

N83 FAQ's

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- 16: I am trying to create a document and I receive an error message that reads: "**No Performing Activity Acceptance account/email address exists for the PA Code/Org/PA UIC combinations (AA/CNI/00052). Contact System Administrator.**"
- 17: I tried to create/update a reimbursable JON in CFMS and received the STARS Error: "**GRNT UIC MODIFY DENIED ON ADD**".
- 18: While trying to Reconcile/Realign in Funds Distribution I receive the error: "**POSTING FAILED; RECONCILIATION/REALIGNMENT OCCURRING FOR FISCAL_YEAR/APPN/BA/SUBHEAD/BCN/SA/UIC/SFX/TYPE/ELH/PG_ID/SEGMENT/GRANTOR DOC#: ...**"
- 19: While attempting to process an amendment to a document the error message "**Trx Detail: Category Code 000-00-00XX can only be used before MM/DD/YYYY**" appears. How do I resolve?
- 20: I receive an ActiveX Controls error when trying to open EMA. How do I resolve?

- 21: While attempting to “Approve Draft” decision sheet I receive an error message indicating that the funds are not available; but I’ve verified funds availability using the Composite Balance Report. Why can’t I complete the decision sheet?
- 22: What happens during Month Plus?
- 23: The links found in the FAQ are broken. What do I do now?
- 24: How often do I need to log into CFMS to keep my account active?
- 25: What are the FY13 DLA (Fuel) billing dates?

1: How often is data transmitted between CFMS, STARS-FL, WebOTF, and EMA?

*****Please note that all times are approximations*****

Data Feed Type	Frequency	When	Interface
NAVSUP FDM Funding Document Manager	Multiple times an hour	Every 10 Minutes	NAVSUP FDM
Send 915s – Commitments	Hourly	30 after the top of the hour	STARS
Send 540s – Obligations	Hourly	30 after the top of the hour (after 915s)	STARS
Send 010/110/121s – Authorizations	Hourly	40 after the top of the hour	STARS
Send Job Orders	Hourly	45 after the top of the hour	STARS
Get Feedback from STARS	Hourly	15 after the top of the hour	STARS
Process Feedback from STARS	Hourly	25 after the top of the hour	STARS
STARS compiles EMA data	Twice a day	02:00 and 20:00	STARS
Get EMA data from STARS	Twice a day	04:10 and 21:30	STARS
Load EMA data	Twice a day (start) (end)	05:10 and 22:35 07:30 and 01:30	STARS
Get Incoming Obligations from STARS	Daily	7:15	STARS
Load Incoming Obligations	Daily	7:35	STARS
Spend Plan data sent to DRRS	Weekly - Friday	7:00	DRRS
Produce Funding Allocation Docs and send emails	Three times a day	10:00 14:00 18:00	CFMS
Labor Data Pulls	Bi-weekly	14:00-17:00	CA-View

LXL2955A	Suspense	Wed after the end of the PPE	
LXL3931A	Payroll Summary		
LXL3935A	Labor Fringe		
LXL3951A	Labor Emp		
LXL2361G	LCOR		
LXL3303G	Labor Job Order UMD		
Job Csts Hist Details	Monthly	8 th of the month	STARS
STARS Downtime	Daily	21:00-02:00	STARS
STARS Downtime	Monthly (4 th of Month)	14:00 FAA Lockout 16:00 Downtime	STARS
TWMS data	Bi-weekly	01:30 Wed after the end of the PPE	TWMS
EDW	Daily	7:00	Web-Service
Fuel Data	Daily	Any time prior to 10:00	DLA/Energy

Note: * STARS Daily Core jobs is not scheduled on weekends and holidays

Region	+/- hours from Eastern Daylight Time (Mar-Oct)
Navy Region Hawaii	-6
Navy Region Northwest	-3
Navy Region Southwest	-3
Navy Region Mid-West	-1
Headquarters (Washington DC and Norfolk, VA)	0
Navy Region Mid-Atlantic	0
Navy Region Navy District Washington	0
Navy Region Southeast	0
NPPSC	0

UTC/GMT	+4
Navy Region Europe (Naples)	+6
Singapore	+11
Navy Region Japan	+12
Navy Region Korea	+12
Navy Region Marianas	+13

2: When I try to run a report in CFMS nothing appears. What do I do?

