Unit 1
Introduction

Overview

Introduction	In this unit, you will learn about the history, purpose, and responsibilities associated with the MEPRS program.
Unit Objectives	Upon completion of this unit, you will be able to • define the responsibilities when working with the MEPRS,
In This Unit	This unit includes the following lessons:

Lesson	See Page
Lesson A: Purpose	*1-4*
Lesson B: History	*1-5*
Lesson C: Responsibilities	*1-7*

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Lesson A

History, Purpose, Responsibilities and Uses of MEPRS

Overview

Introduction	In this lesson, we will take a first hand look at the MEPRS as a whole. We will see how it came to be; the purpose of the MEPRS; responsibilities for the management of the MEPRS; take a look at the system as a whole; and finish up with different uses of MEPRS data.
Lesson Objective	Upon completion of this lesson, you will be able to identify facts and principles about the purpose and use of the MEPRS with at least a 70 percent accuracy.
Order of Topics	This lesson includes the following topic:

Topic	See Page
Purpose	*1-4*
History	*1-5*
Responsibilities for Management	*1-7*
Uses of MEPRS Data	*1-8*

Purpose of MEPRS?

The purpose of the MEPRS for DoD Medical Operations is to provide consistent principles, standards, policies, definitions, and requirements for accounting and reporting of expense, manpower, and performance by DoD fixed military medical facilities. Using these specific purposes, MEPRS provides in detail: uniform performance indicators, common expense classification by work center, uniform reporting of personnel utilization data by work center, and a cost assignment methodology.

The MEPRS is the basis for establishing a uniform reporting methodology that provides consistent financial and operating performance data to assist managers who are responsible for health care delivery in the military medical system.

History of MEPRS

The Medical Expense and Performance Reporting System has a history spanning over 20 years. When it originated, it was nothing as it is today. It was actually multiple systems that monitored the financing and the staffing of military medical treatment facilities. Let's begin our trip to the past starting back in August of 1973.....

The Uniform Chart of Accounts (UCA)

In August 1973, by direction of President Richard M. Nixon, the Office of Management and Budget, the Department of Defense, and the Department of Health, Education, and Welfare initiated a joint study of the military health care system. The primary focus of the group was these four major concerns of that time. They were:

1. Anticipated physician shortages associated with the end of the draft.

2. Increased overhead and support costs.

3. The quality of systems for planning, management, and evaluation.

4. The social equality of military medical care and its compatibility with national health care objectives.

The results of the study were published in December 1975. This team made several findings that hindered the military medical treatment facilities. Some of the major findings were:

1. Each MTF maintained separate and independent systems and databases.

2. Different interpretations of common data was being made.

3. Inconsistent and non-comparable data was being maintained.

4. Valid comparisons between the services and MTFs could not be made.

From these findings came the need for a uniform data system within the three services.

This was when the UCA was developed. UCA focused on expense data within military MTFs. Three components made it up: 1. Uniform Chart of Accounts 2. Performance measurements 3. Reporting.

Uniform Staffing Methodologies (USM)

USM started off in 1974 with a recommendation by the House Appropriations Committee to DoD to develop and use a uniform standard in determining medical manpower requirements. In response, the Assistant Secretary of Defense for Health Affairs (ASD(HA)) developed a program to establish this.

The working group was formed in 1978 to begin the development of the USM. This group created common work center descriptions and started on development of a reporting system.

Things progressed on until they were able to develop a uniform system of determining staffing requirements for all three services. By using a common methodology, they then had a tool to determining, budgeting, defending, and allocating basic requirements.

And then there was MEPRS.....

At the MTF level, the Resource Management Office was noticing that these two systems provided some valuable data and requested that they be merged together. In January 1985, OASD(HA) merger planning and preparation began and was completed in the Fall of 1985. MEPRS officially was on line with the processing of first quarter FY86.

Responsibilities for MEPRS

Different levels of management within the Army have different levels of responsibility to the MEPRS program. Let's look at each.

Surgeon General, USA: Responsible within the Army to implement the provisions of DoD 6010.13-M and to develop policy for, and report uniform and comparable data to, designated management levels within DoD. Within the Office of the Surgeon General, these responsibilities and requirements rest with the Directorate of Resource Management. DASG-RM will arrange for funding of associated Army MEPRS software and hardware requirements.

Army MEPRS Program Office: Responsible for procurement and proliferation of hardware, testing, upgrading, and maintaining software for MEPRS for all Army MTFs. Also provide field assistance to all Army MTFs on any problems that may occur with the system. Responsible for receiving, maintaining, and providing compiled MEPRS data to the appropriate Army and DoD agencies through the Army Surgeon General's Office central MEPRS database.

Regional Medical Commands: Responsible within their command, to ensure that MTFs under their command report quality and timely data as required.

Medical Resource Management Office (RMO): Office within the MTF that is primarily responsible for the management of MEPRS. Responsible at the MTF level to organize the facility to support the data collection requirements of MEPRS, monitor the information reported under MEPRS for accuracy, and integrate MEPRS information into the MTFs normal management audit and review structure.

MTF Staff: Ensures that data reported accurately reflects the performance of their respective work centers.

Use of MEPRS Data

During peacetime, the military health services must be concerned with establishing and improving its capability to respond to national security requirements and with costs, staffing efficiency, conservative use of resources, and planning for the accomplishment of the mission. Fixed MTFs are required to provide monthly reports to their appropriate agencies. Deployed units are not required to submit a MEPR.

The MEPRS focus is on assisting managers at all levels make key decisions on the expenditure of resources. It also specifies individual and group responsibility and accountability, as well as financial accountability in terms of resources that are available, in use, or expended. MEPRS allows managers to evaluate performance.

Managers need current, accurate, and complete data for decision-making, comparison, analyzing deviations, and taking corrective action. The MEPRS is a system of manpower and cost distribution and expense reporting that provides management with a framework for accounting and the flexibility to categorize financial data of functional activities.

With the increased concerns about defense expense, the rising costs of health care within the United States, and congressional mandates on a more cost efficient military health system, what MEPRS provides is factual data to assist in planning for the future. The use of uniform classifications, uniform methods, workload, and definitions provides a common standard of measurement, makes comparison more meaningful, and makes decisions of equitable resource distribution easier within the military health care system. Not only can we compare within the Army and within DoD, we can compare ourselves with the civilian health care system.

Use of MEPRS Data (cont.)

The expected results with accurate MEPRS data are:

1. Cost awareness.

2. Current, accurate, and complete data.

3. Expense assignment to the primary work center.

4. System for evaluating cost-effectiveness.

5. Accurate and easily accessible manpower utilization and management data.

6. Effective decision-making tool when cost or performance is a factor.

7. Dependable comparisons between military medical facilities and with civilian health care system.

8. A RELIABLE AND RELEVANT MANAGEMENT INFORMATION SYSTEM!

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Review Questions

1. At the MTF level, which office has primary responsibility for MEPRS?

2. How often are MEPRS data transmissions submitted?

3. What are the expected benefits of the MEPRS?

5. What are the responsibilities assigned to the RMO in the MEPRS?

6. What are some of the uses of MEPRS data that you have had first hand experience with, and what was the outcome (be prepared to share with the class)?

UNIT 2
CODING STRUCTURE

Overview

Introduction

In this unit, you will learn the coding system and the different types of accounts and how they function in the MEPRS. You may be familiar with this area, but it is always good to start off at the beginning.

Unit Objectives

Upon completion of this unit, you will be able to

. Identify facts and principles about Functional, Summary, and Sub-accounts in the MEPRS coding system with at least a 70 percent accuracy.

In This Unit

This unit includes the following lessons:

Lesson	See Page
Lesson A: Functional Accounts	*2-2*
Lesson B: Summary Accounts	*2-6*
Lesson C: Subaccounts; Army Unique Subaccounts	*2-7*

Lesson A

Functional Accounts

Overview

Introduction

Functional accounts are the highest level of MEPRS accounts. They are divided into seven categories designated by a letter A-G. All MEPRS codes must start with one of these letters. Functional accounts fall into two major operating expense categories, *final* operating expense accounts and *intermediate* operating expense accounts.

Final operating expense accounts are defined as accounts which have direct expense, receive expense through step-down, and do not redistribute expense.

Intermediate operating expense accounts are defined as accounts which have direct expense, receive expense through step-down, and do redistribute expense. After the computation process, the expense for intermediate accounts will be zero.

Lesson Objective

Upon completion of this lesson, you will be able to identify the seven functional account categories purpose and use of the MEPRS with at least a 70 percent accuracy.

Order of Topics

This lesson includes the following topic:

Topic	See Page
Inpatient Care	*2-3*
Ambulatory Care	*2-3*
Dental Care	*2-3*
Ancillary Services	*2-4*
Support Services	*2-4*
Special Programs	*2-4*
Medical Readiness	*2-5*

Inpatient Care

Inpatient care is the first functional account of MEPRS and identified by the capital letter "A". Inpatient care pertains to the examination, diagnosis, treatment, and disposition of inpatients to the specialty or subspecialty under which the patient is being treated. Inpatient Care is generally defined as those patients remaining overnight (at the census taking hour) in the MTF. Each MEPRS work center under inpatient care is described separately as to its specialty, functions, and services. Time, workload (occupied bed days, dispositions, and admissions), and expense (direct, support, and ancillary) must be captured for inpatient accounts. Inpatient care accounts are final operating expense accounts.

Ambulatory Care

Ambulatory care accounts are identified by the capital letter "B". Ambulatory care involves the examination, diagnosis, treatment, and disposition of eligible inpatients and outpatients presenting themselves to the various ambulatory care specialties or subspecialties. The summary accounts are composed of related medical specialty clinics. Time, workload (visits), and expense (direct, support, and ancillary) must be captured for Ambulatory accounts. Ambulatory care accounts are final operating expense accounts.

Dental Care

Dental care and dental laboratory accounts are identified by the capital letter "C". Dental care is a comprehensive program that involves routine and emergency dental care as well as preventive treatment. It also includes dental laboratory procedures. Time, workload (Composite Time Values and Composite Lab Values), and expense (direct, support, and ancillary) must be captured for dental accounts. Dental care accounts are final operating expense accounts.

Ancillary Services

Ancillary services accounts are identified by the capital letter "D". Ancillary services are those services that assist and augment the attending physician or dentist in diagnosing and treating illnesses or injuries. Time, workload (weighted and raw), and expense (direct and support) must be captured for ancillary accounts. Ancillary accounts are intermediate operating expense accounts.

Support Services

Support services accounts are identified by the capital letter "E". Support services perform the management, administrative, logistical, and maintenance functions of the MTF. Support services accounts are included in MEPRS to accumulate expenses necessary to direct and support the mission. Time, workload (various; e.g. miles of service, minutes of service, square footage, etc.), and expense (direct and other support) must be captured for support accounts. Support services accounts are intermediate operating expense accounts.

Special Programs

Special Programs accounts are identified by the capital letter "F". Special programs accounts summarizes the expenses of a military MTF that are incurred as the result of performing those portions of it's military mission other than direct patient care. This account is necessary to preclude these expenses from being charged to the facility's direct patient care accounts. Time, workload (various., e.g. FTEs, dollars, miles etc.), and expense (direct, support, and ancillary) must be captured for special program accounts. Special programs accounts are final operating expense accounts.

Medical Readiness

Medical readiness accounts are identified by the capital letter "G". These accounts include the activities associated with expenses related to medical readiness. Time, workload (FTEs), and expense (direct, support, and ancillary) must be captured for medical readiness accounts. Medical readiness accounts are final operating expense accounts.

FUNCTIONAL ACCOUNTS

ACCOUNT	CODE	OPERATING EXPENSE ACCOUNT
INPATIENT	A	FINAL
AMBULATORY	B	FINAL
DENTAL	C	FINAL
ANCILLARY	D	INTERMEDIATE
SUPPORT	E	INTERMEDIATE
SPECIAL PROGRAMS	F	FINAL
MEDICAL READINESS	G	FINAL

REMEMBER... ALL FUNCTIONAL COST CODES START WITH ONE OF THESE CODES!!!

Lesson B

Summary Accounts

Overview

Introduction

Summary accounts are the second level of MEPRS codes. These are major subdivisions of the functional accounts. Summary accounts are identified by two capital letters. These accounts usually coincide with medical divisions in the medical facility, such as the department of Flight Medicine, etc.

A Inpatient						
AA **Medical Care**	**AB** **Surgical Care**	**AC** **OB/GYN Care**	**AD** **Peds Care**	**AE** **Ortho Care**	**AF** **Psych Care**	**AG** **Family Practice**

B Ambulatory						
BA **Medical Care**	**BB** **Surgical Care**	**BC** **OB/GYN Care**	**BD** **Peds Care**	**BE** **Ortho Care**	**BF** **Psych Care**	**BG** **Primary Care**

These are some of the samples of summary accounts. For a further listing of summary accounts, reference DoD 6010.13-M; at the beginning of each chapter of accounts there is a listing of the summary accounts.

Lesson C

Subaccounts; Army Unique Subaccounts

Overview

Introduction

The subaccount level of the MEPRS coding system is where actual work centers are identified. Subaccounts are identified by three and four capital letters. Descriptions of each work center are listed in DoD 6010.13-M. The actual fourth character of a MEPRS code describes special interest items to the Army or special interest items exlusive to the MTF.

SUBACCOUNTS

5: Ambulatory Procedure Visits: This shred is used to capture ambulatory surgery visits performed by MTF providers.

6: MCS Resource Support: This shred is used to capture data pertaining to contractor services (supplies, personnel, but no cash) with the MTF providing upfront reimbursement for the services. Resource support is a contracting mechanism for the MTF. There is no BPA impact with resource support.

7: Resource Sharing Ambulatory Procedure Visits: This shred is used to identify ambulatory procedure visits performed by a resource sharing provider.

8: MCS Resource Sharing - Cash Reimbursement: This shred is used to capture cash payments from the MCS Contractor to the MTF Commander for MTF marginal cost resulting from resource sharing workload that the contractor gets credit.

9: MCS Resource Sharing - Non Cash: This shred is used to capture visits performed in the MTF by TRICARE Providers and Partnerships.

0: Observation Care Services: This shred is used to capture data pertaining to observation care services. Refer to Ambulatory nursing Services (DGE) subaccount for details

S: Other Resource Sharing: This shred is used to capture all other non-MCS contract type resource sharing agreements; such as VA sharing agreements.

Z: Unspecified: Not to be used without permission of ASD(HA).

ARMY UNIQUE SUBACCOUNTS

The following is a listing of Army unique Subaccounts. These accounts are not listed in DoD 6010.13-M, but should be used accordingly.

BEZA - Chiropractic Clinic. (Chiropractic Health Care Demonstration Program ONLY).

EBBA - Special Staff. This code includes operation of legal and chaplain services (when authorized on the manning document), infection control, self-inspection (when officially appointed by RMO), QA/RM programs, and any other inspections/inventories within the MTF (inspection of drugs, MSA, FSA, etc.).

EBCA - Administration/Adjutant

EBCB - Medical Resource Management.

EBCC - Force Development (when authorized on the manning document)

EBCD - Personnel Division

EBCE - Hospital Treasurer

EBCF - Operations (Administrative functions of Operations, (PTM&S not related to Medical Readiness))

FBBP - Health Promotions Program. This code is used to account for health promotion encounters that are not part of a prescribed course of treatment for a diagnosed illness or condition.

Additional information concerning specific Functional Cost Codes can be obtained in the MEPRS Functional Cost Codes Fiscal Year XXXX.

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REVIEW QUESTIONS – CODING STRUCTURE

1. Define the following accounts:

Functional –

Summary -

Sub -

2. What is the highest level of the MEPRS accounting structure?

3. Which level of MEPRS account s identify specific work centers?

4. How many functional accounts exist in the MEPRS accounting structure?

5. What publication would you use to obtain information on MEPRS accounts?

6. What letter of a MEPRS code describes special interest items to the Army or in particular to the MTF?

UNIT 3
CODING

Overview

Introduction	In this unit, you will learn the recommended methods for establishing new Functional Cost Codes. You may be familiar with this area, but it is always good to start off at the beginning.
Unit Objectives	Upon completion of this unit, you will be able to . Identify the requirements for establishing a work-center and assigning a Functional Cost Code to the newly established work-center.
In This Unit	This unit includes the following lessons:

Lesson	See Page
Lesson A: Establish a new FCC	*3-2*

Lesson A

Establishing a new Functional Cost Code

Overview

Introduction

The first consideration before establishing a new MEPRS code is verifying a valid work-center exists. A work-center is defined as a discrete functional or organizational subdivision of a MTF, DTF or VTF for which provision is made to accumulate and measure its expenses and determine its workload performance. It is necessary that personnel perform authorized functions having measurable output in order to establish a work-center in MEPRS and assign a MEPRS code. Generally, you should consider the following criteria for establishing a work center:

Lesson Objective

Upon completion of this lesson, you will be able to identify the seven functional account categories purpose and use of the MEPRS with at least 70 percent accuracy.

Order of Topics

This lesson includes the following topic:

Topic	See Page
Identifiable Expenses	*3-3*
Allocated Physical Space	*3-3*
Allocated/Assigned Manpower	*3-3*
Valid Work Output	*3-3*
Meaningful Workload Measure	*3-3*
Uniqueness of Service	*3-4*
Compatible with MTF Organizational Structure	*3-4*

Identifiable Expenses

Expenses identified as attributable to the work-center. These expenses can be but are not limited to direct, resource sharing, depreciation, supplies, services provided, contract or personnel.

Allocated Physical Space

A location where the service is provided. The area must be capable of being measured in square feet. Measurement by square footage allows for distribution of some expenses based on services provided. May share space with another service, requires setup of a cost pool.

Allocated/Assigned Manpower

Must have personnel either assigned/identified and trained to provide the service for which the work-center is being established.

Valid Work Output

Must have the ability to identify and count a valid work output.

Meaningful Workload Measure

The ability to measure the workload must be meaningful to the service being provided. Some established measurements are visits, dispositions, Minutes of Service, Raw and Weighted Procedures, number of surgical cases, square feet cleaned, meal days served, and full-time equivalents.

Uniqueness of Service

The service being provided by the work-center must be unique and cannot be duplicated/provided by another work-center within the facility.

Compatible with Organizational Structure

Must be within the organizational structure to provide the necessary assets (manpower, equipment, space, mission) required to provide the desired service. Must also be approved by the facility commander.

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UNIT 4
ACCOUNT SUBSET DEFINITION (ASD)

Overview

Introduction	An integral part of properly managing your MEPRS program is a correct ASD. As we will find out in this unit, the ASD is the road map of your MEPRS program. It directs workload, directs expenses, and it directs the step-down process. Now let's take a look at what the ASD is.
Unit Objectives	Upon completion of this unit, you will be able to Identify facts and principles about the Account Subset Definition (ASD) with at least 70 percent accuracy.
In This Unit	This unit includes the following lessons:

Lesson	See Page
Lesson A: Purpose	*4-2*
Lesson B: Establishing the ASD	
Lesson C: Structure	

Lesson A
Purpose

Overview

Introduction

The purpose of the ASD is to identify the MEPRS work centers and expense accounts used by the MTF during that fiscal year (FY). These will be the only authorized codes used during that fiscal year. The ASD Table identifies the Medical Treatment Facility's (MTF) unique MEPRS codes and contains the fourth level MEPRS codes, a description, a Data Set ID, their associated assignment sequence numbers and inactivation/reactivation/deactivation dates. It also serves as a cross-reference and edit-table ensuring only valid MEPRS codes are used throughout the Expense Assignment System (EAS). Every detailed and newly assigned fourth level MEPRS code used by the MTF/DTF/VTF must appear on the ASD. The ASD can be found in EAS IV Functions, Reports, Site Specific Tables.

Lesson Objective

Upon completion of this lesson, you will be able to identify the purpose, requirements for establishing the ASD, and the structure of the ASD with at least 70 percent accuracy.

Order of Topics

This lesson includes the following topic:

Topic	See Page
Workcenter Requirements	*4-3*
Structure of ASD	*4-8*
Update ASD: Practical Exercise	*4-16*

Work-center Requirements

Overview

Introduction

The first consideration before establishing a new MEPRS code is verifying a valid work-center exists. A work-center is defined as a discrete functional or organizational subdivision of a MTF, DTF or VTF for which provision is made to accumulate and measure its expenses and determine its workload performance. It is necessary that personnel perform authorized functions having measurable output in order to establish a work-center in MEPRS and assign a MEPRS code. Generally, you should consider the following criteria for establishing a work center:

Lesson Objective

Upon completion of this lesson, you will be able to identify the minimal requirements and identify the minimal coordination required to establish a new work-center with at least 70 percent accuracy.

Order of Topics

This lesson includes the following topic:

Topic	See Page
Identifiable Expenses	*4-4*
Allocated Physical Space	*4-4*
Allocated/Assigned Manpower	*4-4*
Valid Work Output	*4-4*
Meaningful Workload Measure	*4-4*
Uniqueness of Service	*4-5*
Compatible with MTF Organizational Structure	*4-5*

Identifiable Expenses

Expenses identified as attributable to the work-center. These expenses can be but are not limited to direct, resource sharing, depreciation, supplies, services provided, contract or personnel.

Allocated Physical Space

A location where the service is provided. The area must be capable of being measured in square feet. Measurement by square footage allows for distribution of some expenses based on services provided. May share space with another service, requires setup of a cost pool.

Allocated/Assigned Manpower

Must have personnel either assigned/identified and trained to provide the service for which the work-center is being established.

Valid Work Output

Must have the ability to identify and count a valid work output.

Meaningful Workload Measure

The ability to measure the workload must be meaningful to the service being provided. Some established measurements are visits, dispositions, Minutes of Service, Raw and Weighted Procedures, number of surgical cases, square feet cleaned, meal days served, and full-time equivalents.

Uniqueness of Service

The service being provided by the work-center must be unique and cannot be duplicated/provided by another work-center within the facility.

Compatible with Organizational Structure

Must be within the organizational structure to provide the necessary assets (manpower, equipment, space, mission) required to provide the desired service. Must also be approved by the facility commander.

Coordination with Facility Offices

Coordination with several offices within the Medical Treatment Facility must be accomplished when a new work-center is being established. Identified below are some of the local offices, which should be consulted when a new work-center is being established. Also provided are some key elements and reasons they should be contacted.

Budget Office

The Budget Office must be involved so as to correctly identify expenses associated with the work-center. The following items must be, but are not limited to, coordinated/established in conjunction with the budget office: appropriation, element of resource, AMSCO, whether or not expenses and obligations will be reported, etc.

Logistics Office

The logistics office must be aware to ensure proper reporting of supplies, equipment, space (square footage), and depreciation.

Manpower Office

The Manpower office must ensure the Table of Distribution and Allowances (TDA) is up-to-date and current, the work-center mission falls within the mission of the facility, personnel and equipment necessary to support the work-center are assigned/available.

CHCS Coordinator

The CHCS Coordinator must be aware of new work-centers to ensure the location is properly established and reporting of workload can be accomplished.

PAD Office

The PAD Office must be notified to ensure the Worldwide Workload Report is reporting data correctly to the MEPRS Office.

Department Chief / Facility Commander's Office

The Department Chief should provide from the Commander's Office documented approval to establish the work-center.

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4th Level FCC	4th Level FCC Description	Data Set ID	ASN	Activation Date	Inactivation Date	Reactivation Date	Deactivation Date
AAAA	GENERAL MEDICINE			10/1/00			
AADA	DERMATOLOGY			10/1/00			
AAXC	WARD 3F ICU/CCU COST POOL	AAXC/0049		10/1/00			
AAZA	MC ER IMMEDIATE/RESUSC			10/1/00			2/1/01
AAZB	MC OUTSIDE THE ER - TRIAGE			10/1/00			2/1/01
AAZC	MC RECOVERY RM - IMM/PRE-OP			10/1/00			2/1/01
AAZD	MC SURGICAL CLINIC - MINIMAL			10/1/00			2/1/01
AAZE	MC WARD 3A PSYCHIATRIC WARD			10/1/00			2/1/01
AAZF	MC WARD 3B/C - DELAYED WARD			10/1/00			2/1/01
AAZG	MC WARD 3F - ICU/EVACUATION			10/1/00			2/1/01
ABAA	GENERAL SURGERY			10/1/00			
ABEA	OPTHALMOLOGY			10/1/00			
ABFA	ORAL SURGERY			10/1/00			
ABGA	OTOLARYNGOLOGY			10/1/00			
ABKA	UROLOGY			10/1/00			
ABXA	MED/SURG/PED WARD 3 B/C	ABXA/0049		10/1/00			
ACAA	GYNECOLOGY			10/1/00			
ACBA	OBSTETRICS			10/1/00			
ACBB	LABOR & DELIVERY			10/1/00			2/1/01
ACXC	LABOR & DELIVERY WARD 4D COST POOL	ACXC/0049		10/1/00			
ACXD	MOTHER/BABY UNIT	ACXD/0049		10/1/00			
ADB9	NBN RS			10/1/00			
ADBA	NURSERY			10/1/00			
AEAA	ORTHOPEDICS			10/1/00			
AEBA	PODIATRY			10/1/00			
AFAA	IP PSYCIATRY			10/1/00			
AFXB	WARD 3A PSYCHIATRIC	AFXB/0049		10/1/00			
AGA9	FAMILY PRACTIC IP RS			10/1/00			
AGAA	IP FAM PRACTICE MEDICINE			10/1/00			
AGCA	IP FAM PRAC OBSTERICS			10/1/00			
AGDA	IP FAM PRACTICE PEDIATRICS			10/1/00			
AGEA	IP FAMILY PRACTICE GYN			10/1/00			
BAA5	GENERAL MED CLINIC - APV			10/1/00			
BAA9	INTERNAL MEDICINE RS			10/1/00			
BAAA	GENERAL MEDICINE CLINIC			10/1/00			
BAC9	CARDIOLOGY RESOURCE SHARING			10/1/00			
BALA	OUTPATIENT NUTRITION CLINIC			10/1/00			12/31/00
BAPA	DERMATOLOGY CLINIC			10/1/00			
BAXA	GEN MED CP	TOTAL VISITS		10/1/00			
BBA5	APV GENERAL SURGERY			10/1/00			
BBAA	GENERAL SURGERY CLINIC			10/1/00			
BBCA	NEUROSURGERY CLINIC			10/1/00			
BBD5	APV OPTHOMOLOGY CLINIC			10/1/00			
BBDA	OPHTHALMOLOGY CLINIC			10/1/00			
BBF5	APV OTOLARYNGOLOGY C			10/1/00			
BBFA	OTOLARYNGOLOGY CLINIC			10/1/00			

BBI5	UROLOGY CLINIC - APV			10/1/00			
BBIA	UROLOGY CLINIC			10/1/00			
BBXA	GEN SURGERY CLINIC COST POOL	TOTAL VISITS		10/1/00			
BBZ5	ORAL SURGERY -APV			10/1/00			2/1/01
BCBA	GYNECOLOGY CLINIC			10/1/00			
BCBB	WELL WOMEN'S CLINIC GYN			10/1/00			
BCC5	OBSTETRICS -APV			10/1/00			
BCCA	OBSTETRICS CLINIC			10/1/00			
BCCB	WELL WOMEN'S CLINIC OB			10/1/00			
BCCL	L&D OP CLINIC VISITS			10/1/00			
BCXA	OB/GYN CLINIC COST POOL	TOTAL VISITS		10/1/00			
BDA5	PEDIATRIC CLINIC - APV			10/1/00			
BDA9	PEDIATRIC CLINIC RES SHAR			10/1/00			
BDAA	PEDIATRIC CLINIC			10/1/00			
BDAB	EXCEPTIONAL FAMILY MEMBER PROGRAM			10/1/00			
BDC9	WELL BABY RS			10/1/00			
BDCA	WELL BABY CLINIC			10/1/00			
BDXA	PEDIATRIC CLINIC COST POOL	TOTAL VISITS		10/1/00			
BEA5	APV ORTHO CLINIC			10/1/00			
BEBA	CAST CLINIC			10/1/00			
BEEA	ORTHO APPLIANCE CLINIC			10/1/00			
BEF5	APV PODIATRY CLINIC			10/1/00			
BEFA	PODIATRY CLINIC			10/1/00			
BFAA	PSYCHIATRY CLINIC			10/1/00			
BFBA	PSYCHOLOGY CLINIC			10/1/00			
BFDA	MENTAL HEALTH CLINIC			10/1/00			
BFEB	FAMILY ADVOCACY			10/1/00			
BFFA	SUBSTANCE ABUSE CLINIC			10/1/00			
BFXA	SOCIAL WORK SVCS/FAM ADV COST POOL	TOTAL VISITS		10/1/00			
BGA5	FAMILY PRACTICE CLINIC - APV			10/1/00			
BGA9	FAMILY PRACTICE RS			10/1/00			
BGAA	FAMILY PRACTICE CLINIC			10/1/00			10/2/00
BHBA	MEDICAL EXAM CLINIC			10/1/00			
BHCA	OPTOMETRY CLINIC			10/1/00			
BHDA	AUDIOLOGY CLINIC			10/1/00			
BHDN	PREV MED - HEARING CONSERVATION			10/1/00			2/1/01
BHFA	COMMUNITY HEALTH CLINIC			10/1/00			
BHFB	STC			10/1/00			
BHGA	OCCUPATIONAL HEALTH CLINIC			10/1/00			
BHXD	EENT/OPT/AUD CLINIC COST POOL	TOTAL VISITS		10/1/00			
BIA9	FAST TRACK RESOURCE SHARING			10/1/00			
BIAA	EMERGENCY MEDICAL CARE			10/1/00			
BIAF	ER - FAST TRACK PAY			10/1/00			
BLA9	PHYSICAL THERAPY RESOURCE SHARING			10/1/00			
BLAA	PHYSICAL THERAPY			10/1/00			
BLBA	OCCUPATIONAL THERAPY			10/1/00			

CAA5	ORAL SURGERY - APV			10/1/00			
CAAA	DENTAL CMD/ADMIN			10/1/00			
CAAD	DENTAL CLINIC NO 2			10/1/00			
CAXA	DENTAL SERVICES ADMIN COST POOL	DENTAL WTD PROC		10/1/00			
CBAD	DENTAL CLINIC NO 2 LAB			10/1/00			
DAAA	PHARMACY WACH	DAAA/0049	85	10/1/00			
DBAA	CLINICAL PATHOLOGY WACH	DBAA/0049	87	10/1/00			
DBBA	ANATOMICAL PATHOLOGY	DBBA/0049	89	10/1/00			
DBXA	LAB ADMIN COST POOL-WACH	DBXA/0049		10/1/00			
DCAA	RADIOLOGY WACH	DCAA/0049	90	10/1/00			
DEAA	CENTRAL STERILE SUPPLY WACH	DEAA/0049	81	10/1/00			
DEBA	CENTRAL MAT SVCS WACH	DEBA/0049	83	10/1/00			
DEXA	CSS/CMS COST POOL	DEXA/0049		10/1/00			
DFAA	ANESTHESIOLOGY	DFAA/0049	109	10/1/00			
DFBA	SURIGAL SUITE	DFBA/0049	95	10/1/00			
DFCA	RECOVERY ROOM	DFCA/0049	96	10/1/00			
DGAA	SAME DAY SURG AMB PROC UNIT	DGAA/0049	97	10/1/00			
DGEA	AMBULATORY CARE	DGEA/0049	101	10/1/00			
DHAA	INHALATION/RESPIRATORY THERAPY	DHAA/0049	107	10/1/00			
DHXC	RESP THER/PULMONARY FUNCT COST POOL	DHXC/0049		10/1/00			2/1/01
DJAA	MEDICAL ICU	DJAA/0049	102	10/1/00			
EAAA	INPATIENT DEPRECIATION	OBD	1	10/1/00			
EABA	AMBULATORY DEPRECIATION	TOTAL VISITS	2	10/1/00			
EACA	DENTAL DEPRECIATION	EACA/0049	3	10/1/00			
EADA	SPECIAL PROGRAMS DEPRECIATION	EADA/0049	4	10/1/00			
EAEA	MEDICAL READINESS	EAEA/0049	5	10/1/00			
EBAA	COMMAND/ADMIN	FTE	45	10/1/00			
EBAE	CLINICAL SPT DIV	FTE	48	10/1/00			
EBBA	SPECIAL STAFF	FTE	51	10/1/00			
EBCA	ADMINISTRATION	FTE	52	10/1/00			
EBCB	RESOURCE MANAGEMENT	FTE	53	10/1/00			
EBCC	FORCE DEVELOPEMENT	FTE	51	10/1/00			2/1/01
EBCD	HUMAN RESOURCES DIVISION	FTE	55	10/1/00			
EBCE	HOSPITAL TREASURER	FTE	56	10/1/00			
EBCF	OPERATIONS	FTE	57	10/1/00			
EBCG	INFORMATION MANAGEMENT DIVISION	FTE	58	10/1/00			
EBDB	C DEPT OF SURGERY	FTE	59	10/1/00			
EBDF	CHIEF, DEPT OF BEHAVIORAL MEDICINE	FTE	60	10/1/00			
EBDH	C DEPT OF DPC	FTE	61	10/1/00			
EBDI	C DEPT OF NURSING	FTE	62	10/1/00			
EBDJ	C, DEPT OF BEHAVIORAL MED	FTE	124	10/1/00			2/1/01
EBDK	C, DEPT OF ER	FTE	125	10/1/00			2/1/01
EBDM	AMBULATORY CARE NURSING	FTE	63	10/1/00			
EBDO	CHIEF, DEPT OF EMERGENCY MEDICINE	FTE	64	10/1/00			
EBEA	ED & TNG PROG MGT/MED CORP GME	FTE	65	10/1/00			
EBFA	ED & TNG PROG SPT/MSC GRAD PROG	FTE	66	10/1/00			
EBFG	STAFF MED LIBRARY USM	FTE	67	10/1/00			
EBGA	PEACETIME EXERCISES/DISASTER PREP	FTE	68	10/1/00			
EBHA	THIRD PARTY COLLECTION	CLAIMS BILLED	69	10/1/00			
EDAA	BASOPS PLANT MGMT LIAISON	SQ FT	28	10/1/00			

EDBA	OPR OF UTILITIES - REIMBURSABLE	SQ FT	47	10/1/00			
EDCA	BASE SUP-REIMB	SQ FT	32	10/1/00			
EDDA	MINOR CONSTRUCTION WACH	EDDA/0049	34	10/1/00			
EDEA	OTHER ENGINEERING SPT	SQ FT	36	10/1/00			
EDFA	IMD COPIER LEASING	SQ FT	38	10/1/00			
EDGA	TRANSPORTATION-REIMBURSABLE	EDGA/0049	39	10/1/00			
EDJA	COMMUNICATIONS-REIMBURSABLE	FTE	42	10/1/00			
EDKA	TNG & OTH ADMIN-REIMBURSABLE	FTE	43	10/1/00			
EDKB	ELEC/COMM EQ & COMM-REIMB	FTE	44	10/1/00			
EDKE	LOGISTICS BASOPS SUPPORT	FTE	45	10/1/00			
EDKF	LAUNDRY - REIMBURSABLE	FTE	46	10/1/00			
EEAA	UCA LOGISTICS/USM C LOG	EEAA/0049	70	10/1/00			
EFAA	HOUSEKEEPING - CONTRACT	SQ FT CLEANED	72	10/1/00			
EGAA	BIOMEDICAL EQUIP REPAIR-IN HOUSE	EGAA/0049	73	10/1/00			
EHAA	LAUNDRY & LINEN	EHAA/0049	74	10/1/00			
EIAA	DIETETICS	EIA MEAL DAYS	76	10/1/00			
EIBA	COMBINED FOOD OPERATIONS	EIB MEAL DAYS	75	10/1/00			
EICA	INPATIENT CLINICAL DIETETICS	WTD NUTR PROC	77	10/1/00			
EJAA	PATIENT ADMIN DIVISION	DISP	78	10/1/00			
EKAA	AMBULATORY CARE ADMIN WACH	TOTAL VISITS	79	10/1/00			
EKAB	CENTRAL APPT SYS	TOTAL VISITS	74	10/1/00			
ELAA	TRICARE/MANAGED CARE	FTE	80	10/1/00			
FADA	DOD MILT BLOOD PROGRAM			10/1/00			
FAFA	DRUG SCREEN & TESTING PROGRAM			10/1/00			
FAKA	STUDENT EXPENSES			10/1/00			
FAKC	ANC ED & TNG			10/1/00			
FAKE	MSC GRADUATE PROGRAM			10/1/00			
FAKF	ENL PHASE II TNG			10/1/00			
FAKG	HPSP TRAINING			10/1/00			
FAKI	PROFICIENCY TRAINING (MPT)			10/1/00			
FAKJ	NON MEDICAL TRAINING			10/1/00			
FAKZ	STUDENT EXPENSES NON-MEDICAL USM			10/1/00			2/1/01
FALA	CONTG HLTH ED-TDY STATUS			10/1/00			
FAZA	MED EQUIP HOME USE UCA			10/1/00			2/1/01
FAZP	MINI LABS 302 NOT UCA UCA			10/1/00			2/1/01
FAZQ	MED HLD BED 302 NOT UCA UCA			10/1/00			2/1/01
FAZR	FAA ON 302 NOT PART MTF UCA			10/1/00			2/1/01
FAZS	FADA ON 302 NOT PART MTF UCA			10/1/00			2/1/01
FAZT	DIYA CNTD 302 AS DBAA INCOR UCA			10/1/00			2/1/01
FAZU	TRG VSTS FOR UCA NOT 302 UCA			10/1/00			2/1/01
FAZV	AUD VSTS FOR UCA NOT 302 UCA			10/1/00			2/1/01
FBBA	PREVENTIVE MEDICINE WACH			10/1/00			
FBBP	HEALTH PROMOTION & WELLNESS			10/1/00			
FBCA	INDUSTRIAL HYGIENE			10/1/00			
FBEA	ENVIRONMENTAL HEALTH PROGRAM			10/1/00			
FBFA	EPIDEMIOLOGY PROGRAM			10/1/00			
FBI6	IMMUNIZATIONS RS			10/1/00			
FBIA	IMMUNIZATIONS			10/1/00			
FBIB	SHOT TEAM USM			10/1/00			
FBJA	EARLY INTERVENTION SVCS			10/1/00			

FBLA	MULTIDISCIPLINARY SVCS			10/1/00			2/1/01
FBNA	HEARINING CONSERVATION PROGRAM			10/1/00			
FCAA	SUPPLEMENTAL CARE			10/1/00			
FCCA	CHAMPUS BENEFICIARY SPT			10/1/00			
FCDA	SPT TO OTHER MIL ACTY			10/1/00			
FCDB	PROFIS-AT SITE SUPPORT			10/1/00			
FCDW	BACKFILL SUPPORT FOR SOUTHERN WATCH			10/1/00			2/1/01
FCGA	SUPPORT TO NON-MEPRS REPORTING ACT			10/1/00			
FDCA	NON PNT FOOD OPERATIONS			10/1/00			
FDEA	INITIAL OUTFITTING UCA			10/1/00			2/1/01
FDFA	URGENT MINOR CONSTR UCA			10/1/00			
FDGA	TDY/TAD ENROUTE TO PCS			10/1/00			
FDHA	MILITARY FUNDED EMERG LV UCA			10/1/00			
FDZA	CIV PERM CHANGE OF STATION			10/1/00			
FEAA	PNT TRANSPORTATION WACH			10/1/00			
FEBA	PATIENT MOVEMENT EXPENSES			10/1/00			
FEDA	UCA MIL PNT PER/USM MED HOLD			10/1/00			
FEDB	ADM UNITS USM			10/1/00			
FFAC	VET BRANCH - FT STEWART			10/1/00			
GAAA	DEPLOYMENT PLAN/ADMIN			10/1/00			
GABA	OTHER READINESS PLAN/ADMIN			10/1/00			
GBAA	READINESS TNG PEACETIME			10/1/00			
GBAC	PROFIS TRAINING			10/1/00			
GBAN	KOSOVO JOINT GUARD			10/1/00			2/1/01
GBBA	READINESS TRAINING-WARTIME			10/1/00			
GCAA	READINESS TNG COND LOCALLY			10/1/00			
GCAB	Military Training & Support			10/1/00			2/1/01
GCBA	READINESS TNG			10/1/00			2/1/01
GDAA	UNIT OR PERS DEPLOYMENTS			10/1/00			
GDAF	UNIT OR PERSONNEL DEPLOYMENT			10/1/00			
GDAG	KOSOVO JOINT GUARD			10/1/00			
GDAH	CONTNGY - HURRICANE MITCH			10/1/00			2/1/01
GDAW	OPERATION SOUTHERN WATCH			10/1/00			
GFAA	READINESS PHYSICAL TNG			10/1/00			
272	**TUTTLE AHC**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
BALA	OUTPATIENT NUTRITION CLINIC			1/1/01			
BCBQ	TAHC - GYN CLINIC			10/1/00			
BDAQ	PEDIATRICS-TAHC			10/1/00			
BHA9	PRIMARY CARE RS - TAHC			10/1/00			
BHAQ	PRIMARY CARE CLINIC TAHC			10/1/00			
BHBQ	PHYSICAL EXAM CLINIC TAHC			10/1/00			
BHCQ	TAHC - OPTOMETRY CLINIC			10/1/00			
BHDQ	HEARING CONSERVATION - TAHC			10/1/00			2/1/01
BHXQ	TAHC - PRIMARY CARE COST POOL	TOTAL VISITS		10/1/00			
BJAQ	FLIGHT MEDICINE CARE TAHC			10/1/00			
BLAQ	TAHC - PHYSICAL THERAPY			10/1/00			
DAAQ	TAHC - PHARMACY	DAAQ/0272	86	10/1/00			
DBAQ	TAHC - CLINICAL PATHOLOGY	DBAQ/0272	88	10/1/00			

DCAQ	TAHC - RADIOLOGY	DCAQ/0272	91	10/1/00			
DDAQ	TAHC - ELECTROCARDIOGRAPHY	DDAQ/0272	93	10/1/00			
DEAQ	CENTRAL STERILE SUPPLY TAHC	DEAQ/0272	85	10/1/00			2/1/01
DEBQ	TAHC - CENTRAL MATERIAL SERVICE	DEBQ/0272	86	10/1/00			2/1/01
EBAQ	TAHC - COMMAND & ADMIN	FTE	50	10/1/00			
EDAQ	BASEOPS PLANT MGMT LIAISON TAHC	SQ FT	29	10/1/00			
EDBQ	OPR OF UTILITIES-REIMB/TAHC	SQ FT	31	10/1/00			
EDCQ	MAINT OF REAL PROP-TAHC	SQ FT	33	10/1/00			
EDDQ	MINOR CONSTRUCTION TAHC	EDDQ/0272	35	10/1/00			
EDEQ	OTHER ENGINEERING SPT TAHC	SQ FT	37	10/1/00			
EEAQ	TAHC - CLINICAL SUPPLY	EEAQ/0272	71	10/1/00			
EKAQ	TAHC - AMBULATORY CARE ADMIN	TOTAL VISITS	78	10/1/00			
FBIQ	TAHC - IMMUNIZATION SERVICE			10/1/00			
FBNQ	HEARING CONSERVATION PROGRAM			10/1/00			
FDEQ	INITIAL OUTFITTING NEW TAHC			10/1/00			
FEAQ	TAHC - PNT TRANSPORTATION			10/1/00			
1562	**TMC-1- FT. STEWART**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
BHAE	SOLDIER FAMILY HEALTH CLINIC #1			10/1/00			
EKAE	AMBULATORY CARE ADMIN SFHC#1	TOTAL VISITS	75	10/1/00			
1563	**TMC-2- FT. STEWART**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
BHAF	SOLDIER FAMILY HEALTH CLINIC #2			10/1/00			
EKAF	AMBULATORY CARE ADMIN SFHC#2	TOTAL VISITS	76	10/1/00			
1564	**TMC-3- FT. STEWART**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
BHAG	SOLDIER FAMILY HEALTH CLINIC #3			10/1/00			
BHCG	OPTOMETRY - SFHC #3			10/1/00			
EKAG	AMBULATORY CARE ADMIN SFHC#3	TOTAL VISITS	77	10/1/00			
1886	**USADC-1 FT. STEWART**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
CAAC	DENTAL CLINIC NO 1			10/1/00			
CAAG	DENTAL CLINIC #5			10/1/00			
CBAC	DENTAL CLINIC NO 1 LAB			10/1/00			
EBAN	DENTAL COMMAND/ADMIN	FTE	49	10/1/00			
1887	**USADC-2 FT STEWART**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
CAAE	DENTAL CLINIC #3 - HAAF			10/1/00			
CBAE	DENTAL CLINIC NO 3 LAB			10/1/00			
1888	**USADC-4 FT. STEWART**						

4th Level FCC	4th Level FCC Description	Data Set ID	ASN	Activation Date	Inactivation Date	Reactivation Date	Deactivation Date
CAAF	DENTAL CLINIC NO 4			10/1/00			
CBAF	DENTAL CLINIC NO 4 LAB			10/1/00			
8742	**FT STEWART VET FACILITY (GA)**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
FFAA	VET-COMMAND-FT STEWART			10/1/00			
FFBA	VET-COMMISSARY-FT STEWART			10/1/00			
FFCA	VET-TISA-FT STEWART			10/1/00			
FFHA	VET-ANIMAL-FT STEWART			10/1/00			
FFHD	VET-ANIMAL-MOODY			10/1/00			
8743	**PARRIS ISLAND VET FACILITY (SC)**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
FFBS	VET-COMMISSARY-PARRIS ISLAND			10/1/00			
FFCS	VET - TISA - PARRIS ISLAND			10/1/00			
FFHS	VET-ANIMAL-PARRIS ISLAND			10/1/00			
8744	**HUNTER VET FACILITY (GA)**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
FFBB	VET-COMMISSRY-HAAF			10/1/00			
FFHB	VET-ANIMAL-HAAF			10/1/00			
8745	**JACKSONVILLE VET FACILITY (FL)**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
FFAD	VET-JACKSONVILLE-CP			10/1/00			
FFAE	VET - GUANTANAMO BAY			10/1/00			
FFBH	VET-COMMISSARY-JACKSONVILLE			10/1/00			
FFCC	VET - TISA - CAMP BLANDING			10/1/00			
FFCL	VET - TISA - JACKSONVILLE			10/1/00			
FFCM	VET - TISA - GUANTANAMO BAY			10/1/00			
FFDA	VET-SUPPLY POINT-JACKSONVILLE			10/1/00			
FFHG	ANIMAL DIS PREV & CONT ACT-NAVY USM			10/1/00			
8746	**MAYPORT VET FACILITY (FL)**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
FFBI	VET-COMMISSARY - MAYPORT			10/1/00			
FFCI	VET - TISA - MAYPORT			10/1/00			
FFCN	NFMP (NAVY FOOD MGT TM)MAYPORT			10/1/00			
FFHI	VET-ANIMAL-MAYPORT			10/1/00			
8747	**CECIL FIELD VET FACILITY (FL)**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
FFHK	VET - ANIMAL - CECIL FILED			10/1/00			

8748	**KINGS BAY VET FACILITY (GA)**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
FFBG	VET-COMMISSARY-KINGS BAY			10/1/00			
FFCG	VET-TISA-KINGS BAY			10/1/00			
FFHJ	VET-ANIMAL-KINGS BAY			10/1/00			
8749	**ACDILL VET FACILITY (FL)**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
FFCX	VET-TISA-CAPE CANV			10/1/00			
FFHM	VET-ANIMAL-MACDILL			10/1/00			
FFHN	VET - ANIMAL - HOMESTEAD			10/1/00			
8750	**PATRICK VET FACILITY (FL)**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
FFBE	VET-COMMISSARY-PATRICK AFB			10/1/00			
FFBT	VET - COMMISSARY - GUANTANAMO BAY			10/1/00			
FFHL	VET - ANIMAL - PARTRICK			10/1/00			
8751	**ORLANDO VET FACILITY (FL)**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
FFBL	VET ACTIVITY - ORLANDO			10/1/00			
FFBN	VET ORLANDO EXCHANGE-FOOD			10/1/00			
FFHH	VET-ANIMAL-ORLANDO			10/1/00			
8752	**KEY WEST VET FACILITY (FL)**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
FFBK	VET - COMMISSARY - KEY WEST			10/1/00			
FFCK	VET - TISA - KEY WEST			10/1/00			
FFHX	VET-ANIMAL-KEY WEST			10/1/00			
8753	**ROOSEVELT VET FACILITY (PR)**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
FFBD	VET-COMMISSARY-ROOSEVELT			10/1/00			
FFCD	VET-TISA-ROSSEVELT			10/1/00			
FFHE	VET-ANIMAL-ROOSEVELT			10/1/00			
8754	**BUCHANAN VET FACILITY (PR)**						
4th Level FCC	**4th Level FCC Description**	**Data Set ID**	**ASN**	**Activation Date**	**Inactivation Date**	**Reactivation Date**	**Deactivation Date**
FFAB	VET-PUERTO RICO-PAY			10/1/00			
FFBC	VET-COMMISSARY-FT BUCHANNAN			10/1/00			
FFCE	VET-TISA-FT BUCHANAN			10/1/00			
FFCT	VET-TISA-FT BUCHANAN			10/1/00			
FFHC	VET-ANIMAL-GUANTANAMO BAY			10/1/00			
FFHF	VET-ANIMAL-FT BUCHANAN			10/1/00			

The ASD listed on the previous pages will be the one that we will use for the following three scenarios.

