

***CBS Reimbursable User Guide  
NOAA Reimbursable Reports***

**Table of Contents**

<b>Chapter 8 Reimbursable Agreement Report Screens .....</b>	<b>8-1</b>
<b>8.1 Economy Act Report (RADG100) .....</b>	<b>8-1</b>
8.1.1 Economy Act Report Parameters.....	8-2
8.1.2 Economy Act Report Process.....	8-3
8.1.3 Economy Act Report Data Elements.....	8-4
8.1.4 Economy Act Report Example .....	8-5
<b>8.2 Reimbursable Agreements History Report (RADG102).....</b>	<b>8-11</b>
8.2.1 Reimbursable Agreements History Report Parameters .....	8-11
8.2.2 Reimbursable Agreements History Report Process .....	8-13
8.2.3 Reimbursable Agreements History Report Data Elements .....	8-14
8.2.4 Reimbursable Agreements History Report Example .....	8-15
<b>8.3 Reimbursable Agreements Accepted Report (RADG104).....</b>	<b>8-21</b>
8.3.1 Reimbursable Agreements Accepted Report Parameters.....	8-21
8.3.2 Reimbursable Agreements Accepted Report Process .....	8-23
8.3.3 Reimbursable Agreements Accepted Report Data Elements .....	8-24
8.3.4 Reimbursable Agreements Accepted Report Example .....	8-24
<b>8.4 Reimbursable Acceptance Notification Report (RADG106) .....</b>	<b>8-29</b>
8.4.1 Reimbursable Acceptance Notification Report Parameters .....	8-29
8.4.2 Reimbursable Acceptance Notification Report Parameters .....	8-30
8.4.3 Reimbursable Acceptance Notification Report Data Elements.....	8-31
8.4.4 Reimbursable Acceptance Notification Report Example.....	8-32

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<b>8.5</b>	<b>Reimbursable Agreement Unmatched Cost Report (RADG107)</b> .....	<b>8-35</b>
8.5.1	Reimbursable Agreement Unmatched Cost Report Parameters .....	8-35
8.5.2	Reimbursable Agreement Unmatched Cost Report Process .....	8-36
8.5.3	Reimbursable Agreement Unmatched Cost Report Data Elements .....	8-37
8.5.4	Reimbursable Agreement Unmatched Cost Report Example .....	8-37
<b>8.6</b>	<b>Unfilled Customer Orders by Period of Performance Report (RADG108)</b> .....	<b>8-43</b>
8.6.1	Unfilled Customer Orders by Period of Performance Parameters.....	8-43
8.6.2	Unfilled Customer Orders by Period of Performance Process.....	8-45
8.6.3	Unfilled Customer Orders by Period of Performance Data Elements.....	8-45
<b>8.7</b>	<b>WIP Results Report (RADG109)</b> .....	<b>8-49</b>
8.7.1	WIP Results Report Parameters .....	8-49
8.7.2	WIP Results Report Process .....	8-50
8.7.3	WIP Results Report Data Elements .....	8-51
8.7.4	WIP Results Report Example .....	8-52
<b>8.8</b>	<b>WIP Billing Process Log (RADG110)</b> .....	<b>8-55</b>
8.8.1	WIP Billing Process Log Screen (RADG110) Fields .....	8-56
8.8.1.2	WIP Billing Report Parameters .....	8-57
8.8.2	View WIP Billing Process Log & Generate Report.....	8-58
8.8.3	RADG110 WIP Billing Report Data Elements .....	8-58
8.8.4	RADG110 WIP Billing Report Examples.....	8-59

## Chapter 8 Reimbursable Agreement Report Screens

Report screens provide pre-defined templates used to query data and create output. Report output is based upon user-defined parameters applicable to each report. Reports may be viewed on-line or printed. Upon generation of a report, a header page details the parameters applicable to the current report. Within the CBS Reimbursable Agreement module, available reports include:

- RADG100 Economy Act Reimbursable Agreements Report
- RADG102 Reimbursable Agreements History Report by Status Report and Period of Performance
- RADG104 Reimbursable Agreements Accepted Report
- RADG106 Reimbursable Acceptance Notification Report
- RADG107 Reimbursable Agreement Unmatched Cost Report
- RADG108 Unfilled Customer Orders by Period of Performance Report

Various options are available to users during the generation of each report. Details pertaining to the individual report options are covered in the following sub-sections. Each report listed above is explained in detail, including the report number/title; a brief description of the report; and applicable parameters. Examples of each report have been included at the end of each sub-section.

### 8.1 Economy Act Report (RADG100)

The purpose of the Economy Act Report (RADG100) is to allow the user to generate a listing of reimbursable agreement documents that are identified as subject to the Economy Act. The RADG100 Economy Act Report launch screen is displayed below:

The screenshot shows a software window titled "RADG100 - Economy Act Report (RADG100 VER.2.2.0.0)". Inside the window, under the heading "Query Criteria", there are several input fields and controls:

- Bureau:** A dropdown menu currently showing "ALL".
- Fund Code From:** A text input box followed by "To" and another text input box.
- Acceptance Organization:** A text input box followed by "To" and another text input box.
- Organizations Group By To Level:** A dropdown menu currently showing "7".
- All Agreements Including Records With Blank Acceptance Organizations:** An unchecked checkbox.
- Project:** A text input box containing "ALL".
- Sort By:** A dropdown menu currently showing "AGREEMENT NO".

At the bottom of the window, there are two buttons: "Run Report" and "Clear Query Criteria".

### 8.1.1 Economy Act Report Parameters

The Economy Act Report provides various information for agreements subject to the Economy Act such as the project code, project description, period of performance, fund code, acceptance organization, agreement number and customer reference number. Users can select to display a listing of reimbursable agreements subject to the Economy Act filtered by bureau, fund code and organization code. The users can further filter information to be displayed on the report based on project or reimbursable agreement number.

**Note:** The Economy Act Report only displays reimbursable agreements where the formal flag is set to “Y” and the RA Status is set to “Open”.

The following fields are applicable to the Economy Act Report launch screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<b>Bureau</b>	This field displays the 2-digit bureau code and corresponding bureau name as defined on the Bureau Code Screen (GL004).	<b>Required</b> LOV available Default “ALL”
<b>Fund Code (From)</b>	This field displays the 2-digit beginning Fund Code to be included in the report parameters as defined on the Fund Code Screen (GL013).	<b>Required</b> LOV Available Default “00”
<b>(Fund Code) To</b>	This field displays the 2-digit ending Fund Code to be included in the report parameters as defined on the Fund Code Screen (GL013).	<b>Required</b> LOV Available Default “99”
<b>Acceptance Organization (From)</b>	This field displays the beginning organization code in the range as entered on the Reimbursable Agreement Maintenance Screen (RADG002).	<b>Required</b> LOV Available Max Length = 16
<b>Acceptance Organization (To)</b>	This field displays the ending organization code in the range as entered on the Reimbursable Agreement Maintenance Screen (RADG002).	<b>Required</b> LOV Available Max Length = 16
<b>Organization Group By To Level</b>	This field is used to define the organization level to use for grouping the report.	<b>Required</b> Default = 7
<b>All Agreements Including Records With Blank Acceptance Organizations</b>	The user checks this box to include agreements without any Acceptance Organization data in the report.	Optional
<b>Project</b>	This field displays the 7-digit project code for the customer order as entered on the Unfilled Customer Order (RADG003) Screen.	<b>Required</b> LOV available Default “All”

<b>Sort By</b>	This field identifies whether to sort by agreement number or the project. User must select either: <ul style="list-style-type: none"> <li>• Agreement No</li> <li>• Project</li> </ul>	<b>Required</b> LOV Available Default "Agreement No"
<b>Run Report</b>	The user clicks this button to generate the report for the parameters entered.	Optional
<b>Clear Query Criteria</b>	The user clicks this button to clear the parameters entered into the screen.	Optional

### 8.1.2 Economy Act Report Process

Users perform the following steps to generate a report on the RADG100 Economy Act Report Screen:

<i>Step</i>	<i>Action</i>
1	Select the <b>RADG100 - Economy Act Report</b> from the <i>Navigator Menu</i> .
2	Click on the <b>Bureau Code</b> field LOV and select the appropriate bureau code. <i>Note: If no Bureau Code is selected, the system will default the value to ALL and select all Bureau Codes for the report.</i>
3	Double click on the <b>Fund Code From</b> field and select the appropriate beginning fund code number from the LOV for reimbursable agreement fund code range. <i>Note: If no Fund Code is selected, the beginning fund code number will be defaulted to 00.</i>
4	Double click on the <b>Fund Code To</b> field and select the appropriate ending fund code number from the LOV for reimbursable agreement fund code range. <i>Note: If no Fund Code is selected, the ending fund code number will be defaulted to 99.</i>
5	Double click on the first of 7 <b>Acceptance Organization (From)</b> fields and select the appropriate beginning acceptance organization code from the LOV for reimbursable agreement fund code range. Repeat for the following 6 fields until all 7 <b>Acceptance Organization (From)</b> fields are complete. <i>Note: If no Acceptance Organization (From) field is selected, the ending Acceptance Organization will be defaulted to 00-00-0000-00-00-00-00.</i>
6	Double click on the first of 7 <b>Acceptance Organization (To)</b> fields and select the appropriate ending acceptance organization code from the LOV for reimbursable agreement fund code range. Repeat for the following 6 fields until all 7 <b>Acceptance Organization (To)</b> fields are complete. <i>Note: If no (Acceptance Organization) To field is selected, the ending Acceptance Organization will be defaulted to ZZ-ZZ-ZZZZ-99-99-99-99.</i>

