Getting Started to MEPRS Monthly Processing
Date: July 2008
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1 Introduction

1.1 Who Should Use It

This guide is intended for users of different degrees of knowledge and experience with the MEPRS/EAS processing:

- MEPRS Program Manager (MPM).
- EASIVi Users.
- Expense Assignment System–Personnel Web (EAS-PW) or Defense Medical Human Resources System internet (DMHRSi) Users.

1.2 Pictorial Conventions

This document uses the following pictorial conventions:

<table>
<thead>
<tr>
<th>Image</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📚</td>
<td>represents a “business rules”</td>
</tr>
<tr>
<td>🔴</td>
<td>represents a “Warning.” This includes information regarding functional or technical concern.</td>
</tr>
<tr>
<td>⚡</td>
<td>represents an “Important note/reminder”</td>
</tr>
<tr>
<td>☀</td>
<td>represents a “Tip”</td>
</tr>
<tr>
<td>⚠</td>
<td>represents a “notification”. This includes information regarding functional or technical concern.</td>
</tr>
<tr>
<td>⌛</td>
<td>represents a “closing processing”</td>
</tr>
</tbody>
</table>
2 General Information

2.1 Purpose

The purpose of this guide is to assist MPM with daily operation of processing MEPRS/EAS. This guide is to be used as a supplement to the DoD 6010.13-M and AFI 41-102 and applies to all fixed medical treatment facilities.

2.2 Scope

This desktop guide is designed with processing steps, rules and helpful hints for executing monthly MEPRS data in EASIVi system. It is intended to be a working guide for MPM to include individual’s comments as updated changes occur.

2.3 EASIV Processing

The EAS IV processing consists of data information from three basic categories: Personnel, Workload and Financial.

- **Personnel** - which consists of either timesheets (AF Form 3078 or facsimile) or EAS PW generated templates. Generally the larger facilities use templates while the smaller facilities use timesheets. The data is entered into the EAS-PW/DMHRSi and then imported to EAS IV for validation.
- **Workload** - Uses both Workload Assignment Module (WAM) and manual submissions from various work centers.
- **Financial** - as reported in Commander’s Resource Integrated System (CRIS).

All three types of data should be available for use within 4-7 working days of the month. All three modules must be reconciled, imported, validated, adjusted and corrected before allocation can occur. Once the allocation process occurs, you may receive errors and warnings, which will need to be corrected in the source system.

Figure 01
## EAS IV System

<table>
<thead>
<tr>
<th>EAS IV Function</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Interfaces</td>
<td>Enables users to import financial, personnel, and workload data file from external source systems</td>
</tr>
<tr>
<td>Validation</td>
<td>Performs initial checks on imported source data and pre-allocation checks on migrating data based on a set of business rules.</td>
</tr>
<tr>
<td><strong>Initial Validation Warning and Errors</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Warning</strong></td>
<td></td>
</tr>
<tr>
<td>• Generated when exceptions occur based on the business rules and master code table</td>
<td></td>
</tr>
<tr>
<td>• User should research, each warning prior to overriding an initial validation warning.</td>
<td></td>
</tr>
<tr>
<td><strong>Errors</strong></td>
<td></td>
</tr>
<tr>
<td>• Generated when exceptions occur to the business rules and master code table that require resolution</td>
<td></td>
</tr>
<tr>
<td>• User cannot override an initial validation error.</td>
<td></td>
</tr>
<tr>
<td>Error Correction Unit (ECU)</td>
<td>Enables user to view warnings and errors in EASIVi data system.</td>
</tr>
<tr>
<td>Adjustments</td>
<td>Enables users to adjust migrating financial and workload data.</td>
</tr>
<tr>
<td>Allocations</td>
<td>Enables users to validate the adjusted financial, personnel and workload data to allocate shared expenses.</td>
</tr>
<tr>
<td>Reports</td>
<td>Enables users to generate, view, print, and save standard reports.</td>
</tr>
<tr>
<td>Transmission</td>
<td>Enables users to send allocated data to the EAS IV Repository for reporting purposes.</td>
</tr>
</tbody>
</table>
3 Introduction to Medical Expenses and Performance Reporting System (MEPRS)

3.1 Account Subset Definition (ASD)

An integral part of properly managing your MEPRS program is having a valid ASD Table as it is the road map of the services that is provided by your facility. The purpose of the ASD is to identify the MEPRS work centers and expense accounts used by the MTF during that fiscal year (FY). The ASD identifies the MEPRS work centers codes used at the Medical Treatment Facility (MTF).

Each fiscal year a new Master ASD listing is provided by the Air Force MEPRS Program Manager. Each MTF MEPRS Manager must coordinate this listing with the Resource Analyst, Systems, Logistics personnel and clinical management personnel to ensure all FCC work centers are aligned with their organization structure and various system feeds will correctly interface. The MEPRS codes, Responsibility Center/Cost Center (RC/CC) and Assignment Sequence Numbers (ASNs) are also listed on the ASD.

**MEPRS Codes:** Fourth level codes identifying each work center within your facility. Each work center must have a corresponding cost center based on the current FY PEMAP.

**Responsibility Center/Cost Center (RC/CC):** Accounting classification that identifies where resources are consumed.

**Assignment Sequence Number (ASN):** The ASN identifies the sequence of step-down for D and E codes. The allocation process will distribute all E expenses first and D expenses second. All cost pools will be distributed alphabetically after the D and E accounts and do not need ASNs since they are stepped down in alphabetical order.

| Warning | MTF are authorized to use only MEPRS code, RC/CC, and ASN listed on the annual release of the ASD. Any variance or special need must be approved by AF MEPRS Program Manager |
| Warning | A definition of “work center” is contained in the DoD 6010.13-M. |
4 Overview of Financial Data Processing

4.1 Overview of Financial Data

This chapter explains the financial reporting and the procedures used to accumulate this data. The Commanders Resource Integration System (CRIS) is the authoritative source system for collection of expense information. The Air Force has a four-tier structure in the way it handles its funds. The hierarchy in the accounting system follows:

- Budget Activity Group (BAG)
  - Program Element Code (PEC)
  - Responsibility Center (RC)/Cost Center (CC)
    - Service Unique Expense Element (SUEE)/Expense Element Investment Code (EEIC)

Simple translation:

- Our employers pays our salary (BAG)
- We have it direct deposit to a bank (PEC)
- We have an account at the bank (RC)
  - We have identified the person who wrote the check (CC)
  - We identify what we purchase (SUEE)

Each year a Financial Program Element (PE) Map table is provided by AF MEPRS Program Manager and used to coordinate work centers and cost center.

You must have an associated work center mapped to a cost center. Coordination is needed between all personnel (logistics, budget, RMO and MEPRS)

Further details; review the AFI 41-102

4.2 Financial Expenses Reporting

The financial expenses are identified by both Direct and Indirect Expenses. Direct expenses are charged directly to the work/cost centers provided by the CRIS file. Indirect expenses are determined by using the Depreciation Spreadsheet and the final figures are manually entered into EAS IV (See Appendix A. (9.3).

- Direct Expense
  - Financial file contains cumulative direct expenses, updated monthly, for each MEPRS code by PEC, SUEE, Basic Symbol Limit (BSL), Reimbursable Indicator, Cumulative Expenses, and Cumulative Obligations.
CRIS creates the financial source file for MEPRS. The MTF budget analyst is your point of contact for obtaining this monthly file.

Some MPMs can create their own CRIS file (See Appendix A). Ultimately, the Budget Analyst is primary responsible for creating the CRIS file.

- Personnel file contains personnel expenses by month for each MEPRS code by Skill Type, SEEC, PEC, BSL, and Net Expenses.
- Indirect Expense Files – The indirect expense is categorized by the depreciation and free receipts.

4.3 EAS IV Monthly Processing of Financial Data

The following steps outline the instructions for monthly processing of Financial Source File (CRIS).

4.3.1 Importing Financial Data

The CRIS financial merge in EAS IV provides the majority of expense data used for the processing of MEPRS report. The MPM should coordinate with the Budget analyst after 4-7 days for end of the month for a CRIS file. The financial file must contain expenses and obligations for the following fund codes:

- 2X – Operations & Maintenance
- AC – DHP, Research, Development, Test, and Evaluation, Air Force
- AD – DHP, Health Care Deficiency, Supplemental, Air Force
- AT – DoD/VA Joint Incentives Fund, Air Force
- AU – DHP-O&M-Title IX Global War on Terrorism – Air Force
- CW – Traumatic Brain Injury/Psychological Health (TBI/PH), Air Force

EAS IV will only use the obligations that were obligated during the current fiscal year codes

Upon receipt from the budget analyst you should be prepared to import into EAS IV.

- **Step 1 – Upload Financial File**
  - Select “System Interfaces” tab
  - Select Import Preparation tab
  - Select Browse and find the file containing the current month’s CRIS file (C:CRIS/EAS) and press “Upload” button

Financial reconciliation must occur before the financial data is processed. (See Appendix A)

- **Step 2 – Import Financial File**
  - Select “System Interfaces” tab
  - Select “Available for Import” tab
• Select monthly MICROBAS (CRIS) file press “import”

<table>
<thead>
<tr>
<th>Financial Import Rules encountered during the system interface processing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Obligations received for military pay, reservists, is retained in the pure file only.</td>
</tr>
<tr>
<td>b) Incoming financial expenses are accumulated as current year expenses regardless of the fiscal year of the incoming obligation.</td>
</tr>
<tr>
<td>c) If the financial record contains a prior year obligation and expenses are zero, then the record is written to the pure file only and is not validated or migrated.</td>
</tr>
<tr>
<td>d) If the record contains a prior year obligation and expenses are greater than zero, the record is validated and migrated with the expenses only. The incoming prior year obligations are retained in the pure file.</td>
</tr>
<tr>
<td>e) The Source of Funds (SOF) default for incoming records that do not have a SOF Code and for manually entered free receipts data is D (direct).</td>
</tr>
<tr>
<td>f) Incoming Service-Unique Program Element Codes (PECs) that are closed (deactivated) for the current year but were active when obligated are valid for that incoming record.</td>
</tr>
</tbody>
</table>

4.3.2 Perform Financial Reconciliation of Financial Data

Financial reconciliation is defined as the ability to explain the relationship between monthly financial source system (CRIS) file and MEPRS financial pure data report. The CRIS file data must meet the required outputs without editing to reflect that the system accurately captured and reported the data in MEPRS/EAS. To perform the financial reconciliation of financial data refer to Appendix A. Quick Reference Card (9.2) Financial Reconciliation guidelines.

