



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

**GENERIC INVENTORY  
USER'S GUIDE**

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## Preface

## **PREFACE**

This manual explains how to use the options in the Warehouse--General Inventory/Distribution Menu of the Integrated Funds Distribution, Control Point Monitoring, Accounting and Procurement (IFCAP) system. The Warehouse--General Inventory/Distribution Menu auto generates purchase orders for warehouse stock below stock thresholds, allows warehouse clerks to enter barcode inventory data into IFCAP, manage inventory records, and manage the supply and distribution of goods from the warehouse to the services the warehouse supports.

## Preface

# GENERIC INVENTORY

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# CHAPTER 1 INTRODUCTION

## 1.1 The General Inventory System

The IFCAP General Inventory System is used to manage the receipt, distribution, and maintenance of stock items received for the supply warehouse from outside vendors and distributed to primary inventory points. The system also manages receipt and distribution of items from primary inventory points to secondary inventory points.

"Inventory system" refers to:

- The *Supply Warehouse*, which maintains a supply of items that are repetitively used by the services ("posted stock");
- The *Primary Inventory*, which receives supplies directly from the warehouse or from outside vendors; and distributes supplies to its subordinate secondary inventory points.
- The *Secondary Inventory*, set up by a primary inventory point, which is directly dependent on that primary inventory point for receipt of orders.

The manner in which the inventory system is set up affects the functionality of each of the three parts of the inventory system.

If the warehouse is running the inventory system, it may have several primaries being supplied by it. Those that keep perpetual inventory (i.e., keep records of stock received, costs, and distribution) will have independent functionality as described by the menu options in this manual. The primaries not keeping perpetual inventory will be managed by the warehouse and have no independent functions.

A similar situation holds for the secondary inventory. A primary inventory point that is keeping a perpetual inventory can create a secondary inventory point. A primary, which has no independent functions, cannot create a secondary. If the secondary inventory is set up to keep a perpetual inventory, the secondary inventory menu options in this manual may be used at the secondary point. If the secondary does not keep perpetual inventory, the secondary will be managed by its primary, and have no independent functions. The options used in IFCAP have been divided into groups based on the type of work you do.

## 1.2 Package Management

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.

### 1.3 Package Operation

The structured options of IFCAP's General Inventory module are called the **menus**, just like a menu in a restaurant. You select the option name or number that corresponds to your duties in General Inventory. IFCAP asks a series of questions using terms familiar to you. If you do not understand the question or are unsure of how to respond, enter a question mark (?), and the computer will give you an explanation of the information needed, or allow you to choose from a list of responses.

Below is a brief description of the main options to be found in the **General Inventory Package**. Some options will only be valid for certain users, **Primary, Secondary, or Supply Warehouse**.

<b>Auto-Generate Orders</b>	Primary, Secondary and Supply Warehouse	This option will automatically generate a Primary or Supply Warehouse Inventory Point Repetitive Item list or a Secondary inventory point distribution order.
<b>Barcode Manager Menu</b>	Primary, Secondary and Supply Warehouse	This menu contains options that allow the user to implement barcode processing for the collection of inventory point data.
<b>Inventory File Maintenance Menu</b>	Primary, Secondary and Supply Warehouse	The menu includes options for an inventory point to maintain the items stored for that particular inventory point.
<b>Manager for Inventory Point Menu</b>	Primary, Secondary and Supply Warehouse	This menu includes options for editing inventory point control parameters and for calculating due-ins, etc.
<b>Receiving and Distribution Menu</b>	Primary and Supply Warehouse	This menu contains options for the handling of receiving and distribution.
<b>Reports Menu</b>	Primary, Secondary and Supply Warehouse	The menu contains options for the running of reports concerning inventory points.
<b>Stock Replenishment Menu</b>	Secondary	This menu contains options for requesting supplies from a Primary Inventory point.

# CHAPTER 2 AUTO-GENERATE ORDERS

## 2.1 Introduction

This option will automatically generate a Primary or Supply Warehouse Inventory Point repetitive item list or a Secondary Inventory Point Distribution Order. The auto-generation will use the selected group categories and those vendors (stored in the mandatory or suggested source field in the Primary and Warehouse Inventory Points) for selecting the items. When an item's available quantity (quantity on-hand plus quantity due-in minus quantity due-out) falls below or equal to the standard re-order point, the item will be ordered. When an item's available quantity falls below or equal to the optional re-order point, the item will be ordered if there are other items for the same vendor which are being ordered due to the available quantity falling below the standard re-order point. If items only fall below the optional order point for a vendor, the order will not be generated.

The quantity to order is the difference between the available quantity on hand and the normal stock level. Conversion factors (Warehouse to Primary, vendor to Primary, or vendor to Warehouse), vendor minimal issue quantity, and vendor issue multiple also factor into the total quantity of an item to order.

The auto-generation of Secondary Distribution Orders will use the selected primary distribution point (stored in the mandatory or suggested source field in the secondary) for selecting the items. When an item's available quantity (quantity on-hand plus quantity due-in) falls below or equal to the standard reorder point, the item will be ordered.

At completion of auto-generation, a series of reports can be generated. The user will be prompted only for those reports that contain data that would be included on that report. These reports will aid in determining why an item was or was not ordered.

## 2.2 Select Fiscal Year

Select Auto-generate Orders from the Warehouse--General Inventory/Distribution Menu. GIP will list the cost center and the control point. Enter a fiscal year and fiscal quarter. If you already have a repetitive item list on file, GIP will ask you if you want to delete the repetitive item lists on file. If you auto-generate orders, GIP will generate another repetitive item list. Multiple repetitive item lists can cause duplicate orders.

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...
Select Warehouse--General Inventory/Distribution Menu Option: Auto-generate
Orders
===== PART 1: REPETITIVE ITEM LIST NUMBER =====
COST CENTER: 844100

FUND CONTROL POINT: 990 SUPPLY FUND
Select FISCAL YEAR: 00//
Select QUARTER: 3//
I will generate requests for: 688-00-3-990-844100
```

### 2.3 Select Group Category

You may select all group categories and vendors, or select individual group categories and vendors. You can deselect a group category or vendor by reselecting it. Press the Enter key at the Select Group Category: prompt when you have finished selecting group categories. Press the Enter key at the Select Vendor Name: prompt when you have finished selecting vendors.

```

===== PART 2A: SELECTION OF GROUP CATEGORIES =====
Selected group categories and vendors will be used to auto-generate the order.
Do you want to select ALL group categories? YES// (YES)

Currently selected group categories:
<< ALL GROUP CATEGORIES >>
You can DE-select one of the above group categories by reselecting it.

Select the name of the group category created for this primary, '^' to exit.
Select GROUP CATEGORY:

===== PART 2B: SELECTION OF VENDORS =====
Do you want to select ALL vendors? YES// (YES)

Currently selected vendors:
<< ALL VENDORS >>
You can DE-select one of the above vendors by reselecting it.

Select the name of the vendor supplying this primary, '^' to exit.
Select VENDOR NAME:

<<< NOTE: Auto-generating for ALL vendors.
    
```

### 2.4 Start Auto-Generation

GIP will ask you to confirm that you want to start the auto-generation. GIP will display a bar showing the percentage of auto-generation that it has completed. After GIP has generated the orders, GIP will create a new repetitive item list, and display a bar showing the percentage of item list creation that it has completed.

```

===== PART 3: START AUTO-GENERATION =====
ARE YOU SURE YOU WANT TO START AUTO-GENERATION? YES// (YES)
<<< Starting Auto-generation ...

                % COMPLETE
    0  10  20  30  40  50  60  70  80  90  100
    |-----+-----+-----+-----+-----+-----+-----+-----|
    *****

<<< Finished !

<<< Creating repetitive item list ... Number: 688-00-3-990-844100-0001
<<< Locking repetitive item list ...
<<< Adding 1 items to repetitive item list ...
    
```

```

                                % COMPLETE
0    10   20   30   40   50   60   70   80   90   100
|-----+-----+-----+-----+-----+-----+-----|
*****
Total number of items : 1
Total cost (all items): $ 195.51

<<< Unlocking repetitive item list ...

```

### 2.5 Print Report

GIP will ask you if you want the auto-generation report to print the errors that occurred during auto-generation. GIP will also ask if you want to print items, which were not ordered. GIP will print or display the "Auto-Generation" report, listing the items and quantity on the order automatically generated, sorted by group category.

```

Do you want to print errors occurring during auto-generation? YES// (YES
Do you want to print items which were not ordered? YES//
DEVICE: HOME// ;;9999 LAT

AUTO-GEN: SUGGESTED ORDERS FOR SUPPLY WAREHOUSEJUN 29, 2000@14:05:21 PAGE 1
ORDERING FROM VENDOR: AMSCO INTE
REPETITIVE ITEM LIST NUMBER: 688-00-3-990-844100-0001
                                WHSE  VENDOR ISSUE ISSUE
MI#  DESCRIPTION                NSN                                UNIT/ISS UNIT/ISS MINIM  MULT
-----
                                GROUP CATEGORY: 3201: (#1)
39   CORN CREAM GOLDENNO        8915-00-088-5769        1/CN      6/CS
ONHAND +DUEIN -DUEOUT =AVAIL  STAND  OPTN  LEVEL  CONV  ORDER  UNIT$
0      6      96      -90    100*   0     200    6     49    3.990

TOTAL COST OF ORDER: 195.51
[END OF REPORT]-----[USER:MCGAUGH,MA]
<Press RETURN to continue>

```

### 2.6 Report Display

If you answered yes at the Do You Want To Print Errors Occurring During Auto-Generation?: prompt, GIP will also print or display the "Auto-Generation Error Report", listing each error by item and cause of error. GIP will return to the General Inventory/Distribution Menu.

```

AUTO-GEN ERRORS FOR SUPPLY WAREHOUSE        JUN 29, 2000@14:06:15 PAGE 1
MI#  DESCRIPTION                                NSN

```

## Auto-Generate Orders

```
-----  
38      DRES OCL 5X7 (OPSITE) 100'S  
        -> NSN is missing for item  
  
12014   E3R ITEM  
        -> NSN is missing for item  
  
19      HEPARIN 1000U/ML 30 ML                6505-00-064-3961  
        -> MANDATORY OR REQUESTED SOURCE is missing for item  
  
88      BANDAGE-BANDAID TYPE PLASTIC 1 X 3      6510-01-414-6878  
        -> MANDATORY OR REQUESTED SOURCE is missing for item  
  
104     KIT SHAVING-SURG PREP                  6515-00-103-6659  
        -> INACTIVATED item.  There are NO substitute items
```

```
Auto-generate Orders  
Barcode Manager Menu ...  
Inventory File Maintenance Menu ...  
Manager For Supply Warehouse Inventory Point Menu ...  
Receiving and Distribution Menu ...  
Reports Menu ...
```

```
Select Warehouse--General Inventory/Distribution Menu Option:
```

# CHAPTER 3 BARCODE MANAGER MENU

## 3.1 Introduction

The Barcode Manager Menu allows you to manage barcode data and barcode programs.

## 3.2 Barcode User Menu

### 3.2.1 Download Barcode Program

#### 3.2.1.1 Introduction

Use this option to copy a program from GIP to a barcode reader.

#### 3.2.1.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Barcode Manager
Menu
```

Select Barcode User Menu from the Barcode Manager Menu. Select Download Barcode Program from the Barcode User Menu.

```
Barcode User Menu ...
Data Manager Menu ...
Labels Menu ...
Programmer (Barcode) Menu ...

Select Barcode Manager Menu Option: Barcode User Menu

Download Barcode Program
Upload Barcode Data

Select Barcode User Menu Option: Download Barcode Program
```

#### 3.2.1.3 Select Program

Enter the name of the barcode program you want to download. GIP will warn you that when a program is sent to the barcode reader, all data stored on the barcode reader is lost, and that you should make sure that previous users of this barcode reader have no need for data, if any, that might exist on the reader. Connect the barcode reader to the output device. Clear the barcode reader by turning the reader off and back on. Enter the name of the device you connected to the barcode reader at the Device: prompt.

```
Select BARCODE PROGRAM NAME: ???

CHOOSE FROM:
EXPENDABLE PHYSICAL COUNT          PRCPH
```

## Barcode Manager Menu

```
EXPENDABLE USAGE      PRCUS

### WARNING: When a program is sent to the barcode reader, ALL DATA
stored on the barcode reader will be LOST! Make sure that previous
users of this barcode reader have no need for data, if any, that
might exist on the reader.

Please follow the following steps:
1) If you have not already done so, you may now connect the
   barcode reader to the output device.

2) After you have connected the barcode reader to the device, clear
   the barcode reader by turning the reader off and back on.

3) After you have completed the above steps, press the <RETURN>
   key to start sending the IRL program to the bar code reader.
   If you want to escape this option, enter a '^' and <RETURN>.

OK, you must now enter either <RETURN> ...
... or '^<RETURN>:
DEVICE:  GGBAR
```

### 3.2.1.4 Reader

GIP will send the program to the reader and inform you when the download is complete. The barcode reader is now ready to use the program. GIP will return to the Barcode User Menu.

```
. . . . .
P"you want to purge"
P"the file (Y/N) ? "
D$0=""
A
G$0="Y".PUR
G$0="N".START
G$0=".".START
G.DAT
. . . . .
OK, You can now disconnect reader from the device.

      Download Barcode Program
      Upload Barcode Data

Select Barcode User Menu Option:
```

### 3.2.2 Upload Barcode Data

#### 3.2.2.1 Introduction

Use this option to transmit data from the barcode reader to the barcode data sub-field of the BARCODE PROGRAM file in GIP.

#### 3.2.2.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...
```

```

Select Warehouse--General Inventory/Distribution Menu Option: Barcode Manager
Menu
    Barcode User Menu ...
    Data Manager Menu ...
    Labels Menu ...
    Programmer (Barcode) Menu ...

Select Barcode Manager Menu Option: Barcode User Menu

```

### 3.2.2.3 Enter Device

Select Upload Barcode Data from the Barcode User Menu. Enter the device to which the barcode reader is connected at the Device: prompt. Use the TRANSMIT option on the barcode reader to send the data. After the barcode reader sends the data, GIP will return to the Barcode User Menu.

```

    Download Barcode Program
    Upload Barcode Data

Select Barcode User Menu Option: Upload Barcode Data

Enter the device to which the barcode reader is connected to.

DEVICE: BCO BAR_CODER BCO

>>> Use the TRANSMIT option on the barcode reader to start sending the data:
    Thank You ! Data is being received ...

    Download Barcode Program
    Upload Barcode Data

Select Barcode User Menu Option:

```

## 3.3 Data Manager Menu

### 3.3.1 Enter/Edit/View

#### 3.3.1.1 Introduction

This option will allow users to view barcode data, determine the status of that data, enter barcode data and edit barcode data.

#### 3.3.1.2 Menu Path

```

    Auto-generate Orders
    Barcode Manager Menu ...
    Inventory File Maintenance Menu ...
    Manager For Supply Warehouse Inventory Point Menu ...
    Receiving and Distribution Menu ...
    Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Barcode Manager
Menu

```

### 3.3.1.3 Select Barcode Program

Select Data Manager Menu from the Barcode Manager Menu. Select Enter/Edit/View from the Data Manager Menu. Enter the name of the barcode program.

```

Barcode User Menu ...
Data Manager Menu ...
Labels Menu ...
Programmer (Barcode) Menu ...

Select Barcode Manager Menu Option: Data Manager Menu

Enter/Edit/View
Schedule Data To Process
Status Of Data

Select Data Manager Menu Option: Enter/Edit/View
Select BARCODE PROGRAM NAME: ???

CHOOSE FROM:
EXPENDABLE PHYSICAL COUNT      PRCPH
EXPENDABLE USAGE                PRCUS
NON-EXPENDABLE                  ENNX
PREVENTIVE MAINTENANCE          ENPM

Select BARCODE PROGRAM NAME: EXPENDABLE PHYSICAL COUNT      PRCPH

```

### 3.3.1.4 Set Date and Time

Enter the date AND TIME that you want GIP to upload the barcode data in the following format: date@military time. For example, if you wanted to upload the barcode data today at 2:30 p.m, enter T@14:30 at the Select Date/Time Of Data Upload: prompt. If you wanted to upload the barcode data on June 11, 2012 at 9:15 a.m., enter Jun 11, 2012@09:15 at the Select Date/Time Of Data Upload: prompt. GIP will ask you to confirm that you want to enter the new upload time, if you are entering new upload data. Enter Y for yes. Enter the user assigned to the barcode data at the User: prompt. At the Status: prompt, enter the status of the data you are uploading. Start here

```

Select DATE/TIME OF DATA UPLOAD: AUG 31,1994@10:04AM   AUG 31, 1994@10:04
ARE YOU ADDING 'AUG 31, 1994@10:04' AS
A NEW DATE/TIME OF DATA UPLOAD (THE 1ST FOR THIS BARCODE PROGRAM)? y (YES)
UPLOAD USER: White,Basil
STATUS: ???

Status is a comment field updated by the computer that contains the
status of the data stored in this multiple. The status of the data
will include what 'step' or 'error' the data has encountered during
procedure of initial upload to actual processing.

This field could contain such comments as:

ATTEMPTING DATA UPLOAD - (Data is currently being uploaded)
DATA UPLOAD SUCCESSFUL - (Data has just been uploaded with no errors)
or DATA UPLOAD FAILURE - (Data upload has failed due to missing record
s)
DEVICE NOT SELECTED - (Data was uploaded successfully, but the user
has not specified the device to which the
data should process)
TASKED FOR [date/time] - (Data was uploaded successfully and will be
processed on the date/time specified)
RTN FLD IS MISSING - (Data attempted to process but could not
because the process routine is not

```

```

RTN IS MISSING          defined (field 446.4,.04 and 446.4,.03)
                        - (Data attempted to process but could not
                        because the routine specified does not
                        exist on computer system (field 446.4,.04 an
d
                        446.4,.03).
STARTED ON [date/time] - (Data has started to process on the data/time
                        specified)
FINISHED ON [date/time]- (Data has finished processing on the date/tim
e
                        specified)
STATUS: RTN IS M

```

### 3.3.1.5 Enter Barcode Data

Enter the barcode data at the prompt. You may enter another upload time at the Select Date/Time Of Data Upload: prompt or press the Enter key if you are finished entering or editing upload data. GIP will return to the Data Manager Menu.

```

BARCODE DATA:
1>34
2>1234
3>123
4>412351246w13413
5>4f134
6>134f13e
7>t
8>134
9>t
10>4f134t^^
11>^
EDIT Option:
Select DATE/TIME OF DATA UPLOAD:

Enter/Edit/View
Schedule Data To Process
Status Of Data

Select Data Manager Menu Option:

```

## 3.3.2 Schedule Data to Process

### 3.3.2.1 Introduction

Use this option to reschedule the processing of data that may have failed to run because of an error.

### 3.3.2.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Barcode Manager
Menu

```

## Barcode Manager Menu

Select Data Manager Menu from the Barcode Manager Menu. Select Schedule Data to Process from the Data Manager Menu.

```
Barcode User Menu ...
Data Manager Menu ...
Labels Menu ...
Programmer (Barcode) Menu ...

Select Barcode Manager Menu Option: Data Manager Menu

Enter/Edit/View
Schedule Data To Process
Status Of Data

Select Data Manager Menu Option: Schedule Data to Process
```

### 3.3.2.3 Setup Data

Enter a station number and a primary inventory point. Enter a barcode program name. If you do not know the program name, enter three question marks and GIP will list the available barcode programs. Enter the date and time that the data is scheduled for upload. If you do not remember the date and time, enter three question marks at the prompt and GIP will list the upload times.

```
Select STATION NUMBER (^ TO EXIT): 688// WASHINGTON,DC
Select Primary Inventory Point: ENGINEERING 688-ENGINEERING PRIMARY

Select BARCODE PROGRAM NAME: ???

CHOOSE FROM:
EXPENDABLE PHYSICAL COUNT PRCPH
EXPENDABLE USAGE PRCUS
NON-EXPENDABLE ENNX -> Engineering package
PREVENTIVE MAINTENANCE ENPM -> Engineering package

Select DATE/TIME OF DATA UPLOAD: ???

CHOOSE FROM:
08-31-1994 @ 10:04 WHITE,BASIL
12-06-1994 @ 15:30

Select DATE/TIME OF DATA UPLOAD: 08-31 AUG 31, 1994.1004 WHITE,BASIL
```

### 3.3.2.4 Status Display

GIP will display the status of the upload you selected and ask you to confirm that you want to reschedule the data. Answer Y. GIP will return to the Data Manager Menu.

```
Current Status is: RTN IS M

Are you sure you want to reschedule this data to process ? Y// YES

Enter/Edit/View
Schedule Data To Process
Status Of Data

Select Data Manager Menu Option:
```

### 3.3.3 Status of Data

#### 3.3.3.1 Introduction

This option will print the status of data that is being uploaded or has been uploaded from barcode readers.

#### 3.3.3.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Primary Inventory Point Menu ...
Receiving And Distribution Menu ...
Reports Menu ...

Select Primary Inventory Point Main Menu Option: Barcode Manager Menu

Barcode User Menu ...
Data Manager Menu ...
Labels Menu ...
Programmer (Barcode) Menu ...

Select Barcode Manager Menu Option: Data Manager Menu

Enter/Edit/View
Schedule Data To Process
Status Of Data

Select Data Manager Menu Option: Status Of Data

```

#### 3.3.3.3 Enter Date and Time

Enter the date and time of the first data upload, or press the Enter key to include all of the data uploads in the system. GIP will print or display the 'Barcode Program List' report, listing each upload, the user assigned to the upload, and the status of the upload. After printing or displaying the report, GIP will return to the Data Manager Menu.

```

START WITH DATE/TIME OF DATA UPLOAD: FIRST//
DEVICE: LAT LAT_TERM LAT RIGHT MARGIN: 80//
Enter/Edit/View
Schedule Data To Process
Status Of Data

Select Data Manager Menu Option:

```

## 3.4 Labels Menu

### 3.4.1 Inquire Label

#### 3.4.1.1 Introduction

Use this option to view information about a customized VA FileMan label.

#### 3.4.1.2 Menu Path

## Barcode Manager Menu

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Primary Inventory Point Menu ...
Receiving And Distribution Menu ...
Reports Menu ...

Select Primary Inventory Point Main Menu Option: Barcode Manager Menu

Barcode User Menu ...
Data Manager Menu ...
Labels Menu ...
Programmer (Barcode) Menu ...
Select Barcode Manager Menu Option: LAbels Menu

Inquire Label
Print Labels

Select Labels Menu Option: Inquire Label
```

### 3.4.1.3 Enter Label Name

Enter the label name at the Select Custom Label Name: prompt. If you do not know the label name, enter three question marks and GIP will list the available custom labels. GIP will list the label name and its associated file, and the executable File Man code that creates the label. Enter another label name at the Select Custom Label Name: prompt, or press the Enter key to return to the Labels Menu.

```
Select CUSTOM LABEL NAME: ???
CHOOSE FROM:
EXPENDABLE INVENTORY
PRIMARY/SECONDARY LABEL
RUN IRL PROGRAM
TEST/LABEL 3X1
WAREHOUSE LABEL

Select CUSTOM LABEL NAME: EXPENDABLE INVENTORY
NAME: EXPENDABLE INVENTORY          FILE: GENERIC INVENTORY
LABEL ROUTINE: -PRCPULAB
SPECIALTY COMMANDS: LABEL 3X1/INTERMEC 8646
TEXT:
|1| |2|
|3|
PARAMETER: 1                        TYPE: FIELD
FIELD: 1,0                          DESCRIPTION: ITEM MULTIPLE
PARAMETER: 2                        TYPE: XECUTABLE CODE
FIELD: 1,.7                          DESCRIPTION: ITEM DESCRIPTION
XECUTABLE CODE: S X=$S($D(^PRCP(445,D0,1,D1,6)):$S($P(^6,"^")]"":$P(^6,"^"),1:"^"),1:"^") S:X="^" X=$S($P(^PRC(441,D1,0),"^",2)]"":$P(^0,"^",2),1:"NO DE
SCRIPTION") S X=$E(X,1,30)
PARAMETER: 3                        TYPE: XECUTABLE CODE
FIELD: 1,.01                         DESCRIPTION: ITEM NO.
XECUTABLE CODE: S X="IE"_D0_" "_D1

Select CUSTOM LABEL NAME:

Inquire Label
Print Labels
Select Labels Menu Option:
```

### 3.4.2 Print Labels

#### 3.4.2.1 Introduction

Use this option to print a customized FileMan label.

#### 3.4.2.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Primary Inventory Point Menu ...
Receiving And Distribution Menu ...
Reports Menu ...

