

CBS Reimbursable User Guide

Data Warehouse Reports

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9.0 Data Warehouse Reports

Like the earlier reports that are run within the Reimbursable Agreements module, Data Warehouse Reports also provide pre-defined templates used to query data and create output. But, unlike the earlier reports, these reports require retrieval of records from Trial and numerous calculations that would slow down the activities being conducted in the Production environment. To prevent this problem, these reports are run in the data warehouse which contains a copy of Trial data from the previous workday. 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 CAMS Data Warehouse, reports applicable to reimbursable activity include:

- RA500D - Reimbursable Project Status Billing Report
- AR530D - Accounts Receivable Activity by Project Report
- AR540D - Collection Amount by Project Report
- AR550D - Outstanding Reimbursable Bills for Advances 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.

9.1 Reimbursable Project Status Billing Report (RA500D)

The RA500D Reimbursable Project Status Billing Report is a standard report in the NOAA data warehouse that provides financial information regarding reimbursable projects. Although the primary function of the report is provide financial data to support the billing function, specific data elements make the report useful for managing programs and projects.

9.1.1 Reimbursable Project Status Billing Report Parameters

The report displays, by bureau and fund code, the project code, line office, allotments for the current year, obligations, expenses (accrued costs), the amount available for the current year, amount billed, amount collected, and the available balance of an advance. Users have the option of printing a report that is purged of projects that meet the criteria that describe the project as being complete. Users also have the option of printing the report at financial management center level, and at a detail level that displays the object class.

The RA500D Reimbursable Project Status Billing Report Launch Screen is displayed below:

The screenshot shows a window titled "Runtime Parameter Form (RA500D 1-173-dwra-040108)". The main heading is "REIMBURSABLE PROJECT STATUS BILLING REPORT" with the instruction "ENTER REPORT PARAMETERS FOR PROCESSING". The form contains the following fields and controls:

- Bureau Code: Dropdown menu with "ALL" selected.
- Fund Code: Dropdown menu with "ALL" selected.
- Project Code: Dropdown menu with "ALL" selected, followed by "Thru" and another dropdown menu with "ALL" selected.
- Line Office Code: Text input field with "ALL", followed by "Thru" and another text input field with "ALL".
- FMC Code: Text input field with "ALL", followed by "Thru" and another text input field with "ALL".
- Fiscal Year: Text input field with "1988", followed by "Thru" and another text input field with "2008".
- As of GL End Date: Dropdown menu with "31-MAY-2004" selected.
- Report Type: Dropdown menu with "Detail" selected.
- Purge Report: Checkmark box that is checked.

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

The following fields are applicable to the Reimbursable Project Status Billing Report launch screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Bureau Code</i>	This field displays the 2-digit bureau code and corresponding bureau name as defined on the Bureau Code Screen (GL004).	Required LOV available Default "ALL"
<i>Fund Code</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).	Required LOV available Default "ALL"
<i>Project Code</i>	This field displays the beginning Project Code to be included in the report parameters as defined on the Project Code Maintenance Screen (CM004).	Required LOV Available Default "ALL"

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Project Code Thru</i>	This field displays the ending Project Code to be included in the report parameters as defined on the Project Code Maintenance Screen (CM004).	Required LOV available Default "ALL"
<i>Line Office Code</i>	This field displays the beginning Line Office Code to be included in the report parameters represented by the first position of the organization code.	Required LOV Available. Default "ALL"
<i>Line Office Code Thru</i>	This field displays the ending Line Office Code to be included in the report parameters represented by the first position of the organization code.	Required LOV Available Default "ALL"
<i>FMC Code</i>	This field displays the beginning Financial Management Center Code to be included in the report parameters represented by the first two positions of the organization code.	Optional LOV Available Default "ALL"
<i>FMC Code Thru</i>	This field displays the ending Financial Management Center Code to be represented by the first two positions of the organization code.	Optional LOV Available Default "ALL"
<i>Fiscal Year</i>	This field displays the beginning fund code fiscal year code to appear on the report.	Required LOV Available Default "1988"
<i>Fiscal Year Thru</i>	This field displays the ending fund code fiscal year to appear on the report.	Required LOV Available Default "2008"
<i>As of GL End Date</i>	This field displays the ending date of the general ledger period as of which the report will be generated.	Required LOV Available Default Current GL End Date
<i>Report Type</i>	This field displays whether or not the user wants object class detail information to appear for each project.	Required LOV Available Default "Detail"
<i>Purge Report</i>	This field displays whether or not the user wants to have completed projects included in the report.	Optional Default "Yes"
<i>Reconciliation Totals</i>	This field indicates whether or not the user wants to have general ledger balances included at the end of the report.	Optional Default "No"

