

For: State and County Offices

State and County Activity Reporting System (ARS) Reports and Followup Conference Calls

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

This notice is a followup to an e-mail previously sent to SED’s and administrative officers, informing State and County Offices that ARS data reports for FY 2011 were complete and ready for State and County Offices to access. The State and county ARS reports are available using Hyperion. Administrative officers and/or budget contacts in the State Office, and employees in the County Office with access to previous budget Hyperion reports, are able to access ARS reports.

B Purpose

This notice provides:

- instructions to access ARS report data
- types of ARS reports and usages
- a tentative schedule for conference calls with area State Offices.

C Contact Information

Follow this table if there are any questions about this notice.

IF question is about...	THEN contact...
report access	Vicki Larson by e-mail to vicki.larson@wdc.usda.gov .
general report information	Perry Thompson by e-mail to perry.thompson@wdc.usda.gov .
live meeting	Mitzi Lankford by e-mail to mitzi.lankford@wdc.usda.gov .
ARS reporting	BPMS Help Desk by e-mail to bpmsupdate@wdc.usda.gov .

Disposal Date	Distribution
January 1, 2012 8-25-11	State Offices; State Offices relay to County Offices

Notice AO-1518

2 Accessing ARS Report Data, Report Types, and Uses

A Accessing Report Data

Report data is available using Hyperion reports and is posted where budget reports have previously been posted by FMD report developers in Kansas City. To access, employees need **both** eAuthentication and NITC user ID's and passwords. Previously, State Office administrative officers and/or budget contacts were able to access this site. If current Hyperion users **cannot** access the ARS reports or new users want to request access, use the contact information found in subparagraph 1 C.

In addition to ARS reports for State Offices, State Office employees with access are also able to access the following:

- all county reports
- individual county reports
- selected county reports.

County Office employees with Hyperion access will **only** be able to view information specific to their own county. For States where County Office employees do **not** have access to the reports, State Office shall provide copies of the reports.

Note: See Exhibit 1 for instructions on how to access the reports from the FSA Intranet.

B Report Types

After the selections have been completed in Hyperion on the Limit Selection Screen to define the applicable report parameters, the following options for reports are available:

- State Office by Program
- State Office by Activity
- County Office by Program
- County Office by Activity
- County Office Program and Activity.

Suggestions for new reports to be developed and posted for all States to use should be submitted through the applicable State Office using contact information in subparagraph 1 C.

Notice AO-1518

2 Accessing ARS Report Data, Report Types, and Uses (Continued)

C Report Use and Analysis

ARS reports data begins with FY 2011 on October 1, 2010, and includes data through the latest pay period processed by NFC. One of the main purposes for reviewing these initial reports, of employees reporting of their time in ARS, is to determine training needs. This will assist in continuing to improve ARS data in the future.

For this first version of reports, the data is displayed by hours per pay period. This format was chosen so that reviewers could specifically analyze trends in programs or activities from the beginning reporting date through the current date. By doing so, the reviewer should be able to see specific trends in data such as:

- peaks in program activity for signup or other heavy workload in either programs or activities
- erroneous reporting indicated by higher or lower program or activity usage than expected
- corrections to erroneous reporting indicated by entries showing up in newly defined program or activity areas, because of training information provided.

Note: Fund 84 and Fund 87 reports can be run separately or together in 1 report.

Employees reviewing reports should be aware of unusual highs and/or lows in programs or activities. This could be an indication that further clarification or training may be needed to correct usage of program or activity definitions.

The formatted data in the ARS reports may be exported to Excel to reformat the programs and activities to better suit the needs of the State and County Offices. Data may be sorted to view the data by different sort criteria, such as highest to lowest usage, etc.

D Assistance With Report Analysis

After review, if State or County Offices have questions about the data or reports, or need additional clarification about selecting appropriate programs or activities:

- County Offices should contact their State Office
- State Offices should send an e-mail to the BPMS Help Desk at **bpmsupdate@wdc.usda.gov**, with the subject title, “**State Office ARS Conference Call**”.

All questions will be answered timely, but this will provide additional information to be addressed during meetings.

