



Uniform Chart of Accounts Personnel Utilization System (UCAPERS)/ Workload Management System for Nursing – Army (WMSN-A)

User's Manual for System Management

Version 1.2

August 2002

Prepared By:
EDS Military Health Programs [DASW01-98-D-0029]
2455 NE Loop 410, Suite 1015
San Antonio, Texas 78217

**UCAPERS/WMSN-A USER'S MANUAL FOR SYSTEM MANAGEMENT
REVISION AND HISTORY PAGE**

Version Number	Revision Summary	Date
0.01	Technical Writer Reviewed	August 2000
0.02	Peer Reviewed	31 August and 5 September 2000
0.03	Manager Approved	15 September 2000
1.0	Customer Review	September 2000
1.1	Updated for general content	July 2002
1.2	Peer Review	August 2002

UCAPERS/WMSN-A USER'S MANUAL FOR SYSTEM MANAGEMENT TABLE OF CONTENTS

SECTION 1 INTRODUCTION.....	1-1
1.1 SYSTEM SECURITY	1-1
1.2 SYSTEM CONTROL.....	1-1
1.3 SYSTEM MAINTENANCE	1-1
1.4 SYSTEM ADMINISTRATOR RESPONSIBILITIES	1-2
1.4.1 Daily.....	1-2
1.4.2 Weekly	1-2
1.4.3 Biweekly	1-3
1.4.4 Monthly.....	1-3
1.4.5 As Required	1-3
SECTION 2 GENERAL INFORMATION	2-1
2.1 KEYBOARD FEATURES.....	2-1
2.2 SIGN ON / SIGN OFF	2-2
2.2.1 UCAPERS System Sign On.....	2-2
2.2.2 UCAPERS System Sign Off.....	2-3
2.3 SCREEN EXITS.....	2-3
2.4 TIMING OUT FEATURE.....	2-3
2.5 ERROR MESSAGES	2-3
2.6 AUTOMATIC LOG OFF BEFORE BATCH CYCLE.....	2-4
SECTION 3 SYSTEM SECURITY	3-1
3.1 SECURITY PROCEDURES.....	3-1
3.2 ADDING AN OPERATOR RECORD	3-3
3.3 CHANGING AN OPERATOR RECORD.....	3-4
3.4 DELETING AN OPERATOR RECORD	3-4
3.5 LISTING AN OPERATOR RECORD.....	3-5
SECTION 4 SYSTEM CONTROL.....	4-1
4.1 THE PROCESS STATUS DISPLAY SCREEN.....	4-1
4.2 APPROVING/DISAPPROVING REQUESTS FOR REPORTS, ROSTERS, AND TABLE LISTINGS	4-4
4.3 APPROVING/DISAPPROVING PROCESS REQUESTS	4-6
4.4 INITIATING BATCH PROCESSING.....	4-7
4.5 INITIATING WMSN BATCH PROCESSING	4-9
4.6 INITIATING EXPENSE DISTRIBUTION.....	4-12
4.6.1 Expense Distribution Procedures.....	4-14

4.7	INITIATING MONTHLY PROCESSING	4-15
4.8	INITIATING MONTHLY WMSN PROCESSING.....	4-17
4.9	DOWNLOADING A HISTORICAL FILE FOR DATASCAN PROCESSING.....	4-18
4.10	UCAPERS/EAS IV INTERFACE	4-18
4.11	TRANSFERRING EAS DATA FILE TO EAS	4-19
4.11.1	Successful EAS Data Transfers	4-19
4.11.2	Unsuccessful EAS Data Transfers	4-20
SECTION 5 SYSTEM MAINTENANCE.....		5-1
5.1	UCAPERS Daily Backup (nacbkup).....	5-1
5.2	UCAPERS Data File Recovery	5-2
5.3	SYSTEM BACKUPS AND RESTORES	5-2
5.4	APPLICATION SOFTWARE UPDATES.....	5-3
5.5	PRINTING THE AUDITOR FILE	5-3
5.6	INVESTIGATING THE STATUS OF AN APC/NURSING UNIT CYCLE	5-5

**UCAPERS/WMSN-A USER'S MANUAL FOR SYSTEM MANAGEMENT
APPENDIXES**

APPENDIX A SAMPLE SCHEDULE OF UCAPERS TASKS..... A-1
APPENDIX B UCAPERS MESSAGES.....B-1
APPENDIX C SYSTEM FUNCTIONAL PROBLEM LOG..... C-1

SECTION 1 INTRODUCTION

The system administrator for the Uniform Chart of Accounts Personnel Utilization System (UCAPERS)/WMSN-A is responsible for managing the system at the facility. The system administrator has responsibilities in the following areas:

- System security
- System control
- System maintenance

1.1 SYSTEM SECURITY

UCAPERS has a security system that identifies a user and the functions the user may access. The system administrator is responsible for adding new users to the system, changing their access levels as necessary, and deleting users who no longer require access.

1.2 SYSTEM CONTROL

The system administrator is required to control the day-to-day operation of UCAPERS. The system administrator also approves or disapproves all reports, rosters, listings, and batch functions that have been requested by other users. The system will not honor requests without their approval. In addition, they are responsible for requesting and approving:

- Expense Distribution
- Monthly processing, including Expense Assignment System (EAS), Stepdown Assignment Statistic (SAS), Uniform Staffing Methodology (USM)
- Daily batch processing

1.3 SYSTEM MAINTENANCE

The system administrator performs the following specialized functions for system maintenance:

- Data file backup: This function includes copying the system files to tapes to be used as backup. Data file backup is usually performed daily.
- System backup: In case of a system failure, the system software is copied to a tape to be stored. System backup is usually performed once a month, or whenever software changes are made.

Medical Expense and Performance Reporting System (MEPRS) Technical Support Center personnel perform these functions for system maintenance:

- Data file recovery: in case of a loss of data, the backup tapes are copied into the system to prevent personnel from having to re-type data. A restore can also be performed from disk.
- System recovery: In case of a system failure, the backup tapes are copied back into the system.
- Application software update: When a new version of the software is released, it will be loaded onto the system.

1.4 SYSTEM ADMINISTRATOR RESPONSIBILITIES

The system administrator's responsibilities within UCAPERS are listed as follows. A sample schedule of UCAPERS tasks is included in Appendix A of this document.

1.4.1 Daily

- Approve/disapprove requests for the following:
 - Reports
 - Rosters
 - File and table listings
 - Global update processing
- Initiate batch processing
- Perform data file backup

1.4.2 Weekly

Approve/disapprove requests to:

- Create Schedules
- Reconcile/Summarize Schedules
- Reboot the server

1.4.3 Biweekly

- Approve/disapprove requests for payroll processing

1.4.4 Monthly

- Initiate clinician reconciliation
- Initiate Temporary Duty (TDY) reconciliation
- Initiate Expense Distribution (including the running of all monthly reports)
- Initiate EAS/SAS Input Processing
- Create EAS/USM tape
- Create EAS tape
- Prepare system backup tape

1.4.5 As Required

- Maintain system access
- Assist with data and/or system recovery
- Assist with application software updates
- Print and review the Auditor File

Step-by-step procedures for these functions are presented in the following sections.

SECTION 2 GENERAL INFORMATION

2.1 KEYBOARD FEATURES

The special function keys are located in a row across the top of the keyboard. The ones used extensively in UCAPERS are described briefly in this section. Other functions carried out through these keys are explained in detail throughout this document.

- F1 - Returns to previous screen
- F2 - Varies by screen
- F3 - Varies by screen
- F4 - Varies by screen
- F5 - Help
- F6 - Varies by screen
- F7 - Varies by screen
- F8 - Accept

2.2 SIGN ON / SIGN OFF

2.2.1 UCAPERS System Sign On

1. At the login prompt, type **personln** and press <Enter>. At the password prompt, type the personln password and press <Enter>. The **UCAPERS System Sign On** screen will appear as follows:

```
Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC001
Time: hh:mm              System Sign On

                               USA MEDDAC, MTF NAME

Enter Operator Id      :
Enter System Password :

[F1] Exit              [F5] Help              [F8] Accept
```

- The **UCAPERS System Sign On** screen will not appear if either a UCAPERS Batch Cycle is running or if MEPRS Technical Support Center personnel are performing system maintenance.
- If a Batch Cycle is running, the following message will appear:

```
UCAPERS BATCH CYCLE
CURRENTLY IN PROGRESS
```

Try to sign on to UCAPERS again later.

- If MEPRS Technical Support Center personnel are performing maintenance, the following message will appear:

```
UCAPERS CURRENTLY UNAVAILABLE
TECHNICAL SUPPORT PERFORMING MAINTENANCE
PLEASE TRY AGAIN LATER
```

Try to sign on to UCAPERS again later.

2. Type the four-digit operator identification (ID).
3. Type the system password and press **F8** to go to the **UCAPERS System Menu**. As a security precaution, the characters typed will not be displayed on the screen.

2.2.2 UCAPERS System Sign Off

1. Return to the **System Menu** by choosing the appropriate function key at the bottom of the screen.
2. Press **F1** at the **System Menu** to exit to the **System Sign On** screen.
3. At the **System Sign On** screen, press **F1** to sign off. The system will automatically log off after 10 seconds.

2.3 SCREEN EXITS

- Press **F1** to exit the current screen and return to the previous screen. Use this function key at any point on a screen. Pressing **F1** before completing a screen causes the system to ignore any entries made on that screen.

The return sequence when pressing **F1** is as follows:

- From a function screen to the **System Menu**
- From the **System Menu** to the **UCAPERS System Sign On** screen
- To return to the **System Menu** from any screen, choose the appropriate function key listed at the bottom of the screen.

2.4 TIMING OUT FEATURE

UCAPERS has an automatic time-out feature. Make entries within specified periods of time or the system will exit the screen that is being displayed. The system adheres to the following time sequences:

- From the **UCAPERS System Sign On** screen, type the UCAPERS Operator ID within 10 seconds, and then the password within the next 10 seconds. If these entries are not made within these 10-second periods, the system will log the user off.
- From the **System Menu**, make an entry within 20 seconds or else the system will display the **UCAPERS System Sign On** screen.

2.5 ERROR MESSAGES

Normal UCAPERS processing error messages can be classified into three basic categories:

- Data does not pass edit check
- Field cannot be skipped

- Field cannot be changed

If an error occurs while the system is used, the error message will appear at the bottom of the screen. To correct the error, follow the instructions given in the messages.

A list of the error messages associated with UCAPERS procedures is provided in Standard Appendix E of the *UCAPERS Manual of Standard Appendices*. Also listed is an explanation of each error message. Appendix B of this document provides additional error messages and their explanations.

2.6 AUTOMATIC LOG OFF BEFORE BATCH CYCLE

UCAPERS has an automatic log-out feature. Before the batch cycle begins, the system sends a warning message to all users logged in to UCAPERS, asking them to logoff within 5 minutes. Another warning message is sent 3 minutes later. Users who have not logged out by the end of this time will be logged off the system automatically.

