US Army Corps of Engineers

CEFMS HitchHiker's Guide

(For Managers)

HitchHiker's Guide to CEFMS

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Introduction

Hitchhiker's Guide to CEFMS

This Hitchhiker's Guide was developed by Susan Palermo, CEFMS Training Instructor, Waterways Experiment Station, and most recently updated by elements of the Mississippi Valley Division. It was created to guide the everyday user through the various Corps of Engineers Financial Management System (CEFMS) modules. This document also provides assistance in determining entries to be made to avoid conflicts and problems in CEFMS. Each module is in a separate section of the manual. Almost every aspect of CEFMS is covered, from creating a Work Item through approval and certification of the assorted documents in CEFMS.

The navigational instructions on each screen are formatted the same. The information or keys you are to type are in **bold** print.

This document is subject to change as enhancements are made in CEFMS.

Information in this document relates to tables, rows, or records. A table in CEFMS is much like a file was in the Corps of Engineers Management Information System (COEMIS). It is a group of records that resides in a table. A row represents one line of data that resides in a table. It is much the same as one record in a file. For example, the employee table contains many rows of data which pertain to personnel at a specific U.S. Army Corps of Engineers site. There usually is one row of data in that table which contains all the information for each person, such as name, social security number, salary, organization code, etc. When reference is made to "For additional information or questions about this document," please contact the CEFMS Manager in your site's Resource Management Office.

Log-On Procedures

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Individual CEFMS sites will provide instructions on how to access the CEAP network from the workstation, depending on whether the user accesses the system from a DOS or Windows environment. Contact your local Information Management Office if you need assistance. The instructions below may be followed once you have accessed the appropriate CEAP machine.

At the Unix login prompt, enter your CEAP userid (Example: b0rmfabc) in lower case, press **Enter**. Enter your CEAP password and press **Enter**. At the % prompt, enter the response appropriate for your site:

fms b0	Headquarters, Mississippi Valley Division
fms b1	Memphis District
fms b2	New Orleans District
fms b3	St. Louis District
fms b4	Vicksburg District
fms f4	Rock Island District
fms f5	St. Paul District

The system will prompt for your ORACLE password. Type your password and press **Enter**. CEFMS will recognize if you have a smartcard.

The system will prompt you to insert your smartcard into the card reader. The card must be inserted with the Corps emblem facing up with the arrow pointing toward the card reader. The LITRONIC logo should be facing down. With your thumb on the arrow, insert the card into the card reader. Be sure that Caps Lock is off. When the card is inserted properly, the system will prompt you to enter your personal identification number (PIN). Type your **PIN Number** and press **Enter**. The system will flash several red boxes as it verifies the validity of your signature card.

NOTE: If you will not be performing functions that require an electronic signature (approvals, certifications, creation of receiving reports, etc.), then at the prompt to insert your smartcard, you may simply press Enter. You will log on to CEFMS without electronic signature authority.

You will now be at the CEFMS Main Menu (Screen 1.2).

From every CEFMS Menu Screen, you may choose either
Option **1** - To Exit from CEFMS (see instructions next page)
Option **2** - To Move to the Previous Screen

All other options will access CEFMS functions.

Each option is selected by entering the number of the desired option.

Log-Out Procedures

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It is very important that you exit CEFMS properly. If you do not type logout or exit at the % prompt, you could lose any information you were processing and remain signed on to the Unix machine. If this occurs, operator intervention may be required to terminate your job, and database updates may be unreliable. This also ties up valuable machine resources and may impact performance for other users.

To exit the CEFMS system -

From any CEFMS Menu Screen, press **1** then **Enter** to exit the system.

At the prompt, type in either **logout, lo** or **exit**. Press **Enter**.

Individual CEFMS sites will provide instructions to exit the communications software. Contact your local Information Management Office for assistance.

