

PART FIVE - BASE FINANCIAL MANAGEMENT SYSTEM

SECTION 18. FINANCIAL MANAGEMENT FILE MAINTENANCE AND REPORTING

18.1 GENERAL OFFICERS QUARTERS (GOQ) COST.

The General Officers Quarters (GOQ) process is used to record cost charged to military family housing (MFH) units designated as general/flag officers housing units. Paragraph 18.1.1.1 lists the files necessary to collect these costs.

18.1.1 GENERAL OFFICERS QUARTERS (UGQH) HEADER FILE.

This file is used to store static and characteristic data related to the GOQ unit. It also indicates whether or not the utilities for the unit are metered. A header record is required for each unit designated as a GOQ.

18.1.1.1 GENERAL OFFICERS QUARTERS (UGQH) HEADER FILE FORMAT.

Records are compressed. Maximum record size is 512. File organization is indexed, with key field equal to KEY.

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
KEY	1	C	26	26	0	1	R	
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
INSTL-CD	5	C	4	4	0	1	R/U	INSTALLATION CODE
FAC-IND	9	U	5	5	0	1	R/U	FACILITY IDENTIFICATION
FAC-SUF	14	C	2	2	0	1	R/U	FACILITY SUFFIX
OCC-CDE	16	C	1	1	0	1	R/U	OCCUPANCY CODE
FLR-AREA	17	U	5	5	0	1	R/U	NET FLOOR AREA (SQ FT)
P-WATER	22	C	1	1	0	1	R/U	PURCHASED WATER
P-ELEC	23	C	1	1	0	1	R/U	PURCHASED ELECTRICITY
P-GAS	24	C	1	1	0	1	R/U	PURCHASED GAS
P-SEW	25	C	1	1	0	1	R/U	PURCHASED SEWAGE
P-OTHER	26	C	1	1	0	1	R/U	PURCHASED WATER
BP-WATER	27	C	1	1	0	1	R/U	BASE PRODUCED WATER
BP-ELEC	28	C	1	1	0	1	R/U	BASE PRODUCED ELECTRICITY
BP-SEW	29	C	1	1	0	1	R/U	BASE PRODUCED SEWAGE
FILLER	30		1					NOT USED
TOT-SQFT	31	U	9	9	0	1	R/U	TOTAL NET MFH SQ FT
TOT-UNIT	40	U	4	4	0	1	R/U	TOTAL NUMBER MFH UNITS
APPR-AMT	44	U	9	9	0	1	R/U	CONGRESSIONAL APPR AMT O&M
IMP-COST	53	U	9	9	0	1	R/U	QUARTERS IMPROVEMENTS COSTS
OBL-PJ-C	62	U	9	9	0	1	R/U	CFY OBLIGATED PROJECT COSTS
AP-AMT1	71	U	9	9	0	1	R/U	PREVIOUS APPR AMT1
AP-DATE1	80	U	6	6	0	1	R/U	PREVIOUS APPR DATE1
AP-USER1	86	U	3	3	0	1	R/U	PREVIOUS APPR USER1
AP-AMT2	89	U	9	9	0	1	R/U	PREVIOUS APPR AMT2
AP-DATE2	98	U	6	6	0	1	R/U	PREVIOUS APPR DATE2
AP-USER2	104	U	3	3	0	1	R/U	PREVIOUS APPR USER2
AP-AMT3	107	U	9	9	0	1	R/U	PREVIOUS APPR AMT3

AP-DATE3	116	U	6	6	0	1	R/U	PREVIOUS	APPR	DATE3
AP-USER3	122	U	3	3	0	1	R/U	PREVIOUS	APPR	USER3
AP-AMT4	125	U	9	9	0	1	R/U	PREVIOUS	APPR	AMT4
AP-DATE4	134	U	6	6	0	1	R/U	PREVIOUS	APPR	DATE4
AP-USER4	140	U	3	3	0	1	R/U	PREVIOUS	APPR	USER4
AP-AMT5	143	U	9	9	0	1	R/U	PREVIOUS	APPR	AMT5

<u>FIELD</u>	<u>START</u>	<u>INT</u>	<u>INT</u>	<u>EXT</u>	<u>DEC</u>	<u>OCCUR</u>	<u>REPORT/</u>	<u>ALIAS</u>
<u>NAME</u>	<u>POSN</u>	<u>FMT</u>	<u>LEN</u>	<u>LEN</u>	<u>POS</u>	<u>COUNT</u>	<u>UPDATE</u>	<u>NAME</u>
AP-DATE5	152	U	6	6	0	1	R/U	PREVIOUS APPR DATE5
AP-USER5	158	U	3	3	0	1	R/U	PREVIOUS APPR USER5
AP-AMT6	161	U	9	9	0	1	R/U	PREVIOUS APPR AMT6
AP-DATE6	170	U	6	6	0	1	R/U	PREVIOUS APPR DATE6
AP-USER6	176	U	3	3	0	1	R/U	PREVIOUS APPR USER6
AP-AMT7	179	U	9	9	0	1	R/U	PREVIOUS APPR AMT7
AP-DATE7	188	U	6	6	0	1	R/U	PREVIOUS APPR DATE7
AP-USER7	194	U	3	3	0	1	R/U	PREVIOUS APPR USER7
AP-AMT8	197	U	9	9	0	1	R/U	PREVIOUS APPR AMT8
AP-DATE8	206	U	6	6	0	1	R/U	PREVIOUS APPR DATE8
AP-USER8	212	U	3	3	0	1	R/U	PREVIOUS APPR USER8
IM-AMT1	215	U	9	9	0	1	R/U	PREVIOUS IMPR AMT1
IM-DATE1	224	U	6	6	0	1	R/U	PREVIOUS IMPR DATE1
IM-USER1	230	U	3	3	0	1	R/U	PREVIOUS IMPR USER1
IM-AMT2	233	U	9	9	0	1	R/U	PREVIOUS IMPR AMT2
IM-DATE2	242	U	6	6	0	1	R/U	PREVIOUS IMPR DATE2
IM-USER2	248	U	3	3	0	1	R/U	PREVIOUS IMPR USER2
IM-AMT3	251	U	9	9	0	1	R/U	PREVIOUS IMPR AMT3
IM-DATE3	260	U	6	6	0	1	R/U	PREVIOUS IMPR DATE3
IM-USER3	266	U	3	3	0	1	R/U	PREVIOUS IMPR USER3
IM-AMT4	269	U	9	9	0	1	R/U	PREVIOUS IMPR AMT4
IM-DATE4	278	U	6	6	0	1	R/U	PREVIOUS IMPR DATE4
IM-USER4	284	U	3	3	0	1	R/U	PREVIOUS IMPR USER4
IM-AMT5	287	U	9	9	0	1	R/U	PREVIOUS IMPR AMT5
IM-DATE5	296	U	6	6	0	1	R/U	PREVIOUS IMPR DATE5
IM-USER5	302	U	3	3	0	1	R/U	PREVIOUS IMPR USER5
IM-AMT6	305	U	9	9	0	1	R/U	PREVIOUS IMPR AMT6
IM-DATE6	314	U	6	6	0	1	R/U	PREVIOUS IMPR DATE6
IM-USER6	320	U	3	3	0	1	R/U	PREVIOUS IMPR USER6
IM-AMT7	323	U	9	9	0	1	R/U	PREVIOUS IMPR AMT7
IM-DATE7	332	U	6	6	0	1	R/U	PREVIOUS IMPR DATE7
IM-USER7	338	U	3	3	0	1	R/U	PREVIOUS IMPR USER7
IM-AMT8	341	U	9	9	0	1	R/U	PREVIOUS IMPR AMT8
IM-DATE8	350	U	6	6	0	1	R/U	PREVIOUS IMPR DATE8
IM-USER8	356	U	3	3	0	1	R/U	PREVIOUS IMPR USER8
PC-AMT1	359	U	9	9	0	1	R/U	PREVIOUS CONT AMT1
PC-DATE1	368	U	6	6	0	1	R/U	PREVIOUS CONT DATE1
PC-USER1	374	U	3	3	0	1	R/U	PREVIOUS CONT USER1
PC-AMT2	377	U	9	9	0	1	R/U	PREVIOUS CONT AMT2
PC-DATE2	386	U	6	6	0	1	R/U	PREVIOUS CONT DATE2
PC-USER2	392	U	3	3	0	1	R/U	PREVIOUS CONT USER2
PC-AMT3	395	U	9	9	0	1	R/U	PREVIOUS CONT AMT3
PC-DATE3	404	U	6	6	0	1	R/U	PREVIOUS CONT DATE3
PC-USER3	410	U	3	3	0	1	R/U	PREVIOUS CONT USER3
PC-AMT4	413	U	9	9	0	1	R/U	PREVIOUS CONT AMT4
PC-DATE4	422	U	6	6	0	1	R/U	PREVIOUS CONT DATE4
PC-USER4	428	U	3	3	0	1	R/U	PREVIOUS CONT USER4
PC-AMT5	431	U	9	9	0	1	R/U	PREVIOUS CONT AMT5
PC-DATE5	440	U	6	6	0	1	R/U	PREVIOUS CONT DATE5
PC-USER5	446	U	3	3	0	1	R/U	PREVIOUS CONT USER5
PC-AMT6	449	U	9	9	0	1	R/U	PREVIOUS CONT AMT6

PC-DATE6	458	U	6	6	0	1	R/U	PREVIOUS	CONT	DATE6
PC-USER6	464	U	3	3	0	1	R/U	PREVIOUS	CONT	USER6
PC-AMT7	467	U	9	9	0	1	R/U	PREVIOUS	CONT	AMT7
PC-DATE7	476	U	6	6	0	1	R/U	PREVIOUS	CONT	DATE7
PC-USER7	482	U	3	3	0	1	R/U	PREVIOUS	CONT	USER7
PC-AMT8	485	U	9	9	0	1	R/U	PREVIOUS	CONT	AMT8

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
PC-DATE8	494	U	6	6	0	1	R/U	PREVIOUS CONT DATE8
PC-USER8	500	U	3	3	0	1	R/U	PREVIOUS CONT USER8
FILLER	71		10					NOT USED

18.1.1.2 GOQ HEADER FILE UPDATE ACTIONS (UGQHUD).

a. When adding a record, the Control Installation (CTL-INST) and Installation Code (INSTL-CD) must match the combinations found in the Installation Header (EIHF) File.

b. If the unit is occupied, enter a "Y" in Occupancy Code field, otherwise enter "N".

c. If the utility is metered, enter "Y" in the applicable utility field, otherwise enter "N". If an "N" is entered, the utility will then be programmatically prorated to the GOQ Unit. The utility cost will be accumulated against the GOQ unit via the direct charge/separate work order routine. If the utility is not being used, leave the field blank.

d. The Congressionally Approved O&M Amount; Quarters Improvement Costs; and the Cumulative Obligated Project Costs fields must be updated by the user. The amounts entered (left justified, not zero filled) are programmatically accumulated in the file for use in part 3 of the GOQ report. Any modifications made to these fields will be maintained programmatically for audit trail purposes.

e. The Net Floor Area, the Total Net MFH Square Footage and the Total Number MFH Units data must be entered to ensure the appropriate proration of utilities and services. If any of these fields are left blank or filled in with incorrect data, the prorations will be computed erroneously. Data for these fields must be obtained from the Real Property Officer (RPO). Proration percentage is obtained by dividing GOQ total net square footage by total MFH net square footage.

18.1.1.3 UGQH INTERFACE REQUIREMENTS.

The file is used in the production of the GOQ Cost Report PCN SF022-453. It is used in the header information on the report and in the computation of prorated charges for administration, services, and utilities.

18.1.1.4 GOQ HEADER FILE (UGQH) ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: You are not allowed to add records for this Control Installation.	You are only allowed to add records for your assigned control installation.
REJ: Control Installation is not present in the EIHF File.	The control installation is not present in the Installation Header File (EIHF).

REJ: Invalid Control
Installation/ Installation Code
combination.

The control installation/
installation code combination is
not valid.

REJ: Occupancy Code must be "Y"
or "N".

Occupancy code must be "Y" or "N".

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Net Floor Area must be greater than zero.	The value in Net Floor Area must be greater than zero.
REJ: Type Quarters must be "G" or "S".	The value in Type Quarters must be "G", or "S".
REJ: Purchased Water must be "Y", "N", or blank.	The value in Purchased Water must be "Y", "N", or blank.
REJ: Purchased Electricity must be "Y", "N", or blank.	The value in Purchased Electricity must be "Y", "N", or blank.
REJ: Purchased Gas must be "Y", "N", or blank.	The value in Purchased Gas must be "Y", "N", or blank.
REJ: Purchased Sewage must be "Y", "N", or blank.	The value in Purchased Sewage must be "Y", "N", or blank.
REJ: Other Utilities must be "Y", "N", or blank.	The value in Other Utilities must be "Y", "N", or blank.
REJ: Base Produced Water must be "Y", "N", or blank.	The value in Base Produced Water must be "Y", "N", or blank.
REJ: Base Produced Electricity must be "Y", "N", or blank.	The value in Base Produced Electricity must be "Y", "N", or blank.
REJ: Base Produced Sewage must be "Y", "N", or blank.	The value in Base Produced Sewage must be "Y", "N", or blank.
REJ: Purchased Coal/Propane must be "Y", "N", or blank.	The value in Purchased Coal/Propane must be "Y", "N", or blank.
REJ: This Adjustment will make Cong Approved Amount less than zero.	By making this adjustment, you would cause Congressional Approved Amount to become less than zero.
REJ: This Adjustment will make Improvements Cost less than zero.	By making this adjustment, you would cause Improvements Cost to become less than zero.
REJ: This Adjustment will make Obligated PC Cost less than zero.	By making this adjustment, you would cause Obligated Project Contract Cost to become less than zero.

18.1.2 GOQ CUMULATIVE COST (UGQC) FILE.

The file is used to accumulate fiscal year-to-date cost charged to the GOQ units. Records will be created/updated during end-of-month (EOM) processing from transactions contained in the GOQ current month backup file. The static data used in the file comes from the Work Authorization (MWOA) File.

18.1.2.1 GOQ COST FILE (UGQC) RECORD FORMAT.

Records are compressed. Maximum record size is 80, file organization is indexed, with key field equal to KEY.

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
KEY	1	C	26	26	0	1	R	CONTROL DATA
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
INSTL-CD	5	C	4	4	0	1	R/U	INSTALLATION CODE
FAC-IND	9	U	5	5	0	1	R/U	FACILITY IDENTIFICATION
FAC-SUF	14	C	2	2	0	1	R/U	FACILITY SUFFIX
ACCT-CDE	16	U	5	5	0	1	R/U	ACCOUNT CODE
CTL-CNTR	21	C	1	1	0	1	R/U	CONTROL CENTER
WO-NR	22	C	5	5	0	1	R/U	WORK ORDER NUMBER
CIV-HRS	27	Z	5	6	0	1	R/U	CIVILIAN HOURS
MIL-HRS	32	Z	5	6	0	1	R/U	MILITARY HOURS
CIV-COST	37	Z	6	7	0	1	R/U	CIVILIAN COSTS
MIL-COST	43	Z	6	7	0	1	R/U	MILITARY COSTS
OV-AD-CT	49	Z	6	7	0	1	R/U	OVERHEAD ADJUSTED COSTS
SC-COST	55	Z	6	7	0	1	R/U	SERVICE CONTRACT COSTS
MAT-COST	61	Z	6	7	0	1	R/U	MATERIAL COSTS
OTH-COST	67	Z	6	7	0	1	R/U	OTHER COSTS
FILLER	73		8					NOT USED

18.1.2.2 GOQ COST FILE UPDATE ACTIONS (UGQCUD).

Updates to this file are limited to: (1) deleting records when all cost and hours for the GOQ unit are zero; (2) adding records with the appropriate hours and cost when the GOQ indicator is coded incorrectly in the work order record; and (3) making adjustments to existing GOQ cost records. An audit trail will be kept for any modifications to this file.

18.1.2.3 UGQC INTERFACE REQUIREMENTS.

The file is used in the production of the GOQ Cost Report, PCN SF022-453. Records in the file are created/updated based on those records present in the GOQ Current Month Cost File. These records are current as of the EOM processing and are only updated at that time.

18.1.2.4 GOQ COST FILE (UGQC) ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: You are not allowed to add records for this Control Installation.	You are only allowed to add records for your assigned Control Installation.
REJ: Control Installation is not present in the EIHF File.	The Control Installation is not present in the Installation Header File (EIHF).
REJ: Invalid Control Installation/Installation Code combination.	The Control Installation/Installation Code combination is not valid.
REJ: Reason for adding record cannot be blank.	You must enter a reason for adding a GOQ Cost Adjustment record.
REJ: All Hours/Cost cannot be	The values in at least one of the

zero and reason cannot be blank Hours/Cost fields must be greater
than zero and the reason cannot be
blank.

REJ: No Current Month Records There are no current month GOQ Cost
Exist. records.

18.1.3 GOQ CURRENT MONTH BACKUP FILE (UGQT/UGQB).

The file collects the transactions processed during the current month that result in charges to GOQ quarters. The file will be updated as transactions are processed, e.g., labor or material. It will also include entries for prorated account charges that are accomplished during EOM processing.

18.1.3.1 GOQ BACKUP TRANS FILE (UGQB) RECORD FORMAT.

Records are compressed; maximum record size is 140. File organization is indexed, with key field equal to KEY.

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
KEY	1	C	38	38	0	1	R	
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
INSTL-CD	5	C	4	4	0	1	R/U	INSTALLATION CODE
FAC-IND	9	U	5	5	0	1	R/U	FACILITY IDENTIFICATION
FAC-SUF	14	C	2	2	0	1	R/U	FACILITY SUFFIX
ACCT-CDE	16	U	5	5	0	1	R/U	ACCOUNT CODE
CTL-CNTR	21	C	1	1	0	1	R/U	CONTROL CENTER
WO-NR	22	C	5	5	0	1	R/U	WORK ORDER NUMBER
DATE	27	C	4	4	0	1	R/U	DATE (MM/DD)
DATE-MM	27	U	2	2	0	1	R	DATE MONTH
DATE-DD	29	U	2	2	0	1	R	DATE DAY
TME	31	C	8	8	0	1	R/U	TIME(HH:MM:SS:hh)
CIV-HRS	39	Z	6	8	0	1	R/U	CIVILIAN HOURS
MIL-HRS	45	Z	6	8	0	1	R/U	MILITARY HOURS
CIV-COST	51	Z	8	10	2	1	R/U	CIVILIAN COSTS
MIL-COST	59	Z	8	10	2	1	R/U	MILITARY COSTS
OV-AD-CT	67	Z	8	10	2	1	R/U	OVERHEAD ADJUSTED COSTS
SC-COST	75	Z	8	10	2	1	R/U	SERVICE CONTRACT COSTS
MAT-COST	83	Z	8	10	2	1	R/U	MATERIAL COSTS
OTH-COST	91	Z	8	10	2	1	R/U	OTHER COSTS
CT-CTR	99	C	3	3	0	1	R/U	COST CENTER (SHOP)
EEIC	102	C	6	6	0	1	R/U	ELEMENT OF EXPENSE/ INVESTMENT CODE
GEN-QTRS	108	C	1	1	0	1	R/U	GEN OFFICERS QUARTERS CODE
THF-KEY	109	C	18	18	0	1	R/U	TRANSACTION HIST FILE KEY
FILLER	127		14					NOT USED

18.1.4 GOQ ADJUSTMENT FILE (UGQA).

This file is used to keep an audit trail of all adds and adjustments made to the GOQ cost file (UGQC). Records will be written to this file as soon as an add or adjustment is made. Records on this file will be deleted during end-of-year (EOY) processing.

18.1.4.1 GOQ ADJUSTMENT FILE (UGQA) RECORD FORMAT.

Records are compressed; maximum record size is 228. File organization is indexed, with key field equal to KEY.

<u>FIELD</u>	<u>START</u>	<u>INT</u>	<u>INT</u>	<u>EXT</u>	<u>DEC</u>	<u>OCCUR</u>	<u>REPORT/</u>	<u>ALIAS</u>
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<u>NAME</u>	<u>POSN</u>	<u>FMT</u>	<u>LEN</u>	<u>LEN</u>	<u>POS</u>	<u>COUNT</u>	<u>UPDATE</u>	<u>NAME</u>
KEY	1	C	40	40	0	1	R	
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
INSTL-CD	5	C	4	4	0	1	R/U	INSTALLATION CODE

<u>FIELD</u>	<u>START</u>	<u>INT</u>	<u>INT</u>	<u>EXT</u>	<u>DEC</u>	<u>OCCUR</u>	<u>REPORT/</u>	<u>ALIAS</u>
<u>NAME</u>	<u>POSN</u>	<u>FMT</u>	<u>LEN</u>	<u>LEN</u>	<u>POS</u>	<u>COUNT</u>	<u>UPDATE</u>	<u>NAME</u>
FAC-ID	9	U	5	5	0	1	R/U	FACILITY IDENTIFICATION
FAC-SUF	14	C	2	2	0	1	R/U	FACILITY SUFFIX
ACCT-CDE	16	U	5	5	0	1	R/U	ACCOUNT CODE
CTL-CNTR	21	C	1	1	0	1	R/U	CONTROL CENTER
WO-NR	22	C	5	5	0	1	R/U	WORK ORDER NUMBER
DATE	27	U	6	6	0	1	R/U	TRANSACTION DATE
TIME	33	U	8	8	0	1	R/U	TRANSACTION TIME
USER-ID	41	C	3	3	0	1	R/U	USER-ID
TRANS-ID	44	C	3	3	0	1	R/U	TRANSACTION-ID
CIV-HRS	47	Z	5	6	0	1	R/U	CIVILIAN HOURS
MIL-HRS	52	Z	5	6	0	1	R/U	MILITARY HOURS
CIV-COST	57	Z	6	7	0	1	R/U	CIVILIAN COSTS
MIL-COST	63	Z	6	7	0	1	R/U	MILITARY COSTS
OV-AD-CT	69	Z	6	7	0	1	R/U	OVERHEAD ADJUSTED COSTS
SC-COST	75	Z	6	7	0	1	R/U	SERVICE CONTRACT COSTS
MAT-COST	81	Z	6	7	0	1	R/U	MATERIAL COSTS
OTH-COST	87	Z	6	7	0	1	R/U	OTHER COSTS
REASON	93	C	134	134	0	1	R	REASON FOR ADJUSTMENT
FILLER	227		2					NOT USED

18.1.4.2 GOQ ADJUSTMENT FILE PROCESS ACTIONS (UGQAINQ).

This program is used to inquire the UGQA file. No updates to this file are allowed. The adjusted hours/cost and the user-ID of the person that made the adjustment will be displayed.

18.1.5 GOQ REPORT (PCN SF022-453).

This report is used by the BCE to monitor compliance with statutory limitations imposed on the operation and maintenance of MFH units designated as general/flag officers quarters. It is produced in four parts. Part 1 contains current month cost data; part 2 contains the cumulative fiscal year-to-date cost data; part 3 contains data to support quarters management; and part 4 contains backup data. The report is produced on an as-scheduled or monthly basis. A copy of the product for the past 12 months is stored on disk for display and review.

18.2 REIMBURSEMENT/REFUND INFORMATION FILES.

The reimbursement and refund files are used to identify reimbursable and refundable customers and the associated fiscal year-to-date cost. The files are necessary to collect these costs.

18.2.1 REIMBURSABLE/REFUND IDENTIFICATION (URRI) FILE.

The file is used to store the customer identification data associated with each RRI Code. It will contain all applicable base RRI Codes and will be used by other programs such as the work order program and the schedule of reimbursements and refunds program. The file contains all Air Force-wide standard RRI Codes such as those for MFH, hospital, and commissary. Each base has the capability to add locally established RRI Codes.

18.2.1.1 URRI FILE RECORD FORMAT.

Records are compressed. Maximum record size is 80. File organization is indexed, with key field equal to KEY.

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
KEY	1	C	8	8	0	1	R	
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
RRI-CDE	5	C	4	4	0	1	R/U	REIMB & REFUND IND CODE
SALE-CDE	9	C	2	2	0	1	R/U	SALES CODE
BACKUP	11	C	1	1	0	1	R/U	BACK UP DATA FLAG
CUS-NAME	12	C	50	50	0	1	R/U	CUSTOMER'S NAME
RR-CDE	62	C	6	6	0	1	R/U	REFUND OR REIMB ACTION
LOC-RRI	68	C	1	1	0	1	R/U	LOCAL RRI CODE INDICATOR
CUSTCODE	69	C	4	4	0	1	R/U	CUSTOMER ACCT CODE
FILLER	73		8					NOT USED

18.2.1.2 URRI FILE UPDATE ACTIONS (URRIUD).

When adding a record, the CTL-INSTL must be in the EIHf.

a. Reimbursement/Refund Indicator must be added as follows: The first position must be alpha and the second may be alpha, numeric, or blank.

