CHAPTER 39

OPM 113-G FTE WORK-YEAR CIVILIAN EMPLOYMENT

PURPOSE:

To provide screen navigation for creating/updating, viewing, reconciling, gaining acceptance, and generating and printing the CEEMIS/Civil Works, OPM 113-G, FTE Work-year Civilian Employment Report.

DUE DATE

The (OPM 113G) reports are to be submitted no later than the seventh calendar day following the end of a month.

BACKGROUND:

The CEEMIS Civil Works (OPM 113-G) reporting system must be open for submission, individual submissions will be closed based on acceptance of reports by the UFC.

FOA's may load their (OPM 113-G) data to CEEMIS by using the (S) Submit option after generating their files in CEFMS, or enter the Create/Update screens to enter 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 must correct their CEFMS data, then generate and submit the report as previously outlined. User then must execute the reconciliations/edits again. User is not considered accepted until all reconciliations/edits are executed and all data has passed the reconciliations/edits. The CEEMIS status table will indicate the "foa code", the "accepted" submit status and the current submission date.

ACCESS PERMISSIONS:

a. User must have create/update permissions (C) for the applicable FOA to load data, create or update reports, and execute or view reconciliation/edit reports.

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.

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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.

PROCEDURES:

a. District user generates the CEFMS report data at month end.

b. District user then submits CEFMS report data to CEEMIS using the HQ_CEEMIS database link.

c. District user logs onto CPC23, currently a telnet function, types CEEMIS at the UNIX % prompt, and selects CEEMIS option 6 - Management Accounting Functions.

d. District user may execute CEEMIS option 4 - View Reports to see data submitted from CEFMS in an ORACLE forms environment. Note: not changes can be made to data in this screen.

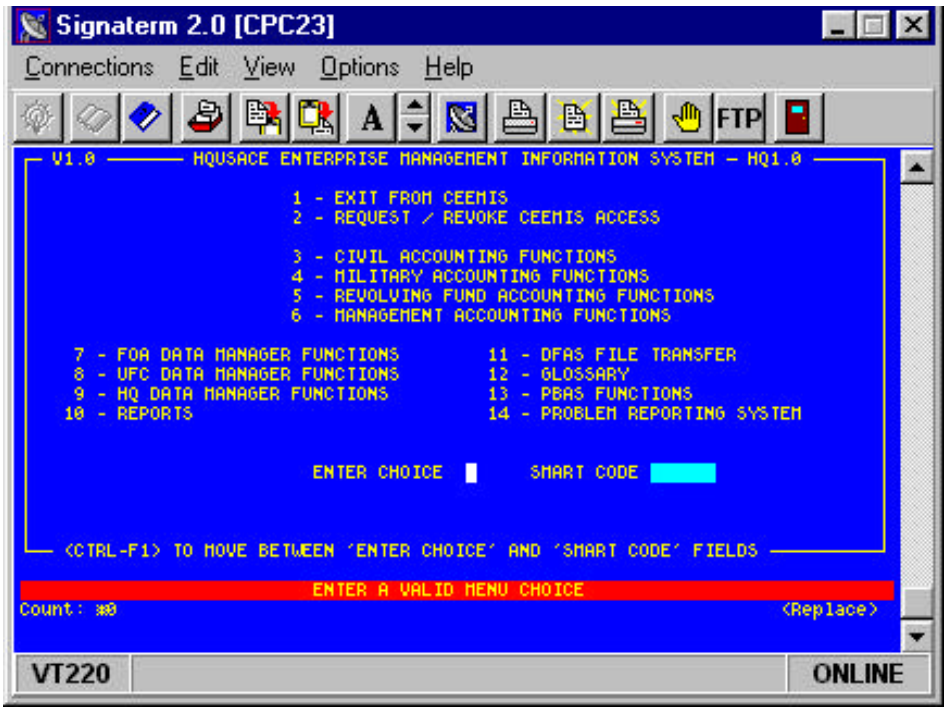
e. District user then executes CEEMIS option 5- Execute Reconciliation/Edit Reports and views the results by selecting CEEMIS option 6- View Reconciliation/Edit Reports. Any errors existing must be corrected and the data resubmitted from CEFMS.

f. District user generates the CEEMIS (OPM 113-G) reports from the reports menu option, 7-Reports.