2: This often occurs when the Internet Options are incorrectly set. To correct please take the following steps:

- Tools
- Internet Options
- Security
- Custom Level
- Downloads
- “Enable” File Downloads
- If this does not work, a quick fix is to hold down the “CTRL” key while clicking the “Run Report” button.

3: What is the difference between EMA (Enhanced Managerial Analysis) and CFMS Discoverer (Non-EMA)?

3: In general, EMA is STARS data and Non-EMA is CFMS.

4: What is the difference between Plus and Viewer in EMA and Non-EMA?

4: Plus allows you to create, modify, and save existing reports under your own user name. Viewer provides “view only” access to those existing reports.

5: Is there a list of all the reports available to me in EMA and the data they contain?

5: There are some neat EMA reports which can yield a lot of good info if you're not exactly sure what you want.

"EMA Data Dictionary" is just that, and provides the Folder, Item Name, Database Name, STARS source table and description.

"EMA Report Listing" provides a list of EMA reports, description, items contained in the report, source folders, conditions and any table joins.

"EMA Report Workbook" lets you search for one or many keywords (i.e., %GAO% using the "%" wildcard), and then will display the EMA reports which contain your criteria.

6: How do I run an EMA report?

6: There are Desk Guides available that walk you through the steps to run an EMA report. These documents can be found on the CNIC Gateway at:

Discover Plus: https://g2.cnic.navy.mil/tscnichq/N8/N83/CFMS/Training%20Materials/EMA_Discoverer_Plus.pdf

Discoverer Viewer: https://g2.cnic.navy.mil/tscnichq/N8/N83/CFMS/Training%20Materials/EMA_Discoverer_Viewer.pdf3

7: Where can I find training materials for system enhancements?

7: Training materials may be found on the N83 Landing Page at the following link:

https://c27cfms1nrk01w.cfms.cnic.navy.mil/fg_html/training/training.html

On the left side of the page you will see the header "Getting Started with Desk Guides".

Select "Click here to start" under "Training Catalogs".

An Excel sheet will open with CFMS modules going down the left side and documentation types across the top. "Available here" links will be present under the heading for which there is documentation available. Not all modules will have all types of documentation.

8: How do I apply for a CFMS account?

8: To obtain a CFMS account the Account request form located on the N83 Landing Page (https://c27cfms1nrfk01w.cfms.cnmc.navy.mil/fg_html/index.html) is required. From the N83 Landing Page, select “Request an Account”. Once the form is completed select “Send to Supervisor by E-mail”. Once the form is approved by your supervisor he/she will then select “Submit to CFMS Helpdesk”. There is no need to contact anyone directly or submit an Itracker. This form automatically routes to the next person in chain for action.

9: I have a question or problem related to CFMS, who should I contact?

9: You should create a new CNIC Issue in Itracker. You can find Itracker by navigating to the N83 Landing page at <https://c27cfms2nrfk02v.cfms.cnmc.navy.mil/itracker/index.jsp>. Once there select the “Itracker” link under the “Applications” heading on the left side of the page below the photo. This link can also be found beneath the “Products” header above the photo.

10: I have a systems related question and I do not have access to Itracker. What should I do?

10: In the event that you do not have access to Itracker and need to submit a Systems related question you may either submit your question/request to CNIC_CFMS_SUPPORT@NAVY.MIL or one of the POC’s listed on the N83 Landing page (https://c27cfms1nrfk01w.cfms.cnmc.navy.mil/fg_html/index.html) on the “Contact N83” tab of the Homepage can assist you in obtaining an Itracker account.

11: I was issued a new CAC and can no longer log in to CFMS.

11: Ask your supervisor to submit a ticket in iTracker <https://c27cfms2nrfk02v.cfms.cnmc.navy.mil/itracker/index.jsp> requesting that your old CAC association be revoked. Include your name, email address and phone number.

12: Once I have submitted an Itracker, what is the anticipated response time?

12:

Tier 1 Issues – 24 hours or less

- Point of Contact
- New Accounts
- Accesses (EMA, CBM, CRS, PGID’s etc.)
- General Administrative Support

Tier 2 Issues – 48 hours or less

- Updating Structure

- Updating Tables
- Something didn't "flow" correctly

Tier 3 Issues – May take 72 hours or more

- New Appropriation
- New Report Builds
- System Enhancements and Modifications
-

13: What does it mean when I see “unprocessed recapture amount not yet applied “-\$XXXX.XX” in a Funds Distribution Checkbook?

