



NOAA

Reimbursable Agreements

BPR Training

FY 2007

Reimbursable Agreements

Data Warehouse Reports

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6.4.2 Reimbursable Agreement Summary Report (RA502D)

The Reimbursable Agreements module records and stores a large volume of financial data for each reimbursable agreement. The Reimbursable Agreement Summary Report (RA502D) has been designed to summarize the agreement information needed by program managers and other staff members involved in the financial management of the agreement.

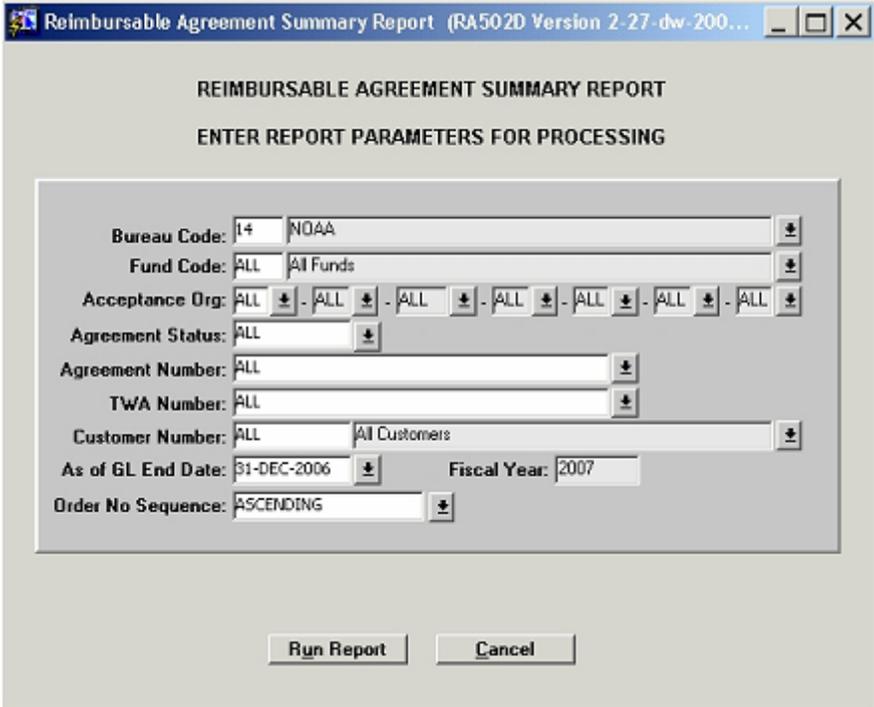
In addition to contractual data, such as period of performance and billing type, the report displays the total authorized unfilled customer order (UCO) amount, advance collected (for advance projects), billed costs, costs collected, unreleased costs, uncollected advance (for advance projects) and the remaining UCO balance for the reimbursable agreement. Undelivered order amounts and unmatched costs are not included on this report because they are not allocated to a reimbursable agreement until they are billed by the WIP process. These amounts are included on the Reimbursable Project Report.

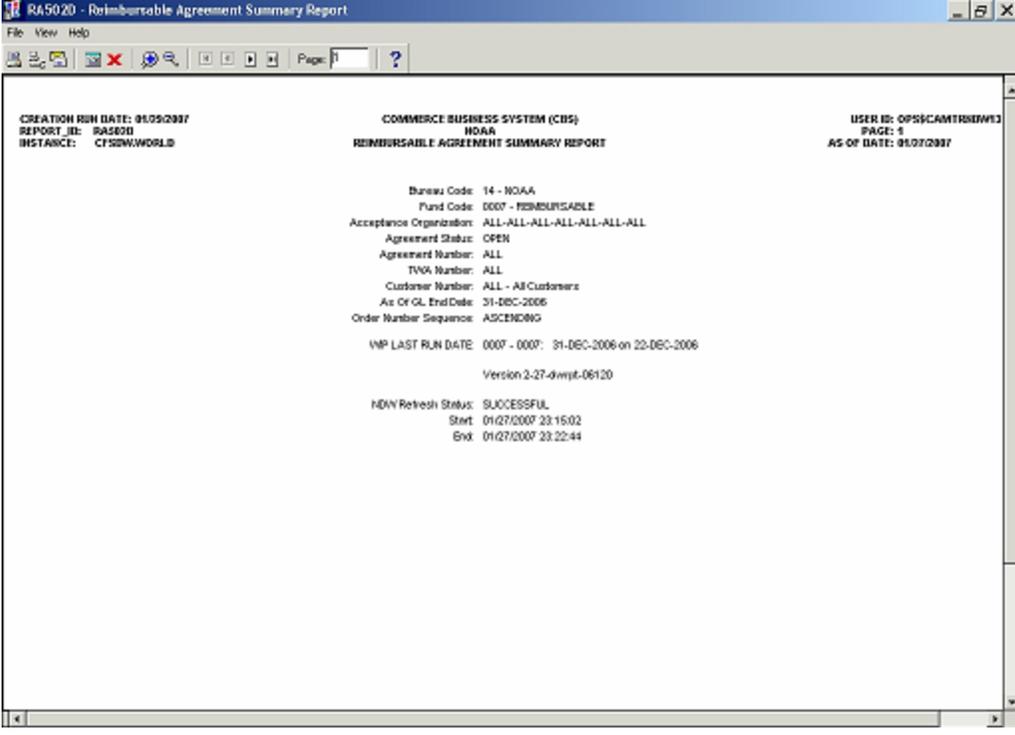
Possible uses for this report include:

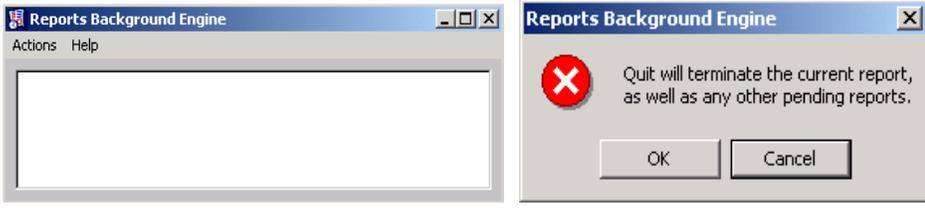
- Comparing overall agreement spending against the total agreement and order amounts as well as the time remaining on the agreement.
- Evaluating the billing and collections recorded for the reimbursable agreement.