How to Perform Queries

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The query function is very practical. Many tables in CEFMS will become very large and cumbersome to search one row at a time. You may query on a variety of fields, such as:

* Work Item Codes or Names
* Dates
* Organizations
* Responsible Employee ID's
* Purchase Request Numbers
* Obligation Numbers
* DD Form 1556 Numbers
* Travel Orders or Voucher Numbers..., etc.

Two Ways To Perform Queries

* First Way:
  Press **F2** to invoke the query mode.
  Press **Tab** to the field on which the query will be based and enter criteria..
  Press the **F3** key to perform the query.

This will pull the first row that satisfies the query to the screen. To see the second row, third, etc., use the **down arrow** key to search through the rows. Use the **up arrow** key to go back towards the top of the rows. When you find the row you want, press the **Enter** key to select. All data for that row will be pulled onto the screen.

* Second Way:
  Press **F2** to invoke the query mode.
  Press **Tab** to the field where you want to perform the query.
  Enter the specific data in the following format to find a row without scrolling through the rows.
  Press **F3** to execute the query.

Example: If the search is for an employee by the name of Smith, John, enter **SMITH%** and press **F3.**

This query will find all occurrences of SMITH in the Employee Table and portray them on the screen. Use the **down arrow** key or the **up arrow** key to find the correct Smith and press **Enter** to select that row. All data for that record will be pulled into the screen. If at all possible, refrain from using the wild card character%, except as a trailing character. Using a leading character will force a scan of the entire database table, which will require a longer time for query completion. The wild card character% can be as a leading, trailing or middle character. (example: If the search is for an agency with the name U.S. Government Department of the Army, enter %Army or you could enter U.S. % Army).

How to Use F4 List Screens

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List screens can be used in all CEFMS modules. Typically, list screens are available for viewing the content of system tables (such as a list of all employees within an organization) and for generated information (such as lists of Work Item Codes, Purchase Request Numbers, etc.).

The **F4 (list)** option may be invoked from data entry screens by placing the cursor on an appropriate data field and pressing **F4**. The list screen, if available for the data field, will then appear on the monitor. **Arrow key down (or up)** to the desired list screen entry and press **Enter** to transfer that entry back to the data field.

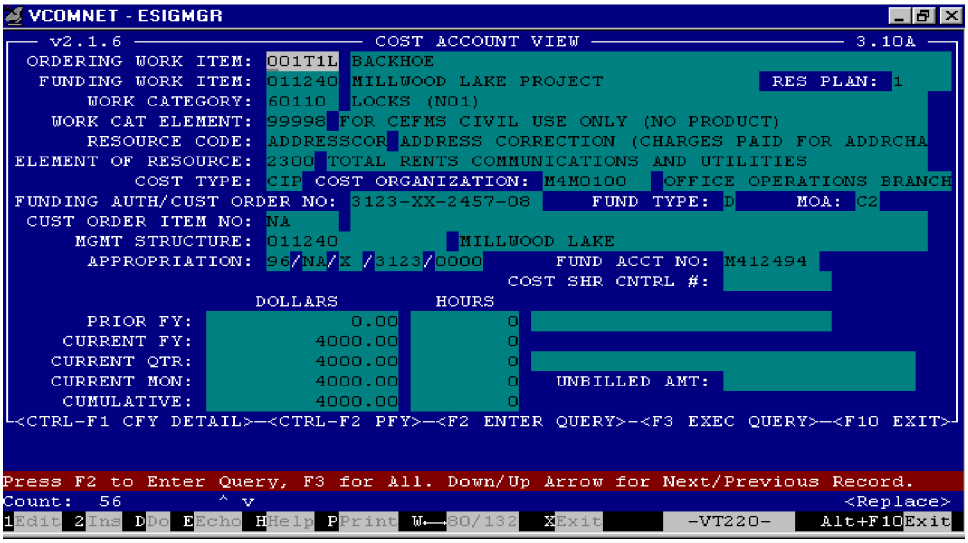
Once you become familiar with the different information that comes from the **F4** list screens, for some fields you can simply enter the required information instead of using the **F4** list screen and query techniques. The Fund Work Item field is an example of a field that will always require the use of the **F4** key.

