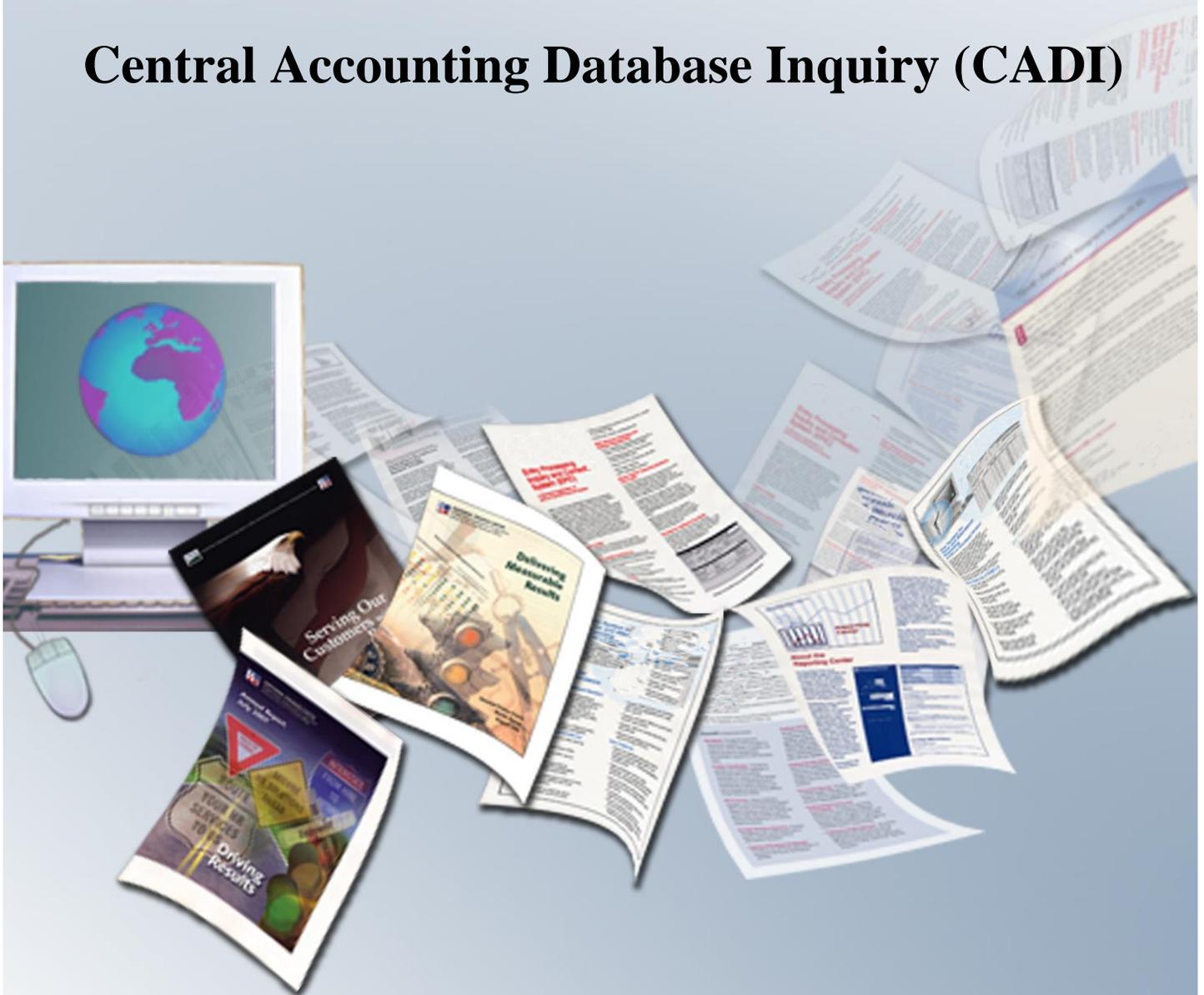




Central Accounting Database Inquiry (CADI)



PUBLICATION CATEGORY
Research and Inquiry

PROCEDURE MANUAL
Central Accounting Database Inquiry (CADI)



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Latest Update Information

The following change has been made to the Central Accounting Database Inquiry (CADI) procedure:

Section	Description of Change
CADI Procedure Manual	Procedure document has been updated throughout to be accessible with assistive technology according to Section 508 of the Rehabilitation Act.



System Overview

The Central Accounting Database Inquiry (CADI) is an online database management system of the United States Department of Agriculture (USDA). CADI provides users direct access to budget cost reporting data processed through the Central Accounting System's Budget Cost System (BUDG).

BUDG is a financial reporting system that captures detailed accounting data from Administrative Payments, Billings and Collections, and Budgetary Systems and updates the data into the BUDG master files. Information received through BUDG is loaded into an integrated database and updated weekly to reflect the most current financial data. Via remote terminals, users are able to query CADI for specific data applicable to their organizations.

CADI provides an automated Funds Control feature which records projected Agency cost data and National Finance Center (NFC) official data that has been processed by the Central Accounting System (CAS).

Within Funds Control is the Salaries and Benefits feature. This feature provides reports based on actual CAS payroll/personnel data. These reports are available to view employee status, earnings by pay period, the payroll exceptions, and a list of employees currently on the Payroll/Personnel System database. It also enables the Agency to execute current year projections and request a status of funds reporting including projection data.

For questions about NFC processing, authorized Servicing Personnel Office representatives should contact the NFC Contact Center at **1-855-NFC-4GOV (1-855-632-4468)** or via the Internet using the Requester Console.

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System Access

To access CADI, you must: (1) have authorized security clearance and (2) use a computer that is connected to the mainframe computer located at NFC. Agencies must request access to CADI through their NFC Agency security officer (ASO).

System Design

CADI is designed with menu and key-field selections. The menu lists options with a field for selecting the option. The system also uses program function (PF) keys for selecting certain functions and screens.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the database is updated.

Function Keys

The PF keys are used to access CADI options. How these keys are identified depends on the equipment being used. Other function keys include **Enter**, **Clear**, and **Tab**. For detailed instructions on your equipment usage, see the appropriate manufacturer's operating guide. The functions of applicable PF keys are displayed at the bottom of each screen.

Sign-On Instructions

To access this system, you must:



1. Sign on to the NFC Mainframe. The NFC Mainframe Warning screen is displayed.

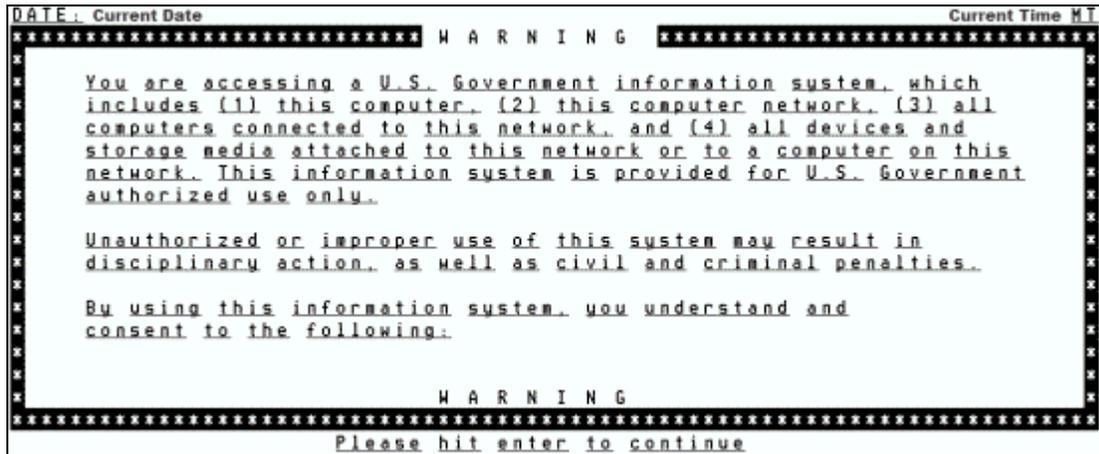


Figure 1: NFC Mainframe Warning Screen

2. Press **Enter** to display the NFC banner screen.



Figure 2: NFC Banner Screen

3. Complete the fields as described below.

Field	Description/Instruction
Enter User ID	Type your assigned user identification (ID) (i.e., NF0999). Press Tab .
Password	Type your password. (Your password is not displayed on the screen.) Press Tab . Note: You may press Enter (instead of Tab) after typing your password to go directly to the CL/SUPERSESSION Main Menu screen.



Field	Description/Instruction
New Password?	Displays system-generated "N." If you are not changing your password, press Tab. If you are changing your password, enter "Y." Then complete the steps for changing your password as described under Changing Your Password (on page 8).
Enter Application Name	Type the application acronym and press Enter to go directly to that system. OR Leave the field blank and press Enter to go directly to the CL/SUPERSESSION.

4. At the CL/SUPERSESSION Main Menu screen:

- Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.
- **Tab** until the cursor is located on the line next to the Session ID.
- Press **Enter**.

OR

- Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.
- Type **s**.
- Press the **space bar** once.
- Type the Session ID acronym.
- Press **Enter**. See screen below for an example. The applicable system is displayed.

```

----- Actions Options Commands Features Help -----
KLSVSEL1                CL/SUPERSESSION Main Menu                More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                Type      Status
-----
- IDMS05      IDMS05                                                Multi
- PINQ05      IDMS05                                                Multi
- ABCDINQ     IDMS03                                                Multi
- ABCD        IDMS03                                                Multi
- $DB2        ISDB $DB2      ISDB  PROC($DB2    Multi
- $ORACLE     ISDA                                                  Multi
- $ORACLEA    ISDA                                                  Multi
- $SPFA       ISDA $SPFA     ISDA  PROC($SPF    Multi
- $SPFAV2     ISDA $SPFAV2   ISDA  PROC($SPF    Multi
- $SPFB       ISDB $SPFB     ISDB  PROC($SPF    Multi
- $SPFBV2     ISDB $SPFBV2   ISDB  PROC($SPF    Multi
- $SPFC       ISDC $SPFC     ISDC  PROC($SPF    Multi

ISS7030I Password Changed
Command ==>
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
SYSB/T30N6447

```

Figure 3: CL/SUPERSESSION Main Menu Screen



```

----- Actions Options Commands Features Help -----
KLSVSEL1                      CL/SUPERSESSION Main Menu                      More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                      Type      Status
-----
- IDMS05     IDMS05                      Multi
- PINQ05     IDMS05                      Multi
- ABCDINQ    IDMS03                      Multi
- ABCD       IDMS03                      Multi
- $DB2       TSDB $DB2      TSDB  PRDC($DB2)  Multi
- $ORACLE    TSDA                      Multi
- $ORACLEA   TSDA                      Multi
- $SPFA      TSDA $SPFA      TSDA  PRDC($SPF)   Multi
- $SPFAV2    TSDA $SPFAV2    TSDA  PRDC($SPF)   Multi
- $SPFB      TSDB $SPFB      TSDB  PRDC($SPF)   Multi
- $SPFBV2    TSDB $SPFBV2    TSDB  PRDC($SPF)   Multi
- $SPFC      TSDC $SPFC      TSDC  PRDC($SPF)   Multi

Command ==> s TMGT                      SYSB/T30N6447
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
    
```

Figure 4: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)

Signoff Instructions

Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to the CL/SUPERSESSION Main Menu screen.

```

----- Actions Options Commands Features Help -----
KLSVSEL1                      CL/SUPERSESSION Main Menu                      More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                      Type      Status
-----
- IDMS05     IDMS05                      Multi     Current
- PINQ05     IDMS05                      Multi     Active

  KLSTERM1      Exit Menu
  Type a selection number or position the
  cursor on a line and press ENTER.
  1. Exit and terminate sessions (X)
  2. Exit and do not terminate sessions (N)
  3. Resume (R)

Command ==>
Enter F1=Help F12=Cancel                      SYSB/T30N6447
                                               retrieve F10=Action
    
```

Figure 5: CL/SUPERSESSION Main Menu Screen

1. At the CL/SUPERSESSION Main Menu screen, press **F3** and the Exit Menu popup is displayed.
2. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSION.



