

**CHAPTER 25**  
**HQUSACE COMMAND LEVEL REPORTS**

**PURPOSE:**

To provide screen navigation for generating/printing command level reports and viewing report data submitted.

**DUE DATES**

This information will be provided at a later date.

**BACKGROUND:**

User can generate current or prior accounting period reports at any time. User needs to be sure to view the status of all FOAs for that report, if in the current accounting period, prior to generating any reports to be sure that all FOAs will be included in the report generated.

User can view current or prior accounting period reports at any time. User needs to be sure to view the status of all FOAs for that report, if in the current accounting period, prior to viewing to ensure that the report data is accurate.

**ACCESS PERMISSIONS:**

**System Permissions:**

The user must have the following:

- A. PC with modem or LAN connections in order to create a connection to the CEAP network. Contact your local IM support for assistance.
- B. Valid USERID/PASSWORD for the following U-PASS capabilities:
  - 1. HQCEEMIS ORACLE SID S0HQRP1 on CPC23.

Contact your local TASO, ISSO or U-PASS administrator for assistance.

C. User must be approved by the command responsible employee as a valid CEEMIS user. This is done after the user logs on CEEMIS and establishes their userid information and requests their access.

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### **CEEMIS PERMISSIONS:**

User cannot use CEEMIS menu options other than option 2 to request their access or option 1 to exit until they have been approved by the responsible employee.

User must have generate/view or view report capabilities for each report.

User is validated as either a Command Level user, UFC user or DBA. The Command Level users will only be granted access to either generate or view report data. UFC Level users will be able to update, delete, insert or select all report data as applicable. DBAs will have global permissions.

The HQUSACE/UFC Responsible Employees are: Mr. Herbert Drake, Ms. Linda Stoutenburgh or Ms. Dora Wilson.

Responsible Employees will follow the guidance issued under Chapter 25 - Section C to Approve and/or Revoke CEEMIS access.

CEEMIS users will follow the guidance issued under Chapter 25 - Section B to Request Access.

### **CEEMIS REPORT LEVELS:**

All reports generated in CEEMIS are designed to be done at certain report levels. A user can generate a DIS report level which will be for a single district; a DIV report level which will be for all districts within that division or a CRP report level which will be a consolidated (summary) report for the entire command.

### **CEEMIS LOGIN PROCEDURES:**

1. User connects to the CEAP network via modem or LAN using VISTACOM with a NOS100 emulator. CORPS220 emulator in VISTACOM used for CEFMS is not compatible. Contact your local IM support for assistance in establishing a separate CEEMIS connection if necessary. **DO NOT USE A CEFMS CONNECTION FOR CEEMIS!!!!**
2. User creates a connection to CPC23 (crec cpc23 or crec ceemis) or telnets to CPC23 (telnet cpc23 or telnet ceemis).
3. If the user is a first time user to the CPC23 mainframe then CEAP billing information must be completed. Complete the billing

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information as required. Contact your local ISSO, TASO, IM Support Office or System Administrator for assistance. Otherwise, user skips to step 4.

4. User will now be at a UNIX system prompt. The system prompt should appear similar to the following:

```
[CPC23: /family name/userid]%
```

All first time users must edit the .login file located in their \$home directory to add a new path command to the .login for CEEMIS. The following steps will be taken to edit the .login.

A. From the system prompt type in lowercase

```
vi .login {press enter}
```

The .login file will appear on the screen. Use the down arrow key to move the cursor beneath the set command.

B. Enter o {lowercase} not zero. A blank line will be created. Type the following command in lowercase:

```
set path=($path /cars/ceemis)
```

C. Press the escape key, then shift colon key, then wq {lower case} then press enter. This will save the new path command in the .login file.

D. At the system prompt type in lowercase login {press enter}

User will then be prompted for login userid and password again. This will now activate the new .login and place user back at the system prompt.

**NOTE: This is a one time procedure only for cpc23. After performing this step, skip to step 5 for all future log ins.**

5. At the system prompt user types in the following command in lowercase:

```
ceemis
```

There will be a short pause and then the CEEMIS application main menu will appear.

If the CEEMIS application main menu does not appear and user gets an ORACLE error message then the user probably does not have the

proper ORACLE grants established. The ORACLE grants should have been established when the ORACLE U-PASS capability was given. Contact the UFC DBA for assistance.

6. If first time user to CEEMIS, user must select choice 2 - Request/Revoke CEEMIS ACCESS from the main menu or choice 1 - Exit CEEMIS. No other menu choices will function until the user has been validated. Otherwise, follow the guidance in each chapter provided for using the CEEMIS application.

7. To exit the UNIX mainframe -- At the UNIX system prompt type exit until logged off.

**CHAPTER 25 - SECTION A**  
**CEEMIS MAIN MENU**

The main menu screen contains menu choices as follows:

1 - EXIT FROM CEEMIS

User is exited from the application and returned to the UNIX system prompt. To log off the UNIX mainframe, type exit until disconnected.

2 - REQUEST/REVOKE CEEMIS ACCESS

All users will need to access this choice to request access to CEEMIS. User will not be able to use CEEMIS until access has been granted by the Responsible Employee. User's access will be revoked from this menu choice as well by the Responsible Employee. Reference Chapter 5 - CEEMIS ACCESS APPROVAL/REVOCATION.

3 - CIVIL ACCOUNTING FUNCTIONS

All users creating, updating, generating or viewing civil financial reports will need access to this module. User will not be able to use this choice until access has been granted. Reference Chapter 6 - CEEMIS CIVIL ACCOUNTING FUNCTIONS MENU and each applicable report chapter.

4 - MILITARY ACCOUNTING FUNCTIONS

All users creating, updating, generating or viewing military financial reports will need access to this module. User will not be able to use this choice until access has been granted. This menu choice is still under development.

5 - REVOLVING FUND ACCOUNTING FUNCTIONS

All users creating, updating, generating or viewing revolving fund financial reports will need access to this module. User will not be able to use this choice until access has been granted. This menu choice is still under development.

6 - FOA DATA MANAGER FUNCTIONS

Users responsible for maintaining the field activity data and the report points of contact data will access this menu choice.

Reference Chapter 13 - Field Activity Data Manager Functions.

#### 7 - UFC DATA MANAGER FUNCTIONS

Users responsible for maintaining the CEEMIS application tables and users that need to view information from various tables will access this menu choice. User will not be able to use this choice until access has been granted.

#### 8 - REPORTS

All users generating or viewing financial reports can access the report modules from this menu choice without using the civil, military or accounting functions menu choices. This will take the user to a submenu to select which accounting function module is applicable. User will not be able to use this choice until access has been granted.

#### 9 - DFAS FILE TRANSFER

USACE Finance Center users responsible for creating, viewing and sending Command data files to DFAS, Army, Air Force and other higher echelons will access this menu choice. User must be a UFC command level access or greater.

#### 10 - GLOSSARY

All users will be able to access this menu choice in order to obtain definitions of terminology used in CEEMIS. This menu choice is still under development.

#### 11 - PBAS FUNCTION

Users responsible for loading and generating PBAS data will access this menu choice. User must be a command level user access or greater.

#### **SMARTCODE:**

CEEMIS has been designed to work via menu choices or using a smart code to go directly to the point on entry. Smartcode use is much more efficient. The user will need to utilize the F4 list from the smartcode field until familiar with the application.

CEEMIS smart codes were designed with logic. The logic used is as follows:

FOR REPORTS:

First Position - C Create  
                  G Generate  
                  V View

Second Position - C Civil  
                  M Military  
                  R Revolving Fund

Remaining Positions - Report Titles.

FOR TABLE MAINTENANCE:

The smart code is usually the table name.

FOR REPORT RECONCILIATIONS/EDITS:

First Four Positions - RCON Reconciliations/edits  
Fifth Position - C Civil  
                  M Military  
                  R Revolving Fund  
6th Position - V View  
                  X Execute

TO EXIT CEEMIS:

EXIT

TO VIEW STATUS OF REPORT SUBMISSIONS:

STATUS

TO VIEW POINTS OF CONTACT FOR REPORT SUBMISSIONS:

POC

TO VIEW FOA INFORMATION:

FOA

**Main Menu Screen Navigation:**

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE** Enter the applicable choice number. {Press Enter}.

**OR**

Press CTRL-F1 to move to the smartcode field.

**SMART CODE** Enter the appropriate smart code. {Press Enter}

**OR**

Press F4 for a list of all the smartcodes available to select from which you have been validated for.

**OR**

Press CTRL-F1 to move to the choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smartcodes 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.

**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 ENTER** Use the enter key to

select the choice.  
System will automa-  
tically move to the  
appropriate screen to  
continue.

**PRESS F10**

Use the F10 key to exit  
the pop up window and  
return to the previous  
screen with no action.

**CHAPTER 25 - SECTION B**  
**CEEMIS ACCESS REQUEST**

**PURPOSE:**

This function is used to initially establish the user and request access capabilities in CEEMIS. All users must perform this function. Once a user has requested their access capabilities then the Responsible Employee will approve or revoke the access requests.

**PROCEDURE:**

A. User completes information about themselves and requests report access capabilities for each applicable report. User requests capabilities to be able to create/update, generate or view report data for the command. User enters ZZ as the FOA code. Only UFC users will be given create/update access for reports. All other HQUSACE users will be given generate or view.

B. Designated Responsible Employee approves/revokes access requests.

C. UFC DBA grants final approval and establishes the access levels in coordination with the Responsible Employee.

D. Once all access permissions and levels have been granted, user is considered an active CEEMIS user. The menu choices and smart codes will now function.

E. Designated Responsible Employee can revoke any user access capability at any time.

**ADDITIONAL INFORMATION:**

Each user is identified as an HQUSACE, UFC or DBA level user.

Reference Chapter 1 for User Access Levels.