NOTE: FOR MWR Facilities, always enter the first position as "S". If the second position of RRI is blank or numeric, then military cost will be reimbursable. If the second position of RRI is alpha, then military cost will not be reimbursed. These characteristics will be reflected on the Refund/Reimbursement Report in the appropriate columns.

b. Sales Code must be numeric or blank.

c. Backup flag must be "Y" if the backup data should be printed on the Schedule of Reimbursements and Refunds Report, otherwise enter "N".

d. Customer's Name cannot be blank.

e. Reimbursement/Refund Code must be "REIMB" or "REFUND".

f. Local Reimbursement/Refund Indicator must be "Y" if local or "N" if it is not.

18.2.1.2.1 URRI FILE ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Invalid Control Installation.	Control Installation is not in the Installation Header File.
REJ: You are not allowed to add records for this Control Installation.	You are only allowed to add records for your assigned control installation.
REJ: Invalid RRI Code.	The code you are trying to add is invalid.
REJ: Sales Code must be blank	The value for Sales Code must be blank

or numeric with a blank or
or alpha suffix.

or numeric with a blank or alpha
suffix.

REJ: Reimburse/Refund Code must
be REIMB or REFUND.

The value for Reimbursement/Refund
Code must be REIMB or REFUND.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Customer's Name cannot be blank.	The value for Customer's Name must contain a positive entry.
REJ: Local RRI Indicator must be "Y" or "N".	The value for Local RRI Indicator must be "Y" or "N".
REJ: RRI Code must be entered to select a Customer Code.	You must enter a RRI Code to select a Customer Code.
REJ: No Records in the MCUS for t his RRI Code.	There are no records in the Customer Code File (MCUS) for this RRI Code.
REJ: No records in USCD.	There are no records in the Sales Code File (USCD).

18.2.1.3 URRI INTERFACE REQUIREMENTS.

The file is used in the production of the Schedule of Reimbursements and Refunds Report, PCN SF022-451. It is used to reflect the RRI, sales code, the customer name, and REIMB or REFUND.

18.2.2 REIMBURSEMENT/REFUND COST FILE (URRC).

The file collects the fiscal year-to-date cost associated with each customer. Records are updated as transactions are processed against work orders identified as reimbursable (REIMB) or refundable (REFUND).

18.2.2.1 URRC FILE RECORD FORMAT.

Records are compressed. Maximum record size is 88. File organization is indexed, with key field equal to KEY.

<u>FIELD</u>	<u>START</u>	<u>INT</u>	<u>INT</u>	<u>EXT</u>	<u>DEC</u>	<u>OCCUR</u>	<u>REPORT/</u>	<u>ALIAS</u>
<u>NAME</u>	<u>POSN</u>	<u>FMT</u>	<u>LEN</u>	<u>LEN</u>	<u>POS</u>	<u>COUNT</u>	<u>UPDATE</u>	<u>NAME</u>
KEY	1	C	28	28	0	1	R	
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
MTH-CDE	5	U	2	2	0	1	R/U	MONTH CODE (01 = OCT)
RRI-WO	7	C	10	10	0	1	R	RRI + CTL-CTR + WO-NBR
RRI-CDE	7	C	4	4	0	1	R/U	REFUND & REIMB INDICATOR
CTL-CNTR	11	C	1	1	0	1	R/U	CONTROL CENTER
WO-NR	12	C	5	5	0	1	R/U	WORK ORDER NUMBER
FC-CC	17	C	6	6	0	1	R/U	FUNC CODE & COST CENTER
FC	17	C	2	2	0	1	R	FUNCTIONAL CATEGORY CODE
CONSTNT4	19	C	1	1	0	1	R	CONSTANT 4 (ALWAYS BE 4)
CT-CTR	20	C	3	3	0	1	R	COST CENTER
EEIC	23	C	5	5	0	1	R/U	ELEMENT OF EXPENSE/ INVESTMENT CODE
CIV-HRS	28	Z	6	8	0	1	R/U	CIVILIAN HOURS
MIL-HRS	34	Z	6	8	0	1	R/U	MILITARY HOURS
CIV-COST	40	Z	10	12	2	1	R/U	CIVILIAN COSTS
MIL-COST	50	Z	10	12	2	1	R/U	MILITARY COSTS
OV-AD-CT	60	Z	10	12	2	1	R/U	OVERHEAD ADJUSTED COSTS
TOT-COST	70	Z	10	12	2	1	R/U	TOTAL COST
FILLER	80		9					NOT USED

18.2.2.2 URRC INTERFACE REQUIREMENTS.

The URRC file is used in the production of the Schedule of Reimbursements and Refunds Report, PCN SF022-451. It is also used to produce the Schedule of Reimbursements and Refunds 12 month history Report, PCN SF022-452, during EOY processing. Records in this file are created or updated as transactions

accrue against work orders identified as reimbursable or refundable and reflect current cost for fiscal year-to-date.

18.2.3 REIMBURSEMENT/REFUND CHANGE TRANSACTION FILE (UCRI).

The file is used to store old and new RRIs when there is a requirement to change a refund/reimbursement indicator.

18.2.3.1 RRI CHANGE TRANSACTION (UCRI) RECORD FORMAT.

Records are compressed. Maximum record size is 154. File organization is indexed, with key field equal to KEY.

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
KEY	1	C	18	18	0	1	R	RECORD KEY
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
AO-DATE	5	C	6	6	0	1	R/U	AS OF DATE
TIME	11	C	8	8	0	1	R/U	TRANSACTION TIME
USER-ID	19	C	3	3	0	1	R/U	USER-ID
PCN-467	22	C	1	1	0	1	R/U	PCN 467 FLAG
CTL-CNTR	23	C	1	1	0	1	R/U	CONTROL CENTER
WO-NR	24	C	5	5	0	1	R/U	WORK ORDER NUMBER
INSTL-CD	29	C	4	4	0	1	R/U	INSTALLATION CODE
NEW-RRI	33	C	4	4	0	1	R/U	NEW REIMB/REFUND INDICATOR
FAC-ID	37	C	5	5	0	1	R/U	FACILITY-ID
FAC-SUF	42	C	2	2	0	1	R/U	FACILITY SUFFIX
GEN-QTRS	44	C	1	1	0	1	R/U	GEN OFFICERS QUARTERS CODE
ORG-CDE	45	C	3	3	1	1	R/U	ORGANIZATION CODE
OLD-RRI	48	C	4	4	0	1	R/U	OLD REIMB/REFUND INDICATOR
FC-CC	52	C	6	6	0	1	R/U	FUNCTIONAL CODE/COST CENTER
MIL-HRS	58	Z	9	11	1	1	R/U	MILITARY HOURS
CIV-HRS	67	Z	9	11	1	1	R/U	CIVILIAN HOURS
TOT-SHOP	76	Z	11	13	2	1	R/U	TOTAL SHOP COST
MIL-COST	87	Z	11	13	2	1	R/U	MILITARY COST
CIV-COST	98	Z	11	13	2	1	R/U	CIVILIAN COST
OV-AD-CT	109	Z	11	13	2	1	R/U	OVERHEAD COST
CON-COST	120	Z	11	13	2	1	R/U	PROJECT CONTRACT COST
MAT-COST	131	Z	11	13	2	1	R/U	MATERIAL COST
OTH-COST	142	Z	11	13	2	1	R/U	OTHER COST
FILLER	153		2					NOT USED

18.2.3.2 RRI/RRI LIMIT CHANGE TRANSACTION (URRICHG).

This transaction is used to change the RRI code and or the RRI limit in the work order record. If the RRI code is changed, there is an option to transfer hours and cost from the old RRI code to the new RRI code. If the option to transfer hours/cost is chosen, the hours/cost to be transferred will be displayed before transferring. The RRI limit in the work order record is used to accumulate cost up to the limit indicated. This will only apply if the limit is greater than zero. All transactions will reject if

the transaction amount plus the amount already accumulated in the work order exceeds the limit amount.

18.2.3.2.1 RRI/RRI LIMIT CHANGE ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: You are not allowed to update the RRI for this Control Installation.	RRI Update only allowed for your assigned control installation.
REJ: This Control Installation is not present in the EIHF.	Control Installation is not present in the Installation Header File (EIHF).
REJ: This RRI is not present in URRI file.	RRI is not loaded in the Refund/ Reimbursement Indicator file (URRI).
REJ: Your answer to transfer hours and cost must be "Y" or "N".	Transfer Hours and or Cost must be "Y" or "N".
REJ: Hours/Cost cannot be transferred without changing the RRI.	You must change the RRI to transfer the Hours/Cost.
REJ: All must be "X" or blank.	ALL fields must be "X" or blank.
REJ: Material must be "X" or blank.	MATERIAL field must be "X" or blank.
REJ: Labor must be "X" or blank.	LABOR field must be "X" or blank.
REJ: Contract must be "X" or blank.	CONTRACT field must be "X" or blank.
REJ: AT least one type reimbursement must be "X"ed if RRI is not space.	You must "X" at least one type of reimbursement.
REJ: Transfer must be "Y" or "N".	TRANSFER field must be "Y" or "N".
REJ: All is "X"ed, Material, Labor, and Contract must be blank.	If ALL field is "X"ed, MATERIAL, LABOR, and CONTRACT fields must be blank.

18.2.4 REIMBURSEMENT/REFUND BACKUP DATA FILE (URRB).

The file is used to store the transactions processed during the current month. Records will be created for all customers with the exception of MFH.

18.2.4.1 URRB FILE RECORD FORMAT.

Records are compressed. Maximum record size is 144. File organization is indexed, with key field equal to KEY.

<u>FIELD</u>	<u>START</u>	<u>INT</u>	<u>INT</u>	<u>EXT</u>	<u>DEC</u>	<u>OCCUR</u>	<u>REPORT/</u>	<u>ALIAS</u>
<u>NAME</u>	<u>POSN</u>	<u>FMT</u>	<u>LEN</u>	<u>LEN</u>	<u>POS</u>	<u>COUNT</u>	<u>UPDATE</u>	<u>NAME</u>

KEY	1	C	32	32	0	1	R	
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
RRI-CDE	5	C	4	4	0	1	R/U	REIMB AND REFUND IND CODE

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
CTL-CNTR	9	C	1	1	0	1	R/U	CONTROL CENTER
WO-NR	10	C	5	5	0	1	R/U	WORK ORDER NUMBER
FC-CC	15	C	6	6	0	1	R/U	FUNC CODE AND COST CENTER
FC	15	C	2	2	0	1	R	FUNC CODE
CONSTNT4	17	C	1	1	0	1	R	CONSTANT 4 (ALWAYS BE 4)
CT-CTR	18	C	3	3	0	1	R	COST CENTER
DATE-TME	21	C	14	14	0	1	R	DATE AND TIME
DATE	21	C	6	6	0	1	R/U	DATE (YY/MM/DD)
DATE-YY	21	U	2	2	0	1	R	DATE YEAR
DATE-MM	23	U	2	2	0	1	R	DATE MONTH
DATE-DD	25	U	2	2	0	1	R	DATE DAY
TME	27	C	8	8	0	1	R/U	TIME
TRANS-ID	35	C	3	3	0	1	R/U	TRANSACTION-ID
THF-KEY	38	C	18	18	0	1	R/U	TRANSACTION HIST FILE KEY
CIV-HRS	56	Z	6	8	0	1	R/U	CIVILIAN HOURS
MIL-HRS	62	Z	6	8	0	1	R/U	MILITARY HOURS
CIV-COST	68	Z	10	12	2	1	R/U	CIVILIAN COSTS
MIL-COST	78	Z	10	12	2	1	R/U	MILITARY COSTS
OV-AD-CT	88	Z	10	12	2	1	R/U	OVERHEAD ADJUSTED COSTS
CON-COST	98	Z	10	10	2	1	R/U	CONTRACT COSTS
MAT-COST	108	Z	10	12	2	1	R/U	MATERIAL COSTS
OTH-COST	118	Z	10	12	2	1	R/U	OTHER COSTS
DOC-NR	128	C	14	14	0	1	R/U	DOCUMENT NUMBER
FILLER	142	C	3					NOT USED

18.2.4.2 URRB INTERFACE REQUIREMENTS.

The URRB file is used in the production of part IV of the Schedule of Reimbursements and Refunds Report, PCN SF022-451. The records will contain detailed backup data by work order number on customers that have been preidentified in the URRI as requiring backup data.

18.2.5 SCHEDULE OF REIMBURSEMENTS AND REFUNDS (PCN SF022-451).

This product provides a record of current month and cumulative fiscal year-to-date reimbursable and refundable service provided by the Base Civil Engineer. It is also used by accounting and finance to identify those customers and amounts for which current month billing must be prepared. The report is produced in four parts, with each part containing separate pages for each RRI for which costs have been incurred. The report is produced on an as-scheduled, weekly, or monthly basis. At EOM processing the product is programmatically scheduled and cannot be canceled. Copies of the products for the past 12 months are available for display and review.

18.3 SHOP RATE.

The shop rate and EEIC percentages are computed for ATA cost centers on a monthly basis for each shop rate category during EOM processing. The computation is based on a 12-month history of actual costs and direct man-hours for a shop rate category. There is a 10 percent limit on increases or decreases of the shop rate from one month to the next. The financial manager will have 5 calendar days after EOM processing to review and

validate the shop rate. When the shop rate is validated, the report listings will be updated to indicate the individual accomplishing the validation and the date the validation was accomplished. If the shop rate is not validated within 5 calendar days, the computed shop rate that was calculated during EOM process will be used to update corresponding files and the report listing will be annotated to reflect nonvalidation. This

validation feature creates an audit trail to determine if the financial manager is, in fact, monitoring the reports. All current month transactions including labor, CWM, and CCX transactions will be held in suspense pending the validation or elapse of the 5-day time period, whichever occurs first. All shop rate reports are stored online for 24 months and then programmatically deleted, eliminating the need to store paper copies of the reports.

NOTE: Financial Management may delay validation for an additional 5 calendar days if a unique or emergency situation occurs.

18.3.1 SHOP/COST CENTER WORKING LOGISTICS FILE (USWL).

The USWL file contains one record for each BCE cost center, subcost center and shop code. Each record contains essential data used in processing numerous WIMS input transactions and output products. Once established, these records rarely require updating by BCE personnel. All labor summary, shop rate, and EEIC percentages are maintained programmatically.

18.3.1.1 USWL FILE RECORD FORMAT.

Records are compressed. Maximum record size is 160. File organization is indexed, with Key field equal to KEY. Alternate paths are: ALTKEY-1, ALTKEY-2, and ALTKEY-3.

<u>FIELD</u>	<u>START</u>	<u>INT</u>	<u>INT</u>	<u>EXT</u>	<u>DEC</u>	<u>OCCUR</u>	<u>REPORT/</u>	<u>ALIAS</u>
<u>NAME</u>	<u>POSN</u>	<u>FMT</u>	<u>LEN</u>	<u>LEN</u>	<u>POS</u>	<u>COUNT</u>	<u>UPDATE</u>	<u>NAME</u>
KEY	1	C	11	11	0	1	R	
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
CTL-CNTR	5	C	1	1	0	1	R/U	CONTROL CENTER
CT-CTR	6	U	3	3	0	1	R/U	COST CENTER (SHOP)
SUBCODE	9	U	1	1	0	1	R/U	SUBSHOP CODE
CRAFT-CDE	10	C	2	2	0	1	R/U	SHOP CODE
ACCT-CDE	12	U	5	5	0	1	R/U	ACCOUNT CODE
FC	17	C	2	2	0	1	R/U	FUNCTIONAL CATEGORY CODE
LB-REP	19	U	1	1	0	1	R/U	LABOR REPORTING CODE
C-WRK-HR	20	U	3	4	1	1	R/U	NORMAL WORKING HOURS
SHP-RATE	23	Z	5	7	3	1	R/U	APPLIED SHOP RATE
MC-HRS	28	Z	8	10	1	1	R/U	TOTAL MINOR CONST HOURS
DIR-HRS	36	Z	8	10	1	1	R/U	TOTAL DIRECT HOURS
PC-MC	44	Z	5	7	1	1	R/U	PERCENT MINOR CONST
IND-HRS	49	Z	8	10	1	1	R/U	TOTAL INDIRECT HOURS
AVL-RATE	57	Z	5	7	1	1	R/U	AVAILABILITY RATE
EEIC-2X	62	U	3	4	1	1	R/U	EEIC 2X PERCENT
EEIC-3X	65	U	3	4	1	1	R/U	EEIC 3X PERCENT
FGN-OVHD	68	U	3	4	1	1	R/U	FOREIGN OVERHEAD
EEIC-5X	71	U	3	4	1	1	R/U	EEIC 5X PERCENT
EEIC-6X	74	U	3	4	1	1	R/U	EEIC 6X PERCENT
EEIC-7X	77	U	3	4	1	1	R/U	EEIC 7X PERCENT
OV-AD-FA	80	U	3	4	1	1	R/U	OVERHEAD ADJUSTMENT FACTOR
CC-DECRP	83	C	20	20	0	1	R/U	COST CENTER DESCRIPTION
ALTKEY-1	103	C	1	1	0	1	R	ALT KEY (SHOP RATE CAT)
SR-CAT	103	C	1	1	0	1	R/U	SHOP RATE CATEGORY
CON-DR-H	104	Z	9	11	1	1	R/U	CONTRACT DIRECT HOURS

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PC-72111	113	U	3	3	0	1	R/U	PCT COST DISTRIB TO 72111
PC-72112	116	U	3	3	0	1	R/U	PCT COST DISTRIB TO 72112
FILLER	119	U	3	3	0	1	R/U	FILLER
DIST-MAT	122	Z	10	12	2	1	R/U	DISTRIB MAT CST(400/438)

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
ALTKEY-2	132	C	8	8	0	1	R	ALTERNATE KEY 2 (OFFICE)
OFFICE	132	C	8	8	0	1	R/U	OFFICE
ALTKEY-3	140	C	6	6	0	1	R	ALT KEY 3 (FUNCT ACCT CODE)
FAC	140	C	6	6	0	1	R/U	FUNCTIONAL ACCOUNT CODE
JOBPREP	146	U	1	2	1	1	R/U	PLANNING JOB PREP TIME ALLOWANCE FACTOR
SMANALOW	147	U	2	3	2	1	R/U	PLAN SINGLE EMPLOYEE TIME ALLOWANCE FACTOR
MMANALOW	149	U	2	3	2	1	R/U	MULTI-EMPLOYEE TIME ALLOWANCE FACTOR
M-WOK-HR	151	U	3	4	1	1	R/U	MILITARY WORKING HOURS
N-WRK-HR	154	U	3	4	1	1	R/U	FRN NATIONAL WORK HOURS
IWP-REP	157	C	1	1	0	1	R/U	IWP REPORTING CODE
SRTYPE1	158	C	2	2	0	1	R/U	SHOP RATE TYPE 1
SRTSR1	160	U	4	5	2	1	R/U	SHOP RATE TYPE SHP RATE 1
SRTYPE2	164	C	2	2	0	1	R/U	SHOP RATE TYPE 2
SRTSR2	166	U	4	5	2	1	R/U	SHOP RATE TYPE SHP RATE 2
SRTYPE3	170	C	2	2	0	1	R/U	SHOP RATE TYPE 3
SRTSR3	172	U	4	5	2	1	R/U	SHOP RATE TYPE SHP RATE 3
SRTYPE4	176	C	2	2	0	1	R/U	SHOP RATE TYPE 4
SRTSR4	178	U	4	5	2	1	R/U	SHOP RATE TYPE SHP RATE 4
SRTYPE5	182	C	2	2	0	1	R/U	SHOP RATE TYPE 5
SRTSR5	184	U	4	5	2	1	R/U	SHOP RATE TYPE SHP RATE 5
BPAC	184	C	6	6	0	1	R/U	Budget Proj Activity Cde
CCD Cost	194	Z	10	12	2	1	R/U	Incremental Direct

18.3.1.2 USWL FILE MAINTENANCE PROGRAM (USWLUD).

The program allows the Financial Manager to add, modify, delete, and inquire records in the USWL file for cost centers 400 through 499. Shop/Cost Center Working Logistics (USWL) file process actions are as follows:

18.3.1.2.1 ADDITIONS TO THE USWL FILE.

Additions to the USWL file for cost centers 400 through 499 are made when a new cost center (ATA or ETA), or subcost center is established. The add, update, and delete transactions are processed by using the Shop/Cost Center Working Logistics File update screen.

a. The Labor Reporting Code is a single-digit numeric entry that signifies whether that cost center reports its time under ATA or ETA.

(1) If the entry is "1", "4", or "5", the ATA method is used, and the data element Account Code must be blank.

(2) If the entry is "2" or "3", the ETA method is used, and the data element account code must be valid. If the entry is "3", the ETA cost center is 406.

b. The Functional Category Code reflected here is used for categorization of costs by PCN SF022-451. DFAS-DE 7000.1-R describes the relationship between functional categories and cost centers. The user must assign a functional category code to each cost center in accordance with DFAS-DE 7000.1-R guidance, as summarized in the following chart:

FUNCTIONAL CAT CODE	APPLICABLE COST CENTERS
09	464, 465, 466, 467, 469, 481, 482, and 491
10	409, 410, 418, 419, 420, 421, 422, 423, 430, 431, .432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 467, 468, 469, 470, 471, 472, 480, 483, 484, 485, 486, 487, and 489.
12	400, 401, 402, 403, 404, 405, 406, 407, 408, 411, 412, 413, 414, 416, 417, 425, 426, 427, 488, 490, 492, 493, 494, and 499.

(1) To determine the functional category code to assign to optional cost centers, the following rules will be used:

FUNCT CAT CDE	RULE
09	The cost center's primary function is utilities operation.
10	The cost center's primary function is maintenance and repair.
11	For cost center 449 only. Minor Construction.
12	The cost center's primary function is other engineering support such as refuse disposal, site survey team.

(2) If a cost center has combined responsibilities (e.g., operations as well as maintenance and repair), the functional category code for the predominant function is used.

c. Normal Working Hours is a 3-digit, one decimal place implied, numeric field, which expresses the normal workday of a cost center based on the standard 5-day week. In CONUS, the normal working hours are usually 8 hours per day for BCE cost centers. For any cost center where some individuals normally work a different shift than others, normal working hours must be calculated as follows:

(1) Determine the number of individuals in the cost center who work on each shift (Shift A - 15 individuals, shift B - 11 individuals).

(2) Determine the associated total weekly hours for each shift.

(3) Multiply the number of individuals on each shift times the total weekly hours of that shift as shown in the following example:

Shift A = 15 workers x 72 hours/week = 1080 workhours/week

Shift B = 11 workers x 40 hours/week = 440 workhours/week

Total = 1520 workhours/week

(4) Divide the total number of workhours per week by 5 days per week and divide the total by the total number of personnel in the cost center. The result is the normal working hours:

$$\frac{1520 \text{ workhours/week}}{5 \text{ days/week}} = 304 \text{ workhours/days}$$

$$\frac{304 \text{ workhours/day}}{26 \text{ workers}} = 11.7 \text{ hours/day} = \text{Normal working hours}$$

d. The Shop Rate field contains an appropriate entry for ATA cost centers. It is used to cost both direct and loaned hours for ATA cost centers. The ATA Shop Rate is also used when loaning hours to or from an ETA cost center. Three decimal places are implied, but the shop rate is rounded off to the nearest cent, thereby making the last portion of the shop rate always zero.

e. Total hours minor construction are the total hours cumulative from beginning of fiscal year-to-date expended by the cost center or subcost center to LUC 15 (one decimal place implied).

f. Total direct hours are the total hours cumulative from beginning of fiscal year-to-date expended by the cost or subcost center to LUC 11 through LUC 19 (one decimal place implied). This field does not include contract direct hours.

g. Percent minor construction is the total hours minor construction divided by the sum of contract direct hours and total direct hours. It is expressed as a percentage, with one decimal place implied.

h. Total indirect hours are the total hours cumulative from beginning of fiscal year-to-date that have been expended by the cost or subcost center to LUC 31 through LUC 34 (one decimal place implied).

i. Availability rate is total direct hours, divided by the sum of total indirect hours and total direct hours (total hours). It is expressed as a percentage with one decimal place implied. In all SWL boss records this field contains the computed shop rate.

j. Each percent of element of expense (EEIC-XX) within the element of expense percentages (EEIC-PC) field (including the Overhead Adjustment factor and Foreign National Indirect Hire Overhead) is determined by dividing the past 12-month total actual cost attributable to the applicable EEIC by the past 12-month total actual costs accumulated against that shop rate category. Each 3-position subfield within the EEIC-PC field has one decimal place implied. The sum of these subfields must equal 100 percent.

k. The 5XXXX field is intended for use against EEIC 511 for indirect hire labor contracts for foreign national personnel.

l. Shop rate category is a 1-position alpha field. It is used to identify the shop rate category assigned to an ATA cost center. Each ATA cost center is assigned to a shop rate category. These categories are used to group ATA cost centers for the purpose of calculating a single shop rate

for all shops in that category. The following are suggested shop rate categories and a series of category codes to use as an option:

<u>SHOP RATE CATEGORY</u>	<u>WORK CENTER</u>	<u>ORGANIZATIONAL FUNCTION</u>
A	420, 421, 422, 423,	Engineering and Construction
B	416, 418	Environmental/ Environmental OPS
C	417, 419	Environmental Restoration and OPS
* D	432	Military Family Housing (MFH)
* E	433	Medical Facilities Maint
F	468, 469	Water and Industrial Waste; Water Treatment Ops & Maint
G	All other operations ATA Cost Centers not identified	Operations
H - N	VARIOUS	OPTIONAL

* MFH and Medical may be combined into one shop rate.

m. Workcenters assigned for command use (490-498) and other workcenters may be assigned to an optional category for reimbursements or other charges. Cost center 499 is assigned to an optional category, with only 499 reflected in that category.

n. SubCost Center is a 1-position numeric field identifying a definitive function established within a cost center.

o. Contract hours represents the total number of contract direct hours for a cost center. This field is cumulative for the fiscal year-to-date and is zeroed during EOY processing.

p. MFH management cost collected in cost center 406 must be prorated to the appropriate MFH Budget Project Account Code (PC), i.e., 72111 and 72112. The total of PC-72111 and PC-72112 must add up to 100 percent. PC-72111 is the percentage of time spent in direct support of government owned family dwelling management; PC-72112 is the percentage of time spent in direct administrative cost of other family housing properties and programs.

q. Indirect material costs are obtained from material transactions (all EEICs) charged to the individual cost centers for work order (W/O) numbers 00001, 00002, 00004, 00006, 00007, and 00008. The costs are obtained as material transactions are processed and are updated in the Shop Rate History file for month code 00. Material cost transactions to work orders 00004 and 00006 through 00008 charged to cost centers 438 and 400 are added to all ATA cost center's indirect material costs in proportion to each cost center's share of the total direct workhours expended by all ATA cost centers. These

costs will be stored in the USWL file for cost centers 400 and 438 as they are processed and will be distributed during the execution of the Shop Rate Program.

