

**CHAPTER 26**  
**UFC DATA MANAGER FUNCTIONS**

**PURPOSE:**

To provide screen navigation for creating, updating, querying and deleting information from the UFC data base tables.

The functions to be performed in this Chapter are for data base maintenance.

Access is granted to only those users located in the USACE Finance Center with a UFC access level or greater.

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fields to enter query criteria. Once entered, press the F3 key to execute the query. Records will be retrieved matching query. Be sure data entered for criteria is in upper case.

## TO CREATE RECORD

Press the F9 key to create a new record to insert a new appropriation. Follow the guidance below:

<b>DEPT CODE</b>	Enter the Department Code or Press F4 to select from a list of valid Department Codes. Skips to next field.
<b>TRANSFER DEPT</b>	Enter the Transfer Department Code or NA if not applicable. Skips to next field.
<b>FISCAL YEAR</b>	Enter the two digit fiscal year or a space X for no year appropriations. Skips to next field.
<b>BASIC SYMBOL</b>	Enter the basic symbol. Skips to next field.
<b>LIMITATION</b>	Enter the limitation or 0000 if no limitation. Skips to next field.
<b>DESCRIPTION</b>	Enter the description of the appropriation in the pop up window. Press END to accept. {Press Enter} to move to next field.
<b>1220 FLAG</b>	Enter D for Debit, R for Receipt or B for Both if the appropriation is applicable to the SF1220 Report. Leave blank by pressing enter if not applicable.

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**AF FUND**

Enter the Air Force Fund Code if applicable. Leave blank by pressing enter if not applicable.

**OBLIGATION EXPIRES**

Enter the date the appropriation expires for obligation purposes if applicable. Leave blank by pressing enter if not applicable. Format is DD-MON-YY.

**ADJUST EXPIRES**

Enter the date the appropriation expires for adjustment purposes if applicable. Leave blank by pressing enter if not applicable. Format is DD-MON-YY.

Press End to Commit New Record. Press F9 to create another record.

**TO DELETE A RECORD**

To delete a record, once record is selected and highlighted press SHIFT/F5 keys simultaneously.

Press End to Commit the delete. Record is deleted.

Press F10 to exit.

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**CHAPTER 26 - SECTION B  
DSSN MAINTENANCE**

**PURPOSE:**

To provide screen navigation for creating, updating, querying and deleting information from the Disbursing Station Symbol Number data base table.

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE**

7 - UFC Data Manager Functions {Press Enter}

Use down arrow to move to DSSN Maintenance.  
{Press Enter}

User is now at Screen HQ1.7.02 - Disbursing Station Number Maintenance Screen.

All DSSNs will appear on the screen. User can perform the following functions while on this screen:

**USE UP/DOWN ARROW KEYS**

Press the up/down arrow keys to move between DSSN records.

**F2/F3 QUERY**

Press the F2 key to enter into a query. User TAB or enter key to move to appropriate fields to enter query criteria. Once entered, press the F3 key to execute the query. Records will be retrieved matching query. Be sure data entered for criteria is in upper case.

**TO CREATE RECORD**

Press the F9 key to create a new record to insert a new

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DSSN. Follow the guidance below:

<b>SYMBOL</b>	Enter the DSSN symbol.
<b>DESCRIPTION</b>	Enter the Disbursing Station Symbol Description. {Press Enter}
<b>CIV/MIL IND</b>	Enter C for Civil DSSN or Enter M for Military DSSN.

Press End to Commit New Record. Press F9 to create another record.

**TO DELETE A RECORD**

To delete a record, once record is selected and highlighted press SHIFT/F5 keys simultaneously.

Press End to Commit the delete. Record is deleted.

Press F10 to exit.

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**CHAPTER 26 - SECTION C**  
**FSN MAINTENANCE**

**PURPOSE:**

To provide screen navigation for creating, updating, querying and deleting information from the Fiscal Station Number data base table.

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE**

7 - UFC Data Manager Functions {Press Enter}

Down arrow to move to FSN Maintenance. {Press Enter}

User is now at Screen HQ1.7.05 - Fiscal Station Number Maintenance Screen.

