

CHAPTER 10
CIVIL WORKS STANDARD GENERAL LEDGERS REPORT

PURPOSE:

To provide screen navigation for creating/updating the Civil Works Standard General Ledgers (SGL) report, executing and viewing reconciliations, and generating/printing reports.

DUE DATE

The (SGL) reports are to be submitted no later than the seventh calendar day following the end of a month.

BACKGROUND:

The CEEMIS Civil Works (SGL) system must be open for submission, individual submissions will be closed based on acceptance of reports by the UFC.

FOA's may load their (SGL) data files initially after logging onto CEEMIS or enter the Create/Update screens to enter small reports directly into the database via the Create/Update form. Menu options exist for the execution of reconciliations/edits, and obtaining reports. After viewing the reconciliation reports, if the report contains errors the user may edit the submission via the Create/Update forms. User then must execute the reconciliations/edits again. User is not considered accepted until reconciliations/edits are executed and all data has been submitted successfully.

ACCESS PERMISSIONS:

- a. User must have create/update permissions (C) for the applicable FOA to load data files, create or update reports, and execute or view reconciliation/edit reports.
- b. User must have generate/view permissions (G) for the applicable FOA to generate or view reports if they do not have create/update permissions. This does not allow the user to create or update report data.
- c. User must have view permissions (V) for the applicable FOA to view reports that have been submitted and accepted at the UFC. This does not allow the user to create/update or generate report data.
- 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

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Report Level users can generate reports for the entire command. UFC Command Report Level users can perform functions for the entire command.

PROCEDURES:

- a. District user generates the COEMIS/CEFMS data file at month end.
- b. District user can then edit the data file on their local mainframe prior to submitting to CEEMIS or can wait until after transmission is completed in CEEMIS.
- c. District user logs onto CEEMIS and selects the LOAD option under the Civil Accounting Functions Menu option. District user selects to load the COEMIS data file or the CEFMS data file.
- d. District user then executes the reconciliations/edits and views the results. Any errors existing must be corrected and the data reloaded to the database. User performs edit functions at this time in CEEMIS under the Edit option in the Load procedure.
- e. District generates CEEMIS (SGL) reports from the reports menu option.

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SECTION A - CIVIL WORKS SGL DATA

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

- | | |
|--------------------------------|--------------|
| 3 - Civil Accounting Functions | Press Enter. |
| 4 - Load COEMIS Data | Press Enter. |
| 1 - Load Civil General Ledger | Press Enter. |

You are now at Screen HQ3.4.1 - Load COEMIS Data.

From this menu user selects one of the following options:

- 1 - DOWNLOAD FILE (Press Enter)

User will be prompted for the information required to FTP to the mainframe where the Civil (SGL) data file resides. It is imperative that the User know the file name, family or machine name, path to the file to retrieve, rather or not the file resides on a CYBER or UNIX machine, and the family name if different than the machine name. Once the FTP procedure has been executed the data will then be loaded automatically to the UFC database. Once the load is complete the user will press enter and return to this menu.

WARNING: PLEASE BE SURE THAT THE USER THAT WILL HAVE TO EDIT THE DATA FILE AND EXECUTE THE RECONCILIATIONS/EDITS IS THE USERID THAT IS LOGGED IN AT THE TIME THIS OPTION IS USED. OTHERWISE, THE DATA WILL NOT BE IN THE RIGHT DIRECTORY FOR THEM TO PERFORM THE NECESSARY FUNCTIONS.

A. Enter the name of the Civil (SGL) data file to be retrieved at CPC23 (UFC database). Enter the file name in either upper or lower case depending on whether your file exists in the UNIX environment or on the CYBER.

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SECTION A - LOAD CIVIL WORKS SGL DATA

- B. Enter the machine name where the data file resides. For example: If the file is on the CEHQ family it is CPC3.

- C. Enter the complete directory path where the file resides locally. (DO NOT INCLUDE THE FILE NAME IN THIS PATH). Be sure to enter the path either upper or lower case depending on the type of operating system you are on.

- D. Enter in uppercase the FOA code.

- E. Enter in upper case Y if COEMIS/CYBER or N if CEFMS/UNIX.

- F. Enter the USERID that is used to log onto the machine where the data file resides. CEFMS users must enter in lowercase if going to the UNIX operating system.

- G. Enter the login password for the USERID above. CEFMS users must enter in lowercase if going to the UNIX operating system.

- H. COEMIS users must enter the family name. CEFMS users will not be prompted for this.

2 - LOAD DOWNLOADED FILE (Press Enter)

User will use this option to load all five into the CEEMIS ORACLE tables on the UFC mainframe. Options 3 through 7 may be used to load individual reports (one at a time).

NOTE: IF USER IS GIVEN AN ERROR MESSAGE OR THE SCREEN IS BLANK WHEN THIS OPTION IS SELECTED THEN THE DATA FILE DOES NOT EXIST FOR THAT USER TO PERFORM THE EDITS. THE SYSTEMS ACCOUNTANT SHOULD BE CONTACTED IN ORDER TO HAVE THE DATA FILE COPIED OVER TO THE \$HOME DIRECTORY OF THE INDIVIDUAL THAT IS LOGGED IN TO EDIT THE DATA FILE.

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SECTION A - LOAD REVOLVING FUND DATA

8 - Previous menu (Press Enter)

This option is used to exit this menu or user can press F10 to exit as well.

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SECTION B - CREATE/UPDATE OR EDIT DATA

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 desired report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter CCGLTB. 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.

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SECTION B - CREATE/UPDATE OR EDIT DATA

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.

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 - Civil General Ledger Form

FOA CODE

Enter your FOA code. Automatically skips to the EDIT information. Arrow down to desired editing function, and hit the ENTER key.