**TO REQUEST CEEMIS ACCESS SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0):

**ENTER CHOICE** Enter 2 Request/Revoke  
CEEMIS Access. {Press  
Enter}

User is now at screen HQ1.2 - Ceemis Request Screen.

**USERID** Automatically populated  
with the USERID of the  
user logged in.

**SYS USERID** Automatically populated  
with the OPS\$USERID of  
the user logged in.

**LAST NAME** Enter your last name.  
{Press Enter}

**FIRST NAME** Enter your first name.  
{Press Enter}

**SSN (LAST 4 Digits)** Enter the last four(4)  
digits of your social  
security number (SSN).  
Automatically skips to  
Title field.

**TITLE** Enter your position  
title. {Press Enter}

**OFFICE SYMBOL** Enter your complete  
office symbol. {Press  
Enter}

**COM PHONE #** Enter your complete  
commercial phone number.  
Format must be  
(XXX) XXX-XXXX.  
Automatically skips to  
FTS phone #.

**FTS PHONE #**

Enter your complete  
FTS phone number or  
Press Enter to leave  
Blank. Format must be  
XXX-XXXX.  
Automatically skips to  
FAX phone #.

**FAX PHONE #**

Enter your complete  
FAX phone number.  
Format must be  
(XXX) XXX-XXXX.  
Automatically skips to  
Autovan phone #.

**AUTOVAN PHONE #**

Enter your complete  
Autovan phone number or  
Press Enter to leave  
blank. Format must be  
XXX-XXXX.  
Automatically skips to  
EMAIL address.

**EMAIL ADDRESS**

Enter your email address.  
{Press Enter}. To leave  
blank press enter.

**PRINTER SITE**

Enter your remote printer  
site station name. {Press  
Enter}

Press END to commit data entered.

This information can be changed at any time by the user. User  
moves to the appropriate field to change by pressing enter.  
Remember to press end to commit any changes.

Press F10 to exit the form.

Press one of the Control Functions Keys to request report access  
for the appropriate module.

**CONTROL FUNCTION KEYS:**

CTRL-F1 - REQUEST CIVIL ACCOUNTING FUNCTIONS. Press this function to request access to all civil accounting reports.

CTRL-F2 - REQUEST MILITARY ACCOUNTING FUNCTIONS. Press this function to request access to all military accounting reports.

CTRL-F3 - REQUEST REVOLVING FUND ACCOUNTING FUNCTIONS. Press this function to request access to all revolving fund accounting reports.

CTRL-F6 - REQUEST ACCESS APPROVAL/REVOKE ACCESS. Press this function to approve or revoke user access requests. In order to use this function key user must be identified as the Responsible Employee.

**CIVIL ACCOUNTING FUNCTIONS REQUEST SCREEN NAVIGATION:**

From Screen HQ1.2 - CEEMIS Request Access Screen

Press CTRL-F1.

User is now at Screen HQ1.21 - CEEMIS Request Access Screen For Civil Accounting Functions.

<b>USERID</b>	Automatically populated from previous screen.
<b>LAST NAME</b>	Automatically populated from previous screen.
<b>FIRST NAME</b>	Automatically populated from previous screen.
<b>FOA CODE</b>	Enter ZZ. {Press Enter}
<b>REPORT COLUMN</b>	Enter C, G or V or Press Enter to leave blank. Automatically skips to next report on the list.

Code C represents the capability to create/update/generate/view. Only UFC employees can request this capability.

Code G represents the capability to generate/view. All other HQUSACE employees will use this capability.

Code V represents the capability to view only.

Press END to commit the data entered.

Press CTRL-F1 to view report access requests.

Press F10 to exit form.

**MILITARY ACCOUNTING FUNCTIONS REQUEST SCREEN NAVIGATION:**

From Screen HQ1.2 - CEEMIS Request Access Screen

Press CTRL-F2.

User is now at Screen HQ1.22 - CEEMIS Request Access Screen For Military Accounting Functions.

<b>USERID</b>	Automatically populated from previous screen.
<b>LAST NAME</b>	Automatically populated from previous screen.
<b>FIRST NAME</b>	Automatically populated from previous screen.
<b>FOA CODE</b>	Enter ZZ. {Press Enter}
<b>REPORT COLUMN</b>	Enter C, G or V or Press Enter to leave blank. Automatically skips to next report on the list.

Code C represents the capability to create/update/generate/view. Only UFC employees can request this capability.

Code G represents the capability to generate/view. All other HQUSACE employees will use this capability.

Code V represents the capability to view only.

Press END to commit the data entered.

Press CTRL-F1 to view report access requests.

Press F10 to exit form.

**REVOLVING FUND ACCOUNTING FUNCTIONS REQUEST SCREEN NAVIGATION:**

From Screen HQ1.2 - CEEMIS Request Access Screen

Press CTRL-F3.

User is now at Screen HQ1.23 - CEEMIS Request Access Screen For Revolving Fund Accounting Functions.

<b>USERID</b>	Automatically populated from previous screen.
<b>LAST NAME</b>	Automatically populated from previous screen.
<b>FIRST NAME</b>	Automatically populated from previous screen.
<b>FOA CODE</b>	Enter ZZ. {Press Enter}
<b>REPORT COLUMN</b>	Enter C, G or V or Press Enter to leave blank. Automatically skips to next report on the list.

Code C represents the capability to create/update/generate/view. Only UFC employees can request this capability.

Code G represents the capability to generate/view. All other HQUSACE employees will use this capability.

Code V represents the capability to view only.

Press END to commit the data entered.

Press CTRL-F1 to view report access requests.

Press F10 to exit form.

**VIEW REPORT ACCESS REQUESTS SCREEN NAVIGATION:**

From Screen HQ1.2 - CEEMIS Request Access Screen

Press CTRL-F1 for Civil Accounting Functions or CTRL-F2 for Military Accounting Functions or CTRL-F3 for Revolving Fund Accounting Functions.

User is now at screen HQ1.21 or HQ1.22 or HQ1.23

Press CTRL-F1 again to access the view screens. User is now at screen HQ1.211 or HQ1.221 or HQ1.231.

**USERID** Automatically populated from previous screen.

**LAST NAME** Automatically populated from previous screen.

**FIRST NAME** Automatically populated from previous screen.

Report Access Requests that have been approved will contain "Y" in the approved column.

Report Access Requests pending approval will be blank in the approved column.

Report Access Requests that have been disapproved will no longer appear on the screen. Contact the Responsible Employee regarding any disapprovals.

Once a request has been approved it must be revoked by the Responsible Employee.

Press F10 to exit form.

**DELETE AN UNAPPROVED REQUEST:**

While on Screen HQ1.211 or HQ1.221 or HQ1.231 user can delete any request that contains blank in the approved field. These are requests that have not been approved by the Responsible Employee yet.

To delete use the up/down arrow keys to move the cursor to the report access to be deleted. Press Shift F5. Press END to commit.

Press F10 to exit form.

**CHAPTER 25 - SECTION C**  
**CEEMIS ACCESS APPROVAL/REVOICATION**

**PURPOSE:**

This function is used by the Responsible Employee to approve and/or revoke report access capabilities.

**PROCEDURE:**

- A. Designated Responsible Employee approves and/or revokes each report access capability.
- B. UFC DBA approves each approval/revocation presented by the Responsible Employee.
- C. Once final approval has been granted and access permission levels established, user is considered a valid CEEMIS user.
- D. Once final revocation has been granted, user is no longer a valid CEEMIS user if user has been deleted entirely or user no longer has the capability revoked.

**ADDITIONAL INFORMATION:**

A responsible employee is identified by each field operating activity. The employees are granted authority to approve and/or revoke user access requests for the FOAs responsible for.

Reference Chapter 1C - Responsible Employees for more information.

**APPROVE ACCESS REQUEST SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0):

**ENTER CHOICE** Enter 2 Request/Revoke  
CEEMIS Access. {Press  
Enter}

User is now at Screen HQ1.2 - CEEMIS Request Access Screen.

**USERID** Automtically populated  
with the USERID of the  
user logged in.

**SYS USERID** Automatically populated  
with the OPS\$USERID of  
the user logged in.

Press CTRL F6 - Request Access Approval/Revoke Access.

User is now at Screen HQ1.26- CEEMIS Request Access Screen/Report  
Access Approval.

**USERID** Automatically populated  
with the first userid  
pending approval. The  
system performs the query  
to retrieve all the users  
pending approval for the  
FOAs responsible for.

Press Enter to begin the  
approval process.

**OR**

Press F2 to query a  
specific USERID. Enter  
USERID, press F3 to  
execute the query.

When performing queries or entering into this screen, if only one  
user exists pending approval, an asterisk will appear in the  
lower left hand corner of the screen between the word count and  
the number 1. If multiple users exist there will not be an  
asterisk in this position but an arrow to the right of the number  
1. Use the up/down arrow keys to change USERIDs. If no users

are pending a message will appear to that effect.

**APPROVED**

Cursor is at the first report request access for the user.

Enter Y to approve.

Enter N to disapprove.  
If N is entered when the information is committed the access request is automatically deleted.

Automatically skips to the next report access request.

Continue this process until cursor moves to PIN field.

If an error has been recognized, press F10 to exit without updating any records before entering your PIN.

**PIN**

Enter your PIN. {Press Enter}.

The user data will be committed and the system will automatically query up the next available user.

Press F10 to exit form.

**REVOKE ACCESS REQUEST SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0):

**ENTER CHOICE** Enter 2 Request/Revoke  
CEEMIS Access. {Press Enter}.

User is now at Screen HQ1.2 - CEEMIS Request Access Screen.

**USERID** Automatically populated  
with the USERID of the  
user logged in.

**SYS USERID** Automatically populated  
with the OPS\$USERID of  
user logged in.

Press CTRL F6 - Request Access Approval/Revoke Access.

User is now at Screen HQ1.26.

