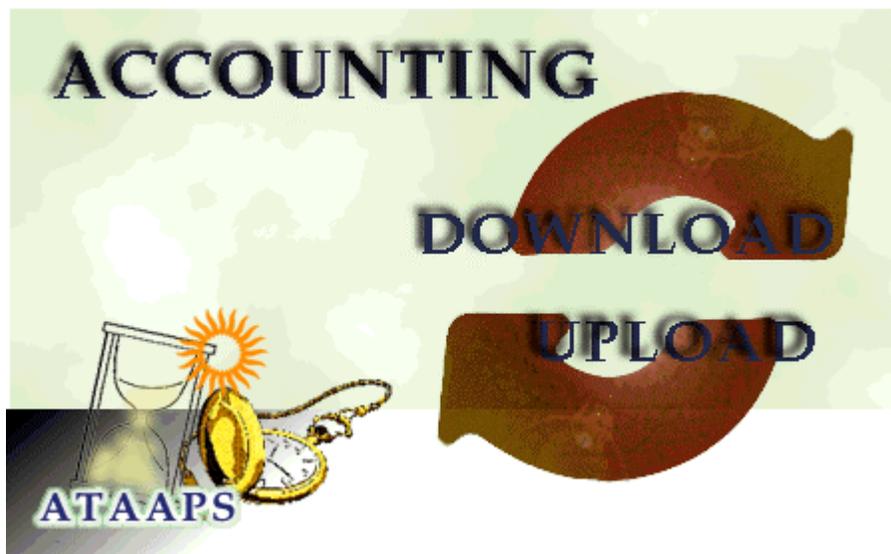


Volume

6

SYSTEMS ENGINEERING ORGANIZATION, PENSACOLA (SEOPE)

Automated Time Attendance and Production System (ATAAPS) Windows Application, Version 3.06



Accounting File Transfer

User's Manual

Accounting File Transfer

User's Manual

31 January 1999

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CHAPTER 1 - GENERAL INFORMATION

What is the Accounting File Transfer ?

The Accounting File Transfer is a mechanism for exchanging information between an accounting system and ATAAPS.

The information provided to ATAAPS from the accounting system is used primarily to validate hours being charged to specific jobs or projects within ATAAPS. For example, the accounting system passes a list of valid charge codes (*in CEFMS*), job order numbers (*in SOMARDS, SIFS, and IFAS*) and tasks (*in DBMS*) to ATAAPS. Those are the only codes that will be accepted when an employee attempts to enter labor hours into ATAAPS.

The information provided to the accounting system from ATAAPS includes data such as the number of hours reported against each charge code/job order number/task.

CHAPTER 2 - DOWNLOAD PROCESS

How to Perform a Download from the Accounting System to ATAAPS

To download a file from the accounting system into the ATAAPS data base:

1. Open the Accounting Upload/Download File Transfer Application.
2. Click on the **Download** button.
3. Click on the **Open** button.
4. Navigate to the directory containing the properly formatted accounting file you wish to load to ATAAPS.
5. Double click on the name of the file.

NOTE: At this point, if SOMARDS is your accounting system, you will be prompted to respond to the Download Wizard by inserting the effective date of the accounting data. Click Next.

Download Wizard, Step 1

Accounting Download Step 1 of 1

ATAAPS
SOMARDS

The Accounting Download was last processed on 12/07/1997.

Enter the date for which you want the accounting data to be effective.

Effective Date

< Back Next > Cancel

6. The Download File Summary Window will open. Review the data on the Detail Tab and the Control Totals Tab.

Download File Summary Window

The Download File Summary Window is displayed once the download process has been completed.

- **Download File Summary Window, Detail Tab** - displays all of the records that were processed in the download.

Detail				
REC	Activity	Office	Task	Process Messages
✓ 1	AA	LCGZO	883240000	Org Code does not exist.
2	AA	LCGFO	934440000	
3	AA	LCGFO	963300000	

This particular window will appear if you are using the DBMS accounting system. A similar window will appear if you are using a different accounting system.

