

For: State and County Offices

Financial Web Applications Data Mart (FWADM) Reports

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

A series of new FWADM reports will be published and available by September 16, 2009, through the Hyperion reporting tool in support of the Financial Management Modernization Initiative Readiness (FMMI-R), Release II.

In addition to new report development, updates to existing payment and financial services reports have been made.

B Purpose

This notice provides:

- information on the types of data warehouse reports being developed in FWADM for all State and County Offices
- examples of the reports available
- instructions for running reports.

Disposal Date	Distribution
March 1, 2010	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

D Contact

County Offices shall contact the State Office. State Offices with questions about this notice should contact 1 of the following based on the type of FWADM report.

Type of Report	Contact
Payments	Brent Palmer by either of the following: <ul style="list-style-type: none">• e-mail at brent.palmer@kcc.usda.gov• telephone at 816-823-1557.
Funds Management	Lindsay Teeple by either of the following: <ul style="list-style-type: none">• e-mail at lindsay.teeple@kcc.usda.gov• telephone at 816-926-1443.
Financial Services	MarySue Tolle by either of the following: <ul style="list-style-type: none">• e-mail at marysuetolle@kcc.usda.gov• telephone at 816-926-5965.
Receivables	Dawn Gerrard by either of the following: <ul style="list-style-type: none">• e-mail at dawn.gerrard@kcc.usda.gov• telephone at 816-926-1461.
Collections	Steve Yulich by either of the following: <ul style="list-style-type: none">• e-mail at stephen.yulich@kcc.usda.gov• telephone at 816-926-6453.
Request FWADM Access	Connie Saulka by either of the following: <ul style="list-style-type: none">• email at connie.saulka@kcc.usda.gov• telephone at 816-926-2852.

2 Using FWADM

A Why is FWADM Necessary

The financial web applications cannot support the type of reporting currently provided on the System 36. FWADM provides the web-based financial reports for transactions processed through the web. The data mart provides reporting options within a specific Service Center, using role-level security.

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2 Using FWADM (Continued)

B New Type of Reports Available in FWADM

The following new reports will be available in FWADM to coincide with FMMI-R, Release II.

- **Collections by Customer Report** will display all collections received from the customer with the ability to search by customer ID, ID type, and/or date range of the collection.
- **Collection by Program Report** will display all collections received by program code (numeric) with the ability to search by program code (numeric) and/or date range of the collections.
- **Collections by Deposit Number Report** will display all collections received for a selected deposit number.
- **Collections by Deposit Date Report** will display all collections received for a selected deposit date.
- **Collections by Remittance Type Report** will display all collection receivables by the selected remittance type.
- **Receivables by Customer Report** will display all receivables for a selected customer.
- **Activity by Receivable Report** will display all activity for a selected receivable.
- **Outstanding Receivables Report** will display all outstanding receivables (total amount due greater than zero).
- **Receivables Written Off, Withdrawn, or Compromised Report** will display all receivables written off, withdrawn, or compromised for the reporting quarter.
- **Receivable/Customer Cross-Reference Report** will display all outstanding receivables. If a customer is selected, the report displays all receivables for the customer. If receivable ID/legacy receivable number is selected, the report will display all customers for the receivable ID/legacy receivable number.
- **Collection History Report** will display all collections for each receivable (open and closed) for each customer selected. It will only display all collections by the receivables ID/legacy receivable number only if receivable ID/legacy receivable number is also selected.
- **Report of Receivables by Receivable Status/DCIA Status Report** will display all outstanding receivables showing the receivable status and DCIA referral status, if applicable.

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2 Using FWADM (Continued)

B New Type of Reports Available in FWADM (Continued)

- **Obligation Activity Report (State/County/HQ)** will display details of obligation activity for State and County Offices by obligation ID.
- **Funds Available State and County Report** will display the funds available balance and its associated components in the eFunds system.

3 FWADM Reports

A Accessing FWADM

Access FWADM according to the following.

Notes: All State and County Office employees must have a valid eAuthentication user ID and password to access FWADM.

