

CHAPTER 38
MILITARY STANDARD GENERAL LEDGERS (62H) REPORT

Configuration Item (CI) #RP-0016
"CEEMIS Military 62H SGL Report"

This statement of work pertains to the programmer required tasks for automation of upward reporting of the Military Standard General Ledger (62H) to the USACE Finance Center, performed by each Directorate / Division / District. All programming will be completed in ORACLE relational RDBMS environment utilizing ORACLE Forms 3.0 and SQR. Configuration source management, table owner, and storage of output will be as follows;

Table Owner: S0RMF334
Directories: RMF22%/s0rmf334/hqceemis/*.frm
RMF22%/s0rmf334/hqceemis/**source/inp**/*.inp
RMF22%/s0rmf334/hqceemis/**obj**/*.sqt
RMF22%/s0rmf334/hqceemis/**source/sqr**/*.sqr
RMF22%/s0rmf334/hqceemis/**data**
RMF22%/s0rmf334/hqceemis/**reports**
RMF22%/s0rmf334/hqceemis/**recons**
RMF22%/s0rmf334/hqceemis/**dfasdata**

The following SOW lists a development approach for these tasks and deliverables for the Military (SGL) submission functionality. The Military (SGL) submission process begins with generating an 80-80 card column file in the CEFMS database. The directory and file naming convention is standard as:

/cefms/reports/T0CEFMP1/dataout/c1_62h_app.9810

The file must be ftp'd from the CEFMS accounting database to the CEEMIS database located on CPC23. The file should reside under the **data** directory.

ATHORITY: Army Regulation 37-1,
Chapter 4, Standard General Ledger Accounting
Chapter 29, Installation Reports,
paragraph 29-32 "General Ledger Trial Balance Reporting"
tables 29-27 and 28 "Transmission Card Layouts"

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PURPOSE: To provide programming specifications, data models, and a synopsis concept of operations for submission, reconciliation, acceptance, and data transfer of the Military Accounting Standard General Ledgers (62H) from the Field Operating Activities, through the UFC to the Department of Defense Finance and Accounting Service, Indianapolis Indiana.

DUE DATE

The (SGL) reports are to be submitted no later than the seventh calendar day following the end of a month.

BACKGROUND:

The CEEMIS Military (SGL) system must be open in the status table for submission, individual submissions will be closed based on acceptance of reports by the UFC. When the status table is closed no new data loads, modifications, etc can be effected to the data submitted. The Military SGL may not be accepted until the DELMAR302 and DELMAR304 have been ACCEPTED as indicated in the STATUS table.

FOA's may load their (SGL) data files initially after logging onto CEEMIS or enter the Create/Update screens to enter small reports directly into the database via the Create/Update form. Menu options exist for the execution of reconciliations/edits, and obtaining reports. After viewing the reconciliation reports, if the report contains errors the user should edit the submission via the Create/Update forms. User then must re-execute the reconciliations/edits again. User is not considered accepted until reconciliations/edits are executed and all data has been submitted successfully. The status table should be updated and the submit status set to accepted and the submit date set to the current sysdate.

FOA's may now create the required DFAS file and ftp the data to DFAS Indianapolis to be incorporated in that evenings report collection procedures. Each line of data should be tagged with a dfas date equivelent to the sysdate at the time the DFAS file is created. The file must reside in the DFASFILES directory with the appropriate FOA_CODE||62H and YYMM extension.

ACCESS PERMISSIONS:

a. User must have create/update permissions (C) for the applicable FOA to load data files, create or update reports, and execute or view reconciliation/edit reports, or to produce dfas files. There is a generic FOA code assigned to reporting personnel at the UFC, of ZZ which allows access to any or all FOA's reports.

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- b. User must have generate/view permissions (G) for the applicable FOA 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 (V) for the applicable FOA to view reports 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. These levels are contained in the employee table and are identified as follows:
 - 1- District Level User
 - 2- Division Level User
 - 3- UFC Level User
 - 4- DBA Level User

- e. The Create, (G)enerate, or (V)iew permissions are requested through the Access Request screens in option 2 from the main menu and are granted by designated individuals assigned as Responsible Employees for the FOA's they are responsible for.

PROCEDURES:

- a. District user generates the 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 Military Accounting Functions Menu option. District user selects to load the CEFMS data file for one FOA or one FSN or all FSNs.

