



NFC

Procedures



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Central Accounting Extract System (CAES)

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About This Procedure

This procedure provides instructions for accessing and operating the Central Accounting Extract System (CAES). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

Introduction describes what the system is used for and provides related background information. It also provides security access information and instructions for accessing the system.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

CAES Main Menu gives instructions for selecting options from the system's primary selection screen.

Instructions for each **submenu** and **option** are provided under a separate heading. All options are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins or amendments. This procedure and all related bulletins and amendments are listed in the NFC External Publications Index, issued semiannually.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.2, 3.3, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment's number and date.

If you begin receiving this procedure after it has been amended, you will receive the publications with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

- Messages displayed by the system are printed in *italics*.

Example:

The message *treasury symbol entered is invalid* is displayed.

- Figure, exhibit, and appendix references link figures, exhibits, and appendixes with the text. These references are printed in the bold sans serif font shown below.

Example:

The General Ledger Extract Parameter screen (**Figure 14**) is displayed.

- References to keys on the keyboard are printed in brackets.

Example:

To return to the main menu, press **[PF1]**.

- Field names and specifications are printed in the margin with the specifications in *italics*.

Example:

1

Required, alphanumeric positions

Field entries are identified as *required*, *conditional*, *optional*, *optional default*, or *no entry*. These terms are defined below:

Field is:	This means:
Required	You must enter data in the field.
Conditional	You may be required to enter data, based on criteria indicated in the field instructions.
Optional	You may elect to enter data in the field. If the field is left blank, no data is system generated.
Optional default	You may elect to enter data. If the field is left blank, the system generates a default entry.
No entry	You do not enter data in the field. The field instruction states the reason for no entry.

- Important extra information is identified by a note icon in the left margin.

Example:



Note

You can check the progress of the job via JESS Master.

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact Information Center personnel at **504-255-5230**.

For access to CAES, contact your agency's ADP security officer.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

Introduction

This procedure provides instructions for accessing and operating the Central Accounting Extract System (CAES). The following information will help you use the procedure more effectively and locate further assistance if needed.

System Overview

CAES is an online, database management system of the U.S. Department of Agriculture (USDA). This section describes CAES' purpose and provides related background information. It also refers you to information on system access security and gives specific sign-on/sign-off instructions.

CAES is designed to assist the Office of Inspector General (OIG) in the performance of audits. It is used to access specific information from the General Ledger and Budget Cost systems for a period of 26 months. CAES allows you to type desired parameters, request information from historical files, and send the requested information to hard copy reports or disk files. It also provides a method to view the parameter and extract records and allows certain extract records to be deleted.

System Capabilities

CAES provides the following features:

- A method to request information from historical files and sending requested information to hard copy reports or disk files.
- A method to view the parameters and extract records.
- A method to delete certain extracted records.
- Access to General Ledger and Budget Cost data for a specific period.

Responsibilities

Listed below are the responsibilities of the primary organizations involved in data processing and system maintenance for CAES.

The National Finance Center (NFC):

- Installs, operates, and maintains the CAES system.
- Provides limited technical support to client agencies.
- Trains agency personnel in the use of CAES.
- Develops and issues CAES procedures.

The agency:

- Uses CAES to access specific information from the General Ledger and Budget Cost systems.

System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

CAES resides on the mainframe computer at NFC. To access the system, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected to the mainframe through a telecommunications network (e.g., FTS2000). For information about connecting to the mainframe, see the instructions that are provided with your specific network.

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

Sign-On

To access CAES, display the NFC banner screen (Figure 1).

```
=====
==  XX/XX/XX      SNAMOD2      T3138EOD      PF1=HELP  ==
=====
==              NN  NN      FFFFFFFF      CCCCCCCC  ==
==             NNN  NN      FFFFFFFF      CCCCCCCC  ==
==            NNNN  NN      FF              CC         ==
==           NN  NN  NN      FFFFFFFF      CC         ==
==          NN  NNNN      FFFFFFFF      CC         ==
==         NN  NNN      FF              CCCCCCCC  ==
==        NN  NN      FF              CCCCCCCC  ==
=====
==              National Finance Center      ==
==              Office of the Chief Financial Officer      ==
==              United States Department of Agriculture      ==
=====
==              For Authorized Use Only      ==
=====
==  ENTER USER ID = 1      PASSWORD = 2      NEW PASSWORD = 3  ==
==  ENTER APPLICATION NAME = 4      OR PRESS ENTER FOR NFC MENU  ==
=====
```