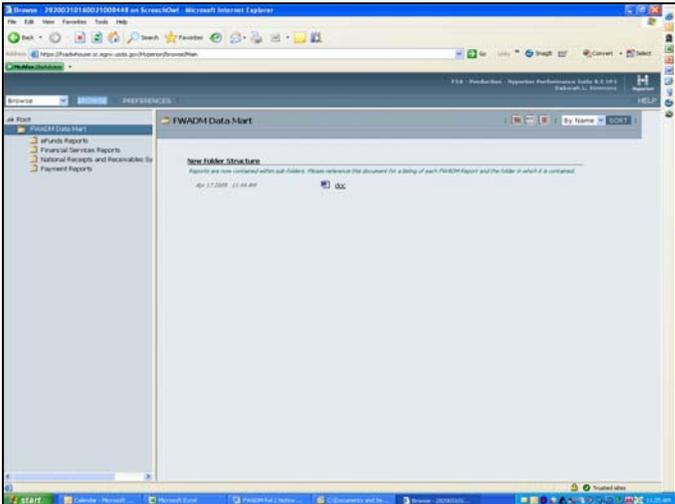
A user ID (such as “ca”) and password are required to access the reports.

Step	Action
1	Access the FSA Intranet Home Page at http://fsaintranet.sc.egov.usda.gov/fsa/ .
2	Under “Links”, CLICK “FSA Applications”.
3	Under “Common Applications”, CLICK “FSA Data Marts”.
4	On the FSA Data Warehouse Home Page, CLICK “Hyperion Data Marts”.
	
5	On the eAuthentication Warning Page, CLICK “I agree”.
6	On the eAuthentication Login Screen, enter the eAuthentication user ID, password, and CLICK “Login”.

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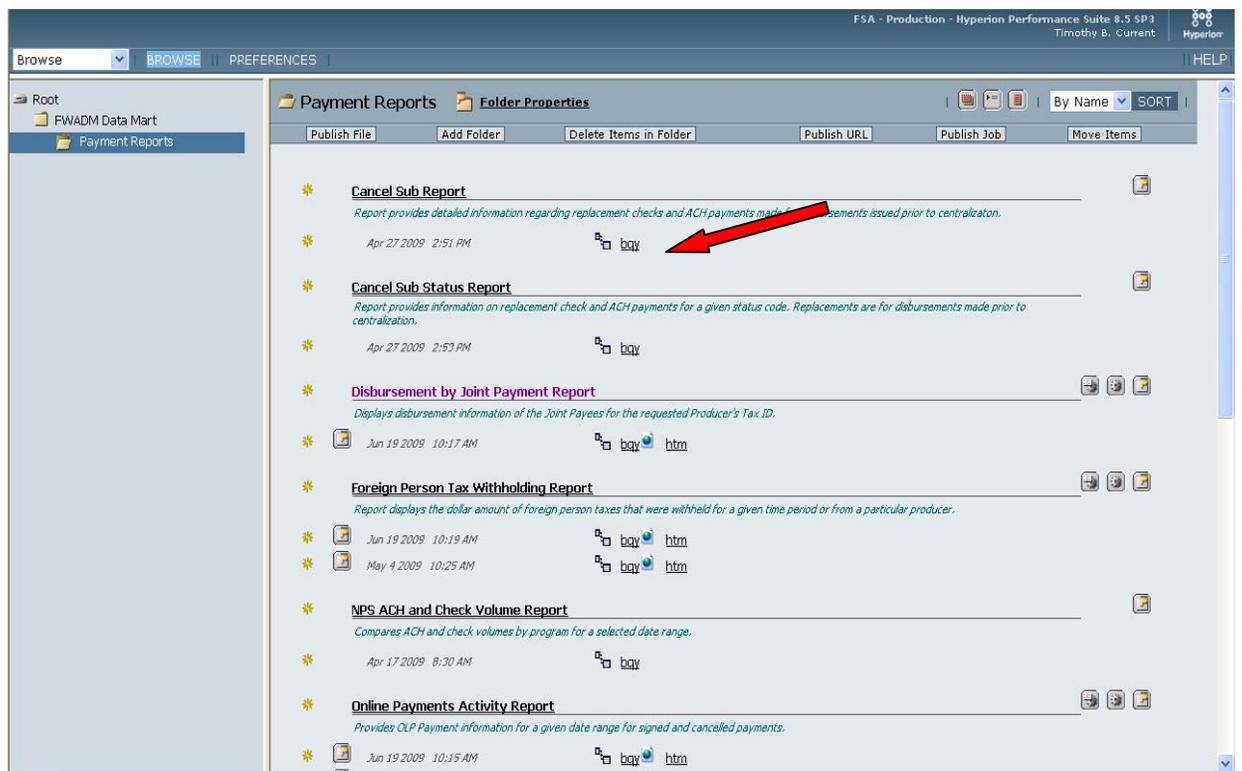
3 FWADM Reports (Continued)