SECTION 3 SYSTEM SECURITY

3.1 SECURITY PROCEDURES

UCAPERS does not collect or create any classified information. However, UCAPERS does contain information on individuals that is subject to the provisions of the Privacy Act of 1974. All data collected or updated that contain both a name and a social security number for an individual are subject to this act. The law provides that all files, screens, and reports that contain this information are labeled as containing privacy act data. All UCAPERS reports containing such data include the standard message "PERSONAL DATA - PRIVACY ACT OF 1974." Screens containing this information are labeled with the initials **PA**. In addition, as previously mentioned, UCAPERS has an automatic time-out feature. The **Civilian Payroll** screen is exited if no entry is made within 1 minute, since it contains pay data. The **Operator Security Maintenance** screen is also exited after only 1 minute. All other screens are exited after five minutes.

In addition to these automatic security provisions, UCAPERS also has a security function that prevents access to the system by unauthorized users. The system administrator is responsible for maintaining the table that contains a list of authorized UCAPERS users and the access levels they have been assigned. This table, called the Security Control Table, is maintained through the **Operator Security Maintenance** screen, which appears as follows:

```

Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC011
Time: hh:mm              Operator Security Maintenance

          Action Code : _          A=Add C=Change D=Delete L=List

Operator ID :
Password   :          APC
ID Code    :          Name

          * *          System Functions          * *
Enter Authorization Code: N=No Access, I=Inquiry, M=Maintain and Inquiry
                          U=Unrestricted, Maintain and Inquiry

_ Operator Security          _ Process Control          _ Process Status Display
_ Personnel Scheduling      _ Contracted Services  _ Clin/APN Utilization
_ Clin/APN Survey          _ TDY Adjustments     _ Master Personnel File
_ Civilian Payroll         _ TDA File            _ Global Update File
_ Local Tables             _ Standard Army Tables _ Report Requests
_ Roster Request          _ Table Listing       _ Reprint/View Request
_ WMSN                    _ LADS                _ PACS
_ EAS/USM Transactions    _ EAS Accumulator     _ Historical Download
_ WMSN Batch Cycle        _ WMSN APC/ANU Cycle  _ MS3 File Update

[F1] Exit                  [F5] Help                  [F8] Accept
    
```

This screen allows the system administrator to perform several functions:

- Add a new user
- Delete a user who no longer requires access
- Change the access level of an existing user

- List the existing access levels for a user

UCAPERS users include data entry personnel, Civilian Personnel Office personnel, Military Personnel Office personnel, Force Development Office personnel, Comptroller/Resource Management Office (CRMO) or MEPRS Office personnel, Nursing Service personnel, and the system administrator.

Each user is assigned an operator ID, a password, and an authorization code for each function of UCAPERS. Three authorization codes are available for each function. Another code applies only to certain functions. The following are the codes and their descriptions:

- **N** (No Access): The user is not allowed to access the particular function.
- **I** (Inquiry): The user can display information under a certain function, but cannot make any changes. For example, if a user has this authorization code for the Master Personnel File, the system would allow the user to display records within that file, but not make any changes to it. This code is also used for certain functions to indicate that a user may make requests on a screen but not approve those requests. For example, a user with this authorization code for the **Process Control** screen can request TDY reconciliation but cannot approve that request.
- **M** (Maintenance and Inquiry): The user can perform data entry and make changes under a certain function. For example, a user with this authorization code for the Master Personnel File can add, change, and delete records in that file. This code also allows a user to approve requests on a screen as well as make requests. For example, only a user with this authorization code for the **Process Control** screen can approve requests.
- **U** (Unrestricted): This code, applicable only to Personnel Scheduling, Clinician Utilization and Clinician Survey, allows the MEPRS Branch to restrict the schedule file. When the week is restricted by MEPRS personnel, only those users with unrestricted security for Personnel Scheduling can modify the restricted week. This allows MEPRS to retain more control in resolving schedule discrepancies in order to run a successful Reconciliation/Summarization. This authorization code is optional. The MEPRS Analyst can choose to use the authorization code of **M** (Maintenance and Inquiry) if the restriction of schedule file access is not necessary at their location.

The system administrator assigns authorization codes to each user according to the user's responsibilities within UCAPERS and in accordance with the facility's established procedures for access requests. Each of the UCAPERS functions is listed on the **Operator Security Maintenance** screen. When a new user is added, the system automatically enters **N** as the authorization code for each function. Section 3.2 describes the procedures for assigning authorization codes.

The system administrator can also produce a listing of the Security Control Table. This document lists the operator ID, password, ID code, assigned Account Processing Code (APC), and name for each user on the system. Request this table through the **Table Listing Request**

screen. An example of this table listing is included in Standard Appendix F of the *Standard Appendices*.

The Security Control Table will always include one or more access records for MEPRS Technical Support personnel. These IDs allow MEPRS Technical Support personnel to have access to the system. The system administrator neither knows the passwords for these IDs nor is required to maintain them.

Each time batch processing is executed, the system produces a report called the Access and Breach Listing. This report lists all successful and unsuccessful sign on attempts that have occurred since the last report was printed. An example of this report is included in Standard Appendix F of the *Standard Appendices*.

3.2 ADDING AN OPERATOR RECORD

Before adding users to the Security Control File, add them to the Master Personnel File.

1. Select **Operator Security Maintenance** from the **System Menu**.
2. The system will then display the **Operator Security Maintenance** screen.

```

Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC011
Time: hh:mm              Operator Security Maintenance

Action Code : ___  A=Add C=Change D=Delete L=List

Operator ID  : _____
Password    : _____          APC
ID Code     : _____          Name

* * System Functions * *
Enter Authorization Code:  N=No Access, I=Inquiry, M=Maintain and Inquiry
                          U=Unrestricted, Maintain and Inquiry

_ Operator Security          _ Process Control          _ Process Status Display
_ Personnel Scheduling      _ Contracted Services    _ Clin/APN Utilization
_ Clin/APN Survey          _ TDY Adjustments        _ Master Personnel File
_ Civilian Payroll         _ TDA File                _ Global Update File
_ Local Tables             _ Standard Army Tables   _ Report Requests
_ Roster Request           _ Table Listing           _ Reprint/View Request
_ WMSN                     _ LADS                    _ PACS
_ EAS/USM Transactions     _ EAS Accumulator        _ Historical Download
_ WMSN Batch Cycle         _ WMSN APC/ANU Cycle     _ MS3 File Update

[F1] Exit                  [F5] Help                  [F8] Accept
    
```

3. Type **A** in the Action Code field.
4. Type an operator ID in the next field and press **F8**. This code, which is created by the system administrator, can be any combination of up to four characters or blanks. However, it may not be all blanks.
5. Type a password in the next field. The password, also created by the system administrator, can be any combination of up to four characters or blanks. However, it may not be all blanks.
6. Type the user's ID code in the next field. This is the ID code generated by the system when the person was added to the Master Personnel File. All users given access to

UCAPERS are listed on the Master Personnel File. The individual's name and assigned APC will be displayed.

7. For each function listed on the Operator Security Maintenance screen, type **N** for no access, **I** for inquiry only, or **M** for maintenance and inquiry. Type **U** for Unrestricted to grant a user unrestricted access only to the Personnel Scheduling, Clinician Utilization, and Clinician Survey functions. The system will initially display **N** in each field. Press **<Enter>** or the arrow keys to leave the letter **N** and move to the next field.
8. When all functions have been set, press **F8** to accept the record. The system will then add the record and display a blank **Operator Security Maintenance** screen.

3.3 CHANGING AN OPERATOR RECORD

1. Select **Operator Security Maintenance** from the **System Menu**. The system will then display the **Operator Security Maintenance** screen:

```

Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC011
Time: hh:mm              Operator Security Maintenance
Action Code : ___  A=Add C=Change D=Delete L=List
Operator ID  : ___
Password    : ___          APC
ID Code     : ___          Name
* *          System Functions          * *
Enter Authorization Code: N=No Access, I=Inquiry, M=Maintain and Inquiry
U=Unrestricted, Maintain and Inquiry
_ Operator Security          _ Process Control          _ Process Status Display
_ Personnel Scheduling      _ Contracted Services  _ Clin/APN Utilization
_ Clin/APN Survey          _ TDY Adjustments     _ Master Personnel File
_ Civilian Payroll         _ TDA File            _ Global Update File
_ Local Tables             _ Standard Army Tables _ Report Requests
_ Roster Request           _ Table Listing       _ Reprint/View Request
WMSN                      _ LADS                _ PACS
_ EAS/USM Transactions     _ EAS Accumulator     _ Historical Download
_ WMSN Batch Cycle         _ WMSN APC/ANU Cycle  _ MS3 File Update
[F1] Exit                  [F5] Help              [F8] Accept
    
```

2. Type **C** in the Action Code field.
3. Type an operator ID in the next field and press **F8**. The system will display the password, ID code, APC, name, and all of the authorization codes for that user. The cursor will move to the Password field.
4. Press **<Enter>** or the arrow keys to move around the screen to the fields to be changed.
5. After making all the changes, press **F8**. The system will update the record and then display a blank **Operator Security Maintenance** screen.

3.4 DELETING AN OPERATOR RECORD

1. Select **Operator Security Maintenance** from the **System Menu**. The system will display the **Operator Security Maintenance** screen:

```

Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC011
Time: hh:mm              Operator Security Maintenance

          Action Code : __  A=Add C=Change D=Delete L=List

Operator ID : _____
Password   : _____          APC
ID Code    : _____          Name

          * *      System Functions      * *
Enter Authorization Code: N=No Access, I=Inquiry, M=Maintain and Inquiry
                        U=Unrestricted, Maintain and Inquiry

_ Operator Security          _ Process Control          _ Process Status Display
_ Personnel Scheduling       _ Contracted Services  _ Clin/APN Utilization
_ Clin/APN Survey            _ TDY Adjustments     _ Master Personnel File
_ Civilian Payroll           _ TDA File            _ Global Update File
_ Local Tables               _ Standard Army Tables _ Report Requests
_ Roster Request             _ Table Listing        _ Reprint/View Request
_ WMSN                       _ LADS                _ PACS
_ EAS/USM Transactions       _ EAS Accumulator      _ Historical Download
_ WMSN Batch Cycle           _ WMSN APC/ANU Cycle   _ MS3 File Update

[F1] Exit                    [F5] Help                    [F8] Accept
    
```

2. Type **D** in the Action Code field.
3. Type an operator ID in the next field and press **F8**. The system will display the password, ID code, APC, name, and all of the authorization codes for that user.
4. The system will display a message requesting the user to either confirm the deletion or cancel. Press **F8** to confirm the deletion. The system will display a blank **Operator Security Maintenance** screen.

