

**DESK OPERATING PROCEDURE 008**  
**CFO/CIVIL REPORTS DIVISION**

**CONSOLIDATED STANDARD GENERAL LEDGER REPORT  
BY APPROPRIATION**

The Standard General Ledger (SGL) Report by appropriation is required monthly to furnish data that will cross walk to the Chief Financial Officer (CFO) Statements. It is basically a financial report of a listing of budgetary and proprietary general ledgers at appropriation level with detailed account title and debits and credits of all accounting transactions.

1. CEFMS generates month-end reports for each USACE activity. When finished, the SGL report automatically loads into CEEMIS. No changes or adjustments are made to the data.
  
2. When all reports have been submitted a consolidated SGL report can be generated. A copy of the monthly consolidated SGL report is maintained in Room 147, Cubicle 53. To generate a consolidated SGL report go to step 7.

3. Reconciliation edits for the SGL report have been established in CEEMIS to assure the integrity and accuracy of financial reporting data. These edits reconcile things such as validity of appropriation, Disbursing Officer's cash, funding, disbursements and collections, advances, debits = credits, and budgetary unexpended balance. The SGL report will have a rejected status if it fails to pass any of these edits.

**Civil Edits (excludes Revolving Fund 96X4902)**

SYSTEM REPORT ID	ERROR CODE	ERROR MSG	LINE NUM
GENERAL LEDGERS	D01	CALCULATED EOP BAL != STORED EOP BAL	1
GENERAL LEDGERS	D02	+BEGINNING BAL +FADS -DISBURSEMENTS != GL1010	1
GENERAL LEDGERS	D03	TOTAL ACCOUNTABLE RESOURCES NOT REFLECTED IN SGLS	1
GENERAL LEDGERS	D04	TOTAL DEBITS NOT EQUAL TO TOTAL CREDITS	1
GENERAL LEDGERS	D05	=+ 4972.1 + 4972.2 +4802.11 +4802.21 +4872.11	6
GENERAL LEDGERS	D05	+4872.21 -4802.11 PFY - 4802.21 PFY	7
GENERAL LEDGERS	D05	+4902.23 -4902.23 PFY +4902.29 -4902.29 PFY +4252.10	3
GENERAL LEDGERS	D05	-4222.10 PFY +4222.20 -4222.20 PFY + 4902.950	5
GENERAL LEDGERS	D05	+4252.20 +4902.31 +4902.41 -4902.41 PFY +4222.10	4
GENERAL LEDGERS	D05	+4902.11 +4902.13 +4902.19 +4252.11 +4902.21 -4902.21 PFY	2
GENERAL LEDGERS	D05	TOTAL PMTS REFLECTED ON SF1220 !=	1
GENERAL LEDGERS	D06	FADS RECEIVED != +4578.71	1
GENERAL LEDGERS	D07	=-1010.1 -1010.4 +GL-OPEN-BA	2
GENERAL LEDGERS	D07	ONLY FOR MISCELLANEOUS SUSPENSE/RECEIPT ACCOUNTS	3
GENERAL LEDGERS	D07	SF1220 PMTS != +1010.2 +1010.5	1
GENERAL LEDGERS	D08	COLLECTION SGLS +1010.11 +1010.14 +1010.41	2
GENERAL LEDGERS	D08	CFY CONTRIBUTED FUNDS OF 1010.31 != CFY ACTION IN	1
GENERAL LEDGERS	D09	ONLY FOR SYMBOL 9999 -- SF1219 LINE 650 !=	1
GENERAL LEDGERS	D09	=1120 +1310.35 +1310.71 +1410.11	2
GENERAL LEDGERS	D10	CUSTOMER ORDERS WITH ADVANCE +4222.10 +4222.20	2
GENERAL LEDGERS	D10	ADVANCES RECEIVED +1010.14 +1010.34 !=	1
GENERAL LEDGERS	D11	=4251.11 +4251.1 +4251.2 +4166.11 +4610.11 +4619.13	5
GENERAL LEDGERS	D11	=4801.13 +4801.14 +4801.21 +4801.22 +4221.1 +4221.2	4
GENERAL LEDGERS	D11	=4901.11 +4901.13 +4901.19 +4901.21 +4801.11	3
GENERAL LEDGERS	D11	+1010% != +4610.40 +4700.11 +4700.13 +4700.19 +4700.20	2
GENERAL LEDGERS	D11	VERIFICATION OF FUNDS WITH TREASURY & BUDGETARY UNEXP BAL	1
GENERAL LEDGERS	D11	=4881.23 +4881.24	7
GENERAL LEDGERS	D11	=4881.11 +4881.14 +4881.19 +4881.21 +4881.22	6
GENERAL LEDGERS	D12	Verification of UNEXPENDED APPROPRIATIONS	1
GENERAL LEDGERS	D13	VERIFICATION OF TOTAL RESOURCES - REIMBURSABLE	1
GENERAL LEDGERS	D14	GL 1010.14 + 1010.34 != 2310%	1
GENERAL LEDGERS	D15	VERIFICATION OF TOTAL RESOURCES - DIRECT	1
GENERAL LEDGERS	E01	INVALID APPROPRIATION	1
GENERAL LEDGERS	E02	INVALID FSN CODE	1
GENERAL LEDGERS	E03	INVALID GL ACCT NUM	1