OR

Position the cursor in front of Resume and press **Enter** to exit the application without terminating the CL/SUPERSESSION Main Menu screen.

Changing Your Password

If you need to change your password:

1. Type "Y" next to the New Password? prompt on the NFC banner screen.

```
=====
== CURRENT DATE          SNX32703          T30N6447          PF1=HELP          ==
=====
==              NN      NN          FFFFFFFF          CCCCCCCC          ==
==             NNN     NN          FFFFFFFF          CCCCCCCC          ==
==            NNNN    NN          FF              CCC          ==
==           NN NN NN          FFFFFFFF          CCC          ==
==          NN  NNNN          FFFFFFFF          CCC          ==
==         NN   NNN          FF              CCCCCCCC          ==
==        NN    NN          FF              CCCCCCCC          ==
=====
==              National Finance Center          ==
==          Office of the Chief Financial Officer          ==
==      United States Department of Agriculture          ==
=====
==          For Authorized Use Only          ==
== ENTER USER ID =          PASSWORD =          NEW PASSWORD? Y          ==
==                                     (Y or N)          ==
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU          ==
=====
```

Figure 6: NFC Banner Screen (with New Password? prompt set to Y)

2. Press **Enter** and the Change Password screen appears.

```
-----
KLGNPWD1          Change Password
-----
Type in your new password twice, and press ENTER.

Enter new password.....
Verify new password.....

Command ==>
Enter F1=Help F3=Exit F12=Cancel
-----
```

Figure 7: Change Password Screen

3. Enter the new password.
4. Verify the new password. Once you have entered your new password and verified it, the system will display another screen stating that the password was changed. See screen below.



Note: You may change your password at anytime, but no more than once a day. Before your password expires, you will be prompted to enter a new password.



Figure 8: Password Changed Verification Screen



CADI Selection Menu

After you access CADI, the CADI Selection Menu screen is displayed.

```

*****  *****  *****  *****  CENTRAL ACCOUNTING DATABASE INQUIRY
*      *      * *      * *
*      ***** *      * *      NATIONAL FINANCE CENTER
*      *      * *      * *      OFFICE OF THE CHIEF FINANCIAL OFFICER
***** *      * ***** *****

                                SELECTION  MENU

AGENCY      SELECT      REPORT/SYSTEM CODE

F U N D S  C O N T R O L
  1. INPUT DOCUMENTS                                2. REPORTS

B U D G E T  C O S T  M A S T E R  R E P O R T I N G
  6. AGENCY SPECIFIC REPORTS                        7. AD HOC INQUIRY

                                FOR AUTHORIZED USE ONLY

ENTER = SEND                                CLEAR = TERMINATE
    
```

Figure 9: CADI Selection Menu Screen

Each option provides a menu of more specific options. Below is a brief description.

Selection Menu	Description/Instruction
Agency	Type the Agency code.
Select	Type the option number.
Report/System Code	Leave blank.
Funds Control	Description/Instruction
1. Input Documents	Add, change, or delete line items for Projections and Salaries and Benefits.
2. Reports	Generate and view the reports available in Projection and Salaries and Benefits.
Budget Cost Master Reporting	Description/Instruction
6. Agency Specific Reports	Generate Agency-specific reports depending on the Agency's requirements.
7. Ad Hoc Inquiry	Display master accounting records as of the last end-of-month update or as of the last weekly update.





Projections

Note: Only Agencies using Salaries and Benefits and Projection will have access to this option.

Projections provides a menu of options which can be used to add, change, or delete known, unknown, or anticipated payroll/personnel actions within Projections and Salaries and Benefits for the unpaid pay periods. Updates related to the Social Security number (SSN) will be used to revise the Projections Reports for the current fiscal year.

Once an effective date or end date is met, the information will not be included in the Projections Report since the payroll/personnel action should have been processed through CAS.

To select this option from the CADI Selection Menu screen, type the Agency code at the **Agency** prompt and **1** at the **Select** prompt. Press **Enter**. The Input Document Menu screen is displayed. From the Input Document Menu screen, type **1** at the **Enter Document Code** prompt. Press **Enter**.

INPUT DOCUMENT MENU	
DOCUMENT CODE	DOCUMENT TITLE
1. <u>PRO</u>	PROJECTIONS
2. <u>SB</u>	SALARIES AND BENEFITS

ENTER DOCUMENT CODE 1

CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF3=REFRESH

Figure 10: Input Document Menu Screen



The Projections - Document Menu screen is displayed.

FUNDS CONTROL SYSTEM - PROJECTIONS	
PROJECTIONS - DOCUMENT MENU	
DOCUMENT CODE	DOCUMENT TITLE
1. ADD	ADDS
2. AWR	AWARDS
3. PRO	PROMOTIONS
4. SEP	SEPARATIONS
5. OVR	OVERTIME
6. POS	POSITION TITLE
7. WOP	LEAVE WITHOUT PAY
8. WGI	WGI
9. SET	SETTLEMENTS
10. AOC	ADJUSTMENTS FOR OBJECT CLASSES
11. ASP	ADJUSTMENTS FOR SPECIAL PROJECTS
12. BOB	BODIES ON BOARD
13. SYA	STAFF YEARS ALLOCATION
14. ASA	ALLOCATE SPLIT ACCOUNTING
	15. IRD IRREGULAR TOUR OF DUTY
ENTER DOCUMENT CODE: _____ ENTER ORG: _____	
ENTER NEW REQUEST INFORMATION - HIT THE PF3 KEY BEFORE CHANGING REPORT CODES CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF2=PRIOR MENU PF3=REFRESH	

Figure 11: Projections - Document Menu Screen

Below is a brief description of each option. Detailed instructions are provided in the following pages under the heading for each option:

Document Code and Title	Description/Instruction
1. ADD - Adds	Establishes employees in Projections and Salaries and Benefits that are not on the Payroll/Personnel System database.
2. AWR - Awards	Allows entry of awards information for employees established on the Payroll/Personnel System database.
3. PRO - Promotions	Allows entry of promotion information for employees established on the Payroll/Personnel System database.
4. SEP - Separations	Allows entry of separation information for employees established on the Payroll/Personnel System database.
5. OVR - Overtime	Allows entry of overtime information for employees established on the Payroll/Personnel System database.
6. POS - Position Title	Allows changes to position title information for employees established on the Payroll/Personnel System database. (Only informational, reports are not affected.)
7. WOP - Leave Without Pay	Allows entry of leave without pay information for employees established on the Payroll/Personnel System database. (Only informational, reports are not affected.)
8. WGI - WGI	Overrides the scheduled within-grade increase (WGI) for employees established on the Payroll/Personnel System database.



Document Code and Title	Description/Instruction
9. SET - Settlements	Allows entry of settlement information for employees established on the Payroll/Personnel System database. <u>Note: Lump sum information is not included in the Projections Report.</u>
10. AOC - Adjustments for Object Classes	Allows entry of Managers Projections data for travel, training, or all other object classes (excluding salary and benefit object classes). <u>Note: This information is not used in the Projections Report, but is used in the Managers Projections Reports.</u>
11. ASP - Adjustments for Special Projects	Allows entry of projection data for special projects. <u>Note: This information is not used in the Projections Report, but is used in the Managers Projections Reports.</u>
12. BOB - Bodies on Board	Allows changes to the number of employees assigned to an organization. (For informational purposes only, reports are not affected.)
13. SYA - Staff Years Allocation	Allows entry of staff year allocation. <u>Note: This is not reflected in the Projections Reports. (For informational purposes only.)</u>
14. ASA - Allocate Split Accounting	Designates up to 10 accounting lines with the correlating percent distribution. This information is used in the Projections Report.
15. IRD - Irregular Tour of Duty	This option is not available.
Enter Document Code:	Enter the document code number or name and press Enter .
Enter ORG:	Enter the organization code and press Enter .

This section includes the following topics:

Adds.....	16
Awards.....	18
Promotions.....	20
Separations	22
Overtime	23
Position Title	25
Leave Without Pay.....	26



WGI28
 Settlements29
 Adjustments for Object Classes.....31
 Adjustments for Special Projects.....32
 Bodies on Board34
 Staff Years Allocation.....35
 Allocate Split Accounting36

Adds

Adds is Option 1 on the Projections - Document Menu screen. This option is used to add employees that are currently not on the Payroll/Personnel System database. After the Projection Report is executed, this information is used to update the status of funds. After data is added, the information can be inquired by name or SSN.

Note: Individuals currently on the Payroll/Personnel System database cannot be inquired on this screen.

To select this option, type **1** or **ADD** at the **Enter Document Code** prompt and the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen. Press **Enter**. The Adds screen is displayed.

```

                                ADDS                                STATUS: _____

ACCTG CODE: _____

_____|_____|_____|_____|
LAST      FIRST      MI      SOCIAL SECURITY NUMBER

(SELECT ONE ACTIVITY CODE: X)  KNOWN: _  UNKNOWN: _  ANTICIPATED: _
PAY PLAN: _  SERIES: _____  GRADE/STEP: @@  EFFECTIVE DATE: MMDDYY
BASE CONTRACT SALARY: _____  EMPLOYMENT CEILING: (Y OR N)
POSITION TITLE: _____
PAY DIFFERENTIAL: _ (Y OR N)      HOURS PER PAY PERIOD: _____
TYPE OF EMPLOYMENT: (SELECT ONE: X) FULL TIME _  PART TIME _  INTERMITTENT _
RETIREMENT COVERAGE CODE: (SELECT ONE: X) FERS _  CSR _  TEMP _  STUDENT AID _

COMPRESSED WORK SCHEDULE: _ (Y/N)
  S  M  T  W  TH  F  S  S  M  T  W  TH  F  S
  _  _  _  _  _  _  _  _  _  _  _  _  _  _

TO INQUIRY - PLEASE ENTER FULL NAME AND ACTIVITY CODE, OR SSN AND ACTIVITY CO
ENTER=INQUIRY      PF1=MAIN MENU      PF3=REFRESH      PF6=CHANGE
CLEAR=EXIT         PF2=PRIOR MENU     PF5=DELETE       PF9=ADD
  
```

Figure 12: Adds Screen

Complete the fields as follows:



Field	Description/Instruction
Status:	Generated by system.
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Last	Type the employee's last name. If a partial name is entered during inquiry, a select screen will be provided. Otherwise, the next record will be displayed. If a name is unknown, enter the position description.
First	Type the employee's first name.
MI	Type the employee's middle initial.
Social Security Number	Type the employee's SSN, without spaces or dashes. Unique numbering is to be used for each entry and it cannot be reused.
Select One Activity Code:	Type X to indicate Known , Unknown , or Anticipated .
Pay Plan:	Type the pay plan; e.g., GS , GM , ES , EX .
Series:	Type the job series.
Grade/Step:	Type the grade/step.
Effective Date	Type the effective date (mm/dd/yy); usually the beginning of a pay period.
Base Contract Salary:	Type the total base contract salary and the locality amount.
Employment Ceiling :	Defaults to Y (yes) indicating the employee will be included in ceiling. Type N (no) if the employee is under a hiring program such as summer aide, worker trainee, or stay in school.
Position Title:	Type the position title.
Pay Differential:	Defaults to N (No) indicating that no pay differential is authorized. Type Y (yes) if pay differential is authorized. <u>Note: Pay differential default is 8 percent.</u>
Hours Per Pay Period:	Type the hours to be worked per pay period.
Type of Employment:	Type X to indicate full time, part time, or intermittent.
Retirement Coverage Code:	Type X to indicate FERS , CSRS , TEMP , or Student Aid .
Compressed Work	Defaults to N (No). Type Y (yes) if it is a compressed work schedule



Field	Description/Instruction
Schedule:	and enter the daily hours to be worked.

