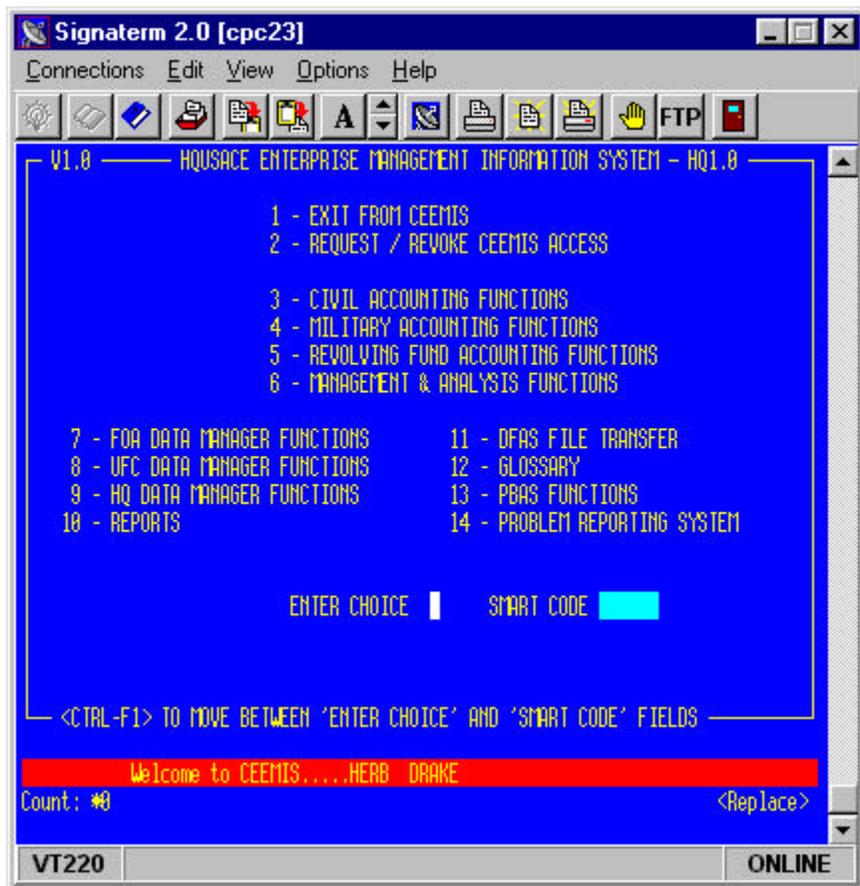


CHAPTER 3 CEEMIS MAIN MENU

The main menu screen contains menu choices as follows:



1 - EXIT FROM CEEMIS

User is exited from the application and returned to the UNIX system prompt. To log off the UNIX mainframe, type exit until disconnected.

2 - REQUEST/REVOKE CEEMIS ACCESS

All users will need to access this choice to request access to CEEMIS. User will not be able to use CEEMIS until access has been granted by the Responsible Employee. User's access will be revoked from this menu choice as well by the Responsible

CHAPTER 3
CEEMIS MAIN MENU

Employee. Reference Chapter 5-CEEMIS ACCESS APPROVAL/REVOCATION.

3 - CIVIL ACCOUNTING FUNCTIONS

All users creating/updating, generating or viewing civil financial reports will need access to this module. User will not be able to use this choice until access has been granted.

Reference Chapter 6 - CEEMIS CIVIL ACCOUNTING FUNCTIONS MENU and each applicable report chapter.

4 - MILITARY ACCOUNTING FUNCTIONS

All users creating/updating, generating or viewing military financial reports will need access to this module. User will not be able to use this choice until access has been granted. This menu choice is still under development.

5 - REVOLVING FUND ACCOUNTING FUNCTIONS

All users creating/updating, generating or viewing revolving fund financial reports will need access to this module. User will not be able to use this choice until access has been granted.

6- MANAGEMENT & ANALYSIS FUNCTION

All users creating/udating, generating viewing reports such as the Cost of Doing Business, IPAE, and Manpower will need access to this module. User will not be able to use this choice until access has been granted.

