

## **CHAPTER 13 CHECK ISSUE REPORT**

### **PURPOSE:**

To provide screen navigation for creating/updating the Check Issue report, executing and viewing reconciliations, and generating/printing reports.

### **DUE DATE**

The Check Issue reports are to be submitted no less than weekly and are due at the UFC NLT COB on Monday, for the preceedings weeks daily business. All FOA's are reminded that canceled/voided checks must also be submitted with zero dollar values.

### **BACKGROUND:**

The CEEMIS Check Issue system will remain open for submission, individual transmittals will be closed based on the date the UFC transmitted all check issued to DFAS-IN during the current accounting period.

FOA's may load Check Issue data files initially after logging onto CEEMIS or enter the Create/Update screens to enter small transmittals directly into the database via the Create/Update form. Menu options exist for the execution of reconciliations/edits, obtain reports by DSSN or Transmittal Number, and Missing Check reports.. After viewing the reconciliation reports, if the report contains errors then user may either edit the data file in CEEMIS and then reload the data file that was edited, or 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 check issues have been submitted successfully.

### **ACCESS PERMISSIONS:**

- a. User must have create/update permissions for the applicable FOA/DSSN in order to create or update report data, execute or view reconciliation/edit reports, generate or view reports, and load the data file.
- b. User must have generate/view permissions for the applicable FOA/DSSN in order 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 for the applicable FOA/DSSN in order to view reports only

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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 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 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 Check Issue reports from the reports menu option.

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### SECTION A - LOAD CHECK ISSUE DATA

#### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

#### ENTER CHOICE

3 - Civil Accounting Functions    Press Enter.    **OR**    4 - Military Accounting Functions

4 - Load COEMIS Data            Press Enter.

3 - Load Check Issue Data       Press Enter.    **OR**    4 - Load Check Issue Data

You are now at Screen HQ3.4.3 - Load Civil Check Issue Data.

From this menu user selects one of the following options:

1 - DOWNLOAD AND LOAD DATA FILE (Press Enter)

User will be prompted for the information required to FTP to the mainframe where the Check Issue 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 Check Issue data to be retrieved to the 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.

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

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### SECTION A - LOAD CHECK ISSUE DATA

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 - EDIT DOWNLOADED FILE (Press Enter)

User will use this option to edit the data file that was downloaded to the UFC mainframe. This option will place the user into a NOS/VE editor mode. Be sure to pay attention to the new functions on the screen for editing this file. Once editing is complete, user presses F6 to save the data file. User presses enter to return to this menu.

**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.**

#### 3 - RELOAD DOWNLOADED FILE (Press Enter)

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### **SECTION A - LOAD CHECK ISSUE DATA**

User will use this option to reload the edited data file to the UFC database. This option should only be used if the file was edited via Option 2 in CEEMIS. If the data file was edited outside of

CEEMIS then the data file would have to be reloaded via Option 1 again in order to have the correct data.

**NOTE: IF THE USER IS GIVEN AN ERROR MESSAGE THAT THE FILE DOESN'T EXIST, THEN THE DATA FILE MUST BE COPIED TO THE USER'S \$HOME DIRECTORY. CONTACT THE SYSTEMS ACCOUNTANT FOR ASSISTANCE.**

A. Enter The FOA Code. Press CTRL F2.

4 - 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 Check Issue report. Press Enter.

**OR**

Press CTRL F1 to move to the smart code field.

**SMART CODE**

Enter CCCHKI. 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 HQ1.3.14.1 - CIVIL CHECK ISSUE

DSSN CODE

Enter your DSSN code. Automatically skips to the Transmittal information. Enter F4 for list or leave blank for new checks.

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ENTER REPORT DATA AS PROMPTED    Enter each field of the Check Issue report as prompted. Total fields will be calculated (self-populating) for ease of data entry.

APPROPRIATION

Enter appropriation code (ie., 96 NA X 3122, etc) Automatically moves to next field. <F4> may be entered to select from previously entered data.

CHECK NUMBER

Enter Check No. Press Enter.

CHECK DATE

Enter the date the check was written. Press Enter.

CHECK AMOUNT

Enter the dollar value of amounts to be reported.

PAYEE ID

Enter voucher number or other Identification in this field.

Press <END> to commit the current check issue 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}

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

Use down arrow key to move to CHECK ISSUE RECON. {Press Enter}

**OR**

Enter 3 {Press Enter}  
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 CHECK ISSUE RECON. {Press Enter}

You are now at screen HQ1.3.5 - Reconciliation Request Screen (CHECK ISSUE RECON).

**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: FOArcon11.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  
CHECK ISSUE RECON. {Press Enter}

**OR**

Enter 3 {Press Enter}  
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  
CHECK ISSUE RECON {Press Enter}

You are now at Screen HQ1.3.6.1 - Reconciliation View Screen (CIVIL CHECK ISSUE RECON)

**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 CHECK ISSUE 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  
Civil Accounting Functions  
{Press Enter}

Use down arrow key to move to  
DISBURSING REPORTS {Press Enter}

Use down arrow key to move to  
CHECK ISSUE {Press Enter}

**OR**

Enter 8 {Press Enter}

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

Use down arrow key to move to  
DISBURSING REPORTS {Press Enter}

Use down arrow key to move to  
CHECK ISSUE {Press Enter}

You are now at Screen HQ1.8.2 - CEEMIS Report Selection Screen (CIVIL CHECK ISSUE).

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**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.

**REPORT BY DSSN / TRANSMITTAL NO. / MISSING CHECKS**

Enter D for report by DSSN  
Enter T for report by TL #  
OR Enter M for Missing Checks

**FOA**

Enter the FOA Code. Skips to next field.

**DSSN**

Enter your DSSN, skips to print or list and a automatically populates the FOA Code, OPERATING AGENCY from the FOA table.

**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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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.