

SF1166 Report Generation CEFMS Version

The SF1166 Report can now be generated from CEFMS. The following pages give details about permissions needed and guidance for execution of the report.

ROLES

Prior to being able to access the SF1166 Report in CEFMS, the user must have the applicable role.

There are two roles associated with the SF1166 Report:

- 1) SF1166_ALL_FSN_ACCESS – This role grants the user access to generate the SF1166 Report for any FSN. **This role is limited to personnel on the Finance Center's Database and the USACE Payroll Manager.**

SF1166_ALL_FSN_ACCESS

The screenshot displays the CEFMS Access Request and Approval Screen. A dialog box titled "Role Description" is open, showing the following text:

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THIS ROLE GRANTS THE USER ACCESS TO GENERATE THE SF1166 REPORT FOR ANY FISCAL STATION NUMBER. THE REQUESTOR MUST BE AN ACTIVE USER ON THE TO (FINANCE CENTER) DATABASE IN ORDER TO BE GRANTED THIS ROLE.
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The dialog box has a "Save/Return" button at the bottom.

The background screen shows the following details:

- Req: 5343, Type: LOCAL, Req Seq Org Code: M200000, Local Org: TOB0200
- ID No: PETET2671, UserID: TORHSTAP, TERESA, PETERSON-EVANS, Email: [blank]
- Request Status: [blank]
- Buttons: Complete, Cancel Req, Approve, Reject, Apply, Refuse
- Navigation: Prev Page, Prev, Next, Query, List, Save, Exit, Next Page
- Record: 1/1

Request Subaction	REPORT_VIEW_LEVEL	CURRENT_ROLE	
AUTOMATIC ACCESS	SF1166_ALL_FSN_ACC	CURRENT ROLE	
Approval Remarks	SF1166_LOCAL_FSN_A	CURRENT ROLE	
AUTOMATIC ACCESS	TIMEKEEPER	Y	CURRENT ROLE
Apply Remarks	TRAVEL_CC	Y	CURRENT ROLE
AUTOMATIC APPLY C	VENDOR_AUTH	Y	CURRENT ROLE

2) SF1166_LOCAL_FSN_ACCESS – This role grants the user access to generate the SF1166 Report for their assigned FSN only. **This role should only be granted to the local Customer Service Representative and/or Accountants/Personnel that currently generate and process transactions on the SF1166 report.**

SF1166_LOCAL_FSN_ACCESS

The screenshot displays the 'CEFMS Test database using test_ver code' application window. The main interface is titled '2.1.1 CEFMS Access Request and Approval Screen 10.16.5'. It features a menu bar (Action, Edit, Block, Field, Record, Query, ESIG, Help, Window) and a toolbar with buttons for 'Instructions', 'New Req Seq', 'Remote Sites', 'Accs Ctrl', 'Accs Orgs', 'Role Query', and 'Copy Emp'. The form contains several input fields: 'Req: 5343', 'Type: LOCAL', 'Req Seq Org Code: M200000', and 'Local Org: TOB0200'. Below these are fields for 'ID No: PETET2671', 'UserID: TORMSTAP TERESA PETERSON-EVAN', and 'Email:'. A table shows 'Request Status' with columns for 'Completed', 'Approved', 'Applied', and 'Applied By', with values including dates like '14-OCT-2004' and 'PETET2671'. A 'Role Description' dialog box is open, displaying the text: 'THIS ROLE GRANTS THE USER ACCESS TO GENERATE THE SF1166 REPORT FOR THEIR ASSIGNED FISCAL STATION NUMBER ONLY.' Below the dialog, there are 'Approval Remarks' and 'Apply Remarks' sections with checkboxes and dropdown menus. At the bottom, there are buttons for 'Complete', 'Cancel Req', 'Approve', 'Reject', 'Apply', and 'Refuse', along with navigation buttons 'Prev Page', 'Prev', 'Next', 'Query', 'List', 'Save', 'Exit', and 'Next Page'. The status bar at the very bottom indicates 'Record: 1/1'.