13: This error means a recapture has been done to the account via a Funds Grant Decision sheet. Once a decision sheet has been processed and the associated funding documents have been created; you must also Post and Reconcile in Funds Distribution. Until the necessary actions are taken in Funds Distribution the user will continue to see this message.

14: I received an error message that contained the verbiage “**line 66 ORA-04088: error during execution of trigger**“. What do I do?

14: These errors occur when you are logged into a current session of CFMS and the database has refreshed since you logged in. Close and re-start the application to refresh you session. This should resolve your error.

15: My JON did not flow to STARS-FL and has a STARS ERROR MESSAGE that reads “NOT FOUND ON CLAIMANT-CAC-GRP”. What do I do?

15: This error occurs when the Appropriation, UIC, SBHD, FY, CAC combination entered for the JON in CFMS does not have a coordinating entry on the CAC Table in STARS-FL. You should contact your Headquarters N82 POC to have STARS-FL updated.

16: I am trying to create a document and I receive an error message that reads: “**No Performing Activity Acceptance account/email address exists for the PA Code/Org/PA UIC combinations (AA/CNI/00052). Contact System Administrator.**”

16: This error occurs when you have attached a PA code to the document that does not have at least one person identified and associated to the record as the Performing Activity Acceptor for this particular Performing Activity Code. You will need to contact the Performing Activity to determine who is authorized to accept funding on behalf of that activity. Once that determination is made; that person may be added as the “PA acceptor” in CFMS.

17: I tried to create/update a reimbursable JON in CFMS and received the STARS Error: “**GRNT UIC MODIFY DENIED ON ADD**”.

17: This error occurs when CFMS attempts to transmit the newly created/modified JON data to STARS-FL, and someone has already manually created the JON in STARS-FL with different data and execution has occurred against the JON. This is one of many reasons why, as a rule, data should be created in CFMS and allowed to flow to STARS-FL. CFMS has safeguards built in to stop bad data before it ever makes it to STARS-FL.

18: While trying to Reconcile/Realign in Funds Distribution I receive the error: **“POSTING FAILED; RECONCILIATION/REALIGNMENT OCCURRING FOR FISCAL_YEAR/APPN/BA/SUBHEAD/BCN/SA/UIC/SFX/TYPE/ELH/PG_ID/SEGMENT/GRANTOR DOC#: ...”**

18: This means that there is a reconciliation/realignment in progress for the Program Group. The first reconciliation/realignment must first be completed before another may begin.

19: While attempting to process an amendment to a document the error message **"Trx Detail: Category Code 000-00-00XX can only be used before MM/DD/YYYY"** appears. How do I resolve?

19: From the tree menu navigate to:

- Fund Distribution
- Documents
- Transactions
- Update Transactions
- Search for your document number click “Edit”.
- Select a valid category code from the pre-populated list of values.
- Once the existing amendments have been updated you will be able to create a new document.

20: I receive an ActiveX Controls error when trying to open EMA. How do I resolve?

20: Perform the JAVA Plug-in test found in the top right corner of the N83 Landing Page in the gray shaded area.

21: While attempting to “Approve Draft” decision sheet I receive an error message indicating that the funds are not available; but I’ve verified funds availability using the Composite Balance Report. Why can’t I complete the decision sheet?

21: When a decisions sheet is created and rejected, CFMS reserves those funds until the decision sheet is deleted. You can search for rejected decision sheets by selecting “Find” at the top of the screen, placing an “R” in the “Status” field, and selecting “Find” again.

This will retrieve all decision sheets with an “R” (rejected) status. Once you locate the decision sheet affecting your action you, or someone with decision sheet approval authority, may select “Approval” from the decision sheet screen and select “Delete” at the bottom of the approval screen.

22: What happens during Month Plus?