View Cost Account Data

From the CEFMS Main Menu, select

3 Financial Management Functions **Enter**
3 Work Management **Enter**
6 View Cost Account Data **Enter**

You will be at Screen 3.10A.



This function shows the financial information after costs have been incurred against the Work Item.

The funding information shown on this screen includes:

Ordering and Funding Work Item Numbers, Work Category and Work Category Element, Resource Code and Element of Resource, Cost Type and Cost Organization, Funding Authorization Document (FAD) Number, Fund Type, and Method of Accomplishment (MOA), Customer Order Item Number, Management Structure, Appropriation and Funding Account Number, Dollars/Hours: Prior FY, Current FY, Current Quarter, Current Month, Cumulative, and Unbilled.

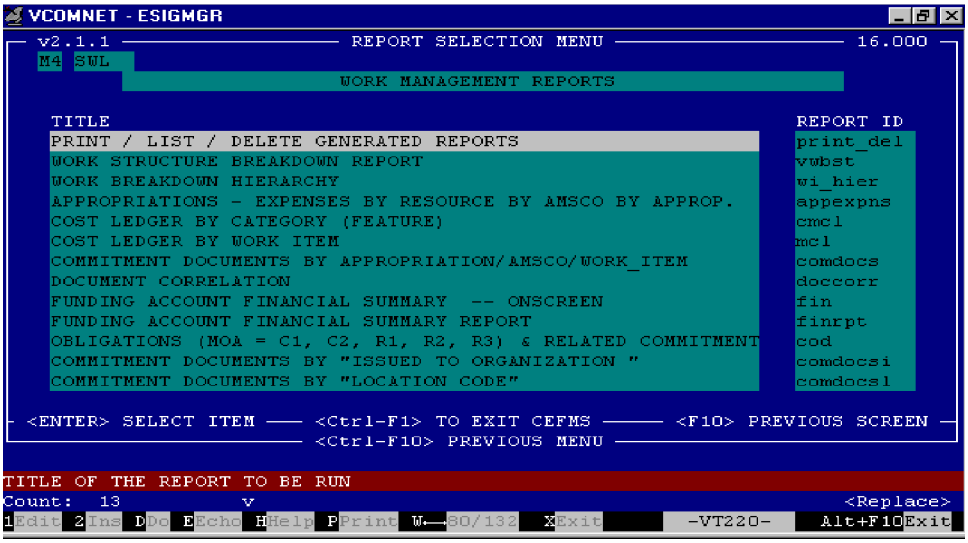
There are also other view options available by pressing the **Ctrl** key along with a specific function key. These are known as Function Specific keys. Each screen gives additional detail.

Press **F10** to return to screen 1.3.

From the CEFMS Main Menu, select

3 Financial Management Functions **Enter**
3 Work Management **Enter**
7 Reports **Enter**

You will be at Screen 16.000.



Use the **down arrow** key to select the desired report. Press **Enter**. When prompted enter the following information. Some fields are required; others are optional.

Field Operating Activity (FOA)
Enter your FOA code and press **Enter**.

B0 Mississippi Valley Division
B1 Memphis District
B2 New Orleans District
B3 St. Louis District
B4 Vicksburg District
F4 Rock Island District
F5 St. Paul District

Period End Date
Enter the 2-digit month and year and press **Enter**. Example: (**01 97**).

Appropriation Information
Enter the suitable information, pressing **Enter** after each field.

Army Management Structure (AMSCO) Code
Enter the code and press **Enter**.

Print When Produced
Enter a **Y** to print the report immediately or press **N** to defer printing until a later time. Press **Enter**.

Copies
Enter the number of copies of the report and press **Enter**.

