

CHAPTER 14
FINANCIAL POSITION/BALANCE SHEET
Revolving Fund General Ledgers

PURPOSE:

To provide screen navigation for creating/updating the Revolving Fund Standard General Ledgers Report (RF Gen Led), executing and viewing reconciliations, and generating/printing reports.

DUE DATE:

The RF Gen. Led. reports are to be submitted no later than the eighth working day following the end of the month.

BACKGROUND:

The CEEMIS RF Gen. Led. system must be open for submission, individual submissions will be closed based on acceptance of reports by the UFC.

FOA's may load RF Gen.Led. 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, obtain reports. After viewing the reconciliation reports, if the report contains errors then 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 check issues have been submitted successfully.

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, generate or view reports, and load the data file.
- b. User must have generate/view permissions for the applicable FOA 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 that have been submitted and accepted at the UFC. This does not allow the user to create/update or generate report data.

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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 data file or utilizes the CEFMS (S) submit option at month end.
- b. District COEMIS 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. After the report is loaded into CEEMIS the user should make all correction/editing through the Create/Update option within the Revolving Fund Accounting Functions menu.
- c. District COEMIS user logs onto CEEMIS and selects the LOAD option under the Revolving Fund Accounting Functions Menu option.
- d. District user then executes the reconciliations/edits and views the results. Any errors existing must be corrected and the reconciliations/edits reran until the submission has been accepted.
- e. District generates CEEMIS RF Gen.Led. reports from the reports menu option.

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SECTION A - LOAD REVOLVING FUND 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 UNIX.

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

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

- H. COEMIS users must enter the family name. UNIX 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 5 - Revolving Fund 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 CR3017. 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 HQ3.6.1.1 - ENG3017C

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 ENG 3017C. Total fields will be calculated (self-populating) for ease of data entry.

Press <END> to commit the current ENG3017C report, then press <F10> to exit.

SECTION C - EXECUTE RECONCILIATIONS & EDIT REPORTS

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SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

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

Use down arrow key to move to RF GEN LED RECON. {Press Enter}

OR

Enter 5 {Press Enter}

Enter 6 {Press Enter}

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

SECTION C - EXECUTE RECONCILIATION & EDIT REPORTS

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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
VCONRV. {Press Enter}

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

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

OR

Enter 7 {Press Enter}

You are now at Screen HQ1.3.4 - CEEMIS View Reconciliation/Edit Reports Menu (Revolving
Fund 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 8 {Press Enter}

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

Use down arrow key to move to
Revolving Fund 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
Revolving Fund 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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SECTION E - TO GENERATE REPORTS

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.