After completing all fields, the following options are available:

Step	Description
Add the record	Press PF9 to add the record.
Query the record	Type the SSN, select the activity code, then press Enter .
Change the record	Query the record and press Tab to the field to be changed. Type the correct information and repeat until all fields are changed. Press PF6 . <u>Note: The name and the SSN cannot be changed.</u>
Delete the record	Query the record. Press PF5 .

Awards

Awards is Option 2 on the Projections - Document Menu screen. This option is used to add awards not yet processed by CAS.

Note: This screen is for employees on the Payroll/Personnel System database.



To select this option, type **2** or **AWR** at the **Enter Document Code** prompt and the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen. Press **Enter**. The Awards screen is displayed.

AWARDS

ACCTG CODE: _____

_____ SSN: _____

LAST FIRST MI

AMOUNT OF AWARD: _____ OBJECT CLASS: _____

EFFECTIVE DATE: MMDDYY

ENTER NAME OR SSNO AND HIT ENTER KEY

ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE/REOPEN

CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD

Figure 13: Awards Screen

Complete the fields as follows:

Field	Description/Instruction
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Last	Type the employee's last name.
First	Type the employee's first name.
MI	Type the employee's middle initial.
SSN:	Type the employee's SSN without spaces or dashes.
Amount of Award:	Type the gross amount of the award.
Object Class:	Type the object class code.
Effective Date:	Type the effective date (mm/dd/yy).

After completing all fields, the following options are available:

Step	Description
Add the record	Press PF9 to add the record.



Field	Description/Instruction
	system generated.
Last	Type the employee's last name. The system generates the last name after the SSN is entered.
First	Type the employee's first name. The system generates the first name after the SSN is entered.
MI	Type the employee's middle initial, if applicable. The system generates the middle initial after the SSN is entered.
SSN:	Type the employee's SSN without spaces or dashes. Press Enter . The system will populate the Name, Pay Plan, Series, Grade/Step, and Base Contract Salary fields from the Payroll Personnel System database.
Effective Date:	Type the effective start date (mm/dd/yy).
Effective End Date:	Type the effective end date (mm/dd/yy).
Pay Plan:	Generated by system.
Series:	Generated by system.
Grade/Step:	Generated by system.
Position Title:	Type the official position title.
Base Contract Salary:	Generated by system based on the SSN entered. If appropriate, you may change the basic contract salary by entering the new salary amount. Enter the new salary amount in whole dollars without the zeros and without commas. Example: Type 59565 for 59,565.00.

After completing all fields, the following options are available:

Step	Description
Add the record	Press PF9 to add the record.
Query the record	Type the name or SSN. Press Enter .
Change the record	Query the record and press Tab to the field to be changed. Type the correct information and repeat until all fields are changed. Press PF6 . The message <i>Record Has Been Changed - PF3 For Next Request</i> is displayed at the bottom of the screen.
Delete the record	Query the record. Press PF5 .



Separations

Separations is Option 4 on the Projections - Document Menu screen. This option is used to enter projected separation information for employees established on the Payroll/Personnel System database.

To select this option, type **4** or **SEP** at the **Enter Document Code** prompt and the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen. Press **Enter**. The Separations screen is displayed.

```

SEPARATIONS

ACCTG CODE: _____ STATUS: _____

(SELECT ONE "X") RESIGNATION: _ RETIREMENT: _ TRANSFER: _

_____          _____          _____          000000000
LAST            FIRST            MI            SSN

EFFECTIVE DATE: MMDDYY

HOURS          HOURLY          ESTIMATED          ESTIMATED
                RATE          FRINGE BENEFITS          AMOUNT
                _____          AMOUNT

ANN LV BAL . _____ .00 X _____          .00 = _____ .00
COMP LV BAL . _____ .00 X _____          .00 = _____ .00

TOTAL: _____

ENTER ALL REQUIRED FIELDS - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT
ENTER=INQUIRY          PF1=MAIN MENU          PF3=REFRESH          PF6=CHANGE
CLEAR=EXIT             PF2=PRIOR MENU          PF5=DELETE           PF9=ADD
  
```

Figure 15: Separations Screen

Complete the fields as follows:

Field	Description/Instruction
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Status:	Generated by system.
Select One "X"	Type X next to Resignation: , Retirement: , or Transfer: .
Last	Generated by system when the SSN is entered.
First	Generated by system when the SSN is entered.
MI	Generated by system when the SSN is entered.
SSN	Type the employee's SSN without spaces or dashes. Press Enter . The system will populate the Name and the Ann Lv Bal fields from the



Field	Description/Instruction
	Payroll Personnel System database.
Effective Date:	Type the separation date (mm/dd/yy).
Hours	Generated by system.
Hourly Rate	Generated by system.
Estimated Fringe Benefits Amount	Generated by system.
Estimated Amount	Generated by system when the record is added.
Ann Lv Bal.	Generated by system.
Comp Lv Bal.	Generated by system.
Total:	Generated by system based on the sum total of the Ann Lv Bal., Comp Lv Bal., and Estimated Fringe Benefits Amount.

After completing all fields, the following options are available:

Step	Description
Add the record	Press PF9 to add the record.
Query the record	Type the name or SSN. Press Enter .
Change the record	Query the record and press Tab to the field to be changed. Type the correct information and repeat until all fields are changed. Press PF6 .
Delete the record	Query the record. Press PF5 .

Overtime

Overtime is Option 5 on the Projections - Document Menu screen. This option is used to enter projected overtime for employees established on the Payroll/Personnel System database.



Note: A maximum of 12 employees can be entered on this screen. The Employee Name and SSN fields cannot be changed after information is entered.

After completing all fields, the following options are available:

Step	Description
Add the record	Press PF9 to add the record.
Query the record	Type the pay period and SSN information or pay period and name. Press Enter .
Change the record	Query the record and press Tab to the field to be changed. Type the correct information and repeat until all fields are changed. Press PF6 .
Delete the record	Query the record. Press PF5 .

Position Title

Position Title is Option 6 on the Projections - Document Menu screen. This option is used to change an employee's position title. This does not impact the Salaries and Benefits and Projection Modules.

To select this option, type **6** or **POS** at the **Enter Document Code** prompt and the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen. Press **Enter**. The New Position Title screen is displayed.

NEW POSITION TITLE

ACCTG CODE: _____

 LAST FIRST MI

SSN: _____

NEW POSITION TITLE: _____

EFFECTIVE DATE: MMDDYY

ENTER ALL REQUIRED INFORMATION - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD

Figure 17: New Position Title Screen



Complete the fields as follows:

Field	Description/Instruction
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Last	Type the employee's last name.
First	Type the employee's first name.
MI	Type the employee's middle initial.
SSN:	Type the employee's SSN without spaces or dashes.
New Position Title:	Type the employee's new position title.
Effective Date:	Type the date (mm/dd/yy) the employee will start the new position (usually the beginning of a pay period).

After completing all fields, the following options are available:

Step	Description
Add the record	Press PF9 to add the record.
Query the record	Type the name or SSN. Press Enter .
Change the record	Query the record and press Tab to the field to be changed. Type the correct information and repeat until all fields are changed. Press PF6 .
Delete the record	Query the record. Press PF5 .

Leave Without Pay

Leave Without Pay is Option 7 on the Projections - Document Menu screen. This option is used to enter projected leave without pay status for employee's established on the Payroll/Personnel System database.



To select this option, type **7** or **WOP** at the **Enter Document Code** prompt and the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen. Press **Enter**. The Leave Without Pay screen is displayed.

LEAVE WITHOUT PAY

ACCTG: _____

_____ SSN: _____
 LAST FIRST MI

EFFECTIVE DATE: MMDDYY EFFECTIVE END DATE: MMDDYY

GRADE/STEP: PAY PLAN:

BASE CONTRACT SALARY: _____

PLEASE ENTER EMPLOYEE FULL NAME OR SSNO: THEN HIT ENTER KEY

ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE/REOPEN
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD

Figure 18: Leave Without Pay Screen

Complete the fields as follows:

Field	Description/Instruction
Acctg:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Last	Type the employee's last name.
First	Type the employee's first name.
MI	Type the employee's middle initial.
SSN:	Type the employee's SSN without spaces or dashes.
Effective Date:	Type the date (mm/dd/yy) the leave will start.
Effective End Date:	Type the date (mm/dd/yy) the leave will end.
Grade/Step :	Generated by system.
Pay Plan:	Generated by system.
Base Contract Salary:	Generated by system.

After completing all fields, the following options are available:



Step	Description
Add the record	Press PF9 to add the record.
Query the record	Type the name or SSN. Press Enter .
Change the record	Query the record and press Tab to the field to be changed. Type the correct information and repeat until all fields are changed. Press PF6 .
Delete the record	Query the record. Press PF5 .

WGI

WGI is Option 8 on the Projections - Document Menu screen. This option is used to delay WGIs which are automatically projected for employees established on the Payroll/Personnel System database.

To select this option, type **8** or **WGI** at the **Enter Document Code** prompt and the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen. Press **Enter**. The WGI screen is displayed.

WGI

ACCTG: _____

_____ SSN: _____
LAST FIRST MI

EFFECTIVE DATE: MMDDYY

GRADE/STEP: ___ ___ PAY PLAN: ___

BASE CONTRACT SALARY: _____

PLEASE ENTER EMPLOYEE FULL NAME OR SSNO: THEN HIT ENTER KEY

ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE/REOPEN
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD

Figure 19: WGI Screen

Complete the fields as follows:



Field	Description/Instruction
Acctg:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Last	Type the employee's last name.
First	Type the employee's first name.
MI	Type the employee's middle initial.
SSN:	Type the employee's SSN without spaces or dashes.
Effective Date:	Type the date (mm/dd/yy) the increase will become effective. Do not enter a prior date.
Grade/Step:	Type the grade and step.
Pay Plan:	Type the pay plan; e.g., GS , GM , WG .
Base Contract Salary:	Generated by system.

After completing all fields, the following options are available:

Step	Description
Add the record	Press PF9 to add the record.
Query the record	Type the name or SSN. Press Enter .
Change the record	Query the record and press Tab to the field to be changed. Type the correct information and repeat until all fields are changed. Press PF6 .
Delete the record	Query the record. Press PF5 .

Settlements

Settlements is Option 9 on the Projections - Document Menu screen. This option is used to enter cash settlements for employees established on the Payroll/Personnel System database.



To select this option, type **9** or **SET** at the **Enter Document Code** prompt and the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen. Press **Enter**. The Settlements screen is displayed.

SETTLEMENTS			
ACCTG CODE:	_____		
_____	_____	_____	SSN: _____
LAST	FIRST	MI	
AMOUNT OF AWARD:	_____	OBJECT CLASS:	_____
EFFECTIVE DATE: <u>MMDDYY</u>			
ENTER NAME OR SSNO AND HIT ENTER KEY			
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE/REOPEN
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD

Figure 20: Settlements Screen

Complete the fields as follows:

Field	Description/Instruction
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Last	Type the employee's last name.
First	Type the employee's first name.
MI	Type the employee's middle initial.
SSN:	Type the employee's SSN without spaces or dashes.
Amount of Award:	Type the settlement amount.
Object Class:	Type the object class code.
Effective Date:	Type the effective date (mm/dd/yy).

After completing all fields, the following options are available:

Step	Description



Add the record	Press PF9 to add the record.
Query the record	Type the name or SSN. Press Enter .
Change the record	Query the record and press Tab to the field to be changed. Type the correct information and repeat until all fields are changed. Press PF6 .
Delete the record	Query the record. Press PF5 .

Adjustments for Object Classes

Adjustments for Object Classes is Option 10 on the Projections - Document Menu screen. This option is used to enter dollar amounts for travel, training, or all other object classes to be included in the Managers Projection Status of Funds Reports.

