

BMSO/BAFO Financial Reconciliation Report Conversion

The following instructions are for converting your BMSO/BAFO Financial Reconciliation Report into a file allowing transmission to AFMLO and your Defense Accounting Office (DAO)/Operating Location (OPLOC) via e-mail.

1. After processing either an End-of-day (EOD) or End-of-Month (EOM) cycle, go into: ***MEDADMIN*** on your MEDLOG CP module.
2. After signing on to MEDADMIN, choose option 3 (***Supplemental MEDLOG functions***).
3. Next, choose ***report print options (3)***.
4. A menu will appear on the screen. Select the option for ***End-of-Month products***.
5. A screen will appear with all of the EOM Products by Product Control Number (PCN). The BMSO/BAFO Financial Reconciliation report has a PCN number of ***Y04***. At the bottom of the screen is a place to enter a PCN number, the part paper, the number of print copies, and whether you wish to download to floppy. ***ENTER*** the ***PCN*** number ***Y04***. It is up to your discretion to change the number of copies and part paper. At the ***“Download” option*** (far bottom right portion on the screen) ***enter a “Y”*** for yes.
6. After completing that step, ***exit MEDADMIN*** by choosing option ***“E”*** exit menu and save changes.
7. The next time you process an EOM cycle, your BMSO/BAFO report will be sent as a file from the MEDLOG 3B2 to your COMPAC PC when you perform the command ***“OUT T”***. With that file on your PC, you can save it as a text (txt) file by inserting a floppy into your 3 1/2 inch floppy drive.

Once you have the data on a 3 1/2 inch floppy, it is relatively easy to append the BMSO/BAFO file to an e-mail.