7 - FOA DATA MANAGER FUNCTIONS

Users responsible for maintaining the field activity data and the report points of contact data will access this menu choice. Also, users that need to view the system status to see if reports are open for submission or closed will access this menu choice. User will not be able to use this choice until access has been granted. Reference Chapter 13 - Field Activity Data Manager Functions.

8 - UFC DATA MANAGER FUNCTIONS

Users responsible for maintaining the CEEMIS application tables

CHAPTER 3 CEEMIS MAIN MENU

will access this menu choice. User will not be able to use this choice until access has been granted.

9 - HQ DATA MANAGER FUNCTIONS

HQ users responsible for maintaining the CEEMIS application tables will access this menu choice. Users will not be able to use this choice until access has been granted.

10 - REPORTS

All users generating or viewing financial reports can access the report modules from this menu choice without using the civil, military or accounting functions menu choices. This will take the user to a submenu to select which accounting function module is applicable. User will not be able to use this choice until access has been granted.

11 - DFAS FILE TRANSFER

The UFC will utilize this option to perform all upward reporting, data file transfers to any DFAS site required. It will also be used by those FOA's responsible for transferring report data to DFAS pending consolidation at the UFC.

12 - GLOSSARY

All users will be able to access this menu choice in order to obtain definitions of terminology used in CEEMIS. This menu choice is still under development.

13 - PBAS FUNCTIONS (UFC USE ONLY!)

The UFC will utilize this option to perform PBAS Interface functions (generation of reports and down loading of FAD's issued) into CEEMIS. This data is then utilized to verify allotted fund balances received from Corps of Engineers Activities on all upward reporting requirements.

CHAPTER 3
CEEMIS MAIN MENU

14 - PROBLEM REPORTING SYSTEM

All users will have access to the problem reporting screens within CEEMIS. These screens are designed to add new problem and to query on the status of existing. When the User inputs a new problem CEEMIS will provide a confirmation receipt via E-MAIL at the address stored in option 2 above. This process will be repeated when the UFC enters FINDINGS and again when the UFC enters RESOLUTIONS. It is IMPERATIVE that all users attempting to report CEEMIS problems accurately complete the form in option 2. The two types of addressing that may be used are (1) if you want your mail to be sent to your GroupWise E-MAIL address (Herbert.E.Drake@usace.army.mil) or (2) if you prefer to have your mail sent to a CPC or WPC machine(s0rmfhed@cpc23).

SMART CODE:

CEEMIS has been designed to work via menu choices or using a smart code to go directly to the point on entry. Smart code use is much more efficient. The user will need to utilize the F4 list from the smart code field until familiar with the application. CEEMIS smart codes were designed with logic. The logic used is as follows:

FOR REPORTS:

First Position -	C	Create
	G	Generate
	V	View
Second Position -	C	Civil
	M	Military
	R	Revolving Fund
Remaining Positions -		Report Titles.

CEFC-AO
October 30, 1997 (10:52am)

CHAPTER 3
CEEMIS MAIN MENU

FOR TABLE MAINTENANCE:

The smart code is usually the table name.

FOR REPORT RECONCILIATIONS/EDITS:

First Four Positions -	RCON	Reconciliations/edits
Fifth Position -	C	Civil
	M	Military
	R	Revolving Fund
6th Position -	V	View
	X	Execute

TO EXIT CEEMIS:

EXIT

CHAPTER 3
CEEMIS MAIN MENU

Main Menu Screen Navigation:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

Enter the applicable choice number. Press enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter the appropriate smart code. Press enter.

OR

Press F4 for a list of all the smart codes available to select from.

OR

Press CTRL F1 to move to the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use.

User can:

USE UP OR DOWN ARROW KEYS

Use these keys to move up or down the list in the pop up window to the desired selection.

PRESS TAB

Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

CHAPTER 3
CEEMIS MAIN MENU

PRESS ENTER

Use the enter key to
select the choice.
System will automatically
move to the appropriate
screen to continue on.

PRESS F10

Use the F10 key to exit
the pop up window and
return to the previous
screen with no action.