# 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

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

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Step 4: Click on "GFRS" from "Agency Reporting"

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	point of access for monito conduit to submit FACTS	Iccess System (IAS) dramation ong and reconciling all your p I MAF and ATB data, as well	ayment, deposit, and intr as GFRS closing packag	a-governmental activity pe data, to FMS	from agency to fund account	
	To begin using IAS. clic	ck on one of the major categori	es across the top of this	page, or choose one of	the links below:	
	Fund Account: Undistumed Appropriation Warranta	Agency Location Code: Statement of Differences RPC Agency Link	Agency Reporting: EACTSJ GWA ECS RS	User Guide; User Guide		
	Deta_Sites		OFRS Beta	ck on FRS"		

Step 5: The GFRS application will appear



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

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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

ound no n	repropriation of chavanable frust of 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 Oc	ctober 31, 2007 11:28:07 AM EDT				
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Step 9: Click on <sup>\*</sup> "to expand the reports under each selected UCAD report

<b>_</b>		
¢	WUCAD RC 7 - Appropriation of Unavailable Trust or Special Fund Receipts	GFRS_DISCO_ADMIN October 31, 2007 11:28:07 AM EDT
	Summary by Activity Type	
	Detail Report Three types of	
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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"

¢	UCAD RC 7 - Appropriation of Unavailable Trust or Special Fund Receipts		GFRS_DISCO_ADMIN October 31, 2007 11:28:07 AM EDT
	Summary by Activity Type		
	Detail Report		
	Data File	-	
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	Detail Report Activity Type"		
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Step 2: Enter parameters for the report and click the "Go" button

Last run September 17, 2007 2: Worksheets	enditure Transfers - Summary by A 19:35 PM EDT Parameters Needed	ctivity Ty	rpe
Summery by Activity Type <u>Detail Focot</u> Data File	Select values for the following parameters. * Indicates required field * Fiscal Ver * Fiscal Year * Last Period		Fiscal Year: Current Fiscal Year First Period: First accounting month in Fiscal Year (i.e. October=01) Last Period: Last accounting month in Fiscal Year (i.e. September=12)

**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

		Workbooks >	expenditure Transfer	e Sum	nan/b			The report	
			7 11:52:55 AM EDT	s - Sum	nary D	y Activity Type		• ····•	
Export or PDI	Action Rerun a Pintable Epont Work Summer Detail Ry Data File to Ex. F, or of	sheets y by Activity Type"	RC 8- S Transfers In: S Transfers 0ut: Summary FISCAL_Y Parameters Select values for the fo * Indicates required fit * Fiscal Year: 200	103 United States State	Activity nexpende expende expende expende o', Summ	Type d Appropriation ture Financing S I Appropriations ture Financing S ary FIRST_PERIOD :	ources	mary LAST_PERIOD : '12'	in detail
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	G			Main					
	- 1	NET Transfer 3102 / 5755	rin: AXFERC Appropriation Transfer	0200	×	-207,709,755.32	12	31 NUCLEAR REGULATORY COMMISSION	207,709,755.32
	2		AXFERC Appropriation Transfer - Rows: 1			<u>-207,709,755.32</u>			207,709,755.32
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	-4	NET Transfer 3103 / 5765	Appropriation Transfer	5280	×	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		BXFERD Balance Transfer	1093	0001	27,469.01	12	72 AGENCY FOR INTERNATIONAL DEVELOPMENT	-27,469.01
	7		BXFERD Balance Transfer - Rows: 1			27,469.01			-27,469.01
	8	NET Transfer 3103 / 5765 Rows: 2	- out:			207,737,224.33			<u>-207,737,224.33</u>
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		Main						sury Account Symbol (TAS)	,
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1	Amou	int	Amount repor	ted by	the rej			Appendix 1 for Debit/Credit for e	each BETC)
	Peric	d			Ā	Accounting p	eriod (	i.e. reporting month)	
TP-	Depar	tment		Trading Partner					

## \*\*Detail Report

TP-Amount

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

Connet > Wetbooks > UCAD RC 8 - Non-exp	Click on "Workbooks" to go back to the list of workbooks
ast run September 17, 2007 11	:52:55 AM EDT
Actions	RC 8 - Non-expenditure Transfers
Rerun query Printable page Export	Summary by Activity Type Transfers In: 3102 Unexpended Appropriations 5755 Nonexpenditure Financing Sources Transfers Out: 3103 Unexpended Appropriations
Worksheets	5765 Nonexpenditure Financing Sources Summary FISCAL_YEAR : '2006', Summary FIRST_PERIOD : '12', Summary LAST_PERIOD : '12'
Summary by Activity Type* Detail Report	<b>▼</b> Parameters

Amount reported by the trading partners

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

¢	V W UCAD RC 7 - Appropriation Receipts	of Unavailable Trust or Special Fund	GFRS_DISCO_ADMIN	October 31, 2007 11:28:07 AM EDT	
	Summary by Activity Type				
	Detail Report				
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¢	🔻 🕥 UCAD RC 8 - Non-expenditu	ire Transfers	GFRS_DISCO_ADMIN	October 31, 2007 11:28:08 AM EDT	
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Step 3: Enter parameters for the report (Repeat Step 2 and Step 3 from the Summary Report) and click the "Go" button

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	►SGL_Account	: ►Activity Type	►Acct Main	►Sub Acct	►PoA	Amount	►Per- iod	►Ref Number	►Trans Code	Account Typ	e 🕨 Fund Type	► TAS	►Ac Dat		g <b>&gt;</b> TP-Dej
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3	NET Transfer in: 3102 / 5755 - Rows: 1					<u>-207,709,755.32</u>									
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7		BXFERD Balance Transfer - Rows: 1				<u>27,469.01</u>									
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Trading Partners' reporting information in detail

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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

enditure Transfers by Activity Type Inexpended Appropriations expendet Appropriations expended Appropriations rexpenditure Financing Sources
expenditure Financing Sources
6' , Summary FIRST_PERIOD : '12' , Summary LAST_PERIOD : '12'
ameters.

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 to export the report.

Choose export type - Microsoft Internet Explorer provi	ded by Financial Management Service	
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		Preferences Exit Help
Connect > Workbooks > UCAD RC 8 - Non-expenditure Tran	nsfers - Detail Report >	
Choose export type		$\frown$
Use the drop-down list to specify the export file format. CSV (Comma delimited) (* csv) CSV (Comma delimited) (* csv) DIF (Data Interchange Format) (* drif) Formatted Text (Space delimited) (*, prn) Hyper-Text Markup Language (archived) (*, zip) Microsoft Excel Workbook (*, xis) Oracle Reports XML (*, xml) Dracke Reports XML (*, xml)	Click on the drop down arrow and choose an export type Microsoft Excel Workbook (*.xls) for Excel, Portable Document Format (PDF) (*.pdf) for PDF	Click on the "Export"
Portable Document Format (PDF) (*.pdf) SYLK (Symbolic Link) (*.slk) Text (Tab delimited) (.txt) Web Query for Microsoft Excel 2000+ (*.iqy) WKS (Lotus 1-2-3) (*.wks)		button

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

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Canned > Workbooks > UCAD.RC.8 - Non- Export Ready The export you requested is ready. Ple Click to view actions Return to worksheet	Expenditure Transfers - Detail Report > Click on "click to view or save" buttor Preferences 1 Ext 1 Helo	1	]

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

Choose export type - Microsoft Internet Explorer provided by Financial Management Service									
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# Appendix 1

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