- 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 (SGL) reports from the reports menu option.

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f. District user then generates and transmits the CEEMIS (SGL) report to DFAS-IN.

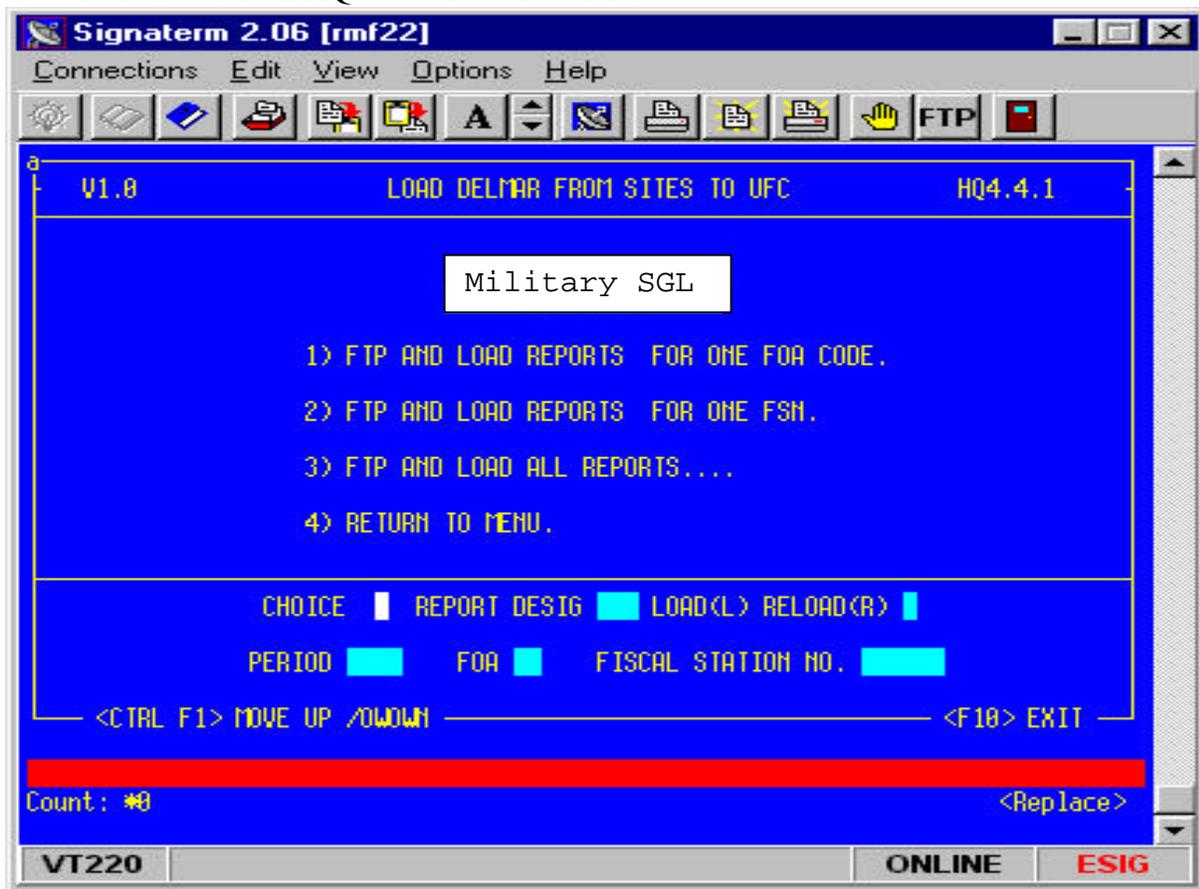
SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

- 4 - Military Accounting Functions Press Enter.
- 4 - Load Data Files Press Enter.
- 1 - Load Military General Ledger Press Enter.

You are now at Screen HQ4.4.1 - Load Data Files.



From this menu user selects one of the following options:

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1 - FTP AND LOAD REPORTS FOR ONE FOA. (Press Enter)

User will be prompted for the information required to load or reload data, the period will default to the current sysdate -1 in YYMM format, and the FOA to be loaded, the fiscal station number will be populated from the FOA table based on a match with the FOA code selected. 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.