SECTION A - VIEW REPORTS, OPM 113-G DATA

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)



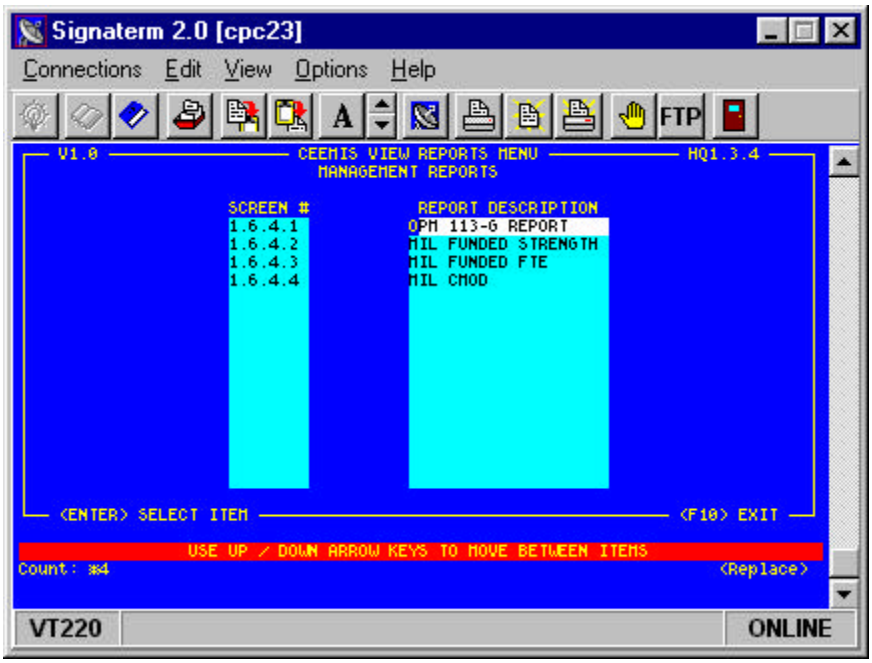
ENTER CHOICE

6 - Management Accounting Functions Press Enter.

SECTION A - VIEW REPORTS, OPM 113-G DATA

SCREEN NAVIGATION:

You are now at Screen HQ1.3.4 - CEEMIS View Reports Menu (Management Reports)



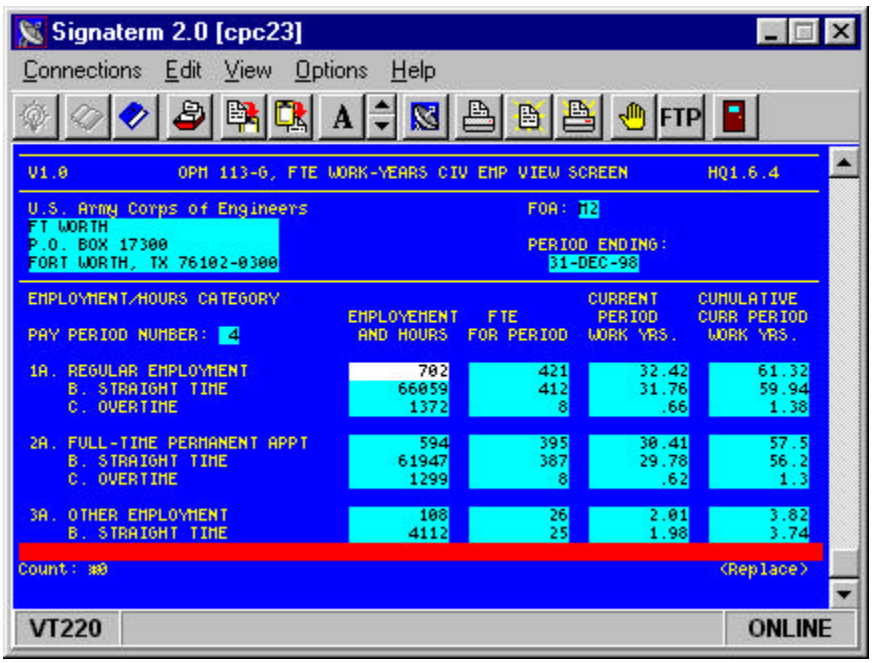
ENTER CHOICE

Arrow up or down to desired report Press Enter.

