CBS
Reimbursable
User Guide
Batch Processes

Table of Contents

This page was intentionally left blank.

6.0   Batch Processes

Batch processes automate those processes which are performed on a regular basis and would require multiple manual steps to complete. The Reimbursable Agreement Module batch processes include the WIP (Work in Process) Cost Allocation Process and the WIP Billing Compilation Process. The WIP Cost Allocation Process was developed to facilitate the current manual process of accurately determining the costs for reimbursable work. The process extracts costs from Trial and allocates these costs to the associated reimbursable projects, agreements, and orders. The process can be run multiple times throughout the month but at least at the end of the month.   At month end, after review of the WIP cost allocation transactions, the WIP Billing Compilation Process is run to automatically generate bills for costs that were allocated as part of the WIP cost allocation process.

6.1   WIP Cost Allocation Process (RADG004)

The WIP (Work in Process) Cost Allocation Process was developed to facilitate the current manual process of accurately determining the costs for reimbursable work. To accomplish this, the WIP program extracts costs from Trial and allocates these costs to the associated reimbursable projects, agreements, and orders.

The WIP program performs the following steps:

1.   Calculate the current available customer order balance and the current available advance balance. The current available customer order balance is the sum of previous period available customer order balance plus current period (period since the last billed WIP run) customer order amount plus current period WIP refund amount. The current available advance balance is the sum of previous period advance balance plus current period advance collection amount minus current period advance refund amount.

2.   Accumulate WIP costs by bureau code, fund code, fund code fiscal year, and project code.

3.   Allocate WIP project costs to agreements and customer orders based on the customer order percent of participation in the project, which is the available customer order balance divided by the total available customer order balance for all customer orders associated with the project.

4.   Calculate WIP release amounts for each customer order at the customer order number, FCFY, and project code level (for NOAA). For customer orders that do not require an advance, the release amount equals the allocated WIP cost available for billing up to the available customer order balance. For customer orders that require an advance, the release amount equals the allocated WIP cost

available for billing up to the lesser of the available customer order balance or the available advance balance.

The WIP program can be run for one specific fund or a range of fund codes.   It is recommended that fund codes be run individually to prevent inadvertent loss of WIP data and to allow billing to proceed for one fund code even if another fund code has not been completely reviewed. If WIP is run for a range of fund codes and then run again for any fund code included in the previous run, an error message will be received alerting the user that the WIP runs overlap and asking if the user would like to overwrite the entire previous WIP run. If the user answers yes, all of the records in the WIP table will be erased and replaced with only the records for the fund code just requested. The user would then need to rerun WIP for the other funds and redo any adjustments that may have already been made.

Regardless of the number of fund codes specified, only one WIP process can be run at a time. If a user double clicks on the RADG004 menu option while a WIP process is being run, the following message will be displayed: *"There is another WIP allocation process currently running by OPS$USERNAME."*   The user will not be able to initiate a run for another fund code until the current WIP allocation process has been completed.

The WIP program is generally run at the end of each month to capture all costs recorded against the WIP projects for the current month and previous months, as applicable. The user can run the WIP program as many times as needed until they are satisfied with the results before generating the WIP bills. When rerunning WIP, the program will warn the user that the previous WIP allocations were not billed and will be overwritten by continuing with the process. The user can choose to continue if adjustments have been made to unfilled customer orders, advance collections have been entered, or cost transfers have been processed to allow the WIP program to rerun all calculations to include these adjustments.   .

*Note: If **Yes** is the answer to the following question, all current WIP records are immediately lost: "The previous WIP allocations were not billed for the same bureau/fund. By continuing, these allocations will be overwritten. Do you wish to continue?"*

Every time the WIP process is run the system will also ask the user if records should be re-extracted from Trial. This re-extraction process will re-examine the entire Trial table for transactions matching any changes that may have been made to the WIP account criteria and will take considerably longer to execute. Normally, records will **not** need to be re-extracted from Trial unless a change has been made to the WIP accounts established on RADG001.

Note: The Reimbursable Section in the Accounting Operations Division (Finance - HQTRS) will be responsible for initiating the WIP process.