2 - FTP AND LOAD REPORTS FOR ONE FSN. (Press Enter)

User will be prompted for the information required to load or reload data, the period will default to the current sysdate -1 in YYMM format, and the FSN to be loaded, the FOA code should be skipped and defaulted to a %. 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.

3 - FTP AND LOAD ALL REPORTS. (Press Enter)

User will be prompted for the information required to load or reload data, the period will default to the current sysdate -1 in YYMM format, and the FOA should be skipped and defaulted to %, the FSN code should be skipped and defaulted to a %. 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.

SECTION B - CREATE/UPDATE OR EDIT DATA

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SCREEN NAVIGATION:

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

ENTER CHOICE

Selection 4 - Military Accounting Functions. Press Enter.

Selection 3 - Create/Update Reports. Press Enter.

Arrow down to the desired report “Military SGL” and hit the “Enter Key” to select.

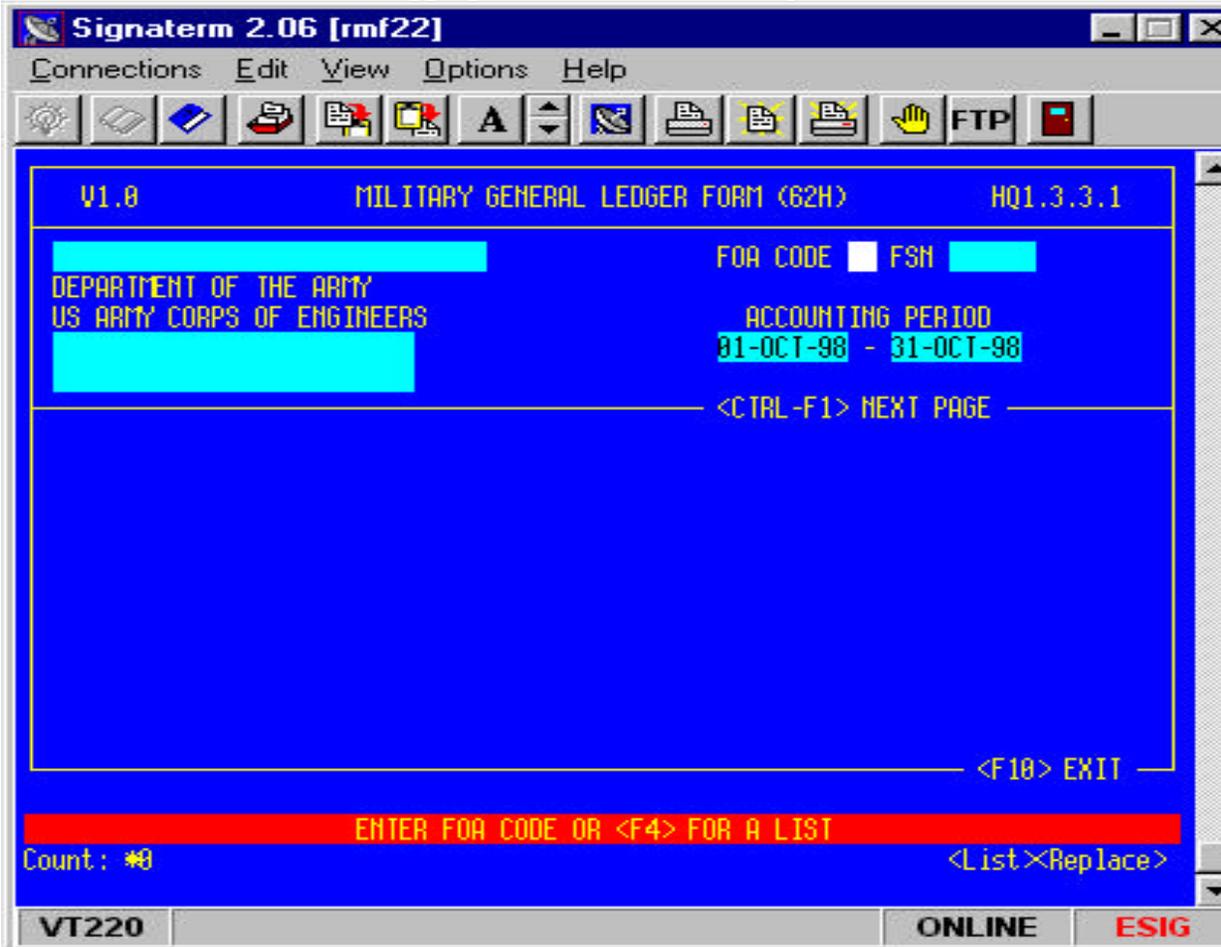
User is at screen HQ1.4.4.6 - Military General Ledger Form

