



**Integrated Funds Distribution,
Control Point Activity, Accounting
and Procurement
(IFCAP)**

CONTROL POINT CLERK

USER'S GUIDE

Version 5.1

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PREFACE

This manual is designed to provide you, the Control Point Clerk, with the information necessary to create requests, reconcile your control point balance, and generate reports that will assist you in managing your control point funds using the Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) package. The IFCAP package automated certain functions in Acquisition and Materiel Management (A&MM), Fiscal and in all 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 been developed as follows:

FUNDS DISTRIBUTION allows Fiscal Service to establish and fund control points.

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.

ACCOUNTING automates the creation of FMS documents, handles the processing of certified invoices, and facilitates the electronic transmission of obligation, payment and receiving documents to the Financial Management System (FMS) and Computer Assisted Payment Processing Systems (CAPPS) computers located in Austin, Texas. In addition, IFCAP transfers obligation information back to the control point and updates the control point balance automatically.

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 the LOG I computer located in Austin, Texas.

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 inventory if they wish.

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CHAPTER 1 INTRODUCTION

1.1 The Role of the Control Point Clerk

Control Point Clerks create requests, turn requests into formal transactions, and maintain the records of funds for a Control Point. These activities include creating 2237 and 1358 transactions, creating issue book requests, and creating and funding Sub-control Points.

1.2 How to Use This Manual

This manual explains how to perform the role of the Control Point Clerk by dividing that role into small, manageable tasks. The authors of this manual have listed these tasks in successive order so that each instruction builds on the functionality and information from the previous instructions. This will allow new Control Point Clerks to use this manual as a tutorial by following the instructions from beginning to end. Experienced Control Point Clerks can use this manual as a reference tool by using the index and table of contents.

1.3 Reference Numbering System

This manual uses a special paragraph numbering system to allow users to understand how the sections of the manual relate to each other. For example, this paragraph is section 1.3. This means that this paragraph is the main paragraph for the third section of Chapter 1. If there were two subsections to this section, they would be numbered sections 1.3.1 and 1.3.2. A paragraph numbered 1.3.5.4.7 would be the seventh subsection of the fourth subsection of the fifth subsection of the third subsection of Chapter 1. All clear? Actually, all this means is that users that want to divide their reading into manageable lessons can concentrate on one section and all of its subsections, for example, section 1.3.5.4 and all of its subsections would make a coherent lesson.

1.4 Package Management and Security Measures

IFCAP only allows the person who entered the temporary request (the requestor) to view the status of that request. This is a security measure that prevents users from altering the requests of others. Due to the nature of the information being processed by IFCAP, special attention has been paid to limiting usage 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 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. Electronic signature codes are required by IFCAP at every level that currently requires a signature on paper.

1.5 Package Operation

IFCAP automates fiscal, budgetary, inventory, billing and payment activities. To accomplish all of these tasks, IFCAP consists of several functional components, each responsible for a similar set of tasks:

- **Funds Distribution (Fiscal Component)**
- **Funds Control (Control Point Component)**
- **Processing Requests (Control Point Component)**
- **Purchase Orders/Requisitions (A&MM Component)**
- **Accounting (Fiscal Component)**
- **Receiving (A&MM Component)**
- **Inventory (A&MM/Control Point Component)**

As a Control Point Clerk, you may create and edit requests assigned to a Control Point you are authorized to use. To use a Control Point, the Control Point Official for that Control Point has to give you access. If your user access is limited to the Control Point Clerk level, IFCAP will require the Control Point Official to approve all transactions that you create before transmitting them to Personal Property Management (2237 forms and Issue Book requests) or Accounting (1358 forms).. This is because the Control Point Official is responsible for approving all expenditures to the Control Point.

Different kinds of IFCAP users have different menus. The instructions in this manual only use the options that you have as a Control Point Clerk. If you do not know what to enter at an IFCAP prompt, enter 1,2 or three question marks and IFCAP will list your available options or explain the prompt. The more question marks you enter at the prompt, the more information IFCAP will provide.

The options you use on IFCAP have been divided into groups based upon the type of work you do. When you select these options, IFCAP will ask you a series of questions. If you do not understand the question or are unsure of how to respond, enter a question mark (?) and the computer will explain the question, or allow you to choose from a list of responses.

This is the main menu for the Control Point Clerk.

Process a Request Menu	This menu contains options for processing transaction requests.
Display Control Point Activity Menu	This menu displays request/transaction information.
Funds Control Menu	This menu contains options used to balance the Control Point.
Status of Requests Report Menu	This menu contains options to generate reports of the requests for the Control Point.
Record Date Received by Service Menu	This menu allows you to record the receipt of items ordered on IFCAP transactions.

1.6 Features

1.6.1 Cost Centers

In IFCAP 5.1, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP does not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'

1.6.2 Suballowance/Fund Control Point Reconciliation

The report **FMS Transaction Data** shows transactions affecting the Fund Control Point balance, but it is for review only. The FMS system passes Fund Control Point adjustments to IFCAP on a daily basis. These adjustments arise from FMS accounting activity that does not originate in IFCAP. A late receipt of goods, for example, could result in an interest expense. The IFCAP system would have no record of this type of charge to the Fund Control Point, and would have to rely on FMS to provide adjustment data. The adjustments are returned in an FMS document, **Suballowance Reconciliation**, which automatically updates Fund Control Point balances.

1.6.3 Rollover of Funds From Previous Quarters

The Budget Analyst for your Control Points might use IFCAP to designate your Control Point to receive rollover funds from a previous quarter. IFCAP allows Budget Analysts to designate Control Points to transmit and receive remaining funds at the end of each quarter.

Introduction

CHAPTER 2 HOW TO CREATE REQUESTS

2.1 Introduction

To determine what type of request to make, follow the instructions in the section below. Turn to the section on the form they indicate, and create that form.

2.2 Which 2237 Request Form Should You Use?

To choose the correct type of request form, you need to determine whether the item you want is on record in IFCAP as an item that someone has already purchased using IFCAP. If so, you are in luck, because that means that there is less information you will need to complete about the item to make your request. You determine whether there is a record for the item by consulting the Item Master File. If you are requesting a monthly estimated service, skip to the section on creating a 1358 order request.

2.3 How to Consult the Item Master File

2.3.1 Introduction

IFCAP has a file of most of the items that people at your facility have purchased. This file is called the Item Master File. You need to consult this file to determine what kind of request to make. If you still do not know what vendor to select for your request after reading this section, contact the Acquisition section (Purchasing) in Acquisition and Material Management (A&MM). Using the Item History option on the Requestor menu you can see a listing of the last 5 orders placed for an item or look at the orders for an item placed within a specific date range.

2.3.2 Menu Path

```
Select Requestor's Menu Option: ITEM History
Select STATION NUMBER: 688//
Select CONTROL POINT: 110 MAVIS .01                0160A1  10  0100  010042116

Select one of the following:

      L      Last 5 Purchase Orders
      D      Date Range

Select ITEM HISTORY Viewing Method: L// Date Range

Select ITEM MASTER NUMBER: 309 ??

Select ITEM MASTER NUMBER: CONTR
  1  CONTRACT ITEM 3094      CONTRACT ITEM
  2  CONTRACT ITEM W/ DUPACO 707      CONTRACT ITEM W/ DUPACO
  3  CONTROL, QCS NORMAL ASSAY 18      CONTROL, QCS NORMAL ASSAY
CHOOSE 1-3: 1 3094      CONTRACT ITEM
```

2.3.3 Setup Parameters

Enter a station number and then a Control Point. At the Select Item Master Number: prompt, enter the Item Master number for the item, the name of the item, a stock number, or some other feature of the item that IFCAP can search. IFCAP will search the Item Master File for all item descriptions that have the information you enter at this prompt and ask you to choose one if there are several matches. You can also type three question marks at this prompt and read the entire item master list. If IFCAP does not find a match, you have to create either a Non-Repetitive Order or a Repetitive and Non-Repetitive Order. Skip to the sections on these two request types and create one of those requests instead.

```

Select STATION NUMBER: 688//
Select CONTROL POINT: 110 MAVIS .01          0160A1  10  0100  010042116

      Select one of the following:

          L      Last 5 Purchase Orders
          D      Date Range
Select ITEM HISTORY Viewing Method: L// Date Range

Select ITEM MASTER NUMBER: 309 ??

Select ITEM MASTER NUMBER: CONTR
  1  CONTRACT ITEM 3094      CONTRACT ITEM
  2  CONTRACT ITEM W/ DUPACO 707  CONTRACT ITEM W/ DUPACO
  3  CONTROL, QCS NORMAL ASSAY 18  CONTROL, QCS NORMAL ASSAY
CHOOSE 1-3: 1 3094      CONTRACT ITEM
DATE ORDERED (BEGIN RANGE) : T-30// T-600
DATE ORDERED (END RANGE) : T//
DEVICE: UCX/TELNET Right Margin: 80//

                                Item History

JUN 28, 2000@16:00                                Page 1
Site: 688      Control Point: 110 MAVIS .01
Item Number: 3094      Description: CONTRACT ITEM

                                Qty.      Unit
                                Prev.      of
Date Ordered  PO Number  Recd.      Purch.  Unit Cost      Total Cost      Quantity
                                Ordered
-----
JUN 6,2000 688-U00042  0      EA      1.10      13.20      12
VENDOR:  AMSCO INTERNATIONAL
JUN 6,2000 688-U00041  0      EA      2.66      31.92      12
VENDOR:  AMSCO INTERNATIONAL
MAR 21,2000 688-U00033  0      EA      2.66      31.92      12
VENDOR:  AMSCO INTERNATIONAL
MAR 21,2000 688-P08005  0      EA      3.56      42.72      12
VENDOR:  AMSCO INTERNATIONAL
MAR 7,2000 688-U00032  0      EA      2.66      31.92      12
VENDOR:  AMSCO INTERNATIONAL

                                Item History

JUN 28, 2000@16:00                                Page 2
Site: 688      Control Point: 110 MAVIS .01
Item Number: 3094      Description: CONTRACT ITEM

                                Qty.      Unit
                                Prev.      of
Date Ordered  PO Number  Recd.      Purch.  Unit Cost      Total Cost      Quantity
                                Ordered
-----
FEB 10,2000 688-U00016  0      EA      2.66      26.60      10
    
```

VENDOR:	AMSCO INTERNATIONAL					
FEB 10, 2000	688-U00015	0	EA	2.66	5.32	2
VENDOR:	AMSCO INTERNATIONAL					
FEB 4, 2000	688-U00005	0	EA	2.66	5.32	2
VENDOR:	AMSCO INTERNATIONAL					
FEB 4, 2000	688-U00003	0	EA	2.66	2660.00	1000
VENDOR:	AMSCO INTERNATIONAL					

2.3.4 Item Information

After you select an item, IFCAP will display information for the item. Look at the VENDOR: field. Is "WAREHOUSE" one of the vendors listed for the item? If so, this means that this item is a "Posted Stock" item, or an item stocked at the warehouse for the control point. If one of the vendors is "WAREHOUSE", you have to create an Issue Book/Interval Issue Request for this item. Skip down to the section on Issue Book/Interval Issue Requests.

```
Select STATION NUMBER: 688//
Select CONTROL POINT: 110 MAVIS .01          0160A1  10  0100  010042116

  Select one of the following:

      L      Last 5 Purchase Orders
      D      Date Range

Select ITEM HISTORY Viewing Method: L// ast 5 Purchase Orders

Select ITEM MASTER NUMBER: CONTR
  1  CONTRACT ITEM 3094      CONTRACT ITEM
  2  CONTRACT ITEM W/ DUPACO 707      CONTRACT ITEM W/ DUPACO
  3  CONTROL, QCS NORMAL ASSAY 18      CONTROL, QCS NORMAL ASSAY
CHOOSE 1-3: 1 3094      CONTRACT ITEM

                          ITEM HISTORY
JUN 28, 2000@16:00      Site: 688      Control point: 110 MAVIS .01
Item Number: 3094      Description: CONTRACT ITEM

Date Ordered   PO Number   Quantity Previously Received   Unit of Purchase   Unit Cost   Total Cost   Quantity Ordered
-----
JUN 06, 2000   688-U00042   0   EA   1.10   13.20   12
Vendor:  AMSCO INTERNATIONAL
JUN 06, 2000   688-U00041   0   EA   2.66   31.92   12
Vendor:  AMSCO INTERNATIONAL
MAY 01, 2000   688-P05178   0   EA   2.66   31.92   12
Vendor:  AMSCO INTERNATIONAL
APR 04, 2000   688-U00035   0   EA   2.66   31.92   12
Vendor:  AMSCO INTERNATIONAL
MAR 21, 2000   688-U00034   0   EA   2.66   31.92   12
Vendor:  AMSCO INTERNATIONAL
```

2.3.5 Order Type

If IFCAP does not list "WAREHOUSE" as one of the vendors, you can create either a Repetitive order or a Repetitive and Non-Repetitive Order.

2.4 How to Create a Repetitive (PR Card) Order 2237 Request

2.4.1 Introduction

If **EVERY** item in your request is in the Item Master File, you can create a Repetitive Order request. You can also create a Repetitive and Non-Repetitive Order request, even if you found matches for all of your items on the Item Master File.

2.4.2 Setup Parameters

Use the New 2237 option on the Process a Request Menu to enter a Station number, Fiscal Year, Quarter and Control Point. If the Control Point selected is attached to more than one Inventory Point, the user will be asked to select the Inventory Point that will be attached to the order. The user can simply press the <enter> key at the prompt and no Inventory Point will be attached to the order

2.4.3 Menu Navigation

```
Select Control Point Clerk's Menu Option: PROCess a Request Menu

      New 2237 (Service) Request
      Edit a 2237 (Service)
      Copy a Transaction
      1358 Request Menu ...
      Print/Display Request Form
      Change Existing Transaction Number
      Repetitive Item List Menu ...
      Cancel Transaction with Permanent Number
      Requestor's Menu ...
      Item Display
      Vendor Display
      Outstanding Approved Requests Report

Select Process a Request Menu Option: NEW 2237 (Service) Request
Select FISCAL YEAR: 00//
Select QUARTER: 3//
Select CONTROL POINT:   060 FISCAL SVC           0160A1   10   0100   010042100
      1) 688-DEBBI'S PRIMARY
      2) 688-LAB PRIMARY
Select INVENTORY POINT: (1-2): 2 688-LAB PRIMARY
This transaction is assigned transaction number: 688-00-3-060-0031

The form types 1358 and NO FORM are no longer used within this option

FORM TYPE: ???

Choose from:
  2      NON-REPETITIVE (2237) ORDER
  3      REPETITIVE (PR CARD) ORDER
  4      REPETITIVE AND NON-REP ORDER
  5      ISSUE BOOK/INTERVAL ISSUE

FORM TYPE: 3 REPETITIVE (PR CARD) ORDER
```

2.4.4 Classification and Sort Groups

At the Classification of Request: prompt, create a classification name for the request if you like, or press the Enter key to skip this prompt. The Classification of Request: prompt allows you to

create reports that group requests by categories that **YOU** define. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group. Press the Enter key at the Date of Request: prompt if you want to accept the default of today's date.

```

CLASSIFICATION OF REQUEST: ???
  This Classification of Request field allows you
  to classify and/or categorize all transactions
  (requests) for supplies, services, etc.
  This is the previous 'Type of Request' field.

CHOOSE FROM:
  TEST CLASS

CLASSIFICATION OF REQUEST:
SORT GROUP: ???
  This Sort Group field may be used to group together all
  transactions (requests) that relate to a specific project,
  work order, investigator, food group, doctor, etc.
  This is the previous 'Project Number' field.
  Enter one of the following:
    S.EntryName to select a Sort Group

  To see the entries in any particular file, type <Prefix.??>

  If you simply enter a name then the system will search each of
  the above files for the name you have entered. If a match is
  found the system will ask you if it is the entry that you desire.

  However, if you know the file the entry should be in, then you can
  speed processing by using the following syntax to select an entry:
    <Prefix>.<entry name>
      or
    <Message>.<entry name>
      or
    <File Name>.<entry name>

  Also, you do NOT need to enter the entire file name or message
  to direct the look up. Using the first few characters will suffice.

SORT GROUP:
DATE OF REQUEST: APR 18,1995// (APR 18, 1995)

```

2.4.5 Requestor information

Enter your name at the Requestor: prompt. At the Requesting Service: prompt, enter the name or the number of the service that will use the item. Enter the date required. Enter the priority of the request.

```

REQUESTOR: White,Basil
REQUESTING SERVICE: ???
  This is the name of the service that submitted this request.

CHOOSE FROM:
  A&MM          90
  BLIND REHABILITATION 122
  CANTEEN SERVICE 133
  ENDOCRINOLOGY RESEARCH 151E

```

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```
FISCAL      04
INFORMATION RESOURCE MGMT      10B/IRM
LABORATORY      113

REQUESTING SERVICE: LABORATORY      113
DATE REQUIRED: T+12 (APR 30, 1994)
PRIORITY OF REQUEST: ST// ???
This is the urgency or priority for this request.
CHOOSE FROM:
EM      EMERGENCY
SP      SPECIAL
ST      STANDARD
PRIORITY OF REQUEST: ST//      STANDARD
```

2.4.6 Special Remarks

At the Special Remarks: prompt, enter any special handling information about the item, such as whether the item needs refrigeration, special handling, or if a VA employee has to go to the vendor to get the item. The Purchasing Agent can transfer these remarks to the purchase order that the vendor receives. Enter the cost center at the Cost Center: prompt if this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.

Note: In IFCAP V. 5.1, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.

```
SPECIAL REMARKS:
 1>These are special remarks.
 2>
EDIT Option:
COST CENTER: ??
Select the appropriate cost center for this request

ANSWER WITH COST CENTER
CHOOSE FROM:
805600 Office of Director for Operations
820300 LAB

COST CENTER: 820300 LAB
```

2.4.7 Vendor Selection

At the Vendor: prompt, enter the name of the vendor, or the first few letters of the name of the vendor's name. You can type three question marks (???) at the prompt to list all the vendors in the system. If you do not know which vendor has the item you want, follow the instructions in section 3.4, "How to Consult the Item Master File". Press the Enter key at the vendor address prompts. Press the Enter key at the Line Item Number: prompt.

```
VENDOR ADDRESS1: 3900 RESERVOIR ROAD//
VENDOR ADDRESS2: SUITE 200//
VENDOR ADDRESS3:
VENDOR CITY: WASHINGTON//
VENDOR STATE: DISTRICT OF COLUMBIA//
VENDOR ZIP CODE: 20008//
VENDOR CONTACT: R.U. DUNN//
VENDOR PHONE NO.: 202 491-0231//
```

```
Select LINE ITEM NUMBER: 1
LINE ITEM NUMBER: 1//
```

2.4.8 Item Selection

At the Item Master File No.: prompt, enter the number of the item you are requesting.

```
ITEM MASTER FILE NO.: ???

ANSWER WITH ITEM MASTER NUMBER, OR SHORT DESCRIPTION, OR
VENDOR STOCK #, OR NDC, OR NSN
DO YOU WANT THE ENTIRE ITEM MASTER LIST? y (YES)
CHOOSE FROM:
  10     TEST ITEM #10
  11     ETHER           U/P: 1/BT
  211    METHANOL       U/P: 1/BT

ITEM MASTER FILE NO.: 11           ETHER           U/P: 1/BT  210
```

2.4.9 Item History

At the Would you like to see the procurement history for this item?: prompt, enter Y if you want to know the date, vendor, quantity ordered, item price or total purchase price of this item the last five times it was requested. Enter a budget object code (BOC). Budget object codes are defined and describe what type of item or service you are requesting. Enter a quantity. This quantity represents numbers of units, so if you order one unit that has forty items per unit (say, syringes per box), then you are going to receive 40 syringes.

```
Would you like to see the procurement history for this item? NO// y (YES)
A history for this item does not yet exist.
NOTE: This item has a packaging multiple/unit of purchase of 1/BT

BOC: ???

Major budget object code classifications are:
10 thru 13 - Personal Services and Benefits
    21 - Travel and Transportation of Persons
    22 - Transportation of Things
    23 - Rent, Communications, and Utilities
    24 - Printing and Reproduction
    25 - Other Services
    26 - Supplies and Materials
31 thru 33 - Acquisition of Capital Assets

ANSWER WITH BUDGET OBJECT CODE
CHOOSE FROM:
  2343 ADP Equipment Rental
  2632 Other Medical and Dental Supplies
BOC: 2632 Other Medical and Dental Supplies
QUANTITY: 1

QTY BEG BAL: 1
```

2.4.10 Delivery Schedules

At the Select Delivery Schedule: prompt, press the Enter key if you want all the items on your request delivered at once. If you select a delivery schedule, you are notifying the vendor that you want them to deliver different amounts of the items on different days. For example, if you want to order 100 cases of computer paper, but do not want all of it delivered at once, you can

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“stagger” the delivery by entering 1 at the Select Delivery Schedule: prompt. Enter a date and the amount you would like delivered on that date, enter 2 at the next Select Delivery Schedule: prompt and enter a date and the amount you would like delivered on that date, etc. Make sure that the total number of items among all the delivery dates equals the total number of items you are ordering.

At the Select Line Item Number: prompt, enter “2” if you want another item on this request. Otherwise, hit the Enter key. Enter the location you want the item to be delivered at the Deliver to/Location: prompt. At the Justification: prompt, enter your name and telephone number and information about how the item will be used. This will help the Personal Property Management Accountable Officer. The PPM Accountable Officer will adjust your request to save money, solicit another vendor or purchase a similar item if there is a problem with the vendor or item you specified. Explaining how you plan to use the item will help the VA acquire the item faster and cheaper. Enter your name at the Originator of Request: prompt. Add comments if you like. Enter N at the Would You Like To Edit Another Request?: prompt to return to the Requestor's Menu.

```
Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 5// 100 $ 100.00
DATE COMMITTED: T+12 (JUL 11, 2000)
TRANSACTION BEG BAL: 100.00
Select SUB-CONTROL POINT: DELIVER TO/LOCATION: Fiscal Office (02)
JUSTIFICATION:
  1>We're out of ether.
  2>
EDIT Option:
ORIGINATOR OF REQUEST: White,Basil
COMMENTS:
  1>
Would you like to review this request? No// (No)
Current Control Point balance: $1007426.00
Estimated cost of this request: $100.00
Is this request ready for approval? Yes// N (No)
Would you like to edit another request? YES// n (NO)
```

2.5 How to Create a Non-Repetitive Order 2237 Request

2.5.1 Introduction

If none of the items are in the Item Master File, you can use a Non-Repetitive Order request. You can also create a Repetitive and Non-Repetitive Order request, even if you did not find matches for any of your items on the Item Master File. This might keep A&MM staff from rejecting your request if you mistakenly listed an item as Non-Repetitive that in fact was in the Item Master File.

2.5.2 Menu Navigation

Use the New 2237 (Service) request option on the Process a Request Menu to enter a Station number, Fiscal Year, Quarter and Control Point. If the Control Point selected is attached to more than one Inventory Point, the user will be asked to select the Inventory Point that will be attached to the order. The user can simply press the <enter> key at the prompt and no Inventory Point will be attached to the order

```
Select Process a Request Menu Option: NEW 2237 (Service) Request
Select STATION NUMBER: 688          WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 3//
Select CONTROL POINT:
1) 688-DEBBI'S PRIMARY
   2) 688-LAB PRIMARY
Select INVENTORY POINT: (1-2): 1 688-DEBBI'S PRIMARY
```

2.5.3 Form Type

The system will assign a transaction number to this request. At the Form Type: prompt, enter Non-Repetitive Order.

```
Select CONTROL POINT: 060 FISCAL SVC          0160A1  10  0100  010042100

This transaction is assigned transaction number: 688-00-3-060-0033

The form types 1358 and NO FORM are no longer used within this option

FORM TYPE: ??

Choose from:
  2          NON-REPETITIVE (2237) ORDER
  3          REPETITIVE (PR CARD) ORDER
  4          REPETITIVE AND NON-REP ORDER
  5          ISSUE BOOK/INTERVAL ISSUE

FORM TYPE: 2  NON-REPETITIVE (2237) ORDER
```

2.5.4 Classification and Sort Groups

At the Classification of Request: prompt, create a classification name for the request if you like, or press the Enter key to skip this prompt. The Classification of Request: prompt allows you to create reports that group requests by categories that **YOU** define. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group. Press the Enter key at the Date of Request: prompt to select today's date. Enter your name at the Requestor: prompt. Enter the service that will use the item or service at the Requesting Service: prompt.

```
CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST: 2940418//   (APR 18, 1994)
REQUESTOR: White,Basil
REQUESTING SERVICE: ???
      This is the name of the service that submitted this request.

CHOOSE FROM:
  A&MM          90
  BLIND REHABILITATION 122
  CHIEF OF STAFF    002
  DENTAL         160
  ENGINEERING    138
  FISCAL        04
```

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GERIATRICS AND EXTENDED CARE	180
INFORMATION SYSTEMS CENTER	162-2
LABORATORY	113
REQUESTING SERVICE: 113 LABORATORY 113	

2.5.5 Priority of Order

Enter the date required and the priority of the request. Priorities are based on the days remaining before the delivery date requested for the item. The priority categories in IFCAP, ranging from shortest to longest delivery time remaining, are “Emergency”, “Special” and “Standard”.

Different stations assign different time durations to these categories. Check with your Fiscal office to determine the durations at your station for these categories. At the Special Remarks: prompt, explain how the service will use the item, names of other items that would fulfill the same need, and any other information that would help the Purchasing Agent fulfill your request. Purchasing Agents sometimes change orders to fulfill the service’s need faster, find a better item or change the vendor for a better price. Explaining the use of the item will make these tasks easier to accomplish. Enter the cost center at the Cost Center: prompt if this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.

Note: In IFCAP V. 5.1, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.

```
DATE REQUIRED: T+12 (APR 30, 1994)
PRIORITY OF REQUEST: ST// ???
  This is the urgency or priority for this request.
  CHOOSE FROM:
    EM      EMERGENCY
    SP      SPECIAL
    ST      STANDARD
PRIORITY OF REQUEST: ST// STANDARD
SPECIAL REMARKS:
  1>These are special remarks.
  2>
EDIT Option:
COST CENTER: ???

ANSWER WITH COST CENTER
CHOOSE FROM:
  805600 Office of Director for Operations
  820100 Medical Service

COST CENTER: 820100 Medical Service
```

2.5.6 Vendor Selection

At the Vendor: prompt, enter the name of the vendor that supplies the item you are requesting. If your vendor is not in the vendor file, IFCAP will ask you to confirm the vendor name. Enter the information for the new vendor. Enter 1 at the Line Item Number: prompt.

```
VENDOR: Bob's//
VENDOR ADDRESS1: 12605 Bluhill Rd.
VENDOR ADDRESS2:
```

```
VENDOR CITY: Silver Spring
VENDOR STATE: MD MARYLAND
VENDOR ZIP CODE: 20906-4102
VENDOR CONTACT: Mark Coletti
VENDOR PHONE NO.: (501)- 933-7888
Select LINE ITEM NUMBER: 1
LINE ITEM NUMBER: 1//
```

2.5.7 Item Information

At the Description: prompt, define the item as thoroughly as you can. Since you are creating a non-repetitive order, the item you are requesting is not in the Item Master File. This means that the Purchasing Agent will have to make a “best guess” of exactly what kind of item you need, based on the information you provide in this field. Describe what the service plans to do with the item and any special features of the item (for example, does it have to be flexible or blue or heat-resistant or non-toxic). At the Unit of Purchase: prompt, enter the measuring standard for the item. For example, if you order 1 unit and select LB (pound) as unit of purchase, your request will list one pound of the item.

```
DESCRIPTION:
 1>Roofing Material
 2>
EDIT Option:
QUANTITY: 400
UNIT OF PURCHASE: ???
  This is the unit of measurement for items being procured.

  e.g., each, dozen, box, bottle, case, pound (lb.), square ft., etc.

CHOOSE FROM:
AM      AMPOULE
AT      ASSORTMENT
AY      ASSEMBLY
. . .
LB      POUND

UNIT OF PURCHASE: BX          BOX
```

Note: Many users accidentally order too much or too little quantity by choosing the wrong unit of purchase. For example, a carboy of disinfectant is much greater than a gallon of disinfectant. Double-check the printout of your request to make sure that the quantity and the unit of purchase are correct.

2.5.8 Stock Number

Enter the stock number for the item. Enter the estimated cost per unit. The cost per unit will depend on the item and how many items are in a unit. If the item is ordered at one unit per item, the cost per unit is the cost per item. If the vendor sells the item by the case, the cost per unit is the cost per case, etc. Enter a budget object code (BOC). . Budget object codes are defined in VHA Handbook 4671.2

```
STOCK NUMBER: 094104
EST. ITEM (UNIT) COST: 20
BOC: ???
Major budget object code classifications are:
```

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```
10 thru 13 - Personal Services and Benefits
           21 - Travel and Transportation of Persons
           22 - Transportation of Things
           23 - Rent, Communications, and Utilities
           24 - Printing and Reproduction
           25 - Other Services
           26 - Supplies and Materials
31 thru 33 - Acquisition of Capital Assets

ANSWER WITH BUDGET OBJECT CODE

BOC:      Operating Supplies and Materials

                                           QTY BEG BAL: 400
```

2.5.9 Delivery Schedules

At the Select Delivery Schedule: prompt, press the Enter key if you want all the items on your request delivered at once. If you select a delivery schedule, you are notifying the vendor that you want them to deliver different amounts of the items on different days. For example, if you want to order 100 cases of computer paper, but do not want all of it delivered at once, you can “stagger” the delivery by entering 1 at the Select Delivery Schedule: prompt. Enter a date and the amount you would like delivered on that date, enter 2 at the next Select Delivery Schedule: prompt. Enter a date and the amount you would like delivered on that date, etc. Make sure that the total number of items among all the delivery dates equals the total number of items you are ordering.

Enter a 2 at the Select Line Number: prompt if you want to add another item to your request.

Otherwise, press the Enter key.

Enter the estimated shipping and/or handling costs in dollars. Enter where you want the warehouse to deliver the item at the Deliver To/Location: prompt. At the Justification: prompt, explain why the service or item is needed by the service. Enter your name and telephone number. Enter your name at the Originator Of Request: prompt. Add comments if you like.

