



**INTEGRATED FUNDS DISTRIBUTION,
CONTROL POINT ACTIVITY,
ACCOUNTING AND PROCUREMENT
(IFCAP)**

**APPLICATION COORDINATOR
USER'S GUIDE**

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PREFACE

This manual explains how to implement the Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) system. The IFCAP package automated certain functions in Acquisition and Materiel Management (A&MM), Fiscal Service, and in all of the services that request supplies and services on VA Form 90-2237. The goal of IFCAP is to integrate these three areas and allow users to share procurement information. IFCAP has the following components or "modules".

FUNDS DISTRIBUTION allows Fiscal Service to establish Fund Control Points, and track funding for budget purposes.

CONTROL POINT ACTIVITY automates the preparation of requests, the electronic transmission of requests to A&MM and Fiscal services and the bookkeeping processes within a service.

PROCUREMENT allows A&MM to transfer IFCAP-generated requests onto purchase orders and requisitions, process receiving documents in the warehouse, and create and transmit code sheets to Austin.

ACCOUNTING automates the creation of code sheets, handles the processing of certified invoices, and facilitates the electronic transmission of code sheets and receiving documents to the Financial Management System (FMS) located in Austin, Texas. In addition, IFCAP transfers obligation information back to the Control Point and updates the Control Point balance automatically.

INVENTORY permits services to maintain their own on-line inventory and establish an average stock level, record the distribution of goods to secondary location(s), and

automatically generate IFCAP requests for replenishment purposes. Secondary locations can maintain their own inventory if they wish.

RFQ enables the Purchasing Agent (PA) to create a Request for Quotation (RFQ), Evaluate Bids, Award the order, and generate the purchase order. Using IFCAP and the Electronic Data Interchange (EDI) functionality that currently exists in Austin, the PA can electronically send the RFQ to one or many vendors and receive the bids electronically

PURCHASE CARD permits users at Service level and in A&MM to generate Purchase Orders against assigned Credit Card(s). Charges are passed electronically from the Austin Credit Card System (CCS) to IFCAP and users Reconcile payments with IFCAP Purchase Orders. The assigned Approving Official then approves reconciled orders. The local IFCAP Purchase Card Registration file is maintained by the station designated Purchase Card Coordinator. Reconciled orders are then Approved by assigned Approving Officials. There are many reports that provide data on the status of the purchase card orders and timeliness of the reconciliation and approval processes.

DELIVERY ORDERS permits users to generate purchase orders for contract items at the Service level. Using switches that are site configurable, orders can bypass Fiscal and be obligated at time of signing by Service level staff.

TABLE OF CONTENTS

<u>CHAPTER 1 INTRODUCTION</u>	1
<u>CHAPTER 2 ORIENTATION</u>	3
<u>2.1 How to Use This Manual</u>	3
<u>2.2 Text Conventions for This Manual</u>	3
<u>2.3 FileMan Date Conventions</u>	4
<u>CHAPTER 3 PACKAGE MANAGEMENT</u>	5
<u>3.1 How Electronic signature Codes Work</u>	5
<u>3.2 How to Change Your Electronic Signature Code</u>	5
<u>3.2.1 Step 1</u>	5
<u>3.2.2 Step 2</u>	5
<u>CHAPTER 4 PACKAGE OPERATION</u>	7
<u>4.1 The IFCAP Documentation Library</u>	7
<u>4.2 IFCAP Personnel Resources at Your Site</u>	10
<u>4.2.1 Your Site Manager</u>	10
<u>4.3 Additional Recommendations</u>	11
<u>4.4 The Role of the Application Coordinator</u>	11
<u>4.4.1 Introduction</u>	11
<u>4.4.2 Working with your Site Manager</u>	12
<u>4.4.3 Marketing IFCAP</u>	13
<u>4.5 Training Issues</u>	13
<u>4.6 Troubleshooting</u>	14
<u>4.7 How to Create IFCAP User Groups</u>	15
<u>4.8 Functional Description</u>	15
<u>4.9 Getting Started</u>	16
<u>4.9.1 Introduction</u>	16
<u>4.9.2 IFCAP System Security</u>	16
<u>4.9.2.1 Introduction</u>	16
<u>4.9.2.2 System Access</u>	17
<u>4.9.2.3 Menus</u>	17
<u>4.10 Standardized IFCAP Menus</u>	19
<u>4.11 Loading Files</u>	23

Table of Contents

4.11.1 Introduction	23
4.11.2 Step 1 - Load Users	23
4.11.3 Step 2 - Load IFCAP Site Parameters.....	24
4.11.4 Step 3 - Load Control Points.....	26
4.11.5 Step 4 - Assign LOG Department Numbers to all Fund Control Points.....	26
4.11.6 Step 5 - Distribute Ceiling Amounts to Control Points.....	27
4.11.7 Step 6 - Build Vendor File.....	27
4.11.8 Step 7 - Build Item File.....	27
4.11.9 Step 8 - General Inventory.....	28
4.12 Set Up a Test Account	28
4.12.1 Introduction	28
4.12.2 Menus and Security Keys.....	28
4.12.3 Add/Edit Supply Personnel.....	28
4.12.4 Site Parameters.....	29
4.12.5 Select an Issue Book sort default.....	31
4.12.6 Printer Settings of Dedicated IFCAP Printers.....	31
4.12.6.1 Stacked Documents Options.....	32
4.12.7 Primary Station and Other Fields.....	34
4.12.8 Address Codes and Screen Settings.....	35
4.12.9 Production/Training Field	36
4.13 Establish Common Numbering Series	36
4.14 Barcode Manager Menu	38
4.15 EDI Vendor Edit.....	39
4.16 PAT Status Report.....	39
4.18 Unposted Dietetic Cost Report	42
4.19 Clear FMS Exception File Entries	43
CHAPTER 5 ERROR MESSAGES AND THEIR RESOLUTION.....	46
5.1 Introduction.....	46
5.2 The FMS Exception Transaction Report.....	46
5.3 Error Table	46
GLOSSARY	53
INDEX	66

Table of Contents

Chapter 1 Introduction

You have been selected as an IFCAP Application Coordinator. You probably have many questions about your new role and are eager for information. The Application Coordinator User's Guide will provide you with guidance and training for your new responsibilities.

You will find your role as an Application Coordinator both challenging and rewarding. You will be responsible for planning and implementing new work methods and technology for employees throughout your medical center. You will train employees who may not have worked with computers before and, as an ongoing responsibility, assist all users of the program when they run into difficulties. You will need to know how all components of the system work.

This manual has been designed to assist you with your training responsibilities. The various users' manuals will be useful for training new and inexperienced users. One section of this manual provides some information that you will find useful when troubleshooting. While no substitute exists for getting in and trying out the various options of each component, some information about the overall system will be useful to you. While not a technical manual, this guide provides information about maintaining the system at your medical center.

We recommend that you maintain open communication with your supervisor and Service Chief, as well as your counterpart in Fiscal, A&MM or IRM.

Introduction

Chapter 2 Orientation

2.1 How to Use This Manual

Step 1 Read this entire section. It explains how to interpret the graphics and timesteps used in this manual.

Step 2 If this is your first exposure to using a computer, read the manual titled **User's Guide to Computing**. This manual introduces you to terminology and functions that are used throughout VISTA applications and familiarizes you with your terminal and keyboard. A copy of this manual may be obtained from the Infrastructure web site: <http://vista.med.va.gov/infrastructure/docs/ugc.pdf>

Step 3 Read the rest of this manual.

2.2 Text Conventions for This Manual

Boldface type within text signifies three distinct types of information in this manual.

1. References to **Menus** and **Menu Options**.
2. References to other **Manuals** and other **sections** of this manual.
3. For emphasis of certain **words**.

The word "type" is used in this manual to signify straightforward typing at your terminal keyboard.

When performing other functions at your terminal which involve the use of the keyboard but do not result in words on your screen, you are told

specifically what to do (e.g., while holding down the control key, press the S key).

The term "enter" is used to indicate that you must send whatever you have been typing on your keyboard to the computer. When you have completed typing your response, you send it to the computer by pressing the return key once.

2.3 FileMan Date Conventions

Throughout the module, the VA FileMan date conventions have been used. A date-valued response can be entered in a variety of ways. The following is a typical help prompt for a date field:

Examples of Valid Dates:

JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057

T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.

T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.

If the year is omitted, the computer uses CURRENT YEAR. Two digit year assumes no more than 20 years in the future, or 80 years in the past.

Note: If you do not specify the year when you enter a date, IFCAP will assume that you are referring to the current calendar year. This could cause some confusion around the fiscal year turnover period when you are more likely to be entering dates for next year (when the current Fiscal Year is the same as the next Calendar Year).

Chapter 3 Package Management

3.1 How Electronic signature Codes Work

Due to the nature of the information being processed by IFCAP, special attention has been paid to limiting use to authorized individuals. Individuals in the system who have authority to approve actions, at whatever level, have an **electronic signature code**. This code is required before the documents pass on to a new level for processing or review. Like the access and verify codes used when gaining access to the system, the electronic signature code will not be visible on the screen. These codes are also encrypted so that they are unreadable to other users, even when viewed in the user file by those with the highest levels of access. Electronic signature codes are required by IFCAP for every action that would require a signature in a manual system. The signature enables the document to move electronically to the next step.

3.2 How to Change Your Electronic Signature Code

3.2.1 Step 1

Select User's Toolbox from any IFCAP Menu.

Select Edit Electronic Signature Code from the User's Toolbox menu.

```
Select IFCAP MENU Option: User's Toolbox

    Display User Characteristics
    Edit Electronic Signature code
    Edit User Characteristics
    Menu Templates ...
    Spooler Menu ...
    TaskMan User
    User Help

Select User's Toolbox Option: electronic Signature code Edit
This option is designed to permit you to enter or change your Initials,
Signature Block Information, Office Phone number, and Voice and
Digital Pagers numbers.
In addition, you are permitted to enter a new Electronic Signature Code
or to change an existing code.
```

3.2.2 Step 2

Enter your initials. At the Signature Block Printed Name: prompt, enter your name, as you want it printed on forms that require your signature. At the Signature Block Title: prompt, enter your job title, as you want it printed on

Package Management

forms that require your signature. Enter your office phone number. Enter voice pager number. Enter digital pager number. Enter your signature code.

```
INITIAL: BJ//  
SIGNATURE BLOCK PRINTED NAME: B JOHNSON//  
SIGNATURE BLOCK TITLE:  
OFFICE PHONE:  
VOICE PAGER:  
DIGITAL PAGER:  
  
Enter your Current Signature Code:     SIGNATURE VERIFIED  
  
Your typing will not show.  
ENTER NEW SIGNATURE CODE:  
RE-ENTER SIGNATURE CODE FOR VERIFICATION:  
DONE
```

Note: Your electronic signature is legal authorization to release government funds.

Chapter 4 Package Operation

4.1 The IFCAP Documentation Library

The list below is an inventory of the documentation you will need to perform the Application Coordinator function.

1. Users Guide to Computing
2. IFCAP Application Coordinator User Manual
3. Other IFCAP User Manuals:
 - a. Budget Analyst
 - b. Control Point Clerk
 - c. Control Point Official
 - d. Control Point Requestor
 - e. PPM Accountable Officer
 - f. Purchasing Agent
 - g. Requirements Analyst
 - h. Requisition Clerk
 - i. Warehouse
 - j. Accounting Technician
 - k. Voucher Audit Clerk
 - l. Generic Inventory Package
 - m. Purchase Card
 - n. Delivery Orders

The IFCAP manuals were designed to follow the functions that are accomplished in the IFCAP package. Here is a listing of all of the different IFCAP manuals and how they should be distributed.

Application Coordinator Manual - This manual provides guidance to Application Coordinators when implementing IFCAP at a facility. This manual also contains information on options permitting Application Coordinators to enter the station address, common PAT numbering series, and the proper printer locations used by all IFCAP users.

