



NOAA/FSD
Data Warehouse & Quick Reports
CBS Training Exercises
for
FY 2021
V 1.0

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	10/13/2020	FY 2021 Exercises	Erin K Cobbs/FSD CSB - Training

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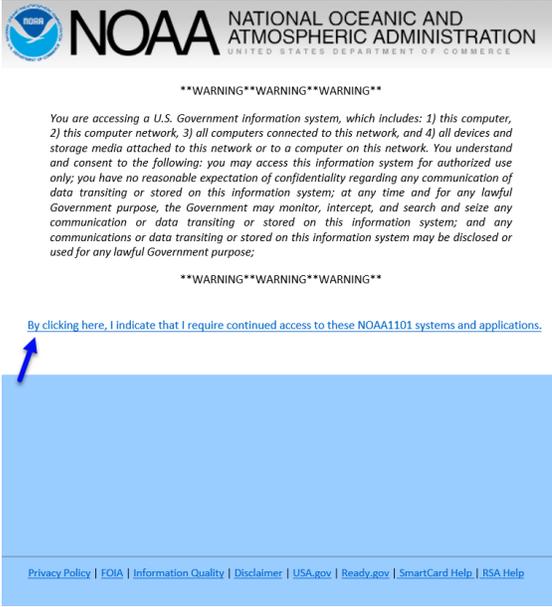
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Data Warehouse Access & Navigation

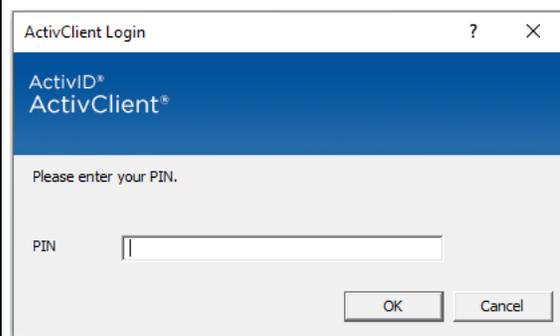
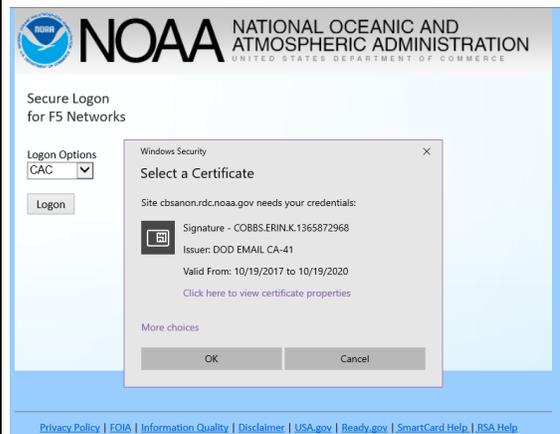
Exercise #1a: Login to DW

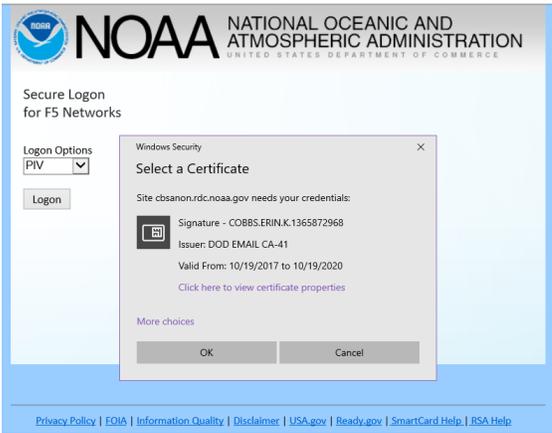
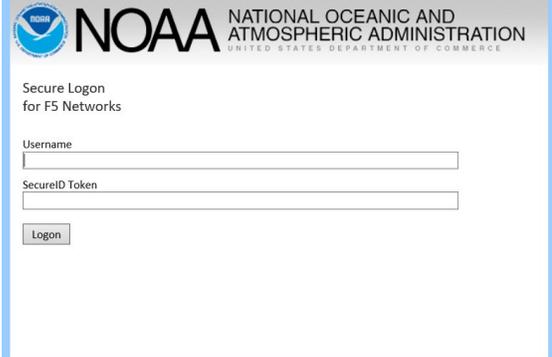
- Objectives:**
- Successfully login to the Portal Page
 - Successfully login to DW

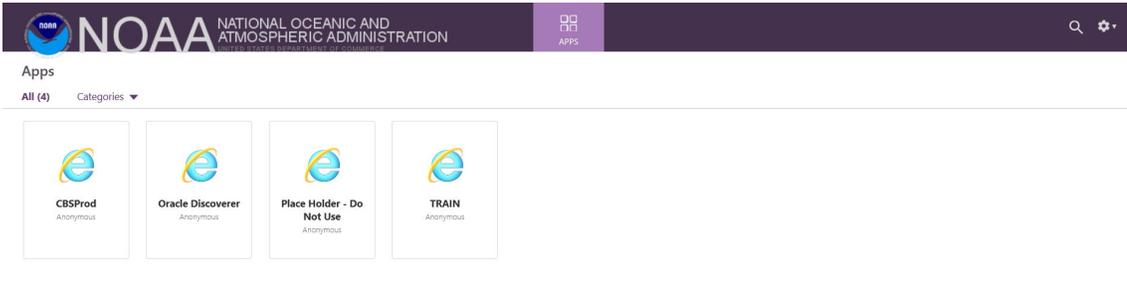
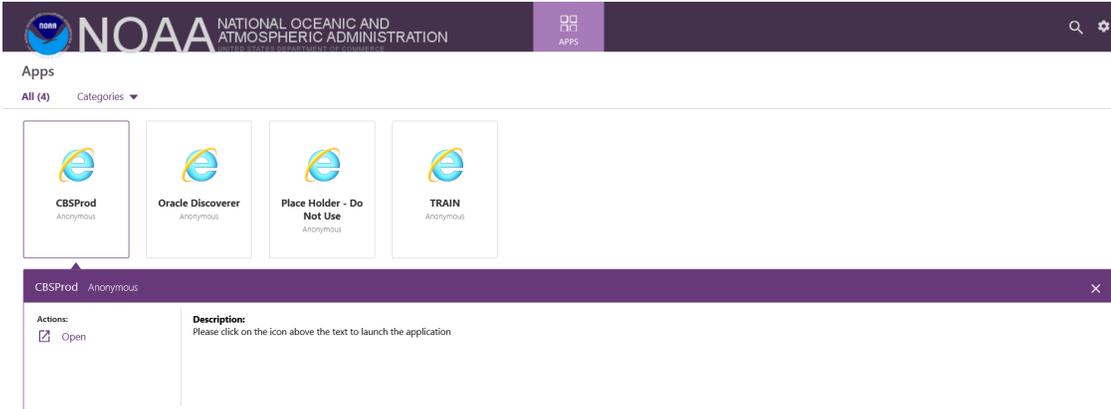
Instructions: Execute the following steps:

Step	Action	
1a	Open up Internet Explorer. ➤ Log into the URL provided	
1b	The Warning Banner screen appears: ➤ Click the link at the bottom <ul style="list-style-type: none"> ○ <i>“By clicking here,...”</i> 	 <p>The screenshot shows a warning banner from NOAA. At the top left is the NOAA logo. To its right, it says 'NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION' and 'UNITED STATES DEPARTMENT OF COMMERCE'. Below this is a warning message in a smaller font: '**WARNING**WARNING**WARNING**'. The message reads: 'You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all computers connected to this network, and 4) all devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; you have no reasonable expectation of confidentiality regarding any communication of data transiting or stored on this information system; at any time and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose;'. Below the message is another warning: '**WARNING**WARNING**WARNING**'. At the bottom of the banner is a blue link: 'By clicking here, I indicate that I require continued access to these NOAA1101 systems and applications.' A blue arrow points to this link. At the very bottom of the banner, there is a footer with links: 'Privacy Policy FOIA Information Quality Disclaimer USA.gov Ready.gov SmartCard Help RSA Help'.</p>

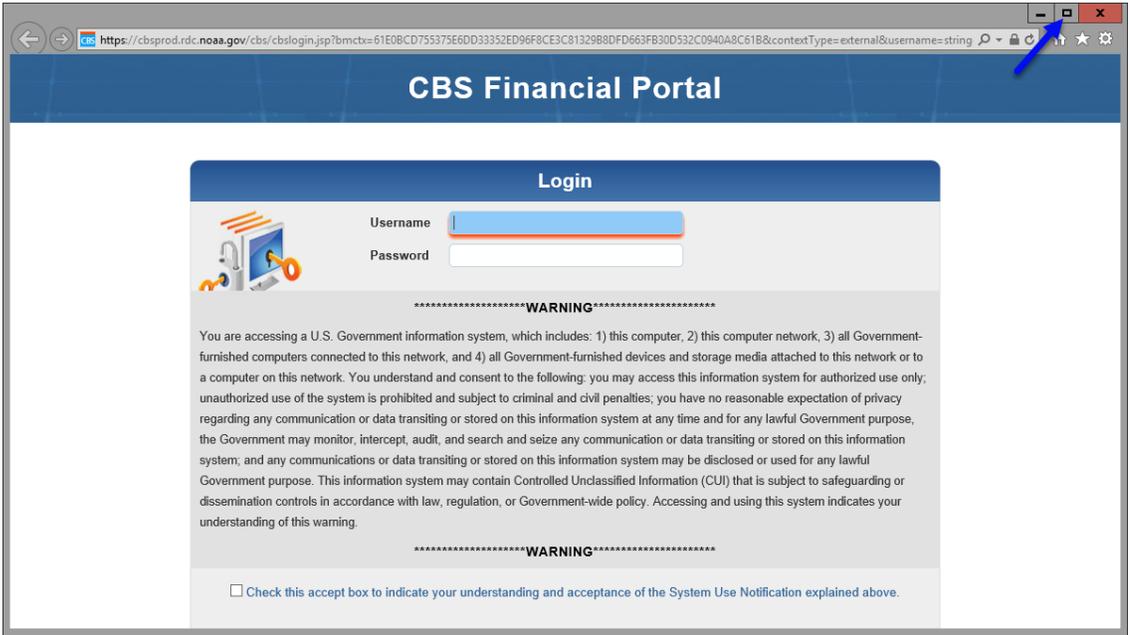
Step	Action
<p>2</p>	<p>The Two Factor Authentication Page appears.</p> <p>You will be able to use the following options to log in:</p> <ul style="list-style-type: none"> • CAC Card • PIV Card • Secure ID (RSA Token) <p>➤ Select your <i>option</i></p> <p>➤ Click Logon</p>
<p>2a</p>	<p>When choosing the CAC login option a Window Security pop-up appears.</p> <ul style="list-style-type: none"> • Select <i>More Choices</i> if your Signature option is not your name with DOD Email option. • Once you have the correct certificate selected click OK <p>The Active Client Login appears:</p> <p>➤ Enter your PIN</p> <p>➤ Click OK</p>



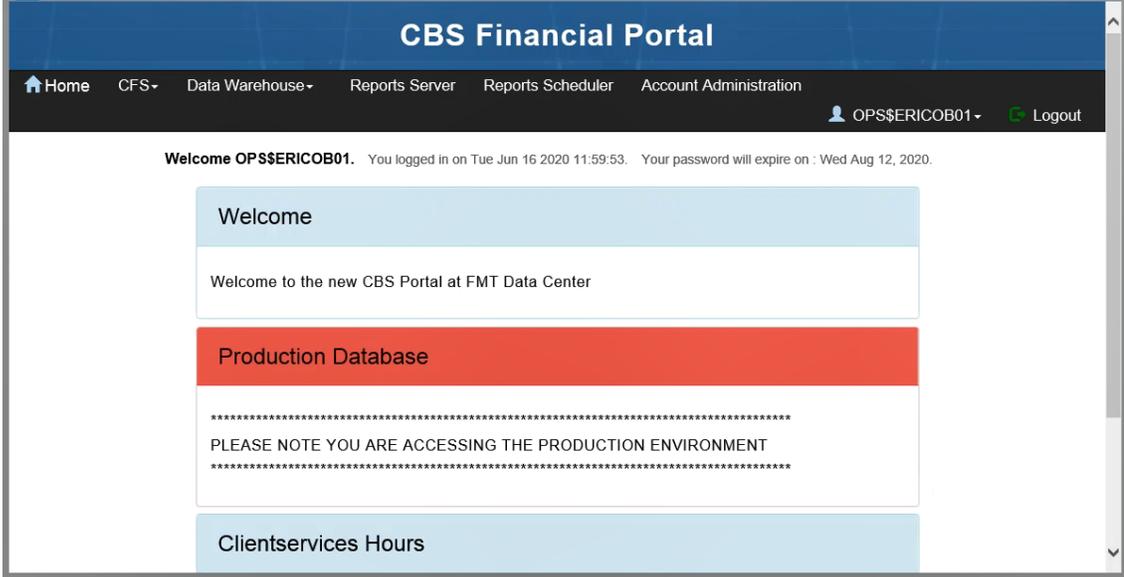
Step	Action	
<p>2b</p>	<p>When choosing the PIV login option a Window Security pop-up appears.</p> <ul style="list-style-type: none"> • Select <i>More Choices</i> if your Signature option is not your name with DOD Email option. <ul style="list-style-type: none"> ○ UNLESS you have a NEW CAC Card, then you use the only option DOD ID. • Once you have the correct certificate selected click OK <p>The Active Client Login appears:</p> <ul style="list-style-type: none"> ➤ Enter your PIN ➤ Click OK 	 
<p>2c</p>	<p>When choosing the Secure ID (RSA Token) login option a new window appears</p> <ul style="list-style-type: none"> ➤ Enter your User Name ➤ Enter your SecureID Token ➤ Click Logon 	 

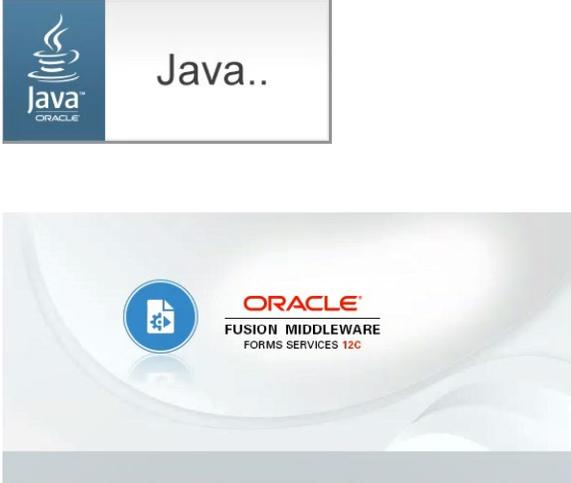
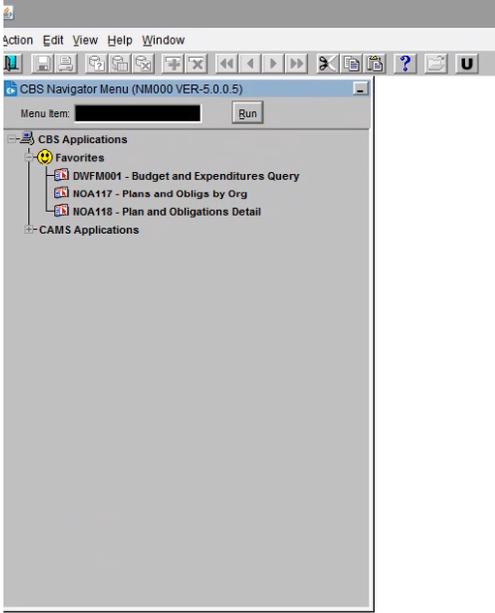
Step	Action
<p>3</p>	<p>The XenApp Storefront Appears:</p>  <p>Notes:</p> <ul style="list-style-type: none"> ✓ Discoverer is another way to access data from NOAA Data Warehouse. ✓ Materials on how to log into Discoverer can be found here: https://www.corporateservices.noaa.gov/finance/training_materials.html ✓ Database to get into Discoverer will NOW be CBSDW
<p>3a</p>	<p>If you click on the text rather than the icon, a pop-up will appear underneath.</p> 

Step	Action
3b	<p>After clicking on the icon you'll see the circle working to open it.</p> 
3c	<p>Then the following pop-up appears:</p> 

Step	Action
4	<p>The Web Portal Login Screen appears and will not be maximized.</p>  <p>Make sure to maximize the screen.</p>

Step	Action
5	<p>The CBS Web Migration Portal login screen appears:</p> <div data-bbox="305 415 1433 1352" style="border: 1px solid black; padding: 10px;"><div style="text-align: center;"><h2>CBS Financial Portal</h2></div><div style="text-align: center; background-color: #4a7ebb; color: white; padding: 5px;">Login</div><div style="display: flex; align-items: center;"><div><p>Username <input style="width: 150px;" type="text"/></p><p>Password <input style="width: 150px;" type="password"/></p></div></div><div style="text-align: center; background-color: #f0f0f0; padding: 10px;"><p>*****WARNING*****</p><p>You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all Government-furnished computers connected to this network, and 4) all Government-furnished devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; unauthorized use of the system is prohibited and subject to criminal and civil penalties; you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system at any time and for any lawful Government purpose, the Government may monitor, intercept, audit, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy. Accessing and using this system indicates your understanding of this warning.</p><p>*****WARNING*****</p><p><input type="checkbox"/> Check this accept box to indicate your understanding and acceptance of the System Use Notification explained above.</p><div style="display: flex; justify-content: center; gap: 20px;"><input type="button" value="Login"/> <input type="button" value="Cancel"/></div></div><div style="text-align: center; background-color: #4a7ebb; color: white; padding: 5px;">Did you forget your password?</div></div> <ul style="list-style-type: none">➤ Type in your User Name (i.e. ops\$firlas01)➤ Enter the new Password➤ Check the Checkbox➤ Click Login

Step	Action
6	<p>The CBS Web Portal screen appears.</p>  <p>You'll want to make sure you're launching the databases for the systems you have access to in order to synch up the passwords. Just changing your password and getting here will not do it fully.</p>
7	<p>If you have NOAA Data Warehouse access:</p>  <ul style="list-style-type: none"> ➤ Click on Data Warehouse ➤ Select DWPROD

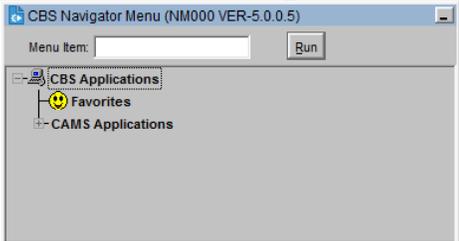
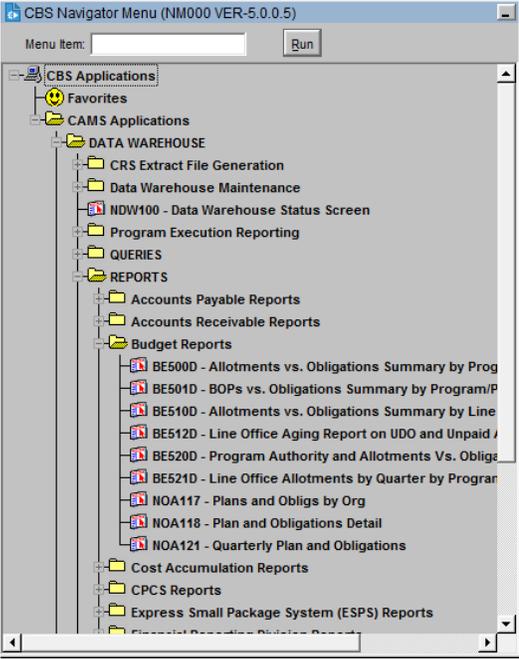
Step	Action
8	<p>Different prompts will appear as either CFS or Data Warehouse are opening:</p> 
9	<p>DW will open to the CBS Navigator Menu</p> 

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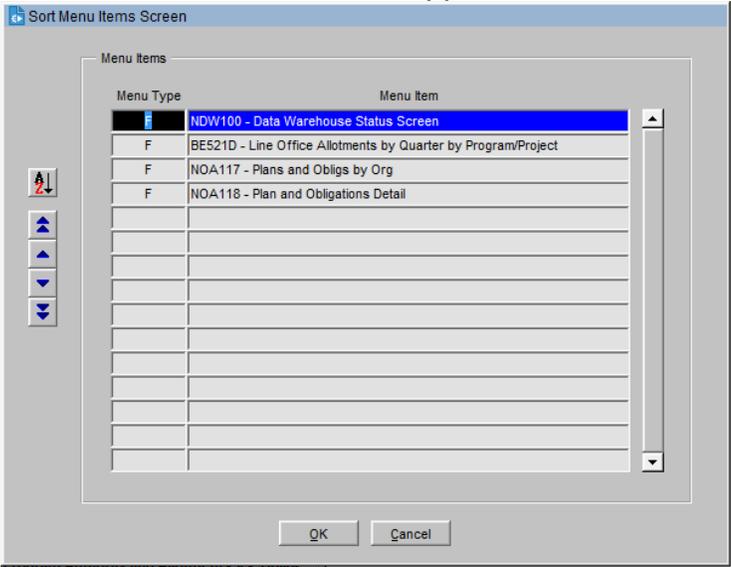
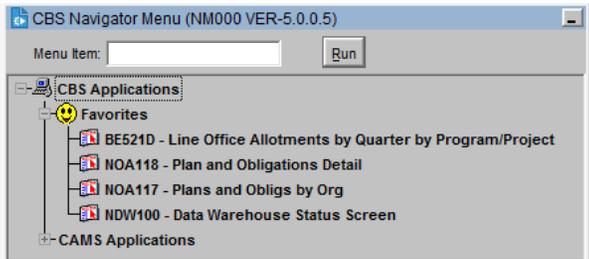
Exercise #1b: CBS Navigator Menu/Icons

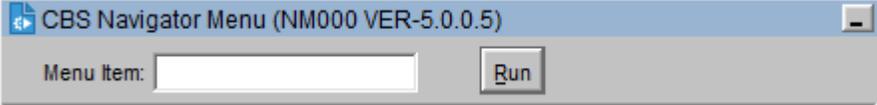
- Objectives:**
- Understand how to navigate the CBS Navigator Menu
 - Add options under Favorites
 - Sort options under Favorites
 - Understand the Menu Item

Instructions: Execute the following steps:

Step	Action
1	<p>From the CBS Navigator Menu:</p>  <ul style="list-style-type: none"> ➤ 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 

Step	Action
2	<p>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:</p> <ul style="list-style-type: none"> ➤ Click to highlight NOA117 – Plans and Obligs by Org ➤ Right-click to bring up a submenu ➤ Click on Favorite  <p>That report has now been added to the Favorites area</p> 
3	<p>Add the following Reports to the Favorites:</p> <p>NOA118 NOA121 NDW100</p>
4	<p>After adding different reports to the Favorites, you may want to sort how they appear on screen. To do this:</p> <ul style="list-style-type: none"> ➤ Click on Favorite ➤ Right-click to bring up a submenu ➤ Click on Sort

Step	Action
5	<p>The Sort Menu Item screen appears</p> 
5a	<p>Using the following icons a user may sort the list the following way:</p> <ul style="list-style-type: none">  = Alphabetical by Screen Name (<i>*Not currently working</i>)  = 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	<p>When finished sorting the list, click OK and the newly sorted Favorites List will now show:</p> 
5c	<p>Deleting a Favorite works the same way as adding. Except to delete an option you will be selecting Favorite List to “uncheck” it.</p>

Step	Action
6	<p>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.</p>  <p>The screenshot shows a window titled 'CBS Navigator Menu (NM000 VER-5.0.0.5)'. Below the title bar, there is a text input field labeled 'Menu Item:' and a button labeled 'Run'.</p>
7	<p>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.</p>

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	Allows users to print screen images or generate 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.