Enter N at the Would You Like To Enter Another Request?: prompt to return to the Requestor's Menu.

```
Select DELIVERY SCHEDULE: ???

      This field is the Delivery Schedule of the Order file, #442.8.
Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 16000//
DATE COMMITTED: TODAY// (JUN 29, 2000)
                                           TRANSACTION BEG BAL: 16000.00

Select SUB-CONTROL POINT:
EST. SHIPPING AND/OR HANDLING: 40
DELIVER TO/LOCATION: Bldg.40
JUSTIFICATION:
  1>Roofing material for homeless veteran's shelter
  2>
EDIT Option:
REQUESTOR:
ORIGINATOR OF REQUEST:
COMMENTS:
  1>

Would you like to review this request? No// (No)
Current Control Point balance: $1007426.00
```

```

Estimated cost of this request: $16000.00
Is this request ready for approval? Yes// (Yes)

Would you like to enter another request? YES// n (NO)

```

2.6 How to Create a Repetitive and Non-Repetitive Order 2237 Request

2.6.1 Introduction

If one or more, but not all the items on your request are on the Item Master File, you can create a Repetitive and Non-Repetitive Order Request. This is a versatile form type, because it allows other IFCAP users to "split" your request into multiple orders. Also, it is easier for Personal Property Management staff to correct a Repetitive and Non-Repetitive Order if you mistakenly list an item as non-repetitive that in fact is on the Item Master File, or if IFCAP fails to match an item to the Item Master File because you've misspelled or misnamed the item.

2.6.2 Setup Parameters

. Enter a Station Number, a Fiscal Year, and a quarter. Enter a Control Point. If the Control Point selected is attached to more than one Inventory Point, the user will be asked to select the Inventory Point that will be attached to the order. The user can simply press the <enter> key at the prompt and no Inventory Point will be attached to the order

```

Select Process a Request Menu Option: New 2237 (Service) Request
Select STATION NUMBER: 688 WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 3//
CONTROL POINT

```

2.6.3 Form Type

The system will generate a transaction number. At the Form Type: prompt, enter Repetitive And Non-Rep Order.

```

Select CONTROL POINT: 060 FISCAL SVC// 0160A1 10 0100 010042100
  1) 688-DEBBI'S PRIMARY
  2) 688-LAB PRIMARY
Select INVENTORY POINT: (1-2): 1 688-DEBBI'S PRIMARY
This transaction is assigned transaction number: 688-00-3-060-0034

The form types 1358 and NO FORM are no longer used within this option
FORM TYPE: ???

Choose from:
  2 NON-REPETITIVE (2237) ORDER
  3 REPETITIVE (PR CARD) ORDER
  4 REPETITIVE AND NON-REP ORDER
  5 ISSUE BOOK/INTERVAL ISSUE

FORM TYPE: 4 REPETITIVE AND NON-REP ORDER

```

2.6.4 Classification and Sort Groups

At the Classification of Request: prompt, create a classification name for the request if you like, or press the Enter key to skip this prompt. The Classification of Request: prompt allows you to

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create reports that group requests by categories that **YOU** define. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, press the Enter key. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group. Press the Enter key at the Date of Request: prompt. Enter your name at the Requestor: prompt. Enter the service that will use the item or service at the Requesting Service: prompt.

```
CLASSIFICATION OF REQUEST: ???
  This Classification of Request field allows you
  to classify and/or categorize all transactions
  (requests) for supplies, services, etc.
  This is the previous "Type of Request" field.

CHOOSE FROM:
  SHOES
  TEST CLASS

  This is the name used to identify the type of request. File #410.2
  is pointed to by the Classification of Request field (#8) of the
  Control Point Activity file, #410.
CLASSIFICATION OF REQUEST: TEST CLASS
SORT GROUP:
DATE OF REQUEST: 2940418//   (APR 18, 1994)
REQUESTOR: White,Basil
REQUESTING SERVICE: ???
  This is the name of the service that submitted this request.

CHOOSE FROM:
  A&MM          90
  AMBULATORY CARE      11C
  ANESTHESIOLOGY      123
  AUDIOLOGY AND SPEECH PATHOLOGY      126

REQUESTING SERVICE: 11C AMBULATORY CARE
```

2.6.5 Priority of Order

Enter the date required and the priority of the request. Priorities are based on the days remaining before the delivery date requested for the item. The priority categories in IFCAP, ranging from shortest to longest delivery time remaining, are “Emergency”, “Special” and “Standard”. Different stations assign different time durations to these categories. Check with your Fiscal office to determine the durations at your station for these categories. At the Special Remarks: prompt, explain how the service will use the item, names of other items that would fulfill the same need, and any other information that would help the Purchasing Agent fulfill your request. Purchasing Agents sometimes change orders to fulfill the service’s need faster, find a better item or change the vendor for a better price. Explaining the use of the item will make these tasks easier to accomplish. Enter the cost center at the Cost Center: prompt if this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.

Note: In IFCAP V. 5.1, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.

```
DATE REQUIRED: // T+15 (OCT 08, 1994)
PRIORITY: ST// STANDARD PRIORITY
SPECIAL REMARKS:
  1>These are special remarks.
  2>
EDIT Option:
COST CENTER: ???

ANSWER WITH COST CENTER
CHOOSE FROM:
  805600 Office of Director for Operations
  820300 LAB

COST CENTER: 820300 LAB
```

2.6.6 Vendor Selection

At the Vendor: prompt, enter the name of the vendor that supplies the item you are requesting. If your vendor is not in the vendor file, IFCAP will ask you to confirm the vendor name. Enter the information for the new vendor. Enter 1 at the Line Item Number: prompt.

Note: Make sure that the vendor information you provide is correct. Incorrect vendor information will delay payment to the vendor.

```
VENDOR: Bob's//
VENDOR ADDRESS1: 12605 Bluhill Rd.
VENDOR ADDRESS2:
VENDOR CITY: Silver Spring
VENDOR STATE: MD MARYLAND
VENDOR ZIP CODE: 20906-4102
VENDOR CONTACT: Mark Coletti
VENDOR PHONE NO.: (501) 933-7888
Select LINE ITEM NUMBER: 1
  LINE ITEM NUMBER: 1//
ITEM MASTER FILE NO.:
```

2.6.7 Item Information

At the Description: prompt, define the item as thoroughly as you can. If the item is not in the Item Master File, the Purchasing Agent is going to make a “best guess” of exactly what kind of item you need. This guesswork will be based on the information you provide in this field. Describe what the service plans to do with the item and any special features of the item (for example, does it have to be flexible or blue or heat-resistant or non-toxic). At the Unit of Purchase: prompt, enter the measuring standard for the item. For example, if you order one unit and select LB (pound) as unit of purchase, your request will list one pound of the item.

```
DESCRIPTION:
  1>Testing Material
  2>
EDIT Option:
  BOC: 2660 Operating Supplies and Materials
  QUANTITY: 400
```

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```
UNIT OF PURCHASE: ???
  This is the unit of measurement for items being procured.
  e.g., each, dozen, box, bottle, case, pound (lb.), square ft., etc.
CHOOSE FROM:
AM      AMPOULE
AT      ASSORTMENT
AY      ASSEMBLY
. . .
LB      POUND
UNIT OF PURCHASE: LB          POUND
```

Note: Many users accidentally order too much or too little quantity by choosing the wrong unit of purchase. For example, a carboy of disinfectant is much greater than a gallon of disinfectant. Double-check the printout of your request to make sure that the quantity and the unit of purchase are correct.

2.6.8 Stock Number

Enter the stock number for the item. Enter the estimated cost per unit. The cost per unit will depend on the item and how many items are in a unit. If the item is ordered as one unit per item, the cost per unit is the cost per item. If the vendor sells the item by the case, the cost per unit is the cost per case, etc. Enter a budget object code (BOC). Budget object codes are defined in VHA Handbook 4671. 2.

```
STOCK NUMBER: 094104
EST. ITEM (UNIT) COST: 20
```

2.6.9 Delivery Schedules

At the Select Delivery Schedule: prompt, press the Enter key if you want all the items on your request delivered at once. If you select a delivery schedule, you are notifying the vendor that you want them to deliver different amounts of the items on different days. For example, if you want to order 100 cases of computer paper, but do not want all of it delivered at once, you can “stagger” the delivery by entering 1 at the Select Delivery Schedule: prompt. Enter a date and the amount you would like delivered on that date, and enter 2 at the next Select Delivery Schedule: prompt. Enter a date and the amount you would like delivered on that date, etc. Make sure that the total number of items among all the delivery dates equals the total number of items you are ordering.

Enter a 2 at the Select Line Number: prompt if you want to add another item to your request. Otherwise, press the Enter key.

Enter the estimated shipping and/or handling costs in dollars. Enter where you want the warehouse to deliver the item at the Deliver To/Location: prompt. At the Justification: prompt, enter your name and telephone number and explain why the service or item is needed by the service. Enter your name at the Originator of Request: prompt. Add comments if you like. Enter N at the Would You Like To Enter Another Request?: prompt to return to the Requestor's Menu.

```
Select DELIVERY SCHEDULE: ???

  This field is the Delivery Schedule of the Order file, #442.8.
  Select DELIVERY SCHEDULE:
  Select LINE ITEM NUMBER:
```

```

COMMITTED (ESTIMATED) COST: 400//
                                                    TRANSACTION BEG BAL: 400.00
Select SUB-CONTROL POINT:
DELIVER TO/LOCATION: Bldg.40
JUSTIFICATION:
  1>Testing material
  2>
EDIT Option: REQUESTOR:
ORIGINATOR OF REQUEST:
COMMENTS:
  1>

Would you like to review this request? No// (No)
Current Control Point balance: $1007426.00
Estimated cost of this request: $400.00
Is this request ready for approval? Yes// (Yes)

Would you like to enter another request? YES// n (NO)

```

2.7 How to Create an Issue Book/Interval Issue Request

2.7.1 Introduction

An Issue Book/Interval Issue Request is for "posted stock" items, or items that the warehouse keeps in stock. You must use an Issue Book/Interval Issue request for posted stock items. You must not use an Issue Book/Interval Issue request for any items that are not posted stock. If you need some items that are posted stock and some items that are not posted stock, create an Issue Book/Interval Issue Request for the posted stock items. Use one of the other forms for the other items. The Government makes certain procurement guarantees to vendors in exchange for discounts on posted stock. Obtaining posted stock items from any source other than the warehouse is a potential violation of those guarantees. If you request a posted stock item on any request other than an Issue Book/Interval Issue request, the computer will reject your request.

2.7.2 Setup Parameters

Enter a Station Number. Enter the Fiscal Year, Fiscal Quarter, and the Control Point. If the Control Point selected is attached to more than one Inventory Point, the user will be asked to select the Inventory Point that will be attached to the order. The user can simply press the <enter> key at the prompt and no Inventory Point will be attached to the order

```

New 2237 (Service) Request
Edit a 2237 (Service)
Copy a Transaction
1358 Request Menu ...
Print/Display Request Form
Change Existing Transaction Number
Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report

Select Process a Request Menu Option: New 2237 (Service) Request
Select STATION NUMBER: 688           WASHINGTON,DC
Select FISCAL YEAR: 94//

```

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```
Select QUARTER: 3//
Select CONTROL POINT: 101 ISC2                A2222    10  0100    01AA20100
      1) 688-DEBBI'S PRIMARY
      2) 688-LAB PRIMARY
Select INVENTORY POINT: (1-2): 1 688-DEBBI'S PRIMARY
```

2.7.3 Classification Group

The system will assign a transaction number to this request.

Note: Write this number down. You will need it to determine the status of your request.

At the Interval Issue?: prompt, enter “Y” if this is an item that you do not normally order. Enter “N” if this is an item you order on a regular basis. If you would normally enter this item on an issue book order, but need the item before the next scheduled posted stock delivery, enter "Y". This prompt does **NOT** allow you to create a recurring order: it merely allows you to explain how you use the item.

At the Classification of Request: prompt, create a classification name for the request if you like, or press the Enter key to skip this prompt. The Classification of Request: prompt allows you to create reports that group requests by categories that **YOU** define.

```
This transaction is assigned transaction number: 688-00-3-060-0035

The form types 1358 and NO FORM are no longer used within this option

FORM TYPE: ???

Choose from:
  2          NON-REPETITIVE (2237) ORDER
  3          REPETITIVE (PR CARD) ORDER
  4          REPETITIVE AND NON-REP ORDER
  5          ISSUE BOOK/INTERVAL ISSUE

FORM TYPE: 5  ISSUE BOOK/INTERVAL ISSUE
Issue Book Requests will automatically be ordered from SUPPLY WAREHOUSE
INTERVAL ISSUE?: ???
  This allows the user to specify (by entering Yes/No) whether the
  request for items in the Warehouse is an Interval Issue.
  i.e.,  Items requested between scheduled posted stock delivery, rather
  than a regularly scheduled Issue Book order.
  CHOOSE FROM:
    1          YES
    0          NO
INTERVAL ISSUE?: 1 YES
CLASSIFICATION OF REQUEST: ???
  This Classification of Request field allows you
  to classify and/or categorize all transactions
  (requests) for supplies, services, etc.
  This is the previous 'Type of Request' field.

CHOOSE FROM:
  TEST CLASS

CLASSIFICATION OF REQUEST:
```

2.7.4 Sort Group

Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort groups are used to generate expense reports for

projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group. Press the Enter key at the Date of Request: prompt to accept the default date of today. Enter your name at the Requestor: prompt.

```

SORT GROUP: ???
  This Sort Group field may be used to group together all
  transactions (requests) that relate to a specific project,
  work order, investigator, food group, doctor, etc.

  This is the previous 'Project Number' field.
  Enter one of the following:
    S.EntryName to select a Sort Group

  To see the entries in any particular file, type <Prefix.??>

  If you simply enter a name then the system will search each of
  the above files for the name you have entered. If a match is
  found the system will ask you if it is the entry that you desire.

  However, if you know the file the entry should be in, then you can
  speed processing by using the following syntax to select and entry:
    <Prefix>.<entry name>
      or
    <Message>.<entry name>
      or
    <File Name>.<entry name>

  Also, you do NOT need to enter the entire file name or message
  to direct the look up. Using the first few characters will suffice.
SORT GROUP:
DATE OF REQUEST: TODAY//   (APR 18, 1994)
REQUESTOR: White,Basil

```

2.7.5 Priority

At the Requesting Service: prompt, enter the name of the service that will use the item. Enter the date that the service will require the item. Enter the priority that you want to assign to the request. Enter any special remarks about the item that might help the Requirements Analyst fulfill your request or adjust inventory levels to accommodate the needs of your service (for example, refrigeration required, must be picked up from vendor, etc.)

```

REQUESTING SERVICE: ???
  This is the name of the service that submitted this request.

CHOOSE FROM:
  A&MM          90
  AMBULATORY CARE      11C
  ANESTHESIOLOGY      123
  AUDIOLOGY AND SPEECH PATHOLOGY      126
  BLIND REHABILITATION      122

REQUESTING SERVICE: AUDIOLOGY AND SPEECH PATHOLOGY      126
DATE REQUIRED: T+20 (MAY 08, 1994)
PRIORITY OF REQUEST: ST// ???
  This is the urgency or priority for this request.
  CHOOSE FROM:
    EM          EMERGENCY
    SP          SPECIAL
    ST          STANDARD
PRIORITY OF REQUEST: ST//   STANDARD
SPECIAL REMARKS:
  1>

```

2.7.6 Cost Center

Enter the cost center at the Cost Center: prompt. Cost centers allow Fiscal staff to create total expense records for a section or service. At the Select Line Item Number: prompt, Enter 1 for the first item on the request. Remember, you can only request issue items on an issue book request. At the Item Master File No.: prompt, enter the item name or number. You can also type three question marks (???) to see a list of the items you can request on an issue book request. Enter a budget object code (BOC). Budget object codes are defined in VHA Handbook 4671.2.

Note: In IFCAP V. 5.1, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.

```
COST CENTER: 805600 Office of Director for
Select LINE ITEM NUMBER: ???

      This is the item number for this request.
Select LINE ITEM NUMBER: 1
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.: ???

ANSWER WITH ITEM MASTER NUMBER, OR SHORT DESCRIPTION, OR
  VENDOR STOCK #, OR NDC, OR NSN
DO YOU WANT THE ENTIRE ITEM MASTER LIST? Y (YES)
CHOOSE FROM:
  8      ITEM #8      U/P: 12/CL
  37     PEN         U/P: 1/EA
  39     RULER       U/P: 1/EA
  40     PAINT       U/P: 1/EA
  45     TESTING ...V5      U/P: 2/EA

ITEM MASTER FILE NO.: 39      RULER      U/P: 1/EA 39

NOTE: This item has a minimum order quantity of 1
NOTE: This item has a packaging multiple/unit of purchase of 1/EA

QUANTITY: 1

BOC: 2670 Maintenance Supplies and Materials
```

2.7.7 Additional Items

Enter 2 at the Select Line Item Number: prompt if you want to add another item to your request. Otherwise, press the Enter key. Remember, you can only request issue items on an issue book request. Enter where you want the warehouse to deliver the item at the Deliver To/Location: prompt. At the Justification: prompt, enter your name and telephone number and explain why the service or item is needed by the service. Enter your name at the Originator of Request: prompt. Add comments if you like. Enter N at the Would You Like To Enter Another Request?: prompt to return to the Requestor's Menu.

```
Select LINE ITEM NUMBER: ???
Select DELIVERY SCHEDULE: ???

      This field is the Delivery Schedule of the Order file, #442.8.
Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
```

```

COMMITTED (ESTIMATED) COST: 3.22//
DATE COMMITTED: T (JUN 29, 2000)
TRANSACTION BEG BAL: 100.00

Select SUB-CONTROL POINT:
EST. SHIPPING AND/OR HANDLING: 40
DELIVER TO/LOCATION: Bldg.40
JUSTIFICATION:
  1>Roofing material for homeless veteran's shelter
  2>

EDIT Option:
ORIGINATOR OF REQUEST:
COMMENTS:
  1>

Would you like to review this request? No// (No)
Current Control Point balance: $1007426.00
Estimated cost of this request: $100.00
Is this request ready for approval? Yes// (Yes)

Would you like to enter another request? YES// N (NO)
  
```

2.8 How to Create a 1358 Order Request

2.8.1 Introduction

Use a 1358 Order request to budget money for ongoing service expenses, such as the utility bill, copier repair, rent, or postage. A 1358 Order allows the Control Point to "obligate funds," or establish a budget for ongoing services, so there will be money to pay the vendor when the monthly or quarterly statement is due.

2.8.2 Menu Navigation

Select New 1358 Request from the Control Point Clerk's Menu. Enter a station number, fiscal year, quarter, and Control Point. Assign a transaction number to your request. Write this number down. You will need this number to determine the status of your request.

```

Select Process a Request Menu Option: 1358 Request Menu

    New 1358 Request
    Increase/Decrease Adjustment
    Edit 1358 Request
    Create/Edit Authorization
    Daily Activity Enter/Edit
    Display 1358 Balance
    List 1358's with Open Authorizations
    Print 1358
    Recalculate 1358 Balance

Select 1358 Request Menu Option: NEW 1358 Request
Select FISCAL YEAR: 00//
Select QUARTER: 3//
Select CONTROL POINT:    060 FISCAL SVC          0160A1    10  0100    010042100

This transaction is assigned Transaction number: 688-00-3-060-0036
  
```

2.8.3 Classification and Sort Groups

The Classification of Request: prompt allows you to create reports that group requests by categories that **YOU** define. Enter a sort group at the Sort Group: prompt if this purchase is

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assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group.

```
CLASSIFICATION OF REQUEST: ???
  This Classification of Request field allows you
  to classify and/or categorize all transactions
  (requests) for supplies, services, etc.
  This is the previous 'Type of Request' field.

CHOOSE FROM:

  This is the name used to identify the type of request. File #410.2
  is pointed to by the Classification of Request field (#8) of the
  Control Point Activity file, #410.
CLASSIFICATION OF REQUEST:
SORT GROUP: ???
  This Sort Group field may be used to group together all
  transactions (requests) that relate to a specific project,
  work order, investigator, food group, doctor, etc.
  This is the previous 'Project Number' field.
  Enter one of the following:
    S.EntryName to select a Sort Group
    W.EntryName to select a Work Order

  To see the entries in any particular file, type <Prefix.??>

  If you simply enter a name then the system will search each of
  the above files for the name you have entered. If a match is
  found the system will ask you if it is the entry that you desire.

  However, if you know the file the entry should be in, then you can
  speed processing by using the following syntax to select an entry:
    <Prefix>.<entry name>
      or
    <Message>.<entry name>
      or
    <File Name>.<entry name>

  Also, you do NOT need to enter the entire file name or message
  to direct the look up. Using the first few characters will suffice.
SORT GROUP:
```

2.8.4 Requestor

Enter your name at the Requestor: prompt. Press the Enter key at the Date of Request: prompt to accept the default date of today. Enter the date that you want to commit funds to your request at the Date Committed: prompt, or press the Enter key to accept the default of the first date of the current month.

Enter the total cost in dollars for the item at the Committed (Estimated) Cost: prompt. Enter the cost center at the Cost Center: prompt. Cost centers allow Fiscal staff to create total expense records for a section or service.

Note: In IFCAP V. 5.1, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.

```

REQUESTOR: White,Basil
DATE OF REQUEST: JUN 29,1994// (JUN 29, 2000)
DATE COMMITTED: 06/01/94// (JUN 01, 2000)
COMMITTED (ESTIMATED) COST: ???
    This is the estimated amount of the committed cost of
    the requested item(s).
COMMITTED (ESTIMATED) COST: 414 $ 414.00
COST CENTER: ???

ANSWER WITH COST CENTER
CHOOSE FROM:
    800100 Office of Chief Medical Director
    810800 Career Development Program
    820100 LAB TEST CC
    850111 LAB TEST BOC

COST CENTER: 800100 Office of Chief Medical

```

2.8.5 BOC

Enter a budget object code (BOC) at the BOC1: prompt. Enter the amount of the item you want to attribute to the budget object code at the BOC1 Amount: prompt. You may also enter a Sub-control Point if you like.

```

BOC1: 2580 Miscellaneous Contractual Services by Individuals, Institu and Organiz
Select SUB-CONTROL POINT:

```

2.8.6 Vendor Information

IFCAP will ask you if you want to enter a vendor for the request. You may or may not, depending on whether there is a single vendor or multiple vendors for the service. If there is only one vendor, enter the vendor name at the prompt. If there are multiple vendors, leave this field blank. You can assign a vendor that's already in IFCAP, or create a new vendor for this order. Enter the contract number for the vendor.

```

Do you want to enter a vendor for this 1358 request? NO// Y (YES)
VENDOR: Sam's 512-876-4433 NO. 7
    SPECIAL FACTORS:
    ORDERING ADDRESS: 4 HIGH ST
                    AUSTIN, TX 75434

    ...OK? YES// (YES)
VENDOR CONTRACT NUMBER: ???

ANSWER WITH CONTRACT /BOA NUMBER
CHOOSE FROM:
    D339347 -- EXP. DATE: 12-12-01
    TK-987433-94 -- EXP. DATE: 12-12-01 10% 25 DAYS

VENDOR CONTRACT NUMBER: TK-987433-94 -- EXP. DATE: 12-12-01 10% 25
DAYS

```

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2.8.7 Purpose of 1358

Enter the vendor address and contact information if this is a new vendor. At the Purpose: prompt, explain the purpose of the order, and enter your name and telephone number. Enter your name at the Originator Of Request: prompt. Add comments if you like. Enter N at the Would You Like To Enter Another Request?: prompt to return to the Requestor's Menu.

```
PURPOSE:
1>electric bill for july
  2>
EDIT Option:
ORIGINATOR OF REQUEST:
COMMENTS:
  1>
Would you like to review this request? No// (No)
Current Control Point balance: $1007426.00
Estimated cost of this request: $414.00
Is this request ready for approval? Yes// (Yes)
Do you want to enter another NEW request? NO//
```

CHAPTER 3 HOW TO TURN TEMPORARY REQUESTS INTO TRANSACTIONS

3.1 Introduction

No request can go forward for approval without first becoming a transaction. See the Control Point Requestor manual for options located on the Requestor menu.

3.2 How to Turn Item Requests Into Permanent Item Transactions

3.2.1 Menu Navigation

When you log onto the Control Point Clerk menu, IFCAP will tell you which Control Points have new requests. From the Control Point Clerk's Menu, select Process a Request Menu. Select Change Existing Transaction Number. The requests will have a form type assigned. Read the following sections to turn these requests into transactions.

```
You have 1 request(s) to be approved for CP 101 Estimated $: 200.00

Approve Requests
Requests Ready for Approval List
Process a Request Menu ...
Display Control Point Activity Menu ...
Funds Control Menu ...
Status of Requests Reports Menu ...
Record Date Received by Service Menu ...
Enter/Edit Control Point Users

Select Control Point Clerk's Menu Option: Process a Request Menu

New 2237 (Service) Request
Edit a 2237 (Service)
Copy a Transaction
1358 Request Menu ...
Print/Display Request Form
Change Existing Transaction Number
Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report

Select Process a Request Menu Option: Change Existing Transaction Number
```

3.2.2 Setup Parameters

Enter a station number and a Control Point. Enter the temporary transaction number of the request you wish to forward to the Control Point Official for approval. If you do not know the number of the request, enter two question marks at the prompt and IFCAP will list the available transactions.

```
Select STATION NUMBER: 688 WASHINGTON,DC
Select CONTROL POINT: 22 022 MISC OFFICE SUPPLIES

Select the existing transaction number to be replaced
```

How to Turn Requests Into Transactions

```
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ??  
  
Attempting lookup in transaction file.  
  
Attempting lookup using 022 MISC OFFICE SUPPLIES (CONTROL POINT)  
688-94-3-022-0001 OBL SAM'S SUPPLY STORE  
LIGHT BULBS
```

3.2.3 Request Review

IFCAP will ask you if you would like to review the request, and will allow you to enter new information for the transaction. IFCAP will then assign a permanent transaction number to the transaction. This is the number you will use for future reference to this request.

```
Would you like to review this request? NO// (NO)  
  
Enter the information for the new transaction number  
  
Select STATION NUMBER: 688// WASHINGTON,DC  
Select FISCAL YEAR: 94//  
Select QUARTER: 4//  
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//  
Old transaction 688-94-3-022-0001 is now cancelled.  
  
Transaction '688-94-3-022-0001' has been replaced by transaction 688-94-4-022-0002
```

3.2.4 Edit Request

IFCAP will allow you to edit the features of the request, including, the quantity of the items, and the vendor. Make sure that the item or service is available from the vendor, that the Control Point has sufficient funds to cover the request, and that the information about the items or services on the request is correct.

```
Would you like to edit this request? NO// Y (YES)  
FORM TYPE: REPETITIVE AND NON-REP ORDER//  
CLASSIFICATION OF REQUEST:  
SORT GROUP:  
DATE OF REQUEST:  
REQUESTING SERVICE:  
DATE REQUIRED: JUN 29,1994//  
PRIORITY OF REQUEST: EMERGENCY//  
SPECIAL REMARKS:  
1>  
COST CENTER: 844100 Supply//  
VENDOR: SAM'S SUPPLY STORE//  
Select LINE ITEM NUMBER: 1//  
LINE ITEM NUMBER: 1//  
ITEM MASTER FILE NO.: 200//  
BOC: 1091 Federal,Summer Employment Replace  
QUANTITY: 1//  
INTERMEDIATE PRODUCT CODE:  
  
QTY BEG BAL: 1  
  
Select DELIVERY SCHEDULE:  
Select LINE ITEM NUMBER:  
COMMITTED (ESTIMATED) COST: 3//  
  
TRANSACTION BEG BAL: 3.00  
  
Select SUB-CONTROL POINT:  
DELIVER TO/LOCATION:  
JUSTIFICATION:  
1>
```

```

REQUESTOR: WHITE,BASIL//
COMMENTS:
  1>

```

3.2.5 Request Review

IFCAP will allow you to review the request again, to make sure that all the information on the request is correct. IFCAP will then list the cost of the request, and the uncommitted balance available for purchases. IFCAP will allow you to transmit the request to the Control Point Official for approval. You can enter another request at the Select Control Point Activity Transaction Number: prompt or press the Enter key to return to the Process a Request Menu.

```

Would you like to review this request? NO// (NO)
Current Control Point balance: $0.00
Estimated cost of this request: $3.00
Total uncommitted balance from current and prior quarters: $4734.20

Is this request ready for approval? NO// Y (YES)

Would you like to replace another transaction number? NO// (NO)

Select Process a Request Menu Option:

```

3.3 How to Turn a Temporary 1358 Transaction Into a Permanent Transaction

3.3.1 Menu Navigation

From the Control Point Clerk's Menu, select Process a Request Menu. From the Process a Request Menu, select Change Existing Transaction Number. Enter a control Point.

```

Approve Requests
Requests Ready for Approval List
Process a Request Menu ...
Display Control Point Activity Menu ...
Funds Control Menu ...
Status of Requests Reports Menu ...
Record Date Received by Service Menu ...
Enter/Edit Control Point Users

Select Control Point Clerk's Menu Option: Process a Request Menu

New 2237 (Service) Request
Edit a 2237 (Service)
Copy a Transaction
1358 Request Menu ...
Print/Display Request Form
Change Existing Transaction Number
Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report

Select Process a Request Menu Option: Change Existing Transaction Number
Select CONTROL POINT: 101 LAB TESTING 101

```

How to Turn Requests Into Transactions

3.3.2 Enter Temporary number

Enter the temporary transaction number that the requestor assigned to the request at the Select Control Point Activity Transaction Number: prompt. If you decide to review the request, IFCAP will display the request and allow you to edit the Fiscal Year, Fiscal Quarter, and Control Point.