Select Primary Inventory Point Main Menu Option: Barcode Manager Menu

Barcode User Menu ...
Data Manager Menu ...
Labels Menu ...
Programmer (Barcode) Menu ...
Select Barcode Manager Menu Option: LLabels Menu

Inquire Label
Print Labels

Select Labels Menu Option: Print Labels

```

#### 3.4.2.3 Select Label 2

Select the custom label of the item or items you want to print at the Select Custom Label Name: prompt, or enter three question marks at the prompt to see the list of available custom labels. You can select items for printing, or print a range of inventory items. Enter the time that you want the report to print at the Requested Start Time: prompt, or press the Enter key to print the report now. GIP will return to the Labels Menu.

```

Select CUSTOM LABEL NAME: ???

CHOOSE FROM:
EXPENDABLE INVENTORY
PRIMARY/SECONDARY LABEL
RUN IRL PROGRAM
TEST/LABEL 3X1
WAREHOUSE LABEL

Select CUSTOM LABEL NAME: EXPENDABLE INVENTORY

Do you want to (S)earch/sort inventory items before printing
... or just (P)rint a range of inventory items ? P//P

Select GENERIC INVENTORY INVENTORY POINT: Whse 503-Whse      SUPPLY WAREHOUSE
Start with item #: 1
End with item #: 9999
QUEUE TO DEVICE

DEVICE: HOME// LAT  LAT_TERM  LAT

Requested Start Time: NOW// (SEP 12, 1994@15:41:27)

```

### 3.5 Programmer (Barcode) Menu

#### 3.5.1 Comment Alignment

##### 3.5.1.1 Introduction

This option allows the alignment of comments in a barcode program. You can also align comments by using the FileMan programmer 'Y' option during the edit function. By executing the following code, comments can be aligned at any column for a range of lines:

```
S Y=[column] D CON^PRCTBAR
```

While editing your barcode program, decide your comment alignment at the 28th column for lines 20-40. At the 'Edit option:' prompt, enter a 'Y'. You would then enter:

```
S Y=[column] D CON^PRCTBAR
```

FileMan will then ask the range of lines you want to process. By entering the range of 20-40, the lines will have comments aligned to the 28 columns.

##### 3.5.1.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Primary Inventory Point Menu ...
Receiving And Distribution Menu ...
Reports Menu ...

Select Primary Inventory Point Main Menu Option: Barcode Manager Menu

Barcode User Menu ...
Data Manager Menu ...
Labels Menu ...
Programmer (Barcode) Menu ...

Select Barcode Manager Menu Option: Programmer (Barcode) Menu

Comment Alignment
Design Label
Parameter Enter/Edit
Program Enter/Edit
Specialty Commands Enter/Edit

Select Programmer (Barcode) Menu Option: Comment Alignment
```

##### 3.5.1.3 Select Barcode Program

Enter the barcode program name to which you want to add comments. Enter the character column where you want all comments to begin. If you want to line up all comment lines (::) in you BARCODE program at a certain column, enter the column you wish all comments to begin. For example, if some of your comments begin at column 37 in some lines and some comments begin at column 40 in other lines, you may want to have all comments begin at column 35 for readability. Valid choices are 30, 35, 40 and 45. Enter the range where you want the comments to begin and end. GIP will change the barcode program and return to the Programmer (Barcode) Menu.

```

Select BARCODE PROGRAM NAME: ???

CHOOSE FROM:
  EXPENDABLE PHYSICAL COUNT      PRCPH
  EXPENDABLE USAGE                PRCUS
  NON-EXPENDABLE                  ENNX
  PREVENTIVE MAINTENANCE          ENPM

Select BARCODE PROGRAM NAME: PRCPH  EXPENDABLE PHYSICAL COUNT      PRCPH

At what character do you want comments to begin at ? 35// ???

If you want to line up all comment lines (::) in you BARCODE program
at a certain column, enter the column you wish all comments to begin.
For example:  If some of your comments begin at column 37 in some lines
and some comments begin at column 40 in other lines, you may want to
have all comments begin at column 35 for readability.
Valid choices are 30, 35, 40 and 45.

At what character do you want comments to begin at ? 35//

From line no. ? 1//

To line no. ? 308// .....
.....
.....
..... Done

      Comment Alignment
      Design Label
      Parameter Enter/Edit
      Program Enter/Edit
      Speciality Commands Enter/Edit

Select Programmer (Barcode) Menu Option:

```

## 3.5.2 Design Label

### 3.5.2.1 Introduction

This option allows the designing of a customized report or label. It interfaces with VA FileMan, but allows users to design a FileMan report using a word-processing field with parameters.

### 3.5.2.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Primary Inventory Point Menu ...
Receiving And Distribution Menu ...
Reports Menu ...

Select Primary Inventory Point Main Menu Option: Barcode Manager Menu

Barcode User Menu ...
Data Manager Menu ...
Labels Menu ...
Programmer (Barcode) Menu ...

```

## Barcode Manager Menu

```
Select Barcode Manager Menu Option: Programmer (Barcode) Menu
```

```
    Comment Alignment
    Design Label
    Parameter Enter/Edit
    Program Enter/Edit
    Specialty Commands Enter/Edit
```

```
Select Programmer (Barcode) Menu Option: Design Label
```

### 3.5.2.3 Edit Label

You may edit an existing label by entering an existing label name at the Select Custom Label Name: prompt, or enter the name of the new label you wish to create. You can change the name at the Name: prompt. At the File: prompt, enter the name of the file that the label will print from during search and sort functions. For example: If you want to print a label for all drugs in the drug file, you would enter 50 or DRUG for this field and labels will print from this file. If this field is not defined, then the label will be considered to be just free text and not associated with a file. If you do not know the file name, enter three question marks at the prompt and GIP will list the available files.\

```
Select CUSTOM LABEL NAME: ???
```

```
CHOOSE FROM:
```

```
    EXPENDABLE INVENTORY
    PRIMARY/SECONDARY LABEL
    RUN IRL PROGRAM
    TEST/LABEL 3X1
    Warehouse Fruitbat
```

```
    This is a general description for the label that is designed for this entry
```

```
Select CUSTOM LABEL NAME: Warehouse Fruitbat
```

```
NAME: Warehouse Fruitbat// WAREHOUSE LABEL
```

```
FILE: GENERIC INVENTORY// ???
```

```
    This is the file that the label will print from during a search and sort
    functions. For example: If you want to print a label for all drugs in
    the drug file, you would enter 50 or DRUG for this field and labels will
    print from this file. If this field is not defined, then the label will
    be considered to be just free text and not associated with a file.
```

```
CHOOSE FROM:
```

```
    .2          DESTINATION
    .4          PRINT TEMPLATE
    .401        SORT TEMPLATE
    .402        INPUT TEMPLATE
    .403        FORM
    .404        BLOCK
    .44         FOREIGN FORMAT
    .5          FUNCTION
    .6          DD AUDIT
    .7          MUMPS OPERATING SYSTEM
    .81         DATA TYPE
    1           FILE
    1.1         AUDIT
    1.11        ARCHIVAL ACTIVITY
    1.12        FILEGRAM HISTORY
    1.13        FILEGRAM ERROR LOG
    1.2         ALTERNATE EDITOR
    1.5         WORD LIST
    2           PATIENT
    3           USER
```

```

3.05          FAILED ACCESS ATTEMPTS LOG
FILE: GENERIC INVENTORY//

```

### 3.5.2.4 Select Routine

If you want to specify a special routine to print the labels, enter the routine name at the Label Routine: prompt. At the Specialty Commands: prompt, enter the specialty command for the label. At the Text: prompt, enter the commands that describe the label. At the Parameter: prompt, enter the parameter number on the label. Enter three question marks to see a list of available parameters.

```

LABEL ROUTINE:
SPECIALTY COMMANDS: LABEL 3X1/INTERMEC 8646// ???
    This field stores the specialty command for the label.

CHOOSE FROM:
    INTERMEC TRAKKER 9440
    LABEL 3X1/INTERMEC 8646
    TRAKKER 9440

SPECIALTY COMMANDS: LABEL 3X1/INTERMEC 8646//
TEXT:
  1>|1| U/I:|2||3|
  2>|4|
  3>|5||6|
EDIT Option:
Select PARAMETER: 6// ???

CHOOSE FROM:
  1          1      NSN
  2          2      UNITS PER ISSUE
  3          3      ITEM MULTIPLE
  4          4      DESCRIPTION
  5          5      BARCODE
  6          6      PAUSE

    This field stores the parameter number on the label.
Select PARAMETER: ???

CHOOSE FROM:
  1          1      NSN
  2          2      UNITS PER ISSUE
  3          3      ITEM MULTIPLE
  4          4      DESCRIPTION
  5          5      BARCODE
  6          6      PAUSE

    This field stores the parameter number on the label.
Select PARAMETER:6

```

### 3.5.2.5 Enter Description

Enter the description of the parameter at the Description: prompt. Enter the parameter type at the Parameter: prompt. Enter the barcode type of the parameter at the Barcode Type: prompt. Enter the text you want printed before the parameter at the Pre-text: prompt. Enter the text you want printed after the parameter at the Post-text: prompt.

```

DESCRIPTION: PAUSE// ???
    This field stores the description of the parameter.

```

## Barcode Manager Menu

```
DESCRIPTION: PAUSE//
TYPE: XECUTABLE CODE// ???
  This field stores the type of the parameter.
  CHOOSE FROM:
    0      COUNTER
    1      FIELD
    2      XECUTABLE CODE
    3      FORM FEED
TYPE: XECUTABLE CODE//
BARCODE TYPE: ???
  This field stores the barcode type of the parameter.
  CHOOSE FROM:
    0      NO BARCODE
    1      SMALL BARCODE
    2      MEDIUM BARCODE
    3      LARGE BARCODE
BARCODE TYPE:
PRE-TEXT: ???
  This field stores the pre-text printed before the parameter.
PRE-TEXT:
POST-TEXT: ???
  This field stores the post-text printed after the parameter.
POST-TEXT:
```

### 3.5.2.6 Entering Executable Code

Enter the number of tabs at the Tab: prompt. Enter the executable M code for the parameter at the Xecutable Code: prompt. Enter another parameter name at the Parameter: prompt to create or edit another parameter, or press the Enter key if you are through editing and creating parameters. GIP will check the report integrity of the parameter and compile a report. Enter another custom label name to enter or edit another label, or press the Enter key to return to the Programmer (Barcode) Menu.

```
TAB: ???
  This field is the number of tabs.
TAB:
XECUTABLE CODE: H 1//

Select PARAMETER:

Checking report integrity ..... Done.
Compiling report ..... Done..
Select CUSTOM LABEL NAME:

    Comment Alignment
    Design Label
    Parameter Enter/Edit
    Program Enter/Edit
    Specialty Commands Enter/Edit

Select Programmer (Barcode) Menu Option:
```

### 3.5.3 Parameter Enter/Edit

#### 3.5.3.1 Introduction

This option will allow you to enter and edit barcode program parameters. Some of the parameters that may be edited are Routine and Line Tag that process data, Time to Queue Routine that process the data, etc.

#### 3.5.3.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Primary Inventory Point Menu ...
Receiving And Distribution Menu ...
Reports Menu ...
Select Primary Inventory Point Main Menu Option: Barcode Manager Menu

Barcode User Menu ...
Data Manager Menu ...
Labels Menu ...
Programmer (Barcode) Menu ...
Select Barcode Manager Menu Option: Programmer (Barcode) Menu

Comment Alignment
Design Label
Parameter Enter/Edit
Program Enter/Edit
Specialty Commands Enter/Edit
Select Programmer (Barcode) Menu Option: Parameter Enter/Edit

```

#### 3.5.3.3 Enter Barcode Program Name

Enter the name of the barcode program you want to edit or create. If you enter the name of an existing barcode program, GIP will allow you to edit the program name, identifier, upload routine, data processor routine, the time GIP will queue the routine, whether the routine will prompt for a device or run in the background, the number of days before uploads are purged, and any specialty commands.

At the Identifier: prompt, enter a package namespace followed by two characters. The identifier acts as a "tag" added to the barcode program that identifies what kind of data the program is downloading. For example: If the program handles inventory of formulary drugs for outpatient, the identifier might be 'PSOFM'. The 'PSO' is the outpatient namespace and 'FM' is two characters that further describe the type of program.

```

Select BARCODE PROGRAM NAME: ???

CHOOSE FROM:
EXPENDABLE PHYSICAL COUNT      PRCPH
EXPENDABLE USAGE                PRCUS
NON-EXPENDABLE                  ENNX
PREVENTIVE MAINTENANCE          ENPM

Select BARCODE PROGRAM NAME: PRCPH EXPENDABLE PHYSICAL COUNT      PRCPH
NAME: EXPENDABLE PHYSICAL COUNT Replace
IDENTIFIER: PRCPH// ???
This field is a unique IDENTIFIER of the data that will be stored in this
file. When data is downloaded from a barcode program, the first record

```

## Barcode Manager Menu

received should be the IDENTIFIER of the data being downloaded.

Once the IDENTIFIER is known, then the data will be stored in the BARCODE DATA multiple (446.42,1) for the appropriate entry. After the data has successfully been uploaded, then the proper LINE TAG (field #.03) and ROUTINE (field #.04) can be tasked to process the data.

NOTE: The Identifier must be a package namespace followed by two characters. For example: If the program handles inventory of formulary drugs for outpatient, the identifier might be 'PSOFM'. The 'PSO' is the outpatient namespace and 'FM' is two characters that further describe the type of program.

IDENTIFIER: PRCPH//

### 3.5.3.4 Upload Routine

At the Post Upload Routine: prompt, enter the ANSI-M routine that will be called directly after a successful upload of data has taken place. This field can also contain a line tag. The dash (-) is used, instead of the up-arrow (^) to separate the line tag from the routine. For example, if the routine that should be called is EN^ENG you would enter EN-ENG in this field. At the Data Processor Routine: prompt, enter the ANSI-MUMPS routine that will be tasked to Task Manager after data is uploaded from the barcode reader. This routine will be responsible for the processing of data in the BARCODE DATA multiple (data upload from the barcode reader). This field can also contain a line tag. Use a dash (-) instead of an up-arrow (^) to separate the line tag from the routine. For example, if the routine that should be called is EN^ENG, enter EN-ENG at the prompt.

At the Time To Queue: prompt, enter the time of day that the system should process the data. For example, if 1AM is entered into this field, the system will not process the entry until 1 a.m. Users can upload data from a barcode reader anytime; this prompt allows each site to specify what time of the day to process the data. If you do not specify a time at this prompt, the system will attempt to process data as soon as users upload it to GIP.

```
POST UPLOAD ROUTINE:  
DATA PROCESSOR ROUTINE: PHYSICAL-PRCPBALM//  
TIME TO QUEUE ROUTINE:
```

### 3.5.3.5 Enter Device

At the Is Device Required?: prompt, enter N if you want this program to run in the background. At the Purge Days: prompt, enter the number of days that GIP will store barcode data, or press the Enter key for the default time of seven days. The GIP design team recommends that you keep this data for at least seven days.

At the Specialty Commands: prompt, enter any specialty commands for the barcode program. Enter three question marks at the prompt to see the available specialty commands.

Enter another barcode program name at the prompt, or press the Enter key to return to the Programmer (Barcode) Menu.

```
IS DEVICE REQUIRED ?: NO//  
PURGE DAYS:  
SPECIALTY COMMANDS: INTERMEC TRAKKER 9440// ???  
This field identifies the specialty commands for the barcode program.
```

```

CHOOSE FROM:
  INTERMEC TRAKKER 9440
  LABEL 3X1/INTERMEC 8646
  TRAKKER 9440

SPECIALTY COMMANDS: INTERMEC TRAKKER 9440//
Select BARCODE PROGRAM NAME:

    Comment Alignment
    Design Label
    Parameter Enter/Edit
    Program Enter/Edit
    Specialty Commands Enter/Edit

Select Programmer (Barcode) Menu Option:

```

### 3.5.4 Program Enter/Edit

#### 3.5.4.1 Introduction

This option allows users to enter or edit barcode programs.

#### 3.5.4.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Primary Inventory Point Menu ...
Receiving And Distribution Menu ...
Reports Menu ...

Select Primary Inventory Point Main Menu Option: Barcode Manager Menu

    Barcode User Menu ...
    Data Manager Menu ...
    Labels Menu ...
    Programmer (Barcode) Menu ...

Select Barcode Manager Menu Option: Programmer (Barcode) Menu

    Comment Alignment
    Design Label
    Parameter Enter/Edit
    Program Enter/Edit
    Specialty Commands Enter/Edit

Select Programmer (Barcode) Menu Option: Program Enter/Edit

```

#### 3.5.4.3 Select Barcode Program

Enter the name of the barcode program you wish to enter or edit. The system will display two VA FileMan word processing fields. This first word processing field will allow you to edit the name of the barcode program. The second field will allow you to edit the program code. After you finish editing the program name and program code, the system will return to the Programmer (Barcode) Menu.

```
Select BARCODE PROGRAM NAME: ???
```

## Barcode Manager Menu

```
CHOOSE FROM:
  EXPENDABLE PHYS. COUNT      PRCPH
  EXPENDABLE USAGE           PRCUS
  FROG
  NON-EXPENDABLE             ENNX
  PREVENTIVE MAINTENANCE     ENPM

  This field should be a short description of the data that will be
  collected and stored using the barcode program (field #1) that is
  contained in this file.
Select BARCODE PROGRAM NAME: PRCPH EXPENDABLE PHYS. COUNT      PRCPH
NAME: EXPENDABLE PHYS. COUNT Replace PHYS. With PHYSICAL
  Replace
  EXPENDABLE PHYSICAL COUNT
BARCODE PROGRAM:. . .

300>G$0=".".START           ::If user input is a ".", go to main menu
301>B00                      ::Sound beep two times
302>S.CLR                    ::Clear screen
303>P"Please enter a "       ::Display error message
304>P"Y or N."              :: (cont)
305>W5                       ::Wait five seconds to allow view of messag
e
306>G.DAT                    ::Go back to existing data question
307>                          ::
308>E                        ::End of program
EDIT Option:

  Comment Alignment
  Design Label
  Parameter Enter/Edit
  Program Enter/Edit
  Speciality Commands Enter/Edit

Select Programmer (Barcode) Menu Option:
```

### 3.5.5 Specialty Commands Enter/Edit

#### 3.5.5.1 Introduction

This option allows users to enter and edit specialty commands for the Intermec Trakker 9440 and Label 3X1/Intermec 8646.

#### 3.5.5.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Primary Inventory Point Menu ...
Receiving And Distribution Menu ...
Reports Menu ...

Select Primary Inventory Point Main Menu Option: Barcode Manager Menu

  Barcode User Menu ...
  Data Manager Menu ...
  Labels Menu ...
  Programmer (Barcode) Menu ...

Select Barcode Manager Menu Option: Programmer (Barcode) Menu
```

```

Comment Alignment
Design Label
Parameter Enter/Edit
Program Enter/Edit
Specialty Commands Enter/Edit

Select Programmer (Barcode) Menu Option: Program Enter/Edit

```

### 3.5.5.3 Creating a Barcode Program

If you are editing an existing barcode program, skip to the next section on editing a barcode program.

Enter the name you want to assign to the barcode program. At the Barcode Program Identifier: prompt, enter a package namespace followed by two characters. The identifier acts as a "tag" added to the barcode program that identifies what kind of data the program is downloading. For example: If the program handles inventory of formulary drugs for outpatient, the identifier might be 'PSOFM'. The 'PSO' is the outpatient namespace and 'FM' is two characters that further describe the type of program. GIP will start the VA FileMan line editor. Enter the barcode program code in the line editor. After you finish entering the barcode program code, GIP will return to the Programmer (Barcode) Menu.

```

Select BARCODE PROGRAM NAME: FROG
ARE YOU ADDING 'FROG' AS A NEW BARCODE PROGRAM (THE 5TH)? Y (YES)
BARCODE PROGRAM IDENTIFIER: FROG
The PACKAGE NAME SPACE 'FR' does not exist !??
ANSWER MUST BE 3-8 CHARACTERS IN LENGTH
BARCODE PROGRAM IDENTIFIER:
NAME: FROG//
BARCODE PROGRAM:
1>as
2>asd
3>ga
4>g
5>
EDIT Option:

Comment Alignment
Design Label
Parameter Enter/Edit
Program Enter/Edit
Speciality Commands Enter/Edit

Select Programmer (Barcode) Menu Option:

```

### 3.5.5.4 Editing a Barcode Program

Enter a barcode program name. If you do not know the name of the program you want to edit, enter three question marks at the prompt and GIP will list the available barcode programs. GIP will start the VA FileMan editor and allow you to edit the barcode program name and program code. After you finish editing the program code, GIP will return to the Programmer (Barcode) Menu.

```

Select BARCODE PROGRAM NAME: ???

```

## Barcode Manager Menu

```
CHOOSE FROM:
EXPENDABLE PHYSICAL COUNT      PRCPH
EXPENDABLE USAGE              PRCUS
NON-EXPENDABLE                ENNX
PREVENTIVE MAINTENANCE        ENPM

    This field should be a short description of the data that will be
    collected and stored using the barcode program (field #1) that is
    contained in this file.
Select BARCODE PROGRAM NAME: PRCPH EXPENDABLE PHYSICAL COUNT      PRCPH
NAME: EXPENDABLE PHYSICAL COUNT Replace
BARCODE PROGRAM: . . .

. . .
300>G$0=".".START                ::If user input is a ".", go to main menu
301>B00                          ::Sound beep two times
302>S.CLR                        ::Clear screen
303>P"Please enter a "           ::Display error message
304>P"Y or N."                  :: (cont)
305>W5                           ::Wait five seconds to allow view of
message
306>G.DAT                        ::Go back to existing data question
307>                              ::
308>E                            ::End of program
EDIT Option:

    Comment Alignment
    Design Label
    Parameter Enter/Edit
    Program Enter/Edit
    Speciality Commands Enter/Edit

Select Programmer (Barcode) Menu Option:
```

# CHAPTER 4 INVENTORY FILE MAINTENANCE MENU

## 4.1 Introduction

## 4.2 Adjust Inventory Quantity Menu

### 4.2.1 Adjust Inventory Quantity

#### 4.2.1.1 Introduction

Use this option to adjust the warehouse quantity on-hand for selected items. There are four types of adjustments: an issue adjustment, to/from non-issuable, other type adjustment (actual count, etc), and Supply Only (GIP) Adjustment. After you make an adjustment, GIP creates and transmits the correct code sheets automatically.

#### 4.2.1.2 Menu Path

Select Inventory File Maintenance Menu from the Warehouse--General Inventory/Distribution Menu.

Select Adjust Inventory Quantity Menu from the Inventory File Maintenance Menu.

Select Adjust Inventory Quantity from the Adjust Inventory Quantity Menu.

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Inventory File
Maintenance Menu

Adjust Inventory Quantity Menu ...
Automatic Level Setter
Enter/Edit Inventory Item Data
File Inquiry

Select Inventory File Maintenance Menu Option: Adjust Inventory Quantity Menu

Adjust Inventory Quantity
Approve Adjustments
Physical Count Form
Unapproved Adjustment Report

Select Adjust Inventory Quantity Menu Option: Adjust Inventory Quantity
Enter ELECTRONIC SIGNATURE CODE: Thank you.

Select STATION NUMBER ('^' TO EXIT): 688// WASHINGTON, DC

I N V E N T O R Y version 5.0
(688) Warehouse Inventory Point: SUPPLY WAREHOUSE MAVIS L. MCGAUGH
```

## Inventory File Maintenance Menu

```
Enter ELECTRONIC SIGNATURE CODE:                               Thank you.

      Select one of the following:

          1          Issue Book Adjustment
          2          Non-Issuable or Issuable Adjustment
          3          Other (GIP and FMS) Adjustment
          4          Supply Only (GIP) Adjustment

Select TYPE of ADJUSTMENT:
```

### 4.2.1.3 Issue Book Adjustment

If you are making an issue book adjustment, follow the instructions in the section below. Otherwise, skip this section and go to the next section.

#### 4.2.1.3.1 Select Type of Adjustment

Select Issue Book Adjustment at the Select Type of Adjustment: prompt. Enter the transaction number of the issue book request at the Select Transaction Number: prompt. Enter the line number that you want to adjust. The system will display the item information, the quantity information, and the dollar value of the item.

```
Select TYPE of ADJUSTMENT: 1 Issue Book Adjustment

Select TRANSACTION NUMBER: 688-94-4-101-0409      OBL SUPPLY WAREHOUSE
RULER

>> Reference Voucher Number: I40003

>> Distribution to: 688-NEWONE inventory point.