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SECTION B - CREATE/UPDATE OR EDIT DATA

ENTER REPORT DATA AS PROMPTED Edit each applicable functional area of the Civil General Ledger form. Total fields will be calculated (self-populating) for ease of data entry.

Press <END> to commit the current Civil (SGL) report, then press <F10> to exit.

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SECTION C - EXECUTE RECONCILIATIONS & EDIT REPORTS

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

Press CTRL F1 to move to the smart code field. Enter RCONCX. {Press Enter}

Use down arrow key to move to GENERAL LEDGER RECON {Press Enter}

OR

Enter 5 {Press Enter}

You are now at Screen HQ1.3.4 - CEEMIS Execute Reconciliation/Edit Reports Menu (Civil Reports)

Use down arrow key to move to desired recon. {Press Enter}

You are now at screen HQ1.3.5 - Reconciliation Request Screen.

CHOICE

Enter 1 {Press Enter}

FOA

Enter FOA CODE for the appropriate FOA being reconciled. {Press Enter}

Report will now execute and user will press enter to be returned to this HQ1.3.5.

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SECTION C - EXECUTE RECONCILIATION & EDIT REPORTS

From this screen user can press F10 to exit or enter 4.

User will be taken back to the reconciliation submenu in order to execute another FOA reconciliation. All reconciliations can be executed before viewing. Each reconciliation report is written to a separate file based on the FOA code. The particular FOA report is overwritten each time the execution is performed.

If user does not need to execute any other reconciliations, then press F10 to exit the submenu.

NOTE: The data file generated for the reconciliation/edit report is located under the directory: /cars/ceemis/recon in a file name in the following format: FOArcongl.lis {Replace FOA with the FOA code in uppercase}

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SECTION D - VIEW RECONCILIATION/EDIT REPORT

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ!.0)

ENTER CHOICE

Press CTRL F1 to move to the
smart code field. Enter
RCONCV. {Press Enter}

You are now at Screen HQ1.3.4 - CEEMIS Execute Reconciliation/Edit Reports Menu (Civil Reports)

Use down arrow key to move to
desired recon. {Press Enter}

OR

Enter 6 {Press Enter}

You are now at Screen HQ1.3.4 - CEEMIS View Reconciliation/Edit Reports Menu (Civil Reports)

Use down arrow key to move to
desired recon {Press Enter}

You are now at Screen HQ1.3.6.1 - Reconciliation View Screen

CHOICE

Enter 1. Skips to next field.

FOA

Enter FOA CODE for the
appropriate FOA being viewed.
{Press Enter}.

PRINT/LIST

Enter P or L {Press Enter}.

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SECTION D - VIEW RECONCILIATION/EDIT REPORT

P - Sends report to the printer identified once the report is generated.

L - Lists the report to the screen to view once generated. If the report would then need to be sent to a printer, user would enter P when returned to the screen, press enter, enter a printer site and press enter again.

If L was selected, the report will now appear on the screen. Press Enter to view additional pages of the report or 'q' in lowercase to quit the view. At end of file marker (EOF), press enter or type 'q' to quit. Press enter to return to the view menu option screen.

To view another FOA, press SHIFT TAB to move to the FOA field. Once in the FOA field enter the next FOA Code then press enter again to view that report. Follow the same instructions as above for exiting the report.

To exit the view menu option screen, press F10 or SHIFT TAB to CHOICE field and enter 4.

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SECTION E - TO GENERATE REPORTS

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

Enter 3 {Press Enter}

Enter 7 {Press Enter}

Use down arrow key to move to
Accounting Functions
{Press Enter}

Use down arrow key to move to
Civil Reports {Press Enter}

Use down arrow key to move to
desired report {Press Enter}

OR

Enter 8 {Press Enter}

Use down arrow key to move to
Accounting Functions
{Press Enter}

Use down arrow key to move to
Civil Reports {Press Enter}

Use down arrow key to move to
desired reports {Press Enter}

You are now at Screen HQ1.8.2 - CEEMIS Report Selection Screen.

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SECTION E - TO GENERATE REPORTS

FOR PERIOD ENDING

Enter the accounting period for the report. Format must be MMY. Skips to next field.

REPORT LEVEL

Enter DIS. Skips to next field.

FOA

Enter the FOA Code. Skips to next field.

PRINT/LIST WHEN PRODUCED

Enter P or L. {Press Enter}

P - Sends report to the printer identified once the report is generated.
L - Lists the report to the screen to view once generated. If the report would then need to be sent to a printer, user would have to regenerate from this screen or press F10 to exit this screen and select the option

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SECTION E - TO GENERATE REPORTS

PRINT/LIST/DELETE ALREADY
GENERATED REPORTS. User
would select the report
from this list, identify
the printer, then press
END to execute the print.

If L was selected, the report will now appear on the screen. Press Enter to view additional pages of the report of 'q' in lowercase to quit the view. At the end of the file marker (EOF), press enter or type 'q' to quit. Press enter to return to the view menu option screen.

COPIES

Defaults to one. If more
copies are desired, user
enters the number.
{Press Enter}.

PRINTER

Enter the remote highspeed
printer name for the report
to be sent to. If user
does not know for sure what
that printer station is,
press F4 to select it from
the valid printer list.
{Press Enter}.

RETENTION DAYS

Defaults to a required
number of retention days.
If user desires to retain
the file longer or shorter,
enter the number of days.
{Press Enter}.

OK TO PROCEED?

Enter Y. {Press Enter}

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At this point a message will appear at the bottom of the screen that the report is being generated in the background. Press Enter to acknowledge the message.

Press F10 to exit.