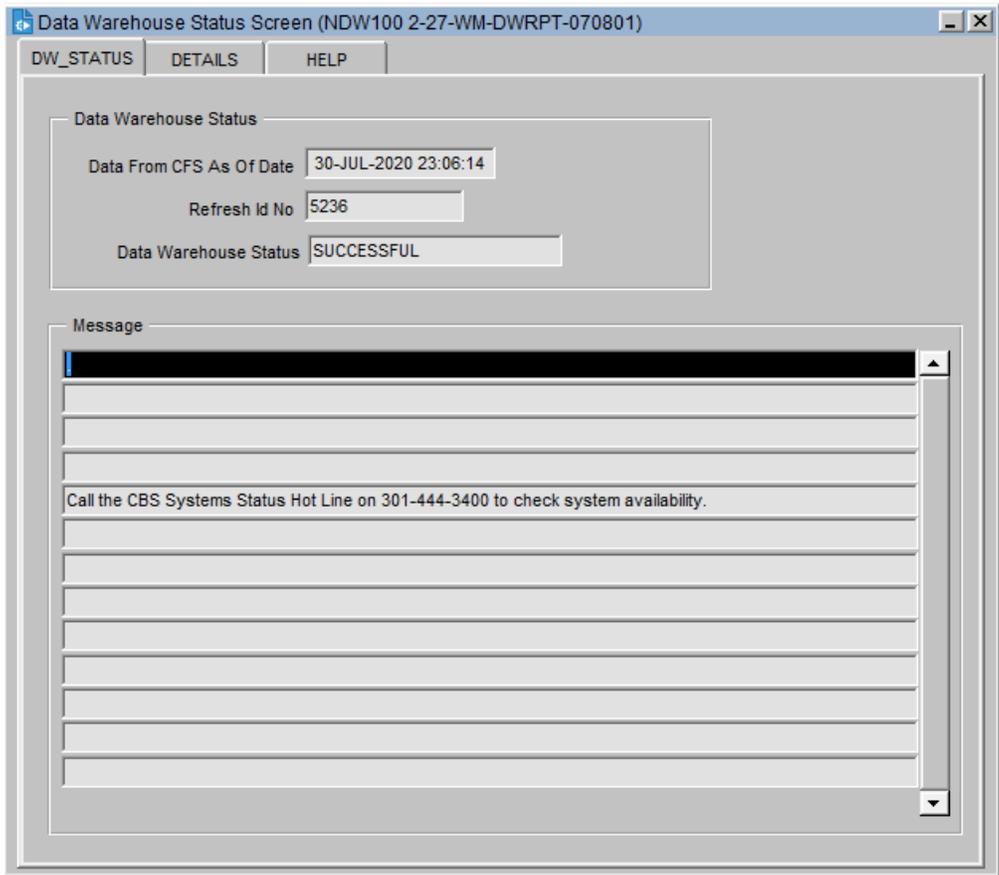
<i>Icon</i>	<i>Name</i>	<i>Description</i>
	CUT	Allows users to remove selected data and temporarily save it to be pasted elsewhere.
	COPY	Allows users to copy selected data.
	PASTE	Allows users to paste selected data.
	HELP	At this time, the help available to a user is not designed to facilitate data entry. Currently, Oracle related information applicable to a specific field is provided.
	MENU	Allows users to access the menu or Navigator Menu.
	UNDO	Allows users to undo the most recent action they have taken.

Data Warehouse Status Screen

Exercise #2 View the Data Warehouse Status Screen

- Objectives:**
- Understand the main component of the status screen
 - Understand the capability of the data dictionary

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none"> ➤ Click on the  next to the Data Warehouse folder to expand it ➤ Double-click NDW100 – Data Warehouse Status Screen <p>OR</p> <ul style="list-style-type: none"> ➤ Enter NDW100 in the <i>Menu Item</i> ➤ Click Run
2	<p>The status screen will be displayed with default values for all fields:</p> 

Step	Action
3	Review information on the screen for all the tabs
4	Exit the status screen by clicking on the  exit icon.

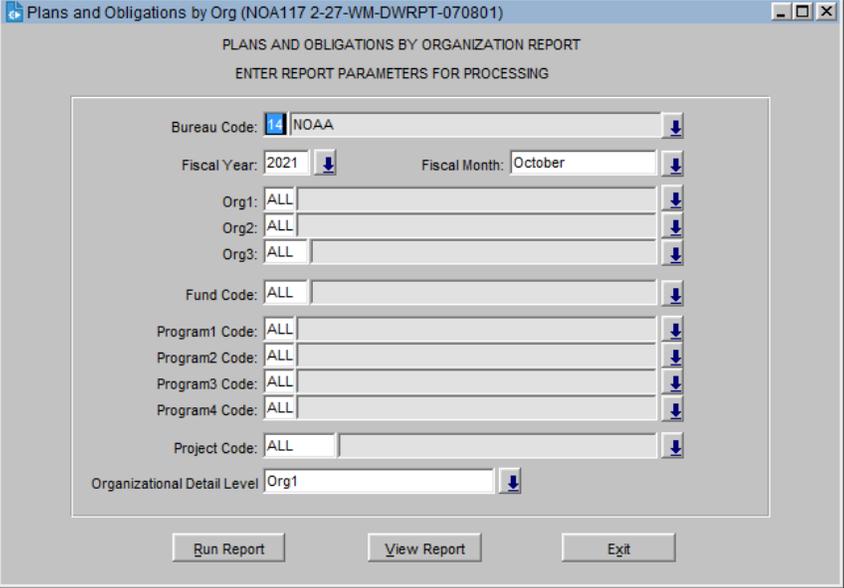
Budget Reports

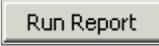
Exercise #3 **NOA117 - Plans & Obligations by Organization Report**

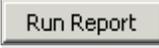
- Objectives:**
- Understand what the NOA117 report shows
 - Run the NOA117 report

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none">➤ 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 <p style="text-align: center;">OR</p> <ul style="list-style-type: none">➤ Enter NOA117 in the <i>Menu Item</i>➤ Click Run

Step	Action
2	<p>The report parameter screen will be displayed with default values filled in for certain fields:</p>  <p><i>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.</i></p>
2a	<p>The NOA117 report allows you to view the amounts that were planned on a Budget Operating Plan (BOP) versus the Actual Amounts and the difference. For the month chosen and cumulative costs through the month chosen. At the end of the report you will have the annual plan costs, obligation percentage and what balance is remaining.</p> <p>The report can be formatted using the various fields being queried on - Org 1-3, Program 1-4 and Project.</p> <p>Also, all budget reports will have a commitment column, but the value will always be zero, because NOAA does not do commitment accounting.</p>

Step	Action
3	<p>➤ Use the following parameters:</p> <p>Bureau Code 14</p> <p>Fiscal Year 2020</p> <p>Fiscal Month September</p> <p>Org1 Code 30</p> <p>Fund Code 1073</p> <p>➤ Accept the default value ALL for the remaining fields</p> <p>➤ Use Org 2 as the Organization Detail Level</p> <p><i>Note: The Program Code (Activity/Sub-Activity/Line Item/Bureau Unique) will automatically populate after entering the Project Code and pressing Tab or Enter.</i></p>
4	<p>Click the  button.</p> <div data-bbox="310 978 906 1157" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>NOA117: Alert ✕</p> <p> Report NOA117 submitted to the report server</p> <p style="text-align: center;"></p> </div> <p>message appears</p> <p>➤ Click OK</p> <p>➤ Screen will close</p> <p>➤ Re-open NOA117</p> <p>➤ Click on View Report button (<i>will show the last report run</i>)</p> <p>➤ A new window will open showing the report in a PDF Format</p>
5	<p>The Navigation Arrows in the Adobe Acrobat toolbar</p> <p>() may be used to maneuver through the pages of the report.</p>
6	<p>Click the Close icon  to exit the report.</p>

Step	Action
7	Re-enter the previous parameters but include: <ul style="list-style-type: none"> ➤ Use Project Code as the Organization Detail Level ➤ Click the  button
8	<ul style="list-style-type: none"> ➤ 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.

CREATION RUN DATE: 10/13/2020
 REPORT ID: NOA117
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)
 NOAA
 PLANS AND OBLIGATIONS BY ORGANIZATION REPORT
 (DOLLARS IN THOUSANDS)

USER ID: OPSSERIC0601
 PAGE: 3
 AS OF DATE: 10/12/2020

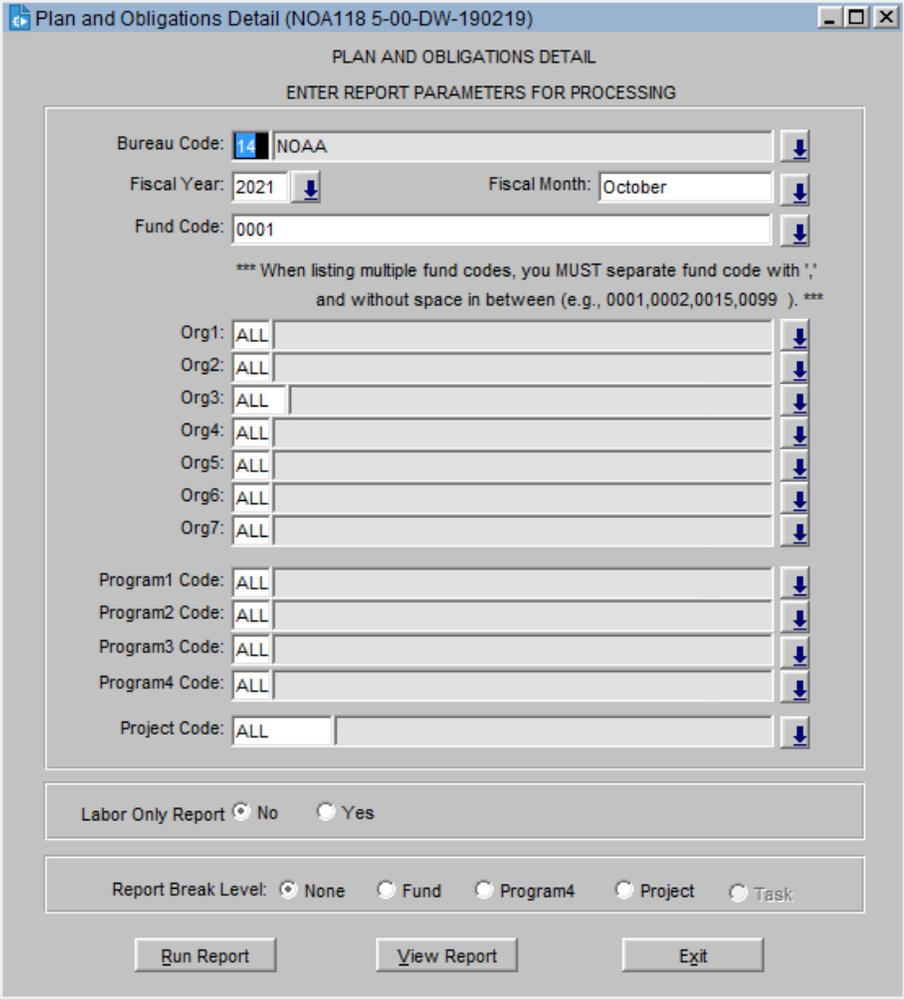
ORG/PROGRAM/PROJECT	MONTH: SEPTEMBER				CUMULATIVE THRU SEPTEMBER				ANNUAL PLAN	OBL/COM %PLAN	BALANCE REMAINING
	PLAN	ACTUAL	COMMIT	DIFF	PLAN	ACTUAL	COMMIT	DIFF			
ORG: 30 NAT. MARINE FISHERIES SER - OFF OF ASST											
30-15 OFFICE OF PROTECTED RESOURCES											
OFFICE OF PROTECTED RESOURCES											
FUND: 1073 NOAA ORF 1320/211450											
TOTAL FUND: 1073 NOAA ORF 1320/211450	1,066.8	2,027.1	0.0	-960.4	26,936.4	26,307.3	0.0	629.2	26,936.4	98.0	629.2
TOTAL 30-15 OFFICE OF PROTECTED RESOURCES	1,066.8	2,027.1	0.0	-960.4	26,936.4	26,307.3	0.0	629.2	26,936.4	98.0	629.2
30-16 OFFICE OF SCIENCE AND TECHNOLOGY											
OFFICE OF SCIENCE AND TECHNOLOGY											
FUND: 1073 NOAA ORF 1320/211450											
TOTAL FUND: 1073 NOAA ORF 1320/211450	1,033.3	2,954.0	0.0	-1,920.7	21,261.9	20,480.8	0.0	781.1	21,261.9	96.0	781.1
TOTAL 30-16 OFFICE OF SCIENCE AND TECHNOLOGY	1,033.3	2,954.0	0.0	-1,920.7	21,261.9	20,480.8	0.0	781.1	21,261.9	96.0	781.1
30-17 OFFICE OF CONSTITUENT SERVICES											
OFFICE OF CONSTITUENT SERVICES											
FUND: 1073 NOAA ORF 1320/211450											
TOTAL FUND: 1073 NOAA ORF 1320/211450	442.6	1,354.7	0.0	-912.1	5,121.9	4,815.1	0.0	306.8	5,121.9	94.0	306.8
TOTAL 30-17 OFFICE OF CONSTITUENT SERVICES	442.6	1,354.7	0.0	-912.1	5,121.9	4,815.1	0.0	306.8	5,121.9	94.0	306.8
30-18 OFFICE OF MANAGEMENT AND BUDGET											
OFFICE OF MANAGEMENT AND BUDGET											
FUND: 1073 NOAA ORF 1320/211450											
TOTAL FUND: 1073 NOAA ORF 1320/211450	2,068.7	2,291.9	0.0	-223.2	12,084.8	11,429.8	0.0	655.0	12,084.8	95.0	655.0
TOTAL 30-18 OFFICE OF MANAGEMENT AND BUDGET	2,068.7	2,291.9	0.0	-223.2	12,084.8	11,429.8	0.0	655.0	12,084.8	95.0	655.0

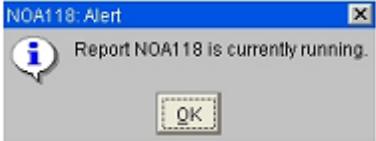
Exercise #4 **NOA118 - Plan & Obligations Detail**

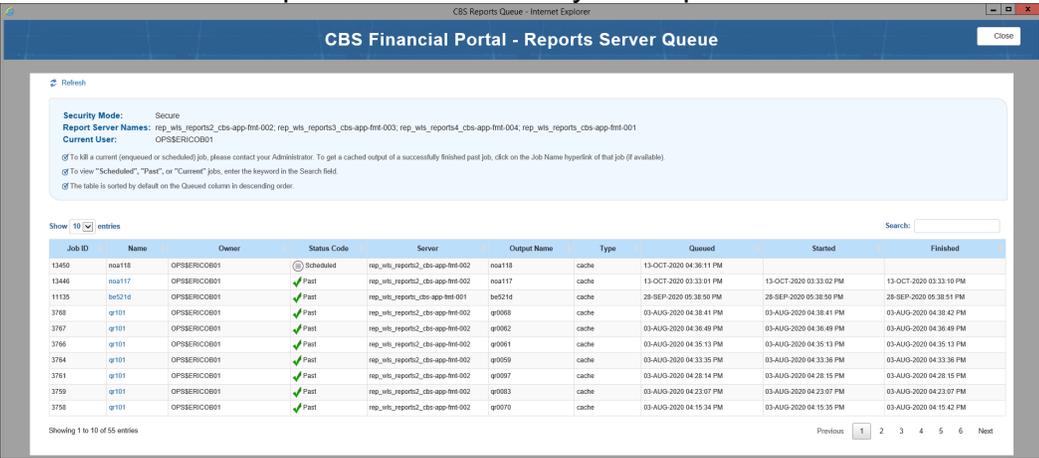
- Objectives:**
- Understand what the NOA118 report shows
 - Run the NOA118 report

Instructions: Execute the following steps:

Step	Action
1	<ul style="list-style-type: none">➤ 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 <p style="text-align: center;">OR</p> <ul style="list-style-type: none">➤ Enter NOA118 in the <i>Menu Item</i>➤ Click Run

Step	Action
2	<p>The report parameter screen will be displayed with default values filled in for certain fields:</p>  <p>*** When listing multiple fund codes, you MUST separate fund code with ',' and without space in between (e.g., 0001,0002,0015,0099). ***</p> <p><i>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.</i></p>

Step	Action
2a	<p>The NOA118 report is just like the NOA117 report, other than it is more detailed because it gives at a high level what object classes were used on the BOP and their amounts. It also allows you to only view just the Labor data, or include it will all object classes.</p> <p>The report can be formatted using the various fields being queried on - Fund, Program 1-4 and Project.</p> <p>Also, all budget reports will have a commitment column, but the value will always be zero, because NOAA does not do commitment accounting.</p>
3	<p>➤ Use the following parameters:</p> <p>Bureau Code 14</p> <p>Fiscal Year 2020</p> <p>Fiscal Month September</p> <p>Fund Code 1073</p> <p>Org1 Code 30</p> <p>➤ Accept the default value ALL for the remaining fields</p> <p>➤ Use None as the Report Break Level</p> <p>➤ Click the  button.</p>
3a	<p>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:</p>  <p>Click OK</p>
4	<p>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:</p> <p>➤ Clicking on View in the <i>Menu Toolbar</i> at the top of the screen</p> <p>➤ Clicking on Reports Server Queue Status Page</p> 

Step	Action
4a	<p>A new window will open that will contain your Reports Queue.</p> 
4b	<ul style="list-style-type: none"> ➤ The Reports Queue will default to your current and last reports. ➤ 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. <p>Note: The reports will soon be listed by the date/time they were "submitted".</p>
4c	<p>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.</p> <p>When finished with the report, click the Close icon  to exit it.</p>
5	<p>You can also close out the Report Queue, but you can leave it up and go back to it at any time.</p>
6	<p>Get back to the Internet Explorer window that has Data Warehouse CBS Navigator open.</p>

CREATION RUN DATE: 10/13/2020
 REPORT ID: NOA118
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
 PLAN AND OBLIGATIONS DETAIL
 (DOLLARS IN THOUSANDS)

USER ID: OPSSERIC081
 PAGE: 2
 AS OF DATE: 10/12/2020

BUREAU CODE		FUND CODE		ORGANIZATION		THRU MONTH/Y						
14		1.073 NOAA ORF 1320/21450		30-ALL-ALL-ALL-ALL-AL		SEPTEMBER/2020						
PROGRAM CODE		PROGRAM TITLE		PROJECT/TASK		PROJECT/TASK DESCRIPTION						
ALL		ALL		ALL / ALL		ALL / ALL						
OBJECT CLASS	TITLE	MONTH: SEPTEMBER				CUMULATIVE THRU SEPTEMBER				ANNUAL PLAN	OBL/COM %PLAN	BALANCE REMAIN
		PLAN	ACTUAL	COMMIT	DIFF	PLAN	ACTUAL	COMMIT	DIFF			
BASE PAY												
11-1X*	FULL TIME PERMANENT	16,075.5	17,345.3	0.0	(1,269.8)	187,023.1	193,901.6	0.0	(6,878.5)	187,023.1	103.7%	(6,878.5)
11-3X	PERS COMP - ALL OTHER	0.0	172.4	0.0	(172.4)	12.2	1,859.2	0.0	(1,847.0)	12.2	15,199.8%	(1,847.0)
11-8X	LEAVE SURCHARGE	0.0	(13.4)	0.0	13.4	20.0	(146.5)	0.0	166.5	20.0	(732.3%)	166.5
11-5X*	OTHER PERS COMPENSATION	388.7	522.7	0.0	(133.9)	5,341.1	5,220.3	0.0	120.7	5,341.1	97.7%	120.7
11-8X*	OTHER SPECIAL COMP	0.0	0.0	0.0	0.0	0.0	2.0	0.0	(2.0)	0.0	0.0%	(2.0)
SUBTOTAL DIRECT LABOR:		16,464.3	18,027.0	0.0	(1,562.7)	192,396.4	200,836.8	0.0	(8,440.4)	192,396.4	104.4%	(8,440.4)
PERSONNEL BENEFITS												
12-XX	PERSONNEL BENEFITS	6,665.2	6,917.5	0.0	(252.3)	75,344.8	74,577.4	0.0	767.4	75,344.8	99.0%	767.4
13-XX	BENEFITS - FORMER PERSONNEL	11.2	7.1	0.0	4.1	19.9	41.9	0.0	(21.9)	19.9	210.0%	(21.9)
21-XX	TRAVEL	308.9	(7.4)	0.0	316.3	5,688.6	3,480.4	0.0	2,208.1	5,688.6	61.2%	2,208.1
22-XX	TRANS OF THINGS	100.0	333.2	0.0	(233.2)	1,647.8	1,472.5	0.0	175.3	1,647.8	89.4%	175.3
23-XX	RENT, COMM & UTILITIES	1,054.6	1,926.6	0.0	(872.0)	14,134.6	15,119.6	0.0	(984.0)	14,134.6	107.0%	(984.0)
24-XX	PRINT & REPRODUCTION	38.7	135.4	0.0	(96.6)	351.8	351.3	0.0	(0.5)	351.8	102.7%	(0.5)
25-XX	CONTRACTUAL SERVICES	19,515.5	45,042.0	0.0	(25,526.5)	137,604.9	123,722.9	0.0	13,882.0	137,604.9	89.9%	13,882.0
26-XX	SUPPLIES & MATERIALS	631.9	2,598.5	0.0	(1,936.6)	7,781.1	7,458.7	0.0	322.4	7,781.1	96.1%	322.4
31-XX	EQUIPMENT	3,655.1	5,672.9	0.0	(2,017.7)	6,497.6	9,029.9	0.0	(3,432.3)	6,497.6	152.8%	(3,432.3)
32-XX	LANDS AND STRUCTURE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	0.0
41-XX	GRANTS	18,444.0	3,547.1	0.0	14,896.9	163,427.0	167,561.3	0.0	(4,134.3)	163,427.0	102.5%	(4,134.3)
42-XX	INSURANCE CLAIMS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	0.0
43-XX	INTEREST & DIVIDENDS	0.0	0.2	0.0	(0.2)	1.7	3.2	0.0	(1.5)	1.7	190.0%	(1.5)
65-XX	QUARTERS & SUBSISTENCE	0.0	(2.3)	0.0	2.3	0.0	(15.2)	0.0	15.2	0.0	0.0%	15.2
00-00	PENDING BOP TRANSFER	8,655.8	0.0	0.0	8,655.8	14,363.3	0.0	0.0	14,363.3	14,363.3	0.0%	14,363.3
XX-XX	OTHER	4,563.7	0.0	0.0	4,563.7	39,054.8	0.0	0.0	39,054.8	39,054.8	0.0%	39,054.8
SUBTOTAL CY AND PY UPWARDS:		80,108.3	84,167.7	0.0	(4,058.8)	658,294.3	604,549.8	0.0	53,744.5	658,294.3	91.8%	53,744.5
INDIRECT COSTS												
77-11	NOAALINK OVERHEAD	8.8	200.3	0.0	(191.7)	55.0	447.6	0.0	(392.6)	55.0	813.0%	(392.6)
77-12	AGO FEE FOR SERVICE	98.4	672.8	0.0	(568.5)	248.3	1,784.4	0.0	(1,536.1)	248.3	718.7%	(1,536.1)
77-13	PROTECH	0.0	199.6	0.0	(199.6)	0.0	742.8	0.0	(742.8)	0.0	0.0%	(742.8)
77-87	NOAA OVERHEAD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	0.0
77-88	LO OVERHEAD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	0.0
77-89	OFFICE OVERHEAD	9,179.0	13,379.5	0.0	(4,200.5)	80,601.1	95,043.4	0.0	(14,442.4)	80,601.1	117.9%	(14,442.4)
TOTAL OBL AND INDIRECT COSTS:		89,382.9	98,619.9	0.0	(9,237.0)	739,198.6	702,568.1	0.0	36,630.5	739,198.6	95.0%	36,630.5
PY RECOVERIES (INFO ONLY):		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%	0.0