Press CTRL-F1 - Revoke Users Access.

User is now at Screen HQ1.27

**USERID** Automatically populated  
with the first userid  
pending approval.  
  
Press Enter to begin the  
approval process.

**OR**

Press F2 to query a  
specific USERID. Enter  
USERID, press F3 to  
execute the query.

When performing queries or entering into this screen, if only one user exists pending approval, an asterisk will appear in the lower left hand corner of the screen between the word count and the number 1. If multiple users exist there will not be an asterisk in this position but an arrow to the right of the number 1. Use the up/down arrow keys to change USERIDs. If no users

are pending a message will appear to that effect.

**APPROVED**

Cursor is at the first report request access for the user.

Enter R to revoke. Automatically moves to next report record.

Enter Y to retain or press enter or up/down arrow key to move to next record.

Continue this process until cursor moves to PIN field.

If an error has been recognized, press F10 to exit without updating any records before entering your PIN.

**PIN**

Enter your PIN. {Press Enter}.

A pop up window will appear to confirm the changes made.

Enter Y if okay. {Press Enter}.

Enter N to cancel changes. {Press Enter}.

The user data will be committed and the system will automatically query up on the next available user.

While on Screen HQ1.27 the Responsible Employee can revoke user access completely. This option should only be used if the user has left the organization and will not need access to CEEMIS any longer. Press CTRL-F1. A pop up window will appear to Revoke User's Access Completely. Enter Y and press enter. Cursor will move to PIN. Enter PIN. Press Enter.

Press F10 to exit form.



**CHAPTER 25 - SECTION D  
VIEW FOA/REPORT STATUS**

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE**

Press CTRL-F1 to move to Smartcode field.

**SMARTCODE**

Enter STATUS. {Press Enter}

**OR**

Press CTRL-F1 to move to Enter Choice field.

**ENTER CHOICE**

7 - UFC Data Manager Functions {Press Enter}.

Press Shift/F2 Keys simultaneously to retrieve next block of records. Use down arrow key to move to System Status Report.

Press Enter to Select.

User is now at Screen HQ1.7.19

Information is automatically populated for all FOAs and all reports.

User can use up/down arrow keys to move through the FOAs and reports to select or Press SHIFT-F2 to bring up the next group.

User can Press F2/F3 to query on an FOA Report, a request date, or a generated date. Press F2, use the enter key to move the applicable field to enter query criteria. If querying on report, enter the FOA code followed by a percent sign (%), then press F3 to execute the query. Records will appear on the screen that match the criteria entered. **NOTE:** Be sure values are entered in uppercase in the fields for the query.

Press F10 to exit.

**CHAPTER 25 - SECTION E**  
**VIEW CURRENT/PREVIOUS PERIOD REPORTS**

**BACKGROUND:**

Any CEEMIS user with View capabilities for each report will be able to execute this option. This option allows users to view report data submitted for current or previous accounting periods. The user will not be able to edit any of the data populated on the screens.

Refer to the following pages for each report as applicable:

<b>REPORT</b>	<b>PAGE(s)</b>
All Civil Reports	25-26 thru 25-27
HAF 7111/7801 Reports	25-28 thru 25-29

## VIEW ALL CIVIL REPORTS

### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

#### ENTER CHOICE

Press CTRL-F1 to move to Smart Code field.

#### SMART CODE

Enter VC[REPORT NAME].  
{Press Enter}

Replace [REPORT NAME] with the name of the report to view; ie 1220, 1219.

**OR**

Press F4 key for a list of valid smart codes.

User is now at view screen applicable to each report.

#### FOA CODE

Enter the FOA Code.  
{Press Enter}

#### ACCOUNTING PERIOD

Automatically populates with the current acct'g period. Press Enter to accept the current period.

**OR**

Press F4 to select from a list of valid periods.

**OR**

Use the up arrow key to to previous periods.  
{Press Enter} to select.

The information submitted for the accounting period and FOA code specified will be retrieved. User can then use the up/down arrow

keys to move through the records.

If no records exist for the FOA code and period specified a message will appear in the red command line.

User can press the Shift/TAB keys simultaneously to enter into a query to retrieve another accounting period and/or FOA.

Press F10 to exit.

## VIEW AIR FORCE 7111/7801 REPORTS

### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE** Press CTRL-F1 to move to Smart Code field.

**SMART CODE** Enter VM7111 or VM7801.  
{Press Enter}

**OR**

Press CTRL-F1 to move to Enter Choice field.

### ENTER CHOICE

Select 8 - Reports. {Press Enter}

Use down arrow key to select Military Accounting Reports. {Press Enter}

Use down arrow key to select HAF 7111 VIEW or HAF 7801 VIEW.  
{Press Enter}

**OR**

Select 4 - Military Accounting Functions {Press Enter}

Select 7 - Reports. {Press Enter}

Use down arrow key to select Military Accounting Reports. {Press Enter}

Use down arrow key to select HAF 7111 VIEW or HAF 7801 VIEW.  
{Press Enter}

User is now at Screen HQ1.4.11.1 - HAF 7111 View or Screen HQ1.4.11.2 - HAF 7801 View

**FOA CODE** Enter the FOA Code.  
{Press Enter}

**ACCOUNTING PERIOD** Automatically populates with the current acct'g period. Press Enter to

accept the current  
period.

**OR**

Press F4 to select from  
a list of valid periods.

**OR**

Use the up arrow key to  
to previous periods.  
{Press Enter} to select.

The information submitted for the accounting period and FOA code specified will be retrieved. User can then use the up/down arrow keys to move through the records.

If no records exist for the FOA code and period specified a message will appear in the red command line.

User can press the Shift/TAB keys simultaneously to enter into a query to retrieve another accounting period and/or FOA.

Press F10 to exit.



User can Press F2/F3 to query on an FOA Report, a request date, or a generated date. Press F2, use the enter key to move the applicable field to enter query criteria. If querying on report, enter the FOA code followed by a percent sign (%), then press F3 to execute the query. Records will appear on the screen that match the criteria entered. **NOTE:** Be sure values are entered in uppercase in the fields for the query.

Press Enter to select the report. Cursor now moves to Actions: Print/List field and report selected appears in selected report field.

**ACTIONS: PRINT/LIST**

Enter Y, L or N.  
{Press Enter}  
Y - Send report to selected printer.

L - List report to the screen to view. Be sure that valid printer is identified so that if you wish to send the report to the printer after viewing you will be able to.

User can now press END at this point to execute action unless further information is required to be completed such as copies, printer site, delete file when done. If this information is to be completed, then do not press END just press ENTER to move to the next field.

**DELETE**

Enter Y to Delete the file generated once it is printed; Enter N to retain the file or leave the field blank for no action to take place. {Press Enter}

**COPIES**

Automatically defaults to 1. {Press Enter} Otherwise, enter the number of copies you desire.

**PRINTER**

Automatically defaults to printer site specified when the report was generated. {Press Enter} to accept or change to the valid printer. Press F4 for a list of printers.

**RETENTION DAYS**

Automatically defaults to number of retention days specified when report was generated. {Press Enter} to accept or change to the number of days to retain the file for future reference.

Press END to execute the print or list command.

Press F10 to exit.

**CHAPTER 25 - SECTION G**  
**GENERATE/VIEW CIVIL COMMAND LEVEL REPORTS**

This section is used to provide screen navigation for generating the following reports:

SCHEDULE 9  
CIVIL GENERAL LEDGERS  
CIVCON  
PROMPT PAY  
PAYMENTS TO STATES  
SF133  
ROADS & BRIDGES  
CRA  
TAX  
SF1220  
SF1219  
EMBASSY  
SF224

To generate the ENG3011A reports following guidance under Chapter 25 Sections H, I and J.

Refer to the following pages for each report as applicable:

<b>REPORT</b>	<b>PAGE(s)</b>
Generate All Reports With Exception To ENG3011A Reports	25-34 thru 25-36
Execute Reconciliation/Edit Reports	25-37 thru 25-38
Execute Checkissue Reconciliation/ Edit Reports	25-39 thru 25-40
View Reconciliation/Edit Reports	25-41 thru 25-43

**GENERATE ALL CIVIL REPORTS  
EXCEPT ENG3011A**

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE**

Press CTRL-F1 to move to Smart Code Field.

**SMART CODE**

Enter GC[REPORT NAME]. {Press Enter}

Replace [REPORT NAME] with the name of the report to generate; ie 1220, 1219.

**OR**

Press F4 for list of valid smart codes.

**OR**

Press CTRL-F1 to move to Enter Choice Field.

**ENTER CHOICE**

Enter 8 Reports. {Press Enter}

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

Use down arrow key to move to appropriate report. {Press Enter}

**OR**

Enter 3 Civil Accounting Functions {Press Enter}

Enter 7 Reports. {Press Enter}

Use down arrow key to move to  
Civil Accounting Reports  
{Press Enter}  
Use down arrow key to move to  
appropriate report. {Press  
Enter}

User is now at screen HQ 1.8.2 - CEEMIS Report Selection Screen

**FOR PERIOD ENDING**

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

**REPORT LEVEL**

Enter DIS or DIV or CRP.  
Skips to next field.

**FOA**

Enter the FOA Code for  
District report or enter any  
FOA Code within the Division  
for Division Report. This  
field is automatically popu-  
lated for Corporate Level  
report. Skips to next field.

Automatically populates the FSN, DSSN, ASN and 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  
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), prese 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}

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.

## EXECUTE RECONCILIATION/EDIT REPORTS

### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

#### ENTER CHOICE

Press CTRL-F1 to move to Smart Code Field.

#### SMART CODE

Enter RCONCX. {Press Enter}  
Use up/down arrow keys to move to desired report. Press enter to select.

**OR**

Press CTRL-F1 to move to Enter Choice field.

