

***CAMS Detail Labor Adjustments
& Summary Level Transfers
User Guide***

Summary Level Transfers

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7.0 Summary Level Transfers

This section of the documentation encompasses the screens used for recording Summary Level Transfers (SLT). A SLT is used when the volume to be corrected is too large to do corrections at a detail level. When doing a SLT, data is not entered at the employee level, therefore, there is no audit trail back to the NFC entry. If a report were run by employee number, the SLT transaction would not be displayed and the data would appear as it was originally posted from the NFC file. Using this process may cause negative balances or move an amount without moving the hours. The SLT process does not verify that the hours and amount being moved are actually in the project and task. The SLT process may also be used to transfer cost for non-labor object classes.

The FMC is responsible for:

- ◆ Creating the SLT in CAMS,
- ◆ Correcting all errors
- ◆ Notifying the FRD via email when the SLT batch has been successfully submitted. The email subject line will include the SLT Batch number, dollar amount, and date of the transfer. Sample emails are provided in Section 7.1.5. .

The SLT will not be posted to the CFS Trial or Funds Control tables until it has been approved by the FRD

7.1 Two-Sided Summary Level Transfers (STDG005)

The scope of this section is to provide instructions on how to enter and correct a SLT Transfer. The Two-Sided transfers are used to transfer from one ACCS to another ACCS. These entries are processed on the STDG005 screen.

7.1.1 NOAA Business Rules for Summary Level Transfers

General Information. The Summary Level Transfer (SLT) process transfers costs, not resources. The process transfers dollar amounts as paid costs. Only amounts which have been costed to date should be included as SLT's; amounts in undelivered orders should not be transferred using the SLT process.

Two Types of Business Rules for SLTs. The SLT business rules are either systematic or administrative. The systematic rules are enforced by the edits programed in the SLT module: exceptions are not allowed. The administrative rules are NOAA specific and have been agreed to by the attendees of the NOAA Business Rules meetings. Administrative rules are not enforced by the SLT module; some rules include exceptions. Any transaction that violates an Administrative rule must be documented in the Notification Email to FRD; otherwise the entire batch will be rejected by FRD and will not be approved. The STDGERR Report has been developed to identify those SLT transactions that violate the Business Rules.

The following subsections include the NOAA Business Rules for processing the CAMS Summary Level Transfer screens STDG005 and STDG022.

7.1.1.1 Systematic Rules

- ◆ **Batch Totals FROM and TO Dollar and Hour Amounts must Match.** The SLT batch totals on the 'FROM' and 'TO' sides must have equal dollars and hours amounts.
- ◆ **Sign for Dollars and Hours must Match.** The SLT program requires that the dollar amount and the hour amount on the transaction line have matching value signs (i.e., + or -). The system will not process positive dollars and negative hours on the same transaction line. [Note: Positive amounts do not require the plus sign. Negative amounts must be indicated by the minus sign.]
- ◆ **Object Class Codes 31.1x and 32.xx are Not Allowed.** SLTs will not be processed for object class codes 31.1x or 32.xx (capitalized personal and real property). These transfers would cause problems in the tracking of property. Contact FRD personnel for guidance on transferring these object classes.
- ◆ **Accounting Data must be Valid.** The system requires that each SLT transaction include active accounting data. This includes the Fund Code Fiscal Year, Project Code, Task Code, Organization Code and Object Class Code.
- ◆ **Funds Checking.** The SLT process performs real time funds checking. Resources must be available to incur the cost transferred on the TO side of the transaction. Negative amounts shown on the FROM side of the transaction are also subject to the funds checking procedure. (Reference Section 2, Administrative Rules, sub-paragraph 8.)

7.1.1.2 Administrative Rules

- ◆ **Labor Dollars Must have Hours.** Transfers of labor object classes (i.e., those object classes that contain the value '11' in the first two positions) will also include the appropriate number of hours when the dollars are greater than \$10.00. Transfers of labor object classes for an amount of less than \$10.00 do not have to include the associated number of hours.

Exception: Object class 1159. Labor dollars citing object class 1159 do not have hours.

- ◆ **Match Object Classes.** A transfer must have the same object class on both sides of the transaction. The transfer dollar amounts and total hours for the FROM and TO sides of the transaction must match by the object class.

Exception: SLTs used to correct a mistaken object class on the original obligating document may cross object classes. In each of these instances the notification email to FRD must explain why the transfer of object classes was appropriate.

- ◆ **Surcharge Object Classes.** SLTs will not be processed for any surcharge object class (i.e., 1160, 1210, 7787, 7788, 7789, or for 2319 on the reimbursable project codes.)

Exceptions: The following exceptions to the above surcharges rule are:

- ▶ NOAA Budget Office may submit transfers to the NOAA Corporate Cost using object class 7787.
- ▶ Transfers to object class 2319 for reimbursable projects may only be made by the Reimbursable staff where approved rent waivers exist.
- ▶ With the concurrence of the NOAA Budget Office LOs may submit transfers to surcharge object classes to correct problems associated with adjustments made after changes to surcharge rates. Prior to processing a SLT for these object classes coordinate with the CAMS Budget and Cost Accumulation Team to determine the impact of the transfer.
- ▶ Transfers of object classes 7788 or 7789 should be prepared only by the Finance Reimbursable staff for approved waivers and by Finance with written concurrence from the NOAA Budget Office for LO's realigning or distributing indirect costs.

- ◆ **Surcharge Offset Project Codes.** SLTs are not allowed to the surcharge offset project codes 09WE0FF, 09WG0FF, 09WG0FL, 09WL0FF and 09P10FF.

- ◆ **Leave and Benefit Projects.** The following rules apply to the leave and benefit projects 09WLVxx and 09WEC70:
 - ▶ SLTs using the leave and benefit projects 09WLVxx or 09WEC70 FROM or TO another project are not allowed.
 - ▶ Transfers changing the organization codes for transactions using the leave and benefit projects are allowed.
 - ▶ Authorized transfer transactions involving the leave and benefit projects must have the FROM and TO sides dollar amounts and hours total in agreement.

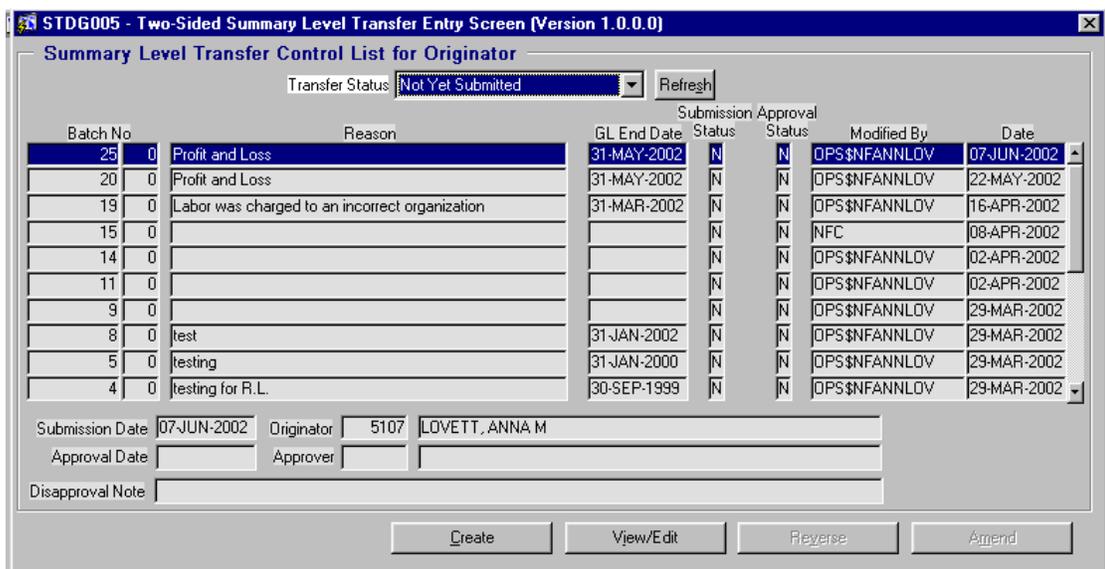
- ◆ **FROM and TO Fund Code Fiscal Year must Match.** Both the 'FROM' and 'TO' sides of a transaction must cite the same Fund Code Fiscal Year (FCFY). Cost from one FCFY may not be transferred into another FCFY. For example, costs recorded against FCFY 2003 may not be transferred into FCFY 2004.

- ◆ **Transfers between FMCs.** Any cost transferred between FMCs requires the approval of the affected FMC. The FMC performing the SLT must email the affected FMC requesting that they forward the email to FRD with a statement that they concur with the SLT action and it is appropriate for approval. The only exception for requiring email approvals from both FMCs is when they are both in the same LO and the LO submits the approval request to FRD.

- ◆ **Ensure Resource Availability.** The FMC entering and submitting the SLT is responsible for ensuring that all transfers to a Project Code and Organization Code have adequate resources available for them. The 'funds check' performed by the SLT process is based on the status of the CAMS Funds Balance table.

7.1.2 Create/Selecting Transfer Batch

The Two-Sided Summary Level Transfer Entry Screen - Summary Level Transfer Control List for Originator (STDG005) screen displays all summary level transfer batches available in the system in descending order by Batch Number and Modification Number so that the most recent transfers are displayed first. This screen is used for querying or searching transfer batches; there are no data entries or any modifications allowed.



The following fields are included on the Two-Sided Summary Level Transfer Entry Screen - Summary Transfer Control List for Originator (STDG005) screen:

<u>Field</u>	<u>Description</u>
Transfer Status	Displays the applicable status: <ul style="list-style-type: none"> ▶ Not Yet Submitted ▶ Submitted But Not Yet Approved ▶ Approved ▶ Disapproved/Rejected ▶ Cancelled ▶ All
Refresh	This button is used to ensure getting the latest results
Batch No (& Mod No)	Displays the batch number and Modification number
Reason	Displays reason applicable to a batch
GL End Date	GL end date is displayed
Submission Status	Submission status is displayed. <ul style="list-style-type: none"> ▶ Yes ▶ No ▶ Cancelled
Approval Status	Approval status is displayed.

