

CHAPTER 27
AIR FORCE 7111 REPORT

PURPOSE:

To provide screen navigation for creating/updating HAF 7111 report, executing and viewing reconciliations, and generating/printing reports.

DUE DATE

The HAF 7111 is due at the UFC NLT 10th calendar day. If the 10th calendar day of the current month falls on a weekend or holiday, the HAF 7111 is due the work day before. Agencies are required to submit a HAF 7111 for all accounting periods, even when there are no financial transactions to report. This enables the UFC to account for all reporting agencies.

System must be open for submission. If not a message will appear at the bottom of the screen.

User can only create report for current accounting period.
User can view reports for prior accounting periods.

ACCESS PERMISSIONS:

- a. User must have create/update permissions for the applicable FOA in order to create or update report data, execute or view reconciliation/edit reports, and generate or view reports.
- b. User must have generate/view permissions for the applicable FOA in order to generate or view reports. This does not allow the user to create or update report data.
- c. User must have view permissions for the applicable FOA in order to only view reports already generated. This does not allow the user to create, update or generate reports.
- d. District Report Level users can only perform functions for the specific FOA or District. Division Report Level users can only perform functions for the specific Division. Command Report Level users can generate reports for the entire command. UFC Command Report Level users can perform functions for the entire command.

ADDITIONAL INFORMATION:

While using this module, user can perform the following functions in the screens:

F2/F3 Query Keys -- To query information while on a screen, press the F2 key then enter the criteria for the query in the applicable field. Press the F3 key to execute the query. The information will be retrieved from the database.

Up/Down Arrow Keys -- User will use the up/down arrow keys to move between records while populated on the screen.

Shift-F2 Keys -- User will use the Shift-F2 Keys to view groups of records at a time while populated on the screen. Not all screens provide this capability.

Tab/Enter Keys -- User will use the tab or enter keys to move between fields on the screen.

Shift-Tab Keys -- User will use the Shift-Tab Keys to move back a field on the screen.

Control-F2 Keys -- User will use the Control-F2 Keys to execute a menu option in the load routine procedures.

F4 Key -- User will use the F4 key to retrieve a list of data while on a particular field to select from in case the data is unknown.

End Key -- User will use the End Key to commit/save data to the database.

PROCEDURE:

- a. District generates the COEMIS/CEFMS data file at month end.
- b. District executes the FTP and load procedure in CEEMIS in order to load the current accounting period data file to the UFC.
- c. District views edit errors and corrects data file until data is submitted without errors. Data file can be edited while logged in to CEEMIS via the UNIX editor commands or can be edited on a CYBER mainframe and then reloaded up to the CEEMIS database again.
- d. District executes reconciliations until data is accepted.
- e. District generates CEEMIS reports.

**CHAPTER 27 - SECTION A
TO FTP AND LOAD HAF 7111 REPORT**

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

- | | |
|-----------------------------------|---------------|
| 4 - Military Accounting Functions | {Press Enter} |
| 4 - Load COEMIS Data | {Press Enter} |
| 1 - Load HAF 7111 | {Press Enter} |

You are now at Screen HQ1.4.4.1 - Load COEMIS Military Data (HAF 7111).

FOA CODE

Enter the applicable FOA code. Skips to Choice Field.

OR

Press F4 to select valid FOA from the list.

If system is closed for the current accounting period, an error message will be displayed. Data cannot be loaded until the system is opened by the UFC Data Base Administrator. Press F10 to exit the form.

If the F4 key is used, a pop up window will appear that contains all the valid FOA codes the user has been granted access to use. User can:

USE UP OR DOWN ARROW KEYS

Use these keys to move up or down the list in the pop up window to the desired selection.

PRESS TAB

Use the tab key to move cursor to the find field. Once in the find field

PRESS END

enter a value and press enter to execute the query.

Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

PRESS F10

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

FSN

Automatically populated with the FSN of the FOA entered.

PERIOD

Automatically populated with the current accounting period.

CHOICE

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

To load another FOA, {Press Enter} from the CHOICE field. Cursor will return to the FOA field. Enter the FOA code and follow the same procedures.

Press F10 to exit the form completely.

1 - DOWNLOAD FILE. This option is the first step in loading the HAF 7111 report data file. This option will execute a procedure to FTP the data file from either a CYBER or SUN mainframe to the UFC SUN mainframe, load the data into the UFC database, and generate an edit error report. Data not passing edits will not load into the UFC database. This procedure takes approximately 3-5 minutes.

