

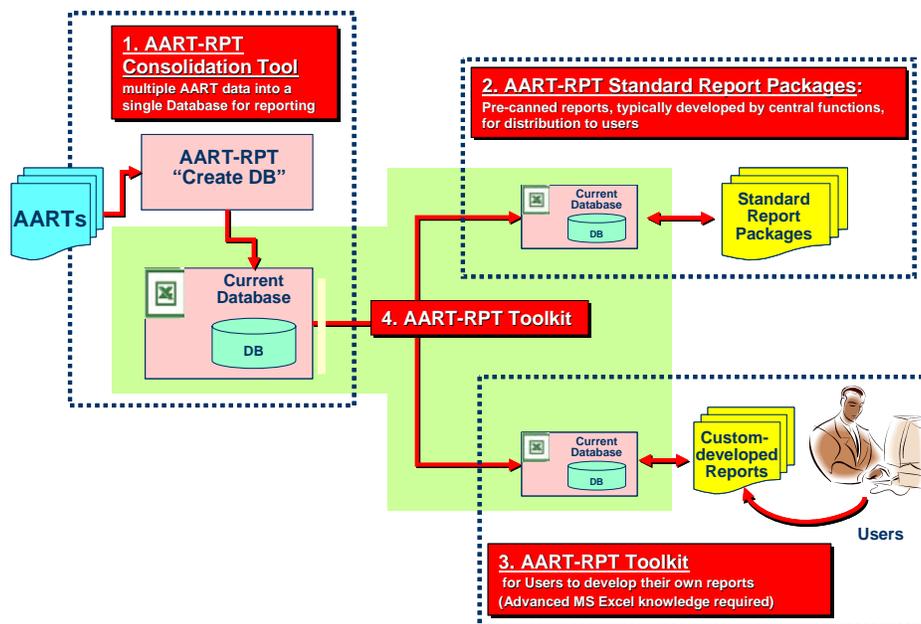
Department of Energy

A-123 Reporting Suite



AART-RPT Reporting Suite User Guide

Version 2



<http://www.cfo.doe.gov/progliaison/daeA123/index.htm>

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AART-RPT Reporting Suite User Guide

INTRODUCTION

An extensive amount of information about the status of financial controls has been collected over the past two years as part of the Department's implementation of A-123, Appendix A. The AART Reporting Suite (AART-RPT) is designed to take advantage of this information by transforming it into a form useful to A-123 implementers, financial managers, and others outside the domain of A-123 who would benefit from data analysis. The full functionality of the AART-Reporting Suite provides powerful tools to facilitate management of A-123 implementations, enhance understandings of the financial and operational environments, streamline compliance activities, and leverage A-123 implementation data for business improvements.

THE AART REPORTING SUITE

The AART Reporting Suite provides users with the ability to quickly and easily consolidate implementation data from multiple AARTs into a Microsoft Excel database format and run the data against Standard Reporting Packages released by the A-123 Project Management Team (PMT). The AART Reporting Suite also provides users with the ability to run the data against their own user-developed reports through an ad-hoc reporting functionality. The AART Reporting Suite provides users with the flexibility to run both the standard and user-defined reports at any time using a built-in REFRESH capability.

The Reporting suite has been built around three distinct components – AART-RPT Consolidation Tool, AART-RPT Standard Report Packages and the AART-RPT Toolkit – each with its own specific purpose:

AART-RPT Consolidation Tool

The AART-RPT Consolidation Tool creates a single Excel database file of A-123 implementation data from multiple AARTs (or from a single AART) through the click of a button, reformats and enhances the data, and generates a common data file to support reporting requirements, i.e., the AART-RPT Toolkit. (The AART-RPT Toolkit serves as the input file for the REFRESH capability of the standard and user-defined reports, which are discussed in more detail below.)

The user (in this case the report developer) accomplishes this by selecting the AARTs to be reported on and placing them in a folder. The AART consolidation process extracts the data from each of the selected AARTs, merges the Assess and Test data into a single line item in the database, appends the respective site code, cycle, cycle rating, and process/area ratings to each line item and finally writes the extracted data to the database worksheet of the output file.