18.3.1.2.2 USWL FILE ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Invalid Control Installation/ Installation Code combination.	The Control Installation/ Installation Code combination is not valid.
REJ: You are not allowed to add records for this Control Installation.	You are only allowed to add records for your assigned control installation.
REJ: Control Center must be "A" thru "Q" excluding "I".	The value for Control Center must be "A" thru "Q" excluding "I".
REJ: Cost Center must be 400 thru 499 excluding 449.	The value for Cost Center must be 400 thru 499 excluding 449.
REJ: Cost Center must be 410 or greater than 429 if labor reporting code is "4".	If Labor Reporting Code is "4", then Cost Center must be 410 or greater than 429.
REJ: Cost Center must be 42X if Labor Reporting Code is "5".	If Labor Reporting Code is "5", then Cost Center must be 42X.
REJ: Subcode must be blank or numeric, 1 thru 9.	The value of Subcost Center Code must Be blank or numeric, 1 thru 9.
REJ: Shop Code must be blank or alpha.	The value of Shop Code must be blank or alpha.
REJ: Labor Reporting Code must be "1", "2", "3", "4", "5", blank, or zero.	The value of Labor Reporting Code must be "1", "2", "3", "4", "5", blank, or zero.
REJ: Labor Reporting Code must be blank or zero if Subcode is not blank.	The value of Labor Reporting Code must be blank or zero if Subcost Center Code is not blank.
REJ: Labor Reporting Code must be blank or zero if Craft Code is not blank.	The value of Labor Reporting Code must be blank or zero if Craft Code is not blank.
REJ: Labor Reporting Code must be 3 if Cost Center is 406.	The value of Labor Reporting Code must be "3" if Cost Center is 406.
REJ: Labor Reporting Code must be "1", "4", or "5" if direct hours is other than zero.	The value of Labor Reporting Code must be "1", "4", or "5" if Contract Direct Hours is other than zero.
REJ: Account Code must be blank or zero if Labor Reporting Code	The value of Account Code must be blank or zero if Labor Reporting Code

is "1", "4", or "5".

REJ: Account Code must be
present if Labor Reporting Code
is "2".

is "1", "4", or "5".

The value of Account Code must be
positive entry if Labor Reporting Code
is "2".

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Account Code must be 72111 if Labor Reporting Code is "3".	The value of Account Code must be 72111 if Labor Reporting Code is "3".
REJ: Account Code must be blank or zero if Subcode is not blank.	The value of Account Code must be blank or zero if Subcost Center Code is not blank.
REJ: Account Code must be blank or zero if Craft Code is not blank.	The value of Account Code must be blank or zero if Craft Code is not blank.
REJ: Functional Category Code must be "09", "10", or "12".	Functional Category Code must be 09, "10", or "12".
REJ: Functional Category Code must be "09" for this Cost Center.	Functional Category Code must be "09" if Cost Center is: 464, 465, 466, 467, 469, 481, 482, or 491.
REJ: Functional Category Code must be 10 for this Cost Center.	Functional Category Code must be "10" if Cost Center is: 409, 410, 418, 419, 420, 421, 422, 423, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 450, 451, 452, 453, 454, 455, 456, 457, 459, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 483, 484, 485, 486, 487, or 489.
REJ: Functional Category Code must be "12" for this Cost Center.	Functional Category Code must be "12" if Cost Center is: 400, 401, 402, 403, 404, 405, 406, 407, 408, 411, 412, 413, 414, 415, 416, 417, 425, 426, 427, 458, 488, or 499.
REJ: Functional Category Code must be blank if Subcode is not blank.	Functional Category Code not allowed when adding Subcost Center record.
REJ: Functional Category Code must be blank if Craft Code is not blank.	Functional Category Code not allowed when adding Craft Code Record.
REJ: Normal Working Hours must be greater than zero.	Normal Working Hours must be a positive entry.
REJ: Normal Working Hours must be zero if Subcode is not blank.	Normal Working Hours must be zero when adding Subcost Center record.
REJ: Normal Working Hours must be zero if Craft Code is not blank.	Normal Working Hours must be zero when adding Craft Code record.

REJ: Shop Rate Category must be
"A" thru "Z".

Shop Rate Category must be "A" thru
"Z" for ATA Cost centers.

REJ: Shop Rate Category must be
blank for ETA cost centers.

Shop Rate Category must be blank for
ETA Cost Centers.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Shop Rate must be zero.	Shop Rate must be zero when adding Subcost Center or Craft Code records.
REJ: Cost Center Description cannot be blank or numeric.	Cost Center Description cannot be blank.
REJ: EEIC-5X must be zero if Location Code in EIHF is numeric.	EEIC-5X must be zero if Location Code in Installation Header File (EIHF) is numeric, indicating a state of the United States.
REJ: The sum of EEIC-PC must equal "0" or "100".	The sum of all EEICs must equal "0" or "100".
REJ: The sum of EEIC-PC must equal zero. Will be updated from Boss record.	The sum of all EEICs must equal zero. The record will be updated from the Boss record.
REJ: The sum of EEIC-PC must equal zero if Labor Reporting Code is "2".	The sum of all EEICs must equal zero if Labor Reporting Code is "2".
REJ: Dist Pct 72111 must be 80 and Dist Pct 72112 must be 20 for Shop 406.	Distributed Percentage for Account Code 72111 must be "80" and Account 72112 must be "20" for Shop Code 406.
REJ: The sum of Cost Pct Dist must equal zero for Cost Center other than 406.	Sum of Distributed Percentage must be zero for Cost Center other than 406.
REJ: No record found UCAO. Account Code must be valid.	Invalid Account Code has been entered.
REJ: Direct Charge in UCAO is not "Y".	Direct Charge is not allowed for this Account Code.

18.3.2 SHOP RATE TYPE FILE (USRT).

This file will allow Civil Engineer Personnel to use shop rates other than the ones computed by the WIMS system when charging labor cost to work orders. This new feature will primarily be used when contractors are assigned to a cost center (shop) and labor costs should be charged at a different shop rate.

18.3.2.1 SHOP RATE TYPE FILE (USRT) RECORD FORMAT.

Records are compressed, maximum record size is 40. File organization is indexed, with key field equal to KEY.

<u>FIELD</u>	<u>START</u>	<u>INT</u>	<u>INT</u>	<u>EXT</u>	<u>DEC</u>	<u>OCCUR</u>	<u>REPORT/</u>	<u>UPD</u>	<u>ALIAS</u>
<u>NAME</u>	<u>POSN</u>	<u>FMT</u>	<u>LEN</u>	<u>LEN</u>	<u>POS</u>	<u>COUNT</u>	<u>UPDATE</u>	<u>SEQ</u>	<u>NAME</u>
KEY	1	C	2	2	0	1	R		
SRTYPE	1	C	2	2	0	1	R/U	1	Shop Rate Type

DESC	3	C	20	20	0	1	R/U	2	Description
FILLER	23		18						Filler

18.3.2.2 SHOP RATE TYPE FILE (USRT) SPECIAL INSTRUCTIONS.

The financial Manager must perform the following steps to use additional shop rates for contractor personnel.

- a. Update the Shop Rate Type file (USRT) to indicate the shop rate type code you will use and the description of the code being used. The codes that will be used will be locally assigned.
- b. Update the Shop Logistics file (USWL) to indicate the different shop rate types that will be used in each USWL record. You may have up to five different shop rate types per USWL record. Each USWL record must be updated with the shop rate type code and the shop rate for each code.
- c. When adding shop records to the work order (MWCN), the shop rate type code must be entered if a shop rate other than WIMS computed shop rate should be used. If a shop rate type code is not entered in the work order Shop record, WIMS computed shop rate will be used to compute labor costs. Once cost has been accumulated in a work order Shop record, the financial manager must execute the Shop Rate Change program (USRTCHG) to modify the shop rate type code in the MWCN. This program will compute the difference in the labor costs between the old and new shop rates and update all applicable files. The screen format for the Shop Rate Type File update program is shown in figure 18-1.

Shop Rate Type File Updater

Type	Description
_ C1	CONTRACTOR 1
_ C2	CONTRACTOR 2
_ C3	CONTRACTOR 3
_ C4	CONTRACTOR 4
_ C5	CONTRACTOR 5
_ DB	DAVIS BACON

The entire record is being displayed for each entry.

(1)Keys	(8)Find
(9)Modify(10)Query	(11)Add (12)Delete(13)Help (15)Print (16)Retrn
(29)Info	(31)Rpts

Figure 18-1. Shop Rate Type File Update Screen.

18.3.2.3 SHOP RATE TYPE CHANGE PROGRAM.

This program will allow modifying new field SRTYPE in the MWCN file after the MWCN record has been established. This program must be written to allow changing SRTYPE in a single MWCN record or in all MWCN records that are associated with a work order. This program must check all labor transactions and write a reverse post labor transaction along with a labor transaction for the new cost. An IINF record will also be written for these two new transactions and pending cost updated. Reference format in figure 18-2.

Shop Rate Type Change Program

This program will change the Shop Rate Type in all or selected Work Order Shop records and update cost in all applicable files. If you wish to update the Shop Rate Type in all Work Order Shop records, leave the shop information blank and press PFKey 2. If you wish to update the Shop Rate Type in selected Work Order Shop records, fill in the shop information and press PFKey 1.

Control Installation: PNQS
Control Center: A
Work Order Number:

***** Work Order Shop Information *****

Cost Center (Shop):
Subcost Center:
Craft Code:

Input the required information and press the appropriate PFKey

(1)Selected Shops (2)All Shops
(13)Help (15)Print (16)Retrn

Version 04.01.000.000 94/03/01 usrtchg

Figure 18-2. Shop Rate Type Change Program Screen.

18.3.3 SHOP RATE BOSS FILE (USRB).

The USRB file contains one data record for each ATA shop rate category. Each data record contains the shop rate and EEIC percentages for each ATA cost center category. All fields are programmatically updated; however, manual update is allowed if the computed data is not acceptable. If an update is made to the USRB, all records in the USWL for the category being modified will be updated to reflect the same information in the USRB.

18.3.3.1 USRB FILE RECORD FORMAT.

Records are compressed. Maximum record size is 40. File organization is indexed, with key field equal to KEY. Alternate paths are: SR-CAT.

FIELD NAME	START POSN	INT FMT	INT LEN	EXT LEN	DEC POS	OCCUR COUNT	REPORT/ UPDATE	ALIAS NAME
KEY	1	C	6	6	0	1	R	CONTROL DATA
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
CTL-CNTR	5	C	1	1	0	1	R/U	CONTROL CENTER
ALTKEY-1	6	C	1	1	0	1	R	ALT KEY (SHOP RATE CAT)
SR-CAT	6	C	1	1	0	1	R/U	SHOP RATE CATEGORY
SHP-RATE	7	Z	5	7	3	1	R/U	SHOP RATE
EEIC-2X	12	U	3	4	1	1	R/U	EEIC 2X PERCENT
EEIC-3X	15	U	3	4	1	1	R/U	EEIC 3X PERCENT
EEIC-5X	18	U	3	4	1	1	R/U	EEIC 5X PERCENT

EEIC-6X	21	U	3	4	1	1	R/U	EEIC 6X PERCENT
EEIC-7X	24	U	3	4	1	1	R/U	EEIC 7X PERCENT
OV-AD-FA	27	U	3	4	1	1	R/U	OVERHEAD ADJ FACTOR
FILLER	30		11					NOT USED

18.3.3.2 USRB FILE MAINTENANCE PROGRAM (USRBUD).

The program allows the financial manager to add, update, delete, and inquire records in the USRB file. The USRB file must contain one data record for each ATA shop rate category.

18.3.3.2.1 USRB FILE ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: No Record Found EIHF.	No record found in the Installation Header File (EIHF).
REJ: You are not allowed to add records for this Control Installation.	You are only allowed to add records for your assigned control installation.
REJ: This Installation is not a Control Installation.	Installation Code entered is not a valid Control Installation.
REJ: Control Center must be "A" thru "Q" excluding "I".	Invalid Control Center.
REJ: Shop Rate Category must be "A" thru "Z".	Invalid Shop Rate Category.
REJ: Shop Rate must be greater than zero.	Shop Rate must be greater than zero.
REJ: EEIC-5X must be zero if Location Code in EIHF is numeric.	EEIC-5X must be zero if Location Code in Installation Header File (EIHF) is numeric, indicating a state of the United States.
REJ: The sum of EEIC-PC must equal "0" or "100".	The sum of all EEICs must equal "100" percent.

18.3.4 SHOP RATE HISTORY FILE (USRH).

The file is used to store the actual shop rate cost and direct man-hours associated with each ATA cost center. The USRH file contains 13 records (previous 12 months history and current month data) for each ATA cost center. Current month actual cost and man-hours are collected in this file as transactions are processed and stored in month code 00. No modifications are allowed to this file.

18.3.4.1 USRH FILE RECORD FORMAT.

Records are compressed. Maximum record size is 210. File organization is indexed, with Key field equal to KEY. Alternate paths are: ALTKEY-1 and ALTKEY-2.

<u>FIELD</u>	<u>START</u>	<u>INT</u>	<u>INT</u>	<u>EXT</u>	<u>DEC</u>	<u>OCCUR</u>	<u>REPORT/</u>	<u>ALIAS</u>
<u>NAME</u>	<u>POSN</u>	<u>FMT</u>	<u>LEN</u>	<u>LEN</u>	<u>POS</u>	<u>COUNT</u>	<u>UPDATE</u>	<u>NAME</u>

KEY	1	C	10	10	0	1	R	CONTROL DATA
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
CTL-CNTR	5	C	1	1	0	1	R/U	CONTROL CENTER
CT-CTR	6	U	3	3	0	1	R/U	COST CENTER (SHOP)
ALTKEY-1	9	C	2	2	0	1	R	ALT KEY (MONTH CODE)

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
MTH-CDE	9	U	2	2	0	1	R/U	MONTH CODE (01 = OCT)
ALTKEY-2	11	C	1	1	0	1	R	ALT KEY (SHOP RATE CAT)
SR-CAT	11	C	1	1	0	1	R/U	SHOP RATE CATEGORY
MIL-LAB	12	Z	10	12	2	1	R/U	ACTUAL MILITARY LABOR
CIV-LAB	22	Z	10	12	2	1	R/U	ACTUAL CIVILIAN LABOR
FGN-LAB	32	Z	10	12	2	1	R/U	ACTUAL FOREIGN LABOR
IND-MAT	42	Z	10	12	2	1	R/U	ACTUAL INDIRECT MAT COST
VEH-COST	52	Z	10	12	2	1	R/U	ACTUAL VEHICLE COST
CIV-OVHD	62	Z	10	12	2	1	R/U	CIVILIAN OVERHEAD
FGN-OVHD	72	Z	10	12	2	1	R/U	FOREIGN OVERHEAD
DIST-MIL	82	Z	10	12	2	1	R/U	DISTRIBUTED MILITARY LABOR COST
DIST-CIV	92	Z	10	12	2	1	R/U	DISTRIBUTED CIVILIAN LABOR COST
DIST-FGN	102	Z	10	12	2	1	R/U	DISTR FOR LABOR COST
DIST-MAT	112	Z	10	12	2	1	R/U	DISTRIBUTED MATL COST
DIST-VEH	122	Z	10	12	2	1	R/U	DISTRIBUTED VEHICLE COST
DIST-IND	132	Z	10	12	2	1	R/U	DISTR IND LABOR COST
DIR-MAT	142	Z	10	12	2	1	R/U	DIRECT MATERIAL COST
DISTCMAT	152	Z	10	12	2	1	R/U	DIST CT-CTR(400/438) MATERIAL COSTS
MAT-CT	162	Z	10	12	2	1	R/U	INDIRECT MATERIAL COST
COMP-SR	172	Z	5	7	3	1	R	COMPUTED SHOP RATE
APPL-SR	177	Z	5	7	3	1	R/U	APPLIED SHOP RATE
AVL-RATE	182	Z	5	7	1	1	R/U	AVAILABILITY RATE
DIR-HRS	187	Z	9	11	1	1	R/U	ACTUAL DIRECT MAN-HOURS
ASOF-DTE	196	C	6	6	0	1	R/U	AS OF DATE
VEHCT-FY	202	U	2	2	0	1	R/U	VEH COST FISCAL YEAR
FILLER	204		7					NOT USED

18.3.4.2 USRH FILE PROCESS ACTIONS.

18.3.4.2.1 MILITARY LABOR.

Military labor is accumulated when labor transactions are processed for enlisted or officer personnel. The hours reported are multiplied by the standard pay rate from the rate of pay table in AFR 177-101 chapter 33. This table is contained in the Military Pay File (UMPF). This cost is distributed to the cost center the individual is assigned to when the labor transaction is processed.

18.3.4.2.2 CIVILIAN LABOR.

Civilian labor is accumulated when labor transactions are processed for civilians. The hours reported are multiplied by the hourly rate contained in the Civilian Pay File (UCPF) to obtain the civilian labor amount for the labor transaction. This cost is distributed to the individual's assigned cost center when the labor transaction is processed.

18.3.4.2.3 CIVILIAN BENEFITS.

Civilian benefits are accumulated from CCI transactions from accounting and finance, EEIC 393. This cost is distributed to the cost center contained in the CCI transaction.

18.3.4.2.4 FOREIGN LABOR.

Foreign labor is accumulated when labor transactions are processed for civilians and the individual is receiving foreign pay. The hours reported are multiplied by the hourly rate contained in the Civilian Pay File (UCPF)

to obtain the foreign labor amount for the labor transaction. This cost is distributed to the individual's assigned cost center when the labor transaction is processed.

18.3.4.2.5 INDIRECT MATERIAL.

Indirect material costs are obtained from material transactions (all EEICs) charged to the individual cost centers for work order (W/O) numbers 00001, 00002, 00004, 00006, 00007, and 00008. The costs are obtained as material transactions are processed and are updated in the Shop Rate History file for month code 00. Material cost transactions to work orders 00004, and 00006 through 00008 charged to cost centers 438 and 400 are added to all ATA cost centers indirect material costs in proportion to each cost centers share of the total direct work hours expended by all ATA cost centers as computed below. These costs will be stored in the USWL file for cost centers 400 and 438 as they are processed and will be distributed during the execution of the Shop Rate Program.

(Direct hours expended by cost center)	x W/O 4,6,7,8
(Total direct hours by all ATA cost centers)	charges to cost centers 400 and 438

Example: $\frac{2,000 \text{ direct hours}}{200,000 \text{ total direct hours}} \times \$50,000 = \$500.00$
 \$500.00 would be added to the other indirect material charges in the selected cost centers for the applicable month.

18.3.4.2.6 VEHICLE COST.

The average yearly vehicle cost for the applicable cost center will be estimated annually and manually input into the Shop Rate History. The Transportation's Vehicle Integrated Management System (VIMS) report (PCN SB004-203) for the month of September should be used as a basis for estimating vehicle fuel costs. For leased vehicles, the annual lease cost per cost center will be estimated based on the number and type of leased vehicles assigned and their estimated fuel expense.

18.3.4.2.7 DIRECT MATERIAL.

The direct material cost is the accumulation of actual material costs charged to the cost center for work order 00003 and in-house work orders greater than 00020. Material transactions with one of the following elements of expense (EEICs) will be collected: 604, 605, 607, 609, 612, 614, 618, 619, 619XX, and 641.

18.3.4.2.8 INCREMENTAL DIRECT COST.

This represents the cost of supervisors, work controllers, planners, maintenance engineers, and material control personnel (Operations Flight Personnel) who do not report labor. These costs are captured by collecting all the "CCD" transactions for civilians in cost centers 430, 431, 435, 436, 438 (excluding materials), 440, 450, 460, and 470. Costs include TDY and payroll costs which support direct man-hours for each shop rate category. This replaces the Production Overhead Cost (PDT-OVD).

18.3.4.2.9 DIRECT LABOR HOURS.

Direct labor hours will come from the input of labor transactions containing direct Labor Utilization Codes (LUC).

18.3.4.3 SHOP RATE HISTORY INQUIRY PROGRAM (USRHINQ).

The program allows user to view current and history costs and man-hours in the USRH file. No update is allowed except to adjust cost and or man-hours between cost centers, establish a new ATA cost center, or update average yearly vehicle cost. Reference paragraphs 18.3.4.4, 18.3.4.5, and 18.3.4.6.

18.3.4.4 SHOP RATE HISTORY ADJUSTMENT PROGRAM (USRHADJ).

The program is used to transfer actual cost and or direct hours from one cost center and or month to another. An audit trail is maintained for all adjustment transactions.

18.3.4.4.1 USRHADJ FILE RECORD FORMAT.

The file is used for audit purposes whenever an adjustment is made to the Shop Rate History. Records are compressed. Maximum record size is 252. File organization is indexed, with Key field equal to KEY.

<u>FIELD</u>	<u>START</u>	<u>INT</u>	<u>INT</u>	<u>EXT</u>	<u>DEC</u>	<u>OCCUR</u>	<u>REPORT/</u>	<u>ALIAS</u>
<u>NAME</u>	<u>POSN</u>	<u>FMT</u>	<u>LEN</u>	<u>LEN</u>	<u>POS</u>	<u>COUNT</u>	<u>UPDATE</u>	<u>NAME</u>
KEY	1	C	18	18	0	1	R	RECORD KEY
CTL-INST	1	C	4	4	0	1	R/U	FROM CONTROL INSTALLATION
AO-DATE	5	C	6	6	0	1	R/U	AS OF DATE
TIME	11	C	8	8	0	1	R/U	TRANSACTION TIME
USER-ID	19	C	3	3	0	1	R/U	USER-ID
CTL-CNTR	22	C	1	1	0	1	R/U	CONTROL CENTER
F-CT-CTR	23	C	3	3	0	1	R/U	FROM COST CENTER
T-CT-CTR	26	C	3	3	0	1	R/U	TO COST CENTER
F-MTH-CD	29	U	2	2	0	1	R/U	FROM MONTH CODE
T-MTH-CD	31	U	2	2	0	1	R/U	TO MONTH CODE
MIL-LAB	33	Z	10	12	2	1	R/U	MILITARY LABOR
CIV-LAB	43	Z	10	12	2	1	R/U	CIVILIAN LABOR
FGN-LAB	53	Z	10	12	2	1	R/U	FOREIGN LABOR
IND-MAT	63	Z	10	12	0	1	R/U	INDIRECT MATERIAL
VEH-COST	73	Z	10	12	2	1	R/U	VEHICLE COST
CIV-OVHD	83	Z	10	12	2	1	R/U	CIVILIAN OVERHEAD
FGN-OVHD	93	Z	10	12	2	1	R/U	FOREIGN OVERHEAD
DIR-HRS	103	Z	9	11	1	1	R/U	DIRECT HOURS
REASON	112	C	134	134	0	0	R/U	REASON FOR ADJUSTMENT
FILLER	246		7					NOT USED

18.3.4.4.2 USRHADJ ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Control Installation must be alphanumeric.	Control Installation cannot have any special characters.
REJ: Control Installation is not present in EIHF.	Control Installation is not in the Installation Header File.
REJ: You are not allowed to add records for this Control Installation.	You are only allowed to add records for your assigned Control Installation.
REJ: Control Center must be "A" thru "Q" excluding "I".	Invalid Control Center.
REJ: From Cost Center must be 400 thru 499.	Invalid Cost Center.

