

SYSTEM OVERVIEW USER MANUAL

DAWDA PROGRAM AID



KNOWLEDGE CHECK

- 1 • How many functional areas are contained within CCaR?
- 2 • What are the sections of a CCaR Record?
- 3 • How is funding allocated to a CCaR Record?
- 4 • What is the difference between Suggested, Current, and Baseline forecasts?

OVERVIEW

DESCRIPTION

The purpose of this training manual is to assist users with navigation throughout CCaR to help facilitate their primary needs within the system. This manual will cover various CCaR related topics such as basic navigation, the Program Tool, managing requirements, the Budget Authority Editor (BAE), and forecasting.

OBJECTIVES

- Identify the key functional areas within CCaR
- Understand the purpose of creating and maintaining CCaR Records
- Understand how to enter Approved and Authorized funding
- Understand how to allocate funding to CCaR Records
- Understand the difference between a Suggested, Current, and Baseline forecast

TIME ESTIMATE

🕒 120 Minutes



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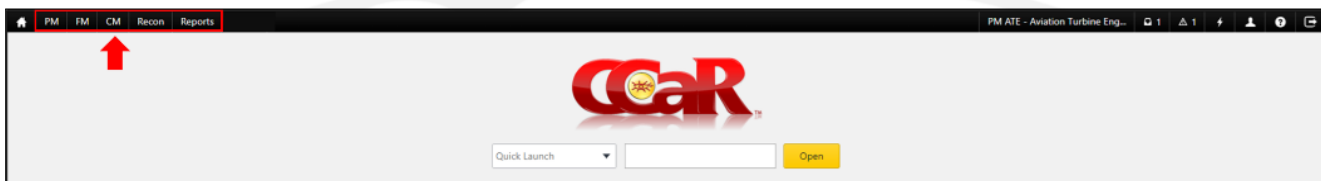




CCaR Overview

The Comprehensive Cost and Requirement (CCaR™) System is a programmatic and financial management system that allows organizations to define program requirements, formulate and create budgets, forecast, and track the execution of program funds while delivering real-time information to decision makers. It consists of five separate functional areas that work together to provide the tracking and reporting required to manage programs as follows:

1. **Program Management:** used to track and manage program requirements
2. **Financial Management:** used to track and manage program funding
3. **Contract Management:** used to track and analyze obligation and expenditure data on major contracts at detailed levels
4. **Reconciliation:** used to compare internal positions with the official external positions in a checkbook-to-bank statement type display
5. **Reports:** used to access all program, financial, contract, and reconciliation reports



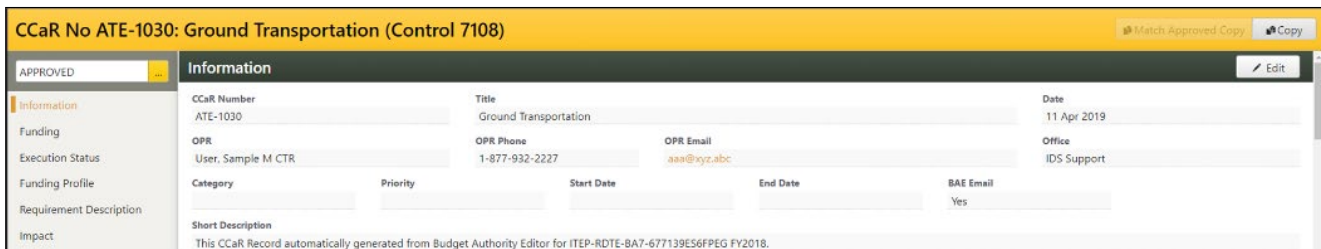
CCaR Capabilities & Functionalities

Requirements

CCaR was originally designed as a requirement tracking system and is still the primary focus. Using the Program Management Tool, all requirement packages (also known as CCaR Records) can be centrally monitored and maintained in CCaR making the handling of complex organizations more manageable.

Requirement data is divided into sections for ease navigation. Each requirement is routed through the Project office for coordination from all necessary decision makers.

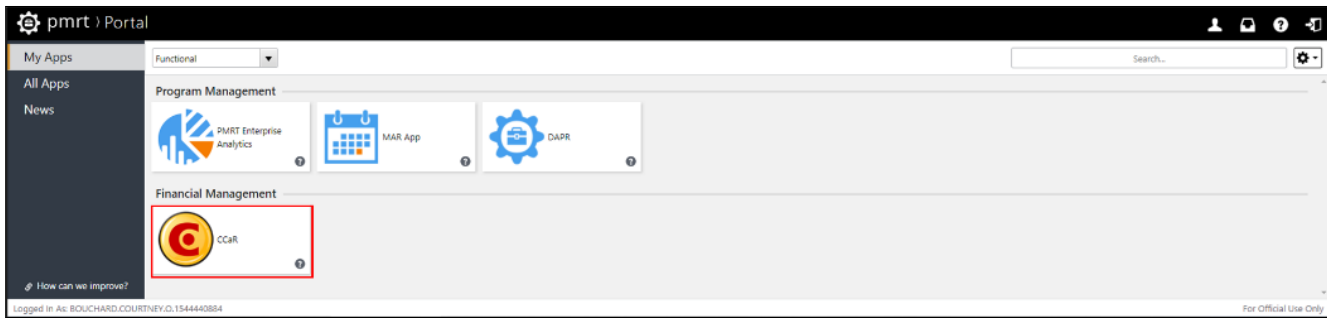
Robust requirements enable accurate and complete data transfer to other applications and offers quick identification of potential un-funded projects. Funding is tracked at the FY and budget levels for prior, current, and future years. Access privileges are strictly controlled ensuring only appropriate users can view or manipulate data.





Accessing CCaR

1. From the PMRT portal located at: <https://pmrt-army.altess.army.mil/pmrt/>
2. Click on the **CCaR Application card** to launch the application.

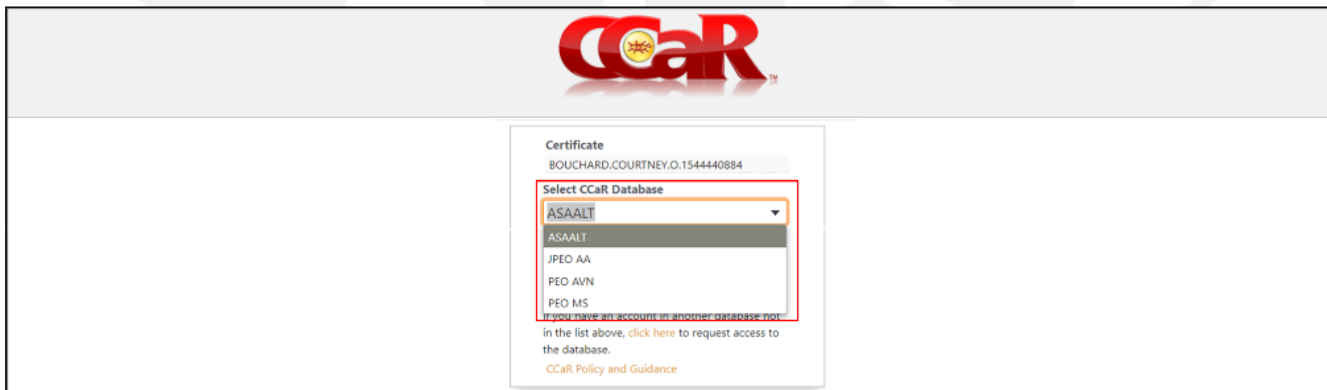


Note: Refer to the **PMRT Introduction User Manual** for information on PMRT account registration and CCaR application access requests.

Logging into CCaR

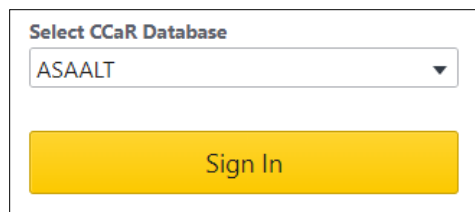
The CCaR Application login page opens in a new internet browser tab.

1. Select the **database** to access from the first drop-down menu



Note: The databases are organized by individual PEOs, are separate, and **do not** link to other databases in CCaR. However, they are linked in other PMRT applications. Only databases the user has been **granted access to** will appear in the drop-down list.

2. Once a database has been selected, click the **Sign In** button to open the application.





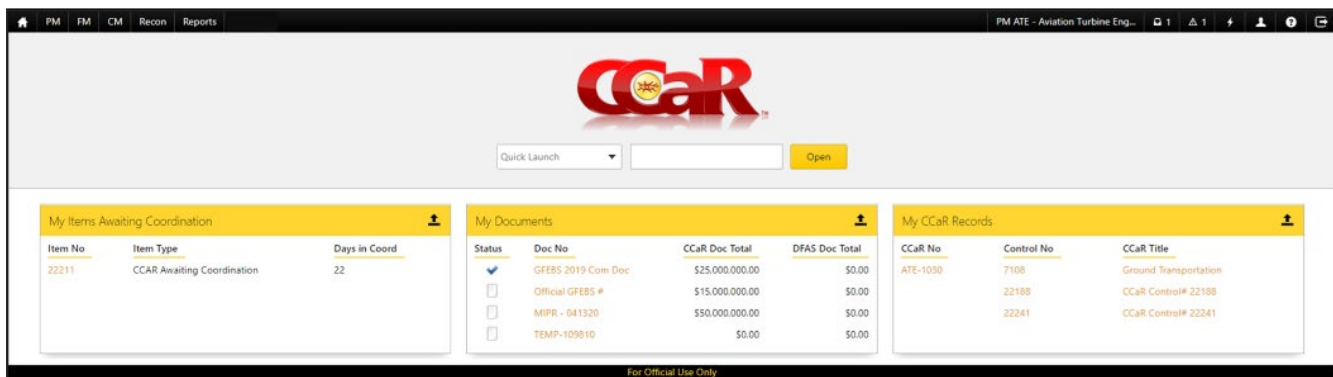
Navigating CCaR

CCaR contains numerous features that allow users to navigate the application quickly and easily.

CCaR Homepage

The CCaR Homepage is where users are navigated to after successfully logging into the application. The homepage is always accessible regardless of the window and contains the following sections:

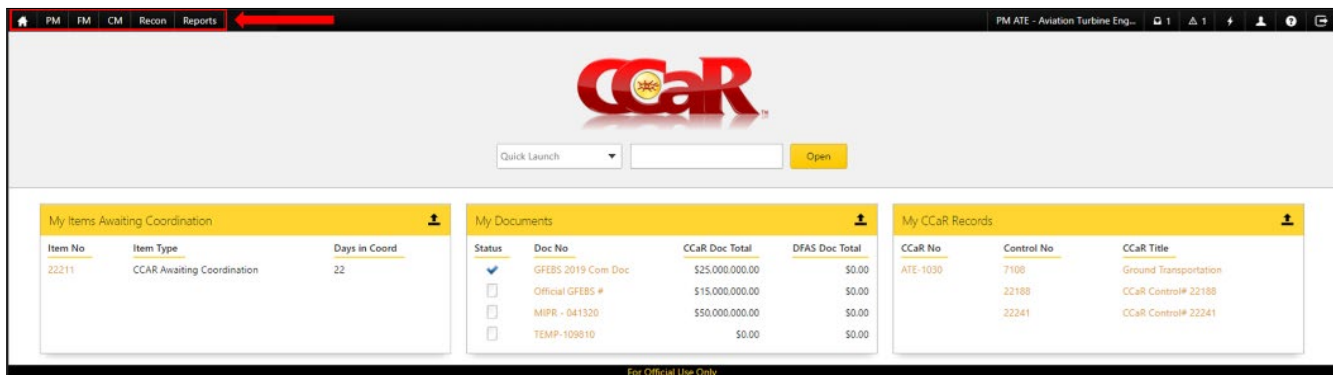
- Menu Bar
- Banner
- Cards



Menu Bar

Located at the top of the homepage, the Menu Bar contains multiple command buttons that allow users to access different sections and functional areas of CCaR. The buttons located in the **top left** are:

- **Home (House icon):** used to return to the CCaR Home Page
- **PM (Program Management):** used to access Program Management tools and reports
- **FM (Financial Management):** used to access Financial Management tools and reports
- **CM (Contract Management):** used to access Contract Management tools and reports
- **Recon:** used to access Reconciliation tools and reports
- **Reports:** used to open the Reports menu



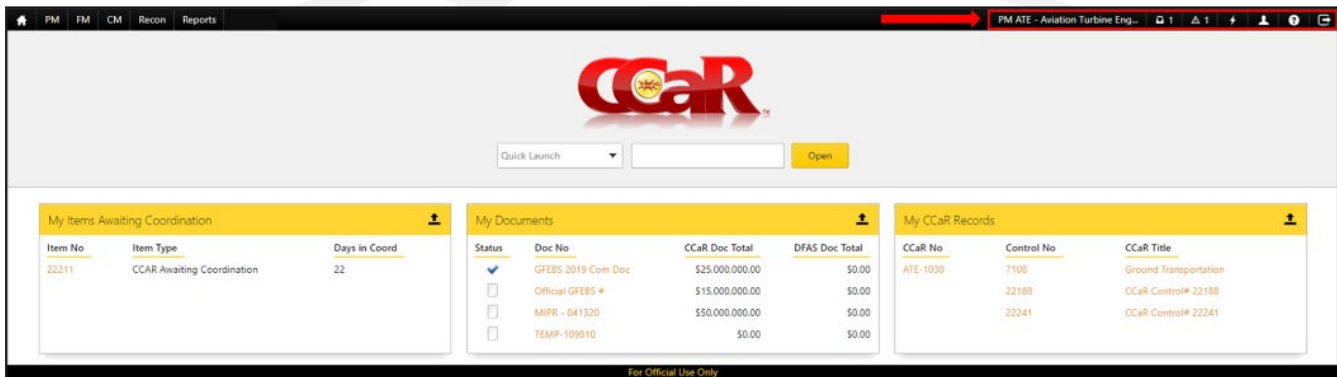


The buttons located in the **top right** are:

- **Organization:** used to display the Organization selected on login and can be changed, if additional organizations are available to the user

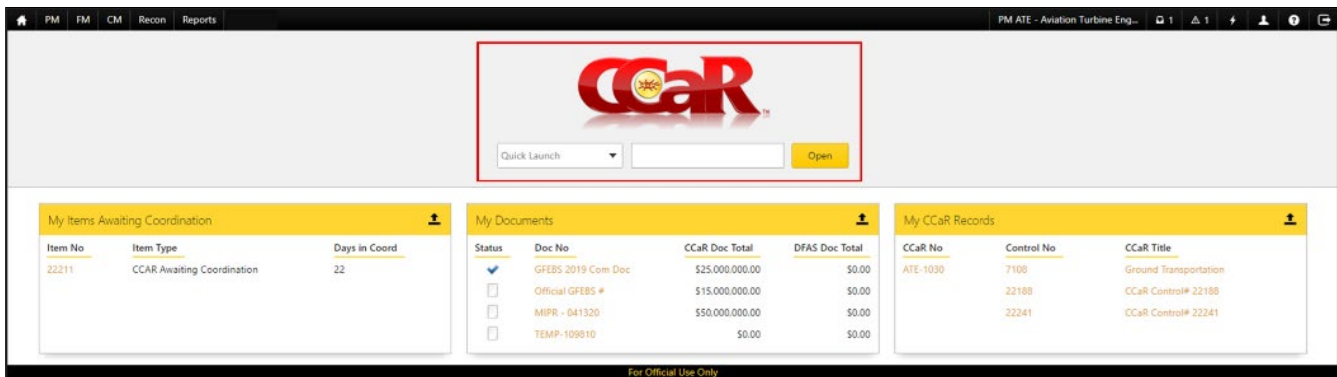
Note: The organization can be O6 offices, PEO direct reports, or PEO staff organizations.

- **Messages (Message icon):** displays the number of messages sent by the Database/CCaR Admin
- **Items Awaiting Coordination (Warning icon):** displays the number of items awaiting user coordination
- **Quick Launch (Lightning Bolt icon):** used to open the CCaR Quick Launch feature to access specific CCaR Records or documents
- **My Account (Person icon):** used to access account info, add attachments, and assign backups
- **CCaR Help (Question Mark icon):** used to access the help features in CCaR including:
 - CCaR Online Help
 - CCaR Help Desk Contact Information
 - CCaR Trouble Ticket System (SERS)
- **Log Out (Square/Arrow icon):** used to logout of CCaR



Banner

Located in the top portion of the homepage displaying the CCaR logo and the Quick Launch feature which is used to open specific CCaR Records and documents.



Note: CCaR Record/document numbers are case-sensitive and must be entered exactly as they appear.



Cards

Located at the bottom of the homepage and contains cards that allow users to access the following areas of the CCoAR Application:

- **My Items Awaiting Coordination:** used to display all items in need of user coordination
- **My Documents:** used to display all documents created by the user
- **My CCoAR Records:** used to display all CCoAR Records created by the user

The screenshot shows the CCoAR application interface. At the top, there is a navigation bar with 'PM', 'RM', 'CM', 'Recm', and 'Reports'. The main header features the CCoAR logo and a 'Quick Launch' search bar. Below the header, there are three data cards:

My Items Awaiting Coordination			My Documents				My CCoAR Records		
Item No	Item Type	Days in Coord	Status	Doc No	CCaR Doc Total	DFAS Doc Total	CCaR No	Control No	CCaR Title
22211	CCAR Awaiting Coordination	22	<input checked="" type="checkbox"/>	GREBS 2019 Core Doc	\$25,000,000.00	\$0.00	ATE-1030	7108	Ground Transportation
			<input type="checkbox"/>	Official GREBS #	\$15,000,000.00	\$0.00		22188	CCaR Control# 22188
			<input type="checkbox"/>	MRF# - 041320	\$50,000,000.00	\$0.00		22241	CCaR Control# 22241
			<input type="checkbox"/>	TEMP-109010	\$0.00	\$0.00			

For Official Use Only



Program Tool Overview

The Program Tool provides a central interface for Program Managers to organize, manage and present program information. It accommodates organizations that have multiple programs which must report to higher headquarters since the data can be shared with multiple reporting tools in PMRT including Data Access Program Reporting Tool (DAPR), Monthly Acquisition Reporting (MAR), and Enterprise Analytics (PMRT EA). The Program Tool allows program-level information to be stored separately from that of the individual CCaR records that comprise that program. As MAJ Thomas Dirienzo, USA states: “The Program Tool in CCaR™ is where a program is born.”

Program: ASA(ALT) Ground Transport Program

Not Submitted

Information

Custom Fields

Description

Impact

Requirement Source

POCs

Positions

Attachments (2)

Assessments

Issues

Information ✎ Edit

Program Name: ASA(ALT) Ground Transport Program Program Acronym: GTP FY 2020

Program Manager: Bouchard, Courtney Organization: PdM I3MP - Installation Information Infrastructure Modernization Program (I3MP) MAJCOM: N/A Center: N/A

PEO: MG Cummings, Brian P. - PEO GCS PEO Acronym: PEO GCS

Program Definition

Program Type: 🔔 Special Interest: MAR Reporting: No

Life Cycle Sustainment: Joint Capability Area: Capability Directorate:

Access

1. From the **CCaR Menu Bar**, click the **PM** button and the Program Management menu will appear
2. Click the **Program Tool** menu item and the **Program List** will appear

The screenshot shows the PMRT interface with the 'PM' button highlighted in the top navigation bar. A 'Program Management' dropdown menu is open, showing 'Program Tool' as the selected option. Below the menu, there are two tables:

Item No	Item Type		Total	DFAS Doc Total
22211	CCAR Awaiting Coordination	22		
			GFEB5 2019 Com Doc	\$25,000,000.00
			Official GFEB5 #	\$15,000,000.00
			MIPR - 041320	\$50,000,000.00
			TEMP-109810	\$0.00
				\$0.00

CCaR No	Control No	CCaR Title
ATE-1030	7108	Ground Transportation
	22188	CCaR Control# 22188
	22241	CCaR Control# 22241



CCaR Record Overview

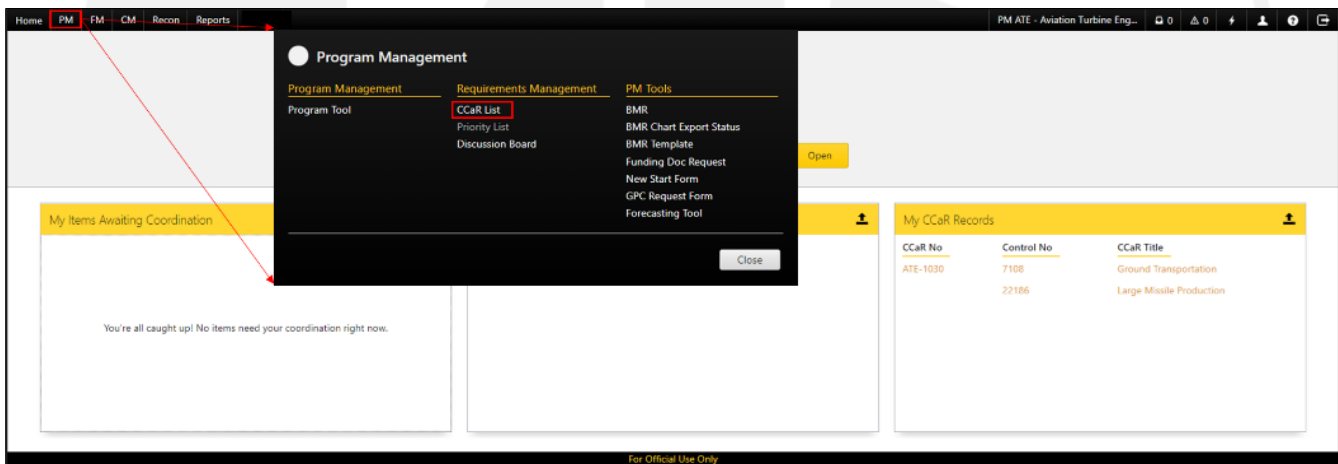
A CCaR Record is a budget requirements package consisting of all pertinent information, financial and otherwise, associated with that budget requirement. CCaR Records are created for items that need to be considered in the budget decision process. An Officer of Primary Responsibility (OPR) is assigned to each CCaR Record and is responsible for creating, maintaining, and overseeing the execution of the CCaR Record. While CCaR Records are tracked individually by the system, when combined, they represent all the requirements for an organization. The information contained in CCaR Records can be customized to be as general or as specific as needed based on the organization managing the record.

CCaR List

The CCaR List displays all CCaR Records created for the organization.

Access

1. Click the **PM** button from the CCaR Menu Bar and the Program Management menu will appear
2. From the **Requirements Management** menu section, select the **CCaR List** menu item



Note: Right-click on the link and select the appropriate option to open the page in a new internet browser tab.

3. The **CCaR List** menu item will open

CCaR List										
Status	Active									
Type	CCaR No	Control No	Title	OPR	Office	Cat	Pri	Type	CES+	
	ATE-1032	22186	Large Missile Production	HAMMONDS	AFLCMC/HIBX					
	ATE-1031	7110	ITEP - AH-64E & H-60M Mock-up & Fit Check	GARDNERM	IDS Support					
	ATE-1030	7109	ITEP - S5EB	GARDNERM	IDS Support					
	ATE-1030	7108	Ground Transportation	HAMMONDS	IDS Support					
	ATE-1028	7106	ITEP - RTC Support	GARDNERM	IDS Support					
	ATE-1027	7105	ITEP - Security Matrix Support	GARDNERM	IDS Support					
	ATE-1026	7104	ITEP - GE TMRR Contract	GARDNERM	IDS Support					



CCaR List Types

There is a drop-down menu in the datagrid header that will change the type of CCaR Records that are displayed in the list:

- **Active:** used to display CCaR Records that are in Active status
- **Archived:** used to display the CCaR Records that are in Archived Status
- **Eligible for Deletion:** used to display CCaR Records that may be deleted

CCaR List										
Status	Type	Control No	Title	OPR	Office	Cat	Pri	Type	CES+	
Active	Active	22186	Large Missile Production	HAMMONDS	AFLCMC/HIBX					
Archived	Archived	7110	ITEP - AH-64E & H-60M Mock-up & Fit Check	GARDNERM	IDS Support					
Eligible For Deletion	Eligible For Deletion	7109	ITEP - S5EB	GARDNERM	IDS Support					
	ATE-1031	7109	ITEP - S5EB	GARDNERM	IDS Support					
	ATE-1030	7108	Ground Transportation	HAMMONDS	IDS Support					

CCaR List Actions

Different actions can be performed depending on the type of CCaR Records being displayed in the CCaR List:

Active

- **Add:** used to add a new CCaR Record to the system
- **Archive:** used to archive an Active CCaR Record
- **Open:** used to open the selected CCaR Record

CCaR List										
Status	Type	CCaR No	Control No	Title	OPR	Office	Cat	Pri	Type	CES+
Active	Active		22186	Large Missile Production	HAMMONDS	AFLCMC/HIBX				
	ATE-1032	7110		ITEP - AH-64E & H-60M Mock-up & Fit Check	GARDNERM	IDS Support				
	ATE-1031	7109		ITEP - S5EB	GARDNERM	IDS Support				
	ATE-1030	7108		Ground Transportation	HAMMONDS	IDS Support				
	ATE-1028	7106		ITEP - RTC Support	GARDNERM	IDS Support				

Note: Click the down arrow from the Open button to open the document in a new internet browser tab.

