 | 26 | 28 | 0 | 0 | 12932.26 | .00 | | FROM_B8P1B89 |
| | | | . 00 | 50 | | - 50 1 | | | | | 0 | _0 | | Ü | | | | |

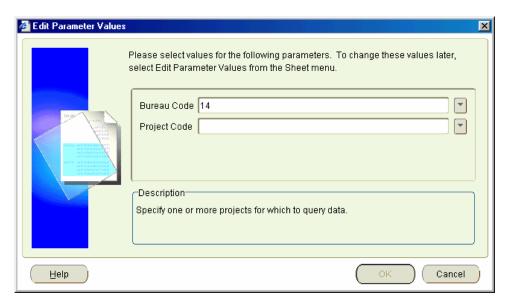
2 CAMS-Active-Documents Workbook

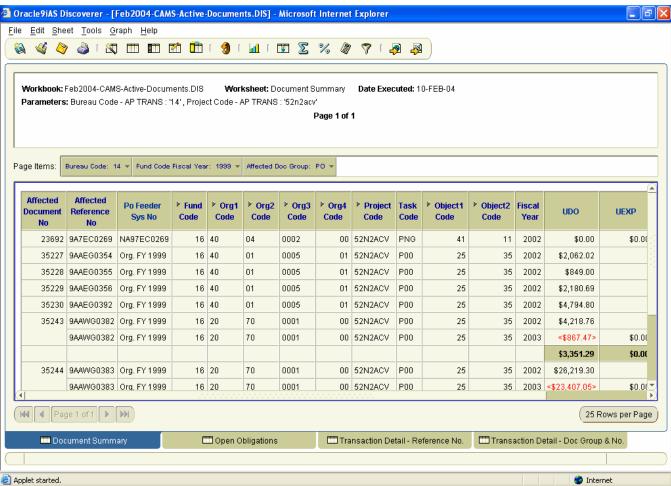
This workbook contains four worksheets that allow users to query on the amount status (Undelivered Order, Unpaid Expense, Paid Expense) of a document. Documents may be selected using various criteria such as all documents for a project, within an organization, by reference number, or by type.

| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|------------------|--|------------------------|--|
| Document Summary | Provides a summary of charges against a project at the document level. Reflects the Undelivered Order (UDO), Unpaid Expense (UEXP), and Paid Expense (PEXP) amounts for transactions meeting the parameters specified. Data is displayed by page items Bureau Code, Fund Code Fiscal Year, and Affected Doc Group with detailed lines showing document level information (Number, Reference Number, and PO Feeder System Number), Fund Code, Org1 thru 4 Codes, Project and Task, Object Code 1 and 2, Fiscal Year, and last Transaction Date. | ✓ FMC ✓ Line Office | ✓ Bureau Code✓ Project Code |
| Open Obligations | Provides a summary of charges against a document for the Bureau, organization and/or project specified. Reflects the Undelivered Order (UDO), Unpaid Expense (UEXP), and Paid Expense (PEXP), and total obligations (UDO + UEXP + PEXP) amounts for transactions meeting the parameters specified. Data is displayed by a Bureau page item with detailed lines showing document level information (Number, Reference Number, Group, Type and Item Type), Vendor Number and Name, Fund Code Fiscal Year, Org1 thru 4 Codes, Fund Code, Project and Task, Object 1 and 2, and last Transaction Date. | ✓ FMC ✓ Line Office | ✓ GL End Date ✓ Bureau Code ✓ Org1 Code ✓ Org2 Code (%) ✓ Org3 Code (%) ✓ Project Code (%) |

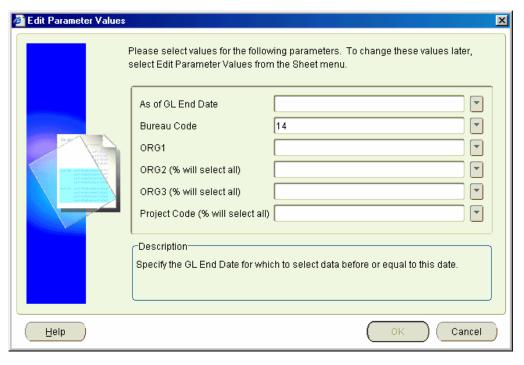
| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|----------------------|---|-----------------------|----------------------|
| Transaction Detail - | Allows the user to view individual | ✓ FMC | ✓ Affected Reference |
| Reference No. | transactions against documents having the | ✓ Line Office | Number (%) |
| | specified Reference Number. | | |
| | Reflects the Undelivered Order (UDO), Unpaid Expense (UEXP), and Paid Expense (PEXP), and downward adjustment (UDO_DWADJ, UEXP_DWADJ, and PEXP_DWADJ) amounts for transactions meeting the parameters specified. | | |
| | Data is displayed by Bureau, Document Group, and Project Code page items with detailed lines showing document level information (Number, Type, Item Type, Reference Number, and PO Feeder System Number), Fiscal Year, Fund Code Fiscal Year, Org1 thru 3 Codes, Fund Code, Task Code, Object 1 and 2, Transaction Date, Prior Year Record flag, Subsystem Code, and Trans Source. | | |
| Transaction Detail – | Same as Transaction Detail – Reference | ✓ FMC | ✓ Affected |
| Doc Group & No. | No. worksheet but selects documents based | ✓ Line Office | Document Group |
| | on the Affected Document Group and | | ✓ Affected |
| | Affected Document Number versus Source | | Document Number |
| | Reference Number. | | |

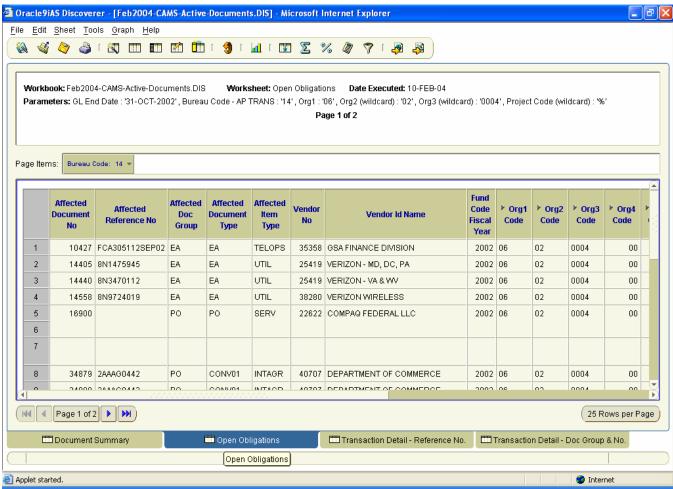
2.1 Document Summary Worksheet



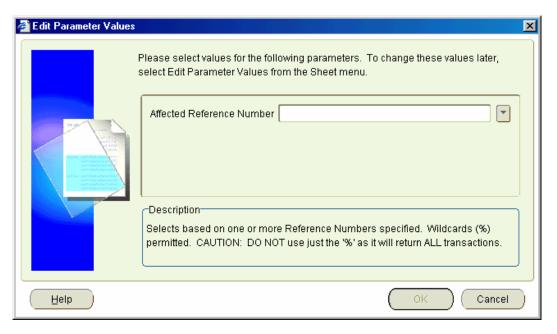


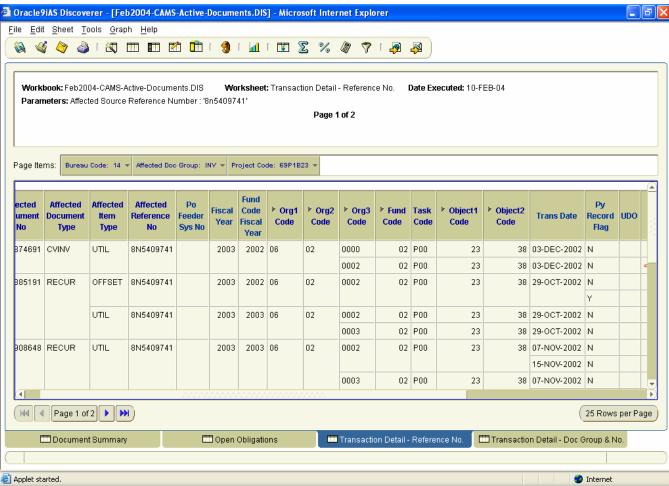
2.2 Open Obligations Worksheet



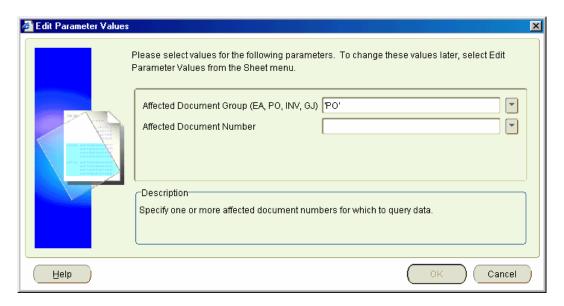


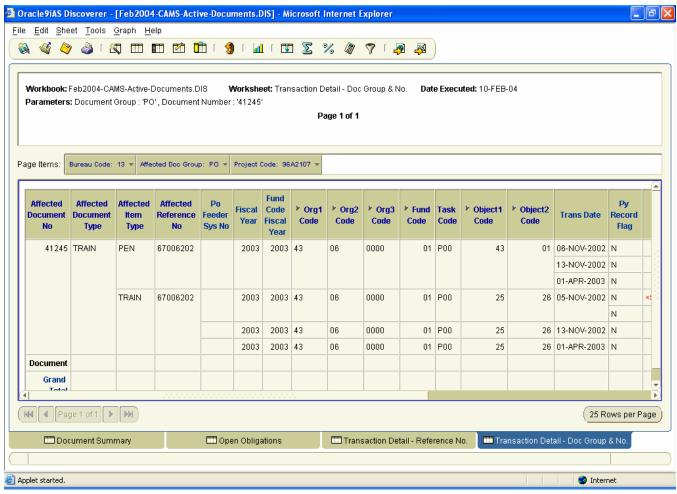
2.3 Transaction Detail - Reference No. Worksheet





2.4 Transaction Detail - Doc Group & No. Worksheet



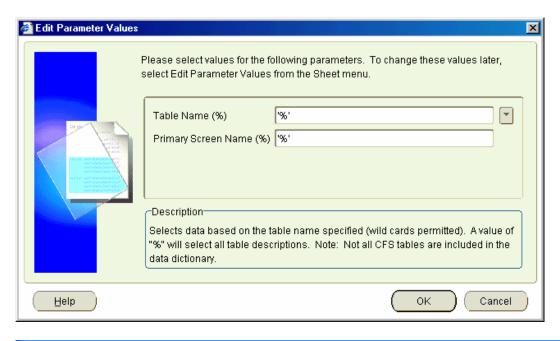


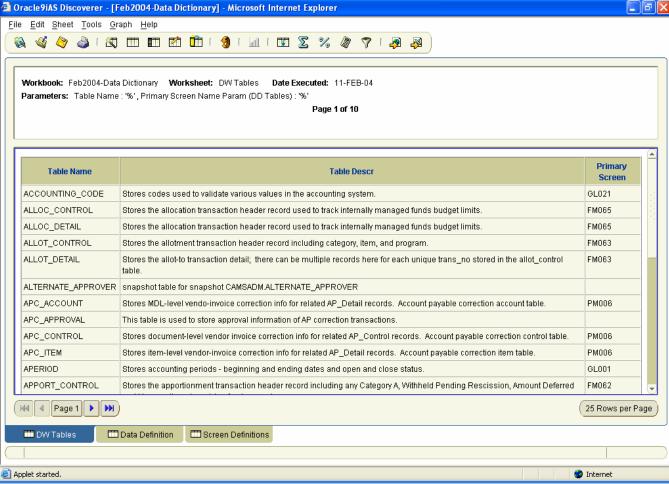
3 Data-Dictionary Workbook

Provides descriptions of tables within the data warehouse, the data elements within the tables, and the primary screens used to populate the tables.

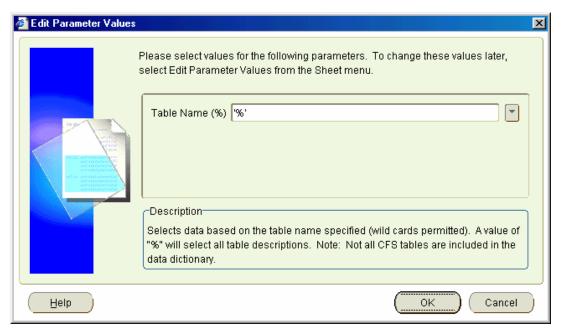
| Worksheet Name | Worksheet Description | | Business Areas | | Parameters |
|--------------------|--|----------|----------------|----------|--|
| Tables | Provides descriptions of the tables and views within the data warehouse. | √ | All | ✓ | Table Name (%) Primary Screen Name (%) |
| | Users may query on all or a portion of the table name or by the screen in which they enter data. | | | | |
| | Displays the Table Name, Table Description, and Primary Screen identifier. | | | | |
| Data Definition | Provides descriptions of the data within a table or view. | √ | All | √ | Table Name (%) |
| | Users may query on all or a portion of the table name. | | | | |
| | Displays the Table Name and Primary Screen as page items at the top of the screen. | | | | |
| | Displays Column Name, Data Type, and Column Description as detail lines. | | | | |
| Screen Definitions | Provides the title of screens used by CFS and the data warehouse. | √ | All | √ | Screen Name (%) |
| | Users may query on all or a portion of the screen name. | | | | |
| | Displays the Screen Name, Screen Title, and Description of the screen. | | | | |

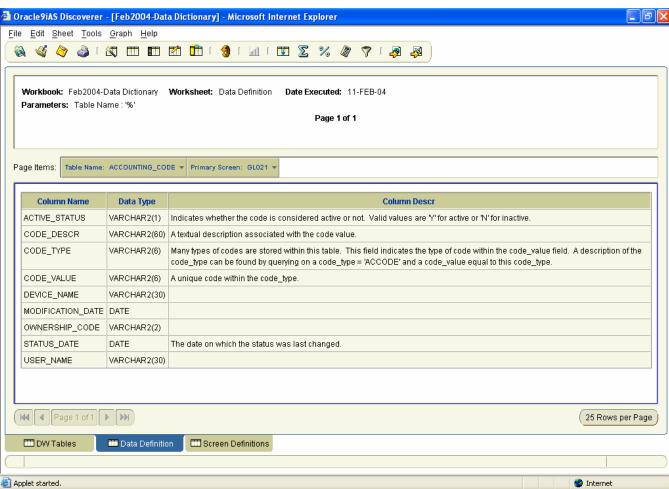
3.1 Tables Worksheet



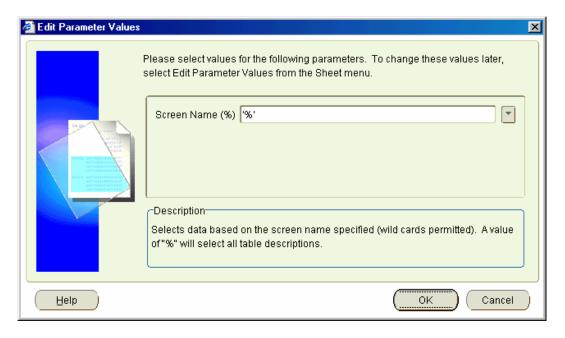


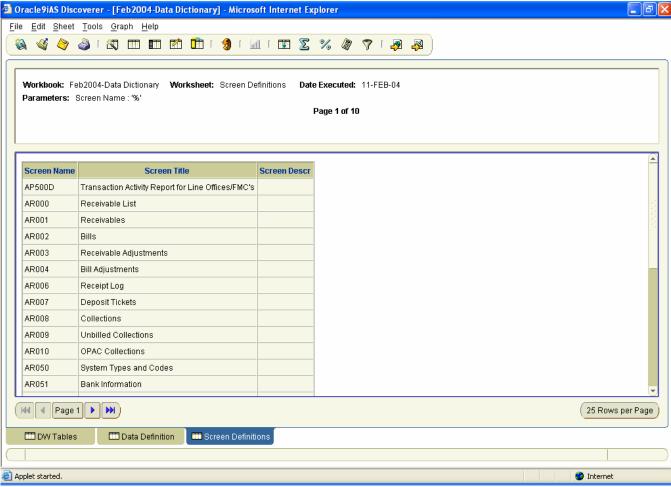
3.2 Data Definition Worksheet





3.3 Screen Definitions Worksheet



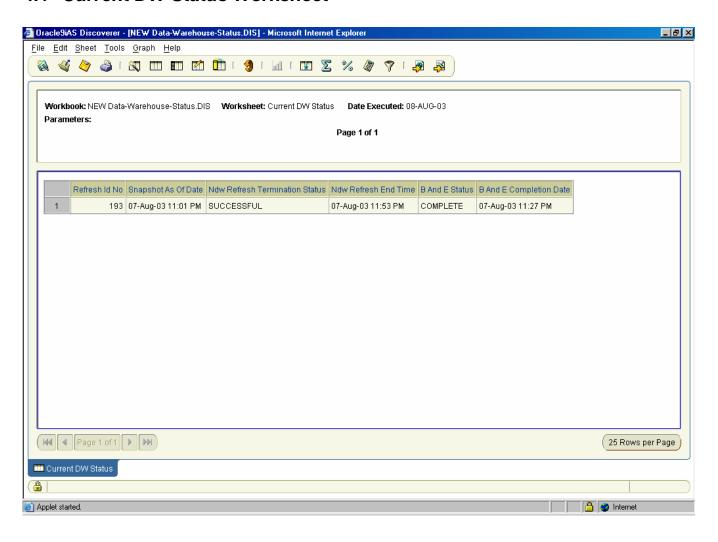


4 Data-Warehouse-Status Workbook

Reflects the status of the data within the data warehouse.

| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|--------------------------|---|-----------------------|-------------------|
| Current DW Status | Reflects the status of the data within the data | ✓ All | ✓ None. |
| | warehouse. | | |

4.1 Current DW Status Worksheet



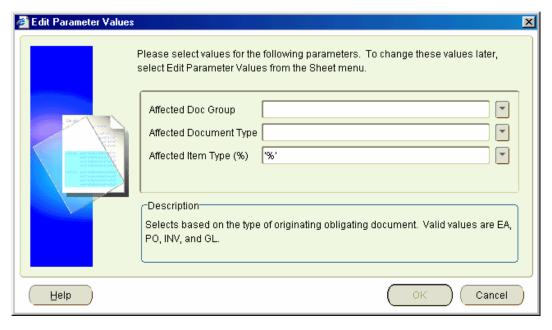
5 Document-Status Workbook

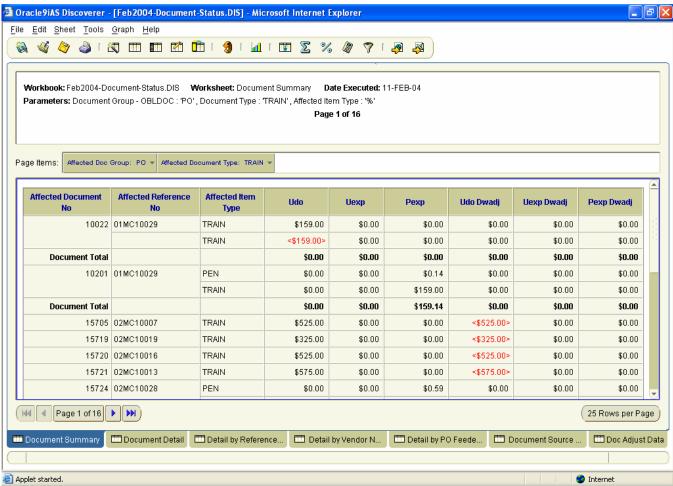
Users may query for multiple documents by document type to obtain summary level data. Additional worksheets query for detailed transaction information for a specific document by Affected Document Group and Number, Affected Reference Number, Vendor Name, or PO Feeder System Number.

| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|----------------------------|---|------------------------|--|
| Document Summary | Reflects the dollar balance of Undelivered Orders (UDO), Unpaid Expenses, (UEXP), Paid Expense (PEXP), and downward adjustments (UDO_DWADJ, UEXP_DWADJ, PEXP_DWADJ). Data is presented with Affected Doc Group and Affected Document Type as page items with Affected Document Number, Affected Reference Number, and Affected Item Type as detail items. | ✓ FMC ✓ Line Office | ✓ Affected Doc Group ✓ Affected Document Type ✓ Affected Item Type (%) |
| Document Detail | Displays detailed transaction level data for a specific document. Affected Document Group and Affected Document No are shown as page items followed by detail items reflecting the GL End Date, transaction date, amounts (UDO, UEXP, PEXP, and DWADJ), vendor number and name, Fund Code, Org1 and 2 Codes, Project, Task, Object1 and 2 Code, Affected Reference Number, PO Feeder Sys No, Affected Document Type, Affected Item Type, Affected Item No, and Affected Line No. Fields included on worksheet as hidden sort fields are: Subsystem Code and Trans Source. | ✓ FMC ✓ Line Office | ✓ Affected Doc Group ✓ Affected Document Number |
| Detail by Reference No. | Same as Document Detail worksheet but selects documents based on the Reference Number versus the Affected Document Group and Affected Document Number. Fields included on worksheet as hidden sort fields are: Subsystem Code and Trans Source. | ✓ FMC ✓ Line Office | ✓ Affected Reference No (%) |
| Detail by Vendor Name | Same as Document Detail worksheet but selects documents based on the Vendor Name versus the Affected Document Group and Affected Document Number. Fields included on worksheet as hidden sort fields are: Subsystem Code and Trans Source. | ✓ FMC ✓ Line Office | ✓ Vendor Name (%) |

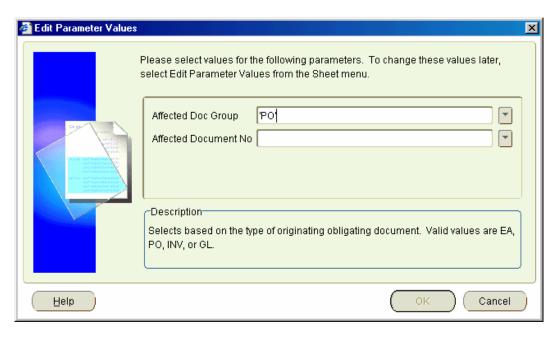
| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|-------------------------------|--|------------------------|---|
| Detail by PO Feeder System | Same as Document Detail worksheet but selects documents based on the PO Feeder Sys No versus the Affected Document Group and Affected Document Number. Fields included on worksheet as hidden sort fields are: Subsystem Code and Trans Source. | ✓ FMC ✓ Line Office | ✓ Feeder System (%) |
| Document Source Status | Reflects the Open/Closed status of a document at the document level as it is reflected in CFS source tables. Note that not all fields relate to all document types. User may specify the type of document for which they would like the status through the Document Group (EA, PO, INV) as well as other relevant data to identify the document (e.g., Document Number, Reference Number, PO Feeder System Number, Invoice Number). Document Group is shown as a page item with detail items reflecting Document Number, Reference Number, PO Feeder Sys No., PO Change Order No., Invoice No., Sub-Invoice No., Document Status, Status Date, Modification Date, and User Name. | ✓ FMC ✓ Line Office | ✓ Document Group (%) ✓ Document Number (%) NOTE: Must specify all 8 digits of Document Number with leading zeros. ✓ Reference Number (%) ✓ PO Feeder System Number (%) ✓ Invoice Number (%) |

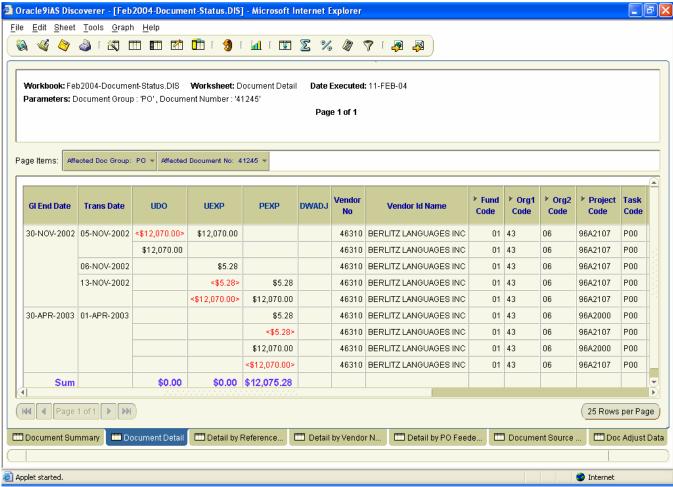
5.1 Document Summary



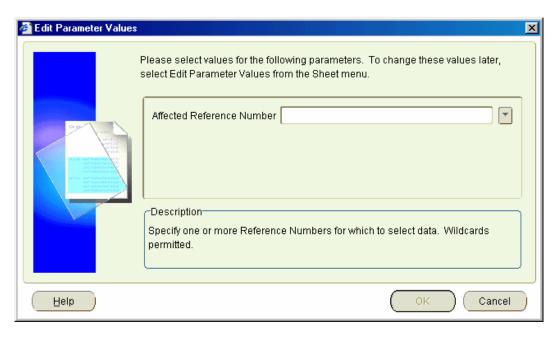


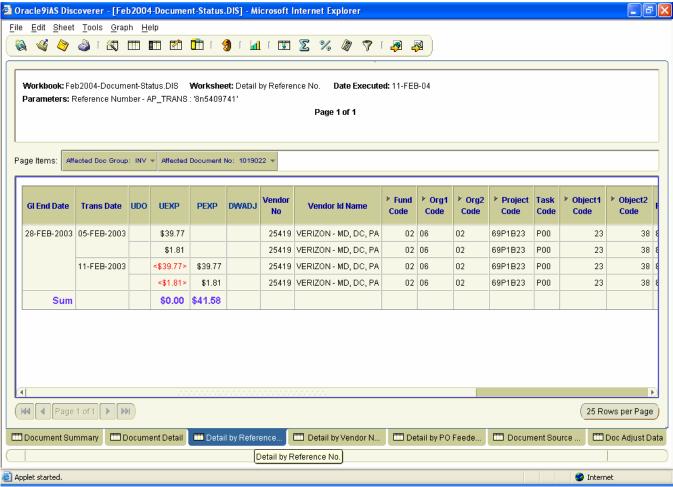
5.2 Document Detail



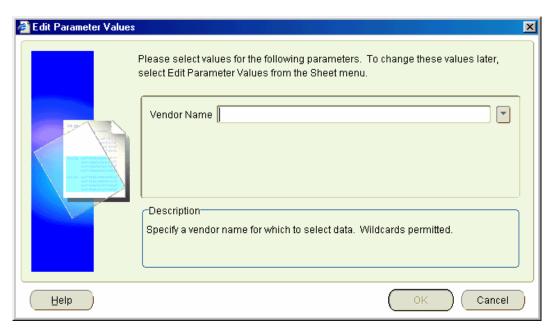


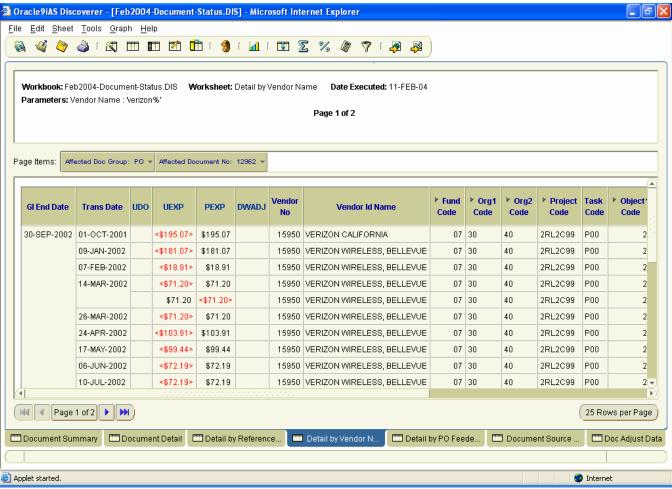
5.3 Detail by Reference Number



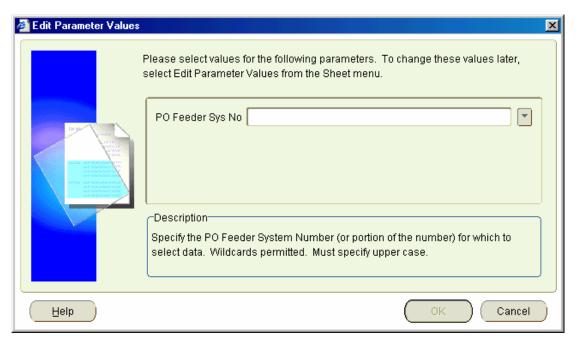


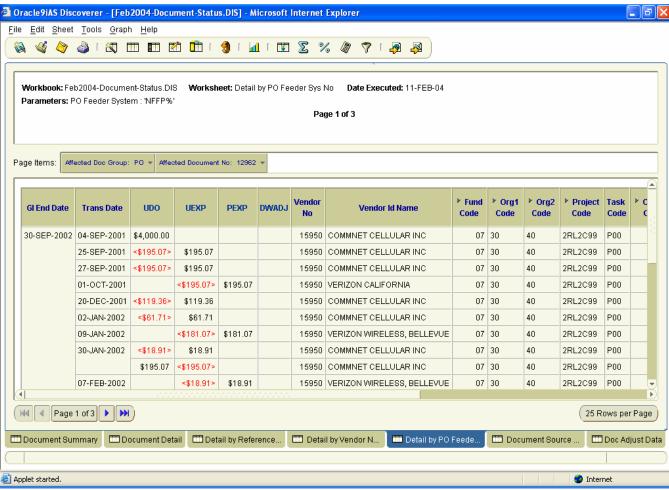
5.4 Detail by Vendor Name



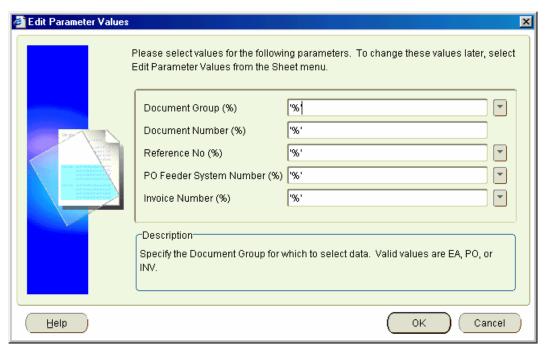


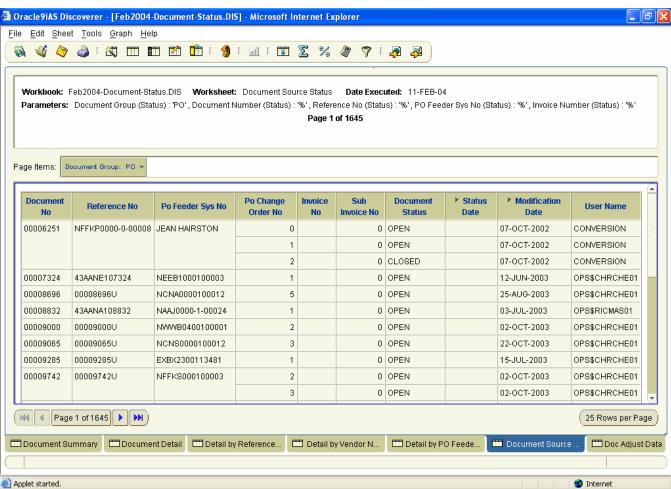
5.5 Detail by PO Feeder Sys No





5.6 Document Source Status





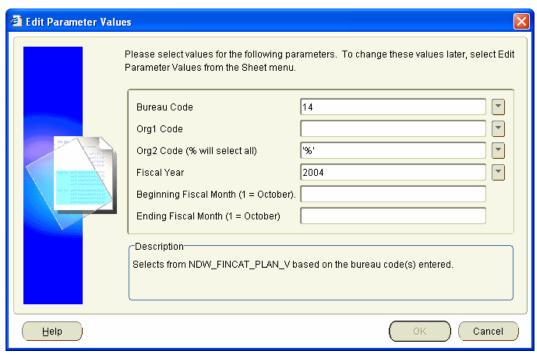
6 Monthly Budget Report Workbook

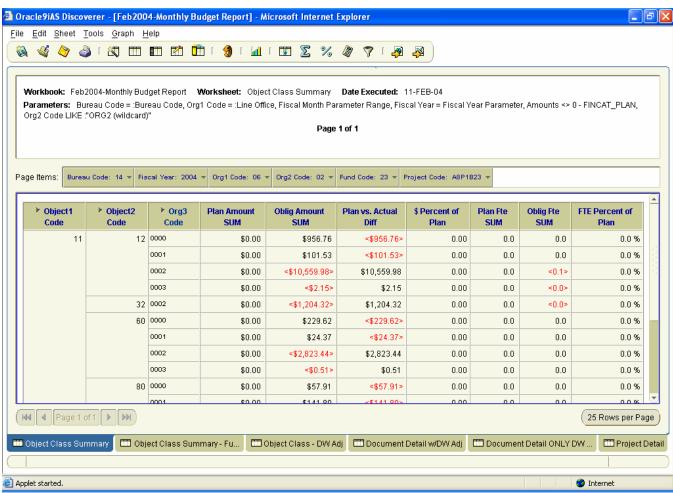
Provides plan versus actual data at various levels of detail as well as supporting detailed document/transaction data.

| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|------------------------|---|---|---|
| Object Class | Reflects Plan and Obligation data for | ✓ Accounts Payable | ✓ Bureau Code |
| Summary | amounts and FTE's at the Object2 Code level. Page items reflect Bureau Code, Fiscal Year, Org1 and 2 Codes, Fund Code, and Project | ✓ Budget✓ GL✓ FMC✓ Line Office | ✓ Org1 Code ✓ Org2 Code (%) ✓ Fiscal Year ✓ Beginning Fiscal Month |
| | Code. Detail lines reflect Object1 and 2 Codes, | | ✓ Ending Fiscal Month |
| | Org3 Code, Plan Amount and FTE, Oblig Amount and FTE, differences between plan and obligation amounts and FTEs, and percent of plan. | | |
| Object Class | Same as Object Class Summary but | ✓ Accounts Payable | ✓ Bureau Code |
| Summary – Fund & | reflects the Fund and Project Codes as part of the detail lines versus as page items at the | ✓ Budget ✓ GL | ✓ Org1 Code ✓ Org2 Code (%) |
| Project | top. | ✓ GL ✓ FMC | ✓ Org2 Code (%) ✓ Fiscal Year |
| | top. | ✓ Line Office | ✓ Beginning Fiscal |
| | | Zano Grano | Month |
| | | | ✓ Ending Fiscal |
| | | | Month |
| Object Class – DW | Reflects downward adjustment amounts at | ✓ FMC | ✓ Bureau Code |
| Adj | the Object2 Code level. | ✓ Line Office | ✓ Org1 Code |
| | | | ✓ Org2 Code (%) |
| | Page items reflect Bureau Code, Fiscal Year, | | ✓ Fiscal Year ✓ Reginning Fiscal |
| | Org1 and 2 Codes, Fund Code, and Project Code. | | ✓ Beginning Fiscal Month |
| | Code. | | ✓ Ending Fiscal |
| | Detail lines reflect Object1 and 2 Codes, and | | Month |
| | the Downward Adjustment amounts (UDO | | TVIORUI |
| | DWADJ, UEXP DWADJ, PEXP DWADJ). | | |
| Document Detail | Displays detailed transaction level data for | ✓ FMC | ✓ Fiscal Year |
| w/DW Adj | documents meeting the parameters specified. | ✓ Line Office | ✓ Beginning GL End |
| | | | Date |
| | Page items include Fiscal Year, Bureau | | ✓ Ending GL End |
| | Code, Org1 and 2 Codes, and Fund Code. | | Date ✓ Bureau Code |
| | Detail lines present Object1 and 2 Codes, | | ✓ Bureau Code ✓ Org1 Code |
| | Org3 Code, Project, Task, GL End Date, | | ✓ Org2 Code (%) |
| | document information (group, type, number, | | ✓ Project Code (%) |
| | reference number), financial category group | | , |
| | (e.g., UDO, UEXP, etc.), item type, and | | |
| | transaction amount. | | |