3.5 LISTING AN OPERATOR RECORD

1. Select **Operator Security Maintenance** from the **System Menu**. The system will display the **Operator Security Maintenance** screen:

```

Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC011
Time: hh:mm              Operator Security Maintenance

          Action Code : __  A=Add C=Change D=Delete L=List

Operator ID : _____
Password   : _____          APC
ID Code    : _____          Name

          * *      System Functions      * *
Enter Authorization Code: N=No Access, I=Inquiry, M=Maintain and Inquiry
                        U=Unrestricted, Maintain and Inquiry

_ Operator Security          _ Process Control          _ Process Status Display
_ Personnel Scheduling       _ Contracted Services  _ Clin/APN Utilization
_ Clin/APN Survey            _ TDY Adjustments     _ Master Personnel File
_ Civilian Payroll           _ TDA File            _ Global Update File
_ Local Tables               _ Standard Army Tables _ Report Requests
_ Roster Request             _ Table Listing        _ Reprint/View Request
_ WMSN                       _ LADS                _ PACS
_ EAS/USM Transactions       _ EAS Accumulator      _ Historical Download
_ WMSN Batch Cycle           _ WMSN APC/ANU Cycle   _ MS3 File Update

[F1] Exit                    [F5] Help                    [F8] Accept
    
```

2. Type **L** in the Action Code field.
3. Type an operator ID in the next field and press **F8**. The system will display the password, ID code, APC, name, and all of the authorization codes for that user.

4. After reviewing the record, press **F8**. The system will display a blank **Operator Security Maintenance** screen.

SECTION 4 SYSTEM CONTROL

The system administrator is responsible for controlling the day-to-day operations of UCAPERS. During the day, personnel throughout the Medical Treatment Facility (MTF) will make requests for reports, rosters, and listings using the appropriate screen. CRMO or MEPRS Office personnel may also request processes, such as schedule creation and schedule reconciliation, through the **Process Control** screen.

At the end of each day, the system administrator reviews all requests made by other users. They also approve or disapprove the requests as appropriate before initiating the day's batch processing. Because other UCAPERS functions cannot be accessed while batch processing is occurring, run batch processing during evening or night hours—when other users will not be inconvenienced. At that time, the system will execute all the processes that are requested. Finally, the system administrator is responsible for scheduling several processes to maintain system control.

Requests can be made for up to three Workload Management System for Nursing (WMSN) batch processing cycles to be run each day. During the entire run of these cycles (approximately five minutes, but varies from site to site), users cannot access the Patient Acuity File or APC/Nursing Unit Table. All other files will remain accessible to UCAPERS throughout the entire cycle.

The **Process Status Display** screen will help determine which processes to run. This section provides step-by-step instructions for all system control procedures.

4.1 THE PROCESS STATUS DISPLAY SCREEN

The following is an explanation of the information displayed on the **Process Status Display** screen.

```

Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC091
Time: hh:mm                Process Status Display

RUN
*** Prospect. Schedules exist for the week(s) of: DD MMM YYYY to DD MMM YYYY
*** Retro. Schedules exist for the week(s) of: DD MMM YYYY to DD MMM YYYY
Schedules have been summarized for: DD MMM YYYY to DD MMM YYYY

*** Clinician Surveys/Utilizations were last produced for: MMM

Civilian Payroll - Date Last Received: DD MMM YYYY
                   Date Last Reconciled: DD MMM YYYY

                   Last Reporting Month   Current Reporting Month
*** Clin/APN Reconciliation   MMM                               MMM
*** TDY Reconciliation        MMM
*** Expense Distribution       MMM
*** EAS/SAS Reporting         MMM
*** USM Reporting             MMM

                   Last Daily WMSN Cycle
Current WMSN Reporting Month: MMM           DD MMM YYYY hh:mm

Press <F8> when finished >
    
```

- Prospective Schedules:** A date range display indicates which prospective schedules are on file for those specified dates. Up to 10 prospective schedules may be on file at one time. When schedules for a new week are created, schedules that have already been summarized are deleted from the file. The date range spans from the Sunday of the first week for which schedules are on file up through the Saturday of the last week. Asterisks (***) displayed to the left of the field indicate that prospective schedules can be created.
- Retrospective Schedules:** A date range display indicates which retrospective schedules are on file for those specified dates. Up to four retrospective schedules may be on file at one time. The date range spans from the Sunday of the first week for which schedules are on file up through the Saturday of the last week. Asterisks (***) displayed to the left of the field indicate that retrospective schedules can be created.
- Summarized Schedules:** The date of the most recent successful reconciliation/summarization is displayed.
- Clinician Surveys/
Utilizations:** The month for which Clinician Survey and Utilization worksheets were last produced is displayed. Asterisks (***) displayed to the left of the field indicate that Clinician Survey and Utilization worksheets can be created.
- Civilian Payroll:** The date for which Payroll data was last received is displayed. The date on which payroll processing was successfully completed is also displayed.
- Clinician Reconciliation:** The month for which Clinician Reconciliation has most recently been processed is indicated. Asterisks (***) displayed to the left of the field indicate that Clinician Reconciliation can be run. Clinician Reconciliation can be run even if the utilization records are not for the current month.
- TDY Reconciliation:** The month for which TDY Reconciliation has most recently been processed is indicated. Asterisks (***) displayed to the left of the field indicate that TDY reconciliation can be run. TDY Reconciliation can be run if all of the weeks in the next reporting month have been summarized and TDY Reconciliation for that month has not yet been run.
- Expense Distribution:** The month for which expense distribution has most recently been processed is indicated. Asterisks (***) displayed to the left of the field indicate that expense distribution can be run. Run Expense Distribution when all of the following criteria are met:

- Clinician Utilizations have been run for the next reporting month
- Schedules for all of the weeks in the next reporting month have been summarized
- Clinician Reconciliation for the next reporting month has been successfully completed
- TDY Reconciliation for the next reporting month has been successfully completed
- Payroll data for the next reporting month have been summarized
- Contracted services data entry has been completed
- The EAS/USM Create Tape process has been completed for the previous month
- The EAS Create Tape process has been completed for the previous month

EAS/SAS Reporting: The month for which EAS/SAS reporting has most recently been processed is indicated. Asterisks (***) displayed to the left of the field indicate if EAS/SAS processing can be run. Run EAS/SAS reporting if expense distribution for the month has been run.

USM Reporting: The month for which USM reporting has most recently been processed is indicated. Asterisks (***) displayed to the left of the field indicate that USM Processing can be run. USM Reporting can be run if EAS/SAS Reporting for the month has been run.

Current Reporting Month: This field displays the next reporting month for which Expense Distribution has not been run. This month is always 1 month greater than the Last Reporting Month.

Current WMSN Reporting Month: This field displays the current month for WMSN data collection.

Last Daily WMSN Cycle: This field displays the date and time of the last Daily WMSN Cycle.

For more information on when to execute these processes, refer to the procedures for the individual processes in this section.

4.2 APPROVING/DISAPPROVING REQUESTS FOR REPORTS, ROSTERS, AND TABLE LISTINGS

NOTE: Unless indicated otherwise, the following instructions apply to all three-request screens.

1. Determine which request screen(s) are needed.
 - To access the **Report Request** screen, select option **15** from the **System Menu**. The following screen will appear:

```

Date: YYYY/MM/DD      UCA - Personnel Utilization System      SNAC051
Time: HH:MM           Report Request

Key:  R=Requested, Blank=Not Scheduled, A=Active, P=Approved

- Table of Dist/Allow for Command _   - MUSR (Clin/APN)      for Dept ____
- Contracted Services                - MUSR (Non-Clin)    for Dept ____
- CSGPO-78 Feeder (Civilian)         - Monthly Bor/Loan Hrs for Dept ____
- CSGPO-78 Feeder (Military)         - Hrs Lost to Mat. Lv. for Dept ____
- Physician Resources                 - OT/Comp. Time     for Dept ____
- EAS/USM Listing                    - APN Workload Report for Month ____
- EAS Accumulator Listing            - APN Workload Six Month Trend Report
                                         Month Command

- WMSN (Monthly) 00                  - Commander's Report ____ -
- WMSN (Daily) Schedules              - Departmental Report ____ -
                                         Clin/APN Surveys/Util. Worksheets

- APC ____ for Week 00 ____ 00      - All Clins/APNs     for Month ____
- Dept ____ for Week 00 ____ 00      - ID Code ____       for Month ____
- All Prospective for Week 00 ____ 00 - APC ____           for Month ____
- All Retrospect. for Week 00 ____ 00 - Dept ____          for Month ____

[F1] Exit                      [F5] Help                      [F8] Accept
    
```

- To access the **Roster Request** screen, select option **16** from the **System Menu**. The following screen will appear:

```

Date: YYYY/MM/DD      UCA - Personnel Utilization System      SNAC061
Time: hh:mm           Roster Request

Key:  R=Requested, Blank=Not Scheduled, A=Active, P=Approved

- Alphabetic ANC Personnel
- Alphabetic Civilian Personnel by Department
- Civilian Position Control for Command _
- Military Position Control for Command _
- Position Control for Command _
- Alphabetic Military Personnel by Department
- Authorized and Assigned - All Personnel
- Assigned Civilian Personnel by Grade within Branch
- Assigned Civilian Personnel by Grade within Job Series
- Assigned Military Personnel by PMOS/SSI within Grade
- Assigned Military Personnel by Grade within PMOS/SSI
- Assigned Military Personnel by Grade within Branch
- Alphabetic Mil. and Civ. Personnel for Dept ____
- Clinician Data Control for Dept ____
- Master Personnel File for Dept ____
- Permanent Change of Station (PCS) for Dept ____

[F1] Exit                      [F5] Help                      [F8] Accept
    
```

- To access the **Table Listing Request** screen, select option **17** from the **System Menu**. The following screen will appear:

```

Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC071
Time: hh:mm              Table Listing Request

Key:  R=Requested, Blank=Not Scheduled, A=Active, P=Approved

-- Standard Army Tables --          -- Local Tables --

All Standard Army Tables          All Local Tables
- Acuity Weighting Table          - APC/AMS/MEPRS Table
- AMS Table                       - APC/Nursing Unit Table
- Branch Code Table              - ASD Table
- Civilian Strength Table         - DMIS Table
- Military Strength Table        - Department Table
- Schedule Exception Code Table  - Duty Position Code Table
- SSI/MOS/Job Series Table       - MDEP Table
- Standard Appropriation Table   - PUDM Code Table
- Standard Military Pay Table    - Security Control Table
- Standard SAS ID Table          - Site Unique Table
- Standard SEEC Table            - Standard Schedule Table
- Standard PEC Table             - Work Center Distribution

[F1] Exit                      [F5] Help                      [F8] Accept
    
```

- Move the cursor to the appropriate field by pressing **<Enter>** or the arrow keys.
- Type the appropriate character to approve or disapprove that request:
 - Type **P** to approve the request.
 - Press the **Space Bar** to blank out the letter **R** and disapprove the request. Disapprove a request only if the report/roster/table listing is no longer needed.
 - Press **<Enter>** to leave the letter **R** there. The report, roster, or listing will not be produced during the next batch cycle, but the request will remain recorded. Leaving the letter **R** indicates that the report/roster/listing is still needed.
- Repeat steps 2 and 3 until all of the requests on the screen have been approved or disapproved.
 - To make any additional requests, type **P** next to the desired report, roster, or listing. There is no need to make a request (by typing **R**) before approving.
 - On the **Report Request** screen, request reprints of a schedule by typing **P** in the appropriate field, followed by the appropriate APC or Department code and the week needed. Press **F8**. Allow the system to process the request before requesting additional reprints of a schedule.
 - On the **Report Request** screen, request Clinician Utilization worksheets for either the current processing month (the next reporting month on the Process Status Display screen) or the following month.
- When all of the requests on the screen have been approved or disapproved, press **F8**. The system will record the action and re-display the request screen.

