

CHAPTER 37
STATEMENT OF TRANSACTIONS
DELMAR 302

PURPOSE:

To provide screen navigation for creating/updating the DELMAR 302 report, executing and viewing DELMAR 302 reconciliation, and generating/printing reports.

BACKGROUND:

The DELMAR 302 Statement of Transactions classifies an agency's monthly collection and disbursement activity by appropriation, fund, and receipt accounts. It is prepared by disbursing offices that are responsible for submitting the SF1219 (DSAM) Statement of Accountability. Both forms are submitted at the same time and must agree.

DUE DATE

The DELMAR 302 is due at the UFC on the 3rd calendar day of the current month for the previous accounting month. If the 3rd calendar day of the current month falls on a weekend or holiday, the DELMAR 302 is due the first work day after. Agencies are required to submit the DELMAR 302 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, or make adjustments for the upcoming period.

ACCESS PERMISSIONS:

- a. User must have UPASS capabilities for the CPC23 SUN 2000 Machine, and for ORACLE SID S0HQRP1. These permissions must be requested through your local UPASS administrator and approved at the applicable Processing Center for Machine access and the UFC for ORACLE SID access.
- b. 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.
- c. User must have generate/view permissions for the applicable FOA in order to generate or view reports only. This does not allow the user to create or update report data.
- d. User must have view permissions for the applicable FOA in order to view only reports already

generated. This does not allow the user to create or update or generate reports.

- e. 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:

The DELMAR 302 primarily consists of the SOA (dsam) and the SOT (delmr302). The SOA contains the agency name and address, the ALC , beginning and ending accountability, check issues, and deposits during the accounting month for which the statement is prepared. The SOT contains the line of accounting (LOA) and dollar values being collected or disbursed, voucher numbers and applicable FDRI or TRC Codes.

REFERENCES:

1. Treasury Financial Manual, Volume 1.
2. OMB Circular A-34 Report on Budget Execution.
3. AR37-1, Chapter 29, Installation Reports

CHAPTER 37 – SECTION A LOAD DELMAR 302 DATA FILE

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SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

- 4 – Military Accounting Functions Press Enter.
- 5 – Load report data files Press Enter.
- 5 – Load DELMAR reports Press Enter.

You are now at screen HQ4.4.1 – Load DELMAR from Sites to UFC.

From this menu user selects one of the following options:

CHOICE Enter 1,2,3, or 4.

Choice 1 – FTP and Load Reports for one FOA.
Enter if loading a DELMAR 302 datafile for one specific FOA.

Choice 2 – FTP and Load Reports for one FSN.
Enter if loading a DELMAR 302 datafile for all FOAs in a specific Division. User must have at least Division level access.

Choice 3 – FTP and Load All Reports.
Enter if loading a DELMAR 302 datafile for all FOAs in the Command. User must have at least Command level access.

Choice 4 - Enter to exit the form.

User will enter the following information:

REPORT DESIGNATOR

Enter the applicable report

(302 Or 304) to be loaded.

LOAD/RELOAD

Enter L for Load or R for reload,
As required.

PERIOD

Enter the period in YYMM format.
Press enter.

FOA

Choice 1 - Enter the applicable
reporting FOA Code. System will
automatically populate FSN.

OR

Press F4 for a list of all valid FOA
Codes. Use arrow down key to
Scroll through listing of FOA codes.
Press enter to select.

Choice 2 - The FOA Code will
automatically populate with the %
key and cursor will move to the
FSN field.

Choice 3 - FOA Code will
Automatically populate with the %
key when using this option.

FSN

Choice 1 - The FSN will
automatically populate when the
FOA code has been selected.

Choice 2 - Enter the applicable
reporting FSN.

Choice 3 - FSN Code will
Automatically populate
The % key when using this
Option.

Press enter to execute load procedure.

NOTE: Once files have been downloaded, user can verify this, by checking the 'submit status' in the STATUS table. To do this, user must exit from the load menu screen and return to screen HQ1.4 – CEEMIS Military Accounting Functions Menu by pressing F10 twice. Press CTRL F1 to move to the smart code field and enter STATUS. Press enter. You are now at screen HQ1.7.19 – STATUS. User can query by pressing F2, enter applicable FOA in FOA field, TAB to SYSTEMS REPORT ID field, enter DELMAR%, and press F3. Verify that submit status shows as SUBMITTED for today's date.

