

## CEFMS INVENTORY MODULE



## ITEMS PREVIOUSLY CAPITALIZED

This functionality does not exist in the cost transfer screens at the present time.

To transfer cost previously capitalized as part of the book cost of an asset to an inventory account, user should record transfer out without reimbursement (or partial transfer out) to transfer the book cost, or portion thereof for a partial transfer, associated with the asset out. User should then record a transfer in without reimbursement in the inventory module to record the book value associated with the transfer out transaction.

[NOTE: For every transfer out transaction, there must be a corresponding transfer in recorded during the same accounting period at the site to which the stock was transferred.]

For Multiple Purpose Projects reference CERM-F Memorandum, Dated 25 January 1999, Subject: Accounting Policy for Inventory Items Maintained by Multiple-Purpose Projects. Items purchased and not-in-service after 25 April 1994 will be priced at the construction or acquisition cost. Items purchased and not in-service before 25 April 1994 will be priced at \$1.00.

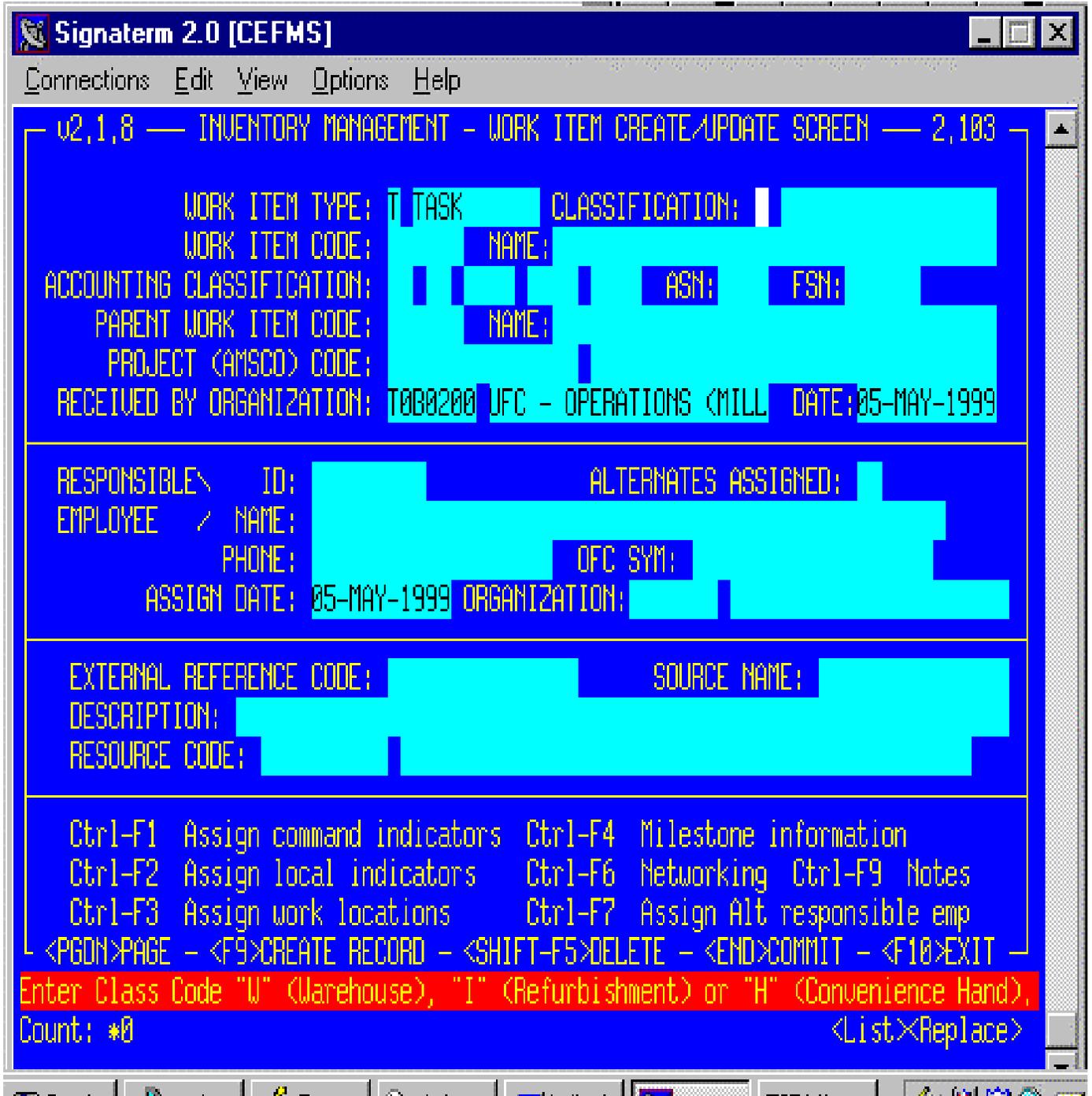
IWR - Issue without reimbursement is designed to be used to allow stock items to be transferred without reimbursement between Corps districts or to other government agencies. IWR is not intended to be used to issue warehouse stock items to customers within the district.