Accounting Period	The accounting period will be populated on the key startup trigger to compute the begin and end dates the form should default to the 1 st and last days of the previous month.
FOA_CODE	The cursor should navigate to this field first where the user will input the FOA code. Checks should be included to insure (1) the user has access by selecting CMGLTB and FOA_CODE from access_control table, (2) that the system status is OPEN in the status table where FOA_CODE and SYSTEM_REPORT_ID = MILITARY GLTB.
APPROP_DEPT_CODE APPROP_TRANS_DEPT APPROP_FISCAL_YEAR APPROP_SYMBOL APPROP_LIMITATION OPR_AGENCY_CODE ASN_CODE	Navigation from foa_code to the approp_dept_code. Option one is to select this combination of information from an <F4> pick list from the GLTB_PRECLOSE_MILITARY table for foa_code and period or <F9> to create a new record. If <F4> is utilized, fill in all from pick list and navigate to GL_ACCT_NUM or if <F9> allow each field to be filled in and navigate to the GL_ACCT_NUM field after validation of information entered against the APPROPRIATIONS table and the CIV_MIL_ASN_CODE table.
GL_ACCT_NUM	Allow modification, check against CHARTACCT_MIL table for valid gl_acct_nums.
Description	Display the the GL_DESCRIPTION assigned to the

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	GL_ACCT_NUM in the CHARTACCT_MIL table on a next field trigger from the GL_ACCT_NUM field. Navigate to the DEBIT field.
DEBIT	Allow modification & recompute total debits on change
CREDIT	Allow modification & recompute total credits on change

The Create/Update form should appear in the following format including the additional information cited above on the appropriation line of accounting:



After filling in the FOA code the address and name of the foa should be populated from the FOA table, and navigate to the following screen for data entry/modification:

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Signaterm 2.06 [rmf22] _ _ X

Connections Edit View Options Help

V1.0 CEEMIS MILITARY GLTB (62H) ENTRY SCREEN HQ1.3.3.1

DEPT CODE	TRANS DEPT	FSCL YR	BASIC SYMBL	LIMIT	PROG YR	OPR AGCY	ASN CD
█	█	█	█	█	█	█	█

GL

ACCT NO	GENERAL LEDGER ACCT NAME	DEBIT AMOUNT	CREDIT AMOUNT

<F4> APPROP LIST TOTAL DEBIT TOTAL CREDIT
 <CTRL F2> UP FOR APPROP CODE █ █
 <F4> GL ACCT NO LIST
 <F9> CREATE NEW RECORD <END> COMMIT <F10> EXIT

ENTER VALID DEPT CODE OR <F4> FOR LIST?

Count: *0 <List><Replace>

VT220 ONLINE **ESIG**

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SECTION C - EXECUTE RECONCILIATIONS & EDIT REPORTS

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.4)