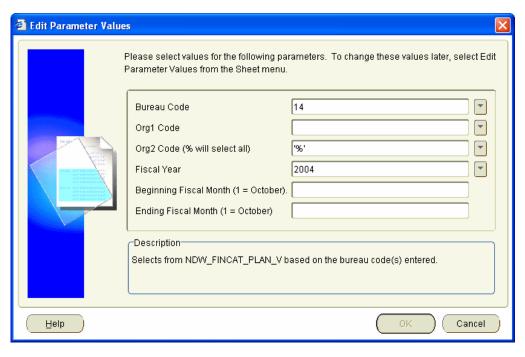
| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|-------------------|--|-----------------------|--------------------|
| Document Detail - | Same as Document Detail w/DW Adj but | ✓ FMC | ✓ Fiscal Year |
| ONLY DW Adj | shows ONLY downward adjustment | ✓ Line Office | ✓ Beginning GL End |
| | transactions. | | Date |
| | | | ✓ Ending GL End |
| | | | Date |
| | | | ✓ Bureau Code |
| | | | ✓ Org1 Code |
| | | | ✓ Org2 Code (%) |
| | | | ✓ Project Code (%) |
| Project Detail | Reflects plan versus actual data for | ✓ FMC | ✓ Bureau Code |
| | transactions meeting the parameters | ✓ Line Office | ✓ Org1 Code |
| | specified. | | ✓ Org2 Code (%) |
| | | | ✓ Fiscal Year |
| | Page item data includes Bureau Code, Fiscal | | ✓ Beginning Fiscal |
| | Year, Org1 Code, and Org2 Code. | | Month |
| | | | ✓ Ending Fiscal |
| | Detailed lines show Object 1 and 2, Org 3 | | Month |
| | and 4, Fund Code, Fund Code Fiscal Year, | | |
| | Project and Task. | | |
| | | | |
| | Displays Plan and Oblig amounts and FTE's, | | |
| | Plan versus Actual amount difference, and \$ | | |
| | and FTE percent of plan. | | |

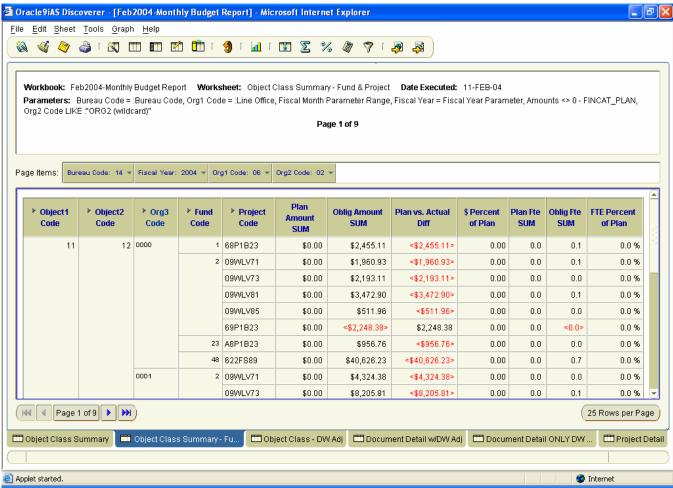
6.1 Object Class Summary Worksheet



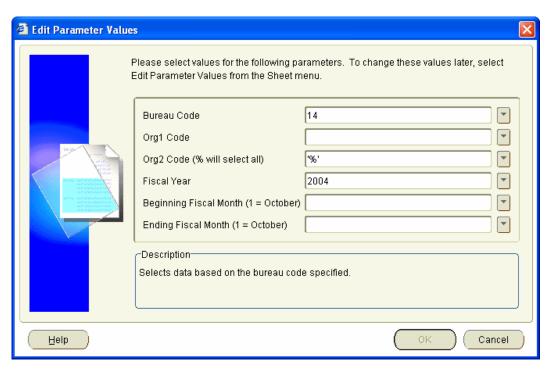


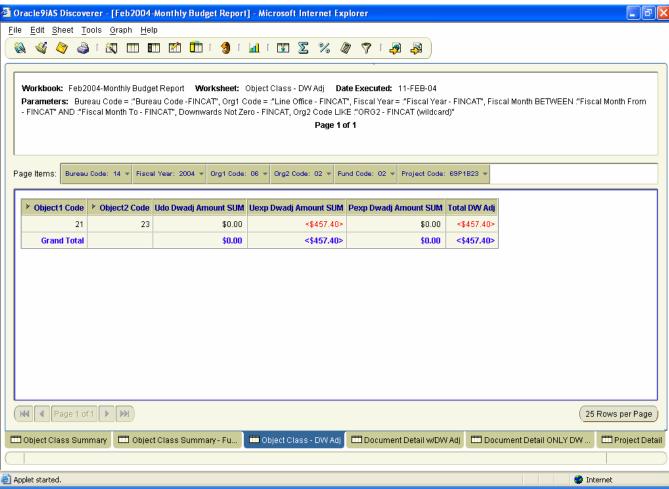
6.2 Object Class Summary - Fund & Project Worksheet



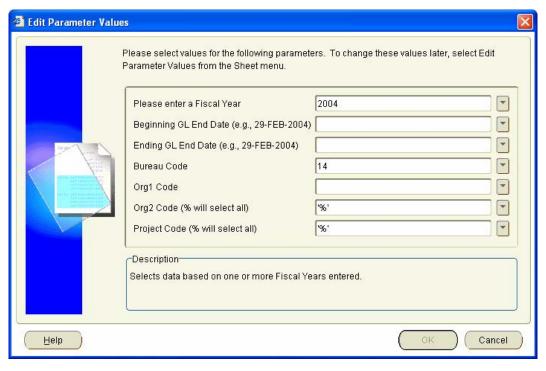


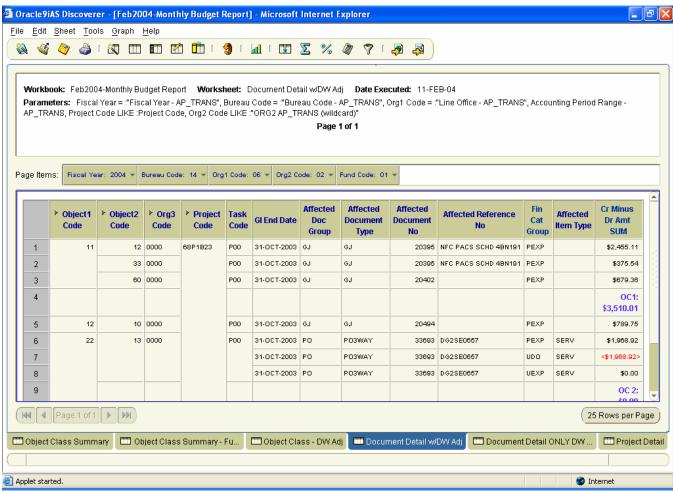
6.3 Object Class - DW Adj Worksheet



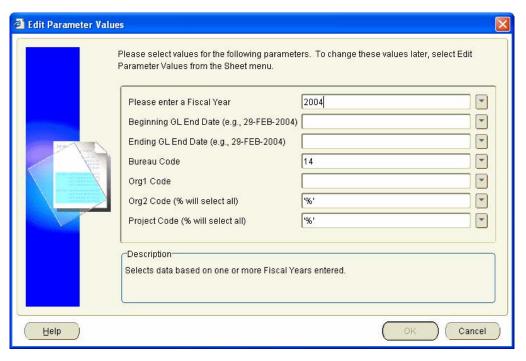


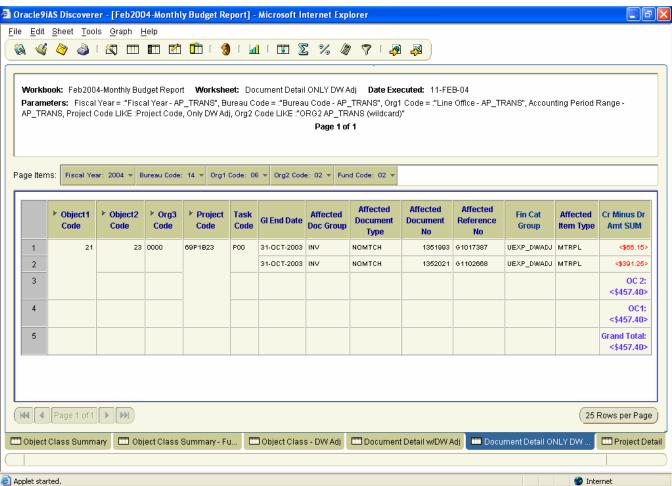
6.4 Document Detail w/DW Adj Worksheet



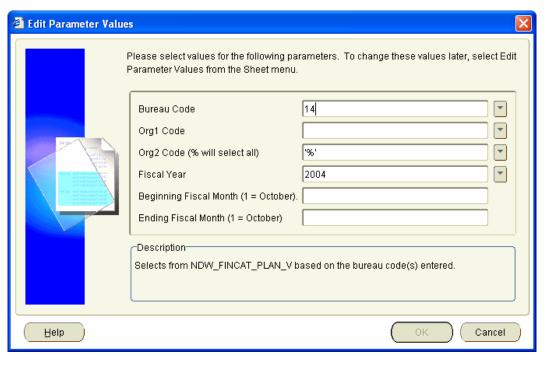


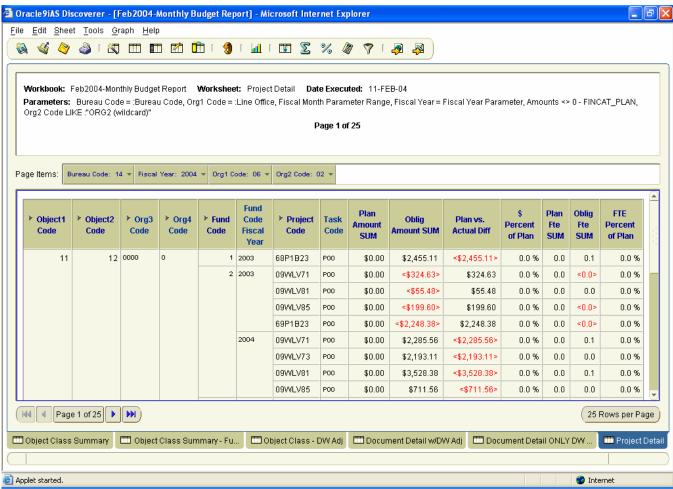
6.5 Document Detail ONLY DW Adj Worksheet





6.6 Project Detail Worksheet





7 Monthly-Quarterly-Execution-Review Workbook

Queries used to support monthly and quarterly reporting to the National Oceanic and Atmospheric Administration and the Department of Commerce using the Budget structure.

| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|--------------------------|--|-----------------------|--------------------------------|
| Prog1-YTD-Annual Plan | Used to support the Deputy Under Secretary Monthly Report plus Fund Code and also the | ✓ FMC | ✓ Bureau Code ✓ Fiscal Year |
| rian | Department of Commerce Monthly Report. | | ✓ Fiscal Month ✓ Program1 Code |
| | Page items are Bureau Code, Fiscal Year, and Fiscal Month Selected. | | Trogramm Cout |
| | Detail lines reflect Appropriation Group, Fund Code, Program1 Code, YTD Plan Avg, YTD Oblig, YTD Plan Minus Actual, YTD Diff % of Plan, Variance Explanation (User Entered), Annual Plan, and YTD Pct of Annual Plan. | | |
| | Note that the Variance Explanation (User Entered) column will always return a query result of blank. The user may export the spreadsheet to Excel to enter the data for reporting. | | |
| | Dollars in thousands. | | |
| | YTD Plan data is through the month selected using a computation that divides the quarterly plan data by 3. Note that these figures DO NOT agree with manner in which the NOA118 report displays Plan data. | | |

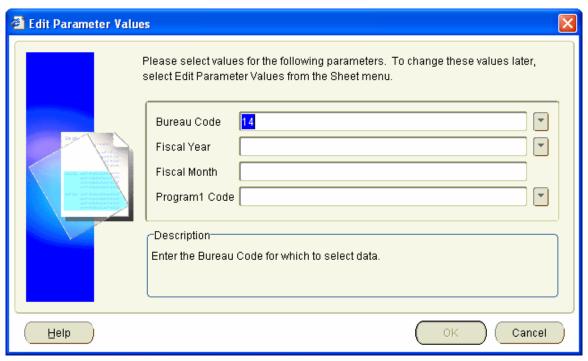
| Prog2-YTD- Used to support the Deputy Under Secretary ✓ FMC Annual_Plan Quarterly Report plus Fund Code. Based on the Prog1-YTD-Annual Plan worksheet but providing data at the Program2 level. ✓ Fiscal Year Page items are Bureau Code, Fiscal Year, and Fiscal Month Selected. Detail lines reflect Appropriation Group, Fund Code, Program1 Code, Program2 Code, YTD Plan Avg, YTD Oblig, YTD Plan Minus Actual, YTD Diff % of Plan, Plan Minus Actual, YTD Diff % of Plan, |
|---|
| Variance Explanation (User Entered), Annual Plan, and YTD Pct of Annual Plan. Note that the Variance Explanation (User Entered) column will always return a query result of blank. The user may export the spreadsheet to Excel to enter the data for reporting. Dollars in thousands. YTD Plan data is through the month selected using a computation that divides the quarterly plan data by 3. Note that these figures DO NOT agree with manner in |

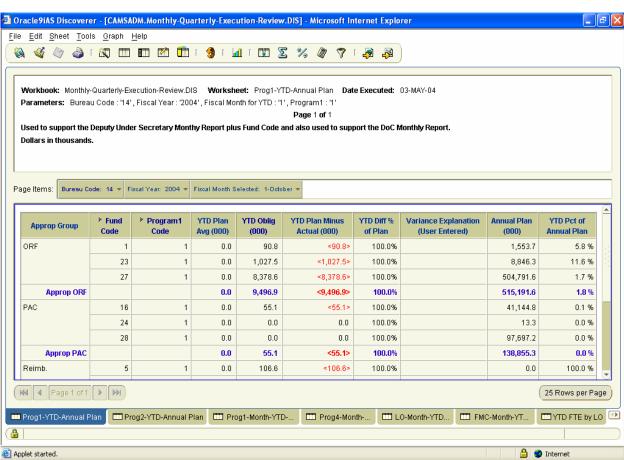
| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|---------------------------------|--|-----------------------|--|
| Prog1-Month-YTD- Annual Plan | Based on the Prog1-YTD-Annual Plan worksheet but providing data for the selected month in addition to the YTD data. | ✓ FMC | ✓ Bureau Code✓ Fiscal Year✓ Fiscal Month |
| | Page items are Bureau Code, Fiscal Year, and Fiscal Month Selected. | | ✓ Program1 Code |
| | Detail lines reflect Appropriation Group, Fund Code, Program1 Code, Plan Amt for Month Avg, Oblig Amt for Month, Plan Minus Actual for Month, Month Diff Pct of Plan, YTD Plan Avg, YTD Oblig, YTD Plan Minus Actual, YTD Diff % of Plan, Variance Explanation (User Entered), Annual Plan, and YTD Pct of Annual Plan. | | |
| | Note that the Variance Explanation (User Entered) column will always return a query result of blank. The user may export the spreadsheet to Excel to enter the data for reporting. | | |
| | Dollars in thousands. | | |
| | Plan Amt for Month Avg is for the month selected and YTD Plan data is through the month selected using a computation that divides the quarterly plan data by 3. Note that these figures DO NOT agree with manner in which the NOA118 report displays Plan data. | | |
| Prog4-Month-YTD- Annual Plan | Based on the Prog1-Month-YTD-Annual Plan worksheet but providing data at the Program4 level and allowing users to optionally specify a Program2 Code as part of selection criteria. | ✓ FMC | ✓ Bureau Code ✓ Fiscal Year ✓ Fiscal Month ✓ Program1 Code ✓ Program2 Code (%) |
| | Page items are Bureau Code, Fiscal Year, and Fiscal Month Selected. | | |
| | Detail lines reflect Appropriation Group, Fund Code, Program1 thru 4 Codes, Plan Amt for Month Avg, Oblig Amt for Month, Plan Minus Actual for Month, Month Diff Pct of Plan, YTD Plan Avg, YTD Oblig, YTD Plan Minus Actual, YTD Diff % of Plan, Annual Plan, and YTD Pct of Annual Plan. | | |
| | Dollars in thousands. | | |
| | Plan Amt for Month Avg is for the month selected and YTD Plan data is through the month selected using a computation that divides the quarterly plan data by 3. Note that these figures DO NOT agree with manner in which the NOA118 report displays Plan data. | | |

| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|------------------------------|---|-----------------------|--|
| LO-Month-YTD- Annual Plan | Based on the Prog4-Month-YTD-Annual Plan worksheet but allowing user to optionally specify which Line Office (Org1 Code) to select data. Page items are Bureau Code, Fiscal Year, and Fiscal Month Selected. | ✓ FMC | ✓ Bureau Code ✓ Fiscal Year ✓ Fiscal Month ✓ Program1 Code ✓ Org1 Code (%) |
| | Detail lines reflect Appropriation Group, Fund Code, Program1 thru 4 Codes, Org1 Code, Plan Amt for Month Avg, Oblig Amt for Month, Plan Minus Actual for Month, Month Diff Pct of Plan, YTD Plan Avg, YTD Oblig, YTD Plan Minus Actual, YTD Diff % of Plan, Annual Plan, and YTD Pct of Annual Plan. | | |
| | Dollars in thousands. Plan Amt for Month Avg is for the month | | |
| | selected and YTD Plan data is through the month selected using a computation that divides the quarterly plan data by 3. Note that these figures DO NOT agree with manner in which the NOA118 report displays Plan data. | | |