Figure 1. NFC banner screen

Respond to the prompts as follows:

- 1 Enter User ID**
*Required, alphanumeric
5 positions* Type your assigned user ID (Example: NF999).
- 2 Password**
*Required, alphanumeric
6 to 8 positions* Type your password. Your password is not displayed on the screen.
- 3 New Password**
*Conditional, alphanumeric
6 to 8 positions* This prompt is required if your current password has expired. Type the new password as the system requests. You may also use this field to change your password at any time, but not more than once daily.

- 4** Enter Application Name Type CAES and press [Enter].
Required, alpha
4 positions

The Central Accounting Extract System menu is displayed, except when NFC needs to communicate special system function messages. In this case, the Electronic Access Bulletin Board screen is displayed. Read the message(s) shown and press [Enter]. The NFC Menu screen (Figure 2) is displayed.

```
=====
== XX/XX/XX    SNAMOD2    MENU for NF999    T3138E0D    10:49:06 CT    ==
=====
==
==    SELECT ONE:
==
==    1. PAYROLL/PERSONNEL SYSTEMS
==    2. FINANCIAL INFORMATION SYSTEMS
==    3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
==    4. ADMINISTRATIVE INFORMATION SYSTEMS
==    5. DEVELOPMENT SYSTEMS <NFC ONLY>
==    6. DATA BASE TEST SYSTEMS <NFC ONLY>
==    7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>
==    8. DIRECTIVES BULLETIN BOARD
==    ENTER APPLICATION NAME OR SELECTION NUMBER ==>    PF11 = EXIT
==
==    MESSAGE BOARD
=====
```

Figure 2. NFC Menu

Press [Enter] again to display the main menu.

Instructions follow for using the CAES Menu.

Sign-Off

To exit CAES, press [ALT HOME] at any screen.

Type **bye** and press [Enter].

The NFC Menu screen is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.



Note

To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated. (See Title VI, Chapter 2, Section 1, Remote Terminal usage).

Operating Features

This section describes the system's general operating features and provides instructions for using the system.

System Design

CAES is designed with menu and key-field selection. The menu lists options with a field for selecting the option. The system also uses program function (PF) keys for selecting certain functions and screens. (See **Function Keys** below.)

Help Screens

Help screens are available for completing the key fields and data elements displayed on the option screens. Help screens display valid codes and a narrative description for each field.

System Edits

All data entered into CAES is subject to system edits. If an error occurs or if required data is omitted, an error message is displayed at the bottom of the screen. All errors must be corrected before the CAES database is updated.

Function Keys

The program function keys are used to execute functions and display specific screens in the system. They are usually identified by [PA] (*program attention*), [PF] (*program function*), [SF] (*special function*), or [SP] (*special program*), depending on the equipment being used. Other function keys are [Enter], [Clear], and [Tab]. For instructions on your equipment usage, see the manufacturer's operating guide.

The functions of applicable [PF] keys and other function keys in CAES are displayed near the bottom of each screen.

CAES function keys are described below:

Key	Description
	Exit. Used to display the Enter Next Task Code prompt.
	Main Menu. Used to display the CAES menu.
	Previous Screen. Used to display the previous screen.
	Delete. Used to delete an extract and parameter.
	Help. Used to display the Help screen.



Add Info/Parm History. Used to view additional information. Used to display parameters history.



Backward. Used to scroll backward through the records.



Forward. Used to scroll forward through the records.



Submit/Resubmit. Used to submit jobs for processing.



Refresh. Used to clear the screen of keyed-in data.



Enter. Used to process data.



Tab. Used to move the cursor from one field to the next.

Instructions follow for using the main menu and system options.

