



Cost Accounting (CA)

Document Level Execution
Report

R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
25-Aug-2015	Kimberley Gragg	1.0	Initial Document
13-Nov-2015	Kimberley Gragg	1.1	Updates

Reviewers

Date	Name	Position

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Business Process Description

The Document Level Execution Report supports the business process of managerial cost accounting throughout the project's budget execution lifecycle.

The Document Level Execution Report was developed primarily for the DoDEA Supply Technicians and GPC Cardholders in order to mirror their existing report, the Open Document List (ODL) report in FASTDATA.

The Document Level Execution Report will show all entered and approved Purchase Requisitions (as Commitments) and Purchase Orders and unpaid Supplier Invoices that are not interfaced to Projects (as Obligations).

Trigger

- Perform this procedure when you need to review the funds available and specific document information for one or more projects.

Prerequisites

- Requisitions and obligations must be created and in an Approved, In-Process, or Rejected status.
- User must be assigned as a Key Member on the Project Number being reviewed.

Responsibilities

- Projects Inquiry DODEA
- P2P Inquiry DODEA

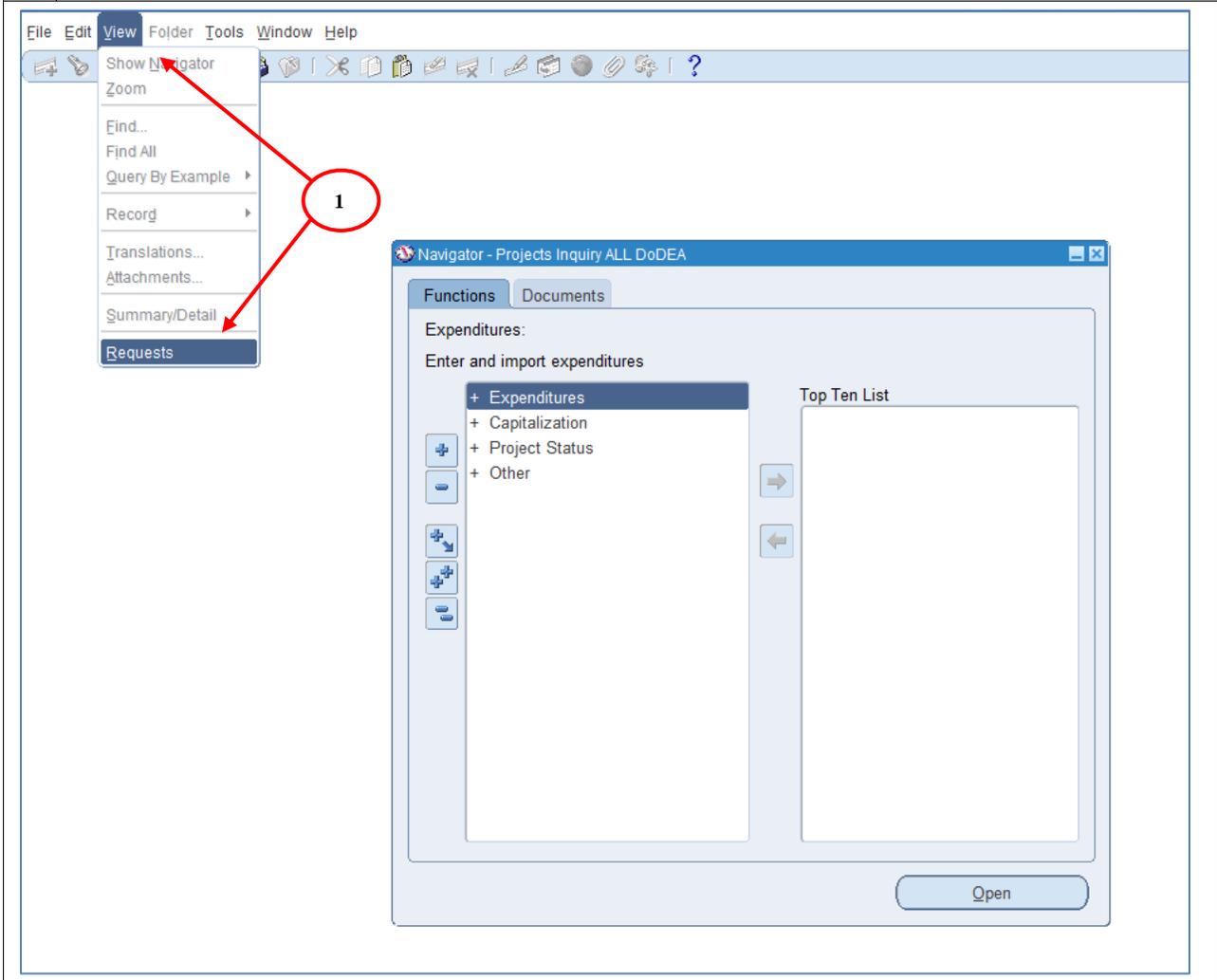
Menu Path

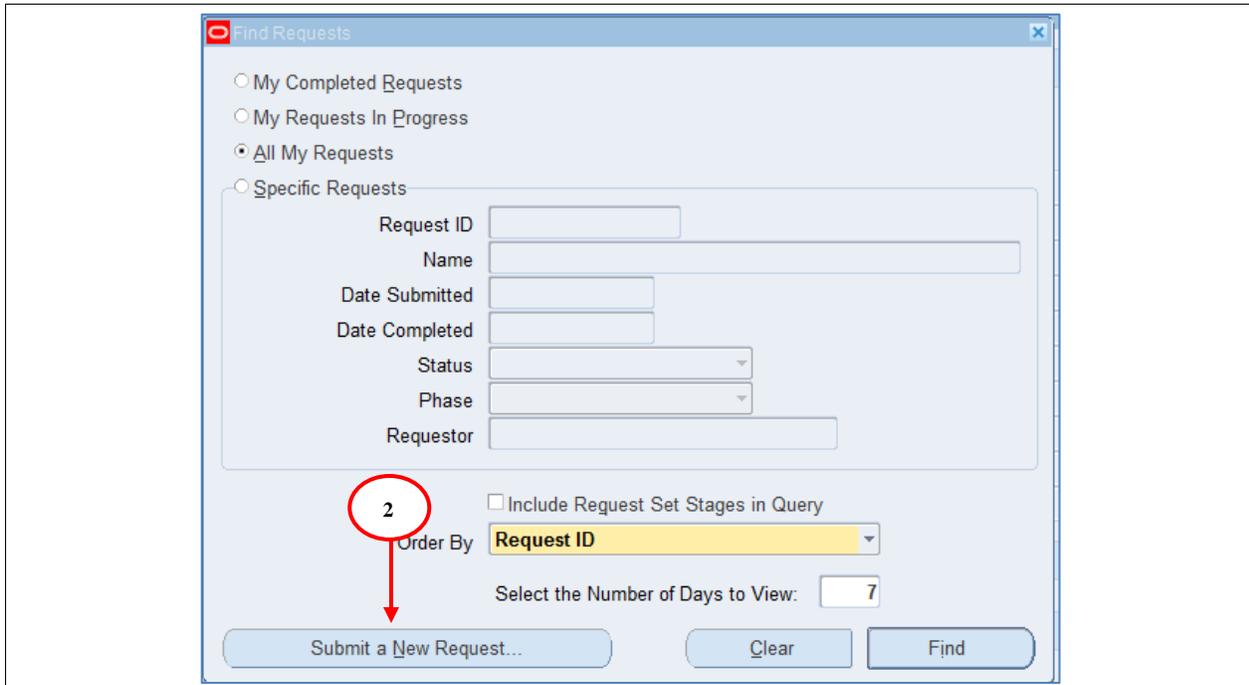
Use the following menu path(s) to begin this task:

- View → Requests → Run

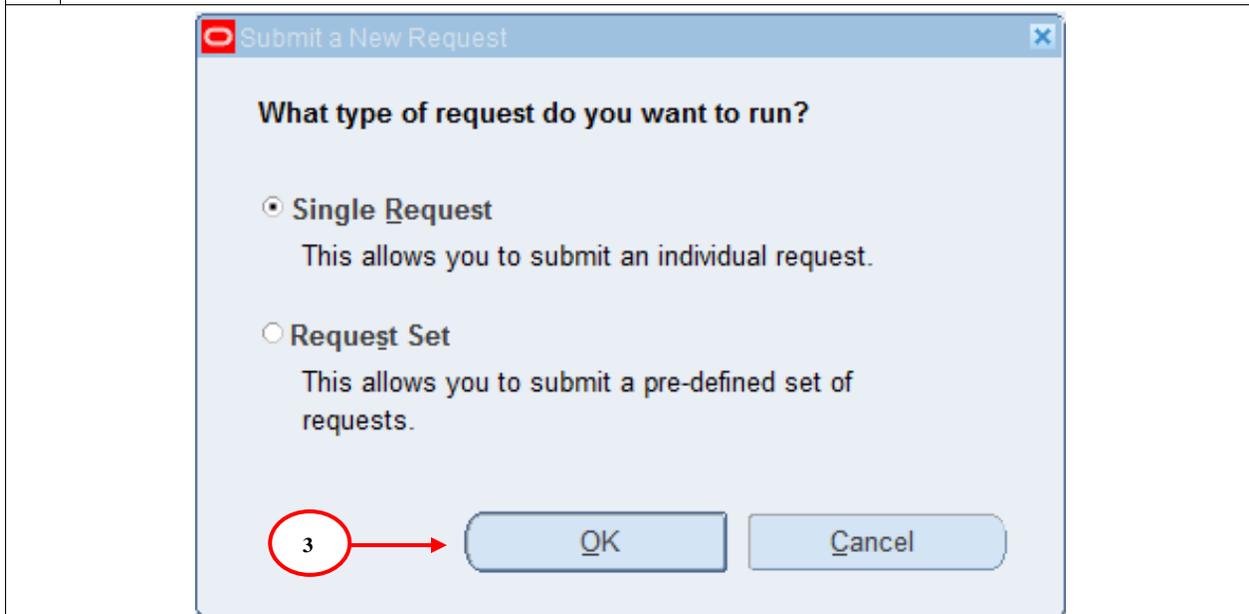
Run the Document Level Execution Report

1. Start the task using the responsibility and menu path to open the **Submit Request** form:
 - **Responsibility:** Projects Inquiry DoDEA
 - **Menu Path:** View → Requests