Scenario #1

It is the 15 of December 200X and the MGH Medical Center has been authorized some new services. The following is a list of them:

Inpatient Pediatric Ward

Podiatry Clinic

Social Work Clinic

With the authorization of the Peds ward, a cost pool must be developed with the Family Practice ward to share nursing staff, a supply closet, and ward clerks. The Podiatry clinic will be co-located with the Orthopedic clinic, so a cost pool for staff and space. The same is true with the Social Work Clinic co-locating with Psych.

Utilizing the DoD standard MEPRS listing in DoD 6010.13 M and the handout provided, lets add these to our ASD.

4th Level FCC	4th Level FCC Description	Data Set ID	ASN	Activation Date	Inactivation Date	Reactivation Date	Deactivation Date
	Pediatric Ward						
	FP & Peds Ward - Cost Pool						
	Podiatry Clinic						
	Podiatry & Ortho Cost Pool						
	Social Work Clinic						
	SW & Psych Cost Pool						

When you developed the codes for the cost pools, could there have been more than one option?

What other codes, if any, could have been used for each?

Scenario #2

It is the 10th of June 200X, and there needs to be some adjustments to "right size" MGH Medical Center. The following are the changes:

Same day surgery has been established

Third Party Collections program has been initiated

Along with the new things listed above, the following services have been rescinded:

Emergency Room

Both ICUs

List the adjustments below.

4th Level FCC	4th Level FCC Description	Data Set ID	ASN	Activation Date	Inactivation Date	Reactivation Date	Deactivation Date

What should be done with the rescinded services on the ASD?

Will they be deleted? Why?

Scenario # 3

It is the 20th of August 200X and the following services have been added to MGH Medical Center:

Inpatient Cardiology

Cardiology Clinic

Cardiology Ancillary Services

- **Electrocardiograph**
- **Electroencephalograph**
- **Electroneuromyography**
- **Pulmonary Function**
- **Cardiac Cath**

Annotate the additions below.

4th Level FCC	4th Level FCC Description	Data Set ID	ASN	Activation Date	Inactivation Date	Reactivation Date	Deactivation Date

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REVIEW QUESTIONS - ASD

1. It is a good idea to publish the ASD to the entire MTF and explain to them the codes they will use.
   a. True
   b. False

2. What is the criteria to establish a MEPRS work center?

3. When should the ASD be established?

4. Who are some internal suppliers (within RMO) of information for establishing your ASD and what can they help you with?

5. What are the four parts of the ASD?

Unit 6
COMPOSITE HEALTH CARE SYSTEM (CHCS)
Workload Assignment Module (WAM)

Overview

Introduction

In this unit, you will learn about the Composite Health Care System (CHCS) Workload Assignment Module (WAM).

Unit Objectives

Upon completion of this unit, you will

- understand the content of the data file provided by the CHCS WAM to the EAS IV server.

In This Unit

This unit includes the following lessons:

Lesson	See Page
Lesson A: Purpose	*6-3*
Lesson B: Non-Ancillary System Generated Data	*6-6*
Lesson C: Ancillary System Generated Data	*6-8*
Lesson D: Rules of Data Capture	*6-10*

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Lesson A

Purpose

Overview

Introduction	In this lesson, we will take a first hand look at the CHCS/WAM interface.
Lesson Objective	Upon completion of this lesson, you will be able to identify facts and principles about the purpose and use of the CHCS/WAM data with at least a 70 percent accuracy.
Order of Topics	This lesson includes the following topic:

Topic	See Page
What is CHCS WAM	*6-4*
Reporting Hierarchy	*6-4*
Data Transmission Requirements	*6-4*
Data Elements Captured	*6-5*

What is CHCS/WAM

The WAM is an interactive process that automatically extracts workload data from the CHCS subsystems for review and approval prior to transmitting to the EASIV system. The CHCS MEPRS User Desktop Guide, 31 Dec 1998, and the Implementation Update Guide for CHCS WAM/EASIV, 1 Mar 99, are available at www.chcs-dm.com.

CHCS/WAM Reporting Hierarchy

Each Parent DMIS ID (CHCS refers to this as a Group), may have one or more divisions and each will have its own DMIS ID (child). In addition, a division may be located on a different Group's CHCS box (Foster Parent). When this scenario takes place, the division is referred to as a "Location Orphan". The WAM Files for the location orphan must be created and approved separately from the Parent. The MEPRS personnel at the parent facility will have access to the CHCS/WAM system at the location orphan and will create, approve, and transmit the data monthly to the parent EASIV system

Data Transmission Requirements

The WAM file contains detailed data required by the EASIV system. The time frame to generate and transmit this file is twelve months. The transmission of the Workload files from CHCS WAM to EASIV will NOT occur unless ALL SAS templates in ALL WAM activated Divisions within the group have been approved for the entire Group, within the 3-month editing window.

In addition, users will have the option to transmit/re-transmit the EAS Workload ASCII file for "Location Orphans" directly to the EAS system of the Parent Division. This will allow all of the system-generated workload that is performed for the Location Orphan on the Foster Host to be received by EASIV.

Data Elements Captured

CHCS/WAM collects data for EASIV as a by-product of the CHCS inpatient, outpatient, and ancillary subsystems. The data sets reflect Occupied Bed Days, Admissions, Dispositions, Inpatient Visits, Outpatient Visits, Ambulatory Procedure Visits, Observation Visits, and the ancillary workload for Radiology, Pathology, and Pharmacy. Note: The pathology co-path system does not have an interface with either CHCS or EASIV..

Lesson B

Non-Ancillary System Generated Data

Overview

Introduction	In this lesson, we will take a first hand look at the Non-Ancillary System Generated data provided by CHCS/WAM.
Lesson Objective	Upon completion of this lesson, you will be able to identify data elements contained in the Record Type 2, Non-Ancillary CHCS/WAM file with at least a 70 percent accuracy.
Order of Topics	This lesson includes the following topic:

Topic	See Page
General Identification of Record Types and Data Elements	*6-7*
Detailed Identification of Data Elements	*6-7*

General Identification of Record Types and Data Elements

The Occupied Bed Days, Admissions, and Dispositions data sets contain requesting workcenter's Functional Cost Code (FCC), requesting workcenter's DMIS ID, Group (Parent) DMIS ID, Generated Amount, and the Beneficiary Category count.

The Visits data sets contain Group (Parent) DMIS ID (Providing), requesting workcenter's DMIS ID, requesting workcenter's FCC, generated amount and the beneficiary category.

Detailed Identification of Data Elements

Position	Name of Data	Data Sample
1	Record Type	2
2-4	SAS	001
5-8	Providing Workcenter's FCC	____ (4 spaces)
9-12	Providing Workcenter's DMIS ID	0124
13-16	Requesting Workcenter's FCC	ABAA
17-20	Requesting Workcenter's DMIS ID	0124
21-27	CPT Procedure Code	0000000
28-34	Raw System Generated Amount	0000055
35-44	Weighted System Generated Amount	0000000000
45-49	Beneficiary Category 1 Count	00015
50-54	Beneficiary Category 2 Count	00010
55-59	Beneficiary Category 3 Count	00005
60-64	Beneficiary Category 4 Count	00000
65-69	Beneficiary Category 5 Count	00000
70-74	Beneficiary Category 9 Count	00020
75-95	(Filler Spaces)	

Lesson C

Ancillary System Generated Data

Overview

Introduction	In this lesson, we will take a first hand look at the Ancillary System Generated data provided by CHCS/WAM.
Lesson Objective	Upon completion of this lesson, you will be able to identify data elements contained in the Record Type 2, Ancillary CHCS/WAM file with at least a 70 percent accuracy.
Order of Topics	This lesson includes the following topic:

Topic	See Page
General Identification of Record Types and Data Elements	*6-9*
Detailed Identification of Data Elements	*6-9*

General Identification of Record Types and Data Elements

The ancillary data contains the SAS number, Providing workcenter's FCC, providing workcenter's DMIS ID, requesting workcenter's FCC, providing workcenter's DMIS ID, CPT code, raw system generated amount, weighted system generated amount, and the beneficiary category count.

Detailed Identification of Data Elements

Position	Name of Data	Data Sample
1	Record Type	2
2-4	SAS	455
5-8	Providing Workcenter's FCC	DBAA
9-12	Providing Workcenter's DMIS ID	0124
13-16	Requesting Workcenter's FCC	AAAA
17-20	Requesting Workcenter's DMIS ID	0124
21-27	CPT Procedure Code	8413200
28-34	Raw System Generated Amount	0000005
35-44	Weighted System Generated Amount	0000000250
45-49	Beneficiary Category 1 Count	00001
50-54	Beneficiary Category 2 Count	00001
55-59	Beneficiary Category 3 Count	00000
60-64	Beneficiary Category 4 Count	00001
65-69	Beneficiary Category 5 Count	00001
70-74	Beneficiary Category 9 Count	00001
75-95	(Filler Spaces)	

Lesson D

Rules of Data Capture

Overview

Introduction	In this lesson, we will take a first hand look at the rules for capturing data within CHCS/WAM.
Lesson Objective	Upon completion of this lesson, you will be able to identify data capture rules which must be complied with by CHCS/WAM file with at least a 70 percent accuracy.
Order of Topics	This lesson includes the following topic:

Topic	See Page
Rules of Data Capture	*6-11*

CHCS Rules of Data Capture

The ancillary data contains the SAS number, Providing workcenter's FCC, providing workcenter's DMIS ID, requesting workcenter's FCC, providing workcenter's DMIS ID, CPT code, raw system generated amount, weighted system generated amount, and the beneficiary category count.

Rule

1 Only RAD and LAB will provide CPT Workload data.

2 Bene Cat data is only provided for system-generated data.

3 Bene Cat data will always sum up to equal the Raw Amount.

4 If Bene Cat data is not available for system-generated data, the Bene Cat will be designated as "9" NOT REPORTED.

5 The Bene Cat count will be the same unit as the Raw Amount defined in the WAM Core Table

Typically the Bene Cat count refers to the # of patients, where patients can be counted more than once if there are multiple occurrences.

For the Occupied Bed Days SASs (ex. DOD SAS 001), Bene Cat count is attributed for each bed day and sums up to equal the Total Raw Amount.

For the ICU Hours of Service SASs (ex. DOD SASs 069-073), Bene Cat count is attributed for each hour of service and sums up to equal the Total Raw Amount).

For the APU Minutes of Service & # of Patients SAS (ex. DOD SAS 059), Bene Cat count is attributed to the patient visit and sums up to equal the Total Raw Amount.

For PHR/LAB/RAD SASs, Bene Cat count is attributed to the # of procedures and sums up to equal the Total Raw Amount.

6 Record Type 2 contains system generated SAS data only.

Beneficiary Category/Patient Category

1	Active Duty
2	Family Member of Active Duty
3	Retired
4	Family Member of Retired
5	Other
9	Not Reported (Used for WAM purposes only and is contained in the Status of Patient fields in CHCS.)

Unit 7A
Expense Assignment System, Version IV

Overview

Introduction

In this unit, you will learn about the Expense Assignment System, Version IV (EAS IV) functions, the logon process, and online help.

Unit Objectives

Upon completion of this unit, you will be able to

- define the EAS IV functions,
- log on to EAS IV, and
- use online help.

In This Unit

This unit includes the following lessons:

Lesson	See Page
Lesson A: EAS IV System Overview	*7a-3*
Lesson B: Access to EAS IV	*7a-7*
Lesson C: Using Online Help	*7a-11*

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Lesson A
EAS IV System Overview

Overview

Introduction	In this lesson, you will learn about the EAS IV system. The EAS IV automated information system (AIS) is a data repository that provides standardized reporting of financial, personnel, and workload data at the medical treatment facility (MTF) and dental treatment facility (DTF) level. As with its predecessor, Expense Assignment System, Version III (EAS III), EAS IV is essential for the implementation of capitation-based budgeting and managed care within the Department of Defense (DoD). EAS IV also serves as a source of cost data for a variety of studies and for the calculation of rates for third-party collections. EAS IV uses a Windows-based graphical user interface (GUI) environment.
Lesson Objective	Upon completion of this lesson, you will be able to define the EAS IV functions.
Order of Topics	This lesson includes the following topic:

Topic	See Page
What Are the EAS IV Functions?	*7a-4*
Practice: Reviewing EAS IV Functions	*7a-6*

What Are the EAS IV Functions?

Introduction

In this topic, you will learn about the functions in the EAS IV system. EAS IV functions enable you to import, validate, adjust, and allocate financial, personnel, and workload data. Other functions include transmitting allocated data to the EAS IV Repository, and viewing, printing, and saving standardized EAS IV reports. In addition, online help functions as a user guide that provides information on using EAS IV. System administration functions are available to users with appropriate rights.

EAS IV collects data through automated system interfaces. Systems that interface with EAS IV include the Uniform Chart of Accounts Personnel System (UCAPERS); Composite Health Care System (CHCS); Corporate Executive Information Systems (CEIS), which provides Diagnosis-Related Group (DRG) data; Standard Finance System (STANFINS); Workload Management System for Nursing (WMSN); and Ambulatory Data System (ADS).

EAS IV Functions

The following table lists the EAS IV functions:

EAS IV Function	Purpose
Online Help	Online help, which functions as the user guide, provides users access to the help windows from EAS IV. Users can view context-sensitive information or search for information in the main help window.
Table Maintenance	Table Maintenance enables users to view and print the modifiable EAS IV tables. Users can also add, update, and delete records in some of these tables.
System Interfaces	System Interfaces enables users to import financial, personnel, and workload data from external source systems.

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What Are the EAS IV Functions?, Continued

EAS IV Function	Purpose
Validation	Validation performs initial checks on imported source data and pre-allocation checks on migrated data based on a set of business rules.
Error Correction Unit (ECU)	ECU enables users to view warnings and errors in data. Warnings may be overridden, but errors must be corrected.
Adjustments	Adjustments enables users to adjust migrated financial, personnel, and workload data.
Allocation	Allocation enables users to validate migrated, adjusted financial, personnel, and workload data and to allocate shared expenses.
Reports	Reports enables users to generate, view, print, and save standard reports.
Transmissions	Transmissions enables users to send allocated data to the EAS IV Repository for reporting purposes.
System Services	System Services enables system administrators to perform user, group, and system maintenance functions in EAS IV.

Practice: Reviewing EAS IV Functions

Directions

Complete the following questions:

Number	Question	Answer
1	Which part of EAS IV do you use to perform system administration functions?	
2	Which part of EAS IV do you use to import files?	
3	Which part of EAS IV do you use to view and make changes to migrated data?	
4	Which part of EAS IV do you use to update table codes?	
5	Which part of EAS IV checks for exceptions in data?	

Student Notes

Lesson B
Access to EAS IV

Overview

Introduction	In this lesson, you will learn how to access EAS IV. Having access to EAS IV enables you to complete tasks using the functions to which you have been granted access rights.
Lesson Objective	Upon completion of this lesson, you will be able to log on to EAS IV.
Order of Topics	This lesson includes the following topics:

Topic	See Page
Logging on to EAS IV	*7a-8*
Practice: Logging on to EAS IV	*7a-9*

Logging on to EAS IV

Introduction

In this topic, you will learn how to log on to EAS IV.

Procedure

The following table describes how to log on to EAS IV:

Step	Action
1	On the Windows NT desktop, on the taskbar, click the Start menu.
2	On the Start menu, point to Programs, point to EAS IV, and click EAS IV.
3	In the EAS IV logon window, in the Login box, type your Windows NT user name.
4	In the Password box, type your Windows NT password.
5	Click Log On.
6	In the second EAS IV Logon window, in the Parent DMIS ID box, select your DMIS ID.
7	In the Database box, verify the database.
8	Click OK.

EAS IV Main Menu Window

After logging on to EAS IV, the following tabs appear on the EAS IV Main Menu window:

- Pre-Allocated Data Status—Displays the status of all files that have been imported from source systems but not yet allocated
- Allocated Data Status—Displays the status of allocation jobs that have been run
- User Information—Displays the user's user ID, parent DMIS ID, branch of Service, and user rights, which determine what a user can access in the system

Practice: Logging on to EAS IV

Directions

Complete the following steps to log on to EAS IV:

Step	Action
1	Open the EAS IV application.
2	Log on to EAS IV. **NOTE:** Verify your parent DMIS ID and database.

Student Notes

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Lesson C
Using Online Help

Overview

Introduction

In this lesson, you will learn how to use online help in EAS IV. Online help functions as an electronic user guide that provides information on using EAS IV. To use online help effectively, you need to know how to access online help and navigate through it.

Lesson Objectives

Upon completion of this lesson, you will be able to

- access online help,
- search for topics using the Contents, Index, and Find tabs, and
- navigate through topics in online help.

Order of Topics

This lesson includes the following topics:

Topic	See Page
What Is Online Help?	*7a-12*
Accessing Online Help	*7a-14*
Using the Contents Tab	*7a-15*
Using the Index Tab	*7a-17*
Using the Find Tab	*7a-19*
Navigating in Online Help	*7a-21*
Practice: Using Online Help	*7a-22*

What is Online Help?

Introduction

In this topic, you will learn about online help. EAS IV online help is a collection of topics to help you perform EAS IV functions that can be accessed whenever you are in the system. While you are viewing an online help topic, you can still work in an EAS IV window. This capability enables you to refer to relevant online help information while working in EAS IV.

Online Help Topics

Online help is organized by topic and contains the following types of topics:

- Window overviews—Overviews of each EAS IV window (for example, Adjustments – Browse window overview)
- Tab overviews—Overviews of tabs in EAS IV windows (for example, Adjustments – Browse window – Financial tab overview)
- Task overviews—Overviews of the tasks you can perform in EAS IV (for example, Financial adjustments overview)
- How-to topics—Step-by-step instructions for completing tasks in EAS IV (for example, Adding a financial record)
- Reference and Information topics—Additional background information about understanding tasks in EAS IV (for example, Understanding the Direct Expense Accepted Report)

Online help also contains the following features:

- Glossary of EAS IV acronyms and terms
- Overview of differences between EAS III and EAS IV methods
- Overview of differences between EAS III and EAS IV terms

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What is Online Help?, Continued

Online Help Notes	You may come across a topic in online help that has a note associated with it. Notes provide additional information about topics in online help. Because rights in the system can vary by Service, notes are also used to indicate Service-specific tasks. Notes are indicated by the following icon:
Online Help Tips	You may come across a topic in online help that has a tip associated with it. Tips provide helpful hints about topics in online help. Tips are indicated by the following icon:

Accessing Online Help

Introduction

In this topic, you will learn how to access online help. When you are logged on to EAS IV, you can access online help in the following ways:

- Through the EAS IV Help menu
- Through the EAS IV Help toolbar icon
- Through the EAS IV Help window icon

When you access online help through the EAS IV Help menu, you are taken to the main online help window, which enables you to search for a help topic in a variety of ways.

When you access online help through the Help icon on the toolbar or at the bottom of EAS IV windows, you are taken directly to an overview of the current window. The overview explains the tasks associated with the window and enables you to navigate directly to these tasks in online help.

Search Methods

In the main online help window, you have the ability to find the information you need using three tabs: Contents, Index, and Find. Each tab provides you with a specific way to locate the information you need.

Procedure

The following table describes how to access EAS IV online help:

Step	Action	
	If	**Then**
1	You want to access online help through the EAS IV Help menu	On the Help menu, click EAS IV Help Topics.
	You want to access online help through the EAS IV Help toolbar icon	On the EAS IV toolbar, click the ? icon.
	You want to access online help through the EAS IV Help window icon	In the EAS IV window, click the Help icon at the bottom of the window.

Using the Contents Tab

Introduction

In this topic, you will learn how to use the Contents tab. The Contents tab is the first of three tabs in the main online help window. It shows help topics by category. The Contents tab is a hierarchical overview of online help and is organized by functional area.

Icons

The Contents tab is similar to the table of contents in a book. It helps you navigate through an expandable and collapsible list of subjects to find the topic you need.

The Contents tab uses the following icons:

Closed Book: The closed book icon appears beside functional area categories. Double-clicking this icon displays the subcategories and topics related to a functional area.

Open Book: The open book icon appears when a closed book is opened. The icon is followed by a list of subcategories and topics. Double-clicking this icon collapses the list.

Page: The page icon appears beside online help topics. Double-clicking this icon takes you directly to the online help topic.

When To Use

You may need to use the Contents tab to search for a topic in online help. The Contents tab is most useful when you know the functional area and the subcategory in which the topic you are searching for appears.

Continued on next page

Using the Contents Tab, Continued

Procedure

The following table describes how to find a topic using the Contents tab:

Step	Action	
1	In the main online help window, click the Contents tab.	
2	On the Contents tab, double-click the book that corresponds to the category in which you need help.	
3	**If**	**Then**
	The topic you are searching for is in a subcategory	Double-click the subcategory book in which you need help.
	The topic you are searching for is not in a subcategory	Continue to step 4.
4	Select the topic for which you are searching.	
5	Click Display. **NOTE:** You can also double-click the item.	
6	View the information in online help. **NOTE:** To return to the main online help window, click Help Topics.	

Using the Index Tab

Introduction

In this topic, you will learn how to use the Index tab. The Index tab is the second tab in the main online help window. This tab enables you to search online help using an index of topics. Keywords are used to search the index. A keyword is a significant word related to or found within a topic (for example, financial record). As in a traditional book index, keywords are listed alphabetically.

Topics Found Window

When you use the index to search, you may find that multiple topics use the same keyword. When this occurs, a Topics Found window appears. From this window, you can select the topic you want to view.

When To Use

You may need to use the Index tab to search for a topic in online help. The Index tab is most useful when you are searching for help on a specific topic.

Procedure

The following table describes how to find a topic using the Index tab:

Step	Action
1	In the main online help window, click the Index tab.
2	On the Index tab, in the first box, type the first few letters of the word for which you are searching.
3	In the second box, select the item.
4	Click Display. **NOTE:** You can also double-click the item.

Continued on next page

Using the Index Tab, Continued

Step	Action	
5	**If**	**Then**
	The keyword you selected is associated with more than one topic	a) In the Topics Found window, select the topic. b) Click Display. **NOTE:** You can also double-click the topic. c) View the information in online help.
	The keyword you selected is associated with only one topic	View the information in online help.
	NOTE: To return to the main online help window, click Help Topics.	

Using the Find Tab

Introduction

In this topic, you will learn how to use the Find tab. The Find tab is the third tab in the main online help window. This tab enables you to use a full-text search to find any word or phrase in online help. When you conduct a full-text search, any topic that contains the word or phrase you are searching for appears.

When To Use

You may need to use the Find tab to search for a topic in online help. The Find tab is most useful when you need to search for a particular word or phrase that may exist in online help.

Set Up Find Tab Procedure

The first time you access the Find tab, you will be prompted to set up the list of words found in online help. You need to follow the prompts only once to complete the setup procedure. The following table describes how to set up the Find tab:

Step	Action
1	In the main online help window, click the Find tab.
2	In the Find Setup Wizard window, select Minimize database size (recommended).
3	Click Next.
4	To complete the database setup, click Finish. **NOTE:** A window appears stating that the word list is being created. When this window disappears, the Find tab is ready to use.

Continued on next page

Using the Find Tab, Continued

Using the Find Tab Procedure

The following table describes how to search for a topic using the Find tab:

Step	Action
1	In the main online help window, click the Find tab.
2	On the Find tab, in the first box, type the word or phrase you want to find.
3	Click Options.
4	In the Find Options window, in the Search for topics containing box, select an option. **NOTE:** The third option is available only if you selected an option other than Minimize database size during setup of the Find tab.
5	Under Show words that, select an option.
6	Under Begin searching, select an option.
7	Click OK.
8	In the main online help window, in the second box, select some matching words to narrow your search, **NOTE:** To select multiple words, press Control while selecting the words.
9	In the third box, click a topic.
10	Click Display. **NOTE:** You can also double-click the topic.
11	View the information in online help. **NOTE:** To return to the main online help window, click Help Topics.

Navigating in Online Help

Introduction

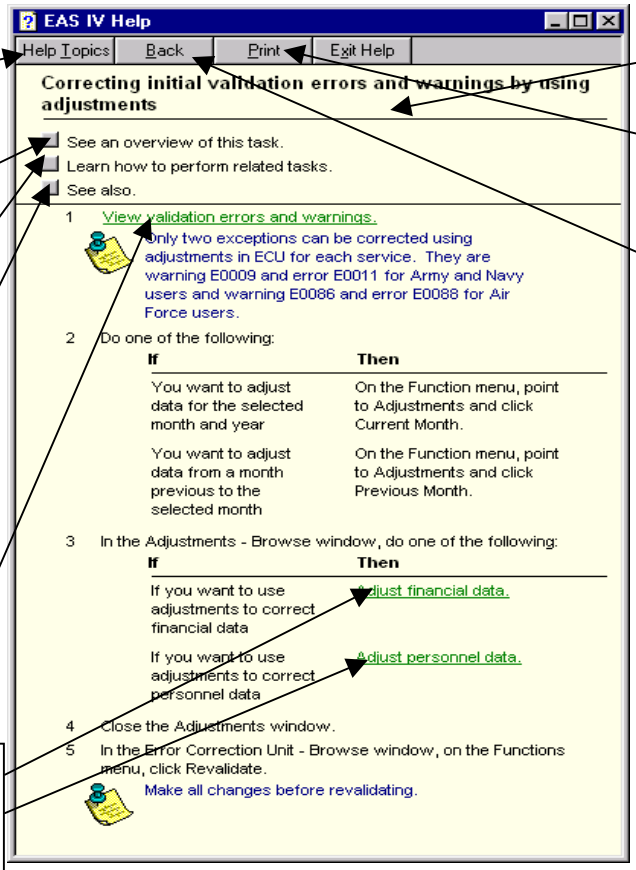
In this topic, you will learn how to navigate through online help. Understanding how to navigate through online help will help you find the information you need faster.

Definition

A hotspot is an area of text or graphics that is linked to other information. When you click a hotspot, another help window or a smaller popup window that contains a brief description is displayed. Also referred to as a jump, a hotspot is identified by green underlined or dotted text, or it appears as an icon. Your cursor changes to a hand-pointer when it is moved over a hotspot.

Navigation Tools

The following diagram shows a typical online help window with the different navigation tools available:



The Help Topics icon returns you to the main online help window.

This icon takes you to an overview for this topic.

This icon displays tasks related to the topic.

This icon displays related topics.

Each of these hotspots takes you to the how-to topic that provides instructions for each of these tasks.

The Exit Help icon closes online help.

The Print icon prints the topic.

The Back icon returns you to the last topic you were viewing before this topic.

Practice: Using Online Help

Directions

Complete the following steps to search for a topic using the Contents tab:

Step	Action
1	Open online help from the Help menu.
2	On the Contents tab, open the System Interfaces book.
3	Open the Import Preparation book.
4	View the Copying a source data file into EAS IV topic.
5	Return to the main online help window.

Directions

Complete the following steps to search for a topic using the Index tab:

Step	Action
1	On the Index tab, search for the keywords financial record.
2	Select adding.
3	Return to the main online help window.

Directions

Complete the following steps to search for a topic using the Find tab:

Step	Action
1	On the Find tab, search for the keyword Interfaces.
2	View the topic viewing pre-imported source data.
3	Return to the main online help window.

Continued on next page

Practice: Using Online Help, Continued

Directions

Complete the following steps to search for a topic and navigate through online help:

Step	Action
1	Search for the Adding a patient acuity record topic.
2	Open a related task.
3	Return to the Adding a patient acuity record topic.
4	From the Adding a patient acuity record topic, view the topic for selecting a documentation code.
5	Print the Selecting a documentation code topic.
6	Exit online help.

Student Notes

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Reviewing EAS IV Functions

1. Which part of EAS IV do you use to perform System Administration functions?

   A. System Interfaces

   B. System Services
   C. Table Maintenance

   D. Adjustments

2. Which part of EAS IV do you use to import files?

   A. System Interfaces

   B. System Services

   C. Transmissions

   D. Adjustments

3. Which part of EAS IV do you use to view and make changes to migrated data?

   A. Adjustments

   B. Validation

   C. Transmissions

   D. Error Corrections Unit

4. Which part of EAS IV do you use update table codes?

   A. Error Corrections Unit

   B. Table Maintenance

   C. Reports

   D. System Interfaces

5. Which part of EAS IV checks for exceptions in data?

   A. Validation

   B. Error Corrections Unit

   C. Allocation

   D. System Interfaces

Unit 7b
Processing Financial Data

Overview

Introduction

In this unit, you will learn how to process financial data in EAS IV. Imported STANFINS data are compared to the standard business rules and master code tables during the initial validation process. Discrepancies found during initial validation are then addressed in the ECU.

Unit Objectives

Upon completion of this unit, you will be able to

- import financial source data files into EAS IV,
- perform initial validation, and
- address initial validation warnings and errors.

In This Unit

This unit includes the following lessons:

Lesson	See Page
Lesson A: Importing Financial Data	*7b-3*
Lesson B: Validating Financial Data	*7b-17*
Lesson C: Addressing Initial Validation Warnings and Errors	*7b-23*

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Lesson A
Importing Financial Data

Overview

Introduction	In this lesson, you will learn how to import financial data. Financial data are imported and re-imported into EAS IV through flat files from STANFINS. If import errors occur, they must be corrected in the source system. Then the files must be re-transmitted to EAS IV. When you re-import a financial source data file, that file overwrites the previously imported data. If the re-imported financial source data file is from a previous month, EAS IV also removes all financial information for subsequent months in that fiscal year.
Lesson Objectives	Upon completion of this lesson, you will be able to • copy a financial source data file, • view pre-imported financial data, • import a financial source data file, • identify import errors, • view import errors, • re-import a financial source data file, and • view and print pure file data.

Continued on next page

Overview, Continued

Order of Topics

This lesson includes the following topics:

Topic	See Page
Copying a Financial Source Data File	*7b-5*
Viewing Pre-Imported Financial Data	*7b-7*
Importing a Financial Source Data File	*7b-8*
What Are Import Errors?	*7b-10*
Viewing Import Results	*7b-11*
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Practice: Importing a Financial Source Data File	*7b-15*

Copying a Financial Source Data File

Introduction

In this topic, you will learn how to copy a financial source data file. Financial source data files are transmitted from STANFINS to EAS IV sites. After a STANFINS file has been transmitted to a site, you copy the file to the EAS IV server in order to begin processing the data.

Definition

Financial source data files contain information collected in STANFINS.

File Name

EAS IV automatically renames each file using the following naming convention: \\<server name>\<folder name>\<DMIS ID>\<calendar year, calendar month, source data system name>.eas.

For example: \\Develop\EAS Import Files\0110\200110stanfins.eas

When To Use

You need to copy a STANFINS file to the EAS IV server before processing the data.

Prerequisite

You must verify that a financial source data file has been transmitted from STANFINS and is available to you at your workstation before you can copy a file into EAS IV.

Procedure

The following table describes how to copy a source data file into EAS IV:

Step	Action
1	In the EAS IV Main Menu window, click the System Interfaces toolbar icon.
2	In the System Interfaces – Import Data window, on the Import Preparation tab, under Select File, click Browse.
3	In the Select Import File window, in the Look in box, select the drive.
4	In the list, select the file.

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Copying a Financial Source Data File, Continued

Step	Action
5	Click Open. **NOTE:** Under Select File, the Source Data System Name, Calendar Month, and Calendar Year boxes are populated automatically. Under Copy From, the original file location appears. Under Copy To, the file destination appears.
6	Click Copy File.
7	In the Confirmation window, click Yes. **NOTE:** If a STANFINS file was previously copied with the same calendar month and year, a Confirm window appears to confirm that you want to overwrite the file. If you want to overwrite the file, click Yes.
8	In the Information window, click OK.

Viewing Pre-Imported Financial Data

Introduction

In this topic, you will learn how to view pre-imported financial data.

Definition

Pre-imported financial data are unaltered financial data from STANFINS that have not been imported into EAS IV.

A detail record contains the data in the source data file.

When To Use

You may need to view pre-imported financial data after they have been copied from STANFINS. Viewing pre-imported financial data enables the user to see what kind of data will be processed in EAS IV.

Procedure

The following table describes how to view pre-imported financial data:

Step	Action
1	In the System Interfaces – Import Data window, click the Pre-Imported Data tab.
2	Under Filters, in the Source Data System Name box, select STANFINS.
3	In the Calendar Month box, select the month.
4	In the Calendar Year box, select the year.
5	View the pre-imported financial data.

Importing a Financial Source Data File

Introduction

In this topic, you will learn how to import a financial source data file. After you copy a financial source data file to the EAS IV server, you must import the file into EAS IV for processing. During the import process, DMIS IDs, SOFs, and SUEEs are mapped according to the business rules and master code tables. In addition, expense and obligation amounts are calculated.

When To Use

You need to import a financial source data file into EAS IV to convert the STANFINS data to EAS IV data.

Procedure

The following table describes how to import a financial source data file:

Step	Action
1	In the System Interfaces – Import Data window, click the Available for Import tab.
2	Under Filters, in the Source Data System Name box, select STANFINS.
3	In the Calendar Month box, select the month.
4	In the Calendar Year box, select the year.
5	Click Import. **NOTE:** If a STANFINS file was previously imported with the same calendar month and year, a Warning window appears to confirm that you want to overwrite the file. If you want to overwrite the file, click Yes.

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Importing a Financial Source Data File, Continued

Step	Action	
6	**If**	**Then**
	The import was successful and you want to validate the file	In the Information window, click Yes.
	The import was not successful and you want to view the import errors	In the Information window, click Yes.
	NOTE: If import errors are generated, you must resolve them before proceeding. Refer to What Are Import Errors?, in this lesson for instruction on import errors.	

What Are Import Errors?

Introduction

In this topic, you will learn about import errors. Import errors may occur during the process of importing a source data file into EAS IV. Import errors must be corrected in the source system, retransmitted, and re-imported into EAS IV.

Definition

Import errors are errors that occur during the import of a source data file. Import errors must be corrected in the source system.

Import Errors

The following table lists import errors that can occur in EAS IV:

Exception Code	Import Error Message
I0000	*The original value has been mapped to another value*
I0003	*Number of records reported to be in file does not match actual number of records*
I0004	*Invalid monetary number*
I0005	*Invalid record length*
I0007	*Cannot determine Schedule Type Code*
I0008	*Fiscal year and month in record does not match fiscal year and month of the file*
I9999	*Unexpected database error*

Correction of Import Errors

Import errors must be corrected in the source system. You must contact the source system POC, report the import errors, and request correction. When the errors have been corrected, you can request re-transmission of the file.

NOTE: It is possible that an import error did not originate in the source system but occurred during transmission. The only way to correct such an import error is to ask the source system POC to retransmit the file.

Viewing Import Results

Introduction

In this topic, you will learn how to view import results. During the import process, errors may occur. Viewing these errors enables you to explain the problem to the STANFINS POC for correction. On occasion, EAS IV will map a STANFINS EOR to a new SUEE in EAS IV. These SUEE mappings may be viewed for information but are not considered import errors.

When To Use

You need to view import errors if errors occur during import. You may also need to view import results if EAS IV maps an EOR to a different SUEE than specified on the mapping tables.

Procedure

The following table describes how to view import results:

Step	Action	
1	In the System Interfaces – Import Data window, click the Import Results tab.	
2	Under Filters, in the Source Data System Name box, select STANFINS.	
3	In the Calendar Month box, select the month.	
4	In the Calendar Year box, select the year.	
5	**If**	**Then**
	You want to view import errors	Click Errors. **NOTE:** This is the default setting.
	You want to view import mappings	Click Mappings.
6	In the list, select an error or mapping. **NOTE:** Refer to What Are Import Errors?, in this lesson for a list of import errors.	
7	Under Original Record, view the record associated with the error or mapping.	

Re-Importing a Financial Source Data File

Introduction

In this topic, you will learn how to re-import a financial source data file. After you correct import errors in STANFINS, the financial source data file must be retransmitted and re-imported. Sometimes, even if import errors did not occur, you may need to re-import a financial source data file for re-processing.

When a re-imported financial source data file is migrated, EAS IV removes financial data for the subsequent months in that fiscal year with the exception of records manually entered through adjustments. However, if all the data elements (DMIS ID, FCC, and so on) of a migrated record are the same as an existing manually entered record, the record is overwritten. This is necessary because financial data are cumulative; therefore, if you are processing April data and must re-import February data, you must also re-import data from March and April.

Definition

Re-importing means importing a source data file that overwrites the source data file currently in the system for that same period.

When To Use

You need to re-import a financial source data file if import errors occurred during the initial import, you want to reprocess a month's data, or a month's data have been removed.

Process

The following table explains how to re-import financial data:

Step	Process
1	The MEPRS analyst contacts the STANFINS POC about the import errors.
2	The STANFINS POC corrects the import errors and re-transmits the financial source data file.
3	The MEPRS analyst selects the financial source data file to re-import.

Continued on next page

Re-Importing a Financial Source Data File, Continued

Step	Process
4	The MEPRS analyst copies the financial source data file to EAS IV.
5	The MEPRS analyst re-imports the data. **NOTE:** If additional import errors occur, repeat steps 1 through 5.

Viewing and Printing Pure File Data

Introduction

In this topic, you will learn how to view and print pure file financial data.

Definition

Pure file financial data are imported financial data that have been converted to an EAS IV format but have not been manipulated by a user.

When To Use

You may need to view and print pure file data after importing a financial source data file. After financial data have been manipulated, you may discover a problem or want to verify the original imported financial source data file. You can return to the pure file financial data to view the data before a user manipulated them.

Procedure

The following table describes how to view and print pure file financial data:

Step	Action
1	In the System Interfaces – Import Data window, click the Pure File Data tab.
2	Under Filters, in the Source Data System Name box, select STANFINS.
3	In the Calendar Month box, select the month.
4	In the Calendar Year box, select the year.
5	View the pure file financial data.
6	Click Print. **NOTE:** This step launches BusinessObjects and may take a few minutes.
7	In the BusinessObjects window, click the Print toolbar icon.

Practice: Importing a Financial Source Data File

Directions

Complete the following steps to copy, view, and import a financial source data file:

Step	Action
1	Copy the November 2001 STANFINS file to EAS IV.
2	View the pre-imported data for the November 2001 STANFINS file.
3	Import the November 2001 STANFINS file into EAS IV. **NOTE:** Do not validate the file.
4	View the pure file financial data for the November 2001 STANFINS file.
5	Record the outcome under Results.

Results

Student Notes

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Lesson B
Validating Financial Data

Overview

Introduction

In this lesson, you will learn about validating financial data. After a financial source data file is imported into EAS IV, the file can be validated. EAS IV performs initial validation checks on the imported financial data to ensure that all codes and code combinations are allowed by the business rules and master code tables. When initial validation finds an exception, EAS IV generates an initial validation warning or error.

Lesson Objectives

Upon completion of this lesson, you will be able to

- identify financial initial validation checks and
- perform initial validation.

Order of Topics

This lesson includes the following topics:

Topic	See Page
What Is Initial Validation?	*7b-18*
Performing Initial Validation	*7b-20*
Practice: Performing Initial Validation	*7b-22*

What Is Initial Validation?