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
Run Report	The user clicks this button to generate the report for the parameters entered.	Optional
Cancel	The user clicks this button to cancel the report generation after the user clicks the “Run” button.	Optional

9.1.2 Generate Reimbursable Project Status Billing Report

To generate the RA500D Reimbursable Project Status Billing Report, users will perform the following steps:

<i>Step</i>	<i>Action</i>
1	Select RA500D - Reimbursable Project Status Billing Report from the <i>Navigator Menu</i> in the NOAA Data Warehouse .
2	Click on the Bureau Code 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	Click on the Fund Code field LOV and select the appropriate fund code. <i>Note: If no Fund Code is selected, the system will default the value to ALL and select all Fund Codes for the report.</i>
4	Click on the Project Code From: field LOV and select the first project code to appear on the report. <i>Note: If no Project Code is selected, the system will default the value to ALL and select all project codes for the report.</i>
5	Click on the Project Code Thru: field LOV and select the last project code to appear on the report. <i>Note: If no Project Code is selected, the system will default the value to ALL and select all project codes for the remainder of the report.</i>
6	Click on the Line Office Code From: field LOV and select the line office code to appear first on the report. <i>Note: If no Line Office Code is selected, the system will default the value to ALL and select all line office codes for the report.</i>
7	Click on the Line Office Code Thru: field LOV and select the project code to appear last on the report. <i>Note: If no Line Office Code Thru is selected, the system will default the value to ALL and select all line office codes subsequent to the starting line office code for the report.</i>

Step	Action
8	Click on the FMC Code From: field LOV and select the first FMC code to appear on the report. <i>Note: If no FMC Code is selected, the system will default the value to ALL and select all FMC codes for the report.</i>
9	Click on the FMC Code Thru: field LOV and select the last FMC code to appear on the report. <i>Note: If no Project Code is selected, the system will default the value to ALL and select all FMC codes for the report subsequent to the starting FMC code for the report.</i>
10	Double click on the Fiscal Year From: field for a LOV. Select the beginning fund code fiscal year to be included in the report.
11	Double click on the Fiscal Year Thru: field for a LOV. Select the ending fund code fiscal year to be included in the report.
12	Click on the As of GL End Date field and select the last accounting period to be included in the report.
13	Click on the Report Type field and select either Summary or Detail. <i>Note: A detail report will include the project costs broken down by object class code.</i>
14	The Purge Report checkbox defaults to “Yes” so that projects that appear to be completed by meeting a purge criteria are excluded from the report. Click on the Purge Report checkbox to remove the check mark and generate a non-purged report. <i>Note: The report criteria for purging a project is as follows: 1. Undelivered orders = Zero; 2. Accrued Cost = Collections; 3. Advances/Unbilled Cost = Zero; 4. Billed = Zero.</i>
15	Click on the Reconciliation Totals checkbox to include general ledger account balances at the end of the report. <i>Note: This function is primarily for Finance Office use in reconciling the report.</i>
16	Click on the Run Report button to generate the RA500D Reimbursable Project Status Billing Report.

Note: To cancel report generation process, click on the **Cancel** button.

9.1.3 Reimbursable Project Status Billing Report Data Elements

The following data elements appear on the Reimbursable Project Status Billing Report:

<u>Data Element</u>	<u>Definition</u>
<i>Fund Code</i>	Fund Code for which the report is generated. Includes all fund codes with a Project Type of REIMB except 02, 04 and 09.
<i>Bureau Name</i>	Bureau Name for which the report is generated. BIS for Bureau Code 13 and NOAA for Bureau Code 14
<i>Project Type</i>	Project Type of the reimbursable project.
<i>Project No</i>	Project code of the transaction
<i>Agency ID</i>	Federal Agency code of the project from Appendix C of OMB Circular A-11.
<i>LO/FMC</i>	Line Office code (first 2 digits of the org code) or Financial Management Center code (first 4 digits of the org code).
<i>FCFY</i>	Fund Code Fiscal Year
<i>Object Class</i>	Object class of the transaction. This is available if "Detail" report is indicated on the Selection Parameter screen.
<i>Allotted Amount</i>	Current year amount allotted by the Budget Office to the project.
<i>Undelivered Orders</i>	Total Undelivered Orders amount resulting from the sum of debits minus credits for accounts 4801, 4802, 4871, 4872, 4881, and 4882.
<i>Accrued Cost</i>	Total Accrued Cost amount resulting from the sum of credits minus debits for accounts 4901, 4902, 4971, 4972, 4981, and 4982.
<i>Total Obligations</i>	Total Obligations amount calculated in the report by adding the Undelivered Orders and Accrued Cost columns.
<i>Available Balance</i>	Total Available Balance amount is the amount in GL account 4610 with the TRANS_TYPE_FLAG of "G" and for the current year only.
<i>Billed Amount</i>	Total Billed amount is the sum of debits minus credits for accounts 1310.00, 1310.20, 1340.00, and 1340.20.
<i>Collected Amount</i>	Total Collected amount is the sum of debits minus credits for accounts 4222.00 and 4252.00.
<i>Unbilled Cost/Advances</i>	Total Unbilled Cost and Advances amount is calculated by the following: Accrued Cost - Billed - Collected.