4.3.3 Validation of Financial Data

• **Step 3 – Validation of Financial File**
  • Select “System Interface”
  • Select “Available for Validation” tab
  • Select monthly Financial File and press “Validate” button

<table>
<thead>
<tr>
<th>ECU Validation Checks: (E = Error and W = Warning)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Incoming financial data element check against DoD, Service and MTF-level tables (E).</td>
</tr>
<tr>
<td>2) Incoming cumulative expense that is less than the previous month’s cumulative expense (E).</td>
</tr>
<tr>
<td>3) Identify negative expenses from financial file (W).</td>
</tr>
<tr>
<td>4) Incoming YTD expense received for an inactive RC/CC – FCC/DMIS ID combo (E).</td>
</tr>
</tbody>
</table>

• **Step 4 - If errors occurs during validation**
• Select Return to “ECU” if done at the same time as validation or select “ECU” from tab
• Select “Data Type (MICROBAS), Month, and Calendar Year”
• When prompt “Do you wish to go to ECU?” Select “Yes”
• Select address “ERRORS and WARNING(S)” and Select “Validation”
• Select errors by after records “double-clicking” and Enter Documentation Code and any Comments
• Select warnings, “override warning” as appropriate; research as necessary. All errors must be resolved
• After all warnings and errors have been addressed; Select Function tab and Validate. You can actually revalidate within the ECU by click on “validate.”

Once the above exception codes are addressed, Initial Validation has a second phase that checks:

• For YTD expenses existing in a previous month record but not existing in the current month (E).
• For YTD expenses existing in a current month record but not existing in the previous month (W).

During the second validation, FCC associated with free receipt and depreciation will appears as errors. At each of these errors, select “adjust current month” which will display last month’s statistical value for current month. This will allow the validation to continue until you complete the Depreciation/Free Receipt Excel Spreadsheet.

• Step 5 - Migration – All financial data will migrate to the current records with current year expenses only.
  • Expenses mapped to DoD SEEC Categories 1, 2, and A (Schedule Type - Personnel) are retained in the pure file only. Note: This includes 4XX, 5XX, and 6XX data elements
  • Financial data is overwritten except for manually entered data.

4.3.4 Adjustments of Financial Data

As mention earlier, indirect expenses are important part of the allocation process for reallocating expenses to the final account. These expenses are described as non-obligated because they are incurred by the MTF and not included in the financial file. Indirect expenses for depreciation and free receipts are manually recorded into EAS IV using the Depreciation/Free Receipt Excel Spreadsheet (Appendix A. (9.3).

• Depreciation is defined in MEPRS as the decrease in the service potential of property as a result of normal wear or deterioration, and the subsequent allowance made for the process in the accounting records of the activity. When equipment is depreciated, a 5-year moving average is used. This means that the equipment on-board as of 30 September of each year will be depreciated 5-year time period. The established investment equipment threshold is $100,000 per line item or piece of equipment.
There are five MEPRS codes used to identify depreciation in MEPRS:

- EAA - Inpatient Depreciation
- EAB - Ambulatory (Outpatient) Depreciation
- EAC - Dental Depreciation
- EAD - Special Programs Depreciation
- EAE - Medical Readiness Depreciation

Each code applicable to your facility must have the depreciable expense reported in MEPRS. The accounting community identifies three types of equipment:

a) Minor Equipment
b) Plant Property Equipment
c) Investment Equipment

**Free Receipt** is defined as nonreimbursable subaccounts, including personnel financial support services, police protection, fire protection, and other base support activities managed and provided by organizations that are not part of the MTF. Some services are received without direct expense to the MTF, an estimate of the MTF prorate share of the cost of services should be made. These costs do not come out of the MTF fund and no actual funds are paid out.

There are three MEPRS codes used to identify free receipt in MEPRS:

- EDHA – Fire Protection
- EDIA - Police Protection
- EDKA – Other Base Support Services

All personnel and CRIS file must be in to run the Allocation Report to compute Free Receipt data information.

To compute free receipts expense, you must:

- **Step 6 – Use Expense Accepted for Allocation Report**
  - Select “Reports” tab
  - Select “Allocation Report “ verification tab
  - Select “Expense Accepted for Allocation, Refresh report,”

- **Step 7 – Enter into Free Receipt Spreadsheet**
  - Manually enter “Month Net values for Financial and Personnel data
  - Manually Enter “any expenses for EI** (Subsistence)

MPM should use the Depreciation/Free Receipt Calculator Tool to compute monthly statistical values into EAS IV.
Upon completion of the Depreciation/Free Receipt Excel Worksheet; follow the next steps to update the indirect financial expenses into EAS IV.

- **Step 8 – Financial Adjustments**
  - Select “Adjustments” tab
  - Select “Financial” tab
  - Select Expenses/Obligations
  - Select the “Month and Year”
  - Select “Net”
  - Search for FCC codes (EA** and ED**) 
  - Enter the financial value, press “OK”
  - Enter “Documentation code”, press “OK”

COMPLETED FINANCIAL IMPORT PROCESSING

4.4 Additional Notes:
5 Overview of Personnel Data Processing

5.1 Overview of Personnel Data

This chapter explains Personnel reporting and the procedures used to accumulate this data. In general, payroll expenses for military and civilian personnel account for about seventy five percent of the expenses of a typical MTF. The timely and accurate control of payroll and associated personnel utilization information is imperative to the overall success of MEPRS reporting.

The purpose of collecting and recording personnel time is to provide a basis for analyzing the number of Full Time Equivalent (FTE) work months necessary, by personnel category and skill type, to support a given work center. Time spent in various work centers provides the basis for assigning personnel salary expense to the appropriate MEPRS codes.

5.2 Understanding Personnel Data

Personnel expenses included in the MEPRS reporting are:

<table>
<thead>
<tr>
<th>Personnel Included</th>
<th>Personnel Excluded</th>
</tr>
</thead>
<tbody>
<tr>
<td>• US Military personnel on orders (includes students)</td>
<td>• Inpatients (unless assigned to MTF)</td>
</tr>
<tr>
<td>• Federal civilians</td>
<td>• Medical Hold/Patient Squadron</td>
</tr>
<tr>
<td>• TAD/TDY personnel</td>
<td>• Civilians paid from non-appropriated funds</td>
</tr>
<tr>
<td>• Borrowed personnel</td>
<td></td>
</tr>
<tr>
<td>• Direct/indirect-hire foreign national employees paid from appropriated funds</td>
<td></td>
</tr>
<tr>
<td>• Foreign Armed Service personnel</td>
<td></td>
</tr>
<tr>
<td>• Reservists</td>
<td></td>
</tr>
<tr>
<td>• Contract Personnel and Volunteers</td>
<td></td>
</tr>
</tbody>
</table>

Personnel Time is the only area where a MPM can enter in FCCs, available and non-available hours to reflect the MEPRS activities for the personnel in an MTF.

- **FTE** - An FTE is the amount of labor available to a MTF (work center) that would be available if one person had worked for one month in that work center, One FTE equals 168 hours.

- **Available FTE** - Those hours worked or expended to support the medical mission and work center functions, **regardless of the physical location where the work is performed**, divided by 168.

  Permanent change of station (out-processing) is considered “available time” under FDGA.

- **Non-Available FTE** - those hours extended in support of activities unrelated to the medical mission or work center functions. These activities include, but are not limited to, holiday and leave divided by 168.
• **Non-Reportable FTE** - Those hours not collected or accounted for by a MTF because: the individual's time does not meet the requirements of available and non-available hours, e.g., regularly scheduled days off, lunch breaks.

There are five personnel categories and five skill types within the MTF. Every individual in your MTF must fall into one personnel category and one skill type. Refer to the Occupation Code Table.

### 5.3 Access Control to EAS-PW

Expense Assignment System-Personnel Web (EAS-PW) is an interim solution until Defense Medical Human Resource System internet (DMHRSi) is deployed to all Air Force Medical Treatment Facilities. EAS-PW is a web-based system that allows users to enter data and receive reports using a standard browser interface. An individual must use the request access link on the EAS-PW Log-in Screen to get a User Name and Password to login EAS-PW. Any concerns or issues should be forwarded to the Gunter CDA at EAS-PW team functional mailbox, 554.SBGJ.FUNCTIONALS@GUNTER.AF.MIL.

**TIPS**

1) If the information enter is not correct, you may select “Reset” or “Cancel (return to the login page).
2) An individual will not be able to access the system until they are approved
3) Passwords are required to have minimum of ten characters in length. Passwords must contain a mix of at least two lowercase letters, two uppercase, two numbers and two special characters.
4) If for some reason, you did not receive a password. Select send email with your user name to EAS-PW helpdesk: 554.SBGJ.FUNCTIONALS@GUNTER.AF.MIL

### 5.4 Navigation of EAS-PW

Below folder describe the navigation of each folder in EAS-PW

- **Personnel Time** - All hourly data entry will be accomplished under search by employee or edit all assign work centers.

- **Table Maintenance** - All EAS-PW tables Site Specific Tables can be edited and maintained in this section to include: Grade/Salary Table, Account Subset Definition Table (ASD) (Site Specific), creates the Expense Assignment System IV (EAS IV) monthly Close-Out.

- **Close Out** - Monthly processing is done from this section to include Recreating the EAS IV Output File and Monthly Closeout.

- **Reports** - All reports include information related to Medical Treatment Facilities (MTF) personnel hours and Functional Cost Codes (FCCs) used. They can be viewed and printed in different formats.

- **User Settings** - This section includes changing passwords, updating local users, and user information, phonebook and login attempts.
5.5 Processing Personnel Timesheet in EAS-PW

All data collection and recording of personnel time is critical for effective salary distribution. Each person assigned or borrowed to a work center must fill out an AF Form 3078, Weekly Personnel and Time Salary Distribution Work Sheet or other local produce format (listed in AFI). In EAS-PW, under Report Menu, you should retrieve the WCP Cover Sheet - This report is equivalent of the AF Form 3078 and is used to capture all FCCs and available and non-available hours worked by all MTF personnel. The two options where time can be entered:

a) Search by Employee or

b) Edit All Assigned Work Centers

If you select to edit all assigned work centers, all the records for the employees in the MTF will be displayed on the screen. Below in figure 18, the number of employees on the Time Entry for Employee screen is 1 of 168. The information that is shown on the screen is the demographics of the employee. This information includes Name, SSN, Occupation Code, Skill Type, Skill Type Suffix, Grade, Duty Indicator, Assigned Work Center, Personnel Category, and Assigned Date.