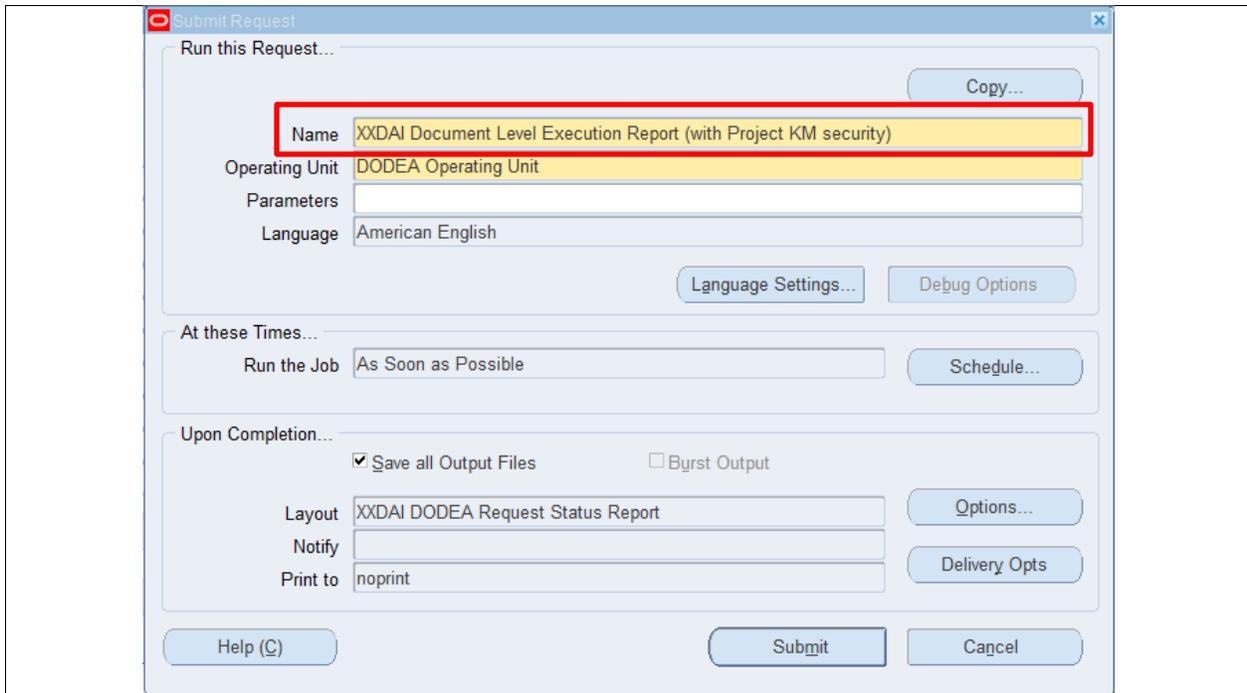




2. Click the **Submit a New Request** button.



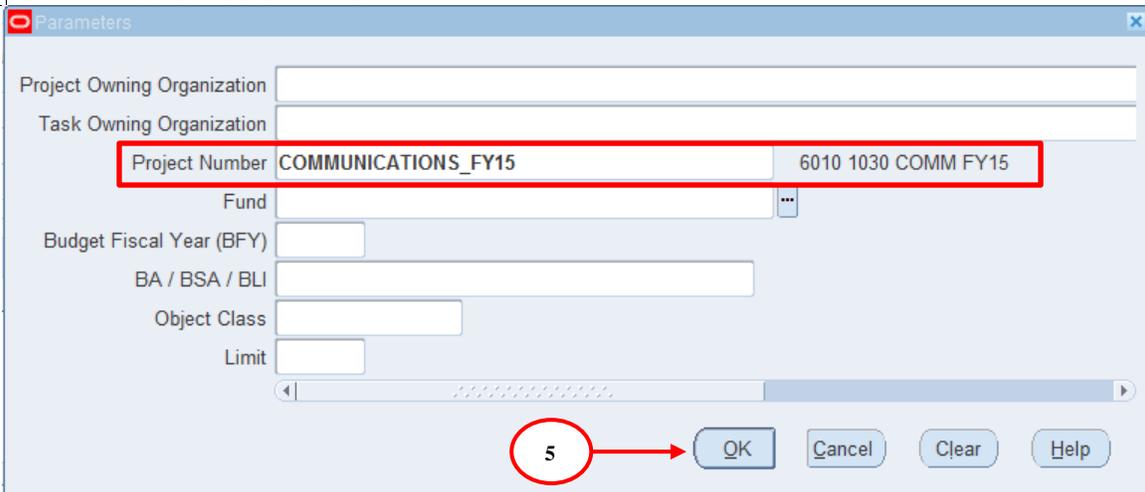
3. Ensure that the **Single Request** option is selected. Click the **OK** button.



- Name:** Enter the report name **XXDAI Document Level Execution Report (with Project KM Security)** in the Name field.