<i>Step</i>	<i>Action</i>
7	Click in the <b>Organization Group By to Level</b> field and enter the desired level of organization grouping from the Acceptance Organization To fields to include in the report. The maximum value that can be entered is 7 and will include all 7 fields of the Acceptance Organization To fields in the report. <i>Note: The default value for this field is 7.</i>
8	To include Agreements without Acceptance Organizations in the report, click the <b>Include Agreements with Blank Acceptance Organizations</b> check box.
9	To limit the report to one project code, double click in the <b>Project</b> field and select a project from the List of Values. <i>Note: If no selection is made, the default selection will be ALL.</i>
10	Click on the Sort By LOV and choose one of the following options from the drop down list: <ul style="list-style-type: none"> <li>• Agreement No</li> <li>• Project</li> </ul> <i>Note: If no selection is made, the default selection will be Agreement No.</i>
11	Click on the <b>Run Report</b> button to generate the Economy Act Report.

**Note:** To reset the form to its default values, click on the **Clear Query Criteria** button.

### 8.1.3 Economy Act Report Data Elements

The Economy Act Report is available in two formats. This report may be sorted by Project or Reimbursable Agreement Number. Both versions of the report include identical information which is displayed based on the defined parameter. The following data elements are included on the Economy Act Report:

<u>Data Element</u>	<u>Definition</u>
<b>Current Date</b>	Displays the system date for when the user runs the report. The date is shown with date and time.
<b>Bureau Name</b>	Displays the name of the Bureau
<b>As Of Date</b>	Displays the date that the user generates the report.
<b>RA No</b>	Displays the formal reimbursable agreement number. The data is displayed with the agreement and modification number.
<b>Customer Reference Number</b>	Displays the customer's reference number for the reimbursable agreement.
<b>Fund Code</b>	Displays the fund code associated with project/agreement.
<b>Project Code</b>	Displays the reimbursable project associated with the agreement.

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<u>Data Element</u>	<u>Definition</u>
<i>Project Description</i>	Displays the description of the project code.
<i>Period of Performance</i>	Displays the beginning and the ending date for the reimbursable agreement.

#### **8.1.4 Economy Act Report Example**

An example of the Economy Act Report (RADG100) is included on the following pages.

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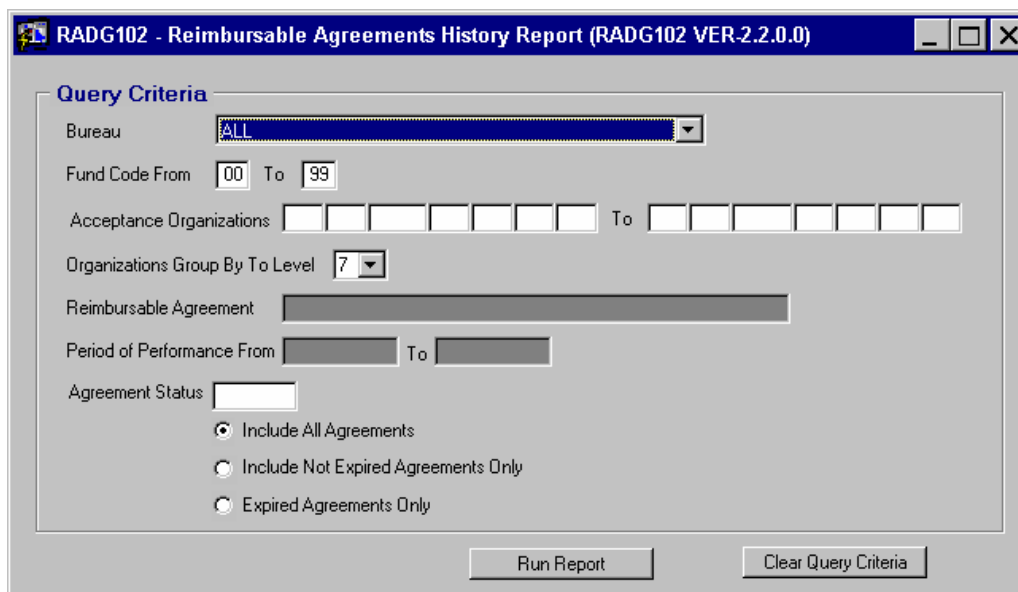
*Insert a sample of the Economy Act Report (RADG100)*



## 8.2 Reimbursable Agreements History Report (RADG102)

The Reimbursable Agreements History Report (RADG102) provides a detailed report of the reimbursable agreement. The report allows the user to generate a listing of each agreement that shows each modification or administrative change record, status of the agreement, organization code, modification number, customer reference number, agreement number, and their respective periods of performance. The information included on this report provides all users (Line, Budget, and Finance Offices) with a historical record of the reimbursable agreement. The Reimbursable Agreements History Report is generated on an as needed basis.

The RADG102 Reimbursable Agreements History Report Launch Screen is displayed below:



### 8.2.1 Reimbursable Agreements History Report Parameters

Users can select to display a history of only active, only inactive, or all Reimbursable Agreements. The users can further filter information to be displayed on the report based on Bureau, Fund Code, and Period of Performance of the Reimbursable Agreement.

The following fields are applicable to the Reimbursable Agreements History Report Screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<b><i>Bureau Code</i></b>	This field displays the 2-digit bureau code and corresponding bureau name as defined on the Bureau Code Screen (GL004).	<b>Required</b> LOV available Default "ALL"
<b><i>Fund Code From</i></b>	This field displays the 2-digit beginning Fund Code to be included in the report parameters as defined on the Fund Code Screen (GL013).	<b>Required</b> LOV Available Default "00"

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Fund Code To</i>	This field displays the 2-digit ending Fund Code to be included in the report parameters as defined on the Fund Code Screen (GL013).	<b>Required</b> LOV Available Default "99"
<i>Acceptance Organization (From)</i>	This field displays the beginning organization code in the range as entered on the Reimbursable Agreement Maintenance Screen (RADG002).	<b>Required</b> LOV Available Max Length = 16
<i>Acceptance Organization (To)</i>	This field displays the ending organization code in the range as entered on the Reimbursable Agreement Maintenance Screen (RADG002).	<b>Required</b> LOV Available Max Length = 16
<i>Organization Group By To Level</i>	This field is used to define the organization level to use for grouping the report.	<b>Required</b> Default = 7
<i>Reimbursable Agreement</i>	This field is used to list a particular agreement to use for the report.	Optional LOV available
<i>Period of Performance From</i>	This field displays the beginning date of the Period of Performance of the Reimbursable Agreement as entered on the Reimbursable Agreement Maintenance Screen (RADG002).	Optional Pop-up calendar available
<i>Period of Performance To</i>	This field displays the ending date of the Period of Performance of the Reimbursable Agreement as entered on the Reimbursable Agreement Maintenance Screen (RADG002).	Optional Pop-up calendar available
<i>Agreement Status</i>	This field displays the status of the Reimbursable Agreement as entered on the Reimbursable Agreement Maintenance Screen (RADG002).	Optional LOV available Default "ALL"
<i>Include All Agreements</i>	If this radio button is selected, the report will include all active and inactive Reimbursable Agreements.	Optional (but one of the three radio buttons must be selected)
<i>Include Not Expired Agreements Only</i>	If this radio button is selected, the report will include only active Reimbursable Agreements.	Optional (but one of the three radio buttons must be selected)
<i>Expired Agreements Only</i>	If this radio button is selected, the report will include only inactive Reimbursable Agreements.	Optional (but one of the three radio buttons must be selected)
<i>Run Report</i>	The user clicks this button to generate the report for the parameters entered.	Optional
<i>Clear Query Criteria</i>	The user clicks this button to clear the parameters entered into the screen.	Optional

## 8.2.2 Reimbursable Agreements History Report Process

To generate a Reimbursable Agreements History report, users perform the following steps:

