Department of Energy

FY 2008 IGCA Inventory Data Collection

**Office of Procurement & Assistance Management**

Objective

Familiarize you with the Excel spreadsheet being provided for collecting the FY 2008 Inherently Governmental and Commercial Activities Inventory. The collection tool enables the user to see side by side previous and current year data – allowing an "apples with apples" comparison. The spreadsheet provides pivot tables that summarize 2007 and 2008 data. The spreadsheet has all the functions of an excel spreadsheet and allows the user to use filters and / or sorting tools.

Open the Spreadsheet

Locate the spreadsheet on your computer, and open the file.

Because the spreadsheet contains macros, you will see this window.
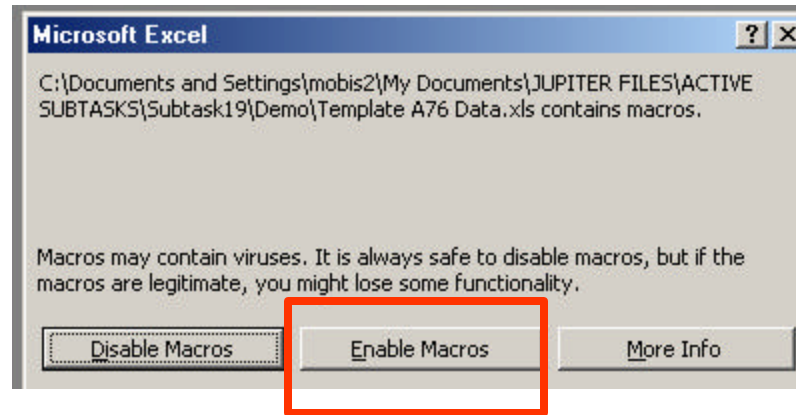
Please select "Enable Macros" when this window appears.

Administrative Data Entry

U.S. Department of Energy **FY 2008 IGCA Inventory**	
Organization	
Representative:	
Phone:	
E-mail:	

DATA

Complete the fields above and then press the DATA button.

Spreadsheet Sample

Seq. No.	Agy_Bur	OMB Code	Office Branch	LPO	Funding	First Year On Inventory	Field Office	2007 Facility	State	City	Country	Function Code	2007 PosTitle	2007 Pay Plan	2007 Pos Series	2007 Pos Grade	2007 FTEs	2007 Status	2007 Reason Code	2008 PosTitle	2008 Pay Plan	2008 Pos Series	2008 Pos Grade	2008 FTEs	2008 Status	2008 Reason Code	Explanation

BACK TO MAIN

FORMAT SHEET

ANALYZE

DATA FIELDS

- Seq. No.
- Agy_Bur (Agency Bureau)
- OMB Code
- Office Branch
- LPO (Lead Program Office)
- Funding
- First Year on Inventory
- Field Office
- Facility
- Sate
- City
- Country
- Function Code

- Pos Title
- Pay Plan
- Pos Series
- Pos Grade
- FTEs
- Status
- Reason Code
- Explanation
  - Reason Code Change
  - No Change
  - More FTEs
  - Less FTEs
  - New Entry
  - Non-existing in 2008
  - Other

DATA GROUPS

- ## Group 1 = General Data / Variable

Seq. No.	Agy_Bur	OMB Code	Office Branch	LPO	Funding	First Year On Inventory	Field Office	Facility	State	City	Country	**Function Code**

- ## Group 2 = Previous Year Data / Constant

2007 PosTitle	2007 Pay Plan	2007 Pos Series	2007 Pos Grade	2007 FTEs	2007 Status	2007 Reason Code

- ## Group 3 = Current Year Data / Variable

2008 PosTitle	2008 Pay Plan	2008 Pos Series	2008 Pos Grade	2008 FTEs	2008 Status	2008 Reason Code	Explanation

Buttons

BACK TO MAIN

- Takes you back to the main page

FORMAT SHEET

- Formats your spreadsheet

ANALYZE

- Looks for empty cells and summarizes your data on a new spreadsheet (Analyze)

Data Entry

Row 1 lists the column headings. Rows 2 and beyond contain the data from last year that needs to be updated as part of this process.

The following column labels indicate data fields that have supporting data. By double clicking in a data field in these columns, you can choose a value from a supporting sheet, and double click again to insert it on the data sheet.

- State
- City
- Function Code
- 2008 Status
- 2008 Reason Code
- Explanation

Data Entry

Data from last year has been provided as a starting point.

Instructions:

1. If data has **not changed** between 2007 and 2008 - copy 2007 data (Group 2) and paste on 2008 data fields (Group 3). Under the "Explanation" column please select:

    - No Change

2. If data in (Group 1) and/or (Group 2) has **changed** - update data on (Group 1) and (Group 3). Under the "Explanation" column please select one of the following:

    - Reason Code Change
    - More FTEs
    - Less FTEs
    - Other

Data Entry

3. If you need to add **new entries** – input new data in (Group 1) and (Group 3). Under the "Explanation" column please select:

- New Entry
- Make sure that under Group 2, which corresponds to FY 2007 data, you input N/A on every cell.

4. If previous year data is non-existent in FY 2008, input N/A in Group 3 cells. Under the "Explanation" column please select:

- Non-existent in 2008

Important!

All cells must have a value in order for the analytical tool to work. If a cell has no value you will be prompted to verify your data. If you do not know what data to input please input N/A.

Analyze

After you input and/or modify your data:

1. Press the Format Sheet button. This tool will align all your rows and columns and wrap large text.

FORMAT SHEET

2. After your sheet has been formatted press the Analyze button. This tool will create a new sheet (Analyze) and include two pivot tables that summarize your current and previous data.

ANALYZE

END

If you have any questions on how to use the Excel spreadsheet contact Carlos Fontanez at (202) 586-1119 or by e-mail at Carlos.Fontanez@hq.doe.gov

After you have entered and verified your data please submit to:

Dennis O'Brien   Dennis.O'brien@hq.doe.gov

Carlos Fontanez   Carlos.Fontanez@hq.doe.gov