The WIP Cost Allocation Process Screen is displayed below:
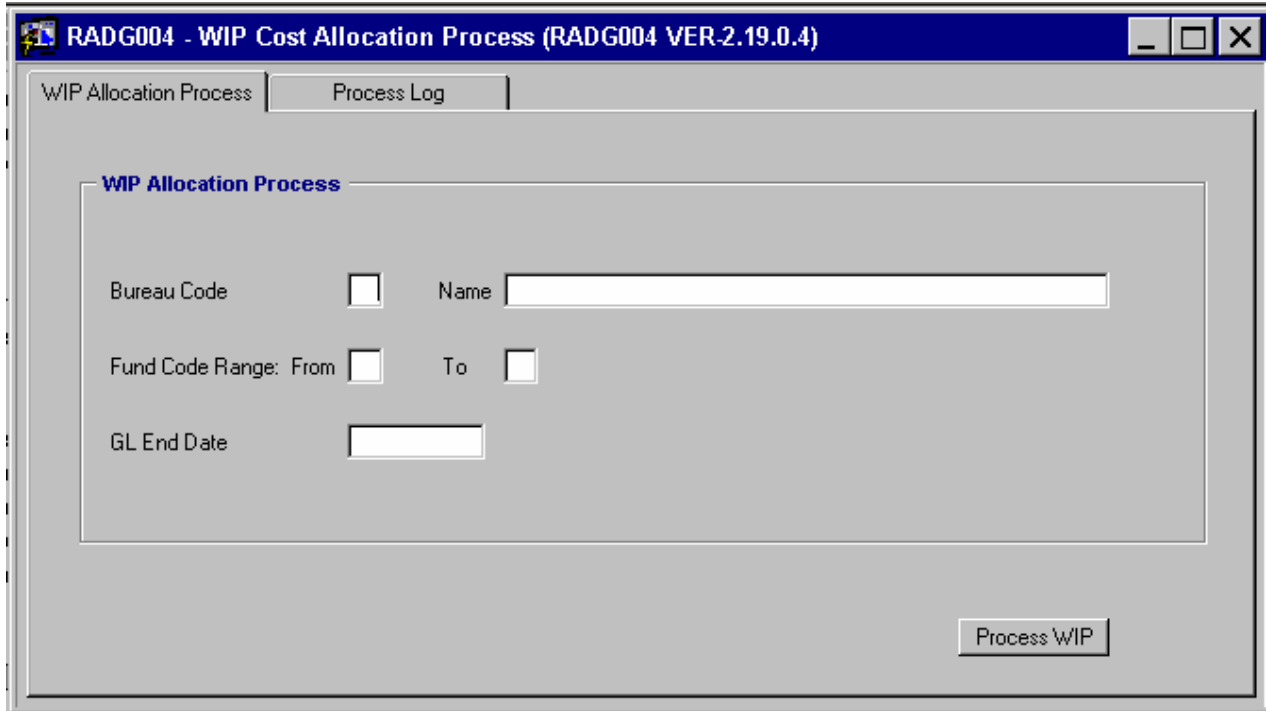
The following fields are applicable to the WIP Cost Allocation Process Screen:

Field Name	Definition	Attributes
Bureau Code	This field displays the bureau code as defined on the Bureau Code screen (GL004).	**Required** LOV available
Name	This field displays the bureau name associated with the bureau code selected above as defined on the Bureau Code screen (GL004).	System generated
Fund Code Range From	This field displays the starting reimbursable fund code value to be used in the WIP process.	**Required** LOV available
Fund Code Range To	This field displays the ending reimbursable fund code value to be used in the WIP process.	**Required** LOV available
GL End Date	This field displays the ending date of the GL period to be used in selecting transactions to be included in the WIP process. *Note: The WIP process will accumulate all transactions recorded since the last WIP run through the selected GL end date.*	**Required** LOV available

6.1.2   Execute WIP Cost Allocation Process (RADG004)

To initiate the WIP Cost Allocation process, the user performs the following steps:

Step	*Action*
1	Select the **RADG004 - WIP Cost Allocation Process Screen** from the *Navigator Menu.*
2	On the WIP Allocation Process tab, click on the ***Bureau Code*** field and enter the appropriate bureau code, or double click on the field and select the appropriate bureau code from the LOV. The bureau name will default once the user selects the Bureau Code.
3	Click on the ***Fund Code Range From*** field. Enter the starting fund code or double click on the field and select the appropriate fund code from the LOV. *Note: NOAA will normally run each reimbursable fund code separately.*
4	Click on the ***Fund Code Range To*** field. Enter the ending fund code or double click on the field and select the appropriate fund code from the LOV.
5	Click on the ***GL End Date*** field. Enter the GL end date for the period for the accumulated cost or double click on the field and select the appropriate GL end date from the LOV.
6	Click on the **Process WIP** button to initiate the WIP process.
7	The following questions will appear: *"The RADG001 set has been changed since the last WIP billing. Do you want to re-extract the Trial records for the funds in this WIP run?"*
8	Click **No** if you wish to only extract transactions recorded after the last WIP process was run. Click **Yes** on this message if you wish to re-extract all the data from Trial. Click **Cancel** to remove the dialogue box and return to the kick-off screen. *Note: Normally the user should click on **No**. Click **Yes** only if a change has been made to the WIP accounts established on RADG001.*
9	If the user clicks Yes or No, a second message will be displayed stating *"RADG004 batch job submitted."* Click **OK** to accept the message.
10	The screen will immediately go to the process log tab of the **WIP Cost Allocation Process Screen** which can be minimized or exited so that the user may continue with other tasks.
11	The user should check the **Process Log** screen periodically until the WIP run displays an **A** in the finish column. This indicates that WIP has been completed, and records are available for review.
12	After the WIP Process has been completed, the **Reimbursable Agreement Unmatched Cost Report** (**RADG107)** should be run. *Note: See Section 8.5 for instructions on generating this report.*