**Revolving Fund Edits 96X4902**

SYSTEM REPORT ID	ERROR CODE	ERROR MSG	LINE NUM
RF GENERAL LEDGER	E01	INVALID APPROPRIATION	1
RF GENERAL LEDGER	N01	CALCULATED EOP BAL != STORED EOP BAL	1
RF GENERAL LEDGER	N02	SUM OF DEBITS != SUM OF CREDITS	1
RF GENERAL LEDGER	W01	ABNORMAL BALANCE IN GENERAL LEDGER "PLEASE JUSTIFY	1
RF GENERAL LEDGER	W01	TO CFO TEAM"	2
RF GENERAL LEDGER	N03	GL 1010.14 + 1010.34 != 2310%	1
RF GENERAL LEDGER	N04	GL 1010.14 & 1010.34 COMPARED TO 4222.10 & 4222.20	1
RF GENERAL LEDGER	N05	GL 2310.11, 2310.12, 2310.13, 2310.14, 2310.1A COMPARED TO	1
RF GENERAL LEDGER	N05	GL 4222.10 & 4222.20	2
RF GENERAL LEDGER	E02	INVALID FSN CODE	1
RF GENERAL LEDGER	E03	INVALID GL ACCT NUM	1

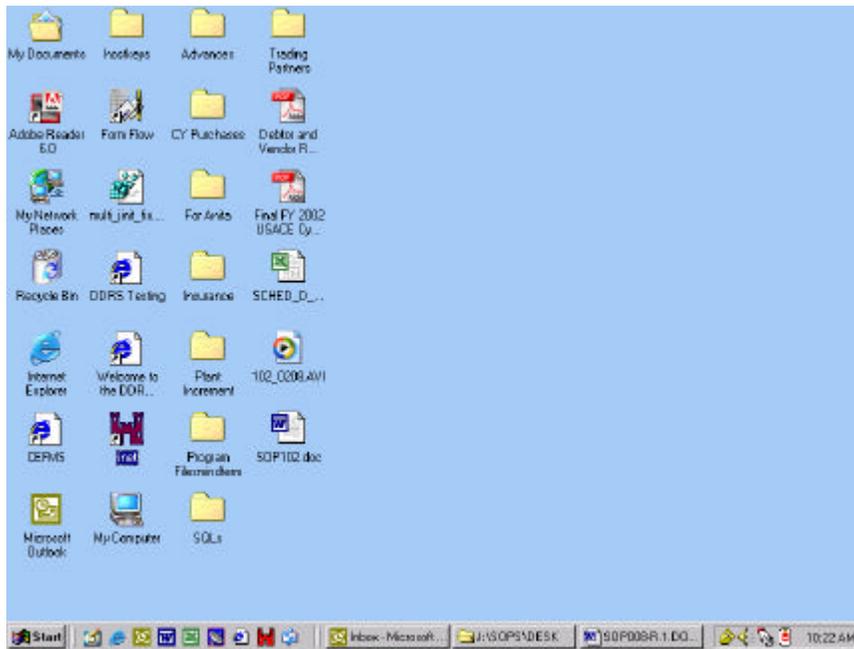
4. Differences on rejected reports are researched and corrective action is recommended and coordinated with the POC for that activity. A list of District/Division/Lab POC's is maintained on 'FOA Assignments.xls' and can be located at: My Network Places\ CFO-Civil Reports Div\ Civil General Ledgers.
  