If reports show as 'NOT IN' in the submit status, verify that all reports attempting to be loaded in CEEMIS exist in the CEFMS reports dataout directory. If files exist and load will not process, contact the systems accountant for assistance.

**CHAPTER 37 - SECTION B
TO EXECUTE DELMAR 302 RECONCILIATION/EDIT REPORT**

SCREEN NAVIGATION:

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

ENTER CHOICE

Select 4 - Military Accounting Functions. Press Enter.

Select 6 - Execute Recon/Edit Reports. Press Enter.

Press Enter to select DELMAR 302 Report.

OR

Press CTRL F1 to move to smart code field.

SMART CODE

Enter CMDLMR. Press Enter.
You are now at Screen HQ1.3.4.
Press Enter to select DELMAR 302
Report.

OR

Press F4 for a list of all
the smart codes available
to select from.

OR

Press CTRL F1 to move to
the enter choice field.

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

User can:

USE UP OR DOWN ARROW KEYS

Use these keys to move up

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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.

You are now at screen HQ1.3.5 - Reconciliation Request Screen - DELMAR 302 RECON.

CHOICE

Enter 1,2,3, or 4. Skips to FOA field.

Choice 1 - Enter if executing a DELMAR 302 reconciliation for one specific FOA.

Choice 2 - Enter if executing a DELMAR 302 reconciliation for all FOAs in a specific Division. User must have at least Division level access.

Choice 3 - Enter if executing a DELMAR 302 reconciliation for all FOAs in the Command. User must have at least Command level access.

Choice 4 - Enter to exit the form.

FOA

Enter the applicable FOA code for Choice 1. Press Enter.

OR

Enter the first position of the applicable Division Code for Choice 2 or enter any FOA code within that Division. Press Enter.

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.

Press CTRL F1 to move to Choice Field and enter another choice.

Press F10 to exit.

NOTE:

Reconciliation reports write to only one file by FOA code. If another choice is selected prior to reviewing the results of the first one, this file is overwritten with the next report.

**CHAPTER 37 - SECTION C
TO VIEW DELMAR 302 RECONCILIATION/EDIT REPORT**

SCREEN NAVIGATION:

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

ENTER CHOICE

Select 4 - Military Accounting Functions. Press Enter.

Select 7 - View Recon/Edit Reports. Press Enter.

Press Enter to select DELMAR 302 Report.

OR

Press CTRL F1 to move to smart code field.

SMART CODE

Enter XXXXXX. Press Enter.
You are now at Screen HQ1.3.4.
Press Enter to select DELMAR 302
Report.

OR

Press F4 for a list of all
the smart codes available
to select from.

OR

Press CTRL F1 to move to
the enter choice field.

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

User can:

USE UP OR DOWN ARROW KEYS

Use these keys to move up

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PRESS TAB

or down the list in the
pop up window to the
desired selection.

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.

Report will now execute and 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 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 CREATE/UPDATE DELMAR 302 REPORT

SCREEN NAVIGATION:

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

ENTER CHOICE

Select 4 - Military Accounting Functions. Press Enter.

Select 3 - Create/Update Reports. Press Enter.

Press Enter to select DELMAR 302 Report.

OR

Press CTRL F1 to move to smart code field.

SMART CODE

Enter CMDLMR. Press Enter.

OR

Press F4 for a list of all the smart codes available to select from.

OR

Press CTRL F1 to move to the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart 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.

You are now at screen HQ4.3.4.1 – Data Element Management Accounting Report (DELMAR)

From this menu user selects one of the following options:

CHOICE

Enter 2,3,4 or 9.

Choice 3 – DELMAR 302 Statement of Transactions.

Use this option to make adjustments/corrections to the DELMAR 302 to correct for errors on reconciliation of report currently being submitted to DFAS.

Choice 4 – DELMAR 302 Current Month Adjustments/Corrections

Use this option to create a file of corrections/adjustments to the DELMAR 302 report during the current month. This file will merge with your end of month reports for the current period and be transmitted to DFAS during the next report submission period.

Choice 9 – DELMAR SF1219 Statement of Accountability

Use this option to commit a change to the value reported in Line 4.10 (Total of Net Disbursements) on the SF1219. When entering Choice 9, the value reflected in Line 4.10 will agree with value currently reported in the DELMAR 302. User needs only to hit <END> to commit this value.