Budget Analyst's Manual - This manual is used by the Budget Analyst, generally a person in Fiscal Service. It describes how to enter the Ceiling Transactions that fund all Control Points. The Fiscal employee responsible for processing Transfers of Disbursing Authority (TDA's) and assigning ceilings to Control Points should be given a copy of the Budget Analyst's Manual.

Control Point Clerk's Manual - This manual is used by those individuals who are responsible for creating requests (2237s, 1358s, etc.) that will be approved by their Control Point Official. The Control Point Clerks at your facility should be given a copy of the Control Point Clerk's Manual and the Requestor's Manual.

Control Point Official's Manual - This manual should be given to those individuals responsible for the management of Fund Control Point money. These users have been designated the authority to approve requests for goods and services. There may be more than one Control Point Official for a Funds Control Point. This manual briefly covers those options used exclusively by the Control Point Official. This includes "Approve Requests" and "Enter/Edit Control Point Users". In most cases the Control Point Official is only concerned with approving requests. The other options that make up the Control Point Official's menu are discussed in the Control Point Clerk's manual. The Control Point Officials at your facility should be given a copy of the Control Point Official's Manual, the Control Point Clerk's Manual, and the Requestor's Manual.

Control Point Requestor's Manual - This manual is used by those individuals that create temporary requests (2237s, 1358s, etc.) but do not have access to the Control Point balance. The Requestors at your facility should be given a copy of the Requestor's Manual.

Accountable Officer Manual - This manual describes the options that may be used by the Accountable Officer, Requisition Clerk, Warehouse staff and other PPM employees.

Requirements Analyst Manual - This manual provides guidance for options used by the Requirements Analyst under the Personal Property Management (PPM) section of the Acquisition and Materiel Management (A&MM). Service. These options are used to process requests and requisitions for Supply Fund and create code sheets.

Requisition Clerk Manual - This manual provides guidance for options used by PPM personnel who process requisitions and ISMS/GSA/DLA code sheets.

Warehouse Manual - This manual describes the process of receiving goods on the IFCAP system. All warehouse staff at your facility should be given a copy of the Warehouse Manual.

Purchasing Agent's Manual - This manual describes the options used to create, edit and display a Purchase Order, a Vendor, or an Item purchased on a repetitive basis. It contains the options that enable the PA to generate and process Requests for Quotation. In addition, it provides information concerning the printing of various management reports. The Purchasing Agents at your facility should be given a copy of the Purchasing Agent's Manual.

Accounting Technician's Manual - This manual provides all the information needed to process an obligation, receiving report or amendment using IFCAP. In addition, it shows how to create or edit FMS documents that will be transmitted to FMS. All Accounting Technicians at your facility should be given a copy of the Accounting Technician Manual.

Voucher Audit Clerk Manual - This manual explains how to use the options in the Payment/Invoice Tracking Menu of the IFCAP System to build and maintain an invoice tracking system. The Voucher Audit Clerk inspects invoices, maintains invoice records, and records and/or edits payment information.

General Inventory Package Manual - This manual describes the full functionality of the IFCAP Inventory system, which includes a warehouse; primary inventories that may or may not maintain a perpetual inventory; and secondary inventories (created by a primary), also maintaining perpetual inventory. The options also are included to control a dependent inventory point from the warehouse (Issue Book Processing option) or from the primary inventory (Stock Item Distribution Menu). While the warehouse, primary and secondary inventory are separate parts of the inventory system, the menu options for controlling stock in all three are identical in most respects. The differences lie in the stock request, stock distribution, and management functions.

Purchase Card Manual – This manual contains the full functionality to enable the site Card Coordinator to maintain the Registration file for Purchase Cards. It also contains the functionality for Service level and A&MM staff to create purchase card orders which will be charged against assigned credit cards and reconciled against the charges received from the Austin Credit Card System (CCS). It also contains functionality for designated Approving Officials to approve a reconciliation done by a cardholder. All staff placing orders using government credit cards and their designated approving officials should be given a copy of this manual. A copy of the Coordinators part of the manual should be given to the person designated as the site Purchase Card Coordinator.

Delivery Orders – This manual contains the functionality to permit Service level staff to generate orders for contracted items and depending on switch settings at the site to obligate them without passing them through Fiscal service. A copy of this manual should be provided to those staff who are going to place orders for contract items.

User's Guide to Computing (Kernel and FileMan) - Every user of IFCAP should have access to this manual. Its purpose is to make the user familiar with computer terminology and the different VISTA conventions (how to edit text, delete responses, jump between fields or options). This should be the first manual given to a new IFCAP user. It can be obtained at the following web site: <http://vista.med.va.gov/infrastructure/docs/ugc.pdf>

4.2 IFCAP Personnel Resources at Your Site

The following people should be able to assist you in using IFCAP.

4.2.1 Your Site Manager

Hopefully, your Site Manager has been able to provide you with a Test Account where you can familiarize yourself with all of the IFCAP functionality. It is a good idea to sit with your Fiscal or A&MM counterpart as you work your way through IFCAP for the first time.

- a. Equipment
 1. Number of CRTs and printers needed
 2. Placement of equipment
 3. Cabling to attach equipment to computer

- b. Level of Support
 - 1. Technical Support for software and hardware
 - 2. Access to files and VA FileManager
- c. Planning for Implementation
 - 1. Test Account
 - 6 Information needed by the Site Manager
User names, Menus & Security Keys needed
 - 6 Information needed by the Application Coordinator
User names, Level of Security required, Menus Required

4.3 Additional Recommendations

- Complete all reading assignments. It is important that you know as much about IFCAP as possible.
- Meet with your Site Manager. The Site Manager is as important to a successful update as you are.
- Identify and meet with key people in Fiscal and A&MM services. It is critical that you have the support of all of the Fiscal and A&MM supervisors.
- Train new users. . Remember, you're teaching new users the way to do their jobs.
- Plan for disasters. You can minimize disasters with good planning.

4.4 The Role of the Application Coordinator

4.4.1 Introduction

As an Application Coordinator, you will need to know how IFCAP performs tasks, and how the principal elements of IFCAP work with each other. This knowledge will allow you to coordinate the implementation of IFCAP, train new users, inform management of your needs, and solve problems with the system. This section of your manual discusses those issues for which you will be responsible.

Being an Application Coordinator means that your responsibilities extend way beyond your normal boundaries. You're not just a Purchasing Agent or Accounting Technician any longer. You will be interacting with all areas of A&MM, Fiscal and with the rest of your facility when supporting the Control Point Activities. You will be acting as liaison with VA management by both eliciting their support and providing the support (information) that IFCAP can provide.

You are no longer a "subject-matter expert" in A&MM or Fiscal. You will be considered a "computer expert" in the eyes of the users. You will be their first contact when something doesn't work. But don't worry, your knowledge of IFCAP, and computers in general, is learned by using the system. Ask for help from your Site Manager in learning about the equipment being used and then teach your users about the equipment as well.

4.4.2 Working with your Site Manager

You will meet with your Site Manager regularly during and after the implementation of IFCAP at your facility. During your first meeting with the Site Manager, you will need to discuss who will be responsible for entering information into shared VISTA files. This includes adding new users and their menus into the **New Person File (#200)** and Requesting Services into the new **Service/Section File (#49)**. Some Site Managers will have their staff enter this information from a list that you will provide. Other Site Managers will delegate that task to you. If you are responsible for entering this information, you will be shown how to do it. In either case, you will need to compile a listing of all of the individuals who will be using IFCAP along with their Primary Menu name and Security Key(s) if authorized. In addition, you will need to provide a list of all Requesting **Services** that must be entered into the **Service/Section File (#49)**.

The Application Coordinator needs to work closely with the Fiscal and A&MM staff and the Site Manager to decide where the **IFCAP equipment** should be installed. Some locations may require that Engineering Service install conduits to hold the computer cables. Decisions must be made concerning which Control Points using IFCAP need CRTs and which Control Points can share equipment. Perhaps a centrally located Terminal Room is available for use by smaller Control Point users.

Ask your Site Manager to teach you about the equipment that is being used. Learn the proper way to load paper, form feed, line feed and reset the printers IFCAP uses and then, teach those individuals who will be using them. Write down the device number and default settings for the CRTs. Teach your users

to first check the No Scroll key when the keyboard seems "locked". Then, check the cables to make sure they are securely attached. Your Site Manager will provide you with the device names or numbers of the printers dedicated to automatically print 2237s in A&MM, Unobligated Purchase Orders in Fiscal, Obligated Purchase Orders in A&MM, and Receiving Reports in the Warehouse. This information is used when establishing your **Site Parameters File**.

You will also need to discuss having access to IFCAP files using **VA FileManager**. You will probably be called upon to generate specialized reports for management. In order to do this, you will need to have "read" access to the IFCAP files.

4.4.3 Marketing IFCAP

IFCAP will have an effect on your entire facility. IFCAP isn't just a Fiscal and A&MM concern. IFCAP will affect how every Control Point processes requests. It is important for you to create a "positive image" of IFCAP when presenting it to new users. If you are enthusiastic about IFCAP, then the users will be enthusiastic. You may wish to develop an IFCAP demonstration that you can present to groups of Service Chiefs, Supervisors and users. This will be different from the individual training of users. Show the path of a request from the Control Point to A&MM Service, then to Fiscal for obligation, the Warehouse for Receiving, and back to Fiscal for processing payment to the Vendor. Users need to know how they fit into the IFCAP picture. You will find your job will be much easier if users understand why they have to do it the IFCAP way. Don't forget to include Fiscal and A&MM employees in this demonstration. It is critical they understand how important all areas of IFCAP are to their job.

4.5 Training Issues

The training of users of IFCAP should take place in the Test Account that has been set up by your Site Manager. It is here that a user can go through all of their menu options and begin to feel comfortable using a computer. Before training begins, your users should read the **Users Guide to Computing**, and the **User Manual** appropriate for their menu(s). (Information concerning users and manuals is on the next page.)

Some users are not receptive to change. It is important that you listen to their concerns and try to alleviate them. Spend time with problem users and show them the VISTA functionality that is in the **Users Guide to Computing**.

Some users can't learn from a manual, so sitting with them while they work may be the solution.

Training should take place in a "quiet" place where you won't be interrupted. Try to keep the size of the training groups to three or four; any more than that and they won't be able to see the terminal. Let your trainees take turns using the keyboard themselves. It will help them feel more comfortable when you're not there. Be sure your trainees make mistakes when entering information. You know they will make errors when they're on their own, so show them how easy it is to correct errors on the computer.

It is imperative to remember that the training of Control Points is a **joint** responsibility of A&MM and Fiscal staff. A&MM should instruct the Control Point Official/Clerk in entering a request (2237, Repetitive Item List) on IFCAP, then show them how to keep track of the status of the request or display a copy of the Request or Purchase Order. Fiscal Service needs to teach the Funds Control portion of IFCAP.

4.6 Troubleshooting

As the Application Coordinator, you will be the person the user calls when things go wrong. It may be as simple as the CRT being unplugged or as serious as an error in the program. You will need to identify whether it is a hardware (equipment) or a software (computer program) problem.

Your Site Manager will work with you to help you learn about the PCs/CRTs and printers in your area. Make sure your users understand how the printer operates and how to load paper correctly. When a terminal "freezes," be sure to check that the equipment is plugged in, has power and is turned on. Wiggle the cable to the computer--it may be loose. Press the "No Scroll" key--it will cause the screen to freeze until it is pressed again.

Software problems are usually identified by **error codes**. Instruct your users to write down all errors that appear. In addition, they should write down what option they were using. Did they enter any unusual information? Sit with the user and watch how they respond to the prompts. They may not be answering the question correctly. If the error occurs again, notify the Site Manager and provide as much information as you can.