#### ENTER CHOICE

Enter 3 - Civil Accounting Functions {Press Enter}

Enter 5 - Execute Reconciliation/Edit Reports {Press Enter}

Use up/down arrow keys to move to the report desired. {Press Enter}

User is now at Screen HQ1.3.4 - CEEMIS Execute Reconciliation/Edit Reports Menu.

#### CHOICE

Enter 1 or 2. Skips to next field.

**OR**

Enter 3 report is executed.

**OR**

Enter 4 user is returned to previous menu.

Choice 1 - Enter if executing a reconciliation/edit report for one FOA.

Choice 2 - Enter if executing a reconciliation/edit report for one entire Division. User must have at least division level access.

Choice 3 - Enter if executing a reconciliation/edit report for all FOAs in the Command. User must have at least command level access. Once this option is entered, a % sign will populate in the FOA field and the report will execute.

Choice 4 - Enter to exit the form and return to previous menu. When this option is entered, the user is automatically returned to the previous menu.

**FOA**

Enter the applicable FOA code for Choice 1. {Press Enter}

**OR**

Enter the first position of the applicable Division code for Choice 2 or enter any FOA code within that Division. {Press Enter}

Report will now execute. When report is complete, user is prompted to return to the menu. {Press Enter}.

Press CTRL-F1 to move between Choice Field and FOA Field.

Press F10 to exit form.

**NOTE:**

Reconciliation reports write to only one file. If another choice is selected prior to reviewing the results of the first one, this file is overwritten with the next report.

## EXECUTE CHECKISSUE RECONCILIATION/EDIT REPORTS

### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

#### ENTER CHOICE

Press CTRL-F1 to move to Smart Code Field.

#### SMART CODE

Enter RCONCX. {Press Enter}  
Use up/down arrow keys to move to Checkissue Report. Press enter to select.

#### OR

Press CTRL-F1 to move to Enter Choice field.

#### ENTER CHOICE

Enter 3 - Civil Accounting Functions {Press Enter}

Enter 5 - Execute Reconciliation/Edit Reports {Press Enter}

Use down arrow key to move to the Checkissue report. {Press Enter}

User is now at Screen HQ1.3.4 - CEEMIS Execute Reconciliation/Edit Reports Menu.

#### CHOICE

Enter 1 or 2. Skips to next field.

#### OR

Enter 3 user is returned to previous menu.

Choice 1 - Enter if executing a reconciliation/edit report for one DSSN.

Choice 2 - Enter if executing a reconciliation/edit report for



## VIEW RECONCILIATION/EDIT REPORTS

### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE** Press CTRL-F1 to move to Smart Code Field.

**SMART CODE** Enter RCONCV. {Press Enter}  
Use up/down arrow keys to move to desired report. Press Enter to select.

**OR**

Press CTRL-F1 to move to Enter Choice field.

**ENTER CHOICE** Enter 3 - Civil Accounting Functions {Press Enter}

Enter 6 - View Reconciliation/Edit Reports. {Press Enter}

Use up/down arrow keys to move to the report desired. {Press Enter}

User is now at Screen HQ1.3.6.1 - Reconciliation View Screen (Civil Reports)

**CHOICE** Enter 1 or 2. Skips to next field.

**OR**

Enter 3 report is executed.

**OR**

Enter 4 user is returned to previous menu.

Choice 1 - Enter if viewing a reconciliation/edit report for one FOA. This will be the most current report executed.

Choice 2 - Enter if viewing a reconciliation/edit report for one entire Division. This will be the most current report executed.

Choice 3 - Enter if viewing a reconciliation/edit report for all FOAs in the Command. This will be the most current report executed.

Choice 4 - Enter to exit the form and return to previous menu. When this option is entered, the user is automatically returned to the previous menu.

**FOA**

Enter the applicable FOA code for Choice 1. Skips to next field.

**OR**

Enter the first position of the applicable Division code for Choice 2 or enter any FOA code within that Division. Skips to next field.

**PRINT/LIST**

Enter P to print immediately to the printer specified or Enter L to view prior to printing or without printing. Skips to next field if P was entered. Press enter if L.

**PRINTER**

This field will not be entered if L was selected in previous field. The report will list to the screen immediately upon entering the L.

Otherwise, if P was entered, enter the printer site if known. If unknown, press the F4 key to select printer from the list. {Press Enter}

Report will now either be sent to the printer specified or list to the screen. User will view the report by pressing the enter key to view each page. When complete user can enter 'q' in lower case at the colon ':' sign or at the EOF file marker. Press enter again to return to the menu.

Press CTRL-F1 to move between Choice Field and FOA Field.

Press F10 to exit form.



correct, use option 2 to update.

**PLEASE ENTER SELECTION**

Enter the applicable option  
{Press Enter}

**OPTION 1 - EXIT FROM 3011A REPORTS MENU**

This option is used to exit the user from the reports menu. User can also exit by pressing F10 while on this form.

**OPTION 2 - UPDATE PERIOD END DATE:**

This option is used to establish or update the period end date before generating any ENG3011A reports.

**SCREEN NAVIGATION:**

User is now at Screen 1.92 - CORPS OF ENGINEERS FINANCIAL MANAGEMENT SYSTEM - CIVIL 3011A REPORTING MODULE

**USERID**

Automatically populated with the USERID of the individual logged on.

**REPORT PERIOD END DATE**

Automatically populated with the report period end date of the last report period generated or is null if first time user.

Enter the new report period end date. Format is DD-MMM-YY  
{Press Enter}.

Press Enter again to acknowledge message that record was committed. User is returned to previous screen.

Press F10 to exit.

### OPTION 3 - DIRECTORATE OF CIVIL WORKS REPORTS:

This option is used to generate the various ENG3011A reports developed for the Directorate of Civil Works.

### SCREEN NAVIGATION:

User is now at Screen 1.93 - CORPS OF ENGINEERS FINANCIAL MANAGEMENT SYSTEM - CIVIL WORKS DIRECTORATE - 3011A REPORTS

#### PLEASE ENTER SELECTION

Enter the applicable option  
{Press Enter}

Report is generated in the background. User will be prompted to press enter to return to screen 1.93.

User can continue to generate all reports desired before exiting this screen completely.

User can exit by selecting option 1, option 2 or pressing F10.

- |                 |   |
|-----------------|---|
| Option 1 -      | This option is used to return the user to the CEEMIS Main Menu.   |
| Option 2 -      | This option is used to return the user to the previous screen 1.91.   |
| Options 3 - 9   | These options are used to generate the various H15 reports. (RAE, RAF, RAG, RAH, RAI, RAJ, OR ALL).                             |
| Options 10 - 15 | These options are used to generate the various H17 reports. (RAA, RAB, RAB2, RAC, RAD, OR ALL).                                 |
| Options 16 - 21 | These options are used to generate the various H15TORB reports. (H15TORB1, H15TORB2, H15TORB3, H15TORB4, H15TORB5, OR H15TORB6) |
| Options 22 - 25 | These options are used to generate the various miscellaneous reports. (H11, H19, H20, H15OUTLAY)                                |

Press F10 to exit.

\*\*\*\*\*

NOTE: ANY FOA CODE THAT HAD A STATUS OF 'NOT IN' OR 'REJECTED'  
ON THE STATUS SCREEN WILL NOT BE INCLUDED IN THE REPORTS WHEN  
GENERATED. USER SHOULD CHECK THE STATUS OF THE REPORT FOR ALL  
FOAs PRIOR TO GENERATING REPORTS.

\*\*\*\*\*







**OPTION 7 - DIRECTORATE OF RESOURCE MANAGEMENT REPORTS:**

This option is used to generate the various ENG3011A reports developed for the Directorate of Resource Management.

**SCREEN NAVIGATION:**

User is now at Screen 1.97 - CORPS OF ENGINEERS FINANCIAL MANAGEMENT SYSTEM - DIRECTORATE OF RESOURCE MANAGEMENT - 3011A REPORTS

**PLEASE ENTER SELECTION**

Enter the applicable option  
{Press Enter}

Report is generated in the background. User will be prompted to press enter to return to screen 1.97.

User can continue to generate all reports desired before exiting this screen completely.

User can exit by selecting option 1, option 2 or pressing F10.

- Option 1 - This option is used to return the user to the CEEMIS Main Menu.
- Option 2 - This option is used to return the user to the previous screen 1.91.
- Option 3 - 5 This option is used to generate the EPA Construction Grant report. (H11, H19, H20).

Press F10 to exit.

\*\*\*\*\*

**NOTE: ANY FOA CODE THAT HAD A STATUS OF 'NOT IN' OR 'REJECTED' ON THE STATUS SCREEN WILL NOT BE INCLUDED IN THE REPORTS WHEN GENERATED. USER SHOULD CHECK THE STATUS OF THE REPORT FOR ALL FOAs PRIOR TO GENERATING REPORTS.**

\*\*\*\*\*

**CHAPTER 25 - SECTION I  
PRINT ENG3011A COMMAND REPORTS**

**SCREEN NAVIGATION:**

From Screen 1.91 - CORPS OF ENGINEERS FINANCIAL MANAGEMENT SYSTEM  
- CIVIL 3011A REPORTING MODULE

**PLEASE ENTER SELECTION**

Enter 8 - Print Selected  
Reports. {Press Enter}

User is now at Screen 1.98 - CORPS OF ENGINEERS FINANCIAL  
MANAGEMENT SYSTEM - PRINT/DELETE REPORTS MENU

**USERID**

Automatically populated with  
the USERID of the individual  
logged on.

**RUN DATE**

Automatically populated with  
the date of the report was  
generated on.

**REPORT NAME**

Automatically populated with  
with the report name of all  
the reports generated and  
ready for printing.

Use the up/down arrow keys to  
highlight the desired report  
to print. {Press Enter}.

**REPORT TO PRINT**

Automatically populated with  
the report name selected from  
above. {Press Enter}

**PRINTER**

Enter the remote highspeed  
printer name in lowercase  
where the report will 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}.