REJ: To Cost Center must be Invalid Cost Center.
400 thru 499.

REJ: From Month Code must be Invalid Month Code.
"00" thru "12".

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: To Month Code must be "00" thru "12".	Invalid Month Code.
REJ: From and to Data cannot be the same.	Transfer not allowed for same Cost Center and Month Code.
REJ: All Cost/Hours fields cannot be zero.	At least one Hour/Cost field must be greater than zero.
REJ: Reason for adjustment cannot be blank.	Reason for adjustment must be a positive entry.
REJ: From Shop Rate History not found.	No Record Found in Shop Rate History for from record.
REJ: To Shop Rate History not found.	No Record Found in Shop Rate History for to record.
REJ: Control record not found.	No Record Found in Control File.

18.3.4.4.3 SHOP RATE HISTORY ADJUSTMENT INQUIRY (USRINQ).

This program is used to inquire Shop Rate History Adjustment transactions. This program will display the user-ID of the person that made the adjustment, the reason the adjustment was made, and the cost/hours transferred.

18.3.4.5 ESTABLISHING A NEW ATA COST CENTER (USRHADD).

This program is used to establish a new ATA cost center. All cost and man-hour fields must contain 12 months of data. This program will then divide the cost and man-hours input by 12 and establish records in the USRH file for each of the previous 12 months. This program is automatically executed when an ATA cost center record is established in the USWL file.

18.3.4.5.1 USRHADD ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Control Installation must be alphanumeric.	Control Installation cannot have any special characters.
REJ: Control Installation is not present in EIHF.	Control Installation is not in the Installation Header File (EIHF).
REJ: You are not allowed to add records for this Control Installation.	You are only allowed to add records for your assigned Control Installation.
REJ: Control Center must be "A" thru "Q" excluding "I".	Invalid Control Center.
REJ: Cost Center must be 400 Thru 499.	Invalid Cost Center.

REJ: All Cost/Hours fields
cannot be zero.

At least one Hour/Cost field must be
greater than zero.

REJ: No Record Found USWL.

Required Record not found in Shop
Working Logistics File.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Labor Reporting Code is not (ATA) in USWL.	Labor Reporting Code in USWL file is not "1", "4", or "5", designating ATA.
REJ: Records for this Cost Center are already present in USRH.	You are trying to add a Cost Center which is already present in Shop Rate History File.

18.3.4.6 SHOP RATE ESTIMATED FY VEHICLE COST UPDATER (USRHVECT).

The program is used to update vehicle cost in the USRH file with the average yearly vehicle cost for the applicable cost center. The Transportation's Vehicle Integrated Management System (VIMS) report (PCN SB004-203) for the month of September should be used as a basis for estimating vehicle fuel costs. For leased vehicles, the annual lease cost per cost center will be estimated based on the number and type of leased vehicles assigned and their estimated fuel expense. Vehicle cost must be updated for each ATA cost center in the USRH file at the beginning of each fiscal year.

18.3.4.6.1 USRHVECT PROGRAM ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Estimated Fiscal Year Vehicle Cost must be greater than zero.	Value for Estimated Fiscal Year Vehicle Cost must be greater than zero.

18.3.5 MILITARY PAY FILE (UMPF).

The UMPF file contains a data record for each military pay grade. Each record contains the hourly rate for that military pay grade. This military pay file is used to update the actual military labor field in the USRH as labor transactions are processed. This file must be updated with the new military pay rates at the beginning of each calendar year. (Reference AFR 177-101, chapter 33.)

18.3.5.1 MILITARY PAY FILE (UMPF) RECORD FORMAT.

Records are compressed. Maximum record size is 20. File organization is indexed, with key field equal to KEY.

<u>FIELD</u>	<u>START</u>	<u>INT</u>	<u>INT</u>	<u>EXT</u>	<u>DEC</u>	<u>OCCUR</u>	<u>REPORT/</u>	<u>ALIAS</u>
<u>NAME</u>	<u>POSN</u>	<u>FMT</u>	<u>LEN</u>	<u>LEN</u>	<u>POS</u>	<u>COUNT</u>	<u>UPDATE</u>	<u>NAME</u>
KEY	1	C	2	2	0	1	R	
GRADE	1	C	2	2	0	1	R/U	
HR-RATE	3	U	5	6	0	1	R/U	HOURLY RATE
EFF-YR	8	U	2	2	0	1	R/U	EFFECTIVE YEAR
FILLER	10		11					NOT USED

18.3.5.2 UMPF FILE MAINTENANCE PROGRAM (UMPFUD).

The program allows the financial manager to add, update, delete, and inquire records in the UMPF file. The UMPF file must contain one data record for each military pay grade.

18.3.5.2.1 UMPFUD PROGRAM ERROR MESSAGES.

MESSAGEEXPLANATION

REJ: Grade must be "E1" thru
"E9" or "O1" thru "O6".

Value of Grade must be "E1" through
"E9" or "O1" through "O6".

MESSAGEEXPLANATION

REJ: Monthly Pay must be greater than zero.

Value of Monthly Pay must be greater than zero.

18.3.6 CIVILIAN PAY FILE (UCPF).

The file contains a data record for each civilian pay grade. Each record contains the annual pay rate and hourly rate for that civilian pay grade for each step. It is used to update the actual civilian labor field in the USRH as labor transactions are processed. Only step 5 will be used for shop rate purposes. This file must be updated with the new civilian pay rates at the beginning of each calendar year.

NOTE: Failure to update civilian pay costs at the beginning of each calendar year will result in an incorrect shop rate.

18.3.6.1 UCPF FILE RECORD FORMAT.

Records are compressed. Maximum record size is 112; file organization is indexed, with key field equal to KEY.

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
GRADE	1	C	4	4	0	1	R	GRADE (PAY PLAN & LEVEL)
KEY	1	C	4	4	0	1	R	RECORD KEY (GRADE)
PAY-PLAN	1	C	2	2	0	1	R/U	PAY PLAN
GR-LEVEL	3	U	2	2	0	1	R/U	GRADE LEVEL
AN-SAL01	5	U	6	6	0	1	R/U	ANNUAL SALARY STEP 1
AN-SAL02	11	U	6	6	0	1	R/U	ANNUAL SALARY STEP 2
AN-SAL03	17	U	6	6	0	1	R	ANNUAL SALARY STEP 3
AN-SAL04	23	U	6	6	0	1	R/U	ANNUAL SALARY STEP 4
AN-SAL05	29	U	6	6	0	1	R/U	ANNUAL SALARY STEP 5
AN-SAL06	35	U	6	6	0	1	R/U	ANNUAL SALARY STEP 6
AN-SAL07	41	U	6	6	0	1	R/U	ANNUAL SALARY STEP 7
AN-SAL08	47	U	6	6	0	1	R/U	ANNUAL SALARY STEP 8
AN-SAL09	53	U	6	6	0	1	R/U	ANNUAL SALARY STEP 9
AN-SAL10	59	U	6	6	0	1	R/U	ANNUAL SALARY STEP 10
HR-RTE01	65	U	4	5	2	1	R/U	HOURLY RATE STEP 1
HR-RTE02	69	U	4	5	2	1	R/U	HOURLY RATE STEP 2
HR-RTE03	73	U	4	5	2	1	R/U	HOURLY RATE STEP 3
HR-RTE04	77	U	4	5	2	1	R/U	HOURLY RATE STEP 4
HR-RTE05	81	U	4	5	2	1	R/U	HOURLY RATE STEP 5
HR-RTE06	85	U	4	5	2	1	R/U	HOURLY RATE STEP 6
HR-RTE07	89	U	4	5	2	1	R/U	HOURLY RATE STEP 7
HR-RTE08	93	U	4	5	2	1	R/U	HOURLY RATE STEP 8
HR-RTE09	97	U	4	5	2	1	R/U	HOURLY RATE STEP 9
HR-RTE10	101	U	4	5	2	1	R/U	HOURLY RATE STEP 10
EFF-YR	105	U	4	5	0	1	R/U	EFFECTIVE YEAR
FILLER	107		6					NOT USED

18.3.6.2 CIVILIAN PAY FILE MAINTENANCE PROGRAM (UCPFUD).

The program allows the financial manager to add, update, delete, and inquire records in the UCPF file. The UCPF file must contain one data record for each civilian pay grade.

18.3.6.2.1 UCPFUD PROGRAM ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Salary for Step X (1 - 10) must be greater than zero.	Value of Salary for Step X (1 - 10) must be greater than zero.
REJ: Salary of Step 3 cannot exceed the rate for Exec Schedule.	Annual Salary is limited by Level V of the Executive Schedule.

18.3.7 SPECIAL PROCESSING ACTIONS.

18.3.7.1 SHOP RATE VALIDATION PROGRAM (USRVAL).

The program allows the financial manager to validate shop rates. The financial manager will have 5 calendar days after EOM processing to review and validate the shop rate. When the shop rate is validated, the report listings will be updated to indicate the individual accomplishing the validation and the date of the validation. If the shop rate is not validated within 5 calendar days, the computed shop rate that was calculated during EOM process will be used to update corresponding files and the report listing will be annotated to reflect nonvalidation. All current month transactions including labor, CWM, and CCX transactions will be held in suspense pending the validation or elapse of the 5 calendar day time period, whichever occurs first. Financial management may delay validation for an additional 5 calendar days if an unusual or emergency situation occurs.

18.3.7.1.2 USRVAL PROGRAM ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Site Code must be alpha "A" thru "Z".	Invalid Site Code.
REJ: Control Record is not present.	No Record found in Control File (UCTL).
REJ: Shop Rate has already been calculated.	Self-explanatory.

18.3.7.2 SHOP RATE VALIDATION SUPPRESS PROGRAM (USRSUPV).

This program allows the Financial Manager to delay validation of the shop rate for an additional 5 calendar days if an unique or emergency situation occurs. This program can only be run once each month.

18.3.7.2.1 USRSUPV PROGRAM ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
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REJ: Site Code must be alpha
"A" thru "Z".

Invalid Site Code.

REJ: Control Record is not
present.

No Record found in Control File (UCTL).

MESSAGEEXPLANATION

REJ: Shop Rate has already been calculated.

Self-explanatory.

REJ: Shop Rate Validation process can only be suppressed once.

Shop Rate may only be suppressed once.

18.3.8 SHOP RATE REPORTS.

18.3.8.1 SR ANALYSIS REPORT - COST CENTER SUMMARY, PCN SF022-474.

The report is prepared for each ATA cost center. It reflects actual expenses, by element of expense, and direct work hour data, by month, for the current plus 11 previous months. It also reflects the cumulative fiscal year annual and distributed cost data by element of expense, shop availability rate, direct material costs, and material/work hour ratio data for the cost center. It is provided to assist BCE personnel in identifying areas of significant difference in actual versus distributed costs within a shop rate category. The report is produced on scheduled or monthly basis. A copy of the product for the past 12 months is stored on disk for display and review.

18.3.8.2 SR ANALYSIS REPORT - CATEGORY SUMMARY, PCN SF022-475.

The report is prepared for each shop-rate category. It reflects actual expense, by element of expense and direct work hour data, by month, for the current plus 11 previous months. The current month is identified by an asterisk next to the appropriate month. The shop rate distribution percentages (EEIC-PC), as well as cumulative fiscal year actual and distributed cost data by element of expense are also displayed. It contains shop rate computation data and reflects the cost centers included in the category. A description of the status of actual versus distributed expenses for the fiscal year-to-date is provided. The report also includes the shop rate that will be used during the next month to expense labor, and to distribute projected total fiscal year expenses for the shops assigned to a shop rate category. It is produced on required or monthly basis. A copy of the product for the past 12 months is stored on disk for display and review.

18.3.8.3 ATA COST CENTER SHOP RATE CONDENSE REPORT.

The report shows a list of shop rates with shop rate categories for all cost centers by control center.

18.3.8.4 ATA COST CENTER AVAILABILITY RATES CONDENSE REPORT.

The report shows a list of shop personnel availability and material cost per direct man-hour for all cost centers by control center. The report is accessible from the Shop Rate Main Menu.

18.4 ACCOUNT CODE REFERENCE FILE (UCAR).

This file is used to store authorized BCE account codes and data elements associated with the Account Code (UCAO) File. It contains static data and is released from the Headquarters Standard Systems Group. All control installations will share the same Account Code Reference File information. The following are standard BCE account codes:

Account Code: 10000
Title: Management, Engineering, Administration, and Overhead
Description: For costs of all functions relating to administration of the BCE and immediate staff: Engineering and Environment Planning (excluding Design and Construction Management, AC 43000), Financial Management, Industrial Engineering, Squadron Section and Administration Management, Readiness, Logistics, Operations, and Superintendents. Also includes temporary duty (TDY) for all personnel assigned to the BCE who are unavailable for operations and maintenance due to absence at schools or assignments not related to a specific account code.

Account Code: 20000
Title: Utilities Operation
Description: For costs of operation of utility plants and systems (including electric power, heating, sewage, water, air conditioning, cold storage and refrigeration, compressed air, and oxygen acetylene plants). Includes cost of plant supervisor, operators, operator maintenance performed by operating personnel, and operating supplies. Also, includes cost of BCE labor for unloading, handling, hauling, or sampling fuels prior to, or in the process of issuing to the heating facility. Includes the cost of purchased utilities such as water, electricity, gas, sewage, steam, and heating fuels purchased under utilities contracts or agreements. (All quantities obtained under utility contracts or agreements will be reported as work units, even when procured or obtained without cost.) It is desirable that solid fuel quantities and costs charged to accounts 22100 and 23030 be based upon actual issue documentation.

Account Code: 21000
Title: Purchased Utilities
Description: For costs of purchased utilities on contractual basis, as differentiated from base-generated utilities. Includes the cost of purchased utilities such as water, electricity, gas, sewage, propane/LPG, and steam purchased under utilities contracts or agreements. (All quantities obtained under utility contracts or agreements will be reported as work units, even when procured or obtained without costs.) Applicable only to accounts 21010 through 21060.

Account Code: 21010
Title: Purchased Water
Description: For cost of purchased water.

Account Code: 21020
Title: Purchased Electricity
Description: For cost of purchased electricity.

Account Code: 21030
Title: Purchased Gas
Description: For cost of all purchased gas except that used in electric

generating plants and in heating plants 3,500,000 BTUH capacity and greater.

NOTE ON CALORIC VALUE OF NATURAL GAS:

Average = 1,031 BTU/Cu Ft (Use exact BTU/Cu Ft contents when known.)

1 Therm = 100,000 BTU

Account Code: 21040
Title: Purchased Sewage
Description: For cost of sewage and liquid industrial waste disposed.

NOTE ON UNIT OF MEASURE: When sewage service charges are billed either as a surcharge on the water billing, on the basis of water consumption quantities, or on a flat rate basis, the units of measure will be estimated on the basis of the water consumed. Under average conditions, sewage and industrial waste flows can be estimated at 70 percent of the water consumption.

Account Code: 21050
Title: Purchased Steam
Description: For cost of steam and hot water purchased.

NOTE ON UNIT OF MEASURE: Reported at 1,340 BTU/LB of steam delivered.

Account Code: 21060
Title: Purchased Propane/LPG
Description: For cost of propane and LPG purchased.

NOTE ON UNIT OF MEASURE: Reported at 95,000 BTU/gallon of fuel delivered.

Account Code: 22000
Title: Fuel Oil Issued
Description: For cost of all fuel oil used for space heating, cooking, and hot water generation when used in heating.

Account Code: 22100
Title: Solid Fuels Used
Description: For cost of solid fuels issued for space heating, cooking, and hot water generation when used in heating plants and appliances of less than 3,500,000 BTUH capacity. Includes labor costs of unloading, handling, hauling, or sampling fuels prior to, or in the process of, issuing to the heating facility.

NOTE ON CALORIC VALUE OF COAL: Coal is bought and may be issued by weight (2000 lbs = short ton), but must be converted to a heat value. If available, use the contract guaranteed analysis for the BTU content per pound as received. If coal is issued from a stockpile containing coal from two or more contracts, use a weighted average of the BTU content. (Contract guaranteed analysis is used instead of actual analysis because of the time lag between submission of coal samples to the Bureau of Mines and receipt of the results at the installation. As received, values should be used.) If contract guaranteed analysis or actual analysis is not available, use 12,290 BTU/lb for bituminous, 7,000 BTU/lb for lignite, and 12,700 BTU/lb for

anthracite.

Account Code: 22200

Title: Solid Fuels in Coal Yard

Description: For cost of coal delivered to BCE coal stockpile and not yet issued to the primary heating operations accounts. Special

inventory ledgers, work orders, and transfer documents must be utilized to deduct costs from account 22200, and expense coal by type issued to the applicable operating account code (e.g., MFH, hospital, and heating plants).

Account Code: 23000
Title: Heating Plants (3,500,000 BTUH capacity or greater)
Description: For cost of operating heating plants, such as operator maintenance, repair, and fuel cost for central or individual plants.

NOTE ON UNIT OF MEASURE: For this account, the total of million BTUs will be the sum of million BTUs reported in accounts 23020, 23030, and 23040.

Account Code: 23010
Title: Operation of Heating Plants (3,500,000 BTUH capacity or greater)
Description: For operating cost of plants for generation or supply of hot water, low and high pressure steam for heat processing or power, warm air heating systems, and direct-fired heaters. Includes all heating facilities having boilers or furnaces with an aggregate capacity of 3,500,000 BTUH or greater whether the plant serves a part of the building or a number of buildings. Includes shop supervisor and operator salaries and miscellaneous supplies. Includes ash disposal including landfill charges, desulfurization and materials, and fuel handling in the plant.

Account Code: 23020
Title: Fuel Oil Issued (3,500,000 BTUH capacity or greater)
Description: For cost of all fuel oil issued to heat plants covered by account 23010. Includes labor costs of unloading, handling, hauling, or sampling of fuels prior to, or in the process of, issuing to the heating facility.

NOTE ON UNIT OF MEASURE: The BTU content of the oil may be obtained from the purchase contract or from the supplier. The cost and quantity of the fuel is recorded in the cost records at time of issue by Base Supply.

Account Code: 23030
Title: Solid Fuels Used (3,500,000 BTUH capacity or greater)
Description: For cost of all coal issued to heat plants reported in account 23010. Includes any CE labor for unloading, handling, hauling, or sampling the coal prior to, or in the process of, issuing to the heating facility.

Account Code: 23040
Title: Purchased Gas (3,500,000 BTUH capacity or greater)
Description: For cost of gas, including bottled gas or propane gas, purchased under utilities contracts or agreements for issuance to heat plants reported in account 23010.

Account Code: 26000

Title: Electric Generating Plants (Prime)

Description: For costs of operating prime generating plants which are regularly operated to supply prime power as a normal function. Operating costs include labor, fuel, and miscellaneous supplies required for operating generators and

appurtenances. (Any maintenance or repair, other than operator maintenance, will be charged to account 53010.) All operations and maintenance charges for emergency generators, portable or fixed, will be charged to account 53040. For combination steam/electric power heating plants, costs will be prorated to this account and to 23010.

Account Code: 27000
Title: Sewage and Waste Systems
Description: For costs of operating sewage plants to include waste pumping plants, treatment, purification facilities, and disposal, including aircraft washing and industrial wastes. (EXCEPTION: Does not include industrial wastewater (IW) operating costs at bases when industrial wastewaters are collected and treated by separate IW systems and separate IW reimbursement/sales rates are computed. At those bases, account 27100 is used for IW operations.) Includes costs of operators and shop supervisors and cost of all operating and miscellaneous supplies. Includes operation of primary, secondary, and complete treatment plants, pumping stations in connection with the collecting systems. (Maintenance other than operator maintenance is charged to account 53040.)

NOTE ON UNIT OF MEASURE: Include all sanitary sewage and liquid industrial wastes (except as noted above) that are pumped or treated, or both. Include quantities that are pumped off base for treatment by contract or agreement. Quantities will be counted only once, (i.e., if a quantity of raw waste or sewage is pumped and also subsequently treated in base facilities, the quantity will not be counted twice). Do not include sewage or liquid wastes that are disposed of without treatment, through gravity sewers.

Account Code: 27100
Title: Industrial Wastewater Systems
Description: For costs of operating industrial wastewater (IW) plants to include waste pumping plants, treatment, purification facilities, and disposal, including aircraft washing and industrial wastes at bases when industrial wastewaters are collected and treated by separate IW systems and separate IW reimbursement/sales rates are computed. Includes costs of operators, shop supervisors, and all operating and miscellaneous supplies. Includes operation of primary, secondary, chemical, and complete treatment plants and pumping stations in connection with IW collecting systems. Includes cost of dewatering and disposal of sludge's produced at these IW treatment plants. (Maintenance other than operator maintenance will be charged to account 53050.)

NOTE ON UNIT OF MEASURE: Include all industrial wastewaters and liquid industrial wastes at bases as noted that are pumped, treated, or both. Include quantities that are pumped off base for treatment by contract or agreement. Quantities will be counted only once, - (i.e.), if a quantity

of wastewater is pumped and also subsequently treated in base facilities, the quantity will be counted at the point of treatment, not at the point of pumping. Do not include wastewaters that are disposed of without treatment, through gravity sewers.

Account Code: 27500

Title: Water Plants and Systems

Description: For operating costs of potable and nonpotable water supply sources, pumping stations, and treatment facilities. Includes desalinated and demineralized water production. Includes all costs of operators and shop supervisors and cost of operating and miscellaneous supplies. (Maintenance other than operator maintenance will be charged to account 53040.) Treatment facilities or booster pump facilities serving only the needs of one building (such as water softeners, cooling tower systems, etc.) are not included in this account.

NOTE ON UNIT OF MEASURE: Include all potable and nonpotable water supply, purchased, produced, pumped, or treated. Quantities will be counted only once, (i.e.), if a quantity of water is produced from wells, treated to remove hardness, and repumped into the distribution system, the quantity will not be counted more than once. Reused sewage or industrial waste plant effluent water will be included.

Account Code: 28000

Title: Air Conditioning Plants (100 tons and greater capacity)

Description: For operating costs of central air conditioning plants 100 tons and greater capacity. Includes all costs of operators and shop supervisors specifically assigned to operate the air conditioning equipment, and cost of miscellaneous operating supplies. (Maintenance other than operator maintenance will be charged to account 53040.) No charges will be made to this account for plants on automatic operation which receive only periodic attention from maintenance personnel. Costs will be charged to account 53040.

NOTE ON UNIT OF MEASURE: Report all units within this capacity range regardless of whether the plant serves a part of a building, one building, or more than one building.

Account Code: 29000

Title: Utilities - Other

Description: For operating costs of other utility plants and systems to include cold storage (ice manufacturing and cold storage plant refrigeration), central and installed air compressors located in a boiler if used as a central air supply for other areas. Includes the cost of operators when specifically assigned to operate air compressors. Costs of plants operating automatically with only periodic attention by maintenance personnel are charged to account 53040. Operating costs of auxiliary plants required for utility plant operation will be charged to the operating account of the utility plant served. A central air or installed air compressor is explained as a permanently located unit

connected to a piping system with valved outlets for supply of compressed air at required usage locations. Include all other utility plants and systems not otherwise identified, such as solar energy collection systems and EMCS consoles. Also includes Community Antenna Television (CATV) Service Contracts.

Account Code: 30000
Title: Shop Rate Accounts

Account Code: 30100
Title: Military Personnel Costs

Account Code: 30200
Title: Civilian Personnel Costs

Account Code: 30400
Title: Material Costs

Account Code: 30410
Title: Bench Stock

Account Code: 30420
Title: Bulk Issues

Account Code: 30440
Title: Individual Equipment

Account Code: 30460
Title: Tool Crib

Account Code: 30470
Title: Tool Kits

Account Code: 30480
Title: Tool Issues

Account Code: 30500
Title: Mobile Equipment

Account Code: 30600
Title: Contractor Maintenance
Description: This account is optional and can be used to accumulate costs paid to Base Maintenance Contractors for work performed by contractor personnel assigned to ATA cost centers.

Account Code: 30900
Title: Material Variance (Shop Rate)

Account Code: 40000
Title: Services
Description: For costs relating to the collection and disposal of trash, refuse, and garbage, including sanitary fill and incinerator operations, and other methods of disposal, janitorial services performed by contract or regularly assigned personnel, accomplishment of entomological control measures, includes snow, sand and ice removal, sweeping and cleaning pavements also includes all reimbursable and nonreimbursable work and services and fire protection operations.