Software problems sometimes occur when new software is loaded. You will be informed when new software is installed so that you will be prepared for functionality changes. Many times the problems you'll encounter are not with the package, but with the user. Some users may not understand the functionality and others may not be receptive to change.

4.7 How to Create IFCAP User Groups

You may wish to set aside time to establish an IFCAP support group for Control Points. This group would meet once a month to discuss issues, problems and solutions they encounter on a daily basis. The members would be Control Point Officials and Clerks and both the A&MM and Fiscal Coordinators. People could attend when they need some additional support. Most of the members would be new IFCAP users. It would be a great forum to address recurring questions and introduce upcoming enhancements.

Another way to provide support to the users of the Control Point module is to have experienced Control Point Clerks and Officials "adopt" a new IFCAP user. The new user would call the experienced Clerk when a question came up and together they would be able to solve problems and answer questions. If they could not solve the problem they would then call the appropriate coordinator.

You too, may wish to become a part of a network of other IFCAP Application Coordinators. You will find the problems you encounter are universal and the other coordinators may have a solution.

4.8 Functional Description

The options you use on IFCAP have been placed in a group based on the type of work you do as the IFCAP Application Coordinator. These options are called your **menu**, just like a menu in a restaurant. You select the option name or number that corresponds to the type of work you need to perform. If you do not understand the question or are unsure of how to respond, enter a question mark (?) or two question marks, and the computer will give you an explanation of the information needed, or allow you to choose from a list of responses, respectively.

This is what the IFCAP Application Coordinator Menu looks like.

```
IFCAP Application Coordinator Menu

Site Parameters
EDI Vendor Edit
Establish Common Number Series
Add/Edit Supply Personnel
```

```
Barcode Manager Menu ...
Clear FMS Exception File Entries
FMS Exception Transaction Report
PAT Status Report
Repost FMS Exceptions
Substation Enter/Edit
Reinstate IFCAP Terminated User
Posted Dietetic Cost Report
Quarterly Review of Vouchers
Unposted Dietetic Cost Report
```

Select IFCAP Application Coordinator Menu Option:

4.9 Getting Started

4.9.1 Introduction

By now you should be familiar with the IFCAP user manuals, as well as the User's Guide to Computing. Together, these guides give you a comprehensive picture of how IFCAP will affect the work of your facility.

The information you enter into IFCAP is stored in files. This allows the user to access shared information quickly and easily. A good example of shared data is the information in the Vendor File. A&MM Service is responsible for entering and maintaining the vendor data. This information is used by the Control Points when entering a request and by Purchasing and Contracting when creating a Quotation for Bid or a Purchase Order. Fiscal Service uses the Vendor file to enter and store billing information for retrieval.

The IFCAP package deals with activities and data related to the fiscal and procurement processes of your facility, therefore we will begin with a section on System Security. You will then be introduced to the standardized menus that accompany the software and the options available to the users. Later in this manual, the section entitled, "Loading Files," will tell you step-by-step what information must be entered prior to going "live" and implementing the software.

4.9.2 IFCAP System Security

4.9.2.1 Introduction

IFCAP operates with three distinct levels of security. This section of your manual discusses these three levels in broad terms. The three levels of security are described below.

4.9.2.2 System Access

The same system of access currently in operation for all VISTA applications at your medical center applies to IFCAP. An access code assigned by the Site Manager or Application Coordinator is needed to access the computer system. As additional security, a verify code must be entered by the user. This verify code may be changed at any time by the user, such as when a breach in security may have occurred. Additionally, the system requires periodic changing of this code through site parameters set by the Site Manager. This second code insures against chance entry of a code that does not belong to a user. These access and verify codes, by themselves, only provide access to the VISTA system at your facility. These codes are not seen on the terminal screen when typed in by the user in response to the appropriate prompt. This guards against exposure and possible use of these codes by other users. Finally, if the user fails to enter the proper set of codes two or three times (the number of attempts is determined by the site), the terminal will lock and further attempts will not be allowed.

4.9.2.3 Menus

Once the user has properly entered their access and verify codes, the computer will present the user with a menu. The menu represents those specific options that the user may work with. Most users will never see many menu options that are part of the total software package. Standardized Menus will be included with the release. These menus organize the various IFCAP options around the activities of the people involved. (Only Control Point Officials will have the Approve Requests option on their menu. Only Accounting Technicians can obligate documents.) While these standardized menus can be altered, the Site Manager must do the alteration at your site, or this authority may be delegated to Application Coordinators. Users at all levels are incapable of assigning themselves additional menu options. Only those menu options that are required to accomplish assigned work will be accessible. Additionally, at Control Points, the menu options are available only to their assigned users.

Just as in a manual system, no single user should have all of the IFCAP menus. It is as inappropriate for a Control Point Official to have the Funds Distribution option that enters Ceiling Transactions. This restriction of menus applies to Application Coordinators as well as management.

4.9.2.4 Electronic Signature Codes

The final level of security in IFCAP involves the use of electronic signatures. Individuals in the system who have authority to approve actions, at whatever level, will be assigned an electronic signature code. This code is required before the documents are electronically passed on to a new level for processing or review. Like the access and verify codes used when gaining access to the system, the electronic signature code will not be visible on the terminal screen. These codes are also encrypted so that even when viewed in the user file by those with the highest levels of access, they are unreadable. The menu option Electronic Signature Code edit permits the user to change the signature code if necessary. Electronic signature codes are required by IFCAP at every level that would require a signature on paper. Consequently, electronic signature codes are assigned to: budget analysts for distributing funds to control points; Control Point Officials for approving requests; Purchasing Agents for processing of purchase orders; Accounting Technicians for obligating documents and authorizing payments; Warehouse workers for receiving purchases; Purchase Card holders for processing credit card orders; and Delivery Order users to process delivery orders against existing contracts.

The IFCAP software you receive will include standardized menus for all users. You may have authority to alter and assign menus to users when unique needs arise. Even if you do not, you will probably serve as the liaison between IFCAP users and the Site Manager recommending that the specialized menus be designed and assigned to users. Menu trees, standardized for typical users, are shown on the following pages. Following these menu trees you will find a list of all available menu options. Designing specialized menus will be accomplished through Menu Manager. This manual does not discuss how this is done. If authority for assigning additional menu options has been delegated to you, your Site Manager will instruct you in how to create new menus.

Just as in a manual system, no single user should have all of the IFCAP menus. It is as inappropriate for a Control Point Official to have the Funds Distribution option that enters Ceiling Transactions. This restriction of menus applies to Application Coordinators as well and management.

Below is a listing of all of the standardized menu options and their associated security keys distributed with the IFCAP package. Some IFCAP menus and options are restricted to supervisors and their designees. This is done by assigning a "lock" onto each restricted option. Only those users that hold the appropriate security key for the locked option are granted access to that option. Users that do not hold the appropriate key do not even see the option on their menu. Security keys can also be assigned to users to allow them to

perform a restricted function. Whereas the option is not locked, the computer checks to see that the user holds the proper security key before permitting a restricted function from taking place. You should carefully examine the use of each security key and identify those users who should be holders of each security key.

4.10 Standardized IFCAP Menus

We advise that you use the IFCAP standardized menus for an initial period until your users become familiar with all of the options available. You can evaluate the need for "customized menus" at a later date.

User	Menu Text (seen by user)	Name (used by computer)	Associated Security key(s)
Service Chief or designated Control Point Official	Control Point Official's Menu	PRCSCP OFFICIAL	PRCSCPO PRCSOBL
Control Point Clerk	Control Point Clerk's Menu	PRCSCP CLERK	
Person who requests goods but doesn't have access to Control Point Records	Requestor's Menu	PRCSREQUESTOR	
Chief, Personal Property Management or designee	Accountable Officer Menu	PRCHUSER PPM	PRCHADVOUCHER PRCH TRANSACTION COMPLETE PRCHPM CS PURGE CODE SHEETS PRCHPM CS TRANSMIT PRCPW MGRKEY

Package Operation

Requirements Analyst	RA (Requirements Analyst) Menu	PRCHPM RA MENU	PRCHADVOUCHER PRCHPM CS PURGE CODE SHEETS PRCHPM CS TRANSMIT
PPM Clerk or person responsible for creating requisitions and LOG I code sheets	Requisition Clerk Menu	PRCHPM REQUISITION CLK MENU	PRCHADVOUCHER PRCHPM CS PURGE CODE SHEETS PRCHPM CS TRANSMIT PRCH TRANSACTION COMPLETE
Chief, Purchasing and Contracting or designee	Purchasing Agent Menu	PRCHUSER PA	PRCHADVOUCHER PRCHASSIGN PRCHIMP PRCHRPT PRCH TRANSACTION COMPLETE
Purchasing Agent	Purchasing Agent Menu	PRCHUSER PA	PRCHADVOUCHER PRCHIMP PRCHRPT PRCH TRANSACTION COMPLETE
Chief, Warehouse or designee	Warehouse Menu	PRCHUSER WHSE	PRCHRECDEL
Warehouse Worker	Warehouse Menu	PRCHUSER WHSE	

Fiscal Application Coordinator	Fund Distribution & Accounting Menu	PRCF MASTER	PRCFA SUPERVISOR PRCFA PURGE CODE SHEETS PRCFA TRANSMIT PRCF CC/SA MISMATCH OVERRIDE PRCFA VENDOR EDIT PRCFA CLEAR LOCK
Budget Analyst	Fund Distribution Program Menu	PRCB MASTER	PRCF CC/SA MISMATCH OVERRIDE PRCFA SUPERVISOR PRCSCPO
Chief, Accounting or designee	Accounting Technician Menu	PRCFA ACCTG TECH	PRCFA SUPERVISOR PRCFA PURGE CODE SHEETS PRCFA TRANSMIT PRCFA CLEAR LOCK PRCFA VENDOR EDIT
Accounting Technician	Accounting Technician Menu	PRCFA ACTTG TECH	PRCFA VENDOR EDIT
Voucher Auditor	Payment /Invoice Tracking Menu	PRCFD PAYMENTS MENU	PRCFA VENDOR EDIT

Package Operation

Person in A&MM responsible for Warehouse Inventory	Warehouse Inventory	PRCPW MAIN MENU	PRCPW MGRKEY PRCPW ADJAPPR PRCT MGR PRCP UPN (Manager only)
Person in Control Point responsible for maintaining Inventory	Primary--General Inventory/Distribution Menu	PRCP MAIN MENU	PRCP MGRKEY PRCP UPM (Manager Only)
Person on the ward/clinic responsible for maintaining Inventory	Secondary--General Inventory/Distribution Menu	PRCP2 MAIN MENU	PRCP2 MGRKEY (Manager Only)
A&MM and Fiscal Application Coordinators	IFCAP Application Coordinator Menu	PRCHUSER COORDINATOR	PRCFA SUPERVISOR PRCP UPM
Application Coordinator and IRM Personnel	Barcode Manager Menu	PRCT MGR	
Service Personnel responsible for performing Inventory	Barcode User	PRCT BARCODE USER	
IRM Service Personnel	Data Manager Menu	PRCT DATA MANAGER	
Service Personnel responsible for performing Inventory	Labels	PRCT LABELS	

IRM Service Personnel	Barcode Programmer	PRCT PROGRAMMER	PRCT MGR
Station Purchase Card Coordinator	Purchase Card Coordinator	PRCH CARD COORDINATOR MENU	
Service personnel ordering using a Credit Card	Purchase Card Menu	PRCH PURCHASE CARD MENU	
Service personnel designated as Credit Card approving officials	Approving Official Menu	PRCH APPROVE	PRCH AR
Service personnel ordering contract items	Delivery Orders Menu	PRCH DELIVERY ORDER MENU	

4.11 Loading Files

4.11.1 Introduction

This section provides step-by-step information on loading files prior to going "live" with IFCAP.