If F4 list is selected, user is now at screen 1.98. Use up or down arrow keys to move through the list of valid printer sites or press SHIFT-F2 to view the next group, then use up or down arrow keys to highlight valid printer site or Press F2/F3 to query on printer or printer location. Press Enter to select the printer site highlighted. User is returned to previous screen. Press Enter again to accept the printer identified.

**DELETE REPORT FILE**

Automatically populated with 'N'. Press End to accept and send report to specified printer and not delete the report file generated.

**OR**

Enter 'Y', press END to accept and send report to specified printer. Report will be deleted from system after printing. Report will have to be regenerated again if needed at a later date.

\*\*\*\*\*

**NOTE: ALL REPORTS MUST BE PRINTED ON A HIGHSPEED PRINTER WHEN USING THIS OPTION.**

\*\*\*\*\*

Press SHIFT-TAB to move between printer, report to print and delete report file fields.

Press F6 to clear fields.

Press PAGE UP key to return to upper portion of screen to select another report.

To refresh report list, press F3 once cursor is in the USERID field.

User can send all reports to the specified printers before exiting.

Press F10 to exit.

\*\*\*\*\*

**NOTE:** The data file generated for the ENG3011A report is located under the \$home directory of the user logged in.

\*\*\*\*\*

**CHAPTER 25 - SECTION J  
VIEW ENG3011A REPORT STATUS**

To view the status of reports, user can either select this option or can use the Smartcode 'STATUS' from the CEEMIS Main Menu. Follow guidance issued under Section A.

**SCREEN NAVIGATION:**

From Screen 1.91 - CORPS OF ENGINEERS FINANCIAL MANAGEMENT SYSTEM  
- CIVIL 3011A REPORTING MODULE

**PLEASE ENTER SELECTION**

Enter 9 - Check Status of  
3011A Submissions {Press  
Enter}

User is now at Screen 1.99 - CORPS OF ENGINEERS FINANCIAL  
MANAGEMENT SYSTEM - 3011A SUBMISSION STATUS SCREEN

**EROC**

Automatically populated with  
FOA code.

**STATUS**

Automatically populated with  
the report status.

NOT IN - FOA has not submitted  
the report.

REJECTED - FOA has submitted  
report but has failed edits  
and reconciliations.

**SUBMIT DATE**

Automatically populated with  
the last date the FOA  
submitted the report. If  
status is 'NOT IN' date is  
null.

User can use up/down arrow keys to move through the FOAs and reports to view status or Press SHIFT-F2 to bring up the next group.

User can Press F2/F3 to query on an FOA, STATUS, Submit Date, or combination of any of the above. Press F2, use the enter key to

move to each applicable field to be used for query, enter the value in each field, then press F3 to execute the query. Records will appear on the screen that match the criteria entered. **NOTE:** Be sure values are entered in uppercase in the fields for the query.

Press F10 to exit.

\*\*\*\*

**NOTE: IF THE SCREEN IS BLANK, THEN IT REPRESENTS ONE OF TWO THINGS:**

- a. ALL FOAs HAVE SUBMITTED SUCCESSFULLY
- b. FOAs HAVE NOT SUBMITTED AT ALL FOR THE MONTH. THIS WILL USUALLY OCCUR DURING THE FIRST FEW DAYS OF THE MONTH FOLLOWING THE ACCOUNTING PERIOD END DATE. THE SYSTEM MAY NOT BE OPEN FOR THE REPORT.

\*\*\*\*

**CHAPTER 25 - SECTION K**  
**LOAD AIR FORCE PBAS**

**BACKGROUND:**

This section provides user with the information needed to load the Military PBAS data file. This data file must be loaded on a monthly basis and before the report system is opened.

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE:**

Enter 4 - Military Accounting Functions	{Press Enter}
Enter 4 - Load COEMIS Data	{Press Enter}
Enter 3 - Load PBAS FADS	{Press Enter}

User is now at Screen HQ1.4.3.3 - Load COEMIS Military Data (PBAS FADS).

**PERIOD**

Automatically populated with the current accounting period.

**CHOICE**

Enter 1,2,3, or 4. {Press CTRL-F2} to execute action or Enter 5 {Press Enter}. Follow guidance below for option desired.

Press F10 to exit the form completely.

**1 - DOWNLOAD FILE.** This option is the first step in loading the Air Force PBAS data file. This option will execute a procedure to FTP the data file from the CYBER, load the data into the UFC database, and generate an edit error report. Data not passing edits will not load into the UFC database. Be patient as this procedure takes a little while to execute.

Option 1 is only performed one time unless the procedure aborts or the user needs to edit the data file back on the local mainframe and resubmit.

a. Enter 1 {Press CTRL-F2}.

b. Enter the name of the Air Force PBAS data file to be retrieved from the local mainframe in upper case {Press Enter}.

c. Enter the local mainframe family or machine name where the HAF 7111 data file resides {Press Enter}. This can be entered in either lower or upper case.

d. Enter the complete directory path where the HAF 7111 data file resides. **DO NOT ENTER THE FILE NAME.** {Press Enter}. This can be entered in either lower or upper case.

e. Enter the CEAP USERID used to connect user to the local mainframe {Press Enter}. This can be entered in either lower or upper case.

g. Enter the CEAP password and family name used to connect user to the local CYBER mainframe. {Press Enter}. This can be entered in either lower or upper case.

At this point if all data necessary to log user on and retrieve data file is correct, the FTP, load and edit procedures will begin to execute.

If any of the log on data is incorrect then user will be aborted immediately with an error message. {Press Enter} to return to the load menu if error occurs. Enter option 1 {Press CTRL-F2} to load again.

Once file transfer is complete a message will appear that the file has been successfully transferred and the load/edit procedure will begin.

Once the load/edit procedure is complete a message will appear for the user to select the view edit option from the menu to view the edit errors. {Press Enter} to return to the load menu.

**2 - VIEW ERRORS.** This option is the second step in loading the Air Force PBAS data file. This option will allow the user to view the edit errors generated from the load/edit procedure.

a. Enter 2 {Press CTRL-F2}. The edit error report will appear on the screen.

**TO VIEW REPORT.** {Press Enter} at the colon (:) to view each page of errors **OR** {Press Enter} twice at the (EOF): to return to the load menu.

**TO PRINT REPORT.** {Press Shift-Print Screen} to print to the printer attached to the CPU for each page on the screen **OR** exit CEEMIS and at the user system prompt type in lower case with exception to the -P the following:

```
lpr -P[remote printer name] loadafpbas.lis
```

Replace [remote printer name] with the name of the local remote printer. This file is located in the user's \$HOME directory.

b. If any errors exist, user must edit the data file. If user must correct the data file and is experienced with VI editing, then the editing can be performed on the CEEMIS mainframe. Otherwise, the user will have to log on to the local CYBER mainframe and correct the data file and reload.

**TO EDIT ON UFC MAINFRAME (VI-EDITING).** User can select Option 3 - EDIT DOWNLOADED FILE.

User will continue this process until the data has been successfully loaded with no edit errors.

**3 - EDIT DOWNLOADED FILE.** This option will allow the user to edit the Air Force PBAS data file in VI-editing mode. If user is familiar with VI-editing, user can use this option. Otherwise, user will need to exit CEEMIS and correct data file on local CYBER mainframe and retransmit.

a. Enter 3 {Press CTRL-F2}. The Air Force PBAS data file will appear on the screen in vi-editing mode. Correct data file as necessary and save changes. {Press Enter} to return to load menu and select Option 4 - RELOAD DOWNLOADED FILE.

b. User can exit the edit screen without saving changes by pressing the Escape Key and the Colon Sign Key simultaneously. A colon will appear at the bottom of the screen after the beep. Press q {lower case} then Shift key plus Exclamation Point Sign Key simultaneously. {Press Enter} twice. User will be returned to the load menu screen.

c. To edit on local mainframe. Exit CEEMIS. User will exit the UFC mainframe and connect to the local CYBER mainframe and edit the data file from that mainframe. Save the new changes to the data file. Exit the local CYBER mainframe and connect to the UFC mainframe. Execute the CEEMIS application again. Go to the load menu. Select Option 1 Download File. The new data file will be transferred back up to the UFC mainframe and the load/edit procedure will execute again.

User will continue this process until the data has been successfully loaded with no edit errors.

**4 - RELOAD DOWNLOADED FILE.** This option is used to reload the existing data file again after errors have been corrected via Option 3.

This option is **NOT** to be used unless editing was performed on the UFC mainframe or no changes were required to the data file. If user had to edit the data file on the local CYBER mainframe then the user will have to retransmit and load via Option 1 - Download File.

a. Enter 4 {Press CTRL-F2}. The load and edit procedures will execute. When completed {Press Enter} to return to the load menu.

Continue this process until the data has been successfully loaded with no edit errors.

\*\*\*\*\*

NOTE: Users are reminded that reloading the data file from this menu option reloads the existing data file located on the UFC mainframe.

\*\*\*\*\*

**5 - PREVIOUS MENU.** This option will allow the user to exit the load menu and return to screen HQ1.4.4 - Load COEMIS Military Data Menu.

a. Enter 5 {Press Enter}.

If user needs to select another FOA to load, then user should exit this menu via menu option #5.

Otherwise, User does not have to select menu option #5 in order to exit the screen. User can press F10 to exit Load Menu in its entirety.