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 HAF 7111 data file to be retrieved from the local mainframe {Press Enter}. The data file must be in the format of A[FSN]. Replace [FSN] with the applicable FSN for the reporting FOA code. The letter A must be in upper case. For example: A35026.

NOTE: For CEFMS sites, you must first copy your data file to a file named in this format in upper case so that it can be retrieved from the UNIX mainframe and loaded up to the UFC UNIX mainframe in the same format. CEFMS sites can also move their data file manually. The data file must be placed in the user's \$HOME directory in upper case. If the data file is moved manually, then the user must use load menu option #4 RELOAD to load the data in the UFC data base.

c. Enter the FOA code associated with the FSN {Press Enter}. The FOA must be in upper case. For example: G3.

d. 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.

e. Enter the complete directory path where the HAF 7111 data file resides. **DO NOT ENTER THE FILE NAME.** {Press Enter}

f. Enter the CEAP USERID used to connect user to the local mainframe {Press Enter}. CEFMS sites must enter this login USERID in lower case.

g. Enter the CEAP password and family name used to connect user to the local CYBER mainframe. CEFMS sites just enter the CEAP password used to connect user to the local SUN mainframe in lower

case. {Press Enter}.

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. Wait approximately 3-5 minutes for the load/edit process.

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.

Press Menu Option 5 to return to previous menu or F10 to exit load procedures.

2 - VIEW ERRORS. This option is the second step in loading the HAF 7111 report 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] loadaf71.[FSN].lis
```

Replace [remote printer name] with the name of the local remote printer. Replace [FSN] with the FSN of the report to print. This file is located in the user's \$home directory.

b. If any errors exist, user must edit the data file and correct any errors or contact the UFC POC to correct UFC data. 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 DOWNLOAD FILE.

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. At that time, the status table will be updated with 'SUBMITTED'. The HAF 7111 report is not considered 'ACCEPTED' until the reconciliations are executed.

User will now execute the reconciliations.

3 - EDIT DOWNLOADED FILE. This option will allow the user to edit the HAF 7111 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 HAF 7111 report 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 CYBER 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. At that time, the status table will be updated with 'SUBMITTED'. The HAF 7111 report is not considered 'ACCEPTED' until the reconciliations are executed.

User will now execute the reconciliations.

Press Menu Option 5 to return to previous menu or F10 to exit load procedures.

4 - RELOAD DOWNLOADED FILE. This option is used to reload the existing data file again after errors have been corrected via Option 3 or after the UFC has made corrections. CEFMS sites copying the data file manually to the user's \$HOME directory will use this menu option to load their data initially into the UFC data base.

This option is **NOT** to be used unless editing was performed on the UFC mainframe or no changes were required to the FOA 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. Wait approximately 3-5 minutes. When completed {Press Enter} to return to the load menu.

Continue this process until the data has been successfully loaded with no edit errors. At that time, the status table will be updated with 'SUBMITTED'. The HAF 7111 report is not considered 'ACCEPTED' until the reconciliations are executed.

User will now execute the reconciliations.

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

Press Menu Option 5 to return to previous menu or F10 to exit load procedures.

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 instead.

**CHAPTER 27 - SECTION B
TO CREATE HAF 7111 REPORT**

The user has the option to either load the data file generated by COEMIS/CEFMS or to manually insert the data via the CEEMIS create/update form.

Once the current accounting period report data has been successfully loaded into the UFC database via the CEEMIS load/edit procedure then the user can edit data via this option.

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

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

SMART CODE Enter CM7111. {Press Enter}

OR

Press CTRL-F1 to move to Enter Choice Field.

ENTER CHOICE

4 - Military Accounting Functions {Press Enter}

3 - Create/Update Reports {Press Enter}

{Press Enter} to select the HAF 7111 report.

You are now at Screen HQ1.4.3.1 - HAF 7111 Create/Update.

FOA CODE Enter the FOA Code. Skips to Appropriation Fund Code Field.

OR

Select FOA code from F4 list.

FSN Automatically populated with the FSN applicable to the FOA code.

ACCOUNTING PERIOD Automatically populated with the current accounting period.

Remaining Header information such as FOA and Finance & Accounting Officer will automatically populate when the FOA code is entered.

APPROPRIATION FUND CODE Enter the Fund Code. Skips to Fiscal Year field.

OR

Press F4 to select Fund Code from the valid list.

APPROPRIATION PROGRAM YEAR Automatically populated from the Fund Code.

APPROPRIATION DEPT CODE Automatically populated from the Fund Code.

APPROPRIATION TRANSFER DEPT Automatically populated from the Fund Code.

APPROPRIATION FISCAL YEAR Enter the applicable appropriation fiscal year. Skips to Project Code field.

OR

Press F4 to select fiscal year from the valid list.

APPROPRIATION BASIC SYMBOL Automatically populated from the Fund Code.

APPROPRIATION LIMIT Automatically populated from the Fund Code.

PROJECT CODE

Enter the applicable Project Code. Skips to Project BAAN field.

OR

Press F4 to select project code from valid list.

PROJECT BAAN

Automatically populated with project BAAN if project code is selected from the F4 list. Otherwise, enter the project BAAN. Skips to Paid/Collected For Self field.

OR

Press F4 to select project BAAN from valid list.

PAID/COLLECT FOR SELF

Enter the amount paid and/or collected for self. {Press Enter}

PAID/COLLECTED BY OTHERS

Enter the amount paid and/or collected by others. {Press Enter}

CUMULATIVE AMOUNTS

This field is automatically populated based on the amounts entered in the two previous fields.

Press END to commit.

To create another record. {Press F9} and follow the steps above. Continue this process until all records have been loaded for the FOA.

Press F10 to exit the form.

At this time data has been successfully loaded into the UFC

database but not considered 'ACCEPTED'.

Execute and View Reconciliation/Edit Report in order to be 'ACCEPTED'.

**CHAPTER 27 - SECTION B
TO UPDATE HAF 7111 REPORT**

Follow guidance established under Create HAF 7111 report for Screen Navigation.

Once FOA code is entered for same accounting period, a query is performed and the information is retrieved and populated in the form.

User can use the up/down arrow keys while cursor is located on the appropriation accounting classification information to move between appropriations/projects/BAANs. Once the proper one is located then user can use the enter key to move to the appropriate field that needs editing. User can use the F6 key to clear the field or if the entire appropriation record needs to be deleted the user can press the SHIFT-F5 keys simultaneously to delete the record.

User can query for a unique appropriation, project or BAAN by pressing the F2 key then using the enter key to move to the applicable field to query on. Enter the query criteria in that field, then press the F3 key to execute the query. The record will populate on the screen. User can use the enter key to move to the appropriate field that needs editing. Press END to commit change.

Press F10 to exit form. If user did not press end to commit prior to pressing the F10 key a box will appear asking to commit data entered or cancel. Press Y to commit, N to exit without committing, or C to cancel and remain in form.

Execute and View Reconciliation/Edit Report in order to be 'ACCEPTED'.

level access.

Choice 3 - Enter if executing a HAF7111 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 Enter the applicable FOA code. {Press Enter}.

FSN Automatically populated with the FSN for the FOA entered.

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. 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 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}
```

