

Chapter 33

CIVIL WORKS FUNDS - SUPPLEMENTAL RECONCILIATION DATA

ENG3011B

PURPOSE:

To provide screen navigation for creating/updating the ENG3011B report, executing and viewing reconciliations, and generating/printing reports.

DUE DATE

The ENG3011B is due at the UFC NLT COB on the 9th work day of the current month following the report period. Agencies are required to submit an ENG3011B for all accounting periods, even when there are no financial transactions to report.

BACKGROUND:

System must be open for submission. System will be closed based on the due date for the current accounting period. System can only be opened by the UFC DBA or UFC ENG3011B POC.

User can only create report for current accounting period.

User must load the ENG3011B data file initially after logging onto CEEMIS and then execute reconciliations/edits. After viewing the reconciliation reports, if the report contains errors then user must edit the data file in CEEMIS and then reload the data file that was edited. User then must execute the reconciliations/edits again. User is not considered accepted until reconciliations/edits are executed and report has been submitted successfully. User can generate an ENG3011B report at any time via the reports menu option.

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, generate or view reports, and load the data file.
- b. User must have generate/view permissions for the applicable FOA in order to generate or view reports if they do not have create/update permissions. This does not allow the user to create or update report data.
- c. User must have view permissions for the applicable FOA in order to view reports only that have been submitted and accepted at the UFC. This does not allow the user to create/update or generate report data.
- 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

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Report Level users can generate reports for the entire command. UFC Command Report Level users can perform functions for the entire command.

PROCEDURES:

- a. District user generates the COEMIS/CEFMS data file at month end.
- b. District user can then edit the data file on their local mainframe prior to submitting to CEEMIS or can wait until after transmission is completed in CEEMIS.
- c. District user logs onto CEEMIS and selects the LOAD option under the Civil Accounting Functions Menu option. District selects to load the COEMIS data file or the CEFMS data file.
- d. District user then executes the reconciliations/edits and views the results. Any errors existing must be corrected and the data reloaded to the database. User performs edit functions at this time in CEEMIS under the Edit option in the Load procedure.
- e. District generates CEEMIS ENG3011B report from the reports menu option.

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SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

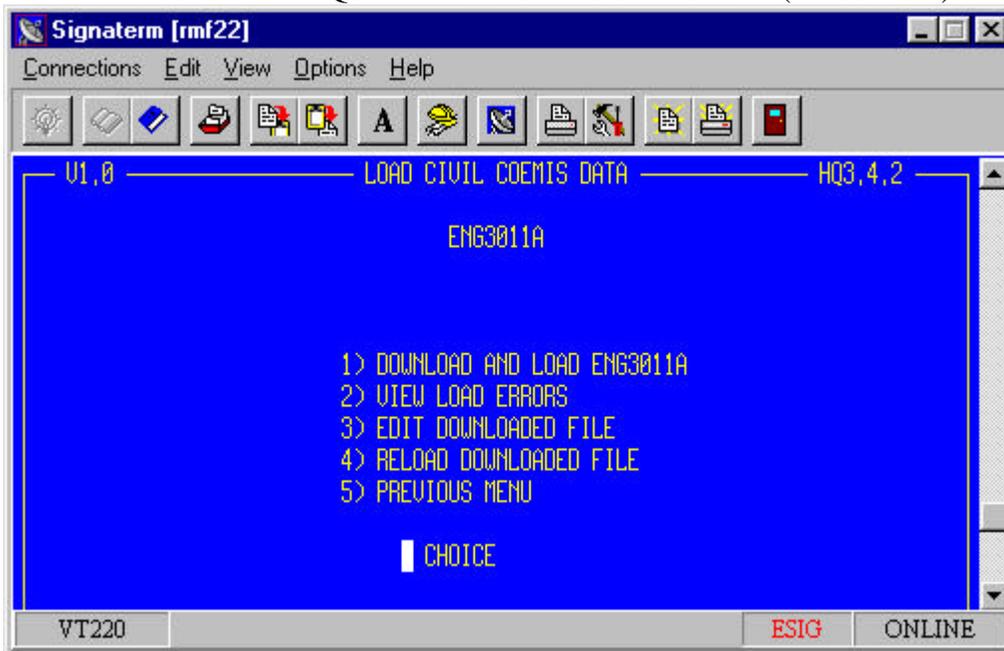
ENTER CHOICE

3 - Civil Accounting Functions Press Enter.

5 - Load COEMIS Data Press Enter.

3 - Load ENG3011B Press Enter.

You are now at Screen HQ3.4.2 - Load Civil COEMIS Data (ENG3011B).