Notice AO-1518

3 Followup to Initial ARS Report Distribution

A Live Meeting Schedule With Area State Offices

Area State Office Live Meetings will be held the week of August 29, 2011. SED's and administrative officers will be provided the web access link, by DAFO. Other State Office employees may be invited to attend the Live Meeting. The tentative schedule, as follows, is provided in **Eastern daylight time**:

- Northeast State Offices on Monday, **August 29**, from 1:30 p.m. to 3 p.m. at <https://www.livemeeting.com/cc/aglearn/join?id=FP7FRR&role=attend&pw=N8g.%5B%2B%2Fmd>
- Northwest State Offices on Tuesday, **August 30**, from noon to 1:30 p.m. at <https://www.livemeeting.com/cc/aglearn/join?id=QNPSQ3&role=attend&pw=7r9K9%24Z%3DH>
- Midwest State Offices on Wednesday, **August 31**, from 10 a.m. to 11:30 a.m. at <https://www.livemeeting.com/cc/aglearn/join?id=4PRFNH&role=attend&pw=kS-%7B7%2FG%238>
- Southwest State Offices on Wednesday, **August 31**, from 2:15 p.m. to 3:45 p.m. at <https://www.livemeeting.com/cc/aglearn/join?id=J4JS6H&role=attend&pw=Q2zH%5C7x%27H>
- Southeast State Offices on Thursday, **September 1**, from 10 a.m. to 11:30 a.m. at <https://www.livemeeting.com/cc/aglearn/join?id=DNQ758&role=attend&pw=s.%29H4g%7E%3D8>

B Tentative Agenda Topics

Tentative agenda for the meeting is as follows:

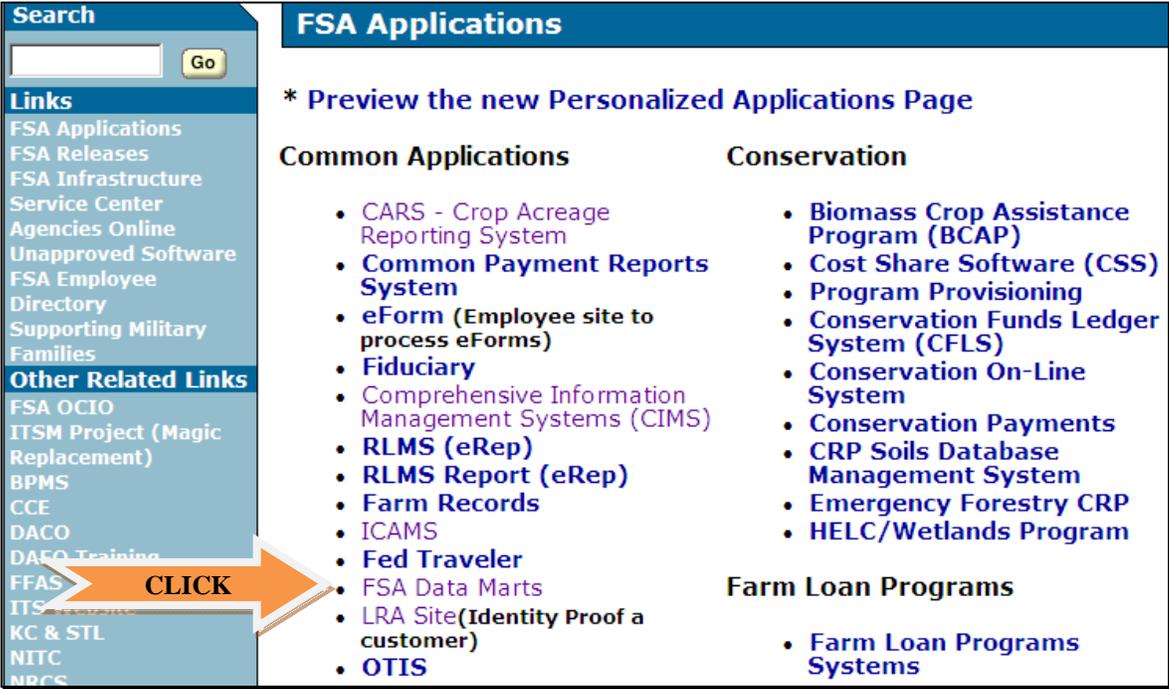
- ARS 1st year update
- supporting employees in ARS reporting
- simplifying program and activity selections
- what are the next steps
- looking at the data
- addressing questions.

