



# IDW Communiqué



I-MANAGE Data Warehouse: *Your link to DOE's Corporate Business Systems* November 16, 2005

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### Year End: Reporting Using SEPADJ1

For the latest year end information, you must use the SEPADJ1-05 period when reporting. FY 2005 will be closed during the weekend of November 19-20. After this weekend, users should be receiving an email stating when they should be able to review reports to obtain FY 2005 ending balance information.

Once again, we will continue to keep you aware of the year end schedule, including when the year is closed and final reports are available. If you have any questions or problems with year end processes, please submit a request to the Help Desk using the I-MANAGE Help Desk STANDARD FORM at

[http://www.mbe.doe.gov/ME2\\_5/i-manage/SupportRequest.htm](http://www.mbe.doe.gov/ME2_5/i-manage/SupportRequest.htm). Once the form is completed and submitted, the information will automatically be forwarded via the web to the I-MANAGE Help Desk support staff for assignment and action. The Help Desk's hours of operation are Monday through Friday from 8:00 am - 6:00 pm EST. If you need the help desk after regular business hours, 6:01 pm to 7:59 am EST daily and weekends, all critical or urgent requests for support must be submitted using the STANDARD FORM, otherwise the request will be assigned and analyzed the next business day. Be sure to let them know if your question is related to activities required for year end.

**Edit Parameters**

Select values for the following parameters. To change these values later, click the "Edit Parameters" button.

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Select a GL Period:

GL Period identifies the accounting period for a transaction or balance. Common usage includes posting dates and reporting periods such as month, quarter and year.

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Select 1 or more Program Assistant Secretaries:

Program Assistant Secretaries

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Enter a B&R Code:

B&R Program Project Reference Number

Exact:   
 Starts with:   
 Contains:

### October Month End

October was closed on November 3. The October data is now available to you. You can run October month end reports using the OCT-06 period. When reviewing this data, please remember that FY 2005 will not be closed in STARS until the weekend of November 19-20 and closed information will not be available in the IDW until November 22.

### Update of IDW Plus User Training

Two Discoverer Plus User training sessions are taking place on Wednesday, November 16, and Thursday, November 17. You will only need to attend one session. These training sessions will be held in the Corporate 270 Building (Pink Palace), in room 1005, from 9:00am to 4:30pm. Once again, management has already recommended training participants; however, if you feel you were erroneously excluded from this group, please send an e-mail requesting IDW Plus class registration to [IDW@hq.doe.gov](mailto:IDW@hq.doe.gov). Please keep in mind that Plus is designed for "super users" in each organization that will design custom reports and queries for the organization to use. These users should have a working knowledge of SQL as well as exposure to report design software such as Discoverer Plus, Crystal Reports, Business Objects or Cognos. Also, look forward to training highlighting the new version 1.4 of the IDW. Look for these dates in future communiqués.

## Need More Detail to Research an Item of Interest? Let Us Explain!

What if you've run a report in IDW and now you want more detail? For example, you may run a Status of Obs report and discover that one of your B&Rs or CIDs has higher or lower dollar amount than you expected. Such apparent discrepancies are often the result of transactions that are still being entered into the accounting system. Since the IDW provides a snapshot of data, your report only reflects the transactions that are completed at the time the data is uploaded. Until all the steps are completed and updated in the IDW with the daily refresh, the numbers may not be what you expected.

So, how can you tell if there is an issue with your data or if it was simply in the process of being entered when the IDW snapshot was taken? Investigate your results by running one of two types of detail reports created by the IDW team to help you. They are located in the Common Reports tab of the IDW Portal. The first report workbook, COMR003 Administrative Control of Funds Detail Report, contains four worksheets to help you research your accounting transactions for B&Rs. The worksheets, Financial Summary, Financial Monthly Summary, Financial Daily Summary, and Financial Details, provide increasingly detailed views down to the transaction level. These reports can be filtered by any combination of Fund, Congressional Control, Allottee, and Program. When you first begin investigating your results, start at the highest summary level, the Financial Summary worksheet. If you cannot determine a cause, try the next level worksheet, and so forth. It is not advisable to start at the transaction level until you know what you are looking for, given the large amount of data that can be returned. Be prepared: these reports can take additional time to run.

The second report workbook, COMR004 Liquidation Status Report, similarly contains four worksheets with increasing levels of detail, but these are designed to help you research transactions for CIDs. The worksheets are Financial Life-to-Date Summary, Financial Monthly Summary, Financial Daily Summary, and Financial Details. This workbook also includes worksheets for Vendor & Contract Information and Invoice Information.

## Changes to EM and EE Values for Reporting

For FY 2006, Congress has directed the restructuring of six appropriation accounts that are under the Office of Environmental Restoration and Waste Management (EM) and the Office of Energy Efficiency (EE). This restructuring is similar to the Department's legacy practice of recasting, except that it will only affect data moving forward and will not recast historical transactions. Until this recast is fully completed at the end of FY 2006, you should pull reports from both the old and the new structure in order to ensure that you are seeing the complete picture. The affected appropriations are:

- Energy Conservation (89X0215): recasted into Energy Supply (89X0224) and re-titled Energy Supply and Conservation
- Non-Defense Site Acceleration Completion (89X0250): recasted into Non-Defense Environmental Services (89X0315) and re-titled Non-Defense Environmental Cleanup
- Defense Environmental Services (89X0249): recasted into Defense Site Acceleration Completion (89X0251) and re-titled Defense Environmental Cleanup

Additionally, EM will restructure its Field Offices into the Consolidated Business Center (CBC). The creation of the CBC will consolidate EM spending under one allottee and provide for easier tracking and reporting. The restructuring necessary in order to create the CBC has already begun and is scheduled to be completed by December 31, 2005. When the restructuring is complete, Allottee 33 will be re-named from Ohio to CBC, and Rocky Flats, Carlsbad and Lexington will be set-up as sub-allotments (reporting entities) under the CBC allottee.

## In Future Issues

1. Field Office Interview Updates
2. New Release Information
3. Profile of an IDW User

### IDW Project Information

**I-MANAGE Program site:** <http://www.mbe.doe.gov/me2-5/i-manage/>

I-MANAGE Program Manager: Warren Huffer, [warren.huffer@hq.doe.gov](mailto:warren.huffer@hq.doe.gov), 301-903-3761

IDW Project Manager: Lajos Grof-Tisza, [lajos.grof-tisza@hq.doe.gov](mailto:lajos.grof-tisza@hq.doe.gov), 301-903-1798

To be added to the IDW Communiqué mailing list, please send an email to [IDW@hq.doe.gov](mailto:IDW@hq.doe.gov)