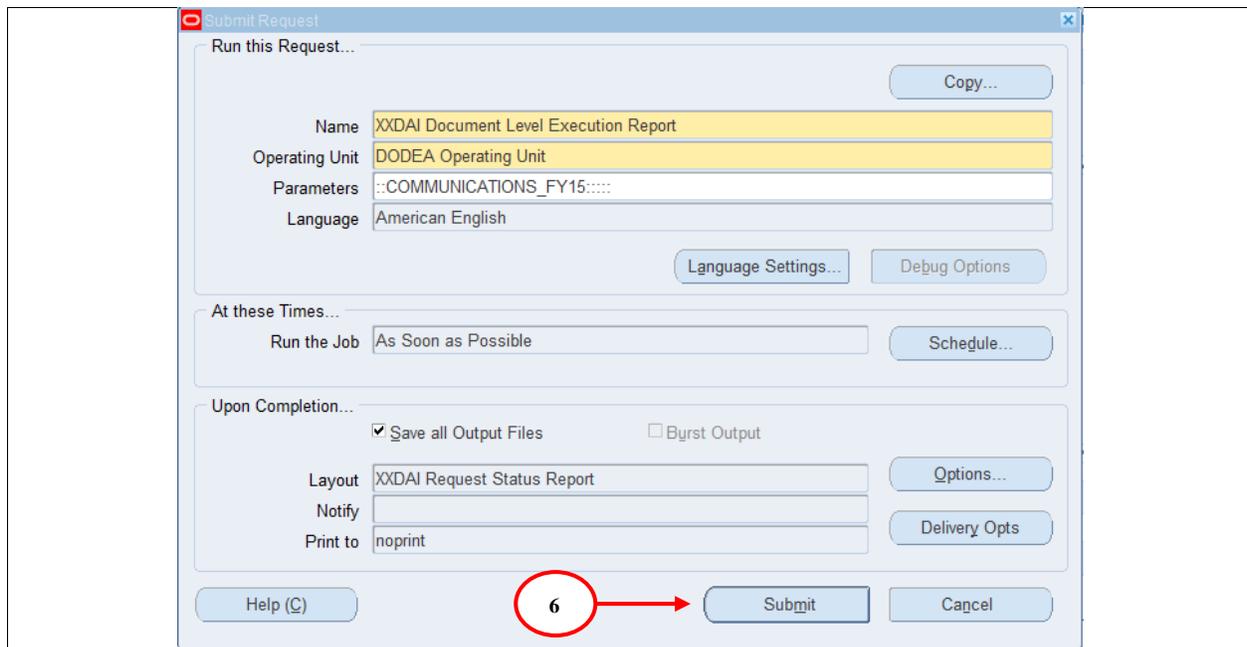
Note: You can also use the wildcard function to search for a partial value in the report name, such as %DOCUMENT%.



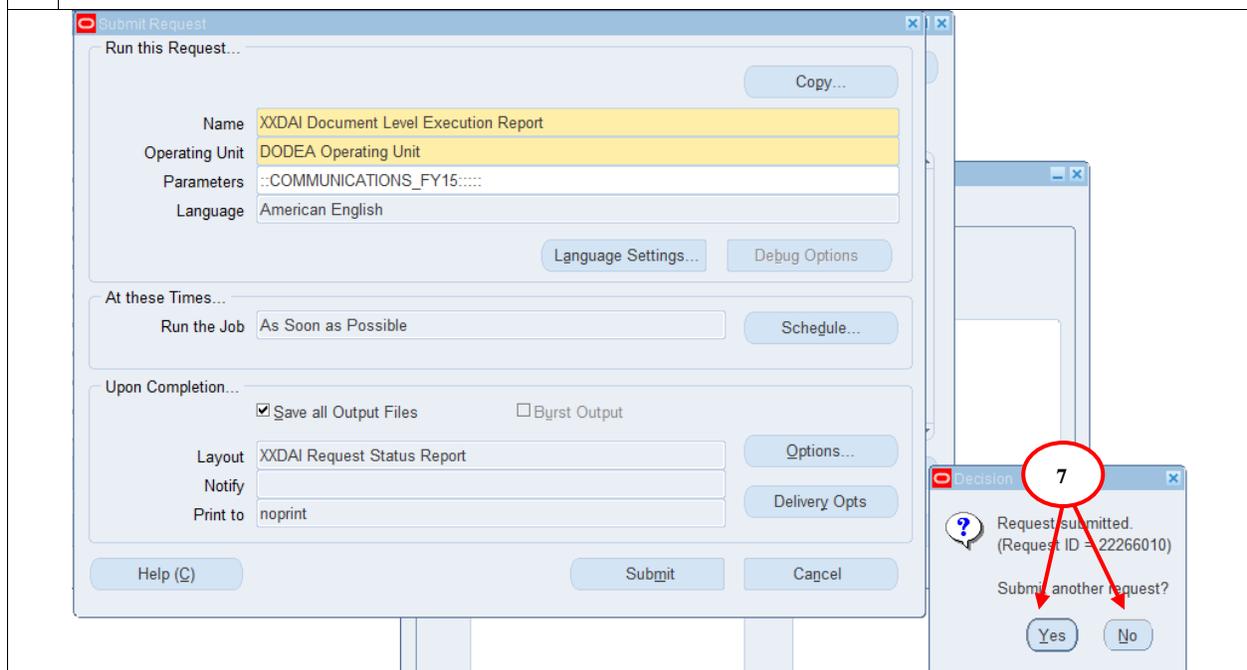
- When the report name is entered, the **Parameters** window will automatically display. Enter the necessary fields for which you would like to run the report. Click the **OK** button.



