

Effort

The Effort option allows the user to Import and View/Edit Effort Statistics. To access this option, select TASKS\ EFFORT from the menu bar.

Edit Effort Statistics

The screenshot shows a software window titled "Edit Effort Detail - 1" with two tabs: "RMS" and "FTE". The "FTE" tab is active. The form contains the following fields:

Statistic Type	FTE - QTR	Statistic Amount	25.000
Year	2008	Redistributed Amount	25.000
Quarter	Third	Record Source	DATA ENTRY
FTE	015	>> FTE - Child Support	
Grant / Cost Pool	CSEA Transfer-LOCAL-100%		

Below the form, there are four fields for audit information:

Added	Added By	Changed	Changed By
07/01/2008 10:45:47 AM	ADMIN	07/01/2008 10:45:47 AM	ADMIN

At the bottom, there is a toolbar with various icons and a "VIEW" button. The "Agency" field is set to "PA".

This option allows the user to enter FTE's (For a PA Agency) and view RMS statistics (All Agencies). The import RMS option will automatically map program and activities to grants. No editing should be necessary for the RMS entries.

To add an FTE entry:

1. Select TASKS->EFFORT->EDIT EFFORT STATISTICS from the menu bar. Select the FTE tab.
2. Select the  button to enter a new record.
3. Select the desired year and quarter.
4. Choose the appropriate FTE category (015,025,035,ETC.) from the drop down list.
5. Enter the correct statistic and redistributed amounts.

- Click the Save button () to save the record. Repeat steps 2 - 5 for any additional entries if necessary.

Retrieve an RMS entry:

- Select TASKS->EFFORT->EDIT EFFORT STATISTICS from the menu bar. Select the RMS tab.
- Select the desired statistic (IMRMS, SSRMS) if in the PA subset or (CSRMS) for the CSEA subset. Some standalone agencies may also use (WIARMS) in the WIA subset and (SSRMS) in the PCSA subset.
- Select the  search button.
- Enter the desired year/quarter and program and activity in the search values field.
- Select the button and then the button to retrieve the desired record.

The printer  button may also be selected to generate a report of the displayed effort statistics.