SECTION A - VIEW REPORTS, OPM 113-G DATA

SCREEN NAVIGATION:

You are now at Screen HQ1.6.4 - CEEMIS View Reports Menu (Management Reports)



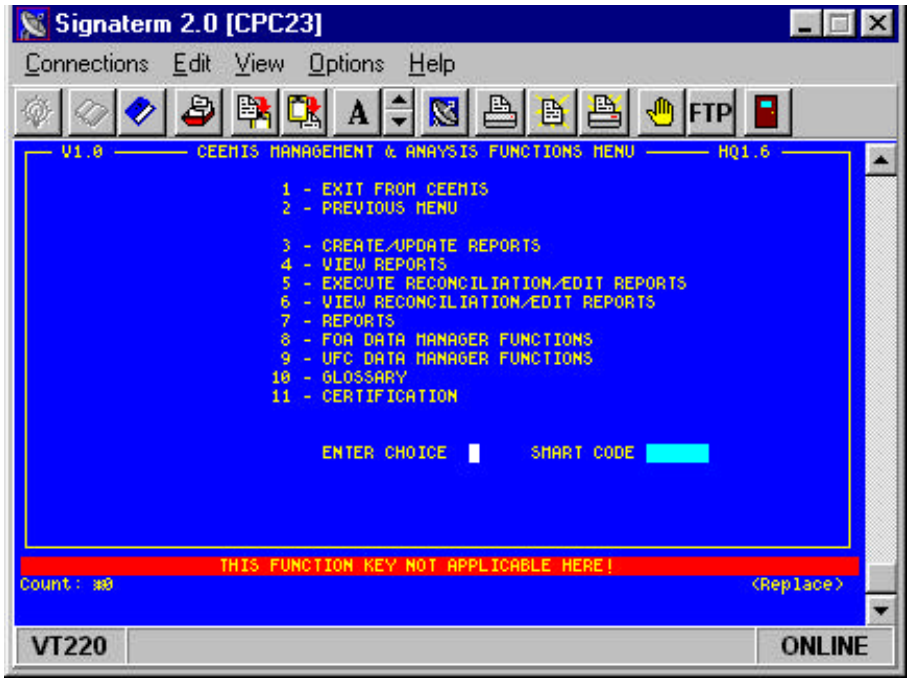
FOA	Enter FOA CODE for the appropriate FOA being reconciled. {Press Enter}
PERIOD ENDING	Enter the period (DD-MM-YY format) you wish to view.

The report will now execute on screen. The user may enter or tab through each field of the screen to view their submitted report. <F10> to exit this screen.

SECTION B - EXECUTE RECONCILIATIONS/EDITS, OPM 113-G DATA

SCREEN NAVIGATION:

You are now at Screen HQ1.6 - CEEMIS Management Accounting Functions



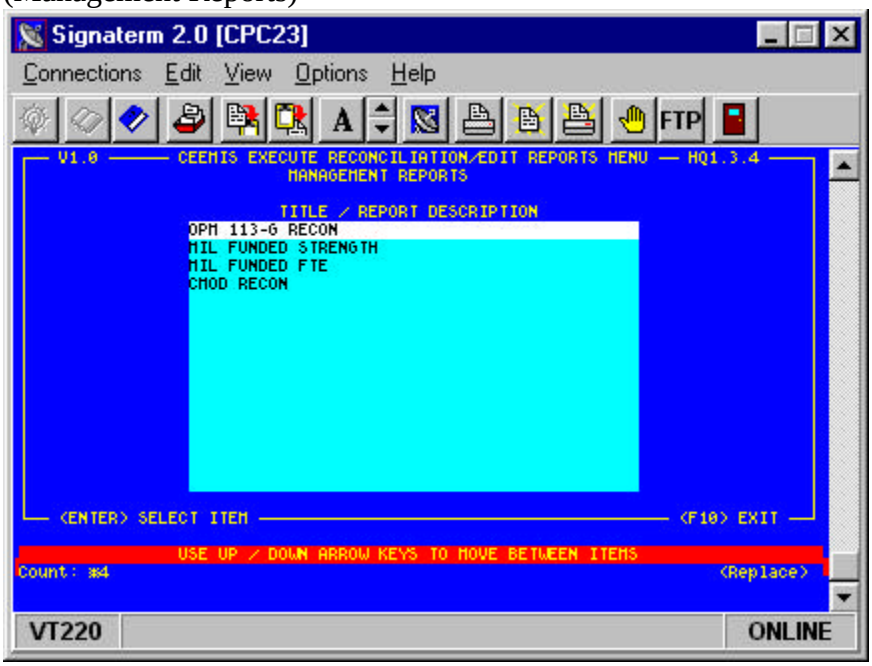
ENTER CHOICE

5 - Execute Reconciliation/Edit Reports Press Enter.