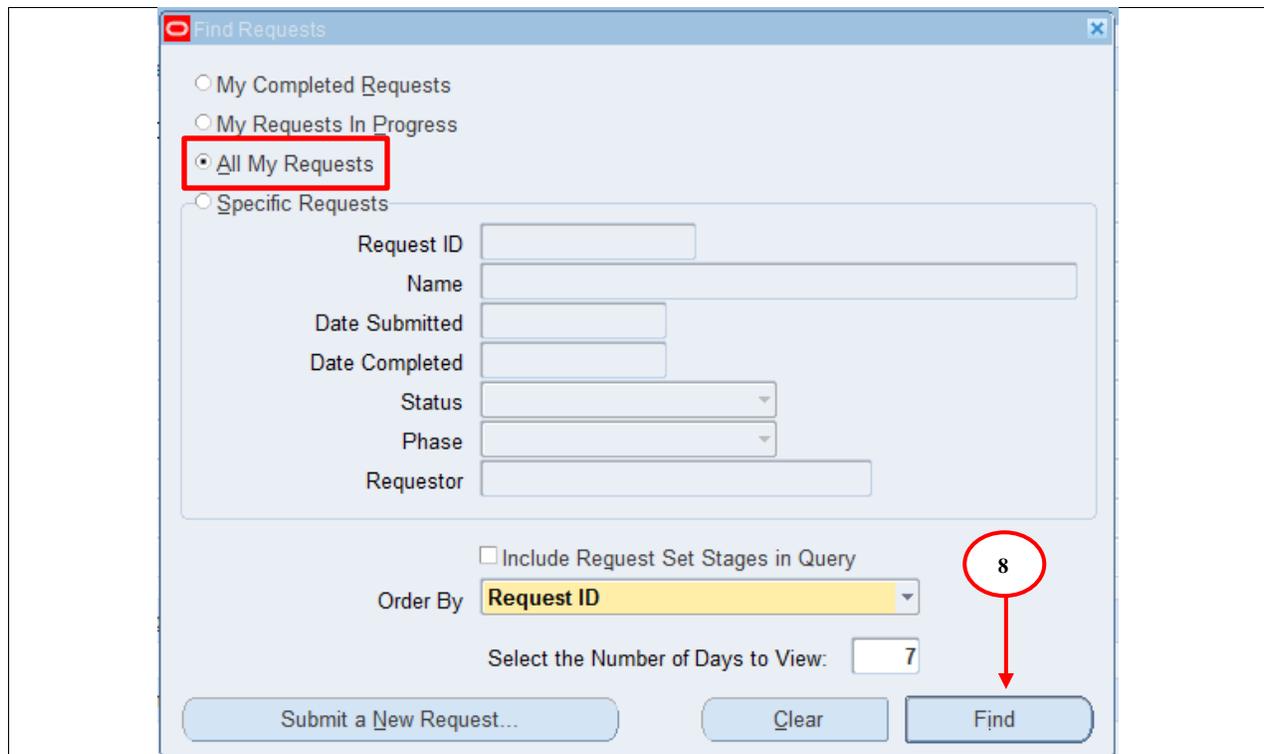
Note: Supply Technicians and GPC Cardholders will likely only need to run this report for the **Project Number** used when creating GPC Requisitions.