A Accessing FWADM (Continued)

Step	Action
7	<p data-bbox="435 363 1455 428">On the Hyperion Data Mart Root Folder Listing Screen, under “Root”, click the appropriate “FWADM Data Mart” folder.</p> 

B Viewing FWADM Reports

The following is an example of the FWADM Data Mart Screen and reports available in the FWADM data mart. CLICK “[bqy](#)” to access a report.



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4 FWADM Report Example

A Obligation Activity Report Logon Dashboard Screen

On the Obligation Activity Report - Logon Screen, users shall enter the user ID, password, and CLICK “Logon”.

Notes: The password format is the user's 3 initials followed by “##” and last 4 numbers of SSN. The first letter must be capitalized, such as “Abc##1234”.

The screenshot shows a web browser window titled "Hyperion - Explorer - [02. Obligation Activity Report.bqy]". The browser's address bar and menu bar are visible. The main content area has a green background and features the USDA logo and "United States Department of Agriculture Farm Service Agency" text. Below this is a horizontal strip of agricultural images. The central heading is "Obligation Activity Report - Logon Screen". The login form includes two input fields: "Enter User ID:" and "Enter Password:". To the right of the password field is a "Logon" button. Below the input fields, there are two lines of instructional text: "*ca ID's are all lowercase letters" and "*passwords are formatted Abc##1234 (initials, ##, last 4 of SSN)". At the bottom of the page, a disclaimer reads: "This report contains Personally Identifiable Information (PII). Please handle accordingly."

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4 FWADM Report Example (Continued)

B Obligation Activity Report - Limit Screen Example

The “Dashboard” option, which contains a series of drop-down options, will appear once the users has logged on.

Notes: The following example is based on a user with global access which is why all States are available from the State drop-down menu. The individual County Office user would only see their single State and county based on their user ID and password.

A sequential series of program codes can be selected by clicking on the first code and then holding the shift key and clicking on the last program code of the series. Multiple no-sequential program codes can be selected by holding the control key and clicking on the program code. Selected program codes would then be highlighted.

Users shall select the data elements and CLICK “Process Query”.

Obligation Activity Report - Limit Screen

Select State: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii

Select County: ALAMEDA, ALPINE, AMADOR, BUTTE, CALAVERAS, CALCOT, CALIFORNIA, COLUSA, CONTRA COSTA, FL DORADO

Select Program Code: 0000, 0070, 0080, 0100, 0200, 0201, 0210, 0211, 0212, 0213, 0214

Select Program Year: [Empty]

All States All Counties All Program Codes All Program Years

Search by Obligation ID: [Empty]

Instructions:

- 1) Select State or check All States
- 2) Select County or check All Counties
- 3) Select Program Code or check All Program Codes
- 4) Select Program Year or check All Program Years
- 5) Click the Process Query button
- 6) Click OK when Processing Complete
- 7) Chose a Report and Click the Appropriate Button

Process Query

- View National Summary Report
- View State Summary Report
- View County Summary Report
- View Obligation ID Detail Report
- View Reference Number Detail Report

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4 FWADM Report Example (Continued)

C Obligation Report Options

Once the query has processed, the following 5 report options will be available to view:

- National Summary Report
- State Summary Report
- County Summary Report
- Obligation ID Detail Report
- View Reference Number Detail Report.

