

# R60

## Web Views

## User Guide

### Commanders' Resource Integration System

February 2020



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# 1 CRIS PROGRAM OVERVIEW

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The U.S. Air Force needs to integrate financial data from disparate systems, and provide geographically dispersed financial managers with the tools to manage day-to-day operations. In addition, senior leaders at all levels require a real-time snapshot of how operational entities are performing. The solution requires a financial data management system capable of digesting and rationalizing data from planning/programming/budgeting, coordination, and financial systems from a few hundred users to more than 10,000 users around the world. The system is scalable and is able to be operational 24/7 to users and managers in every time zone around the world. System users at all levels need instant access to information in order to make timely decisions.

The Commanders' Resource Integration System (CRIS) is the decision support and analysis solution that meets these Air Force objectives. CRIS is a centralized data repository of U.S. Air Force financial budget and execution, supply, and personnel and payroll data, populated by standard legacy systems. It delivers timely, accurate, and easy to use data while providing superior support to military operations. Users can see daily business transactions anywhere in the world at any time, with some transactions updated multiple times a day (near real time). CRIS operates on a cross-functional relational data warehouse, focusing on Secretary of the Air Force (SAF), Headquarters Air Force (HAF), command-level and base-level Financial Management (FM), Directorate of Operations (DO), and Directorate of Logistics (LG) reporting functions. Since its inception in 2001, CRIS has grown from an initial limited user base to a current user base of more than 10,000 users performing approximately 1.5 million ad hoc queries each month, with more than 95% of these queries executed in less than 10 seconds.

With CRIS, users can design and submit their own queries, allowing them to retrieve exactly the data that they need to see. Approximately 98% of queries submitted to CRIS are ad hoc queries, making CRIS unique among data reporting systems. This ad hoc capability gives users the ability to receive only the data that is relevant to their question, enabling them to make more informed decisions. In addition to the ad hoc functionality, CRIS also offers customized pre-defined web reports.

CRIS is built on a cloud or on-premise scale out architecture using integrated commercial off-the-shelf (COTS) software products including Microsoft® SQL Server™, EntelliCache™, and EntelliFusion™ Studio. The software components that make up the architecture are loosely coupled allowing for operating system, Relational Database Management System (RDBMS), and other COTS software patches and upgrades to take place without the need to make changes to CRIS. This architecture provides the ability to be deployed across multiple RDBMS instances. CRIS is many instances of Microsoft® SQL Server databases federated to support a single scaled out application. Federation is simply a managed method of sharing databases that comes at a very low cost. Each new Microsoft® SQL Server instance in the CRIS architecture represents a virtual server Operating Environment (OE) resource but the CRIS capability as a whole continues to virtually represent itself as a single logical database to any client that is connected to it (see Figure 1 - CRIS Overview).

Using EntelliFusion™ Studio and EntelliCache™ provides performance benefits similar to those enterprise-level equivalents offered by Microsoft® SQL Server™ or Oracle® at a much lower cost. As another cost-saving measure, CRIS utilizes a virtualized cloud environment reducing hardware and data center foot print while maintaining high levels of performance. In addition, CRIS uses a Service Oriented Architecture (SOA) best practice in that it eliminates the need for point-to-point data links and utilizes web services as a method of server communication.

To ensure data security, CRIS employs a common security model involving the use of roles within the system. Using the Management Console application, functional program office (SAF/FM AFFSO) personnel (referred to in this document as “functional administrators”) can define and apply roles to user accounts that define the data to which the user is granted access. Using these centrally managed roles allows the restriction of information sets (such as PSR, DSR, STH, etc.) to the organization. CRIS uses



Public Key Infrastructure (PKI) and Common Access Card (CAC) to restrict access to the system to authorized users only or other systems having DOD-issued certificates.

The graphic below depicts an overview of CRIS, including its various components.