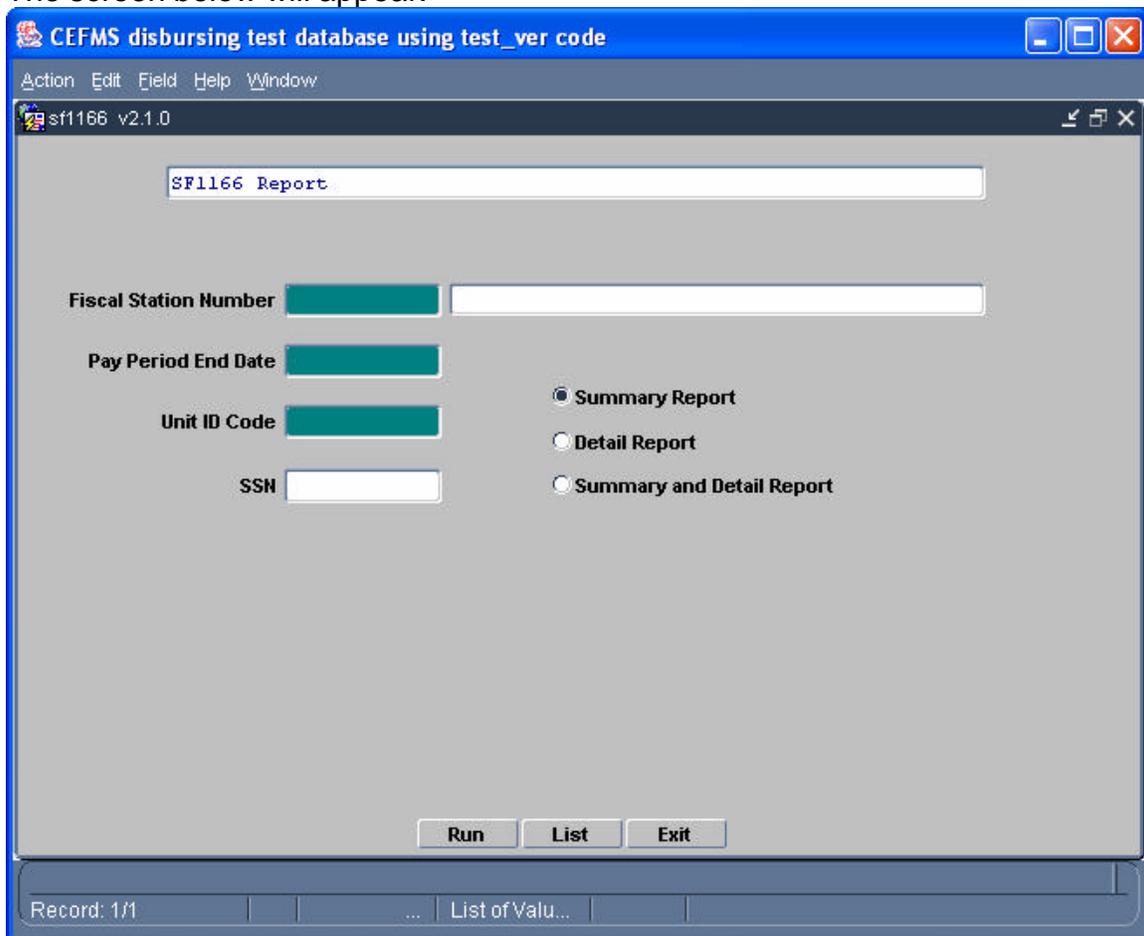
Review of granting of this role will be done periodically. Appropriate actions will be taken to correct access/revoke role as necessary.

HOW DO I ACCESS THE SF1166 REPORT

From the CEFMS Main Menu, select the following options from the menu:

Financial Management Functions
Financial Management
Labor/Payroll
Agency Rates and Payroll Actions
SF1166 Report

The screen below will appear.



The screenshot shows a Windows-style application window titled "CEFMS disbursing test database using test_ver code". The window has a menu bar with "Action", "Edit", "Field", "Help", and "Window". Below the menu bar is a toolbar with icons for "sf1166 v2.1.0". The main area contains a text box labeled "SF1166 Report". Below this are four input fields: "Fiscal Station Number", "Pay Period End Date", "Unit ID Code", and "SSN". To the right of these fields are three radio button options: "Summary Report" (selected), "Detail Report", and "Summary and Detail Report". At the bottom of the main area are three buttons: "Run", "List", and "Exit". The status bar at the bottom shows "Record: 1/1" and "List of Valu...".

