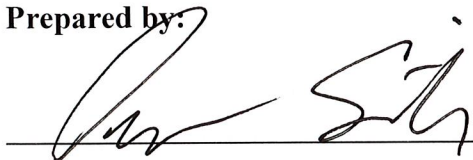


PREPARING THE MONTHLY MANAGEMENT DISTRIBUTION REPORT BSB 0104-20

Prepared by:



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Date: 01/23/2023

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Date: 01/23/2023

BOILER SAFETY BUREAU

STANDARD OPERATING PROCEDURE MANUAL

PREPARING THE MONTHLY MANAGEMENT DISTRIBUTION REPORT
BSB 0104-20 **R5**

1.0 PURPOSE AND SCOPE

This procedure provides requirements for the preparation of a monthly report for Boiler Safety Bureau (BSB) management. The report consolidates information that is found *in the BSB inspection database*, Inspector Daily reports, and reports from Budget.

2.0 PERSONNEL RESPONSIBILITIES

- 2.1 The Bureau Chief – BSB has the overall responsibility for implementation of this section.
- 2.2 The Boiler Safety Bureau Assistant Bureau Chief has day-to-day responsibility for ensuring Boiler Safety Bureau support staff work in accordance with this procedure.
- 2.3 The Information Administrative Specialist 1 is responsible for preparing the Management Distribution Report.
- 2.4 BSB support staff are responsible for cognizance, understanding and strict adherence to this procedure.

3.0 HEALTH and SAFETY ISSUES

Not applicable.

4.0 PROCEDURE

4.1 Shop Report

The Bureau Administrative Specialist 1 keeps a hard copy of all shop reports that has been invoiced in JO in a Monthly Shop Folder in a file cabinet.

- 4.1.1 At the beginning of each month, gather the previous month shop reports from the Monthly Shop Folder.
- 4.1.2 Separate/Sort the various shops reports (hard copies) according to Inspectors.
- 4.1.3 Per Inspector, calculate the numbers of half-day shops: (for full day shops, convert to half-day shops).
- 4.1.4 Per Inspector, calculate the total amount of shops fees per Inspector.
- 4.1.5 Go to the “S” drive on the network and open the “Boiler” directory.

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- a) In the “Boiler” directory, open the “Fiscal Reports” folder.
- b) Next, open the “Shops Log” folder, and select the current fiscal year “Shop Log”.
Ex: Inspectors Shops Log-Jul12-Jun13

4.1.6 Enter the total number of half-day shops and the total shop amounts per Inspector in the spreadsheet under the previous month.

4.1.7 Complete the report and save/print a copy. The data from the shop report will be used to process other management reports.

4.2 Retrieving Data from **BSB inspection database**

Before processing any further reports, you will need to retrieve various data reports from *the BSB inspection database*. The data from these reports will be used to process the monthly Management Reports.

4.2.1 Inspector Statistics Report

- a) Run this report from Admin | Reports | Inspector Statistics
- b) Use the start and end dates for the beginning and end of the previous month. Ex: If it’s April, use the dates for March.
- c) Click “Continue” and the report will automatically generate.
- d) Print the entire copy of the “Inspectors Statistic Report”.
- e) At the bottom of the last page of the report, calculate and list the following items:
 - 1. Total Number of Inspections invoiced for State of NC and the Total for all insurance companies combined.
 - 2. Total Number of Internal Boiler Inspections invoiced for State of NC and the Total for all insurance companies combined.
 - 3. Total Number of External Boiler/PV Inspections invoiced for State of NC and the Total for all insurance companies combined.
 - 4. For the Total Amount of Inspections Fees invoiced for State of NC, enter the State total amount from the Inspectors Monthly Production Report after it’s completed.
 - 5. Total the Amount of Inspections Fees invoiced for all Insurance companies combined. Don’t include State fees.

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4.2.2 Violation Statistics Report

- a) Run this report from Admin | Reports | Violation Statistics
- b) Use the start and end dates for the beginning and end of the previous month. Ex: If it's April, use the dates for March.
- c) Click "Continue" and the report will automatically generate.
- d) Print the entire copy of the "Violation Statistics Report".
- e) At the bottom of the last page of the report, calculate and list the following items:
 1. Total Number of State Violations Opened and the Total Number of Violations Opened for all insurance companies combined.
 2. Total Number of State Violations Closed and the Total Number of Violations Closed for all insurance companies combined.

4.2.3 Object Count By Company Report

This report is used to retrieve the number of active objects per each Jurisdiction in ***BSB inspection database***. Run this report at the beginning of each month.

