

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

PROCEDURE:

A. The user completes data entry of each field of the Natural Resource & Recreational Management Cost Report 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 the Natural Resource & Recreational Management Cost Report. All FOA's responsible for submitting this report to the USACE Finance Center must perform this function.

DUE DATE:

The Natural Resource & Recreational Management Cost Report is due at the UFC COB on the 14th on Novenber each year. 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.

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

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.

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

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 Natural Rsrce & Rec Mgmt. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter CCNRRM. 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.

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

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.X.X - Natural Resource & Recreational Management Cost Report

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.

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

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 Natural Resource & Recreational Management Cost Report as prompted. See ER37-2-10, Chapter 20, pages (20-14a,b & 20-19c) for report formulation. Total fields will be calculated (self-populating) for ease of data entry.

Line 605, Natural Resource Management, no entry, header

Line 605.1, Management of Natural Resources Excluding Fish Hatcheries, enter the current fiscal year costs associated with feature/subfeature account number 605.1

Line 605.2, Operation of Fish Hatcheries, enter the current fiscal year costs associated with feature/subfeature account number 605.2

Line 605.3, Fish Passage Activities, enter the current fiscal year costs associated with feature/subfeature account number 605.3

Line 605.4, Management of Archaeological and Cultural Resources, enter the current fiscal year costs associated with feature/subfeature account number 605.4

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

SECTION A, CREATE/UPDATE REPORTS :

Line 606, Recreation Management, no entry, header

Line 606.1 Management of Recreation Areas and Facilities, enter the current fiscal year costs associated with feature/subfeature account number 606.1

Line 606.2 Operations of Visitor Centers, enter the current fiscal year costs associated with feature/subfeature account number 606.2

Line 606.3 Management of Recreation Areas and Facilities Using Recreation Use Fee Funds, enter the current fiscal year costs associated with feature/subfeature account number 606.1

Line 606.4 Master Plans, enter the current fiscal year costs associated with feature/subfeature account number 606.4

Line 624, Natural Resource Facilities, no entry, header

Line 624.1, Maintenance of Natural Resource Facilities, enter the current fiscal year costs associated with feature/subfeature account number 624.1

Line 624.2, Maintenance of Fish Hatcheries and Fish Passage Facilities, enter the current fiscal year costs associated with feature/subfeature account number 624.2

Line 624.3, Maintenance of Archeological and Cultural Buildings, Sites, Structures or Objects, enter the current fiscal year costs associated with feature/subfeature account number 624.3

Line 624.4, Environmental Compliance at Dam Structures, enter the current fiscal year costs associated with feature/subfeature account number 624.4

Line 629, Maintenance of Recreational Facilities, no entry, header

Line 629.1, Maintenance of Recreation Facilities Including Buildings, Grounds, and Utilities, enter the current fiscal year costs associated with feature/subfeature account number 629.1

Line 629.2, Road and Bridge Maintenance - Recreational, enter the current fiscal year costs associated with feature/subfeature account number 629.2

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

SECTION A, CREATE/UPDATE REPORTS :

Line 629.3, Erosion Control in Recreation Areas, enter the current fiscal year costs associated with feature/subfeature account number 629.3

Line 629.4, Maintenance of Visitors' Centers, enter the current fiscal year costs associated with feature/subfeature account number 629.4

Line 629.5, Maintenance and Purchase of Permanenet Operating Equipment for Recreational purposes, enter the current fiscal year costs associated with feature/subfeature account number 629.5

Line 629.6, Correction of OSHA Deficiencies on Recreational Facilities, enter the current fiscal year costs associated with feature/subfeature account number 629.6

Line 629.7, Maintenance of Recreational Facilities for Energy Conservation, enter the current fiscal year costs associated with feature/subfeature account number 629.6

Line 629.8, Correction of Sanitary Deficiencies, enter the current fiscal year costs associated with feature/subfeature account number 629.8

Line 629.9, Maintenance Using Special Recreation User Fee Funds, enter the current fiscal year costs associated with feature/subfeature account number 629.9

Line 607, Condition and Operation Studies and Activities, no entry, header

Line 607.54, Fisheries Development Activities, enter the current fiscal year costs associated with feature/subfeature account number 607.54

Line 634, Engineering and Design (E&D), no entry, header

Line 634.31, Natural Resources, enter the current fiscal year costs associated with feature/subfeature account number 634.31

Line 634.32, Recreation, enter the current fiscal year costs associated with feature/subfeature account number 634.32

Line Operation and Ordinary Maintenance TOTAL, will be populated with the sum of all costs in lines previously entered in this section.

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

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 Natural Rsrc & Rec Mgmt 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
pop up window to the
desired selection.

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

SECTION B, EXECUTE RECON/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.

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

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 Natural Rsrc & Rec Mgmt 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 to the desired selection.

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

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.

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

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 Natural Rsrc & Rec Mgmt report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter VCNRRM. 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 to the
desired selection.

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

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.X.X - CEEMIS Report Selection Screen Natural Resource & Recreational Management Costs

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).

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT

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.

CHAPTER 23
NATURAL RESOURCE & RECREATIONAL MANAGEMENT COST REPORT