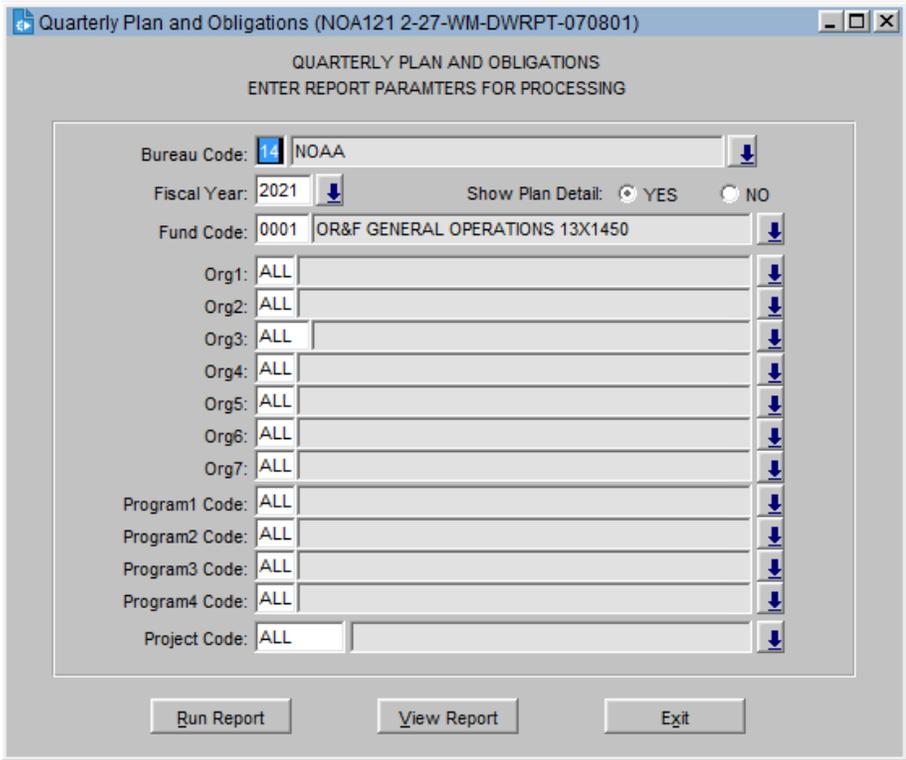
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Exercise #5 NOA121 - Quarterly Plan and Obligations

- Objectives:**
- Understand what the NOA121 report shows
 - Run the NOA121 report

Instructions: Execute the following steps:

Step	Action
1	If not already done: <ul style="list-style-type: none">➤ 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 <p style="text-align: center;">OR</p> <ul style="list-style-type: none">➤ Enter NOA121 in the <i>Menu Item</i>➤ Click Run

Step	Action
2	<p>The report parameter screen will be displayed with default values filled in for certain fields:</p> 
2a	<p>The NOA121 Report list the planned and changed amounts by quarter to show the current plan costs including total funding.</p> <p>It will then also list by quarter the obligations and commitments to show the total funds used giving you the quarterly funds and quarter to date funds available.</p> <p>If you check the BOP radio button it will also list the plan numbers and costs that make up the totals.</p> <p>Also, all budget reports will have a commitment column, but the value will always be zero, because NOAA does not do commitment accounting.</p>

Step	Action												
3	<ul style="list-style-type: none"> ➤ Use the following parameters: <table style="margin-left: 20px; border: none;"> <tr> <td>Bureau Code</td> <td>14</td> </tr> <tr> <td>Fiscal Year</td> <td>2020</td> </tr> <tr> <td>Fund Code</td> <td>1073</td> </tr> <tr> <td>Org1 Code</td> <td>30</td> </tr> <tr> <td>Org2 Code</td> <td>40</td> </tr> <tr> <td>Program1 Code</td> <td>02</td> </tr> </table> ➤ Accept the default value ALL for the remaining fields ➤ Check the Yes radio button for the Show Plan Detail field ➤ Click the  button. ➤ Click OK <p><i>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.</i></p>	Bureau Code	14	Fiscal Year	2020	Fund Code	1073	Org1 Code	30	Org2 Code	40	Program1 Code	02
Bureau Code	14												
Fiscal Year	2020												
Fund Code	1073												
Org1 Code	30												
Org2 Code	40												
Program1 Code	02												
4	<ul style="list-style-type: none"> ➤ 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 												

CREATION RUN DATE: 10/13/2020
 REPORT ID: NOA121
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
 QUARTERLY PLAN AND OBLIGATIONS

USER ID: OPS\$ERICOB01
 PAGE: 2
 AS OF DATE: 10/12/2020

BUREAU	FUND CODE	FUND TITLE	ORGANIZATION	FISCAL YEAR
14	1073	NOAA ORF 1320/211450	30-40-ALL	2020

PROGRAM CODE	PROGRAM TITLE	PROJECT	PROJECT TITLE
02-ALL	ALL	ALL	ALL

	QTR 1	QTR 2	QTR 3	QTR 4	TOTAL FUNDING
INITIAL PLAN	0.00	28,295,259.00	20,590,368.00	83,119,274.00	112,004,901.00
PLAN CHANGES	0.00	(500,000.00)	(876,641.51)	(621,412.41)	(1,998,053.92)
CURRENT PLAN	0.00	27,795,259.00	19,713,726.49	82,497,861.59	110,006,847.08
OBLIGATIONS	11,521,128.11	13,046,564.42	28,131,774.17	44,693,933.90	97,393,400.60
INDIRECT COSTS	2,418,184.32	2,557,284.79	2,402,290.49	4,205,088.82	11,582,848.42
COMMITMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL FUNDS USED	13,939,312.43	15,603,849.21	30,534,064.66	48,899,022.72	108,976,249.02
QUARTERLY FUNDS AVAILABLE	(13,939,312.43)	12,191,409.79	(10,820,338.17)	13,598,838.87	1,030,598.06
QTR-TO-DATE FUNDS AVAILABLE	(13,939,312.43)	(1,747,902.64)	(12,568,240.81)	1,030,598.06	1,030,598.06
PY DOWNWARD ADJ (INFO ONLY)	0.00	0.00	0.00	0.00	0.00

PLAN CHANGES DETAIL

PLAN NO. 494-	0.00	(500,000.00)	0.00	(117.54)	(500,117.54)
PLAN NO. 816-	0.00	0.00	(145,361.00)	971,000.00	825,639.00
PLAN NO. 817-	0.00	0.00	(58,100.00)	50,000.00	(8,100.00)
PLAN NO. 818-	0.00	0.00	(210,000.00)	0.00	(210,000.00)
PLAN NO. 821-	0.00	0.00	0.00	(12,000.00)	(12,000.00)
PLAN NO. 823-	0.00	0.00	(1,659,959.45)	0.00	(1,659,959.45)
PLAN NO. 824-	0.00	0.00	(241,716.65)	3,910.04	(237,806.61)
PLAN NO. 825-	0.00	0.00	0.00	50,000.00	50,000.00
PLAN NO. 826-	0.00	0.00	0.00	98.00	98.00
PLAN NO. 827-	0.00	0.00	859,563.00	0.00	859,563.00
PLAN NO. 828-	0.00	0.00	0.00	0.00	0.00
PLAN NO. 829-	0.00	0.00	87,913.59	44,137.26	132,050.85
PLAN NO. 831-	0.00	0.00	650,000.00	(91,366.17)	558,633.83
PLAN NO. 832-	0.00	0.00	0.00	258,484.00	258,484.00
PLAN NO. 833-	0.00	0.00	0.00	(2,003,557.00)	(2,003,557.00)
PLAN NO. 835-	0.00	0.00	118,224.00	0.00	118,224.00
PLAN NO. 836-	0.00	0.00	(217,205.00)	107,999.00	(109,206.00)
PLAN NO. 2322-	0.00	0.00	(60,000.00)	0.00	(60,000.00)

NOTE: OBLIGATIONS EXCLUDE PRIOR YEAR DOWNWARD ADJUSTMENTS

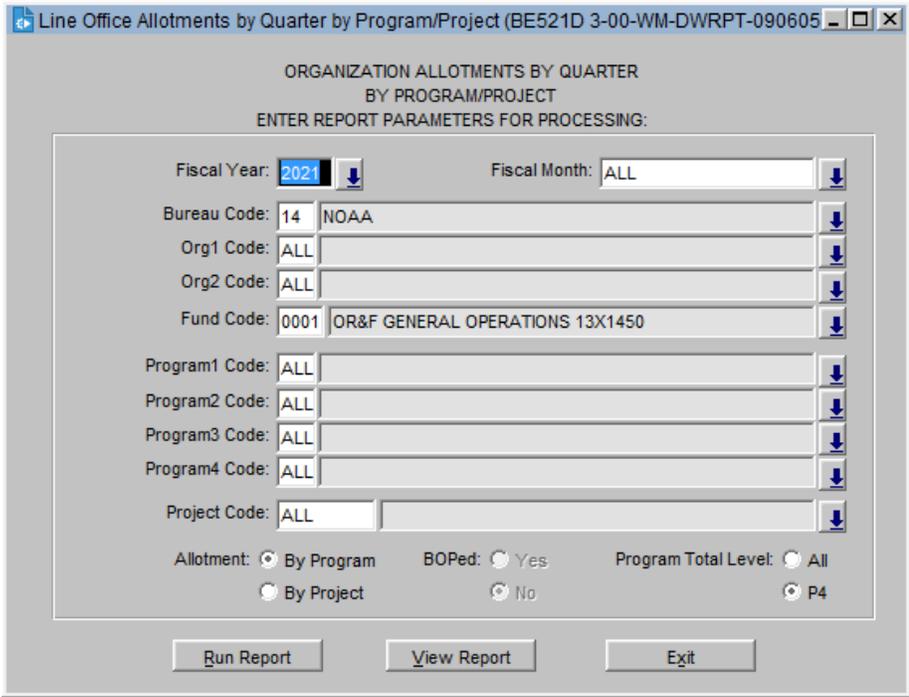
*** END OF REPORT ***

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	<p>If not already done:</p> <ul style="list-style-type: none">➤ 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 <p style="text-align: center;">OR</p> <ul style="list-style-type: none">➤ Enter BE521D in the <i>Menu Item</i>➤ Click Run

Step	Action
2	<p>The report parameter screen will be displayed with default values filled in for certain fields:</p> 
2a	<p>This report is run by both Line Offices and FMCs as well as NOAA Budget in order to view the allotment information.</p> <p>For NOAA Budget it lists all of the specifics of the allotment that has been entered including Advice and Item numbers.</p> <p>For the Line Offices/FMCs this will also show the allotment pool balance as well as the superpool balance.</p> <p>Depending up on what is entered on Line Office field in the parameter field will depend on what report title is used.</p> <p>If ALL is used the report title will be Program Authority and Allotment by Quarter by Program.</p> <p>If a Line Office is entered the report title will be Line Office Allotments by Quarter by Program/Project. Also by putting a value in the Line Office field the user will then be able to select whether they want to include funds that have been BOPed.</p>

Step	Action
3	<ul style="list-style-type: none">➤ Use the following parameters: <i>Fiscal Year</i> 2020 <i>Bureau Code</i> 14 <i>Org1 Code</i> 30 <i>Org2 Code</i> 40 <i>Fund Code</i> 1073➤ Accept the default value ALL for the remaining fields➤ Check the Yes radio button for the BOPed field➤ Click the  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	<ul style="list-style-type: none">➤ 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

CREATION RUN DATE: 10/13/2020
 REPORT ID: BE521D
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)
 NOAA
 ORGANIZATION ALLOTMENTS BY QUARTER BY PROGRAM REPORT

USER ID: OPS\$ERICOB01
 PAGE: 3
 AS OF: 10/12/2020

Fiscal Year: 2020 Fiscal Month: ALL
 Fund Code: 1073 - NOAA ORF 1320/211450
 Org1: 30 - NAT. MARINE FISHERIES SER - OFF OF ASST
 Org2: 40 - WEST COAST REGION

Program Authority	Org1-Org2	Advice No.	Item No.	Approved Date	QTR1	QTR2	QTR3	QTR4	Total	Description
02 - 30 - 00 - 001 - MARINE MAMMALS SEA TURTLES & OTH SPECIES - MARINE MAMMALS SEA TURTLES & OTH SPECIES										
Totals for: 02 - 30 - 00 - 001 - MARINE MAMMALS SEA TURTLES & OTH SPECIES					4,942,105.00	0.00	0.00	0.00	4,942,105.00	
BOPed Total					0.00	1,813,943.00	832,981.00	2,295,181.00	4,942,105.00	
Available Allotment Pool Balance					4,942,105.00	(1,813,943.00)	(832,981.00)	(2,295,181.00)	0.00	
Superpool Balance					4,942,105.00	3,128,162.00	2,295,181.00	0.00	0.00	
02 - 30 - 00 - 002 - MARINE MAMMALS SEA TURTLES & OTH SPECIES - OTHER PROTECTED SPECIES										
30-40 WEST COAST REGION										
	002-015-B1	1		16-APR-2020	(38,000.00)	0.00	0.00	0.00	(38,000.00)	USLFB02 - FR 30-40 TO 30-41 FOR EULACHON GENETIC RESEARCH 20-827
	002-006-B1	1		09-JAN-2020	58,606.00	0.00	0.00	0.00	58,606.00	FY20 QTR 30 DAY APPORTIONMENT
	002-011-B1	1		13-APR-2020	(15,000.00)	0.00	0.00	0.00	(15,000.00)	USLFB02 - FR 30-40 TO 10-14-0006-01 CINMS DIVE OPS/SHEARWATER & UCSB WHITE ABALONE, 20-819
	002-004-B1	1		25-NOV-2019	156,503.00	0.00	0.00	0.00	156,503.00	CR2 THRU DECEMBER 20TH
	002-031-B1	1		13-JUN-2020	(5,100.00)	0.00	0.00	0.00	(5,100.00)	USLFB01 - FR 30-40 TO 30-51 TAGGING SUPPLIES FOR ABALONE, 20-899 POC JOHN HYDE
	002-023-B1	1		16-APR-2020	54,000.00	0.00	0.00	0.00	54,000.00	USLPR38-P00 FR 30-15 (PR3) TO 30-40 (WCR) FOR ACOUSTIC MONITORING OF GREEN STURGEON AND IDENTIFICATION OF COASTAL AGGREGATIONS IN THE COLUMBIA RIVER ESTUARY.
	002-003-B1	1		18-NOV-2019	22,000.00	0.00	0.00	0.00	22,000.00	FY20 CR ALLOTMENT REALIGNMENT_15
	002-022-B1	1		16-APR-2020	40,000.00	0.00	0.00	0.00	40,000.00	USLPR38-P00 FR 30-15 (PR3) TO 30-40 (WCR) FOR MONITORING THE EFFECTS OF SEDIMENTATION AND TRANSLOCATION ON BLACK ABALONE POPULATIONS. FULL YEAR REMAINING ALLOTMENTS.
	002-008-B1	1		05-FEB-2020	891,284.00	0.00	0.00	0.00	891,284.00	FY20 1ST QTR CR ALLOTMENT [OCT-NOV]
	002-000-B1	1		27-SEP-2019	57,028.00	0.00	0.00	0.00	57,028.00	USLFB02 - FR 30-40 TO 30-51 FOR BLACK ABALONE MONITORING 20-820 40,000
	002-012-B1	1		13-APR-2020	(60,000.00)	0.00	0.00	0.00	(60,000.00)	SAN NICHOLAS ISLAND BLACK ABALONE DATA INT MARINE DATABASE 20-848 20,000
	002-025-B1	1		25-APR-2020	(40,000.00)	0.00	0.00	0.00	(40,000.00)	USLFB02 - FR 30-40 TO 30-51 FOR BLACK ABALONE MONITORING AT MUD CREEK, 20-852, \$40,000
	002-020-B1	1		16-APR-2020	56,000.00	0.00	0.00	0.00	56,000.00	USLPR38-P00 FR 30-15 (PR3) TO 30-40 (WCR) FOR PACIFIC ROCKFISH YOUNG OF YEAR MONITORING.
Subtotal 02 - 30 - 00 - 002 30-40 WEST COAST REGION					1,177,321.00	0.00	0.00	0.00	1,177,321.00	
30-40 WEST COAST REGION										
Subtotal 02 - 30 - 00 - 002 30-40 WEST COAST REGION					0.00	0.00	0.00	0.00	0.00	
BOPed 30-40					0.00	446,315.00	265,889.00	465,117.00	1,177,321.00	
Subtotal					0.00	446,315.00	265,889.00	465,117.00	1,177,321.00	
Available Allotment Pool Balance					1,177,321.00	(446,315.00)	(265,889.00)	(465,117.00)	0.00	
Superpool Balance					1,177,321.00	731,006.00	465,117.00	0.00	0.00	

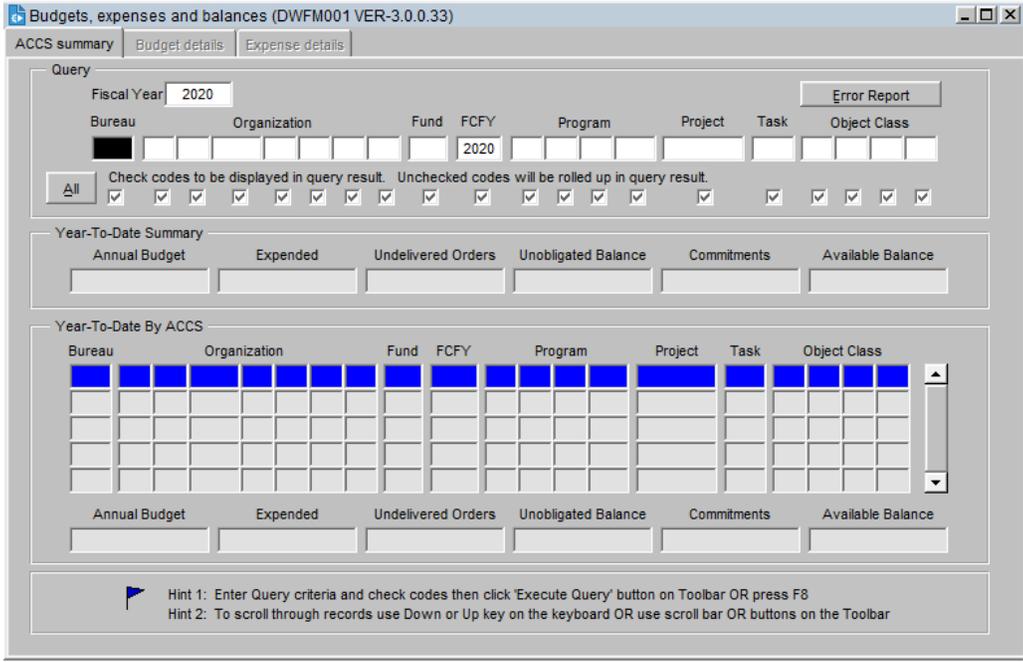
Budget & Expenditures Query Application

Exercise #7 *DWFM001 - Budget and Expenditures Query*

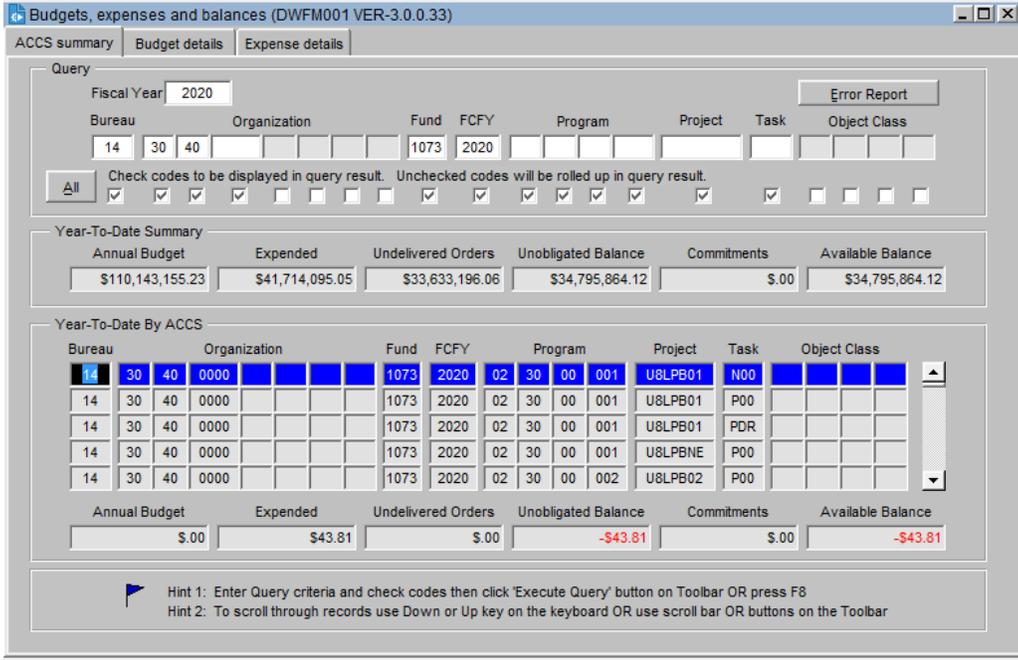
- Objectives:**
- Understand how to navigate in the B&E Query
 - Learn to drill down to find more detail

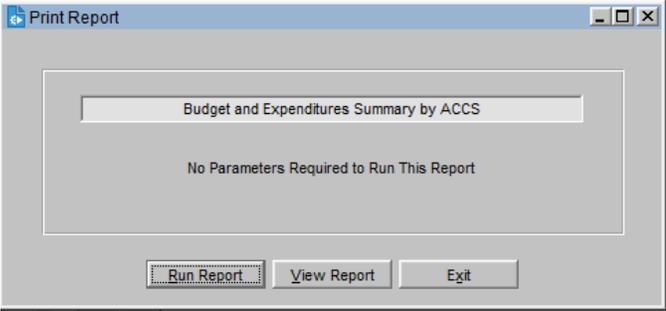
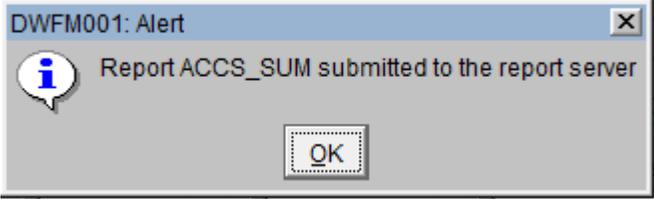
Instructions: Execute the following steps:

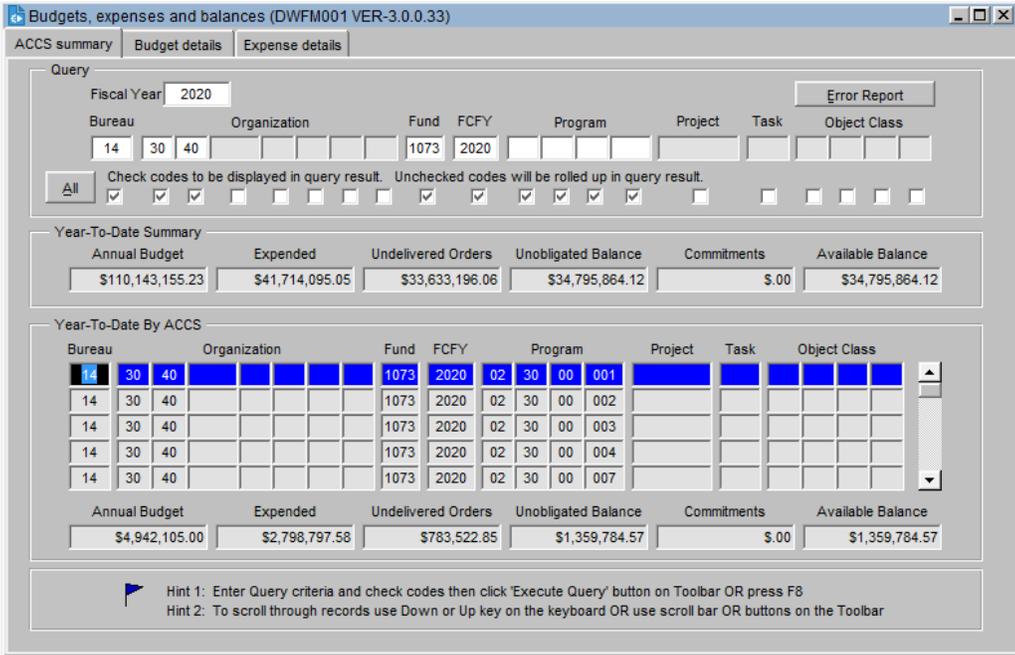
Step	Action
1	If not already done: <ul style="list-style-type: none">➤ Click on the  next to the Data Warehouse folder to expand it➤ Click on the  next to the Queries folder to expand it➤ Double-click DWFM001 – Budget and Expenditures Query <p style="text-align: center;">OR</p> <ul style="list-style-type: none">➤ Enter DWFM001 in the <i>Menu Item</i>➤ Click Run