6. To access other request screens, press **F1** to return to the **System Menu** and then select another screen. Repeat steps 2 and 3 until all of the requests have been approved or disapproved.

4.3 APPROVING/DISAPPROVING PROCESS REQUESTS

During the day, CRMO or MEPRS Office personnel may make requests for the following processes:

- Schedule reconciliation
- Schedule creation
- TDY reconciliation
- Civilian payroll processing
- Payroll processing
- Reprints of schedules

In addition, if any user has performed Global Update File maintenance, the system will automatically request global update.

Review these requests and approve or disapprove them prior to batch processing. The procedure for approving and disapproving process requests is as follows:

1. Select **Process Control** from the **System Menu**. The **Process Control** screen will appear:

```

Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC031
Time: hh:mm              Process Control

Action Codes: R=Requested, Blank=Not Scheduled, A=Active, P=Approved

- Daily -
- Preprocessing Backup          - EAS Processing -
- Post Processing Backup        - EAS/SAS Input Processing
- Weekly -
- Restricted Schedule Week DD MMM YY          Payroll Date is: DD MMM YY
- Schedule Reconciliation/Summarization      - Copy Civilian Payroll
- Create Prospective Schedules              - Payroll Processing
- Create Retrospective Schedules
- Monthly -
- Restricted Utilization/Survey Month        - As required -
- Clin/APN Reconciliation                  - Global Update
- TDY Reconciliation
- Expense Distribution
- STANFINS Input Process                    - Cycle -
- Create STANFINS File                      Start
- Create EAS Tape for:                      - Batch Processing - Time: 0000
- Create EAS/USM Tape for:

[F1] Exit                                [F5] Help                                [F8] Accept
    
```

2. Move the cursor to the appropriate field by pressing <Enter> or the arrow keys.
3. Type the appropriate character to approve or disapprove that request:
 - Type **P** to approve the request.
 - Press the **Space Bar** to blank out the letter **R** and disapprove the request. Disapprove a request only if the process is no longer needed.
 - Press <Enter> to leave the letter **R**. The process will not be run during the next batch cycle, but the request will remain recorded. Leaving the letter **R** will indicate that the process is still needed.
4. Repeat Steps 2 and 3 until all of the requests on the screen have been approved or disapproved.

NOTE: To make any additional process requests, type **P** next to the desired process. There is no need to make a request (by typing **R**) before approving it. See the following pages for more information on how and when to request other processes.
5. When all requests have been approved or disapproved, press **F8**. The system will record the action and redisplay the **Process Control** screen.

4.4 INITIATING BATCH PROCESSING

The system administrator initiates batch-processing daily. During batch processing, the system executes all of the processes that have been approved, and produces all approved requests for reports, rosters, and table listings. The system produces data file backups as part of batch processing, and disk backups will be copied to tape after batch processing.

During batch processing, the system produces a batch log and copies the most recent batch log to the post-processing backup area. It is very important to review this log, which lists all of the programs that were executed during the cycle and some information about each. The log also

indicates when the program began and whether it successfully terminated. If the program was unable to successfully execute for any reason, an error message will be listed. Explanations of all of the possible batch error messages can be found in Standard Appendix G of *Standard Appendices*.

Batch processing inhibits the execution of all other UCAPERS functions. **Therefore, schedule batch processing to run during times of least inconvenience to users.** The system allows users to set a time for batch processing to begin and run without any assistance. Step-by-step instructions for initiating batch processing are listed as follows.

NOTE: See section 4.3 for approval/disapproval procedures. Any of the screens mentioned in steps 1-4 from the **System Menu** can be accessed.

1. Display the **Report Request** screen. Approve requests as appropriate. If necessary, make any additional requests.
2. Display the **Roster Request** screen. Approve requests as appropriate. If necessary, make any additional requests.
3. Display the **Table Listing Request** screen. Approve requests as appropriate. If necessary, make any additional requests.
4. Display the **Process Control** screen. Approve requests as appropriate. If necessary, make any additional requests.

NOTE: If backups have not run since the last batch cycle, a warning message will be displayed indicating that UCAPERS Daily Backups need to be completed. Batch cycles cannot be scheduled until backups have been completed.

5. Move the cursor to the Batch Processing field.
6. Type **P** to approve batch processing. The cursor will move to the time field.
7. Type the time at which batch processing will begin (use the 24-hour clock format hhmm). Initially, the system defaults to a starting batch time of 2359. The time selected must be at least 15 minutes later than the current time displayed in the upper left-hand corner of the screen.

NOTE: The system will display **P** in each of the approval fields for Preprocessing Backup and Post-Processing Backup.

8. Press **F8** to process the screen. If backups have not run since the last batch cycle, an error message will be displayed indicating that a batch cycle cannot be scheduled until backups have been completed.

- If the site has two servers or if the Site Unique Table is set to the tape cartridge drive, UCAPERS daily backups will run automatically. (For more information on the Site Unique Table, see the *File and Table Maintenance User's Manual*).
 - At the designated time, the system will execute batch processing.
9. Ensure that a tape is in the tape drive.
 10. Review the batch log and the batch error log produced during the cycle. (See Standard Appendix G of the *Standard Appendices* for an explanation of specific batch error messages.)
 11. To initiate a Manual Backup, login to UCAPERS as **nacbkup**.
NOTE: UCAPERS Daily Backups can be run even if backups are run automatically.
 12. The **UCAPERS Daily Backup Tape Process** screen will display. A message will prompt users to insert the UCAPERS Daily Backup Tape and make sure the tape drive is online.
 13. Insert the tape to be used for the processing backup into the tape drive. When the tape drive is online, press **<Enter>** to begin the daily backup process.
 14. The system will verify that the tape drive is ready for backup. If the tape drive is not available, a message will notify users of this situation and return them to the login prompt. The daily backup process will begin if the tape drive is available for backup processing. Users will be notified that the daily files are being backed up to tape. When the last file is copied to the tape, users will be notified that the UCAPERS DAILY BACKUP is complete. Remove the tape from the tape drive and press **<Enter>** to return to the login prompt.

4.5 INITIATING WMSN BATCH PROCESSING

The Chief of the Department of Nursing is responsible for establishing batch cycle times. The chief, the chief's representative, and the system administrator have the security access level to initiate up to three WMSN batch cycles daily at the pre-established times. During the daily cycles, the system generates various operational reports and an audit trail report. The operational reports include the Patient Acuity File Listing and the Nursing Unit Daily WMSN Report.

During batch processing, the system produces an audit trail in the form of the Patient Acuity Batch Log. The log is similar to the UCAPERS Batch Log in that it lists all the programs that were executed during the cycle and information about each. It tells when the program began and whether it successfully terminated. An error message is listed if the program was unable to successfully execute for any reason. Standard Appendix G of the *Standard Appendices* provides an explanation of error messages.

Unlike the UCAPERS batch processing, daily WMSN batch cycles do not affect any other UCAPERS functions except access to the Patient Acuity File and the APC/Nursing Unit Table. Therefore, WMSN batch processing can be scheduled to execute during duty hours. The chief nurse coordinator

A system check cycle is more than a month behind and the message is printed and is printed a message informing processing if the month.

```
XX is the current system month
XX is the current WMSN month

WMSN DAILY
CYCLES
STOPPED!!!

Monthly WMSN Cycle must be run for month: XX prior to any more Daily Cycles!!!
```

cycles. WMSN month G file s. The ll stop current

- For example, if the last monthly cycle processed Dec 99 data (making Jan 00 the current month in WMSN) and a daily cycle was being run in Feb 00, then a banner page with the warning message would begin appearing on 15 Feb 00. This message would continue until the monthly cycle was brought up to date.
- The Banner page would present the following message:

```
XX is the current system month
XX is the current WMSN month
XX is the current system day

WARNING
WMSN CYCLE
BEHIND !!!

Daily Cycles will STOP on the 1st of next month until Monthly WMSN Cycle run for
XX
```

- The Daily WMSN Cycles would stop if the Monthly WMSN Cycle has not processed information for two calendar months prior to the month that the Daily Cycle is being executed.

- If the Daily cycles are stopped, then no printed reports are generated and the following message would be sent to the WMSN Batch Log:

Follow these steps for WMSN batch processing:

1. Type **19** from the **System Menu**, then press **F8**. The **WMSN Functions** screen will appear:

```

Date: YYYY/MM/DD      UCA - Personnel Utilization System      SNAC005
Time: hh:mm                               WMSN Functions

Function      Description
1            Patient Demographics
2            Specify / Scroll Acuity
3            Interrater Reliability Testing
4            WMSN Batch Cycle Maintenance
5            APC / Nursing On Demand Cycle
6            APC / Nursing On Demand Status
7            MS3 File Update

Enter Function : _

[F1] Exit      [F5] Help      [F8] Accept
    
```

2. Type **4** and press **F8**. The system will then display the **WMSN Batch Cycle Maintenance** screen.

```

Date: YYYY/MM/DD      UCA - PERSONNEL UTILIZATION SYSTEM      SNAC351
Time: hh:mm                               WMSN BATCH CYCLE MAINTENANCE

Batch Cycle 1 Time      : 1330
Batch Cycle 2 Time      : 9999
Batch Cycle 3 Time      : 9999
Chief Nurse Printer Location > 01
Shift Sequence          : 1
1 = Days (DEN), 2 = Evenings (END), 3 = Nights (NDE)

[F1] Exit      [F5] Help      [F8] Accept
    
```

The cursor will be positioned on the Batch Cycle 1 Time field.

3. In the Batch Cycle time fields, type the times (0000-2359) the batch cycles are to run. A maximum of three daily cycles can be run. Press **<Enter>** after each entry. Leave **9999** in the fields if a cycle is not scheduled.

4. Type the Chief Nurse Printer Location. If the printer location is unknown, type ? in the field and press **F8**. Select a print location by moving the cursor to the appropriate field and pressing **F8**.
5. Type **1**, **2**, or **3** to indicate the shift selection sequence for the type of prospective cycle to process:
 - 1 - Days (DEN)
 - 2 - Evenings (END)
 - 3 - Nights (NDE)
6. Press **F8** to accept. The record will be written to the file and the **WMSN Functions** menu will be displayed. At the designated times, the system will execute the requested daily WMSN cycles.
7. Ensure that sufficient paper is loaded into the printer for the daily reports, which will be printed when the batch cycle is executed.
 - Check that the printers on the wards are turned *on* and that there is enough paper to run the daily reports.
 - Each time the daily Patient Acuity cycle runs, the APC/Nursing Unit Table and Patient Acuity File are backed up to disk as pre-processing and post-processing functions.