SECTION B - EXECUTE RECONCILIATIONS/EDITS, OPM 113-G DATA

SCREEN NAVIGATION:

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



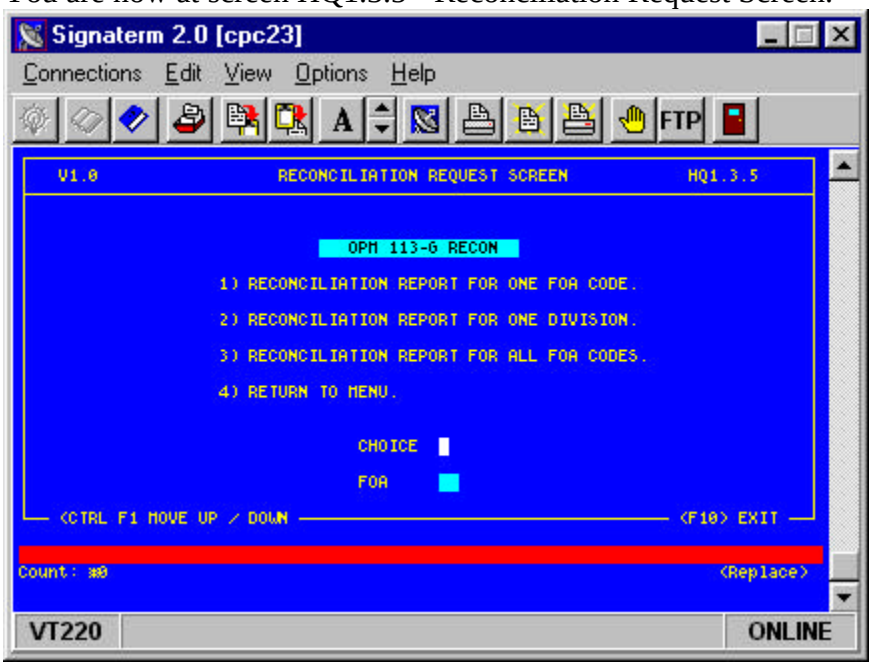
ENTER CHOICE

Arrow up or down to desired reconciliation Press Enter.

SECTION B - EXECUTE RECONCILIATIONS/EDITS, OPM 113-G DATA

SCREEN NAVIGATION:

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



CHOICE	Enter 1 for single district {Press Enter} Enter 2 for entire division {Press Enter} Enter 3 for entire command {Press Enter}
FOA	Enter FOA CODE for the appropriate FOA being reconciled. {Press Enter}

The reconciliation report will now execute on screen. The user will see a message "Your report has errors, please correct and re-run" or Your submission has Accepted". The user is prompted to "Press enter to return to SQL Forms".

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.

SECTION B - EXECUTE RECONCILIATIONS/EDITS, OPM 113-G DATA

SCREEN NAVIGATION:

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: FOArcon113.lis {Replace FOA with the FOA code in uppercase}

SECTION C - VIEW RECONCILIATION/EDIT REPORT

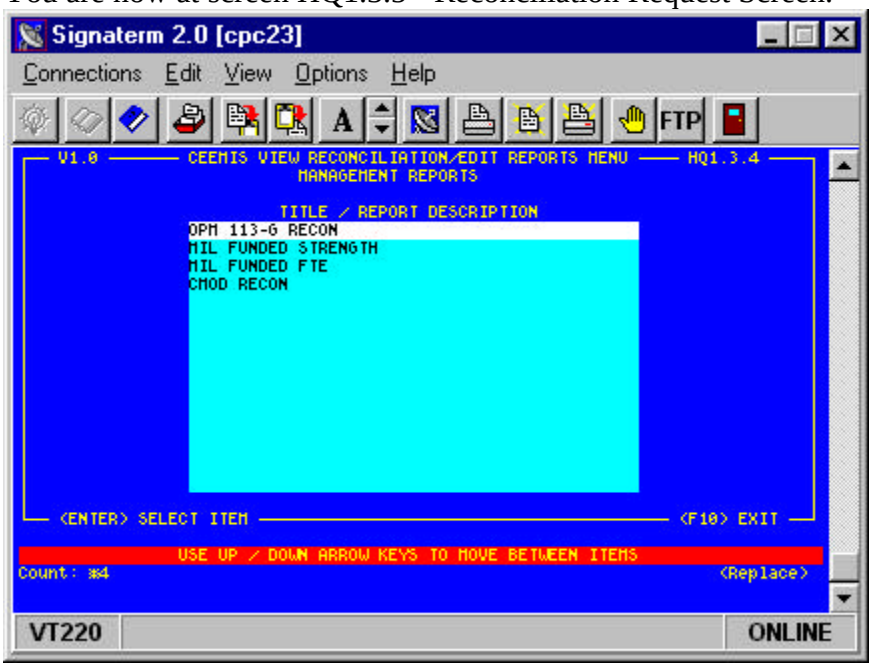
SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