<i>Step</i>	<i>Action</i>
1	Select the <b>RADG102 - Reimbursable Agreements by Status Report</b> from the <i>Navigator Menu</i> .
2	Click on the <b>Bureau Code</b> field LOV and select the appropriate bureau code.  <i>Note: If no Bureau Code is selected, the system will default the value to ALL and select all Bureau Codes for the report.</i>
3	Double click on the <b>Fund Code From</b> field and select the appropriate beginning fund code number from the LOV for reimbursable agreement fund code range.  <i>Note: If no Fund Code is selected, the beginning fund code number will be defaulted to 00.</i>
4	Double click on the <b>Fund Code To</b> field and select the appropriate ending fund code number from the LOV for reimbursable agreement fund code range.  <i>Note: If no Fund Code is selected, the ending fund code number will be defaulted to 99.</i>
5	Double click on the first of 7 <b>Acceptance Organization (From)</b> fields and select the appropriate beginning acceptance organization code from the LOV for reimbursable agreement fund code range. Repeat for the following 6 fields until all 7 <b>Acceptance Organization (From)</b> fields are complete.  <i>Note: If no Acceptance Organization (From) field is selected, the ending Acceptance Organization will be defaulted to 00-00-0000-00-00-00-00.</i>
6	Double click on the first of 7 <b>Acceptance Organization (To)</b> fields and select the appropriate ending acceptance organization code from the LOV for reimbursable agreement fund code range. Repeat for the following 6 fields until all 7 <b>Acceptance Organization (To)</b> fields are complete.  <i>Note: If no (Acceptance Organization) To field is selected, the ending Acceptance Organization will be defaulted to ZZ-ZZ-ZZZZ-99-99-99-99.</i>
7	Click in the <b>Organization Group By to Level</b> field and enter the desired level of organization grouping from the Acceptance Organization To fields to include in the report. The maximum value that can be entered is 7 and will include all 7 fields of the Acceptance Organization To fields in the report.  <i>Note: The default value for this field is 7.</i>
8	Double click in the <b>Reimbursable Agreement</b> field and select the appropriate agreement from the LOV for the report.

<i>Step</i>	<i>Action</i>
9	<p>Double click on the <b><i>Period of Performance From</i></b> field and select the appropriate beginning period of performance date from the pop-up calendar for reimbursable agreement period of performance date range. Or, type in the starting period of performance date in the DD-MMM-YYYY format.</p> <p><i>Note: If this field is left blank, all <b><i>Period of Performance From</i></b> dates will be included in the report.</i></p>
10	<p>Double click on the <b><i>Period of Performance To</i></b> field and select the appropriate ending period of performance date from the pop-up calendar for reimbursable agreement period of performance date range. Or, type in the ending period of performance date in the DD-MMM-YYYY format.</p> <p><i>Note: If this field is left blank, all <b><i>Period of Performance To</i></b> dates will be included in the report.</i></p>
11	<p>Double click on the <b><i>Agreement Status</i></b> field and select a status from the LOV.</p> <p><i>Note: If this field is left blank, it will default to <b><i>ALL</i></b>.</i></p>
12	<p>Select one of the following radio buttons:</p> <ul style="list-style-type: none"> <li>○ <b>Include All Agreements</b></li> <li>○ <b>Include Not Expired Agreements Only</b></li> <li>○ <b>Expired Agreements Only</b></li> </ul> <p><i>Note: The default value is <b><i>Include All Agreements</i></b>.</i></p>
13	Click on the <b>Run Report</b> button to generate the Reimbursable Agreement History report.

***Note:*** To reset the form to its default values, click on the ***Clear Query Criteria*** button.

### 8.2.3 Reimbursable Agreements History Report Data Elements

The following data elements are included on the Reimbursable Agreements History Report:

<u>Data Element</u>	<u>Definition</u>
<b><i>Current Date</i></b>	Displays the system date for when the user runs the report. The date is shown with the date and time.
<b><i>Bureau Name</i></b>	Displays the name of the bureau for the report.
<b><i>Reimbursable Date Range</i></b>	Displays the date range entered on the parameter screen.
<b><i>Fund</i></b>	Displays the fund code of the agreement.

<b><i>Agreement/TWA No</i></b>	Displays the reimbursable agreement number or temporary work authority number.
<b><i>Current Status</i></b>	Displays the status of the reimbursable agreement.
<b><i>Mod No</i></b>	Displays the modification number of the reimbursable agreement.
<b><i>Admin Change No</i></b>	Displays the administrative change number of the reimbursable agreement.
<b><i>Customer Reference No</i></b>	Displays the customer's reference number for the reimbursable agreement as entered on RADG002.
<b><i>Agreement/Mod Amount</i></b>	Displays the transaction amount for that combination of modification and administrative change.
<b><i>Status</i></b>	Displays the status for that combination of modification and administrative change.
<b><i>Period of Performance</i></b>	Displays the period of performance entered on RADG002 for that combination of modification and administrative change.
<b><i>Agreement Total</i></b>	Displays the sum of the agreement/modification amounts.

#### 8.2.4 Reimbursable Agreements History Report Example

An example of the Reimbursable Agreements History Report (RADG102) is included on the following pages.

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Insert a sample of the Reimbursable Agreements History Report (RADG102)

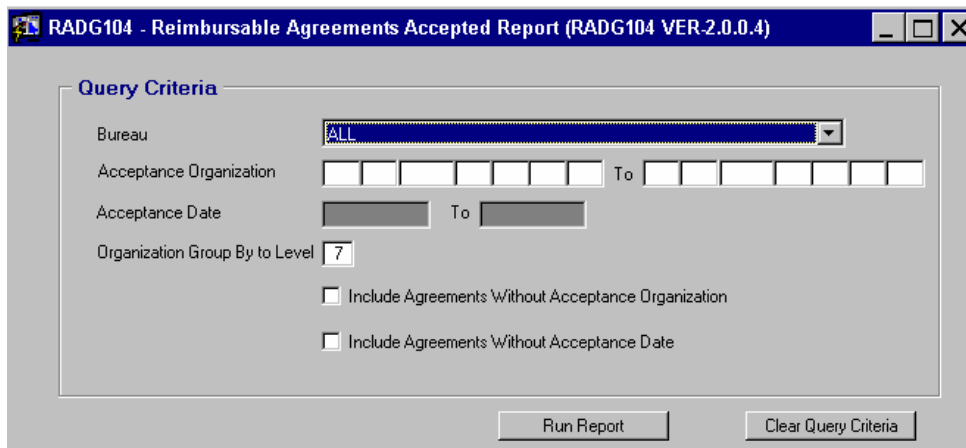


### 8.3 Reimbursable Agreements Accepted Report (RADG104)

The Reimbursable Agreements Accepted Report screen (RADG104) allows users to generate a parameter report that lists all reimbursable agreements accepted within a specified time period as noted on the Reimbursable Agreement Maintenance Screen (RADG002). This report includes agreement total and record count by organization and grand totals by Bureau.

This report can be extremely useful to management in monitoring the number and dollar amounts of reimbursable agreements that are accepted by their organization. Agreements where the acceptance date and the organization code have been entered on the Reimbursable Agreement Maintenance Screen (RADG002) will be displayed on the report. In addition, this report may be used to list the organization's agreements that have not been accepted in order to assist management in ensuring that all agreements are accounted for and accepted in a timely manner. The Reimbursable Agreements Accepted Report is generated on an as needed basis.

The RADG104 Reimbursable Agreements Accepted Report screen is displayed below:



The screenshot shows a window titled "RADG104 - Reimbursable Agreements Accepted Report (RADG104 VER-2.0.0.4)". Inside the window, there is a "Query Criteria" section with the following fields and options:

- Bureau: A dropdown menu with "ALL" selected.
- Acceptance Organization: Two text input boxes, the second followed by "To".
- Acceptance Date: Two date input boxes, the second followed by "To".
- Organization Group By to Level: A text input box containing the number "7".
- Include Agreements Without Acceptance Organization: An unchecked checkbox.
- Include Agreements Without Acceptance Date: An unchecked checkbox.

At the bottom of the window, there are two buttons: "Run Report" and "Clear Query Criteria".

#### 8.3.1 Reimbursable Agreements Accepted Report Parameters

The Reimbursable Agreements Accepted Report (RADG104) launch screen is used to define the Bureau Code, Acceptance Organizations, and Acceptance Dates. In addition, users also specify the Organization level to group data and if Agreements without Acceptance Dates or Acceptance Organizations should be included in the report contents. The parameter screen fields can be populated by manually keying in data, selecting from a list of values, using the pop-up calendar for dates, or accepting the default values.

Two versions of the report are available. The first version of the report is produced if the boxes to include Agreements without Acceptance Dates or Acceptance Organizations are not checked. Another version of the report is generated if one or both of the boxes are checked. The second version of the report includes an additional section which lists all Reimbursable Agreements without Acceptance Organizations and/or Acceptance Dates.