Printer
Enter the printer Identification and press **Enter**.

Days to Retain
The default to retain a print file is three days. If this time length is appropriate, press **Enter**. Change this time length by entering the correct number of days and pressing **Enter**.

OK to Proceed
Enter a **Y** and press **Enter**.

The screen will go blank. When prompted, enter a port number. Press **Enter**. Respond to any system prompts. Press **Enter** to return to Screen 16.000. Press **F10** to return to the Menu Screen.

A resource plan will always be in one of three categories:

Forecasted. All resource plans will remain in this status until one of the plans has been approved.

Baseline. Once a forecasted plan is selected, it will be approved. Once this happens, it becomes the Baseline plan. There may be only one Baseline plan for any given Work Item.

Current. Approved changes or amendments to the Baseline plan cause the plan to change to the Current status. This plan will remain current until another amendment is entered. Then the amendment will become Forecasted until approved. Once approved, it will then again be Current.

Approval Sequence for Resource Plans

To approve a resource plan, the employee must be designated in the Data Manager Table (Access Control Table-Screen 10.1) as a Resource Plan Approver in order to complete this function.

From the CEFMS Main Menu, select

3 Financial Management Functions **Enter**
4 Budgeting/Estimating **Enter**
3 Create/Update Resource Estimates **Enter**

You will be at Screen 2.3

```
VCOMNET - ESIGMGR
v2.1.7 ———————— RESOURCE PLAN CREATE/UPDATE SCREEN ———————— 2.3

          WORK ITEM CODE: 001SZS PHOTOCOPY
        RESOURCE PLAN NO:  1

   PARENT WORK ITEM CODE:
 PARENT RESOURCE PLAN NO:

        STATUS: C CURRENT

 LAST AMEND NO:  1    QUERIED/NEW AMENDMENT NO:  1    AMEND DATE: 13-JAN-97

 APPROVAL DATE: 13-JAN-97   APPROVED BY: SOTRN400  TRAIN400

                  CTRL-F1  CREATE/UPDATE RESOURCE ESTIMATES
 CTRL-F2  SUBORDINATE RESOURCE PLANS     CTRL-F3  PARENT SUMMARY OF ESTIMATES
 F9 CREATE RECORD ——— <END> COMMIT ——— F10 EXIT ——— CTRL-F10 MENU

<F2> <F3> to QUERY or APPROVE.  <F4> to CREATE a new Resource Plan.
Count:  1          v                                          <Replace>
1PF1 2PF2 3PF3 4PF4 5F5 6F6 7F7 8F8 9F9 10F10      NUMERIC    Alt-F10Exit
```

Press the **F2** key to perform a query of the specific Work Item Code.

The forecasted resource plan will populate the screen.

Press **Ctrl+F1**.

You will be at Screen 2.3.1

```
VCOMNET - ESIGMGR
v2.1.8 ———————— RESOURCE ESTIMATES ———————— 2.3.1
 RESOURCE PLAN:  1   WORK ITEM: 001SZS PHOTOCOPY          RP AMEND NO:  1

     FUND TYPE: D        DATE: 31-MAY-96 WORK CAT CODE: ALLOEX ALL OTHER EXPEN
  DEPT/SYMBOL: 96 4902 COE  REVOLVING  WORK CAT ELEM: DOE   DIRECT OTHER EX
     MOA CODE: C2 CONTRACT - OUTSIDE GOVERNMENT  UOM: JB JOB
 RESOURCE CODE: BULK       ALL RESOURCES            FY: 1996
 ORGANIZATION: M4I0420 REPROGRAPHICS BRANCH            OBJ CLASS CODE: 0000
   AMSCO CODE:

 FISCAL YEAR EST'D DOLLARS:      180000.00     FISCAL YEAR SPREAD (Y/Q/M): M
  TOTAL CONTINGENCY AMOUNT:            .00   TOTAL FY DOLLARS:     180000.00
                  TOTAL MONTHLY COSTS                          TTL QTR COSTS
 OCT:    15000.00  NOV:    15000.00  DEC:    15000.00   QTR 1    45000.00

 JAN:    15000.00  FEB:    15000.00  MAR:    15000.00   QTR 2    45000.00

 APR:    15000.00  MAY:    15000.00  JUN:    15000.00   QTR 3    45000.00

 JUL:    15000.00  AUG:    15000.00  SEP:    15000.00   QTR 4    45000.00

Enter the Fund Type Code.  Press <F4> for a list.
Count: *1                                                          <Replace>
1Edit 2Ins DDo EEcho HHelp PPrint W—80/132 XExit     -VT220-    Alt+F10Exit
```

