

CHAPTER 21
REPORT ON BUDGET EXECUTION
(SF - 133)

PROCEDURE:

A. The user completes data entry of each field of the SF133 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 an error free transmission to the UFC.

C. Once all edits/reconciliations have been passed, the user should print and retain on file 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 budget execution. All FOA's responsible for submitting the SF133 to the HQUSACE Finance Center must perform this function.

DUE DATE:

The SF133 report is due at the UFC COB on the 10th working day of the month following 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 SF133 report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter CC133. 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 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 HQ1.3.16.1 - SF133

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 SF133, (Parts I,II & III) prompted. See OMB Circular A-34 for report formulation. Total fields will be calculated (self-populating) for ease of data entry. After entering the appropriation limitation the total outlays reported on line 14 will be populated as the sum of amounts reported on the SF1220.

Line 1A, Appropriations Realized, enter the amount of CFY Net Allotments received as reflected on the ENG3011A column (C) for Direct projects only.

Lines 1B - 1D, Are for HQUSACE use only.

Line 2A, Brought forward October 1, enter the amount of the unobligated balance 1 Oct as reflected on the ENG3011A column (B) for both Direct and Reimbursable projects.

Line 2B, are for HQUSACE use only.

Line 3A, enter the amount of reimbursements earned (Net accrued expenditures on reimbursable projects) as reflected on the ENG3011A column (E) for the Reimbursable Projects only. NOTE: If this amount does not equal G.L. 131.25 Reimb. To Approp. CFY of the ENG3011B report you MUST utilize the ENG3011B figure.

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SECTION A, CREATE/UPDATE REPORTS :

Line 3B, Change in Unfilled Orders, enter the difference between unfilled orders end of period, (ENG3011A Unobligated Balance End Of Period column {J} PLUS ENG3011A Undelivered Orders End Of Period column {F}) and unfilled orders beginning of period, (ENG3011A Unobligated Balance 1 Oct column {B} PLUS ENG3011A Undelivered Orders 1 Oct column {G})

Line 3C, Anticipated for rest of year, enter the anticipated increase or decrease in reimbursable earnings and unfilled orders for the remainder of the fiscal year. This amount is not tracked in the accounting system and should be obtained from the appropriate Resource Management Budget channels.

Line 4A, Actual, enter as a positive amount, the actual dollar value of deobligations (recoveries) for both the current and prior fiscal years. Recoveries are applicable to both the Direct and Reimbursable programs.

Line 4B, Anticipated for rest of year, enter as a positive amount, the actual dollar value of deobligations (recoveries) for both the current and prior fiscal years. Recoveries are applicable to both the Direct and Reimbursable programs. This amount is not tracked in the accounting system and should be obtained from the appropriate Resource Management Budget channels.

Lines 5 and 6, are for HQUSACE use only.

Line 7, Total Budgetary Resources, will be self populated with the sum of lines 1 through 6. For the purposes of verification, Line 7 less amounts reported on lines 3C, and 4B will equal the ENG3011A Total Available for Obligation column {D}, UNLESS ENG3011A Net Accrued Expenditures column {E} does not equal ENG3011B G.L. 131.25 Reimb. To Approp. CFY.

Line 8, Obligations incurred, enter the amount of obligations incurred fiscal year to date as reported on ENG3011A column {H} for direct programs and ENG3011A column {H} PLUS the amount reported on line 3B for reimbursable programs.

Lines 9A,B and or C, Unobligated Balances Available, enter the net difference between line 7 less Line 8 of this report on the applicable category A, B or other as defined in OMB Circular A-34.

Lines 10 A through E, are for HQUSACE use only.

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SECTION A, CREATE/UPDATE REPORTS :

Line 11, Total Budgetary Resources, will be self populated as the total of lines 8 through 10. For the purposes of verification, line 11 must equal line 7 of the SF133 report.

Line 12, Obligations incurred, Net, will be self populated as line 8 less line 3A less line 3B less line 4A.

Line 13A, Obligated Balance as of October 1, enter the amount of Net Unpaid Obligations 1 Oct from the ENG3011B report.

Line 13B, is for HQUSACE use only

Line 13C, Obligated Balance End Of Period, enter the amount of Net Unpaid Obligations end of period from the ENG3011B report.

Line 14, Outlays, will be self populated as sum total of all amounts reported on the SF1220 reports for the current fiscal year. Line 14 must also equal Line 12 plus Line 13A plus Line 13B less Line 13C.

Line 15A, Accounts Payable as of October 1, enter the amount of G.L. 141 net of G.L. 113.3 and 113.4 for the period 1 Oct from the ENG3011B report.

Line 15B, is for HQUSACE use only

Line 15C, Accounts Payable End Of Period, enter the amount of G.L. 141 net of G.L. 113.3 and 113.4 for the end of period from the ENG3011B report.

Line 16, Accrued Expenditures, will be self populated as Line 14 less Line 15A less Line 15B plus Line 15C. For the purposes of verification the amount on Line 16 must agree with ENG3011A column {E} for Direct funds, and will equal \$0.00 for Reimbursable funds (unless there is a difference between the ENG3011B Accrued Expenditures - Reimbursable Activity To Date and the G.L. 131.25 Reimb. To Approp. CFY figures).

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SECTION A, CREATE/UPDATE REPORTS :

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 SF133 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 SF133 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 SF133 report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter VC133. 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.

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 SF133

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).

FOA

Enter your Civil FOA Code

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SECTION D, GENERATE & VIEW REPORTS

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.