Select the existing transaction number to be replaced		
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: WER513 WER513 OBL		
Would you like to review this request? NO// Y (YES)		
DEVICE: HOME// LAT RIGHT MARGIN: 80//		
WER513	APR 21,1994@12:04:16	PAGE 1
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION		
Requestor:	Date Requested:	Obligation No.:
Vendor:	Contract Number:	
Name and Title Approving Off.:	Signature:	Date Signed:
FUND CERTIFICATION: The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.		
Appropriation & Acct. Symbols: 688-3640151-101	Obligated By:	Date Obligated:
WER513		PAGE 2
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION		
Purpose:		
Daily Record entries have not yet been entered for this request. The total committed cost of this request is \$0.00		
VA FORM 4-1358a-ADP (NOV 1987)		
Enter the information for the new transaction number		
Select FISCAL YEAR: 94//		
Select QUARTER: 3//		
Select CONTROL POINT: 101 LAB TESTING 101//		

3.3.3 Conversion to Permanent Number

IFCAP will assign a transaction number to the request, making the request a transaction. IFCAP will ask you if you want to edit the transaction. IFCAP will ask you for a cost center, a budget

object code (BOC), and a sub-control point. Budget object codes are in the left column of MP-4 Part V, Appendix B-1. At the Select Sub-Control Point: prompt, you can associate this purchase with a category of purchases that you can define. This allows you to group similar purchases together. IFCAP will ask you if you want to assign a vendor to the transaction.

Note: Sometimes, you will want to leave the vendor field blank on a 1358 in case you want to change vendors or use multiple vendors.

If you assign a vendor, IFCAP will ask you for a contract number. Explain the purpose of the 1358. Add comments if you like. If you make a mistake, answer Y at the Would you like to review this request?: prompt. If the 1358 is ready for approval, answer Y at the Is this request ready for approval?: prompt. The 1358 is now ready for approval by the Control Point Official. Press the Enter key at the Would you like to replace another transaction number? prompt to return to the Process a Request Menu.

```

Transaction 'WER513' has been replaced by transaction 688-94-3-101-0158
Would you like to edit this request? NO// Y (YES)
FORM TYPE: 1358 ORDER//
MONTH OF 1358: APR//
CLASSIFICATION OF REQUEST:
SORT GROUP:
REQUESTOR:
DATE OF REQUEST: TODAY// (APR 21, 1994)
DATE COMMITTED: 4-1-94// (APR 01, 1994)
COMMITTED (ESTIMATED) COST: ??
      TYPE A NUMBER BETWEEN 0 AND 9999999
COMMITTED (ESTIMATED) COST: 1240 $ 1240.00
COST CENTER: ??
      Select the appropriate cost center for this request

ANSWER WITH COST CENTER
CHOOSE FROM:
  800100 Office of Chief Medical Director
  810800 Career Development Program
  820111 LAB TEST CC
  840211 LAB TEST BOC
  844111 LAB TEST BOC
  850111 LAB TEST BOC
  870021 Operating Equipment - Additions

COST CENTER: 800100 Office of Chief Medical
BOC1: 2343 ADP Equipment Rental
BOC1 $ AMOUNT: 1240 $ 1240.00
                                                    TRANSACTION BEG BAL: 1240.00

Select SUB-CONTROL POINT:
Do you want to enter a vendor for this 1358 request? NO// Y (YES)
VENDOR: ???

ANSWER WITH VENDOR NUMBER, OR SYNONYM, OR FMS VENDOR CODE
DO YOU WANT THE ENTIRE VENDOR LIST? Y (YES)
CHOOSE FROM:
  1          AOBC          301-427-0993 NO. 1
      SPECIAL FACTORS:
      ORDERING ADDRESS: 991 MAIN STREET
                        SILVER SPRING, MD 20910

  2          SUPPLY WAREHOUSE          2345678 NO. 2
      ORDERING ADDRESS: 1234 STATE STREET
                        WASHINGTON, DC 20422

For 1358 requests, additional information concerning vendors may be entered
    
```

How to Turn Requests Into Transactions

```
in the Purpose field.
VENDOR: 9 AOBC          301-427-0993 NO. 1
        SPECIAL FACTORS:
        ORDERING ADDRESS: 991 MAIN STREET
                        SILVER SPRING, MD 20910

VENDOR CONTRACT NUMBER: ???

ANSWER WITH CONTRACT NUMBER
CHOOSE FROM:
12/12/96      --      EXP. DATE: 12-12-96
A123456      --      EXP. DATE: 02-02-99
A424354      --      EXP. DATE: 02-02-99
C123456      --      EXP. DATE: 03-03-99
G378989      --      EXP. DATE: 04-04-95
H566767      --      EXP. DATE: 04-04-94

VENDOR CONTRACT NUMBER: a
  1  A123456      --      EXP. DATE: 02-02-99
  2  A424354      --      EXP. DATE: 02-02-99
CHOOSE 1-2: 2
PURPOSE:
  1>Medical Supply Service Contract
  2>
EDIT Option:
COMMENTS:
  1>

Would you like to review this request? NO// (NO)
The current balance for this control point is: $ -292815.90
The estimated cost of this request is: $ 1240.00
Is this request ready for transmission to A&MM/Fiscal? NO// (NO)
Is this request ready for approval? NO// Y (YES)

Would you like to replace another transaction number? NO// (NO)

  New 2237 (Service) Request
  Edit a 2237 (Service)
  Copy a Transaction
  1358 Request Menu ...
  Print/Display Request Form
  Change Existing Transaction Number
  Repetitive Item List Menu ...
  Cancel Transaction with Permanent Number
  Requestor's Menu ...
  Item Display
  Vendor Display
  Outstanding Approved Requests Report

Select Process a Request Menu Option:
```

CHAPTER 4 HOW TO MONITOR THE STATUS OF A REQUEST

4.1 Introduction

As a Control Point Clerk, employees who request goods and services from your control point often need to know the status of their request. This chapter explains how to determine the status of a request, and what stage of accounting or procurement it has reached.

4.2 How to Monitor the Status of a Request

4.2.1 Know the Purchase Order Number?

From the Control Point Clerk's Menu, select Display Control Point Activity Menu. From the Display Control Point Activity Menu, select Purchase Order Status. Enter the station number and the Control Point. Enter the purchase order number at the Select Purchase Order Number: prompt. You can type three question marks (???) to list all the purchase orders for the control point.

```
Combined A&MM Menus ...
  Control Point Clerk's Menu ...
  Fund Distribution & Accounting Menu ...
  IFCAP Application Coordinator Menu ...
  Primary Inventory Point Main Menu ...
  Secondary Inventory Point Main Menu ...
  Warehouse--General Inventory/Distribution Menu ...

Select IFCAP MENU Option: Control Point Clerk's Menu
You have 3 request(s) to be approved for CP 101   Estimated $:   1444.05

  Approve Requests
  Requests Ready for Approval List
  Process a Request Menu ...
  Display Control Point Activity Menu ...
  Funds Control Menu ...
  Status of Requests Reports Menu ...
  Record Date Received by Service Menu ...
  Enter/Edit Control Point Users

Select Control Point Clerk's Menu Option: Display Control Point Activity Menu

  Purchase Order Status
  Transaction Status Report
  Running Balances
  Temporary Transaction Listing
  Item History
  PPM Status of Transactions Report

Select Display Control Point Activity Menu Option: Purchase Order Status
Select STATION NUMBER: 688//           WASHINGTON,DC
Select CONTROL POINT: 101 LAB TESTING 101
Select PURCHASE ORDER NUMBER: ???

CHOOSE FROM:

  688-A40016  12-02-93  ST   Pending Fiscal Action
                FCP: 101      $ 78.12
  688-A40017  12-02-93  ST   Pending Fiscal Action
                FCP: 101      $ 90
```

How to Monitor the Status of a Request

```
688-A40018 12-02-93 ST Complete Order Received (Amended)
             FCP: 101      $ 30
688-A40019 12-02-93 ST Complete Order Received
             FCP: 101      $ 30
688-A40020 12-02-93 ST Partial Order Received
             FCP: 101      $ 15
688-A40021 12-02-93 ST Pending Fiscal Action
             FCP: 101      $ 44.56

Select PURCHASE ORDER NUMBER: A40017 688-A40017 12-02-93 ST Pending Fiscal
Action
             FCP: 101      $ 90
```

4.2.2 Don't Know the Purchase Order Number, but know the Vendor?

From the Control Point Clerk's menu, select Display Control Point Activity Menu. Transaction Status Report. Enter the vendor name at the Select Control Point Activity Transaction Number: prompt. This report will list the vendor, the transaction number (station-fy-fq-cp-transaction number), and the purchase order number. Choose a transaction number from the list of transactions for the vendor. Read the A&MM Status on the Obligation Transaction Status Display.

```
Approve Requests
Requests Ready for Approval List
Process a Request Menu ...
Display Control Point Activity Menu ...
Funds Control Menu ...
Status of Requests Reports Menu ...
Record Date Received by Service Menu ...
Enter/Edit Control Point Users

Select Control Point Clerk's Menu Option: Display Control Point Activity Menu

Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report

Select Display Control Point Activity Menu Option: Transaction Status Report
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: Sam's
  1  SAM'S  WER246  OBL  SAM'S

  2  SAM'S  688-94-2-101-0136  OBL  SAM'S  I40003  688-94-2-101-0134

Furry things with green hair

  3  SAM'S  688-94-2-101-0135  OBL  SAM'S
TEST ITEM #12

  4  SAM'S  688-94-2-101-0133  OBL  SAM'S
Test

  5  SAM'S  688-94-2-101-0134  OBL  SAM'S
Furry things with green hair

CHOOSE 1-5: 2 688-94-2-101-0136
DEVICE: HOME// LAT RIGHT MARGIN: 80//

OBLIGATION TRANSACTION STATUS DISPLAY APR 21,1994@13:51:38

Transaction Number: 688-94-2-101-0136 Transaction Type: OBLIGATION
```

```

A&MM Status: Order Not Completely Prepared
Temporary Trans. Number: THX-1138
Form Type: REPETITIVE AND NON-REP ORDER
Date of Request: MAR 28,1994           Date Required: APR 1,1994
Est. Delivery Date:                   Date Received:
Vendor: SAM'S                          P.O. Vendor: BASIL'S BISCUIT BUNG
Committed (Estimated) Cost: $94.00    Date Committed:
Obligated (Actual) Cost: $0.00        Date Obligated:
Purchase Order/Obligation No.: I40003  Accounting Data: 3640151
FMS $ Amount: $0.00                   FMS Date:
FMS Transaction Code:
Return to Service Comments:
Comments:
    
```

4.2.3 Don't Know the Purchase Order Number or Vendor, but know First Line Item?

Go back to the Control Point Clerk's Menu. Select Status of Requests Reports Menu from the Control Point Clerk's Menu. Select Status of all Obligation Transactions. This will show you the vendor and the status of all obligation numbers. It'll also list the date required and the estimated delivery date. Record the Purchase Order number from this report. Enter a caret (^) at the Select Fiscal Year: prompt to return to the Status of Requests Reports Menu.

```

STATUS OF OBLIGATION TRANSACTIONS  CP: 101 LAB TESTING 101 FY: 95
                                     OCT 10,1994 17:47  PAGE 1
          PRIORITY
          OF
TRANS #   REQUEST      DATE      DATE      DATE      DATE
VENDOR    OBLIGATION# SORT GROUP  SIGNED    REQUIRED   DELIVERED RECEIVED
          COMMENTS
          FIRST LINE ITEM DESCRIPTION
-----
95-1-0001          10/03/94
          C45222      Obligated - 1358
          TRAINING CLASS
Select FISCAL YEAR: 95// ^

          Print/Display Request Form
          Status of All Obligation Transactions
          Requests Ready for Approval List
          PO with Associated Transactions
Select Status of Requests Reports Menu Option:
    
```

4.3 How to Monitor the Status of a 1358

4.3.1 Menu Navigation

From the 1358 Request Menu, select the Print 1358 option

```

Select Control Point Clerk's Menu Option: Process a Request Menu
Select Process a Request Menu Option: 1358 Request Menu
Select 1358 Request Menu Option: Print 1358
    
```

How to Monitor the Status of a Request

4.3.2 Enter Obligation Number

Enter a Control Point. Enter the obligation number of the 1358. If you do not know the obligation number, enter three question marks and IFCAP will list the available 1358s.

```
Select 1358 Request Menu Option: PRINT 1358
Select STATION NUMBER: 688
Select CONTROL POINT: 110 MAVIS .01          0160A1  10  0100  010042116
Select OBLIGATION NUMBER: C85026  688-98-2-110-0110  OBL  RACHEL C85026

Would you like to print the Description field for each 1358 Daily Record entry? No//
Y(Yes)
Would you like to print the daily records for each authorization? NO// YES
Would you like to print descriptions for each detailed daily record? NO// YES
DEVICE: HOME//  UCX/TELNET  Right Margin: 80//
```

4.3.3 Review 1358

Look at the Authorization and Order Record. It will list all the entries and their cost for the quarter.

688-98-2-110-0110	JUL 10, 2000@10:34:49	PAGE 1
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION		
Originator of Request: CURTIN,EDNA		
Requestor: Obligation No.: MCGAUGH,MAVIS L	Date Requested: MAR 09, 1998	688-C85026
Vendor: RACHEL	Contract Number: GS-98-99827F	
Name and Title Approving Off.: Signed: MAVIS L. MCGAUGH 1998@15:30:36 RACHELS GRANDMA 	Signature: /ES/MAVIS MCGAUGH	Date MAR 09,
FUND CERTIFICATION: The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.		
Appropriation & Acct. Symbols: 688-3680160-110-842100-2580 010042116	Obligated By: /ES/MAVIS MCGAUGH	Date Obligated: MAR 09, 1998
Press return to continue, "^" to exit: 688-98-2-110-0110 688-C85026 PAGE 2		
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION		
Purpose: WANT IT		
ESTIMATED OBLIGATION RECAP		
DATE	REF#	CPA#
AMOUNT	BALANCE	

How to Monitor the Status of a Request

03/09	0001		688-98-2-110-0110					\$
1000.00		\$	1000.00					
02/01	0011		688-00-2-110-0038					\$
1000.00		\$	2000.00					
AUTHORIZATION & ORDER RECORD								
LIQUIDATION RECORD								
CUMULATIVE DATE	SEQ#	REFERENCE	UNLIQ AMOUNT	BALANCE	AUTH. AUTH. AMT	AUTH. AUTH. AMT	AUTH. AUTH. AMT	AUTH. LIQUID
BAL								
03/09	0002		EDNA 1	\$ 350.00	\$ 0.00			\$
350.00			\$ 0.00					
		TETSING 88			\$ 155.00			
		1ST PMT						
		REPAIR HEATER						
03/09	0002-2				\$ 85.00			
		2ND PMT						
		REPAIR WASHER						
03/09	0002-3				\$ 110.00			
		3RD PMT						
		REPAIR DRYER						
03/09	0003	CURTIN 1		\$ 125.00	\$ 125.00			\$
475.00			\$ 0.00					
		TESTING 88						
03/09	0004	MMAVIS1		\$ 225.00	\$ 225.00			\$
700.00			\$ 0.00					
		TSTING 88						
03/09	0005	MAVIS		\$ 0.00	\$ 0.00			
\$ 700.00			\$ 110.00					
		TESTING THIS						
02/01	0006	TEEST 1		\$ 100.00	\$ 100.00			\$
800.00			\$ 0.00					
.....								
.....								
		TOTALS			\$ 1800.00	\$ 1450.00		
\$ 1800.00			\$ 1890.00					
VA FORM 4-1358a-ADP (NOV 1987)								

4.4 What Does the Status Mean?

Find the status on the table below. The numbers in the table represent nodes in the flowchart on the pages following the table. Contact the representative at that node

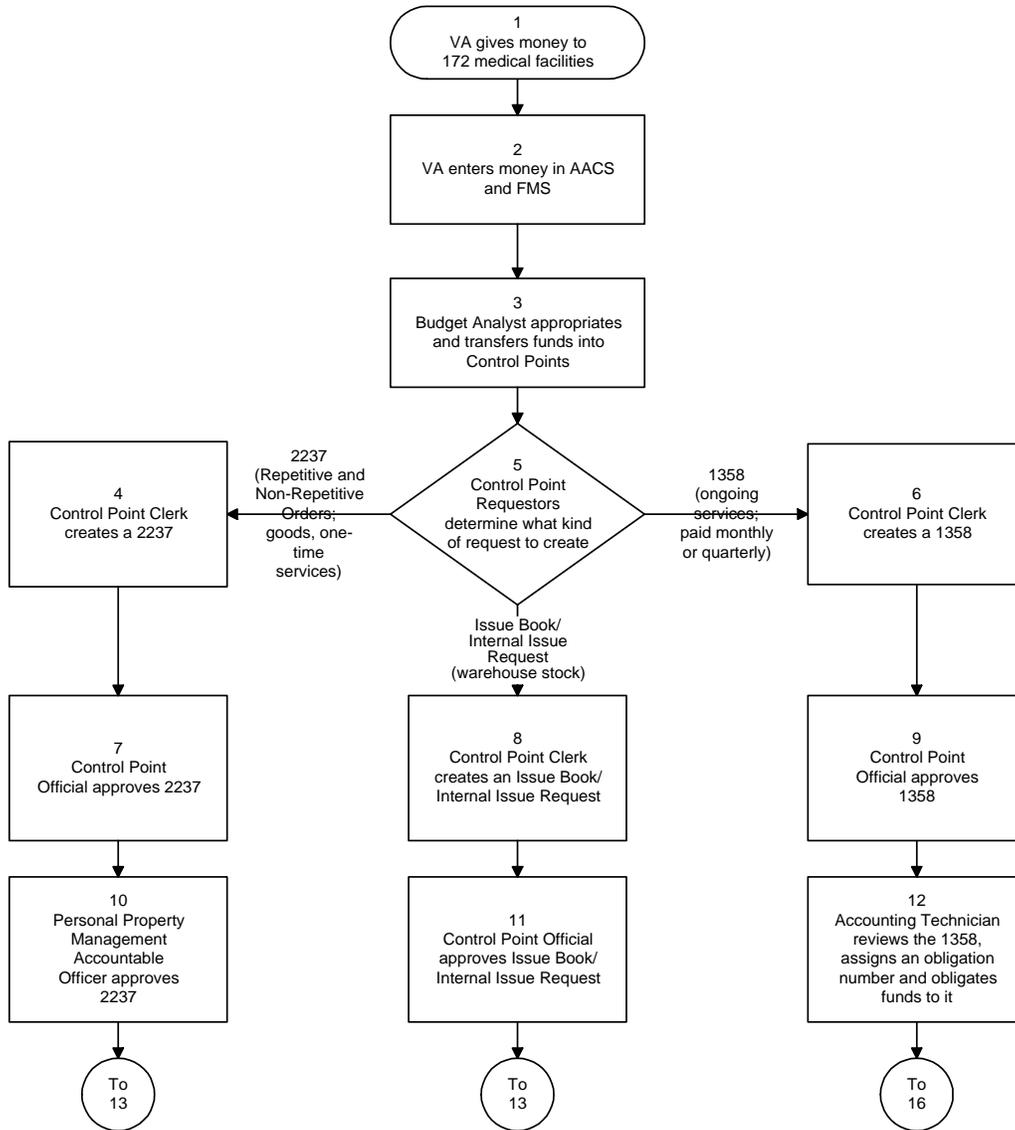
Status of Request, Transaction, or Purchase Order	The request is pending action at node number
Assigned to PPM Clerk	17
Assigned to Purchasing Agent	19
Awaiting Payment	37 through 42, depending on order
Cancelled - 1358	Rejected at 6. Start from scratch.
Cancelled Order	Died at 19. Purchasing Agent cancelled it.
Complete Order Received	35 or 36.

How to Monitor the Status of a Request

Complete Order Received (Amended)	Same as above, just that the Purchasing Agent has amended the Purchase Order.
Complete Order Received But Not Obligated	Past 32 or 33, but 23 or 24 has been skipped. Talk to the Accounting Technician.
Forward to Imprest Funds Agent	19
Held for Review in Personal Prop.	17
Held in P&C Pending Return of Quotations	19
Issue Pending Delivery From Warehouse	29, 46 or END.
Issue Request Pending Fiscal Action	This status is not used. Currently, Fiscal Service does not process issue book orders.
Obligated - 1358	20
Obligated - Awaiting Invoice	27
Order Not Completely Prepared	19. The Purchasing Agent has assigned a Purchase Order number to it, but hasn't transmitted it to the Accounting Technician yet.
Ordered (No Fiscal Action Required)	30. This status means that funds aren't obligated for this type of Purchase Order, so it skipped node 23.
Ordered and Obligated	28 or 30. Talk to the vendor.
Ordered and Obligated (Amended)	Same as above, just that the Purchasing Agent amended the Purchase Order.
Partial Issue Delivered	Either 29 or END.
Partial Order Received	Either 35, 36, 37, 38, 40, 41 or END. Talk to the Accounting Technician if you want to know if they've sent the payment order.
Partial Order Received (Amended)	Same as above, just that the Purchasing Agent amended the Purchase Order.
Partial Received (No Fiscal Action Req)	Same as Partial Order Received, except that this status means that this Purchase Order will skip either 37 or 38, because no fiscal action is required.
Partial Received But Not Obligated	Same as Partial Order Received, except that this status means that funds aren't obligated for this type of Purchase Order, so it skipped node 23.
Pending Accountable Officer Signature	14, 15 or 18.
Pending CP Official's Signature	7, 9 or 11.
Pending Completion by CP Clerk	4, 6 or 8.
Pending Completion by Requestor	5
Pending Contracting Officers Signature	19
Pending Fiscal Action	12, 23 or 24.
Pending PPM Clerk Signature	17 or 18.
Request Clarification by Service for P&C	19
Returned to Service by P&C	Died at 19; at 4. Ask the Purchasing Agent why they returned it, if the explanation isn't in the Return to Service Comments: line on the request.

Returned to Service by Fiscal	Died at 12; at 6. Ask the Accounting Technician why they killed it, if the explanation isn't in the Return to Service Comments: line on the request.
Returned to Service by PPM	Died at 14 or 17; at 4. Ask the PPM Accountable Officer and PPM Requisition Clerk which one of them killed it and why, if the explanation isn't in the Return to Service Comments: line on the request.
Returned to Supply (Pending Signature)	Died at 23; at 19. The Accounting Technician returned the Purchase Order, usually because the Control Point doesn't have enough money to cover the Purchase Order.
Sent to Purchasing and Contracting Transaction Complete	19 Certified Purchase Orders: your request could be at 30, 33, 36, 38, 41 or END; All other requests: 40, 41, 42 or END.
Transaction Complete (Amended)	Same as above, just that the Purchasing Agent amended the Purchase Order.

IFCAP PROCESS FLOWCHART



CHAPTER 5 ADJUSTING CONTROL POINT BALANCES

5.1 Introduction

IFCAP V. 5.1 automates most of the reconciling that Control Point Clerks have had to perform manually. You will still have to adjust 1358 expenses and adjust your supply Fund Control Point balances at the end of the fiscal year.

5.2 How to Adjust 1358 Expenses

5.2.1 Menu Navigation

```
Process a Request Menu ...
Display Control Point Activity Menu ...
Funds Control Menu ...
Status of Requests Reports Menu ...
Record Date Received by Service Menu ...

Select Control Point Clerk's Menu Option: Process a Request Menu

New 2237 (Service) Request
Edit a 2237 (Service)
Copy a Transaction
1358 Request Menu ...
Print/Display Request Form
Change Existing Transaction Number
Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report

Select Process a Request Menu Option: 1358 Request Menu

New 1358 Request
Increase/Decrease Adjustment
Edit 1358 Request
Create/Edit Authorization
Daily Activity Enter/Edit
Display 1358 Balance
List Open 1358s
Print 1358
Recalculate 1358 Balance
Select 1358 Request Menu Option: Increase/Decrease Adjustment
```

5.2.2 Setup Parameters

Enter a fiscal year, fiscal quarter and a control point. Enter the number of the obligation you want to adjust at the Select Obligation Number: prompt. If you do not know the number, enter as many of the first characters that you remember of enter three question marks, and IFCAP will list the available obligations. IFCAP will display the amount of the obligation you selected and

assign a transaction number to the adjustment you are creating. At the Classification of Request: prompt, create a classification name for the request if you like, or press the Enter key to skip this prompt. The Classification of Request: prompt allows you to create reports that group requests by categories that **YOU** define. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort groups are used to generate expense reports for projects and offices. Enter your name at the Requestor: prompt. Enter today's date at the Date of Request: prompt. Enter the cost center at the Cost Center: prompt. Cost centers allow Fiscal staff to create total expense records for a section or service.

```

Select FISCAL YEAR: 95//
Select QUARTER: 2//
Select CONTROL POINT: 101 LAB
Select OBLIGATION NUMBER: ???

CHOOSE FROM:
C12129          OBL          C12129
C45001          OBL          C45001
C45003          OBL          C45003
C45005          OBL          LONG LASTING TELEPHO C45005
C45006          OBL          LONG LASTING TELEPHO C45006
C45007          OBL          LONG LASTING TELEPHO C45007
C45009          OBL          LONG LASTING TELEPHO C45009
C45010          OBL          LONG LASTING TELEPHO C45010
C45012          OBL          C45012
C45013          OBL          C45013
C45014          OBL          C45014

Select OBLIGATION NUMBER: C95005 688-99-2-101-0088 OBL LONG LASTING TELEPHO
C45005

Original Obligation Amount: $ 1,000.00 Service Balance: $ 1,000.00
Fiscal's 1358 Balance: $ 1,000.00

This transaction is assigned transaction number: 688-99-2-101-0347
CLASSIFICATION OF REQUEST: Vandalism repair
SORT GROUP:
REQUESTOR: Smith, John
DATE OF REQUEST: JAN 9,1999// (JAN 09, 1999)
COST CENTER: 805600 Office of Director for Replace

```

5.2.3 Adjustment Information

Enter today's date at the Date Obl Adjusted: prompt. Enter the amount that you want to adjust the obligation at the Adjustment \$Amount prompt. Type a minus symbol in front of the amount to decrease the 1358 and put money back into your Control Point. Type the number without any symbols to increase the 1358 and deduct more money from your Control Point. At the BOC1: prompt, enter the budget object code classification for this item. Budget object codes are defined in VHA Handbook 4671.2. If you do not know the BOC for this item, enter three question marks and IFCAP will list the available budget object codes. Enter the amount of the item you want to attribute to the budget object code at the BOC1 Amount: prompt. Enter a Sub-Control Point if you want to assign this receipt to a defined subcategory of the Control Point. At the Purpose: prompt, explain the purpose of the order, and enter your name and telephone number. Add comments if you like. You may review the request to make sure that the information on the request is correct. Confirm that the adjustment is ready for approval and for

transmission to A&MM or Fiscal Service. Enter your electronic signature code. You may enter another adjustment or return to the 1358 Request Menu.

```
DATE OBL ADJUSTED: T (JAN 09, 1999)
ADJUSTMENT $ AMOUNT: 410 $ 410.00
BOC1: 2543 Maintenance and Repair Services Replace
BOC1 $ AMOUNT: 410// $ 410.00
TRANSACTION BEG BAL: 410.00

Select SUB-CONTROL POINT:
PURPOSE:
  1>Vandalism repair
  2>
EDIT Option:
COMMENTS:
  1>VA Police case number 95-1-109
  2>
EDIT Option:

Would you like to review this request? NO//
Is this request ready for approval? YES// (YES)
Is this request ready for transmission to A&MM/Fiscal? NO// Y (YES)
Enter ELECTRONIC SIGNATURE CODE: Thank you.
Enter another increase/decrease adjustment? NO//
```


CHAPTER 6 WHAT TO DO WHEN THE SYSTEM IS DOWN OR THERE IS A LIFE-THREATENING EMERGENCY

In some facilities, Purchasing Agents prepare for system crashes by creating a of purchase order numbers to use when the system crashes. Ask your Purchasing Agent if he or she does this. If so, call him or her when the system crashes and ask for one of these “emergency” purchase order numbers. When the system is functioning, create your requests in IFCAP using this purchase order number and enter in the Comments: field of the request that this order was requested during a system failure and that the order has already been ordered and obligated using the emergency purchase order number.

Comments: // System Failure reconciliation -- DO NOT ORDER -- DO NOT OBLIGATE

If you do not clearly explain that this order has already been filled, the Purchasing Agent will order it again and your control point will be charged for the purchase.

CHAPTER 7 OTHER IFCAP FUNCTIONS

7.1 Supplementary Options in the Process a Request Menu

This chapter describes the options available to you in IFCAP that were not mentioned in the previous chapters. Each section of this chapter defines the purpose of the option, the menu path to reach the option in the menus, what information to enter at the prompts, and how to interpret the output that the option creates.

7.2 Edit a 2237 (Service)

Select Process a Request Menu from the Control Point Clerk's Menu.

Select Edit a 2237 (Service) from the Process a Request Menu.

7.2.1 Setup Parameters

Enter a Station number. Enter a Control Point. If you do not know the Control Point, enter two question marks at the Select Control Point: prompt and IFCAP will list the available Control Points. If the Control Point is attached to more than one Inventory Point, enter the Inventory Point at the prompt or simply hit <enter> and no Inventory Point will be attached to the order.

```
Select STATION NUMBER: 688          WASHINGTON,DC
Select CONTROL POINT: 101 ??
Select CONTROL POINT: ??

CHOOSE FROM:
  22          022 MISC OFFICE SUPPLIES
  40          040 BUILDING MANAGEMENT
  73          073 ENGINEERING
  112         112 SURGICAL SERVICE
  114         114 RADIOLOGY SERVICE
  121         121 LAB TESTING 121
  170         170 REHAB. MEDICINE
  7001        7001 SUPPLY FUND

Select CONTROL POINT: 022 MISC OFFICE SUPPLIES
```

7.2.2 Enter Transaction Number

Enter a transaction number. If you do not know the transaction number, enter three question marks at the Select Control Point Activity Transaction Number: prompt and IFCAP will list the available transactions. You can also enter the vendor name, or as much of the beginning of the transaction number as you can remember. For example, If you enter 688-95-4, IFCAP will list all the transactions for Control Point 688 for fiscal year 1995 and fiscal quarter 4. Reducing the search in one of these ways will greatly reduce your search time.

```
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ??

Attempting lookup in transaction file.

Attempting lookup using 022 MISC OFFICE SUPPLIES (CONTROL POINT)

  1  022 MISC OFFICE SUPPLIES 688-94-4-022-0007 OBL JOHNSON & JOHNSON IN
This is where the "Description" goes.
  2  022 MISC OFFICE SUPPLIES 688-94-4-022-0006 OBL
```

Other IFCAP Functions

```
3 022 MISC OFFICE SUPPLIES 688-94-4-022-0005 OBL
4 022 MISC OFFICE SUPPLIES 688-94-4-022-0004 OBL WAREHOUSE
5 022 MISC OFFICE SUPPLIES 688-94-4-022-0003

TYPE '^' TO STOP, OR
CHOOSE 1-5: 5 688-94-4-022-0003
```

7.2.3 Form Type

IFCAP will show the default form type and list the prompts required to create that form type. Read the sections of this guide on creating these form types for descriptions of the prompts.