From this menu user selects one of the following options:

1 - DOWNLOAD AND LOAD ENG3011B (Press Enter)

User will be prompted for the information required to FTP to the mainframe where the ENG3011B data file resides. Once the FTP procedure has been executed the data will then be loaded automatically to the UFC database. Once the load is complete the user will press enter and return to this menu. All ENG3011B data files reside under the /cars/ENG3011B/data directory on CPC23 under the FOA CODE as the file name in uppercase. This file is also copied to the \$HOME directory under the user's userid that was logged in at the time the procedure was performed.

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WARNING: PLEASE BE SURE THAT THE USER THAT WILL HAVE TO EDIT THE DATA FILE AND EXECUTE THE RECONCILIATIONS/EDITS IS THE USERID THAT IS LOGGED IN AT THE TIME THIS OPTION IS USED. OTHERWISE, THE DATA WILL NOT BE IN THE RIGHT DIRECTORY FOR THEM TO PERFORM THE NECESSARY FUNCTIONS.

- A. Enter the name of the 3011B data file to be retrieved to the UFC database. Enter the file name in either upper or lower case depending on whether your file exists in the unix environment or on the CYBER.
- B. Enter the machine name where the data file resides. For example: If the file is on the CEHQ family it is CPC3.
- C. Enter the complete directory path where the file resides locally. (DO NOT INCLUDE THE FILE NAME IN THIS PATH). Be sure to enter the path either upper or lower case depending on the type of operating system you are on.
- D. Enter in uppercase the FOA code.
- E. Enter in upper case Y if COEMIS/CYBER or N if CEFMS/UNIX.
- F. Enter the userid that is used to log onto the machine where the data file resides. CEFMS users must enter in lowercase if going to the UNIX operating system.
- G. Enter the login password for the userid above. CEFMS users must enter in lowercase if going to the UNIX operating system.
- H. COEMIS users must enter the family name. CEFMS users will not be prompted for this.

2 - EDIT DOWNLOADED FILE (Press Enter)

User will use this option to edit the data file that was downloaded to the UFC mainframe. This option will place the user into a NOS/VE editor mode. Be sure to pay attention to the new functions on the screen for editing this file. Once editing is complete, user presses F6 to save the data file. User presses enter to return to this menu.

NOTE: IF USER IS GIVEN AN ERROR MESSAGE OR THE SCREEN IS

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BLANK WHEN THIS OPTION IS SELECTED THEN THE DATA FILE DOES NOT EXIST FOR THAT USER TO PERFORM THE EDITS. THE SYSTEMS ACCOUNTANT SHOULD BE CONTACTED IN ORDER TO HAVE THE DATA FILE COPIED OVER TO THE \$HOME DIRECTORY OF THE INDIVIDUAL THAT IS LOGGED IN TO EDIT THE DATA FILE.

3 - RELOAD DOWNLOADED FILE (Press Enter)

User will use this option to reload the edited data file to the UFC database. This option should only be used if the file was edited via Option 2 in CEEMIS. If the data file was edited outside of CEEMIS then the data file would have to be reloaded via Option 1 again in order to have the correct data.

NOTE: IF THE USER IS GIVEN AN ERROR MESSAGE THAT THE FILE DOESN'T EXIST, THEN THE DATA FILE MUST BE COPIED TO THE USER'S \$HOME DIRECTORY. CONTACT THE SYSTEMS ACCOUNTANT FOR ASSISTANCE.

A. Enter The FOA Code. Press CTRL F2.

4 - Previous menu (Press Enter)

This option is used to exit this menu or user can press F10 to exit as well.

SCREEN NAVIGATION: EXECUTE RECON / EDIT ROUTINES

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

Press CTRL F1 to move to the smart code field. Enter RCONCX. {Press Enter}

You are now at Screen HQ1.3.4 - CEEMIS Execute Reconciliation/Edit Reports Menu (Civil Reports)