5. When step 4 is complete, a copy of the rejected report and supporting documentation is provided to the CFO team member responsible for consolidating the individual reports. Supporting documentation should include: what activity caused the error, a full description of the error, when the error occurred and what actions are being taken place to correct the error. The report status for each activity and all rejects are posted to a monthly status report (i.e. '200403\_status.xls' for March 2004). Other FBWT reconciling items are included at the bottom of this spreadsheet. Other items may include unrecorded Embassy transactions, warrants, SF 1151s, etc.
  
6. CEEMIS requires monthly reports be finalized with an accepted status. Rejected reports are 'pulled in' by the CFO team member with Oracle role and

permission. When a report is pulled in, the status is changed to accepted and the report is closed. A copy of the rejected report with all supporting documentation and the monthly status report is maintained in Room 147, Cubicle 53.

7. Generating a consolidated SGL report.

a. Sign on to CEEMIS

1) **Click INET icon**



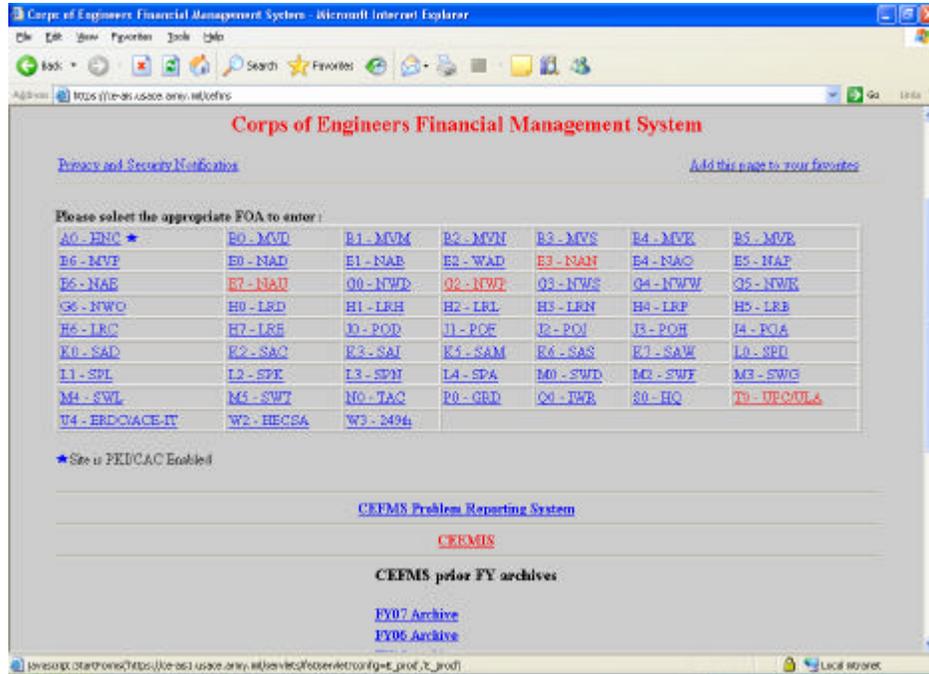
2) A Security Alert box will appear, click **Yes**