7.2.4 Control Point Balances

IFCAP will list the current Control Point balance, the estimated cost (incorporating the change to the balance that you just made), and the total uncommitted balance from current and prior quarters for that Control Point. IFCAP will allow you to forward the request to the Control Point Official. Enter N at the Would You Like To Edit Another Request?: prompt to return to the Process a Request Menu.

```
Current Control Point balance: $0.00
Estimated cost of this request: $44.00
Total uncommitted balance from current and prior quarters: $4734.20

Sure you want to approve this request? NO// Y (YES)

Would you like to edit another request? YES// n (NO)

Select Process a Request Menu Option:
```

7.3 Print/Display Request Form

Use this option to print or display a request.

7.3.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu. Select Print/Display Request Form from the Process a Request Menu. Enter the transaction number of the request at the Select Transaction: prompt .or enter the Obligation Number.

```
Select Process a Request Menu Option: print/Display Request Form
Select STATION NUMBER: 688//
Select CONTROL POINT: 110 MAVIS .01//                0160A1  10  0100  010042116
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER:    A00011
  Searching for a Sort Group, (pointed-to by SORT GROUP)
    Searching for a Work Order, (pointed-to by SORT GROUP)

688-00-1-110-0015  OBL  RACHEL  A00011  688-00-1-110-0014
DOLLS
```

7.3.2 Last Page Print

Enter Yes at the Print Last Page of 2237?: prompt if you want to see who has approved the request for purchase (the "Administrative Action" column) or who has certified receipt of the purchase (the "Receipt Action" column). Otherwise, enter No at this prompt.

Print last page of 2237? YES//
 DEVICE: HOME// LAT RIGHT MARGIN: 80//

7.3.3 Interpreting the Request Form

The request form lists the information you provided in the Enter/Edit a Request options in a style that represents a manual VA 2237 form. The form lists each item with description and unit cost, and a total cost for the request. It also lists where the item(s) should be delivered. If you printed the last page of the 2237, the form will list signature and date columns for officers and clerks to sign at various stages of approval and receipt. Enter another transaction at the Select Transaction: number or press the Enter key to return to the Requestor's Menu.

```

                PRIORITY: STANDARD
JUL 10, 2000@10:57:49          688-00-1-110-0015
-----
                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-----
TO: A&MM Officer          Requesting Office
                           FISCAL (04)
-----
Action Requested          Date Prepared          Date Required
  Delivery                OCT 25, 1999          OCT 25, 1999
-----
ITEM NO.          DESCRIPTION          QUANTITY  UNIT          ESTIMATED
OR STOCK NO.
UNIT COST
-----
EA                1 DOLLS                                12
                  1.2000
-----
                TOTAL COST: $14.40
-----
VENDOR INFORMATION:      NO: 41369          FAX: 301-427-3711/DEF
VENDOR: RACHEL          CONTACT: MAUREEN
                   8 HIGH ST          PHONE:
413-269-2625
                   FLORENCE,MA 01061
-----
Ref. Voucher Number:
-----
Press return to continue, uparrow (^) to exit:
                           688-00-1-110-0015
-----
                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-----
                DELIVER TO: BD3
-----
JUSTIFICATION OF NEED OR TURN-IN
TEST
-----
Originator of Request:
Signature of Initiator          Signature of Approving
Official Date
                                           /ES/MAVIS
MCGAUGH
MAVIS L. MCGAUGH          MAVIS L. MCGAUGH
RACHELS GRANDMA          RACHELS GRANDMA          OCT
25, 1999
-----
Appropriation and Accounting Symbols
688-3600160-110-842100-2660-A00011 010042116
    
```

```
-----  
Press return to continue:
```

7.4 Cancel Transaction with Permanent Number

7.4.1 Setup Parameters

Select Process a Request Menu from the Control Point Clerk's Menu. Select Cancel Transaction with Permanent Number from the Process a Request Menu. Enter a Station number and a Control Point number. Enter the transaction you want to delete at the Select Transaction Number: prompt, or enter three question marks and IFCAP will display the available transactions.

Note: When you cancel a transaction that began as a temporary request, print and mail a copy of the request to the requestor, since canceling the request removes it from the system. This will save time for the requestor.

```
Select Process a Request Menu Option: Cancel Transaction with Permanent Number  
Select STATION NUMBER: 688 WASHINGTON,DC  
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES  
Select TRANSACTION NUMBER: ??  
  
Attempting lookup in transaction file.  
  
Attempting lookup using 022 MISC OFFICE SUPPLIES (CONTROL POINT)  
  
1 022 MISC OFFICE SUPPLIES 688-94-4-022-0007 CANCEL  
Transaction no. 688-94-4-022-0007 was replaced by trans. no. 688-94-4-022-0009  
  
2 022 MISC OFFICE SUPPLIES 688-94-4-022-0008 OBL SAM'S SUPPLY STORE  
  
3 022 MISC OFFICE SUPPLIES 688-94-4-022-0009 OBL JOHNSON & JOHNSON IN  
This is where the "Description" goes.  
  
4 022 MISC OFFICE SUPPLIES 688-94-4-022-0006 OBL  
  
5 022 MISC OFFICE SUPPLIES 688-94-4-022-0005 OBL  
  
TYPE '^' TO STOP, OR  
CHOOSE 1-5: 1 688-94-4-022-0007
```

7.4.2 Cancel Transaction

IFCAP will ask you to confirm that you want to cancel the transaction, and ask you to enter comments that explain why you have cancelled the transaction. At the Would you like to cancel another transaction?: prompt, answer Y to cancel another transaction or press the Enter key to return to the Process a Request Menu.

```
Are you sure you want to cancel this transaction? NO// Y (YES)  
Please enter comments describing the reason this transaction was cancelled  
  
COMMENTS:  
1>Transaction no. 688-94-4-022-0007 was replaced by trans. no. 688-94-4-022-00  
09  
EDIT Option: add lines  
2>Item no longer needed.  
3>  
EDIT Option:
```

```
Would you like to cancel another transaction? NO// (NO)
```

```
New 2237 (Service) Request
Edit a 2237 (Service)
Copy a Transaction
1358 Request Menu ...
Print/Display Request Form
Change Existing Transaction Number
Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report
```

```
Select Process a Request Menu Option:
```

7.5 Supplementary Options in the Requestor's Menu

The Requestor's Menu options are described in the IFCAP Requestor User's Guide.

7.6 Supplementary Options in the Repetitive Item List Menu

7.7 New Repetitive Item List (Enter)

7.7.1 Menu Navigation

```
Select Control Point Clerk's Menu Option: Process a Request Menu
```

```
New 2237 (Service) Request
Edit a 2237 (Service)
Copy a Transaction
1358 Request Menu ...
Print/Display Request Form
Change Existing Transaction Number
Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report
```

```
Select Process a Request Menu Option: Repetitive Item List Menu
```

```
New Repetitive Item List (Enter)
Edit Repetitive Item List Entry
Delete Repetitive Item List Entry
Print/Display Repetitive Item List Entry
Generate Requests From Repetitive Item List Entry
```

```
Select Repetitive Item List Menu Option: New Repetitive Item List (Enter)
```

7.7.2 Setup Parameters

Enter a Station number, a fiscal year and a fiscal quarter. Enter a Control Point. If you do not know the name of the Control Point, enter three question marks at the prompt and IFCAP will

Other IFCAP Functions

list the available Control Points. Enter a cost center. Cost centers allow Fiscal staff to create total expense records for a section or service.

```
Select STATION NUMBER: 688           WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES
Select COST CENTER: 804909 ??
Select COST CENTER: ??
      844100           844100 Supply
      Select COST CENTER: 844100 Supply
```

7.7.3 Item Selection

Enter an item number or name at the Select Item: prompt. If you do not know the name or the number of the item, enter three question marks at the prompt and IFCAP will list the available items.

```
Select ITEM: ????
```

This is a pointer to an item in the Item file, #441. This file is composed of items specified by Supply Service as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers, and a procurement history.

CHOOSE FROM:

- 1 BANDAGE-CAST-6INX5YD
- 2 CAP-SAFETY-BOTTLE-50S
- 3 PLASMA-USP 5%
- 4 TOMATOES CANNED
- 5 SUGAR
- 6 CEREAL-SHREDDDED-WHEAT-BISQUIT
- 7 DIETARY SUPPLEMENT
- 8 PROMETHAZINE INJ 25MG 1ML
- 9 BATTERY-RECHARGEABLE-9 VOLT
- 10 PHENYTON SODIUM CAPS 100MG
- 11 TUBE,TRACH,STERILE,9MM ID
- 12 SUGAR-REFINED
- 13 THEOPHYLLINE-TABS-200MG
- 14 CEREAL-WHEAT
- 15 LITHIUM-CAP-300MG-100S-UD
- 16 ENEMA-ADMINISTRATION-SET-DISP
- 17 NEOSTIGMINE-METHYSULFATE-INJECTION.
- 18 BEANS, PINTO, CANNED, #10
- 19 EGGNOG
- 20 CORN-CANNED-#10
- 21 TOWEL-PAPER-140SQIN

```
Select ITEM: 20           CORN-CANNED-#10
```

7.7.4 Item Information

After you select an item, IFCAP will display what unit of sale the vendor uses to sell the item and if you have to buy the item by a specific multiple. In the example below, the unit is per can, but the item must be ordered in multiples of six, so the user would enter a multiple of six at the Quantity: prompt. Many repetitive items will have a mandatory source of the warehouse, meaning that the warehouse supplies this item. If the item you want is not a warehouse item, you must enter the vendor name after you enter the item number. If you don not know who the

vendor should be for that item, press the Enter key at the vendor prompt and IFCAP will list the available vendors for the item. You can add another repetitive item at the Select Item: prompt or press the Enter key to stop adding items. IFCAP will determine the cost of the items. At the Would You Like To Create Another Repetitive Item List Entry?: prompt, answer Y to add another item or N to return to the Repetitive Item List Menu.

```

This item has a mandatory source (vendor) of WAREHOUSE
NOTE: This item must be ordered in multiples of 6
NOTE: This item has a packaging multiple/unit of purchase of 1/CAN
  QUANTITY: 12
Select ITEM:
Let me total the cost for this Repetitive Item List entry (#688-94-4-022-844100-
0001)
Total number of items: 1    Total cost (all items): $30.00

Would you like to create another repetitive item list entry? NO//    (NO)

```

7.8 Edit Repetitive Item List Entry

7.8.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.

Select Repetitive Item List Menu from the Process a Request Menu.

Select Edit Repetitive Item List Entry from the Repetitive Item List Menu.

```

Select Control Point Clerk's Menu Option: Process a Request Menu

    New 2237 (Service) Request
    Edit a 2237 (Service)
    Copy a Transaction
    1358 Request Menu ...
    Print/Display Request Form
    Change Existing Transaction Number
    Repetitive Item List Menu ...
    Cancel Transaction with Permanent Number
    Requestor's Menu ...
    Item Display
    Vendor Display
    Outstanding Approved Requests Report

Select Process a Request Menu Option: Repetitive Item List Menu

    New Repetitive Item List (Enter)
    Edit Repetitive Item List Entry
    Delete Repetitive Item List Entry
    Print/Display Repetitive Item List Entry
    Generate Requests From Repetitive Item List Entry

Select Repetitive Item List Menu Option: Edit Repetitive Item List Entry

```

7.8.2 Select Repetitive List

Select a repetitive item list. If you do not know the list number, enter three question marks at the Select Repetitive Item List: prompt and IFCAP will display the available item lists.

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```
Select REPETITIVE ITEM LIST #: ???

CHOOSE FROM:
  503-93-4-073-632500-0002      09-15-93  # OF ITEMS: 1TOTAL COST:    48.00
  503-94-1-073-632500-0001      10-20-93  # OF ITEMS: 1TOTAL COST:    48.00
  503-94-1-7001-600000-0014      12-02-93  # OF ITEMS: 3TOTAL COST:  2053.42
  503-94-1-7001-600000-0015      12-14-93  # OF ITEMS: 5TOTAL COST: 953514.73

Select REPETITIVE ITEM LIST #: 632500
  1  632500  503-93-4-073-632500-0002      09-15-93  # OF ITEMS: 1 TOTAL COST:
48.00
  2  632500  503-94-1-073-632500-0001      10-20-93  # OF ITEMS: 1 TOTAL COST:
48.00
CHOOSE 1-2: 1  503-93-4-073-632500-0002
Select ITEM: 5// ???
  This is a pointer to an item in the Item file, #441.  This file is
  composed of items specified by Supply Service as being purchased
  repetitively.  This file maintains a full description of the item,
  related stock numbers, vendors, contract numbers, and a procurement
  history.

CHOOSE FROM:
  1  BANDAGE-CAST-6INX5YD
  2  CAP-SAFETY-BOTTLE-50S
  3  PLASMA-USP 5%
  4  TOMATOES CANNED
  5  LIGHT BULBS
  6  CEREAL-SHREDDDED-WHEAT-BISQUIT

Select ITEM: 5// 5          LIGHT BULBS
  ...OK? YES// (YES)
  LIGHT BULBS
```

7.8.3 Adds Items

You can change the item again if you like. Enter a quantity. You can add another item or delete items at the Select Item: prompt, or press the Enter key if you are through adding items. IFCAP will list the cost for the items on the list. To return to the Repetitive Item List Menu, press the Enter key at the Would you like to edit another repetitive item list entry?: prompt.

```
ITEM: 65//
QUANTITY: 48//
Select ITEM:
Let me total the cost for this Repetitive Item List entry (#503-93-4-073-632500-
0002)
Total number of items: 1    Total cost (all items): $48.00

Would you like to edit another repetitive item list entry? NO// (NO)

  New Repetitive Item List (Enter)
  Edit Repetitive Item List Entry
  Delete Repetitive Item List Entry
  Print/Display Repetitive Item List Entry
  Generate Requests From Repetitive Item List Entry

Select Repetitive Item List Menu Option:
```

7.9 Print/Display Repetitive Item List Entry

7.9.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.

Select Repetitive Item List Menu from the Process a Request Menu.

Select Print/Display Repetitive Item List Entry from the Repetitive Item List Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu

    New 2237 (Service) Request
    Edit a 2237 (Service)
    Copy a Transaction
    1358 Request Menu ...
    Print/Display Request Form
    Change Existing Transaction Number
    Repetitive Item List Menu ...
    Cancel Transaction with Permanent Number
    Requestor's Menu ...
    Item Display
    Vendor Display
    Outstanding Approved Requests Report

Select Process a Request Menu Option: Repetitive Item List Menu

    New Repetitive Item List (Enter)
    Edit Repetitive Item List Entry
    Delete Repetitive Item List Entry
    Print/Display Repetitive Item List Entry
    Generate Requests From Repetitive Item List Entry

Select Repetitive Item List Menu Option: Print/Display Repetitive Item List Entry
```

7.9.2 Enter Repetitive List

Enter a repetitive item list number or name. If you do not know the number or name, enter three question marks and IFCAP will list the available repetitive items.

```
Select REPETITIVE ITEM LIST #: 1 ??
Select REPETITIVE ITEM LIST #: ??

CHOOSE FROM:
  503-93-4-073-632500-0002      09-15-93  # OF ITEMS: 1TOTAL COST:    48.00
  503-94-1-073-632500-0001      10-20-93  # OF ITEMS: 1TOTAL COST:    48.00
  503-94-1-7001-600000-0014      12-02-93  # OF ITEMS: 3TOTAL COST:  2053.42
  503-94-1-7001-600000-0015      12-14-93  # OF ITEMS: 5TOTAL COST: 953514.73
  503-94-2-7001-600000-0001      03-30-94  # OF ITEMS: 2TOTAL COST:   1621.72
  688-94-4-022-844100-0001      07-08-94  # OF ITEMS: 1TOTAL COST:    30.00

Select REPETITIVE ITEM LIST #: 0015 ??
Select REPETITIVE ITEM LIST #: 073 ??
Select REPETITIVE ITEM LIST #: 632570 ??
Select REPETITIVE ITEM LIST #: 503
  1  503-93-4-073-632500-0002      09-15-93  # OF ITEMS: 1TOTAL COST:
  48.00
  2  503-94-1-073-632500-0001      10-20-93  # OF ITEMS: 1TOTAL COST:
  48.00
  3  503-94-1-7001-600000-0014      12-02-93  # OF ITEMS: 3TOTAL COST:
 2053.42
  4  503-94-1-7001-600000-0015      12-14-93  # OF ITEMS: 5TOTAL COST:
953514.73
  5  503-94-2-7001-600000-0001      03-30-94  # OF ITEMS: 2TOTAL COST:
```

Other IFCAP Functions

```
1621.72
CHOOSE 1-5: 2
DEVICE: HOME//   LAT   RIGHT MARGIN: 80//
```

7.9.3 Review List

IFCAP will list each item on the list, the quantity, the unit cost, and the Unit of Purchase (U/P), listed separately by each vendor that supplies the item. After printing or displaying the item list entry, IFCAP will return to the repetitive Item List Menu.

```
REPETITIVE ITEM LIST #: 503-94-1-073-632500-0001DATE: JUL 8,1994@16:42:39 PAGE
1
ITEM NO.      SHORT DESCRIPTION                QUANTITY  UNIT COST  U/P
-----
VENDOR: WAREHOUSE
65           LIGHT BULBS                          48        1.00     EA
TOTAL # OF ITEMS:      1    TOTAL COST:      48.00
-----
TOTAL # OF ITEMS (ALL VENDORS):      1    TOTAL COST (ALL VENDORS):      48.00

      New Repetitive Item List (Enter)
      Edit Repetitive Item List Entry
      Delete Repetitive Item List Entry
      Print/Display Repetitive Item List Entry
      Generate Requests From Repetitive Item List Entry

Select Repetitive Item List Menu Option:
```

7.10 Generate Requests From Repetitive Item List Entry

7.10.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.

Select Repetitive Item List Menu from the Process a Request Menu.

Select Generate Requests From Repetitive Item List Entry from the Repetitive Item List Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu

      New 2237 (Service) Request
      Edit a 2237 (Service)
      Copy a Transaction
      1358 Request Menu ...
      Print/Display Request Form
      Change Existing Transaction Number
      Repetitive Item List Menu ...
      Cancel Transaction with Permanent Number
      Requestor's Menu ...
      Item Display
      Vendor Display
      Outstanding Approved Requests Report

Select Process a Request Menu Option: Repetitive Item List Menu
```

```

New Repetitive Item List (Enter)
Edit Repetitive Item List Entry

Delete Repetitive Item List Entry
Print/Display Repetitive Item List Entry
Generate Requests From Repetitive Item List Entry

Select Repetitive Item List Menu Option: Generate Requests From Repetitive Item List
Entry

```

7.10.2 Select List Entry

IFCAP will warn you that this option generates requests with permanent transaction numbers from entries in the repetitive item list file. IFCAP will ask you to confirm that you want to proceed, then will ask you for the repetitive item list number. If you do not know the repetitive item list number, enter three question marks at the Select Repetitive Item List Entry Number: prompt and IFCAP will list the available item numbers.

```

This option generates requests with permanent transaction numbers from
entries in the repetitive item list file.
Are you sure you are ready to proceed? NO// Y (YES)

Select REPETITIVE ITEM LIST ENTRY NUMBER: ??

CHOOSE FROM:
503-93-4-073-632500-0002      09-15-93  # OF ITEMS: 1TOTAL COST:      48.00
503-94-1-073-632500-0001      10-20-93  # OF ITEMS: 1TOTAL COST:      48.00
503-94-1-7001-600000-0014      12-02-93  # OF ITEMS: 3TOTAL COST:    2053.42
503-94-1-7001-600000-0015      12-14-93  # OF ITEMS: 5TOTAL COST:  953514.73
503-94-2-7001-600000-0001      03-30-94  # OF ITEMS: 2TOTAL COST:    1621.72
688-94-4-022-844100-0001      07-08-94  # OF ITEMS: 1TOTAL COST:      30.00

Select REPETITIVE ITEM LIST ENTRY NUMBER: 688-94-4-022-844100-0001      07-0
8-94  # OF ITEMS: 1TOTAL COST:      30.00

```

7.10.3 Generate Requests

IFCAP will ask you if you want to generate requests using the current quarter or the quarter that the repetitive item list was generated. IFCAP will generate a request, display the transaction number it has assigned to the request, and list the vendor. IFCAP will ask you if you want to edit the item information for the request.

```

You may use either the current quarter or the repetitive item
list quarter to generate requests.
Use repetitive item list quarter? YES// (YES)
DEVICE: HOME// LAT RIGHT MARGIN: 80//

GENERATE REQUESTS FROM REPETITIVE ITEM LIST FILEDATE: JUL 8,1994@16:43
Requests Generated From Repetitive Item List Entry # 688-94-4-022-844100-0001
-----
A request with Transaction Number 688-94-4-022-0010 has been generated.

The vendor for this request is WAREHOUSE
Now entering items for this request.
Do you wish to edit this request? NO// (NO)

```

7.10.4 Display Balances

IFCAP will display the Control Point Balance, the cost of the request it just generated, and the available funds from current and prior quarters. IFCAP will allow you to transmit the request for approval. IFCAP will list the total number of the requests it generated, and the total cost for all the requests. You can reuse the list to make another request, or press the Enter key to return to the Repetitive Item List Menu.

```
Current Control Point balance: $0.00
Estimated cost of this request: $30.00
Total uncommitted balance from current and prior quarters: $4734.20

Is this request ready for approval? NO// (NO) Finished building request.
This request contains 1 item. The total cost for this request is $30.00
-----

Total no. of requests generated: 1 Total no. of items (all requests): 1
Total committed (estimated) cost (all requests) : $30.00
Do you wish to re-use this list ? NO// (NO)

      New Repetitive Item List (Enter)
      Edit Repetitive Item List Entry
      Delete Repetitive Item List Entry
      Print/Display Repetitive Item List Entry
      Generate Requests From Repetitive Item List Entry

Select Repetitive Item List Menu Option:
```

7.11 Delete Repetitive Item List Entry

7.11.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.
Select Repetitive Item List Menu from the Process a Request Menu.
Select Delete Repetitive Item List Entry from the Repetitive Item List Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu

      New 2237 (Service) Request
      Edit a 2237 (Service)
      Copy a Transaction
      1358 Request Menu ...
      Print/Display Request Form
      Change Existing Transaction Number
      Repetitive Item List Menu ...
      Cancel Transaction with Permanent Number
      Requestor's Menu ...
      Item Display
      Vendor Display
      Outstanding Approved Requests Report

Select Process a Request Menu Option: Repetitive Item List Menu

      New Repetitive Item List (Enter)
      Edit Repetitive Item List Entry
      Delete Repetitive Item List Entry
      Print/Display Repetitive Item List Entry
```

```

Generate Requests From Repetitive Item List Entry
Select Repetitive Item List Menu Option: Delete Repetitive Item List Entry

```

7.11.2 Enter Repetitive List

Enter a repetitive item list number. If you do not know the number, enter two question marks at the prompt and IFCAP will list the available item lists.

```

Select REPETITIVE ITEM LIST #: ??

CHOOSE FROM:
 503-93-4-073-632500-0002      09-15-93  # OF ITEMS: 1TOTAL COST:    48.00
 503-94-1-073-632500-0001      10-20-93  # OF ITEMS: 1TOTAL COST:    48.00
 503-94-1-7001-600000-0014      12-02-93  # OF ITEMS: 3TOTAL COST:   2053.42
 503-94-1-7001-600000-0015      12-14-93  # OF ITEMS: 5TOTAL COST:  953514.73
 503-94-2-7001-600000-0001      03-30-94  # OF ITEMS: 2TOTAL COST:   1621.72

Select REPETITIVE ITEM LIST #: 503
 1  503-93-4-073-632500-0002      09-15-93  # OF ITEMS: 1TOTAL COST:
48.00
 2  503-94-1-073-632500-0001      10-20-93  # OF ITEMS: 1TOTAL COST:
48.00
 3  503-94-1-7001-600000-0014      12-02-93  # OF ITEMS: 3TOTAL COST:
2053.42
 4  503-94-1-7001-600000-0015      12-14-93  # OF ITEMS: 5TOTAL COST:
953514.73
 5  503-94-2-7001-600000-0001      03-30-94  # OF ITEMS: 2TOTAL COST:
1621.72
CHOOSE 1-5: 5

```

7.11.3 Delete List

IFCAP will ask you to confirm that you want to delete the item list, and ask if you want to delete another. If not, IFCAP will return to the Repetitive Item List Menu.

```

Are you sure you want to delete this Repetitive Item List entry? NO// y (YES)
Okay.....It's deleted.
Would you like to delete another Repetitive Item List entry? NO// (NO)

      New Repetitive Item List (Enter)
      Edit Repetitive Item List Entry
      Delete Repetitive Item List Entry
      Print/Display Repetitive Item List Entry
      Generate Requests From Repetitive Item List Entry

Select Repetitive Item List Menu Option:

```

7.12 Copy a Transaction

7.12.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.
Select Copy a Transaction from the Process a Request Menu.

```

Select Control Point Clerk's Menu Option: Process a Request Menu

      New 2237 (Service) Request

```

Other IFCAP Functions

```

Edit a 2237 (Service)
Copy a Transaction
1358 Request Menu ...
Print/Display Request Form

Change Existing Transaction Number

Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report

Select Process a Request Menu Option: Copy a Transaction
```

7.12.2 Setup Parameters

Enter a Station number and a Control Point. Enter the transaction number. If you do not know the transaction number, enter three question marks at the prompt and IFCAP will list the available transactions.

```

Select STATION NUMBER: 688           WASHINGTON,DC
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES

Select the Transaction to be copied: ???

Attempting lookup in transaction file.

Attempting lookup using 022 MISC OFFICE SUPPLIES (CONTROL POINT)

   1  022 MISC OFFICE SUPPLIES  688-94-4-022-0010  OBL  WAREHOUSE      CORN-
CANNED-#10

   2  022 MISC OFFICE SUPPLIES  688-94-4-022-0007  CANC
Transaction no. 688-94-4-022-0007 was replaced by trans. no. 688-94-4-022-0009

   3  022 MISC OFFICE SUPPLIES  688-94-4-022-0008  OBL  SAM'S SUPPLY STORE

   4  022 MISC OFFICE SUPPLIES  688-94-4-022-0009  OBL  JOHNSON & JOHNSON I
This is where the "Description" goes.

   5  022 MISC OFFICE SUPPLIES  688-94-4-022-0006  OBL

TYPE '^' TO STOP, OR
CHOOSE 1-5: 1  688-94-4-022-0010
```

7.12.3 Review Request

IFCAP will ask you if you would like to review the request, and ask you to enter new information about the transaction. IFCAP will allow you to enter a new Station number, fiscal year, quarter, and Control Point for the transaction.

```

Would you like to review this request? NO// (NO)

Would you like to proceed ? YES// (YES)

Now enter the information for the new transaction number.

Select STATION NUMBER: 688//           WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
```

7.12.4 Additional Information

IFCAP will assign a transaction number to the request and prompt you for a form type. Based on which form type you select, IFCAP will prompt you for additional information about the purpose of your request and the source of funds. Read the sections in this guide on creating this form type for explanations of these prompts. Enter “T” for today as the date of the request. Enter your name as the requestor. Enter the Service that you are creating the request for at the Requesting Service: prompt. Enter the date that the goods or services are required. Assign a priority to the request. The priority categories in IFCAP, ranging from shortest to longest delivery time remaining, are “Emergency”, “Special” and “Standard”. Different stations assign different time durations to these categories. Check with your Fiscal office to determine the durations at your station for these categories.

```

This transaction is assigned transaction number: 688-94-4-022-0011
FORM TYPE: ISSUE BOOK/INTERVAL ISSUE//
      Transaction data is being copied...

Issue Book Requests will automatically be ordered from
WAREHOUSE

INTERVAL ISSUE?:
CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST: TODAY//   (JUL 08, 1994)
REQUESTOR: White,Basil
REQUESTING SERVICE:
DATE REQUIRED: T+3   (JUL 11, 1994)
PRIORITY OF REQUEST: ST//   STANDARD

```

7.12.5 Special Remarks

At the Special Remarks: prompt, explain how the service will use the item, names of other items that would fulfill the same need, and any other information that would help the Purchasing Agent fulfill your request. Purchasing Agents sometimes change orders to fulfill the service’s need faster, find a better item or change the vendor for a better price. Explaining the use of the item will make these tasks easier to accomplish. Enter a cost center. Cost center numbers are listed in the left column of MP-4 Part V, Appendix B-1. Cost centers allow Fiscal staff to create total expense records for a section or service. Enter 1 at the Select Line Item Number: prompt for the first item on the request. At the Item Master File No.: prompt, enter the item name or number. You can also type three question marks (???) to see a list of the items you can request. Enter how many units of purchase (not number of items) at the Quantity: prompt. At the BOC: prompt, enter the budget object code classification for this item. Budget object codes are defined in MP-4 Part V, Appendix B-2. If you do not know the BOC for this item, enter three question marks and IFCAP will list the available budget object codes. At the Intermediate Product Code: prompt, enter the Intermediate Product Code if there is one. The Intermediate Product Code is a stock number that vendors sometimes use.

```

SPECIAL REMARKS:
1>
COST CENTER: 844100 Supply//
Select LINE ITEM NUMBER: 1//
LINE ITEM NUMBER: 1//

```

Other IFCAP Functions

```
ITEM MASTER FILE NO.: 20//  
QUANTITY: 12//  
BOC: 2610 Provisions//  
INTERMEDIATE PRODUCT CODE:
```

7.12.6 Add Items

Enter 2 at the Select Line Item Number: prompt if you want to add another item to your request. IFCAP will display the estimated cost of your request. At the Date Committed: prompt, enter the date that you want IFCAP to commit funds to the purchase. At the Select Sub-Control Point: prompt, you can associate this purchase with a category of purchases that you can define. This allows you to group similar purchases together. Enter where you want the warehouse to deliver the item at the Deliver To/Location: prompt, including room and building number if you can. At the Justification: prompt, explain why the service or item is needed by the service. Add comments if you like. IFCAP will ask you if you want to review the request again, and will display the current balance of the Control Point, the cost of the request, and the money available to the Control Point from current and prior quarters. IFCAP will ask you if you want to send the request to the Control Point Official for approval. You can copy another request, or press the Enter key at the prompt to return to the Process a Request Menu.

```
Select LINE ITEM NUMBER:  
COMMITTED (ESTIMATED) COST: 30//  
DATE COMMITTED:  
  
TRANSACTION BEG BAL: 30.00  
  
Select SUB-CONTROL POINT:  
DELIVER TO/LOCATION: Bldg. 20  
JUSTIFICATION:  
  1>  
ORIGINATOR OF 2237: White,Basil  
COMMENTS:  
  1>  
  
Would you like to review this request? NO// (NO)  
Current Control Point balance: $0.00  
Estimated cost of this request: $30.00  
Total uncommitted balance from current and prior quarters: $4734.20  
  
Is this request ready for approval? NO// (NO)  
  
Would you like to copy another request? YES// n (NO)  
  
New 2237 (Service) Request  
Edit a 2237 (Service)  
Copy a Transaction  
1358 Request Menu ...  
Print/Display Request Form  
Change Existing Transaction Number  
Repetitive Item List Menu ...  
Cancel Transaction with Permanent Number  
Requestor's Menu ...  
Item Display  
Vendor Display  
Outstanding Approved Requests Report  
  
Select Process a Request Menu Option:
```

7.13 Item Display

7.13.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.
Select Item Display from the Process a Request Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu

      New 2237 (Service) Request
      Edit a 2237 (Service)
      Copy a Transaction
      1358 Request Menu ...
      Print/Display Request Form
      Change Existing Transaction Number
      Repetitive Item List Menu ...
      Cancel Transaction with Permanent Number
      Requestor's Menu ...
      Item Display
      Vendor Display
      Outstanding Approved Requests Report

Select Process a Request Menu Option: Item Display
```

7.13.2 Enter Item Number

Enter an item master number at the prompt. If you do not know the item master number, enter the name of the item. If you do not know the name of the item, type three question marks at the prompt and IFCAP will list the available items.