C ARS Development

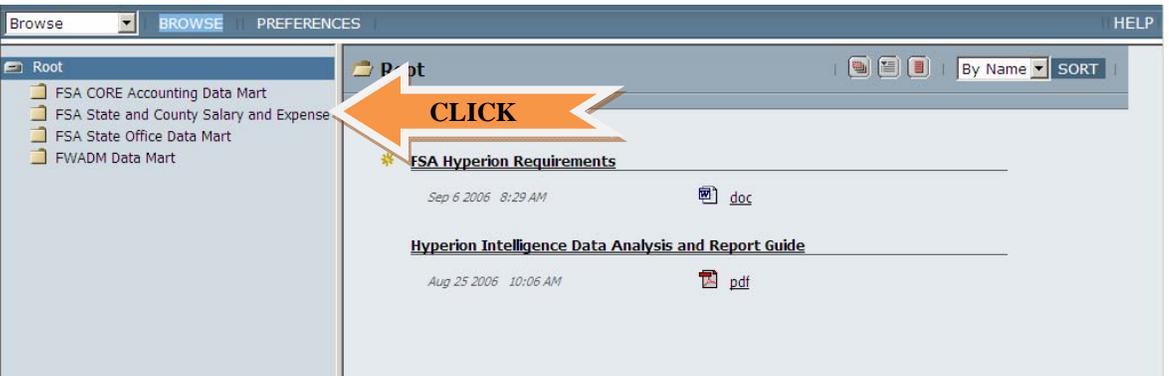
ARS will continue to grow and change with new initiatives, programs, Congressional direction, etc. The best source of information on many of these changes is when employees begin to ask questions. OBF is striving to have a system in place that works best for all concerned and provides valuable information to support FSA's mission.

Accessing Report Data

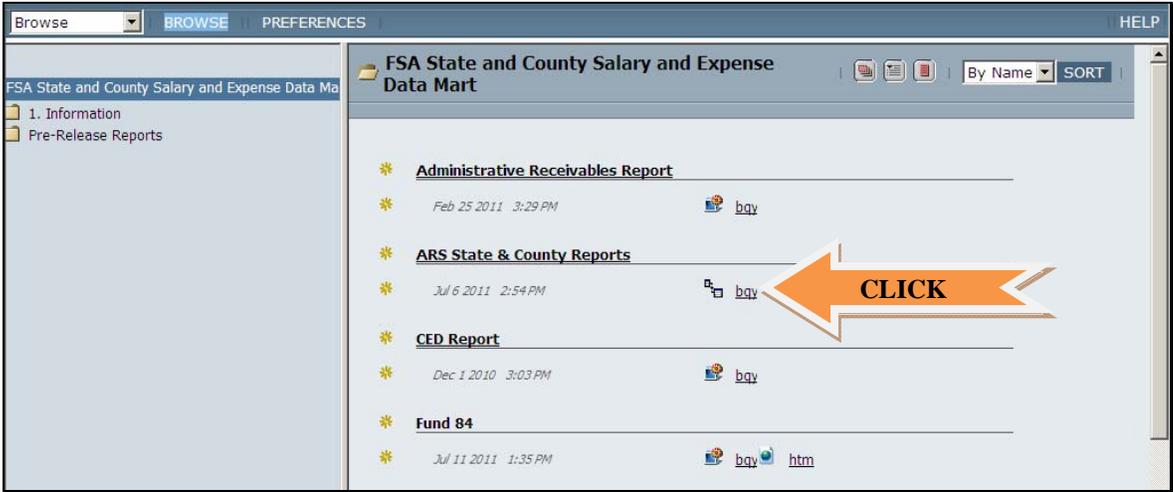
Follow this table to access the reports.

Step	Action
1	<p>On FSA’s Intranet home page at http://fsaintranet.sc.egov.usda.gov/fsa/, CLICK “FSA Application”.</p> 
2	<p>On the FSA Applications Screen, under “Common Applications”, CLICK “FSA Data Marts”.</p> 

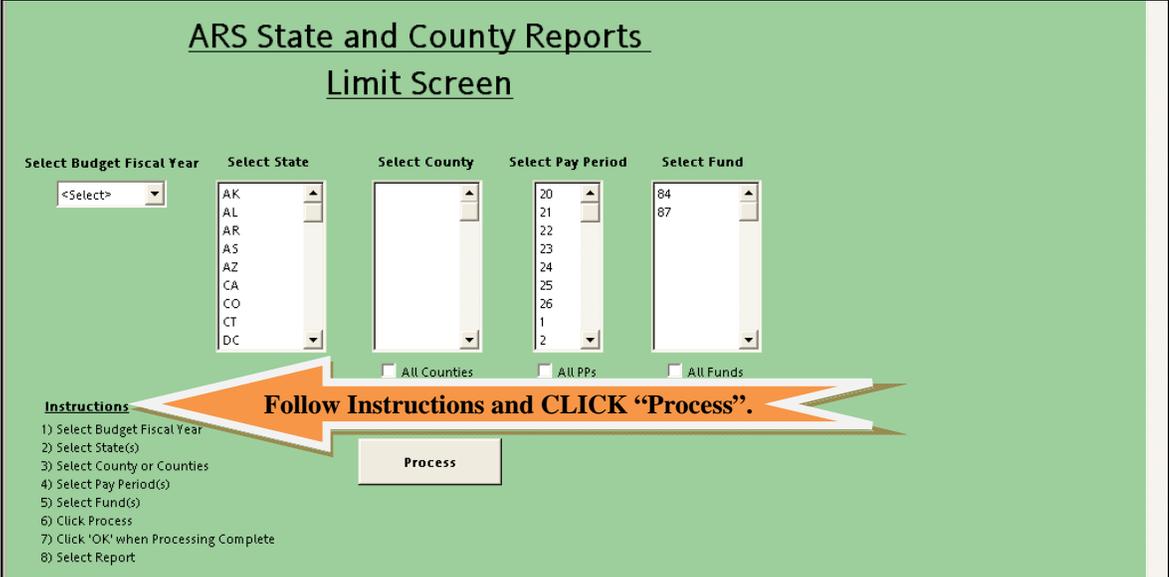
Accessing Report Data (Continued)