Before any transactions should be processed, the following must be established:

1. Determine what items should be accounted as inventory.
2. Conduct a physical inventory to determine the quantity of each item currently on hand.
3. If the transfer in warehouse work item is not established on the CEFMS database, create the warehouse work item and link it to the civil appropriation that funds the project using the CWIS code associated with the project (identified as PROJECT Code) on screen 2.103.

To create a warehouse work item, use CEFMS menu paths:  
3,5,8,7,3,3.

Screen 2.103 as shown below will appear. Follow the instructions on the screen. Request assistance from your local CEFMS POC or Resource Management POC.

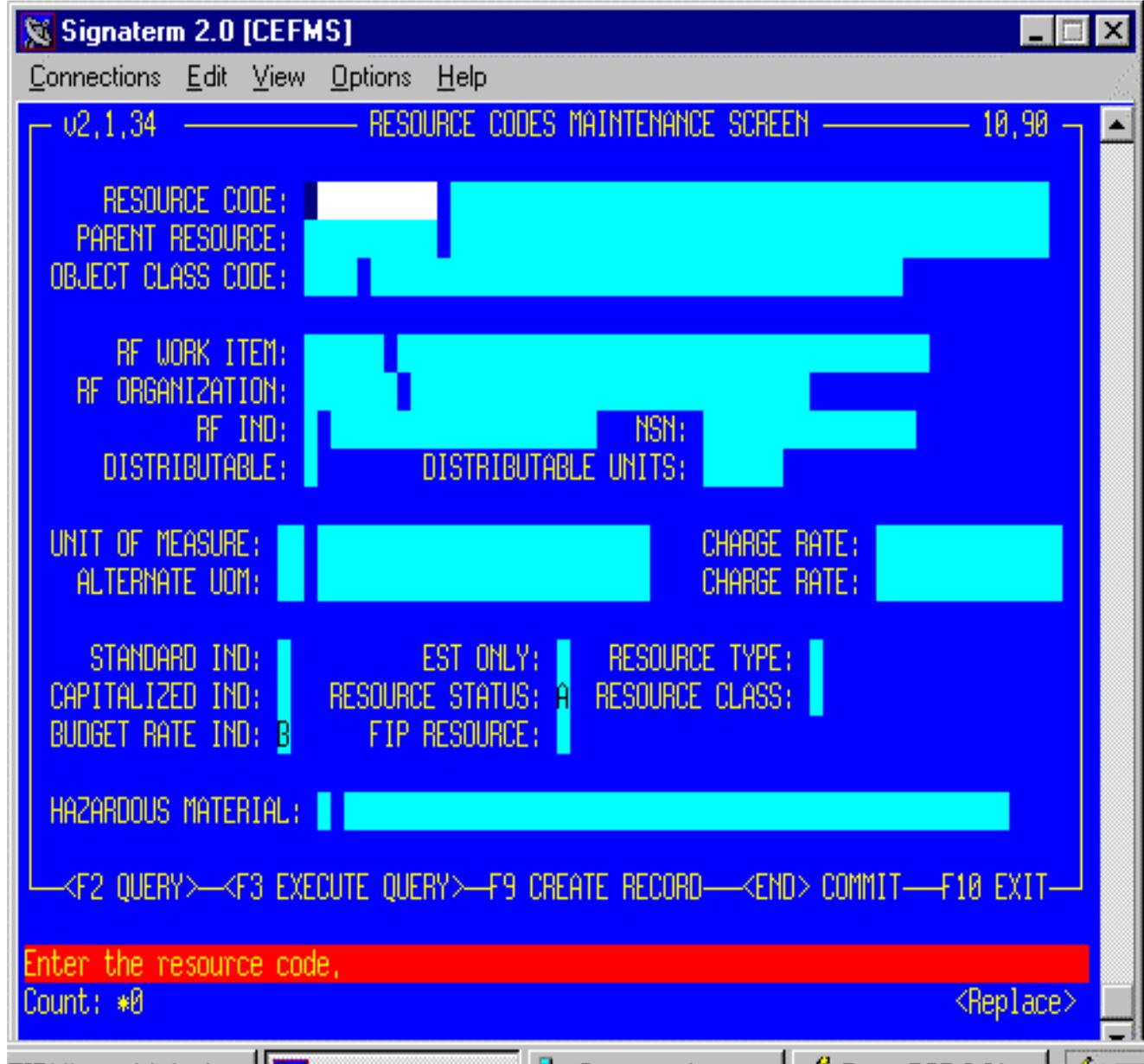


4. If the transfer in stock item resource code is not established on the CEFMS database, create the resource code for each stock item. The parent resource code must be 'WAREHSEINV' and object class must be '2600' on screen 10.90.