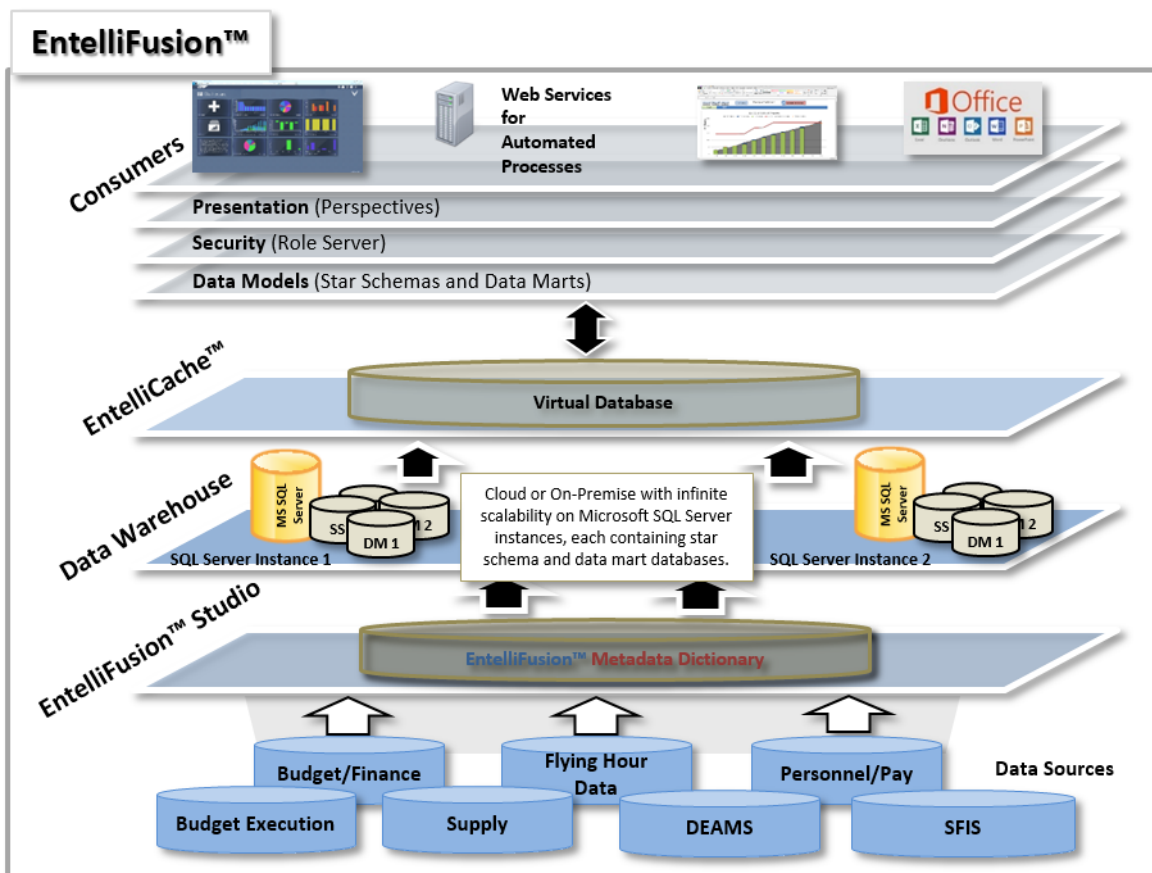


Figure 1 – CRIS Program Overview

## 1.1 Purpose

This document is the user guide for the CRIS R60 Web Views application used to access the CRIS data warehouse.

## 2 INTRODUCTION

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### 2.1 What is the R60 Web Views

The R60 Web Views is a web-based review and analysis tool for use by Air Force executive and financial managers that displays financial data related to civilian pay. The data display includes restricting by Social Security Number (SSN). In addition, filters are available to isolate information by:

- Operating Year (OY)
- Fiscal Year (FY)
- Fund Code (FC)
- Operating Agency Code (OAC)
- Operating Budget Account Number (OBAN)
- Budget Activity (BA)
- Budget Program Activity Code (BPAC)
- Program Element Code (PEC)
- Resource Center/Cost Center (RCCC)

The Commanders' Resource Integration System (CRIS) data warehouse provides the data that is displayed by supporting the receipt, processing, and storage of USAF legacy system data in a format readily available for search and retrieval. The R60 CPAIS Report displays the pay information about the selected civilian employee(s). The R60 Summary Drilldown allows users to drill down to accounting detail lines. The web page provides consolidation of accounting detail lines for "snap-shot" viewing, as well as transaction-level accountability.