Introduction

In this topic, you will learn about initial validation for financial source data.

Definition

Initial validation compares imported source data from source systems to the business rules and master code tables. A source data file may be validated several times. The same initial validation checks are performed on all imported source data regardless of how many times a file has been validated.

Migrated financial data are financial data that have successfully passed all initial validation checks.

Initial Validation Checks

The following table describes the initial validation checks for financial data:

Check	Description
Basic Symbol/Limit	The code must be defined in the Basic Symbol/Limit (BS/L) Code Table for the time period associated with the file.
Direct expenses for the current month	Expense records from the previous month must exist unless it is the first month of the fiscal year. The current month expenses must be equal to or greater than expenses from the previous month.
Direct expenses for the previous month	Expense records for the current month must exist if a record exists for the previous month.
EOR	The code must be defined in the SEEC and SUEE Table for the time period associated with the file.
FCC and DMIS ID combination	The combination must exist on the ASD Table for the time period associated with the file.

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What Is Initial Validation?, Continued

Check	Description
Inactive FCC and DMIS ID combinations	Combinations defined as inactive cannot have year-to-date (YTD) expenses greater than the previous month.
PEC	The code must be defined as open in the PEC Table for the time period associated with the file.
SOF code	The code must exist in the SOF Table for the time period associated with the file.
YTD expenses	The year-to-date expenses must not be less than that received for the previous month during the same fiscal year.
YTD expenses	The year-to-date expenses are a negative number.

Initial Validation Results

When the initial validation process detects no exceptions to the business rules and master code tables, the file migrates and is written to the Expense Accepted Table. Records associated with personnel salaries are written to the STANFINS Salary Table in the database. Information about a successful initial validation is recorded in the database and can be viewed in the EAS IV Main Menu window on the Pre-Allocated Data Status tab.

When the initial validation process detects one or more exceptions to the business rules or master code tables, EAS IV generates a warning or error. Information about an unsuccessful initial validation attempt is recorded in the database and can be viewed in the EAS IV Main Menu window on the Pre-Allocated Data Status tab.

Performing Initial Validation

Introduction

In this topic, you will learn how to perform initial validation for a financial source data file.

When To Use

You need to perform initial validation after a financial source data file has been imported from STANFINS to compare the data to the business rules and master code tables.

Procedure

The following table describes how to perform initial validation for a financial source data file:

Step	Action	
1	**If**	**Then**
	You have just completed a successful import of a financial file	a) In the Information window, click Yes. b) In the Validate window, click Yes. c) Continue to step 7.
	If you are in the EAS IV Main Menu window	Click the System Interfaces toolbar icon.
2	In the System Interfaces – Import Data window, click the Available to Validate tab.	
3	Under Filters, in the Source Data Name box, select STANFINS.	
4	In the Calendar Month box, select the month.	
5	In the Calendar Year box, select the year.	
6	Click Validate.	
7	In the Validate window, click Yes.	

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Performing Initial Validation, Continued

Step	Action	
8	**If**	**Then**
	No initial validation warnings or errors occur	a) In the Information window, click OK. b) View the migrated data in Adjustments. **NOTE:** Refer to unit 6 for instruction about Adjustments.
	Initial validation warnings or errors occur and you want to address them in the ECU	In the Validate window, click Yes. **NOTE:** Refer to lesson C of this unit for instruction about the ECU.

Practice: Performing Initial Validation

Directions

Complete the following steps to perform initial validation on a financial source data file:

Step	Action
1	Perform initial validation on the November 2001 STANFINS file. **NOTE:** Do not go to the ECU.
2	Record the outcome under Results.

Results

Student Notes.

Lesson C
Addressing Initial Validation Warnings and Errors

Overview

Introduction	In this lesson, you will learn how to address initial validation warnings and errors for financial source data. Initial validation warnings and errors are generated if exceptions to the business rules or master code tables are found in imported financial data during initial validation. Initial validation warnings and errors must be addressed in the ECU before financial data can migrate.
Lesson Objectives	Upon completion of this lesson, you will be able to • identify initial validation warnings and errors, • print initial validation warnings and errors, • identify documentation codes, • override initial validation warnings, • correct initial validation warnings, • correct initial validation errors, and • revalidate source data.

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Overview, Continued

Order of Topics

This lesson includes the following topics:

Topic	See Page
What Is an Initial Validation Warning?	*7b-25*
What Is an Initial Validation Error?	*7b-27*
Practice: Identifying Initial Validation Warnings and Errors	*7b-29*
Viewing and Printing Initial Validation Warnings and Errors	*7b-30*
Addressing Initial Validation Warnings	*7b-32*
Overriding Initial Validation Warnings	*7b-33*
Correcting Initial Validation Warnings Using the Financial Detail Window	*7b-34*
Correcting Initial Validation Warnings by Deleting a Record	*7b-35*
Correcting Initial Validation Warnings by Adjusting Data	*7b-36*
Addressing Initial Validation Errors	*7b-38*
Correcting Initial Validation Errors Using User-Defined Corrections	*7b-39*
Correcting Initial Validation Errors Using the Financial Detail Window	*7b-46*
Correcting Initial Validation Errors by Deleting a Record	*7b-47*
Correcting Initial Validation Errors by Updating the ASD Table	*7b-48*
Correcting Initial Validation Errors by Adjusting Data	*7b-50*
Revalidating Financial Source Data	*7b-52*
Practice: Addressing Initial Validation Warnings and Errors	*7b-54*

What Is an Initial Validation Warning?

Introduction	In this topic, you will learn about initial validation warnings for financial source data. An initial validation warning indicates that imported financial data may be invalid. You must address all initial validation warnings because they indicate a discrepancy between the data and the business rules or master code tables.
Definition	An initial validation warning is generated when an exception of minor severity to the business rules or master code tables is found in imported data during initial validation.
Initial Validation Warnings	The following table lists and describes initial validation warnings for financial data. In the warning messages, <#> indicates an amount and <*> indicates a data element:

Exception Code	Warning Message	Description
E0008	*The YTD expenses <#> or YTD obligations <#> for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> is a negative number.*	The YTD expenses or YTD obligations received for this FCC for the current month is a negative number.
E0009	*YTD expenses <#> exists for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> but do not exist for the previous month.*	An expense record exists for this FCC for the current month but does not exist for the previous month.

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What Is an Initial Validation Warning?, Continued

Exception Code	Warning Message	Description
E0010	*YTD expenses <#> for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> are less than the YTD expenses received for the previous month.*	The year-to-date expenses for this FCC for the current month are less than the year-to-date expenses received for the previous month.
E0012	*YTD expenses <#> for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> are different than the YTD expenses received last month yet the FCC/DMIS ID combination is defined as inactive.*	The FCC/DMIS ID combination is defined as inactive for the month and year of the record yet year-to-date expenses for the current month are different than the previous month.

What Is an Initial Validation Error?

Introduction	In this topic, you will learn about initial validation errors for financial data. An initial validation error indicates that imported financial data are invalid. You must correct all initial validation errors because they indicate a discrepancy between the data and the business rules or master code tables.
Definition	An initial validation error is generated when an exception of major severity to the business rules or master code tables is found in imported data during initial validation.
Initial Validation Errors	The following table lists and describes initial validation errors for financial data. In the warning messages, <#> indicates an amount and <*> indicates a data element:

Exception Code	Error Message	Description
E0002	*The Svc PEC <*> is not a valid code in the Svc PEC Master Table for month <*> of FY <*>.*	The Service PEC is not a valid code on the Program Element Code Table for the current month.
E0003	*The SUEE <*> is not a valid code in the SUEE Master Table for month <*> of FY <*>.*	The SUEE is not a valid code on the SEEC and SUEE Table for the current month.
E0004	*The Svc BS/L <*> is not a valid code in the Svc BS/L Master Table for month <*> of FY <*>.*	The Service BS/L is not a valid code on the Basic Symbol/Limit Table for the current month.
E0005	*The SOF <*> is not a valid code in the SOF Master Table for month <*> of FY <*>.*	The SOF is not a valid code on the SOF Table for the current month.
E0007	*FCC <*> and DMIS ID <*> is not a valid combination in the ASD Table for month <*> of FY <*>.*	The FCC/DMIS ID combination is not a valid combination on the ASD Table for the current month.

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What Is an Initial Validation Error?, Continued

Exception Code	Error Message	Description
E0011	*YTD expenses <#> and YTD obligations <#> were received last month for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*>, but were not received for month <*> of FY <*>.*	An expense record exists for this FCC for the previous month but an expense record was not received for the current month.

Practice: Identifying Initial Validation Warnings and Errors

Directions

Identify the following exceptions as initial validation warnings or errors by circling the appropriate answer:

E0003 - *The SUEE <*> is not a valid code in the SUEE Master Table for month <*> of FY <*>.*	**Warning** **Error**
E0008 - *The YTD expenses <#> or YTD obligations <*> for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> is a negative number.*	**Warning** **Error**
E0007 - *FCC <*> and DMIS ID <*> is not a valid combination in the ASD Table for month <*> of FY <*>.*	**Warning** **Error**
E0009 - *YTD expenses <#> exists for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> but do not exist for the previous month.*	**Warning** **Error**
E0011 - *YTD expenses <#> and YTD obligations <#> were received last month for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*>, but were not received for month <*> of FY <*>.*	**Warning** **Error**

Student Notes

Viewing and Printing Initial Validation Warnings and Errors

Introduction

In this topic, you will learn how to view and print financial initial validation warnings and errors.

When To Use

You need to view initial validation warnings and errors to determine how to address them. You may want to print the warnings and errors for your records.

Procedure

The following table describes how to view and print financial initial validation warnings and errors:

Step	Action	
1	**If**	**Then**
	Warnings and errors were generated during initial validation and you want to view them in the ECU	In the Validate window, click Yes.
	You want to go to the ECU from the main menu	a) In the EAS IV Main Menu window, click the Error Correction Unit toolbar icon. b) In the Error Correction Unit – Browse window, in the Source Data box, select STANFINS.
	NOTE: The Data Type, Calendar Month, and Calendar Year boxes populate with the last file of the selected source system that you validated.	

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Viewing and Printing Initial Validation Warnings and Errors, Continued

Step	Action	
2	**If**	**Then**
	You want to view both warnings and errors	Under Select Type, click Both. **NOTE:** This is the default setting.
	You want to view errors only	Under Select Type, click Errors.
	You want to view warnings only	Under Select Type, click Warnings.
3	View the data.	
4	Click the Print toolbar icon. **NOTE:** This will launch BusinessObjects and may take a few minutes.	
5	In the BusinessObjects window, click the Print toolbar icon.	

Addressing Initial Validation Warnings

Introduction

In this topic, you will learn about the methods to address initial validation warnings. You can either override the warning or correct the problem that caused the warning. All initial validation warnings must be addressed before financial data can migrate.

Definitions

To override a warning means to accept the data into the system as valid.

To correct a warning means to correct or adjust the data that caused the warning.

NOTE: When correcting or overriding warnings or correcting errors within the ECU, the corrected exception will drop off the list and the counter will keep track of the correction. If you correct the exception outside the ECU (for example, updating the ASD Table or the User Defined table), the exception will not drop off the list and the counter will not keep track. You will need to revalidate the file to update the counter and remove the exception from the list.

Methods

The following table describes when to use each method for addressing initial validation warnings:

Method	When To Use
Overriding the warning	Override a warning when valid data generate the warning.
Using the Financial Detail window	Correct the warning through the Financial Detail window when an invalid code or amount generates the warning.
Deleting the record	Delete the record when the record generating the warning is faulty.
Adjusting data	Adjust data when a missing record in the previous month's data generates the warning.

Overriding Initial Validation Warnings

Introduction

In this topic, you will learn how to override initial validation warnings.

When To Use

You need to override an initial validation warning when valid data generate the warning.

Procedure

The following table describes how to override initial validation warnings:

Step	Action
1	In the Error Correction Unit – Browse window, under Select Type, click Warnings.
2	In the list, select a warning. **NOTE:** To select and override more than one warning at a time, press and hold the Ctrl key while you select. A warning is selected when a dot (•) appears in the column to the left of the selected warning.
3	Click the Override Warning toolbar icon.
4	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
5	In the Comments box, type the comments. **NOTE:** Comments are not required.
6	Click OK.

Correcting Initial Validation Warnings Using the Financial Detail Window

Introduction

In this topic, you will learn how to correct initial validation warnings using the Financial Detail window.

When To Use

You need to correct an initial validation warning using the Financial Detail window when an incorrect code or amount generates the warning.

Procedure

The following table describes how to correct initial validation warnings using the Financial Detail window:

Step	Action
1	In the Error Correction Unit – Browse window, in the list, select a warning.
2	Click the View Detail Record toolbar icon.
3	In the Error Correction Unit – Financial Detail window, in the list, view the warnings and errors associated with the record.
4	Make the necessary corrections in the fields that are incorrect. **NOTE:** Only fields involved in the exception are accessible, and only valid codes are available on a dropdown menu. The system does not allow invalid codes to be entered.
5	Click OK.
6	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
7	In the Comments box, type the comments. **NOTE:** Comments are not required.
8	Click OK.

Correcting Initial Validation Warnings by Deleting a Record

Introduction

In this topic, you will learn how to correct financial initial validation warnings by deleting a record.

When To Use

You need to correct a financial initial validation warning by deleting a record when a faulty record generates the warning.

Procedure

The following table describes how to correct initial validation warnings by deleting a record:

Step	Action
1	In the Error Correction Unit – Browse window, in the list, select a warning.
2	Click the View Detail Window toolbar icon.
3	In the Error Correction Window – View Financial Detail window, in the list, view the warnings and errors associated with the record.
4	Click Delete.
5	In the Warning window, click OK.
6	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
7	In the Comments box, type the comments. **NOTE:** Comments are not required.
8	Click OK.

Correcting Initial Validation Warnings by Adjusting Data

Introduction

In this topic, you will learn how to correct initial validation warnings by adjusting data.

When To Use

You need to correct initial validation warnings by adjusting data when a missing record in the previous month's data generates the warning.

Procedure

The following table describes how to correct initial validation warnings by adjusting data:

Step	Action
1	In the Error Correction Unit – Browse window, in the list, select a warning.
2	On the Function menu, point to Adjustments, and then click Previous Month.
3	In the Adjustments – Browse window, on the Financial tab, in the Sub-Type box, select Expenses/Obligations. **NOTE:** The Calendar Month and Calendar Year boxes populate with the previous month's data.
4	Click the Add toolbar icon.
5	In the Adjustments – Add Financial window, under Work Center, in the DMIS ID box, select the DMIS ID.
6	In the Functional Cost Code box, select the FCC.
7	Under Year-To-Date Amounts, for Actual, in the Expenses box, type the expense amount.
8	In the Obligations box, type the obligation amount.
9	Under Service-Unique Expense Codes, in the Expense Element box, select the expense element.

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Correcting Initial Validation Warnings by Adjusting Data, Continued

Step	Action	
10	In the Program Element Code box, select the program element code.	
11	In the Basic Symbol/Limit box, select the Basic Symbol/Limit code.	
12	In the Source of Funds box, select the source of funds.	
13	Click OK.	
14	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.	
15	In the Comments box, type the comments. **NOTE:** Comments are not required.	
16	Click OK.	
17	**If**	**Then**
	You want to add another record	Repeat steps 4 through 16.
	You want to return to the ECU	In the Adjustments – Browse window, on the File menu, click Exit.

Addressing Initial Validation Errors

Introduction

In this topic, you will learn about the various methods to address financial initial validation errors. You must correct all initial validation errors before financial data can migrate.

Definition

To correct an error means to correct or adjust the data that caused the error.

Methods

The following table describes when to use each method to correct financial initial validation errors:

Method	When To Use
Using user-defined corrections	Use user-defined corrections when an invalid code affecting a large number of records generates the errors.
Using the Financial Detail window	Correct the error through the Financial Detail window when an invalid code or amount generates the error.
Deleting the record	Delete the record when the record generating the error is faulty.
Updating the ASD table	Update the ASD table when an invalid code on the ASD table generates the error.
Adjusting data	Adjust data when a missing record in the current month's data generates the error.

Correcting Initial Validation Errors Using User-Defined Corrections

Introduction

In this topic, you will learn how to correct financial initial validation errors using user-defined corrections. User-defined corrections enable you to transfer or delete several records for a specified time period simultaneously based on a DMIS ID, FCC, SUEE, or any combination of the three. If you choose to transfer records from a data element, you must also choose a data element to receive the records. You may apply multiple records on the User-Defined Table at one time.

When To Use

You may need to correct initial validation errors using user-defined corrections when an invalid code affecting a large number of records generates the errors.

User-Defined Corrections Transfer Procedure

The following table describes how to correct financial initial validation errors by transferring records using user-defined corrections:

Step	Action
1	In the Error Correction Unit – Browse window, on the Function menu, click Table Maintenance.
2	In the Table Maintenance window, in the Select Table box, select User-Defined Table.

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Correcting Initial Validation Errors Using User-Defined Corrections, Continued

Step	Action	
3	**If**	**Then**
	You want to add a record	a) Click the Add toolbar icon. b) In the Table Maintenance – Add User-Defined Corrections [ECU] window, under Correction Type, select Transfer. **NOTE:** This is the default selection.
	You want to update a record	a) In the list, select the record. b) Click the Update toolbar icon. c) In the Table Maintenance – Update User-Defined Corrections [ECU] window, under Correction Type, select Transfer. **NOTE:** This is the default selection.
4	Under Data Type, in the box, select FINANCIAL. **NOTE:** This is the default selection.	
5	Under Data Fiscal Year, in the box, select the fiscal year.	

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Correcting Initial Validation Errors Using User-Defined Corrections, Continued

Step	Action
6	If you want to transfer data between DMIS IDs, in the From DMIS ID box, select the DMIS ID from which you want to transfer the data.
7	If you selected a DMIS ID from which to transfer data, in the To DMIS ID box, select the DMIS ID to receive the data.
8	If you want to transfer data between FCCs, in the From Functional Cost Code box, select the FCC from which you are transferring data. **NOTE:** You may use the % symbol to substitute for any character.
9	If you selected an FCC to transfer from, in the To Functional Cost Code box, select the FCC that will receive the data. **NOTE:** You may use the % symbol to substitute for any character.
10	If you want to transfer data between SUEEs, in the From Service-Unique Expense Element box, select the SUEE from which you are transferring data. **NOTE:** You may use the % symbol to substitute for any character.
11	If you selected a SUEE to transfer from, in the To Service-Unique Expense Element box, select the SUEE that will receive the data.
12	Under Effective Date Range, in the Apply Record From box, select the start date. **NOTE:** The default start date is the current date.

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Correcting Initial Validation Errors Using User-Defined Corrections, Continued

Step	Action	
13	In the Through box, select the end date. **NOTE:** The default end date is the end of the current fiscal year.	
14	In the Correction Description box, type the description of the changes you made. **NOTE:** A description is not required.	
15	Click OK.	
16	In the Information window, click OK. **NOTE:** You can delete a record by clicking the Delete Record toolbar icon. You can delete a record only if it has not been applied.	
17	**If**	**Then**
	You want to add additional records	Repeat steps 3 through 16.
	You want to return to the ECU	In the Table Maintenance window, on the File menu, click Exit.
18	In the Error Correction Unit – Browse window, on the Function menu, click Apply User-Defined Table – Corrections.	
19	In the Confirm window, click Yes.	
20	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.	
21	In the Comments box, type the comments. **NOTE:** Comments are not required.	
22	Click OK.	

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Correcting Initial Validation Errors Using User-Defined Corrections, Continued

User-Defined Correction Deletion Procedure

The following table describes how to correct financial initial validation errors by deleting records using user-defined corrections:

Step	Action	
1	In the Error Correction Unit – Browse window, on the Function menu, click Table Maintenance.	
2	In the Table Maintenance window, in the Select Table box, select the User-Defined Table.	
3	**If**	**Then**
	You want to add a record	a) Click the Add toolbar icon. b) In the Table Maintenance – Add User-Defined Corrections [ECU}, under Correction Type, select Delete.
	You want to update a record.	a) In the list, select the record. b) Click the Update toolbar icon. c) In the Table Maintenance – Update User-Defined Corrections [ECU], under Correction Type, select Delete.
4	Under Data Type, select FINANCIAL. **NOTE:** This is the default setting.	

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Correcting Initial Validation Errors Using User-Defined Corrections, Continued

Step	Action
5	Under Data Fiscal Year, in the box, select the fiscal year.
6	Under Effective Date Range, in the date boxes, select the start and end dates. **NOTE:** The start and end dates default to the current date and the end of the fiscal year.
7	If you want to delete a DMIS ID, under Delete From, in the DMIS ID box, select the DMIS ID.
8	If you want to delete an FCC, in the Functional Cost Code box, select the FCC. **NOTE:** You may use the % symbol to substitute for any character.
9	If you want to delete a SUEE, in the Service-Unique Expense Element box, select a SUEE. **NOTE:** You may use the % symbol to substitute for any character.
10	In the Correction Description box, type the description of the changes you made. **NOTE:** A description is not required.
11	Click OK.
12	In the Information window, click OK. **NOTE:** You can delete a record by clicking the Delete Record toolbar icon. You can only delete a record that has not been applied.

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Correcting Initial Validation Errors Using User-Defined Corrections, Continued

Step	Action	
13	**If**	**Then**
	You want to make additional user-defined corrections	Repeat steps 3 through 12.
	You want to return to the ECU	In the Table Maintenance window, on the File menu, click Exit.
14	In the Error Correction Unit – Browse window, on the Function menu, click Apply User-Defined Table – Corrections.	
15	In the Confirm window, click Yes.	
16	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.	
17	In the Comments box, type the comments. **NOTE:** Comments are not required.	
18	Click OK.	

Correcting Initial Validation Errors Using the Financial Detail Window

Introduction

In this topic, you will learn how to correct initial validation errors using the Financial Detail window.

When To Use

You need to correct an initial validation error using the Financial Detail window when an incorrect code or amount generates the error.

Procedure

The following table describes how to correct financial initial validation errors using the Financial Detail window:

Step	Action
1	In the Error Correction Unit – Browse window, under Select Type, click Errors.
2	In the list, select an error.
3	Click the View Detail Record toolbar icon.
4	In the Error Correction Unit – Financial Detail window, in the list, view the warnings and errors associated with the record.
5	Make the necessary corrections in the fields that are incorrect. **NOTE:** Only the fields involved in the exception are accessible, and only valid codes are available on a dropdown menu. The system does not allow invalid codes to be entered.
6	Click OK.
7	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
8	In the Comments box, type the comments. **NOTE:** Comments are not required.
9	Click OK.

Correcting Initial Validation Errors by Deleting a Record

Introduction

In this topic, you will learn how to correct a financial initial validation error by deleting a record.

When To Use

You need to correct an initial validation error by deleting a record when a faulty record generates the error.

Procedure

The following table describes how to correct initial validation errors by deleting a record:

Step	Action
1	In the Error Correction Unit – Browse window, in the list, select an error.
2	Click the View Detail Record toolbar icon.
3	In the Error Correction Unit – Financial Detail window, in the list, view the warnings and errors associated with the record.
4	Click Delete.
5	In the Warning window, click OK.
6	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
7	In the Comments box, type the comments. **NOTE:** Comments are not required.
8	Click OK.

Correcting Initial Validation Errors by Updating the ASD Table

Introduction

In this topic, you will learn how to correct initial validation errors by updating the ASD Table. An invalid code in the ASD Table can generate a large number of errors. Updating the ASD Table will correct all of the errors generated by the invalid code.

When To Use

You need to correct initial validation errors by updating the ASD table when an invalid code on the ASD Table generates the error.

Procedure

The following table describes how to correct initial validation errors by updating the ASD Table:

Step	Action	
1	In the Error Correction Unit – Browse window, on the Function menu, click Table Maintenance.	
2	In the Table Maintenance window, in the Select Table box, select the ASD Table.	
3	**If**	**Then**
	You want to add a record	a) Click the Add toolbar icon. b) In the Table Maintenance – Add Account Subset Definition (ASD) window, add the record.

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Correcting Initial Validation Errors by Updating the ASD Table, Continued

Step	Action	
3, Continued	**If**	**Then**
	You want to update a record	a) In the list, select the record. b) Click the Update toolbar icon. c) In the Table Maintenance – Update Account Subset Definition (ASD) window, update the record.
	NOTE: Refer to Unit 2, Lesson C, Maintaining the ASD Table, for instruction on updating the ASD Table.	
4	Click OK.	
5	**If**	**Then**
	You want to make additional updates to the ASD Table	Repeat steps 3 and 4.
	You want to return to the ECU	On the File menu, click Exit.

Correcting Initial Validation Errors by Adjusting Data

Introduction

In this topic, you will learn how to correct initial validation errors by adjusting data.

When To Use

You need to correct initial validation errors by making data adjustments when a missing record in the current month's data generates the error.

Procedure

The following table describes how to correct initial validation errors by adjusting data:

Step	Action	
1	In the Error Correction Unit – Browse window, in the list, select an error.	
2	On the Function menu, point to Adjustments, and then click Current Month.	
3	**If**	**Then**
	You want to change the expense amount	Under Amounts, for Actual, in the Expenses box, type the expense amount.
	You do not want to change the expense amount	Continue to step 4.
	NOTE: If you do not change the expenses, the amount in the error description is used.	
4	**If**	**Then**
	You want to change the obligation amount	Under Amount, for Actual, in the Obligations box, type the obligation amount.
	You do not want to change the obligation amount	Continue to step 5.
	NOTE: If you do not change the obligations, the amount in the error description is used.	

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Correcting Initial Validation Errors by Adjusting Data, Continued

Step	Action
5	Click OK.
6	In the Documentation Code and Comments window, under Description, in the Code and Description box, select the documentation code.
7	In the Comments box, type the comments. **NOTE:** Comments are not required.
8	Click OK.

Revalidating Financial Source Data

Introduction

In this topic, you will learn how to revalidate financial source data. Financial source data must be successfully validated before migration can occur.

Definition

Revalidation compares a source data file to the business rules and master code tables after a source data file has been manipulated to address initial validation warnings and errors.

NOTE: Refer to Lesson B, Validating Financial Data in this unit for instruction on the validation checks for financial source data.

When To Use

You need to revalidate a financial source file after you have addressed all initial validation warnings and errors.

ECU Revalidation Procedure

The following table describes how to revalidate a file while still in the ECU:

Step	Action	
1	In the Error Correction Unit – Browse window, on the Function menu, click Revalidate.	
2	In the Confirm window, click Yes.	
3	**If**	**Then**
	No additional initial validation warnings or errors occur	a) In the EAS IV window, click OK. b) View the migrated data in Adjustments. **NOTE:** Refer to unit 6 for instruction on Adjustments.
	Additional initial validation warnings or errors occur	a) In the EAS IV window, click Yes. b) Address the warnings or errors in the ECU.

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Revalidating Financial Source Data, Continued

EAS IV Main Menu Revalidation Procedure

The following table describes how to revalidate a file from the EAS IV Main Menu:

Step	Action	
1	In the EAS IV Main Menu window, click the System Interfaces toolbar icon.	
2	In the System Interfaces Import Data window, click the Available to Validate tab.	
3	Under Filters, in the Source Data System Name, select STANFINS.	
4	In the Calendar Month box, select the month.	
5	In the Calendar Year box, select the year.	
6	Click Validate.	
7	In the Validate window, click Yes.	
8	**If**	**Then**
	No additional initial validation warnings or errors occur	a) In the Information window, click OK. b) View the migrated data in Adjustments. **NOTE:** Refer to unit 6 for instruction on Adjustments.
	Additional initial validation warnings or errors occur	a) In the Validate window, click Yes. b) Address the warnings or errors in the ECU.

Practice: Addressing Initial Validation Warnings and Errors

Directions

Complete the following steps to address financial initial validation warnings and errors.

Step	Action
1	View the initial validation warnings and errors for the November 2001 STANFINS file.
2	Address all warnings in the file. **NOTE:** Record how you addressed each warning under Explanations.
3	Address all errors in the file. **NOTE:** Record how you addressed each error under Explanations.
4	Revalidate the November 2001 STANFINS file.
5	If additional warnings or errors occur, repeat steps 1 through 4.

Explanations

Student Notes

Unit 7C
Processing Personnel Data

Overview

Introduction

In this unit, you will learn how to process personnel data in EAS IV. Imported UCAPERS data are compared to the standard business rules and the master code tables during initial validation. Discrepancies found during initial validation are then addressed in the ECU.

Unit Objectives

Upon completion of this unit, you will be able to

- import personnel source files into EAS IV,
- perform initial validation, and
- address personnel initial validation warnings and errors.

In This Unit

This unit includes the following lessons:

Lesson	See Page
Lesson A: Importing Personnel Data	*7c-3*
Lesson B: Validating Personnel Data	*7c-14*
Lesson C: Addressing Initial Validation Warnings and Errors	*7c-22*

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Lesson A
Importing Personnel Data

Overview

Introduction

In this lesson, you will learn how to import personnel data. Personnel data are imported and re-imported into EAS IV through flat files from UCAPERS. If import errors occur, they must be corrected in the source system, then re-transmitted to EAS IV. When you re-import a personnel source data file, that file will overwrite the previously imported data.

Lesson Objectives

Upon completion of this lesson, you will be able to

- copy a personnel source data file,
- view pre-imported personnel data,
- import a personnel source data file,
- view import errors,
- re-import personnel source data, and
- view and print pure file data.

Order of Topics

This lesson includes the following topics:

Topic	See Page
Copying a Personnel Source Data File	*7c-4*
Viewing Pre-Imported Financial Data	*7c-6*
Importing a Financial Source Data File	*7c-7*
Viewing Import Errors	*7c-9*
Re-Importing a Personnel Source Data File	*7c-10*
Viewing and Printing Pure File Personnel Data	*7c-12*
Practice: Importing a Personnel Source Data File	*7c-13*

Copying a Personnel Source Data File

Introduction

In this topic, you will learn how to copy a personnel source data file. Personnel source data files are transmitted from UCAPERS to EAS IV sites. After a UCAPERS file has been transmitted to a site, you copy the file to the EAS IV server before processing the data.

Definition

Personnel source data files contain information collected in UCAPERS.

File Name

EAS IV automatically renames each file using the following naming convention: \\<server name>\<folder name>\<DMIS ID>\<calendar year, calendar month, source data system name>.eas.

For example: \\Develop\EAS Import Files\0110\200110ucapers.eas

When To Use

You need to copy a UCAPERS file to the EAS IV server before processing the data.

Prerequisite

You must verify that a personnel source data file has been transmitted from UCAPERS and is available to you at your workstation before you can copy it to the EAS IV server.

Procedure

The following table describes how to copy a personnel source data file into EAS IV:

Step	Action
1	In the EAS IV Main Menu window, click the System Interfaces toolbar icon.
2	In the System Interfaces – Import Data window, on the Import Preparation tab, under Select File, click Browse.
3	In the Select Import File window, in the Look in box, select the drive.
4	In the list, select the file.

Copying a Personnel Source Data File, Continued

Step	Action
5	Click Open. **NOTE:** Under Select File, the Source Data System Name, Calendar Month, and Calendar Year boxes are populated automatically. Under Copy From, the original file location appears. Under Copy To, the file destination appears.
6	Click Copy File.
7	In the Confirmation window, click Yes. **NOTE:** If a UCAPERS file was previously copied with the same calendar month and year, a Confirm window appears to confirm that you want to overwrite the file. If you want to overwrite the file, click Yes.
8	In the Information window, click OK.

Viewing Pre-Imported Personnel Data

Introduction

In this topic, you will learn how to view pre-imported personnel data.

Definitions

Pre-imported personnel data are unaltered personnel data from UCAPERS that have not been imported into EAS IV.

A header record contains information about the source data file.

A detail record contains the data in the source data file.

A trailer record contains the number of records in the source data file.

When To Use

You may need to view pre-imported personnel data after they have been copied from UCAPERS. Viewing pre-imported personnel data enables you to view the data that will be processed in EAS IV.

Procedure

The following table describes how to view pre-imported personnel data:

Step	Action
1	In the System Interfaces – Import Data window, click the Pre-Imported Data tab.
2	Under Filters, in the Source Data System Name box, select UCAPERS.
3	In the Calendar Month box, select the month.
4	In the Calendar Year box, select the year.
5	In the Record Type box, select the record type.
6	View the pre-imported personnel data.

Importing a Personnel Source Data File

Introduction

In this topic, you will learn how to import a personnel source data file. After a personnel source data file has been copied to the EAS IV server, it must be imported into EAS IV for processing. During the import process, SUEEs and SOFs are mapped according to the business rules and master code tables.

When To Use

You need to import a personnel source data file into EAS IV to convert UCAPERS data to EAS IV data.

Procedure

The following table describes how to import personnel source data files:

Step	Action
1	In the System Interfaces – Import Data window, click the Available for Import tab.
2	Under Filters, in the Source Data System Name, select UCAPERS.
3	In the Calendar Month box, select the month.
4	In the Calendar Year box, select the year.
5	Click Import. **NOTE:** If a UCAPERS file has been previously imported with the same calendar month and year, a Warning window appears to confirm that you want to overwrite the file. If you want to overwrite the file, click Yes.

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Importing a Personnel Source Data File, Continued

Step	Action	
6	**If**	**Then**
	The import was successful and you want to validate the file	In the Information window, click Yes.
	The import was not successful and you want to view the import errors.	In the Information window, click Yes.
	NOTE: If import errors are generated, you must resolve them before proceeding. Refer to Unit 3, Lesson A, Importing Financial Data, for instruction on import errors.	

Viewing Import Errors

Introduction

In this topic, you will learn how to view import results. During the import process, errors may occur. Viewing these errors enables you to explain the problem to the UCAPERS POC for correction. Refer to Unit 3, Lesson A, Importing Financial Data, for more information about import errors.

When To Use

You need to view import errors if errors occur during import.

Procedure

The following table describes how to view personnel import errors:

Step	Action
1	In the System Interfaces – Import Data window, click the Import Results tab.
2	Under Filters, in the Source Data System Name box, select UCAPERS.
3	In the Calendar Month box, select the month.
4	In the Calendar Year box, select the year.
5	Click Errors. **NOTE:** This is the default setting.
6	In the list, select an error. **NOTE:** Refer to Unit 3, Lesson A, Importing Financial Data, for a list of import errors.
7	Under Original Record, in the list, view the record associated with the error.

Re-Importing a Personnel Source Data File

Introduction

In this topic, you will learn how to re-import a personnel source data file. After import errors have been corrected in UCAPERS, the personnel source data file must be retransmitted and re-imported. Sometimes, even if import errors did not occur, you may need to re-import a personnel source data file for reprocessing.

Definition

Re-importing means importing a source data file that overwrites the source data file currently in the system for the same period.

When To Use

You need to re-import a personnel source data file if import errors occurred during the initial import or if you want to reprocess a month's data.

Procedure

The following table explains how to re-import personnel data:

Step	Process
1	The MEPRS analyst informs the UCAPERS POC of the import errors.
2	The UCAPERS POC corrects the import errors and re-transmits the personnel source data file.
3	The MEPRS analyst selects the personnel source data file to re-import.
4	The MEPRS analyst copies the personnel source data file to EAS IV.
5	The MEPRS analyst re-imports the data. **NOTE:** If additional import errors occur, repeat steps 1 through 5.

Viewing and Printing Pure File Personnel Data

Introduction

In this topic, you will learn how to view and print pure file personnel data.

Definition

Pure file personnel data are imported personnel data that have been converted to an EAS IV format but have not been manipulated by a user.

When To Use

You may need to view and print pure file data after importing a personnel source data file. After personnel data have been manipulated, you may discover a problem or want to verify the original imported personnel source data file. You can return to the pure file personnel data to view the data as they appeared before you manipulated them.

Procedure

The following table describes how to view and print pure file personnel data:

Step	Action
1	In the System Interfaces – Import Data window, click the Pure File Data tab.
2	Under Filters, in the Source Data System Name box, select UCAPERS.
3	In the Calendar Month box, select the month.
4	In the Calendar Year box, select the year.
5	View the pure file personnel data.
6	Click Print. **NOTE:** This step launches BusinessObjects and may take a few minutes.
7	In the BusinessObjects window, click the Print toolbar icon.

Practice: Importing a Personnel Source Data File

Directions

Complete the following steps to copy, view, and import these personnel source data files:

Step	Action
1	Copy the November 2001 UCAPERS file to EAS IV.
2	View the pre-imported data for the November 2001 UCAPERS file.
3	Import the November 2001 UCAPERS file into EAS IV. **NOTE:** Do not validate the file.
4	View the pure file personnel data for the November 2001 UCAPERS file.
5	Record the outcome under Results.

Results

Student Notes

Lesson B
Validating Personnel Data

Overview

Introduction

In this lesson, you will learn about validating personnel data. After a personnel source data file is imported into EAS IV, the file can be validated. EAS IV performs initial validation checks on the imported personnel data to ensure that all codes and code combinations are allowed by the business rules and master code tables. When initial validation finds an exception to the business rules or master code tables, EAS IV generates an initial validation warning or error.

Lesson Objectives

Upon completion of this lesson, you will be able to

- identify personnel initial validation checks and
- perform initial validation.

Order of Topics

This lesson includes the following topics:

Topic	See Page
What Is Initial Validation?	*7c-14*
Performing Initial Validation	*7c-18*
Practice: Performing Initial Validation	*7c-20*

What Is Initial Validation?

Introduction

In this topic, you will learn about initial validation for personnel source data.

Definitions

Initial validation compares imported source data to the business rules and master code tables. A source data file may be validated several times. The same initial validation checks are performed on a source data file regardless of how many times a file has been validated.

Migrated personnel data are personnel data that have successfully passed all initial validation checks.

Initial Validation Checks

The following table describes the initial validation checks for personnel source data:

Check	Description
Assigned FTEs	Assigned FTEs with a skill type code of 1 (Clinician) must be checked to verify that the FCC does not begin with an A (Inpatient Care).
Assigned FTEs	Assigned FTEs with a skill type code of 1 (Clinician) must not have an FCC that represents a cost pool.
Available FTEs	Available FTEs must not have a corresponding work hour amount greater than zero when the reported FTE amount is greater than zero.
Available FTEs	Available FTEs with a skill type code of 1 (Clinician) must not have an FCC that represents a cost pool.

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What Is Initial Validation?, Continued

Check	Description
Available Salary Expense	Available Salary Expense must not be a negative amount.
Available Salary Expense	The work hour amount corresponding to Available Salary Expense must be greater than zero when the reported salary expense amount is greater than zero.
Available Work Hours	The salary expense amount corresponding to Available Work Hours must be greater than zero when the reported work hour amount is greater than zero. This applies to all Personnel Categories except T, V, W, and X.
Available Work Hours	The FTE amount corresponding to Available Work Hours must be greater than zero when the reported work hour amount is greater than zero. This applies to all records reporting at least 1.68 work hours equating to at least .01 FTEs.
Duty Indicator Code	The Duty Indicator Code must exist on the Duty Indicator Master Table for the time period associated with the file.
Duty Indicator Code	Duty Indicator Codes with a value of LND must be checked to ensure that the FCC begins with FCD, FCE, or FCG. Duty Indicator Codes with a value of N/A or BRD must be checked to ensure that the FCC does not begin with FCD, FCE, FCF, or FCG.
FCC and DMIS ID combination	The FCC and DMIS ID combination must be valid on the ASD Table for the time period associated with the file.
FTE/FTE Hours	The number of FTEs and the FTE hours cannot be negative numbers.

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What Is Initial Validation?, Continued

Check	Description
Inactive FCC and DMIS ID combination	FCC and DMIS ID combinations defined as inactive must not report personnel data.
Nonavailable FTEs	The work hour amount corresponding to Nonavailable FTEs must be greater than zero when the reported FTE amount is greater than zero.
Nonavailable FTEs	Nonavailable FTEs with a skill type code of 1 (Clinician) must not have an FCC that represents a cost pool.
Nonavailable FTEs	Nonavailable FTEs with a skill type code of 1 (Clinician) must not have an FCC that begins with an A (Inpatient Care).
Nonavailable Salary Expense	Nonavailable salary expense must not be a negative amount.
Nonavailable Salary Expense	The work hour amount corresponding to Nonavailable salary expense must be greater than zero when the reported salary expense amount is greater than zero.
Nonavailable Work Hours	The FTE amount corresponding to Nonavailable work hours must be greater than zero when the reported work hour amount is greater than zero. This applies to all records reporting at least 1.68 work hours equating to at least .01 FTEs.
Nonavailable Work Hours	The salary expense amount corresponding to Nonavailable work hours must be greater than zero when the reported work hour amount is greater than zero. This applies to all Personnel Categories except T, V, W, and X.
Occupation Code	The combination of the Occupation Code and the Skill Type Code must exist in the master table.

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What Is Initial Validation?, Continued

Check	Description
Personnel Category Code	The Personnel Category Code must exist on the Personnel Category Code Master Table for the time period associated with the file.
SUEE	The SUEE must exist in the SEEC and SUEE Table for the time period associated with the file.
Service-Unique Basic Symbol/Limit	The Service-Unique Basic Symbol/Limit must be valid in the Basic Symbol/Limit Table for the time period associated with the file.
Service-Unique PEC	The Service-Unique PEC must exist in the Program Element Code Table for the time period associated with the file.
Skill Type Code/Skill Type Suffix	The combination of the Skill Type Code and the Skill Type Suffix must exist in the Skill Type/Skill Type Suffix Table for the time period associated with the file.
SOF Code	The SOF Code must exist in the SOF Table for the time period associated with the file.

Initial Validation Results

When the initial validation process detects no exceptions to the business rules and master code tables, the file migrates and is written to the Personnel Accepted Table. Information about a successful validation is recorded in the database and viewed in the EAS IV Main Menu window on the Pre-Allocated Data Status tab.

When the initial validation process detects one or more exceptions to the business rules and master code tables, EAS IV generates a warning or error. Information about an unsuccessful validation attempt is recorded in the database and can be viewed in the EAS IV Main Menu window on the Pre-Allocated Data Status tab.

Performing Initial Validation

Introduction

In this topic, you will learn how to perform initial validation for a personnel source data file.

When To Use

You need to perform initial validation after you import a personnel source data file from UCAPERS to compare the data to the business rules and master code tables.

Procedure

The following table describes how to perform initial validation for a personnel source data file:

Step	Action	
1	**If**	**Then**
	You have just completed a successful import of a personnel file	a) In the Information window, click Yes. b) In the Validate window, click Yes. c) Continue to step 7.
	You are in the EAS IV Main Menu window	Click the System Interfaces toolbar icon.
2	In the System Interfaces – Import Data window, click the Available to Validate tab.	
3	Under Filters, in the Source Data System Name box, select UCAPERS.	
4	In the Calendar Month box, select the month.	
5	In the Calendar Year box, select the year.	
6	Click Validate.	
7	In the Validate window, click Yes.	

Continued on next page

Performing Initial Validation, Continued

Step	Action	
8	**If**	**Then**
	No initial validation warnings or errors occur	a) In the Information window, click OK. b) View the validated data in Adjustments. **NOTE:** Refer to Unit 6 for instruction on Adjustments.
	Initial validation warnings or errors occur and you want to address them in the ECU	In the Validate window, click Yes. **NOTE:** Refer to Lesson C in this unit for instruction on the ECU.

Practice: Performing Initial Validation

Directions

Complete the following steps to perform initial validation on a personnel source data file:

Step	Action
1	Perform initial validation on the November 2001 UCAPERS file. **NOTE:** Do not go to the ECU.
2	Record the outcome under Results.

Results

Student Notes

Lesson C
Addressing Initial Validation Warnings and Errors

Overview

Introduction	In this lesson, you will learn how to address initial validation warnings and errors for personnel source data. Initial validation warnings and errors are generated if exceptions to the business rules or master code tables are found in imported personnel data during initial validation. Initial validation warnings and errors must be addressed in the ECU before personnel source data can migrate.
Lesson Objectives	Upon completion of this lesson, you will be able to • identify initial validation warnings and errors, • print initial validation warnings and errors, • override initial validation warnings, • correct initial validation warnings, • correct initial validation errors, and • revalidate source data.

