

CHAPTER 28
AIR FORCE 7801 REPORT

PURPOSE:

To provide screen navigation for creating/updating HAF 7801 report, executing and viewing reconciliations, and generating/printing reports.

DUE DATE

The HAF 7801 is due at the UFC NLT 4th Work Day. Agencies are required to submit a HAF 7801 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 28 - SECTION A
TO FTP AND LOAD HAF 7801 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 7801 | {Press Enter} |

User is now at Screen HQ1.4.3.2 - Load COEMIS Military Data (HAF 7801).

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

enter a value and press
enter to execute the
query.

PRESS END

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

PRESS F10

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

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 SHIFT/TAB keys simultaneously 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 7801 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 7801 data file to be retrieved from the local mainframe {Press Enter}. The data file must be in the format of EROC_[XX]. Replace [XX] with the applicable FOA code. The word EROC must be in upper case. The first character of the FOA code must be in upper case. For example: EROC_S0.

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 local mainframe family or machine name where the HAF 7801 data file resides {Press Enter}. This can be entered in either lower or upper case.

d. Enter the complete directory path where the HAF 7801 data file resides. **DO NOT ENTER THE FILE NAME.** {Press Enter}

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

f. 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 7801 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] loadaf78.[FOA CODE].lis
```

Replace [remote printer name] with the name of the local remote printer. Replace [FOA CODE] with the FOA Code 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 7801 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.

3 - EDIT DOWNLOADED FILE. This option will allow the user to edit the HAF 7801 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 7801 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 7801 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 7801 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}.

This option will return the user back to the main military load menu. User can then select another report option to load.

Otherwise, press F10 to exit the load procedure.

**CHAPTER 28 - SECTION B
TO CREATE HAF 7801 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 CM7801. {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}

Use down arrow to move cursor to HAF 7801. Press Enter to select the HAF 7801 report.

You are now at Screen HQ1.4.3.2 - HAF 7801 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 Allotment Received field.

OR

Press F4 to select project BAAN from valid list.

ALLOTMENT RECEIVED

Enter the amount of the cumulative allotments received to date for this project/BAAN. {Press Enter}

CURRENT MONTH OBLIGATIONS

Enter the amount of the current month obligations {Press Enter}

CUMULATIVE OBLIGATIONS INCURRED

Enter the amount of the cumulative obligations incurred to date. {Press Enter}

CUMULATIVE PAYMENTS

Enter the amount of the cumulative payments to date. {Press Enter}

COMMITMENTS OUTSTANDING

Enter the amount of the cumulative outstanding commitments. {Press Enter}

UNOBLIGATED AMOUNT

obliga-

This sum is automatically calculated based on the difference between the Allotment Received field and the cumulative tions incurred.

UNDELIVERED ORDERS - GOVERNMENT

Enter the amount of the cumulative outstanding government undelivered orders. {Press Enter}

UNDELIVERED ORDERS - NON-GOVERNMENT

undelivered

Enter the amount of the cumulative outstanding non-government orders. {Press Enter}

ACCOUNTS PAYABLE - GOVERNMENT

Enter the amount of the cumulative outstanding government accounts payable. {Press Enter}

ACCOUNTS PAYABLE - NON-GOVERNMENT

Enter the amount of the cumulative outstanding non-government accounts payable. {Press Enter}

ACCOUNTS RECEIVABLE - GOVERNMENT

Enter}

Enter the amount of the cumulative outstanding government accounts receivable. {Press

ACCOUNTS RECEIVABLE - NON-GOVERNMENT

Enter}

Enter the amount of the cumulative outstanding non-government accounts receivable. {Press

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 28 - SECTION B
TO UPDATE HAF 7801 REPORT**

Follow guidance established under Create HAF 7801 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'.

CHAPTER 28 - SECTION C
TO EXECUTE HAF 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}

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

User is now at screen HQ1.4.5 - Reconciliation Request Screen - 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 7801 reconciliation for one specific FOA.

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

Choice 3 - Enter if executing a HAF7801 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. Skips 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 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.

CHAPTER 28 - SECTION D
TO VIEW HAF 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}

Use down arrow key to move cursor to HAF7801 RECON report. Press Enter to select HAF 7801 Recon Report.

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] rcon7801.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 rcon7801.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.

**CHAPTER 28 - SECTION E
TO GENERATE HAF 7801 REPORT**

BACKGROUND:

Prior to generating any HAF 7801 reports, user must have executed the HAF 7801 reconciliation/edit report and received a status of 'ACCEPTED'.

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

Press CTRL-F1 to move to Smart Code field.

SMART CODE

Enter GM7801. {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 7801 Report. {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.

User is now at screen HQ1.8.2 - CEEMIS Report Selection Screen -
Air Force 7801

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 populates with M for military. {Press Enter}. Skips to Columns Field.

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 the 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.

COLUMNS 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.

**CHAPTER 28 - SECTION F
TO VIEW HAF 7801 REPORT
CURRENT/PREVIOUS PERIODS**

BACKGROUND:

Any CEEMIS user with View capabilities for the HAF 7801 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.

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

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

SMART CODE Enter 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 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 7801 VIEW.

User is now at screen HQ1.4.11.2 - HAF 7801 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

Press F4 key for a
list of 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.

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

Use the tab key to move
cursor to the find field.
Once in the find field
enter a value and press
enter to execute the

query.

PRESS END

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

PRESS F10

Use the F10 key to exit
the pop up window 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.

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} to accept or change to the number of days to retain the file.

Press END to execute the print or list command.

Press F10 to exit.