4.6 INITIATING EXPENSE DISTRIBUTION

Through the Expense Distribution function, the system distributes the man-hours logged for each individual to the appropriate APC and Medical Expense and Performance Report (MEPR) codes. The system then calculates the expense for these man-hours by using civilian pay data contained in the Master Personnel File and military pay data contained in the Standard Military Pay Table. From this data, the system creates the *Personnel Expense Distribution Report*. When the processing has occurred and the report has been produced, the system prepares the database for the next month by purging data that is no longer required. Data that is deleted include the following:

- All records (including Master Personnel File records) for personnel with a Permanent Change of Station (PCS) date during the last month
- Master Personnel File records for non-assigned personnel who had no schedule data entered for the last month
- All Clinician Utilization File records for the previous month
- Contracted services records that were flagged for deletion during the previous month

During this process, the system creates the *Deleted Master Personnel Records Report*, which lists any Master Personnel File records that were deleted during the purging. Examples of the *Personnel Expense Distribution Report* and the *Deleted Master Personnel Records Report* appear in Standard Appendix F of the *Standard Appendices*.

At this time, the system also produces the following monthly reports (unless the system administrator requests that they **not** be printed). Examples of these reports appear in Standard Appendix F of the *Standard Appendices*.

- Contracted Services
- CSGPO-78 Feeder (Civilian)
- CSGPO-78 Feeder (Military)
- Manpower Utilization Summary (Clinician)
- Manpower Utilization Summary (Non-Clinician)
- Monthly Borrowed and Loaned Hours
- Monthly Hours Lost to Maternity Leave
- Overtime/Compensatory Time
- Physician Resources
- EAS/USM File Listing
- Commander's Report
- Departmental Report

In addition to the above reports, the *MTF Staffing Report* and the *Departmental Staffing Report* are printed when Expense runs. These reports cannot be deselected.

Expense Distribution processing must be initiated in its proper sequence. In order for expense distribution to occur, several other processes have to be completed successfully.

- Schedule Reconciliation: Schedule Reconciliation for all the weeks in the month has to be completed and successfully summarized.
- Civilian payroll processing: Civilian pay information for the entire month has to be entered, either through the copying of the civilian payroll file or manual data entry. Any discrepancies that were indicated on the *Civilians on Master Personnel File with Incomplete Pay Data Report* have to be resolved.
- Clinician Reconciliation has to be completed.

- TDY Reconciliation has to be completed.
- Contracted services data entry has to be completed.
- The EAS Tape process has to be completed for the previous month.
- The EAS USM Tape process has to be completed for the previous month.
- Clinician Utilization has to be run for the next reporting month.

The system administrator ensures that all of these processes are completed. The **Process Status Display** screen will help them fulfill their responsibilities. When all required processes are complete, initiate Expense Distribution by making the request on the **Process Control** screen.

4.6.1 Expense Distribution Procedures

1. From the **System Menu**, type **3**. Then press **F8**. The **Process Status Display** appears:

```

Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC091
Time: hh:mm              Process Status Display

RUN
*** Prospect. Schedules exist for the week(s) of: DD MMM YYYY to DD MMM YYYY
Retro. Schedules exist for the week(s) of: DD MMM YYYY to DD MMM YYYY
Schedules have been summarized for: DD MMM YYYY

Clin/APN Surveys/Utilizations were last produced for: MMM

Civilian Payroll - Date Last Received: DD MMM YYYY
                  Date Last Reconciled: DD MMM YYYY

                  Last Reporting Month      Current Reporting Month
*** Clinician Reconciliation      MMM                MMM
TDY Reconciliation                MMM
Expense Distribution              MMM
EAS/SAS Reporting                MMM
*** USM Reporting                 MMM

                  Last Daily WMSN Cycle
Current WMSN Reporting Month: MMM      DD MMM YYYY hh:mm

Press <F8> when finished >
    
```

2. Verify that the system is ready for Expense Distribution.
 - If the system is ready for Expense Distribution, asterisks (***) will be displayed to the left of Expense Distribution. Press **F8** to proceed with Expense Distribution. The **Process Control** screen will then appear.
 - The following are reasons why the system may not be ready for Expense Distribution:
 - Clinician Utilizations have not been run for the next reporting month.
 - Schedules for all of the weeks in the expense distribution month have not been summarized.
 - Civilian payroll data for the reporting month have not been summarized.
 - Clinician Reconciliation for the reporting month has not been accomplished.

- TDY Reconciliation for the reporting month has not been accomplished.
 - Contracted services data for the reporting month has not been entered.
 - The EAS Create Tape process has not been completed for the previous month.
 - The EAS USM Create Tape process has not been completed for the previous month.
3. On the **Process Control** screen, type **P** to approve Expense Distribution.
- The system will record the action, and Expense Distribution will be executed during the next batch processing cycle.
 - The system will also approve the following reports on the **Report Request** screen at this time:
 - Commander's Report
 - Contracted Services
 - CSGPO-78 Feeder Report (Civilian)
 - CSGPO-78 Feeder Report (Military)
 - Manpower Utilization Summary (Clinician)
 - Manpower Utilization Summary (Non-Clinician)
 - Monthly Borrowed and Loaned Hours
 - Monthly Hours Lost to Maternity Leave
 - Overtime/Compensatory Time
 - Physician Resources
 - EAS/USM File Listing
 - Departmental Report
4. If some or any of these reports are not wanted, display the **Report Request** screen and disapprove the requests. See section 4.2 on approving and disapproving requests.
- NOTE:** Some of the data needed to produce these reports is deleted during processing. That is why the system automatically produces the reports.

4.7 INITIATING MONTHLY PROCESSING

Perform monthly processing after each month has ended. Before monthly processing can occur, Expense Distribution must have been successfully completed for the month. The **Process Status Display** screen will help determine when to run monthly processes.

During monthly processing, the system produces SAS full-time equivalent (FTE) data for the records in the EAS-USM Listing file, and Direct Expense data in the EAS Accumulator Record file. This data is formatted and the EAS data file is produced. The EAS data file contains a summary of the direct expense and statistical data for the month. The system will attempt to automatically transfer the data to the EAS database.

This procedure is accomplished during the EAS/SAS Input Process. The system accumulates the EAS data and the SAS FTE data to produce the EAS IV Personnel file. This process will also produce the EASIV Data Audit Report, EASIV Detail Data Audit Report, and the EASIV Work Center Distribution Exception Report. An example of these reports is included in Standard Appendix F of the *Standard Appendices*.

Step-by-step procedures for initiating monthly processing are as follows:

1. Display the **Process Status Display** screen.

If asterisks (***) are displayed to the left of EAS/SAS Reporting, then run monthly processing.

NOTE: The system will not be ready for monthly processing if Expense Distribution has not been completed successfully for the month.

2. Type **P** to approve EAS/SAS Input Processing on the **Process Control** screen. The system will record the request to be executed during the next batch processing cycle.
3. Initiate batch processing. See section 4.4 for batch processing instructions. During batch processing, the system will combine the Direct Expense data and the SAS FTE data needed to create the EAS IV Personnel file. This process will also produce the EASIV Data Audit Report, EASIV Detail Data Audit Report, and the EASIV Work Center Distribution Exception Report.
4. Display the **Process Status Display** screen.
 - If no asterisks (***) are displayed to the left of EAS/SAS Reporting, then EAS/SAS Processing has completed successfully.
 - If asterisks (***) are displayed to the left of USM Reporting, then the monthly EAS USM and EAS tapes can be created.
5. To request the EAS Monthly Tape creation, type **P** to approve Create EAS Tape on the **Process Control** screen.

NOTE: The EAS tape cannot be created until EAS/SAS Input processing has completed successfully with no errors on the Batch Log. This process no longer creates a physical tape.
6. Log off of UCAPERS.

7. Type **nactape** at the login prompt, and type the appropriate password when prompted.

NOTE: This phase no longer creates a physical tape, but it must be ran to allow processing to continue.

8. To request the EAS/USM Tape creation, type **P** to approve Create EAS USM Tape on the **Process Control** screen.
9. Log off of UCAPERS.
10. Insert a tape into the tape drive.
11. Type **nactape** at the login prompt, and type the appropriate password when prompted.
12. The UCAPERS Create Tape process will begin. The screen will display the name of the tape to be created. Press **<Enter>** when the tape drive is ready. When the current tape is complete, insert a new tape. Log off the system when all tapes are complete.

4.8 INITIATING MONTHLY WMSN PROCESSING

Monthly WMSN processing is run independently from Expense Distribution. The WMSN report month, located on the **Process Status Display** screen, is updated automatically during the first WMSN monthly processing cycle requested after the calendar report month has expired. One month's previous data is kept on file after the WMSN database maintenance is performed. If the process is requested before the schedules for the month have been reconciled, the actual FTE staffing data will be reported as zero. When all schedules for the month have been reconciled and summarized, run the monthly WMSN process again to obtain valid staffing data.

1. Display the **Process Status Display** screen.
2. Determine the WMSN Report Month from the screen. This information appears in the lower left-hand corner of the screen.
3. From the **System Menu**, select **Report Request**.
4. Approve WMSN (Monthly) on the **Report Request** screen.
 - If the previous month's WMSN data is required, type the month number prior to the WMSN Report Month. WMSN Database Maintenance will not be performed during the Monthly WMSN Cycle.
 - If the current month's WMSN data is required, type the WMSN Report Month. If the WMSN Report Month is prior than the current calendar month, WMSN Database Maintenance will automatically be performed during the Monthly WMSN Cycle, which will also update the WMSN Report Month.

- If the requested month's schedules are not reconciled or the summary schedules are no longer available, the system will display an appropriate warning message.
- In all cases, the Monthly WMSN Summary files will be created for later transfer.

4.9 DOWNLOADING A HISTORICAL FILE FOR DATASCAN PROCESSING

The Historical Download for DATASCAN processing is requested from the **Historical Download** selection on the **System Menu**. The Historical Download will copy a Historical File for the requested month(s) to the DATASCAN working directory. Use DATASCAN to query the historical file.

1. Display the **Historical Download** screen (UCAPERS Menu #24).
The file names displayed are the files that are available to download for use by DATASCAN.
2. Use the up and down arrow keys to place the cursor next to the file to download.
3. Press **F8** to accept the file. The second **Historical Download** screen will then appear.
4. Select the type of selection for the download. The Type of Selection is **R**, **S**, or **T**.
 - R - Download a range of months including the selected months
 - S - Download a single month
 - T - Download two months
5. Press **F8** to accept the type of selection. The months displayed on the screen are the months the file is available to download.
6. Use the up and down arrow keys to place the cursor next to the requested month.
7. Press **F8** to accept the selection. The month will then appear on the screen. If the type of selection was **R** or **T**, then perform steps 6 and 7 again.
8. Press **F8** to download the file. The file will be downloaded when **F8** is pressed for use by DATASCAN.