A search can be done to include all employees or specific letter

5.5.1 Transferring an Employee

Transferring an EAS-PW personnel record can occur when an individual moves from one work center to another.

<table>
<thead>
<tr>
<th>Transferring an Employee</th>
<th>System Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Once the record of the individual has been identified on the “Time Entry for Employee” screen</td>
<td>1) Select the transfer button to move the individual to the new work center.</td>
</tr>
<tr>
<td></td>
<td>2) You will be prompted to enter the new assigned work center (i.e., EBCB) and the current departure date/transfer date on the individual which is 15 June 2007.</td>
</tr>
<tr>
<td></td>
<td>3) Select  ➔ Submit to process the request.</td>
</tr>
</tbody>
</table>

Only one transfer per individual is allowed within a month. An individual can not work and be assigned two different work centers in the same day. Note: EAS-PW will automatically enter an Assigned Date for the “Transfer To” record.

5.5.2 Loaned/Borrowed

Borrowed or loaned status is used only for personnel who are borrowed from or loaned to other MTFs or to a non-medical function or agencies. Direct expenses are generated for both borrowed and loaned labor. The program formula is - work center hours divided by total hours multiplied by salary multiplied by the monthly percentage of the number of days available to the work center. This is activated by using the appropriate duty indicator and...
entering the assigned date and departure date in the appropriate fields on the personnel hours entry screen. If these dates are not entered, the program will not be able to compute the correct allocation of expenses, which in most cases will result in overstatements of expenses. The salary calculated is the monthly composite pay rate. Total calculated direct expenses will never exceed the salary for the month. If a member arrives or departs from the work center during the month, the appropriate dates must be entered for the system to perform the correct direct expense allocation. Available and non-available FTEs are generated for both borrowed and loaned personnel. The formula is work center hours divided by 168. Assigned FTEs are generated for loaned labor only, not borrowed labor. The formula is work center hours divided by 168. Time has to be captured for personnel in the MTF working outside of their assigned work centers. The MEPRS codes to be use are:

<table>
<thead>
<tr>
<th>Descriptions</th>
<th>System Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• FCBA (Consultant/Lecturer)</td>
<td>Select → OK to continue. The individual using this code will not be loaned to another base, Select → Cancel.</td>
</tr>
<tr>
<td>• FCEA (Support to Other Federal Agencies (Non-Military))</td>
<td></td>
</tr>
<tr>
<td>• FCGA (Support to Non-MEPRS Reporting Activities)</td>
<td></td>
</tr>
<tr>
<td>• FCDA (Manning Assist)</td>
<td>Select → OK to continue. The individual using this code will be loaned to another base, Select → OK. A window will appear for the MPM to select the base that the individual will be loaned to. Select the Location from the drop-down and select → Submit.</td>
</tr>
</tbody>
</table>

### 5.5.3 Child DMIS ID

For the MPM’s that is responsible for collecting time for MEPRS activities under a Child DMIS ID, will have to coordinate with Gunter before this function can be used. The MPM should provide the Gunter team with the applicable FCC associate with the Child DMIS ID.

All Child DMIS ID must be approved by AF MEPRS Program Manager.

### 5.5.4 PCS/TDY Functions (FDGA)

If an individual PCS’s to another MTF or separates/retires from the military; the MPM is responsible for entering the FDGA code, a departure and a MTF departure date.

<table>
<thead>
<tr>
<th>Descriptions</th>
<th>System Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• FDGA (PCS/TDY MEPRS Reporting Activities)</td>
<td>The MPM will enter the FDGA code from the time entry screen and a window will open to ask “Do you wish to continue?” select → OK. You must select the MTF Departure Date, use the calendar date drop-down to enter the date, select → OK. You will ask “PCS employee to another facility? Select → Yes or No (if separating or retiring, “No” should be selected) Select → Submit or Cancel</td>
</tr>
</tbody>
</table>
5.6 Creating an EAS IV Output File

The following steps outline the instruction for closing out Personnel current month in EAS-PW and DMHRSi.

5.6.1 Close Out in EAS-PW

**Step 1 – From EAS-PW**
- Select “Recreate EAS IV”
- Select the “Submit” button. The button with then be grayed out.
- When the “File is Created Successfully” appears, follow the instructions to download to your computer. (Click here to download to your computer.)
- After you select “here” a File Download message appears asking you if you want to “Open” “Save” or “Cancel” the file? Select “Save”.
- A “Save As” dialog box appears asking you where do you want to save it to. In the “Save in:” box selects the location, normally the desktop. Select “Save”.
- You will then see the “Download complete” dialog box. Select “Close” and the file should be on the desktop or in the folder you directed it to.
- You can now proceed to upload the file into EAS IV for import.

If you need to recreate the output file for a month, you do not need to close the month out again. Only the current month can be closed out.

5.6.2 Close Out in DMHRSi

**Step 1 – From DMHRSi as Labor Cost Assignment (LCA) Specialist**
- From the Navigator window - Double click on “Request: Submit”
- Select “Single Request” and hit “OK”
- From the Submit Request window – In the “Name” field, type EAS and hit tab.
- From the pick list, select “DoD” EASIV CREATE FILE” and click on “OK”
- Enter the “DMIS ID, Calendar Year and Calendar Month”

Keep clicking on the “Refresh Data” button every few minutes until the status field states “completed”.

- Select the “View Output” button
- Select “Tools” from menu bar and then “Copy File”
- Save DMHRSi output file as a TEXT file to the desktop
5.7 EAS IV Processing of Personnel Data

The following steps outline the instructions for monthly processing of personnel data in EAS IV.

5.7.1 Importing Personnel Data

Ensure all personnel time has been processed in the personnel module and the file has saved to an appropriate file on desktop before importing into EAS IV.

- **Step 1 – Upload Personnel File**
  - Select “System Interfaces” tab
  - Select Import Preparation tab
  - Select Browse and Select EAS III or DMHRSi file and press “Upload” button

- **Step 2 – Import EAS III or DMHRSi File**
  - Select “System Interfaces” tab
  - Select “Available to Import” tab
  - Select monthly Personnel File and press “import” button

5.7.2 Validation of Personnel Data

- **Step 3 – Validation Personnel File**
  - Select “System Interfaces”
  - Select “Available to Validate” tab
  - Select monthly EAS III or DMHRSi File and press “Validate” button

Personnel Import Rules encountered during the system interface processing.

<table>
<thead>
<tr>
<th>a)</th>
<th>RC/CCs and SOFs are mapped according to the business rules and master code tables.</th>
</tr>
</thead>
</table>

**ECU Validation Checks: (E = Error and W = Warning)**

1) Incoming personnel data element check against DoD, Service and MTF-level tables (E).
2) Identify negative salary expenses, FTEs or work hours (E).
3) Identify work hours without FTE or FTEs without work hours (E).
4) Identify work hours/ FTEs without salary (exception – contractor and volunteers) or salary without work hours/ FTEs (E).
5) Identify Clinician Assigned FTEs reported in cost pool (E).
6) Identify Clinician Assigned FTEs reported in inpatient account (E).

- **Step 4 - If errors occurs during validation**
  - Select “ECU”
  - Select “Data Type EAS III or DMHRSi, Month, and Calendar Year”
• Select “EAS III” for the month you are importing
• When prompt “Do you wish to go to ECU?” Select “Yes”
• Select address “ERRORS and WARNINGS” and Select “Validation”

The personnel source file (EAS-PW or DMHRSi) can not be adjusted in EAS IV. All personnel errors must be corrected in the source system and then re-imported into EASIVi.

5.7.3 Adjustments of Personnel Data

You will need to re-import the personnel source file if import errors occurred during the initial import or if you want to reprocess monthly data in EAS-PW or DMHRSi. Once you have re-validated the personnel source file you will be ready for migration.

• Step 5 - Migration: During migration personnel, data is overwritten.

5.8 Reconciliation of Personnel Data

• Compare EAS IV Summary View Report in DMHRSi to the Personnel Allocated Report in EAS IV to ensure total FTEs match.
• Personnel Allocated Detail Report

5.9 Additional Notes:
6 Overview of Workload Data Processing

6.1 Overview of Workload Data

This chapter explains Workload reporting and the procedures used to accumulate this data. CHCS is the system of record for the capture and reporting of clinical MEPRS/EAS workload data. MEPRS/EAS data is processed in CHCS via the Workload Assignment Module (WAM). WAM is a Tri-Service component of CHCS that standardizes and streamlines workload reporting for MEPRS/EAS. Business Rules have been automated within WAM to provide consistent data collection and workload reporting among all MTFs.

When CHCS WAM is implemented in the MTF, it provides the capability to validate the workload data captured within CHCS sub-systems against MEPRS business rules that are stored in the CHCS WAM Core Table. The Core table is updated each fiscal year to establish current MEPRS processing and business rules. The WAM Core Table establishes the mapping of the MEPRS workload data to the Service Specific and DoD Datasets used by the EAS. Datasets are used to track the number of occurrences for a particular statistic or event that occurs within a number of work centers or to track the workload performed within a particular work center in an MTF.

<table>
<thead>
<tr>
<th>Data Set Identification (DSIs) Data: Workload data is used in cost assignment or step down of final and intermediate operating expense accounts. A DSI shows who benefited/received support from the “E (Support Services)” and “D (Ancillary Services)” work center.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The new FY WAM Core Table cannot be loaded until after September 25 of the current fiscal year.</td>
</tr>
</tbody>
</table>

6.2 Access Control

To obtain accessibility and security features to WAM module in CHCS you should contact your local CHCS Database Administrator (DBA) to provide you the appropriate WAM keys:

- DGNAS MANAGER (for Manage Workload Template)
- DGNAS MEPRS COORDINATOR (to allow “I” to “A” approval)
- DGNAS WAM GENERATION (to generate WAM data for a prior month)
- DGNAS WAM CPT EDIT (to allow CPT editing)
- DG WORKLOAD (to allow WWR generation with WAM initialization)

Request shortcut key for WAM menu path from CHCS DBA.