Select 6 - Management Accounting Functions Press Enter.

Select 6 - View Reconciliation/Edits Report Press Enter.

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



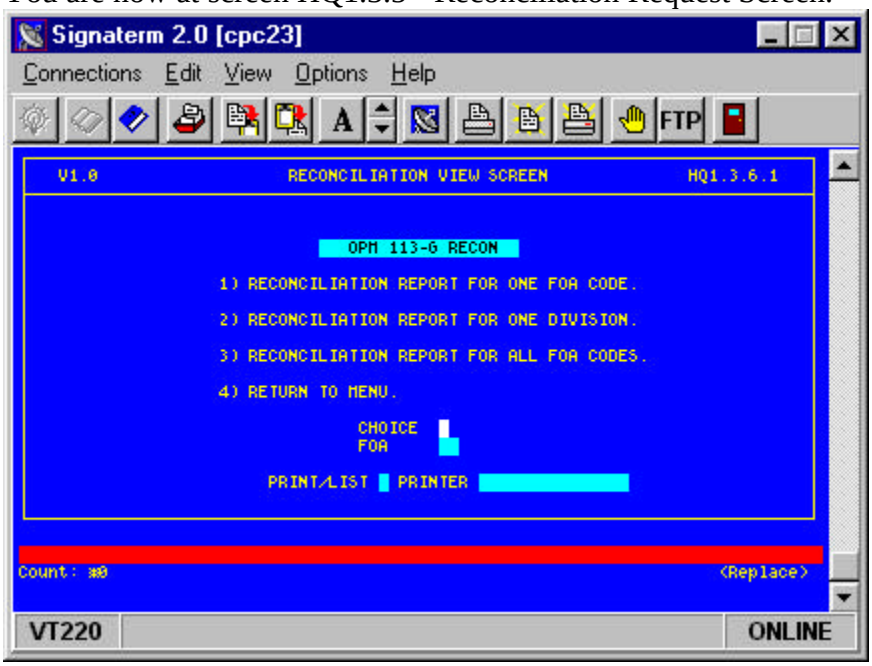
ENTER CHOICE

Arrow up or down to desired reconciliation Press Enter.

SECTION C - VIEW RECONCILIATION/EDIT REPORT

SCREEN NAVIGATION:

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



CHOICE — Enter 1 for single district {Press Enter}
Enter 2 for entire division {Press Enter}
Enter 3 for entire command {Press Enter}

FOA — Enter FOA CODE for the appropriate FOA being reconciled. {Press Enter}

PRINT/LIST — Enter P to send directly to your printer.
Enter L to list to your screen before printing.

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 to return to the view menu option screen.

PRINTER — Enter the remote printer name for the report to be sent to. If user does not know for sure what printer station is, press F4 to select it from the valid printer list. {Press Enter}.

SECTION C - VIEW RECONCILIATION/EDIT REPORT

SCREEN NAVIGATION:

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.