To select this option, type **0** or **AOC** at the **Enter Document Code** prompt and the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen. Press **Enter**. The Adjustments for Object Classes screen is displayed.

ADJUSTMENTS FOR OBJECT CLASSES

ACCTG: _____

ADJUSTMENT NUMBER: _____

DESCRIPTION: _____

EFFECTIVE DATE: MMDDYY

OBJECT CLASS: _____

AMOUNT: _____

ENTER REQUIRED FIELDS

ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE/REOPEN
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD

Figure 21: Adjustments for Object Classes Screen

Complete the fields as follows:

Field	Description/Instruction
Acctg:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.



Field	Description/Instruction
Adjustment Number:	Type the adjustment number.
Description:	Type the description of the adjustment (e.g., travel, training).
Effective Date:	Type the effective date (mm/dd/yy).
Object Class:	Type the object class code.
Amount:	Type the amount.

After completing all fields, the following options are available:

Step	Description
Add the record	Press PF9 to add the record.
Query the record	Type the adjustment number. Press Enter .
Change the record	Query the record and press Tab to the field to be changed. Type the correct information and repeat until all fields are changed. Press PF6 .
Delete the record	Query the record. Press PF5 .

Adjustments for Special Projects

Adjustments for Special Projects is Option 11 on the Projections - Document Menu screen. This option is used to enter special project information by object class to be included in the Managers Projection Status of Funds Reports.



To select this option, type **11** or **ASP** at the **Enter Document Code** prompt and the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen. Press **Enter**. The Adjustments for Special Projects screen is displayed.

ADJUSTMENTS FOR SPECIAL PROJECTS

ACCTG: _____

ADJUSTMENT NUMBER: _____

DESCRIPTION: _____

EFFECTIVE DATE: MMDDYY

OBJECT CLASS: _____

AMOUNT: _____

ENTER REQUIRED FIELDS

ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE/REOPEN
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD

Figure 22: Adjustments for Special Projects Screen

Complete the fields as follows:

Field	Description/Instruction
Acctg:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Adjustment Number:	Type the adjustment number.
Description:	Type the specific name of the project.
Effective Date:	Type the effective date (mm/dd/yy).
Object Class:	Type the applicable object class code.
Amount:	Type the amount.

After completing all fields, the following options are available:

Step	Description
Add the record	Press PF9 to add the record.
Query the record	Type the adjustment number. Press Enter .
Change the record	Query the record and press Tab to the field to be changed. Type the



Step	Description
	correct information and repeat until all fields are changed. Press PF6 .
Delete the record	Query the record. Press PF5 .

Bodies on Board

Bodies on Board is Option 12 on the Projections - Document Menu screen. This option is used as a source of information only. The projection report includes the actual employee count and staff years.

To select this option, type **12** or **BOB** at the **Enter Document Code** prompt and the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen. Press Enter. The Bodies on Board screen is displayed.

BODIES ON BOARD			
ACCTG:	_____		
NUMBER OF EMPLOYEES:	_____		
ENTER ALL REQUIRED INFORMATION - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT			
ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD

Figure 23: Bodies on Board Screen

Complete the fields as follows:

Field	Description/Instruction
Acctg:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Number of Employees:	Type the number of employees.



After completing all fields, the following options are available:

Step	Description
Add the record	Press PF9 to add the record.
Query the record	Type the accounting code. Press Enter .
Change the record	Query the record and press Tab to the field to be changed. Type the correct information and repeat until all fields are changed. Press PF6 .
Delete the record	Query the record. Press PF5 .

Staff Years Allocation

Staff Years Allocation is Option 13 on the Projections - Document Menu screen. This option is used as a source of information only. The projection report includes the actual time worked to make up the 2,087-hour staff year.

To select this option, type **13** or **SYA** at the **Enter Document Code** prompt and the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen. Press **Enter**. The Staff Years Allocation screen is displayed.

STAFF YEARS ALLOCATION

ACCTG CODE: _____

STAFF YEARS: _____

ENTER ALL REQUIRED INFORMATION - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

ENTER=INQUIRY	PF1=MAIN MENU	PF3=REFRESH	PF6=CHANGE
CLEAR=EXIT	PF2=PRIOR MENU	PF5=DELETE	PF9=ADD

Figure 24: Staff Years Allocation Screen

Complete the fields as follows:

Field	Description/Instruction
-------	-------------------------



Field	Description/Instruction
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Staff Years:	Type the number of staff years.

After completing all fields, the following options are available:

Step	Description
Add the record	Press PF9 to add the record.
Query the record	Type the accounting code. Press Enter .
Change the record	Query the record and press Tab to the field to be changed. Type the correct information and repeat until all fields are changed. Press PF6 .
Delete the record	Query the record. Press PF5 .

Allocate Split Accounting

Allocate Split Accounting is Option 14 on the Projections - Document Menu screen. This option is used to designate up to 10 accounting lines with the correlating percent distribution.



To select this option, type **14** or **ASA** at the **Enter Document Code** prompt and the applicable number at the **Enter Org** prompt on the Projection - Document Menu screen. Press **Enter**. The Allocate Split Accounting screen is displayed.

ALLOCATE SPLIT ACCOUNTING			
SSN: _____			
SELECT	ACCOUNTING	DISTRIBUTION PCT.	
-		_____	
-		_____	
-		_____	
-		_____	
-		_____	
-		_____	
-		_____	
-		_____	
-		_____	
-		_____	
-		_____	
PLEASE ENTER SSNO -- MUST INQUIRE PRIOR TO ANY MODIFICATIONS. ENTER=INQUIRY PF1=MAIN MENU PF3=REFRESH PF6=CHANGE CLEAR=EXIT PF2=PRIOR MENU PF5=DELETE PF9=ADD			

Figure 25: Allocate Split Accounting Screen

Complete the fields as follows:

Field	Description/Instruction
SSN:	Type the employee's SSN. The employee's name (as maintained in the Payroll/Personnel System database) is system generated. If there is stored accounting for the SSN, the accounting classification line(s) and correlating percent distribution is displayed. If there is no accounting, a blank screen is displayed.
Select	Type X to select an existing accounting line to be modified or to add an accounting line.
Accounting	Type the modified accounting data or the new accounting data to add an accounting line. A maximum of 10 accounting lines may be entered.
Distribution Pct.	Type the percent distribution applicable to the modified or added accounting line(s) to be added.

Press **Enter**.

Note: The system only recognizes whole numbers.

The total is system generated with the sum of the distribution percent for all accounting lines.



Note: If an existing accounting line is being changed, you must first complete this action by pressing **PF6**. After this action is taken, only then can the additional accounting line(s) be added by pressing **PF9**. Because different PF key functions are used for the **Change** and **Add** actions, they must be completed separately.

After completing all fields, the following options are available:

Step	Description
Change an existing accounting line	<p>Place the cursor at the Select field next to the accounting line to be changed and type X. In the Accounting field, type the new accounting classification code. Press Tab to the Distribution Pct. field and type the correlating percent. Press PF6.</p> <p>The message <i>Changed</i> is displayed to the right of the screen next to the Distribution Pct. field.</p> <p>If the Distribution Pct. field does not equal 100 percent, the message <i>Distribution Percentage Not 100%</i> is displayed at the bottom of the screen.</p>
Add an additional accounting line	<p>Place the cursor at the Select field next to the accounting line to be added and type X. In the Accounting field, type the accounting classification code. Press Tab to the Distribution Pct. field and type the correlating percent. Press PF9.</p> <p>The message <i>Added</i> is displayed to the right of the screen next to the Distribution Pct. field. If the Distribution Pct. field does not equal 100 percent, the message <i>Distribution Percentage Not 100%</i> is displayed at the bottom of the screen.</p> <hr/> <p>Note: The Distribution Pct. field cannot exceed 100 percent and the system will not allow you to update the database with changed or added accounting line(s). If this occurs, the messages <i>Total Cannot Exceed 100%</i> and <i>A Change or Deletion Must Proceed This Addition</i> are displayed at the bottom of the screen. You must first correct the appropriate accounting line(s) distribution percent to either equal or total less than 100 percent to update the database with the change or addition.</p> <hr/> <p>Note: Whenever the message is displayed indicating that the percent distribution exceeds 100 percent, you must first press PF3 and query the record again before correcting.</p>
Change/Add another split accounting record	Press PF3 to display a blank screen.
Delete the record	Query the record. Press PF5 .



Salaries and Benefits

Note: Only Agencies using Projections and Salaries and Benefits will have access to this option.

Salaries and Benefits provides the latest employee information contained in the Payroll/Personnel System database. It also provides a feature to establish projection accounting.

To select this option from the CADI Selection Menu screen, type the **Agency code** at the **Agency** prompt and **1** at the **Select** prompt. Press **Enter**. The Input Document Menu screen is displayed.

INPUT DOCUMENT MENU	
DOCUMENT CODE	DOCUMENT TITLE
1. <u>PRQ</u>	PROJECTIONS
2. <u>SB</u>	SALARIES AND BENEFITS
ENTER DOCUMENT CODE <u>2</u>	
CLEAR=EXIT	ENTER=SEND
PF1=MAIN MENU	PF3=REFRESH

Figure 26: Input Document Menu Screen



To select the Salaries and Benefits option, type **2** at the **Enter Document Code** prompt on the Input Document Menu screen. Press **Enter**. The Salaries and Benefits - Document Menu screen is displayed.

```

SALARIES AND BENEFITS - DOCUMENT MENU

DOCUMENT CODE      DOCUMENT TITLE
1. EMP             EMPLOYEE
2. EAI             EMPLOYEE ACCOUNTING INFORMATION

ENTER DOCUMENT CODE:

CLEAR = EXIT  ENTER = SEND  PF1 = MAIN MENU  PF2 = PRIOR MENU  PF3 = REFRESH

```

Figure 27: Salaries and Benefits - Document Menu Screen

Below is a brief description of each option. Detailed instructions are provided in the following pages under the heading for each option:

Document Code and Title	Description/Instruction
EMP - Employee	View the latest information contained in the Payroll/Personnel database.
EAI - Employee Accounting Information	Change or add employee accounting information to be used for the unpaid pay periods in the Projection Report. Also, new employees can be located by organization by entering all 9s (i.e., 9999).

This section includes the following topics:

Employee.....40
Employee Accounting Information42

Employee

Employee is Option 1 on the Salaries and Benefits Document Menu screen. This option is used to view the latest employee information contained in the Payroll/Personnel System database.



To select this option, type **1** or **EMP** at the **Enter Document Code** prompt and press **Enter**. Type the applicable number at the **Organization Code** prompt on the Salaries and Benefits - Document Menu screen. Press **Enter**. The Employee screen is displayed.

```

                                EMPLOYEE                STATUS: _____

ACCTG CODE: _____

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|
LAST      FIRST      MI      SOCIAL SECURITY NUMBER

ANNUAL LEAVE BALANCE: _____  COMP LEAVE BALANCE: _____
PAY PLAN:  __  SERIES:  ____  GRADE/STEP:  __  __
BASE CONTRACT SALARY: _____  EMPLOYMENT CEILING: N (Y OR N)

PAY DIFFERENTIAL:  N (Y OR N)          HOURS PER PAY PERIOD:  ____
TYPE OF EMPLOYMENT: (SELECT ONE: X) FULL TIME _ PART TIME _ INTERMITTENT _
RETIREMENT COVERAGE CODE: (SELECT ONE: X) FERS _ CSR _ TEMP _ STUDENT AID _

COMPRESSED WORK SCHEDULE:  N (Y/N)
  S  M  T  W  TH  F  S  S  M  T  W  TH  F  S
  _  _  _  _  _  _  _  _  _  _  _  _  _  _

ENTER NAME OR SOCIAL SECURITY NUMBER, AND PRESS ENTER.
ENTER=INQUIRY  PF1=MAIN MENU  PF3=REFRESH  PF6=CHANGE
CLEAR=EXIT    PF2=PRIOR MENU
    
```

Figure 28: Employee Screen

Complete the fields as follows:

Field	Description/Instruction
Status:	Generated by system.
Acctg Code:	Generated by system from the stored accounting in the pay period database. Query employee information by name or SSN. An entry of only a part of a name will display a list of employees meeting that criteria. Place an X next to the name and press Enter .
Last	Type all or part of the last name.
First	Generated by system.
MI	Generated by system.
Social Security Number	Type the employees's SSN without spaces or dashes if using this field as a search criteria.
Annual Leave Balance:	Generated by system.
Comp Leave Balance:	Generated by system.
Pay Plan:	Generated by system.
Series:	Generated by system.