```
Select ITEM MASTER NUMBER: ???

CHOOSE FROM:
 1  BANDAGE-CAST-6INX5YD
 2  CAP-SAFETY-BOTTLE-50S
 3  PLASMA-USP 5%
 4  TOMATOES CANNED
 5  SUGAR
 6  CEREAL-SHREDDED-WHEAT-BISQUIT
 7  DIETARY SUPPLEMENT
 8  PROMETHAZINE INJ 25MG 1ML
 9  BATTERY-RECHARGEABLE-9 VOLT
10  PHENYTON SODIUM CAPS 100MG
11  TUBE, TRACH, STERILE, 9MM ID
12  SUGAR-REFINED
13  THEOPHYLLINE-TABS-200MG
14  CEREAL-WHEAT
15  LITHIUM-CAP-300MG-100S-UD
16  ENEMA-ADMINISTRATION-SET-DISP
17  NEOSTIGMINE-METHYSULFATE-INJECTION.
18  BEANS, PINTO, CANNED, #10
19  EGGNOG
20  CORN-CANNED-#10
21  TOWEL-PAPER-140SQIN

Select ITEM MASTER NUMBER: 4          TOMATOES CANNED
NUMBER: 4                            SHORT DESCRIPTION: TOMATOES CANNED
```

Other IFCAP Functions

7.13.3 Display Data

IFCAP will display a series of descriptions of the item, including vendor information, units of purchase, and purchase orders that procured the item. You can either enter another item master number or press the Enter key to return to the Process a Request Menu.

```
FSC: 8940
LAST VENDOR ORDERED: KERR MANUFACTURING CO
NSN: 8940-00-851-7063          MANDATORY SOURCE: WAREHOUSE
DATE ITEM CREATED: JAN 25, 1993    BOC: 2610 Provisions
CREATED BY: STUDENT,TWENTY-NINE    INC: 02183
DESCRIPTION:  TOMATOES CANNED WHOLE OR LARGE PIECES DIETETIC NO. 303
VENDOR: WAREHOUSE                UNIT COST: 1.888
DATE OF UNIT PRICE: JAN 25, 1993   UNIT OF PURCHASE: CS
PACKAGING MULTIPLE: 6              MAXIMUM ORDER QTY: 6
UNIT CONVERSION FACTOR: 3          REQUIRED ORDER MULTIPLE: 6
VENDOR: KERR MANUFACTURING CO      UNIT COST: 1.01
DATE OF UNIT PRICE: DEC  2, 1993   UNIT OF PURCHASE: CN
PACKAGING MULTIPLE: 1              UNIT CONVERSION FACTOR: 1
VENDOR: VA SUPPLY DEPOT            UNIT COST: 1.889
DATE OF UNIT PRICE: JAN 25, 1993   UNIT OF PURCHASE: CN
PACKAGING MULTIPLE: 6              MAXIMUM ORDER QTY: 6
UNIT CONVERSION FACTOR: 1          REQUIRED ORDER MULTIPLE: 6
MINIMUM ORDER QTY: 1
VENDOR: **VA DEPOT16              UNIT COST: .89
DATE OF UNIT PRICE: MAR  9, 1993   UNIT OF PURCHASE: CN
PACKAGING MULTIPLE: 1
NSN VERIFIED: DEC  2, 1993         FOOD GROUP: Fruits, Vegetables
SKU: CN
FCP: 503033
PURCHASE ORDER: 503-B40006
LONG NAME (c): SITE: 503   FCP: 033 PHARMACY
FCP: 5037001
PURCHASE ORDER: 503-G38095
PURCHASE ORDER: 503-G30004
PURCHASE ORDER: 503-G38043
LONG NAME (c): SITE: 503   FCP: 7001 SUPPLY FUND

Select ITEM MASTER NUMBER:

    New 2237 (Service) Request
    Edit a 2237 (Service)
    Copy a Transaction
    1358 Request Menu ...
    Print/Display Request Form
    Change Existing Transaction Number
    Repetitive Item List Menu ...
    Cancel Transaction with Permanent Number
    Requestor's Menu ...
    Item Display
    Vendor Display
    Outstanding Approved Requests Report

Select Process a Request Menu Option:
```

7.14 Vendor Display

7.14.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.
Select Vendor Display from the Process a request Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu
```

```

New 2237 (Service) Request
Edit a 2237 (Service)
Copy a Transaction
1358 Request Menu ...
Print/Display Request Form
Change Existing Transaction Number
Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report

```

```
Select Process a Request Menu Option: Vendor Display
```

7.14.2 Vendor Selection

Enter a vendor name. If you do not know the vendor name, enter the first few characters of the name. If you do not know the first few characters of the name, enter three question marks at the prompt and IFCAP will list the available vendors.

```
Select VENDOR NAME: Sam's SUPPLY STORE          123-456-7890 NO. 741
SPECIAL FACTORS:
ORDERING ADDRESS: 6877 MAIN ST
                  GREENBELT, AK 11888

...OK? YES//   (YES)

DEVICE:  LAT   RIGHT MARGIN: 80//
```

7.14.3 Display Vendor Information

IFCAP will list a comprehensive set of descriptions of the vendor, including address, socioeconomic and business category information, payment information, and contract information. After the list, you can enter another vendor, or press the Enter key at the prompt to return to the Process a Request Menu.

```

VENDOR LIST                                JUL  8,1994  16:52  PAGE 1
-----
NUMBER: 741                                NAME: SAM'S SUPPLY STORE
ORDERING ADDRESS1: 6877 MAIN ST            ORDERING CITY: GREENBELT
ORDERING STATE: ALASKA                    ORDERING ZIP CODE: 11888
VA P&C contact phone number: 123-456-7890
SOCIOECONOMIC GROUP (FPDS): OO  NONE OF THE ABOVE
BUSINESS TYPE (FPDS): SMALL               IS A SF129 ON FILE?: NOT APPLICABLE
FMS VENDOR CODE: 111222444               TAX ID/SSN: 111222444
SSN/TAX ID INDICATOR: SOCIAL SECURITY NUMBER
PAYMENT HOLD INDICATOR: NO                1099 VENDOR INDICATOR: YES
PENDING FLAG: CONFIRMATION OF APPROVAL
CENTRAL REMIT: NO                        VENDOR TYPE: COMMERCIAL
MTI ACTION: CHANGE
CONTRACT NUMBER: 2432424                  EXPIRATION DATE: AUG  4, 1994
BEGINING DATE: APR 16, 1994
PAYMENT PHONE NO.: 409-876-9876          PAYMENT ADDRESS1: 1453 KINWOOD LANE
PAYMENT ADDRESS2: SUITE 100              PAYMENT CITY: BALTIMORE
PAYMENT STATE: MARYLAND                  PAYMENT ZIP CODE: 21210\
DATE VENDOR CREATED: JUL  1, 1994       CREATED BY: POSTMASTER

```

Other IFCAP Functions

Select VENDOR NAME:

- New 2237 (Service) Request
- Edit a 2237 (Service)
- Copy a Transaction
- 1358 Request Menu ...
- Print/Display Request Form
- Change Existing Transaction Number
- Repetitive Item List Menu ...
- Cancel Transaction with Permanent Number
- Requestor's Menu ...
- Item Display
- Vendor Display
- Outstanding Approved Requests Report

Select Process a Request Menu Option:

7.15 Supplementary Options in the 1358 Request Menu

7.16 New 1358 Request

7.16.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.

Select 1358 Request Menu from the Process a Request Menu.

Select New 1358 Request from the 1358 Request Menu.

Select Control Point Clerk's Menu Option: Process a Request Menu

- New 2237 (Service) Request
- Edit a 2237 (Service)
- Copy a Transaction
- 1358 Request Menu ...
- Print/Display Request Form
- Change Existing Transaction Number
- Repetitive Item List Menu ...
- Cancel Transaction with Permanent Number
- Requestor's Menu ...
- Item Display
- Vendor Display
- Outstanding Approved Requests Report

Select Process a Request Menu Option: 1358 Request Menu

- New 1358 Request
- Increase/Decrease Adjustment
- Edit 1358 Request
- Create/Edit Authorization
- Daily Activity Enter/Edit
- Display 1358 Balance
- List Open 1358s
- Print 1358
- Recalculate 1358 Balance

Select 1358 Request Menu Option: New 1358 Request

7.16.2 Setup Parameters

Enter a station number, fiscal year, fiscal quarter, and Control Point.. IFCAP will assign a transaction number to your request. Write this number down. You will need this number to determine the status of your request.

```
Select STATION NUMBER: 688           WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 3//
Select CONTROL POINT: 101
   1   101 LAB TESTING 101
   2   1011 BUDGET RETEST
   3   1012 BUDGET RETEST
CHOOSE 1-3: 1

This transaction is assigned Transaction number: 688-94-3-101-0049
```

7.16.3 Classification and Sort Groups

The Classification of Request: prompt allows you to create reports that group requests by categories that **YOU** define. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group.

```
CLASSIFICATION OF REQUEST: ???
  This Classification of Request field allows you
  to classify and/or categorize all transactions
  (requests) for supplies, services, etc.
  This is the previous "Type of Request" field.
CLASSIFICATION OF REQUEST:
SORT GROUP: ???
  This Sort Group field may be used to group together all
  transactions (requests) that relate to a specific project,
  work order, investigator, food group, doctor, etc.
  This is the previous "Project Number" field.
  Enter one of the following:
    S.EntryName to select a Sort Group
    W.EntryName to select a Work Order

  To see the entries in any particular file, type <Prefix.??>

  If you simply enter a name then the system will search each of
  the above files for the name you have entered. If a match is
  found the system will ask you if it is the entry that you desire.

  However, if you know the file the entry should be in, then you can
  speed processing by using the following syntax to select an entry:
    <Prefix>.<entry name>
      or
    <Message>.<entry name>
      or
    <File Name>.<entry name>

  Also, you do NOT need to enter the entire file name or message
  to direct the look up. Using the first few characters will suffice.
SORT GROUP:
```

Other IFCAP Functions

7.16.4 Cost Center Data

Enter the name of the individual printed on the request form as the initiator of the request at the Requestor: prompt. Press the Enter key at the Date of Request: prompt to accept the default of today's date. Enter the date that you want to commit funds to your request at the Date Committed: prompt.

Enter the total cost in dollars for the item at the Committed (Estimated) Cost: prompt. Enter the cost center at the Cost Center: prompt if this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.

```
REQUESTOR: White,Basil
DATE OF REQUEST: JUN 29,1994// (JUN 29, 1994)
DATE COMMITTED: 06/01/94// (JUN 01, 1994)
COMMITTED (ESTIMATED) COST: ???
    This is the estimated amount of the committed cost of
    the requested item(s).
COMMITTED (ESTIMATED) COST: 414 $ 414.00
COST CENTER: ???

ANSWER WITH COST CENTER
CHOOSE FROM:
    800100 Office of Chief Medical Director
    810800 Career Development Program
    820111 LAB TEST CC
    840211 LAB TEST BOC
    844111 LAB TEST BOC
    850111 LAB TEST BOC
    870021 Operating Equipment - Additions

COST CENTER: 800100 Office of Chief Medical
```

7.16.5 BOC Data

Enter the budget object code classification for the item at the BOC1: prompt. Enter the amount of the item you want to attribute to the budget object code at the BOC1 Amount: prompt. You may also enter a Sub-control Point if you like.

```
BOC1: ???

Major budget object code classifications are:
10 thru 13 - Personal Services and Benefits
    21 - Travel and Transportation of Persons
    22 - Transportation of Things
    23 - Rent, Communications, and Utilities
    24 - Printing and Reproduction
    25 - Other Services
    26 - Supplies and Materials
31 thru 33 - Acquisition of Capital Assets

ANSWER WITH BUDGET OBJECT CODE
DO YOU WANT THE ENTIRE 62-ENTRY BUDGET OBJECT CODE LIST? Y (YES)
CHOOSE FROM:
    1081 Physicians-Full Time
    1090 Administrative and Clerical Personnel Not Otherwise Classified
    1092 Stay-In-School Program Part-Time Employment of Needy Students
    1093 Subsistence & Temp Exp, Real Estate Costs & Misc Exp-PL 89-516
    1095 Employee Salary Continuation
    1096 Computer Sys Analyst, Programmers, Key punch & Computer Opr's
```

```
BOC1: 1095 Employee Salary Continuation
BOC1 $ AMOUNT: 40.00 $ 40.00
Select SUB-CONTROL POINT:
```

7.16.6 Vendor Information

IFCAP will ask you if you want to enter a vendor for the request. You may or may not, depending on whether there is a single vendor or multiple vendors for the service. If there is only one vendor, enter the vendor name at the prompt. If there are multiple vendors, leave this field blank. You can assign a vendor that's already in IFCAP, or create a new vendor for this order. Enter the contract number for the order. Enter the purpose of the order.

```
Do you want to enter a vendor for this 1358 request? NO// Y (YES)
VENDOR: Sam's          512-876-4433 NO. 7
    SPECIAL FACTORS:
    ORDERING ADDRESS: 4 HIGH ST
                    AUSTIN, TX 75434

    ...OK? YES// (YES)
VENDOR CONTRACT NUMBER: ???
    Select the appropriate contract number applicable to this request.

ANSWER WITH CONTRACT NUMBER
CHOOSE FROM:
    D339347      --      EXP. DATE: 12-12-99
    TK-987433-94  --      EXP. DATE: 01-31-98      10% 25 DAYS

VENDOR CONTRACT NUMBER: TK-987433-94      --      EXP. DATE: 01-31-98      1
0% 25 DAYS
```

7.16.7 Display Vendor Information

IFCAP might display a list of vendor description prompts. If so, enter the vendor address and contact information. Explain the purpose of the order. Enter your name at the Originator of Request: prompt. Add comments if you like. Enter Y at the Is This Request Ready For Approval?: prompt to transmit the request to the Control Point Official for approval, or enter N to edit and submit the request later. You can enter another request if you like, or enter N at the Would You Like To Enter Another NEW Request?: prompt to return to the 1358 Request Menu.

```
VENDOR ADDRESS1: 4 HIGH ST//
VENDOR ADDRESS2:
VENDOR CITY: AUSTIN//
VENDOR STATE: TEXAS//
VENDOR ZIP CODE: 75434//
VENDOR CONTACT: JOE DOAKES//
VENDOR PHONE NO.: 512-876-4433//
PURPOSE:
    1>Audiovisual equipment rental
    2>
EDIT Option:
ORIGINATOR OF REQUEST: White,Basil
COMMENTS:
    1>
Is this request ready for approval? YES//
Would you like to enter another NEW request? YES// n (NO)
    New 1358 Request
    Increase/Decrease Adjustment
```

Other IFCAP Functions

```

Edit 1358 Request
Create/Edit Authorization
Daily Activity Enter/Edit
Display 1358 Balance
List 1358's with Open Authorizations          Print 1358
Recalculate 1358 Balance

Select 1358 Request Menu Option:
```

7.17 Increase/Decrease Adjustment

7.17.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.

Select 1358 Request Menu from the Process a Request Menu.

Select Increase/Decrease Adjustment from the 1358 Request Menu.

```

Select Control Point Clerk's Menu Option: Process a Request Menu

New 2237 (Service) Request
Edit a 2237 (Service)
Copy a Transaction
1358 Request Menu ...
Print/Display Request Form
Change Existing Transaction Number
Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report

Select Process a Request Menu Option: 1358 Request Menu

New 1358 Request
Increase/Decrease Adjustment
Edit 1358 Request
Create/Edit Authorization
Daily Activity Enter/Edit
Display 1358 Balance
List 1358's with Open Authorizations
Print 1358
Recalculate 1358 Balance

Select 1358 Request Menu Option: Increase/Decrease Adjustment
```

7.17.2 Setup Parameters

Enter a Station number, fiscal year and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks and IFCAP will display the available Control Points. At the Select Obligation Number: prompt, enter the purchase order number or obligation number of the 1358 you wish to decrease or increase. The obligation number is the number that Fiscal Service assigns to the 1358. IFCAP will display the transaction number assigned to the adjustment.

```

Select STATION NUMBER: 503          ALTOONA, PA
Select FISCAL YEAR: 94//
```

```

Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES
Select OBLIGATION NUMBER: ???

CHOOSE FROM:
C30032          OBL          C30032
C30033          OBL          C30033
C30034          OBL          C30034

Select OBLIGATION NUMBER: C30032  503-93-2-022-0001  OBL  C30032

Original Obligation Amount: $ 1,000.00      Service Balance: $ 100.00
Fiscal's 1358 Balance: $ 1,000.00

This transaction is assigned transaction number: 503-94-4-022-0007

```

7.17.3 Classification and Sort Groups

The Classification of Request: prompt allows you to create reports that group requests by categories that **YOU** define. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group. Enter your name at the Requestor: prompt. Enter T for today at the Date of Request: prompt. Enter the cost center at the Cost Center: prompt if this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service. Enter the date that the obligation was adjusted. Enter the amount that you want to adjust the obligation at the Adjustment \$Amount prompt. Type a minus symbol in front of the amount to decrease the 1358 and put money back into your Control Point. Type the number without any symbols to increase the 1358 and deduct more money from your Control Point.

```

CLASSIFICATION OF REQUEST:
SORT GROUP:
REQUESTOR: White,BAsil
DATE OF REQUEST: JUL 8,1994//  (JUL 08, 1994)
COST CENTER: 844100 Supply//
DATE OBL ADJUSTED:
ADJUSTMENT $ AMOUNT: 400 $ 400.00

```

7.17.4 BOC and Sub-Control Point

Enter the budget object code classification for the item at the BOC1: prompt. Enter the amount of the item you want to attribute to the budget object code at the BOC1 Amount: prompt. At the Select Sub-Control Point: prompt, you can associate this purchase with a category of purchases that you can define. This allows you to group similar purchases together. Enter the purpose for the adjustment. Add comments if you like. IFCAP will let you review the request. IFCAP will list the current Control Point balance, the estimated cost of the adjustment, and the total uncommitted balance from current and prior quarters. IFCAP will allow you to transmit the adjustment to the Control Point Official for approval. Enter N at the Enter another increase/decrease adjustment?: prompt to return to the 1358 Request Menu.

Other IFCAP Functions

```
BOC1: 2660 Operating Supplies and Ma Replace
BOC1 $ AMOUNT: 400// $ 400.00
TRANSACTION BEG BAL: 400.00

Select SUB-CONTROL POINT:
PURPOSE:
  1>
COMMENTS:
  1>

Would you like to review this request? NO// (NO)
Current Control Point balance: $0.00
Estimated cost of this request: $400.00
Total uncommitted balance from current and prior quarters: $4734.20

Is this request ready for approval? NO// (NO)
Enter another increase/decrease adjustment? NO//

      New 1358 Request
      Increase/Decrease Adjustment
      Edit 1358 Request
      Create/Edit Authorization
      Daily Activity Enter/Edit
      Display 1358 Balance
      List 1358's with Open Authorizations
      Print 1358
      Recalculate 1358 Balance

Select 1358 Request Menu Option:
```

7.18 Edit 1358 Request

7.18.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.

Select 1358 Request Menu from the Process a Request Menu.

Select Edit 1358 Request from the 1358 Request Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu

      New 2237 (Service) Request
      Edit a 2237 (Service)
      Copy a Transaction
      1358 Request Menu ...
      Print/Display Request Form
      Change Existing Transaction Number
      Repetitive Item List Menu ...
      Cancel Transaction with Permanent Number
      Requestor's Menu ...
      Item Display
      Vendor Display
      Outstanding Approved Requests Report

Select Process a Request Menu Option: 1358 Request Menu

      New 1358 Request
      Increase/Decrease Adjustment
      Edit 1358 Request
      Create/Edit Authorization
      Daily Activity Enter/Edit
      Display 1358 Balance
```

```

List 1358's with Open Authorizations
Print 1358
Recalculate 1358 Balance

Select 1358 Request Menu Option: Edit 1358 Request

```

7.18.2 Setup Parameters

Enter a Station number and a Control Point. Enter the transaction number of the 1358 at the Select Control Point Activity Transaction Number: prompt. If you do not know the transaction number, enter three question marks and IFCAP will list the available transactions.

```

Select STATION NUMBER:
Select CONTROL POINT: 101 ??
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 022 MISC OFFICE SUPPLIES (CONTROL POINT)

   1  022 MISC OFFICE SUPPLIES  503-94-4-022-0007  ADJ  C30032
   2  022 MISC OFFICE SUPPLIES  503-94-1-022-0002  ADJ  C30101
   3  022 MISC OFFICE SUPPLIES  503-94-1-022-0001  OBL  C30101
   4  022 MISC OFFICE SUPPLIES  503-93-4-022-0016  OBL
   5  022 MISC OFFICE SUPPLIES  503-93-4-022-0015  OBL

TYPE '^' TO STOP, OR
CHOOSE 1-5: 2  503-94-1-022-0002

```

7.18.3 Classification and Sort Groups

The Classification of Request: prompt allows you to create reports that group requests by categories that **YOU** define. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group. Enter the name of the individual printed on the request form as the initiator of the request at the Requestor: prompt. Enter the date of the original temporary transaction at the Date of Request: prompt. Enter the date that you want to commit funds from the Control Point for this purchase at the Date Committed: prompt. Enter the cost of the order at the Committed (Estimated) Cost: prompt. Enter the budget object code classification for the item at the BOC1: prompt. If you do not know the budget object code, enter three question marks at the prompt and IFCAP will display the available budget object codes. Budget Object Codes replace the use of sub accounts in IFCAP 5.1. Enter the amount of the item you want to attribute to the budget object code at the BOC1 Amount: prompt. At the Select Sub-Control Point: prompt, you can associate this purchase with a category of purchases that you can define. This allows you to group similar purchases together. Enter the vendor name and contract number. At the Purpose: prompt, explain the purpose of the order, and enter your name and telephone number. Enter your name at the Originator of Request: prompt. If the system displays a Date Received: prompt, enter the date that the service was completed. Add comments if you like. Enter N at the Would You Like To Review This Request?: prompt to return to the 1358 Request Menu.

Other IFCAP Functions

```
CLASSIFICATION OF REQUEST:
SORT GROUP:
REQUESTOR: BECK,DEBBIE//
DATE OF REQUEST:
DATE COMMITTED: AUG 1,1994//
COMMITTED (ESTIMATED) COST: 20.25//
COST CENTER: 844100 Supply//
BOC1: 2660 Operating Supplies and Ma Replace
BOC1 $ AMOUNT: 20.25//
                                TRANSACTION BEG BAL: 20.25

Select SUB-CONTROL POINT:
VENDOR: CORN FLAKES SECURITY Replace
VENDOR CONTRACT NUMBER:
PURPOSE:
1>TO TEST SECURITY SYSTEM
EDIT Option:
ORIGINATOR OF REQUEST: BECK,DEBBIE//
COMMENTS:
  1>

Would you like to review this request? NO//  (NO)

      New 1358 Request
      Increase/Decrease Adjustment
      Edit 1358 Request
      Create/Edit Authorization
      Daily Activity Enter/Edit
      Display 1358 Balance
      List 1358's with Open Authorizations
      Print 1358
      Recalculate 1358 Balance

Select 1358 Request Menu Option:
```

7.19 Create/Edit Authorization

7.19.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.

Select 1358 Request Menu from the Process a Request Menu.

Select Create/Edit Authorization from the 1358 Request Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu

      New 2237 (Service) Request
      Edit a 2237 (Service)
      Copy a Transaction
      1358 Request Menu ...
      Print/Display Request Form
      Change Existing Transaction Number
      Repetitive Item List Menu ...
      Cancel Transaction with Permanent Number
      Requestor's Menu ...
      Item Display
      Vendor Display
      Outstanding Approved Requests Report

Select Process a Request Menu Option: 1358 Request Menu
```

```

New 1358 Request
Increase/Decrease Adjustment
Edit 1358 Request
Create/Edit Authorization
Daily Activity Enter/Edit
Display 1358 Balance
List 1358's with Open Authorizations
Print 1358
Recalculate 1358 Balance
Select 1358 Request Menu Option: Create/Edit Authorization

```

7.19.2 Setup Parameters

Enter a Station number and a Control Point. Enter an obligation number. If you do not know the obligation number, type three question marks and IFCAP will list the available obligations. The obligation number is the number assigned to the transaction by Fiscal Service.

```

Select STATION NUMBER: 503           ALTOONA, PA
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES
Select OBLIGATION NUMBER: ?
ANSWER WITH CONTROL POINT ACTIVITY PURCHASE ORDER/OBLIGATION NO
DO YOU WANT THE ENTIRE CONTROL POINT ACTIVITY LIST? Y (YES)
CHOOSE FROM:
C30032           OBL           C30032
C30033           OBL           C30033
C30034           OBL           C30034
C30035           OBL           C30035
C30036           OBL           C30036
C30037           OBL           C30037
C30093           OBL           C30093
C30097           OBL           C30097
C30100           OBL           C30100
C30101           OBL           C30101

Select OBLIGATION NUMBER: C30033  503-93-2-022-0002  OBL  C30033

Would you like to EDIT or CREATE an Authorization: CreATE

```

7.19.3 Display 1358 Balances

IFCAP will assign a transaction number to the entry, and display the obligation amount, the fiscal balance, and the service balance. The fiscal balance is the dollar amount Fiscal Service shows is still available to the Control Point after the entry has been obligated by Fiscal Service. The fiscal balance is what the Accounting Technician will read to determine if the Control Point has sufficient funds to meet the obligation. The service balance is what you have committed, the dollar amount left in the Control Point minus the non-obligated committed funds. Enter the recipient of the funds and any additional information that would aid in the processing of this transaction at the Reference: prompt (e.g., patient name, patient Social Security Number, or Vendor). Add comments if you like. At the Would you like to EDIT or CREATE an Authorization: prompt, enter "E" to edit an authorization or "C" to create an authorization, or press the Enter key to return to the 1358 Request Menu. An authorization is a unique number that IFCAP uses to record individual charges against a 1358.

```

This entry has been assigned transaction number: 0003.

Obligation amount: $      500.00           Fiscal balance: $      500.00
Service balance: $      500.00

```

Other IFCAP Functions

```
AUTHORIZATION AMOUNT: (.01-999999999.99): 200
REFERENCE:
COMMENTS:
Would you like to EDIT or CREATE an Authorization: N

If you want to EDIT an existing authorization type 'E'
If you want to CREATE a NEW authorization type 'C'
OR press <RETURN>

Would you like to EDIT or CREATE an Authorization:
Select OBLIGATION NUMBER:

    New 1358 Request
    Increase/Decrease Adjustment
    Edit 1358 Request
    Create/Edit Authorization
    Daily Activity Enter/Edit
    Display 1358 Balance
    List 1358's with Open Authorizations
    Print 1358
    Recalculate 1358 Balance

Select 1358 Request Menu Option:
```

7.20 Daily Activity Enter/Edit

7.20.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.

Select 1358 Request Menu from the Process a Request Menu.

Select Daily Activity Enter/Edit from the 1358 Request Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu

    New 2237 (Service) Request
    Edit a 2237 (Service)
    Copy a Transaction
    1358 Request Menu ...
    Print/Display Request Form
    Change Existing Transaction Number
    Repetitive Item List Menu ...
    Cancel Transaction with Permanent Number
    Requestor's Menu ...
    Item Display
    Vendor Display
    Outstanding Approved Requests Report

Select Process a Request Menu Option: 1358 Request Menu

    New 1358 Request
    Increase/Decrease Adjustment
    Edit 1358 Request
    Create/Edit Authorization
    Daily Activity Enter/Edit
    Display 1358 Balance
    List 1358's with Open Authorizations
    Print 1358
    Recalculate 1358 Balance
```

```
Select 1358 Request Menu Option: Daily Activity Enter/Edit
```

7.20.2 Setup Parameters

Enter a Station number, a Control Point, and an obligation number. If you do not know the obligation number, enter three question marks at the prompt and IFCAP will list the available obligations. At the Select Action: prompt, enter 1 to create a new bill activity, enter 2 to edit an existing bill activity, or enter 3 to quit and return to the 1358 Request Menu.

```
Select STATION NUMBER: 503           ALTOONA, PA
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES
Select OBLIGATION NUMBER: ???