<u>Field</u>	<u>Description</u>
Modified By	Employee number of person who modified batch is displayed.
Date	Date batch was modified is displayed.
Submission Date	Submission date for highlighted batch is displayed.
Originator	ID number and name of originator is displayed for highlighted batch.
Approval Date	Approval date of highlighted batch is displayed.
Approver	ID number and name of approver is displayed for highlighted batch.
Disapproval Note	Disapproval note is displayed.
Create	This button is used to create a new SLT batch.
View/Edit	This button is used to select view/edit a specific batch.
Reverse	This button is used to reverse a SLT after it has been approved and posted.
Amend	This button is used to amend a SLT that was previously submitted and disapproved/rejected.

Users perform the following steps to access the STDG005 Two-sided Transfer Entry Screen

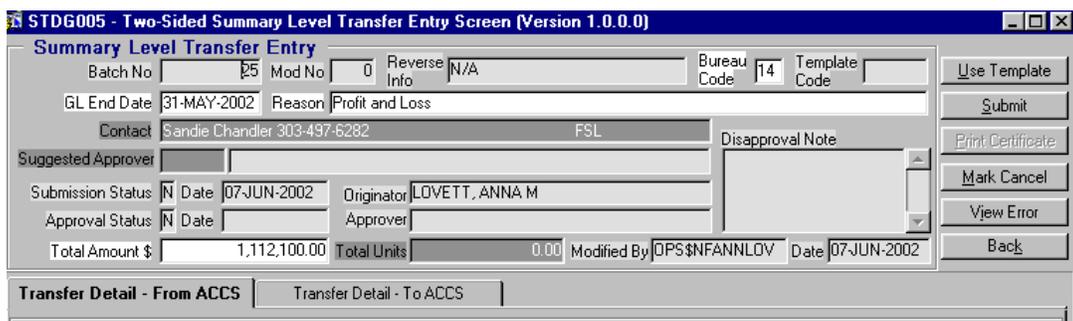
<i>Step</i>	<i>Action</i>		
1	Select the Two-Sided Summary Level Transfer Entry Screen - Summary Transfer Control List for Originator (STDG005) menu option.		
2	Click the down arrow in the Transfer Status field to display a list of status options <ul style="list-style-type: none"> ▶ Not Yet Submitted ▶ Submitted But Not Yet Approved ▶ Approved ▶ Disapproved/Rejected ▶ Cancelled ▶ All Select the appropriate transfer status option.		
3	Click the REFRESH button to ensure getting the latest results. The following information will be displayed: <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▶ <i>Batch No (& Mod No)</i> ▶ <i>Reason</i> ▶ <i>GL End Date</i> ▶ <i>Submission Status / Date</i> ▶ <i>Originator</i> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▶ <i>Approval Status / Date</i> ▶ <i>Approver</i> ▶ <i>Disapproval Note</i> ▶ <i>Modified By / Date</i> </td> </tr> </tbody> </table>	<ul style="list-style-type: none"> ▶ <i>Batch No (& Mod No)</i> ▶ <i>Reason</i> ▶ <i>GL End Date</i> ▶ <i>Submission Status / Date</i> ▶ <i>Originator</i> 	<ul style="list-style-type: none"> ▶ <i>Approval Status / Date</i> ▶ <i>Approver</i> ▶ <i>Disapproval Note</i> ▶ <i>Modified By / Date</i>
<ul style="list-style-type: none"> ▶ <i>Batch No (& Mod No)</i> ▶ <i>Reason</i> ▶ <i>GL End Date</i> ▶ <i>Submission Status / Date</i> ▶ <i>Originator</i> 	<ul style="list-style-type: none"> ▶ <i>Approval Status / Date</i> ▶ <i>Approver</i> ▶ <i>Disapproval Note</i> ▶ <i>Modified By / Date</i> 		

<i>Step</i>	<i>Action</i>
4	Click on the Create button to create a new SLT batch. <u>OR</u> Position the cursor on a line to select a specific batch and continue with the following steps applicable to the desired action.
5	Click on the View/Edit button to view/edit the selected batch number.
6	Click on the Reverse button to reverse a SLT entry after it has approved and posted. <i>Note: A new batch number is generated and displayed on the Two-Sided Summary Level Transfer Entry Screen (STDG005). This transaction should be submitted for processing as usual.</i>
7	Click on the Amend button to amend a disapproved/rejectedd SLT batch. <i>Note: A new mod number is created for the selected batch number and may be modified and/or submitted for processing.</i>

7.1.3 Create/View/Change Batch Control Information

The Two-Sided Summary Level Transfer Entry Screen - Summary Level Transfer Entry Screen Control Section (STDG005) screen allows users to create or modify the summary level transfer information. Use this screen to create a new batch or edit existing summary level transfer entries.

The following illustrates the Two-Sided Summary Level Transfer Entry Screen - Summary Level Transfer Entry Screen Control Section (STDG005) screen:



Users perform the following steps to create, modify, or view entries on the STDG005 Two-sided Transfer Entry Screen:

<i>Step</i>	<i>Action</i>
1	Select the Two-Sided Summary Level Transfer Entry Screen - Summary Transfer Control List for Originator (STDG005) menu option.
2	The <i>Batch No</i> and <i>Mod No</i> will be displayed. If an entry has been reversed, the <i>Reverse Info</i> field will include a text message.
3	Double-click in the Bureau Code field to display a list of values and select the appropriate bureau code.
4	The <i>Template Code</i> field includes a code selected for this transfer. <i>Note: Leave this element blank.</i>
5	Double-click in the GL End Date field and select the appropriate date.
6	Enter/Modify text in the Reason field.
7	Enter/Modify Contact information
8	Double-click in the Suggested Approver field and select the suggested approver. <i>Note: Specifying a Suggested Approver is an optional step which displays the selected name.</i>
9	The following information is displayed. <ul style="list-style-type: none"> ▶ <i>Submission Status / Date</i> ▶ <i>Originator</i> ▶ <i>Approval Status / Date</i> ▶ <i>Approver</i> ▶ <i>Disapproval Note</i>
10	Enter/Modify Total Amount in dollars and cents.
11	Enter/Modify Total Number of Units .
12	The Modified By and Date fields are populated with the user name and date.

<i>Step</i>	<i>Action</i>
13	<p>Click the Use Template button to create a batch using the template option. This action will open a screen listing the available templates.</p> <ul style="list-style-type: none"> ▶ Select the appropriate template code ▶ Click the <i>Use Template</i> button to carry this forward for the transfer. <p>Result: <i>The Two-Sided Summary Level Transfer Entry Screen - Summary Transfer Control List for Originator (STDG005) screen is displayed with the Template Code field populated into the transfer batch control and detail data.</i></p> <p>Note: <i>Only FRD has access to create templates.</i></p>
14	<p>Click the Submit button after entry and/or corrections have been made in the control block and Transfer Detail From/To ACCS tabs.</p> <p>Note: <i>Please refer to the next section for detailed procedures pertaining to the Transfer Detail From/To ACCS tabs.</i></p>
15	<p>Click the Print Certificate button to print a listing of the entire batch.</p> <p>Note: <i>This button is greyed until the entry is submitted.</i></p>
16	<p>Click the Mark Cancel button to cancel a batch so that it cannot be submitted or processed.</p> <p>Note: <i>This will change the Submission Status to "C".</i></p>
17	<p>After submitting entries, click the View Error button to display errors on the Two-Sided Summary Level Transfer Entry Screen - Transfer Error Messages.</p> <p>Note: <i>This button is greyed if errors do not exist.</i></p>
18	<p>After viewing errors, click the Back button to return to the previous screen.</p>
19	<p>Click the Transfer Detail From/To ACCS tabs to create, view, or modify ACCS data.</p> <p>Note: <i>As noted above, please refer to the next section for detailed procedures pertaining to the Transfer Detail From/To ACCS tabs.</i></p>

7.1.4 Create/Modify ACCS data

The Two-Sided Summary Level Transfer Entry (STDG005) screen contains two tabs for recording ACCS data:

- ◆ Transfer Detail - From ACCS
- ◆ Transfer Detail - To ACCS

These tabs are used to modify existing summary level transfer detail entries for the **From** and **To** sides of the transfer entry. New rows may be added and previously entered rows may be modified or deleted.

The following illustrates both tabs:

The screenshots show the 'Transfer Detail' window with two tabs: 'Transfer Detail - From ACCS' and 'Transfer Detail - To ACCS'.

From ACCS Tab:

Item No	Line No	FCFY	Project	Task	Fund	Program	Organization	Object Class	User Defined	Cust/Vend	Customer/Vendor Number											
100	1	2002	38WDPR2	PPL	01	01	01	000	50	30	0000	00	00	00	25	05	00	00	000000	V	9999999999	1
Reference No											842SCPROF06	206	Unit		Qty	0.00	Amount \$	1,112,100.00				
From Total Units											0.00	Amount \$	1,112,100.00	To Total Units	0.00	Amount \$	325,100.00					

To ACCS Tab:

Item No	Line No	FCFY	Project	Task	Fund	Program	Organization	Object Class	User Defined	Cust/Vend	Customer/Vendor Number												
200	1	2002	3BR2A07	PPL	06	03	02	01	000	50	30	0000	00	00	00	25	05	00	00	000000	V	9999999999	1
Reference No											842SCPROF06	206	Unit		Qty	0.00	Amount \$	100,000.00					
200	2	2002	3BR2AMB	PPL	07	03	02	01	000	50	30	0000	00	00	00	25	05	00	00	000000	V	9999999999	1
Reference No											842SCPROF06	206	Unit		Qty	0.00	Amount \$	25,000.00					
200	3	2002	3RR2AAQ	PPL	07	03	02	01	000	50	30	0000	00	00	00	25	05	00	00	000000	V	9999999999	1
Reference No											842SCPROF06	206	Unit		Qty	0.00	Amount \$	200,000.00					
From Total Units											0.00	Amount \$	1,112,100.00	To Total Units	0.00	Amount \$	325,100.00						

Users perform the following steps to create or modify entries on the Two-sided Transfer Entry Screen (STDG005):

Step	Action
1	Select the Two-Sided Summary Level Transfer Entry Screen - Summary Transfer Control List for Originator (STDG005) menu option.
2	Click the Transfer Detail From ACCS or Transfer Detail To ACCS tab to create, view, or modify ACCS data. <i>Note: The following steps must be completed for both tabs.</i>
3	The <i>Item No</i> and <i>Line No</i> fields are system generated.
4	Enter the fund code fiscal year in the <i>FCFY (Fund Code Fiscal Year)</i> field of the transfer transaction.
5	Enter the applicable data or double-click in the <i>Project Code</i> field to display a list of values and select the appropriate code. <i>Note: Entering the Project Code automatically populates the Fund and Program fields.</i>
6	Enter the applicable data or double-click in the <i>Task Code</i> field to display a list of values and select the appropriate code.
7	Enter the applicable data or double-click in the <i>Organization</i> field to display a list of values and select the appropriate code.

