

## CHAPTER 34

### SCHEDULE D - INTERDISTRICT TRANSFERS

#### **PURPOSE:**

To provide screen navigation for creating/updating the Interdistrict Transfers (SCHEDULE D) report, executing and viewing reconciliations, and generating/printing reports.

#### **DUE DATE**

The Interdistrict Transfers (SCHEDULE D) reports are to be submitted no later than the eighth working day following the end of the month. Reporting point of contact is Ms. Dee Benson at area code (901)874 - 7829

#### **BACKGROUND:**

The CEEMIS Interdistrict Transfers (SCHEDULE D) system must be open for submission, individual submissions will be closed based on acceptance of reports by the UFC.

FOA's may input the Interdistrict Transfers (SCHEDULE D) initially after logging onto CEEMIS, or CEFMS sites may execute the (S) submit option. Menu options exist for the execution of reconciliations/edits, and report generation. After viewing the reconciliation reports, if the report contains errors then user may edit the submission via the Create/Update forms. User then must execute the reconciliations/edits again. User is not considered accepted until reconciliations/edits are executed and all report data has been submitted successfully.

#### **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/DSSN 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 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 report data or executes the (S) submit option within CEFMS at month end.

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- b. District CEFMS/COEMIS users then execute the reconciliations/edits and views the results. Any errors existing must be corrected. User performs edit functions at this time in CEEMIS under the Create/Update option in CEEMIS.
- c. District generates CEEMIS reports from the reports menu option.

### **SECTION (A) - CREATE/UPDATE OR EDIT DATA**

#### **SCREEN NAVIGATION:**

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

#### **ENTER CHOICE**

Selection 5 - Revolving Fund Accounting Functions. Press Enter.

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Selection 3 - Create/Update Reports. Press Enter.

Arrow down to PRIP. Press Enter

User is at screen HQ3.7.1.1 - Interdistrict Transfers (SCHEDULE D) Create/Update Screen

ENTER FOA CODE and the Create / Update PRIP Screen is displayed.

	DEBIT	CREDIT
1. BALANCE FORWARD 1 OCT .....	11311988715.00	
2. RF 8801 - LAND .....	56.00	3,456.00
3. RF 8802 - STRUCTURES AND EQUIP .....		
4. RF 8809 - STOCK .....	100.00	0.00
5. RF 8810 - ACCRUED ANNUAL LEAVE .....		
6. SUBTOTAL DEBITS AND CREDITS ..	156.00	3,456.00
7. SUBTOTAL NET DEBITS AND CREDIT ..		3,300.00
8. END OF PERIOD BALANCE .....	11,311,985,415.00	

<HOME> CLEAR FORM                      <END> COMMIT                      <F10> EXIT

**FORWARD BALANCE IS ZERO**

**FOA CODE**                      Enter your FOA code. Automatically skips to the EDIT information. Arrow down to desired record, to make changes and hit the ENTER key.

**ENTER REPORT DATA AS PROMPTED**    Total fields will be calculated (self-populating) for ease of data entry.

Press <END> to commit the current report report, then press <F10> to exit.

### SECTION (B) - EXECUTE RECONCILIATIONS & EDIT REPORTS

#### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE**                      Press CTRL F1 to move to the smart code field. Enter RCONRX. {Press Enter}  
Use down arrow key to move to PRIP RECON. {Press Enter}

**OR**

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Enter 6 {Press Enter}

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

Use down arrow key to move to desired recon. {Press Enter}

You are now at screen HQ1.3.5 - Reconciliation Request Screen.

```
CEEMIS Test
U1.0 RECONCILIATION REQUEST SCREEN HQ1.3.5
SCHEDULE D RECON
1) RECONCILIATION REPORT FOR ONE FOA CODE.
2) RECONCILIATION REPORT FOR ONE DIVISION.
3) RECONCILIATION REPORT FOR ALL FOA CODES.
4) RETURN TO MENU.
CHOICE 1
FOA A0
<CTRL F1 MOVE UP / DOWN <F10> EXIT
ENTER FOA CODE OR <F4> FOR A LIST THEN PRESS ENTER TO EXECUTE
```

**CHOICE** Enter 1 {Press Enter}

**FOA** Enter FOA CODE for the appropriate FOA being reconciled. {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 must be executed before viewing. Each reconciliation report is 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.