To create a resource code for each stock item, use CEFMS menu paths: 8, <Press F2>, <Enter 10.90>, <Press F3>, <ENTER> OR from any CEFMS menu enter 10.90 <ENTER>

Screen 10.90 as shown below will appear. Follow the instructions on the screen. Request assistance from your local CEFMS Data Manager POC or Resource Management POC.

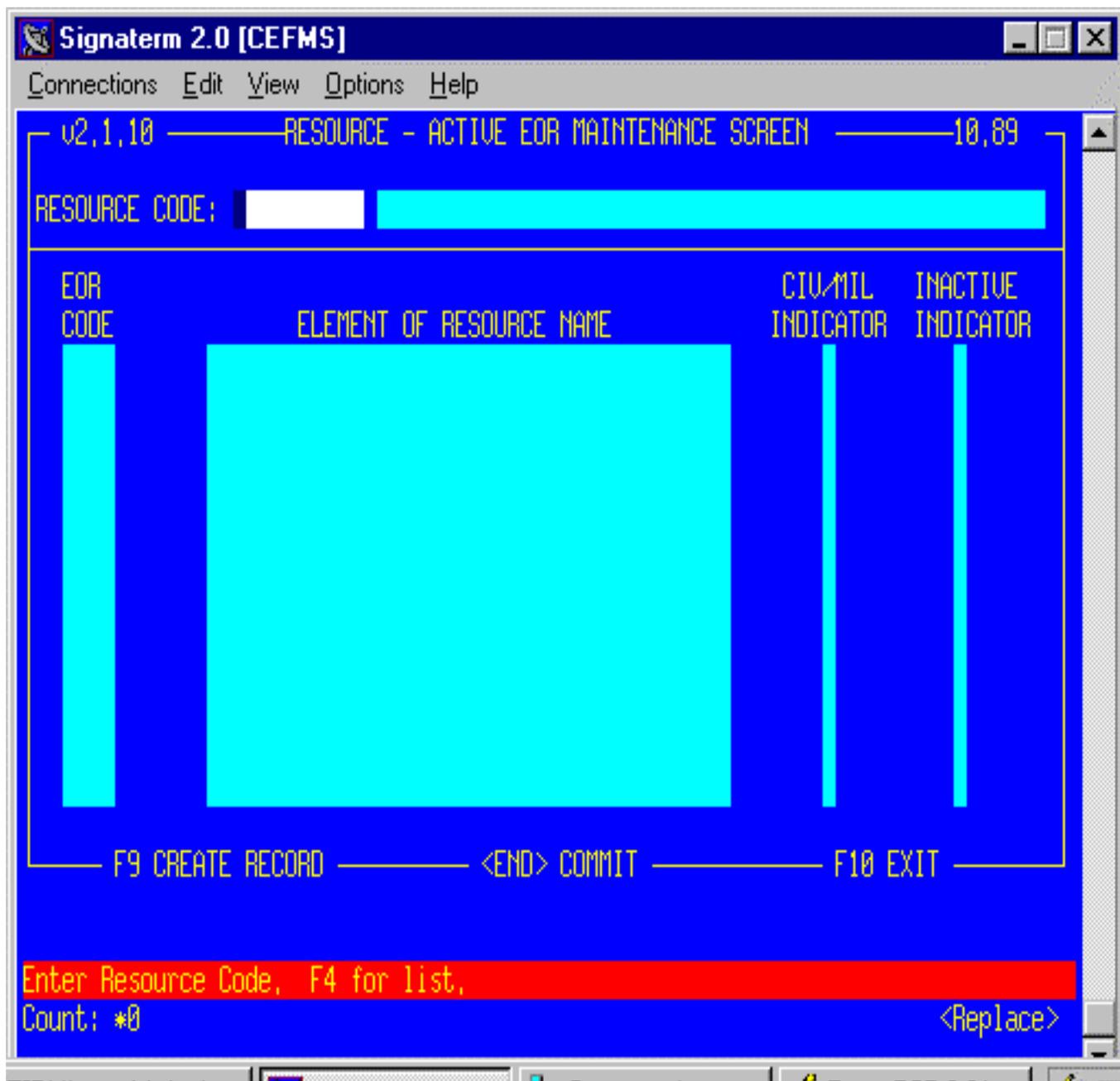
5. If the transfer in element of resource (EOR) is not established



on the CEFMS database, create the EOR code for each resource code created in step 4 above on screen 10.89.