Archive

- **Add:** remains disabled as new CCaR Records can only be added from the Active view
- **Unarchive:** used to unarchive an Archived CCaR Record
- **Open:** used to open the selected CCaR Record

CCaR List										
Status	Type	CCaR No	Control No	Title	OPR	Office	Cat	Pri	Type	CES+
Archived	Archived		7089	CCaR Control# 7089	CRAIGBM	PM ATE				
	ATE-1008	6685		ITEP - ARL Human Sys Integration Spt	GARDNERM	IDS Support				

Note: Click the down arrow from the Open button to open the document in a new internet browser tab.



Eligible for Deletion

- **Add:** remains disabled as new CCaR Records can only be added from the Active view
- **Delete:** used to delete a CCaR Record
- **Open:** used to open the selected CCaR Record

CCaR List									
Type	FOC	CCaR No	Control No	Create Date	Title	OPR	Office	Type	CES+
			22186	02 Apr 2020	Large Missile Production	HAMMONDS	AFLCMC/HIBX		
		ATE-1032	7110	11 Apr 2019	ITEP - AH-64E & H-60M Mock-up & Fit Check	GARDNERM	IDS Support		
		ATE-1031	7109	11 Apr 2019	ITEP - S5EB	GARDNERM	IDS Support		
			7089	27 Mar 2019	CCaR Control# 7089	CRAIGBM	PM ATE		
		ATE-1008	6665	17 Jan 2019	ITEP - ARL Human Sys Integration Spt	GARDNERM	IDS Support		

Note: Refer to the CCaR Help File for more information on how records become eligible for deletion.

Search

- **Search:** used to narrow the list of CCaR Records to only those matching characters entered in the field

CCaR List									
Type	CCaR No	Control No	Title	OPR	Office	Cat	Pri	Type	CES+
	ATE-1029	7101	ITEP - Black Hawk CRBWG	GARDNERM	IDS Support				
	ATE-1024	7091	ITEP - Black Hawk In-House Support	GARDNERM	IDS Support				

Open a CCaR Record

There are multiple ways to open a CCaR Record:

- From the **My CCaR Records** card on the homepage, double-click on the desired **CCaR Record**
- From the **CCaR List**, double-click on the desired **CCaR Record** or select the record and click **Open**
- From the **Quick Launch** section of the homepage, enter the **CCaR No.** or **Control No.**

Warning: The CCaR No. and Control No. are case-sensitive and must be entered exactly as they appear.

The screenshot shows the CCaR system interface. At the top, there is a navigation bar with 'Home', 'PM', 'FM', 'CM', 'Recon', and 'Reports'. The main header features the CCaR logo and a 'Quick Launch' search bar with an 'Open' button. Below this is the 'CCaR List' table, which is filtered to 'Active' status. The table has columns for Type, CCaR No, Control No, Title, OPR, and Office. The record with CCaR No. ATE-1030 and Control No. 22186 is highlighted. To the right of the table is a 'My CCaR Records' card, which displays a list of records for the user, including the same record with CCaR No. ATE-1030 and Control No. 22186.



Add a CCaR Record

To add a new CCaR Record to the system:

1. From the **CCaR List**, click the **Add** button and then the **Yes** button when the **Confirm** dialog box appears

CCaR List

Type	CCaR No	Control No	Office	Cat	Pri	Type	CES+
		22186	AFLCMC/HIRX				
	ATE-1032	7110	IDS Support				
	ATE-1031	7109	IDS Support				

2. The new **CCaR Record** will open

CCaR Control# 22188 (Control 22188)

Information

CCaR Number: CCaR Control# 22188 | Title: CCaR Control# 22188 | Date: 24 Apr 2020

OPR: User, Sample M CTR | OPR Phone: 1-877-932-2227 | OPR Email: aaa@xyz.abc | Office: PM - ATE

Category: | Priority: | Start Date: | End Date: | BAE Email: Yes

Short Description:

Funding

Budget	FY	Fund Status	Exec Status	Requirement	Approved	Authorized
				\$0.00	\$0.00	\$0.00

Funding Profile

	Prior	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	To Comp
Total Rqmt	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
Total App	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000



CCaR Record

The CCaR Record is where all pertinent information relating to the requirement is entered, coordinated on, and finally approved. Once the record is approved, the information contained within is considered official and used for budgeting and reporting purposes.

CCaR Record Features

The CCaR Record contains the following features:

- **Page Header:** used to display the CCaR Record No. and/or Control No. There are also command buttons that can be used to perform different actions on the CCaR Record
- **Page Filter:** used to display the copy of the CCaR Record being viewed and provide users with the ability to view the different versions/copies of the CCaR Record, if available
- **Left Navigation Menu:** used to group the requirement fields into like sections where all the pertinent requirement information is entered
- **Section Headers:** used to identify the section being displayed and contains command buttons that allow users to enter/edit the fields contained in the section

Page Header

The page header allows users to perform the following actions depending on the version or copy of the record being viewed:

- **Match Approved Copy:** used to overwrite information in the WORKING copy to display exactly what the most recently APPROVED version displays

Note: This button is only enabled on the WORKING copy if there is an **APPROVED** version available.

- **Copy:** used to copy a CCaR Record and is only available if the user has the appropriate privilege enabled
- **Release:** used to release a CCaR Record into coordination and is only enabled on the WORKING copy of the CCaR Record
- **Unrelease:** used to remove a CCaR Record from coordination and is only available on an IN-PROCESS copy of the CCaR Record

CCaR Control# 22188 (Control 22188)		Match Approved Copy		Copy	Release
WORKING	Information	Edit			
Information	CCaR Number	Title	Date		
Funding	CCaR Control# 22188	CCaR Control# 22188	24 Apr 2020		

Page Filter

This filter displays the copy or version of the CCaR Record currently being viewed in addition to providing the ability to view other copies/versions of that CCaR Record, if available.

- **APPROVED:** used to indicate that the requirement has been coordinated on and approved. This copy is considered official and is used for budgeting and reporting purposes



- **IN-PROCESS:** used to indicate that the CCaR Record is currently in coordination for approval. This version will only be displayed if the record is in coordination. This copy is not used for budgeting and reporting purposes, and the editable data on this version is very limited.
- **WORKING:** used by the OPR to add or update a requirement to ensure the most current and accurate information for the organization is reflected. This copy is not used for budgeting and reporting purposes as it is not considered official until it has been approved.
- **HISTORY [###]:** used to indicate that the CCaR Record has previously been approved. This version is no longer considered official and is not used for budgeting or reporting purposes. There is no limit to the number of historical versions that can be available.

CCaR Control# 22188 (Control 22188)

WORKING

Information

CCaR Number

OPR
User, Sample M CTR

Category

Priority

Short Description

Funding

Select

CCaR Copy	Approved	Released
APPROVED	24 Apr 2020	24 Apr 2020
INPROCESS	24 Apr 2020	24 Apr 2020
WORKING		
HISTORY 001	11 Apr 2019	11 Apr 2019

OK Cancel

Date
24 Apr 2020

Office
PM - ATE

BAE Email
Yes

Left Navigation Menu

This feature is located along the left side of the CCaR Record and contains links to sections where information is entered. When selected, these links will navigate the user to one of the following sections:

- Information
- Funding
- Funding Profile
- Requirement Description
- Impact
- Basis of Estimate
- Custom Fields & Dates
- Points of Contact
- Requirement History
- Associated CCaRs
- Fund Doc Request Forms
- New Start Validations
- Attachments
- RQMT Template
- Discussion Board
- Audit Log

CCaR Control# 22188 (Control 22188)

WORKING

Information

CCaR Number

Title
CCaR Control# 22188

Date
24 Apr 2020

OPR
User, Sample M CTR

OPR Phone
1-877-932-2227

OPR Email
aaa@xyz.abc

Office
PM - ATE

Category

Priority

Start Date

End Date

BAE Email
Yes

Short Description

Funding

Budget All FY All Show Zero Dollar Years

Budget	FY	Fund Status	Exec Status	Requirement	Approved	Authorized
				\$0.00	\$0.00	\$0.00

Highlighted amounts indicate potential funding issues

Funding Profile

	Prior	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	To Comp
Total Rqmt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Section Headers

The headers of each section contain the section title and the following command buttons:

- **Edit:** used to place the section into Edit Mode so information can be entered or edited
- **Save:** used to commit the changes to the system, if needed and exit Edit Mode
- **Exit Edit:** used to exit Edit Mode

Note: Each section will be described in more detail in subsequent pages.

Populating the CCaR Record

Navigate through the sections of the **WORKING** copy of the CCaR Record to populate the fields and release the record into coordination for review and approval. Once approved, the CCaR Record will become official record and the data contained within will be used for budgeting and reporting purposes.

Information

This section is used to populate general requirement information. The fields in this section can be edited from the **WORKING** copy of the CCaR Record. Mandatory fields are designated with a red asterisk (*) and are visible when the section is placed in Edit mode.

Edit the Information Section

1. From the **Information** section, click the **Edit** button from the section header
2. Populate the mandatory fields and any additional fields as needed
3. Click the **Save** button from the section header to commit the changes

Note: The BAE Email checkbox is selected by default and will alert users when a change has been made to the budgets associated with the CCaR Record in the BAE.

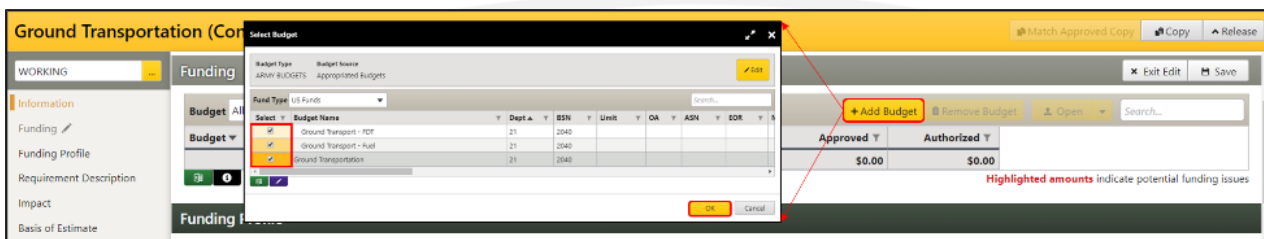


Funding

This section is used to add budgets and/or requirement amounts as well as Suggested Forecasts from **WORKING** copies of the CCaR Record. The list of budgets can be exported to an Excel spreadsheet and the icons displayed in the grid columns can be viewed by using the command buttons located below the datagrid.

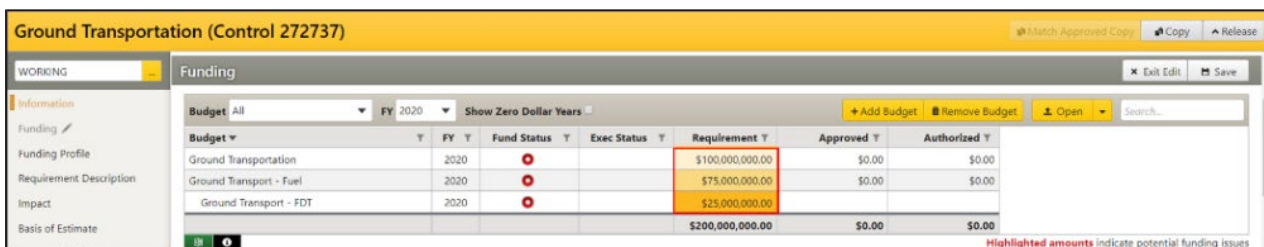
Add a Budget

1. From the **Funding** section, click the **Edit** button from the section header
2. Click the **Add** button from the datagrid header and the **Select Budget** dialog box will appear
3. Click the **Edit** button from the datagrid header to change the default filters, if necessary
 -OR-
 Select the Fund Type and click the **checkbox** next to the budget(s) to be added to the record
4. Click the **OK** button



5. Enter the **Requirement** amounts for the budget and FYs and click the **Save** button.

Warning: If multiple budgets are added at the same time, requirement amounts for each budget must be entered before saving the section; otherwise budget(s) without requirement amounts will not be added to the CCaR Record.



Add a Suggested Forecast

1. From the **Funding** section of a **WORKING** copy of the CCaR Record, double-click on the **budget**
 -OR-
 Select the budget and click the **Open** button and the **Suggested Plan Forecast** page will appear

Note: Click the down arrow from the Open button to open the document in a new internet browser tab.

2. Click the **Edit** button in the section header of the execution position to add the forecast

Note: Per ASA(ALT) direction, forecasting is only required for **Obligations and Expenditures**.

3. Click the **Add** or **Spread** button and populate the necessary information
4. Click the **Save** button from the section header to commit the changes



Suggested Plan Forecast for CCaR 272737, Execution for FY 2020 - Ground Transport - FDT

Date	Amount	Obligation Plan Event Title	Description
31 Oct 2019	\$6,250,000.00	Q1 Obligation Forecast	

Note: The Suggested Forecast page will only appear on **WORKING** copies. On **APPROVED** versions, users are navigated to the Execution page where any forecasting edits/entries can be made.

Delete a Budget

1. From the **Funding** section, click the **Edit** button from the section header
2. Select the **budget** to be deleted and click the **Remove Budget** button from the datagrid header
3. Click the **Yes** button when the **Confirm** dialog box appears and the **Save** button from the section header

Ground Transportation (Control 272737)

WORKING

Funding

Confirm

This action will remove the entire Budget from this CCaR Record. Are you sure you want to delete Budget Ground Transport - FDT?

Yes No

Budget	Approved Y	Authorized Y
Ground Transportation	\$0.00	\$0.00
Ground Transport - Fuel	\$75,000,000.00	\$0.00
Ground Transport - FDT	\$25,000,000.00	\$0.00
	\$200,000,000.00	\$0.00

Highlighted amounts indicate potential funding issues

Execution Status

This section is used to view obligation/expenditure forecast and goal data for all budgets associated with the CCaR Record and is only enabled on **APPROVED** versions of the CCaR Record.

CCaR No ASA1160: Ground Transportation (Control 272737)

APPROVED

Execution Status

Budget	Y	FY	T	Released Y		CCaR Commitment		CCaR Obligation			CCaR OSI Forecast		CCaR Expenditure		
				Amount Y	% Y	Amount Y	% Y	Goal % Y	Status Y	Amount Y	% Y	Amount Y	% Y	Goal %	
Ground Transport - FDT	2020			\$0.00	0%	\$0.00	0%	\$0.00	0%			\$0.00	0%	\$0.00	0%
Ground Transport - Fuel	2020			\$0.00	0%	\$0.00	0%	\$0.00	0%			\$0.00	0%	\$0.00	0%
Ground Transportation	2020			\$0.00	0%	\$0.00	0%	\$0.00	0%			\$0.00	0%	\$0.00	0%
				\$0.00		\$0.00		\$0.00				\$0.00		\$0.00	

Funding Profile

The Funding Profile list bar item is used to display past, current, and future funding amounts for each budget and fiscal year associated with the CCaR Record. This section is not editable and can be viewed from any copy/version of the CCaR Record.

Ground Transportation (Control 272737)

WORKING

Funding Profile

	Prior	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	To Comp
Budget Name: Ground Transport - FDT (1 Items)												
RQMT	\$0.000	\$0.000	\$0.000	\$25,000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
Budget Name: Ground Transport - Fuel (1 Items)												
RQMT	\$0.000	\$0.000	\$0.000	\$75,000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
Budget Name: Ground Transportation (1 Items)												
RQMT	\$0.000	\$0.000	\$0.000	\$100,000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
Total Rqmt	\$0.000	\$0.000	\$0.000	\$200,000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
Total Appv	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
Total Unfunded	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000

Highlighted amounts indicate Dedicated Funds



Requirement Description

This section is used to enter or edit the CCaR Record description and requirement source. The Description field is mandatory. The fields are free-text and allows users to type directly into them or copy and paste text from an outside source. The font size, appearance, color, and position of the text can be edited. The fields can only be entered or edited from the **WORKING** copy of the CCaR Record.

Add/Edit the Description Fields

1. From the **Requirement Description** section, click the **Edit** button from the section header
2. Enter or edit the text in the **Description** field and make formatting changes as needed
3. Enter or edit the text in the **Requirement Source** field and make formatting changes as needed
4. Click the **Save** button from the section header to commit the changes

Impact

This section is used to enter or edit the CCaR Record Impact and is mandatory. The Impact field is free-text and allows users to type directly into the field or copy and paste text from an outside source. The font size, appearance, color, and position of the text can be edited. This field can only be entered or edited from the **WORKING** copy of the CCaR Record.

Add/Edit the Impact

1. From the **Impact** section, click the **Edit** button from the section header
2. Enter or edit the text and make formatting changes as needed
3. Click the **Save** button from the section header to commit the changes



Basis of Estimate

This section is used to enter or edit the CCaR Record Basis of Estimate and is mandatory. This field is free-text and allows users to type directly into the field or copy and paste text from an outside source. The font size, appearance, color, and position of the text can be edited. An Excel spreadsheet can also be uploaded; however, it is not mandatory to do so. This field can only be modified from the **WORKING** copy of the CCaR Record.



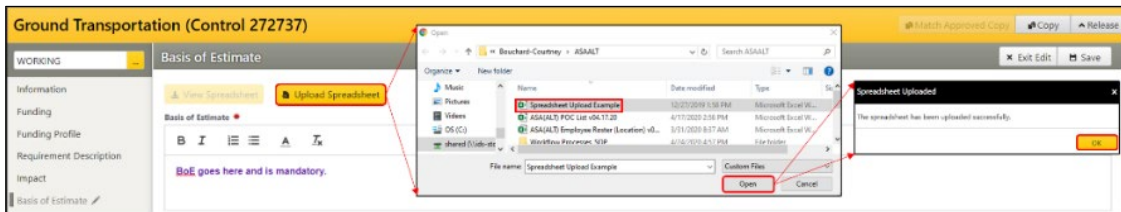
Note: The **Method** and **Confidence** fields will be populated if a coordinating authority is required to make these selections; they will otherwise remain blank. These fields do not appear on a WORKING copy CCaR Record.

Add/Edit the Basis of Estimate

1. From the **Basis of Estimate** section, click the **Edit** button from the section header
2. Enter or edit the text and make formatting changes as needed
3. Click the **Save** button from the section header to commit the changes

Upload a Spreadsheet

1. From the **Basis of Estimate** section, click the **Upload Spreadsheet** button
2. The **Open** dialog box will appear; locate and select the **Excel** file to be uploaded
3. Click the **Open** button followed by the **OK** button when the confirmation dialog box appears



4. Click the **Save** button from the section header to commit the changes



Note: The View Spreadsheet button will now be enabled.

Warning: Only one spreadsheet can be attached at any given time and **cannot** be deleted. If a new spreadsheet is uploaded, it will replace the current spreadsheet.



Custom Fields & Dates

This section is used to display the custom fields and custom date fields created for an organization to use for reporting purposes. The fields and dates may be edited from any copy/version of the CCaR Record. Mandatory fields are designated with a red asterisk (*) and are visible when the section is placed in Edit Mode.

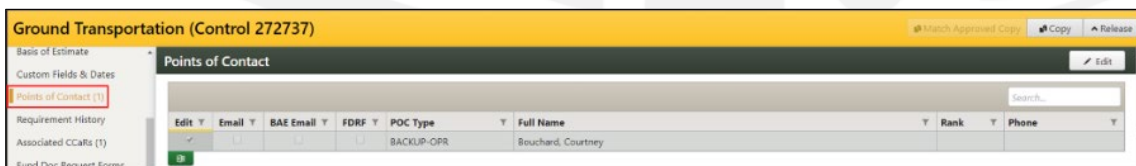


Update Custom Fields

1. From the **Custom Fields & Dates** section, click the **Edit** button from the section header
2. Populate the mandatory fields and any additional fields as needed
3. Click the **Save** button from the section header to commit the changes

Points of Contact

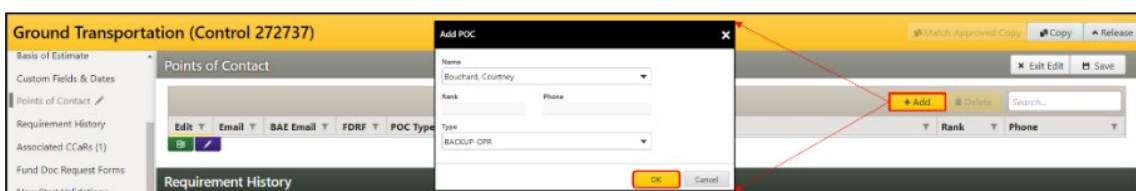
This section is used to add, edit, or delete CCaR Record Points of Contact (POCs). If a POC has been added to the record, the number of POCs will display in parentheses to the right of the section text. Users may edit this section from any copy/version of the CCaR Record. The list of POCs can be exported to an Excel spreadsheet using the command button located under the datagrid.



Note: Granting a user **Edit** privileges will automatically grant FDRF privileges. Leave the Edit privilege unchecked and select the FDRF checkbox to grant the ability to only create Funding Doc Request Forms.

Add a POC

1. From the **Points of Contact** section, click the **Edit** button from the section header
 2. Click the **Add** button from the datagrid header and the **Add POC** dialog box will appear
 3. Select the **Name** and **Type** from the drop-down menus and click the **OK** button
 4. Set user privileges and click the **Save** button from the section header to commit the changes
- OR-**
- Click the **Add** button to select another POC





Delete a POC

1. From the **Points of Contact** section, click the **Edit** button from the section header
2. Select the user to be deleted and click the **Delete** button from the datagrid header

Requirement History

This section is used to track requirement amount changes for each budget and fiscal year for each date the change was made. A new line will appear in the datagrid each time the requirement amount was edited. A history of these changes can be viewed from any version/copy of the record after the edited WORKING copy has been approved. The requirement history can be exported to an Excel spreadsheet using the command button located below the datagrid.

Ground Transportation (Control 272737) Match Approved Copy Copy Release

Requirement History

Budget	Approved Date	Prior	FY2018	FY2019	FY2020	FY2021	FY2022
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Associated CCaRs

This section is used to manage associated CCaR Records. If a CCaR Record has been associated, the number of records will be display in parentheses to right of the section name. This section can be edited from any copy/version of the CCaR Record and can be exported to an Excel spreadsheet using the command button located below the datagrid.

Ground Transportation (Control 272737) Match Approved Copy Copy Release

Associated CCaRs (1) Edit

CCaR No	Title	Category	Priority	OPR
ASA1002	IAMD - Congressional Add - Cyber Security	A	70	HAMMONDS

Add an Associated CCaR Record

1. From the **Associated CCaRs** section, click the **Edit** button from the section header
2. Click the **Add** button from the datagrid and the **Associate CCaR Records** dialog box will appear
3. Select the **CCaR Record(s)** to be associated and click the **OK** button
4. Click the **Save** button from the section header to commit the changes

Ground Transportation Associate CCaR Records with Ground Transportation

Select All Clear All Search...

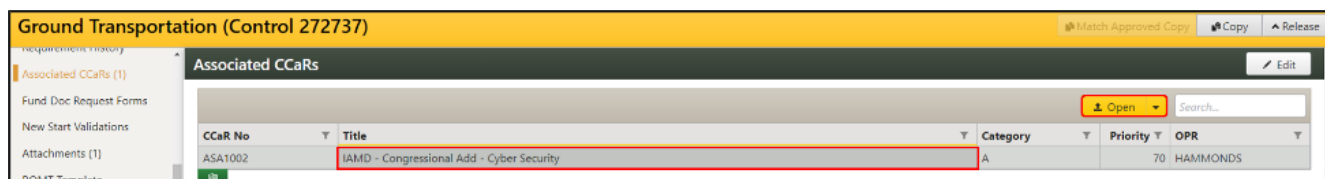
Select	CCaR No	Control	Title	OPR	Office
<input type="checkbox"/>	ASA1000	262512	IAMD - Kit Contract (NG)	HAMMONDS	
<input type="checkbox"/>	ASA1001	262513	IAMD - AICET Torch and DOMS Contracts	HAMMONDS	
<input checked="" type="checkbox"/>	ASA1002	262514	IAMD - Congressional Add - Cyber Security	HAMMONDS	
<input type="checkbox"/>	ASA1003	262515	IAMD - LM	INSTRUCTOR	

OK Cancel



Open an Associated CCaR Record

1. From the **Associated CCaRs** section, double-click on the CCaR Record to be opened
-OR-
 Select the associated CCaR Record to be opened and click the **Open** button



Note: Click the down arrow from the Open button to open the document in a new internet browser tab.

Delete an Associated CCaR Record

1. From the **Associated CCaRs** section, click the **Edit** button from the section header
2. Select the associated CCaR Record to be deleted and click the **Delete** button

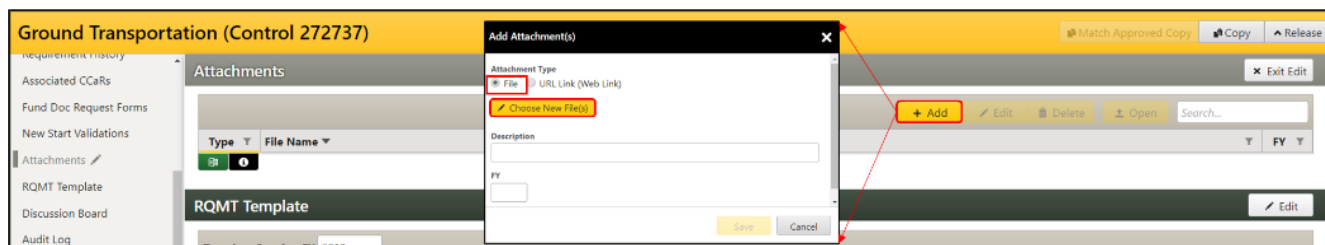
Attachments

This section is used to add, edit, delete, or open any attachments added to the CCaR Record. If an attachment has been added to the record, the number of attachments will display in parentheses to right of the section text. This section can be edited from any copy/version of the CCaR Record. The list of attachments can be exported to an Excel spreadsheet and the icons displayed in the grid columns can be viewed by using the command buttons located below the datagrid.



