

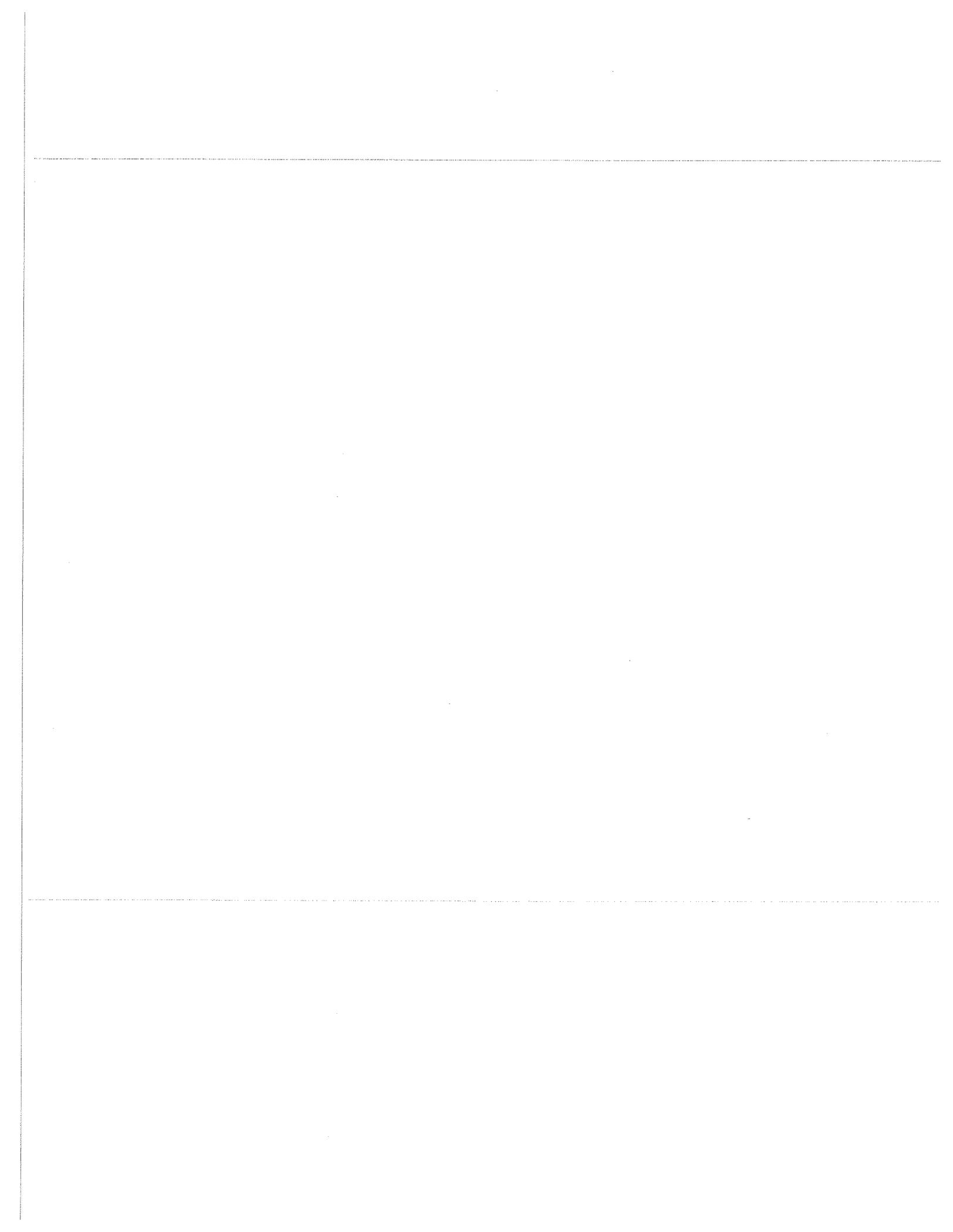
# User Fee System 2000 Reference Manual

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Prepared for  
Veterinary Services  
Animal and Plant Health Inspection Service

by  
ITC - Applications and Information Management



# Contents For User Fee System 2000

## Overview

Understanding UFS 2000 .....	Page A 1
Manual Contents Overview .....	Page A 1
System Overview .....	Page A 3
Menu System .....	Page A 5
Forms .....	Page A 6
Reports .....	Page A 9

## Reference Manual

UFS 2000 Forms .....	Page B1. 1
Accessing Forms .....	Page B1. 1
SIGNOUT: Generate/Query Manual APHIS 81 .....	Page B1. 4
UFS81: User Fee Information .....	Page B1. 8
UFSADDR: Special Address Information .....	Page B1. 16
UFSCLNT: Client Information .....	Page B1. 19
UFSQRY: Query Payment Information .....	Page B1. 24
UFS 2000 National Database .....	Page B2. 1
National Database Access .....	Page B2. 1
UFS National Reports .....	Page B2. 4
UFS National Utilities .....	Page B2. 5
Change National Database Password .....	Page B2. 6
Reenter National DB Username and Password .....	Page B2. 7
SQL*PLUS .....	Page B2. 8
UFS900: Client Download .....	Page B2. 9
UFS910: Rate Download .....	Page B2. 10
UFS915: APHIS 81 Record Transmission .....	Page B2. 11
UFS 2000 Reports .....	Page B3. 1
Accessing Reports .....	Page B3. 1
Menu System .....	Page B3. 2
UFS081: Statement of Services .....	Page B3. 4
UFS081M: Statement of Services Manual APHIS 81 .....	Page B3. 7
UFS100: Fee Receipt Log .....	Page B3. 10
UFS110: Activity Summary .....	Page B3. 13
UFS120: Control Number Log .....	Page B3. 16
UFS130: Fee Code Listing .....	Page B3. 19
UFS 2000 Utilities .....	Page B4. 1
Accessing Utilities .....	Page B4. 1
Query Using SQLPLUS .....	Page B4. 3
UFS950: Delete Utility .....	Page B4. 4
UFS960: Sequence Number Utility .....	Page B4. 5

Data Dictionary

Error Messages

Glossary



# Contents For Understanding UFS 2000

Understanding UFS 2000 .....	Page A 1
Manual Contents Overview .....	Page A 1
Understanding UFS 2000 .....	Page A 1
Reference Guide .....	Page A 1
Data Dictionary .....	Page A 1
Error Messages .....	Page A 2
Glossary .....	Page A 2
Typographical Conventions .....	Page A 2
System Overview .....	Page A 3
Purpose .....	Page A 3
Historical Background .....	Page A 3
Objective .....	Page A 4
Benefits .....	Page A 4
Reporting Problems .....	Page A 4
Menu System .....	Page A 5
Forms .....	Page A 6
Reports .....	Page A 9
Output Options .....	Page A 9



# User Fee System 2000

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## Understanding UFS 2000

### Manual Contents Overview

This manual contains information about the APHIS User Fee System (UFS 2000) revised to be year 2000 compliant. Module descriptions are provided and detailed typographical conventions used in the manual are explained.

#### Understanding UFS 2000

The basic framework of the UFS 2000 environment is explained in this section. Page numbers in this section are prefixed with A.

#### Reference Guide

Complete information to access the User Fee System 2000 forms and reports, enter information, generate reports, run utilities, and access the National Database is provided. The Reference Guide page numbers are prefixed with the letter B. Included are:

- The User Fee System 2000 Forms chapter to provide details about accessing and using the forms, including the Manual APHIS 81 form.
- The UFS 2000 National Database chapter to provide access to the National Database, download and update client and rate information, transmit, and perform other utilities.
- The User Fee System 2000 Reports chapter to explain accessing, retrieving, and printing reports.
- The User Fee System 2000 Utilities chapter to provide accessibility to query local databases, delete records from local databases, and assign sequence information and ranges of sequence numbers.

#### Data Dictionary

This section provides the UFS 2000 table structure and a complete list of all the form fields. In each table, fields are identified by the ORACLE name, field type and size, requirements for entering data, and a brief description and valid values allowed in the field. Page numbers in this section are prefixed with the letter C.

## Error Messages

Error messages that may be encountered when using the system are provided in numerical order. The error message number, text, meaning, and the corrective action needed, if any, are included. Page numbers are prefixed with the letter D.

## Glossary

Words in the Reference Guide, abbreviations, and computer terms are included. Page numbers in this section are prefixed with the letter E.

## Typographical Conventions

Information presented uses the same format and style throughout the manual. The conventions used are:

- Function keys used to activate an option or perform a function are in **boldface** and enclosed in **[brackets]**. For example: **[Shift][F6]**.
- Characters, letters, numbers, or symbols to be entered are in **boldface**.
- References to information sources, such as books, publications, and chapter sections, are in *italics*. For example: *UFS 2000 Forms*.
- Titles of menus, forms, and reports are in initial capital and lower case letters in normal type. For example: UFS081: Statement of Services.
- Messages are boxed and viewed in an alert box or on the message status line.

Error: Dates must be numerical values.

- Notes and warnings are boxed. Notes provide additional information and may or may not require action. Warnings alert of potentially serious consequences if functions are performed incorrectly.

Each application includes procedures to enter, edit, query, and print corresponding reports. The manual follows the order in which the menu screens appear. *Understanding UFS 2000* explains the function keys, menus, forms, reports, and other sections. Proceed directly to the section needed if this information isn't relevant.

## **System Overview**

### **Purpose**

The User Fee System provides an Agency-wide infrastructure that links User Fee collection centers with user fee processing and management units. Electronic links transfer the time critical information to debt management units and provide timely and accurate data to manage accounts in the most efficient and effective way. Management units evaluate and analyze statistical information and suggest appropriate changes or corrections to best serve customers and the public.

### **Historical Background**

USDA:APHIS User Fee charges play an important role in financing Federal programs. In 1991, user fee charges, such as passport fees, National Park entrance fees, and gasoline excise taxes, amounted to nearly \$120 billion and were the sole financing source for some programs. Today, the Animal and Plant Health Inspection Service (APHIS) collects user fees for services such as import/export services, veterinary diagnostics, agriculture quarantines inspection (AQI), and plant inspection.

As legislation was passed that allowed APHIS to collect fees for various services, different methods and procedures were developed to collect and process user fees. Automated information systems and manual processes were developed and implemented throughout APHIS to address specific user fee processing issues. Since they were developed at different times, the user fee programs did not embrace a one-APHIS vision and were difficult to manage effectively.

A system was needed to manage all user fees, replace the different incompatible information systems and manual processes, and service a growing customer base. In 1993, Veterinary Services (VS) implemented a User Fee System that allowed customers to enter relevant information and print a legal copy of an APHIS 81 Form. The APHIS 81 Form served as a receipt to the customer if the fee was paid by cash, check, or money order and as an invoice if services were charged.

In 1995, VS enhanced the system and authorized all credit card and charge information to be transmitted electronically to the Field Servicing Office (FSO). The electronic transmission expedited the flow of information and allowed more efficient and accurate account management.

Even with electronic transmission, debt management was still a challenge. To manage debt collections properly, all information needed to be received and processed in a timely manner to accurately determine late payment fees and interest charges. The APHIS User Fee System addressed those needs.

## **Objective**

The User Fee System 2000 has the same functionality as the last User Fee System, but dates are now year 2000 compliant. Also the system runs in a Windows 95 environment to accommodate the change from Oracle 6 to Oracle 7.

## **Benefits**

The User Fee System provides benefits for program and debt management and is the year 2000 compliant. Dissimilar information systems and manual processes are consolidated to promote effective and efficient management of the APHIS User Fee program.

The User Fee System links collection centers with processing and management units. A compatible system and transmission protocol allow portability of data from collection centers, such as ports, area offices, and laboratories, to user fee collections units, such as FSO, NFC, and commercial banks (lock boxes). Management and monitoring units can readily access information to make program decisions.

The project's electronic infrastructure provides for timely data transfer to calculate charges and provide customers with an incentive to pay on time. Information to make program decisions resides at two locations: FSO for statistical data and NFC for financial information. Program managers have access to timely and accurate information to increase program management efficiency and make program improvements.

The system will provide continued benefits over time. As the APHIS customer base continues to grow and fee-for-service activities expand, the electronic user fee infrastructure will provide the needed flexibility to accommodate the User Fee Program's growth.

## **Reporting Problems**

Direct questions regarding the system to your Customer Service representative. When calling for assistance, be ready to provide:

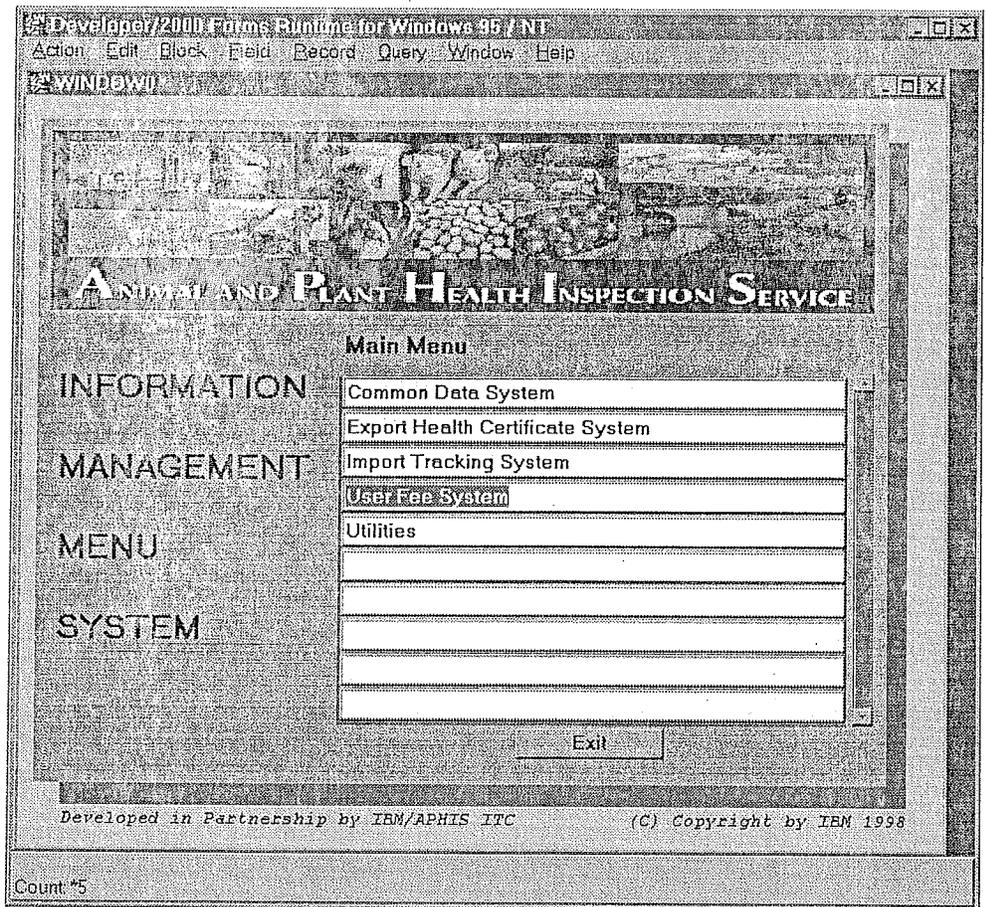
- State where the user is working.
- System being used, such as EPEC, IMP, or UFS.
- Error message number and text on the screen.
- Last action performed, such as entering data, retrieving forms; or accessing reports.
- Model and type of computer.

# Menu System

Application systems are menu-driven. The menu presents functions, operations, or submenus from which to choose. Some options are restricted and may appear only on the menu of qualified users.

Move from menu to menu by clicking on the text bar that corresponds to the option desired. Procedures to select an option or exit are the same from menu to menu.

An example of the APHIS Information Management Menu System follows:



Move the cursor to the [User Fee System] button bar and click to select the User Fee System.

# Forms

The cursor can be located by the blinking straight line in a field in the form. To move from field to field:

- Move and click the mouse on the desired field.
- To move forward, use the [Tab] or [Enter] key.
- To move backward, use the [Shift][Tab] keys.

Use the scroll bar, if available, by clicking on the appropriate up or down arrow. Use the [↑] or [Page Up] or [Page Down] keys to scroll up or down within fields where there are multiple records or from form to form in the query mode.

Some function keys are disabled when in various areas of the forms to help maintain data integrity. When such a key is pressed, a message [Function key disabled] appears on the bottom status bar. A grayed item in the action area at the top toolbar does not allow the function in that mode. For example, Cancel is not available from the Query menu. Use the Exit/Cancel No Save button on the form.

The screenshot shows a window titled 'UFS01' with a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a toolbar. The main form area is divided into several sections:

- User Fee Information:** Includes fields for CONTROL NR, Acct NR, Client Name, Country (US), Address, City, ST, Zip, Case ID (962103), Trans Status (T), Record Status (N), and Send to NEC (N). It also has Beg Service Date (21-AUG-98) and End Service Date (21-AUG-98).
- Remark 1:** and **Remark 2:** text input fields.
- CHARGES Table:** A table with columns: Fee Code, Description, Unit Cost, NR Units, Fee Amt.
- PAYMENTS Table:** A table with columns: Amt Recvd, Type, Description, Document NR.
- Total Due:** A text field.
- Buttons:** Save Record and Exit/Cancel No Save.

A pull-down menu is open over the 'Query' menu item, showing options: Enter, Execute, Last criteria, Cancel, Count files, and Fetch next set. The status bar at the bottom indicates 'Count: \*0'.

Action, Edit, Block, Field, Record, Query, Window, and Help all have options available, if shown in black type, from the pull-down menu. To activate, highlight the function and click once or use the control keys associated with that function.

The following *Navigation/Function Key* lists are available in the toolbar pull-down menu under *Help* keys. The following screen appears in the input forms and edit forms after a form has been brought in to be edited.

Function	Key
Accept	F10
Block Menu	F5
Cancel	Esc
Clear Block	Shift+F5
Clear Item	Ctrl+u
Clear Record	Shift+F4
Count Query Hits	Shift+F2
Delete Backward	Backspace
Delete Record	Shift+F6
Display Error	Shift+F1
Down	Ctrl+l
Down	Down
Duplicate Item	F3
Duplicate Record	F4
Edit	Ctrl+e
Enter Query	F7
Execute Query	F8
Help	F1
Insert Record	F6
Left	Left
List of Values	F9
Next Block	Ctrl+Page Down
Next Item	Ctrl+Tab
Next Item	Tab
Next Primary Key	Shift+F3
Next Record	Shift+Down
Next Set of Records	Ctrl+>
Previous Block	Ctrl+Page Up
Previous Item	Shift+Tab
Previous Item	Shift+Ctrl+Tab
Previous Record	Shift+Up
Print	Shift+F8
Return	Enter
Right	Right
Scroll Down	Page Down
Scroll Up	Page Up
Show Keys	Ctrl+F1
Up	Up

OK

*List of Values*, if available for a specific field, can be accessed by **Double clicking** in the field, by using the **Help List** pull-down menu, or by entering [F9]. Existing lists can be viewed from the database to refer to a correct spelling or code names for certain fields.

**Double click** in the field such as **Country**: to display a list of countries and their codes such as the following screen:

Country Name	Cou
Afghanistan	AF
Albania	AL
Algeria	AG
American Samoa	AQ
Andorra	AN
Angola	AO
Anguilla	AV
Antarctica	AY
Antigua And Barbuda	AC
Argentina	AR
Aruba	AA
Ashmore And Cartier Isl	AT
Australia	AS
Austria	AU
	JA
Baker Island	FQ
Bangladesh	BG
Barbados	BB
Bassas Da India	BS
Belgium	BE

In this box, scroll bars may be used to find data or enter the desired data in the *Find* box and select the **[FIND]** button. A *query mask* or wildcard [%] can be used in the *Find* box. Wildcards may be used in all query conditions.

To bring the highlighted selection to the form, press **[OK]**. Press **[Cancel]** to exit the pop-up box without bringing a value to the form. To obtain a *count of the number of records available* for a requested query, press **[F7]**, enter the desired query field, and press **[Shift][F2]**. The count appears in the message line. Click on the **[Exit/Cancel No Save]** button to cancel query mode or press **[F8]** to execute a query.

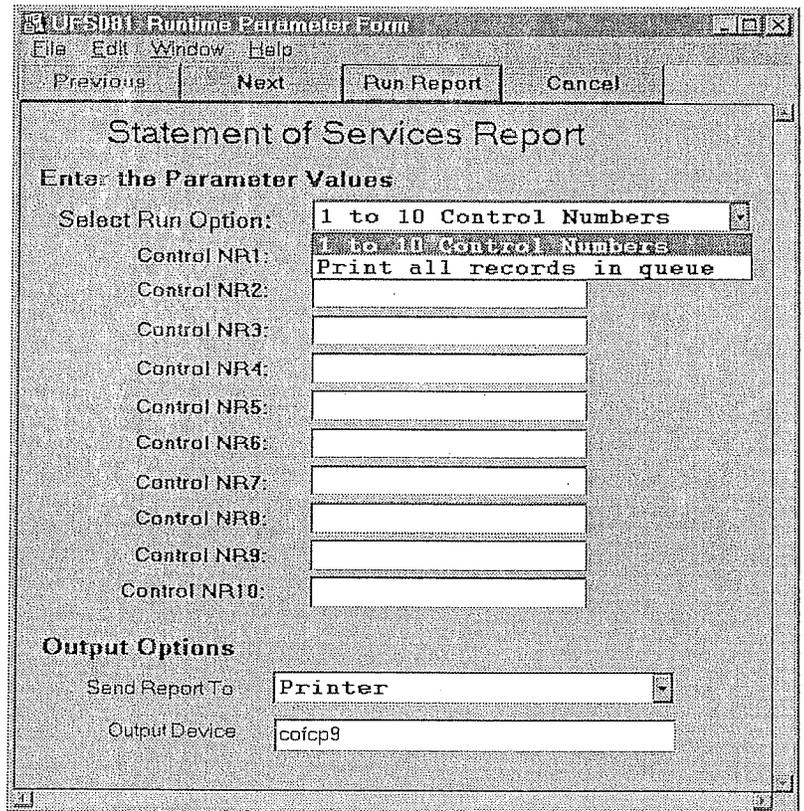
To obtain a print of a record shown on the screen, click on the *Action* pull-down menu, then select Print. A *Print\_Option* box is displayed. Select the desired option by entering the corresponding number in the box.

To save data, click on the **[Save Record]** button on the screen. Using the **[Save Record]** button is the only way to save the record.

To exit the form without saving a record, click on the **[Exit/Cancel No Save]** button. The **[Exit/Cancel No Save]** button is the only way to exit or cancel the form and exit.