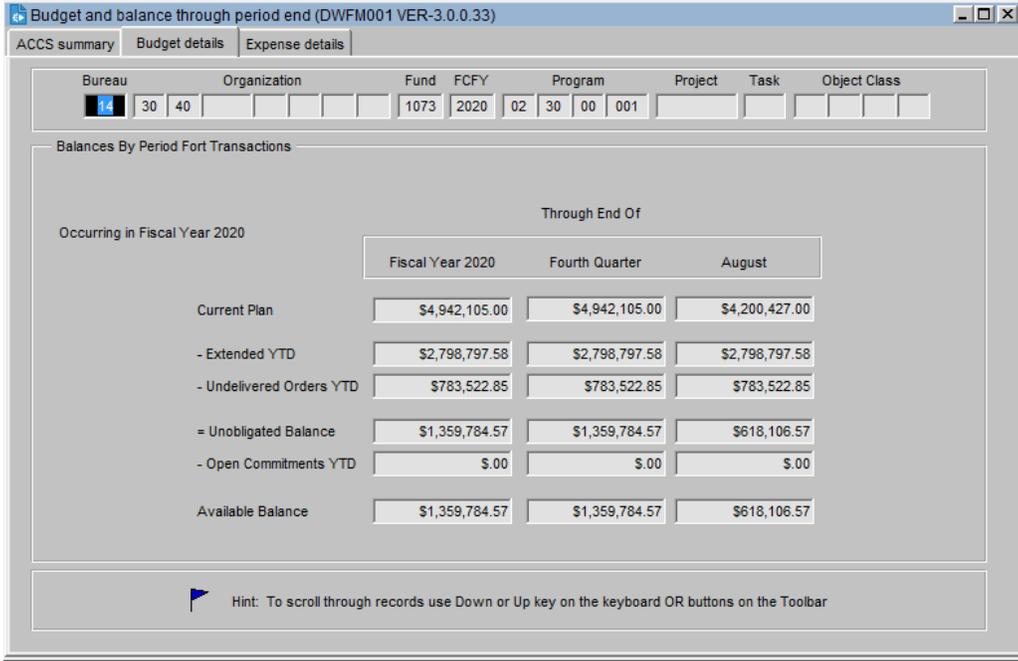
Step	Action
2	<p>The Budget, expenses and balances screen is displayed with default values (usually current ones) for the Fiscal Year and FCFY (Fund Code Fiscal Year) fields. This screen is already in query mode:</p>  <p>Note: All of the boxes for each query field are checked. The boxes checked determine 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.</p>
2a	<p>The Budget and Expenditures Query or what we call the B&E Query is a tool that allows for analyzing of budget and expenses.</p> <p>Using parts or the whole ACCS to query, it allows data to be pulled from the high level budget amounts to actual documents that made up the paid costs.</p>

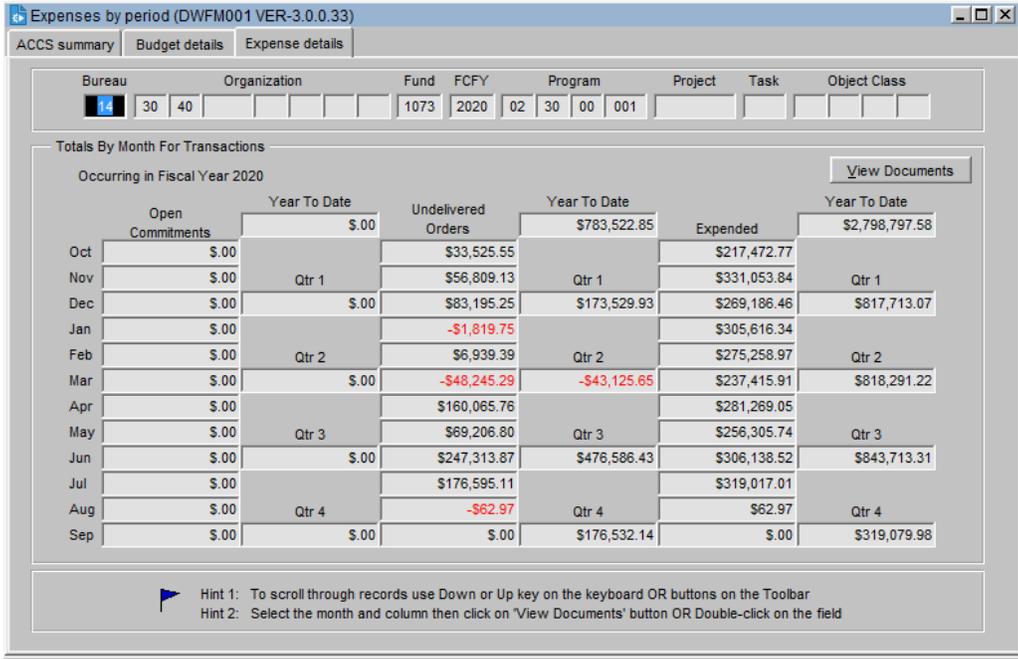
Step	Action
3	<p>➤ Specify the following query criteria:</p> <p>Bureau 14</p> <p>Fiscal Year 2020</p> <p>Organization 30 – 40</p> <p>Fund Code 1073</p> <p>FCFY 2020</p> <p>Program 02-30-00</p> <p>➤ Uncheck the boxes for:</p> <p>Organization 4th through 7th levels</p> <p>Object Class All four levels</p> <p><i>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.</i></p>
4	<p>Click on the Execute Query  icon on the toolbar or press F8</p> <p><i>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.</i></p>

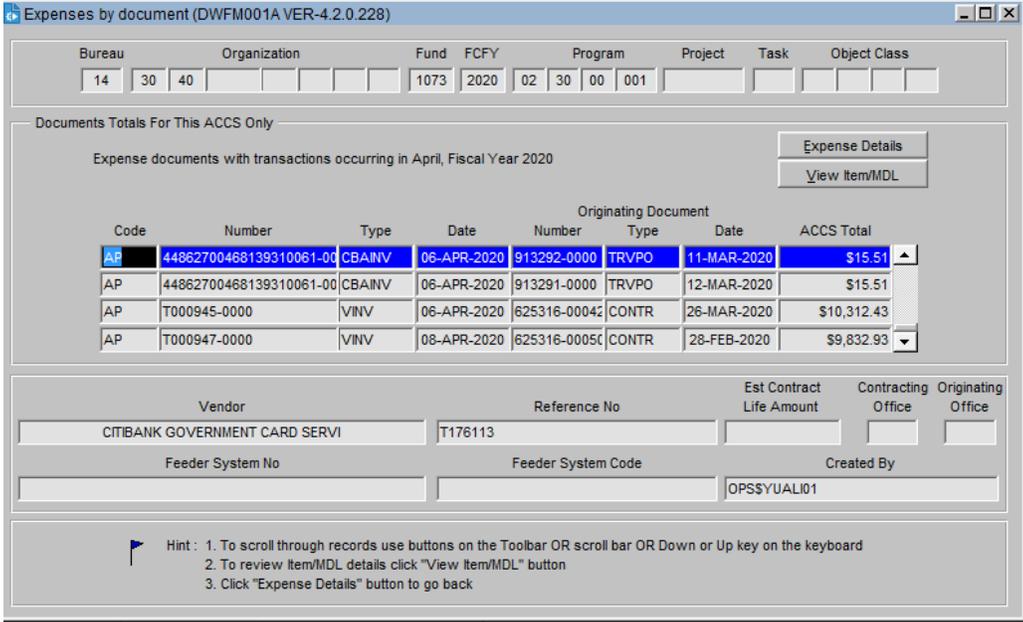
Step	Action
5	<p>The ACCS Summary tab displays query results based on the specified query criteria. The Year-To-Date Summary includes the total of all individual detail records from the Year-to-date by ACCS section. Amounts are shown in the following categories: Annual Budget, Expended, Undelivered Orders, Unobligated Balance, Commitments, and Available Balance.</p>  <p>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.</p>
5a	<p>➤ 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:</p> <p>  Next Record  Previous Record  Next Set  Previous Set </p> <p>If you have a scroll feature on your mouse, it will also scroll that way.</p>

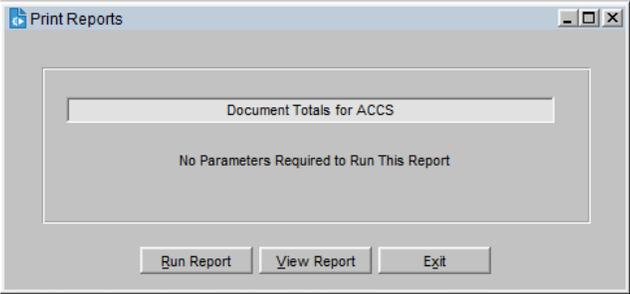
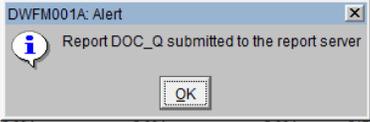
Step	Action
6a	<p>The B&E Query also provides report generation functionality from this screen to facilitate the use of query results containing multiple detail records.</p> <ul style="list-style-type: none"> ➤ Click on the Print  icon ➤ A Report Progress dialog box appears  <p>The dialog box titled "Print Report" contains the text "Budget and Expenditures Summary by ACCS" and "No Parameters Required to Run This Report". At the bottom, there are three buttons: "Run Report", "View Report", and "Exit".</p> <ul style="list-style-type: none"> ➤ Click Run Report  <p>The alert dialog box titled "DWF001: Alert" contains the text "Report ACCS_SUM submitted to the report server" and an "OK" button.</p> <ul style="list-style-type: none"> ➤ Click OK <p>Dialog box disappears. User will have to click on the print icon again to bring it up again and click View Report.</p>
6b	<p>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.</p> <ul style="list-style-type: none"> ➤ 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.

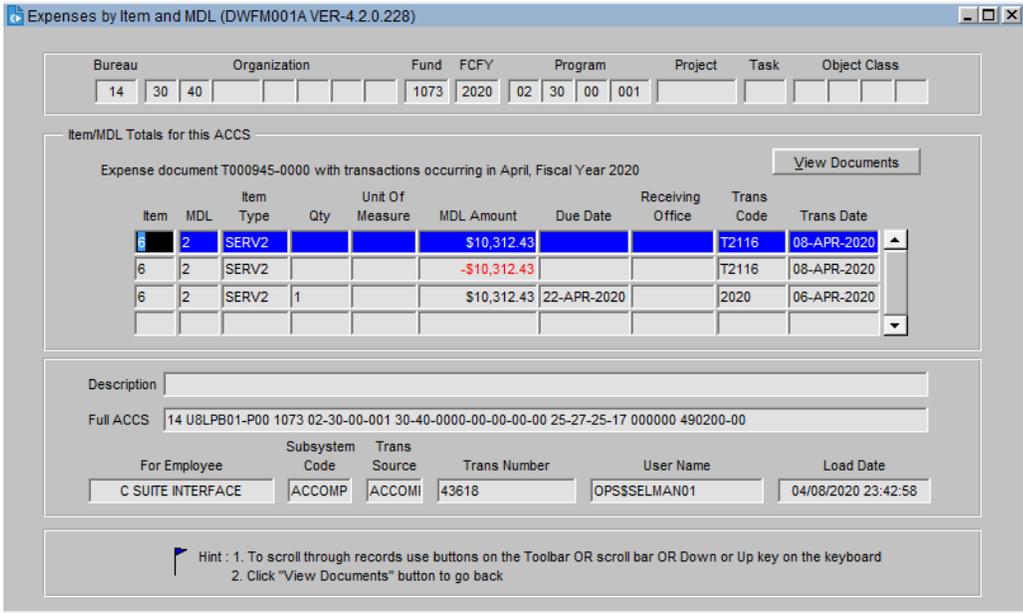
Step	Action
7	<ul style="list-style-type: none"> ➤ Modify query criteria by unchecking 3rd Organization, Project & Task checkboxes ➤ Click on the Execute Query  icon on the toolbar or press F8 
8	<ul style="list-style-type: none"> ➤ Scroll through the Year-to-date by ACCS detail records ➤ Select the first Year-to-date by ACCS record for Program4: 001

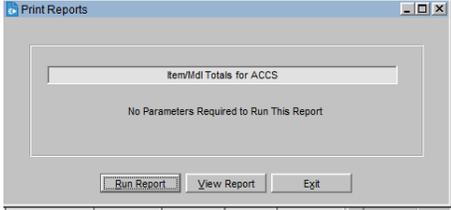
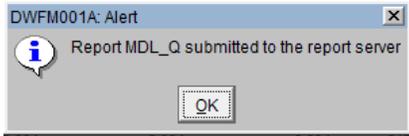
Step	Action																															
9	<p>Click on the Budget Details tab to view cumulative data by FY, Quarter, and Month with applicable amounts by: Budget Operating Plan, Expenditures, Undelivered Orders, Unobligated Balance, Open Commitments, and Available Balance.</p>  <p>The screenshot shows a window titled "Budget and balance through period end (DWF001 VER-3.0.0.33)". It has three tabs: "ACCS summary", "Budget details", and "Expense details". The "Budget details" tab is active. Below the tabs is a header section with fields for Bureau (30, 40), Organization, Fund (1073), FCFY (2020), Program (02, 30, 00, 001), Project, Task, and Object Class. The main content area is titled "Balances By Period Fort Transactions" and contains a table with the following data:</p> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">Through End Of</th> </tr> <tr> <th>Fiscal Year 2020</th> <th>Fourth Quarter</th> <th>August</th> </tr> </thead> <tbody> <tr> <td>Current Plan</td> <td>\$4,942,105.00</td> <td>\$4,942,105.00</td> <td>\$4,200,427.00</td> </tr> <tr> <td>- Extended YTD</td> <td>\$2,798,797.58</td> <td>\$2,798,797.58</td> <td>\$2,798,797.58</td> </tr> <tr> <td>- Undelivered Orders YTD</td> <td>\$783,522.85</td> <td>\$783,522.85</td> <td>\$783,522.85</td> </tr> <tr> <td>= Unobligated Balance</td> <td>\$1,359,784.57</td> <td>\$1,359,784.57</td> <td>\$618,106.57</td> </tr> <tr> <td>- Open Commitments YTD</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Available Balance</td> <td>\$1,359,784.57</td> <td>\$1,359,784.57</td> <td>\$618,106.57</td> </tr> </tbody> </table> <p>Below the table is a hint: "Hint: To scroll through records use Down or Up key on the keyboard OR buttons on the Toolbar".</p>		Through End Of			Fiscal Year 2020	Fourth Quarter	August	Current Plan	\$4,942,105.00	\$4,942,105.00	\$4,200,427.00	- Extended YTD	\$2,798,797.58	\$2,798,797.58	\$2,798,797.58	- Undelivered Orders YTD	\$783,522.85	\$783,522.85	\$783,522.85	= Unobligated Balance	\$1,359,784.57	\$1,359,784.57	\$618,106.57	- Open Commitments YTD	\$0.00	\$0.00	\$0.00	Available Balance	\$1,359,784.57	\$1,359,784.57	\$618,106.57
	Through End Of																															
	Fiscal Year 2020	Fourth Quarter	August																													
Current Plan	\$4,942,105.00	\$4,942,105.00	\$4,200,427.00																													
- Extended YTD	\$2,798,797.58	\$2,798,797.58	\$2,798,797.58																													
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= Unobligated Balance	\$1,359,784.57	\$1,359,784.57	\$618,106.57																													
- Open Commitments YTD	\$0.00	\$0.00	\$0.00																													
Available Balance	\$1,359,784.57	\$1,359,784.57	\$618,106.57																													
<p>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.</p>																																

Step	Action
10	<p>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.</p>  <p><i>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.</i></p>
11	<p>Users also have the ability to drill down to additional levels of detail for applicable documents from the Expense Details tab.</p> <ul style="list-style-type: none"> ➤ Click on the amount displayed in the Expended column for Apr ➤ Click the View Documents button <u>OR</u> double-click on the amount ➤ You may get a prompt: ➤ Click YES

Step	Action
	<p>Note: This functionality also applies to the Undelivered Orders or Commitment columns; however, NOAA is not using commitment functionality at this time.</p>
12	<p>The Expenses by Document screen displays individual document data which comprise the summarized total applicable to the month specified.</p>  <p>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.</p>

Step	Action
13a	<p>The B&E Query also provides report generation functionality from this screen to facilitate the use of query results containing multiple detail records.</p> <ul style="list-style-type: none"> ➤ Click on the Print  icon ➤ A Report Progress dialog box appears  <p>The dialog box titled 'Print Reports' contains a progress bar labeled 'Document Totals for ACCS' and the text 'No Parameters Required to Run This Report'. At the bottom are three buttons: 'Run Report', 'View Report', and 'Exit'.</p> <ul style="list-style-type: none"> ➤ Click Run Report  <p>The alert dialog box titled 'DWF001A: Alert' contains an information icon, the text 'Report.DOC_Q submitted to the report server', and an 'OK' button.</p> <ul style="list-style-type: none"> ➤ Click OK <p>Dialog box disappears. User will have to click on the print icon again to bring it up again and click View Report.</p>
13b	<p>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.</p> <ul style="list-style-type: none"> ➤ 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	<p>Users also have the ability to drill down to additional levels of document detail for applicable item/MDL data from this screen.</p> <ul style="list-style-type: none"> ➤ Click on the transaction ➤ Click the View Item/MDL button

Step	Action
	<p>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.</p>
15	<p>The Expenses by Item and MDL screen displays detailed data by line item and MDL for the applicable document.</p>  <p>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.</p>

Step	Action
16a	<p>The B&E Query also provides report generation functionality from this screen to facilitate the use of query results containing multiple detail records.</p> <ul style="list-style-type: none"> ➤ Click on the Print  icon ➤ A Report Progress dialog box appears  <p>The dialog box titled "Print Reports" contains a progress bar and the text "Item/MDI Totals for ACCS" and "No Parameters Required to Run This Report". It has buttons for "Run Report", "View Report", and "Exit".</p> <ul style="list-style-type: none"> ➤ Click Run Report  <p>The alert dialog box titled "DWF001A: Alert" contains an information icon and the text "Report MDL_Q submitted to the report server". It has an "OK" button.</p> <ul style="list-style-type: none"> ➤ Click OK <p>Dialog box disappears. User will have to click on the print icon again to bring it up again and click View Report.</p>
16b	<p>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.</p> <ul style="list-style-type: none"> ➤ 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	<p>Click the Exit  icon twice to exit the Budget & Expenditures Query Application and return to the Navigator Menu.</p>

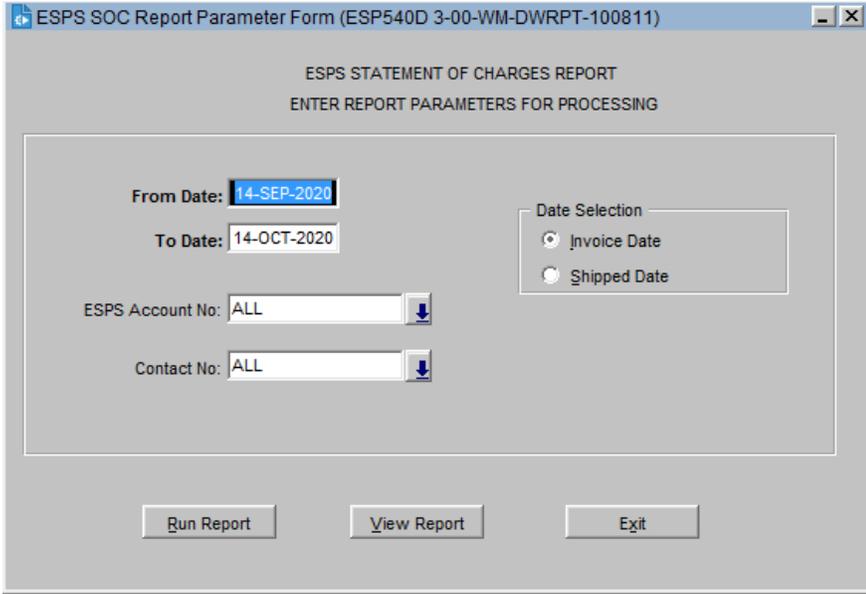
*Note – The system doesn't pick up the data until the final approval has taken place.

Express Small Package System Report

Exercise #8 *ESP540D – Statement of Charges Report*

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

Instructions: Execute the following steps:

Step	Action
1	<p>If not already done:</p> <ul style="list-style-type: none"> ➤ 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 Express Small Package System (ESPS) Reports folder to expand it ➤ Double-click ESP540D Statement of Charges Report <p>OR</p> <ul style="list-style-type: none"> ➤ Enter ESP540D in the <i>Menu Item</i> ➤ Click Run
2	<p>The report parameter screen will be displayed with default values filled in for certain fields:</p> 

Step	Action
2a	<p>This report is run when you're looking specifically for shipping charges.</p> <p>Depending on the values chosen on the parameter screen the information on the report will be by invoice or shipped date. It's suggested when running for specific dates to run the report using both to make sure you aren't missing any information.</p>
3	<ul style="list-style-type: none"> ➤ Use the following parameters: ➤ Enter ESPS Account No: 0000W81E95 ➤ Accept the default value ALL for the other fields ➤ Verify that the radio button for the Invoice Date is checked ➤ Click the  button ➤ Click OK
4	<p>The Navigation Arrows in the Adobe Acrobat toolbar () may be used to maneuver through the pages of the report.</p>
5	<p>Click the Close icon  to exit the report.</p>
6	<p>Re-enter the previous parameters but include:</p> <ul style="list-style-type: none"> ➤ Change the radio button to Shipped Date ➤ Click the  button
7	<ul style="list-style-type: none"> ➤ 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

CREATION RUN DATE: 10/14/2020
 REPORT ID: ESP540D
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)
 EXPRESS SMALL PACKAGE SYSTEM
 STATEMENT OF CHARGES

USER ID: OPSSERIC0801
 PAGE: 2
 AS OF DATE: 10/13/2020

INVOICE NUMBER: 00000733MV20200926-0118 Domestic ORG. NAME: NOAA COASTAL SVCS CTR
 INVOICE DATE: 09-26-2020 ACCOUNT POINT OF CONTACT: ALISA L QUEVEDO
 CUSTOMER ACCOUNT NUMBER: 0000W81E95 DEFAULT ACCOUNTING: V8KMCBD-P00 10-17-0000-00-00-00

AIRBILL NUMBER	SHIPPING DATE	SHIPPER NAME AND ADDRESS	RECIPIENT NAME AND ADDRESS	BILLED TO	TOTAL CHARGES	AIRBILL REFERENCE INFORMATION
12W81E950198658838	09-22-2020	NOAA Office for Coastal Management Heather Stirratt 1735 Lake Dr. W CHANHASSEN, MN 55317	Keweenaw Bay Indian Community Natural Resources Department 14359 Pequaming Road LANSE, MI 49946	SHIPPER	28.25	Default Used
12W81E950199627824	09-22-2020	NOAA Office for Coastal Management Heather Stirratt 1735 Lake Dr. W CHANHASSEN, MN 55317	Todd Marsee Todd Marsee 678 Wembley Ct. ANN ARBOR, MI 48103	SHIPPER	27.86	Default Used
12W81E950293687957	09-24-2020	Office For Coastal Management Amy Berman 2234 HOBSON AVE NORTH CHARLESTON, SC 29405	Carly Shabo 351 Huger Street CHARLESTON, SC 29403	SHIPPER	6.22	Default Used
INV000000W81E95390	09-26-2020			3RD PARTY	0.00	Default Used