6.3 Collecting System-Generated Workload Data Sets

The following sections outline the necessary steps to assist you with system-generated workload datasets from CHCS WAM module. The below listing are used for the monthly workload processing.
6.3.1 Manage Workload (WAM) Templates

Workload templates are created at the beginning of each month using the Initialization action within the Manage Workload Templates (4) option. The Initialization action sets the framework for data collection in the WAM templates for the month and must be done before any data can be viewed or edited through the workload templates.

**Menu Path:**

CA → WAM → 4 (Manage Workload Templates) → I

*Security Key: DGNAS MANAGER*

---

Generate the World Wide Workload Report (WWR) at the same time as you reinitialize the workload templates for a prior month. This simultaneous data-generation capability was added to help ensure consistent data reporting to EAS and WWR.

### Initialization Business Rules

- **a)** You cannot initialize workload data if an initialization task for the same month and division is currently in process or already tasked for the same day.
- **b)** Workload is only initialized if the DSI status is set to “I” (Initialized), “X” (Rejected), “V” (Verified), or NULL.
- **c)** Re-initialization will change any DSI that is in the “X” (Rejected) status to the “I” (Initialized) status. This allows for re-approval in Batch mode.

---

6.3.2 Validating and Approving Monthly WAM Templates

Workload data templates should be reviewed and edited for accuracy. The status changes are made to the workload templates to prepare the data for transmission to EAS IV. Below table describes the typical monthly status changes needed to prepare WAM data for this transmission.

<table>
<thead>
<tr>
<th>Template Status</th>
<th>Description</th>
<th>Frequency</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I - Initialized</strong></td>
<td>Process for monthly templates</td>
<td>1st day of month</td>
<td>MPM</td>
</tr>
<tr>
<td><strong>V - Verify current month only</strong></td>
<td>Viewed by Ancillary Staff</td>
<td>Site preference usually every 7 days</td>
<td>Ancillary POC</td>
</tr>
<tr>
<td><strong>W - Waiting MPM approval</strong></td>
<td>Waiting Facility Coordinator Approval</td>
<td>1st day of the following month</td>
<td>Ancillary POC</td>
</tr>
<tr>
<td><strong>A - Approved for Transmission</strong></td>
<td>Monthly templates ready for transmission</td>
<td>1st day of the following month</td>
<td>MPM</td>
</tr>
<tr>
<td><strong>X - Rejected to Work center</strong></td>
<td>Rejected to Work center. Data can be edited</td>
<td>As needed</td>
<td>MPM</td>
</tr>
<tr>
<td><strong>T - Transmitted</strong></td>
<td>View Only status. Data can not be updated</td>
<td>CHCS fwd ASCII file</td>
<td>CHCS</td>
</tr>
</tbody>
</table>
DSIs in the “X” status are automatically changed back to the “I” status upon re-initialization. To quickly verify the status of workload for a month, the DSI Status Report will provide you the status information.

MEPRS Coordinator may set the status of a DSI directly to “A” status without first setting it to “W” status. This helps to streamline the monthly approval process (especially for smaller MTF).

Once the monthly workload data contained in WAM templates is reviewed and approved by site department level personnel, the data is transferred to EAS via an electronic interface from CHCS, to reduce possible inaccuracies due to data entry errors, and to provide for timely submission of workload data.

6.3.3 Creating EAS IV ASCII File

Creation of EAS IV ASCII file from CHCS WAM. To create or recreate the EAS IV ASCII file for a reporting month and Group, simply follow the option prompts.

Menu Path:

CA → WAM → 6(Create Monthly Workload ASCII File to EAS)

Security Key: DGNAS MANAGER

All DSIs for your Group must be in the “A” status or “T” status for the file to be created or recreated.


6.4 Collecting Non-System-Generated Workload Data Sets

Earlier section describes the collection of system-generated DSIs from CHCS WAM. To continue processing MEPRS workload data, you are required to update the non-system generated DSIs through the Workload Adjustments tab in EAS IV. The following steps below are the basis for collecting and updating DSIs.

6.4.1 Dental Services Account Data Sets (C***)

The Base Dental Summary Report will show the MEPRS Dental Weighted Value (DWV) and Composite Lab Values (CLV).

6.4.2 Ancillary Services Accounts Data Sets Set (D***)

Work center personnel should provide the below listed reports to the MPM monthly.
### Descriptions

<table>
<thead>
<tr>
<th>Monthly Reporting Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure report raw number of cases</td>
</tr>
<tr>
<td>The data can be keyed in by work center personnel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Reporting Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>A monthly report from Cardiac Catheterization work-center</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Reporting Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>A monthly report form Central Sterile</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Reporting Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>A monthly report from Surgical Division</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Reporting Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verify statistical values have been entered by Pulmonary and Respiratory Staff by beneficiary code and CPT NLT the 10th workday of the month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Reporting Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure report raw and weighted number of cases</td>
</tr>
</tbody>
</table>

### 6.4.3 Support Services Accounts Data Sets (E***)

<table>
<thead>
<tr>
<th>Monthly Reporting Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>“A” accounts are received from WAM; “B” accounts are from TPOC Report which should be manually entered into EBHA data set.</td>
</tr>
</tbody>
</table>

### 6.4.4 Special Program Accounts Data Sets (F***)

This DSI captures all special program workload performed at your local facility. Each special program workload factor indicated by the Data Set Business Rules determined the appropriate reporting requirements by the work center.
### Descriptions

- Testing and Screening (FAC*)
- Immunizations (FBI*)
- Early Intervention Services (FBK*)
- Military Funded Emergency Leave Expenses (FDH*)
- Consecutive Overseas Tour Leave (FDI*)
- Ambulance Services (FEA*)
- Transient Patient Care (FEC*)
- Aeromedical Staging Facilities (FEF*)
- Area Dental Prosthetic Lab (FAB*)
- Animal Disease Prevention and Control Facility (FCGV)

### Monthly Reporting Tips

- These “F” accounts are reporting raw procedures.
- These “F” accounts are reporting weight procedures.

---

If any of these F account are active on the ASD, it should be reported in either “F ACCT RAW or WTD PROC data set. Refer to AFI 41-102.

### 6.4.5 Readiness Program Accounts Data Sets (G***)

This DSI captures only War Medical Reserve (WMR) readiness workload performed at your local facility. Each readiness program workload factor indicted by the Data Set Business Rules determined the appropriate reporting requirements by the work center.

### 6.4.6 Square Footage and Square Footage Cleaned

The Facility section should provide this square footage information to you directly. This data set will forward with values from the previous fiscal year. Be sure to make all corrections in the first month of the fiscal year, October, because the change will carry through to end of the fiscal year. The square footage data set should be compared to the square footage cleaned data set at the beginning of the fiscal year to ensure the correct values are being reported.

As major square footage changes take place within the facility updates should be made to the data sets for accurate step-down processing.

### 6.5 EAS IV Processing of Workload Data

The following steps outline the instructions for monthly processing of workload in EAS IV.

### 6.5.1 Importing Workload Data

Once you create the monthly ASCII File, an automatically electronic transfer utility (ETU) from Composite Health Care System (CHCS) will be used to populate the standard system-generated DSIs.
• **Step 1 – Import Workload File**
  - Select “System Interfaces” tab
  - Select “Available for Import” tab
  - Select monthly CHCS/WAM File and press “Import” button

6.5.2 Validation of Workload Data

• **Step 2 – Validation Workload File**
  - Select “System Interfaces”
  - Select “Available to Validate” tab
  - Select monthly CHCS/WAM File and press “Validate” button
  - Select “Data Type (CHCS/WAM), Month, and Calendar Year”
  - Select address “ERRORS and WARNINGS” and Select “Validation”

<table>
<thead>
<tr>
<th>ECU Validation Checks: (E = Error and W = Warning)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Incoming workload data element check against DoD, Service and MTF-level tables (E).</td>
</tr>
<tr>
<td>2) Incoming workload records against Standard and Site-Defined MTF Data Set rules (E).</td>
</tr>
<tr>
<td>3) Identify negative numbers (E).</td>
</tr>
<tr>
<td>4) Sum of beneficiary category counts to total raw amount (E).</td>
</tr>
<tr>
<td>5) Raw equal weighted (W).</td>
</tr>
</tbody>
</table>

6.5.3 Adjustments to Workload Data

All CHCS errors and warning must be addressed through Error Correction Unit (ECU) tab follow the below steps:

• **Step 3 – If errors occurs during validation**
  - Select “ECU”
  - Select “Data Type (CHCS/WAM), Month, and Calendar Year”
  - Select “CHCS/WAM” for the month you are importing
  - Select address “ERRORS and WARNING” and Select “validation “while entering ECU
  - Apply User-Defined Correction
  - Select errors records by “double-clicking” and Enter Documentation Code and any Comments
  - Select warnings, “override warning” as appropriate; research necessary. Errors must be addressed
  - After all warnings and errors have been addresses; Select System Interfaces. You can revalidate from the ECU by selecting “validate.”
• **Step 4 - If errors are CPT Codes or Modifiers from CHCS**
  - Select “Report”
  - Select “Data Audit”
  - Select “Data Set Audit Report by Date”, Refresh report for the current date and the CPT errors. Print these and notify the work centers that used them (Lab or Radiology).

  If you have received invalid CPT Codes or Modifiers from CHCS, the Validation Process will change those invalid CPTs to N/A and bring in the raw and weighted amounts in CHCS. To view the invalid CPT Codes, run the Data Set Audit Report by data.

• **Step 5 – All non-system generated workload data set are entered manually**
  - Select “Adjustments” tab
  - Select “Data Set, Month, Year, and DMIS ID”
  - Select “specific Non-system generated Data Set”
  - Select “Data Entry”
  - Select “add or enter Requesting FCC, enter raw statistical amount and/or weighted statistical amount”
  - Enter “Documentation Code” press “OK”
  - Select “Data Set Audit Report by Date”, Refresh report for the current date and the CPT errors. Print these and notify the work centers that used them (Lab or Radiology).

• **Step 6 - Migration: The imported Composite Health Care System and non-system generation are migrated prior to allocation**

  **Common Workload Issue**
  1) Reporting workload for deactivated FCC records.
  2) Reporting a value of 1 for a code on a data set for an account to get by an allocation error would greatly inflate the cost per.
  3) Square Footage cleaned values should be equal to or less than the square footage values.
  4) DFA (Anesthesiology) vs. DFB (Surgical Suite) Sometimes FCC reported in DFB not reported on DFA.
  5) DFB (Surgical Suite) vs. DFC (PACU): Sometimes FCC reported in DFB not reported on DFC.