### 3 USING THE CIVPAY (R60) WEB VIEWS

The CRIS Web Views is a combination of standard web page features and spreadsheet-like components. The page displays financial information sorted by one of three options that display information from different points of view. Drilldowns reach a detail level that displays USAF Civilian Pay dimensions. The web page is easy to access and navigate. Both the R60 CPAIS Report and the R60 Summary Drilldown are described in the following sections.

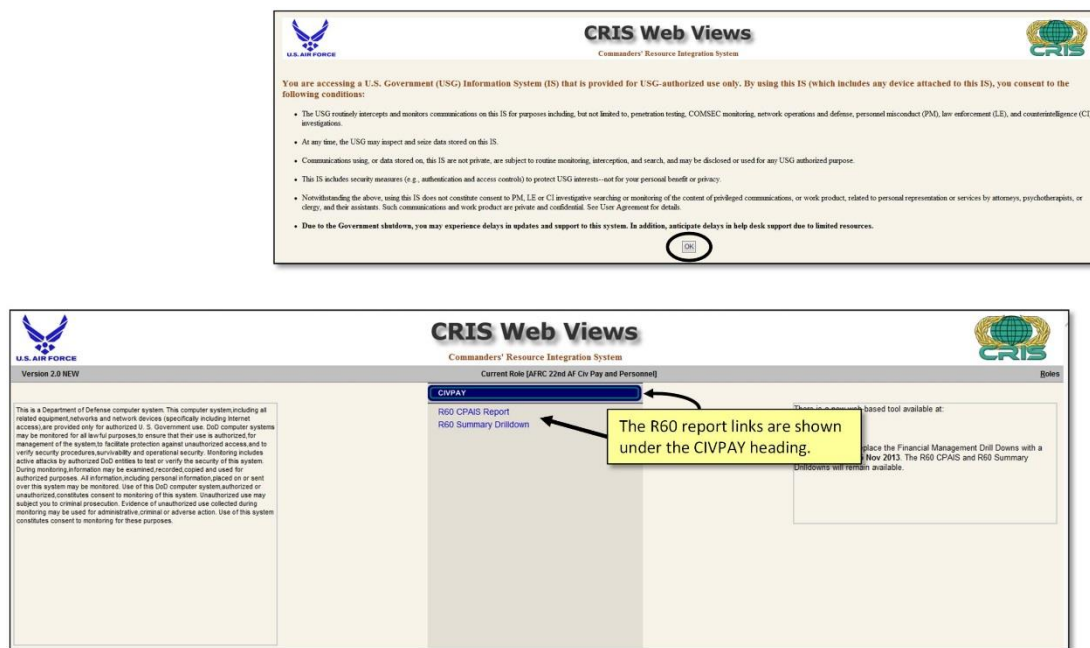
#### 3.1 Access to CIVPAY (R60)

Access to the CRIS web page is via the CRIS URL using your browser. The web page is a secure site, so you must have a valid CAC Card, CRIS ID, password, and security role.

Access the CRIS web site by entering the URL below in your browser address line:

*<https://crisweb.cce.af.mil/>*

When the “Choose a digital certificate” window appears, select a certificate, and click **OK**. The CRIS Web Views U.S. Government Security Authorized Use notice will appear. Read the notice, and click **OK** to proceed to the main screen (Figure 1).



**Figure 2 – The CRIS Web Views Main Screen**

If you cannot access the web page via the URL, or you do not have a CRIS Web Views ID, contact your system administrator for assistance.





## Security Roles

The CRIS Web Views employs security roles to control access to sensitive payroll information. The security roles generally correspond to two letters, so there are as many security roles as there are two letters. There is also a role for viewing all organizations. The role restricts what you are able to view on the CRIS Web Views. Previous Figure 1 shows the screen that appears for a user with access to both CIVPAY and Financial Management data. Depending on the roles available for a particular user, the initial screen may look different. A user's role file may allow access to R60 data, but not Financial Management data, and vice versa. To change from one security role to another, use the **Roles** menu drop-down to select a new role file. Only those roles you are permitted to view will be available for selection (Figure 2). The current role is always displayed at the top center of the CRIS Web Views screen.