4.11.2 Step 1 - Load Users

Individuals working on IFCAP must be entered into the **New Person File** of the computer system they are working on. The Site Manager of their facility usually accomplishes this, or it may be a task assigned to the Application Coordinator. In either case, it is essential that a list of IFCAP users be compiled, including the menu they will be assigned (i.e., PRCSOP OFFICIAL for Control Point Officials). If your site is using the file access provisions of Kernel you will need to be sure that your users have access to the files that they will need. Contact your Site Manager/IRM Service for assistance.

Certain menus require the user to have a **Security Key** in order to access all available options. These include menus for Control Point Officials, Chiefs of P&C, PPM, the Warehouse, Accounting and Inventory Managers. (See section on **Standardized IFCAP Menus** for a listing of menus and security keys.)

IFCAP looks to see if the user is an A&MM employee and what position they hold (Purchasing Agent, Warehouse, Manager...). All A&MM employees must

Package Operation

be identified using the **Add/Edit Supply Personnel** option of the IFCAP Application Coordinator Menu.

IFCAP transmits data to Austin Automation Center (AAC). Transmitting data to Austin may require (for each type of document), several domains, security keys and mail groups.

Domain Name	Purpose	Menu Option Security Key	Mail Group
Q-CLM.VA.GOV	CALM	n/a	CLM
NO LONGER USED			
Q-CLI.VA.GOV	Code Sheets	n/a	CLI
Q-CRD.VA.GOV	Rec.Reports	PRCFA TRANSMIT	CLM
Q-DLA.VA.GOV	DLA	PRCHPM CS TRANSMIT	DLA
Q-ISM.VA.GOV	ISMS	n/a	ISM
Q-LOG.VA.GOV	Log	PRCHPM CS TRANSMIT	LOG
Q-MDY.VA.GOV	Vendor	PRCFA TRANSMIT	MDY
Q-OGR.VA.GOV	ISMS	n/a	OGR
Q-PRC.VA.GOV		n/a	PRC

The mail group members will be the recipients of MSC Confirmation Messages coming from Austin AAC verifying the receipt of transmissions from your facility. Please have your Site Manager/IRM Service add the identified IFCAP users as members to these mail groups and assign to each user the appropriate menu option security keys.

4.11.3 Step 2 - Load IFCAP Site Parameters

Use the **Site Parameters** option on the **IFCAP Application Coordinator Menu** to record the basic information used by IFCAP; such as station numbers, medical center receiving address, delivery hours, and invoicing address. This option also designates certain printers where specific work will be sent when completed.

NOTE: The following step should **ONLY** be done if both the following statements are true:

- 6 You are an integrated facility (2 or more sites have been merged into one facility under one station number) AND
- 7 Your VISN CFO has indicated that your new integrated facility is to use the Substation functionality in IFCAP

Use the **Substation Enter/Edit Menu** option from the **Application Coordinator Menu**. Those sites who have been integrated (2 or more facilities whose databases have been merged) may choose to invoke the Substation functionality in IFCAP. This permits the Legacy site to be identified using the Primary Station Number XXX and the Substation code assigned by HQ -YY. Thus in IFCAP the Legacy station is XXXYY i.e. 512A4 might represent Perry Point VAMC, a legacy site in the Maryland Health Care System (HCS) -station 512. IF invoked the IFCAP software will request the substation entry as the control point users create 2237's and 1358's. When FMS documents are passed to Austin the Substation will be passed and a few reports in FMS will show costing by Substation. **Once this feature is invoked it cannot be reversed.**

Additionally, **Printer Locations** defined in the **Site Parameters** file via the **Substation Enter/Edit Menu** option will be used when entering and/or approving 2237's and 1358's. If the appropriate Printer Location is defined for the Substation attached to one of these documents, then that Printer Location will be used. Otherwise, the Printer Location defined for the Primary Station will be used. Please see section 4.12.6 for more information regarding Printer Locations.

Use the **Add/Edit Supply Personnel** option from the **IFCAP Application Coordinator Menu** to add to or edit the list of A&MM Personnel. **DO THIS AFTER CREATING SITE PARAMETERS**

Use the **Establish Common Number Series** option from the **IFCAP Application Coordinator Menu**. This option will establish the method for automatic numbering of purchase orders, requisitions, purchase card orders, delivery orders and 1358 obligations. You must specify the using section from A&MM and Fiscal Services responsible for assigning each PAT number series, and the fiscal year for which it is to be used.

4.11.4 Step 3 - Load Control Points

To establish Fund Control Points, the Budget Analyst must use the **Fund Distribution Program Menu**. First, select the **Budget Utilities Menu**. Then, the **FCP/CC/BOC Management Menu**. Select the **Fund Control Point Management Menu**. Using the **Add/Edit Control Point** option, enter all of the Fund Control Points' information. This option also asks about personnel for each Control Point (Control Point users must have been established in the New Person File). This establishes the Control Point, Control Point users and their level of access to the Control Point, e.g., Control Point Official, Control Point Clerk, and any Requestors for the Control Point.

Whenever IFCAP processes a request, purchase order, or requisition it checks the Fund Control Point file to see if the order is being placed for a "special" Control Point. A special Control Point would be either Supply Fund, General Post Fund, Construction or Canteen appropriations. Each of these different "types" of special Control Points are processed differently by IFCAP to take into account the requirements of FMS, CAPPS, LOG I and VA policies and procedures. The Control Point Add/Edit option on the Fund Control Point Management Menu allows you to identify which Fund Control Points are "special" Control Points, so the users will not be required to enter cost centers and/or BOC's.

Still using the **Add/Edit Control Point** option, the Budget Analyst will identify those individuals who will be designated as Releasing Officials for the FMS documents that are created within the Funds Distribution module. They will also select the correct over commit status allowed for each Control Point at your facility. The station level over commit switch, when enabled, will override all of the individual Control Points' over commit status. The switches which control the processing of orders without Fiscal concurrence are also set in this option.

4.11.5 Step 4 - Assign LOG Department Numbers to all Fund Control Points

Use the **Assign LOG Department number to Fund Control Point** option on the **PPM Utilities** menu to insure each Control Point that generates requests has a LOG Department number as required when generating LOG code sheets. NOTE: Contact PPM Accountable Officer to obtain Log Department numbers.

4.11.6 Step 5 - Distribute Ceiling Amounts to Control Points

The ceilings are entered by Fiscal Service using the **Funds Distribution Program Menu**. The Budget Analyst must first use the **Add a New Transaction** option to establish the ceiling amount, then use the **Release Transaction** option which enters the ceiling amount into the Control Point Official's running balance. The option **Generate FMS Budget Documents** is used to create the FMS sub-allowance documents for transmission to the Financial Management System (FMS) in Austin.

4.11.7 Step 6 - Build Vendor File

There are two ways of entering vendors into the **Vendor file**. The simplest method is for the Purchasing Agent to establish a vendor at the time a new purchase order is being entered. Alternatively, vendor information may be entered by using the **Vendor File Edit** option in the **Purchasing Agent Menu**. This option allows you to enter or edit vendor information.

Those vendors under a special contract with the government to guarantee the delivery of goods directly to patients need to be identified in the Vendor file as **Guaranteed Delivery Vendors**. IFCAP processes the purchase orders placed with these vendors differently than orders placed with other vendors.

Use the **Federal Vendor Edit** option on the **PPM Utilities** menu to identify the GSA, DLA, and VA Supply Warehouse vendors used for creating requisitions and Issue Book transactions. You may have multiple entries for GSA, DLA or the VA Supply Depot to account for the different offices providing service to your facility, but you can only have one VA Supply Warehouse vendor identified.

Use the **EDI Vendor Edit** option from the **IFCAP Application Coordinator Menu**. This option establishes a vendor as an EDI vendor. If a vendor is not entered through this option as an EDI vendor, the site will not be able to process Purchase Orders to them electronically. The vendor must exist in the station Vendor file to be selected in the EDI Vendor Edit option.

4.11.8 Step 7 - Build Item File

All items purchased repetitively must be entered into the **Item Master File**. Use the **Item File Edit** option on either the **Posted Stock Management** menu of the **Requisition Clerk** menu or the P&C Utilities menu of the Purchasing Agent to enter or edit this information.

4.11.9 Step 8 - General Inventory

Warehouse Inventory - Your site may wish to maintain a local Warehouse Inventory using IFCAP. The inventory can be created using the Accountable Officer menu option **Inventory Point Management**. Once the Warehouse Inventory file has been established, the designated users of that file (who are a part of the PPM staff) can use the main menu for the Warehouse Inventory (PRCPW MAIN MENU) to set up their items.

Primary Inventory - If some of your fund Control Points wish to run the General Inventory System, you may establish Primary Inventory points for them using the Accountable officer menu option **Inventory Point Management**. This option allows you to add new Primary Inventory points and to establish control parameters that are similar to site parameters. You can also establish users for each inventory point, and the Fund Control Point(s) they will be using. After you have done this step, the established users will then be able to enter the Primary Inventory Menu (PRCP MAIN MENU), enter the items on their inventory file, and to establish Secondary Points.

4.12 Set Up a Test Account

4.12.1 Introduction

The next few pages will provide information needed by you, the Application Coordinator, when setting up IFCAP in the computer. Read through this "how to" section before you begin entering information into an Account. (The data going into the Test Account should be just enough to give your new users a "feel" for the system. Don't put in too much information - save your energies for establishing your "Live System".) You may follow the steps outlined here in order to create IFCAP in your Test Account if you are not using a copy of your production system as a TEST system.

4.12.2 Menus and Security Keys

Work with your IRM Chief to make sure that each user is assigned the correct menus and security keys for their user category.

4.12.3 Add/Edit Supply Personnel

This option is simple, yet essential. It establishes the A&MM employees and positions in the **New Person File**. Without it, A&MM employees will not be able to accomplish any work with the options on their menu. A Clerk-Typist

who is entering data, but not using an Electronic Signature, does not need to be entered into this file.

```
Add/Edit Supply Personnel
Select NEW PERSON NAME: WHITE,SNOW      SW
SUPPLY EMPLOYEE: MANAGER//
COMMERCIAL PHONE: 301-427-3779//
FAX NUMBER: 301-427-3711//
EMAIL ADDRESS: WHITE,SNOW@FORUM.VA.GOV  Replace
      To edit the Signature Block Printed Name or title, Use TBOX
```

4.12.4 Site Parameters

As an Application Coordinator, you must make many decisions about your system before the system will operate smoothly. Certain types of information are used over and over again by IFCAP. For the most part, these items are contained in the **Site Parameters** file and remain unchanged once established. These items include information like addresses for the medical center and for billing, and directions for IFCAP about where certain documents should be printed on a recurring basis.

Enter the most commonly used address first, as it will be the default value when processing the majority of Purchase Orders. IFCAP allows you to input in multiple addresses for your mail invoice location. The first entry must be **FMS-VA- (Station Number)** (i.e., VAMC Marion = FMS-VA-3 (610). The second entry must be for **FISCAL**. You may enter FISCAL SERVICE, FISCAL (04), FISCAL (RO).

You have the ability to enter any invoice address you choose after FMS and FISCAL are entered. You may enter the names of services, allowing for invoices to be sent directly to the authorized individual who can certify them. In addition to the items already discussed, you must answer several other questions about the system at your medical center. Since some components of IFCAP will not be used at some medical centers, you must let the computer know which parts will and will not be functioning. The questions are fairly straightforward.