4.10 UCAPERS/EAS IV INTERFACE

The UCAPERS/EAS IV Interface passes data from UCAPERS to the EAS database. UCAPERS creates a file each month for use in EAS. The EAS file contains the following:

- Type 1 records: Source System, Version, Unit Identification Code (UIC), Group/Parent DMIS ID, Calendar Year, Calendar Month.
- Type 2 records: Function Cost Code, Unit Identification Code (UIC), DMIS ID, Element of Resource (EOR), Army Management Service Code (AMSCO), Basic Symbol + Limit, Skill Type, Skill Type Suffix, Army Occupation Code, Personnel Category, Duty Indicator, Source of Funds, Available Salary Expense, Nonavailable Salary Expense, Assigned FTE, Available FTE, Nonavailable Sick/Hosp FTE, Nonavailable Leave FTE, Nonavailable Other FTE, Available Workhours, Nonavailable Hosp/Sick Workhours, Nonavailable Leave Workhours, Nonavailable Other Workhours.
- Type 3 records: Total Number of Characters in the entire file, Total Number of Records in the entire file.

4.11 TRANSFERRING EAS DATA FILE TO EAS

The UCAPERS system will create and attempt to transfer the EAS data file to the EAS IV database during the EAS/SAS Reporting process. A report will be generated when the transfer process has successfully completed.

MEPRS personnel are required to select the **Create EAS Tape** option.

NOTE: This phase no longer creates a physical tape, but it must be run to allow processing to continue.

4.11.1 Successful EAS Data Transfers

To determine the status of the EAS data transfer process, continue with the steps as follows:

1. Sign on to **nacsys** by typing **nacsys** at the login prompt, and then the password when prompted:

```
login: nacsys
Password: (password)
```

2. At the `<server_name>` prompt, type **EAS_STAT** and press **<Enter>**.

```
<server_name> EAS_STAT
```

The screen on the following page will appear:

```
          EAS ACCUMULATOR FILE TRANSFER PROCESS
                S T A T U S

Current Date:           MM/DD/YY           at: hh:mm
Transferred Date:      MM/DD/YY           at: hh:mm
Transferred SAS Month/Year: MM/YY
Number of Re-Transfer: 01
Transferred Status:    COMPLETED
```

4.11.2 Unsuccessful EAS Data Transfers

If the EAS data transfer process was unsuccessful during the EAS/SAS Input Processing, then the site contacts MEPRS Technical Support Center.

SECTION 5 SYSTEM MAINTENANCE

System maintenance includes several specialized functions that are performed only by the system administrator. These functions include:

- Data file backup
- System backup

If necessary, produce a listing of the Auditor File, which contains a record of every transaction that has occurred since the last UCAPERS batch cycle. Print and review this file if there are any questions regarding what transactions have taken place.

However, there are certain functions that only MEPRS Technical Support Center personnel perform, including:

- Data file recovery
- System restore
- Application software update

For more information on system maintenance, see the *System Operations Guide*.

5.1 UCAPERS DAILY BACKUP (NACBKUP)

The daily batch processing cycle automatically backs up the Auditor and all permanent data files. Pre-processing and post-processing data files will be automatically backed up daily from disk to tape. UCAPERS cycles cannot be run until the daily data file backups are completed.

1. Initiate UCAPERS daily data file backup by logging on as follows:

login: nacbkup password: <Password>

3. The system will display the **UCAPERS Daily Backup Tape Process** screen.
 - Insert the tape to be used for the backup on the tape drive, and ensure that the tape drive is online.
 - Press <Enter>.
4. The system will verify that the tape drive is ready for backup.

- If the tape drive is not available, an error message will be displayed on the screen. The system will then log the terminal off.
 - If the tape drive is available, the daily backup process will begin. The screen will display that the daily files are being backed up to tape. When the last file is backed up to the tape, verification of the tape will begin. When the verification process is complete, the screen will display a message requesting that the backup tape be removed from the drive.
5. Press <Enter> after removing the backup tape and the system will log the terminal off.
 6. Check the printer for a tape backup file listing.

5.2 UCAPERS DATA FILE RECOVERY

NOTE: Call the MEPRS Technical Support Center before performing data file recovery.

In case of a loss of data, recovery can be performed by calling the MEPRS Technical Support Center. MEPRS Technical Support Center personnel will determine if the recovery process will include a partial or full recovery of the data files, and whether to perform data file recovery from disk or tape. Recovery can be performed by replacing the files in the production area with the files in the backup directory, or by using a backup tape and the Auditor File. The backup tape is created as a part of batch processing and contains all of the UCAPERS files as they existed before and after the prior UCAPERS Batch Cycle was run. The Auditor File contains a record of each transaction that occurred since the last batch cycle. This includes adds, changes, and deletions to any file or table, schedule maintenance, or any other function performed. An up-to-date version of the system as it existed at the time of the loss of data can be recreated by utilizing the Data File Recovery procedures and the Auditor File.

When it appears that data or files have been lost or when the integrity of the system's files are in question, **call the MEPRS Technical Support Center before proceeding with data file recovery.** See Standard Appendix K of the *Standard Appendices* for procedures on this process.

5.3 SYSTEM BACKUPS AND RECOVERY

Although the server system is reliable, do not consider it infallible. To secure the data stored on the computer so that it is available in case of data loss, back it up on a **monthly** basis. A regularly scheduled series of backups will ensure minimum data loss in the event of a hardware failure or other type of data loss. Backups of specific file systems will be necessary on occasion (such as following a major system release or if system warning messages appear indicating a disk might fail). See section 7 of the *System Operations Guide* for detailed backup and restore procedures.

5.4 APPLICATION SOFTWARE UPDATES

If revisions and/or improvements to UCAPERS are made in the future, new versions of the UCAPERS software will be distributed to MTFs by MEDCOM (Medical Command) MEPRS. The new software will be loaded into the system according to the instructions accompanying the new release.

5.5 PRINTING THE AUDITOR FILE

If there are any questions regarding what transactions have taken place within UCAPERS, print and review the Auditor File. The Auditor File contains a record for every transaction (such as successful and unsuccessful log on attempts, schedule data entry, and file maintenance) that has occurred before the previous batch cycle. During the preprocessing backup, the Auditor File is copied to the preprocessing backup tape. Instructions for printing the Auditor File begin in Section 5.5. If any problems exist when printing the file, contact the MEPRS Technical Support Center for further instructions. The following chart shows the information that will be displayed for each record within UCAPERS that has been updated.

- | <u>POSITION</u> | <u>INFORMATION</u> |
|-----------------|--------------------------------|
| • 1-8 | Time of transaction (hhmmss) |
| • 9-14 | Date of transaction (YYYYMMDD) |
| • 15-21 | Operator ID |
| • 22-23 | File number |
| • 24-25 | Action performed |
| — 01 | = add |
| — 02 | = change |
| — 03 | = delete |
| • 26-28 | File updated |
| — ACC | UCAPERS Access and Breach File |
| — ANU | APC/Nursing Unit Table |
| — APC | APC/AMS/UCA Table |
| — ASD | ASD/UCA Code Table |
| — AWT | Acuity Weighting Table |
| — BCT | Branch Code Table |
| — CON | Contractor File |
| — CSR | Clinician Survey File |

- CST Civilian Strength Table
- CUR Clinician Utilization File
- DDT Department Code Table
- DMI DMIS Code Table
- DPC Duty Position Code Table
- EAS EAS Accumulator File
- EXC Schedule Exception Code Table
- GUD Global Update File
- MPF Master Personnel File
- MST Military Strength Table
- MTF MTF Control Table
- PAB Patient Acuity Batch File
- PAF Patient Acuity File
- PUD PUDM Code Table
- SAS Standard SAS Table
- SEC Security Control Table
- SKD Schedule File
- SMP Standard Military Pay Table
- SSI SSI/MOS/JOB Series Table
- SSR Schedule Summary File
- SST Standard Schedule Table
- TCT Task Control Table
- TDA TDA File
- TDY TDY File
- WCD Work Center Distribution Table
- WDM Work Days in Month Table
- 32-1225 Actual data in record (Refer to the record layouts for field by field information.)

1. Sign on to UCAPERS using the following user ID and password:

```
login:  nacsys  
Password:  (Password)
```

2. To change directories to **nacdata**, type the following command and press **<Enter>**:

```
cd /nacdata
```

3. To prepare the file for printing, type the following command:

```
vutil -e FNAC18AUM.INDX > auditfile
```

The following prompt will appear:

```
key value:
```

4. Press **<Enter>**. The screen will display the following:

```
# of records:
```

Type **999999** and press **<Enter>**.

5. To print the file, type **lp auditfile**:

```
lp auditfile
```

6. To remove the print file, type **rm auditfile**:

```
rm auditfile
```

5.6 INVESTIGATING THE STATUS OF AN APC/NURSING UNIT CYCLE

The WMSN On-Demand Reporting System is intended to be initiated by the user without the assistance of the system administrator. The user can view the **APC/Nursing Unit Batch Cycle Status** screen by selecting the **WMSN** nursing function from the **System Menu**. If an APC/Nursing Unit Cycle aborts or does not complete successfully, determine the cause of the abort and correct it before the APC/Nursing Unit can submit another cycle.

The following steps will help determine the status of an APC/Nursing Unit Cycle.

```
Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC002
Time: hh:mm                System Menu

System Management          Personnel Utilization          File/Table Maintenance

1) Operator Security      4) Personnel Scheduling      9) Master Personnel File
   Maintenance           5) Contracted Services      10) Civilian Payroll
2) Process Control       6) Clin/APN Utilization     11) TDA File
3) Process Status Display 7) Clin/APN Survey          12) Global Update File
                           8) TDY Adjustments          13) Local Tables
                                                         14) Standard Army Tables

Reporting                  Nursing Functions              Miscellaneous

15) Report Request       19) WMSN                     22) EAS/USM Transactions
16) Roster Request      20) LADS                     23) EAS Accumulator
17) Table Listing Request 21) PACS                     24) Historical Download
18) Reprint/View Request

25) ** What's New With This UCAPERS Release **
    Enter Function :

[F1] Exit                [F5] Help                    [F8] Accept
```

1. From the **System Menu**, type **19**, and then press **F8**. The **WMSN Functions** screen will appear:

```
Date: YYYY/MM/DD          UCA - Personnel Utilization System          SNAC005
Time: hh:mm                WMSN Functions

Function          Description

1          Patient Demographics
2          Specify / Scroll Acuity
3          Interrater Reliability Testing
4          WMSN Batch Cycle Maintenance
5          APC / Nursing On Demand Cycle
6          APC / Nursing On Demand Status
7          MS3 File Update

Enter Function :

[F1] Exit                [F5] Help                    [F8] Accept
```

2. Type **6**, and then press **F8**. The **WMSN APC / Nursing Unit Batch Cycle Status** screen will be displayed:

APC/ UNIT	CYCLE STATUS	SUBMIT ID	LAST DATE	START TIME	FINISH TIME	PRINT LOCATION	AUTO PRINT
FDDG	->FDCG	COMPLETE		00/00	00:00	00:00	
	ACTIVE	F3322	03/07	19:22	00:00	04	Y
	FDEG	COMPLETE		00/00	00:00	00:00	
	FDGG	COMPLETE		00/00	00:00	00:00	
	FDHG	COMPLETE		00/00	00:00	00:00	
	FDNG	COMPLETE		00/00	00:00	00:00	
	FDPG	COMPLETE		00/00	00:00	00:00	
	FDQG	COMPLETE		00/00	00:00	00:00	
	FQRO			00/00	00:00	00:00	

[F1]=Exit [F8]=Accept

3. Locate the APC/Nursing Unit that is in question. Notice whether the CYCLE STATUS indicates ACTIVE or ERROR. If the cycle is ACTIVE, notice the LAST DATE and START TIME. Has a sufficient amount of time elapsed to allow the cycle to complete normally? If yes, record the APC/Nursing Unit in question, as it will be used in the following steps.
4. Exit the screen by pressing **F1** or **F8**. Sign off of UCAPERS.
5. Sign on to the system using the following user ID and password:

```
login: nacsys
Password: (Password)
```

6. At the command line type **cd /nac/log**, as follows:

```
cd /nac/log
```

7. View the log by typing the command **eview LOGxxxx.LOG** as follows:

```
eview LOGxxxx.LOG
```

NOTE: **xxxx** is the APC/Nursing Unit in question.