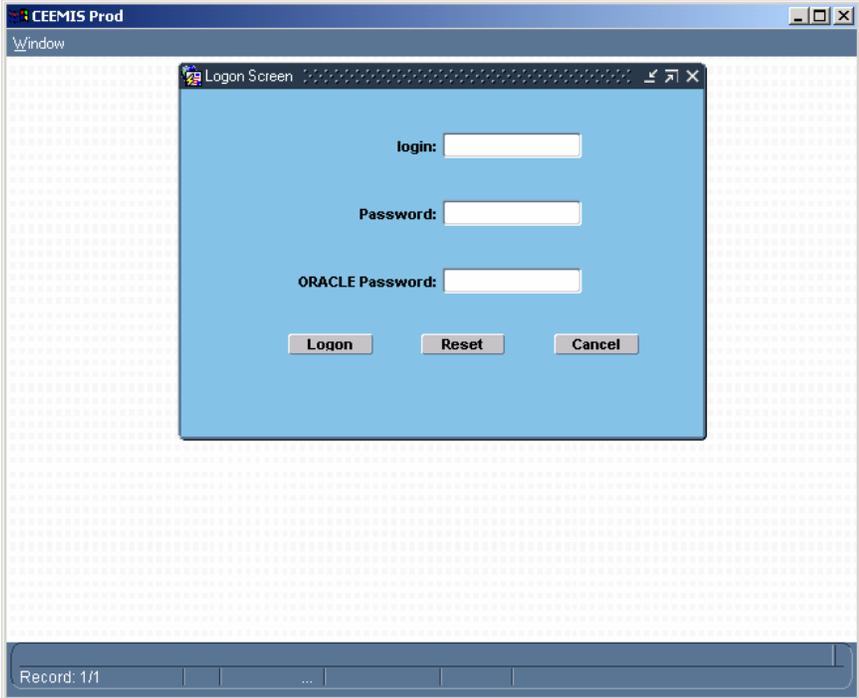
3) Click "CEFMS"



4) Scroll down to the middle of the page and select **CEEMIS**.



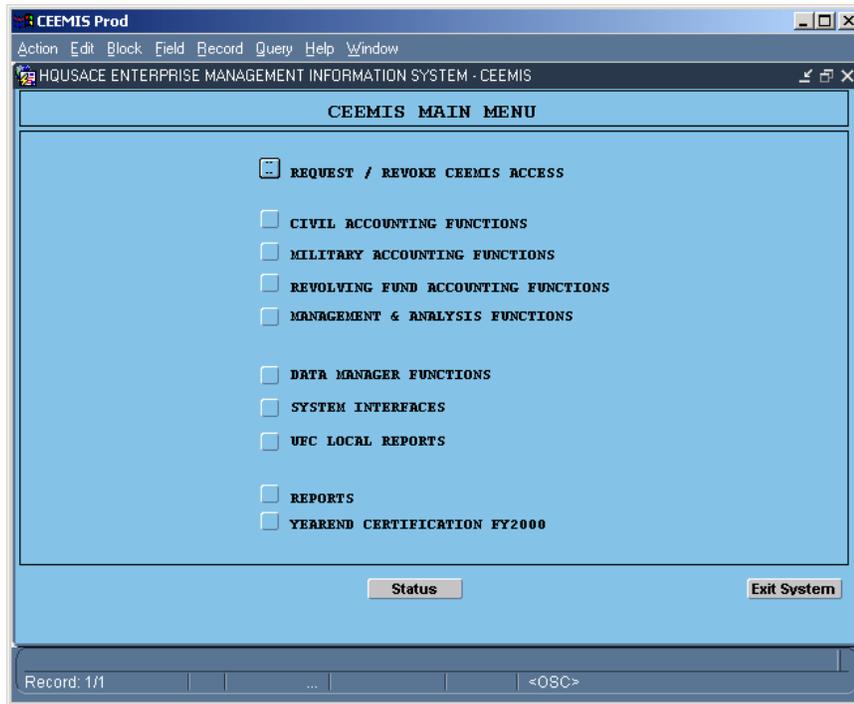
- 5) Use assigned **ID**, **PASSWORD**, and **ORACLE password** (from DBA) when prompted and select **LOGON**.



