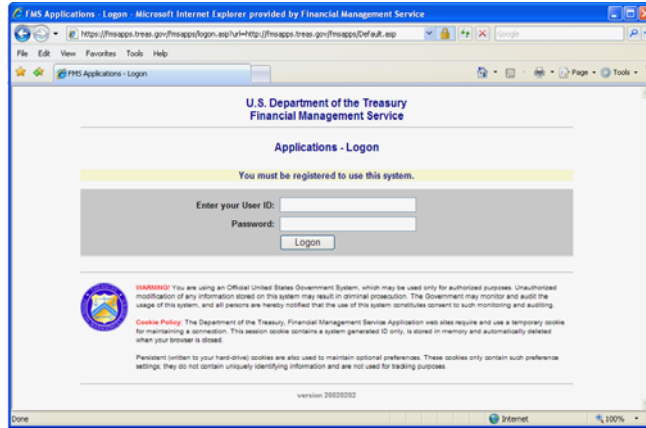


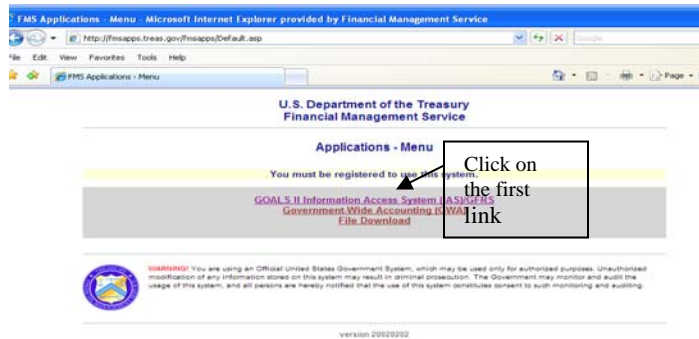
User Guide: Use of Central Accounting Data (UCAD) via Discoverer Viewer

Step 1: User must have access to the Governmentwide Financial Report System (GFRS).

Step 2: Login GFRS via <https://fmsapps.treas.gov/fmsapps>. Enter your User ID, Password and click on the “Logon” button



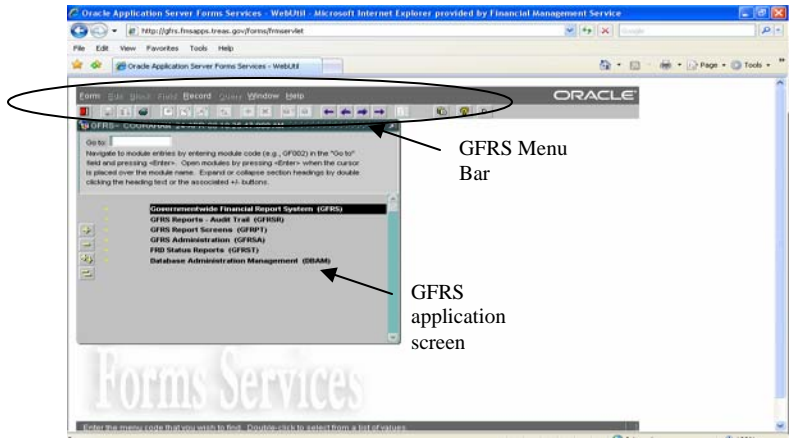
Step 3: Click on “GOALS II Information Access System (IAS)/GFRS”. If you do not see this screen, proceed with Step 4.



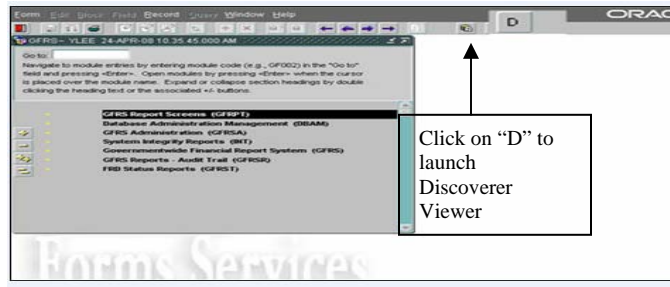
Step 4: Click on “GFRS” from “Agency Reporting”