Add a File Type Attachment

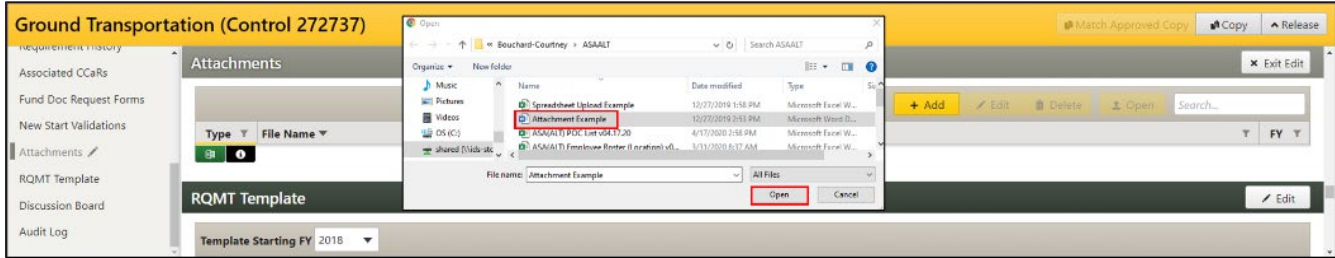
1. From the **Attachments** section, click the **Edit** button from the section header
2. Click the **Add** button and the **Add Attachment(s)** dialog box will appear
3. Leave the radio button defaulted to the **File** selection and click the **Choose New File(s)** button



4. The **Open** dialog box will appear



5. Locate and select the file(s) to be added then click the **Open** button

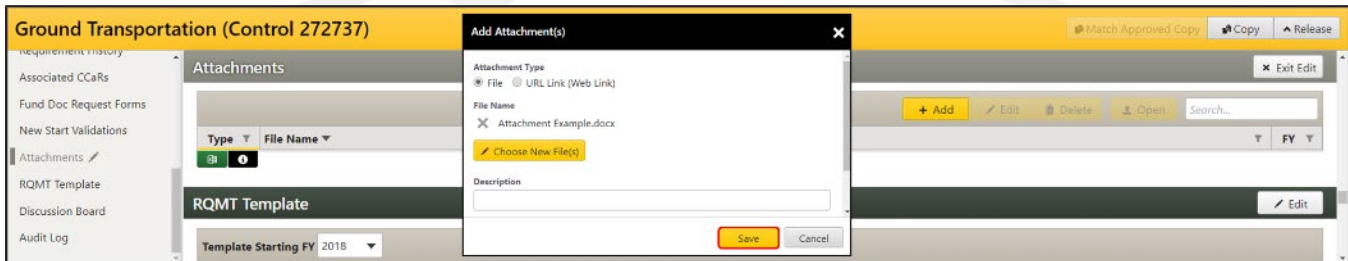


Note: To add multiple files, hold the **CTRL** button on the keyboard and select the files to be added.

6. The file name will now appear in the **Add Attachment(s)** dialog box

Note: Click the **Grey X** next to the file name to remove it from the dialog box.

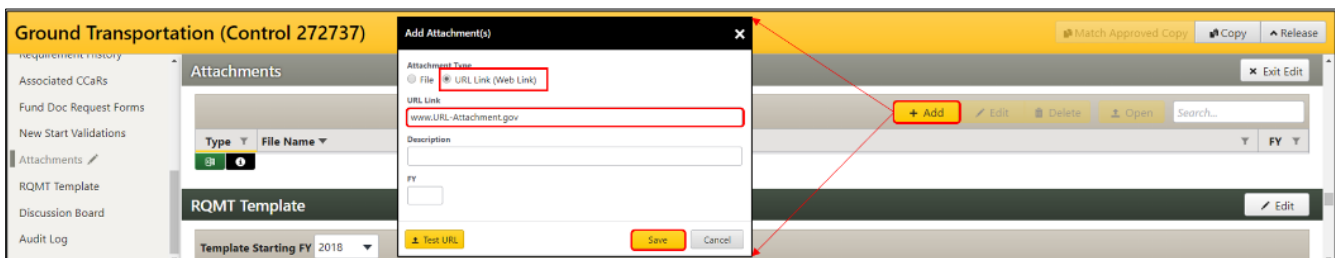
7. Enter the **Description** if necessary and click the **Save** button



Note: To add a file from a different location, click the **Choose New File(s)** button prior to saving.

Add a URL Type Attachment

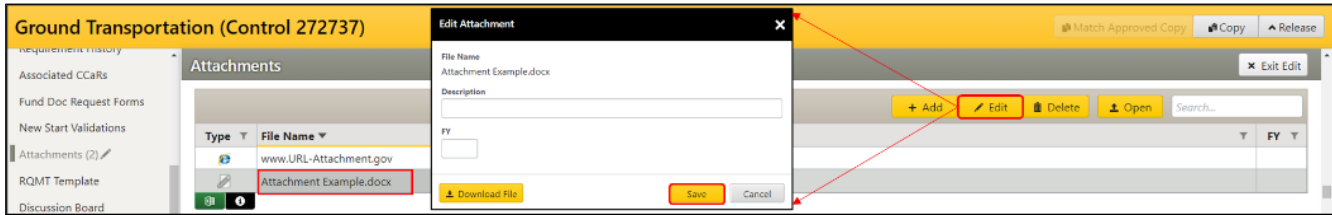
1. From the **Attachments** section, click the **Edit** button from the section header
2. Click the **Add** button and the **Add Attachment(s)** dialog box will appear
3. Select the **URL (Web Link)** radio button and type or copy/paste the **URL** into the **URL** field
4. Enter the **Description** if necessary and click the **Save** button



Note: To ensure the URL is valid, click the **Test URL** button at the bottom of the dialog box.

Edit an Attachment

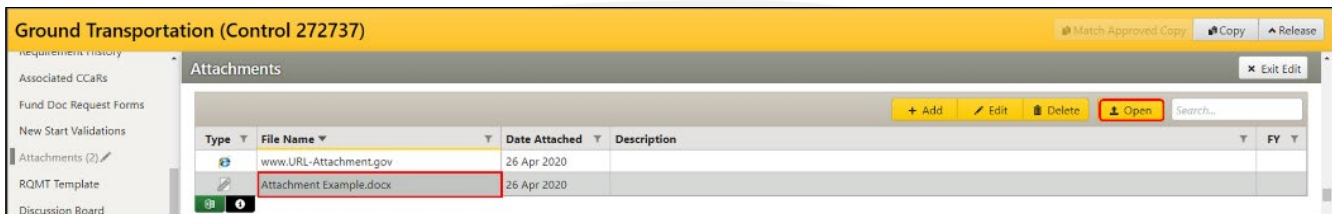
1. From the **Attachments** section, click the **Edit** button from the section header
2. Select the attachment to be edited and click the **Edit** button from the datagrid header
3. The **Edit Attachment** dialog box will open; make any changes and click the **Save** button



Note: To download the attachment, click the **Download File** button at the bottom of the dialog box.

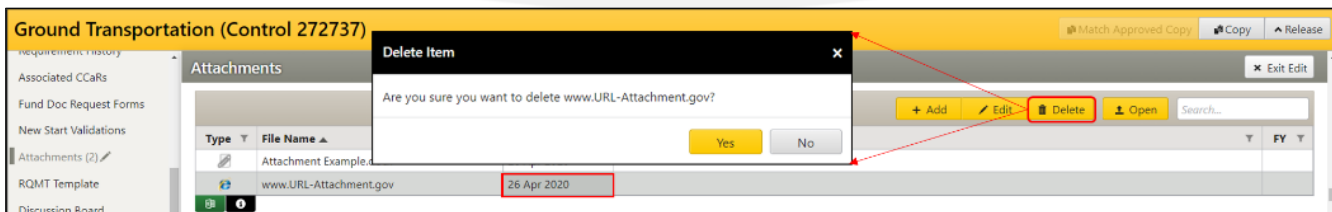
Open an Attachment

1. From the **Attachments** section, double-click on the attachment to be opened
 -OR-
 Select the attachment to be opened, and click the **Open** button from the datagrid header



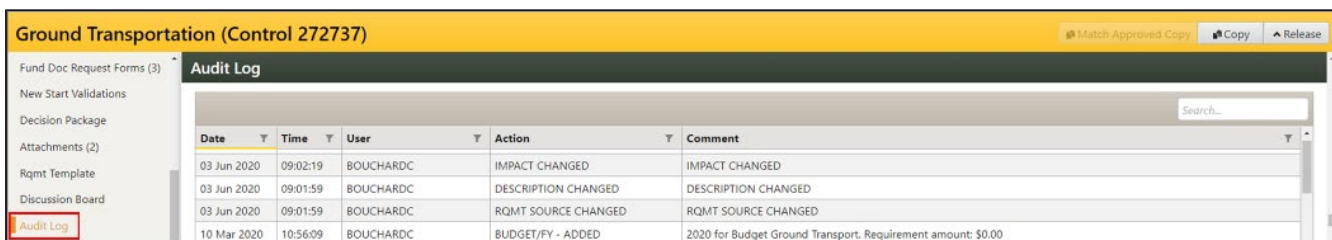
Delete an Attachment

1. From the **Attachments** section, click the **Edit** button from the section header
2. Select the **Attachment** to be deleted and click the **Delete** button
3. Click the **Yes** button when the dialog box appears



Audit Log

This section is used to track all changes made to the CCaR Record including the user that made the change, a timestamp from when the change was made, and a detailed description of the change. It can be exported to an Excel spreadsheet or expanded by using the command buttons located below the datagrid.





Release

After all mandatory fields and additional information have been populated on the CCaR Record, it can be released for coordination and approval. Once the record is fully approved, it is considered official and the information will be used for budgeting and reporting purposes.

1. From the **WORKING** copy of the CCaR Record, click the **Release** button from the page header
2. The **CCaR Cycle Release** dialog box will open
3. Select the **Coordination Cycle**, enter a **Release Purpose**, and assign a **Coordinator** to each step
4. Assign an **Alternate Coordinator** and select a **User to CC on Final Approval Notice**, if needed
5. Click the **Release** button

Note: Users must be able to **Receive CCaR System Emails** to receive the Final Approval Notice Email.

Upon release, an **IN-PROCESS** copy of the CCaR Record is added to the page filter, a coordination section is added to the Left Navigation Menu, and an email is sent to the first user in the workflow requesting a coordination decision.

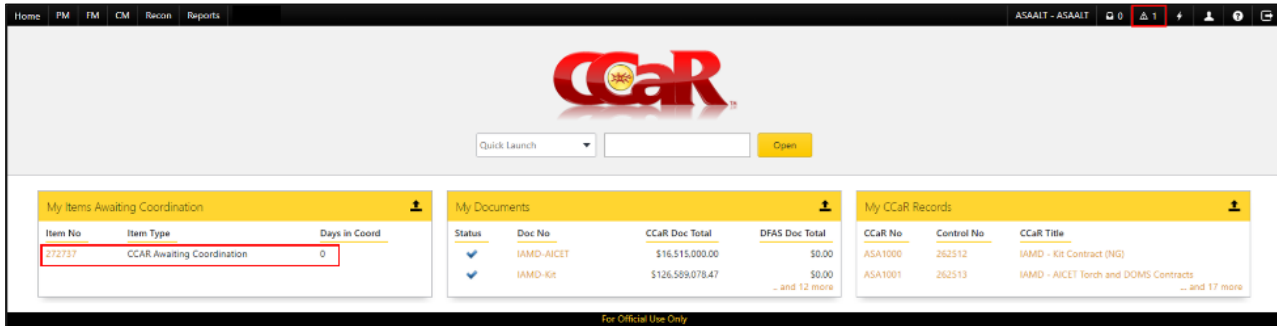
Step	Authority	Name	Phone	Status	Days	Date	Comments
0	Submitter	HAMMONDS	1-877-932-2227	●	0	26 Apr 2020	Initial CCaR Approval
1	Business Analyst	HAMMONDS	1-877-932-2227		0		

Note: To remove a CCaR Record from coordination, click the **Unrelease** button from the page header.

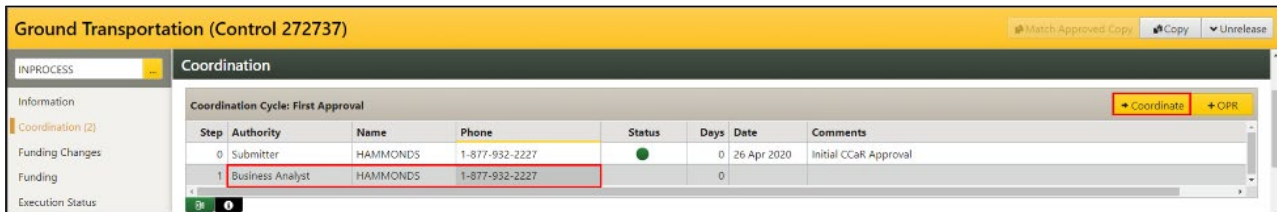
Coordination

All CCaR Record coordination occurs on the **IN-PROCESS** copy of the CCaR Record. There are two ways to view records needing user coordination:

1. From the **Items Awaiting Coordination** card on the CCaR homepage, click on the **Item No.**
 -OR-
 Click the **Items Awaiting Coordination** menu bar button to display **My Items Awaiting Coordination**
 - Double-click on the **CCaR Record** to be opened
- OR-
 - Select the item to be opened and click the **Open** button from the datagrid header



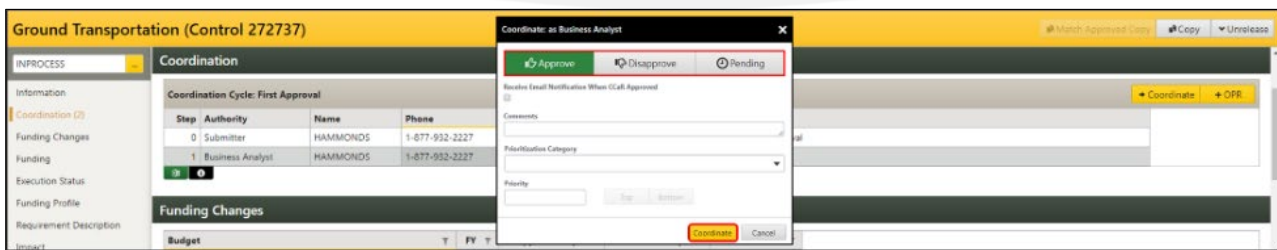
2. Navigate through the sections within the **IN-PROCESS** copy to review the necessary information
3. Click the **Coordination** section to view the coordination cycle
4. Double-click the **Coordination Step** or select the step and click the **Coordinate** button



Note: Click the **+OPR** button to add a comment outside of the coordination process to the CCaR Record.

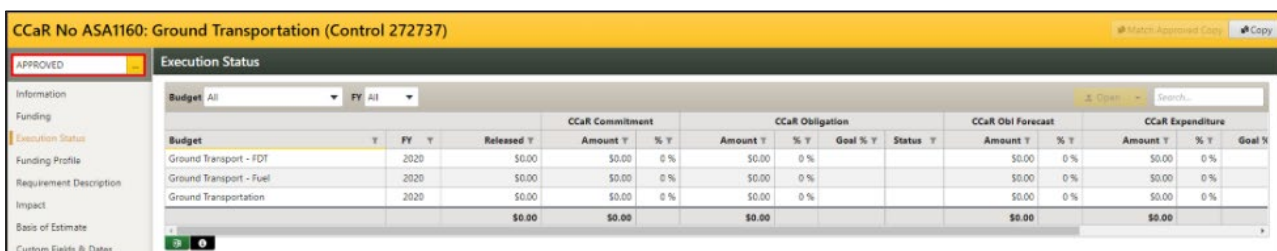
5. Select the appropriate **Coordination Decision** button and the **Coordinate** button:
 - To **Approve** the CCaR Record, click the **Approve** button
 - To **Disapprove** the CCaR Record, enter a **Comment** and click the **Disapprove** button
 - To **Pause** the CCaR Record, enter a **Comment** and click the **Pending** button

Note: Certain coordination roles may be required to enter a category and priority along with decision.



Note: If additional coordination is required, an email is sent to the next user in the workflow requesting a coordination decision. This process will repeat until the CCaR Record is approved.

Once the CCaR Record as been approved by each authority in the workflow, the **IN-PROCESS** copy of the CCaR Record is removed from the page filter and an **APPROVED** version will appear. If the CCaR Record already contained an APPROVED version, it will become a **HISTORY [XXX]** version.





Category/Priority

CCaR Records needing ASA(ALT) coordination and approval will need to be categorized and prioritized within the database organization. There are two ways a category/priority is assigned to a CCaR Record

- Coordination
- Priority List

Coordination

When a CCaR Record is released for coordination, certain roles within the selected workflow may be required to set the category and priority for the record prior to approving it.

Assign the Category/Priority

1. Open the appropriate **IN-PROCESS** copy of the CCaR Record

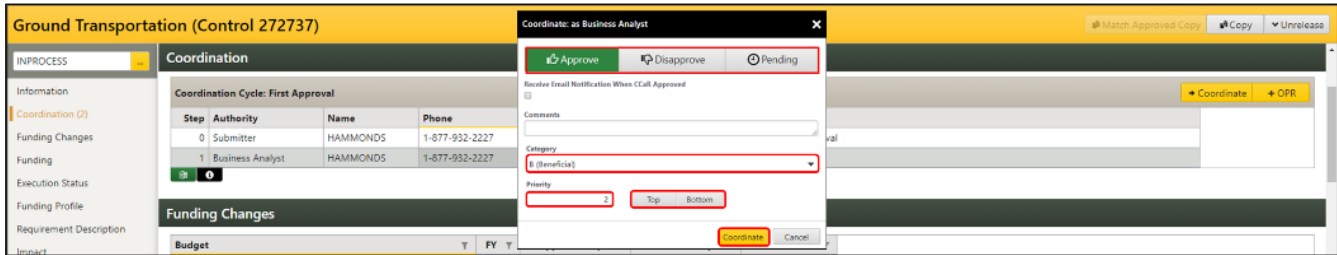
The screenshot shows the CCaR system dashboard. At the top, there is a navigation bar with 'Home', 'PM', 'FM', 'CM', 'Recon', and 'Reports'. The main header features the CCaR logo and a search bar. Below the header, there are three main sections: 'My Items Awaiting Coordination', 'My Documents', and 'My CCaR Records'. The 'My Items Awaiting Coordination' section contains a table with one row: Item No. 272737, Item Type CCaR Awaiting Coordination, and Days in Coord 0. The 'My Documents' section shows a table with columns for Status, Doc No, CCaR Doc Total, and DFAS Doc Total. The 'My CCaR Records' section shows a table with columns for CCaR No, Control No, and CCaR Title.

2. Navigate through the sections to review the necessary information
3. Click the **Coordination** section to view the coordination cycle
4. Double-click the **Coordination Step** or select the step and click the **Coordinate** button

The screenshot shows the 'Ground Transportation (Control 272737)' record. The 'Coordination' section is active, showing a 'Coordination Cycle: First Approval' table. The table has columns for Step, Authority, Name, Phone, Status, Days, Date, and Comments. The first row shows Step 0, Authority Submitter, Name HAMMONDS, Phone 1-877-932-2227, Status (green dot), Days 0, Date 26 Apr 2020, and Comments Initial CCaR Approval. The second row shows Step 1, Authority Business Analyst, Name HAMMONDS, Phone 1-877-932-2227, and is highlighted with a red box. A 'Coordinate' button is visible at the top right of the table.

5. Select the appropriate **Coordination Decision** button
 - a. To **Approve** the CCaR Record, click the **Approve** button
 - b. To **Disapprove** the CCaR Record, enter a **Comment** and click the **Disapprove** button
 - c. To **Pause** the CCaR Record, enter a **Comment** and click the **Pending** button
6. Set the **Category** and **Priority**, and click the **Coordinate** button

Note: Click the **Top/Bottom** buttons to move the CCaR Record to the top or bottom of the priority list.



Note: The **Coordinate** button will not become enabled until all fields have been populated for those roles requiring a category/priority selection.

Priority List

The Priority List contains all the CCaR Records for the database organization and their set category/priority, if available. This list also allows for CCaR Records to have their category/priority set and edited, if needed.

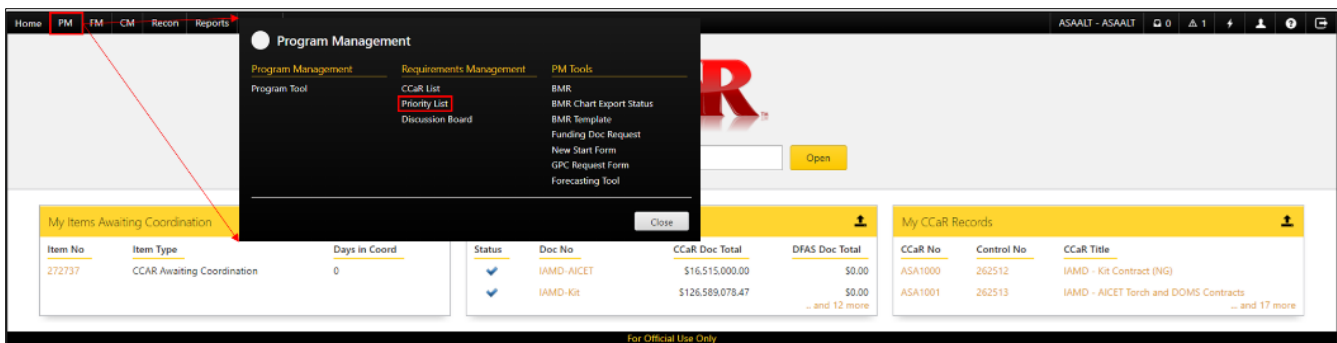
CCaR Record Prioritization

Category: Unprioritized

Cat	Priority	Control	CCaR No	Title	Office
		262573		CCaR Control# 262573	ASAALT
		262576		CCaR Control# 262576	ASAALT
		262595		CCaR Control# 262595	ASAALT

Access the Priority List

1. Click the **PM** button from the **CCaR Menu Bar** to display the **Program Management** menu
2. From the **Requirements Management** menu section, click the **Priority List** menu item



Assign the Category/Priority via Priority List

1. Select the proper **Category** from the drop-down list in the datagrid header to filter the CCaR Records to only those matching the selection



CCaR Record Prioritization

Category: B (Beneficial) Edit Priority Search...

Cat	Priority	Control	CCaR No	Title	Office
B	1	262701	ASA1127	CCaR Control# 262701	IDS Support
B	2	272737	ASA1160	Ground Transportation	PM STORM
B	6	262643	ASA1110	HYRDA RDT&E	AFLCMC/HIBX
B	8	262523	ASA1011	IAMD - WSMR	AFLCMC/HIBX
B	11	262521	ASA1009	IAMD - Black Dagger Targets / Fees	AFLCMC/HIBX

Note: The Unprioritized CCaR Records are displayed as the default view.

2. Select the **CCaR Record** and click the **Edit Priority** button
 -OR-
 Double-click on the **CCaR Record** and the **Set Priority** dialog box will appear
3. Select or edit the **Category** and/or **Priority** as needed and click the **OK** button

CCaR Record Prioritization

Category: B (Beneficial) Edit Priority Search...

Cat	Priority	Control	CCaR No	Title	Office
B	1	262701	ASA1127	CCaR Control# 262701	IDS Support
B	2	272737	ASA1160	Ground Transportation	PM STORM
B	6	262643	ASA1110	HYRDA RDT&E	AFLCMC/HIBX
B	8	262523	ASA1011	IAMD - WSMR	AFLCMC/HIBX
B	11	262521	ASA1009	IAMD - Black Dagger Targets / Fees	AFLCMC/HIBX

Set Priority [X]

CCaR: ASA1110
 Control: 262543
 Title: HYRDA RDT&E

Category: B (Beneficial) [v]
 Priority: 3 [input type="text"]

top Bottom

OK Cancel

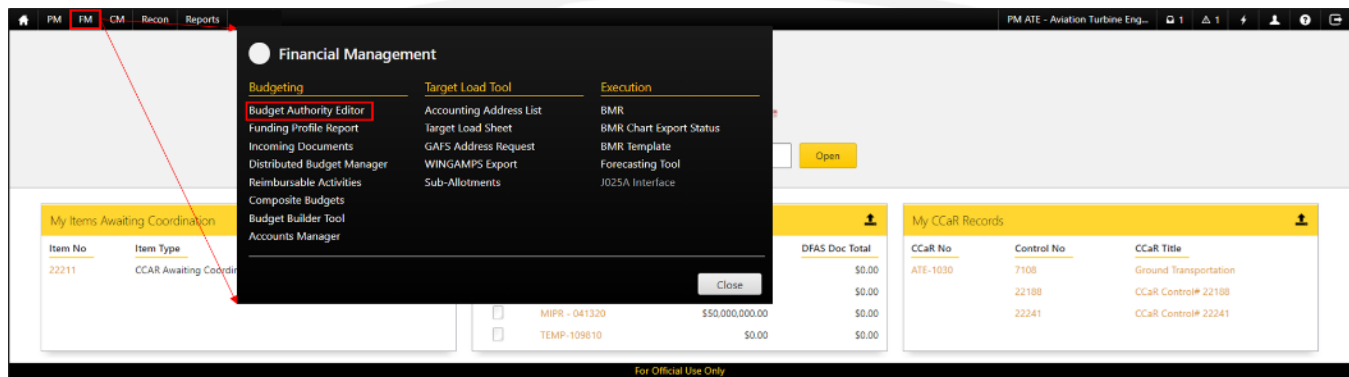


Budget Authority Editor (BAE) Overview

The Budget Authority Editor (BAE) is the control center for Budget and CCaR Record allocations. All CCaR budgets are managed through the BAE; the accuracy of this data is of the utmost importance as projects and efforts depend on it. These budgets are used to track and manage all incoming funding and its allocation to the appropriate requirements/CCaR Records for the organization. The funds are allocated in a hierarchical manner starting with the PEO. The PEO receives the funding and allocates it down to the PM levels. The distribution of the funding continues down the hierarchy to the lowest level required by each organization.