*(NOTE: The red check mark and process messages will not be displayed until the **Process** button has been clicked.)*

A red check mark beside a record indicates that the record will not be processed because it has not met one of the pre-established validation criteria. For example, the Finance and Accounting Code on the download file must match that on the **Settings Tab of the Administration Codes Window** in the **Main ATAAPS Application**. In addition, the organization code (*or work center*) must also already exist in the ATAAPS data base before the downloaded record can be processed.

- **Download File Summary Window, Exceptions Tab** - displays those downloaded records which will NOT be added to the ATAAPS data base because they have not met pre-defined validation criteria.

Exceptions				
REC	Activity	Office	Task	Process Messages
✓ 1	AA	LCGZO	883240000	Org Code does not exist.

This particular window will appear if you are using the DBMS accounting system. A similar window will appear if you are using a different accounting system.

This tab will not be populated until the **Process** button has been clicked.

- **Download File Summary Window, Control Totals Tab** - displays various counts of the number of records that were processed during the download.

Control Totals			
Total Reported:	0000031	Total Processed:	30
Total Read:	31	Total Exceptions:	1

This particular window will appear if you are using the DBMS accounting system. A similar window will appear if you are using a different accounting system.

*NOTE: The Total Processed and Total Exceptions fields will not be populated until the **Process** button has been clicked.*

7. Click on the **Process** button and then review the data on the **Exceptions Tab** (as well as the updated data on the **Detail** and **Control Totals Tabs**).

What Happens During the Download Process ?

In general, the following events occur during the process of downloading information from an accounting system to ATAAPS:

All charge codes (*in CEFMS*), job orders (*in SOMARDS, SIFS, and IFAS*) and tasks (*in DBMS*) within the ATAAPS data base are closed, as well as related projects and team and employee authorizations.

As each record on the download file is read into the application, a check is performed to ascertain whether or not that particular accounting code already exists within ATAAPS.

- If the accounting code **does** exist in ATAAPS, it is reopened. The associated projects are also reopened, as well as team and employee authorizations.
- If the accounting code does **not** already exist in ATAAPS, a new code is created, as well as a new project. The appropriate teams are then authorized to use the project. In addition, if the "Acctg Download to Employee Level" field on the **Settings Tab** of the **Administration Codes Window** in the **Main ATAAPS Application** is checked, all employees on each authorized team are also assigned to the project.

Another check is made in regards to the organization code (*or work center*) included on the download file. The organization code **MUST** already exist in the ATAAPS data base before the record will be processed. Organization codes are added to the data base by accessing the **Organization Tab** on the **Administration Codes Window** in the **Main ATAAPS Application**.

What is the File Layout for the Download File ?

Consult with the SEOPE Technical Support staff for file layout specifications. These specifications are dictated by the accounting system that is being used.

CHAPTER 3 - UPLOAD PROCESS

How to Perform an Upload from ATAAPS to the Accounting System

To upload information from the ATAAPS data base to a file for use by the accounting system:

1. Open the Accounting Upload/Download File Transfer Application.
2. Click on the **Upload** button, which opens the Accounting File Transfer Wizard. This wizard takes the user through a series of four steps which facilitate the creation of an accounting upload file. This upload file consists of selected accounting information extracted from the ATAAPS data base and will ultimately be made available to the interfacing accounting system.
3. Respond to the steps in the wizard as follows:

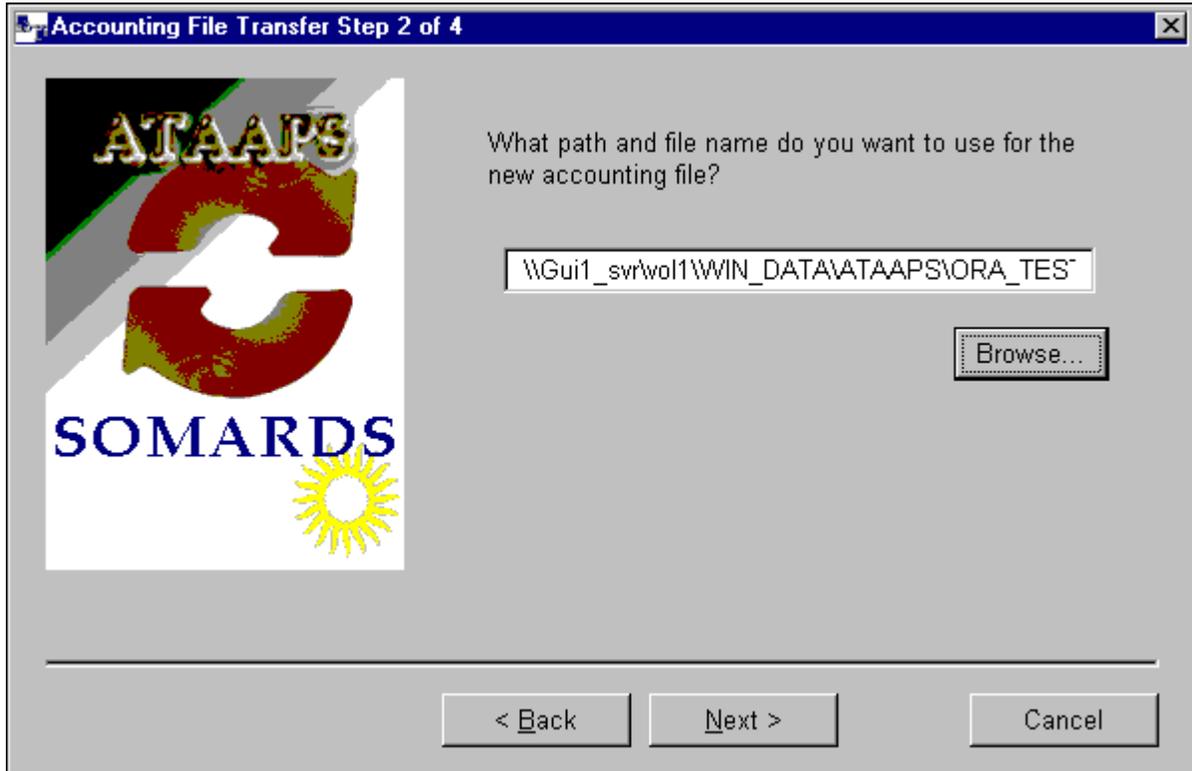
Accounting File Transfer Wizard, Step 1

Step 1 of the Wizard requires the user to select whether to create a new file or view a history file. Click on "Create New File". Click Next.