Account Code: 41000

Title: Custodial Services

Description: For costs of janitorial and custodial work, including cleaning and washing of building interiors and operation of elevators. Includes custodial cost (regardless of funding source) of activities.

NOTE ON UNIT OF MEASURE: The K SQ ft floor area serviced is the total amount of all space for which costs are included above. Example: The K SQ ft of an annual custodial contract for a base facility will be included only once in the Unit of Measure.

Account Code: 42000
Title: Refuse Collection and Disposal
Description: For costs of all labor of operators, shop supervisor, and all operating and miscellaneous supplies. Includes collection of trash, garbage, salvageable scrap, and other refuse materials, including the washing of refuse cans and containers, operation of refuse disposal facilities consisting of incinerators, burning-pits, sanitary fills, dumps, or by other means. Includes collection and disposal by contract. Includes cost of delivering salvageable materials to sale point. Does not include quantities which are collected at point of disposal under terms of a salvage contract. (Do not credit this account for salvage sales.)

Account Code: 43000
Title: Design (A&E) and Contract Inspections
Description: Includes all costs associated with Architectural and Engineering (A&E) planning/design accomplished in-house or by contract. Also includes construction management and inspections of contracts, excluding the Military Family Housing Maintenance Contract inspected by quality assurance evaluators assigned to the Housing Management Office.

NOTE: Separate work orders will be maintained for each MCP project where the Air Force is the design agent. Also maintain separate work orders to collect non-BCE costs readily identifiable to specific MCP projects, such as legal, contracting, and communications.

Account Code: 44000
Title: Entomology Services
Description: For costs of disinfecting, fumigating, insect and rat proofing, baiting, trapping, and all other control measures in and under buildings and structures. Include cost of operator maintenance of workcenter equipment.
NOTE ON UNIT OF MEASURE: The unit of measure is the total square feet of floor area of buildings included in accounts 51020, 51030, 51040, 51050, and 51070.

Account Code: 45000
Title: Rentals, Leases, Easements, and Payments to GSA.
Description: Includes all costs for rentals, leased space, easements, and other payments made to the General Services Administration (GSA) as Standard Level User Charges (SLUC).

Account Code: 48000
Title: Fire Protection, Fire Alarms, and Fire Detection Systems

Description: Includes all fire department costs for operations and technical services, fire alarm and fire detection systems, watch reporting, and other fire alarm systems, both local and central reporting types. Fire Detection System-Devices installed inside buildings on the ceilings, spaced according to the requirements of the underwriters, are designed to

operate by the heat of fire or dangerous increase in temperature. When heat from a fire reaches a certain ceiling temperature, the devices operate and transmit signals over their own circuits to the fire station. Interconnected with the fire detection devices are manual boxes usually distributed throughout the building in the normal path of exits from the building. Each building or structure in which a fire detection system is installed is considered a separate system.

Account Code: 49000

Title: Other Services

Description: Reimbursable Work and Services.

For costs of work done or services rendered to other organizations, agencies, and individuals on a reimbursable basis and that are not covered by other account codes. The cost of repairing damaged facilities where a person is pecuniary liable should be collected by individual work order and charged to the appropriate account code. Reimbursement information will be obtained by use of the reimbursement and refund indicator (RRI) code. Collection procedures are in AFI 32-6001 for damages to MFH and AFI 32-1032 for other than MFH.

Nonreimbursable Work and Services.

For cost of work done or services rendered to other organizations, agencies, or individuals on a nonreimbursable basis and which is not covered by other account codes. Includes such costs as those incurred in the operation/maintenance use of alert trailers, emergency generator sets that are not real property, etc. Also, included are costs incurred in the maintenance of EAID type equipment which is not on the BCE real property records but for which the BCE may perform maintenance (including EAID/WRM authorized assets used as facility substitutes). Also includes maintenance to aircraft arresting systems (arresting generators consisting of drums, cables, nets, anchor chains, erecting mechanisms, and associated control devices). Maintenance costs of government-furnished domestic appliances issued to other than family housing are chargeable to this account. Does not include civilian pay during alerts. Such charges are made directly to the account code to which the employee is charging time. Includes purchase price of relocatable structures; transportation, handling, uncrating, and assembly of the structures; relocatable interior utilities and partitions, maintenance of the structures when they are erected; and upon completion of their operational functions, the disassembly, repackaging and return of the structures to Base Supply. Also, include cleaning pavements, operator maintenance of equipment, snow, sand and ice removal, including ice alleviation, erection, maintenance, repair, removal, and storage of snow fences.

NOTE: Required installation or removal of nonrecoverable support items, such as buried foundations or footings, concrete floors, access or protection pavements, and area utilities outside the 5-foot structure line, is considered real property and will be accomplished on a separate work order and costed to the appropriate MC account.

Account Code: 50000
Title: Buildings and Facilities Maintenance
Description: For costs of maintenance and repair of real property facilities, including buildings and structures, utility plants and systems, fuel storage and distribution systems, airfield facilities, roads, walks, grounds, parking areas, pavements, rail trackage, navigational aids, docks and wharves, etc. Include all Class M and R work, regardless of funds or level of approval authority.

NOTE: Building costs include the maintenance and repair of structural features, such as roofs, walls, ceilings, floors, foundations, windows, doors, steps, foyers, porches, carports, basements, detached and attached garages, etc., and exterior and interior painting and glazing. Maintenance and repair of interior electrical systems include service entrance, meter wiring, lighting fixtures, switches, main service panel, and miscellaneous electrical appurtenances attached as part of the structure. Maintenance and repair of interior heating systems include furnaces, steam and hot water piping, radiators, thermostats, and cooling systems such as evaporative coolers. (Include all heat sources under 3,500,000 BTUH capacity.) Maintenance and repair of interior plumbing systems include hot and cold water piping, hot water heaters, sewage and drain lines, bath tubs, sinks, and other plumbing fixtures, and garbage disposal units. Also, include maintenance and repair of individually installed air conditioning units under 100 tons, replacement of like items of equipment, and maintenance and repair of government-furnished equipment (does not include EAID equipment or other nonexpense type equipment in use). (Maintenance of buildings excludes plants located therein, air conditioning equipment 100 ton capacity and greater, air compressors, and heating plants of 3,500,000 BTUH capacity or greater.) Cost of maintaining distribution transformers located in buildings is charged to the electrical distribution system, account 53015. Also, costs of maintaining equipment in buildings associated with heat and air conditioning received from central plants will be charged to the building served.

Account Code: 50100
Title: Miscellaneous
Description: This account includes the cost of household type stoves, refrigerators, washers and dryers. BCE Holding Account for replacement of household type stoves, refrigerators, washers, and dryers. BCE Holding Account for replacement of household type appliances. This account will not be used to record maintenance and repair cost of appliances. Cost of work order residual material for which a foreseeable need exists, and which turn-in will result in noncredit from the stock fund. This account will be credited when residual materials are later transferred to other work orders. For cost of operation and maintenance services performed by

contractors on a part of or an entire base when the identification of costs to specific facilities being maintained or operated is expressly waived by the contract. (Excludes cost of contractual operation and maintenance services identifiable to specific facilities or reimbursable facilities which will be charged in the contractual services

column of applicable operation or maintenance accounts.) Includes cost of Real Property maintenance (RPM) activity support furnished by BCE on one control installation to another control installation. Small in-service maintenance forces for example, New Hampshire Tracking Station, support furnished to AC&W sites, and Forward Bases by 5099 CEOS, Elmendorf AFB AK. Does not include administrative type costs retained as a cost of the BCE and MC type work which is charged to the MC series of accounts. For adjustments made during the current fiscal year related to prior years, such as adjustments to contracts costed in prior years, and prior year utility cost estimates. Excludes turn-ins for salvage purposes. For costs of base civil engineer production of material in support of real property maintenance and repair, such as asphalt plants, saw mills, and stone crushing plants. For costs of volume deliveries, such as asphalt, rock and lumber. When materials are used on individual jobs, a transfer should be made from this account to the applicable work order. For items of equipment not installed. Includes furniture, furnishings and fixtures, implements, tools, machinery instruments, and apparatus.

Account Code: 51000
Title: Real Property Building Maintenance
Description: For buildings, permanent, semipermanent, and temporary to include maintenance and repair of other facilities. Includes all maintenance and repair associated with training, maintenance and production, research, development and test, communication and NAVAIDS, refuse and garbage disposal facilities, ammunition storage, installation and ready issue facilities, land operational storage, hospital and medical, administrative facilities, and Morale, Welfare and Recreation Facilities.

NOTE: Facilities which carry a category code normally assigned to a building, but due to their construction are miscellaneous structures (Real Property Control Code E Items) rather than buildings, should be assigned to account 52080. This will preclude distorting cost of buildings and quantities reflected in the 51XXX accounts.

Account Code: 51020
Title: Buildings - Research, Development, and Test
Description: For buildings, permanent, semipermanent, and temporary, in this RP category.

Account Code: 51030
Title: Buildings - Hospital and Medical Facilities
Description: For buildings, permanent, semipermanent, and temporary, in this RP category.

Account Code: 51040
Title: Buildings - Unaccompanied Personnel Housing
Description: For buildings, permanent, semipermanent, and temporary, in

this RP category.

Account Code: 51050
Title: Buildings - Morale, Welfare, and Recreation (MWR)
Description: For buildings, permanent, semipermanent, and temporary, in this RP category. This account is used to report appropriated fund support to nonappropriated fund buildings. (Reference AFP 85-11, chapter 3.)

Account Code: 51070
Title: Buildings - All other
Description: For buildings, permanent, semipermanent, and temporary, not covered in account codes 51020, 51030, 51040, and 51050.

Account Code: 52000
Title: Other Real Property Facilities Maintenance
Description: Includes facilities and structures other than buildings, such as pavements, open storage, roads, and railroad facilities. Include other operational and training facilities, maintenance and production facilities, other structures - research, development, and test, liquid fuel, storage-bulk, ammunition storage, ground fencing, and other security facilities.

Account Code: 52010
Title: Pavements, Open Paved Storage Areas, Sidewalks, and Roads
Description: Maintenance and repair of arresting gear, firing-in butts, and blast deflectors will be charged to account 49000. Includes the cost of marking airfield pavements, maintenance and repair of all paved or stabilized areas for storage materials and supplies, vehicles and equipment, reclamation yards and open coal storage yards, maintenance and repair of sidewalks, walkways, driveways, and parking lots for vehicular parking, and bridges and steps for pedestrian traffic.

NOTE: Includes all costs for marking major roads and airfields when accomplished in-house by AFLC marking teams or by separate contract. In addition, each base must keep separate records to cost maintenance associated with airfield pavements. To do this, cost of airfield maintenance at base level must be separated from cost of maintenance to roads, streets, parking lots, and open storage areas. This is done by establishing two collection work orders to the following: Airfield Pavements (rigid) and Airfield Pavements (flexible). These costs will include the airfield, runways, taxiways, and aprons (reference AFR 93-5).

Account Code: 52020
Title: Golf Course Facilities
Description: For all costs of facilities on the golf course (excluding buildings and grounds). (Reference AFP 85-11, chapter 3.)

Account Code: 52030

Title: Morale, Welfare, and Recreation Facilities (MWR)
Description: For all costs of appropriated fund support to
 nonappropriated fund buildings (excluding buildings and
 grounds). (Reference AFP 85-11, chapter 3.)

Account Code: 52050
Title: Railroad Trackage
Description: For all facilities in this RP category.

NOTE ON UNIT OF MEASURE: Include linear feet of all railroads in terms of single track.

Account Code: 52080
Title: Other Structures and Facilities
Description: For all facilities in this RP category (excluding buildings), such as storm drains, revetments, traffic control and regulatory lights, signals, signs, and markings.

NOTE: Cost and quantities for facilities reflecting a category code for buildings, (other than Control Code E in RP records) will be reflected against the 51XXX series of accounts. Example: A storage facility which has four exterior walls and a roof is classified as a building (Control Code A and B) and would be charged to account 51070. However, a facility that was not enclosed and classified as a miscellaneous structure (Control Code E) would be charged to account 52080.

Account Code: 53000
Title: Utility Plants and Distribution Systems Maintenance
Description: Includes all plants and systems for production and distribution of electricity, heat, and water, collection, treatment, and disposal of sewage and waste, and miscellaneous utilities plants and systems. Electricity includes plant buildings, generating plants and appurtenances, connected fuel storage facilities, auxiliary power plant, switching station, and distribution and transmission lines.

NOTE: Separate Direct Scheduled work orders must be maintained at base level to collect costs associated with individual utility plants and systems applicable to the resale of utilities (reference AFI 32-1061).

Account Code: 53010
Title: Maintenance of Electric Generating Plants (Prime)
Description: For all facilities in this RP category. Only the costs for maintenance of prime generating plants, including standby units which are regularly operated to supply prime power as a normal function, will be applied to this account. Maintenance of the building housing the generator equipment is included if primary use of the building is specifically for power generation. Also, included in this account are maintenance and repair costs of diesel-electric equipment and the turbine room portion of steam power plants furnishing prime electric power to the base distribution system. Operating costs for prime generating plants will be applied to account 26000.

Account Code: 53015
Title: Maintenance of Electricity - Distribution-Transmission
Description: For all facilities in this RP category. For costs of labor
and material in the maintenance of the electrical
distribution system, both primary and secondary, overhead

and underground. The distribution system usually starts with the main substation and ends with the building service disconnecting means. The distribution system includes all poles, guys, wire, crossarms, insulators, lightning arrestors, fuses, circuit breakers, disconnects, control protective devices, pot heads, and other associated equipment, including substations and switching stations necessary for proper functioning of the system. It also includes ducts, manholes, and vaults where the primary use is for electric distribution. The main substation is part of the distribution system if it is Government-owned. Transformers for reducing the primary distribution voltages to usable secondary potentials of standard voltages and frequencies (as explained in AFI 32-1063) are also a part of the electrical distribution system regardless of where located. Transformers located within a structure and used for further reducing a secondary voltage (such as 480/120/208 volts for lighting and appliances) will be charged to the building. (Excludes airfield lighting charged to 53040. Does not include cost of testing of static, lightning, and or grounding systems which are charged to the facility served.)

Account Code: 53020
Title: Maintenance of Heating Plants - 3,500,000 BTU capacity or greater
Description: For all facilities in this RP category. Includes all maintenance and repair of plants. Specifically included are maintenance and repair of the plant buildings (except those where the primary use of the building is for other than utility operations), boilers, furnaces, instruments, valves, pumps, interior plumbing and electrical systems, and any other equipment or appurtenances (located inside or adjacent to the plant building) necessary for the operation of the plant. Includes all heating plants whether or not more than one building is served. (Does not include maintenance and repair of coal yard and handling facilities outside the heating plant.)

NOTE: Maintenance, repair, and operation of plants where the combined capacity is less than 3,500,000 BTUH will be charged to the building served.

Account Code: 53030
Title: Maintenance of Heat - Steam - Hot Water Transmission Systems
Description: For all facilities in this RP category. Includes all maintenance and repair of transmission lines. Specifically included are labor and material for the repair or replacement of line breaks, worn or damaged parts of pumps, pressure reducing stations, and associated equipment of steam and hot water transmission lines, including condensate returns. Includes maintenance performed by plant operating personnel on steam and hot water distribution systems such as the lubrication, adjustment, and repair of high pressure

steam traps, pressure reducing stations, packing of condensate or vacuum pumps, and adjustment of the controls and valves.

Account Code: 53035
Title: Gas Distribution System
Description: Includes maintenance and repair of all piping, valves, meters, dryers, district regulators, service regulators, service lines, valve boxes, and pits for natural gas and liquefied petroleum (LP) gas.

Account Code: 53040
Title: Maintenance Sewage and Waste System
Description: For all facilities in this RP category. Includes plant buildings, tanks, filters, sludge drying beds, digesters, piping, valves, pumps, and other mechanical equipment, pumping part of the plant, and any other facilities necessary for proper functioning of the plant. Includes septic tanks, lagoons, leaching systems, and all collection facilities. This includes sewage and waste sewers, manholes, and pumping stations. Sewer lines will be included up to the building lines. Do not include combination systems when the primary function is for storm drainage. (EXCEPTION: Does not include costs for industrial wastewater collection, treatment, and disposal systems at bases when industrial wastewaters are collected and treated by separate IW systems and separate IW reimbursement/sales rates are computed. At those bases, Account 53050 is used.)

Account Code: 53050
Title: Maintenance of Industrial Wastewater Systems
Description: For all facilities associated with collection, treatment, and disposal of industrial wastewater collection, treatment, and disposal systems at bases when industrial wastewaters are collected and treated by separate IW systems and separate IW reimbursement/sales rates are computed. Includes IW treatment plant buildings, tanks, filters, sludge drying beds and dewatering systems, digesters, piping, valves, pumps, and other mechanical equipment, pumping facilities within or adjacent to the plant which are an integral part of the plant, and any other facilities necessary for proper functioning of the plant. Includes IW lagoons, leaching systems, and all IW collection facilities. This includes IW lines, sewers, manholes, and pumping stations. IW sewers will be included up to the building lines. Do not include combination systems when the primary function is for storm drainage.

Account Code: 53060
Title: Maintenance of Water Supply - Pumping, Treatment, and Distribution
Description: Included are desalinization plant, demineralization facilities, wells, surface supplied springs, and cisterns, and booster pumping of purchased supplies. Treatment facilities that condition all of the water are included, together with repumping facilities, clear wells, etc. Water

treatment facilities for individual buildings are not included, but will be charged to the building served. Includes costs of maintenance of potable water distribution and storage facilities up to the building line, storage facilities, both ground storage and elevated, and pumping stations except where used in connection with wells or

treatment plants. Also includes pumping stations that boost the water from one portion of the distribution system to another. Fire hydrants, valves, mains, pressure regulators, storage tanks, cathodic protection systems for storage tanks, and distribution pumps of potable systems are included. Reservoirs in which the water is maintained potable and the water is allowed to reenter the potable distribution system are included. Also includes water for nonpotable use to include pumping, storage, and distribution (up to and including the building service control valve). Includes fire hydrants, valves, mains, pressure regulator, storage tanks and reservoirs, cathodic protection facilities, and distribution pumps within the nonpotable systems. Also includes additional treatment, pumping, storage, and distribution facilities for reuse of sewage or liquid waste plant effluents. Does not include the maintenance costs of installed ground sprinkler systems.

Account Code: 53070

Title: Maintenance of Air Conditioning Plants and Systems - (100 Tons or Greater Capacity)

Description: For all facilities in this RP category. Includes central and self-contained air conditioning units 100 tons or greater capacity. Includes associated equipment, such as compressors, fans, evaporators, condensers, cooling towers, controls, reheaters, humidifiers, and air diffusing devices.

Account Code: 53080

Title: Maintenance of Other Utility Plants and Distribution Systems

Description: Other utilities include liquid fuel dispensing facilities, aircraft, marine and land vehicle fuel dispensing facilities, pipelines and pumping stations, pipeline shop, loading and unloading facilities, and immediate backup storage for dispensing facilities. Cost of maintenance of the lighting systems used as an aid to aircraft operations (includes all overhead and underground cables, poles, ducts, regulators, switches, control circuits, and other equipment necessary for operation of beacon lights, approach lights, obstruction lights, runway lights, strobe-beacon lights, special airfield lights, and taxiway lights). Includes all potential distribution transformers and all constant current transformers or regulators connected to the standard 2300 volt airfield lighting primary, but does not include the transformers supplying the 2300 volts. (Does not include generators charged to account 26000.) For all operations maintenance and repair charges for emergency generators, portable or fixed; for costs of maintenance and repair of all cold storage and ice plant refrigeration equipment. This includes all reach-in refrigerators, built-in or prefabricated walk-in refrigerators, central and installed air compressors and distribution systems, and cathodic protection systems (this includes all reduction or prevention of corrosion of a metal surface by making it a cathodic electrochemical circuit by impressing direct

current upon it). Includes all costs of maintenance of all supervisory central systems which consist of a central electronic console interconnected by electric circuit to remote sensing (temperature, pressure) and control points and costs of other utility plants and systems not otherwise reported.

Account Code: 59000
Title: Grounds and Natural Resources
Description: Includes improved, semi-improved, and other grounds, and rights in land as explained in AFMs 126-2, 126-3, 126-4, and 126-5. This also includes BCE support costs incurred in forest management, fish and wildlife, outdoor recreation, and grazing and crop land management.

Account Code: 59010
Title: Grounds
Description: Includes building area grounds which contain lawns and landscape plantings, parade grounds, drill fields, cemeteries, and similar areas requiring intensive maintenance (EXCEPT maintenance costs of grounds directly related to golf courses and athletic grounds, such as ball fields, which are costed to account 59020 and 59030). Includes all maintenance and repair of related equipment used on these grounds. Also includes cost of maintenance of installed ground sprinkler systems (reference AFM 126-2).

Semi-Improved Grounds: Grounds on which maintenance is performed primarily for operational reasons, such as erosion and dust control, developing emergency traffic areas; and maintaining visual clear zones. Normally included are airfield grounds adjacent to runways, taxiways and aprons, runway clear zones, lateral safety zones, areas around communications antennas, and similar areas. Includes rifle and pistol range grounds and ammunition storage areas (reference AFM 126-2).

Unimproved Grounds: Includes agricultural and grazing lands, areas around lakes and ponds, areas in airfields beyond the safety zones, and similar areas. It does not include land under Forest Management (reference AFM 126-2).

NOTE ON UNIT OF MEASURE: DO NOT include acres of land on which buildings or facilities are constructed.

Account Code: 59020
Title: Golf Course Grounds
Description: Includes all maintenance and repair support costs provided with appropriated funds. (Reference AFP 85-11, chapter 3.)

Account Code: 59030
Title: Morale, Welfare, and Recreation Grounds (Excluding Golf Course)
Description: Includes the costs of all appropriated fund support to nonappropriated fund grounds (excluding golf course grounds). Includes athletic grounds, such as ball fields, running tracks, and trails (reference AFP 85-11, chapter 3.)

Account Code: 59100
Title: Natural Resources and Timber Management
Description: For all costs that are directly related and identifiable to

the harvesting and economic production of timber products (reference AFM 126-3). This account will only be used at those installations participating in the reimbursable timber management program. Bases must maintain separate work orders with reimbursable Code Y to account for expenses incurred for the timber management program.

Forest Product Sales: For costs related to forest product sales, such as volume determination, preparation of sale documents, advertising cost, and compliance inspections.

Timber Stand Improvement: For the costs of silvicultural work, other than commercial sales, which is accomplished to improve existing timber stands. This work consists of release, weeding, precommercial thinning, pruning, and control of undesirable vegetative growth by girdling, chemicals, prescribed burning, or other acceptable means.

Reforestation: For the costs of natural and artificial regeneration of commercial forest land. Includes expenses for planting, site preparation, and the purchase of seed and or planting stock.

Forest Protection: For the additional protection costs of commercial forest land which is required because of the timber management program.

Timber Access Roads: For the costs directly related and identifiable to the construction, restoration, and maintenance of timber access roads and trails, and the cost of repairing other roads and trails damaged as a result of the timber operation.

Equipment and Facilities: For the costs of purchase, maintenance, and rental of equipment and the construction and maintenance of facility improvements.

Personnel-Administration-Other: For the administrative and direct cost (salary and related benefits) to the government of regular assigned civilian personnel whose work time is directly related and identifiable to timber production activity. (Excludes military pay.)

Fish and Wildlife: For all costs incurred in the approved fish and wildlife program (see AFM 126-4) funded from fees collected from sale of hunting and fishing permits. Includes fish and wildlife habitat improvement, stocking and control, threatened and endangered species protection, and personnel/administration directly identifiable to fish and wildlife and funded from 57X5095. Bases must maintain separate work orders with reimbursable Code Y to account for expenses incurred for the fish wildlife program. For all cost directly related and identifiable to the protection, conservation, and management of the outdoor recreation resources under AFM 126-5. This account will only be used at installations classified as suitable under the prescribing directive.

Account Code: 60000
Title: Indirect Costs

Description: For other indirect costs (Base Civil Engineering) not otherwise classified, such as demolition of facilities, and material variance. For all costs which can be identified with specific mobility deployments under AFI 10-210 procedures in support of the USAF Mobility Plan. Costs which may otherwise be included under other accounts will be

included under this account when they can be identified to a specific mobility deployment. Costs will be reported in this account during the period beginning with the planning for the deployment until either the base at which resources are deployed becomes a fixed/sustained operation or the mobility forces are returned to their home bases. Also includes purchase of mobility kits.

Material Variance: This account will be used to accumulate the value of all items of material turned in to Supply for which no credit has been allowed. The cost of each item recorded herein will be the same as that charged when the item was issued, e.g., no adjustment will be made for price changes. In this manner, the cost of an item turned in will be fully cleared from the work order to which it was originally charged.