The report can be generated using the following parameters:

1) Fiscal Station Number (FSN) – This is your local civil fiscal station number, starting with 96???. If you do not know your FSN, press List for FSN values available. NON Finance Center personnel and users can only enter their local FSN. (This is a required field.)

2) Pay Period End Date – Enter the appropriate pay period end date for which you would like to generate the report. Press List for available pay period end dates. (This is a required field.)

3) Unit ID Code (UIC) Unit Identification Code – This will be the UIC(s) associated with your local FSN. If you do not know your UIC, press List for UIC values available. (This is an optional field.)

4) SSN (Social Security Number) – This is the desired SSN associated with the local FSN for which you would like to generate the report. If the report is to be generated for a specific SSN, the SSN should be entered in this field. The SSN MUST BE KNOWN, a pick list is not provided. (A specific SSN is not necessary to generate the report, this field is optional.)

Summary Report, Detail Report, or Summary and Detail Report

- If summary report is chosen, the only data that will be included on the report will be at the summary level. (Summary Report will include ONLY the front page of the current report. This report will be one page.)
- If Detail Report is chosen, the only data that will be included on the report will be at the detail level. When this option is chosen, detail sort options can be by SSN or Last Name. Once this option is chosen a popup box will appear on the screen. Choose the desired sort detail. (Detail Report will include everything EXCEPT the front page summary of the current report. This report will be several pages.)
- If Summary and Detail Report is chosen, all data (summary and detail) associated with the requested parameters will be printed. When this option is chosen, detail sort options can be by SSN or Last Name. Once this option is chosen a popup box will appear on the screen. Choose the desired sort detail. This report will be several pages.

Press Run to execute the report. The screen with print options will appear:

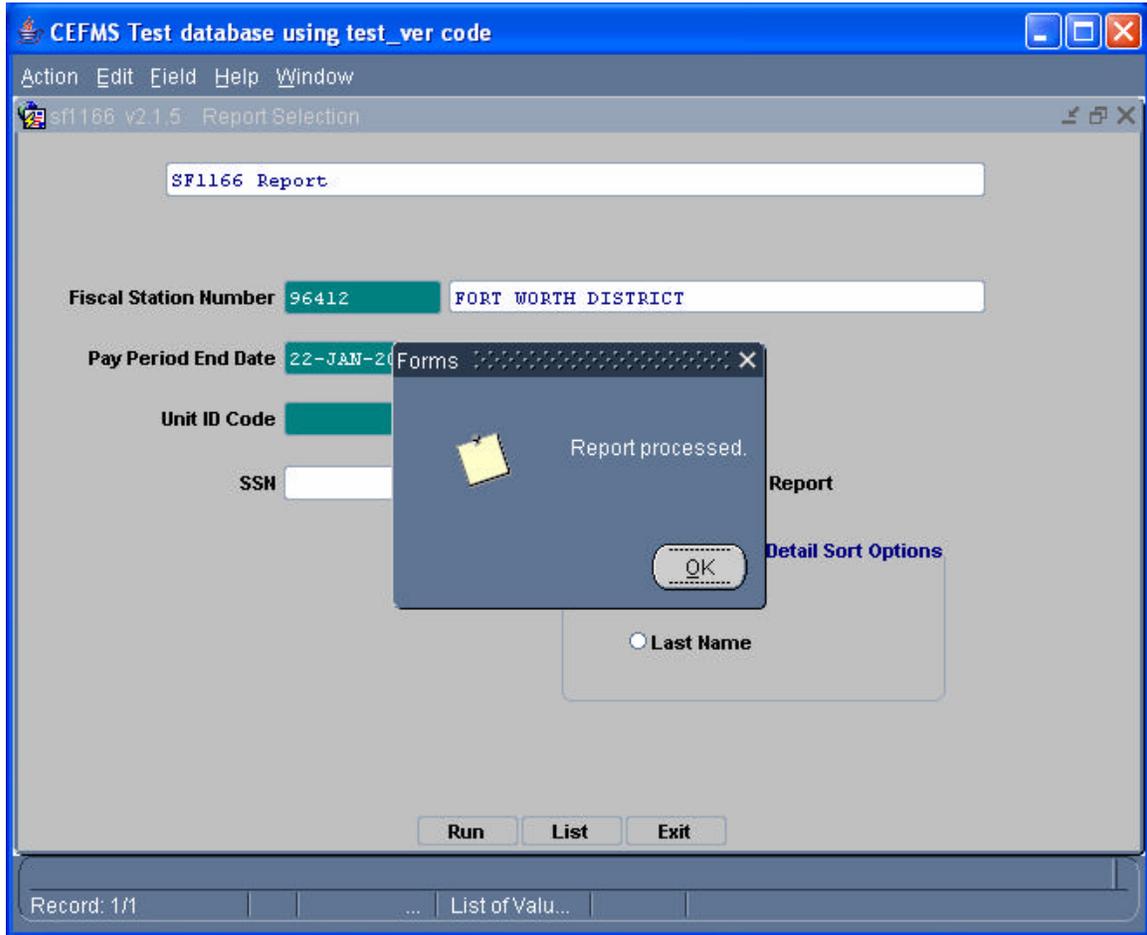
The screenshot shows a software window with a blue title bar and a menu bar containing 'Action', 'Edit', 'Field', 'Help', and 'Window'. The window title is 'CEFMS disbursing test database using test_ver code'. Below the menu bar, there is a sub-window titled 'v2.1.15 Report Processing 11.7.1'. The main area of the window is a form for report processing. At the top, there is a text box containing 'SF1166 Report'. Below this, there are several controls: a 'Printer:' label followed by a green text box; a 'Print When Produced:' label with three radio button options: 'Don't Print' (selected), 'Print', and 'View on Screen'; 'Days To Retain Print File:' with a numeric input box containing '3'; 'Number of Copies:' with a numeric input box containing '1'; and 'Print Banner Page:' with an unchecked checkbox. At the bottom of the form area, there are three buttons: 'Run', 'List', and 'Exit'. Below the form area, there is a status bar with the text 'Enter printer name where report is to print. (Blank for default)'. At the very bottom, there is a footer bar with 'Record: 1/1', a dropdown menu showing 'List of Valu...', and '1/30'.