Once in the CBS Navigator, users perform the following steps to run the RA502D report:

<i>Step</i>	<i>Action</i>
1	<ul style="list-style-type: none"> ➤ Log into the Data Warehouse application ➤ Open the Data Warehouse folder on the <i>CBS Navigator</i> ➤ Select the RA502D - Reimbursable Agreement Summary Report menu option from the Reimbursable Agreements Reports folder <p><i>Notes: Please refer to the DW Access & Navigation section for additional information on the logon process and menus.</i></p>

Step	Action
2	<p>The RA502D Runtime Parameter Form will be displayed as shown below:</p> 
3	<p>Users complete applicable fields on the RA502D screen which will generate the appropriate report information.</p> <p><i>Note: The data fields from this screen are explained in detail within this section.</i></p>
4	<p>Once the proper parameters are entered, users press the Run Report command button to generate the report.</p>
5	 <p>A Report Progress box will appear. User action is not required, unless they wish to exit without producing a report by pressing the Cancel Report button.</p>

Step	Action
6	<p>The Report Previewer will be open with the report number displayed on the top of the screen. Users will be positioned on the report header page which lists the current date/time, report title, and parameters defined for the report. Within the Report Previewer, click the arrows on the icon bar to move through the report pages. The following illustrates the Report Previewer:</p>  <p><i>Note: The single arrows are used to move to the next/previous page and arrows with the vertical line are used to move to the first and last page of the report.</i></p>
7	<p>Click the Print icon  to print a copy of the report.</p> <p><i>Note: If more than one Citrix application is open (e.g., DW and BOP), users can only print in one application at a time. In order to print reports from one Citrix application, the Reports Background Engine window must be closed in the other application.</i></p>
8	<p>Click on the Report Previewer Exit  icon to exit and return to the report launch screen.</p> <p><i>Note: The Exit icon is the red X on the Report Previewer toolbar, not the Delete a Record icon within CFS modules which is very similar.</i></p>
9	<p>Enter applicable parameters if additional reports are required, or click Cancel to exit the report launch screen.</p>

<i>Step</i>	<i>Action</i>
10	<p>During the report process, the Reports Background Engine will appear on the lower part of your screen as a minimized application. Maximizing the Reports Background Engine window allows users to view a list of reports in process when multiple reports have been executed. The following illustrates the Report Background Engine:</p>  <p><i>Note: Users may need to close the Reports Background Engine window if problems are experienced in the execution of subsequent reports. However, attempting to close this window prior to exiting the Report Previewer displays the dialog box shown here. Users click OK to keep the report open or Cancel to close both the Report Previewer and Reports Background Engine windows.</i></p>

6.4.2.1 Reimbursable Agreement Summary Report (RA502D) Parameters

This screen requires input of the following fields:

<u>Field</u>	<u>Description</u>
Bureau Code (LOV)	This field displays the 2-digit bureau code and corresponding bureau name as defined on the Bureau Code Screen (GL004). The Bureau Code will default to user's bureau code. The user may specify a different Bureau Code by either entering a valid value or by selecting one from a list of values.
Fund Code (LOV)	This field displays the 4-digit fund code and corresponding name as defined on the Fund Code Screen (GL013). The Fund Code will default to "ALL." The user may specify a different Fund Code by either entering a valid value or by selecting one from a list of values. The list of values displays only valid values for the selected Bureau.
Acceptance Org (LOV)	<p>These fields (Org1 through Org7) correspond to the acceptance organization entered on the Document Tab of the RADG002. The first field, which represents Org1, defaults to ALL. This field will only display those codes associated with the bureau code.</p> <p>If Org1 is "ALL" the subordinate levels must also be "ALL." The list of values is based upon the preceding specified org code entered or selected.</p>

<u>Field</u>	<u>Description</u>
Agreement Status (LOV)	This field will display the agreement status stored in the RA Status field on the Document Tab of the approved RADG002. This field defaults to "ALL." The user may specify a different Agreement status by either entering a valid value or by selecting one from the list of values.
Agreement Number (LOV)	This field will display the agreement number stored in the RA/Contract No. field on the approved RADG002. This field defaults to "ALL." The List of Values is limited by the previous parameter selections. The user may enter a specific reimbursable agreement number or select one from the list of values. This field will be disabled if the TWA parameter field is not set to "ALL."
TWA Number (LOV)	This field will display the TWA number in the TWA No. field on the approved RADG002. This field defaults to "ALL." The List of Values is limited by the previous parameter selections. The user may enter a specific reimbursable agreement number or select one from the list of values. This field will be disabled if the Agreement Number parameter field is not set to "ALL."
Customer Number (LOV)	This field will display the customer number and name associated with the Customer Number and Name fields on the approved RADG002. This field defaults to "ALL."
As of GL End Date (LOV)	<p>This field will display the prior GL period based upon the system date. This field limits the data being displayed on the report to include all transactions approved as of a specified general ledger end date. The list of values is limited to all months up to the prior month but the current month may be entered by the user.</p> <p><i>NOTE: The prior GL month is the default since this gives the user the latest WIP amounts that were allocated to the agreements. However, the user can type in the current month so that the report may be updated with recent UCO and Accounts Receivable collection activity only. <u>When requesting the current month</u>, the user should type the current GL end date and hit the CANCEL button twice or until the hourglass is displayed to let the user know the report is in the process of being generated. If using current GL end date – make sure this is the last step; otherwise you'll be prompted to change the GL end date.</i></p>
Fiscal Year	This field will display the Fiscal Year associated with the entered or selected GL End date. The system will automatically populate this field.
Order No. Sequence (LOV)	This field will determine whether the unfilled customer orders on the report will be displayed from the highest to lowest number or lowest to highest number. This field defaults to Ascending.

6.4.2.2 Reimbursable Agreement Summary Report (RA502D) Contents

The report starts with the bureau, fund, program, and project selected on the report parameter screen. To the right of this information is the date the last WIP billing process was run. Within the report, a double line is used to separate one agreement from another when data for multiple agreements is returned.

The first line of agreement data lists the agreement/TWA number, RADG002 control number, highest mod number, customer number/name, period of performance, billing type and the total RA amount. The total RA amount may be greater than the total UCO amounts if the agreement started prior to conversion or if more funding is expected from the customer.

The Reimbursable Agreement Summary Report has the following information, where one line is entered for each UCO displaying (from left to right):

<u>Name</u>	<u>Description</u>
Order Number	Displays the NOAA assigned number that corresponds with the fiscal year of the order.
RADG003 Control No.	Displays the system generated number that uniquely identifies the order and allows for easier querying.
FCFY	Displays the fiscal year of the transactions.
Project Code	Displays the seven digit alpha-numeric code that identifies the activity being funded and against which costs are accrued.
Order Amount	Displays the sum of the initial unfilled customer order amount and all approved modification amounts.
Advance Collected	Displays the sum of the advance collections linked to the UCO.
Costs Billed To Date	Displays the sum of the costs posted against the project and then allocated to the agreement and billed as of the last WIP run cited at the top of the report.
Costs Collected To Date	Displays the sum of the collections recorded against the WIP bills.
Unreleased Costs	Displays the sum of the bills that have been allocated to the agreement/order combination but have not been billed as of the last WIP process cited at the top of the report.
Uncollected Advance	Displays the sum of the advances that have been billed but not yet collected.
Remaining Order Balance	Displays the total order amount minus the costs billed to date and the unreleased costs.

Note: On the first page of the report it will show the WIP Last Run Date for specific fund codes.

6.4.2.3 Reimbursable Agreement Summary Report (RA502D) Example

An example of the Reimbursable Agreement Summary Report is included on the following pages.