Note: The accounting established in this module will not affect the Payroll/Personnel System but will impact the unpaid pay periods in the Projections Report.

To select this option, type **2** or **EAI** at the **Enter Document Code** prompt on the Salaries and Benefits Document Menu screen. Press **Enter**. The **Enter Organization** and **Enter Last Name** prompts are displayed.

```

SALARIES AND BENEFITS - DOCUMENT MENU

DOCUMENT CODE      DOCUMENT TITLE
1. EMP             EMPLOYEE
2. EAI             EMPLOYEE ACCOUNTING INFORMATION

ENTER DOCUMENT CODE: EAI      ENTER ORGANIZATION
                               ENTER LAST NAME

ENTER REQUIRED INFO (TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)
CLEAR = EXIT  ENTER = SEND  PF1 = MAIN MENU  PF2 = PRIOR MENU  PF3 = REFRESH
    
```

Figure 30: Salaries and Benefits Document Menu Screen

To establish accounting for new employees who do not have accounting established in Projections and Salaries and Benefits, complete the fields as follows:

Field	Description/Instruction
Enter Organization	Type 9s in all positions of your Agency organization. All Agency employees who are not assigned Agency accounting will be displayed.
Enter Last Name	Type the complete or any part of the last name. If a part of the name is entered, a selection screen with a list of employees is displayed (e.g., if W is entered, then names beginning with W, X, Y, and Z are displayed). Press Enter . Place an X next to the name for which the accounting is being established. Press Enter . The Employee accounting information screen is displayed. It will reflect the employee's name, SSN, and accounting information populated with all 9s. Type X next to the accounting classification line. Type the accounting to be stored. Press PF6 .



Projections Reports

Note: Only Agencies using Projections and Salaries and Benefits will have access to these reports.

The **Reports** option is used to produce reports available in Projections and Salaries and Benefits features. This option provides a menu of report options which provides a 12-month projection of salaries and benefits, updated tables of projection documents, and manager's projections reports (status of funds).

To select this option from the CADI Selection Menu screen, type the **Agency code** at the **Agency** prompt and **2** at the **Select** prompt. Press **Enter**. The Funds Control System - Report Menu screen is displayed. Type **11** or **PRO** at the **Enter Report Code** prompt on the Funds Control System - Report Menu screen. Press **Enter**.

Note: Options 1 through 10 and 13 through 14 are not available on the Funds Control System - Report Menu.

FUNDS CONTROL SYSTEM - REPORT MENU	
REPORT CODE	REPORT TITLE
1. REC	RECONCILIATION
2. DCN	TRANSACTIONS WITH NO DCN
3. RNG	DCN'S NOT IN RANGE TOLERANCE
4. HST	DCN HISTORY
5. ACT	ACTIVE (UNMATCHED)
6. TRN	TRANSACTION HISTORY
7. SF	STATUS OF FUNDS REPORTS
8. TVD	TRAVEL DETAIL
9. TVS	TRAVEL SUMMARY
10. TRA	TRAINING
11. PRO	PROJECTIONS
12. SB	SALARIES AND BENEFITS
13. PRC	PROCUREMENT REPORTS
14. AWD	AWARDS

ENTER REPORT CODE 11

CLEAR=EXIT ENTER=SEND PF1=MAIN MENU PF3=REFRESH

Figure 32: Funds Control System - Report Menu Screen



The Funds Control System - Projections screen is displayed.

FUNDS CONTROL SYSTEM - PROJECTIONS	
REPORT CODE	REPORT TITLE
1. SBP	SALARIES AND BENEFITS
2. AR	ACTIVITY REPORTS
3. SS	AGENCY MANAGERS PROJECTION
4. SA	APPROPRIATION MANAGERS PROJECTION
5. SD	ORGANIZATION MANAGERS PROJECTION
6. SAO	AGENCY MANAGERS PROJECTION BY OBJECT CLASS
ENTER REPORT CODE _	
CLEAR=EXIT	ENTER=SEND
PF1=MAIN MENU	PF2=PRIOR MENU
	PF3=REFRESH

Figure 33: Funds Control System - Projections Screen

The report options available on the Funds Control System - Projections screen are listed below with a brief description:

Report Code and Report Title	Description/Instruction
1. SBP - Salaries and Benefits	Forecasts salaries and benefits for the current fiscal year.
2. AR - Activity Reports	Provides various tables of projection documents that are still active.
3. SS - Agency Managers Projection	Provides an Agency-wide status of funds report which incorporates CAS, pending Funds Control, and projection data.
4. SA - Appropriation Managers Projection	Provides a status of funds report by appropriation which incorporates CAS, pending Funds Control, and projection data.
5. SD - Organization Managers Projection	Provides a status of funds report by organization which incorporates CAS, pending Funds Control, and projection data.
6. SAO - Agency Managers Projection by Object Class	Provides a status of funds report which incorporates CAS, pending Funds Control, and projection data.
Enter Report Code	Enter the report code number or name and press Enter .



This section includes the following topics:

Salaries and Benefits	47
Projections by Organization/Employee	48
Activity Reports	53
Agency Managers Projection	56
Appropriation Managers Projection.....	58
Organization Managers Projection.....	60
Agency Managers Projection by Object Class.....	62

Salaries and Benefits

Salaries and Benefits Projections is Option 1 on the Funds Control System - Projections screen. This option generates a projection report combining employee information retrieved from the Payroll/Personnel System database (actuals) and projection data (unpaid pay periods) entered through the Projections and Salaries and Benefits module.

Note: This report is only available in print.

To select this option, type **1** or **SBP** at the **Enter Report Code** prompt on the Funds Control System - Projections screen. Press **Enter**. The Salaries and Benefits Reports screen is displayed.

```

SALARIES AND BENEFITS REPORTS
REPORT  REPORT
CODE   TITLE
1. PR  PROJECTIONS BY ORGANIZATION / EMPLOYEE
2. PP  PROJECTIONS HISTORY LIST

REPORT CODE:  ___
           ORG:  ___
           PROJ. NO:  ___

DET EMP ACTION: N
                'Y' = SSNO SEQUENCE
                'A' = NAME SEQUENCE

REMOTE ID:  _____
ROUTE TO:  _____

ENTER REPORT CODE AND ORG - ENTER PROJ NO. FOR RE-RUN ONLY!
ENTER=SEND  PF1=MAIN MENU  PF2=PREV MENU  PF3=REFRESH  CLEAR=EXIT
    
```

Figure 34: Salaries and Benefits Reports Screen

The options on the Salaries and Benefits Reports menu are listed below:

Report Code and Report Title Fields	Description/Instruction
-------------------------------------	-------------------------



Report Code and Report Title Fields	Description/Instruction
1. PR - Projections by Organization / Employee	Incorporates projection data (unpaid pay periods) with employee payroll/personnel data (actuals) to provide a 12-month payroll forecast. Projections will be held in history for 6 months. Prior year projections can only be executed during October.
2. PP - Projections History List	Unavailable

Projections by Organization/Employee

Projections by Organization / Employee is Option 1 on the Salaries and Benefits Reports screen. This option is used to incorporate projection data (unpaid pay periods) with employee payroll/personnel data (actuals) to provide an annual (12-month) payroll forecast.

Note: This report is only available in print.

This option provides a current year payroll forecast by employee and pay period. It incorporates user input projection data with data established on the Payroll/Personnel System database. The report data is then used in producing the four Managers Projection Reports (status of funds) which provide a final fund status.

Note: Prior year projections can only be executed during October.



To have the most accurate Managers Projection Reports, it is recommended a new projection report be executed after each pay period.

```

CA325PDM      OFFICE OF THE CHIEF FINANCIAL OFFICER
                SALARIES AND BENEFITS REPORTS

REPORT  REPORT
CODE   TITLE
1. PR  PROJECTIONS BY ORGANIZATION / EMPLOYEE
2. PP  PROJECTIONS HISTORY LIST

                REPORT CODE:  _
                ORG:         ___
                PROJ. NO:    ___

                DET EMP ACTION: N
                'Y' = SSNO SEQUENCE
                'A' = NAME SEQUENCE

                REMOTE ID:  _____
                ROUTE TO:  _____

ENTER REPORT CODE AND ORG - ENTER PROJ NO. FOR RE-RUN ONLY!
ENTER=SEND   PF1=MAIN MENU   PF2=PREV MENU   PF3=REFRESH   CLEAR=EXIT
    
```

Figure 35: Projections by Organization / Employee Screen

To select this option, complete the fields as follows:

Field	Description/Instruction
Report Code:	Type 1 or PR .
Org:	Type the organization code.
Proj. No:	Type a prior projection number. If this field is left blank, a new projection number is generated. Press Enter . Only 6 months of projections will be stored in history.
Det Emp Action:	<p>If requesting a previously generated projection number, type Y for Det Emp Action and complete the Remote ID and the Route To fields, prior to pressing Enter.</p> <p>Type one of the following:</p> <p>Y - A report will be generated showing the employee details used to calculate the projection, reflecting unpaid pay period accounting, and recorded tour of duty in SSN sequence.</p> <p>A - A report will be generated showing the employee details used to calculate the projection, reflecting unpaid pay period accounting, and recorded tour of duty in Name sequence.</p> <p>The system defaults to N indicating no details will be displayed.</p>



If the Projection Number field is left blank, additional selection criteria fields are displayed.

```

CA325PDM      OFFICE OF THE CHIEF FINANCIAL OFFICER
                SALARIES AND BENEFITS REPORTS

REPORT  REPORT
CODE    TITLE
1. PR   PROJECTIONS BY ORGANIZATION / EMPLOYEE
2. PP   PROJECTIONS HISTORY LIST

                REPORT CODE: 001
                ORG: 5317
                PROJ. NO: 000

                ACCT CODE: _____
                SSNO: _____
                RATE INCREASE (EX: 02755 = 2.755%) _____
                IN PERIOD: _____
                LAST POS OF YR: _____
                DET EMP ACTION: N
                'Y' = SSNO SEQUENCE
                'A' = NAME SEQUENCE

                REMARKS: _____

                REMOTE ID: _____
                ROUTE TO: _____

ENTER REMOTE ID AND ANY OTHER REQUIRED INFORMATION
ENTER=SEND  PF1=MAIN MENU  PF2=PREV MENU  PF3=REFRESH  CLEAR=EXIT
  
```

Figure 36: Projections by Organization / Employee Screen (with additional selection criteria fields)

Complete the fields as follows:

Field	Description/Instruction
Acct Code:	Type the fiscal year or the accounting code for a specific accounting code projection. Only active employees (not separated) are reflected when an accounting code is requested.
SSNO:	This field is not used.
Rate Increase	Type the percentage increase. This increase is only applicable to salaries not benefits. Cost-of-living increase is automatically calculated in the projection for individuals once it is in the Payroll/Personnel System database. If a decimal is not entered, it will be system generated.
In Period:	Type the pay period in which the rate increase is effective. The increase will be projected out for subsequent unpaid pay periods.
Last Pos of Year:	Type the year.
Det Emp Action:	Type one of the following: Y - A report is generated showing the employee details used to calculate the projection, reflecting unpaid pay period accounting, and recorded tour of duty in SSN sequence. A - A report is generated showing the employee details used to calculate the projection, reflecting unpaid pay period accounting, and recorded tour of duty in Name sequence.