To create a EOR for each resource code, use CEFMS menu paths: 8, <Press F2>, <Enter 10.89>, <Press F3>, <ENTER> OR From any CEFMS menu enter 10.89 <ENTER>.

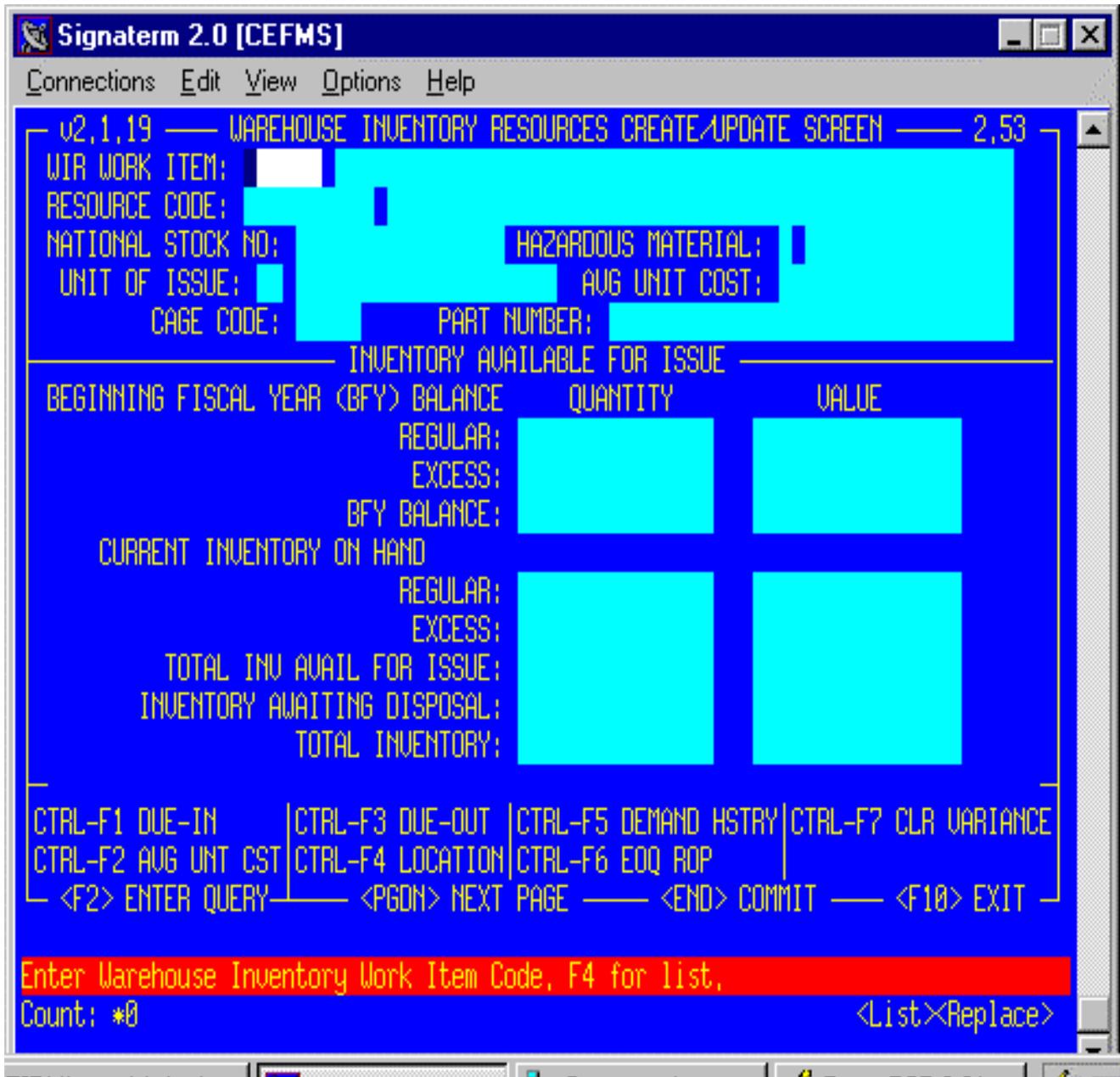
Screen 10.89 as shown below will appear. Follow the instructions on the screen. Request assistance from your local CEFMS Data Manager POC or Resource Management POC.