Use down arrow key to move to ENG3011B RECON. {Press Enter}

OR

Enter 3 {Press Enter}
Enter 6 {Press Enter}

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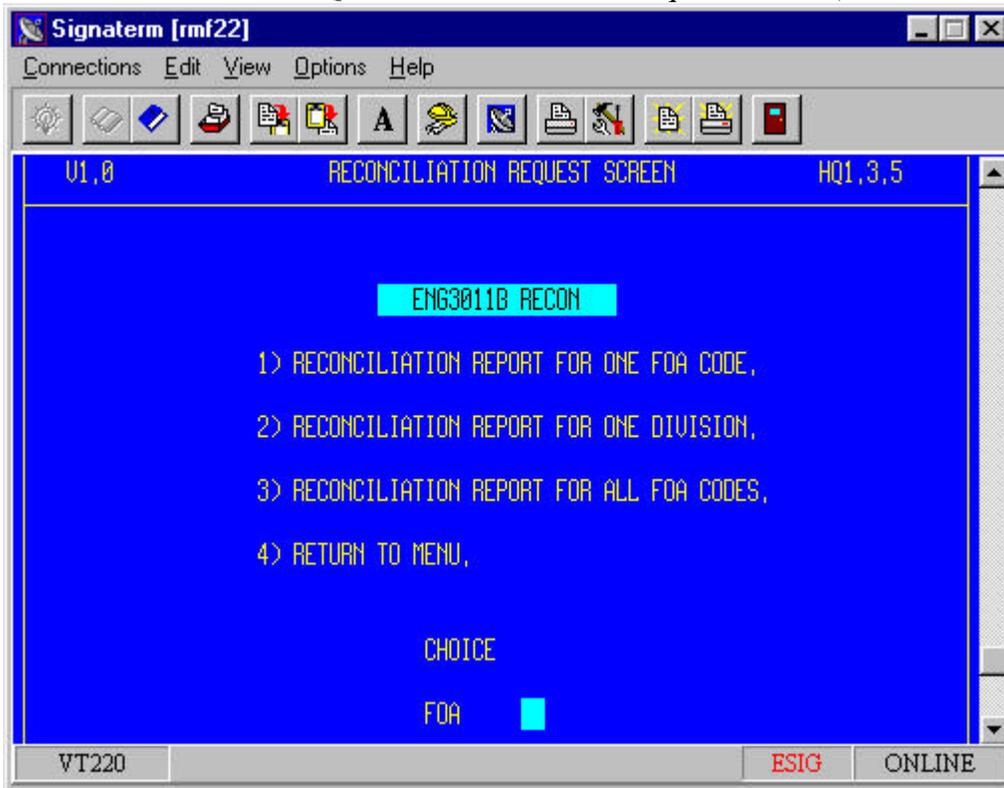
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You are now at Screen HQ1.3.4 - CEEMIS Execute Reconciliation/Edit Reports Menu (Civil Reports)

Use down arrow key to
move to ENG3011B RECON.
{Press Enter}

You are now at screen HQ1.3.5 - Reconciliation Request Screen (ENG3011B RECON).



CHOICE

Enter 1 {Press Enter}

FOA

Enter FOA CODE for the
appropriate FOA being recon-
ciled. {Press Enter}

Report will now execute and user will press enter to be returned to this HQ1.3.5.

From this screen user can press F10 to exit or enter 4.

User will be taken back to the reconciliation submenu in order to execute another FOA reconciliation. All reconciliations can be executed before viewing. Each reconciliation report is

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written to a separate file based on the FOA code. The particular FOA report is overwritten each time the execution is performed.

If user does not need to execute any other reconciliations, then press F10 to exit the submenu.

NOTE: The data file generated for the reconciliation/edit report is located under the directory: /cars/ceemis/recon in a file name in the following format: FOArcon11b.lis {Replace FOA with the FOA code in uppercase}

SCREEN NAVIGATION: VIEW RECON / EDIT REPORTS

From the CEEMIS Main Menu (Screen HQ!.0)

ENTER CHOICE

Press CTRL F1 to move to the smart code field. Enter RCONCV. {Press Enter}

You are now at Screen HQ1.3.4 - CEEMIS View Reconciliation/Edit Reports Menu (Civil Reports)

Use down arrow key to move to ENG3011B RECON. {Press Enter}

OR

Enter 3 {Press Enter}
Enter 7 {Press Enter}

You are now at Screen HQ1.3.4 - CEEMIS Execute Reconciliation/Edit Reports Menu (Civil Reports)

