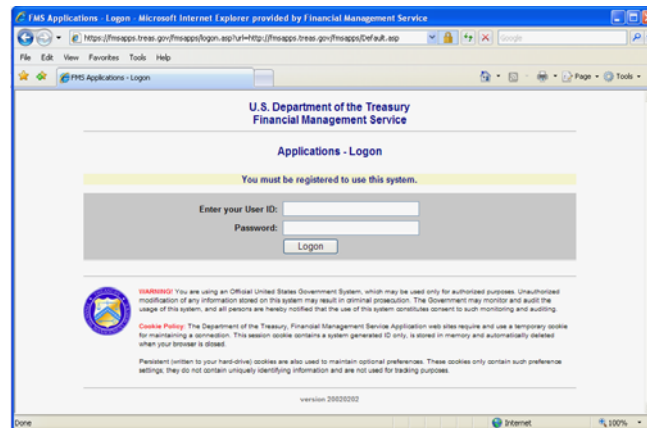# User Guide: Use of Central Accounting Data (UCAD) via Discoverer Viewer

Step 1: User must have access to the Governmentwide Financial Report System (GFRS).
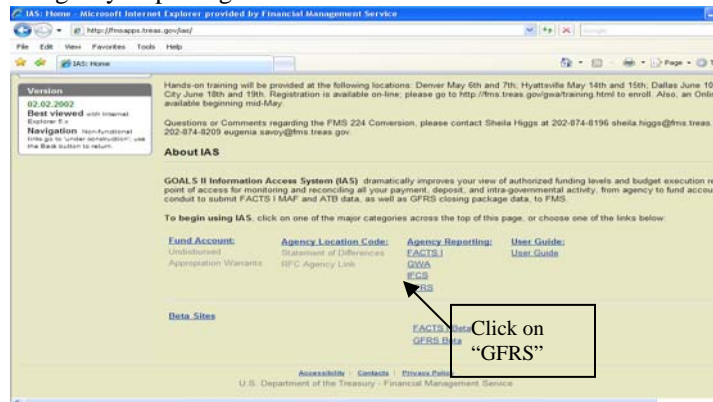
Step 2: Login GFRS via https://fmsapps.treas.gov/fmsapps. Enter your User ID, Password and click on the "Logon" button
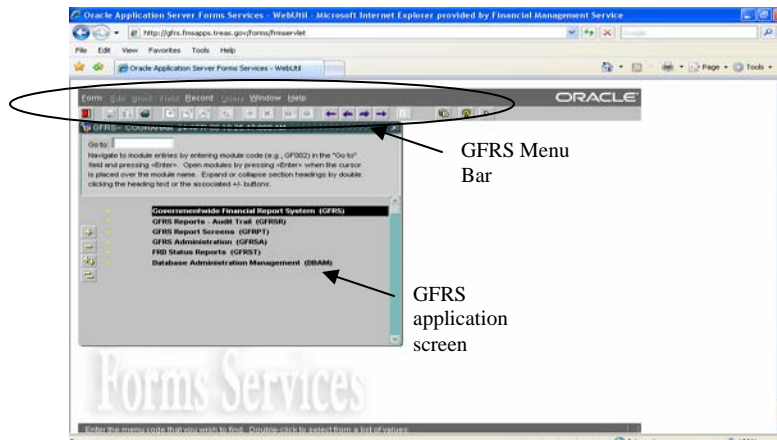

Step 3: Click on "GOALS II Information Access System (IAS)/GFRS". If you do not see this screen, proceed with Step 4.
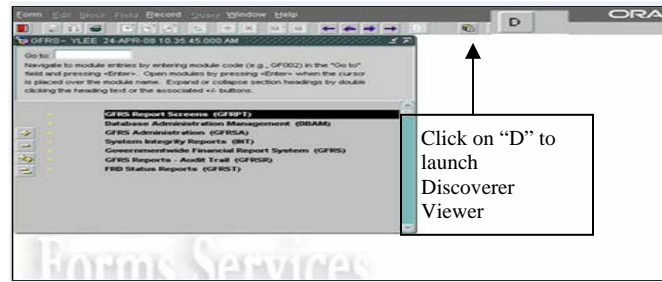