Field	Description/Instruction
	The system defaults to N indicating no details will be displayed.
Remarks:	Type the description of the projection. This will be displayed on the Projection Output Report.
Remote ID:	Type the remote printer number.
Route To:	Type the data to identify who requested the report (e.g., name, bin number). Press Enter .

Note: If this report is requested with detail employee action, the Salaries and Benefits Projection is labeled Detail Employee Data and Activity Details Report.

Report Output

RUN DATE: _____																
PROJECTION NUMBER					ACTUAL PAY THRU PP XX											
TESTING FOR TRAINING ORGANIZATION										DETAIL PAYMENTS REPORT FISCAL YEAR XXXX						
EMPLOYEE	GRADE /STEP	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	PPX	STAFF TOTAL YEARS

Figure 37: Detail Payments Report

Based on the selection criteria, the output report is displayed showing the following fields:

Field	Description/Instruction
Projection Number	Projection number of the generated report is displayed.
Actual Pay Thru PP	Pay period in which the actual (CAS) employee data is retrieved.
Organization	Organization code of the requested report is displayed.
Fiscal Year	Fiscal year of the requested report.
Employee	Employee's name is displayed.
Grade/Step	Employee's grade/step is displayed.
Pay Periods	Based on the Actual Pay Thru PP number. All pay periods after that pay period would be projected figures.
Total	Actual pay (CAS) amounts and the projected pay amounts for the entire year's total information are displayed. This information will appear the same on pages 1a, 1b, etc., of the projection report.
Staff Years	Staff years for each employee based on yearly calculation is displayed.
	Note: This information will appear the same on pages 1a, 1b,



Field	Description/Instruction
	etc., of the projection report.

An overall total for the organization is provided at the end of the report for each pay period, a yearly total and yearly staff years.

Report Output

RUN DATE:		ACTUAL PAY THRU PP XX		DETAIL EMPLOYEE DATA AND ACTIVITY DETAILS										
PROJECTION NUMBER				FISCAL YEAR XXXX										
		DATE	DATE			TOD	CEILING	COMP		BASE				
EMPLOYEE NAME/TITLE	SSNO	ORDERED	END	ACT	RET	TYP	ACCOUNTING	PLAN/STEP	SERIES	HRS	IND	ACTN	STATUS	SALARY
SOURCE														

Figure 38: Detail Employee Data and Activity Details Report

If the Detail Employee Action was selected, the following detail employee data and activity details will be provided as backup to the projection report.

Field	Description/Instruction
Projection Number	Projection number of the generated report is displayed.
Actual Pay Thru PP	Pay period in which the actual (CAS) employee data is retrieved.
Employee Name/Title	Employee's name and title are displayed.
SSNO	Employee's SSN is displayed.
Date Ordered	Effective date for projection action entered into Salaries and Benefits is displayed.
Date End	Date of the present grade in the Payroll/Personnel System is displayed.
Act (Activity Code)	Valid activity codes listed below are displayed. 00 Emp Record from Projection 01 New Hire (Known) 02 New Hire (Anticipated) 03 Settlement 04 Overtime 05 Adjustment 06 Termination 07 Promotion 08 Position/Title 09 LWOP 10 WGI 11 Not Used 12 Awards 13 Projected Adjustments for O/C Other than Sal/Benf



Field	Description/Instruction
	14 New Hire (Unknown) 15 Bodies on Board 16 Staff Years Allocation
RET	Valid codes listed below are displayed. 1 CSRS 2 FERS 3 OFFSET
TYP (Type of Employment)	Valid types of employment listed below are displayed. 1 Full time 2 Part time 3 Intermittent 4 Fee Basis/Piece Work
Accounting	Accounting maintained in projections and salaries and benefits for unpaid pay periods is displayed. Split accounting will also be reflected if in use.
Plan/Step	Employee's pay plan/step is displayed.
Series	Employee's series is displayed.
Tod Hrs	Total hours per pay period.
Ceiling Ind	Ceiling indicator is displayed.
Actn (Employee Action Codes)	Valid employee action codes listed below are displayed. 1 Accession 2 Official 3 Separation 4 Unofficial 5 Updating
Comp Status	Compensatory (comp) status is displayed.
Base Salary	Base salary is displayed.
Source (Source of Record)	Valid source of records listed below are displayed. ACT Projection Input EMP Payroll/Personnel database

Activity Reports

Activity Reports is Option 2 on the Funds Control System - Projections screen.



This option allows projection input to be reviewed prior to executing the Salaries and Benefits Projection Report. If an action on this report should not be included as part of the projection calculation, delete the activity record from the Projection Input Document screens. There are 15 reports available which provide the current status of entries made through the Projections Input Document screen. Note: Deleted records are removed from the Salaries and Benefits area on a weekly basis.

Note: Reports can only be viewed online.

To select this option, type **2** or **AR** at the **Enter Report Code** prompt on the Funds Control System - Projections screen. Press **Enter**.

The Org field is displayed. Type the organization code. Press **Enter**.

The Funds Control System - Projections Activity Report screen is displayed.

FUNDS CONTROL SYSTEM - PROJECTIONS				
ACTIVITY REPORT				
REPORT CODE	DESCRIPTION	ENTER	REPORT CODE	
1. NK	NEW HIRES (KNOWN)			
2. NA	NEW HIRES (ANTICIPATED)			
3. NU	NEW HIRES (UNKNOWN)			
4. SET	SETTLEMENTS			
5. OVR	OVERTIME			
6. ASP	ADJUSTMENTS FOR SPECIAL PROJECTS			
7. SEP	SEPARATIONS			
8. PRO	PROMOTIONS			
9. POS	POSITION TITLE			
10. WOP	LEAVE WITHOUT PAY			
11. WGI	WGI			
12. AWR	AWARDS			
13. AOC	ADJUSTMENTS FOR OBJECT CLASS			
14. BOB	BODIES ON BOARD			
15. SYA	STAFF YEARS ALLOCATION			
PRINT: N (Y/N) REMOTE ID ROUTE TO				
CLEAR=EXIT PF1=MAIN MENU PF2=PREV MENU ENTER=SEND				

Figure 39: Funds Control System - Projections Activity Report Screen

The following report options are available:

Report Code and Description Field	Description/Instruction
1. NK - New Hires (Known)	Reflects projected new hires that have been identified by name but not yet processed through the Payroll/Personnel System.
2. NA - New Hires (Anticipated)	Reflects projected job vacancies that have not been announced but are going to be announced.
3. NU - New Hires	Reflects projected job vacancies that have been announced but an



Report Code and Description Field	Description/Instruction
(Unknown)	individual has not been identified by name.
4. SET - Settlements	Reflects projected cash settlements for employees established on the Payroll/Personnel System database.
5. OVR - Overtime	Reflects projected overtime for employees established on the Payroll/Personnel System database.
6. ASP - Adjustments for Special Projects	Reflects special project information by object class to be included in the Managers Projection Report.
7. SEP - Separations	Reflects projected separation information for employees established on the Payroll/Personnel System database.
8. PRO - Promotions	Reflects projected promotion information for employees established on the Payroll/Personnel System database.
9. POS - Position Title	Reflects employee's position title.
10. WOP - Leave Without Pay	Reflects projected leave without pay status for employees established on the Payroll/Personnel System database.
11. WGI - WGI	Reflects delay in the projected WGI date for employees established on the Payroll/Personnel System database.
12. AWR - Awards	Reflects projected awards that have not been processed by CAS.
13. AOC - Adjustments for Object Class	Reflects dollar amounts for travel, training, or all other object classes to be included in the Managers Projection Report.
14. BOB - Bodies on Board	Reflects number of employees and staff years.
15. SYA - Staff Years Allocation	Reflects actual time worked by an employee to make up a 2,087-hour staff year.

To select one of the Activity Reports, complete the fields as follows:

Field	Description/Instruction
Enter Report Code	Type the report code.
Print	Defaults to N (no).
Remote ID	Type the remote printer number.
Route To	Type the data to identify who requested the report (e.g., name, bin number).

Press **Enter**. The report selected will be displayed.



Agency Managers Projection

Agency Managers Projection is Option 3 on the Funds Control System - Projections screen. This option provides an Agency-wide (Headquarters-level) status of funds report with subreports generated for Agency Totals, Salary and Benefits, Travel, Training, and All Other object classes. It combines CAS data, pending Funds Control obligation/commitments, and projection data and compares with FY Plan dollars to provide the balance available.

Note: Report 1 Salaries and Benefits Projection Report must be executed prior to this report.

Note: This report is only available in print.

To select this option, type **3** or **SS** at the **Enter Report Code** prompt on the Funds Control System - Projections screen. Press **Enter**. The Agency Managers Projection Summary screen is displayed.

AGENCY MANAGERS PROJECTION SUMMARY					
ORG CODE	PROJECTION NO.	ORG CODE	PROJECTION NO.	ORG CODE	PROJECTION NO.
			FISCAL YEAR: ANNUAL PLAN: <u>Y</u> PRINT: Y REMOTE ID: ROUTE TO:		
<u>ENTER ORGANIZATION CODES AND PROJECTION NUMBERS FOR THE REPORT</u> CLEAR=EXIT PF1=MAIN MENU PF2=PRIOR MENU PF3=REFRESH ENTER=SEND					

Figure 40: Agency Managers Projection Summary Screen

Complete the fields as follows:

Field	Description/Instruction
Org Code	Type the organization number.
Projection No.	Type the last valid projection number. Repeat until organizations are displayed. If this field is left blank, only the amounts entered by the document control number (DCN) will appear in the Managers Projection column.



Field	Description/Instruction
Fiscal Year:	Type the year of the projection.
Annual Plan:	Defaults to Y .
Print:	Defaults to Y .
Remote ID :	Type the remote printer number.
Route To:	Type the data to identify who requested the report (e.g., name, bin number).

Press **Enter**. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Report Output

RUN DATE:		AGENCY MANAGERS PROJECTION			FISCAL YEAR XXXX	
ORGANIZATION	FISCAL YEAR PLAN	CUMULATIVE OBLIGATIONS	% CURRENT FY	MANAGERS PROJECTION	TOTAL CAS/MANAGERS PROJECTION	BALANCE MANAGERS PROJECTION

Figure 41: Agency Managers Projection Report

There are five individual reports generated with each request. Each summary report contains the same informational breakdown. Calculations are based on a summary of all appropriations. The four subreports (Salary and Benefits, Travel, Training, and All Other) are used to determine the Agency-Wide Summary report. The output report is displayed showing the following fields:

Field	Description/Instruction
Organization	Each accounting code and description of the Department, office, region, special operations, or program assigned are displayed.
Fiscal Year Plan	Annual plan amount is displayed.
Cumulative Obligations	Actual CAS obligations are displayed.
% Current FY	Percent of PLAN dollars obligated is displayed.
Managers Projection	Data from the Projection Report, unpaid pay periods, pending Funds Control commitments and obligations, and object class/special projects adjustment information is displayed.
Total CAS/Managers Projection	Total of the Cumulative Obligation and Managers Projection is displayed.



Field	Description/Instruction
Balance Managers Projection	Balance of funds remaining: PLAN minus Total CAS/Managers Projection is displayed. Also, the difference between PLAN and Total CAS/Managers Projection are provided in the Subtotal and Total fields for each organizational level to include all appropriations.

Appropriation Managers Projection

Appropriation Managers Projection report is Option 4 on the Funds Control System - Projections screen. This option provides a status of funds report by accounting code for Appropriation Totals, Salary and Benefits, Travel, Training and All Other object classes. It combines CAS data, pending Funds Control obligations/commitments, and projection data and compares with FY Plan dollars to provide the balance available.

Note: Report 1 Salaries and Benefits Projection Report must be executed prior to this report.

Note: This report is only available in print.