- a) Run this report from Admin | Reports | Object Count By Company.
- b) Print the report and calculate the number of inactive objects.
 1. To get the total # of inactive objects for the month in question, subtract the previous month total # of inactive objects from the present month total # of inactive objects.

4.2.4 Jurisdiction Number Allocation Report

Run this report from Admin | Reports | Jurisdiction Number Allocation Report

- a) Use start and end dates for the beginning and end of the month in question. Click "Continue".
- b) Print the last page only of the report.

4.2.5 Objects Insurance Cancellation Report

Run this report from BPV | Reports | Obj Insurance Cancellation

- a) Use start and end dates for the beginning and end of the month in question. Click "Continue"
- b) Print the last page only of the report.

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4.2.6 NC AR Aging Report

- a) Run this report from Accounting | Reports | NC AR AGING Report
- b) Print the last page of the report, which shows the total number of aged invoices and amounts.
- c) This report will be used later to process the AR Aging Report.

4.2.7 Receipts Summary Report

Run this report from Accounting | Reports | Receipts Summary By Day

- a) Use start and end dates for the beginning and end of the month in question. Click “Continue”
- b) Print the report, which shows the Total amount invoiced in JO.

4.2.8 Insurance Companies: Location Summary Reports-Overdues

From the BPV page, create a saved query to be used to run Location Summary Reports and Open Violations Summary Reports for each Insurance Company. The query should contain as follow:

- i) Status = Active
 - ii) Ins Co = Any
 - iii) Click “Save Query”. Name the query “Insurance”.
-
- a) Use the saved query for each Insurance company to prefill the search fields.
 - b) To find the total number of Overdues, expand the Search Criteria in the saved query you created above.
 - c) Set Schedule End Date to the end of the month BEFORE the target month. For example, if you are running the reports for May, set the Schedule End Date to be the last day of April (4/30/2009)
 - d) Change the Ins Co = Desired Insurance Company
 - e) Click “Reports” at the bottom of the screen.
 - f) Run a Location Summary report by clicking “Location Summary Report”.
 - g) Print only the last page to get the total number of overdue objects for the insurance company.
 - h) Run a separate report for each Insurance company.

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4.2.9 Insurance Companies: Open Violations Summary Reports

- a) Use the saved query you created for Insurance companies, adding Violation Status = Open to the search criteria.
- b) Set Violation End Date to 90 days BEFORE the target month. For example, if you are running the reports for May, set the Violation End Date to be the last day of Jan (1/31/2009).
- c) Click “Reports” at the bottom of the screen.
- d) Run an Open Violation Summary report by clicking “Open Violation Summary”.
- e) Print the entire report.
- f) Manually count the number of objects per location not the number of violations per object. This will yield the correct number of past due open violations.
- g) Run a separate report for each Insurance company.

4.3 Monthly Production Inspection Report

At the end of each month, the Administrative Specialist 1 will complete a monthly recap report summarizing each of their assigned Inspector’s work for the month. The data from these reports will be entered into the “Monthly Production Inspection Report” which is on the “S” drive, “Boiler” directory. The file will be in the current folder. Ex: 2010-2011_FY-Reports\Yearly Reports.

- 4.3.1 After the inspectors’ monthly recap reports are completed, print a hard copy of each inspector report.
- 4.3.2 Open the “Monthly Production Report” spreadsheet.
- 4.3.3 At the bottom of the spreadsheet, click on the previous month file. The file should be without added data. Create a copy of the file to be used for the next month report.
 - a) Right Click (with the mouse) on the file and select Move/Copy.
 - b) Check the create copy box and move a copy of the file to the right-end of the same file in the spreadsheet. You should now see a copy of the file.
 - c) Rename the new copy of the file with the present month name. ex: Mar 2013-Productivity Recap. Click “Save”.

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- 4.3.4 Return to the previous month file, edit the Header/Footer on the file.
- a) Go to “Page Setup”; click “Header/Footer”.
 - b) Click “Header” and make changes: ex. MONTHLY PRODUCTION INSPECTION REPORT FEB 2013. Click “Ok”.
 - c) To edit the Footer, go to “Footer”, make changes: ex. Prepared by: John Doe—Mar 10, 2013. Click “Ok”.
 - d) Click “Ok” again and click “Save”.

- 4.3.5 Sort the Inspectors Monthly Recap sheets as listed on the spreadsheet.
- a) Enter the data from the last column of each inspector Monthly Recap sheet into corresponding inspector column on the spreadsheet.
 - b) When done, click “Save”.