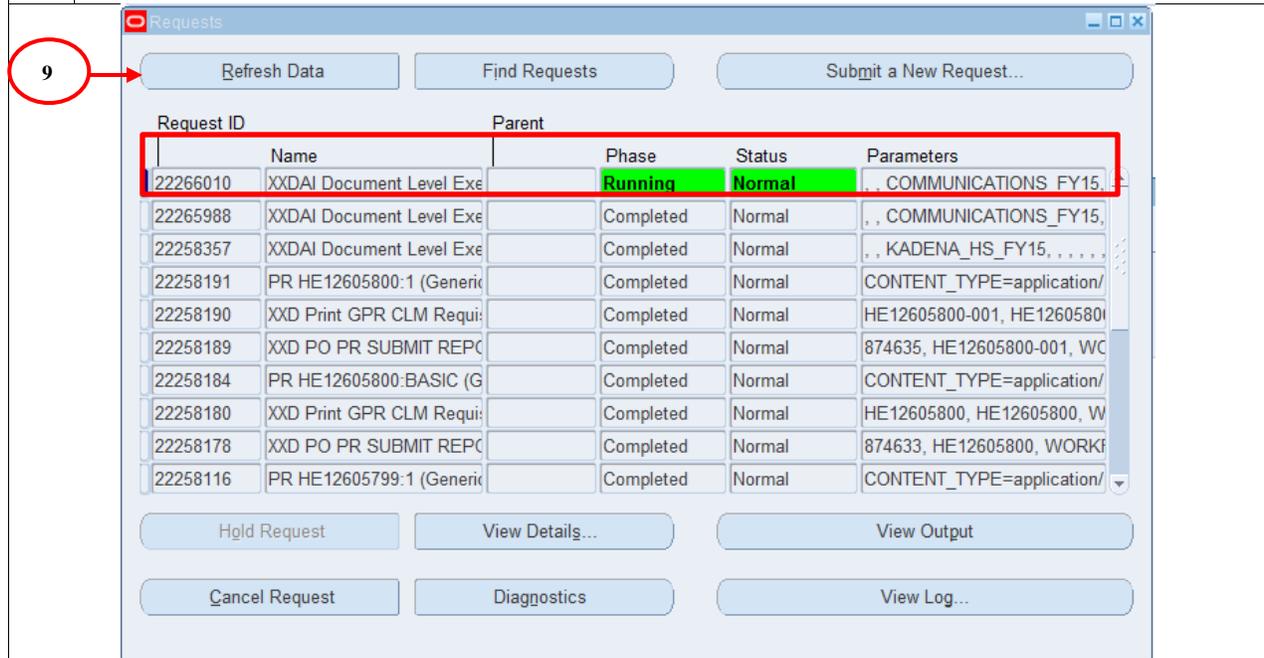
6. Click the **Submit** button to run the report.



7. The Decision box will display. Click **Yes** to submit another request or click **No** to continue.



8. The **Find Requests** window will display. Ensure that **All My Requests** is selected and click the **Find** button.



9. The **Requests** window will display. Click the **Refresh Data** button until the Phase column displays **Completed** for the top request in the list.



The screenshot shows the 'Requests' application window with a table of request data. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The 'View Output' button is highlighted with a red circle containing the number '10', and a red arrow points from this circle to the button.

Request ID	Name	Parent	Phase	Status	Parameters
22267312	XXDAI Document Level Exe		Completed	Normal	, , COMMUNICATIONS_FY15,
22266010	XXDAI Document Level Exe		Completed	Normal	, , COMMUNICATIONS_FY15,
22265988	XXDAI Document Level Exe		Completed	Normal	, , COMMUNICATIONS_FY15,
22258357	XXDAI Document Level Exe		Completed	Normal	, , KADENA_HS_FY15, , , , ,
22258191	PR HE12605800:1 (Generic		Completed	Normal	CONTENT_TYPE=application/
22258190	XXD Print GPR CLM Requi		Completed	Normal	HE12605800-001, HE12605800
22258189	XXD PO PR SUBMIT REPC		Completed	Normal	874635, HE12605800-001, WC
22258184	PR HE12605800:BASIC (G		Completed	Normal	C
22258180	XXD Print GPR CLM Requi		Completed	Normal	HE12605800, HE12605800, W
22258178	XXD PO PR SUBMIT REPC		Completed	Normal	874635, HE12605800, WORKI

Buttons below the table: Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

10. Click the **View Output** button to view the report.