To select this option, type **4** or **SA** at the **Enter Report Code** prompt on the Funds Control System - Projections screen. Press **Enter**. The Appropriation Managers Projection screen is displayed.

APPROPRIATION MANAGERS PROJECTION					
ORG CODE	PROJECTION NO.	ORG CODE	PROJECTION NO.	ORG CODE	PROJECTION NO.
<p style="text-align: right;">FISCAL YEAR: ANNUAL PLAN: <u>Y</u> PRINT: Y REMOTE ID: ROUTE TO:</p> <p><u>ENTER ORGANIZATION CODES AND PROJECTION NUMBERS FOR THE REPORT</u> CLEAR=EXIT PF1=MAIN MENU PF2=PRIOR MENU PF3=REFRESH ENTER=SEND</p>					

Figure 42: Appropriation Managers Projection Screen



Complete the fields as follows:

Field	Description/Instruction
Org Code	Type the organization number. Multiple Orgs can be requested.
Projection No.	Type the last valid projection number. If left blank, only the amounts entered by DCN will appear in the Managers Projection column.
Fiscal Year:	Type the year of the projection.
Annual Plan:	Defaults to Y (yes).
Print:	Defaults to Y (yes) to remote print.
Remote ID:	Type the remote printer number.
Route To :	Type the data to identify who requested the report (e.g., name, bin number, etc.).

Press **Enter**. The message indicating that the print job has been submitted is displayed at the bottom of the screen.

Report Output

There are five individual reports generated with each request. Each summary report contains the same informational breakdown. Calculations are based on all appropriations. The four subreports (Salary and Benefits, Travel, Training, and All Other) are used to arrive at the Agency-Wide Appropriation Total report.

RUN DATE:		AGENCY MANAGERS PROJECTION			FISCAL YEAR XXXX	
ORGANIZATION	FISCAL YEAR PLAN	CUMULATIVE OBLIGATIONS	% CURRENT FY	MANAGERS PROJECTION	TOTAL CAS/MANAGER'S PROJECTION	BALANCE MANAGERS PROJECTION

Figure 43: Agency Managers Projection Report

The output report is displayed showing the following fields:

Field	Description/Instruction
Organization	Accounting code and description of the Department, office, region, special operations, or program is displayed.
Fiscal Year Plan	Annual plan amount is displayed.



Field	Description/Instruction
Cumulative Obligations	Actual CAS obligations are displayed.
% Current FY	Percent of PLAN dollars obligated is displayed.
Managers Projection	Data from the Projection Report, Funds Control pending commitments and obligations, salary and benefits adjustment input, and unpaid pay periods is displayed.
Total CAS/Managers Projection	Total of Cumulative Obligations and Managers Projection is displayed.
Balance Managers Projection	Balance of funds available is displayed: PLAN minus Total CAS/Managers Projection. Also, the difference between PLAN and Total CAS/Managers Projection are provided in the Subtotal and Total fields for each appropriation to include all Orgs.

Organization Managers Projection

Organization Managers Projection report is Option 5 on the Funds Control System - Projections screen. This option provides a status of funds report by accounting code for an individual organization. It also combines CAS data, pending Funds Control obligations/commitments, and projection data and compares to FY PLAN dollars to provide the balance available.

Note: Report 1, Salaries and Benefits Projection Report must be executed prior to this report.

Note: This report is only available in print.



To select this option, type **5** or **SD** at the **Enter Report Code** prompt on the Funds Control System - Projections screen. Press **Enter**. The Organization Managers Projection screen is displayed.

```

                FUNDS CONTROL SYSTEM - PROJECTIONS
    REPORT      REPORT
    CODE        TITLE

    1. SBP SALARIES AND BENEFITS                ORG:
    2. AR  ACTIVITY REPORTS                    PROJ. NO.: ____
    3. SS  AGENCY MANAGERS PROJECTION
    4. SA  APPROPRIATION MANAGERS PROJECTION
    5. SD  ORGANIZATION MANAGERS PROJECTION
    6. SAO AGENCY MANAGERS PROJECTION BY OBJECT CLASS    FY:

    ENTER REPORT CODE SD

    ANNUAL PLAN: Y
    PRINT: Y
    REMOTE ID:
    ROUTE TO:

    PLEASE ENTER THE REMOTE ID (LOCAL IS FOR USDA-NFC)
    CLEAR=EXIT   ENTER=SEND   PF1=MAIN MENU   PF2=PRIOR MENU   PF3=REFRESH
    
```

Figure 44: Funds Control System - Projections (Organization Managers Projection) Screen

Complete the fields as follows:

Field	Description/Instruction
ORG:	Type the organization code.
Proj. No.:	Type the last valid projection number. If left blank, only the amounts entered by DCN will appear in the Managers Projection column.
FY:	Type the year of the projection.
Annual Plan:	Defaults to Y (yes).
Print:	Defaults to Y (yes) to remote print.
Remote ID:	Type the remote printer number.
Route To:	Type the data to identify who requested the report (e.g., name, bin number).

Press **Enter**. A message indicating that the print job has been submitted is displayed at the bottom of the screen.



Report Output

There are five individual reports generated with each request. Each summary report contains the same informational breakdown. Calculations are based on all appropriations. The four subreports (Salary and Benefits, Travel, Training, and All Other) are used to determine the Organization-Wide Summary report.

RUN DATE: ORGANIZATION MANAGER'S PROJECTION						
AGENCY TOTAL						FISCAL YEAR XXXX
ORGANIZATION	FISCAL YEAR PLAN	CUMULATIVE OBLIGATIONS	% CURRENT FY	MANAGERS PROJECTION	TOTAL CAS/MANAGERS PROJECTION	BALANCE MANAGERS PROJECTION

Figure 45: Organization Manager's Projection Agency Total Report

The output report is displayed showing the following fields:

Field	Description/Instruction
Organization	Accounting code and description of the Department, office, region, special operations, or program assigned are displayed.
Fiscal Year Plan	Annual plan is displayed.
Cumulative Obligations	Actual CAS obligations are displayed.
% Current FY	Percent of PLAN dollars obligated is displayed.
Managers Projection	Data from the Projection report, Funds Control pending commitments and obligations, unpaid pay periods, and salaries and benefits adjustment input is displayed.
Total CAS/Managers Projection	Total of Cumulative Obligations and Managers Projection are displayed.
Balance Managers Projection	Balance of funds available: PLAN minus Total CAS/Managers Projection is displayed. Also, the difference between the PLAN and Total CAS/Managers Projection subtotals and totals are provided for the organization to include all appropriations.

Agency Managers Projection by Object Class

Agency Managers Projection by Object Class is Option 6 on the Funds Control System - Projection screen. This option is used to execute a status of funds report by budget object class



Field	Description/Instruction
Route To:	Type the data to identify who requested the report (e.g., name, bin number, etc.).

Press **Enter**. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Report Output

There are five individual reports generated with each request. Each summary report contains the same informational breakdown. Calculations are based on a summary of all appropriations. The four subreports (Salary and Benefits, Travel, Training, and All Other) are used to determine the Summary report by object class. The output report is displayed showing the following fields:

RUN DATE:		AGENCY MANAGERS PROJECTION BY OBJECT CLASS				
		FISCAL YEAR XXXX				
ORGANIZATION	FISCAL YEAR PLAN	CUMULATIVE OBLIGATIONS	% CURRENT FY	MANAGERS PROJECTION	TOTAL CAS/MANAGER'S PROJECTION	BALANCE MANAGERS PROJECTION

Figure 47: Agency Managers Projection by Object Class Report

Field	Description/Instruction
Organization	Each accounting code and description of the Department, office, region, special operations, or program assigned are displayed.
Fiscal Year Plan	Annual plan is displayed.
Cumulative Obligations	Actual CAS obligations are displayed.
% Current FY	Percent of PLAN dollars obligated is displayed.
Managers Projection	Data from the projection report, unpaid pay periods, pending Funds Control commitments and obligations, and object class special projects adjustment information is displayed.
Total CAS/Managers Projection	Total of Cumulative Obligation and Managers Projection are displayed.
Balance Managers Projection	Balance of funds available is displayed: PLAN minus Total CAS/Managers Projection. Also, the difference between PLAN and Total CAS/Managers Projection subtotals and totals are provided for each organizational level to include all appropriations.





Salaries and Benefits Reports

Note: Only Agencies using Projections and Salaries and Benefits will have access to these reports.

The Salaries and Benefits Reports is used to produce reports available in Projections and Salaries and Benefit features. This option provides a menu of report options based on actual CAS Payroll/Personnel data. These reports are available to view employee status and earnings by pay period.

To select this option from the CADI Selection Menu screen, type the **Agency code** at the **Agency** prompt and **2** at the **Select** prompt. Press **Enter**. The Funds Control System - Report Menu screen is displayed. Type **12** or **SB** at the **Enter Report Code** prompt on the Funds Control System - Report Menu screen. Press **Enter**.

Note: Options 1 through 10 and 13 through 14 are not available on the Funds Control System - Report Menu.

```

                                FUNDS CONTROL SYSTEM - REPORT MENU
REPORT      REPORT
CODE        TITLE
1. REC     RECONCILIATION
2. DCN     TRANSACTIONS WITH NO DCN
3. RNG     DCN'S NOT IN RANGE TOLERANCE
4. HST     DCN HISTORY
5. ACT     ACTIVE (UNMATCHED)
6. TRN     TRANSACTION HISTORY
7. SF      STATUS OF FUNDS REPORTS
8. TVD     TRAVEL DETAIL
9. TVS     TRAVEL SUMMARY
10. TRA    TRAINING
11. PRO    PROJECTIONS
12. SB     SALARIES AND BENEFITS
13. PRC    PROCUREMENT REPORTS
14. AWD    AWARDS

ENTER REPORT CODE  12

CLEAR=EXIT      ENTER=SEND      PF1=MAIN MENU      PF3=REFRESH
```

Figure 48: Funds Control System - Report Menu Screen



The Funds Control System - Salaries and Benefits screen is displayed.

FUNDS CONTROL SYSTEM - SALARIES AND BENEFITS	
REPORT CODE	REPORT TITLE
1. ESR	EMPLOYEE STATUS REPORT
2. EPP	EARNINGS BY PAY PERIOD
3. EXR	EMPLOYEE EXCEPTIONS
4. AR	ACTIVE EMPLOYEES
ENTER REPORT CODE	
CLEAR=EXIT	ENTER=SEND
PF1=MAIN MENU	PF2=PRIOR MENU
	PF3=REFRESH

Figure 49: Funds Control System - Salaries and Benefits Screen

The report options available on the Funds Control System - Salaries and Benefits screen are listed below with a brief description of each:

Field	Description/Instruction
1. ESR - Employee Status Report	Provides earnings and total Government contributions by pay period for an employee.
2. EPP - Earnings by Pay Period	Provides earnings for each employee for each accounting code by pay period and object class.
3. EXR - Employee Exceptions	Unavailable.
4. AR - Active Employees	Provides a complete list of employees on the Payroll/Personnel System database.

Note: These report options can only be viewed online.

This section includes the following topics:

Employee Status Report	69
Earnings by Pay Period.....	72
Active Employees	75



Employee Status Report

Employee Status Report is Option 1 on the Funds Control System - Salaries and Benefits screen. This option provides a complete employee payroll status report by pay period showing earnings and Government contribution totals processed through CAS. This report can be retrieved by org, name, or SSN of employee within the specified organization.