Step 4: Click on "GFRS" from "Agency Reporting"

Step 5: The GFRS application will appear

GFRS Menu Bar

GFRS application screen

Step 6: From the GFRS Menu bar, click on " [D] " to load Discoverer Viewer

Click on "D" to launch Discoverer Viewer

Step 7: The Discoverer Viewer screen appears in a new window. Login by entering your GFRS user name and password. Enter "PROD" in the "Database" field. Click the "Go" button

User Name: GFRS Login Name
Password: GFRS password
Database: PROD

Step 8: From the list of workbooks under Discoverer Workbooks, there are four UCAD reports

UCAD RC 7:	Appropriation of Unavailable Trust or Special Fund Receipts
UCAD RC 8:	Nonexpenditure Transfers of Unexpended Appropriations and Financing Sources
UCAD FBwT:	Fund Balance with Treasury
UCAD Appro Received:	Appropriation Received – as adjusted

Step 9: Click on "▶ "to expand the reports under each selected UCAD report

This guide demonstrates both Summary and Detail Reports by Activity Type by using the reports for RC 8 as an example.

**Summary by Activity Type

Step 1: Click on "Summary by Activity Type" under "UCAD RC8 – Non-expenditure Transfers"

Step 2: Enter parameters for the report and click the "Go" button

Note: *Using numeric for months in the "First Period" and "Last Period" fields. For example, October in the fiscal year is 01, November is 02 … and September is 12, etc.*

Step 3:   The Discoverer Viewer will execute the query. The query process should be less than a minute. If the query did not run successfully, click on "Cancel" to start over, or "Refresh" to refresh the query.

Step 4: The Summary report displays

The report

The report title in detail

Export to Excel, or PDF, or other format

Parameters

Reporting Agency

Reporting agency information

Trading Partners' reporting information

Description of Columns:

Column Names:	Column Description:
SGL Account	USSGL accounts that apply to this reciprocal category
Activity Type	Business Event Type Code (See **Appendix 1** for BETCs that apply to RC 7 & 8)
Account Main	The main account of a Treasury Account Symbol (TAS)
PoA	Period of Availability of a TAS
Amount	Amount reported by the reporting agency (See **Appendix 1** for Debit/Credit for each BETC)
Period	Accounting period (i.e. reporting month)
TP-Department	Trading Partner
TP-Amount	Amount reported by the trading partners

**Detail Report
There are two options to access this detail report.

Option one:
Step 1: From the Summary Report screen, click on "Workbooks" to go back to the list of Discoverer Workbooks

Click on "Workbooks" to go back to the list of workbooks

Step 2: Click on "Detail Report" under "UCAD RC8 – Non-expenditure Transfers"

Step 3: Enter parameters for the report (Repeat Step 2 and Step 3 from the Summary Report) and click the "Go" button

Step 4: The Detail Report displays

	SGL_Account	Activity Type	Acct Main	Sub Acct	PoA	Amount	Per-iod	Ref Number	Trans Code	Account Type	Fund Type	TAS	Acctg Date	Posting Date	TP-Depa
1	NET Transfer in: 3102 / 5755	AXFERC Appropriation Transfer	0200	000	X	-207,709,755.32	12	NE027174	13	1 Expenditure	5 General Fund	31X0200	09/01/06	09/29/06	31 NUCLE
2		AXFERC Appropriation Transfer - Rows: 1				-207,709,755.32									
3	NET Transfer in: 3102 / 5755 - Rows: 1					-207,709,755.32									
4	NET Transfer out: 3103 / 5765	AXFERD Appropriation Transfer	5280	000	X	207,709,755.32	12	NE027174	13	1 Expenditure	9 Special Fund	31X5280	09/01/06	09/29/06	31 NUCLE
5		AXFERD Appropriation Transfer - Rows: 1				207,709,755.32									
6		BXFERD Balance Transfer	1093	000	0001	27,469.01	12	NE027054	83	1 Expenditure	5 General Fund	31-7200/011093	09/01/06	09/28/06	72 AGENC
7		BXFERD Balance Transfer - Rows: 1				27,469.01									
8	NET Transfer out: 3103 / 5765 - Rows: 2					207,737,224.33									