Note: You may want to add a Receiving Location for Imprest Funds as well.

```
Select IFCAP Application Coordinator Menu Option: site Parameters
STATION NUMBER:688      Enter your 3 digit station number
STATION: 688//
FACILITY TYPE:
Select RECEIVING LOCATION:  1st entry should be the Main receiving location at
your site
      RECEIVING LOCATION:
      STREET ADDR.1:
```

Package Operation

```
STREET ADDR.2:
STREET ADDR.3:
CITY:
STATE:
ZIP CODE:
DELIVERY HOURS:
SHIP TO SUFFIX:
Select RECEIVING LOCATION:
Select MAIL INVOICE LOCATION: 1st entry should be for FMS in Austin, Tx
MAIL INVOICE LOCATION:
MAIL INVOICE ADDRESS1:
MAIL INVOICE ADDRESS2:
MAIL INVOICE ADDRESS3:
MAIL INVOICE CITY:
MAIL INVOICE STATE:
MAIL INVOICE ZIP:
BILL TO SUFFIX:
Select MAIL INVOICE LOCATION: 2nd entry should be for Fiscal Service at your site
HOSPITAL STREET ADDR.1:
HOSPITAL STREET ADDR.2:
HOSPITAL CITY:
HOSPITAL STATE:
HOSPITAL ZIP:
HOSPITAL PHONE:
PROMPT WHEN PRINTING?: will only appear if substation functionality in use
Select PRINTER LOCATION: enter a ? to see the various printer locations
PRINTER LOCATION:
DEVICE:
Select PRINTER LOCATION:
PRIMARY STATION: Only 1 station entry can be the primary
FMS PAYMENTS BY STATION:
SUPPLY RECEIVING LOCATION:
RECEIPT BEFORE OBLIGATION OK?:
PRINT REC RPT IN FISCAL:
RECEIVING REPORT TRANS METHOD:
CODE SHEET RETENTION PERIOD:
DATE/TIME STAMP IN FISCAL:
SUPPLY ENTER BOC:
STATUS OF FUNDS TRACKING:
INTERMEDIATE PRODUCT CODE?:
PRINT FMS VENDOR ID:
Select ACTIVITY ADDRESS CODE (DLA):
ACTIVITY ADDRESS CODE (DLA):
PRIMARY ADDRESS?:
Select ACTIVITY ADDRESS CODE
DISPLAY UNOBLIGATED BALANCE?:
CAN FISCAL ADD VENDORS?:
ISSUE BOOK SORT DEFAULT:
SCREEN FOR FISCAL USER:
Select AUTHORIZED FISCAL USER:
ISMS TRANSACTION TIMEOUT: 99999
ISMS/LOG SWITCH: ISMS ONLY//
APPLICATION COORDINATOR:
FMS SECURITY CODE:
FISCAL REVIEW OF VRQ:
CARRY FORWARD 4TH QTR REQUESTS:
FMS-ET VENDOR CODE:
```

FMS-ET ALTERNATE ADDRESS IND. :
 RANGE OF % FOR RECONCILING AMT:
 STATION NUMBER: 2ND STATION ENTRY - A SITE MAY SUPPORT A CEMETERY OR REGIONAL
 OFFICE

4.12.5 Select an Issue Book sort default

This is a code that is used to sort items on the Issue Request form that prints in A&MM. It is used only for those services not in the Inventory/Distribution file. Code "A" is used for an alphabetical sort on the short description; code "NSN" is used for a sort on the National Stock Number.

4.12.6 Printer Settings of Dedicated IFCAP Printers

The following is a list of dedicated IFCAP printers and the forms and reports they print.

Fiscal (P.O., 1358) -F	prints POs and Amendments from A&MM and General Post 2237s and 1358s from all Control Points
Fiscal (Rec. Reports) -FR	prints Receiving Reports after Warehouse signs
Receiving (Supply) -R	prints receiving reports after Warehouse signs
Supply (PPM) -S	prints 2237s from Control Points
Supply 2138 -S8	prints free-form purchase orders or pre-printed 2138s
Supply 2139 -S9	prints pre-printed 2139s
Accounts Rec. -A	Not used by Accounts Receivable now
UB-82 -UB	Not used by Accounts Receivable now
Imprest Funds P.O. -IFP	prints Imprest Funds POs
Imprest Funds Rec. Report -IFR	prints Imprest Funds Rec. Reports rather than on A&MM's printer
MailMessage -M	permits user to generate output into a

mail message instead of sending to a printer or displaying on screen

The majority of forms printed by IFCAP can be set to always print on the same printer by defining the Printer Locations in the Site Parameter file. If A&MM wishes to use more than 1 printer to print receiving reports, do not enter a device name for the Receiving (Supply) printer. IFCAP will ask for a device name and the user may enter the device name of the printer. If a printer is not defined, the user will be forced to select a printer each time a form is to be printed.

Printers are handled differently for integrated sites that have invoked the **Substation** functionality in IFCAP. If a Printer Location is defined for the Substation, then that printer will be used; otherwise, the Printer Location defined for the Primary Station will be used. If no Printer Locations are defined for either the Substation or the Primary Station, the user will be prompted for a device. Additional flexibility is available through the **Prompt When Printing?:** prompt.

Answer Y for YES at the Prompt When Printing?: prompt if you always want IFCAP to ask users for a device name and display the printer selected from the Substation Printer Location or Primary Station Printer Location as the default device.

Answer N for NO at the Prompt When Printing?: prompt if you always want the printer selected from the Substation Printer Location or Primary Station Printer Location to be used for printing in the background. IFCAP will not ask users for a device name unless no Printer Location is defined for either the Substation or the Primary Station.

Only integrated sites that have invoked the Substation functionality in IFCAP will be prompted with the Prompt When Printing?: prompt while in the Site Parameters menu option. This method for handling printers is only used during 2237 and 1358 approval processing.

4.12.6.1 Stacked Documents Options

The following options are on the Accounting Technician menu.

The **Print Stacked Fiscal Documents** option allows printing of specific documents at a user specified time and printer location. The site may stack the Unobligated Purchase Orders, Receiving Reports Not Processed by Fiscal and Unobligated 1358 transactions. All 3 document types may be stacked or any combination of the three. Use of this feature will cause the documents

that are designated for stacking to be stored in a file instead of immediately printing on the printer location defined in the Site Parameter file.

The **Delete Stacked Fiscal Documents** option allows the Accounting supervisor to enter a date range to immediately delete printed stacked documents.

The **Queued Purge of Fiscal Documents** option will automatically purge all printed documents from the stack file. This option is queued in Taskman as a frequency driven background job to automatically purge all PRINTED documents from the file up to the number of days set to retain in file 411-ADMIN. ACTIVITY SITE PARAMETER FILE.

The following examples illustrate how to set up Stacked Documents. To invoke the stacked documents feature for Unobligated Purchase Orders and 1358's:

```
Select IFCAP Application Coordinator Menu Option: site Parameters
STATION NUMBER: 688
STATION: 688//
FACILITY TYPE: VAMC// ^printer use
Select PRINTER LOCATION: MAILMESSAGE// F
  PRINTER LOCATION: FISCAL (P.O.,1358)//
  DEVICE: SS3$PRT-16/6/UP LM 12 Replace
  STACK DOCUMENTS: YES
  DAYS FOR DOCUMENTS RETENTION: 7// <= site may enter any number they choose
PRIMARY STATION: YES// ^ <= exit the option
STATION NUMBER:
```

To invoke the stacked documents feature for Receiving Reports not processed in Fiscal:

```
Select IFCAP Application Coordinator Menu Option: site Parameters
STATION NUMBER: 688
STATION: 688//
FACILITY TYPE: VAMC// ^printer use
Select PRINTER LOCATION: FR
  PRINTER LOCATION: FISCAL (REC.REPORTS)//
  DEVICE: SS3$PRT-10/6/UP//
  STACK DOCUMENTS: YES//
  DAYS FOR DOCUMENTS RETENTION: 7//
Select PRINTER LOCATION:
PRIMARY STATION: YES// ^ <= exit the option
STATION NUMBER:
```

4.12.7 Primary Station and Other Fields

Answer Yes at the Primary Station?: prompt if the site is the location of the primary FISCAL and A&MM functions.

At the FMS Payment By Station?: prompt, enter A for all payments, C for Certified only, or N for no payments.

At the Supply Receiving Location?: prompt, enter W for Warehouse, P for Personnel Property Management, or N for no automated receiving.

At the Receipt Before Obligation: prompt, if your site does not want to permit receiving to be done before obligation enter N for NO. If you want to allow users to enter receiving reports before the Accounting Technician obligates funds for the order enter Y for YES.

At the Print Rec Rpt In Fiscal: prompt, enter Y if you want the Warehouse Clerks to be able to transmit receiving reports to the printer in Fiscal Service.

At the Receiving Report Trans Method: prompt, select the method you will be using to transmit receiving reports to Austin. Enter "0" if you will continue to mail your receiving reports. Enter "1" to electronically transmit each receiving report as they are created. Enter "2" to have receiving reports put into a batch for transmission. It is **STRONGLY** recommended that you use the batch release method.

At the Date/Time Stamp in Fiscal: prompt, answer Y if you wish to have the date/time of printing appear on the unobligated purchase orders that print in Fiscal.

At the Supply enter BOC: prompt, answer Y if you wish to require A&MM to enter a BOC on orders before they are signed and released.

At the Status of Funds Tracking: prompt, answer Y if you wish to invoke this functionality. The Budget Analyst may manually enter the actual FMS 826-control point balance from the Status of Allowance report

At the Intermediate Product Code?: prompt, answer NO. This field is not being used.

At the Print FMS Vendor ID: prompt, answers Y if you wish to have the FMS Vendor ID print on purchase orders.

```

PRIMARY STATION: YES//
FMS PAYMENTS BY STATION: ALL PAYMENTS//
SUPPLY RECEIVING LOCATION: WAREHOUSE//
RECEIPT BEFORE OBLIGATION OK?: YES//
PRINT REC RPT IN FISCAL: ASK TO PRINT RECEIVING REPORT IN FISCAL//
RECEIVING REPORT TRANS METHOD: ELECTRONIC - BATCH RELEASE//
CODE SHEET RETENTION PERIOD: 90//
DATE/TIME STAMP IN FISCAL: YES//
SUPPLY ENTER BOC: YES//
STATUS OF FUNDS TRACKING: NO//
INTERMEDIATE PRODUCT CODE?: NO//
PRINT FMS VENDOR ID: YES//

```

IFCAP has the ability to delete Code Sheets automatically once they reach the number of days specified in the **Code Sheet Retention Period**. Contact your Site Manager, who will use the **Task Manager** Scheduling Option to set up a weekly or monthly purge of code sheets. Your Site Manager will ask you to specify on which printer you want a listing of deleted code sheets to print.

4.12.8 Address Codes and Screen Settings

Enter an activity address code at the Select Activity Address Code: prompt. The activity address code is a six-digit code assigned to DLA requisitions for the site.

At the Display Unobligated Balance?: prompt, enter Yes to allow accounting staff to see the unobligated balance of Control Points when obligating documents.

At the Can Fiscal Add Vendors?: prompt, enter Yes to allow Fiscal Service staff to enter vendors in the vendor file when processing certified invoices.

At the Issue Book Sort Default: prompt, enter A for alphanumeric or N for National Stock Number. This sets the order IFCAP will use to print issue book request forms in A&MM Service.

At the Screen for Fiscal Users: prompt, answer Y if you wish to allow certain Fiscal staff to obligate documents for specific stations. You will then be asked to enter the name of the authorized staff that will be able to process documents for this station. If you answer YES for one station – you must define the authorized users for all the stations on your system. If you only have one station entry in your Site Parameter file set this prompt to N. If you want all your Fiscal staff to be authorized to obligate documents for all the stations on your system set this prompt to N.

Package Operation

At the ISMS Transaction Timeout: prompt, enter how long the system should wait before purging incoming transaction messages from ISMS and notifying ISMS to retransmit the messages. We recommend 1 day = 86400.