- 4.3.6 Work Hours---Enter the total number of work hours per month.
- a) Count the number of hours per work week (40) and if not a full week, add the number of hours per each workday.
 - b) Enter the same number of work hours for each inspector in the spreadsheet.

- 4.3.7 Total Number of Inspections/Revenue-Inspections---Enter the total number of inspections completed by each inspector and the amount invoiced from the “Inspectors Statistic Report”.

- 4.3.8 Shops Revenue---Enter each Inspector shop amounts from the “Shop Log” spreadsheet you processed earlier.
- a) Also, enter the amounts of shops/audits performed by supervisors and other employees.

- 4.3.9 Insurance Revenue---Enter the total amount of inspections invoiced in for all the Insurance Companies. Retrieve the data from the “Inspectors Statistic Report”.

- 4.3.10 When done, click “Save”. Review/Print a copy of the report for File.

4.4 Inspector Monthly Status Report

The Inspector Monthly Status Report is incorporated into the Monthly Management Distribution Report. Thereby, at the end of each month, the support staff will complete the Inspector Monthly Status Report. Refer to the Bureau procedure: BSB 0104-19. This report is located on the “S” drive, in the “Boiler” directory. The file will be in the current folder.
Ex: 2010-2011_FY-Reports\Yearly Reports.

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4.5 Global Status State Report

The data from the Inspector Monthly Status Report will be used to complete the “Global Status State Report”. This report is located on the “S” drive, in the “Boiler” directory. The file will be in the current folder.

Ex: 2010-2011_FY-Reports\Yearly Reports.

4.5.1 Open the “Global Status State Report” spreadsheet.

4.5.2 At the bottom of the spreadsheet, click on the most recent or last month file.

- a) Right Click (with the mouse) on the file and select Move/Copy.
- b) Check the create copy box and move a copy of the file to the right (beside the same file) in the spreadsheet. You should now see a copy of the file.
- c) Rename the new copy of the file with the name of the month in question. ex: Apr 2013. Click “Save”.

4.5.3 Edit the Header/Footer on the newly created file.

- a) Go to “Page Setup”; click “Header/Footer”.
- b) Click “Header” and make changes: ex: APRIL 2013
CERTIFICATE STATUS OF STATE-INSPECTED
OBJECTS BY DISTRICT. Click “Ok”.
- c) To edit the Footer, go to “Footer”, make changes: ex. Prepared by: John Doe—May 10, 2013. Click “Ok”.
- d) Click “Ok” again and click “Save”.

4.5.4 Before entering any data, you need to change the formulas for: Total Exp Certificates (right column) and Total Open Repairs (right column). Edit the formulas in the right columns ONLY.

- a) To edit the formulas in the appropriate columns: See Figure A.

Figure A:

D	E	F	G
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- b) Suppose cell (E) is the cell you need to change the formulas in:
 1. Click in the “E” cell first, <HIT> = (this is the formula cell)
 2. Next, enter “D3” (D is the data cell, 3 is whatever row/line the cell is on) and enter a “-” (minus sign).
 3. Now, click the prior month’s Work Sheet, then go up and click on the “D” (data cell) on that sheet and <HIT> ENTER.
 4. This should take you back to the present Work Sheet and the right cell “E” should now be 0.

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5. Copy/Paste the new formula from cell “E” to the other formula column “G” in the spreadsheet.
 6. <HIT> “ESCAPE” to exit the formula state and “Save”.
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- 4.5.5 Enter the total # of State Objects per inspector from the Inspector Monthly Status Report onto the Global Status State Report. Enter under the column heading of the same name (Total # State objects).
 - 4.5.6 Enter the Total # of Overdue Objects per State inspector from the Inspector Monthly Status Report onto the Global Status State report.
 - 4.5.7 Enter the Total # of Overdue Open Violations from the Inspector Monthly Status Report onto the Global Status State Report.
 - 4.5.8 Use TAB key to move from cell to cell to enter numbers in the data cells, ONLY. Don’t enter anything into the formula columns. If you do, it will remove the formulas.
 - 4.5.9 Save and print the report.
- 4.6 Global Status Insurance Report
The data from the insurance Location Summary Reports and the Open Violation Summary Reports will be used to create the “Global Status Insurance Report”. The report is located on the “S” drive; “Boiler” directory located in the current: 0000-0000_FY-Reports\Yearly Reports.
- 4.6.1 Open the “Global Status Insurance Report” spreadsheet.
 - 4.6.2 At the bottom of the spreadsheet, click on the most recent or last month file.
 - a) Right Click (with the mouse) on the file and select Move/Copy.
 - b) Check the create copy box and move a copy of the file to the right (beside the same file) in the spreadsheet. You should now see a copy of the file.
 - c) Rename the new copy of the file with the name of the month in question. ex: Apr 2013. Click “Save”.
 - 4.6.3 Edit the Header/Footer on the newly created file.
 - a) Go to “Page Setup”; click “Header/Footer”.
 - b) Click “Header” and make changes: ex: APRIL 2013
CERTIFICATE STATUS OF INSURANCE-INSPECTED
OBJECTS BY COMPANY. Click “Ok”.
 - c) To edit the Footer, go to “Footer”, make changes: ex. Prepared by: John Doe—May 10, 2013. Click “Ok”.
 - d) Click “Ok” again and click “Save”.