8. Use the directional arrow keys to review the log and search for errors that caused the cycle to abort.
9. After locating the error, record it and exit view by pressing **F1**.
10. Correct the error or call MEPRS Technical Support Center for assistance.
11. After the error is corrected, the APC/Nursing Unit Cycle Status will have to be reset by the Technical Support Center, before the cycle can be resubmitted.

APPENDIX A
SAMPLE SCHEDULE OF UCAPERS TASKS

**APPENDIX A
SAMPLE SCHEDULE OF UCAPERS TASKS**

Daily Schedule

Monday	Tuesday	Wednesday
<ol style="list-style-type: none"> 1. Approve/disapprove Work Center Requests for reports/rosters/tables prior to initiating the Batch Cycle. 2. Initiate the Batch Cycle with Pre/Post processing Backup (2359 hours). 3. Receive and type updated schedule data for last week (Prospective and Retrospective). 4. Create Prospective schedules for 4th week in future. 	<ol style="list-style-type: none"> 1. Approve/disapprove Work Center Requests for reports/rosters/tables prior to initiating the Batch Cycle. 2. Initiate the Batch Cycle with Pre/Post processing Backup (2359 hours). 3. Distribute Prospective schedules for 4th week in future. 4. Continue typing schedule data for last week (Prospective and Retrospective). 5. Run reprints of Prospective schedules for 3rd week in future. 6. Begin typing Prospective schedule data for 4th week in future. 	<ol style="list-style-type: none"> 1. Approve/disapprove Work Center Requests for reports/rosters/tables prior to initiating the Batch Cycle. 2. Initiate the Batch Cycle with Pre/Post processing Backup (2359 hours). 3. Create Retrospective schedules for next week. 4. Run Schedule Reconciliation for last week if all data has been typed. 5. Distribute reprints of Prospective schedules for 3rd week in future (with posting schedules).

Daily Schedule (continued)

Thursday	Friday	Weekend/Holiday
<ol style="list-style-type: none"> 1. Approve/disapprove Work Center Requests for reports/rosters/tables prior to initiating the Batch Cycle. 2. Initiate the Batch Cycle with Pre/Post processing Backup (2359 hours). 3. Distribute Retrospective schedules for next week. 4. If schedule discrepancies were found during Reconciliation, type corrections and run Reconciliation again (receive Final Schedules). 	<ol style="list-style-type: none"> 1. Approve/disapprove Work Center Requests for reports/rosters/tables prior to initiating the Batch Cycle. 2. Initiate the Batch Cycle with Pre/Post processing Backup (2359 hours). 3. Distribute Final Schedules for last week (Prospective and Retrospective). 4. Reboot server. 	<ol style="list-style-type: none"> 1. Schedule a Batch Cycle on that day, if needed.

Routine Schedule

Daily	Every Two Weeks	Monthly
<ol style="list-style-type: none"> 1. Each morning, transfer Pre/Post Processing Backup to tape if not automatic. 2. Distribute report, roster, and table listing to Work Centers. 3. Approve/disapprove Work Center requests for reports/rosters/tables prior to initiating the Batch Cycle. 4. Initiate Batch Processing (2359 hours). 	<ol style="list-style-type: none"> 1. Perform Civilian Pay Tape interface (go to the Process Control screen. Type P in the Copy Payroll Tape Field to copy the Payroll Tape. 2. Run Payroll Processing and correct discrepancies listed on the reports. 	<ol style="list-style-type: none"> 1. During the first week of the month, type Clinician Survey Data as required. 2. Create and distribute Clinician Survey and Utilization Worksheets as required. 3. After typing the Clinician data, run the Clinician Data Control Roster (check for omissions). 4. Run Clinician Reconciliation and correct discrepancies listed on the reports. 5. Perform TDY Reconciliation. 6. Type Contracted Services data. 7. Run Expense Distribution when all data for the last month has been typed. 8. Reconcile EAS/USM Monthly Listings. 9. Run EAS/SAS Input Processing. 10. Run EAS Tape Process. 11. Run EAS/USM Tape Process.

APPENDIX B
UCAPERS MESSAGES

APPENDIX B UCAPERS MESSAGES

The following are a sampling of the messages associated with file and table maintenance, as well as system management. See Standard Appendix E of the *Standard Appendices* for a complete listing of UCAPERS messages and their descriptions.

ASD code must start with 'a' through 'g'

User typed an invalid ASD code. Type an ASD code that starts with a letter between A and G.

APC is required to cancel request

User attempted to cancel a request for an individual APCs schedules without typing the APC. Type an APC to cancel a request for an individual APCs schedules.

APC record is busy, update TDA paragraph field

During the TDA global update, the program tried to update the TDA paragraph field on an APC record that was already being updated. Record the APC displayed and update the TDA paragraph on that record after the global update has completed.

Cannot be zero, try again

Correct the entry to be a number not equal to zero.

Cannot change civilian duty status to military

The entry made was invalid. Re-type a valid civilian duty status.

Cannot change military duty status to civilian

The entry made was invalid. Re-type a valid military duty status.

Cannot delete header; positions still exist

User attempted to delete a TDA header record although post line and positions still exist within that TDA paragraph.

Cannot delete - DMIS on APC

User attempted to delete a DMIS Code although it still exists on an APC Code Record.

Cannot delete - DMIS on APC and EAS/USM

User attempted to delete a DMIS Code although it still exists on an APC Code Record and a MAR Record.

Cannot delete - DMIS on EAS/USM

User attempted to delete a DMIS Code although it still exists on a MAR Record.

Code position already exists, try again

Code position cannot be duplicated. Re-type.

Date assigned APC cannot be less than the date assigned MTF

The combination of dates typed was invalid. Re-type either the date assigned APC, date assigned MTF, or both.

Date assigned new APC must be greater than the date assigned previous APC

User changed the Date Assigned APC field to a value less than or equal to the Date Assigned Previous APC. Type a date that is greater than the Date Assigned Previous APC.

Date cannot be greater than today's date

The date entered was invalid. Type a date earlier than or equal to today's date.

Ending paragraph may not be less than beginning paragraph

The combination of paragraphs entered was invalid. Type a valid combination.

Ending point must be greater than beginning point value

Correct entry to show the ending point value to be greater than the beginning point value.

Enter receiving TDA fields for Global Update

Type the TDA paragraph and/or line number to where the TDA positions will be moved.

Error encountered updating MPF record

Record the ID code displayed and contact the CRMO, MEPRS Office personnel, or system administrator.

Error encountered while updating task control table

An error occurred while attempting to update the task control table. Retry the same process or call CRMO or MEPRS Office personnel.

ETS date cannot be less than date assigned MTF

The date combination typed was invalid. Retype the ETS date, the date assigned MTF, or both.

ETS date must be greater than or equal to PCS date

The date combination typed was invalid. Retype the ETS date, the PCS date, or both.

FAK, FAM, and FAN percentages must total 30% for part time student, try again

The record is a part-time student and must contain a FAK, FAM, or FAN code and percentage that equals 30.

FAK, FAM, and FAN percentages must total 50% for full time student, try again

The record is a full-time student and must contain a FAK, FAM, or FAN code and percentage that equals 50.

File cannot exceed 25 records

Only 25 records may be added to the Global Update File before global update batch processing must be performed.

First character of name may not be a space, try again

User typed a space in the first character of the name field of MPF or schedule. Type the first letter of the last name in the first position of the field.

Fraction of hours must be .00, .25, .50, or .75, try again

User made an invalid entry. Type .00, .25, .50, or .75.

Global update error encountered

Contact the system administrator.

Hours must be greater than 0 or less than or equal to 24

Hours typed must be between .25 and 24.00. Re-type.

ID code could not be added to the TDA record

User cannot assign an ID Code to a TDA that already has an ID Code assigned to it.

ID code is unchanged - make change thru MPF screen

Do not make this change through the global update function. Make the change on the **Master Personnel File Maintenance** screen.

ID code not blanked on the TDA record

Contact the CRMO, MEPRS Office personnel, or system administrator.

Invalid action code, try again

The action code entered was invalid. Type a valid code; they are listed beside the field.

Invalid action - patient has been discharged

This patient's record cannot be accessed. The patient must be re-admitted in order to access it through this action code.

Invalid branch and DMOS combination, try again

User typed a branch and DMOS combination not found on the SSI/MOS/JOB Series table. Type a valid combination.

Invalid branch and duty status combination, try again

The branch and duty status combination entered was invalid. Type a valid combination.

Invalid branch and grade combination, try again

The branch and grade combination entered was invalid. Type a valid combination.

Invalid branch for civilian, try again

The branch entered was invalid for civilians. Type a valid branch.

Invalid branch for military, try again

The branch entered was invalid for military personnel. Type a valid branch.

Invalid branch for other forces

User typed duty status of OTH, but the branch typed was not AF, CG, MA, NA, GE, PH or FM. Type branch of AF, CG, MA, NA, GE, PH or FM as appropriate. If OTH is not the correct duty status, type the correct one and change the branch.

Invalid branch for reservist

User entered a branch code of GE, PH or FM for an individual with a duty status of RES. Either change the branch code to an appropriate branch for reservists or change the duty status.

Invalid branch, DMOS, and skill type combination, try again

The branch, DMOS, and skill type combination entered was invalid. Type a valid combination.

Invalid branch, try again

User typed a branch that is not on the Branch Code table. Type a valid branch code that is on the Branch Code table.

Invalid date - please enter as DD MMM YY

The date typed was invalid. Use format of day (01-31), month (first three letters of month name), year (last two digits only).

Invalid date - please enter as DD/MM/YY

The date typed was invalid. Use format of day (01-31), month (two-digit number of month), year (last two digits only).

Invalid date - please enter as YY MMM DD

The date typed was invalid. Use format of year (last two digits only), month (first three letters of month name), day (01-31).

Invalid duty status, try again

The duty status typed was invalid. Type a valid duty status.

Invalid entries: Old and new names and SSNs are the same

The data entered showed no change. Re-type.