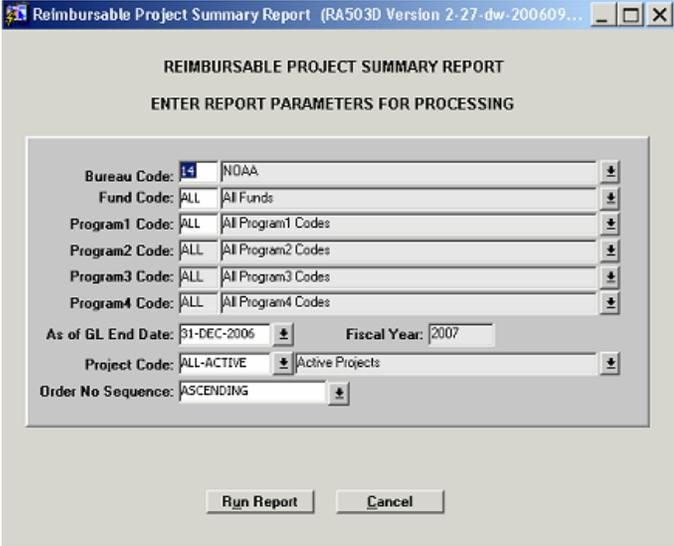
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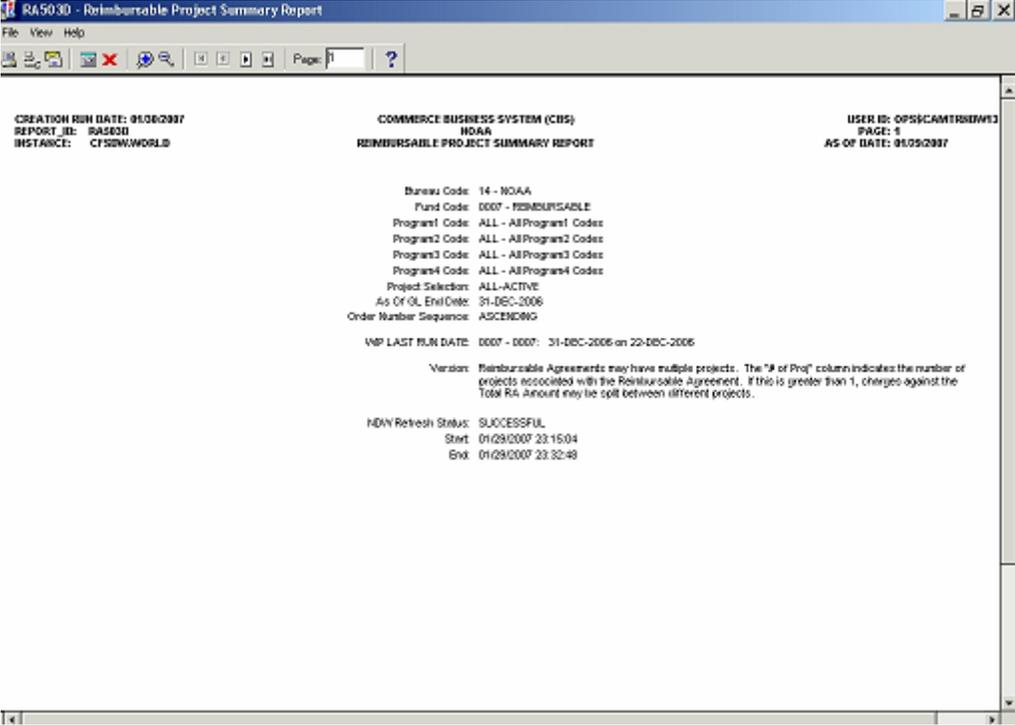
6.4.3 Reimbursable Project Summary Report (RA503D)

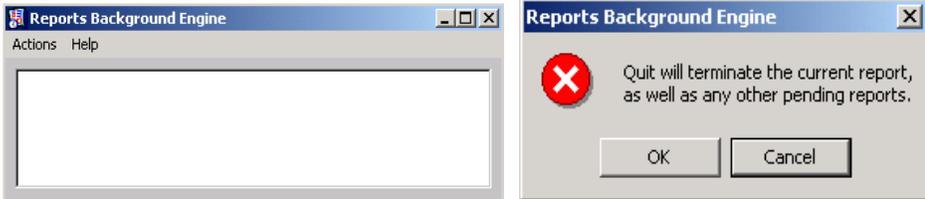
The Reimbursable Project Report (RA503D) has been designed for the use of program managers, line office budget staff, and other staff members who are responsible for the overall financial management of the reimbursable projects.

This report has the same financial information as the RA502D Reimbursable Agreement Summary Report, but summarizes it at the project level. In addition to the agreement information, the report includes allotment, total billing report accrued costs, undelivered order amount, and unallocated and unmatched amounts for the project. Amounts in question can be further analyzed by using the detailed reports available through Discoverer (RA-Detail Workbook).

Once in the CBS Navigator, users perform the following steps to run the RA503D report:

Step	Action
1	<ul style="list-style-type: none"> ➤ Log into the Data Warehouse application ➤ Open the Data Warehouse folder on the <i>CBS Navigator</i> ➤ Select the RA503D - Reimbursable Project Report menu option from the Reimbursable Agreements Reports folder <p><i>Notes: Please refer to the DW Access & Navigation section for additional information on the logon process and menus.</i></p>
2	<p>The RA503D Runtime Parameter Form will be displayed as shown below:</p> 
3	<p>Users complete applicable fields on the RA503D screen which will generate the appropriate report information.</p> <p><i>Note: The data fields from this screen are explained in detail within this section.</i></p>
4	<p>Once the proper parameters are entered, users press the Run Report command button to generate the report.</p>

Step	Action
5	 <p>A Report Progress box will appear. User action is not required, unless they wish to exit without producing a report by pressing the Cancel Report button.</p>
6	<p>The Report Previewer will be open with the report number displayed on the top of the screen. Users will be positioned on the report header page which lists the current date/time, report title, and parameters defined for the report. Within the Report Previewer, click the arrows on the icon bar to move through the report pages. The following illustrates the Report Previewer:</p>  <p><i>Note: The single arrows are used to move to the next/previous page and arrows with the vertical line are used to move to the first and last page of the report.</i></p>
7	<p>Click the Print icon  to print a copy of the report.</p> <p><i>Note: If more than one Citrix application is open (e.g., DW and BOP), users can only print in one application at a time. In order to print reports from one Citrix application, the Reports Background Engine window must be closed in the other application.</i></p>

Step	Action
8	<p>Click on the Report Previewer Exit  icon to exit and return to the report launch screen.</p> <p><i>Note: The Exit icon is the red X on the Report Previewer toolbar, not the Delete a Record icon within CFS modules which is very similar.</i></p>
9	<p>Enter applicable parameters if additional reports are required, or click Cancel to exit the report launch screen.</p>
10	<p>During the report process, the Reports Background Engine will appear on the lower part of your screen as a minimized application. Maximizing the Reports Background Engine window allows users to view a list of reports in process when multiple reports have been executed. The following illustrates the Report Background Engine:</p> <div data-bbox="284 693 1209 892" style="border: 1px solid gray; padding: 5px;">  </div> <p><i>Note: Users may need to close the Reports Background Engine window if problems are experienced in the execution of subsequent reports. However, attempting to close this window prior to exiting the Report Previewer displays the dialog box shown here. Users click OK to keep the report open or Cancel to close both the Report Previewer and Reports Background Engine windows.</i></p>

6.4.3.1 Reimbursable Project Summary Report (RA503D) Parameters

This screen requires input of the following fields:

<u>Field</u>	<u>Description</u>
Bureau Code (LOV)	<p>This field displays the 2-digit bureau code and corresponding bureau name as defined on the Bureau Code Screen (GL004). The Bureau Code will default to the user’s bureau code. The user may specify a different Bureau Code by either entering a valid value or by selecting one from a list of values.</p>
Fund Code (LOV)	<p>This field displays the 4-digit fund code and corresponding name as defined on the Fund Code Screen (GL013). The Fund Code will default to “ALL.” The user may specify a different Fund Code by either entering a valid value or by selecting one from a list of values. The list of values displays only valid values for the selected Bureau.</p>

<u>Field</u>	<u>Description</u>
Program1 Code (LOV)	This field displays the 2-digit Program1 Code that used to be known as the Activity Code. This field will only display those codes associated with the Bureau Code selected. This field defaults to "ALL." The user may specify a different Program1 Code by either entering a valid value or by selecting one from the list of values.
Program2 Code (LOV)	This field displays the 2-digit Program2 Code that used to be known as the Sub-Activity Code. This field is subordinate to the Program1 Code field and will only display those Program2 Codes associated with the Program1 Code selected. This field defaults to "ALL." The user may specify a different Program2 Code by either entering a valid value or by selecting one from the list of values.
Program3 Code (LOV)	This field displays the 2-digit Program 3 Code that used to be known as the Line Item Code. This field is subordinate to the Program2 Code field and will only display those Program3 Codes associated with the Program 1 & 2 Codes selected. This field defaults to "ALL." The user may specify a different Program3 Code by either entering a valid value or by selecting one from the list of values.
Program4 Code (LOV)	This field displays the 2-digit Program4 Code that used to be known as the Bureau Unique Code. This field is subordinate to the Program3 Code and will only display those Program4 Codes associated with the Program 1-3 Codes selected. This field defaults to "ALL." The user may specify a different Program4 Code by either entering a valid value or by selecting one from the list of values.
As of GL End Date (LOV)	<p>This field will display the prior GL period based upon the system date. This field limits the data being displayed on the report to include all transactions approved as of a specified general ledger end date. The list of values is limited to all months up to the prior month but the current month may be entered by the user.</p> <p><i>NOTE: The prior GL month is the default since this gives the user the latest WIP amounts that were allocated to the agreements. However, the user can type in the current month so that the report may be updated with recent UCO and Accounts Receivable collection activity only. <u>When requesting the current month</u>, the user should type the current GL end date and hit the CANCEL button twice or until the hourglass is displayed to let the user know the report is in the process of being generated. If using current GL end date – make sure this is the last step; otherwise you'll be prompted to change the GL end date.</i></p>
Fiscal Year	This field will display the Fiscal Year associated with the entered or selected GL End date. The system will automatically populate this field.

<u>Field</u>	<u>Description</u>
Project Code (LOV)	<p>This field displays the project code and corresponding name as defined on the Project Code Maintenance Screen (CM004). This field defaults to "ALL." The user may specify a different Project Code by either entering a valid value or by selecting one from a list of values. The list of values displays only valid values for the selected Bureau and fund code.</p> <p><i>NOTE: The LOV for the project code allows information be selected in a number of different ways. The user may select a single project from the LOV or type in a single project. The user may also select all projects, all active projects, or all inactive projects. In addition, the user can select multiple non-sequential projects by selecting LIST from the LOV and then double-clicking on the arrow at the far right of the field which will bring up another screen. This screen will allow you to choose all projects by clicking the Check/Uncheck All Records button or by checking the individual projects using the checkboxes in front of them. Once all projects have been selected, the user will click on the OK button to return back to the parameter screen. It is recommended that this screen be used to limit the number of projects selected when using the All-Active or All-Inactive criteria.</i></p>
Order No. Sequence (LOV)	<p>This field will determine whether the unfilled customer orders on the report will be displayed from the highest to lowest number or lowest to highest number. This field defaults to Ascending.</p>

6.4.3.2 Reimbursable Project Summary Report (RA503D) Content

The report starts with the bureau, fund, program, and project selected on the report parameter screen. To the right of this information is the date of the last WIP run. Each project begins on a new page and a double line separates project detail by agreement and order from project total amounts.

Each agreement funding the project is listed individually with the following information displayed from left to right on the report:

<u>Name</u>	<u>Description</u>
Agreement/TWA No.	Displays the unique number that identifies the funding document and is stored in the RA/Contract No. field or TWA No. field of the RADG002 screen.
RADG002 Control No.	Displays the system generated number that uniquely identifies the agreement and allows for easier querying.
Highest Mod No.	Displays the system generated number of the highest approved modification to the reimbursable record.

<u>Name</u>	<u>Description</u>
Customer No./Name	Displays the unique customer number and name stored on the RADG002 screen.
Period of Performance	Displays the beginning and ending dates of the agreement or TWA.
No. of Projects	Displays the number of projects associated with the agreement. For NOAA, this number will usually be one. If there is a number greater than one, it will let the user know that there is more than one project associated with the agreement. However, this report will only display the data for the selected project.
Billing Type	Displays the billing type. It pulls the information from the Customer Tab of the RADG002 screen where ADV means that the agreement is billed in advance of accruing costs and WIP means the agreement is billed after the costs have accrued (usually quarterly, but sometimes monthly or at the request of the Line Office).
Total RA Amount	Displays the sum of the initial agreement (or TWA) amount and all approved modification amounts.

Directly below this information, the unfilled customer orders for the agreement are listed in ascending or descending order number sequence as selected on the parameter screen. For each order, the report displays the following from left to right:

<u>Name</u>	<u>Description</u>
FCFY	Displays the fiscal year of the transactions.
Order No.	Displays the NOAA assigned unfilled customer order number from the RADG003 screen that corresponds with the fiscal year of the order.
RADG003 Control No.	Displays the system generated number that uniquely identifies the order and allows for easier querying.
Max Mod Number	Displays the highest approved system generated order modification number.
Order Amount	Displays the sum of the initial unfilled customer order and all approved modification amounts.
Advance Collected	Displays the sum of the advance collections linked to the agreement/order combination.
Costs Billed To Date	Displays the sum of the costs posted against the project and then allocated to the agreement/order combination and billed as of the last WIP run cited at the top of the report.
Costs Collected To Date	Displays the sum of the collections recorded against the WIP bills.

<u>Name</u>	<u>Description</u>
Unreleased Costs	Displays the costs posted against the project that have been allocated to the agreement/order combination but have not been billed as of the last WIP process cited at the top of the report.
Uncollected Advance	Displays the sum of the advances that have been billed but not yet collected.
Remaining Order Balance	Displays the total order amount minus the costs billed to date and the unreleased costs.

The **Project Total** section of the report provides summary information for each project by fund code fiscal year. It includes some additional information not available in the reimbursable agreement module that is useful in managing reimbursable projects, such as the project's current annual allotment amount, the undelivered orders for the project, and the unallocated and unmatched costs which have not yet reduced the project's remaining order balance. The following information is displayed from left to right by fund code fiscal year, with a total line included:

<u>Name</u>	<u>Description</u>
Annual Allotment	Displays the total allotment for the year. <i>NOTE: Totals will only be displayed for the current budget year.</i>
UDO	Displays the total amount of undelivered orders for the project.
Unallocated and Unmatched	Displays the sum of the costs that accrued between the last WIP run date displayed at the top of the report and the date of the report (unallocated) plus the sum of the costs that accrued prior to the last WIP run date that could not be matched to an agreement/order combination associated with the project (unmatched).
Order Amount	Displays the sum of the initial unfilled customer order amount and all of the approved modification amounts.
Advance Collected	Displays the sum of the advances collected to date.
Costs Billed to Date	Displays the sum of the costs billed as of the last WIP run date cited at the top of the report.
Costs Collected to Date	Displays the sum of the collections recorded against the WIP bills.
Unreleased Costs	Displays the costs posted against the project and allocated to the agreement/order combination but not billed as of the last WIP run cited at the top of the report.
Uncollected Advance	Displays the sum of the advances that have been billed but not yet collected.