**CHAPTER 25 - SECTION L**  
**GENERATE/VIEW MILITARY COMMAND LEVEL REPORTS**

This section is used to provide screen navigation for generating the following reports:

HAF 7801 Report  
HAF 7111 Report

Refer to the following pages for each report as applicable:

<b>REPORT</b>	<b>PAGE(s)</b>
HAF 7111/7801 Reconciliation/Edit	25-64 thru 25-66
HAF 7801 Multi Reconciliation/Edit	25-67 thru 25-68
View HAF 7111/7801/7801 Multi Reconciliation/Edit	25-69 thru 25-70
Generate HAF 7111/7801 Report	25-71 thru 25-76
Generate HAF 7111/7801 Status Report	25-77 thru 25-79
Generate HAF 7801 Flash Report	25-80 thru 25-83
Generate HAF BAAN Listing	25-84 thru 25-86

**TO EXECUTE HAF 7111/7801 RECONCILIATION/EDIT REPORT**

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE** Press CTRL-F1 to move to Smart Code field.

**SMART CODE** Enter RCONMX. {Press Enter}

**OR**

Press CTRL-F1 to move to Enter Choice field.

**ENTER CHOICE**

Select 4 - Military Accounting Functions. {Press Enter}

Select 5 - Execute Recon/Edit Reports. {Press Enter}

Press Enter to select HAF 7111 Recon Report or use down arrow key to move cursor to HAF 7801 RECON. {Press Enter}

You are now at screen HQ1.4.5 - Reconciliation Request Screen - HAF 7111 RECON or HAF 7801 RECON.

**CHOICE** Enter 1, 2, 3 or 4. Skips to FOA field when 1,2, or 3 are entered. Follow the guidance below for each option desired.

Choice 1 - Enter if executing a HAF 7111/HAF 7801 reconciliation for one specific FOA.

Choice 2 - Enter if executing a HAF 7111/HAF 7801 reconciliation for all FOAs in a specific Division. User must have at least Division level access.

Choice 3 - Enter if executing a HAF7111/HAF 7801 reconciliation for all FOAs in the Command. User must have at least Command level access.

Choice 4 - Enter to exit form and automatically return to Recon/Edit Menu.

**FOA**

For HAF 7111 RECON, enter the applicable FOA code. {Press Enter}.

For HAF 7801 RECON, enter the applicable FOA code. Skips to Show Details? field.

**FSN**

For HAF 7111 RECON, automatically populated with the FSN for the FOA entered.

For HAF 7801 RECON this field is not applicable.

For HAF 7111 RECON report will now execute and user will be taken to a blank screen. When report is complete, user will be prompted to return to menu. {Press Enter}.

User will now need to view the reconciliation edit report or print the report to view later.

Press CTRL-F1 to move to Choice Field and enter another choice.

Press F10 to exit or enter Choice 4.

For HAF 7801 RECON continue the following guidance.

**SHOW DETAILS?**

Enter Y or N. Skips to Show Errors? field.

Enter Y if details are desired otherwise enter N.

If N was entered here, then Y must be entered in next field.

**SHOW ERRORS?**

Enter Y or N. {Press Enter}

Enter Y if only the errors are desired with no detail. Otherwise enter N.

If N was entered here, then Y must be entered in previous field.

Press SHIFT/TAB keys simultaneously to move back to previous field.

Report will now execute and user will be taken to a blank screen. When report is complete, user will be prompted to return to menu. {Press Enter}.

User will now need to view the reconciliation edit report or print the report to view later.

Press CTRL-F1 to move to Choice Field and enter another choice.

Press F10 to exit or enter Choice 4.

\*\*\*\*\*

**NOTE:**

Reconciliation reports write to only one file located under the \$HOME directory for each report type generated (HAF 7111 and HAF 7801). If another choice is selected prior to reviewing the results of the first one, this file is overwritten with the next report. Be sure if errors exist that they are printed before the next report is executed.

\*\*\*\*\*

**TO EXECUTE HAF 7801 MULTI RECONCILIATION/EDIT REPORT**

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE** Press CTRL-F1 to move to Smart Code field.

**SMART CODE** Enter RCONMX. {Press Enter}

**OR**

Press CTRL-F1 to move to Enter Choice field.

**ENTER CHOICE**

Select 4 - Military Accounting Functions. {Press Enter}

Select 5 - Execute Recon/Edit Reports. {Press Enter}

Use down arrow key to move cursor to HAF 7801 RECON MULTI. Press Enter to select HAF 7801 Recon Multi Report.

User is now at screen HQ1.4.5 - Reconciliation Request Screen - HAF 7801 RECON MULTI.

**F1 THRU F12**

Enter the FOA Code. One FOA code per field can be entered. As many as 12 FOAs can be executed at the same time. {Press CTRL-F1} to move to Show Details? field.

**SHOW DETAILS?**

Enter Y or N. Skips to Show Errors? field.

Enter Y if details are desired otherwise enter N.

If N was entered here, then Y must be entered

in next field.

**SHOW ERRORS?**

Enter Y or N. {Press  
Enter}

Enter Y if only the  
errors are desired with  
no detail. Otherwise  
enter N.

If N was entered here,  
then Y must be entered  
in previous field.

Press SHIFT/TAB keys  
simultaneously to move  
back to previous field.

Report will now execute and user will be taken to a blank screen.  
When report is complete, user will be prompted to return to  
menu. {Press Enter}.

User will now need to view the reconciliation edit report or  
print the report to view later.

Press F10 to exit.

\*\*\*\*\*

**NOTE:**

Reconciliation reports write to only one file located under the  
\$HOME directory. If another choice is selected prior to  
reviewing the results of the first one, this file is overwritten  
with the next report. Be sure if errors exist that they are  
printed before the next report is executed.

\*\*\*\*\*

TO VIEW HAF 7111/7801 RECONCILIATION/EDIT REPORT

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE** Press CTRL-F1 to move to Smart Code field.

**SMART CODE** Enter RCONMV. {Press Enter}

**OR**

Press CTRL-F1 to move to Enter Choice field.

**ENTER CHOICE**

Select 4 - Military Accounting Functions. {Press Enter}

Select 6 - View Recon/Edit Reports. {Press Enter}

Press Enter to select HAF 7111 Recon Report or use down arrow key to move cursor to HAF 7801 RECON Report or HAF 7801 RECON MULTI Report. {Press Enter}

The most recently generated reconciliation report will now appear on screen. If report is larger than screen, user can press CTRL plus right or left arrow keys to move left or right, press enter to move to next page or press q to quit. At EOF marker, press enter. User will be prompted to return to menu. {Press Enter}

Press F10 to exit.

\*\*\*\*\*

**NOTE:**

If Division/CRP Reconciliation Report was executed, then a list of all FOA codes not included in the report will appear first in the file. Press Enter to page down.

\*\*\*\*\*

**TO PRINT RECONCILIATION REPORT:**

While viewing the reconciliation report on the screen, user can turn printer on and be sure it is online. Press SHIFT/Print Screen keys simultaneously. The portion of the report appearing on the screen will store in the printer's memory. Two view screens can be printed on one 8 1/2" X 11" sheet of paper. Take printer off line to begin the print process. Be sure to put the printer back on line before moving to the next page.

To print after viewing the report on screen, exit CEEMIS. At the system prompt type in lower case with exception to the -P the following:

```
lpr -P[remote printer site] rcon7111.lis {press enter}
OR
lpr -P[remote printer site] rcon7801.lis {press enter}
OR
lpr -P[remote printer site] rcon7801m.lis {press enter}
```

Replace [remote printer site] with the local remote printer site.

**OR**

To print the report on the printer connected to the CPU, be sure printer is on line. Press CTRL/Print Screen keys simultaneously. Then type in lower case the following:

```
cat rcon7111.lis {press enter}
OR
cat rcon7801.lis {press enter}
OR
cat rcon7801m.lis {press enter}
```

When print is completed be sure to press CTRL/Print Screen keys to turn the print off, otherwise everything typed will go to the printer.

## TO GENERATE HAF 7111/7801 REPORT

### BACKGROUND:

Prior to generating any HAF 7111/7801 reports, FOAs must have a status of 'ACCEPTED'. Those FOAs without a status of 'ACCEPTED' will not be included in the reports generated.

### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE** Press CTRL-F1 to move to Smart Code field.

**SMART CODE** Enter GM7111 or GM7801.  
{Press Enter}

\*\*\*\*\*

### NOTE:

The only way the HAF 7111 Report can be executed is by the Smart Code. Smart Coding with GM7801 does not generate the HAF 7801 (BY FOA) or the HAF 7801 (Consolidated). Select these via the menus.

\*\*\*\*\*

OR

Press CTRL-F1 to move to Enter Choice field.

### ENTER CHOICE

Select 8 - Reports. {Press Enter}

Use down arrow key to select Military Accounting Reports.  
{Press Enter}

Use down arrow key to select HAF 7801 Report (By FOA) or HAF 7801 (Consolidated). {Press Enter}

OR

Select 4 - Military Accounting Functions. {Press Enter}

Select 7 - Reports.

{Press Enter}

Use down arrow key to select Military Accounting Reports.  
{Press Enter}

Use down arrow key to select HAF 7801 Report (By FOA) or HAF 7801  
(Consolidated). {Press Enter}

User is now at screen HQ1.8.2 - CEEMIS Report Selection Screen -  
Air Force 7111 or Air Force 7801 or Air Force 7801 (BY FOA) or  
Air Force 7801 (CONSOLIDATED).

**FOR PERIOD ENDING**

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

**REPORT LEVEL**

Enter the report level.  
DIS for District  
DIV for Division  
LAB for Laboratory  
CRP for Command  
Skips to next field.

**OR**

Press F4 for a list of  
all the report levels  
available to select from.

To generate a Division Level report user must have at least  
Division Level Access in CEEMIS.

To generate a Command Level report user must have at least  
Command Level Access in CEEMIS.

**FOA**

Enter the FOA Code.  
Skips to next field.

If DIV was entered in  
report level, enter any  
FOA code within the  
Division.

If CRP was entered in

report level, enter ZZ  
for the FOA Code.  
For the HAF 7801  
Reports this field is  
skipped.

**MODULE**

For HAF 7801 Reports  
this field is populated  
with M. {Press Enter}.  
Skips to Columns Field.  
For HAF 7111 this field  
is skipped.