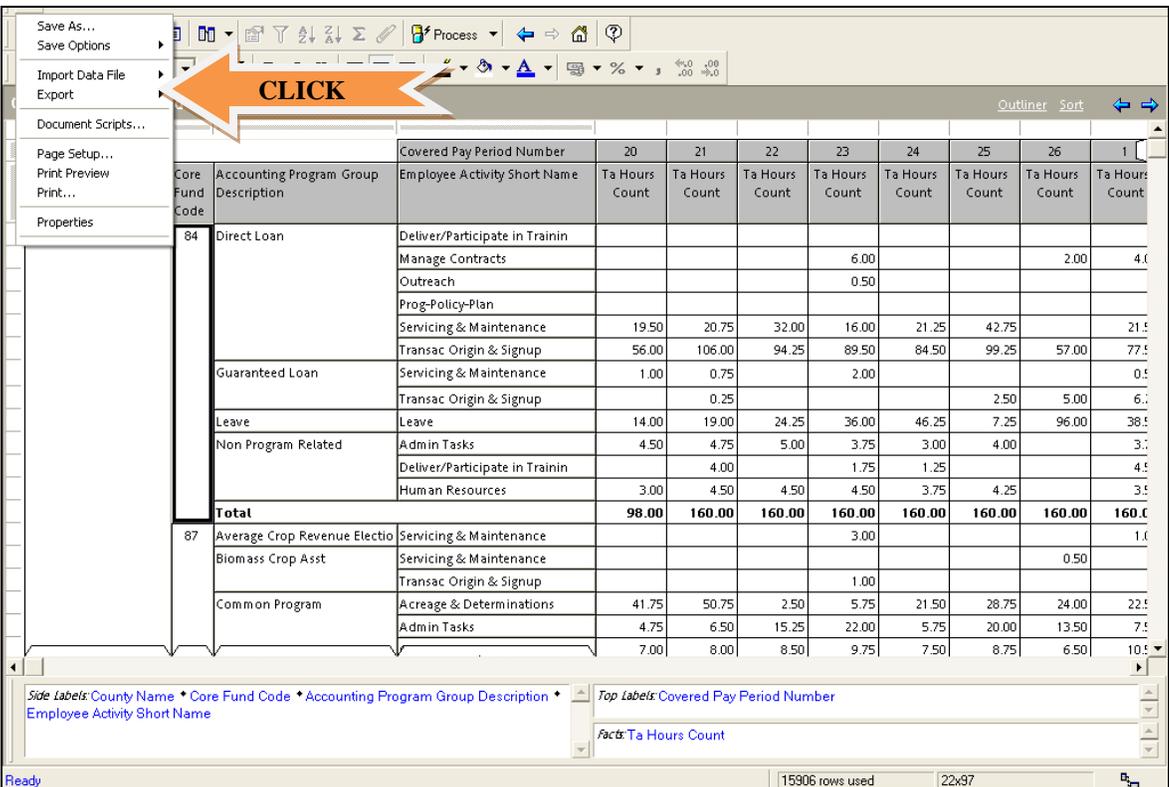
Step	Action
3	<p>On the FSA Data Warehouse Home Page, CLICK “Hyperion Data Marts”.</p> 
4	<p>The eAuthentication Warning Screen will be displayed. CLICK “I Agree”.</p>
5	<p>The eAuthentication Login Screen will be displayed. Users can do either of the following:</p> <ul style="list-style-type: none"> • enter user ID and password and CLICK “Login” • CLICK “Login with my USDA Employee LincPass”.
6	<p>After successful login, the Hyperion Root Screen will be displayed. CLICK “FSA State and County Salary and Expense” for State and county reports.</p> 