<u>Name</u>	<u>Description</u>
Remaining Order Balance	Displays the total order amount minus the costs billed to date and the unreleased costs.

The **Allotment Summary** section of the report displays allotment and obligation totals that tie back to the NOAA Data Warehouse allotment reports (e.g. BE510D and BE521D). Note that data in this section will only be displayed for the current fiscal year.

<u>Name</u>	<u>Description</u>
Annual Allotment	Displays the total allotment for the year.
PY Costs	Displays the amount of obligations charged against the prior fund code fiscal year but paid out of the allotment for the current fiscal year.
Current Year UDO	Displays the undelivered order amount for the current fiscal year.
Current Year Accruals	Displays the amount of costs accrued in the current fiscal year.
Allotment Balance	Displays the annual allotment minus the prior year costs, current year undelivered orders, and current year accruals.

The **Billing Report** section displays the amount of **Total Accrued Cost by FCFY** as reported on the RA500D Reimbursable Project Status Billing Report.

The Reimbursable Project Summary Report can be used to check that all current year order balances have been allotted for non-advance projects and all current year collections have been allotted for advance projects. It can also be used to verify that the total remaining order balance is sufficient to cover the remaining unallocated and unmatched cost amounts, as well as any undelivered order amounts. If the balance is insufficient, this would alert the project manager that action may be required to avoid future cost overruns.

The Allotment Summary section can be used to verify that there is sufficient allotment balance to cover current year undelivered orders as well as prior year costs that accrued in the current fiscal year.

The Total Accrued Cost by FCFY displayed in the Billing Report section can be compared to the Costs Billed To Date amount to verify that all accrued costs have been billed. The Billing Report Total Accrued Cost will be greater than the Costs Billed To Date if there are Unallocated & Unmatched costs and/or Unreleased Costs for a particular project and FCFY.

This report will also be helpful when estimating carryover for the project at the end of the fiscal year end. It includes the period of performance for each agreement so the user can tell which agreements will carry over into the next fiscal year as well as which agreements will not carry over. It also identifies the remaining order balance and UDO amount by FCFY for all of the agreements.

Note: On the first page of the report it will show the WIP Last Run Date for specific fund codes.

6.4.3.3 Reimbursable Project Summary Report (RA503D) Example

An example of the Reimbursable Project Report is included on the following pages.

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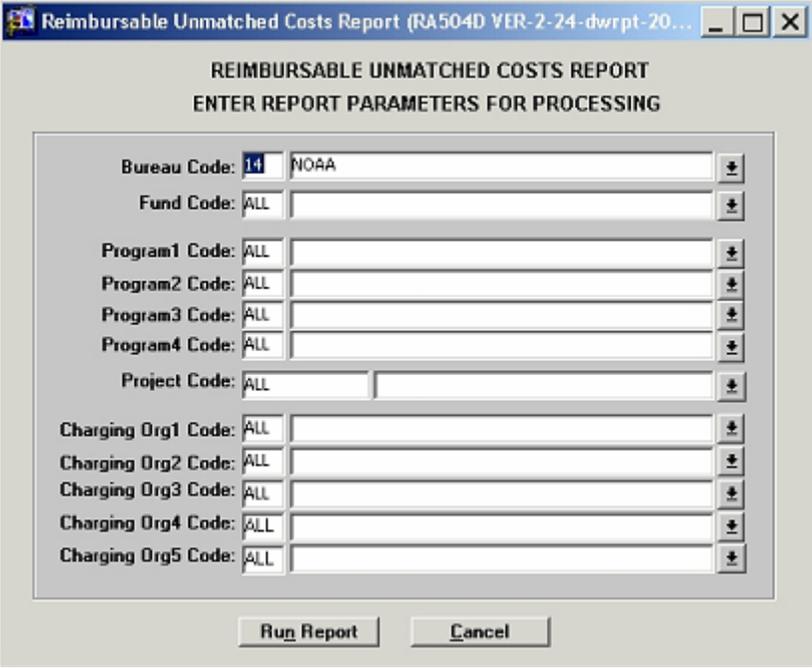
6.4.4 Reimbursable Unmatched Costs Report (RA504D)

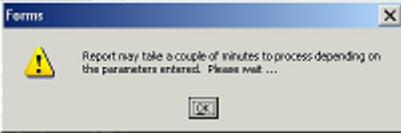
The Reimbursable Unmatched Costs Report (RA504D) has been designed to list total unmatched costs summarized by project, charging organization, and Fund Code Fiscal year (FCFY). This was done to assist the user in identifying the reason that WIP could not match costs to an unfilled customer order.

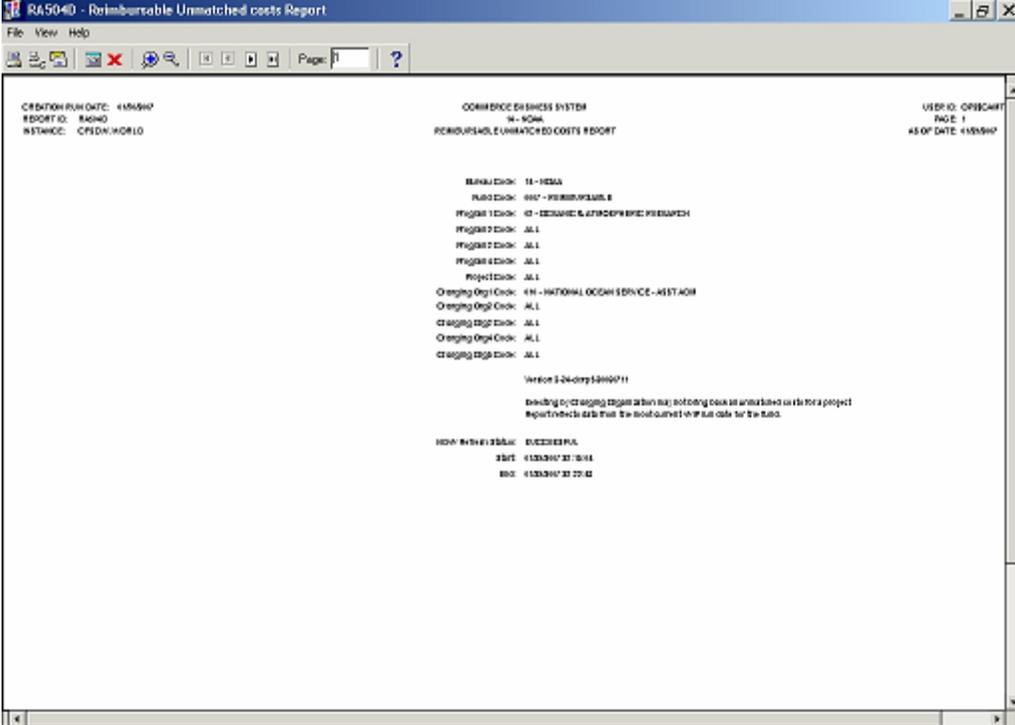
One of two reasons will be displayed for a given project. The first reason, “No Order”, indicates that no active RADG003 Unfilled Customer Order (UCO) record exists for this project code for the corresponding FCFY.

