

# Agreements by Cooperator - MOU

1. Log into ACMS Agreement and select **Agreements Portal**.

The screenshot shows the ACMS Agreement Reporting Portal interface. On the left is a navigation menu with the following items: Home, Agreement, Agreements Inventory, **Agreements Portal** (highlighted with a red box), Activity, Contact, Cooperator, Cooperator Type, Work Category, Spending, Reconciliation & Analysis, Cognos Reports, and Application Maintenance. The main content area is titled "Add, Modify or Locate an Agreement" and contains the following text: "Use this screen to add a new agreement or locate an existing agreement for modifications/amendments. Agreement reports will be created through the Reporting module. From the drop down list, select the agreement type for entry or edit. The agreements associated with this type of agreement which have already been entered will be displayed below. To create a new agreement for the type indicated, select the New Agreement button below." Below the text are several form fields: "Type" is a dropdown menu set to "Cooperative Agreement"; "Show Account Code" is an unchecked checkbox; "Agreement #" has a dropdown menu set to "-ALL-", two empty input boxes, and a "CA" button. At the bottom of the form are two buttons: "+ Add New Agreement" and "+ Add New Preliminary Agreement", along with "Reset Filters" and "Search" buttons.

2. Select the appropriate **Prompts** you want to use for the report.


The screenshot shows the "ACMS Agreement Reporting Portal" instructions page. The header includes the ACMS logo and the text "ACMS Agreement Reporting Portal Please Make Your Selections Below:". Below the header is an "Instructions:" section with the following text: "Welcome to the ACMS Agreements Report Portal. Please make your selections below. Note that the elements marked with a red asterisk are required master data elements. If this page does not fit the monitor, please enter CTRL + (Plus) or CTRL - (Minus) to resize the window. To do search enter Percent (%) in the search box". Below the instructions are several selection prompts, each with a "Clear All Prompts" button at the top left. The prompts are: "Fiscal Year\*" (a list of years from 2016 to 2076, with 2019 highlighted in a red box), "Status" (a list of status options: Active, Inactive, Pending, Preliminary, with Active highlighted in a red box), "Agreement Type" (a list of agreement types: AT, CA, CR, GB, GR, IA, IN, MU, RA, TF, with MU highlighted in a red box), "Cooperator" (a search box with a "Search" button and "Insert" and "Remove" buttons), "Activity" (a list of activity options with a help line: "Please email ACMS Agreements Help Line If you cannot find your Activity. AMS Confirmation Needed"), and "State" (a list of state options with a help line: "\*/N/A-Use for USA territory. \*/N/A-Use for foreign country. AK").

3. Scroll to bottom of Prompt screen and **uncheck "From" and "To" at the Final Signature Date prompt and then click Finish**

4. From the ACMS Agreements Reporting Menu, Agreements Reports, **select Agreements by Cooperator.**

IBM Cognos Viewer - ACMS MAIN MENU AGREEMENTS

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## ACMS Agreements Reporting Menu

Welcome to the ACMS Agreements Reporting Menu. Please select the report that you wish to view from the menu below. Notes: Your query parameters are noted under the Selected Report below. If you need to start over with no query prompts use the "Clear All Prompts" button below the list of available reports

**Agreement Reports**

- [Agreements by Status](#)
- [Agreements by Activity](#)
- [Agreements by State](#)
- [Agreements by Cooperator](#)
- [Agreements by Work Category](#)
- [Agreements Cooperators](#)
- [Agreements Contacts](#)
- [Cooperator Information Report](#)
- [Agreements by Date Modified](#)
- [Agreement Attachments](#)
- [Agreement Rent Recovery](#)

**Agreement Tracking Reports**

- [Agreement Tracking Report](#)
- [Agreement Accomplishment Report](#)
- [Agreement Payment Report, SF-270](#)
- [Agreement Financial Report, SF-425](#)
- [Agreement APHIS Performing](#)
- [Agreement Summary Report](#)

< Back
Clear All Prompts

**Helpful Links**

[ACMS Manual](#)

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**Selected Report Parameters:**

Master Data Parameters	
Fiscal Year:	2019
Budget Period:	
Fund:	
Functional Area:	
Fund Center:	
WBS Element:	
Commitment Item:	
Agreement Parameters	
Status:	Active
Agreement Type:	MU

5. Results will populate and then choose to export them by file preferred file type.

The screenshot shows the IBM Cognos Viewer interface. The report title is "AGREEMENTS BY COOPERATOR" under the heading "UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE". The ACMS logo is visible in the top left. The report is divided into two sections based on the cooperators: "Alabama Department of Agriculture and Industries" and "Alessandrini, Jose A".

The first table, for the Alabama Department of Agriculture and Industries, has the following data:

Program Name	Agreement Number	Cooperator	City	State	Country	Description	Start Date	End Date	Final Signature Date	Work Category	Amount
PPG	19 8100 0415 MU	Alabama Department of Agriculture and Industries	Montgomery	AL	USA	General MOU	09/30/19	09/29/24	09/30/2019		\$0.00
Alabama Department of Agriculture and Industries - Total											\$0.00

The second table, for Alessandrini, Jose A, has the following data:

Program Name	Agreement Number	Cooperator	City	State	Country	Description	Start Date	End Date	Final Signature Date	Work Category	Amount
VS	19 9712 P007 MU	Alessandrini, Jose A.	Miami	FL		For the Approval of a Permanent Privately-Owned Equine Import Quarantine Facility.  To meet the requirement for a Compliance Agreement between the operator and his or her agent and the Administrator in accordance with the requirements of 9 CFR 93.308 (c) (2).	02/21/19	02/20/20	02/21/2019		\$0.00
VS	19 9712 P008 MU	Alessandrini, Jose A.	Miami	FL		For the Approval of a Permanent Privately-Owned Equine Import Quarantine Facility.  To meet the requirement for a Compliance Agreement between the operator and his or her agent and the Administrator in	02/21/19	02/20/20	02/21/2019		\$0.00

An export menu is open on the right side of the report, showing options: "View in HTML Format", "View in PDF Format", "View in XRL Format", "View in Excel Options", "View in Excel 2007 Date", "View in Excel 2007 Format", "View in Excel 2002 Format", and "View in CSV Format".