Access

1. Click the **FM** button from the CCaR Menu Bar and the **Financial Management** menu will appear
2. Select the **Budget Authority Editor** menu item and the **Budget Authority Editor** will appear



Budget Types

Multiple budget types are available to use within the BAE; however, ASA(ALT) direction requires a Master/Sub-Budget construct to be used. The Master/Sub-Budget function allows for a budget to be funded at a high level. This budget can then be used to allocate funding to its subordinate budgets. Funding may also be withdrawn in a similar manner. A built-in safety check prohibits withdrawal of funds from a subordinate budget if those funds have been allocated to any CCaR Records. Budgets will include all Key 5 data fields to establish a connection with other Army systems utilizing these same funding lines.

Terminology

Funding is managed using three different funding amounts that allow users to track how the funding is being used and where the funding was received. The types of funding are as follows:

- **Requirement Amount:** the amount being requested to fully fund the effort
- **Approved Amount:** the amount allocated to the organization from a locked Program Optimization & Budget Evaluation (PROBE) position
- **Authorized Amount:** the amount allotted to the organization by Congress



Budget Authority Editor (BAE)

The Budget Authority Editor (BAE) is where CCaR Record funding is managed for an organization.

BAE Features

The BAE contains the following features:

- **Page Sub-Header:** used to narrow the list of budgets matching the filter selections
- **Datagrid(s):** used to display the budget and funding information that match the filter settings

The screenshot shows the Budget Authority Editor interface. At the top, there are filter options: Display View (Default), Budget Type (Appropriated), Service (SFIS BUDGETS), and Component Filter (None). Below these are two datagrids. The first, 'CCaR Budgets', has columns for Budget Name, Dept, Dept TC, Appn, SUB Appn, Limit, REIMB FLAG, BA, and B. The second, 'CCaR Budget Amounts', has columns for FY, Approved, Mgmt Reserve, and Authorized, with values of \$0.00 for each.

Page Sub-Header

The sub-header allows users to select the criteria for which budgets should be displayed as follows:

- **Display View:** used to select how the budgets will be displayed from the following options:
 - **Default:** used to separate the budget information into two separate datagrids:
 - **CCaR Budgets:** used to display the budget name and line of accounting components
 - **CCaR Budget Amounts:** used to display funding amounts by FY for the budget selected in the CCaR Budgets
 - **FY:** used to display the budget information in one datagrid for a specific fiscal year

The first screenshot shows the sub-header with 'Default' selected in the Display View dropdown. The second screenshot shows 'FY' selected in the Display View dropdown, and a new 'FY' dropdown menu is visible with '2020' selected.

Note: In the FY view, an FY filter will appear to select the FY from which the funding should be displayed.

- **Budget Types:** used to select the following types of budgets to be displayed in the datagrid(s):
 - **Appropriated:** used to display budgets identified as Appropriated
 - **FMS:** used to display budgets identified as Foreign Military Sales (FMS)
- **Service:** used to select the following services from which to pull the budgets:
 - **SFIS:** used for budgets executed in the GFEBs accounting system
 - **Army:** used for budgets executed in legacy accounting systems

Example: The SOMARDS or STANFINS legacy accounting systems

- **Component:** used to narrow down the list of budgets by specific accounting components



Example: Enter 2040 in the APPN field to only display the budgets with an appropriation of 2040.

- **Go:** used to retrieve the budgets matching the filter criteria

Budget Authority Editor

Display View	Budget Type	Service	Component Filter		+ Go
Default	Appropriated	SFIS BUDGETS	None		

BAE Datagrid(s)

The BAE datagrid(s) are used to display budget information and funding amounts for those budgets matching the filter criteria set in the sub-header. The number of datagrids depends on the **Display View** filter.

- The **Default View** separates the budget information and funding amounts into two separate datagrids: **CCaR Budgets** and **CCaR Amounts**

Budget Authority Editor

Display View	Budget Type	Service	Component Filter		Edit
Default	Appropriated	SFIS BUDGETS	None		

CCaR Budgets

Budget Name	Dept	Appn	Rule	Master/Sub	REIMB FLAG	SUB Appn
Ground Transportation	021	2020	AUTHORIZED	M	Direct	
Ground Transportation - FDT	021	2020	AUTHORIZED	S	Direct	
Ground Transportation - Fuel	021	2020	AUTHORIZED	S	Direct	

CCaR Budget Amounts

FY	Approved	Mgmt Reserve	Authorized
2017	\$111,638,000.00	\$0.00	\$111,638,000.00
2018	\$167,529,000.00	\$0.00	\$167,529,000.00
2019	\$173,766,000.00	\$0.00	\$173,766,000.00
Total	\$1,488,929,000.00	\$0.00	\$452,933,000.00

- The **FY View** displays the same information in one combined datagrid: **CCaR Budgets**

Budget Authority Editor

Display View	Budget Type	Service	FY	Component Filter		Edit
FY	Appropriated	SFIS BUDGETS	2020	None		

Budget Name	Approved	Appv Unalloc	Mgmt Reserve	Authorized	Auth Unalloc	Rule	Dept	Dept TC	Appn	SUB Appn
Ground Transportation	\$206,434,000.00	\$206,434,000.00	\$0.00	\$0.00	\$0.00	AUTHORIZ...	021		2020	
Ground Transportation - FDT	\$50,000,000.00	\$10,000,000.00	\$0.00	\$45,000,000.00	\$15,000,000.00	AUTHORIZ...	021		2020	
Ground Transportation - Fuel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	AUTHORIZ...	021		2020	
Total	\$256,434,000.00	\$216,434,000.00	\$0.00	\$45,000,000.00	\$15,000,000.00					

Note: Since the information displayed in the Default and FY views are similar in nature, this manual will describe the BAE using the **Default View** setting.

CCaR Budgets

This datagrid displays budget information such as the budget name and accounting component information. A **Rule** column is displayed to define how funding documents associated with the budget can be released. There are also command buttons allowing users to perform various actions on the budgets displayed in the datagrid.

Funding Document Rules

The rule is determined when the budget is initially established and defines how funding documents created and associated with the budget can be released. The rule will be one of the following options:

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- **APPROVED:** used to limit the release of funding documents to the Approved Amount allocated to the CCaR Record, preventing additional funding documents from being released
- **AUTHORIZED:** used to limit the release of funding documents to the Authorized Amount allocated to each CCaR Record, preventing additional funding documents from being released
- **NONE:** this rule does not limit the release of funding documents to either the Approved or Authorized Amounts, allowing all funding documents created to be released

Budget Authority Editor

Display View: Default | Budget Type: Appropriated | Service: SFIS BUDGETS | Component Filter: None [Edit]

CCaR Budgets										CCaR Budget Amounts			
+ Add Delete Open Search...										Show Unfunded Open			
Budget Name	Dept	Appn	Rule	Master/Sub	REIMB FLAG	SUB Appn				FY	Approved	Mgmt Reserve	Authorized
Ground Transportation	021	2020	AUTHORIZED	M	Direct					2017	\$111,638,000.00	\$0.00	\$111,638,000.00
Ground Transportation - FDT	021	2020	AUTHORIZED	S	Direct					2018	\$167,529,000.00	\$0.00	\$167,529,000.00
Ground Transportation - Fuel	021	2020	AUTHORIZED	S	Direct					2019	\$173,766,000.00	\$0.00	\$173,766,000.00
											\$1,488,929,000.00	\$0.00	\$452,933,000.00

Command Buttons

The following command buttons differ depending on the **Display View** selected in the sub-header:

- **Default Display View:**
 - **Add:** used to add a new budget to the system
 - **Delete:** used to delete the budget from the system
 - **Open:** used to open the Budget Detail page where budgets can be edited

Budget Authority Editor

Display View: Default | Budget Type: Appropriated | Service: SFIS BUDGETS | Component Filter: None [Edit]

CCaR Budgets										CCaR Budget Amounts			
+ Add Delete Open Search...										Show Unfunded Open			
Budget Name	Dept	Dept TC	Appn	SUB Appn	Limit	REIMB FLAG	BA			FY	Approved	Mgmt Reserve	Authorize
Ground Transportation	021		2020			Direct				2019	\$173,766,000.00	\$0.00	\$173,766,000.00
Ground Transportation - FDT	021		2020			Direct				2020	\$206,434,000.00	\$0.00	\$0.00
Ground Transportation - Fuel	021		2020			Direct				2021	\$279,600,000.00	\$0.00	\$0.00
											\$1,488,929,000.00	\$0.00	\$452,933,000.00

- **FY Display View:**
 - **Add:** used to add a new budget to the system
 - **Delete:** used to delete the budget from the system
 - **Open Budget:** used to open the Budget Detail page where budgets can be edited
 - **Open FY:** used to open the CCaR Budget/FY Detail page where Approved and Authorized Amounts are entered, funding is allocated to CCaR Records, and attachments are added

Budget Authority Editor

Display View: FY | Budget Type: Appropriated | Service: SFIS BUDGETS | FY: 2020 | Component Filter: None [Edit]

+ Add Delete Open Budget Open FY Search...															
Budget Name	Approved	Appv Unalloc	Mgmt Reserve	Authorized	Auth Unalloc	Rule	Dept	Dept TC	Appn	SUB Appn					
Ground Transportation	\$206,434,000.00	\$206,434,000.00	\$0.00	\$0.00	\$0.00	AUTHORIZ...	021		2020						
Ground Transportation - FDT	\$50,000,000.00	\$10,000,000.00	\$0.00	\$45,000,000.00	\$15,000,000.00	AUTHORIZ...	021		2020						
Ground Transportation - Fuel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	AUTHORIZ...	021		2020						
											\$256,434,000.00	\$216,434,000.00	\$0.00	\$45,000,000.00	\$15,000,000.00



CCaR Budget Amounts

This datagrid displays the funding amounts for the budget selected in the CCaR Budgets datagrid and contains the following features:

- **Show Unfunded:** used to select whether to display all FYs or only those that contain funding

Note: When the FY display view is selected, this checkbox is not visible as the FY filter that appears in the sub-header will only allow FYs that have funding information to be selected.

- **Open:** used to open the CCaR Budget/FY Detail page where Approved and Authorized Amounts are entered, funding is allocated to CCaR Records, and attachments can be added

Budget Authority Editor

Display View: Default | Budget Type: Appropriated | Service: SFRS BUDGETS | Component Filter: None

CCaR Budgets										CCaR Budget Amounts									
Budget Name	Y	Dept	Y	Dept TC	Y	Appn	Y	SUB Appn	Y	Limit	Y	REIMB FLAG	Y	BA	Y	FY	Approved	Mgmt Reserve	Authoriz
Ground Transportation		021				2020						Direct				2018	\$167,529,000.00	\$0.00	\$167,529,000.00
Ground Transportation - FDI		021				2020						Direct				2019	\$173,766,000.00	\$0.00	\$173,766,000.00
Ground Transportation - Fuel		021				2020						Direct				2020	\$206,434,000.00	\$0.00	\$0
																	\$1,488,929,000.00	\$0.00	\$452,933,000.00

Open the CCaR Budget Amounts Page

1. Select a **Budget** from the **CCaR Budgets** datagrid
2. Select a **FY** from the **CCaR Budget Amounts** datagrid
3. Click the **Open** button and the **CCaR Budget Amounts Detail** page will appear

Budget Authority Editor | CCaR Budget: Ground Transportation - Fuel - FY: 2020

Approved Amounts

Date	Changed By	Approved Amounts	Description
		\$0.00	

Authorized Amounts

Date	Changed By	Authorized Amounts	Description
		\$0.00	

CCaR Allocations

Dedicate	Status	Type	Prt	CCaR No	CCaR Title	Requirement	Approved	Authorized	Released	Change Comments
							\$0.00	\$0.00		
							\$0.00	N/A		
							\$0.00	\$0.00		

CCaR Budget Amounts

This page is used to enter Approved and Authorized budget amounts, allocate funding to CCaR Records, and add attachments, if needed. This page contains four sections and a command button.

CCaR Budget: Ground Transportation - Fuel - FY: 2020

Approved Amounts

Date	Changed By	Approved Amounts	Description
		\$0.00	

Authorized Amounts

Date	Changed By	Authorized Amounts	Description
		\$0.00	

CCaR Allocations

Dedicate	Status	Type	Prt	CCaR No	CCaR Title	Requirement	Approved	Authorized	Released	Change Comments
							\$0.00	\$0.00		
							\$0.00	N/A		
							\$0.00	\$0.00		



CCaR Budget Amounts Features

The detail page contains the following features:

- **Page Header:** used to transfer funding amounts between Master and Sub-Budgets
- **Left Navigation Menu:** used to group the CCaR Budget Amounts fields into sections where all the pertinent information is entered
- **Section Headers:** used to identify the section being displayed and contains command buttons that allow users enter/edit the fields contained in the section

Page Header

The page header contains the **Transfer** button used to move funding between Master and Sub-Budgets.

Transfer Function

There are two rules that apply when transferring funds between budgets:

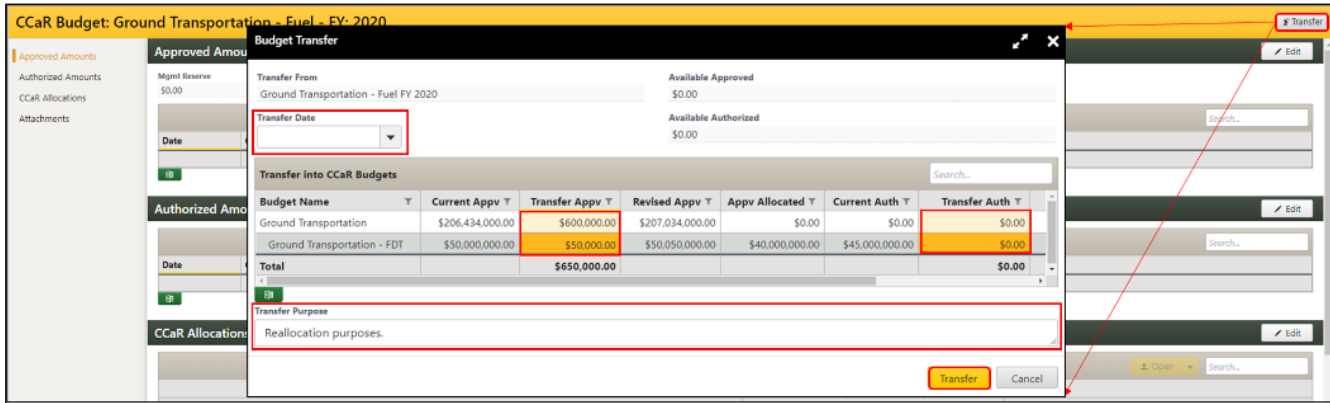
1. The Appropriations must be the same for all the budgets involved in the transfer

Example: If one budget has an appropriation of 2040, then all budgets involved must have an appropriation of 2040.

2. If any accounting codes have been entered on the budgets, the fields must match; the transfer will be allowed, however, if only one of the budgets contains this information

Transfer Funds

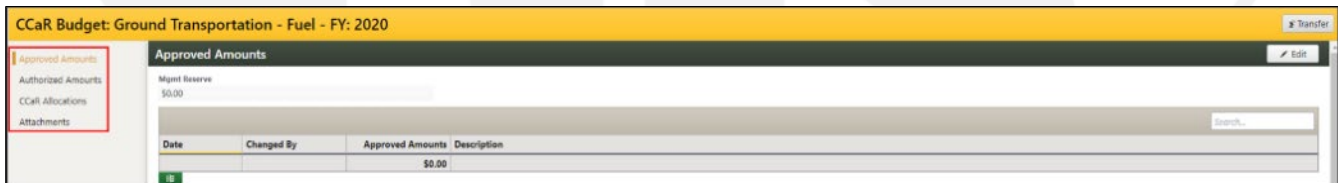
1. From the **CCaR Budget Amounts** page, click the **Transfer** button from the page header and the **Budget Transfer** dialog box will appear
2. The **Transfer From** field will be populated with the budget from the **CCaR Budget Amounts** page
3. Enter the **Transfer Date** and select the budget(s) to which the funds are being transferred
4. Enter the **Transfer Appv** and/or **Transfer Auth** amounts
5. Enter the **Transfer Purpose**
6. Click the **Transfer** button and the **Yes** button when the dialog box appears



Left Navigation Menu

This feature is located along the left side of the CCaR Record and contains links to sections where information is entered. When selected, these links will navigate the user to one of the following sections:

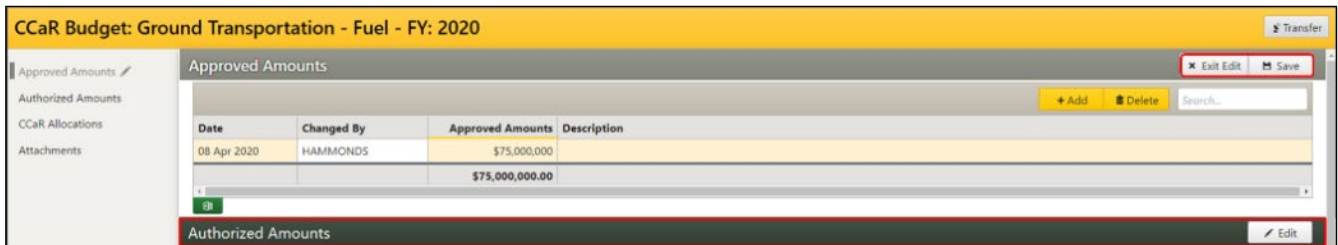
- Approved Amounts
- Authorized Amounts
- CCaR Allocations
- Attachments



Section Header

The headers of each section contain the section title and the following command buttons:

- **Edit:** used to place the section into Edit mode so information can be entered or edited
- **Save:** used to commit the changes to the system, if needed and exit Edit mode
- **Exit Edit:** used to exit Edit mode



Note: Each section will be described in more detail in the following pages.



Approved Amounts

This section is used to enter approved funding amounts for the budget and fiscal year. It contains a **Management Reserve** field used to set aside a portion of the entire budget for a given fiscal year. The list can be exported to an Excel spreadsheet using the command button located below the datagrid.

CCaR Budget: Ground Transportation - Fuel - FY: 2020

Approved Amounts

Mgmt Reserve
\$0.00

Date	Changed By	Approved Amounts	Description
08 Apr 2020	HAMMONDS	\$75,000,000.00	
		\$75,000,000.00	

Enter an Approved Amount

1. From the **Approved Amounts** section, click the **Edit** button from the section header
2. Enter the **Mgmt Reserve** amount, if needed, and/or click the **Add** button to add a row to the datagrid
3. Enter the dollar amount in the **Approved Amounts** column and add a **Description**, if needed
4. Click the **Save** button from the section header to commit the changes

CCaR Budget: Ground Transportation - Fuel - FY: 2020

Approved Amounts

Mgmt Reserve
500,000.00

+ Add - Delete Search...

Date	Changed By	Approved Amounts	Description
08 Apr 2020	HAMMONDS	\$75,000,000.00	
		\$75,000,000.00	

Delete an Approved Amount

1. From the **Approved Amounts** section, click the **Edit** button from the section header
2. Select the **Approved Amount** to be deleted and click the **Delete** button
3. Click the **Yes** button when the dialog box appears followed by the **Save** button from the section header

CCaR Budget: Ground Transportation - Fuel - FY: 2020

Approved Amounts

Mgmt Reserve

Delete Item

Are you sure you want to delete Budget Approved Entered on 08 Apr 2020?

Yes No

+ Add - Delete Search...

Date	Changed By	Approved Amounts	Description
08 Apr 2020	HAMMONDS	\$75,000,000.00	
		\$75,000,000.00	

Note: To delete the **Mgmt Reserve** amount, highlight and delete the number entered in the field.



Authorized Amounts

This section is used to enter authorized funding amounts for the budget and fiscal year. The list of can be exported to an Excel spreadsheet using the command button located below the datagrid.



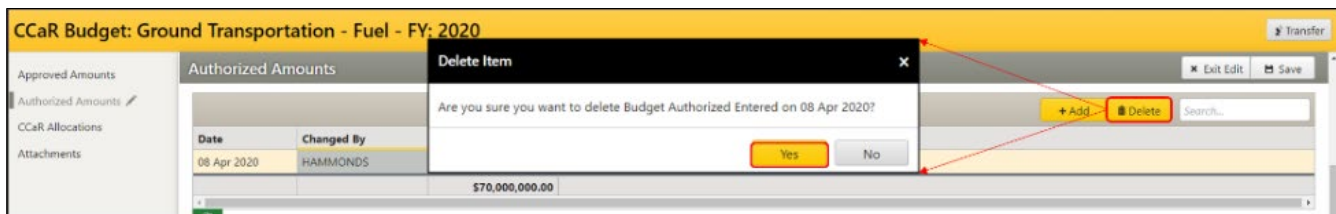
Enter an Authorized Amount

1. From the **Authorized Amounts** section, click the **Edit** button from the section header
2. Click the **Add** button from the datagrid header to add a row to the datagrid
3. Enter the dollar amount in the **Authorized Amounts** column and add a **Description**, if needed
4. Click the **Save** button from the section header to commit the changes



Delete an Authorized Amount

1. From the **Authorized Amounts** section, click the **Edit** button from the section header
2. Select the **Authorized Amount** to be deleted, and click the **Delete** button
3. Click the **Yes** button when the dialog box appears followed by the **Save** button from the section header



CCaR Allocations

This section is used to allocate funds to CCaR Records and contains a table displaying funding amounts, a datagrid where the CCaR Records will be added, and command buttons that allow users to perform different actions on the CCaR Records in the datagrid.



CCaR Budget: Ground Transportation - Fuel - FY: 2020

CCaR Allocations										
						Official Amounts >	\$75,000,000.00	\$70,000,000.00		
						Mgmt Reserve >	\$0.00	N/A		
						Available Amounts >	\$75,000,000.00	\$70,000,000.00		
Dedicate	Status	Type	Pri	CCaR No	CCaR Title	Requirement	Approved	Authorized	Released	Change Comments
<input type="checkbox"/>	●	●	-	ATE-1030	Ground Transportation	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	●	●	-	ATE-1032	ITEP - AH-64E & H-60M Mock-up & Fit Check	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	●	●	-	ATE-1029	ITEP - Black Hawk CRBWG	\$0.00	\$0.00	\$0.00	\$0.00	
Total						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unallocated Balance						\$75,000,000.00	\$75,000,000.00	\$70,000,000.00		

CCaR Allocations Table

This table, located above and below the datagrid (shaded in grey), displays the funding amounts available to allocate to CCaR Records as well as any remaining funding available to be allocated as follows:

- **Official Amounts:** used to display the most recent Approved and Authorized Amounts
- **Mgmt Reserve:** used to display the amount of funding set aside for later use

Warning: This will decrease the amount of Approved funding available to allocate to CCaR Records.

- **Available Amounts:** used to display the amount of Approved and Authorized funding available to allocate to the associated CCaR Records
- **Total:** used to display the total amount of Requirement, Approved, and Authorized funding allocated to the CCaR Records in the datagrid
- **Unallocated Balance:** used to display the remaining Requirement, Approved, and Authorized funding available to be allocated

CCaR Budget: Ground Transportation - Fuel - FY: 2020

CCaR Allocations										
						Official Amounts >	\$75,000,000.00	\$70,000,000.00		
						Mgmt Reserve >	\$1,000,000.00	N/A		
						Available Amounts >	\$74,000,000.00	\$70,000,000.00		
Dedicate	Status	Type	Pri	CCaR No	CCaR Title	Requirement	Approved	Authorized	Released	Change Comments
<input checked="" type="checkbox"/>	●	●	-	ATE-1030	Ground Transportation	\$72,000,000.00	\$70,000,000.00	\$68,000,000.00	\$0.00	Initial Allocation
<input type="checkbox"/>	●	●	-	ATE-1029	ITEP - Black Hawk CRBWG	\$2,000,000.00	\$0.00	\$2,000,000.00	\$0.00	Additional Allocation
Total						\$74,000,000.00	\$70,000,000.00	\$70,000,000.00	\$0.00	
Unallocated Balance						\$0.00	\$4,000,000.00	\$0.00		

CCaR Allocations Datagrid

This datagrid is used to allocate funding to associated CCaR Records and contains the following fields:

- **Dedicate:** used to enable or disable the Approved funding column for manual entry or automatic calculation using CCaR algorithm

Note: When unchecked, the Approved funds will be considered **Dedicated** and will use the built-in CCaR algorithm to determine the approved funding to be allocated to the CCaR Records added.