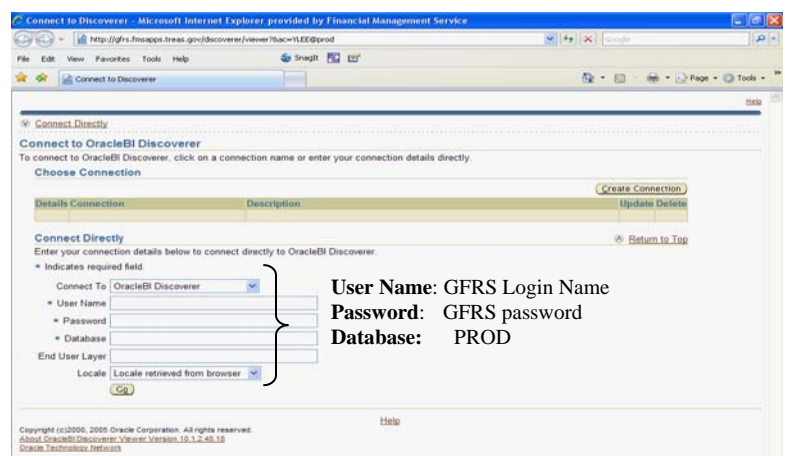
Step 5: The GFRS application will appear



Step 6: From the GFRS Menu bar, click on “**D**” to load Discoverer Viewer



Step 7: The Discoverer Viewer screen appears in a new window. Login by entering your GFRS user name and password. Enter “PROD” in the “Database” field. Click the “Go” button



Step 8: From the list of workbooks under Discoverer Workbooks, there are four UCAD reports


- UCAD RC 7: Appropriation of Unavailable Trust or Special Fund Receipts
- UCAD RC 8: Nonexpenditure Transfers of Unexpended Appropriations and Financing Sources
- UCAD FBwT: Fund Balance with Treasury
- UCAD Appro Received: Appropriation Received – as adjusted

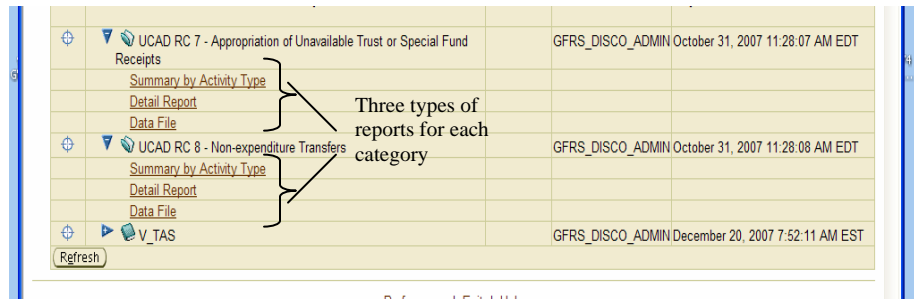
UCAD RC 7 - Appropriation of Unavailable Trust or Special Fund Receipts	GFRS_DISCO_ADMIN	October 31, 2007 11:28:07 AM EDT
UCAD RC 8 - Non-expenditure Transfers	GFRS_DISCO_ADMIN	October 31, 2007 11:28:08 AM EDT
V_TAS	GFRS_DISCO_ADMIN	December 20, 2007 7:52:11 AM EST

Refresh

Preferences | Exit | Help

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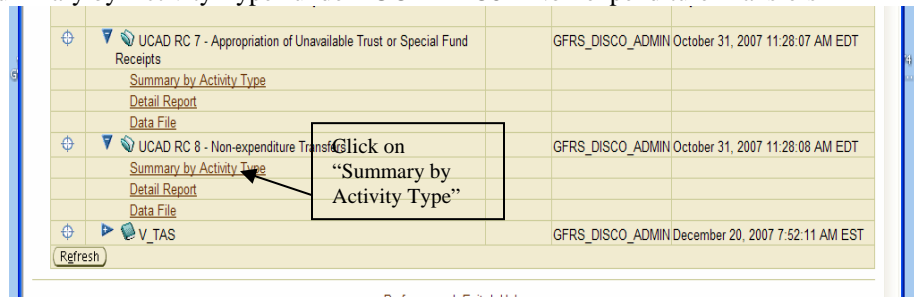
Step 9: Click on “” to expand the reports under each selected UCAD report