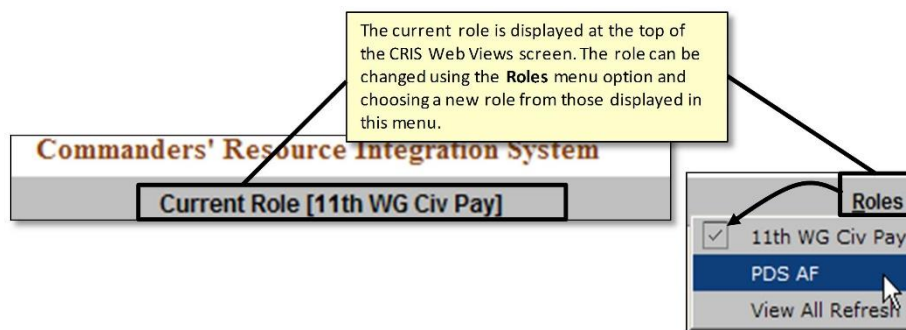


Figure 3 – EWV Security Roles

## Reports

The R60 Web Views allows you to toggle between the two reports. To access a report different from the one you are currently viewing, use the **Reports** menu drop-down to select another report.



### 3.2 R60 CPAIS Report

The R60 CPAIS report details the pay information entered in the Civilian Pay Accounting Interface System (CPAIS). You can generate the report to include only one employee, or include all employees who meet selected criteria. The report results displays the name of the employee, the number of hours worked, and the amount paid, in addition to other employee information. Figure 3 is an example of the R60 Report R60 CPAIS Criteria screen.

Figure 4 –R60 Report CPAIS Criteria Screen

### R60 CPAIS Report Filters

The R60 Report CPAIS Criteria screen contains ten (10) filters that apply to the data returned on the report. These filters constrain the data shown to a certain employee or employees associated with certain FC, OAC, OBAN, BA/BPAC, PEC, RCCC, and/or CmdCode values. The filters also restrict the report data to certain pay periods and to certain accounting lines. Each filter is described in the following paragraphs.

You can generate the report to include only one person by querying their Social Security Number. To run the report by a specific SSN, select the **Query by SSN** radio button. Enter a SSN in the **Social Security Number** field (Figure 4).

Figure 5 – Query by SSN



You can also generate the report to include all employees who meet specified filter criteria. Select the **Query by Value** radio button to use the criteria filters. Then select the appropriate value in the criteria filter fields (Figure 5). To make a selection in a filter, click on the arrow associated with the filter title, scroll downwards to display additional selections, and click on the desired value. To include all values for a filter on the report, select the '[ALL]' value. The report criteria screen refreshes automatically to reflect the selected value. The report will include only those employees who meet the filter criteria set in these fields.

The report can be constrained by the following filters:

- **FC:** Fund codes (FC) identify the appropriation and fund codes for machine processing. They also classify the amount of financial transactions for accounting and reporting purposes.
- **OAC:** Operating Agency Codes (OAC) are two-digit codes that identify an organization or function to which HQ USAF allocates funds.
- **OBAN:** Operating Budget Account Numbers (OBAN) are two-digit codes that identify a specific base.
- **BA/BPAC:** Budget Activity/Budget Program Activity Codes (BA/BPAC) are six-digit codes that identify the budget program (the first two positions) and the project number (the last four positions).
- **PEC:** Program Element Codes (PEC) are six-digit codes that are subdivisions of programmed cost data related to a particular weapon system or support function.
- **RCCC:** Responsibility Centers/Cost Centers (RCCC) codes identify the responsible organizations and cost centers incurring the cost. (You can also select the [BLANK] option to include those records that do not have a RCCC code.)
- **CmdCode:** Command Codes (CmdCode) are two-digit codes that indicate the command to which the employee is assigned. (You can also select the [BLANK] option to include those records that do not have a Command Code.)