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- 4.6.4 Before entering any data, you need to change the formulas for:
Total Exp Certificates (right column) and Total Open Repairs
(right column). Edit the formulas in the right columns ONLY.
- a) To edit the formulas in the appropriate columns: See Figure B
below.

Figure B:

B	C	D	E
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- b) Suppose cell (C) is the cell you need to change the formulas in:
1. Click in the “C” cell first, <HIT> = (this is the formula cell)
 2. Next, enter “B3” (B is the data cell, 3 is whatever row/line the cell is on) and enter a “-” (minus sign).
 3. Now, click the prior month’s Work Sheet, then go up and click on the “B” (data cell) on that sheet and <HIT> ENTER.
 4. This should take you back to the present Work Sheet and the right cell “C” should now be 0.
 5. Copy/Paste the new formula from cell “C” to the other formula column “E” in the spreadsheet.
 6. <HIT> “ESCAPE” to exit the formula state and “Save”.
- 4.6.5 Enter the total # of insurance objects per company from the Object Count By Company onto the Global Status Insurance Report under the column heading of the same name (Total # Insurance Objects).
- 4.6.6 Sort the Insurance Location Summary sheets and Open Violations Summary sheets according to the Insurance companies in the spreadsheet.
- a) Enter the Total # of Overdue objects per insurance company from the Location Summary Reports into Data Cell (B) column.
 - b) Enter the Total # of Overdue Open Violations from the Open Violation Summary Reports into Data Cell (D) column.
- 4.6.7 Use TAB key to move from cell to cell to enter numbers in the data cells, ONLY. Don’t enter anything into the formula columns. If you do, it will remove the formulas. “Save” and print the report.

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4.7 Global Status Combined Report

The data from the Global Status State and Global Status Insurance Report will be used to process the “Global Status Combined Report”. The report is located on the “S” drive “Boiler” directory. The file will be in the current: 0000-0000_FY-Reports\Yearly Reports.

4.7.1 Open the “Global Status Combined Report” spreadsheet.

4.7.2 At the bottom of the spreadsheet, click on the most recent or last month file.

- a) Right Click (with the mouse) on the file and select Move/Copy.
- b) Check the create copy box and move a copy of the file to the right (beside the same file) in the spreadsheet. You should now see a copy of the file.
- c) Rename the new copy of the file with the name of the month in question. ex: Apr 2013. Click “Save”.

4.7.3 Edit the Header/Footer on the newly created file.

- a) Go to “Page Setup”; click “Header/Footer”.
- b) Click “Header” and make changes: ex: APRIL 2013
CERTIFICATE STATUS OF STATE-INSURANCE
INSPECTED OBJECTS. Click “Ok”.
- c) To edit the Footer, go to “Footer”, make changes: ex. Prepared by: John Doe—May 10, 2013. Click “Ok”.
- d) Click “Ok” again and click “Save”.

4.7.4 Before entering any data, you’ll need to change the formulas for: Total Exp Certificates (right column) and Total Open Repairs (right column). Edit the formulas in the right columns ONLY.

- a) To edit the formulas in the appropriate columns: See Figure C below.