Select LINE ITEM Number: 1      IM#: 39 QTY POSTED: 1 INV VALUE: 3.75 SELL VALUE:
4.05

===== C U R R E N T   I T E M   D A T A =====
ITEM NUMBER: 39      RULER      NSN: 7510-11-113-1111
UNIT/ISSUE      : 1/EA
AVERAGE COST   : 4.05
LAST COST      : 0.00

TOTAL VALUE     : 2061.00
QTY ON-HAND     : 509
QTY NON-ISSUABLE:

===== I S S U E   B O O K   D A T A =====
QUANTITY ORDERED: 1
QUANTITY POSTED  : 1
INVENTORY VALUE  : 3.75
SELLING VALUE    : 4.05
```

#### 4.2.1.3.2 Enter Adjustment Data

The system will let you change the quantity of the item, the cash value of the item as inventory stock, and the cash value of the item when it is issued to the service. The system will add "reason text", or an explanation line, to the transaction explaining the reason for the adjustment. The default reason text is "Issue Book Adjustment," but you can edit this explanation. When you have finished editing line numbers, press the Enter key at the Select Line Item Number: prompt. Answer Y at the Ready To Process Issue

Book Adjustments?: prompt to process the adjustment and update the inventory point. The system will list the number of the FMS document sent to FMS and the VA MailMan message that contained the ISMS/LOG code sheet. Enter another transaction number at the Select Transaction Number: prompt, or press the Enter key to return to the Adjust Inventory Quantity Menu.

```

*****  ENTER  ADJUSTMENT  DATA  *****
>> Enter the adjusted quantity in the range -1 to 0. <<
ADJUSTED QUANTITY: 0//
>> Enter the adjusted value in the range -3.75 to 99999.99. <<
ADJUSTED TOTAL ISSUE BOOK INVENTORY VALUE: 2
>> Enter the adjusted value in the range -4.05 to 99999.99. <<
ADJUSTED TOTAL ISSUE BOOK SELLING VALUE: 4

>> Enter the reason text which will appear on the transaction register. <<
REASON TEXT: ISSUE BOOK adjustment Replace

Select LINE ITEM Number:

READY TO PROCESS ISSUE BOOK ADJUSTMENTS? YES// (YES)

FMS IV MODIFICATION 688I40003 document automatically transmitted..

LOG 605 Transmitted in MailMan Messages: 66141

Queueing Approval Form to Print on 'Fiscal (Receiving Reports)' Printer ...
Queueing Approval Form to Print on 'Supply (PPM)' Printer ...

Select TRANSACTION NUMBER:

Adjust Inventory Quantity
Approve Adjustments
Physical Count Form
Unapproved Adjustment Report

Select Adjust Inventory Quantity Menu Option:

```

#### 4.2.1.4 Non-Issuable or Issuable Adjustment

If you are making a non-issuable or issuable adjustment, follow the instructions in the section below. Otherwise, skip this section and go to the next section.

##### 4.2.1.4.1 Select Type of Adjustment

Select Non-Issuable or Issuable Adjustment at the Select Type of Adjustment: prompt. Enter the name of the item or the item number at the Select Whse Item: prompt. If you do not know the name or number of the item, enter three question marks and the system will list the available items. The system will list the cost and quantity information for the item.

```

Select one of the following:

1          Issue Book Adjustment
2          Non-Issuable or Issuable Adjustment
3          Other Adjustment

Select TYPE of ADJUSTMENT: Non-Issuable or Issuable Adjustment

>> Select an item number from the WAREHOUSE inventory point. <<

```

## Inventory File Maintenance Menu

```
Select WAREHOUSE ITEM: 123056      TEST STRIP--BLOOD GLOUCOSE (SAME LOT NUMBER)
      TEST STRIP--BLOOD GLNSN: 9999-99-099-9999

===== C U R R E N T   I T E M   D A T A =====
ITEM NUMBER: 123056      TEST STRIP--BLOOD GLOUCOSE (SA      NSN: 9999-99-099-9999
UNIT/ISSUE      : 100/BX
AVERAGE COST   : 33.45
LAST COST      : 34.00

TOTAL VALUE     : 3779.36
QTY ON-HAND    : 113
QTY NON-ISSUABLE:
```

### 4.2.1.4.2 Enter Adjustment Data

At the Adjusted Quantity: prompt, enter a negative number for the amount of units you want to deduct from warehouse stock. Enter an alphanumeric code for the adjustment voucher number. The system will add "reason text", or an explanation line, to the transaction explaining the reason for the adjustment. The default reason text is "To Non-Issuable," but you can edit this explanation. When you have finished adjusting warehouse items, press the Enter key at the Select Whse Item: prompt. Enter Y at the Ready To Process Non-Issuable Adjustments?: prompt to transmit the adjustment. The system will display the VA MailMan message number of the adjustment and return to the Adjust Inventory Quantity Menu.

```
***** E N T E R   A D J U S T M E N T   D A T A *****

>> Enter the adjusted quantity in the range -113 to 0. <<
ADJUSTED QUANTITY: 0// -1

>> Enter DOCUMENT IDENTIFIER number. <<
VOUCHER NUMBER: MG713

>> Enter the reason text which will appear on the transaction register. <<
REASON TEXT: TO non-issuable//

>> Select an item number from the WAREHOUSE inventory point. <<
Select WAREHOUSE ITEM:

READY TO PROCESS NON-ISSUABLE ADJUSTMENTS? YES// (YES)

LOG 605 Transmitted in MailMan Messages: 9665

Queueing Approval Form to Print on 'Fiscal (Receiving Reports)' Printer ...
Queueing Approval Form to Print on 'Supply (PPM)' Printer ...
```

### 4.2.1.5 Other Adjustment

#### 4.2.1.5.1 Select Type of Adjustment

Select Other Adjustments at the Select Type Of Adjustment: prompt. Enter the name of the item or the item number at the Select Whse Item: prompt. If you do not know the

name or number of the item, enter three question marks and the system will list the available items. The system will list the cost and quantity information for the item.

```

Select one of the following:

      1      Issue Book Adjustment
      2      Non-Issuable or Issuable Adjustment
      3      Other Adjustment

Select TYPE of ADJUSTMENT: Other Adjustment

  >> Select an item number from the WHSE inventory point. <<
Select WHSE ITEM: ???

WAREHOUSE ITEM: 123056      TEST STRIP--BLOOD GLOUCOSE (SAME LOT NUMBER)
      TEST STRIP--BLOOD GLNSN: 9999-99-099-9999

===== C U R R E N T   I T E M   D A T A =====
ITEM NUMBER: 123056      TEST STRIP--BLOOD GLOUCOSE (SA      NSN: 9999-99-099-9999
UNIT/ISSUE      : 100/BX
AVERAGE COST   : 33.45
LAST COST      : 34.00

TOTAL VALUE     : 3779.36
QTY ON-HAND    : 112
QTY NON-ISSUABLE: 1

```

#### 4.2.1.5.2 Enter Adjustment Data

Enter a negative number at the Adjusted Quantity: prompt to subtract from the inventory quantity, or a positive number to add to the inventory quantity. You also need to enter the change in value, either positive or negative, to the overall value of the total inventory of the item. In the example below, adding 4 to the overall quantity at a value of \$1.61 per unit is an adjusted total inventory value of \$6.44. Enter an alphanumeric code for the adjustment voucher number. The system will list the available adjustments. Select the appropriate adjustment category. When you are finished adjusting warehouse items, press the Enter key at the Select Whse Item: prompt. Enter Y at the Ready To Process Inventory Adjustments?: prompt. The system will list the number of the FMS document and VA MailMan message it created to transmit the adjustment, and return to the Adjust Inventory Quantity Menu.

```

***** E N T E R   A D J U S T M E N T   D A T A *****

  >> Enter the adjusted quantity in the range -112 to 99998. <<
ADJUSTED QUANTITY: 0// 1
  >> Enter the adjusted value in the range -99999.99 to 99999.99. <<
ADJUSTED TOTAL INVENTORY VALUE: 34.00

  >> Enter DOCUMENT IDENTIFIER number. <<
VOUCHER NUMBER: MG714

Select one of the following:

      1      Transfer of stock to another VAMC Warehouse
      2      Sale of stock to OGA
      3      Transfer of excess stock to GSA
      4      Adjustment of stock valuation
      5      Writeoff damaged stock

```

## Inventory File Maintenance Menu

```
        6          Transfer Transportation expense to stock
        7          Inventory Refund

Select TYPE of ADJUSTMENT: 4  Adjustment of stock valuation

>> Select an item number from the WHSE inventory point. <<
Select WHSE ITEM:

READY TO PROCESS INVENTORY ADJUSTMENTS? YES//  (YES)

      FMS SV 688A41 document automatically transmitted..
      LOG 605 Transmitted in MailMan Messages: 66156

Queueing Approval Form to Print on 'Fiscal (Receiving Reports)' Printer ...
Queueing Approval Form to Print on 'Supply (PPM)' Printer ...

      Adjust Inventory Quantity
      Approve Adjustments
      Physical Count Form
      Unapproved Adjustment Report

Select Adjust Inventory Quantity Menu Option:
```

### 4.2.2 Approve Adjustments

#### 4.2.2.1 Introduction

Use this option to approve entire adjustments (all items) or single items on an adjustment. When an item adjustment is approved, the item adjustment will no longer appear on the 'Unapproved Adjustment Report.'

#### 4.2.2.2 Menu Path

```
      Auto-generate Orders
      Barcode Manager Menu ...
      Inventory File Maintenance Menu ...
      Manager For Supply Warehouse Inventory Point Menu ...
      Receiving and Distribution Menu ...
      Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Inventory File
Maintenance Menu

      Adjust Inventory Quantity Menu ...
      Automatic Level Setter
      Enter/Edit Inventory Item Data
      File Inquiry

Select Inventory File Maintenance Menu Option: Adjust Inventory Quantity Menu

      Adjust Inventory Quantity
      Approve Adjustments
      Physical Count Form
      Unapproved Adjustment Report

Select Adjust Inventory Quantity Menu Option: Approve Adjustments
```

### 4.2.2.3 Enter Adjustment Number

Enter the number of the adjustment that you want to approve. If you do not know the adjustment number, enter three question marks at the prompt and the system will list the available adjustments. You may approve all of the items on the adjustment, or select individual items for approval. Press the Enter key at the Select Item: and Select Adjustment Number: prompts when you have finished approving adjustments. The system will return to the Adjust Inventory Quantity Menu.

```

Select ADJUSTMENT NUMBER: ???
Select the ADJUSTMENT NUMBER from the list below:
ADJUSTMENT NUMBER: A1
ADJUSTMENT NUMBER: A10
ADJUSTMENT NUMBER: A13
ADJUSTMENT NUMBER: A17
ADJUSTMENT NUMBER: A23

Select ADJUSTMENT NUMBER: A17

      >> THERE IS '1' UNAPPROVED ITEMS ON THIS ADJUSTMENT. <<

DO YOU WANT TO APPROVE ALL OF THE ITEMS ON THIS ADJUSTMENT? NO//   (NO)

Select ITEM: ???
Select the ITEM NUMBER from the list below:
ITEM NUMBER: 8           ITEM #8                               NSN: 6505-11-222-3333

Select ITEM: 8
ADJUSTMENT APPROVAL: SEP 26, 1994@11:58:44//   (SEP 26, 1994@11:58:44)

Select ITEM:

Select ADJUSTMENT NUMBER:

      Adjust Inventory Quantity
      Approve Adjustments
      Physical Count Form
      Unapproved Adjustment Report

Select Adjust Inventory Quantity Menu Option:

```

## 4.2.3 Physical Count Form

### 4.2.3.1 Introduction

Use this option to print the physical count form for the warehouse, sorted by main storage location, account code, and National Stock Number.

### 4.2.3.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Inventory File

```

## Inventory File Maintenance Menu

```
Maintenance Menu

Adjust Inventory Quantity Menu ...
Automatic Level Setter
Enter/Edit Inventory Item Data
File Inquiry

Select Inventory File Maintenance Menu Option: Adjust Inventory Quantity Menu

Adjust Inventory Quantity
Approve Adjustments
Physical Count Form
Unapproved Adjustment Report

Select Adjust Inventory Quantity Menu Option: Physical Count Form
```

### 4.2.3.3 Select Account Codes

The system will ask you if you want to select all account codes. If it would be easier for you to list the account codes you DO NOT want to select than to list the account codes you DO want to select, enter Y at this prompt, and enter the account codes you want to de-select at the Select Account Code: prompt. Press the Enter key at the Select Account Code: prompt when you have finished selecting and deselecting account codes.

```
Do you need to print the ON-HAND column? NO// Y (YES)

Selected account codes will be used to generate the physical count form.
Do you want to select ALL account codes? YES// (YES)

Currently selected account codes:
<< ALL ACCOUNT CODES >>
You can DE-select one of the above account codes by reselecting it.

Select the number of the account code created, '^' to exit.

Select one of the following:

1 Account Code 1
2 Account Code 2
3 Account Code 3
6 Account Code 6
8 Account Code 8

Select ACCOUNT Code: 1 Account Code 1
DE-selected !

Currently selected account codes:
<< ALL ACCOUNT CODES >>
You can DE-select one of the above account codes by reselecting it.
Currently DE-selected account codes:
1
You can RE-select one of the above account codes by reselecting it.
Select the number of the account code created, '^' to exit.
Select one of the following:

1 Account Code 1
2 Account Code 2
3 Account Code 3
6 Account Code 6
8 Account Code 8

Select ACCOUNT Code:
```

#### 4.2.3.4 Report Listing

The system will generate the "Physical Count Form Report", listing each account code you selected, the items assigned to that account code, the unit of issue, and the amount of stock on hand for each item. After printing the report, the system will return to the Adjust Inventory Quantity Menu.

DEVICE: HOME//		LAT					
PHYSICAL COUNT FORM: WAREHOUSE				JUL 13, 2000@18:25:09		PAGE 1	
NSN	DESCRIPTION					MI	
UNIT/ISS	ON HAND	NEW COUNT					
-----							
MAIN STORAGE LOCATION: ?							
ACCOUNT CODE: 3							
7530001817174	PAPER/XEROX/30%		14128	5000/BX			
0							
7530008000996	PAPER COMPUTER 1 PART		3534	2500/BX			0
8415012091114	GLOVE XL-FLOCK LINED LA		12596	2/PR			48
9999990999999	TEST STRIP--BLOOD GLOUC		123056	100/BX			113
-----							
MAIN STORAGE LOCATION: A01							
ACCOUNT CODE: 2							
6630010612282	TUBE-BLOOD COLLECTION 1		11173	100/PG			57
6630011317091	TUBES HEMOGARD BLUETOPS	13184	100/BX			10	
-----							
MAIN STORAGE LOCATION: A02							
ACCOUNT CODE: 2							
6630010660416	TUBE-BLOOD COLLECTION 1		11176	100/PG			100
6640009794238	TEST SDAL4ML75X10MM		677	1000/MX			6
-----							
Adjust Inventory Quantity							
Approve Adjustments							
Physical Count Form							
Unapproved Adjustment Report							
Select Adjust Inventory Quantity Menu Option:							

#### 4.2.4 Unapproved Adjustment Report

##### 4.2.4.1 Introduction

This option will print a report showing the adjustments and items, which have not been approved. Adjustments can be approved using the option 'Approve Adjustments.'

##### 4.2.4.2 Menu Path

Auto-generate Orders Barcode Manager Menu ... Inventory File Maintenance Menu ... Manager For Supply Warehouse Inventory Point Menu ... Receiving and Distribution Menu ... Reports Menu ...
---

## Inventory File Maintenance Menu

```
Select Warehouse--General Inventory/Distribution Menu Option: Inventory File Maintenance Menu
```

```
    Adjust Inventory Quantity Menu ...
    Automatic Level Setter
    Enter/Edit Inventory Item Data
    File Inquiry
```

```
Select Inventory File Maintenance Menu Option: Adjust Inventory Quantity Menu
```

```
    Adjust Inventory Quantity
    Approve Adjustments
    Physical Count Form
    Unapproved Adjustment Report
```

```
Select Adjust Inventory Quantity Menu Option: Unapproved Adjustment Report
```

### 4.2.4.3 Enter Adjustment Number

Press the Enter key at the Select Adjustment Number: prompt to list all the adjustments, or enter an adjustment number. If you do not know the adjustment number, enter three question marks at the prompt to see a list of available adjustment numbers. You may enter several adjustment numbers. When you have finished entering adjustment numbers, press the Enter key at the Select Adjustment Number: prompt.

```
To select ALL adjustments, press RETURN.
```

```
Select ADJUSTMENT NUMBER:
```

```
Do you want to select ALL adjustments? YES// (YES)
DO YOU WANT TO PRINT A SEPARATE REPORT FOR EACH ADJUSTMENT (THIS WILL
USE A LOT OF PAPER)? NO// (NO)
```

```
Select ADJUSTMENT NUMBER:
```

### 4.2.4.4 Print Form

The system will print an "Adjustment Approval Form," listing each item on adjustment number, the quantity, the cost that the warehouse sells the item, and the value of the item as inventory stock. The form will also list the type of adjustment and the adjustment amount. The form will have signature blocks for the accountable officer and the approving official. After printing the form, the system will return to the Adjust Inventory Quantity Menu.

```
DEVICE: HOME// LAT
```

```
Select ADJUSTMENT NUMBER: A18563
```

```
Select ADJUSTMENT NUMBER:
```

```
DEVICE: HOME// IRMS BLDG 74 ROOM 227E
```

```
ADJUSTMENT APPROVAL FORM FROM WAREHOUSE JUL 13, 2000@18:34 PAGE 1
```

```
ADJUSTMENT DATE: NOV 30, 1998@11:47:34 VOUCHER:
```

```
NSN DESCRIPTION [#MI] ACCT CODE INITIALS
TRANSID TRANS./P.O. U/I QUANTITY SELL VALUE INV VALUE
```

```

6550-01-236-0805  TEST STRP (CHEMSTRIP )      #660      ACCT: 2      RMW
A18563      658      50/BT      0      0.00      -65.62
2% DISCOUNT - P90313

----- S U M M A R Y   O F   I T E M   A C C O U N T   C O D E S -----
ACCT: 2      INV AMOUNT:      -65.62

TOTAL DOLLAR AMOUNT OF ADJUSTMENT (UNAPPROVED): -65.62

CERTIFICATION -- THE SUPPLIES LISTED ON THIS REQUEST HAVE BEEN PROPERLY
ADJUSTED BY QUANTITY AND VALUE.

ITEM NUMBERS APPROVED [#MI]: _____

SIGNATURE ACCOUNTABLE OFFICER: _____

SIGNATURE APPROVING OFFICIAL: _____

Adjust Inventory Quantity
Approve Adjustments
Physical Count Form
Unapproved Adjustment Report

Select Adjust Inventory Quantity Menu Option:
    
```

### 4.3 Automatic Level Setter

#### 4.3.1 Introduction

This report will print the current inventory levels versus the computer-estimated levels. If you have the manager key for the inventory point, you will have the option to automatically update the current levels to the estimated levels.

#### 4.3.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Inventory File
Maintenance Menu
Adjust Inventory Quantity Menu ...
Automatic Level Setter
Enter/Edit Inventory Item Data
File Inquiry
Select Inventory File Maintenance Menu Option: Automatic Level Setter
    
```

#### 4.3.3 Level Parameters

Select whether you want to set the levels for an item or for a group category. Select or deselect items or group categories from your list until you have finished building your list, then press the Enter key at the Select Group Category: prompt.

```

Select Inventory File Maintenance Menu Option: Automatic Level Setter
    
```

## Inventory File Maintenance Menu

```
Select one of the following:

+-----+
|The Automatic Level Setter will
|calculate and reset the Normal Stock
|Level, Emergency Stock Level, Standard
|Reorder Point, and Optional Reorder
|Point for selected items or items in
|selected group categories.
+-----+

1      ITEM
2      GROUP CATEGORY

Select Items BY: ITEM// 2  GROUP CATEGORY
+-----+
|Select the Group Categories to
|display
+-----+

Do you want to select ALL group categories? YES//  (YES)

-----
|  Currently selected group categories:
|  << ALL GROUP CATEGORIES >>
|  You can DE-select one of the above group categories by reselecting it.
-----

Select GROUP CATEGORY:
```

### 4.3.4 Levels Set

The system will then generate an average, or normal stock level for the items you selected, based on the days between the month you enter at the Start Usage Average with Date (Month Year): prompt and today's date. The system will divide the days in the time range by the number of items used during that time range to determine the average time in which one unit of the item is used. For example, if 90 printer cartridges are used in 180 days, each printer cartridge is equivalent to two days of average use for your inventory point. Enter the number of day's worth of the item that you want as the normal stock level. The system will determine how many units you must maintain at the inventory point to maintain that many day's worth of stock. For example, if you selected thirty days' worth of printer cartridges, an inventory point with an average use of two days per printer cartridge would stock fifteen printer cartridges as the normal stock level.

Enter the percentage of the normal stock level that you want to be the emergency stock level. For example, if you entered 20 at this prompt, and the normal stock level was fifteen printer cartridges, the system would assign 20% of the normal stock level, or three printer cartridges, as the emergency stock level.

Enter the percentage of the normal stock level that you want to be the standard reorder point, or the level at which the system will alert you to order more stock. For example, if you entered 50 at this prompt, and the normal stock level was fifteen printer cartridges, the system would assign 50% of the normal stock level, or eight printer cartridges (rounding up), as the standard reorder point.

Enter the percentage of the normal stock level that you want to be the optional reorder point, or the level at which the system will alert you that you might want to order more stock. For example, if you entered 75 at this prompt, and the normal stock level was

fifteen printer cartridges, the system would assign 75% of the normal stock level, or 12 printer cartridges (rounding up), as the standard reorder point.

```

+-----+
|The average daily usage will be |
|calculated from the selected date to |
|the current date.                |
+-----+
Start Usage Average with Date (Month Year): MAY 1994// (MAY 1994)
*** STARTING WITH MO-YR: MAY 1994 ***
*** TOTAL DAYS: 148 ***
+-----+
|The normal stock level will be |
|calculated by multiplying the average |
|daily usage by the number of days. |
+-----+
Enter number of days to be on hand for Normal Stock Level: (1-240): 30//
+-----+
|The emergency stock level will be |
|calculated by multiplying the average |
|daily usage by this percentage.    |
+-----+
Enter the percentage of usage for Emergency Stock Level: (1-100): 20//
+-----+
|The standard reorder point will be |
|calculated by multiplying the average |
|daily usage by this percentage.    |
+-----+
Enter the percentage of usage for Standard Reorder Point: (20-100): 50//
+-----+
|The optional reorder point will be |
|calculated by multiplying the average |
|daily usage by this percentage.    |
+-----+
Enter the percentage of usage for Optional Reorder Point: (50-100): 75//

```

### 4.3.5 Update

Enter Y at the Do you want to update the levels in the database?: prompt. The system will print the "Automatic Level Setter Report," listing the new levels for each item. After printing the report, the system will return to the Inventory File Maintenance Menu.

```

Do you want to update the levels in the database? NO// Y (YES)
+-----+
|WARNING -- Check the changes I make carefully. Errors in the |
|database can drastically mess up automatic level setting. As you |
|debug your database I am going to become a trusted friend, but always |
|keep an eye on what I am doing because I do not have the common sense |
|that you do.                                                  |
+-----+
DEVICE: HOME//    LAT

<*> please wait <*>

AUTOMATIC LEVEL SETTER FOR: WHSE                SEP 26, 1994@12:56:34  PAGE 1
AVG USAGE START DATE: MAY 1994 (148 TOTAL DAYS)
DAYS/PERCENTAGE USED FOR CALCULATION:          30    20%    50%    75%
                                                NORMAL  EMERG  STAND  OPTION
NSN          DESCRIPTION          MI#          STKLVL  STKLVL  REO PT  REO PT
+-----+

```

## Inventory File Maintenance Menu

```
GROUP: <<NONE>>
6505-02-564-1255 TESTING ...V5      45    OLD      0      0      0      0
  AVG USAGE: 0.0000      LOW USAGE (NOT UPDATED)      0      0      0      0
6505-02-564-1255 PRINTER CARTRIDGE  42      15      3      8      12
  AVG USAGE: 0.5000      0      0      0      0

[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>

Adjust Inventory Quantity Menu ...
Automatic Level Setter
Enter/Edit Inventory Item Data
File Inquiry

Select Inventory File Maintenance Menu Option:
```

### 4.4 Enter/Edit Inventory Item Data

#### 4.4.1 Introduction

Use this option to add, delete, or change items in the inventory point record.

#### 4.4.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Inventory File
Maintenance Menu

Adjust Inventory Quantity Menu ...
Automatic Level Setter
Enter/Edit Inventory Item Data
File Inquiry

Select Inventory File Maintenance Menu Option: Enter/Edit Inventory Item Data
```

#### 4.4.3 Item Selection

Enter an item at the Select Whse Item: prompt. If you do not know the name of the item, enter three question marks at the prompt to see a list of available warehouse items. The system will list three screens of descriptions of the item and allow you to select information items to edit. At the Select Items: prompt, enter another item to edit or press the Enter key to return to the Inventory File Maintenance Menu.

```
Select WHSE ITEM: ??

CHOOSE FROM:
  8      ITEM #8
```

```

37     PEN
39     RULER
40     PAINT
45     TESTING ...V5

Select WHSE ITEM: 37           PEN
                ...OK? YES//   (YES)
                PEN                NSN: 7510-11-411-1234

Edit Inventory Item Data      Sep 26, 1994 14:59:40      Page: 1 of 3
INVENTORY POINT: 688-WHSE * * * IM#: 37 * * *

Descriptive-445:
Description-441: PEN
NSN          : 7510-11-411-1234
Group Category : 1411
Main Storage Lo: 8,6,5,4
Add Storage Loc:
Type Of Item  : PURCHASABLE

Issue Units                      Levels
Unit per Issue: 1 per EA          Norm Stock Level: 85
                                   Emer Stock Level:
                                   Temp Stock Level:
                                   Delete Temp SL :
                                   Stand Reord Pt : 50
                                   Option Reord Pt : 70

+      Enter ?? for more actions
AF All Fields      QU (Quantities)      SP Special Parameters
DE Descriptive    CD Costing Data      DA (Drug Accountability)
IU Issue Units    DI Due Ins           PS Procurement Sources
LE Levels        SI (Secondary Items)  RI Remove Item From Inv

Select Item(s): Next Screen// DE Descriptive

        ...item description set to short description in item master file.
ITEM DESCRIPTION: PEN// Ballpoint pen
GROUP CATEGORY: ???
        This is the group category code for the item, if applicable.

        This is a code indicating the group category defined by each
Inventory Point (i.e., grouping like items for printing of
catalogs and other reports).
GROUP CATEGORY: 1
ARE YOU ADDING '1' AS A NEW GROUP CATEGORY? Y (YES)
GROUP CATEGORY DESCRIPTION: Non-accountable office supplies??
ANSWER MUST BE 1-30 CHARACTERS IN LENGTH. This is the description of the
group category to be printed on reports.
GROUP CATEGORY DESCRIPTION: Office supplies
MAIN STORAGE LOCATION: Supply
ARE YOU ADDING 'Supply' AS A NEW STORAGE LOCATION? Y (YES)
STORAGE LOCATION EXPANDED DESCRIPTION: Supply Office, Bldg. 4, Rm. 1L401
Select ADDITIONAL STORAGE LOCATION:

Select Item(s): Quit// QUIT

Select WHSE ITEM:

```

## 4.5 File Inquiry

### 4.5.1 Introduction

This option will allow the user to inquire to VA FileMan file entries. The option will display selected entry data on the screen for the user to review.

## Inventory File Maintenance Menu

### 4.5.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Inventory File
Maintenance Menu

Adjust Inventory Quantity Menu ...
Automatic Level Setter
Enter/Edit Inventory Item Data
File Inquiry

Select Inventory File Maintenance Menu Option: File Inquiry
```

### 4.5.3 File Review

The system will list the available files that you can review. Select a file. If you enter Yes at the Do You Want To See The Inventory Point Parameters?: prompt, the system will list the inventory data for the inventory point, including its associated cost centers, distribution points and authorized users.

```
Select one of the following:

445      GENERIC INVENTORY
445.1    INVENTORY BALANCES
445.2    INVENTORY TRANSACTION
445.4    STORAGE LOCATION
445.6    GROUP CATEGORY
446      DISTRIBUTION/USAGE HISTORY

Select FILE for inquiry: 445  GENERIC INVENTORY

Do you want to see the inventory point parameters? NO// Y  (YES)
*** I N V E N T O R Y   D A T A ***

INVENTORY POINT: 658-WAREHOUSE           KEEP PERPETUAL INVENTORY?: YES
TYPE OF INVENTORY POINT: SUPPLY WAREHOUSE
ABBREVIATED NAME: WHSE                   KEEP DETAILED TRX.
HISTORY?: YES
COST CENTER: 615300 Supply Fund
PRINT STOCK AT CRITICAL LEVEL?: YES      *ENTER ITEM DESCRIPTIONS:
YES
MOS INACTIVE BEFORE ITEM DEL.: 2        LAST PURGE USAGE: DEC
01, 1999
LAST PURGE RECEIPTS: DEC 01, 1999        LAST PURGE TRANS
REGISTER: DEC 01, 1999
LAST PURGE DISTRIBUTION: DEC 01, 1999    AUTOMATIC PURGE: YES
LAST OPEN BALANCES SET: FEB 2000

DISTRIBUTION POINT: 658-SPD
DISTRIBUTION POINT: 658-PHARMACY
DISTRIBUTION POINT: 658-ENGINEERING
DISTRIBUTION POINT: 658-LABORATORY
DISTRIBUTION POINT: 658-MEDICAL RENAL
```

```
DISTRIBUTION POINT: 658-RMS O T CLINIC
DISTRIBUTION POINT: 658-PROSTHETICS
```

```
INVENTORY USER: CHAUDHRY,SEEMA
INVENTORY USER: ROBBINS,BRADLEY
INVENTORY USER: RODRIGUEZ,CESAR
```

```
PICKING TICKET PRINTER: D107
```

#### 4.5.4 Select Item

Enter an item at the Select Whse Item: prompt. If you do not know the item name or number, enter three question marks at the prompt and the system will list the available items. The system will list the number of units on hand, the last four issues of the item, and other inventory information about the item. Enter another item at the Select Whse Item: prompt to review another inventory item, or press the Enter key to return to the Inventory File Maintenance Menu.

```
Select WAREHOUSE ITEM: 123056      TEST STRIP--BLOOD GLOUCOSE (SAME LOT NUMBER)
      TEST STRIP--BLOOD GLNSN: 9999-99-099-9999
      *** I N V E N T O R Y   P O I N T   I T E M   D A T A ***
ITEM NO.: 123056                  DATE LAST RECEIVED: JUL 13, 2000
UNIT OF ISSUE: BX                 QTY.ON HAND (UNIT OF ISSUE): 113
NORMAL STOCK LEVEL (U OF I): 450 STANDARD REORDER POINT: 20
EMERGENCY STOCK LEVEL: 6
MANDATORY OR REQUESTED SOURCE: ABBOTT DIAGNOSTICS
UNIT OF ISSUE PACKAGE MULT.: 100 LAST COST (UNIT OF ISSUE): 34.000
MINIMUM ISSUE QTY.: 6            QTY NON-ISSUABLE (U/I): 1
GROUP CATEGORY CODE: 1411        AVERAGE COST (UNIT OF ISSUE): 33.451
TOTAL INVENTORY VALUE: 3813.36
MONTH/YEAR USED/ISSUED: 29907     QTY.USED/ISSUED (U OF ISSUE): 54
TOTAL COST USED/ISSUED: 1838.910
MONTH/YEAR USED/ISSUED: 29908     QTY.USED/ISSUED (U OF ISSUE): 75
TOTAL COST USED/ISSUED: 2554.100
MONTH/YEAR USED/ISSUED: 29909     QTY.USED/ISSUED (U OF ISSUE): 49
TOTAL COST USED/ISSUED: 1668.670
MONTH/YEAR USED/ISSUED: 29910     QTY.USED/ISSUED (U OF ISSUE): 40
TOTAL COST USED/ISSUED: 1362.170
MONTH/YEAR USED/ISSUED: 29911     QTY.USED/ISSUED (U OF ISSUE): 81
TOTAL COST USED/ISSUED: 2758.420
MONTH/YEAR USED/ISSUED: 29912     QTY.USED/ISSUED (U OF ISSUE): 42

Enter RETURN to continue or '^' to exit:

TOTAL COST USED/ISSUED: 1430.290
MONTH/YEAR USED/ISSUED: 30007     QTY.USED/ISSUED (U OF ISSUE): 11
TOTAL COST USED/ISSUED: 442.580
DATE RECEIVED: MAR 31, 1999       QTY.RECEIVED (UNIT OF ISSUE): 450
DATE RECEIVED: JUL 13, 2000      QTY.RECEIVED (UNIT OF ISSUE): 15
PROCUREMENT SOURCE: ROCHE DIAGNOSTICS CORP
UNIT OF RECEIPT: CS              UNIT OF RECEIPT PACKAGE MULT.: 12
UNIT CONVERSION FACTOR: 1
PROCUREMENT SOURCE: ABBOTT DIAGNOSTICS UNIT OF RECEIPT: BX
UNIT OF RECEIPT PACKAGE MULT.: 100 UNIT CONVERSION FACTOR: 1
ITEM DESCRIPTION: TEST STRIP--BLOOD GLOUCOSE (SAME LOT NUMBER)
DUE-IN (IN U/I): 0              DUE-OUT (IN U/I): 0

Select WHSE ITEM:
```

## Inventory File Maintenance Menu

```
Adjust Inventory Quantity Menu ...  
Automatic Level Setter  
Enter/Edit Inventory Item Data  
File Inquiry
```

Select Inventory File Maintenance Menu Option:

# CHAPTER 5 MGR. FOR SUPPLY WHSE. INV. PT. MENU

## 5.1 Introduction

This menu contains options for editing warehouse control parameters, calculating/updating due-ins and due-outs, reprinting an issue book picking ticket, and creating and transmitting Integrated Supply Management System (ISMS) code sheets.

## 5.2 Balance Update Transaction (IM-6)

### 5.2.1 Introduction

This ISMS transaction will send a snapshot of the current warehouse inventory balances to ISMS. ISMS will use the balances contained in this transaction to replace the current ISMS balances.

### 5.2.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply
Warehouse Inventory Point Menu

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option: Balance Update
Transaction (IM-6)
```

### 5.2.3 Select Item

Enter an item at the Select Whse Item: prompt or press the Enter key to select all items. The system will create a code sheet and send you a MailMan message notifying you of the code sheet and any items not transmitted due to errors.

Enter a start time, or press the Enter key at the prompt to request that the system perform the balance automatically. The system will automatically return to the Manager For Supply Warehouse Inventory Point Menu.

```
To select ALL items, press RETURN.
```

## Mgr. for Supply Whse. Inv. Pt. Menu

```
Select WHSE ITEM:

Do you want to select ALL items? YES//  (YES)

I will queue this to run as a background job.  When I finish building the
code sheet, I will send you a mailman message with the code sheet number
and items NOT transmitted because of errors found.
Requested Start Time: NOW//  (SEP 27, 1994@11:13:53)

      Balance Update Transaction (IM-6)
      Clean Up Old Transactions And Due-Outs
      Date Received Delete (for Issue Book Requests)
      Distribution Costs Enter/Edit
      Enter/Edit Inventory And Distribution Points
      FMS Code Sheets Rebuild/Retransmit
      Group Category Enter/Edit
      Inventory Control Parameters Print
      Purge History Files Menu ...
      Reprint Posted Picking Ticket
      Storage Location Enter/Edit
      Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option:
```

### 5.3 Clean Up Old Transactions and Due-Outs

#### 5.3.1 Introduction

This option can be used to recalculate the due-outs from the warehouse inventory point for issue book requests not posted.

The due-out quantity is calculated from issue book request ordered after a specified date. The date selected should be the date the last issue book request has NOT been posted (probably 6 to 9 months in the past). All issue book request before the specified date will be made final and can no longer be selected for posting. The due-out quantity stored in the inventory point will be updated to the newly calculated due-out quantity. This option should be run at NIGHT since it will lock the transaction (2237) file, and services will be unable to create ANY orders.

#### 5.3.2 Menu Path

```
      Auto-generate Orders
      Barcode Manager Menu ...
      Inventory File Maintenance Menu ...
      Manager For Supply Warehouse Inventory Point Menu ...
      Receiving and Distribution Menu ...
      Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply
Warehouse Inventory Point Menu

      Balance Update Transaction (IM-6)
      Clean Up Old Transactions And Due-Outs
      Date Received Delete (for Issue Book Requests)
      Distribution Costs Enter/Edit
      Enter/Edit Inventory And Distribution Points
      FMS Code Sheets Rebuild/Retransmit
      Group Category Enter/Edit
      Inventory Control Parameters Print
```

```

Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option: Clean Up Old
Transactions And Due-Outs
    
```

### 5.3.3 Enter Date

Enter the last date that you want the system to remove due-outs and make all transactions final. Enter when you want the system to begin, or press the Enter key for the system to begin the process immediately. The system will return to the Manager For Supply Warehouse Inventory Point Menu and print the "Outstanding Transaction Report" on the output device you selected.

```

Finalize Transactions and Update Due-Outs for Inventory Point: WHSE

Remove Due-Outs and make ALL transactions final up to DATE: T-3 (SEP 24, 1994)
+-----+
| WARNING: I will make all transactions final up to date: SEP 24, 1994. |
| I will also update your DUE-OUT Quantity in your inventory point.   |
| You will not be able to post/receive a datetransaction after it has been |
| made a final.                                                         |
+-----+
| THIS REPORT WILL LOCK THE 'CONTROL POINT ACTIVITY' FILE #410. OTHER  |
| USERS WILL NOT BE ABLE TO ACCESS THIS FILE UNTIL THIS REPORT        |
| FINISHES. THEREFORE, I STRONGLY RECOMMEND RUNNING THIS REPORT AT    |
| NIGHT.                                                                |
+-----+

QUEUE TO PRINT ON
DEVICE: LASERDP DEVELOPMENT

ARE YOU SURE YOU WANT TO RUN THIS OPTION? NO// Y (YES)

The 'OUTSTANDING TRANSACTION REPORT' will print when finished.
Requested Start Time: NOW// (SEP 27, 1994@11:28:46)

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option:
-----
ISMS BALANCE UPDATE TRANSACTION (IM-6): ALL ITEMS SELECTED
MAILMAN MESSAGE(S): 66312

THE FOLLOWING ITEMS DID NOT HAVE THEIR BALANCES TRANSMITTED TO ISMS:
ITEM # 40 PAINT
ERROR: UNIT OF ISSUE is missing
    
```

## 5.4 Date Received Delete (for Issue Book Requests)

### 5.4.1 Introduction

This option allows the user to delete or change the 'DATE RECEIVED' field on an issue book request. This field is set when an issue book request is finalized during the Post Issue Book Order option. If the user accidentally specified that an issue book request was final when it was not, they can delete this field, and they will then be allowed to post additional items on the issue book request.

### 5.4.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply
Warehouse Inventory Point Menu

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option: Date Received
Delete (for Issue Book Requests)
```

### 5.4.3 Enter Transaction Number

Enter a transaction number at the prompt. If you do not know the transaction number, enter three question marks and the system will list the available transaction numbers. Enter the date that the issue book was finalized. Enter another item at the Select Control Point Activity Transaction Number: prompt, or press the Enter key to return to the Manager For Supply Warehouse Inventory Point Menu.

```
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: A41129 688-94-4-9988-0006
OBL SAM'S SUPPLY STORE A41129
EXERCISER-LUNG INHALATION THERAPY

DATE RECEIVED: T (SEP 27, 1994)

Select CONTROL POINT ACTIVITY TRANSACTION NUMBER:

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
```

```

Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option:
    
```

## 5.5 Distribution Costs Enter/Edit

### 5.5.1 Introduction

This option allows users to enter or edit the costing data displayed on the 'History of Distribution Report.'

### 5.5.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply
Warehouse Inventory Point Menu

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option: Distribution
Costs Enter/Edit
    
```

### 5.5.3 Enter Electronic Signature

Enter your electronic signature code. Enter the inventory or distribution point at the Select Distribution Inventory Point: prompt. If you do not know the distribution inventory point, enter three question marks and the system will list the available distribution inventory points. Enter the new distribution cost at the Total Cost: prompt. Enter a new distribution inventory point at the Select Distribution Inventory Point: prompt, or press the Enter key to return to the Manager For Supply Warehouse Inventory Point Menu.

```

Enter ELECTRONIC SIGNATURE CODE:                                     Thank you.
    
```

## Mgr. for Supply Whse. Inv. Pt. Menu

```
Select DISTRIBUTION INVENTORY POINT: 688-SPD          PRIMARY
      ...OK? YES//      (YES)
      09/1994          110300 Board of Contract Appeals

      Distribution TO   : 688-SPD
      Distribution DATE: SEP 1994
      Distribution CC   : 110300 Board of Contract Appeals

TOTAL COST: 100// 120

Select DISTRIBUTION INVENTORY POINT:
```

## 5.6 Enter/Edit Inventory and Distribution Points

### 5.6.1 Introduction

This option will allow the inventory point manager to edit the control parameters for the inventory point and distribution points. The control parameters include the cost center, fund control points, inventory point users, distribution points, etc.

### 5.6.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply
Warehouse Inventory Point Menu

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option: Enter/Edit
Inventory and Distribution Points
```

### 5.6.3 Select Inventory Point

Enter the inventory point. If you do not know the name of the inventory point, enter three question marks and the system will list the available inventory points. The system will present you with three screens of information about the inventory point you selected. Below each screen will be a set of options you can use to change the inventory point information. Enter another inventory point at the Select a 'Warehouse' Type Inventory

Point: prompt or press the Enter key to return to the Manager For Supply Warehouse Inventory Point Menu.

```

+-----+
| You have the option to edit ALL      |
| WAREHOUSE inventory points you have |
| access to.                          |
+-----+

Select a 'Warehouse' Type Inventory Point: ???

CHOOSE FROM:
    688-WHSE                               SUPPLY WAREHOUSE

Select a 'Warehouse' Type Inventory Point: 688-WHSE           SUPPLY WAREHOUSE

INVENTORY POINT: 688-WHSE      TOTAL NUMBER OF ITEMS: 171

Description
Type of Inventory Point      : SUPPLY WAREHOUSE
Abbreviated Name             : WHSE
Keep Perpetual Inventory     : YES
Keep Transaction Register    : YES

Special Parameters
Months Inactive Before Item Deletion: 1
Cost Center                   : 615300 Supply Fund
Default Picking Ticket Printer : : D107

Flags
Print Emergency Stock Levels :      YES
Automatic Purge

+      Enter ?? for more actions
Select Action:// Description
INVENTORY POINT: 688-WHSE//
ABBREVIATED NAME: WHSE//
KEEP PERPETUAL INVENTORY?: YES//
KEEP DETAILED TRX. HISTORY?: YES//

INVENTORY POINT: 688-WHSE      TOTAL NUMBER OF ITEMS      171      F
Fund Control Points
    : 990 SUPPLY FUN

Usage Last Purged             :      DEC 01, 1999
Receipts Last Purged          :      DEC 01, 1999
Transaction Register Last Purged : DEC 01, 1999
Distribution Statistics Last Purged : DEC 01, 1999

Select Item(s): Quit//      QUIT
    
```

## 5.7 FMS Code Sheets Rebuild/Retransmit

### 5.7.1 Introduction

This option will rebuild and retransmit the FMS code sheets (IV and SV) from the Generic Code Sheet stack file.

### 5.7.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option:  Manager For
Supply Warehouse Inventory Point Menu

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option:  FMS Code
Sheets Rebuild/Retransmit
```

### 5.7.3 Enter FMS Document Code

Enter the FMS document code at the Select Rejected IV or SV Document to Regenerate: prompt. If you do not know the code, enter a question mark and GIP will display a list of available FMS documents. If the transaction was processed in a previous month, GIP will allow you to process the transaction for the original processing date or today's date. You can select another FMS document at the Select Rejected IV or SV Document to Regenerate: prompt, or press the Enter key to return to the Manager For Supply Warehouse Inventory Point Menu.

```
+-----+
|This option will regenerate and
|retransmit a rejected FMS document
|from the Generic Code Sheet Stack
|File.
+-----+

Select Rejected IV or SV Document to Regenerate: ?

Choose from:
IV-688I12345
IV-688I50002  -688280
SV-688A28

Select Rejected IV or SV Document to Regenerate: SV-688A28

+-----+
|*** W A R N I N G ***
+-----+
|This transaction was processed in inventory on JUN 28, 1994. Since
|this transaction was processed in a prior month-year, you have the
```

```

option to process this transaction in FMS for JUN 28, 1994 or MAR 19,
1995. If you select to process this transaction in FMS for MAR 19,
1995, reconciliation between inventory and FMS will be different for
both months JUN 1994 and MAR 1995.
+-----+
Select FMS Accounting Date: JUN 28, 1994// (JUN 28, 1994)
+-----+
|OKAY, I will use JUN 28, 1994 as the FMS accounting period.
+-----+

READY TO REBUILD FMS CODE SHEET? NO// Y (YES)
FMS SV 688A28 document automatically RE-transmitted.

Select Rejected IV or SV Document to Regenerate:

```

## 5.8 Group Category Enter/Edit

### 5.8.1 Introduction

This option will allow the manager of an inventory point to change or remove group categories, which have been set up for the inventory point.

### 5.8.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply
Warehouse Inventory Point Menu

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option: Group Category
Enter/Edit

```

### 5.8.3 Enter Group Category

Enter a group category. Group categories are groups of items that allow users to obtain the rates of use of categories of items, e.g., the rate of linen use, energy consumption, etc. If you want to edit an existing group category, but you don't know the name of the category, enter three question marks at the Select Group Category: prompt and the system will list the available categories. You may assign a code to the category. Enter the name

## Mgr. for Supply Whse. Inv. Pt. Menu

of the group category at the Description: prompt. You may enter another group category at the Select Group Category: prompt, or press the Enter key to return to the Manager For Supply Warehouse Inventory Point Menu.

```
Select GROUP CATEGORY: 1          Office supplies
GROUP CATEGORY CODE: 1// ???
  This is a code indicating the group category defined by each
  Inventory Point (i.e., grouping like items for printing of
  catalogs and other reports).
GROUP CATEGORY CODE: 1//
DESCRIPTION: Office supplies//

Select GROUP CATEGORY:
```

## 5.9 Inventory Control Parameters Print

### 5.9.1 Introduction

This option will print the control parameters for the inventory point or a selected distribution point. The parameters include the number of items stored in the inventory point, the cost center, fund control points, inventory point users (showing managers), distribution points, etc.

### 5.9.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply
Warehouse Inventory Point Menu

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option: Inventory
Control Parameters Print
```

### 5.9.3 Select Distribution Point

Enter a distribution point at the Select Distribution Point: prompt. If you do not know the name of the distribution point, enter three question marks and the system will list the

available distribution points. The system will print the inventory parameters for the distribution point you selected, including the inventory point type, the distribution features of the inventory point, the number of items stored in the inventory point, the Control Points that request items from the inventory point, and the authorized users of the inventory point. Hit the return key if you wish to see the parameters for the Warehouse inventory point. After printing the report, the system will return to the Manager For Supply Warehouse Inventory Point Menu.

```

Select DISTRIBUTION POINT: ???

CHOOSE FROM:
  2          688-SPD          KEEP PERPETUAL INV
  5          688-NEWONE      KEEP PERPETUAL INV

Select DISTRIBUTION POINT: 2 688-SPD          KEEP PERPETUAL INV

Print control parameters for 688-SPD

DEVICE: HOME//  LAT

<*> please wait <*>

INVENTORY PARAMETERS FOR: 688-SPD          SEP 27, 1994@14:10:17  PAGE 1
-----
TYPE OF INVENTORY POINT      : PRIMARY
ABBREVIATED NAME             : SPD
COST CENTER                  : 828100 Supply Processing and Distribution Sectio
KEEP PERPETUAL INVENTORY     : YES
KEEP TRANSACTION/USAGE HISTORY: YES
PRIMARY UPDATED BY WAREHOUSE : YES
SPECIAL INVENTORY POINT TYPE : SPD
SPD PICKING TICKET PRINTER:  D107
ISSUE BOOK SORT              : NSN SORT
REGULAR WHSE ISSUES SCHEDULE : WEEKLY
DEPARTMENT NUMBER           : 432
MONTHS INACTIVE ITEM DELETION : 3
TOTAL NUMBER OF ITEMS STORED : 2609

FUND CONTROL POINTS         : 019 SPD

MIS COSTING SECTION         : INFORMATION RESOURCE MGMT          100 %

INVENTORY USERS             GRIBSCHAW,STEPHEN          **MANAGER**
                             PERSON,TEST

DISTRIBUTION POINTS        : 688-ANESTHESIA          SECONDARY
                             688-RECOVERY ROOM          SECONDARY

[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>

```

## 5.10 Purge History Files Menu

### 5.10.1 Introduction

This menu contains options allowing the user to purge various history files, in order to free up disk space.

### 5.10.2 History By Cost Center Purge

#### 5.10.2.1 Introduction

This option purges the Distribution/Usage History totals by cost center, for the month specified by the user. This file is used to create the month-end distribution report used by accounting.

#### 5.10.2.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply
Warehouse Inventory Point Menu

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option: Purge History
Files Menu

History By Cost Center Purge
Receipts History By Item Purge
Transaction Register Purge
Usage/Distribution Monthly Totals Purge

Select Purge History Files Menu Option: History By Cost Center Purge
```

#### 5.10.2.3 Purge Data Prompt

The system will warn you that it will purge the distribution history for the inventory point up to a certain date and ask you to confirm that you want to purge the distribution history. If you answer Yes at the Are You Sure?: prompt, the system will purge the distribution history and return to the Purge History Files Menu.

This option will purge the distribution history for the inventory point

```
up to date JUN 01, 1999.
```

```
The distribution history for and after JUN 01, 1999 will NOT be purged.
```

```
ARE YOU SURE? NO// Y (YES)
```

```
<*> please wait <*> Finished!
```

### 5.10.3 Receipts History By Item Purge

#### 5.10.3.1 Introduction

This option will purge the receipts history for items stored in the inventory point. This option should be run once a month and will purge stored data, which is older than 13 months.

#### 5.10.3.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...
```

```
Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply
Warehouse Inventory Point Menu
```

```
Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction
```

```
Select Manager For Supply Warehouse Inventory Point Menu Option: Purge History
Files Menu
```

```
History By Cost Center Purge
Receipts History By Item Purge
Transaction Register Purge
Usage/Distribution Monthly Totals Purge
```

```
Select Purge History Files Menu Option: Receipts History By Item Purge
```

#### 5.10.3.3 Purge Data Prompt

The system will warn you that it will purge the receipts history for the inventory point up to a certain date and ask you to confirm that you want to purge the receipts history. If you answer Yes at the Are You Sure?: prompt, the system will purge the receipts history and return to the Purge History Files Menu.

## Mgr. for Supply Whse. Inv. Pt. Menu

```
This option will purge the receipts history for all the items in the
inventory point up to the date JUN 01, 1999.

The receipts history for and after JUN 01, 1999 will NOT be purged.

ARE YOU SURE? NO// Y (YES)

<*> please wait <*> Finished!
```

### 5.10.4 Transaction Register Purge

#### 5.10.4.1 Introduction

This option will purge the transaction register for all transactions which affect the inventory point that are older than 13 months. This option should be run once a month in order to free up disk space. The data is used for printing the inventory transaction register report.

#### 5.10.4.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply
Warehouse Inventory Point Menu

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option: Purge History
Files Menu

History By Cost Center Purge
Receipts History By Item Purge
Transaction Register Purge
Usage/Distribution Monthly Totals Purge

Select Purge History Files Menu Option: Transaction Register Purge
```

#### 5.10.4.3 Purge Data Prompt

The system will warn you that it will purge the register of all transactions that affect the inventory point up to a certain date and ask you to confirm that you want to purge the

transaction register. If you answer Yes at the Are You Sure?: prompt, the system will purge the transaction register and return to the Purge History Files Menu.

```
This option will purge the register of all transactions that affect the
inventory point up to date JUN 01, 1999.

The transaction register for and after JUN 01, 1999 will NOT be purged.

ARE YOU SURE? NO// Y (YES)

<*> please wait <*> Finished!
```

### 5.10.5 Usage/Distribution Monthly Totals Purge

#### 5.10.5.1 Introduction

This option will purge the usage/distribution totals for items stored in the inventory point and are older than 13 months. This option should be run once a month in order to free up disk space. The data is used in the 'Usage Reports.'

#### 5.10.5.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply
Warehouse Inventory Point Menu

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option: Purge History
Files Menu

History By Cost Center Purge
Receipts History By Item Purge
Transaction Register Purge
Usage/Distribution Monthly Totals Purge

Select Purge History Files Menu Option: Usage/Distribution Monthly Totals Purge
```

### 5.10.5.3 Purge Data Prompt

The system will warn you that it will purge the monthly usage and distribution totals for all the items in the inventory point up to a certain date and ask you to confirm that you want to purge the monthly usage and distribution totals. If you answer Yes at the Are You Sure?: prompt, the system will purge the monthly usage and distribution totals and return to the Purge History Files Menu.

```
This option will purge the monthly usage and distribution totals for all the
items in the inventory point up to the date JUN 1999.
The monthly usage and distribution totals for JUN 1999 and after
AUG 1993 will NOT be purged.

ARE YOU SURE? NO// Y (YES)

<*> please wait <*> Finished!
```

## 5.11 Reprint Posted Picking Ticket

### 5.11.1 Introduction

This option can be used by the manager of the warehouse inventory point to reprint a picking ticket from an issue book request posted at a specific time.

### 5.11.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply
Warehouse Inventory Point Menu

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option: Reprint Posted
Picking Ticket
```

### 5.11.3 Transaction Register Type

Enter which kind of transaction register you want to reprint: an (A)djustment, an (RC) Receipt, an (R) Distribution regular, a (C) Distribution Call-in, an (E) Distribution

Emergency, a (U)sage, a (P)hysical count, or (S) for a case cart/instrument kit assembly or disassembly. Enter the specific transaction you want to reprint. The system will print the picking ticket on the output device that you specify, and return to the Manager For Supply Warehouse Inventory Point Menu.

```

+-----+
| You may lookup entries in the TRANSACTION REGISTER file by selecting: |
| A) the transaction register id (A123 or RC456, etc); B) the transaction |
| number which is the 2237, issue book, or purchase order number |
| (460-94-2-120-0010 or 120-0010 if its the same quarter and year or |
| purchase order G12345); C) the voucher number (I400001). |
+-----+
Select TRANSACTION REGISTER entry: ???

      Select one of the following:

      A          adjustment
      RC         receipt
      R          distribution regular
      C          distribution call-in
      E          distribution emergency
      U          usage
      P          physical count
      S          case cart/instrument kit assembly or disassembly

Start HELP with entry type: adjustment// A adjustment
tranid: A1                12345      02-08-94
tranid: A10               688        12345      03-08-94
tranid: A13               688-94-2-120-0012  I40002      03-14-94
tranid: A17               688        12345      05-18-94
tranid: A23               688        12345      05-24-94
tranid: A24               688        12345      05-24-94
tranid: A25               688        12345      05-25-94
tranid: A26               688        12345      05-25-94
tranid: A27               688-94-2-120-0012  I40002      06-16-94
tranid: A28               688        12345      06-28-94
tranid: A29               688        12345      07-21-94
tranid: A38               688-94-4-101-0409  I40003      08-29-94
tranid: A39               688-94-4-101-0409  I40003      09-26-94
tranid: A4                688        12345      03-07-94
tranid: A40               688        BR549      09-26-94
+-----+
| You may lookup entries in the TRANSACTION REGISTER file by selecting: |
| A) the transaction register id (A123 or RC456, etc); B) the transaction |
| number which is the 2237, issue book, or purchase order number |
| (460-94-2-120-0010 or 120-0010 if its the same quarter and year or |
| purchase order G12345); C) the voucher number (I400001). |
+-----+
Select TRANSACTION REGISTER entry: BR549 A40          688      BR549      09-26-94
IM#40      PAINT

TRANSACTION NUMBER: 688                      DATE DISTRIBUTED: SEP 26, 1994@10:40:23
INVENTORY POINT :

DEVICE: HOME//      LAT

PICKING TICKET **REPRINT**                      SEP 27, 1994@15:07      PAGE 1
      FROM: WHSE                      TO:
      DELIV PT:                      DATE REQ:
TRANSACTION NO: 688                      REF VOUCHER #: BR549 TRAN ID: A40
      DATE POSTED: SEP 26, 1994@10:40:23      BY USER: WHITE,BASIL
NSN                      DESCRIPTION                      [#MI]      QTY ON-HAND      PICKED
+-----+
      STORAGE LOCATION: (NONE)
  
```

## Mgr. for Supply Whse. Inv. Pt. Menu

6540-11-411-1111 PAINT	[#40]	599	-----
-1- ISS MULT UNIT per ISS UNIT COST TOT COST QTY TO PICK			
1 ? per ?? 0.000 0.000 4			
CC/SA: 0/2670 ACCT: 2			
TOTAL DOLLAR AMOUNT OF TRANSACTION: 0.00			
INVENTORY AMOUNT OF TRANSACTION (BY ACCOUNT CODE) 2 : 0.00			
SPECIAL INSTRUCTIONS/COMMENTS: CHARGEABLE TO THE FOLLOWING ALLOTMENTS, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER COST THEREOF, AND FUNDS HAVE BEEN OBLIGATED.			
APPROPRIATION AND ACCOUNTING SYMBOLS:			
OBLIGATED BY: _____	DATE: _____		
SERVICE SIGNATURE: _____	PULLED BY: _____		
TITLE: _____	VERIFIED BY: _____		
DATE RECEIVED: _____	DATE TO DELIVER ON: _____		
[END OF REPORT]-----[USER:WHITE,BASI]			
<Press RETURN to continue>			

## 5.12 Storage Location Enter/Edit

### 5.12.1 Introduction

This option will allow the manager of an inventory point to change or remove storage locations, which have been set up for the inventory point.

### 5.12.2 Menu Path

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...
Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply Warehouse Inventory Point Menu
Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction
Select Manager For Supply Warehouse Inventory Point Menu Option: Storage Location Enter/Edit

### 5.12.3 Select Storage Location

Enter the storage location you wish to enter or edit. You may change the name and the expanded description of the storage location. You may enter another storage location at the Select Storage Location: prompt, or press the Enter key to return to the Manager For Supply Warehouse Inventory Point Menu.

```
Select STORAGE LOCATION: Supply          Supply Office, Bldg. 4, Rm. 1L401
STORAGE LOCATION: Supply// Supply Office
EXPANDED DESCRIPTION: Supply Office, Bldg. 4, Rm. 1L401
                    Replace Supply Office With Supply  Replace
                    Supply, Bldg. 4, Rm. 1L401

Select STORAGE LOCATION:
```

## 5.13 Update Calculated Due-Ins/Outstanding Transaction

### 5.13.1 Introduction

This option will print a report showing the calculated due-ins or will update the inventory point with the calculated due-ins.

The calculated due-ins are based on transactions (2237's) and purchase orders, which have not been received in after a specified date. The date entered should represent the date the last transaction or purchase order was received in (probably no later than 6 to 9 months in the past).

The report should be run before doing the update so the results can be verified first. The report will show a listing of the calculated due-ins compared to the total due-in quantity stored in the inventory point. If the due-ins disagree, the update should be performed. The report may not agree with the 'Due-In Item Report' since the 'Due-In Item Report' uses the stored values and not the calculated values.

The update will remove all due-ins stored in the inventory point and reset the due-ins to the newly calculated values.

### 5.13.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Manager For Supply
Warehouse Inventory Point Menu

Balance Update Transaction (IM-6)
Clean Up Old Transactions And Due-Outs
Date Received Delete (for Issue Book Requests)
Distribution Costs Enter/Edit
Enter/Edit Inventory And Distribution Points
FMS Code Sheets Rebuild/Retransmit
Group Category Enter/Edit
Inventory Control Parameters Print
```

## Mgr. for Supply Whse. Inv. Pt. Menu

```
Purge History Files Menu ...
Reprint Posted Picking Ticket
Storage Location Enter/Edit
Update Calculated Due-Ins/Outstanding Transaction

Select Manager For Supply Warehouse Inventory Point Menu Option: Update
Calculated Due-Ins/Outstanding Transaction
```

### 5.13.3 Enter Start Date

Enter the first date that you want the system to update due-ins and outstanding transactions. You may print the report with calculated due-ins, or update due-ins for the inventory point. After printing the report or updating the due-ins, the system will return to the Manager For Supply Warehouse Inventory Point Menu.

```
Start with Transactions Requested After DATE: 07-09-94 (JUL 09, 1994)

Select one of the following:

    1          Print Report with Calculated Due-Ins
    2          Update Due-Ins for Inventory Point

Select OPTION: Print Report with Calculated Due-Ins//
DEVICE: HOME//   LAT
<*> please wait <*>

CALCULATED DUE-INS REPORT FOR: WHSE          SEP 27, 1994@15:31:50  PAGE 1
NSN          DESCRIPTION          [#MI]    UNIT per ISS          DUE-IN QTY
-----
7510-11-411-1234  Ballpoint pen          [#37]    1 per EA          5
TRANSACTION      PO #          UNIT per REC  CONV FACT          DUE-IN
688-94-4-9988-0018  A41141        ? per ??          1          5
CALCULATED TOTAL DUE-IN QTY:          5
[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>
```

# CHAPTER 6 RECEIVING AND DISTRIBUTION MENU

## 6.1 Introduction

This menu lists all the options that manage the receiving of goods in the warehouse, and distributing goods from the warehouse.

## 6.2 Display Item

### 6.2.1 Introduction

This option will print a comprehensive item report for a selected item stored in the inventory point or a selected item stored in a distribution point.

### 6.2.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Receiving and
Distribution Menu

Display Item
Display Where An Item Is Stocked
Due-In Item Report
Enter/Edit Items On Distribution Point
Items Flagged 'Kill When Zero' Report
Order Form
Outstanding (Due-Outs) Transaction Listing
Packaging/Procurement Source Discrepancy Report
Post Issue Book Order
Print Item On Distribution Inventory Point
Purchase Order Receiving To Inventory Point

Select Receiving and Distribution Menu Option: Display Item
```

### 6.2.3 Enter Distribution Point

Enter the distribution point at the Select Distribution Point: prompt, enter three question marks to see a list of available distribution points, or press the Enter key to select an item from the main inventory point. Enter an inventory item at the Select SPD Item: prompt.

```
Enter the DISTRIBUTION POINT to select an item from the distribution point, or
Enter <RETURN> to select an item from the WHSE inventory point.

Select DISTRIBUTION POINT: ???

CHOOSE FROM:
2                688-SPD                KEEP PERPETUAL INV
```

## Receiving and Distribution Menu

```
5                688-NEWONE                KEEP PERPETUAL INV
Select DISTRIBUTION POINT: 2 688-SPD        KEEP PERPETUAL INV
Select SPD ITEM: ???
CHOOSE FROM:
1      CASE CART #1      NSN:
3      ITEM #3          NSN: 8905-43-789-4321
4      ITEM #4          NSN: 6505-12-345-6789
5      INSTRUMENT KIT #5 NSN:
7      ITEM #7          NSN:
23     TEST ITEM #23    NSN: 6505-01-123-4300
36     ASPARAGUS (CAN) NSN: 6505-11-112-1111
45     TESTING ...V5    NSN: 6505-02-564-1255
201    PEN SET          NSN: 6505-03-123-4343

Select SPD ITEM: ITEM #3 3      ITEM #3      ITEM #3NSN: 8905-43-789-4321
DEVICE: HOME//  LAT
```

### 6.2.4 Display Item Report

The system will print a "Display Item Report," listing the inventory item you selected, the quantity on hand, and the stock levels defined for the item. Enter another inventory item at the Select SPD Item: prompt, or press the Enter key to return to the Receiving and Distribution Menu.

```
DISPLAY ITEM REPORT FOR 658-SPD                JUL 13, 2000@20:41:19  PAGE: 1
NSN                DESCRIPTION                [#MI]        GROUP : DESCRIPTION
-----
9999-99-099-9999  TEST STRIP-ADVANTAGE H-BLOOD [#123056] SPEC: SPECIMAN
                   BOC: 2632 Other Medical and Dental Supplies
UNIT per ISSUE: 100 per BX
QTY ON HAND: 21          DUE-IN: 0          DUE-OUT: 0
QTY NON-ISS: 0
TOTAL VALUE: 783.12
NORM STL LVL: 18        REORDER PT: 6        INT ORDER PT: 12
EMERGENCY LVL: 4        ISSUE MULT: 1        MIN ISSUE QTY:
LAST COST: 34.048      LAST REC'D: JUL 13, 2000 AVERAGE COST: 37.291
MAIN STORAGE LOC: 26-B-1
-----POSSIBLE SOURCES (m=MANDATORY SOURCE)-----
VENDOR                [#V]        CONV FACT        UNIT per REC
m SUPPLY WAREHOUSE    [#36300]    1                100 per BX
-----RECEIPTS HISTORY-----
DATE RECEIVED        QTY RECEIVED
JUL 13, 2000        11
[END OF REPORT]-----[USER:MCGAUGH,MA]
<Press RETURN to continue>
```

## 6.3 Display Where An Item Is Stocked

### 6.3.1 Introduction

This option will print a report showing which inventory points stock a specified item. The report will show the distribution point, quantity on hand, and unit per issue.

### 6.3.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Receiving and
Distribution Menu

Display Item
Display Where An Item Is Stocked
Due-In Item Report
Enter/Edit Items On Distribution Point
Items Flagged 'Kill When Zero' Report
Order Form
Outstanding (Due-Outs) Transaction Listing
Packaging/Procurement Source Discrepancy Report
Post Issue Book Order
Print Item On Distribution Inventory Point
Purchase Order Receiving To Inventory Point

Select Receiving and Distribution Menu Option: Display Where An Item Is Stocked
    
```

### 6.3.3 Select Item

Enter a warehouse item at the Select Whse Item: prompt, or enter three question marks to see a list of the available items. The system will list the distribution points that have the item you selected, the quantity on hand, and the units per issue. Enter another item at the Select Whse Item: prompt, or press the enter key to return to the Receiving and Distribution Menu.

```

Select WAREHOUSE ITEM: 123056      TEST STRIP--BLOOD GLOUCOSE (SAME LOT
NUMBER)
      TEST STRIP--BLOOD GLNSN: 9999-99-099-9999
DEVICE: HOME//      IRMS BLDG 74 ROOM 227E
<*> please wait <*>

DISPLAY WHERE AN ITEM IS STOCKED      JUL 13, 2000@20:42:19  PAGE 1
      PRINTED BY INVENTORY POINT: WAREHOUSE
      NSN: 9999-99-099-9999      TEST STRIP--BLOOD GLOUCOSE (SA  [#123056]
TYPE      SITE-DISTRIBUTION POINT      QTY ON-HAND      UNIT per ISSUE
-----
PRIMARY   658-SPD                        21              100 per BX
SECONDARY 658-B10B                            1               1 per BT
SECONDARY 658-B11B                            1               1 per BT
SECONDARY 658-B2-2                            3               1 per BT

Select WHSE ITEM:
    
```

## 6.4 Due-In Item Report

### 6.4.1 Introduction

This option will print a report showing the inventory point items which have outstanding transactions stored (in the inventory point) as due-ins. The report will display the outstanding transaction, associated purchase order, vendor, estimated delivery date or partial numbers not received in, and the due-in quantity.

## Receiving and Distribution Menu

The results of this report may not agree with the report generated by the option 'Update Calculated Due-Ins/Outstanding Transactions.' The 'Update' option will print a report showing the calculated due-ins not the stored due-ins. If the 'Update' option is run and the update is performed, the 'Due-In Item Report' option can be run and will agree with the 'Update' report since the 'Update' option will store the calculated due-ins.

### 6.4.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...
Select Warehouse--General Inventory/Distribution Menu Option: Receiving and
Distribution Menu
  Display Item
  Display Where An Item Is Stocked
  Due-In Item Report
  Enter/Edit Items On Distribution Point
  Items Flagged 'Kill When Zero' Report
  Order Form
  Outstanding (Due-Outs) Transaction Listing
  Packaging/Procurement Source Discrepancy Report
  Post Issue Book Order
  Print Item On Distribution Inventory Point
  Purchase Order Receiving To Inventory Point
Select Receiving and Distribution Menu Option: Due-In Item Report
```

### 6.4.3 Enter NSN

Enter the first National Stock Number that you want to appear on the report, or press the Enter key to list all items with due-ins. The system will print the "Due-in Report," listing each item that has a due in and a National Stock Number in the range that you specified. After printing the report, the system will return to the Receiving and Distribution Menu.

```
START WITH NSN: FIRST// @ <-- ENTER '@' TO PRINT ITEMS WITHOUT A NSN
START WITH NSN: FIRST// ???
TO SORT IN SEQUENCE, STARTING FROM A CERTAIN NSN,
TYPE THAT NSN
 '@' MEANS 'INCLUDE NULL NSN FIELDS'
START WITH NSN: FIRST//
DEVICE: LAT RIGHT MARGIN: 80//

DUE-IN REPORT                JUL 13,2000  20:53  PAGE 1
NSN          DESCRIPTION          [#MI]      UNIT per ISSUE  QTY DUE-IN
-----
INVENTORY POINT: 658-WAREHOUSE

6505-00-687-3562  SODA LIME 4/8MESH 3L  [#3784]      1 per PG                12
TRANSACTION #    PO #    VENDOR          [#V]    EST DELD/PART  DUE-IN
658-00-1-990-0371  P01614  CHESAPEAKE MED  [#1636]  DEC 19, 1999      12

6510-00-201-4150  BALL-COTTON NON-STER  [#11335]    2000 per PG                3
TRANSACTION #    PO #    VENDOR          [#V]    EST DELD/PART  DUE-IN
658-00-1-990-0364  P01621  MEDLINE INDUSTR [#932]    DEC 19, 1999      3
<Press RETURN to continue>
```

## 6.5 Enter/Edit Items On Distribution Point

### 6.5.1 Introduction

This option allows a warehouse or primary inventory point to update information on selected items for a distribution point. In order to select a distribution point, the distribution point must not be maintaining their inventory items.

### 6.5.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Receiving and
Distribution Menu

Display Item
Display Where An Item Is Stocked
Due-In Item Report
Enter/Edit Items On Distribution Point
Items Flagged 'Kill When Zero' Report
Order Form
Outstanding (Due-Outs) Transaction Listing
Packaging/Procurement Source Discrepancy Report
Post Issue Book Order
Print Item On Distribution Inventory Point
Purchase Order Receiving To Inventory Point

Select Receiving and Distribution Menu Option: Enter/Edit Items On Distribution
Point

```

### 6.5.3 Enter Distribution Point

Enter a distribution point. Enter an item in the distribution point. The system will display the mandatory source for the item, the unit per issue, the unit per receipt (on purchase orders), and the conversion factor (from unit per receipt to unit per issue).

```

You can only edit items in distribution points
NOT keeping a perpetual inventory.

Select DISTRIBUTION POINT:PREP ROOM 637-PREP ROOM 5SECONDARY.....

Select PREP ROOM ITEM: 47
 1 47 NEEDLE ARTERIAL AMC/3 18GA X2 3/4IN
 2 4720-00-141-9080 1244 TUBING RUBBER LATEX 3/16
 3 47123-070 857 MASK FLUIDSHIELD SURGICAL
 4 47123-080 8049 MASK FLUIDSHIELD SURGICAL W/WRAPAROUND
SPLASHGUARD

CH005E 1-4: 1
ARE YOU ADDING '47' AS A NEW INVENTORY ITEM? Y (YES)
MANDATORY SOURCE : 637-SPD
UNIT per ISSUE : 1 per EA
UNIT per RECEIPT : 1 per EA

```

## Receiving and Distribution Menu

```
CONVERSION FACTOR: 1
```

### 6.5.4 Item Information

You may edit the unit of issue, the package multiple (the number of units of issue in each package delivered from the vendor), the procurement source, and the unit conversion factor for the source. You can enter multiple procurement sources. Enter the last cost per unit of issue for the item. You can determine this cost from the last purchase order for the item. Enter the normal stock level units of issue of the item. Enter the main storage location of the item. Enter another item at the Select (distribution point) item: prompt, or press the Enter key. Enter another distribution point at the Select Distribution Point: prompt, or press the Enter key to return to the Receiving and Distribution Menu.

```
ITEM NO.: 47//
UNIT OF ISSUE EA//
UNIT OF ISSUE PACKAGE MULT.: 1//
Select PROCUREMENT SOURCE: 637-SPD//
    UNIT CONVERSION FACTOR: 1//
Select PROCUREMENT SOURCE:
LAST COST (UNIT OF ISSUE):
NORMAL STOCK LEVEL (U OF I):
MAIN STORAGE LOCATION:

Select PREP ROOM ITEM:

    You can only edit items in distribution points
    NOT keeping a perpetual inventory.

Select DISTRIBUTION POINT:
```

## 6.6 Items Flagged 'Kill When Zero' Report

### 6.6.1 Introduction

This option will print a report showing the items in the inventory which are flagged 'delete item when inventory 0.' The report will show the item information, unit per issue, and quantity on-hand.

### 6.6.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Receiving and
Distribution Menu

    Display Item
    Display Where An Item Is Stocked
    Due-In Item Report
    Enter/Edit Items On Distribution Point
    Items Flagged 'Kill When Zero' Report
    Order Form
    Outstanding (Due-Outs) Transaction Listing
```

```

Packaging/Procurement Source Discrepancy Report
Post Issue Book Order
Print Item On Distribution Inventory Point
Purchase Order Receiving To Inventory Point

Select Receiving and Distribution Menu Option: Items Flagged 'Kill When Zero'
Report
    
```

### 6.6.3 Report Parameters

Enter the first National Stock Number that you want to appear on the report, or press the Enter key to list all items flagged 'Kill When Zero'. The system will print the "Kill When Zero Report," listing each item that is flagged 'Kill When Zero' and has a National Stock Number in the range that you specified. After printing the report, the system will return to the Receiving and Distribution Menu.

```

START WITH NSN: FIRST// @ <--- ENTER '@' TO PRINT ITEMS WITHOUT A NSN
START WITH NSN: FIRST//
DEVICE: ;;999 LAT RIGHT MARGIN: 80//

KILL WHEN ZERO REPORT JUL 13,2000 20:59 PAGE 1
NSN DESCRIPTION [#MI] QTY
ONHAND UNIT per ISSUE
-----
INVENTORY POINT: 658-WAREHOUSE
6510-00-720-9503 ADHES TAPE (COTTON) [#4045] 156
1 per SL
6525-01-063-1218 FILM 10X8 MRF-33 100[#621] 10
100 per PG
6532-00-197-8201 HOOD OP ML BLUE [#4128] 0
1 per EA
7930-01-233-3062 DISHWASHING CPDMACH [#7327] 2 4
per CS
8115-00-179-0566 BOXSHIPC1 6X6X10 [#4199] 20
25 per BD
8540-00-459-2385 TISS FACL 40SQINWHT [#709] 0
100 per BX
[END OF REPORT]-----[USER:MC GAUGH,MA]
<Press RETURN to continue>
    
```

## 6.7 Order Form

### 6.7.1 Introduction

This option will print a catalog of items, which a distribution point can use for ordering and restocking its inventory point.

### 6.7.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Receiving and
    
```

## Receiving and Distribution Menu

### Distribution Menu

```
Display Item
Display Where An Item Is Stocked
Due-In Item Report
Enter/Edit Items On Distribution Point
Items Flagged 'Kill When Zero' Report
Order Form
Outstanding (Due-Outs) Transaction Listing
Packaging/Procurement Source Discrepancy Report
Post Issue Book Order
Print Item On Distribution Inventory Point
Purchase Order Receiving To Inventory Point
```

Select Receiving and Distribution Menu Option: Order Form

### 6.7.3 Order Form Listing

The Order Form will print a list of items in the current or selected inventory point with blanks for daily ordering. The report is sorted by main storage location and description. At the Select Distribution Point: prompt, select the distribution point for printing the order form or press the Enter key to select the current inventory point. Enter the date of the order form. The system will print an order form for the date you specify, listing each item to be ordered, the standard reorder level, and the normal stock level. After printing the report, the system will return to the Receiving and Distribution Menu.

```
+-----+
|The Order Form will print a list of|
|items in the current or selected|
|inventory point with blanks for daily|
|ordering. The report is sorted by|
|main storage location and description.|
+-----+
+-----+
|Select the Distribution Point for|
|printing the order form or press the|
|<return> key to select the current|
|inventory point.|
+-----+
Select DISTRIBUTION POINT: SPD 658-SPD PRIMARY KEEP PERPETUAL INV
+-----+
|Select the month-year for printing|
|the order form for 658-SPD.|
+-----+
Do you want to only print the items stocked by 658-WAREHOUSE? YES// (YES)
DEVICE: HOME// IRMS BLDG 74 ROOM 227E
<*> please wait <*>
ORDER FORM FOR: 658-SPD JUL 13, 2000@21:03:07 PAGE 1
FOR THE MONTH-YEAR: JUL 2000 STAND NORM UNIT
DESCRIPTION MI# NSN UNIT/IS REOPT STLVL COST
+-----+
```

MAIN STORAGE LOCATION: 01-A-01																
CONTAINER	NEEDLE	5	QT	(SMALL	644	6530013888060	1/EA	73	121	2.22						
DAY:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
QTY:																
DAY:	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
QTY:																
MAIN STORAGE LOCATION: 02-B-1																
CONTAINER	NEEDLE	8	GAL.	(SHA	4127	6530012911226	1/EA	19	32	6.02						
DAY:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
QTY:																
DAY:	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
QTY:																
Press RETURN to continue, '^' to exit:																
<*> please wait <*>																

## 6.8 Outstanding (Due-Outs) Transaction Listing

### 6.8.1 Introduction

This option can be used to recalculate the due-outs from the warehouse inventory point for issue book requests not posted.

The due-out quantity is calculated from issue book request, which have not been posted to the primary inventory point.

This option should be run at NIGHT since it is CPU-intensive.

After the option has calculated the due-outs, a report will print displaying the outstanding issue book request, line item numbers due out, date of the request, primary inventory point making the request, and the outstanding due-out quantity.

The report will also show the warehouse quantity on-hand and stored quantity due out compared to the total calculated quantity outstanding (due-out). If the quantity due out and the quantity outstanding disagree, the 'Clean Up Old Transactions And Due-Outs' option should be used.

### 6.8.2 Menu Path

Auto-generate Orders Barcode Manager Menu ... Inventory File Maintenance Menu ... Manager For Supply Warehouse Inventory Point Menu ... Receiving and Distribution Menu ... Reports Menu ...
Select Warehouse--General Inventory/Distribution Menu Option: Receiving and Distribution Menu
Display Item Display Where An Item Is Stocked Due-In Item Report Enter/Edit Items On Distribution Point Items Flagged 'Kill When Zero' Report Order Form Outstanding (Due-Outs) Transaction Listing Packaging/Procurement Source Discrepancy Report

## Receiving and Distribution Menu

```
Post Issue Book Order
Print Item On Distribution Inventory Point
Purchase Order Receiving To Inventory Point
```

```
Select Receiving and Distribution Menu Option: Outstanding (Due-Outs)
Transaction Listing
```

### 6.8.3 Report

This report will take a while to run. The developers of the Generic Inventory Package recommend that you run this report at night, when fewer users are using system resources. The system will print the 'Outstanding Transaction Report', listing the National Stock Number of each item with a due out, the description of the item, the quantity on hand, the quantity due-out, and the quantity outstanding. After printing the report, the system will return to the Receiving and Distribution Menu.

```
THIS REPORT WILL TAKE A WHILE TO RUN. IT IS RECOMMENDED THE REPORT BE
QUEUED TO RUN AT NIGHT.
DEVICE: HOME//  LAT

<*> please wait <*>

OUTSTANDING TRANSACTION REPORT          JUL 13, 2000@20:44:41  PAGE 1
                                INVENTORY POINT: WAREHOUSE
                                ITEM
QUANTITY      QUANTITY      QUANTITY
NSN            DESCRIPTION (#)          ON-HAND
DUE-OUT  OUTSTANDING
-----
6505-01-028-9390  HEPARIN 10,000U(111)
0                750
                ITEM NOT FOUND IN INVENTORY POINT
                658-00-3-060-0059      #1          JUN 30, 2000 SPD
500
                658-00-3-060-0058      #1          JUN 30, 2000 SPD
250
6532-01-410-7221  DIAPERS-ADULT(12250)          15
1                1
                658-99-4-036-1841      #1          SEP 09, 1999 SPD          1
[END OF REPORT]-----[USER:MCGAUGH,MA]
<Press RETURN to continue>

<Press RETURN to continue>
```

## 6.9 Packaging/Procurement Source Discrepancy Report

### 6.9.1 Introduction

This option will print a report of discrepancies found with items stored in the inventory point. Discrepancies include packaging and unit discrepancies and vendor discrepancies.

### 6.9.2 Menu Path

```
Auto-generate Orders
```

```

Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Receiving and
Distribution Menu

Display Item
Display Where An Item Is Stocked
Due-In Item Report
Enter/Edit Items On Distribution Point
Items Flagged 'Kill When Zero' Report
Order Form
Outstanding (Due-Outs) Transaction Listing
Packaging/Procurement Source Discrepancy Report
Post Issue Book Order
Print Item On Distribution Inventory Point
Purchase Order Receiving To Inventory Point

Select Receiving and Distribution Menu Option: Packaging/Procurement Source
Discrepancy Report
    
```

**6.9.3 Report**

The system will print the 'Packaging Discrepancy Report', listing each item with a discrepancy, its stock number, its description, and the discrepancies for the item. After printing the report, the system will return to the Receiving and Distribution Menu.

```

PACKAGING DISCREPANCY REPORT FOR WHSE      SEP 28, 1994@16:46:55
NSN          DESCRIPTION
[#MI]        UNIT per ISSUE
-----
6505-02-564-1255  TEST STRIP--BLOOD GLOUCOS  [#123056]          100 per BX
                |SKU (BT) should equal warehouse unit of issue (BX).
                +-----+
[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>
    
```

**6.10 Post Issue Book Order**

**6.10.1 Introduction**

This new List Manager screen should be used by the warehouse to post an issue book distribution order. When posting the order, the quantity on-hand and quantity due out in the warehouse is adjusted, and the quantity on-hand and due in in the primary is adjusted. At completion of posting, the FMS and ISMS code sheets are automatically created and transmitted to Austin.

**6.10.2 Menu Path**

```

Auto-generate Orders
Barcode Manager Menu ...
    
```

## Receiving and Distribution Menu

```

Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...

Receiving and Distribution Menu ...

Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Receiving and
Distribution Menu

Display Item
Display Where An Item Is Stocked
Due-In Item Report
Enter/Edit Items On Distribution Point
Items Flagged 'Kill When Zero' Report
Order Form
Outstanding (Due-Outs) Transaction Listing
Packaging/Procurement Source Discrepancy Report
Post Issue Book Order
Print Item On Distribution Inventory Point
Purchase Order Receiving To Inventory Point

Select Receiving and Distribution Menu Option: Post Issue Book Order

```

### 6.10.3 Report

The system will print the 'Packaging Discrepancy Report' for the inventory items you selected, the National Stock Number for each item, the item description, the item number, and the unit per issue. After printing the report, the system will return to the Receiving and Distribution Menu.

```

To select ALL items, press RETURN.
Select SPD ITEM: 8905-43-789-4321  3          ITEM #3          ITEM #3NSN: 8905-43-
789-4321
Select SPD ITEM:
DEVICE: HOME// ;9999  LAT

<*> please wait <*>

PACKAGING DISCREPANCY REPORT FOR SPD          MAR 19, 1995@18:54:22  PAGE 1
NSN          DESCRIPTION          [#MI]  UNIT per ISSUE
-----
8905-43-789-4321  ITEM #3          [#3]      1 per EA
VENDOR (m=MAND)  [#V]  UNIT per PUR  UNIT per REC  CONV FACT      LAST COST
AOBC             [#1]      1 per BX      ? per ??      1                .69
+-----+
|Vendor needs to be added as a procurement source in the inventory point.  |
+-----+
JOHNSON          [#3]      1 per EA      ? per ??      1                4
+-----+
|Vendor needs to be added as a procurement source in the inventory point.  |
+-----+
CENTRAL BUSINES  [#5]      ? per EA      ? per ??      1                10
+-----+
|Unit of purchase (?/EA) in item master file needs to be correctly entered.  |
+-----+
|Vendor needs to be added as a procurement source in the inventory point.  |
+-----+
MILAN            [#6]      1 per EA      ? per ??      1                .33
+-----+
|Vendor needs to be added as a procurement source in the inventory point.  |
+-----+

```

## Receiving and Distribution Menu

SAM'S	[#7]	1 per EA	? per ??	1	1.75
+-----+  Vendor needs to be added as a procurement source in the inventory point.   +-----+					
GENERIC GENERAL	[#8]	12 per CT	? per ??	1	.3
+-----+  Vendor needs to be added as a procurement source in the inventory point.   +-----+					
DAN'S DOG FOOD	[#14]	5 per EA	? per ??	1	10
+-----+  Vendor needs to be added as a procurement source in the inventory point.   +-----+					
GOOBIE'S GARAGE	[#25]	12 per EA	? per ??	1	1
+-----+  Vendor needs to be added as a procurement source in the inventory point.   +-----+					
SAM'S SUPPLY ST	[#45]	1 per EA	? per ??	1	3
+-----+  Vendor needs to be added as a procurement source in the inventory point.   +-----+					
MRS. BEASLEY'S	[#76]	1 per EA	? per ??	1	4
+-----+  Vendor needs to be added as a procurement source in the inventory point.   +-----+					
[END OF REPORT]-----[USER:WHITE,BASI]					
<Press RETURN to continue>					

### 6.11 Print Item On Distribution Inventory Point

#### 6.11.1 Introduction

This option will print a comprehensive item report of items stored for a selected distribution point.

#### 6.11.2 Menu Path

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...
Select Warehouse--General Inventory/Distribution Menu Option: Receiving and Distribution Menu
Display Item
Display Where An Item Is Stocked
Due-In Item Report
Enter/Edit Items On Distribution Point
Items Flagged 'Kill When Zero' Report
Order Form
Outstanding (Due-Outs) Transaction Listing
Packaging/Procurement Source Discrepancy Report
Post Issue Book Order
Print Item On Distribution Inventory Point
Purchase Order Receiving To Inventory Point
Select Receiving and Distribution Menu Option: Print Item On Distribution Inventory Point

## Receiving and Distribution Menu

### 6.11.3 Print Report

Enter a distribution point and an output device. The system will print the 'Comprehensive Item Report', listing each item, its description, the item number, and its group category. The report also lists stock levels, reorder points, and the available vendors. After printing the report, the system will return to the Receiving and Distribution Menu.

```
Select DISTRIBUTION POINT: SPD 658-SPD PRIMARY KEEP PERPETUAL INV
START WITH NSN: FIRST// @ <<-- ENTER '@' TO PRINT ITEMS WITHOUT A NSN
START WITH NSN: FIRST//
DEVICE: IRMS BLDG 74 ROOM 227E Right Margin: 80//
COMPREHENSIVE ITEM REPORT JUL 13,2000 21:12 PAGE 1
NSN DESCRIPTION [#MI] GROUP_CATEGORY_DESC
-----
INVENTORY POINT: 658-SPD
6135-00-643-1309 BATTERY AA [#150] BATT BATTERIES
SUBACCOUNT: 2632
UNIT per ISSUE: 1 per EA
QTY ON HAND: 0 DUE-IN: 144 DUE-OUT: 0

NORM STK LVL: 72 REORDER PT: 24 INT ORDER PT: 36
EMERGENCY LVL: 12 ISSUE MULT: 1 MIN ISSUE QTY:
TEMP STK LVL: UNTIL DATE:
LAST COST: 0.210 LAST REC'D: NOV 10,1999 AVERAGE COST: 0
MAIN STORAGE LOC: REFRIG-3

-----POSSIBLE SOURCES (m=MANDATORY SOURCE)-----
VENDOR [#V] CONV FACT UNIT per REC
m RAYOVAC [#2146] 1 1 per EA
WILLIAMS SUPPLY INC [#80] 1 1 per EA
NOLAND CO [#87] 1 1 per EA
H C BAKER SALES [#281] 1 1 per EA
WOODWORKER STORE [#1020] 1 1 per EA
```

## 6.12 Purchase Order Receiving To Inventory Point

### 6.12.1 Introduction

This option allows users to receive items on the purchase order to the inventory point.

### 6.12.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Receiving and
Distribution Menu

Display Item
Display Where An Item Is Stocked
Due-In Item Report
Enter/Edit Items On Distribution Point
```

```

Items Flagged 'Kill When Zero' Report
Order Form
Outstanding (Due-Outs) Transaction Listing
Packaging/Procurement Source Discrepancy Report
Post Issue Book Order
Print Item On Distribution Inventory Point
Purchase Order Receiving To Inventory Point

Select Receiving and Distribution Menu Option: Purchase Order Receiving To
Inventory Point
    
```

**6.12.3 Enter Electronic Signature**

Enter your electronic signature code. Enter a purchase order number. If you do not know the purchase order number, enter the first part of the number or three question marks and the system will list the available purchase orders. The system will display all the partial shipments not yet received for the purchase order you select. Select a partial date.

```

Enter ELECTRONIC SIGNATURE CODE:                Thank you.

Select PURCHASE ORDER: G50099 688-G50099        12-027-94 ST   Partial Order
Received

                FCP: 1001 $ 1049.29

PARTIALS NOT YET RECEIVED:
    PARTIAL #: 2                DATE: DEC 14, 1994

Select PARTIAL DATE: 2 12-14-1994
    
```

**6.12.4 Display Receipt**

The system will display the purchase order receipt for the partial shipment, including the line description for the items, the inventory number, the quantity on the purchase order, the conversion factor, the quantity received (after converting the quantity), the average cost, the unit cost (from the purchase order) and the total cost of the item. Enter RO for received order at the Select Item(s): prompt.

```

Purchase Order Receipt    Dec 14, 1994 16:16:17    Page: 1 of 1
INVENTORY: 503-WAREHOUSE    PO: 503-G50099        VENDOR: MEDLINE INDUST#42
PARTIAL: 2    DATE: DEC 14, 1994    LINECOUNT: 1    TOTAL AMT: 48.9
LINE DESCRIPTION          IM# POQTY CONV RECQTY AVGCOST UNITCOST TOTCOST
-----
BEDPAN, REUSABLE          5578    2    20    40    1.18    1.22    48.90

-----Enter ?? for more actions-----

    Entr ?? or mor
DC Distribution Cost    EE E/E Inventory Item RO Receive Order
Select Item(s): Quit// RO Receive Order
    
```

**6.12.5 Receipt Confirmation**

The system will ask you to confirm that you want to receive the purchase order. The system will record the receipt of the item and transmit a code sheet of the receipt to Austin. The system will display the MailMan message number(s) of the code sheet

## Receiving and Distribution Menu

transmission. Read this message to ensure that the data in the code sheet is accurate. The system will return to the Receiving and Distribution Menu.

```
ARE YOU SURE YOU WANT TO RECEIVE THIS PURCHASE ORDER? YES// (YES)
+-----+
|**** RECEIVING HAS BEEN POSTED **|
+-----+
|This program will automatically create and transmit the code sheets to
|Austin. Please verify the accuracy of the data and submit adjustment
|code sheets if necessary.
+-----+
LOG 632 Transmitted in MailMan Messages: 1879056
Press RETURN to continue>
```

# CHAPTER 7 REPORTS MENU

## 7.1 Introduction

This menu contains various reports that allow the user to manage inventory and track distribution of expendable supplies.

## 7.2 Adjustment Voucher Recap

### 7.2.1 Introduction

This is a new report, which lists all the adjustments that were made to the inventory point, whether they were quantity or dollar amount changes, and who made them.

### 7.2.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu

Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report

Select Reports Menu Option: Adjustment Voucher Recap
```

### 7.2.3 Print Report

You may print all adjustment data, or just a summary report. If you print a summary report, the report will list the overall dollar amount additions, and subtractions and difference for each account. After printing the report, the system will return to the Reports Menu.

## Reports Menu

```

+-----+
|                                     |The Adjustment Voucher Recap Report |
|                                     |will print all adjustments to the  |
|                                     |                                     |
|                                     |inventory point for a specified    |
|                                     |month-year. The report will sort  |
|                                     |Warehouse inventory items by the  |
|                                     |NSN and the date of the adjustment.|
|                                     |-----+
+-----+
|Select the Adjustment Month-Year to |
|display                             |
+-----+
Print Adjustment Voucher Recap for Month-Year: SEP 1994// (SEP 1994)

ADJUSTMENT VOUCHER RECAP FOR: WHSE          SEP 28, 1994@17:41:36 PAGE 1
ADJUSTMENTS FOR MONTH-YEAR: SEP 1994
*** ONLY SUMMARY OF ADJUSTMENTS PRINTED ***
-----
          ACCT SUMMARY          PLUS ADJUSTMENTS  MINUS ADJUSTMENTS          DIFFERENCE
0.00    ACCT: 2                    6.44                    6.44
-2.00   ACCT: 3                    -2.00                   0.00
        TOTAL                      4.44                    6.44
-2.00
[END OF REPORT]-----[USER:WHITE,BASI]

<Press RETURN to continue>

```

If you print all data, the report will list each item in the inventory point that had an adjustment for the month you specified, the reference number of each adjustment, the effect of each adjustment on stock level and value, and the user that made the adjustment. After printing the report, the system will return to the Reports Menu.

```

+-----+
|Display Summary or ALL Data.        |
+-----+
Do you want to print a summary only? YES// N (NO)

DEVICE: HOME//  LAT

<*> please wait <*>

ADJUSTMENT VOUCHER RECAP FOR: WHSE          SEP 28, 1994@17:38:11 PAGE 1
ADJUSTMENTS FOR MONTH-YEAR: SEP 1994
NSN      DESCRIPTION          MI          ISSUE
REF#     TRAN#      DT  UNITS  QUANTITY  INV VALUE  SELL VALUE  FCP RC USER
-----
ACCOUNT NUMBER: 2
6540114111111 PAINT                    [40]          ???
BR549  A40          26  ???          -4          0.00          0.00          R  B JW
BR549  A41          26  ???           4          6.44          0.00          R  B JW

ACCOUNT NUMBER: 3
7510111131111 RULER                    [39]          1/EA

```

I40003 A39	26	1/EA	0	-2.00	-4.00	101	I	BJW
ACCT SUMMARY		PLUS ADJUSTMENTS		MINUS ADJUSTMENTS				DIFFERENCE
ACCT: 2		6.44		0.00				6.44
ACCT: 3		0.00		-2.00				-2.00
TOTAL		6.44		-2.00				4.44

REASON CODE (I:ISSUES, O:OTHER, R:RECEIPTS) == RC

[END OF REPORT]-----[USER:WHITE,BASI]

<Press RETURN to continue>

### 7.3 Availability Listing

#### 7.3.1 Introduction

This new report lists the stock on hand, the unit costs and some usage history, but isn't as long and time-consuming to generate as the Comprehensive Item Report.

#### 7.3.2 Menu Path

Auto-generate Orders Barcode Manager Menu ... Inventory File Maintenance Menu ... Manager For Supply Warehouse Inventory Point Menu ... Receiving and Distribution Menu ... Reports Menu ...
Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu
Adjustment Voucher Recap Availability Listing Cost Trend Analysis Report Days Of Stock On Hand Report Emergency Stock Report Graph Usage History Of Distribution Report

#### 7.3.3 Listing

The Availability Listing will display the current quantity and value of the inventory point items. You may print a summary report, which will only list the total values of each account, or you may print a complete report that lists the quantity and dollar values for every item for the accounts that you define. You can sort the items in the long report by account code or National Stock Number.

Do you want to print a summary only? YES// N (NO)
---

# Reports Menu

```

+-----+
|Select the type of Sort      |
+-----+

      Select one of the following:

          1      ACCOUNT CODE
          2      NSN

Sort BY: ACCOUNT CODE//
+-----+
|Select the Account Codes to display |
+-----+

-----
| Currently DE-selected account codes: 1, 2, 3, 6, 8
| You can RE-select one of the above account codes by reselecting it.
-----
Select ACCOUNT Code: (1/2/3/6/8): 1  Account Code 1
      RE-selected !

-----
| Currently selected account codes      : 1
| You can DE-select one of the above account codes by reselecting it.
-----
| Currently DE-selected account codes: 2, 3, 6, 8
| You can RE-select one of the above account codes by reselecting it.
-----
Select ACCOUNT Code: (1/2/3/6/8): 2  Account Code 2
      RE-selected !

-----
| Currently selected account codes      : 1, 2
| You can DE-select one of the above account codes by reselecting it.
-----
| Currently DE-selected account codes: 3, 6, 8
| You can RE-select one of the above account codes by reselecting it.
-----
Select ACCOUNT Code: (1/2/3/6/8):
*** Selected Account Codes: 1, 2

DEVICE: HOME//   LAT

```

In the long report, the report will list each item in the accounts you specified, the quantities, the item values, and the total value for all the items in stock.

AVAILABILITY LISTING FOR: WHSE				SEP 29, 1994@10:14:57 PAGE 1				
NSN	DESCRIPTION	MI	UNIT/IS	GROUP	CATEGORY	KWZ		
ACCOUNT NUMBER: 1								
6505025641255	TESTING ...V5	[45]	1/EA					
ONHAND	NONISS	DUEIN	DUEOUT	REORDPT	ISSMUL	SELLCOST	AVGCOST	TOTVALUE
495	0	2	0	0		5.000	5.000	2475.00
ACCOUNT NUMBER: 2								
6505112223333	ITEM #8	[8]	1/EA					
ONHAND	NONISS	DUEIN	DUEOUT	REORDPT	ISSMUL	SELLCOST	AVGCOST	TOTVALUE
592	0	0	0	0	1	0.982	0.982	581.16

6540114111111	PAINT			[40]	???			
ONHAND	NONISS	DUEIN	DUEOUT	REORDPT	ISSMUL	SELLCOST	AVGCOST	TOTVALUE
599	4	0	0	0		1.606	1.606	968.68

After listing each item, the system will print an 'Availability Listing Report.' If you selected a summary report only, the system will skip the above item listing and just print the 'Availability Listing Report Summary.' This report lists the overall values for each account in the inventory point. After printing the report, the system will return to the Reports Menu.