Demolition of Real Property Facilities: For costs of demolition or removal of buildings (excluding Military Family Housing units). No credit will be taken for salvaged material turned in to Supply.

Account Code: 80000
Title: Class MC Work by Sources of Funds
Description: For costs of all minor construction (Class MC work) whether capitalized or not, or whether the work is performed in-service or by contract.

Account Code: 80010
Title: Class MC - O&M Funds
Description: For all Class MC work when accomplished with O&M funds, to include hospital O&M support coded as a refund.

Account Code: 80020
Title: Class MC - RDT&E or Industrial Funds
Description: For all Class MC work when accomplished with RDT&E or Industrial funds.

Account Code: 80030
Title: Class MC - Nonappropriated or Private Funds
Description: For all Class MC work when accomplished with nonappropriated or private funds.

NOTE: Projects involving dual funding must have separate work orders prepared to identify each type of funds involved and to charge the appropriate accounts 80010, 80020, or 80030.

Account Code: 83000
Title: Class MC - P300 Funds
Description: For all Class C work where the Air Force is the construction agent. (Excludes cost of P341 work accomplished by Corps of Engineers or other similar construction agencies which receive construction directives and funds.)

Account Code: 84000
Title: Class C work - P321/331 Funds
Description: For cost of Class C work (P321/331) where the Air Force is
the construction agent. This is a nonadd entry on the RCS:
HAF-LEE(SA)7101 and monthly cumulative cost reports.

Account Code: 90000
 Title: Inactive Installations
 Description: To cost maintenance and repair of Inactive Installations.

Account Code: 99999
 Title: Total Distributed Cost
 Description: This account is the total of all summary accounts X1 through X9 (excluding X7 MFH, and nonadd accounts) and reflects the current fiscal year cumulative amounts of costs distributed by individual elements of cost.

18.4.1 MFH ACCOUNT CODES AND RRI RELATIONSHIP TABLE.

The following is a list of the reimbursement and refund codes that must be used when assigning a RRI code to a work order using a military family housing account code. These RRIs must be assigned to ensure proper charges of the MFH costs on the allotment ledger in accounting and finance. If the work order is direct funded from MFH, the RRI code should be blank. These RRI codes may only be used for MFH work orders.

<u>ACCOUNT CODE</u>	<u>RRI CODE</u>	<u>DESCRIPTION of RRI FUNCTION</u>
72111	QA	MFH - Management Government Quarters
72112	QB	MFH - Management Other Quarters
72121	QG	Services - Government Dwellings
72122	QH	Services - Other Quarters
72811	QK	Utilities - Government Quarters
72812	QL	Utilities - Other Quarters
72141	QN	Furnishings - Government Quarters
72142	QP	Furnishings - Other Quarters
72151	QR	Miscellaneous - Government Quarters
72152	QS	Miscellaneous - Other Quarters
72153	QT	Non-BCE Costs
72262	RA	M & R Dwelling - Government Quarters
72266	RC	Self-Help Store - Government Quarters
72267	RD	Self-Help Store - Other Quarters
72271	RG	M & R Utilities - Exterior
72281	RK	M & R Other Real Property
72291	RM	Alter/Add - Government Quarters
72292	RN	Alter/Add - Other Quarters
72296	RQ	Major M & R - Government Quarters
72297	RR	Major M & R - Other Quarters
72300	Q3	Operations - Foreign Lease
72400	R4	Maintenance - Foreign Lease
72500	Q5	Operations - Domestic Lease
72600	R6	Maintenance - Domestic Lease
71100		MFH - New Construction
71300		MFH - Post Acquisition Construction
71400		MFH - Advance Planning/Design

18.4.2 UCAR FILE RECORD FORMAT.

Records are compressed. Maximum record size is 160. File organization is indexed, with key field equal to KEY; alternate paths are: ALTKEY-1 and ALTKEY-2.

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
KEY	1	C	5	5	0	1	R	KEY (ACCOUNT CODE)
ACCT-CDE	1	U	5	5	0	1	R/U	ACCOUNT CODE
DIR-CHRG	6	C	1	1	0	1	R/U	DIRECT CHARGE

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
ALTKEY-1	7	C	5	5	0	1	R	ALT KEY (CONTROL ACCT)
CTL-ACCT	7	C	5	5	0	1	R/U	CONTROL ACCOUNT
LO-LEV01	12	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV02	17	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV03	22	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV04	27	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV05	32	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV06	37	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV07	42	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV08	47	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV09	52	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV10	57	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV11	62	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV12	67	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV13	72	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV14	77	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
LO-LEV15	82	U	5	5	0	1	R/U	LOWER LEVEL ACCOUNT
QTY-STAT	87	C	1	1	0	1	R/U	QUANTITY STATUS
TYP-CHRG	88	C	1	1	0	1	R/U	TYPE CHARGE
UNITMEAS	89	C	12	12	0	1	R/U	UNIT OF MEASURE
TITLE	101	C	45	45	0	1	R/U	ACCOUNT TITLE
ALTKEY-2	146	C	2	2	0	2	R	ALT KEY (RRI CODE)
RRI-CDE	146	C	2	2	0	1	R/U	REFUND/REIMBURSEMENT CODE
CLS-R	148	C	1	1	0	1	R/U	WORK CLASS 'R' INDICATOR
CLS-M	149	C	1	1	0	1	R/U	WORK CLASS 'M' INDICATOR
CLS-MC	150	C	1	1	0	1	R/U	WORK CLASS 'MC' INDICATOR
LOC-ACCT	151	C	1	1	0	1	R/U	LOCAL ACCOUNT CODE INDICATOR
FILLER	152		9					NOT USED

18.4.3 UCAR FILE PROCESS ACTIONS.

a. The ADD transaction is used to create a record when a new account code is added to the financial system. Reference data definitions (paragraph 18.4.3b). The records must be added beginning with the highest level account and working to the lowest level account. Account 99999 must be added before 50000; 50000 must be added before 51000; and 51000 must be added before 51020. Failure to follow the prescribed sequence will result in the transaction being rejected. Once initial records are established, input data are accumulated programmatically, primarily through an interface with other WIMS subsystems.

b. The MODIFY transaction is used to change data in a particular field of an existing CAR record. A description of some data definitions follows:

- (1) DIRECT CHARGE - "Y" = Yes (for lower level accounts, e.g., 23020)
"N" = No (for higher level accounts, e.g.,

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23000)

(2) The Air Force Online Data Dictionary is the source of the following data elements: Type Charge; Unit of Measure; Account Title; Quantity Status and Control Account.

(3) Type Charge Codes:

- (a) F = Labor, Material, Others (vehicle cost, etc.)
- (b) H = Labor, Material Contract, Others (donated labor, vehicle cost, etc.)
- (c) J = Material Costs only
- (d) K = Contract Costs Government furnished meals
- (e) L = Material, Others (vehicle costs, etc.)
- (f) P = Other Costs only (vehicle costs, etc.)

(4) Work Class: C Construction; M Maintenance; MC Minor Construction.

c. An INQUIRY is used to obtain specific information from the data file to display on the terminal and or output to the printer.

d. The DELETE transaction is used to remove a record from the CAR File. Deleting records at anytime other than the end of the fiscal year should be considered very carefully.

18.4.3.1 UCAR INTERFACE REQUIREMENTS.

The file is used in the production of the BCE Current Month Cost Report (PCN SF022-461), BCE Cumulative Cost Report (PCN SF022-455) and Civil Engineering Cost Report (RCS HAF-LEE(SA)7101). It is also used to validate BCE account codes in Real Property records, and in the preparation of the Real Property Control Ledger. This file provides header information such as account code title and unit of measure.

18.4.4 UCAR FILE ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Account Code cannot begin with "0" or "7".	First position of Account Code cannot be "0" or "7".
REJ: Direct Charge must be "Y" or "N".	Direct Charge must be "Y" or "N".
REJ: Direct Charge must be "N" for this Account.	Direct Charge must be "N" for Account Codes 20000, 21000, 23000, 30000, 30400, 40000, 50000, 51000, 52000, 53000, 59000, 80000, or 99999.
REJ: Account Code must be "Y" for this Account.	Direct Charge must be "Y" for lower level accounts.
REJ: Control Account must be zero for this Account.	Control Account must be zero for Account Codes 22200, 30000, 84000, or 99999.
REJ: Control Account must be greater than zero for this	Control Account must be greater than zero for this account.

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account.

REJ: Account Code and Control
Account cannot be the same.

Account Code and Control Account
cannot be the same.

MESSAGE

EXPLANATION

REJ: Type Charge must be "F"
"H", "J", "K", "L", or "P".

Type Charge must be "F", "H", "J"
"K", "L", or "P".

REJ: Unit of Measure must be
a positive entry.

Unit of Measure must be a positive
entry.

REJ: Unit of Measure must be
"NONE" for Local Account
Codes.

Unit of Measure must be "NONE" for
Local Account Codes.

REJ: Account Title must be a
positive entry.

Account Title must be a positive
entry.

REJ: Invalid RRI Code.

The first and second position of the
RRI Code must be alphabetic or
numeric.

REJ: Work Class "R" indicator
must be "Y" or "N".

Work Class "R" indicator must be "Y"
or "N".

REJ: Work Class "R" indicator
must be "N" for 8XXXX
accounts.

Work Class "R" indicator must be "N"
for 8XXXX accounts.

REJ: Local Account Indicator
must be "Y" or "N".

Local Account Indicator must be "Y"
or "N".

REJ: Local Account Indicator
must be "Y" for this Account.

Local Account Indicator must be "Y"
for this Account.

REJ: Local Account Indicator
must be "N" for this Account.

Local Account Indicator must be "N"
for this Account.

REJ: Facility Needed must be
"Y", "N", or "B".

Facility Needed entry must be "Y",
"N", or "B".

REJ: No Higher Level UCAR
record.

A higher level control or subcontrol
account does not exist in the UCAR
file.

REJ: Local Acct Ind is "Y".
Higher level UCAR must contain
Direct Charge "Y".

Local Account Indicator is "Y".
Higher level UCAR must contain Direct
Charge "Y".

REJ: Corresponding Higher
Level UCAR must contain Direct
Charge "N".

Corresponding Higher Level UCAR must
contain Direct Charge "N".

REJ: Work Class "M" Indicator
must be "Y" or "N".

Work Class Indicator "M" must be "Y"
or "N".

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REJ: Work Class "M" Indicator
must be "N" for 8XXXX accounts.

Work Class Indicator "M" must be "N"
for 8XXXX accounts.

REJ: Work Class "MC" indicator
must be "Y" or "N".

Work Class Indicator "MC" must be "Y"
or "N".

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Work Class "MC" indicator must be "N" if Work Class "R" or "M" is "Y".	Work Class "MC" indicator must be "N" if Work Class "R" or "M" is "Y".
REJ: Work Class "R" and "M" must be "N" if Work Class "MC" is "Y".	Work Class "R" and "M" must be "N" if Work Class "MC" is "Y".
REJ: Cannot delete. UCAO record active.	UCAR record cannot be deleted if UCAO record is active.
REJ: Cannot delete. Control Record present.	UCAR record cannot be deleted if Control record is present.

18.5 COST ACCOUNT CODE FILE (UCAO).

The file is created to accumulate hours and cost expenditures for operation and maintenance of real property facilities. It is updated as each transaction is processed. The quantities that are compatible with real property units of measure will be updated from the real property records during EOM processing. Each record contains data applicable to only one BCE account code. The file is the source for the production of the BCE Cumulative Cost Report and the RCS HAF-LEE(SA)7101 Cost Report. Bases will have the capability to add base unique account codes. These codes will be summarized into standard codes and will not be reported to command.

18.5.1 UCAO FILE RECORD FORMAT.

Records are compressed. Maximum record size is 170. File organization is indexed, with key field equal to KEY; Alternate path is: ACCT-CDE.

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
KEY	1	C	13	13	0	1	R	
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
ALTKEY-1	5	U	5	5	0	1	R	ALTERNATE KEY (ACCOUNT CODE)
ACCT-CDE	5	U	5	5	0	1	R	ACCOUNT CODE
INSTL-CD	10	C	4	4	0	1	R/U	INSTALLATION CODE
CTL-ACCT	14	U	5	5	0	1	R/U	CONTROL ACCOUNT
TYP-CHRG	19	C	1	1	0	1	R/U	TYPE CHARGE
DIR-CHRG	20	C	1	1	0	1	R/U	DIRECT CHARGE FLAG
CIV-HRS	21	Z	9	11	1	1	R/U	CIVILIAN HOURS
MIL-HRS	30	Z	9	11	1	1	R/U	MILITARY HOURS
CIV-COST	39	Z	12	14	2	1	R/U	CIVILIAN COSTS
MIL-COST	51	Z	12	14	2	1	R/U	MILITARY COSTS
OV-AD-CT	63	Z	12	14	2	1	R/U	OVERHEAD ADJUSTED COSTS
TOT-SHOP	75	Z	12	14	2	1	R/U	TOTAL SHOP COSTS
PC-COST	87	Z	12	14	2	1	R/U	PROJECT CONTRACT COSTS
SC-COST	99	Z	12	14	2	1	R/U	SERVICE CONTRACT COSTS
MAT-COST	111	Z	12	14	2	1	R/U	MATERIAL COSTS
OTH-COST	123	Z	12	14	2	1	R/U	OTHER COSTS
TOT-COST	135	Z	13	15	2	1	R/U	TOTAL COSTS

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QTY	148	Z	9	10	0	1	R/U	QUANTITY
PREV-QTY	157	Z	9	10	0	1	R/U	PREVIOUS MONTH'S QUANTITY
QTY-STAT	166	C	1	1	0	1	R/U	QUANTITY STATUS
LOC-ACCT	167	C	1	1	0	1	R/U	LOCAL ACCOUNT CODE
								INDICATOR
FILLER	168		3					NOT USED

18.5.1.1 UCAO FILE PROCESS ACTIONS.

a. The ADD transaction is used to create a record when a new account code is added to the financial system. When adding a UCAO record there must be a matching record in the UCAR file. This transaction only establishes the control key and quantity fields of the record. It cannot be used to enter any cost/man-hour data. Records must be added to this file beginning with the highest level account and working to the lowest level account. Account 99999 must be added before 50000; 50000 must be added before 51000; and 51000 must be added before 51020. Failure to follow this logical sequence will result in the transaction rejecting.

b. The MODIFY transaction is used to change data in a particular field of the existing CAO record. The quantity field is the only updatable field in the file.

c. An INQUIRY is used to obtain specific information from the data file to display on the terminal and or output to the printer.

d. The DELETE transaction is used to remove a record from the UCAO File. Deleting records at anytime other than the end of the fiscal year should be considered very carefully.

18.5.1.2 UCAO INTERFACE REQUIREMENTS.

The file is used in the production of the BCE Cumulative Cost Report (RCS HAF-LEE(SA)7101) on a semi-annual basis (March and September end-of-month). It reflects actual hours and cost data associated with each account code record.

18.5.1.3 UCAO FILE ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: You are not allowed to add records for this Control Installation.	You are only allowed to add records for your assigned control installation.
REJ: Control Installation is not present in EIHF File.	Control Installation is not present in Installation Header File (EIHF).
REJ: Installation Code is not present in the EIHF File.	Installation Code is not present in the Installation Header File (EIHF).
REJ: Invalid Control Installation/ Installation Code combination.	The Control Installation/ Installation Code combination is not valid.
REJ: Account Code cannot begin with a "7".	The first position of the Account Code cannot be a "7".
REJ: Account Code not found in UCAR.	The Account Code did not find a corresponding UCAR record.

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REJ: Quantity must be zero if
Unit of Measure in UCAR is
"NONE".

Quantity must be zero if Unit of
Measure in UCAR is "NONE".

REJ: Quantity must be zero for
Summary Accounts.

Quantity for Summary Accounts must be
zero.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Quantity must remain static for Quantity Status "S".	Quantity must remain static for accounts with quantity status "S".
REJ: Quantity must be zero for Quantity status "N".	Quantity must be zero for accounts with quantity status "N".
REJ: No Higher Level UCAO record.	Higher Level UCAO record must be added first.

18.5.2 CURRENT MONTH COST FILE (UCMC).

The file is used to accumulate current month costs and man-hour expenditures and to produce the BCE Current Month Cost Report (PCN SF022-461). During EOM processing after the current month cost report is produced, the file will be zeroed out to begin accumulating cost for the next month.

18.5.2.1 UCMC FILE RECORD FORMAT.

Records are compressed. Maximum record size is 140. File organization is indexed, with key field equal to KEY.

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
KEY	1	C	13	13	0	1	R	
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
ACCT-CDE	5	U	5	5	0	1	R	ACCOUNT CODE
WO-NR	10	U	5	5	0	1	R/U	WORK ORDER NUMBER
CIV-HRS	15	Z	7	9	1	1	R/U	CIVILIAN HOURS
MIL-HRS	22	Z	7	9	1	1	R/U	MILITARY HOURS
CIV-COST	29	Z	10	12	2	1	R/U	CIVILIAN COSTS
MIL-COST	39	Z	10	12	2	1	R/U	MILITARY COSTS
OV-AD-CT	49	Z	10	12	2	1	R/U	OVERHEAD ADJUSTED COSTS
TOT-SHOP	59	Z	10	12	2	1	R/U	TOTAL SHOP COSTS
PC-COST	69	Z	10	12	2	1	R/U	PROJECT CONTRACT COSTS
SC-COST	79	Z	10	12	2	1	R/U	SERVICE CONTRACT COSTS
MAT-COST	89	Z	10	12	2	1	R/U	MATERIAL COSTS
OTH-COST	99	Z	10	12	2	1	R/U	OTHER COSTS
TOT-COST	109	Z	11	13	2	1	R/U	TOTAL COSTS
FILLER	120		21					NOT USED

18.5.2.2 UCMC INTERFACE REQUIREMENTS.

This file is used in the production of the BCE Current Month Cost Report (PCN SF022-461). It reflects actual hours and cost data for each account code record for the current month.

18.5.3 ACCOUNT CHANGE TRANSACTION (UCWW) FILE.

The file provides an audit trail of transactions used to change account code data for production work orders.

18.5.3.1 UCWW FILE RECORD FORMAT.

Records are compressed. Maximum record size is 154. File organization is indexed, with key field equal to KEY.

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<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
KEY	1	C	18	18	0	1	R	RECORD KEY
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
AO-DATE	5	C	6	6	0	1	R/U	AS OF DATE
TIME	11	C	8	8	0	1	R/U	TRANSACTION TIME
USER-ID	19	C	3	3	0	1	R/U	USER-ID
PCN-467	22	C	1	1	0	1	R/U	PCN 467 FLAG
CTL-CNTR	23	C	1	1	0	1	R/U	CONTROL CENTER
WO-NR	24	C	5	5	0	1	R/U	WORK ORDER NUMBER
INSTL-CD	29	C	4	4	0	1	R/U	INSTALLATION CODE
NEW-ACCT	33	C	5	5	0	1	R/U	NEW ACCOUNT CODE
FAC-ID	38	C	5	5	0	1	R/U	FACILITY-ID
FAC-SUF	43	C	2	2	0	1	R/U	FACILITY SUFFIX
GEN-QTRS	45	C	1	1	0	1	R/U	GENERAL OFFICERS QTRS CODE
ORG-CDE	46	C	3	3	0	1	R/U	ORGANIZATION CODE
OLD-ACCT	49	C	5	5	0	1	R/U	OLD ACCOUNT CODE
MIL-HRS	54	Z	9	11	1	1	R/U	MILITARY HOURS
CIV-HRS	63	Z	9	11	1	1	R/U	CIVILIAN HOURS
TOT-SHOP	72	Z	11	13	2	1	R/U	TOTAL SHOP COST
MIL-COST	83	Z	11	13	2	1	R/U	MILITARY COSTS
CIV-COST	94	Z	11	13	2	1	R/U	CIVILIAN COSTS
OV-AD-CT	105	Z	11	13	2	1	R/U	OVERHEAD ADJUSTED COSTS
CON-COST	116	Z	11	13	2	1	R/U	CONTRACT COSTS
MAT-COST	127	Z	11	13	2	1	R/U	MATERIAL COSTS
OTH-COST	138	Z	11	13	2	1	R/U	OTHER COSTS
FILLER	149		6					NOT USED

18.6 A&F/BCE INTEGRATED COST TRANSACTIONS.

These cost transactions are entered into WIMS from a magnetic disk (ABQ16A) produced daily on the UNISYS computer at the base Defense MegaCenter (DMC). It contains all BCE related costs processed through the Accounting and Finance Office (AFO). Some of the basic data used by the AFO in processing BCE costs are as follows:

- a. Disbursement vouchers.
- b. Contractors and vendors invoices, receiving reports, and delivery orders as pertains to rentals, utilities, services, maintenance, repair, and construction charges.
- c. BCE percentage of completion reports.
- d. BCE engineering estimates or meter readings.
- e. TDY orders.

18.6.1 A&F TRANSACTION FILE (ABQ16A) RECORD FORMAT.

Records are compressed. Maximum record size is 98. File organization is indexed, with key field equal to KEY.

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
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TRANS-ID	1	C	3	3	0	1	R/U
CHG-CDE	4	C	1	1	0	1	R/U
CTL-INST	5	C	4	4	0	1	R/U
CTL-CNTR	9	C	1	1	0	1	R/U
WO-NR	10	C	5	5	0	1	R/U

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
TRANSDATE	15	C	4	4	0	1	R/U	
DOC-NBR	19	C	14	14	0	1	R/U	
EEICBAAN	33	C	6	6	0	1	R/U	
FILLER01	39	C	8	8	0	1	R/	
QTY	47	C	9	9	0	1	R/U	
RCCC	56	C	6	6	0	1	R/U	
COSTDESC	62	C	1	1	0	1	R/U	
AFO-ID	63	C	1	1	0	1	R/U	
FUNDCDE	64	C	2	2	0	1	R/U	
OAC	66	C	2	2	0	1	R/U	
OBAN	68	C	2	2	0	1	R/U	
OBAN-YR	70	C	1	1	0	1	R/U	
FISCALYR	71	C	1	1	0	1	R/U	
COST-AMT	72	C	9	9	0	1	R/U	
FILLER	81		18					NOT USED

18.6.2 A&F ABQ16A DISK LOAD PROGRAM (UEODBQLD).

The program is used to load and process the ABQ16A tape from accounting and finance to the WIMS database online. The transactions are loaded to the WIMS database, edited, and processed. All accepted transactions update applicable WIMS files; all rejected transactions are written to the accounting and finance transaction (UAFT) file and will be identified with a status code of R.

18.6.2.1 A&F ABQ16A DISK LOAD PROGRAM ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: No records present in ABQ16A disk file.	Input ABQ16A Disk file had no valid records.
REJ: Bad ABQ16A Disk File. First transaction is not an "ABQ" transaction.	Invalid Data on ABQ16A Disk File.
REJ: This ABQ16A file has already been loaded into WIMS.	This file has previously been input into the WIMS system. System will not allow duplicate sequence numbers.
REJ: Transactions not processed UCTL record is not present.	Needed record not found in UCTL file.

18.6.3 BCE INTEGRATED TRANSACTION LIST, PCN SF022-467.

The financial manager must produce this report daily after the ABQ16A Tape has been loaded and processed. The report includes all accepted and rejected transactions contained on the disk.

18.6.4 ACCOUNTING AND FINANCE TRANSACTION FILE (UAFT).

The UAFT file contains accepted, rejected, unprocessed, and cleared rejected transactions from the accounting and finance ABQ16A tape. Records on this

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file are used as follows:

- a. Process previously unprocessed transactions and update applicable WIMS files.
- b. Create the BCE integrated transaction list with accepted, rejected, and cleared rejects.
- c. Recycle rejected transactions.
- d. A status code in each record identifies the record as unprocessed, accepted, rejected, or a cleared reject. Possible values for status codes are:
 - (1) I - Initial (unprocessed) transaction from ABQ16A disk.
 - (2) A - Processed accepted ABQ16A transaction.
 - (3) R - Processed rejected ABQ16A transaction.
 - (4) C - Processed cleared reject ABQ16A transaction.
- e. A record with a status of A or C will be deleted from the UAFT file after the financial manager produces the BCE integrated transaction list, PCN SF022-467.

18.6.4.1 UAFT FILE RECORD FORMAT.

Records are compressed. Maximum record size is 180. File organization is indexed, with key field equal to KEY; Alternate path is: ALTKEY-1.