Figure C:

B	C	D	E
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- b) Suppose cell (C) is the cell you need to change the formulas in:
 - 1. Click in the “C” cell first, <HIT> = (this is the formula cell)
 - 2. Next, enter “B3” (B is the data cell, 3 is whatever row/line the cell is on) and enter a “-” (minus sign).
 - 3. Now, click the prior month’s Work Sheet, then go up and click on the “B” (data cell) on that sheet and <HIT> ENTER.
 - 4. This should take you back to the present Work Sheet and the right cell “C” should now be 0.
 - 5. Copy/Paste the new formula from cell “C” to the other formula column “E” in the spreadsheet.
 - 6. <HIT> “ESCAPE” to exit the formula state and “Save”.
- 4.7.5 In column “F”, enter the Grand total # of State Objects and Grand total # of Insurance Objects from the State and Insurance Global Status reports.
- 4.7.6 In Column “B”, enter the Grand Total # of State Overdue Objects and the Grand Total # of Insurance Overdue Objects from the State and Insurance Global Status reports.
- 4.7.7 In Column “D”, enter the Grand Total # of State Open Violations Objects and the Grand Total # of Insurance Open Violations Objects from the State and Insurance Global Status reports.
- 4.7.8 Use TAB key to move from cell to cell to enter numbers in the data cells, ONLY. “Save” and print the report.
- 4.8 Global Status Charts

To update the charts in the Global Status State spreadsheet, use data from the Global Status State and Insurance reports.

 - 4.8.1 Open the “Global Status State Report” spreadsheet.
 - 4.8.2 Click the OD & RL Summary worksheet. The summary worksheet goes from year to year—Ex: Jun 2009 thru Jun 2010. Hide the first month column on the left.
 - a) Right-click the column heading and select hide.
 - b) Now, go to the far right and add the month in question you’re working on.
 - c) From the Global Status Combined report, enter the Grand Totals State / Insurance Overdues and Grand Totals State / Insurance RL (Violations).

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- d) Copy/Paste the new column data (Totals including month) from the OD & RL summary sheet to the Chart-OD & RL.
 - e) To paste to the chart, click anywhere on the chart and click “Paste”. Then, click off the chart to complete the process.
 - f) “Save” and print a copy of the chart.
- 4.8.3 Click the “Overdue Summary worksheet and repeat Steps (4.8.2. a-b) as stated above.
- a) From the Global Status State Total Exp. Cert. column “D”, copy/paste the inspectors totals on to the Overdue Summary sheet under the added month heading.
 - b) Copy the Bureau Average from the previous month cell onto the added month corresponding cell, Hit <Enter>.
 - c) Repeat the same for the Overdues Line total.
 - d) Copy/Paste the new column data (month, Totals, and Bureau Average) from the Overdue Summary sheet to the Chart-OD-West & Chart-OD-East.
 - e) To paste to the chart, click anywhere on each chart (OD-West and OD-East) and click “Paste”. Then, click off the charts to complete the process.
 - f) “Save” and print copies of each chart.
- 4.8.4 Click the “RL Summary worksheet and repeat Steps (4.8.2; a-b) as stated above.
- a) From the Global Status State Total Open Repairs column “F”, copy/paste the inspectors totals on to the RL Summary sheet under the added month heading.
 - b) Copy the Bureau Average from the previous month cell onto the added month corresponding cell, hit <Enter>.
 - c) Repeat the same for the Open Repairs line total.
 - d) Copy/Paste the new column data (Month, Totals, and Bureau Average) from the RL Summary sheet to the Chart-RLs-West & Chart-RLs-East.
 - e) To paste to the chart, click anywhere on each chart (RL-West and RL-East) and click “Paste”. Then, click off the charts to complete the process.
 - f) “Save” and print copies of each chart.

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4.9 AR Aging Report

The AR Aging report will be used to enter data onto the AR Aging Report. This report resides on the S drive, “Boiler” directory. The file will be in the current: 0000-0000_FY-Reports\Yearly Reports.

4.9.1 Open the AR Aging report.

4.9.2 Click at the bottom of the spreadsheet on the most recent month file.

- a) Right Click (with the mouse) and click Copy. Check the create copy box and move a copy of the file to the right of the previous month. You should now see a copy of the file.
- b) Rename this file right away. Right- click on it and rename it for the month in question you’re working on. Ex: May 2013.

4.9.3 There is no Header. Change the date within the subject of the report.

4.9.4 To edit the Footer, go to “Footer”, make changes: ex. Prepared by: John Doe—June 10, 2013. Click “Ok” twice and click “Save”.

4.9.5 Before adding data to the report, you will need to change the formulas for Dollar Amount (right column) and Number of Invoices (right column).

- a) Edit the formulas in the right columns ONLY.
- b) To edit the formulas in the appropriate columns: See Figure D.