The following is an example of the Obligation Activity Report at the National level.

Hyperion - Explorer - [02. Obligation Activity Report.bqy]

File Edit View Insert Format Print Preview Tools Window Help

National Summary Report

**Obligation Activity Report
National Summary
Thursday, July 02, 2009**

Acct Prog Cd	Prog Yr	Obligation Amount	Liquidation Amount	Obligation Balance Amount
6742	2007	9,761,301.00		9,761,301.00
8020	2006	2,868.69		2,868.69

18 rows used | Page 1 of 1

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4 FWADM Report Example (Continued)

C Obligation Report Options (Continued)

The following is an example of Obligation Activity Report at the State level.

Obligation Activity Report
State Summary Report
Thursday, July 02, 2009

Acct Prog Cd	Prog Yr	St	State Name	Obligation Amount	Liquidation Amount	Obligation Balance Amount
6742	2007			9,761,301.00		9,761,301.00
8020	2006			2,868.69		2,868.69

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4 FWADM Report Example (Continued)

C Obligation Report Options (Continued)

The following is an example of Obligation Activity Report at the county level.

Acct Prog Cd	Prog Yr	St	State Abbr	Cty	County Name	Obligation Amount	Liquidation Amount	Obligation Balance Amount
6742	2007					9,761,301.00		9,761,301.00
8020	2006					2,868.69		2,868.69

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4 FWADM Report Example (Continued)

C Obligation Report Options (Continued)

The following is an example of the Obligation Activity Report Identifier Detail Report.

Obligation Activity Report Obligation Id Detail Thursday, July 02, 2009									
Acct Prog Cd	Prog Yr	St	State Abbr	Cty	County Name	Obligation Identifier	Obligation Amount	Liquidation Amount	Obligation Balance Amount
6742	2007	06				38088	2,138.00		2,138.00
						39212	1,732,837.00		1,732,837.00
						39213	0.00		0.00
						39216	1,086,950.00		1,086,950.00
						39549	3,108,218.00		3,108,218.00
						39550	1,203,712.00		1,203,712.00
						39551	0.00		0.00
						39552	2,627,446.00		2,627,446.00
					Total	9,761,301.00		9,761,301.00	
8020	2006	06				28308	972.02		972.02
						28309	972.02		972.02
						28310	608.45		608.45
						28311	105.40		105.40
						28542	52.70		52.70
						28543	52.70		52.70
						28544	52.70		52.70
						28545	52.70		52.70
					Total	2,868.69		2,868.69	

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4 FWADM Report Example (Continued)

C Obligation Report Options (Continued)

The following is an example of the Obligation Activity Accounting Reference Number Detail Report.

Obligation Activity Report
Reference Number Detail
Thursday, July 02, 2009

Acct Prog Cd	Prog Yr	St	State Abbr	Cty	County Name	Acct Ref 1 Cd	Acct Ref 1 Number	Acct Ref 2 Cd	Acct Ref 2 Number	Obligation Amount	Liquidation Amount	Obligation Balance Amount	
6742	2007	06	CA				0			9,759,163.00		9,759,163.00	
					11551					2,138.00		2,138.00	
				Total						9,761,301.00		9,761,301.00	
8020	2006	06	CA				000014			2,552.49		2,552.49	
					000027					210.80		210.80	
					000031						105.40		105.40
				Total							2,868.69		2,868.69

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5 Additional Information

A Timeline for FWADM Implementation

The release of the reports will coincide with the FMFI-R, Release II, scheduled for deployment on September 16 2009.

B Report Access

If user is unable to access reports, contact the local Security Liaison Representative (SLR). SLR's shall contact Security by telephone at 1-800-255-2434, option 2 and option 6 or by e-mail at security@kcc.usda.gov.