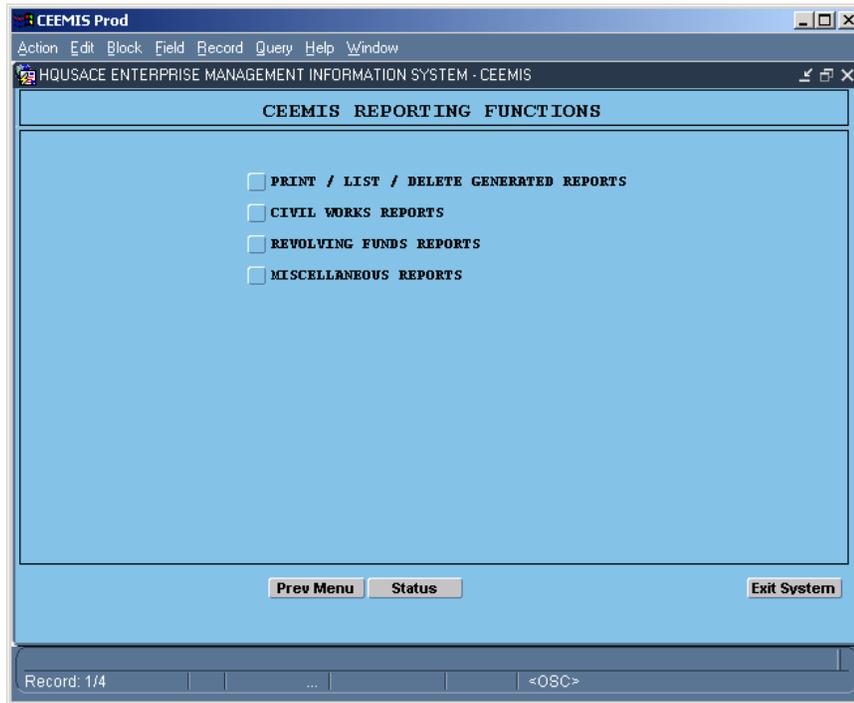
The screenshot shows a Windows application window titled "CEEMIS Prod" with a "Window" menu. Inside the window is a "Logon Screen" dialog box. The dialog box has a blue background and contains three text input fields: "login:", "Password:", and "ORACLE Password:". Below the input fields are three buttons: "Logon", "Reset", and "Cancel". At the bottom of the main window, there is a status bar that says "Record: 1/1".