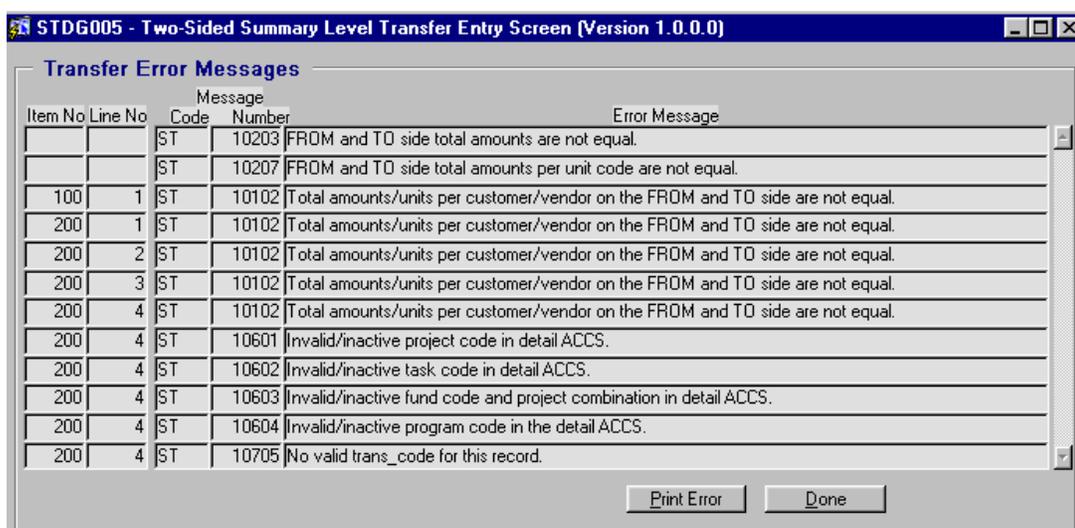
<i>Step</i>	<i>Action</i>
8	Enter the applicable data or double-click in the Object Class field to display a list of values and select the appropriate code.
9	Enter the User Defined field as 000000.
10	Double-click in the Cust/Vend field to display a LOV and select the V for vendor.
11	Enter 999999999-1 in the Customer/Vendor Number for the interface files
12	Enter reference number, if applicable.
13	Leave the Unit field blank, unless transferring labor and then enter HOURS
14	Enter/Modify Quantity <i>Note: This field will be zero or blank, unless Units are entered.</i>
15	Enter/Modify Amount in dollars and cents.
16	The From Total Units/Amount \$ and To Total Units/Amount \$ will be displayed.
17	Click on the Submit button.

Note: Both the Transfer Detail - From ACCS and Transfer Detail - To ACCS tabs must be entered.

7.1.5 View/Print Errors

This screen is accessed by pressing the **View Error** button on the control portion of the Transfer Error Messages (STDG005) screen. It is used to view and/or print the errors associated with the selected batch.

The following is an illustration of the Transfer Error Messages (STDG005) screen:



The following fields are included on this screen:

<u>Field</u>	<u>Description</u>
Item No	Determines the From or To side of the transfer: 100 = From 200 = To
Line No	The line number containing the error
Message Code	ST = Summary Transfer
Message Number	Internal number assigned to identify the error
Error Message	Definition of the error
Print Error	Button which launches the Summary Level Transfer Error Report (STDG104) and displays output on the screen. <i>Note: Clicking the Print icon after generating this report will print a copy on the local printer</i>
Done	Return to the previous screen

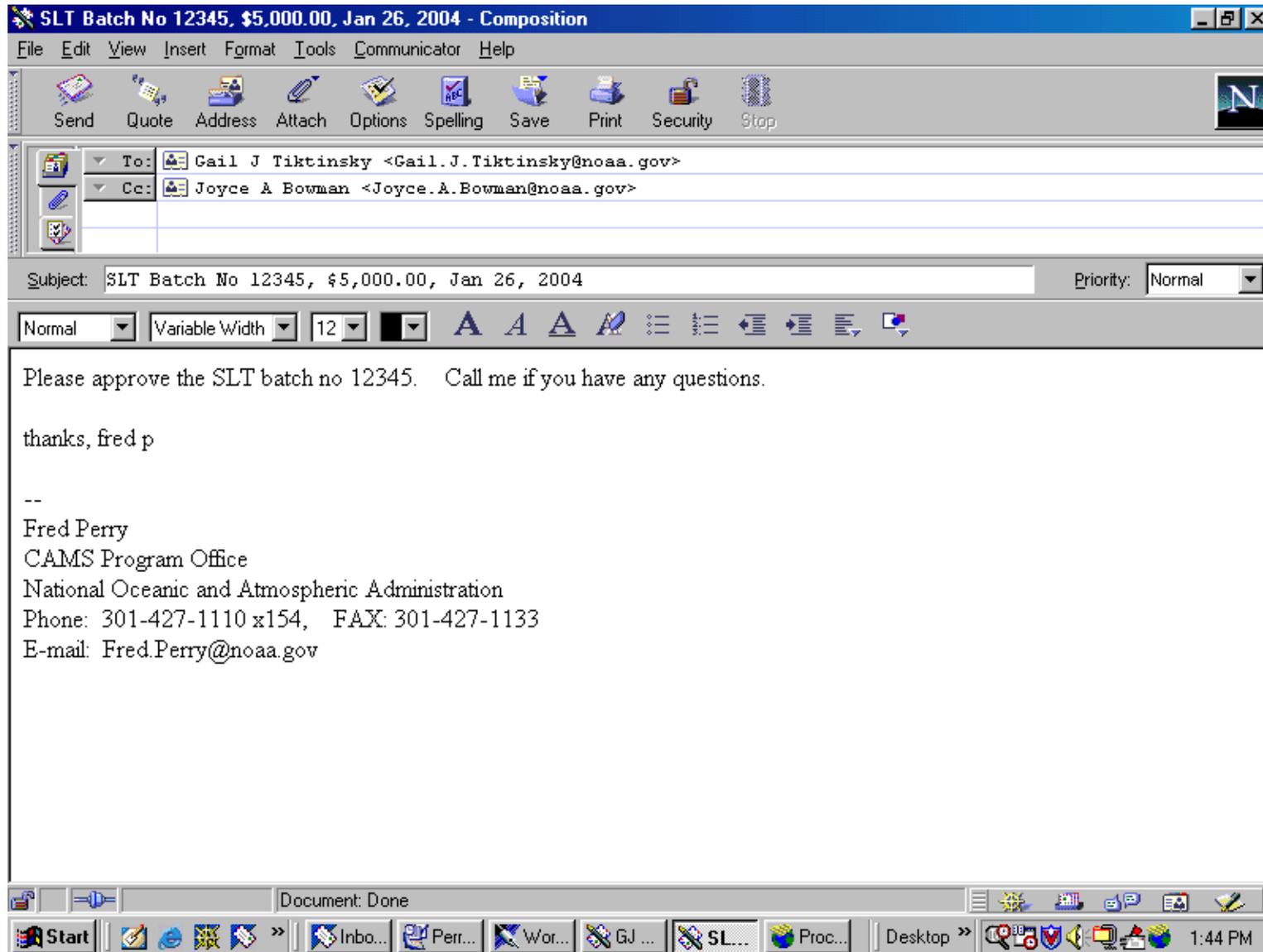
7.1.6 Notification Email to FRD

The rules for notifying FRD to approve a SLT Batch are as follows:

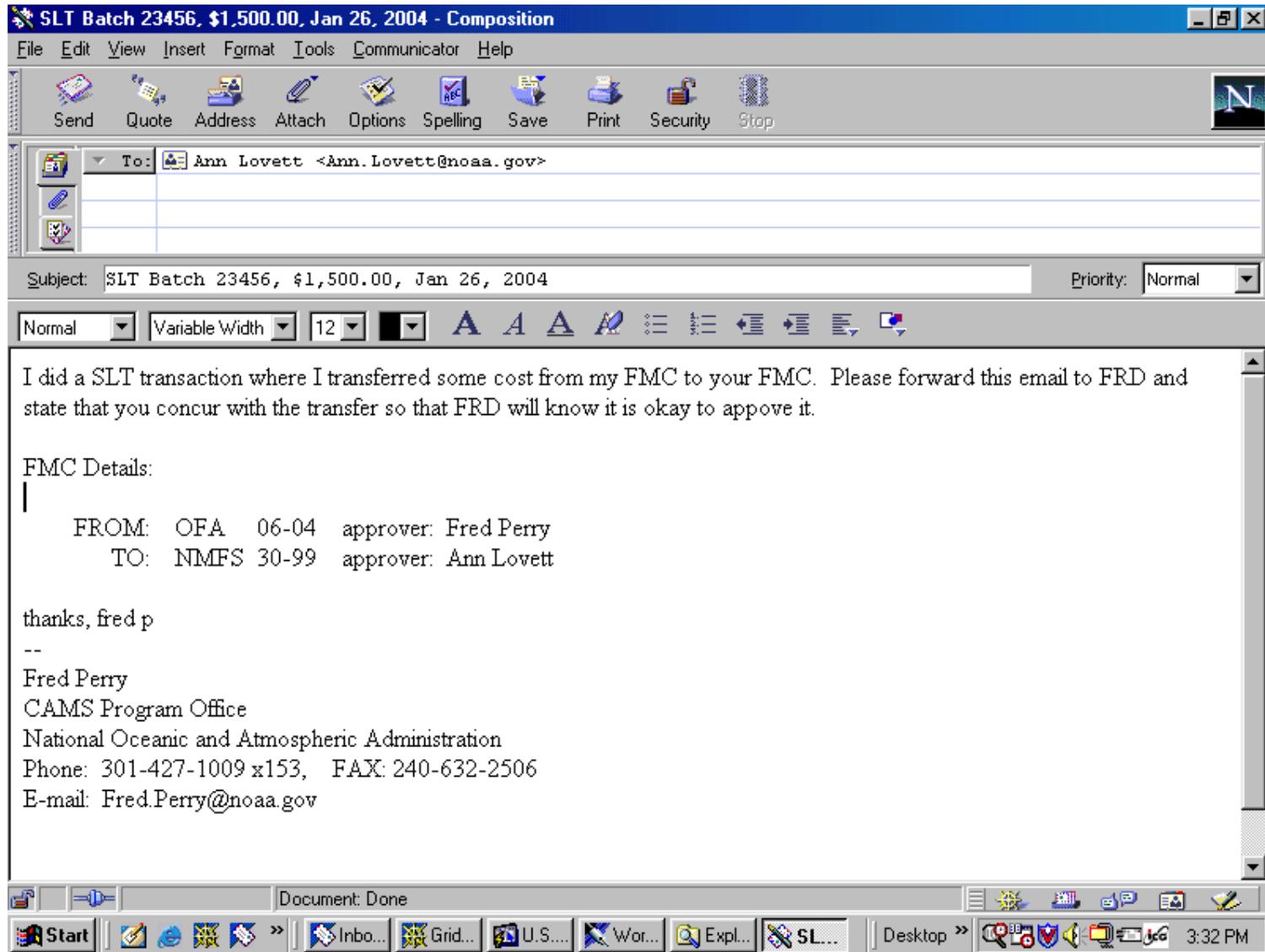
- ◆ The user must generate an email to FRD informing them that a Summary Level Transfer has been completed and is ready for their approval. The notification email must be sent to FRD otherwise they will not be aware of the transaction to approve.
- ◆ The User must address the email to the appropriate individual(s) in FRD.