- **Funding Status:** used to display a color-coded symbol to indicate the status of the funding associated with the CCaR Record as follows:
 - Fully Funded



- Over Funded
- Partially Funded
- Unfunded
- **CCaR Type:** used to display a symbol to indicate the CCaR Record type added to the budget
- **PRI:** used to display the category and priority of the CCaR Record set by the organization during the CCaR Record coordination and approval process, if requested

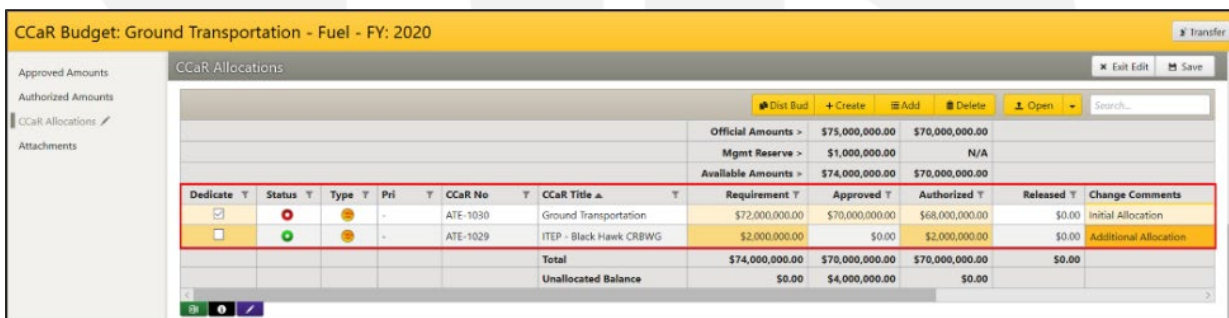
Note: This column may remain blank if a category/priority has not been assigned to the CCaR Record.

- **CCaR No:** used to display the unique system-generated number of the CCaR Record
- **CCaR Title:** used to display the title of the CCaR Record
- **Requirement:** used to display the funding amount entered on the CCaR Record for the corresponding FY and may be entered or edited, if needed

Note: Any edits to this amount will automatically update the amount for the FY in the CCaR Record.

- **Approved:** used to display the amount of funding approved to be allocated to the associated CCaR Record and is only editable when the **Dedicate** checkbox is checked
- **Authorized:** displays the amount of funding authorized to be allocated to the associated CCaR Record
- **Released:** displays the amount of funding already associated with approved funding documents
- **Change Comments:** used to enter comments indicating why funding amounts were changed

Note: Any change comments will be transferred to the **Audit Log** of the CCaR Record when saved, however dollar amounts must be edited for the change comments to be saved to the Audit Log.



Dedicate	Status	Type	Pri	CCaR No	CCaR Title	Requirement	Approved	Authorized	Released	Change Comments
<input checked="" type="checkbox"/>	●	●	-	ATE-1030	Ground Transportation	\$72,000,000.00	\$70,000,000.00	\$68,000,000.00	\$0.00	Initial Allocation
<input type="checkbox"/>	●	●	-	ATE-1029	ITEP - Black Hawk CRBWG	\$2,000,000.00	\$0.00	\$2,000,000.00	\$0.00	Additional Allocation
Total						\$74,000,000.00	\$70,000,000.00	\$70,000,000.00	\$0.00	
Unallocated Balance						\$0.00	\$4,000,000.00	\$0.00		

CCaR Allocations Command Buttons

Located within the datagrid header, the command buttons are as follows:

- **Dist Bud:** used to send funding to another organization using CCaR

Note: For more information, refer to the **Distributed Budgets** section of this user manual.

- **Create:** used to create a CCaR Record to which funding is already allocated

Note: This process circumvents the coordination/approval process of traditional CCaR Records.

- **Add:** used to select an approved CCaR Record to which funding will be allocated
- **Delete:** used to remove the budget from the CCaR Record

Note: The process circumvents the coordination/approval process of traditional CCaR Records.

- **Open:** used to open the selected CCaR Record



- **Search:** used to narrow the list of CCaR Records displayed in the datagrid

Dedicate	Status	Type	Pri	CCaR No	CCaR Title	Requirement	Approved	Authorized	Released	Change Comments
<input checked="" type="checkbox"/>	●	●	-	ATE-1030	Ground Transportation	\$72,000,000.00	\$70,000,000.00	\$68,000,000.00	\$0.00	Initial Allocation
<input type="checkbox"/>	●	●	-	ATE-1029	ITEP - Black Hawk CRBWG	\$2,000,000.00	\$0.00	\$2,000,000.00	\$0.00	Additional Allocation
Total						\$74,000,000.00	\$70,000,000.00	\$70,000,000.00	\$0.00	
Unallocated Balance						\$0.00	\$4,000,000.00	\$0.00		

The command buttons located under the datagrid are as follows:

- **Export:** used to export the list of allocations to an Excel spreadsheet
- **Icon Key:** used to view additional information about the icons displayed in the datagrid
- **Bulk Change:** used to make broad changes for all CCaR Records in the datagrid from Edit mode

Dedicate	Status	Type	Pri	CCaR No	CCaR Title	Requirement	Approved	Authorized	Released	Change Comments
<input checked="" type="checkbox"/>	●	●	-	ATE-1030	Ground Transportation	\$72,000,000.00	\$70,000,000.00	\$68,000,000.00	\$0.00	Initial Allocation
<input type="checkbox"/>	●	●	-	ATE-1029	ITEP - Black Hawk CRBWG	\$2,000,000.00	\$0.00	\$2,000,000.00	\$0.00	Additional Allocation
Total						\$74,000,000.00	\$70,000,000.00	\$70,000,000.00	\$0.00	
Unallocated Balance						\$0.00	\$4,000,000.00	\$0.00		

Add a CCaR Record to the Budget

1. From the **CCaR Allocations** section, click the **Edit** button from the section header
2. Click the **Add** button from the datagrid header and the **Select CCaR** dialog box will appear
3. Select the CCaR Record where the funding will be allocated and click the **OK** button
4. Click the **Save** button from the section header to commit the changes

CCaR No	CCaR Title	OPR	IFF
ATE-1030	Ground Transportation	GARDNERM	IDS Support
ATE-1030	ITEP - ACC Support (S.3 Mjgs)	GARDNERM	IDS Support
ATE-1032	ITEP - A4-446 & H-604 Work-up & P4 Check	GARDNERM	IDS Support
ATE-1031	ITEP - ALC Bulk Support (S.3 Mjgs)	GARDNERM	IDS Support
ATE-1032	ITEP - ALC Support (Chester / Northrup)	GARDNERM	IDS Support
ATE-1033	ITEP - AVIROEC ADD BWR Ctr (16 Mjgs)	GARDNERM	IDS Support
ATE-1034	ITEP - AVIROEC ADD BWR CTR (23Mjgs)	GARDNERM	IDS Support
ATE-1035	ITEP - AVIROEC ED Bulk Ctr (4.3 Mjgs)	GARDNERM	IDS Support
ATE-1036	ITEP - AVIROEC SED Bulk Ctr (1.75 Mjgs)	GARDNERM	IDS Support
ATE-1037	ITEP - ANACHE INTEGRATION	GARDNERM	IDS Support

Allocate Funding to the CCaR Record

1. From the **CCaR Allocations** section, click the **Edit** button from the section header
2. Enter or edit the funding amounts for the **Requirement**, **Approved**, and **Authorized** columns

Note: To enter an approved funding amount, ensure the **Dedicate** checkbox is checked.



3. Enter any **Change Comments** to be added to the CCaR Record Audit Log
4. Click the **Save** button from the section header to commit the changes

CCaR Budget: Ground Transportation - Fuel - FY: 2020

CCaR Allocations							Requirement	Approved	Authorized	Released	Change Comments
<input checked="" type="checkbox"/>	●	●	-	ATE-1030	Ground Transportation	\$72,000,000.00	\$70,000,000.00	\$68,000,000.00	\$0.00	Initial Allocation	
<input type="checkbox"/>	●	●	-	ATE-1029	ITEP - Black Hawk CRBWG	\$2,000,000.00	\$0.00	\$2,000,000.00	\$0.00	Additional Allocation	
Total						\$74,000,000.00	\$70,000,000.00	\$70,000,000.00	\$0.00		
Unallocated Balance						\$0.00	\$4,000,000.00	\$0.00	\$0.00		

Note: The CCaR Record can be opened by clicking on the record title from the datagrid.

Attachments

This section is used to add, edit, delete, or open any attachments added to the budget. The number of attachments added to the section will be displayed next to the text in the left navigation menu.

CCaR Budget: Ground Transportation - Fuel - FY: 2020

Type	File Name	Date Attached/Modified	Description
	Attachment Example.docx	08 Apr 2020	Allocation Documentation
	www.allocation_attachment_example.gov	08 Apr 2020	

Add a File Type Attachment

1. From the **CCaR Budget Amounts Detail** page, navigate to the **Attachments** section
2. Click the **Edit** button from the section header
3. Click the **Add** button and the **Add Attachment(s)** dialog box will appear
4. Leave the radio button defaulted to the **File** selection and click the **Choose New File(s)** button

CCaR Budget: Ground Transportation - Fuel - FY: 2020

Add Attachment(s)

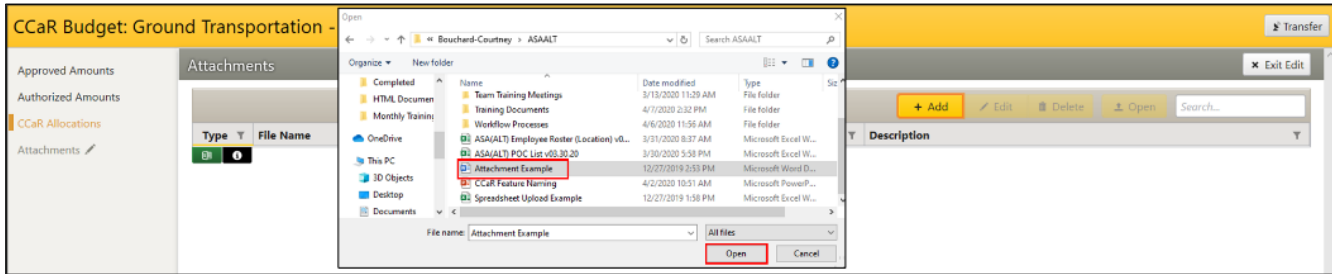
Attachment Type: File URL Link (Web Link)

Choose New File(s)

Description:

Save Cancel

5. The **Open** dialog box will appear
6. Locate and select the file(s) to be added then click the **Open** button

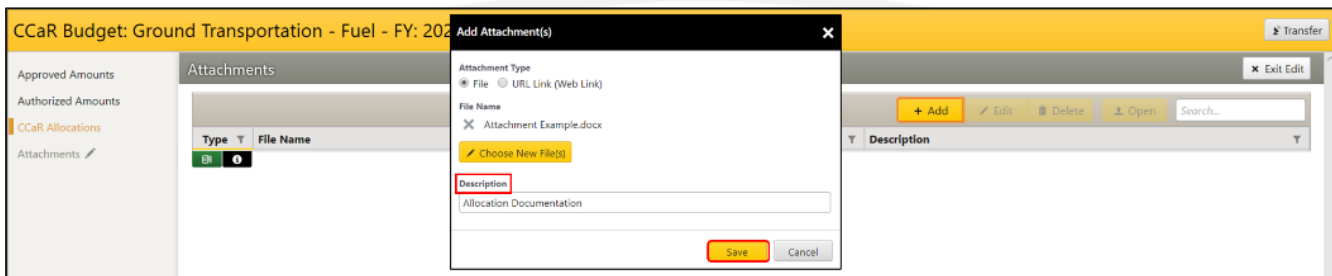


Note: To add multiple files, hold the **CTRL** button on the keyboard and select the files to be added.

- The file name will now appear in the **Add Attachment(s)** dialog box

Note: Click the **Grey X** next to the file name to remove it from the dialog box.

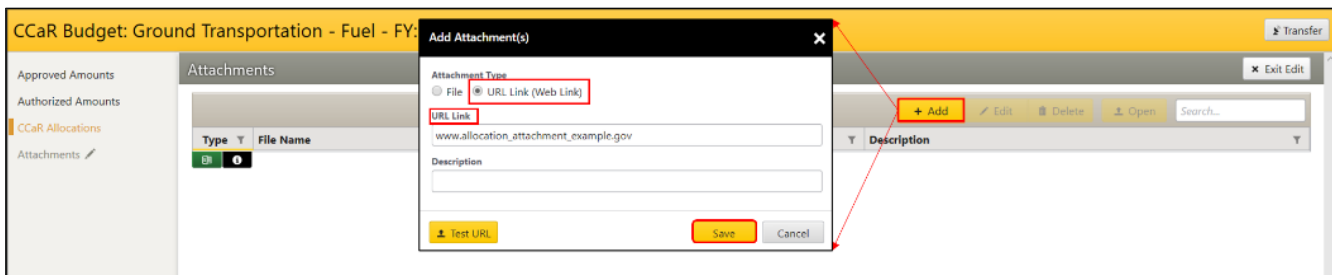
- Enter the **Description** if necessary and click the **Save** button



Note: To add a file from a different location, click the **Choose New File(s)** button prior to saving.

Add a URL Type Attachment

- From the **Attachments** section, click the **Edit** button from the section header
- Click the **Add** button and the **Add Attachment(s)** dialog box will appear
- Select the **URL (Web Link)** radio button and type or copy/paste the **URL** into the URL field
- Enter the **Description**, if necessary, and click the **Save** button

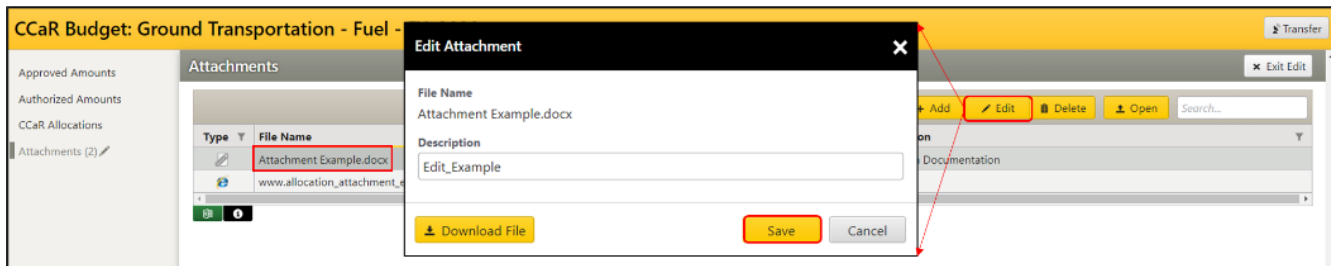


Note: To ensure the URL is valid, click the **Test URL** button at the bottom of the dialog box.



Edit an Attachment

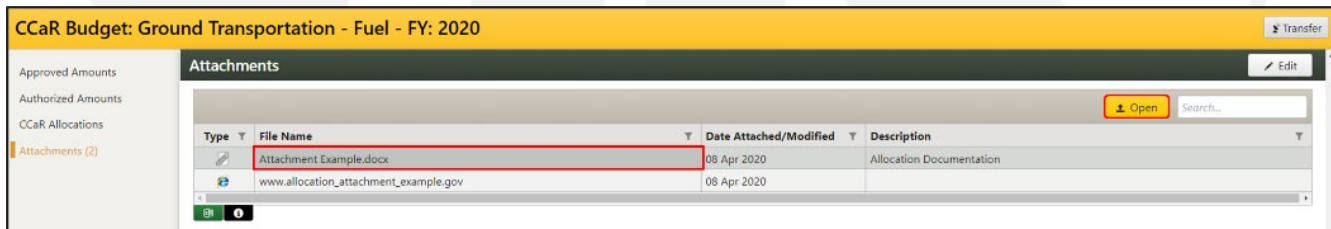
1. From the **Attachments** section, click the **Edit** button from the section header
2. Select the attachment to be edited and click the **Edit** button from the datagrid header
3. The **Edit Attachment** dialog box will open, make changes as needed, and click the **Save** button



Note: To download the attachment, click the **Download File** button at the bottom of the dialog box.

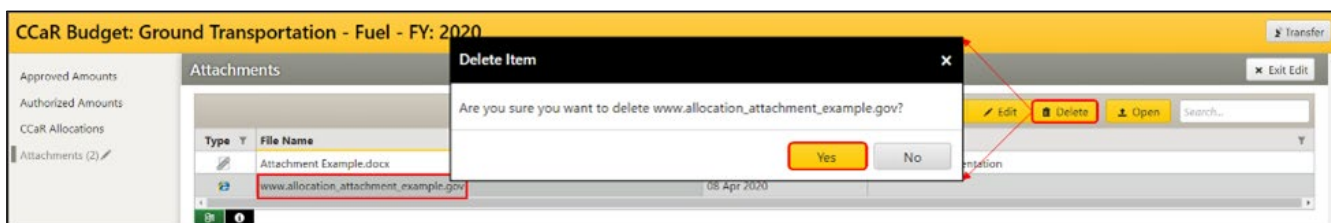
Open an Attachment

1. From the **Attachments** section, double-click on the attachment to be opened
 -OR-
 Select the attachment to be opened, and click the **Open** button from the datagrid header



Delete an Attachment

1. From the **Attachments** section, click the **Edit** button from the section header
2. Select the **Attachment** to be deleted and click the **Delete** button from the datagrid header
3. Click the **Yes** button when the dialog box appears





Forecasting Overview

Forecasting is used to project program activity over future periods and events. They can be tied to actual obligation and expenditure execution allocations to allow for easier tracking of program spending. Forecasts are entered using the Execution Window of a CCaR Record. The goal of forecasting is to maintain valid spending projections for each CCaR Record in the organization.

CCaR No ATE-1030: Ground Transportation
Execution for FY 2020 - Ground Transportation - FDT

Funding Status:	Created	Released	Committed	Obligated	Expended
Rqmt: \$25,000,000.00	CCaR Total: \$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$2,500,000.00	\$1,500,000.00
Appr: \$20,000,000.00	CCaR Balance: \$0.00	\$0.00	\$0.00	\$12,500,000.00	\$13,500,000.00
Auth: \$15,000,000.00	DFAS Total:		\$0.00	\$0.00	\$0.00
	DFAS Balance:		\$15,000,000.00	\$15,000,000.00	\$15,000,000.00

Obligation Actuals Edit

P Total Plan is less than the Approved budget. Increase the total plan amount by \$17,500,000.00.

Alloc	Date	Trans Amnt (This CCaR)	Obligation Total	Alloc to Plans	Obligation Doc No	DO No	ACRN
	23 Apr 2020	\$2,500,000.00	\$2,500,000.00	\$2,500,000.00	Obi - 042023.01	0000	--
\$2,500,000.00				\$2,500,000.00			

Obligation Plan Events Edit

Alloc	C/L	SB	Plan Event	Suggested		Current		Baseline		Event Descripti
				Date	Amount	Date	Amount	Date	Amount	
			Initial Forecast	01 Oct 2019	\$8,000,000.00	23 Apr 2020	\$2,500,000.00	01 Oct 2019	\$15,000,000.00	Initial
					Total Plan	\$8,000,000.00	Total Plan	\$2,500,000.00	Total Plan	\$15,000,000.00
					Outstanding	\$0.00	Outstanding	\$0.00	Outstanding	\$0.00

Note: The terms forecast, plan, and spend plan may be used interchangeably throughout this manual.

Forecast Types

There are three types of forecasts used to manage the execution schedule for the requirement effort. Each are entered and/or updated at different times in the procurement process.

1. **Suggested:** used to establish a plan when the requirement is being created. The date/amount is entered into the CCaR Record prior to releasing it into coordination.
2. **Current:** used to enter the most accurate forecasted dates/amounts of the project. The dates/amounts for this type are updated as the project slips or is executed earlier than expected. The initial Current forecast is entered at least one month prior to the start of a new FY.
3. **Baseline:** used to enter the forecasted dates/amounts agreed upon by managers and other necessary POCs at least one month prior to the start of a new FY. Once entered, these forecasts are unlikely to change as they are considered official and used for comparison to the Current forecast.

Obligation Plan Events Edit

Alloc	C/L	SB	Plan Event	Suggested		Current		Baseline		
				Date	Amount	Date	Amount	Date	Amount	
			Initial Forecast	01 Oct 2019	\$8,000,000.00	23 Apr 2020	\$2,500,000.00	01 Oct 2019	\$15,000,000.00	
			Automatic spread			01 May 2020	\$10,250,000.00			
			Automatic spread			01 Jun 2020	\$7,250,000.00			
					Total Plan	\$8,000,000.00	Total Plan	\$20,000,000.00	Total Plan	\$15,000,000.00
					Outstanding	\$0.00	Outstanding	\$17,500,000.00	Outstanding	\$0.00



Navigation

There are three ways to access the Execution Window to enter forecasts:

- CCaR Record
- Forecasting Tool
- Plan Summary Report

Access via the CCaR Record

1. Open the appropriate **Approved CCaR Record** and navigate to the **Funding** section
 2. Double-click on the budget to be opened and the **Execution Window** will appear
- OR-**
 Select the budget to be opened, click the **Open** button, and the **Execution Window** will appear

CCaR No ATE-1030: Ground Transportation (Control 7108)

Funding

Budget	FY	Fund Status	Exec Status	Requirement	Approved	Authorized	Unfunded	Uncommitted
Ground Transportation	2018			\$5,002,176.00	\$0.00	\$0.00	\$5,002,176.00	\$0.00
Ground Transportation - FDT	2020			\$25,000,000.00	\$20,000,000.00	\$15,000,000.00	\$5,000,000.00	\$15,000,000.00
Ground Transportation - Fuel	2020			\$72,000,000.00	\$70,000,000.00	\$68,000,000.00	\$2,000,000.00	\$68,000,000.00

Execution for FY 2020 - Ground Transportation - FDT

Funding Status	Created	Released	Committed	Obligated	Expended
Reqmts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCaR Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCaR Balance:	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00
Appr:	\$20,000,000.00				
DFAS Total:	\$0.00				
DFAS Balance:	\$15,000,000.00		\$15,000,000.00	\$15,000,000.00	\$15,000,000.00

Obligation Actuals

Total Plan is less than the Approved budget. Increase the total plan amount by \$20,000,000.00.

Alloc	Date	Trans Amnt (This CCaR)	Obligation Total	Alloc to Plans	Obligation Doc No	DD No	ACRN
		\$0.00		\$0.00			

Note: Click the down arrow from the Open button to open the page in a new internet browser tab.

Access via the Forecasting Tool

1. From the **CCaR Menu Bar**, click either the **PM** or **FM** button
2. Click on the **Forecasting Tool** menu item and the **Forecasting Tool** will appear

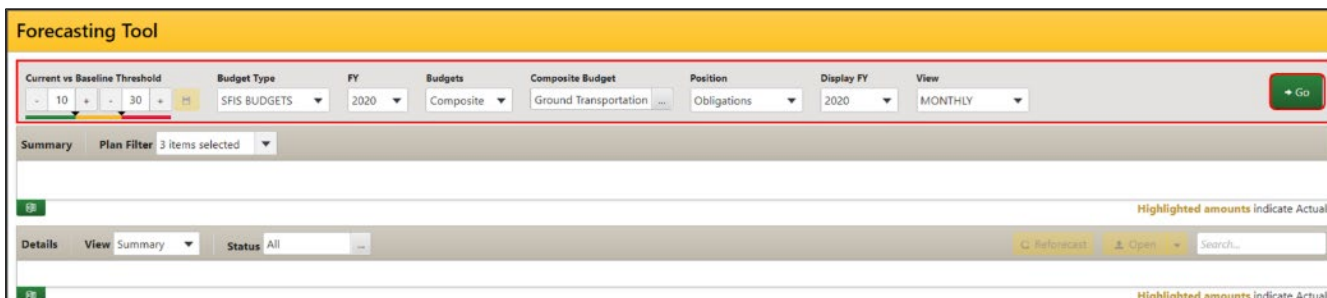
Financial Management

- Budgeting**
 - Budget Authority Editor
 - Funding Profile Report
 - Incoming Documents
 - Distributed Budget Manager
 - Reimbursable Activities
 - Composite Budgets
 - Budget Builder Tool
 - Accounts Manager
- Target Load Tool**
 - Accounting Address List
 - Target Load Sheet
 - GAFS Address Request
 - WINGAMPS Export
 - Sub-Allotments
- Execution**
 - BMR
 - BMR Chart Export Status
 - BMR Template
 - Forecasting Tool
 - JO25A Interface
 - Plan Quick Edit

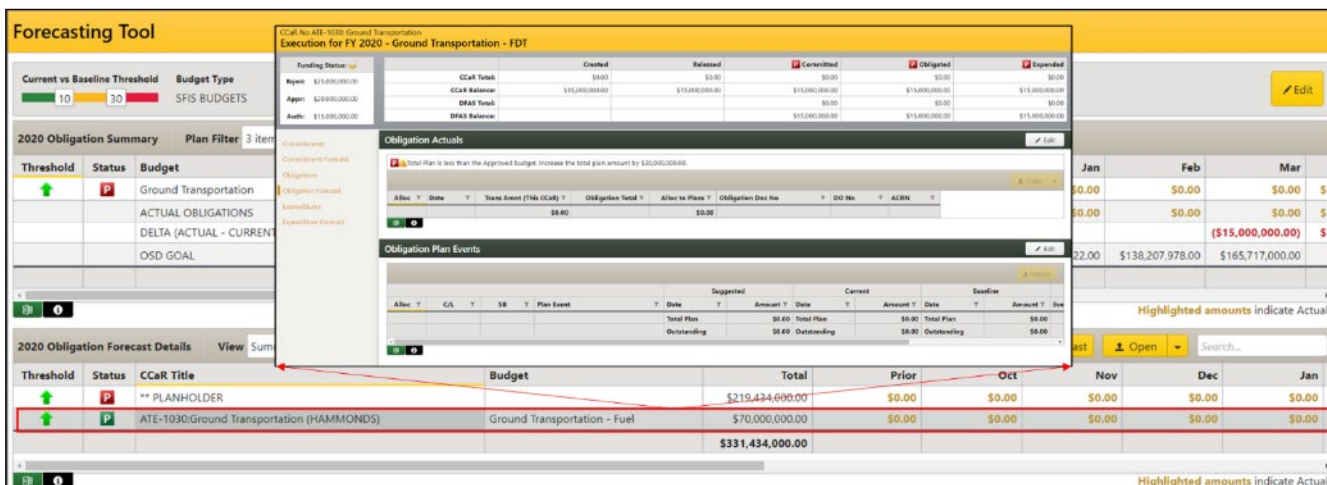
Close



3. Set the filter values and click the **Go** button



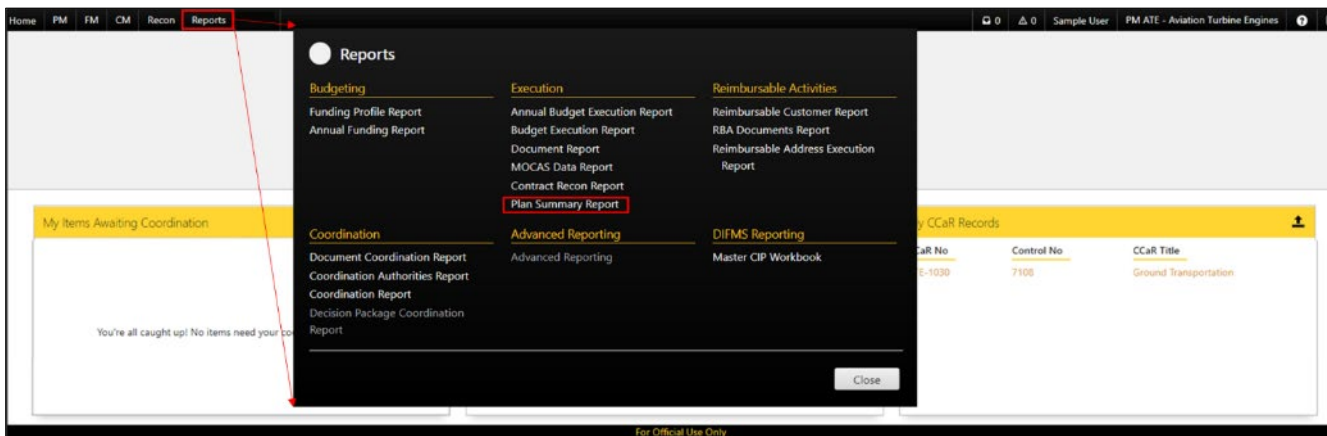
4. Double-click on the **CCaR Record** in the bottom datagrid and the **Execution Window** will appear
 -OR-
 Select the **CCaR Record** in the bottom datagrid and click the **Open** button



Note: Click the down arrow from the Open button to open the record in a new internet browser tab.

