

CEFMS INVENTORY MODULE



FOUND ON WORKS

Inventory that has been identified as "Found on Works" can be recorded in CEFMS by one of two following methods:

- a. CELD MICROSOFT ACCESS Conversion Tool
- b. CEFMS Inventory Module, Inventory Transfers In/Donations/Found on Works

The "Found on Works" method of recording inventory should only be used to provide visibility and accountability for inventory items absence of historical costs. All other inventory items identified as previously expensed or capitalized are entered through the CEFMS business process on case-by-case basis to ensure the appropriate financial accountability is impacted. Basically, the "Found on Works" transaction is a transfer-in without reimbursement. Request assistance from your local CEFMS POC or Resource Management POC.

MICROSOFT ACCESS:

The MICROSOFT ACCESS conversion tool was developed by CELD to facilitate the population of the CEFMS Inventory Module. Please contact CELD for assistance.

This tool is restricted for the use of only 'Found on Works' transactions and not inventory items previously expensed or capitalized. This conversion process does not update CEFMS general ledgers.

All transactions processed through this tool will require a CEFMS Journal Voucher (JV) adjustment. The JV transaction will be needed to record the general ledger updates corresponding to the values for the inventory subsidiary records loaded via the tool.

The JV transaction general ledger updates are shown below:

DR 1521.30 Inventory Held For Sale - On-hand

CR 1529.1P Other Gain

The amount to be recorded must equal the sum of the values associated with the individual warehouse resource codes loaded.

To create a journal voucher, use CEFMS menu paths: 3,5,14

Screen 3.90 as shown below will appear. Complete the information on the screen as stated above. Prepare both a debit and a credit entry. Request assistance from your local CEFMS POC or Resource Management POC.

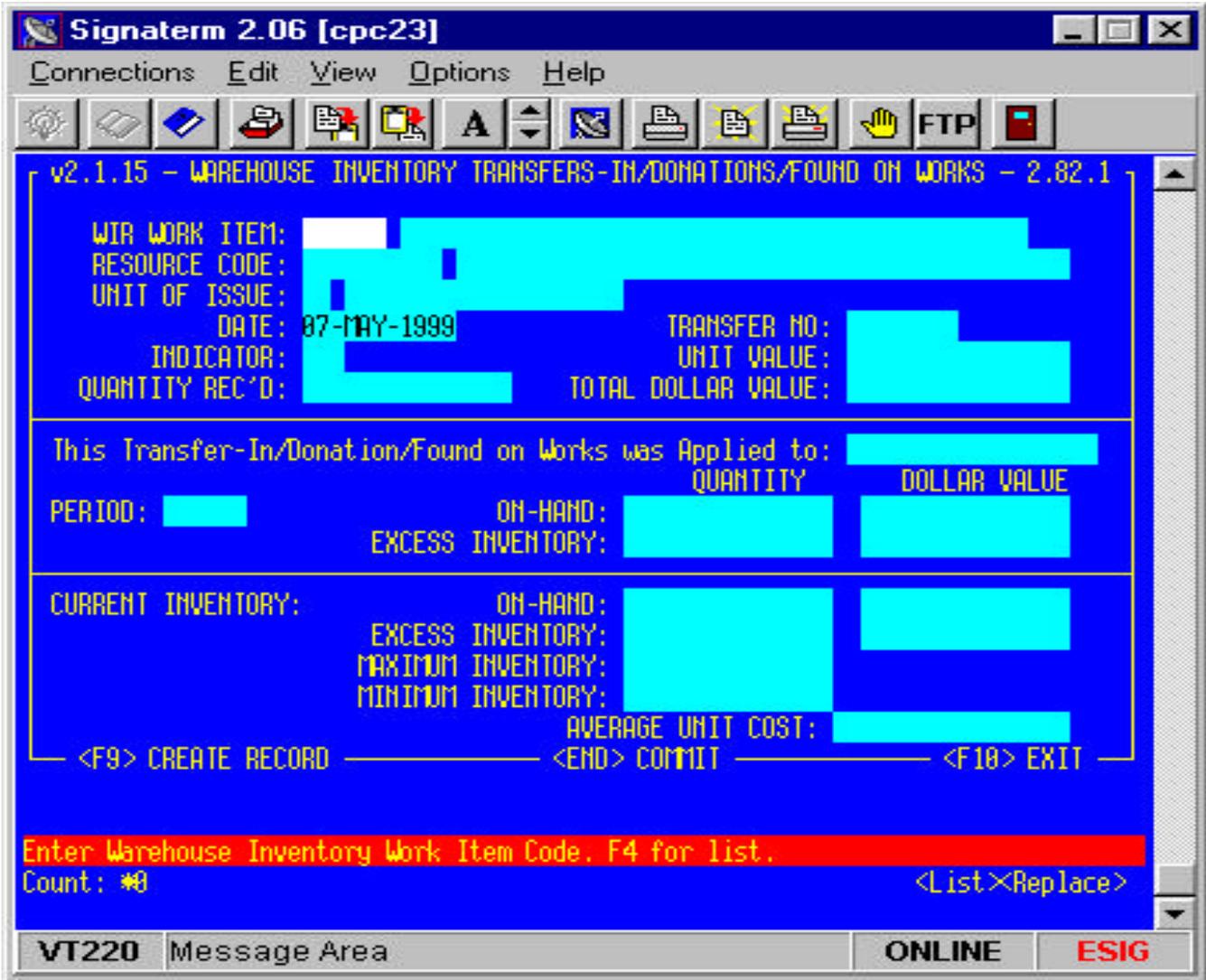
CEFMS "FOW" PROCESS:

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 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 the "Found on Works" transaction, use CEFMS menu paths: 3,5,8,7,3,11.

Screen 2.82.1 as shown below will appear. Follow the instructions on the screen. Identify the quantity identified in step 2 and unit value for each warehouse resource code. Cite 'FOW' in the INDICATOR field.



This will allow you to establish accountability and internal control. As you purchase new items, the system will automatically recalculate the average unit cost based on the new quantity and the new value.