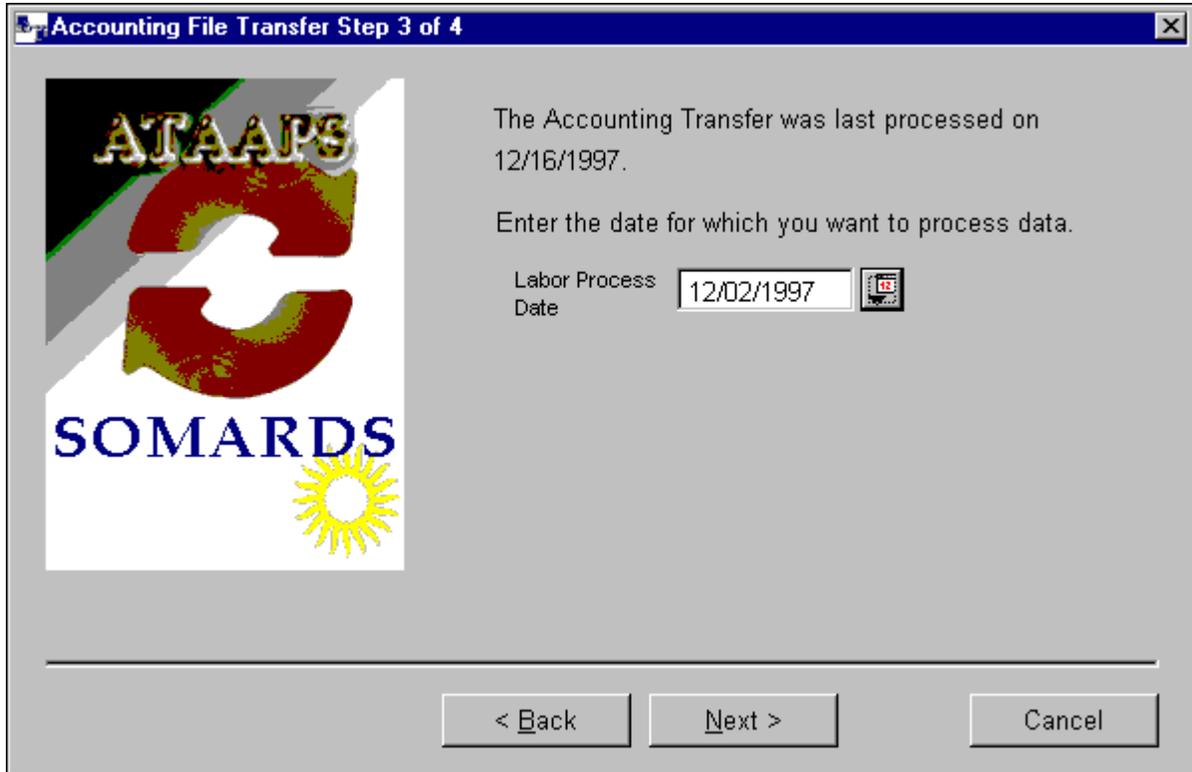
Accounting File Transfer Wizard, Step 2

Step 2 of the Accounting File Transfer Wizard requires the user to insert the directory path and file name of the accounting upload file that is being created (or reviewed). Insert the path and file name you want to use (the file name must end with the extension ".acu"). (If you simply type in a file name, it will be saved in the directory where the application resides.) Click Save. Then, click Next.



Accounting File Transfer Wizard, Step 3

Step 3 of the Accounting File Transfer Wizard informs the user of the last time the accounting transfer was processed and asks the user to input a new labor processing date. Insert the appropriate labor processing date. Click Next.



The screenshot shows a Windows-style dialog box titled "Accounting File Transfer Step 3 of 4". On the left side, there is a logo for "ATAAPS" in a stylized font above a large red and yellow "3", and "SOMARDS" in blue text below it, accompanied by a yellow sun icon. The main text area on the right contains the following information:

The Accounting Transfer was last processed on 12/16/1997.

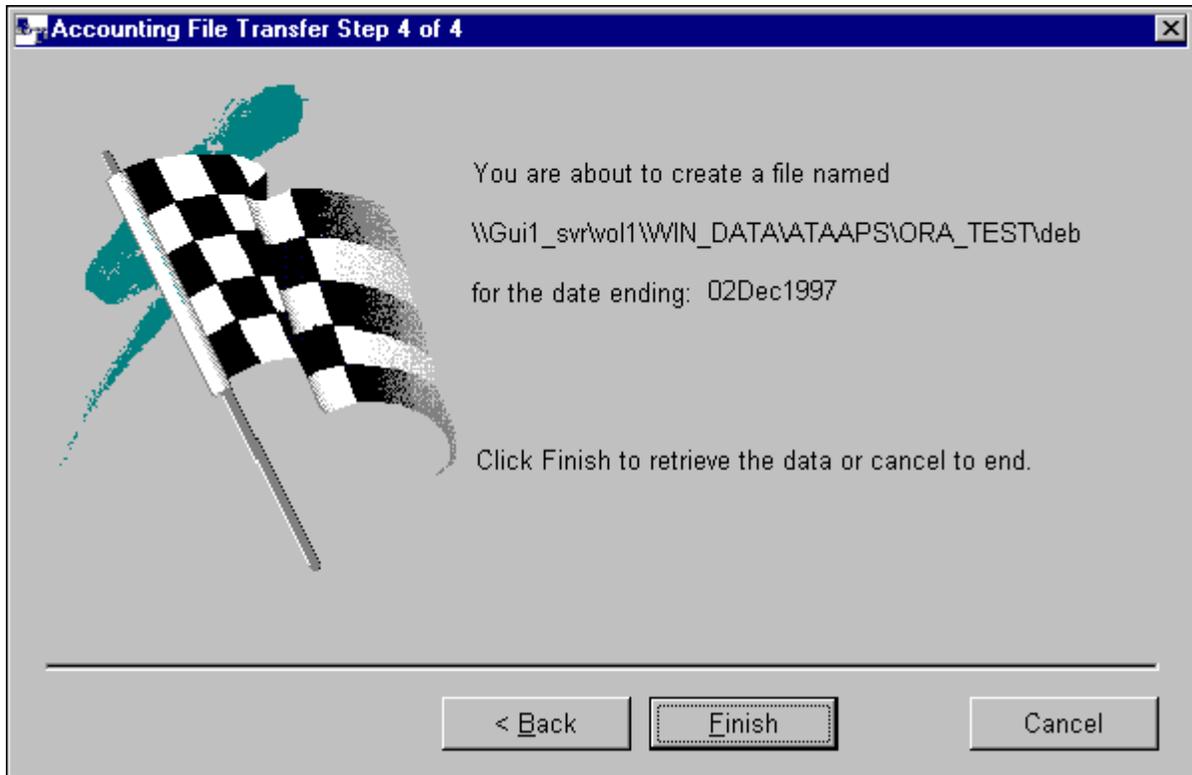
Enter the date for which you want to process data.