**FSN**

Automatically populates  
when FOA Code was  
entered. Skips to  
Print/List When Produced  
Field. For HAF 7801  
field is skipped.

**DSSN**

Automatically populates  
when FOA Code was  
entered. Skips to  
Print/List When Produced  
Field. For HAF 7801  
field is skipped.

**ASN**

Automatically populates  
when FOA Code was  
entered. Skips to  
Print/List When Produced  
Field. For HAF 7801  
field is skipped.

**OPERATING AGENCY**

Automatically populates  
when FOA Code was  
entered. Skips to  
Print/List When Produced  
Field. For HAF 7801  
field is skipped.

**COLUMNS**

This field is only  
applicable to the  
HAF 7801 Reports.  
Enter 1,2, or 3.  
{Press Enter}

1 - By entering 1 user is requesting columns 101-106 only.

2 - By entering 2 user is requesting columns 107-112 only.

3 - by entering 3 user is requesting all columns.

**PRINT/LIST WHEN PRODUCED**

Enter P, L, or N.  
{Press Enter}

P - Send to printer immediately.

L - List to screen without printing. User can then send to printer after viewing.

N - Generate Report without printing. User can then send to printer at a later date or view at a later date by using the print/list/delete already generated reports menu option.

**COPIES**

Defaults to 1. {Press Enter} or enter the number of copies wanted. Up to 999 can be entered. {Press Enter}

Press SHIFT/TAB keys simultaneously to move back to previous fields.

**PRINTER**

Enter the printer site name where the output will be sent. {Press Enter}.

If L was entered in previous field, the printer site should be populated so report could be sent to the printer immediately after listing it to the screen.

Otherwise, you will not be able to print at that time and will have to go through the print/list/delete already

generated reports  
selection to print.

**OR**

Press F4 for a list of  
all the report sites  
available to select from.

Press SHIFT/TAB keys  
simultaneously to move  
back to previous fields.

**RETENTION DAYS**

Defaults to a required  
number of retention days.  
{Press Enter} or enter  
the number of retention  
days wanted. Up to 999  
days can be entered.  
{Press Enter}.

Press SHIFT/TAB keys  
simultaneously to move  
back to previous fields.

**OK TO PROCEED?**

Enter Y or N. {Press  
Enter}. Acknowledge  
message by pressing Enter  
again.

Y - Report criteria is  
correct and report is  
ready to be generated.  
Report is executed in the  
background.

N - Report criteria is  
not correct or user  
desires at this time not  
to generate the report.  
Cursor will move back to  
period ending field to  
reenter data or exit the  
form.

If 'L' was selected to list the report to the screen, the report  
is generated in the background and when done it will list to the  
screen. Press Enter to view. If report is larger than screen,

follow the commands at the bottom of the screen to move from left to right or down a page or up a page or quit. Once user quits the view, the system will prompt to send the report to the printer (y/n). Answer prompt {press enter}. Another prompt will appear to delete the report (y/n). Answer prompt {press enter}. Press Enter again.

User is returned to Military Reports Section Menu.

Press F10 to exit.

## GENERATE HAF 7111/7801 STATUS REPORT

### BACKGROUND:

This report option provides a command level report of the status for each FOA.

### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

### ENTER CHOICE

Select 8 - Reports. {Press Enter}

Use down arrow key to select Military Accounting Reports.  
{Press Enter}

Use down arrow key to select HAF 7111 Status or HAF 7801 Status  
{Press Enter}

### OR

Select 4 - Military Accounting Functions. {Press Enter}

Select 7 - Reports. {Press Enter}

Use down arrow key to select Military Accounting Reports.  
{Press Enter}

Use down arrow key to select HAF 7111 Status or HAF 7801 Status  
{Press Enter}

User is now at screen HQ1.8.2 - CEEMIS Report Selection Screen -  
HAF 7111 Status or HAF 7801 Status.

### PRINT/LIST WHEN PRODUCED

Enter P, L, or N.  
{Press Enter}

P - Send to printer immediately.  
L - List to screen without printing. User can then send to printer after viewing.  
N - Generate Report

without printing. User can then send to printer at a later date or view at a later date by using the print/list/delete already generated reports menu option.

#### **COPIES**

Defaults to 1. {Press Enter} or enter the number of copies wanted. Up to 999 can be entered. {Press Enter}

Press SHIFT/TAB keys simultaneously to move back to previous fields.

#### **PRINTER**

Enter the printer site name where the output will be sent. {Press Enter}.

If L was entered in previous field, the printer site should be populated so report could be sent to the printer immediately after listing it to the screen. Otherwise, you will not be able to print at that time and will have to go through the print/list/delete already generated reports selection to print.

#### **OR**

Press F4 for a list of all the report sites available to select from.

Press SHIFT/TAB keys simultaneously to move back to previous fields.

#### **RETENTION DAYS**

Defaults to a required

number of retention days.  
{Press Enter} or enter  
the number of retention  
days wanted. Up to 999  
days can be entered.  
{Press Enter}.

Press SHIFT/TAB keys  
simultaneously to move  
back to previous fields.

**OK TO PROCEED?**

Enter Y or N. {Press  
Enter}. Acknowledge  
message by pressing Enter  
again.

Y - Report criteria is  
correct and report is  
ready to be generated.  
Report is executed in the  
background.

N - Report criteria is  
not correct or user  
desires at this time not  
to generate the report.  
Cursor will move back to  
period ending field to  
reenter data or exit the  
form.

If 'L' was selected to list the report to the screen, the report is generated in the background and when done it will list to the screen. Press Enter to view. If report is larger than screen, follow the commands at the bottom of the screen to move from left to right or down a page or up a page or quit. Once user quits the view, the system will prompt to send the report to the printer (y/n). Answer prompt {press enter}. Another prompt will appear to delete the report (y/n). Answer prompt {press enter}. Press Enter again.

User is returned to Military Reports Section Menu.

Press F10 to exit.

## GENERATE HAF 7801 FLASH REPORT

### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

### ENTER CHOICE

Select 8 - Reports. {Press Enter}

Use down arrow key to select Military Accounting Reports.  
{Press Enter}

Use down arrow key to select HAF 7801 Flash {Press Enter}

### OR

Select 4 - Military Accounting Functions. {Press Enter}

Select 7 - Reports. {Press Enter}

Use down arrow key to select Military Accounting Reports.  
{Press Enter}

Use down arrow key to select HAF 7801 Flash {Press Enter}

User is now at screen HQ1.8.2 - CEEMIS Report Selection Screen -  
HAF 7801 Flash.

### FOR PERIOD ENDING

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

### REPORT LEVEL

Enter the report level.  
DIS for District  
DIV for Division  
LAB for Laboratory  
CRP for Command  
Skips to next field.

### OR

Press F4 for a list of  
all the report levels  
available to select from.

To generate a Division Level report user must have at least Division Level Access in CEEMIS.

To generate a Command Level report user must have at least Command Level Access in CEEMIS.

**FOA**

Enter the FOA Code.  
Skips to next field.

If DIV was entered in report level, enter any FOA code within the Division.

If CRP was entered in report level, enter ZZ for the FOA Code.

**MODULE**

Automatically populated with M. {Press Enter}.  
Skips to Print/List When Produced field.

**OPERATING AGENCY**

Automatically populates when FOA Code was entered. Skips to Print/List When Produced Field.

**PRINT/LIST WHEN PRODUCED**

Enter P, L, or N.  
{Press Enter}

P - Send to printer immediately.

L - List to screen without printing. User can then send to printer after viewing.

N - Generate Report without printing. User can then send to printer at a later date or view at a later date by using the print/list/delete already generated reports menu option.

**COPIES**

Defaults to 1. {Press Enter} or enter the number of copies wanted. Up to 999 can be entered. {Press Enter}

Press SHIFT/TAB keys simultaneously to move back to previous fields.

**PRINTER**

Enter the printer site name where the output will be sent. {Press Enter}.

If L was entered in previous field, the printer site should be populated so report could be sent to the printer immediately after listing it to the screen. Otherwise, you will not be able to print at that time and will have to go through the print/list/delete already generated reports selection to print.

**OR**

Press F4 for a list of all the report sites available to select from.

Press SHIFT/TAB keys simultaneously to move back to previous fields.

**RETENTION DAYS**

Defaults to a required number of retention days. {Press Enter} or enter the number of retention days wanted. Up to 999 days can be entered. {Press Enter}.

Press SHIFT/TAB keys

simultaneously to move back to previous fields.

**OK TO PROCEED?**

Enter Y or N. {Press Enter}. Acknowledge message by pressing Enter again.

Y - Report criteria is correct and report is ready to be generated. Report is executed in the background.

N - Report criteria is not correct or user desires at this time not to generate the report. Cursor will move back to period ending field to reenter data or exit the form.

If 'L' was selected to list the report to the screen, the report is generated in the background and when done it will list to the screen. Press Enter to view. If report is larger than screen, follow the commands at the bottom of the screen to move from left to right or down a page or up a page or quit. Once user quits the view, the system will prompt to send the report to the printer (y/n). Answer prompt {press enter}. Another prompt will appear to delete the report (y/n). Answer prompt {press enter}. Press Enter again.

User is returned to Military Reports Section Menu.

Press F10 to exit.

## GENERATE HAF BAAN LISTING

### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

### ENTER CHOICE

Select 8 - Reports. {Press Enter}

Use down arrow key to select Military Accounting Reports.  
{Press Enter}

Use down arrow key to select HAF BAAN Listing {Press Enter}

### OR

Select 4 - Military Accounting Functions. {Press Enter}

Select 7 - Reports. {Press Enter}

Use down arrow key to select Military Accounting Reports.  
{Press Enter}

Use down arrow key to select HAF BAAN Listing {Press Enter}

User is now at screen HQ1.8.2 - CEEMIS Report Selection Screen -  
HAF BAAN Listing.