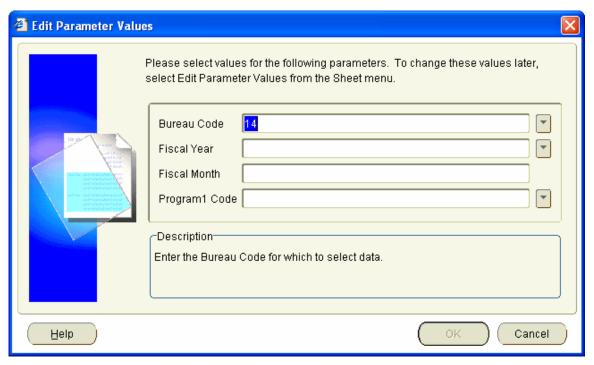
| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|-------------------------------|--|-----------------------|--|
| FMC-Month-YTD- Annual Plan | Based on the Prog4-Month-YTD-Annual Plan worksheet but allowing user to optionally specify which Line Office (Org1 Code) and FMC (Org2 Code) to select data. | ✓ FMC | ✓ Bureau Code ✓ Fiscal Year ✓ Fiscal Month ✓ Program1 Code ✓ Org1 Code (%) |
| | Page items are Bureau Code, Fiscal Year, and Fiscal Month Selected. Detail lines reflect Appropriation Group, Fund Code, Program1 thru 4 Codes, Org1 Code, Org2 Code, Plan Amt for Month Avg, Oblig Amt for Month, Plan Minus Actual for Month, Month Diff Pct of Plan, YTD Plan Avg, YTD Oblig, YTD Plan Minus Actual, YTD Diff % of Plan, Variance Explanation (User Entered), Annual Plan, and YTD Pct of Annual Plan. Note that the Variance Explanation (User Entered) column will always return a query result of blank. The user may export the spreadsheet to Excel to enter the data for reporting. Dollars in thousands. Plan Amt for Month Avg is for the month selected and YTD Plan data is through the month selected using a computation that divides the quarterly plan data by 3. Note that these figures DO NOT agree with | | ✓ Org1 Code (%) ✓ Org2 Code (%) |
| YTD FTE by LO | manner in which the NOA118 report displays Plan data. Presents Actual Full Time Equivalent (FTE) data by Line Office (Org1 Code) organization level. Page items are the Bureau Code and Fiscal Month Selected. Detail lines reflect Org1 Code, Org1 Descr, and FTE. | ✓ FMC | ✓ Bureau Code ✓ Fiscal Year ✓ Fiscal Month |
| YTD FTE by FMC | FTE uses the A-11 definition, not the 113-G. Presents Actual Full Time Equivalent (FTE) data by Line Office (Org1 Code) and FMC (Org2 Code) organization level. Page items are the Bureau Code and Fiscal Month Selected. Detail lines reflect Org1 Code, Org1 Descr, Org2 Code, Org2 Descr, and FTE. FTE uses the A-11 definition, not the 113-G. | ✓ FMC | ✓ Bureau Code ✓ Fiscal Year ✓ Fiscal Month |

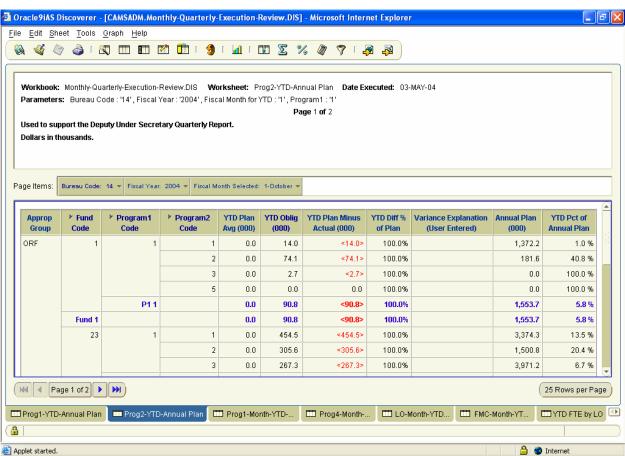
7.1 Prog1-YTD-Annual Plan Worksheet:



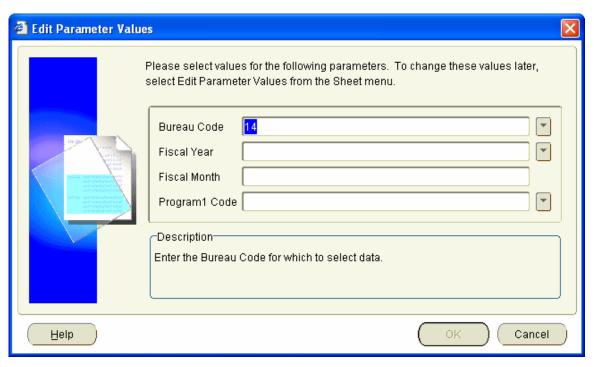


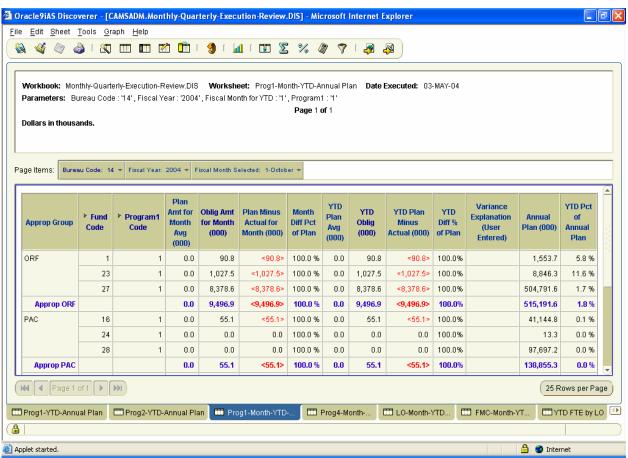
7.2 Prog2-YTD-Annual Plan Worksheet:



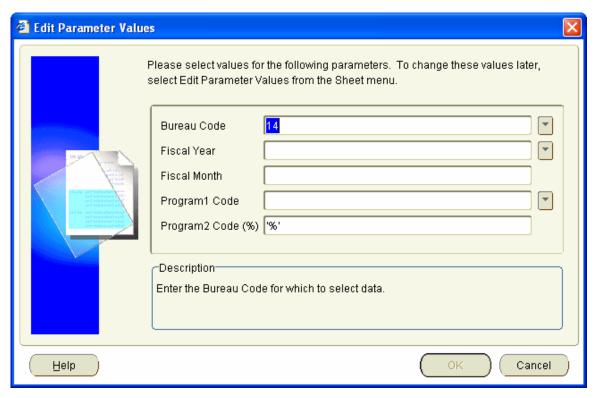


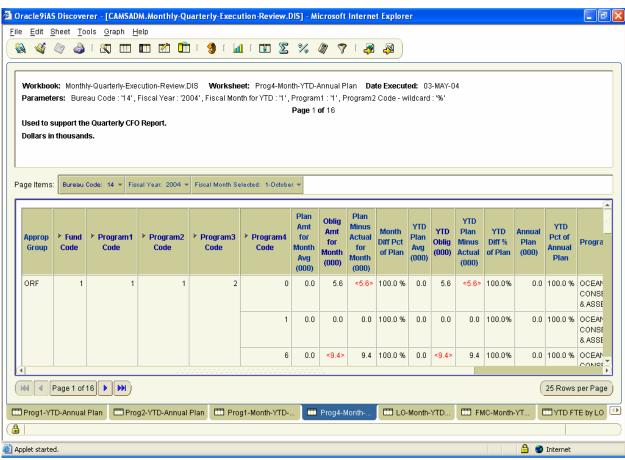
7.3 Prog1-Month-YTD-Annual Plan Worksheet:



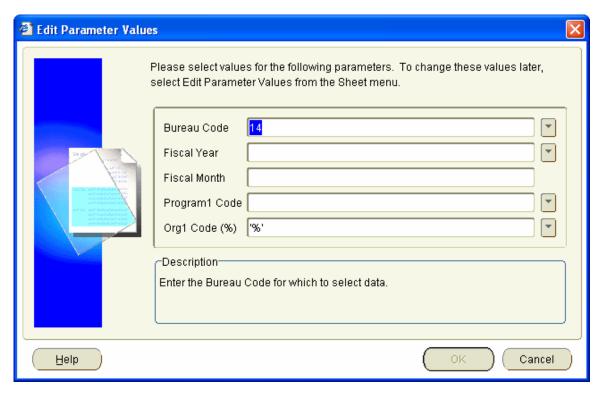


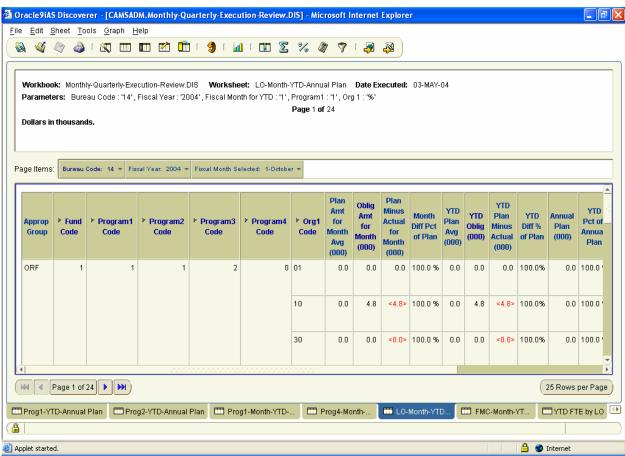
7.4 Prog4-Month-YTD-Annual Plan Worksheet:



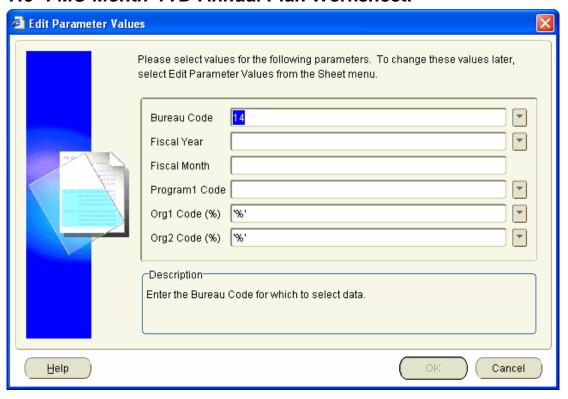


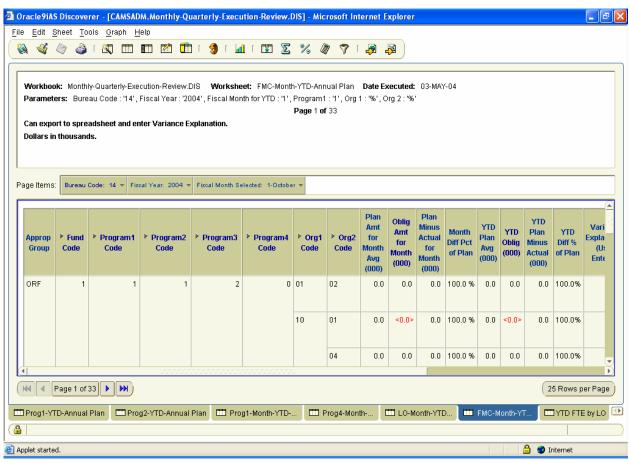
7.5 LO-Month-YTD-Annual Plan Worksheet:



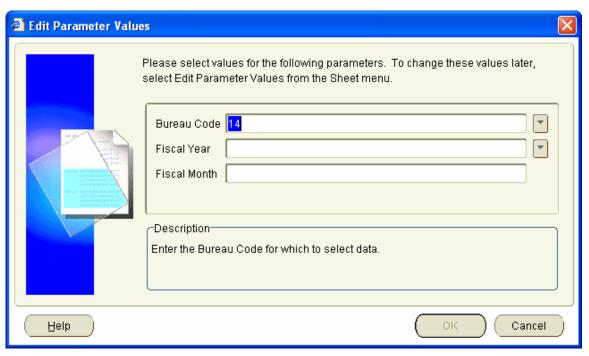


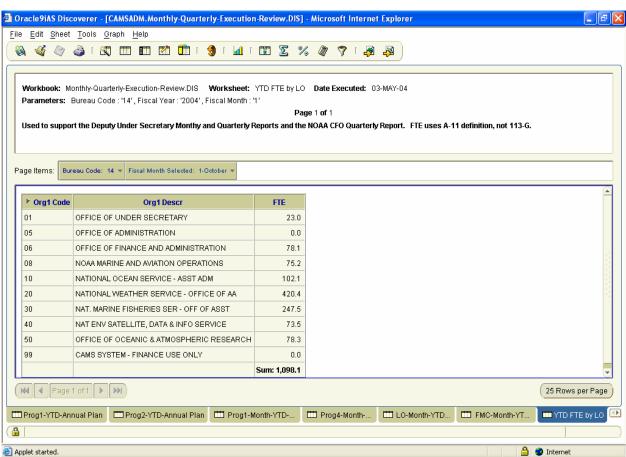
7.6 FMC-Month-YTD-Annual Plan Worksheet:



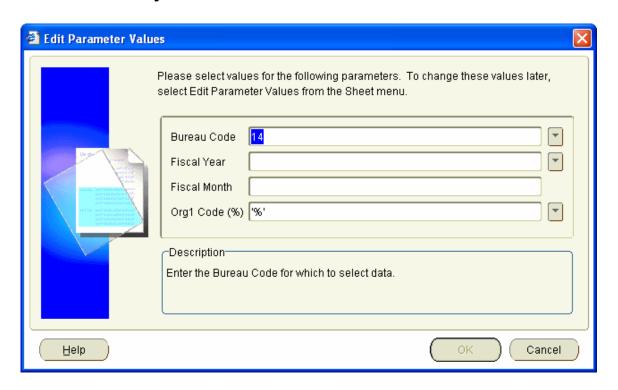


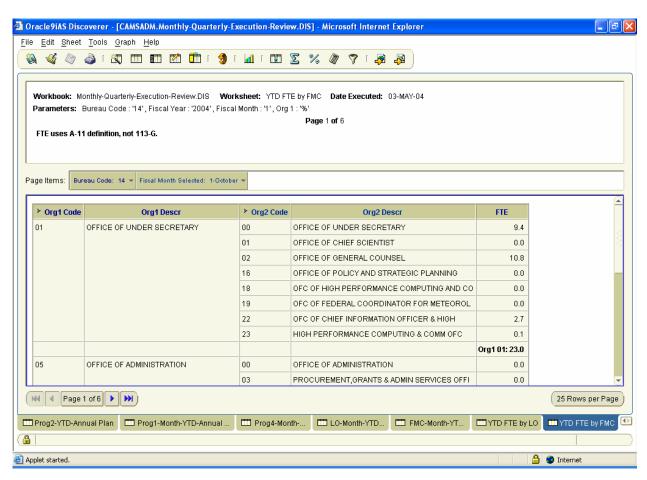
7.7 YTD FTE by LO Worksheet:





7.8 YTD FTE by FMC Worksheet:





8 NOA117 Workbook

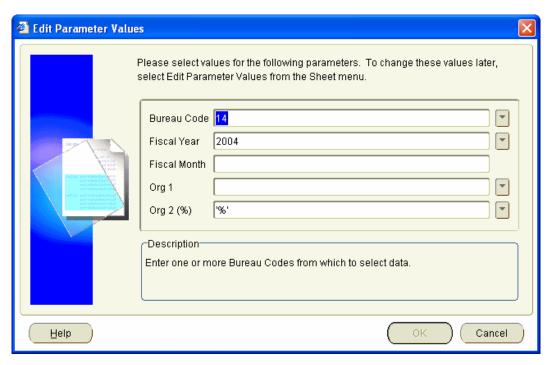
Generates NOA117 plan and actual data at the FMC and project level. Allows the user to compare the planned and actual obligation amounts for a month and YTD through that month. It also provides the annual plan amount.