As mentioned previously, the data is also "enhanced" during the consolidation process. What this means is that, for each line item of data, certain descriptors are added, such as the associated Field Office and LPSO codes, as well as some pre-calculated indicator fields that have been found to be useful for reporting.



AART-RPT Reporting Suite User Guide

AART-RPT Standard Report Packages

AART-RPT Standard Report Packages are "pre-canned" graphical and tabular reports and charts that generally focus on specific themes, such as progress reporting, quality assurance reporting, etc. These Standard Report Packages are designed to provide users with a quick snapshot of A-123 implementation data, and generally do not require proficiency in Microsoft Excel. Standard Report Packages are intended to reduce the amount of local custom development of reports and provide different locations with consistent metrics for easy comparison of data.

Each Standard Report Package contains descriptions of the algorithms used and the data being measured, as well as instructions on how to REFRESH the packages with the most current data available. As mentioned earlier, the AART-RPT Toolkit is used as the input file for the database REFRESH for the Standard Reporting Packages.

Standard report packages will be available on the DOE A-123 Website <<http://www.cfo.doe.gov/cf1-2/doeA123/index.htm>> as they become available.

AART-RPT Toolkit

The AART-RPT Toolkit provides a foundation for users to be able to create their own user-developed reports through an ad-hoc reporting functionality. This functionality is intended to be used by individuals proficient with Microsoft Excel in general, or proficient with Microsoft Excel Reporting in particular. This toolkit includes features to facilitate end user custom reporting, including the REFRESH capability to update the database with the most current data, the automatic logging of imported files, the inclusion of a data Field Catalog that explains the individual data elements and locations, and the use of named ranges to facilitate dynamic reporting.

Specific jumpstart tutorials will be provided by the PMT to assist end users who are interested in creating their own user-developed reports.

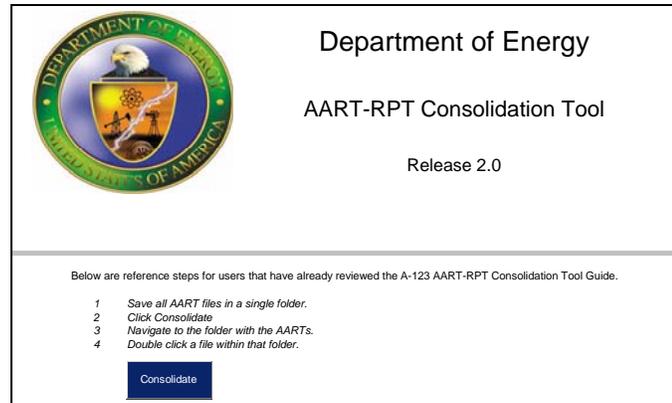
The following sections will focus on the detailed instructions for executing the consolidation process and describing the key features of the generated Excel database file (AART-RPT Toolkit).



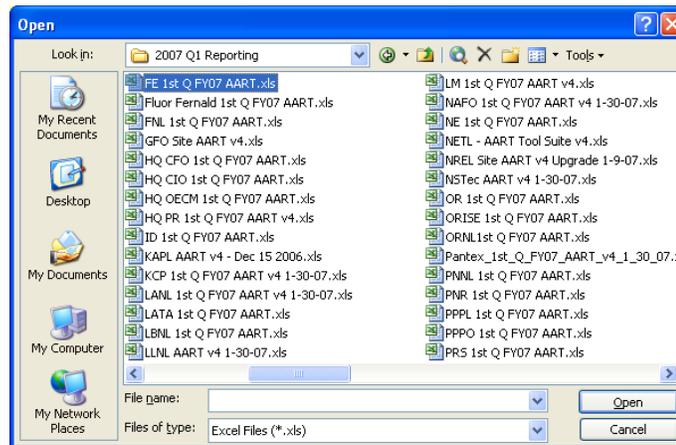
AART-RPT Reporting Suite User Guide

EXECUTING AART-RPT CONSOLIDATION PROCESS

1. Create a folder and save the specific AARTs you wish to include in your reporting database into that folder.
2. Open the AART-RPT Consolidation Tool and "Enable Macros".
3. Navigate to the Homepage.