All FSNs will appear on the screen. User can perform the following functions while on this screen:

**USE UP/DOWN ARROW KEYS**

Press the up/down arrow keys to move between FSN records.

**SHIFT/F2 KEYS SIMULTANEOUSLY**

Press the Shift/F2 Keys to retrieve the next block of FSN records. User can then use the up/down arrow keys to move between records.

**F2/F3 QUERY**

Press the F2 key to enter into a query. User TAB or enter key to move to appropriate fields to enter query criteria. Once entered, press the F3 key to execute the query. Records will be retrieved matching query. Be sure data entered for criteria is in upper case.

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**TO CREATE RECORD**

Press the F9 key to create a new record to insert a new FSN. Follow the guidance below:

<b>FSN CODE</b>	Enter the FSN. {Press Enter}
<b>FISCAL STATION NAME</b>	Enter the Fiscal Station Name. {Press Enter}
<b>CIV/MIL INDICATOR</b>	Enter C for Civil FSN or Enter M for Military FSN.
<b>AF FLAG</b>	Enter X if FSN is applicable to Air Force Funding. Leave blank if not applicable.

Press End to Commit New Record. Press F9 to create another record.

**TO DELETE A RECORD**

To delete a record, once record is selected and highlighted press SHIFT/F5 keys simultaneously.

Press End to Commit the delete. Record is deleted.

Press F10 to exit.

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**CHAPTER 26 - SECTION D  
AIR FORCE BAAN MAINTENANCE**

**PURPOSE:**

To provide screen navigation for creating, updating, querying and deleting information from the HAF BAAN data base table.

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE**

7 - UFC Data Manager Functions {Press Enter}

Press Shift/F2 keys simultaneously. Use down arrow key to move to HAF BAAN TABLE. {Press Enter}

User is now at Screen HQ1.7.23 - HAF BAAN Maintenance Screen

All BAANs will appear on the screen. User can perform the following functions while on this screen:

**USE UP/DOWN ARROW KEYS**

Press the up/down arrow keys to move between BAAN records.

**SHIFT/F2 KEYS SIMULTANEOUSLY**

Press the Shift/F2 Keys to retrieve the next block of BAAN records. User can then use the up/down arrow keys to move between records.

**F2/F3 QUERY**

Press the F2 key to enter into a query. User TAB or enter key to move to appropriate fields to enter query criteria. Once entered, press the F3 key to execute the query. Records will be retrieved matching query. Be sure data entered for criteria is in upper case.

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## TO CREATE RECORD

Press the F9 key to create a new record to insert a new BAAN. Follow the guidance below:

<b>FUND CODE</b>	Enter Fund Code or Press F4 to select from a list of valid fund codes. Automatically skips to Fiscal Year if Program Year is not applicable.
<b>PROGRAM YEAR</b>	Automatically populated with NA in most instances. If applicable, enter program year. Automatically skips to Fiscal Year field.
<b>FISCAL YEAR</b>	Enter the two digit fiscal year if applicable. Otherwise if fund code does not allow for fiscal year then field is automatically populated with X. Skips to Project code field.
<b>PROJECT CODE</b>	Enter Project Code. Skips to BAAN Code field.
<b>BAAN CODE</b>	Enter BAAN Code. Skips to Fund Code.

Press End to Commit New Record. Press F9 to create another record.

## TO DELETE A RECORD

To delete a record, once record is selected and highlighted press SHIFT/F5 keys simultaneously.

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Press End to Commit the delete. Record is deleted.

Press F10 to exit.

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**CHAPTER 26 - SECTION E**  
**AIR FORCE FLASH PARAMETER MAINTENANCE**

**PURPOSE:**

To provide screen navigation for creating, updating, querying and deleting information from the HAF Flash Parameter data base table.

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE**

7 - UFC Data Manager Functions {Press Enter}

Press Shift/F2 keys simultaneously. Use down arrow key to move to HAF Flash Parameter. {Press Enter}

User is now at Screen HQ1.7.24 - HAF FLASH Parameter Maintenance Screen

All Flash Parameters will appear on the screen. User can perform the following functions while on this screen:

**USE UP/DOWN ARROW KEYS**

Press the up/down arrow keys to move between BAAN records. If using these functions keys immediately upon entering, user must first press the END key.