- ◆ In those cases where the Summary Level Transfer crosses FMC's the email should be addressed to the affected FMC. Then the affected FMC will forward the email to the FRD addresses stating their concurrence or non-concurrence with the transfer.
- ◆ The email SUBJECT line must include the SLT Batch number, the dollar amount, and the date the transfer was successfully submitted. The FRD personnel will reply to the email (i.e., REPLY ALL) when the transfer has been approved or with a special message stating why the transfer has not been approved.
- ◆ Sample emails covering several transfer scenarios follows.

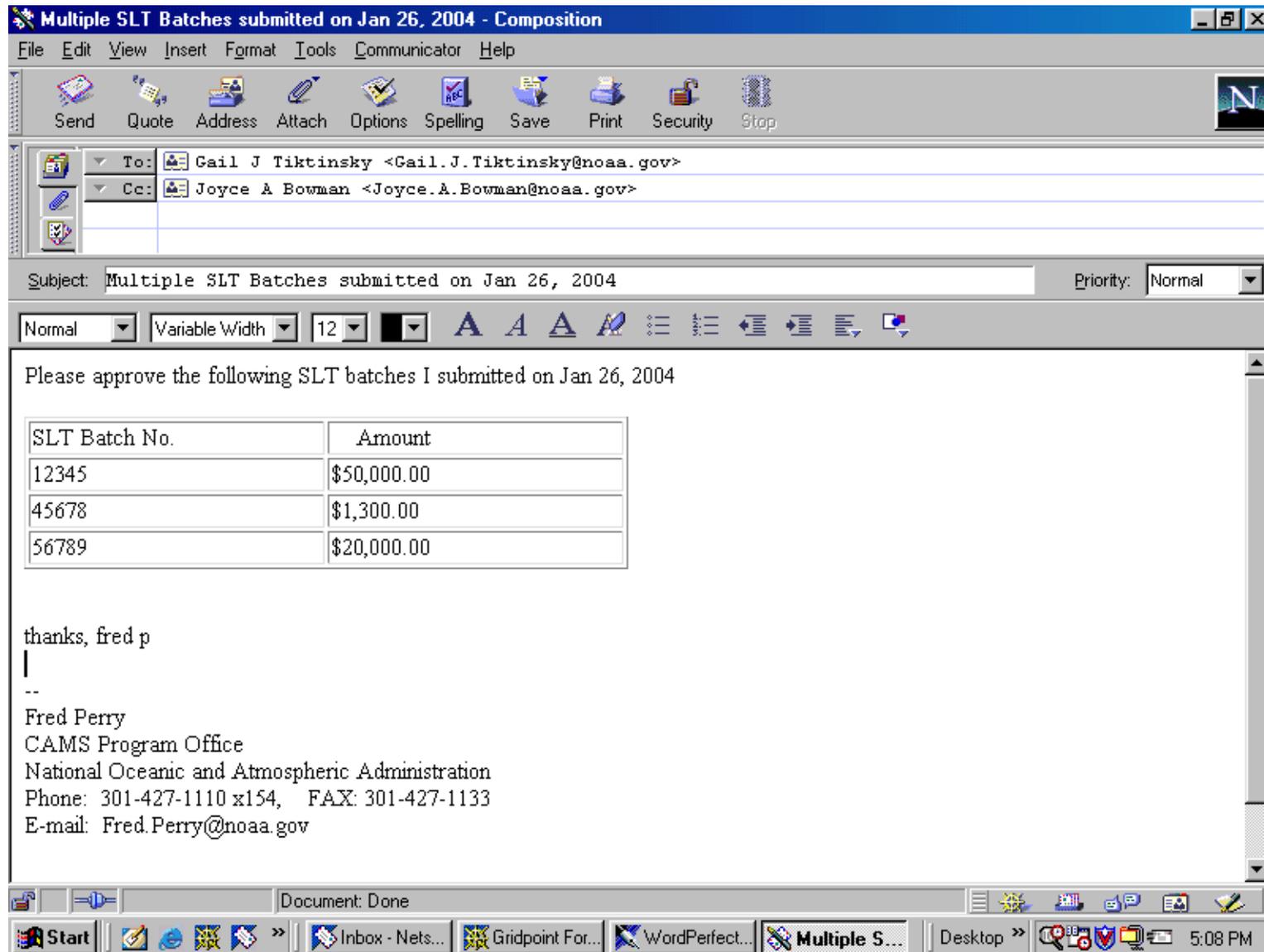
NOTIFICATION EMAIL SAMPLE 1
SUMMARY LEVEL TRANSFER
that Does Not Cross FMC's



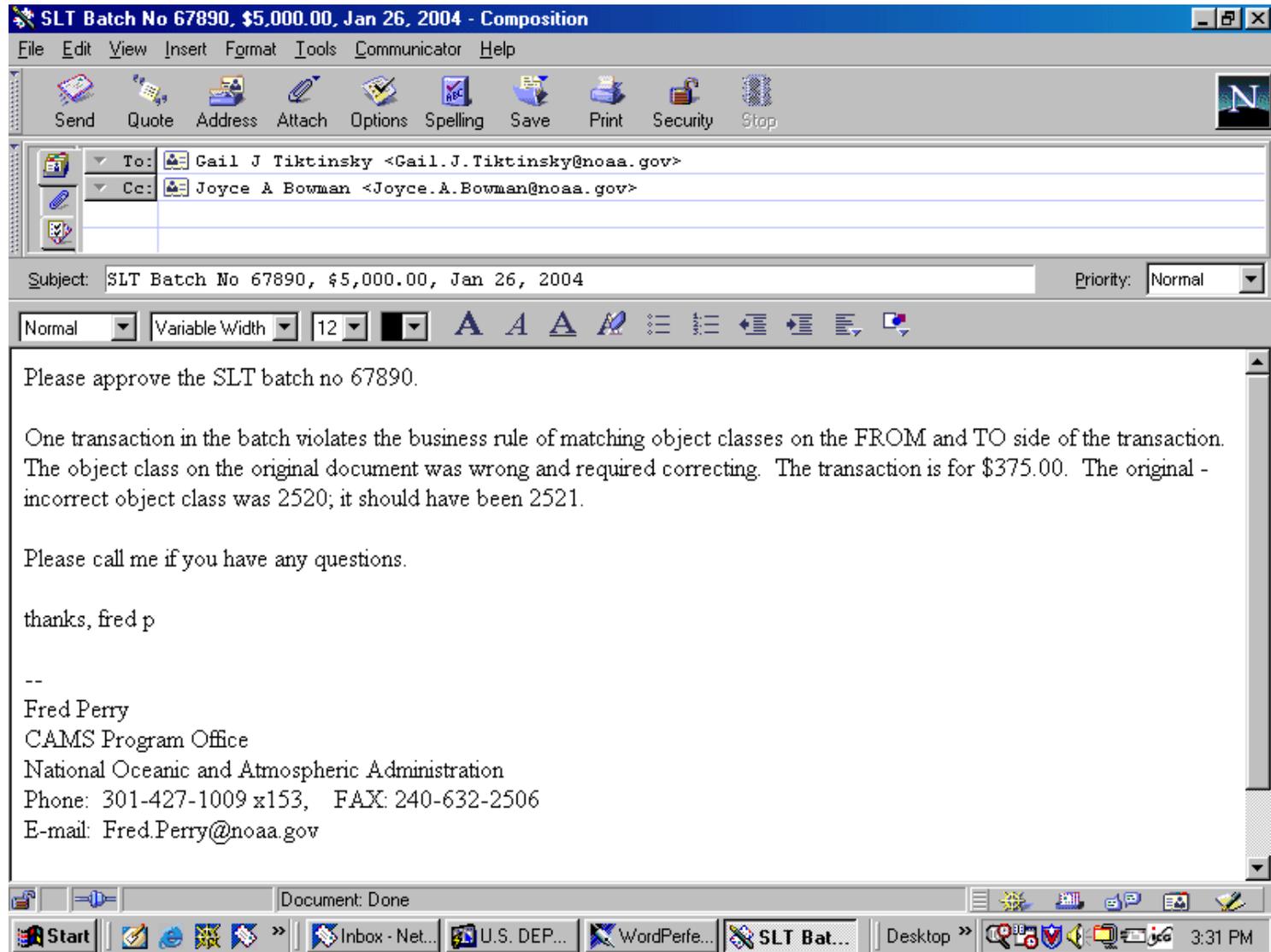
**NOTIFICATION EMAIL SAMPLE 2
SUMMARY LEVEL TRANSFER
that Crosses FMC's**



NOTIFICATION EMAIL SAMPLE 3
SUMMARY LEVEL TRANSFERS
One Email for Multiple Transfers



NOTIFICATION EMAIL SAMPLE 4
SUMMARY LEVEL TRANSFER
Violation of a Business Rule



7.2 Summary Level Transfer (SLT) Reports

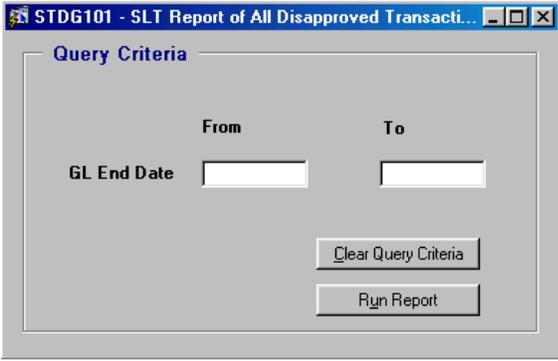
This section provides information about the CFS Summary Level Transfer generate report process. The following reports are available:

- ◆ STDG101 SLT Report of All Disapproved Transactions
- ◆ STDG104 Summary Level Transfer Error Report
- ◆ STDG105 Summary Level Transfer History Report by Batch Number
- ◆ STDG107 Summary Level Transfer History Report by Bureau & Program Code
- ◆ STDG107 Summary Level Transfer History Report by Bureau & Fund Code
- ◆ STDG108 Summary Level Transfer History Report by Bureau & Organization
- ◆ STDG109 Summary Level Transfer History Report by Bureau & Object Class
- ◆ STDG110 Summary Level Transfer History Report by Bureau & Project-Task
- ◆ STDG111 Summary Level Transfer History Report by Bureau & Project
- ◆ STDG112 SLT Interface File Error Report
- ◆ STDGERR NOAA Business Violations & Error Report

7.2.1 SLT Report of All Disapproved Transactions (STDG101)

The SLT Report of All Disapproved Transactions (STDG101) screen provides users with a mechanism for generating a report of all disapproved records and seeing whether a replacement record was processed and subsequently approved. Users may enter a range of GL End Dates to generate a report for a specific time period or leave dates blank to include all disapproved transactions.