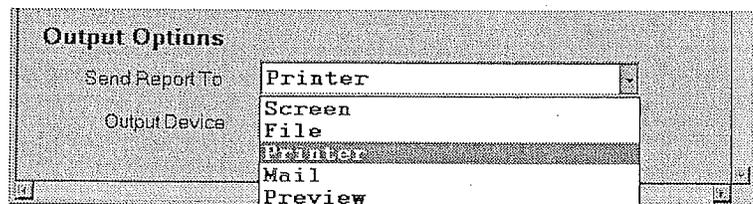
# Reports

Every application provides a report option for output. The Parameter Screen allows selection of specific data and directs output to the screen, file, printer, mail, or preview. The default setting is Printer. An example follows:



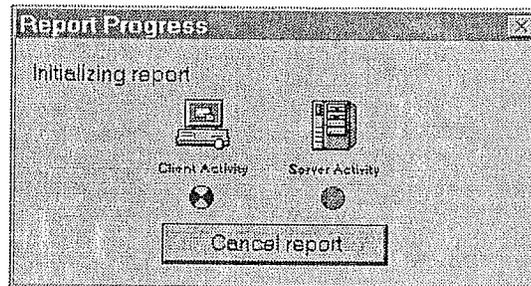
## Output Options

Click on the down arrow key by the *Send Report To* box for additional options:

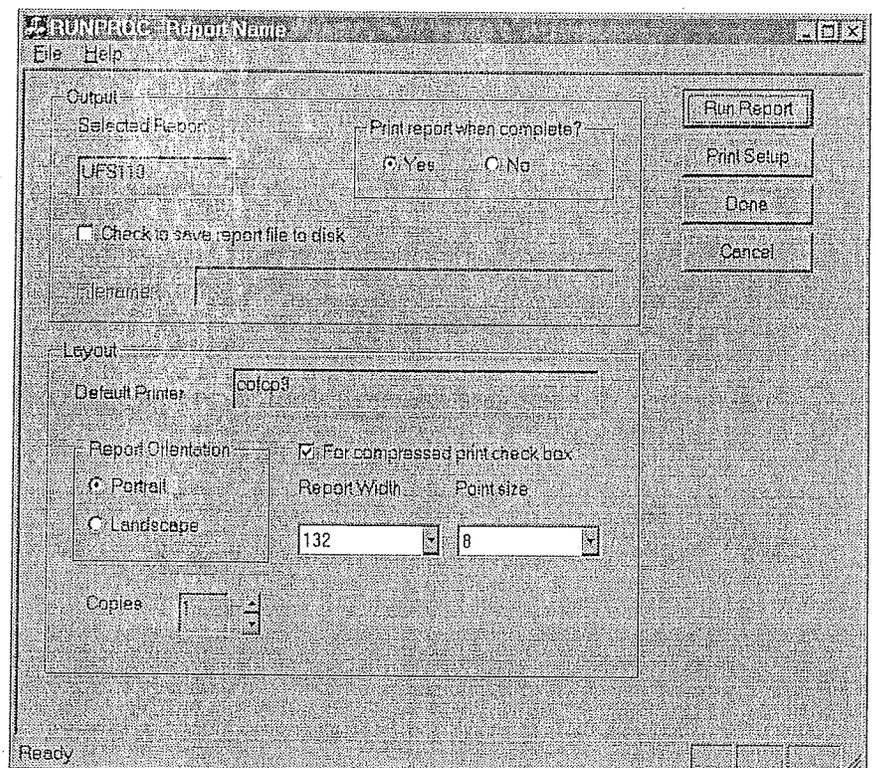


- Select **Screen** to show reports on screen only. This option does not allow the report to be printed.
- Select **File** and enter the file destination in the *Output Device* box. The file is in binary format. If the field is not entered, the report is sent to the **Printer**.
- **Printer** is the default and a report is sent to the printer unless another option is selected.
- The **Mail** option is not currently available.
- Select **Preview** to view with an option to print the report. A report preview is shown on the screen and an option to print the report can be selected.

When all desired parameters have been entered, click on [Run Report]. The following box appears:



Other reports that run from DOS display the following print prompt:



After selecting the desired print parameters, press the [Run Report] button. A screen requesting information for report parameters is displayed. Enter requested information and the report runs. *Working* is displayed on the screen indicating the report is running. After the report has run, the screen returns to the Reports menu.

# Contents For UFS 2000 Forms

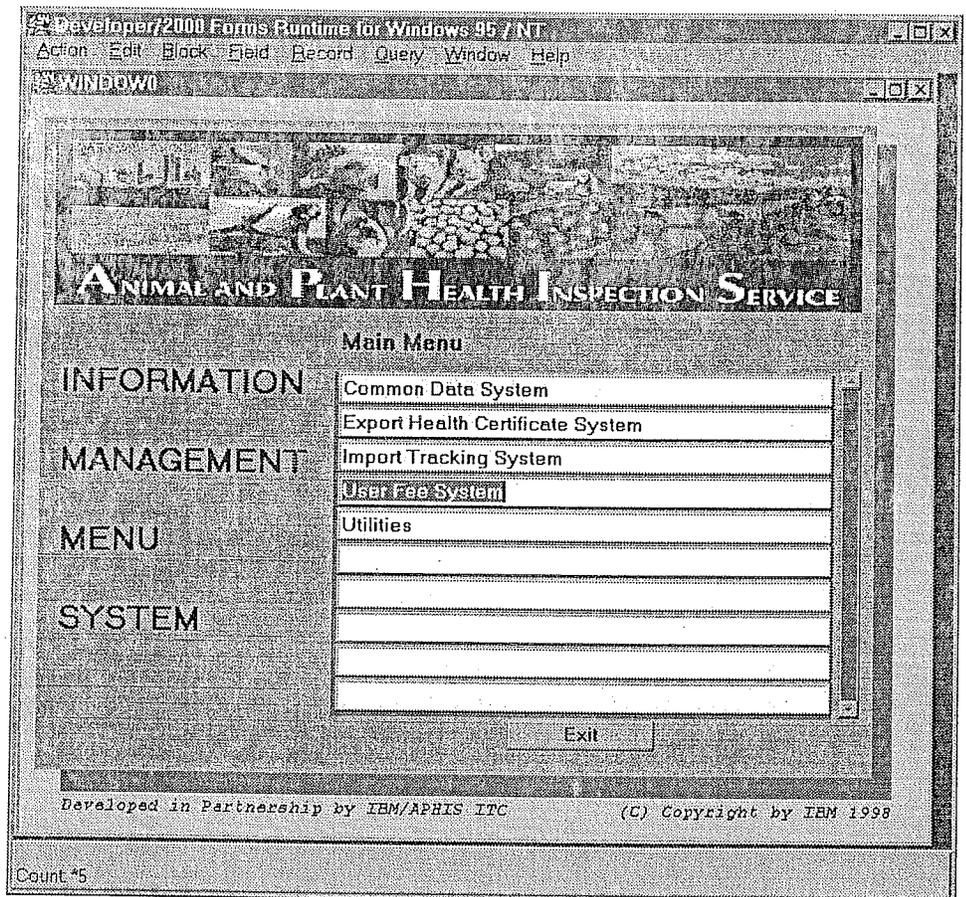
Accessing Forms .....	Page B1. 1
SIGNOUT: Generate/Query Manual APHIS 81 .....	Page B1. 4
Purpose .....	Page B1. 4
Display Form .....	Page B1. 4
UFS81: User Fee Information .....	Page B1. 8
Purpose .....	Page B1. 8
Special Features .....	Page B1. 8
Special Notes .....	Page B1. 9
Moving From Block to Block: .....	Page B1. 9
Required Fields: .....	Page B1. 9
Key Field: .....	Page B1. 9
List: .....	Page B1. 9
Field Features: .....	Page B1. 9
Display Form .....	Page B1. 12
Field Descriptions .....	Page B1. 12
UFSADDR: Special Address Information .....	Page B1. 16
Purpose .....	Page B1. 16
Display Form: .....	Page B1. 16
Special Features .....	Page B1. 17
Field Descriptions .....	Page B1. 18
UFSCLENT: Client Information .....	Page B1. 19
Purpose .....	Page B1. 19
Display Form .....	Page B1. 19
Special Notes .....	Page B1. 19
Required Fields: .....	Page B1. 19
List .....	Page B1. 20
Field Features: .....	Page B1. 20
Field Descriptions .....	Page B1. 21
UFSQRY: Query Payment Information .....	Page B1. 24
Purpose .....	Page B1. 24
Display Form .....	Page B1. 24
Special Features .....	Page B1. 24
Field Descriptions .....	Page B1. 25



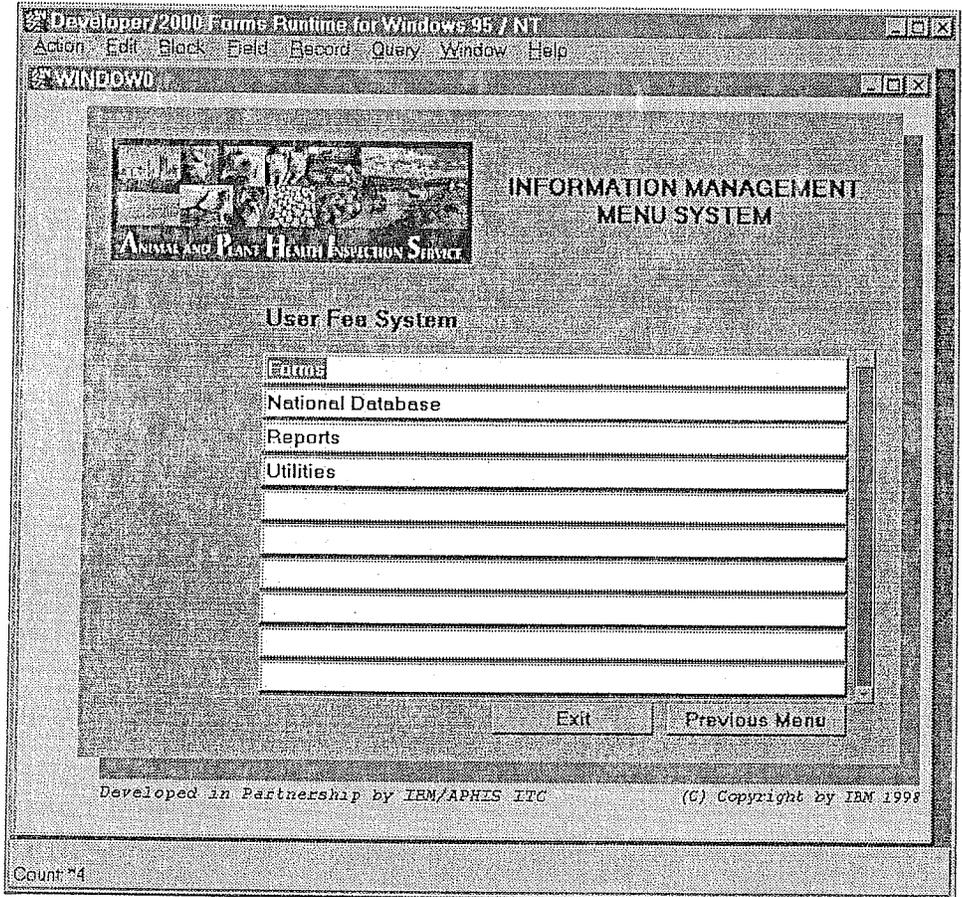
# User Fee System 2000 Forms

## Accessing Forms

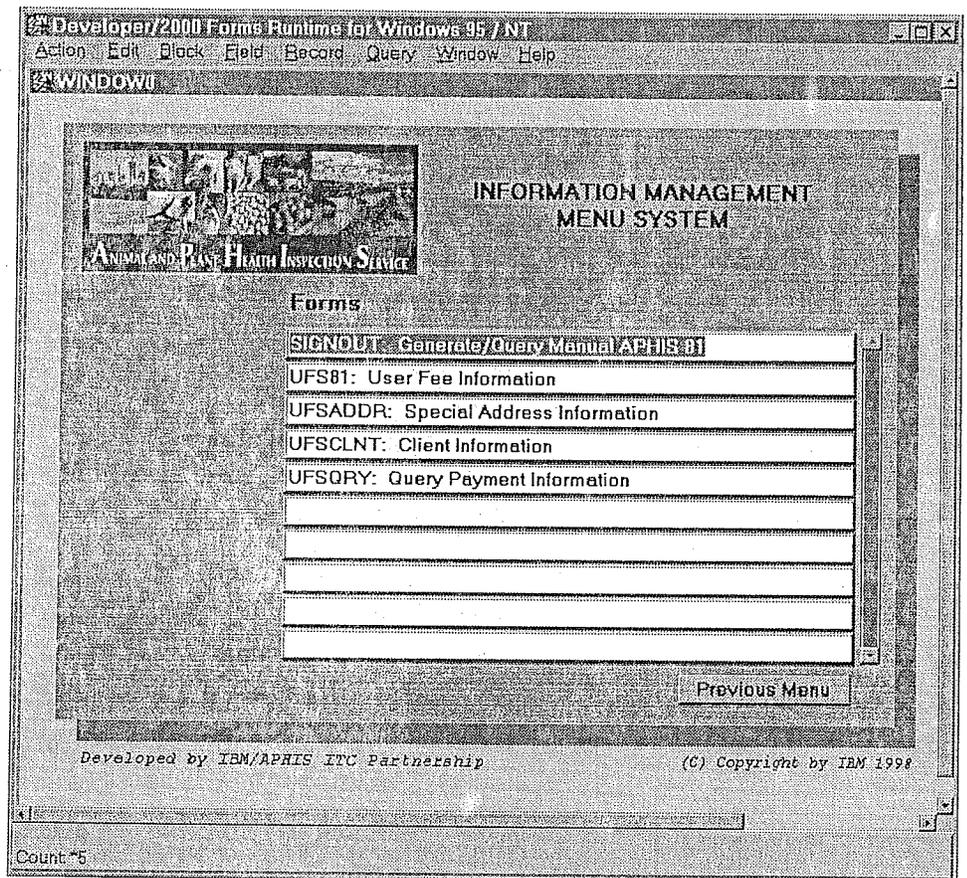
The User Fee System forms allow inserting, updating, deleting, and querying information about fees paid by a client. To access the system, select the [User Fee System] bar from the APHIS Information Management Menu System. The Main Menu is shown below:



To access the User Fee System Forms from the menu, click on the [Forms] bar in the following menu:



Procedures to select an option, exit, or redisplay are the same from menu to menu. Selecting [Forms] displays the following menu:



To use the SIGNOUT: Generate/Query Manual APHIS 81, UFS81: User Fee Information form, UFSADDR: Special Address Information form, UFSCLNT: Client Information form, or UFSQRY: Query Payment Information, click on the desired form.

Prompts and other requirements to fill out the forms are discussed in this chapter. Please note that all data in example screen fields are purposely fictitious.

# SIGNOUT: Generate/Query Manual APHIS 81

## Purpose

The SIGNOUT form allows generating and printing manual APHIS 81 Forms. Each manual form is assigned an unique control number that is system generated using the UFS081M: Statement of Services Manual APHIS 81 program. After filling out manual APHIS 81 Forms by hand, they are returned to the office that generated them. The manual form is then entered in the database using the UFS81 form.

## Display Form

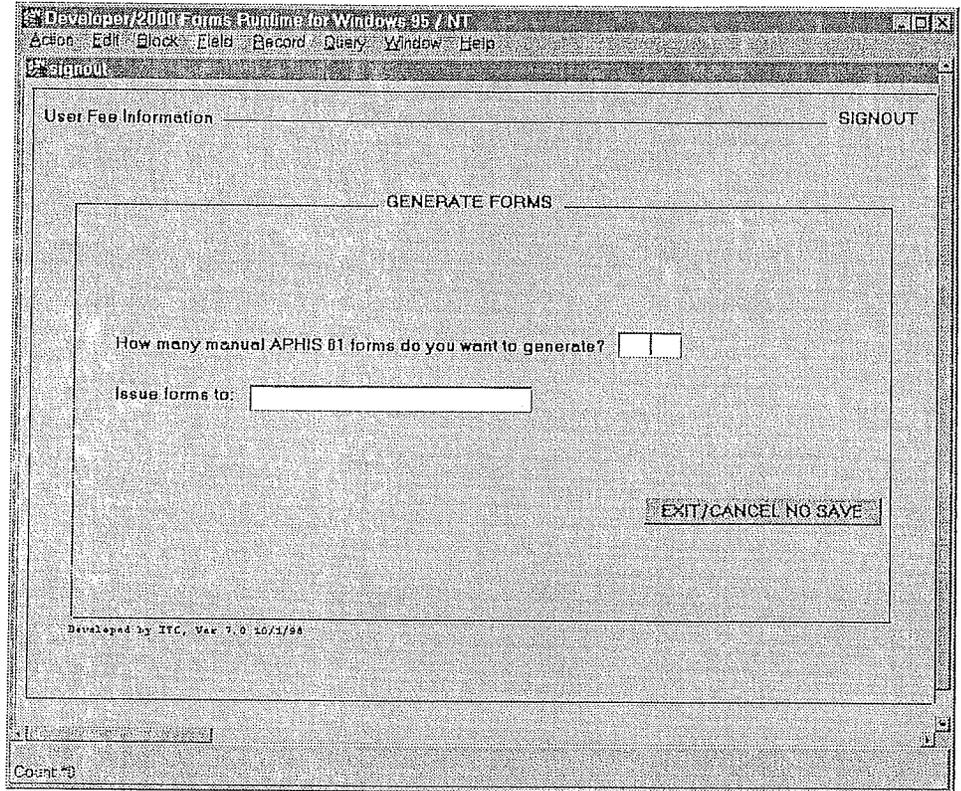
Select SIGNOUT: Generate/Query Manual APHIS 81 to display this screen:

Developed by ITC, Ver 7.0 10/1/98

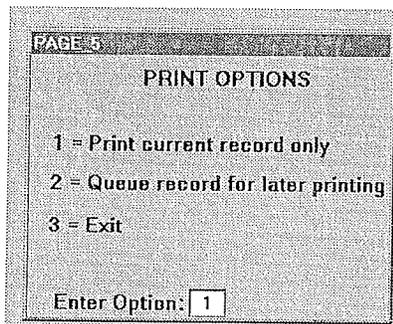
- Select **1** to generate the manual APHIS 81 forms.
- Select **2** to update signout information.
- Select **3** to query signout information.
- Select **4** to print all queued APHIS 81 forms.

Press [**Enter**] after entering the number of the desired option.

Selecting Option 1 on the SIGNOUT FORM OPTIONS menu displays the following screen:



Enter the number of forms to be generated and indicate to whom the forms will be assigned. Press [Enter] for the print menu and choose to print immediately or batch for later printing. The following screen appears:



- Select 1 to print the requested form immediately.
- Select 2 to write the form to a queue for later printing.
- Select 3 to exit without printing or queuing the form.

Press [Enter] after entering the number of the desired option.

Select Option 2 on the SIGNOUT FORM OPTIONS menu to display the following screen:

This screen is used to reassign manual APHIS 81 Forms that have been previously issued to another person or office.

The first block in the form allows reassigning a range of control numbers.

- Enter the beginning control number and the ending control number.
- Enter the name of the specific person or office to which the range of forms will be reassigned.
- Press the [**Save Record**] button to save the changes.

The second block allows updating individual records. Press the Next Block keys, [**Ctrl**][**Page Down**] to access Update Individual Records. The form is in *Query mode*.

- Enter the **CONTROL NR** to query a specific number, or a query can be performed on any field using specific information or a wildcard (%). Press the Execute Query key, [**F8**] to view all records.
- Enter the new Issue To name. *This field is the only one that can be updated.*
- Press the [**Save Record**] button to save the changes.

Select Option 3 on the SIGNOUT FORM OPTIONS menu to display the following screen:

The screenshot shows a window titled "SIGNOUT" with a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help) and a title bar (Developer/2000 Forms Runtime for Windows 386/NT). The main area is divided into "User Fee Information" and "QUERY INFORMATION". The "QUERY INFORMATION" section contains a table with four columns: "CONTROL NR", "Generate Date", "Issue To", and "Issue Date". Each column has 12 empty rows for data entry. A vertical scrollbar is on the right side of the table. At the bottom right of the table area is a button labeled "Exit/Cancel No Save". Below the table, it says "Developed by ITC, Ver 7.0 10/1/98". At the very bottom, a status bar contains the text: "Enter a query, press F8 to execute, Ctrl+q to cancel", "Count: 0", and "ENTER QUERY".

This screen is used to query information about the APHIS 81's from the SIGN\_OUT\_81 table. Any field can be queried and the information retrieved. The form does not allow information to be inserted, updated, or deleted.

Option 4 on the SIGNOUT FORM OPTIONS menu automatically prints all APHIS 81 Forms queued for printing.

# UFS81: User Fee Information

## Purpose

This data entry form is used to record summary information about fees paid by a client. It generates the UFS081 report, allows inserting and updating data, and prints from the form. The form is one page and has three blocks in which to enter information.

## Special Features

After entering and committing information on this form, the UFS081 report may be printed. To print an automated UFS081 report from this data entry form or queue the record for later printing, press **[Shift][F8]** or choose *Action*, then *Print* from the top menu bar. The following screen is displayed:

**User Fee Information** UFS81

CONTROL NR: 219382810 Initials: SAH Office ID: 962103 Trans Status: T  
 Acct NR: 841900502 NFC ID: 841900502 Record Status: N  
 Client Name: Caballero Brokers Inc Send to NFC: Y  
 Country: US United States Beg Service Date: 29-SEP-98  
 Address: Suite 2 End Service Date: 29-SEP-98  
 Reference NR: 780404442

**PRINT OPTIONS**

1 - Print current record only  
 2 - Print all records in queue  
 3 - Queue record for later printing  
 4 - Exit

Enter Option:

Fee Cod	Unit Cost	NR Units	Fee Amt
101	50	2	\$49.00

**PAYMENTS**

Amt Recvd	Type	Description	Document NR
\$49.00	CR	Credit Acct APHIS	

Total Due:

Save Record  
 Exit /Cancel No Save

FRM-40400: Transaction complete: 1 records applied and saved.  
 Count: \*0

- Select 1 to print the current record immediately.
- Select 2 to queue the current record and print all records in the queue.
- Select 3 to write the record to a queue for later printing.
- Select 4 to return to the Summary block without printing or queuing the current record.

## Special Notes

### Moving From Block to Block:

The three blocks are User Fee Information, CHARGES, and PAYMENTS. After entering all of the required fields, press [Ctrl][Page Down] to move to the CHARGES or PAYMENTS block. Press [Ctrl][Page Up] to go from PAYMENTS to the CHARGES or User Fee Information blocks.

### Required Fields:

The User Fee Information block requires: Control NR, Office ID, Trans Status, Record Status, Client Name, Country or Country Name, Address, City, State if United States is the Country, Beg Service Date and End Service Date. Control NR is generated if no valid number from the Sign\_Out\_81 table is entered. ABS-Mpls and NVSL have the ability to enter 81's that have not been generated previously from their systems.

The CHARGES block requires: Fee Code and NR Units. Other fields are generated.

The PAYMENTS block requires: Amt Recvd and Type. Document NR is required if the payment Type is CC for Credit Card or PO for Purchase Order. PO can be used only if the Form 81 is being charged to an account. Amt Recvd is generated from the Total Due field in the CHARGES block but should be changed to reflect the actual amount received from the customer.

### Key Field:

CONTROL NR is the key field in the User Fee Information block and must be unique.

### List:

Press List, [F9] or double-click in a field for valid values in these fields:

- Acct NR from the UFS Client table.
- Client Name from the UFS Client table.
- Country (name or code) from the CDS Country table.
- State from the CDS State table if country is US.
- Office ID from the Office table.
- Fee Code from the UFS Rate table.
- Payment Type from the UFS Lookup table.

To query a client's name, enter a few letters and press List, [F9], or double-click. All client names with the letters entered are shown. To search for a client where several Smiths are in the Client table, enter **Sm** and press **List** for all names starting with Sm. Press **List** for a complete list. The Fee Code field also provides a restricted list by entering a partial code, then pressing [F9].

### Field Features:

#### Deleting Records

Receipt records entered and *committed* to the database **cannot** be deleted. CHARGE and PAYMENT records can be cleared using **Clear Record** or [Shift][F4] if they are entered incorrectly and have not been committed. Charge and Payment records committed can be deleted by changing the status code to V.

#### Updating Records

A record with a record status of **V** or **R** cannot be modified.

**Control NR** ABS-Mpls and NVSL enter any already assigned Control NR. In the field, the number is computer-generated or can be entered manually if the number exists in the SIGN\_OUT\_81 table. When entered manually, the number is deleted from the SIGN\_OUT\_81 table once the record is committed.

The Control NR field cannot be modified. An attempt to modify a Control NR displays the following message:

Field is protected against update.

**Office ID** The code entered on the 81 Form must be a valid value from the Office Table. It is important to change the code if manual 81 Forms are being updated for another office.

**Trans Status** The code indicating transmit status defaults to **T** for Transmit. Enter **H** for Hold to hold a record. After records are transmitted, the system changes the status from **T** to **S** for Sent.

**Acct NR** Each time an account holder requests service, whether the service fee is paid or the account is billed, an account number is entered. A warning message appears if the account status is CA, SU, XX, or FS. If the payment type is CA, CK, or MO, the Account NR is blanked out at commit time. To obtain customer account numbers not in the database, call the User Fee Help Line.

If an account is valid, the system populates the name, address, city, state, zip, and country. Press [**Next Field**] to move to the Beg Service Date field.

**Client Name** If a name entered is in the Client table, the following fields appear: Acct NR, Country, Address, City, and State. Press [**Enter**] or [**Tab**] to move to the Beg Service Date field.

If the exact name is not in the Client table, it can be added for frequent customers not having a credit account. Customers requesting an account number should complete an application and forward to ABS-Mpls, ART, (Accounts Receivable Team). A client name or address entered incorrectly can be updated on the Client form and the 81 form.