Access via the Plan Summary Report

1. From the **Reports** menu, click on the **Plan Summary Report** menu item





2. Set the filter values and click the **Go** button

Plan Summary Report

Budget Type: SFIS BUDGETS | FY: 2020 | Org: PM ATE | Budgets: Composite | Composite Budget: Ground Transportation | Position/Display: Current Obi Plan Events | **Go**

Org	Plan	Alloc	Date	CCaR No	Title	Budget	Amount	Plan Event	Event Description	OPR
Available Budget										
Total Planned										

3. Double-click on a plan event (or select a plan and click the **Open** button) to display the **Execution Window**

Note: Click the down arrow from the Open button to open the document in a new internet browser tab.

Plan Summary Report

Budget Type: SFIS BUDGETS | FY: 2020

Org: PM ATE | Plan: P | Alloc: \$3,000,000.00

Month: Jan-2020 - CUM: \$3,000,000.00

Month: May-2020 - CUM: \$13,000,000.00

Month: Jun-2020 - CUM: \$20,000,000.00

Open

Execution Window

CCaR No: 1030 - Ground Transportation - FDT

Control	Released	Committed	Obligated	Expended
CCaR Total	\$0.00	\$0.00	\$0.00	\$0.00
Appl	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00
Auth	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00

Obigation Actuals

Alloc	Date	Trans Acct (This CCR)	Obligation Total	Alloc to Plans	Obligation Doc No	DO No	ACRN
			\$0.00	\$0.00			

Obigation Plan Events

Plan	Event	Amount	Date	Current	Amount	Date	Baseline	Amount	Date
Total Plan		\$0.00		\$0.00	Total Plan		\$0.00		\$0.00
Outstanding		\$0.00		Outstanding			\$0.00		\$0.00

Note: CCaR Records that do not have forecasting information available will not be displayed.

Access via the Plan Quick Edit

1. From the **CCaR Menu Bar**, click the **FM** button
2. Click on the **Plan Quick Edit** menu item and the **Plan Quick Edit** will appear

Home | PM | **FM** | CM | Recon | Reports

Financial Management

- Budgeting
 - Budget Authority Editor
 - Funding Profile Report
 - Incoming Documents
 - Distributed Budget Manager
 - Reimbursable Activities
 - Composite Budgets
 - Budget Builder Tool
 - Accounts Manager
- Target Load Tool
 - Accounting Address List
 - Target Load Sheet
 - GAFS Address Request
 - WINGAMPS Export
 - Sub-Allotments
- Execution
 - BMR
 - BMR Chart Export Status
 - BMR Template
 - Forecasting Tool
 - J025A Interface
 - Plan Quick Edit**

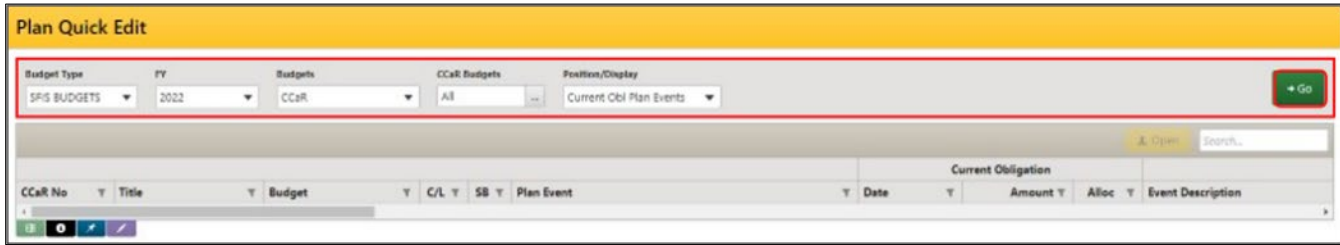
My Items Awaiting Coordination

You're all caught up! No items need your coordination right now.

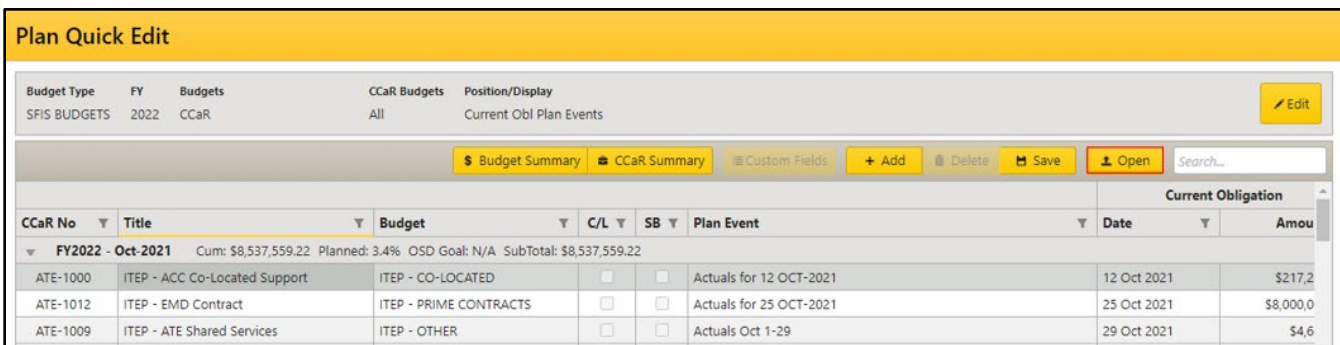
My CCaR Records

total	CCaR No	Control No	CCaR Title
\$0.00	ATE-1030	7108	Ground Transportation
\$0.00			

3. Set the filter values and click the **Go** button



4. Double-click on a plan event (or select the plan and click the **Open** button) to display the **Execution Window**



Note: CCaR Records that do not have forecasting information available will not be displayed.

Execution Window

This page is where all execution information and forecasting plans are maintained and contains the following:

- **Page Header:** used to display the CCaR Record for which the Execution Window is being viewed as well as an active link used to navigate back to the CCaR Record
- **Page Sub-Header:** used to display the following information:
 - **Funding Status Icons:** used to indicate the Requirement, Approved, and Authorized funding allocated to the CCaR Record for the selected budget and FY
 - **Funding Amounts:** used to display the Requirement, Approved, and Authorized Amounts allocated to the CCaR Record
 - **Execution Status Table:** used to display the CCaR allocated funding that has been created and released as well as CCaR and DFAS funding that has been committed, obligated, and expended
 - **Forecast Status Icons:** used to display a color-coded letter indicating whether the current forecasted plan is valid

Note: This manual will only discuss the Forecast Status Icons; all other information is covered in the **Execution User Manual**.

- **Left Navigation Menu:** used to group the requirement fields into like sections where all the pertinent requirement information is entered
- **Section Headers:** used to identify the section being displayed and contains command buttons that allow users enter/edit the fields contained in the section



CCaR No ATE-1030: Ground Transportation						
Execution for FY 2020 - Ground Transportation - FDT						
Funding Status:		Created	Released	Committed	Obligated	Expended
Rqmt: \$25,000,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appr: \$20,000,000.00		CCaR Total: \$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00
Auth: \$15,000,000.00		DFAS Total:		\$0.00	\$0.00	\$0.00
		DFAS Balance:		\$15,000,000.00	\$15,000,000.00	\$15,000,000.00

Obligation Actuals							
Total Plan is less than the Approved budget. Increase the total plan amount by \$20,000,000.00.							
Alloc	Date	Trans Amnt (This CCaR)	Obligation Total	Alloc to Plans	Obligation Doc No	DO No	ACRN
		\$0.00	\$0.00				

Obligation Plan Events										
Alloc	C/L	SB	Plan Event	Date	Suggested Amount	Date	Current Amount	Date	Baseline Amount	Ev
					\$0.00		\$0.00		\$0.00	
					\$0.00		\$0.00		\$0.00	

Note: For more information on the Execution sections, please refer to the [Execution User Manual](#).

Page Header

The page header is used to display the CCaR Record for which the Execution Window is being viewed as well as an active link used to navigate back to the CCaR Record.

CCaR No ATE-1030: Ground Transportation			
Execution for FY 2020 - Ground Transportation - FDT			
Funding Status:		Created	
Rqmt: \$25,000,000.00		CCaR Total: \$0.00	
		CCaR Balance: \$15,000,000.00	

Note: Right-click on the CCaR Record link and select the appropriate option to open the CCaR Record in a new internet browser tab.

Page Sub-Header

Located in the Execution Status table of the sub-header, the Forecast Status icons are color-coded letters that alert users to the status of the forecast for the Commitment, Obligation, and Expenditure execution positions. An Icon Key is available using the command button under the Plan Events datagrid in the position forecast section. The color/letter combinations that may appear are:

- **Red P:** used to indicate that the current forecast plan for the position is invalid
- **Yellow P:** used to indicate that the Execution is ahead of the current forecast plan for the position
- **Green P:** used to indicate that the current forecasted plan for the position is valid
- **Blue C, O, and/or E:** used to indicate that the funding for the position has been fully executed



CCaR No ATE-1030: Ground Transportation
Execution for FY 2020 - Ground Transportation - FDT

Funding Status:	Created	Released	Committed	Obligated	Expended
Rqmt: \$25,000,000.00	CCaR Total: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appr: \$20,000,000.00	CCaR Balance: \$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00
Auth: \$15,000,000.00	DFAS Total: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	DFAS Balance: \$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00

Icon Key

- Actual Execution is not allocated to a Plan Event
- Actual Execution is allocated to a Plan Event
- P Current forecast is valid
- P Current execution is ahead of plan
- P Current forecast is not valid
- C Requirement is fully committed
- O Requirement is fully committed
- E Requirement is fully committed

Obligation Actuals

P P Total Plan is less than the Approved budget. Increase the total plan amount by \$20,000,000.00.

Alloc	Date	Trans Amnt
		\$0.00

Obligation Plan Events

Alloc	C/L	SB

Outstanding \$0.00 Outstanding

The same color-coded icons appear above the Actuals datagrid of the position forecast section to alert users to the forecasting status for the position. An additional warning icon and message appears to the right of a Red or Yellow P Forecast Status symbol to provide more information on why the Current forecast is invalid or ahead of plan as well as how to edit the data to obtain a valid forecast.

CCaR No ATE-1030: Ground Transportation
Execution for FY 2020 - Ground Transportation - FDT

Funding Status:	Created	Released	Committed	Obligated	Expended
Rqmt: \$25,000,000.00	CCaR Total: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appr: \$20,000,000.00	CCaR Balance: \$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00
Auth: \$15,000,000.00	DFAS Total: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	DFAS Balance: \$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00

Obligation Actuals

P P ⚠ Total Plan is less than the Approved budget. Increase the total plan amount by \$20,000,000.00.

Alloc	Date	Trans Amnt (This CCaR)	Obligation Total	Alloc to Plans	Obligation Doc No	DO No	ACRN
		\$0.00	\$0.00	\$0.00			

The goal for forecasting is to keep the forecast valid and the status symbol green until the funding has been fully committed, obligated, and/or expended.

CCaR No ATE-1030: Ground Transportation
Execution for FY 2020 - Ground Transportation - Fuel

Funding Status:	Created	Released	Committed	Obligated	Expended
Rqmt: \$72,000,000.00	CCaR Total: \$50,000,000.00	\$50,000,000.00	\$50,000,000.00	\$15,000,000.00	\$0.00
Appr: \$70,000,000.00	CCaR Balance: \$18,000,000.00	\$18,000,000.00	\$18,000,000.00	\$53,000,000.00	\$68,000,000.00
Auth: \$68,000,000.00	DFAS Total: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	DFAS Balance: \$68,000,000.00	\$68,000,000.00	\$68,000,000.00	\$68,000,000.00	\$68,000,000.00

Obligation Actuals

P

Alloc	Date	Trans Amnt (This CCaR)	Obligation Total	Alloc to Plans	Obligation Doc No	DO No	ACRN
P	13 Apr 2020	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00	Forecasting Obl	0000	**
		\$15,000,000.00	\$15,000,000.00	\$15,000,000.00			

Note: Per ASA(ALT) direction, forecasting will only be completed for **Obligations** and **Expenditures**.



Left Navigation Menu

This feature is located along the left side of the CCaR Record and contains links to sections where information is entered. When selected, these links will navigate the user to one of the following sections:

- Commitments
- Obligation Forecast
- Commitment Forecast
- Expenditures
- Obligations
- Expenditure Forecast

CCaR No ATE-1030: Ground Transportation
Execution for FY 2020 - Ground Transportation - FDT

Funding Status:		Created	Released	Committed	Obligated	Expended
Rqmt: \$25,000,000.00	CCaR Totals:	\$15,000,000.00	\$15,000,000.00	\$15,000,000.00	\$2,500,000.00	\$0.00
Appr: \$20,000,000.00	CCaR Balance:	\$0.00	\$0.00	\$0.00	\$12,500,000.00	\$15,000,000.00
Auth: \$15,000,000.00	DFAS Totals:			\$0.00	\$0.00	\$0.00
	DFAS Balance:			\$15,000,000.00	\$15,000,000.00	\$15,000,000.00

Expenditure Actuals Edit

P Total Plan is less than the Approved budget. Increase the total plan amount by \$20,000,000.00.

Alloc	Date	Trans Amnt	Expenditure Total	Alloc to Plans	Voucher	Contract / Doc No	DO No	ACRN
		\$0.00		\$0.00				

Section Headers

The headers of each section contain the section title and the following command buttons:

- **Edit:** used to place the section into Edit mode so information can be entered or edited
- **Save:** used to commit the changes to the system, if needed and exit Edit mode
- **Exit Edit:** used to exit Edit mode

CCaR No ATE-1030: Ground Transportation
Execution for FY 2020 - Ground Transportation - FDT

Funding Status:		Created	Released	Committed	Obligated	Expended
Rqmt: \$25,000,000.00	CCaR Totals:	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$0.00	\$0.00
Appr: \$20,000,000.00	CCaR Balance:	\$5,000,000.00	\$5,000,000.00	\$5,000,000.00	\$15,000,000.00	\$15,000,000.00
Auth: \$15,000,000.00	DFAS Totals:			\$0.00	\$0.00	\$0.00
	DFAS Balance:			\$15,000,000.00	\$15,000,000.00	\$15,000,000.00

Obligation Actuals Edit

P Total Plan is less than the Approved budget. Increase the total plan amount by \$20,000,000.00.

Alloc	Date	Trans Amnt (This CCaR)	Obligation Total	Alloc to Plans	Obligation Doc No	DO No	ACRN
		\$0.00		\$0.00			

Obligation Plan Events Exit Edit Save

Note: The Obligation and Expenditure Forecasting sections will be discussed as one in the following section as the forecasting functionality for both is identical.



Obligation/Expenditure Forecasts

The Obligation and Expenditure Forecast sections contain the following two datagrids:

- **Actuals:** used to display execution transactions that need to be allocated to plan events
- **Plan Events:** used to display the plan events to which the execution transactions are linked

CCaR No TRN-1782: Ground Transportation
Execution for FY 2022 - Ground Transportation - FDT

Funding Status:	Created	Released	Committed	Obligated	Expended
Rqmt: \$2,500,000.00	CCaR Total: \$1,800,000.00	\$1,800,000.00	\$1,800,000.00	\$1,800,000.00	\$0.00
Appv: \$2,200,000.00	CCaR Balance: \$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$2,000,000.00
Auth: \$2,000,000.00	DFAS Total:		\$1,800,000.00	\$1,800,000.00	\$589,497.66
	DFAS Balance:		\$200,000.00	\$200,000.00	\$1,410,502.34

Obligation Actuals

Alloc	Date	Trans Amnt (This CcAr)	Obligation Total	Alloc to Plans	Obligation Doc No	DO No	ACRN
	24 Apr 2022	\$1,800,000.00	\$1,800,000.00	\$1,800,000.00	4550735100	0000	--
		\$1,800,000.00		\$1,800,000.00			

Obligation Plan Events

Alloc	C/L	SB	Plan Event	Suggested			Current			Baseline			Event Description
				Date	Amount	Date	Amount	Date	Amount				
			FDT Initial	31 Mar 2022	\$1,800,000.00	30 Apr 2022	\$1,800,000.00	31 Mar 2022	\$1,800,000.00			Initial	
			FDT 2	30 Jun 2022	\$200,000.00	30 Jun 2022	\$200,000.00	30 Jun 2022	\$200,000.00			2	
			FDT 3	30 Sep 2022	\$200,000.00	30 Sep 2022	\$200,000.00	30 Sep 2022	\$200,000.00			3	
			Total Plan		\$2,200,000.00	Total Plan	\$2,200,000.00	Total Plan	\$2,200,000.00				
			Outstanding		\$400,000.00	Outstanding	\$400,000.00	Outstanding	\$400,000.00				

The Plan Events datagrid is where most forecasting takes place using the following command buttons:

- **Add:** used to add a new plan event to the datagrid
- **Delete:** used to delete one or more plan events in the datagrid
- **History:** used to view, add, or delete historical changes made to a plan event
- **Spread:** used to evenly distribute a dollar amount to multiple plan events for a chosen timeframe
- **Spread To Exp:** used to evenly distribute a single Obligation Plan Event to multiple Expenditure Plan Events across a chosen timeframe
- **Alloc Actuals:** used to link Unallocated Actual transactions to plan event
- **Reforecast:** used to quickly create plan events from a series of pre-defined options
- **Custom Fields:** used to display any custom columns pre-configured by the CCaR Admin

CCaR No TRN-1782-ATE-1030: Ground Transportation
Execution for FY 2022 - Ground Transportation - Fuel

Funding Status:	Created	Released	Committed	Obligated	Expended
Rqmt: \$2,500,000.00	CCaR Total: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appv: \$2,000,000.00	CCaR Balance: \$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00
Auth: \$1,500,000.00	DFAS Total:		\$0.00	\$0.00	\$0.00
	DFAS Balance:		\$1,500,000.00	\$1,500,000.00	\$1,500,000.00

Obligation Plan Events

Total Plan is less than the Approved budget. Increase the total plan amount by \$1,000,000.00.

Alloc	C/L	SB	Plan Event	Suggested			Current			Baseline			Event Description
				Date	Amount	Date	Amount	Date	Amount				
			Initial Forecast	30 Oct 2021	\$1,000,000.00	30 Oct 2021	\$1,000,000.00	30 Oct 2021	\$100,000.00				
			Total Plan		\$1,000,000.00	Total Plan	\$1,000,000.00	Total Plan	\$100,000.00				
			Outstanding		\$0.00	Outstanding	\$0.00	Outstanding	\$0.00				

Note: The command buttons below the Plan Events datagrid allows users to export the datagrid to an Excel spreadsheet, display the Icon Key, make bulk changes, and/or make bulk deletions for specific events.



Add a Plan Event

1. From the **Obligation/Expenditure Forecast** section, click the **Edit** button from the section header
2. Click the **Add** button from the datagrid header and a new row will be added to the datagrid
3. Flag the plan event as contingent liability (C/L) or small business (SB), if applicable
4. Click in the fields to add the **Plan Event Title, Date, Amount, and Description** for the **Current** and/or **Baseline** Forecast columns
5. Click the **Save** button from the section header to commit the changes

CCaR No TRN-1782-ATE-1030: Ground Transportation
 Execution for FY 2022 - Ground Transportation - Fuel

Funding Status:	Created	Released	Committed	Obligated	Expended
Rqmt: \$2,500,000.00	CCaR Total: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apprv: \$2,000,000.00	CCaR Balance: \$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00
Auth: \$1,500,000.00	DFAS Total: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	DFAS Balance: \$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00

Obligation Plan Events

Total Plan is less than the Approved budget, increase the total plan amount by \$1,000,000.00.

Show Delta Columns: + Add ✖ Delete ⬇ History Y Spread Y Spread To Exp Q Alloc Actuals R Reforecast C Custom Fields

Alloc	Y	C/L	SB	Plan Event	Suggested		Current		Baseline		Event Description
					Y	Amount	Y	Amount	Y	Amount	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Initial Forecast	30 Oct 2021	\$1,000,000.00	30 Oct 2021	\$1,000,000.00	30 Oct 2021	\$100,000.00	
Total Plan						\$1,000,000.00	Total Plan	\$1,000,000.00	Total Plan	\$100,000.00	
Outstanding						\$0.00	Outstanding	\$0.00	Outstanding	\$0.00	

Edit a Plan Event

1. From the **Obligation/Expenditure Forecast** section, click the **Edit** button from the section header
2. Click the **Yellow** box of the field to be edited and make the necessary changes
3. Click the **Save** button from the section header to commit the changes

CCaR No TRN-1782-ATE-1030: Ground Transportation
 Execution for FY 2022 - Ground Transportation - Fuel

Funding Status:	Created	Released	Committed	Obligated	Expended
Rqmt: \$2,500,000.00	CCaR Total: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apprv: \$2,000,000.00	CCaR Balance: \$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00
Auth: \$1,500,000.00	DFAS Total: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	DFAS Balance: \$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00

Obligation Plan Events

Total Plan is less than the Approved budget, increase the total plan amount by \$1,000,000.00.

Show Delta Columns: + Add ✖ Delete ⬇ History Y Spread Y Spread To Exp Q Alloc Actuals R Reforecast C Custom Fields

Alloc	Y	C/L	SB	Plan Event	Suggested		Current		Baseline		Event Description
					Y	Amount	Y	Amount	Y	Amount	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Initial Forecast	30 Oct 2021	\$1,000,000.00	30 Oct 2021	\$1,000,000.00	30 Oct 2021	\$100,000.00	
Total Plan						\$1,000,000.00	Total Plan	\$1,000,000.00	Total Plan	\$100,000.00	
Outstanding						\$0.00	Outstanding	\$0.00	Outstanding	\$0.00	

Delete a Plan Event

1. From the **Obligation/Expenditure Forecast** section, click the **Edit** button from the section header
2. Highlight the **Plan Event** to be deleted and click the **Delete** button
3. Click the **Save** button from the section header to commit the changes

CCaR No TRN-1782-ATE-1030: Ground Transportation
 Execution for FY 2022 - Ground Transportation - Fuel

Funding Status:	Created	Released	Committed	Obligated	Expended
Rqmt: \$2,500,000.00	CCaR Total: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apprv: \$2,000,000.00	CCaR Balance: \$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00
Auth: \$1,500,000.00	DFAS Total: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	DFAS Balance: \$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00

Obligation Plan Events

Total Plan is less than the Approved budget, increase the total plan amount by \$1,000,000.00.