Accessing Report Data (Continued)

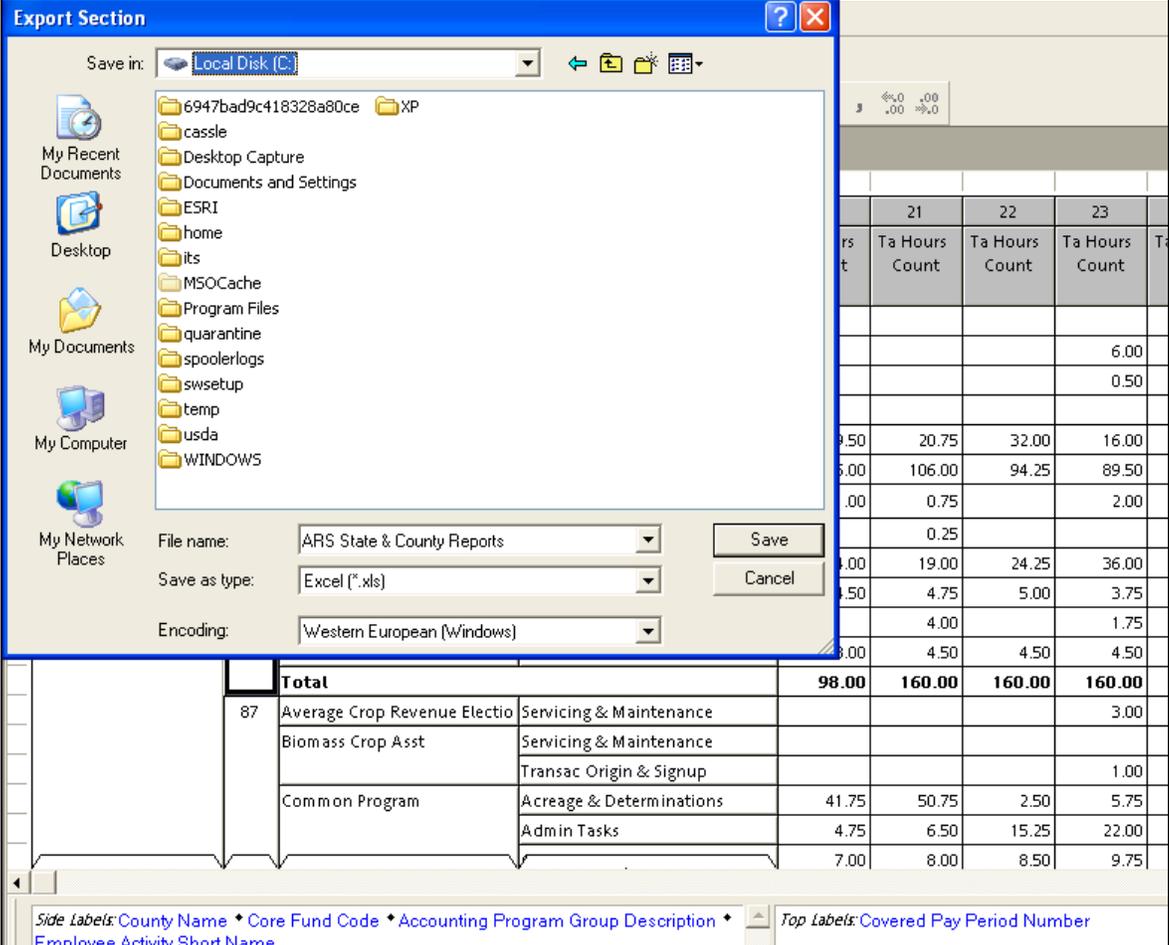
Step	Action
7	<p>The FSA State and County Salary Expense Data Mart Screen will be displayed. Under “ARS State & County Reports”, CLICK “bqy”.</p> 
8	<p>On the ARS State and County Reports Logon Screen, enter user ID and password and CLICK “Logon”.</p> 

Accessing Report Data (Continued)

Step	Action
9	<p>On the ARS State and County Reports Limit Screen, under “Instructions”, select items as applicable, and CLICK “Process”.</p>  <p>ARS State and County Reports Limit Screen</p> <p>Select Budget Fiscal Year: <Select> Select State: AK, AL, AR, AS, AZ, CA, CO, CT, DC Select County: [Empty] Select Pay Period: 20, 21, 22, 23, 24, 25, 26, 1, 2 Select Fund: 84, 87</p> <p><input type="checkbox"/> All Counties <input type="checkbox"/> All PPs <input type="checkbox"/> All Funds</p> <p>Instructions</p> <ol style="list-style-type: none"> 1) Select Budget Fiscal Year 2) Select State(s) 3) Select County or Counties 4) Select Pay Period(s) 5) Select Fund(s) 6) Click Process 7) Click 'OK' when Processing Complete 8) Select Report <p>Follow Instructions and CLICK “Process”.</p> <p>Process</p>