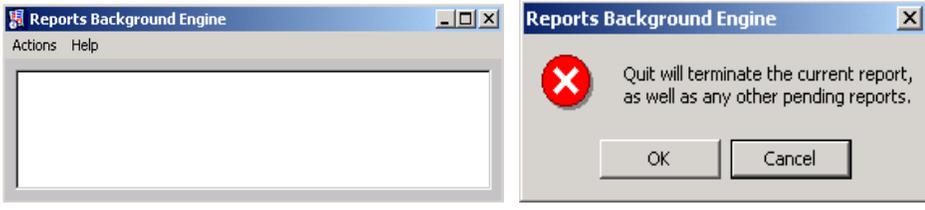
The second reason, “Exceeded Order Balance”, indicates that an active RADG003 UCO record exists for this project code for the corresponding FCFY, but the costs exceeded the remaining order balance. If the reason for unmatched costs is “Exceeded Order Balance”, the report will also display the Agreement or TWA numbers, RADG002 Control Numbers, and RADG003 Control Numbers associated with the unfilled customer order.

Once in the CBS Navigator, users perform the following steps to run the RA504D report:

Step	Action
1	<ul style="list-style-type: none"> ➤ Log into the Data Warehouse application ➤ Open the Data Warehouse folder on the <i>CBS Navigator</i> ➤ Select the RA504D - Reimbursable Unmatched Costs Report menu option from the Reimbursable Agreements Reports folder <p><i>Notes: Please refer to the DW Access & Navigation section for additional information on the logon process and menus.</i></p>
2	<p>The RA504D Runtime Parameter Form will be displayed as shown below:</p> 

<i>Step</i>	<i>Action</i>
3	Users complete applicable fields on the RA504D screen which will generate the appropriate report information. <i>Note: The data fields from this screen are explained in detail within this section.</i>
4	Once the proper parameters are entered, users press the Run Report command button to generate the report.
5	 <p>If you receive a prompt that the report may take a couple of minutes. Click the OK button, otherwise the report will not run.</p>  <p>A Report Progress box will appear. User action is not required, unless they wish to exit without producing a report by pressing the Cancel Report button.</p>

Step	Action
6	<p>The Report Previewer will be open with the report number displayed on the top of the screen. Users will be positioned on the report header page which lists the current date/time, report title, and parameters defined for the report. Within the Report Previewer, click the arrows on the icon bar to move through the report pages. The following illustrates the Report Previewer:</p>  <p><i>Note: The single arrows are used to move to the next/previous page and arrows with the vertical line are used to move to the first and last page of the report.</i></p>
7	<p>Click the Print icon  to print a copy of the report.</p> <p><i>Note: If more than one Citrix application is open (e.g., DW and BOP), users can only print in one application at a time. In order to print reports from one Citrix application, the Reports Background Engine window must be closed in the other application.</i></p>
8	<p>Click on the Report Previewer Exit  icon to exit and return to the report launch screen.</p> <p><i>Note: The Exit icon is the red X on the Report Previewer toolbar, not the Delete a Record icon within CFS modules which is very similar.</i></p>
9	<p>Enter applicable parameters if additional reports are required, or click Cancel to exit the report launch screen.</p>

<i>Step</i>	<i>Action</i>
10	<p>During the report process, the Reports Background Engine will appear on the lower part of your screen as a minimized application. Maximizing the Reports Background Engine window allows users to view a list of reports in process when multiple reports have been executed. The following illustrates the Report Background Engine:</p>  <p><i>Note: Users may need to close the Reports Background Engine window if problems are experienced in the execution of subsequent reports. However, attempting to close this window prior to exiting the Report Previewer displays the dialog box shown here. Users click OK to keep the report open or Cancel to close both the Report Previewer and Reports Background Engine windows.</i></p>

6.4.4.1 Reimbursable Unmatched Costs Report (RA504D) Parameters

This screen requires input of the following fields:

<u>Field</u>	<u>Description</u>
Bureau Code (LOV)	This field displays the 2-digit bureau code and corresponding bureau name as defined on the Bureau Code Screen (GL004). The Bureau Code will default to user's bureau code. The user may specify a different Bureau Code by either entering a valid value or by selecting one from a list of values.
Fund Code (LOV)	This field displays the 4-digit fund code and corresponding name as defined on the Fund Code Screen (GL013). The Fund Code will default to "ALL." The user may specify a different Fund Code by either entering a valid value or by selecting one from a list of values. The list of values displays only valid values for the selected Bureau.
Program1 Code (LOV)	This field displays the 2-digit Program1 Code that used to be known as the Activity Code. This field will only display those codes associated with the Bureau Code selected. This field defaults to "ALL." The user may specify a different Program1 Code by either entering a valid value or by selecting one from the list of values.

<u>Field</u>	<u>Description</u>
<i>Program2 Code (LOV)</i>	This field displays the 2-digit Program2 Code that used to be known as the Sub-Activity Code. This field is subordinate to the Program1 Code field and will only display those Program2 Codes associated with the Program1 Code selected. This field defaults to "ALL." The user may specify a different Program2 Code by either entering a valid value or by selecting one from the list of values.
<i>Program3 Code (LOV)</i>	This field displays the 2-digit Program 3 Code that used to be known as the Line Item Code. This field is subordinate to the Program2 Code field and will only display those Program3 Codes associated with the Program 1 & 2 Codes selected. This field defaults to "ALL." The user may specify a different Program3 Code by either entering a valid value or by selecting one from the list of values.
<i>Program4 Code (LOV)</i>	This field displays the 2-digit Program4 Code that used to be known as the Bureau Unique Code. This field is subordinate to the Program3 Code and will only display those Program4 Codes associated with the Program 1-3 Codes selected. This field defaults to "ALL." The user may specify a different Program4 Code by either entering a valid value or by selecting one from the list of values.
<i>Project Code (LOV)</i>	This field displays the project code and corresponding name as defined on the Project Code Maintenance Screen (CM004). This field defaults to "ALL." The user may specify a different Project Code by either entering a valid value or by selecting one from a list of values. The list of values displays only valid values for the selected Bureau, Fund and Program Codes.
<i>Charging Org1-5 Codes (LOV)</i>	The user may further limit the report by entering one or more charging organization levels. These fields default to "ALL", however, the user may enter a valid value or select a different charging Org Code from the list of values. These fields are hierarchical. If the user enters "ALL" at one of the higher levels (e.g., Org1), all lower levels (e.g., Org2 -5) will also default to "ALL".

**NOTE: Selecting by a Charging Organization may not bring back all unmatched costs for a project.*

6.4.4.2 Reimbursable Unmatched Costs Report (RA504D) Content

As noted on the cover page of the report, the report reflects data from the most current WIP run date for the fund. This date appears on the fourth line of the title. Beneath this information is the fund code and program project that was selected on the report parameter screen.