CAES Main Menu

After you access CAES, the main menu (**Figure 3**) is displayed.

```
CAES: CE00M01          UNITED STATES DEPARTMENT OF AGRICULTURE    DATE: 10/16/98
                        OFFICE OF FINANCE AND MANAGEMENT
                        NATIONAL FINANCE CENTER
                        CENTRAL ACCOUNTING EXTRACT SYSTEM
CCCCCC                1. GENERAL LEDGER
CCCCCC                2. BUDGET COST
CC      AAAAAA EEEEEEE SSSSSS
CC      AA  AA  EEEEEEE
CC      AAAAAA EE      SS  SS
CC      AAAAAA EEEEEEE SS
CCCCCC AA  AA  EEEEEEE SS
CCCCCC AA  AA  EE      SS
          AA  AA  EEEEEEE SS  SS
          EEEEEEE SS  SS
          SSSSSS
                        3. EXTRACTED DATA LIST
                        4. SUBMIT REPORTS OR FILES
                        5. GENERAL LEDGER EXTRACT PARMS
                        6. BUDGET COST EXTRACT PARMS
                           SELECTION
                        FOR AUTHORIZED USE ONLY
                        ENTER SELECTION AND PRESS ENTER
ALT HOME - EXIT
```

Figure 3. CAES Main Menu

The main menu provides 6 options. Below is a brief description of each option:

- 1. General Ledger.** Used to request a general ledger master file for a specific period to be audited and to select the data required.
- 2. Budget Cost.** Used to request a budget cost master file for a specific period to be audited and to select the data required.
- 3. Extracted Data List.** Used to view extracted data files created from the general ledger and budget cost master files.
- 4. Submit Reports Or Files.** Used to submit general ledger or budget cost reports or general ledger or budget cost files.
- 5. General Ledger Extract Parms.** Used to display the general ledger extract parameters.
- 6. Budget Cost Extract Parms.** Used to display the budget cost extract parameters.

General Ledger

General Ledger is Option 1 on the CAES main menu (Figure 3). This option is used to request a general ledger master file for a specific period to be audited and to select the data required.

To select this option, type **1** at the Selection prompt on the main menu and press **[Enter]**. The General Ledger Data Selection Screen (Figure 4) is displayed.

```

CAES: CE20M01                U. S. D. A. - O. F. M.                DATE: 10/16/98
                                NATIONAL FINANCE CENTER
                                CENTRAL ACCOUNTING EXTRACT SYSTEM
                                GENERAL LEDGER DATA SELECTION SCREEN
                                (CALENDAR MM REPORTING YY)
1  DATE(MMY):
2  AGENCY: (1) $$
           (2) $$
           (3) $$
           (4) $$
           (5) $$
3  NONMAJOR AGY: N
4  TREASURY SYMBOL: BBBBBBBBBBBBBBB
5  ACCOUNT NO: FROM          ACCOUNT NO: TO
6  TEST(Y/N): Y
*** FILL IN SELECTION CRITERIA AND PRESS PF9 TO SUBMIT ***
ALT HOME = EXIT  PF1 = MAIN MENU  PF5 = HELP  PF9 = SUBMIT PF12 = REFRESH
    
```

Figure 4. General Ledger Data Selection Screen



To display a Help screen at any time while using this option, press **[PF5]**.

Complete the fields as follows:

- | | |
|---|--|
| <p>1 Date (mmyy)
<i>Required, numeric</i>
4 positions</p> | <p>Type the entry date. This date must be a valid date that corresponds to the general ledger master files available (e.g., entry date 1198: data is selected from the master files for November 1998 or the accounting month 02, fiscal year 1999).</p> |
| <p>2 Agency
<i>Optional, alphanumeric</i>
2 positions</p> | <p>Type the agency code. Five agencies may be selected; however, to capture data not identified to a specific agency, space out the first \$\$.</p> |
| <p>3 Nonmajor Agy
<i>Required, alphanumeric</i>
1 position</p> | <p>This field defaults to <i>N</i> (no). If you enter <i>Y</i> (yes), selected agencies are designated as nonmajor.</p> |
| <p>
4 Treasury Symbol
<i>Optional, alphanumeric</i>
15 positions max.</p> | <p>Agency and nonmajor agency cannot be selected simultaneously.</p> <p><i>B</i>'s are system generated. Type the complete or partial Treasury symbol or delete the <i>B</i>'s to search for a blank Treasury symbol.</p> |
| <p>Account No.</p> | |
| <p>5 From
<i>Required, alphanumeric</i>
7 positions</p> | <p>Type the specific account number in the From field to select a single account number. To select a range of account numbers, type the beginning</p> |

account number in the From field and the ending account number in the To field. To select all accounts, leave the field blank.