4. Click .
5. The Windows Browser will be displayed. Navigate to the folder containing the specific AARTs you want to consolidate.



6. Double click on any file, e.g. FE 1st Q FY07 AART.xls within that folder to begin the data consolidation process. All AART files within the folder will automatically be imported into the database.
7. The data consolidation will then be performed. The amount of time required to complete the data consolidation is dependent on the number of AARTs that are being consolidated and the amount of data within each.



AART-RPT Reporting Suite User Guide

8. Once consolidated the Windows Browser will be displayed and you need to save the newly generated database file with a new filename.
9. Once saved a pop-up box is displayed informing you that the consolidation has been completed successfully. Click OK.



10. The file will remain open and the Target Files will be displayed. The consolidation has completed successfully and the database is ready to be used.

This generated Excel file is intended to be used locally or to be distributed to individuals who require current data for the Standard Report Packages, and also can be used as the initial AART-RPT Toolkit for users with Advanced Excel Reporting expertise to develop their own reports.

Both the AART-RPT Toolkit and Standard Report Packages have the REFRESH capability embedded. This allows users to easily refresh the database with current data for prepackaged or previously self-developed reports.



AART-RPT Reporting Suite User Guide

UNDERSTANDING THE AART-RPT TOOLKIT

The AART-RPT Toolkit is composed of a Target Files Worksheet, a Reporting Fields Worksheet, an ECSPCSDB (ECS/PCS Database) Worksheet, and a Log Worksheet. Each of these components are discussed below.

1. **Target Files Worksheet** provides a quick snapshot of which AARTs are included in the database. The included AARTs are highlighted in yellow and indicated by an "x" in the Imported column. The Target Files worksheet also shows the entire A-123 organizational hierarchy location codes to facilitate a quick identification of potentially missing AARTs within your organization.

Imports new data

Date and time the database was generated

Date and time of last database import in User Developed Reports and Report Packages

Refresh	DATE & TIME DB GENERATED		DATE & TIME OF DB IMPORT	
Type	LPSO	FO	Site Code	Imported
FO	NNSA	NAFO	NAFO	x
Site	NNSA	NAFO	KC	
Site	NNSA	NAFO	LLNL	x
Site	NNSA	NAFO	LANL	x
Site	NNSA	NAFO	NTS	
Site	NNSA	NAFO	PX	

Location Code: Yellow highlighting indicates that the AART data is included in the database.

The "x" indicates that the file was imported into the database.



AART-RPT Reporting Suite User Guide

2. **Reporting Fields Worksheet** contains a list, description and location of the data elements included in the database. This field 'dictionary' is intended to clarify and describe the various fields used in standard reports as well as to assist users who wish to develop custom reports.

- a. Data Source – AART source tab from which data is pulled
- b. Column - Column letter within the ecspcsdb
- c. Column Name - Column name within the ecspcsdb
- d. Field Description - Description of the type of field, whether calculated or raw data and/or a description of what the data in that field represents
- e. Computation Rule for Computed Fields - Formula logic for pre-calculated identifiers in the ecspcsdb
- f. Data Type - Type of data that can be found in the field (for example, H, M, L)