Figure D:

C	D	E	F

- 4.9.6 Suppose cell (D) is the cell you need to change the formulas in:
- a) Click in the “D” cell first, <HIT> = (this is the formula cell)
 - b) Next, enter “C3” (C is the data cell, 3 is whatever row/line the cell is on) and enter a “-” (minus sign).
 - c) Now, click the prior month’s worksheet, then go up and click on the “C” (data cell) on that sheet and <HIT> ENTER.
 - d) This should take you back to the present Work Sheet and the right cell “D” should now be 0.
 - e) Copy/Paste the new formula from cell “D” to the other cells in column “D” of the spreadsheet.
 - f) Repeat steps “a” thru “e” above for the Number of Invoices formula cells (column “F”).
 - g) When done, <HIT> “ESCAPE” to exit the formula state and “Save” the report.

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- 4.9.7 Start entering the numbers from the last page of the AR Aging report that you ran previously in *the BSB inspection database*. The data goes in the left columns under Dollar Amount and Number of Invoices. See Exhibit below:

Accounts Receivable--Aging Report: May 2013				
		Dollar Amount		Number of Invoices
1-30 Days	(Not Past Due)	\$124,520.00	(-\$2,554)	955 (+20)
31-60 Days	(1-30 Days Past Due)	\$38,604.00	(+\$13,478)	262 (+23)
61-90 Days	(31-60 Days Past Due)	\$15,186.00	(+\$3,218)	151 (+13)
91-120 Days	(61-90 Days Past Due)	\$8,290.00	(-\$7,748)	106 (-56)
Over 120 Days	(>90 Days Past Due)	\$86,596.00	(+\$5,428)	1,427 (+33)
Past Due Total:		\$148,676.00	(+\$14,376)	1,946 (+13)

- 4.9.8 When finished, “Save” and print a copy of the report.

4.9.9 AR Aging Chart

While you have the AR Aging Report open, click on the AR Aging summary spreadsheet.

- Hide the first month column on the left by right-clicking the column heading and select hide.
- Now, go to the far right and add the month in question you’re working on.
- From the Accounts Receivable—Aging Report, copy/paste the Dollar Amount left column to the column under the added Month on the AR summary report.
- Copy/Paste the amount column (including month) from the AR Aging Summary to the Chart—AR Aging.
- To paste to the chart, click anywhere on the chart and click “Paste”. Then, click off the chart to finish the process.
- <HIT> “Escape”. “Save” and print a copy of the chart.

4.9.10 Invoices Print Total Chart

The invoice print totals are collected from the calendar the Administrative Specialist 1 uses each month to keep a total # of invoices and certificates each month. The totals are recorded in the Print Jobs spreadsheet located on the “S” drive, “Boiler” directory.

- Open the Print Total summary worksheet and repeat steps “a thru b” as stated above.
- Enter the various Invoice print totals collected from the calendar into the new month column on the summary worksheet.

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- c) Copy/Paste the totals (including the month) from the Invoices Print Total Summary to the Chart-Invoices Print Totals.
- d) To paste to the charts, click anywhere on the chart and click “Paste”.
- e) Click off the chart to complete the process.
- f) <HIT> “Escape”. “Save” and print a copy of the chart.

4.10 Performance Report

The Performance Report is a summary of the reports you created earlier. This report is located on the “S” drive; “Boiler” directory. The file is in the current folder: 0000-0000_FY-Reports\Yearly Reports.

4.10.1 Open the Performance report spreadsheet.

4.10.2 Click at the bottom of the spreadsheet on the most recent month file.

- a) Right Click (with the mouse) and click Copy. Check the create copy box and move the copy of the file to the right of the previous month. You should now see a copy of the file.
- b) Rename this file right away. Right- click on it and rename it for the month in question, you’re working on.
Ex: May 2013 Bureau Performance.

4.10.3 There is no Header. Change the name of the month within the subject of the report.

4.10.4 To edit the Footer, go to “Footer”, make changes: ex. Prepared by: John Doe—June 10, 2013. Click “Ok” twice and click “Save”.

4.10.5 Before adding data to the report, you will need to edit the formula in the YTD column ONLY.

- a) To edit the formula in the YTD column: See Figure G.

Figure G:

J	K	L	M

- 4.10.6 Suppose cell (K) is the YTD cell that need editing the formula in.
- a) Click in the “K” cell first, <HIT> = (this is the formula cell)
 - b) Next, enter “J7” (J is the data cell, 7 is whatever row/line the cell is on) and enter a “+ “(plus sign).

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- c) Now, click the prior month's worksheet, then go up and click on the "J" (data cell) on that sheet and <HIT> ENTER.
- d) This should take you back to the present Work Sheet and cell "K" YTD column.
- e) Copy/Paste the new formula from Line 7 in cell "K" to Line 20 in the same YTD column.
- f) Repeat steps "a" thru "e" above for Line 21 thru Line 25 in the same YTD column.
- g) When done, <Hit> "ESCAPE" to exit the formula state and "Save" the report.