Invalid entry: old and new fields are the same, try again

The data entered showed no change. Re-type.

Invalid entry, try again

The entry made was invalid. Re-type the correct data.

Invalid exception code for civilian

On the **Personnel Scheduling** screen, user typed an exception code not appropriate for a civilian. If the individual's Mil/Civ indicator (as determined by duty status on the MPF record) is correct, use an exception code appropriate for civilians. If the Mil/Civ indicator is not correct, changes to the duty status must be made through the **MPF** screen.

Invalid exception code for military

On the **Personnel Scheduling** screen, user typed an exception code not appropriate for military. If the individual's Mil/Civ indicator (as determined by duty status on the MPF record) is correct, use an exception code appropriate for military. If the Mil/Civ indicator is not correct, make changes to the duty status through the **MPF** screen.

Invalid format - first digit must be a letter, *, or #

The ID code typed was invalid. ID codes must begin with a letter, *, or #. Type a valid ID code.

Invalid format - last four digits must be numeric

User typed an ID code incorrectly. Type the ID code with numbers in the last four positions.

Invalid format - must be 2 numeric and space or alpha character

The TDA line number entered was invalid. Type a valid line number.

Invalid format - must be 3 numeric and space or alpha characters

The TDA paragraph entered was invalid. Type a valid TDA paragraph.

Invalid function, try again

The function entered was invalid. Type the number of a function on the menu.

Invalid month, try again

The month entered was invalid. Type a valid month.

Invalid operator ID, try again

The operator ID entered was invalid. Type a valid operator ID.

Invalid password, try again

The password entered was invalid. Type a valid password.

Invalid response, must be Y or N - try again

Correct the entry to be **Y** for yes or **N** for no.

Invalid TDA line for civilian

The TDA line entered was invalid for civilians. Type a valid TDA line.

Invalid TDA line for military

The TDA line entered was invalid for military personnel. Type a valid TDA line.

Maximum of four codes already requested

User attempted to enter another ID code when the maximum number of ID codes allowed for that field has already been entered. Wait for the next batch cycle to request the report. If the worksheet does not currently exist on file, it will print automatically in that batch cycle if the process was approved.

Mix code must be C, E, O, W, or X, try again

A mix code other than the ones above was typed.

MPF record already exists with this SSN & MIL/CIV ind

A record containing this Military/Civilian indicator and Social Security Number already exists on the Master Personnel file. Re-type the corrected SSN or duty status, as appropriate. Otherwise, the record cannot be added.

Must add students through MPF screen

User typed a student duty status code. Skeleton MPF records may not be generated through the Personnel Scheduling application. Correct the duty status code if incorrect or add the individual to the MPF using the **Master Personnel File Maintenance** screen.

Must be 0.01 - 1.00, try again

The entry made was invalid. Type a number between .01 and 1.

Must be 001-998, try again

Correct the entry to be between 001-998.

Must be O1-O9, 10, E1-E9, or W1-W5, try again

The entry made was invalid. Type a valid military pay grade.

Must be 0-9, try again

The entry for the specified field must be a single digit number. Retype as a number from zero to nine.

Must be 01 - 11

The entry made was invalid. Type a number between 01 and 11.

Must be 01 - 12, try again

The entry made was invalid. Type a number between 01 and 12.

Must be 01 - 18, try again

The entry made was invalid. Type a number between 01 and 18.

Must be 01 - 31, try again

The entry made was invalid. Type a number between 01 and 31.

Must be 01 - 50, try again

The entry made was invalid. Type a number between 01 and 50.

Must be 1 - 100, try again

The entry made was invalid. Type a number between 01 and 100.

Must be 01-99, try again

The line number typed was invalid. Correct the entry to be a number from 01 to 99.

Must be 18 - 22, try again

The entry made was invalid. Type a number between 18 and 22.

Must be 5 - 100, try again

The entry made was invalid. Type a number between 5 and 100.

Must be A, N, R, or E, try again

The entry made was invalid. Type **A**, **N**, **R**, or **E**.

Must be A, F, or N, try again

The entry made was invalid. Type **A**, **F**, or **N**.

Must be ADM, PROF, PARA, or TECH - try again

The duty position type entered was invalid. Type a valid duty position type.

Must be B or C, try again

The entry made was invalid. Type **B** or **C**.

Must be blank, R or P, try again

The entry made was invalid. Either type **R** or **P**, or press the **Space Bar** to leave the field blank.

Must be CC, M/S, PSY, OB, NBN, PED, NIC, or L&D, try again

User made an invalid entry. Correct the entry to be **CC**, **M/S**, **PSY**, **OB**, **NBN**, **PED**, **NIC**, or **L&D**.

Must be less than or equal to work days in month, try again

The entry made was invalid. Type a number less than or equal to the number of workdays in the month.

Must be M, C, or B, try again

The entry made was invalid. Type **M**, **B**, or **C**.

Must be non-assigned duty status for skeleton record

The duty status entered for a skeleton Master Personnel File record was an assigned duty status. Skeleton Master Personnel File records may be created only for non-assigned individuals. Before creating a schedule for the individual, either type a

non-assigned duty status or create a Master Personnel File record using the **Master Personnel File Maintenance** screen.

Must be F or P, try again

The entry made was invalid. Type **F** or **P**.

Must be P, try again

The entry made was invalid. Type **P**.

Must be R or P, try again

The entry made was invalid. Type **R** or **P**.

Must have an E available time code

User typed an available time code other than E for Extra Duty.

Must have an R available time code

User typed an Exception Code that is not classified as a Readiness Exception Code indicated by a **R** for the Available Time Code. Retype **C** or **L** in the first field and a valid Readiness Exception Code in the second field.

Must use available hours exception code for borrowed

User typed an exception code that denotes non-available hours (as listed on the Schedule Exception Code Table) for individuals working outside their assigned APC. Delete the entry or change the exception code to one that represents available hours.

No records of this type on global update file

The record user is attempting to change or delete has not been added to the Global Update File.

Not a clinician, try again

Clinician Utilization Worksheets and Clinician Survey Worksheets may only be requested for clinicians or APNs. Type a valid ID code.

Not on master personnel file, try again

User typed an invalid ID code. Type a valid ID code.

Not on TDA file, try again

The record being requested is not listed on the TDA File.

PCS date cannot be less than date assigned MTF

User typed an invalid date combination. Re-type the PCS date, date assigned MTF, or both.

PCS date may not be later than ETS date

User typed an invalid date combination. Re-type the PCS date, date assigned, or both.

Percentage must end with 0 or 5, try again

Percentages must be typed in increments of five.

Percentages must total 100, try again

The total of the percentages must equal 100.

Percentages must total 100 in each column, try again

Each column must total 100.

Primary distribution APC must equal a new distribution APC code

The APC that is the Primary Distribution APC Field cannot equal spaces and it also has to match one of the New Distribution APCs.

PUDM code is required for all assigned military personnel

PUDM code cannot be skipped for assigned military personnel. Type a valid PUDM code.

Receiving TDA fields already exist. Can't do global update

A record for the TDA paragraph, line, and position typed as the receiving fields on the global update function already exist on file.

Record already exists, try again

Record keys must be unique. User cannot add one that is already on file.

Record contains ID code - cannot delete

The TDA record to be deleted contains an ID code. Change the Master Personnel File record before deleting the TDA record.

SAS code must be between 000-1000, try again

A SAS Code other than the range of 000 through 1000 was typed.

SAS code must be between 900-999, try again

A 900 Level Reportable SAS Code other than the range of 900 through 999 was typed.

Schedules are not on file for this week, try again

User requested schedules that are not on file for the week entered. Enter a week that is on file beginning with a valid Sunday date.

Schedules for this week have already been summarized

User entered a week and APC that have been summarized. Enter a week and a valid APC that have not been summarized.

Service must be 'A' for this duty status, try again

User typed a service code of **F** or **N** for a duty status that requires an **A** service code. Change the duty status, if incorrect.

Social security number already exists on MPF

This social security number already exists on the Master Personnel File.

Source code must be A, B, E, N, P, S, T, or V, try again

User typed a source code other than A, B, E, N, P, S, T, or V.

Student APC must be associated with a FAK, FAM, FAN, FAO, FAP, or FAQ MEPRS code

User made an invalid entry. Re-type.

TDA paragraph header not on file

The beginning paragraph entered does not exist. Type a valid paragraph number.

TDA position already filled

The TDA position user is attempting to add is already filled.

TDA position of 00 not allowed except on header record

User typed zeroes as a TDA position number for a record other than a TDA header. Type a position number greater than zero.

This record cannot be deleted

User is attempting to delete a record that is not on file.

Total hours for day cannot exceed 24, try again

Total hours in all three shifts cannot be greater than 24. Change the hours in one or more shifts so the total is less than or equal to 24.

Type must be APC, MPF, MEPRS, DPC, or DDT, try again

User made an invalid entry. Type **APC**, **MPF**, **MEPRS**, **DPC**, or **DDT** to indicate global update type.

Unable to generate position

The position could not be generated. Call the CRMO or MEPRS Office personnel.

Unable to generate unique ID code – contact CRMO

The system is unable to generate a unique ID code because MPF records already exist with the same alpha, asterisk, or pound sign, and the same last four digits. Contact the CRMO, MEPRS Office personnel, or system administrator.

Use global update to make changes that affect ID code

User cannot change the first letter of the last name or the last four digits of the SSN through this function. These changes must be made through the global update function.

Warning: Final schedules for the given WMSN month are not available

The WMSN month requested does not have Final Schedules on file. The monthly WMSN cycle will process, but actual FTE staffing data will be reported as zero.

Warning: hours exceed 200

The available hours typed are greater than 200. The cursor will stay at the available hours field. Correct the entry or press **<Enter>** to retain the current entry.

Year not in valid range, try again

Year entered was invalid. Re-type.

You are not authorized to perform this action

The level of access to UCAPERS does not allow user to perform the specified action. Choose another action.

APPENDIX C
SYSTEM FUNCTIONAL PROBLEM LOG

APPENDIX C SYSTEM FUNCTIONAL PROBLEM LOG

Occasionally, a condition not covered by any instructions in this manual will occur. Some of these occurrences are described as follows:

CONDITION:

When either the Create Prospective or Create Retrospective Schedules processes are selected, the message "TOO MANY SCHEDULES ON MTF TO CREATE MORE" appears on the batch cycle log.

CORRECTIVE ACTION:

Schedule Reconciliation must be performed successfully before any more schedules can be created. Only 10 weeks of prospective and 4 weeks of retrospective schedules may be on file at a time.

CONDITION:

When setting up a cycle, an **R** (request) has been inappropriately typed in either All Prospective, All Retrospective, All Clinician Survey, or All Clinician Utilization Worksheets.

CORRECTIVE ACTION:

Do not approve. Remove the **R**, and if an individual schedule or clinician worksheet is required, the request **R** must be re-typed and approved for processing.

CONDITION:

Additional copies of reports are needed.

CORRECTIVE ACTION:

See section 9.2.4 of the *System Operations Guide* for instructions on reprinting UCAPERS report.