**Country** Country is a required field with two windows. The first is for the two-letter country code and the second is for country name. Either a country code or name must be entered. The country code should reflect the country of the customer's address.

Press [**Enter**] or [**Tab**] in the first field window to move the cursor to the second field window. Entering a valid country code populates the country name in the second window and the cursor moves to the Address field. If the country name is entered, the system provides the country code.

**Beg Service Date** The system enters the current date which can be changed if the service date is different than the current date. The format is 02-DEC-98. If the date is later than the system date, this error message appears:

ERROR: UFS030 Date cannot exceed system date.

**End Service Date** This date is defaulted from the Beg Service Date. It can be changed but if the date precedes the Beg Service Date, this error message appears:

ERROR: UFS009 Date precedes Beg Service Date.

**Reference NR** Information shows on an account holder's monthly statement issued by NFC.

**Record Status** This field is computer generated to N for New. It can be set to V to void the document. If set to V all payment types are changed to VO.

**Fee Code** Entering a valid Fee Code generates values for the Description and Unit Cost fields and moves the cursor to the NR Units field. Use **List** or **[F9]** to obtain valid fee codes. Enter part of the code and press **List** for a restricted list. Duplicate and multiple fee codes can be entered. If modifying fee codes or NR units in the CHARGE block, press **[Enter]** to recalculate the Total Due.

**NR Units** Partial units must be entered in quarters, .25, .50, or .75 only.

**Fee Amt** This calculated field populates after entering NR Units and pressing **[Enter]** or **[Tab]**.

**Amt Recvd** The Total Due value defaults to Amt Recvd in the PAYMENTS block. Amt Recvd should always be the actual amount paid by the customer. If Amt Recvd is not equal to Total Due when a record is committed, a warning appears:

WARNING: UFS033 Payment received is less than amount due.

WARNING: UFS034 Payment received is greater than amount due.

**Type** Type refers to the method of payment: CA = Cash, CC = Credit Card, CK = Check, CR = Credit, II = Illegal Import\*, PO = Purchase Order, MO = Money Order, NB = Non-billable\*, TF = Trust Funds, and VO = Void. If type is PO, only one payment type is allowed. Mixed payments are allowed. For CA, CK, or MO an account number is not required. \*(NVSL only) If payment type is CR or PO, an Account NR must exist and a warning appears:

ERROR: UFS034 An account number is required for credit or purchase order types.

**Description** The field is automatically populated after entering values in the Type field and pressing [Enter].

**Document NR** This field must be completed for CC and PO type payments.

### Display Form

### Field Descriptions

The following tables describe each field in the UFS81: User Fee Information Form. The User Fee Information, CHARGES, and PAYMENTS blocks give the name of the field followed by the ORACLE name, the number of characters or numbers and if it is a required or optional field, followed by a description and the valid values. The fields are listed in the order of tabbing through the form. A complete list of field names in alphabetical order is in the Data Dictionary.

## User Fee Information Block

Field Name	ORACLE Name	Characteristics	Description and Valid Values
CONTROL NR	CONTROL_NR	Character 12 Required	Computer generated number or number manually assigned or entered at ABS-Mpls
Initials	INITIALS	Character 3 Optional	Initials of the person entering the information or performing the work.
Office ID	OFFICE_ID	Character 6 Required	Code of the Office issuing the 81 Form.
Acct NR	ACCT_NR	Character 16 Optional	Credit account number assigned only by ABS-Mpls to the client. Required for CR and PO.
Client Name	CLIENT_NAME	Character 30 Required	Name of client.
Country	COUNTRY	Character 2 Required	Country code for the country where the client resides. Corresponding name of the country follows in the 30 character field.
Address	ADDRESS	Character 30 Required	Address of the client.
Address	ADDRESS2	Character 30 Optional	Additional line of address for the client.
City	CITY	Character 20 Required	City where the client resides.
State	STATE	Character 2 Optional	Code for the State where client resides, required only if the country is in the US.
Zip	ZIP	Character 10 Optional	Zip code of the client. Format: NNNNN-NNNN or NNNNN
Beg Service Date	BEG_SERVICE_DATE	Date 9 Required	Beginning service date. Format: DD-MON-YYYY
End Service Date	END_SERVICE_DATE	Date 9 Required	Ending service date. Format: DD-MON-YYYY

**User Fee Information Block**

Field Name	ORACLE Name	Characteristics	Description and Valid Values
Reference NR	REFERENCE_NR	Character 12 Optional	Number on the reference document used to enter the receipt and sent to NFC.
Remark 1	REMARK_1	Character 60 Optional	Used for additional information, such as certificate number, driver's license number, account association, or notes pertinent to the record.
Remark 2	REMARK_2	Character 60 Optional	(Same as Remark 1 field.)
Record Status	RECORD_STATUS	Character 1 Required	V for Void. Under void, ABS-Mpls uses R for Reversal.
Trans Status	TRANS_STATUS	Character 1 Required	Code indicating the transmission status of the record: H = Hold S = Sent (Computer generated) T = Transmit X = Not sent to NFC (Computer generated)(ABS-Mpls database only)
NFC-ID		Character 16 Optional	System Generated.
Send to NFC		Character 1	System defaults to N and shows at ABS-Mpls only.

**CHARGES Block**

Field Name	ORACLE Name	Characteristics	Description and Valid Values
Fee Code	FEE_CODE	Character 4 Required	Code identifying a specific fee. Duplicate codes are allowed.
Description	FEE_DESC	Character 15 Required	Description of type of fee. (Computer generated)
Unit Cost	UNIT_COST	Numeric 9, 2 Required	Cost associated with a specific fee code. (Computer generated)
NR Units	NR_UNITS	Numeric 7, 2 Required	Number of units to be charged. Partial hours are recorded in quarter increments: 1/4 = .25, 1/2 = .50, 3/4 = .75.

**CHARGES Block**

Field Name	ORACLE Name	Characteristics	Description and Valid Values
Fee Amt	FEE_AMT	Numeric 10, 2 Required	The amount calculated for a given fee.
Total Due		Numeric 11,2	Calculated field. Not stored on the database.

**PAYMENT Block**

Field Name	ORACLE Name	Characteristics	Description and Valid Values
Amt Recvd	AMT_RECVD	Number 10, 2 Required	Amount received for services provided. Maximum is \$9,999,999.99
Type	PAYMENT_TYPE	Character 2 Required	Method of payment. CA = Cash CC = Credit Card CK = Check CR = APHIS Credit Account II = Illegal Imports (NVSL only) MO = Money Order NB = Non-billable (NVSL only) PO = Purchase Order TF = Trust Fund VO = Void
Description	LK_DESC	Character 15	Displayed field only. The information is not stored on the database.
Document NR	PAYMENT_DOC_NR	Character 16 Optional	Number on check, money order, or partial numbers. Required if type is CC or PO.

# UFSADDR: Special Address Information

## Purpose

Use this form to enter or change the government office address where a fee is being assessed or the Lockbox address on the Statement of Services UFS081 report. The local Originating Office answers questions about a bill or receipt and their phone number appears at the top of every receipt or invoice. The Lockbox address is where credit customers send payments. (See the UFS Reports section for examples.)

## Display Form:

Use UFSADDR: Special Address Information to enter or modify an address when an office moves or to change ABS-Mpls' Post Office Box number. This screen appears:

Special Address Information — ADDRESS — UFSADDR

Modify local originating office address or press [Next Record] to modify the address of the User Fee Debt Analysis Office at FSO.

Office:

Address:

Address2:

City:

State:

Zip:

Phone:

Acct NR:

Developed by ITC, Ver 7.0 10/1/98

SAVE RECORD

EXIT/CANCEL NO SAVE

Count: 2

To modify the address of the User Fee Debt Analysis Office at ABS-Mpls, click on the **[Record]** pull-down menu, and select **[Next]** or press the down arrow key. The following screen is displayed:

Developer/2000 Forms Runtime for Windows 95 / NT  
 Action Edit Block Field Record Query Window Help

Special Address Information ADDRESS UFSADDR

Modify local originating office address or press [Next Record] to modify the address of the User Fee Debt Analysis Office at FSO.

Office: NFC Lockbox Address  
 Address: P.O. Box 955683  
 Address2:  
 City: St. Louis  
 State: MO  
 Zip: 63195-5683  
 Phone: 111-222-3333  
 Acct NR: 000000000

Developed by ITC, Ver 7.0.10/1/98

SAVE RECORD  
 EXIT/CANCEL NO SAVE

Count: \*2

## Special Features

This form maintains two records in the UFS Client table in the Oracle database. Fictitious account numbers identify the addresses, such as 999999999 for the Originating Office address and 000000000 for the NFC Lock Box address.

## Field Descriptions

Descriptions of fields in the UFSADDR: Special Address Information form follow. The fields are listed in the order of tabbing through the form. A complete list of field names in alphabetical order is in the Data Dictionary.

Field Name	ORACLE Name	Characteristics	Description and Valid Values
Office	CLIENT_NAME	Character 30 Required	Originating or ABS-Mpls Office.
Address	ADDRESS	Character 30 Required	Office address.
Address	ADDRESS2	Character 30 Optional	Second line of address, if necessary.
City	CITY	Character 20 Required	City where the office is located.
State	STATE	Character 20 Required	State where the office is located.
Zip	ZIP	Character 10 Required	Zip code of the office. Format: NNNNN or NNNNN-NNNN
Phone	PHONE	Character 12 Optional	Phone number of the office. Format: 999-9999 or 999-999-9999
Acct NR	ACCT_NR	Character 9	Identifies record in the Client table. (Display field only.)

# UFSLCNT: Client Information

## Purpose

This form is used to insert, query, and update information about clients and their related contacts. Only information for frequent clients will be entered. The information is used to default fields in the UFS81 Form.

## Display Form

Select UFSLCNT: Client Information from the menu to display this form:

The screenshot shows a Windows-style application window titled "User Fee Client Information" with a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help). The form is titled "CLIENT INFORMATION" and "UFSLCNT".

**CLIENT INFORMATION**

Office ID: 962103      Trans Status: T  
 Record Status: N

Name: \_\_\_\_\_      Phone: \_\_\_\_\_  
 CLIENT ID: \_\_\_\_\_      Fax: \_\_\_\_\_  
 Acct NR: \_\_\_\_\_ Status: OK      Tax ID: \_\_\_\_\_  
 Country: US \_\_\_\_\_  
 Address: \_\_\_\_\_      Establish Date: 26-AUG-9  
 Address: \_\_\_\_\_      FSO Update Date: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_      Payment Method:

**CONTACT INFORMATION**

Lname: \_\_\_\_\_ Fname: \_\_\_\_\_      Number of Contacts: \_\_\_\_\_  
 Address: \_\_\_\_\_      Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_      Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Remarks: \_\_\_\_\_

Buttons: SAVE RECORD, EXIT/CANCEL NO SAVE

Footer: Developed by ITC, Ver 7.0 10/1/98  
 Count \*0

## Special Notes

**Required Fields:** The Client Information block requires: Name, Client ID, and Country. Enter an account number if one exists.

When entering information in the Contact Information block, information required is: Lname and Fname for first and last name of the contact person. *(If no contact information is entered, no fields are required.)*

**List**

Use **List**, [F9], or double-click to obtain valid values for the following fields:

- Country from the CDS Country table
- State from the CDS State table
- Account Status from the UFS Lookup table
- Payment Method from the UFS Lookup table

**Field Features:**

**Office ID** The value is generated from the UFS Lookup Table.

**Client ID** If this field is entered, the value must be unique. If the field is blank at commit time, a sequential number is generated by the system.

**Acct NR** Numbers are issued only by ABS-Mpls, ART. The name in the database for an account number entered must exactly match the client name on the credit application information. If an account number is entered, Account Status defaults to OK.

**Country** Country is a required field with two windows. The first is for the two-letter country code and the second is for country name. Either a country code or name must be entered. Press [Enter] and [Tab] in the first field window to move the cursor to the second field window. If a valid country code is entered, the corresponding country name appears in the second window and the cursor moves to the Address field. If the country name is entered, the system provides the country code.

**State** When the Country is the US, a state code must be entered.

**Establish Date** The current date of the system is generated when a new record is entered.

**FSO Update Date** The field remains blank until the update is downloaded, except in ABS the current date is generated when no date is entered.

**Payment Method** The type of bill to be generated for payments is indicated.

**CONTACT INFORMATION**

Use [Ctrl][Page Down] to enter contact information. Client information is committed.

**Number of Contacts**

Computer generated query count field indicating the number of contact records for a specific Office ID and Client ID.

## Field Descriptions

UFSCLNT: Client Information form fields follow. The fields are listed in the order of tabbing through the form. A complete list of field names in alphabetical order is in the Data Dictionary.

### CLIENT INFORMATION Block

Field Name	ORACLE Name	Characteristics	Description and Valid Values
Office ID	OFFICE_ID	Character 6 Required	Code of the Office entering client information. Defaults to the Office ID number.
Name	CLIENT_NAME	Character 30 Required	Name of the client.
Client ID	CLIENT_ID	Character 6 Optional	Unique identification number assigned to a client. (System generated at Commit)
Acct NR	ACCT_NR	Character 16 Optional	Credit account number assigned to the client. Only the ABS-Mpls can assign numbers.
Status	ACCT_STATUS	Character 2 Optional	Code indicating the client's account status. Defaults to OK. Clearance level of 7 is required to see Remarks. OK = Good credit CA = Accept cash only DI = Chapter 11-Bankruptcy, DIP SU = Account suspended XX = Account closed FS = Call ABS-Mpls before using
Country	COUNTRY	Character 2 Required	Country code for the country where the client resides. Corresponding name of the country follows in the 30 character field.
Address	ADDRESS	Character 30 Optional	Address of the client.
Address	ADDRESS2	Character 30 Optional	Additional line of address for the client.
City	CITY	Character 20 Optional	City where the client resides.

**CLIENT INFORMATION Block**

Field Name	ORACLE Name	Characteristics	Description and Valid Values
State	STATE	Character 2 Optional	Code for the State where client resides, required only if the country is the US.
Zip	ZIP	Character 10 Optional	Zip code of the client. Format: NNNNN-NNNN or NNNNN
Phone	PHONE	Character 18 Optional	Telephone number of client.
Fax	FAX	Character 18 Optional	Fax number of the client.
Tax ID	TAX_ID	Character 11	Clients tax identification number.
Establish Date	ESTABLISH_DATE	Date	The current date of the system.
FSO Update Date	FSO_UPDATE_DATE	Date	Date ABS-Mpls last updated client information.
Payment Method	PAYMENT_METHOD	Character 1	Method of payment 0 = Normal Billing NFC-523 1 = SF-1080 2 = SF-1081 3 = AD-742 or OPAC
Record Status	RECORD_STATUS	Character 1 Required	Computer-generated field.
Trans Status	TRANS_STATUS	Character 1 Required	Code indicating the transmission status of the record: H = Hold S = Sent (Computer generated) T = Transmit X = Not sent to NFC (Computer generated)

**CONTACT INFORMATION Block**

Field Name	ORACLE Name	Characteristics	Description and Valid Values
Number of Contacts			Generated field displaying number of contacts for a specific Office ID and Client ID when record is committed.
Lname	LNAME	Character 15, Required	Last name of the contact. <i>(Required only if Contact Information is provided.)</i>
Fname	FNAME	Character 15, Required	First name of the contact. <i>(Required only if Contact Information is provided.)</i>
Address	ADDRESS	Character 30 Optional	Address of the contact.
Address	ADDRESS2	Character 30 Optional	Second line of address, if necessary.
City	CITY	Character 20 Optional	City of the contact.
State	STATE	Character 2 Optional	State of the contact.
Zip	ZIP	Character 10 Optional	Zip code for the contact.
Phone	PHONE	Character 18 Optional	Telephone number of
Fax	FAX	Character 18 Optional	Fax number of the client.
Remarks	REMARKS	Character 255	Additional information can be recorded.



## Field Descriptions

UFSQRY: Query Payment Information form fields follow. The fields are listed in the order of tabbing through the form. A complete list of field names in alphabetical order is in the Data Dictionary.

Field Name	ORACLE Name	Characteristics	Description and Valid Values
PT	PAYMENT_TYPE	Character 2	Method of payment: CA = Cash CC = Credit Card CK = Check CR = APHIS Credit Account II = Illegal Imports (NVSL only) MO = Money Order NB = Non-billable (NVSL only) PO = Purchase Order TF = Trust Fund VO = Void
Amt Recvd	AMT_RECVD	Number 10, 2	Amount received for services provided. Maximum is \$9,999,999.99
Payment Doc NR	PAYMENT_DOC_NR	Character 16	Document number for the payment entered.
Control NR	CONTROL_NR	Character 12	Computer-generated number or number manually assigned.
Service DT	BEG_SERVICE_DATE	Date 9	Beginning service date. Format: DD-MON-YY
Client Name	CLIENT_NAME	Character 30 26 Displayed	Name of the client.



# Contents For UFS 2000 National Database

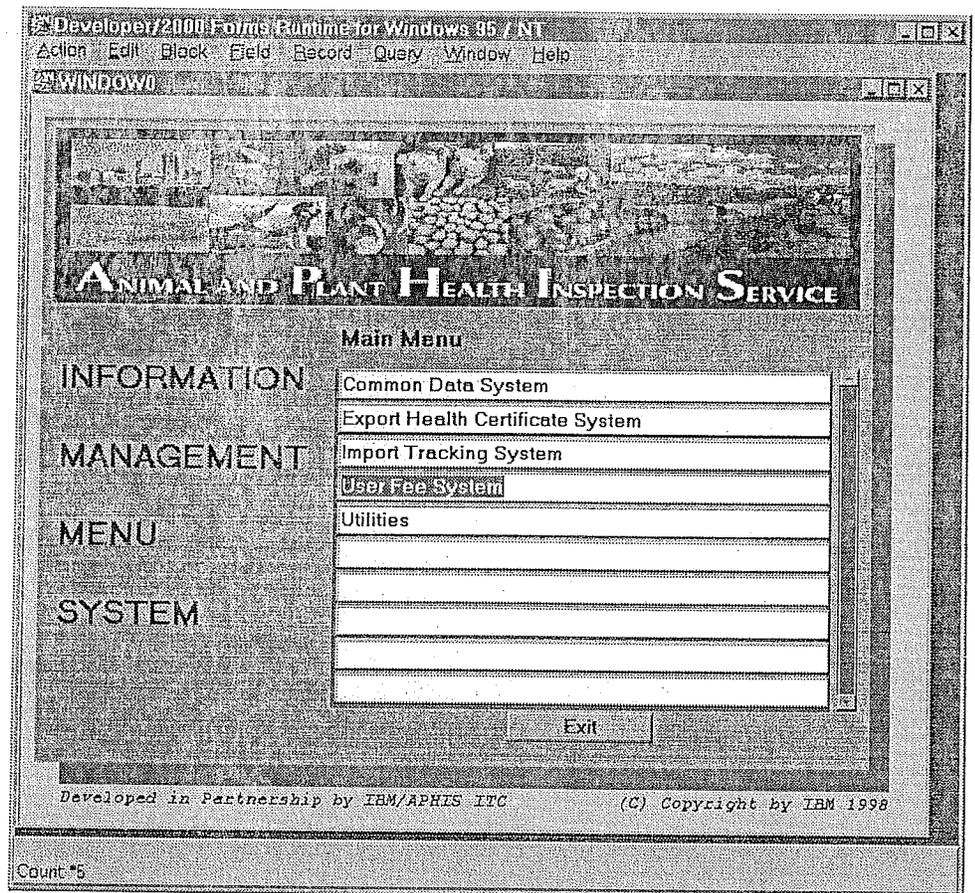
National Database Access .....	Page B2. 1
UFS National Reports .....	Page B2. 4
UFS National Utilities .....	Page B2. 5
Change National Database Password .....	Page B2. 6
Purpose .....	Page B2. 6
Required Information .....	Page B2. 6
Reenter National DB Username and Password .....	Page B2. 7
Purpose .....	Page B2. 7
Required Information .....	Page B2. 7
SQL*PLUS .....	Page B2. 8
Purpose .....	Page B2. 8
Required Information .....	Page B2. 8
UFS900: Client Download .....	Page B2. 9
Purpose .....	Page B2. 9
Required Information .....	Page B2. 9
UFS910: Rate Download .....	Page B2. 10
Purpose .....	Page B2. 10
Required Information .....	Page B2. 10
UFS915: APHIS 81 Record Transmission .....	Page B2. 11
Purpose .....	Page B2. 11
Required Information .....	Page B2. 11
Transmitting User Fee Records .....	Page B2. 12
Downloading New Rate Information .....	Page B2. 12
Updating Client Information .....	Page B2. 13



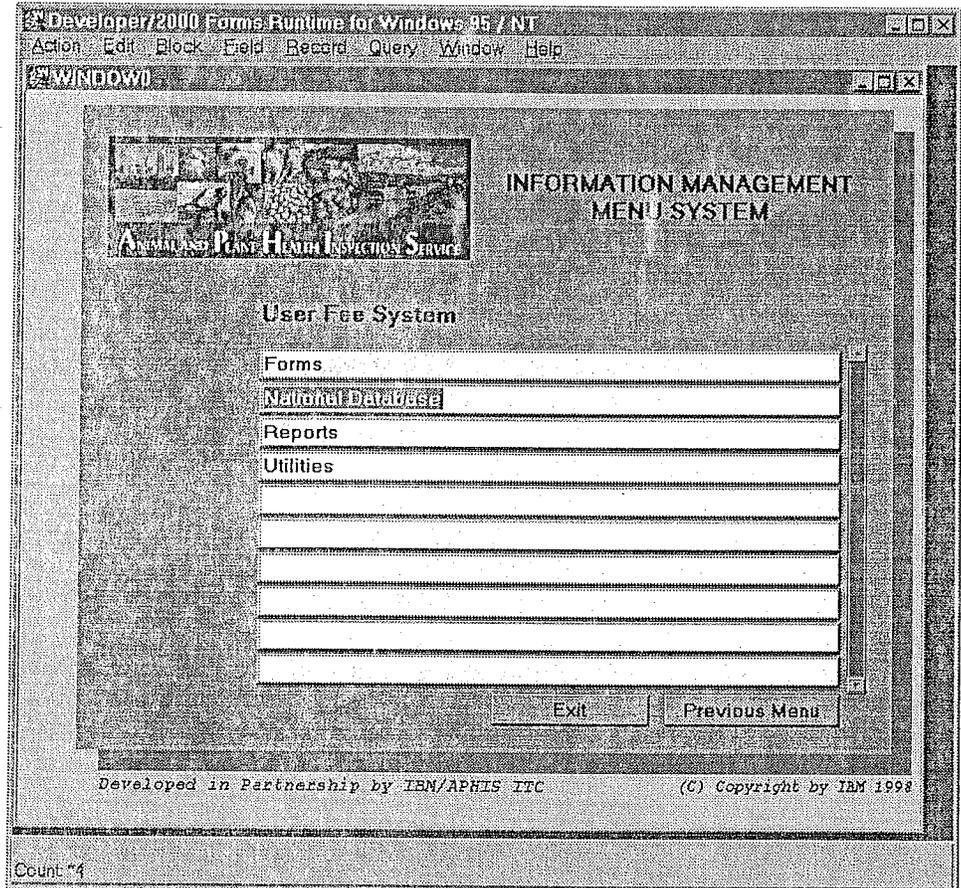
# UFS 2000 National Database

## National Database Access

This chapter shows the User Fee System 2000 National Database. Options available are accessed through the User Fee System Main Menu. Click on the [User Fee System] bar in the APHIS Information Management Menu System as shown below:



The following menu is displayed:



To access the User Fee System 2000 National Database Menu, click on the [National Database] bar. Prompts and other requirements to open the National database, change password, download client and rate information, and transmit records are described in this chapter. Click on the [National Database] bar to display the following log on box:

Developer/2000 Forms Runtime for Windows 95 / NT  
Action Edit Block Field Record Query Window Help

WINDOW0

**Log On to National Database**

National Data Base Username:

National Data Base Password:

Database:

OK Exit

Count \*0

- Enter your **Username, Password, and Database** in the appropriate boxes. (If the hour glass is spinning you can continue by clicking in the next box and entering information.)
- When finished, click on [OK] to display the following menu:

Developer/2000 Forms Runtime for Windows 95 / NT  
Action Edit Block Field Record Query Window Help

WINDOW0

**INFORMATION MANAGEMENT MENU SYSTEM**

**National Database**

UFS National Forms  
UFS National Reports  
UFS National Utilities

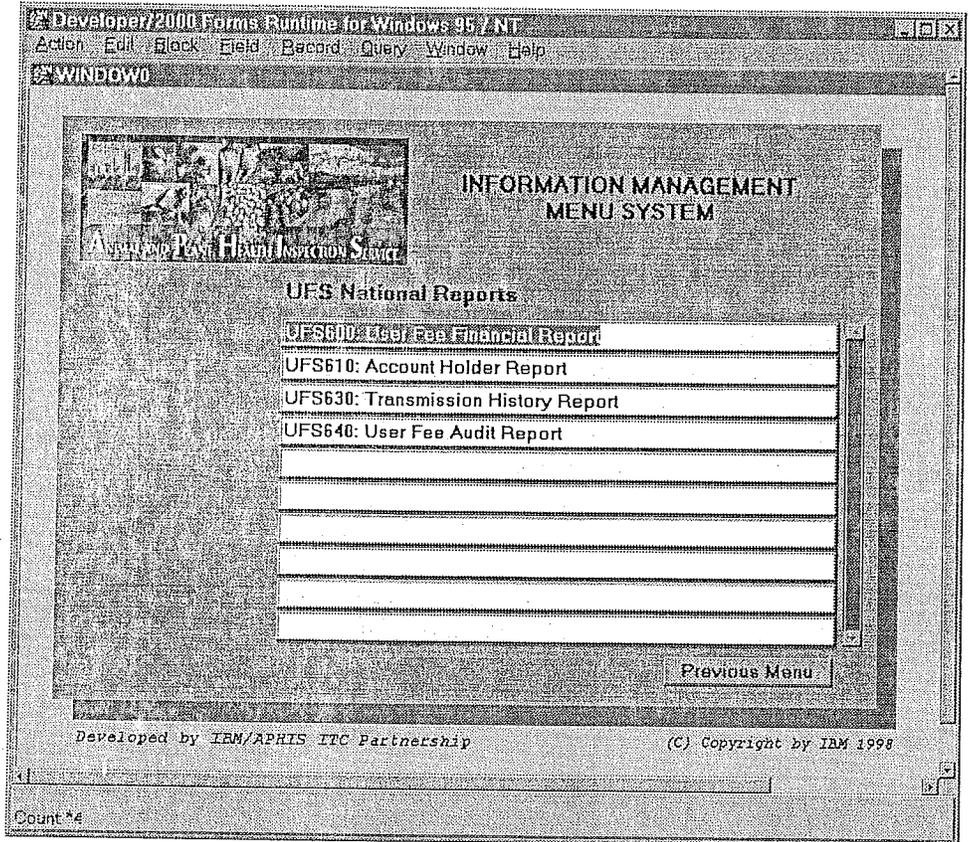
Exit Previous Menu

Developed in Partnership by IBM/APHIS ITC (C) Copyright by IBM 1998

Count \*3

# UFS National Reports

Click on the [UFS National Reports] bar to display the following menu:

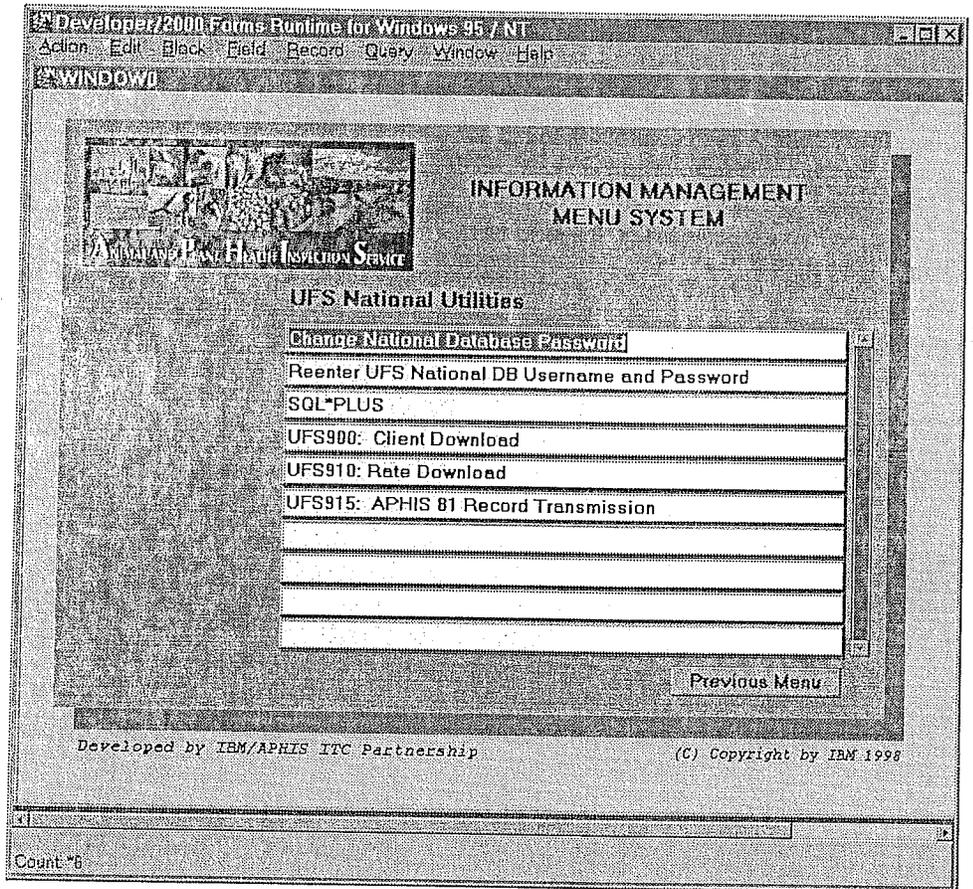


## User Fee Reports

Reports are available at the national site for UFS600: User Fee Financial Report, UFS610: Transmission History Report, and the UFS640: User Fee Audit Report.

# UFS National Utilities

Click on the [UFS National Utilities] bar to display the following menu:



## User Fee Utilities

Each of the menu items is described.

# Change National Database Password

## Purpose

This utility allows users to change their UFS National Data Base password. For security reasons, passwords should be changed periodically.

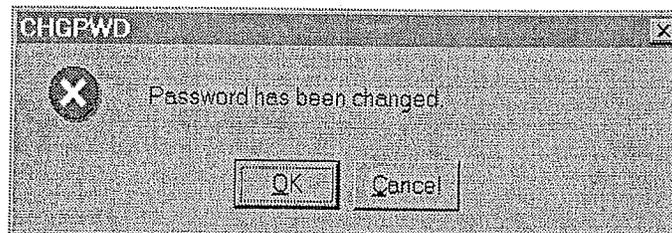
## Required Information

Selecting Change National Data Base Password from the menu displays the following prompt:

Developer/2000 Forms Runtime for Windows 95 / NT  
Action Edit Block Field Record Query Window Help  
Change National Database Password UFS905  
ENTER PARAMETER VALUE(S)  
New National Data Base Password:   
Verify New National Data Base Password:   
Save Record  
Exit Record/No Save  
Count: 1

- Click on the first field and enter a new password.
- Move to the next field and re-enter the password.
- Click on the [Save Record] button.

The system verifies the new password entered and changes the password for the username. The following message box appears indicating the password has been successfully changed.



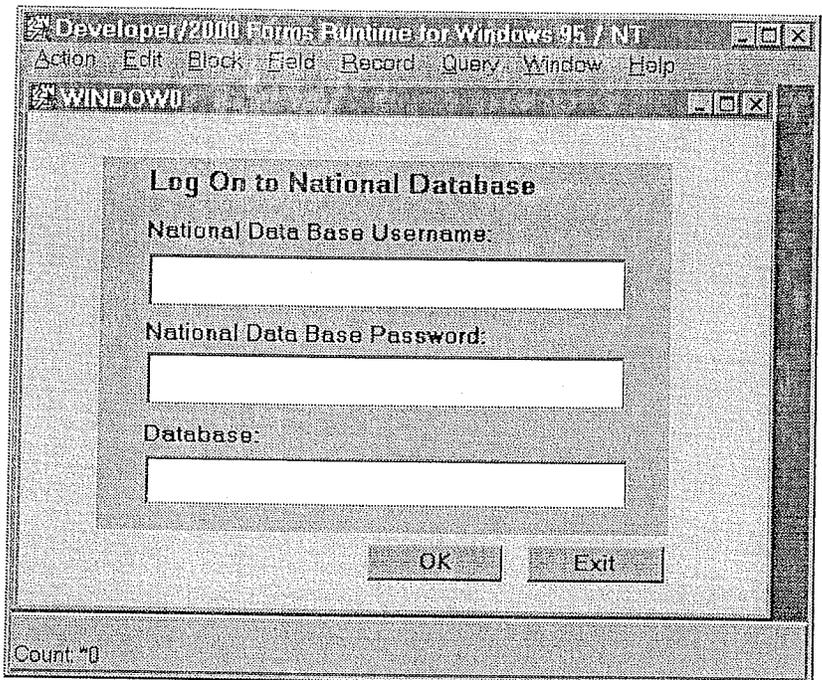
# Reenter National DB Username and Password

## Purpose

This utility allows users to reenter their UFS National Database Username and Password. If an Invalid User ID or Password is received when using the UFS915 Utility, information can be reentered without leaving the menu.

## Required Information

Select Reenter UFS National DB Username and Password from the menu to display the following prompt:



The screenshot shows a Windows-style dialog box titled "Log On to National Database". The dialog box has a menu bar with "Action", "Edit", "Block", "Field", "Record", "Query", "Window", and "Help". Below the menu bar is a "WINDOW" title bar. The main area of the dialog box contains three input fields: "National Data Base Username:", "National Data Base Password:", and "Database:". At the bottom of the dialog box are two buttons: "OK" and "Exit". The dialog box is displayed over a background window titled "Developer/2000 Forms Runtime for Windows 95 / NT" with a menu bar including "Action", "Edit", "Block", "Field", "Record", "Query", "Window", and "Help". The status bar at the bottom of the background window shows "Count: \*0".

Enter a valid Oracle username and password. If you cannot remember your Username or Password, contact ABS-Mpls.

# SQL\*PLUS

## Purpose

This utility allows querying the National Data Base.

## Required Information

Select the SQL\*PLUS from the National Data Base Utilities Menu to display the following prompt:

- Enter your User Name in the first field.
- Enter your Password in the second field.
- Enter the database name in the Host String: field.
- Press the [OK] button.

The following SQL screen is displayed:

```

Oracle SQL*Plus
File Edit Search Options Help
SQL*Plus: Release 3.3.2.0.2 - Production on Fri Nov 20 13:39:58 1998
Copyright (c) Oracle Corporation 1979, 1994. All rights reserved.

Connected to:
Oracle7 Server Release 7.2.2.4.0 - Production Release
With the distributed, replication and parallel query options
PL/SQL Release 2.2.2.3.1 - Production

SQL> |
  
```

Enter the query or enter **Exit** to escape.

# UFS900: Client Download

## Purpose

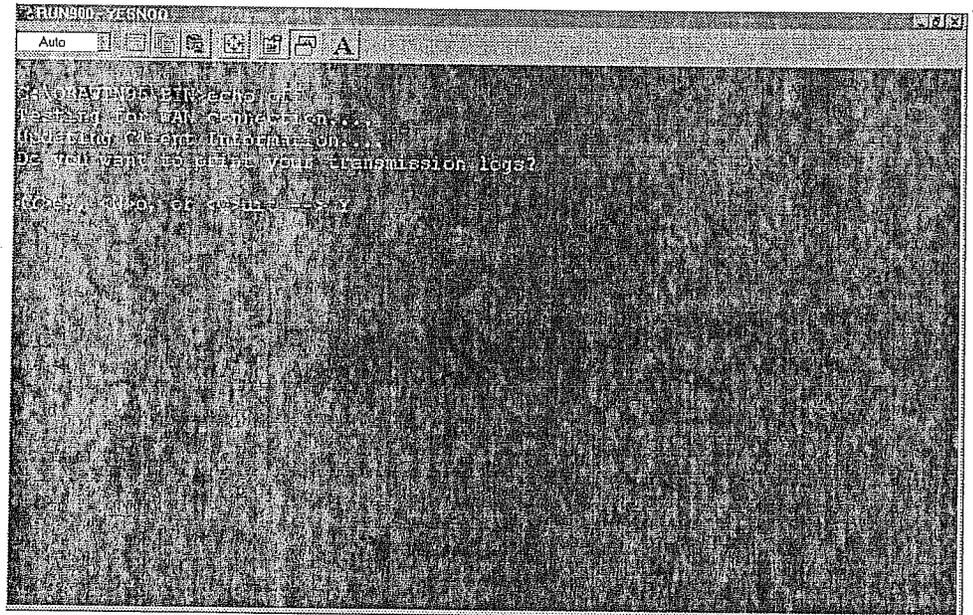
This utility downloads client information from ABS in Minneapolis. Client information is compared to the information on the National Database and for every record that has a matching account number, the record is updated.

This process will not add or delete clients. The update will provide the field sites with current information on account holders; specifically, it will provide the account status. The status will indicate if a client has good credit or is on a cash only basis, if the account has been closed, etc.

For a complete list of the descriptions, see the Client Information description fields in the *User Fee System 2000 Forms* chapter.

## Required Information

Click on UFS900: Client Download in the National Database Utilities Menu to display the following screen:



- Enter **Y** to print the transmission logs.
- Enter **N** if no transmission logs should be printed.
- Enter **Q** to Quit.
- Click the close button **[X]** in the corner of the window to return to the menu after you have viewed the output and any possible error messages.

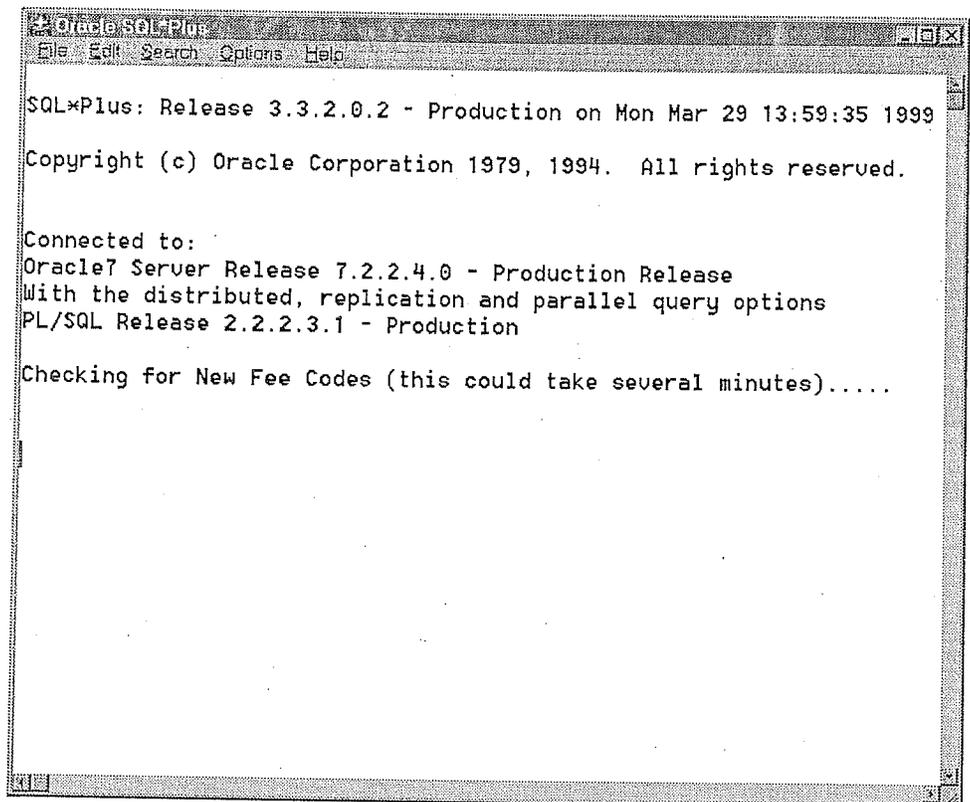
# UFS910: Rate Download

## Purpose

This utility downloads the User Fee rate information from the National Data Base at ABS in Minneapolis. The new rates will be downloaded only if rates have been added, deleted, or updated in the National Database.

## Required Information

Click on UFS910: Rate Download in the National Database Utilities Menu to display the following screen:



```
Oracle SQL*Plus
File Edit Search Options Help
SQL*Plus: Release 3.3.2.0.2 - Production on Mon Mar 29 13:59:35 1999
Copyright (c) Oracle Corporation 1979, 1994. All rights reserved.

Connected to:
Oracle7 Server Release 7.2.2.4.0 - Production Release
With the distributed, replication and parallel query options
PL/SQL Release 2.2.2.3.1 - Production

Checking for New Fee Codes (this could take several minutes).....
```

- Click the close button [X] in the corner of the window to return to the menu after you have viewed the output and any possible error messages.

# UFS915: APHIS 81 Record Transmission

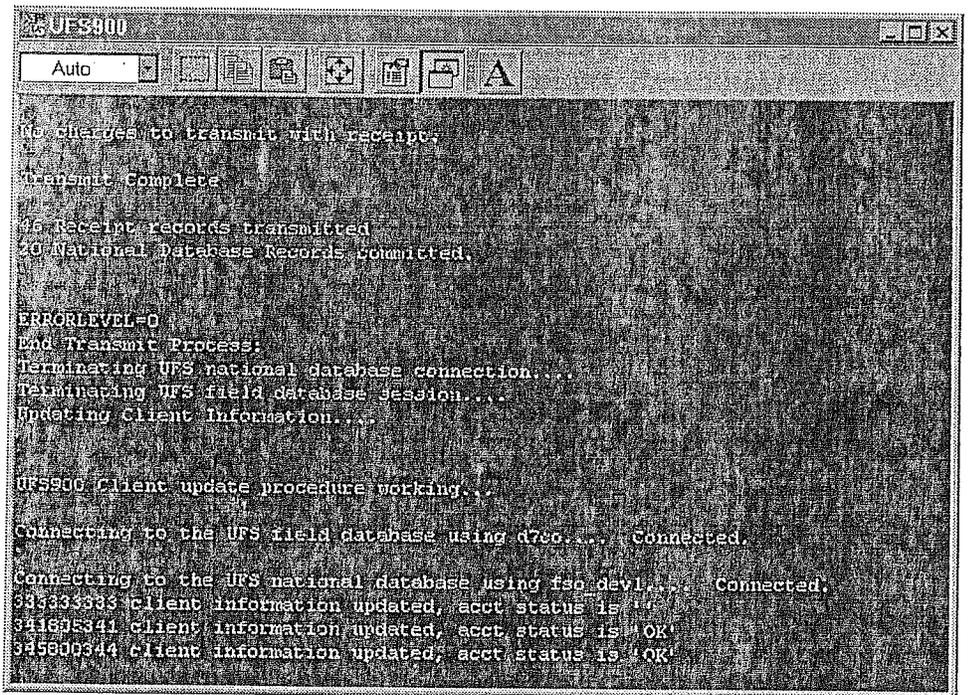
## Purpose

This process performs three basic functions. They are:

- Transmitting User Fee records from a UFS Field site database to the UFS National Database.
- Downloading new rate information automatically from the National Database when changes are detected.
- Updating client information by downloading new data about account holders from the National database.

## Required Information

Click on UFS915: APHIS 81 Record Transmission to display this screen:



If access was allowed, the following message confirming connection to the databases is displayed:

```

Connecting to the UFS field database ..... Connected.
Connecting to the UFS national database using FSO ..... Connected.

```

## Transmitting User Fee Records

Each time the UFS915: APHIS 81 Record Transmission runs successfully, a log file is produced with each CONTROL\_NR transmitted and the number of receipt records sent and committed to the National Database. It also contains any error messages produced with an aborted transfer, such as:

ERROR Message Log not available at this time.....

An example of the UFS915 Log File follows:

```

***      UFS915: UFS National Database APHIS 81 Record Transmission      ***
Connecting to the UFS field database....                               Connected.
Connecting to the UFS national database using FSO....                 Connected.

Begin Transmit Process: 10-FEB-1998 10:33:18
Control nr  808170130
Control nr  808170131
Control nr  808170132
Control nr  808170133
Control nr  808170134
Control nr  808170135
ERROR - Acct Nr not found at FSO 342725589: Rejecting CONTROL_NR: 808170135
Control nr  808170136
Control nr  808170137
Control nr  808170138
ERROR - TRANS_MATRIX Record not found: Rejecting CONTROL_NR: 808170138

Transmit Complete

8 Records transmitted
0 National Database record committed.

End Transmit Process: 10-FEB-1998 10:34:02
Terminating UFS national database connection....
Terminating UFS field database session....
  
```

## Downloading New Rate Information

This utility runs only when new Fee Code Rate information needs to be downloaded from the National Database, which is generally once a year. When it runs, a screen similar to the following example is displayed:

```
Checking for New Rate Information .....
Field Date: 01-DEC-97 FSO Date: 01-JAN-98
Warning: Product user profile information not loaded.
Connected.

89 rows deleted.

Array fetch/bind size is 20. (arraysize is 20)
Will commit when done. (copycommit is 0)
Maximum long size is 80. (long is 80)
 230 rows selected from ufs@t:199.132.3.2:prod.
 230 rows inserted into UFS_RATE.
 230 rows committed into UFS_RATE at DEFAULT HOST connection.
```

## Updating Client Information

Client information is automatically updated during each transmission process. See UFS900: Client Download for additional information.

At the end of the processes, transmission logs are available.

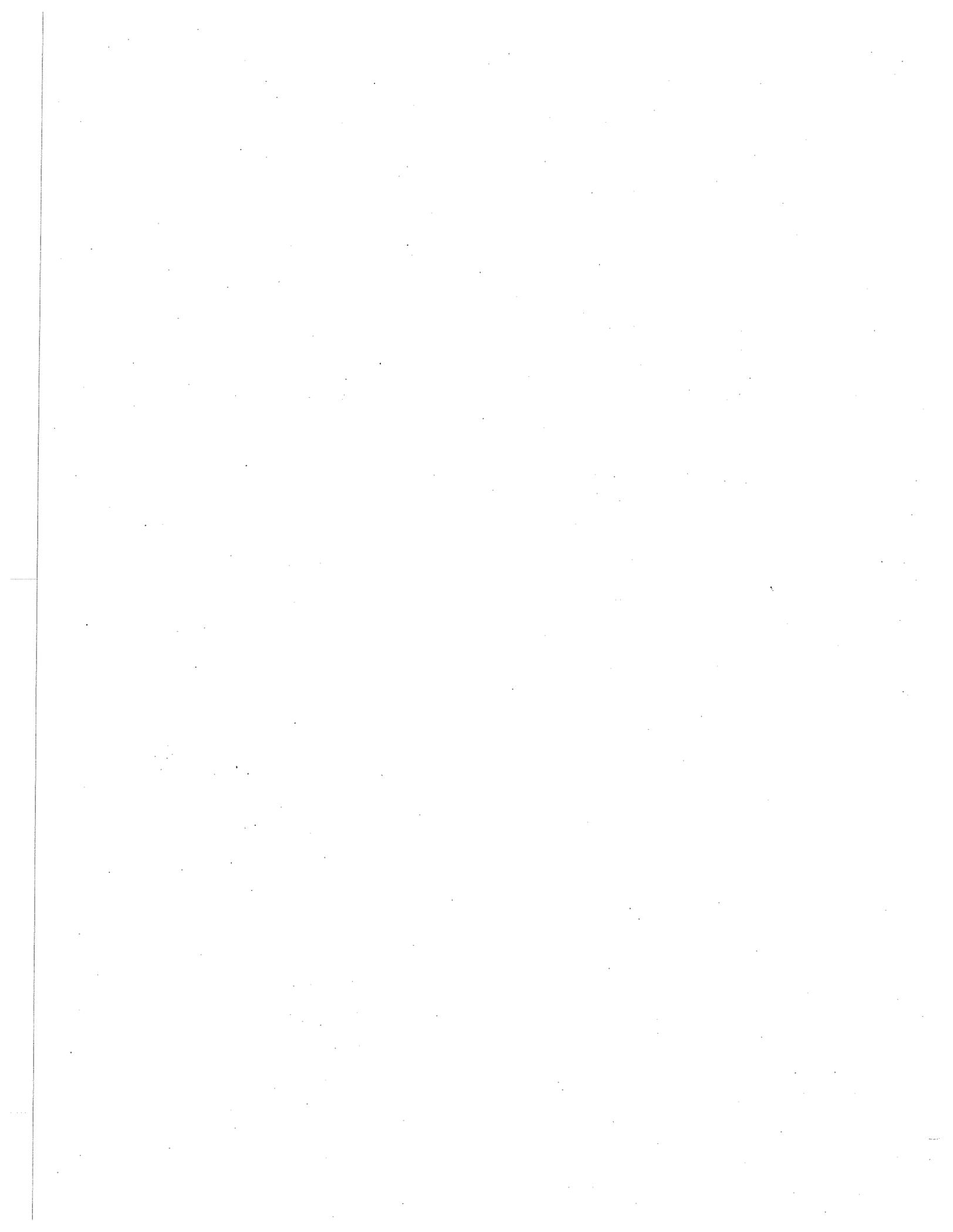
- Enter **Y** to print the transmission logs.
- Enter **N** if no transmission logs should be printed.
- Enter **Q** to Quit.
- Click the close button [**X**] in the corner of the window to return to the menu after you have viewed the output and any possible error messages.