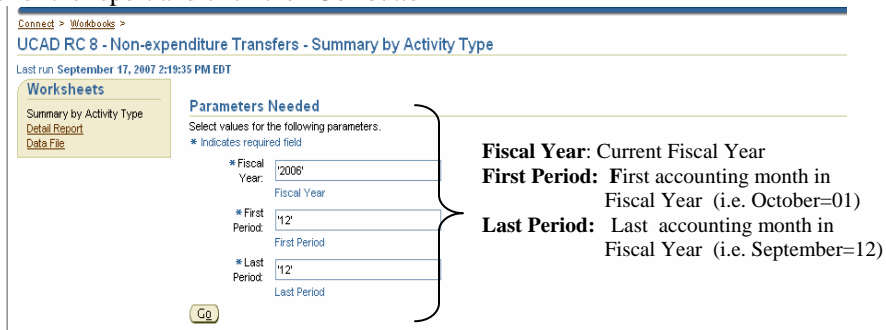
This guide demonstrates both Summary and Detail Reports by Activity Type by using the reports for RC 8 as an example.

****Summary by Activity Type**

Step 1: Click on “Summary by Activity Type” under “UCAD RC8 – Non-expenditure Transfers”



Step 2: Enter parameters for the report and click the “Go” button



Note: Using numeric for months in the “First Period” and “Last Period” fields. For example, October in the fiscal year is 01, November is 02 ... and September is 12, etc.

Step 3: The Discoverer Viewer will execute the query. The query process should be less than a minute. If the query did not run successfully, click on “Cancel” to start over, or “Refresh” to refresh the query.

Step 4: The Summary report displays

The report

The report title in detail

Parameters

Export to Excel, or PDF, or other format

Reporting Agency

Page Items	Department	SQL Account	Activity Type	Acct Main	PoA	Amount	Period	TP-Department	TP-Amount
1	31 NUCLEAR REGULATORY COMMISSION	NET Transfer in: 3102 / 5755	AXFERC Appropriation Transfer	0200	X	-207,709,755.32	12	31 NUCLEAR REGULATORY COMMISSION	207,709,755.32
2			AXFERC Appropriation Transfer - Rows: 1			-207,709,755.32			207,709,755.32
3		NET Transfer in: 3102 / 5755 - Rows: 1				-207,709,755.32			207,709,755.32
4	31 NUCLEAR REGULATORY COMMISSION	NET Transfer out: 3103 / 5765	AXFERD Appropriation Transfer	5280	X	207,709,755.32	12	31 NUCLEAR REGULATORY COMMISSION	-207,709,755.32
5			AXFERD Appropriation Transfer - Rows: 1			207,709,755.32			-207,709,755.32
6	72 AGENCY FOR INTERNATIONAL DEVELOPMENT		EXFERD Balance Transfer	1093	0001	27,469.01	12	72 AGENCY FOR INTERNATIONAL DEVELOPMENT	-27,469.01
7			EXFERD Balance Transfer - Rows: 1			27,469.01			-27,469.01
8		NET Transfer out: 3103 / 5765 - Rows: 2				207,737,224.33			-207,737,224.33

Reporting agency information

Trading Partners' reporting information

Description of Columns:

Column Names:	Column Description:
SGL Account	USSGL accounts that apply to this reciprocal category
Activity Type	Business Event Type Code (See Appendix 1 for BETCs that apply to RC 7 & 8)
Account Main	The main account of a Treasury Account Symbol (TAS)
PoA	Period of Availability of a TAS
Amount	Amount reported by the reporting agency (See Appendix 1 for Debit/Credit for each BETC)
Period	Accounting period (i.e. reporting month)
TP-Department	Trading Partner
TP-Amount	Amount reported by the trading partners

****Detail Report**

There are two options to access this detail report.