Enter LOG at the ISMS/LOG Switch: prompt. You will be notified if you can set this prompt to another setting.

```
Select ACTIVITY ADDRESS CODE (DLA): 369453//
ACTIVITY ADDRESS CODE (DLA): 369453//
PRIMARY ADDRESS?: NO//
Select ACTIVITY ADDRESS CODE (DLA):
DISPLAY UNOBLIGATED BALANCE?: YES//
CAN FISCAL ADD VENDORS?: YES//
ISSUE BOOK SORT DEFAULT: ALPHA//
SCREEN FOR FISCAL USER: YES//
Select AUTHORIZED FISCAL USER:
ISMS TRANSACTION TIMEOUT: 86400//
ISMS/LOG SWITCH: LOG ONLY//
```

4.12.9 Production/Training Field

NOTE: This field is not included in the Site Parameters option but is in File 411. This field is populated using FileMan. Please refer to the Technical Manual section 2.4 The PRODUCTION/TRAINING Flag, for more information regarding this field.

4.13 Establish Common Numbering Series

IFCAP has the capability to generate PAT numbers automatically for a number of different IFCAP users. Once you identify the common numbering series, you assign a using section for that series. This prevents Purchasing Agents from selecting the common numbering series set aside for use by Accounting Technicians and vice versa.

To set up your PAT number series for the fiscal year you simply enter each prefix used. For example:

Note: example: 610 = Station Number

A ,C, D, IF, & TA = PAT (or common) Numbering Series

9 = Fiscal Year 99

- 610-A9 non-federal purchases using 36_0160 funds
- 610-C9 certified invoice purchases using 36_0161 funds
- 610-D9 non-federal purchases using 36/_0161 funds
- 610-D95 certified invoice purchases using 36/_0161 funds
- 610-D98 federal requisitions using 36/_0160 funds
- 610-IF imprest funds purchases
- 610-TA9 travel advances

```
Select IFCAP Application Coordinator Menu Option: establish Common Number Series
Select PAT NUMBER COMMON NUMBERING SERIES: 610-A9
Are you adding '610-A9' as a new PAT NUMBER (the 286TH)? No// Y (Yes)
COMMON NUMBERING SERIES: 610-A9//
LOWER BOUND: 1
UPPER BOUND: 9999
NEXT NUMBER: 1
USING SECTION: ??
1      PERSONAL PROPERTY
2      PURCHASING & CONTRACTING
3      IMPREST FUNDS CLERK
4      ACCOUNTING TECHNICIAN
5      ACCOUNTS RECEIVABLE
6      PC AUTHORIZED BUYER
7      DO AUTHORIZED BUYER
USING SECTION: PUR PURCHASING & CONTRACTING//
FISCAL YEAR: 00
```

```
Select IFCAP Application Coordinator Menu Option: ESTablish Common Number Series
Select PAT NUMBER COMMON NUMBERING SERIES: 662-U0      DO AUTHORIZED BUYER
COMMON NUMBERING SERIES: 662-U0
Are you adding '662-AU0' as a new PAT NUMBER (the 286TH)? No// Y (Yes)
COMMON NUMBERING SERIES: 662-U0//
LOWER BOUND: 1
UPPER BOUND: 9999
NEXT NUMBER: 1
USING SECTION: ??
This is the using Section.
Choose from:
1      PERSONAL PROPERTY
2      PURCHASING & CONTRACTING
3      IMPREST FUNDS CLERK
4      ACCOUNTING TECHNICIAN
5      ACCOUNTS RECEIVABLE
```

```
6      PC AUTHORIZED BUYER
7      DO AUTHORIZED BUYER
USING SECTION: DO AUTHORIZED BUYER//
FISCAL YEAR: 00//
```

When entering a new purchase order, the Purchasing Agent enters in the first two or three digits of the common numbering series assigned to Purchasing Agents and IFCAP provides the next number available. This same procedure is used when selecting a PAT number for a Requisition or 1358. You may use this option to tell the computer to assign numbers sequentially.

If you wish to establish a block of numbers to be used by Purchasing Agents, you must instruct Purchasing Agent "A" to enter "A81", Purchasing Agent "B" to enter "A82", and Purchasing Agent "C" to enter "A83" when using the **New Purchase Order** option on their menu. This can also be used when setting aside common numbering series used by Personal Property Management for requisitions or series used by Fiscal for their transactions.

Now that you have reviewed the steps involved in loading the IFCAP files, you will want to have your Site Manager set up a Test Account that can be used for training new users. You may follow the steps outlined above to create an IFCAP system in your Test Account if you are not using a copy of your production system as a TEST system. .

4.14 Barcode Manager Menu

Barcode processing has been implemented to simplify the physical inventory process. Instead of inventory items being manually counted with data being entered by terminal, data is collected at the inventory point using barcode equipment. Barcode-assisted physical inventory can enhance the inventory process by:

- Improving the accuracy of the inventory data
- Reducing data entry errors
- Reducing the time consumed to key the inventory data.

Barcode technology introduces the use of the label, reader or scanner, and printer. An inventory A&MM person operates a hand-held barcode reader and scans the appropriate barcode label affixed to the inventory bin, storing the inventory data in the barcode reader.

Following the end of the inventory cycle (or as required by respective services), the data stored in the barcode reader is uploaded to IFCAP for processing. This involves physically connecting the barcode reader to the computer.

The Barcode Manager Menu contains the following options:

```
Barcode User
  Download Barcode Program
  Upload Barcode Data
Data Manager
  Enter/Edit/View
  Schedule Data to Process
  Status of Data
Labels
  Inquire Label
  Print Labels
```

For detailed information on the use of the Barcode Manager Menu, refer to the IFCAP General Inventory Package User's Guide.

4.15 EDI Vendor Edit

This option allows you to update the EDI VENDOR and the VENDOR ID NUMBER fields in the VENDOR file, file 440. Enter the vendor name. At the EDI Vendor?: prompt, enter Y if the vendor can accept purchase orders electronically using EDI X12. The AAC maintains a listing of those vendors who can accept orders using EDI functionality. Enter the vendor ID number. If no vendor name is entered IFCAP will return the user to the Application Coordinator Menu.

```
Select IFCAP Application Coordinator Menu Option: EDI Vendor Edit

Select VENDOR NAME: BARTON CAREY MEDICAL PRODUCTS  BARTON CAREY MEDICAL PRODUCTS
  PH:800 421-0444NO: 40494
ORD ADD:P O BOX 421                               FMS:BARTON CAREY
  PERRYSBURG, OH 43551                             CODE:341493685   FAX:

  ...OK? Yes//   (Yes)

EDI VENDOR?: Y  YES
VENDOR ID NUMBER: ?
  Enter the vendor's EDI identification number.  It should be 5-12 upper
  case          alpha/numeric characters.
VENDOR ID NUMBER:  THIS IS PROVIDED BY THE EDI OFFICE IN AUSTIN
```

4.16 PAT Status Report

Use this option to generate a list of procurement accounting transactions (PATs) by status or P.O. date. IFCAP sorts the PAT status reports by date. Enter the earliest date that you want IFCAP to include in the report at the Start With Date Signed: prompt, or press the Enter key to include all of the PAT status reports in the system. At the Start With Supply Status Order: prompt, enter the first status order *number* that you want IFCAP to include in the report, or press the Enter key to include every PAT status in the system. Enter an output device.

IFCAP will create the "Procurement and Accounting Status List," listing every status in the date and number ranges you defined. After printing the list, IFCAP will return to the IFCAP Application Coordinator Menu.

```
Select IFCAP Application Coordinator Menu Option: PAT Status Report
* Previous selection: DATE SIGNED not null
START WITH DATE SIGNED: FIRST//
* Previous selection: SUPPLY STATUS ORDER not null
START WITH SUPPLY STATUS ORDER: FIRST//
DEVICE: UCX/TELNET Right Margin: 80//
PROCUREMENT & ACCOUNTING STATUS LIST          DEC  7,1999  17:41  PAGE 1
PO #      PO STATUS                          ASSIGNED
-----
B60008   Partial Order Received                   OCT 21,1997
B80001   Pending Fiscal Action                     OCT  9,1997
B80010   Cancelled Order                           DEC 15,1997
B80022   Ordered and Obligated                     FEB  4,1998
B90002   Pending Fiscal Action                     MAR  9,1999
B90003   Pending Fiscal Action                     MAR 16,1999
B90004   Pending Fiscal Action                     MAR 16,1999
B90005   Pending PPM Clerk Signature               MAR 16,1999
```

4.17 Posted Dietetic Cost Report

This report prints posted items with LOG voucher numbers. The report is sorted by 'Food Group' and 'Date Of Transaction'. At the Start With Other Inventory Point Affected: prompt, enter the first inventory point that you want IFCAP to include in the report, or press the Enter key to include all of the inventory points in the system. At the Start With Food Group: prompt, enter the first Food Group that you want IFCAP to include in the report, or press the Enter key to include all of the Food Groups in the system. At the Start With Date of Transaction: prompt, enter the first transaction date that you want IFCAP to include in the report, or press the Enter key to include all of the transaction dates in the system. Enter an output device.

IFCAP will print the "Posted Dietetic Cost Report", listing each inventory point, the National Stock Numbers of each item, the short description of the item, and its LOG voucher number. After printing the report, IFCAP will return to the IFCAP Application Coordinator Menu.

Package Operation

POSTED DIETETIC COST REPORT			NOV 3,1999 10:36		PAGE 1
				VOUCHER	
NSN	SHORT DESCRIPTION			NUMBER	
DATE OF TRANSACTION	AMOUNT	PACK UNIT	UNIT COST	TOTAL	

OTHER INVENTORY POINT AFFECTED: 658-DIETETIC SUBSISTENCE					
FOOD GROUP: Commercial Nutritional Products, Tube feedings & supplements					
	8940-01-361-8272	DIET SUPMT THPELQD8OZ	I90229		
JAN 5,1999		6 24/PG		7.680	
46.08					
	8940-01-361-8271	DIET SUPMT VANL LQD 8 OZ	I90229		
JAN 5,1999		6 24/PG		7.080	
42.48					
	8940-01-361-8272	DIET SUPMT THPELQD8OZ	I90233		
JAN 6,1999		4 24/PG		7.680	
30.72					
	8940-01-160-1299	DIET SUPMT THPE VAN 8 OZ	I90233		
JAN 6,1999		3 24/PG		8.160	
24.48					
	8940-01-361-8271	DIET SUPMT VANL LQD 8 OZ	I90233		
JAN 6,1999		2 24/PG		7.080	
14.16					
	8940-01-361-8269	DIET SUPMT CHOC LQD 8 OZ	I90250		
JAN 11,1999		3 24/PG		7.080	
21.24					
	8940-01-361-8272	DIET SUPMT THPELQD8OZ	I90250		
JAN 11,1999		2 24/PG		7.680	
15.36					
	8940-01-160-1299	DIET SUPMT THPE VAN 8 OZ	I90250		
JAN 11,1999		3 24/PG		8.160	
24.48					
	8940-01-361-8271	DIET SUPMT VANL LQD 8 OZ	I90250		
JAN 11,1999		6 24/PG		7.080	
42.48					
	8940-01-361-8272	DIET SUPMT THPELQD8OZ	I90264		
JAN 14,1999		9 24/PG		7.680	
69.12					
	8940-01-160-1299	DIET SUPMT THPE VAN 8 OZ	I90264		
JAN 14,1999		2 24/PG		8.160	
16.32					
	8940-01-361-8271	DIET SUPMT VANL LQD 8 OZ	I90264		
JAN 14,1999		2 24/PG		7.080	
14.16					
	8940-01-361-8269	DIET SUPMT CHOC LQD 8 OZ	I90289		
JAN 22,1999		2 24/PG		7.080	
14.16					
	8940-01-361-8272	DIET SUPMT THPELQD8OZ	I90289		
JAN 22,1999		8 24/PG		7.680	
61.44					
	8940-01-160-1299	DIET SUPMT THPE VAN 8 OZ	I90289		
JAN 22,1999		1 24/PG		8.160	
8.16					
	8940-01-361-8271	DIET SUPMT VANL LQD 8 OZ	I90289		

Package Operation

JAN 22,1999	11	24/PG	7.080
77.88			

SUBTOTAL			
522.72			
SUBCOUNT	16		
OTHER INVENTORY POINT AFFECTED: 658-OPERATING ROOM			
POSTED DIETETIC COST REPORT		NOV 3,1999 10:36	PAGE 4
NSN		SHORT DESCRIPTION	VOUCHER
DATE OF TRANSACTION	AMOUNT	PACK UNIT	UNIT COST TOTAL

FOOD GROUP: Commercial Nutritional Products, Tube feedings & supplements			

TOTAL			
522.72			
COUNT			

4.18 Unposted Dietetic Cost Report

Use this option to generate a report showing unposted items sorted by P.O. number, food group and date received. At the Start With FCP: prompt, enter the first Fund Control Point that you want IFCAP to include in the report, or press the Enter key to include all of the Food Groups in the system. At the Start With Date Received: prompt, enter the first date received that you want IFCAP to include in the report, or press the Enter key to include all of the dates received. Enter an output device.