CHOOSE FROM:
C30032           OBL           C30032
C30033           OBL           C30033
C30034           OBL           C30034
C30035           OBL           C30035
C30036           OBL           C30036
C30037           OBL           C30037
C30093           OBL           C30093
C30097           OBL           C30097
C30100           OBL           C30100
C30101           OBL           C30101

Select OBLIGATION NUMBER: C30033  503-93-2-022-0002  OBL  C30033

  1 Create a NEW bill activity
  2 Edit existing bill activity
  3 QUIT
Select ACTION: (1-3): 1
```

7.20.3 Select Authorization

Enter an authorization. An authorization is a unique number that IFCAP uses to record individual charges against a 1358. If you do not know the authorization, enter three question marks and IFCAP will list the available authorizations. IFCAP will list the amount of the authorization and the current balance of the authorization. IFCAP will also list any daily records of transactions posted against the authorization.

Note: You must deduct the dollar amount for each invoice you receive from the balance of the 1358. If you mark the 1358 as complete, you will no longer be able to edit or access that 1358.

IFCAP will assign a number to the daily activity entry. Enter N at the Is this the final daily activity?: prompt to create another entry. Enter the amount of the activity at the Daily Activity Amount: prompt. Do not exceed the authorization balance. You may enter a vendor invoice number, a reference, and a description if you like. If the amount of the daily activity that you create is equal to the authorization balance, IFCAP will ask you to confirm that you want to clear the balance on the authorization and mark it as complete. IFCAP will then return to the 1358 Request Menu.

```
Select AUTHORIZATION: ???

CHOOSE FROM:
```

Other IFCAP Functions

```
311          503-C30033-0003
Select AUTHORIZATION: 311  503-C30033-0003
...Excuse me, This may take a few moments...

Authorization amount : $      200.00
Authorization balance: $      200.00
      Daily Records:

This DAILY ACTIVITY ENTRY has been assigned: 503-C30033-0003-1

Is this the final daily activity? NO// YES

Daily Activity AMOUNT: (.01-999999999.99): 200
VENDOR INVOICE NUMBER:
REFERENCE:
DESCRIPTION:
This will zero out the balance on this authorization
and mark this authorization as complete.
Do you want to continue? YES
REFERENCE:
COMMENTS:

      Authorization balance has been reduced to ZERO, and this authorization has
      been marked as complete.

          New 1358 Request
          Increase/Decrease Adjustment
          Edit 1358 Request
          Create/Edit Authorization
          Daily Activity Enter/Edit
          Display 1358 Balance
          List 1358's with Open Authorizations
          Print 1358
          Recalculate 1358 Balance

Select 1358 Request Menu Option:
```

7.21 Recalculate 1358 Balance

7.21.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.

Select 1358 Request Menu from the Process a Request Menu.

Select Recalculate 1358 Balance from the 1358 Request Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu

      New 2237 (Service) Request
      Edit a 2237 (Service)
      Copy a Transaction
      1358 Request Menu ...
      Print/Display Request Form
      Change Existing Transaction Number
      Repetitive Item List Menu ...
      Cancel Transaction with Permanent Number
      Requestor's Menu ...
      Item Display
      Vendor Display
      Outstanding Approved Requests Report
```

```
Select Process a Request Menu Option: 1358 Request Menu
```

```

New 1358 Request
Increase/Decrease Adjustment
Edit 1358 Request
Create/Edit Authorization
Daily Activity Enter/Edit
Display 1358 Balance
List 1358's with Open Authorizations
Print 1358
Recalculate 1358 Balance

```

```
Select 1358 Request Menu Option: Recalculate 1358 Balance
```

7.21.2 Setup Parameters

Enter a Station number, a Control Point, and an obligation number. If you do not know the obligation number, enter three question marks and IFCAP will list the available obligation numbers. Once you enter an obligation number, IFCAP will list the Fund Control Point that funds it and the current balance, and will return to the 1358 Request Menu.

```
Select STATION NUMBER: 503           ALTOONA, PA
Select CONTROL POINT: 039 BIRMINGHAM ISC
Select OBLIGATION NUMBER: 503-C40004  -- 1358  Obligated - 1358
      FCP: 039           $ 5.00
                        503-C40004 OBLIGATION BALANCES

OBLIGATION AMOUNT:  $      5.00           SERVICE BALANCE: $ 0.90
LIQUIDATION BALANCE: $      5.00           TOTAL LIQUIDATIONS: $ 0.00

AUTHORIZATION BALANCE(S):
503-C40004-0003 AMOUNT:      $2.00      BALANCE:      $0.00      PYMT: $2.00
503-C40004-0004 AMOUNT:      $2.10      BALANCE:      $0.00      PYMT: $2.10
                        _____      _____      _____
                        $4.10              $0.00              $4.10

New 1358 Request
Increase/Decrease Adjustment
Edit 1358 Request
Create/Edit Authorization
Daily Activity Enter/Edit
Display 1358 Balance
List 1358's with Open Authorizations
Print 1358
Recalculate 1358 Balance

Select 1358 Request Menu Option:
```

7.22 Display 1358 Balance

7.22.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.
 Select 1358 Request Menu from the Process a Request Menu.
 Select Display 1358 Balance from the 1358 Request Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu
```

Other IFCAP Functions

```
New 2237 (Service) Request
Edit a 2237 (Service)
Copy a Transaction
1358 Request Menu ...
Print/Display Request Form
Change Existing Transaction Number
Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report

Select Process a Request Menu Option: 1358 Request Menu

New 1358 Request
Increase/Decrease Adjustment
Edit 1358 Request
Create/Edit Authorization
Daily Activity Enter/Edit
Display 1358 Balance
List 1358's with Open Authorizations
Print 1358
Recalculate 1358 Balance

Select 1358 Request Menu Option: Display 1358 Balance
```

7.22.2 Setup Parameters

Enter a Station number, a Control Point, and an obligation number. If you do not know the obligation number, enter three question marks and IFCAP will list the available obligation numbers. Once you enter an obligation number, IFCAP will list the Fund Control Point that funds it and the current balance, and will return to the 1358 Request Menu.

```
Select STATION NUMBER: 503          ALTOONA, PA
Select CONTROL POINT: 039 BIRMINGHAM ISC
Select OBLIGATION NUMBER: 503-C40004  -- 1358  Obligated - 1358
          FCP: 039          $ 5.00
          503-C40004 OBLIGATION BALANCES

OBLIGATION AMOUNT: $          5.00          SERVICE BALANCE: $ 0.90
LIQUIDATION BALANCE: $          5.00          TOTAL LIQUIDATIONS: $ 0.00

AUTHORIZATION BALANCE(S):
503-C40004-0003 AMOUNT:          $2.00          BALANCE:          $0.00          PYMT: $2.00
503-C40004-0004 AMOUNT:          $2.10          BALANCE:          $0.00          PYMT: $2.10
          _____          _____          _____
          $4.10          $0.00          $4.10

New 1358 Request
Increase/Decrease Adjustment
Edit 1358 Request
Create/Edit Authorization
Daily Activity Enter/Edit
Display 1358 Balance
List 1358's with Open Authorizations
Print 1358
Recalculate 1358 Balance
```

```
Select 1358 Request Menu Option:
```

7.23 List Open 1358s

7.23.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.

Select 1358 Request Menu from the Process a Request Menu.

Select List Open 1358s from the 1358 Request Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu
```

```

New 2237 (Service) Request
Edit a 2237 (Service)
Copy a Transaction
1358 Request Menu ...
Print/Display Request Form
Change Existing Transaction Number
Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report

```

```
Select Process a Request Menu Option: 1358 Request Menu
```

```

New 1358 Request
Increase/Decrease Adjustment
Edit 1358 Request
Create/Edit Authorization
Daily Activity Enter/Edit
Display 1358 Balance
List 1358's with Open Authorizations
Print 1358
Recalculate 1358 Balance

```

```
Select 1358 Request Menu Option: List Open 1358s
```

7.23.2 Setup Parameters

Enter a Station number, fiscal year and fiscal quarter. Enter a Control Point. If you do not know the Control Point enter three question marks and IFCAP will list the available Control Points. IFCAP will print or display an "Open 1358 Daily Record," listing each authorization, the balance remaining on the authorization, and the reference. After printing or displaying the record, IFCAP will return to the 1358 Request Menu.

```

Select STATION NUMBER: 503           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES
DEVICE:  LAT   RIGHT MARGIN: 80//

OPEN 1358 DAILY RECORDS                JUL  8,1994  17:29  PAGE 1
      AUTHORIZATION
AUTHORIZATION #      BALANCE  REFERENCE
-----
503-C30032-0002          0.00  FED EX

```

Other IFCAP Functions

503-C30032-0003	500.00	UPS
503-C30034-0002	0.00	FED EX
503-C30035-0002	25.00	FED EX
503-C30036-0002	0.00	FED EX
503-C30036-0003	500.00	UPS
503-C30093-0002	500.00	FED EX
503-C30097-0005	2.50	TRAINING ENTRY
503-C30097-0006	20.00	ENTERY 2
503-C30101-0002	0.11	ELECTRIC
503-C30101-0003	50.00	WATER
503-C30101-0004	100.00	FUEL

New 1358 Request
Increase/Decrease Adjustment
Edit 1358 Request
Create/Edit Authorization
Daily Activity Enter/Edit
Display 1358 Balance
List 1358's with Open Authorizations
Print 1358
Recalculate 1358 Balance

Select 1358 Request Menu Option:

7.24 Print 1358

7.24.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.

Select 1358 Request Menu from the Process a Request Menu.

Select Print 1358 from the 1358 Request Menu.

Select Control Point Clerk's Menu Option: Process a Request Menu

New 2237 (Service) Request
Edit a 2237 (Service)
Copy a Transaction
1358 Request Menu ...
Print/Display Request Form
Change Existing Transaction Number
Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report

Select Process a Request Menu Option: 1358 Request Menu

New 1358 Request
Increase/Decrease Adjustment
Edit 1358 Request
Create/Edit Authorization
Daily Activity Enter/Edit
Display 1358 Balance
List 1358's with Open Authorizations
Print 1358
Recalculate 1358 Balance

Select 1358 Request Menu Option: Print 1358

7.24.2 Setup Parameters

Enter a station number and a control point. Enter an obligation number. If you do not know the obligation number, enter three question marks and IFCAP will list the available obligations. You may also create a report that includes what the requestor entered in the 'Description' category, and print the daily records for each authorization.

```

Select STATION NUMBER: 503//          ALTOONA, PA
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
Select OBLIGATION NUMBER: ???

CHOOSE FROM:
      C30032          OBL          C30032
      C30033          OBL          C30033
      C30034          OBL          C30034
      C30035          OBL          C30035
      C30036          OBL          C30036
      C30037          OBL          C30037
      C30093          OBL          C30093
      C30097          OBL          C30097
      C30100          OBL          C30100
      C30101          OBL          C30101

Select OBLIGATION NUMBER: C30033 503-93-2-022-0002 OBL C30033
Would you like to print the Description field for each 1358 Daily Record entry? NO//
(NO)
Would you like to print the daily records for each authorization? NO//
DEVICE: HOME// LAT RIGHT MARGIN: 80//

```

7.24.3 Display or Print 1358

IFCAP will print each 1358 for the obligation number you selected, with the transaction number of each 1358 on the upper-left hand corner of the 1358. Enter a caret (^) at the Select Station Number: prompt to return to the 1358 Request Menu.

```

503-93-2-022-0002          JUL 8,1994@17:31:52          PAGE 1
-----
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION
-----
Requestor:                |Date Requested:          |Obligation No.:
STUDENT,SIX              |FEB 7,1993              |503-C30033
-----
Vendor:                   |Contract Number:
-----
Name and Title Approving Off.: |Signature:              |Date Signed:
CHRIS L. HELSEL          |/ES/CHRIS L. HELSEL    |FEB 7,1993@12:02:
48
Systems Analyst          |                          |
-----
FUND CERTIFICATION: The supplies and services listed on this request are
properly chargeable to the following allotments, the available balances of
which are sufficient to cover the cost thereof, and funds have been obligated.
-----
Appropriation & Acct. Symbols: |Obligated By:           |Date Obligated:
503-3630160.001.01-022-844100-2660 |/ES/CHRIS L. HELSEL    |FEB 7,1993
-----
503-93-2-022-0002          503-C30033          PAGE 2
-----
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION
-----

```

Other IFCAP Functions

```

Purpose:
POSTAGE AND MAILING
-----
ESTIMATED OBLIGATION RECAP
DATE   REF#   CPA#                AMOUNT          BALANCE
-----
02/07  0001   503-93-2-022-0002   $   500.00      $   500.00
-----
AUTHORIZATION & ORDER RECORD                LIQUIDATION RECORD
DATE   SEQ#   REFERENCE          AUTH.   AUTH.   CUMULATIVE   UNLIQ
                AMOUNT  BALANCE  AUTH. AMT. LIQUID  BAL
-----
07/08  0003                $  200.00 $    0.00 $   200.00 $    0.00
-----
503-93-2-022-0002                503-C30033                PAGE 3
-----
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION
AUTHORIZATION & ORDER RECORD                LIQUIDATION RECORD
DATE   SEQ#   REFERENCE          AUTH.   AUTH.   CUMULATIVE   UNLIQ
                AMOUNT  BALANCE  AUTH. AMT. LIQUID  BAL
-----
                TOTALS                $  200.00 $    0.00 $   200.00      $   500.00
-----
VA FORM 4-1358a-ADP (NOV 1987)

Enter information for another report or an uparrow to return to the menu.

Select STATION NUMBER: 503// ^

    New 1358 Request
    Increase/Decrease Adjustment
    Edit 1358 Request
    Create/Edit Authorization
    Daily Activity Enter/Edit
    Display 1358 Balance
    List 1358's with Open Authorizations
    Print 1358
    Recalculate 1358 Balance

Select 1358 Request Menu Option:

```

7.25 Outstanding Approved Requests Report

7.25.1 Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.

Select Outstanding Approved Requests Report from the Process a Request Menu.

```

Select Control Point Clerk's Menu Option: Process a Request Menu

    New 2237 (Service) Request
    Edit a 2237 (Service)
    Copy a Transaction
    1358 Request Menu ...
    Print/Display Request Form
    Change Existing Transaction Number

```

```

Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report

Select Process a Request Menu Option: Outstanding Approved Requests Report

```

7.25.2 Setup Parameters

Enter a Station Number, a fiscal year and a fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks and IFCAP will list the available Control Points. IFCAP will list each outstanding request for the Control Point you select. Type a caret (^) at the Select Station Number: prompt to return to the Process a Request Menu.

```

Select STATION NUMBER: 503//          ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
DEVICE: HOME//  LAT      RIGHT MARGIN: 80//

OUTSTANDING APPROVED REQUEST REPORT - CP 022    JUL 8,1994@17:34:10  PAGE 1
TRANSACTION NUMBER  TRANSACTION STATUS      VENDOR
DATE SIGNED        EST. DEL. DATE      PO #          DATE OBL.      DATE REQ.
-----
688-088-400101-94-3  OBL                SAM'S
04-09-94            05-02-94          688-088-94-3   04-09-94      05-04-94
-----
End of processing

Select STATION NUMBER: 503//^

    New 2237 (Service) Request
    Edit a 2237 (Service)
    Copy a Transaction
    1358 Request Menu ...
    Print/Display Request Form
    Change Existing Transaction Number
    Repetitive Item List Menu ...
    Cancel Transaction with Permanent Number
    Requestor's Menu ...
    Item Display
    Vendor Display
    Outstanding Approved Requests Report

Select Process a Request Menu Option:

```

7.26 Supplementary Options in the Status of Requests Reports Menu

7.27 Print/Display Request Form

7.27.1 Menu Navigation

Select Status of Requests Reports Menu from the Control Point Clerk's Menu.
 Select Print/Display Request Form from the Status of Requests Reports Menu.

Other IFCAP Functions

Enter a Station Number and a Control Point. Enter a transaction number. If you do not know the transaction number, enter three question marks at the prompt and IFCAP will display the available transactions.

```
Select Control Point Clerk's Menu Option: Status of Requests Reports Menu

    Print/Display Request Form
    Status of All Obligation Transactions
    Requests Ready for Approval List
    PO with Associated Transactions

Select Status of Requests Reports Menu Option: Print/Display Request Form
```

7.27.2 Setup Parameters

IFCAP will list every request for the Control Point you select. Type a caret (^) at the Select Station Number: prompt to return to the Status of Requests Reports Menu.

```
Select STATION NUMBER: 503//          ALTOONA, PA
Select CONTROL POINT: 121 LAB TESTING 121//
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: C3
  1  C30079  503-93-2-121-0002  OBL          C30079
  2  C30080  503-93-2-121-0003  OBL          C30080
  3  C30081  503-93-2-121-0004  OBL          C30081
  4  C30082  503-93-2-121-0006  OBL          C30082
  5  C30083  503-93-2-121-0007  OBL          C30083
TYPE '^' TO STOP, OR
CHOOSE 1-5: 1  503-93-2-121-0002
DEVICE: HOME//  LAT  RIGHT MARGIN: 80//

503-93-2-121-0002          JUL 8,1994@17:38:08          PAGE 1

ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION
-----
Requestor:                | Date Requested:          | Obligation No.:
HELSEL,CHRIS L.           | FEB 9,1993              | 503-C30079
-----
Vendor:                   | Contract Number:
|
-----
Name and Title Approving Off.: | Signature:              | Date Signed:
CHRIS L. HELSEL           | /ES/CHRIS L. HELSEL    | FEB 9,1993@09:00:
07                         |                          |
Systems Analyst           |                          |
-----
FUND CERTIFICATION:  The supplies and services listed on this request are
properly chargeable to the following allotments, the available balances of
which are sufficient to cover the cost thereof, and funds have been obligated.
-----
Appropriation & Acct. Symbols: | Obligated By:           | Date Obligated:
503-363/40161-121-824300-2660 | /ES/CHRIS L. HELSEL    | FEB 9,1993
-----
503-93-2-121-0002          503-C30079          PAGE 2
```

ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION								
Purpose:								
ESTIMATED OBLIGATION RECAP								
DATE	REF#	CPA#	AMOUNT			BALANCE		
02/09	0001	503-93-2-121-0002	\$ 1000.00			\$ 1000.00		
AUTHORIZATION & ORDER RECORD					LIQUIDATION RECORD			
DATE	SEQ#	REFERENCE	AUTH. AMOUNT	AUTH. BALANCE	CUMULATIVE AUTH. AMT.	LIQUID	UNLIQ BAL	
02/09	0002	FED EX	\$ 450.00	\$ 0.00	\$ 450.00	\$ 0.00		
02/09	0003	UPS	\$ 500.00	\$ 500.00	\$ 950.00	\$ 0.00		
02/09	0004	IRM	\$ 0.00	\$ 0.00	\$ 950.00	\$ 500.00		
02/09	0005		\$ 0.00	\$ 0.00	\$ 950.00	\$ 500.00		
503-93-2-121-0002			503-C30079			PAGE 3		
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION								
AUTHORIZATION & ORDER RECORD					LIQUIDATION RECORD			
DATE	SEQ#	REFERENCE	AUTH. AMOUNT	AUTH. BALANCE	CUMULATIVE AUTH. AMT.	LIQUID	UNLIQ BAL	
TOTALS			\$ 950.00	\$ 500.00	\$ 950.00		\$ 0.00	
VA FORM 4-1358a-ADP (NOV 1987)								
Enter information for another report or an uparrow to return to the menu.								
Select STATION NUMBER: 503// ^								
Print/Display Request Form Status of All Obligation Transactions Requests Ready for Approval List PO with Associated Transactions								
Select Status of Requests Reports Menu Option:								

7.28 Status of All Obligation Transactions

7.28.1 Menu Navigation

Select Status of Requests Reports Menu from the Control Point Clerk's Menu.

Select Status of all Obligation Transactions from the Status of Requests Reports Menu.

Enter a Station number, fiscal year and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points.

Select Control Point Clerk's Menu Option: Status of Requests Reports Menu
Print/Display Request Form

Other IFCAP Functions

```
Status of All Obligation Transactions
Requests Ready for Approval List
PO with Associated Transactions

Select Status of Requests Reports Menu Option: Status of All Obligation Transactions
Select STATION NUMBER: 503//           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 121 LAB TESTING 121//
DEVICE:  LAT    RIGHT MARGIN: 80//
```

7.28.2 Display Data

IFCAP will list each transaction number, the vendor assigned to the transaction, and the description that the requestor entered for the item. Type a caret (^) at the Select Station Number: prompt to return to the Status of Requests Reports Menu.

```
STATUS OF OBLIGATION TRANSACTIONS  CP: 101 LAB TESTING 101 FY: 94
                                     JUL 14,1994  09:33    PAGE 1
      PRIORITY
      OF
TRANS #  REQUEST          DATE      DATE      DATE      DATE
VENDOR   OBLIGATION# SORT GROUP  SIGNED    REQUIRED   DELIVERED RECEIVED
      STATUS
      COMMENTS          FIRST LINE ITEM DESCRIPTION
-----
94-4-0213  STANDARD          05/27/94
AOBC
      ITEM #4
94-4-0214  STANDARD          05/27/94
AOBC
      ITEM #4

STATUS OF OBLIGATION TRANSACTIONS  CP: 101 LAB TESTING 101 FY: 94
                                     JUL 14,1994  09:33    PAGE 2
      PRIORITY
      OF
TRANS #  REQUEST          DATE      DATE      DATE      DATE
VENDOR   OBLIGATION# SORT GROUP  SIGNED    REQUIRED   DELIVERED RECEIVED
      STATUS
      COMMENTS          FIRST LINE ITEM DESCRIPTION
-----

Select STATION NUMBER: 688// ^

      Print/Display Request Form
      Status of All Obligation Transactions
      Requests Ready for Approval List
      PO with Associated Transactions

Select Status of Requests Reports Menu Option:
```

7.29 PO with Associated Transactions

7.29.1 Manu Navigation

Select Status of Requests Reports Menu from the Control Point Clerk's Menu.

Select PO with Associated Transactions from the Status of Requests Reports Menu.

```
Select Control Point Clerk's Menu Option: Status of Requests Reports Menu

    Print/Display Request Form
    Status of All Obligation Transactions
    Requests Ready for Approval List
    PO with Associated Transactions

Select Status of Requests Reports Menu Option: PO with Associated Transactions
```

7.29.2 Setup Parameters

Enter a Station Number and a Control Point. Enter a purchase order number or obligation number. The obligation number is the number that Fiscal Service assigns to the 1358. If you do not know the number, enter three question marks and IFCAP will list the available purchase orders and obligations. Choose whether you want the comments for each purchase order and obligation to appear on the report.

```
Select STATION NUMBER: 688//          WASHINGTON,DC
Select CONTROL POINT: 040 BUILDING MANAGEMENT// ???
Select PURCHASE ORDER/OBLIGATION NO: ???

Attempting lookup in transaction file.

Attempting lookup using 040 BUILDING MANAGEMENT (CONTROL POINT)

    1  040 BUILDING MANAGEMENT  503-93-2-040-0009  OBL  C30092
    2  040 BUILDING MANAGEMENT  503-93-2-040-0006  OBL  C30065
    3  040 BUILDING MANAGEMENT  503-93-2-040-0005  OBL  C30064
    4  040 BUILDING MANAGEMENT  503-93-2-040-0004  OBL  C30063
    5  040 BUILDING MANAGEMENT  503-93-2-040-0003  OBL  C30062

TYPE '^' TO STOP, OR
CHOOSE 1-5: 1  503-93-2-040-0009
Would you like to include 'Comments'? YES// n (NO)
DEVICE:  LAT    RIGHT MARGIN: 80//
```

7.29.3 Print Report

IFCAP will print an 'Obligation Status Report,' which lists each purchase order and obligation, its amount, the vendor assigned (if any), and the status of the purchase or obligation. Read Chapter 4 to learn more about determining the status of a request. Type a caret (^) at the Select Station Number: prompt to return to the Status of Requests Reports Menu.

```
OBLIGATION STATUS REPORT                JUL  8,1994  17:44  PAGE 1
TRANSACTION NUMBER  TYPE                $ AMOUNT  VENDOR
                                                STATUS
COMMENTS
-----
```

Other IFCAP Functions

```
PURCHASE ORDER/OBLIGATION NO: C30092
503-93-2-040-0009  OBLIGATION      500.00  Obligated - 1358
Needed by Dietetics  -----
TOTAL                                     500.00
Select STATION NUMBER: 503// ^

Print/Display Request Form
Status of All Obligation Transactions
Requests Ready for Approval List
PO with Associated Transactions

Select Status of Requests Reports Menu Option:
```

7.30 Requests Ready for Approval List

7.30.1 Menu Navigation

Select Status of Requests Reports Menu from the Control Point Clerk's Menu.
Select Requests Ready for Approval List from the Status of Requests Reports Menu.
Enter a Control Point.

```
Select Control Point Clerk's Menu Option: Status of Requests Reports Menu

Print/Display Request Form
Status of All Obligation Transactions
Requests Ready for Approval List
PO with Associated Transactions

Select Status of Requests Reports Menu Option: Requests Ready for Approval List

Select CONTROL POINT: 101 LAB TESTING 101
DEVICE:  LAT      RIGHT MARGIN: 80//
```

7.30.2 Listing

IFCAP will list each permanent request that has not been approved by a Control Point Official, its transaction number, form type, vendor (if there is one) and description. Type a caret (^) at the Select Control Point: prompt to return to the Control Point Clerk's Menu.

```
REQUESTS TO BE APPROVED LIST                JUL  8,1994  17:49  PAGE 1
TRANSACTION NUMBER  TYPE  FORM TYPE
REQUESTOR          REQUESTED          REQUIRED
EST COST
VENDOR            FIRST ITEM DESCRIPTION
-----
688-94-4-101-0318  ADJ   1358 ORDER FORM
                JUL 7,1994
                LONG LASTING TELEPHONE LINES
688-94-3-101-0156  OBL   NON-REPETITIVE (2237) ORDER
                APR 18,1994                MAY  8,1994
                8000.00
                Bob's                Roofing Material

Press return to continue or uparrow to exit:
```

```
Select CONTROL POINT: 101 LAB TESTING 101// ^

Requests Ready for Approval List
Process a Request Menu ...
Display Control Point Activity Menu ...
Funds Control Menu ...
Status of Requests Reports Menu ...
Record Date Received by Service Menu ...

Select Control Point Clerk's Menu Option:
```

7.31 Supplementary Options in the Display Control Point Activity Menu

7.32 Purchase Order Status

7.32.1 Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk's Menu.

Select Purchase Order Status from the Display Control Point Activity Menu.

Enter a Control Point and a purchase order number. If you do not know the purchase order number, you can enter the vendor name, method of processing, Fund Control Point, inventory distribution point, or requisition number, and IFCAP will list all of the purchase orders under the criterion you select. If you do not know any of this information, enter three question marks at the prompt and IFCAP will list the available purchase orders.

```
Select Control Point Clerk's Menu Option: Display Control Point Activity Menu
Purchase Order Status
    Transaction Status Report
    Running Balances
    Temporary Transaction Listing
    Item History
    PPM Status of Transactions Report

Select Display Control Point Activity Menu Option: Purchase Order Status
Select CONTROL POINT: 101 LAB TESTING 101//
Select PURCHASE ORDER NUMBER: ???

CHOOSE FROM:
 688-A40001 11-10-93 CI Ordered and Obligated (Amended) FCP: 101 $ 300.00
 688-A40002 11-17-93 ST Complete Order Received But Not Ob FCP: 101 $
76.10
 688-A40003 11-22-93 ST Complete Order Received But Not Ob FCP: 101 $
12.30
 688-A40004 11-22-93 ST Complete Order Received But Not Ob FCP: 101 $
10.00
 688-A40005 11-24-93 ST Partial Order Received (Amended) FCP: 101 $ 33.00
 688-A40006 11-24-93 ST Complete Order Received FCP: 101 $ 12.30
 688-A40007 11-24-93 ST Complete Order Received FCP: 101 $ 25.00
 688-A40008 12-01-93 ST Cancelled Order FCP: 101 $ 0.00
 688-A40009 12-01-93 ST Partial Order Received (Amended) FCP: 101 $ 20.00
 688-A40010 12-02-93 ST Partial Order Received FCP: 101 $ 30.00
 688-A40011 12-02-93 ST Ordered and Obligated FCP: 101 $ 60.00

Select PURCHASE ORDER NUMBER: A40004 688-A40004 11-22-93 ST Complete Order
Received But Not Ob
    FCP: 101 $ 10.00
```

7.32.2 Status Listing

IFCAP will list the status of the purchase order you select and its Fund Control Point. You may look at a short display of the purchase order, or review the entire purchase order. Enter a caret (^) at the Select Control Point: prompt to return to the Display Control Point Activity Menu.

```
Purchase Order Status: Complete Order Received But Not Oblig.
Would you like the purchase order display? NO// (NO)
Would you like to review the entire purchase order? NO// (NO)

Enter information for another report or an uparrow to return to the menu.
Select CONTROL POINT: 101 LAB TESTING 101// ^

Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report

Select Display Control Point Activity Menu Option:
```

7.33 Temporary Transaction Listing

7.33.1 Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk's Menu. Select Temporary Transaction Listing from the Display Control Point Activity Menu. Enter a Control Point. If you do not know the Control Point, enter three question marks and IFCAP will list the available Control Points. IFCAP will list all of the temporary transactions for the Control Point, or will only list transactions created on or after a date that you specify at the Start With Date of Request: prompt.

```
Select Control Point Clerk's Menu Option: Display Control Point Activity Menu

Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report

Select Display Control Point Activity Menu Option: Temporary Transaction Listing
Select CONTROL POINT: 101 LAB TESTING 101//
START WITH DATE OF REQUEST: FIRST//
DEVICE: LAT RIGHT MARGIN: 80//
```

7.33.2 Listing

IFCAP will generate a list of each temporary transaction, the date it was created, the requestor that created it, the vendor (if any) the first item on the request, and the amount of the transaction. After generating the list, IFCAP will return to the Display Control Point Activity Menu.