Review the available resource plans, select one to be used as the baseline. Press the **F10** key to return to Screen 2.3. Press the **F4** key to populate the Approval Date and Approved By fields. The name of the person logged on to the system will automatically appear in the Approved By field. Once the **End** key is pressed, the status changes to *Baseline*.

NOTE: When the status of the parent resource plan is changed to Baseline (i.e., approved), the status of all subordinate plans/estimates is also changed to Baseline.

Press **F10** to exit.

Approval Sequence Labor Authorization

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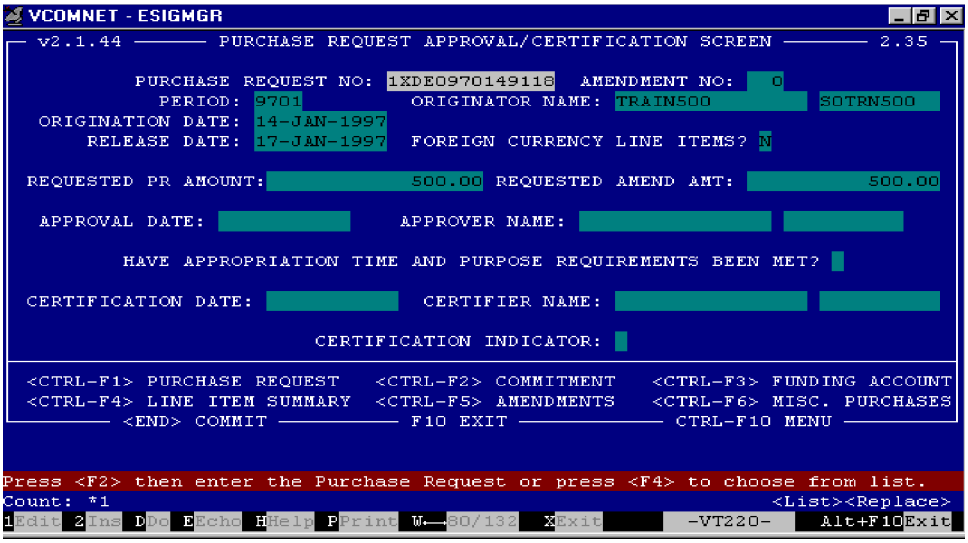
From the CEFMS Main Menu, select

3 Financial Management Functions **Enter**
5 Financial Management **Enter**
9 Labor/Payroll **Enter**
3 Labor Authorization **Enter**
4 Authorization Certification/Approval **Enter**

You will then be at Screen 2.35.



For timekeepers to input labor costs into CETAL, a Labor Authorization must be approved/certified. To approve and certify labor, the user must have PR&C Approval Authority in the Access Control Table, Screen 10.1, and must be an approver on the funding account. The certification process for a Labor Authorization is unique in that the approver certifies the authorization at the time of approval. Upon approval/certification, a labor charge code will be generated. This code will be downloaded to the timekeeper for CETAL input.

To perform a query on the Labor Authorization Purchase Request. Press the **F2** key, type in the complete **Labor Authorization Number** or **%Labor Authorization Number**, and press **F3** to execute the query. The Labor Authorization will populate.