6.1.3   Process Log (RADG004)

The WIP Process Log Tab screen is shown below:

The following fields apply to the WIP Process Log:

Field Name	Definition	Attributes
Batch No.	The number, a combination of the date and a consecutive number, assigned to the WIP batch.	System generated
WIP Process ID	The number assigned to identify the WIP process.	System generated
Bureau	The code identifying the bureau for which the WIP process was run.	System generated
Fund Code From	The starting fund code entered by the user on the kick off screen for the WIP run.	System generated
Fund Code To	The ending fund code entered by the user on the kick off screen for the WIP run.	System generated
GL End Date	The GL end date selected by the user on the kick off screen for the WIP run.	System generated
WIP Process Time	The date and time at which the WIP process ran.	System generated

Field Name	Definition	Attributes
Finish	This column will display an A, Y, X, or N. **A** - WIP results are available for review and billing. **Y -** WIP results were saved and sent to the AR Module for billing. **X -** WIP results were not saved. **N** - WIP process failed.	System generated
Error	This column will display a Y or N. A **Y** indicates that processing errors were encountered during the WIP run. A **N** indicates that there were no processing errors during the WIP run.	System generated

The **Messages** button located at the side of each WIP Process Log entry can be clicked to display warning message generated by the WIP run. The *"The WIP Allocation Process ran successfully."* message means that the WIP process is complete and records are ready for review and billing. Other messages may be received with warnings that will identify projects with costs that have exceeded available orders. These costs will be reported on the Unmatched Cost Report (RADG107) and should be researched to determine any corrective action that should be initiated. The WIP process may need to be rerun after the corrections have been made.

6.1.4   System Edits and Business Rules

• It is recommended that fund codes be run individually.

• More than one WIP run can be held for review on RADG005 at the same time as long as the runs are for different bureau/fund combinations.

• Only one WIP run can be executed at a time. Users will receive the following error message when trying to kick off a WIP run if another run is in progress: *"There is another WIP allocation process currently running by OPS$USERNAME."*

• Answering **Yes** to following question immediately erases the records being held for review on RADG005: *"The previous WIP allocations were not billed for the same bureau/fund. By continuing, these allocations will be overwritten. Do you wish to continue?"*

• Normally, a user should answer **No** to the question: "The RADG001 setup has been changed since the last WIP billing. Do you want to re-extract the Trial records for the funds in this WIP run?" The warning implies that a change has been made to the RADG001 setup when this is usually not the case. WIP should only be re-extracted when the user has been notified by the Financial Reporting Division that the general ledger account setup or object classes have been changed

on RADG001. However, if **Yes** is mistakenly entered, re-extracting WIP will not cause any problems but will increase the time it takes to run WIP.

- The RADG107 Unmatched Cost Report should always be run immediately after the WIP process has been completed.

6.2   WIP Billing Compilation Process (**RADG006**)

The WIP Billing Compilation Process screen was developed to automatically generate bills for costs that were allocated as part of the WIP cost allocation process. The WIP process allocates costs to projects, agreements, and orders. The WIP Billing Compilation Process is a batch process that performs the following steps:

1. Extracts cost and project data from the WIP Process results that are designated as   Released.
2. Clears out the WIP results table for the next WIP process.
3. Generates an accounts receivable transaction and bill for each order.

