NOAA/FSD

Data Warehouse & Quick Reports

CBS Training Exercises

for

FY 2011

V 1.1

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Changes/Revisions Record

This is a living document that is changed as required to reflect system, operational, or organizational changes. Modifications made to this document are recorded in the Changes/Revisions Record below. This record shall be maintained throughout the life of the document.

Version Number	Date	Description of Change/Revision	Changes Made by Name/Title/ Organization
V1.0	10/18/2010	New FY 2011 Training Exercises	E.Cobbs/FSD CSB - Training
V1.0	01/21/2011	Made minor changes/updates	G. Metz/FSD CBS – Training
V1.1	06/10/2011	Updated Values due to new training instance.	E.Cobbs/FSD CSB - Training

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Data Warehouse Access & Navigation

Exercise #1a: Login to DW

Objectives:
- Successfully login to the Portal Page
- Successfully login to DW

Instructions: Execute the following steps:

Step	Action
1	Open a Internet Explorer window Point your browser to: https://fsdtrain.rdc.noaa.gov/nmadm/custom_Pages.login_page?
2	On the **CBS Web Migration Portal Login** screen:  ➢ Enter ***Training User Name*** ➢ Enter ***Training Password*** ➢ Check the checkbox ➢ Click ***Logon***

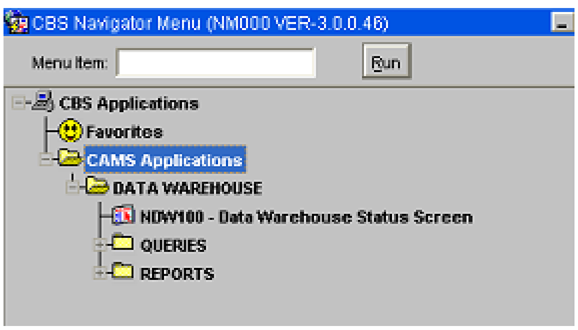
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>

On the **CBS Web Portal** screen:

- Click on ***Data Warehouse***
- Click on ***Trndw10***

</td></tr>
<tr><td>4</td><td>

Navigator Menu appears



</td></tr>
</table>

Exercise #1b: CBS Navigator Menu/Icons

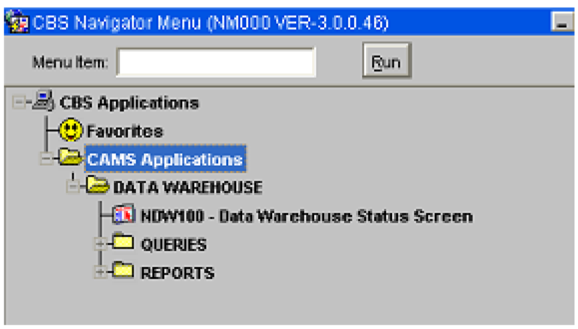
Objectives:

- Understand how to navigate the CBS Navigator Menu
- Add options under Favorites
- Sort options under Favorites
- Understand the Menu Item

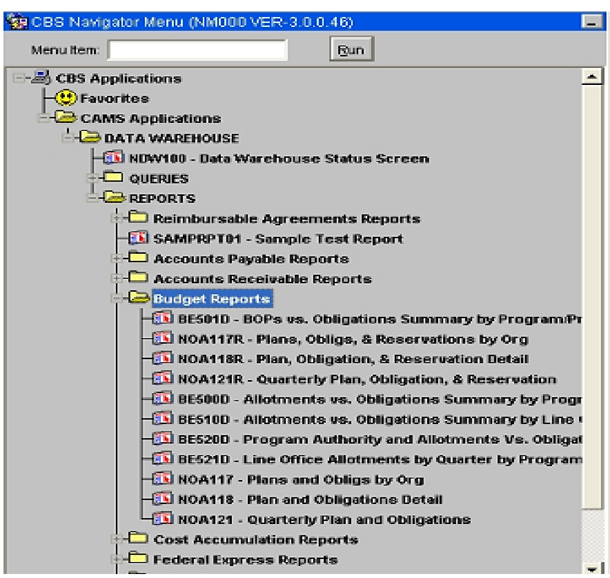
Instructions: Execute the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

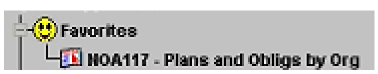
From the **CBS Navigator Menu**:

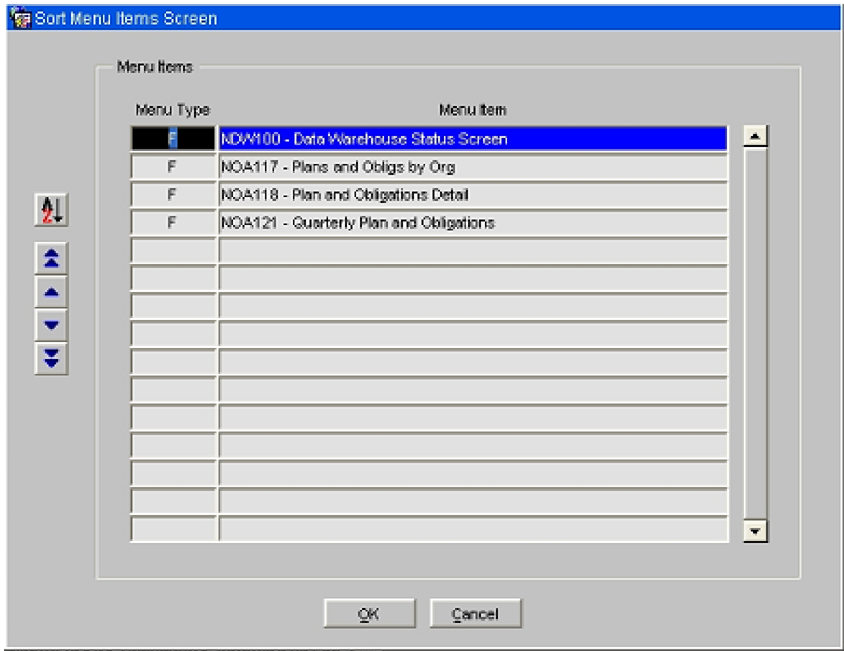
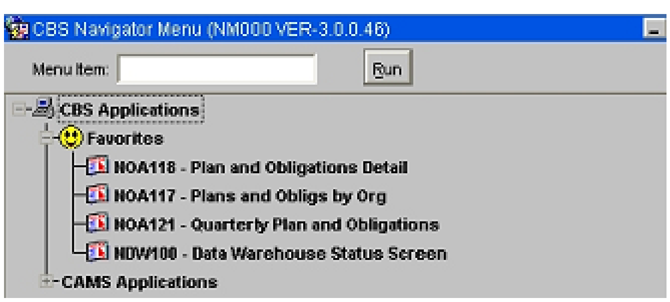


- Click on the ⊞ next to the **Data Warehouse** folder to expand it
- Click on the ⊞ next to the **Reports** folder to expand it
- Click on the ⊞ next to the **Budget Reports** folder to expand it

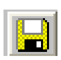
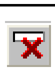
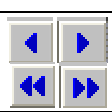


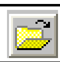
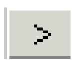
</td></tr>
</table>

Step	Action
2	Users have the ability to save specific reports to their favorite area. By doing this, it gives them the capability to run their reports, without having to expand every folder in the CBS Navigator Menu. To add a report to the favorite: ➢ Click to highlight **NOA117 – Plans and Obligs by Org** ➢ Right-click to bring up a submenu ➢ Click on **Favorite**  That report has now been added to the Favorites area 
3	Add the following Reports to the Favorites: **NOA118** **NOA121** **NDW100**
4	After adding different reports to the Favorites, you may want to sort how they appear on screen. To do this: ➢ Click on **Favorite** ➢ Right-click to bring up a submenu ➢ Click on **Sort**

Step	Action
5	The ***Sort Menu Item*** screen appears 
5a	Using the following icons a user may sort the list the following way:  = Alphabetical by Screen Name *(*Not currently working)*  = Move the highlighted selection to the top of the list  = Move the highlighted selection one space up for each click  = Move the highlighted selection one space down for each click  = Move the highlighted selection to the bottom of the list
5b	When finished sorting the list, click OK and the newly sorted **Favorites List** will now show: 
5c	Deleting a Favorite works the same way as adding. Except to delete an option you will be selecting Favorite List to "uncheck" it.

Step	Action
6	The CBS Navigator Menu now has a search capability. At the top of the CBS Navigator Menu is a field called ***Menu Item***. In this field you may type the name of the screen (i.e. NOA117) you wish to access. Once the screen name has been typed in, click on the Run button. 
7	The icon bar has been standardized and will appear the same on all screens. For those of you who are familiar with CBS/CFS and Data Warehouse, the icon bar will look the same.

Icon	*Name*	*Description*
	EXIT	Allows users to leave the current window, document, and application. Use of the Exit icon in these situations may not commit or save recently entered data.
	SAVE	Used to save (commit) complete or partial records to the database.
	PRINT	Prints screen images or generates reports related to the data appearing on the current active window. ***Note: In some instances, selecting the print icon does not automatically print the report.***
	ENTER QUERY	Clears any existing records or data from the window and prompts the user for query information.
	EXECUTE QUERY	Executes the query to retrieve all records that match the query criteria. ***Note: General queries retrieve all records by not specifying query criteria. General queries should be avoided on some screens, such as the GL081.***
	CANCEL QUERY	Cancels query mode and returns the system to edit mode.
	ADD A RECORD	Allows users to create a new record. Generally, clicking this button will create a blank record and place the cursor in the first enterable field.
	DELETE A RECORD	In a limited number of instances, this button can be used to delete a record or a line item.
	PREVIOUS/NEXT RECORD PREVIOUS/NEXT SET	Allows users to scroll through records applicable to a particular transaction, document, query, or menu option.
	RUN REPORT	Allows users to execute a report.

Icon	*Name*	*Description*
	CUT	Allows users to remove selected data and temporarily save it to be pasted elsewhere.
	COPY	Allows users to copy selected data.
	PASTE	Allows users to paste selected data.
	HELP	At this time, the help available to a user is not designed to facilitate data entry. Currently, Oracle related information applicable to a specific field is provided.
	MENU	Allows users to access the menu or Navigator Menu.
	NEXT PREVIOUS	Allows users to move forward or back among multiple pages.
	DETAIL (DTL)	Allows users to access additional information or details applicable to selected record.

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Data Warehouse Status Screen & Data Dictionary

Exercise #2 View the Data Warehouse Status Screen & Data Dictionary

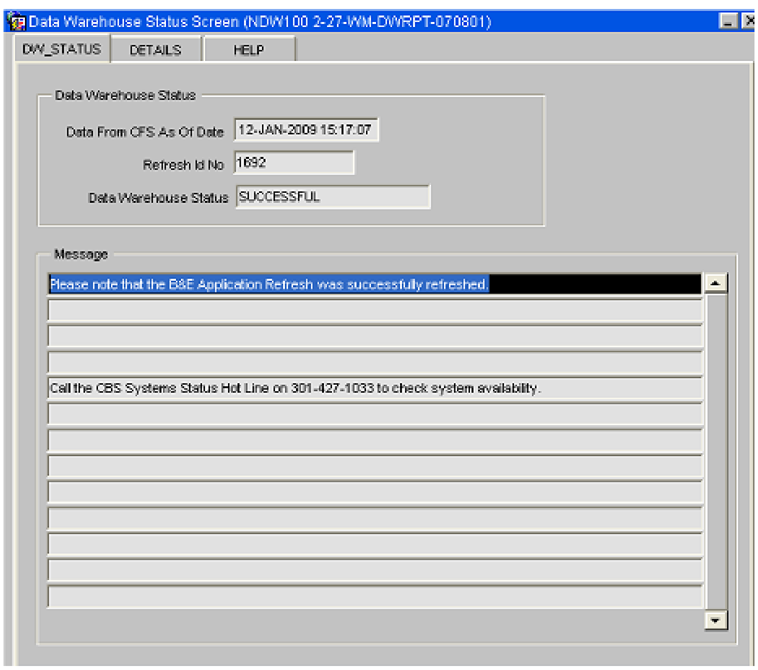
Objectives:

- Understand the main component of the status screen
- Understand the capability of the data dictionary

