**Resolve IMS Data Check Discrepancies Work Instructions**

**‘CA Check’ tab Discrepancies:**

1. **Discrepancy #1: Control Account Check Discrepancies**
   1. Navigate to ‘CA Check’ tab.
   2. Filter on Column D ‘Change’ for Yes.
      1. If yes- Column E (BCR?) should have a BCR associated with the change.
      2. If no – This means there is a change in the control account, but no BCR was associated with this change – need to contact scheduling.
   3. Filter on Column E (BCR?) for everything but 0.
      1. Column G should be yes for all.
         1. If no – confirm with scheduling which control account is correct (BCR or IMS).
         2. If yes – proceed.
   4. Basically, the main points of this check are as follows:
      1. If there is a change in Column D; there should be a BCR associated with it.
      2. If there is a BCR in Column E; Column G should have Yes for all because that is saying that the control accounts listed on the BCR match the control accounts listed in the IMS.

**‘Baseline Changes’ tab Discrepancies:**

1. **Discrepancy #2: Change but No BCR associated with the change.**
   1. Filter on Column O for No BCR.
   2. Column K should be 0.
      1. If not – there has been a change in the budget for that WP that did not have a BCR associated with it.
         1. Open Primavera (P6)
            1. Open current and archive baseline files for respective ship (hold control to click on both and open)
            2. CTRL+F to find the work package that has changed to confirm that it did in fact change in P6. The BCR number will be listed in the notebooks tab under the current reporting period month.

If it did change; look at all physical BCRs to make sure you didn’t miss it when copying it in the ‘BCR Change List’ tab.

Confirm you removed spaces for Column A and Column B on the ‘Curr Baseline’ tab as well as the ‘BCR Change List (Doreen Rpt)’ tab.

Go back to ‘Baseline Changes’ tab to see if there is still a change.

If the change is 0 – proceed.

If the change is still there – check Column O again to see if a BCR is listed. If no BCR – contact scheduling to see why this changed and there is no BCR listed.

* + - 1. Also – you can run a log report (wide open) and filter on Column A for “contains” the specific work package. If there is no change for the current reporting period, it has not been entered into the IMS or Cobra.
         1. If there is a BCR associated with the change for the current reporting period, go back to the BCR Change List to find out why it wasn’t listed.

1. **Discrepancy #3: Date Changes**
   1. Column J and K on ‘Baseline Changes’ tab: If the Previous BL Project Start or Previous BL Project Finish is 0-Jan-00; this is a new activity so there were no dates associated with this activity in the previous period. This will cause a “change”.