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
KEY	1	C	14	14	0	1	R/U	RECORD KEY
DATE	1	C	6	6	0	1	R	
DATE-YR	1	U	2	2	0	1	R	DATE: YEAR
DATE-MO	3	U	2	2	0	1	R	DATE: MONTH
DATE-DY	5	U	2	2	0	1	R	DATE: DAY
TME	7	C	6	6	0	1	R	TIME
TME-HH	7	U	2	2	0	1	R	TIME: HOURS
TME-MM	9	U	2	2	0	1	R	TIME: MINUTES
TME-SSSS	11	U	4	4	0	1	R	TIME: SECONDS
ALTKEY-1	15	C	63	63	0	1	R	
STATUS	15	C	1	1	0	1	R/U	RECORD STATUS
CTL-INST	16	C	4	4	0	1	R/U	CONTROL INSTALLATION
TRANS-ID	20	C	3	3	0	1	R/U	TRANSACTION-ID
CTL-CNTR	23	C	1	1	0	1	R/U	CONTROL CENTER
WO-NR	24	C	5	5	0	1	R/U	WORK ORDER NUMBER
TRANDATE	29	C	4	4	0	1	R/U	TRANSACTION DATE
DOC-NBR	33	C	14	14	0	1	R/U	DOCUMENT NUMBER
EEICBAAN	47	C	6	6	0	1	R/U	APPLICABLE EEIC OR BAAN
QTY	53	Z	9	10	0	1	R/U	QUANTITY
RCCC	62	C	6	6	0	1	R/U	RESP CENTER COST CENTER
COSTDESC	68	C	1	1	0	1	R/U	COST DESCRIPTOR
AFO-ID	69	C	1	1	0	1	R/U	AFO IDENTIFIER

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FUNDCDE	70	C	2	2	0	1	R/U	FUND CODE
OAC	72	C	2	2	0	1	R/U	OPERATING AGENCY
OBAN	74	C	2	2	0	1	R/U	OPERATING BUDGET ACCOUNT NUMBER
OBAN-YR	76	C	1	1	0	1	R/U	OPERATING BUDGET YEAR
FISCALYR	77	C	1	1	0	1	R/U	FISCAL YEAR

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
COST-AMT	78	Z	9	11	2	1	R/U	
SEQ	87	U	4	4	0	1	R/U	
REJECTS	91	C	30	30	0	1	R/U	
REJ-FILE	121	C	4	4	0	1	R/U	
INV-QTY	125	C	9	9	0	1	R	INVALID QUANTITY
INV-COST	134	C	9	9	0	1	R	INVALID COST AMOUNT
REJ-KEY	143	C	16	16	0	1	R/U	REJECT KEY
REJ-STAT	159	C	1	1	0	1	R/U	REJECT STATUS
REJ-FLD	160	C	12	12	0	1	R/U	REJECT OVERFLOW FIELD
REJ-TC	172	C	1	1	0	1	R/U	REJECT TYPE CHARGE
SEQ-DATE	173	C	4	4	0	1	R/U	SEQUENCE DATE
RAT-STAT	177	C	1	1	0	1	R/U	REJECT TRANSACTION STATUS
FILLER	178		3					NOT USED

18.6.4.2 UAFT FILE UPDATE ACTIONS (URATUD).

To display a record with all its messages, press ENTER or PFKey 9. If there are multiple messages, use PFKey 6, Prev or PFKey 7, Next to scroll for additional messages. As the corrections are made online, the transactions are recycled through the program. If the transactions pass all the edits, the respective files are updated and the transaction is removed. PFKey 2, First, 4, Prev, or 5, next can be used for scrolling through the transactions. The UAFT file is recycled during each end-of-day (EOD) which will process and remove all records that pass the compatibility edits.

18.6.4.2.1 URATUD PROGRAM ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Control Installation must be an alphanumeric entry.	Invalid Control Installation.
REJ: Control Center must be "A" thru "Q" excluding "I".	Invalid Control Center.
REJ: Work Order Number must be alphanumeric or blank.	Invalid Work Order Number.
REJ: WO-NR must be greater than 00010 for CCC, CCN, CCO, & CCS transactions.	Invalid Work Order Number for this type transaction.
REJ: Work Order Number must be blank for CCD and CCI transactions.	CCD and CCI transactions do not require a Work Order number.
REJ: Transaction Date must be numeric.	Invalid Transaction Date.
REJ: Document Number must not be blank.	Document Number must be a positive entry.

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REJ: EEIC must be numeric if Invalid EEIC.
first position is numeric.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: EEIC invalid for this transaction-ID.	For CCS transactions, EEIC must be 5XXXXb (excluding 511XXb, 512XXb, 513XXb, 514XXb, 52XXXXb), or 463XXb.
REJ: QTY must be numeric or blank for CCC, CCO, or CCS transactions.	Invalid Quantity for this type transaction.
REJ: QTY must be numeric for for CCN trans with EEIC 2XXXX, 3XXXX, or 5XXXX.	CCN transactions with EEIC 2XXXX, 3XXXX, or 511XX must have numeric quantity.
REJ: RCCC must be XX**99 for CCN transactions.	CCN transactions require a RCCC of XX**99 (* indicates a "4", "D", "M", or "U" in the field).
REJ: RCCC must be XX**XX for CCD and CCI transactions.	CCD and CCI transactions require a RCCC of XX**XX (* indicates a "4", "D", "M", or "U" in the field).
REJ: Cost Descriptor must be "D", "I", or "W".	Cost Descriptor must "D" for ETA Cost Centers, "I" for ATA Cost Centers, and "W" for Work Orders.
REJ: Cost Descriptor must be "D" for CCD transactions.	Cost Descriptor must be "D" for CCD transactions.
REJ: Cost Descriptor must be "I" for CCI transactions.	Cost Descriptor must be "I" for CCI transactions.
REJ: Cost Descriptor must be "W" for CCC, CCN, CCO, or CCS transactions.	Cost Descriptor must be "W" for CCN, CCO, or CCS transactions.
REJ: Operating Budget Year must numeric, "T", "M", or "blank".	Invalid Operating Budget Year.
REJ: Cost Amount must be numeric.	Invalid Cost Amount.
REJ: No Record Found USWL.	Cost Center Record was not found in Shop Working Logistics File (USWL).
REJ: No Record Found MWCN.	Shop Record was not found in the Work Order Shop File (MWCN).
REJ: No Record Found MWOA.	Work Order Record was not found in the Work Order Master File (MWOA).
REJ: No Record Found UCAO.	Account Code was not found in the Account Code File (UCAO).

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<u>MESSAGE</u>	<u>EXPLANATION</u>										
REJ: (FILE-ID) record contains Status Code ().	Status Field of record to be accessed must be "R" or "S" for MWOA, "R" or "O" for MWCN, or "R" for USWL or UCAO.										
REJ: This transaction-ID is not allowed with Type Charge Account Codes.	CCC and CCS transactions are not applicable with Type Charge Codes "A", "D", "F", "J", "L", or "P". CCD and CCI transactions are not applicable with Type Charge Codes "J", "K", "M", or "P". CCO transactions are not applicable with Type Charge Codes "A", "E", "K", "K", or "M".										
REJ: CCN trans with this EEIC is not allowed for Accounts with type charge ().	EEIC 2XXXX, 3XXXX, or 511XX are not applicable with Type Charge Codes "J", "K", "L", or "P".										
REJ: (FIELD-ID) Overflow for (FILE-ID).	Input transaction would cause field indicated to exceed limits.										
REJ: No Higher Level UCAO record found.	Higher Level Account Code was not found in the UCAO File.										
REJ: No Record Found EIHF.	Installation Code was not found in the Installation Header File (EIHF).										
REJ: Costs not compatible with Work Order Indicator.	Transaction Identifier and WO-IND relationship is other than the following: <table><thead><tr><th><u>TRANS-ID</u></th><th><u>WO-IND</u></th></tr></thead><tbody><tr><td>CCC</td><td>C, O, or X</td></tr><tr><td>CCN</td><td>N or O</td></tr><tr><td>CCO</td><td>A, N, O, R, U, W, X, or Y.</td></tr><tr><td>CCS</td><td>O, R, or X</td></tr></tbody></table>	<u>TRANS-ID</u>	<u>WO-IND</u>	CCC	C, O, or X	CCN	N or O	CCO	A, N, O, R, U, W, X, or Y.	CCS	O, R, or X
<u>TRANS-ID</u>	<u>WO-IND</u>										
CCC	C, O, or X										
CCN	N or O										
CCO	A, N, O, R, U, W, X, or Y.										
CCS	O, R, or X										
REJ: RRI in MWOA must be blank if RCCC is other than XX4XXX.	Master Work Order Record (MWOA) contains a RRI indicating the Work Order is reimbursable, but the CCX transaction contains a RCCC which indicates the charge was directly cited to an organization other than Civil Engineering.										
REJ: MWOA Estimate Service Contract Cost must be greater than zero.	CCS Transaction is being processed but Estimated Service Contract Cost in the MWOA are not present.										
REJ: MWOA Estimate Project Contract Cost must be greater than zero.	CCS Transaction is being processed but Estimated Project Contract Cost in the MWOA are not present.										

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REJ: Direct Charge in UCAO must
"Y".

Direct Charge in UCAO must be "Y" for
this Account Code.

REJ: Work Order Record has been
closed out.

Master Work Order Record has been
closed.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: MWCN Estimate Contract must be greater than zero.	Estimated Contract Cost in the Work Order Shop Record is not present.
REJ: MWCN Estimate Other must be greater than zero.	Estimated Other Cost in the Work Order Shop Record is not present.
REJ: Update action is not allowed at this time. Try again later.	Requested record is being held by another person. Retransmit transaction or try again later.
REJ: You are not allowed to modify records for this Control Installation.	You are only allowed to modify records for your assigned Control Installation.

18.6.4.2.2 CCX TRANSACTION UPDATE ACTIONS.

DATA ELEMENTS UPDATED BY CCC, CCN, CCO, AND CCS TRANSACTIONS

<u>TYPE</u>	<u>MWOA FILE</u>	<u>MWCN FILE</u>	<u>UCAO FILE</u>
CCC-Project Contract Cost	ACT-CONT TOT-COST CY-CONT CY-TOT	ACT-CONT TOT-COST	ACT-PC-CT TOT-COST
CCS-Service Contract Cost	ACT-CONT TOT-COST CY-CONT CY-TOT	ACT-CONT TOT-COST	ACT-SC-CT TOT-COST
CCO-Other Cost	OTH-COST TOT-COST CY-OTH CY-TOT	OTH-COST TOT-COST	OTH-COST TOT-COST
NON-BCE COST EEIC 2XXXXb	MIL-HRS TOT-HRS CY-MIL-HRS CY-TOT-HRS	MIL-HRS TOT-HRS	MIL-HRS TOT-HRS
(NOTE 1)	TOT-SHOP TOT-COST CY-SHOP MIL-COST CY-MIL CY-TOT	TOT-SHOP TOT-COST	MIL-COST TOT-SHOP
EEIC:	CIV-HRS	CIV-HRS	CIV-HRS

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511XXb	TOT-HRS	TOT-HRS	TOT-SHOP
512XXb	CY-CIV-HRS	TOT-SHOP	CIV-COST
3XXXXb	TOT-SHOP	TOT-COST	TOT-COST
	CY-SHOP		
	CY-TOT		

CCD- ETA UCAO FILE DATA ELEMENTS UPDATED BY CCD AND CCI TRANSACTIONS

DIRECT COSTS EEIC CONTAINED IN CCD/CCI TRANSACTIONS

	2XXXXb	1) 3XXXXb	6XXXXb	1)4XXXXb
CCI- ATA	598XXb	1) 511XXb		2)7XXXXb
Indirect		1) 512XXb		
Costs		2) 592XXb		

(NOTE 2)	MIL-COST	CIV-COST	MAT-COST	OTH-COST
	TOT-SHOP	TOT-SHOP	TOT-COST	TOT-COST
	TOT-COST	TOT-COST		
	Account	1) Account	Account	1) Account
	Code 30100	Code 30200	Code 10000	Code 10000
		2) Account		2) Account
		Code 10000		Code 30500

NOTE 1. Cost data fields are updated by the CCN transaction cost amount. Man-hour data fields are updated from the quantity field of the CCN transaction.

NOTE 2. For CCD transactions, the account code to be updated is obtained from the USWL record. For CCI transactions, the account code to be updated is determined by the EEIC contained in the CCI transaction.

18.6.5 ACCOUNTING AND FINANCE SEQUENCE FILE (UAFS).

The UAFS file contains the sequence number of all processed ABQ16A disks into WIMS. The purpose of this file is to prevent the ABQ16A disk from being processed more than once and to identify missing sequence numbers. File status codes are as follows:

- a. U Sequence number has not appeared on PCN SF022-467.
- b. P Sequence number has appeared on PCN SF022-467.

18.6.5.1 UAFS FILE RECORD FORMAT.

Records are compressed. Maximum record size is 20. File organization is indexed, with key field equal to KEY.

<u>FIELD</u>	<u>START</u>	<u>INT</u>	<u>INT</u>	<u>EXT</u>	<u>DEC</u>	<u>OCCUR</u>	<u>REPORT/</u>	<u>ALIAS</u>
<u>NAME</u>	<u>POSN</u>	<u>FMT</u>	<u>LEN</u>	<u>LEN</u>	<u>POS</u>	<u>COUNT</u>	<u>UPDATE</u>	<u>NAME</u>
KEY	1	C	3	3	0	1	R	RECORD KEY(SEQ NUMBER)
SEQUENCE	1	U	3	3	0	1	R/U	SEQUENCE NUMBER
ALTKEY-1	4	C	1	1	0	1	R/U	ALTERNATE KEY (STATUS)
STATUS	4	C	1	1	0	1	R/U	RECORD STATUS
DTE-PROC	5	U	6	6	0	1	R/U	DATE PROCESSED
FILLER	11		10					NOT USED

18.6.5.1.1 UAFS FILE ERROR MESSAGES.

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EXPLANATION

REJ: Sequence number cannot
be zero.

Sequence number to be added must be greater
than zero.

18.6.5.2 A&F SEQUENCE NUMBER DELETE PROGRAM (UAFSDEL).

This program is used to delete ABQ16A tape sequence numbers to allow reinput of ABQ16A disks. Extreme care should be used when executing this program. The financial manager must be absolutely sure the disk sequence was never processed into WIMS. Failure to do so may result in processing duplicate transactions.

18.6.5.3 A&F TRANSACTION REVERSE POST PROGRAM (UCCXRVP).

This program is used to reverse post CCX transactions from accounting and finance that were previously input into WIMS. This program will reverse post all transactions for a particular sequence number.

18.6.5.3.1 UCCXRVP PROGRAM ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: You must enter a sequence number.	Sequence Number to be reversed was not entered.
REJ: Sequence number is is not present on UCCX.	Transactions on sequence number entered are not present in UCCX file.
REJ: UCTL record is not present.	Required record is not present.
REJ: Transaction cannot be processed at this time. Try again later.	CCX transaction processing is being processed at this time. Reverse Post processing cannot be accomplished. Try again later.

18.6.6 BCE INTEGRATED TRANSACTION LIST PROGRAM (UAFTRPT).

This program will produce the BCE Integrated Transaction List, PCN SF022-467, online with transactions from accounting and finance. This program will list all accepted, rejected, and cleared rejects contained on the latest ABQ16A disk. The report will also show the ABQ16A disk sequence used to produce the report, and all missing sequence numbers. This program should be executed on a daily basis as soon after the system administrator or operator loads and processes the ABQ16A file.

18.6.7 BCE/AFO INTEGRATED COST TRANSACTIONS HISTORY FILE (UCCX).

The file is used to save historically and store all BCE/AFO CCX cost transactions processed in WIMS.

18.6.7.1 UCCX TRANSACTION HISTORY FILE RECORD FORMAT.

Records are compressed. Maximum record size is 118. File organization is indexed, with key field equal to KEY.

<u>FIELD</u>	<u>START</u>	<u>INT</u>	<u>INT</u>	<u>EXT</u>	<u>DEC</u>	<u>OCCUR</u>	<u>REPORT/</u>	<u>ALIAS</u>
<u>NAME</u>	<u>POSN</u>	<u>FMT</u>	<u>LEN</u>	<u>LEN</u>	<u>POS</u>	<u>COUNT</u>	<u>UPDATE</u>	<u>NAME</u>
KEY	1	C	18	18	0	1	R	RECORD KEY
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
AO-DATE	5	C	6	6	0	1	R/U	AS OF DATE
TIME	11	C	8	8	0	1	R/U	TRANSACTION TIME

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TRANS-ID	19	C	3	3	0	1	R/U	TRANSACTION-ID
CTL-CNTR	22	C	1	1	0	1	R/U	CONTROL CENTER
WO-NR	23	C	5	5	0	1	R/U	WORK ORDER NUMBER
CT-CTR	28	C	3	3	0	1	R/U	COST CENTER
INSTL-CD	31	C	4	4	0	1	R/U	INSTALLATION CODE
ACCT-CDE	35	C	5	5	0	1	R/U	ACCOUNT CODE

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
FAC-ID	40	C	5	5	0	1	R/U	FACILITY-ID
FAC-SUF	45	C	2	2	0	1	R/U	FACILITY SUFFIX
GEN-QTRS	47	C	1	1	0	1	R/U	GEN OFFICERS QUARTERS CODE
ORG-CDE	48	C	3	3	1	1	R/U	ORGANIZATION CODE
RRI-CDE	51	C	2	2	0	1	R/U	REIMB/REFUND INDICATOR
WK-CLASS	53	C	1	1	0	1	R/U	WORK CLASS
AMOUNT	54	Z	10	12	2	1	R/U	TRANSACTION AMOUNT
QTY	64	Z	9	10	0	1	R/U	TRANSACTION QUANTITY
EEIC	73	C	6	6	0	1	R/U	PROJECT CONTRACT COST
RCCC	79	C	6	6	0	1	R/U	SERVICE CONTRACT COST
DOC-NBR	85	C	14	14	0	1	R/U	DOCUMENT NUMBER
COSTDESC	99	C	1	1	0	1	R/U	COST DESCRIPTOR
AFO-ID	100	C	1	1	0	1	R/U	AFO IDENTIFIER
FUNDCDE	101	C	2	2	0	1	R/U	FUND CODE
OAC	103	C	2	2	0	1	R/U	OPERATING AGENCY CODE
OBAN	105	C	2	2	0	1	R/U	OPERATING BUDGET ACCT NUMBER
OBAN-YR	107	C	1	1	0	1	R/U	OPERATING BUDGET YEAR
FISCALYR	108	C	1	1	0	1	R/U	FISCAL YEAR CODE
FILLER	109		10					NOT USED

18.6.8. INTERNATIONAL MERCHANTS PURCHASE AUTHORIZATION CARD (IMPAC).
This program was designed to allow processing of nonmaterial purchases into the Civil Engineer financial and work orders systems made with the IMPAC credit card. To operate properly, the program is dependent upon files from multiple subsystems.

18.6.8.1 INTERNATIONAL MERCHANTS PURCHASE AUTHORIZATION CARD UPDATER (UIMPACUD).

This is the updater for financial management and is located in library U1XXOBJ. The data file is shared with CEMAS and is located in library MLOGDATA.

18.6.8.2 CRITICAL FILES.

a. IRGT/I1XXDATA - Generic Users Rights Title file. A record for MIMP must be loaded in this file. The initial IMPAC conversion program should have placed the appropriate record in the file.

b. IUSR/I1XXDATA - Users Rights file. A record for each individual requiring access to the IMPAC processor is required. Individual access rights must be determined for each individual.

c. MIDF/MLOGDATA - CEMAS Security file. Individual processing transactions are required to be loaded in this file.

d. MORG/MLOGDATA - CEMAS Organization Code file. This file is used as a link to the financial controls within the CEMAS subsystem.

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e. MWOA/MWOXDATA - Work Order File. All transactions must be processed against a valid Civil Engineering work order.

f. IVAR/I1XXDATA - System Variable File. This file will contain default EEICs for processing transactions.

g. IINF/I1XXDATA - Interface Transaction File. Records are written to this file for updating the work orders (MWOA) and shops (MWCN) with the transaction cost.

18.6.8.3 PROGRAM OPTIONS.

The program will allow the processing of Service Contract Costs, Transaction Identification Code (TRIC) Contract Project Costs (CCS), TRIC CCC and Other Costs, and TRIC CCO. Additionally, the program provides a link to the CEMAS IMPAC transaction processing program (MCWMOTH). Individuals requiring access to the MCWMOTH program must have access code 57 in the CEMAS rights file. In addition to actual transaction processing, there is a capability to process memo transactions that will set funds aside until an actual cost can be determined.

18.6.8.4 TRANSACTION PROCESSING SCREENS.

The same basic screen is used for processing CCS, CCC, and CCO transactions. Different edits are placed on the transaction, based on the TRIC as follows:

a. Control Installation. This is the default control installation for the user.

b. Control Center. This is the default control center for the user.

c. Transaction-ID. Transaction-ID is based on which option was selected from the calling screen.

d. Transaction Date. Current system date, however, the date can be modified to any prior date during the current fiscal year. During end-of-year closeout window of October 1-15, a prior year date can be used. However, if end-of-year has been processed for financial management, prior year will not accept.

e. Work Order. Any valid, open work order in ready status may be used except work orders 00001-00012 and any work order loaded as a CEMAS forward store. Additionally, the work order indicator must be one that accepts costs based on the type transaction.

f. Craft Code. Craft code for the appropriate shop generating the requirement. The craft code must be valid in the CEMAS Shop File (MSCF), Shop Working Logistics File (USWL), and loaded against the work order being charged.

g. IMPAC Organization Code. This organization code must be loaded in the CEMAS Organization code file (MORG) and identified as authorized for IMPAC use. Financial records, to include the Fund Cite Authorization (FCA) and Cost Distribution Record (MP2T), will be updated based on the input organization code.

h. EEIC. The Element of Expense Indicator Code will display to the one established in the IVAR as the default for the input TRIC. This code is modifiable on input and must pass edits based on the type transaction. These edits are identical to those placed on Accounting & Finance interface (ABQ16A) transactions.

- i. Cost Amount. The total cost of the purchase.

j. Description. This field is used for information in which to identify what the IMPAC was used for. An example would be "RENT TRUCK". Something must be input for transaction processing and will show up as the noun in the financial management transaction history file and on other management products generated out of CEMAS.

k. Vendor Code. This must be a valid vendor code found in the CEMAS Vendor file (MVEN). A list of vendors can be displayed by tabbing to this field and using the Select option. From this list, users with Vendor File Maintenance may link with the CEMAS vendor file and add a new vendor code if needed. The following four vendor codes will not be accepted by this program: SBSS, COCESS, BCAS, and IMPAC. This edit was included to ensure a valid vendor was linked to the transaction.

l. Extra Information. This is an optional field that can be used for other pertinent information and will be printed on transactions logs generated through CEMAS.

m. PIIN/S-PIIN. The purchase order identification number is required for input. The number assigned is determined locally and is usually tied to the funding document for the IMPAC card used during the transaction. The sub-PIIN is an optional field that will default to 0000 if not input. An input should be made and assigned based on the transaction sequence being posted to the IMPAC transaction log. For example, the first purchase made against a funding document should get S-PIIN of 0001, the second 0002, etc.

n. User-ID of Buyer. This will be the user-ID of the individual processing the transaction. However, it may be modified to any individual who's user-ID is in the CEMAS security file (MIDF).

o. Cost Descriptor. Will default to W and normally would not be modified.

p. Quantity. Will default to 000000000 and normally would not be modified.

q. AFO ID. The accounting and finance identification number will initially display as 0. However, it will change to the AFO Code loaded against the organization code used on the transaction. Normally, this should not be changed.

r. Fund Code. Initially will display as blank. However, it will change to the fund code linked to the organization code used on the transaction. Normally, this should not be changed.

s. Operating Agency. Initially will display as blank. However, it will change to the OAC code linked to the organization code used on the transaction. Normally, this should not be changed.

t. OBAN. The Operating Base Account Number will initially display as blank. However, it will change to the OBAN code linked to the organization code used on the transaction. Normally, this should not be changed.

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u. Budget Year. Initially will display as blank. However, it will change to budget year based on the transaction date. Normally, this should not be changed.

v. Fiscal Year. Initially will display as blank. However, it will change to fiscal year based on the transaction date. Normally, this should not be changed.

w. Document Number. The document number will be assigned during the transaction process. It will consist of an activity code of I, the organization code used on the transaction, the craft code used on the transaction, the current Julian date, and the next sequence number from the CEMAS control file.

18.6.8.5 MEMO TRANSACTION PROCESSING.

Memo transaction will require the same information input as referenced in transaction processing in paragraph 18.6.8.8. The only difference is the Cost Amount field should be the estimated cost of the purchase. These transactions must be retrieved using the Retrieve Memo Transactions option and either updated and processed with the correct cost or deleted if the purchase was not made.

18.6.8.6 RETRIEVE MEMO TRANSACTIONS.

This screen will display any transactions originally input as memo and retained in the IMPAC Transaction (MIMP) file.

18.6.8.7 IMPAC FIELD DESCRIPTIONS.

The screen displays the following fields of information from the original input:

CTLINST:	Control Installation
CC:	Control Center
TRIC:	Transaction Identification Code
W/O:	Work Order
SHOP:	Craft Code
ORG:	Organization Code
EEIC:	Element of Expense Indicator Code
Cost:	Cost Amount
Description:	Transaction Description
Date:	Input transaction date

18.6.8.8 TRANSACTION REPROCESSING.

From the main IMPACUD screen, press PFKey 10 to retrieve memo transactions. Tabbing to any of the transactions and pressing enter, will bring back up the transaction processing screen with all fields modifiable. Screen updates may be made and transaction quickly processed.

18.6.8.9 PROCESSING LOGIC.

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Individuals using this program must first be loaded in the user (IUSR) file which has access to specific options marked. Access can be limited to adding any or all type TRICs for processing or memo transactions. Additionally, the link to the CWM material transactions processing will require the appropriate CEMAS access codes.

18.6.8.10 WORK ORDER/CRAFT CODE.

The input transaction must be placed against a valid work order and have the input shop loaded against it. Additionally, the work order and shop must be in ready status for processing.

18.6.8.11 FINANCIAL CONTROLS.

The funds necessary for processing the transaction must be loaded in the CEMAS financial records. The link to these funds is through the organization code used on the transaction. Processed transactions will update the obligated amount in the Fund Cite Authorization (FCA) record linked to the organization code. If there are insufficient funds to cover the transaction, it will still be processed putting the FCA in the negative. The program will do this because at this point in processing, the government has already been committed to pay the bill. Memo transactions will update the committed amount in the FCA record linked to the organization code.

18.6.8.12 WORK ORDER UPDATES.

This program will update the pending cost fields in the appropriate work order for the value of the transaction. IINFWIMS background task will process the transaction and move the cost from the pending field to the actual field. CCS and CCC will update the Contract cost fields, and CCO will update the Other cost fields.

18.6.8.13 COST DISTRIBUTION PROCESS (MP2T).

The CEMAS cost distribution process will handle and distribute any transaction processed through this program if the input organization code was not marked as a direct fund cite. Distribution records will be made to transfer the obligated amount from cost center xx4480, EEIC 61950, to the cost center and EEIC input on the transaction. This is basically performing an electronic Journal Voucher (JV) transaction.

18.7 BASE PRODUCED UTILITIES TRANSFERS (UBPU).

This process provides the capability to transfer base produced utility charges and associated quantities from established base work orders to reimbursable customers. The utilities are transferred based on consumption or a fixed rate identified in a utility sales agreement. The reimbursement and or refund code of the customer being charged for the utility must be loaded in the URRI file. When the transfer is based on quantity, the cost will be transferred based on total base quantity and total production cost as determined by the utility engineer and provided in the annual utility sales rate calculation. When the transfer is based on a sales agreement, the cost will be transferred based on the shop rate of the cost center responsible for the service. The charges resulting from the transfer are then written to the reimbursement/refund file.

18.7.1 UBPU FILE RECORD FORMAT.

Records are compressed. Maximum record size is 154. File organization is indexed, with key field equal to KEY.

<u>FIELD</u>	<u>START</u>	<u>INT</u>	<u>INT</u>	<u>EXT</u>	<u>DEC</u>	<u>OCCUR</u>	<u>REPORT/</u>	<u>ALIAS</u>
<u>NAME</u>	<u>POSN</u>	<u>FMT</u>	<u>LEN</u>	<u>LEN</u>	<u>POS</u>	<u>COUNT</u>	<u>UPDATE</u>	<u>NAME</u>
KEY	1	C	18	18	0	1	R	RECORD KEY

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F-CTINST	1	C	4	4	0	1	R/U	FROM CONTROL INSTALLATION
AO-DATE	5	C	6	6	0	1	R/U	AS OF DATE
TIME	11	C	8	8	0	1	R/U	TRANSACTION TIME
USER-ID	19	C	3	3	0	1	R/U	USER-ID
PCN-467	22	C	1	1	0	1	R/U	PCN 467 FLAG
F-CTCNTR	23	C	1	1	0	1	R/U	FROM CONTROL CENTER

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
F-WO-NR	24	C	5	5	0	1	R/U	FROM WORK ORDER NUMBER
CT-CTR	29	C	3	3	0	1	R/U	COST CENTER
T-CTINST	32	C	4	4	0	1	R/U	TO CONTROL INSTALLATION
T-CTCNTR	36	C	1	1	0	1	R/U	TO CONTROL CENTER
T-WO-NR	37	C	5	5	0	1	R/U	TO WORK ORDER NUMBER
RRI-CDE	42	C	2	2	0	1	R/U	REIMB/REFUND INDICATOR
QTY	44	Z	9	10	0	1	R/U	QUANTITY
MIL-HRS	53	Z	8	10	1	1	R/U	MILITARY HOURS
CIV-HRS	61	Z	8	10	1	1	R/U	CIVILIAN HOURS
TOT-SHOP	69	Z	10	12	2	1	R/U	TOTAL SHOP COST
MIL-COST	79	Z	10	12	2	1	R/U	MILITARY COST
CIV-COST	89	Z	10	12	2	1	R/U	CIVILIAN COST
OV-AD-CT	99	Z	10	12	2	1	R/U	OVERHEAD COST
PC-COST	109	Z	10	12	2	1	R/U	PROJECT CONTRACT COST
SC-COST	119	Z	10	12	2	1	R/U	SERVICE CONTRACT COST
MAT-COST	129	Z	10	12	2	1	R/U	MATERIAL COST
OTH-COST	139	Z	10	12	2	1	R/U	OTHER COST
FILLER	149		6					NOT USED

18.7.1.1 UBPU TRANSACTION PROCESS ACTIONS.

- a. Enter the control installation, control center, and work order number the utility charges and quantities are being transferred FROM.
- b. Enter the control installation, control center, and work order number the utility charges and quantities are being transferred TO.
- c. Enter any necessary data in the other applicable fields. The program will update the work order (MWOA), the work order shop (MWCN), and the cost account (UCAO) files respectively, with the data that is input.
- d. The transactions that do not pass the edits will have error messages displayed on the screen and must be corrected for the transaction to process. Rejects will not be stored in reject files or listed on rejected transaction reports.

18.7.1.2 COMPUTATION OF BASE PRODUCED UTILITY COST.

The reimbursable consumption is determined based on the consumer's percentage of the total consumption. The utility engineer is responsible for providing the utility sales rate calculation for the cost per MWH, KGAL, MCF, etc., for DOD, Non-DOD, or nonfederal agencies.

18.7.2 UTILITY COST TRANSACTION FILE (UUCT).

The file stores transactions used in the production of reports during WIMS EOD and EOM processing.

18.7.2.1 UUCT FILE RECORD FORMAT.

Records are compressed. Maximum record size is 92. File organization is indexed, with Key field equal to KEY.

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<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
KEY	1	C	18	18	0	1	R	RECORD KEY
CTL-INST	1	C	4	4	0	1	R/U	CONTROL INSTALLATION
AO-DATE	5	C	6	6	0	1	R/U	AS OF DATE

<u>FIELD</u> <u>NAME</u>	<u>START</u> <u>POSN</u>	<u>INT</u> <u>FMT</u>	<u>INT</u> <u>LEN</u>	<u>EXT</u> <u>LEN</u>	<u>DEC</u> <u>POS</u>	<u>OCCUR</u> <u>COUNT</u>	<u>REPORT/</u> <u>UPDATE</u>	<u>ALIAS</u> <u>NAME</u>
TIME	11	C	8	8	0	1	R/U	TRANSACTION TIME
USER-ID	19	C	3	3	0	1	R/U	USER-ID
CTL-CNTR	22	C	1	1	0	1	R/U	CONTROL CENTER
WO-NR	23	C	5	5	0	1	R/U	WORK ORDER NUMBER
CT-CTR	28	C	3	3	0	1	R/U	COST CENTER
INSTL-CD	31	C	4	4	0	1	R/U	INSTALLATION CODE
ACCT-CDE	35	C	5	5	0	1	R/U	ACCOUNT CODE
FAC-ID	40	C	5	5	0	1	R/U	FACILITY-ID
FAC-SUF	45	C	2	2	0	1	R/U	FACILITY SUFFIX
GEN-QTRS	47	C	1	1	0	1	R/U	GENERAL OFFICERS QTRS CODE
ORG-CDE	48	C	3	3	0	1	R/U	ORGANIZATION CODE
RRI-CDE	51	C	2	2	0	1	R/U	REIMB/REFUND INDICATOR
WK-CLASS	53	C	1	1	0	1	R/U	WORK CLASS
AMOUNT	54	Z	10	12	2	1	R/U	TRANSACTION AMOUNT
QTY	64	Z	9	10	0	1	R/U	TRANSACTION QUANTITY
EEIC	73	C	6	6	0	1	R/U	
RCCC	79	C	6	6	0	1	R/U	
FILLER	85		8					NOT USED

18.7.2.2 UBPU ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: From Control Installation must be alphanumeric.	Control Installation transferring from must be alphanumeric.
REJ: You are not allowed to input transactions for this FROM Control Installation.	BPU transactions must be from your assigned Control Installation.
REJ: TO Control Installation must be alphanumeric.	Control Installation transferring TO must be alphanumeric.
REJ: You are not allowed to input transactions for this TO Control Installation.	BPU transactions must be to your assigned Control Installation.
REJ: From Control Center must be "A" thru "Q", excluding "I".	The FROM Control Center must be "A" through "Q", excluding "I".
REJ: To Control Center must be "A" thru "Q", excluding "I".	The TO Control Center must be "A" through "Q", excluding "I".
REJ: From Work Order Number must be greater than "00020".	The "FROM" Work Order Number must be greater than "00020".
REJ: TO Work Order Number must be greater than "00020".	The "TO" Work Order Number must be greater than "00020".

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REJ: Transfer From and To
CTL-INST, CTL-CNTR, and WO-NR
cannot be identical.

The transfer "FROM" and transfer "TO"
control installation, control center,
and work order number cannot be the
same.

MESSAGE

EXPLANATION

REJ: Total Shop must equal sum of Military cost, Civilian cost and Overhead cost.

The value contained in the total shop rate cost field must equal the sum of values contained in the military cost, civilian cost, and overhead adjustment cost fields.

REJ: You are not assigned to this FROM Control Installation.

You are attempting to transfer cost from a Control Installation other than that to which you are assigned.

REJ: You are not assigned to this TO Control Installation.

You are attempting to transfer cost to a Control Installation other than that to which you are assigned.

REJ: From MWOA record closed.

The FROM record in the MWOA file is closed.

REJ: No record found MWCN.

The shop record in the MWCN was not found.

REJ: TO MWOA record closed.

The TO record in the MWOA file is closed.

REJ: RRI code in TO Work Order cannot be spaces.

The RRI code in the TO Work Order must be entered.

REJ: Costs not compatible with TO MWOA's Work Order Indicator.

BPU cost elements and "TO" WO-IND is other than the following:

BPU COST ELEMENT	TO MWOA WO-IND
CIV-HRS	N or O
MIL-HRS	N or O
TOT-SHOP	N or O
ACT-PC-CT	O, C, or X
ACT-SC-CT	O, S, or X
OTH-COST	A, N, O, R, U, W, or Y

REJ: No record found MWCN.

Shop record is not present in the MWCN file.

REJ: From/To Account Codes must be the same when the transfer is between CE Accts.

When transferring UBPU charges between work orders containing CE account codes, the "FROM" and "TO" ACCT-CODE field must contain identical accounts.

REJ: Direct Charge in UCAO must be "Y".

Direct Charge in UCAO must be "Y" for FROM/TO MWOA record.

18.8 NON-BCE COSTS TRANSACTION UPDATE PROGRAM (UNBCE).

The program provides a means for entering into WIMS, the personnel labor and vehicle costs incurred by non-BCE activities in support of military family housing units and the BCE engineering and construction division. The costs update the related work orders and the refund/reimbursement file for MFH. These costs are recorded to cost center 499 (USWL record must first be established). Enter the control installation (must be in EIHF) and the other data required on the screen. The charges include the following:

- a. Work hours and labor cost incurred by Security Police in support of MFH.
- b. Cost readily identifiable to specific military construction programs such as legal, reproduction, and communications.
- c. Cost of minor construction performed by tenant organizations.
- d. Vehicle costs associated with the above support functions.

18.8.1 UNBCE PROGRAM ERROR MESSAGES.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: Control Installation cannot be blank.	You must enter a Control Installation.
REJ: You are not allowed to input transactions for this Control Installation.	Transactions must be for your assigned Control Installation.
REJ: Work Order Number must be greater than zero.	Work Order Number cannot be blank or zero.
REJ: Military Hours/Cost and or Civilian Hours/Cost must be entered.	All Fields cannot be zero.
REJ: Transaction cannot be processed at this time. Try again later.	CCX transaction processing is being processed at this time. Reverse Post processing cannot be accomplished. Try again later.
REJ: UCTL Record is not present.	Required record is not present.
REJ: Control Installation must be an alphanumeric entry.	Invalid Control Installation.
REJ: Control Center must be "A" thru "Q" excluding "I".	Invalid Control Center.
REJ: Work Order Number must be alphanumeric or blank.	Invalid Work Order Number.

REJ: WO-NR must be greater than Invalid Work Order Number for this
00010 for CCC, CCN, CCO, and type transaction.
CCS transactions.

MESSAGE

EXPLANATION

REJ: Work Order Number must be blank for CCD and CCI transactions.

CCD and CCI transactions do not require a Work Order number.

REJ: Transaction Date must be numeric.

Invalid Transaction Date.

REJ: Document Number must not be blank.

Document Number must be a positive entry.

REJ: EEIC must be numeric if first position is numeric.

Invalid EEIC.

REJ: EEIC invalid for this transaction-ID.

For CCS transactions, EEIC must be 5XXXXb (excluding 511XXb, 512XXb, 513XXb, 514XXb, 52XXXX) or 463XXb.

REJ: QTY must be numeric or blank for CCC, CCO, or CCS transactions.

Invalid Quantity for this type transaction.

REJ: QTY must be numeric for for CCN trans with EEIC 2XXXX, 3XXXX, or 5XXXX.

CCN transactions with EEIC 2XXXX, 3XXXX, or 511XX must have numeric quantity.

REJ: RCCC must be XX**99 for CCN transactions.

CCN transactions require a RCCC of XX**99 (* indicates a "4", "D", "M", or "U").

REJ: RCCC must be XX**XX for CCD and CCI transactions.

CCD and CCI transactions require a RCCC of XX**XX (* indicates a "4", "D", "M", or "U" in the field).

REJ: Cost Descriptor must be "D", "I", or "W".

Cost Descriptor must be "D" for ETA Cost Centers, "I" for ATA Cost Centers, and "W" for Work Orders.

REJ: Cost Descriptor must be "D" for CCD transactions.

Cost Descriptor must be "D" for CCD transactions.

REJ: Cost Descriptor must be "I" for CCI transactions.

Cost Descriptor must be "I" for CCI transactions.

REJ: Cost Descriptor must be "W" for CCC, CCN, CCO, or CCS transactions.

Cost Descriptor must be "W" for CCC, CCN, CCO, or CCS transactions.

REJ: Operating Budget Year must be numeric, "T", "M", or blank.

Invalid Operating Budget Year.

REJ: Amount must be numeric.

Invalid Cost Amount.

REJ: No Record Found USWL.

Cost Center Record was not found in
Shop Working Logistics File (USWL).

REJ: No Record Found MWCN.

Shop Record was not found in the Work
Order Shop File (MWCN).

MESSAGE

EXPLANATION

REJ: No Record Found MWOA.

Work Order Record was not found in the Work Order Master File (MWOA).

REJ: No Record Found UCAO.

Account Code was not found in the Account Code File (UCAO).

REJ: (FILE-ID) record contains Status Code ().

Status Field of record to be accessed must be "R" or "S" for MWOA, "R" or "O" for MWCN, or "R" for USWL or UCAO.

REJ: This transaction-ID is not allowed with Type Charge Account Codes.

CCC and CCS transactions not applicable with Type Charge Codes "A", "D", "F", "J", "L", or "P". Transactions of CCC and CCS are not applicable with Type Charge Codes "J", "K", "M", or "P". CCO transactions not applicable with Charge Codes "A", "E", "J", "K", or "M".

REJ: CCN trans with this EEIC is not allowed for Accounts with type charge ().

EEIC 2XXXX, 3XXXX, or 511XX are not applicable with Type Charge Codes "J", "K", "L", or "P".

REJ: (FIELD-ID) Overflow for (FILE-ID).

Input transaction would cause field indicated to exceed limits.

REJ: No Higher Level UCAO record found.

Higher Level Account Code was not found in the UCAO File.

REJ: No Record Found EIHF.

Installation Code was not found in the Installation Header File.

REJ: Costs not compatible with Work Order Indicator.

Transaction Identifier and WO-IND relationship is other than the following:

<u>TRANS-ID</u>	<u>WO-IND</u>
CCC	C, O, or X
CCN	N or O
CCO	A, N, O, R, U, W, X, or Y.
CCS	O, R, or X

REJ: RRI in MWOA must be blank if RCCC is other than XX4XXX.

Master Work Order Record (MWOA) contains a RRI indicating the Work Order is reimbursable, but the CCX transaction contains a RCCC which indicates the charge was directly cited to an organization other than CE.

REJ: MWOA Estimate Service
Contract Cost must be greater
than zero.

CCS Transaction is being processed but
Estimated Service Contract Cost in the
MWOA are not present.

<u>MESSAGE</u>	<u>EXPLANATION</u>
REJ: MWOA Estimate Project Contract Cost must be greater than zero.	CCS Transaction is being processed but Estimated Project Contract Cost in the MWOA are not present.
REJ: Direct Charge in UCAO must "Y".	Direct Charge in UCAO must be "Y" for this Account Code.
REJ: Work Order Record has been closed out.	Master Work Order Record has been closed.
REJ: MWCN Estimate Contract must be greater than zero.	Estimated Contract Cost in the Work Order Shop Record is not present.
REJ: MWCN Estimate Other must be greater than zero.	Estimated Other Cost in the Work Order Shop Record is not present.

18.9 FINANCIAL MANAGEMENT END-OF-MONTH PROCESS.

The EOM process will be programmatically scheduled for the second calendar day of the new month. Financial management can reset the frequency back to daily until the fifth calendar day. During the EOD processing for that day the frequency will be set to monthly without an override capability to set to daily. During WIMS' end-of-session (EOS), all EOM programs will be executed and the appropriate reports produced. The following is a list of programs and their respective reports that are scheduled during EOM.

<u>PROGRAM</u>	<u>REPORT/PROGRAM TITLE</u>
UPCN454	Account Code Quantity Edit/Update List
UPCN451	Schedule of Reimbursements and Refunds Report
UPCN453	General Officers Quarters Cost Report
UPCN455	Civil Engineer Cost Report
UPCN461	BCE Current Month Cost Report
UPCN474	Shop Rate Analysis Report - Cost Center Summary
UPCN475	Shop Rate Analysis Report - Category Summary
UPCN452	Scheduled of Reimbursements and Refunds History (End-of-year program)
UEOMFM	End-of-month File Maintenance
UEOYFM	End-of-year File Maintenance (End-of-year program)
UETALAB	Exception Time Accounting Hours Update

18.10 A & F OPERATING BUDGET LEDGER (OBL)/ALLOTMENT LEDGER INTERFACE.

The accounting and finance system creates a generic extract file on a required basis for interface into the WIMS system. This generic extract is used to produce various operating budget ledger and allotment ledger reports. The financial manager can create reports using selective data, if desired, in order to review certain fields for many of the reports. Selection criteria for many of the reports is controlled through selection criteria files as explained.

18.10.1 FUND CODE SELECTION CRITERIA FILE (UFCF).

This file contains the fund code and titles for all fund codes that apply to each base. The financial manager may update this file with program UFCFUD as needed.

18.10.2 RCCC SELECTION CRITERIA FILE (URCC).

This file contains the RCCC and titles for all RCCCs that apply to each base. The financial manager may update this file with program URCCUD as needed.

18.10.3 PROGRAM ELEMENT CODE SELECTION CRITERIA FILE (UPEC).

This file contains the program element codes and titles for all program element codes that apply to each base. The financial manager may update this file with program UPECUD as needed.

18.10.4 MAJOR FORCE PROGRAM CODE SELECTION CRITERIA FILE (UMFP).

This file contains the Major Force Program (MFP) codes and titles for all MFP codes that apply to each base. The financial manager may update this file with program UMFPUD as needed.

18.10.5 SALES CODE SELECTION CRITERIA FILE (USCD).

This file contains the sale codes and titles for all sale codes that apply to each base. The financial manager may update this file with program USCDUD as needed.

18.10.6 OBL REPORT FOR DIRECT AND REIMBURSEMENTS (UOBLDR).

This program produces an OBL report which contains annual authority, quarterly authority, gross obligations, reimbursements, and direct costs summarized by fiscal year, major force program, program element code, and EEIC (3-digit level). The purpose of this report is to provide the BCE financial manager with the up-to-date status of CE funds broken out separately by direct obligations and reimbursements. The user can select RC/CCs, MFPs, PECs, fund codes, and fiscal years to produce this report.

18.10.7 OBL REFUND/REIMBURSEMENTS REPORT BY SALES CODE (UOBLRR).

This program produces an OBL report which contains annual authority, quarterly authority, AEP collected, AEU uncollected, UOO/UFO, gross obligations, and uncommitted balance summarized by fiscal year, major force program, program element code, sales code, and EEIC (5-digit level). The purpose of this report is to provide the BCE financial manager with the up-to-date status of refunds and reimbursements. The user can select RC/CCs, MFPs, PECs, fund codes, sale codes, and fiscal years to produce this report.

18.10.8 OBL REPORT BY RCCC (UOBLRCCC).

This program produces an OBL report which contains annual authority, quarterly authority, gross obligations, commitments, and uncommitted balance summarized by fiscal year, major force program, program element code, RC/CC, and EEIC (5-digit level). The purpose of this report is to provide the BCE financial manager with the up-to-date status of CE funds by TOA and RC/CC. This report only reflects nonsales code entries.

18.10.9 OBL REPORT BY EEIC (UOBLEEIC).

This program produces an OBL report which contains annual authority, quarterly authority, gross obligations, commitments, and uncommitted balance summarized by fiscal year, major force program, program element code, and EEIC (5-digit level). The purpose of this report is to provide the BCE financial manager with the up-to-date status of CE funds by TOA and EEIC. This report only reflects nonsales code entries.

18.10.10 OBL COMPARISON REPORT BY EEIC (UOBLCMP).

This program produces an OBL report that compares prior fiscal years with the current fiscal year. This report contains gross obligations, and commitments summarized by fiscal year, major force program, program element code, and EEIC (5-digit level). The purpose of this report is to provide the BCE financial manager with the capability to compare CE funds status and TOA of prior fiscal years to the current fiscal year. The user can select RC/CCs, MFPs, PECs, fund codes, and fiscal years to produce this report.

18.10.11 OBL REPORT BY EMERGENCY/SPECIAL PROGRAM (UOBLESP).

This program produces an OBL report that contains annual authority, quarterly authority, gross obligations, commitments, and uncommitted balance summarized by fiscal year, major force program, program element code, ESP, and EEIC (5-digit level). The purpose of this report is to provide the BCE financial manager with the capability to determine the expenses incurred against a particular ESP code/program. The user can select RC/CCs, MFPs, PECs, fund codes, and fiscal years to produce this report.

18.10.12 OBL REPORT FOR TOTAL OBLIGATION AUTHORITY (UOBLTOA).

This program produces an OBL report that contains annual authority, quarterly authority, AEP collected, AEU uncollected, UOO/UFO, gross obligations, and uncommitted balance summarized by fiscal year, major force program, program element code, and EEIC (5-digit level). The user can select RC/CCs, MFPs, PECs, fund codes, and fiscal years to produce this report.

18.10.13 OBL DETAILED REPORT (UOBLDET).

This program produces a detailed OBL report. The user can select RC/CCs, MFPs, PECs, fund codes, sale codes, and fiscal years to produce this report.

18.10.14 ALLOTMENT LEDGER REPORTS (UUALALL).

This program produces a Complete Allotment Ledger Report, a MFH Fund Status Report, Special Projects Report, MFH Operations and Maintenance Report, and Reimbursements by Sales Code Report. The user can select RC/CCs, MFPs, PECs, fund codes, account codes, sale codes, and fiscal years to produce this report.

18.10.15 OPEN DOCUMENT LISTING (UODLRPT).

This program produces an open document listing that contains AEP collected, AEU uncollected, UOO/UFO, total cost, and commitments. The purpose of this report is to provide the BCE financial manager the capability to produce an open document listing by work order number, purchase request number, and Military Interdepartmental Purchase Request (MIPR) sequence.

18.11 SAMPLE MENUS, SCREENS, AND PRODUCTS.

Reference attachment 2 for samples of financial management menus, file maintenance screens, and output products.