Continued on next page

Overview, Continued

Order of Topics

This lesson includes the following topics:

Topic	See Page
What Is an Initial Validation Warning?	*7c-23*
What Is an Initial Validation Error?	*7c-24*
Practice: Identifying Initial Validation Warnings and Errors	*7c-29*
Viewing and Printing Initial Validation Warnings and Errors	*7c-30*
Addressing Initial Validation Warnings	*7c-32*
Overriding Initial Validation Warnings	*7c-33*
Correcting Initial Validation Warnings Using the Personnel Detail Window	*7c-34*
Correcting Initial Validation Warnings by Deleting a Record	*7c-35*
Addressing Initial Validation Errors	*7c-36*
Correcting Initial Validation Errors by Using User-Defined Corrections	*7c-37*
Correcting Initial Validation Errors Using the Personnel Detail Window	*7c-44*
Correcting Initial Validation Errors by Deleting a Record	*7c-45*
Correcting Initial Validation Errors by Updating the ASD Table	7c-46
Revalidating Personnel Source Data	7c-48
Practice: Addressing Initial Validation Warnings and Errors	7c-50

What Is an Initial Validation Warning?

Introduction	In this topic, you will learn about initial validation warnings for personnel source data. An initial validation warning indicates that imported personnel data may be invalid. You must address all initial validation warnings because they indicate a discrepancy between the data and the business rules or master code tables.
Definition	An initial validation warning is generated when an exception of minor severity to the business rules or master code tables is found in imported data during initial validation.
Initial Validation Warnings	The following table lists and describes initial validation warnings for personnel data. In the warning messages, <#> indicates an amount and <*> indicates a data element:

Exception Code	Warning Message	Description
E0033	*Clinician Assigned FTEs <#> are reported for FCC cost pool <*> for DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Clinician Assigned FTEs are reported for a cost pool for the current month.
E0035	*Clinician Non-Avail Sick FTEs <#>, Non-Avail Leave FTEs <#>, Non-Avail Other FTEs <#> are reported for FCC cost pool <*> for DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Clinician Non-Available FTEs are reported for a cost pool for the current month.
E0038	*Personnel data is reported for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY<*> yet the work center is inactive.*	The FCC/DMIS ID combination is inactive for the time period of the record yet personnel data are reported for the current month.

What Is an Initial Validation Error?

Introduction	In this topic, you will learn about initial validation errors for personnel source data. An initial validation error indicates that imported personnel data is invalid. You must correct all initial validation errors because they indicate a discrepancy between the data and the business rules or master code tables.
Definition	An initial validation error is generated when an exception of major severity to the business rules or master code tables is found in imported source data during initial validation.
Initial Validation Errors	The following table lists and describes initial validation errors for personnel source data. In the warning messages, <#> indicates an amount and <*> indicates a data element:

Exception Code	Error	Description
E0002	*The Svc PEC <*> is not a valid code in the Svc PEC Master Table for month <*> of FY <*>.*	The Service PEC is not a valid code on the Program Element Code Table for the current month.
E0003	*The SUEE <*> is not a valid code in the SUEE Master Table for month <*> of FY <*>.*	The SUEE is not a valid code on the SEEC and SUEE Table for the current month.
E0004	*The Svc BS/L <*> is not a valid code in the Svc BS/L Master Table for month <*> of FY <*>.*	The Service BS/L is not a valid code on the Basic Symbol/Limit Code Table for the current month.
E0005	*The SOF <*> is not a valid code in the SOF Master Table for month <*> of FY <*>.*	The SOF is not a valid code on the SOF Table for the current month.
E0007	*FCC <*> and DMIS ID <*> is not a valid combination in the ASD Table for month <*> of FY <*>.*	The FCC/DMIS ID combination is not a valid combination on the ASD Table for the current month.

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What Is an Initial Validation Error?, Continued

Exception Code	Error	Description
E0016	*The Skill Type Code <*> and Skill Type Suffix <*> combination is not a valid combination in the Skill Type Master Table for month <*> of FY <*>.*	The Skill Type Code/Skill Type Suffix combination is not a valid combination on the Skill Type/Skill Type Suffix Table for the current month.
E0017	*The Personnel Category Code <*> is not a valid code in the Personnel Category Code Master Table for month <*> of FY <*>.*	The Personnel Category Code is not a valid code on the Personnel Category Table for the current month.
E0018	*The Duty Indicator <*> is not a valid code in the Duty Indicator Master Table for month <*> of FY <*>.*	The Duty Indicator is not a valid code on the Duty Indicator Table for the current month.
E0019	*A negative Available FTE salary expense <#> was found for FCC <*>, DMIS ID <*>s, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	The Available FTE salary expense is a negative number for the current month.
E0020	*A negative Non-Available FTE salary expense <#> was found for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	The Non-Available FTE salary expense is a negative number for the current month.
E0021	*Available work hours <#> are reported without corresponding Available FTEs for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Available work hours are reported without corresponding Available FTEs for the current month.

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What Is an Initial Validation Error?, Continued

Exception Code	Error	Description
E0022	*Available work hours <#> are reported without corresponding Available salary expense for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Available work hours are reported without corresponding Available salary expense for the current month.
E0023	*Available FTEs <#> are reported without corresponding Available work hours for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Available FTEs are reported without corresponding Available work hours for the current month.
E0025	*Available salary expense <#> is reported without corresponding Available work hours for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Available salary expense is reported without corresponding Available work hours for the current month.
E0027	*Non-Avail Sick hrs <#>, Non-Avail Leave hrs <#>, Non-Avail Other hrs <#> are reported without corresponding Non-Avail FTEs for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Non-Available work hours are reported without corresponding Non-Available FTEs for the current month.

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What Is an Initial Validation Error?, Continued

Exception Code	Error	Description
E0028	*Non-Avail Sick hrs <#>, Non-Avail Leave hrs <#>, Non-Avail Other hrs <#> are reported without corresponding Non-Avail salary expense for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Non-Available work hours are reported without corresponding Non-Available salary expense for the current month.
E0029	*Non-Avail Sick FTEs <#>, Non-Avail Leave FTEs <#>, Non-Avail Other FTEs <#> are reported without corresponding Non-Avail work hours for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Non-Available FTEs are reported without corresponding Non-Available work hours for the current month.
E0031	*Non-Avail salary expense <#> is reported without corresponding Non-Avail work hours for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Non-Available salary expense is reported without corresponding Non-Available work hours for the current month.
E0034	*Clinician Available FTEs <#> are reported for FCC cost pool <*> for DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Clinician Available FTEs are reported for a cost pool for the current month.

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What Is an Initial Validation Error?, Continued

Exception Code	Error	Description
E0036	*Clinician Non-Avail Sick FTEs <#>, Non-Avail Leave FTEs <#>, Non-Avail Other FTEs <#> are reported for 'A' account FCC <*> for DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Clinician Non-Available FTEs are reported for an A account FCC for the current month.
E0037	*Clinicians Assigned FTEs <#> are reported for 'A' account FCC <*> for DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Clinician Assigned FTEs are reported for an A account FCC for the current month.
E0040	*The Svc Occupation Code <*> and Skill Type Code <*> combination does not exist in the Svc Occupation Code/Skill Type Code Master Table for month <*> of FY <*>.*	The Service Occupation Code/Skill Type Code combination does not exist on the Occupation Code Table for the current month.
E0046	*A negative amount was found in one or more of the FTE and FTE Hours fields for FCC <*>, DMIS ID <*>, SUEE <*>, Service PEC <*>, Service BS/L <*>, SOF <*> for month <*> of FY <*>.*	A negative amount exists in one or more of the FTE and Hours fields for the current month.

Practice: Identifying Initial Validation Warnings and Errors

Directions

Identify the following exceptions as initial validation warnings or errors by circling the appropriate answer:	
E0007-*FCC <*> and DMIS ID <*> is not a valid combination in the ASD Table for month <*> of FY <*>.*	**Warning** **Error**
E0016-*The Skill Type Code <*> and Skill Type Suffix <*> combination is not a valid combination in the Skill Type Master Table for month <*> of FY <*>.*	**Warning** **Error**
E0038-*Personnel data is reported for FCC <*>, DMIS <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> yet the work center is inactive.*	**Warning** **Error**
E0029-*Non-Avail Sick FTEs <#>, Non-Avail Leave FTEs <#>, Non-Avail Other FTEs <#> are reported without corresponding Non-Avail work hours for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	**Warning** **Error**

Student Notes

Viewing and Printing Initial Validation Warnings and Errors

Introduction

In this topic, you will learn how to view and print personnel initial validation warnings and errors.

When To Use

You need to view initial validation warnings and errors to determine how to address them. You may want to print the warnings and errors for your records.

Procedure

The following table describes how to view and print personnel initial validation warnings and errors:

Step	Action	
1	**If**	**Then**
	Warnings and errors were generated during initial validation and you want to view them in the ECU	In the Validate window, click Yes.
	You want to go to the ECU from the main menu	a) In the EAS IV Main Menu window, click the Error Correction Unit toolbar icon. b) In the Error Correction Unit – Browse window, in the Source Data box, select UCAPERS.
	NOTE: The Data Type, Calendar Month, and Calendar Year boxes populate with the last file of the selected source system that you validated.	

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Viewing and Printing Initial Validation Warnings and Errors, Continued

Step	Action	
2	**If**	**Then**
	You want to view both warnings and errors	Under Select Type, click Both. **NOTE:** This is the default setting.
	You want to view errors only	Under Select Type, click Errors.
	You want to view warnings only	Under Select Type, click Warnings.
3	View the data.	
4	Click the Print toolbar icon. **NOTE:** This step will launch BusinessObjects and may take several minutes.	
5	In the BusinessObjects window, click the Print toolbar icon.	

Addressing Initial Validation Warnings

Introduction

In this topic, you will learn about the methods to address personnel initial validation warnings. You can either override the warning or correct the problem that caused a warning. All initial validation warnings must be addressed before personnel data can migrate.

Definitions

To override a warning means to accept the data into the system as valid.

To correct a warning means to correct the data that caused the warning.

NOTE: When correcting or overriding warnings or correcting errors within the ECU, the corrected exception will drop off the list and the counter will keep track of the correction. If you correct the exception outside the ECU (for example, updating the ASD Table or the User Defined table), the exception will not drop off the list and the counter will not keep track. You will need to revalidate the file to update the counter and remove the exception from the list.

Methods

The following table describes when to use each method for addressing initial validation warnings:

Method	When To Use
Overriding the warning	Override a warning when valid data generates the warning.
Using the Personnel Detail window	Correct the warning through the Personnel Detail window when an invalid code or amount generates the warning.
Deleting the record	Delete the record when the record generating the warning is faulty.

Overriding Initial Validation Warnings

Introduction

In this topic, you will learn how to override initial validation warnings.

When To Use

You need to override an initial validation warning when valid data generate the warning.

Procedure

The following table describes how to override initial validation warnings:

Step	Action
1	In the Error Correction Unit – Browse window, under Select Type, click Warnings.
2	In the list, select a warning. **NOTE:** To select and override more than one warning at a time, press and hold the Ctrl key while you select. A warning is selected when a dot (•) appears in the column to the left of the selected warning.
3	Click the Override Warning toolbar icon.
4	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
5	In the Comments box, type the comments. **NOTE:** Comments are not required.
6	Click OK.

Correcting Initial Validation Warnings Using the Personnel Detail Window

Introduction

In this topic, you will learn how to correct initial validation warnings using the Personnel Detail window.

When To Use

You need to correct an initial validation warning using the Personnel Detail window when an incorrect code or amount generates the warning.

Procedure

The following table describes how to correct initial validation warnings using the Personnel Detail window:

Step	Action
1	In the Error Correction Unit – Browse window, in the list, select a warning.
2	Click the View Detail Record toolbar icon.
3	In the Error Correction Unit – Personnel Detail window, in the list, view the warnings and errors associated with the record.
4	Make the necessary corrections in the fields that are incorrect. **NOTE:** Only the fields involved in the exception are accessible, and only valid codes are available on a dropdown menu. The system does not allow invalid codes to be entered.
5	Click OK.
6	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
7	In the Comments box, type the comments. **NOTE:** Comments are not required.
8	Click OK.

Correcting Initial Validation Warnings by Deleting a Record

Introduction

In this topic, you will learn how to correct initial validation warnings by deleting a record.

When To Use

You need to correct an initial validation warning by deleting a record when a faulty record generates the warning.

Procedure

The following table describes how to correct initial validation warnings by deleting a record:

Step	Action
1	In the Error Correction Unit – Browse window, in the list, select a warning.
2	Click the View Detail Window toolbar icon.
3	In the Error Correction Window – View Personnel Detail window, in the list, view the warnings and errors associated with the record.
4	Click Delete.
5	In the Warning window, click OK.
6	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
7	In the Comments box, type the comments. **NOTE:** Comments are not required.
8	Click OK.

Addressing Initial Validation Errors

Introduction

In this topic, you will learn about the methods of addressing initial validation errors. All initial validation errors must be corrected before personnel data can migrate.

Definition

To correct an error means to correct the data that caused the error.

Methods

The following table describes when to use each method for correcting initial validation errors:

Method	When To Use
Using user-defined corrections	Use user-defined corrections when an invalid code affecting a large number of records generates the errors.
Using the Personnel Detail window	Correct the error through the Personnel Detail window when an invalid code or amount generates the error.
Deleting the record	Delete the record when the record generating the error is faulty.
Updating the ASD table	Update the ASD table when an invalid code on the ASD table generates the error.

Correcting Initial Validation Errors Using User-Defined Corrections

Introduction

In this topic, you will learn how to correct initial validation errors using user-defined corrections. User-defined corrections enables you to simultaneously transfer or delete several records during a specified time period based on a DMIS ID, FCC, SUEE, or any combination of the three. If you choose to transfer records from a data element, you must also choose a data element to receive the records. You may apply multiple records on the User-Defined Table at one time.

When To Use

You may need to correct initial validation errors using user-defined corrections when an invalid code affecting a large number of records generates the errors.

User-Defined Corrections Transfer Procedure

The following table describes how to correct personnel initial validation errors by transferring records using user-defined corrections:

Step	Action
1	In the Error Correction Unit – Browse window, on the Function menu, click Table Maintenance.
2	In the Table Maintenance window, in the Select Table box, select the User-Defined Table.

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Correcting Initial Validation Errors Using User-Defined Corrections, Continued

Step	Action	
3	**If**	**Then**
	You want to add a record	a) Click the Add toolbar icon. b) In the Table Maintenance – Add User-Defined Corrections [ECU] window, under Correction Type, select Transfer. **NOTE:** This is the default setting.
	You want to update a record	d) In the list, select the record. e) Click the Update toolbar icon. f) In the Table Maintenance – Update User-Defined Corrections [ECU] window, under Correction Type, select Transfer. **NOTE:** This is the default setting.
4	Under Data Type, select PERSONNEL.	
5	Under Data Fiscal Year, in the box, select the fiscal year.	

Continued on next page

Correcting Initial Validation Errors Using User-Defined Corrections, Continued

Step	Action
6	If you want to transfer data between DMIS IDs, in the From DMIS ID box, select the DMIS ID from which you are transferring the data.
7	If you selected a DMIS ID to transfer from, in the To DMIS ID box, select the DMIS ID that will receive the data.
8	If you want to transfer data between FCCs, in the From Functional Cost Code box, select the FCC from which you are transferring data. **NOTE:** You may use the % symbol to substitute for any character.
9	If you selected an FCC to transfer from, in the To Functional Cost Code box, select the FCC that will receive the data.
10	If you want to transfer data between SUEEs, in the From Service-Unique Expense Element box, select the SUEE from which you are transferring data. **NOTE:** You may use the % symbol to substitute for any character.
11	If you selected a SUEE to transfer from, in the To Service-Unique Expense Element box, select the SUEE that will receive the data.
12	Under Effective Date Range, in the date boxes, select the start and end dates. **NOTE:** The start and end dates default to the current date and the end of the fiscal year.
13	In the Correction Description box, type the description of the changes you made. **NOTE:** A description is not required.

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Correcting Initial Validation Errors Using User-Defined Corrections, Continued

Step	Action	
14	Click OK.	
15	In the Information window, click OK. **NOTE:** You can delete a record by clicking the Delete toolbar icon. You can only delete a record that has not been applied.	
16	**If**	**Then**
	You want to make additional user-defined corrections	Repeat steps 3 through 15.
	You want to return to the ECU	In the Table Maintenance window, on the File menu, click Exit.
17	In the Error Correction Unit – Browse window, on the Function menu, click Apply User-Defined Table – Corrections.	
18	In the Confirm window, click Yes.	
19	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.	
20	In the Comments box, type the comments. **NOTE:** Comments are not required.	
21	Click OK.	

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Correcting Initial Validation Errors Using User-Defined Corrections, Continued

User-Defined Corrections Deletion Procedure

The following table describes how to correct errors by deleting records using user-defined corrections:

Step	Action	
1	In the Error Correction Unit – Browse window, on the Function menu, click Table Maintenance.	
2	In the Table Maintenance window, in the Select Table box, select the User-Defined Table.	
3	**If**	**Then**
	You want to add a new record	a) Click the Add toolbar icon. b) In the Table Maintenance – Add User-Defined Corrections, under Correction Type, select Delete.
	You want to update an existing record.	d) In the list, select the record. e) Click the Update toolbar icon. f) In the Table Maintenance – Update User-Defined Corrections [ECU} window, under Correction Type, select Delete.
4	Under Data Type, select PERSONNEL.	

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Correcting Initial Validation Errors Using User-Defined Corrections, Continued

Step	Action
5	Under Data Fiscal Year, in the box, select the fiscal year.
6	If you want to delete a DMIS ID, under Delete From, in the DMIS ID box, select the DMIS ID.
7	If you want to delete an FCC, in the Functional Cost Code box, select the FCC. **NOTE:** You may use the % symbol to substitute for any character.
8	If you want to delete a SUEE, in the Service-Unique Expense Element box, select a SUEE. **NOTE:** You may use the % symbol to substitute for any character.
9	Under Effective Date Range, in the date boxes, select the start and end dates. **NOTE:** The start and end dates default to the current date and the end of the fiscal year.
10	In the Correction Description box, type the description of the changes you made. **NOTE:** A description is not required.
11	Click OK.
12	In the Information window, click OK. **NOTE:** You can delete a record by clicking the Delete toolbar icon. You can only delete a record that has not been applied.

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Correcting Initial Validation Errors Using User Defined Corrections, Continued

Step	Action	
13	**If**	**Then**
	You want to make additional user-defined corrections	Repeat steps 3 through 12.
	You want to return to the ECU	In the Table Maintenance window, on the File menu, click Exit.
14	In the Error Correction Unit – Browse window, on the Function menu, click Apply User-Defined Table – Corrections.	
15	In the Confirm window, click Yes.	
16	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.	
17	In the Comments box, type the comments. **NOTE:** Comments are not required.	
18	Click OK.	

Correcting Initial Validation Errors Using the Personnel Detail Window

Introduction

In this topic, you will learn how to correct initial validation errors using the Personnel Detail window.

When To Use

You need to correct an initial validation error using the Personnel Detail window when an incorrect code or amount generates the error.

Procedure

The following table describes how to correct personnel initial validation errors using the Personnel Detail window:

Step	Action
1	In the Error Correction Unit – Browse window, under Select Type, click Errors.
2	In the list, select an error.
3	Click the View Detail Record toolbar icon.
4	In the Error Correction Unit – Personnel Detail window, in the list, view the warnings and errors associated with the record.
5	Make the necessary corrections in the fields that are incorrect. **NOTE:** Only the fields involved in the exception are accessible, and only valid codes are available on a dropdown menu. The system does not allow invalid codes to be entered.
6	Click OK.
7	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
8	In the Comments box, type the comments. **NOTE:** Comments are not required.
9	Click OK.

Correcting Initial Validation Errors by Deleting a Record

Introduction

In this topic, you will learn how to correct an initial validation error by deleting a record.

When To Use

You need to correct an initial validation error by deleting a record when a faulty record generates the error.

Procedure

The following table describes how to correct initial validation errors by deleting a record:

Step	Action
1	In the Error Correction Unit – Browse window, in the list, select an error.
2	Click the View Detail Record toolbar icon.
3	In the Error Correction Unit – Personnel Detail window, in the list, view the warnings and errors associated with the record.
4	Click Delete.
5	In the Warning window, click OK.
6	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
7	In the Comments box, type the comments. **NOTE:** Comments are not required.
8	Click OK.

Correcting Initial Validation Errors by Updating the ASD Table

Introduction

In this topic, you will learn how to correct initial validation errors by updating the ASD Table. An invalid code in the ASD Table can generate a large number of errors. Updating the ASD Table will correct all of the errors generated by the invalid code.

When To Use

You need to correct initial validation errors by updating the ASD table when an invalid code on the ASD Table generates the error.

Procedure

The following table describes how to correct initial validation errors by updating the ASD Table:

Step	Action	
1	In the Error Correction Unit – Browse window, on the Function menu, click Table Maintenance.	
2	In the Table Maintenance window, in the Select Table box, select the ASD Table.	
3	**If**	**Then**
	You want to add a record	c) Click the Add toolbar icon. d) In the Table Maintenance – Add Account Subset Definition (ASD) window, add the record.

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Correcting Initial Validation Errors by Updating the ASD Table, Continued

Step	Action	
3, Continued	**If**	**Then**
	You want to update a record	d) In the list, select the record. e) Click the Update toolbar icon. e) In the Table Maintenance – Update Account Subset Definition (ASD) window, update the record.
	NOTE: Refer to Unit 2, Lesson C, Maintaining the ASD Table, for instruction on updating the ASD Table.	
4	Click OK.	
5	**If**	**Then**
	You want to make additional updates to the ASD Table	Repeat steps 3 and 4.
	You want to return to the ECU	On the File menu, click Exit.

Revalidating Personnel Source Data

Introduction

In this topic, you will learn how to revalidate personnel source data. Personnel source data must be successfully validated before migrating.

Definition

Revalidation compares a source data file to the business rules and master code tables after a user has manipulated the data to address initial validation warnings and errors.

NOTE: Refer to Lesson B, Validating Personnel Data, in this unit for instruction on the validation checks for personnel source data.

When To Use

You need to revalidate a personnel source data file after you have addressed all initial validation warnings and errors.

ECU Procedure

The following table describes how to revalidate a source data file while still in the ECU:

Step	Action	
1	In the Error Correction Unit – Browse window, on the Function menu, click Revalidate.	
2	In the Confirm window, click Yes.	
3	**If**	**Then**
	No additional initial validation errors or warnings occur	a) In the EAS IV window, click OK. b) View the migrated data in Adjustments. **NOTE:** Refer to unit 6 for instruction on Adjustments.
	Additional initial validation errors or warnings occur	c) In the EAS IV window, click Yes. d) Address the warnings or errors in the ECU.

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Revalidating Personnel Source Data, Continued

EAS IV Main Menu Procedure

The following table describes how to revalidate a file from the EAS IV Main Menu:

Step	Action	
1	In the EAS IV Main Menu window, click the System Interfaces toolbar icon.	
2	In the System Interfaces – Import Data window, click the Available to Validate tab.	
3	Under Filters, in the Source Data System Name box, select UCAPERS.	
4	In the Calendar Month box, select the month.	
5	In the Calendar year box, select the year.	
6	Click Validate.	
7	In the Validate window, click Yes.	
8	**If**	**Then**
	No additional initial validation errors or warnings occur	a) In the Information window, click OK. b) View the migrated data in Adjustments. **NOTE:** Refer to Unit 6 for instruction on Adjustments.
	Additional initial validation errors or warnings occur	c) In the Validate window, click Yes. d) Address the warnings or errors in the ECU.

Practice: Addressing Initial Validation Warnings and Errors

Directions

Complete the following steps to address personnel initial validation warnings and errors.

Step	Action
1	View the personnel warnings and errors for the November 2001 UCAPERS file.
2	Address all warnings in the file. **NOTE:** Record how you addressed each warning under Explanations.
3	Address all errors in the file. **NOTE:** Record how you addressed each warning under Explanations.
4	Revalidate the November 2001 UCAPERS file.
5	If additional warnings or errors occur, repeat steps 1 through 4.

Explanations

Student Notes

Unit 7D
Processing Workload Data

Overview

Introduction

In this unit, you will learn how to process workload data in EAS IV. Imported CHCS, WMSN, DRG, and ADS data are compared to the standard business rules and master code tables during initial validation. Discrepancies found during initial validation are then addressed in the ECU.

Unit Objectives

Upon completion of this unit, you will be able to

- import workload source data files into EAS IV,
- perform initial validation, and
- address initial validation warnings and errors.

In This Unit

This unit includes the following lessons:

Lesson	See Page
Lesson A: Importing Workload Data	*7d-3*
Lesson B: Validating Workload Data	*7d-16*
Lesson C: Addressing Initial Validation Warnings and Errors	*7d-27*

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Lesson A
Importing Workload Data

Overview

Introduction

In this lesson, you will learn how to import workload data. Workload data are imported and re-imported into EAS IV through flat files from CHCS, WMSN, DRG, and ADS source systems. If import errors occur, they must be corrected in the source system, then re-transmitted to EAS IV. When you re-import a workload source data file, it overwrites the previously imported data.

Lesson Objectives

Upon completion of this lesson, you will be able to

- copy a workload source data file,
- view pre-imported workload data,
- import a workload source data file,
- view import errors, and
- re-import a workload source data file.

Order of Topics

This lesson includes the following topics:

Topic	See Page
Copying a Workload Source Data File	*7d-4*
Viewing Pre-Imported Workload Data	*7d-6*
Importing Workload Source Data Files	*7d-8*
Viewing Import Errors	*7d-10*
Re-Importing a Workload Source Data File	*7d-12*
Practice: Importing a Workload Source Data File	*7d-14*

Copying a Workload Source Data File

Introduction

In this topic, you will learn how to copy workload source data files. Workload source data files are transmitted from CHCS, DRG, WMSN, and ADS to EAS IV sites. After the CHCS, DRG, WMSN, and ADS files have been transmitted to a site, you copy the files to the EAS IV server before processing the data.

Definition

Workload source data files contain information collected in the CHCS, WMSN, DRG, WMSN, and ADS source systems.

File Name

EAS IV automatically renames each file using the following naming convention: \\<server name>\<folder name>\<DMIS ID>\<calendar year, calendar month, source data system name>.eas

For example: \\Develop\EAS Import Files\0110\200101chcs0110.eas

When To Use

You need to copy workload source data files to the EAS IV server before processing data.

Prerequisite

You must verify that workload source data files have been transmitted from the source systems and are available to you at your workstation before you can copy them to the EAS IV server.

Procedure

The following table describes how to copy a workload source data file into EAS IV:

Step	Action
1	In the EAS IV Main Menu window, click the System Interfaces toolbar icon.
2	In the System Interfaces – Import Data window, on the Import Preparation tab, under Select File, click Browse.
3	In the Select Import File window, in the Look in box, select the drive.
4	In the list, select the file.

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Copying a Workload Source Data FileWhat Is an Initial Validation Error?, Continued

Step	Action
5	Click Open. **NOTE:** Under Select File, the Source Data System Name, Calendar Month, and Calendar Year boxes are populated automatically. Under Copy From, the original file location appears. Under Copy To, the file destination appears.
6	Click Copy File.
7	In the Confirm window, click Yes. **NOTE:** If workload source data files have been previously copied with the same calendar month and year, a Confirm window appears to confirm that you want to overwrite the file. If you want to overwrite the file, click Yes.
8	In the Information window, click OK.

Viewing Pre-Imported Workload Data

Introduction

In this topic, you will learn how to view pre-imported workload data.

Definitions

Pre-imported workload data are unaltered data from workload source systems that have not been imported into EAS IV.

A header record contains information about the source data file.

A detail record contains the data in the source data file.

A trailer record contains the number of records in the source data file.

When To Use

You may need to view pre-imported workload data after they have been copied from CHCS, DRG, WMSN, or ADS. Viewing pre-imported workload data enables you to view the data that will be processed in EAS IV.

Procedure

The following table describes how to view pre-imported workload data:

Step	Action	
1	In the System Interfaces – Import Data window, click the Pre-Imported Data tab.	
2	Under Filters, in the Source Data System Name box, select the workload source data system.	
3	**If**	**Then**
	You selected DRG or ADS source data	Continue to step 4. **NOTE:** The Calendar Month and Calendar Year boxes default to the dates incorporated in the DRG and ADS file names.

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Viewing Pre-Imported Workload Data, Continued

Step	Action	
3, Continued	**If**	**Then**
	You selected CHCS or WMSN source data	a) In the Calendar Month box, select the calendar month. b) In the Calendar Year box, select the calendar year.
4	In the Record Type box, select the record type. **NOTE:** Multiple detail records are available for CHCS and WMSN source data. ADS source data do not have a header record.	
5	View the pre-imported workload data.	

Importing Workload Source Data Files

Introduction

In this topic, you will learn how to import workload source data files. After workload source data files have been copied to the EAS IV server, they must be imported into EAS IV for processing. During the import process, DMIS IDs and data set IDs are mapped according to the business rules and master code tables.

When To Use

You need to import workload source data files into EAS IV to convert workload data to EAS IV data.

Procedure

The following table describes how to import workload source data files:

Step	Action	
1	In the System Interfaces – Import Data window, click the Available for Import tab.	
2	Under Filters, in the Source Data System Name, select the source data system.	
3	**If**	**Then**
	You selected DRG or ADS source data	Continue to step 4. **NOTE:** The Calendar Month and Calendar Year boxes are populated with the date incorporated in the DRG and ADS file names.
	You selected CHCS or WMSN source data	a) In the Calendar Month box, select the calendar month. b) In the Calendar Year box, select the calendar year.

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Importing a Workload Source Data File, Continued

Step	Action	
4	Click Import. **NOTE:** If a workload source data file has been previously imported with the same calendar month and year, a Warning window appears to confirm that you want to overwrite the file. If you want to overwrite the file, click Yes.	
5	**If**	**Then**
	The import was successful and you want to validate the file	In the Information window, click Yes.
	The import was not successful and you want to view the import errors	In the Information window, click Yes.
	NOTE: If import errors are generated, you must resolve them before proceeding. Refer to Unit 3, Lesson A, Importing Financial Data, for information on import errors.	

Viewing Import Errors

Introduction

In this topic, you will learn how to view import errors that may result from importing workload source data. During the import process, errors may occur. Viewing these errors enables you to explain the problem to the workload POC for correction. Refer to Unit 3, Lesson A, importing Financial Data, for more information about import errors.

When To Use

You need to view import errors if errors occur during import.

Procedure

The following table describes how to view workload import errors:

Step	Action	
1	In the System Interfaces – Import Data window, click the Import Results tab.	
2	Under Filters, in the Source Data System Name box, select the source data system.	
3	**If**	**Then**
	You selected DRG or ADS source data	Continue to step 4. **NOTE:** The Calendar Month and Calendar Year boxes are populated with the date incorporated in the DRG and ADS file names.
	You selected CHCS or WMSN source data	a) In the Calendar Month box, select the calendar month. b) In the Calendar Year box, select the calendar year.

Continued on next page

Viewing Import Errors, Continued

Step	Action
4	Click Errors. **NOTE:** This is the default setting.
5	In the list, select an error. **NOTE:** Refer to Unit 3, Lesson A, Importing Financial Data, for a list of import errors.
6	Under Original Record, in the list, view the record associated with the error.

Re-Importing a Workload Source Data File

Introduction

In this topic, you will learn how to re-import workload source data files. After import errors have been corrected in the workload source system, the workload source data file must be re-transmitted and re-imported. Sometimes, even if import errors did not occur, you may need to re-import a workload source data file for re-processing.

Definition

Re-importing means importing a source data file that overwrites the source data file currently in the system for that same period.

When To Use

You need to re-import a workload source data file if import errors occurred during the initial import or if you want to reprocess a month's data.

Process

The following table explains how to re-import workload data:

Step	Process
1	The MEPRS analyst contacts the workload source system POC about the import errors.
2	The workload source system POC corrects import errors and retransmits the workload source data file.
3	The MEPRS analyst selects the workload source data file to re-import.
4	The MEPRS analyst copies the workload source data file to EAS IV.
5	The MEPRS analyst re-imports the data. **NOTE:** If additional import errors occur, repeat steps 1 through 5.

Practice: Importing a Workload Source Data File

Directions

Complete the following steps to copy, view, and import these workload source data files:

Step	Action
1	Copy the November 2001 CHCS file to EAS IV.
2	View the pre-imported workload data for the November 2001 CHCS file.
3	Import the November 2001 CHCS file into EAS IV. **NOTE:** Do not validate the file.
4	Record the outcome under Results.
5	Repeat steps 1 through 4 with the November 2001 WMSN file.
6	Repeat steps 1 through 4 with the November 2001 DRG file.
7	Repeat steps 1 through 4 with the November 2001 ADS file.

Results

Student Notes

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Lesson B
Validating Workload Data

Overview

Introduction

In this lesson, you will learn about validating workload data. After a workload source data file is imported into EAS IV, the file can be validated. EAS IV performs initial validation checks on the imported workload data to ensure that all codes and code combinations are allowed by the business rules and master code tables. When initial validation finds an exception to the business rules or master code tables, EAS IV generates an initial validation warning or error.

Lesson Objectives

Upon completion of this lesson, you will be able to

- identify workload initial validation checks and
- perform initial validation.

Order of Topics

This lesson includes the following topics:

Topic	See Page
What Is Initial Validation?	*7d-17*
Performing Initial Validation	*7d-21*
Practice: Performing Initial Validation	*7d-25*

What Is Initial Validation?

Introduction

In this topic, you will learn about initial validation for workload source data. Each workload source data system has unique validation checks. In addition, CHCS and WMSN source data contain two data types. Validation checks exist for each data type.

Definitions

Initial validation compares imported source data from source systems to the business rules and master code tables. A source data file may be validated several times. The same initial validation checks are performed on a source data file regardless of how many times the file has been validated.

Migrated workload data are workload data that have successfully passed all initial validation checks.

Initial Validation Checks

The following tables describe the initial validation checks for workload data:

Initial Validation Checks for CHCS Data Set Data

Check	Description
CPT Codes	The CPT code and CPT modifier must exist on the CPT Table.
FCC Data Set	The FCC/Data Set/DMIS ID combination must be valid in the ASD Data Set/Allocation Table for the time period associated with the file.
Providing FCC/DMIS ID	The providing FCC/DMIS ID combination must be valid in the ASD Table for the time period associated with the file.
Raw Statistical Amount	The sum of the beneficiary category counts must be equal to the raw statistical amount in each record.
Requesting FCC/DMIS ID	The requesting FCC/DMIS ID combination must be valid in the ASD Table for the time period associated with the file.

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What Is Initial Validation?What Is an Initial Validation Error?, Continued

Initial Validation Checks for CHCS Data Set Data	
Check	**Description**
Statistical Amounts	The raw statistical amount and the weighted statistical amount must not be a negative number.
Workload	For month two and beyond of the fiscal year, if workload exists for the current month, workload must exist for the previous month.
Workload	For month two and beyond of the fiscal year, if workload exists for the previous month, workload must exist for the current month.

Initial Validation Checks for CHCS Enrollment Data	
Check	**Description**
DMIS ID	The DMIS ID must exist in the DMIS ID Table.
Patient Count	The patient count must not be a negative number.

Initial Validation Checks for DRG Data	
Check	**Description**
3rd Level FCC/DMIS ID	The 3rd Level FCC/DMIS ID combination must be valid in the ASD Table for the time period associated with the file.
DRG Weight, Average Case Mix Index, Dispositions, and Length of Stay	The DRG Weight, Average Case Mix Index, Dispositions, and Length of Stay must not be negative numbers.

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What Is Initial Validation?What Is an Initial Validation Error?, Continued

Initial Validation Checks for WMSN Data Set Data	
Check	**Description**
Raw Statistical Amount	The sum of the beneficiary category counts must be equal to the raw statistical amount in each record.
Requesting FCC/DMIS ID	The requesting FCC/DMIS ID combination must exist on the ASD Table.
Statistical Amounts	The raw statistical amount and the weighted statistical amount must not be negative numbers.
Workload	For month two and later of the fiscal year, if workload exists for the current month, workload must exist for the previous month.
Workload	For month two and later of the fiscal year, if workload exists for the previous month, workload must exist for the current month.

Initial Validation Checks for WMSN Patient Acuity Data	
Check	**Description**
FCC/DMIS ID	The FCC/DMIS ID combination must exit on the ASD Table.
Nursing Hours and Number of Patients	The nursing hours and the number of patients must not be a negative number.
Patient Acuity Category Code	The patient acuity category code must exist on the Patient Acuity Category Code Master Code Table.

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What Is Initial Validation?What Is an Initial Validation Error?, Continued

Initial Validation Checks for ADS Data

Check	Description
CPT Code	The CPT codes must be valid in the CPT Table.
FCC/DMIS ID Combination	The FCC/DMIS ID combination must be valid in the ASD Table for the time period associated with the file.
Patient Category Code	The patient category code must be valid in the BCC Table.

Initial Validation Results

When the initial validation process detects no exceptions to the business rules and master code tables, the file migrates and is written to the Clean Workload Accepted Tables. Information about a successful validation is recorded in the database and viewed in the EAS IV Main Menu window on the Pre-Allocated Data Status tab.

When the initial validation process detects one or more exceptions to the business rules or master code tables, EAS IV generates a warning or error. Information about an unsuccessful validation attempt is recorded in the database and can be viewed in the EAS IV Main Menu window on the Pre-Allocated Data Status tab.

Performing Initial Validation

Introduction

In this topic, you will learn how to perform initial validation for workload source data files.

When To Use

You need to perform initial validation after workload source data files have been imported from CHCS, DRG, or ADS to compare the data to the business rules and master code tables.

Procedure

The following table describes how to perform initial validation for a workload source data file:

Step	Action	
1	**If**	**Then**
	You have just imported a workload source data file	d) In the Information window, click Yes. e) In the Validate window, click Yes. f) Continue to step 7.
	You are in the EAS IV Main Menu	Click the System Interfaces toolbar icon.
2	In the System Interfaces – Import Data window, click the Available to Validate tab.	
3	Under Filters, in the Source Data System Name box, select the source system.	

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Performing Initial Validation, Continued

Step	Action	
4	**If**	**Then**
	You selected DRG or ADS source data	Continue to step 5. **NOTE:** The Calendar Month and Calendar Year boxes are populated with the date incorporated in the DRG and ADS file names.
	You selected CHCS or WMSN source data	a) In the Calendar Month box, select the calendar month. b) In the Calendar Year box, select the calendar year.
5	Click Validate.	
6	In the Validate window, click Yes.	

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Performing Initial Validation, Continued

Step	Action	
7	**If**	**Then**
	No initial validation warnings or errors occur	a) In the Information window, click OK. b) View the validated data in Adjustments. **NOTE:** Refer to Unit 6 for instruction on viewing data in Adjustments.
	Initial validation warnings or errors occur and you want to address them in the ECU	In the Validate window, click Yes. **NOTE:** Refer to Lesson C in this unit for instruction on in the ECU.
	The Workload Data Selection window appears	a) In the Data Set ID box, select a data set ID. b) Click Overwrite All Adjusted Entries. c) Click Next Unreviewed Data Set ID. d) Repeat steps b and c until all data set IDs have been reviewed. e) Click Migrate. **NOTE:** Refer to Unit 6, Lesson C, Adjusting Workload Data, for instructions on resolving matching data set data records.

Practice: Performing Initial Validation

Directions

Complete the following steps to perform initial validation on workload source data files:

Step	Action
1	Perform initial validation on the November 2001 CHCS file. **NOTE:** Do not go to the ECU.
2	Record the outcome under Results.
3	Repeat steps 1 and 2 with the November 2001 DRG file.
4	Repeat steps 1 and 2 with the November 2001 WMSN file.
5	Repeat steps 1 and 2 with the November 2001 ADS file.

Results

Student Notes

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Lesson C
Addressing Initial Validation Warnings and Errors

Overview

Introduction	In this lesson, you will learn how to address initial validation warnings and errors for workload source data. Initial validation warnings and errors are generated if exceptions to the business rules or master code tables are found in imported workload data. Initial validation warnings and errors must be addressed in the ECU before you can migrate workload source data.
Lesson Objectives	Upon completion of this lesson, you will be able to • identify initial validation warnings and errors, • print initial validation warnings and errors, • override initial validation warnings, • correct initial validation warnings, • correct initial validation errors, • revalidate workload source data, and • resolve matching data set data records.

Continued on next page

Overview, Continued

Order of Topics

This lesson includes the following topics:

Topic	See Page
What Is an Initial Validation Warning?	*7d-29*
What Is an Initial Validation Error?	*7d-30*
Practice: Identifying Initial Validation Warnings and Errors	*7d-36*
Viewing and Printing Initial Validation Warnings and Errors	
Overriding CHCS and WMSN Initial Validation Warnings	
Addressing Initial Validation Errors	
Correcting CHCS and WMSN Initial Validation Errors Using the Detail Window	
Correcting DRG and ADS Initial Validation Errors by Deleting a Record	
Correcting Initial Validation Errors by Updating the ASD Table	
Revalidating Workload Source Data	
Resolving Matching Data Set Data Records	
Practice: Addressing Initial Validation Warnings and Errors	

What Is an Initial Validation Warning?

Introduction	In this topic, you will learn about initial validation warnings for CHCS and WMSN data set data. CHCS enrollment, WMSN patient acuity, DRG, and ADS data do not generate warnings. An initial validation warning indicates that imported CHCS or WMSN data set data may be invalid. You must address all initial validation warnings because they indicate a discrepancy between the data and the business rules or master code tables.
Definition	An initial validation warning is generated when an exception of minor severity to the business rules or master code tables is found in imported source data during initial validation.
Initial Validation Warnings	The following table describes initial validation warnings for CHCS and WMSN data set data. In the warning messages, <#> indicates an amount and <*> indicates a data element:

CHCS and WMSN Data Set Initial Validation Warnings		
Exception Code	**Warning Message**	**Description**
E0056	*Workload for Data Set ID <*>, FCC <*>, DMIS ID <*>, raw statistical amount <#>, weighted statistical amount <#>, received for month <*> of FY <*> was not received last month.*	Data set workload received this month was not received last month.
E0057	*Workload for Data Set ID <*>, FCC <*>, DMIS ID <*>, received for month <*> of FY <*> was not received this month.*	Data set workload received last month was not received this month.

What Is an Initial Validation Error?

Introduction	In this topic, you will learn about initial validation errors for workload source data. An initial validation error indicates that imported workload data are invalid. You must correct all initial validation errors because they indicate a discrepancy between the data and the business rules or master code tables.
Definition	An initial validation error is generated when an exception of major severity to the business rules or master code tables is found in imported source data during initial validation.
Examples	The following table describes initial validation errors for workload source data systems and data types. In the error messages, <#> indicates an amount and <*> indicates a data element:

CHCS Data Set Initial Validation Errors		
Exception Code	**Error**	**Description**
E0015	*Data Set ID <*>, FCC <*> and DMIS ID <*> is not a valid combination in the Data Set Business Rules Table for FY <*>.*	The FCC/DMIS ID/Data Set ID combination is not a valid combination on the ASD Data Set/Allocation Table for the current fiscal year.
E0051	*The Providing FCC <*> and Providing DMIS ID <*> is not a valid combination in the ASD Table for Data Set ID <*>, Requesting FCC <*>, Requesting DMIS ID <*> for month <*> of FY <*>.*	The providing FCC/providing DMIS ID combination is not a valid combination on the ASD Table for the current month.

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What Is an Initial Validation Error?, Continued

CHCS Initial Validation Data Set Errors		
Exception Code	**Error**	**Description**
E0052	*The Requesting FCC <*> and Requesting DMIS ID <*> is not a valid combination in the ASD Table for Data Set ID <*>, Providing FCC <*>, Providing DMIS ID <*> for month <*> of FY <*>.*	The requesting FCC/requesting DMIS ID combination is not a valid combination on the ASD Table for the current month.
E0053	*A negative statistical amount exists for Data Set ID <*>, FCC <*>, DMIS ID <*>, raw statistical amount <#>, weighted statistical amount <#>, for month <*> of FY <*>.*	The workload record contains a negative statistical amount for the current month.
E0068	*The CPT code <*> and modifier <*> are not valid on the CPT Master Table for month <*> of FY <*>.*	The CPT code and modifier are not valid on the CPT Table for the current month.
E0081	*The sum of all of the Beneficiary Category counts <#> does not equal the raw amount <#> reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*>.*	The sum of the beneficiary category counts on the record does not equal the record's raw amount for the current month.