Show Delta Columns: + Add ✖ Delete ⬇ History Y Spread Y Spread To Exp Q Alloc Actuals R Reforecast C Custom Fields

Alloc	Y	C/L	SB	Plan Event	Suggested		Current		Baseline		Event Description
					Y	Amount	Y	Amount	Y	Amount	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Initial Forecast	30 Oct 2021	\$1,000,000.00	30 Oct 2021	\$1,000,000.00	30 Oct 2021	\$100,000.00	
Total Plan						\$1,000,000.00	Total Plan	\$1,000,000.00	Total Plan	\$100,000.00	
Outstanding						\$0.00	Outstanding	\$0.00	Outstanding	\$0.00	



History

1. From the **Obligation/Expenditure Forecast** section, select the **Plan Event** from the datagrid
2. Click the **History** button and the **Plan Event Previous Position** dialog box will appear
3. Click on the appropriate button from the datagrid header:
 - Click the **Add** button to add a new line and populate the appropriate fields
 - OR-
 - Select the **Plan Event** to be deleted and click the **Delete** button

Note: Only **manually added** Previous Positions Plan Events can be deleted.

4. Click the **Save** button to close the dialog box

Spread

1. From the **Obligation/Expenditure Forecast** section, click the **Edit** button from the section header
2. Click the **Spread** button to open the **Spread Amount** dialog box
3. Select whether the action is an **Initial** spread or a **Re-Spread**
4. Populate all mandatory fields and verify the **Event Amount**, **Final Date**, and **Final Amount** details
5. Click the **OK** button and, the **Save** button from the section header to commit the changes

Note: An **Initial** spread will spread a set amount by a specified interval and create new plan events. A **Re-Spread** will use an already created plan event and spread a user defined amount to update any plan events that occur after the selected plan event.



Spread To Exp

1. From the **Obligation Forecast** section, click the **Edit** button from the section header
2. Select a plan event, click the **Spread To Exp** button to open the **Obl Plan Event Spread** dialog box
3. Populate all mandatory fields and verify the **Event Amount**, **Final Date**, and **Final Amount** details
4. Click the **OK** button followed by the **Save** button in the section header to commit the changes

Alloc Actuals

1. From the **Obligation/Expenditure Forecast** section, click the **Edit** button from the section header
2. Click the **Alloc Actuals** button and the **CCaR Allocation to Plan Events** dialog box will appear
3. Select an **Obligation/Expenditure Actual Not Fully Allocated** and click the **Allocate** button

4. The **Obligation/Execution Forecasting** dialog box will appear
5. Select the **Plan Event** from the **Plan Events Not Fully Allocated** datagrid and click the **OK** button



- The **Plan Event/Obligation/Expenditure Allocations** datagrid is now populated with the transaction from the Obligations/Expenditure not fully allocated and the allocation amount

- Repeat the process with any additional Actuals that need allocation and click the **Close** button

Note: A green flag icon now appears to indicate that the Actual Obl/Exp is allocated to a Plan Event.

Remove an Alloc Actual

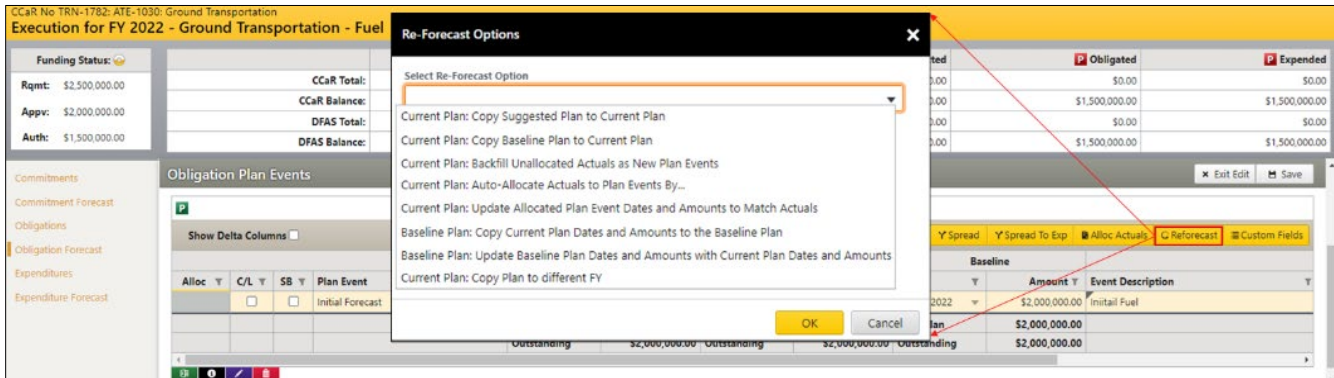
- From the **Obligation/Expenditure Forecast** section, click the **Edit** button from the section header
- Select the **Plan Event** the allocation will be removed from and click the **Alloc Actuals** button
- The **CCaR Obligation/Expenditure Allocation to Plan Events** window will appear
- Select the allocation to be removed and click the **Remove Allocation** button

- Click the **Save** button from the datagrid header and click the **Close** button

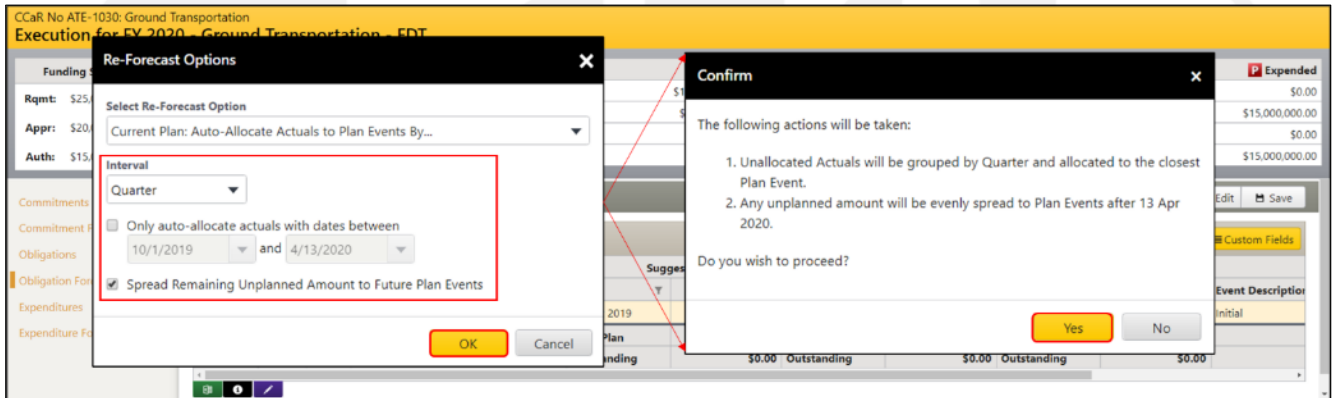


Reforecast

1. From the **Obligation/Expenditure Forecast** section, click the **Edit** button from the section header
2. Click the **Reforecast** button and the **Re-Forecast Options** dialog box will appear
3. Select the appropriate option from the **Select Re-Forecast Option** drop-down box



4. Populate any additional fields, as needed, and click the **OK** button
5. Verify the information that appears in the Confirm dialog box and click the **Yes** button



6. Click the **Save** button from the section header to commit the changes

Reforecast Options

Various options display when selecting the Reforecast command button in the datagrid toolbar. These options are used to quickly create plan events from a series of pre-defined options including:

- **Current Plan: Copy Suggested Plan to the Current Plan:** used to copy an existing Suggested Plan into the Current Plan fields for all dates or a specified date range
- **Current Plan: Copy Baseline Plan to the Current Plan:** used to copy an existing Baseline Plan into the Current Plan fields for all dates or a specified date range
- **Current Plan: Backfill Unallocated Actuals as New Plan Events:** used to create a plan from the existing actual date and amount for all dates or a specified date range
 - **Reset Existing Unallocated Plan Events:** used to set all unallocated plans to \$0.00 but retains the Plan Event information for historical purposes
- **Current Plan: Auto-Allocate Actuals to Plan Events By...:** used to consolidate multiple expected actuals to a specified interval for all dates or a specified date range



- **Interval:** used to set the interval by the selected Month, Quarter, Year value
- **Spread Remaining Unplanned Amount to Future Plan Events:** used to put remaining amounts into automatically created plan events with future dates
- **Current Plan: Update Allocated Plan Event Dates and Amounts to Match Actuals:** used to modify plan event dates to match actual dates for all dates or a specified date range
- **Baseline Plan: Copy Current Plan Dates and Amounts to the Baseline Plan:** used to copy the finalized Current Plan to the Baseline Plan for all dates or a specified date range
- **Baseline Plan: Update Baseline Plan Dates and Amounts with Current Plan Dates and Amounts:** used to overwrite Baseline Plans with the Current Plan dates/amounts for all dates or a specified date range
 - **Create a Baseline Plan Event Delta (Actual less to-date Baseline Plans):** used to add a row to display the difference between the original/updated Baseline Plans
- **Current Plan: Copy Commitment Plan to Obligation Plan(s):** used to copy Commitment Plan Events to Obligation Plan
 - **Copy to Obligation Suggested/Current Plans:** used to copy Current Commitment Plan to either Suggested or Current Obligation Plan
 - **Offset days by:** used to specify the number of days to offset the Obligation Plan Event(s) based on the Current Commitment Plan Date(s)

Note: This option is only available in the Commitment Forecast.

- **Current Plan: Copy Plan to Different FY:** used to copy the Current Spend Plan, Plan Event Title/Description, and custom fields to a selected FY

Note: A different FY must be allocated to the budget for this option to display.

The screenshot displays the 'Re-Forecast Options' dialog box in the software. The dialog has a title bar 'Re-Forecast Options' and a close button. It contains a list of options under the heading 'Select Re-Forecast Option':

- Current Plan: Copy Suggested Plan to Current Plan
- Current Plan: Copy Baseline Plan to Current Plan
- Current Plan: Backfill Unallocated Actuals as New Plan Events
- Current Plan: Auto-Allocate Actuals to Plan Events By...
- Current Plan: Update Allocated Plan Event Dates and Amounts to Match Actuals
- Baseline Plan: Copy Current Plan Dates and Amounts to the Baseline Plan
- Baseline Plan: Update Baseline Plan Dates and Amounts with Current Plan Dates and Amounts
- Current Plan: Copy Commitment Plan to Obligation Plan(s)
- Current Plan: Copy Plan to different FY

The background shows the 'Commitment Forecast' screen for 'Execution for FY 2022 - Ground Transportation - Fuel'. It includes a 'Funding Status' section with values for Rqmt, Apprv, and Auth. Below that is an 'Obligation Plan Events' table with columns for Alloc, C/L, SB, and Plan Event. A 'Re-Forecast' button is visible in the top right of the main window.



Forecasting Tool

The Forecasting Tool is used to display forecasted events at both the CCaR Record and budget levels allowing users to quickly identify which records or budgets are performing on schedule and which of those need to have their forecasted plans updated. Users can access the Reforecast option directly from the Forecasting Tool or can be navigated to the Execution Window, if needed, to complete more in-depth forecasting changes. This page contains a sub-header and two datagrids.

Forecasting Tool

Current vs Baseline Threshold: 10 (green), 30 (yellow), 30 (red) | Budget Type: SFIS BUDGETS | FY: 2020 | Budgets: Composite | Composite Budget: Ground Transportation | Position: Obligations | Display FY: 2020 | View: MONTHLY | [Edit](#)

2020 Obligation Summary | Plan Filter: 3 items selected

Threshold	Status	Budget	Total	Prior	Oct	Nov	Dec	Jan	Feb	Mar
↑	P	Ground Transportation	\$331,434,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$2,000,000.00
		ACTUAL OBLIGATIONS		\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$2,000,000.00
		BASELINE OBL FORECAST		\$0.00	\$15,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000,000.00
		CURRENT OBL FORECAST		\$0.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00	\$0.00	\$15,000,000.00
		DELTA (ACTUAL - CURRENT)						(\$2,000,000.00)		(\$13,000,000.00)
		OSD GOAL		\$27,509,022.00	\$55,349,478.00	\$82,858,500.00	\$110,367,522.00	\$138,207,978.00	\$165,717,000.00	
			\$331,434,000.00							

Highlighted amounts indicate Actuals

2020 Obligation Forecast Details | View: Summary | Status: All | [C Reforecast](#) | [Open](#) | Search...

Threshold	Status	CCaR Title	Budget	Total	Prior	Oct	Nov	Dec	Jan
↑	P	** PLANHOLDER		\$219,434,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
↑	P	ATE-1029:ITEP - Black Hawk CRBWG (GARDNERM)	Ground Transportation - FDT	\$20,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
↑	P	ATE-1029:ITEP - Black Hawk CRBWG (GARDNERM)	Ground Transportation - Fuel	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
↓	P	ATE-1030:Ground Transportation (HAMMONDS)	Ground Transportation - FDT	\$20,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00
↑	P	ATE-1030:Ground Transportation (HAMMONDS)	Ground Transportation - Fuel	\$70,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$331,434,000.00					

Highlighted amounts indicate Actuals

Access

1. From the **CCaR Menu Bar**, click on either the **PM** or **FM** button to open the corresponding menus
2. Click on the **Forecasting Tool** menu item and the **Forecasting Tool** will appear

Financial Management

- Budgeting**
 - Budget Authority Editor
 - Funding Profile Report
 - Incoming Documents
 - Distributed Budget Manager
 - Reimbursable Activities
 - Composite Budgets
 - Budget Builder Tool
 - Accounts Manager
- Target Load Tool**
 - Accounting Address List
 - Target Load Sheet
 - GAFS Address Request
 - WINGAMPS Export
 - Sub-Allotments
- Execution**
 - BMR
 - BMR Chart Export Status
 - BMR Template
 - Forecasting Tool**
 - J025A Interface
 - Plan Quick Edit

My Items Awaiting Coordination

You're all caught up! No items need your coordination right now.

My CcAr Records

CCaR No	Control No	CCaR Title
ATE-1030	7108	Ground Transportation

For Official Use Only



Sub-Header

The sub-header is used to select the criteria for which CCaR Records and budgets to display in the datagrids to those which match the filter values and include the following:

- **Current vs. Baseline Threshold:** measures how the Current forecast compares to the Baseline forecast
 - The default settings are **10** and **30**, respectively, but can be modified at the organizational level
 - The **Save (Disk icon)** button allows a user to update the ratings in the datagrids if the threshold settings have been manually changed
 - A red, yellow, or green symbol will display in the datagrid to indicate within what threshold range the Current forecast falls
- **Budget Type:** used to select the service from which to pull the budgets and may contain:
 - **SFIS BUDGETS:** this is the default service as these budgets accommodate GFEBs requirements
 - **ARMY BUDGETS:** used if loading budgets executed using legacy accounting systems

Example: The SOMARDS or STANFINS legacy accounting systems.

- **FY:** used to select the fiscal year from which the funding was received
- **Budget:** used to indicate which types of budgets will be available for selection in the CCaR/Composite Budgets datagrid
 - **CCaR:** used to indicate that traditional budgets will be available for selection
 - **Composite:** used to indicate that composite budgets will be available for selection
- **CCaR/Composite Budgets:** used to select from the budgets which match the selection made in the Budget filter
- **Position:** used to select the position to display
- **Display FY:** used to select the fiscal year of the months that will be displayed in the datagrid
- **View:** used to determine how the data will be displayed. Options include:
 - **Monthly:** will display forecasting amounts for each month of the fiscal year
 - **Cumulative:** will display forecasting amounts for the current month plus the amounts from all previous months

Example: If the forecasted amount for April is \$250,000 and May is \$500,000 then the value displayed for May will be \$750,000.

- **GO:** used to load the data after the filter values have been set

The screenshot shows the 'Forecasting Tool' interface. At the top, there are several filter controls: 'Current vs Baseline Threshold' with a range of 10 to 30 and a 'Save' button; 'Budget Type' set to 'SFIS BUDGETS'; 'FY' set to '2020'; 'Budgets' set to 'Composite'; 'Composite Budget' set to 'Ground Transportation'; 'Position' set to 'Obligations'; 'Display FY' set to '2020'; and 'View' set to 'MONTHLY'. A green '+ Go' button is on the right. Below these filters, there is a 'Summary' section with a 'Plan Filter' showing '3 items selected'. At the bottom, there are 'Details' and 'View' options, a 'Status' dropdown set to 'All', and buttons for 'Rerecast', 'Open', and a search field. A note at the bottom right states 'Highlighted amounts indicate Actuals'.



Forecasting Tool Datagrids

There are two datagrids that display different information based on how the filters were set as follows:

- **<Fiscal Year> <Position> Summary:** used to display summary information for the fiscal year, position, and budget(s) selected
- **<Fiscal Year> <Position> Forecast Details:** used to display detailed forecast information for the fiscal year, position, and CCaR Record(s) with which the budget(s) are associated

Forecasting Tool												
Current vs Baseline Threshold		Budget Type	FY	Budgets	Composite Budget	Position	Display FY	View				
10 30 30		SFIS BUDGETS	2020	Composite	Ground Transportation	Obligations	2020	MONTHLY				
2020 Obligation Summary Plan Filter: 3 items selected												
Threshold	Status	Budget	Total	Prior	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
↑	P	Ground Transportation	\$331,434,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$2,000,000.00	\$15,000,000.00	
		ACTUAL OBLIGATIONS		\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$2,000,000.00	\$15,000,000.00	
		BASELINE OBL FORECAST		\$0.00	\$15,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000,000.00	\$0.00	
		CURRENT OBL FORECAST		\$0.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00	\$0.00	\$15,000,000.00	\$0.00	
		DELTA (ACTUAL - CURRENT)						(\$2,000,000.00)		(\$13,000,000.00)	\$15,000,000.00	
		OSD GOAL		\$27,509,022.00	\$55,349,478.00	\$82,858,500.00	\$110,367,522.00	\$138,207,978.00	\$165,717,000.00			
			\$331,434,000.00									
Highlighted amounts indicate Actuals												
2020 Obligation Forecast Details View: Summary Status: All												
Threshold	Status	CCaR Title	Budget	Total	Prior	Oct	Nov	Dec	Jan	Feb	Mar	
↑	P	** PLANHOLDER		\$219,434,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
↑	P	ATE-1029:ITEP - Black Hawk CRBWG (GARDNERM)	Ground Transportation - FDT	\$20,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
↑	P	ATE-1029:ITEP - Black Hawk CRBWG (GARDNERM)	Ground Transportation - Fuel	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
↓	P	ATE-1030:Ground Transportation (HAMMONDS)	Ground Transportation - FDT	\$20,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	
↑	P	ATE-1030:Ground Transportation (HAMMONDS)	Ground Transportation - Fuel	\$70,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
				\$331,434,000.00								
Highlighted amounts indicate Actuals												

Summary Datagrid

This datagrid is the top datagrid, can be exported to an Excel spreadsheet or display the Icon Key using the command buttons located below the datagrid and contains the following information:

- **Plan Filter:** used to select/edit the forecast plans to display in the datagrid
 - **Baseline:** used to display Baseline forecasting information
 - **Current:** used to display Current forecasting information
 - **Suggested:** used to display Suggested forecasting information
 - **Delta:** used to display the difference between the actual obligation/expenditure amounts and the current obligation/expenditure amounts

Forecasting Tool												
Current vs Baseline Threshold		Budget Type	FY	Budgets	Composite Budget	Position	Display FY	View				
10 30 30		SFIS BUDGETS	2020	Composite	Ground Transportation	Obligations	2020	MONTHLY				
2020 Obligation Summary Plan Filter: 3 items selected												
Threshold	Status	Budget	Total	Prior	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
↑	P	Ground Transportation	\$331,434,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$2,000,000.00	\$15,000,000.00	
		ACTUAL OBLIGATIONS		\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$2,000,000.00	\$15,000,000.00	
		BASELINE OBL FORECAST		\$0.00	\$15,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000,000.00	\$0.00	
		CURRENT OBL FORECAST		\$0.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00	\$0.00	\$15,000,000.00	\$0.00	
		DELTA (ACTUAL - CURRENT)						(\$2,000,000.00)		(\$13,000,000.00)	\$15,000,000.00	
		OSD GOAL		\$27,509,022.00	\$55,349,478.00	\$82,858,500.00	\$110,367,522.00	\$138,207,978.00	\$165,717,000.00			
			\$331,434,000.00									
Highlighted amounts indicate Actuals												



- **Icon Columns:** used to provide threshold and forecast status
 - **Threshold Status:** used to display a green up arrow, yellow square/black line, or red down arrow to indicate where in the Current vs. Baseline Threshold range the to-date actual amount falls
 - **Forecast Status:** used to display the validity of the forecast for the budget. This is the same symbol that will appear in the Execution Window of the CCaR Record for the selected budget and FY

Forecasting Tool

Current vs Baseline Threshold: 10 (Green), 30 (Yellow), 30 (Red) | Budget Type: SFIS BUDGETS | FY: 2020 | Position: Obligations | Display FY: 2020 | View: MONTHLY | Edit

2020 Obligation Summary | Plan Filter: 3 items selected

Threshold	Status	Budget	Prior	Oct	Nov	Dec	Jan	Feb	Mar	Total
Green Up Arrow	Red Down Arrow	Ground Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$2,000,000.00	\$11,000,000.00
		ACTUAL OBLIGATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$2,000,000.00	\$11,000,000.00
		BASELINE OBL FORECAST	\$0.00	\$15,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000,000.00	\$15,000,000.00
		CURRENT OBL FORECAST	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00	\$0.00	\$15,000,000.00	\$18,000,000.00
		DELTA (ACTUAL - CURRENT)					(\$2,000,000.00)		(\$13,000,000.00)	(\$13,000,000.00)
		OSD GOAL		\$27,509,022.00	\$55,349,478.00	\$82,858,500.00	\$110,367,522.00	\$138,207,978.00	\$165,717,000.00	\$331,434,000.00

Highlighted amounts indicate Actuals

- **Budget:** used to display the budget name or the text "MULTIPLE" if more than one budget was selected and displays additional information based on the Plan Filter drop-down:
 - ACTUAL <POSITION>
 - BASELINE <POSITION> FORECAST
 - CURRENT <POSITION> FORECAST
 - DELTA (ACTUAL – CURRENT)
 - OSD GOAL
- **Total:** used to display the official/approved funding amount for the Budget and FY entered into the Budget Authority Editor (BAE)
- **Prior:** used to display cumulative amounts for fiscal years prior to the Display FY, if any
- **Oct-Sep:** used to display amounts entered for the fiscal year selected in the Display FY filter
- **To Comp:** used to cumulative amounts for fiscal years after the Display FY, if any

Forecasting Tool

Current vs Baseline Threshold: 10 (Green), 30 (Yellow), 30 (Red) | Budget Type: SFIS BUDGETS | FY: 2020 | Budgets: Composite | Composite Budget: Ground Transportation | Position: Obligations | Display FY: 2020 | View: MONTHLY | Edit

2020 Obligation Summary | Plan Filter: 3 items selected

Threshold	Status	Budget	Total	Prior	Oct	Nov	Dec	Jan	Feb	Mar
Green Up Arrow	Red Down Arrow	Ground Transportation	\$331,434,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$2,000,000.00
		ACTUAL OBLIGATIONS		\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$2,000,000.00
		BASELINE OBL FORECAST		\$0.00	\$15,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000,000.00
		CURRENT OBL FORECAST		\$0.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00	\$0.00	\$15,000,000.00
		DELTA (ACTUAL - CURRENT)						(\$2,000,000.00)		(\$13,000,000.00)
		OSD GOAL		\$27,509,022.00	\$55,349,478.00	\$82,858,500.00	\$110,367,522.00	\$138,207,978.00	\$165,717,000.00	\$331,434,000.00

Highlighted amounts indicate Actuals



Forecast Details Datagrid

This datagrid is the bottom datagrid and contains the following information:

- **View Filter:** used to select the information displayed in the datagrid
 - **Summary:** used to display general forecasting information
 - **Detail:** used to display additional forecasting information
- **Status Filter:** used to identify the CCaR Records to display in the datagrid
 - **Not Valid:** used to display the CCaR Records with the selected forecasting status
 - **Ahead of Plan:** used to display the CCaR Records with the selected forecasting status
 - **Valid:** used to display the CCaR Records with the selected forecasting status
 - **Fully Committed:** used to display the CCaR Records with the selected forecasting status
 - **Fully Obligated:** used to display the CCaR Records with the selected forecasting status
 - **Fully Expended:** used to display the CCaR Records with the selected forecasting status

The screenshot shows the 'Forecasting Tool' interface. At the top, there are filters for 'Current vs Baseline Threshold' (10, 30), 'Budget Type' (SFIS BUDGETS), 'FY' (2020), 'Budgets' (Composite), 'Composite Budget' (Ground Transportation), and 'Position' (Obligations). Below this is a '2020 Obligation Summary' table with columns: Threshold, Status, Budget, Total. The 'View' dropdown is set to 'Summary' and the 'Status' dropdown is set to 'All'. A 'Select' dialog box is open, showing a list of status options with checkboxes: Not Valid (P), Ahead Of Plan (P), Valid (P), Fully Committed (C), Fully Obligated (O), and Fully Expended (E). The background datagrid shows rows for 'Ground Transportation' with a budget of \$331,434,000.00 and a total of \$331,434,000.00. A monthly breakdown table is visible on the right with columns for Jan, Feb, Mar, Nov, Dec, and Jan.