If your computer is not on the WAN, you must connect , then dial-up networking to transmit. Currently, Oasis is being used. See the *Getting Started* instructions.



# Contents For UFS 2000 Reports

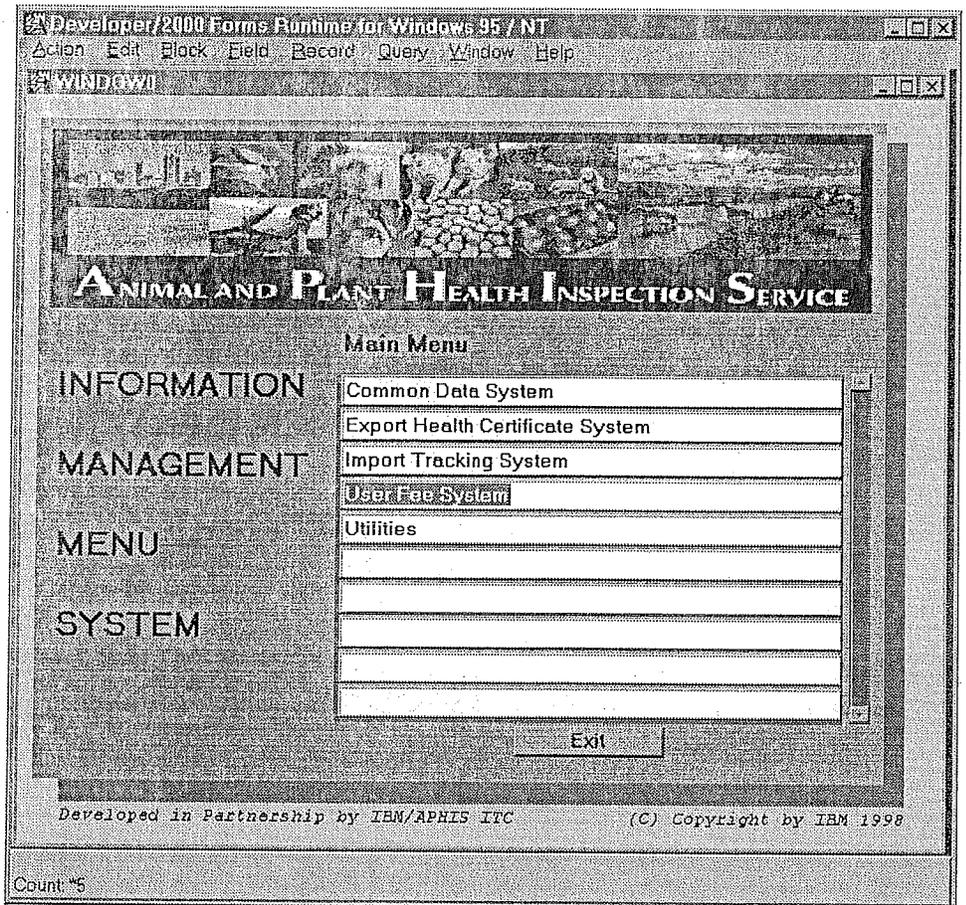
Accessing Reports .....	Page B3. 1
Menu System .....	Page B3. 2
UFS081: Statement of Services .....	Page B3. 4
Purpose .....	Page B3. 4
Required Information .....	Page B3. 4
Output Options .....	Page B3. 5
Special Feature .....	Page B3. 6
Originating Office Address .....	Page B3. 6
UFS081M: Statement of Services Manual APHIS 81 .....	Page B3. 7
Purpose .....	Page B3. 7
Required Information .....	Page B3. 7
Special Feature .....	Page B3. 8
UFS100: Fee Receipt Log .....	Page B3. 10
Purpose .....	Page B3. 10
Required Information .....	Page B3. 10
UFS110: Activity Summary .....	Page B3. 13
Purpose .....	Page B3. 13
Required Information .....	Page B3. 13
UFS120: Control Number Log .....	Page B3. 16
Purpose .....	Page B3. 16
Required Information .....	Page B3. 16
UFS130: Fee Code Listing .....	Page B3. 19
Purpose .....	Page B3. 19
Required Information .....	Page B3. 19



# User Fee System 2000 Reports

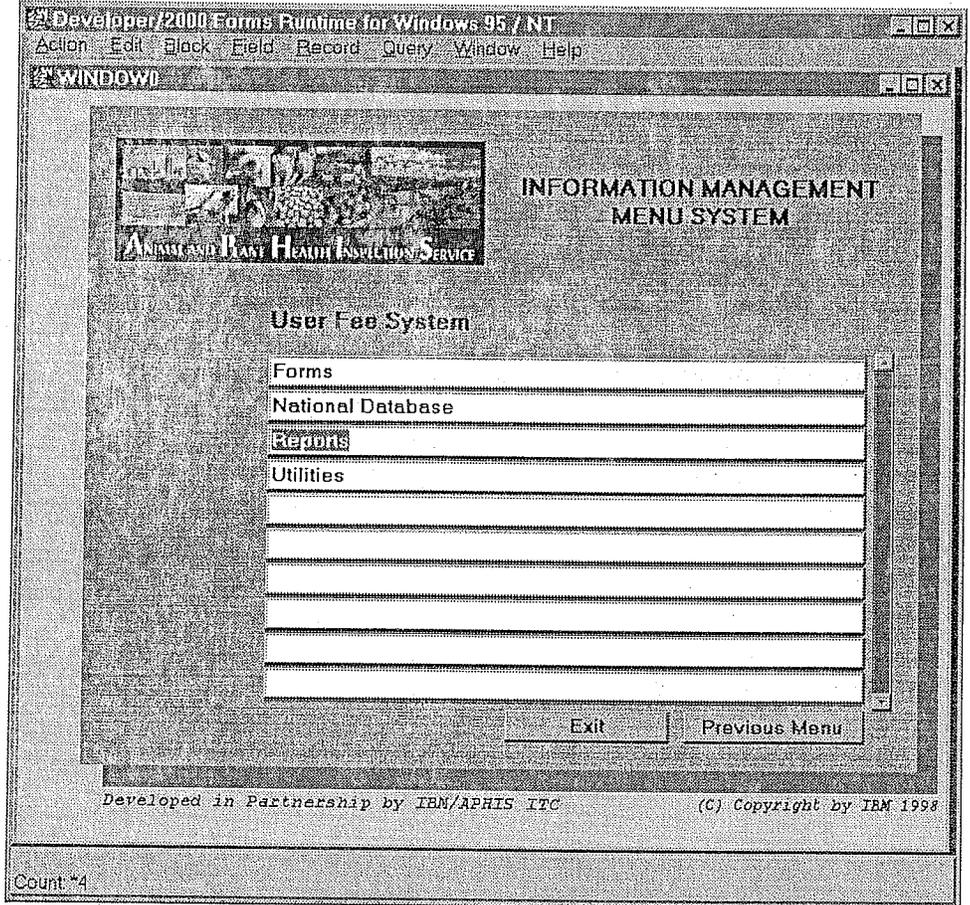
## Accessing Reports

This chapter shows the User Fee System 2000 reports using Oracle version 7. Options available are accessed through the User Fee System Main Menu. Click on the [User Fee System] bar in the APHIS Information Management Menu System. The Main Menu is shown below:



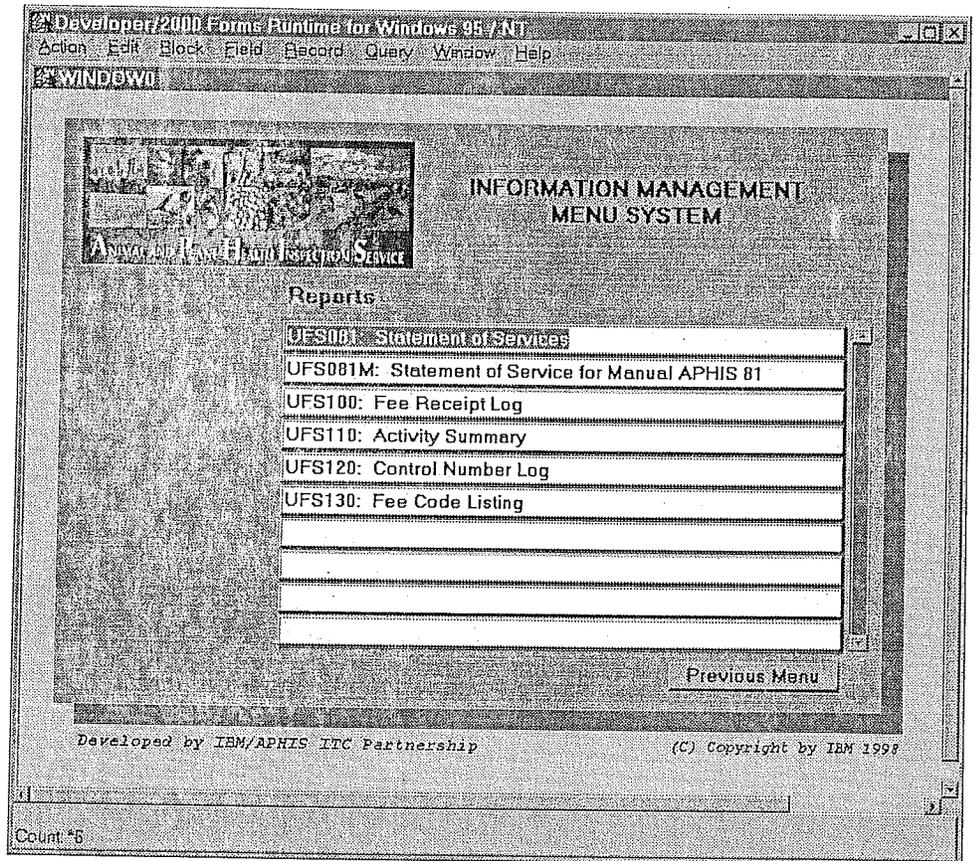
# Menu System

Click on the text bar that corresponds to the option desired. Procedures to select an option, exit, or redisplay are the same from menu to menu.



To access the User Fee System 2000 Reports Menu from the Main Menu, click on the **[Reports]** bar. The following Reports Menu is displayed.

Prompts and other requirements to run the reports are described in this chapter. Clicking on **[Reports]** displays the following menu:



To use a report, click on the desired bar. This chapter discusses each of the menu items. All data used in examples are intentionally fictitious.

# UFS081: Statement of Services

## Purpose

This report prints a receipt for a customer who has paid or is being billed for a user fee. The control number, client, charge, and payment information must be entered using the UFS81 User Fee Information form before a report can be run.

## Required Information

Select UFS081: Statement of Services from the menu to display this screen:

The screenshot shows a dialog box titled "UFS081 Runtime Parameter Form". At the top, there is a menu bar with "File", "Edit", "Window", and "Help". Below the menu bar are four buttons: "Previous", "Next", "Run Report", and "Cancel". The main content area is titled "Statement of Services Report" and "Enter the Parameter Values".

Under "Enter the Parameter Values", there is a "Select Run Option:" dropdown menu. The selected option is "1 to 10 Control Numbers". Below this dropdown are ten input fields labeled "Control NR1" through "Control NR10".

At the bottom of the dialog, there are "Output Options". The "Send Report To" dropdown is set to "Printer". The "Output Device" text field contains "cofcp9".

Every application provides a report option for output. The Parameter Screen allows selection of specific data and directs output to the screen, file, printer, mail, or preview. The default setting is Printer.

Click the pointer on the down arrow button next to *Select Run Option:* to select [1 to 10 Control Numbers] or [Print all records in queue]. If [Print all records in queue] is selected, no control numbers need to be entered. All records in the queue are printed. Grayed options are not available.

## Output Options

Click on the down arrow key by the *Send Report To* box for additional options:

- Select **Screen** to show reports on screen only. This option does not allow the report to be printed.
- Enter a destination in the *Output Device* box if **File** is selected. The file is binary but prints. The report defaults to the **Printer** if nothing is entered.
- **Printer** is the default and a report is sent to the printer unless another option is selected.
- The **Mail** option is not currently available.
- Select **Preview** to view with an option to print the report. A report preview is shown on the screen and an option to print the report can be selected.

When all desired parameters have been entered, click on [**Run Report**]. The following box appears:

### Special Feature

The UFS81: User Fee Information form can generate a report as soon as the control number is entered. (See the APHIS User Fee System Forms chapter for additional information.) The following page displays an invoice example:

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICES STATEMENT OF SERVICES				
Originating Office Phone 795-795-9998		Control Number: 9853B62146		Office Id: 985301
KULSHAN VETERINARY HOSPITAL 8880 Benson Rd Lynden WA 98264-9711		**DUPLICATE COPY**		Service Date(s) Begin: 25-JUN-96 End: 25-JUN-96
			Reference NR:	
Code	Description	Unit Cost	# of Units	Total Dollars
102	Nonslaughter Animals To Canada	26.25	2.00	52.50
Remarks: Prior NFC BLCO				Total Due \$ 52.50
Payment Information				Nfc Id 9000000016
Date	Amount	Payment Type	Account/Check #	
25-JUN-96	\$ 20.00	Credit Card	48484848484	
<p>This invoice reflects an underpayment of \$32.50. Mail your payment (money order, check or bank draft) payable to USDA,NFC to National Finance Center, USDA, BLCO Collections, P.O. Box 955683, St. Louis, MO 63195-5683. The NFC ID from this invoice should be noted on the payment to ensure proper credit.</p> <p>For customers with government credit accounts, signature accepting payment terms is on file. A consolidated monthly bill will be issued by the USDA National Finance Center.</p> <p>Notice to Payer: If payment of this invoice is other than cash or a United States postal Money Order, the invoice will not be considered paid in full until such tender has been cleared. If you have any questions, please contact the originating office listed above.</p>				
APHIS FORM 81 (REV. 10/96) AUTOMATED			Produced by ITC	

### Originating Office Address

To have the proper originating office phone number appear at the top of the statement, information must be entered using the UFSCNT: Client Information form. (See the APHIS User Fee System Forms chapter.)

# UFS081M: Statement of Services Manual APHIS 81

## Purpose

This report compliments the UFS081 report. It is used to preprint blank APHIS 81 Forms at field sites for customers without a computer.

The control number, the first four Office ID digits, and the NFC ID are printed on the Manual APHIS 81 Form to provide accountability. The site printing forms fills in the remaining Office ID numbers to reflect that location. For multiple states entered at one site, cross-out the state and write in the state code being entered. When data is entered, the associated entry in the Signout Information form is deleted.

Note: If the Manual APHIS 81 is used for a charge (on account) customer, cross out the number in the NFC ID field and write in that customer's account number.

## Required Information

Selecting UFS081M: Statement of Services for Manual APHIS 81 from the menu displays the following prompt:

UFS081M: Runtime Parameter Form

File Edit Window Help

Previous Next Run Report Cancel

**Statement of Services for Manual APHIS 81**

Select Run Option:

Enter Person's Name in Office to Assign Manual 81's

Enter Number of Records to Generate:

Send Report To   
 Output Device

The *Select Run Option:* box allows two options from the down arrow key.

If [**Generate Manual 81s**] is selected, enter the name of the person to be assigned the blank forms or an office staff person name. *(The name of the person issued the blank forms can be modified at any time after the forms are printed using the Signout Information form.)*

In the *Enter Number of Records to Generate:* box, enter the number of copies to be printed. The control number starts at the next sequence from your database and increments by one for each form printed.

If the [**Print all records in queue**] option is selected, the number of forms requested in the Signout Forms session for a specific user is printed.

## **Special Feature**

The manual APHIS 81's can be generated at data entry time using the Signout Information form. (See the APHIS User Fee System Forms chapter.)

An example of the Manual APHIS 81 Form follows:

UNITED STATES DEPARTMENT OF AGRICULTURE  
 ANIMAL AND PLANT HEALTH INSPECTION SERVICES  
 STATEMENT OF SERVICES

Originating Office Phone  
 970-795-9998

Control Number: 080190341  
 Office ID: 0801

Name and Address of Remitter:

[  
 ]  
 [  
 ]

Service Date(s)

Begin: \_\_\_\_\_

End: \_\_\_\_\_

Note: Partial units must be in quarter increments (.25, .5, .75 e.g.)

Reference NR:

Code	Description	Unit Cost	# of Units	Total Dollars
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
				Total Due \$ _____

Remarks:

[ NFC ID ]

Payment Information

9080103414

Date	Amount	Payment Type	Account/Check #
_____	_____	On Account	_____
_____	_____	Check	_____
_____	_____	Cash	_____
_____	_____	Money Order	_____
_____	_____	Credit Card	_____

For customers with government credit accounts, signature accepting payment terms is on file. A consolidated monthly bill will be issued by the USDA National Finance Center.

Notice to Payer: If payment of this invoice is other than cash or a United States postal Money Order, the invoice will not be considered paid in full until such tender has been cleared. If you have any questions, please contact the originating office listed above.

APHIS FORM 81 (REV. 12/96) AUTOMATED [Pre-printed] (Previous versions are obsolete)

# UFS100: Fee Receipt Log

## Purpose

This report lists all UFS81 forms created during a specified time period and groups the forms by payment type. It is used to reconcile checks, money orders, credit card payments, and cash on hand. It lists payment types and summary totals of all payment types. It provides a field office tool for internal control.

## Required Information

Select UFS100: Fee Receipt Log from the menu to display the following prompt:

Select the desired print parameters and press **[Run Report]** to display the following prompt:

- Enter a valid date, such as 01-JAN-1998 and press [Enter] to display the next prompt for an Ending Receipt Date.
- Enter a valid date, such as 24-JUL-1998 and press [Enter]. UFS100 Working . . . . is displayed on the screen.
- The report will run and return you to the Reports menu.

The following examples are of the UFS100: Fee Receipt Log:

VS ENGLEWOOD UFS100		USER FEES SYSTEM RECEIPT LOG FROM 01-NOV-1998 TO 01-MAR-1999			PAGE 1 30-Mar-1999 08:12am
PA TY	NFC ID	CONTROL NR	RECEIPT DATE	CLIENT NAME	AMOUNT BILLED
CR	341800072	080190323	25-FEB-99	Theresa M Harty Dvm	78.75
	231123123	210390151	19-NOV-98	Sue Hall	945.00
	129846389	210390152	19-NOV-98	Joan Meyer	563.50
	234567890	210390153	19-NOV-98	Del Mesa	787.50
	342700002	210390154	19-NOV-98	John Doe	73.50
TOTAL					2448.25

VS ENGLEWOOD UFS100		USER FEES SYSTEM RECEIPT LOG FROM 01-NOV-1998 TO 01-MAR-1999			PAGE 2 30-Mar-1999 08:12am
PA TY	NFC ID	CONTROL NR	RECEIPT DATE	CLIENT NAME	AMOUNT RECEIVED
CA	9210301914	210390191	11-DEC-98	Del Mesa	10.00
	9080103198	080190319	22-FEB-99	Cobb Vantress	128.00
	9080103201	080190320	23-FEB-99	A.N.Deringer	63.00
	9080103228	080190322	25-FEB-99	Shipper 1	247.50
TOTAL					448.50
CC	9080103180	080190318	09-FEB-99	Sandy	121800.00
TOTAL					121800.00
CK	9210301906	210390190	11-DEC-98	Abaco	152.25
	9210301914	210390191	11-DEC-98	Del Mesa	50.00
	9080103198	080190319	22-FEB-99	Cobb Vantress	1.00
	9080103244	080190324	25-FEB-99	Arkansas Poultry	112.25
TOTAL					315.50

VS ENGLEWOOD  
UFS100

USER FEES SYSTEM  
RECEIPT LOG  
FROM 01-NOV-1998 TO 01-MAR-1999

PAGE 3  
30-Mar-1999 09:48am

SUMMARY

PAYMENT TYPE	TOTAL
Cash	448.50
Check	315.50
Money Order	0.00
Credit Card	121800.00
Illegal Imports	0.00
Non-Billable	0.00
Purchase Order	0.00
Trust Fund	0.00
-----	
SUB TOTAL	122564.00
Credit	2448.25
-----	
GRAND TOTAL	125012.25

\*\*\* END OF REPORT UFS100 \*\*\*

# UFS110: Activity Summary

## Purpose

This report provides a summary listing of user fee charges for a customer for a specified time frame. The report has the options to select by account number or by client name.

## Required Information

Select UFS110: Activity Summary from the menu to display this prompt:

The screenshot shows a dialog box titled "RUNPROC Report Name" with a menu bar containing "File" and "Help". The dialog is divided into two main sections: "Output" and "Layout".

**Output Section:**

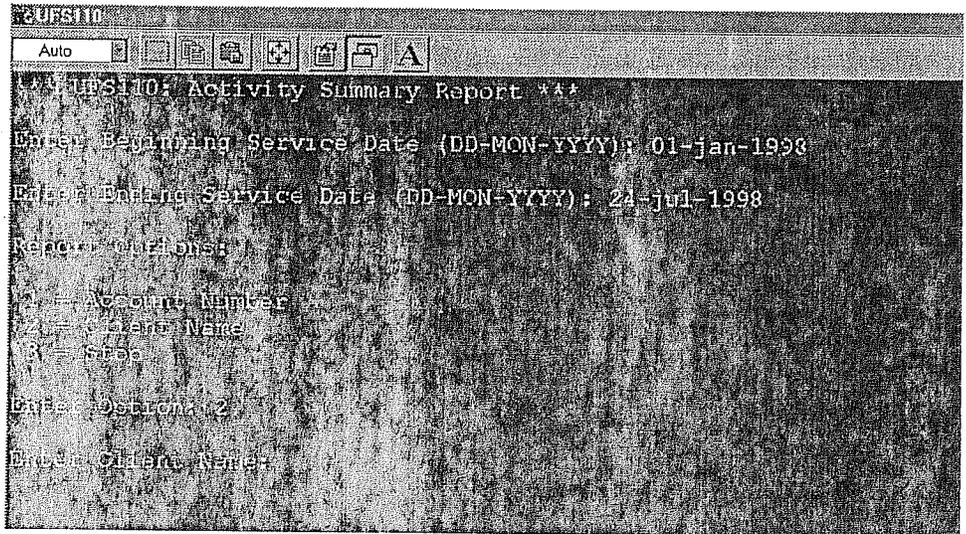
- Selected Report:** A text box containing "UFS110".
- Print report when complete?:** Radio buttons for "Yes" (selected) and "No".
- Check to save report file to disk:** An unchecked checkbox.
- Filename:** An empty text box.