**SHIFT/F2 KEYS SIMULTANEOUSLY**

Press the Shift/F2 Keys to retrieve the next block of BAAN records. User can then use the up/down arrow keys to move between records.

**F2/F3 QUERY**

Press the F2 key to enter into a query. User TAB or enter key to move to appropriate fields to enter query

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criteria. Once entered, press the F3 key to execute the query. Records will be retrieved matching query. Be sure data entered for criteria is in upper case.

#### **TO CREATE RECORD**

Press the F9 key to create a new record to insert a new FLASH Parameter. Follow the guidance below:

#### **FUND CODE**

Enter Fund Code or Press F4 to select from a list of valid fund codes. Automatically skips to Year field.

#### **YEAR**

Enter the Program or Fiscal Year whichever is applicable for the fund code or Press F4 to select from a list of valid years.

Press End to Commit New Record. Press F9 to create another record.

#### **TO DELETE A RECORD**

To delete a record, once record is selected and highlighted press SHIFT/F5 keys simultaneously.

Press End to Commit the delete. Record is deleted.

Press F10 to exit.

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**CHAPTER 26 - SECTION F**  
**AIR FORCE 7801 RECONS ON/OFF MAINTENANCE**

**PURPOSE:**

To provide screen navigation for creating, updating, querying and deleting information from the HAF 7801 Recons ON/OFF data base table.

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE**

7 - UFC Data Manager Functions {Press Enter}

Press Shift/F2 keys simultaneously. Use down arrow key to move to HAF 7801 EDIT ON/OFF. {Press Enter}

User is now at Screen HQ1.7.25 - HAF RECONS ON/OFF Maintenance Screen

User cannot turn reconciliation edits on or off by FOA. The edits are turned off for the entire report submission to all FOAs.

**R01 thru R15**

Enter ON {press Enter}

**OR**

Enter OFF. Skips to next reconciliatio edit.

Press End to commit.

Press F10 to exit.

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**CHAPTER 26 - SECTION G  
AIR FORCE PBAS MAINTENANCE**

**PURPOSE:**

To provide screen navigation for creating, updating, querying and deleting information from the HAF PBAS data base table.

**SCREEN NAVIGATION:**

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE**

7 - UFC Data Manager Functions {Press Enter}

Press Shift/F2 keys simultaneously twice. Use down arrow key to move to HAF PBAS TABLE. {Press Enter}

User is now at Screen HQ1.7.24 - HAF PBAS Maintenance Screen

**FOA CODE**

Enter FOA Code to query.

At this time all the current accounting period PBAS funding data will appear on the screen.

**FSN**

Automatically populates when FOA code was entered.

**ACCOUNTING PERIOD**

Automatically populated with the current accounting period.

**F&A OFFICER and FOA ADDRESS**

Information is automatically populatee when the FOA code is entered.

User can perform the following functions while on this screen:

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**USE UP/DOWN ARROW KEYS**

Press the up/down arrow keys to move between PBAS records once retrieved.

**SHIFT/F2 KEYS SIMULTANEOUSLY**

Press the Shift/F2 Keys to retrieve the next block of PBAS records once retrieved. User can then use the up/down arrow keys to move between records.

**F2/F3 QUERY**

Press the F2 key to enter into a query once retrieved. Use TAB or enter key to move to appropriate fields to enter query criteria. Once entered, press the F3 key to execute the query. Records will be retrieved matching query. Be sure data entered for criteria is in upper case.

**TO CREATE RECORD**

Press the F9 key to create a new record to insert a new PBAS appropriation Funding Account. Follow the guidance below:

**FUND CODE**

Enter Fund Code or Press F4 to select from a list of valid fund codes. Automatically skips to Fiscal Year field.

**PROGRAM YEAR**

Automatically populates with the program year applicable to the fund code.

**DEPT CODE**

Automatically populates with the Department Code applicable to the fund code.

**TRNS DEPT**

Automatically populates with the Transfer Department Code applicable to the fund code.