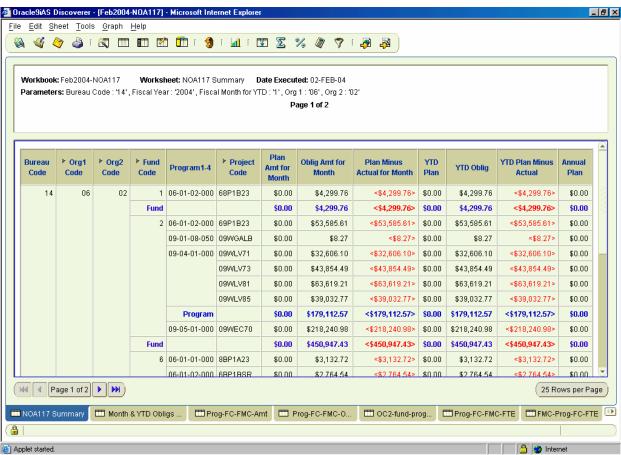
| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|----------------------|---|---|-----------------------------|
| NOA117 Summary | Generates NOA117 plan and actual amount | ✓ Accounts Payable | ✓ Bureau Code |
| 11011117 Summary | data for a particular fiscal month at the | ✓ Budget | ✓ Fiscal Year |
| | Bureau, Org1 and 2, Fund Code, Program, | ✓ GL | ✓ Fiscal Month |
| | and Project Code level. | ✓ FMC | ✓ Org1 Code |
| | | ✓ Line Office | ✓ Org2 Code (%) |
| | Reflects the plan amount, obligation amount, | | |
| | and difference between the two for the | | |
| | specified fiscal month, the YTD plan | | |
| | amount, obligation amount, and difference | | |
| | thru the specified month, and the Annual | | |
| | Plan amount. | | |
| Month & YTD Obligs | Generates NOA117 plan and actual amount | ✓ Accounts Payable | ✓ Bureau Code |
| & Annual Plan | data for a particular fiscal month at the | ✓ Budget | ✓ Fiscal Year |
| | Bureau, Org1 and 2, Fund Code, and Project | ✓ GL | ✓ Fiscal Month |
| | Code level. | ✓ FMC | ✓ Org1 Code |
| | Deflects the chlication amount for the | ✓ Line Office | ✓ Org2 Code (%) |
| | Reflects the obligation amount for the specified fiscal month and YTD thru the | | |
| | specified month, and the Annual Plan | | |
| | amount. | | |
| Prog-FC-FMC-Amt | Presents Plan versus Actual amounts by | ✓ Accounts Payable | ✓ Fiscal Year |
| 1108 1 0 11/10 11/10 | Program, Fund Code, FMC organization | ✓ Budget | ✓ Fiscal Month |
| | level for the specified month and YTD. | ✓ GL | ✓ Bureau Code |
| | • | ✓ FMC | ✓ Org1 Code |
| | Page item is the Bureau Code. | ✓ Line Office | ✓ Org2 Code (%) |
| | | | ✓ Fund Code (%) |
| | Detail lines reflect Program1 through 4 | | ✓ Program1 Code |
| | Codes, Fund Code, and Org1 and 2 Codes. | | (%) |
| | | | ✓ Program2 Code |
| | Fields included on worksheet as hidden sort | | (%) |
| | fields are: Org1 Description, Org2 | | ✓ Program3 Code |
| | Description, Program 1 Description, | | (%) |
| | Program 2 Description, Program 3 | | ✓ Program4 Code |
| Drog EC EMC OC2 | Description, and Program 4 Description. Presents Plan versus Actual amounts by | ✓ Accounts Payable | (%) ✓ Bureau Code |
| Prog-FC-FMC-OC2-Amt | Program, Fund Code, FMC organization | ✓ Accounts Payable✓ Budget | ✓ Bureau Code ✓ Fiscal Year |
| Aillt | level, and Object2 Code level. | ✓ GL | ✓ Fiscal Month |
| | level, and object2 code level. | ✓ FMC | ✓ Org1 Code |
| | Page item is the Bureau Code. | ✓ Line Office | ✓ Org2 Code (%) |
| | | | |
| | Detail lines reflect Program1 through 4 | | |
| | Codes, Fund Code, Org1 and 2 Codes, and | | |
| | Object1 and 2 Codes. | | |

| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|-----------------|---|-----------------------------|-----------------|
| OC2-Fund-Prog- | Presents Plan versus Actual amounts by | ✓ Accounts Payable | ✓ Bureau Code |
| FMC-Amt | Object2 Code level, Fund Code, Program, | ✓ Budget | ✓ Fiscal Year |
| | and FMC organization level. | ✓ GL | ✓ Fiscal Month |
| | | ✓ FMC | ✓ Org1 Code |
| | Page item is the Bureau Code. | ✓ Line Office | ✓ Org2 Code (%) |
| | Detail lines reflect Object1 and 2 Codes, | | |
| | Fund Code, Program1 through 4 Codes, and | | |
| | Org1 and 2 Codes. | | |
| Prog-FC-FMC-FTE | Presents Plan versus Actual Full Time | ✓ Accounts Payable | ✓ Fiscal Year |
| | Equivalent (FTE) data by Program, Fund | ✓ Budget | ✓ Fiscal Month |
| | Code, and FMC organization level. | ✓ GL | ✓ Bureau Code |
| | _ | ✓ FMC | ✓ Org1 Code |
| | Provides Plan Versus Actual FTE data for | ✓ Line Office | ✓ Org2 Code (%) |
| | the specific month and YTD. | | ✓ Fund Code (%) |
| | Dage item is the Pursey Code | | |
| | Page item is the Bureau Code. | | |
| | Detail lines reflect Program1 through 4 | | |
| | Codes, Fund Code, and Org1 and 2 Codes. | | |
| | | | |
| | Fields included on worksheet as hidden sort | | |
| | fields are: Org1 Description, Org2 | | |
| | Description, Program 1 Description, | | |
| | Program 2 Description, Program 3 | | |
| FMC-Prog-FC-FTE | Description, and Program 4 Description. Presents Plan versus Actual Full Time | ✓ Accounts Payable | ✓ Fiscal Year |
| rMC-F10g-FC-F1E | Equivalent (FTE) data by FMC organization | ✓ Accounts Fayable ✓ Budget | ✓ Fiscal Month |
| | level, Program, and Fund Code. | ✓ GL | ✓ Bureau Code |
| | level, 110gram, and 1 and code. | ✓ FMC | ✓ Org1 Code |
| | Page item is the Bureau Code. | ✓ Line Office | ✓ Org2 Code (%) |
| | | | ✓ Fund Code (%) |
| | Detail lines reflect Org1 and 2 Codes, | | |
| | Program1 through 4 Codes, and Fund Code. | | |
| | | | |
| | Fields included on worksheet as hidden sort | | |
| | fields are: Org1 Description, Org2 | | |
| | Description, Program 1 Description, | | |
| | Program 2 Description, Program 3 Description, and Program 4 Description. | | |
| Prog-FC-FMC-Amt | Presents Plan versus Actual amounts by | ✓ Accounts Payable | ✓ Fiscal Year |
| (Not in LO) | Program, Fund Code, and FMC organization | ✓ Budget | ✓ Fiscal Month |
| (= .3 . | level for organizations outside of the Line | ✓ GL | ✓ Bureau Code |
| | Office (Exclude Org1 Code) specified. | ✓ FMC | ✓ Fund Code (%) |
| | Cilies (Elielade Cigi Code) specifical | | |
| | cine (Envisor eigi evae) specimen | ✓ Line Office | ✓ Program1 Code |
| | Page item is Bureau Code. | ✓ Line Office | ✓ Exclude Org1 |
| | Page item is Bureau Code. | ✓ Line Office | |
| | Page item is Bureau Code. Detail lines reflect Program1-4 Code, Fund | ✓ Line Office | ✓ Exclude Org1 |
| | Page item is Bureau Code. | ✓ Line Office | ✓ Exclude Org1 |
| | Page item is Bureau Code. Detail lines reflect Program1-4 Code, Fund Code, Org1 and 2 Codes. | ✓ Line Office | ✓ Exclude Org1 |
| | Page item is Bureau Code. Detail lines reflect Program1-4 Code, Fund | ✓ Line Office | ✓ Exclude Org1 |

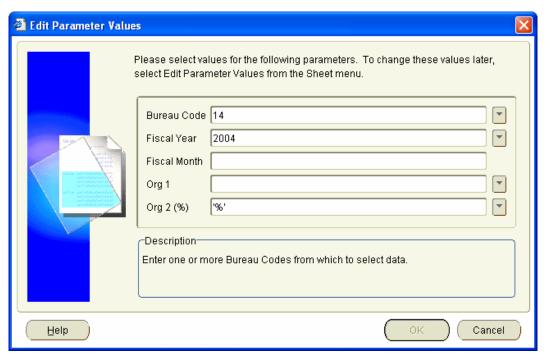
| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|-----------------------|---|-----------------------|-------------------|
| Prog-Proj-Fund-FMC | Presents Plan versus Actual amounts by | ✓ Accounts Payable | ✓ Fiscal Year |
| | Program, Project, Fund Code, and FMC | ✓ Budget | ✓ Fiscal Month |
| | organization level. | ✓ GL | ✓ Bureau Code |
| | | ✓ FMC | ✓ Org1 Code |
| | Page item is the Bureau Code. | ✓ Line Office | ✓ Org2 Code (%) |
| | | | ✓ Fund Code (%) |
| | Detail lines reflectProgram1 through 4 | | |
| | Codes, Project, Fund Code, and Org1 and 2 | | |
| | Codes. | | |
| | | | |
| | Fields included on worksheet as hidden sort | | |
| | fields are: Org1 Description, Org2 | | |
| | Description, Program 1 Description, | | |
| | Program 2 Description, Program 3 | | |
| | Description, and Program 4 Description. | | |

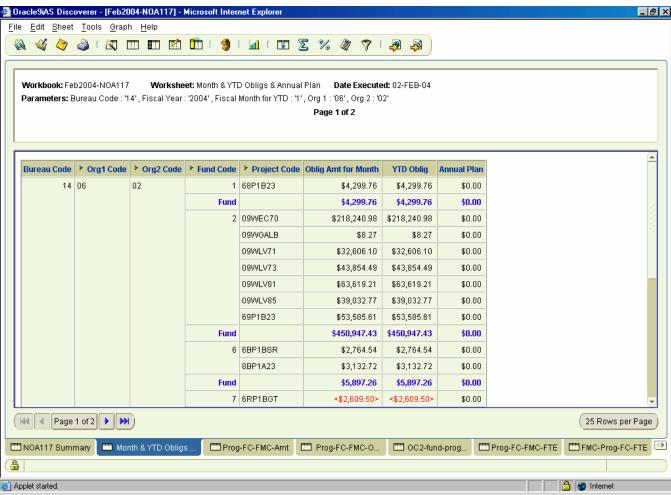
8.1 NOA117 Worksheet:





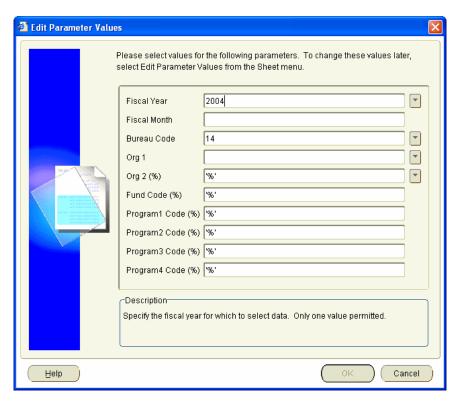
8.2 Month & YTD Obligs & Annual Plan Worksheet

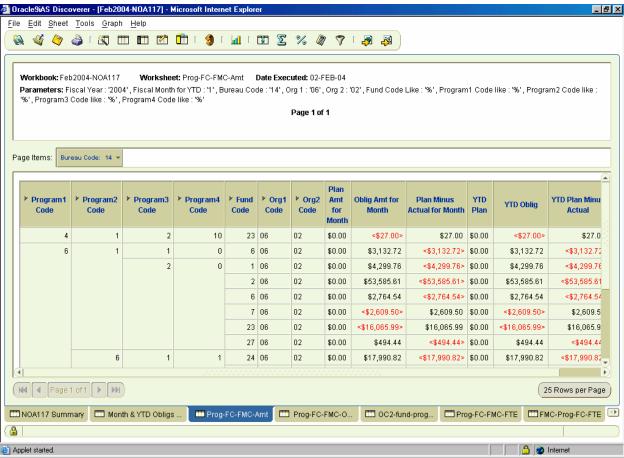




8.3 Prog-FC-FMC-Amt Worksheet

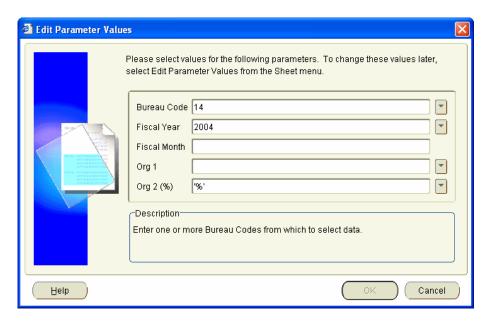
Presents Plan versus Actual amounts by Program, Fund Code, FMC organization level.

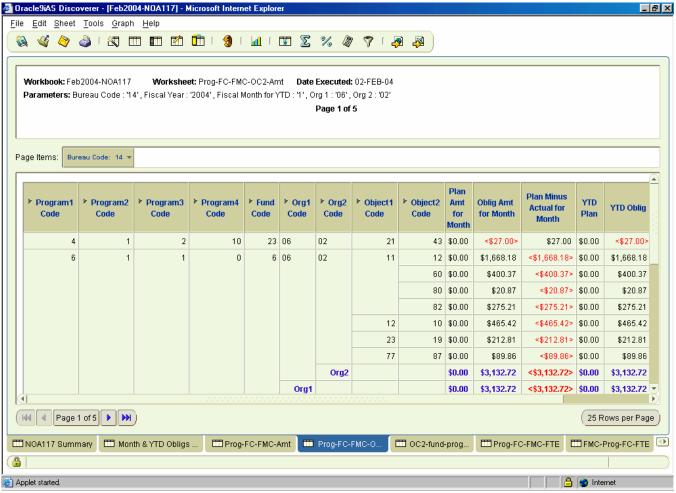




8.4 Prog-FC-FMC-OC2-Amt Worksheet

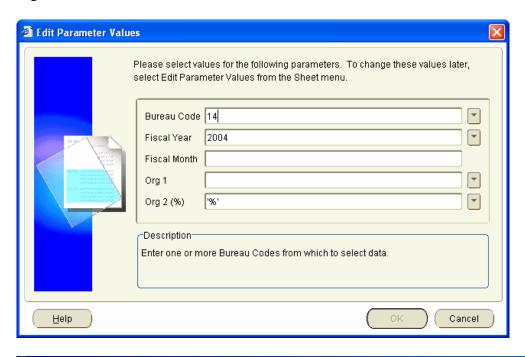
Presents Plan versus Actual amounts by Program, Fund Code, FMC organization level, and object2 code level.

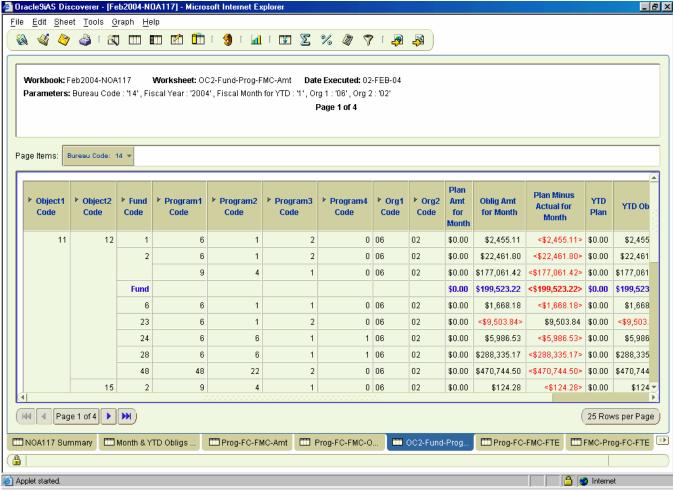




8.5 OC2-Fund-Prog-FMC-Amt Worksheet

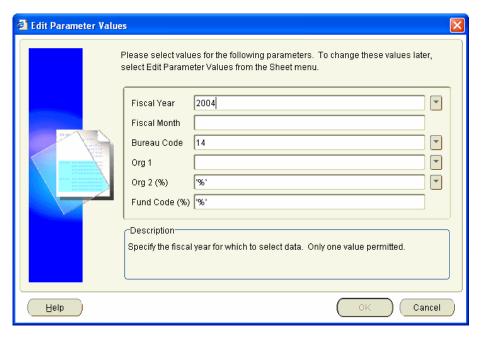
Presents Plan versus Actual amounts by Object2 Code level, Fund Code, Program, and FMC organization level.