6 Test (Y/N)
Required, alphanumeric
1 position



Note

This field defaults to Y (yes). This feature allows you to extract 100 records. If the test indicates that the selection is correct, then the parameter can be submitted again without the test flag being set to Y.

The user is responsible for deleting test files. For instructions on deleting test files see Title VI, Chapter 2, Remote Site Usage, Section 2, Interactive System Productivity Facility (ISPF).

After keying in the data, press **[PF9]** to submit the job. If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the data and press **[PF9]**. After all edits are satisfied, the General Ledger Data Selection Confirmation screen (**Figure 5**) is displayed.

```
CAES: CE21M01                U. S. D. A. - O. F. M.                DATE: 10/16/98
                                NATIONAL FINANCE CENTER
                                CENTRAL ACCOUNTING EXTRACT SYSTEM
YOU HAVE ENTERED THE FOLLOWING PARAMETERS FOR GENERAL LEDGER SELECTIONS.
THE CALENDAR DATE(MMY) THAT YOU ENTERED WAS:          10  98
THIS DATE CORRESPONDS TO FISCAL YEAR ACCOUNTING MONTH OF:  01  99
                                AGCY WILL NOT BE PART OF THE SELECTION
                                TREASURY SYM WILL NOT BE SELECTED
THIS IS A TEST RUN OF ONLY 100 RECORDS                RUN NUMBER  1 WILL BE USED
*** PRESS PF6 TO CONFIRM SUBMISSION OR PF2 TO CANCEL ***
ALT HOME = EXIT      PF2 = PREV SCREEN      PF5 = HELP      PF6 = SUBMIT
```

Figure 5. General Ledger Data Selection Confirmation screen

This screen allows you to verify the information entered as selection criteria. To cancel the submission, press **[PF2]**. To confirm the submission, press **[PF6]**. The job is submitted to Master and you are returned to the selection entry screen.



Note

You can check the progress of the job via JES Master. For instructions on checking the progress of jobs via JES Master see Title VI, Chapter 2, Remote Site Usage, Section 2, Interactive System Productivity Facility (ISPF).

To perform another function or exit the system, press the applicable function key at the bottom of the screen.

Budget Cost

Budget Cost is Option 2 on the CAES main menu (Figure 3). This option is used to enter the specifications for the file you wish to create.

To select this option, type 2 at the Selection prompt on the main menu and press [Enter]. The Budget Cost Data Selection Screen (Figure 6) is displayed.

```

CAES: CE30M01                                U. S. D. A. - O. F. M.                                DATE: 10/16/98
                                                NATIONAL FINANCE CENTER
                                                CENTRAL ACCOUNTING EXTRACT SYSTEM
                                                BUDGET COST DATA SELECTION SCREEN
    [2] AGENCY                                [1] DATE(MMY): (CALENDAR MM YY)
    (1)                                         [3] TREASURY SYMBOL                                [4] VALIDATE
    (2)                                         Y
    (3)                                         Y
[5] SCHEDULE NO:                               Y
[6] TEST(Y/N): Y
    FILL IN SELECTION CRITERIA AND PRESS PF9 TO SUBMIT
    ALT HOME = EXIT  PF1 = MAIN MENU  PF5 = HELP  PF9 = SUBMIT  PF12 = REFRESH
  
```

Figure 6. Budget Cost Data Selection Screen



To display a Help screen at any time while using this option, press [PF5].

Complete the fields as follows:

- | | |
|---|---|
| <p>1 Date (mmyy)
<i>Required, numeric</i>
4 positions</p> | <p>Type the entry date. This date must be a valid date that corresponds to the budget cost master files available. Example: entry of 1198; data is selected from the master file for November 1998 or accounting month 02, fiscal year 1999.</p> |
| <p>2 Agency
<i>Required, alphanumeric</i>
2 positions</p> <p> Note</p> | <p>Type the agency code.</p> <p>At least one agency must be selected, however, you may select up to three agencies.</p> |
| <p>3 Treasury Symbol
<i>Required, alphanumeric</i>
15 positions max.</p> | <p>Type the complete Treasury symbol for each agency selected.</p> |
| <p>4 Validate
<i>Required, alphanumeric</i>
1 position</p> | <p>This field defaults to Y (yes). This allows validation of the Treasury symbol.</p> |
| <p>5 Schedule No.
<i>Required, numeric</i>
6 positions</p> | <p>Type the schedule number.</p> |
| <p>6 Test (Y/N)
<i>Required, alphanumeric</i>
1 position</p> | <p>This field defaults to Y (yes). This feature allows you to extract 100 records. If the test indicates that the selection is correct, then the parameter can be submitted again without the test flag being set to Y.</p> |



The user is responsible for deleting test files.