6) Screen navigation

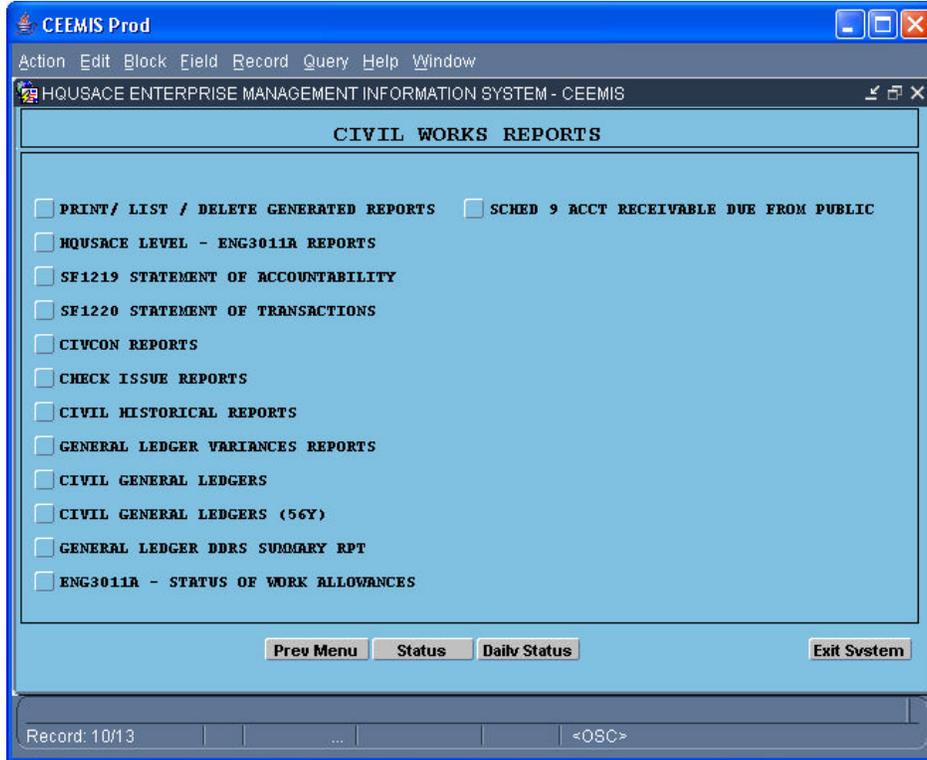
a. select "REPORTS"



b. select "CIVIL WORKS REPORTS"



c. select "Civil General Ledgers"



- d. enter appropriate 'Acct Period'
- e. select 'Report Level' **CRP**
- f. when Report Level CRP is selected 'FOA Code' will automatically change to **ZZ**
- g. select '**Run**' at bottom of screen

The screenshot shows the 'CEEMIS Prod' application window. The title bar reads 'CEEMIS Prod'. The menu bar includes 'Action', 'Edit', 'Block', 'Field', 'Record', 'Query', 'Help', and 'Window'. The main window title is 'HQUSACE ENTERPRISE MANAGEMENT INFORMATION SYSTEM - CEEMIS'. The form is titled 'CIVIL GENERAL LEDGERS' and contains the following fields and options:

- Acct Period:** 200805
- Report Level:** CRP
- FOA Code:** ZZ
- Report Phase:** FINAL VER...

**STANDARD REPORT OPTIONS**

- Trans Date:
- Approp Status Code:
- Appropriation: Dept:  Trans Dept:  Fiscal Year:  Symbol:  Limitation:
- Allotment Code:  Amsco Code:  Program Year:
- Operating Agency:  FSN Code:  Disbursing Station:  Trans Type:

**CFO REPORT OPTIONS**

- Report Close Phase Type, Leave Null for Normal Monthly Report:
- (C)ivil, (R)evolving Fund or (A)ll:  Debtor Class Code:  Certified:
- GL Acct Num:  DDRS Program Group:  Eliminating Entries:
- (F)ederal ind, (N)on-federal, (A)ll:

At the bottom of the form are three buttons: **List**, **Run**, and **Exit**. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