**COMPLETED WORKLOAD IMPORT PROCESSING**

### 6.6 Reconciliation of Workload Data

There are several CHCS workload-related reports used to reconcile workload data:

- **Monthly Statistical Report (MSR)**
The Monthly Statistical Report provides monthly statistics by clinics, divisions, and groups. It lists Count and Non-Count workloads for inpatient and outpatient visits based on the MEPRS code of the clinic. This report consists of four parts:

- **Part 1** lists the number of inpatient/outpatient visits and appointments types by clinic.
- **Part 2** lists the number of inpatient/outpatient visits and appointments types by patient category (PATCAT) code.
- **Part 3** lists the number of inpatient/outpatient visits and appointments by MEPRS code and clinic.
- **Part 4** corresponds to Parts 1, 2, and 3 and contains a total summary for each department, division, and group.

This report requires completion of End-of-Day (EOD) processing in CHCS. If appointments are pending and/or Providers are missing for the specified clinic, the Delinquent End-of-Day Processing Report will be produced. Once the delinquent EOD processing has been corrected, the Clinic Workload Report can be reselected and printed.

- **World Wide Workload Report (WWR)**
  The Air Force MEPRS Program Manager has designated the WWR as the source documentation to validate monthly CHCS WAM workload prior transmittal to EAS IV. The WWR should be used as the primary report for validating the WAM counts. Although the WWR does not include Inpatient Cost Pools and TPC Claims billed and ICU Hours of Service, it follows the same business rules for calculating workload as WAM and can be used to validate Occupied Bed Days and Admissions.

**Menu Path:**

CA → WAM → 2→6→2 (Worldwide Workload Report-Print/Reprint)

*Security Key:* DGNAS MANAGER

The WWR can also be generated with WAM Initialization from the following WAM Initialization options for prior months:

CA → WAM →4 (Manage Workload Templates) 1 (Initialize action) Templates)

*Security Key:* DGNAS MANAGER

CA → WAM →8 (Workload Generation Controller)

*Security Key:* DGNAS WAM GENERATION

**TIPS**

1. If the WWR is recalculated with WAM Initialization, a completion message is sent to the WWR COMPUTATION mail group.
2. The WWR COMPUTATION mail group should be initially set up as a Self-enrollment option.
3. If the WWR is recalculated with WAM Workload Generation Controller, a completion message is sent to the WAM GENERATION mail group.
6.7 Additional Notes
7 Allocation Processing in EAS IV

7.1 Understanding Allocation Processing

Allocation is the reassignment of expenses of intermediate operating expense accounts (D and E) to the final operating expense accounts (A, B, C, F and G) on the basis of assignment factors that measure the amount of services rendered by intermediate work centers to other work centers. This allocation methodology is based on the ASN listed on your ASD.

EAS IV performs pre-allocation validation which compares financial, personnel, and workload data across data types to check for consistency in reporting among these data types. Pre-allocation validation checks for variance both across data types and within a data type. When data does 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.

Purification takes place before Step-down, during the allocation process. Cost pool accounts will have a balance of zero dollars after purification. Allocation involves transferring the expenses of intermediate functional accounts (D and E accounts). This process is commonly referred to as Step-down. Allocation will compare the workload to associated expenses and produce associated service units.

7.1.1 Run Allocation

You can perform allocation only when all the data has been migrated and adjusted in EAS IV. When you run an allocation job, the service unit cost and work center cost are calculated. These calculations affect the accurate allocation of shared expenses to the appropriate final operating accounts. When the calculations are completed, allocation creates summary data for reporting and decision-making purposes.

- **Step 1**
  - Select “Allocation”
  - Select “Select Net Month”
  - Select “Select Month and Year to Allocate (separate tabs for each Years)”
  - Select “Run”

Allocation will stop after “Pre-Allocation Validation” ~ Research and correct any errors and warnings. Change the “Data Type and check each one (personnel, data sets, and financial) for warning and errors.” **Go through, Adjustment tab to correct errors or warning, if appropriate ~ depending on the error you may need to go to the source system to fix and re-import.**

Reporting a value of “1” for a code on a data set for an account to get by an allocation error will greatly inflates the cost per the requesting FCC (normally A*/B*). However, that account using the clinical service of the providing FCC will not get their share of expenses thus deflating their cost per service unit.
• **Step 2 – After warnings and errors are addressed, re-run allocation**
  - Select “Allocation”
  - Select “Select Net Month”
  - Select “Select Month and Year to Allocate (separate tabs for each Years)”
  - Select “Run”

### 7.1.2 Check Expense Allocated

After data has been allocated, there are several reports detailing how expenses were allocated in EAS IV. Follow the below steps for the reports:

• **Step 1**
  - Select “Reports”
  - Select any listed report, Select the refresh report

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation Ratios ASN Verification Report</td>
<td>Shows the ratios used to allocate expenses</td>
</tr>
<tr>
<td>Allocation Status Report</td>
<td>Shows the status of an allocation job</td>
</tr>
<tr>
<td>DRG Accepted for Allocation Report</td>
<td>Show the migrated DRG data that were included in an allocation job</td>
</tr>
<tr>
<td>DRG Allocated Report</td>
<td>Shows the DRG data</td>
</tr>
<tr>
<td>Data Set Accepted for Allocation Report</td>
<td>Show the migrated Data Set data that were included in an allocation job</td>
</tr>
<tr>
<td>Data Set Allocated Report</td>
<td>Shows the Data Set data</td>
</tr>
<tr>
<td>Expense Accepted for Allocation Report</td>
<td>Show the migrated financial data that were included in an allocation job</td>
</tr>
<tr>
<td>Expense Allocated Report</td>
<td>Shows the financial data</td>
</tr>
<tr>
<td>Personnel Accepted for Allocation Report</td>
<td>Shows the migrated Personnel data that were included in an allocation job</td>
</tr>
<tr>
<td>Personnel Allocated Report</td>
<td>Show the allocated personnel data</td>
</tr>
</tbody>
</table>

### Allocation Signals

1) Providing FCC/DMIS ID combination includes itself only on the data set as a requesting account could result in unallocated expenses.
2) Ancillary Accounts – Impacting allocation and service unit costing.
3) Data Sets requiring raw and weighted statistical value are not reporting both.
4) Both raw and weighted statistical are the same values when each statistical value have different definitions (# of patients vs. minutes of services or # of procedures vs. weighted procedure)
7.2 Monthly EAS IV Transmission

Each month, data must be transmitted to a storage area called the EAS IV repository. To make this happen, a user schedules the transmission. When the transmission initiates, the files are generated automatically. You can schedule transmissions for specific dates and times. The monthly data must be completely allocated before the user schedules the transmission.

Transmission requirement is 45 days after the end of reporting data month. You cannot transmit to allocation is “SUCCESSFUL”.

- **Step 1**
  - Select “Transmission Module” tab
  - Select “Month to transmit”
  - Schedule “Transmission” button
  - Select “Time” you desire to transmit
  - Click “OK” button

After the transmission, the data will be removed from the allocation screen and can no longer be accessed unless the monthly files are reloaded and validated.

You can track the progress of your file under Current Jobs or Transmission History.

7.3 Monthly Reports to Save

There are five reports required to keep on file for 5 years. As a minimum, the following monthly reports must be saved electronically using the below naming conventions.

- Expense Allocated Summary Report (Exp Summary MoYr_DMIS ID)
- Cost Table Summary Report (Cost Tbl Rpt MoYr_DMIS ID)
- Financial Audit Report (Fin Audit MoYr_DMIS ID)
- Personnel Detail Report (Pers Det MoYr_DMIS ID)
- Pure Financial Report (Pure Fin MoYR-DMIS ID)
8 Initialization Fiscal Year Checklist

8.1 Financial Data Checklist

The Commanders should review for on-going, new, or discontinuing of medical services before establishing new fiscal year program. The Budget Office must be involved to correctly identify expenses associated with the work center. The following items must be coordinated in conjunction with the appropriate financial data elements: MEPRS Code, RC/CC, and FAC Mapping to Program Elements.

- Coordinated with Budget analyst to ensure the alignment of RC/CC (additions and/or deletions) are mapped to the annual PEMAP
- Use the annual Depreciation/Free Receipt Worksheet for calculating monthly depreciation expenses.
- Coordinate Budget Analyst, Logistics and the DMLSS program for correct mapping of DMLSS accounts.

8.2 Personnel File Checklist

- Ensure the MEPRS Table (ASD) in EAS-PW/DMHRSi meet the below requirements:
  - All FCCs is aligned with your organization functions at your MTF
  - All FCCs is reconciled with the annual Master ASD table for the Air Force.
- The MEPRS Manager or DMHRSi Timecard Approvers must be aware of new, transferring, and borrowed personnel to ensure all AF3078 are received.
- Crosswalk the MEPRS Table in EAS-PW/DMHRSi with Medical Staff Quick Reference (Time Reporting Matrix)

8.3 CHCS Workload File Checklist

- Ensure EAS IV ASD table meet the below requirements:
  - All FCCs is aligned with your organization functions at your MTF
  - All FCCs is reconciled with the annual Master ASD table for the Air Force.
- Ensure the CHCS Site Definable table matches your EAS IV table
- The CHCS Coordinator must be aware of new work centers to ensure the location is properly established and reporting of workload can be accomplished.

The new Fiscal Year WAM Core Table can not be load in CHCS before the 25 of September of the current fiscal year.
• Below is sample schedule for WAM Initialization Steps:

<table>
<thead>
<tr>
<th>Step</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Know and Document FCC Changes</td>
</tr>
<tr>
<td>2</td>
<td>Review Your Site – Definable MEPRS Code table against EAS IV ASD Table</td>
</tr>
<tr>
<td>3</td>
<td>Ensure FY WAM Core Tables Updates on CHCS</td>
</tr>
<tr>
<td>4</td>
<td>Create Data Set Exclusions of Requesting FCC codes</td>
</tr>
<tr>
<td>5</td>
<td>Create the FY Data Set ID File</td>
</tr>
<tr>
<td>6</td>
<td>Check for DSI File Exception Message</td>
</tr>
</tbody>
</table>

• Review Cost Pool data sets with active FCC codes on the EAS IV ASD table

• The logistics office must be aware to ensure proper reporting of supplies, equipment, square footage, and depreciation. Verify Square Footage with DMLSS square footage report.