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What Is an Initial Validation Error?, Continued

CHCS Enrollment Initial Validation Errors		
Exception Code	**Error**	**Description**
E0001	*The DMIS ID <*> is not a valid code in the DMIS ID Master Table for month <*> of FY <*>.*	The DMIS ID is not a valid code on the DMIS ID Table for the current month.
E0079	*A negative patient count <#> was found for beneficiary category <*>, DMIS ID <*> for month <*> of FY <*>.*	The patient count is a negative number in a beneficiary category for the current month.

WMSN Data Set Initial Validation Errors		
Exception Code	**Error**	**Description**
E0015	*Data Set ID <*>, FCC <*> and DMIS ID <*> is not a valid combination in the Data Set Business Rules Table for FY <*>.*	The FCC/DMIS ID/Data Set ID combination is not a valid combination on the ASD Data Set/Allocation Table for the current fiscal year.
E0051	*The Providing FCC <*> and Providing DMIS ID <*> is not a valid combination in the ASD Table for Data Set ID <*>, Requesting FCC <*>, Requesting DMIS ID <*> for month <*> of FY <*>.*	The providing FCC/providing DMIS ID combination is not a valid combination on the ASD Table for the current month.
E0052	*The Requesting FCC <*> and Requesting DMIS ID <*> is not a valid combination in the ASD Table for Data Set ID <*>, Providing FCC <*>, Providing DMIS ID <*> for month <*> of FY <*>.*	The requesting FCC/requesting DMIS ID combination is not a valid combination on the ASD Table for the current month.

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What Is an Initial Validation Error?, Continued

WMSN Data Set Initial Validation Errors		
Exception Code	**Error**	**Description**
E0053	*A negative statistical amount exists for Data Set ID <*>, FCC <*>, DMIS ID <*>, raw statistical amount <#>, weighted statistical amount <#>, for month <*> of FY <*>.*	The workload record contains a negative statistical amount for the current month.
E0068	*The CPT code <*> and modifier <*> are not valid on the CPT Master Table for month <*> of FY <*>.*	The CPT code and modifier are not valid on the CPT Table for the current month.
E0081	*The sum of all of the Beneficiary Category counts <#> does not equal the raw amount <#> reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*>.*	The sum of the beneficiary category counts on the record does not equal the record's raw amount for the current month.

WMSN Patient Acuity Initial Validation Errors		
Exception Code	**Error**	**Description**
E0007	*FCC <*> and DMIS ID <*> is not a valid combination in the ASD Table for month <*> of FY <*>.*	The FCC/DMIS ID combination is not a valid combination on the ASD Table for the current month.
E0048	*The Patient Acuity Category Code <*> is not a valid code in the Patient Acuity Category Code Master Table for month <*> of FY <*>.*	The patient acuity category code is not a valid code on the BCC Table for the current month.

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What Is an Initial Validation Error?, Continued

WMSN Patient Acuity Initial Validation Errors		
Exception Code	**Error**	**Description**
E0049	*A negative number of nursing hours <#> is reported for Patient Category Code <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*>.*	A negative number is reported for nursing hours for the current month.
E0050	*A negative number of patients <#> is reported for Patient Category Code <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*>.*	A negative number is reported for the number of patients for the current month.

DRG Initial Validation Errors		
Exception Code	**Error**	**Description**
E0041	*The 3rd-level FCC <*> and Parent DMIS ID <*> combination is not an active combination in the ASD Table for month <*> of FY <*>.*	The 3rd-level FCC/Parent DMIS ID combination is not an active combination on the ASD Table for the current month.
E0042	*A negative number is reported for one or more of the following data fields: DRG weight <#>, Avg CMI <#>, Dispositions <#>, Length of Stay <#> for 3rd-level FCC <*>, Parent DMIS ID <*>, DMIS ID <*> during month <*> of FY <*>.*	A negative number is reported in the DRG data for the current month.

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What Is an Initial Validation Error?, Continued

ADS Initial Validation Errors		
Exception Code	**Error**	**Description**
E0007	*FCC <*> and DMIS ID <*> is not a valid combination in the ASD Table for month <*> of FY <*>.*	The FCC/DMIS ID combination is not a valid combination on the ASD Table for the current month.
E0080	*The Patient Category Code <*> is not a valid code in the Patient Category Code Master Table for month <*> of FY <*>.*	The patient category code is not a valid code on the BCC Table for the current month.
E0090	*Invalid CPT code(s) <*> reported for Appointment ID <*> on Appointment Date <*>.*	Invalid CPT code(s) are reported.

Practice: Identifying Initial Validation Warnings and Errors

Directions

Identify the following exceptions as initial validation warnings or errors by circling the appropriate answer:

E0080 - *The Patient Category Code <*> is not a valid code in the Patient Category Code Master Table for month <*> of FY <*>.*	**Warning** **Error**
E0056 - *Workload for Data Set ID <*>, FCC <*>, DMIS ID <*>, raw statistical amount <#>, weighted statistical amount <#>, received for month <*> of FY <*> was not received last month.*	**Warning** **Error**
E0001 - *The DMIS ID <*> is not a valid code in the DMIS ID Master Table for month <*> of FY <*>.*	**Warning** **Error**
E0042 - *A negative number is reported for one or more of the following data fields: DRG weight <#>, Avg CMI <#>, Dispositions <#>, Length of Stay <#> for 3rd-level FCC <*>, Parent DMIS ID <*>, DMIS ID <*> during month <*> of FY <*>.*	**Warning** **Error**
E0049 - *A negative number of nursing hours <#> is reported for Patient Category Code <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*>.*	**Warning** **Error**
E0068 - *The CPT code <*> and modifier <*> are not valid on the CPT Master Table for month <*> of FY <*>.*	**Warning** **Error**

Student Notes

Viewing and Printing Initial Validation Warnings and Errors

Introduction

In this topic, you will learn how to view and print workload initial validation warnings and errors.

When To Use

You need to view initial validation warnings and errors to determine how to address them. You may want to print the warnings and errors for your records.

Procedure

The following table describes how to view and print workload initial validation warnings and errors:

Step	Action	
	If	**Then**
1	Warnings and errors were generated during initial validation and you want to view them in the ECU	In the Validate window, Click Yes. **NOTE:** If you validated a DRG or ADS file, continue to step 3.
	You want to go to the ECU from the main menu	a) In the EAS IV Main Menu window, click the Error Correction Unit toolbar icon. b) In the Error Correction Unit Browse window, in the Source Data box, select a source system. **NOTE:** If you selected DRG or ADS source data, continue to step 3.

Continued on next page

Viewing and Printing Initial Validation Warnings and Errors, Continued

Step	Action	
2	In the Data Type box, select the data type. **NOTE:** The Data Type, Calendar Month, and Calendar Year boxes populate with the last file of the selected source system that you validated.	
3	**If**	**Then**
	You want to view both warnings and errors	Under Select Type, click Both. **NOTE:** This is the default setting.
	You want to view errors only	Under Select Type, click Errors.
	You want to view warnings only	Under Select Type, click Warnings.
4	View the data.	
5	Click the Print toolbar icon. **NOTE:** This step launches BusinessObjects and may take several minutes.	
6	In the BusinessObjects window, click the Print toolbar icon.	

Overriding CHCS and WMSN Initial Validation Warnings

Introduction

In this topic, you will learn how to override CHCS and WMSN initial validation warnings. All initial validation warnings must be addressed before CHCS and WMSN data can migrate.

NOTE: If CHCS and WMSN data are not valid and need to be corrected to address a warning, you must correct the data in the source system or add workload to the appropriate month. Refer to Unit 6, Lesson C, Adjusting Workload Data, for instruction on adding workload.

Definitions

To override a warning means to accept the data into the system as valid.

NOTE: When correcting or overriding warnings or correcting errors within the ECU, the corrected exception will drop off the list and the counter will keep track of the correction. If you correct the exception outside the ECU (for example, updating the ASD Table or the User-Defined table), the exception will not drop off the list and the counter will not keep track. You will need to revalidate the file to update the counter and remove the exception from the list.

When To Use

You need to override an initial validation warning when valid data generate the warning.

Procedure

The following table describes how to override CHCS and WMSN initial validation warnings:

Step	Action
1	In the Error Correction Unit – Browse window, under Select Type, click Warnings.
2	In the list, select a warning. **NOTE:** To select and override more than one warning at a time, press and hold the Ctrl key while you select. A dot (•) appears in the column to the left of selected warning.
3	Click the Override Warning toolbar icon.

Continued on next page

Overriding CHCS and WMSN Initial Validation Warnings, Continued

Step	Action
4	In the Documentation Code and Comment window, under Documentation, in the Code and Description box, select the documentation code.
5	In the Comments box, type the comments. **NOTE:** Comments are not required.
6	Click OK.

Addressing Initial Validation Errors

Introduction

In this topic, you will learn about the methods of addressing workload initial validation errors. All initial validation errors must be corrected before you can migrate workload data.

Definition

To correct an error means to amend the data that caused the error.

Methods

The following table describes when to use each method to correct workload initial validation errors:

Method	When To Use
Using the detail window	Correct the error through the detail window when an invalid code or amount in a CHCS or WMSN record generates the error.
Deleting the record	Delete the record when a faulty DRG or ADS record generates the error.
Updating the ASD table	Update the ASD table when an invalid code on the ASD table generates the error.

Correcting CHCS and WMSN Initial Validation Errors Using the Detail Window

Introduction

In this topic, you will learn how to correct CHCS and WMSN initial validation errors using the detail window.

When To Use

You need to correct CHCS and WMSN initial validation errors using the detail window when an incorrect code or amount generates the error.

Procedure

The following table describes how to correct CHCS and WMSN initial validation errors using the detail window:

Step	Action
1	In the Error Correction Unit – Browse window, under Select Type, click Errors.
2	In the list, select a CHCS or WMSN error.
3	Click the View Detail Record toolbar icon.
4	In the detail window, in the list, view the warnings and errors associated with the record.
5	Make the necessary corrections in the fields that are incorrect. **NOTE:** Only the fields involved in the exception are accessible, and only valid codes are available on a dropdown menu. The system does not allow invalid codes to be entered.
6	Click OK.
7	In the Documentation Code and Comment window, under Documentation, in the Code and Description box, select the documentation code.
8	In the Comments box, type the comments. **NOTE:** Comments are not required.
9	Click OK.

Correcting DRG and ADS Initial Validation Errors by Deleting a Record

Introduction

In this topic, you will learn how to correct DRG and ADS initial validation errors by deleting a record.

When To Use

You need to correct a DRG or ADS initial validation error by deleting a record when a faulty record generates the error.

Procedure

The following table describes how to correct DRG and ADS initial validation errors by deleting a record:

Step	Action
1	In the Error Correction Unit – Browse window, in the list, select a DRG or ADS error.
2	Click the View Detail Record toolbar icon.
3	In the detail window, click Delete.
4	In the Confirm window, click Yes.
5	In the Documentation Code and Comment window, under Documentation, in the Code and Description box, select the documentation code.
6	In the Comments box, type the comments. **NOTE:** Comments are not required.
7	Click OK.

Correcting Initial Validation Errors by Updating the ASD Table

Introduction

In this topic, you will learn how to correct initial validation errors by updating the ASD Table. An invalid code in the ASD Table can generate a large number of errors. Updating the ASD Table will correct all of the errors generated by the invalid code.

When To Use

You need to correct initial validation errors by updating the ASD table when an invalid code on the ASD Table generates the error.

Procedure

The following table describes how to correct initial validation errors by updating the ASD Table:

Step	Action	
1	In the Error Correction Unit – Browse window, on the Function menu, click Table Maintenance.	
2	In the Table Maintenance window, in the Select Table box, select the ASD Table.	
3	**If**	**Then**
	You want to add a record	a) Click the Add toolbar icon. b) In the Table Maintenance – Add Account Subset Definition (ASD) window, add the record.

Continued on next page

Correcting Initial Validation Errors by Updating the ASD Table, Continued

Step	Action	
3, Continued	**If**	**Then**
	You want to update a record	a) In the list, select the record. b) Click the Update toolbar icon. c) In the Table Maintenance – Update Account Subset Definition (ASD) window, update the record.
	NOTE: Refer to Unit 2, Lesson C, Maintaining the ASD Table, for instruction on updating the ASD Table.	
4	Click OK.	
5	**If**	**Then**
	You want to make additional updates to the ASD Table	Repeat steps 3 and 4.
	You want to return to the ECU	On the File menu, click Exit.

Revalidating Workload Source Data

Introduction

In this topic, you will learn how to revalidate workload source data. Workload source data must be successfully validated before migrating.

Definition

Revalidation compares a source data file to the business rules and master code tables after a user has manipulated the data to address initial validation warnings and errors.

NOTE: Refer to Lesson B, Validating Workload Data, in this unit for instruction on initial validation for workload source data.

When To Use

You need to revalidate a workload source data file after you have addressed all initial validation warnings and errors.

ECU Procedure

The following table describes how to revalidate a source data file while from the ECU:

Step	Action	
1	In the Error Correction Unit – Browse window, on the Function menu, click Revalidate.	
2	In the Confirm window, click Yes.	
3	**If**	**Then**
	No additional initial validation warnings or errors occur	a) In the EAS IV window, click OK. b) View the migrated data in Adjustments. **NOTE:** Refer to Unit 6 for instruction on Adjustments.
	Additional initial validation errors or warnings occur	a) In the EAS IV window, click OK. b) Address the warnings and errors in the ECU.

Continued on next page

Revalidating Workload Source Data, Continued

EAS IV Main Menu Procedure

The following table describes how to revalidate a workload source data file from the EAS IV Main Menu:

Step	Action	
1	In the EAS IV Main Menu window, click the System Interfaces toolbar icon.	
2	In the System Interfaces – Import window, click the Available to Validate tab.	
3	Under Filters, in the Source Data System Name box, select the source data name.	
4	**If**	**Then**
	You selected DRG or ADS source data	Continue to step 5. **NOTE:** The Calendar Month and Calendar Year boxes are populated with the date incorporated in the DRG and ADS file names.
	You selected CHCS or WMSN source data	a) In the Calendar Month box, select the calendar month. b) In the Calendar Year box, select the calendar year.
5	Click Validate.	
6	In the Confirm window, click Yes.	

Continued on next page

Revalidating Workload Source Data, Continued

Step	Action	
7	**If**	**Then**
	No additional initial validation warnings or errors occur	a) In the Information window, click OK. b) View the migrated data in Adjustments. **NOTE:** Refer to Unit 6 for instruction on Adjustments.
	Additional initial validation warnings or errors occur	a) In the Validate window, click Yes. b) Address the warnings and errors in the ECU.
	The Workload Data Selection window appears	a) In the Data Set ID box, select a data set ID. b) Click Overwrite All Adjusted Entries. c) Click Next Unreviewed Data Set ID. d) Repeat steps b and c until all data set IDs have been reviewed. e) Click Migrate.

Resolving Matching Data Set Data Records

Introduction

In this topic, you will learn how to resolve matching data set data records. When you adjust data set data records from a CHCS file and then revalidate the same file or validate a different CHCS file, EAS IV compares the records in each file to find matching data set data records. These matches must be addressed in the Workload Data Selection window to determine if you want to keep the existing data or overwrite it with the data found in the most recently validated CHCS file.

Continued on next page

Resolving Matching Data Set Data Records, Continued

When To Use

You need to resolve matching workload data records in the following scenarios:

- When a user adjusts data set data in Adjustments and then later imports and validates the same CHCS file or a different CHCS file, the Workload Data Selection window appears during the migration process if any records in the CHCS file match records that were previously adjusted. These records must be addressed in the Workload Data Selection window before migration can be completed.

- If initial validation of a CHCS file results in exceptions, the user can go into the ECU to address the exceptions. When all exceptions are addressed and the user revalidates the file, the Workload Data Selection window appears if any records in the CHCS file match records that were previously adjusted. These records must be addressed in the Workload Data Selection window before migration can be completed.

- When the user processes a CHCS file for any month after the first month of the fiscal year, the rollover workload data for data sets whose data set IDs are SQ FT or SQ FT CLEANED, or whose data set IDs begin with EAC, EAD, or EAE, are processed as adjusted workload data, and the Workload Data Selection window appears. These records must be addressed in the Workload Data Selection window before migration can be completed.

NOTE: When the user adjusts a data set record in Adjustments, it becomes a manual record. The user is given the option of choosing which record (the one imported from CHCS or the manually adjusted one) to keep.

Continued on next page

Resolving Matching Data Set Data Records, Continued

Procedure

The following table describes how to resolve matching workload data records:

Step	Action	
1	In the Workload Data Selection window, in the Data Set ID box, select a data set ID. **NOTE:** Matching records for the data set ID you select are displayed in the list.	
2	**If**	**Then**
	You want to keep all adjusted records for the data set ID instead of overwriting them with the imported records	Click Keep All Adjusted Entries.
	You want to overwrite all adjusted records for the data set ID with the imported records	Click Overwrite All Adjusted Entries.
	You want to review each record for the data set ID and decide whether to overwrite the adjusted records on an individual basis	a) In the list, view each record. b) For each record, click Record Reviewed to keep adjusted data or click Overwrite Adjusted Entry to overwrite the data. c) Click Next Unreviewed Data Set ID. d) Repeat step 2 for each data set ID.
3	When all data set IDs have been reviewed, click Migrate. **NOTE:** If you close the window without migrating the data, you will need to revalidate the data through System Interfaces or the ECU to open this window again and then migrate the data.	

Practice: Addressing Initial Validation Warnings and Errors

Directions

Complete the following steps to address workload initial validation warnings and errors:

Step	Action
1	View the warnings and errors for the November 2001 ADS file.
2	Address all warnings in the file. **NOTE:** Record how you addressed each warning under Explanations.
3	Address all errors in the file. **NOTE:** Record how you addressed each error under Explanations.
4	Revalidate the November 2001 ADS file.
5	If additional warnings or errors occur, repeat steps 1 through 4.
6	Repeat steps 1 through 4 for the November 2001 DRG file.
7	Repeat steps 1 through 4 for the November 2001 WMSN file.
8	Repeat steps 1 through 4 for the November 2001 CHCS file.

Explanations

Student Notes

Unit 8
Adjustments

Overview

Introduction

In this unit, you will learn how to adjust financial, personnel, and workload data. Adjustments refer to any changes you can make to data, including adding records, adjusting and transferring data, deleting records, and applying user-defined adjustments to data. After data migrate, you may still need to adjust the data before performing allocation.

Unit Objectives

Upon completion of this unit, you will be able to

- adjust financial data,
- adjust personnel data, and
- adjust workload data.

In This Unit

This unit includes the following lessons:

Lesson	See Page
Lesson A: Adjusting Financial Data	*8-3*
Lesson B: Adjusting Personnel Data	*8-21*
Lesson C: Adjusting Workload Data	*8-43*

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Lesson A
Adjusting Financial Data

Overview

Introduction	In this lesson, you will learn how to adjust financial data. Financial data include financial expenses and obligations, and personnel obligations that come from STANFINS. EAS IV enables you to make adjustments to most types of financial data before proceeding to allocation. You cannot adjust personnel obligations, but you can view these data. **NOTE:** Personnel obligations are automatically updated when you adjust any corresponding personnel data. Refer to the overview in Lesson B, Adjusting Personnel Data, for instruction on when these adjustments occur.
Lesson Objectives	Upon completion of this lesson, you will be able to • view financial data, • add a financial expenses and obligations record, • adjust financial expenses and obligations, • transfer financial expenses and obligations, • delete a financial expenses and obligations record, and • apply user-defined adjustments to financial records.

Continued on next page

Overview, Continued

Order of Topics

This lesson includes the following topics:

Topic	See Page
Viewing Financial Data	*8-5*
Adding a Financial Expenses and Obligations Record	*8-8*
Adjusting Financial Expenses and Obligations	*8-10*
Transferring Financial Expenses and Obligations	*8-12*
Deleting a Financial Expenses and Obligations Record	*8-14*
Practice: Adjusting Financial Expenses and Obligations	*8-15*
Applying User-Defined Adjustments to Financial Records	*8-16*
Practice: Applying User-Defined Adjustments to Financial Records	*8-20*

Viewing Financial Data

Introduction

In this topic, you will learn how to view financial data. After financial data migrate, the records appear in Adjustments for you to view.

Procedure

The following table describes how to view financial data:

Step	Action	
1	In the EAS IV Main Menu window, click the Adjustments toolbar icon.	
2	**If**	**Then**
	You want to view financial expenses and obligations	In the Adjustments – Browse window, on the Financial tab, in the Sub-Type box, select Expenses/Obligations.
	You want to view personnel obligations	a) In the Adjustments – Browse window, on the Financial tab, in the Sub-Type box, select Personnel Obligations. b) In the Warning window, click OK.
3	In the Calendar Month box, select the calendar month. **NOTE:** The Calendar Month and Calendar Year boxes default to the last month and year for which financial data have migrated or been manually added.	
4	In the Calendar Year box, select the calendar year.	

Continued on next page

Viewing Financial Data, Continued

Step	Action	
5	**If**	**Then**
	You want to view net amounts for the selected calendar year and month	Under Display As, click Net.
	You want to view year-to-date amounts for the selected calendar year and month **NOTE:** The Display As box defaults to Year-To-Date.	Under Display As, click Year-To-Date.
6	In the list, view the financial data. **NOTE**: For the sub-type Expenses and Obligations, only records that have a SUEE with a DoD SEEC category of 3, 4, 5, 6, or 7 are displayed. For the sub-type Personnel Obligations, only records that have a SUEE with a DoD SEEC category of 1, 2, or A are displayed.	

Continued on next page

Viewing Financial Data, Continued

Filtering Financial Data	If you filter financial data, the two types of data are filtered, not just the data type you are viewing when you add the filter.

Adding a Financial Expenses and Obligations Record

Introduction

In this topic, you will learn how to add a financial expenses and obligations record.

When To Use

You may need to add a financial expenses and obligations record that does not already exist in the file. For example, if a record is missing from the source file, you need to manually add it.

Procedure

The following table describes how to add a financial expenses and obligations record:

Step	Action
1	In the Adjustments – Browse window, on the Financial tab, in the Sub-Type box, select Expenses/Obligations.
2	In the Calendar Month box, select the calendar month.
3	In the Calendar Year box, select the calendar year.
4	Under Display As, select Net.
5	Click the Add toolbar icon.
6	In the Adjustments – Add Financial window, under Work Center, in the DMIS ID box, select the DMIS ID.
7	In the Functional Cost Code box, select the FCC.

Continued on next page

Adding a Financial Expenses and Obligations Record, Continued

Step	Action
8	Under Net Amounts, for Actual, in the Expenses box, type the expense amount.
9	In the Obligations box, type the obligation amount.
10	Under Service-Unique Expense Codes, in the Expense Element box, select the expense element.
11	In the Program Element Code box, select the program element code.
12	In the Basic Symbol/Limit box, select the Basic Symbol/Limit code.
13	In the Source of Funds box, select the source of funds code.
14	Click OK.
15	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
16	In the Comments box, type the comments. **NOTE:** Comments are not required.
17	Click OK.

Adjusting Financial Expenses and Obligations

Introduction

In this topic, you will learn how to adjust financial expenses and obligations.

When To Use

You may need to increase or decrease expenses or obligations for a record.

NOTE: If you want to increase the amounts, type positive numbers. If you want to decrease the amounts, type negative numbers.

Procedure

The following table describes how to adjust financial expenses and obligations:

Step	Action
1	In the Adjustments – Browse window, on the Financial tab, in the list, select a record.
2	Click the Adjust toolbar icon. **NOTE:** You can also double-click the record.
3	If you want to adjust the expenses, in the Adjustments-Adjust Financial window, under Net Amounts, for Adjust By, in the Expenses box, type the amount by which you want to increase or decrease the expenses.
4	If you want to adjust the obligations, in the Obligations box, type the amount by which you want to increase or decrease the obligations.
5	Click OK.

Continued on next page

Adjusting Financial Expenses and Obligations, Continued

Step	Action
6	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
7	In the Comments box, type the comments. **NOTE:** Comments are not required.
8	Click OK.

Transferring Financial Expenses and Obligations

Introduction

In this topic, you will learn how to transfer financial expenses and obligations.

When To Use

You may need to transfer financial expenses and obligations from one FCC to another FCC. This transfer process can be used only to transfer expenses and obligations between two records.

NOTE: To transfer financial expenses and obligations to an existing record, all information for the record being transferred, except the FCC, expenses, and obligations, must match an existing record. If no match is found in existing records, a new record is added.

Procedure

The following table describes how to transfer financial expenses and obligations:

Step	Action
1	In the Adjustments – Browse window, on the Financial tab, in the list, select a record.
2	Click the Transfer toolbar icon.
3	In the Adjustments – Financial Transfer window, under To, in the FCC box, select the FCC.
4	Click OK.
5	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.

Continued on next page

Transferring Financial Expenses and Obligations, Continued

Step	Action
6	In the Comments box, type the comments. **NOTE:** Comments are not required.
7	Click OK. **NOTE:** The expense and obligation amounts are transferred to the selected FCC, and the record from which you transferred the amounts now shows $0.00 for both expenses and obligations.

Deleting a Financial Expenses and Obligations Record

Introduction

In this topic, you will learn how to delete a financial expenses and obligations record.

When To Use

You may need to delete a financial expenses and obligations record that should not exist in the file. For example, if a record should not have been included in the source file, you need to manually delete it.

Procedure

The following table describes how to delete a financial expenses and obligations record:

Step	Action
1	In the Adjustments – Browse window, on the Financial tab, in the list, select a record.
2	Click the Delete toolbar icon.
3	In the Confirm window, click OK.
4	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
5	In the Comments box, type the comments. **NOTE:** Comments are not required.
6	Click OK.

Practice: Adjusting Financial Expenses and Obligations

Directions

Complete the following steps:

Step	Action
1	View the financial expenses and obligations for November 2001.
2	Add a financial expenses and obligations record.
3	Adjust the expenses and obligations for the record you added to increase each amount by $500.
4	Transfer the expenses and obligations for the record you added to another record.
5	Delete the financial expenses and obligations record you added.

Student Notes

Applying User-Defined Adjustments to Financial Records

Introduction	In this topic, you will learn how to apply user-defined adjustments to financial records. User-defined adjustments enable you to transfer data between multiple records. You can only transfer data between FCCs with the same DMIS ID.
When To Use	You may need to transfer data between FCCs or SUEEs for multiple records. To transfer data, you add records or update existing records in the User-Defined Table (UDT) and then apply them. When you apply these user-defined adjustments, the transfers apply only to financial expenses and obligations. They are not applied to the other types of financial data. **NOTE:** All other information for the records must match except for the FCC and SUEE (depending on which elements you choose for the transfer), the expenses, and the obligations. If a match is found, the expenses and obligations are transferred. If no match is found, a record is added. If the UDT cannot find a match for the record from which information is being transferred, the transfer will not occur and a message is written to the User-Defined Exception report.
Prerequisite	You must be on the Financial tab and viewing financial expenses and obligations to apply user-defined adjustments for financial records.

Continued on next page

Applying User-Defined Adjustments to Financial Records, Continued

Procedure

The following table describes how to apply user-defined adjustments to financial records:

Step	Action	
1	In the Adjustments – Browse window, on the Function menu, click Table Maintenance.	
2	**If**	**Then**
	You want to add a new record	a) In the Table Maintenance window, click the Add toolbar icon. b) In the Table Maintenance – Add User-Defined Corrections [Adjustments] window, under Data Fiscal Year, select the fiscal year of the data you are adjusting. c) Under Data Type, in the box, select FINANCIAL.
	You want to update an existing record	a) In the Table Maintenance window, in the list, select the record. b) Click the Update toolbar icon.
3	Under Transfer, in the From DMIS ID box, select the DMIS ID from which you are transferring the data. **NOTE:** The data are automatically transferred to the same DMIS ID.	
4	In the From Functional Cost Code box, select the FCC from which you are transferring the data.	

Continued on next page

Applying User-Defined Adjustments to Financial Records, Continued

Step	Action
5	In the To Functional Cost Code box, select the FCC to which you are transferring the data. **NOTE:** When using User-Defined Adjustments, the selected From FCC will transfer data to all matching To FCCs, regardless of keys (for example, BS/L, PEC, and Expense Elements Codes), unlike Transfer, which uses keys to find a specific match.
6	Under Effective Date Range, in the Apply Record From box, select the start date. **NOTE:** The default start date is the current date.
7	In the Through box, select the end date. **NOTE:** The default end date is the end of the fiscal year.
8	Under Correction Description, type the description of the corrections you made. **NOTE:** A description is not required.
9	Click OK. **NOTE:** You can delete a record by clicking the Delete toolbar icon. You can delete a record only if it has not been applied.
10	In the Information window, click OK.

Continued on next page

Applying User-Defined Adjustments to Financial Records, Continued

Step	Action	
11	**If**	**Then**
	You want to add or update additional records	Repeat steps 2 through 10.
	You want to return to Adjustments	On the File menu, click Exit.
12	In the Adjustments – Browse window, on the Financial tab, on the Function Menu, select Apply User-Defined Table – Adjustments.	
13	In the Confirm window, click Yes.	
14	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.	
15	In the Comments box, type the comments. **NOTE:** Comments are not required.	
16	Click OK. **NOTE:** If an active financial user correction record on the User-Defined Table could not be applied, a *UDA – Completed – Check User-Defined Exception Report* message appears in the status bar. You can view this report under the Standard Reports category in the Reports function.	

Practice: Applying User-Defined Adjustments to Financial Records

Directions

Complete the following steps:

Step	Action
1	View the financial expenses and obligations data for November 2001.
2	Add a user-defined adjustment to transfer data from one FCC and SUEE to another FCC and SUEE.
3	Apply the user-defined adjustment.

Student Notes

Lesson B
Adjusting Personnel Data

Overview

Introduction	In this lesson, you will learn how to adjust personnel data. Personnel data are the salary expenses and work hours that come from UCAPERS. The data from UCAPERS also supply the expense amounts for personnel obligation records, which are included with the financial data in Adjustments. EAS IV enables you to make adjustments to personnel data before proceeding to allocation.
Automatic Adjustments to Financial Records	When you adjust personnel records, the expense amounts for corresponding personnel obligation records that have the same FCC, SUEE, PEC, BS/L, and SOF are automatically updated. The adjustments that occur depend on the SEEC category for the SUEE of the personnel record. Because personnel records contain two types of expenses (available and nonavailable), the expense amounts for personnel obligation records are adjusted by the sum of the two salary expenses. **NOTE:** Multiple personnel records can correspond to one financial record. Because of this, adjustments that may be unique on the Personnel tab may not be unique on the Financial tab. For example, you may transfer a personnel record for which no match exists; therefore, the system adds a personnel record. However, a matching financial record may exist; therefore, the expenses and obligations transfer to an existing record on the Financial tab.

Continued on next page

Overview, Continued

Automatic Adjustments Table

The following table describes how financial records are automatically adjusted when personnel records are adjusted:

NOTE: This table shows the adjustments to records that do not already exist on the Financial tab, as well as adjustments to records that already exist on the Financial tab. See the corresponding chart on page 24 for an alternate view of the same information.

Personnel Data Adjusted on the Personnel Tab	Financial Record Adjusted on the Financial Tab
Any personnel record other than a civilian personnel or contract services record is added.	The corresponding personnel obligations record is added (expenses only).
A civilian personnel record is added.	The corresponding personnel obligations record is added (expenses and obligations).
A contract services record is added.	The same record is added under financial expenses and obligations.
Any personnel record other than a civilian personnel or contract services record is adjusted.	The expenses for the corresponding personnel obligations record are adjusted.
A civilian personnel record is adjusted.	The expenses and obligations for the corresponding personnel obligations record are adjusted.
A contract services personnel record is adjusted.	The expenses for the same financial expenses and obligations record are adjusted.
Any personnel record other than a contract services record is transferred.	The expenses and obligations for the corresponding personnel obligations record are transferred, and the original record is zeroed out.
A contract services personnel record is transferred.	The expenses and obligations for the same financial expenses and obligations record are transferred, and the original record is zeroed out.

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Overview, Continued

Personnel Data Adjusted on the Personnel Tab	Financial Record Adjusted on the Financial Tab
Any personnel record other than a contract services record is deleted.	The expenses and obligations for the corresponding personnel obligations record are zeroed out.
A contract services personnel record is deleted.	The expenses and obligations for the same financial expenses and obligations record are zeroed out.

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Overview, Continued

Personnel Data Adjusted on the Personnel Tab	Financial Record Adjusted on the Financial Tab			
	Personnel Obligations		Financial Expenses and Obligations	
	Expenses	Obligations	Expenses	Obligations
Any personnel record other than a civilian personnel or contract services record (that is, a military record) is added.	ADD			
A civilian personnel record is added (SEEC category 2)	ADD	ADD		
A contract services record is added (SEEC category 5)			ADD	(ADD)
Any personnel record other than a civilian personnel or contract services record is adjusted.	ADJ			
A civilian personnel record is adjusted.	ADJ	ADJ		
A contract services personnel record is adjusted.			ADJ	(ADJ)
Any personnel record other than a contract services record is transferred.	TRFR	TRFR		

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Overview, Continued

Personnel Data Adjusted on the Personnel Tab	Financial Record Adjusted on the Financial Tab			
	Personnel Obligations		Financial Expenses and Obligations	
	Expenses	Obligations	Expenses	Obligations
A contract services personnel record is transferred			TRFR	TRFR
Any personnel record other than a contract services record is deleted.	ZERO	ZERO		
A contract services personnel record is deleted.			ZERO	ZERO

Continued on next page

Overview, Continued

Lesson Objectives

Upon completion of this lesson, you will be able to

- view personnel data,
- add a personnel record,
- adjust personnel data,
- transfer personnel data,
- delete a personnel record, and
- apply user-defined adjustments to personnel records.

Order of Topics

This lesson includes the following topics:

Topic	See Page
Viewing Personnel Data	*8-27*
Adding a Personnel Record	*8-28*
Adjusting Personnel Data	*8-31*
Transferring Personnel Data	*8-34*
Deleting a Personnel Record	*8-36*
Practice: Adjusting Personnel Data	*8-37*
Applying User-Defined Adjustments to Personnel Records	*8-38*
Practice: Applying User-Defined Adjustments to Personnel Records	*8-42*

Viewing Personnel Data

Introduction

In this topic, you will learn how to view personnel data. After personnel data migrate, the records appear in Adjustments for you to view. The Personnel tab displays only the salary expenses and work hours data that come from UCAPERS.

Procedure

The following table describes how to view personnel data:

Step	Action
1	In the Adjustments – Browse window, click the Personnel tab.
2	In the Calendar Month box, select the calendar month. **NOTE:** The Calendar Month and Calendar Year boxes default to the last calendar month and year for which personnel data have migrated or been manually added.
3	In the Calendar Year box, select the calendar year.
4	In the list, view the personnel data.

Adding a Personnel Record

Introduction

In this topic, you will learn how to add a personnel record.

When To Use

You may need to add a personnel record that does not already exist in the file. For example, if a record that should have been in the source file is missing, you need to manually add it.

Procedure

The following table describes how to add a personnel record:

Step	Action
1	In the Adjustments – Browse window, on the Personnel tab, in the Calendar Month box, select the calendar month.
2	In the Calendar Year box, select the calendar year.
3	Click the Add toolbar icon.
4	In the Adjustments – Add Personnel window, under Work Center, in the DMIS ID box, select the DMIS ID.
5	In the FCC box, select the FCC.
6	Under Salary Expense Amounts, for Actual, in the Available box, type the available salary expense amount.
7	For Actual, in the Nonavailable box, type the nonavailable salary expense amount.
8	Under Service-Unique Expense Codes, in the Expense Element box, select the expense element.
9	In the Program Element Code box, select the program element code.

Continued on next page

Adding A Personnel Record, Continued

Step	Action
10	In the Basic Symbol/Limit box, select the Basic Symbol/Limit code.
11	In the Source of Funds box, select the source of funds code.
12	Under Personnel Information, in the Occupation Code box, select the occupation code.
13	In the Skill Type box, select the skill type code. **NOTE:** If you selected an occupation code that corresponds to only one skill type, the Skill Type box is automatically populated with that skill type.
14	In the Suffix box, select the skill type suffix code.
15	In the Personnel Category box, select the personnel category.
16	In the Duty Indicator box, select the duty indicator.
17	Under Workhours, in the Available box, type the number of available work hours. **NOTE:** When you type the number of available work hours, the available FTEs are automatically calculated under Full-Time Equivalents in the Available box.
18	In the Nonavailable Sick/Hospital box, type the number of nonavailable sick/hospital work hours. **NOTE:** When you type the number of nonavailable sick/hospital work hours, the nonavailable sick/hospital FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Sick/Hospital box.

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Adding a Personnel Record, Continued

Step	Action
19	In the Nonavailable Leave box, type the number of nonavailable leave work hours. **NOTE:** When you type the number of nonavailable leave work hours, the nonavailable leave FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Leave box.
20	In the Nonavailable Other box, type the number of nonavailable other work hours. **NOTE:** When you type the number of nonavailable other work hours, the nonavailable other FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Other box.
21	Under Full-Time Equivalents, in the Assigned box, type the number of assigned FTEs.
22	Click OK. **NOTE:** When you click OK, an Information window appears stating that the corresponding personnel obligations record will be automatically updated.
23	In the Information window, click OK.
24	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
25	In the Comments box, type the comments. **NOTE:** Comments are not required.
26	Click OK. **NOTE:** The record you added appears in the list. You can view the record by filtering for that record.

Adjusting Personnel Data

Introduction

In this topic, you will learn how to adjust personnel data.

When To Use

You may need to change salary expenses or the number of work hours or FTEs. Like financial data, salary expenses are adjusted by the amount that you type. However when work hours and FTEs are adjusted, the data are changed by the number you type.

NOTE: If you want to increase salary expenses, type positive numbers. If you want to decrease the amount, type negative numbers. When decreasing salary expenses, the resulting amount cannot be negative.

Procedure

The following table describes how to adjust personnel data:

Step	Action
1	In the Adjustments – Browse window, on the Personnel tab, in the list, select a record.
2	Click the Adjust toolbar icon. **NOTE:** You can also double-click the record.
3	If you want to adjust the available salary expenses, under Salary Expense Amounts, for Adjust By, in the Available box, type the amount by which you want to increase or decrease the available salary expenses.
4	If you want to adjust the nonavailable salary expenses, for Adjust By, in the Nonavailable box, type the amount by which you want to increase or decrease the nonavailable salary expenses.

Continued on next page

Adjusting Personnel Data, Continued

Step	Action
5	If you want to adjust the available work hours, under Workhours, in the Available box, type the number of available work hours. **NOTE:** When you type the number of available work hours, the available FTEs are automatically calculated under Full-Time Equivalents in the Available box.
6	If you want to adjust the nonavailable sick/hospital work hours, in the Nonavailable Sick/Hospital box, type the number of nonavailable sick/hospital work hours. **NOTE:** When you type the number of nonavailable sick/hospital work hours, the nonavailable sick/hospital FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Sick/Hospital box.
7	If you want to adjust the nonavailable leave work hours, in the Nonavailable Leave box, type the number of nonavailable leave work hours. **NOTE:** When you type the number of nonavailable leave work hours, the nonavailable leave FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Leave box.

Continued on next page

Adjusting Personnel Data, Continued

Step	Action
8	If you want to adjust the nonavailable other work hours, in the Nonavailable Other box, type the number of nonavailable other work hours. **NOTE:** When you type the number of nonavailable other work hours, the nonavailable other FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Other box.
9	If you want to adjust the assigned FTEs, under Full-Time Equivalents, in the Assigned box, type the number of assigned FTEs.
10	Click OK. **NOTE:** When you click OK, an Information window appears stating that the corresponding financial record will be automatically updated.
11	In the Information window, click OK.
12	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
13	In the Comments box, type the comments. **NOTE:** Comments are not required.
14	Click OK.

Transferring Personnel Data

Introduction

In this topic, you will learn how to transfer personnel data.

When To Use

You may need to transfer salary expenses, work hours, and FTEs from one FCC to another FCC. This function can be used only to transfer salary expenses, work hours, and FTEs between two records. When personnel data are transferred, the records from which data are transferred are deleted.

NOTE: To transfer personnel data to an existing record, all information for the record being transferred, except the FCC, salary expenses, work hours, and FTEs, must match an existing record. If no match is found in existing records, a new record is added.

Procedure

The following table describes how to transfer personnel data:

Step	Action
1	In the Adjustments – Browse window, on the Personnel tab, in the list, select a record.
2	Click the Transfer toolbar icon.
3	In the Adjustments – Financial Transfer window, under To, in the FCC box, select the FCC.
4	Click OK. **NOTE:** When you click OK, an Information window appears stating that the corresponding personnel obligations record will be automatically updated.
5	In the Information window, click OK.
6	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.

Continued on next page

Transferring Personnel Data, Continued

Step	Action
7	In the Comments box, type the comments. **NOTE:** Comments are not required.
8	Click OK.

Deleting a Personnel Record

Introduction

In this topic, you will learn how to delete a personnel record.

When To Use

You may need to delete a personnel record that exists in the file. For example, if a record should not have been included in the source file, you need to manually delete it.

Procedure

The following table describes how to delete a personnel record:

Step	Action
1	In the Adjustments – Browse window, on the Personnel tab, in the list, select a record.
2	Click the Delete toolbar icon.
3	In the Confirm window, click OK. **NOTE:** When you click OK, an Information window appears stating that the corresponding personnel obligations will be automatically updated.
4	In the Information window, click OK.
5	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
6	In the Comments box, type the comments. **NOTE:** Comments are not required.
7	Click OK.

Practice: Adjusting Personnel Data

Directions Complete the following steps:

Step	Action
1	View the personnel data for November 2001.
2	Add a personnel record.
3	Adjust the salary expenses, work hours, and FTEs for the record you added.
4	Transfer the salary expenses, work hours and FTEs for the record you added to another record.

Student Notes

Applying User-Defined Adjustments to Personnel Records

Introduction	In this topic, you will learn how to apply user-defined adjustments to personnel records. User-defined adjustments enable you to transfer data between multiple records. You can only transfer data between FCCs with the same DMIS ID.
When To Use	You may need to transfer data between FCCs or SUEEs for multiple records. To transfer data, you add records or update existing records in the User-Defined Table (UDT) and then apply them. Personnel records from which data are transferred by user-defined adjustments are deleted. **NOTE:** All other information in the records must match except for the FCC and SUEE (depending on which elements you choose for the transfer) and the salary expenses, work hours and FTEs. If a match is found, the salary expenses, work hours, and FTEs are transferred. If no match is found, a record is added. If the UDT cannot find a match for the record from which information is being transferred, the data will not transfer and a message is written to the User-Defined Exception report.
Automatic Adjustments to Financial Records	When you apply a personnel user-defined adjustment, corresponding personnel obligation records are automatically updated, just as when you make any other type of adjustment to personnel data. **NOTE:** If you transfer data from a civilian personnel record to a non-civilian personnel record, the financial obligations remain on the record from which data is being transferred, and only the expenses transfer to the non-civilian financial record. If you transfer data from a non-civilian personnel record to a civilian personnel record, on the financial side, obligations are created for the civilian financial record.
Prerequisite	You must be on the Personnel tab to apply user-defined adjustments for personnel records.

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Applying User-Defined Adjustments to Personnel Records, Continued

Procedure

The following table describes how to apply user-defined adjustments to personnel records:

Step	Action	
1	In the Adjustments – Browse window, on the Function menu, click Table Maintenance.	
2	**If**	**Then**
	You want to add a new record	a) In the Table Maintenance window, click the Add toolbar icon. b) In the Table Maintenance – Add User-Defined Corrections [Adjustments] window, under Data Fiscal Year, select the fiscal year of the data you are adjusting. c) Under Data Type, in the box, select PERSONNEL.
	You want to update an existing record	a) In the Table Maintenance window, click the Update toolbar icon. b) In the list, select the record.
3	Under Transfer, in the From DMIS ID box, select the DMIS ID from which you are transferring the data. **NOTE:** The data are automatically transferred to the same DMIS ID.	
4	In the From Functional Cost Code box, select the FCC from which you are transferring the data.	
5	In the To Functional Cost Code box, select the FCC to which you are transferring the data.	