22:

- During Month Plus, the Effective Date on Funds Grant Decision Sheets can be back-dated to the last day of last month.
- Only approved Decision Sheets with last month’s Effective Date can appear on a Funding Allocation Document (OPTAR, SOA) during month plus. Can be actually approved between 1st and 3rd of month.
- At 6:00 pm batch run on the 3rd of the month, CFMS will produce last month’s Funding Allocation Documents then produce the new month’s documents. However, users will not be able to manually push-out a new month’s Funding Allocation Document during the first 3 days of the month.
- At 12:01 am on the 4th of the month, CFMS will Reject any Decision Sheet that was back dated for last month yet not finally approved.
- Only applies to current and prior year. Future year are always dated 1 Oct.
- During Month Plus, only Decision Sheets that meet the following criteria go to STARS as 110/010s:
 - ✓ Effective Day within last month
 - ✓ Final Approve can be last month or this month
 - ✓ 110/010 Reference Data set up
 - ✓ Must appear on a Funding Allocation Document such as an OPTAR on or before the 6:00 PM (Eastern Time) batch run on the 3rd day of the month
- When a Funds Dist Transaction is created and saved, CFMS sets the Effective Date/Date Prepared to the system date.
- During Month Plus, only 915 commitments with an Effective Date within last month will be sent to STARS.
- On 5th day of new month, CFMS will send 915’s to STARS for the new month on the first MQ series after midnight.
- CFMS only sends current year commitments to STARS
- For Contract Obligations, users enter the Contract Mod Date when entering a contract into CFMS.
- During Month Plus, CFMS only sends 540 contract obligations to STARS with a contract mod date within last month
- On 5th day of new month, CFMS will send 540’s to STARS for the new month on the first MQ series after midnight.
- CFMS sends obligations for current year and prior year to STARS.
- For Non-contract Obligations (WR, PO), when a transaction is accepted, CFMS creates a CFMS obligations and sets the obligation date to the system date.

- During Month Plus, CFMS only sends 540 obligations to STARS with a CFMS obligation date within last month.
- On 5th day of new month, CFMS will send 540's to STARS for the new month on the first MQ series after midnight.
- CFMS sends obligations for current year and prior year to STARS.
- CFMS does not look at time of effective date, obligation date or contract mod date. Only looks at Month, Day, Year.
- On 4th day of month, CFMS Funds Distribution only sends last month's 915/540 to STARS.
- If STARS processes these transactions when they are in month plus (STARS still processing last month), they are marked with last day of last month.

If STARS processes these transactions when they are no longer in month plus (STARS switched to new month), they will mark with new month's date.

23: The links found in the FAQ are broken. What do I do now?

23: Contact one of any of the N83 points of contact for assistance.

24: How often do I need to log into CFMS to keep my account active?

24: Our Authority to Operate (ATO) requires users to log into their accounts every 35 days to keep their account active. On day 36 of inactivity your account will be automatically disabled and you will need to submit an Itracker to regain access.

25: What are the FY13 DLA (Fuel) billing dates?

FY2013 ACCOUNTING PERIOD				
Accounting Month	Accounting Period	Billing Date	Month-End Close Date	Inventory Process
Oct-12	Oct 01 - Oct 30	Oct 29/Mon	Oct 30/Tue	Oct 31/Wed
Nov-12	Oct 31 - Nov 30	Nov 29/Thu	Nov 30/Fri	Dec 01/Sat
Dec-12	Dec 01 - Dec 31	Dec 27/Thu	Dec 31/Mon	Jan 02/Wed
Jan-13	Jan 01 - Jan 29	Jan 28/Mon	Jan 29/Tue	Jan 30/Wed
Feb-13	Jan 30 - Feb 27	Feb 26/Tue	Feb 27/Wed	Feb 28 /Thu
Mar-13	Feb 28 - Mar 29	Mar 28/Thu	Mar 29/Fri	Apr 01/Mon
Apr-13	Mar 30 - Apr 30	Apr 29/Mon	Apr 30/Tue	May 01/Wed
May-13	May 01 - May 29	May 28/Tue	May 29/Wed	May 30/Thu
Jun-13	May 30 - Jun 28	Jun 27/Thu	Jun 28/Fri	Jul 01/Mon
Jul-13	Jun 29 - Jul 30	Jul 29/Mon	Jul 30/Tue	Jul 31/Wed
Aug-13	Jul 31 - Aug 29	Aug 28/Wed	Aug 29/Thu	Aug 30/Fri
Sep-13	Aug 30 - Sep 30	Sep 29/Sun	Sep 30/Mon	Oct 01/Tue

- Notes:
- (1) Billing transmission, same day as rollover except for December 2012 accounting period
 - (2) 2 day month-end processing for December 2012, February 2013, June 2013, and August 2013
 - (3) Oracle confirmed changes can be made in FAS prior to opening the AP and GL for the following month, if necessary. For example, due to future EC Rollouts.
 - (4) Month-end will be processed on a weekend for November 2012 accounting period due to EC Rollout 1.