ENTER CHOICE

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

Use down arrow key to move to
GENERAL LEDGER RECON
{Press Enter}

OR

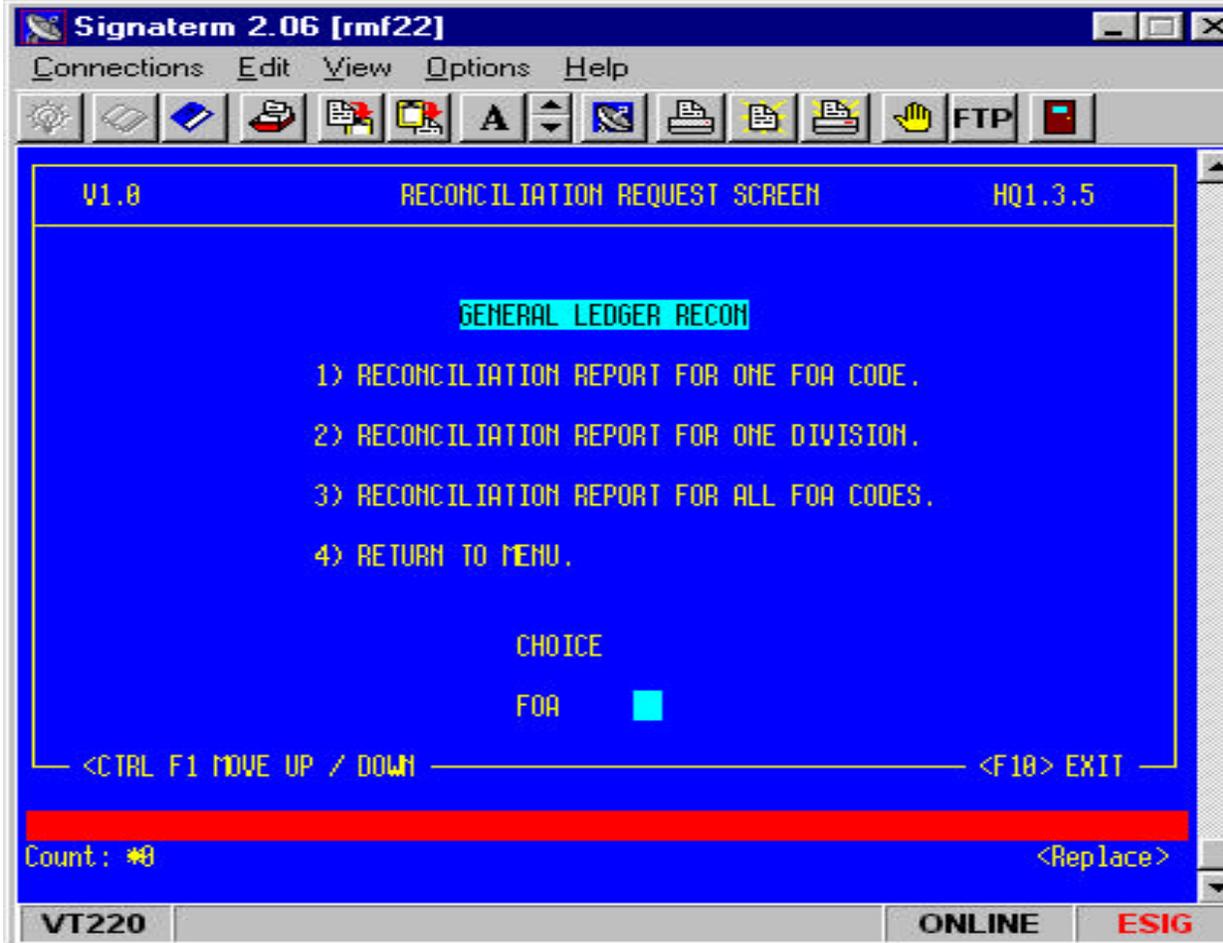
Enter 6 {Press Enter}

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

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

You are now at screen HQ1.4.6 - Reconciliation Request Screen.

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CHOICE Enter option {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 HQ1.4.6.

SECTION C - EXECUTE RECONCILIATION & EDIT REPORTS

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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 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: FOArcongl.lis {Replace FOA with the FOA code in uppercase}

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SECTION D - VIEW RECONCILIATION/EDIT REPORT

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SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ.1.4)