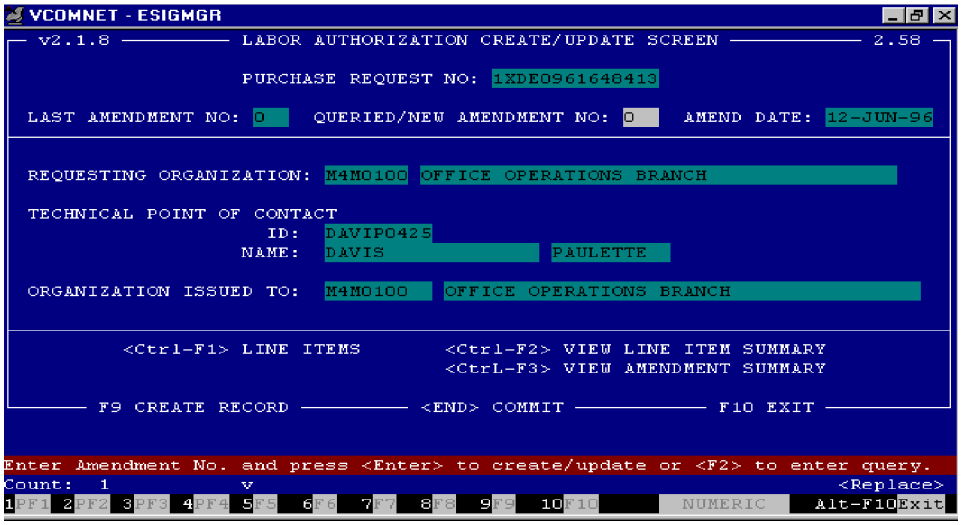
Or

Press the **F4** key to obtain a listing of all uncertified labor authorizations to approve. Select the PR&C to certify by using the **down arrow** key. Press **Enter** to select. It will populate the screen.

There are several view options to invoke prior to certifying the request.

Ctrl+F1 to view all line item information.
Ctrl+F2 to view the commitment information.
Ctrl+F3 to view the funding account summary.
Ctrl+F4 to view the line item summary.
Ctrl+F5 to view any amendments.

NOTE: The Labor Authorization Create/Update Screen (2.58) requires the Identification of the Requesting Organization and the Organization Issued To. If these two organizations are different the labor will be recorded as loaned labor and will not reflect the true cost of the performing organization for budget purposes; it will also carry the technical overhead burden of the requesting organization. To avoid this miscalculation for labor which is not borrowed, the organization code of the performing office should be entered into both the Requesting and Issued To blocks.



To approve/certify the Labor Authorization, press **Enter** twice.
The following fields will automatically populate: The approval date, approver name, the appropriation time and purpose, the certified date, and the certifier name.

A **Y** will be the default in the Certification Indicator field.

Press the **End** key to save. Press the **Enter** key to acknowledge the message.

Press **F10**.