10	When the report is displayed, CLICK “File” and scroll down to “Export”, if an Excel report is needed to provide additional functionality.																																																																																																																																																																																																				
	 <p>CLICK</p> <table border="1"> <thead> <tr> <th>Core Fund Code</th> <th>Accounting Program Group Description</th> <th>Employee Activity Short Name</th> <th>20 Ta Hours Count</th> <th>21 Ta Hours Count</th> <th>22 Ta Hours Count</th> <th>23 Ta Hours Count</th> <th>24 Ta Hours Count</th> <th>25 Ta Hours Count</th> <th>26 Ta Hours Count</th> <th>1 Ta Hours Count</th> </tr> </thead> <tbody> <tr> <td rowspan="10">84</td> <td rowspan="4">Direct Loan</td> <td>Deliver/Participate in Trainin</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Manage Contracts</td> <td></td> <td></td> <td></td> <td>6.00</td> <td></td> <td></td> <td>2.00</td> <td>4.00</td> </tr> <tr> <td>Outreach</td> <td></td> <td></td> <td></td> <td>0.50</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Prog-Policy-Plan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="2">Guaranteed Loan</td> <td>Serviceing & Maintenance</td> <td>19.50</td> <td>20.75</td> <td>32.00</td> <td>16.00</td> <td>21.25</td> <td>42.75</td> <td></td> <td>21.50</td> </tr> <tr> <td>Transac Origin & Signup</td> <td>56.00</td> <td>106.00</td> <td>94.25</td> <td>89.50</td> <td>84.50</td> <td>99.25</td> <td>57.00</td> <td>77.50</td> </tr> <tr> <td rowspan="2">Leave</td> <td>Serviceing & Maintenance</td> <td>1.00</td> <td>0.75</td> <td></td> <td>2.00</td> <td></td> <td></td> <td></td> <td>0.50</td> </tr> <tr> <td>Transac Origin & Signup</td> <td></td> <td>0.25</td> <td></td> <td></td> <td></td> <td>2.50</td> <td>5.00</td> <td>6.00</td> </tr> <tr> <td rowspan="3">Non Program Related</td> <td>Leave</td> <td>14.00</td> <td>19.00</td> <td>24.25</td> <td>36.00</td> <td>46.25</td> <td>7.25</td> <td>96.00</td> <td>38.00</td> </tr> <tr> <td>Admin Tasks</td> <td>4.50</td> <td>4.75</td> <td>5.00</td> <td>3.75</td> <td>3.00</td> <td>4.00</td> <td></td> <td>3.00</td> </tr> <tr> <td>Deliver/Participate in Trainin</td> <td></td> <td></td> <td>4.00</td> <td>1.75</td> <td>1.25</td> <td></td> <td></td> <td>4.50</td> </tr> <tr> <td></td> <td>Human Resources</td> <td>3.00</td> <td>4.50</td> <td>4.50</td> <td>4.50</td> <td>3.75</td> <td>4.25</td> <td></td> <td>3.00</td> </tr> <tr> <td></td> <td>Total</td> <td></td> <td>98.00</td> <td>160.00</td> <td>160.00</td> <td>160.00</td> <td>160.00</td> <td>160.00</td> <td>160.00</td> <td>160.00</td> </tr> <tr> <td rowspan="4">87</td> <td rowspan="2">Average Crop Revenue Electio</td> <td>Serviceing & Maintenance</td> <td></td> <td></td> <td></td> <td>3.00</td> <td></td> <td></td> <td></td> <td>1.00</td> </tr> <tr> <td>Serviceing & Maintenance</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.50</td> <td></td> </tr> <tr> <td rowspan="2">Common Program</td> <td>Transac Origin & Signup</td> <td></td> <td></td> <td></td> <td>1.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Admin Tasks</td> <td>41.75</td> <td>50.75</td> <td>2.50</td> <td>5.75</td> <td>21.50</td> <td>28.75</td> <td>24.00</td> <td>22.50</td> </tr> <tr> <td></td> <td>Admin Tasks</td> <td>4.75</td> <td>6.50</td> <td>15.25</td> <td>22.00</td> <td>5.75</td> <td>20.00</td> <td>13.50</td> <td>7.50</td> </tr> <tr> <td></td> <td></td> <td></td> <td>7.00</td> <td>8.00</td> <td>8.50</td> <td>9.75</td> <td>7.50</td> <td>8.75</td> <td>6.50</td> <td>10.00</td> </tr> </tbody> </table>	Core Fund Code	Accounting Program Group Description	Employee Activity Short Name	20 Ta Hours Count	21 Ta Hours Count	22 Ta Hours Count	23 Ta Hours Count	24 Ta Hours Count	25 Ta Hours Count	26 Ta Hours Count	1 Ta Hours Count	84	Direct Loan	Deliver/Participate in Trainin									Manage Contracts				6.00			2.00	4.00	Outreach				0.50					Prog-Policy-Plan									Guaranteed Loan	Serviceing & Maintenance	19.50	20.75	32.00	16.00	21.25	42.75		21.50	Transac Origin & Signup	56.00	106.00	94.25	89.50	84.50	99.25	57.00	77.50	Leave	Serviceing & Maintenance	1.00	0.75		2.00				0.50	Transac Origin & Signup		0.25				2.50	5.00	6.00	Non Program Related	Leave	14.00	19.00	24.25	36.00	46.25	7.25	96.00	38.00	Admin Tasks	4.50	4.75	5.00	3.75	3.00	4.00		3.00	Deliver/Participate in Trainin			4.00	1.75	1.25			4.50		Human Resources	3.00	4.50	4.50	4.50	3.75	4.25		3.00		Total		98.00	160.00	87	Average Crop Revenue Electio	Serviceing & Maintenance				3.00				1.00	Serviceing & Maintenance							0.50		Common Program	Transac Origin & Signup				1.00					Admin Tasks	41.75	50.75	2.50	5.75	21.50	28.75	24.00	22.50		Admin Tasks	4.75	6.50	15.25	22.00	5.75	20.00	13.50	7.50				7.00	8.00	8.50	9.75	7.50	8.75	6.50	10.00						