**Layout Section:**

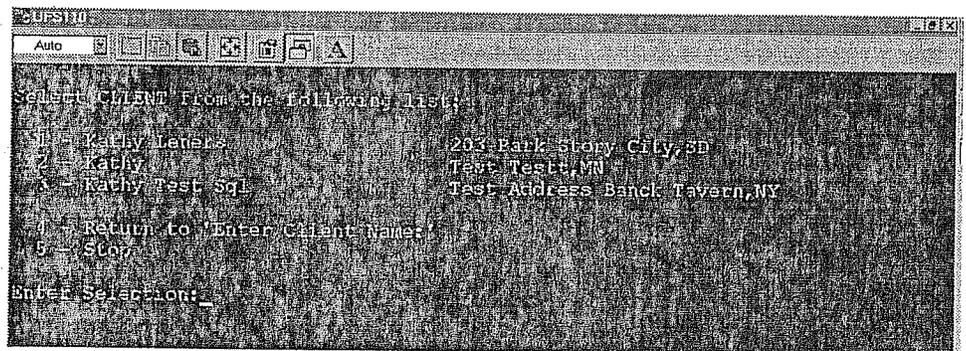
- Default Printer:** A text box containing "colcp9".
- Report Orientation:** Radio buttons for "Portrait" (selected) and "Landscape".
- For compressed print check box:** A checked checkbox.
- Report Width:** A text box containing "132".
- Point size:** A text box containing "8".
- Copies:** A spinner box.

On the right side of the dialog, there are four buttons: "Run Report", "Print Setup", "Done", and "Cancel". The status bar at the bottom left of the dialog shows "Ready".

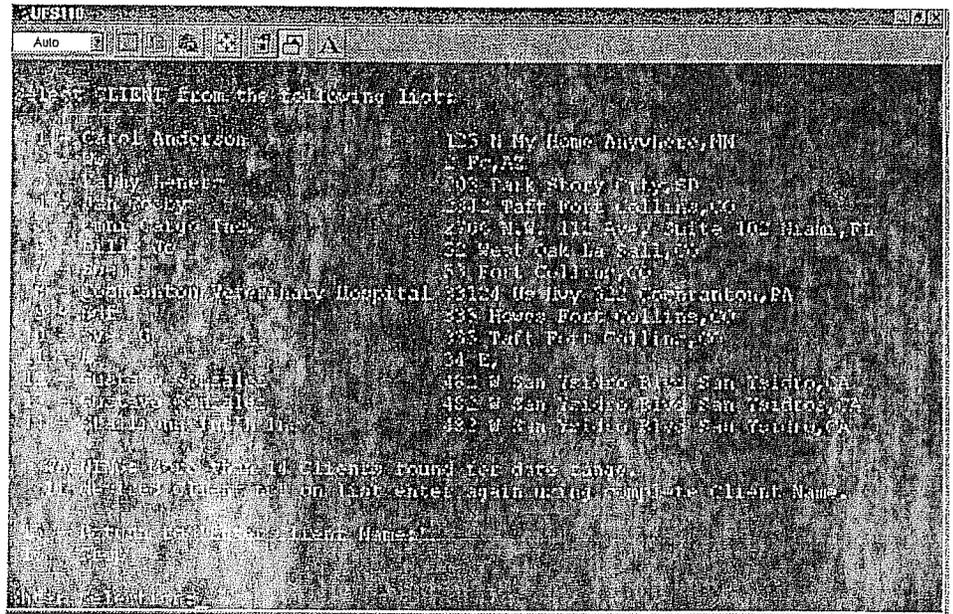
After selecting the desired print parameters, press the [Run Report] button. The following prompt is displayed:



- Enter a valid date, such as **01-JAN-1998** and press [Enter] to display the next prompt for an Ending Receipt Date.
- Enter a valid date, such as **24-JUL-1998** and press [Enter] to display the prompt for *Report Options*: (The ending date must be later than the beginning date.)
- If Option 1 is selected, a prompt for the account number appears and the report is run on that number.
- If Option 2 is selected, a prompt to *Enter Client Name*: is displayed. Enter the entire name or the first letters of a name, such as Kath for Kathy Leners and the system will locate all of the names beginning with Kath and display them on the screen along with the addresses. An example follows:



- Press [Enter] for a complete list of names within the dates specified. A maximum of 14 names and addresses are displayed, then a warning is inserted after the fourteenth name. An example follows:



- Enter the selection and *UFS110 Working . . .* is displayed on the screen.

An example of the UFS110: Activity Summary Report follows:

VS ENGLEWOOD UFS110		USER FEES SYSTEM ACTIVITY SUMMARY FROM 01-NOV-1998 TO 01-MAR-1999				PAGE 1 30-Mar-1999 08:32am		
CLIENT: Sandy 555 South Howes Fort Collins, CO 44444								
SERVICE DATE	LOCATION	CONTROL NR	FEE CODE	DESCRIPTION	UNIT COST	UNITS	FEE AMT	RECEIPT TOTAL
09-FEB-99	VS ENGLEWOOD	080190318	101	Slaughter Animals To Can or MX	24.50	500.00	12250.00	
			103	Poultry And Hatching Eggs	21.00	2000.00	42000.00	
			531	Miniature Horses/Head/Day	40.25	700.00	28175.00	82425.00
							Total	82425.00
*** END OF REPORT UFS110 ***								

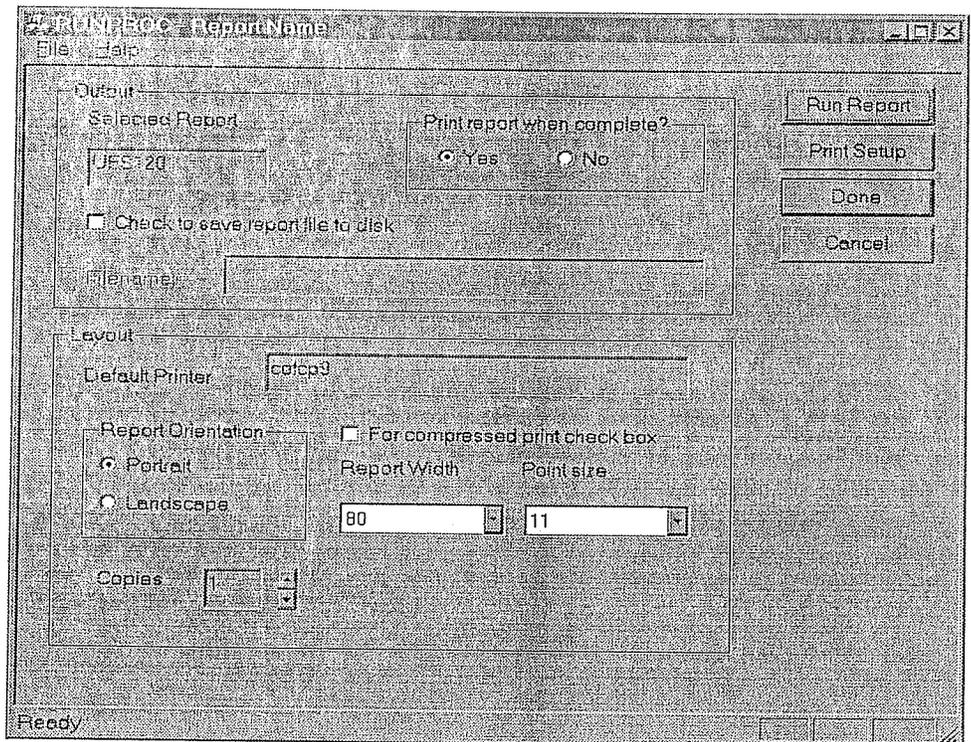
# UFSI20: Control Number Log

## Purpose

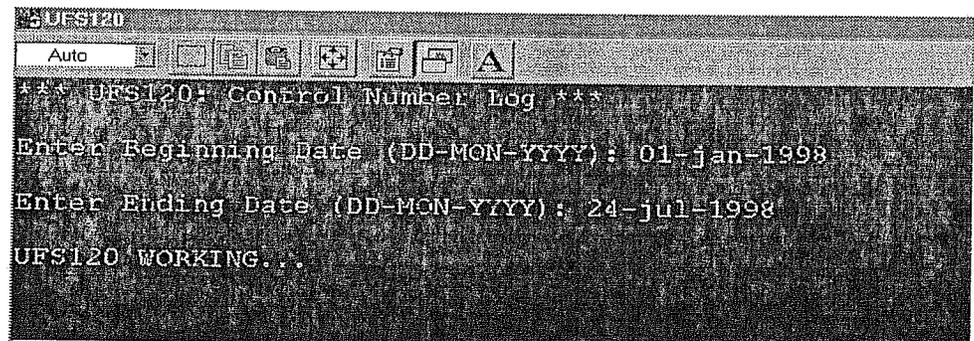
This report lists the control numbers for all of the APHIS 81's issued during a specific period of time and all outstanding manual forms. Control numbers are sequentially sorted with an asterisk (\*) indicating breaks in sequence. Total charges and total payments are listed with a double asterisk (\*\*) when they are not equal. The last page lists all manual APHIS 81's issued but not used and indicates to whom they were issued. The report provides a tool to track and account for APHIS 81 Forms.

## Required Information

Select UFS120: Control Number Log from the menu to display this prompt:



Select print parameters and press [Run Report] to display this prompt:



- Enter a valid date, such as 01-JAN-1998 and press [Enter] to display the next prompt for an Ending Date.
- Enter a valid date, such as 24-JUL-1998 and press [Enter]. UFS120 Working . . . . is displayed on the screen.

An example of the UFS120: Control Number Log follows:

VS ENGLEWOOD UFS120		USER FEES SYSTEM CONTROL NUMBER LOG FROM 01-NOV-1998 TO 01-MAR-1999		PAGE 1	30-Mar-1999 09:04am
CONTROL NR	END SERVICE DATE	CLIENT NAME	TOTAL CHARGES	AMOUNT RECEIVED	
080190318	09-FEB-99	Sandy	82425.00	121800.00**	
080190319	22-FEB-99	Cobb Vantress	129.00	129.00	
080190320	23-FEB-99	A.N.Deringer	63.00	63.00	
*080190322	25-FEB-99	Shipper 1	247.50	247.50	
080190323	25-FEB-99	Theresa M Harty Dvm	78.75	78.75	
080190324	25-FEB-99	Arkansas Poultry	112.25	112.25	
*210390151	19-NOV-98	Sue Hall	945.00	945.00	
210390152	19-NOV-98	Joan Meyer	563.50	563.50	
210390153	19-NOV-98	Del Mesa	787.50	787.50	
210390154	19-NOV-98	John Doe	73.50	73.50	
*210390190	11-DEC-98	Abaco	152.25	152.25	
210390191	11-DEC-98	Del Mesa	60.00	60.00	

VS ENGLEWOOD UFS120		USER FEES SYSTEM CONTROL NUMBER LOG FROM 01-NOV-1998 TO 01-MAR-1999		PAGE 2	30-Mar-1999 09:04am
OUTSTANDING MANUAL APHIS 81 FORMS					
CONTROL NR RANGE		ISSUED TO		NR ISSUED	
080190192 - 080190193		Sandy Hill		2	
080190194		sandy		1	
080190195		sandy hill		1	
080190196 - 080190197		SANDY HILL		2	
080190198 - 080190199		sandy hill		2	
080190200 - 080190201		sandy		2	
080190202 - 080190203		sandy hill		2	
080190204 - 080190205		xxx		2	
080190206 - 080190208		sandra hill		3	
080190210 - 080190212		xxxxx		3	
080190213 - 080190215		sssss		3	
080190216		sss		1	
080190217 - 080190218		ssss		2	
080190220 - 080190221		sss		2	
080190223 - 080190224		ssfdfs		2	
080190225 - 080190226		sssss		2	

VS ENGLEWOOD  
UFS120USER FEES SYSTEM  
CONTROL NUMBER LOG  
FROM 01-NOV-1998 TO 01-MAR-1999PAGE 3  
30-Mar-1999 09:04am

## OUTSTANDING MANUAL APHIS 81 FORMS

CONTROL NR RANGE	ISSUED TO	NR ISSUED
080190227	Sandy01	1
080190228 - 080190229	sandy	2
080190230 - 080190232	Sandy	3
080190233 - 080190234	Sue	2
080190235 - 080190237	Rick	3
080190238	Nancy	1
080190239 - 080190240	sandy mnu	2
080190241	xxxxxx	1
080190242 - 080190243	Sue	2
080190244 - 080190246	Rick	3
080190247	Nancy	1
080190248 - 080190249	Sandy Hill	2
080190250 - 080190252	xxxxx	3
080190253 - 080190255	manual one	3
080190256 - 080190258	manual form	3
080190259 - 080190260	Signout Form	2
080190261 - 080190262	rick	2
080190263 - 080190265	Signout Form	3
080190266	Sandy	1
080190267 - 080190268	Rick	2
080190269 - 080190271	Nancy	3
080190272 - 080190275	Sue	4
080190276 - 080190290	sandy	15
080190291 - 080190292	manual mnu	2
080190293 - 080190294	Sandy Mnu	2
080190295 - 080190297	Sue Mnu	3
080190298	Rick Mnu	1
080190299 - 080190300	Sue Shairgrove	2
080190301 - 080190303	Wylie Shairgrove	3
080190304 - 080190305	xxxxxx	2
080190306 - 080190308	abc sssss	3
080190309 - 080190310	xxxxx xxxxx	2
080190311	sssssss	1
080190312 - 080190313	dddd sssss	2
080190314	Sandy Shill	1
080190315 - 080190317	Debbie Shill	3
080190321	test record	1
080190331	Sue Hairgrove	1
080190335 - 080190336	sandy	2
080190337	rick	1
080190338	sue	1
080190339	Cfuller	1
080190341	Jeri	1
	===	
		131

\* - Break in control number sequence  
 \*\* - Total Charges and Amount Received are not equal

\*\*\* END OF REPORT UFS120 \*\*\*

# UFS130: Fee Code Listing

## Purpose

This report lists all fee codes, fee descriptions, unit costs, effective dates, and expiration dates greater than the current date. A code could be listed twice with different dates and unit costs.

## Required Information

Selecting UFS130: Fee Code Listing from the menu displays this prompt:

The screenshot shows a Windows-style dialog box titled "UFS130: Runtime Parameter Form". The dialog has a menu bar with "File", "Edit", "Window", and "Help". Below the menu bar are four buttons: "Previous", "Next", "Run Report", and "Cancel". The main area of the dialog is titled "Fee Code Listing" and contains a section labeled "Output Options". Under "Output Options", there are two fields: "Output Device" with a dropdown menu showing "Printer" and "Send Report To" with a text input field containing "cotcp9".

Select the Output Option and click on **[Run Report]**.

The following example is the UFS130: Fee Code Listing:

UFS130 VS ENGLEWOOD		APHIS USER FEE SYSTEM FEE CODE LISTING		PAGE 1	MAR-30-1999 10:23 AM
Fee Code	Description	Unit Cost	Effective Date	Expiration Date	
101	Slaughter Animals To Can or MX	24.50	06-JUN-96	31-DEC-99	
102	Nonslaughter Animals To Canada	26.25	06-JUN-96	31-DEC-99	
103	Poultry And Hatching Eggs	21.00	06-JUN-96	31-DEC-99	
104	Other Animals/Birds(inc. Pets)	16.50	06-JUN-96	31-DEC-99	
105	1-2 Tests Basic - 1st Animal	52.50	06-JUN-96	31-DEC-99	
106	1-2 Tests - Additional Animal	3.00	06-JUN-96	31-DEC-99	
107	3-6 Tests Basic - 1st Animal	64.75	06-JUN-96	31-DEC-99	
108	3-6 Tests - Additional Animal	5.00	06-JUN-96	31-DEC-99	
109	7+ Tests Basic - 1st Animal	75.75	06-JUN-96	31-DEC-99	
110	7+ Tests - Additional Animal	6.00	06-JUN-96	31-DEC-99	
111	EXPORT HOURLY FEE/HOUR	56.00	06-JUN-96	31-DEC-99	
112	EXPORT Minimum Fee/Occurence	16.50	06-JUN-96	31-DEC-99	
113	EXP Germ-Semen /Certificate	33.50	21-JAN-94	31-DEC-99	
114	EXP Germ-Emb -5Donor Pair/Cert	54.75	21-JAN-94	31-DEC-99	
115	Add Embryo Donor GRP-Max5/Cert	24.75	21-JAN-94	31-DEC-99	
116	Release F/Export Agri Hold/Rel	24.00	06-JUN-96	31-DEC-99	
120	Weekday/Hol Export Prem Fee/Hr	65.00	06-JUN-96	31-DEC-99	
121	Sundays Export Prem Fee/Hour	74.00	06-JUN-96	31-DEC-99	
130	Animal Products /Certificate	21.50	06-JUN-96	31-DEC-99	
140	Large Export Shipments	672.00	15-MAY-97	31-DEC-99	
191	Export Private Aircraft Max	25.00	01-OCT-96	31-DEC-99	
192	Exp ROT Weekday & Hol OT-AADA	30.64	01-OCT-96	31-DEC-99	
193	Exp ROT Weekday & Hol OT-REG	37.84	01-OCT-96	31-DEC-99	
194	Exp ROT Sunday OT - AADA	39.36	01-OCT-96	31-DEC-99	
195	Exp ROT Sunday OT - REG	47.96	01-OCT-96	31-DEC-99	
401	Import Hourly Fee/Hour	56.00	06-JUN-96	31-DEC-99	
402	Import Minimum Fee/Occurrence	16.50	06-JUN-96	31-DEC-99	
405	Weekday/Hol Imp Prem Fee	65.00	06-JUN-96	31-DEC-99	
406	Sundays Imp Prem Fee/Hour	74.00	06-JUN-96	31-DEC-99	
411	Feeder Animals/Head	1.75	06-JUN-96	31-DEC-99	

UFS130 VS ENGLEWOOD		APHIS USER FEE SYSTEM FEE CODE LISTING		PAGE 5	MAR-30-1999 10:23 AM
Fee Code	Description	Unit Cost	Effective Date	Expiration Date	
833	Virus isolation - Newcastle	14.00	06-JUN-96	31-DEC-99	
893	NVSL ROT - Regular	37.84	01-OCT-96	31-DEC-99	
894	NVSL ROT - Regular Quarter Hr	9.46	01-OCT-96	31-DEC-99	
895	NVSL ROT - Sunday	47.96	01-OCT-96	31-DEC-99	
896	NVSL ROT - Sunday Quarter Hour	11.99	01-OCT-96	31-DEC-99	
897	NVSL Hourly Fee	56.00	01-OCT-96	31-DEC-99	
898	NVSL Quarter Hourly Fee	14.00	01-OCT-96	31-DEC-99	
899	NVSL Minimum Fee	16.50	01-OCT-96	31-DEC-99	

\*\*\* END OF REPORT UFS130 \*\*\*

# Contents For UFS 2000 Utilities

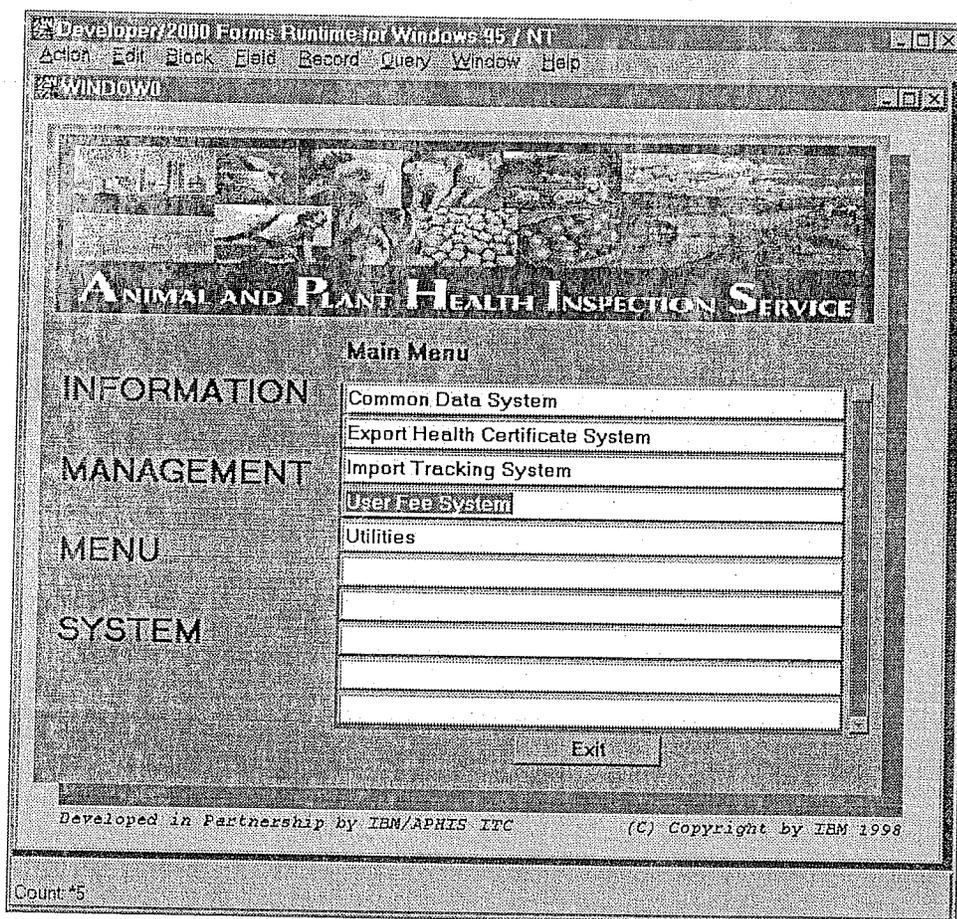
Utilities Access .....	Page B4. 1
Query Using SQLPLUS .....	Page B4. 3
Purpose .....	Page B4. 3
Required Information .....	Page B4. 3
UFS950: Delete Utility .....	Page B4. 4
Purpose .....	Page B4. 4
Required Information .....	Page B4. 4
UFS960: Sequence Number Utility .....	Page B4. 5
Purpose .....	Page B4. 5
Required Information .....	Page B4. 5



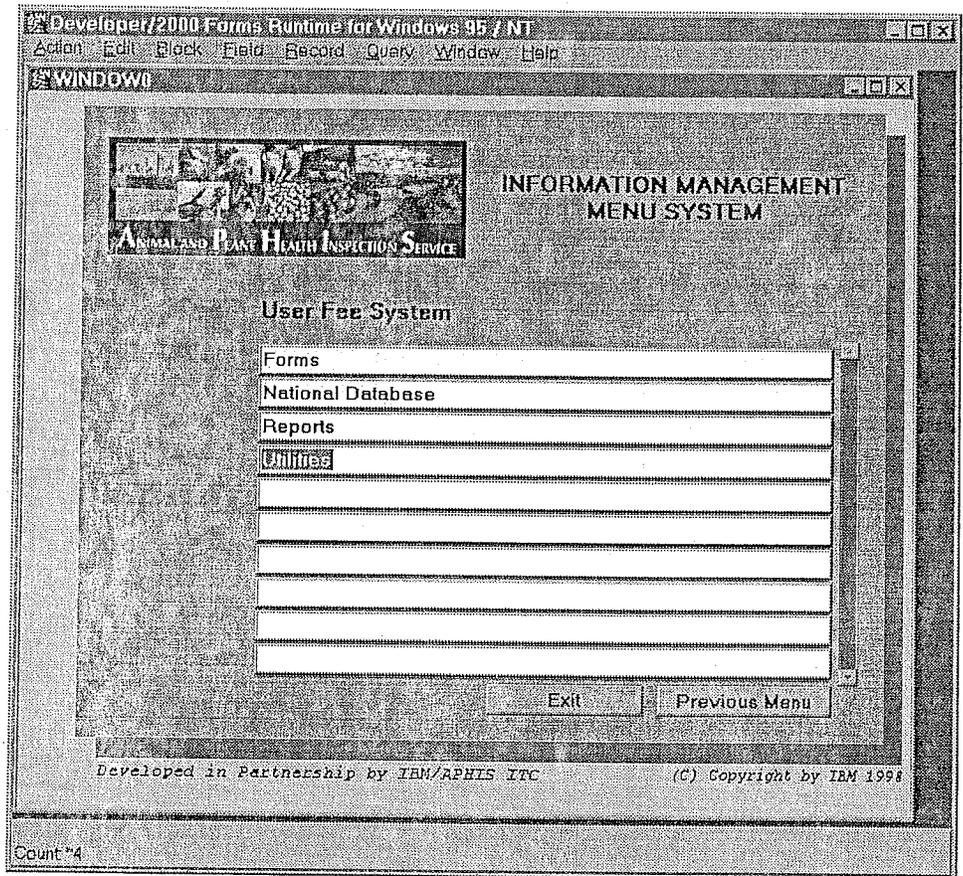
# User Fee System 2000 Utilities

## Utilities Access

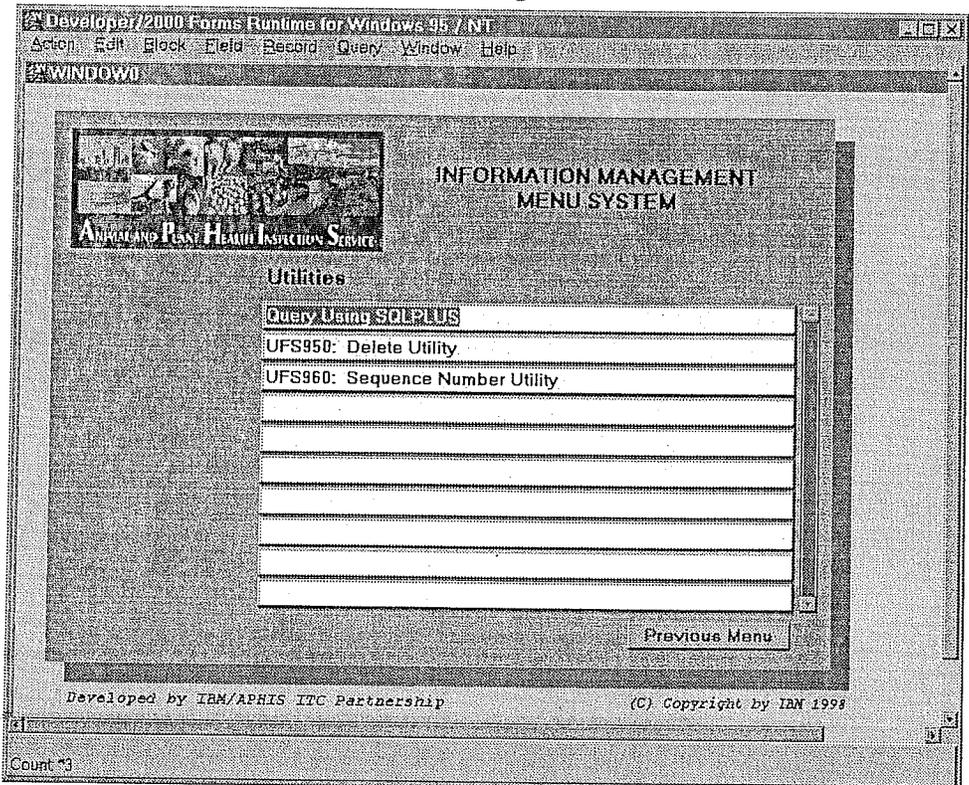
This chapter shows the User Fee System 2000 Utilities. Options available are accessed through the User Fee System Main Menu. Click on the [User Fee System] in the APHIS Information Management Menu System as shown below:



The User Fee System Utilities allow the user to create, save, edit, and execute requests for User Fee data base information. The Delete Utility allows deleting records from a local database, and the Sequence Number Utility allows assigning a range of numbers so the APHIS UFS can be used on more than one stand-alone computer in an office. To access the User Fee System 2000 Utilities Menu, click on the [Utilities] bar.