Users perform the following steps to generate this report:

<i>Step</i>	<i>Action</i>
1	Select the STDG101 - SLT Report of all Disapproved Transactions menu option from the Reports folder
2	Specify applicable <i>GL End Dates</i> on the Query Criteria screen by entering in the format of DD-MMM-YYYY, or double-clicking to select from a List of Values. 
3	Click on the Run Report button to execute the report

<i>Step</i>	<i>Action</i>
4	The Report Previewer will be displayed with the report contents
5	Click on the  arrow, within the Report Previewer, to move to the next page of the report
7	Click on the Print icon to print the report
7	Click on the  icon to exit the Report Previewer
8	Click on the Clear Query Criteria button to clear the screen and specify different criteria.

7.2.1.1 SLT Report of All Disapproved Transactions Example

The following page contains an example of the header page and report contents for the SLT Report of all Disapproved Transactions.

05-APR-2004 02:33 PM

STDG101

**United States Department of Commerce
Summary Level Transfer for Disapporved Transactions**

GL End Date: 31-MAR-2004 To 31-MAR-2004

User Name: OPS\$THOJEF01

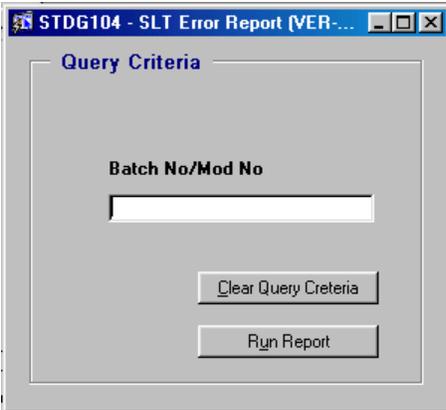
Batch Number: 1776

<u>Mod No</u>	<u>Approval Status</u>	<u>Disapproval Name</u>	<u>Disapproval Date</u>	<u>Disapproval Reason</u>
0	Disapproved	Franklin, Benjamin	25-MAR-2004	object class error

7.2.2 SLT Error Report (STDG104)

The Summary Level Transfer Error Report (STDG104) generates a report of errors for a batch. This report would normally be accessed from the Two-Sided Summary Level Transfer Entry (STDG005), when entering a batch of SLTs. When any errors exist, the batch cannot be submitted for processing. This report shows all rows on the batch and identifies the rows with errors.

Users perform the following steps to generate this report:

Step	Action
1	Select the STDG104 - Summary Level Transfer Error Report menu option from the Reports folder
2	Enter the <i>Batch No/Mod No</i> on the Query Criteria screen or double click to select from a List of Values 
3	Click on the Run Report button to execute the report
4	The Report Previewer will be displayed with the report contents
5	Click on the  arrow, within the Report Previewer, to move to the next page of the report
6	Click on the Print icon to print the report
7	Click on the  icon to exit the Report Previewer
8	Click on the Clear Query Criteria button to clear the screen and specify different criteria.

7.2.2.1 SLT Error Report Example

The following pages contains an example of the header page and report contents for the Summary Level Transfer Error Report.

CAMS Detail Labor Adjustments & Summary Level Transfers

Reason for the Transfer: Costs charged to non-existing account

Contact Person and Phone Number: Thomas Jefferson, 301-123-1776, Ext 003

Transaction Summary: Batch No/Mod No 1776 - 0
 Bureau: 14 - NOAA
 From Total Amount: \$155.28
 From Total Units: 0.00

Transaction Detail:

Item Line No	No	FCFY	Project/Task	Fund	Program	Organization	Object Class	Defined	Vendor/ Customer No	Units	Amount
--------------	----	------	--------------	------	---------	--------------	--------------	---------	---------------------	-------	--------

Transfer From

100	1	2004	B8MIUSA-P00	27	04-09-12-000	01-00-000-00-00-00-00	21-40-00-00	000000	999999999 - 1	0.00	\$152.28
100	2	2004	B8MIUSA-P00	27	04-09-12-000	01-00-000-00-00-00-00	21-44-00-00	000000	999999999 - 1	0.00	\$3.00

Transfer To:

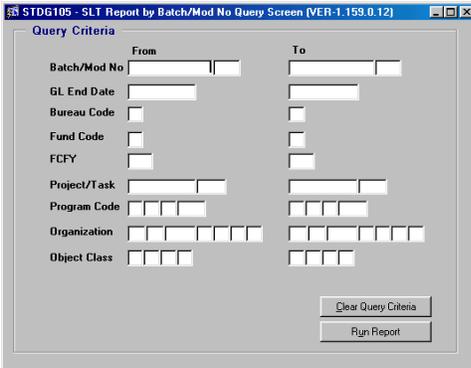
200	1	2004	B8MVAVA-P55	27	04-09-12-000	01-00-000-00-00-00-00	21-40-00-00	000000	999999999 - 1	0.00	\$152.28
Error: Invalid/inactive project code in detail ACCS.											
Error: Invalid/inactive task code in detail ACCS.											
200	2	2004	B8MVAVA-P55	27	04-09-12-000	01-00-000-00-00-00-00	21-44-00-00	000000	999999999 - 1	0.00	\$3.00
Error: Invalid/inactive project code in detail ACCS.											
Error: Invalid/inactive task code in detail ACCS.											

This batch or batches cannot be approved and posted because of the above errors.
 Please review the detail transactions and make corrections on the Summary Level Transfer screen.
 After all corrections have been made, the batch can be approved and a Summary Level Transfer Certification Form can be printed.

7.2.3 SLT History Report By Batch Number (STDG105)

This screen allow users to specify which summary level transfer history report is to be displayed and printed. The report will list all transfer transactions selected by the user and will order and group the report by batch numbers.

Users perform the following steps to generate this report:

<i>Step</i>	<i>Action</i>		
1	Select the STDG105 - Summary Level Transfer History Report by Batch Number menu option from the Reports folder 		
2	Enter applicable ranges of Query Criteria or double click to select from a List of Values <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▶ <i>Batch/Mod No</i> ▶ <i>GL End Date</i> ▶ <i>Bureau Code</i> ▶ <i>Fund Code</i> ▶ <i>FCFY</i> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▶ <i>Project/Task</i> ▶ <i>Program Code</i> ▶ <i>Organization</i> ▶ <i>Object class</i> </td> </tr> </table>	<ul style="list-style-type: none"> ▶ <i>Batch/Mod No</i> ▶ <i>GL End Date</i> ▶ <i>Bureau Code</i> ▶ <i>Fund Code</i> ▶ <i>FCFY</i> 	<ul style="list-style-type: none"> ▶ <i>Project/Task</i> ▶ <i>Program Code</i> ▶ <i>Organization</i> ▶ <i>Object class</i>
<ul style="list-style-type: none"> ▶ <i>Batch/Mod No</i> ▶ <i>GL End Date</i> ▶ <i>Bureau Code</i> ▶ <i>Fund Code</i> ▶ <i>FCFY</i> 	<ul style="list-style-type: none"> ▶ <i>Project/Task</i> ▶ <i>Program Code</i> ▶ <i>Organization</i> ▶ <i>Object class</i> 		
3	Click on the Run Report button to execute the report		
4	The Report Previewer will be displayed with the report contents		
5	Click on the  arrow, within the Report Previewer, to move to the next page of the report		
6	Click on the Print icon to print the report		
7	Click on the  icon to exit the Report Previewer		
8	Click on the Clear Query Criteria button to clear the screen and specify different criteria.		

7.2.3.1 SLT History Report By Batch Number Example

The following page contains an example of the header page and report contents for the Summary Level Transfer History Report by Batch Number.

12 -FEB-2004 01:48PM

STDG105

**United States Department of Commerce
Summary Level Transfer History Report By Batch Number**

Batch/Mod No: 4212-0 to 4212 - 0

User Name: OPS\$THOJEF01

12-FEB-2004 01:48 PM

STDG105

**Summary Level Transfer History Report By Batch Number
for General Ledger Periods: 31-JAN-2004 through 31-JAN-2004**

Transaction Summary: Batch/Mod No: 4212 - 0 GL End Date 31-JAN-2004 Total Amount: \$500.29 Total Units: 0.00

Reason for the transfer LO Request

<u>FCFY</u>	<u>Bureau Code</u>	<u>Project/Task</u>	<u>Fund</u>	<u>Program</u>	<u>Organization</u>	<u>Object Class</u>	<u>User Defined</u>	<u>Units</u>	<u>Amount(\$)</u>
<u>Transfer From:</u>									
2003	14	52NF1CV-PNP	16	05-03-01-002	20-70-0004-00-00-00-00	26-19-00-00	000000	0.00	\$59.07
2003	14	52NF1CV-PNP	16	05-03-01-002	20-70-0004-00-00-00-00	43-01-00-00	000000	0.00	\$.77
2003	14	52NF1CV-PNP	16	05-03-01-002	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	\$403.35
2003	14	52NF1CV-PNP	16	05-03-01-002	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	\$37.10

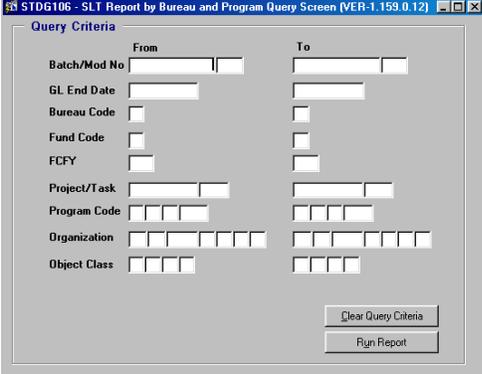
Transfer To:

2003	14	52NS1CV-PNP	16	05-03-01-002	20-70-0004-00-00-00-00	26-19-00-00	000000	0.00	\$59.07
2003	14	52NS1CV-PNP	16	05-03-01-002	20-70-0004-00-00-00-00	43-01-00-00	000000	0.00	\$.77
2003	14	52NF1CV-PNP	16	05-03-01-002	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	\$403.35
2003	14	52NF1CV-PNP	16	05-03-01-002	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	\$37.10

7.2.4 SLT History Report By Bureau & Program Code (STDG106)

The Summary Level Transfer History Report by Bureau & Program Code (STDG106) allows users to generate and print the report. The report will list all transfer transactions selected by the user and will order and group the report by bureau and program code.