6. If the transfer in inventory record is not established on the CEFMS database, create the new inventory record for each warehouse resource code created in step 4 above on screen 2.53. Link the warehouse resource codes to the warehouse work item created in step 3 above.

To create a new inventory record, use CEFMS menu paths:  
 3,5,8,7,3,5 OR From any CEFMS menu enter 2.53.

Screen 2.53 as shown below will appear. Follow the instructions on the screen.



7. Determine which asset record(s) have included the cost of the inventory in the book cost of the asset(s).
8. Determine what portion of the book cost of the asset is cost that should be reclassified as inventory cost.
9. Using CEFMS screen 2.28.3, process the asset transfer out transaction.

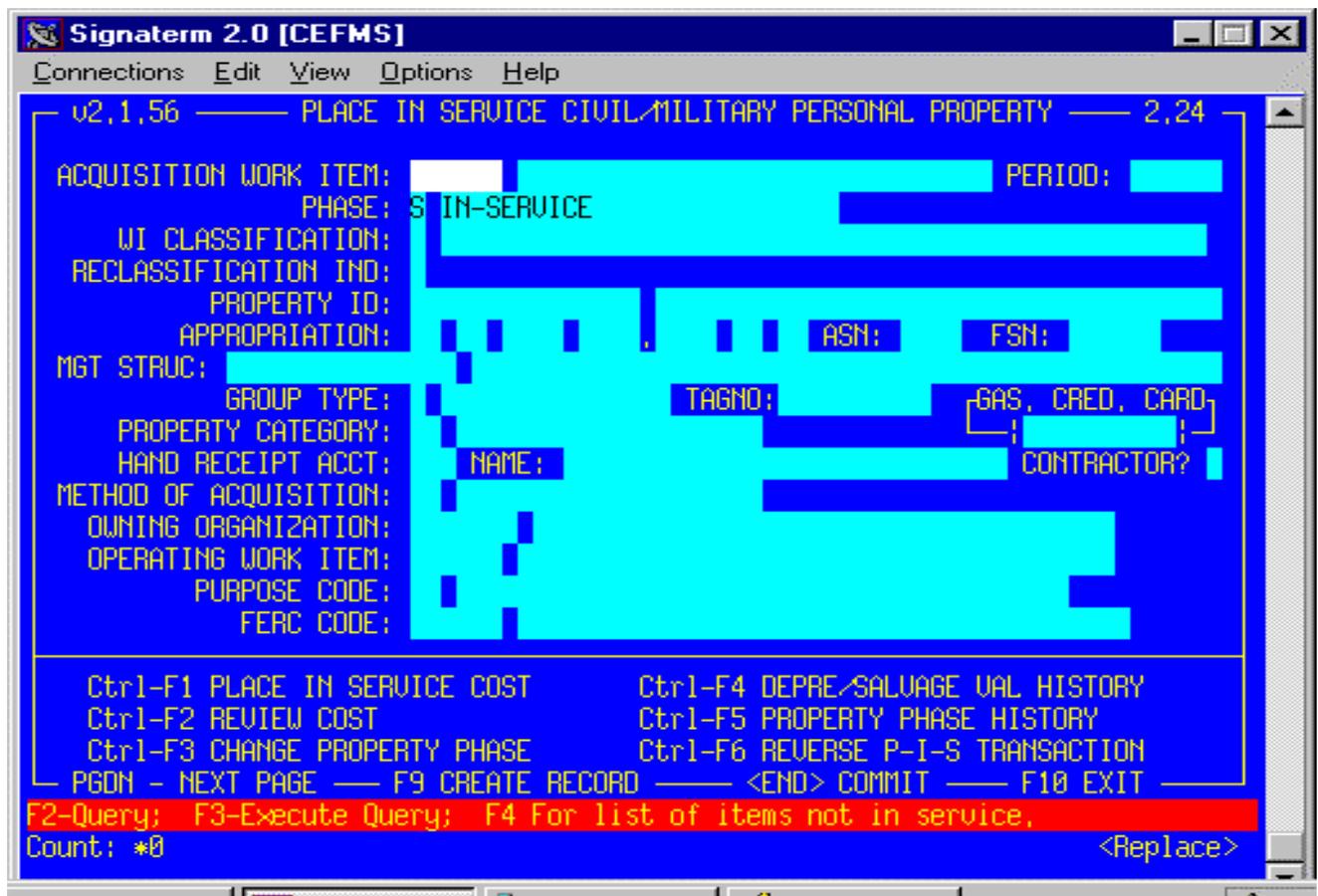
TRANSFER OUT TRANSACTION:

To create the asset transfer out transaction, use CEFMS menu paths: 3,5,8,3,5 (personal property) or 6 (real property) OR From any CEFMS menu, enter 2.24 (personal property) or 2.14 (real property).