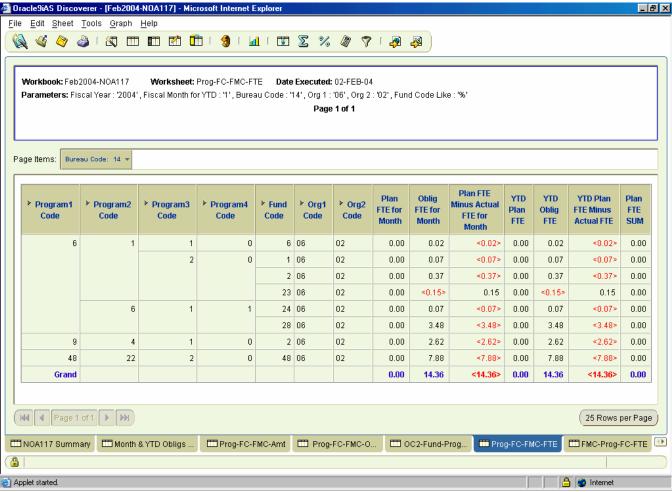




8.6 Prog-FC-FMC-FTE Worksheet

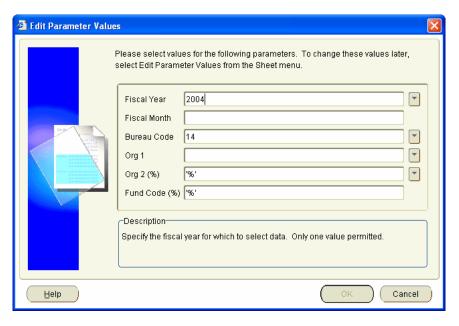
Presents Plan versus Actual Full Time Equivalent (FTE) data by Program, Fund Code, and FMC organization level.

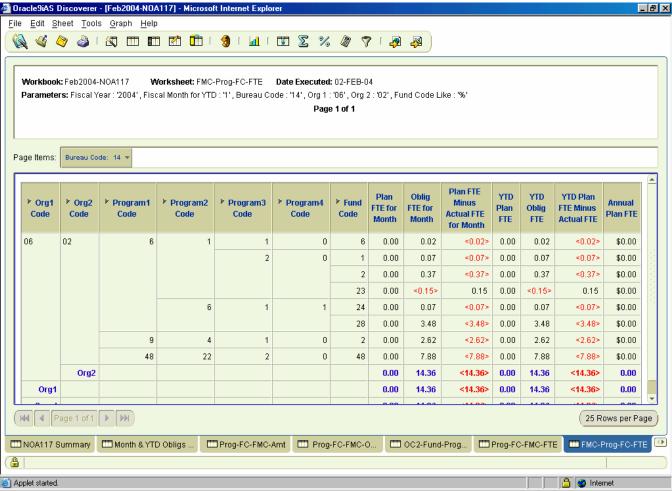




8.7 FMC-Prog-FC-FTE Worksheet

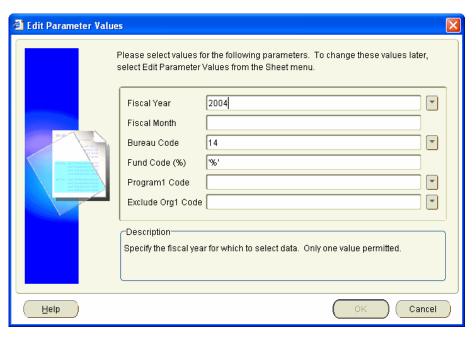
Presents Plan versus Actual Full Time Equivalent (FTE) data by FMC organization level, Program, and Fund Code.

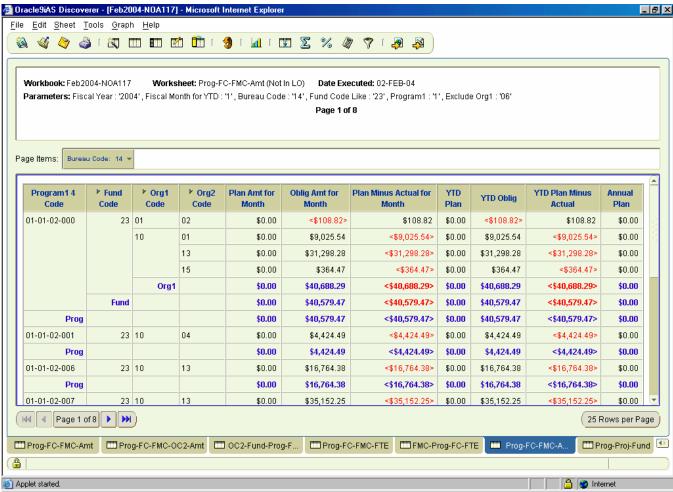




8.8 Prog-FC-FMC-Amt (Not in LO) Worksheet

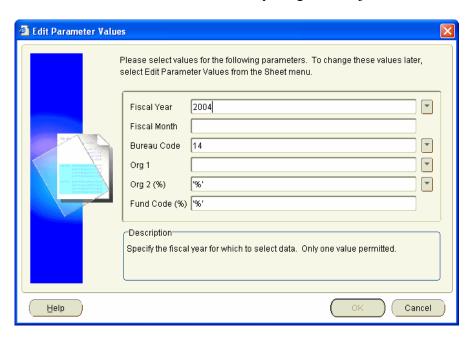
Presents Plan versus Actual amounts by Program, Fund Code, and FMC organization level for organizations outside of the Line Office (Exclude Org1 Code) specified.

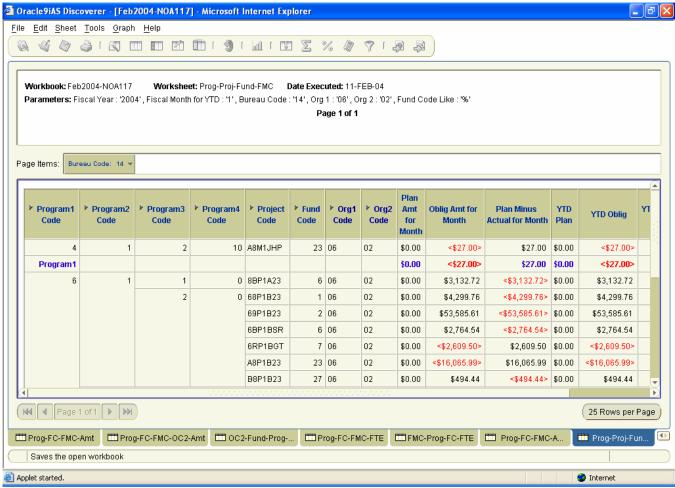




8.9 Prog-Proj-Fund-FMC Worksheet

Presents Plan versus Actual amounts by Program, Project, Fund Code, and FMC organization.





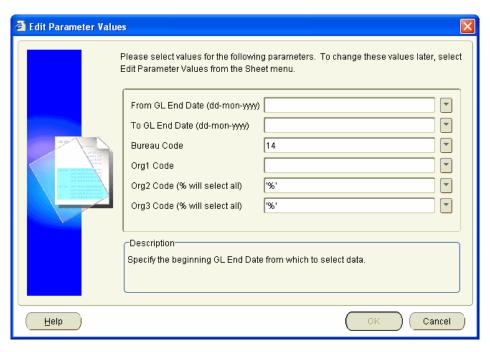
9 NOA118-Detail Workbook

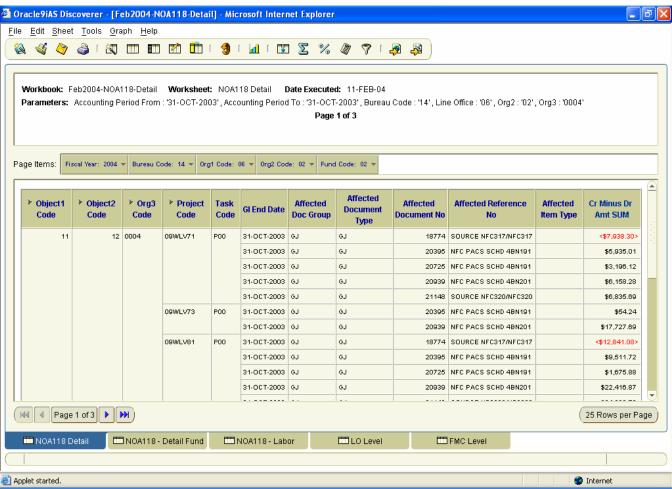
Provides more detailed information to support the summarized figures on the Plan and Obligations Detail report (NOA118).

| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|----------------------|---|------------------------|---|
| NOA118 Detail | Provides more detailed, document level information to support the summarized figures on the Plan and Obligations Detail report (NOA118). Data is displayed by page items Fiscal Year, Bureau Code, Org1 Code, Org2 Code and Fund Code Detailed lines showing Object 1 and 2, Org 3, Project and Task, GL End Date, document level data (Group, Type, Number, Reference Number, and Item Type), and the amount. | ✓ FMC ✓ Line Office | ✓ From GL End Date ✓ To GL End Date ✓ Bureau Code ✓ Org1 Code ✓ Org2 Code (%) ✓ Org3 Code (%) |
| NOA118 - Detail Fund | Same as the NOA118 Detail worksheet but reflects the Fund Code as part of the detail lines versus as a page item at the top. | ✓ FMC ✓ Line Office | ✓ From GL End Date ✓ To GL End Date ✓ Bureau Code ✓ Org1 Code ✓ Org2 Code (%) ✓ Org3 Code (%) |
| NOA118 – Labor | Provides more detailed information specific to labor charges to support the summarized figures on the Plan and Obligations Detail report (NOA118). Data is displayed by page items GL End Date, Bureau Code, Org1 Code, and Org2 Code. Detailed lines show Object 1 and 2, Org 3, Fund Code, Project and Task, Labor Type, labor hours, amount, and pay period information as appropriate (for reporting and based on). | ✓ FMC ✓ Line Office | ✓ From GL End Date ✓ To GL End Date ✓ Bureau Code ✓ Org1 Code ✓ Org2 Code (%) ✓ Org3 Code (%) |
| LO Level | Provides more detailed information to support the summarized figures on the Plan and Obligations Detail report (NOA118). Amounts reflect plan versus actual data for the period specified. Data is displayed by page items Bureau Code, Fiscal Year, and Org1 Code. Detailed lines show Org 2 Code, Fund Code, Program 1 through 4 Codes, and Object1 and 2 Codes. | ✓ FMC ✓ Line Office | ✓ Fiscal Year ✓ Beginning Fiscal Month ✓ Ending Fiscal Month ✓ Bureau Code ✓ Org1 Code ✓ Org2 Code (%) ✓ Program1 Code (%) ✓ Program2 Code (%) ✓ Program3 Code (%) ✓ Program4 Code (%) |

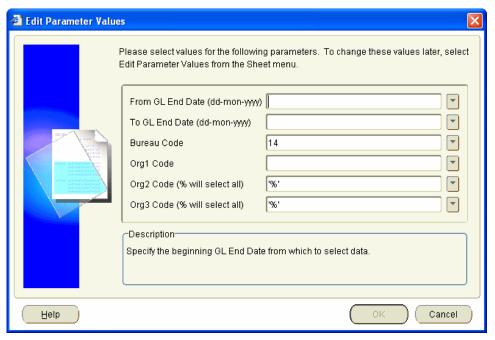
| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|-----------------------|---|-----------------------|--------------------|
| FMC Level | Provides more detailed information to | ✓ FMC | ✓ Fiscal Year |
| | support the summarized figures on the Plan | ✓ Line Office | ✓ Beginning Fiscal |
| | and Obligations Detail report (NOA118). | | Month |
| | Amounts reflect plan versus actual data for | | ✓ Ending Fiscal |
| | the period specified. | | Month |
| | | | ✓ Bureau Code |
| | Data is displayed by page items Bureau | | ✓ Org1 Code |
| | Code, Fiscal Year, and Org1 and Org2 | | ✓ Org2 Code (%) |
| | Codes. | | ✓ Program1 Code |
| | | | (%) |
| | Detailed lines show Org 3 through 7 Codes, | | ✓ Program2 Code |
| | Fund Code, Program 1 through 4 Codes, | | (%) |
| | Project, and Object1 and 2 Codes. | | ✓ Program3 Code |
| | | | (%) |
| | | | ✓ Program4 Code |
| | | | (%) |

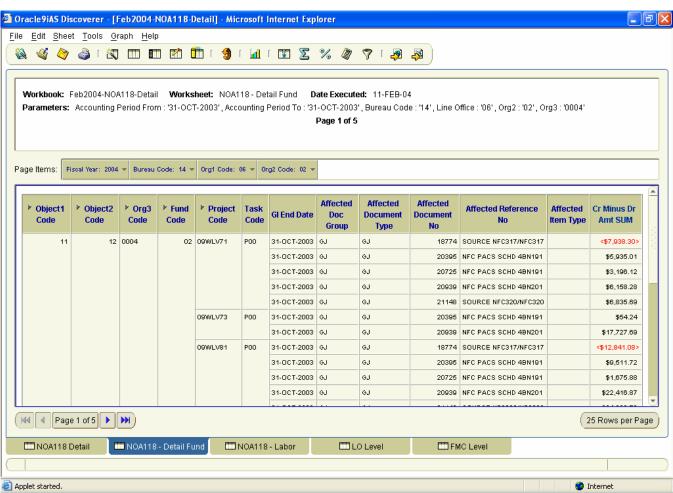
9.1 NOA118 Detail Worksheet



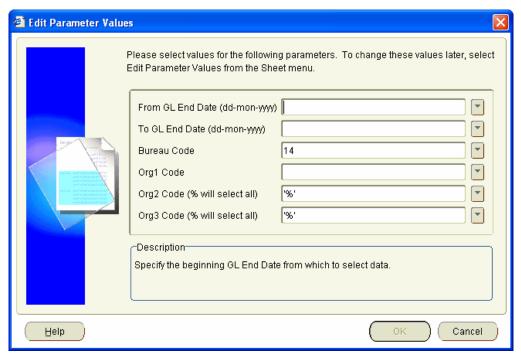


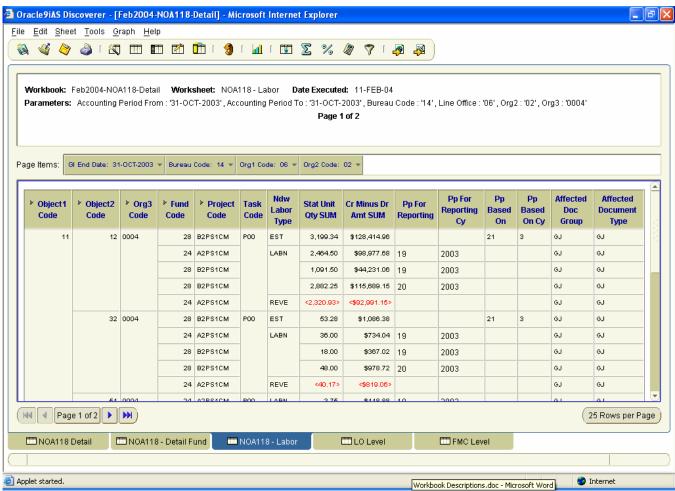
9.2 NOA118 - Detail Fund Worksheet



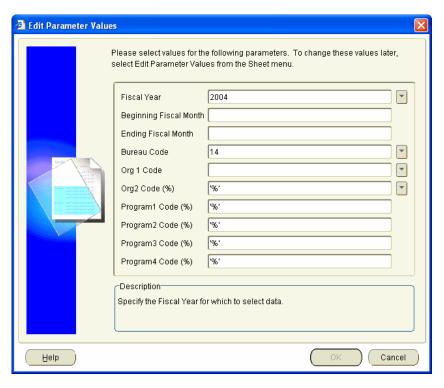


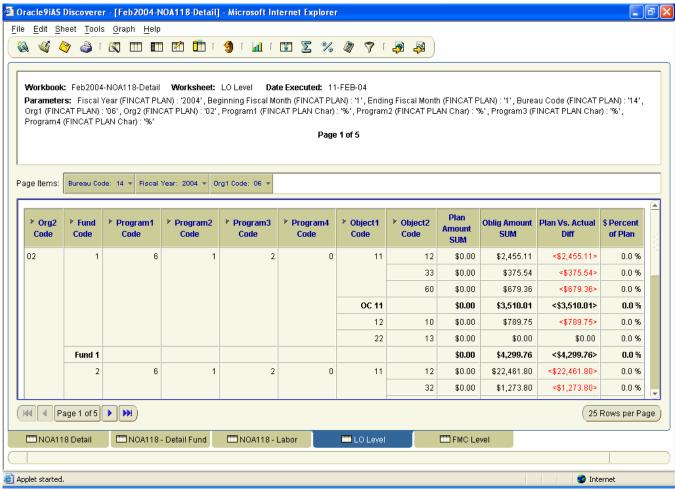
9.3 NOA118 - Labor Worksheet



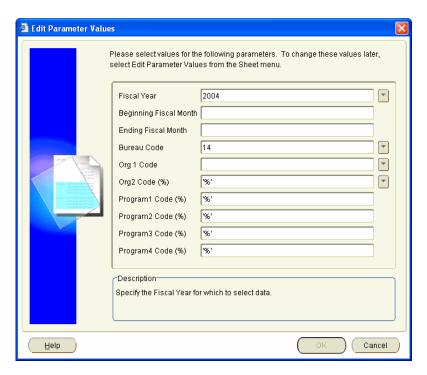


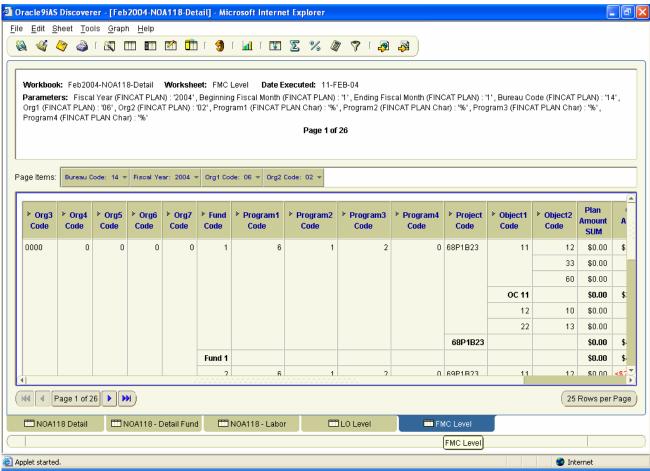
9.4 LO Level





9.5 FMC Level





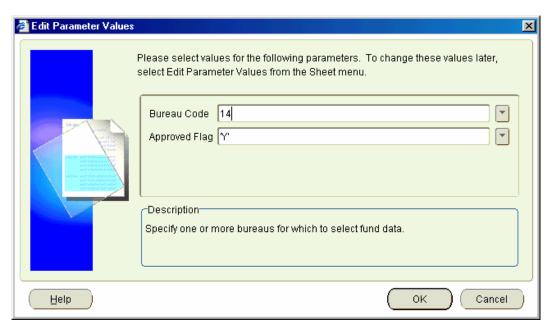
10 Reference-Data Workbook

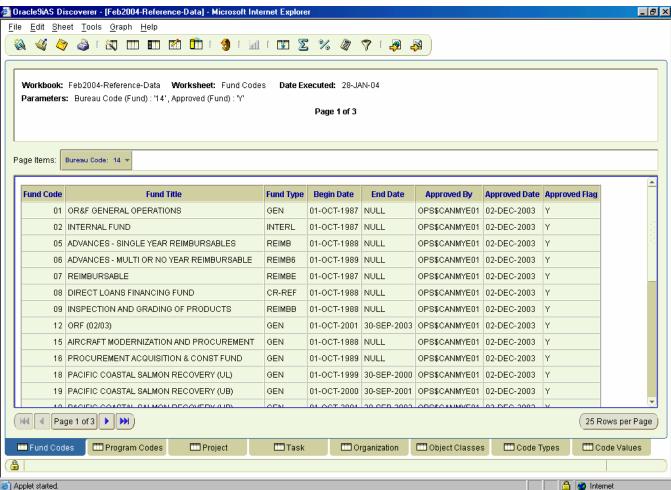
Provides descriptions of codes used within CFS and portions of the ACCS.