The following fields are applicable to the Reimbursable Agreements Accepted Report screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Bureau Code</i>	This field displays the bureau and the corresponding bureau name as defined on the Bureau Code Screen (GL004).	Optional LOV available Default = ALL
<i>Acceptance Organization (From)</i>	This field displays the beginning organization code in the range as entered on the Reimbursable Agreement Maintenance Screen (RADG002).	<b>Required</b> LOV Available Max Length = 16
<i>(Acceptance Organization) To</i>	This field displays the ending organization code in the range as entered on the Reimbursable Agreement Maintenance Screen (RADG002).	<b>Required</b> LOV Available Max Length = 16
<i>Acceptance Date (From)</i>	This field displays the beginning acceptance date in the range as entered on the Reimbursable Agreement Maintenance Screen (RADG002).	Optional Pop-up calendar available
<i>Acceptance Date (To)</i>	This field displays the ending acceptance date in the range as entered on the Reimbursable Agreement Maintenance Screen (RADG002).	Optional Pop-up calendar available
<i>Organization Group By to Level</i>	This field is used to define the organization level to use for grouping the report.	<b>Required</b> Default = 7
<i>Include Agreements without Acceptance Organizations</i>	The user checks this box to include agreements without any Acceptance Organization data in the report.	Optional
<i>Include Agreements without Acceptance Date</i>	The user checks this box to include agreements without an Acceptance Date in the report.	Optional
<i>Run Report</i>	The user clicks this button to process the report for the parameters entered.	Optional
<i>Clear Query Criteria</i>	The user clicks this button to clear the parameters entered into the screen.	Optional

### 8.3.2 Reimbursable Agreements Accepted Report Process

To generate the Reimbursable Agreements Accepted report, users perform the following steps:

Step	Action
1	Select the <b>RADG104 - Reimbursable Agreements Accepted Report</b> from the <i>Navigator Menu</i> .
2	Click on the <b>Bureau Code</b> field LOV and select the appropriate bureau code. <i>Note: If no Bureau Code is selected, the system will default the value to ALL and select all Bureau Codes for the report.</i>
3	Double click on the first of 7 <b>Acceptance Organization (From)</b> fields and select the appropriate beginning acceptance organization code from the LOV for reimbursable agreement fund code range. Repeat for the following 6 fields until all 7 <b>Acceptance Organization (From)</b> fields are complete. <i>Note: If no Acceptance Organization (From) field is selected, the ending Acceptance Organization will be defaulted to 00-00-0000-00-00-00-00.</i>
4	Double click on the first of 7 <b>Acceptance Organization (To)</b> fields and select the appropriate ending acceptance organization code from the LOV for reimbursable agreement fund code range. Repeat for the following 6 fields until all 7 <b>Acceptance Organization (To)</b> fields are complete. <i>Note: If no (Acceptance Organization) To field is selected, the ending Acceptance Organization will be defaulted to ZZ-ZZ-ZZZZ-99-99-99-99.</i>
5	Double click on the <b>Acceptance Date (From)</b> field and select the appropriate beginning acceptance date from the pop-up calendar for reimbursable agreement acceptance date range. Or, type in the starting acceptance date in the DD-MMM-YYYY format. <i>Note: If this field is left blank, all Acceptance Date (From) dates will be included.</i>
6	Double click on the <b>Acceptance Date (To)</b> field and select the appropriate ending acceptance date from the pop-up calendar for reimbursable agreement acceptance date range. Or, type in the ending acceptance date in the DD-MMM-YYYY format. <i>Note: If this field is left blank, all (Acceptance Date) To dates will be included in the report.</i>
7	Click in the <b>Organization Group By to Level</b> field and enter the desired level of organization grouping from the Acceptance Organization To fields to include in the report. The maximum value that can be entered is 7 and will include all 7 fields of the Acceptance Organization To fields in the report. <i>Note: The default value for this field is 7.</i>
8	Check applicable boxes to: <input type="checkbox"/> <b>Include Agreements without Acceptance Organization</b> <input type="checkbox"/> <b>Include Agreements without Acceptance Dates</b>
9	Click on the <b>Run Report</b> button to generate the Reimbursable Agreement History report. <i>Note: To reset the form to its default values, click on the <b>Clear Query Criteria</b> button.</i>

### 8.3.3 Reimbursable Agreements Accepted Report Data Elements

The Reimbursable Agreements Acceptance Report consists of the following data elements:

<u>Date Element</u>	<u>Definition</u>
<i>Current Date</i>	System date a report is generated; shown with the date and time.
<i>Bureau</i>	Bureau name applicable to the report.
<i>Acceptance Date</i>	From and to acceptance dates entered on the parameter screen.
<i>Acceptance Organization</i>	Organization code entered as the acceptance organization on RADG002.
<i>Customer No</i>	Customer number associated with reimbursable agreement on RADG002.
<i>Customer Name</i>	Customer name associated with the customer number.
<i>RA/Mod No</i>	Reimbursable agreement number and modification number.
<i>Customer Reference No</i>	Customer's reference number for the reimbursable agreement.
<i>Period of Performance</i>	Beginning and ending dates for the reimbursable agreement.
<i>Acceptance Date</i>	Acceptance date as entered on RADG002.
<i>RA/Mod Amount</i>	Transaction amount entered on RADG002.
<i>Acceptance Total by Organization</i>	Sum of transaction amounts grouped by the organization.
<i>Record Count by Organization</i>	Number of records within the organization.
<i>Grand Total by Bureau</i>	Sum of transaction amounts grouped by bureau.
<i>Record Count by Bureau</i>	Number of records by grouped by bureau.
<b><i>Agreements without Acceptance Organization And/Or Acceptance Date section:</i></b>	
<i>RA/Mod</i>	Reimbursable agreement number and modification number.
<i>Customer Ref No</i>	User-defined Customer Reference Number from RADG002.
<i>Acceptance Organization</i>	Organization code entered as the acceptance organization on RADG002.
<i>Acceptance Date</i>	Acceptance date as entered on RADG002.
<i>RA/Mod Amount</i>	Transaction amount entered on RADG002.

### 8.3.4 Reimbursable Agreements Accepted Report Example

An example of the Reimbursable Agreements Acceptance Report (RADG104) is included on the following pages.

*Insert Acceptance Report (RADG104)*

*This page left blank intentionally*



## 8.4 Reimbursable Acceptance Notification Report (RADG106)

The Reimbursable Acceptance Notification Report screen (RADG106) was designed to generate a document from the system that can be signed and sent to the customer as a formal notification of acceptance or rejection of a reimbursable agreement. NOAA plans to use this report internally as a summary cover page when forwarding a copy of the reimbursable agreement to the Finance Office. An individual Line Office may also choose to use this report as their formal acceptance of a reimbursable agreement and send it to the customer.

The Reimbursable Acceptance Notification Report launch screen is displayed below:

### 8.4.1 Reimbursable Acceptance Notification Report Parameters

The Reimbursable Acceptance Notification Report (RADG106) launch screen is used to define the Bureau Code, Reimbursable Agreement Number, Modification Number, and Administrative Change Number. A user can only generate one reimbursable agreement acceptance notification at a time.

The following fields are applicable to the Reimbursable Acceptance Notification Report screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Bureau Code</i>	This field displays the bureau code and the corresponding bureau name as defined on the Bureau Code Screen (GL004).	<b>Required</b> Drop down list
<i>RA No</i>	This field displays the reimbursable agreement number as entered on the Reimbursable Agreement Screen (RADG002).	<b>Required</b> LOV available
<i>Mod No</i>	This field displays the reimbursable agreement's system generated modification number as shown on the Reimbursable Agreement Screen (RADG002).	Optional Defaults to "000"

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<b>Admin Change No</b>	This field displays the reimbursable agreement's system generated administrative change number as shown on the Reimbursable Agreement Screen (RADG002).	Optional Defaults to "000"
<b>Run Report</b>	The user clicks this button to process the report for the parameters entered.	Optional
<b>Clear Query Criteria</b>	The user clicks this button to clear the parameters entered into the screen.	Optional

### 8.4.2 Reimbursable Acceptance Notification Report Parameters

To generate a Reimbursable Acceptance Notification Report, a user performs the following steps:

<i>Step</i>	<i>Action</i>
1	Select the <b>RADG106 - Reimbursable Acceptance Notification Report</b> from the <i>Navigator Menu</i> .
2	Click in the <b>Bureau Code</b> field (or on the arrow box located on the right side) for the drop down list and select the appropriate Bureau code and name.
3	Click in the <b>RA No</b> field and enter the reimbursable agreement number or select it from the LOV.
4	Click in the <b>Mod No</b> field and enter the modification number or select it from the LOV. <i>Note: If this field is left blank, it will default to "000" when the user clicks on the <b>Run Report</b> button.</i>
5	Click in the <b>Admin Change No</b> field and enter the administrative change number or select it from the LOV. <i>Note: If this field is left blank, it will default to "000" when the user clicks on the <b>Run Report</b> button.</i>
6	Click on the <b>Run Report</b> button to generate the Reimbursable Acceptance Notification Report based on the parameters entered by the user.