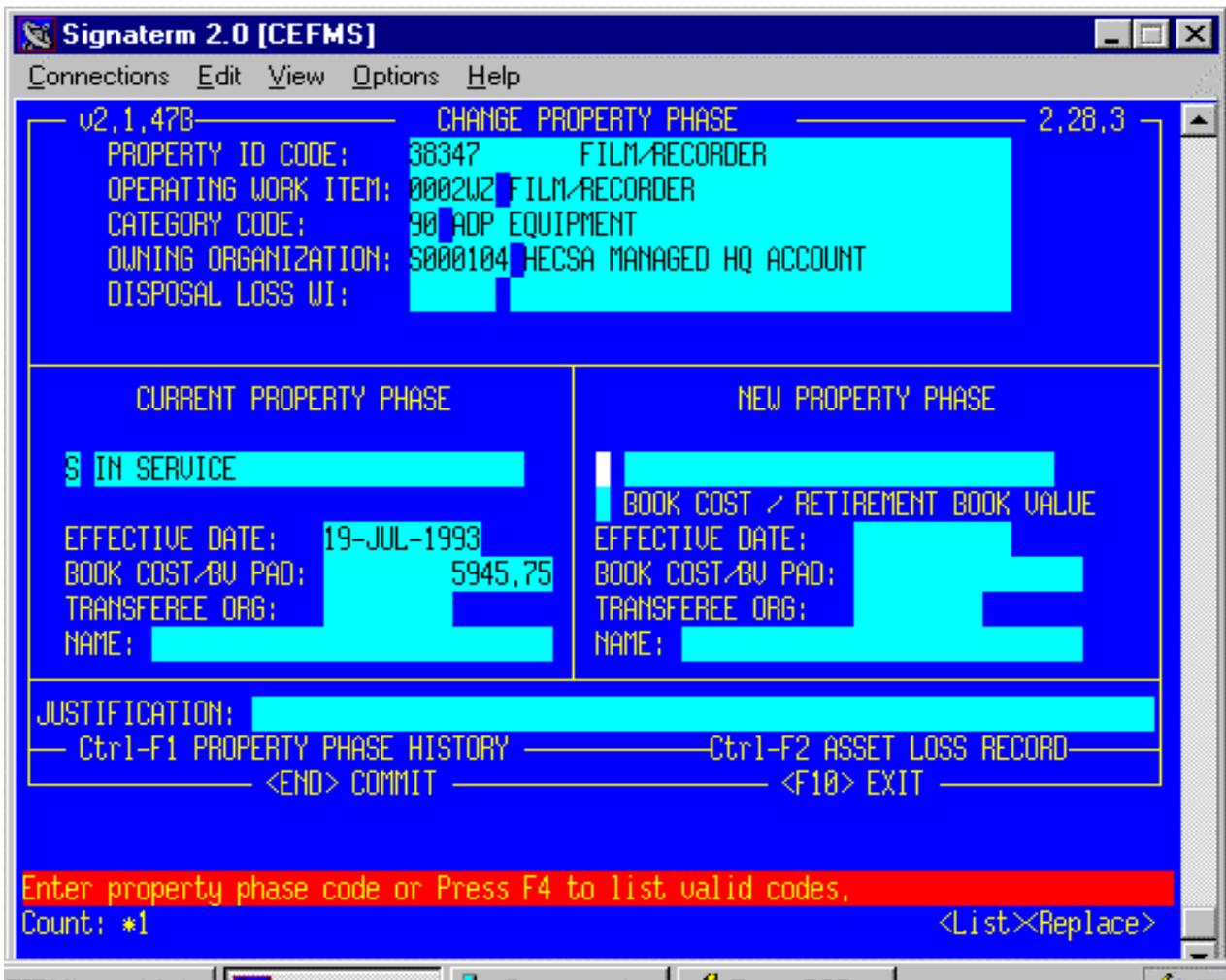
**PERSONAL PROPERTY ASSET:**

Screen 2.24 as shown below will appear if personal property asset is chosen. Follow the instruction on the screen. Request assistance from your local CEFMS POC or Resource Management POC.

Query Asset Work Item from this screen, then press CTRL-F3 to go to screen 2.28.3



Screen 2.28.3 as shown below will appear.



Enter the following:

NEW PROPERTY PHASE FIELD: Enter U for partial transfer or  
T for Total Transfer Out.