Reporting agency information in detail

Trans ode	Account Type	Fund Type	TAS	Acctg Date	Posting Date	TP-Department	TP-Activity Type	TP-Acct Main	TP-Sub Acct	TP-PoA	TP-Amount
13	1 Expenditure	5 General Fund	31X0200	09/01/06	09/29/06	31 NUCLEAR REGULATORY COMMISSION	AXFERD Appropriation Transfer	5280	000	X	207,709,755.32
											207,709,755.32
											207,709,755.32
13	1 Expenditure	9 Special Fund	31X5280	09/01/06	09/29/06	31 NUCLEAR REGULATORY COMMISSION	AXFERC Appropriation Transfer	0200	000	X	-207,709,755.32
											-207,709,755.32
83	1 Expenditure	5 General Fund	31-7200/011093	09/01/06	09/28/06	72 AGENCY FOR INTERNATIONAL DEVELOPMENT	BXFERC Balance Transfer	1093	000	0001	-27,469.01
											-27,469.01
											-207,737,224.33

Trading Partners' reporting information in detail

Additional column descriptions included on this detail report:

Column Names:	Column Description:
Sub Acct	Subdivision of the main account for a TAS
Ref Number	Reference number documents a transaction that was processed in GWA.
Trans Code	Transaction code – used in STAR
Account type	Indicates what type of account the TAS is
Fund type	Indicates an account's relationship to the government
TAS	Treasury Account Symbol
Acctg Date	Date of a transaction
Posting Date	Date of transaction posted to GWA
TP-Activity Type	Trading Partner's BETC (See Appendix 1 for BETCs that apply to RC 7 & 8)
TP-SubAcct	Trading Partner's Subdivision of the main account for a TAS

Option two:
Step 1: From the Summary report screen, click on "Detail Report" on the left panel Workbooks


Click on "Detail Report"

Step 2: Follow Step 3 and 4 from option one to obtain the Detail Report.
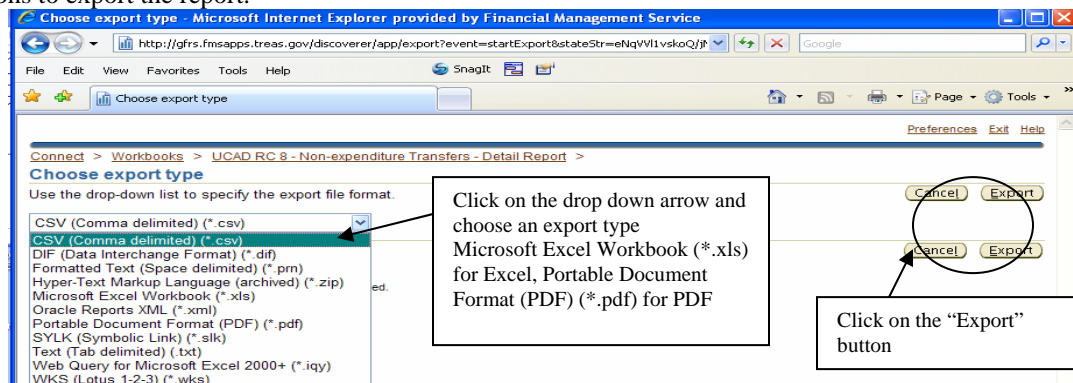
**Date File
Data File is a raw data file. The file is extracted directly from GWA system and it contains all fields that are relevant to a transaction. Users may export this file. Refer to "**Export a report to Excel, Adobe Acrobat PDF format, or other formats"** for instructions.