TEMPORARY TRANSACTION LISTING - CONTROL POINT 101 LAB TESTING 101						
			JUL 8,1994 17:54		PAGE 1	
TEMPORARY	DATE OF			FIRST LINE ITEM	COMM.	
TRANSACTION #	REQUEST	REQUESTOR	VENDOR	DESCRIPTION		COST

CONTROL POINT: 101 LAB TESTING 101						
WER246	APR 19,1994	WHITE,BAS	SAM'S			40.00
MAVIS627	JUN 27,1994	MCGAUGH,M				99999.27
MCGJUN27	JUN 27,1994	MCGAUGH,M	SAM'S			23.45
KMB601	JUN 27,1994		AOBC			10.00
KIMBIE2	JUN 30,1994	BLOUNT,KA	AOBC			10.00
KAREN90	JUN 30,1994					10.00
KMN5	JUL 5,1994	HEIBY,DAV	CENTRAL B	TEST ITEM #11		48.00
KMBZ2	JUL 6,1994	BLOUNT,KA	AOBC	TEST ITEM #25		12.23
KMN7	JUL 14,1994	BLOUNT,KA	AOBC	TEST ITEM #17		23.84
Purchase Order Status Transaction Status Report Running Balances Temporary Transaction Listing Item History PPM Status of Transactions Report						
Select Display Control Point Activity Menu Option:						

7.34 Transaction Status Report

7.34.1 Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk's Menu.

Select Transaction Status Report from the Display Control Point Activity Menu.

Enter a transaction number. If you do not know the transaction number, enter three question numbers and IFCAP will list the available transactions.

Select Control Point Clerk's Menu Option: Display Control Point Activity Menu						
Purchase Order Status Transaction Status Report Running Balances Temporary Transaction Listing Item History PPM Status of Transactions Report						
Select Display Control Point Activity Menu Option: Transaction Status Report						
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???						
Attempting lookup in transaction file.						
Attempting lookup using 101 LAB TESTING 101 (CONTROL POINT)						
1	101 LAB TESTING 101	688-94-4-101-0325	OBL	SUPPLY WAREHOUSE	TEST	
ITEM #17						
2	101 LAB TESTING 101	688-94-4-101-0324	OBL	SUPPLY WAREHOUSE	TEST	
ITEM #17						
3	101 LAB TESTING 101	688-94-4-101-0323	ADJ	C45003		

Other IFCAP Functions

```
4 101 LAB TESTING 101 688-94-4-101-0322 ADJ C45003
5 101 LAB TESTING 101 688-94-4-101-0321 ADJ C45040
TYPE '^' TO STOP, OR
CHOOSE 1-5: 3 688-94-4-101-0323
DEVICE: HOME// LAT RIGHT MARGIN: 80//
```

7.34.2 Listing

IFCAP will list the type of transaction, the vendor (if any), the purchase order number, the amount of the adjustment used to fund the transaction(Adjustment Amount), and other classification data for the transaction. Enter a caret (^) at the Select Control Point Activity Transaction Number: prompt to return to the Display Control Point Activity Menu.

```
ADJUSTMENT TRANSACTION STATUS DISPLAY          JUL 8,1994@17:56:16
Transaction Number: 688-94-4-101-0323      Transaction Type: ADJUSTMENT
Vendor:
Purchase Order/Obligation No.: C45003      Adjustment $ Amount: $100.00
Date Obl.Adjusted:                          Accounting Data: 3640151.001 3040/21-25
FMS $ Amount: $0.00                          FMS Date:
FMS Transaction Code:
Sort Group:                                  Classification of Request:

Enter information for another report or an uparrow to return to the menu.

Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ^

Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report

Select Display Control Point Activity Menu Option:
```

7.35 Running Balances

7.35.1 Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk's Menu.

Select Running Balances from the Display Control Point Activity Menu.

Enter a fiscal year, fiscal quarter, and a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. Enter Y at the Would you like a summary report (bottom line balances only)? prompt to see the current balance for the Control Point. Enter Y to see all of the line items that cause this balance.

```
Select Control Point Clerk's Menu Option: Display Control Point Activity Menu

Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report

Select Display Control Point Activity Menu Option: Running Balances
```

```
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101//
Summary Balances Report Only? No// Y (Yes)
DEVICE: HOME// UCX/TELNET Right Margin: 80//
STATION: 688 FUND CONTROL POINT: 060 FISCAL SVC
FISCAL YEAR: 00 QTR: 3
```

7.35.2 Listing

IFCAP will list the total amount of funds available to the Control Point Official (Control Point Official's Balance), how much of that money has not been obligated for a purchase, and how much has been committed to pay for a purchase. You may create another running balances report or return to the Control Point Activity Menu.

```
CONTROL POINT BALANCE - 688-00-3-060- FISCAL JUN 29, 2000@13:27:48 PAGE 1

FYQSeq# TXN OBL #          AP/OB DT    COMM $AMT    CP $BAL    OBL $AMT    FISCAL UNOBL $BAL
-----
FMS transaction total for this quarter: $0.00
=====

Balance Summary          1st Quarter    2nd Quarter    3rd Quarter    4th Quarter
Actual CP Bal:          1020713.70      1010000.00      1007426.00      1010000.00
Actual Fiscal Bal:      1019992.70      1010000.00      1009046.00      1010000.00
Tot Commit, not Obl:    -721.00         0.00           1620.00         0.00

SECTION 1 CODES # - cancelled order * - order not obligated or signed
                 @ - purchase card order for reconciliation
                 & - reconciled order with final charge - ready for approval
                 R - total reconciled charges

SECTION 2 CODES
                 @ - purchase card CC transaction is not reconciled

The symbols '*', '@', and '&' indicate incomplete items.
Please take the necessary steps to clear these items.

Would you like to run another running balances report? No//

Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report
CP Entered, Not Approved Requests

Select Display Control Point Activity Menu Option:
```

7.36 Item History

7.36.1 Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk's Menu.

Other IFCAP Functions

Select Item History from the Display Control Point Activity Menu.

Enter a Control Point. Enter the name or item master number of the item you want to review. If you do not know the name or item master number of the item, enter three question marks at the prompt and IFCAP will list the available items.

```
Select Control Point Clerk's Menu Option: Display Control Point Activity Menu

    Purchase Order Status
    Transaction Status Report
    Running Balances
    Temporary Transaction Listing
    Item History
    PPM Status of Transactions Report

Select Display Control Point Activity Menu Option: Item History
Select CONTROL POINT: 101 LAB TESTING 101//

    Select one of the following:

        L          Last 5 Purchase Orders
        D          Date Range

Select ITEM HISTORY Viewing Method: L// ast 5 Purchase Orders
Select ITEM MASTER NUMBER: ???

CHOOSE FROM:
102          102          PEN SET
103          103          TRASH CAN
104          104          NAILS
105          105          LADDER
106          106          SURGICAL GLOVES
107          107          NEEDLES
108          108          THERMOMETERS

Select ITEM MASTER NUMBER: 103          TRASH CAN
```

7.36.2 Listing

IFCAP will list the last five purchase orders in the system that included this item. You may look at another Item History, or return to the Display Control Point Activity Menu.

```
ITEM HISTORY
Item Number: 103          Description: TRASH CAN

          Quantity
          Previously  Unit of
Date Ordered  PO Number  Received  Purchase  Unit Cost  Total Cost  Quantity
-----
MAY 31,1994  688-B40054  1 EA          9.00      90.00      10
Vendor: GENERAL SERVICES ADMINISTRATION
MAY 3,1994   688-A40680  EA          10.00     20.00      2
Vendor: GENERIC GENERAL STORE
MAY 2,1994  688-A40674  EA          10.00     20.00      2
Vendor: GENERIC GENERAL STORE

Would you like to look at another Item History? NO// (NO)

    Purchase Order Status
    Transaction Status Report
    Running Balances
    Temporary Transaction Listing
    Item History
```

```

PPM Status of Transactions Report
Select Display Control Point Activity Menu Option:

```

7.37 PPM Status of Transactions Report

7.37.1 Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk's Menu.
 Select PPM Status of Transactions Report from the Display Control Point Activity Menu.
 Enter a fiscal year, a fiscal quarter, and a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points.

```

Select Control Point Clerk's Menu Option: Display Control Point Activity Menu

Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report

Select Display Control Point Activity Menu Option: PPM Status of Transactions Report
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT:// ???

CHOOSE FROM:
11          011 CONSULTANT & ATTENDING
33          033 337 Basil Pharmacy Test
101        101 LAB TESTING 101

Select CONTROL POINT: // 101 LAB TESTING 101

```

7.37.2 Listing

IFCAP will print a 'PPM Transaction Status Report', listing each transaction, whether funds have been obligated for the transaction, the cost of the transaction, the date the items or services are required, the date that funds were obligated for the transaction, the requestor, the originator of the request (the permanent transaction), and the status of the request. Enter a caret (^) at the Select Fiscal Year: prompt to return to the Display Control Point Activity Menu.

```

PPM TRANSACTION STATUS REPORT - CP 101      OCT 11,1994@10:00:35      PAGE 1

          PO/OBL#   COMM.      OBLIG.
2237#    (EST) COST (ACT) COST   DATE REQ.   DATE OBL.
REQUESTOR                                ORIGINATOR OF REQUEST
          STATUS
-----
688-94-4-101-0326   $23.84                JUL 20,1994
Pending Accountable Officer Sig.
688-94-4-101-0328   $23.84                JUL 20,1994
Pending Accountable Officer Sig.
688-94-4-101-0342   $541.79              JUL 13,1994
WHITE,BASIL                WHITE,BASIL
Pending Accountable Officer Sig.
688-94-4-101-0409   $4.049              AUG 15,1994 SEP 26,1994
WHITE,BASIL                WHITE,BASIL
Assigned to PPM Clerk

```

Other IFCAP Functions

```
688-94-4-101-0457          $100          SEP 22,1994
CHAUDHRY, SEEMA
                          Pending Accountable Officer Sig.

END OF REPORT

Select FISCAL YEAR: 95// ^

      Purchase Order Status
      Transaction Status Report
      Running Balances
      Temporary Transaction Listing
      Item History
      PPM Status of Transactions Report

Select Display Control Point Activity Menu Option:
```

7.38 Supplementary Options in the Funds Control Menu

7.39 Enter FCP Adjustment Data

7.39.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Enter FCP Adjustment Data from the Funds Control Menu.

Enter a Station Number, a fiscal year and a fiscal quarter. Enter a Control Point. If you do not know the control point, enter three question marks and IFCAP will list the available Control Points. IFCAP will assign a transaction number to the adjustment.

```
Select Control Point Clerk's Menu Option: Funds Control Menu

      Enter FCP Adjustment Data
      Assign Ceiling to Sub-Control Points
      Correct Sub-Control Point Amounts
      Recalculate Fund Control Point Balance
      Funds Control Reports Menu ...

Select Funds Control Menu Option: Enter FCP Adjustment Data
Select STATION NUMBER: 503          ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES

This transaction is assigned transaction number: 503-94-4-022-0008
```

7.39.2 Sort Group

Enter an obligation number for the transaction. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group. Enter today's date at the Date Obl Adjusted: prompt. Enter the adjustment dollar amount for this obligation transaction at the Adjustment \$Amount: prompt. Enter the cost center at the Cost Center: prompt if this purchase is assigned to a section or service that has a cost center

defined in IFCAP for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.

```
OBLIGATION NUMBER: C40021
SORT GROUP:
DATE OBL ADJUSTED:
ADJUSTMENT $ AMOUNT: ??
    Enter the adjustment dollar amount (from -9999999.99 to 9999999.99) for
    this obligation transaction
ADJUSTMENT $ AMOUNT: 40 $ 40.00
COST CENTER: 870021 Operating Equipment
```

7.39.3 BOC

Enter the budget object code classification for the item at the BOC1: prompt. If you do not know the budget object code, enter three question marks at the prompt and IFCAP will display the available budget object codes.

```
BOC1: ???
    Select the appropriate budget object code for this request.

Major budget object code classifications are:
10 thru 13 - Personal Services and Benefits
    21 - Travel and Transportation of Persons
    22 - Transportation of Things
    23 - Rent, Communications, and Utilities
    24 - Printing and Reproduction
    25 - Other Services
    26 - Supplies and Materials
31 thru 33 - Acquisition of Capital Assets
ANSWER WITH BOC
DO YOU WANT THE ENTIRE 27-ENTRY BOC LIST? Y (YES)
CHOOSE FROM:
    2220 Other Shipments
    2299 LAB TEST BOC
    2343 ADP Equipment Rental
    2520 Repair of Furniture and Equipment
    2535 Interior Decorating Services
    2540 Laundry and Drycleaning Services
    2543 Maintenance and Repair Services
BOC1: 2540 Laundry and Drycleaning S
```

7.39.4 Amount

Enter the amount of the item you want to attribute to the budget object code at the BOC1 Amount: prompt. Enter a second BOC at the BOC2: prompt if you like. Select a Sub-Control Point if you like. Add comments if you like. You may enter another adjustment transaction or return to the Funds Control Menu.

```
BOC1 $ AMOUNT: ??
    Type a Dollar Amount between -9999999.99 and 9999999.99, 2 Decimal Digits
BOC1 $ AMOUNT: 40. $ 40.00
BOC2:
BOC2 $ AMOUNT:
                                                    TRANSACTION BEG BAL: 40.00

Select SUB-CONTROL POINT:
COMMENTS:
    1>

Would you like to enter another Adjustment transaction? YES// n (NO)
```

Other IFCAP Functions

```
Enter FCP Adjustment Data
Assign Ceiling to Sub-Control Points
Correct Sub-Control Point Amounts
Recalculate Fund Control Point Balance
Funds Control Reports Menu ...

Select Funds Control Menu Option:
```

7.40 Assign Ceiling to Sub-Control Points

7.40.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Assign Ceiling to Sub-Control Points from the Funds Control Menu.

Enter the Control Point. If you do not know the Control Point, enter three question marks and IFCAP will list the available Control Points.

```
Select Control Point Clerk's Menu Option: Funds Control Menu

Enter FCP Adjustment Data
Assign Ceiling to Sub-Control Points
Correct Sub-Control Point Amounts
Recalculate Fund Control Point Balance
Funds Control Reports Menu ...

Select Funds Control Menu Option: Assign Ceiling to Sub-Control Points
Select CONTROL POINT: ??

CHOOSE FROM:
  11          011 CONSULTANT & ATTENDING
  33          033 337 Basil Pharmacy Test
  101         101 LAB TESTING 101

Select CONTROL POINT: 101 LAB TESTING 101
```

7.40.2 Select Transaction

Enter a ceiling transaction number. If you do not know the ceiling transaction number, enter three question marks and IFCAP will list the available ceiling transaction numbers. IFCAP will list the balance of the transaction you selected.

```
Select CEILING TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 101 LAB TESTING 101 (CONTROL POINT)

  1  101 LAB TESTING 101  688-94-4-101-0285  CEIL  688FC0139  This is a
multiple transaction for a widget.

  2  101 LAB TESTING 101  688-94-3-101-0284  CEIL  688FC0138  This is a
multiple transaction for a widget.

  3  101 LAB TESTING 101  688-94-2-101-0283  CEIL           This is a multiple
transaction for a widget.

  4  101 LAB TESTING 101  688-94-1-101-0282  CEIL           This is a multiple
```

transaction for a widget.

5 101 LAB TESTING 101 688-94-4-101-0258 CEIL FC0135 Test

TYPE '^' TO STOP, OR

CHOOSE 1-5: 1 688-94-4-101-0285

TRANSACTION BEG BAL: 533.00

7.40.3 Enter Sub-Control Point

Enter one or more Sub-Control Points if you like. Enter the amount of the ceiling at the \$Amount: prompt. IFCAP will deduct the ceiling amount you enter from the transaction amount and ask if you want to assign it to another Sub-Control Point. You may also assign a ceiling to Sub-Control Points from another ceiling transaction. After completing the ceiling assignment, IFCAP will return to the IFCAP Menu.

Select SUB-CONTROL POINT: 1 ??

Select SUB-CONTROL POINT: ???

This is an additional sub-control point. IFCAP allows more than one sub-control point on each transaction to get a quantity discount.

CHOOSE FROM:

100
KARENS
SHOES
TEST

This is the name of the sub-control point.

Select SUB-CONTROL POINT: 100

ARE YOU ADDING '100' AS A NEW SUB-CONTROL POINT (THE 1ST FOR THIS CONTROL POINT ACTIVITY)? Y

(YES)

\$ AMOUNT: 230 RUNNING TOTAL: 230.00 BAL: 303.00

Select SUB-CONTROL POINT:

The transaction \$ amount is \$ 533.00.

You still have \$ 303.00 available that could be assigned to your sub-control points. Do you want to re-edit your entries? YES// (YES)

TRANSACTION BEG BAL: 533.00

Select SUB-CONTROL POINT: 100// Shoes

ARE YOU ADDING 'SHOES' AS A NEW SUB-CONTROL POINT (THE 2ND FOR THIS CONTROL POINT ACTIVITY)? Y

(YES)

\$ AMOUNT: 303 RUNNING TOTAL: 533.00 BAL: 0.00

Select SUB-CONTROL POINT:

Would you like to assign ceiling to sub-control points from another ceiling transaction? NO// (NO)

Combined A&MM Menus ...
Control Point Clerk's Menu ...
Fund Distribution & Accounting Menu ...
IFCAP Application Coordinator Menu ...
Primary Inventory Point Main Menu ...
Secondary Inventory Point Main Menu ...
Warehouse--General Inventory/Distribution Menu ...

Select IFCAP MENU Option:

7.41 Recalculate Fund Control Point Balance

7.41.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Recalculate Fund Control Point Balance from the Funds Control Menu.

Enter a fiscal year, a fiscal quarter and a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will display the available Control Points. IFCAP will display 'DONE' after the Control Point name when it has finished recalculating the balance and return to the Funds Control Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu

    Assign Ceiling to Sub-Control Points
    Correct Sub-Control Point Amounts
    Recalculate Fund Control Point Balance
    Funds Control Reports Menu ...

Select Funds Control Menu Option: Recalculate Fund Control Point Balance
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101
Submit RECALCULATE CONTROL POINT BALANCES to the TASK MANAGER? YES//
Requested Start Time: NOW// (JUN 19, 2000@10:50:47)
RECALCULATE CONTROL POINT BALANCES HAS TASK NUMBER 229629

    Assign Ceiling to Sub-Control Points
    Correct Sub-Control Point Amounts
    Recalculate Fund Control Point Balance
    Funds Control Reports Menu ...

Select Funds Control Menu Option:
```

7.42 Supplementary Options in the Funds Control Reports Menu

7.43 Quarterly Report

7.43.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select Quarterly Report from the Funds Control Reports Menu.

Enter a fiscal year, fiscal quarter and a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will display the available Control Points.

```
Select Control Point Clerk's Menu Option: Funds Control Menu

    Enter FCP Adjustment Data
    Assign Ceiling to Sub-Control Points
    Correct Sub-Control Point Amounts
    Recalculate Fund Control Point Balance
    Funds Control Reports Menu ...

Select Funds Control Menu Option: Funds Control Reports Menu
```

```

Quarterly Report
Ceiling Report
Audit Transaction List
Sort Group Report
Classification of Request Report
Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data

Select Funds Control Reports Menu Option: Quarterly Report
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101//
DEVICE:  LAT  RIGHT MARGIN: 80//
    
```

7.43.2 Display Report

IFCAP will display the 'Control Point Quarterly Report', which lists the transaction, the type, the cost, and the Control Point Balance. At the end of the report, IFCAP will list the total amount of committed, unobligated money for the Control Point and the total uncommitted balance for the Control Point from current and prior quarters. Enter a caret (^) at the Select Fiscal Year: prompt to return to the Funds Control Reports Menu.

QUARTERLY REPORT - 688-00-3-060- FISCAL JUN 19, 2000@10:58:19 PAGE: 1						
SEQ#	TYPE	PO/OBL#	TRANS \$ AMOUNT	OBL/CEIL \$ AMOUNT	DATE REQ.	DATE OBL. REC'D.
			CONTROL POINT REQUEST TOTAL	UNCOMMITTED BALANCE	UNOBLIGATED BALANCE	
VENDOR COMMENT		FIRST LINE DESCRIPTION				
0007	CEI		10000.00	10000.00		DEC 27, 1999
			0.00	10000.00	10000.00	
Initial seeding of funds						
0011	CEI		1000000.00	1000000.00		DEC 27, 1999
			0.00	1010000.00	1010000.00	
0013	CAN		0.00#	0.00	1010000.00	1010000.00
Transaction 688-00-3-060-0013 replaced by trans. 688-00-3-060-0015						
QUARTERLY REPORT - 688-00-3-060- FISCAL JUN 19, 2000@10:58:19 PAGE: 2						
SEQ#	TYPE	PO/OBL#	TRANS \$ AMOUNT	OBL/CEIL \$ AMOUNT	DATE REQ.	DATE OBL. REC'D.
			CONTROL POINT REQUEST TOTAL	UNCOMMITTED BALANCE	UNOBLIGATED BALANCE	
VENDOR COMMENT		FIRST LINE DESCRIPTION				
0014	OBL		414.00*	-414.00	1010000.00	1010000.00
Pepsi						

Other IFCAP Functions

0015	OBL		30.00*			JUN 11, 2000		
				-444.00		1010000.00	1010000.00	
CIBA CORNING DIAGNOSTICS						CONTROL, QCS NORMAL ASSAY		
0016	ISS		17.70*			JUN 12, 2000		
				-461.70		1010000.00	1010000.00	
SUPPLY WAREHOUSE						TAPE-ADHESIVE SURGICAL, 2INX10YD		
QUARTERLY REPORT - 688-00-3-060- FISCAL						JUN 19, 2000@10:58:19	PAGE: 3	
SEQ#	TYPE	PO/OBL#	TRANS \$ AMOUNT	OBL/CEIL \$ AMOUNT	CONTROL POINT REQUEST TOTAL	DATE REQ.	DATE OBL.	DATE REC'D.
						UNCOMMITTED BALANCE	UNOBLIGATED BALANCE	
VENDOR COMMENT						FIRST LINE DESCRIPTION		
0030	ADJ	C40021	40.00	40.00				
				-4869.85		1007426.00	1009046.00	
=====								
PO transaction (no 2237) total for this quarter: \$0.00								
=====								
FMS transaction total for this quarter: \$0.00								
=====								
Total Request Amount: -\$4869.85								
Control Point Official's Balance: \$1007426.00								
Fiscal's Unobligated Balance: \$1009046.00								
Would you like to run another quarterly balance report? No//								

7.44 Ceiling Report

7.44.1 Menu Navigation

- Select Funds Control Menu from the Control Point Clerk's Menu.
- Select Funds Control Reports Menu from the Funds Control Menu.
- Select Ceiling Report from the Funds Control Reports Menu.
- Enter a fiscal year, fiscal quarter and a Control Point.

Select Control Point Clerk's Menu Option: Funds Control Menu
Enter FCP Adjustment Data
Assign Ceiling to Sub-Control Points
Correct Sub-Control Point Amounts
Recalculate Fund Control Point Balance
Funds Control Reports Menu ...
Select Funds Control Menu Option: Funds Control Reports Menu
Quarterly Report
Ceiling Report
Audit Transaction List
Sort Group Report

```

Classification of Request Report
Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data

Select Funds Control Reports Menu Option: Ceiling Report
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101
DEVICE: LAT RIGHT MARGIN: 80//

```

7.44.2 Display Ceiling Report

IFCAP will create a 'Ceiling Report', listing the transaction number, ceiling amount, the date the funds were allocated, and comments. IFCAP will list the total ceiling amount and the total uncommitted balance from current and prior quarters at the bottom of the report. Enter a caret (^) at the Select Fiscal Year: prompt to return to the Funds Control Reports Menu.

```

CEILING REPORT - CP: 101 LAB TESTING 101 JUL 8,1994 18:24 PAGE 1
TRANS # PAT # CEILING $ DATE
              AMOUNT ALLOCATED
COMMENTS
-----
94-4-0004 500000.00 NOV 17,1993
94-4-0043 -20.00 JAN 13,1994
94-4-0047 25000.00 FEB 1,1994
94-4-0150 1000.04 APR 15,1994
94-4-0253 FC0135 40.00 MAY 27,1994 Training program
94-4-0258 FC0135 23412.00 JUN 6,1994 Test
94-4-0285 688FC0139 533.00 JUN 8,1994
This is a multiple transaction for a widget.
-----
TOTAL 549965.04

Total uncommitted balance from current and prior quarters: $1280869.77

Select FISCAL YEAR: 94// ^

Quarterly Report
Ceiling Report
Audit Transaction List
Sort Group Report
Classification of Request Report
Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data

Select Funds Control Reports Menu Option:

```

Other IFCAP Functions

7.45 Audit Transaction List

7.45.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select Audit Transaction List from the Funds Control Reports Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu

    Assign Ceiling to Sub-Control Points
    Correct Sub-Control Point Amounts
    Recalculate Fund Control Point Balance
    Funds Control Reports Menu ...

Select Funds Control Menu Option: Funds Control Reports Menu

    Quarterly Report
    Ceiling Report
    Audit Transaction List
    Sort Group Report
    Classification of Request Report
    Cost Center Totals
    BOC Totals
    Sub-Control Point Report
    Reconciliation of PO/Sub-CP Dollar Amounts
    BOC Detail Totals
    FMS Transaction Data

Select Funds Control Reports Menu Option: Audit Transaction List
```

7.45.2 Setup Parameters

Enter a fiscal year, a fiscal quarter and a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will display the available Control Points. Enter the last date of transactions that you want to audit at the Date: prompt. IFCAP will display the total uncommitted balance from current and prior quarters. Enter a caret (^) at the Select Fiscal Year: prompt to return to the Funds Control Reports Menu.

```
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101
Enter the cutoff date for this reconciliation report
DATE: T-20 (JUN 24, 1994)
    Cutoff date must be greater than first day of the quarter you selected.
Enter the cutoff date for this reconciliation report
DATE: T (JUL 14, 1994)
DEVICE:  LAT    RIGHT MARGIN: 80//

Total uncommitted balance from current and prior quarters: $1271262.23

Select FISCAL YEAR: 94// ^

    Quarterly Report
    Ceiling Report
    Audit Transaction List
    Sort Group Report
```

```

Classification of Request Report
Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data
Select Funds Control Reports Menu Option:

```

7.46 Sort Group Report

7.46.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.
 Select Funds Control Reports Menu from the Funds Control Menu.
 Select Sort Group Report from the Funds Control Reports Menu.

```

Select Control Point Clerk's Menu Option: Funds Control Menu

Enter FCP Adjustment Data
Assign Ceiling to Sub-Control Points
Correct Sub-Control Point Amounts
Recalculate Fund Control Point Balance
Funds Control Reports Menu ...

Select Funds Control Menu Option: Funds Control Reports Menu

Quarterly Report
Ceiling Report
Audit Transaction List
Sort Group Report
Classification of Request Report
Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data

Select Funds Control Reports Menu Option: Sort Group Report

```

7.46.2 Setup Parameters

Enter a Station number, fiscal year, and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. You may list all of the sort groups on the report, or you can begin the report with a sort group that you specify. The Sort Group Report will list every transaction for the Control Point and fiscal quarter that you specify, listed by transaction, purchase order or obligation number, request type, vendor name, committed funds and obligated funds. After printing the report, IFCAP will return to the Funds Control Reports Menu.

```

Select STATION NUMBER: 503      ALTOONA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 039 BIRMINGHAM ISC
START WITH SORT GROUP: FIRST//

```

Other IFCAP Functions

```
DEVICE: LAT RIGHT MARGIN: 80//  
SORT GROUP REPORT - CP: 039 BIRMINGHAM ISC      AUG 18,1994      10:43      PAGE 1  
TRANSACTION NUMBER  PO/OBL#   TYPE  VENDOR      COMM $      OBL $  
  COMMENTS  
503-94-4-12341234   C34124   OBL   SAM'S         4.00         2.00  
503-94-4-92138403   C34127   OBL   FANTEK        45.00        45.00  
  
TOTAL                          45.00        45.00  
  
    Quarterly Report  
    Ceiling Report  
    Audit Transaction List  
    Sort Group Report  
    Classification of Request Report  
    Cost Center Totals  
    BOC Totals  
    Sub-Control Point Report  
    Reconciliation of PO/Sub-CP Dollar Amounts  
    BOC Detail Totals  
    FMS Transaction Data  
  
Select Funds Control Reports Menu Option: Sort Group Report
```

7.47 Classification of Request Report

7.47.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select Classification of Request Report from the Funds Control Reports Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu  
  
    Enter FCP Adjustment Data  
    Assign Ceiling to Sub-Control Points  
    Correct Sub-Control Point Amounts  
    Recalculate Fund Control Point Balance  
    Funds Control Reports Menu ...  
  
Select Funds Control Menu Option: Funds Control Reports Menu  
  
    Quarterly Report  
    Ceiling Report  
    Audit Transaction List  
    Sort Group Report  
    Classification of Request Report  
    Cost Center Totals  
    BOC Totals  
    Sub-Control Point Report  
    Reconciliation of PO/Sub-CP Dollar Amounts  
    BOC Detail Totals  
    FMS Transaction Data  
  
Select Funds Control Reports Menu Option: Classification of Request Report
```

7.47.2 Setup Parameters

Enter a Station number, a fiscal year and a fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. After printing the report, IFCAP will return to the Funds Control Reports Menu.

```

Select STATION NUMBER: 503          ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES
START WITH CLASSIFICATION OF REQUEST: FIRST// ???

    This Classification of Request field allows you
    to classify and/or categorize all transactions
    (requests) for supplies, services, etc.