BOOK COST/RETIREMENT BOOK VALUE FIELD: Enter 'C'

EFFECTIVE DATE FIELD: Enter effective date or accept default

BOOK COST/BV PAD FIELD: Enter inventory cost.

TRANSFEEER ORG FIELD: Enter local organization code transferring to. [NOTE: You must have a record in the ADDRESSEE table for the local organization code you enter in this field and it must be identified as a MIPR organization. Request assistance from your local CEFMS Data Manager POC or Resource Management POC]

JUSTIFICATION FIELD: Enter appropriate remarks.

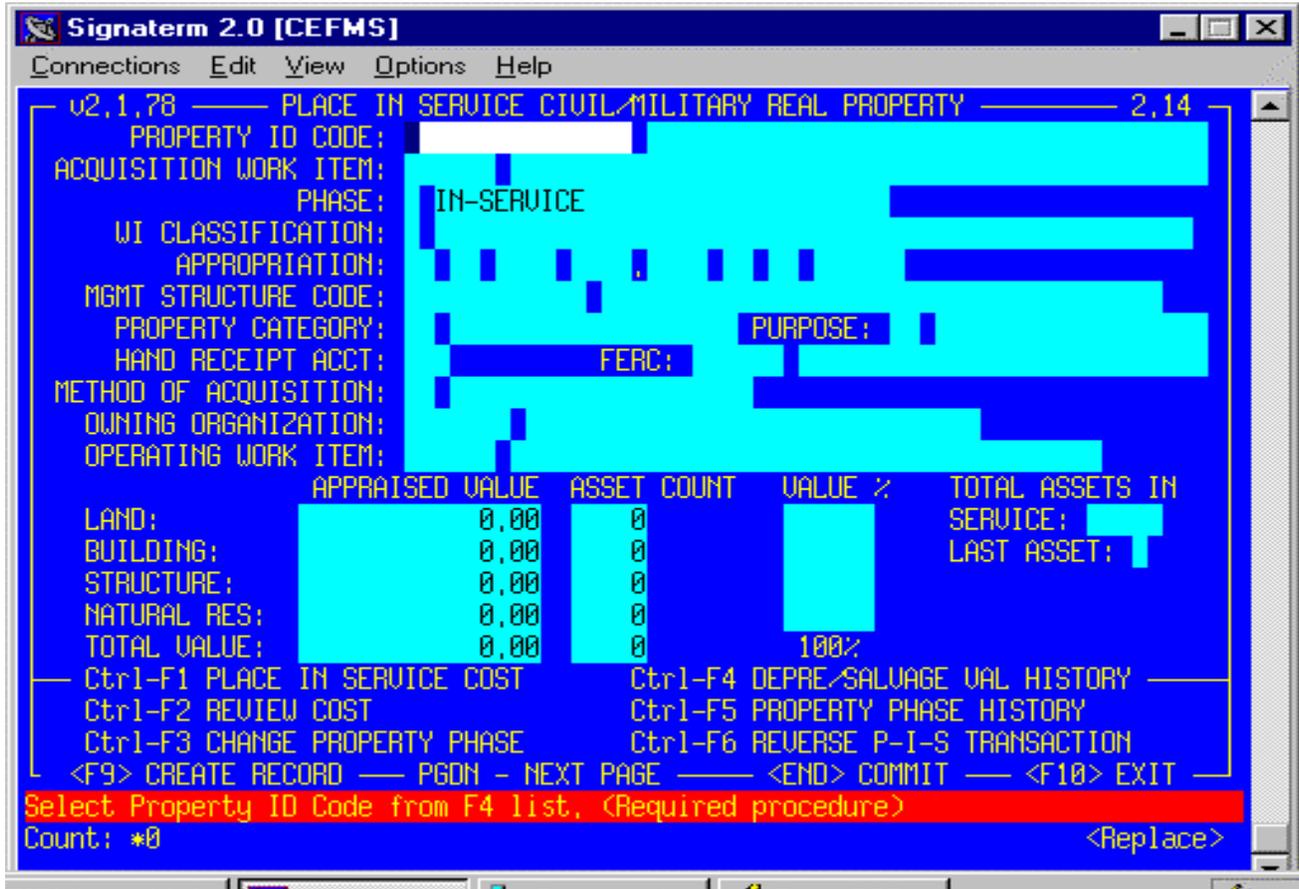
PRESS END to commit transaction.

The system calculates the pro-rata depreciation amount to be recorded in the general ledgers based on the ratio of accumulated depreciation to book cost of the asset when the transfer out transaction is processed.

REAL PROPERTY ASSET:

Screen 2.14 as shown below will appear if real property asset is chosen. Follow the instruction on the screen. Request assistance from your local CEFMS POC or Resource Management POC.