After keying in the data, press [PF9] to submit the job. If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the data and press [PF9]. After all edits are satisfied, the Budget Cost Data Selection Confirmation screen (Figure 7) is displayed.

```
CAES: CE31M01                U. S. D. A. - O. F. M.                DATE: 10/16/98
                                NATIONAL FINANCE CENTER
                                CENTRAL ACCOUNTING EXTRACT SYSTEM
YOU HAVE ENTERED THE FOLLOWING PARAMETERS FOR BUDGET COST SELECTIONS.
THE CALENDAR DATE(MMY) THAT YOU ENTERED WAS:                10  98
THIS DATE CORRESPONDS TO FISCAL YEAR ACCOUNTING MONTH OF:   01  99
AGENCY(1) 90 WITH TREASURY SYMBOL 12400001      1 WILL BE SELECTED.
THE SCHEDULE NUMBER ENTERED WAS: 123456
THE RUN NUMBER ENTERED WAS: 1
THIS IS A TEST 100 RECORDS WILL BE PRODUCED
***          PRESS PF6 TO CONFIRM SUBMISSION OR PF2 TO CANCEL          ***
ALT HOME = EXIT          PF2 = PREV SCREEN          PF5 = HELP          PF6 = SUBMIT
```

Figure 7. Budget Cost Data Selection Confirmation screen

This screen allows you to verify the information entered as selection criteria. To cancel the submission, press [PF2]. To confirm the submission, press [PF6]. The job is submitted to JES Master and you are returned to the selection entry screen.



You can check the progress of the job via JES Master. For instructions on checking the progress of jobs via JES Master see Title VI, Chapter 2, Remote Site Usage, Section 2, Interactive System Productivity Facility (ISPF).

To perform another function or exit the system, press the applicable function [PF] key at the bottom of the screen.

Extracted Data List

Extracted Data List is Option 3 on the CAES main menu (Figure 3). This option is used to view extracted data files created from general ledger and budget cost master files.

To select this option, type 3 at the Selection prompt on the main menu and press [Enter]. The Extracted Data List screen (Figure 8) is displayed.

```
CAES: CE50M01                U. S. D. A. - O. F. M.                DATE: 10/16/98
                                NATIONAL FINANCE CENTER
                                CENTRAL ACCOUNTING EXTRACT SYSTEM
                                EXTRACTED DATA LIST
DATA      DATA SET NAME      CREATE      SEL      VOLUME      USER
TYPE      DATE      TIME      YMM      SERIAL      ID
1 TYPE:   2 DATE (YYDDD) FROM:
                                FILL IN SELECTION CRITERIA AND PRESS ENTER
ALT HOME = EXIT      PF1 = MAIN MENU      PF4 = DEL      PF5 = HELP
PF6 = PARM HIST      PF7 = BCKWD      PF8 = FORWD      PF12 = REFRESH
```

Figure 8. Extracted Data List screen



To display a Help screen at any time while using this option, press [PF5].

Complete the fields as follows:

- | | |
|--|--|
| 1 Type
<i>Required, alpha
1 position</i> | Type L to select the general ledger parameters or B to select the budget cost parameters. |
| 2 Date (yyddd) From
<i>Required, numeric
5 positions</i> | Type the Julian date the extract was created. (Example: 92275.) If a date is not entered all extracted data files will be displayed. |

After keying in the data, press [Enter]. If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the data and press [Enter]. After all edits are satisfied, the extracted data list is displayed. This list displays all of the extracted data information that has been created. The most current extracted files are listed first. To view the Parm history, [Tab] to the desired entry and press [PF6]. To delete the extracted data file, [Tab] to the extract and press [PF4].



Only the user that created the extracted file will be allowed to delete it.

To perform another function or exit the system, press the applicable function [PF] key at the bottom of the screen.

Submit Reports Or Files

Submit Reports Or Files is Option 4 on the CAES main menu (Figure 3). This option is used to submit general ledger and budget cost reports on files.