Total Account Charges: 62.33 Number of Airbills: 4

*** End of Report ***

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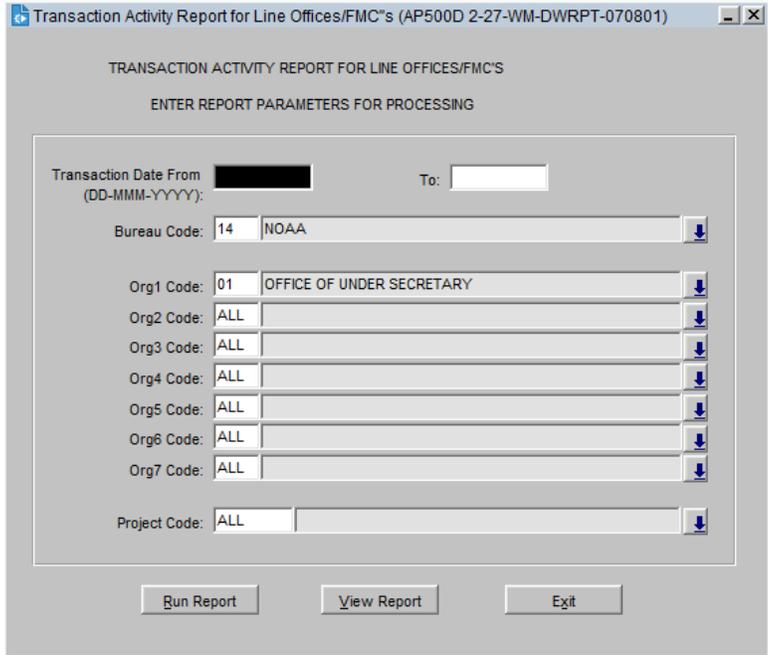
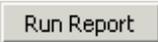
Accounts Payable Report

Exercise #9 **AP500D – Transaction Activity Report for Line Offices/FMCs**

- Objectives:**
- Understand what the AP500D report shows
 - Run the AP500D report

Instructions: Execute the following steps:

Step	Action
1	<p>If not already done:</p> <ul style="list-style-type: none"> ➤ 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 Accounts Payable Reports folder to expand it ➤ Double-click AP500D – Transaction Activity Report for Line Offices/FMCs <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Enter AP500D in the <i>Menu Item</i> ➤ Click Run

Step	Action
2	<p>The report parameter screen will be displayed with default values filled in for certain fields:</p> 
2a	<p>The AP500D report displays all activity that meets the requirements set on the parameter screen. So by a specific date range and ACCS components it will display all financial activity.</p>
3	<ul style="list-style-type: none"> ➤ Use the following parameters: <ul style="list-style-type: none"> From Date 01 – JUN – 2020 To Date 30 – SEP – 2020 Org1 30 Org2 40 ➤ Accept the default value ALL for the other fields ➤ Click the  button ➤ Click OK
4	<ul style="list-style-type: none"> ➤ View the report contents

Step	Action
5	The Navigation Arrows in the Adobe Acrobat toolbar () may be used to maneuver through the pages of the report.
6	<ul style="list-style-type: none"> ➤ 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

Creation Run Date: 10/14/2020 COMMERCE BUSINESS SYSTEM (CBS) User ID: OP\$SERICOB01
 Report ID: AP5000 NOAA Page: 2
 Instance: CBSDW TRANSACTION ACTIVITY REPORT FOR LINE OFFICES/FMC'S As of Date: 10/13/2020

Transaction Date Range: 01-JUN-2020 To: 30-SEP-2020
 Organization Selected: 30 - 40 - ALL - ALL - ALL - ALL - ALL
 Organization Desc: 30 - NAT. MARINE FISHERIES SER - OFF OF ASST 40 - WEST COAST REGION

Obl Doc Group	Doc Number	Doc Type	Item Type	Reference Number	Payment Ofc Code	Organization	FCFY	Project / Task	Object Class	Undelivered Orders	Unpaid Expense	Paid Expense	Total Obligations	DW ADJ
AR	245108	REC				30-40-0005-00-00-00-00	2014	MLPM7A-WCC	12-35	0.00	0.00	0.00	0.00	(1,550.82)
										0.00	0.00	0.00	0.00	(1,550.82)
										0.00	0.00	0.00	0.00	(1,550.82)
AR	278469	REC				30-40-0000-00-00-00-00	2020	2ULPM09-P00	21-33	0.00	0.00	(762.24)	(762.24)	0.00
										0.00	0.00	(762.24)	(762.24)	0.00
										0.00	0.00	(762.24)	(762.24)	0.00
AR	278470	REC				30-40-0000-00-00-00-00	2020	2ULPM09-P00	21-33	0.00	0.00	(762.24)	(762.24)	0.00
										0.00	0.00	(762.24)	(762.24)	0.00
										0.00	0.00	(762.24)	(762.24)	0.00
AR	278585	REC				30-40-0007-00-00-00-00	2020	U8LPAWC-P00	25-33	0.00	0.00	(510.00)	(510.00)	0.00
										0.00	0.00	(510.00)	(510.00)	0.00
										0.00	0.00	(510.00)	(510.00)	0.00
AR	279764	REC		10438931		30-40-0000-00-00-00-00	2020	29WML00-P00	21-11	0.00	0.00	(95.30)	(95.30)	0.00
										0.00	0.00	(95.30)	(95.30)	0.00
										0.00	0.00	(95.30)	(95.30)	0.00
AR	279793	REC		10981715		30-40-0000-00-00-00-00	2020	29WML00-PIA	21-11	0.00	0.00	(104.40)	(104.40)	0.00
										0.00	0.00	(104.40)	(104.40)	0.00
										0.00	0.00	(104.40)	(104.40)	0.00
EA	361824	EA	UTIL	11FP1005SEP20		30-40-0000-00-00-00-00	2020	U8LPA8A-N00	23-38	0.00	417.87	0.00	417.87	0.00
										0.00	417.87	0.00	417.87	0.00
										0.00	417.87	0.00	417.87	0.00
EA	362152	EA	UTIL	00ABF0005SEP20		30-40-0000-00-00-00-00	2020	U8LPA8A-N00	23-38	0.00	473.93	0.00	473.93	0.00
										0.00	473.93	0.00	473.93	0.00
										0.00	473.93	0.00	473.93	0.00
EA	362342	EA	UTIL	11F100010SEP20		30-40-0000-00-00-00-00	2020	U8LPA8A-N00	23-38	0.00	0.00	34.95	34.95	0.00
										0.00	0.00	34.95	34.95	0.00
										0.00	0.00	34.95	34.95	0.00
EA	362553	EA	UTIL	SRT30506050SEP20		30-40-0000-00-00-00-00	2020	29WCL00-N00	23-38	0.00	13,766.16	0.00	13,766.16	0.00
		EA	UTIL	SRT30506050SEP20		30-40-0000-00-00-00-00	2020	29WCL00-N00	23-39	0.00	465.07	0.00	465.07	0.00
										0.00	14,231.23	0.00	14,231.23	0.00
										0.00	14,231.23	0.00	14,231.23	0.00
EA	362656	EA	UTIL	ART30504830SEP20		30-40-0000-00-00-00-00	2020	U8LPA8A-N00	23-38	0.00	518.38	0.00	518.38	0.00
										0.00	518.38	0.00	518.38	0.00
										0.00	518.38	0.00	518.38	0.00

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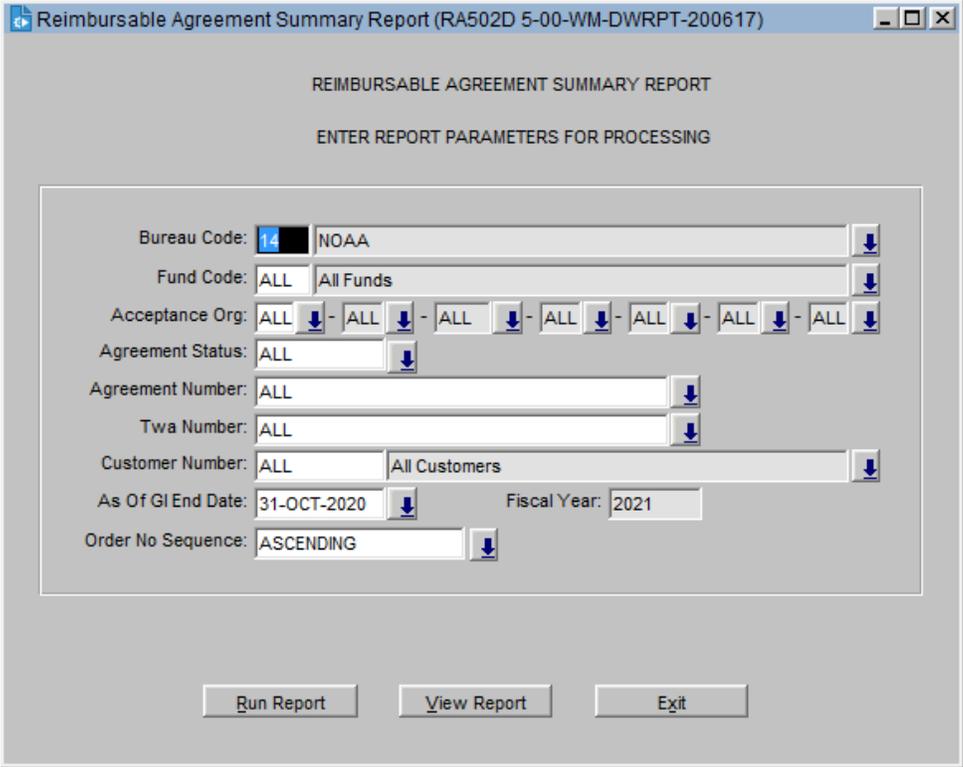
Reimbursable Agreements Reports

Exercise #10 RA502D - Reimbursable Agreement Summary Report

- Objectives:**
- Understand what the RA502D report shows
 - Run the RA502D report

Instructions: Execute the following steps:

Step	Action
1	<p>If not already done:</p> <ul style="list-style-type: none">➤ 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 <p style="text-align: center;">OR</p> <ul style="list-style-type: none">➤ Enter RA502D in the <i>Menu Item</i>➤ Click Run

Step	Action
2	<p>The report parameter screen will be displayed with default values filled in for certain fields:</p> 

Step	Action
2a	<p>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.</p> <p>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.</p> <p>Possible uses for this report include:</p> <ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Use the following parameters: <ul style="list-style-type: none"> Bureau Code 14 Fund Code 0006 Org Code 1 10 Org Code 1 01 Agreement Status OPEN Agreement Number MOA-2017-10349 ➤ Accept the default value for the rest of the fields ➤ Click the  button ➤ Click OK

Step	Action
4	<ul style="list-style-type: none"> ➤ 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

ALTs : MOA-2016-022 (ANNEX 001)/11631

MOA-2015-002 / 9018

CREATION RUN DATE: 10/14/2020
 REPORT ID: RA502D
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)
 NOAA
 REIMBURSABLE AGREEMENT SUMMARY REPORT

USER ID: OPSSERICOB01
 PAGE: 2
 AS OF DATE: 10/13/2020

BUREAU: 14 - NOAA
 FUND: 0000 - ADVANCES - MULTI OR NO YEAR REIMBURSABLE
 Acceptance Organization: 10-01-0000-00-00-00 - NATIONAL OCEAN SERVICE - ASST ADM - NATIONAL OCEAN SERVICE - ASST ADM - NATIONAL OCEAN SERVICE - ASST ADM
 Agreement Status: OPEN
 LAST WIP RUN DATE: 0000 - 0000: 30-SEP-2020 on 30-SEP-2020

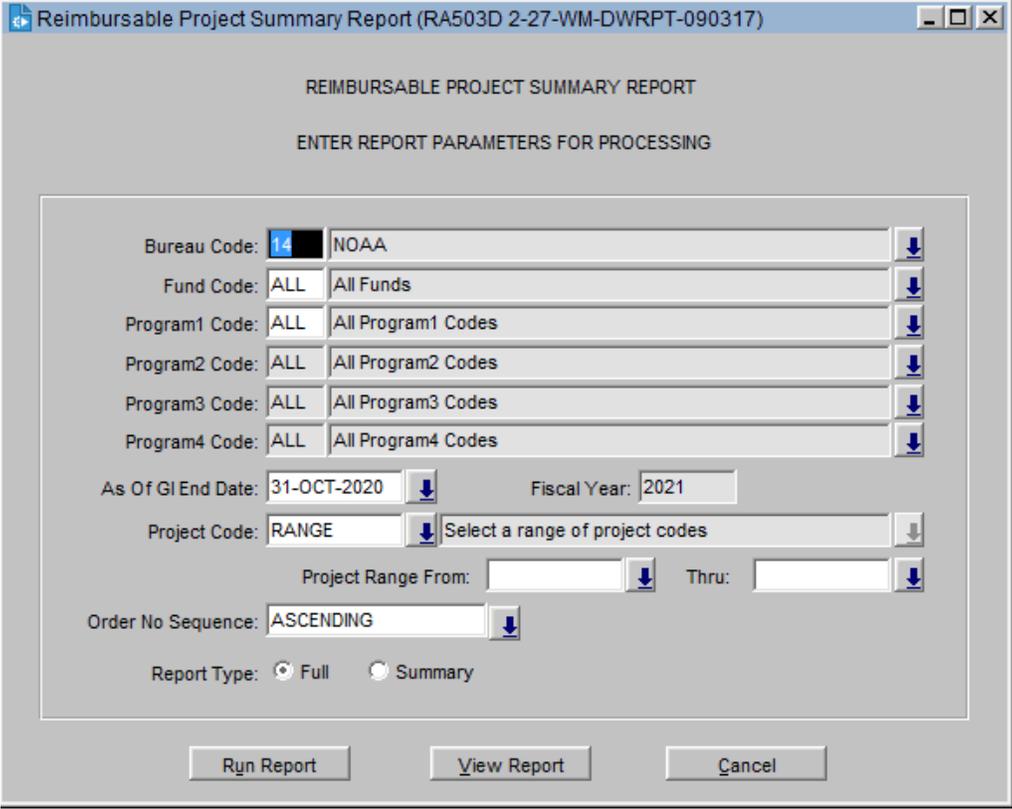
Agreement/TWA No.	Radg002 Control No.	Highest Mod No.	Customer No/Name	Period Of Performance	Billing Type	Total RA Amount				
MOA-2017-10349	8788	5	00000855 - MINISTRY OF MARITIME AFFAIRS BK08BK	01-JAN-2017 - 31-DEC-2021	ADV	\$1,568,697.10				
Order No.	Radg003 Control No.	FCFY	Project Code	Order Amount	Advance Collected	Costs Billed To Date	Costs Collect. To Date	Unreleased Costs	Uncollected Advance	Remaining Order Balance
2017-01	24776	2017	1BK6JPA	\$134,157.07	\$134,157.07	\$134,157.07	\$134,157.07	\$0.00	\$0.00	\$0.00
2018-01	25704	2018	1BK6JPA	\$400,341.34	\$407,674.68	\$366,228.06	\$366,228.06	\$0.00	\$0.00	\$40,113.28
2019-01	27565	2019	1BK6JPA	\$245,128.46	\$245,128.46	\$212,004.07	\$212,004.07	\$0.00	\$0.00	\$33,124.39
2020-01	29278	2020	1BK6JPA	\$780,965.23	\$767,631.02	\$22,916.47	\$22,916.47	\$0.00	\$0.00	\$758,048.76
Agreement Total				\$1,568,592.10	\$1,584,591.23	\$735,305.67	\$735,305.67	\$0.00	\$0.00	\$831,286.43
Acceptance Organization Total				\$1,568,592.10	\$1,584,591.23	\$735,305.67	\$735,305.67	\$0.00	\$0.00	\$831,286.43
Fund Code Total				\$1,568,592.10	\$1,584,591.23	\$735,305.67	\$735,305.67	\$0.00	\$0.00	\$831,286.43
Bureau Code Total				\$1,568,592.10	\$1,584,591.23	\$735,305.67	\$735,305.67	\$0.00	\$0.00	\$831,286.43

Exercise #11 RA503D - Reimbursable Project Report

- Objectives:**
- Understand what the RA503D report shows
 - Run the RA503D report

Instructions: Execute the following steps:

Step	Action
1	<p>If not already done:</p> <ul style="list-style-type: none">➤ 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 <p style="text-align: center;">OR</p> <ul style="list-style-type: none">➤ Enter RA503D in the <i>Menu Item</i>➤ Click Run

Step	Action
2	<p>The report parameter screen will be displayed with a default values for certain fields.</p> 
2a	<p>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.</p> <p>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).</p>

Step	Action
3	<ul style="list-style-type: none">➤ Use the following parameters: Bureau Code 14 Fund Code 0006 Project Code 1BK6JPA➤ Accept the default value for the rest of the fields➤ Click the  button➤ Click OK
4	<ul style="list-style-type: none">➤ 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

ALT: 4RM5BNS, 4RM6WFD

CREATION RUN DATE:10/14/2020
 REPORT ID: RA503D
 INSTANCÉ: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)
 NOAA
 REIMBURSABLE PROJECT FULL REPORT

USER ID: OPSSERICOB01
 PAGE: 2
 AS OF DATE: 10/13/2020

BUREAU: 14 - NOAA
 FUND: 0006 - ADVANCES - MULTI OR NO YEAR REIMBURSABLE
 PROGRAM: 01-03-02-000 - NATIONAL OCEAN SERVICE - NAVIGATION SERVICES - NAUTICAL CHART SERVICES - NAUTICAL CHART SERVICES
 PROJECT: 1BK0JPA - MINISTRY OF OCEANS AND FISHERS (JPA)
 LAST WIP RUN DATE: 0006 - 0006: 30-SEP-2020 on 30-SEP-2020

Agreement/TWA No.	Radg002 Control No.	Highest Mod No.	Customer No/Name			Period Of Performance	No. of Proj.	Billing Type	Total RA Amount	
MOA-2017-10349	8788		5 655-MINISTRY OF MARITIME AFFAIRS BK6BRK			01-JAN-2017 - 31-DEC-2021	1	ADV	\$1,566,697.10	
FCFY	Order No.	Radg003 Control No.	Max Mod Number	Order Amount	Advance Collected	Costs Billed To Date	Costs Collect. To Date	Unreleased Costs	Remaining Advance Balance	Remaining Order Balance
2017	2017-01	24776	7	\$134,157.07	\$134,157.07	\$134,157.07	\$134,157.07	\$0.00	\$0.00	\$0.00
2018	2018-01	25764	7	\$406,341.34	\$407,674.68	\$396,228.06	\$396,228.06	\$0.00	\$41,446.62	\$40,113.28
2019	2019-01	27585	3	\$245,128.46	\$245,128.46	\$212,004.07	\$212,004.07	\$0.00	\$33,124.39	\$33,124.39
2020	2020-01	29278	6	\$780,965.23	\$797,631.02	\$22,916.47	\$22,916.47	\$0.00	\$774,714.55	\$758,048.76
Agreement Total				\$1,566,592.10	\$1,584,591.23	\$735,305.67	\$735,305.67	\$0.00	\$840,285.56	\$831,286.43
Project Total				\$1,566,592.10	\$1,584,591.23	\$735,305.67	\$735,305.67	\$0.00	\$840,285.56	\$831,286.43

Project Total:	FCFY	Annual Allotment	UDO	Unallocated & Unmatched	Order Amount	Advance Collected	Costs Billed To Date	Costs Collect. To Date	Unreleased Costs	Remaining Advance Balance	Remaining Order Balance
	2017	\$0.00	\$0.00	\$0.00	\$134,157.07	\$134,157.07	\$134,157.07	\$134,157.07	\$0.00	\$0.00	\$0.00
	2018	\$0.00	\$38,742.94	\$0.00	\$406,341.34	\$407,674.68	\$396,228.06	\$396,228.06	\$0.00	\$41,446.62	\$40,113.28
	2019	\$0.00	\$35,828.07	\$0.00	\$245,128.46	\$245,128.46	\$212,004.07	\$212,004.07	\$0.00	\$33,124.39	\$33,124.39
	2020	\$0.00	\$119,501.00	\$7,800.00	\$780,965.23	\$797,631.02	\$22,916.47	\$22,916.47	\$0.00	\$774,714.55	\$758,048.76
	Total	\$0.00	\$194,072.01	\$7,800.00	\$1,566,592.10	\$1,584,591.23	\$735,305.67	\$735,305.67	\$0.00	\$840,285.56	\$831,286.43

Allotment Summary:					
FCFY	Annual Allotment	PY Costs	Current Year UDO	Current Year Accruals	Allotment Balance
2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Project Billing Reconciliation:								
FCFY	UDO	Accrued Cost Unpaid	Accrued Cost Paid	Total Obligations	Outstanding Bills	Total Collected	Refund	Advances/Unbilled Cost
2017	\$0.00	\$0.00	\$134,157.07	\$134,157.07	\$0.00	\$134,157.07	\$0.00	\$0.00
2018	\$38,742.94	\$0.00	\$396,228.06	\$404,971.00	\$0.00	\$407,674.68	\$0.00	-\$41,446.62
2019	\$35,828.07	\$0.00	\$212,004.07	\$247,832.14	\$0.00	\$245,128.46	\$0.00	-\$33,124.39
2020	\$119,501.00	\$7,800.00	\$22,916.47	\$150,217.47	\$0.00	\$797,631.02	\$0.00	-\$766,914.55
Total:	\$194,072.01	\$7,800.00	\$735,305.67	\$697,177.68	\$0.00	\$1,584,591.23	\$0.00	-\$841,465.56

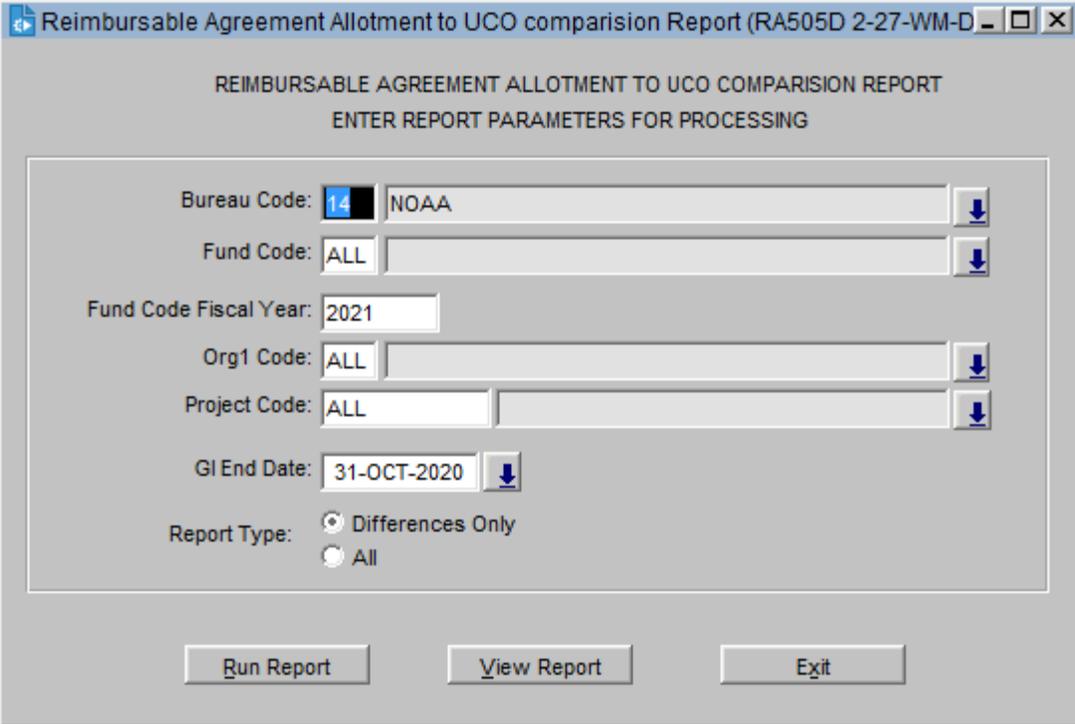
Program Total	\$1,566,592.10	\$1,584,591.23	\$735,305.67	\$735,305.67	\$0.00	\$840,285.56	\$831,286.43
Fund Code Total	\$1,566,592.10	\$1,584,591.23	\$735,305.67	\$735,305.67	\$0.00	\$840,285.56	\$831,286.43
Bureau Code Total	\$1,566,592.10	\$1,584,591.23	\$735,305.67	\$735,305.67	\$0.00	\$840,285.56	\$831,286.43

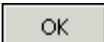
Exercise #12 **RA505D - Reimbursable Agreement Allotment to UCO Comparison Report**

- Objectives:**
- Understand what the RA505D report shows
 - Run the RA505D report

Instructions: Execute the following steps:

Step	Action
1	<p>If not already done:</p> <ul style="list-style-type: none"> ➤ 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 <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Enter RA505D in the <i>Menu Item</i> ➤ Click Run

Step	Action
2	<p>The report parameter screen will be displayed with a default values for certain fields:</p> 
2a	<p>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.</p> <p>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.</p>