Labor Process Date 

At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

Accounting File Transfer Wizard, Step 4

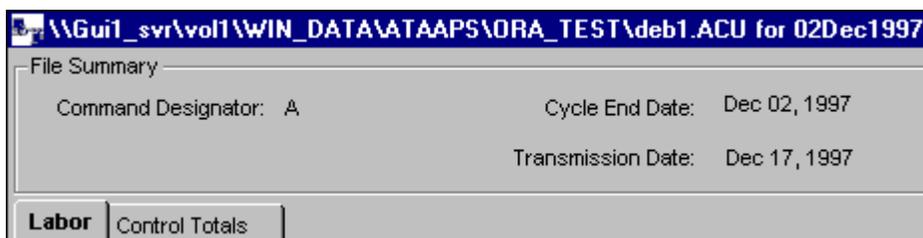
Step 4 of the Accounting File Transfer Wizard merely displays the criteria selected in the previous three steps of the wizard. Click Finish.



- Once you have exited the wizard, an Upload File Summary Window (*with two tabs*) will appear displaying the records that will be contained in the upload file. Review the information on each tab.

Upload File Summary Window

The Upload File Summary window is displayed after the Accounting File Transfer Wizard has been closed.



- **Upload File Summary Window, Labor Tab** - The Labor Tab displays each record that will be included in the accounting upload file.

Labor														
Cmd Dsg	Emp Id No	Labor Dt	Job Order	Typ Hrs	Hrs	Units	Rel Wc	Haz Dty	Rt Cd	Zbr Cd	Amc Id Cd	Cmd Cd	Sp Mssn Cd	Pr
A	100000007	97346	8NEWGS	1	0080	00000					S			
A	100000007	97349	8NEWGS		0032	00000					S			
A	100000007	97349	8NEWGS	3	0015	00000					S			

- **Upload File Summary Window, Control Totals Tab** - The Control Totals Tab displays a summarization of the total numbers of records and employees processed and the number of total hours and night differential hours reported.

Control Totals			
Total Records:	<input type="text" value="8"/>	Total Hours Reported:	<input type="text" value="38.2"/>
Total Employees Processed:	<input type="text" value="2"/>	Total Night Diff Reported:	<input type="text" value="1.5"/>

5. Click the **Create File** button to generate the actual file.

What Happens During the Upload Process ?

In Step 3 of the Accounting File Transfer Wizard, the user is asked to input a labor processing date. All labor records for that date, as well as any dates prior to it (*which have not yet been sent to the accounting system*), will be included in the accounting upload file.

In addition, labor records will be included on the accounting upload file ONLY if the "Pass to Accounting" field on the **Properties Tab** of the **Team Management Window** in the **Main ATAAPS Application** is checked.