IFCAP will generate the 'Unposted Dietetic Cost Report', listing each food group, the purchases for that food group, and their costs. After printing the report, IFCAP will return to the Application Coordinator Menu.

Select IFCAP Application Coordinator Menu Option: Unposted Dietetic Cost Report

```
Select STATION NUMBER ('^' TO EXIT): 688//      WASHINGTON, DC
START WITH FCP: FIRST//
  * Previous selection: DATE RECEIVED not null
START WITH DATE RECEIVED: FIRST//
DEVICE: UCX/TELNET      RIGHT MARGIN: 80//UNPOSTED DIETETIC COST REPORT
```

PURCHASE ORDER NUMBER	FCP	AMOUNT	QTY BEING RECEIVED	DATE RECEIVED	PACK MULT	UNIT OF PURCHASE

FOOD GROUP: Fruits, Vegetables						
688-G90001	4537	15.00	30	JUL 20,1999	1	BG
SQUASH, SUMMER SLICED, FROZEN TYPE II (A) YELLOW CROOKNECK, EARLY YELLOW, STRAIGHT NECK GRADE A OR B, 2-5 LB PG, FG 3						
SUBTOTAL		15.00				
FOOD GROUP: EMPTY						
688-G90003	4537	172.50	15	JUL 20,1999	1	EA
DOLLS-RAGGEDY ANN-STUFFED						
SUBTOTAL		172.50				
TOTAL		187.50	-----			

4.19 Clear FMS Exception File Entries

This option clears entries from the FMS Exception File that are earlier than the date you select. Enter the latest date that you want IFCAP to retain entries. IFCAP will delete all entries recorded before the date you select. After deleting the entries, IFCAP will return to the IFCAP Application Coordinator Menu.

```
Select IFCAP Application Coordinator Menu Option: Clear FMS Exception File Entries

This option will purge all FMS Exceptions File Entries earlier than the date which
you select.

Enter date from which entries should be deleted: T-30 JAN 30,1995

Beginning File 417.1 cleanup..
```

Package Operation

End of processi



Chapter 5 Error Messages and Their Resolution

5.1 Introduction

5.2 The FMS Exception Transaction Report

The control point reconciliation process has been automated for IFCAP 5.0. Control Point files are automatically updated through MailMan messages transmitted from Austin. Occasionally, a site may receive a transaction for a control point whose elements in IFCAP do not match the elements passed in from FMS.

These transactions are stored in file (417.1) called FMS Exceptions. The money is not applied to any Control Point at the site. The file is only used as a record of receipt. The Application Coordinator can view these transactions by running the FMS Exception Transaction Report. This report generates a quarterly report of FMS transactions returned. The Budget Analyst will review the report, make necessary changes to the IFCAP control point setup and then use the **Repost FMS Transactions** option.

5.3 Error Table

The following are errors that you or your users may encounter when entering delivery orders, purchase orders, or purchase card orders. Each error is listed alphabetically by code. While some of the problems may be fixed by the user, many must be fixed by the Information Resources Management Service (IRMS). If this is the case, record the error code and message and report the error immediately to your IRMS staff.

Error Code	Error Message	Reason
NAUC^<LIN>	"No actual unit cost for this ITEM."	There is no Actual Unit Cost entry for the <LIN> Item in the Procurement & Accounting Transactions file.

Operation

NCNO^<LIN>	"This order requires a contract number but none was entered for this item."	The order is a Direct Order. There is no contract number entered for this <LIN> Item in the Procurement & Accounting Transactions file.
NDD	"No delivery date for this P.O. in file 442."	There is no Delivery Date in the Procurement & Accounting Transactions file.
NDP0	"No record for direct delivery patient pointer."	The Direct Delivery Patient entered in the Procurement & Accounting Transactions file for this purchase order cannot be found in file 440.2.
NFT0^<SITE>	"No entry in file 411.2 for facility type pointer from file 411."	There is no entry in the Facility Type file (file 411.2) for the Facility Type field of the Admin. Activity Site Parameter file (file 411).
NFT^<SITE>	"No facility type pointer for site in file 411."	The Admin. Activity Site Parameter file has no entry in it.
NI2N^<ITEM>	"No contract number for item on this P.O."	There are no ITEMS listed under the Item multiple in the Procurement & Accounting Transactions file (file 442).

Package Operation

NMIC	"No mail invoice city in file 411."	The city listed for No Mail Invoice could not be found in the Admin. Activity Site Parameter file.
NMIL	"MAIL INVOICE LOCATION information in file 411 missing."	No MAIL INVOICE LOCATION in Admin. Activity Site Parameter file (file 411).
NMIS	"No state file pointer in file 411."	No Mail Invoice State pointer in Admin. Activity Site Parameter file.
NMIZ	"No mail invoice ZIP CODE entry in file 411."	No Mail Invoice Zip in Admin. Activity Site Parameter file.
NOPR	"No PROPOSAL entry in file 442 for this P.O."	There is no Proposal entry in Procurement & Accounting Transactions file.
NOPT	"No patient file entry for direct delivery patient pointer."	There is no entry in the Patient file (file 2) for the Direct Delivery Patient entered for this P.O. in file 442.
NP12	"No node 12 in file 442 for this P.O."	No electronic signature in Procurement & Accounting Transactions file (file 442).
NP12	"INVOICE ADDRESS pointer is missing."	No invoice address in Procurement & Accounting Transactions file (file 442).

Operation

NPH	"No phone number for this PPM in the person file."	The P&C user does not have a phone number entry in the Person File under his/her entry.
NPH	"No phone number for this PPM in the person file."	The person file does not have a phone number listed for this PPM.
NPHN	"No phone number node in the person file for this PPM."	The P&C user does not have a phone number node in the Person File under his/her record entry.
NPIA	"Invoice address missing."	There is no Invoice Address in node 12 in the Procurement & Accounting Transactions file.
NPO0	"Zero node of record missing. Unable to check further."	No Procurement & Accounting Transactions file (file 442) entry exists.
NPO1	"Node 1 missing in record."	No VENDOR, SHIP TO or ACCOUNTING information found for the Procurement & Accounting Transactions file record.
NPOD	"No purchase order date in file 442 for this P.O."	There is no Purchase Order Date in the Procurement & Accounting Transactions file (file 442).

Package Operation

NPPM	"No purchasing agent entry in file 442 for this P.O."	There is no Purchasing Agent/PPM Agent entry in the Procurement & Accounting Transactions file.
NPPT	"No prompt payment terms entered in P.O."	There are no Prompt Payment Terms entries in Procurement & Accounting Transactions file (file 442).
NQTY^<LIN>	"No quantity listed for this ITEM."	There is no Quantity listed for the Line Item Number (<LIN>) in the Procurement & Accounting Transactions file.
NRL	"No receiving location node in file 411."	No Receiving Location node in Admin. Activity Site Parameter file.
NSC	"No Source Code for type of order for this P.O."	No source code entry in the Procurement & Accounting Transactions file.
NSIT	"No site entry in file 442."	No Site entry in Procurement & Accounting Transactions file.
NSP0^<SITE>	"No SITE information in file 411."	No FACILITY TYPE pointer in Admin. Activity Site Parameter file for SITE in Procurement & Accounting Transactions file.

Operation

NST0	"No record in the state file"	No STATE entry in State file (file 5) for Vendor Address State pointer in Vendor file.
NSTA	"Abbreviation missing in state file entry."	No Abbreviation in State file.
NSTA	"No Abbreviation in State file."	There is no abbreviation in the state file for this state.
NSTDP	"No State file pointer in Direct Delivery Address in 440.2."	No State file pointer in Direct Delivery Address field in Direct Delivery Patients file.
NSTL	"No Ship to pointer to entry in file 441."	No Ship To pointer to Admin. Activity Site Parameter file.
NSTP	"No Vendor Address pointer to the State file."	No Vendor Address State file pointer in the Vendor file.
NSTS	"There is no Ship To suffix for receiving location for this EDI P.O."	The Ship To entry for this purchase order in file 442 cannot be found in file 411 (Ship To Suffix). An EDI purchase order requires the Ship To suffix.
NSTT	"No State file pointer in Receiving Location in file 411."	No State File pointer in Receiving Location multiple in Admin. Activity Site Parameter file.

NUNI^<LIN>	"No name entry in unit of purchase file for unit of purchase pointer in ITEM entry in P.O. file."	No Name entry in the Unit of Issue file (file 420.5) for the Unit of Purchase entry for the <LIN> Item in the Procurement & Accounting Transactions file.
NUOP^<LIN>	"No unit of purchase pointer for this ITEM."	No Unit of Purchase pointer entered for the <LIN> Item in the Procurement & Accounting Transactions file.
NUPN^<LIN>	"No entry in unit of issue file for unit of purchase pointer in ITEM entry in P.O. file."	No entry in the Unit of Issue file (file 420.5) for the Unit of Purchase entry for the <LIN> Item in the Procurement & Accounting Transactions file.
NV0	"No vendor record found in vendor file."	No Vendor file (file 440) entry for the Vendor pointer from Procurement & Accounting Transactions file (file 442).
NVID	"Missing a vendor ID number for an EDI vendor."	There is no Vendor ID Number for an EDI Vendor in the Vendor file.

Glossary

1358	Estimated Miscellaneous Obligation or Change in Obligation.
2138	VA Form 90-2138, Order for Supplies or Services. First page of a VA Purchase Order.
2139	VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form.
2237	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services. Used to request goods and services.
A&MM	Acquisition and Materiel Management Service.
AACS	Automated Allotment Control System--Central computer system developed by VHA to disburse funding from VACO to field stations.
Accounting Technician	Fiscal employee responsible for obligation and payment of received goods and services.
Activity Code	The last two digits of the AACS number. It is defined by each station.
ADP Security Officer	The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access.
Agent Cashier	The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.

ALD Code	Appropriation Limitation Department. A set of Fiscal codes which identifies the appropriation used for funding.
Allowance table	Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level.
Amendment	A document which changes the information contained in a specified Purchase Order. Amendments are processed by the Purchasing & Contracting section of A&MM and obligated by Fiscal Service.
AMIS	Automated Management Information System.
Application Coordinator	The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires there be an Application Coordinator designated for Fiscal Service, A&MM Service.
Approve Requests	The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to A&MM/Fiscal.
Approving Official	A user that approves reconciliations to ensure that they are correct and complete.
Authorization	Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358.
Authorization Balance	The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations.
Batch Number	A unique number assigned by the computer to identify a batch (group) of Code Sheets. Code Sheets may be transmitted by Batch Number or Transmission Number.