9.1.4 Reimbursable Project Status Billing Report Example

An example of the detailed Reimbursable Project Status Billing Report is available on the following pages.

Insert Report

9.2 Accounts Receivable Detail and Summary Activity Reports (AR530D)

The purpose of the Accounts Receivable (AR) Detail and Summary Activity Reports are to provide information for Line and Finance Office users when verifying AR activity at a project level. This report can be generated in two formats: summary and detailed. The summary report provides information by receivable amount; billed amount; receivable and bill adjustments; billed and unbilled collections; and receivable and bill balances along with totals by task, project and fund. The detailed report provides the activity associated with each receivable in the AR Module transaction by transaction.

9.2.1 Accounts Receivable Activity Report Parameters

The parameter screen for this report contains a report type radio button allowing the user to select either a summary or detailed report. Both versions of the report allow the user to generate information based on bureau code, admin office, fund code, project code, task code, case number (if applicable) and receivable status or by receivable number.

The AR Summary Activity Report was designed for use when analyzing the activity on a project over a significant period of time. When selecting this version of the report, the user must enter a receivable date range and indicate if the receivable balances are to be based on GL end date or transaction date.

The AR530D Accounts Receivable Summary Activity Report Launch Screen is displayed below:

The screenshot shows a window titled "Runtime Parameter Form (AR530D)" with the following content:

ACCOUNTS RECEIVABLE ACTIVITY REPORT
ENTER REPORT PARAMETERS FOR PROCESSING:

Report Type: Summary Detail

Bureau Code: ALL [dropdown]
Admin Office: ALL [dropdown]
Fund Code: ALL [dropdown]
Project Code: ALL [dropdown]
Task Code: ALL [dropdown]
Case Number: ALL [dropdown]
Recv. Status: ALL [dropdown]
Recv. Dated: 01-OCT-1980 To 05-MAY-2004

OR

Receivable No.: ALL [text]
Transaction Date: 01-OCT-1980 To 05-MAY-2004

Buttons: Run Report, Cancel

The following fields are applicable to the AR Summary Activity Report launch screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Bureau</i>	This field displays the 2-digit Bureau code and corresponding Bureau name as defined on the Bureau Code Screen (GL004).	Required LOV available Defaults to ALL
<i>Admin Office</i>	This field displays the Office code and corresponding Office name as defined on the CAMS Office Screen (AR056). This field represents the Admin. Office which generates the receivable transaction.	Required LOV available Defaults to ALL
<i>Fund Code</i>	This field displays the 2-digit Fund Code and corresponding name as defined on the Fund Code Screen (GL013).	Required LOV available Defaults to ALL
<i>Project Code</i>	This field displays the Project Code and corresponding name as defined on the Project Code Maintenance Screen (CM004).	Required LOV Available Defaults to ALL
<i>Task Code</i>	This field displays the Task code and corresponding name as defined on the Project Code Maintenance Screen (CM004).	Required LOV Available Defaults to ALL
<i>Case Number</i>	This field displays the Case number and corresponding name as defined on the Case Information Screen (AR058). The case number is associated with long-term billings.	Required LOV available Defaults to ALL
<i>Recv Status</i>	This field displays the status of the receivables to be included in the report.	Required LOV available Defaults to ALL
<i>Recv Dated: From</i>	This field displays the start date of the receivable transactions to be selected.	Required Calendar available Defaults to 01-OCT-1980

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Recv Dated: To</i>	This field displays the end date of the receivable transactions to be selected.	Required Calendar available Defaults to current system date
<i>Recv Balance Based on: GL End Date</i>	This field displays the end date of the GL period to be used in determining the receivable balances displayed on the report.	Optional - but GL End Date OR Transaction Date must be selected Defaults to GL End Date Calendar available
<i>Recv Balance Based on: Transaction Date</i>	This field displays the transaction date to be used in determining the receivable balances displayed on the report.	Optional - but Transaction Date OR GL End Date must be selected Calendar available
<i>Receivable No</i>	This field displays the single receivable number that is to be displayed on the report.	Optional Defaults to ALL
<i>Transaction Date: From</i>	This field displays the earliest transaction date to be used in selecting transactions to be displayed on the report.	Required Defaults to 01-OCT-1980
<i>Transaction Date: To</i>	This field displays the latest transaction date to be used in selecting transactions to be displayed on the report.	Required Defaults to current system date
<i>Run Report</i>	The user clicks this button to generate the report for the parameters entered.	Optional
<i>Cancel</i>	The user clicks this button to cancel the report generation after the user clicks the "Run" button.	Optional

The AR Detail Activity Report was designed for use when analyzing the activity on a project centering on one receivable or for a short period of time, such as one accounting month. When selecting this version of the report, the user may select any combination of Bureau Code, Admin Office, Fund Code, Project Code, Task Code, Case Number, Receivable Status and Receivable Dates. The report generates faster as more parameters are entered to limit the selection criteria. In addition, the user may select one receivable number and the transaction dates. When selecting one receivable, no transactions will be returned if the user enters a date range with no activity. The Receivable Balances Based parameter required on the Summary Report is not applicable to the Detail Report.

The AR 530D Accounts Receivable Detail Activity Report Launch Screen is displayed below:

The following fields are applicable to the AR Detail Activity Report launch screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Bureau</i>	This field displays the 2-digit bureau code and corresponding bureau name as defined on the Bureau Code Screen (GL004).	Required LOV available Defaults to ALL
<i>Admin Office</i>	This field displays the code and corresponding name for the office that generates the receivable transaction.	Required LOV available Defaults to ALL

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Fund Code</i>	This field displays the 2-digit Fund Code and corresponding name as defined on the Fund Code Screen (GL013).	Required LOV available Defaults to ALL
<i>Project Code</i>	This field displays the Project Code and corresponding name as defined on the Project Code Maintenance Screen (CM004).	Required LOV Available Defaults to ALL
<i>Task Code</i>	This field displays the task code and corresponding name as defined on the Project Code Maintenance Screen (CM004).	Required LOV Available Defaults to ALL
<i>Case Number</i>	This field displays the case number associated with loan transactions.	Required LOV available Defaults to ALL
<i>Recv Status</i>	This field displays AR001 status of the receivables to be included in the report.	Required LOV available Defaults to ALL
<i>Transaction Date: From</i>	This field displays the start date of the receivable transactions to be selected.	Required Calendar available Defaults to ALL
<i>Transaction Date: To</i>	This field displays the end date of the receivable transactions to be selected.	Required Calendar available Defaults to ALL
<i>Recv Balance Based on: GL End Date</i>	This field displays the end date of the GL period to be used in determining the receivable balances displayed on the report.	Not available for the Detail Report
<i>Recv Balance Based on: Transaction Date</i>	This field displays the transaction date to be used in determining the receivable balances displayed on the report.	Not available for the Detail Report
<i>Receivable No</i>	This field displays the single receivable number that is to be displayed on the report.	Optional
<i>Transaction Date: From</i>	This field displays the earliest transaction date to be used in selecting transactions to be displayed on the report.	Required Defaults to 01-OCT-1980

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
Transaction Date: To	This field displays the latest transaction date to be used in selecting transactions to be displayed on the report.	Required Defaults to current system date
Run Report	The user clicks this button to generate the report for the parameters entered.	Optional
Cancel	The user clicks this button to cancel the report generation after the user clicks the “Run” button.	Optional

9.2.2 Generate AR Summary and Detailed Activity Report by Project

To generate the AR Summary Activity Report, users perform the following steps:

<i>Step</i>	<i>Action</i>
1	Select AR530D - Accounts Receivable Detail and Summary Activity Reports from the <i>Navigator Menu</i> .
2	At Report Type , click on the Summary radio button.
3	Double click on the Bureau Code field for the 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>
4	Double click on the Admin Office field for the LOV and select the appropriate administrative office code. <i>Note: If no Admin Office is selected, the Admin Office field will default to ALL.</i>
5	Double click on the Fund Code field and select the appropriate fund code number from the LOV. <i>Note: If no Fund Code is selected, the Fund Code field will default to ALL.</i>
6	Double click on the Project Code field and select the appropriate project code from the LOV. <i>Note: If no Project Code is selected, the Project Code field will default to ALL.</i>
7	Double click on the Task Code field and select the appropriate project code from the LOV. <i>Note: If no Task Code is selected, the Task Code field will default to ALL</i>
8	Double click on the Case Number field and select the case number from the LOV. <i>Note: If no Case Number is selected, the Case Number field will default to ALL.</i>
9	Double click on the Recv Status field and select the appropriate status from the LOV. <i>Note: If no Recv Status is selected, the Recv Status field will default to ALL.</i>
10	Click on the Recv Dated: From field and enter the beginning date of the receivables. <i>Note: If no Recv Date From is entered, Recv Dated: From field will default to 01-OCT-1980.</i>

<i>Step</i>	<i>Action</i>
11	Click on the Recv Dated: To field and enter the ending date of the receivables. <i>Note: If no Recv Date To is entered, Recv Dated: To field will default to the current system date.</i>
12	The report will default to calculate receivable balances based on GL End Date. <i>Note: Receivable balances can be calculated by either GL End Date or Transaction Date.</i>
13	Double click on the Of field and select the appropriate GL End Date for the report.
14	To calculate receivable balances by Transaction Date, double click on the Recv Balances Based on: field and select Transaction Date . <i>Note: Receivable balances can be calculated by either GL End Date or Transaction Date.</i>
15	Click on the Of field and enter the desired transaction date.
16	If desired, click on the Receivable No field and enter the single receivable number to be displayed.
17	If a receivable number has been entered, click on the Transaction Date: From field and enter the desired beginning transaction date. <i>Note: If no Transaction Date is entered, Transaction Date: From field will default to 01-OCT-1980.</i>
18	If a receivable number has been entered, click on the Transaction Date: To field and enter the desired ending transaction date. <i>Note: If no Transaction Date is entered, Transaction Date: To field will default to the current system date.</i>
19	Click on the Run Report button to generate the AR Summary Activity Report.

*Note: To cancel report generation process, click on the **Cancel** button.*

To generate the AR Detail Activity Report, users perform the following steps:

<i>Step</i>	<i>Action</i>
1	Select AR530D - Accounts Receivable Detail and Summary Activity Reports from the <i>Navigator Menu</i> .
2	At Report Type , click on the Detail radio button.
3	Double click on the Bureau Code field for the 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>
4	Double click on the Admin Office field for the LOV and select the appropriate administrative office code. <i>Note: If no Admin Office is selected, the Admin Office field will default to ALL.</i>

Step	Action
5	Double click on the Fund Code field and select the appropriate fund code number from the LOV. <i>Note: If no Fund Code is selected, the Fund Code field will default to ALL.</i>
6	Double click on the Project Code field and select the appropriate project code from the LOV. <i>Note: If no Project Code is selected, the Project Code field will default to ALL.</i>
7	Double click on the Task Code field and select the appropriate project code from the LOV. <i>Note: If no Task Code is selected, the Task Code field will default to ALL.</i>
8	Double click on the Case Number field and select the case number from the LOV. <i>Note: If no Case Number is selected, the Case Number field will default to ALL.</i>
9	Double click on the Recv Status field and select the appropriate status from the LOV. <i>Note: If no Recv Status is selected, the Recv Status field will default to ALL.</i>
10	Double click on the Transaction Date: From field and enter the desired beginning transaction date. <i>Note: If no Transaction Date is entered, Transaction Date: From field will default to 01-OCT-1980.</i>
11	Double click on the Transaction Date: To field and enter the desired ending transaction date. <i>Note: If no Transaction Date is entered, Transaction Date: To field will default to the current system date.</i>
12	The Recv. Balances Based On field is not applicable to the Detail Report.
13	If desired, click on the Receivable No field and enter the single receivable number to be displayed.
14	If a receivable number has been entered, click on the Transaction Date: From field and enter the desired beginning transaction date. <i>Note: If no Transaction Date is entered, Transaction Date: From field will default to 01-OCT-1980.</i>
15	If a receivable number has been entered, click on the Transaction Date: To field and enter the desired ending transaction date. <i>Note: If no Transaction Date is entered, Transaction Date: To field will default to the current system date.</i>
16	Click on the Run Report button to generate the AR Detail Activity Report.

9.2.3 Accounts Receivable Activity Report Data Elements

The following data elements are included on the Summary version of the report:

<u>Data Element</u>	<u>Definition</u>
<i>Report Run Date</i>	Displays the system date for when the user runs the report.
<i>Report ID</i>	Displays the name of the report in the form of a code. For example, "AR530D."
<i>Instance</i>	Displays the current database from which the report is generated.
<i>User ID</i>	Displays the user's ID for the current instance.
<i>Page</i>	Displays the page number of the report.
<i>As of Date</i>	Displays the date of the last refresh of data for that instance.
<i>Admin Office</i>	Displays the administrative office chosen in the report parameters.
<i>Date Range</i>	Displays either the GL end date range or the transaction date range chosen in the report parameters.
<i>Fund Code</i>	Displays the fund code.
<i>Project Code</i>	Displays the project code.
<i>Task Code</i>	Displays the task code.
<i>Receivable Status</i>	Displays the status of the receivables (Each different status is on a different page).
<i>Customer No and Name</i>	Displays the customer and contact numbers along with the customer name for the receivable on the following line.
<i>Case No.</i>	Displays the case number associated with the transaction.
<i>Recv No.</i>	Displays the case number associated with the receivable transaction.
<i>Recv. Date</i>	Displays the date associated with the receivable transaction.
<i>Orig Recv Amount</i>	Displays the amount entered when the receivable was first established.
<i>Receivable Adjustments</i>	Displays the amount of all adjustments to the receivable.
<i>Billed Amount</i>	Displays the amount of the receivable that has been billed.
<i>Bill Adjustments</i>	Displays the amount of all adjustments made to the bills on the receivable.
<i>Collections: Billed</i>	Displays the amount of billed collections applied to the receivable.
<i>Collections: Unbilled</i>	Displays the amount of collections applied to the receivable that were unbilled.

<u>Data Element</u>	<u>Definition</u>
<i>Unbilled Amount</i>	Displays the amount of the receivable that has not yet been billed as of the GL end date or transaction date as entered on the parameter screen.
<i>Billed Balance</i>	Displays the amount of outstanding bills on the receivable as of the GL end date or transaction date as entered on the parameter screen.
<i>Receivable Balance</i>	Displays the balance on the receivable as of the GL end date or transaction date as entered on the parameter screen.
<i>Total by Task</i>	Displays the totals for each column by Task code.
<i>Total by Project</i>	Displays the totals for each column by project code for each column by Task number.
<i>Total by Fund</i>	Displays the totals for each column by fund.

The following data elements are included on the Detailed version of the report:

<u>Data Element</u>	<u>Definition</u>
<i>Report Run Date</i>	Displays the system date for when the user runs the report.
<i>Report ID</i>	Displays the name of the report in the form of a code. For example, "AR530D."
<i>Instance</i>	Displays the current database from which the report is generated.
<i>User ID</i>	Displays the user's ID for the current instance.
<i>Page</i>	Displays the page number of the report.
<i>As of Date</i>	Displays the date of the last refresh of data for that instance.
<i>Admin Office</i>	Displays the administrative office chosen in the report parameters.
<i>Date Range</i>	Displays the transaction range entered in the report parameters.
<i>Fund Code</i>	Displays the fund code.
<i>Project Code</i>	Displays the project code.
<i>Task</i>	Displays the task code.
<i>Receivable Status</i>	Displays the status of the receivables (Each different status is on a different page.).
<i>Case No</i>	Displays the case number, if any, associated with the receivable.
<i>Recv No.</i>	Displays the receivable number.

<u>Data Element</u>	<u>Definition</u>
<i>Customer/Contact No.</i>	Displays the customer and customer contact number associated with the transaction.
<i>Bill No.</i>	Displays the bill number of the transaction.
<i>Screen ID</i>	Displays the screen number where the transaction was entered. The screens numbers and their names are: AR001 - Receivables AR002 - Bills AR003 - Receivable Adjustments AR004 - Bill Adjustments AR008 - Collections AR009 - Unbilled Collections
<i>Trans. Date</i>	Displays the date of the transaction.
<i>Trans. No.</i>	Displays the system generated transaction number.
<i>Item Type</i>	Displays the item type.
<i>Deposit Ticket No.</i>	Displays the deposit ticket number associated with a collection transaction.
<i>FCFY</i>	Displays the Fund Code Fiscal Year of the transaction.
<i>Collection Amount</i>	Displays the amount of the transaction for the associated fund code fiscal year.

9.2.4 Accounts Receivable Activity Report Examples

Examples of both the Summary and Detailed AR Activity Reports are included on the following pages.

Insert report

9.3 CFS Collection Report by Project (AR540D)

The purpose of the CFS Collection Report by Project (AR540D) is to allow the user to generate a listing of collections by Project and GL end date or collection date. This report will be helpful for Line and Finance Offices to use when analyzing the cash collections on a reimbursable project.

9.3.1 CFS Collection Report by Project Parameters

The CFS Collection Report by Project provides information for collections such as the receivable number, customer number, screen id, deposit ticket number, collection date, GL end date, FCFY, collection amount, and admin office. Users can select to display a listing of collections filtered by bureau, fund code, project code, and administrative office. The users can further filter information to be displayed on the report based on GL end date range or collection date range.

The AR540D CFS Collection Report by Project Launch Screen is displayed below:

The following fields are applicable to the CFS Collection Report by Project launch screen:

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

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Fund Code</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).	Required LOV Available Default "ALL"
<i>Project Code</i>	This field displays the Project Code to be included in the report parameters as defined on the Project Code Maintenance Screen (CM004).	Required LOV Available Default "ALL"
<i>Admin Office</i>	This field displays the Administrative Office to be included in the report parameters as defined on the AR CAMS Offices Screen (AR056).	Required LOV Available Default "ALL"
<i>GL End Date: From</i>	This field displays the beginning GL End Date for the selection of collections entered on the AR Collection Screen (AR008) or the AR Unbilled Collection Screen (AR009).	Optional - but either GL End Date range or Collection Date range must be entered. LOV available
<i>GL End Date: To</i>	This field displays the ending GL End Date for the selection of collections entered on the AR Collection Screen (AR008) or the AR Unbilled Collection Screen (AR009).	Optional - but either GL End Date range or Collection Date range must be entered. LOV available
<i>Collection Date: From</i>	This field displays the beginning Collection Date for the selection of collections entered on the AR Collection Screen (AR008) or the AR Unbilled Collection Screen (AR009).	Optional - but either GL End Date range or Collection Date range must be entered. LOV available
<i>Collection Date: To</i>	This field displays the ending Collection Date for the selection of collections entered on the AR Collection Screen (AR008) or the AR Unbilled Collection Screen (AR009).	Optional - but either GL End Date range or Collection Date range must be entered. LOV available
<i>Run Report</i>	The user clicks this button to generate the report for the parameters entered.	Optional
<i>Cancel</i>	The user clicks this button to cancel the report generation after the user clicks the "Run" button.	Optional

9.3.2 Generate CFS Collection Report by Project

To generate the AR540D CFS Collection Report by Project, users perform the following steps:

<i>Step</i>	<i>Action</i>
1	Select AR540D - CFS Collection Report by Project from the <i>Navigator Menu</i> .
2	Click on the Bureau Code 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 Fund Code field and select the appropriate fund code number from the LOV for collection. <i>Note: If no Fund Code is selected, the fund code number will be defaulted to ALL.</i>
4	Double click on the Project Code field and select the appropriate project code from the LOV for the collection.
5	Double click on the Admin Office field and select the appropriate administrative office from the LOV for the collection.
6	To sort the report by GL End Date, double click on the GL End Date: From field and select the beginning GL End Date for the collection. Double click on the GL End Date: To field and select the ending GL End Date for the collection. <i>Note: Report can be sorted by either GL End Date or Collection Date.</i>
7	To sort the report by Collection Date, double click on the Collection Date: From field and select the beginning collection date for the range. Double click on the Collection Date: To field and select the ending collection date for the range. <i>Note: Report can be sorted by either GL End Date or Collection Date.</i>
8	Click on the Run Report button to generate the CFS Collection Report by Project.

*Note: To cancel report generation process, click on the **Cancel** button.*

9.3.3 CFS Collection Report by Project Data Elements

The following data elements are included on the report:

<u>Data Element</u>	<u>Definition</u>
Report Run Date	Displays the system date for when the user runs the report.
Report ID	Displays the name of the report in the form of a code. For example, "AR540D."
Instance	Displays the current database from which the report is generated.
User ID	Displays the user's ID for the current instance.
Page	Displays the page number of the report.

<u>Data Element</u>	<u>Definition</u>
<i>As of Date</i>	Displays the date of the last refresh of data for that instance.
<i>Admin Office</i>	Displays the administrative office chosen in the report parameters.
<i>Date Range</i>	Displays either the GL end date range or the collection date range chosen in the report parameters.
<i>Bureau Code</i>	Displays the bureau code and name of the bureau associated with the collection.
<i>Fund Code</i>	Displays the fund code and name of the fund associated with the collection.
<i>Project Code</i>	Displays the project code and project name associated with the collection.
<i>Recv No.</i>	Displays the receivable number associated with the collection.
<i>Customer/Contact No.</i>	Displays the customer and customer contact number associated with the collection..
<i>Screen ID</i>	Displays the screen number where the transaction was entered. The screens numbers and their names are: AR008 - Collections AR009 - Unbilled Collections
<i>Deposit Ticket No.</i>	Displays the deposit ticket number associated with the collection.
<i>Collection Date</i>	Displays the trans date (the collection date) of the AR008 or AR009 record.
<i>GL End Date</i>	Displays the GL end date of the collection.
<i>FCFY</i>	Displays the Fund Code Fiscal Year of the collection.
<i>Collection Amount</i>	Displays the amount of the collection.
<i>Admin Office</i>	Displays the administrative office responsible for the collection.
<i>Total Collected for Project</i>	Displays the total collection amount of the collections displayed for the specified project code.
<i>Total Collected for Fund</i>	Displays the total collection amount of the collections displayed for the specified fund code.
<i>Total Collected for Bureau</i>	Displays the total collection amount of the collections displayed for the specified bureau code.