**FSCL YEAR**

Enter the Fiscal Year or Press F4 to select from a list of valid fiscal years.

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	Skips to Project Code field.
<b>BASIC SYMBOL</b>	Automatically populates with the basic symbol applicable to the fund code.
<b>LIMIT</b>	Automatically populates with the limitation applicable to the fund code.
<b>PROJECT CODE</b>	Enter the Project Code or Press F4 to select from a list of valid Project/BAAN Codes. If project code is selected from F4 list, the BAAN code is automatically populated. Otherwise, if project code is entered cursor moves to Project BAAN field.
<b>PROJECT BAAN</b>	Automatically populated with the Project BAAN if the Project Code was selected from the F4 list in the previous field. If not, enter the Project BAAN. Skips to ASN Code.
<b>ASN CODE</b>	Enter the ASN or Press F4 to select from a list of valid ASNs. Skips to FAD field.
<b>FAD</b>	Enter the cumulative Funding Authorization amount. Amount can be entered as either positive or negative.

Press End to Commit New Record. Press F9 to create another record.

#### **TO DELETE A RECORD**

To delete a record, once record is selected and highlighted press SHIFT/F5 keys simultaneously.

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Press End to Commit the delete. Record is deleted.

Press F10 to exit.

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**CHAPTER 26 - SECTION H  
STATUS TABLE MAINTENANCE  
OPEN/CLOSE SYSTEM**

**PURPOSE:**

To provide screen navigation for creating, updating, querying and deleting information from the Status data base table. Also includes guidance on opening and closing the system globally for each 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 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. Use down arrow key to move to System Status Report. {Press Enter}

User is now at Screen HQ1.7.19 - STATUS Screen

All records will appear on screen for each FOA and each report.

User can perform the following functions while on this screen:

**USE UP/DOWN ARROW KEYS** Press the up/down arrow keys to move between STATUS records.

**SHIFT/F2 KEYS SIMULTANEOUSLY** Press the Shift/F2 Keys to retrieve the next block of

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STATUS records.

User can then use the up/down arrow keys to move between records.

#### **F2/F3 QUERY**

Press the F2 key to enter into a query once retrieved. Use TAB or enter key to move to appropriate fields to enter query criteria. Once entered, press the F3 key to execute the query. Records will be retrieved matching query. Be sure data entered for criteria is in upper case.

#### **TO CREATE RECORD**

Press the F9 key to create a new record to insert a new FOA and Report. Follow the guidance below:

#### **FOA**

Enter the FOA Code. {Press Enter}

#### **SYSTEM REPORT ID**

Enter the Report Name. Press F4 to select report name from the list of valid reports. {Press Enter}

#### **SUBMIT STATUS**

Enter the current status of the report. NOT IN, ACCEPTED, or SUBMITTED. {Press Enter}

#### **SUBMIT DATE**

This field cannot be entered.

#### **TIMES IN**

This field cannot be entered.

#### **SYSTEM STATUS**

Enter the current system status of the report. CLOSED or OPEN.

Press End to Commit New Record. Press F9 to create another record.

#### **TO DELETE A RECORD**

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To delete a record, once record is selected and highlighted press SHIFT/F5 keys simultaneously.

Press End to Commit the delete. Record is deleted.

Press F10 to exit.

#### **TO MODIFY A RECORD**

To modify a record, once record is selected and highlighted press the TAB or Enter key to move to the applicable field to be modified. Press F6 to clear the field. Enter new value.

Press End to commit the modification. Record is modified.

Press F10 to exit.

#### **TO OPEN/CLOSE SYSTEM GLOBALLY**

To open or close the reporting system globally for all FOAs, press CTRL-F1 while on Screen HQ1.7.19.

User is now at Screen HQ1.7.19.1 - STATUS MAINTENANCE:  
OPEN/CLOSE.

#### **REPORT NAME**

Enter the Report Name.  
{Press Enter}

**OR**

Press F4 to select from  
the list of valid reports.

#### **REPORT STATUS**

Enter the report status  
of either OPEN or CLOSED.

Press END to commit.

Press CTRL-F1 to return to the Status Screen or F10 to exit.

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