Figure 6 – Query by Value

## Pay Period End Date Range

Indicate the pay periods you want to include in the report using the fields in the **Pay Period End Date Range** section. Select the date range in the **Start Date** and **End Date** fields. To select a date in each field, click the **Calendar** button to the right. Navigate to and click the selected date. The date automatically appears in the field (Figure 6).

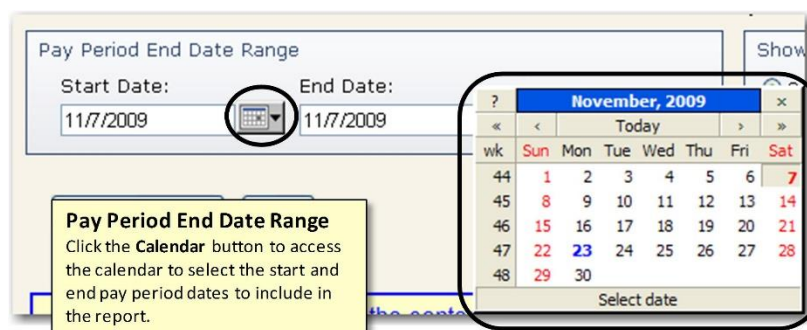


Figure 7 – Period End Date Range

## Show Accounting Lines

Use the options in the **Show Accounting Lines** section (Figure 8) to indicate the accounting lines you want to include in the report for those employees meeting the filter criteria. The available options are:

- **Only When Changes** – select this option to include only those accounting lines that were changed within the time period set in the **Pay Period End Date Range** fields.
- **Every Record** – select this option to include all accounting lines for the employees that meet the filter criteria regardless of whether the lines were changed within the specified time period.

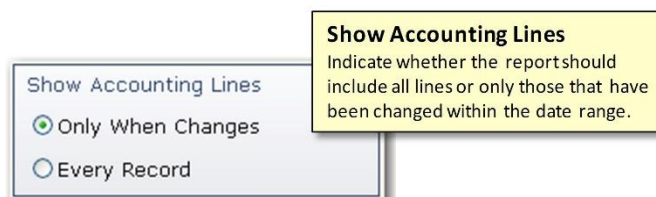


Figure 8 – Show Accounting Lines

## Submit Query

Once all criteria are selected, click the **Submit Query** button to generate the report.

## Reset

To reset all criteria fields to their default values, click the **Reset** button.

## Toolbar Buttons

Two buttons are located in the Toolbar: **home** and **print-friendly screen**. Click the **home** button to return to the CRIS Web Views main menu. Click the **print-friendly screen** button to produce a screen print of the R60 Report CPAIS Criteria screen (Figure 8).

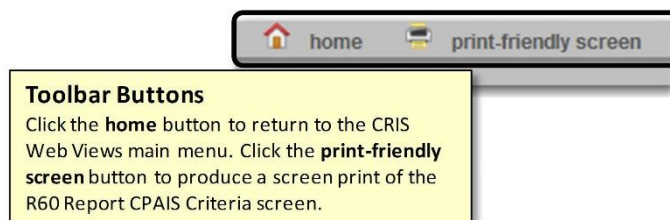




Figure 9 – Toolbar Buttons

### 3.2.1 Report Results

The R60 CPAIS report opens in a separate browser window. The report details the pay information of the employee(s) meeting the specified criteria. The information shown includes the employee name, SSN, the OAC/OBAN, RCCC, and PEC associated with the employee, the number of hours the employee worked (current and accrued), the amount paid to the employee (current and accrued), and other information associated with the employee. Figure 9 is an example of the report.