Step	Action
3	<ul style="list-style-type: none"> ➤ Use the following parameters: <ul style="list-style-type: none"> Bureau Code 14 Fund Code 0007 Fiscal Year 2020 Org1 Code 01 Project Code ALL ➤ Accept the default value for the GL End Date ➤ Change the Report Type to ALL ➤ Click the  button.
3a	<ul style="list-style-type: none"> ➤ Click the  button to acknowledge the message if a message dialogue box similar to the one illustrated appears. <div data-bbox="305 989 829 1140" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Forms ✕</p> <p> Report may take a couple of minutes to process depending on the parameters entered. Please wait ...</p> <p style="text-align: center;"></p> </div> <ul style="list-style-type: none"> ➤ Click OK
4	<ul style="list-style-type: none"> ➤ 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

CREATION RUN DATE: 10/14/2020
 REPORT ID: RA505D
 INSTANCE: CBSDW

COMMERCE BUSINESS SYSTEM (CBS)
 14 - NOAA
 REIMBURSABLE AGREEMENT ALLOTMENT TO UCO COMPARISON REPORT

USER ID: OPS\$ERICOB01
 PAGE: 2
 AS OF DATE: 10/13/2020

Fund Code: 7-REIMBURSABLE

PROJECT CODE	PROJ TYPE	AGREEMENT NO	RADG002 CTRL NO	UCO ORDER NO/MOD NO	RADG003 CTRL NO	UCO AMOUNT	TOTAL ANNUAL ALLOTMENT AMOUNT	DIFFERENCE	ADVANCE COLLECTED	2020 PY COSTS
Program: 01-30-10-001-NATIONAL OCEAN SERVICE - OCEAN AND COSTAL MANAGEMENT & SERVICES - COASTAL ZONE MANAGEMENT AND SERVICES - OCEAN AND COASTAL MANAGEMENT										
ORG1-01-OFFICE OF UNDER SECRETARY										
1RK3GES	REIMBW	M17PG00032		9239 2020-01-005	30050	280,061.23	0.00	0.00	0.00	0.00
Program: 06-01-01-000-PROGRAM SUPPORT - ADMINISTRATION & SERVICES - UNDER SECRETARY & ASSOCIATE OFFICES - EXECUTIVE DIR & ADMIN										
ORG1-01-OFFICE OF UNDER SECRETARY										
8RP9DZE	REIMBW	DESC0013511		9549 2020-01-000	30239	20,000.00	32,818.49	12,818.49	0.00	1,614.83
8RP9D3A	REIMBW	MIPR11338959		10057 2020-01-000	29777	7.00	7.00	0.00	0.00	0.00
8RP9PIC	REIMBW	19318819V0021-190001		10194 2020-01-000	28959	5,199,999.20	4,377,844.20	822,155.00	0.00	0.00
8RPXD3A	REIMBW	MIPR11447298		10371 2020-01-000	30151	85,000.00	85,000.00	0.00	0.00	0.00
8RPXD3R	REIMBW	F1AF1HD111GW01		10456 2020-01-000	30256	130,000.00	130,000.00	0.00	0.00	0.00
Program: 06-01-08-001-PROGRAM SUPPORT - ADMINISTRATION & SERVICES - EDUCATION PROGRAM - NOAA EDUCATION PGM/EDUCATION INITIATIVE										
ORG1-01-OFFICE OF UNDER SECRETARY										
8RP9CCL	REIMBW	91994919S0006-0001 19/20		10040 2020-01-000	29542	1,200,000.00	1,200,000.00	0.00	0.00	0.00
Report Total:						6,875,067.43	5,805,669.69	834,973.49	0.00	1,614.83

Quick Reports Logon

Exercise #13: Quick Reports Logon

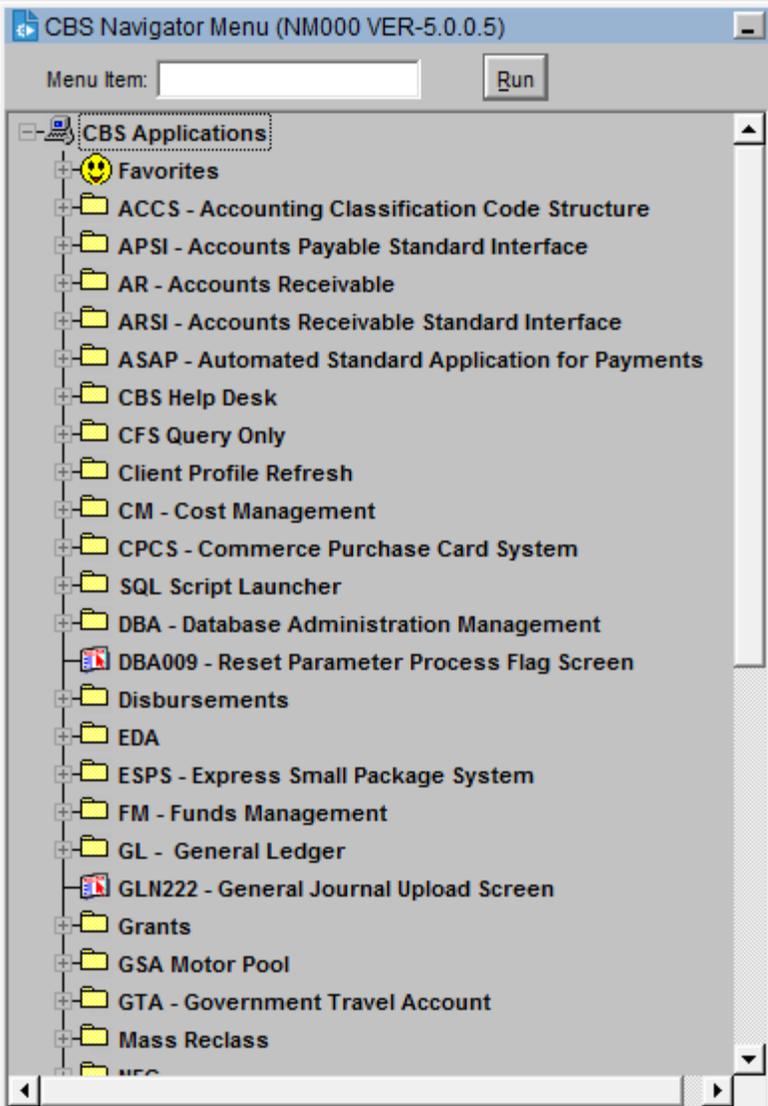
Objectives:

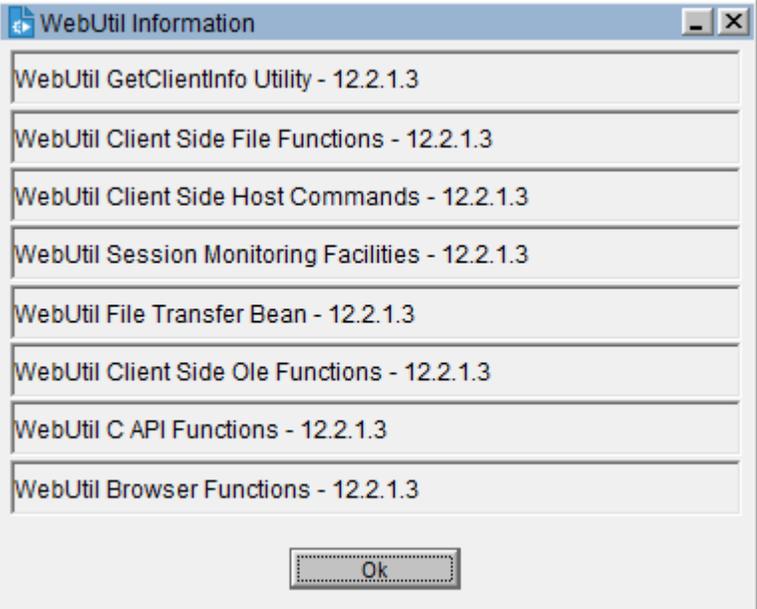
- Successfully login into Quick Reports

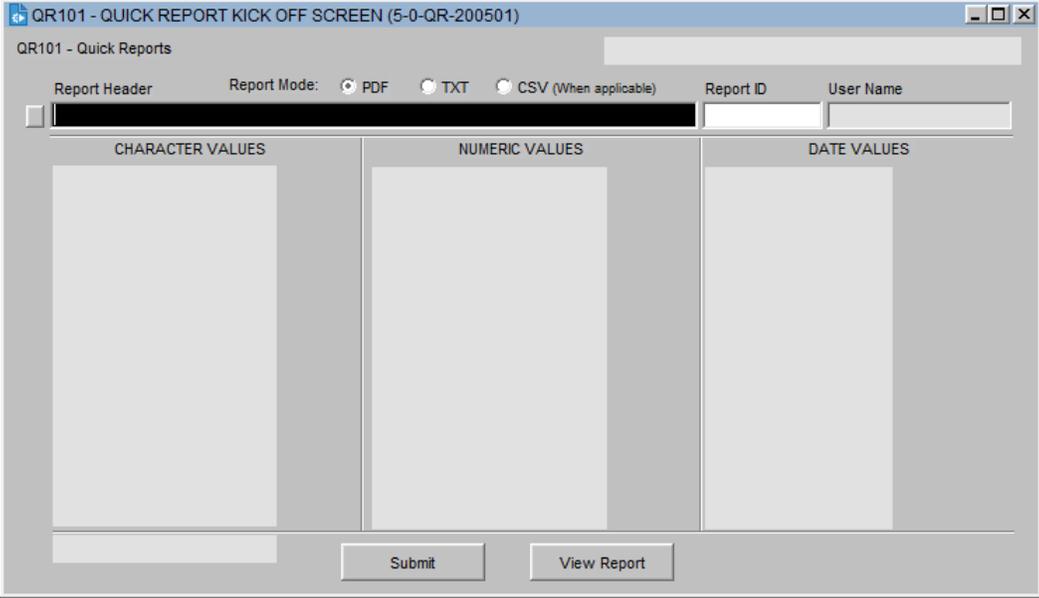
Instructions: Execute the following steps:

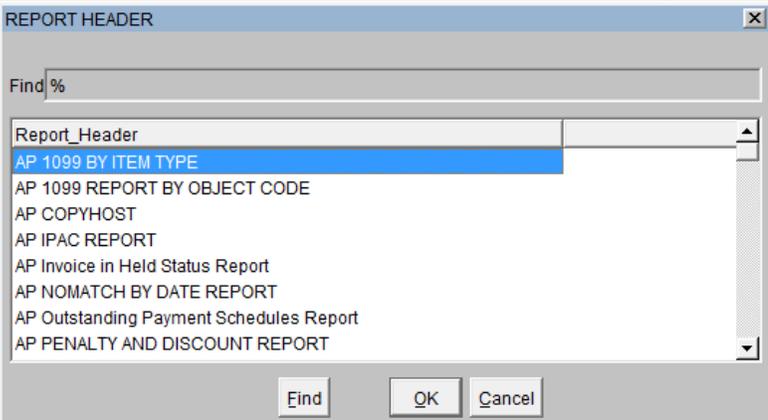
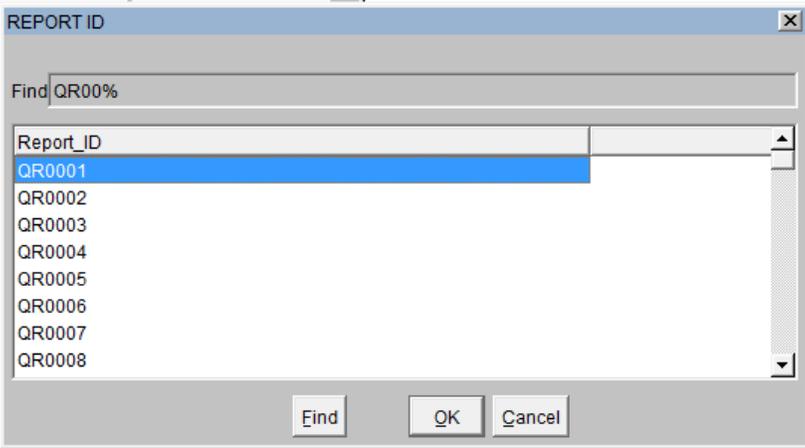
Step	Action
1	<p>On the CBS Web Portal screen:</p> <ul style="list-style-type: none">➤ Click on CFS➤ Click on {Submenu Option}  <ul style="list-style-type: none">➤
2a	<p>A new java applet window opens up</p> 

Step	Action
2b	<p>You may be prompted to run java:</p> <div data-bbox="300 436 894 831"><p>Do you want to run this application?</p><p>Name: OracleForms</p><p>Publisher: Oracle America, Inc.</p><p>Locations: https://trn.rdc.noaa.gov Launched from downloaded JNLP file</p><p>This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the locations and publisher above.</p><p><input type="checkbox"/> Do not show this again for this app from the publisher above</p><p> More Information <input type="button" value="Run"/> <input type="button" value="Cancel"/></p></div> <p>➤ Just click <i>Run</i></p>

Step	Action
2c	<p>The CBS Navigator Menu appears</p>  <p>The screenshot shows a window titled "CBS Navigator Menu (NM000 VER-5.0.0.5)". At the top, there is a "Menu Item:" text box and a "Run" button. Below this is a tree view under the heading "CBS Applications". The tree view contains the following items:</p> <ul style="list-style-type: none">FavoritesACCS - Accounting Classification Code StructureAPSI - Accounts Payable Standard InterfaceAR - Accounts ReceivableARSI - Accounts Receivable Standard InterfaceASAP - Automated Standard Application for PaymentsCBS Help DeskCFS Query OnlyClient Profile RefreshCM - Cost ManagementCPCS - Commerce Purchase Card SystemSQL Script LauncherDBA - Database Administration ManagementDBA009 - Reset Parameter Process Flag ScreenDisbursementsEDAESPS - Express Small Package SystemFM - Funds ManagementGL - General LedgerGLN222 - General Journal Upload ScreenGrantsGSA Motor PoolGTA - Government Travel AccountMass ReclassMFC
	<p>Note: The Navigator Menu options will look different depending upon your system access.</p>

Step	Action
3	<ul style="list-style-type: none">➤ Double-click QR101 – Quick Reports <p style="text-align: center;">OR</p> <ul style="list-style-type: none">➤ Enter QR101 in the <i>Menu Item</i>➤ Click Run
4	<p>The WebUtil Information screen appears</p>  <ul style="list-style-type: none">➤ Click OK

Step	Action
5	<p>The Quick Reports Kick Off screen appears</p> 

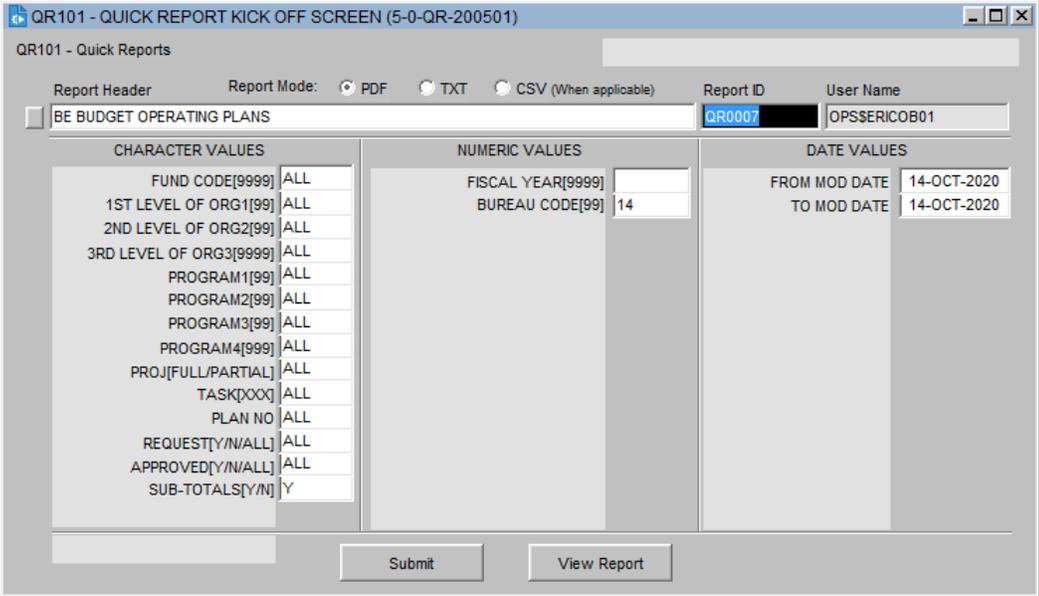
Step	Action
6	<p>The Quick Reports listing may be brought up either through the Report Header or the Report ID fields. Clicking in the Report Header field will bring up the listing of all the Quick Reports by group and/or name of the report:</p>  <p>It also gives the capability of searching for a specific report, including the use of a wildcard (%).</p> <p>Clicking in the Report ID field will bring up the listing of all the Quick Reports by Report ID number:</p>  <p>It also gives the capability of searching for a specific report, including the use of a wildcard (%).</p>

Budget Quick Reports

Exercise #14 **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	<p>The report parameter screen appears:</p> 
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.

Step	Action												
3	<ul style="list-style-type: none"> ➤ Use the following parameters: <table style="margin-left: 20px; border: none;"> <tr> <td style="padding-right: 20px;">Fund Code</td> <td>1073</td> </tr> <tr> <td>1st Level of Org</td> <td>50</td> </tr> <tr> <td>2nd Level of Org</td> <td>01</td> </tr> <tr> <td>Fiscal Year</td> <td>2020</td> </tr> <tr> <td>From Mod Date</td> <td>01–OCT–2019</td> </tr> <tr> <td>To Mod Date</td> <td>30–SEP–2020</td> </tr> </table> ➤ Accept the default values for the rest of the fields ➤ Click the  button. 	Fund Code	1073	1st Level of Org	50	2nd Level of Org	01	Fiscal Year	2020	From Mod Date	01–OCT–2019	To Mod Date	30–SEP–2020
Fund Code	1073												
1st Level of Org	50												
2nd Level of Org	01												
Fiscal Year	2020												
From Mod Date	01–OCT–2019												
To Mod Date	30–SEP–2020												
3a	<p>When the following message appears:</p>  <ul style="list-style-type: none"> ➤ Click OK <p><i>Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</i></p>												
4	<ul style="list-style-type: none"> ➤ View the report contents ➤ Click the Close icon  on the icon bar to exit the report 												

REPORT RUN DATE: 14-OCT-2020 11:29:20
 REPORT ID: Q80007
 INSTANCE: CBS

UNITED STATES DEPARTMENT OF COMMERCE
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
 RE BUDGET OPERATING PLANS

USER ID: OPS\$ERIC0801
 VERSION: 3.0.QR.100324
 PAGE: 1

FY:2020 - BUREAU:14 - FUND:1073 - ORG1:50 - ORG2:01 - ORG3:ALL - PROG1:ALL - PROG2:ALL - PROG3:ALL - PROG4:ALL
 PROJECT:ALL - TASK:ALL - PLAN NO:ALL - FROM MOD DATE: 01-OCT-2019 - TO MOD DATE: 30-SEP-2020

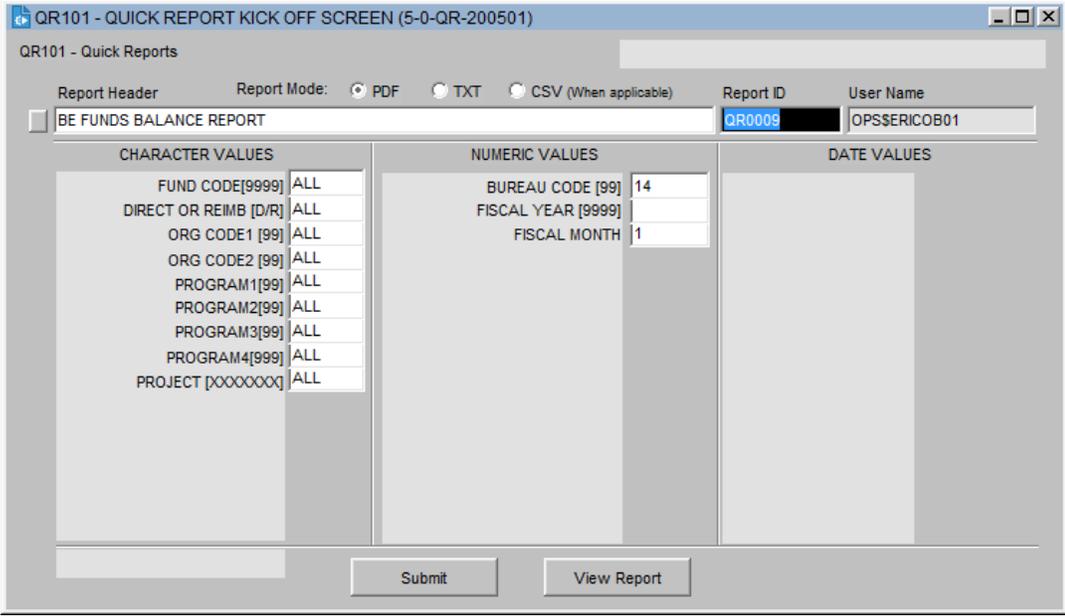
FUND	ORGANIZATION	PROGRAM	PROJECT-TASK	TRANS NO	PLAN	C/O	TRANS AMOUNT	NOTES	REQ APP	LAST REQ APP	MOD DATE
1073	50-01-0003-00-00-00-00	03-01-06-015	UBR1RS-PNH	226957	2084	0	223,144.00	PY20 INITIAL ALLOTMENT - ITMO IT PER SEAT COSTS.	Y	Y	13-APR-2020
							Sub Total				223,144.00
1073	50-01-0003-00-00-00-00	03-01-06-016	UBR1CRS-PNH	226955	2083	0	369,976.00	PY20 INITIAL ALLOTMENT - ITMO IT PER SEAT COSTS.	Y	Y	13-APR-2020
							Sub Total				369,976.00
1073	50-01-0003-00-00-00-00	03-01-07-001	UBR1GRS-PCF	227011	2097	0	280.00	PY20 INITIAL ALLOTMENT - ITMO COMPUTER SUPPORT FUN	Y	Y	13-APR-2020
							Sub Total				280.00
1073	50-01-0003-00-00-00-00	03-01-07-005	UBR1MRS-PCF	227004	2093	0	5,401.00	PY20 INITIAL ALLOTMENT - ITMO COMPUTER SUPPORT FUN	Y	Y	13-APR-2020
							Sub Total				5,401.00
1073	50-01-0003-00-00-00-00	03-01-07-006	UBR1NRS-PNH	226952	2080	0	95,760.00	PY20 INITIAL ALLOTMENT - ITMO IT PER SEAT COSTS.	Y	Y	13-APR-2020
							Sub Total				95,760.00
1073	50-01-0003-00-00-00-00	03-01-07-008	UBR1RRS-PCF	227006	2094	0	30,167.00	PY20 INITIAL ALLOTMENT - ITMO COMPUTER SUPPORT FUN	Y	Y	13-APR-2020
1073	50-01-0003-00-00-00-00	03-01-07-008	UBR1RRS-PNH	226954	2082	0	46,060.00	PY20 INITIAL ALLOTMENT - ITMO IT PER SEAT COSTS.	Y	Y	13-APR-2020
							Sub Total				76,227.00
1073	50-01-0003-00-00-00-00	03-02-06-011	UBR2W02-P00	233761	3248	0	35,000.00	FROM OARAOML (50-23-0000) TO ITMO (50-01-0003) FOR	Y	Y	08-SEP-2020
1073	50-01-0003-00-00-00-00	03-02-06-011	UBR2W04-P00	233765	3250	0	83,000.00	FROM OARNSSL (50-26-0000) TO ITMO (50-01-0003) FOR	Y	Y	08-SEP-2020
1073	50-01-0003-00-00-00-00	03-02-06-011	UBR2WRS-PCF	227007	2095	0	121,782.00	PY20 INITIAL ALLOTMENT - ITMO COMPUTER SUPPORT FUN	Y	Y	13-APR-2020
1073	50-01-0003-00-00-00-00	03-02-06-011	UBR2WRS-PNH	226959	2085	0	121,520.00	PY20 INITIAL ALLOTMENT - ITMO IT PER SEAT COSTS.	Y	Y	13-APR-2020
							Sub Total				361,302.00
1073	50-01-0003-00-00-00-00	03-02-06-012	UBR2WRP-P00	233762	3249	0	99,000.00	FROM OAROWAQ (50-46-0000) TO ITMO (50-01-0003) FOR	Y	Y	08-SEP-2020
1073	50-01-0003-00-00-00-00	03-02-06-012	UBR2WRP-PEN	221410	592	0	125,000.00	FROM OAROWAQ (50-46-0000) TO OARITMO (50-01-0003)	Y	Y	02-APR-2020
							Sub Total				224,000.00
1073	50-01-0003-00-00-00-00	03-03-02-000	UBR3B01-P00	233755	3246	0	160,000.00	FROM SG (50-42-0000) TO ITMO (50-01-0003) FOR PIER	Y	Y	08-SEP-2020
1073	50-01-0003-00-00-00-00	03-03-02-000	UBR3B01-PNH	226968	2087	0	169,819.96	PY20 INITIAL ALLOTMENT - ITMO IT PER SEAT COSTS.	Y	Y	13-APR-2020
							Sub Total				329,819.96
1073	50-01-0003-00-00-00-00	03-03-08-004	UBR3ERO-PNH	226973	2088	0	458,167.00	PY20 INITIAL ALLOTMENT - ITMO IT PER SEAT COSTS.	Y	Y	13-APR-2020
							Sub Total				458,167.00
1073	50-01-0003-00-00-00-00	03-03-08-005	UBR3WRS-PCF	227009	2096	0	60,519.00	PY20 INITIAL ALLOTMENT - ITMO COMPUTER SUPPORT FUN	Y	Y	13-APR-2020
1073	50-01-0003-00-00-00-00	03-03-08-005	UBR3WRS-PNH	226961	2086	0	146,000.00	PY20 INITIAL ALLOTMENT - ITMO IT PER SEAT COSTS.	Y	Y	13-APR-2020
							Sub Total				206,519.00