- **Icon Columns:** used to provide threshold and forecast status
 - **Threshold Status:** used to show the Current vs. Baseline Threshold status
 - **Forecast Status:** used to display the forecast validity and other Detail view icons
 - **Equals:** used to indicate the forecast and actual amounts equal the Approved Amount
 - **Does Not Equal:** used to indicate that forecast/and or actual amounts do not equal the Approved Amount

The screenshot shows the 'Forecasting Tool' interface with an 'Icon Key' dialog box open. The dialog box explains the icons used in the datagrid:

- Threshold:**
 - Green arrow up: Current Forecast is within the Green threshold of the Baseline Forecast
 - Yellow arrow up: Current Forecast is within the Yellow threshold of the Baseline Forecast
 - Red arrow down: Current Forecast is within the Red threshold of the Baseline Forecast
- Status:**
 - Red P: Current Forecast is Not Valid
 - Yellow P: Current Execution is ahead of the plan
 - Green P: Current Forecast is Valid
 - Blue C: Approved Amount is Fully Committed
 - Blue O: Approved Amount is Fully Obligated
 - Blue E: Approved Amount is Fully Expended
 - Blue =: Forecast and/or actual equals the approved amount
 - Blue ≠: Forecast and/or actual does not equal the approved amount

 The background datagrid shows a monthly breakdown table with columns for Prior, Oct, Nov, Dec, Jan, Feb, Mar, and Total. The 'Total' row shows a value of \$331,434,000.00. A 'Reforecast' button and an 'Open' dropdown are visible at the bottom right of the datagrid.



- **CCaR Title:** used to display the CCaR Record(s) to which the budget is associated. If the detailed view is selected, additional rows may appear as follows:
 - ****PLANHOLDER:** automatically appears within the datagrid and is associated with any remaining budget amount not yet allocated to a CCaR Record
 - ACTUAL <POSITION>
 - BASELINE <POSITION> FORECAST
 - CURRENT <POSITION> FORECAST
 - SUGGESTED <POSITION> FORECAST
 - DELTA (ACTUAL – CURRENT)
- **Budget:** used to display the budget to which the CCaR Record is associated
- **Total:** used to display the Approved amount allocated to the CCaR Record
- **Prior:** used to display cumulative amounts for fiscal years prior to the Display FY, if any
- **Oct-Sep:** used to display amounts entered for the fiscal year selected in the Display FY filter
- **To Comp:** used to display cumulative amounts for fiscal years after the Display FY, if any

The Forecast Details datagrid also contains the following two command buttons in the datagrid header:

- **Reforecast:** used to re-forecast one or all CCaR Records in the datagrid
- **Open:** used to open the CCaR Execution Window when a CCaR Record is selected

Forecasting Tool												
Current vs Baseline Threshold		Budget Type	FY	Budgets	Composite Budget	Position	Display FY	View				Edit
10 30		SFIS BUDGETS	2020	Composite	Ground Transportation	Obligations	2020	MONTHLY				
2020 Obligation Summary Plan Filter 3 items selected												
Threshold	Status	Budget	Total	Prior	Oct	Nov	Dec	Jan	Feb	Mar		
↑	P	Ground Transportation	\$331,434,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1	
		ACTUAL OBLIGATIONS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1	
		DELTA (ACTUAL - CURRENT)								(\$15,000,000.00)	\$1	
		OSD GOAL			\$27,509,022.00	\$55,349,478.00	\$82,858,500.00	\$110,367,522.00	\$138,207,978.00	\$165,717,000.00		
			\$331,434,000.00									
Highlighted amounts indicate Actuals												
2020 Obligation Forecast Details View Summary Status All												
↑	P	** PLANHOLDER	Budget	Total	Prior	Oct	Nov	Dec	Jan			
				\$219,434,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
↑	P	ATE-1030:Ground Transportation (HAMMONDS)	Ground Transportation - Fuel	\$70,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
				\$331,434,000.00								
Highlighted amounts indicate Actuals												

Note: The CCaR Execution Window can also be accessed by double-clicking the title of the CCaR Record.



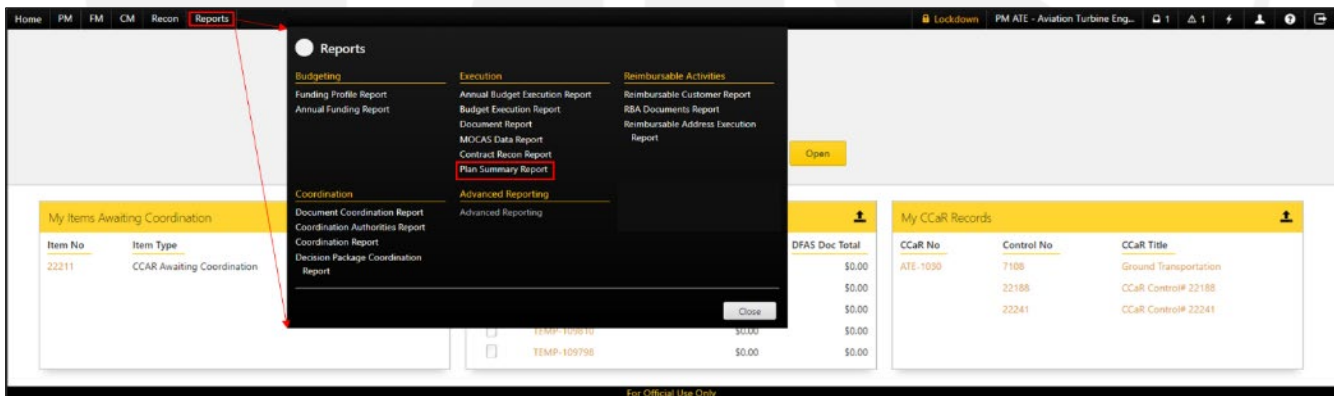
Plan Summary Report

This report is used to display current forecasted events grouped by month for the selected budget(s) and FY and allows users to quickly identify which records or budgets are performing on schedule and which of those need to have their forecasted plans updated. This page contains a sub-header and a datagrid.

Plan Summary Report												
Budget Type	FY	Org	Budgets	CCaR Budgets	Position/Display							
SFIS BUDGETS	2020	PM ATE	CCaR	Ground Transportation - FDT	Current Obl Plan Events							
												Open
Org	Plan	Alloc	Date	CCaR No	Title	Budget	Amount	Plan Event	Event Description	OPR		
Month: Jan-2020 - CUM: \$3,000,000.00 PLANNED: 6% OSD GOAL: 33.3%												
PM ATE	<input checked="" type="checkbox"/>		02 Jan 2020	ATE-1030	Ground Transportation	Ground Transportation - FDT	\$3,000,000.00	Initial Forecast	Initial	HAMMONDS		
Month: May-2020 - CUM: \$13,000,000.00 PLANNED: 26% OSD GOAL: 66.7%												
PM ATE	<input checked="" type="checkbox"/>		01 May 2020	ATE-1030	Ground Transportation	Ground Transportation - FDT	\$10,000,000.00	Automatic spread		HAMMONDS		
							Available Budget	\$50,000,000.00				
							Total Planned	\$20,000,000.00				

Access

1. From the **CCaR Menu Bar**, click on the **Reports** button and the **Reports Menu** will appear
2. Click on the **Plan Summary Report** menu item to display the **Plan Summary Report**



Sub-Header

The sub-header is used to select the criteria for which CCaR Records/Budgets to display in the datagrids for those matching the filter values and includes the following:

- **Budget Type:** used to select the service from which to pull the budgets and may contain:
 - **SFIS BUDGETS:** used for budgets that accommodate GFEBs requirements
 - **ARMY BUDGETS:** used if loading budgets executed using legacy accounting systems

Example: The SOMARDS or STANFINS legacy accounting systems.

- **FY:** used to select the fiscal year to be displayed in the datagrid
- **Org:** used to select the organization(s) from which to pull the budgets
- **Budget:** used to indicate the types of budgets displayed in the CCaR/Composite Budgets datagrid
 - **CCaR:** used to indicate that traditional budgets will be available for selection



- **Composite:** used to indicate that composite budgets will be available for selection
- **CCaR/Composite Budgets:** used to select the budgets to be displayed in the report
- **Position/Display:** used to select one of nine forecasted positions to display from the following:
 - Suggested, Current, or Baseline Comm Plan Events
 - Suggested, Current, or Baseline Obl Plan Events
 - Suggested, Current, or Baseline Exp Plan Events
- **GO:** used to load the data after the filter values have been set

Plan Summary Report

Budget Type	FY	Org	Budgets	CCaR Budgets	Position/Display	Go
SFIS BUDGETS	2020	PM ATE	CCaR	Ground Transportation - FDT	Current Obl Plan Events	

Org	Plan	Alloc	Date	CCaR No	Title	Budget	Amount	Plan Event	Event De
							Available Budget		
							Total Planned		

Plan Summary Datagrid

The information is displayed by month for the CCaR Records/Budgets matching the values selected in the page filters. Each month contains an expandable/collapsible row with the following information:

- **Month/FY Abbreviation:** used to display the 3-letter month abbreviation and the fiscal year for which the forecasting information will be displayed
- **CUM:** displays the total forecasted amount for the CCaR Records/Budgets displayed in the datagrid
- **PLANNED:** used to display the percentage of the available budget being forecasted
- **OSD GOAL:** used to display the percentage of the available budget that should be forecasted per OSD recommendations

Plan Summary Report

Budget Type	FY	Org	Budgets	Composite Budget	Position/Display	Edit
SFIS BUDGETS	2020	PM ATE	Composite	Ground Transportation	Current Obl Plan Events	

Org	Plan	Alloc	Date	CCaR No	Title	Budget	Amount	Plan Event	Event De
<div style="border: 1px solid red; padding: 2px;"> ▲ Month: Jan-2020 - CUM: \$13,000,000.00 PLANNED: 3.9% OSD GOAL: 33.3% </div>									
PM ATE	P		02 Jan 2020	ATE-1030	Ground Transportation	Ground Transportation - FDT	\$3,000,000.00	Initial Forecast	Initial
PM ATE	P		15 Jan 2020	ATE-1030	Ground Transportation	Ground Transportation - Fuel	\$10,000,000.00	Prior Forecast	
<div style="border: 1px solid red; padding: 2px;"> ▲ Month: May-2020 - CUM: \$43,000,000.00 PLANNED: 13% OSD GOAL: 66.7% </div>									
PM ATE	P		01 May 2020	ATE-1030	Ground Transportation	Ground Transportation - FDT	\$10,000,000.00	Automatic spread	
PM ATE	P		01 May 2020	ATE-1030	Ground Transportation	Ground Transportation - Fuel	\$20,000,000.00	Automatic spread	
<div style="border: 1px solid red; padding: 2px;"> ▲ Month: Jun-2020 - CUM: \$50,000,000.00 PLANNED: 15.1% OSD GOAL: 75% </div>									
PM ATE	P		01 Jun 2020	ATE-1030	Ground Transportation	Ground Transportation - FDT	\$7,000,000.00	Automatic spread	
<div style="border: 1px solid red; padding: 2px;"> ▲ Month: Aug-2020 - CUM: \$90,000,000.00 PLANNED: 27.2% OSD GOAL: 91.7% </div>									
PM ATE	P		01 Aug 2020	ATE-1030	Ground Transportation	Ground Transportation - Fuel	\$40,000,000.00	Automatic spread	
							Available Budget	\$330,434,000.00	
							Total Planned	\$90,000,000.00	

The information contained in the datagrid is as follows:

- **Org:** used to indicate the organization from which the budget was pulled
- **Icon Columns:** used to provide forecasting and allocation status
 - **Forecast Status:** used to display the status of the Current forecast
 - **Allocation Status:** used to show if an execution document has been linked to a Plan Event



Plan Summary Report

Budget Type	FY	Org	Budgets
SFIS BUDGETS	2020	PM ATE	CCaR

Org	Plan	Alloc	Date	CCaR No
Month: Jan-2020 - CUM: \$3,000,000.00 PLANNED: 6% OSD GOAL: 33.3%				
PM ATE	P		02 Jan 2020	ATE-1030

Amount	Plan Event
\$3,000,000.00	Initial Forecast
\$50,000,000.00	Budget
\$20,000,000.00	Total Planned

- **Date:** used to display the Month/FY for the subsequent groups of plan events as well as the date for which the plan event was forecasted
- **CCaR No:** used to display the number of CCaR Record for the associated budget
- **Title:** used to display the title of the CCaR Record for the associated budget
- **Budget:** used to display the title of the budget
- **Amount:** used to display the amount per plan event
- **Plan Event:** used to display the name of the plan event
- **Event Description:** used to display the description of the plan event
- **OPR:** used to display the name of the user listed as the OPR on the CCaR Record

Plan Summary Report

Budget Type	FY	Org	Budgets	CCaR Budgets	Position/Display
SFIS BUDGETS	2020	PM ATE	CCaR	Ground Transportation - FDT	Current Obl Plan Events

Org	Plan	Alloc	Date	CCaR No	Title	Budget	Amount	Plan Event	Event Description	OPR
Month: Jan-2020 - CUM: \$3,000,000.00 PLANNED: 6% OSD GOAL: 33.3%										
PM ATE	P		02 Jan 2020	ATE-1030	Ground Transportation	Ground Transportation - FDT	\$3,000,000.00	Initial Forecast	Initial	HAMMONDS
Month: May-2020 - CUM: \$13,000,000.00 PLANNED: 26% OSD GOAL: 66.7%										
PM ATE	P		01 May 2020	ATE-1030	Ground Transportation	Ground Transportation - FDT	\$10,000,000.00	Automatic spread		HAMMONDS
Available Budget							\$50,000,000.00			
Total Planned							\$20,000,000.00			

There is a table below the datagrid that contains the following information:

- **Available Budget:** used to show the official/approved funding for the CCaR Record and Budget
- **Total Planned:** used to display the total funding amount forecasted for the CCaR Record/Budget

Plan Summary Report

Budget Type	FY	Org	Budgets	CCaR Budgets	Position/Display
SFIS BUDGETS	2020	PM ATE	CCaR	Ground Transportation - FDT	Current Obl Plan Events

Org	Plan	Alloc	Date	CCaR No	Title	Budget	Amount	Plan Event	Event Description	OPR
Month: Jan-2020 - CUM: \$3,000,000.00 PLANNED: 6% OSD GOAL: 33.3%										
PM ATE	P		02 Jan 2020	ATE-1030	Ground Transportation	Ground Transportation - FDT	\$3,000,000.00	Initial Forecast	Initial	HAMMONDS
Month: May-2020 - CUM: \$13,000,000.00 PLANNED: 26% OSD GOAL: 66.7%										
PM ATE	P		01 May 2020	ATE-1030	Ground Transportation	Ground Transportation - FDT	\$10,000,000.00	Automatic spread		HAMMONDS
Available Budget							\$50,000,000.00			
Total Planned							\$20,000,000.00			

Note: Make forecasting changes by either selecting a Plan Event and clicking the Open button or by double-clicking a Plan Event to open the Execution Window.



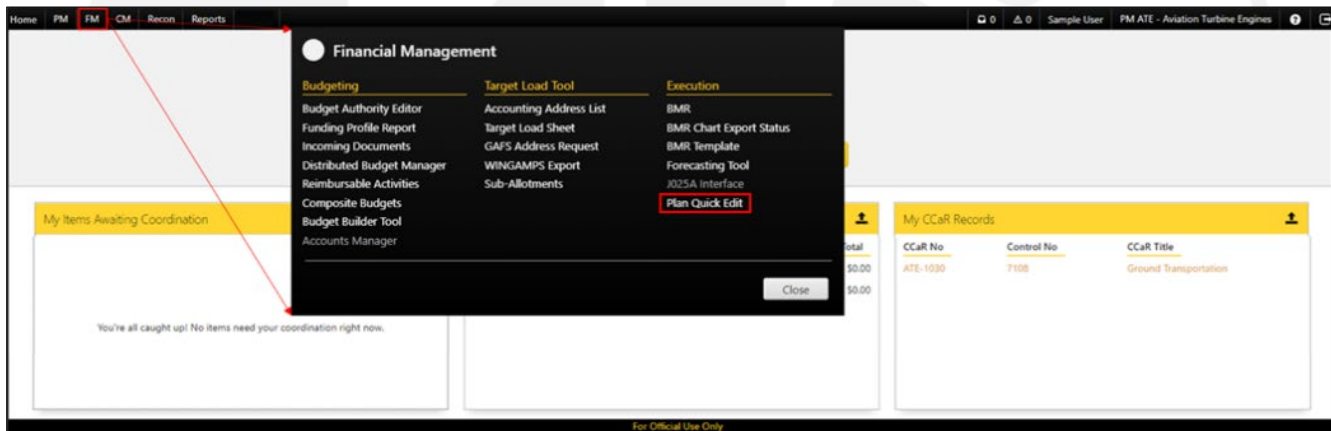
Plan Quick Edit

The Plan Quick Edit is used to quickly edit unallocated Current and Baseline forecasted events grouped by month for the selected budget(s)/FY while also displaying budget and CCaR Record execution summaries.

Plan Quick Edit											
Budget Type	FY	Budgets	CCaR Budgets	Position/Display							
SFIS BUDGETS	2022	CCaR	3 selected	Current Obl Plan Events							
<div style="text-align: right;"> Budget Summary CCaR Summary Custom Fields + Add Delete Save Open Search... </div>											
CCaR No	Title	Budget	C/L	SB	Plan Event	Date	Amount	Alloc	Event Description		
FY2022 - Apr-2022 Cum: \$1,800,000.00 Planned: 3% OSD Goal: 52.5% SubTotal: \$1,800,000.00											
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - FDT			FDT Initial	30 Apr 2022	\$1,800,000.00		Initial		
FY2022 - Jun-2022 Cum: \$2,000,000.00 Planned: 3.3% OSD Goal: 67.5% SubTotal: \$200,000.00											
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - FDT			FDT 2	30 Jun 2022	\$200,000.00		2		
FY2022 - Sep-2022 Cum: \$2,200,000.00 Planned: 3.7% OSD Goal: 90% SubTotal: \$200,000.00											
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - FDT			FDT 3	30 Sep 2022	\$200,000.00		3		

Access

1. From the **CCaR Menu Bar**, click on the **PM** or **FM** buttons to open the corresponding menus
2. Click on the **Plan Quick Edit** menu item to display the **Plan Quick Edit** tool



Sub-Header

The sub-header is used to select the criteria for which CCaR Records/Budgets to display in the datagrids to those matching the filter values and includes the following:

- **Budget Type:** used to select the service from which to pull the budgets and may contain:
 - **SFIS BUDGETS:** used for budgets that accommodate GFEBs requirements
 - **ARMY BUDGETS:** used if loading budgets executed using legacy accounting systems

Example: The SOMARDS or STANFINS legacy accounting systems.

- **FY:** used to select the fiscal year to be displayed in the datagrid
- **Budgets:** used to indicate the types of budgets displayed in the CCaR/Composite Budgets datagrid
 - **CCaR:** used to indicate that traditional budgets will be available for selection
 - **Composite:** used to indicate that composite budgets will be available for selection



- **Incoming Documents:** used to indicate that budgets from Incoming Documents will be available for selection
- **CCaR/Composite/Incoming Documents Budgets:** used to select the budgets to be displayed in the report—title will change based on budget type selected
- **Position/Display:** used to select one of six forecasted positions to display from the following:
 - Current or Baseline Comm Plan Events
 - Current or Baseline Obl Plan Events
 - Current or Baseline Exp Plan Events
- **GO:** used to load the data after the filter values have been set

Plan Quick Edit Datagrid

The information is displayed by month for the CCAr Records/Budgets matching the values selected in the page filters. Each month contains an expandable/collapsible row with specific plan event information. The plan events can be further modified with the following command buttons:

- **Budget Summary:** used to display a Current execution summary for the selected budget
- **CCaR Summary:** used to display a Current execution summary for the selected CCAr Record
- **Custom Fields:** used to edit the Current or Baseline custom fields for a plan event
- **Add:** used to add a Current or Baseline plan event
- **Delete:** used to delete an unallocated Current or Baseline plan event

Note: Allocated plan events cannot be deleted from the Plan Quick Edit without removing the **Allocated Actual** from the plan event in the Execution Window.

- **Save:** used to save any changes made
- **Open:** used to open CCAr Record Execution [Comm, Obl, Exp] Forecast in a new internet browser tab
- **Search:** used to enter characters to quickly filter the data displayed in the datagrid

CCaR No	Title	Budget	C/L	SB	Plan Event	Date	Amount	Alloc	Event Description
FY2022 - Apr-2022 Cum: \$1,800,000.00 Planned: 2.3% OSD Goal: 52.5% SubTotal: \$1,800,000.00									
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - FDT			FDT Initial	30 Apr 2022	\$1,800,000.00		Initial
FY2022 - Jun-2022 Cum: \$2,000,000.00 Planned: 2.5% OSD Goal: 67.5% SubTotal: \$200,000.00									
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - FDT			FDT 2	30 Jun 2022	\$200,000.00		2
FY2022 - Sep-2022 Cum: \$4,200,000.00 Planned: 5.3% OSD Goal: 90% SubTotal: \$2,200,000.00									
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - FDT			FDT 3	30 Sep 2022	\$200,000.00		3
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - Fuel			Initial Forecast	30 Sep 2022	\$2,000,000.00		Initial



The information contained in the expandable/collapsible row is as follows:

- **Month/FY Abbreviation:** used to display the 3-letter month abbreviation and the fiscal year for which the forecasting information will be displayed
- **Cum:** used to display the cumulative total forecasted amount for the CCaR Records/Budgets displayed in the datagrid
- **Planned:** used to display the percentage of the available budget being forecasted
- **OSD Goal:** used to display the percentage of the available budget that should be forecasted per OSD recommendations
- **SubTotal:** displays the total forecasted amount for the CCaR Records/Budgets displayed in the datagrid

Plan Quick Edit

Budget Type	FY	Budgets	CCaR Budgets	Position/Display					
SFIS BUDGETS	2022	CCaR	3 selected	Current Obl Plan Events					
\$ Budget Summary CCaR Summary Custom Fields + Add Delete Save Open Search...									
CCaR No	Title	Budget	C/L	SB	Plan Event	Date	Amount	Alloc	Event Description
FY2022 - Apr-2022 Cum: \$1,800,000.00 Planned: 2.3% OSD Goal: 52.5% SubTotal: \$1,800,000.00									
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - FDT	<input type="checkbox"/>	<input type="checkbox"/>	FDT Initial	30 Apr 2022	\$1,800,000.00	<input checked="" type="checkbox"/>	Initial
FY2022 - Jun-2022 Cum: \$2,000,000.00 Planned: 2.5% OSD Goal: 67.5% SubTotal: \$200,000.00									
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - FDT	<input type="checkbox"/>	<input type="checkbox"/>	FDT 2	30 Jun 2022	\$200,000.00	<input type="checkbox"/>	2
FY2022 - Sep-2022 Cum: \$4,200,000.00 Planned: 5.3% OSD Goal: 90% SubTotal: \$2,200,000.00									
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - FDT	<input type="checkbox"/>	<input type="checkbox"/>	FDT 3	30 Sep 2022	\$200,000.00	<input type="checkbox"/>	3
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - Fuel	<input type="checkbox"/>	<input type="checkbox"/>	Initial Forecast	30 Sep 2022	\$2,000,000.00	<input type="checkbox"/>	Initial

The information contained in the datagrid is as follows:

- **CCaR No:** used to display the CCaR Record Number for the associated budget
- **Title:** used to display the title of the CCaR Record for the associated budget
- **Budget:** used to display the title of the budget
- **C/L:** used to indicate if the plan event is for a contingent liability
- **SB:** used to indicate if the plan event is for a small business
- **Plan Event:** used to display the name of the plan event
- **Date:** used to display the forecasted date for the Current or Baseline plan event
- **Amount:** used to display the forecasted amount for the Current or Baseline plan event
- **Allocation Status:** icon used to show if Actual execution has been allocated to the plan event
- **Event Description:** used to display the description of the plan event
- **Custom Fields:** used to display up to 10 custom columns pre-configured by the CCaR Admin

Plan Quick Edit

Budget Type	FY	Budgets	CCaR Budgets	Position/Display						
SFIS BUDGETS	2022	CCaR	3 selected	Current Obl Plan Events						
\$ Budget Summary CCaR Summary Custom Fields + Add Delete Save Open Search...										
CCaR No	Title	Budget	C/L	SB	Plan Event	Date	Amount	Alloc	Event Description	Comm Item
FY2022 - Apr-2022 Cum: \$1,800,000.00 Planned: 2.3% OSD Goal: 52.5% SubTotal: \$1,800,000.00										
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - FDT	<input type="checkbox"/>	<input type="checkbox"/>	FDT Initial	30 Apr 2022	\$1,800,000.00	<input checked="" type="checkbox"/>	Initial	
FY2022 - Jun-2022 Cum: \$2,000,000.00 Planned: 2.5% OSD Goal: 67.5% SubTotal: \$200,000.00										
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - FDT	<input type="checkbox"/>	<input type="checkbox"/>	FDT 2	30 Jun 2022	\$200,000.00	<input type="checkbox"/>	2	
FY2022 - Sep-2022 Cum: \$4,200,000.00 Planned: 5.3% OSD Goal: 90% SubTotal: \$2,200,000.00										
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - FDT	<input type="checkbox"/>	<input type="checkbox"/>	FDT 3	30 Sep 2022	\$200,000.00	<input type="checkbox"/>	3	
TRN-1782	ATE-1030: Ground Transportation	Ground Transportation - Fuel	<input type="checkbox"/>	<input type="checkbox"/>	Initial Forecast	30 Sep 2022	\$2,000,000.00	<input type="checkbox"/>	Initial	

Note: Make plan event changes by either editing the orange-highlighted fields in the Plan Quick Edit and clicking Save or by opening a plan event to display the Execution Window



Additional Resources

CCaR has multiple resources available for users to obtain additional information or assistance on any topic covered in this user manual:

- **PM-based Support Personnel:** CCaR Subject Matter Experts (SMEs) are available on-site for any questions or concerns that may arise after training has been completed
- **The CCaR Help File:** accessed from the CCaR desktop, the help file provides detailed information for users on any of the topics discussed during the training