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}
```

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.

User is now at screen HQ1.8.2 - CEEMIS Report Selection Screen -
Air Force 7111

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.

FSN

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

Field.

DSSN

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

ASN

Automatically populates when FOA Code was entered. 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.

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

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

ACCOUNTING PERIOD

Enter the last day of the accounting period for the report to be viewed. Format must be DD-MON-YY.

FOA CODE

Enter the FOA Code. {Press Enter}

OR

of

Press F4 key for a list valid FOA Codes.

If the F4 key is used, a pop up window will appear that contains all the valid FOA codes the user has been granted access to use. User can:

USE UP/DOWN ARROW KEYS

Use these keys to move up/down the list in the pop up window to the desired selection.

PRESS TAB

query.

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

PRESS END

Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

PRESS F10

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

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.

User can press the F2/F3 keys to enter into a query to retrieve another accounting period and FOA.

Press F10 to exit.

CHAPTER 27 - SECTION G
PRINT/LIST/DELETE GENERATED REPORTS

This section is used to provide screen navigation for printing/deleting or listing to the screen reports that have already been generated previously.

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

Enter 8 Reports. {Press Enter}

Press Enter to select
PRINT/LIST/DELETE
GENERATED REPORTS.
{Press Enter}

OR

Enter 4 Military Accounting
Functions. {Press Enter}

Enter 7 Reports. {Press
Enter}

Press Enter to select
PRINT/LIST/DELETE
GENERATED REPORTS.
{Press Enter}

User is now at Screen HQ1.8.1 - Reports Print/List/Delete Screen.

Information is automatically populated for all FOAs and reports previously generated.

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 to 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 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} or

change to the number of days to
retain the file.

Press END to execute the print or list command.
Press F10 to exit.