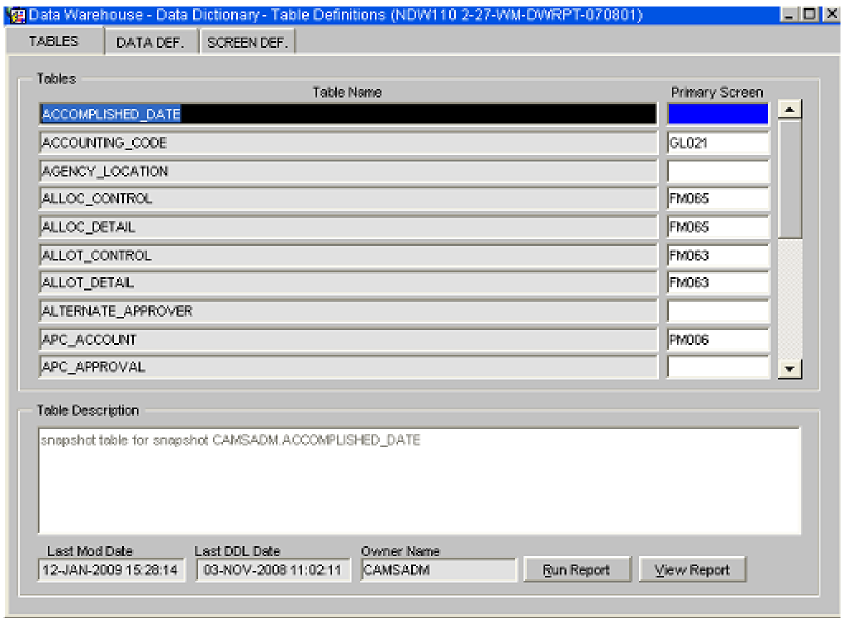
Instructions: Execute the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>➢ Click on the ⊞ next to the Data Warehouse folder to expand it
➢ Double-click NDW100 – Data Warehouse Status Screen

OR
➢ Enter NDW100 in the Menu Item
➢ Click Run</td></tr>
<tr><td>2</td><td>The status screen will be displayed with default values for all fields:



</td></tr>
<tr><td>3</td><td>Review information on the screen for all the tabs</td></tr>
<tr><td>4</td><td>Exit the status screen by clicking on the exit icon.</td></tr>
</table>

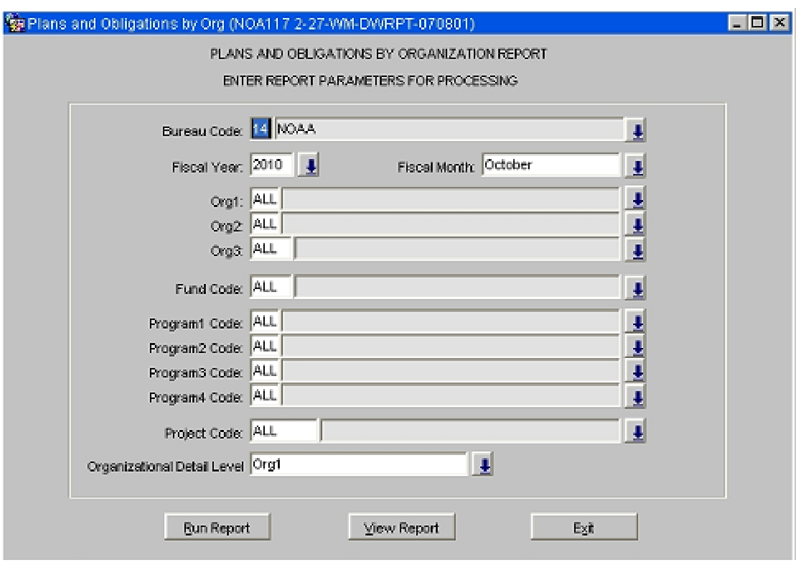
Step	*Action*
5	➢ Click on the  next to the **Data Warehouse** folder to expand it ➢ Double-click **NDW110 – Data Warehouse Data Dictionary** OR ➢ Enter **NDW110** in the ***Menu Item*** ➢ Click **Run**
6	The Data Dictionary information will appear: 
7	Review information on the screen for all the tabs
8	Exit the status screen by clicking on the  exit icon.

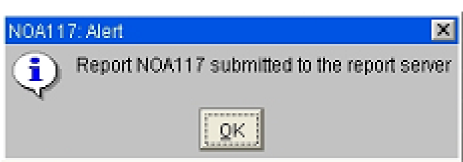
Budget Reports

Exercise #3 NOA117 - Plans & Obligations by Organization Report

Objectives:
- Understand what the NOA117 report shows
- Run the NOA117 report

Instructions: Execute the following steps:

Step	*Action*
1	➢ Click on the ⊞ next to the **Data Warehouse** folder to expand it ➢ Click on the ⊞ next to the **Reports** folder to expand it ➢ Click on the ⊞ next to the **Budget Reports** folder to expand it ➢ Double-click **NOA117 - Plans and Obligs by Org** **OR** ➢ Enter **NOA117** in the ***Menu Item*** ➢ Click **Run**
2	The report parameter screen will be displayed with default values filled in for certain fields:  *Note: Users may specify values for each parameter by keying data in the field <u>or</u> clicking on the icon for a specific parameter to select from the drop down list of values.*

Step	*Action*
2a	This report is used to display budget data by the organization code component of the ACCS. The report displays the current month's plan, obligations, and commitments for a specific organization. In addition, the report provides cumulative year-to-date budget amounts for plans, obligations and commitments associated with a specific organization.
3	➢ Use the following parameters: ***Bureau Code*** **14** ***Fiscal Year*** **2010** ***Fiscal Month*** **June** ***Fund Code*** **1001** ***Org1 Code*** **20** ***Org2 Code*** **01** ***Program1 Code*** **04** ***Program2 Code*** **04** ***Program3 Code*** **01** ***Program4 Code*** **005** ➢ Accept the default value **ALL** for the remaining fields ➢ Use **Org 2** as the ***Organization Detail Level*** *Note: The Program Code (Activity/Sub-Activity/Line Item/Bureau Unique) will automatically populate after entering the Project Code and pressing Tab or Enter.*
4	Click the Run Report button.  message appears ➢ Click **OK** ➢ Screen will close ➢ Re-open NOA117 ➢ Click on **View Report** button *(will show the last report run)* ➢ A new window will open showing the report in a PDF Format
5	The Navigation Arrows in the Adobe Acrobat toolbar ( ) may be used to maneuver through the pages of the report.
6	Click the **Close** icon to exit the report.
7	Re-enter the previous parameters but include: ➢ Use **Project Code** as the ***Organization Detail Level*** ➢ Click the Run Report button

Step	Action
8	➢ View the report contents ➢ Click the **Close** icon on the icon bar to exit the report ➢ Click the Exit button to exit the Report Parameter screen and return to the menu.

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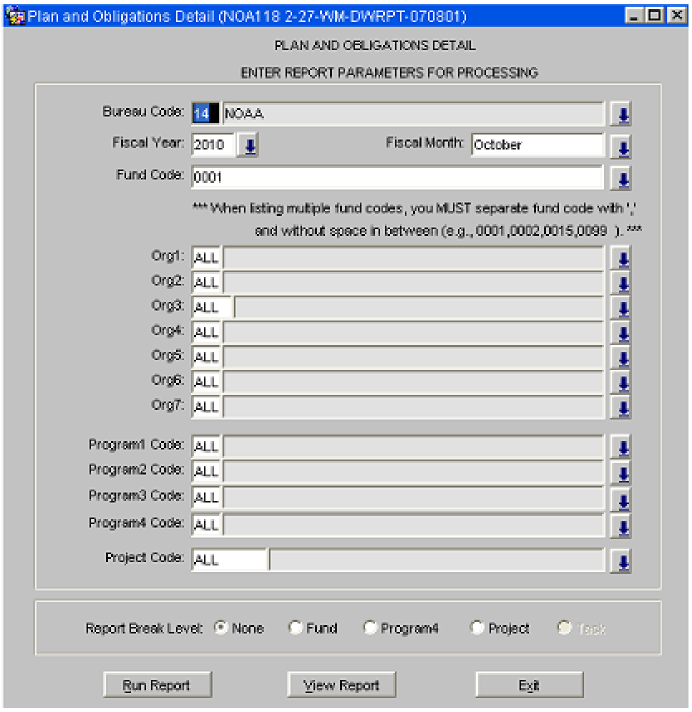
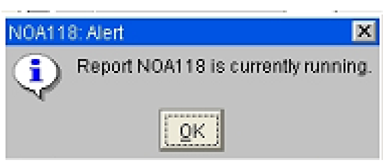
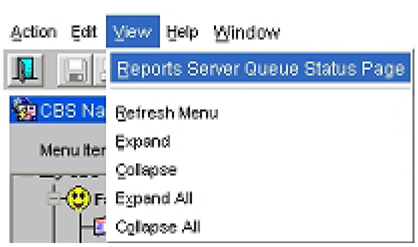
Exercise #4 NOA118 - Plan & Obligations Detail

Objectives:
- Understand what the NOA118 report shows
- Run the NOA118 report

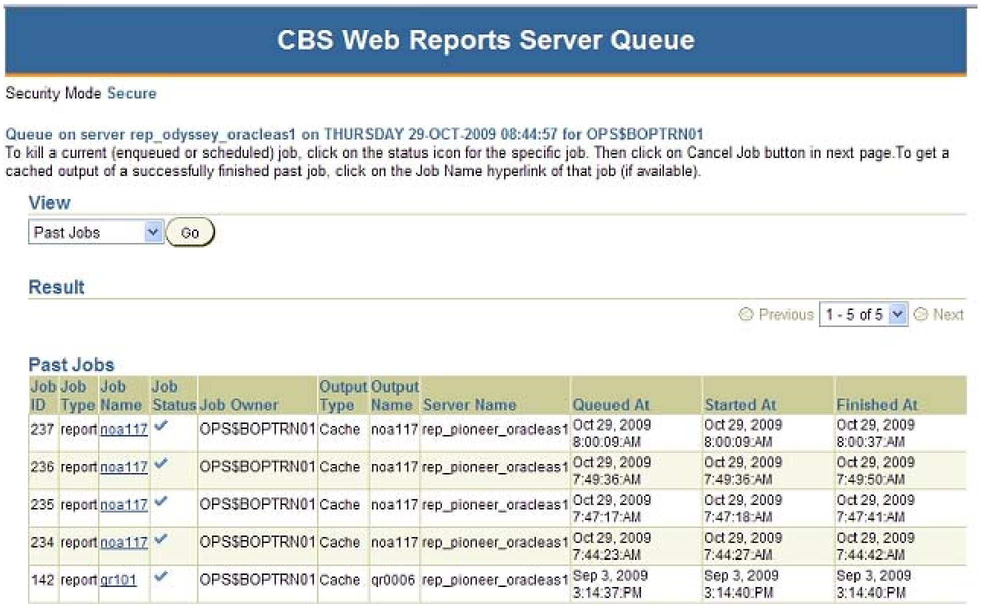
Instructions: Execute the following steps:

Step	***Action***
1	➢ Click on the ⊞ next to the **Data Warehouse** folder to expand it ➢ Click on the ⊞ next to the **Reports** folder to expand it ➢ Click on the ⊞ next to the **Budget Reports** folder to expand it ➢ Double-click **NOA118 - Plans and Obligs by Org** **OR** ➢ Enter **NOA118** in the ***Menu Item*** ➢ Click **Run**

Step	***Action***
2	The report parameter screen will be displayed with default values filled in for certain fields:  *Note: Users may specify values for each parameter by keying data in the field or clicking on the icon for a specific parameter to select from the drop down list of values. Multiple values may be selected under Fund Code.*
2a	The Plan and Obligations Detail Report (NOA118) displays budget data by the object class code. The report displays the selected month's plan, obligations, and commitments for a specific organization. In addition, the report provides cumulative year-to-date amounts through the selected month for plans, obligations, and commitments associated with a specific organization. This report layout is similar to the NOA117 report but also displays object class detail. Because it is also capturing the object class details, this report will usually take more time to run than the NOA117.

Step	*Action*
3	➢ Use the following parameters: ***Bureau Code*** **14** ***Fiscal Year*** **2010** ***Fiscal Month*** **June** ***Fund Code*** **1001** ***Org1 Code*** **20** ***Org2 Code*** **01** ***Program1 Code*** **04** ***Program2 Code*** **04** ***Program3 Code*** **01** ***Program4 Code*** **005** ➢ Accept the default value **ALL** for the remaining fields ➢ Use **None** as the ***Report Break Level*** ➢ Click the  button.
3a	If you try to get back into the parameter screen prior to the system finishing running your report, you will get the following error message:  Click **OK**
4	Another way to view your report and see whether the report is finished running is by viewing your Report Queue. This can be access by: ➢ Clicking on **View** in the *Menu* Toolbar at the top of the screen ➢ Clicking on **Reports Server Queue Status Page** 

Step	Action
4a	A new window will open that will contain your Reports Queue.