Prompts and other requirements to run utilities are described in this chapter. Click on [Utilities] to display the following menu:



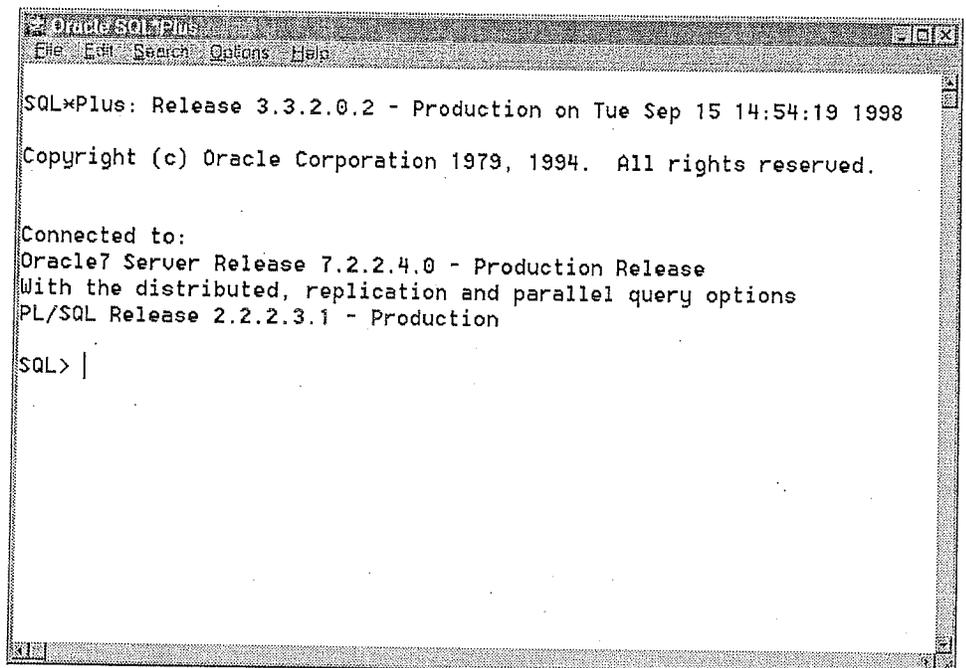
# Query Using SQLPLUS

## Purpose

This utility allows the user to create, save, edit, and execute queries from the local data base. Refer to the basic commands in the Reference Guide for detailed information.

## Required Information

Select Query Using SQLPLUS from the menu to display the following prompt:



```
Oracle SQL*Plus
File Edit Search Options Help

SQL*Plus: Release 3.3.2.0.2 - Production on Tue Sep 15 14:54:19 1998
Copyright (c) Oracle Corporation 1979, 1994. All rights reserved.

Connected to:
Oracle7 Server Release 7.2.2.4.0 - Production Release
With the distributed, replication and parallel query options
PL/SQL Release 2.2.2.3.1 - Production

SQL> |
```

Note: SQL query information is case sensitive.

Enter **EXIT** to return to the Utilities Menu.

# UFS950: Delete Utility

## Purpose

This utility deletes records with a specified date range and status from the local data base. Only records with a status of S for Sent can be deleted.

## Required Information

Select UFS950: Delete Utility from the menu to display the following prompt:

```

Oracle SQL*Plus
File Edit Search Options Help
SQL*Plus: Release 3.3.2.0.2 - Production on Tue Sep 22 14:08:42 1998
Copyright (c) Oracle Corporation 1979, 1994. All rights reserved.

Connected to:
Oracle7 Server Release 7.2.2.4.0 - Production Release
With the distributed, replication and parallel query options
PL/SQL Release 2.2.2.3.1 - Production

*** UFS950: DELETE UTILITY ***

Enter Beginning Date (DD-MON-YYYY): 01-jan-1998
Enter Ending Date (DD-MON-YYYY): 24-feb-1998
Do you really want to delete these records? (Y/N)
  
```

- Enter the beginning date of records to be deleted, such as **01-JAN-1998**, and press **[Enter]**. A prompt to enter the Ending Date appears.
- Enter the ending date of records to be deleted, such as **24-FEB-1998**, and press **[Enter]**. A prompt asks if you really want to delete the records.
- Enter **Y** to accept or **N** to decline deleting the records specified. A message appears after entering **Y** indicating the *UFS950 Working...*
- Press any key to exit and return to the Utilities Menu.

# UFS960: Sequence Number Utility

## Purpose

This utility assigns a range of sequence numbers to allow more than one stand-alone computer in an office to use the APHIS User Fee System. Each computer in an office must have a unique range of numbers which includes a specific sequence for each fiscal year. This utility provides that capability.

## Required Information

To ensure that each computer in an office has a unique sequence of numbers and the correct sequence for a fiscal year, run this utility once for each fiscal year that needs to be changed. If more than one stand-alone computer in an office will have the APHIS UFS system, this utility should be run for each computer.

Selecting the UFS960: Sequence Number Utility from the Utilities Menu displays the following prompt:

Enter the Oracle SYSTEM Password:

Enter the [password] for the Oracle SYSTEM userid being used.

A list of UFS sequence numbers similar to the following screen is displayed:

```

*****
*                               SEQUENCE NUMBER UTILITY                               *
*This utility is for assigning a range of sequence numbers. Assigning                *
*a sequence range allows more than one standalone PC in an office                    *
*to use the UFS system. Each PC needs to have a unique range.                       *
*There is a specific sequence for each fiscal year (CONTROL_FY7_SEQ).                *
*The utility needs to be run once for each fiscal year that needs changed.*
*****
Enter the Oracle SYSTEM Password:
SEQUENCE_NAME          MIN_VALUE          MAX_VALUE          LAST_NUMBER
-----
CLIENT_ID_SEQ          1                999999            1010
CONTROL_FY0_SEQ        1                99999             1
CONTROL_FY1_SEQ        1                99999             1
CONTROL_FY2_SEQ        1                99999             1
CONTROL_FY3_SEQ        1                99999             1
CONTROL_FY4_SEQ        1                99999             1
CONTROL_FY5_SEQ        1                99999             1
CONTROL_FY6_SEQ        1                99999             1
CONTROL_FY7_SEQ        1                99999             1
CONTROL_FY8_SEQ        1                99999             1
CONTROL_FY9_SEQ        1                99999             1

11 rows selected.

Press <Ctrl C> <Enter> to exit or any key to continue...
    
```

Press **Continue** or **[Ctrl C] [Enter]** to return to the menu. Enter the sequence name, the minimum and maximum number for the sequence range, and the starting sequence number. The update sequence will be displayed on the screen similar to the following example.

```
Enter Sequence Name: control_fy7_seq
Enter Minimum Sequence Number: 1000
Enter Maximum Sequence Number: 1999
Enter Starting Number: 1000
```

<u>SEQUENCE_NAME</u>	<u>MIN_VALUE</u>	<u>MAX_VALUE</u>	<u>LAST_NUMBER</u>
CONTROL_FY7_SEQ	1000	1999	1000

A separate sequence is set up for each fiscal year.

Note: Assign the range for each subsequent year, if required.

# Data Dictionary

---

The User Fee System 2000 tables provide the ORACLE name, field type, and field size to facilitate data retrieval. The field type reflects forms edit checks which are more restrictive than the table definitions. Following the table structure is a field by field list of data elements for UFS 2000.

## UFS 2000 Table Structure

### UFS\_CHARGE

ORACLE Name	Field Type	Size
CONTROL_NR	Character	12
FEE_CODE	Character	4
NR_UNITS	Number	7, 2
FEE_AMT	Number	10, 2

### UFS\_CLIENT

ORACLE Name	Field Type	Size
CLIENT_ID	Character	6
CLIENT_NAME	Character	30
OFFICE_ID	Character	6
ACCT_NR	Character	16
ADDRESS	Character	30
ADDRESS2	Character	30
CITY	Character	20
STATE	Character	2
ZIP	Character	10
COUNTRY	Character	2
PHONE	Character	18
FAX	Character	18
TAX_ID	Character	11

### UFS\_CLIENT (continued)

ORACLE Name	Field Type	Size
ACCT_STATUS	Character	2
TRANS_STATUS	Character	1
RECORD_STATUS	Character	1
TRANS_DATE	Date	
FSO_UPDATE_DATE	Date	
PAYMENT_METHOD	Character	1
ESTABLISH_DATE	Date	
REMARKS	Char Version 6 Char Version 7	255 2000

### UFS\_CONTACT

ORACLE Name	Field Type	Size
CLIENT_ID	Character	6
OFFICE_ID	Character	6
LNAME	Character	15
FNAME	Character	15
ADDRESS	Character	30
ADDRESS2	Character	30
CITY	Character	20
STATE	Character	2
ZIP	Character	10
PHONE	Character	18
FAX	Character	18
REMARKS	Character	255

### UFS\_LOOKUP

ORACLE Name	Field Type	Size
LK_TYPE	Character	3
LK_CODE	Character	6
LK_DESC	Character	30
LK_ORIGIN	Character	1

**UFS\_OFFICE**

ORACLE Name	Field Type	Size
OFFICE_ID	Character	6
NAME	Character	30
STATE	Character	2
REGION	Character	1
TYPE	Character	1
CLASS	Character	4
EMAIL	Character	30
PHONE	Character	12
FAX	Character	12
USER_CODE	Character	6

**UFS\_PAYMENT**

ORACLE Name	Field Type	Size
CONTROL_NR	Character	12
PAYMENT_TYPE	Character	2
AMT_RECVD	Number	10, 2
PAYMENT_DOC_NR	Character	16

**UFS\_RATE**

ORACLE Name	Field Type	Size
FEE_CODE	Character	4
FEE_DESC	Character	30
FEE_TYPE	Character	3
APPROP_CODE	Character	2
UNIT_COST	Number	9, 2
EFFECTIVE_DATE	Date	
EXPIRE_DATE	Date	

**UFS\_RECEIPT**

ORACLE Name	Field Type	Size
CONTROL_NR	Character	12
TRANS_STATUS	Character	1
TRANS_DATE	Date	
RECORD_STATUS	Character	1
SEND_TO_NFC	Character	1
NFC_XCHECK	Character	1
PRINT_STATUS	Character	1
OFFICE_ID	Character	6
BEG_SERVICE_DATE	Date	
END_SERVICE_DATE	Date	
RECEIPT_DATE	Date	
NFC_ID	Character	16
ACCT_NR	Character	16
CLIENT_NAME	Character	30
ADDRESS	Character	30
ADDRESS2	Character	30
CITY	Character	20
STATE	Character	2
ZIP	Character	10
COUNTRY	Character	2
REFERENCE_NR	Character	12
INITIALS	Character	3
REMARK_1	Character	60
REMARK_2	Character	60

**UFS\_REPORT\_QUE**

ORACLE Name	Field Type	Size
PROGRAM_NAME	Character	50
PRINT_FLAG	Character	1
USER_ID	Number	30
PARAM_1	Character	30
PARAM_2	Character	30
PARAM_3	Character	30
PARAM_4	Character	30
PARAM_5	Character	30

**UFS\_SIGN\_OUT\_81**

ORACLE Name	Field Type	Size
CONTROL_NR	Character	12
OFFICE_ID	Character	6
GENERATE_DATE	Date	
USER_NAME	Character	30
ISSUE_TO	Character	30
ISSUE_DATE	Date	

**UFS\_TRANS\_  
HISTORY**

ORACLE Name	Field Type	Size
OFFICE_ID	Character	6
USER_NAME	Character	30
TRANS_DATE	Date	
TRANS_TIME	Character	5
TRANS_STATUS	Character	1
SEND_COUNT	Number	5
COMMIT_COUNT	Number	5
AUDIT_COUNT	Number	5
TYPE	Character	3
REMARKS	Character	20



## Data Elements

An alphabetical list of field names found in the APHIS User Fee System is provided. All forms in which the field name appears are listed in parentheses below the field name. ORACLE names found in more than one table are listed in parentheses below the ORACLE name. Heading and attribute definitions follow:

- **Field Name** - Identifies the field appearing on the form. Fields used in the query process are called key fields:
  - **Form Name** - Lists forms in which the name appears.
- **ORACLE Name** - Identifies the specific column in the ORACLE database where each field in the table is stored. The ORACLE name is used with SQL to execute advanced queries of the data base.
  - **Table Name** - Lists tables in which the ORACLE name appears.
- **Characteristics** - Lists field type and size requirements:
  - **Type (*first line*)** - Indicates the format or category of information accepted in the data base for that field. Categories are one of the following:
    - \* **Date** - The valid date format is DD-MON-YY (e.g., 01-APR-88 for April 1, 1988).
    - \* **Character** - Any keyboard symbol, letter, or number is accepted.
    - \* **Numeric** - Only numbers are accepted.
  - **Size (*second line*)** - Indicates the maximum number of characters that can be entered. Where a comma (,) separates the numbers, the first indicates the number stored in the table column, followed by the number displayed in the field window at one time.
- **Description and Valid Values** - Provides specific information about the data to be entered in a field. Details about form edit checks are provided.

Field Name (Form Name)	ORACLE Name (Table Name)	Characteristics	Description and Valid Values
Acct NR (User Fee Information) (User Fee Client Information)	ACCT_NR (Client) (Receipt)	Character 16	Credit account number assigned to a client only by FSO, UFDA Section.
Address (User Fee Information) (User Fee Client Information)	ADDRESS (Client) (Contact) (Receipt)	Character 30	Address of a client, contact, or office.
Address	ADDRESS2 (Client) (Contact) (Receipt)	Character 30	Second line of address for a client, contact, or office.
Amt Recvd (User Fee Information)	AMT_RECVD (Payment)	Numeric 10, 2	Amount received for services provided.
Appr Code (User Fee Rate Information)	APPROP_CODE (Rate)	Character 2	FSO Financial Code.
Beg Service Date (User Fee Information)	BEG_SERVICE_DATE (Receipt)	Date	Beginning service date. Format: DD-MON-YY
City (User Fee Information) (User Fee Client Information)	CITY (Client) (Contact) (Receipt)	Character 20	City where client, contact, or office is located.
Class (User Fee Office Information)	CLASS (Office)	Character 4	Classification of the office.
Client ID (User Fee Client Information)	CLIENT_ID (Client) (Contact)	Character 6	Unique identification number assigned to a client.
Client Name (User Fee Information) (User Fee Client Information)	CLIENT_NAME (Client) (Receipt)	Character 30	Name of a client.

Field Name (Form Name)	ORACLE Name (Table Name)	Characteristics	Description and Valid Values
Code (CDS Lookup)	LK_CODE (Lookup)	Character 6	Valid code for the lookup type. Codes are retrieved by querying a lookup type of LKP.
	COMMIT_COUNT (Trans_History)	Number 5	
Control NR (User Fee Information) (Sign_Out_81 81)	CONTROL_NR (Charge) (Payment) (Receipt) (Sign_Out_81)	Character 12	Computer generated number or number manually assigned by staff.
Country (User Fee Client Information) (User Fee Information)	COUNTRY (Client) (Receipt)	Character 2	Country code for the country where the client or contact resides. Corresponding name of the country follows in the 30 character field.
Description (User Fee Information) (CDS Lookup) (UFS Lookup)	LK_DESC (Lookup)	Character 30	Description or explanation of the lookup code.
Description (User Fee Information) (User Fee Rate Information)	FEE_DESC (Rate)	Character 15	Description of type of fee.
Document NR (User Fee Information)	PAYMENT_DOC_NR (Payment)	Character 16	Number on the check, money order, or credit card.
Email (User Fee Office Information)	EMAIL (Office)	Character 30	E-mail address for a person at the Office ID location.
End Service Date (User Fee Information)	END_SERVICE_DATE (Receipt)	Date	Ending service date. Format: DD-MON-YY
Establish Date (User Fee Client Information)	ESTABLISH_DATE (Client)	Date	The current system date generated when a new record is entered.
Effective Date (User Fee Rate Information)	EFFECTIVE_DATE (Rate)	Date	Date the rate became effective.

Field Name (Form Name)	ORACLE Name (Table Name)	Characteristics	Description and Valid Values
Expire Date (User Fee Client Information)	EXPIRE_DATE (Rate)	Date	Date the rate expired.
Fax (User Fee Client Information)	FAX (Client)	Character 18	Client or contact Fax number, either National or International.
(User Fee Office Information)	(Office)	12	Fax number of office located in the US.
Fee Amt (User Fee Information)	FEE_AMT (Charge)	Numeric 10, 2	Amount calculated for a given fee.
Fee Code (User Fee Information)	FEE_CODE (Charge)	Character 4	Code identifying a specific fee.
(User Fee Rate Information)	(Rate)		
Fee Description (User Fee Rate Information)	FEE_DESC (Rate)	Character 30	Description of the Fee Code.
Fee Type (Rate Information)	FEE_TYPE (Rate)	Character 3	FSO financial code.
FSO Update Date (User Fee Client Information)	FSO_UPDATE_DATE (Client)	Date	Date when FSO last updated the data base.
Fname (User Fee Client Information)	FNAME (Contact)	Character 15	First name of the contact.
Generate Date	GENERATE_DATE (Sign_Out_81)	Date	Date Manual APHIS 81 forms were created.
Initials (User Fee Information)	INITIALS (Receipt)	Character 3	Initials of the person entering or produc- ing the form or receipt.
Lname (User Fee Client Information)	LNAME (Contact)	Character 15	Last name of the contact.
	LK_TYPE (Lookup)	Character 3	

Field Name (Form Name)	ORACLE Name (Table Name)	Characteristics	Description and Valid Values
Name (User Fee Office Information)	NAME (Office)	Character 30	Name of the person at the Office ID listed.
Name (User Fee Information) (User Fee Client Information)	CLIENT_NAME (Client) (Receipt)	Character 30	Name of the client.
Name (CDS State Information)	ST_NAME (State)	Character 30	Name of the state or country.
NFC ID	NFC_ID (Receipt)	Character 16	NFC account number.
NR Units (User Fee Information)	NR_UNITS (Charge)	Numeric 7, 2	Number of hours charged. Record partial hours in quarter increments: 1/4 = .25, 1/2 = .50, 3/4 = .75.
Office (User Fee Address Information)	CLIENT_NAME (Client) (Receipt)	Character 30	Originating or FSO office.
Office ID (User Fee Information) (User Fee Profile Information)	OFFICE_ID (Client) (Contact) (Office) (Receipt) (Trans_History) (Sign_Out_81)	Character 6	Code of the office issuing the APHIS 81 form.
Payment Doc NR (User Fee Query Information)	PAYMENT_DOC_NR (Payment)	Character 16	Document number for payment types of CC for credit card, CK for check, MO for money order, or PO for purchase order.
Payment Method (User Fee Client Information)	PAYMENT_METHOD (Client)	Character 1	Method of payment: 0 = Normal Billing NFC-523 1 = SF-1080 2 = SF-1081 3 = AD-742 or OPAC

Field Name (Form Name)	ORACLE Name (Table Name)	Characteristics	Description and Valid Values
Phone (User Fee Client Information) (Office Information)	PHONE (Client) (Contact) (Office)	Character 18 18 12 for Office	Telephone number of the client or contact.  Fax number of office located in the US.
PT (User Fee Query Information)	PAYMENT_TYPE (Payment)	Character 2	Method of payment. (See Type)
Query Count (User Fee Client Information)			Generated field displaying the number of contacts for a specific Office ID and Client ID.
Receipt Date (User Fee Information)	RECEIPT_DATE (Receipt)	Date 9	Date receipt was generated. Format: DD-MON-YY
Record Status (User Fee Information)	RECORD_STATUS (Client) (Receipt)	Character 1	Computer generated field.
Reference NR (User Fee Information)	REFERENCE_NR (Receipt)	Character 12	Source document number.
Region (CDS State Information) (Office Information)	REGION (State) (Office)	Character 1	VS region where the state is located.
Remarks (User Fee Client Information)	REMARKS (Client) (Contact) (Trans_History)	Character 255 Version 6 2000 Version 7 20 for Trans_History	Used for additional information, such as recording certificate numbers, drivers li- cense numbers, account associations, advance payments, or notes pertinent to a record.
Remark 1 (User Fee Information)	REMARK_1 (Receipt)	Character 60	Used for additional information in the same way as the Remarks field above.
Remark 2 (User Fee Information)	REMARK_2 (Receipt)	Character 60	Used for additional information in the same way as the Remarks field above.
	SEND_COUNT (Trans_History)	Number 5	

Field Name (Form Name)	ORACLE Name (Table Name)	Characteristics	Description and Valid Values
Service DT (Query Information)	BEG_SERVICE_DATE (Receipt)	Date	Beginning service date. Format: DD-MON-YY
State or ST (Client Information) (User Fee Information) (Office Information) (Profile Information)	STATE (Client) (Contact) (Office) (Receipt)	Character 2	Code for the State where the client, contact, or office is located.
Status (User Fee Client Information)	ACCT_STATUS (Client)	Character 2	Code indicting the clients' account status: OK = Good Credit CA = Accept Cash Only DI = Chapter 11-Bankruptcy, DIP SU = Account Suspended XX = Account Closed FS = Call FSO Before Using
Tax ID (User Fee Client Information)	TAX_ID (Client)	Character 11	Client's tax identification number.
Trans Status (User Fee Information)	TRANS_STATUS (Client) (Receipt) (Trans_History)	Character 1	Code indicting the transmission status of the record. H = Hold S = Sent ( <i>computer generated</i> ) T = Transmit
Type (User Fee Information)	PAYMENT_TYPE (Payment)	Character 2	Method of payment: CA = Cash CC = Credit card CK = Check CR = Credit MO = Money order PO = Purchase order VO = Void.
Type (Office Information)	TYPE (Office)	Character 3	Type of office: A = Airport L = Land Port O = Other S = Sea Port

Field Name (Form Name)	ORACLE Name (Table Name)	Characteristics	Description and Valid Values
Unit Cost (Rate Information)	UNIT_COST (Rate)	Numeric 9, 2	Cost associated with a specific fee code.
Unit Cost (Charges)			Displays the unit cost associated with the fee code entered.
User Code (Office Information)	USER_CODE (Office)	Character 6	Code for the office at this location.
User ID (Profile Information)	USER_NAME (Sign_Out_81) (Trans_History)	Character 30	Oracle User ID assigned for the National Data Base.
VS (CDS State Information)	VS_NR (State)	Character 2	Number assigned to a State by Veterinary Services.
Zip (User Fee Information) (User Fee Client Information)	ZIP (Client) (Contact) (Receipt)	Character 10	Zip code of the client, contact, or office. Format: NNNNN-NNNN or NNNNN

# User Fee System 2000

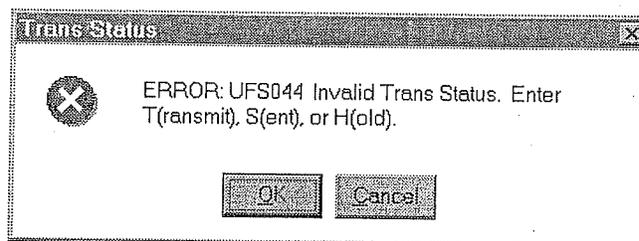
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## Error Messages

This chapter provides a list of error messages that may be encountered when using the User Fee System. An explanation about the meaning of the message and the steps necessary to correct an error are provided for each message.