The Reimbursable Unmatched Costs Report has the following information:

<u>Name</u>	<u>Description</u>
Project Code	Displays the seven digit alpha-numeric code that identifies the activity being funded and against which costs are accrued.
Task Code	Displays the Task Code that is associated with Project Code.
Charging Organization	Displays the seven levels of the organization that charged costs against the Project Code.
FCFY	Displays the fiscal year of the costs.
Unmatched Costs	Displays the sum of the cost transactions processed by WIP that could not be associated with an Unfilled Customer Order. This amount is summed at the Project Code, Charging Organization, and FCFY level.
Reason	<p>Displays the reason why the costs could not be associated with a Reimbursable Agreement. Valid values are:</p> <ul style="list-style-type: none">-“No Order”, which indicates that an unfilled customer order could not be found with a matching Bureau, Fund, Project, and FCFY.- “Exceeded Order Balance”, which indicates that a matching unfilled customer order could be found, but that the charges exceeded the remaining order balance.
Agreement No	Displays the Reimbursable Agreement or Temporary Work Authority number for the matching unfilled customer order whose balance has been exceeded.
RADG002 Control No.	Displays the RADG002 control number for the Reimbursable Agreement or Temporary Work Authority previously identified.
RADG003 Control No.	Displays the RADG003 control number for the matching unfilled customer order whose balance has been exceeded.

6.4.4.3 Reimbursable Unmatched Costs Report (RA504D) Example

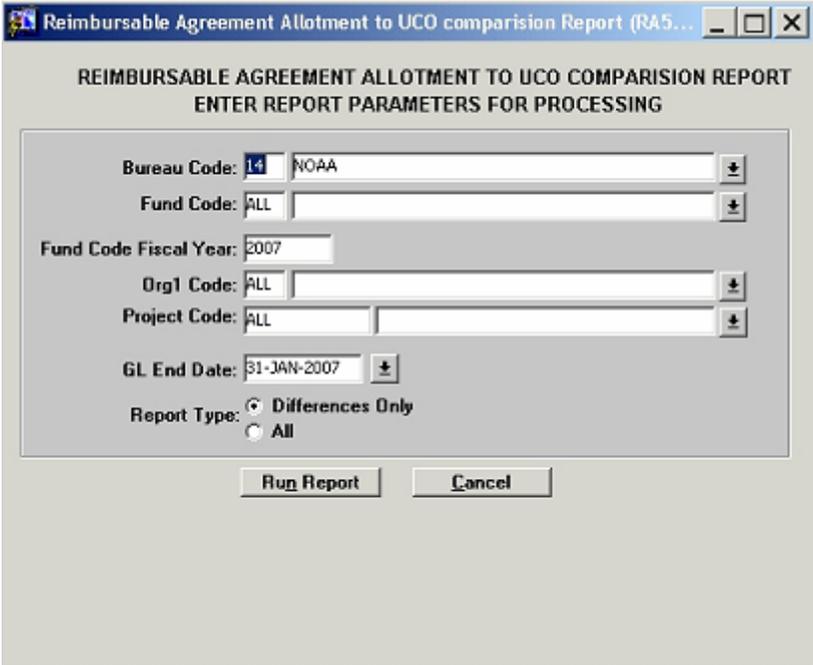
An example of the Reimbursable Unmatched Costs Report is included on the following pages.

6.4.5 Reimbursable Agreement Allotment to Unfilled Customer Order Comparison Report (RA505D)

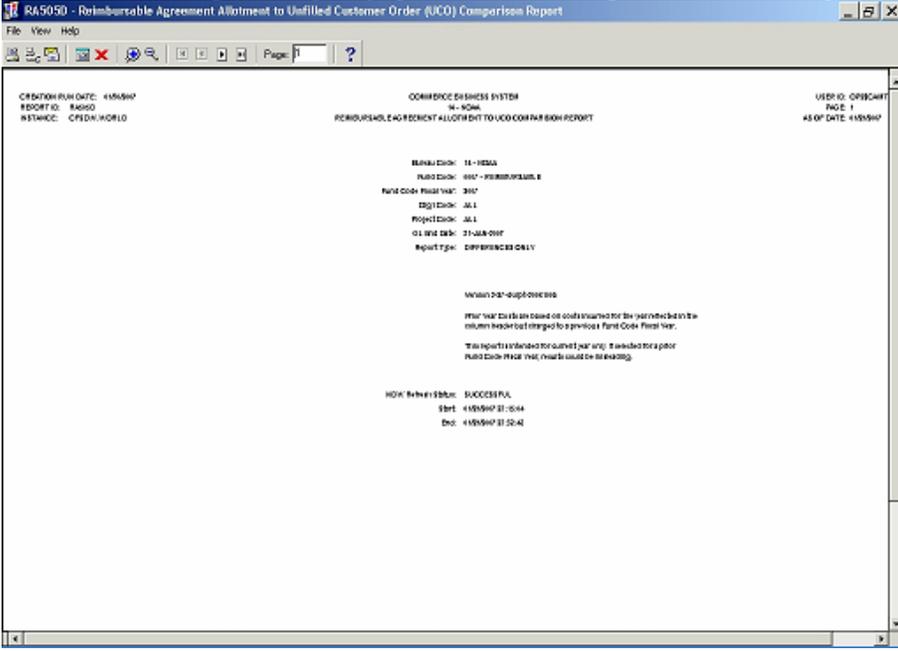
The Reimbursable Agreement Allotment to Unfilled Customer Order Comparison Report (RA505D) has been designed to compare the allotment for reimbursable WIP projects and the Unfilled Customer Order (UCO) amount for the Reimbursable Agreement(s) tied to that same project. This report was deemed necessary because within CFS there is no connection between the allotment and the UCO entries.

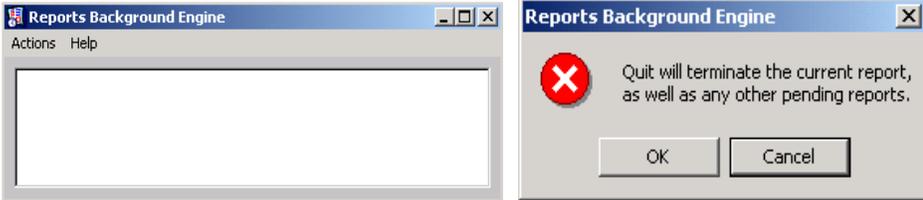
This report will help Finance and Budget Office users verify that UCO amounts and allotments match for projects in non-advance funds and that allotments match to advances collected for projects in advance funds. The Line Office users will find this report helpful in verifying entry of these amounts.