Option one:

Step 1: From the Summary Report screen, click on "Workbooks" to go back to the list of Discoverer Workbooks

Click on "Workbooks" to go back to the list of workbooks

Step 2: Click on "Detail Report" under "UCAD RC8 – Non-expenditure Transfers"

<ul style="list-style-type: none"> UCAD RC 7 - Appropriation of Unavailable Trust or Special Fund Receipts <ul style="list-style-type: none"> Summary by Activity Type Detail Report Data File UCAD RC 8 - Non-expenditure Transfers <ul style="list-style-type: none"> Summary by Activity Type Detail Report Data File V_TAS 	GFRS_DISCO_ADMIN	October 31, 2007 11:28:07 AM EDT
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Click on "Detail Report" </div>		
Refresh	GFRS_DISCO_ADMIN	December 20, 2007 7:52:11 AM EST

Step 3: Enter parameters for the report (Repeat Step 2 and Step 3 from the Summary Report) and click the "Go" button

Step 4: The Detail Report displays

Page Items	Department	31 NUCLEAR REGULATORY COMMISSION													
▶SGL_Account	▶Activity Type	▶Acct Main	▶Sub Acct	▶PoA	▶Amount	▶Per-iod	▶Ref Number	▶Trans Code	▶Account Type	▶Fund Type	▶TAS	▶Acctg Date	▶Posting Date	▶TP-Dept	
1	NET Transfer in: 3102 / 5755	AXFERC Appropriation Transfer	0200	000	X	-207,709,755.32	12	NE027174	13	1 Expenditure	5 General Fund	31X0200	09/01/06	09/29/06	31 NUCLE
2		AXFERC Appropriation Transfer - Rows: 1				-207,709,755.32									
3	NET Transfer in: 3102 / 5755 - Rows: 1					-207,709,755.32									
4	NET Transfer out: 3103 / 5765	AXFERD Appropriation Transfer	5280	000	X	207,709,755.32	12	NE027174	13	1 Expenditure	9 Special Fund	31X5280	09/01/06	09/29/06	31 NUCLE
5		AXFERD Appropriation Transfer - Rows: 1				207,709,755.32									
6		BXFERD Balance Transfer	1093	000	0001	27,469.01	12	NE027054	83	1 Expenditure	5 General Fund	31-7200/011093	09/01/06	09/28/06	72 AGENC
7		BXFERD Balance Transfer - Rows: 1				27,469.01									
8	NET Transfer out: 3103 / 5765 - Rows: 2					207,737,224.33									

Reporting agency information in detail

Trans Code	▶Account Type	▶Fund Type	▶TAS	▶Acctg Date	▶Posting Date	▶TP-Department	▶TP-Activity Type	▶TP-Acct Main	▶TP-Sub Acct	▶TP-PoA	▶TP-Amount
13	1 Expenditure	5 General Fund	31X0200	09/01/06	09/29/06	31 NUCLEAR REGULATORY COMMISSION	AXFERD Appropriation Transfer	5280	000	X	207,709,755.32
											207,709,755.32
											207,709,755.32
13	1 Expenditure	9 Special Fund	31X5280	09/01/06	09/29/06	31 NUCLEAR REGULATORY COMMISSION	AXFERC Appropriation Transfer	0200	000	X	-207,709,755.32
											-207,709,755.32
83	1 Expenditure	5 General Fund	31-7200/011093	09/01/06	09/28/06	72 AGENCY FOR INTERNATIONAL DEVELOPMENT	BXFERC Balance Transfer	1093	000	0001	-27,469.01
											-27,469.01
											-207,737,224.33

Trading Partners' reporting information in detail

Additional column descriptions included on this detail report:

Column Names:	Column Description:
Sub Acct	Subdivision of the main account for a TAS
Ref Number	Reference number documents a transaction that was processed in GWA.
Trans Code	Transaction code – used in STAR
Account type	Indicates what type of account the TAS is
Fund type	Indicates an account’s relationship to the government
TAS	Treasury Account Symbol
Acctg Date	Date of a transaction
Posting Date	Date of transaction posted to GWA
TP-Activity Type	Trading Partner’s BETC (See Appendix 1 for BETCs that apply to RC 7 & 8)
TP-SubAcct	Trading Partner’s Subdivision of the main account for a TAS

Option two:

Step 1: From the Summary report screen, click on “Detail Report” on the left panel Workbooks



Step 2: Follow Step 3 and 4 from option one to obtain the Detail Report.