| Worksheet Name | Worksheet Description | | Business Areas | | Parameters |
|----------------|---|----------|-----------------------|----------|-------------------|
| Fund Code | Lists fund codes and associated information | ✓ | All | ✓ | Bureau Code |
| | within a Bureau. | | | ✓ | Approved Flag (%) |
| | | | | | |
| | Displays Bureau Code as a page item. | | | | |
| | Displays Fund Code Fund Title Fund Tune | | | | |
| | Displays Fund Code, Fund Title, Fund Type, Begin Date, End Date, Approved By | | | | |
| | Approved Date, and Approved Flag. | | | | |
| Program Codes | Lists program codes and associated | √ | All | ✓ | Bureau Code |
| Trogram codes | information within a Bureau. | | | ✓ | Fund Code (%) |
| | | | | ✓ | Program1 Code |
| | Displays Bureau Code and Name, and Fund | | | | (%) |
| | Code and Title as page items. | | | ✓ | Active Status (%) |
| | | | | | |
| | Displays Program Code and Description for | | | | |
| | each of the four levels of the CAMS | | | | |
| | program as detail lines along with the status | | | | |
| | of the Program4 level. | _ | | | |
| Project | Lists project codes and associated | ✓ | All | √ | Bureau Code |
| | information within a Bureau. | | | ✓ ✓ | Fund Code (%) |
| | Displays Bureau Code as a page item. | | | * | Program1 Code (%) |
| | Displays Bureau Code as a page Item. | | | ✓ | Project Code (%) |
| | Displays Fund Code, Program1-4 Code, | | | 1 | Project Type (%) |
| | Project Code, Project Description, Project | | | 1 | Direct Flag (%) |
| | Type, Direct Flag, Active Status, Begin and | | | ✓ | |
| | End Dates, NSF Code, Science Code, | | | | (%) |
| | Project Leader, Budget Initiative, Notes as | | | ✓ | Active Status (%) |
| | detail lines. | | | | |
| Task | Lists task codes and associated information | ✓ | All | ✓ | Bureau Code |
| | within a Project within a Bureau. | | | V | Project Code (%) |
| | | | | ✓ | Active Status (%) |
| | Displays Bureau Code as a page item. | | | | |
| | Displays Project Code, Task Code, Task | | | | |
| | Description, Begin Date, End Date, Active | | | | |
| | Status, and CFS module statuses as detail | | | | |
| | lines. | | | | |
| Organization | Lists organization codes and associated | √ | All | ✓ | Bureau Code |
| 9. g | information within a Bureau. | | | ✓ | Org1 Code (%) |
| | | | | ✓ | Org2 Code (%) |
| | Displays Bureau Code, Bureau Name, Org1 | | | ✓ | Org3 Code (%) |
| | Code, and Org1 Description as page items. | | | ✓ | Active Status (%) |
| | | | | | |
| | Displays Org1-7 Code, Org2-7 Descriptions | | | | |
| | and the Active Status for Org7. | | | | |

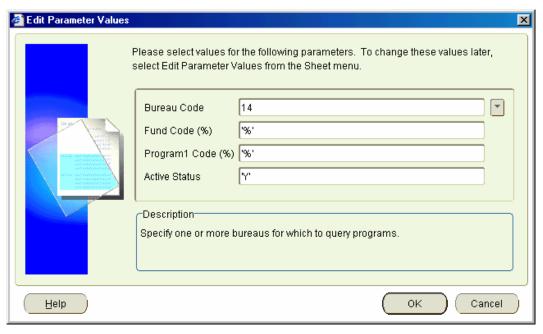
| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|----------------|---|-----------------------|---|
| Object Class | Lists object class codes and associated information. Displays Object Code and Description for each of the four levels of the CAMS object class as detail lines with the Active Status for the Object4 Code level. | ✓ All. | ✓ Object1 Code (%) ✓ Active Status (%) |
| Code Types | There are many different types of codes used within CFS. The ACCOUNTING_CODE table stores the acceptable values and provides a description of the code. This worksheet allows users to view the various types of codes. For example, a Code Type of OBLIG defines the values used for obligating document types. To help identify the type of code of interest, users may query on all or a portion of the code type or it's description. The most commonly used code types are listed as the defaults. Displays the Code Value and Code Description. | ✓ All | ✓ Code Type Value (%) ✓ Code Type Description (%) |
| Code Values | Once a user has identified the type of code (e.g, OBLIG for obligating document types) in which they are interested, they may view the acceptable values associated with that code (e.g., PORECR, PRINT, RECDEL, TRAINS, etc.). Users must specify the Code Type and may also specify all or a portion of the code value and/or code value description. Displays the Code Type, Code Value, Code Description, Ownership Code, Active Status, and Status Date. | ✓ All | ✓ Code Type ✓ Code Value (%) ✓ Code Description (%) |

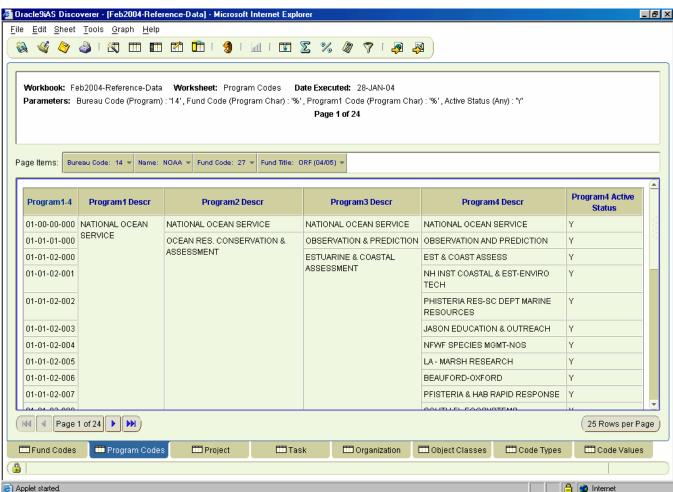
10.1 Fund Codes Worksheet



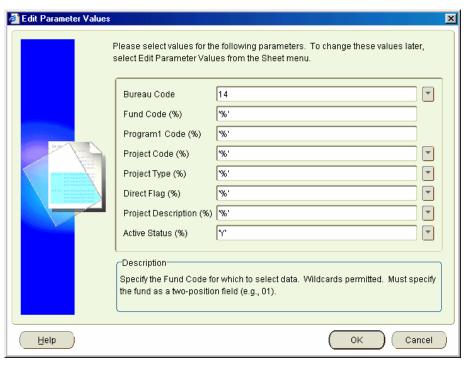


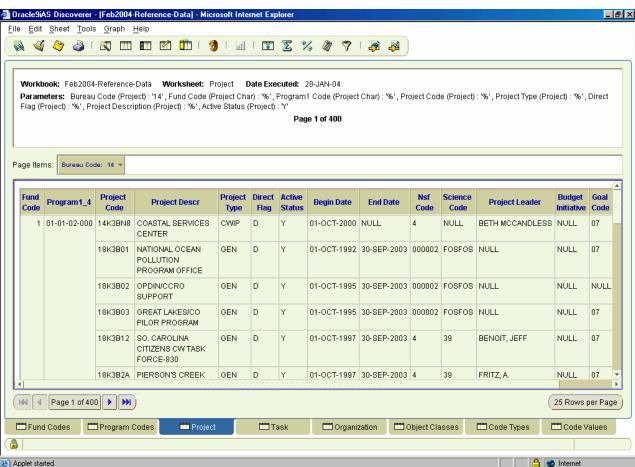
10.2 Program Codes Worksheet



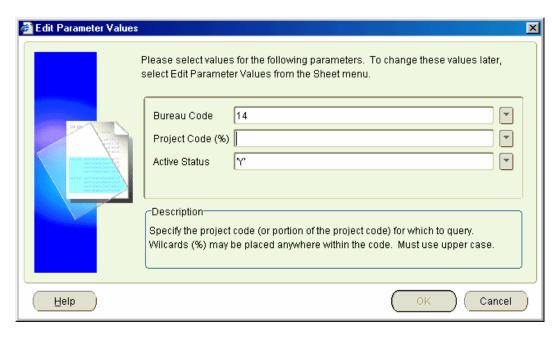


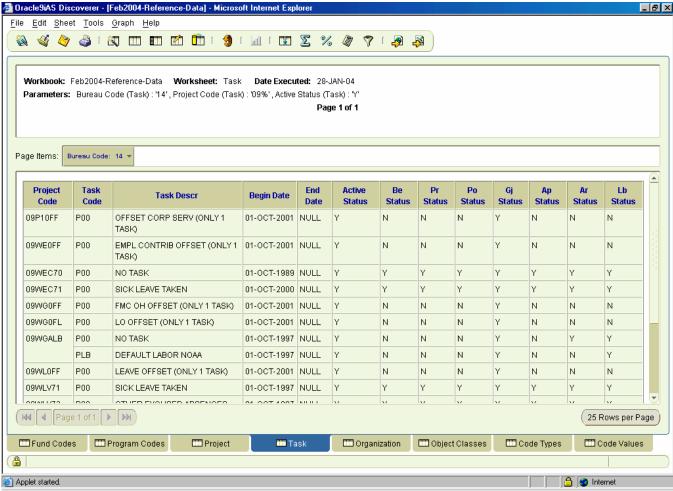
10.3 Project Worksheet



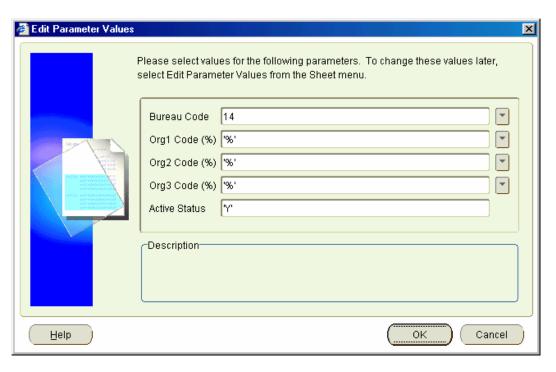


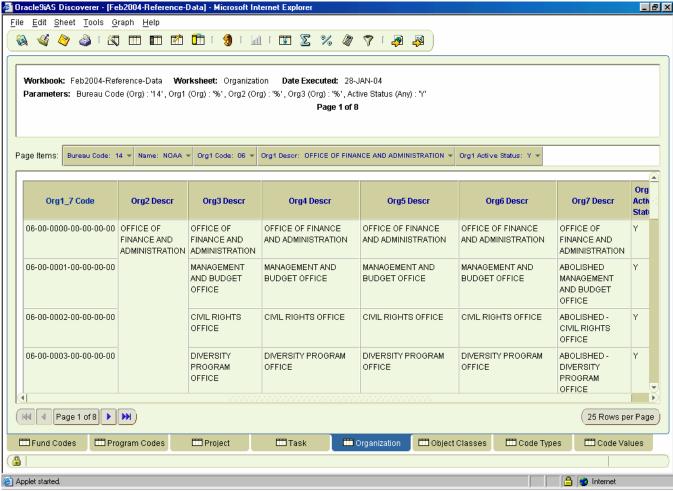
10.4 Task Worksheet



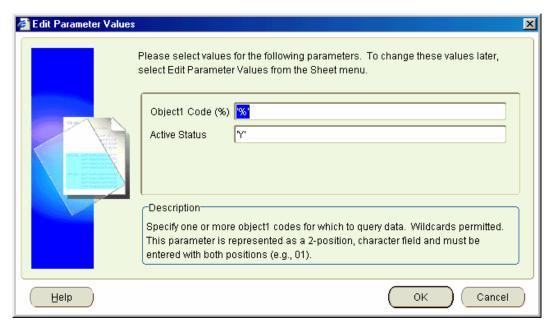


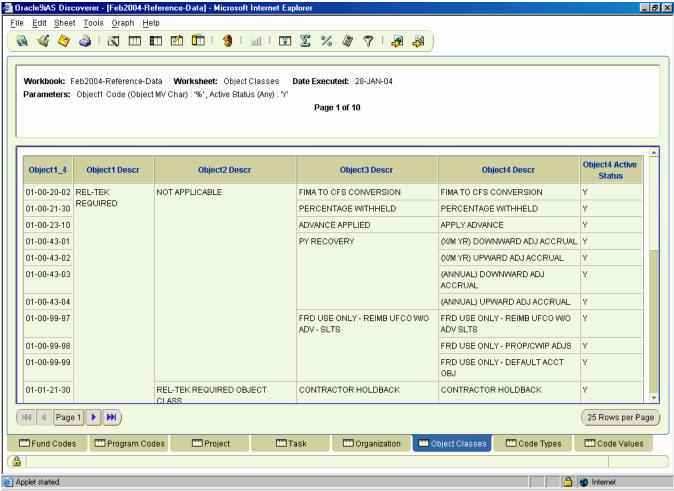
10.5 Organization Worksheet



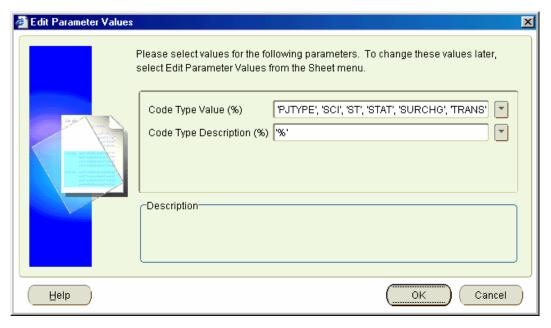


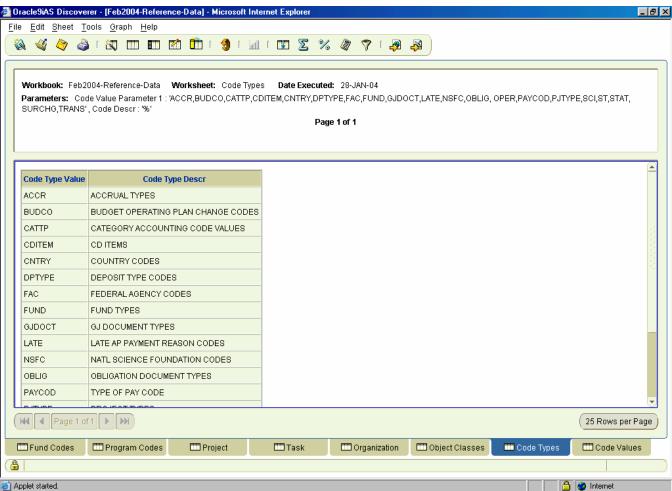
10.6 Object Classes Worksheet





10.7 Code Types Worksheet

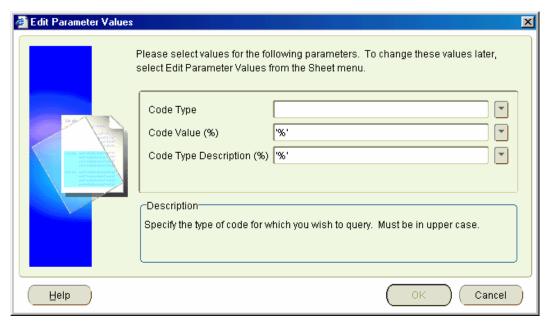


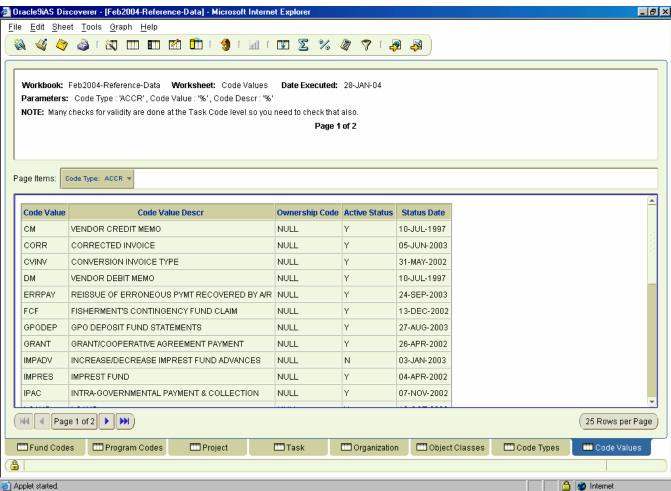


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6/23/04

10.8 Code Values Worksheet



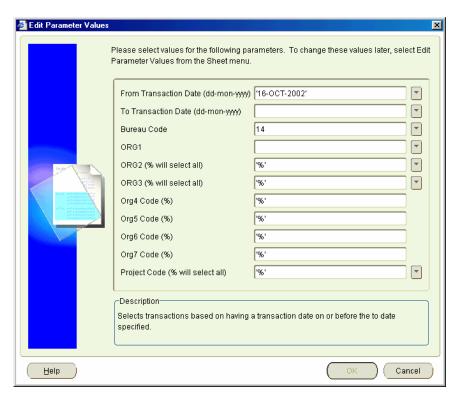


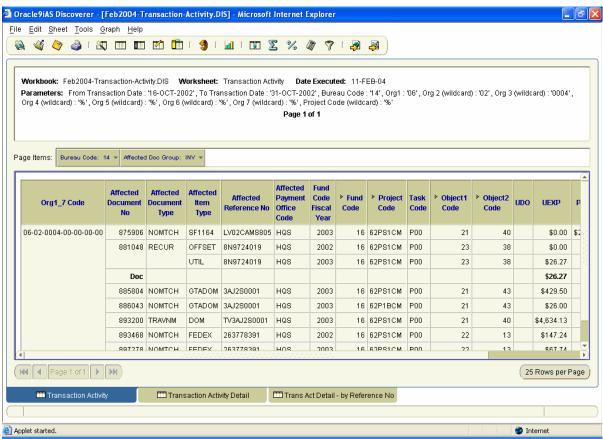
11 Transaction-Activity Workbook

Provides detailed transaction activity data against a document for a specific period of time.