Close Window

PERSONAL DATA - PRIVACY ACT OF 1974 (5 USC 552a)																		
PREPARED: 11/23/2009 9:17:41 AM										PCN SH002LR6L								
PAY DATE: 10/1/2009										ACCOUNTABLE ADSN: 667100								
SORTED BY (PPED,SSN)										SITE=								
OAC/	RC/CC	PEC	SSN	EMPLOYEE NAME	T ACCOUNT	EMPLOY	ORGANI-	FC	BA/PRJ	F	ES	ES	P					
OBAN					C EFF DATE	ACTVY	ZATION		/BPAC	Y	P	CC	O					
										APPROPRIATION								
										-----HOURS-----								
										-----DISBURSEMENT-----								
										PAID	ACCR	ID	PAID	ACCR	ID	EE		
										RCN					IC			
										CD								
K95W	3A40PB	98519A	XXXXXXXXX	EMPLOYEE NAME	10/1/2009	F7WN	FSFC	30	04	0	57	3400	P					
										LA	7.00	11.20	21	106.40	170.24	01	392	
										LS	8.00	12.80	21	121.60	194.56	01	392	
										OU	1.25	2.00	51	28.50	45.60	41	391	
										RG	65.00	104.00	21	988.00	1,580.80	01	392	
										UC				136.19	217.90	71	393	
										UD				12.16	19.46	72	393	
										UF				18.04	28.86	90	393	
										UG				2.55	4.08	92	393	
										UJ				77.16	123.46	94	393	
															81.25	130.00	1,490.60	2,384.96
PERSONAL DATA - PRIVACY ACT OF 1974 (5 USC 552a)																		
PREPARED: 11/23/2009 9:17:41 AM										PCN SH002LR6L								
PAY DATE: 10/1/2009										ACCOUNTABLE ADSN: 667100								
SORTED BY (PPED,SSN)										SITE=								
OAC/	RC/CC	PEC	SSN	EMPLOYEE NAME	T ACCOUNT	EMPLOY	ORGANI-	FC	BA/PRJ	F	ES	ES	P					
OBAN					C EFF DATE	ACTVY	ZATION		/BPAC	Y	P	CC	O					
										APPROPRIATION								
										-----HOURS-----								
										-----DISBURSEMENT-----								
										PAID	ACCR	ID	PAID	ACCR	ID	EE		
										RCN					IC			
										CD								
K95W	374436	91378A	XXXXXXXXX	EMPLOYEE NAME	10/1/2009	FCMS	CEOS	30	04	0	57	3400	P					

Figure 10 – R60 CPAIS Report

### 3.3 R60 Summary Drilldown

The R60 Summary Drilldown report displays grid representations of Civilian Pay information available from the CRIS data warehouse. The screen offers several different points of view, or perspectives, as well as options for pay period date ranges, and fund code drilldowns. The following paragraphs describe the perspectives, options, and screen sections in detail.

The CRIS Summary Drilldown offers several ways for you to view the data. Six points of view, or **perspectives**, control what data is presented. The perspectives selection controls the display of the financial columns sorted according to the selected perspective's focus.

To view Summary Drilldown Criteria, first select the columns by which the report data is grouped by choosing one of three available options in the **Show Results by** section (only one option can be selected at a time):

- FC, CmdCode, PEC, OAC, OBAN, RCCC
- FC, OAC, OBAN, BA/BPAC, PEC, RCCC
- FC, BA/BPAC, PEC, OAC, OBAN, RCCC



The selected columns will be displayed on the report in the order shown (with the addition of the **FY** and **Pay End Date** fields).

You can then constrain the report data by selecting values in the filter fields located in the **Where** section. To make a selection in a filter, click on the arrow associated with the filter title, scroll downwards to display additional selections, and click on the desired value. To include all values for a filter on the report, select the '[ALL]' value. The report criteria screen refreshes automatically to reflect the selected value.

The report can be constrained by the following filters:

- **FC:** Fund codes (FC) identify the appropriation and fund codes for machine processing. They also classify the amount of financial transactions for accounting and reporting purposes.
- **OAC:** Operating Agency Codes (OAC) are two-digit codes that identify an organization or function to which HQ USAF allocates funds.
- **OBAN:** Operating Budget Account Numbers (OBAN) are two-digit codes that identify a specific base.
- **BA/BPAC:** Budget Activity/Budget Program Activity Codes (BA/BPAC) are six-digit codes that identify the budget program (the first two positions) and the project number (the last four positions).
- **PEC:** Program Element Codes (PEC) are six-digit codes that are subdivisions of programmed cost data related to a particular weapon system or support function.
- **RCCC:** Responsibility Centers/Cost Centers (RCCC) codes identify the responsible organizations and cost centers incurring the cost. (You can also select the [BLANK] option to include those records that do not have a RCCC code.)
- **CmdCode:** Command Codes (CmdCode) are two-digit codes that indicate the command to which the employee is assigned. (You can also select the [BLANK] option to include those records that do not have a Command Code.)