Data Source	Column	Column Name	Field Description	Computation Rule for Computed Fields	Data Type / Content
Assess	A	CNT Risk Area	Computed: An "x" in this field indicates that an entry has been made in the Sub-Process (PCS) or Sub-Category (ECS) field	If Sub-process/sub-category cell length is greater than 1 then insert "x".	"x"
Assess	B	CNT Risk Statement	Computed: An "x" in this field indicates that an entry has been made in the Risk Statement field	If Risk Statement cell length is greater than 1 then insert "x".	"x"
Assess	C	CNT Risk Assess	Computed: An "x" in this field indicates that a valid entry has been made in the Risk Assessment field	If Risk Assessment is H, M, L, then insert "x".	"x"
Assess	D	CNT Control Set	Computed: An "x" in this field indicates that an entry has been made in the Control Set field	If Control Set cell length is greater than 1, then insert "x".	"x"
Assess	E	CNT Control Mode	Computed: An "x" in this field indicates that a valid entry has been made in the Control Mode field	If Control Mode is P, P&D or D, then insert "x".	"x"
			Computed: An "x" in this field indicates that an entry has been made in at least one of	If any PERCV column identified, then	

3. **ECSPCSDB Worksheet** is the actual database containing all the consolidated and enhanced AART ECS/PCS Assess and Test data.

- a. Data – All AART Assess and Test data has been populated on a single row to facilitate reporting capabilities and reduce the complexity of formulas.
- b. Pre-calculated Fields – Columns A-R in the database are pre-calculated fields during the database generation to facilitate generating status reports and other desired reports.
- c. **[For advanced excel users]** Named Range – The entire ecspcsdb database range has been named **reportrange** to facilitate Pivot Table creation and formulas. The refresh button will ensure that all formulas and Pivot Tables created with the **reportrange** will be updated appropriately when new data is selected.



AART-RPT Reporting Suite User Guide

4. **Log Worksheet** is a list of all selected excel (*.xls) files used during the execution of the AART-RPT Consolidation Tool and their key file attributes. This log contains the actual file names, the time and date that the file was last modified, the location's site code, and results of the import. The Site Code and "Imported" status indicate that the AART file was successfully imported. The "Incorrect File Type" status indicated that the Excel file is not an AART file or is not a valid version for import¹.

Filename	File Date	Site Code	Import Status
BPA 1st Q FY07 AART.xls	4/25/07 2:24 PM	BPA	imported
LANL 1st Q FY07 AART v4 1-30-07.xls	1/29/07 3:26 PM	LANL	imported
LLNL 4_1.xls	4/2/07 2:52 PM	LLNL	imported
NAFO 4_1.xls	3/20/07 9:17 PM	NAFO	imported
SRFO 1st Q FY07 AART (TEST DATA).xls	4/11/07 12:06 PM	SRFO	imported
Reporting DB test 15.xls	4/25/07 2:30 PM		Incorrect File Type
test aart v16.xls	4/25/07 4:04 PM		Incorrect File Type
test aartrep v17.xls	4/25/07 4:34 PM		Incorrect File Type

DISTRIBUTION OF THE AART-RPT TOOLKIT

The output file of the AART-RPT Data Consolidation Tool, i.e., the AART-RPT Toolkit, serves two purposes:

1. Serves as the data Input file for the built-in REFRESH functionality that provides source data for standard reports and user-developed reports. The Standard Report Packages have been developed so that any user can import current data easily with no Excel knowledge.
2. Provides a framework and resources for users, proficient in Excel, to develop custom reports. This toolkit provides user these users with the ability to add worksheets, develop customized reports and pivot table queries, and manipulate and utilize the consolidated Excel "database" data as needed.

We recommend that you consider assigning an individual at your site to be the local AART-RPT Consolidation Tool administrator. The AART-RPT Consolidation Tool administrator would collect and manage the AART submissions, and would manage the distribution of each generated AART-RPT Toolkit to users using the Standard Report Packages and AART-RPT Toolkit custom reporting functionality to assure version control of that data and release.

NOTE: The REFRESH process is a complete refresh of all data in the Reporting file, therefore it does not support appending or replacing data with original AART files, you must consolidate the data into an updated database and import the new database.

¹ AART-RPT Consolidation Tool is only compatible with AART version 4.x



AART-RPT Reporting Suite User Guide

THE AART-RPT TOOLKIT FOR USER DEVELOPED REPORTS

Additional guidance for developing custom reports will be provided a later time.