To select this option, type 4 at the Selection prompt on the main menu and press [Enter]. The Report Screen (Figure 9) is displayed.

```
CAES: CE60M01                U. S. D. A. - O. F. M.                DATE: 10/16/98
                                NATIONAL FINANCE CENTER
                                CENTRAL ACCOUNTING EXTRACT SYSTEM
                                REPORT SCREEN
                                GENERAL LEDGER REPORTS
                                  1. SCAP0201  TB BY TR SYM & ACCT NUM
                                  2. SCAP0202  TB BY AG T/S & ACCT NUM
                                  3. SCAP03    TRIAL BALANCE RECAP
                                  4. SCAP60    MONTHLY SUBSIDIARY
                                BUDGET COST REPORT
                                  5. SELECTED DETAIL TRANSACTIONS
                                FILE SELECTIONS
                                  SCAP FILE(Y/N):      N
                                  BUDG FILE(Y/N):      N
                                1 SELECTION
                                ENTER SELECTION AND PRESS ENTER TO VIEW DATA FILE LIST
                                ALT HOME = EXIT  PF1 = MAIN MENU  PF5 = HELP  PF7 = BCKWD  PF8 = FORWD
```

Figure 9. Report Screen



To display a Help screen at any time while using this option, press [PF5].

Complete the field as follows:

1 Selection
Required, numeric
1 position

Type the applicable selection number. Example: 1, 2, 3, or 4 for a general ledger (SCAP) report or 5 for a budget cost (BUDG) report. Also enter Y in the appropriate File Selections field for copy generation.



Only one data file may be selected at a time.

After keying in the data, press [Enter]. If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the data and press [Enter]. After all edits are satisfied, a pop-up window listing the available data files (Figure 10) is displayed.

```

CAES: CE60M01                U. S. D. A. - O. F. M.                DATE: 10/16/98
                                NATIONAL FINANCE CENTER
                                CENTRAL ACCOUNTING EXTRACT SYSTEM
                                REPORT SCREEN

-----
DATA FILE LIST                GENERAL LEDGER REPORTS
L 9808 D98283 054            1. SCAPO201 TB BY TR SYM & ACCT NUM
L 9807 D98283 052            2. SCAPO202 TB BY AG T/S & ACCT NUM
L 9806 D98283 050            3. SCAPO3  TRIAL BALANCE RECAP
L 9805 D98283 048            4. SCAPO60 MONTHLY SUBSIDIARY
L 9804 D98283 046            BUDGET COST REPORT
L 9803 D98283 044            5. SELECTED DETAIL TRANSACTIONS
L 9802 D98283 042
L 9801 D98283 040
L 9712 D98283 038
L 9711 D98283 036

FILE SELECTIONS
SCAP FILE(Y/N):              N
BUDG FILE(Y/N):              N

SELECTION 1
FIRST PAGE OF DATA
***
TAB TO THE DESIRED DATA SET AND PRESS THE ENTER KEY
ALT HOME = EXIT  PF1 = MAIN MENU  PF5 = HELP  PF7 = BCKWD  PF8 = FORWD
    
```

Figure 10. Report Screen

To continue the report submission process, [Tab] to the desired data file and press [Enter]. The Routing Screen (Figure 11) is displayed.

```

CAES: CE65M01                U. S. D. A. - O. F. M.                DATE: 10/16/98
                                NATIONAL FINANCE CENTER
                                CENTRAL ACCOUNTING EXTRACT SYSTEM
                                ROUTING SCREEN

NATIONAL FINANCE CENTER
KANSAS CITY
SELECT THE DESIRED ACTIVITY AND PRESS THE ENTER KEY
ALT HOME = EXIT  PF1 = MAIN MENU  PF2 = PREV SCR  PF5 = HELP
    
```

Figure 11. Routing Screen

This screen allows you to select the destination of the report or file. Select the destination of the report or file by placing an X next to the location, then press [Enter]. A pop-up window requesting additional routing information (Figure 12) is displayed.

```

CAES: CE65M01                U. S. D. A. - O. F. M.                DATE: 10/16/98
                                NATIONAL FINANCE CENTER
                                CENTRAL ACCOUNTING EXTRACT SYSTEM
                                ROUTING SCREEN

NATIONAL FINANCE CENTER
KANSAS CITY                X

ROUTING INFO
NAME
  1
RECEIVING ID
  2

ENTER ROUTING INFORMATION AND PRESS THE PF9 KEY
ALT HOME = EXIT  PF1 = MAIN MENU  PF2 = PREV SCR  PF9 = SUBMIT
    
```