Users perform the following steps to generate this report:

Step	Action
1	<p>Select the STDG106 - Summary Level Transfer History Report by Bureau & Program Code menu option from the Reports folder</p> 
2	<p>Enter applicable ranges of Query Criteria <u>or</u> double click to select from a List of Values</p> <ul style="list-style-type: none"> ▶ <i>Batch/Mod No</i> ▶ <i>GL End Date</i> ▶ <i>Bureau Code</i> ▶ <i>Fund Code</i> ▶ <i>FCFY</i> ▶ <i>Project/Task</i> ▶ <i>Program Code</i> ▶ <i>Organization</i> ▶ <i>Object class</i>
3	Click on the Run Report button to execute the report
4	The Report Previewer will be displayed with the report contents
5	Click on the  arrow, within the Report Previewer, to move to the next page of the report
6	Click on the Print icon to print the report
7	Click on the  icon to exit the Report Previewer
8	Click on the Clear Query Criteria button to clear the screen and specify different criteria.

7.2.4.1 SLT History Report By Bureau & Program Code Example

The following page contains an example of the header page and report contents for the Summary Level Transfer History Report by Bureau Code and Program Code.

12 -FEB-2004 01:48PM

STDG106

**United States Department of Commerce
Summary Level Transfer History Report By Bureau and Program Code**

Batch/Mod No: 4212-0 to 4212 - 0

User Name: OPS\$THOJEF01

12-FEB-2004 01:48 PM

STDG106

Summary Level Transfer History Report By Bureau and Program Code

Bureau Code: 14 Program Code: 05-03-01-0002

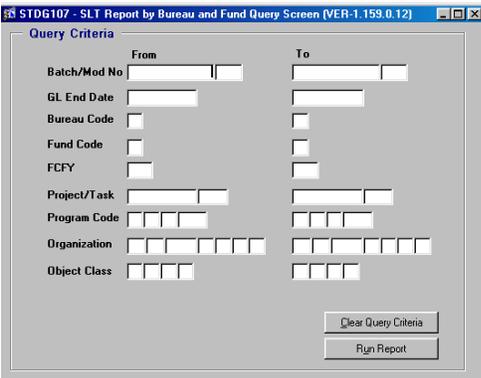
<u>FCFY</u>	<u>Project/Task</u>	<u>Fund</u>	<u>Batch/Mod No</u>	<u>GL Date</u>	<u>Organization</u>	<u>Object Class</u>	<u>User Defined</u>	<u>Units</u>	<u>Amount(\$)</u>
2003	52NF1CV-PNP	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	26-19-00-00	000000	0.00	-\$59.07
2003	52NF1CV-PNP	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	43-01-00-00	000000	0.00	-\$0.77
2003	52NF1CV-PNP	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	-\$403.35
2003	52NF1CV-PNP	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	-\$37.10
2003	52NS1CV-PNP	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	26-19-00-00	000000	0.00	\$59.07
2003	52NS1CV-PNP	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	43-01-00-00	000000	0.00	\$0.77
2003	52NS1CV-PNP	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	\$403.35
2003	52NS1CV-PNP	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	\$37.10
Total:								0.00	\$0.00

7.2.5 SLT History Report By Bureau & Fund Code (STDG107)

[CAMs Detail Labor Adjustments & Summary Level Transfers](#)

The Summary Level Transfer History Report by Bureau & Fund Code (STDG107) allows users to generate and print the report. The report will list all transfer transactions selected by the user and will order and group the report by bureau and fund codes.

Users perform the following steps to generate this report:

Step	Action
1	<p>Select the STDG107 - Summary Level Transfer History Report by Bureau & Fund Code menu option from the Reports folder</p> 
2	<p>Enter applicable ranges of Query Criteria <u>or</u> double click to select from a List of Values</p> <ul style="list-style-type: none"> ▶ <i>Batch/Mod No</i> ▶ <i>GL End Date</i> ▶ <i>Bureau Code</i> ▶ <i>Fund Code</i> ▶ <i>FCFY</i> ▶ <i>Project/Task</i> ▶ <i>Program Code</i> ▶ <i>Organization</i> ▶ <i>Object class</i>
3	Click on the Run Report button to execute the report
4	The Report Previewer will be displayed with the report contents
5	Click on the  arrow, within the Report Previewer, to move to the next page of the report
6	Click on the Print icon to print the report
7	Click on the  icon to exit the Report Previewer
8	Click on the Clear Query Criteria button to clear the screen and specify different criteria.

7.2.5.1 SLT History Report By Bureau & Fund Code Example

The following page contains an example of the header page and report contents for the Summary Level Transfer History Report by Bureau Code and Fund Code.

12 -FEB-2004 01:48PM

STDG107

**United States Department of Commerce
Summary Level Transfer History Report By Bureau and Fund Code**

Batch/Mod No: 4212-0 to 4212 - 0

User Name: OPS\$THOJEF01

12-FEB-2004 01:48 PM

STDG107

Summary Level Transfer History Report By Bureau and Fund Code

Bureau Code: 14 Fund Code: 16

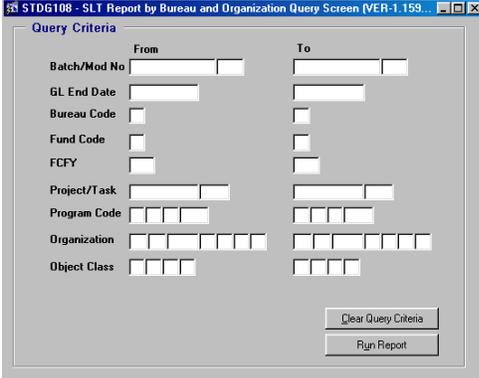
<u>FCFY Program</u>	<u>Project/Task</u>	<u>Batch/Mod No</u>	<u>GL Date</u>	<u>Organization</u>	<u>Object Class</u>	<u>User Defined</u>	<u>Units</u>	<u>Amount(\$)</u>	
2003 05-03-01-002	52NF1CV-PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	26-19-00-00	000000	0.00	-\$59.07	
2003 05-03-01-002	52NF1CV-PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	43-01-00-00	000000	0.00	-\$.77	
2003 05-03-01-002	52NF1CV-PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	-\$403.35	
2003 05-03-01-002	52NF1CV-PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	-\$37.10	
2003 05-03-01-002	52NS1CV-PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	26-19-00-00	000000	0.00	\$59.07	
2003 05-03-01-002	52NS1CV-PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	43-01-00-00	000000	0.00	\$.77	
2003 05-03-01-002	52NS1CV-PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	\$403.35	
2003 05-03-01-002	52NS1CV-PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	\$37.10	
							Total:	0.00	\$0.00

7.2.6 SLT History Report By Bureau & Organization (STDG108)

CAMS Detail Labor Adjustments & Summary Level Transfers

The Summary Level Transfer History Report by Bureau & Organization (STDG108) allows users to generate and print the report. The report will list all transfer transactions selected by the user and will order and group the report by bureau and organization.

Users perform the following steps to generate this report:

Step	Action
1	<p>Select the STDG108 - Summary Level Transfer History Report by Bureau & Organization menu option from the Reports folder</p> 
2	<p>Enter applicable ranges of Query Criteria <u>or</u> double click to select from a List of Values</p> <ul style="list-style-type: none"> ▶ <i>Batch/Mod No</i> ▶ <i>GL End Date</i> ▶ <i>Bureau Code</i> ▶ <i>Fund Code</i> ▶ <i>FCFY</i> ▶ <i>Project/Task</i> ▶ <i>Program Code</i> ▶ <i>Organization</i> ▶ <i>Object class</i>
3	Click on the Run Report button to execute the report
4	The Report Previewer will be displayed with the report contents
5	Click on the  arrow, within the Report Previewer, to move to the next page of the report
6	Click on the Print icon to print the report
7	Click on the  icon to exit the Report Previewer
8	Click on the Clear Query Criteria button to clear the screen and specify different criteria.

7.2.6.1 SLT History Report By Bureau & Organization Example

The following page contains an example of the header page and report contents for the Summary Level Transfer History Report by Bureau and Organization.