Job ID	Job Type	Job Name	Job Status	Job Owner	Output Type	Output Name	Server Name	Queued At	Started At	Finished At
237	report	noa117	✓	OPS$BOPTRN01	Cache	noa117	rep_pioneer_oracleas1	Oct 29, 2009 8:00:09:AM	Oct 29, 2009 8:00:09:AM	Oct 29, 2009 8:00:37:AM
236	report	noa117	✓	OPS$BOPTRN01	Cache	noa117	rep_pioneer_oracleas1	Oct 29, 2009 7:49:36:AM	Oct 29, 2009 7:49:36:AM	Oct 29, 2009 7:49:50:AM
235	report	noa117	✓	OPS$BOPTRN01	Cache	noa117	rep_pioneer_oracleas1	Oct 29, 2009 7:47:17:AM	Oct 29, 2009 7:47:18:AM	Oct 29, 2009 7:47:41:AM
234	report	noa117	✓	OPS$BOPTRN01	Cache	noa117	rep_pioneer_oracleas1	Oct 29, 2009 7:44:23:AM	Oct 29, 2009 7:44:27:AM	Oct 29, 2009 7:44:42:AM
142	report	qr101	✓	OPS$BOPTRN01	Cache	qr0006	rep_pioneer_oracleas1	Sep 3, 2009 3:14:37:PM	Sep 3, 2009 3:14:40:PM	Sep 3, 2009 3:14:40:PM

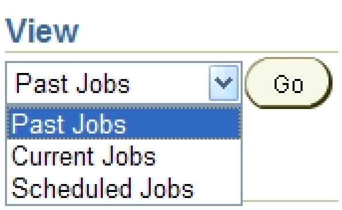
4b

- The Reports Queue will default to your past jobs.
- It will list 10 jobs per page.
- The navigation buttons or drop-down list to go to another page.
- *The reports are listed by Job ID, date, and time they were run.
- A process has been built in that will delete any jobs older than 7 days, so depending upon when you ran your report and when the process is run, it could remain there up to 14 days.
- It is suggested that if you need to keep the report that was run, to save the report on your LAN drive.

Note: *The reports will soon be listed by the date/time they were "submited".*

4c

If a user does not see the report in the Past Jobs listing, that usually means the report is currently running and hasn't finished. A user can use the drop-down listing under **View** to choose Current Jobs.



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4d</td><td>Current Job screen looks like the following:

Current Jobs
<table>
<tr><th>Job ID</th><th>Job Type</th><th>Job Name</th><th>Job Status</th><th>Job Owner</th><th>Output Type</th><th>Output Name</th><th>Server Name</th><th>Queued At</th><th>Started At</th></tr>
<tr><td>238</td><td>report</td><td>noa118</td><td></td><td>OPS$BOPTRN01</td><td>Cache</td><td>noa118</td><td>rep_pioneer_oracleas1</td><td>Oct 29, 2009 8:42:32 AM</td><td>:::</td></tr>
</table></td></tr>
<tr><td>4e</td><td>If a user prefers to stay on the Past Jobs screen, they can click GO to refresh the page.</td></tr>
<tr><td>4f</td><td>Once the report has finished running, it will appear in the past jobs and the report name (NOA118) will be hyperlinked. The user would click on the link to open up the report.

When finished with the report, click the Close icon to exit it.</td></tr>
<tr><td>5</td><td>You can also close out the Report Queue, but you can leave it up and go back to it at anytime.</td></tr>
<tr><td>6</td><td>Get back to the Internet Explorer window that has Data Warehouse CBS Navigator open.</td></tr>
</table>

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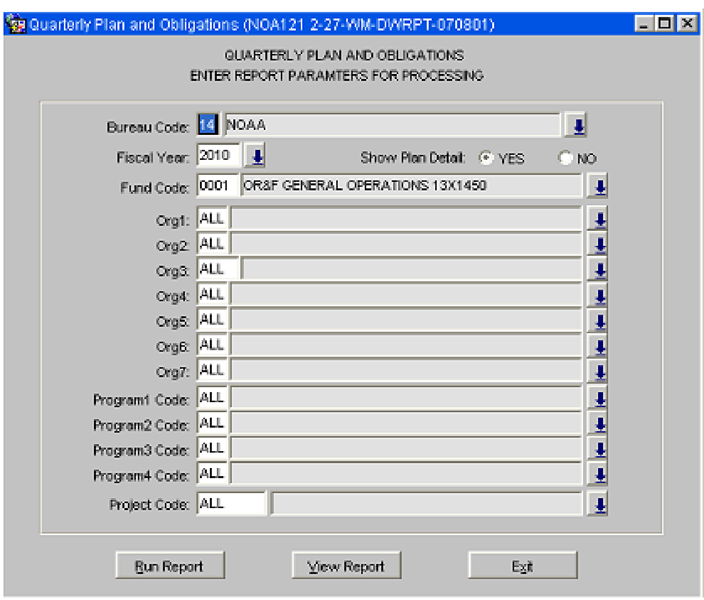
Exercise #5 NOA121 - Quarterly Plan and Obligations

Objectives:

- Understand what the NOA121 report shows
- Run the NOA121 report

Instructions: Execute the following steps:

Step	*Action*
1	If not already done: ➢ Click on the ⊞ next to the **Data Warehouse** folder to expand it ➢ Click on the ⊞ next to the **Reports** folder to expand it ➢ Click on the ⊞ next to the **Budget Reports** folder to expand it ➢ Double-click **NOA121- Quarterly Plan and Obligation** **OR** ➢ Enter **NOA121** in the ***Menu Item*** ➢ Click **Run**
2	The report parameter screen will be displayed with default values filled in for certain fields: 
2a	This report displays the initial BOP, and subsequent changes which equal the current plan. This report displays obligations, indirect costs and commitments for total funds used. The report also displays Quarterly Funds Available and Quarter-to-Date Funds Available.

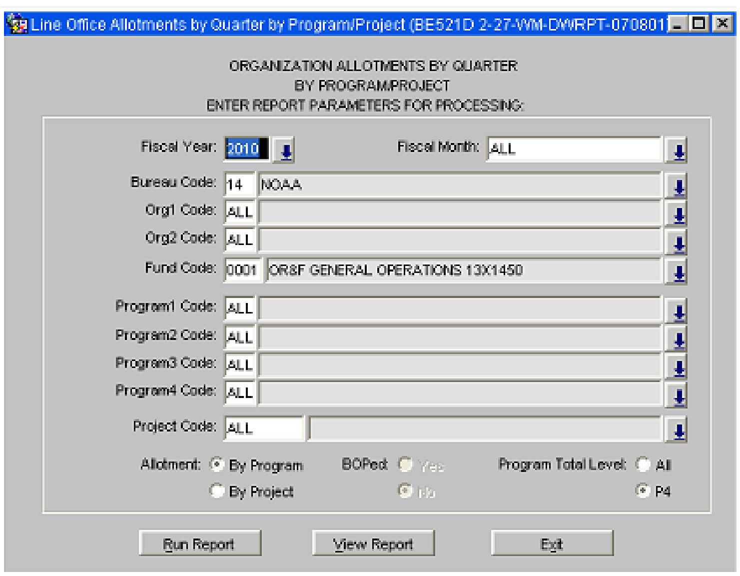
Step	***Action***
3	➢ Use the following parameters: ***Bureau Code*** **14** ***Fiscal Year*** **2010** ***Fund Code*** **1001** ***Org1 Code*** **20** ***Org2 Code*** **01** ***Org3 Code*** **0001** ***Program1 Code*** **04** ***Program2 Code*** **04** ***Program 3 Code*** **01** ***Program 4 Code*** **005** ➢ Accept the default value **ALL** for the remaining fields ➢ Check the **Yes** radio button for the ***Show Detail*** field ➢ Click the Run Report button. ➢ Click **OK** *Note: Detail usually refers to object class level data. The report includes the initial BOP amount and cumulative changes; showing the details includes a Plan Changes Detail section which lists each individual change to the BOP if it exists.*
4	➢ View the report contents ➢ Click the **Close** icon on the icon bar to exit the report ➢ Click the Exit button to exit the Report Parameter screen and return to the menu if it is still open

Exercise #6 BE521D – Line Office Allotments by Quarter by Program/Project

Objectives:

- Understand what the BE521D report shows
- Run the BE521D report

Instructions: Execute the following steps:

Step	*Action*
1	If not already done: ➢ Click on the ⊞ next to the **Data Warehouse** folder to expand it ➢ Click on the ⊞ next to the **Reports** folder to expand it ➢ Click on the ⊞ next to the **Budget Reports** folder to expand it ➢ Double-click **BE521D Line Office Allotments by Quarter by Program/Project** **OR** ➢ Enter **BE521D** in the ***Menu Item*** ➢ Click **Run**
2	The report parameter screen will be displayed with default values filled in for certain fields: 

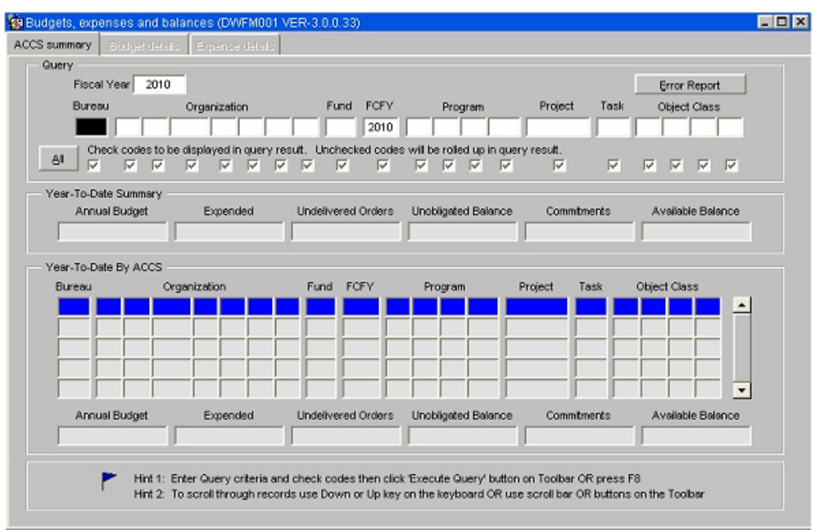
Step	***Action***
2a	The BE521D report reflects allotments by quarter. This report displays the current program authority, allotment, advice number, category, item number, and description of the allotment. Currently allotment data is available at the program for direct funds and at the project level for reimbursables. This report will display one of two titles depending on the value entered in the Line Office field on the Runtime Parameter Form (BE521D). When a parameter of "ALL" is entered in the Line Office field the report title will be Program Authority and Allotment by Quarter by Program. When a value for a specific Line Office is entered in the Line Office field the report title will be Line Office Allotments by Quarter by Program/Project. In Addition, when a specific Line Office value has been entered as the Line Office parameter, the BOPed radio buttons will allow the user to choose whether to view the funds that have been BOPed. This feature is not available when "ALL" is selected as the Line Office value.
3	➢ Use the following parameters: ***Fiscal Year*** **2010** ***Bureau Code*** **14** ***Org1 Code*** **20** ***Org2 Code*** **01** ***Fund Code*** **1001** ***Program1 Code*** **04** ***Program2 Code*** **04** ***Program3 Code*** **01** ***Program4 Code*** **005** ➢ Accept the default value **ALL** for the remaining fields ➢ Check the **Yes** radio button for the ***BOPed*** field ➢ Click the Run Report button. ➢ A message will appear stating "Report may take couple minutes to process depending on the parameters entered. Please wait…" Click **OK**, otherwise the report will not begin to generate. ➢ The alert message will appear. Click **OK**.
4	➢ View the report contents ➢ Click the **Close** icon on the icon bar to exit the report ➢ Click the Exit button to exit the Report Parameter screen and return to the menu if it is still open

Budget & Expenditures Query Application

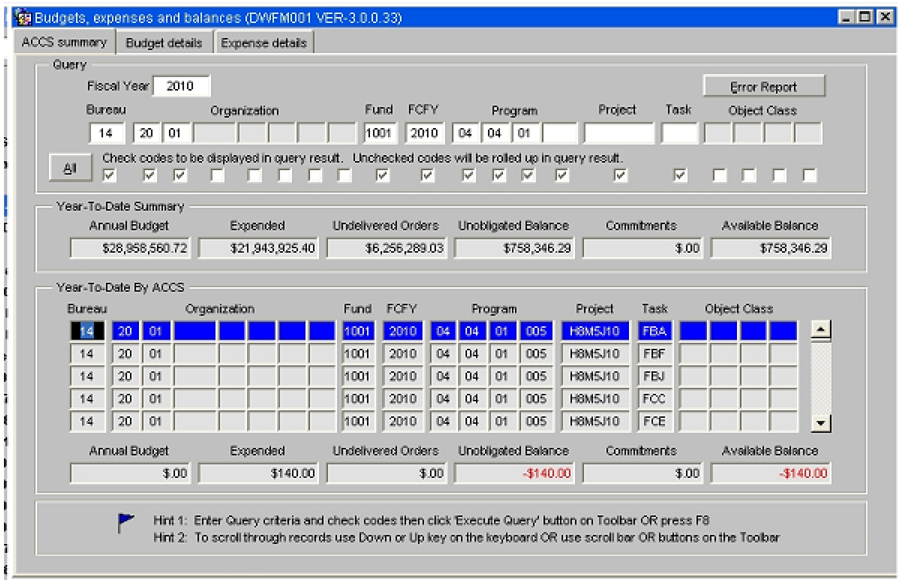
Exercise #7 DWFM001 - Budget and Expenditures Query