8.4 EAS IV – ASD Table Clean-up

• After transmission of September monthly data; ensure you deactivate the MEPRS Codes you do not want to carry over from the current ASD table before the 30th of September to prevent usage in the next FY.

Prior to rolling over the Fiscal Year ASD Table; make sure you deactivate all codes using 29 September as the effective date. Do NOT use 30 September, for it will bring over the deactivated MEPRS codes to next FY ASD table.
# Appendix A – Quick Reference Cards

## 9.1 CRIS File Creation Guidelines

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click Info Analyst Icon</td>
</tr>
<tr>
<td>2</td>
<td>Click on CRIS located under Title (top left of white box)</td>
</tr>
<tr>
<td>3</td>
<td>Username</td>
</tr>
<tr>
<td>4</td>
<td>Password</td>
</tr>
<tr>
<td>5</td>
<td>Click on Query Design list at side of box</td>
</tr>
<tr>
<td>6</td>
<td>Click on File at top left hand of screen</td>
</tr>
<tr>
<td>7</td>
<td>Select Load Query Design</td>
</tr>
<tr>
<td>8</td>
<td>At Question, &quot;Are you sure you want to remove the existing design&quot; click Yes</td>
</tr>
<tr>
<td>9</td>
<td>Load Query Design File Box Appears: Look in: EAS_AFS Click on: EAS_Output.QDF.XML Open</td>
</tr>
<tr>
<td>10</td>
<td>In White Box under Search Criteria: Find all records where........... Click on OAC = 64 (when box comes up with the 64, change to your OAC) Click on OBAN = 25 (when box comes up with the 25, change to your OBAN) Click on Report Date = XXXXXXX (change to may, month and year required)</td>
</tr>
<tr>
<td>11</td>
<td>Output on bottom of screen should be: <strong>Query Type:</strong> Detail <strong>Output Type:</strong> Data Sheet <strong>Schedule:</strong> Immediately</td>
</tr>
<tr>
<td>12</td>
<td>Click on SUBMIT button Report Comes us Save as Access Database Name File: month_year.mdb</td>
</tr>
<tr>
<td>13</td>
<td>Export to Access Box EAS Click OK</td>
</tr>
<tr>
<td>14</td>
<td>Close Info Analyst</td>
</tr>
<tr>
<td>15</td>
<td>Go to C:\EAS_AFS Click on EASOutput.mdb EAS Output File Utility Box appears File Upload Click on button Select File (monthyear_basename.mdb) Click open On EAS Output File Utility Box Output Location: c:\EAS_AFS UIC: DMIS ID: Click Generate Button Box with Done comes up</td>
</tr>
<tr>
<td>16</td>
<td>Copy to EAS IV Drive</td>
</tr>
</tbody>
</table>
9.2 Financial Reconciliation Guidelines

1) The monthly MEPRS and CRIS financial reconciliation process needs to be reconciled each month. It is essential that the financial data that enters the EAS IV system for processing is exactly the same as the figures reported through the financial management and Defense Finance Accounting System (DFAS) communities. In order to ensure that the financial data is the same in both systems and considering EAS IV has prior year money, it is necessary to reconcile the present year expenses and obligations and account for the previous year’s monies. This can be accomplished by use of the excel spreadsheet named (month) financial reconciliation. This can look difficult, but if you follow the below listed rules, you will not have any difficulties.

2) You will need the budget folks to run a hard copy of the CRIS file by (EEICs) SUEEs. Have them run a report for SUEE 4XX, 5XX, 6XX. This roster should be run at the same time the EAS IV file is created. In EAS IV on the main menu select System Interfaces/Import Preparation/Browse and find the CRIS file. Then click on upload. Once upload successful, go to System Interfaces/Available for Import and click on the file and “import”. This will bring your file into EAS IV. This function may take a few minutes.

3) Now that you have imported the file, close out the window. Select Reports/ System Interfaces/Financial Pure Data Report. Select the refresh button, and ask for month data that you want. Try and use the values button, so the computer can recognize the information you are asking for. Fill in select values, and select ok--this will give you your financial pure data report. Select file/save as/ and save to your desktop as a TEXT FILE. Before you close the report, you will need to print out rosters for each SUEE (4XX, 5XX, 6XX). You want the rosters to look the same as the CRIS reports in case you want or have to get a line item by line item. To do this, follow these steps:
   a) Go to Slice and Dice icon, click on the Detail table at the bottom of the screen.
   b) Apply a break on the RC/CC.
   c) Apply a filter to the Svc Ee Cd (EEIC). You will first ask for all 4XX.
   d) Then apply a calculator to the Expenses and Obligations.
   e) Then print out the roster. It should mirror the CRIS print out. Then adjust the filter on the EEIC and ask for 5XX and so on.
   f) You also need a “total expenses” sheet. Remove all breaks/filters and put a calculator on the “expenses” and click apply. Only print the very last page with the total dollar amount.

4) Now you can close this report, it will ask if you want to save, NEVER SAVE A REPORT IN THE EAS IV SYSTEM, UNLESS TO A DISK. Now you need to follow the below instructions. You need to know some excel procedures.

   g) You can now open the text file through excel. You must convert the text file into an excel file using the “Text import wizard”. Once you have created a excel worksheet, you will have to delete data that is not pertinent to the reconciliation.
   h) Delete Rows 1-4 to get rid of the heading.
   i) First delete columns Fiscal Year, Fiscal Month, DMIS ID, FCC, Service Unique S/L, PEC, SOF, and Schedule Type. After deleting the above columns, select all and sort by column “B‘ SUEE (EEIC). The columns remaining should be RC/CC, SUEE, YEAR, Expenses and Obligations.
j) After sorting by SUEE (EEIC), “select all” then select “data” on the menu bar and “auto filter”. This will put dropdown menu with control buttons.

k) Now create a worksheet (tab) for each of the FYs on your excel workbook and for your reconciliation worksheet i.e. Dec Reconciliation, FY07, FY06, FY05 etc.

l) Now using the auto filter sort each FY and copy the data into the excel spreadsheet you created in the correct FY worksheet (tab).

m) After you have copied each of the FYs, you are ready to sort by SUEE (EEICs) and sum by SUEE (EEICs). The objective is to segregate each of the SUEE (EEICs) by the first number of the SUEE (EEIC), i.e. 4XX, 5XX, 6XX.

n) Place two spaces below each different SUEE (EEIC) i.e. 4XX, 5XX, 6XX. Then cut and insert cut cells (not paste) between each SUEE (EEIC). Then total each SUEE (EEIC). i.e.

<table>
<thead>
<tr>
<th>40953</th>
<th>12,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12,000</td>
</tr>
<tr>
<td>52101</td>
<td>15,000</td>
</tr>
<tr>
<td>569ML</td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td>65,000</td>
</tr>
</tbody>
</table>

***You are now ready to reconcile by completing the reconciliation worksheet.

o) Type in the CRIS total expense and obligations data by SUEE (EEICs) totals from the reports furnished from budget for the current FY. Then link your total MEPRS expenses and obligations by SUEE (EEIC) from your current FY tab to the (month) Reconciliation worksheet. Make sure the expenses and obligations are typed in the correct cell.

p) You can now reconcile the data. If any of the data disagrees, you need to research the CRIS reports and the EAS IV Pure Financial Data Report for the discrepancies. Annotate on the reconciliation worksheets any errors explaining the problem. Since you had to delete the holding accounts (cost center, 115240), before processing your financial data, you must now add them back into the reconciliation.

q) After reconciling the current year, you can link in all previous years expenses in the total MEPRS expense column (Do not include the holding accounts.). You can now add all expenses to the grand total line. You should now be able to reconcile with budget’s bottom line and the total on the MEPRS Financial Pure Data Report. (Reports//System Interfaces//Financial Pure Data Report).

5) Now that you have reconciled the financial data and annotated any errors, have the budget analyst and the RMO flight commander sign the spreadsheet. File the signed spreadsheet with all the financial reports for 5 years.

### 9.3 Depreciation/Free Receipt Worksheet Guidelines

**IMPORTANT**

*Before using this calculator….*
Excel 2007 automatically disables Macros. Please see the Security Warning directly above the worksheet Headers, then click on Options, select 'Enable This Content', and then click OK.

### 9.3.1 Instructions: Depreciation Calculator for FY09

#### Why we do this…

- Air Staff sets aside special funds to purchase Investment Equipment (IE). The actual Other Procurement threshold is $250k; however, Air Staff extended the threshold downward to manage the acquisition of all high-dollar equipment line items over $100k. Since the IE is funded centrally it's excluded from the MTF budget. We'll use the depreciation calculator to determine the monthly mount of depreciation that should be entered into MEPRS with a manual financial adjustment. The applicable RC/CC, SUEE and PEC are listed in a legend at the bottom of the calculator. Note: It will be necessary to "add" a financial record at the beginning of the fiscal year.

- Depreciation is calculated at the beginning of each fiscal year for equipment purchased in the previous four years.

- Investment equipment is depreciated over a five-year (60 month) period, which became effective in FY06. Prior to this investment equipment as depreciated over an eight-year (96 month) period. This timeline change is what made this calculator necessary. It accounts for previous depreciation under the eight-year timeline, subtracts it from the purchase price, depreciates the remainder over the five-year timeline while adjusting/accelerating the timeline remaining to not exceed five years.

#### Obtain the DMLSS source documents…

- Request the "Annual Capital Equipment Depreciation Report" to show what equipment is in use.
- Request the "Active Historical Maintenance Report" to show the acquisition dates.
- Do not include furniture packages; to qualify as IE, an individual line item must exceed $100k.
- Determine the Total Purchase Price for the IE by fiscal year into the following categories: 1) In/Outpatient including ancillary equipment, 2) Dental equipment, 3) Special Programs (F codes) equipment, and 4) Readiness equipment.

#### Using the Depreciation Calculator…
- Enter the total IE purchase price by FY of purchase and by IE categories.
- Inpatient facilities should enter their MTFs Average Daily Patient Load (ADPL) in the space provided.
- \[ \text{ADPL} = \frac{\text{bed days} + \text{bassinet days}}{\text{days in period}} \] The day in the period is locally determined. Sampling can be taken from 30, 90, 180, and/or 365 days.
- ADPL is not applicable non-bedded facilities (clinics); leave the default set at zero (0).
- Enter the calculated monthly depreciation amount into the EASIVi Financial Adjustments. Use the legend at the bottom of the calculator for required RC/CC, SUEE, and PEC elements. Add financial record(s) for October; otherwise edit the financial record(s) for subsequent months.