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Exercise #15 QR0009 – BE Funds Balance Report

- Objectives:**
- Understand what the QR0009 report shows
 - Run the QR0009 report

Instructions: Execute the following steps:

Step	Action
1	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)
2	<p>The report parameter screen appears:</p> 
2a	<p>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.</p>

Step	Action
3	<ul style="list-style-type: none"> ➤ Use the following parameters: <ul style="list-style-type: none"> Fund Code 1073 Org Code1 50 Fiscal Year 2020 Fiscal Month 12 ➤ Accept the default values for the rest of the fields ➤ Click the  button.
3a	<p>When the following message appears:</p> <div data-bbox="305 825 735 951" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>QR101: Submit ✕</p> <p> Report QR101 submitted to the report server</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <ul style="list-style-type: none"> ➤ Click OK <div style="background-color: yellow; padding: 5px; margin-top: 10px;"> <p>Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</p> </div>
4	<ul style="list-style-type: none"> ➤ View the report contents ➤ Click the Close icon  on the icon bar to exit the report

REPORT RUN DATE: 14-OCT-2020 11:42:22 UNITED STATES DEPARTMENT OF COMMERCE USER ID: OPS\$ERICOB01
 REPORT ID: QR0009 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION VERSION: 2.27.qr.070301
 INSTANCE: CBS BE FUNDS BALANCE REPORT

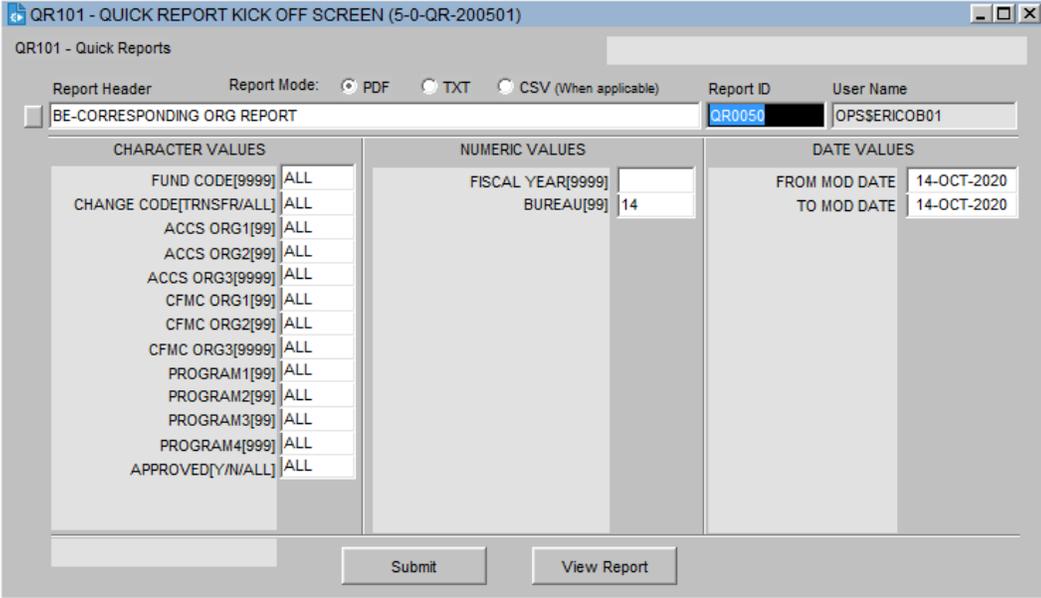
FISCAL YEAR:2020 - BUREAU CODE:14 - FUND CODE:1073 - DIRECT FLAG:ALL - FISCAL MONTH:12 - ORG1 CODE:50 - ORG2 CODE:ALL
 PROG1:ALL - PROG2:ALL - PROG3:ALL - PROG4:ALL - PROJECT CODE:ALL

FUND ORG	PROGRAM	D/R	PROJECT	REMAINING	ALLOTMENT	ANNUAL
CODE CODE	CODE	CAT FLAG	CODE	BALANCE THRU SEP	THRU SEP	ALLOTMENT
1073 50-01	03-01-06-015	B1	D	14,544.87	237,688.86	237,688.86
1073 50-01	03-01-06-016	B1	D	198.96	370,174.96	370,174.96
1073 50-01	03-01-07-001	B1	D	-349.84	467,221.99	467,221.99
1073 50-01	03-01-07-002	B1	D	-228.57	16,911.99	16,911.99
1073 50-01	03-01-07-003	B1	D	-888.90	44,444.99	44,444.99
1073 50-01	03-01-07-005	B1	D	-199.14	15,358.00	15,358.00
1073 50-01	03-01-07-006	B1	D	-998.41	318,513.81	318,513.81
1073 50-01	03-01-07-008	B1	D	-121.90	441,665.32	441,665.32
1073 50-01	03-01-07-011	B1	D	-641.87	32,093.42	32,093.42

Exercise #16 QR0050 – BE Corresponding Org Report

- Objectives:**
- Understand what the QR0050 report shows
 - Run the QR0050 report

Instructions: Execute the following steps:

Step	Action
1	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)
2	<p>The report parameter screen appears:</p> 
2a	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.

Step	Action
3	<ul style="list-style-type: none"> ➤ Use the following parameters: <ul style="list-style-type: none"> Fund Code 1073 ACCS Org1 50 Fiscal Year 2020 From Mod Date 01-OCT-2019 To Mod Date 30-SEP-2020 ➤ Accept the default values for the rest of the fields ➤ Click the  button.
3a	<p>When the following message appears:</p>  <ul style="list-style-type: none"> ➤ Click OK <p><i>Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</i></p>
4	<ul style="list-style-type: none"> ➤ View the report contents ➤ Click the Close icon  on the icon bar to exit the report

REPORT RUN DATE: 14-OCT-2020 11:51:00
 REPORT ID: QR0050
 INSTANCE: CBS

UNITED STATES DEPARTMENT OF COMMERCE
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
 BE-CORRESPONDING ORG REPORT

USER ID: OPS\$ERICOB01
 VERSION: 2.27.qr.070301
 PAGE: 1

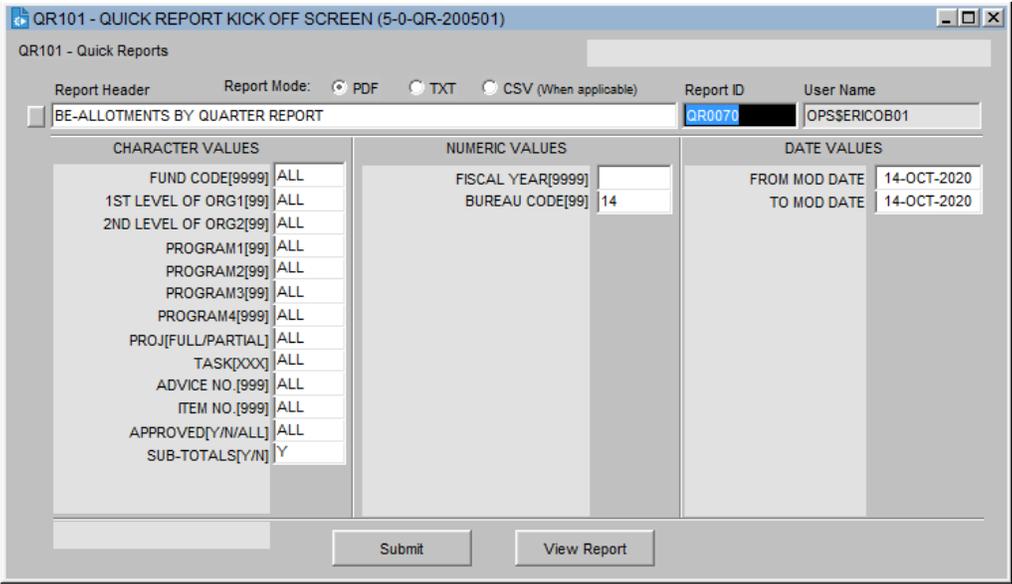
FY:2020 - BUREAU:14 - FUND:1073 - CHANGE CODE:ALL - ACCS ORG1:50 - ORG2:ALL - ORG3:ALL - PROG1:ALL - PROG2:ALL - PROG3:ALL - PROG4:ALL
 CFMC ORG1:ALL - ORG2:ALL - ORG3:ALL - APPROVED:ALL - FROM MOD DATE: 01-OCT-2019 - TO MOD DATE: 30-SEP-2020

ACCS ORG		CFMC ORG													
FUND	ORG1+2+3	ORG1+2+3	PROGRAM	PROJECT	TRANS NO	PLAN	C/O	CHANGE CODE	BOP AMOUNT	NOTES			APP	MOD DATE	
1073	50-01-0003	00-00-0000	03-01-06-015	USR1SRF	226957	2084	0	NONE	223,144.00	FY20 INITIAL ALLOTMENT - ITMO IT PER SEAT COSTS.			Y	13-APR-2020	
1073	50-01-0003	00-00-0000	03-01-06-016	USR1CRS	226955	2083	0	NONE	369,976.00	FY20 INITIAL ALLOTMENT - ITMO IT PER SEAT COSTS.			Y	13-APR-2020	
1073	50-01-0003	00-00-0000	03-01-07-001	USR1GRS	227011	2097	0	NONE	280.00	FY20 INITIAL ALLOTMENT - ITMO COMPUTER SUPPORT FUN			Y	13-APR-2020	
1073	50-01-0003	00-00-0000	03-01-07-005	USR1MRS	227004	2093	0	NONE	5,401.00	FY20 INITIAL ALLOTMENT - ITMO COMPUTER SUPPORT FUN			Y	13-APR-2020	
1073	50-01-0003	00-00-0000	03-01-07-006	USR1NRS	226952	2080	0	NONE	95,760.00	FY20 INITIAL ALLOTMENT - ITMO IT PER SEAT COSTS.			Y	13-APR-2020	
1073	50-01-0003	00-00-0000	03-01-07-008	USR1RRS	226954	2082	0	NONE	46,060.00	FY20 INITIAL ALLOTMENT - ITMO IT PER SEAT COSTS.			Y	13-APR-2020	
1073	50-01-0003	00-00-0000	03-01-07-008	USR1RRS	227006	2094	0	NONE	30,167.00	FY20 INITIAL ALLOTMENT - ITMO COMPUTER SUPPORT FUN			Y	13-APR-2020	
1073	50-01-0003	00-00-0000	03-02-06-011	USR2WRS	226959	2085	0	NONE	121,520.00	FY20 INITIAL ALLOTMENT - ITMO IT PER SEAT COSTS.			Y	13-APR-2020	
1073	50-01-0003	00-00-0000	03-02-06-011	USR2WRS	227007	2095	0	NONE	121,782.00	FY20 INITIAL ALLOTMENT - ITMO COMPUTER SUPPORT FUN			Y	13-APR-2020	

Exercise #17 **QR0070 – BE Allotments by Quarter Report**

- Objectives:**
- Understand what the QR0070 report shows
 - Run the QR0070 report

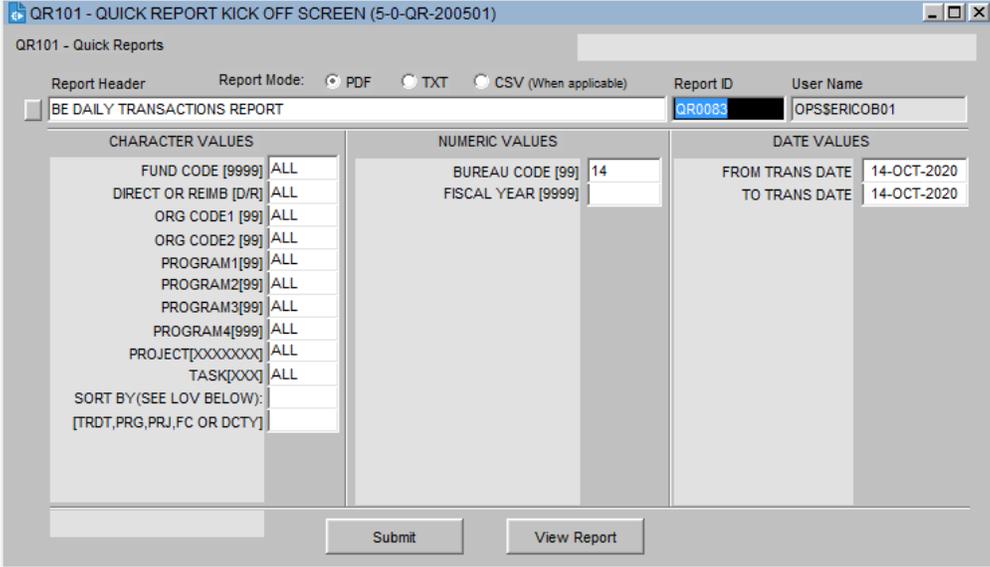
Instructions: Execute the following steps:

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	<p>The report parameter screen appears:</p> 
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.

Exercise #18 QR0083– BE Daily Transactions Report

- Objectives:**
- Understand what the QR0083 report shows
 - Run the QR0083 report

Instructions: Execute the following steps:

Step	Action
1	Pull up the parameter screen by either the report header name (i.e. BE Daily Transactions Report) or by the report ID (i.e. QR0083)
2	<p>The report parameter screen appears:</p> 

Step	Action												
2a	<p>The purpose of this report is to give the Line and Staff Offices a resource for viewing detailed information on real-time budgetary transactions for a specific day that affect funds balances. It will be used primarily for year-end processing.</p> <p>This report lists any transaction(s) (with the exception of labor transactions) that have occurred for the selected date range. The transactions will be grouped by Organization Code 1 and 2 [FMC] and they will be limited by the from/to dates and ACCS fields chosen on the parameter screen.</p> <p>The selection is similar to the existing BE Query in the NOAA Data Warehouse and will display the item level information from the Item/MDL Screen.</p> <p>The report can only be run for a maximum period of 7 days to limit the volume of transactions and to maintain the efficiency of running the report. If the user enters a period greater than 7 days, then the report will return an error message after it runs.</p>												
3	<p>➤ Use the following parameters:</p> <table data-bbox="354 1094 878 1392"> <tr> <td>Fund Code</td> <td>ALL</td> </tr> <tr> <td>1st Level of Org</td> <td>01</td> </tr> <tr> <td>2nd Level of Org</td> <td>02</td> </tr> <tr> <td>Fiscal Year</td> <td>2020</td> </tr> <tr> <td>From Mod Date</td> <td>01-SEP-2020</td> </tr> <tr> <td>To Mod Date</td> <td>07-SEP-2020</td> </tr> </table> <p>➤ Accept the default values for the rest of the fields</p> <p>➤ Click the  button.</p>	Fund Code	ALL	1st Level of Org	01	2nd Level of Org	02	Fiscal Year	2020	From Mod Date	01-SEP-2020	To Mod Date	07-SEP-2020
Fund Code	ALL												
1st Level of Org	01												
2nd Level of Org	02												
Fiscal Year	2020												
From Mod Date	01-SEP-2020												
To Mod Date	07-SEP-2020												
3a	<p>When the following message appears:</p>  <p>➤ Click OK</p>												

Step	Action
	<p><i>Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</i></p>
4	<ul style="list-style-type: none"> ➤ View the report contents ➤ Click the Close icon  on the icon bar to exit the report

REPORT RUN DATE: 14-OCT-2020 12:08:49
 REPORT ID: QR0083
 INSTANCE: CBS

UNITED STATES DEPARTMENT OF COMMERCE
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
 BE DAILY TRANSACTIONS REPORT

USER ID: OPS\$ERICOB01
 VERSION: 4.2.QR.160805
 PAGE: 32

FY:2020 - BUREAU:14 - FUND:ALL - D/F:ALL - ORG1:01 - ORG2:02 - PROG1:ALL - PROG2:ALL - PROG3:ALL - PROG4:ALL
 PROJECT:ALL - FROM TRANS DATE: 01-SEP-2020 - TO TRANS DATE: 07-SEP-2020 - SORT BY:

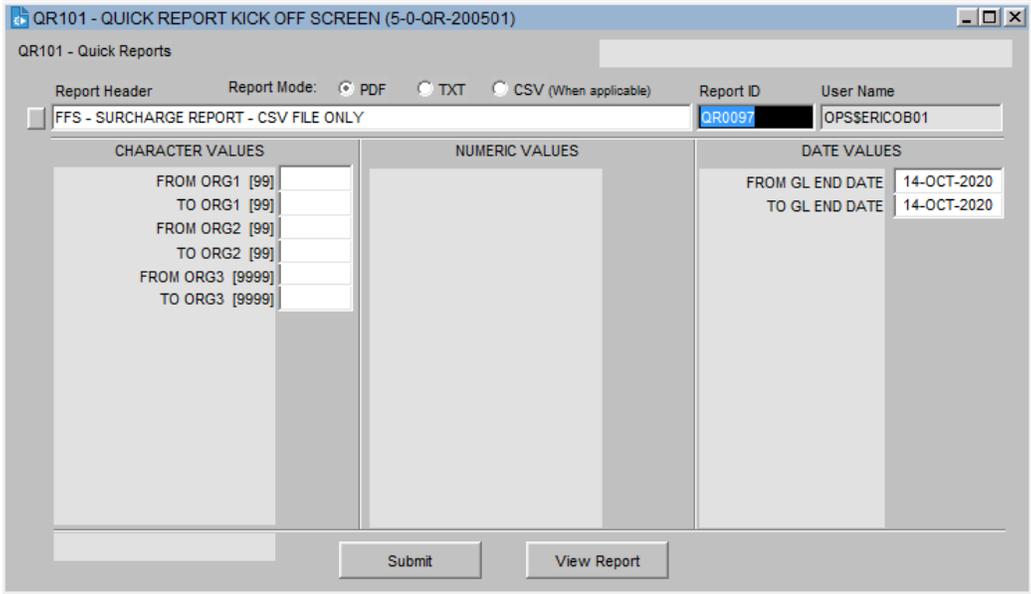
ORG CODE	PROGRAM	TRANS DATE	DOC NO	DOC TYPE	ITRM TYPE	ORG DOC NO	ORGANIZATION	FUND	PROJECT	OBJECT	TRANS AMOUNT	
01-02	06-01-01-002	01-SEP-2020	7617746	TRVLOC	MISCLT	7617746	01-02-0000-00-00-00-00	2020	1073	USPSBRM-P00	21-94-00-00	155.26
01-02	06-01-01-002	01-SEP-2020	731834	GJ		2042009	01-02-0000-00-00-00-00	2020	1073	USPSREN-P00	23-19-20-00	254.84
01-02	01-20-10-002	01-SEP-2020	731834	GJ		2042009	01-02-0002-01-00-00-00	2020	0097	17KSRAP-P00	23-19-20-00	-49.04
01-02	01-20-10-002	01-SEP-2020	731834	GJ		2042009	01-02-0002-01-00-00-00	2020	0097	17KSRAB-P00	23-19-20-00	-96.68
01-02	01-01-05-000	01-SEP-2020	731834	GJ		2042009	01-02-0002-01-00-00-00	2020	0097	17KREL5-P00	23-19-20-00	-27.74
01-02	01-01-05-000	01-SEP-2020	731834	GJ		2042009	01-02-0002-01-00-00-00	2020	0097	17KREL6-P00	23-19-20-00	-81.38
01-02	06-01-01-002	02-SEP-2020	7621930	NOMTCH	UPS	7621930	01-02-0000-00-00-00-00	2020	1073	USPSBCH-P00	22-13-00-00	11.75
01-02	06-01-01-002	02-SEP-2020	7621930	NOMTCH	UPS	7621930	01-02-0000-00-00-00-00	2020	1073	USPSBCH-P00	22-13-00-00	9.22
01-02	06-01-01-002	02-SEP-2020	7621931	NOMTCH	UPS	7621931	01-02-0000-00-00-00-00	2020	1073	USPSBCH-P00	22-13-00-00	4.37
01-02	06-01-01-002	02-SEP-2020	7621931	NOMTCH	UPS	7621931	01-02-0000-00-00-00-00	2020	1073	USPSBCH-P00	22-13-00-00	4.27
01-02	06-01-01-002	02-SEP-2020	7621621	NOMTCH	UPS	7621621	01-02-0000-00-00-00-00	2020	1073	USPSBRE-P00	22-13-00-00	8.06
01-02	06-01-01-002	02-SEP-2020	42167	ST	TO	42167	01-02-0000-00-00-00-00	2020	1073	USPSREN-P00	23-19-11-00	409.39
01-02	06-01-01-002	02-SEP-2020	42167	ST	TO	42167	01-02-0000-00-00-00-00	2020	1073	USPSREN-P00	23-19-11-00	530.74
01-02	06-01-01-002	02-SEP-2020	42167	ST	TO	42167	01-02-0000-00-00-00-00	2020	1073	USPSREN-P00	23-19-11-00	960.87

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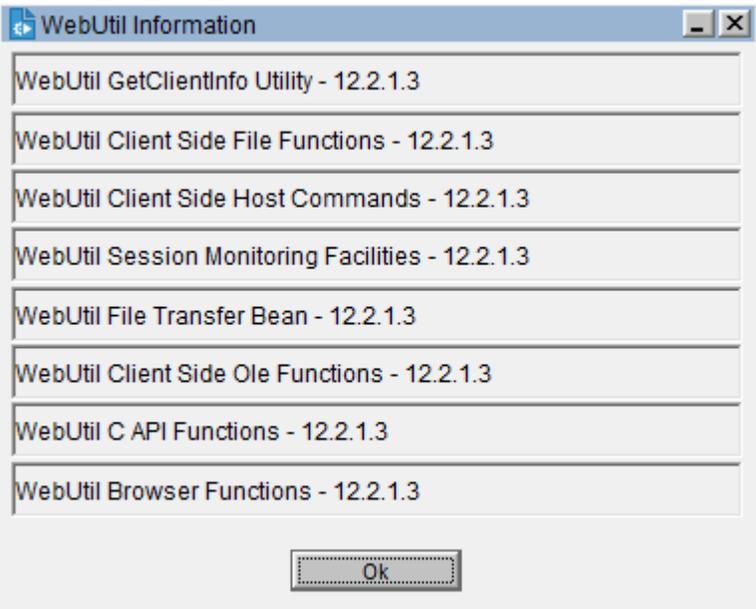
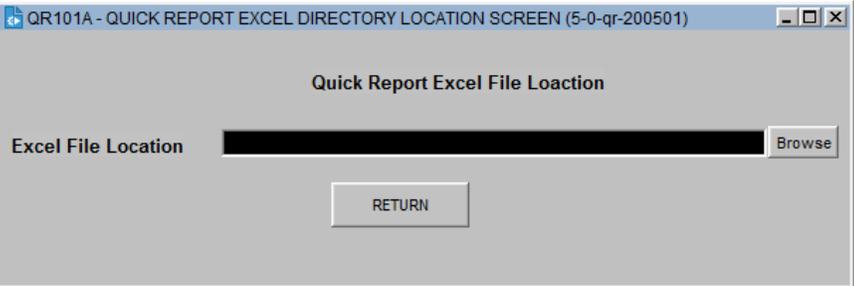
Exercise #19 QR0097 FFS - SURCHARGE REPORT - CSV FILE ONLY