12 -FEB-2004 01:48PM

STDG108

United States Department of Commerce
Summary Level Transfer History Report By Bureau and Organization

Batch/Mod No: 4212-0 to 4212 - 0

User Name: OPS\$THOJEF01

12-FEB-2004 01:48 PM

STDG108

Summary Level Transfer History Report By Bureau and Organization

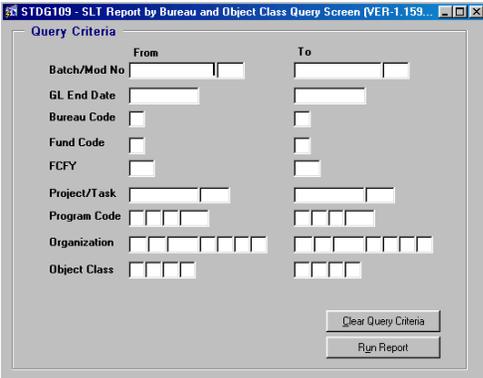
Bureau Code: 14 Organization: 20-70-0004-00-00-00-00

<u>FCFY</u>	<u>Fund</u>	<u>Program</u>	<u>Project/Task</u>	<u>Batch/Mod No</u>	<u>GL Date</u>	<u>Object Class</u>	<u>User Defined</u>	<u>Units</u>	<u>Amount(\$)</u>
2003	16	05-03-01-002	52NF1CV-PNP	4212-0	31-JAN-2004	26-19-00-00	000000	0.00	-\$59.07
2003	16	05-03-01-002	52NF1CV-PNP	4212-0	31-JAN-2004	43-01-00-00	000000	0.00	-\$0.77
2003	16	05-03-01-002	52NF1CV-PNP	4212-0	31-JAN-2004	21-48-00-00	000000	0.00	-\$403.35
2003	16	05-03-01-002	52NF1CV-PNP	4212-0	31-JAN-2004	21-48-00-00	000000	0.00	-\$37.10
2003	16	05-03-01-002	52NS1CV-PNP	4212-0	31-JAN-2004	26-19-00-00	000000	0.00	\$59.07
2003	16	05-03-01-002	52NS1CV-PNP	4212-0	31-JAN-2004	43-01-00-00	000000	0.00	\$0.77
2003	16	05-03-01-002	52NS1CV-PNP	4212-0	31-JAN-2004	21-48-00-00	000000	0.00	\$403.35
2003	16	05-03-01-002	52NS1CV-PNP	4212-0	31-JAN-2004	21-48-00-00	000000	0.00	\$37.10
							Total:	0.00	\$0.00

7.2.7 SLT History Report By Bureau & Object Class (STDG109)

The Summary Level Transfer History Report by Bureau & Object Class (STDG109) allows users to generate and print the report. The report will list all transfer transactions selected by the user and will order and group the report by bureau and object class.

Users perform the following steps to generate this report:

Step	Action		
1	<p>Select the STDG109 - Summary Level Transfer History Report by Bureau & Object Class menu option from the Reports folder</p> 		
2	<p>Enter applicable ranges of Query Criteria <u>or</u> double click to select from a List of Values</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▶ <i>Batch/Mod No</i> ▶ <i>GL End Date</i> ▶ <i>Bureau Code</i> ▶ <i>Fund Code</i> ▶ <i>FCFY</i> </td> <td style="vertical-align: top; padding-left: 20px;"> <ul style="list-style-type: none"> ▶ <i>Project/Task</i> ▶ <i>Program Code</i> ▶ <i>Organization</i> ▶ <i>Object class</i> </td> </tr> </table>	<ul style="list-style-type: none"> ▶ <i>Batch/Mod No</i> ▶ <i>GL End Date</i> ▶ <i>Bureau Code</i> ▶ <i>Fund Code</i> ▶ <i>FCFY</i> 	<ul style="list-style-type: none"> ▶ <i>Project/Task</i> ▶ <i>Program Code</i> ▶ <i>Organization</i> ▶ <i>Object class</i>
<ul style="list-style-type: none"> ▶ <i>Batch/Mod No</i> ▶ <i>GL End Date</i> ▶ <i>Bureau Code</i> ▶ <i>Fund Code</i> ▶ <i>FCFY</i> 	<ul style="list-style-type: none"> ▶ <i>Project/Task</i> ▶ <i>Program Code</i> ▶ <i>Organization</i> ▶ <i>Object class</i> 		
3	Click on the Run Report button to execute the report		
4	The Report Previewer will be displayed with the report contents		
5	Click on the  arrow, within the Report Previewer, to move to the next page of the report		
6	Click on the Print icon to print the report		
7	Click on the  icon to exit the Report Previewer		
8	Click on the Clear Query Criteria button to clear the screen and specify different criteria.		

7.2.7.1 SLT History Report By Bureau & Object Class Example

The following page contains an example of the header page and report contents for the Summary Level Transfer History Report by Bureau and Object Class.

12 -FEB-2004 01:48PM

STDG109

**United States Department of Commerce
Summary Level Transfer History Report By Bureau and Object Class**

Batch/Mod No: 4212-0 to 4212 - 0

User Name: OPS\$THOJEF01

12-FEB-2004 01:48 PM

STDG109

Summary Level Transfer History Report By Bureau and Object Class

Bureau Code: 14 Object Class: 26-19-00-00

<u>FCFY</u>	<u>Fund</u>	<u>Program</u>	<u>Project/Task</u>	<u>Batch/Mod No</u>	<u>GL Date</u>	<u>Organization</u>	<u>User Defined</u>	<u>Units</u>	<u>Amount(\$)</u>
2003	16	05-03-01-002	52NF1CV-PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	000000	0.00	-\$59.07
2003	16	05-03-01-002	52NS1CV-PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	000000	<u>0.00</u>	<u>\$59.07</u>
							Total:	0.00	\$0.00

12-FEB-2004 01:48 PM

STDG109

Summary Level Transfer History Report By Bureau and Object Class

Bureau Code: 14 Object Class: 43-01-00-0

<u>FCFY</u>	<u>Fund</u>	<u>Program</u>	<u>Project/Task</u>	<u>Batch/Mod No</u>	<u>GL Date</u>	<u>Organization</u>	<u>User Defined</u>	<u>Units</u>	<u>Amount(\$)</u>
2003	16	05-03-01-002	52NF1CV-PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	000000	0.00	-\$.77
2003	16	05-03-01-002	52NS1CV-PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	000000	0.00	\$.77
							Total:	0.00	\$0.00

CAMS Detail Labor Adjustments & Summary Level Transfers

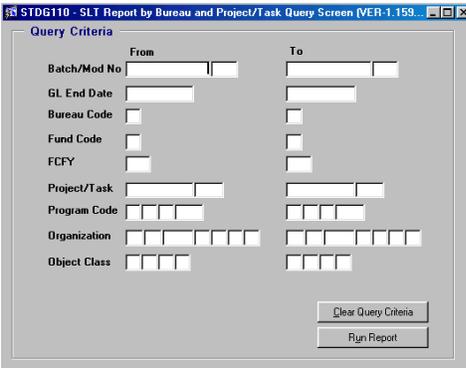
Bureau Code: 14 Object Class: 21-48-00-00

<u>FCFY</u>	<u>Fund</u>	<u>Program</u>	<u>Project/Task</u>	<u>Batch/Mod No</u>	<u>GL Date</u>	<u>Object Class</u>	<u>User Defined</u>	<u>Units</u>	<u>Amount(\$)</u>
2003	16	05-03-01-002	52NF1CV-PNP	4212-0	31-JAN-2004	21-48-00-00	000000	0.00	-\$403.35
2003	16	05-03-01-002	52NF1CV-PNP	4212-0	31-JAN-2004	21-48-00-00	000000	0.00	-\$37.10
2003	16	05-03-01-002	52NS1CV-PNP	4212-0	31-JAN-2004	21-48-00-00	000000	0.00	\$403.35
2003	16	05-03-01-002	52NS1CV-PNP	4212-0	31-JAN-2004	21-48-00-00	000000	<u>0.00</u>	<u>\$37.10</u>
Total:								0.00	\$0.00

7.2.8 SLT History Report By Bureau & Project-Task (STDG110)

The Summary Level Transfer History Report by Bureau & Project-Task (STDG110) allows users to generate and print the report. The report will list all transfer transactions selected by the user and will order and group the report by bureau and project-task.

Users perform the following steps to generate this report:

<i>Step</i>	<i>Action</i>
1	<p>Select the STDG110 - Summary Level Transfer History Report by Bureau & Project-Task menu option from the Reports folder</p> 
2	<p>Enter applicable ranges of Query Criteria <u>or</u> double click to select from a List of Values.</p> <ul style="list-style-type: none"> ▶ <i>Batch/Mod No</i> ▶ <i>GL End Date</i> ▶ <i>Bureau Code</i> ▶ <i>Fund Code</i> ▶ <i>FCFY</i> ▶ <i>Project/Task</i> ▶ <i>Program Code</i> ▶ <i>Organization</i> ▶ <i>Object class</i>
3	Click on the Run Report button to execute the report
4	The Report Previewer will be displayed with the report contents
5	Click on the  arrow, within the Report Previewer, to move to the next page of the report
6	Click on the Print icon to print the report
7	Click on the  icon to exit the Report Previewer
8	Click on the Clear Query Criteria button to clear the screen and specify different criteria.

7.2.8.1 SLT History Report By Bureau & Project-Task Example

The following page contains an example of the header page and report contents for the Summary Level Transfer History Report by Bureau and Project-Task.

12 -FEB-2004 01:48PM

STDG110

**United States Department of Commerce
Summary Level Transfer History Report By Bureau and Project/Task**

Batch/Mod No: 4212-0 to 4212 - 0

User Name: OPS\$THOJEF01

12-FEB-2004 01:48 PM

STDG110

Summary Level Transfer History Report By Bureau and Project/Task

Bureau Code: 14 Project Code: 52NF1CV Task Code: PNP

<u>FCFY</u>	<u>Program</u>	<u>Fund</u>	<u>Batch/Mod No</u>	<u>GL Date</u>	<u>Organization</u>	<u>Object Class</u>	<u>User Defined</u>	<u>Units</u>	<u>Amount(\$)</u>
2003	05-03-01-002	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	26-19-00-00	000000	0.00	-\$59.07
2003	05-03-01-002	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	43-01-00-00	000000	0.00	-\$.77
2003	05-03-01-002	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	-\$403.35
2003	05-03-01-002	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	<u>0.00</u>	<u>-\$37.10</u>
Total:								0.00	-\$500.29

Summary Level Transfer History Report By Bureau and Project/Task

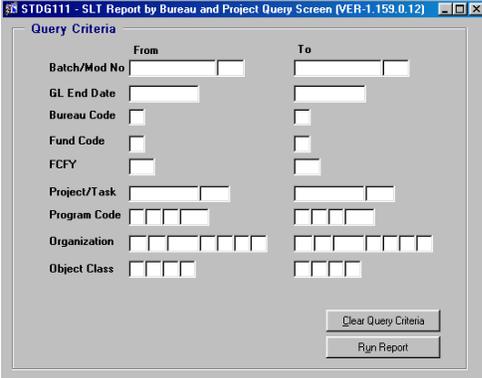
Bureau Code: 14 Project Code: 52NS1CV Task Code: P00

<u>FCFY</u>	<u>Program</u>	<u>Fund</u>	<u>Batch/Mod No</u>	<u>GL Date</u>	<u>Organization</u>	<u>Object Class</u>	<u>User Defined</u>	<u>Units</u>	<u>Amount(\$)</u>
2003	05-03-01-002	16	4212-0	31-JAN-2004	20-70-0004-00-00-0-00	26-19-00-00	000000	0.00	\$59.07
2003	05-03-01-002	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	43-01-00-00	000000	0.00	\$.77
2003	05-03-01-002	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	\$403.35
2003	05-03-01-002	16	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	<u>0.00</u>	<u>\$37.10</u>
Total:								0.00	\$500.29

7.2.9 SLT History Report By Bureau & Project (STDG111)

The Summary Level Transfer History Report by Bureau & Project (STDG111) allows users to generate and print the report. The report will list all transfer transactions selected by the user and will order and group the report by bureau and project.