Approval Sequence Labor Certification Current Pay Period

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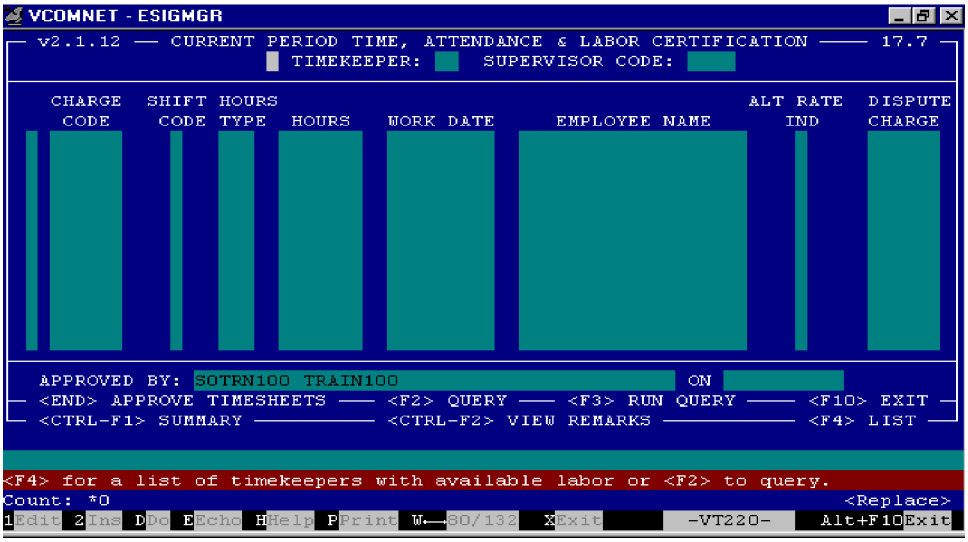
To complete the certification process, the user must have the following permissions in Access Control Screen 10.1: PR&C Approver, Supervisor.

From the CEFMS Main Menu, select

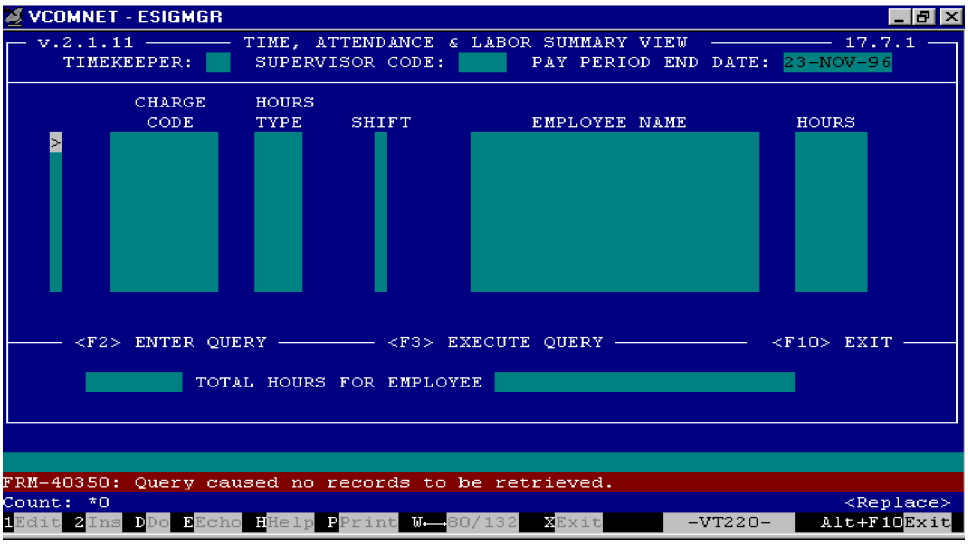
3 Financial Management Functions **Enter**
5 Financial Management **Enter**
9 Labor/Payroll **Enter**
6 Supervisory Certification/Verification **Enter**
3 Supervisory Certification - Current Period **Enter**

You will then be at Screen 17.7.



Press **F4** for a list of valid Timekeeper Codes waiting approval. Press **F2** to query on the organization's Timekeeper Code. It is a two-digit code. (Query on the Supervisor Code if there are multiple codes tied to one timekeeper.) The screen will populate with the organization's labor for the current pay period. Verify details on the employees by pressing **Ctrl+F1**.