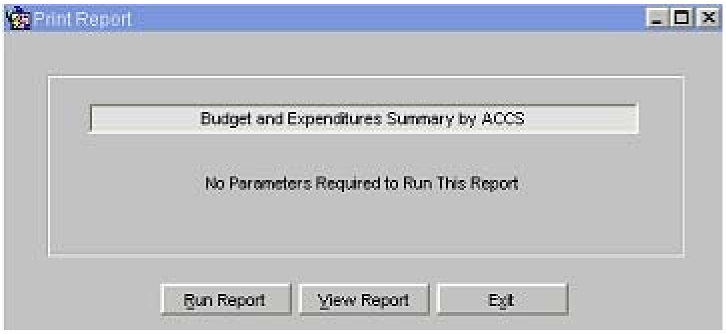
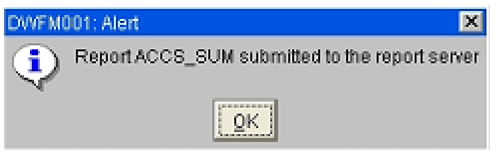
Objectives:
- Understand how to navigate in the B&E Query
- Learn to drill down to find more detail

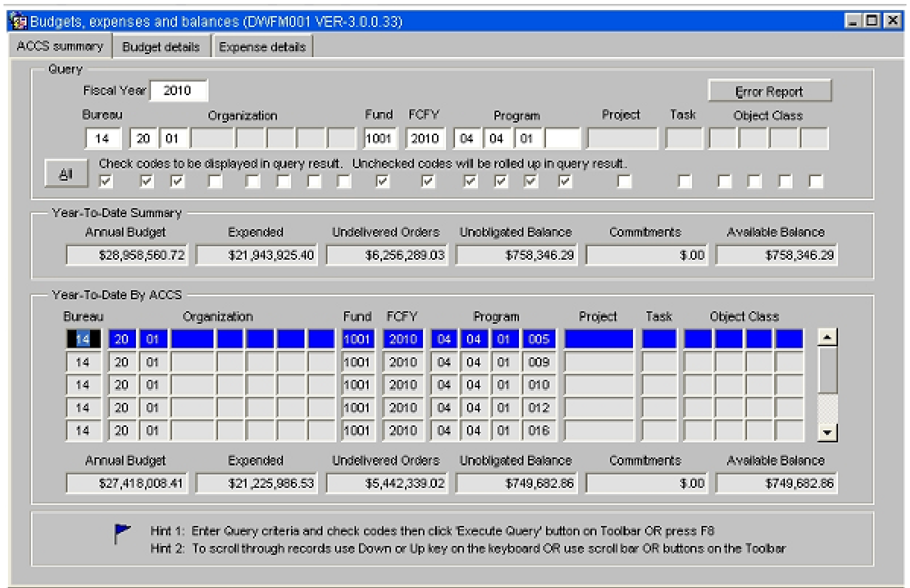
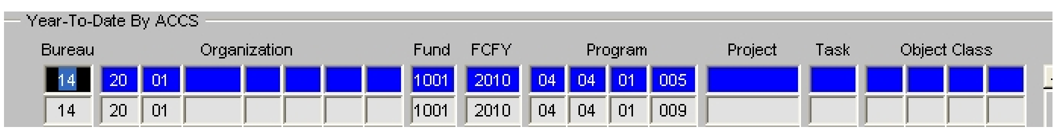
Instructions: Execute the following steps:

Step	***Action***
1	If not already done: ➢ Click on the ⊞ next to the **Data Warehouse** folder to expand it ➢ Click on the ⊞ next to the **Queries** folder to expand it ➢ Double-click **DWFM001 – Budget and Expenditures Query** **OR** ➢ Enter **DWFM001** in the ***Menu Item*** ➢ Click **Run**
2	The **Budget, expenses and balances** screen is displayed with default values (usually current ones) for the ***Fiscal Year*** and ***FCFY*** (Fund Code Fiscal Year) fields. This screen is already in query mode:  *Note: All of the boxes for each query field are checked. The boxes checked determine which fields are included for the query results. Checking the box for any code includes that data; unchecking a box will not include the information in the query results.*

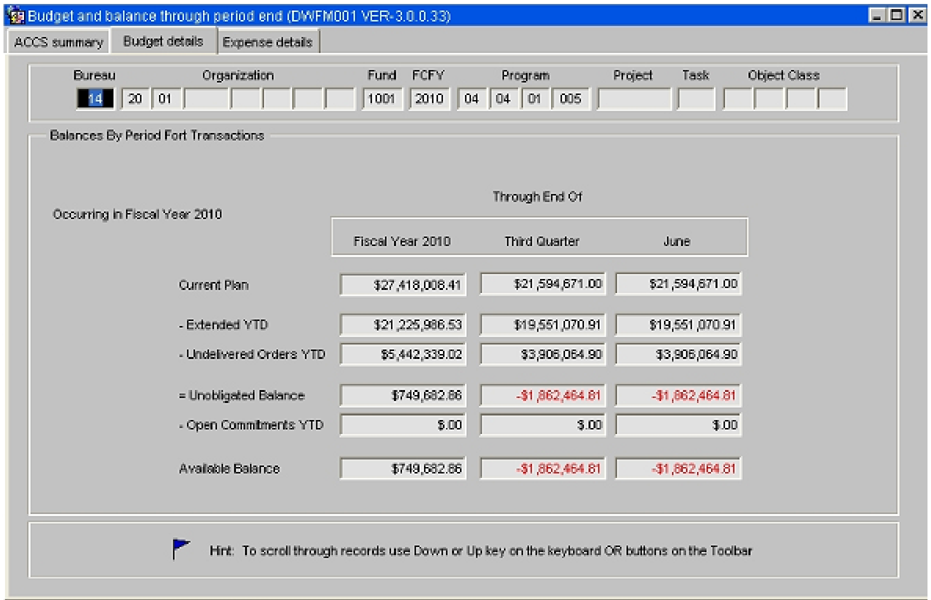
Step	***Action***
2a	The Budget and Expenditures Query application is a tool for analyzing budget and expenditure data, including total dollars planned, committed, obligated and/or expended. This application enables users to interactively query on any, or multiple, components of the ACCS. Users also have the ability to drill down from query results at a summary level to additional levels of detail. Within the Budget & Expenditure Query, the ACCS Summary screen is used for executing queries and defining the summary level for displaying query results. Users specify query criteria and applicable summary level. Multiple screens are available within the Budget & Expenditure Query application which includes budget and balance information, monthly expenditures, document data by expenditure type, and multiple distribution line (MDL) detail by document.
3	➢ Specify the following query criteria: ***Bureau*** **14** ***Fiscal Year*** **2010** ***Organization*** **20 – 01** ***Fund Code*** **1001** ***FCFY*** **2010** ***Program*** **04-04-01** ➢ Uncheck the boxes for: ***Organization*** **4th through 7th levels** ***Object Class*** **All four levels** ***Note:*** *Position the cursor in applicable fields by using the mouse or pressing the Tab key. Press Enter or Tab to accept data entered and move to the next field. Specify the desired level of detail for displaying query results by checking the applicable box below each component of the ACCS.*
4	Click on the **Execute Query**  icon on the toolbar or press **F8** ***Note:*** *After executing a query, users can view different levels of detail by clicking on the applicable tab for ACCS Summary, Budget Detail and Expense Detail information. Users also have the option of modifying query criteria or codes included in query results.*

Step	*Action*
5	The **ACCS Summary** tab displays query results based on the specified query criteria. The ***Year-To-Date Summary*** includes the total of all individual detail records from the ***Year-to-date by ACCS*** section. Amounts are shown in the following categories: Annual Budget, Expended, Undelivered Orders, Unobligated Balance, Commitments, and Available Balance.  ***Note:*** *This query displays data at the FMC level (1st and 2nd levels of the organization code) for the specified Program. NOAA is not using commitment functionality at this time.*
5a	➢ Scroll through the ***Year-to-date by ACCS*** detail records by moving the scroll bar on the right or using the arrows on the keyboard or icon bar. The icon arrows function as follows: Next Record Previous Record Next Set Previous Set If you have a scroll feature on your mouse, it will also scroll that way.

Step	*Action*
6a	The B&E Query also provides report generation functionality from this screen to facilitate the use of query results containing multiple detail records. ➢ Click on the **Print** icon ➢ A Report Progress dialog box appears  ➢ Click **Run Report**  ➢ Click **OK** Dialog box disappears. User will have to click on the print icon again to bring it up again and click **View Report**.
6b	The Report Previewer opens with the **Summary of Resources, Commitment, Obligations, Expenditures, Balances, YTD** report which includes the ***ACCS Summary*** query criteria/results by ACCS detail with year-to-date cumulative amounts for each ACCS and a year-to-date summary total. ➢ View the report contents by clicking the appropriate next/previous page arrows. ➢ Click the **Close Previewer** icon ☒ on the icon bar to exit the report.

Step	Action
7	➢ Modify query criteria by unchecking ***Project & Task*** checkboxes ➢ Click on the **Execute Query**  icon on the toolbar or press **F8** 
8	➢ Scroll through the ***Year-to-date by ACCS*** detail records ➢ Select the ***Year-to-date by ACCS*** record for ***Program4:*** **005** 

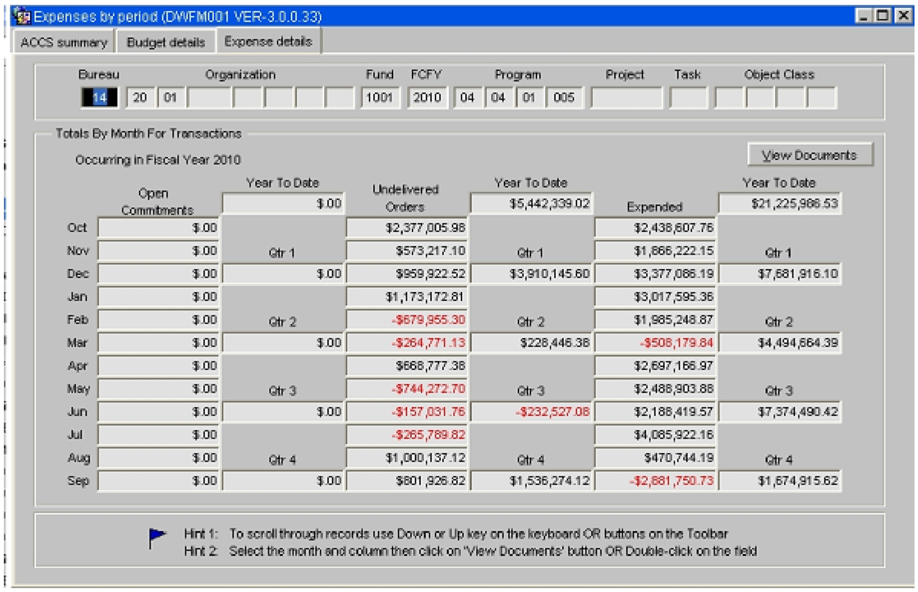
Step	***Action***
9	Click on the **Budget Details** tab to view cumulative data by FY, Quarter, and Month with applicable amounts by: Budget Operating Plan, Expenditures, Undelivered Orders, Unobligated Balance, Open Commitments, and Available Balance.



Note: Users can scroll through additional ACCS detail records on this screen without returning to the ACCS Summary tab by using the arrows on the keyboard or icon bar.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10</td><td>

Click on the **Expenses details** tab to view monthly totals based on the transaction type (Commitments, Undelivered Orders/Expended) for the specified ACCS criteria with quarterly and year-to-date cumulative amounts.

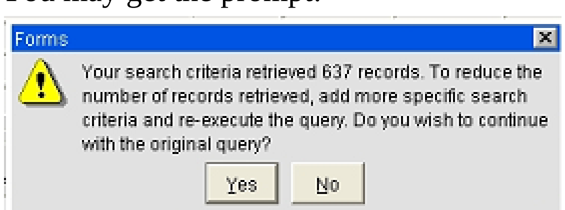


Note: Amounts appear for the period in which the transaction occurred. For example, an order placed in February and received in March would have a February undelivered order and a March expenditure; recording the receipt also reduces the undelivered order. For documents with multiple ACCS distribution lines, only the MDL transactions which match the specified query criteria are included on the Expense Details tab.

</td></tr>
<tr><td>11</td><td>

Users also have the ability to drill down to additional levels of detail for applicable documents from the ***Expense Details*** tab.

- Click on the amount displayed in the ***Expended*** column for ***June***
- Click the **View Documents** button **<u>OR</u>** double-click on the amount
- You may get the prompt:

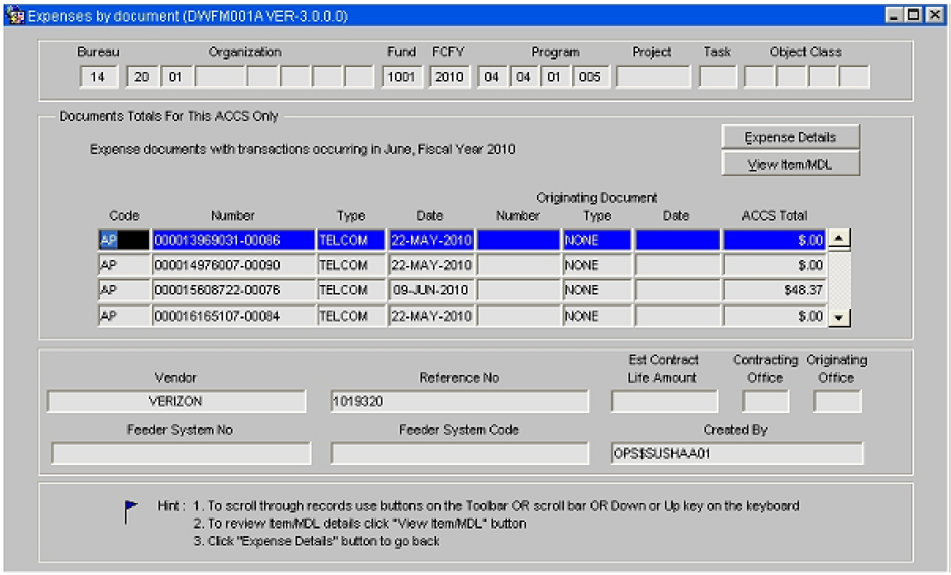


- Click YES

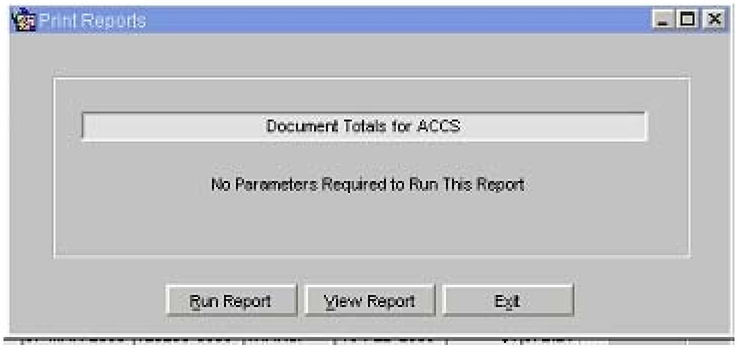
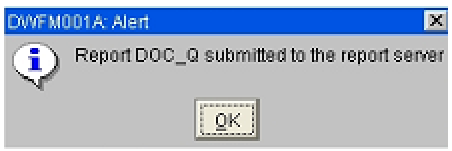
Note: This functionality also applies to the Undelivered Orders or Commitment columns; however, NOAA is not using commitment functionality at this time.

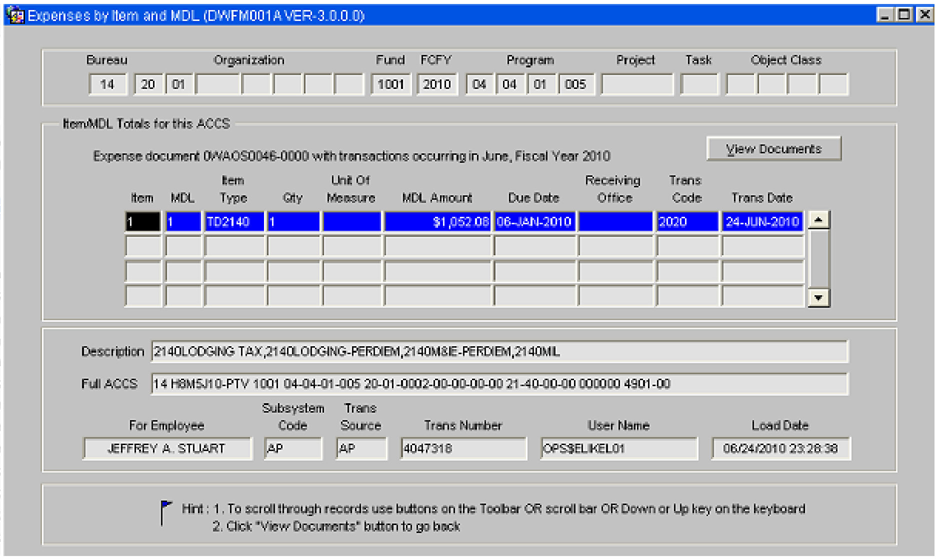
</td></tr>
</table>

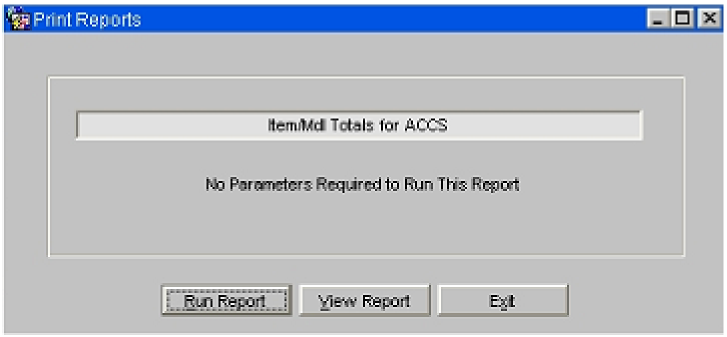
Step	*Action*
12	The **Expenses by Document** screen displays individual document data which comprise the summarized total applicable to the month specified.



Note: Users may exit this screen by clicking the Exit icon or the Expense Details button to return to the previous screen. For documents with multiple ACCS distribution lines, only the MDL transactions which match the specified query criteria are included on the Expenses by Document screen.

Step	*Action*
13a	The B&E Query also provides report generation functionality from this screen to facilitate the use of query results containing multiple detail records. ➢ Click on the **Print** icon ➢ A Report Progress dialog box appears  ➢ Click **Run Report**  ➢ Click **OK** Dialog box disappears. User will have to click on the print icon again to bring it up again and click **View Report**.
13b	The Report Previewer opens with the **Document Totals for ACCS** report with query results from the ***Expenses by Document*** screen displayed by document for the specified month. ➢ View the report contents by clicking the appropriate next/previous page arrows. ➢ Click the **Close Previewer** icon ☒ on the icon bar to exit the report.
14	Users also have the ability to drill down to additional levels of document detail for applicable item/MDL data from this screen. ➢ Click on the ***TDYTRV*** transaction type in the amount of **$1,052.08** ➢ Click the **View Item/MDL** button *Note: MDL refers to multiple distribution lines where costs apply to more than one ACCS for a document or line item. For documents with multiple ACCS distribution lines, only the MDL transactions which match the specified query criteria are included on the Expense Details tab and related Document and Item/MDL detail screens.*

Step	*Action*
15	The **Expenses by Item and MDL** screen displays detailed data by line item and MDL for the applicable document.  *Note: Users may exit this screen by clicking the Exit icon to get to the Expenses by Period screen <u>or</u> clicking the View Documents button to return to the previous screen. For documents with multiple ACCS distribution lines, only the MDL transactions which match the specified query criteria are included on Item/MDL detail screen.*

Step	*Action*
16a	The B&E Query also provides report generation functionality from this screen to facilitate the use of query results containing multiple detail records. ➢ Click on the **Print** icon ➢ A Report Progress dialog box appears  ➢ Click **Run Report**  ➢ Click **OK** Dialog box disappears. User will have to click on the print icon again to bring it up again and click **View Report**.
16b	The Report Previewer opens with the **Item/MDL Totals for ACCS** report with query results from the ***Expenses by Item/MDL*** screen displayed by item and multiple distribution line applicable to the document for the specified month. ➢ View the report contents by clicking the appropriate next/previous page arrows. ➢ Click the **Close Previewer** icon ☒ on the icon bar to exit the report.
17	Click the **Exit** icon twice to exit the Budget & Expenditures Query Application and return to the Navigator Menu.

*Note – The system doesn't pick up the data until the final approval has taken place.

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Federal Express Report

Exercise #8 ESP540D – Statement of Charges Report

Objectives:
- Understand what the ESP540D report shows
- Run the ESP540D report

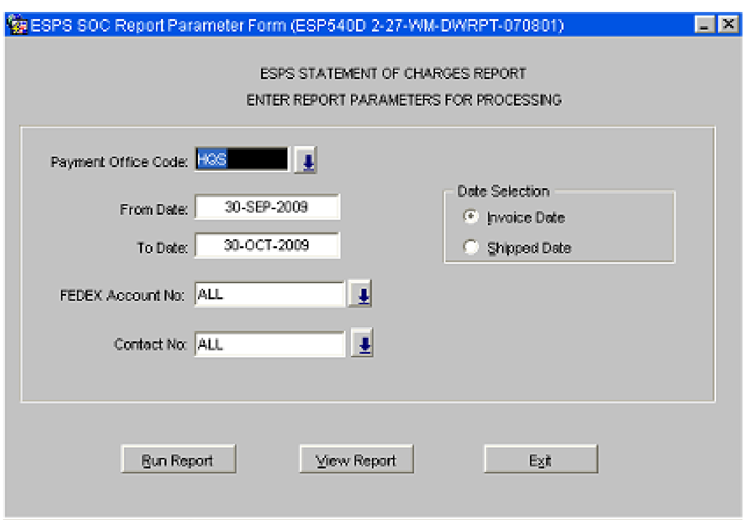
Instructions: Execute the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>If not already done:
➢ Click on the ⊞ next to the Data Warehouse folder to expand it
➢ Click on the ⊞ next to the Reports folder to expand it
➢ Click on the ⊞ next to the Federal Express Reports folder to expand it

➢ Double-click ESP540D Statement of Charges Report

OR

➢ Enter ESP540D in the Menu Item
➢ Click Run</td></tr>
<tr><td>2</td><td>The report parameter screen will be displayed with default values filled in for certain fields:



</td></tr>
</table>

Step	***Action***
2a	The Statement of Charges Report (ES540D) provides detailed shipping information for each Federal Express bill-to-account number, including the contact person, invoice number, invoice date, airbill number, shipment date, shipper, recipient, charges, and Accounting Classification Code Structure (ACCS) charged.
3	➢ Use the following parameters: ***From Date*** **01 – JAN – 2010** ***To Date*** **31 – MAR – 2010** ***FedEx Account No.*** **243238234** ➢ Accept the default value **ALL** for the ***Contact No.*** ➢ Verify that the radio button for the ***Invoice Date*** is checked ➢ Click the Run Report button ➢ Click **OK**
4	The Navigation Arrows in the Adobe Acrobat toolbar ( ) may be used to maneuver through the pages of the report.
5	Click the **Close** icon to exit the report.
6	Re-enter the previous parameters but include: ➢ Change the radio button to ***Shipped Date*** ➢ Click the Run Report button
7	➢ View the report contents ➢ Click the **Close** icon on the icon bar to exit the report ➢ Click the Exit button to exit the Report Parameter screen and return to the menu if it is still open

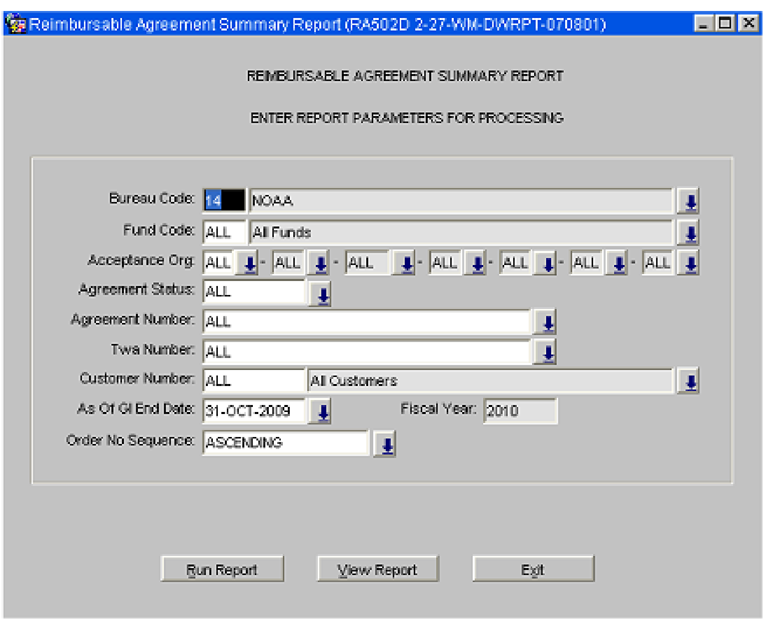
Reimbursable Agreements Reports

Exercise #9 RA502D - Reimbursable Agreement Summary Report

Objectives:

- Understand what the RA502D report shows
- Run the RA502D report

Instructions: Execute the following steps:

Step	*Action*
1	If not already done: ➢ Click on the ⊞ next to the **Data Warehouse** folder to expand it ➢ Click on the ⊞ next to the **Reports** folder to expand it ➢ Click on the ⊞ next to the **Reimbursable Agreement Reports** folder to expand it ➢ Double-click **RA502D Reimbursable Agreement Summary Report** **OR** ➢ Enter **RA502D** in the ***Menu Item*** ➢ Click **Run**
2	The report parameter screen will be displayed with default values filled in for certain fields: 

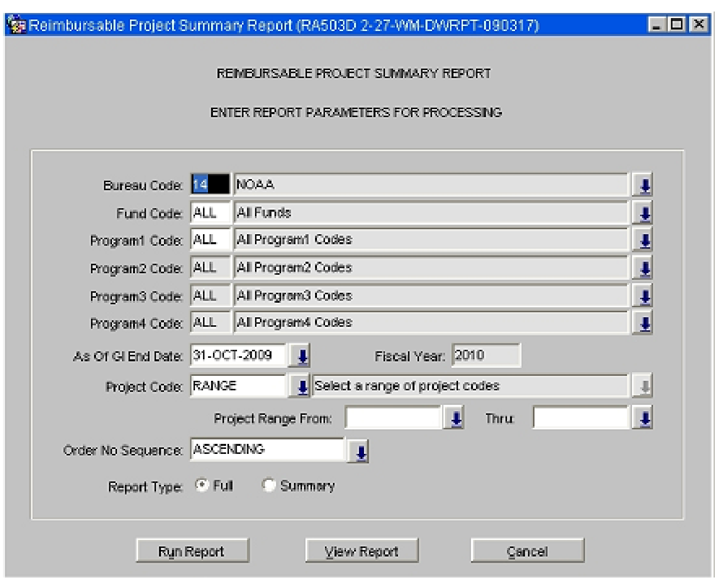
Step	*Action*
2a	The Reimbursable Agreements module records and stores a large volume of financial data for each reimbursable agreement. The Reimbursable Agreement Summary Report (RA502D) has been designed to summarize the agreement information needed by program managers and other staff members involved in the financial management of the agreement. In addition to contractual data, such as period of performance and billing type, the report displays the total authorized unfilled customer order (UCO) amount, advance collected (for advance projects), billed costs, costs collected, unreleased costs, uncollected advance (for advance projects) and the remaining UCO balance for the reimbursable agreement. Undelivered order amounts and unmatched costs are not included on this report because they are not allocated to a reimbursable agreement until they are billed by the WIP process. These amounts are included on the Reimbursable Project Report. Possible uses for this report include: ➢ Comparing overall agreement spending against the total agreement and order amounts as well as the time remaining on the agreement. ➢ Evaluating the billing and collections recorded for the reimbursable agreement.
3	➢ Use the following parameters: ***Bureau Code*** **14** ***Fund Code*** **0007** ***Agreement Number*** **AEG-T-00-07-00005-00** ➢ Accept the **default value** for the rest of the fields ➢ Click the Run Report button ➢ Click **OK**
4	➢ View the report contents ➢ Click the **Close** icon on the icon bar to exit the report ➢ Click the Exit button to exit the Report Parameter screen and return to the menu if it is still open

Exercise #10 RA503D - Reimbursable Project Report

Objectives:

- Understand what the RA503D report shows
- Run the RA503D report

Instructions: Execute the following steps:

Step	*Action*
1	If not already done: ➢ Click on the ⊞ next to the **Data Warehouse** folder to expand it ➢ Click on the ⊞ next to the **Reports** folder to expand it ➢ Click on the ⊞ next to the **Reimbursable Agreement Reports** folder to expand it ➢ Double-click **RA503D Reimbursable Project Report** **OR** ➢ Enter **RA503D** in the ***Menu Item*** ➢ Click **Run**
2	The report parameter screen will be displayed with a default values for certain fields. 

Step	***Action***
2a	The Reimbursable Project Report (RA503D) has been designed for the use of program managers, line office budget staff, and other staff members who are responsible for the overall financial management of the reimbursable projects. This report has the same financial information as the RA502D Reimbursable Agreement Summary Report, but summarizes it at the project level. In addition to the agreement information, the report includes allotment, total billing report accrued costs, undelivered order amount, and unallocated and unmatched amounts for the project. Amounts in question can be further analyzed by using the detailed reports available through Discoverer (RA-Detail Workbook).
3	➢ Use the following parameters: ***Bureau Code*** **14** ***Fund Code*** **0007** ***Project Code*** **8RP1DWR** ➢ Accept the **default value** for the rest of the fields ➢ Click the  button ➢ Click **OK**
4	➢ View the report contents ➢ Click the **Close** icon  on the icon bar to exit the report ➢ Click the  button to exit the Report Parameter screen and return to the menu if it is still open

Exercise #11 *RA505D - Reimbursable Agreement Allotment to UCO Comparison Report*

Objectives:

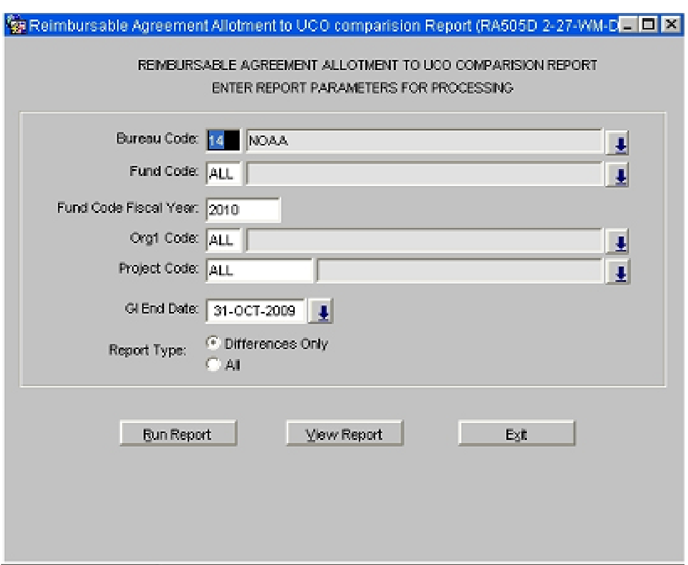
- Understand what the RA505D report shows
- Run the RA505D report

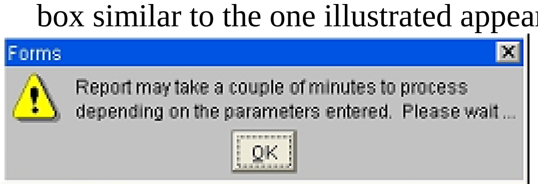
Instructions: Execute the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>If not already done:
➢ Click on the ⊞ next to the Data Warehouse folder to expand it
➢ Click on the ⊞ next to the Reports folder to expand it
➢ Click on the ⊞ next to the Reimbursable Agreement Reports folder to expand it

➢ Double-click RA505D Reimbursable Agreement Allotment to UCO Comparison Report

OR

➢ Enter RA505D in the Menu Item
➢ Click Run</td></tr>
<tr><td>2</td><td>The report parameter screen will be displayed with a default values for certain fields:

</td></tr>
</table>

Step	*Action*
2a	This report was designed to compare the allotment for reimbursable WIP projects and the Unfilled Customer Order (UCO) amount for the Reimbursable Agreement(s) tied to that same project. This report was deemed necessary because within CFS there is no connection between the allotment and the UCO entries. This report will help Finance and Budget Office users verify that UCO amounts and allotments match for projects in non-advance funds and that allotments match to advances collected for projects in advance funds. The Line Office users will find this report helpful in verifying entry of these amounts.
3	➢ Use the following parameters: ***Bureau Code*** **14** ***Fund Code*** **0007** ***Fiscal Year*** **2010** ***Org1 Code*** **01** ***Project Code*** **ALL** ➢ Accept the **default value** for the ***GL End Date*** ➢ Change the ***Report Type*** to **ALL** ➢ Click the Run Report button.
3a	➢ Click the OK button to acknowledge the message if a message dialogue box similar to the one illustrated appears.  ➢ Click **OK**
4	➢ View the report contents ➢ Click the **Close** icon on the icon bar to exit the report ➢ Click the Exit button to exit the Report Parameter screen and return to the menu if it is still open

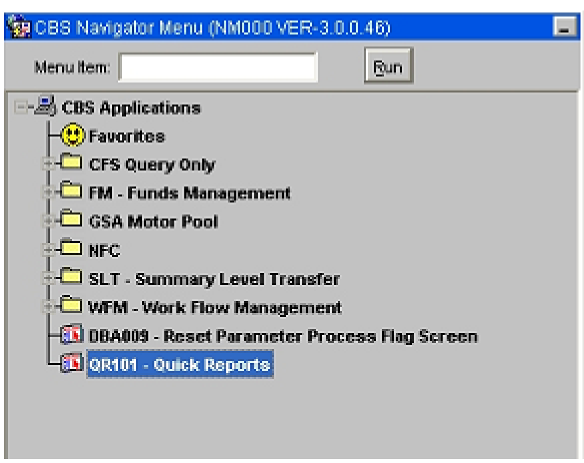
Quick Reports Logon

Exercise #12: Quick Reports Logon

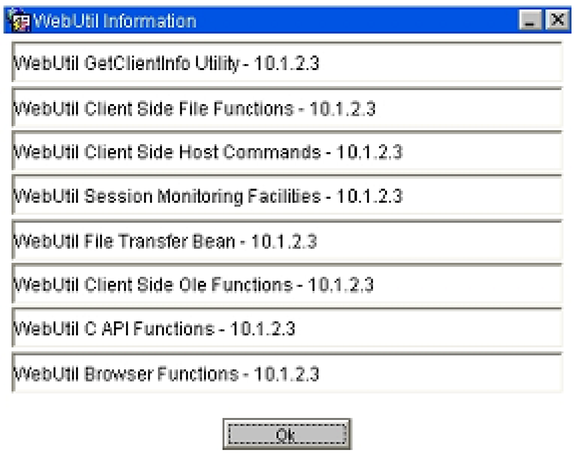
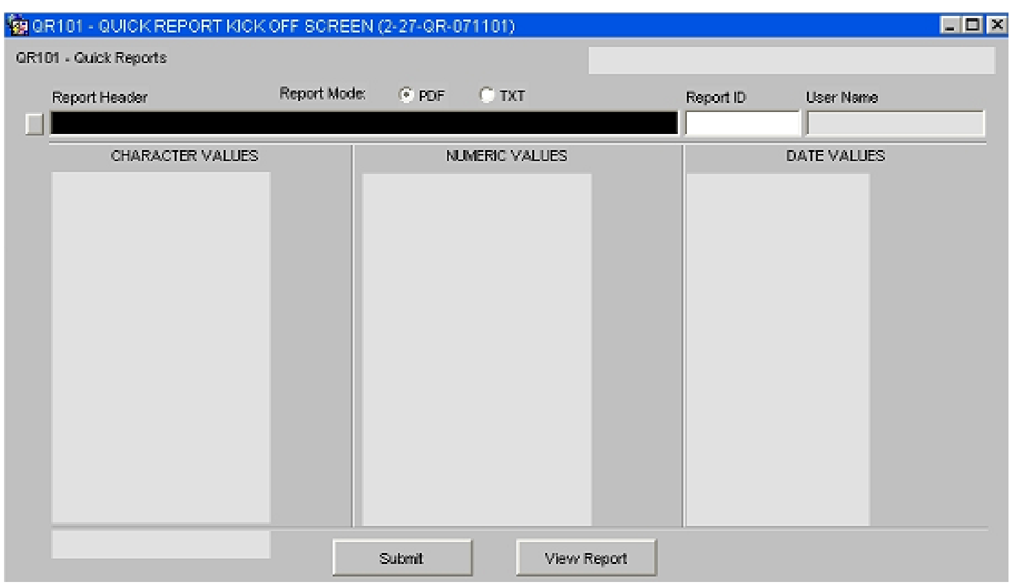
Objectives:
- Successfully login into Quick Reports

Instructions: Execute the following steps:

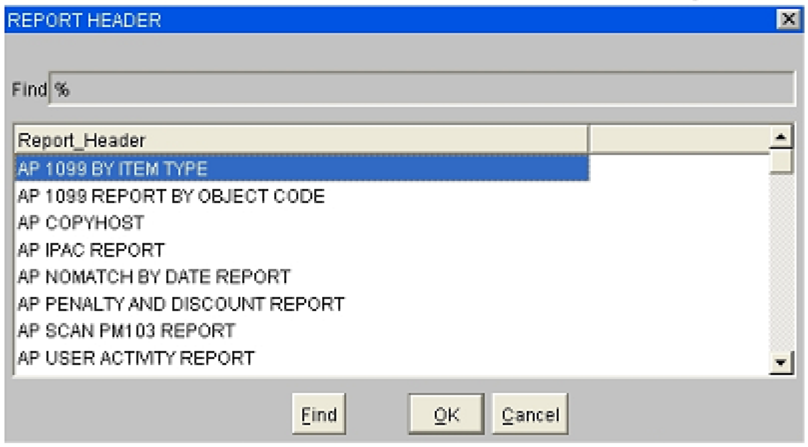
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From the CBS Web Portal screen:


➢ Click on CFS
➢ Click on Trncfs10</td></tr>
<tr><td>2</td><td>The CBS Navigator Menu appears


</td></tr>
<tr><td></td><td>Note: The Navigator Menu will look different depending upon your system access.</td></tr>
</table>

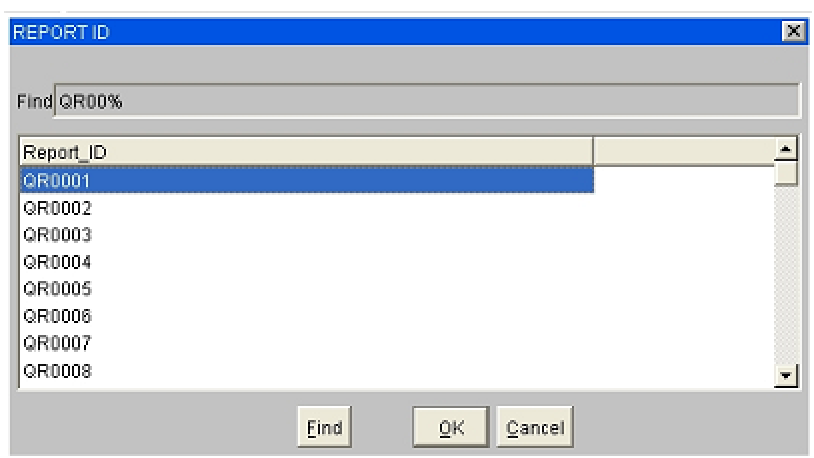
Step	Action
3	➢ Double-click **QR101 – Quick Reports** **OR** ➢ Enter **QR101** in the ***Menu Item*** ➢ Click **Run**
4	The **WebUtil Information** screen appears  ➢ Click **OK**
5	The **Quick Reports Kick Off** screen appears 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>
The Quick Reports listing may be brought up either through the Report Header or the Report ID fields. Clicking in the Report Header field will bring up the listing of all the Quick Reports by group and/or name of the report:



It also gives the capability of searching for a specific report, including the use of a wildcard (%).

Clicking in the Report ID field will bring up the listing of all the Quick Reports by Report ID number:



It also gives the capability of searching for a specific report, including the use of a wildcard (%).
</td></tr>
</table>

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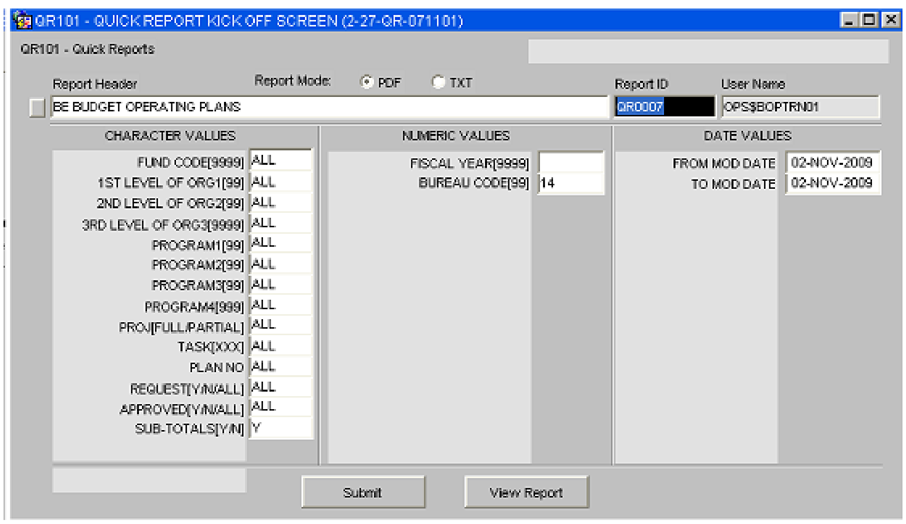
Budget Quick Reports

Exercise #13 *QR0007 – BE Budget Operating Plans*

Objectives:
- Understand what the QR0007 report shows
- Run the QR0007 report

Instructions: Execute the following steps:

Step	*Action*
1	Pull up the parameter screen by either the report header name (i.e. BE Budget Operating Plans) or by the report ID (i.e. QR0007)
2	The report parameter screen appears: 
2a	This report provides a list of all budget operating plans (BOPs) that have been entered into the Commerce Business System (CBS). It also shows whether they've been requested for approval or approved.
3	➢ Use the following parameters: ***Fund Code*** **1001** ***1st Level of Org*** **50** ***2nd Level of Org*** **01** ***Fiscal Year*** **2010** ***From Mod Date*** **01–OCT–2009** ***To Mod Date*** **30–SEP–2010** ➢ Accept the **default values** for the rest of the fields ➢ Click the Submit button.

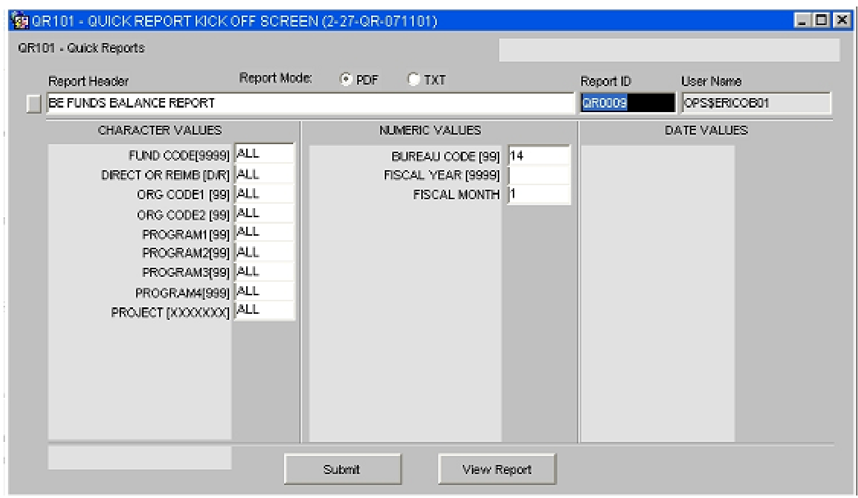
Step	***Action***
3a	When the following message appears:  ➢ Click **OK** ***Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.***
4	➢ View the report contents ➢ Click the **Close** icon  on the icon bar to exit the report

Exercise #14 QR0009 – BE Funds Balance Report

Objectives:

- Understand what the QR0009 report shows
- Run the QR0009 report

Instructions: Execute the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Pull up the parameter screen by either the report header name (i.e. BE Funds Balance Report) or by the report ID (i.e. QR0009)</td></tr>
<tr><td>2</td><td>The report parameter screen appears:

</td></tr>
<tr><td>2a</td><td>This report displays the funds balance that shows what is allotted in the system versus what has been spent. There are things such as labor, surcharges and over/under process that end up in the system as no match costs. These no match costs are automatically deducted from the funds balance. This report is very useful at the end of a quarter as well as at the end of the fiscal year when your office is trying to figure out what money is actually there to spend.</td></tr>
<tr><td>3</td><td>➢ Use the following parameters:

Fund Code 0001
Org Code1 50
Fiscal Year 2009
Fiscal Month 12
➢ Accept the default values for the rest of the fields
➢ Click the Submit button.</td></tr>
</table>

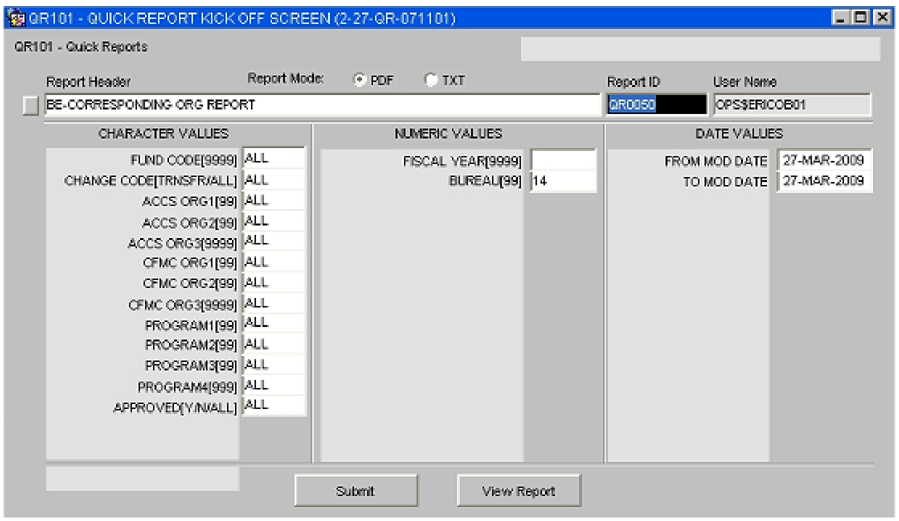
Step	*Action*
3a	When the following message appears:  ➢ Click **OK** ***Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.***
4	➢ View the report contents ➢ Click the **Close** icon  on the icon bar to exit the report

Exercise #15 QR0050 – BE Corresponding Org Report

Objectives:

- Understand what the QR0050 report shows
- Run the QR0050 report

Instructions: Execute the following steps:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Pull up the parameter screen by either the report header name (i.e. BE Corresponding Org Report) or by the report ID (i.e. QR0050)</td></tr>
<tr><td>2</td><td>The report parameter screen appears:

</td></tr>
<tr><td>2a</td><td>This report is a good tool to use when checking on BOPs. This report will allow you to look up initial, adjustment, and transfer BOPs with all of their corresponding information which includes approval status.</td></tr>
<tr><td>3</td><td>➢ Use the following parameters:

Fund Code 1001
ACCS Org1 50
Fiscal Year 2010
From Mod Date 01–OCT–2009
To Mod Date 30–SEP–2010
➢ Accept the default values for the rest of the fields
➢ Click the 
 button.</td></tr>
</table>

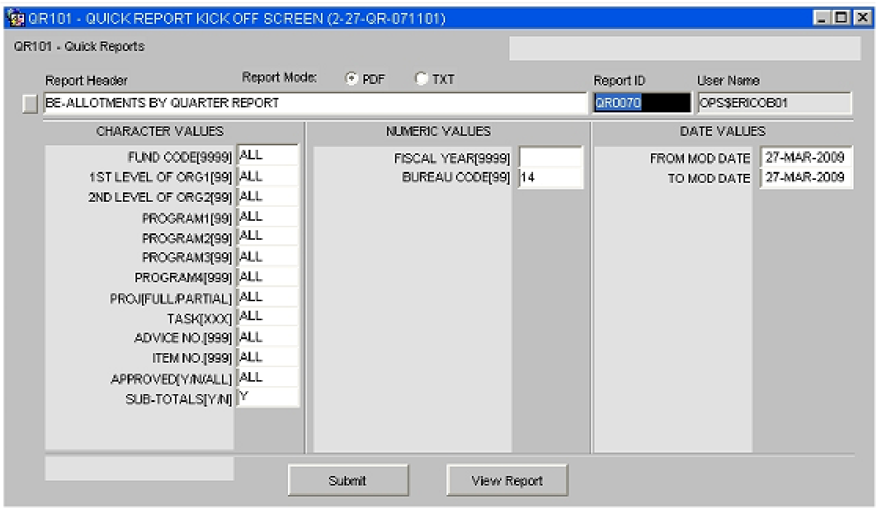
Step	***Action***
3a	When the following message appears:  ➢ Click **OK** ***Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.***
4	➢ View the report contents ➢ Click the **Close** icon  on the icon bar to exit the report

Exercise #16 *QR0070 – BE Allotments by Quarter Report*

Objectives:

- Understand what the QR0070 report shows
- Run the QR0070 report

Instructions: Execute the following steps:

Step	*Action*
1	Pull up the parameter screen by either the report header name (i.e. BE Allotments by Quarter Report) or by the report ID (i.e. QR0070)
2	The report parameter screen appears: 
2a	This report will show the quarterly funding allotted to an organization and will enable users to view allotment information as soon as it is available. It will also add the capability for the NOAA Budget Office to view data for a specific Advice No. and/or Item No.
3	➤ Use the following parameters: ***Fund Code*** **1001** ***1st Level of Org*** **50** ***2nd Level of Org*** **42** ***Fiscal Year*** **2010** ***From Mod Date*** **01–OCT–2009** ***To Mod Date*** **30–SEP–2010** ➤ Accept the **default values** for the rest of the fields ➤ Click the Submit button.

Step	*Action*
3a	When the following message appears:  ➢ Click **OK** ***Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.***
4	➢ View the report contents ➢ Click the **Close** icon  on the icon bar to exit the report

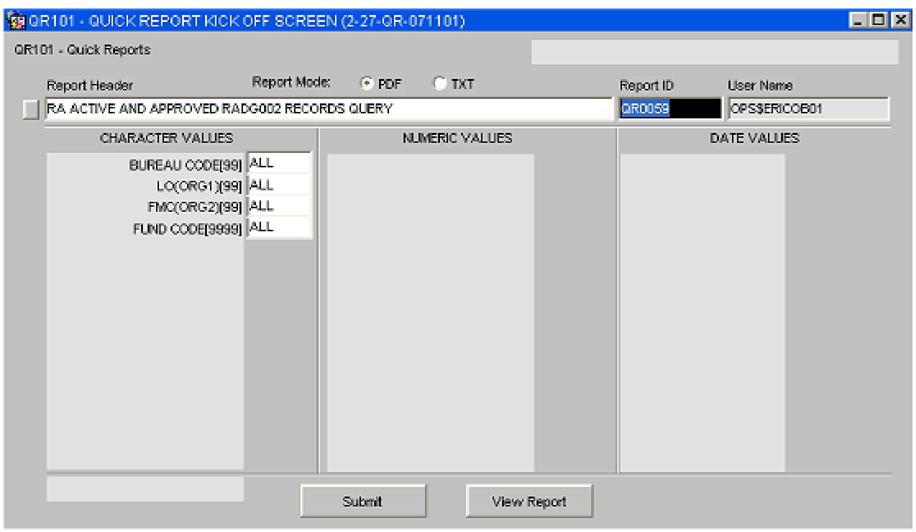
Reimbursable Quick Reports

Exercise #17 QR0059 – RA Active and Approved RADG002 Records Query

Objectives:

- Understand what the QR0059 report shows
- Run the QR0059 report

Instructions: Execute the following steps:

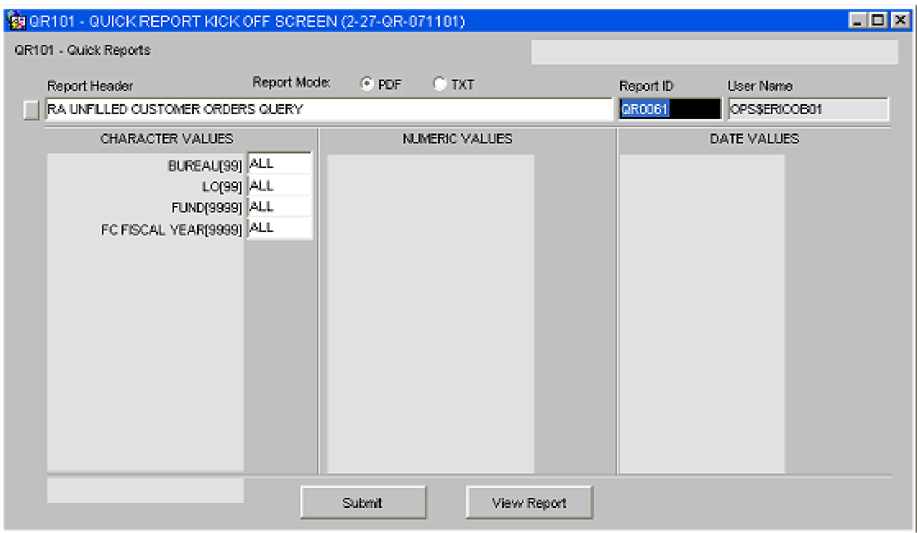
Step	*Action*
1	Pull up the parameter screen by either the report header name (i.e. RA Active and Approved RADG002 Records Query) or by the report ID (i.e. QR0059)
2	The report parameter screen appears: 
2a	This query lists all of the reimbursable agreement (RADG002) records that are active and approved by bureau, line office, FMC, and fund code. The records are listed in order by LO and FMC. The LO and FMC for this report are pulled from the Acceptance Organization on the RADG002. A missing or incorrect acceptance organization will adversely affect the results of the query. This report can be used by line offices and FMC staff to produce a quick list of the active and approved RADG002 records for their specific area. This report can also be used to verify if a RADG002 has been approved by the Finance Office.

Step	*Action*
3	➢ Use the following parameters: ***Bureau Code*** **14** ***LO (Org1)*** **50** ***FMC (Org2)*** **22** ➢ Accept the **default values** for the rest of the fields ➢ Click the Submit button.
3a	When the following message appears:  ➢ Click **OK** ***Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.***
4	➢ View the report contents ➢ Click the **Close** icon on the icon bar to exit the report

Exercise #18 *QR0061– RA Unfilled Customer Order Query*

Objectives:
- Understand what the QR0061 report shows
- Run the QR0061 report

Instructions: Execute the following steps:

Step	Action
1	Pull up the parameter screen by either the report header name (i.e. RA Unfilled Customer Order Query) or by the report ID (i.e. QR0061)
2	The report parameter screen appears: 
2a	This query lists all of the active and approved unfilled customer orders (RADG003) records by bureau, line office, and fiscal year. The records are listed in project order. This report can be used by line offices and FMC staff to get a quick list of all the UCOs that have been entered against agreements. This report can also be used to get a quick list displaying the orders for all fiscal years of an agreement.
3	➢ Use the following parameters: ***Bureau Code*** **14** ***LO*** **50** ***Fund*** **0006** ***FC Fiscal Year*** **2010** ➢ Click the Submit button.

Step	*Action*
3a	When the following message appears:  ➢ Click **OK** ***Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.***
4	➢ View the report contents ➢ Click the **Close** icon  on the icon bar to exit the report

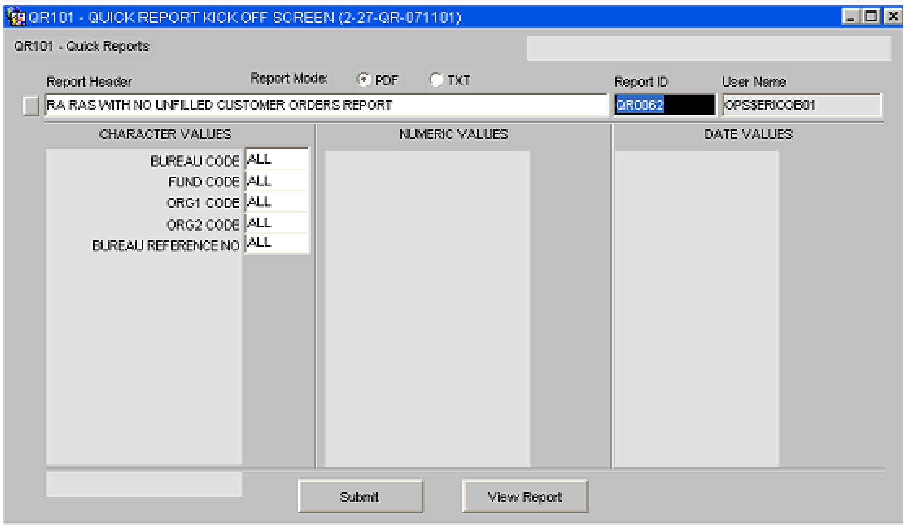
You can also try and run it for Fund Code 0007.

Exercise #19 QR0062– RA – RAs With No Unfilled Customer Orders Report

Objectives:

- Understand what the QR0062 report shows
- Run the QR0062 report

Instructions: Execute the following steps:

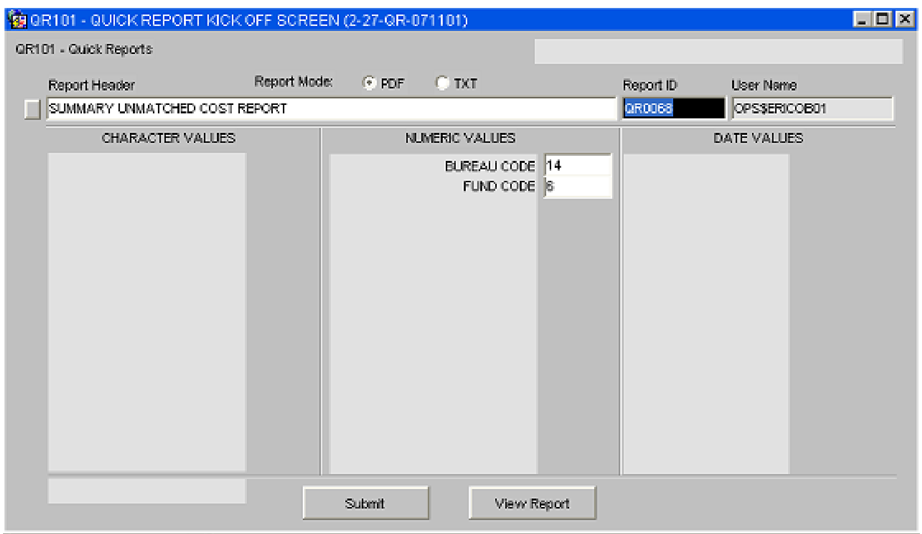
Step	*Action*
1	Pull up the parameter screen by either the report header name (i.e. RA- RAs With No Unfilled Customer Orders Report) or by the report ID (i.e. QR0062)
2	The report parameter screen appears: 
2a	This query lists all approved agreements in the reimbursable module that do not have an accompanying unfilled customer order by bureau, fund code, line office, and FMC. This report can also be run for a specific project code provided that the user followed NOAA Business Rules and entered the project code in the Bureau Reference No. field on the RADG002 screen. A missing or incorrect Bureau Reference No. will adversely impact the results displayed on the report. This report was initially programmed quickly to give LO/FMC staff a way to easily check for unfilled customer order entry during the first year of the reimbursable module implementation. This report remains helpful for LO/FMC and Finance users since it provides real time data for identifying agreements that still need UCOs during periods of high data entry volume and month end clean up prior to the Finance Office running the WIP. Verifying entry of these missing UCOs, prior to running WIP, will help to curtail the amount of unmatched costs to be researched by LO/FMC users.

Step	*Action*
3	➢ Use the following parameters: ***Bureau Code*** **14** ***Org1 Code*** **50** ***Org2 Code*** **22** ➢ Accept the **default values** for the rest of the fields ➢ Click the Submit button.
3a	When the following message appears:  ➢ Click **OK** ***Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.***
4	➢ View the report contents ➢ Click the **Close** icon on the icon bar to exit the report

Exercise #20 ***QR0068– Summary Unmatched Cost Report***

Objectives:
- Understand what the QR0068 report shows
- Run the QR0068 report

Instructions: Execute the following steps:

Step	*Action*
1	Pull up the parameter screen by either the report header name (i.e. Summary Unmatched Cost Report) or by the report ID (i.e. QR0068)
2	The report parameter screen appears: 
2a	This report was designed to summarize by project code the detailed information in the RADG107 – RA Unmatched Cost Report. The user will enter the Bureau and Fund Code to kick off the report which will list by project the total unmatched costs for each fund code fiscal year. Since the data on this report is overwritten with each monthly WIP cycle, users should run this report monthly or, at the very least, quarterly. All reimbursable users involved in the financial management of a project will find this report a helpful addition to the RADG107 RA Unmatched Cost Report. Along with the RA504D Reimbursable Unmatched Costs Report, and the RA-Detail Workbook, available in Discoverer, users will be better able to identify, research, and correct unmatched cost problems.

Step	Action
3	➢ Use the following parameters: ***Bureau Code*** **14** ***Fund Code*** **6** ➢ Accept the **default values** for the rest of the fields ➢ Click the  button.
3a	When the following message appears:  ➢ Click **OK** ***Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.***
4	➢ View the report contents ➢ Click the **Close** icon  on the icon bar to exit the report

You can also try and run it for Fund Code 0007.