NOTE: The user would only use this option if the original value reported on the SF1219 was incorrect, therefore requiring an adjustment to the SF1219 rather than to the DELMAR 302. If the DELMAR 302 is incorrect, the adjustment/correction should be made using Choice 3.

User will enter the following information:

FOA CODE

Enter the applicable reporting FOA Code.

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

If the FOA code entered is not valid or the user is not authorized to create/update report data for the FOA code, an error message will appear at the bottom of the screen. Enter FOA code again. All the report header information (DSSN, F&A Officer, FOA Address, POC, POC telephone number and accounting period) will automatically populate when the FOA Code was entered.

User must page down to make adjustments/corrections to records. Move cursor with up or down arrow key or enter key to the field in error. A query can be performed to select individual records by using the F2 key, enter as many of the data fields to narrow search, and hit F3 to execute. The F5 function key can be used to delete records in their entirety and the F9 will allow the user to enter in a new line of data. Press F6 to clear a field.

To add a new record, user must enter:

APPROPRIATION DEPARTMENT

Enter the applicable department code.

APPROPRIATION TRANSFER DEPT

Enter the transfer department number if this is a transfer appropriation. Press Enter to populate with NA if not applicable. Skips to next field.

APPROPRIATION FISCAL YEAR

Enter the appropriation fiscal year: R, S, X, F or two digit year. Skips to next field.

- X No year appropriations.
- F Clearing Account Appropriations
- R Receipt Account Appropriations
- S Special Fund Account

APPROPRIATION BASIC SYMBOL

Enter the appropriation basic symbol. Skips to next field.

APPROPRIATION LIMITATION

Automatically populates with 0000 limitation upon passing field. Press Enter to accept.

OR

Enter the 4 digit limitation.

PY

Enter the program year.

OA

Enter the operating agency.

SRC

Enter the reimbursable source code.

AMSCO

Enter the AMSCO.

FSN

Enter the fiscal station number.

AMOUNT

Enter the dollar value. It is not Necessary to enter commas or decimal Places. The system will automatically Insert them when user presses enter.

TL

Enter the transmittal number.

DT

Enter the disbursing date.

DOV

Enter the Disbursing Officer Voucher Number.

DSSN

The Disbursing Station Symbol will automatically populate.

FDRI

Enter the FDRI.

RECORD TYPE

Enter the record type.

Press END to commit.

Press Page Up to return to DELMAR 302 report header screen.

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 with committing, or C to cancel and remain in form.

User must now re-execute and view the reconciliation/edit report in order to have the report 'ACCEPTED'.

CHAPTER 37 - SECTION D TO GENERATE DELMAR 302 REPORT

BACKGROUND:

Prior to generating any DELMAR 302 reports, user must have executed the DELMAR 302 reconciliation/edit report and received a status of 'ACCEPTED'.

SCREEN NAVIGATION:

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

ENTER CHOICE

Select 10 - Reports. Press Enter.

Use down arrow key to select Disbursing Reports. Press Enter.

Use down arrow key to select DELMAR 302 Report.

OR

Select 4 - Military Accounting Functions. Press Enter.

Select 8 - Reports. Press Enter.

Use down arrow key to select Disbursing Reports. Press Enter.

Use down arrow key to select DELMAR 302 Report.

OR

Press CTRL F1 to move to smart code field.

SMART CODE

Enter XXXXX. Press Enter.

You are now at Screen HQ1.8.2.

OR

Press F4 for a list of all the smart codes available to select from.

OR

Press CTRL F1 to move to the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart 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.

You are now at Screen HQ.1.8.2M - CEEMIS Report Selection Screen - Statement of Transactions (DELMAR 302).

FOR PERIOD ENDING

Enter the accounting period for the report to be generated. Format must be YYMM. 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.

FOA

Enter FOA Code. Skips to next field.

If DIV was entered in report level, enter any FOA code within the division.

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.

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 SHTAB to move to the left or right.

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 SHTAB to move to the left or
right.

RETENTION DAYS

Defaults to a required number of
retention days. Press Enter or enter
the number of retention days wanted.
Up to 999 can be
entered. Press Enter.

Press SHTAB to move to the left or
right.

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 to not generate
the report. Cursor will move back to
period ending field to reenter data.

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 return. Another prompt will appear to delete the report (y/n). Answer prompt, press return. Press Enter again.

User is returned to Disbursing Reports Section Menu.

Press F10 to exit.