Export a report to Excel, Adobe Acrobat PDF format, or other formats
Step 1: Click on "Export" under "Actions" option from a report screen
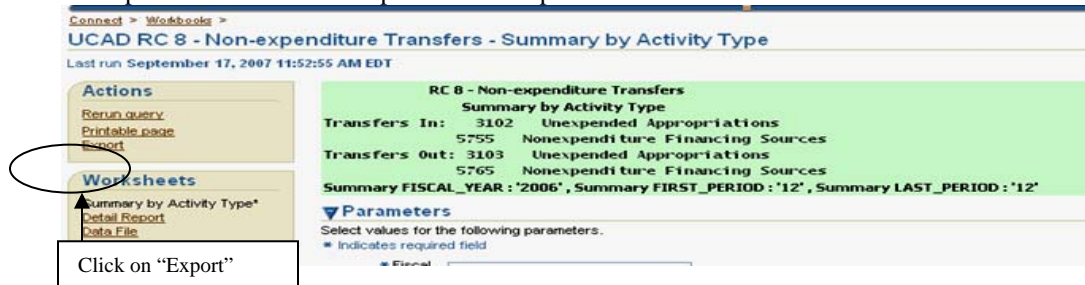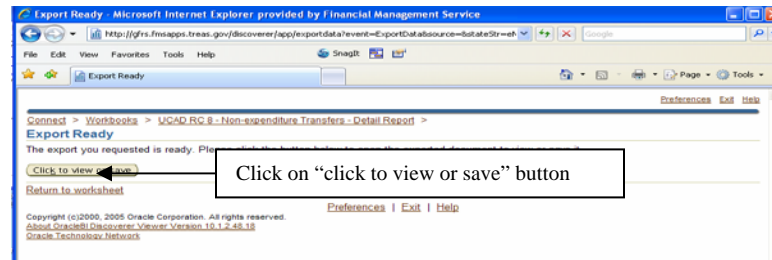

Click on "Export"

Step 2: Click on the drop-down arrow and choose the export type from the drop-down menu. Then click one of the "Export" buttons to export the report.

Click on the drop down arrow and choose an export type
Microsoft Excel Workbook (*.xls) for Excel, Portable Document Format (PDF) (*.pdf) for PDF
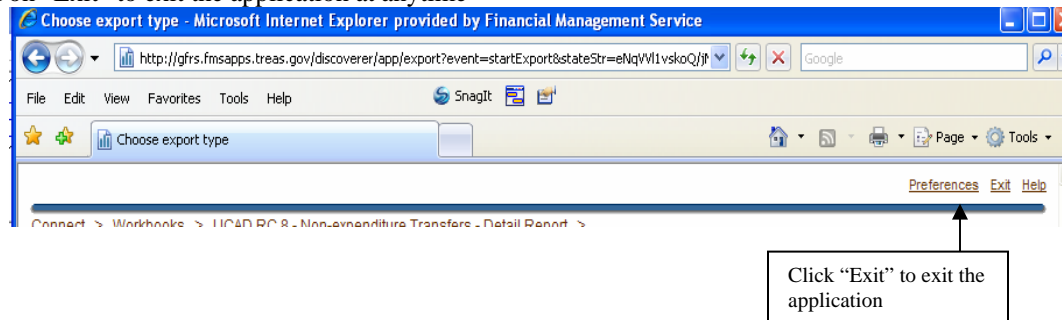
Click on the "Export" button

Step 3:   The "Export Ready" screen displays. Click on the "Click to view or save" button for the report in the requested format.

Step 4: Save the exported report to your local or desired location.

Exit the Discoverer Viewer

Step 1: Click on "Exit" to exit the application at anytime

Appendix 1

BETCs	Name	Debit/Credit (D/C)	Activity Category
BETCs for RC 7:			
APROP	Appropriation Warrants	C	Authority
APSPC	Appropriation – Special or Trust from Unappropriated Receipts	C	Receipt Collections
BETCs for RC 8			
AXFERC	Appropriation Transfer, Increase	C	Authority
AXFERD	Appropriation Transfer, Decrease	C	Authority
BXFERC	Balance Transfer, Increase	C	Authority
BXFERD	Balance Transfer, Decrease	D	Transfers
CXFERC	Capital Transfer to Miscellaneous Receipts	C	Transfers
CXFERD	Capital Transfer to Miscellaneous Receipts	D	Transfers
BETCs for Appropriation Received			
APROP	Appropriation Warrants	C	Authority
SW Surplus	Surplus, Unavailable for Restoration	D	Transfers
No BETC is need for FBwT, since it is a balance and is not a transaction.			