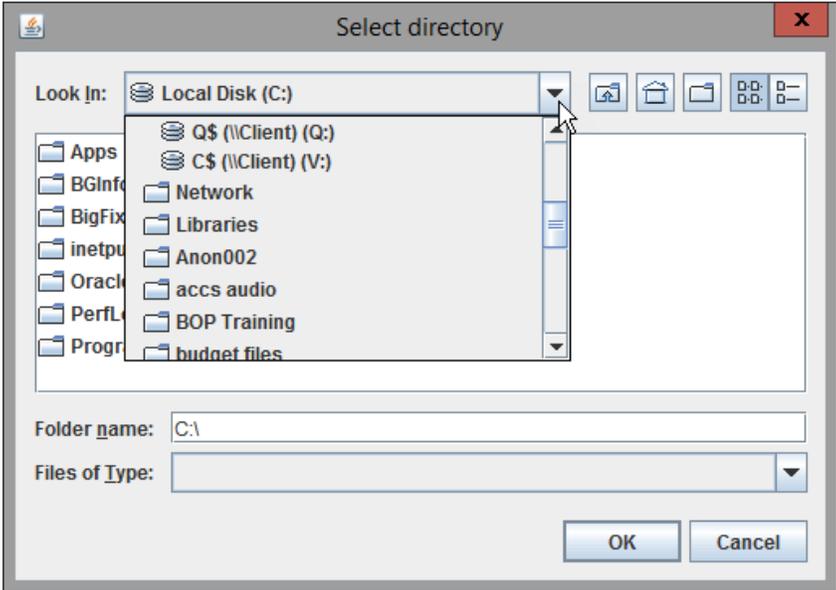
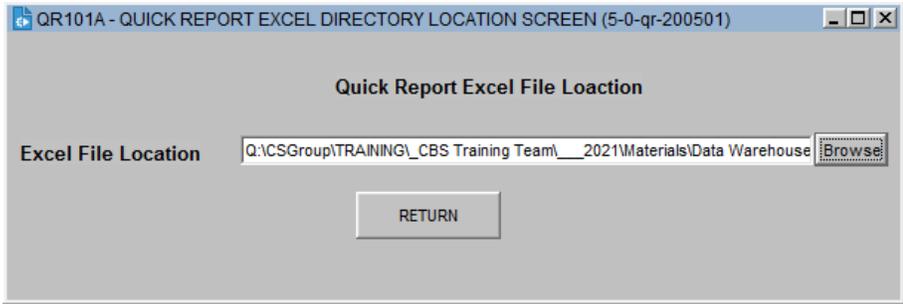
- Objectives:**
- Understand what the QR0097 report shows
 - Run the QR0097 report

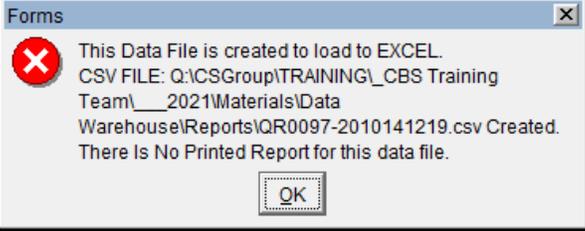
Instructions: Execute the following steps:

Step	Action
1	Pull up the parameter screen by either the report header name (i.e. %FFS%) or by the report ID (i.e. QR0097)
2	<p>The report parameter screen appears:</p> 
2a	<p>This report helps with linking the fee for service surcharge transaction amounts back to their source transactions. This report is one that is downloaded, so you will need to select where you save it. Make sure you select either your hard drive or LAN drive. This report only allows for data up for 3 months</p>

Step	Action
3	<p>➤ Use the following parameters:</p> <p>From Org 1 10</p> <p>To Org 1 10</p> <p>From Org 2 09</p> <p>To Org 2 09</p> <p>From Org 3 0003</p> <p>To Org 3 0003</p> <p>From GL End Date 01–AUG–2020</p> <p>To GL End Date 30–SEP–2020</p> <p>➤ Click the CSV radio button</p> <p>➤ Click the <input type="button" value="Submit"/> button.</p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>You do not have to search on all Orgs, but if you only search by one or two keep the one not being searched on blank.</i> ✓ <i>If data does not exist for what is being queried on, results will still generate but the file when open will encounter a “blank” report</i> ✓ <i>If the CSV radio button is not checked prior to submission, a blank PDF/TXT file will still be generated.</i>
3a	<p>When the following message appears:</p>  <p>➤ Click OK</p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</i>

Step	Action
3b	<p>The WebUtil Information screen appears:</p>  <p>➤ Click OK</p>
3c	<p>A prompt appears:</p>  <p>➤ Click Browse</p>

Step	Action
3d	<p data-bbox="297 323 675 359">A select directory appears:</p> <div data-bbox="297 426 1133 1016"></div> <ul data-bbox="297 1087 1325 1230" style="list-style-type: none">➤ Click the Look In drop-down arrow➤ Select either the Q\$ or C\$ option (Q is LAN drive and C is hard drive)➤ Chose the folders to save at➤ When finished click OK
3e	<p data-bbox="297 1289 989 1325">The prompt appears with the file location filled in:</p> <div data-bbox="297 1392 1200 1696"></div> <ul data-bbox="297 1766 558 1801" style="list-style-type: none">➤ Click RETURN

Step	Action																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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4	<p>Open Excel and the csv file that was created:</p> <table border="1" data-bbox="300 924 1542 1407"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> <th>L</th> <th>M</th> <th>N</th> <th>O</th> <th>P</th> <th>Q</th> <th>R</th> <th>S</th> <th>T</th> <th>U</th> <th>V</th> <th>W</th> <th>X</th> <th>Y</th> <th>Z</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>REPORT RUN DATE:</td> <td>14-OCT-2020 12:17:00</td> <td colspan="12">UNITED STATES DEPARTMENT OF COMMERCE</td> <td colspan="5">USER ID: OPSERICOB01</td> </tr> <tr> <td>2</td> <td>REPORT ID:</td> <td>QR0097</td> <td colspan="12">NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION</td> <td colspan="5">VERSION: 5.0.QR.190816</td> </tr> <tr> <td>3</td> <td>INSTANCE:</td> <td>CBS</td> <td colspan="12">FFS - Surcharge Report - CSV FILE ONLY</td> <td colspan="5"></td> </tr> <tr> <td>4</td> <td colspan="27"></td> </tr> <tr> <td>5</td> <td 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6	Report Parameters --> FROM GL_END_DATE: 31-AUG-2020 - TO GL_END_DATE: 30-SEP-2020 - FROM ORG1: 10 - TO ORG1: 10 - FROM ORG2: 09 - TO ORG2: 09 - FROM ORG3: 0003 - TO ORG3: 0003																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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8	Org1	Org2	Org3	Org4	Org5	Org6	Org7	Fund Cod	FCFY	Program1	Program2	Program3	Program4	Project	Task	Trans Date	Document	Doc Type	Reference	Feeder Sy	Object Cla	Trans Amount																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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Reimbursable Quick Reports

Exercise #20 **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: <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> </div>

Step	Action
2a	<p>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.</p> <p>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.</p>
3	<ul style="list-style-type: none"> ➤ Use the following parameters: <ul style="list-style-type: none"> Bureau Code 14 LO (Org1) 50 FMC (Org2) 22 ➤ Accept the default values for the rest of the fields ➤ Click the  button.
3a	<p>When the following message appears:</p>  <ul style="list-style-type: none"> ➤ Click OK <p>Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</p>
4	<ul style="list-style-type: none"> ➤ View the report contents ➤ Click the Close icon  on the icon bar to exit the report

REPORT RUN DATE: 14-OCT-2020 12:32:59
 REPORT ID: QR0059
 INSTANCE: CHS

UNITED STATES DEPARTMENT OF COMMERCE
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
 RA ACTIVE AND APPROVED RADG002 RECORDS QUERY

USER ID: OPSSERIC0801
 VERSION: 2.27.QR.070608

BUREAU CODE: 14 - LO: 50 - FMC: 22 - FUND CODE: ALL

BC	LO	FMC	PC	BUR REF NO	RA CTRL	RA NO	CUST NO	CUST REF NO	MOD	BILL T	CONTRACT AMT	BEGIN DATE	END DATE	RA STA
14	50	22	6	3RR1JBT	10498	FRD 2020-2025	6887	FRD 2020-2025		ADV	3,000.00	27-JUL-2020	31-JUL-2025	OPEN
14	50	22	7	3RR1J14	9732	89243218SNE000005	412	89243218SNE000005	5	WIP	3,001,000.00	01-OCT-2018	30-SEP-2023	OPEN
14	50	22	7	3RR1JEY	9795	IAA #89233119SNA000077	412	IAA #89233119SNA000077 89X0240	5	WIP	2,980,000.00	01-APR-2019	31-MAR-2024	OPEN
14	50	22	7	3RR1JSR	9865	NNH17AES31 TAS 19/20 0120	409	NNH17AES31 TAS 19/20 0120		WIP	99,000.00	16-APR-2019	30-SEP-2019	OPEN
14	50	22	7	3RR1JSR	10307	NNH17AES31 TAS 20/21 0120	409	NNH17AES31 TAS 20/21 0120		WIP	50,000.00	31-DEC-2019	30-SEP-2020	OPEN
14	50	22	7	3RR2JAB	9364	F3KTK78008GV02	372	F3KTK78008GV02 578/8 3400		WIP	125,000.00	01-OCT-2017	30-SEP-2018	OPEN
14	50	22	7	3RR2JAB	9768	F3KTK78305GV01	372	F3KTK78305GV01		WIP	125,000.00	01-OCT-2018	30-SEP-2019	OPEN
14	50	22	7	3RR2JAB	10249	F3KTK79302GW02	372	F3KTK79302GW02		WIP	125,000.00	01-OCT-2019	30-SEP-2020	OPEN
14	50	22	7	3RR2JHA	8199	DE-EM0003822	412	DR-EM0003822/0001 89X0251	1	WIP	520,000.00	02-FEB-2016	30-SEP-2018	OPEN

This report ran approximately 0 minutes

This report may contain PII/BI data and should be safeguarded from improper disclosure.
 The information in this report is confidential and may be legally privileged.

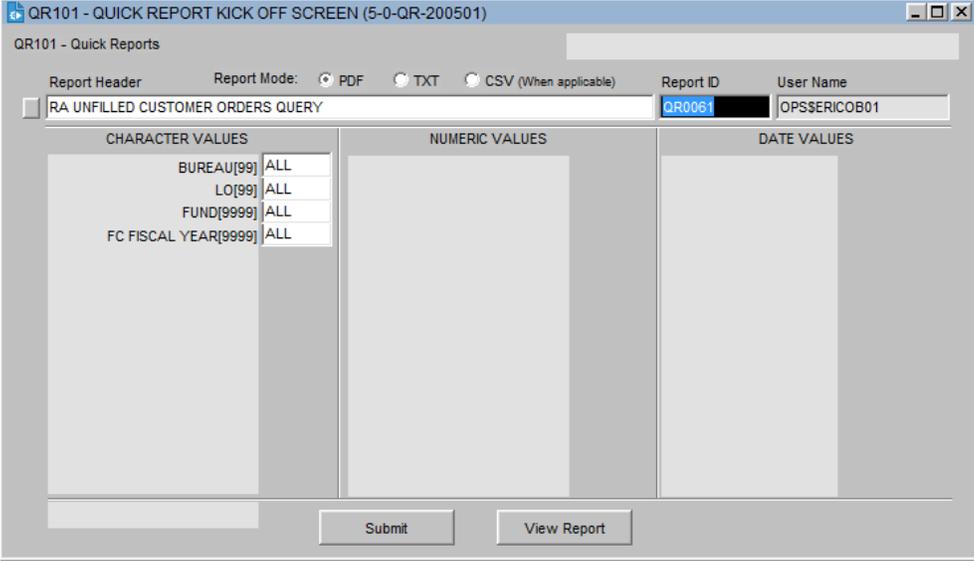
FOR OFFICIAL USE ONLY

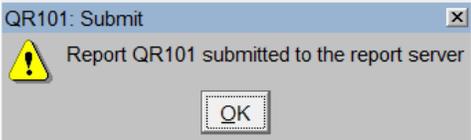
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Exercise #21 QR0061– RA Unfilled Customer Order Query

- 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	<p>The report parameter screen appears:</p> 
2a	<p>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.</p> <p>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.</p>

Step	Action
3	<ul style="list-style-type: none"> ➤ Use the following parameters: Bureau Code 14 LO 50 Fund 0006 FC Fiscal Year 2020 ➤ Click the  button.
3a	<p>When the following message appears:</p>  <ul style="list-style-type: none"> ➤ Click OK <p><i>Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</i></p>
4	<ul style="list-style-type: none"> ➤ 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.

REPORT RUN DATE: 14-OCT-2020 12:39:23
 REPORT ID: QR0061
 INSTANCE: CBS

UNITED STATES DEPARTMENT OF COMMERCE
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
 RA UNFILLED CUSTOMER ORDERS QUERY

USER ID: OPS\$ERICOB01
 VERSION: 2.27.QR.070301

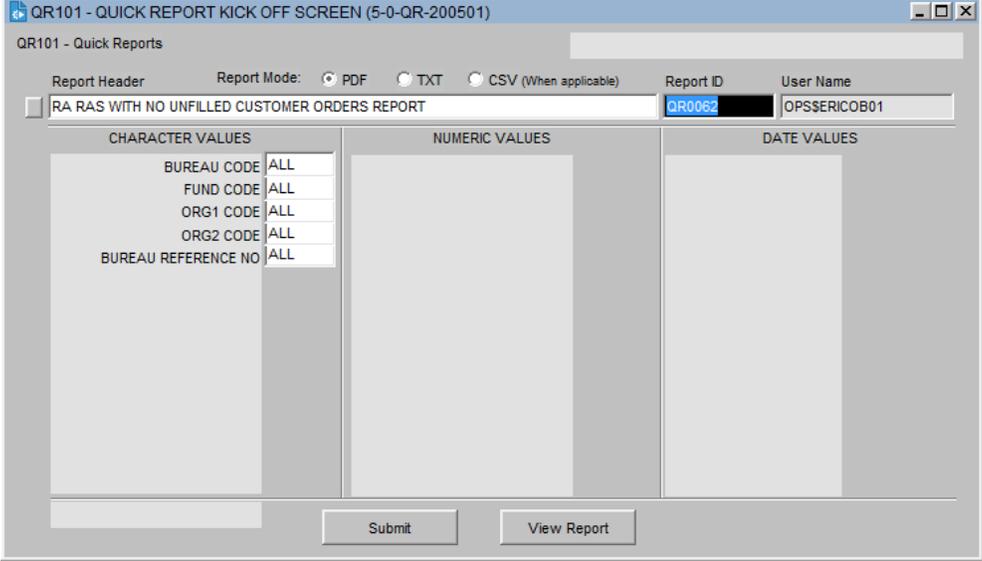
BUREAU: 14 - LO: 50 - FUND: 0006 - FC FISCAL YEAR: 2020

BC	LO	FC	PROJECT		FCPY	UCO AMT	WIP SALES		RADG003	ORDER	UCO MOD		RADG002	AGREEMENT NO
			TYPE				FLAG	FLAG			ORDER	CTRL NO		
14	50	6	3BR1JBT	REIMBA	2020	3,000.00	Y	N	30419	2020-01	0	10498	FRD	2020-2025
14	50	6	3BR1MA1	REIMBA	2020	48,691.00	Y	N	29166	2020-01	0	10178	GMD-ASIAA	2019
14	50	6	3BR1MA2	REIMBA	2020	11,750.00	Y	N	30149	2020-01	0	10275	GMD-AURA	GONG-2020
14	50	6	3BR1MA3	REIMBA	2020	1,422.80	Y	N	30204	2020-01	0	10427	2020-YAMAKAWA	GEM
14	50	6	3BR1MA7	REIMBA	2020	27,993.18	Y	N	30429	2020-01	0	10508	GML(MLO-BRW-SMO)	-UNIVROCH-2020
14	50	6	3BR1MAT	REIMBA	2020	35,339.00	Y	N	30205	2020-01	0	10227	GMD-ATLAS	2020
14	50	6	3BR1MAN	REIMBA	2020	2,505.88	Y	N	29174	2020-01	1	7844	GMD-UCLIRVINE	2015
14	50	6	3BR1M3J	REIMBA	2020	1,405.01	Y	N	29170	2020-01	0	9276	GMD-PREDE	2017
14	50	6	3BR1MNX	REIMBA	2020	27,043.74	Y	N	29332	2020-01	0	10136	NNL190B13I	
14	50	6	3BR1MPM	REIMBA	2020	250.00	Y	N	30084	2020-01	0	10203	GMD-JMA/MRI	2020
14	50	6	3BR1MPT	REIMBA	2020	4.93	Y	N	29168	2020-01	0	9938	GMD-OPT	2019
14	50	6	3BR1MRP	REIMBA	2020	16,000.00	Y	N	29176	2020-01	1	8618	GMD-UHIA	2016

Exercise #22 **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	<p>The report parameter screen appears:</p> 

Step	Action						
2a	<p>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.</p> <p>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.</p>						
3	<ul style="list-style-type: none"> ➤ Use the following parameters: <table style="margin-left: 20px;"> <tr> <td>Bureau Code</td> <td>14</td> </tr> <tr> <td>Org1 Code</td> <td>50</td> </tr> <tr> <td>Org2 Code</td> <td>22</td> </tr> </table> ➤ Accept the default values for the rest of the fields ➤ Click the  button. 	Bureau Code	14	Org1 Code	50	Org2 Code	22
Bureau Code	14						
Org1 Code	50						
Org2 Code	22						
3a	<p>When the following message appears:</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px 0;"> <p>QR101: Submit ✕</p> <p> Report QR101 submitted to the report server</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <ul style="list-style-type: none"> ➤ Click OK <p style="background-color: yellow; padding: 5px;">Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</p>						

Step	Action
4	<ul style="list-style-type: none"> ➤ View the report contents ➤ Click the Close icon  on the icon bar to exit the report

REPORT RUN DATE: 14-OCT-2020 12:41:22
 REPORT ID: QRO062
 INSTANCE: CBS

UNITED STATES DEPARTMENT OF COMMERCE
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
 RA RAS WITH NO UNFILED CUSTOMER ORDERS REPORT

USER ID: OPSSERIC0801
 VERSION: 2.27.QR.070301
 PAGE: 1

BUREAU CODE: 14 - FUND CODE: ALL - ORG1: 50 - ORG2: 22
 BUREAU REFERENCE NO. (PROJECT CODE): ALL

BC	ORG1	ORG2	FUND	(PROJECT CODE)	CTRL NO	TYPE	AGREEMENT NO.	TWA NO.	RA	STATUS	CUST NO	/NAME	RA AMOUNT	START DATE	END DATE
14	50	22	6	3BR1JBT	10498	ADV	FED 2020-2025			OPEN		6887-SHOOSHONE BANNOCK TRIBES	3,000.00	27-JUL-2020	31-JUL-2025
14	50	22	7	3BR1J14	9732	WIP	892421188H000005			OPEN		412-DEPT OF ENERGY/CAPITAL ACCOUNTING CENTER	3,001,000.00	01-OCT-2018	30-SEP-2023
14	50	22	7	3BR1JBY	9795	WIP	IAA 489233119SMA000077			OPEN		412-DEPT OF ENERGY/CAPITAL ACCOUNTING CENTER	2,980,000.00	01-APR-2019	31-MAR-2024
14	50	22	7	3BR1JSR	9865	WIP	NNH17A8531 TAS 19/20 0120			OPEN		409-NASA-HEADQUARTERS	99,000.00	16-APR-2019	30-SEP-2019
14	50	22	7	3BR1JSR	10307	WIP	NNH17A8531 TAS 20/21 0120			OPEN		409-NASA-HEADQUARTERS	50,000.00	31-DEC-2019	30-SEP-2020
14	50	22	7	3BR2JAB	9364	WIP	F3KTK78088G02			OPEN		372-DPAS-DENVER	125,000.00	01-OCT-2017	30-SEP-2018
14	50	22	7	3BR2JAB	9768	WIP	F3KTK78305G01			OPEN		372-DPAS-DENVER	125,000.00	01-OCT-2018	30-SEP-2019
14	50	22	7	3BR2JAB	10249	WIP	F3KTK79302G02			OPEN		372-DPAS-DENVER	125,000.00	01-OCT-2019	30-SEP-2020
14	50	22	7	3BR2JHA	8199	WIP	DE-EM0003822			OPEN		412-DEPT OF ENERGY/CAPITAL ACCOUNTING CENTER	520,000.00	02-FEB-2016	30-SEP-2018

This report ran approximately 0 minutes

This report may contain PII/BI data and should be safeguarded from improper disclosure.
 The information in this report is confidential and may be legally privileged.

FOR OFFICIAL USE ONLY

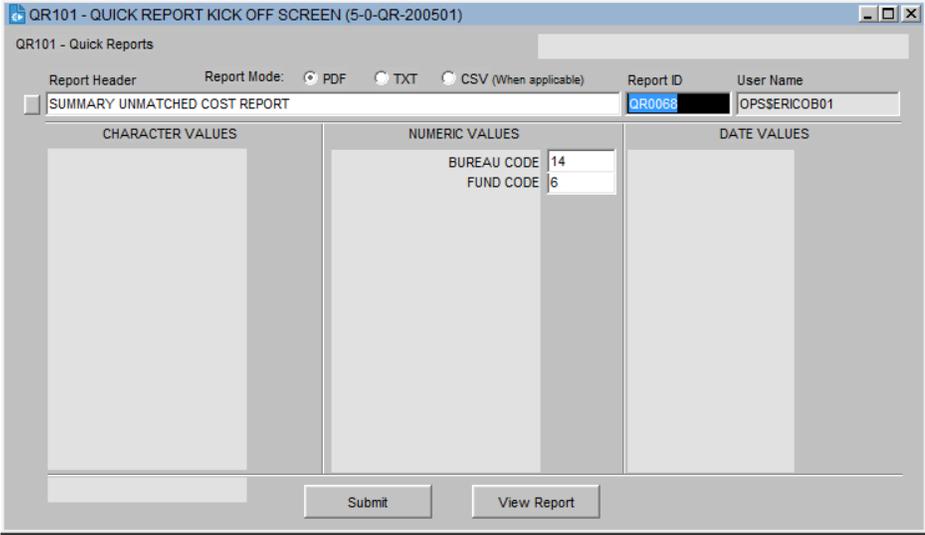
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Exercise #23 QR0068– Summary Unmatched Cost Report**Objectives:**

- 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	<p>The report parameter screen appears:</p> 
2a	<p>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.</p> <p>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.</p>

Step	Action
3	<ul style="list-style-type: none"> ➤ Use the following parameters: Bureau Code 14 Fund Code 6 ➤ Accept the default values for the rest of the fields ➤ Click the  button.
3a	<p>When the following message appears:</p>  <ul style="list-style-type: none"> ➤ Click OK <p><i>Note: Unlike DW reports, the QR parameter screen does not reset itself until you go to run a different report.</i></p>
4	<ul style="list-style-type: none"> ➤ 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.

REPORT RUN DATE: 14-OCT-2020 12:43:29
 REPORT ID: QR0068
 INSTANCE: CBS

UNITED STATES DEPARTMENT OF COMMERCE
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
 SUMMARY UNMATCHED COST REPORT

USER ID: OPS\$ERIC001
 VERSION: 2.27.QR.070301

REPORT GENERATED USING Bureau: 14, Fund: 0006

FUND CODE	PROJECT CODE	FUND CODE	FISCAL YEAR	AMOUNT
6	2BLC9DF	2019		\$51,874.27
6	2BLC9SD	2019		\$765.05
6	2BLEAAD	2012		\$0.00
6	2BLEAAD	2013		\$0.00
6	2BLEAAD	2014		\$0.00
6	2BLEANF	2006		\$0.00