

1 Navigate to cfmsalb.cfms.navy.mil/CFMSResprod/index.do

2 SELECT THE TREE MENU SEARCH AND TYPE "DIRECT"

Welcome Travis Heidelberg (TRAVIS_HEIDELBERGER)

Tree Menu Search: DIRECT

Command Financial Management System

COMMANDER NAVY RESERVE FORCE

- CFMS
- Favorites
- Budget Formulation
- Civilian Budget Module
- Enhanced Managerial Analysis (EMA)
- Execution Planning Module
- Funds Distribution
- Funds Grant
- Incoming Reimbursable
- PBIS Phasing Plan
- Reports
- Shared Reference
- View Report Jobs
- Cognos My Folders

3 Click "Funds Distribution/Reports/Encumbrance Document Reports/Checkbook Detail (Direct Funds)"

4

Make Sure PG_ID is correct for your UIC / FY

COST CENTER (FOR FD)	=	▼		List
	=	▼		List
ELH (FOR PG)	=	▼		List
	=	▼		List
	=	▼		List
FISCAL YEAR (FOR FD)	=	▼		List
ORIGINATING ORG (FOR PG)	=	▼		List
	=	▼		List
	=	▼		List
PG_ID	=	▼	1264	List
	=	▼		List
	=	▼		List
SAG (FOR FD)	=	▼		List
	=	▼		List
	=	▼		List
SERVICE CODE (FOR FD)	=	▼		List
	=	▼		List
	=	▼		List
SIC (FOR FD)	=	▼		List
	=	▼		List

5

CLICK "RUN" At the bottom of the page