Breakout Code	A set of A&MM codes which identifies a vendor by the type of ownership (e.g., Minority-owned, Vietnam Veteran Owned, Small Business Total Set Aside, etc.).
Budget Analyst	Fiscal employee responsible for distributing and transferring funds.
Budget Object Code	Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes are listed in VA Handbook 4671.2
Budget Sort Category	Used by Fiscal Service to identify the allocation of funds throughout their facility.
CCS	The Credit Card System. This is the database in Austin that processes the credit card information from the external Credit Card Vendor system ,currently CitiDirect, and then passes information on to FMS and IFCAP.
CC	Credit Charge entry identifier used by FMS and CCS for charges paid to Vendor thru Credit Card payment process.
Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options.
Classification of Request	An identifier a Control Point can assign to track requests that fall into a category, e.g., Memberships, Replacement Parts, Food Group III.
Common Numbering Series	This is a pre-set series of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new Purchase Orders/Requisitions/Accounting Transactions on IFCAP. The Application Coordinators establish the Common Numbering Series used by each facility.

Control Point	Financial element, existing ONLY in IFCAP, which corresponds to a set of elements in FMS that include the Account Classification Code (ACC) and define the Sub-Allowance on the FMS system. Used to permit the tracking of monies to a specified service, activity or purpose from an Appropriation or Fund.
Control Point Clerk	The user within the service who is designated to input requests (2237s) and maintain the Control Point records for a Service.
Control Point Official	The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code.
Control Point Official's Balance	A running record of all the transactions generated and approved for a Control Point from within IFCAP and also. effects changes to the control point that are initiated directly from within the FMS system. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter.
Control Point Requestor	The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. This user can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM.
Cost Center	Cost Centers are unique numbers which define a service. One cost center must be attached to every Fund Control Point. This enables costs to be captured by service. Cost centers are listed in VA Handbook 4671.1.
Date Committed	The date that you want IFCAP to commit funds to the purchase.

Default	A suggested response that is provided by the system.
Deficiency	When a budget has obligated and expended more than it was funded.
Delinquent Delivery Listing	A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information.
Delivery Order	An order for an item that the VA purchases through an established contract with a vendor who supplies the items.
Direct Delivery Patient	A patient who has been designated to have goods delivered directly to him/her from the vendor.
Discount Item	This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a percentage or a set dollar value.
EDI Vendor	A vendor with whom the VA has negotiated an arrangement to submit, accept and fill orders electronically.
Electronic Data Interchange (EDI)	Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats.
Electronic Signature	The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well.
Expenditure Request	A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.).
FCP	Fund Control Point (see Control Point).
Federal Tax ID	A unique number that identifies your station to the Internal Revenue Service.

Fiscal Balance	The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidations submitted against the obligation.
Fiscal Quarter	The fiscal year is broken into four three month quarters. The first fiscal quarter begins on October 1.
Fiscal Year	Twelve month period from October 1 to September 30.
FMS	Financial Management System, the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
FOB	Freight on Board. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means the Vendor has paid shipping costs directly to the shipper and then will include them on their Invoice.
FPDS	Federal Procurement Data System.
FTEE	Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year.
Fund Control Point	IFCAP accounting element that is not used by FMS. See also control point.

Funds Control	A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds.
Funds Distribution	A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information.
GBL	Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of \$250.00.
GL	General Ledger.
Identification Number	A computer-generated number assigned to a code sheet.
Imprest Funds	Monies used for cash or 3rd party draft purchases at a VA facility.
Integrated Supply Management System (ISMS)	ISMS is the system which replaced LOG I for Expendable Inventory.
ISMS	See Integrated Supply Management System.
Item File	A listing of items specified by A&MM service as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.
Item History	Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request.
Item Master Number	A computer generated number used to identify an item in the Item File.
Justification	A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.

Liquidation	The amount of money posted to the 1358 or Purchase Order as a payment to the vendor. They are processed through payment/invoice tracking.
LOG I	LOG I is the name of the Logistics A&MM computer located at the Austin Automation Center. This system continues to support the Consolidated Memorandum of Receipt.
Mandatory Source	A Federal Agency that sells supplies and services to the VA, Defense Logistics Agency (DLA), General Services Administration (GSA), etc.
MSC Confirmation Message	A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP transmission of documents.
Obligation	The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of an Order.
Obligation (Actual) Amount	The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document on IFCAP.
Obligation Data	A Control Point option that allows the Control Point Clerk and/or Budget Analyst to enter data not recorded by IFCAP.
Obligation Number	The 6 character number assigned to orders, requisitions and 1358s. (ie C prefix number that Fiscal Service assigns to the 1358.)
Organization Code	Accounting element functionally comparable to Cost Center, but used to organize purchases by the budget that funded them, not the purposes for spending the funds.
Outstanding 2237	A&MM report that lists all the IFCAP generated 2237s pending action in A&MM.

Partial	A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order.
Partial Date	The date that a warehouse clerk created a receiving report for a shipment.
PAT Number	Pending Accounting Transaction number - the primary FMS reference number. See also Obligation Number.
Personal Property Management	A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process requisitions for goods from Federal Agencies and equipment requests. In addition, they maintain the inventory of Warehouse stocked items and all equipment (CMRs) at the facilities they support.
POA	Purchase Order Acknowledgment. The message received electronically from an EDI vendor acknowledging the placement of an order.
PPM	Personal Property Management, now referred to at most sites as Acquisition and Materiel Management Service.
Program Code	Accounting element that identifies the VA initiative or program that the purchase will support.
Prompt Payment Terms	The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods).
Purchase Card	A card, similar to a credit card, that Purchase Card Users use to make purchases. Purchase Cards are not credit cards but debit cards that spend money out of a deposited balance of VA funds.

Purchase Card Coordinator	A person authorized by a VA station to monitor and resolve delinquent purchase card orders, help VA services record, edit and approve purchase card orders in a timely manner, assign purchase cards to IFCAP users, and monitor the purchase card expenses of VAMC services.
Purchase Card Orders	Orders funded by a purchase card.
Purchase Card User	A person who uses a purchase card. Purchase Card Users are responsible for recording their purchase card orders in IFCAP.
Purchase History Add (PHA)	Information about purchase orders which is automatically sent to Austin for archiving. This same transaction is also used to send a PO for EDI processing.
Purchase History Modify (PHM)	Information about amendments which is automatically sent to Austin for archiving.
Purchase Order	A government document authorizing the purchase of the goods or services at the terms indicated.
Purchase Order Acknowledgment	Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered).
Purchase Order Status	The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.).
Purchasing Agents	A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors.
Quarterly Report	A Control Point listing of all transactions (Ceilings, Obligations, Adjustments) made against a Control Point's Funds.

Quotation for Bid	Standard Form 18. Used by Purchasing Agents to obtain written bids from vendors. May be created automatically and transmitted electronically within the Purchasing Agent's module.
Receiving Report	The VA document used to indicate the quantity and dollar value of the goods being received.
Reconciliation	Comparing of two records to validate IFCAP Purchase Card orders. Purchase Card Users compare IFCAP generated purchase card order data with the CC transaction sent from the CCS system in Austin.
Reference Number	Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the: Station Number-Fiscal Year-Quarter - Control Point - 4 digit Sequence Number.
Repetitive (PR Card) Number	See Item Master Number.
Repetitive Item List (RIL)	A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate 2237 requests from the list. A RIL can be created by using the Auto-Generate feature within the Inventory portion of the package.
Requestor	See "Control Point Requestor."
Requisition	An order from a Government vendor.
Running Balance	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter.
Section Request	A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official.

Service Balance	The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service.
SF-18	Request for Quotation.
SF-30	Amendment of Solicitation/Modification of Contract.
Short Description	A phrase which describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM).
Site Parameters	Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file.
Sort Group	An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests.
Sort Order	The order in which the budget categories will appear on the budget distribution reports.
Special Remarks	A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order.
Stacked Documents	The POs, RRs & 1358s which are sent electronically to Fiscal and stored in a file for printing at a later time rather than being printed immediately.
Status of Funds	Fiscal's on-line status report of the monies available to a Control Point. FMS updates this information automatically.

Sub-control Point	A user defined assignment of all or part of a ceiling transaction to a specific category (sub-control point) within a Control Point, Transactions can then be posted against this sub-control point and a report can be generated to track use of specified funding within the overall control point..
Sub-cost Center	A subcategory of Cost Center. IFCAP will not utilize a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field.
Tasked Job	A job, usually a printout, that has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them.
TDA	See "Transfer of Disbursing Authority."
Total Authorizations	The total amount of the authorizations created for the 1358 obligation.
Total Liquidations	The total amount of the liquidations against the 1358 obligation.
Transaction Number	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide). It consists of the Station Number - Fiscal Year - Quarter - Control Point - Sequence Number.
Transfer of Disbursing Authority	The method used to allocate funds to a VA facility.
Transmission Number	A sequential number given to a data string when it is transmitted to the Austin DPC; used for tracking message traffic.
Type Code	A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order.

Vendor file	An IFCAP file of vendor information solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.
Vendor ID Number	The ID number assigned to a vendor by the FMS Vendor unit.
VRQ	FMS Vendor Request document. When a new vendor is added to IFCAP a VRQ message is sent electronically to the Austin FMS Vendor unit to determine if the vendor exists in the central vendor system. If the vendor is not in the system, Austin will confirm information and establish the vendor in the central file. If vendor exists in central file already, Austin will verify the data. See also VUP.
VUP	Vendor Update Message. This message is sent electronically from the FMS system to ALL IFCAP sites to ensure that the local vendor file contains the same data as the central vendor file in Austin. This message will contain the FMS Vendor ID for the vendor and also the Alternate Address Indicator if applicable. See also VRQ.

INDEX

1358, 23, 28, 33	A&MM, 1, 8, 15, 20, 23, 30
2138, 28	Accounting Technician, 7, 9, 11, 16, 17, 20, 30, 32
2139, 28	Add/Edit Control Point , 23, 24
2237, 12, 13, 28	

- Add/Edit Supply Personnel**, 22, 23, 26
- Approve Requests, 8, 16
- Authorizations, 6
- Barcode Manager Menu, 20, 34
- Budget Analyst, 7, 8, 17, 19, 23, 24
- Ceiling Transactions, 8, 16
- Control Point, 7, 8, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 28, 31, 37, 39
- Control Point Requestor, 7, 8
- Cost Center, 24
- Data Manager Menu, 21
- EDI Vendor Edit**, 25, 34
- Electronic Signature, 16
- Enter/Edit Control Point Users, 8
- Establish Common Number Series**, 23
- Federal Vendor Edit**, 25
- Fiscal Year, 4, 23, 32
- FMS, 9, 30, 39
- FMS Exception Transaction Report, 39
- Functional Description, 14
- Fund Control Point, 23, 24, 25, 37
- IFCAP System Security, 15
- Invoices, 9, 26, 27, 32, 40, 41
- ISMS, 8, 22, 31
- Item File Edit**, 25
- Loading Files, 21
- New Purchase Order, 24, 33
- PAID, 5
- PAT Status Report, 35
- Posted Dietetic Cost Report, 36, 37
- Posted Stock Management**, 25
- Print Receiving Report, 29
- Purchase Order, 9, 12, 13, 15, 17, 23, 24, 25, 26, 28, 33, 34, 40, 42, 43
- Purchasing Agents, 9, 17, 32, 33
- Quarterly Report, 39
- Receiving Report, 12, 28, 30
- Receiving reports, 9, 28, 29, 30
- Reconciliations, 39
- Release Transaction**, 24
- Requestor, 7, 8, 18
- Requisition, 24
- Site Parameters**, 12, 16, 23, 25, 26
- Source Code, 42
- System Access, 15
- TDA, 8

Glossary

Transaction Date, 35

Vendor file, 15, 24, 25, 31, 44

Troubleshooting, 13

Vendor File Edit, 24

Unposted Dietetic Cost Report, 37,
38