****Date File**

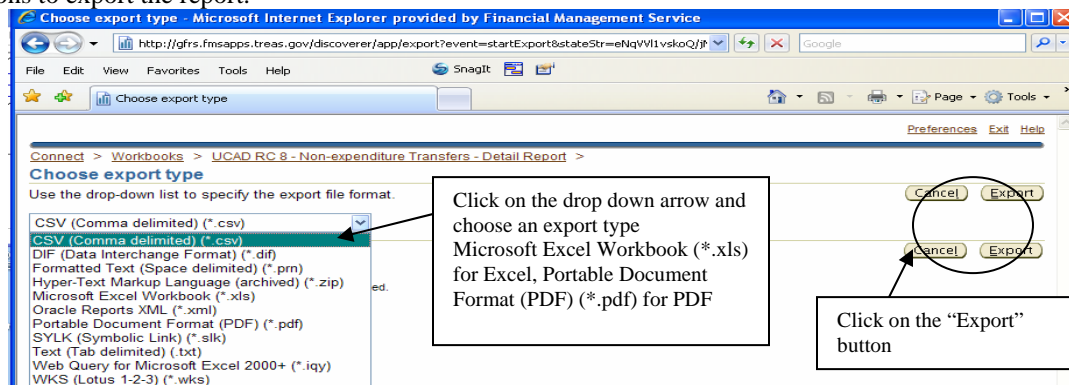
Data File is a raw data file. The file is extracted directly from GWA system and it contains all fields that are relevant to a transaction. Users may export this file. Refer to “Export a report to Excel, Adobe Acrobat PDF format, or other formats” for instructions.

Export a report to Excel, Adobe Acrobat PDF format, or other formats

Step 1: Click on “Export” under “Actions” option from a report screen



Step 2: Click on the drop-down arrow and choose the export type from the drop-down menu. Then click one of the “Export” buttons



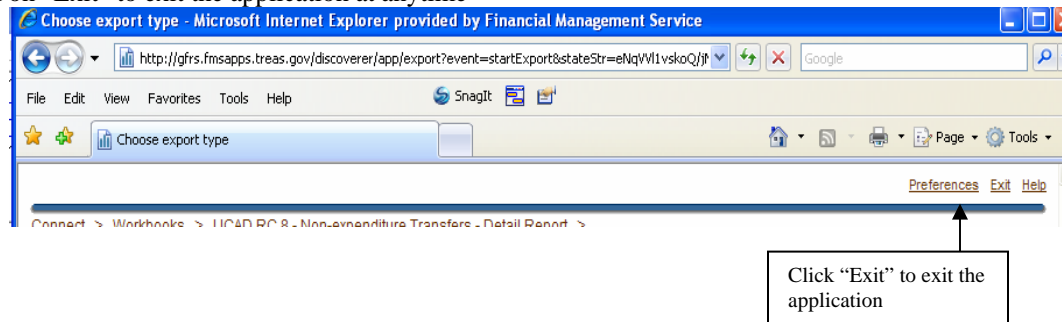
Step 3: The “Export Ready” screen displays. Click on the “Click to view or save” button for the report in the requested format.



Step 4: Save the exported report to your local or desired location.

Exit the Discoverer Viewer

Step 1: Click on “Exit” to exit the application at anytime



Appendix 1

BETCs	Name	Debit/Credit (D/C)	Activity Category
BETCs for RC 7:			
APROP	Appropriation Warrants	C	Authority
APSPC	Appropriation – Special or Trust from Unappropriated Receipts	C	Receipt Collections
BETCs for RC 8			
AXFERC	Appropriation Transfer, Increase	C	Authority
AXFERD	Appropriation Transfer, Decrease	C	Authority
BXFERC	Balance Transfer, Increase	C	Authority
BXFERD	Balance Transfer, Decrease	D	Transfers
CXFERC	Capital Transfer to Miscellaneous Receipts	C	Transfers
CXFERD	Capital Transfer to Miscellaneous Receipts	D	Transfers
BETCs for Appropriation Received			
APROP	Appropriation Warrants	C	Authority
SW Surplus	Surplus, Unavailable for Restoration	D	Transfers
No BETC is need for FBwT, since it is a balance and is not a transaction.			