For non-advance agreements, the process will generate a receivable and bill transaction in the AR Module for the amount of the WIP costs released. When a reimbursable agreement includes an advance, the receivable and bill for the advance are recorded manually using the Accounts Receivable screen (AR001) prior to costs being incurred under the agreement. If no bill was issued, the user may record the advance received as an unbilled collection on the AR009 Unbilled Collection screen. The item type the system requires for a manual advance bill or an unbilled collection of an advance is RMADV. After the advance is collected, costs are incurred, and the WIP billing compilation process is executed, the advance balance is reduced by the WIP costs. A bill is generated by the WIP Billing Compilation Process which reflects a negative amount for the advance and a positive amount for the WIP costs, resulting in a bill with a net zero amount due. The item types the system uses for the system generated advance bills are RAWIP to identify the costs allocated through the WIP process and RAADV to identify the reduction to the advance. The ACCS information generated for the receivable and bill transactions is pulled from the ACCS entered on the Unfilled Customer Order screen (RADG003). If the user requested billing statements for an agreement by checking the Detail Billing Statement flag on the RADG002 Reimbursable Agreement screen, a billing statement of costs by object class will also be generated with each bill.

The WIP Billing Compilation Process screen has two tabs: the WIP Billing Compilation Process tab and the Process Log tab. The WIP Billing Compilation Process tab is used to identify the WIP batch, the fund code range, and the GL end date of transactions to be processed. The Process Log tab displays the previous WIP billing compilation batches.
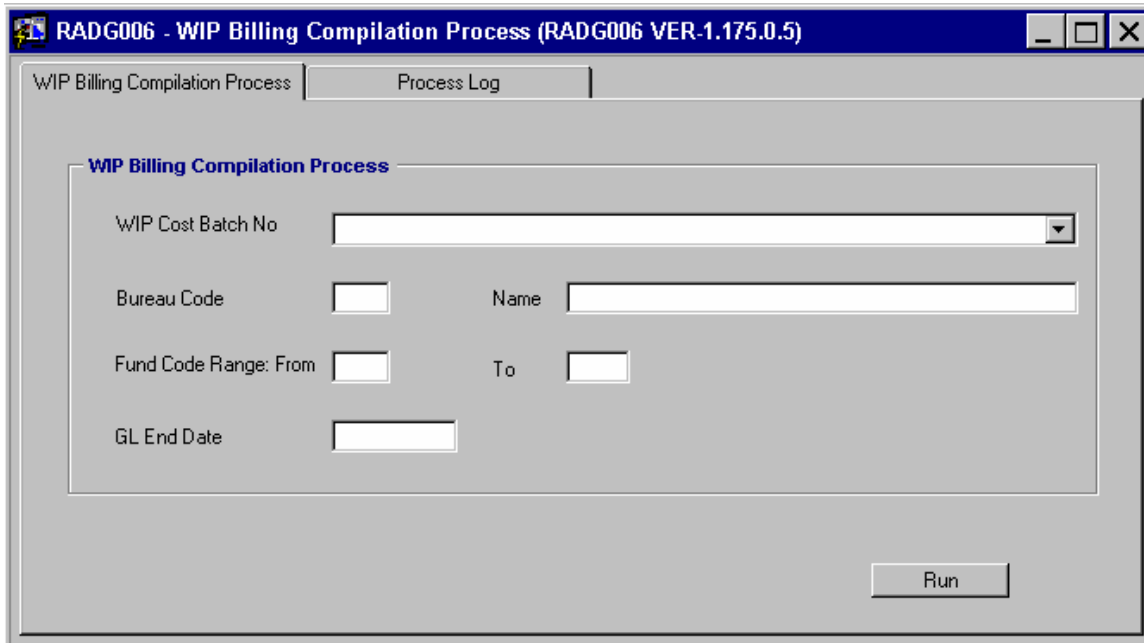
6.2.1 WIP Billing Compilation Process Tab

The WIP Billing Compilation Process Tab is used to execute the process to generate the bills from the WIP batch. The user will select a WIP batch to be processed in the WIP Batch Number field. One fund code or a range of fund codes may be selected for processing as of a specific GL end date. When the WIP billing compilation process is run, the selected WIP batch will no longer be available on the WIP Allocation Modification and Release Screen (RADG005). The WIP Results Lookup Screen (RADG008) will contain the detailed historical record of the WIP batch results as described in section 7.3 of this manual.