4.10.7 Using the Reports you retrieved; and the reports you processed earlier, enter data onto the Performance Report.

- a) Line 5--Enter the total number of active State and Insurance objects from the Global Status Combined Report.
- b) Line 7--Enter the total number of New Objects added from the Jurisdiction Number Allocation Report.
- c) Line 8--Enter the total number of Cancellations from the Objects Insurance Cancellation Report.
- d) Line 9--Enter the total number of Out-of-Use Objects from the Objects Count by Company Report.
- e) Line 10--Enter the total number of State / Insurance Internal Inspections from the Inspector Statistics Report.
- f) Line 11--Enter the total number of State / Insurance External Inspections from the Inspector Statistics Report.
- g) Line 12--Enter the total number of State / Insurance Inspections Processed from the Inspector Statistics Report.
- h) Line 13--Enter the total number of Certificates Issued from the Print Jobs spreadsheet.
- i) Line 14--Enter the total number of Incident Investigation Occurrences Per State from the Monthly Production Inspection Report.
- j) Line 15--Enter the total number of State / Insurance Violations Findings from the Violation Statistics Report.
- k) Line 16--Enter the total number of State / Insurance Follow-Up Inspections from the Violation Statistics Report.
- l) Line 17--Enter the total number of Special Inspections Occurrences per State from the Monthly Production Inspection Report.
- m) Line 18--Enter the total number of Prospect Inspections from the Monthly Production Inspection Report.
- n) Line 19--Enter the total number of Compliance Inspections from the Monthly Production Inspection Report

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- o) Line 20--Enter the total number of Half-Day Shops/Audits from the Shop Report.
- p) Line 21--Enter the total Amount Invoiced (State / Insurance) from the Monthly Production Inspection Report.
- q) Line 22--Enter the total Amount Received in JO from the Receipts Summary Report
- r) Line 23--Enter the total Amount Received in the SAS from the report Budget will send you each month.
- s) Line 24--Enter the total Amount Expenditures in the SAS from the report Budget will send you each month.
- t) Line 25—Surplus/Shortfall, do not enter anything on this line, the amount will automatically calculate.

4.10.8 Check the Performance Report over and “Save”. Print a copy.

4.11 Management Distribution Reports-Multiple Spreadsheet

Combine all the management reports you have completed into one Multi-Spreadsheet. The steps are as follows:

4.11.1 Open the Performance Report.

4.11.2 Click at the bottom of the spreadsheet on the most recent month file.

- a) Right Click (with the mouse) and select Copy/Move.
- b) Check the create copy box and move a copy of the file to a new book.
- c) You should now see a copy of the file in a new book.
- d) Click “Save As” and name the new spreadsheet.
EX: 01 Jan13—MgmtDistributionReports.doc.
- e) Keep the Multi-Spreadsheet open and close the original Performance report.

4.11.3 Edit the Footer on the multi-spreadsheet. There’s no Header.

- a) Go to “Page Setup”; click “Header/Footer”.
- b) Click “Footer”, and make changes: ex: Prepared by: John Doe—June 10, 2013.
- c) Click “Ok” twice and <HIT> “Save”.

4.11.4 Open the Inspector Monthly Status Report next.

- a) Click at the bottom of the spreadsheet on the latest month.
- b) Right-click (with the mouse) and select Copy/Move.
- c) Check the create copy box and move a copy of the file to EX: 01 Jan13—MgmtDistributionReports.doc.

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- d) Make sure you move it to the END within the multi-spreadsheet.
- e) Now you should see a copy of the Inspector Monthly Status Report at the end in the multi-spreadsheet.
- f) Keep the multi-spreadsheet open and close the original Inspector Monthly Status Report.

4.11.5 Open the Monthly Production Inspection Report.

- a) Click at the bottom of the spreadsheet on the latest month
- b) Right-click (with the mouse) and select Copy/Move.
- c) Check the create copy box and move a copy of the file to EX: 01 Jan13—MgmtDistributionReports.doc.
- d) Make sure you move it to the END within the multi-spreadsheet.
- e) Now you should see a copy of the Monthly Production Inspection Report at the end in the multi-spreadsheet.
- f) Keep the multi-spreadsheet open and close the original Monthly Production Inspection Report.