Once the user has completed the upload process and has clicked the **Create File** button, each of the labor records included on the upload file will be annotated in the ATAAPS data base with a date and time sent to the accounting system.

The accounting upload file will be saved in the directory identified by the user in Step 2 of the Accounting File Transfer Wizard and will be available for the user to send to the accounting system as appropriate.

What is the File Layout for the Upload File ?

Consult with the SEOPE Technical Support staff for file layout specifications. These specifications will vary depending upon the accounting system that is being used.

CHAPTER 4 - REVIEW PROCESS

Reviewing Historical Upload Files

To review upload files that have been previously created:

1. Open the Accounting Upload/Download File Transfer Application.
2. Click on the **Upload** button, which opens the Accounting File Transfer Wizard (*which is described in detail in Chapter 3 of this manual*).
3. Respond to the steps in the wizard as follows:
 - **Step 1** . Click on "View History File".
 - **Step 2** . Choose the correct directory path and file name.
 - **Step 3** . *This step is bypassed when reviewing historical data.*
 - **Step 4** . This step merely summarizes the choices made in the previous steps.
4. Once you have exited the wizard, an Upload File Summary window (*with two tabs*) will appear displaying the records that will be contained in the upload file. Review the information on each tab, as necessary. (*A sample of this window can be found in Chapter 3 of this manual.*)
5. Close the application.

CHAPTER 5 - TOOLBARS

Main Toolbar

The main toolbar is used to access the various processes that are available within the Accounting Upload/Download File Transfer Application.



Download - downloads a file from the accounting system into the ATAAPS data base

Upload - extracts information from the ATAAPS data base and creates a file for passing to the accounting system

Exit - exits the application

Download Toolbar

The Download Toolbar is displayed when the download process has been chosen.



Open - allows the user to select the directory path and file name of the file that is to be downloaded

Process - actually loads the information into the ATAAPS data base

Print - prints the information on the open window

Close - closes the open window

Upload Toolbar

The Upload Toolbar is displayed when the user has chosen to run the upload process.



Create File - actually creates the file which is to be made available to the accounting system

Print - prints the information displayed on the open window

Close - closes the open window

CHAPTER 6 - MENUS

Main Menu

This menu is available when the application is first opened.

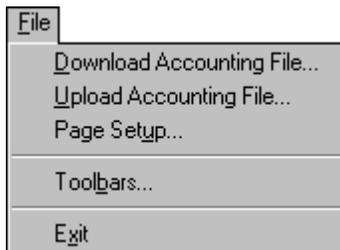


File - opens the File Menu and allows for access to the upload and download processes

Help - provides access to the accompanying Help file and information about the version of the application

File Menu

This menu option is available from the main menu. It allows for access to the main processes that can be performed within the application.



Download Accounting File - provides access to the download process

Upload Accounting File - provides access to the upload process

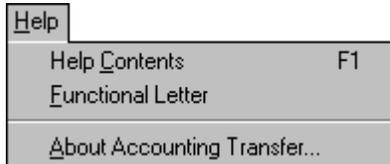
Page Setup - allows the user to set up the page for printing

Toolbars - allows the user to customize the toolbars

Exit - exits the application

Help Menu

This menu item is accessed through the main menu.



Help Contents – opens the application's Help file.

Functional Letter – describes the fixes and enhancements included in the latest version of the application.

About Accounting Transfer – provides information relative to the version of the application.

CHAPTER 7 - TECHNICAL SUPPORT

You can contact the Systems Engineering Organization, Pensacola (SEOPE) Technical Support staff by e-mail, fax, or telephone. Our normal business hours are Monday through Friday, from 6:30 a.m. to 4:30 p.m. CST. Outside of these hours, emergency calls will be handled immediately; other calls will be handled the next business day.

- **E-Mail:**
 - ataaps.info@dfas.mil
- **Fax:**
 - DSN: 922-1147
 - Commercial: 850-452-1147
- **Telephone:**
 - DSN: 922-2990, extension 310
 - Commercial: 850-452-2990, extension 310

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