ENTER CHOICE

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

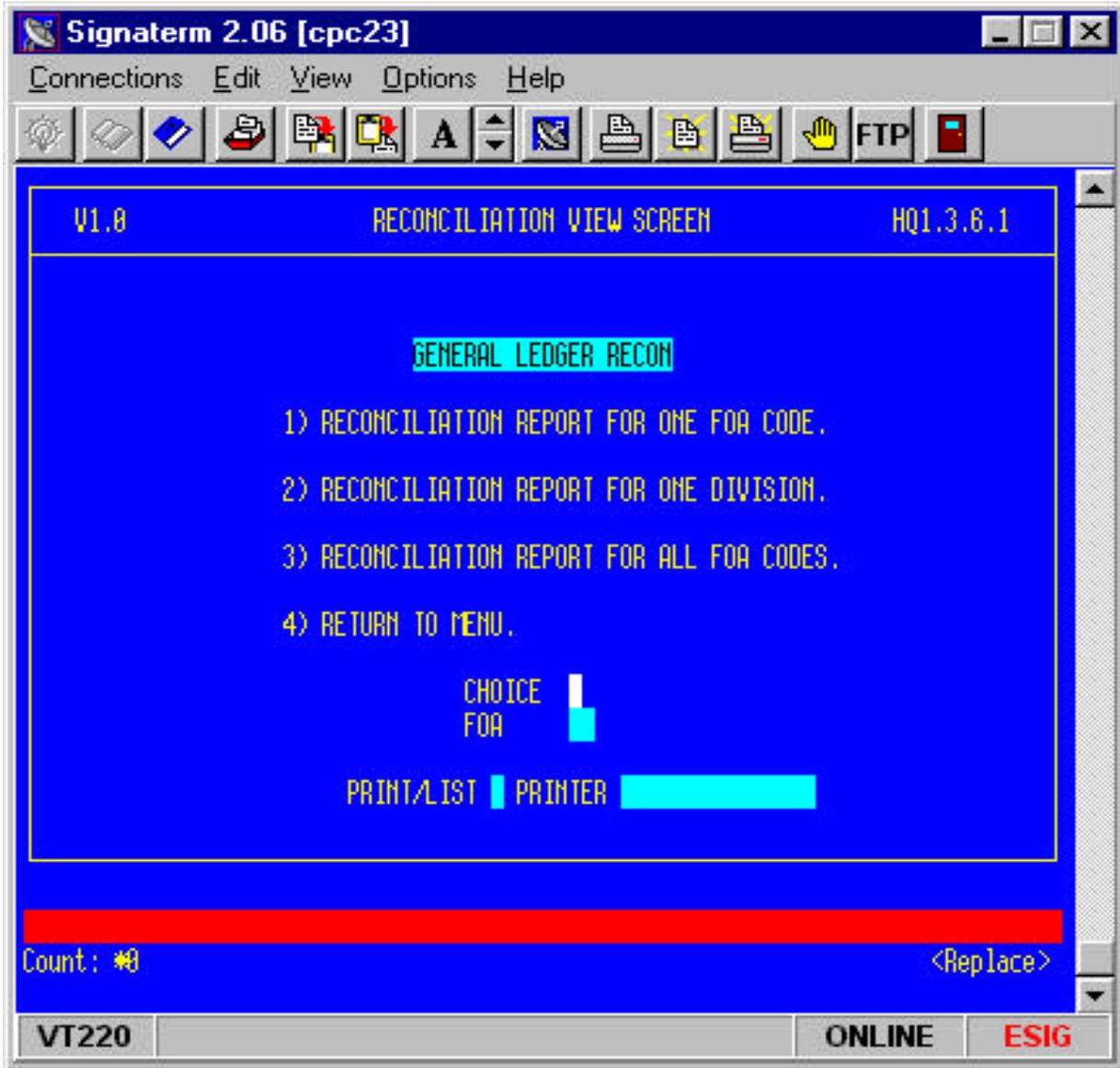
Use down arrow key to move to
GENERAL LEDGER RECON
{Press Enter}

OR

Enter 7 {Press Enter}
Use down arrow key to move to
desired recon. {Press Enter}

You are now at Screen HQ1.4.7.1 - Reconciliation View Screen

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CHOICE

Enter option. Skips to next field.

FOA

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

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SECTION D - VIEW RECONCILIATION/EDIT REPORT

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.

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.

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SECTION E - TO GENERATE REPORTS

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.4)