Once in the CBS Navigator, users perform the following steps to run the RA505D report:

Step	Action
1	<ul style="list-style-type: none"> ➤ Log into the Data Warehouse application ➤ Open the Data Warehouse folder on the <i>CBS Navigator</i> ➤ Select the RA505D - Reimbursable Agreement Allotment to Unfilled Customer Order Comparison Report menu option from the Reimbursable Agreements Reports folder <p><i>Notes: Please refer to the DW Access & Navigation section for additional information on the logon process and menus.</i></p>
2	<p>The RA505D Runtime Parameter Form will be displayed as shown below:</p> 

<i>Step</i>	<i>Action</i>
3	<p>Users complete applicable fields on the RA505D screen which will generate the appropriate report information.</p> <p><i>Note: The data fields from this screen are explained in detail within this section.</i></p>
4	<p>Once the proper parameters are entered, users press the Run Report command button to generate the report.</p>
5	<p data-bbox="285 541 685 674"></p> <p data-bbox="285 716 1349 779">If you receive a prompt that the report may take a couple of minutes. Click the OK button, otherwise the report will not run.</p> <p data-bbox="285 852 647 1073"></p> <p data-bbox="285 1115 1409 1178">A Report Progress box will appear. User action is not required, unless they wish to exit without producing a report by pressing the Cancel Report button.</p>

Step	Action
6	<p>The Report Previewer will be open with the report number displayed on the top of the screen. Users will be positioned on the report header page which lists the current date/time, report title, and parameters defined for the report. Within the Report Previewer, click the arrows on the icon bar to move through the report pages. The following illustrates the Report Previewer:</p>  <p>The screenshot shows a window titled 'RA5050 - Reimbursable Agreement Allotment to Unfilled Customer Order (UCO) Comparison Report'. The window contains the following text:</p> <pre> CONDITION RUN DATE: 4/18/07 REPORT ID: RA5050 INSTANCE: CREDMORLD CORPORATE BUSINESS SYSTEM RA - UCOA PERIODS: LEAD AGREEMENT ALLOTMENT TO UCO COMPARISON REPORT USER ID: OPERCMT PAGE: 1 AS OF DATE: 4/18/07 RUN DATE: 04-18-07 RUN TIME: 09:07:00 RUN CODE: RA5050 REPORT ID: RA5050 PROJECT ID: ALL AS OF DATE: 04/18/07 Report Type: SUPERVISOR ONLY WARNING: SUPPLEMENTAL This report is based on data maintained for the year ended in the current report and changed to a previous Fiscal Code Fiscal Year. This report is based on current year only. It is used for a prior Fiscal Code Fiscal Year, it is used on the ending. HOW MANY ROWS: SUCCESSFUL DATE: 4/18/07 11:04:44 END: 4/18/07 11:04:44 </pre> <p><i>Note: The single arrows are used to move to the next/previous page and arrows with the vertical line are used to move to the first and last page of the report.</i></p>
7	<p>Click the Print icon  to print a copy of the report.</p> <p><i>Note: If more than one Citrix application is open (e.g., DW and BOP), users can only print in one application at a time. In order to print reports from one Citrix application, the Reports Background Engine window must be closed in the other application.</i></p>
8	<p>Click on the Report Previewer Exit  icon to exit and return to the report launch screen.</p> <p><i>Note: The Exit icon is the red X on the Report Previewer toolbar, not the Delete a Record icon within CFS modules which is very similar.</i></p>
9	<p>Enter applicable parameters if additional reports are required, or click Cancel to exit the report launch screen.</p>

<i>Step</i>	<i>Action</i>
10	<p>During the report process, the Reports Background Engine will appear on the lower part of your screen as a minimized application. Maximizing the Reports Background Engine window allows users to view a list of reports in process when multiple reports have been executed. The following illustrates the Report Background Engine:</p>  <p><i>Note: Users may need to close the Reports Background Engine window if problems are experienced in the execution of subsequent reports. However, attempting to close this window prior to exiting the Report Previewer displays the dialog box shown here. Users click OK to keep the report open or Cancel to close both the Report Previewer and Reports Background Engine windows.</i></p>

6.4.5.1 Reimbursable Agreement Allotment to Unfilled Customer Order Comparison Report (RA505D) Parameters

This screen requires input of the following fields:

<u>Field</u>	<u>Description</u>
Bureau Code (LOV)	This field displays the 2-digit bureau code and corresponding bureau name as defined on the Bureau Code Screen (GL004). The Bureau Code will default to user's bureau code. The user may specify a different Bureau Code by either entering a valid value or by selecting one from a list of values.
Fund Code (LOV)	This field displays the 4-digit fund code and corresponding name as defined on the Fund Code Screen (GL013). The Fund Code will default to "ALL." The user may specify a different Fund Code by either entering a valid value or by selecting one from a list of values. The list of values displays only valid values for the selected Bureau.
Fund Code Fiscal Year	This field defaults to the current Fund Code Fiscal Year. There is no list of values associated with this field. It is not recommended that a user specifies a different FCFY since the report is intended for current year use, and results for a prior fund code fiscal year could be misleading.
Org1 Code (LOV)	This field displays the Org1 codes associated with the bureau selected. The field defaults to "ALL." The user may enter a valid value or select a different Org1 Code from the list of values.

<u>Field</u>	<u>Description</u>
Project Code (LOV)	This field displays the project code and corresponding name as defined on the Project Code Maintenance Screen (CM004). This field defaults to "ALL." The user may specify a different Project Code by either entering a valid value or by selecting one from the list of values. The list of values displays only valid values for the selected Bureau and Fund Codes.
GL End Date (LOV)	This field will display the current GL period based upon the system date but allows the user to choose another GL period from the list of open GL periods. This field limits the data being displayed on the report to the transactions approved as of a specified general ledger end date.
Report Type (Radio Button)	This radio button selection allows the user to specify whether the report should display only the projects and corresponding data where the UCO and Allotment totals for the project do not match or display all of the projects and corresponding data. Only one value may be selected at a time. Valid values are: Differences Only and ALL .

6.4.5.2 Reimbursable Agreement Allotment to Unfilled Customer Order Comparison Report (RA505D) Contents

The body of the report begins by displaying the Fund Code that was selected on the parameter screen. Then for each Program and Org1 Code combination, the following information will be listed:

<u>Name</u>	<u>Description</u>
Project Code	Displays the seven digit alpha-numeric code that identifies the activity being funded and against which costs are accrued.
Project Type	Displays the Project Type that is associated with the Project Code displayed.
Agreement No.	Displays the unique number that identifies the funding document and is entered in the RA/Contract No. field or TWA No. field of the RADG002 screen.
RADG002 Control No.	Displays the system generated number that uniquely identifies the reimbursable agreement record.
UCO Order No/Mod No.	Displays the NOAA assigned unfilled customer order number from the RADG003 screen along with the highest approved system generated order modification number.
RADG003 Control No.	Displays the system generated number that uniquely identifies the unfilled customer order record.

<u>Name</u>	<u>Description</u>
UCO Amount	Displays the amount for the project by unfilled customer orders. A project with multiple UCOs will include a project total line that sums the UCO amounts for comparison to the other amounts.
Total Annual Allotment Amount	Displays the total allotment for the project. <i>NOTE: Totals will only be displayed for the current budget year.</i>
Difference	Displays the difference in amount between the total UCO and the total Annual Allotment for the project.
Advance Collected	Displays by agreement and UCO the amount of the advances collected to date for those projects in advance funds. A project with advances collected to multiples UCOs will include a project total line that sums the advance collected amounts for comparison to the other amounts.
2007 Costs	Displays the amount of obligations charged against the prior fund code fiscal year (as referenced in the column heading) but paid out of the current year's allotment.

6.4.5.3 Reimbursable Agreement Allotment to Unfilled Customer Order Comparison Report (RA505D) Examples

An example of the Reimbursable Project Report is included on the following pages.