### 9.3.2 Depreciation Calculator for FY09

**Enter Value of Investment Equipment Purchased Below:**

<table>
<thead>
<tr>
<th>Investment Equipment Category</th>
<th>In/Outpatient</th>
<th>Dental</th>
<th>Special Pgm</th>
<th>Readiness</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter Purchase Price of Investment Equipment Purchased during FY04:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Enter Purchase Price of Investment Equipment Purchased during FY05:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Enter Purchase Price of Investment Equipment Purchased during FY06:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Enter Purchase Price of Investment Equipment Purchased during FY07:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Enter Purchase Price of Investment Equipment Purchased during FY08:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: \$0 \$0 \$0 \$0

**Non-Bedded Facilities (Clinics)**

**Monthly Depreciation Amount for FY09**

<table>
<thead>
<tr>
<th>Non-Bedded Facilities (Clinics)</th>
<th>EAAA</th>
<th>EABA</th>
<th>EACA</th>
<th>EADA</th>
<th>EAEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Depreciation Amount for FY09</td>
<td>N/A</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Inpatient Facilities: Enter Average Daily Patient Load (ADPL)**

<table>
<thead>
<tr>
<th>Inpatient Facilities Monthly Depreciation Amount for FY09</th>
<th>EAAA</th>
<th>EABA</th>
<th>EACA</th>
<th>EADA</th>
<th>EAEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Depreciation Amount for FY09</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
**9.3.3 Depreciation Calculation**

<table>
<thead>
<tr>
<th>FY09 Model</th>
<th>In/Outpatient (EAAA/EABA)</th>
<th>Dental (EACA)</th>
<th>Special Pgmms (EADA)</th>
<th>Readiness (EACA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>Totals by Yr Mo Amt to Dep</td>
<td>Totals by Yr Mo Amt to Dep</td>
<td>Totals by Yr Mo Amt to Dep</td>
<td>Totals by Yr Mo Amt to Dep</td>
</tr>
<tr>
<td>2004</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2005</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2006</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2007</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2008</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**9.3.4 Monthly Free Receipts Worksheet**

Instructions to MPM: **VERY IMPORTANT** READ THESE INSTRUCTIONS THOROUGHLY

1. Do not alter this worksheet or its formulas - contains hidden rows.
2. All manual entries should be made to blocked cells highlighted in RED font and YELLOW background.
3. Pull Financial and Personnel NET Month expenses from the below path and enter these figures into rows 9 and 11 for the given month.
   - Use the following EAS Menu Path: Function -> Reports -> Allocation Verification -> Expense Accepted for Allocation Report.
   - Select the NET MONTH subtotal for each schedule type (Personnel and Financial).
4. The Free Receipts are automatically calculated. Unnecessary rows have been hidden.
5. Enter the Free Receipts highlighted in BLUE font w/ grey background into EAS using FUNCTION -> Adjustments -> Financial -> Expenses/Obligations Tab.

<table>
<thead>
<tr>
<th>FREE RECEIPTS</th>
<th>DOD RATIO</th>
<th>RC/CC</th>
<th>SUEE</th>
<th>PEC</th>
<th>BS/L (FC)</th>
<th>SOF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Protection Factor - EDHA</td>
<td>0.00008</td>
<td>5744</td>
<td>FRF</td>
<td>87779</td>
<td>2X</td>
<td>R</td>
</tr>
<tr>
<td>Police Protection Factor - EDIA</td>
<td>0.001</td>
<td>5745</td>
<td>FRP</td>
<td>87796</td>
<td>2X</td>
<td>R</td>
</tr>
<tr>
<td>Other Base Ops - EDKA</td>
<td>0.014</td>
<td>5747</td>
<td>FRO</td>
<td>87796</td>
<td>2X</td>
<td>R</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel Expense Net Month</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Expense Net Month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Manual Expenses. (Subsistence) – (EI**) Net Month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Manual Expenses Net Month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Total YTD Adjusted Expense | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00
---|---|---|---|---|---|---|---|---|---|---|---
Fire Protection Expense – EDHA (Net Month) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0
---|---|---|---|---|---|---|---|---|---|---|---
Police Protection Expense – EDIA (Net Month) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0
---|---|---|---|---|---|---|---|---|---|---|---
Other Base Ops Expense – EDKA (Net Month) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0
---|---|---|---|---|---|---|---|---|---|---|---

### 9.4 Monthly Processing Checklist Guidelines

<table>
<thead>
<tr>
<th>System Interfaces</th>
<th>Personnel</th>
<th>ADS</th>
<th>CRIS</th>
<th>EAS PW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source File</td>
<td>Copy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Import</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Validate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **At this point need to accomplish Financial Reconciliation for Data Quality.**
- **Run Financial Pure Report**
- **Reports>>System Interfaces>>Financial Pure Data Report>>Save As to PC**

**Update Data Sets***

- **Source File Copy**
  - **CAAA & CBAA---Dental Weight Values**
  - **F Accounts(Raw)---Special Programs**
  - **G Accounts (WRM $)**
  - **DEAA---Central Sterile Supply (Hours)**
  - **SQ FOOTAGE---FY Updates only unless changes are made during the FY. Must Change Current and Future Month.**
  - **SQ FOOTAGE CLEANED---(See Note under Sq Footage)**
  - **EDGA---Transportation**
  - **EGAA---BioMed Eq Repair**
  - **EBHA---Claims Billed**
  - **EHAA---Laundry Service**

**DATA SETS NOT USED**

- **Nut Proc/EIA/EIB**
- **DFAA---Anesthesiology**
- **DFBA---Surgical Suite**
- **DFCA---Recovery Room**
- **DGAA---APU's**

**DATA SETS FROM WAM**

- **TOTAL OUTPATIENTS (SAS 002)**
- **TOTAL VISITS (SAS 003)**
- **DAAA/Pharmacy (SAS 301)**
- **DBAA/Pathology (SAS 304)**
- **DCAA/Radiology (SAS 313)**

**Apply User Defined Corrections**

**Fix Errors and Warnings**

**Apply User Defined Corrections--Adjustments**
## System Interfaces

<table>
<thead>
<tr>
<th>CRIS (Interface)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manual Financial Updates &gt;&gt; Adjustments &gt;&gt; Expenses-Obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report: EEAA--Medical Logistics (SUEE 6XX--do not include 64X, Supply $)</td>
</tr>
<tr>
<td>Standard Reports &gt;&gt; Expense Accepted by RC/CC &gt;&gt; Filter on 6XX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>System Interfaces</th>
<th>Transfer</th>
<th>Import</th>
<th>Validate</th>
<th>Fix Errors &amp; Warnings</th>
<th>Revalidate</th>
<th>Migrate Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAM (Workload)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Report: Calculations for Depreciation (EABA) and Free Receipts accounts (EDHA, EDIA, EDKA) |
| Allocation Verification >> Expense Accepted for Allocation >> Print |

<table>
<thead>
<tr>
<th>Update Depreciation Worksheet (bring up Excel worksheet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
</tr>
<tr>
<td>Expenses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manual Update to Depreciation and Free Receipts Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Depreciation Account EABA</td>
</tr>
<tr>
<td>Update Free Receipts Accounts EDHA</td>
</tr>
<tr>
<td>Allocation EDKA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Allocation Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocate</td>
</tr>
<tr>
<td>Fix Errors and Warnings</td>
</tr>
<tr>
<td>Reallocate</td>
</tr>
<tr>
<td>Allocation Reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transmit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retransmit Date</td>
</tr>
</tbody>
</table>
10 Appendix B - EASIV Monthly Processing

10.1 Importing Financial Data

The following steps outline the instructions for monthly processing of Financial Source File (CRIS).

Obtain the Commander’s Resource Integration System from your Budget Analyst or pull yourself after the month has been closed out by the Financial Office

• **Step 1 – Copy Financial File**
  - Select “System Interfaces” tab
  - Select Import Preparation tab
  - Select Browse and find the file containing the current month’s CRIS file (C:CRIS/EAS) and press “Upload” button

Financial reconciliation must occur before the financial data is used. See Appendix A for further guidance. Make a note of when the financial reconciliation is completed to provide to Data Quality Team.

• **Step 2 – Import Financial File**
  - Select “System Interfaces” tab
  - Select “Available to Import” tab
  - Select monthly MICROBAS file press “import”

• **Step 3 – Validation of Financial File**
  - Select “System Interface”
  - Select “Available for Validation” tab
  - Select monthly Financial File and press “Validate” button

• **Step 4 - If errors occurs during validation**
  - Select Return to “ECU” if done at the same time as validation or select “ECU”
  - Select “Data Type (MICROBAS), Month, and Calendar Year”
  - Select “MICROBAS” for the month you are importing
  - When prompt “Do you wish to go to ECU?” Select “Yes”
  - Select address “ERRORS and WARNING” and Select “Validation”
  - Apply User-Defined Correction (These should have been coordinated and pre-approved with the Budget Analyst and/or RMO)

All remaining errors must be corrected before proceeding. Print the ECU Report and work with the Budget Analyst/RMO to reconcile and/or correct all errors and review the warnings. Some corrections may require going to a previous month, correcting/adjusting the financial data, and reallocating

  • Select warnings, “override warning” as appropriate; research necessary. Error must be addressed.
• After all warning and errors have been addressed; Select Function tab and Revalidate

Once the above exception codes are addressed, Initial Validation has a second phase that checks:

• For YTD expenses existing in a previous month record but not existing in the current month (E)
• For YTD expenses existing in a current month record but not existing in the previous month (W)

During this second validation, the free receipts and depreciation will appear as errors. At each of these errors, select “adjust current month” which will bring last month’s free receipts and depreciation to this month. This will allow the validation to continue until you can complete the “Depreciation Spreadsheet (see Appendix A). Once all error and warnings have been addressed (this may take more than once) and validation is complete, a message will appear that “migration passed.”

10.2 Importing Personnel Data

Ensure all personnel time has been processed in the appropriate personnel module and the file has saved to be used for importing into EAS IV.