ENTER CHOICE

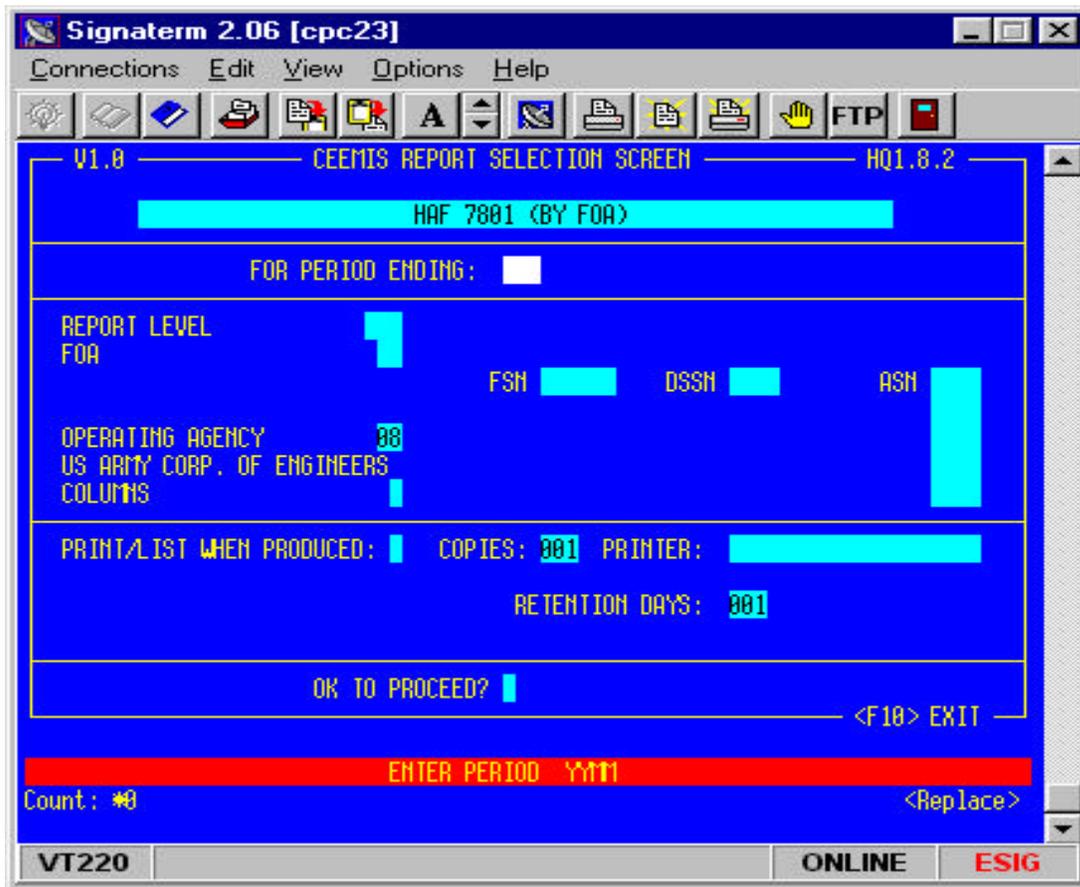
Enter 8 {Press Enter}

Use down arrow key to move to
Military Reports {Press Enter}

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

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

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FOR PERIOD ENDING

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

REPORT LEVEL

Enter DIS/DIV/CRP. Skips to next field.

FOA

Enter the FOA Code. Skips to next field.

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SECTION D - VIEW RECONCILIATION/EDIT REPORT

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}.

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

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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}

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SECTION F - TABLE LAYOUTS

The data storage table layout for the CEEMIS Military Standard General Ledgers / CEFMS (62H) program is as follows:

```
desc GLTB_PRECLOSE_MILITARY
Name                               Null?    Type
-----
FOA_CODE                           NOT NULL VARCHAR2(2)
FSN_CODE                            NOT NULL VARCHAR2(6)
ACCT_PERIOD                         NOT NULL VARCHAR2(4)
APPROP_DEPT_CODE                   NOT NULL VARCHAR2(2)
APPROP_TRANS_DEPT                  NOT NULL VARCHAR2(2)
APPROP_FISCAL_YEAR                 NOT NULL VARCHAR2(2)
APPROP_SYMBOL                       NOT NULL VARCHAR2(4)
APPROP_LIMITATION                  NOT NULL VARCHAR2(4)
PROGRAM_YEAR                       NOT NULL VARCHAR2(2)
GL_ACCT_NUM                        NOT NULL VARCHAR2(8)
CREDIT                             NUMBER(14,2)
DEBIT                              NUMBER(14,2)
DATE_UPDATED                       NOT NULL DATE
IDNO                               NOT NULL VARCHAR2(9)
RECON_FLAG                         NOT NULL VARCHAR2(1)
CERTIFIED                          VARCHAR2(1)
CERT_IDNO                          VARCHAR2(9)
CERT_DATE                          DATE
ASN_CODE                           NOT NULL VARCHAR2(4)
OPR_AGENCY_CODE                   NOT NULL VARCHAR2(2)
```

SQL>

Lookup tables include:

- APPROPRIATION
- CHARTACCT_MIL
- FOA
- CIV_MIL_ASN_CODE

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SECTION F - RECONCILIATIONS

See appendix A.

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APPENDIX A.