The default is Don't Print. If user clicks the Run button the report will generate but the user must go to the Print/List/Delete Generated Reports Option from any reports menu to print the report generated. If the user did not generate the report, he/she cannot print it.

To print the report as soon as it is generated, click the List button for available printers. Select option to print when produced. Click Run to generate the report.

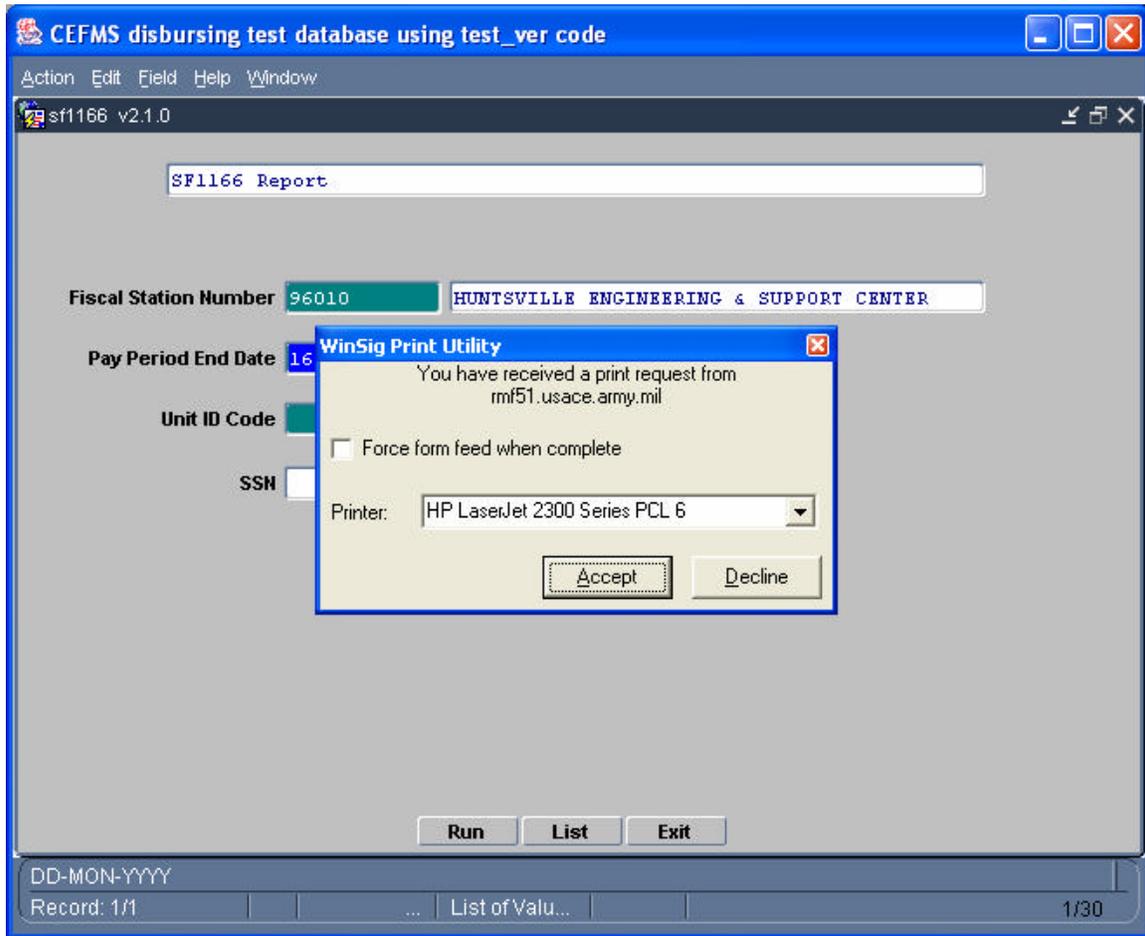
The screenshot shows a software window titled "CEFMS disbursing test database using test_ver code". The window contains a menu bar with "Action", "Edit", "Field", "Help", and "Window". Below the menu bar is a sub-window titled "v2.1.15 Report Processing 11.7.1". The main area of the window is a form for configuring report printing. At the top of the form is a text box containing "SF1166 Report". Below this are three radio buttons for "Print When Produced": "Don't Print", "Print" (which is selected), and "View on Screen". To the left of these radio buttons is a "Printer:" label followed by a text box containing "PC_Laser_Printer". Below the printer selection are three input fields: "Days To Retain Print File:" with a value of "3", "Number of Copies:" with a value of "1", and "Print Banner Page:" with an unchecked checkbox. At the bottom of the form are three buttons: "Run", "List", and "Exit". At the very bottom of the window is a status bar with the text "Enter printer name where report is to print. (Blank for default)", "Record: 1/1", a dropdown menu showing "List of Valu...", and "1/30".

A "Report Processed" message box will appear. Click OK.



The user must wait a few minutes before receiving the Accept or Decline message box. The wait time will depend on the usage and response time of the processing center.

When prompted to accept or decline print request, click accept to print, or click decline not to print.