When the process is activated the user receives an information box and the following message will be displayed: *"RADG006 batch job submitted."*

Note: *The Finance Accounts Receivable Branch in Germantown will be responsible for initiating the WIP billing compilation process.*

The WIP Billing Compilation Process Screen (RADG006) is displayed below:

The following fields are applicable to the WIP Billing Compilation Process (RADG006) Screen:

Field Name	Definition	Attributes
WIP Cost Batch No	This field displays a WIP cost allocation batch number from the WIP Allocation and Modification Release Screen (RADG005).	**Required** LOV available Default is the most recent batch
Bureau Code	This field displays the bureau code as defined on the Bureau Code Screen (GL004).	**Required** LOV available
Name	This field displays the name associated with the bureau code selected above as defined on the Bureau Code Screen (GL004).	**System Generated**
Fund Code From	This field displays the starting 2-digit Fund Code to be included in the billing compilation as defined on the Fund Code Screen (GL013). *Note: NOAA will normally run each reimbursable fund code separately.*	**Required** LOV available
Fund Code To	This field displays the ending 2-digit Fund Code to be included in the billing compilation.	**Required** LOV available
G/L End Date	This field displays an ending date of the GL period to be used in selecting transactions to be used in the billing compilation.	**Required**

6.2.1.1 Execute the WIP Billing Compilation Process

Users will perform the following steps to run the WIP Billing Compilation Process:

Step	Action
1	Select the **RADG006 - WIP Billing Compilation Process** option from the *Navigator Menu*.
2	On the WIP Billing Compilation Process tab, the most current WIP batch number will appear in the **WIP Batch Number** field. A drop down arrow to the right of the WIP Batch Number field will allow the user to view previous WIP batches. *Note: When the WIP Billing Compilation Process is run, amounts on the WIP batch are cleared out of the WIP Allocation and Modification Release Screen (RADG005).*
3	Double click on the **Bureau Code** field and select the bureau from the LOV.
4	Double click on the **Fund Code From** field for the LOV. Select the fund code for which bills should be generated.

Step	Action
5	Double click on the **Fund Code To** field for the LOV. Select the fund code for which bills should be generated. *Note: To run the billing compilation process for one fund code only, enter the same fund code in both the **From** and **To** fields.*
6	Double click on the **G/L End Date** field for the LOV. Select the G/L end date through which bills will be generated. *Note: Bills will be generated for the period that costs were incurred through the GL end date identified on the WIP Billing Compilation Screen.*
7	Click on the **Run** button to begin the billing compilation. The user will get the following message: *"RADG006 batch job submitted."* Click OK in the confirmation box. *Note: The billing compilation process will run in the background on the users machine allowing the user to use their machine for other functions.*

6.2.2   Process Log

The Process Log tab identifies, by batch number, the batches of bills compiled by using the WIP billing compilation process. No user input is allowed. However, data in the columns may be sorted by clicking on the column heading. The column headings identify the Batch ID, WIP Process ID, Bureau code, From and To fund codes, GL end date of transactions, processing times and dates, whether the batch finished, and whether there were errors in processing. A button is also available to view system messages generated during processing. To view the results of the WIP Billing Compilation Process, the user would run the WIP Billing Process Log and WIP Billing Report (RADG110) as described in section 8.8 of this manual.

The Process Log tab for the WIP Billing Compilation Process Screen (RADG006) is displayed below:

The following fields are applicable to the Process Log tab of the WIP Billing
Compilation Pro0cess (RADG006) Screen:

Field Name	Definition	Attributes
Batch ID	This field displays a batch number from the WIP billing compilation process.	System generated
WIP Process ID	This field displays the ID number of the WIP batch from the WIP Allocation and Modification Release Screen (RADG005).	System generated
Bureau	This field displays the bureau code as defined on the Bureau Code Screen (GL004).	System generated
FC From	This field displays the starting 2-digit Fund Code to be included in the billing compilation as defined on the Fund Code Screen (GL013).	System generated
FC To	This field displays the ending 2-digit Fund Code to be included in the billing compilation.	System generated
GL End Date	This field displays ending date of the GL period to be used in selecting transactions to be used in the billing compilation.	System generated
Start Time	This field displays the date and time that the WIP billing compilation process began.	System generated
Finish Time	This field displays the date and time that the WIP billing compilation process ended.	System generated

Field Name	**Definition**	**Attributes**
Finish	This field displays a "Y" or "N" indicating whether the WIP billing compilation process ended.	System generated
Error	This field displays a "Y" or "N" indicating whether errors were detected during the WIP billing compilation process.	System generated

The user will perform the following steps to view the Process Log tab:

Step	*Action*
1	Select the **RADG006 - WIP Billing Compilation Process** option from the *Navigator Menu*.
2	Click on the *Process Log* tab. *Note: Data may not be entered or deleted in this tab. The user may sort data in the columns by clicking on the column headings.*
3	Click on the *Message* button to view any system generated messages that occurred during processing.
4	Click on the *Exit* icon to leave the screen.