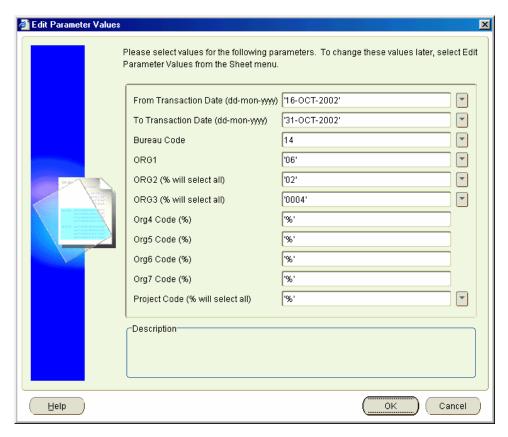
| Worksheet Name | Worksheet Description | Business Areas | Parameters |
|---------------------------------------|--|------------------------|--|
| Transaction Activity | Provides detailed transaction activity data against a document for a specific period of time. | ✓ FMC ✓ Line Office | ✓ From Transaction |
| | Data is displayed by page items Bureau Code and Affected Document Group (PO, INV, EA, GJ). | | ✓ Bureau Code ✓ Org1 Code (%) ✓ Org2 Code (%) ✓ Org3 Code (%) |
| | Detailed lines show Org1-7 Code, document level data (Number, Type, Item Type, and Reference Number, Payment Office Code), Fund Code Fiscal Year, Fund Code, Project and Task, and Object 1 and 2. | | ✓ Org4 Code (%) ✓ Org5 Code (%) ✓ Org6 Code (%) ✓ Org7 Code (%) ✓ Project Code (%) |
| | Amounts are summarized at this level and grouped by Undelivered Order (UDO), Unpaid Expense (UEXP), Paid Expense (PEXP), and Total Obligation (UDO + UEXP + PEXP). | | |
| | Fields included on worksheet as hidden sort fields are: Org1 Code, Org2 Code, Org3 Code, Org4 Code, Org5 Code, Org6 Code, Org7 Code. | | |
| Transaction Activity – Detail | Same selection criteria as the Transaction Activity worksheet providing even further transaction detail as well as downward adjustment amounts. | ✓ FMC ✓ Line Office | ✓ From Transaction Date ✓ To Transaction |
| | Data is displayed by page items Bureau Code and Affected Document Group (PO, INV, EA, GJ). Detailed lines show document level data | | ✓ Org1 Code (%) ✓ Org2 Code (%) ✓ Org3 Code (%) ✓ Org4 Code (%) ✓ Org5 Code (%) |
| | (Number, Type, Item Type, Reference Number, Payment Office Code), Fund Code Fiscal Year, Org 1 through 7, Fund Code, Project and Task, Object 1 and 2, Transaction Date, and a flag indicating if this is a Prior Year transaction. | | ✓ Org6 Code (%) ✓ Org7 Code (%) ✓ Project Code (%) |
| | Amounts are reflected at this level and grouped by Undelivered Order (UDO), Unpaid Expense (UEXP), Paid Expense (PEXP), downward adjustments (UDO_DWADJ, UEXP_DWADJ, and PEXP_DWADJ), and Total Obligation (UDO + UEXP + PEXP). | | |
| Trans Act Detail – by Reference No | Same as the Transaction Activity - Detail worksheet but selects documents based on the Source Reference Field versus an organization. | ✓ FMC ✓ Line Office | ✓ Affected Reference Number (%) |

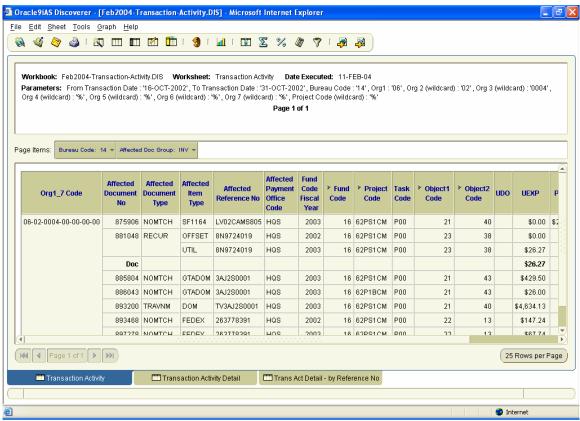
11.1 Transaction Activity Worksheet



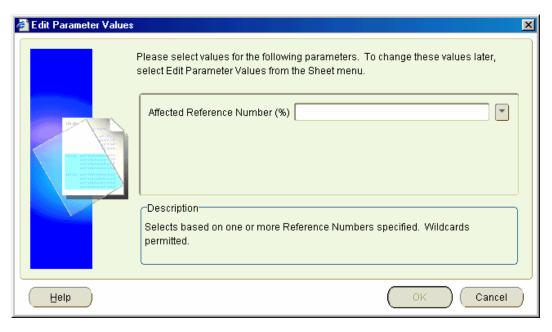


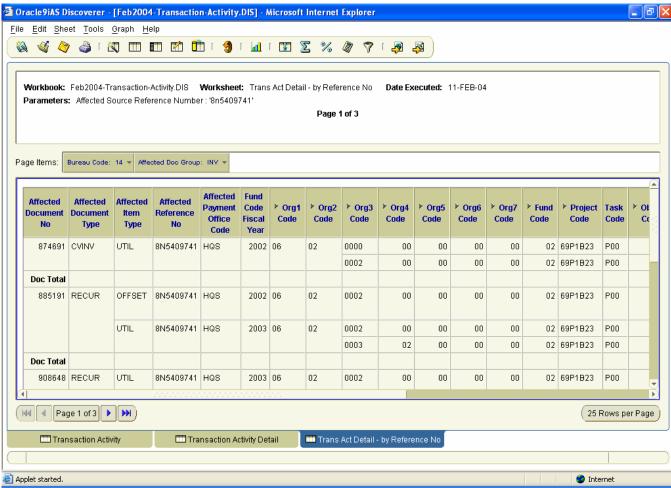
11.2 Transaction Activity - Detail Worksheet



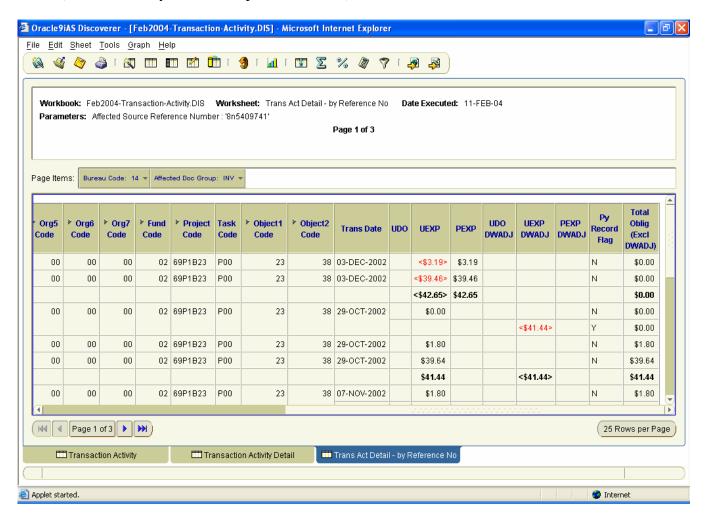


11.3 Transaction Act. Detail - by Reference No. Worksheet





Cont. (Scroll to money fields from previous screen):



Appendix A – Discoverer Query Development Tips

- 1. When querying data you MUST combine the following data with Bureau Code in order for the data to be relevant:
 - Organization
 - Fund
 - Program
 - Project
- 2. Query data at the appropriate level ... if you DON'T need document level data, DON'T query a detailed table. This will cause your query to run slower.
- 3. If the results don't reflect the data you anticipate, check your Query Governor parameters. You may want to uncheck the "Limit retrieved query data to" parameter as Discoverer doesn't consistently warn if all rows are not retrieved.
 - DO NOT unclick any other parameters until you have thoroughly tested your query!
- 4. A quick summarization method is to place the key fields at the top of the worksheet as Page Items.
- 5. If you have multiple columns for which you wish to create totals/subtotals, select "All data points" from the first drop down list requesting "Which data point would you like to create a total on?".
- 6. Labels on totals can include more than a description such as "Project Total". The drop down list also allows you to include the Item Name (e.g., Project Code), Data Point Name (on which you are obtaining totals; e.g., Amount), or the Value (e.g., 09WLV71).
- 7. If you are creating a condition and use the "Advanced" button, uncheck "Generate name automatically" and provide a name for the query. If the condition becomes too big, Discoverer cannot store the name automatically and will not save the condition. Discoverer provides no message for this, the "OK" button is just not enabled.
- 8. Titles in Excel. When you export a worksheet that displays a title into Excel, the initial view of the worksheet in Excel will display a very wide first column to accommodate the title. To modify this column so that it does not encompass a full page, do the following:
 - Highlight Cell A1 by clicking on it.
 - Select Format | Cells from the menu bar at the top of the screen and then select the Alignment tab. Select the "Wrap Text" box and then the OK key.
 - Select the entire column by clicking on the A column at the top of the worksheet.
 - Select Format | Column | Width from the menu bar at the top of the screen. Enter a "Column Width" appropriate for the data in the first column of your spreadsheet (e.g., 30) and select the OK button.

- Select Row 1 by clicking on the row number to the left of the spreadsheet.
- Select Format | Row | Autofit from the menu bar at the top of the screen.

Appendix B – How to Log Into Discoverer

To start Oracle Discoverer:

- 1. Launch a Web browser, either Internet Explorer or Netscape are supported.
- 2. Go to the Discoverer web address given to you by the Instructor for the Training database. The Discoverer Production web site address is (please note that SSL is used):

https://jupiter.rdc.noaa.gov:4445/discoverer/plus

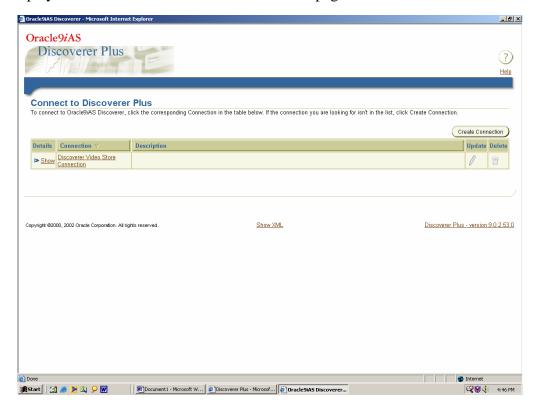
Note: The first time you run Discoverer, if you do not have the required plug-ins, Discoverer installs the required plug-ins for you. Internet Explorer allows for an automated procedure to locate, download and install the correct plug-in. Once the Jinitiator is installed the user may choose either Netscape or IE as their browser. The version of the Oracle Jinitiator (JAVA Initiator) is 1.3.1.8.

Steps to create a Discoverer connection for accessing the Production CAMS Data Warehouse (CFSDW) database?

To create a new Discoverer connection, do the following:

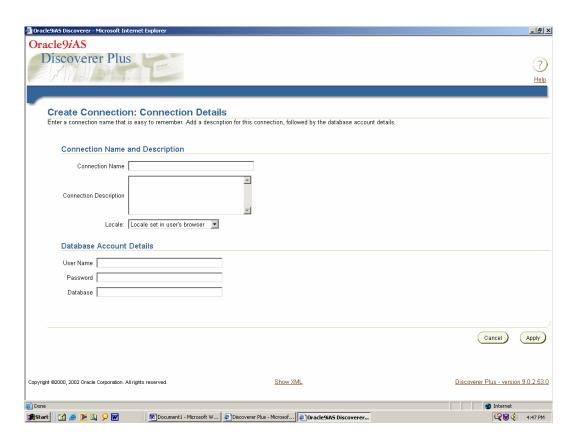
- 1. Launch a Web browser.
- 2. Go to the Discoverer Web address provided above.

Discoverer displays the Connect to Oracle9iAS Discoverer page.



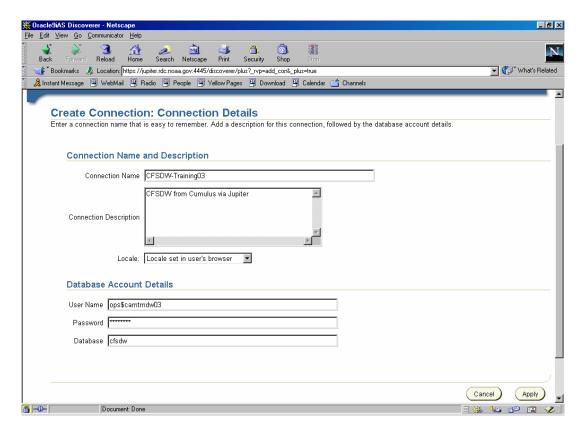
Discoverer displays a list of the existing connections in the **Connection** column.

3. Click Create Connection to display the Create Connection: Connection Details page.

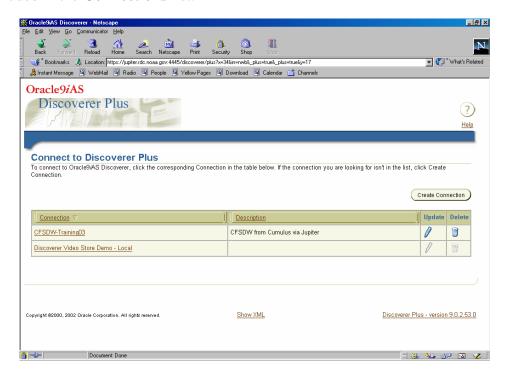


The Create Connection: Connection Details page is a web form for entering login details that you want to save in a connection.

- 4. Type *CFSDW* in the Connection Name field. The connection name that you enter is displayed in the Connections column on the Connect to Oracle9*i*AS Discoverer page.
- 5. Type CFSDW from Cumulus via Jupiter in the Connection Description field.
- 6. Select the language that you want to use from the **Locale** drop down list (leave the default entry).
- 7. Type *ops\$ffflllxx* in the **User Name** field (This is your Oracle User-Id).
- 8. Type ______ in the **Password** field (Enter your Oracle Data Warehouse password).
- 9. Enter the database name: *cfsdw* in the **Database** field.
- 10. Click Apply to save the details entered.

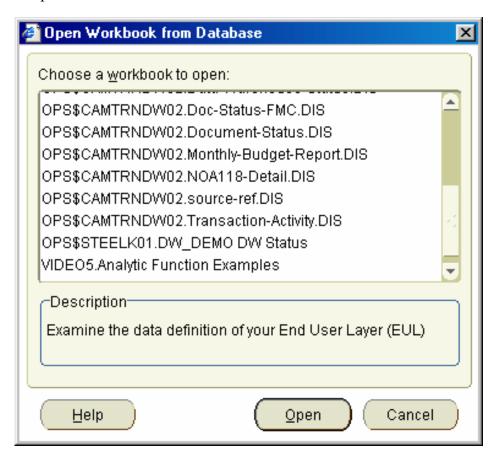


Discoverer displays the Connect to Oracle9*i*AS Discoverer page. The new connection that you have created is included in the **Connections** list.



- 11. Click Start *CFSDW* session to start Discoverer and connect to the CAMS DW database.
- 12. You will be promoted to enter your Password for the CFSDW data warehouse instance. Enter your password and then press the **Connect** button.

You will be presented with a list of workbooks:



Please contact CAMS Client Services if you have any questions about how to connect the CAMS Data Warehouse.