**Note:** To reset to a blank parameter screen, click on the **Clear Query Criteria** button.

### 8.4.3 Reimbursable Acceptance Notification Report Data Elements

The Reimbursable Acceptance Notification Report is comprised of the data elements defined below:

<u>Date Element</u>	<u>Definition</u>
<b><i>Bureau Name</i></b>	Displays the bureau name as defined on the Bureau Code Screen (GL004).
<b><i>Bureau Address</i></b>	Displays the address for the bureau as defined on the Bureau Code Screen (GL004).
<b><i>Date</i></b>	Displays the system date for when the user generates the report.
<b><i>Your Reference Number</i></b>	Displays the number entered in the customer reference number field on the Reimbursable Agreement Maintenance Screen (RADG002).
<b><i>To</i></b>	Displays the name and address of the customer and contact number entered in the <b><i>Acceptance Contact</i></b> field on the Customer tab of the Reimbursable Agreement Maintenance Screen (RADG002).
<b><i>Agency Reference Number</i></b>	Displays the number entered in the <b><i>Bureau Ref No</i></b> field on the Reimbursable Agreement Maintenance Screen (RADG002). <i>Note: NOAA will not be using this field.</i>
<b><i>Accepted/Rejected</i></b>	Displays a line for accepted and rejected. The user manually checks the appropriate line after the acceptance notification has been printed.
<b><i>Estimated Costs This Order/Modification</i></b>	Displays the transaction amount entered on the Reimbursable Agreement Maintenance Screen (RADG002).
<b><i>Period of Performance</i></b>	Displays the beginning and end period of performance dates entered on the Reimbursable Agreement Maintenance Screen (RADG002).
<b><i>Advance Required</i></b>	Displays “ <b>Yes</b> ” if the billing type on the Reimbursable Agreement Maintenance Screen (RADG002) equals “ <b>ADV</b> ”. This indicates that the customer will be issued an advance bill. Otherwise, “ <b>No</b> ” is displayed.
<b><i>Fiscal Year and Amount</i></b>	Displays the fiscal year and corresponding dollar amount as entered on the <b>FY Funding Tab</b> of the Reimbursable Agreement Maintenance Screen (RADG002). <i>Note: A maximum of five years per agreement is printed.</i>
<b><i>Total Agreement Amount</i></b>	Displays the total amount of the reimbursable agreement and its modifications, if any. The amount is selected from the bottom of the <b>Total Amount After Mod</b> field on the <b>FY Funding Tab</b> of the Reimbursable Agreement Maintenance Screen (RADG002).
<b><i>Remarks and Attachments</i></b>	Displays any text entered in the <b>Acceptance Text</b> field of the <b>Document Tab</b> and the text associated with any template codes entered on the <b>Print Tab</b> of the Reimbursable Agreement Maintenance Screen (RADG002).

---

<u>Date Element</u>	<u>Definition</u>
<i>Customer Approval</i>	Designated space for customer's signature, if required.
<i>Performing Agency Approval</i>	Designated space for signature of the NOAA official responsible for approval and acceptance of the reimbursable agreement.

#### **8.4.4 Reimbursable Acceptance Notification Report Example**

An example of the Reimbursable Agreement Acceptance Report (RADG106) is included on the following pages.

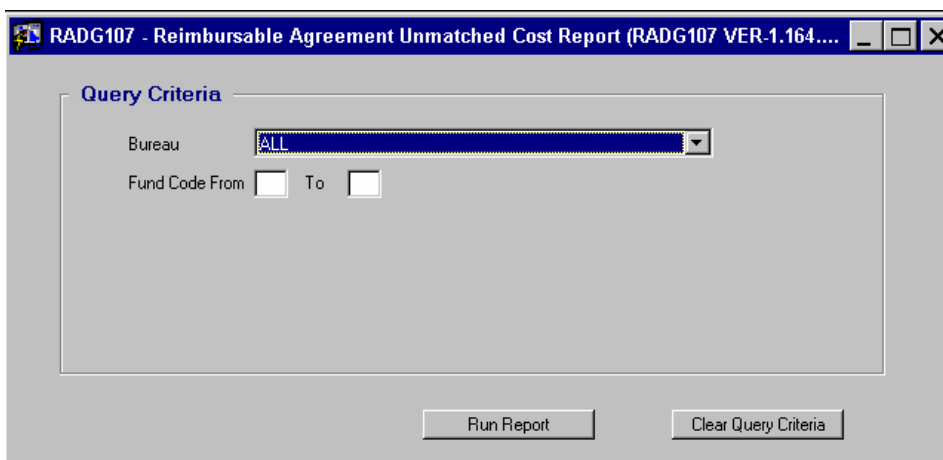
***Insert Acceptance Report (RADG106)***



### 8.5 Reimbursable Agreement Unmatched Cost Report (RADG107)

The purpose of the Reimbursable Agreement Unmatched Cost Report (RADG107) is to allow the user to generate a listing of unmatched costs identified during the WIP process. Unmatched costs occur when costs are not allocated to an unfilled customer order during the WIP process. Costs will not be allocated to the unfilled customer order when costs exceed the order balance. Unmatched costs can also be the result of an unfilled customer order not entered for a project. These excess costs show up on the RADG107 report as unmatched costs. This report should be generated by the Finance Office immediately after the RADG004 WIP allocation process has been run for use while reviewing cost allocations displayed on the RADG005 Work in Process Release Screen.

The RADG107 Reimbursable Agreement Unmatched Cost Report launch screen is displayed below:



#### 8.5.1 Reimbursable Agreement Unmatched Cost Report Parameters

The report displays the unmatched costs by project, organization (if matching on organization code), object class, fund code fiscal year, GL end date, and amount. Users can select to display a listing of unmatched costs by bureau and fund code or range of fund codes.

The following fields are applicable to the Reimbursable Agreement Unmatched Cost Report launch screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<b>Bureau</b>	This field displays the 2-digit bureau code and corresponding bureau name as defined on the Bureau Code Screen (GL004).	<b>Required</b> LOV available Default "ALL"

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<b>Fund Code (From)</b>	This field displays the 2-digit beginning Fund Code to be included in the report parameters as defined on the Fund Code Screen (GL013).	<b>Required</b> LOV Available Default "00"
<b>(Fund Code) To</b>	This field displays the 2-digit ending Fund Code to be included in the report parameters as defined on the Fund Code Screen (GL013).	<b>Required</b> LOV Available Default "99"
<b>Run Report</b>	The user clicks this button to generate the report for the parameters entered.	Optional
<b>Clear Query Criteria</b>	The user clicks this button to clear the parameters entered into the screen.	Optional

### 8.5.2 Reimbursable Agreement Unmatched Cost Report Process

To generate the RADG107 Reimbursable Agreement Unmatched Cost Report, users perform the following steps:

<i>Step</i>	<i>Action</i>
1	Select the <b>RADG107 - Reimbursable Agreement Unmatched Cost Report</b> from the <i>Navigator Menu</i> .
2	Click on the <b>Bureau Code</b> field LOV and select the appropriate bureau code.  <i>Note: If no Bureau Code is selected, the system will default the value to ALL and select all Bureau Codes for the report.</i>
3	Double click on the <b>Fund Code From</b> field and select the appropriate beginning fund code number from the LOV for reimbursable agreement fund code range.  <i>Note: If no Fund Code is selected, the beginning fund code number will be defaulted to 00.</i>
4	Double click on the <b>Fund Code To</b> field and select the appropriate ending fund code number from the LOV for reimbursable agreement fund code range.  <i>Note: If no Fund Code is selected, the ending fund code number will be defaulted to 99.</i>
5	Click on the <b>Run Report</b> button to generate the Unmatched Cost Report.



### 8.5.3 Reimbursable Agreement Unmatched Cost Report Data Elements

The following data elements are included on the report:

<u>Data Element</u>	<u>Definition</u>
<i>Current Date</i>	Displays the system date for when the user runs the report. The date is shown with date and time.
<i>Bureau Name</i>	Displays the bureau name for the report.
<i>Fund Code</i>	Displays the fund code associated with the projects
<i>Project Code</i>	Displays the project code associated with the unmatched costs.
<i>Organization</i>	Displays the organization associated with the cost if cost is matched on organization. If cost is not matched on organization, the column will display all zeros. <i>Note: NOAA will not be matching costs to UCO's by organization.</i>
<i>Object Class</i>	Displays the object class associated with the cost.
<i>Fund Code Fiscal Year</i>	Displays the fund code fiscal year associated with the cost.
<i>GL End Date</i>	Displays the GL end date associated with the unmatched cost.
<i>Amount</i>	Displays the amount of cost that could not be allocated to an order.

### 8.5.4 Reimbursable Agreement Unmatched Cost Report Example

An example of the Reimbursable Agreement Unmatched Cost Report (RADG107) is included on the following pages.

*This page left blank intentionally*

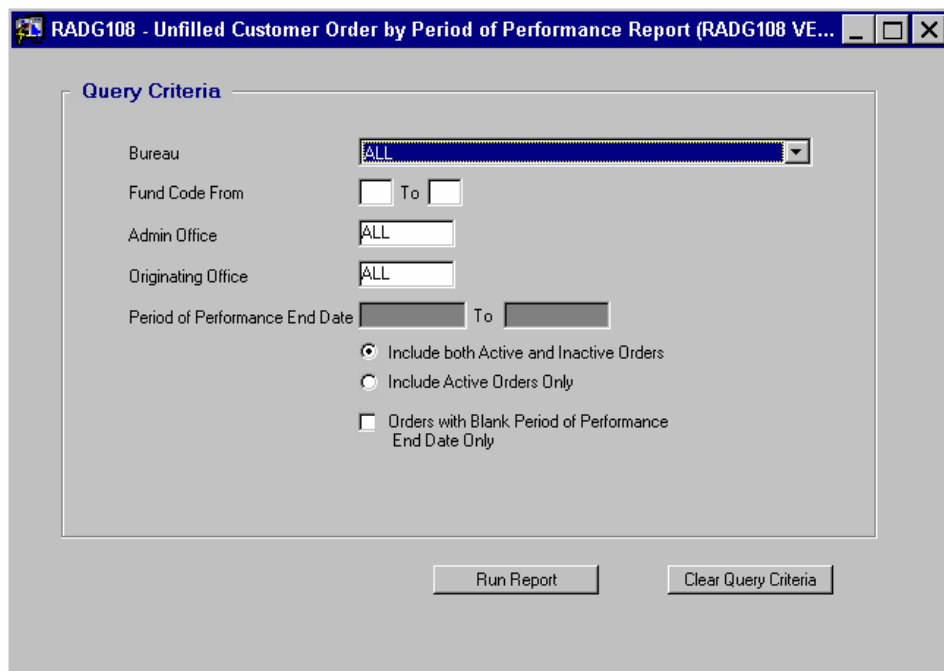
*Insert Unmatched Cost Report (RADG107)*



## 8.6 Unfilled Customer Orders by Period of Performance Report (RADG108)

The Unfilled Customer Orders by Period of Performance Report (RADG108) Screen was designed to generate a report that will list reimbursable agreements by fund code, agreement number, and period of performance dates. The report also lists customer orders associated with the agreements and the period of performance and amounts of those orders. This report is designed as a tool to manage agreements that may be close to expiration that have costs that still need to be billed to the customer.

The Unfilled Customer Orders by Period of Performance Report launch screen is displayed below:



The screenshot shows a software window titled "RADG108 - Unfilled Customer Order by Period of Performance Report (RADG108 VE...)". Inside the window, there is a section labeled "Query Criteria" containing several input fields and options:

- Bureau: A dropdown menu with "ALL" selected.
- Fund Code From: Two empty text boxes separated by "To".
- Admin Office: A text box containing "ALL".
- Originating Office: A text box containing "ALL".
- Period of Performance End Date: Two empty text boxes separated by "To".
- Three radio button options:
  - Include both Active and Inactive Orders
  - Include Active Orders Only
  - Orders with Blank Period of Performance End Date Only

At the bottom of the window, there are two buttons: "Run Report" and "Clear Query Criteria".

### 8.6.1 Unfilled Customer Orders by Period of Performance Parameters

The Unfilled Customer Orders by Period of Performance Report (RADG108) launch screen is used to define the Bureau Code, Fund Code, administrative and originating offices, and period of performance date parameters used in selecting transactions to be included on the report. All transactions included on this report originate from the Unfilled Customer Order screen (RADG003). The user also has the ability to include both active and inactive reimbursable agreements, and agreements that do not have an ending date recorded.

The following fields are applicable to the Unfilled Customer Orders by Period of Performance Report screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i><b>Bureau</b></i>	This field displays the bureau code and the corresponding bureau name as defined on the Bureau Code Screen (GL004).	<b>Required</b> LOV available Default "All"
<i><b>Fund Code From</b></i>	This field displays the 2-digit beginning Fund Code to be included in the report parameters as defined on the Fund Code Screen (GL013).	<b>Required</b> LOV available
<i><b>Fund Code To</b></i>	This field displays the 2-digit ending Fund Code to be included in the report parameters as defined on the Fund Code Screen (GL013).	<b>Required</b> LOV available
<i><b>Admin Office</b></i>	This field displays the administrative office responsible for collections and administrative processing.	<b>Required</b> LOV available
<i><b>Originating Office</b></i>	This field displays the office with primary responsibility for the reimbursable agreement.	<b>Required</b> LOV available
<i><b>Period of Performance End Date From</b></i>	This field displays the beginning (earliest) period of performance end date in the range to be selected from transactions entered on the Unfilled Customer Order Screen (RADG003).	Optional LOV available
<i><b>Period of Performance End Date To</b></i>	This field displays the ending (latest) period of performance end date in the range to be selected from transactions entered on the Unfilled Customer Order screen (RADG003).	Optional LOV available
<i><b>Include Both Active and Inactive Orders</b></i>	The user clicks this button to define whether or not inactive orders should be included in the report.	Optional
<i><b>Include Active Orders Only</b></i>	The user clicks this button to include only active orders in the report.	Optional
<i><b>Orders with Blank Period of Performance End Date Only</b></i>	The user checks this box to have only orders that do not have an end date in the period of performance field included in the report.	Optional
<i><b>Run Report</b></i>	The user clicks this button to process the report for the parameters entered.	Optional
<i><b>Clear Query Criteria</b></i>	The user clicks this button to clear the parameters entered into the screen.	Optional

### 8.6.2 Unfilled Customer Orders by Period of Performance Process

To generate an Unfilled Customer Orders by Period of Performance Report (RADG108), a user performs the following steps:

<i>Step</i>	<i>Action</i>
1	Select the <b>Unfilled Customer Orders by Period of Performance Report (RADG108)</b> from the <i>Navigator Menu</i> .
2	Click in the <b>Bureau Code</b> field (or on the arrow box located on the right side) for the drop down list and select the appropriate bureau code and name.
3	Click in the <b>Fund Code From</b> field and enter the beginning fund code or select it from the LOV.
4	Click in the <b>Fund Code To</b> field and enter the ending fund code or select it from the LOV.
5	Click in the <b>Admin Office</b> field and enter the administrative office responsible for the orders or select it from the LOV.
6	Click on the <b>Period of Performance End Date From</b> field to select the beginning date for orders.
7	Click on the <b>Period of Performance End Date To</b> field to select the ending date for orders.
8	Click on applicable radio buttons for: <ul style="list-style-type: none"> <li>○ <b>Include Both Active and Inactive Orders</b></li> <li>○ <b>Include Active Orders Only</b></li> </ul>
9	Click on the <b>Orders with Blank Period of Performance End Date Only</b> checkbox if the query is to include active or inactive orders with open period of performance end dates.
10	Click on either the <b>Run Report</b> button to generate the Unfilled Customer Order by Period of Performance Report Data Elements.

**Note:** To reset the form to its default values, click on the **Clear Query Criteria** button.

### 8.6.3 Unfilled Customer Orders by Period of Performance Data Elements

The Unfilled Customer Orders by Period of Performance Report is comprised of the data elements defined below:

<u>Date Element</u>	<u>Definition</u>
<b>Fund Code</b>	This field displays the fund code associated with the project code identified on the Project Distribution tab on the Unfilled Customer Order (RADG003) Screen.

<b><u>Date Element</u></b>	<b><u>Definition</u></b>
<b><i>Admin Office Code</i></b>	This field displays the code of the administrative office responsible for collections and administrative processing.
<b><i>Originating Office Code</i></b>	This field displays the code of the office where the agreement originated.
<b><i>Reimbursable Agreement Number</i></b>	This field displays the reimbursable agreement number from the Reimbursable Agreement (RADG002) Screen under which the order was established.
<b><i>Customer Order No / Mod No</i></b>	This field displays the customer order number and modification number from the Unfilled Customer Order (RADG003) Screen.
<b><i>Order Amount</i></b>	This field displays the amount of the customer order established on the Unfilled Customer Order (RADG003) Screen.
<b><i>Period of Performance From</i></b>	This field displays the beginning date of the Period of Performance of the customer order as entered on the Unfilled Customer Order (RADG003) Screen.
<b><i>Period of Performance To</i></b>	This field displays the ending date of the Period of Performance of the customer order as entered on the Unfilled Customer Order (RADG003) Screen.
<b><i>Active Status</i></b>	This field displays a "Y" or "N" to identify whether the order is active. A "Y" indicates the order is active.

#### **8.6.4 Unfilled Customer Orders by Period of Performance Report Example**

An example of the Unfilled Customer Orders by Period of Performance Report (RADG108) is included on the following pages.



*Insert Unfilled Customer Orders by Period of Performance Report (RADG108)*



## 8.7 WIP Results Report (RADG109)

The WIP Results Report (RADG109) Screen was designed to generate a report that will list reimbursable agreements by administrative office, fund code, project, fund code fiscal year, and organization. The Finance Office will use this report in the reconciliation process for unmatched costs and to review the allocation results along with the WIP Allocation Modification and Release screen (RADG005).

This WIP Results Report displays costs assigned to orders and project from the WIP Cost Allocation Process screen (RADG004). The report also reflects the available order amount, available advance amount, the unreleased (unbillable) WIP amount, and the release (billable) amount. An amount may be designated as unreleased if the Hold Billing box is checked on the Reimbursable Agreement screen (RADG002) to meet terms of the agreement for quarterly billing, or if only a TWA exists. The WIP Results Report (RADG109) launch screen is used to define the bureau code, fund code, administrative office, project code and fund code fiscal year. The report can be run both before and after adjustments are made on the WIP Allocation Modification and Release screen (RADG005).

The WIP Results Report (RADG109) launch screen is displayed below:

### 8.7.1 WIP Results Report Parameters

The following fields are applicable to the WIP Results Report screen:

<b><u>Field Name</u></b>	<b><u>Definition</u></b>	<b><u>Attributes</u></b>
<b><i>Bureau</i></b>	This field displays the bureau code and the corresponding bureau name as defined on the Bureau Code Screen (GL004).	<b>Required</b> LOV available Default "All"
<b><i>Fund Code From</i></b>	This field displays the 2-digit beginning fund code to be included in the report parameters as defined on the Fund Code Screen (GL013).	<b>Required</b> LOV available

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<b><i>Fund Code To</i></b>	This field displays the 2-digit ending fund code to be included in the report parameters as defined on the Fund Code Screen (GL013).	<b>Required</b> LOV available
<b><i>Project Code</i></b>	This field displays the 7-digit project code for the customer order as entered on the Unfilled Customer Order (RADG003) Screen.	<b>Required</b> LOV available Default "All"
<b><i>FCFY From</i></b>	This field displays the 4-digit fund code fiscal year as entered on the Unfilled Customer Order (RADG003) Screen identifying the beginning fiscal year of the orders selected.	<b>Required</b> LOV available Default "All"
<b><i>FCFY To</i></b>	This field displays the 4-digit fund code fiscal year as entered on the Unfilled Customer Order (RADG003) Screen identifying the ending year of the orders selected.	<b>Required</b> LOV available Default "All"
<b><i>Admin Office</i></b>	This field displays the administrative office responsible for collections and administrative processing.	<b>Optional</b> LOV available Default "All"
<b><i>Run Report</i></b>	The user clicks this button to process the report for the parameters entered.	<b>Optional</b>
<b><i>Clear Query Criteria</i></b>	The user clicks this button to clear the parameters entered into the screen.	<b>Optional</b>

### 8.7.2 WIP Results Report Process

To generate a WIP Results Report (RADG109), users performs the following steps:

<i>Step</i>	<i>Action</i>
1	Select the <b><i>WIP Results Report (RADG109)</i></b> from the <i>Navigator Menu</i> .
2	Click in the <b><i>Bureau Code</i></b> field (or on the arrow box located on the right side) for the drop down list and select the appropriate Bureau code and name.
3	Click in the <b><i>Fund Code From</i></b> field and enter the beginning fund code or select it from the LOV.
4	Click in the <b><i>Fund Code To</i></b> field and enter the ending fund code or select it from the LOV.
5	Click in the <b><i>FCFY From</i></b> field and enter the beginning fund code fiscal year or select it from the LOV.
6	Click in the <b><i>FCFY To</i></b> field and enter the ending fund code fiscal year or select it from the LOV.

<i>Step</i>	<i>Action</i>
7	Click in the <b>Admin Office</b> field and enter the administrative office responsible for the orders or select it from the LOV.
8	Click on the <b>Run Report</b> button to generate the WIP Results Report.

**Note:** To reset to a blank parameter screen, click on the **Clear Query Criteria** button.

### 8.7.3 WIP Results Report Data Elements

The WIP Results Report is comprised of the data elements defined below:

<u>Date Element</u>	<u>Definition</u>
<b>Admin Office Code</b>	This field displays the code of the administrative office responsible for collections and administrative processing.
<b>Fund Code</b>	This field displays the fund code associated with the order on the Unfilled Customer Order (RADG003) Screen.
<b>Project</b>	This field displays the project code associated with the order on the Unfilled Customer Order (RADG003) Screen Project Distribution tab.
<b>FCFY</b>	This field displays the fund code fiscal year associated with the order on the Unfilled Customer Order (RADG003) Screen.
<b>Organization</b>	This field displays the organization code associated with the order on the Unfilled Customer Order (RADG003) Screen Project Distribution tab. <i>Note: Since NOAA does not match costs to the organization code level this field will zero fill.</i>
<b>RA Number</b>	This field displays the reimbursable agreement number from the Reimbursable Agreement (RADG002) Screen under which the order was established.
<b>Customer No</b>	This field displays the customer number assigned to the agreement on the Reimbursable Agreement (RADG002) Screen.
<b>Order No</b>	This field displays the customer order number from the Unfilled Customer Order (RADG003) Screen.
<b>WIP Costs</b>	This field displays the project costs assigned to the customer order and project through the RADG004 WIP cost allocation process. <i>Note: Changes made on the RADG005 screen will be reflected on this report if it is run after the changes are made on RADG005.</i>

<u>Date Element</u>	<u>Definition</u>
<b><i>Available Order</i></b>	This field displays the amount remaining on the customer order after project costs have been assigned to the customer order and project through the RADG004 WIP cost allocation process.
<b><i>Available Advance</i></b>	This field displays the amount remaining of the funding advanced by the customer after project costs have been assigned to the customer order and project through the RADG004 WIP cost allocation process.
<b><i>Unreleased WIP</i></b>	This field displays the project costs designated as not available for billing purposes on the customer order by the WIP cost allocation process. <i>Note: Users can move costs from release to unreleased on the RADG005 screen. Costs cannot, however, be moved from unreleased to release on the RADG005 screen.</i>
<b><i>Release Amount</i></b>	This field displays the project costs designated as available to be billed to the customer through the WIP cost allocation process. <i>Note: Users can move costs from release to unreleased on the RADG005 screen. Costs cannot, however, be moved from unreleased to release on the RADG005 screen.</i>

#### 8.7.4 WIP Results Report Example

An example of the WIP Results Report (RADG109) is included on the following pages.

*Insert WIP Results Report (RADG109)*



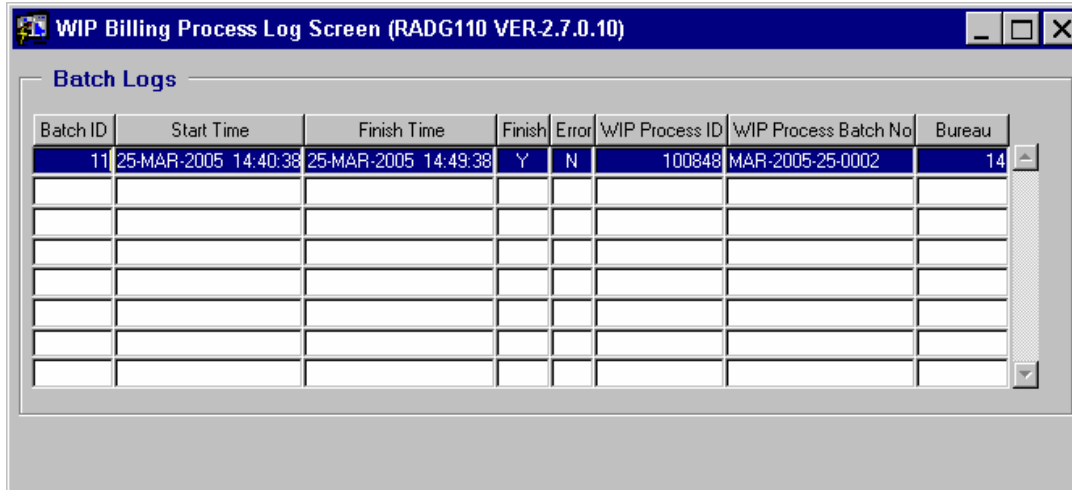


## 8.8 WIP Billing Process Log (RADG110)

The purpose of the WIP Billing Process Log Screen (RADG110) is to allow Finance Office users to review a listing by batch ID of the compiled WIP bills generated through the WIP Billing Compilation Process Screen (RADG006). The RADG110 menu option includes two screens:

- ◆ WIP Billing Process Log Screen
- ◆ WIP Billing Report Screen

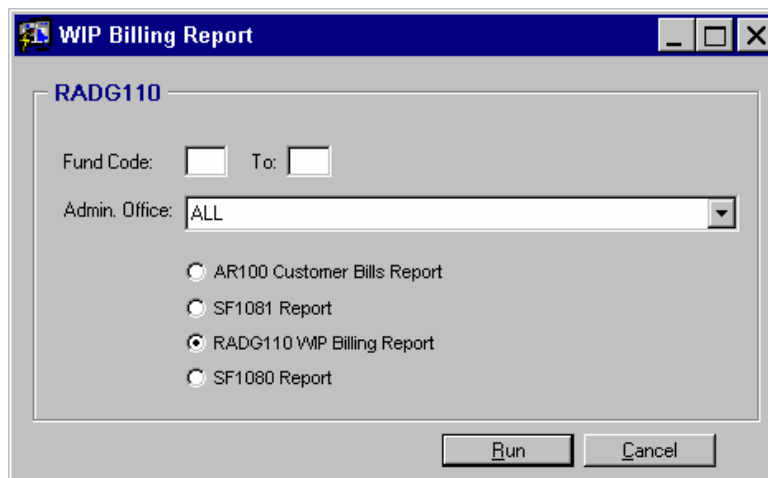
The WIP Billing Process Log Screen is displayed below:



The screenshot shows a window titled "WIP Billing Process Log Screen (RADG110 VER.2.7.0.10)". Inside, there is a section labeled "Batch Logs" containing a table with the following data:

Batch ID	Start Time	Finish Time	Finish	Error	WIP Process ID	WIP Process Batch No	Bureau
11	25-MAR-2005 14:40:38	25-MAR-2005 14:49:38	Y	N	100848	MAR-2005-25-0002	14

Users select the desired batch from the WIP Billing Process Log Screen (RADG110) to launch the WIP Billing Report Screen which is used to specify parameters for the fund code range, administrative office, and report type by which to group the records in the report. The WIP Billing Report Screen is displayed below:



The screenshot shows a window titled "WIP Billing Report". Inside, there is a section labeled "RADG110" with the following controls:

- Fund Code:  To:
- Admin. Office:
- Report Type (radio buttons):
  - AR100 Customer Bills Report
  - SF1081 Report
  - RADG110 WIP Billing Report
  - SF1080 Report

At the bottom of the window are two buttons: "Run" and "Cancel".

The WIP Billing Report Screen allows users to generate three different reports based upon the WIP Batch ID, fund code range, and administrative office:

- ◆ Bills and detailed billing statements using the AR100 Customer Bills report.
- ◆ List of vouchers and schedules for withdrawals and credits using the SF1081 report.
- ◆ List of WIP bills created during a WIP run using the RADG110 WIP Billing report.

The Finance Office is responsible for generating these reports after running the RADG006 program. The first two report options print hard copy bills that can be sent to the customer or filed in the Finance Office. The third report option, the WIP Billing Report, can be used to verify the number of bills that have been sent to the Accounts Receivable module and have been printed by running the first two report options.

### 8.8.1 WIP Billing Process Log Screen (RADG110) Fields

The WIP Billing Process Log Screen (RADG110) is used to select the Batch ID for which the user wishes to generate a report(s). The values for each field are system-generated from the RADG006 WIP Billing Compilation Process and cannot be updated by the user. The following fields are applicable to the WIP Billing Process Log Screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<b><i>Batch ID</i></b>	This field displays the system generated batch ID number assigned during the WIP Billing Compilation Process Screen (RADG006) batch process.	System generated
<b><i>Start Time</i></b>	This field displays the WIP Billing Compilation Process Screen (RADG006) batch start time.	System generated
<b><i>Finish Time</i></b>	This field displays the RADG006 batch finish time.	System generated
<b><i>Finish</i></b>	Indicates if the WIP billing compilation process completed. Y - batch completed N - batch not completed <i>Note: If the flag is set to 'N', the WIP Billing Report will not return any data.</i>	System generated
<b><i>Error</i></b>	Indicates if the WIP billing compilation process incurred errors. Y - If the batch completed with errors. N - If the batch completed without errors. <i>Note: The WIP Billing Report will be generated if the WIP process completed successfully (Finish flag set to 'Y') but incurred errors (Error flag set to 'N').</i>	System generated
<b><i>WIP Process ID</i></b>	This field displays the system generated primary key for the WIP (RADG004) process.	System generated

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>WIP Process Batch No</i>	This field displays the WIP Cost Batch Number the user selected to run the WIP Billing Compilation Process Screen (RADG006).	System generated
<i>Bureau</i>	Displays the code of the bureau that ran the WIP Bill Compilation process.	System generated

### 8.8.1.2 WIP Billing Report Parameters

The WIP Billing Report (RADG110) launch screen is used to define the fund code range, administrative office, and report type by which to group the records in the report. The parameter screen fields can be populated by manually keying in data, selecting from a list of values, using the pop-up calendar for dates, or accepting the default values. The following fields are applicable to the WIP Billing Report launch screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Fund Code (From)</i>	This field displays the beginning fund code range.	<b>Required</b> Default = 00
<i>(Fund Code) To</i>	This field displays the ending fund code range.	<b>Required</b> Default = 99
<i>Admin Office</i>	This field displays the code identifying the office responsible for processing the receivable.	<b>Required</b> Default = ALL
<i>AR100 Customer Bills Report</i>	This radio button allows the user to generate bills for commercial customers.	Optional (but one of the 3 radio buttons must be selected) Default value
<i>SF1081 Report</i>	This radio button allows the user to generate the SF1081 bills for Federal customers.	Optional (but one of the 3 radio buttons must be selected)
<i>RADG110 WIP Billing Report</i>	This radio button allows the user to generate the RADG110 WIP Billing Report which lists the bills generated in the Accounts Receivable module by the WIP Billing Compilation Process Screen (RADG006).	Optional (but one of the 3 radio buttons must be selected)
<i>Run</i>	The user clicks this button to process the report for the parameters entered.	<b>Required</b> to generate report
<i>Cancel</i>	The user clicks this button to cancel the data entered and close the screen.	Optional

### 8.8.2 View WIP Billing Process Log & Generate Report

Users perform the following steps to view the RADG110 WIP Billing Process Log and generate a WIP Billing Report:

<i>Step</i>	<i>Action</i>
1	Select the <b>RADG110 - WIP Billing Process Log</b> from the <i>Navigator Menu</i> .
2	Highlight the desired Batch ID from the listing. Double click on the log to access the WIP Billing Report Launch Screen (RADG110). The report launch screen is displayed. <i>Note: Users can double click on column headers to sort batch log records. Users can use the scroll bar on the right to view records.</i>
3	Double click on the <b>Fund Code (From)</b> field and select the appropriate beginning fund code number from the LOV for the fund code range. <i>Note: If no Fund Code is selected, the beginning fund code number will be defaulted to 00.</i>
4	Double click on the <b>(Fund Code) To</b> field and select the appropriate ending fund code number from the LOV for the fund code range. <i>Note: If no Fund Code is selected, the ending fund code number will be defaulted to 99.</i>
5	Double click on the <b>Admin. Office</b> field and select the appropriate administrative office from the LOV. <i>Note: If no Admin Office is selected, the field will default to 'ALL.'</i>
6	Click in one of the following radio buttons to select the appropriate report to generate: <ul style="list-style-type: none"> <li>▶ <b>AR100 Customer Bills Report</b></li> <li>▶ <b>SF1081 Report</b></li> <li>▶ <b>RADG110 WIP Billing Report</b></li> </ul> <i>Note: The default value is AR100 Customer Bills Report.</i>
7	Click the <b>Run</b> button to generate the desired report.

**Note:** To cancel the report and return to the RADG110 WIP Billing Process Log Screen, click on the **Cancel** button.

### 8.8.3 RADG110 WIP Billing Report Data Elements

While the documents generated by the AR100 Customer Bills Report and the SF1081 Report closely resemble forms in common use throughout the government, the RADG110 WIP Billing Report is unique. The following data elements are included on this report:

<u>Data Element</u>	<u>Definition</u>
<i>Current Date</i>	Displays the system date for when the user runs the report. The date is shown with date and time.

<b><u>Data Element</u></b>	<b><u>Definition</u></b>
<i>Bureau Name</i>	Displays the names for the Bureau.
<i>GL End Date</i>	Displays the GL End Date specified by the user to generate the report.
<i>Admin Office</i>	Displays the administrative office associated with the WIP bills.
<i>Fund Code</i>	Displays the fund code associated with the WIP bills.
<i>Receivable/Bill No</i>	Displays the receivable/bill number.
<i>Customer No</i>	Displays the customer number associated with the WIP bill.
<i>Customer Name</i>	Displays the customer name associated with the customer number
<i>Bill Type</i>	Displays the type of bill generated during the WIP billing process.
<i>Agreement No</i>	Displays the reimbursable agreement number associated with the WIP bill.
<i>Customer Order Number</i>	Displays the unfilled customer order number associated with the WIP bill.
<i>Bill Amount</i>	Displays the amount to be billed to the customer
<i>Total Count of Receivables/Bills</i>	Displays the total number of the bills generated by the WIP billing process.

#### 8.8.4 RADG110 WIP Billing Report Examples

Examples of the RADG110 WIP Billing Report are included on the following pages. Examples of the AR100 Customer Bill for Collection, SF-1081 and SF-1080 Report are also included.

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