4.11.6 Open the Global Status State Report.

- a) Click at the bottom of the spreadsheet on the month you just finish processing.
- b) While holding down the “Shift Key”, click on the RL Summary sheet Tab.
- c) Right-click (with the mouse) and select Copy/Move.
- d) Check the create copy box and move copies of all the files within the group to EX: 01 Jan13—MgmtDistributionReports.doc.
- e) Make sure to move the files to the END within the multi-spreadsheet.
- f) Now you should see copies of the Global Status-- State files at the end in the multi-spreadsheet.
- g) Hide the OD & RL Summary, Overdue Summary, and RL Summary sheets by right-clicking on each sheet tab and Selecting “HIDE”.
- h) Keep the multi-spreadsheet open and close the original Global Status State report.

4.11.7 Open the Global Status Insurance Report.

- a) Click at the bottom of the spreadsheet on the latest month.
- b) Right-click (with the mouse) and select Copy/Move.
- c) Check the create copy box and move a copy of the file to EX: 01 Jan13—MgmtDistributionReports.doc.

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- d) Move the file BEFORE Chart-OD & RL Totals within the multi-spreadsheet.
 - e) You should now see a copy of the Global Status Ins. Report before” Chart-OD & RL Totals” in the multi-spreadsheet.
 - f) Keep the multi-spreadsheet open and close the original Global Status Ins. Report.
- 4.11.8 Open the Global Status Combined Report.
- a) Click at the bottom of the spreadsheet on the latest month.
 - b) Right-click (with the mouse) and select Copy/Move.
 - c) Check the create copy box and move a copy of the file to EX: 01 Jan13—MgmtDistributionReports.doc.
 - d) Move the file BEFORE Chart-OD & RL Totals within the multi-spreadsheet.
 - e) A copy of the Global Status Combined Report should appear before” Chart-OD & RL Totals” in the multi-spreadsheet.
 - f) Keep the Multi-spreadsheet open and close the original Global Status Combined Report.
- 4.11.9 Open the AR Aging Report.
- a) Click at the bottom of the spreadsheet on the latest month.
 - b) While holding down the “Shift Key”, click on the Chart Invoices Print Totals sheet Tab.
 - c) Right-click (with the mouse) and select Copy/Move.
 - d) Check the create copy box and move copies of all the files within the group to: 01Jan13-MgmtDistributionReports.
 - e) Move the files to the END within the multi-spreadsheet.
 - f) You should now see copies of the AR Aging report files at the end in the multi-spreadsheet.
 - g) Hide the Chart-AR Aging Summary, and the Invoices Print Totals Summary sheets by right-clicking on each sheet tab and Selecting “HIDE”.
 - h) Keep the multi-spreadsheet open and close the original AR Aging report.
- 4.11.10 Open the Print Jobs Report.
- a) Click at the bottom of the spreadsheet on the latest month.
 - b) Right-click (with the mouse) and select Copy/Move.
 - c) Check the create copy box and move a copy of the file to EX: 01 Jan13—MgmtDistributionReports.doc.
 - d) Move the file BEFORE Chart Invoices Print Totals within the multi-spreadsheet.

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- e) You should now see a copy of the Print Jobs Report before” Chart Invoices Print Totals” in the spreadsheet.
- f) Keep the multi-spreadsheet open and close the original Print Jobs Report.

4.11.11 Go back and rename the Global Status-State, Global Status-Insurance, Global Status Combined, and AR Aging Report Tabs within the multi-spreadsheet.

4.11.12 “Save” the multi-spreadsheet. Go up and click the “Data” menu.

- a) Select “Edit Links” and click “Startup Prompt”.
- b) Select “Don’t Display the Alerts and Don’t Update Automatic Links”. Click “OK” and “Close”.

4.11.13 “Save” the multi-spreadsheet again and exit.

5.0 CUSTOMER SERVICE REQUIREMENTS

Send copies of the Management Distribution Report to:

- 5.1 The Bureau Chief
- 5.2 The Assistant Bureau Chief
- 5.3 The Inspectors Supervisors
- 5.4 The Administrative Assistant 1
- 5.5 Make a copy of the Management Distribution Report and rename it Field Distribution Report.
 - a) Open the Field Distribution Report and Delete the AR Aging Report/Chart and Print Jobs Totals/Chart worksheets.
 - b) Click “Save” and send copies to each Field Inspector.

6.0 DATA and RECORD MANAGEMENT

Save a copy of the Management Distribution Report “to the S” drive; “Boiler” Directory within the Fiscal Reports Folder.

Records shall be maintained in accordance with the Functional Schedule for North Carolina State Agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources.