

CHAPTER 9
ACCOUNTS RECEIVABLE DUE FROM THE PUBLIC
(SCHEDULE - 9)

PROCEDURE:

- A. The user completes data entry of each field of the schedule-9 form as prompted by the system. It is important to note that not all fields require manual input. Data fields within the form that represent totals and/or subtotals of other fields have been calculated and are self populating.

- B. Upon completion of data entry the user will execute the various edits and reconciliations designed to insure that only valid, reconciled data is submitted to the USACE Finance Center. Correction and resubmission of edit/reconciliations errors are required until an ACCEPTED status is received indicating a error free transmission to the UFC.

- C. Once all edits/reconciliations have been passed, the user should print and retain on cite a final accepted copy of each report submitted to the UFC.

BACKGROUND:

This function is used to enter report data, execute edits and reconciliations, and submit/print reports on accounts receivable amounts due from the public. All FOA's responsible for submitting the Schedule - 9 to the USACE Finance Center must perform this function.

DUE DATE:

The Schedule 9 report is due at the UFC COB on the 8th working day of the month follwoing the end of a quarter. System must be open for submission. If not a message will appear at the bottom of the screen.

ADDITIONAL INFORMATION:

Each user is identified as a district, division, HQUSACE or UFC level user, and has been granted specific authority to create/generate reports. Should you be unable to create a report, (access denied, etc.) please refer to Chapter 1 for User Access Levels.

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ACCESS PERMISSIONS:

- a. User must have create/update permissions for the applicable FOA in order to create or update report data, execute or view reconciliation/edit reports, and generate or view reports.
- b. User must have generate/view permissions for the applicable FOA in order to generate or view reports. This does not allow the user to create or update report data.
- c. User must have view permissions for the applicable FOA in order to view only reports already generated. This does not allow the user to create or update or generate reports.
- d. District Report Level users can only perform functions for the specific FOA or District. Division Report Level users can only perform functions for the specific Division. Command Report Level users can generate reports for the entire command. UFC Command Report Level users can perform functions for the entire command.

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SECTION A, CREATE/UPDATE REPORTS :

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

Selection 3 - Civil Accounting Functions. Press Enter.

Selection 3 - Create/Update Reports. Press Enter.

Arrow down to Schedule 9 report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter CCSCH9. 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
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SECTION A, CREATE/UPDATE REPORTS :

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.

PRESS END

Use the end 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.

User is at screen HQ1.3.8.1 - SCHEDULE 9

FOA CODE

Enter your EROC code. Automatically populates address information.

DEPT CODE

Enter Department Symbol Code (ie., 96) Automatically moves to next field. <F4> may be entered to select from previously entered data.

TRANS DEPT

Enter Transfer Departmental Code, or NA in none. Press Enter.

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SECTION A, CREATE/UPDATE REPORTS :

FSCL YEAR	Enter the fiscal year of the appropriation to be reported. Press Enter.
BASIC APPN	Enter the four(4) digit appropriation code (ie.,3121,3122,4902 etc). Automatically moves to next field.
LIMITATION	Enter the four(4) digit appropriation or zero(0) fill if none. Press enter. CEEMIS will check to in sure you have entered a valid appropriation and automatically move to the next field.

ENTER REPORT DATA AS PROMPTED Enter each field of the Schedule 9 , (Parts I & II) prompted. See Treasury Financial Manual, Vol.1, Appendix No.2, pages 21-32 for report formulation. Total fields will be calculated (self-populating) for ease of data entry. After entering the appropriation limitation the beginning FY balances will be populated for Part 1, Section A., line 1., Outstanding Receivables, Part 2, Section C., line 1a, DOJ Beginning Balance, Claims Outstanding and 3a, Agency Council Activity, Beginning Balance from the prior fiscal year. If no balances are found the “red line” message will reflect the comment no balances found and you must press enter to acknowledge the messages.

Line IA2, Status of Receivables, Outstanding Receivables, New Receivables, enter the number, principal, and interest, pressing enter to advance.

Line IA3, Accruals, enter the value of accrued interest and press enter.

Line IA4, Collections on Receivables, enter collections for both the principal and interest pressing enter to advance.

Line IA5a, Adjustments, Reclassification/Adjustments, enter the values for principal and interest pressing enter to advance.

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SECTION A, CREATE/UPDATE REPORTS :

Line IA5b, Adjustments, Est Value of Acquired Property, enter the number, principal, and interest of acquired properties, pressing enter to advance.

Line IA5c, Adjustments, Est Loss on Collateralized Debt, enter the principal and interest values pressing enter to advance.

Line IA5d, Adjustments, Total Adjustments, self populates as the sum of lines IA5a through IA5c.

Line IA6, Amounts Written Off, enter the principal and interest values pressing enter to advance.

Line IA7a(1) Travel Advances, enter the principal and interest values pressing enter to advance.

Line IA7a(2) Other Current Receivables, enter the principal value, pressing enter to advance. Lines IA7b, Non-current <Long - Term> Receivables and line IA8, Total Receivables Net of Allowances will be populated as the sum of previously entered data.

Line IA9, Allowances for Est Uncollectible Accounts, enter principal and interest values pressing enter to advance. Line IA10, Total Receivables Net of Allowances will be populated as sums of data previously entered.

Line IB Delinquent Receivables, Total Delinquencies (1a, through 1f), enter values for the principal and associated Interest pressing the enter key to advance. After entering the value for interest on line 1f, line IB1g, Total Delinquencies will be populated as sums of data previously entered.

Line IB2a, Late Charges, Total Outstanding, enter the number and interest values pressing enter to advance.

Line IB2b, Collections, enter the value of interest collections, press enter to advance.

Line IC1a, Categories of Receivables, Consumers, Total Outstanding, enter the number, principal, and interest, pressing enter to advance.

Line IC1b, Delinquencies, enter the number ,principal, and interest, pressing enter to advance.

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SECTION A, CREATE/UPDATE REPORTS :

Line IC2a, Commercial, Total Outstanding, enter the number and press the enter key. The principal and interest values will be populated as the sum of data previously entered.

Line IC2b, Delinquencies, enter the number and press the enter key. The values for line 2b principal and interest will be self populated as a sum from previously entered data.

Line IIA, Debt Collection Management Information, Status of Delinquent Debt, Total Delinquencies, (1a through 1e) as you enter values and press the enter key. After entering the interest value for line IIA1e, State or Local Government Debt and press the enter key, lines f and g will be populated as a result of data previously entered.

Line IIB1a, Debt Collection Management Tools, Credit Reporting Agencies, enter the number of referrals and press enter.

Line IIB1b(1), Referrals and Credit Reports Purchased, Consumer Accounts, enter the number, principal, and interest values, pressing enter to advance.

Line IIB1b(2), Commercial Accounts, enter the number, principal, and interest values, pressing enter to advance. **Line IIB1b(3), Total Referrals** will be populated as the sum of data previously entered.

Line IIB2, Administrative Offset Collections, enter the principal and interest values, pressing the enter key to advance.

Line IIB3a, Salary Offset, Accounts Matched, enter the number, principal and interest values, pressing the enter key to advance.

Line IIB3b, Salary Offset, Accounts Resolved, enter the number, principal, and interest values, pressing the enter key to advance.

Line IIB3c, Salary Offset, Collections, enter the principal and interest collections received, pressing the enter key to advance.

Line IIB4, Reported IRS as Income 1099, enter the number, principal and interest, pressing the enter key to advance.

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SECTION A, CREATE/UPDATE REPORTS :

Line IIC1b, DOJ Litigation Activity, New Claims, enter the number, principal and interest, pressing the enter key to advance.

Line IIC1c, DOJ Litigation Activity, Collections, enter the principal and interest collections made, pressing the enter key to advance.

Line IIC1d, Property & Non-monetary Settlements, enter the number, principal and interest values, pressing the enter key to advance.

Line IIC1e(1), Returned to Agency, For Collections, enter the number, principal and interest of collections made, pressing the enter key to advance.

Line IIC1e(2), Paid in Full, enter the number paid in full, pressing the enter key to advance.

Line IIC1e(3), Otherwise Resolved, enter the number, principal and interest values, pressing the enter key to advance.

Line IIC1f, Adjustments, enter the number, principal and interest, pressing the enter key to advance. Line IIC1g will be populated as the sum of data previously entered.

Line IIC2, Pending Justice Concurrence for Termination of Collection Action or Compromise, enter the number, principal and interest, pressing the enter key to advance.

Line IIC3b, Agency Council Activity, New Claims, enter the number, principal and interest, pressing the enter key to advance.

Line IIC3c, Agency Council Activity, Resolved, enter the number, principal and interest, pressing the enter key to advance.

Line IIC3d, Agency Council, Adjustments, enter the number, principal, and interest pressing the enter key to advance. Line IIC3e, Ending Balance will be populated as the sum of data already entered. The cursor will advance to the footnotes, enter as applicable.

FOLLOW "RED-LINE" PROMPTS TO; <END> Commit data,
<F9> Enter another appropriation
<F10> - To Exit.

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SECTION B, EXECUTE RECON/EDIT REPORTS :

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

Selection 3 - Civil Accounting Functions. Press Enter.

Selection 5 - Execute Reconciliation/Edit. Press Enter.

Arrow down to Schedule 9 report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter RCONCX. 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
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SECTION B, EXECUTE RECONCILIATION/EDIT REPORTS

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.

PRESS END

Use the end 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.

User is at screen HQ1.3.4 - Execute Reconciliation/Edit Reports

ARROW DOWN

To select report. Press Enter.

User is at screen HQ1.3.5 - Reconciliation Request Screen

ENTER CHOICE

1,2,3 or 4 Press Enter

FOA

Enter EROC. Press Enter.

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SECTION C, VIEW RECONCILIATION/EDIT REPORTS

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

Selection 3 - Civil Accounting Functions. Press Enter.

Selection 6 - View Reconciliation/Edit Reports. Press Enter.

Arrow down to Schedule 9 report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter RCONCV. 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
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SECTION C, VIEW RECONCILIATION/EDIT REPORTS

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.

PRESS END

Use the end 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.

User is at screen HQ1.3.4 - View Reconciliation/Edit Reports

ARROW DOWN to desired report. Press Enter

The current reconciliation/edits for the report previously selected will be displayed on the screen. The reports are displayed via the UNIX pg command and you will be prompted on how to scroll through each page of the report. At the end of the reconciliation/edits you will be prompted to "Press Enter to return to SQL Forms" and you will be returned to the report selection menu. <F10> to Exit.

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SECTION D, GENERATE & VIEW REPORTS

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

Selection 3 - Civil Accounting Functions. Press Enter.

Selection 7 - Reports. Press Enter.

Arrow down to Civil Accounting reports. Press Enter.

Arrow down to Schedule 9 report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter VCSCH9. 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.

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SECTION D, GENERATE & VIEW REPORTS

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.

PRESS END

Use the end 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.

User is at screen HQ1.3.3.1 - Report Selection Menu

ARROW DOWN to desired report.

Press Enter

User is at screen HQ1.8.2 - CEEMIS Report Selection Screen CIVIL Schedule 9

FOR PERIOD ENDING

Enter month and year of
report to print (MMYY).
Automatically moves to
next field.

REPORT LEVEL

Enter District (DIS),
Division (DIV) or
Corporate (CRP).

APPROP DESIGNATION CODE

Enter Civil (C),
Revolving Fund (R), or

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PRINT/LIST WHEN PRODUCED

Enter (P) for print or
(L) for list to the
screen. Automatically
moves to next field.

COPIES

Enter the number of
copies. Press Enter.

PRINTER

Enter your CEAP Station
printer name or <F4> for
a list to choose from.
Highlight and press enter.

RETENTION DAYS

Enter the number of days
to retain your print file
(usually one(1)). Press Enter.

OK TO PROCEED

Enter yes(Y) or no(N)

The report previously selected will be displayed on the screen. The reports are displayed via the UNIX pg command and you will be prompted on how to scroll through each page of the report. At the end of the report you will be prompted to "Print reports now?", "Delete reports now", and "Press Enter to return to SQL Forms", you will be returned to the report selection menu. <F10> to Exit.