    This is the previous "Type of Request" field.
TEST01

    This is the name used to identify the type of request. File #410.2
    is pointed to by the Classification of Request field (#8) of the
    Control Point Activity file, #410.
START WITH CLASSIFICATION OF REQUEST: FIRST//
DEVICE:  LAT      RIGHT MARGIN: 80//
-----

CLASSIFICATION OF REQUEST REPORT - 022 MISC OFFICE SUPPLIES
                                JUL  8,1994  21:54    PAGE 1
OBL#   TRANS#  TYPE  VENDOR                COMM $      OBL $
COMMENTS
-----
A43050  2902    OBL   WELSH-LUMPER           494.62      494.62
A43057  2907    OBL   WELSH-LUMPER          3720.16     3308.65
A43067  2910    OBL   WELSH-LUMPER           420.12      420.12
A43072  2924    OBL   WELSH-LUMPER           566.04      326.04
-----
TOTAL                                4549.43     4549.43

    Quarterly Report
    Ceiling Report
    Audit Transaction List
    Sort Group Report
    Classification of Request Report
    Cost Center Totals
    BOC Totals
    Sub-Control Point Report
    Reconciliation of PO/Sub-CP Dollar Amounts
    BOC Detail Totals
    FMS Transaction Data

Select Funds Control Reports Menu Option:

```

7.48 Cost Center Totals

7.48.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.
 Select Funds Control Reports Menu from the Funds Control Menu.

Other IFCAP Functions

Select Cost Center Totals from the Funds Control Reports Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu

    Enter FCP Adjustment Data
    Assign Ceiling to Sub-Control Points
    Correct Sub-Control Point Amounts
    Recalculate Fund Control Point Balance
    Funds Control Reports Menu ...

Select Funds Control Menu Option: Funds Control Reports Menu

    Quarterly Report
    Ceiling Report
    Audit Transaction List
    Sort Group Report
    Classification of Request Report
    Cost Center Totals
    BOC Totals
    Sub-Control Point Report
    Reconciliation of PO/Sub-CP Dollar Amounts
    BOC Detail Totals
    FMS Transaction Data

Select Funds Control Reports Menu Option: Cost Center Totals
```

7.48.2 Setup Parameters

Select a Station number, fiscal year, and fiscal quarter. Enter the cost center at the Select Cost Center Name: prompt if this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.

```
Select STATION NUMBER: 503//          ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select COST CENTER NAME: ???
CHOOSE FROM:
  100000          100000 General Admin-Central Off Staff (Excl of Oper Depts) -
Summary of Accts
  110100          110100 Office of the Secretary
  110200          110200 Off of Assoc Deputy Admstr for Congressional & Intergovt'l
Affairs
  110300          110300 Board of Contract Appeals
  110500          110500 Board of Veterans Appeals
  111600          111600 Office of Public and Consumer Affairs
  120000          120000 Office of the General Counsel

Select COST CENTER NAME: 111600 Office of Public and Co
DEVICE: HOME//   LAT   RIGHT MARGIN: 80//
```

7.48.3 Print Report

IFCAP will print a 'Cost Center Totals Report', listing each transaction for the cost center. Enter a caret (^) at the Select Station Number: prompt to return to the Funds Control Reports Menu.

```
COST CENTER TOTALS REPORT          JUL 8,1994@21:57:22   PAGE 1
STATION 503, 4TH QUARTER, FY94
```

```

-----
COST CENTER: 822400 Pharmacy
CONTROL POINT: 040 OFC&MISC SUP 90
-----
CONTROL POINT: 100 PHARMACY SVC 119
-----
TOTALS FOR ALL CONTROL POINTS
-----
TOTAL COMMITTED (ESTIMATED) COST: 826042.81
TOTAL OBLIGATED (ACTUAL) COST: 725194.04
TOTAL (BEST ESTIMATE) COST: 740985.77

Enter information for another report or an uparrow to return to the menu.

Select STATION NUMBER: 503// ^

    Quarterly Report
    Ceiling Report
    Audit Transaction List
    Sort Group Report
    Classification of Request Report
    Cost Center Totals
    BOC Totals
    Sub-Control Point Report
    Reconciliation of PO/Sub-CP Dollar Amounts
    BOC Detail Totals
    FMS Transaction Data

Select Funds Control Reports Menu Option:

```

7.49 BOC Totals

7.49.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.
 Select Funds Control Reports Menu from the Funds Control Menu.
 Select BOC Totals from the Funds Control Reports Menu.

```

Select Control Point Clerk's Menu Option: Funds Control Menu

    Enter FCP Adjustment Data
    Assign Ceiling to Sub-Control Points
    Correct Sub-Control Point Amounts
    Recalculate Fund Control Point Balance
    Funds Control Reports Menu ...

Select Funds Control Menu Option: Funds Control Reports Menu

    Quarterly Report
    Ceiling Report
    Audit Transaction List
    Sort Group Report
    Classification of Request Report

```

Other IFCAP Functions

```
Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data

Select Funds Control Reports Menu Option: BOC Totals
```

7.49.2 Setup Parameters

Enter a Station number, fiscal year, and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. IFCAP will print a 'Budget Object Code Totals Report', listing the budget object code totals for the Control Point you specified. Enter a caret (^) at the Select Station Number: prompt to return to the Funds Control Reports Menu.

```
Select STATION NUMBER: 503//          ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//

DEVICE: HOME//  LAT  RIGHT MARGIN: 80//

BUDGET OBJECT CODE TOTALS REPORT          JUL 8,1994@21:59:53  PAGE 1
STATION 503, 4TH QUARTER, FY94 ,CONTROL POINT 022 MISC OFFICE SUPPLIES
-----
BUDGET OBJECT CODE TOTALS
-----
2580 Miscellaneous Contractual Services by Individuals, Inst          175.00
2631 Chemical supplies                                               4427.74
2632 Other Medical and Dental Supplies                               21851.70
2660 Operating Supplies and Materials                               1307.40
-----
TOTAL OBLIGATED (ACTUAL) COST:                                       27761.84
TOTAL OBLIGATED (ESTIMATED) COST:                                   27696.69

Enter information for another report or an uparrow to return to the menu.

Select STATION NUMBER: 503//^

    Quarterly Report
    Ceiling Report
    Audit Transaction List
    Sort Group Report
    Classification of Request Report
    Cost Center Totals
    BOC Totals
    Sub-Control Point Report
    Reconciliation of PO/Sub-CP Dollar Amounts
    BOC Detail Totals
    FMS Transaction Data

Select Funds Control Reports Menu Option:
```

7.50 Sub-Control Point Report

7.50.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.
 Select Sub-Control Point Report from the Funds Control Reports Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu

    Enter FCP Adjustment Data
    Assign Ceiling to Sub-Control Points
    Correct Sub-Control Point Amounts
    Recalculate Fund Control Point Balance
    Funds Control Reports Menu ...

Select Funds Control Menu Option: Funds Control Reports Menu

    Quarterly Report
    Ceiling Report
    Audit Transaction List
    Sort Group Report
    Classification of Request Report
    Cost Center Totals
    BOC Totals
    Sub-Control Point Report
    Reconciliation of PO/Sub-CP Dollar Amounts
    BOC Detail Totals
    FMS Transaction Data

Select Funds Control Reports Menu Option: Sub-Control Point Report
```

7.50.2 Print Report

You may print the report for an entire fiscal year, or for a quarter that you specify. Enter a Station number, a fiscal year, and a fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. You may list all of the Sub-Control Points, or you may begin the report at a Sub-Control Point that you specify. IFCAP will list all of the Sub-Control Point expenditures for the Control Point by fiscal quarter, transaction number and type, vendor name, item description, amount, and SCP amount (amount spent by that Sub-Control Point) for that quarter. After printing the report, IFCAP will return to the Funds Control Reports Menu.

```
Would you like the report printed for a full Fiscal Year? YES// (YES)
Select STATION NUMBER: 503// ALTOONA, PA
Select FISCAL YEAR: 94//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
START WITH SUB-CONTROL POINT: FIRST//
DEVICE: LAT RIGHT MARGIN: 80//

-----

SUB-CONTROL POINT EXPENDITURES - 022 MISC OFFICE SUPPLIES
                                JUL 8,1994 22:04 PAGE 1
FY-Q

    TRANS # TYPE PO/OBL# VENDOR          FIRST LINE
    ----- ITEM DESC.          $ AMOUNT    SCP AMT
    -----
94-4
    0327  OBL  C54141  SAM'S          PROJECTOR          5000.00   -5000.00
    0327  ADJ  C54277  CURTIN MAT     REAGENT-ST        -2962.70   2962.70
    0327  CEI

-----
```

Other IFCAP Functions

```
TOTAL                                -----
                                      4717.70

Quarterly Report
Ceiling Report
Audit Transaction List
Sort Group Report
Classification of Request Report
Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data

Select Funds Control Reports Menu Option:
```

7.51 Reconciliation of PO/Sub-CP Dollar Amounts

7.51.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select Reconciliation of PO/Sub-CP Dollar Amounts from the Funds Control Reports Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu

Enter FCP Adjustment Data
Assign Ceiling to Sub-Control Points
Correct Sub-Control Point Amounts
Recalculate Fund Control Point Balance
Funds Control Reports Menu ...

Select Funds Control Menu Option: Funds Control Reports Menu

Quarterly Report
Ceiling Report
Audit Transaction List
Sort Group Report
Classification of Request Report
Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data

Select Funds Control Reports Menu Option: Reconciliation of PO/Sub-CP Dollar Amounts
```

7.51.2 Setup Parameters

Enter a Station number, fiscal year, and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. IFCAP will list the reconciliation's for the Control Point that you specified and return to the Funds Control Reports Menu.

```
Select STATION NUMBER: 503          ALTOONA, PA
Select FISCAL YEAR: 94//
```

```

Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES
DEVICE: LAT RIGHT MARGIN: 80//

PO/SCP $ RECONCILIATION 22-94-4 JUL 9,1994 08:59 PAGE 1
SEQ # TYPE REQUESTED RECEIVED PO #
VENDOR
COM $ OBL $ ADJ $
SCP $ AMOUNT ITEM DESC
-----
0007 STATUS: Obligated - 1358
ADJ JUL 8,1994 C30032
400.00 400.00

Quarterly Report
Ceiling Report
Audit Transaction List
Sort Group Report
Classification of Request Report
Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data

Select Funds Control Reports Menu Option:

```

7.52 BOC Detail Totals

7.52.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.
Select Funds Control Reports Menu from the Funds Control Menu.
Select BOC Detail Totals from the Funds Control Reports Menu.

```

Select Control Point Clerk's Menu Option: Funds Control Menu

Enter FCP Adjustment Data
Assign Ceiling to Sub-Control Points
Correct Sub-Control Point Amounts
Recalculate Fund Control Point Balance
Funds Control Reports Menu ...

Select Funds Control Menu Option: Funds Control Reports Men
Quarterly Report
Ceiling Report
Audit Transaction List
Sort Group Report
Classification of Request Report
Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data

Select Funds Control Reports Menu Option: BOC Detail Totals

```

Other IFCAP Functions

7.52.2 Setup Parameters

Enter a Station number, fiscal year and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. IFCAP will print a 'Budget Object Code Detail Totals' report, listing each budget object code by its transactions and transaction cost. IFCAP will provide a total for all budget object codes, and list the total uncommitted balance for the Control Point from current and prior quarters. After printing the report, IFCAP will return to the Funds Control Reports Menu.

```
This report displays item costs from 2237 orders, sorted
by budget object code.

Select STATION NUMBER: 503//           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
DEVICE:  LAT      RIGHT MARGIN: 80//

BUDGET OBJECT CODE DETAIL TOTALS           JUL  9,1994  09:01  PAGE 1
          LINE
          ITEM
TRANSACTION NUMBER  NUMBER  DESCRIPTION
          EST. ITEM
          QUANTITY  (UNIT) COST          TOTAL
-----
          BOC: 1007 Computer Systems
WER1234             1
          1.00          449.00          449.00
          -----
SUBTOTAL                                 449.00
          BOC: 1081 Physicians-Full T
503-94-3-101-0002   2  NONE AGAIN
          1.00           0.00           0.00
          -----
SUBTOTAL                                 0.00
          BOC: 1091 Federal,Summer Em
688-94-4-022-0002   1  LIGHT BULBS
          1.00           3.00           3.00
          -----
SUBTOTAL                                 3.00

TOTAL                                 634844.92

Total uncommitted balance from current and prior quarters: $4734.20

End of report

Press RETURN to continue...

          Quarterly Report
          Ceiling Report
          Audit Transaction List
          Sort Group Report
          Classification of Request Report
          Cost Center Totals
          BOC Totals
          Sub-Control Point Report
```

```

Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data

Select Funds Control Reports Menu Option:

```

7.53 FMS Transaction Data

7.53.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.
 Select Funds Control Reports Menu from the Funds Control Menu.
 Select FMS Transaction Data from the Funds Control Reports Menu.

```

Select Control Point Clerk's Menu Option: Funds Control Menu

Enter FCP Adjustment Data
Assign Ceiling to Sub-Control Points
Correct Sub-Control Point Amounts
Recalculate Fund Control Point Balance
Funds Control Reports Menu ...

Select Funds Control Menu Option: Funds Control Reports Menu

Quarterly Report
Ceiling Report
Audit Transaction List
Sort Group Report
Classification of Request Report
Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data

Select Funds Control Reports Menu Option: FMS Transaction Data

```

7.53.2 Setup Parameters

Enter a Station number, a fiscal year and a fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. After printing the report, IFCAP will return to the Funds Control Reports Menu.

```

This report will generate a listing of FMS transactions

You may create the report for all entries,
or for selected year and/or quarter.

Enter fiscal year in the format '92'.

Select STATION NUMBER: 503//           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
DEVICE: HOME//   LAT   RIGHT MARGIN: 80//

```

Other IFCAP Functions

```
FMS transaction total for this quarter: $12.50
-----
End of report

    Quarterly Report
    Ceiling Report
    Audit Transaction List
    Sort Group Report
    Classification of Request Report
    Cost Center Totals
    BOC Totals
    Sub-Control Point Report
    Reconciliation of PO/Sub-CP Dollar Amounts
    BOC Detail Totals
    FMS Transaction Data

Select Funds Control Reports Menu Option:
```

7.54 Correct Sub-Control Point Amounts

7.54.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Correct Sub-Control Point Amounts from the Funds Control Menu.

Enter a Station number and a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points.

```
Select Control Point Clerk's Menu Option: Funds Control Menu

    Enter FCP Adjustment Data
    Assign Ceiling to Sub-Control Points
    Correct Sub-Control Point Amounts
    Recalculate Fund Control Point Balance
    Funds Control Reports Menu ...
Select Funds Control Menu Option: Correct Sub-Control Point Amounts
Select STATION NUMBER: 688//          WASHINGTON,DC
Select CONTROL POINT: 121 LAB TESTING 121// ???
CHOOSE FROM:
    22          022 MISC OFFICE SUPPLIES
    40          040 BUILDING MANAGEMENT
    73          073 ENGINEERING
    112         112 SURGICAL SERVICE
    114         114 RADIOLOGY SERVICE
    121         121 LAB TESTING 121
    170         170 REHAB. MEDICINE
    7001        7001 SUPPLY FUND

Select CONTROL POINT: 121 LAB TESTING 121// 022 MISC OFFICE SUPPLIES
```

7.54.2 Select Transaction

Enter a transaction number. If you do not know the transaction number, enter three question marks and IFCAP will list the available transactions. Enter additional Sub-Control Points to the Control Point if you like. At the \$ Amount: prompt, enter the amount that you would like to

assign to this Sub-Control Point from the Control Point. Enter a caret (^) at the Select Station Number: prompt to return to the Funds Control Menu.

```

Select TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 688-94-4-022 (STA # - FY - QTR - FCP)

      1  688-94-4-022-0002      OBL  SAM'S SUPPLY STORE          LIGHT BULBS
      2  688-94-4-022-0003      OBL  JOHNSON & JOHNSON IN
      3  688-94-4-022-0004      OBL  WAREHOUSE
      4  688-94-4-022-0005      OBL
      5  688-94-4-022-0006      OBL

TYPE '^' TO STOP, OR
CHOOSE 1-5: 1

                                                    TRANSACTION BEG BAL: 3.00

Select SUB-CONTROL POINT: ???

      This is an additional sub-control point.  IFCAP
      allows more than one sub-control point on each transaction
      to get a quantity discount.

      This is the name of the sub-control point.
Select SUB-CONTROL POINT: Reserve
ARE YOU ADDING 'Reserve' AS A NEW SUB-CONTROL POINT? Y (YES)
ARE YOU ADDING 'Reserve' AS A NEW SUB-CONTROL POINT (THE 1ST FOR THIS CONTROL
POINT ACTIVITY)? Y
(YES)
$ AMOUNT: 2                RUNNING TOTAL: 2.00                BAL: 1.00
Select SUB-CONTROL POINT:

Select STATION NUMBER: ^

      Enter FCP Adjustment Data
      Assign Ceiling to Sub-Control Points
      Correct Sub-Control Point Amounts
      Recalculate Fund Control Point Balance
      Funds Control Reports Menu ...

Select Funds Control Menu Option:

```

7.55 Supplementary Options in the Record Date Received by Service Menu

7.56 Single Transaction

7.56.1 Menu Navigation

Select Record Date Received by Service Menu from the Control Point Clerk's Menu.

Select Single Transaction from the Record Date Received by Service Menu.

Enter a Station Number. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points.

```

Select Control Point Clerk's Menu Option: Record Date Received by Service Menu

      Single Transaction
      All Transactions with Final Partial

```

Other IFCAP Functions

```
Select Record Date Received by Service Menu Option: Single Transaction
Select STATION NUMBER: 688//          WASHINGTON,DC
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
```

7.56.2 Select Transaction

Enter a transaction number. If you do not know the transaction number, enter three question marks and IFCAP will list the available transactions. Enter the date that the requestor received the goods or services at the Date Received: prompt. Press the Enter key at the Select Transaction or P.O. Number: prompt to return to the Record Date Received by Service Menu.

```
Select TRANSACTION or P.O. NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 022 MISC OFFICE SUPPLIES (CONTROL POINT)

   1  022 MISC OFFICE SUPPLIES  688-94-4-022-0011  OBL  WAREHOUSE      CORN-
CANNED-#10
   2  022 MISC OFFICE SUPPLIES  688-94-4-022-0010  OBL  WAREHOUSE      CORN-
CANNED-#10
   3  022 MISC OFFICE SUPPLIES  688-94-4-022-0008  OBL  SAM'S SUPPLY STORE
   4  022 MISC OFFICE SUPPLIES  688-94-4-022-0009  OBL  JOHNSON & JOHNSON IN
This is where the "Description" goes.
   5  022 MISC OFFICE SUPPLIES  688-94-4-022-0006  OBL

TYPE '^' TO STOP, OR
CHOOSE 1-5: 1 688-94-4-022-0011
688-94-4-022-0011 P.O.:
DATE RECEIVED: T (JUL 09, 1994)

Select TRANSACTION or P.O. NUMBER:

      Single Transaction
      All Transactions with Final Partial

Select Record Date Received by Service Menu Option:
```

7.57 All Transactions With Final Partial

7.57.1 Menu Navigation

Select Record Date Received by Service Menu from the Control Point Clerk's Menu.
Select All Transactions with Final Partial from the Record Date Received by Service Menu.

```
Select Control Point Clerk's Menu Option: Record Date Received by Service Menu

      Single Transaction
      All Transactions with Final Partial

Select Record Date Received by Service Menu Option: All Transactions with Final
Partial
```

7.57.2 Setup Parameters

Enter a Station Number. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. IFCAP will

record all the transactions in the Control Point as received and display ***LAST TRANSACTION*** when IFCAP is finished processing the changes. IFCAP will return to the Record Date Received by Service Menu.

```
Select STATION NUMBER: 688           WASHINGTON,DC
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES
.....
***LAST TRANSACTION***

      Single Transaction
      All Transactions with Final Partial

Select Record Date Received by Service Menu Option:
```

7.58 Record Receipt of Multiple Delivery Schedule Items

7.58.1 Menu Navigation

Select Record Receipt of Multiple Delivery Schedule Items from the Control Point Clerk's Menu. Enter a Control Point and a transaction number. If you do not know the transaction number, enter as much of the number as you can remember or enter three question marks and IFCAP will list the available transaction numbers.

```
Approve Requests
Requests Ready for Approval List
Process a Request Menu ...
Display Control Point Activity Menu ...
Funds Control Menu ...
Status of Requests Reports Menu ...
Record Date Received by Service Menu ...
Enter/Edit Control Point Users
Record Receipt of Multiple Delivery Schedule Items
Multiple Delivery Schedule List

Select Control Point Clerk's Menu Option: Record Receipt of Multiple Delivery Schedule
Items
Select CONTROL POINT: 110 LAB TESTING 110
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 110 LAB TESTING 110 (CONTROL POINT)

      1  110 LAB TESTING 110  688-95-4-110-0055  CEIL      Some description.
      2  110 LAB TESTING 110  688-95-3-110-0054  CEIL      Some description.
      3  110 LAB TESTING 110  688-95-2-110-0053  CEIL  688FC0162  Some
description.
      4  110 LAB TESTING 110  688-95-1-110-0052  CEIL
Some description.

TYPE '^' TO STOP, OR
CHOOSE 1-5: 3
```

7.58.2 Classification and Sort Groups

At the Classification of Request: prompt, create a classification name for the request if you like, or press the Enter key to skip this prompt. The Classification of Request: prompt allows you to create reports that group requests by categories that **YOU** define. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort groups are used to generate expense reports for projects and offices. Enter today's date at the Date Received: prompt. Enter comments if you like. You may review the request if you like. You may enter another request or return to the Control Point Clerk's Menu.

```
CLASSIFICATION OF REQUEST: ABC
SORT GROUP:
                                     TRANSACTION BEG BAL: 99999.00
Select SUB-CONTROL POINT:
DATE RECEIVED: T (JAN 09, 1995)
COMMENTS:
  1>Some description.
EDIT Option:

Would you like to review this request? NO// (NO)

Would you like to edit another request? YES// n (NO)

  Approve Requests
  Requests Ready for Approval List
  Process a Request Menu ...
  Display Control Point Activity Menu ...
  Funds Control Menu ...
  Status of Requests Reports Menu ...
  Record Date Received by Service Menu ...
  Enter/Edit Control Point Users
  Record Receipt of Multiple Delivery Schedule Items
  Multiple Delivery Schedule List

Select Control Point Clerk's Menu Option:
```

7.59 Multiple Delivery Schedule List

7.59.1 Menu Navigation

Select Multiple Delivery Schedule List from the Control Point Clerk's Menu. Enter a Control Point. Enter a transaction number. If you do not know the transaction number, enter as much of the number as you can remember, or enter three question marks and IFCAP will list the available transactions. Enter an output device.

```
  Approve Requests
  Requests Ready for Approval List
  Process a Request Menu ...
  Display Control Point Activity Menu ...
  Funds Control Menu ...
  Status of Requests Reports Menu ...
  Record Date Received by Service Menu ...
  Enter/Edit Control Point Users
  Record Receipt of Multiple Delivery Schedule Items
  Multiple Delivery Schedule List
```

```

Select Control Point Clerk's Menu Option: Multiple Delivery Schedule List
Select CONTROL POINT: 101 LAB TESTING 101//
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 101 LAB TESTING 101 (CONTROL POINT)

  1  101 LAB TESTING 101  688-94-4-101-0632  OBL  A1 GIFT STORE
  2  101 LAB TESTING 101  688-94-4-101-0403  OBL  CENTRAL BUSINES SERV A41021  TEST
ITEM #13
  3  101 LAB TESTING 101  KMN7      OBL  AOBC                      TEST ITEM #17
  4  101 LAB TESTING 101  688-94-3-101-0159  OBL  GENERIC GENERAL STOR A40579  TEST
ITEM #11

CHOOSE 1-4: 3  KMN7
DEVICE: ;;9999  LAT      RIGHT MARGIN: 80//

```

7.59.2 Listing

IFCAP will print or display the 'Multiple Delivery Schedule List,' listing the transaction number, the item name, the schedule number, the quantity, the date received, and the delivery location. After printing or displaying the list, IFCAP will return to the Control Point Clerk's Menu.

```

MULTIPLE DELIVERY SCHEDULE LIST                JAN  9,1995  09:04  PAGE 1
TRANS#      ITEM#      PR#      ITEM QTY
  SCH#      QTY  DATE DEL      QTY  DATE REC  SCP      LOCATION
-----
KMN7                #1        17                1.00
  TEST ITEM #17
    1          1  07/14/94                HERE

      Approve Requests
      Requests Ready for Approval List
      Process a Request Menu ...
      Display Control Point Activity Menu ...
      Funds Control Menu ...
      Status of Requests Reports Menu ...
      Record Date Received by Service Menu ...
      Enter/Edit Control Point Users
      Record Receipt of Multiple Delivery Schedule Items
      Multiple Delivery Schedule List

Select Control Point Clerk's Menu Option:

```

Other IFCAP Functions

CHAPTER 8 MENU OUTLINE

8.1 Option Listing

The following is a list of the options assigned to Control Point Clerks in the default IFCAP configuration. You may have some options that are not listed here, because you have additional responsibilities beyond the typical responsibilities of a Control Point Clerk. You may not have all of the options listed below. Main menu options are flush left. Subordinate options are spaced to the right. For example, if you wanted to use the “Copy a Transaction” option, you would select “Control Point Clerk's Menu”, then “Process a Request Menu”, then “Copy a Transaction”. To add any of the options listed below to your menus, contact your local Information Resources Management (IRM) service.

```
Control Point Clerk's Menu
  Process a Request Menu
    New 2237 (Service) Request
    Edit a 2237 (Service)
    Copy a Transaction
  1358 Request Menu
    New 1358 Request
    Increase/Decrease Adjustment
    Edit 1358 Request
    Create/Edit Authorization
    Daily Activity Enter/Edit
    Display 1358 Balance
    List Open 1358s
    Print 1358
    Recalculate 1358 Balance
  Print/Display Request Form
  Change Existing Transaction Number
  Repetitive Item List Menu
    New Repetitive Item List (Enter)
    Edit Repetitive Item List Entry
    Delete Repetitive Item List Entry
    Print/Display Repetitive Item List Entry
    Generate Requests From Repetitive Item List Entry
  Cancel Transaction with Permanent Number
  Requestor's Menu
    Enter a Request (Section)
    Edit a Request (Section)
    Delete a Request (Section)
    New 1358 Request (Section)
    Edit 1358 Request (Section)
    Request Status Report (Section)
    Print/Display Request Form (Section)
    Copy a Transaction (Section)
  Item History
  Item Display
  Vendor Display
  Outstanding Approved Requests Report
  Display Control Point Activity Menu
  Purchase Order Status
  Transaction Status Report
  Running Balances
  Temporary Transaction Listing
  Item History
  PPM Status of Transactions Report
  Funds Control Menu
    Enter FCP Adjustment Data
    Assign Ceiling to Sub-Control Points
    Correct Sub-Control Point Amounts
```

Menu Outline

Recalculate Fund Control Point Balance
Funds Control Reports Menu
 Quarterly Report
 Ceiling Report
 Audit Transaction List
 Sort Group Report
 Classification of Request Report
 Cost Center Totals
 BOC Totals
 Sub-Control Point Report
 Reconciliation of PO/Sub-CP Dollar Amounts
 BOC Detail Totals
 FMS Transaction Data
Status of Requests Reports Menu
 Print/Display Request Form
 Status of All Obligation Transactions
 Requests Ready for Approval List
 PO with Associated Transactions
Record Date Received by Service Menu
 Single Transaction
 All Transactions with Final Partial
Record Receipt of Multiple Delivery Schedule Items
Multiple Delivery Schedule List

CHAPTER 9 ERROR MESSAGES AND THEIR RESOLUTION

9.1 Use Errors

As you use IFCAP to request goods and services, you will receive errors. Some errors are use errors. Use errors mean that IFCAP has determined that the information you have entered in the system is either incomplete or inconsistent, and look like this:

```
Select TRANSACTION: 10195

Incorrect format - please re-enter number

Select TRANSACTION:

This guide and the online option descriptions should help you with these errors.
```

9.2 System Errors

System errors occur when IFCAP fails to function properly. As with all programs, IFCAP is written in a programming language. IFCAP is written in a language called Digital Standard MUMPS. When these errors occur, IFCAP will display the error code. Record the error code and notify your IRM service.

```
RECORDING THAT AN ERROR OCCURRED ---

      X2^PRCST212:1, %DSM-E-UNDEF, undefined variable PRCSTDT, -DSM-I-ECODE,
MUMPS error code: M6

      Sorry 'bout that
```

Error Messages and Their Resolution

GLOSSARY

1358	Estimated Miscellaneous Obligation or Change in Obligation.
2138	VA Form 90-2138, Order for Supplies or Services.
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.
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.
Allowance table	Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level.
AMIS	Automated Management Information System.
Authorization	A charge to an obligated 1358. 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.
Budget Analyst	Fiscal employee responsible for distributing and transferring funds.

Glossary

Budget Object Code	Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes replace sub accounts in IFCAP 5.1. Budget object codes are listed in the left column of MP4 Part V, Appendix B-1.
Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending.
Control Point	Financial element, existing ONLY in IFCAP that corresponds to the ACCS number in FMS.
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	“Subsection” of a Fund Control Point. Cost centers allow fiscal staff to create total expense reports for a section or service, and allow requestors to assign requests to that section or service. Cost centers are listed in the left column of MP-4 Part V, Appendix B-1.
Date Committed	The date that you want IFCAP to commit funds to the purchase.
Deficiency	When a budget has obligated and expended more than it was funded (see MP-4, Part V, Section C).
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, which has replaced CALM as 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 that shipping charges are due to the shipper, and must be paid when the shipper arrives at the warehouse with the item.
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	CALM accounting element that is not used by FMS.
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.
ISMS	Integrated Supply Management System.
Liquidation	The amount of money on the invoice from the vendor for the authorization. They are processed through payment/invoice tracking.
Obligation Number	The 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.
PAID	Paid Accounting Integrated Data.

Glossary

Partial Date	The date that a warehouse clerk created a receiving report for a shipment.
Program Code	Accounting element that identifies the VA initiative or program that the purchase will support.
Purchase Order	A government document authorizing the purchase of the goods or services at the terms indicated.
Purchasing Agents	A&MM employees legally empowered to purchase goods and services from commercial vendors.
Receiving Report	Report that Warehouse Clerk creates to record that the warehouse has received an item.
Requestor	See "Control Point Requestor."
Requisition	An order from a Government vendor.
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.
Sort Order	The order in which the budget categories will appear on the budget distribution reports.
Sub-cost Center	A subcategory of Cost Center. In IFCAP 5.1, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.
Sub-control Point	A specific budget within a Control Point, defined by a Control Point user.

TDA	Transfer of Disbursing Authority. A sequential number Central Office assigns to each funding it gives to your station. The first funding they give you in the fiscal year is TDA number 1, the second funding they give you is TDA number 2, etc.
Total Authorizations	The total amount of the authorizations created for the 1358 obligation.
Total Liquidations	The total amount of the liquidation against the 1358 obligation.
Transaction Number	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide)
Vendor file	An IFCAP file of vendors solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. File 440 contains information about the vendors solicited by your station. 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.
VRQ	FMS Vendor Request document. When users send vendor information to FMS, FMS sends a VRQ document to IFCAP with the vendor information, ensuring that the information in the IFCAP vendor file matches the information in the FMS vendor table.

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