9.3.4 CFS Collection Report by Project Example

An example of the CFS Collection Report by Project is included on the following pages.

Insert Report

9.4. Outstanding Reimbursable Bills for Advances Report (AR550D)

The AR550D Outstanding Reimbursable Bills for Advances Report is a standard Data Warehouse report that provides financial information regarding reimbursable projects. The primary function of the report is to provide outstanding billed amounts for projects though totals for billed amounts and collected amounts are also provided.

9.4.1 Outstanding Reimbursable Bills for Advances Report Parameters

The Outstanding Reimbursable Bills for Advances Report (AR550D) screen is used to define the Bureau Code, Fund Code and Fiscal Year Fund Code to be viewed. Each field provides either a list of values (LOV) or a drop down list from which the user may select input parameters. The user has the option to select all projects with outstanding advances or to make individual selections from each field.

The AR Outstanding Reimbursable Bills for Advances Report launch screen is displayed below:

Runtime Parameter Form (AR550D)

OUTSTANDING REIMBURSABLE BILLS FOR ADVANCES REPORT

ENTER REPORT PARAMETERS FOR PROCESSING:

Bureau Code: ALL

Fund Code: ALL

FCFY: ALL

Run Report Cancel

The following fields apply to the AR550D Outstanding Reimbursable Bills for Advances Report Launch Screen:

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
Bureau Code	This field displays the Bureau Codes and corresponding Bureau names established in the system as defined on the Bureau Code screen (GL004) <i>Note: The Default value is ALL</i>	Optional Drop down list Available
Fund Code	This field displays 2 digit Fund Code to be included in the report parameters as defined on the Fund Code screen (GL013) <i>Note: The Default value is ALL</i>	Optional Drop down list Available
FCFY	This field displays fiscal year to be included in the report parameters. <i>Note: The Default value is ALL</i>	Optional Drop down list Available

9.4.2 Generate Outstanding Reimbursable Bills for Advances Report

In order to generate an Outstanding Reimbursable Bills for Advances report the user will perform the following steps:

<u>Step</u>	<u>Action</u>
1.	Select DATA WAREHOUSE from the CAMS <i>Navigator Menu</i> .
2	Select Reports .
3	Select the AR550D - Outstanding Reimbursable Bills for Advances
4	The report launch screen will come up with fields that can be selected to establish parameter for the report.
5	Select the Bureau Code . The default is 'All' but can be limited to one bureau listed on the LOV.
6	Select the Fund Code . The default is 'All' but can be limited to one fund code listed on the LOV.
7	Select the Fund Code Fiscal Year (FCFY). The default is 'All' but can be limited one FCFY listed on the LOV.
8	Click Run Report at the bottom of the Report launch screen to generate the Outstanding Reimbursable Bills for Advances report.

Note: The Report generation may be cancelled by clicking on the **CANCEL** button at the bottom of the Report launch screen.

9.4.3 Outstanding Reimbursable Bills for Advances Report Data Elements

The following data elements are included on this report:

Data Element	Definition
<i>Report Run Date</i>	Displays the system date for when the user runs the report.
<i>Report ID</i>	Displays the name of the report in the form of a code. For example, "AR550D."
<i>Instance</i>	Displays the current database from which the report is generated.
<i>User ID</i>	Displays the user's ID for the current instance.
<i>Page</i>	Displays the page number of the report.
<i>As of Date</i>	Displays the date of the last refresh of data for that instance.
<i>Bureau</i>	Displays the bureau code for the report as selected on the parameter screen.
<i>Fund</i>	Displays the fund code for the report as selected on the parameter screen.
<i>FCFY</i>	Displays the fund code fiscal year for the report as selected on the parameter screen.
<i>Project Code</i>	Displays the project code.
<i>FCFY</i>	Displays the fund code fiscal year.
<i>Total Billed Amount</i>	Displays the total amount of all advance bills issued by project.
<i>Total Collected Amount</i>	Displays the total amount of collections for advance bills by project.
<i>Total Outstanding Billed Amount</i>	Displays the total amount of all advance bills issued and not yet collected by project.

9.4.4 Accounts Receivable Activity Report Example

A sample of the Outstanding Reimbursable Bills for Advances report may be found on the following pages.

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Insert Report