Indicate the pay periods you want to include in the report using the fields in the **Pay Period End Date Range** section. Select the date range in the **Start Date** and **End Date** fields. To select a date in each field, click the **Calendar** button to the right. Navigate to and click the selected date. The date automatically appears in the field.

Once the appropriate column option and filter criteria are selected, click the **Submit Query** button to view the report data. To reset all criteria fields to their default values, click the **Reset** button.

Figure 10 is an example of the R60 Summary Drilldown Criteria screen.



home Current Role [11th WG Civ Pay] Reports

### R60 Summary Drilldown Criteria

**Show Results By:**

1 Make a selection in the **Show Results By:** area. This determines the columns by which the report data is grouped.

<input type="radio"/>	FC	CmdCode	PEC	OAC	OBAN	RCCC
<input checked="" type="radio"/>	FC	OAC	OBAN	BA/BPAC	PEC	RCCC
<input type="radio"/>	FC	BA/BPAC	PEC	OAC	OBAN	RCCC

2 Make at least one selection to constrain report data.

**Where:**

FC	OAC	OBAN	BA/BPAC	PEC	RCCC	CmdCode
[ALL]	[ALL]	[ALL]	[ALL]	[ALL]	[ALL]	[ALL]

Queries generated by this page must be constrained by at least one value.

**Pay Period End Date Range**

3 Indicate a **Pay Period End Date Range** by selecting a start and end date.

Start Date: 11/7/2009 End Date: 11/7/2009

4 Select **Submit Query** to view drilldown data, or **Reset** to reset report options.

Submit Query Reset

**Figure 11 –The Summary Drilldown Criteria Screen**









### 3.3.2 Function Menus

The top portion of the R60 Summary Drilldown provides navigational and export options. The user can easily navigate to the CRIS Web Views Main Menu, toggle between R60 reports, return to the Summary Drilldown Criteria page, or export report information to an Excel spreadsheet (Figure 13).

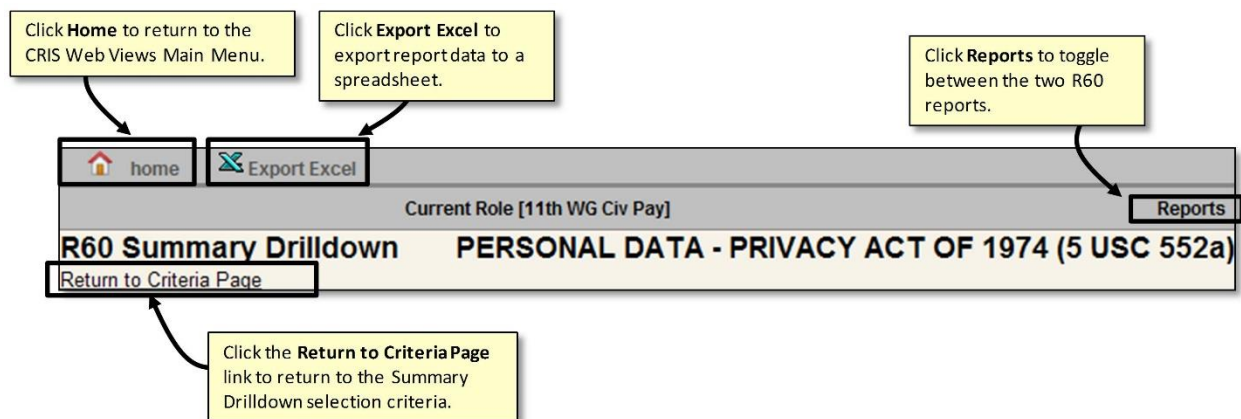


Figure 14 – Summary Drilldown Function Menus