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**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}

#### SECTION (C) - VIEW RECONCILIATION/EDIT REPORT

##### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

**ENTER CHOICE** Press CTRL F1 to move to the smart code field. Enter VCONRV. {Press Enter}

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

Use down arrow key to move to desired recon. {Press Enter}

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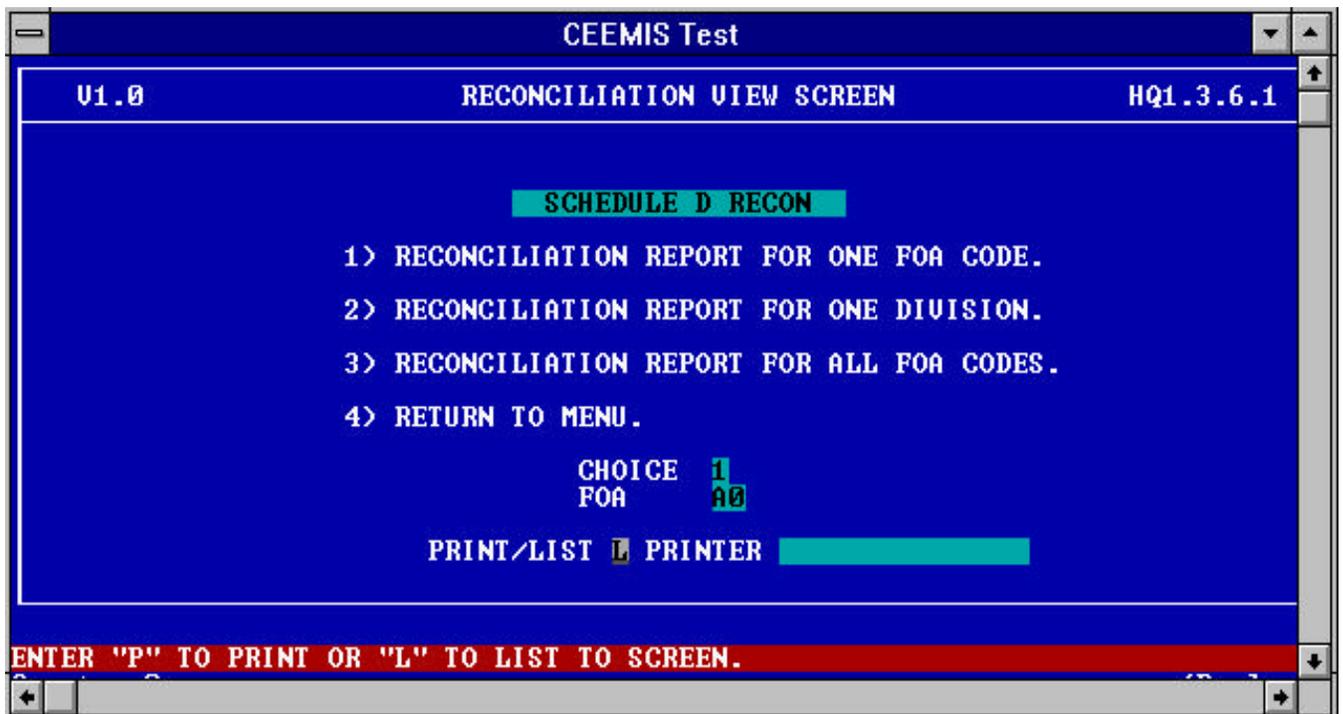
OR

Enter 7 {Press Enter}

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

Use down arrow key to move to desired recon {Press Enter}

You are now at Screen HQ1.3.6.1 - Reconciliation View Screen



CEEMIS Test

U1.0 RECONCILIATION VIEW SCREEN HQ1.3.6.1

**SCHEDULE D RECON**

1) RECONCILIATION REPORT FOR ONE FOA CODE.  
2) RECONCILIATION REPORT FOR ONE DIVISION.  
3) RECONCILIATION REPORT FOR ALL FOA CODES.  
4) RETURN TO MENU.

CHOICE 1  
FOA A0

PRINT/LIST L PRINTER

ENTER "P" TO PRINT OR "L" TO LIST TO SCREEN.

**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.

### SECTION (D) - TO GENERATE REPORTS

#### SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

#### ENTER CHOICE

Enter 5 {Press Enter}

Enter 8 {Press Enter}

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

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

Use down arrow key to move to desired report {Press Enter}

#### OR

Enter 8 {Press Enter} Use down arrow key to move to Accounting Functions {Press Enter}

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

Use down arrow key to move to desired reports {Press Enter}

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

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```
CEEMIS Test
U1.0 CEEMIS REPORT SELECTION SCREEN HQ1.8.2
SCHEDULE D
FOR PERIOD ENDING: 0996
REPORT LEVEL DIS
FOA A0 FSN 96010 DSSN 5558 ASN 1122
OPERATING AGENCY 08 2323
US ARMY CORP. OF ENGINEERS 4444
PRINT/LIST WHEN PRODUCED: L COPIES: 001 PRINTER: ufcops1
RETENTION DAYS: 001
OK TO PROCEED?
<F10> EXIT
ENTER Y <YES> OR N <NO>
```

**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.

**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), 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}.

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**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.