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Applying User-Defined Adjustments to Personnel Records, Continued

Step	Action	
6	Under Effective Date Range, in the Apply Record From box, select the start date. **NOTE:** The default start date is the current date.	
7	In the Through box, select the end date. **NOTE:** The default end date is the end of the fiscal year.	
8	Under Correction Description, in the box, type the description of the corrections you made. **NOTE:** A description is not required.	
9	Click OK. **NOTE:** You can delete a record by clicking the Delete toolbar icon. You can delete a record only if it has not been applied.	
10	In the Information window, click OK.	
11	**If**	**Then**
	You want to add or update additional records	Repeat steps 2 through 10.
	You want to return to Adjustments	On the File menu, click Exit.

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Applying User-Defined Adjustments to Personnel Records, Continued

Step	Action
12	In the Adjustments – Browse window, on the Personnel tab, on the Function Menu, select Apply User-Defined Table – Adjustments.
13	In the Confirm window, click Yes.
14	In the Documentation Code and Comments window, under Documentation, in the Code and Description box, select the documentation code.
15	In the Comments box, type the comments. **NOTE:** Comments are not required.
16	Click OK. **NOTE:** If an active personnel user correction record on the User-Defined Table could not be applied, a *UDA – Completed – Check User-Defined Exception Report* message appears in the status bar. You can view this report under the Standard Reports category in the Reports function.

Practice: Applying User-Defined Adjustments to Personnel Records

Directions

Complete the following steps:

Step	Action
1	View the personnel data for November 2001.
2	Add a user-defined adjustment to transfer data from one FCC and SUEE to another FCC and SUEE.
3	Apply the user-defined adjustment.

Student Notes

Lesson C
Adjusting Workload Data

Overview

Introduction

In this unit, you will learn how to adjust workload data. Workload data include patient acuity, data from WMSN, respiratory therapy/pulmonary function, and data set data. All patient acuity and respiratory therapy/pulmonary function data and some data set data are manually entered. However, some data set data are also imported from CHCS and ADS. EAS IV enables you to adjust workload data before proceeding to allocation.

NOTE: For patient acuity data, you can make adjustments only to the data received from WMSN. You cannot add patient acuity data.

Lesson Objectives

Upon completion of this lesson, you will be able to

- view workload data,
- adjust a patient acuity record,
- add a respiratory therapy/pulmonary function record,
- adjust respiratory therapy/pulmonary function data,
- add a data set record, and
- adjust data set data.

Continued on next page

Overview, Continued

Order of Topics

This lesson includes the following topics:

Topic	See Page
Viewing Workload Data	*8-45*
Adjusting a Patient Acuity Record	*8-48*
Practice: Adjusting Patient Acuity Data	*8-51*
Adding a Respiratory Therapy/Pulmonary Function Record	*8-52*
Adjusting a Respiratory Therapy/Pulmonary Function Record	*8-55*
Practice: Adjusting Respiratory Therapy/Pulmonary Function Data	*8-57*
Adding a Data Set Record	*8-58*
Adjusting a Data Set Record	*8-61*
Practice: Adjusting Data Set Data	*8-63*

Viewing Workload Data

Introduction

In this topic, you will learn how to view workload data. After workload data migrate, the records appear in Adjustments for you to view.

Procedure

The following table describes how to view workload data:

Step	Action	
1	In the Adjustments – Browse window, click the Workload tab.	
2	**If**	**Then**
	You want to view patient acuity data	a) On the Workload tab, in the Sub-Type box, select Patient Acuity. b) In the Calendar Month box, select the calendar month. **NOTE:** The Calendar Month and Calendar Year boxes default to the last month and year for which patient acuity data have migrated or been manually added. c) In the Calendar Year box, select the calendar year. d) In the list, view the patient acuity data.

Continued on next page

Viewing Workload Data, Continued

Step	Action	
2, Continued	**If**	**Then**
	You want to view respiratory therapy/ pulmonary function data	a) On the Workload tab, in the Sub-Type box, select Respiratory Therapy/ Pulmonary Function. b) In the Procedure Date box, select the procedure date. **NOTE:** The Procedure Date box defaults to the current date. You need to select a procedure date for the month you are adjusting. c) In the Providing DMIS ID box, select the providing DMIS ID. d) In the Providing FCC box, select the providing FCC. e) In the list, view the respiratory therapy/ pulmonary function data.

Continued on next page

Viewing Workload Data, Continued

Step	Action	
2,	**If**	**Then**
Continued	You want to view data set data	a) On the Workload tab, in the Sub-Type box, select Data Sets. b) In the Calendar Month box, select the calendar month. **NOTE:** The Calendar Month and Calendar Year boxes default to the last calendar month and year for which patient acuity data have migrated or been manually added. c) In the Calendar Year box, select the calendar year. d) In the Providing DMIS ID box, select the providing DMIS ID. e) In the Data Set box, select the data set. **NOTE:** When you select the data set, the description and raw and/or weighted amounts of procedures for the data set appear. f) In the list, view the data set data.

Adjusting Patient Acuity Data

Introduction

In this topic, you will learn how to adjust a patient acuity record.

Window Element

All workload records are adjusted through a data entry window that enables you to adjust multiple records without exiting the window. To enable efficient use of the keyboard, you may use the numeric pad to input data in the data entry and the Enter key to move from field to field. After making an adjustment to a record, pressing Enter causes the changes to appear in the list. You can then make your next adjustment. However, the records are not saved to the database until you click OK, enter the documentation code, and exit the window.

When To Use

You may need to change the number of patients or nursing hours for an existing patient acuity record. The number of patients or nursing hours is changed to the actual number you type.

Procedure

The following table describes how to adjust patient acuity data:

Step	Action
1	In the Adjustments window, click the Workload tab.
2	On the Workload tab, in Sub-Type box, select Patient Acuity.
3	In the Calendar Month box, select the calendar month.
4	In the Calendar Year box, select the calendar year.
5	Click the Data Entry toolbar icon.

Continued on next page

Adjusting a Patient Acuity Record, Continued

Step	Action
6	In the Workload Data Entry – Patient Acuity window, in the list, select a record. **NOTE:** If you want to search for a patient acuity record, in the Search box, type the FCC for which you are searching and press Enter. If a matching record is found, the record is indicated in the list.
7	If you want to adjust the number of patients, in the Number of Patients box, type the number of patients.
8	Press Enter.
9	If you want to adjust the nursing hours, in the Nursing Hours box, type the number of nursing hours.
10	Press Enter.

Continued on next page

Adjusting a Patient Acuity Record, Continued

Step	Action	
11	**If**	**Then**
	You want to adjust more patient acuity records	Repeat steps 6 through 10.
	You are finished adjusting patient acuity records	a) Click OK. b) In the Documentation Code and Comments window, under Documentation, in the Comments box, type the comments. **NOTE:** For workload data entry, the documentation code is automatically entered. Comments are not required. c) Click OK.

Practice: Adjusting Patient Acuity Data

Directions

Complete the following steps:

Step	Action
1	View the patient acuity data for November 2001.
2	Adjust a patient acuity record by increasing the number of patients and nursing hours.
3	Save your changes.

Student Notes

Adding a Respiratory Therapy/Pulmonary Function Record

Introduction

In this topic, you will learn how to add a respiratory therapy/pulmonary function record.

When To Use

You need to manually add respiratory therapy/pulmonary function data each fiscal month because respiratory therapy/pulmonary function data are not currently received from a source system.

Procedure

The following table describes how to add a respiratory therapy/ pulmonary function record:

Step	Action
1	On the Adjustments – Browse window, on the Workload tab, in the Sub-Type box, select Respiratory Therapy/Pulmonary Function.
2	In the Procedure Date box, select the procedure date.
3	In the Providing DMIS ID box, select the providing DMIS ID.
4	In the Providing FCC box, select the providing FCC.
5	Click the Data Entry toolbar icon.
6	In the Workload Data Entry – Respiratory Therapy/ Pulmonary Function window, click Add. **NOTE:** The first time you add records for a month, you do not have to click Add because the Adjust & View icon is not enabled.
7	Under Requesting Work Center, in the FCC box, select the FCC.
8	Press Enter.

Continued on next page

Adding a Respiratory Therapy/Pulmonary Function Record, Continued

Step	Action	
9	In the DMIS ID box, select the DMIS ID. **NOTE:** If a providing FCC is associated with only one DMIS ID, the DMIS ID is automatically populated when you enter the FCC.	
10	Under Procedure Code, in the box, select the procedure code.	
11	Under Beneficiary Category, in the box, select the beneficiary category code.	
12	Under Stat Amount, in the Raw Amount box, type the raw amount of respiratory therapy/pulmonary function procedures. **NOTE:** The weighted amount is automatically calculated and displayed in the list when you enter the record in the list.	
13	Press Enter.	
14	**If**	**Then**
	You want to add more respiratory therapy/ pulmonary function records	Repeat steps 7 through 13.

Continued on next page

Adding a Respiratory Therapy/Pulmonary Function Record, Continued

Step	Action	
14, Continued	**If**	**Then**
	You are finished adding respiratory therapy/ pulmonary function records	a) Click OK. b) In the Documentation Code and Comments window, under Documentation, in the Comments box, type the comments. **NOTE:** For workload data entry, the documentation code is automatically entered. Comments are not required. c) Click OK.

Adjusting Respiratory Therapy/Pulmonary Function Record

Introduction

In this topic, you will learn how to adjust respiratory therapy/pulmonary function data.

When To Use

You may need to change the raw amount of procedures for an existing respiratory therapy/pulmonary function record. The raw amount of procedures is changed to the number that you type.

Procedure

The following table describes how to adjust respiratory therapy/ pulmonary function data:

Step	Action
1	In the Adjustments – Browse window, on the Workload tab, in the Sub-Type box, select Respiratory Therapy/Pulmonary Function.
2	In the Providing DMIS ID box, select the providing DMIS ID.
3	In the Providing FCC box, select the providing FCC.
4	Click the Data Entry toolbar icon.
5	In the Workload Data Entry – Respiratory Therapy/ Pulmonary Function window, in the list, select a record. **NOTE:** If you want to search for a respiratory therapy/ pulmonary function record, in the Search box, type the FCC for which you are searching and press Enter. If a matching record is found, the record is indicated in the list.

Continued on next page

Adjusting a Respiratory Therapy/Pulmonary Function Record, Continued

Step	Action	
6	If you want to adjust the raw amount of procedures, under Stat Amount, in the Raw Amount box, type the raw amount of respiratory therapy/pulmonary function procedures. **NOTE:** The weighted amount is calculated and displayed in the list when you enter the record in the list.	
7	Press Enter.	
8	**If**	**Then**
	You want to adjust more respiratory therapy/pulmonary function records	Repeat steps 5 through 7.
	You are finished adjusting respiratory therapy/pulmonary function records	a) Click OK. b) In the Documentation Code and Comments window, under documentation, in the Comments box, type the comments. **NOTE:** For workload data entry, the documentation code is automatically entered. Comments are not required. c) Click OK

Practice: Adjusting Respiratory Therapy/Pulmonary Function Data

Directions

Complete the following steps:

Step	Action
1	For November 2001, add two respiratory therapy/pulmonary function records.
2	Save your changes.
3	Adjust the two respiratory therapy/pulmonary function records you added by decreasing the raw amount of procedures.
4	Save your changes.

Student Notes

Adding a Data Set Record

Introduction

In this topic, you will learn how to add a data set record.

When To Use

You need to manually add data set data each fiscal month because not all data set data are included in the files imported from ADS and CHCS.

NOTE: For data sets whose data set ID is SQ FT or SQ FT CLEANED or whose data set ID begins with EAC, EAD, or EAE, the data only needs to be entered for the first month of the fiscal year. For the rest of the fiscal year, the values from the first month roll over to the subsequent months when the CHCS file migrates. If the value of one of these data sets changes during the fiscal year, you can add the data set record in Adjustments before the CHCS file migrates. When that file migrates, the new values will be rolled over to subsequent months.

Procedure

The following table describes how to add a data set record:

NOTE: The fields that appear in the Workload Data Entry – Data Sets window vary depending on what information is required for the data set in which you are adding or adjusting records.

Step	Action
1	In the Adjustments – Browse window, on the Workload tab, in the Sub-Type box, select Data Sets.
2	In the Calendar Month box, select the calendar month.
3	In the Calendar Year box, select the calendar year.
4	In the Providing DMIS ID box, select the providing DMIS ID.
5	In the Data Set box, select the data set.
6	Click the Data Entry toolbar icon.

Continued on next page

Adding a Data Set Record, Continued

Step	Action
7	In the Workload Data Entry – Data Sets window, click Add. **NOTE:** If no records exist for the data set you selected, the first time you add records for a month, you do not have to click Add because the Adjust & View icon is not enabled.
8	Under Requesting Work Center, in the FCC box, select the FCC.
9	Press Enter.
10	In the DMIS ID box, select the DMIS ID. **NOTE:** If the requesting FCC is associated with only one DMIS ID, the DMIS ID is automatically populated when you enter the FCC.
11	Press Enter.
12	If CPT information is required, under CPT, in the CPT Code box, select the CPT code. **NOTE:** If you select N/A for the CPT code, a CPT modifier is not required.
13	Press Enter.
14	If a CPT modifier is required, in the CPT Modifier box, select the CPT modifier. **NOTE:** If the CPT code is associated with only one CPT modifier, the CPT modifier is automatically populated when you enter the CPT code.
15	Press Enter.
16	If a beneficiary category is required, under Beneficiary Category, in the box, select the beneficiary category.

Continued on next page

Adding a Data Set Record, Continued

Step	Action	
17	Press Enter.	
18	Under Stat Amounts, if a raw amount is required, in the Raw Amount box, type the raw amount of procedures.	
19	Press Enter.	
20	If a weighted amount is required, in the Weighted Amount box, type the weighted amount of procedures. **NOTE:** For data sets that have a CPT code, the weighted amount of procedures is automatically calculated. For data sets that do not have a CPT code or have a CPT value of N/A, you enter the weighted amount.	
21	Press Enter.	
22	**If**	**Then**
	You want to add more records for the data set	Repeat steps 8 through 21.
	You are finished adding records for the data set	a) Click OK. b) In the Documentation Code and Comments window, under Documentation, in the Comments box, type the comments. **NOTE:** For workload data entry, the documentation code is automatically entered. Comments are not required. c) Click OK.

Adjusting Data Set Data

Introduction

In this topic, you will learn how to adjust data set data.

When To Use

You may need to change the raw amount or weighted amount of procedures for an existing data set record.

Procedure

The following table a data set record:

Step	Action
1	In the Calendar Month box, select the calendar month.
2	In the Calendar Year box, select the calendar year.
3	In the Providing DMIS ID box, select the providing DMIS ID.
4	In the Data Set box, select the data set.
5	Click the Data Entry toolbar icon.
6	In the list, select a data set record. **NOTE:** If you want to search for a data set record, in the Search box, type the data set for which you are searching and press Enter. If a matching record is found, the record is indicated in the list.
7	Under Stat Amounts, if a raw amount is required, in the Raw Amount box, type the raw amount of procedures.
8	Press Enter.

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Adjusting a Data Set Record, Continued

Step	Action	
9	If a weighted amount is required, in the Weighted Amount box, type the weighted amount of procedures. **NOTE:** For data sets that have a CPT code, the weighted amount of procedures is automatically calculated. For data sets that do not have a CPT code or have a CPT value of N/A, you enter the weighted amount.	
10	Press Enter.	
11	**If**	**Then**
	You want to adjust more records for the data set	Repeat steps 6 through 10.
	You are finished adjusting records for the data set	a) Click OK. b) In the Documentation Code and Comments window, under Documentation, in the Comments box, type the comments. **NOTE:** For workload data entry, the documentation code is automatically entered. Comments are not required. c) Click OK.

Practice: Adjusting Data Set Data

Directions

Complete the following steps:

Step	Action
1	View any data set for November 2001.
2	Add two records for that data set.
3	Save your changes.
4	View another data set for November 2001.
5	Adjust two records for that data set.
6	Save your changes.

Student Notes

Unit 9
Allocation

Overview

Introduction

In this unit, you will learn how to perform allocation. Allocation calculates service unit, work center, and DRG costs using algorithms based on MEPRS/EAS IV methodologies. Before shared expenses can be allocated, the data must pass pre-allocation validation cross-data and variance checks that compare the financial, personnel, and workload data to specific criteria in the business rules.

Unit Objectives

Upon completion of this unit, you will be able to

- define the steps in the allocation process,
- address pre-allocation validation warnings and errors, and
- perform allocation.

In This Unit

This unit includes the following lessons:

Lessons	See Page
Lesson A: Understanding the Allocation Process	*9-3*
Lesson B: Understanding Pre-Allocation Validation	*9-9*
Lesson C: Performing an Allocation Job	*9-23*

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Lesson A
Understanding the Allocation Process

Overview

Introduction	In this lesson, you will learn about the allocation process. A successful allocation process has 19 steps. From this allocation process, EAS IV generates summary data that you can view using the various allocation reports.
Lesson Objective	Upon completion of this lesson, you will be able to define the steps in the allocation process.
Order of Topics	This lesson includes the following topic:

Topic	See Page
What Are the Steps in the Allocation Process?	*9-4*

What Are the Steps in the Allocation Process?

Introduction

In this topic, you will learn about the steps in the allocation process. If an allocation job is completed, all 19 steps occur. If errors or warnings are generated during the third step, pre-allocation validation, the allocation process does not proceed until you address all the errors and warnings.

Allocation Process

The following table lists the steps in the allocation process:

NOTE: You must transmit allocated data before running a new allocation job. When you start a new allocation job, all previous allocation jobs are deleted.

NOTE: All other users must be logged off of EAS IV, and all other functions must be closed in the EAS IV application performing allocation.

Allocation Step	Description
Create Resp/Pulm data sets	This step creates the respiratory therapy/pulmonary function data sets from the respiratory therapy/pulmonary function data that have been entered in EAS IV to allocate respiratory therapy/pulmonary function expenses.
Create ADS data sets	This step creates the ADS data sets from the ADS data collected in EAS IV to cost ambulatory procedures. If no ADS data are available, this step is skipped.

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What Are the Steps in the Allocation Process?, Continued

Allocation Step	Description
Pre-allocation validation	This step performs cross-data and variance validation of all clean financial, personnel, and workload data that are being allocated. Pre-allocation validation is always performed by month; therefore, validation for year-to-date allocation jobs takes longer to process than for net month jobs.
Delete previous job	This step deletes the last allocation job run for the same job type and timeframe. This step is completed only if no exceptions are found during pre-allocation validation. The length of allocation processing time largely depends on the length of time it takes to complete this step. This processing time is due to the large number of database records created from the previous job that need to be removed.
Accumulate data sets	This step adds all clean data set data for the months being processed for allocation. These data are used to create the allocation ratios for FCCs that allocate based on workload and to calculate service unit costing.
Accumulate personnel data	This step adds all clean personnel data (excluding obligations) for the months being processed for allocation. These data are purified and used to create allocation ratios for FCCs that allocate based on FTEs.
Create allocation ratios	This step creates the allocation ratios from the data sets that are being used to allocate ancillary and support services expense data (D and E FCCs). These ratios are used to allocate expenses for providing FCCs that allocate based on workload data.

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What Are the Steps in the Allocation Process?, Continued

Allocation Step	Description
Purify personnel data	This step distributes personnel expenses and FTEs assigned to cost pools (FCCs with an X in the third position) to final operating accounts. This distribution is based on the allocation ratios of the providing cost pool FCC.
Accumulate expense data	This step adds all clean financial data (excluding obligations) for the months being processed for allocation. These data are purified and used to allocate direct expenses.
Copy personnel allocated to expense	This step adds all personnel salary expenses by skill type from the personnel data for the months being processed for allocation.
Calculate personnel contributed	This step calculates the amount of FTEs and salary expenses contributed by cost pools (FCCs with an X in the third position) to requesting FCCs.
Create personnel allocation ratios	This step creates allocation ratios from the personnel data to allocate expenses for providing FCCs that allocate based on personnel FTEs.
Purify expense data	This step distributes expenses for cost pools (FCCs with an X in the third position) based on the allocation ratios of the providing cost pool FCC. This step zeroes out cost pools alphabetically.

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What Are the Steps in the Allocation Process?, Continued

Allocation Step	Description
Stepdown support services expense data	This step distributes support services expense data (E FCCs) based on the allocation ratios of the providing support services FCCs in ASN order.
Distribute ancillary expense data	This step distributes ancillary expense data (D FCCs) based on the allocation ratios of the providing ancillary FCC in ASN order.
Calculate expenses contributed	This step calculates the amount of allocated expenses contributed by cost pools (FCCs with an X in the third position) to requesting FCCs.
Update service unit cost mappings	This step calculates service unit cost (cost per performance factor).
Accumulate DRG data	This step adds all clean DRG data for the months being processed to calculate DRG costing. If no DRG data are available, this step is skipped.
Calculate DRG cost data	This step calculates the DRG costing data for reporting purposes. If no DRG data are available, this step is skipped.

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Lesson B
Understanding Pre-Allocation Validation

Overview

Introduction

In this lesson, you will learn about pre-allocation validation. Before data can be allocated, the data must pass pre-allocation validation checks.

Lesson Objectives

Upon completion of this lesson, you will be able to

- define pre-allocation validation checks,
- identify pre-allocation validation warnings and errors, and
- identify how to address pre-allocation validation warnings and errors.

Order of Topics

This lesson includes the following topics:

Topic	See Page
What Is Pre-Allocation Validation?	*9-10*
What Are the Pre-Allocation Validation Warnings?	*9-15*
What Are the Pre-Allocation Validation Errors?	*9-18*
Practice: Identifying Pre-Allocation Validation Warnings and Errors	*9-20*
Addressing Pre-Allocation Validation Warnings and Errors	*9-21*

What Is Pre-Allocation Validation?

Introduction	In this topic, you will learn about the pre-allocation validation checks.
Definition	Pre-allocation validation compares financial, personnel, and workload data across data types to check for consistency in reporting among these data types. Pre-allocation validation checks for variances both across data types and within a data type. When data do not meet the criteria set in the business rules, pre-allocation validation warnings or errors are generated. If warnings or errors are generated, they must be addressed before allocation can proceed.
Pre-Allocation Validation Checks	The following table lists the pre-allocation validation checks:

Check	Description
Personnel obligation with no civilian personnel expense	The amount of civilian personnel obligations reported by a work center does not vary more than 10 percent from the civilian personnel expense reported by the work center.
Expense with no workload (A FCCs)	If an inpatient work center (excluding cost pools) reports financial expenses, the work center must also report workload in the OBD data set.
Expense with no workload (B FCCs)	If an ambulatory care work center (excluding cost pools) reports financial expenses, the work center must also report workload in the TOTAL VISITS data set.
Expense with no workload (C FCCs)	If a dental care work center (excluding cost pools) reports financial expenses, the work center must also report workload in the DENTAL WTD PROC data set.
Expense with no workload (D FCCs)	If an ancillary services center reports financial expenses, the work center must also report workload in data sets.

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What Is Pre-Allocation Validation?, Continued

Check	Description
Expense with no workload (E FCCs)	If a support services work center reports financial expenses that will be allocated based on workload, the work center must also report workload in data sets.
Expense with no FTE (E FCCs)	If a support services work center reports financial expenses that will be allocated based on available FTEs, the work center must also report available FTEs.
Clinical staff salary with no workload (A FCCs)	If an inpatient work center (excluding cost pools) reports available FTE salary expenses for clinicians or direct care professionals, the work center must also report workload in the OBD data set.
Clinical staff salary with no workload (B FCCs)	If an ambulatory care work center (excluding cost pools) reports available FTE salary expenses for clinicians or direct care professionals, the work center must also report workload in the TOTAL VISITS data set.
Clinical staff salary with no workload (C FCCs)	If a dental care work center (excluding cost pools) reports available FTE salary expenses for clinicians or direct care professionals, the work center must also report workload in the DENTAL WTD PROC data set.
Clinical staff salary with no workload (D FCCs)	If an ancillary services work center reports any type of available FTE salary expenses, the work center must also report workload in data sets.
Available FTE with no workload (A FCCs)	If an inpatient work center reports available FTEs, the work center must also report workload in the OBD data set.
Available FTE with no workload (B FCCs)	If an ambulatory care work center (excluding cost pools) reports available FTEs, the work center must also report workload in the TOTAL VISITS data set.
Available FTE with no workload (C FCCs)	If a dental care work center (excluding cost pools) reports available FTEs, the work center must also report workload in the DENTAL WTD PROC data set.

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What Is Pre-Allocation Validation?, Continued

Check	Description
Ancillary accounts with workload (A FCCs)	If an inpatient work center (excluding cost pools) reports workload provided by an ancillary services work center, the work center must also report workload in the OBD data set.
Ancillary accounts with workload (B FCCs)	If an ambulatory care work center (excluding cost pools) reports workload provided by an ancillary services work center, the work center must also report workload in the TOTAL VISITS data set.
Ancillary accounts with workload (C FCCs)	If a dental care work center (excluding cost pools) reports workload provided by an ancillary services work center, the work center must also report workload in the DENTAL WTD PROC data set.
Raw and weighted amounts equal	The raw amount does not equal the weighted amount in the data set records reported for ancillary services work centers with FCCs that begin with DBA, DBB, DCA, DDD, DDE, DHA, and DIA.
Workload but no available FTE (A FCCs)	If an inpatient work center reports workload in the OBD data set, the work center must also report available FTEs.
Workload but no available FTE (B FCCs)	If an ambulatory care work center reports workload in the TOTAL VISITS data set, the work center must also report available FTEs.
Workload but no available FTE (C FCCs)	If a dental care work center reports workload in the DENTAL WTD PROC data set, the work center must also report available FTEs.
Workload but no available FTE (D FCCs)	If an ancillary services work center is providing workload for other work centers, the work center must also report available FTEs.
Admissions but no OBDs	If a work center reports workload for the ADM (Admissions) data set, the work center must also report workload for the OBD data set.

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What Is Pre-Allocation Validation?, Continued

Check	Description
DFB minutes but no DFA minutes	If a work center reports minutes of service for DFB (Surgical Suite), the work center must also report minutes of service for DFA (Anesthesiology).
Dispositions but no OBDs	If a work center reports workload for the DISP (Dispositions) data set, the work center must also report workload for the OBD data set.
Total visits equal to or greater than outpatient visits	The total visits that a work center reports in the TOTAL VISITS data set are equal to or greater than the amount of outpatient visits that the work center reports in the OUTPT VISITS data set.
Expense with no workload (A FCCs)	If an inpatient work center reports workload in the OBD data set, the work center must also report net month expenses directly or must receive net month expenses indirectly from a cost pool.
Expense with no workload (B FCCs)	If an ambulatory care work center reports workload in the TOTAL VISITS data set, the work center must also report net month expenses directly or must receive net month expenses indirectly from a cost pool.
Expense with no workload (C FCCs)	If a dental care work center reports workload in the DENTAL WTD PROC data set, the work center must also report net month expenses directly or must receive net month expenses indirectly from a cost pool.
Expense with no workload (D FCCs)	If an ancillary services center provides workload for other work centers, the work center must also report net month expenses directly or must receive net month expenses indirectly from a cost pool.

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What Is Pre-Allocation Validation?, Continued

Pre-Allocation Validation Results

When pre-allocation validation detects no exceptions to the business rules, the data pass through the rest of the allocation process. You can then open various allocation reports to view how expenses were allocated. Refer to lesson C in this unit for a description of these reports.

When the pre-allocation validation process detects exceptions to the business rules, a warning or error is generated for each exception. The pre-allocation validation step shows a status of Completed With Errors, and you are prompted to go to the ECU to view the warnings and errors. The remaining steps in the allocation process show a status of Skipped because they are not performed.

What Are the Pre-Allocation Validation Warnings?

Introduction

In this topic, you will learn about the warnings generated by pre-allocation validation. You must address all warnings before allocation can proceed because the warnings indicate a discrepancy between the data and the business rules.

Pre-Allocation Validation Warnings

The following table lists the pre-allocation validation warnings and their descriptions. In the warning messages, <#> indicates a specific amount, and <*> indicates a data element.

Exception Code	Warning Message	Description
E0043	*The variance between civilian personnel expenses and obligations (obligations <#>/expenses <#>) is greater than 10 percent for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Civilian personnel expenses reported vary more than 10 percent from the corresponding obligations.
E0045	*Ancillary expenses are reported without corresponding workload for FCC <*>, DMIS ID <*> for month <*> of FY <*>.*	Ancillary expenses are reported without corresponding workload.
E0058	*Admissions are reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*> but no occupied bed days are reported for this FCC and DMIS ID.*	A work center reports admissions but no occupied bed days.

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What Are the Pre-Allocation Validation Warnings?, Continued

Exception Code	Warning Message	Description
E0059	*DFB minutes are reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*> but no DFA minutes are reported for this FCC and DMIS ID.*	A work center reports DFB (Surgical Suite) minutes but no DFA (Anesthesiology) minutes.
E0060	*Dispositions are reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*> but no occupied bed days are reported for this FCC and DMIS ID.*	A work center reports dispositions but no occupied bed days.
E0064	*FCC <*> requested workload from FCC <*> but this requesting FCC DMIS ID <*> did not report workload for month <*> of FY <*>.*	An A, B, or C FCC is a requesting code on a D FCC, but workload is not reported for those A, B, or C codes.
E0065	*The raw amount <#> reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*> equals the weighted amount <#> reported.*	The raw amount reported for the selected data set equals the weighted amount reported.
E0070	*Available Clinician/Staff salaries are reported for non-ancillary account FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding workload.*	Available clinician/staff salaries are reported for a non-ancillary account without corresponding workload.
E0071	*Clinician/Staff salaries are reported for ancillary account FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding workload.*	Clinician/staff salaries are reported for an ancillary account without corresponding workload.

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What Are the Pre-Allocation Validation Warnings?, Continued

Exception Code	Warning Message	Description
E0072	*Non-Ancillary workload is reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding available FTEs.*	Non-ancillary workload is reported without corresponding available FTEs.
E0073	*Available FTEs are reported for FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding workload.*	Available FTEs are reported without corresponding workload.
E0074	*Non-Ancillary expenses are reported for FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding workload.*	Non-ancillary expenses are reported without corresponding workload.

What Are the Pre-Allocation Validation Errors?

Introduction

In this topic, you will learn about the errors generated by pre-allocation validation. You must address all errors before allocation can proceed because the errors indicate a discrepancy between the data and the business rules.

Pre-Allocation Validation Errors

The following table lists the pre-allocation validation errors and their descriptions. In the error messages, <#> indicates an amount, and <*> indicates a data element.

Exception Code	Error Message	Description
E0044	*Ancillary workload without corresponding Available FTEs is reported for Data Set ID <*>, Providing FCC <*>, Providing DMIS ID <*> for month <*> of FY <*>.*	Ancillary workload is reported without corresponding available FTEs.
E0054	*The <#> total visits reported for FCC <*>, DMIS ID <*>, Providing DMIS ID <*> for month <*> of FY <*> is less than the <#> total outpatient visits reported.*	The total visits reported are less than the total outpatient visits reported.
E0075	*Ancillary workload is reported without corresponding expenses for Data Set ID <*>, Providing FCC <*>, Providing DMIS ID <*> for month <*> of FY <*>.*	Ancillary workload is reported without corresponding expenses.
E0078	*Non-Ancillary workload is reported without corresponding expenses for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*>.*	Non-ancillary workload is reported without corresponding expenses.

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What are the Pre-Allocation Validation Errors?, Continued

Exception Code	Error Message	Description
E0082	*Support Services expenses are reported for FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding workload.*	Support services expenses are reported without corresponding workload.
E0091	*Available FTEs are not reported for FCC <*>, DMIS ID <*> for month <*> of FY <*>; therefore, these Support Service expenses cannot be allocated.*	Support services expenses cannot be allocated without corresponding available FTEs.

Practice: Identifying Pre-Allocation Validation Warnings and Errors

Directions	Identify the following exceptions as pre-allocation validation warnings or errors by circling the appropriate answer:

E0045 – *Ancillary expenses are reported without corresponding workload for FCC <*>, DMIS ID <*> for month <*> of FY <*>.*	**Warning** **Error**
E0072 - *Non-Ancillary workload is reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding Available FTEs.*	**Warning** **Error**
E0044 – *Ancillary workload without corresponding Available FTEs is reported for Data Set ID <*>, Providing FCC <*>, Providing DMIS ID <*> for month <*> of FY <*>.*	**Warning** **Error**
E0078 - *Non-Ancillary workload is reported without corresponding expenses for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*>.*	**Warning** **Error**
E0082 - *Support Services expenses are reported for FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding workload.*	**Warning** **Error**

Student Notes

Addressing Pre-Allocation Validation Warnings and Errors

Introduction	In this topic, you will learn how to address warnings and errors generated by pre-allocation validation.
When To Use	You need to address warnings and errors generated during pre-allocation validation before allocation can proceed.
Error Correction Unit – Browse Window	When warnings or errors are generated during pre-allocation validation, you are prompted to go to the ECU. The ECU displays warnings and errors by data type. The three data types are data set, financial, and personnel. If you select a data type and the list is blank, no warnings or errors were generated for that data type. For year-to-date allocation jobs, the warning and errors are displayed by month. You need to view each month included in the allocation job to determine the months for which warnings or errors were generated. If you select a month and the list is blank, no warnings or errors were generated for that month. Pre-allocation validation warnings and errors do not have ECU detail windows. You can only use the ECU to view and print warnings and errors or to override warnings. To correct warnings or errors, you adjust the affected data in the Adjustments – Browse window. **NOTE:** The procedures for viewing and printing warnings and errors and overriding warnings in the Error Correction Unit – Browse window are the same as those used during initial validation.

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Addressing Pre-Allocation Validation Warnings and Errors, Continued

Addressing Warnings	You have to either override or correct pre-allocation validation warnings. When you override a warning, you are accepting the data into EAS IV as valid. Although you may override warnings, it is recommended that you correct them. If you do override warnings, the discrepancies in the data affect your allocation output. Also, if you override warnings and any data for that month have to be re-imported, the warnings appear again when you reallocate that month, and you have to override them again. For the greatest efficiency in processing data, you should correct pre-allocation validation warnings. Warnings are overridden in the ECU, but they can only be corrected using Adjustments. Because pre-allocation validation warnings involve discrepancies between data types, you correct the erroneous data type. If you need to correct data that can be corrected only in the source system, those data must be corrected in the source system, then re-imported, validated, and migrated to correct the warning.
Addressing Errors	You have to correct pre-allocation validation errors. Errors are corrected using Adjustments. Because pre-allocation errors involve discrepancies between data types, you correct the erroneous data type. If you need to correct data that can be corrected only in the source system, those data must be corrected in the source system, then re-imported, validated, and migrated to correct the error.

Lesson C
Performing an Allocation Job

Overview

Introduction

In this lesson, you will learn how to perform an allocation job. You can perform allocation only when all data have been migrated and adjusted.

When you run an allocation job, the service unit cost, work center cost, and DRG cost are calculated. These calculations affect the accurate allocation of shared expenses to the appropriate operating accounts. When the calculations are completed, allocation creates summary data for reporting and decision-making purposes.

Lesson Objective

Upon completion of this lesson, you will be able to

- complete an allocation job and
- view the status of allocated data.

Order of Topics

This lesson includes the following topics:

Topic	See Page
Completing an Allocation Job	*9-24*
Viewing the Status of Allocated Data	*9-31*
Practice: Running an Allocation Job	*9-32*

Completing an Allocation Job

Introduction

In this topic, you will learn how to complete an allocation job, including initiating, monitoring, and stopping an allocation job.

When To Use

You need to initiate an allocation job to allocate shared expenses to final operating accounts. Every month, you should run a net month allocation job. You can also run year-to-date allocation jobs.

NOTE: If you have to re-import data for any previously allocated fiscal month, you must rerun a net month allocation job for that fiscal month.

NOTE: You must transmit allocated data before running a new allocation job. When you start a new allocation job, all previous allocation jobs are deleted.

Because allocation jobs can take a while to process, you can monitor the status of any allocation job that is currently running. If you are running an allocation job and need to cancel the job for any reason, you can stop the allocation job at any time before it is completed.

Types of Allocation Jobs

Before you run allocation, EAS IV requires you to select the type of processing job. The following table lists the types of allocation jobs and their descriptions:

Type	Description
Net Month	Performs allocation for the selected month only (Only months that have been migrated are available for you to select.)
Year-to-Date	Performs allocation for all months year-to-date for the current fiscal year

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Completing an Allocation Job, Continued

Initiating an Allocation Job Procedure

The following table describes how to initiate an allocation job:

Step	Action
1	In the EAS IV Main Menu window, click the Allocation toolbar icon. **NOTE:** The DRG Costing check box is always selected and cannot be cleared. If no DRG data are available, this step in the allocation process is skipped.

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Completing an Allocation Job, Continued

Step	Action	
2	If you see a Warning window do one of the following:	
	If	**Then**
	The warning lists users who are logged on to EAS IV	a) Click Cancel. b) Have all users log off of EAS IV. c) Return to step 1.
	The warning lists users who are logged into EAS IV, but you are sure no one is logged on to EAS IV	a) Click OK. b) Go to step 3.
3	**If**	**Then**
	You want to run a year-to-date allocation job	a) In the Select Processing Job window, under Type, select Year-To-Date. b) Under Date Range, in the boxes, select the date range. **NOTE:** The first box defaults to the first month of the current fiscal year, and the second box defaults to the last migrated month of the fiscal year.

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Completing an Allocation Job, Continued

Step	Action	
3, Continued	**If**	**Then**
	You want to run a net month allocation job	a) In the Select Processing Job window, under Type, select Net Month. b) On the calendar year tab, select the month. **NOTE:** Only migrated fiscal months are available.
4	Click Run.	
5	In the Confirm window, click Yes. **NOTE:** The Processing Monitor window appears. You can use this window to monitor an allocation job. Refer to the Monitoring an Allocation Job procedure in this topic for information on monitoring an allocation job.	

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Completing an Allocation Job, Continued

Step	Action	
6	**If**	**Then**
	Allocation completes with errors because exceptions were found during pre-allocation validation	a) In the Information window, click OK. b) In the Validate window, click Yes. c) Address the warnings and errors. d) Repeat steps 1 through 5.
	Allocation completes	In the Information window, click OK.

Monitoring an Allocation Job Procedure

The following table describes how to monitor an allocation job:

NOTE: You must still be running an allocation job that you have initiated to monitor the job.

Step	Action
1	In the Processing Monitor window, in the top list, view the current allocation job and step information.
2	In the bottom list, click the plus sign (+) beside EAS IV Processing. **NOTE:** When you click the plus sign (+), a list of the allocation jobs associated with the current run appears.
3	In the right column of the list, view the status of each step associated with the selected job.

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Completing an Allocation Job, Continued

Stopping an Allocation Job Procedure

The following table describes how to stop an allocation job:

NOTE: You must still be running an allocation job that you have initiated to stop the job.

Step	Action
1	In the Processing Monitor window, click Stop Process.
2	In the Warning window, click Yes. **NOTE:** A message appears at the top of the window instructing you to wait while the process terminates. This process may take a few minutes.
3	In the Information window, click OK.

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Completing an Allocation Job, Continued

Allocation Verification Reports

After data are allocated, several reports detailing how expenses were allocated are available for you to view. The following table lists the allocation verification reports and their descriptions:

Report	Description
Allocation Ratios ASN Verification Report	Shows the ratios used to allocate expenses
Allocation Status Report	Shows the status of an allocation job
DRG Accepted for Allocation Report	Shows the migrated DRG data that were included in an allocation job
DRG Allocated Report	Shows the allocated DRG data
Data Set Accepted for Allocation Report	Shows the migrated data set data that were included in an allocation job
Data Set Allocated Report	Shows the allocated data set data
Expense Accepted for Allocation Report	Shows the migrated financial data that were included in an allocation job
Expense Allocated Report	Shows the allocated financial data
Personnel Accepted for Allocation Report	Shows the migrated personnel data that were included in an allocation job
Personnel Allocated Report	Shows the allocated personnel data

Viewing the Status of Allocated Data

Introduction

In this topic, you will learn how to view the status of allocated data.

Allocated Data Status Information

You can view the status of allocated data on the Allocated Data Status tab in the EAS IV Main Menu window. This tab displays the following information:

- Data Available indicator
- Starting Calendar Year
- Starting Calendar Month
- Ending Calendar Year
- Ending Calendar Month
- Processing Job Type Description
- Validated indicator (selected if the allocation job passed pre-allocation validation)
- Allocated indicator (selected if the allocation job was successfully performed)
- DRG indicator (selected if DRG costing was calculated for an allocation job)
- Service Unit indicator (selected if service unit costing was calculated for an allocation job)

Procedure

The following table describes how to view the status of allocated data:

Step	Action
1	In the EAS IV Main Menu window, click the Allocated Data Status tab.
2	On the Allocated Data Status tab, view the information.

Practice: Running an Allocation Job

Directions

Complete the following steps to run an allocation job:

Step	Action
1	Initiate a net month allocation job for October 2001.
2	Monitor the status of the allocation job.
3	View and print the warnings and errors.
4	Address the warnings and errors.
5	Rerun allocation.
6	View the status of the allocated data.

Student Notes

Unit 10
Reports

Overview

Introduction

In this unit, you will learn about the reports available in EAS IV and how to view and print these reports. EAS IV uses BusinessObjects, a report-generating tool, to create reports. Reports are viewed and printed through Business Objects.

Unit Objectives

Upon completion of this unit, you will be able to

- identify EAS IV reports,
- view EAS IV reports, and
- print EAS IV reports.

In This Unit

This unit includes the following lessons:

Lesson	See Page
Lesson A: What Are the EAS IV Reports?	*10-2*
Lesson B: Generating an EAS IV Report	*10-10*

Lesson A
What Are the EAS IV Reports?

Overview

Introduction	In this lesson, you will learn about EAS IV reports. EAS IV reports provide specific information and details that enable you to understand how data were processed. EAS IV reports also include tables that contain the business rules and master code tables used during validation.
Lesson Objective	Upon completion of this lesson, you will be able to identify EAS IV reports.
Order of Topics	This lesson includes the following topic:

Topic	See Page
EAS IV Reports	*10-3*

EAS IV Reports

Introduction	In this topic, you will learn about EAS IV reports.
Definition	Reports show the data in EAS IV and how the data were processed. Some reports show tables that EAS IV uses to determine the business rules and master code tables. **NOTE:** Refer to Unit 2, Lesson A, EAS IV Tables, for descriptions of the tables that comprise the business rules and master code tables.