The report can only be printed and not viewed on the screen because it includes privacy act data.

Finance Center personnel and the USACE Payroll Manager can enter "ALL" in the FSN block to execute a consolidated report. When this is done the following screen will appear. Enter the appropriate pay period End Date and press Run to execute the report.

The screenshot shows a software window titled "CEFMS disbursing test database using test_ver code". The window contains a menu bar with "Action", "Edit", "Field", "Help", and "Window". Below the menu bar, the text "sf1166 v2.1.0" is displayed. The main area of the window features a text input field containing "SF1166 Report". Below this, there are two rows of input fields: "Fiscal Station Number" with a dropdown menu showing "ALL" and a text field containing "CONSOLIDATED REPORT", and "Pay Period End Date" with an empty text field. To the right of these fields are three radio button options: "Summary Report", "Detail Report", and "Summary and Detail Report". At the bottom of the main area are three buttons: "Run", "List", and "Exit". The status bar at the bottom of the window shows "DD-MON-YYYY", "Record: 1/1", a list of values, and "1/30".

Press Run to execute the report. The screen with print options will appear:

The screenshot shows a software window with a blue title bar and a menu bar (Action, Edit, Field, Help, Window). The main area is titled 'v2.1.15 Report Processing 11.7.1' and contains the following fields and controls:

- Report Name: SF1166 Report
- Printer: [Redacted]
- Print When Produced: Don't Print, Print, View on Screen
- Days To Retain Print File: 3
- Number of Copies: 1
- Print Banner Page:

At the bottom, there are three buttons: Run, List, and Exit. A status bar at the very bottom contains the text: 'Enter printer name where report is to print. (Blank for default)', 'Record: 1/1', 'List of Valu...', and '1/30'.