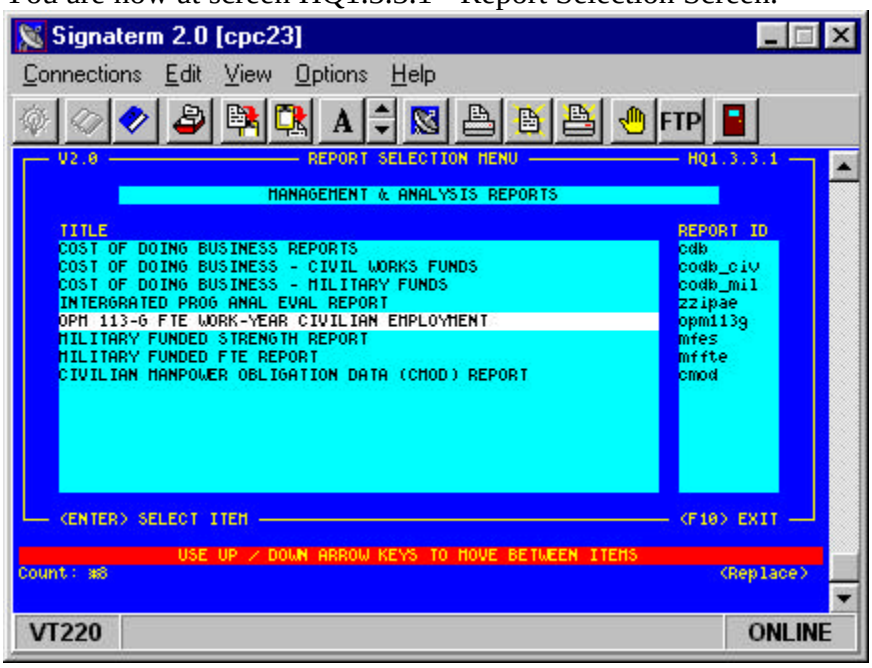
SECTION D - TO GENERATE REPORTS

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE Enter 10 - Reports {Press Enter}
OR
Enter 6 - Management Accounting Functions
Enter 7 - Reports

You are now at screen HQ1.3.3.1 - Report Selection Screen.



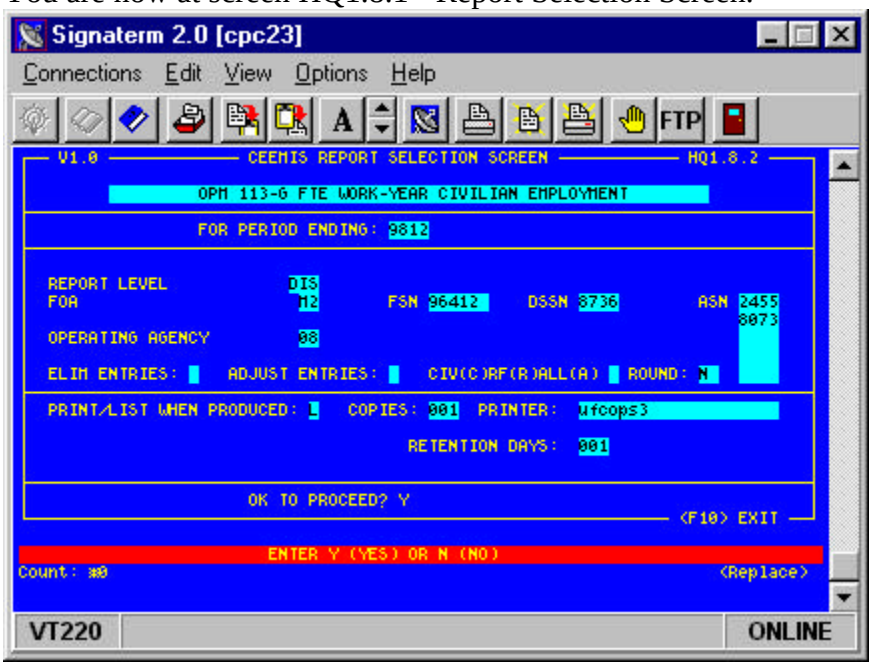
Use the up or down arrow keys to move to Management & Analysis Reports Press Enter.

Use the up and down arrow keys to move to desired report Press Enter.

SECTION D - TO GENERATE REPORTS

SCREEN NAVIGATION:

You are now at screen HQ1.8.1 - Report Selection Screen.



FOR PERIOD ENDING — Enter the accounting period for the report. Format must be MMYY. 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 to send directly to your printer. Enter L to list to your screen before printing.

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 to return to the view menu option screen. You will be asked if you wish to print the report now? Which should be answered with a y for yes or n for no. You will also be asked if you wish to delete this report now? Which should be answered with a y for yes or a n for no.

COPIES — Defaults to one. If more copies are desired, User enters the number. {Press Enter}.

SECTION D - TO GENERATE REPORTS

SCREEN NAVIGATION:

PRINTER	Enter the remote printer name for the report to be sent to. If user does not know what 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.