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EAS IV Reports, Continued

Allocation Verification

The Allocation Verification category consists of the reports that show how a month's data were allocated in EAS IV. Refer to Unit 7, Lesson C, Performing an Allocation Job, for a detailed description of the information each report contains. The Allocation Verification category includes the following reports:

- Allocation Ratios ASN Verification Report
- Allocation Status Report
- DRG Accepted for Allocation Report
- DRG Allocated Report
- Data Set Accepted for Allocation Report
- Data Set Allocated Report
- Expense Accepted for Allocation Report
- Expense Allocated Report
- Personnel Accepted for Allocation Report
- Personnel Allocated Report

Continued on next page

EAS IV Reports, Continued

Data Audit

The Data Audit category consists of reports that show how data were changed in EAS IV within a date range or fiscal month. The Data Audit category includes the following reports:

- ADS Workload Audit Report by Date
- ADS Workload Audit Report by Fiscal Year/Month
- DRG Workload Audit Report by Date
- DRG Workload Audit Report by Fiscal Year/Month
- Data Set Workload Audit Report by Date
- Data Set Workload Audit Report by Fiscal Year/Month
- Enrollment Audit Report by Date
- Enrollment Audit Report by Fiscal Year/Month
- Exception Override Audit Report by Date
- Exception Override Audit Report by Fiscal Year/Month
- Financial Audit Report by Date
- Financial Audit Report by Fiscal Year/Month
- Patient Acuity Workload Audit Report by Date
- Patient Acuity Workload Audit Report by Fiscal Year/Month
- Personnel Audit Report by Date
- Personnel Audit Report by Fiscal Year/Month
- Pre-Allocation Exception Audit Report by Date
- Pre-Allocation Exception Audit Report by Fiscal Year/Month
- Respiratory Therapy/Pulmonary Function Workload Audit Report by Date
- Respiratory Therapy/Pulmonary Function Workload Audit Report by Fiscal Year/Month

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EAS IV Reports, Continued

Error Correction Reports	The Error Correction Reports category consists of the reports that show existing warnings and errors for a source system in the ECU. This category includes the following reports: • ECU by ADS Data Source Report • ECU by DRG Data Source Report • ECU by Data Set Data Source Report • ECU by Enrollment Data Source Report • ECU by Financial Data Source Report • ECU by Personnel Data Source Report • ECU by Pre-Allocation Data Source Report
Financial Tables	The Financial Tables category consists of the tables that determine the financial business rules and contain master codes. This category includes the following tables: • Basic Symbol/Limit Table • Army Financial Mapping Table • Program Element Code Table • SEEC and SUEE Table • SOF Table
Miscellaneous Standard Tables	The Miscellaneous Standard Tables category consists of the tables that determine business rules and contain master codes. This category includes the following tables: • DMIS ID Table • FCC Master Table • Standard Documentation Code Table

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EAS IV Reports, Continued

Personnel Tables	The Personnel Tables category consists of the tables that determine the personnel business rules and contain master codes. This category includes the following tables: • Occupation Code Table • Personnel Category Table • Skill Type/Skill Type Suffix Table
Security	The Security category consists of the Security Breach Report. The Security Breach Report records user logons, user logoffs, and changes to the rights of a user or user group. This report satisfies C2-level security requirements.
Site-Specific Tables	The Site-Specific Tables category consists of the modifiable and site-specific tables in EAS IV. This category includes the following tables: • ASD Data Set/Allocation Table • ASD Table • DRG Special Program Expense Table • MFI Table • MTF Data Set Table • Service Unit Table • User-Defined Table

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EAS IV Reports, Continued

Standard Reports

The Standard Reports category consists of the reports that were formerly the EAS III standard reports. These reports are used to analyze data that have been migrated and allocated in EAS IV. This category includes the following reports:

- ADS Accepted Report
- Allocation Summary Report for A, B, C, F, and G Accounts
- Allocation Summary Report for D, E, and Cost Pool Accounts
- Ambulatory Expense Analysis Report
- Ancillary Expense Analysis Report
- Cost Table Report
- DRG Accepted Report
- DRG by FCC Report
- DRG MTF Cost Report
- Data Set Accepted Report
- Dental Expense Analysis Report
- Direct Expense Accepted Report
- Enrollment Accepted Report
- Inpatient Expense Analysis Report
- Inpatient Nursing Fees Report
- Patient Acuity Accepted Report
- Personnel Accepted Report
- Personnel Detail Report
- Post-Allocation Fixed and Variable Expense Report
- Pre-Allocation Fixed and Variable Expense Report
- Program Element Code Expense Reconciliation Report
- Program Element Code Obligation Reconciliation Report
- Respiratory Therapy/Pulmonary Function Accepted Report
- User-Defined Exception Report

Continued on next page

EAS IV Reports, Continued

System Interfaces	The System Interfaces category consists of the reports generated in System Interfaces. This category includes the following reports: • CHCS Miscellaneous Data Report • Financial Pure Data Report • Personnel Pure Data Report
Table Maintenance Audits	The Table Maintenance Audits category consists of the reports that show how data were changed on modifiable tables. This category includes the following reports: • ASD Data Set Table Audit Report • ASD Table Audit Report • DRG Special Program Expense Table Audit Report • MFI Table Audit Report • MTF Data Set Table Audit Report • SUEE Table Audit Report • User-Defined Table Audit
Workload Tables	The Workload Tables category consists of the tables that determine the workload business rules and contain master codes. This category includes the following tables: • BCC Table • CPT Table • Dental Procedures Table • Respiratory Therapy/Pulmonary Function Procedure Codes Table

Lesson B
Generating an EAS IV Report

Overview

Introduction

In this lesson, you will learn how to view and print reports from EAS IV using BusinessObjects, a report-generating tool. Reports show how data were processed in EAS IV and tables that determine the business rules and contain master codes.

Lesson Objectives

Upon completion of this lesson, you will be able to

- view a report and
- print a report.

Order of Topics

This lesson includes the following topics:

Topic	See Page
Viewing and Printing a Report	*10-11*
Practice: Viewing and Printing a Report	*10-14*

Viewing and Printing a Report

Introduction	In this topic, you will learn how to view and print a report.
When To Use	You need to view a report to see how data were processed in EAS IV. You may need to print a report to keep for your records. You may find it useful to have a printed copy of the tables that determine the business rules and contain master codes.
Procedure	The following table describes how to view and print a report:

Step	Action
1	In the EAS IV Main Menu window, click the Reports toolbar icon.
2	In the Reports window, click the plus sign (+) next to a report category.
3	Under the report category, select a report.
4	Click the Launch Selected Report toolbar icon. **NOTE:** This step launches BusinessObjects and may take several minutes.

Continued on next page

Viewing and Printing a Report, Continued

Step	Action	
5	**If**	**Then**
	In the BusinessObjects window, data do not appear or the data need to be updated	a) Click the Refresh toolbar icon. b) In the Enter or Select Values window, enter the required values. **NOTE:** Clicking Values enables you to choose available values in the field in which the cursor is located. Update the available values by clicking Refresh. c) Click OK. d) View the information.
	In the BusinessObjects window, data appear or do not need to be updated	View the information.

Continued on next page

Viewing and Printing a Report, Continued

Step	Action	
6	Click the Print toolbar icon.	
7	**If**	**Then**
	You want to save the report	a) On the File menu, click Save As. b) In the Save document as window, in the File name box, change the name of the report. c) In the Save as type box, change the location. **NOTE:** You must change the name and location so that you do not permanently alter the EAS IV prompted report.
	You do not want to save the report	Continue to step 8.
8	On the File menu, click Exit.	

Practice: Viewing and Printing a Report

Directions

Complete the following steps to view and print a report:

Step	Action
1	View the Financial Audit Report by Date for November.
2	Print the first page of the report.
3	Return to EAS IV. **NOTE:** Do not save the report.

Student Notes

Unit 11
Transmissions

Overview

Introduction	In this unit, you will learn how to transmit EAS IV data. After you process a month's data, you must transmit the data to the EAS IV Repository. The EAS IV Repository assimilates Tri- Service EAS IV data for analysis.
Unit Objective	Upon completion of this unit, you will be able to transmit EAS IV data to the EAS IV Repository.
In This Unit	This unit includes the following lesson:

Lesson	See Page
Lesson A: Transmitting EAS IV Data	*11-3*

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Lesson A
Transmitting EAS IV Data

Overview

Introduction	In this lesson, you will learn how to transmit EAS IV data. After data successfully pass a net month allocation, you transmit the data to the EAS IV Repository. Because each allocation job is deleted when you run the next job, it is important to transmit an allocated month's data soon after allocation completes. In addition, if a Transmission fails for any reason, you can view the reason in the Transmissions window.
Lesson Objectives	Upon completion of this lesson, you will be able to • change the File Transfer Protocol (FTP) transmission settings, • schedule a transmission job, • view a transmission job, • reschedule a transmission job, • delete a transmission job, • view transmission history, and • retransmit a transmission job.

Continued on next page

Overview, Continued

Order of Topics

This lesson includes the following topics:

Topic	See Page
Changing the FTP Transmission Settings	*11-5*
Scheduling a Transmission Job	*11-6*
Viewing a Transmission Job	*11-8*
Rescheduling a Transmission Job	*11-9*
Deleting a Transmission Job	*11-11*
Practice: Scheduling a Transmission Job	*11-12*
Viewing the Transmission History	*11-13*
Retransmitting a Transmission Job	*11-14*
Practice: Retransmitting a Transmission Job	*11-16*

Changing the FTP Transmission Settings

Introduction

In this topic, you will learn how to change the FTP transmission settings. The FTP transmission settings default to sending the data to the EAS IV Repository when EAS IV is installed. You can change these settings if you want to send the data to an alternate location.

NOTE: If you change the FTP transmission settings, remember the default settings so they can be restored. You need to contact the EAS IV Repository POC for the default password.

When To Use

You need to change the FTP transmission settings if you want to send the data to a location other than the EAS IV Repository.

Procedure

The following table describes how to change the FTP transmission settings:

Step	Action
1	In the EAS IV Main Menu window, click the Transmissions icon.
2	In the Transmissions window, on the File menu, click FTP Configuration.
3	In the FTP Configuration window, in the Host box, enter the Internet Protocol (IP) address or host name. **NOTE:** If you enter an IP address, you must include the periods separating the number groups (for example, 161.14.8.255).
4	In the User ID box, enter the user ID.
5	In the Password box, enter the password.
6	Click OK.

Scheduling a Transmission Job

Introduction

In this topic, you will learn how to schedule a transmission job.

When To Use

You need to schedule a transmission job after data for a month have been successfully allocated.

Procedure

The following table describes how to schedule a transmission job:

Step	Action	
1	In the Transmissions window, on the Available to Transmit tab, in the list, select the allocation job.	
2	Click the Schedule Transmission icon.	
3	**If**	**Then**
	You want to transmit the data immediately	In the Transmission Settings window, under Scheduled Time, click Now. **NOTE:** This is the default setting.
	You want to transmit the data at a different date or time	a) In the Transmission Settings window, under Scheduled Time, click Specified Date/Time. b) In the Date box, select the date. c) In the Time box, select the time.

Continued on next page

Scheduling a Transmission Job, Continued

Step	Action
4	Click OK. **NOTE:** When you schedule a transmission job, the allocation job is removed from the Available to Transmit tab.
5	In the Information window, click OK. **NOTE**: The user does not have to be logged on to the workstation, nor does EAS IV have to be running, for the scheduled transmission job to transmit.

Viewing a Transmission Job

Introduction

In this topic, you will learn how to view a transmission job.

Definitions

If a transmission job has a status of Scheduled, the data will be transmitted at the scheduled time.

If a transmission job has a status of Processing, the data are being transmitted.

If a transmission job has a status of Scheduled – Process Locked, the data cannot be transmitted due to a process lock. Contact the EAS IV system administrator to remove the lock. When the process lock is removed, the data will be transmitted.

If a transmission job has a status of Failed, the data could not be transmitted. Refer to Rescheduling a Transmission Job in this lesson for instruction on rescheduling failed transmissions.

When To Use

You may need to view a transmission job to determine the status of the job.

Procedure

The following table describes how to view a transmission job:

Step	Action
1	In the Transmissions window, click the Current Transmission Jobs tab.
2	In the list, select a transmission job.
3	View the data.

Rescheduling a Transmission Job

Introduction

In this topic, you will learn how to reschedule a transmission job. You need to reschedule a transmission job if the transmission fails. Transmission jobs may fail for a variety of reasons, such as a database error, incorrect FTP settings, or a failed network connection You can also reschedule a transmission job if you need to change the date or time of transmission.

When To Use

You need to reschedule a transmission job if the transmission fails. You may need to reschedule a transmission job if you want to transmit the job at a different date or time.

Procedure

The following table describes how to reschedule a transmission job:

Step	Action
1	On the Current Transmission Jobs tab, in the list, select a transmission job. **NOTE:** You cannot reschedule a job that has a status of Processing.
2	Click the Reschedule Transmission icon.

Continued on next page

Rescheduling a Transmission Job, Continued

Step	Action	
3	**If**	**Then**
	You want to transmit the data immediately	In the Transmission Settings window, under Scheduled Time, click Now. **NOTE:** This is the default setting.
	You want to transmit the data at a different date or time	a) In the Transmission Settings window, under Scheduled Time, click Specified Date/Time. b) In the Date box, select the date. c) In the Time box, select the time.
4	Click OK.	
5	In the Information window, click OK. **NOTE**: The user does not have to be logged on to the workstation, nor does EAS IV have to be running, for the scheduled transmission job to transmit.	

Deleting a Transmission Job

Introduction	In this topic, you will learn how to delete a transmission job.
When To Use	You may need to delete a transmission job if it was scheduled erroneously.
Procedure	The following table describes how to delete a transmission job:

Step	Action
1	On the Current Transmission Jobs tab, in the list, select a transmission job. **NOTE:** You cannot delete a job that has a status of Processing.
2	Click the Delete Transmission icon.
3	In the Confirm window, click Yes. **NOTE:** The transmission job is removed from the Current Transmission Jobs tab.

Practice: Scheduling a Transmission Job

Directions

Complete the following steps to schedule a transmission job:

Step	Action
1	Note the default FTP transmission settings under Default FTP Transmission Settings.
2	Change the FTP transmission host and user ID to alternate settings. **NOTE:** Do not change the password.
3	Restore the FTP transmission host and user ID to the default settings. **NOTE:** Do not change the password.
4	Schedule a transmission job to transmit 2 hours from the current time.
5	Delete the transmission job you just scheduled.
6	Schedule a transmission job to transmit 2 weeks from the current date.
7	Reschedule the transmission job to transmit immediately.

Default FTP Transmission Settings

Student Notes

Viewing the Transmission History

Introduction

In this topic, you will learn how to view the transmission history. Viewing the transmission history enables you to determine when data was successfully transmitted.

When To Use

You may need to view transmission history to determine when data was transmitted.

Procedure

The following table describes how to view transmission history:

Step	Action
1	In the Transmissions window, click the Transmission History tab.
2	In the list, select a transmission job.
3	View the data.

Retransmitting a Transmission Job

Introduction

In this topic, you will learn how to retransmit a transmission job. A successful transmission job may need to be retransmitted for a variety of reasons. For example, the EAS IV Repository may not have properly received the data, or the data may be corrupted. Unlike rescheduling a transmission job, retransmitting a successful transmission job generates a new transmission job, which can be viewed on the Transmission History tab.

When To Use

You need to retransmit a transmission job if the EAS IV Repository cannot use the previously transmitted data.

Procedure

The following table describes how to retransmit a transmission job:

Step	Action
1	On the Transmission History tab, in the list, select a transmission job.
2	Click the Schedule Transmission icon.

Continued on next page

Retransmitting a Transmission Job, Continued

Step	Action	
3	**If**	**Then**
	You want to transmit the data immediately	In the Transmission Settings window, under Scheduled Time, click Now. **NOTE:** This is the default setting.
	You want to transmit the data at a different date or time	a) In the Transmission Settings window, under Scheduled Time, click Specified Date/Time. b) In the Date box, select the date. c) In the Time box, select the time.
4	Click OK.	
5	In the Information window, click OK. **NOTE**: The user does not have to be logged on to the workstation, nor does EAS IV have to be running, for the scheduled transmission job to transmit.	

Practice: Retransmitting a Transmission Job

Directions

Complete the following steps to retransmit a transmission job:

Step	Action
1	Select a successful transmission job.
2	Schedule the transmission job to be retransmitted immediately.
3	View the current status of the transmission job.
4	After the retransmission is successful, view the transmission history.

Student Notes

Unit 12
Maintaining Tables

Overview

Introduction

In this unit, you will learn how to maintain EAS IV tables. Because these tables contain the information used to process data in EAS IV, proper maintenance of the tables ensures that data are handled and processed efficiently and accurately.

Unit Objectives

Upon completion of this unit, you will be able to

- identify centrally distributed and modifiable tables;
- view, filter, and print modifiable tables; and
- maintain modifiable tables.

In This Unit

This unit includes the following lessons:

Lesson	See Page
Lesson A: EAS IV Tables	*12-3*
Lesson B: Viewing and Printing Modifiable Tables	*12-29*
Lesson C: Maintaining the ASD Table	*12-39*
Lesson D: Maintaining the MFI Table	*12-57*
Lesson E: Maintaining the SEEC and SUEE Table	*12-61*
Lesson F: Maintaining the DRG Special Program Expense Table	*12-66*

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Lesson A
EAS IV Tables

Overview

Introduction

In this lesson, you will learn about the tables in EAS IV. The Army currently uses 22 different EAS IV tables. The DoD Tri-Service Managed Care Program (TRICARE) Management Activity (TMA) maintains the majority of these tables, so they are centrally distributed. However, some tables can be updated at the MTF and DTF level.

EAS IV tables are used to validate expense, personnel, and work center codes and valid combinations of these codes. Therefore, you need to maintain these tables to ensure accurate and efficient handling, processing, reporting, and analysis of cost data.

Lesson Objectives

Upon completion of this lesson, you will be able to

- identify tables that are centrally distributed,
- identify tables that are modifiable, and
- identify documentation codes.

Order of Topics

This lesson includes the following topics:

Topic	See Page
Centrally Distributed Tables	*12-4*
Modifiable Tables	*12-18*
Practice: Identifying EAS IV Tables	*12-25*
What Are Documentation Codes?	*12-26*

Centrally Distributed Tables

Introduction

In this topic, you will learn about centrally distributed tables. Centrally distributed EAS IV tables are those tables that TMA maintains. These tables are divided into five categories: financial, personnel, workload, site-specific, and miscellaneous standard.

Centrally distributed tables are updated annually, except the DMIS ID Table and CPT Table, which may be updated more frequently. TMA updates the centrally distributed tables through a software release or central distribution mechanism.

Financial Tables

The following table describes the centrally distributed financial tables:

Name	Description	Fields
Basic Symbol/Limit Table	Identifies the valid DoD standard and Service-unique Basic Symbol/Limit (BS/L) codes for a fiscal year	*DoD BS/L Table tab:* Parent DMIS ID Fiscal Year DoD BS/L Code DoD BS/L Code Description *BS/L Table (Army) tab:* Parent DMIS ID Fiscal Year DoD BS/L Code DoD BS/L Code Description Service-Unique BS/L Code Service-Unique BS/L Code Description Activation Date Deactivation Date

Continued on next page

Centrally Distributed Tables, Continued

Name	Description	Fields
Program Element Code Table	Identifies the valid DoD standard PECs and the Service-unique PECs for a fiscal year	*DoD PEC Table tab:* Parent DMIS ID Fiscal Year DoD PEC DoD PEC Description *PEC Table (Army) tab:* Parent DMIS ID Fiscal Year Service-Unique PEC Service-Unique PEC Description DoD PEC DoD PEC Description Activation Date Deactivation Date
SOF Table	Identifies the valid source of funds (SOF) codes [D (direct), R (reimbursable), and S (resource sharing)] for a fiscal year	Parent DMIS ID Fiscal Year Source of Funds Source of Funds Description

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Centrally Distributed Tables, Continued

Personnel Tables	The following table describes the centrally distributed personnel tables:	
Name	**Description**	**Fields**
Occupation Code Table	Identifies the valid DoD standard and Service-unique occupation codes for a fiscal year	*DoD Occupation Code Table tab:* Parent DMIS ID Fiscal Year DoD Occupation Code DoD Occupation Code Description *Occupation Code Table (Army) tab:* Parent DMIS ID Fiscal Year Service Occupation Code Service Occupation Code Description Skill Type Code DoD Occupation Code DoD Occupation Code Description Activation Date Deactivation Date

Continued on next page

Centrally Distributed Tables, Continued

Name	Description	Fields
Personnel Category Table	Identifies the valid personnel categories for a fiscal year	Parent DMIS ID Personnel Category Personnel Category Description
Skill Type/Skill Type Suffix Table	Identifies the valid skill type and skill type suffixes for a fiscal year	Parent DMIS ID Fiscal Year Skill Type Skill Type Description Skill Type Suffix Skill Type Suffix Description Activation Date Deactivation Date

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Centrally Distributed Tables, Continued

Workload Tables	The following table describes the centrally distributed workload tables:	
Name	**Description**	**Fields**
BCC Table	Identifies the valid beneficiary category codes (BCCs) and their associated patient category codes (PCCs) for a fiscal year	*Beneficiary Category Code (BCC) Table tab:* Parent DMIS ID Fiscal Year Beneficiary Category Code Beneficiary Category Code Description Patient Category Code Patient Category Code Description Patient Category Code Activation Date Patient Category Code Deactivation Date *Beneficiary Category Code (BCC) Table (All Codes) tab:* Parent DMIS ID Fiscal Year Beneficiary Category Code Beneficiary Category Code Description

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Centrally Distributed Tables, Continued

Name	Description	Fields
CPT Table	Identifies the valid Current Procedural Terminology (CPT) codes and their modifiers and weighted values for a fiscal year **NOTE:** For ADS data that are not included on the current Military Health System (MHS) CPT4 Table, the Relative Value Unit (RVU) is derived from the current edition of St. Anthony's Complete Resource Based Relative Value Scale (RBRVS).	Parent DMIS ID Fiscal Year CPT Code CPT Code Modifier CPT Code DoD Name CPT Weight Activation Date Deactivation Date
Dental Procedures Table	Identifies the valid American Dental Association (ADA) codes for a fiscal year **NOTE:** Currently, no dental source system for acquiring dental data interfaces with EAS IV.	Parent DMIS ID Fiscal Year Dental Procedure Code Dental Procedure Code Description Dental Procedure Weight Activation Date Deactivation Date

Continued on next page

Centrally Distributed Tables, Continued

Name	Description	Fields
Respiratory Therapy/ Pulmonary Function Procedure Codes Table	Identifies the valid respiratory therapy/ pulmonary function procedure codes and their weighted values for a fiscal year	Parent DMIS ID Fiscal Year Respiratory Therapy/Pulmonary Function Procedure Code Respiratory Therapy/Pulmonary Function Procedure Code Description Respiratory Therapy/Pulmonary Function Procedure Weight Activation Date Deactivation Date

Continued on next page

Centrally Distributed Tables, Continued

Site-Specific Tables

The following table describes the centrally distributed site-specific tables:

Name	Description	Fields
ASD Data Set/Allocation Table	Identifies the valid 4th level FCCs for a fiscal year, allocation factor information, the valid providing 3rd level FCCs for a fiscal year, and the data set business rules information **NOTE:** The information on this table is used to determine how costs are allocated to FCCs.	*ASD Data Set Table tab:* Parent DMIS ID Fiscal Year Providing DMIS ID Providing 4th Level FCC Providing 4th Level FCC Description Data Set ID Data Set Description Generate Indicator DMIS ID Include List DMIS ID Exclude List FCC Include List FCC Exclude List

Continued on next page

Centrally Distributed Tables, Continued

Name	Description	Fields
ASD Data Set/Allocation Table, Continued	Identifies the valid 4th level FCCs for a fiscal year, allocation factor information, the valid providing 3rd level FCCs for a fiscal year, and the data set business rules information	*Allocation Factor Table tab:* Parent DMIS ID Fiscal Year Allocation Factor Allocation Factor Description Allocation Factor Data Data Set Indicator Beneficiary Category Indicator CPT Indicator Data Set ID Data Set Business Rule ID Data Set Business Rule Description FCC Include List FCC Exclude List Skill Type Include List Skill Type Exclude List Skill Type Suffix Exclude List Skill Type Suffix Include List

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Centrally Distributed Tables, Continued

Name	Description	Fields
ASD Data Set/Allocation Table, Continued	Identifies the valid 4th level FCCs for a fiscal year, allocation factor information, the valid providing 3rd level FCCs for a fiscal year, and the data set business rules information	*Allocation Factor by 3rd Level FCC Table tab:* Parent DMIS ID Fiscal Year Providing 3rd Level FCC Providing 3rd Level FCC Description Allocation Factor Code Allocation Factor Description Allocation Factor Data Data Set Business Rule ID Data Set Indicator *Data Set Business Rules Table tab:* Parent DMIS ID Fiscal Year Data Set Business Rule ID Data Set Business Rule Description Data Set Indicator FCC Include List FCC Exclude List

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Centrally Distributed Tables, Continued

Name	Description	Fields
Service Unit Table	Identifies the valid service unit codes and the corresponding 3rd level FCCs for a fiscal year	*Service Unit Table tab*: Parent DMIS ID Fiscal Year Providing DMIS ID Service Unit Service Unit Description Data Set ID Data Set Indicator Expense Indicator Include List Expense Indicator Exclude List FCC Include List FCC Exclude List Providing FCC Include List Providing FCC Exclude List Skill Type Include List Skill Type Exclude List

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Centrally Distributed Tables, Continued

Name	Description	Fields
Service Unit Table, Continued	Identifies the valid service units and corresponding 3rd level FCCs for a fiscal year	*Service Unit Table by 3rd Level FCC tab*: Parent DMIS ID Fiscal Year Providing DMIS ID 3rd Level FCC 3rd Level FCC Description Service Unit Service Unit Description Data Set ID

Continued on next page

Centrally Distributed Tables, Continued

Miscellaneous Standard Tables	The following table describes the centrally distributed miscellaneous standard tables:

Name	Description	Fields
DMIS ID Table	Identifies the DMIS ID codes and other information for all Service facilities	Fiscal Year DMIS ID DMIS ID Facility Name Installation Name UIC U.S. Flag Code Facility Location Code Health Service Region Facility Type Code Facility City Facility ZIP Code Activation Date Deactivation Date

Continued on next page

Centrally Distributed Tables, Continued

Name	Description	Fields
FCC Master Table	Identifies the valid 1st, 2nd, and 3rd level FCCs for a fiscal year	Parent DMIS ID Fiscal Year 1st Level FCC 1st Level FCC Description 2nd Level FCC 2nd Level FCC Description 3rd Level FCC 3rd Level FCC Description Allocation Indicator Cost Pool Indicator
Standard Documentation Code Table	Identifies the valid standard documentation codes for all Services for a fiscal year	Parent DMIS ID Fiscal Year Documentation Code Documentation Code Description Activation Date Deactivation Date

Modifiable Tables

Introduction	In this topic, you will learn about modifiable tables. Modifiable tables are those tables maintained at the MTF/DTF level. These tables are divided into two categories: financial and site-specific. The sites update modifiable tables as needed.
Financial Table	The following table describes the modifiable financial table:

Name	Description	Fields
SEEC and SUEE Table	Identifies the valid SEECs and their corresponding SUEEs for a fiscal year **NOTE:** The SEEC and SUEE Table is updated in accordance with the Resource Management Office (RMO). Only the SUEE fixed-cost percentage can be updated.	*Service-Unique Expense Element (SUEE) Table tab:* Parent DMIS ID Fiscal Year SUEE SUEE Description MTF Fixed Cost Percentage Map to SUEE SEEC DoD Fixed Cost Percentage Activation Date Deactivation Date

Continued on next page

Modifiable Tables, Continued

Name	Description	Fields
SEEC and SUEE Table, Continued	Identifies the valid SEECs and their corresponding SUEEs for a fiscal year	*Standard Expense Element Code (SEEC) Table tab:* Parent DMIS ID Fiscal Year SEEC SEEC Description SEEC Category SEEC Category Description SEEC Category Schedule Type SEEC Category Schedule Type Description DoD Fixed Cost Percentage SEEC Activation Date SEEC Deactivation Date

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Modifiable Tables, Continued

Site-Specific Tables	The following table describes the modifiable site-specific tables:	
Name	**Description**	**Fields**
ASD Table	Identifies the valid MTF/DTF-unique FCC and DMIS ID combinations for a fiscal year	Parent DMIS ID Fiscal Year DMIS ID 4th Level FCC 4th Level FCC Description Data Set ID ASN Activation Date Deactivation Date Inactivation Date Reactivation Date
DRG Special Program Expense Table	Identifies the total expenses for 3rd level FDE (initial outfitting of MTFs/DTFs) and FDF (urgent minor construction in medical/dental facilities) FCCs during a fiscal year **NOTE:** This table displays data for the selected fiscal year and the previous 7 years and is used to calculate DRG costing during allocation.	Parent DMIS ID Date Range DMIS ID Fiscal Year Expenses From FDE Expenses From FDF

Continued on next page

Modifiable Tables, Continued

Name	Description	Fields
MFI Table	Identifies a facility's name, address, and contact information **NOTE:** Users at parent facilities can also view the information for any children facilities.	Parent DMIS ID DMIS ID UIC Health Service Region Facility Address 1 Facility Address 2 Installation Name Facility Location Code Facility ZIP Code EAS POC EAS POC Commercial Phone EAS POC DSN EAS POC E-mail Address

Continued on next page

Modifiable Tables, Continued

Name	Description	Fields
MTF Data Set Table	Identifies the valid standard and customized data sets that an MTF uses for a fiscal year **NOTE:** This table is automatically modified whenever data sets are updated in the ASD table.	*MTF Data Set Table tab:* Parent DMIS ID Fiscal Year Providing DMIS ID Data Set ID Data Set Description Beneficiary Category Indicator CPT Indicator DoD Standard Indicator Data Set Business Rules ID Standard FCC Include List Standard FCC Exclude List DMIS ID Include List DMIS ID Exclude List FCC Include List FCC Exclude List

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Modifiable Tables, Continued

Name	Description	Fields
MTF Data Set Table, Continued	Identifies the valid standard and customized data sets that an MTF uses for a fiscal year	*Data Set Business Rules Table tab:* Parent DMIS ID Fiscal Year Data Set Business Rule ID Data Set Business Rule Description Data Set Include Indicator FCC Include List FCC Exclude List
User-Defined Table	Identifies transfers and deletions (user-defined corrections only) of expenses between DMIS IDs, 4th level FCCs, and SUEEs or combinations of the three **NOTE:** The User-Defined Table can be updated only through the ECU or Adjustments. Refer to units 3, 4, and 6 for instruction on the User-Defined Table.	Parent DMIS ID User Correction ID User Correction Description DMIS ID Delete Indicator (Army use only) Activation Date Deactivation Date To DMIS ID From 4th Level FCC To 4th Level FCC **NOTE:** Both tabs display the same fields.

Continued on next page

Modifiable Tables, Continued

Name	Description	Fields
User-Defined Table, Continued	Identifies transfers and deletions (user-defined corrections only) of expenses between DMIS IDs, 4th level FCCs, and SUEEs or combinations of the three	Deleted 4th Level FCC (Army use only) From RC/CC (Air Force use only) To RC/CC (Air Force use only) From SUEE (Army and Air Force use only) To SUEE (Army and Air Force use only) Deleted SUEE (Army use only) Fiscal Year of Data

Practice: Identifying EAS IV Tables

Directions	Identify each of the following tables as either centrally distributed or modifiable by circling the appropriate answer:

Occupation Code Table	**Centrally Distributed** **Modifiable**
SEEC and SUEE Table	**Centrally Distributed** **Modifiable**
Standard Documentation Code Table	**Centrally Distributed** **Modifiable**
ASD Table	**Centrally Distributed** **Modifiable**
Respiratory Therapy/Pulmonary Function Table	**Centrally Distributed** **Modifiable**

Student Notes

What Are Documentation Codes?

Introduction	In this topic, you will learn about documentation codes. Documentation codes are used throughout EAS IV whenever you make changes to data. After you select a documentation code and click OK, the code cannot be changed. EAS IV records these codes, which are found in EAS IV audit reports. All valid documentation codes are available on a dropdown menu in the Documentation Code and Comment window. A text box is available for comments to further explain the change.
Definition	Documentation codes are descriptions selected to document changes made to data.
Documentation Code Descriptions	The following table lists and describes valid documentation codes:

Documentation Code	Description
10	*Invalid Service-Unique Expense Element (SUEE)*
11	*Invalid Program Element Code(PEC)*
12	*Invalid Functional Cost Code (FCC)/DMIS ID*
13	*Invalid Basic Symbol/Limit Code*
14	*Invalid FCC and/or SUEE received from the Finance source system*
15	*Invalid FCC and/or SUEE received from the Personnel source system*
16	*Invalid FCC received from a Workload source system*
17	*Incorrect expenses (dollar value) received from the Financial source system*
18	*Incorrect obligation amount received from the Financial source system*
19	*Incorrect expenses and obligations received from the Financial source system*
20	*Expense record missing on file/Added new record*
30	*Incorrect expenses received from the Personnel source system*

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What Are Documentation Codes?, Continued

Documentation Code	Description
31	*Incorrect FTE/workhours received from the Personnel source system*
32	*Incorrect personnel category received from the Personnel source system*
33	*Incorrect Skill Type/Suffix received from the Personnel source system*
40	*Enter Workload Data*
41	*Delete record (Duplicate record received)*
50	*Depreciation*
51	*Depreciation Adjustment*
60	*Free Receipts Adjustment*
61	*Base Operations Adjustment*
70	*Salary Adjustment*
71	*FTE Adjustment*
72	*Skill Type/Skill Type Suffix Adjustment*
73	*Occupation Code Adjustment*
74	*Workload Adjustment*
75	*Expense and Obligation Adjustment*
80	*Expenses are valid*
81	*Obligations are valid*
82	*Salary expenses/FTEs are valid*
83	*FCC/DMIS ID is valid*
84	*Workload is valid*
90	*Other*

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Lesson B
Viewing and Printing Modifiable Tables

Overview

Introduction	In this lesson, you will learn how to view and print the modifiable EAS IV tables that can be accessed from Table Maintenance. You can view, filter, sort, and print modifiable tables through the Table Maintenance function. **NOTE:** Both centrally distributed and modifiable tables can be viewed and printed through the Reports function. Refer to Unit 8, Lesson B, Generating an EAS IV Report, for instruction on viewing and printing tables from Reports. **NOTE:** Because the MTF Data Set Table is not directly modifiable, it cannot be accessed from Table Maintenance. You can only view and print the table from Reports.
User-Defined Table	The procedures in this lesson can be used to view, filter, sort, and print the User-Defined Table from Table Maintenance. However, you can access the table only when you enter Table Maintenance from ECU or Adjustments, not when you enter Table Maintenance from the EAS IV Main Menu window. Refer to units 3 and 6 for instruction on accessing the User-Defined Table from ECU or Adjustments.
Lesson Objectives	Upon completion of this lesson, you will be able to • view, filter, and sort a modifiable table from Table Maintenance and • print a modifiable table from Table Maintenance.

Continued on next page

Overview, Continued

Order of Topics

This lesson includes the following topics:

Topic	See Page
Viewing, Filtering, and Sorting a Table From Table Maintenance	*12-31*
Printing a Table From Table Maintenance	*12-36*
Practice: Printing a Table From Table Maintenance	*12-37*

Viewing, Filtering, and Sorting a Table From Table Maintenance

Introduction	In this topic, you will learn how to view, filter, and sort the modifiable tables that can be accessed through Table Maintenance. **NOTE:** Although the DRG Special Program Expense Table can be viewed and printed from Table Maintenance, it cannot be filtered or sorted.
When To Use Filter	You may need to view only specific records in a table instead of the entire table. You can create a filter that displays only those records. **NOTE:** The filter function appears throughout EAS IV, and the filter procedures for other functional areas are the same as those in this topic. Whenever a filter icon appears, you can use the filter procedures in this topic to filter data.
When To Use Sort	You may need to sort the records in a table by a specific element in the table or in a specific order. You can select criteria to determine the order of information in the table. **NOTE:** The sort function appears throughout EAS IV, and the sort procedures for other functional areas are the same as those in this topic. Whenever a sort icon appears, you can use the sort procedures in this topic to sort data.

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Viewing, Filtering, and Sorting a Table From Table Maintenance, Continued

Viewing a Table Procedure

The following table describes how to view a table through the Table Maintenance window:

Step	Action	
1	In the EAS IV Main Menu window, click the Table Maintenance toolbar icon.	
2	In the Table Maintenance window, in the Select Table box, select a table.	
3	**If**	**Then**
	You select the DRG Special Program Expense Table **NOTE:** This table displays data for the selected fiscal year and the previous 7 years. You can select the current or previous fiscal year.	a) Click the Update toolbar icon. b) In the Table Maintenance – Update DRG Special Program Expenses window, under Select, in the Fiscal Year box, select the fiscal year. c) In the DMIS ID box, select the DMIS ID. d) Under Expenses, view the table information.
	You select any other table	In the list, view the table.

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Viewing, Filtering, and Sorting a Table From Table Maintenance, Continued

Adding a Filter Procedure

The following table describes how to add a filter:

Step	Action	
1	Click the Filter toolbar icon.	
2	In the Filter window, in the Available Fields list, select the field. **NOTE:** The fields that appear in this list vary depending on the data you filter.	
3	In the Operator list, select an operator.	
4	**If**	**Then**
	The operator you select requires only one value	In the Value box, type a value.
	The operator you select requires a range of values	a) In the first Value box, type the beginning value. b) In the second Value box, type the ending value.
5	Click Apply. **NOTE:** When you click Apply, the filter appears in the Current filter box.	
6	**If**	**Then**
	You want to add another filter	Repeat steps 2 through 5.
	You are finished adding filters	Click OK.
7	View the filtered data. **NOTE:** You can clear filters and return to the original list of data by opening the Filter window and clicking Cancel.	

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Viewing, Filtering, and Sorting a Table From Table Maintenance, Continued

Prerequisite

You must modify a filter that has been added before closing the Filter window.

Modifying a Filter Procedure

The following table describes how to modify a filter:

Step	Action	
1	In the Filter window, under Current Filter, select the filter.	
2	**If**	**Then**
	The operator for the filter requires only one value	In the Value box, type a value.
	The operator for the filter requires a range of values	a) In the first Value box, type the beginning value. b) In the second Value box, type the ending value.
3	Click Modify. **NOTE:** You can click Abort to return to the Filter window add mode without modifying the filter.	

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Viewing, Filtering, and Sorting a Table From Table Maintenance, Continued

Prerequisite

You must delete a filter that has been added before closing the Filter window.

Deleting a Filter Procedure

The following table describes how to delete a filter:

Step	Action
1	In the Filter window, under Current Filter, select the filter.
2	Click Delete.

Sort Procedure

The following table describes how to sort a table:

Step	Action	
1	Click the Sort toolbar icon.	
2	In the Sort window, under Sort By, in the first box, select a sort criterion.	
3	Under Order, select the sort order. **NOTE:** Three boxes are available for you to select up to three sort criteria.	
4	**If**	**Then**
	You want to select another sort criterion	Repeat steps 2 and 3.
	You are finished adding sort criteria	Click OK.
5	View the sorted data. **NOTE:** You can also click the column headings and sort one column at a time in ascending or descending order.	

Printing a Table From Table Maintenance

Introduction

In this topic, you will learn how to print modifiable tables from Table Maintenance.

When To Use

You may need to print a hard copy of a modifiable table to reference while completing other tasks in EAS IV.

Procedure

The following table describes how to print a table through the Table Maintenance window:

Step	Action
1	In the Table Maintenance window, in the Select Table box, select a table.
2	Click the Print toolbar icon. **NOTE:** This step launches BusinessObjects and may take a few minutes.
3	In the BusinessObjects window, click the Print toolbar icon. **NOTE:** The entire table appears even if you are viewing only part of the table when you open BusinessObjects. To print only part of the table, you must filter the table in BusinessObjects. It is important that you rename the report if you choose to save it. Ideally, you should also choose a different location in which to save the report.

Practice: Printing a Table From Table Maintenance

Directions

Complete the following steps to print a table from Table Maintenance:

Step	Action
1	Open Table Maintenance.
2	View the ASD Table.
3	Filter the table to show data only for your parent DMIS ID.
4	View the filtered data.
5	Clear the filter.
6	Sort the table by FCC in descending order.
7	View the sorted data.
8	Print the table.

Student Notes

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Lesson C
Maintaining the ASD Table

Overview

Introduction

In this lesson, you will learn how to maintain the ASD Table. The ASD Table contains the site-specific valid FCC and DMIS ID combinations. Updating this table is essential to ensure the efficient processing of data because exceptions are generated when the table is not accurate.

Lesson Objectives

Upon completion of this lesson, you will be able to

- add an FCC,
- add a temporary inactive date range,
- modify a temporary inactive date range,
- delete a temporary inactive date range,
- modify an FCC, and
- delete an FCC.

Order of Topics

This lesson includes the following topics:

Topic	See Page
Adding an FCC	*12-40*
Adding a Temporary Inactive Date Range	*12-46*
Modifying a Temporary Inactive Date Range	*12-48*
Deleting a Temporary Inactive Date Range	*12-48*
Modifying an FCC	*12-49*
Deleting an FCC	*12-55*
Practice: Adding an FCC to the ASD Table	*12-56*

Adding an FCC

Introduction

In this topic, you will learn how to add an FCC to the ASD Table.

When To Use

You may need to add an FCC that does not exist in the ASD Table. When you add an FCC, you can also customize the data set associated with the FCC. A, B, C, F, and G FCCs do not have data sets, but D and E FCCs and FCCs with an X in the third position are associated with data sets.

Adding an FCC Without a Data Set Procedure

The following table describes how to add an FCC that is not associated with a data set:

Step	Action
1	In the Table Maintenance window, in the Select Table box, select the ASD Table.
2	Click the Add toolbar icon.
3	In the Table Maintenance – Add Account Subset Definition (ASD) window, in the Fiscal Year box, select the fiscal year. **NOTE:** The fiscal year defaults to the current year.
4	In the DMIS ID box, select the DMIS ID.
5	In the Functional Cost Code box, select the FCC.
6	In the FCC Description box, type the FCC's description.
7	In the Activation Date box, select the activation date. **NOTE:** The activation date defaults to the first day of the current fiscal year.

Continued on next page

Adding an FCC, Continued

Step	Action
8	If you want to add a deactivation date, in the Deactivation Date box, select the deactivation date. **NOTE:** A deactivation date is not required.
9	Click OK.

Adding an FCC With a Data Set Procedure

The following table describes how to add an FCC that is associated with a data set:

Step	Action
1	In the Table Maintenance window, in the Select Table box, select the ASD Table.
2	Click the Add toolbar icon.
3	In the Table Maintenance – Add Account Subset Definition (ASD) window, in the Fiscal Year box, select the fiscal year. **NOTE:** The fiscal year defaults to the current year.
4	In the DMIS ID box, select the DMIS ID.
5	In the Functional Cost Code box, select the FCC.
6	In the FCC Description box, type the FCC's description.
7	If you are adding a D or E FCC, in the Assignment Sequence Number box, select the assignment sequence number. **NOTE:** This field is not available for other FCCs.

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Adding an FCC, Continued

Step	Action	
8	In the Activation Date box, select the activation date. **NOTE:** The activation date defaults to the first day of the current fiscal year.	
9	If you want to add a deactivation date, in the Deactivation Date box, select the deactivation date. **NOTE:** A deactivation date is not required.	
10	Click Apply.	
11	In the Table Maintenance – Data Set Entry window, if the Accept Default Data Set box is enabled, click Yes.	
12	In the Data Set Description box, type the data set's description. **NOTE:** To view the standard business rules for the data set, click the Standard Business Rules tab.	
13	**If**	**Then**
	You want to customize the data set	Continue to step 14.
	You do not want to customize the data set	Skip to step 18.

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Adding an FCC, Continued

Step	Action	
14	**If**	**Then**
	You want to include additional FCCs in the data set **NOTE:** You may only include 51 FCCs. You will receive an error message if you try to include more than 51 FCCs.	a) On the Customize Data Set tab, under Functional Cost Codes, in the FCC box, select an FCC to include in the data set. b) Click Include. c) Repeat steps a and b for each FCC you want to include in the data set.
	You do not want to include additional FCCs in the data set	Continue to step 15.
15	**If**	**Then**
	You want to exclude additional FCCs from the data set	a) In the FCC box, select an FCC to exclude from the data set. b) Click Exclude. c) Repeat steps a and b for each FCC you want to exclude from the data set.
	You do not want to exclude additional FCCs from the data set	Continue to step 16.

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Adding an FCC, Continued

Step	Action	
16	**If**	**Then**
	You want to include additional DMIS IDs in the data set	a) Under DMIS IDs, in the DMIS ID box, select a DMIS ID to include in the data set. b) Click Include. c) Repeat steps a and b for each DMIS ID you want to include in the data set.
	You do not want to include additional DMIS IDs in the data set	Continue to step 17.
17	**If**	**Then**
	You want to exclude additional DMIS IDs from the data set	a) In the DMIS ID box, select a DMIS ID to exclude. b) Click Exclude. c) Repeat steps a and b for each DMIS ID you want to exclude from the data set.
	You do not want to exclude additional DMIS IDs from the data set	Continue to step 18.
	NOTE: To remove any FCC or DMIS ID you have included or excluded, select the FCC or DMIS ID and click Remove under the corresponding Include or Exclude list.	

Continued on next page

Adding an FCC, Continued

Step	Action
18	Click OK.
19	In the Table Maintenance – Add Account Subset Definition (ASD) window, click OK.