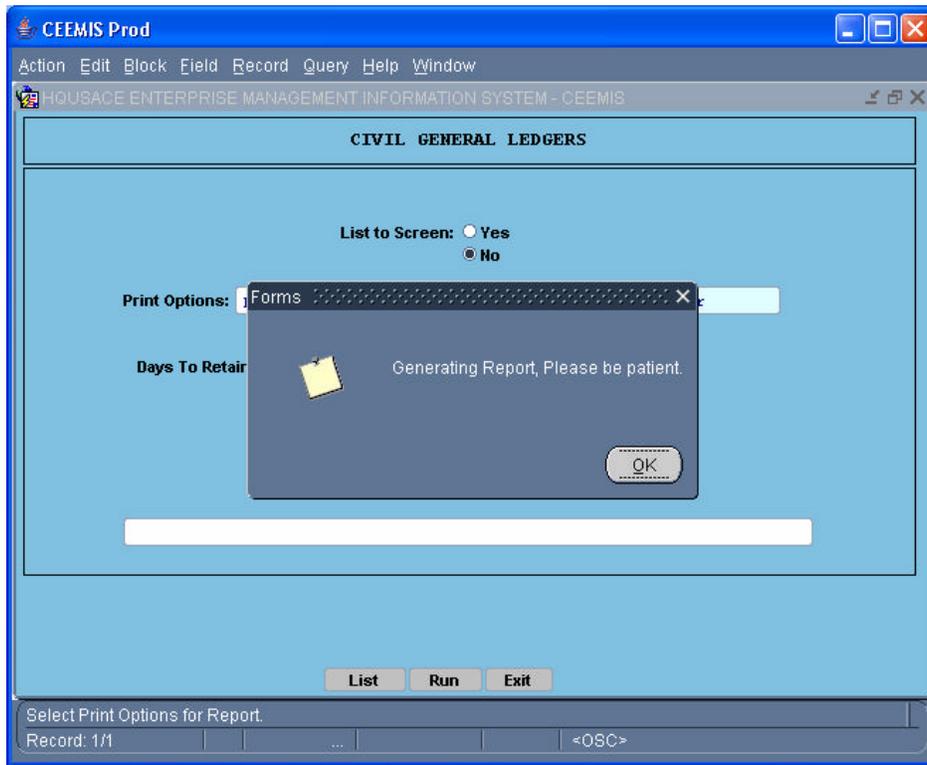
- h. change 'Print Options' box to 'Print when comp...';  
'Printer' box should automatically be set to  
'PC\_Laser\_Printer', if not select 'Printer' (press F4;  
select appropriate printer); select 'OK'; select 'Run' at  
bottom of screen

The screenshot shows the 'CCEEMIS Prod' application window. The title bar reads 'CCEEMIS Prod'. The menu bar includes 'Action', 'Edit', 'Block', 'Field', 'Record', 'Query', 'Help', and 'Window'. The main window title is 'HQUSSACE ENTERPRISE MANAGEMENT INFORMATION SYSTEM - CCEEMIS'. The main content area is titled 'CIVIL GENERAL LEDGERS' and contains the following configuration options:

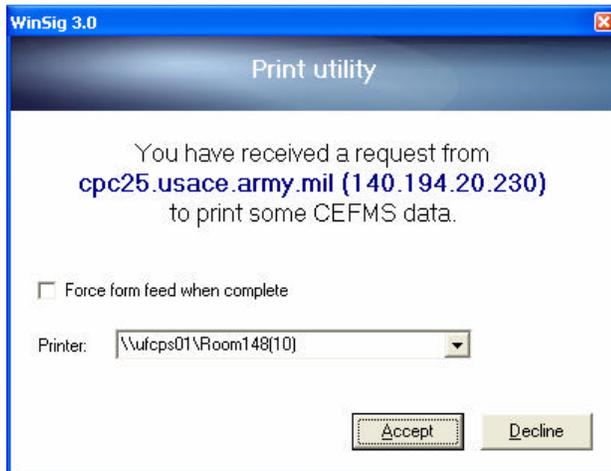
- List to Screen:  Yes,  No
- Print Options:  (dropdown menu)
- Printer:  (text box)
- Days To Retain Print File:  (text box)
- Number of Copies:  (text box)
- Banner Page:  Yes,  No

At the bottom of the main content area, there are three buttons: 'List', 'Run', and 'Exit'. Below the main content area, there is a status bar with the text 'Select Print Options for Report.' and 'Record: 1/1'. The status bar also contains a '<OSC>' button.

- i. a box stating 'Generating Report, Please be patient'  
will appear, select 'OK'



- j. After a couple of minutes, a **'WinSig Print Utility'** box will appear, select **'Accept'** to print the document. This sends the report to a predetermined default printer based on employee id at logon.



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