Figure 12. Routing Screen

Complete the fields as follows:

-
- | | |
|--|---|
| 1 Name
<i>Required, alphanumeric
12 positions max.</i> | <p>If Kansas City is the report destination, type the name of the person to receive the report.</p> <p>If the National Finance Center (NFC) is the report destination, type the bin number, delivery address, and the first two letters of the user's name.
Example: XX-XX-iXX-CA.</p> |
| 2 Receiving ID
<i>Conditional, alphanumeric
6 - 8 positions</i> | <p>If Kansas City is the report destination, type the ID of the user or the ID of the person to receive the report. If NFC is the report destination, no input is required.</p> |
-

After keying in the data, press **[PF9]**. The job is submitted.

To perform another function or exit the system, press the applicable function **[PF]** key at the bottom of the screen.

General Ledger Extract Parm

General Ledger Extract Parm is Option 5 on the CAES main menu (Figure 3). This option is used to display the general ledger extract parameters.

To select this option, type 5 at the Selection prompt on the main menu and press [Enter]. The General Ledger Extract Parameters screen (Figure 13) is displayed.

1	CAES: CE40M01	U. S. D. A. - O. F. M.	DATE: 10/16/98
		NATIONAL FINANCE CENTER	
		CENTRAL ACCOUNTING EXTRACT SYSTEM	
		GENERAL LEDGER EXTRACT PARAMETERS	
	RUN RUN SEL	AGENCIES NON TREASURY	ACCT ACCT TEST
	DATE NUM YMM	MAJ SYMBOL	NUM NUM FLAG
	DATE (YYDDD) FROM:		
		FILL IN SELECTION CRITERIA AND PRESS ENTER	
	ALT HOME = EXIT	PF1 = MAIN MENU	PF2 = PREV SCR
	PF7 = BCKWD	PF8 = FORWD	PF9 = RESUBMIT
		PF5 = HELP	PF6 = ADD INFO
			PF12 = REFRESH

Figure 13. General Ledger Extract Parameters screen



To display a Help screen at any time while using this option, press [PF5].

To view a parameter by creation date, complete the field below:

1 **Date (yyddd) From:** Type the Julian date of when the parameter was created. Example: 92290.
Required, numeric
5 positions

To view all parameters, leave the field blank and press [Enter].

After keying in the data, press [Enter]. If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the data and press [PF9]. After all edits are satisfied, the extracted data selection information is displayed.

To perform another function or exit the system, press the applicable function [PF] key at the bottom of the screen.

Budget Cost Extract Parm

Budget Cost Extract Parm is Option 6 on the CAES main menu (Figure 3). This option is used to display the budget cost extract parameters.

To select this option, type 6 at the Selection prompt on the main menu and press [Enter]. The Budget Cost Extract Parameters screen (Figure 14) is displayed.

CAES: CE70M01	U. S. D. A. - O. F. M.	DATE: 10/16/98			
NATIONAL FINANCE CENTER					
CENTRAL ACCOUNTING EXTRACT SYSTEM					
BUDGET COST EXTRACT PARAMETERS					
RUN	RUN AGENCIES	TREASURY	TREASURY	TREASURY	SCHED TEST
DATE	NUM	SYMBOL	SYMBOL2	SYMBOL3	NUM FLAG
1	DATE (YYDDD)	FROM:	FILL IN SELECTION CRITERIA AND PRESS ENTER		
ALT HOME = EXIT PF1 = MAIN MENU PF2 = PREV SCRN PF5 = HELP PF6 = ADD INFO					
PF7 = BCKWD PF8 = FORWD PF9 = RESUBMIT PF12 = REFRESH					

Figure 14. Budget Cost Extract Parameters screen



To display a Help screen at any time while using this option, press [PF5].

To view a parameter by creation date, complete the field below:

1 Date (yyddd) From
Required, numeric
5 positions

Type the Julian date of when the parameter was created.

Example: 92290.

To view all parameters, leave the field blank and press [Enter].

After keying in the data, press [Enter]. If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the data and press [Enter]. After all edits are satisfied, the extracted data selection information is displayed.

To perform another function or exit the system, press the applicable function [PF] key at the bottom of the screen.