To select this option, type **1** or **ESR** at the **Enter Report Code** prompt on the Funds Control System - Salaries and Benefits screen. Press **Enter**. The Employee Status Report screen is displayed.

```

                FUNDS CONTROL SYSTEM - SALARIES AND BENEFITS
    REPORT      REPORT
    CODE        TITLE

    1. ESR  EMPLOYEE STATUS REPORT                ORG:
    2. EPP  EARNINGS BY PAY PERIOD
    3. EXR  EMPLOYEE EXCEPTIONS
    4. AR   ACTIVE EMPLOYEES                      SSN:

                                                    FY:

                                                    EMPLOYEE NAME:
                                                    LAST:
                                                    FIRST:
                                                    MI:

    ENTER REPORT CODE ESR                        PRINT: (Y/N) N
                                                    REMOTE ID:
                                                    ROUTE TO:

    ENTER REQUIRED INFORMATION ( THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT )
    CLEAR=EXIT  ENTER=SEND  PF1=MAIN MENU  PF2=PRIOR MENU  PF3=REFRESH
    
```

Figure 50: Funds Control System - Salaries and Benefits (Employee Status Report) Screen

Complete the fields as follows:

Field	Description/Instruction
ORG:	Type the organization code.
SSN:	Type the SSN. Separated or transferred employees must be query by SSN.
FY:	Type the applicable fiscal year. If this field is left blank, the system defaults to the current fiscal year.
Employee Name:	Not applicable.
Last:	Type all or part of the last name. If part of the last name is entered, an employee list is displayed. Type X next to the name. Press Enter .
First:	Type the first name.



Field	Description/Instruction
MI:	Type the middle initial. Press Enter .
Print:	Defaults to Y (yes) to remote print.
Remote ID:	Type the data to identify who requested the report (e.g., name, bin number).
Route To:	Type the data to identify who requested the report (e.g., name, bin number).

Note: There is no print capability for this report.

Report Output

Based on the selection criteria, a two-page report is available displaying the totals by pay period of earnings and Government contributions processed through the Payroll/Personnel System.

RUN DATE:		EMPLOYEE STATUS REPORT				PAGE	
FISCAL YEAR							
SSN	LAST NAME	FIRST	INT.	OFFICIAL CHANGE: PROMOTION DATE			
WGI DATE							
DAY PERIOD	HOURS	REG PAY	AWARDS	MISC PAY	TOTAL BENEFITS	TOTAL PAY	
							TOTAL
CLEAR=EXIT		PF1=MAIN MENU	PF2=PRIOR MENU	PF7=PG BACK	PF8=PG FWD	PF11=RIGHT SIDE	

Figure 51: Employee Status Report (left side)

The output report is displayed showing the following fields:

Field	Description/Instruction
Fiscal Year	Fiscal year.
SSN	Employee's SSN.
Last Name	Employee's last name.
First	Employee's first name.
Int.	Employee's middle initial.
Official Change	System generated.
Promotion Date	System generated.
WGI Date	System generated.
Pay Period	Pay periods processed during the current fiscal year are displayed.



Field	Description/Instruction
Hours	Regular hours processed for each pay period is displayed.
Reg Pay	Amount processed for object classes 1101-1149, 118X, and 13XX is displayed.
Awards	Amount processed for object classes 115X is displayed.
Misc Pay	Amount processed for overtime and object classes 116X, 117X, and 119X is displayed.
Total Benefits	Total amount processed for benefits object class 12XX is displayed. (The right side of report provides the benefit breakdown.)
Total Pay	Total amount processed for all previously mentioned categories is displayed.
Total	Total for all pay periods for each employee is displayed.

To move to the right side of the report press **F11**.

RUN DATE:		EMPLOYEE STATUS REPORT						
FISCAL YEAR		LAST NAME		FIRST	INT.			
SSN	OFFICIAL CHANGE	PROMOTION DATE						
WGI DATE								
PAY PERIOD	RETIREMENT PAY	LIFE	HEALTH	HITS	THRIFT	OTHER	TOTAL BENEFITS	
							TOTAL	
CLEAR=EXIT		PF1=MAIN MENU		PF2=PRIOR MENU		PF10=LEFT SIDE		

Figure 52: Employee Status Report (right side)

The following fields are displayed:

Field	Description/Instruction
Fiscal Year	Fiscal year.
SSN	Employee's SSN.
Last Name	Employee's last name.
First	Employee's first name.
Int.	Employee's middle initial.
Official Change	System generated.
Promotion Date	System generated.
WGI Date	System generated.



Field	Description/Instruction
Pay Period	Pay periods (beginning with PP 20) which processed during the current fiscal year are displayed.
Retirement Pay	Amount processed for retirement is displayed.
Life	Amount processed for life insurance is displayed.
Health	Amount processed for health insurance is displayed.
Hits	Amount processed for Hospital Insurance Tax is displayed.
Thrift	Amount processed for the Thrift Savings Plan (Government portion) is displayed.
Other	Amounts processed for any category other than those listed above are displayed.
Total Benefits	Total amount for all benefits categories is displayed.

Earnings by Pay Period

Earnings by Pay Period is Option 2 on the Funds Control System - Salaries and Benefits screen. This option provides a complete employee earnings report by account code for each pay period and budget object class. This report can be retrieved by name or SSN of employees within the specified organization.



To select this option, type **2** or **EPP** at the **Enter Report Code** prompt on the Funds Control System - Salaries and Benefits screen. Press **Enter**. The Earnings by Pay Period Report screen is displayed.

```

FUNDS CONTROL SYSTEM - SALARIES AND BENEFITS

REPORT      REPORT
CODE        TITLE

1. ESR  EMPLOYEE STATUS REPORT          ORG:
2. EPP  EARNINGS BY PAY PERIOD          ACCT CODE
3. EXR  EMPLOYEE EXCEPTIONS
4. AR   ACTIVE EMPLOYEES                SSN:
                                           PP:

                                           OBJECT CLASS:
                                           EMPLOYEE NAME:
                                           LAST:
                                           FIRST:
                                           MI:

                                           TOTALS ONLY? (Y/N) N
                                           PRINT: (Y/N) N
                                           REMOTE ID:
                                           ROUTE TO:

ENTER REPORT CODE EPP

ENTER REQUIRED INFORMATION ( THE TAB KEYS CAN BE USED FOR CURSOR MOVEMENT )
CLEAR=EXIT  ENTER=SEND  PF1=MAIN MENU  PF2=PRIOR MENU  PF3=REFRESH
    
```

Figure 53: Funds Control System - Salaries and Benefits (Earnings by Pay Period) Screen

Complete the fields as follows:

Field	Description/Instruction
Org:	Type organization code.
Acct Code:	Type the accounting code. Only a single accounting code can be queried and it must be a full accounting code; no wild card. If left blank, all accounting codes will be displayed.
SSN:	Type the SSN to retrieve the record of a single employee. Note: Separated or transferred employees must be inquired by SSN.
PP:	Type the single pay period for the Org. Single pay period data will not be retrieved when the report request is for a single SSN.
Object Class:	Type the object class. If this field is left blank, all of the applicable payroll object classes will be retrieved.
Employee Name:	Not applicable.
Last:	Type all or part of the last name. If part of the last name is entered, an employee list is displayed. Type X next to the name. Press Enter .
First:	Type the first name.
MI:	Type the middle initial.
Totals Only? (Y/N)	Type Y , if a total is required for Org or Object Class. The system



Field	Description/Instruction
	defaults to N .
Print:	Defaults to Y (yes) to remote print.
Remote ID:	Type the data to identify who requested the report (e.g., name, bin number).
Route To:	Type the data to identify who requested the report (e.g., name, bin number).

Note: There is not a print capability for this report.

Report Output

Based on the selection criteria, a report is available displaying the total for each account code, by object class, and pay period.

EARNINGS BY PAY PERIOD						
ORG						
EMPLOYEE NAME						
SSN	TYPE EMPLOYMENT					
GRADE/STEP						
PROMOTION						
ACCOUNTING CLASS	PP	PP-PROC	HOURS	OBJECT CLASS	AMOUNT	
PF1-MAIN MENU	PF2-PRIOR MENU	PF7-PAGE BACK	PF8-PAGE FORWARD	CLEAR-TERMINATE		

Figure 54: Earnings by Pay Period Report

The output report is displayed showing the following fields:

Field	Description/Instruction
ORG	System generated.
Earnings By Pay Period	System generated.
Employee Name	System generated.
SSN	System generated.
Type Employment	System generated.



Field	Description/Instruction
Grade/Step	System generated.
Promotion	System generated.
Accounting Class	Accounting code that payroll was processed against for a pay period is displayed.
PP	Pay period covered is displayed.
PP-Proc	Pay period processed is displayed.
Hours	Hours processed on the T&A is displayed.
Object Class	Salary and benefit object classes for payroll costs processed for each individual are displayed.
Amount	Total actual payroll amount processed for each object class is displayed. Subtotals are provided at the accounting level and for each pay period.

Active Employees

Active Employees is Option 4 on the Funds Control System - Salaries and Benefits screen. This option provides a complete list of employees on the Payroll/Personnel System database.



To select this option, type **4** or **AR** at the **Enter Report Code** prompt on the Funds Control System - Salaries and Benefits Menu screen. Press **Enter**. The Active Employee Report screen is displayed.

```

FUNDS CONTROL SYSTEM - SALARIES AND BENEFITS

REPORT      REPORT
CODE        TITLE

1. ESR  EMPLOYEE STATUS REPORT          ORG:
2. EPP  EARNINGS BY PAY PERIOD         ACCT CODE
3. EXR  EMPLOYEE EXCEPTIONS
4. AR   ACTIVE EMPLOYEES                SSN

REPORT SEQUENCE  Y
(Y=NAME, S=SSND)

ENTER REPORT CODE AR                PRINT: (Y/N) N
                                     REMOTE ID:
                                     ROUTE TO:
ENTER REQUIRED DATA (ORG CODE, OR ORG CODE AND EMPLOYEE ACCTG OR SSN)
CLEAR=EXIT  ENTER=SEND  PF1=MAIN MENU  PF2=PRIOR MENU  PF3=REFRESH
  
```

Figure 55: Funds Control System - Salaries and Benefits (Active Employees) Screen

Complete the fields as follows:

Field	Description/Instruction
ORG:	Type the organization.
Acct Code	Type the complete accounting code.
SSN	Type the individual's SSN without spaces or dashes. Press Enter .

Note: There is not a print capability for this report.

Report Output

```

ACTIVE EMPLOYEE REPORT

ORG

ACCOUNTING CODE  SSN  LAST  FIRST  MI

CLEAR=EXIT  PF1=MAIN MENU  PF2=2G FWD  PF3=PRIOR MENU  PF4=REFRESH
  
```

Figure 56: Active Employee Report

The output report is displayed showing the following fields:



Field	Description/Instruction
Accounting Code	Accounting code stored in the Payroll/Personnel System database for the employee(s) is displayed.
SSN	Employee's SSN is displayed.
Last	Employee's last name is displayed
First	Employee's first name is displayed.
MI	Employee's middle initial is displayed.



Ad Hoc Inquiry

Ad Hoc Inquiry is Option 7 on the CADI Selection Menu screen. This option provides month-end and weekly data for each master accounting record. Use of the **Enter** key produces data that occurred during the last month's update. Use of the **PF4** key produces data which occurred as of the last weekly update.

To select this option, type the **Agency code** at the **Agency** prompt and **7** in the **Select** prompt. Press **Enter**. The Budget Master Record Listing screen is displayed.

```
U.S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
BUDGET MASTER RECORD LISTING
                                xxxxxxxx

      AGENCY

      APPROPRIATION... ---
      ORGANIZATION... --
      BRANCH..... -
      PROJECT..... --
      REIMB PROJECT.. ----
      OBJECT CLASS... ----

      TOTALS ONLY?  N

                                PRINT:      N
                                REMOTE ID:  -----
                                ROUTE TO:   -----

      PF1=MAIN MENU  ENTER=SEND  CLEAR=TERMINATE  PF2=PRIOR MENU  PF4=CURRENT WEEK
```

Figure 57: Budget Master Record Listing Screen

To view data as of the last end-of-month update, press **Enter**.

To view data as of the current-week update, press **PF4**.

Note: This option can also be accessed through the CADI Selection Menu screen, Option 6, Agency Specific Reports.

No index entries found.