### PRINT/LIST WHEN PRODUCED

Enter P, L, or N.  
{Press Enter}

P - Send to printer  
immediately.

L - List to screen  
without printing. User  
can then send to printer  
after viewing.

N - Generate Report  
without printing. User  
can then send to printer  
at a later date or view  
at a later date by using  
the print/list/delete  
already generated reports  
menu option.

**COPIES**

Defaults to 1. {Press Enter} or enter the number of copies wanted. Up to 999 can be entered. {Press Enter}

Press SHIFT/TAB keys simultaneously to move back to previous fields.

**PRINTER**

Enter the printer site name where the output will be sent. {Press Enter}.

If L was entered in previous field, the printer site should be populated so report could be sent to the printer immediately after listing it to the screen. Otherwise, you will not be able to print at that time and will have to go through the print/list/delete already generated reports selection to print.

**OR**

Press F4 for a list of all the report sites available to select from.

Press SHIFT/TAB keys simultaneously to move back to previous fields.

**RETENTION DAYS**

Defaults to a required number of retention days. {Press Enter} or enter the number of retention days wanted. Up to 999 days can be entered. {Press Enter}.

Press SHIFT/TAB keys simultaneously to move back to previous fields.

OK TO PROCEED?

Enter Y or N. {Press Enter}. Acknowledge message by pressing Enter again.

Y - Report criteria is correct and report is ready to be generated. Report is executed in the background.

N - Report criteria is not correct or user desires at this time not to generate the report. Cursor will move back to period ending field to reenter data or exit the form.

If 'L' was selected to list the report to the screen, the report is generated in the background and when done it will list to the screen. Press Enter to view. If report is larger than screen, follow the commands at the bottom of the screen to move from left to right or down a page or up a page or quit. Once user quits the view, the system will prompt to send the report to the printer (y/n). Answer prompt {press enter}. Another prompt will appear to delete the report (y/n). Answer prompt {press enter}. Press Enter again.

User is returned to Military Reports Section Menu.

Press F10 to exit.

**CHAPTER 25 - SECTION M**  
**GENERATE/VIEW REVOLVING FUND COMMAND LEVEL REPORTS**

This section is used to provide screen navigation for generating the following reports:

General Ledger Trial Balance  
Statement of Results From Operations  
Aging of Accounts Receivable  
Plant, Property, and Equipment  
PRIP  
Congressional Statements  
Income Statement

Refer to the following pages for each report as applicable:

<b>REPORT</b>	<b>PAGE(s)</b>
Generate All Revolving Fund Reports	25-88 thru 25-90
Execute Reconciliation/Edit Reports	25-91 thru 25-92
View Reconciliation/Edit Reports	25-93 thru 25-94

## GENERATE ALL REVOLVING FUND REPORTS

### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE** Enter 8 Reports. {Press Enter}

Use down arrow key to move to  
Revolving Fund Accounting  
Reports {Press Enter}

Use down arrow key to move to  
appropriate report. {Press  
Enter}

### OR

Enter 5 Revolving Fund  
Accounting Functions  
{Press Enter}

Enter 7 Reports. {Press  
Enter}

Use down arrow key to move to  
Revolving Fund Accounting  
Reports {Press Enter}

Use down arrow key to move to  
appropriate report. {Press  
Enter}

User is now at screen HQ 1.8.2 - CEEMIS Report Selection Screen

**FOR PERIOD ENDING** Enter the accounting period  
for the report. Format must  
be MMY. Skips to next field.

**REPORT LEVEL** Enter DIS or DIV or CRP.  
Skips to next field.

**FOA** Enter the FOA Code for  
District report or enter any  
FOA Code within the Division  
for Division Report. This

field is automatically populated for Corporate Level report. Skips to next field.

Automatically populates the FSN, DSSN, ASN and 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 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), prese 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}

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.

## EXECUTE RECONCILIATION/EDIT REPORTS

### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

#### ENTER CHOICE

Enter 5 - Revolving Fund  
Accounting Functions {Press  
Enter}

Enter 5 - Execute  
Reconciliation/Edit Reports  
{Press Enter}

Use up/down arrow keys to move to the report desired. {Press  
Enter}

User is now at Screen HQ1.3.5 - CEEMIS Execute  
Reconciliation/Edit Reports Menu.

#### CHOICE

Enter 1 or 2. Skips to next  
field.

OR

Enter 3 report is executed.

OR

Enter 4 user is returned to  
previous menu.

Choice 1 - Enter if executing a reconciliation/edit report for  
one FOA.

Choice 2 - Enter if executing a reconciliation/edit report for  
one entire Division. User must have at least division level  
access.

Choice 3 - Enter if executing a reconciliation/edit report for  
all FOAs in the Command. User must have at least command level  
access. Once this option is entered, a % sign will populate in  
the FOA field and the report will execute.

Choice 4 - Enter to exit the form and return to previous menu.  
When this option is entered, the user is automatically returned

to the previous menu.

**FOA**

Enter the applicable FOA code  
for Choice 1. {Press Enter}

**OR**

Enter the first position of  
the applicable Division code  
for Choice 2 or enter any FOA  
code within that Division.  
{Press Enter}

Report will now execute. When report is complete, user is  
prompted to return to the menu. {Press Enter}.

Press CTRL-F1 to move between Choice Field and FOA Field.

Press F10 to exit form.

**NOTE:**

Reconciliation reports write to only one file. If another choice  
is selected prior to reviewing the results of the first one, this  
file is overwritten with the next report.

## VIEW RECONCILIATION/EDIT REPORTS

### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

### ENTER CHOICE

Enter 5 - Revolving Fund  
Accounting Functions {Press  
Enter}

Enter 6 - View  
Reconciliation/Edit Reports.  
{Press Enter}

Use up/down arrow keys to move to the report desired. {Press  
Enter}

User is now at Screen HQ1.3.6.1 - Reconciliation View Screen  
(Revolving Fund Reports)

### CHOICE

Enter 1 or 2. Skips to next  
field.

OR

Enter 3 report is executed.

OR

Enter 4 user is returned to  
previous menu.

Choice 1 - Enter if viewing a reconciliation/edit report for one  
FOA. This will be the most current report executed.

Choice 2 - Enter if viewing a reconciliation/edit report for one  
entire Division. This will be the most current report executed.

Choice 3 - Enter if viewing a reconciliation/edit report for all  
FOAs in the Command. This will be the most current report  
executed.

Choice 4 - Enter to exit the form and return to previous menu.  
When this option is entered, the user is automatically returned

to the previous menu.

**FOA**

Enter the applicable FOA code for Choice 1. Skips to next field.

**OR**

Enter the first position of the applicable Division code for Choice 2 or enter any FOA code within that Division. Skips to next field.

**PRINT/LIST**

Enter P to print immediately to the printer specified or Enter L to view prior to printing or without printing. Skips to next field if P was entered. Press enter if L.

**PRINTER**

This field will not be entered if L was selected in previous field. The report will list to the screen immediately upon entering the L.

Otherwise, if P was entered, enter the printer site if known. If unknown, press the F4 key to select printer from the list. {Press Enter}

Report will now either be sent to the printer specified or list to the screen. User will view the report by pressing the enter key to view each page. When complete user can enter 'q' in lower case at the colon ':' sign or at the EOF file marker. Press enter again to return to the menu.

Press CTRL-F1 to move between Choice Field and FOA Field.

Press F10 to exit form.



1 - Create HAF 7111/7801 DFAS File. Enter 1 {Press Enter}.  
Cursor moves to Enter the Period field.

2 - View Current HAF 7111/7801 DFAS File. Enter 2 {Press Enter}.

Data file will appear on screen. Date file is in VI-Editing mode. At colon (:) sign, user can press enter to view next page or enter 'q' to quit. At (EOF) file marker, user can {press enter} twice to return to Transfer Menu or enter 'q' to quit then {press enter} to return to Transfer Menu.

3 - Send Current HAF 7111/7801 File to DFAS. Enter 3 {Press Enter}.

User is prompted for the necessary information to FTP the data file to the appropriate location.

4 - Return to Previous Menu. Enter 4 {Press Enter}.

User is returned to the Military DFAS File Transfer Menu. User can now select another report to transfer or Exit.

User can exit the Military DFAS File Transfer Menu completely by pressing F10. While on the unique report DFAS File Transfer menu, a pop up window may appear when the F10 key is pressed asking user "Do You Want To Quit?". Press Enter to respond 'YES' or Press 'N' to respond 'NO' or Press 'C' to respond 'CANCEL'. If 'YES' is selected, user will be returned to the CEEMIS menu. If 'NO' or 'CANCEL' is selected, user will be returned to the unique report DFAS File Transfer Menu.

#### **ENTER THE PERIOD**

If selection 1 was entered to create the HAF 7111/7801 file, this field will be entered. The period is automatically populated with the current accounting period. {Press Enter} If the current period is not the correct period, then enter the accounting period. Format is MMY. {Press Enter}.

This field is not applicable to selections 2, 3 or 4.

Data file will be created. When complete {Press Enter} to return to the Transfer Menu. This data file when created will reside in the user's \$HOME directory in a file titled army77a

User can print this file at any time by exiting CEEMIS and returning to the \$HOME directory. While in the \$HOME directory user can send the file to a remote printer site or can print it to the local printer connected to the CPU.

To Print to Remote Printer:

At the prompt sign, user can enter in lower case the following:

```
lpr -P[remote printer site] army77a
```

Replace [remote printer site] with the printer name.

To Print to Local Printer Connected To CPU:

At the prompt sign, user can press Control plus Print Screen Keys simultaneously to turn printer on. Then user enters in lower case the following:

```
cat army77a {press enter}
```

The data file will begin printing. Once complete, user needs to press Control plus Print Screen Keys simultaneously again to turn printer off.