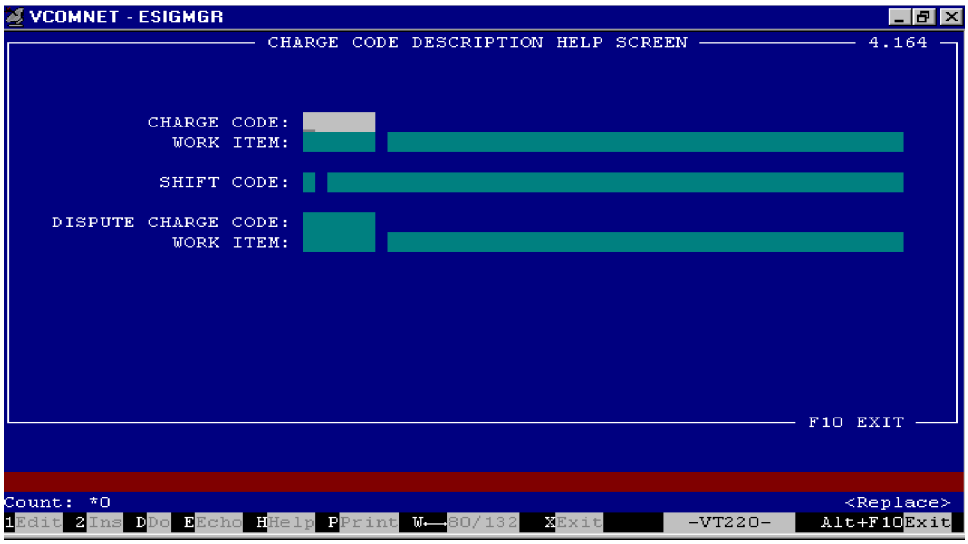
You will be at Screen 17.7.1.



Press **F10** to return to Certification Screen 17.7.

With a charge code highlighted, you may press **F1** to see the associated Work Item and description.

You will be at Screen 4.164.



Press **F10** to return to Certification Screen 17.7.

To certify, press **End** to commit.

View Labor Authorization Status

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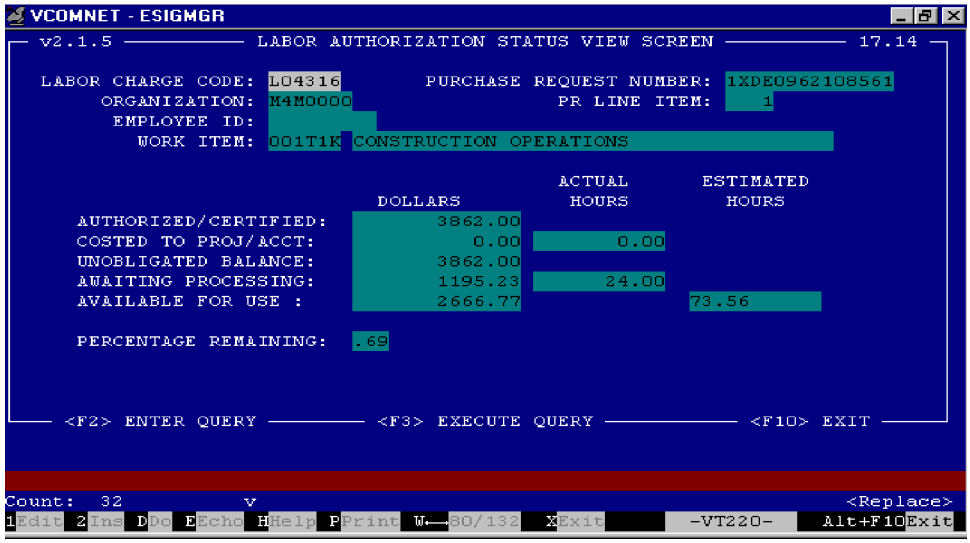
From the CEFMS Main Menu, select

3 Financial Management Functions **Enter**
5 Financial Management **Enter**
9 Labor/Payroll **Enter**
3 Labor Authorization **Enter**
7 View Labor Authorization Status **Enter**

You will then be at Screen 17.14.



Press **F2** to query. Press **Tab** to the field you wish to query, type information (e.g. **Labor Charge Code**), and press **F3** to execute.

Information such as Organization, Labor PR&C number, Employee ID, Hours, Dollars, Amount Costed to Project will populate.

Press **F10** to return to the Menu Screen.