Query Asset Work Item from this screen, then press CTRL-F3 to go to screen 2.28.3



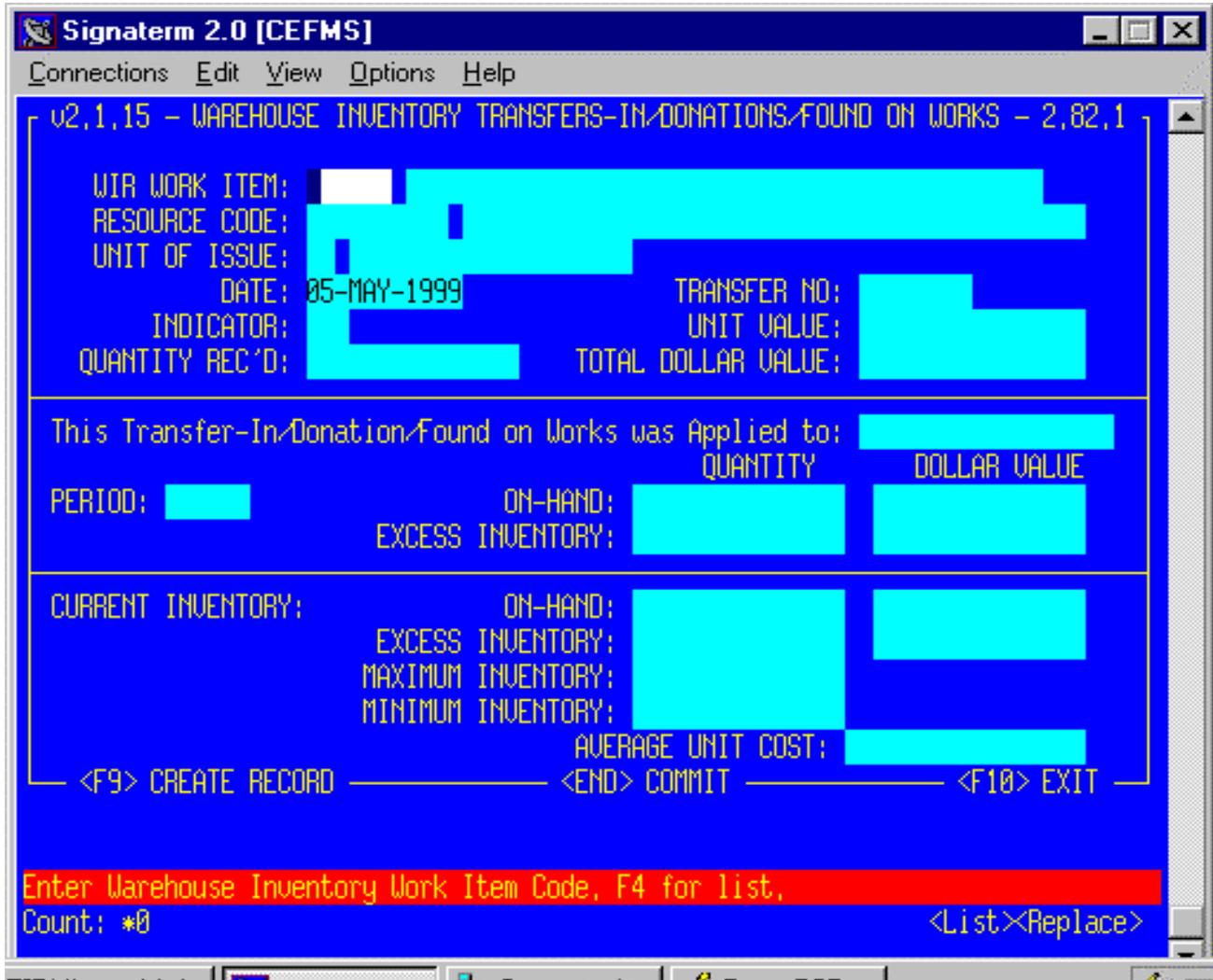
Follow guidance from personal property section above once screen 2.28.3 appears.

Next step is to process the transfer in transaction.

TRANSFER IN TRANSACTION:

To create the asset transfer in transaction for either real or personal property assets, use CEFMS menu paths: 3,5,8,7,3,11 OR From any CEFMS menu, enter 2.82.1

Screen 2.82.1 as shown below will appear. Follow the instructions on the screen. The total dollar value of the transfer in should equal the net book value of the transfer out record above. Cite 'TIR' in the INDICATOR FIELD.



This process will effectively reduce the book value of the asset by the amount transferred out and increase the value of inventory on hand by the value of the inventory transferred in.