



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

**CONTROL POINT OFFICIAL  
USER'S GUIDE**

Version 5.1

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*VISTA* Technical Services



## **PREFACE**

This manual is designed to provide you, the Control Point Official, with the information necessary to perform your job. The IFCAP package has automated certain functions in Acquisition and Material Management Services (A&MM), Fiscal Service, and all of the services that request supplies and services. IFCAP automates the creation, approval, forwarding, monitoring, and payment of VA Forms 90-2237. IFCAP also functions as a database of procurement information.



# CONTROL POINT OFFICIAL USER'S GUIDE

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# Chapter 1 Introduction

## **1.1 The Role of the Control Point Official**

Control Point Officials approve requests, reconcile the financial records of their Control Point, and authorize users to be Requestors, Control Point Clerks, or Control Point Officials for the Control Point. As Control Point Requestors create requests, Control Point Clerks turn their requests into transactions, which the Control Point Official rejects or approves and sends to Personal Property Management (PPM) or Fiscal Service, who orders the goods or services, and obligates (sets aside) money for the purchase.

This manual will teach you how to use IFCAP (Integrated Funds Distribution, Control Point Activity, Accounting and Procurement) to approve and reject requests, monitor the balance of your Control Point and determine the status of a request.

## 1.2 How to Use This Manual

This manual explains how to perform the role of the Control Point Official 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 Officials to use this manual as a tutorial by following the instructions from beginning to end. Experienced Control Point Officials 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, e.g., section 1.3.5 and all of its subsections would make a coherent lesson.

## 1.4 Package Management, Legal Requirements and Security Measures

IFCAP allows only the person who entered the temporary request (the requestor) to view the status of that request at the requestor level. 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 Official, you may create, edit and approve 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 provide access. If a user's access is limited to the Control Point Requestor or Control Point Clerk level, IFCAP will require the Control Point Official to approve all transactions that user creates 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. If the menus in this manual include options that you don't see on your screen, don't panic! The instructions in this manual only use the options that you have as a Control Point Official. If you don't 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 Official.

<b>Requests Ready for Approval List</b>	This option lists all requests pending approval from the Control Point Official.
---	--

<b>Process a Request Menu</b>	This menu contains options for processing transaction requests (temporary transactions).
<b>Display Control Point Activity Menu</b>	This menu displays request/transaction information.
<b>Funds Control Menu</b>	This menu contains options used to balance the Control Point.
<b>Status of Requests Reports Menu</b>	This menu contains options to generate reports of the requests for the Control Point.
<b>Record Date Received by Service Menu</b>	This menu allows you to report the receipt of items ordered on IFCAP transactions.
<b>Approve Requests</b>	This option allows the user to review the order, edit the order, and forward the order to Supply.
<b>Enter/Edit Control Point Users</b>	This option allows the user to allow other users to make requests, transactions, and/or approve orders.
<b>Record Receipt of Multiple Delivery Schedule Items</b>	This option allows the user to record the receipt of items that are received in multiple deliveries.
<b>Multiple Delivery Schedule List</b>	This option generates a list of transactions that have items with multiple delivery dates or receiving locations.

## 1.6 The Financial Management System

In IFCAP, 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'.

### 1.6.1 Sub allowance Reconciliation

The report, **FMS Transaction Data** shows all 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, **Sub allowance Reconciliation**, which automatically updates Fund Control Point balances.

### 1.6.2 Rollover of Funds From Previous Quarters

The Budget Analyst for your Control Points might designate your Control Point to receive rollover funds from previous quarters. IFCAP allows Budget Analysts to designate Control Points to transmit and receive remaining funds at the end of each quarter. This means that even if you are not allowed to over commit funds for your Control Point, you still might have enough funds from the quarterly rollover to cover your expenses.

### 1.6.3 Vendor Updates

If the user chooses to add the vendor to the Vendor file, IFCAP will prompt the user for vendor information, including the FMS vendor code (which the user will leave blank) and the vendor name. IFCAP will add the vendor to the IFCAP Vendor file and transmit a "Vendor add" transaction to FMS. FMS adds the vendor to the FMS Vendor file and transmits a confirmation to IFCAP, which updates the IFCAP vendor record of that vendor with the FMS vendor code. This helps ensure that the vendor files are consistent in both systems.

However, changing and deleting information for vendors already in FMS does not follow the above procedure. Instead, users contact FMS analysts and formally request changes and deletions. The FMS team synchronizes vendor information with IFCAP by assigning FMS vendor codes, validating new vendor information, and sending the validated vendor information to IFCAP in the form of a vendor update transaction. This information updates the information originally entered in IFCAP when the IFCAP user originally sent the vendor file update request to FMS.

Vendor Change amendments that are associated with a particular Inventory Point will signal IFCAP to send an electronic mail message to the Inventory Manager notifying them of the amendment. "Vendor Change" Amendments resulting in a new vendor that is not a valid procurement source for the items on the order will

prompt IFCAP to require the user to update the Vendor Master file before accepting this change.

#### **1.6.4 Amendment Processing**

Amendments will automatically adjust FCP balances. The Classification of Request Report and Sort Group Report will accurately reflect cost amendments.



# Chapter 2 Assign Officials to Your Control Point

## 2.1 Introduction

As a Control Point Official, you appoint clerks and requestors to your Control Point, allowing them to charge expenses to your Control Point.

## 2.2 Assign an Official, Clerk or Requestor to Your Control Point

### 2.2.1 Setup Parameters

Select Enter/Edit Control Point Users from the Control Point Official's Menu. Enter your Control Point number. At the Allow Access By All Requestors: prompt, enter Y to allow all Control Point users to have requestor level access.

**Note: If you are a Control Point Official for several Control Points, you might want to enter 'N' at the Allow Access By All Requestors: prompt for some of your Control Points and enter authorized users individually for those Control Points.**

```
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 Official's Menu Option: Enter/Edit Control Point Users
Select CONTROL POINT: 101 LAB TESTING 101
ALLOW ACCESS BY ALL REQUESTORS: YES// ???
YES allows all Control Point users to have requestor
level access.
CHOOSE FROM:
Y          YES
N          NO
ALLOW ACCESS BY ALL REQUESTORS: YES//
```

### 2.2.2 Select User

Enter a Control Point user. To see the list of available users you can add to your Control Point, type three question marks (???) at the Select Control Point User: prompt. If the user you want to add is not on the list of available users, tell your IRM service to add the user to the **VISTA** system.

```
Select CONTROL POINT USER: NAPOLI,JERRY// Cobain,Kurt ??
Select CONTROL POINT USER: NAPOLI,JERRY// ???

CHOOSE FROM:
7          JONES,RICK          CONTROL POINT OFFICIAL
12         BLOUNT,KAREN       CONTROL POINT OFFICIAL
```

```

32          EVERITTE,ROBIN      CONTROL POINT OFFICIAL
44          GRIBSCHAW,STEPHEN   CONTROL POINT OFFICIAL
51          COLE,MARTHA        CONTROL POINT OFFICIAL
66          NAPOLI,JERRY        CONTROL POINT OFFICIAL

```

This is the name of the person who will be allowed to access this Control Point.

CHOOSE FROM:

```

BECKER,CHARLES
BONNADUCE,DANNY
CHAUDHRY,SEEMA
DOBBINS,ROBERT H.
FRANK,STUART
GRIBSCHAW,STEPHEN
HARDING,TONYA
HIRZ,LEE
JONES,RICK
KENNEY,JIM
LIN,PEGGY
MESSINA,DANIEL
O'DONNELL,FRAN
PARKER,ROSELYN
SMITH,DONALD
TSAI,PEI L.
WHITE,BASIL
YACOBUCCI,ROBERT

```

Select CONTROL POINT USER: NAPOLI,JERRY// White,BASIL

## 2.2.3 Level Of Access

At the Control Point User Level of Access: prompt, select whether you want the user to be a Control Point Official, a Control Point Clerk, or a Requestor. At the Receive FMS Reconciliation: prompt, select whether you want the user to receive the FMS Reconciliation Report from the Austin Automation Center (AAC)..

CONTROL POINT USER LEVEL OF ACCESS: ???

This is the level of access for the Control Point users (i.e., 1 = Control Point Official, who has authority to approve requests; 2 = Control Point Clerk, who can enter permanent transactions; and 3 = Requestor, who can initiate temporary requests to the Control Point Clerk).

CHOOSE FROM:

```

1          CONTROL POINT OFFICIAL
2          CONTROL POINT CLERK
3          REQUESTOR

```

CONTROL POINT USER LEVEL OF ACCESS: 3 REQUESTOR

LEVEL OF ACCESS: REQUESTOR//

RECEIVE FMS RECONCILIATION: ???

This field is used to indicate which control point users will receive electronic mail messages whenever transactions in FMS affect the balance in their Fund Control Point. Users coded as "y" will be the only ones receiving these messages. However, if no users are coded "Y", all control point officials will receive messages.

CHOOSE FROM:

```

Y          YES
N          NO

```

RECEIVE FMS RECONCILIATION: Y YES

### **2.2.4 Bulletin Notification**

At the Notification Designee: prompt, select whether you want the user to receive the Control Point funding notification bulletin. You and whoever you appoint as a proxy Control Point Official should receive this bulletin, since this is the report that you use to reconcile estimated expenses with actual expenses. Enter another user name at the Select Control Point User: prompt, or just press the Enter key to return to the Control Point Official's menu.



# Chapter 3 Approve Or Reject A Request

## 3.1 Introduction

Approving and rejecting requests and monitoring the balance of the Control Point are the most common activities of the Control Point Official. This chapter will explain the procedure for approving or rejecting standard requests and purchase card requests.

## 3.2 Approve a Temporary Request

The Control Point official may have a need to approve a temporary transaction that has not been converted to a permanent transaction by the Clerk. The first step would be to Change the Temporary request to a Permanent transaction.

### 3.2.1 Menu Path

```
Select Control Point Official'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 ISC2//                A2222  10 0100  01AA20100
```

### 3.2.2 Select Temporary Transaction

At the Select Control Point Activity Transaction Number: prompt, enter the temporary transaction number that the requestor assigned to the request. You may review the request to make sure that you've chosen the correct one.

```
Select the existing transaction number to be replaced

Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: THX-1138  THX-1138  OBL  SAM'S  Furry
things with green hair

Would you like to review this request? No// Y (Yes)
Print administrative certification page of 2237? Yes// (Yes)
DEVICE: HOME//  LAT  RIGHT MARGIN: 80//
PRIORITY: STANDARD
MAR 28,1994@15:39:42                THX-1138-----
REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES-----
TO: A&MM Officer                    Requesting Office
INFORMATION SYSTEMS CENTER (162-2)-----
Action Requested
    Date Prepared          Date Required    Delivery
    MAR 28,1994           APR 1,1994-----
```

ITEM NO. OR STOCK NO.	DESCRIPTION	QUANTITY	UNIT	ESTIMATED UNIT COST-----		
011	1 Furry things with green hair TOTAL COST: \$94.00	10	CB	9.4000		
-----						
VENDOR INFORMATION:VENDOR: SAM'S						
CONTACT: JOE DOAKES 4 HIGH ST						
PHONE: 512-876-4433 AUSTIN,TX 75434						
LOG Voucher Number: THX-1138-----						
-----						
SPECIAL REMARKS: This is a standard remark. -----						
-----						
JUSTIFICATION OF NEED OR TURN-IN						
Items needed for computer section for daily use.						
-----						
Signature of Initiator		Signature of Approving Official Date				
BASIL WHITE						
Publications Analyst						
-----						
Appropriation and Accounting Symbols						
688-3640151-101-805600-1091						
-----						
MULTIPLE DELIVERY DISTRIBUTION LIST		PAGE: 1	ITEM PR#	DESCRIPTION	QTY	
DATE	QTY	SCP	LOCATION	1	Furry thin	10
04-01-94		**NONE**	**NONE**			

### 3.2.3 Edit Data

IFCAP will allow you to change the Fiscal Year, Fiscal Quarter, and Control Point for the transaction. IFCAP will then replace the temporary transaction number that the requestor assigned to the request with a new, permanent transaction number. This new number will refer to the transaction for the rest of its history. IFCAP will give you ONE MORE CHANCE to edit the request before asking if you want to transmit the request to A&MM/Fiscal Service. If you choose to transmit the request, IFCAP will ask for your signature code. Answer Y at the Would you like to replace another transaction number?: prompt if you want to approve another temporary request. If not, press the Enter key to return to the Control Point Official's menu.

Enter the information for the new transaction number						
Select FISCAL YEAR: 94//						
Select QUARTER: 2//						
Select CONTROL POINT: 101 ISC2//						
A2222	10	0100	01AA20100	A2222	10	
0100 01AA20100						
Old transaction THX-1138 is now cancelled.						
Transaction 'THX-1138' has been replaced by transaction 688-94-2-101-0134						
Would you like to review this request? No// (No)						
Current Control Point balance: \$-13456.86						
Estimated cost of this request: \$500.00						
Total uncommitted balance from current and prior quarters: -\$13456.86						
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.						
Would you like to replace another transaction number? No// (No)						

### 3.3 Reject a Request

#### 3.3.1 Menu Path

```
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 Official'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: Cancel Transaction with Permanent Number
```

#### 3.3.2 Select Transaction Number

Select a Control Point. Enter the permanent transaction number the Control Point Clerk assigned to the request. If you don't know the number, type three question marks (???) at the Select Transaction Number: prompt and IFCAP will display the available requests. IFCAP will ask you to verify that you want to cancel the request and ask you to explain why you're canceling the request. Answer Y at the Would you like to cancel another transaction?: prompt if you want to cancel another request. If not, press the Enter key to return to the Process a Request menu.

```
Select CONTROL POINT: 101 LAB TESTING 101
Select TRANSACTION : ???

Attempting lookup in transaction file.

Attempting lookup using 101 LAB TESTING 101 (CONTROL POINT)

  1  101 LAB TESTING 101  688-94-3-101-0166  OBL  GENERIC GENERAL STOR
  2  101 LAB TESTING 101  688-94-3-101-0164  CANC
TEST FOR KAREN
  3  101 LAB TESTING 101  688-94-3-101-0163  CANC
TEST FOR KAREN

  4  101 LAB TESTING 101  688-94-3-101-0162
  5  101 LAB TESTING 101  688-94-3-101-0161

Press <RETURN> to see more, '^' to exit this list, OR
```

```

CHOOSE 1-5: 4 688-94-3-101-0162
Cancel this transaction? No// Y (Yes)
Enter comments for this cancellation
COMMENTS:
  1>Project cancelled
  2>
EDIT Option:

Would you like to cancel another transaction? No// (No)

```

### 3.3.3 Notify the Requestor

Notify the Requestor that you've cancelled the request and why. Don't let the Requestor anticipate the arrival of items that are never coming because you've cancelled the request.

### 3.4. Approve a Request

The Control Point Clerk will create transactions and then pass them to the Official for signature.

#### 3.4.1 Menu Path

```

Select Control Point Official's Menu Option:

  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 Official's Menu Option: Approve Requests

```

#### 3.4.2 Select a Transaction

```

Select Control Point Official's Menu Option: APPROVe Requests

Please wait while I check your control points...
Enter ELECTRONIC SIGNATURE CODE: Thank you.
Loop thru all control points? Yes// (Yes)
Loop thru all transactions for CP 60? Yes// (Yes)

CP TRANSACTION NUMBER: 658-01-1-060-0021
TEMPORARY TRANSACTION:

TRANSACTION TYPE: OBLIGATION
FORM TYPE: REPETITIVE AND NON-REP ORDER

REQUESTOR: MCGARRITY,MICHAEL S

DATE OF REQUEST: NOV 14,2000
DATE REQUIRED: NOV 18,2000

COMMITTED (ESTIMATED) COST: 25.20

VENDOR: BAXTER CARDIOVASCULAR DIVISION
ITEM #1 DESCRIPTION: WIDGETS

```

## Approve Or Reject A Request

```
Current Control Point balance: $299660.97
Estimated cost of this request: $25.20
Requests need to be reviewed prior to approval.
Have you reviewed this request? Y (Yes)
Is this request ready for approval? Yes// (Yes)
Is this request ready for transmission to A&MM/Fiscal? No// Y (Yes)
    incrementing due-ins in inventory point: SPD
***END OF PROCESSING***
```

---

# Chapter 4 How to Monitor the Balance of Your Control Point

## 4.1 Introduction

Approving and rejecting requests and monitoring the balance of the Control Point are the most common Control Point activities of the Control Point Official.

## 4.2 Monitor the Balance of Your Control Point

### 4.2.1 Setup Parameters

Select Display Control Point Activity Menu from the Control Point Official's menu. Select Running Balances from the Display Control Point Activity Menu. Enter a Fiscal Year, a Fiscal Quarter, and 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
Record Receipt of Multiple Delivery Schedule Items
Multiple Delivery Schedule List

Select Control Point Official'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
CP Entered, Not Approved Requests

Select Display Control Point Activity Menu Option: Running Balances
Select FISCAL YEAR: 00//
Select QUARTER: 3//
Select CONTROL POINT: 101 LAB TESTING 101//
```

### 4.2.2 Report Parameters

IFCAP will ask you if you want to see a summary report, which lists only the balances and totals for the Control Point, or the entire report, which lists the transactions and their costs. Answer N to see the entire report.

## Monitor the Balance of Your Control Point

```
Summary Balances Report Only? No// (No)
DEVICE: HOME// LAT RIGHT MARGIN: 80//
```

### 4.2.3 Transaction Listing

This report has three sections. The first section lists each transaction (Trans Type), including funding and expense transactions. This section also lists the obligation number, the committed cost, the Control Point balance, the obligation/ceiling amount and the unobligated balance. The obligation number is the number that Fiscal Service assigns to the 1358.

The numbers in the Committed (Est) Cost column are the estimated costs of the requests. Costs with an asterisk are transactions that you haven't approved. Those with an @ are awaiting reconciliation. Those with # are cancelled. The numbers in the Obl/Ceil \$Amount column are the amounts that the Accounting Technician in Fiscal has obligated for the request. No values and values with an asterisk represent transactions that the Accounting Technician hasn't approved.

```
CONTROL POINT BALANCE - 688-94-4-110- LAB OCT 13,1994@13:38:58 PAGE 1
```

FYQSeq#	TXN	OBL #	AP/OB DT	COMM \$AMT	CP \$BAL	OBL \$AMT	FISCAL UNOBL \$BAL
0010003	CAN			0.00#	0.00	0.00#	0.00
0030007	CEI		12/27/99	10000.00	10000.00	10000.00	10000.00
0030011	CEI		12/27/99	1000000.00	1010000.00	1000000.00	1010000.00
0030017	OBL	P91001	04/12/00	70.50@	1009929.50		1010000.00
0030018	ADJ	P91001-1	04/13/00	0.00	1009929.50	0.00	1010000.00
0030019	OBL	B70001	04/14/00	3.35@	1009926.15		1010000.00
0030020	ADJ	B70001-1	04/14/00	0.00	1009926.15	0.00	1010000.00
0030021	ADJ	P91001-2	04/14/00	0.00	1009926.15	0.00	1010000.00
0030022	ADJ	P91001-3	04/17/00	0.00	1009926.15	0.00	1010000.00
0030023	ADJ	P91001-4	04/17/00	0.00	1009926.15	0.00	1010000.00
0030025	CEI	FROM 00-2		2030000.00	3039926.15	2030000.00	3040000.00
0030027	ADJ	QTRADJ		0.00	3039926.15		3040000.00
0030028	ISS			0.00#	3039926.15	0.00#	3040000.00

Press return to continue, uparrow (^) to exit:

### 4.2.4 FMS Transaction Listing

The second section of the report lists the FMS transactions by the transaction number, date and time, the transaction amount, and its effect on the uncommitted and unobligated balances of the Control Point. FMS transactions are transactions of funds, not purchases.

```
The bottom of the report will list the total discrepancy between the committed fund transactions and the actual fund transactions (FMS transaction total). The report will also list the total amount of the fund transactions you have committed but the Accounting Technician in Fiscal has not obligated. Answer Y at the Would you like to run another running balances report?: prompt if you want to run another running balances report. If not, press the Enter key to return to the Display Control Point Activity menu.
```

```
CONTROL POINT BALANCE - 688-00-3-060- FISCAL OCT 13, 1994@17:40:04 PAGE 2
```

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

## Monitor the Balance of Your Control Point

Balance Summary	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Actual CP Bal:	0.00	0.00	3039926.15	1010000.00
Actual Fiscal Bal:	0.00	0.00	3040000.00	1010000.00
Tot Commit, not Obl:	0.00	0.00	73.85	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// (No)

## Monitor the Balance of Your Control Point

# Chapter 5 How to Determine the Status of a Request

## 5.1 Introduction

IFCAP requests pass through several stages; the processing stage, where requests are created and approved for spending, the accounting stage, where a deduction and an order are created and associated to the request, the inventory stage, where the order is filled, and the payment stage, where the funds are deducted and the vendor is paid. The IFCAP system will tell you what status your request has acquired:

## 5.2 Determine the Status of a Transaction

### 5.2.1 Menu Path

```
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 Official'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: status of All Obligation Transactions
```

### 5.2.2 Display

IFCAP will display a report of the transaction. Look at the Status field.

```
Select STATION NUMBER: 688
Select FISCAL YEAR: 00//
Select QUARTER: 4// 3
Select CONTROL POINT: 110 MAVIS .01          0160A1  10  0100  010042116
DEVICE: UCX/TELNET   Right Margin: 80//
STATUS OF OBLIGATION TRANSACTIONS   CP: 110 MAVIS .01 FY: 00
                                         JUL 12,2000  18:08   PAGE 1
          PRIORITY
          OF          DATE          DATE          DATE          DATE
TRANS #   REQUEST   SIGNED   REQUIRED   DELIVERED   RECEIVED
VENDOR                                         BY SVC
OBLIGATION# SORT GROUP
          FIRST LINE ITEM DESCRIPTION
COMMENTS
-----
00-3-0093  STANDARD          05/04/00
RACHEL
          WIDGETS
```

## Determine the Status of a Request

00-3-0094	STANDARD	04/04/00	05/04/00		
SUPPLY WAREHOUSE		Assigned to PPM Clerk CATS			
STATUS OF OBLIGATION TRANSACTIONS CP: 110 MAVIS .01 FY: 00					
JUL 12,2000 18:08 PAGE 2					
TRANS #	PRIORITY OF REQUEST	DATE SIGNED STATUS	DATE REQUIRED	DATE DELIVERED	DATE RECEIVED BY SVC
VENDOR	OBLIGATION#	SORT	GROUP		
COMMENTS		FIRST LINE ITEM DESCRIPTION			
-----					
00-3-0095	STANDARD	06/29/00	05/04/00		
RACHEL		Pending Accountable Officer Sig. WIDGETS			
00-3-0096	STANDARD	06/29/00	05/04/00		
SUPPLY WAREHOUSE		Pending Accountable Officer Sig. CATS			

### 5.2.3 Status

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. In the example above, the status is Order Not Completely Prepared. According to the table, the Purchasing Agent (node 19) has assigned a purchase order number to the request, but hasn't transmitted it to the Accounting Technician yet. In this example, you would contact the Purchasing Agent if you have specific questions about the status of your request.

<b>Status of Request, Transaction, or Purchase Order</b>	<b>The request is pending action at node number</b>
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	Purchasing Agent cancelled the request at 19.
Complete Order Received	35 or 36.

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 has not transmitted it to the Accounting Technician yet.
Ordered (No Fiscal Action Required)	30. This status means that funds are not 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.

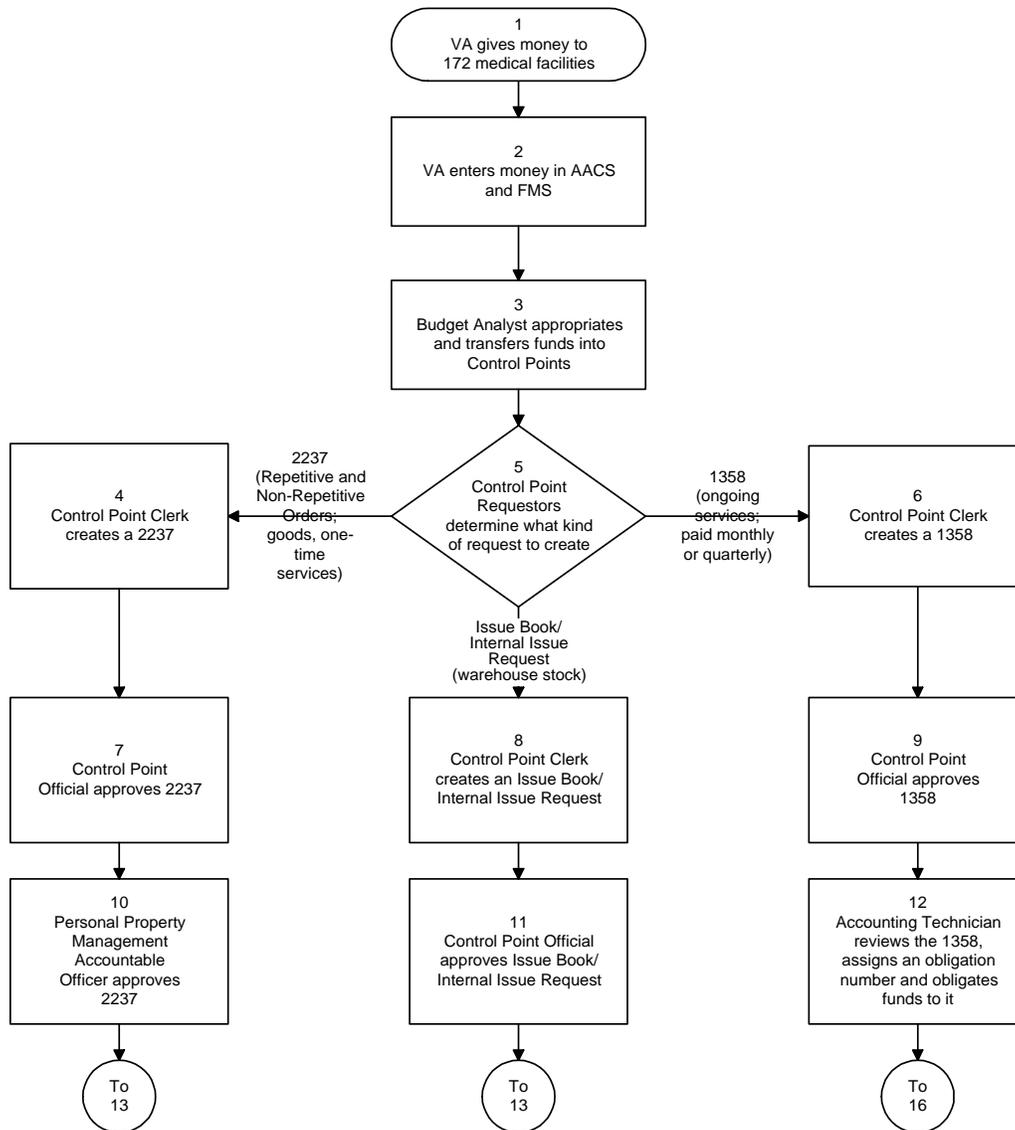
## Determine the Status of a Request

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 are not 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; currently at 4. Ask the Purchasing Agent why they returned it, if the explanation is not in the Return to Service Comments: line on the request.
Returned to Service by Fiscal	Died at 12; currently at 6. Ask the Accounting Technician why they killed it, if the explanation is not in the Return to Service Comments: line on the request.
Returned to Service by PPM	Died at 14 or 17; currently at 4. Ask the PPM Accountable Officer and PPM Requisition Clerk which one of them killed it and why, if the explanation is not in the Return to Service Comments: line on the request.

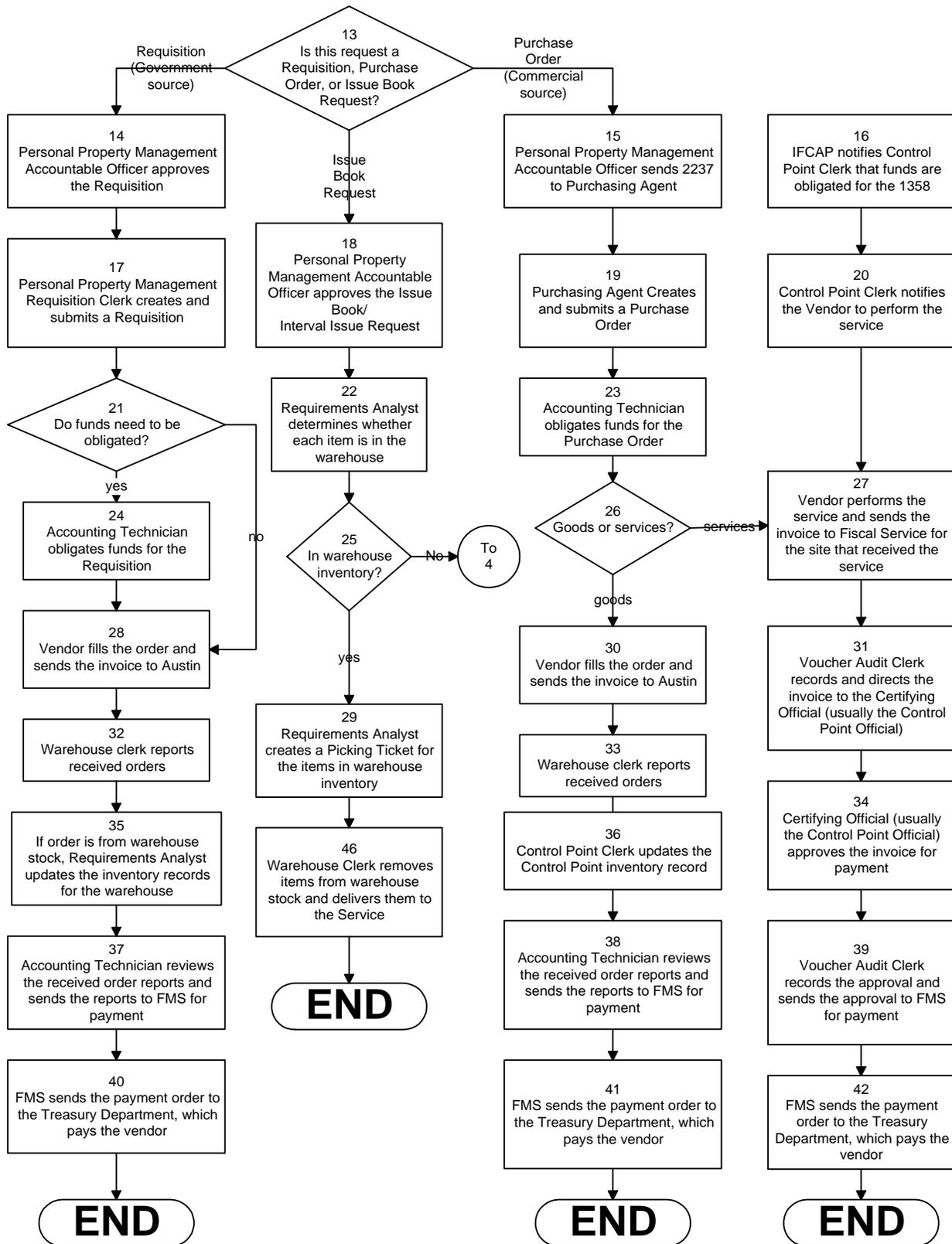
Returned to Supply (Pending Signature)	Died at 23; currently at 19. The Accounting Technician returned the Purchase Order, usually because the Control Point does not have enough money to cover the Purchase Order.
Sent to Purchasing and Contracting	19
Transaction Complete	Certified Purchase Orders: your 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.

# Determine the Status of a Request

## IFCAP PROCESS FLOWCHART



## Supplemental Control Point Official Options



# Chapter 6 Supplemental Control Point Official Options

## 6.1 Introduction

This chapter describes the options available to you in IFCAP that weren't 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.

## 6.2 Options in the Funds Control Menu

### 6.2.1 Enter FCP Adjustment Data

#### 6.2.1.1 Setup Parameters

Enter 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 Official's Menu Option: Funds Control Menu

    Obligation Data
    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 FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES

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

#### 6.2.1.2 Enter Reference Number

Enter a reference number for the transaction. The obligation number may be used. If you do not know the obligation number, enter three question marks and IFCAP will list the available obligation numbers. 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 doesn't 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 don't 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: ???
  Enter the 6 character purchase order/obligation/reference number for this
  transaction
??
OBLIGATION NUMBER: C40021
SORT GROUP:
DATE OBL ADJUSTED:
ADJUSTMENT $ AMOUNT: ??
  This is the adjustment dollar amount for this obligation
  transaction.
ADJUSTMENT $ AMOUNT: 40 $ 40.00
COST CENTER: 870021 Operating Equipment
```

### 6.2.1.3 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
```

### 6.2.1.4 Enter 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: ??
  This is the dollar amount applied to the budget object code.
BOC1 $ AMOUNT: 40. $ 40.00
BOC2:
BOC2 $ AMOUNT:
                                                    TRANSACTION BEG BAL: 40.00
Select SUB-CONTROL POINT:
COMMENTS:
```

## Supplemental Control Point Official Options

```
1>
Would you like to enter another Adjustment transaction? YES// n (NO)

Obligation Data
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:
```

### 6.2.2 Assign Ceiling to Sub-Control Points

#### 6.2.2.1 Setup Parameters

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 Official's Menu Option: Funds Control Menu

Obligation Data
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
```

#### 6.2.2.2 Select Ceiling 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
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1 688-94-4-101-0285
TRANSACTION BEG BAL: 533.00
    
```

### 6.2.2.3 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 Funds Control 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 POIN
T 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 PO
INT 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)

Obligation Data
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:
    
```

### 6.2.3 Recalculate Fund Control Point Balance

This option recalculates the Fund Control Point balance that the Control Point Official sees when approving a request. This option should only be used if the Fund Control Point balance differs from the running balance.

## Supplemental Control Point Official Options

Select Funds Control Menu from the Control Point Official'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 send a mail message to the Control Point Official when it has finished recalculating the balance.

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

    Obligation Data
    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: 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 21, 2000@16:54:06)
RECALCULATE CONTROL POINT BALANCES HAS TASK NUMBER 211610

    Obligation Data
    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:
```

## 6.2.4 Options in the Funds Control Reports Menu

### 6.2.4.1 Quarterly Report

#### 6.2.4.1.1 Report Parameters

Enter a fiscal year, fiscal quarter and a Control Point. Enter an output device.

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

    Obligation Data
    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//
...OK? Yes// (Yes)

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

### 6.2.4.1.2 Display

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. Press the Enter key at the Would You Like To Run Another Quarterly Balance Report?: prompt to return to the Funds Control Reports Menu.

```

QUARTERLY REPORT - 688-97-2-120- DIET FEB 28, 1997@14:24:41 PAGE: 1
SEQ# TYPE PO/OBL# TRANS $ OBL/CEIL DATE DATE DATE
          $ AMOUNT REQ. OBL. REC'D.
          CONTROL POINT UNCOMMITTED UNOBLIGATED
          REQUEST TOTAL BALANCE BALANCE
VENDOR
COMMENT
-----
0002 OBL 10.00 100.00 FEB 25, 1997
          10.00 90.00 90.00
GENERAL MEDICAL
=====
QUARTERLY REPORT 688-97-2-120- DIET FEB 28, 1997@14:24:41 PAGE: 2
      PO TRANSACTIONS WITHOUT 2237
PO/ PO OBLIGATED CONTROL PT. UNCOMMITTED UNOBLIGATED
OBL# DATE AMOUNT REQ TOT BALANCE BALANCE
-----
688-B70004 FEB 25, 1997 10.00 20.00 80.00 80.00
PO transaction (no 2237) total for this quarter: $10.00
=====
FMS transaction total for this quarter: $0.00
=====
Total Request Amount: $20.00
Control Point Official's Balance: $80.00
Fiscal's Unobligated Balance: $80.00

Would you like to run another quarterly balance report? No// (No)

Quarterly Report
Ceiling Report
Audit Transaction List
Sort Group Report
Classification of Request Report
Cost Center Totals
BOC Totals
    
```

## Supplemental Control Point Official Options

```
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data
```

Select Funds Control Reports Menu Option:

### 6.2.4.2 Ceiling Report

#### 6.2.4.2.1 Report Parameters

Enter a fiscal year, fiscal quarter and a Control Point.

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

```
Obligation Data
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//
```

#### 6.2.4.2.2 Display

IFCAP will create a 'Ceiling Report', listing the transaction number, ceiling amount, the date the funds were allocated, and comments. 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
```

```

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:

```

### 6.2.4.3 Audit Transaction List

#### 6.2.4.3.1 Menu Path

```

Select Control Point Official's Menu Option: Funds Control Menu

    Obligation Data
    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: Audit Transaction List

```

#### 6.2.4.3.2 Report 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 '820 Reconciliation Report', listing the transaction number, the obligation number, and the FMS amount of the reconciliation. Enter a caret (^) at the Select Station Number: Select Fiscal Year: prompt to return to the Funds Control Reports Menu.

## Supplemental Control Point Official Options

```
Select STATION NUMBER: 688          WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101
      ...OK? Yes// (Yes)

Enter the cutoff date for this reconciliation report
DATE: T (FEB 14, 1997)
DEVICE:  LAT   RIGHT MARGIN: 80//

820 RECONCILIATION REPORT                      FEB 28, 1997  14:44  PAGE 1
                                         CEILING $
TRANS #          FMS CODE  FMS DATE      PO/OBL#      TYPE      AMOUNT
                                         FMS
                                         $AMT

      OBL. COST
      UNOBL      CP UNOBL
      BALANCE    BALANCE
-----
688-96-4-101-1647          07/26/96      C60038WR      ADJ
                                         210.00

      210.00
      -210.00      -210.00

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:
```

### 6.2.4.4 Sort Group Report

#### 6.2.4.4.1 Menu Path.

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

Obligation Data
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
    
```

### 6.2.4.4.2 Report Parameters

Enter 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. Enter the first sort group you want to include on the report, or press the Enter key to include all sort groups. Enter an output device.

```

Select FISCAL YEAR: 95//
Select QUARTER: 1//
Select CONTROL POINT: 101 LAB TESTING 101
    ...OK? Yes// (Yes)

START WITH SORT GROUP: FIRST//
DEVICE: LAT RIGHT MARGIN: 80//
    
```

### 6.2.4.4.3 Display

IFCAP will print or display a 'Sort Group Report,' listing the transactions in each sort group, their purchase order or obligation number, the request type, the vendor, and the committed and obligated amounts. After printing or displaying the report, IFCAP will return to the Funds Control Reports Menu.

```

SORT GROUP REPORT - CP: 101 LAB TESTING 101 DEC 30,1994 09:59 PAGE 1
TRANSACTION NUMBER PO/OBL# TYPE VENDOR COMM $ OBL $
COMMENTS
-----
          SORT GROUP: TEST SORT
688-95-1-101-0083 A50031 OBL  GENERIC GENERAL          10.00
688-95-1-101-0084 C50044 OBL  CENTRAL BUSINES          60.00
SUBTOTAL                      70.00          0.00
TOTAL                          70.00          0.00

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:
    
```

### 6.2.4.5 Classification of Request Report

Amendments will automatically adjust FCP balances. The Classification of Request Report and Sort Group Report will accurately reflect cost amendments.

## Supplemental Control Point Official Options

### 6.2.4.5.1 Menu Path

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

Obligation Data
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
```

### 6.2.4.5.2 Report 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. IFCAP will print the "Classification Of Request Report", listing each transaction by the classification that the requestor entered at the "Classification Of Request" prompt. 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
...OK? Yes// (Yes)

START WITH CLASSIFICATION OF REQUEST: FIRST//
DEVICE:  LAT   RIGHT MARGIN: 80//

-----

CLASSIFICATION OF REQUEST REPORT - 101 LAB TESTING 101
                                OCT 12,1994 12:36   PAGE 1
OBL#   TRANS#  TYPE  VENDOR                COMM $      OBL $
COMMENTS
-----
          CLASSIFICATION OF REQUEST: Endurance test of capacitor
A50002 0006   OBL   CENTRAL BUSINE      120.00      120.00
TESTING
          -----
SUBTOTAL                                120.00      120.00
          CLASSIFICATION OF REQUEST: Vandalism repair
C50003 0003   OBL   CENTRAL BUSINE       69.00      124.00
REPAIRS
          -----
SUBTOTAL                                69.00      124.00
          -----
TOTAL                                  189.00      244.00
```

```

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:
    
```

### 6.2.4.6 Cost Center Totals

#### 6.2.4.6.1 Menu Path

```

Select Control Point Official's Menu Option: Funds Control Menu

Obligation Data
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
    
```

#### 6.2.4.6.2 Report 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
    
```

## Supplemental Control Point Official Options

```
120000      120000 Office of the General Counsel
Select COST CENTER NAME: 111600 Office of Public and Co
DEVICE: HOME//  LAT  RIGHT MARGIN: 80//
```

### 6.2.4.6.3 Display

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:
```

### 6.2.4.7 BOC Totals

#### 6.2.4.7.1 Menu Path

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

    Obligation Data
    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: BOC Totals
    
```

### 6.2.4.7.2 Report 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 suplies                                               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:
    
```

### 6.2.4.8 SUB-CONTROL POINT REPORT

## Supplemental Control Point Official Options

### 6.2.4.8.1 Menu Path

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

Obligation Data
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
```

### 6.2.4.8.2 Print

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

                                -----
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:
    
```

### 6.2.4.9 Reconciliation of PO/Sub-CP Dollar Amounts

#### 6.2.4.9.1 Menu Path

```

Select Control Point Official's Menu Option: Funds Control Menu

Obligation Data
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
    
```

#### 6.2.4.9.2 Report 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 reconciliations 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
...OK? Yes// (Yes)

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
-----
STATUS: Obligated - 1358
    
```

## Supplemental Control Point Official Options

0007	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:

### 6.2.4.10 BOC Detail Totals

#### 6.2.4.10.1 Menu Path

Select Control Point Official's Menu Option: Funds Control Menu

Obligation Data  
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: BOC Detail Totals

#### 6.2.4.10.2 Report 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. After printing the report, IFCAP will return to the Funds Control Reports Menu.

## Supplemental Control Point Official Options

Select STATION NUMBER: 503// ALTOONA, PA  
This report displays item costs from 2237 orders, sorted  
by budget object code.

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

TRANSACTION NUMBER	LINE ITEM	NUMBER	DESCRIPTION	TOTAL
QUANTITY	EST. ITEM (UNIT)	COST		
-----				
WER1234	BOC: 1007 Computer Systems	1		
1.00		449.00		449.00
				-----
SUBTOTAL				449.00
503-94-3-101-0002	BOC: 1081 Physicians-Full T	2	NONE AGAIN	
1.00		0.00		0.00
				-----
SUBTOTAL				0.00
688-94-4-022-0002	BOC: 1091 Federal,Summer Em	1	LIGHT BULBS	
1.00		3.00		3.00
				-----
SUBTOTAL				3.00
				-----
TOTAL				634844.92

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:

### 6.2.4.11 FMS Transaction Data

#### 6.2.4.11.1 Menu Path

Select Control Point Official's Menu Option: Funds Control Menu

Obligation Data  
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

## Supplemental Control Point Official Options

```
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

### 6.2.4.11.2 Report 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. IFCAP will print the 'FMS Transactions Report', listing each transmission by date, reference number, FMS transmission code, the amount of the transaction, and the balances of the affected Control Point. 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 FISCAL YEAR: 95// 94
Select QUARTER: 4// 4
Select CONTROL POINT: 110 LAB TESTING 110//
DEVICE: HOME// LAT RIGHT MARGIN: 80//
```

```
Control Point Balance - 688-94-4-110 LAB      OCT 12,1994@14:29:13  PAGE 1
                                FMS Transactions
```

TRANSMISSION DATE	REFERENCE #	TRANS CODE	TRANSACTION \$ AMOUNT	CP BALANCE	UNOBLIG BALANCE
SEP 16,1994	438LG2000	SO	12.50	-25.00	-25.00

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:

## 6.2.5 Correct Sub-Control Point Amounts

### 6.2.5.1 Setup Parameters

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 Official's Menu Option: Funds Control Menu

    Obligation Data
    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
```

### 6.2.5.2 Select Transaction Number

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. 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

Press <RETURN> to see more, '^' to exit this list, 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? No//Y (Yes)
ARE YOU ADDING 'Reserve' AS A NEW SUB-CONTROL POINT (THE 1ST FOR THIS CONTROL
```

## Supplemental Control Point Official Options

```
POINT ACTIVITY)? Y
(Yes)
$ AMOUNT: 2          RUNNING TOTAL: 2.00          BAL: 1.00
Select SUB-CONTROL POINT:

Select STATION NUMBER: ^

    Obligation Data
    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:
```

### 6.3 Options in the Status of Requests Reports Menu

#### 6.3.1 Print/Display Request Form

##### 6.3.1.1 Setup Parameters

Enter 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 Official'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
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

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  503-93-2-121-0002  OBL          C30079

Print administrative certification page of 2237? Yes//  (Yes)
DEVICE: HOME//  LAT  RIGHT MARGIN: 80//
```

##### 6.3.1.2 Listing

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.

```
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:
```

Supplemental Control Point Official Options

Name and Title Approving Off.:		Signature:		Date Signed:		
CHRIS L. HELSEL 07 Systems Analyst		/ES/CHRIS L. HELSEL		FEB 9,1993@09:00:		
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:						

**6.3.2 Status of All Obligation Transactions**

**6.3.2.1 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.

## Supplemental Control Point Official Options

```

Select Control Point Official'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: 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//
    ...OK? Yes//    (Yes)

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

### 6.3.2.2 Listing

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
                                DATE
                                RECEIVED
                                BY SVC
    PRIORITY OF REQUEST          DATE SIGNED    DATE REQUIRED    DATE DELIVERED
TRANS #   VENDOR                STATUS
OBLIGATION# SORT GROUP          FIRST LINE ITEM DESCRIPTION
COMMENTS
-----
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
                                DATE
                                RECEIVED
                                BY SVC
    PRIORITY OF REQUEST          DATE SIGNED    DATE REQUIRED    DATE DELIVERED
TRANS #   VENDOR                STATUS
OBLIGATION# SORT GROUP          FIRST LINE ITEM DESCRIPTION
COMMENTS
-----

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:
    
```

### 6.3.3 PO with Associated Transactions

#### 6.3.3.1 Menu Path

```
Select Control Point Official'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
```

#### 6.3.3.2 Setup Parameters

Enter a Station Number and a Control Point. At the Select Purchase Order/Obligation No: 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. 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

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  503-93-2-040-0009  OBL  C30092

Would you like to include 'Comments'? YES// N (NO)
DEVICE:  LAT   RIGHT MARGIN: 80//
```

#### 6.3.3.3 Print

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
-----
PURCHASE ORDER/OBLIGATION NO: C30092
```

## Supplemental Control Point Official Options

```
503-93-2-040-0009  OBLIGATION          500.00  Obligated - 1358
Needed by Dietetics
-----
TOTAL                    500.00

Select CONTROL POINT: 040 BUILDING MANAGEMENT// ^

      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:
```

### 6.3.4 Requests Ready for Approval List

#### 6.3.4.1 Menu Path

```
Select Control Point Official'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
...OK? Yes//  (Yes)

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

#### 6.3.4.2 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 Official'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
                   WHITE,BASIL
                   8000.00
                   Bob's          Roofing Material

Press return to continue or uparrow to exit:

Select CONTROL POINT: 101 LAB TESTING 101// ^

      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 ...

Select Control Point Official's Menu Option:

```

## 6.4 Options in the Process a Request Menu

### 6.4.1 New 2237 (Service) Request

#### 6.4.1.1 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 Select Control Point: prompt and IFCAP will list the available Control Points.

```

Select STATION NUMBER: 688//          WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
...OK? Yes//      (Yes)

```

#### 6.4.1.2 Transaction Number

IFCAP will assign a transaction number to your request. Enter a form type. You may enter a Repetitive, Non-Repetitive, Repetitive and Non-Repetitive, or Issue Book Request at this prompt. 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: 688-94-4-022-0005

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

FORM TYPE: REPETITIVE AND NON-REP ORDER//
CLASSIFICATION OF REQUEST:

```

#### 6.4.1.3 Sort Group

If there's a sort group assigned to the item, enter the sort group at the Sort Group: prompt. Hit the Enter key at the Date of Request: prompt. Enter the Service that will use the item at the Requesting Service: prompt. If you do not know the name of the service, enter three question marks and IFCAP will list the available Services. Enter the Date that you need the item at the Date Required: prompt. Enter 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

## Supplemental Control Point Official Options

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.

```
SORT GROUP:
DATE OF REQUEST: TODAY// (JUL 08, 1994)
REQUESTING SERVICE:
DATE REQUIRED: T+15 (JUL 23, 1994)
PRIORITY OF REQUEST: ST// STANDARD
SPECIAL REMARKS:
  1>This is where the "Special Remarks" go.
  2>
EDIT Option:
```

### 6.4.1.4 Cost Center

IFCAP will ask you for a cost center and a vendor. Cost centers allow Fiscal staff to create total expense records for a section or service. If you do not know the name of the vendor, enter two question marks and IFCAP will list the available vendors.

```
COST CENTER: ??
  Select the appropriate cost center for this request

ANSWER WITH COST CENTER:
  844100 Supply

COST CENTER: 844100 Supply
VENDOR: ??
  Enter the name of the vendor for the items ordered on this request (1 to
  36 characters)

ANSWER WITH VENDOR NUMBER, OR SYNONYM, OR FMS VENDOR CODE
DO YOU WANT THE ENTIRE VENDOR LIST? Y (Yes)
CHOOSE FROM:
  1          TEAM 3 CLOCKWORKS          800-CALLME1 NO. 1
    SPECIAL FACTORS:
    ORDERING ADDRESS: 123 MAIN STREET
                      ERIE, PA 10099

  2          JOHNSON & JOHNSON INC.      800-BANDAGES NO. 2
    SPECIAL FACTORS:
    ORDERING ADDRESS: 123 DRY STREET
                      HOT SPRINGS, TX 33313

  3          WAREHOUSE                  2453 NO. 3
    ORDERING ADDRESS: 123 FOX AVE
                      MONTROSE, NY 10548

For 1358 requests, additional information concerning vendors may be entered
in the Purpose field.
VENDOR: 2 JOHNSON & JOHNSON INC.        800-BANDAGES NO. 2
    SPECIAL FACTORS:
    ORDERING ADDRESS: 123 DRY STREET
                      HOT SPRINGS, TX 33313

...OK? Yes// (Yes)
```

### 6.4.1.5 Enter Item

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. At the

Description: prompt, define the item as thoroughly as you can. If the item isn't in the Item Master File, the Purchasing Agent is going 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 (e.g., does it have to be flexible or blue or heat-resistant or non-toxic). At the BOC: prompt, enter the budget object code classification for this item. If you do not know the BOC for this item, enter three question marks and IFCAP will list the available budget object codes.

```
Select LINE ITEM NUMBER: 1
LINE ITEM NUMBER: 1//
ITEM MASTER FILE NO.:
DESCRIPTION:
1>This is where the "Description" goes.
2>
EDIT Option:
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 BOC
DO YOU WANT THE ENTIRE 29-ENTRY BOC LIST? Y (Yes)
CHOOSE FROM:
1050 Trainees-Administrative Training Program
1090 Administrative and Clerical Personnel Not Otherwise Classified
1091 Federal,Summer Employment Program for Youth-Summer Aids
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
1098 Wage Rate Employees
2101 Permanent Duty Travel
2102 Round Trip Tvl Between Old and New Sta To Seek Perm Res Quarters
2103 Employee Training Travel
2104 Employee Program Travel
2121 Local Transportation of Employees
2220 Other Shipments
2230 Shipment of Household Goods & Personal Effects
2330 Real Property Rentals
2341 Equipment Rental
2350 Motion-Picture Film Rentals
2423 Forms and Form Letters
2424 Other Printing and Reproduction
2520 Repair of Furniture and Equipment
2530 Storage of Household Goods

BOC: 2220 Other Shipments
```

#### 6.4.1.6 Enter Quantity

Enter the quantity of units that you want at the Quantity: prompt. For example, if the vendor sells by the case, and you want 4 cases, you would enter 4 at the Quantity: prompt. Enter the unit of purchase. If the vendor sells by the case, you would enter CS for case at this prompt. If you don't know the correct abbreviation for the unit of purchase, enter two question marks at the prompt and IFCAP will list the abbreviations. Enter the stock number of the item. 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.

```
QUANTITY: 1
UNIT OF PURCHASE: CS      CASE
STOCK NUMBER: ??
  This is the item Federal Supply Service (FSS) Number; or National Stock
  Number (NSN); or any other stock number; or the manufacturer model
  number.
STOCK NUMBER: 28934750283
EST. ITEM (UNIT) COST: 440/00??
  Enter the unit cost for this item (a dollar amount between 0 and 9999999)
  or N/C for no charge. Commas are not allowed.
EST. ITEM (UNIT) COST: 440.00
INTERMEDIATE PRODUCT CODE:
                                     QTY BEG BAL: 1
```

### 6.4.1.7 Delivery Schedules

At the Select Delivery Schedule: prompt, press the Enter key if you want all of 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 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 of the delivery dates equals the total number of items you are ordering.

Enter the total cost in dollars for the item at the Committed (Estimated) Cost: 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 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. Enter the name of the individual printed on the request form as the initiator of the request at the Requestor: prompt. Enter your name at the Originator of Request: prompt. Add comments if you like.

```
Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 440//
                                     TRANSACTION BEG BAL: 440.00
Select SUB-CONTROL POINT:
DELIVER TO/LOCATION:
JUSTIFICATION:
  1>This is where the "Justification" goes.
  2>
EDIT Option:
REQUESTOR: White,Basil
ORIGINATOR OF REQUEST: Tsai, Pei
COMMENTS:
  1>This is where the "Comments" go.
  2>
EDIT Option:
```

### 6.4.1.8 Review Request

IFCAP will ask you if you would like to review the request. IFCAP will display the Control Point balance, your estimate of the cost of the request, and the total uncommitted balance for the Control Point. IFCAP will allow you to transmit the request for approval by the Control Point Official. You can enter another request, or press the Enter key at the Would You Like To Enter Another Request?: prompt 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: $440.00
Is this request ready for approval? YES// Y (Yes)
Is this request ready for transmission to A&MM/Fiscal? No// N (No)
Would you like to enter 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:

```

## 6.4.2 Edit a 2237 (Service)

### 6.4.2.1 Setup Parameters

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

```

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

```

### 6.4.2.2 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.

```
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
  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
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 5 688-94-4-022-0003
```

### 6.4.2.3 Enter Form Type

Enter a form type. You may enter a Repetitive, Non-Repetitive, Repetitive and Non-Repetitive, or Issue Book Request at this prompt. 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. If there's a sort group assigned to the item, enter the sort group at the Sort Group: prompt. IFCAP will ask you for a cost center and a vendor. 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. If you do not know the name of the vendor, enter two question marks and IFCAP will list the available vendors.

```
The form type for this transaction is REPETITIVE AND NON-REP ORDER

CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST: JUL 08, 1994//
REQUESTING SERVICE:
DATE REQUIRED: JUL 23, 1994//
PRIORITY OF REQUEST: STANDARD//
SPECIAL REMARKS:
  1>This is where the "Special Remarks" go.
  2>
EDIT Option:
COST CENTER: 844100 Supply//  VENDOR: JOHNSON & JOHNSON INC.  Replace
```

### 6.4.2.4 Enter Cost

Enter the total cost in dollars for the item at the Committed (Estimated) Cost: 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. You can change the date signed, add comments if you like, change the cost of the item and the date obligated, and change the Purchase Order number.

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.

```

Select LINE ITEM NUMBER: 1//
LINE ITEM NUMBER: 1//
ITEM MASTER FILE NO.:
DESCRIPTION:
1>
EDIT Option:
BOC: 2220 Other Shipments//
QUANTITY: 1//
UNIT OF PURCHASE: CS//
STOCK NUMBER: 28934750283//
EST. ITEM (UNIT) COST: 440.00//

                                QTY BEG BAL: 1

Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 42 $ 42.00
DATE COMMITTED: JUL 8,1994// (JUL 08, 1994)

                                TRANSACTION BEG BAL: 42.00

Select SUB-CONTROL POINT:
DELIVER TO/LOCATION:
JUSTIFICATION:
  1>This is where the "Justification" goes.
  2>
EDIT Option:
REQUESTOR: White,Basil
ORIGINATOR OF REQUEST: Tsai, Pei
COMMENTS:
  1>

```

You may enter a new estimated delivery date. If the service has received the item, you can enter the date it was received at the Date Received: 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. Add comments if you like. IFCAP will list the current Control Point balance, the estimated cost (incorporating any change 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. You can either edit another request, 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: $42.00
Is this request ready for approval? Yes// (Yes)
Is this request ready for transmission to A&MM/Fiscal? No// (No)

Would you like to edit 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:
```

### 6.4.3 Print/Display Request Form

#### 6.4.3.1 Introduction

Use this option to print or display a request.

#### 6.4.3.2 Select Transaction

Enter the temporary transaction number you assigned to the request at the Select Transaction: prompt.

```
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: Print/Display Request Form
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES
..OK? Yes// (Yes)
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
  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
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 5 688-94-4-022-0003
```

#### 6.4.3.3 Print Last Page

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 administrative certification page of 2237? Yes// (Yes)
DEVICE: HOME// LAT RIGHT MARGIN: 80//
```

#### 6.4.3.4 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
JUN 29,1994@14:55:47          WER1234
-----
                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-----
TO: A&MM Officer           Requesting Office
                           SUPPLY (90)
-----
Action Requested           Date Prepared           Date Required
Delivery                   JUN 29,1994           JUL 1,1994
-----
ITEM NO.                   DESCRIPTION                QUANTITY  UNIT  ESTIMATED
OR STOCK NO.                                     UNIT COST
-----
BR-549                      ***NO DESCRIPTION***           1          449.0000
                           2 CELERY-FRESH-STALK           LB          1.0000
                           TOTAL COST: $449.00
-----
                WER1234
-----
                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-----
VENDOR INFORMATION:
VENDOR: DEFENSE LOGISTIC AGENCY           CONTACT: GI JOE
        123 MAIN STREET                   PHONE: 800-CALLMEL
        ERIE,PA 10099
-----
Ref. Voucher Number:
        DELIVER TO: Bldg. 1, Office of the Bursar
-----
JUSTIFICATION OF NEED OR TURN-IN
I need it!
-----
Signature of Initiator           Signature of Approving Official Date
-----
BASIL WHITE
-----
                WER1234
-----
                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-----
Appropriation and Accounting Symbols
503-3640160.001.01-112-802700-0
-----
Press return to continue:
Enter information for another report or an uparrow to return to the menu.
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES// ^
    
```

### 6.4.4 Change Existing Transaction Number

Use this option to correct the fiscal year or fiscal quarter of the order or change a temporary transaction number into a permanent transaction number. If you change a permanent transaction number, this option automatically cancels the old transaction number.

### 6.4.4.1 Setup Parameters

Enter a Control Point. Enter the transaction number you wish to change. 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.

```
Select Process a Request Menu Option: Change Existing Transaction Number
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES

Select the existing transaction number to be replaced

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  688-94-4-022-0008  OBL  SAM'S SUPPLY STORE
    2  022 MISC OFFICE SUPPLIES  688-94-4-022-0007  OBL  JOHNSON & JOHNSON IN
This is where the "Description" goes.
    3  022 MISC OFFICE SUPPLIES  688-94-4-022-0006  OBL
    4  022 MISC OFFICE SUPPLIES  688-94-4-022-0005  OBL
    5  022 MISC OFFICE SUPPLIES  688-94-4-022-0004  OBL  WAREHOUSE

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 2 688-94-4-022-0007  OBL  JOHNSON & JOHNSON IN
```

### 6.4.4.2 Edit Data

IFCAP will let you review the request and change the Station number, fiscal year, fiscal quarter, and Control Point. IFCAP will change the transaction number and show you the new transaction number. IFCAP will give you another chance to edit the request, and show the current Control Point balance, the estimated cost of the request, and the total uncommitted balance from current and prior quarters. IFCAP will ask if you want to forward the transaction to the Control Point Official for approval. You can change another transaction number by answering Y at the Would you like to replace another 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)

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 688-94-4-022-0007 is now cancelled.

Transaction '688-94-4-022-0007' has been replaced by transaction 688-94-4-022-0009

Would you like to edit this request? No// N (No)
Current Control Point balance: $0.00
Estimated cost of this request: $440.00
```

```

Is this request ready for approval? Yes// (No)

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:

```

## 6.4.5 Cancel Transaction with Permanent Number

### 6.4.5.1 Setup Parameters

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 reject a request, print and mail a copy of the request to the requestor, since rejecting 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  CANC
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

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1 688-94-4-022-0007

```

### 6.4.5.2 Cancel the 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 edit another transaction or press the Enter key to return to the Process a Request Menu.

## Supplemental Control Point Official Options

```
Cancel this transaction? No// Y (Yes)
Enter comments for this cancellation
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:
```

### 6.4.6 Options in the Requestor's Menu

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

### 6.4.7 Options in the Repetitive Item List Menu

#### 6.4.7.1 New Repetitive Item List (Enter)

##### 6.4.7.1.1 Menu Path

```
Select Control Point Official'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)
```

### 6.4.7.1.2 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 list the available Control Points. 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.

```
Select STATION NUMBER: 688          WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES
      ...OK? Yes// (Yes)

Select COST CENTER: ??
      844100          844100 Supply
Select COST CENTER: 844100 Supply
```

### 6.4.7.1.3 Select Item

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

#### 6.4.7.1.4 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. 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)

      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:
```

#### 6.4.7.2 Edit Repetitive Item List Entry

##### 6.4.7.2.1 Menu Path

```
Select Control Point Official'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
```

### 6.4.7.2.2 Select Repetitive Item List (RIL)

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.

```

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: 1TOTAL C
OST:    48.00
  2  632500  503-94-1-073-632500-0001      10-20-93  # OF ITEMS: 1TOTAL C
OST:    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-SHREDDED-WHEAT-BISQUIT

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

```

### 6.4.7.2.3 Edit Item

You can change the item again if you like. Enter a quantity. You can add another item 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.

## Supplemental Control Point Official Options

```
VENDOR: ???
  Select the name of the vendor from whom you wish to order this item.

Answer with VENDOR
Choose from:
  AMSCO INTERNATIONAL INC          U/P: EA          PH:800 333-8838 NO: 65
ORD ADD:500 PINNACLE COURT        FMS:AMSCO
  NORCROSS, GA 30071              CODE:93086713304 FAX:

  FEDERAL MARKETING              U/P: EA          PH:800 486-3555 NO: 268
ORD ADD:HOPSON ROAD AT LEADBETTER FMS:VIRGINIA IMPRESSION
  RICHMOND, VA 23227-0424        CODE:54061902001 FAX:

  H C BAKER SALES                U/P: EA          PH:703 344-9209 NO: 281
ORD ADD:19 FRANKLIN ROAD          FMS:H C BAKER SALES CO INC
  ROANOKE, VA 24011              CODE:540131232 FAX:

  VENDOR: AMSCO INTERNATIONAL INC  AMSCO INTERNATIONAL INC PH:800 333-8838 NO: 65
ORD ADD:500 PINNACLE COURT        FMS:AMSCO
  NORCROSS, GA 30071              CODE:93086713304 FAX:

  ...OK? Yes// (Yes)
  U/P: EA
NOTE: This item has a packaging multiple/unit of purchase of 12/EACH
  QUANTITY: 12
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:
```

### 6.4.7.3 Print/Display Repetitive Item List Entry

#### 6.4.7.3.1 Menu Path

```
Select Control Point Official'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
```

### 6.4.7.3.2 Enter RIL Number

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 #: ???

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 #: 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: 2
DEVICE: HOME//   LAT   RIGHT MARGIN: 80//

```

### 6.4.7.3.3 Item Listing

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
-----
Press return to continue, uparrow (^) to exit:
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:

```

## 6.4.7.4 Generate Requests From Repetitive Item List Entry

### 6.4.7.4.1 Menu Path

```
Select Control Point Official'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
```

### 6.4.7.4.2 Enter RIL

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
Select FISCAL YEAR: 94//
```

### 6.4.7.4.3 Generate Request

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)
    
```

#### 6.4.7.4.4 Display

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 of 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

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.

    incrementing due-ins in inventory point: NEWONE

    Finished building request.
    This request contains 3 items. The total cost for this request is $177.00
    -----
Total no. of requests generated: 1 Total no. of items (all requests): 3
Total committed (estimated) cost (all requests) : $177.00
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:
    
```

#### 6.4.7.5 Delete Repetitive Item List Entry

##### 6.4.7.5.1 Menu Path

```

Select Control Point Official'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
    
```

## Supplemental Control Point Official Options

```
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
```

### 6.4.7.5.2 Enter RIL

Enter a repetitive item list number. If you do not know the number, enter three 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
```

### 6.4.7.5.3 Delete Item 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:
```

## 6.4.8 Copy a Transaction

### 6.4.8.1 Menu Path

```
Select Control Point Official'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: Copy a Transaction
```

### 6.4.8.2 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
...OK? Yes// (Yes)

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

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1 688-94-4-022-0010
```

### 6.4.8.3 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.

## Supplemental Control Point Official Options

```
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//
```

### 6.4.8.4 Assign Transaction Number

IFCAP will assign a transaction number to the request. Based on the transaction you select, IFCAP will prompt you for additional information about the purpose of your request and the source of funds. 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
The form type for this request is: 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
```

### 6.4.8.5 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. 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. 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.

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.

```

SPECIAL REMARKS:
 1>
COST CENTER: 844100 Supply//
Select LINE ITEM NUMBER: 1//
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.: 20//
  QUANTITY: 12//
  BOC: 2610 Provisions//
  INTERMEDIATE PRODUCT CODE:
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? Yes// (Yes)
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:

```

## 6.4.9 Item Display

### 6.4.9.1 Menu Path

```
Select Control Point Official'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
```

### 6.4.9.2 Enter Item Number

Enter an item master number at the prompt. If you do not know the item master number, 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
```

### 6.4.9.3 Item Information

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

Enter RETURN to continue or '^' to exit:

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:
    
```

## 6.4.10 Vendor Display

### 6.4.10.1 Menu Path

```

Select Control Point Official'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 ...
    
```

## Supplemental Control Point Official Options

```
Item Display
Vendor Display
Outstanding Approved Requests Report

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

### 6.4.10.2 Enter Vendor

Enter a vendor name. If you do not know the vendor 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//
```

### 6.4.10.3 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
```

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:

## 6.4.11 Options in the 1358 Request Menu

### 6.4.11.1 New 1358 Request

#### 6.4.11.1.1 Menu Path

```
Select Control Point Official'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: New 1358 Request
```

#### 6.4.11.1.2 Setup Parameters

Enter a station number. Enter a fiscal year and fiscal quarter. 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
Select CONTROL POINT: 1
    ...OK? Yes//   (Yes)

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

#### 6.4.11.1.3 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 doesn't 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 don't 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:
```

#### 6.4.11.1.4 Requestor

Enter your name at the Requestor: prompt. Press the Enter key at the Date of Request: prompt. 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: TODAY// (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
```

### 6.4.11.1.5 BOC

At the BOC1: prompt, enter the budget object code classification for this item. 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. 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 BOC
Do you want the entire 62-Entry BOC 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, Keypunch & Computer Opr's

BOC1: 1095 Employee Salary Continuation
                                TRANSACTION BEG BAL: 414.00

Select SUB-CONTROL POINT:

```

### 6.4.11.1.6 Enter Vendor

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.

```

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.

```

## Supplemental Control Point Official Options

```
Answer with CONTRACT/BOA 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
```

### 6.4.11.1.7 Enter Purpose

Enter the vendor address and contact information. Explain the purpose of the order. Add comments if you like. You can enter another 1358 request if you like, or press the Enter key 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: Tsai, Pei  TSAI,PEI
COMMENTS:
  1>
Would you like to review this request? No// N  (No)
Current Control Point balance: $0.00
Estimated cost of this request: $441.00
Is this request ready for approval? Yes//  (Yes)
Is this request ready for transmission to A&MM/Fiscal? No//  (No)
Do you want to enter another NEW request? 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:
```

### 6.4.11.2 Increase/Decrease Adjustment

#### 6.4.11.2.1 Menu Path

```
Select Control Point  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
    
```

### 6.4.11.2.2 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. Enter an obligation number. The obligation number is the number that Fiscal Service assigns to the 1358. IFCAP will display the number assigned to the adjustment transaction.

```

Select STATION NUMBER: 503           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES
      ...OK? Yes// (Yes)

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
    
```

### 6.4.11.2.3 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 doesn't 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 don't 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. Type a minus symbol in front of the amount to add money

to the obligation. Type the number without any symbols to deduct money from the obligation.

```

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
    
```

#### 6.4.11.2.4 BOC

At the BOC1: prompt, enter the budget object code classification for this item. 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. 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 Clerk for approval. Enter N at the Enter another increase/decrease adjustment?: prompt to return to the 1358 Request Menu.

```

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

Is this request ready for approval? Yes//N (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:
    
```

### 6.4.11.3 Edit 1358 Request

#### 6.4.11.3.1 Menu Path

```
Select Control Point Official'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

Y
Select 1358 Request Menu Option: Edit 1358 Request
```

#### 6.4.11.3.2 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: 022 MISC OFFICE SUPPLIES
    ...OK? Yes// (Yes)

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

CHOOSE 1-5: 2  503-94-1-022-0002
```

#### 6.4.11.3.3 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

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which a sort group has been created. If this purchase doesn't 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 don't belong to the sort group. 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 date that the service was completed at the Date Received: prompt. Add comments if you like. Enter N at the Would You Like To Review This Request?: prompt to return to the 1358 Request Menu.

```
CLASSIFICATION OF REQUEST:
SORT GROUP:

REQUESTOR: White,Basil//
DATE OF REQUEST: JUN 29, 1994//
DATE COMMITTED: JUN 1,1994//
COMMITTED (ESTIMATED) COST: 441//
COST CENTER: 844100 Supply//
BOC1: 1095 Employee Salary Continuation

TRANSACTION BEG BAL: 414.00

Select SUB-CONTROL POINT:

VENDOR: Sam's//
VENDOR CONTRACT NUMBER: TK-987433-94//
PURPOSE:
  1>
ORIGINATOR OF REQUEST: TSAI,PEI//
COMMENTS:
  1>

Would you like to review this request? No// (No)
Current Control Point balance: $0.00
Estimated cost of this request: $441.00
Is this request ready for approval? Yes// (Yes)
Is this request ready for transmission to A&MM/Fiscal? No// (No)
Do you want to edit another request? 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:
```

### 6.4.11.4 Create/Edit Authorization

#### 6.4.11.4.1 Menu Path

```
Select Control Point Official'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
    
```

### 6.4.11.4.2 Setup Parameters

Enter a Station number and a Control Point. Enter an obligation number. The obligation number is the number that Fiscal Service assigns to the 1358. If you do not know the obligation number, type three question marks and IFCAP will list the available obligations.

```

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
    
```

### 6.4.11.4.3 Display 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 Fiscal Service has obligated the entry. 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

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or "C" to create an authorization, or press the Enter key to return to the 1358 Request Menu.

```
This entry has been assigned transaction number: 0003.
Obligation amount: $      500.00          Fiscal balance: $      500.00
Service balance: $      500.00
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:
```

### 6.4.11.5 Daily Activity Enter/Edit

#### 6.4.11.5.1 Menu Path

```
Select Control Point Official'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
```

### 6.4.11.5.2 Setup Parameters

Enter a Station number, a Control Point and an obligation number. The obligation number is the number that Fiscal Service assigns to the 1358. 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

```

### 6.4.11.5.3 Enter 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.

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```
Select AUTHORIZATION: ???

CHOOSE FROM:
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:
```

### 6.4.11.6 Recalculate 1358 Balance

#### 6.4.11.6.1 Menu Path

```
Select Control Point Official'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
    
```

### 6.4.11.6.2 Setup Parameters

Enter a Station number, a Control Point and an obligation number. The obligation number is the number that Fiscal Service assigns to the 1358. 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: 022 MISC OFFICE SUPPLIES
Select OBLIGATION NUMBER: ???

CHOOSE FROM:
99999681      688-C45008  -- 1358  Obligated - 1358      FCP: 102      $ 100.00
99999696      688-C45007  -- 1358  Obligated - 1358      FCP: 102      $ 1000.00
99999710      688-C45006  -- 1358  Obligated - 1358      FCP: 101      $ 10000.00
99999720      688-C45901  -- 1358  Obligated - 1358      FCP: 102      $ 10000.00
99999730      688-C45005  -- 1358  Obligated - 1358      FCP: 101      $ 25000.00
99999731      688-C45004  -- 1358  Obligated - 1358      FCP: 103      $ 100000.00
99999732      688-C45003  -- 1358  Obligated - 1358      FCP: 201      $ 13500.00
99999736      688-C45002  -- 1358  Obligated - 1358      FCP: 9988     $ 100000.00
99999762      688-C45001  -- 1358  Obligated - 1358      FCP: 101      $ 10000.00
99999773      688-C00001  -- 1358  Obligated - 1358      FCP: 102      $ 25000.00
99999802      503-C40003  -- 1358  Obligated - 1358      FCP: 019      $ 200.00

Select OBLIGATION NUMBER: 99999696  688-C45007  -- 1358  Obligated - 1358
                                FCP: 102      $ 1000.00
...OK? Yes// (Yes)
    
```

### 6.4.11.7 Display 1358 Balance

#### 6.4.11.7.1 Menu Path

```

Select Control Point Official'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
    
```

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

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

### 6.4.11.7.2 Setup Parameters

Enter a Station number, a Control Point and an obligation number. The obligation number is the number that Fiscal Service assigns to the 1358. 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: 022 MISC OFFICE SUPPLIES
Select OBLIGATION NUMBER: ???

CHOOSE FROM:
99999681      688-C45008  -- 1358  Obligated - 1358      FCP: 102      $ 100.00
99999696      688-C45007  -- 1358  Obligated - 1358      FCP: 102      $ 1000.00
99999710      688-C45006  -- 1358  Obligated - 1358      FCP: 101      $ 10000.00
99999720      688-C45901  -- 1358  Obligated - 1358      FCP: 102      $ 10000.00
99999730      688-C45005  -- 1358  Obligated - 1358      FCP: 101      $ 25000.00
99999731      688-C45004  -- 1358  Obligated - 1358      FCP: 103      $ 100000.00
99999732      688-C45003  -- 1358  Obligated - 1358      FCP: 201      $ 13500.00
99999736      688-C45002  -- 1358  Obligated - 1358      FCP: 9988     $ 100000.00
99999762      688-C45001  -- 1358  Obligated - 1358      FCP: 101      $ 10000.00
99999773      688-C00001  -- 1358  Obligated - 1358      FCP: 102      $ 25000.00
99999802      503-C40003  -- 1358  Obligated - 1358      FCP: 019      $ 200.00

Select OBLIGATION NUMBER: 99999696 688-C45007  -- 1358  Obligated - 1358
      FCP: 102      $ 1000.00
      ...OK? Yes// (Yes)

      688-C45007 OBLIGATION BALANCES

      OBLIGATION AMOUNT: $      1000.00      SERVICE BALANCE: $      0.00
LIQUIDATION BALANCE: $      1000.00      TOTAL LIQUIDATIONS: $      0.00

AUTHORIZATION BALANCE(S):

688-C45007-0002 AMOUNT: $      1000.00      BALANCE: $      0.00

      AUTHORIZATION TOTAL: $      1000.00

      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:
```

## 6.4.11.8 List 1358's with Open Authorizations

### 6.4.11.8.1 Menu Path

```
Select Control Point Official'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 1358's with Open Authorizations
```

### 6.4.11.8.2 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
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
```

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```
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:
```

### 6.4.11.9 Print 1358

#### 6.4.11.9.1 Menu Path

```
Select Control Point Official'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
```

#### 6.4.11.9.2 Setup Parameters

Enter a station number and a Control Point. Enter an obligation number. The obligation number is the number that Fiscal Service assigns to the 1358. 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
```

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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//

### 6.4.11.9.3 Print

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: STUDENT,SIX	Date Requested: FEB 7,1993	Obligation No.: 503-C30033					
Vendor:	Contract Number:						
Name and Title Approving Off.: CHRIS L. HELSEL 48 Systems Analyst	Signature: /ES/CHRIS L. HELSEL	Date Signed: FEB 7,1993@12:02:					
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: 503-3630160.001.01-022-844100-2660	Obligated By: /ES/CHRIS L. HELSEL	Date Obligated: FEB 7,1993					
503-93-2-022-0002	503-C30033	PAGE 2					
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION							
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. AMOUNT	AUTH. BALANCE	CUMULATIVE AUTH. AMT.	LIQUID	UNLIQ 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. AMOUNT	AUTH. BALANCE	CUMULATIVE AUTH. AMT.	LIQUID	UNLIQ BAL

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```
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:
```

### 6.4.12 Outstanding Approved Requests Report

#### 6.4.12.1 Menu Path

```
Select Control Point Official'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
```

#### 6.4.12.2 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//

Processing entries...

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:
    
```

## 6.5 Options in the Display Control Point Activity Menu

### 6.5.1 Purchase Order Status

#### 6.5.1.1 Setup Parameters

Enter a purchase order number. If you do not know the purchase order number, enter three question marks at the prompt and IFCAP will list the available purchase orders.

```

Select Control Point Official'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
    CP Entered, Not Approved Requests

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
    
```

### 6.5.1.2 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
      CP Entered, Not Approved Requests

Select Display Control Point Activity Menu Option:
```

### 6.5.2 Temporary Transaction Listing

#### 6.5.2.1 Setup Parameters

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 Official'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
      CP Entered, Not Approved Requests

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//
```

#### 6.5.2.2 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.

## Supplemental Control Point Official Options

TEMPORARY TRANSACTION LISTING - CONTROL POINT 101 LAB TESTING 101						
			JUL 8,1994 17:54		PAGE 1	
TEMPORARY TRANSACTION #	DATE OF REQUEST	REQUESTOR	VENDOR	FIRST LINE ITEM DESCRIPTION	COMM. 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						
CP Entered, Not Approved Requests						
Select Display Control Point Activity Menu Option:						

### 6.5.3 Transaction Status Report

#### 6.5.3.1 Setup Parameters

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 Official'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						
CP Entered, Not Approved Requests						
Select Display Control Point Activity Menu Option: Transaction Status Report						
...OK? Yes// (Yes)						
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		
4	101 LAB TESTING 101	688-94-4-101-0322	ADJ	C45003		
5	101 LAB TESTING 101	688-94-4-101-0321	ADJ	C45040		
Press <RETURN> to see more, '^' to exit this list, OR						
CHOOSE 1-5: 3 688-94-4-101-0323						
DEVICE: HOME// LAT RIGHT MARGIN: 80//						

### 6.5.3.2 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: ^
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ^

      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:
    
```

### 6.5.4 Running Balances

#### 6.5.4.1 Setup Parameters

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 Official'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
      CP Entered, Not Approved Requests

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

```

STATION: 688   FUND CONTROL POINT: 101 LAB TESTING 101
FISCAL YEAR: 94   QTR: 3
Press return to continue, uparrow (^) to exit:

```

### 6.5.4.2 Display Balances

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 - 688-94-4-110- LAB      OCT 13,1994@13:39:10  PAGE 1

FYQSeq# TXN OBL #          AP/OB DT    COMM $AMT    CP $BAL    OBL $AMT  UNOBL $BAL
-----
SEP 16,1994 438LG2000          SO         12.50         221953.38    227073.40

FMS transaction total for this quarter: $12.50
=====
Balance Summary          1st Quarter    2nd Quarter    3rd Quarter    4th Quarter
Actual CP Bal:           0.00         100209.96         0.00           0.00
Actual Fiscal Bal:       0.00         101001.00         0.00           0.00
Tot Commit, not Obl:     0.00           791.04           0.00           0.00

SECTION 1 CODES # - cancelled order * - order not obligated or signed
@ - purchase card order for reconciliation
& - reconciled order ready for approval
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// (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:

```

### 6.5.5 Item History

The Item History option has been added to the Control Point menus, allowing users to review the purchase history of an item before creating a new request.

#### 6.5.5.1 Setup Parameters

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.

## Supplemental Control Point Official Options

```

Select Control Point Official'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
    CP Entered, Not Approved Requests

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
    
```

### 6.5.5.2 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
Date Ordered  PO Number  Received  Unit of  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
    CP Entered, Not Approved Requests

Select Display Control Point Activity Menu Option:
    
```

## 6.5.6 PPM Status of Transactions Report

### 6.5.6.1 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 list the available Control Points.

```
Select Control Point Official'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
    CP Entered, Not Approved Requests

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
```

### 6.5.6.2 Print

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, and the date that funds were obligated for the transaction. After printing the report, IFCAP will return to the Display Control Point Activity Menu.

```
PPM TRANSACTION STATUS REPORT - CP 101      JUL 8,1994@18:03:37      PAGE 1

                PO/OBL#    COMM.      OBLIG.
2237#           (EST) COST  (ACT) COST  DATE REQ.  DATE OBL.
                STATUS
-----
688-011-C41344-000035      OBL          440.00      June 16,1994  June 01, 1994

END OF REPORT

    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:
```

## 6.6 Options in the Record Date Received by Service Menu

### 6.6.1 Single Transaction

#### 6.6.1.1 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.

```
Select Control Point Official's Menu Option: Record Date Received by Service Menu

      Single Transaction
      All Transactions with Final Partial

Select Record Date Received by Service Menu Option: Single Transaction
Select STATION NUMBER: 688//          WASHINGTON,DC
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
```

#### 6.6.1.2 Select Transaction Number

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

Press <RETURN> to see more, '^' to exit this list, 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:
```

## 6.6.2 All Transactions With Final Partial

### 6.6.2.1 Menu Path

```
Select Control Point Official'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
```

### 6.6.2.2 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
.....
688-00-3-060-0040   P.O.: 123456
DATE RECEIVED: T   (JUL 09, 1994)
.....
688-00-3-060-0017   P.O.: P91001   PURCHASE CARD   P.O.DATE: JUL 09, 1994
DATE RECEIVED:
.....
***LAST TRANSACTION***

      Single Transaction
      All Transactions with Final Partial

Select Record Date Received by Service Menu Option:
```

## Chapter 7 Menu 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 Official'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 Official's Menu
  Approve Requests
  Requests Ready for Approval List
  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 1358's with Open Authorizations
      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
    CP Entered, Not Approved Requests
  Funds Control Menu
    Obligation Data
    Enter FCP Adjustment Data
```

## Supplemental Control Point Official Options

Assign Ceiling to Sub-Control Points  
Correct Sub-Control Point Amounts  
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  
Enter/Edit Control Point Users  
Record Receipt of Multiple Delivery Schedule Items  
Multiple Delivery Schedule List

# Chapter 8 Error Messages and Their Resolution

## 8.1 User 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.

## 8.2 System Errors

System errors occur when IFCAP fails to function properly. 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
```



# Glossary

This glossary defines terms in this manual that users might find unfamiliar.

<b>1358</b>	Estimated Miscellaneous Obligation or Change in Obligation.
<b>2138</b>	VA Form 90-2138, Order for Supplies or Services. First page of a VA Purchase Order.
<b>2139</b>	VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form.
<b>2237</b>	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services. Used to request goods and services.
<b>A&amp;MM</b>	Acquisition and Materiel Management Service.
<b>AACS</b>	Automated Allotment Control System--Central computer system developed by VHA to disburse funding from VACO to field stations.
<b>Accounting Technician</b>	Fiscal employee responsible for obligation and payment of received goods and services. Accounting Technicians process accounting transactions and transmit them to FMS.
<b>Activity Code</b>	The last two digits of the AACS number. It is defined by each station.
<b>ADP Security Officer</b>	The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access.

<b>Agent Cashier</b>	The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.
<b>ALD Code</b>	Appropriation Limitation Department. A set of Fiscal codes that identifies the appropriation used for funding.
<b>Allowance table</b>	Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level.
<b>Amendment</b>	A document that changes the information contained in a specified Purchase Order. Amendments are processed by the Purchasing & Contracting section of A&MM and obligated by Fiscal Service.
<b>AMIS</b>	Automated Management Information System.
<b>Application Coordinator</b>	The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires there be an Application Coordinator designated for Fiscal Service, Supply Service, and for the Control Points (Requesting Services).
<b>Approve Requests</b>	The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to Supply/Fiscal.
<b>Approving Official</b>	An official in Purchasing and Contracting or Acquisition & Materiel Management Service that approves orders for payment and inspects orders and reconciliations to ensure that they are correct and complete.
<b>Authorization</b>	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.

<b>Authorization Balance</b>	The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations.
<b>Batch Number</b>	A unique number assigned by the computer to identify a batch (group) of Code Sheets. Code Sheets may be transmitted by Batch Number or Transmission Number.
<b>Breakout Code</b>	A set of A&MM codes which identifies a vendor by the type of ownership (e.g., Minority-owned, Vietnam Veteran Owned, Small Business Total Set Aside, etc.).
<b>Budget Analyst</b>	Fiscal employee responsible for distributing and transferring funds.
<b>Budget Object Code</b>	Fiscal accounting element that tells what kind of item or service is being procured.
<b>Budget Sort Category</b>	Used by Fiscal Service to identify the allocation of funds throughout their facility.
<b>Ceiling Transactions</b>	Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options.
<b>Classification of Request</b>	An identifier a Control Point can assign to track requests that fall into a category, e.g., Memberships, Replacement Parts, Food Group III.
<b>Common Numbering Series</b>	This is a pre-set series of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new Purchase Orders/Requisitions/Accounting Transactions on IFCAP. The Application Coordinators establish the Common Numbering Series used by each facility.

<b>Control Point</b>	Financial element, existing ONLY in IFCAP, which corresponds to the ACCS number in FMS. Also the division of monies to a specified service, activity or purpose from an appropriation.
<b>Control Point Clerk</b>	The user within the service who is designated to input requests (2237s) and maintain the Control Point records for a Service.
<b>Control Point Official</b>	The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code.
<b>Control Point Official's Balance</b>	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter.
<b>Control Point Requestor</b>	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.
<b>Cost Center</b>	“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.
<b>Date Committed</b>	The date that you want IFCAP to commit funds to the purchase.
<b>Default</b>	A suggested response that is provided by the system.
<b>Deficiency</b>	When a budget has obligated and expended more than it was funded (see MP-4, Part V, Section C).

<b>Delinquent Delivery Listing</b>	A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information.
<b>Delivery Order</b>	An order for an item that the VA purchases through an established contract with a vendor who supplies the items.
<b>Direct Delivery Patient</b>	A patient who has been designated to have goods delivered directly to him/her from the vendor.
<b>Discount Item</b>	This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a percentage or a set dollar value.
<b>EDI Vendor</b>	A vendor with whom the VA has negotiated an arrangement to accept and fill orders electronically.
<b>Electronic Data Interchange (EDI)</b>	Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats.
<b>Electronic Signature</b>	The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well.
<b>Expenditure Request</b>	A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.).
<b>FCP</b>	Fund Control Point (see Control Point).
<b>Federal Tax ID</b>	A unique number that identifies your station to the Internal Revenue Service.
<b>Fiscal Balance</b>	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 all liquidations submitted against the obligation.
<b>Fiscal Quarter</b>	The fiscal year is broken into four three-month quarters. The first fiscal quarter begins on October 1.

<b>Fiscal Year</b>	Twelve-month period from October 1 to September 30.
<b>FMS</b>	Financial Management System is 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.
<b>FOB</b>	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.
<b>FPDS</b>	Federal Procurement Data System.
<b>FTEE</b>	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.
<b>Fund Control Point</b>	An accounting element that is not used by FMS.
<b>Funds Control</b>	A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds.
<b>Funds Distribution</b>	A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information.
<b>GBL</b>	Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of \$250.00.

<b>GL</b>	General Ledger.
<b>Identification Number</b>	A computer-generated number assigned to a code sheet.
<b>Imprest Funds</b>	Monies used for cash or 3rd party draft purchases at a VA facility.
<b>Integrated Supply Management System (ISMS)</b>	ISMS is the system that replaced LOG I for Expendable Inventory.
<b>ISMS</b>	Integrated Supply Management System.
<b>Item File</b>	A listing of items specified by A&MMS as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.
<b>Item History</b>	Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request.
<b>Item Master Number</b>	A computer generated number used to identify an item in the Item File.
<b>Justification</b>	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.
<b>Liquidation</b>	The amount of money on the invoice from the vendor for the authorization. They are processed through payment/invoice tracking.
<b>LOG I</b>	LOG I is the name of the Logistics A&MM computer located at the Austin Data Processing Center. This system continues to support the Consolidated Memorandum of Receipt.
<b>Mandatory Source</b>	A Federal Agency that sells supplies and services to the VA. VA Supply Depot, Defense Logistics Agency (DLA), General Services Administration (GSA), etc.

<b>MSC Confirmation Message</b>	A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP transmission of Code Sheets.
<b>Obligation</b>	The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of a Purchase Order.
<b>Obligation (Actual) Amount</b>	The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document on IFCAP.
<b>Obligation Data</b>	A Control Point option that allows the Control Point Clerk to enter data not recorded by IFCAP.
<b>Obligation Number</b>	The C prefix number that Fiscal Service assigns to the 1358.
<b>Organization Code</b>	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.
<b>Outstanding 2237</b>	A&MM report that lists all the IFCAP generated 2237s pending action in A&MM.
<b>PAID</b>	Paid Accounting Integrated Data.
<b>Partial</b>	A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order.
<b>Partial Date</b>	The date that a warehouse clerk created a receiving report for a shipment.
<b>PAT Number</b>	Pending Accounting Transaction number - the primary FMS reference number.

<b>Personal Property Management</b>	A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process all requisitions for goods from Federal Agencies and equipment requests. In addition, they maintain the inventory of Warehouse stocked items and all equipment (CMRs) at the facilities they support.
<b>PPM</b>	Personal Property Management, now referred to at most sites as Acquisition and Materiel Management Service.
<b>Procurement Request Cards</b>	VA Form 10-7142. Used to order items repetitively.
<b>Program Code</b>	Accounting element that identifies the VA initiative or program that the purchase will support.
<b>Prompt Payment Terms</b>	The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods).
<b>Purchase Card</b>	A card, similar to a credit card, which Purchase Card Users use to make purchases. Purchase Cards are not credit cards but debit cards that spend money out of a deposited balance of VA funds.
<b>Purchase Card Coordinator</b>	A person authorized by a VA station to monitor and resolves delinquent purchase card orders, help VA services record, edit and approve purchase card orders in a timely manner, assign purchase cards to IFCAP users, and monitor the purchase card expenses of VAMC services.
<b>Purchase Card Orders</b>	Orders funded by a purchase card.
<b>Purchase Card User</b>	A person who uses a purchase card. Purchase Card Users are responsible for reporting their purchase card orders in IFCAP.

<b>Purchase History Add (PHA)</b>	Information about purchase orders which is automatically sent to Austin for archiving. This same transaction is also used to send a PO for EDI processing.
<b>Purchase Order</b>	A government document authorizing the purchase of the goods or services at the terms indicated.
<b>Purchase Order Acknowledgment</b>	Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered).
<b>Purchase Order Status</b>	The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.).
<b>Purchasing Agents</b>	A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors.
<b>Quarterly Report</b>	A Control Point listing of all transactions (Ceilings, Obligations, Adjustments) made to a Control Point's Funds.
<b>Quotation for Bid</b>	Standard Form 18. Used by Purchasing Agents to obtain written bids from vendors.
<b>Receiving Report</b>	Report that Warehouse Clerk creates to record that the warehouse has received an item.
<b>Receiving Report</b>	The VA document used to indicate the quantity and dollar value of the goods being received.
<b>Reconciliation</b>	Comparing two records of a purchase to validate IFCAP records and the records of other systems that share data with IFCAP. For example, Purchase Card Users compare purchase card orders with the 820 Sub allowance Reconciliation from FMS.
<b>Reference Number</b>	Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the: Station Number - Fiscal Year - Quarter - Control Point - 4 digit Sequence Number.

<b>Repetitive (PR Card) Number</b>	See Item Master Number.
<b>Repetitive Item List</b>	A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate requests from the list.
<b>Requestor</b>	See "Control Point Requestor."
<b>Requisition</b>	An order from a Government vendor.
<b>Running Balance</b>	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter.
<b>Section Request</b>	A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official.
<b>Service Balance</b>	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.
<b>SF-18</b>	Request for Quotation.
<b>SF-30</b>	Amendment of Solicitation/Modification of Contract.
<b>Short Description</b>	A phrase that describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM).
<b>Site Parameters</b>	Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file.

<b>Sort Group</b>	An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests.
<b>Sort Order</b>	The order in which the budget categories will appear on the budget distribution reports.
<b>Special Remarks</b>	A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order.
<b>Stacked Documents</b>	The POs, RRs, and 358s that are sent electronically to Fiscal and stored in a file rather than being printed immediately.
<b>Status of Funds</b>	Fiscal's on-line status report of the monies available to a Control Point. FMS updates this information automatically.
<b>Sub-control Point</b>	A specific budget within a Control Point, defined by a Control Point user.
<b>Sub-cost Center</b>	A subcategory of Cost Center. 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'.
<b>Tasked Job</b>	A job, usually a printout, which has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them.
<b>TDA</b>	See "Transfer of Disbursing Authority."
<b>Total Authorizations</b>	The total amount of the authorizations created for the 1358 obligation.
<b>Total Liquidations</b>	The total amount of the liquidation against the 1358 obligation.

<b>Transaction Number</b>	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide). It consists of the Station Number - Fiscal Year - Quarter - Control Point - Sequence Number.
<b>Transmission Number</b>	A sequential number given to a data string when it is transmitted to the Austin DPC; used for tracking message traffic.
<b>Type Code</b>	A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order.
<b>Vendor file</b>	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.
<b>Vendor ID Number</b>	The ID number assigned to a vendor by FMS.
<b>VRQ</b>	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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