AVAILABILITY LISTING FOR: WHSE				SEP 29, 1994@10:14:57	PAGE 2	
NSN	DESCRIPTION	MI	UNIT/IS	GROUP	CATEGORY	KWZ
TOTALS :			ISSUE+NONISSUE	ESTIMATED		
-----			INVENTORY VALUE	NONISSUABLE VALUE	SELLING VALUE	-----
ACCT 1 :				3056.16		
0.00			3056.34			
ACCT 2 :				968.68		
6.42			968.42			
ACCT 3 :				0.00		
0.00			0.00			
ACCT 6 :				0.00		
0.00			0.00			
ACCT 8 :				0.00		
0.00			0.00			
-----			-----			
TOTALS :				4024.84		
6.42			4024.76			
[END OF REPORT]-----				[USER:WHITE,BASI]		
<Press RETURN to continue>						

## 7.4 Cost Trend Analysis Report

### 7.4.1 Introduction

This new report lists the history of what you've paid for warehouse items for a time period that you define.

### 7.4.2 Menu Path

Auto-generate Orders Barcode Manager Menu ... Inventory File Maintenance Menu ... Manager For Supply Warehouse Inventory Point Menu ... Receiving and Distribution Menu ... Reports Menu ...
Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu
Adjustment Voucher Recap Availability Listing Cost Trend Analysis Report Days Of Stock On Hand Report Emergency Stock Report

## Reports Menu

```
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report
```

```
Select Reports Menu Option: Cost Trend Analysis Report
```

### 7.4.3 Long Report

The system will generate the average item cost over the period that you specify at the Start With Date: and End With Date: prompts. You may also limit the report to a range of National Stock Numbers that you specify. You may print a summary report, which lists only the average cost over the entire period, or the long report, which lists an average cost for every month in the range that you specified. After the system prints one of the reports, it will return to the Reports Menu. Here is an example of the long report:

```
Start with Date: JUL 1994// (JUL 1994)
End with Date: SEP 1994// (SEP 1994)
*** Selected date range from JUL 1994 to SEP 1994 ***

+-----+
|Select the range of NSNs to display. |
+-----+
START with NSN: FIRST//
END with NSN: LAST//
+-----+
|Display Summary or ALL Data. |
+-----+
Do you want to print a summary only? YES// N (NO)

DEVICE: HOME// LAT

<*> please wait <*>

COST TREND ANALYSIS FOR: WHSE SEP 29, 1994@11:13:05 PAGE 1
CUM AVG CALCULATED FROM DATE RANGE: JUL 1994 TO SEP 1994
NSN DESCRIPTION MI UNIT/IS CUM AVG SEP 1994 %CHANGE
-----
6505025641255 TESTING ...V5 45 1/EA 0.00 0.00 0.00
Jul 94 Aug 94 Sep 94
0.00 0.00 0.00
6505112223333 ITEM #8 8 1/EA 0.00 0.00 0.00
Jul 94 Aug 94 Sep 94
0.00 0.00 0.00
6540114111111 PAINT 40 ?/?? 0.00 0.00 0.00
Jul 94 Aug 94 Sep 94
0.00 0.00 0.00
7510111131111 RULER 39 1/EA 0.00 0.00 0.00
Jul 94 Aug 94 Sep 94
0.00 0.00 0.00
```

```

7510114111234  Ballpoint pen          37      1/EA      0.00      0.00      0.00
      Jul 94  Aug 94  Sep 94
      0.00    0.00    0.00
[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>

Select Reports Menu Option:
    
```

And here is an example of the summary report:

```

Do you want to print a summary only? YES// N (NO)

COST TREND ANALYSIS FOR: WHSE                      SEP 29, 1994@11:13:53  PAGE 1
      CUM AVG CALCULATED FROM DATE RANGE: JUL 1994 TO SEP 1994
NSN      DESCRIPTION              MI  UNIT/IS  CUM AVG  SEP 1994  %CHANGE
-----
6505025641255  TESTING ...V5                45    1/EA    0.00    0.00    0.00
6505112223333  ITEM #8                       8     1/EA    0.00    0.00    0.00
6540114111111  PAINT                          40    ?/??    0.00    0.00    0.00
7510111131111  RULER                          39    1/EA    0.00    0.00    0.00
7510114111234  Ballpoint pen                 37    1/EA    0.00    0.00    0.00
[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>
    
```

## 7.5 Days Of Stock On Hand Report

### 7.5.1 Introduction

This new report computes how many days of stock you have on hand based on recent use, and lists all the items of greater or lesser day's worth of stock.

### 7.5.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu
Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
    
```

## Reports Menu

```
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report
Select Reports Menu Option: Days Of Stock On Hand Report
```

### 7.5.3 Report Parameters

The system will generate the average duration per item over the period that you specify at the Start With Date: and End With Date: prompts. You may also limit the report to a range of National Stock Numbers.

```
Start with Date: JUL 1994// (JUL 1994)
End with Date: SEP 1994// (SEP 1994)
*** Selected date range from JUL 1994 to SEP 1994 ***
-- TOTAL NUMBER OF DAYS: 90
+-----+
|Select the type of report: less than |
|a specified number of days or greater|
|than a specified number of days.    |
+-----+

Select one of the following:

      1      LESS
      2      GREATER

Print items with GREATER or LESS than 'X' days stock on hand: LESS//
+-----+
|Select the number of days which the |
|current stock on hand should be LESS|
|than.                               |
+-----+
Print items with stock on hand less than DAYS: (1-365): 30//
+-----+
|Select the range of NSNs to display |
+-----+
START with NSN: FIRST//
END with NSN: LAST//
DEVICE: HOME// LAT

<*> please wait <*>
```

### 7.5.4 Report

The system will print the 'Days Of Stock On Hand Report', listing the National Stock Number of the item, its description and item number, the total usage of the item during the period, the average days per item, the quantity on hand, how many days of stock your quantity represents, and the value of that stock. After printing the report, the system will return to the Reports Menu.

```

DAYS OF STOCK ON HAND REPORT: WHSE          SEP 29, 1994@13:22:28  PAGE 1
USAGE DATE RANGE FROM JUL 1994 TO SEP 29, 1994 (90 DAYS)
ITEMS WITH STOCK ON HAND LESS THAN 30 DAYS
-----
NSN          DESCRIPTION          MI          UNIT/IS     TOTAL   DAYS   QTY   DAYS   SELL
                                     USAGE     AVG ONHND  LEFT    VALUE
-----
12-341-234-2  Ballpoint pens  21          EA          23      0.4   12   4.8    3.60
                                     TOTAL SELLING VALUE IN STOCK:          3.60
[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>
    
```

## 7.6 Emergency Stock Report

### 7.6.1 Introduction

This report shows all items that are at or below their defined emergency stock levels. This report has been updated so that it doesn't show items marked 'kill when zero'.

### 7.6.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu

Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report

Select Reports Menu Option: Emergency Stock Report
    
```

### 7.6.3 Report Parameters

You may limit the report to begin at a particular National Stock Number if you like. Enter an output device. The system will print or display the 'Emergency Stock Level Report,' which lists every item at or below the emergency stock level, grouped by inventory point. The report will list the National Stock Number of the item, its description, the master item number (#MI), the unit per issue, and the stock levels for the item. The report will also list the transaction and the purchase order for the item, the

## Reports Menu

vendor and vendor number, the estimated date received, and the amount due to be received (Due-In). After printing or displaying the report, the system will return to the Reports Menu.

```
START WITH NSN: FIRST// @ <--- ENTER '@' TO PRINT ITEMS WITHOUT A NSN
START WITH NSN: FIRST//
DEVICE: ;9999 HOME

EMERGENCY STOCK LEVEL REPORT          DEC 14,1994 13:14 PAGE 1
NSN          DESCRIPTION                [#MI]          UNIT per ISSUE
-----
INVENTORY POINT: 600-SUPPLY WAREHOUSE

6510-00-721-9789  BAND 6X4.5 TENSOR          [#8326]        1 per BG
  NORM LVL      EMER LVL  QTY ON-HAND  QTY DUE-IN  QTY DUE-OUT INT ORD PT
      80         20          84          84
TRANSACTION #    PO #    VENDOR          [#V]        EST DATE RECD    DUE-IN
600-95-1-999-0406  G50411  KENDALL HEALTH  [#1172]     DEC 30, 1994    84

6510-00-721-9790  BAND 4X4.5 TENSOR          [#8325]        1 per BG
  NORM LVL      EMER LVL  QTY ON-HAND  QTY DUE-IN  QTY DUE-OUT INT ORD PT
      80         20          84          84
TRANSACTION #    PO #    VENDOR          [#V]        EST DATE RECD    DUE-IN
600-95-1-999-0406  G50411  KENDALL HEALTH  [#1172]     DEC 30, 1994    84

[END OF REPORT]-----[USER:WHITE,B]

<Press RETURN to continue>
```

## 7.7 Graph Usage

### 7.7.1 Introduction

This option creates graphs of frequency of usage and average use of an item that you specify.

### 7.7.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu

Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
```

```

Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report

Select Reports Menu Option: Graph Usage
    
```

### 7.7.3 Select Item

Enter a warehouse item. If you do not know the name of the item, enter three question marks and the system will list the available items. The system will create a bar chart of the usage history of the item unless you answer No at the Do You Want a Bar Chart?: prompt. If you answer No at the prompt, the system will create a chart using single lines instead of bars. Include zero values if you want the system to compute an actual average use over the last year. Do not include zero values if you want the system to compute an average using only the months in which the item was used.

```

Select WHSE ITEM: ???

CHOOSE FROM:
  8      ITEM #8                NSN: 6505-11-222-3333
 37     Ballpoint pen          NSN: 7510-11-411-1234
 39     RULER                  NSN: 7510-11-113-1111
 40     PAINT                   NSN: 6540-11-411-1111
 45     TESTING ...V5          NSN: 6505-02-564-1255

Select WHSE ITEM: 37          PEN          Ballpoint penNSN: 7510-11-411-1234

Do you want a BAR CHART? YES//  (YES)

Do you want to include ZERO values when calculating the AVERAGE? YES//  (YES)
    
```

### 7.7.4 Chart

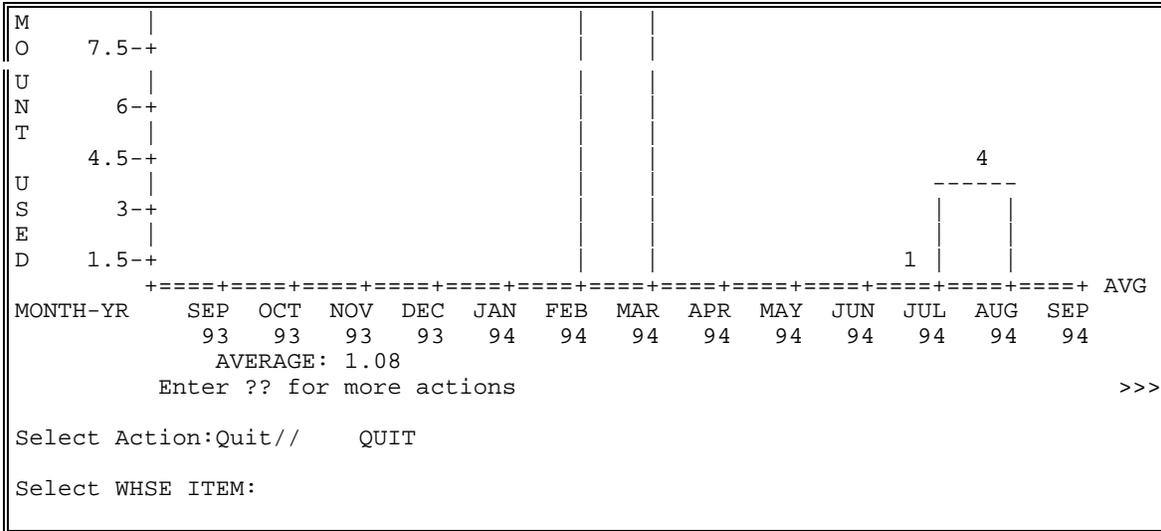
The system will create a chart depicting the use of the item over the past year, and the average rate of use of the item. Press the Enter key at the Select Action: prompt. Enter another item at the Select Whse Item: prompt, or press the Enter key to return to the Reports Menu.

```

Graph Inventory Data          Sep 29, 1994 13:54:21          Page: 1 of 1
INVENTORY POINT: 688-WHSE * * * ITEM MASTER NUMBER: 37 * * *
DESCRIPTION: Ballpoint pen    NSN: 7510-11-411-1234

      ^          *** AMOUNT USED VERSUS MONTH-YR USED ***
      |          9
A     9-+          -----
    
```

## Reports Menu



## 7.8 History of Distribution Report

### 7.8.1 Introduction

This option will print a report showing the distribution history to or from the inventory point by cost center and by MIS costing section.

### 7.8.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu

Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report

Select Reports Menu Option: History Of Distribution Report
```

### 7.8.3 Report Parameters

You may create a report that lists all distributions to the inventory point, or a report that lists all distributions from the inventory point. Enter the date range that you want the system to search for distributions. You can also have the system separate the costs on the report by MIS costing sections. An MIS costing section allocates the costs for an inventory point for various functions (surgery, medicine, psychiatry, etc.)

```

Select one of the following:

      1          TO
      2          FROM

Print distributions TO or FROM inventory point: FROM//

Start Printing Distributions from Date (Month Year): AUG 1994//AUG 1993  (AUG 19
93)
  End Printing Distributions with Date (Month Year): AUG 1993//AUG 1994  (AUG 19
94)

I will print the distribution history from AUG 1993 to AUG 1994

Do you want to breakout the cost by the MIS costing section? YES//  (YES)
  
```

### 7.8.4 Report Display

The system will print the "Distribution Costing Report," listing each distribution and its cost. If you printed a report that listed each costing section separately, the system will list the amount per each costing section at the bottom of the report. After printing the report, the system will return to the Reports Menu.

DISTRIBUTION COSTING REPORT FROM SPD		DEC 15,1994@10:42:04		PAGE: 1
FROM DATE NOV 1994 TO DATE NOV 1994				
DISTRIBUTED TO	COST CENTER			TOTAL COST
3BW	828100 Supply Processing and Distributio			3386.63
MIS COSTING SECTION	% DISTRIBUTED	\$ AMOUNT		
NE127 NEUROLOGY		100.00		
3386.63				
	TOTAL \$ AMOUNT DISTRIBUTED TO 3BW			3386.63
MICU	828100 Supply Processing and Distributio			32368.76
MIS COSTING SECTION	% DISTRIBUTED	\$ AMOUNT		
ME111 MEDICAL SERVICE		100.00		32368.76
	TOTAL \$ AMOUNT DISTRIBUTED TO MICU			32368.76
SICU	828100 Supply Processing and Distributio			137711.10
MIS COSTING SECTION	% DISTRIBUTED	\$ AMOUNT		
SU112 SURGERY SERVICE		100.00		
137711.10				
	TOTAL \$ AMOUNT DISTRIBUTED TO SICU			137711.10
	MIS COSTING SECTION	% DISTRIBUTED	\$ AMOUNT	
	PSYCH SERVICE 116A		2.28	
17872.43				
CA151 CARDIOLOGY SERVICE		4.79		37551.29
ME111 MEDICAL SERVICE		23.53		184424.31
NE127 NEUROLOGY				0.87
6836.63				

## Reports Menu

```

      NU118 NURSING SERVICE                                3.01
23561.80
      NU181 NURSING HOME CARE UNIT                        6.70      52510.94
      SU112 SURGERY SERVICE                               54.04     423576.47
              TOTAL DOLLAR AMOUNT DISTRIBUTED FROM SPD      783764.94
[END OF REPORT]-----[USER:LIU,VALENT]
```

### 7.9 Inactive Items Report

#### 7.9.1 Introduction

This report lists items that haven't been issued or received in the last 90 days.

#### 7.9.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu

Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report

Select Reports Menu Option: Inactive Items Report
```

#### 7.9.3 Report Parameters

You may start the report at a National Stock Number that you define. The cutoff date you define is the earliest date that the system will search for a receipt or issue. The system will print the 'Inactive Item Report,' listing each inactive item by National Stock Number, description, last usage, last receipt, the quantity on hand, the value of the stock, and whether or not the item has been marked 'Kill When Zero'. After printing the report, the system will return to the Reports Menu.

```

+-----+
|Select the range of NSNs to display |
+-----+
START with NSN: FIRST//
END with NSN: LAST//
```

```

+-----+
|Enter the Inactivity cutoff date.   |
+-----+
Enter Inactivity Cutoff MONTH and YEAR: JUL 1994//  (JUL 1994)

DEVICE: HOME//  LAT

<*> please wait <*>

INACTIVE ITEM REPORT FOR: WHSE          SEP 29, 1994@14:20:13  PAGE 1
      INACTIVE ITEMS RANGE FROM JUL 1994  TO  SEP 29, 1994  (90 DAYS)          K
                                                    LAST
LAST   DUE   QTY   TOTAL   W
NSN    DESCRIPTION      MI   USAGE  RECEIPT  OUT  ONHND  VALUE
Z
-----
6505025641255  TESTING ...          45      03/94    03/07/94
495            2475.00

                                TOTAL INACTIVE ITEM VALUE IN STOCK:
2475.00
[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>

```

## 7.10 Informational Reports Menu

### 7.10.1 Introduction

This menu lists options that allow IFCAP users to learn about the items stored in an inventory point.

### 7.10.2 Abbreviated Item Report

#### 7.10.2.1 Introduction

This new report offers a summary of the comprehensive item report, listing the most commonly needed item information. It is a brief, concise alternative to the comprehensive item report.

#### 7.10.2.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu

Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report

```

## Reports Menu

```
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report

Select Reports Menu Option: Informational Reports Menu

Abbreviated Item Report
Comprehensive Item Report
Conversion Factor Report
Last Procurement Source For Item Report
Non-Issuable Stock Report
Substitute Listing Report

Select Informational Reports Menu Option: Abbreviated Item Report
```

### 7.10.2.3 Report Parameters

You can start the report at a National Stock Number that you specify. The system will print the 'Abbreviated Item Report', listing the National Stock Number, its description, the quantity on hand, the unit of issue, and where it is stored. After the system prints the report, the system will return to the Informational Reports Menu.

```
+-----+
|Select the range of NSNs to display |
+-----+
START with NSN: FIRST//
END with NSN: LAST//

DEVICE: HOME//   LAT

<*> please wait <*>

ABBREVIATED ITEM REPORT FOR: WHSE          SEP 29, 1994@14:30:06  PAGE 1
NSN          DESCRIPTION                    MI          QTY OH  UNIT/IS  MAIN STORAGE
  ADD STORAGE      ADD STORAGE      ADD STORAGE
-----
6505025641255  TESTING ...V5                45           495      1/EA      ?
6505112223333  ITEM #8                       8            592      1/EA      ?
6540114111111  PAINT                          40           599      ?/?/?    ?
7510111131111  RULER                          39           509      1/EA      ?
7510114111234  Ballpoint pen                  37           496      1/EA      Supply Office
[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>
```

### 7.10.3 Comprehensive Item Report

#### 7.10.3.1 Introduction

This report is a long, comprehensive report of every item in an inventory point. The Generic Inventory Package Design Team recommends that you consider running the abbreviated item report instead. If the abbreviated item report does not give you the

information you need, run this report at night when fewer users are using system resources.

### 7.10.3.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu

Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report

Select Reports Menu Option: Informational Reports Menu

Abbreviated Item Report
Comprehensive Item Report
Conversion Factor Report
Last Procurement Source For Item Report
Non-Issuable Stock Report
Substitute Listing Report

Select Informational Reports Menu Option: Comprehensive Item Report
    
```

### 7.10.3.3 Report Parameters

You can start the report at a National Stock Number that you define. The system will print the 'Comprehensive Item Report' listing the National Stock Number of each item in the inventory point, its name, unit, stock level, quantity data, storage location, and possible vendors for the item. After printing the report, the system will return to the Informational Reports Menu.

```

START WITH NSN: FIRST// @    <<-- ENTER '@' TO PRINT ITEMS WITHOUT A NSN
START WITH NSN: FIRST//
DEVICE:   LAT   RIGHT MARGIN: 80//

COMPREHENSIVE ITEM REPORT                JUL 14,2000  14:01   PAGE 2
NSN      DESCRIPTION                      [#MI]      GROUP_CATEGORY_DESC
-----
6508-01-027-2103  SOAP ANTISEP BAR 5C                [#129]     1106 11-1411  06=FED.
SUBACCOUNT: 2631
    
```

## Reports Menu

UNIT per ISSUE: 500 per CS		
QTY ON HAND: 33	DUE-IN: 0	DUE-OUT: 0
NORM STK LVL: 6	REORDER PT: 2	INT ORDER PT:
EMERGENCY LVL: 1	ISSUE MULT:	MIN ISSUE QTY:
TEMP STK LVL:	UNTIL DATE:	
LAST COST: 40.150	LAST REC'D: JUL 23,1998	AVERAGE COST: 40.264
MAIN STORAGE LOC: L01		
-----POSSIBLE SOURCES (m=MANDATORY SOURCE)-----		
VENDOR	[#V]	CONV FACT
m THE DIAL CORPORATION	[#1677]	1
		UNIT per REC
		500 per CS
.....		

### 7.10.4 Conversion Factor Report

#### 7.10.4.1 Introduction

This new report lists the conversion factors for each item. This can be especially useful if items are recorded in different places using different units of issue. For example, if in the warehouse, items are recorded by box, and in the primary inventory point by each, then there would be a conversion factor of 24 (assuming 24 units per box). This report also lists conversion factors from primary to secondary (e.g., box to case to item).

#### 7.10.4.2 Menu Path

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...
Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu
Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report
Select Reports Menu Option: Informational Reports Menu
Abbreviated Item Report
Comprehensive Item Report
Conversion Factor Report
Last Procurement Source For Item Report
Non-Issuable Stock Report

Substitute Listing Report

Select Informational Reports Menu Option: Conversion Factor Report

### 7.10.4.3 Report Parameters

The Conversion Factor Report will display the inventory point items with procurement sources and conversion factors. This report will sort the Warehouse inventory items by National Stock Number and procurement source. You may start the report at a National Stock Number that you define. The system will print the 'Conversion Factor Report', listing each item by National Stock Number, description, procurement source, unit of issue, and conversion factor. After printing the report, the system will return to the Informational Reports Menu.

```

+-----+
|Select the range of NSNs to display |
+-----+
START with NSN: FIRST//
  END with NSN: LAST//

DEVICE: HOME//   LAT

<*> please wait <*>

CONVERSION FACTOR REPORT FOR: WHSE          SEP 29, 1994@14:52:42  PAGE 1
NSN          DESCRIPTION                    MI      QTY OH  UNIT/IS
                                PROCUREMENT SOURCE  IV#      UNIT/RE      CF
-----
23621-12-5-5  Syringes, myocardial                04       1      EA
                                BAXTER MED SUPPLY          41      EA
1
[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>

CONVERSION FACTOR REPORT FOR: WAREHOUSE     JUL 14, 2000@14:03:15  PAGE 1
NSN          DESCRIPTION                    MI      QTY OH  UNIT/IS
                                PROCUREMENT SOURCE  IV#      UNIT/RE      CF
-----
6505006873562  SODA LIME 4/8MESH 3LB                3784      0      1/PG
                                BERGEN BRUNSWIG ME  V#1610    12/CS      12
                                CHESAPEAKE MED INC  V#1636    12/CS      12
                                GENERAL MEDICAL     V#1179    12/CT      12
6508010272103  SOAP ANTISEP BAR 5C                  129      33     500/CS
                                THE DIAL CORPORATI  V#1677    500/CS      1
6508011800533  DET SKIN CLEANSER (ALOE VESTAL 130    191      1/BT
                                CONVATEC            V#1660    48/CS      48
                                STERIS Corporation  V#1166    48/CS      48
65080125

```

### 7.10.5 Last Procurement Source For Item Report

#### 7.10.5.1 Introduction

This option will print a report showing the items in the inventory point and the last vendor the item was ordered from. The report will display the item information, unit per

## Reports Menu

issue, quantity on-hand, last vendor, purchase order number, unit per receipt, unit price, and quantity ordered.

### 7.10.5.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu

Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report

Select Reports Menu Option: Informational Reports Menu

Abbreviated Item Report
Comprehensive Item Report
Conversion Factor Report
Last Procurement Source For Item Report
Non-Issuable Stock Report
Substitute Listing Report

Select Informational Reports Menu Option: Last Procurement Source For Item
Report
```

### 7.10.5.3 Report Parameters

You may start the report at a National Stock Number that you define. The system will print the 'Last Procurement Source' report, listing items by National Stock Number, description, quantity on hand, unit per issue, and the last vendor from which the item was procured. After printing the report, the system will return to the Informational Reports Menu.

```
START WITH NSN: FIRST// @ <--- ENTER '@' TO PRINT ITEMS WITHOUT A NSN
START WITH NSN: FIRST//
DEVICE: LAT RIGHT MARGIN: 80//

LAST PROCUREMENT SOURCE SEP 29,1994 14:58 PAGE 1
NSN DESCRIPTION [#MI] QTY ONHAND UNIT per ISSUE
-----
```

INVENTORY POINT: 688-WHSE					
6505-02-564-1255	TESTING ...V5	[#45]	495	1	per EA
LAST VENDOR [#V]					
SAM'S SUPPLY STORE [#45]					
6505-11-222-3333	ITEM #8	[#8]	592	1	per EA
LAST VENDOR [#V]					
SAM'S [#7]					
6540-11-411-1111	PAINT	[#40]	599		per
LAST VENDOR [#V]					
SAM'S SUPPLY STORE [#45]					
7510-11-113-1111	RULER	[#39]	509	1	per EA
LAST VENDOR [#V]					
SAM'S SUPPLY STORE [#45]					
7510-11-411-1234	Ballpoint pen	[#37]	496	1	per EA
LAST VENDOR [#V]					
GENERAL SERVICES A [#2549]					
[END OF REPORT]-----[USER:WHITE,BASI]					
<Press RETURN to continue>					

## 7.10.6 Non-Issuable Stock Report

### 7.10.6.1 Introduction

This is a new report that lists items that have a non-issuable stock status, e.g., recall items, safety hazards, and defects.