Core Fund Code	Accounting Program Group Description	Employee Activity Short Name	20 Ta Hours Count	21 Ta Hours Count	22 Ta Hours Count	23 Ta Hours Count	24 Ta Hours Count	25 Ta Hours Count	26 Ta Hours Count	1 Ta Hours Count																																																																																																																																																																																											
84	Direct Loan	Deliver/Participate in Trainin																																																																																																																																																																																																			
		Manage Contracts				6.00			2.00	4.00																																																																																																																																																																																											
		Outreach				0.50																																																																																																																																																																																															
		Prog-Policy-Plan																																																																																																																																																																																																			
	Guaranteed Loan	Serviceing & Maintenance	19.50	20.75	32.00	16.00	21.25	42.75		21.50																																																																																																																																																																																											
		Transac Origin & Signup	56.00	106.00	94.25	89.50	84.50	99.25	57.00	77.50																																																																																																																																																																																											
	Leave	Serviceing & Maintenance	1.00	0.75		2.00				0.50																																																																																																																																																																																											
		Transac Origin & Signup		0.25				2.50	5.00	6.00																																																																																																																																																																																											
	Non Program Related	Leave	14.00	19.00	24.25	36.00	46.25	7.25	96.00	38.00																																																																																																																																																																																											
		Admin Tasks	4.50	4.75	5.00	3.75	3.00	4.00		3.00																																																																																																																																																																																											
Deliver/Participate in Trainin				4.00	1.75	1.25			4.50																																																																																																																																																																																												
	Human Resources	3.00	4.50	4.50	4.50	3.75	4.25		3.00																																																																																																																																																																																												
	Total		98.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00																																																																																																																																																																																											
87	Average Crop Revenue Electio	Serviceing & Maintenance				3.00				1.00																																																																																																																																																																																											
		Serviceing & Maintenance							0.50																																																																																																																																																																																												
	Common Program	Transac Origin & Signup				1.00																																																																																																																																																																																															
		Admin Tasks	41.75	50.75	2.50	5.75	21.50	28.75	24.00	22.50																																																																																																																																																																																											
	Admin Tasks	4.75	6.50	15.25	22.00	5.75	20.00	13.50	7.50																																																																																																																																																																																												
			7.00	8.00	8.50	9.75	7.50	8.75	6.50	10.00																																																																																																																																																																																											