Adding a Temporary Inactive Date Range

Introduction

In this topic, you will learn how to add a temporary inactive date range for an FCC. This date range must fall within the range of the FCC's activation and deactivation dates.

When To Use

You may need to add a temporary inactive date range for a work center that is temporarily closed to avoid associating costs to the corresponding FCC.

Procedure

The following table describes how to add a temporary inactive date range for an FCC:

Step	Action	
1	In the Table Maintenance window, in the Select Table box, select the ASD Table.	
2	In the ASD Table, select the record.	
3	Click the Update toolbar icon.	
4	In the Table Maintenance – Update Account Subset Definition (ASD) window, click Add Inactive Dates.	
5	In the first Inactive Date Range box, select a start date. **NOTE:** The start date defaults to the activation date.	
6	In the second Inactive Date Range box, select an end date. **NOTE:** The end date defaults to the deactivation date. If the FCC does not have a deactivation date, the end date defaults to the end of the fiscal year.	
7	**If**	**Then**
	You do not want to add any more inactive date ranges	Click OK.
	You want to add more inactive date ranges	a) Click Apply. b) Repeat steps 5 and 6.

Modifying a Temporary Inactive Date Range

Introduction

In this topic, you will learn how to modify a temporary inactive date range for an FCC.

When To Use

You may need to modify a temporary inactive date range for a work center that is temporarily closed if the dates of closure change.

Procedure

The following table describes how to modify a temporary inactive date range for an FCC:

Step	Action	
1	In the Table Maintenance window, in the Select Table box, select the ASD Table.	
2	In the ASD Table, select the record.	
3	Click the Update toolbar icon.	
4	**If**	**Then**
	No more than two inactive date ranges exist	Continue to step 5.
	More than two inactive date ranges exist	In the Table Maintenance – Update Account Subset Definition (ASD) window, Click the pointer icon to the left of the inactive date range you want to modify.
5	If you want to modify the start date, in the Table Maintenance – Update Account Subset Definition (ASD) window in the first Inactive Date Range box, select another start date.	
6	If you want to modify the end date, in the second Inactive Date Range box, select another end date.	
7	Click OK.	

Deleting a Temporary Inactive Date Range

Introduction

In this topic, you will learn how to delete a temporary inactive date range for an FCC.

When To Use

You may need to delete a temporary inactive date range that no longer applies to the FCC.

Procedure

The following table describes how to delete a temporary inactive date range for an FCC:

Step	Action	
1	In the Table Maintenance window, in the Select Table box, select the ASD Table.	
2	In the ASD Table, select the record.	
3	Click the Update toolbar icon.	
4	**If**	**Then**
	No more than two inactive date ranges exist	Continue to step 5.
	More than two inactive date ranges exist	In the Table Maintenance – Update Account Subset Definition (ASD) window Click the pointer icon until the inactive date range you want to delete appears at the bottom.
5	In the Table Maintenance – Update Account Subset Definition (ASD) window Click Delete Inactive Dates. **NOTE:** The inactive date range that appears at the bottom is the range that is always deleted.	
6	Click OK.	

Modifying an FCC

Introduction

In this topic, you will learn how to modify an FCC on the ASD Table.

When To Use

You may need to modify FCC-related information or update the customized data sets for an FCC.

Modifying FCC Information Procedure

The following table describes how to modify FCC information:

Step	Action
1	In the Table Maintenance window, in the Select Table box, select the ASD Table.
2	In the ASD Table, select the record.
3	Click the Update toolbar icon.
4	If you want to modify the FCC description, , in the Table Maintenance – Update Account Subset Definition (ASD) window, in the FCC Description box, type another description.
5	If you want to modify the assignment sequence number, , in the Table Maintenance – Update Account Subset Definition (ASD) window, in the Assignment Sequence Number box, select another assignment sequence number. **NOTE:** Only D and E FCCs that are not cost pools have assignment sequence numbers. This box is not available for other FCCs.

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Modifying an FCC, Continued

Step	Action
6	If you want to modify the deactivation date, in the Table Maintenance – Update Account Subset Definition (ASD) window, in the Deactivation Date box, select another deactivation date.
7	Click OK.

Modifying a Data Set Procedure

The following table describes how to modify the data set for an FCC:

NOTE: Only D and E FCCs and FCCs with an X in the third position have data sets.

Step	Action
1	In the Table Maintenance window, in the Select Table box, select the ASD Table.
2	In the ASD Table, select the record.
3	Click the Update toolbar icon.
4	In the Table Maintenance – Update Account Subset Definition (ASD) window, click Update Data Set.
5	If you want to modify the data set description, in the Table Maintenance – Data Set Entry window, on the Customize Data Set tab, in the Data Set Description box, type another description.

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Modifying an FCC, Continued

Step	Action	
6	**If**	**Then**
	You want to modify the data set to include additional FCCs	a) On the Customize Data Set tab, under Functional Cost Codes, in the FCC box, select an FCC to include in the data set. b) Click Include. c) Repeat steps a and b for each FCC you want to include in the data set.
	You do not want to modify the data set to include additional FCCs	Continue to step 7.
7	**If**	**Then**
	You want to modify the data set to exclude additional FCCs	a) On the Customize Data Set tab, under Functional Cost Codes, in the FCC box, select an FCC to exclude from the data set. b) Click Exclude. c) Repeat steps a and b for each FCC you want to exclude from the data set.
	You do not want to modify the data set to exclude additional FCCs	Continue to step 8.

Continued on next page

Modifying an FCC, Continued

Step	Action	
8	**If**	**Then**
	You want to remove FCCs from the data set that were previously included or excluded	a) On the Customize Data Set tab, under Functional Cost Codes, in the Include or Exclude list, select the FCC. b) Under the list, click Remove. c) Repeat steps a and b for each FCC you want to remove.
	You do not want to remove FCCs from the data set that were previously included or excluded	Continue to step 9.
9	**If**	**Then**
	You want to modify the data set to include additional DMIS IDs	a) On the Customize Data Set tab, under DMIS IDs, in the DMIS ID box, select a DMIS ID to include in the data set. b) Click Include. c) Repeat steps a and b for each DMIS ID you want to include in the data set.
	You do not want to modify the data set to include additional DMIS IDs	Continue to step 10.

Continued on next page

Modifying an FCC, Continued

Step	Action	
10	**If**	**Then**
	You want to modify the data set to exclude additional DMIS IDs	a) On the Customize Data Set tab, under DMIS IDs, in the DMIS ID box, select a DMIS ID to exclude from the data set. b) Click Exclude. c) Repeat steps a and b for each DMIS ID you want to exclude from the data set.
	You do not want to modify the data set to exclude additional DMIS IDs	Continue to step 11.
11	**If**	**Then**
	You want to remove DMIS IDs from the data set that were previously included or excluded	a) On the Customize Data Set tab, under DMIS IDs, in the Include or Exclude list, select the DMIS ID. b) Under the list, click Remove. c) Repeat steps a and b for each DMIS ID you want to remove.
	You do not want to remove DMIS IDs from the data set that were previously included or excluded	Continue to step 12.

Continued on next page

Modifying an FCC, Continued

Step	Action
12	Click OK.
13	In the Table Maintenance – Update Account Subset Definition (ASD) window, click OK.

Deleting an FCC

Introduction

In this topic, you will learn how to delete an FCC.

When To Use

You may need to delete an FCC that is no longer being used. An FCC can be deleted only if no financial, personnel, or workload data are associated with the FCC in the EAS IV database.

Procedure

The following table describes how to delete an FCC:

Step	Action
1	In the Table Maintenance window, in the Select Table box, select the ASD Table.
2	In the ASD Table, select the record.
3	Click the Delete toolbar icon.
4	In the Information window, click Yes.
5	In the Information window, click OK.

Practice: Adding an FCC to the ASD Table

Directions

Complete the following steps to add an FCC to the ASD Table:

Step	Action
1	View the ASD Table.
2	Add a D FCC that is not a cost pool.
3	Set a 3-month activation/deactivation date range effective as of today's date.
4	Customize the data set for the FCC.
5	Apply your changes.
6	Set a temporary inactive date range for 1 week during the activation/deactivation date range.
7	Update the data set.
8	Apply your changes.
9	Delete the FCC you added.

Student Notes

Lesson D
Maintaining the MFI Table

Overview

Introduction	In this lesson, you will learn how to maintain the MFI Table. This table contains facility and point of contact (POC) information for the parent facility and all children facilities that fall under the parent DMIS ID.
Lesson Objective	Upon completion of this lesson, you will be able to modify MFI information.
Order of Topics	This lesson includes the following topics:

Topic	See Page
Modifying MFI Information	2-58
Practice: Modifying MFI Information	2-59

Modifying MFI Information

Introduction

In this topic, you will learn how to modify information on the MFI Table.

When To Use

You need to update facility information on the MFI Table whenever changes occur.

Procedure

The following table describes how to modify MFI information:

Step	Action
1	In the Table Maintenance window, in the Select Table box, select the MFI Table.
2	In the MFI Table, select the record.
3	Click the Update toolbar icon.
4	In the Table Maintenance – Update Medical Facility Identifier (MFI) window, if you want to modify the address information, under Facility Information, in the Address 1 and Address 2 boxes, type the facility's address.
5	If you want to modify the POC's name information, under Point of Contact Information, in the Name box, type the POC's name.
6	If you want to modify the POC's commercial phone information, in the Commercial Phone box, type the new phone number.
7	If you want to modify the POC's DSN information, in the DSN box, type a new DSN.
8	If you want to modify the POC's e-mail address information, in the Email Address box, type a new e-mail address.
9	Click OK.

Practice: Modifying MFI Information

Directions

Complete the following steps to modify information on the MFI Table:

Step	Action
1	View the MFI Table.
2	Select a record to update.
3	Change the POC to Sgt James Dunne.
4	Change the phone number to 505-555-1234.
5	Change the e-mail address to jdunne@med.osd.mil.
6	Apply your changes.

Student Notes

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Lesson E
Maintaining the SEEC and SUEE Table

Overview

Introduction	In this lesson, you will learn how to maintain the SEEC and SUEE Table. The SUEE fixed cost percentage is the only value you can update on the SEEC and SUEE Table. The SUEE fixed cost percentage should be updated only in conjunction with the RMO.
Lesson Objective	Upon completion of this lesson, you will be able to update the SUEE fixed cost percentage.
Order of Topics	This lesson includes the following topics:

Topic	See Page
Updating the SUEE Fixed Cost Percentage	*12-62*
Practice: Updating the SUEE Fixed Cost Percentage	*12-63*

Updating the SUEE Fixed Cost Percentage

Introduction

In this topic, you will learn how to update the SUEE fixed cost percentage on the SEEC and SUEE Table.

When To Use

You may need to update the SUEE fixed cost percentage as directed by the RMO.

Procedure

The following table describes how to update the SUEE fixed cost percentage on the SEEC and SUEE table:

Step	Action
1	In the Table Maintenance window, under Select Table, select the SEEC and SUEE Table.
2	In the SEEC and SUEE Table, select the record.
3	Click the Update toolbar icon.
4	In the Table Maintenance – Update Service-Unique Expense Element (SUEE) window, under Service-Unique Expense Element (SUEE), in the Fixed Cost % box, type the SUEE fixed cost percentage. **NOTE:** Use only whole numbers.
5	Click OK.

Practice: Updating the SUEE Fixed Cost Percentage

Directions

Complete the following steps to update the SUEE fixed cost percentage:

Step	Action
1	View the SEEC and SUEE Table.
2	Change the fixed cost percentage to 70% for SUEE 11L7.
3	Apply your changes.

Student Notes

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Lesson F
Maintaining the DRG Special Program Expense Table

Overview

Introduction	In this lesson, you will learn how to maintain the DRG Special Program Expense Table. On this table, you can enter expenses incurred during a fiscal year for the third-level FDE (initial outfitting of MTFs/DTFs) and FDF (urgent minor construction in MTFs/DTFs) FCCs.
Lesson Objective	Upon completion of this lesson, you will be able to update the DRG special program expenses.
Order of Topics	This lesson includes the following topics:

Topic	See Page
Updating DRG Special Program Expenses	*12-66*
Practice: Updating DRG Special Program Expenses	*12-67*

Updating DRG Special Program Expenses

Introduction

In this topic, you will learn how to update DRG special program expenses. You can use the same procedure for adding new expenses and for modifying existing expenses.

When To Use

You need to update the DRG special program expenses to ensure that DRG costing is completed accurately.

Procedure

The following table describes how to update DRG special program expenses:

Step	Action
1	In the Table Maintenance window, in the Select Table box, select the DRG Special Program Expense Table. **NOTE:** A message appears in the window instructing you to click Update.
2	Click the Update toolbar icon.
3	In the Table Maintenance – Update DRG Special Program Expenses window, under Select, select the Fiscal Year.
4	In the DMIS ID box, select the DMIS ID.
5	If you want to update FDE expenses, under Expenses, in the FDE column, in the appropriate fiscal year box, type the expenses.
6	If you want to update FDF expenses, under Expenses, in the FDF column, in the appropriate fiscal year box, type the expenses.
7	Click OK.

Practice: Updating DRG Special Program Expenses

Directions

Complete the following exercise to update DRG special program expenses:

Step	Action
1	View the DRG Special Program Expense Table.
2	View the DRG expenses for fiscal year (FY) 2001 for your parent DMIS ID.
3	Change the expenses for the following: • FDF in 1996 to $3,500 • FDE in 1995 to $1,500 • FDF in 1994 to $750
4	Apply your changes.

Student Notes

Unit 13
Maintaining User Groups and Users

Overview

Introduction

In this unit, you will learn about maintaining user groups and users in EAS IV. All EAS IV users are configured and assigned to one or more user groups, depending on the users' job descriptions. User groups have assigned rights that specify which tasks users can perform in EAS IV.

Unit Objectives

Upon completion of this unit, you will be able to

- create and maintain EAS IV user groups and
- configure and maintain EAS IV users.

In This Unit

This unit includes the following lessons:

Lessons	See Page
Lesson A: Maintaining User Groups	*13-3*
Lesson B: Maintaining Users	*13-20*

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Lesson A
Maintaining User Groups

Overview

Introduction	In this lesson, you will learn about creating and maintaining user groups. Every EAS IV user is assigned to one or more user groups. Each user group has rights that correlate to specific system functions. These rights determine which tasks the user can perform in EAS IV.
Lesson Objectives	Upon completion of this lesson, you will be able to • define the purpose of user groups, • define the purpose of rights, • add a user group, • grant rights to a user group, • remove rights from a user group, • view the users in a user group, • copy a user group, • rename a user group, and • delete a user group.

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Overview, Continued

Order of Topics

This lesson includes the following topics:

Topic	See Page
What Is a User Group?	*13-5*
What Are Rights?	*13-8*
Adding a User Group	*13-11*
Granting Rights to a User Group	*13-12*
Removing Rights From a User Group	*13-13*
Viewing the Users in a User Group	*13-14*
Copying a User Group	*13-16*
Renaming a User Group	*13-17*
Deleting a User Group	*13-18*
Practice: Maintaining User Groups	*13-19*

What Is a User Group?

Introduction

In this topic, you will learn about user groups. EAS IV users are assigned to one or more user groups. The user group rights specify which tasks users can perform in EAS IV.

Definition

A user group is a group of users who have specific rights in a system.

Predefined User Groups

EAS IV contains three predefined user groups that correlate to the three primary job functions. These user groups enable you to assign users to groups that permit them to perform the tasks associated with their job descriptions.

User Groups

The following table shows the three predefined user groups and their associated rights:

User Group	Rights
MEPRS Coordinator	• Access ASD Table from ECU window • Access Financial Adjustments from ECU window • Access to Adjustments • Access to Allocation • Access to Audits • Access to Error Correction Unit • Access to Import Window • Access to Reports • Access to Table Maintenance • Access to Transmissions • Access to Validation • Add Data Set Data • Add Financial Expenses/Obligations • Add Pulmonary Function Data

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What Is a User Group?, Continued

User Group	Rights
MEPRS Coordinator, Continued	• Add Respiratory Therapy/Inhalation Therapy Data • Add Salary Expenses/Workhours • Apply User Corrections ADJ – Financial • Apply User Corrections ADJ – Personnel • Apply User Corrections ECU – Financial • Apply User Corrections ECU – Personnel • Correct CHCS Data Set Errors • Correct CHCS Enrollment Errors • Correct Financial Errors • Correct Personnel Errors • Correct WMSN Data Set Errors • Correct WMSN Patient Acuity Errors • Delete ADS Records • Delete DRG Records • Delete Financial Expenses/Obligations • Delete Financial Records • Delete Personnel Records • Delete Salary Expenses/Work hours • Override Allocation Warnings • Override CHCS Data Set Warnings • Override CHCS Enrollment Warnings • Override Financial Warnings • Override Personnel Warnings • Override WMSN Data Set Warnings • Override WMSN Patient Acuity Warnings

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What Is a User Group?, Continued

User Group	Rights
MEPRS Coordinator, Continued	• Transfer Financial Expenses/Obligations • Transfer Salary Expenses/Workhours • Update Account Subset Definition Table • Update Data Set Data • Update DRG Special Program Expense Table • Update Financial Expenses/Obligations • Update Medical Facility Identifier Table • Update Patient Acuity Data • Update Pulmonary Function Data • Update Respiratory Therapy/Inhalation Therapy Data • Update Salary Expenses/Workhours • Update Service-Unique Expense Element Fixed Cost • Update User-Defined Table
RT/PF Coordinator	• Access to Adjustments • Add Pulmonary Function Data • Add Respiratory Therapy/Inhalation Therapy Data • Update Pulmonary Function Data • Update Respiratory Therapy/Inhalation Therapy Data
System Administrator	• Access to System Services

What Are Rights?

Introduction

In this topic, you will learn about rights. Each user group has rights associated with it. Rights can be granted to or removed from user groups. Changes to the rights assigned to a user group affect all users assigned to that group.

Definition

Rights are the specific system functions users can perform in EAS IV.

Category of Rights

EAS IV rights are divided into nine categories. Each category contains a list of available rights. The following table shows these categories and the available rights in each category:

Category of Rights	Available Rights in Category
Adjustments	• Access to Adjustments • Add Data Set Data • Add Financial Expenses/Obligations • Add Pulmonary Function Data • Add Respiratory Therapy/Inhalation Therapy Data • Add Salary Expenses/Workhours • Apply User Corrections ADJ – Financial • Apply User Corrections ADJ – Personnel • Delete Financial Expenses/Obligations • Delete Salary Expenses/Workhours • Transfer Financial Expenses/Obligations • Transfer Salary Expenses/Workhours • Update Data Set Data • Update Financial Expenses/Obligations • Update Patient Acuity Data

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What Are Rights?, Continued

Category of Rights	Available Rights in Category
Adjustments, Continued	• Update Pulmonary Function Data • Update Respiratory Therapy/Inhalation Therapy Data • Update Salary Expenses/Work hours
Allocation	• Access to Allocation
Audits	• Access to Audits
ECU	• Access ASD Table from ECU window • Access Financial Adjustments from ECU window • Access Error Correction Unit • Apply User Corrections ECU – Financial • Apply User Corrections ECU – Personnel • Correct CHCS Data Set Errors • Correct CHCS Enrollment Errors • Correct Financial Errors • Correct Personnel Errors • Correct WMSN Data Set Errors • Correct WMSN Patient Acuity Errors • Delete ADS Records • Delete DRG Records • Delete Financial Records • Delete Personnel Records • Override Allocation Warnings • Override CHCS Data Set Warnings • Override CHCS Enrollment Warnings • Override Financial Warnings

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What Are Rights?, Continued

Category of Rights	**Available Rights in Category**
ECU, Continued	• Override Personnel Warnings • Override WMSN Data Set Warnings • Override WMSN Patient Acuity Warnings
Reports	• Access to Reports
System Interfaces	• Access to Import Window • Access to Transmissions
System Services	• Access to System Services
Table Maintenance	• Access to Table Maintenance • Update Account Subset Definition Table • Update DRG Special Program Expense Table • Update Medical Facility Identifier Table • Update Service-Unique Expense Element Fixed Cost • Update User-Defined Table
Validation	• Access to Validation

Adding a User Group

Introduction	In this topic, you will learn to add a user group.
When To Use	You may need to add a new user group if you have a user who does not commonly perform the tasks associated with one of the predefined user groups. You can assign specific rights to the new user group to accommodate this user.
Procedure	The following table describes how to add a user group:

Step	Action
1	In the EAS IV Main Menu window, click the System Services toolbar button.
2	In the System Services window, under EAS IV Services, click Group Maintenance.
3	In the System Services – Group Maintenance window, click Add.
4	In the Adding a New User Group window, in the box, type the name of the new user group.
5	Click OK.

Granting Rights to a User Group

Introduction

In this topic, you will learn to grant rights to a user group.

When To Use

You need to grant rights to new user groups. You can also grant rights to an existing user group or create new user groups by copying an existing group and granting rights to it.

Procedure

The following table describes how to grant rights to a user group:

Step	Action	
1	In the System Services – Group Maintenance window, in the User Groups list, select the user group.	
2	In the Category of Rights box, select the category.	
3	In the Available Rights in Category list, select the right. **NOTE:** This list contains only the rights in that category that are not already assigned to the user group. To select multiple rights, press Shift while selecting the rights.	
4	Click Grant.	
5	**If**	**Then**
	You want to grant rights from another category	Repeat steps 2 through 4.
	You do not want to grant rights from another category	Click Apply.

Removing Rights From a User Group

Introduction	In this topic, you will learn to remove rights from a user group.
When To Use	You may need to remove rights from an existing user group if the users in that group no longer perform the system functions associated with those rights.
Procedure	The following table describes how to remove rights from a user group:

Step	Action
1	In the System Services – Group Maintenance window, in the User Groups list, select the user group.
2	In the Granted Rights list, select the right. **NOTE:** To select multiple rights, press Shift while selecting the rights.
3	Click Remove.
4	Click Apply.

Viewing the Users in a User Group

Introduction

In this topic, you will learn to view the users assigned to a user group.

When To Use

You may need to view the users assigned to a specific user group before making changes to that user group.

Procedure

The following table describes how to view the users in a user group:

Step	Action	
1	In the System Services – Group Maintenance window, click View Users.	
2	In the System Services – Group Maintenance – View Users window, in the User Groups list, select the user group.	
3	**If**	**Then**
	You want to search for a specific user in the group by logon ID	a) In the Search By box, select Logon ID. b) In the Logon ID box, type the user's logon ID.
	You want to search for a specific user in the group by last name	a) In the Search By box, select Last Name. b) In the Last Name box, type the user's last name.

Continued on next page

Viewing the Users in a User Group, Continued

Step	Action	
3 Continued	**If**	**Then**
	You want to search for a specific user in the group by first name	a) In the Search By box, select First Name. b) In the First Name box, type the user's first name.
	You want to view all users in the group	Continue to step 4.
4	In the Users in Group list, view the users in the group who match the search criterion you selected. **NOTE:** If the list is blank, no users match the search criterion you selected. If you did not select a search criterion, all users in the group appear.	

Copying a User Group

Introduction

In this topic, you will learn to copy a user group.

When To Use

You may need to create a new user group for users who cannot perform all the tasks already assigned to an existing user group. As an alternative to adding a new user group, you may copy an existing user group and grant or remove rights to create a new group.

Procedure

The following table describes how to copy a user group:

This procedure saves time in granting rights when the rights for a new group will differ only slightly from the rights for an existing group.

Step	Action
1	In the System Services – Group Maintenance window, in the User Groups list, select the user group.
2	Click Copy.
3	In the Copying <User Group Name> window, in the box, type the name of the new user group.
4	Click OK.
5	If the user group you are creating needs additional rights, grant rights to the user group. **NOTE:** Refer to Granting Rights to a User Group, in this lesson, for instruction on granting rights.
6	If the user group you are creating does not need some of the assigned rights, remove rights from the user group. **NOTE:** Refer to Removing Rights From a User Group, in this lesson, for instruction on removing rights.

Renaming a User Group

Introduction	In this topic, you will learn to rename a user group.
When To Use	You may need to rename an existing user group if the rights assigned to it are changed so that the name better identifies the rights associated with the group.
Procedure	The following table describes how to rename a user group:

Step	Action
1	In the System Services – Group Maintenance window, in the User Groups list, select the user group.
2	Click Rename.
3	In the Renaming <User Group Name> window, in the box, type the new user group name.
4	Click OK.

Deleting a User Group

Introduction	In this topic, you will learn to delete a user group.
When To Use	You may need to delete a user group you have created that is no longer required.
Procedure	The following table describes how to delete a user group:

Step	Action
1	In the System Services – Group Maintenance window, in the User Groups list, select the user group. **NOTE:** You cannot delete user groups that still contain assigned users.
2	Click Delete.
3	In the Confirm window, click Yes.

Practice: Maintaining User Groups

Directions

Part I: Complete the following steps to add a user group and grant rights to the group:

Step	Action
1	Add a user group to the training database and name the new group Test <Your User Name>.
2	Grant the following rights to the group: • Update Data Set Data • Access to Audits • Delete DRG Records • Access to Import Window **NOTE:** To determine the category for these rights, see the table on pages 3-10 through 3-12.
3	Apply your changes.

Directions

Part II: Complete the following steps to remove rights from the user group you added:

Step	Action
1	Remove the following rights from the group: • Delete DRG Records • Access to Import Window
2	Apply your changes.

Continued on next page

Practice: Maintaining User Groups, Continued

Directions

Part III: Complete the following steps to copy the user group you added:

Step	Action
1	Copy the user group and name it Test2 <Your User Name>.
2	Grant the following rights to the group: • Access to Reports • Update Pulmonary Function Data **NOTE:** To determine the category for these rights, see the table on pages 3-10 through 3-12.
3	Apply your changes.

Directions

Part IV: Complete the following step to rename the user group you copied:

Step	Action
1	Rename the Test2 <Your User Name> user group to Test3 <Your User Name>.

Directions

Part V: Complete the following step to delete the user group you renamed:

Step	Action
1	Delete the Test3 <Your User Name> user group.

Student Notes

Lesson B
Maintaining Users

Overview

Introduction

In this lesson, you will learn to configure new users in EAS IV and maintain existing users. You must configure users in Windows NT before you can configure them in EAS IV. As part of configuring users, you assign user groups to them. After an EAS IV user group has been assigned to users, they can access the system.

Lesson Objectives

Upon completion of this lesson, you will be able to

- configure a new user,
- search for a user,
- update a user's information, and
- update the user groups assigned to a user.

Order of Topics

This lesson includes the following topics:

Topic	See Page
Configuring a New User	3-22
Searching for a User	3-24
Updating a User's Information	3-26
Updating the User Groups Assigned to a User	3-27
Practice: Maintaining Users	3-30

Configuring a New User

Introduction

In this topic, you will learn to configure a new user. A user must have access to Windows NT before you can configure that user in EAS IV. Configuring a new user includes assigning a user to a user group and granting the user access to a default database.

Definitions

An available user is a user who has been granted access to Windows NT and has been added to the EAS_User group in Windows NT.

An available user group is a user group that has been added to EAS IV and is associated with a database.

The following are the two available databases in EAS IV:

- The production database contains the data used by EAS IV.
- The training database contains the data used only for training new EAS IV users or for demonstration purposes.

The default database is the database designated as the default whenever the user logs on to EAS IV.

When To Use

You need to configure all users to enable them to access EAS IV.

Procedure

The following table describes how to configure a new user:

Step	Action
1	In the System Services window, under EAS IV Services, click User Maintenance. **NOTE:** When you click User Maintenance, the system has to retrieve all the EAS IV users who have been configured in Windows NT. A Processing window with a status bar appears as this retrieval occurs.
2	In the System Services – User Maintenance window, click Add.

Continued on next page

Configuring a New User, Continued

Step	Action	
3	In the System Services – User Maintenance – Add New Users window, in the Available Users list, select the user.	
4	In the Available Databases and Groups list, click the plus (+) icon beside the database. **NOTE:** When you click the plus (+) icon, the available user groups for the database appear.	
5	Under the database, select the user group.	
6	Click Grant.	
7	**If**	**Then**
	You want to assign another user group to the user	Repeat steps 5 and 6.
	You do not want to assign another user group to the user	Continue to step 8.
8	In the Default Database box, select the default database. **NOTE:** The default database appears whenever the user logs on to EAS IV.	
9	Click Apply.	
10	In the Information window, click OK.	

Searching For a User

Introduction	In this topic, you will learn to search for a user.
When To Use	You may need to use the search function so you can easily find users when you need to update their information if your site has a large number of users.
Hiding Inactive Users	When you select the Hide Inactive Users box in the System Services - User Maintenance window, the list displays only active users. Inactive users include the following: • Users whose account has a start date after the current date • Users whose account has an end date before the current date **NOTE:** The start date specifies when a user can begin using EAS IV. The end date specifies when a user can no longer use EAS IV. If the start date or end date is before the current date, the user cannot access EAS IV. **NOTE:** If an inactive user attempts to log on to EAS IV, an error message appears stating that the user account should be updated by the system administrator.

Continued on next page

Searching for a User, Continued

Procedure

The following table describes how to search for a user:

Step	Action	
1	**If**	**Then**
	You want to search for a user by last name	In the Search By box, select Last Name. In the Last Name box, type the user's last name.
	You want to search for a user by first name	In the Search By box, select First Name. In the First Name box, type the user's first name.
	You want to search for a user by logon ID	In the Search By box, select Logon ID. In the Logon ID box, type the user's logon ID.
2	In the list, view the users who match your search criterion. **NOTE:** If the list is blank, no users match the search criterion you selected.	

Updating a User's Information

Introduction

In this topic, you will learn to update a user's information.

When To Use

You may need to update information for an existing user.

You can update the following user information:

- First and last names
- Start and end dates

Procedure

The following table describes how to update a user's information:

Step	Action
1	In the System Services – User Maintenance window, select the user. **NOTE:** Refer to Searching for a User in this lesson for instruction on searching for users.
2	Click Update.
3	If you want to update the user's first name, in the System Services – User Maintenance – Update User Information window, under User Information, in the First Name box, type the user's first name.
4	If you want to update the user's last name, in the Last Name box, type the user's last name.
5	If you want to update the user's start date, in the Start Date box, select the start date.
6	If you want to update the user's end date, in the End Date box, select the end date. **NOTE:** To remove an end date and leave the End Date box blank, click Clear.
7	Click Apply.
8	In the Information window, click OK.

Updating the User Groups Assigned to a User

Introduction	In this topic, you will learn to update the user groups assigned to a user.
When To Use	You may need to change the user groups assigned to a user from the ones originally assigned when the user was configured.
Procedure	The following table describes how to update the user groups assigned to a user:

Step	Action
1	In the System Services – User Maintenance window, select the user. **NOTE:** Refer to Searching for a User in this lesson for instruction on searching for users.
2	Click Update.

Continued on next page

Updating the User Groups Assigned to a User, Continued

Step	Action	
3	**If**	**Then**
	You want to grant a user group to the user	a) In the System Services – User Maintenance – Update User Information window, in the Available Databases and Groups list, click the plus (+) icon beside the database. **NOTE:** When you click the plus (+) icon, the available user groups for the database appear. b) Under the database, select the user group. c) Click Grant.
	You do not want to grant a user group to the user	Continue to step 4.

Continued on next page

Updating the User Groups Assigned to a User, Continued

Step	Action	
4	**If**	**Then**
	You want to remove a user group from the user	a) In the System Services – User Maintenance – Update User Information window, in the Granted Databases and Groups list, click the plus (+) icon beside the database. **NOTE:** When you click the plus (+) icon, the available user groups for the database appear. b) Under the database, select the user group. c) Click Remove.
	You do not want to remove a user group from the user	Continue to step 5.
5	Click Apply.	
6	In the Information window, click OK.	

Practice: Maintaining Users

Directions

Part I: Complete the following steps to configure a new EAS IV user:

Step	Action
1	Select the user <User will vary, see instructor>.
2	Grant the user access to the following user groups in the training database: • MEPRS Coordinator • System Administrator
3	Assign the training database as the default database.
4	Apply your changes.

Directions

Part II: Complete the following steps to search for the user you configured and update information for that user:

Step	Action
1	Search for the user <User will vary, see instructor>.
2	Update the following information for the user. • Change the start date to <Date will vary, see instructor>. • Remove the MEPRS Coordinator user group.
3	Apply your changes.

Student Notes

REVIEW QUESTIONS

1. What is the process of reassigning expenses from intermediate to final operating expense accounts called?

2. Which functional account is first in allocation?

3. Expenses are distributed from the 'E' to the rest of the functional accounts based on what?

4. How do you determine if a MEPRS code is a cost pool?

5. What type of expenses are distributed during allocation?

6. From where is military pay money obtained?

9. What is the source system for the following data?
   a . Personnel -
   b. Financial –
   c. Civilian Pay –
   d. Workload

APPENDIX A

ABBREVIATIONS, ACRONYMS, AND TERMS

ABBREVIATIONS AND ACRONYMS

ADA	American Dental Association
ADM	admissions
ADS	Ambulatory Data System
AIS	automated information system
AMA	American Medical Association
ASD	Account Subset Definition
ASN	**assignment sequence number**
BCC	beneficiary category code
BS/L	Basic Symbol/Limit
CHCS	Composite Health Care System
CONUS	continental United States
CPT	Current Procedural Terminology
DMIS	Defense Medical Information System
DoD	Department of Defense
DRG	Diagnosis-Related Group
DSN	Defense Systems Network
DTF	dental treatment facility
EAS III	Expense Assignment System, Version III
EAS IV	Expense Assignment System, Version IV
ECU	Error Correction Unit
FCC	functional cost code

FTE	full-time equivalent
FY	fiscal year
GUI	graphical user interface
ID	Identification
MEPRS	Medical and Expense Performance Reporting System
MFI	Medical Facility Identifier
MHS	Military Health System
MTF	medical treatment facility
NT	New Technology
OBD	occupied bed day
OCONUS	outside the continental United States
PCC	patient category code
PEC	Program Element Code
POC	point of contact
RBRVS	Resource Based Relative Value Scale
RMC	Regional Medical Command
RMO	Resource Management Office
RVU	Relative Value Unit
SAS	Stepdown Assignment Statistic
SEEC	Standard Expense Element Code
SOF	source of fund
STANFINS	Standard Financial System
SUEE	Service-Unique Expense Element

TMA	TRICARE Management Activity
TRICARE	Tri-Service Managed Care Program
UCAPERS	Uniform Chart of Account Personnel System
UIC	Unit Identification Code
WMSN	Workload Management System for Nursing
YTD	year-to-date

TERMINOLOGY

Accounting Entity: Subdivision of an agency for which a separate, complete system of accounts is maintained.

Accrual Basis of Accounting: Consists of recognizing in books and records of account the significant and accountable aspect of financial transactions or events as they occur.

Adjustment: The process of adding, subtracting, or otherwise modifying MTF incurred expenses into an array or format that reflects MEPRS recognized expenses and statistics.

Admission: The act of placing an individual under treatment or observation in a medical center or hospital, as an inpatient.

Allocation: The reassignment of expenses of intermediate operating expense accounts to the final operating expense accounts on the basis of data assignment factors, which measures the amount of services rendered by intermediate work centers to the other work centers.

Assignment Factor: The workload ratio used to distribute costs from one work center to two or more work centers. The assignment factor quantifies the amount of cost reassigned from the intermediate to the final operating expense accounts.

Assignment Sequence Number: A number assigned to intermediate operating accounts which identifies the order in which the costs will be distributed to the final operating accounts.

Average Daily Patient Load (ADPL): Average number of inpatients in the hospital and receiving care each day during a reported period. Calculated by dividing the number of occupied-bed days during the period by the total number of days in the reported period.

Average Length of Stay (ALOS): Average stay counted by days of all or a class of inpatients discharged over a given period, calculated by dividing the number of occupied bed days by the number of dispositions. Transfers and deaths are not included.

Available Hours: Those hours for which pay is earned which are made available by the presence of an assigned employee for the performance of work center functions, but are exclusive of the following:

a. Authorized or unauthorized absence.

b. On-call duty, loaned labor, or TDY/TAD.

c. Training (physical or general).

d. Holiday.

Borrowed Labor: The quantity of productive work or service provided to the MTF by personnel other than staff and student personnel normally carried on the staffing (manpower) documents of the facility receiving the benefit of the labor. Patient personnel are excluded from this definition. The work or services provided are in positions and/or assignments customarily filled by full-time staff personnel and are performed on a regularly scheduled basis in satisfaction of a continuing need. Accounting for such labor shall comply with the following procedures:

- Directly assign the cost of borrowed labor, using standard rates tables in the case of military personnel to the work center where the personnel are rendering services.

- Do not include the expenses for the services of such persons as Red Cross volunteers, youth volunteer groups, patients, prisoners, and service clubs. Do account for the time.

- Staff temporarily loaned or detailed to other than their primary work center, are accounted for the same as for borrowed or loaned labor, but are not formally classified as such.

Cost Assignment: The distribution or transfer of an item of cost or a group of items of cost to one or more work centers.

Cost Finding: A Process of determining costs by sample or study rather than by detailed transaction recording in the cost accounts. Not the same as cost assignment.

Cost Pool: Operating expense accounts that collect direct or indirect operating expenses for purposes of reassignment to work center accounts and ultimately to final operating expense accounts. Also described as two or more work centers that share common expenses, for example a supply closet.

Depreciation: The decrease in the service potential of property as a result of wear, deterioration, or obsolescence, and subsequent allowance made for the process in accounting records of the activity.

Direct Operating Expense: An expense identified specifically with a particular work center.

Expense Assignment System (EAS): A standard automated data processing capability utilized by the Military Departments for the calculations required to produce the MEPR.

Final Operating Expense Account: The final expense accumulation point in the MEPRS.

Full-Time Equivalent (FTE): The amount of labor available to a MTF work center that would be available if a person worked for 1 month in that work center. The conversion factor is the amount of available time or unavailable time divided into 168 (168 hours = 1 FTE).

Indirect Cost Pool: One or more intermediate operating expense accounts that collect indirect operating expenses for purposes of reassignment to work center accounts and ultimately to the final operating expense accounts.

Indirect Operating Expense: An expense identified with two or more work centers, but not identified specifically with any particular work center.

Intermediate Operating Expense Accounts: An operating expense account that is further assigned to final operating expense accounts.

Investment Equipment: Assets with a unit cost greater than or equal to the DoD established investment equipment threshold at the time of purchase and having an estimated service life of more than two years.

Loaned Labor: Includes those staff personnel whose services are temporarily made unavailable to the MTF because of emergency and contingency needs, or because of the necessity to provide temporary medical support to other facilities. (Examples: Individual is a member of a contingency group that is activated and called away in support of a disaster operation; or another MTF temporarily without the services of a staff specialist because of leave, illness, etc., and the loaning facility must assign an interim replacement). The receiving activity shall comply with the provisions of "Borrowed Labor" above. The loaning activity reduces the direct personnel expenses of the borrowed labor in the work center to which normally charged.

Maintenance: The recurring day-to-day, periodic, or scheduled work required to preserve or restore a facility to such condition that it may effectively be used for its designated purpose. Includes work undertaken to prevent damage to a facility, which otherwise would be more costly to restore.

Manpower Authorization: The authority to staff a military or civilian position based on an official table of organization or unit manning document, issued by a higher headquarters.

Manpower Requirement: Human resources needed to accomplish specified workloads of an organization.

Non-available Time: Those hours expended in support of activities unrelated to the health care mission.

Non-reportable Time: Those hours not accounted for by a MTF of assignment because another facility has reporting responsibility.

Occasion of Service: A specific act or service involved in the medical care of a patient, which does not require the assessment of the patient's condition nor the exercising of independent judgment as to the patient's care.

Operating Expenses: The value, measured in dollars, of the transactions and events of work centers.

Operating Expense Accounts: The record of transactions and events in monetary terms for the functions and activities. Each work center has an operating expense account, and a specific definition is provided for the function(s) covered by each operating expense account. A measure of workload performance is also specified for each operating expense account, where appropriate. Operating expense accounts are classified as "final" or "intermediate."

Performance Factor: A measure of work produced by a function.

Purification: The process of reassigning expenses from cost pools to their respective accounts.

Reclassification: That action required to identify and move expenses from one set of accounts to another set of accounts.

Reportable Time: Total available and non-available time.

Step-down: The reassignment of expenses of intermediate operating expense accounts to the final operating expense accounts on the basis of data assignment factors, which measures the amount of services rendered by intermediate work centers to the other work centers.

Visit: Health care characterized by the professional examination and/or evaluation of a patient and the delivery or prescription of a care regimen.

Work Center: A discrete functional or organizational subdivision of a MTF for which provision is made to accumulate and measure its expenses and determine its workload performance.

Understanding the differences between EAS III and EAS IV terminology

EAS III	EAS IV
accept	import
Computation	Allocation
fatal	error
initialize new year	table migration
MEPRS code	FCC
Operations	System Services
performance factor	service unit
performing MEPRS code	providing FCC
reimbursable indicator	source of funds
requesting MEPRS code	receiving FCC
SASs	data sets
Stat-ID	data set identifier
update	adjust

Understanding the differences between EAS III and EAS IV methodology

The following list highlights some of the differences in system operation and business rules between EAS III and EAS IV:

In EAS III	In EAS IV
Data are retained at the DoD level.	All data are retained at the Service-Unique code and DMIS ID level.
There is a process called backup and restore.	The Informix database performs scheduled backups.
Validation is performed during the second part of batch merge.	Validation is performed after files are imported from source systems and again before allocation is run.
Errors are corrected by creating a new record.	Errors are corrected in the ECU.
Data are merged.	Data are migrated from one table to another as it is corrected and adjusted.
Workload data entry, including respiratory therapy/pulmonary function and patient acuity, is performed through the ancillary subsystem	Workload data entry, including respiratory therapy/pulmonary function and patient acuity, is performed through workload adjustments.
	Changes are carried forward through financial adjustments.
Warnings can be ignored.	All warnings must be and can only be addressed one at a time.
There is an auto move table.	There are user-defined corrections and user-defined adjustments that are similar to the auto move table.
Documentation codes are site-specific.	Documentation codes are standardized for all Services.
SUEEs are converted to DoD SEECs during batch merge.	SUEEs are retained throughout processing.
The step-down process is performed before purification	Purification is performed before the step-down process.
Allocation is performed to the DoD SEEC and PEC level.	Allocation is performed to the SUEE level.
Available FTEs are purified by skill type and personnel category.	All FTEs, Salary Expenses, and Work Hours are purified by the expenses available from the interfacing system.

Cost per performance factor is provided at the work center level.	Product-line cost is provided using service units at the work center, skill type, service-unique expense element, and SOF levels. An easy method is provided to audit how expense allocation ratios are created by storing the allocation ratios information separate from the accumulated data sets.Expense accumulated and allocated data are stored in one table, facilitating easier reporting and service unit costing. The user is allowed to cancel an allocation job while it is running.
The status is reported in the Computation Status Report.	Current status of allocation is displayed to the user in the interface.
DRG calculation takes place after allocation has run.	DRG calculations happen during allocation.

Understanding the differences between EAS III and EAS IV standard reports

The major DoD-level reports are similar in EAS III and in EAS IV, but they have different report titles. The following list identifies EAS III standard reports and their corresponding reports in EAS IV:

In EAS III	In EAS IV
Computation Summary	Allocation Summary ReportExpense Allocated Report (FCC Summary tab)
MEPRS Summary	Ambulatory Expense Analysis Report Ancillary Expense Analysis Report Dental Expense Analysis Report Inpatient Expense Analysis Report
Detailed MEPR I	Cost Table Report
Detailed MEPR II FTE by Occupation Code Report	Personnel Detail Report
MEPRS Code DRG Cost Report	DRG by FCC Report
Medical Treatment Facility (MTF) DRG Cost Report	MTF DRG Cost Report

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REVIEW QUESTIONS - TERMINOLOGY

1. Define Operating Expense.

2. What is a specific act or service involved in the medical care of a patient, which does not require the assessment of the patient's condition nor the exercising of independent judgment as to the patient's care?

3. What are those hours not accounted for by a MTF of assignment because another facility has reporting responsibility?

4. What is an operating expense account that is further assigned to final operating expense accounts?

5. In your own words describe allocation.

6. In your own words describe depreciation.

7. Define full-time equivalent.

8. What is the value, measured in dollars, of the transactions and events of work centers?

9. In your own words describe step-down.