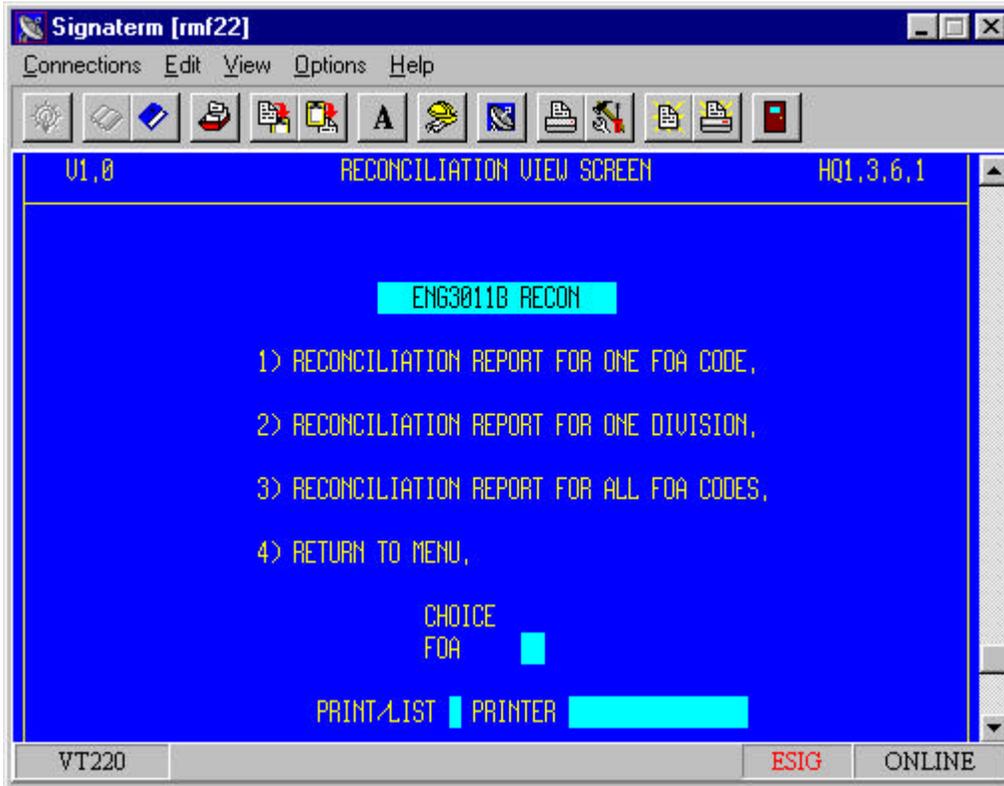
Use down arrow key to move to ENG3011B RECON {Press Enter}

You are now at Screen HQ1.3.6.1 - Reconciliation View Screen (ENG3011B RECON)

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CHOICE

Enter 1. Skips to next field.

FOA

Enter FOA CODE for the appropriate FOA being viewed. {Press Enter}.

PRINT/LIST

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 enter P when returned to the screen, press enter, enter a printer site and press enter again.

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If L was selected, the report will now appear on the screen. Press Enter to view additional pages of the report or 'q' in lowercase to quit the view. At end of file marker (EOF), press enter or type 'q' to quit. Press enter to return to the view menu option screen.

To view another FOA, press SHIFT TAB to move to the FOA field. Once in the FOA field enter the next FOA Code then press enter again to view that report. Follow the same instructions as above for exiting the report.

To exit the view menu option screen, press F10 or SHIFT TAB to CHOICE field and enter 4.

NOTE: The data file generated for the reconciliation/edit report is located under the directory: /cars/ceemis/recon in a file name in the following format: FOArcon11.lis {Replace FOA with the FOA code in uppercase}.

SCREEN NAVIGATION: GENERATE / PRINT ACCEPTED REPORTS

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

Enter 3 {Press Enter}
Enter 8 {Press Enter}

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

Use down arrow key to move to
ENG3011B {Press Enter}

OR

Enter 8 {Press Enter}

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

Use down arrow key to move to
ENG3011B {Press Enter}

You are now at Screen HQ1.8.2 - CEEMIS Report Selection Screen (ENG3011B).

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The screenshot shows a terminal window titled "Signaterm [rmf22]" with a menu bar (Connections, Edit, View, Options, Help) and a toolbar. The main display area has a blue background with yellow text. The title bar reads "ENG3011B - STATUS OF WORK ALLOWANCES -COMMAND LEVEL REPORTS". Below this, there are several input fields: "FOR PERIOD ENDING:" followed by a blank box; "REPORT LEVEL" with a cursor over "1"; "FOA" with a cursor over "1"; "OPERATING AGENCY" with "08" and "US ARMY CORP. OF ENGINEERS" below it; "PRINT/LIST WHEN PRODUCED:" with a cursor over "P"; "COPIES:" with "001"; "PRINTER:" with a blank box; and "RETENTION DAYS:" with "001". At the bottom, there are status indicators: "VT220", "ESIG", and "ONLINE".

FOR PERIOD ENDING

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

REPORT LEVEL

Enter DIS. Skips to next field.

FOA

Enter the FOA Code. 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

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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), press 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}.

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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.

NOTE: The data file generated for the ENG3011B report is located under the directory: /cars/ceemis/reports in a file name in the following format: FOADISENG3011.XXX {Replace FOA with the FOA code in uppercase and replace XXX with the year and month in the format YMM).