Accessing Report Data (Continued)

Step	Action																																																																																																									
11	<p>The “Export Section” dialog box will be displayed. From the:</p> <ul style="list-style-type: none"> • “Save in” drop-down menu, navigate to the folder in which user wants to save the file • “File name” drop-down menu, select “ARS State & County Reports” • “Save as type” drop-down menu, select “Excel (*.xls)”. <p>CLICK “Save”.</p>																																																																																																									
 <p>The screenshot shows the 'Export Section' dialog box with the following details:</p> <ul style="list-style-type: none"> Save in: Local Disk (C:) File name: ARS State & County Reports Save as type: Excel (*.xls) Encoding: Western European (Windows) <p>The table below shows the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>21</th> <th>22</th> <th>23</th> <th></th> </tr> </thead> <tbody> <tr> <td>rs</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>t</td> <td>Ta Hours Count</td> <td>Ta Hours Count</td> <td>Ta Hours Count</td> <td>Ta Hours Count</td> </tr> <tr> <td></td> <td></td> <td></td> <td>6.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>0.50</td> <td></td> </tr> <tr> <td></td> <td>9.50</td> <td>20.75</td> <td>32.00</td> <td>16.00</td> </tr> <tr> <td></td> <td>6.00</td> <td>106.00</td> <td>94.25</td> <td>89.50</td> </tr> <tr> <td></td> <td>0.00</td> <td>0.75</td> <td></td> <td>2.00</td> </tr> <tr> <td></td> <td></td> <td>0.25</td> <td></td> <td></td> </tr> <tr> <td></td> <td>4.00</td> <td>19.00</td> <td>24.25</td> <td>36.00</td> </tr> <tr> <td></td> <td>4.50</td> <td>4.75</td> <td>5.00</td> <td>3.75</td> </tr> <tr> <td></td> <td></td> <td>4.00</td> <td></td> <td>1.75</td> </tr> <tr> <td></td> <td>6.00</td> <td>4.50</td> <td>4.50</td> <td>4.50</td> </tr> <tr> <td>Total</td> <td>98.00</td> <td>160.00</td> <td>160.00</td> <td>160.00</td> </tr> <tr> <td>87</td> <td>Average Crop Revenue Electio</td> <td>Servicing & Maintenance</td> <td></td> <td>3.00</td> </tr> <tr> <td></td> <td>Biomass Crop Asst</td> <td>Servicing & Maintenance</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Transac Origin & Signup</td> <td></td> <td>1.00</td> </tr> <tr> <td></td> <td>Common Program</td> <td>Acreage & Determinations</td> <td>41.75</td> <td>50.75</td> </tr> <tr> <td></td> <td></td> <td>Admin Tasks</td> <td>4.75</td> <td>6.50</td> </tr> <tr> <td></td> <td></td> <td></td> <td>7.00</td> <td>8.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>8.50</td> <td>9.75</td> </tr> </tbody> </table> <p>Side Labels: County Name • Core Fund Code • Accounting Program Group Description • Employee Activity Short Name</p> <p>Top Labels: Covered Pay Period Number</p>			21	22	23		rs					t	Ta Hours Count	Ta Hours Count	Ta Hours Count	Ta Hours Count				6.00					0.50			9.50	20.75	32.00	16.00		6.00	106.00	94.25	89.50		0.00	0.75		2.00			0.25				4.00	19.00	24.25	36.00		4.50	4.75	5.00	3.75			4.00		1.75		6.00	4.50	4.50	4.50	Total	98.00	160.00	160.00	160.00	87	Average Crop Revenue Electio	Servicing & Maintenance		3.00		Biomass Crop Asst	Servicing & Maintenance					Transac Origin & Signup		1.00		Common Program	Acreage & Determinations	41.75	50.75			Admin Tasks	4.75	6.50				7.00	8.00				8.50	9.75
	21	22	23																																																																																																							
rs																																																																																																										
t	Ta Hours Count	Ta Hours Count	Ta Hours Count	Ta Hours Count																																																																																																						
			6.00																																																																																																							
			0.50																																																																																																							
	9.50	20.75	32.00	16.00																																																																																																						
	6.00	106.00	94.25	89.50																																																																																																						
	0.00	0.75		2.00																																																																																																						
		0.25																																																																																																								
	4.00	19.00	24.25	36.00																																																																																																						
	4.50	4.75	5.00	3.75																																																																																																						
		4.00		1.75																																																																																																						
	6.00	4.50	4.50	4.50																																																																																																						
Total	98.00	160.00	160.00	160.00																																																																																																						
87	Average Crop Revenue Electio	Servicing & Maintenance		3.00																																																																																																						
	Biomass Crop Asst	Servicing & Maintenance																																																																																																								
		Transac Origin & Signup		1.00																																																																																																						
	Common Program	Acreage & Determinations	41.75	50.75																																																																																																						
		Admin Tasks	4.75	6.50																																																																																																						
			7.00	8.00																																																																																																						
			8.50	9.75																																																																																																						