Users perform the following steps to generate this report:

<i>Step</i>	<i>Action</i>
1	<p>Select the STDG111 - Summary Level Transfer History Report by Bureau & Project menu option from the Reports folder</p> 
2	<p>Enter applicable ranges of Query Criteria <u>or</u> double click to select from a List of Values</p> <ul style="list-style-type: none"> ▶ <i>Batch/Mod No</i> ▶ <i>GL End Date</i> ▶ <i>Bureau Code</i> ▶ <i>Fund Code</i> ▶ <i>FCFY</i> ▶ <i>Project/Task</i> ▶ <i>Program Code</i> ▶ <i>Organization</i> ▶ <i>Object class</i>
3	Click on the Run Report button to execute the report
4	The Report Previewer will be displayed with the report contents
5	Click on the  arrow, within the Report Previewer, to move to the next page of the report
6	Click on the Print icon to print the report
7	Click on the  icon to exit the Report Previewer
8	Click on the Clear Query Criteria button to clear the screen and specify different criteria.

7.2.9.1 SLT History Report By Bureau & Project Example

The following page contains an example of the header page and report contents for the Summary Level Transfer History Report by Bureau and Project.

12 -FEB-2004 01:48PM

STDG111

United States Department of Commerce
Summary Level Transfer History Report By Bureau and Project

Batch/Mod No: 4212-0 to 4212 - 999

User Name: OPS\$THOJEF01

Summary Level Transfer History Report By Bureau and Project

Bureau Code: 14 Project Code: 52NF1CV

<u>FCFY</u>	<u>Program</u>	<u>Fund</u>	<u>Task</u>	<u>Batch/Mod No</u>	<u>GL Date</u>	<u>Organization</u>	<u>Object Class</u>	<u>User Defined</u>	<u>Units</u>		
2003	05-03-01-002	16	PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	26-19-00-00	000000	0.00	-\$59.07	
2003	05-03-01-002	16	PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	43-01-00-00	000000	0.00	-\$0.77	
2003	05-03-01-002	16	PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	-\$403.35	
2003	05-03-01-002	16	PNP	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	<u>0.00</u>	<u>-\$37.10</u>	
									Total:	0.00	-\$500.29

Summary Level Transfer History Report By Bureau and Project/Task

Bureau Code: 14 Project Code: 52NS1CV Task Code: P00

<u>FCFY</u>	<u>Program</u>	<u>Fund</u>	<u>Task</u>	<u>Batch/Mod No</u>	<u>GL Date</u>	<u>Organization</u>	<u>Object Class</u>	<u>User Defined</u>	<u>Units</u>	
2003	05-03-01-002	16	P00	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	26-19-00-00	000000	0.00	\$59.07
2003	05-03-01-002	16	P00	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	43-01-00-00	000000	0.00	\$.77
2003	05-03-01-002	16	P00	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	0.00	\$403.35
2003	05-03-01-002	16	P00	4212-0	31-JAN-2004	20-70-0004-00-00-00-00	21-48-00-00	000000	<u>0.00</u>	<u>\$37.10</u>
								Total:	0.00	\$500.29

7.2.10 SLT Interface File Error Report (STDG112)

[CAMS Detail Labor Adjustments & Summary Level Transfers](#)

The SLT Interface File Error Report (STDG112) allows users to generate and print the status and errors for a specific interface file. This report is normally accessed from the SLT Interface Screen (STDG022) screen when loading an interface file, but it may also be accessed from the Navigator menu.

Users perform the following steps to generate this report:

Step	Action
1	Select the STDG112 -SLT Interface File Error Report menu option from the Reports folder 
2	Enter applicable <i>File Name</i> or double-click to select from a list of values; the <i>Load Status</i> will be displayed.
3	Click on the Run Report button to execute the report
4	The Report Previewer will be displayed with the report contents
5	Click on the  arrow, within the Report Previewer, to move to the next page of the report
6	Click on the Print icon to print the report
7	Click on the  icon to exit the Report Previewer
8	Click on the Clear Query Criteria button to clear the screen and specify different criteria.

7.2.10.1 SLT Interface File Error Report Example

The following page contains an example of the header page and report contents for the Summary Level Transfer Interface File Error Report.

12-FEB-2004 01:48 PM

STDG112

Summary Level Transfer Interface Error Report

File Name: C:\Temp\slt-interface-file-FEB04.txt

Submitted By: OPS\$THOJEF01

Date Loaded: 12-FEB-04 01:48 PM

File	User						
<u>Line No</u>	<u>FCFY</u>	<u>Bureau</u>	<u>Project/Task</u>	<u>Organization</u>	<u>Object Class</u>	<u>Defined</u>	<u>Amount(\$)</u>
2	2003	18N3ZZ7-PXX	40-06-0009-00-00-00-00	40-06-0009-00-00-00-00	25-27-00-00	000000	500.35

Error: Invalid data type on unit quantity.

128

Error: Trailer record number error.

129

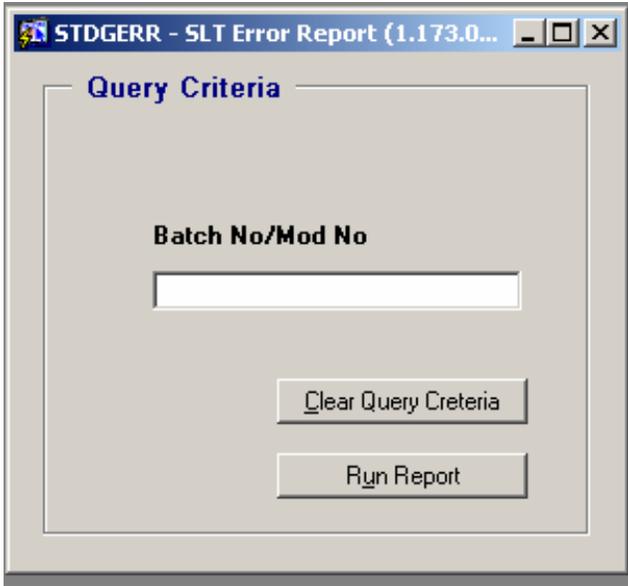
Error: Control/Detail/Trailer Indicator field error.

Trailer record count is incorrect.

CAMS Detail Labor Adjustments & Summary Level Transfers

The SLT NOAA Business Violations and Error Report (STDGERR) generates a report of errors for a batch. This report displays those NOAA business rule violations and any systematic errors that exist on a specific batch/mod number.

Users perform the following steps to generate this report:

<i>Step</i>	<i>Action</i>
1	Select the STDGERR - NOAA Business Violations and Error Report menu option from the Reports folder
2	Enter the Batch No - Mod No on the Query Criteria screen or double click to select from a List of Values.  <i>Note: The format is batch number followed by a dash '-', and then the modification number. The system will not display any batch information if you separate the batch number and modification number using the slash '/'.</i>
3	Click on the Run Report button to execute the report
4	The Report Previewer will be displayed with the report contents.
5	Click on the  arrow, within the Report Previewer, to move to the next page of the report
6	Click on the Print icon to print the report
7	Click on the  icon to exit the Report Previewer
8	Click on the Clear Query Criteria button to clear the screen and specify different criteria.

7.2.11.1 SLT NOAA business Violations & Error Report

CAMS Detail Labor Adjustments & Summary Level Transfers

The following page contains an example of the header page and report contents for the SLT NOAA business Violations & Error Report.

CAMS Detail Labor Adjustments & Summary Level Transfers

12-FEB-2004 01:48 PM

STDGERR

NOAA Business Rules Violations & Error Report

Batch No/Mod No: 4217-0

Reason for the Transfer: Export from Federal RPM for fiscal Year 2003, accounting period October

Contact Person and Phone Number: DAVID MILHOUSE 301-713-9999, Ext 999

Transaction Summary: Batch No/Mod No: 4217-00

Bureau: 14 - NOAA

From Total Amount: \$5,578,698.25 To Total Amount: \$5,578,698.25

From Total Units: 0.00 To Total Units: 0.00

=====

Labor Hours are Missing on Any 11 Object Class (except 1159):

Object	Project Code	Org1	Org2	Amount	From/To	Line No	Error Message
11 12	09WGALB	06	03	\$172,495.88	From	3	Labor missing hours

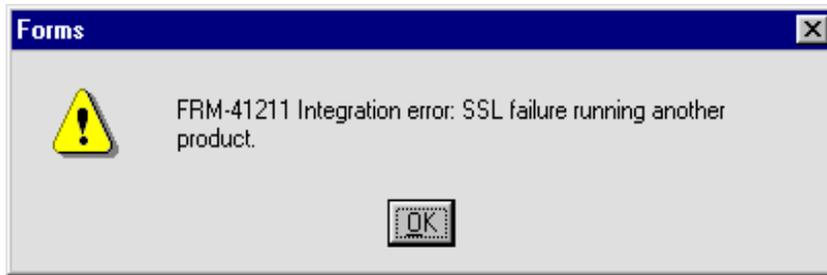
=====

Total From and To Amount by Object Class:

Object Class	Total From Amount	Total To Amount	Error Message
11 12 00 00	\$172,495.88	\$0.00	Total amts by obj class do not agree
23 19 10 00	\$0.00	\$5,157,888.91	Total amts by obj class do not agree
23 20 10 00	\$0.00	\$172,495.88	Total amts by obj class do not agree
25 36 10 00	\$00.00	\$248,131.62	Total amts by obj class do not agree
26 29 00 00	\$5,406,202.37	\$60.00	Total amts by obj class do not agree
31 22 00 00	\$0.00	\$121.84	Total amts by obj class do not agree

7.2.12 Report Generation Failure

If the generation of a report fails, an error message will appear. The following is an example of such a message:



After acknowledging the error message, users repeat the report generation process to successfully execute the desired report.