## Message Format

UFS messages have the following format:



## Message Types

The three types of error messages are: (1) *error*, (2) *warning*, and (3) *information*. Press [OK] to continue.

**ERROR** messages indicate data entered is incorrect and will not be accepted. Data must be corrected before proceeding.

**WARNING** messages indicate data entered will be accepted whether or not it is correct. Correctness of data should be verified before proceeding.

**INFO** (short for information) messages provide additional information about the field and are often on the status bar at the bottom of the screen.

**Message** The message that appears on the screen.

**SYS** Name or acronym such as UFS for the User Fee System.

**NNN** The three-digit error number unique to a message.

## UFS Error Messages

The UFS Error Messages are presented in numerical order.

### UFS001

INFO: UFS001 Already at first block.

**Meaning:** [Previous Block] was pressed on the first block.

**Action:** No action is necessary.

### UFS002

INFO: UFS002 Already at last block.

**Meaning:** [Next Block] was pressed on the last block.

**Action:** No action is necessary.

### UFS003

ERROR: UFS003 Legal characters are letters, numbers, hyphens or apostrophes.

**Meaning:** An illegal character was entered in the field.

**Action:** Edit the field and delete any characters that are not letters, hyphens, or apostrophes.

### UFS004

ERROR: UFS004 Invalid Country Code. Press [List] for valid values.

**Meaning:** The two-character Country Code entered cannot be found in the CDS Country Code table.

**Action:** Verify the Country Name and Code by pressing [List] for valid values. Select the correct country name and continue.

**UFS005**

ERROR: UFS005 Invalid Country Name. Press [List] for valid values.

**Meaning:** The Country Name entered is not found in the CDS table.

**Action:** Verify the Country Name by pressing [List] for valid values. Select the correct Country Name and continue.

**UFS006**

ERROR: UFS006 Invalid State Code. Press [List] for valid values.

**Meaning:** The State Code entered cannot be found in the CDS State table.

**Action:** Verify the State Code by pressing [List] for valid State Codes. Select the correct State Code and continue.

**UFS007**

ERROR: UFS007 Invalid Zip Code format. Use 99999 or 99999-9999.

**Meaning:** An incorrect format was used to enter the zip code or an invalid value was entered.

**Action:** Verify the zip code entered. Delete and enter using the above formats. A hyphen is automatically inserted after nine digits.

**UFS008**

ERROR: UFS008 Invalid Fee Code. Press [List] for valid values.

**Meaning:** An invalid value was entered for Fee Code.

**Action:** Verify the Fee Code by pressing [List] for valid Fee Codes. Select the correct Fee Code and continue.

**UFS009**

ERROR: UFS009 Date precedes Beg Service Date.

**Meaning:** The date entered is before the beginning service date.

**Action:** Verify and enter a date after the beginning service date.

**UFS010**

ERROR: UFS010 A State Code is required when the country is US.

**Meaning:** If the Country Code entered is US, a State Code is required.

**Action:** Enter a State Code and continue.

**UFS011**

ERROR: UFS011 Invalid Acct NR. Press [List] for valid values.

**Meaning:** An invalid value was entered for Account Number.

**Action:** Press [List] to verify the account number from the valid values. Select the correct account number and continue. If an account number is not identified for a customer, contact the FSO User Fee Help Line at (612) 370-2291.

**UFS012**

ERROR: UFS012 Unable to create Control NR.

**Meaning:** When trying to generate a Control Number, the required parameters were not found.

**Action:** An Office Code must exist in the UFS Lookup table where LK\_Type = 'OFF' to create a control number.

**UFS013**

ERROR: UFS013 Duplicate value entered.

**Meaning:** A duplicate Fee Code was entered.

**Action:** Check the Fee Code entered and correct or delete the record.

**UFS014**

ERROR: UFS014 Invalid value. Answer Y(es) or N(o).

**Meaning:** An invalid value was entered.

**Action:** Valid selections are Y(es) or N(o).

**UFS015**

ERROR: UFS015 At least one payment record must be entered

**Meaning:** At least one payment record is required.

**Action:** Enter a payment record and continue.

**UFS016**

ERROR: UFS016 This field must be entered.

**Meaning:** The field is required and data must be entered.

**Action:** Enter required data and continue.

**UFS017**

ERROR: UFS017 Invalid value. Must be numeric and in the range of 0 to 9999999.

**Meaning:** Value entered wasn't numeric, less than 0, or more than 9,999,999.

**Action:** Verify the value entered and enter a valid numeric value.

**UFS018**

ERROR: UFS018 Duplicate Client ID.

**Meaning:** A Client ID with the same value already exists.

**Action:** Check the Client ID. Enter correct ID or delete the record.

**UFS019**

ERROR: UFS019 Invalid Option. Enter 1,2,3 or 4.

**Meaning:** An invalid value was entered.

**Action:** Verify the value and enter 1, 2, 3, or 4.

**UFS020**

ERROR: UFS020 Must commit or retrieve a record from database before printing.

**Meaning:** To run the UFS081 Statement of Services report from within the UFS81 Client Information form, a record must exist in the data base.

**Action:** Commit the new record or retrieve an existing record before running the report.

**UFS021**

ERROR: UFS021 Must run menu selection to Set Parameters to Print from Form.

**Meaning:** To run the UFS081 Statement of Services report from within the UFS81 Client Information form, parameters must be set before entering the UFS81 Client Information form.

**Action:** Exit the UFS81 form and select Print from Form.

**UFS022**

WARNING: UFS022 Duplicate Account NR.

**Meaning:** An Account Number with the same value already exists.

**Action:** None.

**UFS023**

ERROR: UFS023 Duplicate Control NR.

**Meaning:** A Control Number with the same value already exists.

**Action:** Check the Control Number entered. Correct the number if necessary or void the record.

**UFS024**

ERROR: UFS024 At least one charge record must be entered.

**Meaning:** At least one charge record is required.

**Action:** Enter a charge record and continue.

**UFS025**

ERROR: UFS025 This key has been disabled here.

**Meaning:** The key has been disabled and cannot be used.

**Action:** No action required.

**UFS026**

ERROR: UFS026 Invalid payment type. Press [List] for valid values.

**Meaning:** An invalid value was entered for Payment Type.

**Action:** Verify the Payment Type by pressing [List] for valid types of payment. Select the correct Payment Type and continue.

**UFS027**

ERROR: UFS027 An account number is required for credit or purchase order types.

**Meaning:** A CR (Credit) payment type or PO (Purchase Order) was entered for a client who does not have an account number.

**Action:** Credit Payment and Purchase Order types are not valid until FSO assigns an account number for the client. If a client is assigned an account number not yet entered in the data base, exit the form. Select UFSCCLNT: Client Information to enter the client's new account number.

**UFS028**

ERROR: UFS028 When payment type is PO, only one payment type is allowed.

**Meaning:** Only one payment type can be entered when PO (Purchase Order) is entered as the payment type.

**Action:** Delete all other payment types. When payment for fees is a purchase order, the total amount must be charged.

**UFS029**

ERROR: UFS029 Invalid Client Name. Press [List] for valid values.

**Meaning:** The client name entered is invalid.

**Action:** Press [List] for valid client names and enter a valid name.

**UFS030**

ERROR: UFS030 Date cannot exceed system date.

**Meaning:** The date entered is after the current date.

**Action:** Enter the current date or a date before the current date.

**UFS031**

ERROR: UFS031 Cannot delete the last charges record.

**Meaning:** An attempt was made to delete the last charges record.

**Action:** If only one charges record is entered, it cannot be deleted. A record in error must be updated rather than deleted.

**UFS032**

ERROR: UFS032 Cannot delete a receipt record.

**Meaning:** Records committed to the data base cannot be deleted.

**Action:** If the record is in error, enter V(oid) in the Record Status field.

**UFS033**

WARNING: UFS033 Payment received is less than amount due.

**Meaning:** The amount entered is less than the total amount due.

**Action:** The client must either charge the entire amount or make a payment for the total amount owed.

**UFS034**

WARNING: UFS034 Payment received is greater than amount due.

**Meaning:** The amount entered is more than the total amount due.

**Action:** No action is required. The message indicates an overage amount has been paid. Any overage is applied to outstanding debts the payer owes USDA:APHIS. (See the User Fee Operating Procedures Manual.)

**UFS035**

ERROR: UFS035 Invalid Fax number format. Use 999-9999 or 999-999-9999.

**Meaning:** An invalid Fax number format was entered.

**Action:** Check the Fax number and enter a valid number format.

**UFS036**

ERROR: UFS036 Invalid Phone number format. Use 999-9999 or 999-999-9999.

**Meaning:** An invalid Phone number format was entered.

**Action:** Check the Phone number and enter a valid number format.

**UFS037**

INFO: UFS037 Duplicate Client Names. Press [List] to select correct client.

**Meaning:** More than one client with the same name is in the data base.

**Action:** Press [List]. Clients with the same name are displayed along with their addresses. Select the correct client and return to the form.

**UFS038**

INFO: UFS038 [List] is unavailable when country is not US.

**Meaning:** [List] was pressed in the State field for a country other than the United States.

**Action:** No action is necessary.

**UFS039**

ERROR: UFS039 Invalid Record Status. Press [List] for valid values.

**Meaning:** An invalid value was entered in the Record Status field.

**Action:** Enter N for New Record, U for Update, or V for Void Record.

**UFS040**

ERROR: UFS040 Amount Recvd cannot be greater than Total Due with a CR Type.

**Meaning:** The amount entered was more than the Total Due amount.

**Action:** Enter the Total Due amount in Amount Recvd since the amount will be billed as a credit.

**UFS041**

ERROR: UFS041 Invalid Type. Enter L(and), S(ea), A(ir), or O(ther).

**Meaning:** An invalid value was entered for Type.

**Action:** Enter L for Land, S for Sea, A for Air, or O for Other.

**UFS042**

ERROR: UFS042 Control NR does not exist in SIGN\_OUT\_81 table.

**Meaning:** The Control Number entered does not exist in the Sign\_Out\_81 table. Only numbers existing in the table can be entered.

**Action:** Query Control NR in the Signout form to verify existence of number entered. Enter a valid Control Number.

**UFS043**

WARNING: UFS043 A record will not transmit when Trans Status equals S(ent).

**Meaning:** Trans Status value indicates the record has already been sent.

**Action:** Enter T for Transmit.

**UFS044**

ERROR: UFS044 Invalid Trans Status. Enter T(ransmit) or H(old).

**Meaning:** An invalid value was entered for Status.

**Action:** Enter T for Transmit or H for Hold.

**UFS045**

ERROR: UFS045 Invalid Office ID. Press [List] for valid values.

**Meaning:** The Office ID entered is not valid.

**Action:** Press [List] to verify the Office ID and select the correct value.

**UFS046**

ERROR: UFS046 Partial NR units must be entered by quarters (.25, .50, or .75).

**Meaning:** The numbers were not valid numbers for partial units.

**Action:** Enter numbers for quarters:  $1/4 = .25$ ,  $1/2 = .50$ ,  $3/4 = .75$ .

**UFS047**

ERROR: UFS047 Invalid option. Valid options are 1, 2, or 3.

**Meaning:** The number entered is not valid.

**Action:** Enter 1, 2, or 3.

**UFS048**

WARNING: UFS048 The status of this account is Cash on Delivery.

**Meaning:** The account has been suspended and only cash is accepted.

**Action:** Contact the FSO Help Line at (612) 370-2291 for more information.

**UFS049**

WARNING: UFS049 The status of this account is suspended.

**Meaning:** The account has been suspended.

**Action:** Contact the FSO Help Line for additional information.

**UFS050**

WARNING: UFS050 The status of this account is closed.

**Meaning:** The account has been closed.

**Action:** Contact the FSO Help Line for more information.

**UFS051**

WARNING: UFS051 Call FSO before continuing to process this receipt.

**Meaning:** The account needs to be checked before processing.

**Action:** Contact the FSO Help Line for more information.

**UFS052**

WARNING: UFS052 Change Account Status back to original value.

**Meaning:** The account can only be processed with the original value.

**Action:** Ensure the account number is entered correctly.

**UFS053**

ERROR: UFS053 Legal entry is numbers only.

**Meaning:** An invalid value was entered.

**Action:** Enter valid value.

**UFS054**

ERROR: UFS054 Invalid Account Status. Press [List] for valid values.

**Meaning:** The status entered is not valid.

**Action:** Press [List] to verify the Account Status from the valid values.  
Select a valid Account Status.

**UFS055**

WARNING: UFS055 Contact FSO before modifying this field.

**Meaning:** An attempt has been made to modify the Account Status.

**Action:** Contact the FSO Help Line at (612) 370-2291 for more information.

**UFS056**

ERROR: UFS056 FSO update date must be less than or equal to system date.

**Meaning:** The date entered is after the FSO update date or system date.

**Action:** Verify and enter a valid date.

**UFS057**

ERROR: UFS057 Invalid Payment Method. Press [List] for valid values.

**Meaning:** The number entered is not valid.

**Action:** Enter 0, 1, 2, or 3.

**UFS058**

ERROR: UFS058 Already at last record.

**Meaning:** The record displayed is the last record; no more records have been entered.

**Action:** No action is necessary.

**UFS059**

ERROR: UFS059 This key has been disabled here.

**Meaning:** The key has been disabled and cannot be used.

**Action:** No action is required.

**UFS060**

ERROR: UFS060 Control NR must be entered when entering a range of records.

**Meaning:** A control number is required to produce the range of records to be updated.

**Action:** Enter a valid Control Number.

**UFS061**

ERROR: UFS061 Form running in update only mode.

**Meaning:** The form can only be updated. Records cannot be inserted or deleted.

**Action:** Update records only.

**UFS062**

ERROR: UFS062 Form running in query only mode.

**Meaning:** The form can only be queried. Records cannot be inserted, updated, or deleted.

**Action:** Query records only.

**UFS063**

ERROR: UFS063 Record cannot be modified when record status is R or V.

**Meaning:** A record cannot be modified when the status is R(eversed) or V(oid).

**Action:** This record cannot be modified. No action is necessary.

**UFS064**

WARNING: UFS064 End Service Date field not modified. Record already transmitted.

**Meaning:** Record has already been transmitted and End Service Date cannot be modified.

**Action:** No action is necessary.

**UFS065**

ERROR: UFS065 Payment Document NR is required if Payment Type is PO or CC.

**Meaning:** A document number must be entered when a purchase order (PO) or credit card (CC) is used for payment.

**Action:** Enter the Payment Document NR.

**UFS066**

ERROR: UFS066 Twelve is the maximum number of charge records allowed.

**Meaning:** Only 12 charge records are allowed per receipt.

**Action:** If the number of charge records exceeds 12, a new Receipt record must be created.

**UFS067**

ERROR: UFS067 Cannot have a duplicate Fee Code with the same Effective Date.

**Meaning:** A duplicate Fee Code was entered with the same Effective Date.

**Action:** Verify the Fee Code and Effective Date are correct.

**UFS068**

ERROR: UFS068 Invalid Entry. Press [List] for valid values.

**Meaning:** An invalid value was entered for this field.

**Action:** Enter a valid value.

**UFS069**

ERROR: UFS069 Expire Date must be greater than Effective Date.

**Meaning:** The Expire Date must be a later date than the Effective Date.

**Action:** Verify that the Expire Date and Effective Date are correct.  
Enter a valid date.

**UFS070**

ERROR: UFS070 Legal entries are numbers or DATE.

**Meaning:** Only numbers and the word, DATE, are allowed.

**Action:** Verify the field to ensure the entry is valid.

**UFS071**

ERROR: UFS071 Enter a Payment Method when Account Number is entered.  
Press [List] for valid values.

**Meaning:** A payment method must be entered when an account number is entered.

**Action:** Press [List] for valid values and enter a payment method.

**UFS072**

ERROR: UFS072 Must have access level 7 or more to generate on account numbers.

**Meaning:** An Account Number cannot be entered or generated unless the user has an access level of 7 or greater.

**Action:** No action is necessary.

**UFS073**

ERROR: UFS073 Invalid Region. Enter 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9.

**Meaning:** An invalid value was entered for Region.

**Action:** Enter 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9.

**UFS074**

ERROR: UFS074 Invalid Class. Press [List] for valid values.

**Meaning:** The Class entered is not valid.

**Action:** Press [List] to verify the Class and select a valid value.

**UFS075**

ERROR: UFS075 A State Code must be entered. Press [List] for valid values.

**Meaning:** The State Code entered is not valid or none was entered.

**Action:** Press [List] to verify the State Code and select a valid value.

**UFS076**

ERROR: UFS076 Invalid Office ID. Enter numerics only.

**Meaning:** Office ID entered contained characters other than numbers.

**Action:** Press [List] to verify the Office ID and enter a valid value.

**UFS077**

ERROR: UFS077 Enter information in first block before going to next block.

**Meaning:** [Key-Nxtblk] was pressed before information in the first block was entered.

**Action:** Complete the first block before going to the next block.

**UFS078**

ERROR: UFS078 Invalid length of Control NR. Enter a valid Control NR.

**Meaning:** Too many characters were entered in this field.

**Action:** Enter a valid value with the correct amount of characters..

**UFS079**

ERROR: UFS079 Press Enter to calculate totals.

**Meaning:** Field is generated by the system and calculations are based on information entered in the forms.

**Action:** Press [Enter].

**UFS080**

INFO: UFS080 No changes to commit.

**Meaning:** No data was entered or changed so there are no changes to commit.

**Action:** Enter or change data before committing a record.

**UFS081**

INFO: UFS081 Click on Exit/Cancel button to exit.

**Meaning:** Only the [Exit/Cancel So Save] button can be used to exit the system.

**Action:** Click on [Exit/Cancel No Save] button to exit.

**UFS082**

INFO: UFS082 Click on SAVE button to commit record to database.

**Meaning:** Only the [Save Record] button can be used to commit a record to the database.

**Action:** Click on [Save Record] to commit a record to the database.

**UFS083**

ERROR: UFS083 Eight is maximum number of payment records allowed.

**Meaning:** More than eight payment records have been entered.

**Action:** Record additional payment records on a new form.



# Glossary

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<b>Access</b>	The operation of seeking, reading, or writing data on a storage unit, such as a form or report.
<b>Access Time</b>	The time required to locate and transfer a block of data between disk and main memory.
<b>ADP</b>	Automated Data Processing.
<b>APHIS</b>	Animal and Plant Health Inspection Service
<b>ASCII</b>	The American Standard Code for Information Interchange. It is the standard code computers use to store characters.
<b>AVIC</b>	Area Veterinarian in Charge.
<b>Backup</b>	The hardware and software resources used to save data for recovery purposes at a later time, if necessary.
<b>Character</b>	Any letter of the alphabet, digits 0 through 9, punctuation marks, or symbols.
<b>Code</b>	A system of letters, symbols, or characters used to represent information or instructions.
<b>Computer</b>	A data processor that can automatically perform numerous computations, including arithmetic or logic operations through coded instructions or programs.
<b>Computer Network</b>	A complex unit consisting of two or more interconnected computing units.
<b>CPU</b>	Central Processing Unit; the central memory section and arithmetic/logic unit of a computer. Performs all calculations and logical operations and supervises all operations of the remaining computer component.
<b>Cursor</b>	A movable spot of light, visual pointer, or mark on the terminal screen that indicates where the next character will be entered.
<b>Data</b>	Facts, ideas, information, or concepts that can be collected, communicated, or processed.
<b>Database</b>	The place where data or information is stored. The database can reside locally or nationally.
<b>Digit</b>	A single symbol or character representing a quantity. Also refers to numbers, such 1, 5, 10, etc.

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<b>EHCS</b>	Export Health Certification System
<b>Edit</b>	Checking of data for validity.
<b>End-of-File</b>	Termination or point of completion of a report or quantity of data.
<b>Error Message</b>	Notifies the user of a problem with the data entered, the request made, or the hardware or software.
<b>Field</b>	A set of one or more characters treated as a unit of data within a record. For example, name, address, and city would be separate fields.
<b>File</b>	A collection of related information with an identifying name.
<b>Filename</b>	Letters or characters that identify a file.
<b>Flowchart</b>	The graphic representation of the logical flow of information in a data processing system.
<b>Form</b>	A screen or set of screens that represent the form used for data entry.
<b>Format</b>	A predetermined arrangement of data.
<b>GDB</b>	Generic Database System. This system replaces the Common Database System.
<b>Hardware</b>	Physical equipment, such as the monitor, computer, and keyboard.
<b>ITS</b>	Import Tracking System
<b>K</b>	A value of 1024. For example, 64 Kbytes means 64 X 1024, or 65,536 bytes. Also a representation for one thousand as in Y2K.
<b>Megabyte</b>	Approximately one million bytes.
<b>Memory</b>	Storage on any device into which a unit of information can be copied, held, and obtained at a later time.
<b>Menu</b>	A displayed list of items from which an operator can make a selection.
<b>Password</b>	A unique string of characters that a program, computer operator, or user must supply to meet security requirements before gaining access to data.
<b>Query</b>	A method of retrieving stored data from the database.
<b>RAM</b>	Random Access Memory; a memory that stores information so that each bit of information may be retrieved within the same amount of time as any other bit. RAM is the read/write memory.
<b>Record</b>	A collection of fields related to a specific unit of information.

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<b>Record Length</b>	Size of a record, usually specified in units such as words or characters.
<b>Recovery</b>	The necessary actions required to bring a system to a predefined level of operation after a malfunction or failure.
<b>ROM</b>	Read Only memory; a memory in which information is stored permanently.
<b>Screen</b>	The information displayed on the computer monitor. The screen can be a current menu or the data entry screen for a particular form.
<b>Software</b>	Written or printed data, such as programs, routines, and symbolic languages, that perform computer operations.
<b>Table</b>	(1) A collection of data stored in a form suitable for ready reference, usually stored in the form of an array of rows and columns for easy entry, or (2) a collection of data suitable for quick reference, each item being uniquely identified.
<b>UFS 2000</b>	The User Fee System updated to be Year 2000 compliant. The system replaces APHIS UFS issues in March of 1997.
<b>VS</b>	Veterinary Services. One of the units in APHIS.
<b>Y2K</b>	Abbreviation given to represent the Year 2000.