The default is Don't Print. If user clicks the Run button the report will generate but the user must go to the Print/List/Delete Generated Reports Option from any reports menu to print the report generated. If the user did not generate the report, he/she cannot print it.

To print as soon as generated, click the List button for available printers. Select option to print when produced. Click Run to generate the report.

CEFMS disbursing test database using test_ver code

Action Edit Field Help Window

v2.1.15 Report Processing 11.7.1

SF1166 Report

Printer: PC_Laser_Printer

Print When Produced: Print Don't Print View on Screen

Days To Retain Print File: 3

Number of Copies: 1

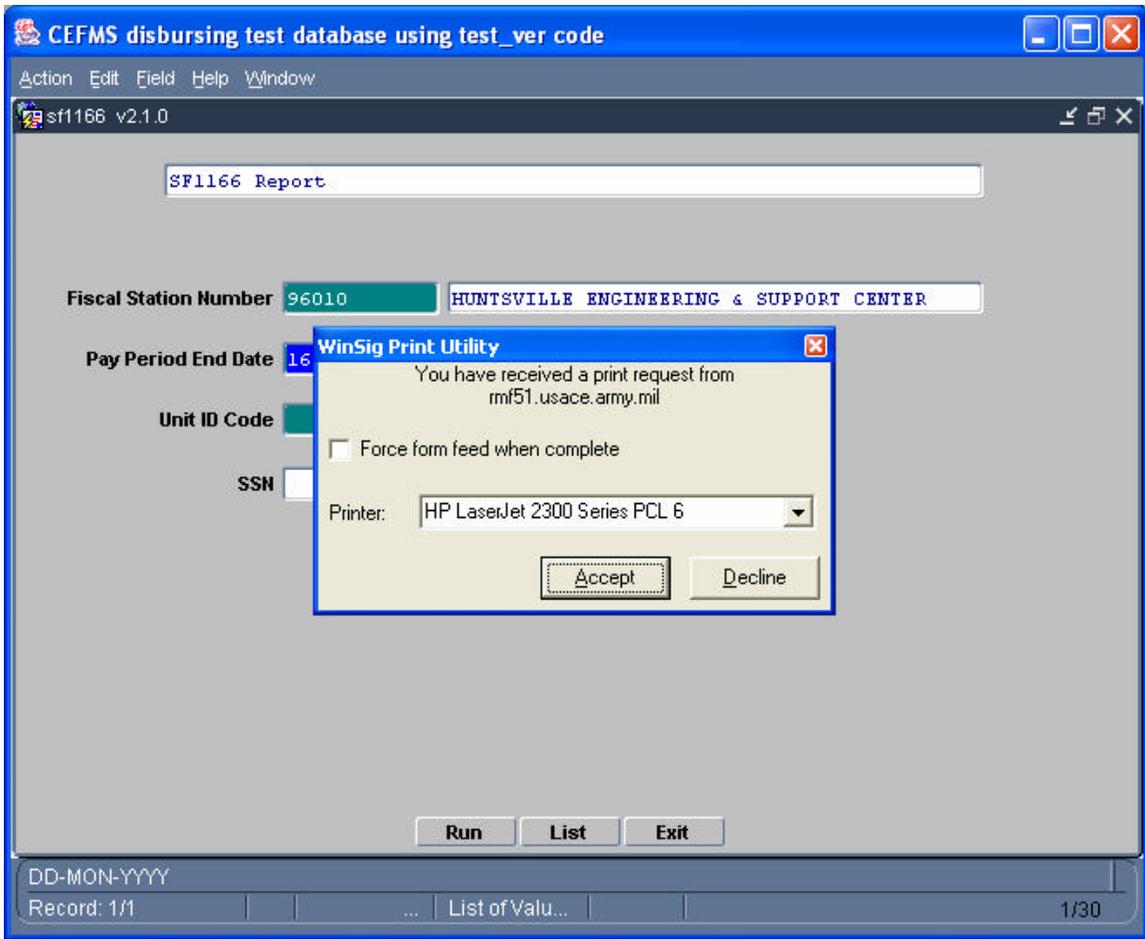
Print Banner Page:

Run List Exit

Enter printer name where report is to print. (Blank for default)

Record: 1/1 ... List of Valu... 1/30

When prompted to accept or decline print request, click accept to print, or click decline not to print.



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