• **Step 1 – Copy Personnel File**
  - Select “System Interfaces” tab
  - Select Import Preparation tab
  - Select Browse and Select EAS III or DHMRSi file and press “Upload” button

• **Step 2 – Import Personnel File**
  - Select “System Interfaces” tab
  - Select “Available to Import” tab
  - Select monthly Personnel File and press “import” button

• **Step 3 – Validation Personnel File**
  - Select “System Interfaces”
  - Select “Available to Validate” tab
  - Select monthly EAS III or DHMRSi File and press “Validate” button

• **Step 4 – If errors occurs during validation**
  - Select “ECU”
  - Select “Data Type (EAS III), Month, and Calendar Year”
  - Select “EAS III” for the month you are importing
  - When prompt “Do you wish to go to ECU?” Select “Yes”
  - Select address “ERRORS and WARNINGS. Research and correct

• **Step 5 – Repeat steps 1-3. When there are no errors found, a screen will say “migrated”

The personnel source file (EAS-PW or DHMRSi) cannot be adjusted in EAS IV. All personnel errors must be corrected in the source system and then re-imported into EAS IV.
10.3 Importing Workload Data – CHCS/WAM

Through an automatically electronic transfer utility (ETU) from Composite Health Care System (CHCS) AND Workload Assignment Module (WAM) will be use to populate the standard system-generated DSIs.

As you prepare to import the workload, can the data pass the “common sense” test. For example, are active duty members being seen in the pediatric Clinic? While this could be valid on rare occasions, normally only children are seen in Pediatrics. Do you have inpatient visits but you are a clinic and do not have inpatients? Are there prescriptions being requested by EKAA, Ambulatory Administration?

- **Step 1 – Import Workload File**
  - Select “System Interfaces” tab
  - Select “Available to Import” tab
  - Select monthly CHCS/WAM File and press “Upload”

- **Step 2 – Validation Workload File**
  - Select “System Interfaces”
  - Select “Available to Validate” tab
  - Select monthly CHCS/WAM File and press “Validate” button
  - Select “Data Type (CHCS/WAM), Month, and Calendar Year”
  - If there are errors, you will be asked “Do you wish to go to ECU?” Select “Yes”
  - Select address “ERRORS and WARNING”
  - Research and correct all errors as appropriate. Check all warnings, correct if needed, override if not action is required.
  - Select “Validation”

- **Step 2a If errors occurs during validation and ECU is not done at that time,**
  - Select “ECU”
  - Select “Data Type (CHCS/WAM), Month, and Calendar Year”
  - Select “CHCS/WAM” for the month you are importing
  - When prompt “Do you wish to go to ECU?” Select “Yes”

- **Select address “ERRORS and WARNING” and Select “Validation”**
  - Select errors records “double-clicking” and Enter Documentation Code and any Comments
  - Select warnings, “override warning” as appropriate; research necessary. Error must be addressed.
  - After all warning and errors have been addresses; Select Function tab and Revalidate
**Importing Workload Data – Manual Entries**

The following work centers must be entered into EAS IV: DDA, DDBA, DDCA, DDD, DGA and DHA. The work centers listed below must be entered manually into EAS IV.

- **Step - 3 Collect and review workload for all manual DSIs.**

<table>
<thead>
<tr>
<th>Work Center</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation (EDG*)</td>
<td>Retrieve monthly report from Vehicle Control Officer</td>
</tr>
<tr>
<td>Biomedical Equipment Repair (EGA*)</td>
<td>Retrieve monthly DMLSS report from Biomed Division</td>
</tr>
<tr>
<td>Housekeeping/Linen (EHA*)</td>
<td>Retrieve monthly report from Logistics/Housekeeping Division</td>
</tr>
<tr>
<td>Nutrition Care (EIA*, EIB*, and EIC*)</td>
<td>EIA* reported on EIB Meals Days data set should match the total raw value on EIAA Meal Days data set.</td>
</tr>
<tr>
<td>G Accounts</td>
<td>Dollar value of War Reserve Material on-hand will be provided by Logistics.</td>
</tr>
<tr>
<td>Testing and Screening (FAC*)</td>
<td>These “F” accounts are reporting raw procedures.</td>
</tr>
<tr>
<td>Immunizations (FBI*)</td>
<td></td>
</tr>
<tr>
<td>Early Intervention Services (FBK*)</td>
<td></td>
</tr>
<tr>
<td>Military Funded Emergency Leave Expenses (FDH*)</td>
<td></td>
</tr>
<tr>
<td>Consecutive Overseas Tour Leave (FDI*)</td>
<td></td>
</tr>
<tr>
<td>Ambulance Services (FEA*)</td>
<td></td>
</tr>
<tr>
<td>Transient Patient Care (FEC*)</td>
<td></td>
</tr>
<tr>
<td>Aero medical Staging Facilities (FEF*)</td>
<td></td>
</tr>
<tr>
<td>Area Dental Prosthetic Lab (FAB*)</td>
<td>These “F” accounts are reporting weight procedures.</td>
</tr>
<tr>
<td>Animal Disease Prevention and Control Facility (FCGV)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE: Inpatient Cost pools.**

- Select “Adjustments” tab
- Select “Data Set, Month, Year, and DMIS ID”
- Select “specific Non-system generated Data Set”
- Select “Data Entry”
- Select “add or enter Requesting FCC, enter raw statistical amount and/or weighted statistical amount”.
- Enter “Documentation Code, #40 Workload Entry, press “OK”
- Total amount on DSI screen should equal the total amount provided.

**Step 4 – Determined: EEA, Medical Logistics Supplies and Equipment and Free receipts adjustments to the financial module.**

For the DSI Medical Logistics Supplies/Equipment (EEA*):
• Run the Direct Expense Accepted Report to get the monetary values to enter in the Data set
• Select “Standard Reports”
• Select “Direct Expense Accepted Report”
• From main toolbar, Select “Refresh” to request the current month and Filter report on all 6XX SUEE except 641,
• Print report.
• Select “Adjustments” tab
• Select “Data Set, Month, Year, and DMIS ID”
• Select “specific Non-system generated Data Set”
• Select “Data Entry”
• Select “add or enter Requesting FCC, enter the “Net Month Expense” by workcenter.
• Enter “Documentation Code 40” press “OK”
• Make sure the total on the DSI and the totals from the report match

COMPLETED MANUAL WORKLOAD PROCESSING

• Step 4b - For the Free receipts and Depreciation adjustments to the financial module:
  • Select Reports
  • Select Allocation Validation
  • Select Expenses Accepted for Allocation
  • Refresh report with the month and year you are working
  • Print Report
  • Enter the personnel and financial totals into the Depreciation Spreadsheet. The spreadsheet will then determine to correct free receipts expenses. A page in the Depreciation Workbook will provide the monthly depreciation amount.
  • Select “Adjustments” tab
  • Select Financial
  • Select the month and year you are working in and make sure you are in “Month Net”
  • Find the Depreciation and Free Receipts RC/CC and click on the radio button
  • Select “Adjustment”
  • Enter the increase for the month in the categories needed and enter the appropriate Documentation Code
  • Enter “Documentation Code” press “OK”

Run a total of all the free receipts and depreciation amounts for the FY. Select the Financial data and import, Year to Date and check that the cumulative totals are equal.

COMPLETED FINANCIAL PROCESSING
11 Appendix C – Reference Documents

The following internet site https://kx.afms.mil/meprs provide the below documentations related to MEPRS/EAS processing guide.

- AFI 41-102, Air Force Medical Expense and Performance Reporting System (MEPRS) for Fixed Military Medical and Dental Treatment Facilities (dated March 2008)
- EAS IV User Guide
- EAS IV Reference Guide as of: 1 June 2007
- CHCS Workload Desktop Guide
## Appendix D – Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASD</td>
<td>Account Subset Definition</td>
</tr>
<tr>
<td>ASN</td>
<td>Assignment Sequence Number</td>
</tr>
<tr>
<td>BAG</td>
<td>Budget Activity Group</td>
</tr>
<tr>
<td>BSL</td>
<td>Basic Symbol Limitation</td>
</tr>
<tr>
<td>CHCS</td>
<td>Composite Health Care System</td>
</tr>
<tr>
<td>CRIS</td>
<td>Commander Resource Integrated System</td>
</tr>
<tr>
<td>DBA</td>
<td>Database Administrator</td>
</tr>
<tr>
<td>DSI</td>
<td>Data Set Identification</td>
</tr>
<tr>
<td>DRG</td>
<td>Diagnosis Related Group</td>
</tr>
<tr>
<td>DMHRSi</td>
<td>Defense Medical Human Resources System internet</td>
</tr>
<tr>
<td>DMLSS</td>
<td>Defense Medical Logistics Supply System</td>
</tr>
<tr>
<td>DMIS ID</td>
<td>Defense Medical Information Systems Identification</td>
</tr>
<tr>
<td>EAS</td>
<td>Expense Assignment System</td>
</tr>
<tr>
<td>EAS-PW</td>
<td>Expense Assignment System-Personnel Web</td>
</tr>
<tr>
<td>ECU</td>
<td>Error Correction Unit</td>
</tr>
<tr>
<td>FAC</td>
<td>Functional Accounting Code</td>
</tr>
<tr>
<td>FCC</td>
<td>Functional Cost Code</td>
</tr>
<tr>
<td>FTE</td>
<td>Full Time Equivalent</td>
</tr>
<tr>
<td>MEPRS</td>
<td>Medical Expense and Performance Reporting System</td>
</tr>
<tr>
<td>MICROBAS</td>
<td>Micro-based Budget Automated System (before CRIS)</td>
</tr>
<tr>
<td>MPM</td>
<td>MEPRS Program Manager</td>
</tr>
<tr>
<td>MSR</td>
<td>Monthly Statistical Report</td>
</tr>
<tr>
<td>MTF</td>
<td>Medical Treatment Facility</td>
</tr>
<tr>
<td>PEC</td>
<td>Program Element Code</td>
</tr>
<tr>
<td>PEMAP</td>
<td>Program Element Mapping</td>
</tr>
<tr>
<td>RC/CC</td>
<td>Responsibility Center/Cost Center</td>
</tr>
<tr>
<td>SEEC</td>
<td>Standard Expense Element Code</td>
</tr>
<tr>
<td>SOF</td>
<td>Source of Fund</td>
</tr>
<tr>
<td>SUEE/EEIC</td>
<td>Service Unique Expense Element/Expense Element Investment Code</td>
</tr>
<tr>
<td>WAM</td>
<td>Workload Assignment Module</td>
</tr>
<tr>
<td>WWR</td>
<td>World Wide Workload Report</td>
</tr>
<tr>
<td>YTD</td>
<td>Year to Date</td>
</tr>
</tbody>
</table>