### 7.10.6.2 Menu Path

<p>Auto-generate Orders  Barcode Manager Menu ...  Inventory File Maintenance Menu ...  Manager For Supply Warehouse Inventory Point Menu ...  Receiving and Distribution Menu ...  Reports Menu ...</p> <p>Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu</p> <p>Adjustment Voucher Recap  Availability Listing  Cost Trend Analysis Report  Days Of Stock On Hand Report  Emergency Stock Report  Graph Usage  History Of Distribution Report  Inactive Items Report  Informational Reports Menu ...  Inventory Sales Report  Quantity Distribution Report  Stock Status Report  Transaction Register Report  Unit Costing Report  Usage Demand Analysis Report  Usage Demand Item Report  Voucher Summary Report</p> <p>Select Reports Menu Option: Informational Reports Menu</p> <p>Abbreviated Item Report  Comprehensive Item Report</p>
---

## Reports Menu

```
Conversion Factor Report
Last Procurement Source For Item Report
Non-Issuable Stock Report
Substitute Listing Report

Select Informational Reports Menu Option: Non-Issuable Stock Report
```

### 7.10.6.3 Report Parameters

You may create a report for all items in the inventory point, or select individual items. The system will create a 'Non-issuable Stock Report', listing each item with non-issuable stock by National Stock Number, its description, the quantity on hand, the units per issue, and the non-issuable quantity. After printing the report, the system will return to the Informational Reports Menu.

```
To select ALL items, press RETURN.
Select WHSE ITEM: ???

CHOOSE FROM:
  8      ITEM #8                NSN: 6505-11-222-3333
 37     Ballpoint pen          NSN: 7510-11-411-1234
 39     RULER                  NSN: 7510-11-113-1111
 40     PAINT                  NSN: 6540-11-411-1111
 45     TESTING ...V5          NSN: 6505-02-564-1255

Select WHSE ITEM: 40          PAINT          PAINTNSN: 6540-11-411-1111
Select WHSE ITEM:

DEVICE: HOME//    LAT

<*> please wait <*>

NON-ISSUABLE STOCK REPORT FOR WHSE          SEP 29, 1994@15:05:06 PAGE 1
NSN          DESCRIPTION          [#MI]    QTY ON-HAND          U/I
-----
6540-11-411-1111    PAINT          [#40]          599          ? per ??
                    QUANTITY IN NON-ISSUABLE:          4
[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>
```

### 7.10.7 Substitute Listing Report

#### 7.10.7.1 Introduction

This new report lists all available substitutes for an inventory item that you specify.

#### 7.10.7.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...
```

```

Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu

    Adjustment Voucher Recap
    Availability Listing
    Cost Trend Analysis Report
    Days Of Stock On Hand Report
    Emergency Stock Report
    Graph Usage
    History Of Distribution Report
    Inactive Items Report
    Informational Reports Menu ...
    Inventory Sales Report
    Quantity Distribution Report
    Stock Status Report
    Transaction Register Report
    Unit Costing Report
    Usage Demand Analysis Report
    Usage Demand Item Report
    Voucher Summary Report

Select Reports Menu Option: Informational Reports Menu

    Abbreviated Item Report
    Comprehensive Item Report
    Conversion Factor Report
    Last Procurement Source For Item Report
    Non-Issuable Stock Report
    Substitute Listing Report

Select Informational Reports Menu Option: Substitute Listing Report
    
```

**7.10.7.3 Report Parameters**

The Substitute Listing Report will display inventory items, which have at least one substitute item, defined for the item. The report will sort Warehouse inventory items by National Stock Number. After printing the report, the system will return to the Informational Reports Menu.

```

+-----+
|Select the range of NSNs to display. |
+-----+
START with NSN: FIRST//
  END with NSN: LAST//
DEVICE: HOME//  LAT
<*> please wait <*>

SUBSTITUTE ITEM LISTING FOR: WHSE          SEP 29, 1994@15:10:13  PAGE 1
NSN      DESCRIPTION                      MI  UNIT/IS  ONHAND QTY
  SUBSTITUTED ITEM(S)
-----
425-12-45-124      Non-abrasive floor cleanser          04   CN       4   EA
  Liquid floor disinfectant
[END OF REPORT]-----[USER:WHITE,BASI]
    
```

## Reports Menu

### 7.11 Inventory Sales Report

#### 7.11.1 Introduction

This new report lists sales to each primary from the warehouse or to each secondary from a primary. The report provides a summary (dollar value) report or a detailed report (for each item by date and dollar value and quantity).

#### 7.11.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

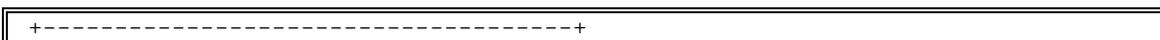
Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu

Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report

Select Reports Menu Option: Inventory Sales Report
```

#### 7.11.3 Report Parameters

The Inventory Sales Report will display all sales from the warehouse to the primary inventory points. This report is sorted by National Stock Number, distribution point, and date issued. You may start and end the report at National Stock Numbers that you specify. You also may select all distribution points, or individual distribution points. Enter the first and last date that you want the report to display. You may print a summary report or a comprehensive report.



```

|-----|
| Select the range of NSNs to display |-----|
START with NSN: FIRST//
END with NSN: LAST//
+-----+
| Select the DISTRIBUTION POINTS to |-----|
| display |-----|
+-----+
Do you want to select ALL distribution points? YES// (YES)

+-----+
| Currently selected distribution points: |-----|
| << ALL DISTRIBUTION POINTS >> |-----|
| You can DE-select one of the above distribution points by reselecting it. |-----|
+-----+

Select DISTRIBUTION POINT:

+-----+
| Select the range of ISSUE DATES to |-----|
| display |-----|
+-----+
Start with Issue Date: SEP 01, 1994//SEP 01, 1993 (SEP 01, 1993)
End with Issue Date: SEP 29, 1994// (SEP 29, 1994)
*** Selected date range from SEP 01, 1993 to SEP 29, 1994 ***
+-----+
| Display Summary or ALL Data. |-----|
+-----+
Do you want to print a summary only? YES//

```

### 7.11.4 The Summary Report

The summary report will list the total sales to each distribution point. After printing the report, the system will return to the Reports Menu.

```

INVENTORY SALES FOR: WHSE SEP 29, 1994@15:41:13 PAGE 1
INVENTORY SALES DATE RANGE: SEP 01, 1993 TO SEP 29, 1994
*** ONLY SUMMARY OF SALES PRINTED ***

-----

TOTAL SALES TO DISTRIBUTION POINTS:
        688-ENGINEERING          373.84
        688-NEWONE                4.05
        TOTAL                    377.89
[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>

```

### 7.11.5 The Comprehensive Report

The comprehensive report will list inventory sales for each item that was sold in the date range that you specified. The report will list the items by National Stock Number, Description, the date of the sale, the quantity sold, the cost per item, the total value of the sale, and the inventory point that bought the item. After printing the report, the system will return to the Reports Menu.

```

Do you want to print a summary only? YES// N (NO)

```

# Reports Menu

```

DEVICE: HOME//  LAT
<*> please wait <*>
INVENTORY SALES FOR: WHSE                      SEP 29, 1994@15:33:05  PAGE 1
INVENTORY SALES DATE RANGE: SEP 01, 1993 TO SEP 29, 1994
NSN      DESCRIPTION                          DATE ISSUED  QUANTITY  SELL COST  TOTAL VALUE
-----
6505025641255  TESTING ...V5                                [45]
688-ENGINEERING    03/07/94          2      5.000     10.00
                   03/07/94          3      5.000     15.00
                   TOTALS BY DISTR. PT:          5      25.00
                   TOTALS BY ITEM:              5      25.00
6505112223333  ITEM #8                                       [8]
688-ENGINEERING    03/07/94          2      6.000     12.00
                   03/07/94          3      6.000     18.00
                   03/09/94          2      6.000     12.00
                   TOTALS BY DISTR. PT:          7      42.00
                   TOTALS BY ITEM:              7      42.00
6540114111111  PAINT                                         [40]
688-ENGINEERING    02/08/94          2     14.000     28.00
                   03/07/94          2     14.000     28.00
                   03/07/94          2     14.000     28.00
                   03/07/94          2     14.000     28.00
                   03/07/94          3     14.000     42.00
                   03/07/94          3     14.000     42.00
                   03/07/94          3     14.000     42.00
                   TOTALS BY DISTR. PT:         17     238.00
                   TOTALS BY ITEM:              17     238.00
7510111131111  RULER                                         [39]
688-ENGINEERING    03/07/94          2      3.000      6.00
                   03/07/94          3      3.000      9.00
                   03/14/94          2      4.050      8.10
                   07/27/94          1      4.050      4.05
                   08/09/94          1      4.050      4.05
                   08/09/94          1      4.050      4.05
                   TOTALS BY DISTR. PT:         10     35.25
688-NEWONE         08/29/94          1      4.050      4.05
                   TOTALS BY DISTR. PT:          1      4.05
                   TOTALS BY ITEM:              11     39.30
7510114111234  Ballpoint pen                               [37]
688-ENGINEERING    03/07/94          2      2.000      4.00
                   03/07/94          3      2.000      6.00
                   03/14/94          2      2.355      4.71
                   03/21/94          1      2.360      2.36
                   03/29/94          1      2.360      2.36
                   03/29/94          1      2.360      2.36
                   07/27/94          1      2.360      2.36
                   08/09/94          1      2.360      2.36
                   08/09/94          1      2.360      2.36
                   08/09/94          1      2.360      2.36
                   08/09/94          1      2.360      2.36
                   TOTALS BY DISTR. PT:         15     33.59
                   TOTALS BY ITEM:              15     33.59
TOTAL SALES TO DISTRIBUTION POINTS:
688-ENGINEERING    373.84
688-NEWONE         4.05
TOTAL              377.89
[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>

```

## 7.12 Quantity Distribution Report

### 7.12.1 Introduction

This new report lists quantities distributed to primary or secondary inventory points. For an item you specify, this report will tell you the usage of the item over the last twelve months.

### 7.12.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu

Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report

Select Reports Menu Option: Quantity Distribution Report
    
```

### 7.12.3 Report Parameters

The Quantity Distribution Report will display all sales from the Warehouse to the Primary inventory points. This report is sorted by NSN and date issued. You may start and end the report at specific National Stock Numbers. The system will print a 'Quantity Distribution Report', listing each item by National Stock Number, description, unit of issue reorder points, and usage over the last twelve months. After printing the report, the system will return to the Reports Menu.

```

+-----+
|Select the range of NSNs to display |
+-----+
START with NSN: FIRST//
END with NSN: LAST//

DEVICE: HOME// LAT

<*> please wait <*>
    
```

## Reports Menu

QUANTITY DISTRIBUTION REPORT FOR: WHSE SEP 29, 1994@15:47:50 PAGE 1									
QUANTITY DISTRIBUTION DATE RANGE: SEP 1993 TO SEP 29, 1994									
NSN	DESCRIPTION	MI#	UNIT/IS	REOPT	REOPT	S.LVL	S.LVL	S.LVL	
6505025641255	TESTING ...V5	45	1/EA						
SEP93	OCT93	NOV93	DEC93	JAN94	FEB94				^
...	...	...	...	...	...				
...	...	...	...	...	...				v
MAR94	APR94	MAY94	JUN94	JUL94	AUG94	SEP94			AVG
5	...	...	...	...	...	...			0
25.00	...	...	...	...	...	...			2.08
[END OF REPORT]-----[USER:WHITE,BASI]									
<Press RETURN to continue>									

### 7.13 Stock Status Report

#### 7.13.1 Introduction

This report provides a comprehensive review of your current monthly inventory status, including total sales, total receipts, total balance, turnover rate, due-ins, due-outs, non-issuable, and long supply (more than 9 months on hand).

#### 7.13.2 Menu Path

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...
Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu
Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report
Select Reports Menu Option: Stock Status Report

**7.13.3 Report Parameters**

The Stock Status Report will print a summary of all issues, receipts, and adjustments with the opening and closing balances by account codes. It will calculate the turnover rate, inactive item percent, long supply percent, and non-issuable percent. Enter the month and year that you want the report to print at the Print Stock Status for Month and Year: prompt. At the Enter Inactivity Cutoff Month And Year: prompt, enter the earliest date that the system will look for inactivity for items. The system will print the 'Stock Status Report' in four sections. The first section lists the balances for the accounts. The second section lists the receipts and issues among the accounts. The 'Current Data' section of the report lists the value, due-ins and due-outs for each account, inactive items, items of more than 270 days worth of stock, and non-issuable items. After printing the report, the system will return to the Reports Menu.

```

Print Stock Status for MONTH and YEAR: SEP 1994// (SEP 1994)
+-----+
|The inactive item percent is
|calculated for items which have not
|had activity (receipts or issues)
|after a specified cutoff date.
+-----+
+-----+
|Enter the Inactivity cutoff date.
+-----+
Enter Inactivity Cutoff MONTH and YEAR: JUL 1994// (JUL 1994)

DEVICE: HOME// LAT

<*> please wait <*>

STOCK STATUS REPORT FOR: WHSE SEP 30, 1994@10:25:51 PAGE: 1
TRANSACTIONS FOR THE MONTH-YEAR: SEP 1994
SUMMARY ACCT 1 ACCT 2 ACCT 3 ACCT 6 ACCT 8 TOTAL
-----
OPEN BALANCE 0.00 962.24+ 2061.00+ 0.00 0.00 3023.24+
RECEIPTS 0.00 6.44+ 0.00 0.00 0.00 6.44+
ISSUES 0.00 0.00 2.00- 0.00 0.00 2.00-
ADJUSTMENTS 0.00 0.00 0.00 0.00 0.00 0.00
=====
CLOSE BALANCE 0.00 968.68+ 2059.00+ 0.00 0.00 3027.68+

# RECEIPTS 0 1 0 0 0 1
# ISSUES 0 0 1 0 0 1
# ADJUSTMENTS 0 0 0 0 0 0
=====
# TOTAL 0 1 1 0 0 2

TURNOVER 0.00 0.00 0.01 0.00 0.00 0.01

*** CURRENT DATA ***
$ ONHAND VALUE 3056.16+ 968.68+ 3230.02+ 0.00 0.00 7254.86+
$ DUEINS 10.00+ 0.00 11.81+ 0.00 0.00 21.81+
$ DUEOUTS 0.00 0.00 0.00 0.00 0.00 0.00

INACTIVE ITEMS FROM JUL 01, 1994 TO SEP 30, 1994
# INACTIVE 1 0 0 0 0 1
$ INACTIVE 2475.00+ 0.00 0.00 0.00 0.00 2475.00+
% INACTIVE 0.81 0.00 0.00 0.00 0.00 0.34
    
```

## Reports Menu

#	LONG SUPPLY	ITEMS	AVERAGE	FROM	JUN 01, 1994	TO	SEP 30, 1994	(>270 DAYS)
#	LONG SUPPLY	2	1	2	0	0	5	
\$	LONG SUPPLY	3056.16+	968.68+	3230.02+	0.00	0.00	7254.86+	
%	LONG SUPPLY	1.00	1.00	1.00	0.00	0.00	1.00	
NONISSUABLE ITEMS ON SEP 30, 1994								
#	NONISSUABLE	0	1	0	0	0	1	
\$	NONISSUABLE	0.00	6.42+	0.00	0.00	0.00	6.42+	
%	NONISSUABLE	0.00	0.01	0.00	0.00	0.00	0.00	
[END OF REPORT]-----[USER:WHITE,BASI]								
<Press RETURN to continue>								

## 7.14 Transaction Register Report

### 7.14.1 Introduction

This option allows you to print a history of issues, receipts, and adjustments for selected items. New functionality will allow you to print only those items, which are out of balance.

### 7.14.2 Menu Path

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...
Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu
Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report
Select Reports Menu Option: Transaction Register Report

### 7.14.3 Report Parameters

The Transaction Register Report will print all activity for specified items. It will display the open balance, activity, and closing balance. If the calculated closing balance is different then the stored inventory value for the current month and year, the current on-hand value will be displayed under the calculated closing balance. Enter the month and

year that you want to print the transaction register. You may print only the items with a value discrepancy, or print all the items.

```

Print Transaction Register for MONTH and YEAR: SEP 1994// (SEP 1994)
+-----+
| You may now select to print only |
| items which the calculated closing |
| balance is different from the current |
| inventory on-hand value.          |
+-----+
Display only items out of balance? NO// (NO)

To select ALL items, press RETURN.
Select ITEM MASTER NUMBER:

Do you want to select ALL items? <YES/NO> Y (YES)
DEVICE: HOME// LAT

<*> please wait <*>
    
```

### 7.14.4 Report

The system will print the 'Transaction Register Report', listing each item by National Stock Number, item description, transaction identification number, transaction amounts, and the effect of the transaction on the inventory balance. Enter a caret (^) at the Select Item Master Number: prompt to return to the Reports Menu.

```

TRANSACTION REGISTER REPORT FOR WHSE          SEP 30, 1994@10:43:57  PAGE 1
FOR THE MONTH OF SEP 1994
NSN          DESCRIPTION          [#MI]
TRANSID  DT  TRANS./P.O.          U/I  SELLUNIT  SELL $  QTY  INV $
-----
6540-11-411-1111  PAINT          [#40]  U/I: ???
      QTY NON-ISS: 4      DUE-IN: 0      DUE-OUT: 0
      ISSUABLE + NONISSUABLE OPEN BALANCE:          599      962.24
A40      26      TO noniss qty: 4      ???
TO non-issuable
A41      26 688          ???      0.000      0.00      4      6.44
4:Adjustment of stock valuation
      CLOSING BALANCE:          603      968.68

7510-11-113-1111  RULER          [#39]  U/I: 1/EA
      QTY NON-ISS: 0      DUE-IN: 0      DUE-OUT: 0
      ISSUABLE + NONISSUABLE OPEN BALANCE:          509      2061.00
A39      26 688-94-4-101-0409  1/EA          -4.00      0      -2.00
ISSUE BOOK adjustment
      CLOSING BALANCE:          509      2059.00

TRANSACTION TYPE (TT) ABBREVIATIONS:  U = USAGE
R = RECEIVING          A = MANUAL ADJUSTMENT
D = DISTRIBUTION (REGULAR ISSUES)  S = ASSEMBLE SETS
C = DISTRIBUTION (CALL-IN)        P = PHYSICAL COUNT
[END OF REPORT]-----[USER:WHITE,BASI]
<Press RETURN to continue>

To select ALL items, press RETURN.
Select ITEM MASTER NUMBER: ^
    
```

## Reports Menu

### 7.15 Unit Costing Report

#### 7.15.1 Introduction

This new report lists unit costs and average costs of items, which helps you spot items with significant differences between these costs.

#### 7.15.2 Menu Path

```
Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu
Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report

Select Reports Menu Option: Unit Costing Report
```

#### 7.15.3 Report

This option will print a report showing the unit costing for each item stored in the warehouse inventory point. You can use this report to verify the current costing values stored. Enter an output device. The system will print the 'Unit Costing Report', listing each item by National Stock Number, its description, its average cost, its last cost, and its unit cost. The average cost and last cost are defined in the inventory point for each item. The unit cost is defined in the item master file for the warehouse vendor. If the mandatory source in the item master file is not the warehouse, the unit cost will print NOT REQ (for not required). Otherwise, the system will display the unit cost. After printing the report, the system will return to the Reports Menu.

```
DEVICE: HOME//  LAT

<*> please wait <*>

UNIT COSTING REPORT FOR: WHSE                SEP 30, 1994@11:02:22  PAGE 1
NSN          DESCRIPTION          MI  UNIT/ISS  SKU   AVGCOST  LASTCOST  UNITCOST
-----
```

6505025641255 TESTING ...	45	1/EA	BG	5.000	0.000
5.000					
6505112223333 ITEM #8	8	1/EA	EA	0.982	0.000
0.982					
6540114111111 PAINT	40	?/??	EA	1.606	0.000
1.606					
7510111131111 RULER	39	1/EA	EA	4.045	0.000
4.049					
7510114111234 Ballpoint pen	37	1/EA	BX	2.361	0.000
2.356					
[END OF REPORT]-----[USER:WHITE,BASI]					
<Press RETURN to continue>					

## 7.16 Usage Demand Analysis Report

### 7.16.1 Introduction

This report allows you to look at items that have radically increasing or decreasing usage between two time periods that you define.

### 7.16.2 Menu Path

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...
Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu
Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report
Select Reports Menu Option: Usage Demand Analysis Report

### 7.16.3 Report Parameters

At the Compare Usage To Date (Month Year): prompt, enter the reference date against which the system will compare other dates for usage differences. Enter the beginning

## Reports Menu

month of the date range at the Start Comparison Usage With Date (Month Year): prompt. Enter the last month of the date range at the End Comparison Usage With Date (Month Year): prompt. Enter the minimum number of change that the system will define as a significant usage difference at the Enter The Percentage Of Change: prompt. You may create a report that lists significant usage increases or decreases, but not both in the same report.

```
Compare Usage to Date (Month Year): AUG 1994// (AUG 1994)
Start Comparison Usage with Date (Month Year): AUG 1993// (AUG 1993)
End Comparison Usage with Date (Month Year): AUG 1994// (AUG 1994)
Enter the percentage of change: (1-1000): 50//

Select one of the following:

      D      Decrease in Usage
      I      Increase in Usage

Show Items with Increase or Decrease in Usage: Decrease in Usage// Decrease in U
sage
DEVICE: HOME// LAT
```

### 7.16.4 Report

The system will create a 'Usage Demand Analysis Report', showing each item that had a significant usage decrease or increase, depending on which type of usage change you selected, and the percentage of that change. After printing the report, the system will return to the Reports Menu.

```
USAGE DEMAND ANALYSIS FOR: WHSE          SEP 30, 1994@11:09:46  PAGE 1
AVERAGE USAGE FROM AUG 1993 TO AUG 1994 (12 MONTHS)
COMPARE USAGE WITH AUG 1994          PERCENT DECREASE AT LEAST: 50 %
MI#      DESCRIPTION                    COMPARE QTY      AVERAGE QTY      % DECREASE
-----
1        DIET SUPMT VANL LQD            0                15.25
100.00
129      SOAP ANTISEP BAR 5C            0                0.67
100.00
130      DET SKIN CLEANSER (A)          0                32.00
100.00
209      CATH KIT, CARDIO (MU)          0                3.67
100.00
END OF REPORT]-----[USER:WHITE,BASI]
```

## 7.17 Usage Demand Item Report

### 7.17.1 Introduction

The Usage Demand Item Report will show the quantity of items used within a specified date period.

### 7.17.2 Menu Path

```

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...

Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu

Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report

Select Reports Menu Option: Usage Demand Item Report
    
```

**7.17.3 Report Parameters**

Enter the first and last month of the date range in which you want to see the usage history. You may also limit the report to a range of National Stock Numbers. The system will print the 'Usage Demand Item Report', listing each item by National Stock Number, its description, and the usage for each month in the date range you specified. After printing the report, the system will return to the Reports Menu.

```

+-----+
|Select the date range which should be|
|used for displaying the usage.      |
+-----+
Start with Date: JUL 1994// (JUL 1994)
End with Date: SEP 1994// (SEP 1994)
*** Selected date range from JUL 1994 to SEP 1994 ***
-- TOTAL NUMBER OF DAYS: 62
+-----+
|Select the range of NSNs to display |
+-----+
START with NSN: FIRST//
END with NSN: LAST//
DEVICE: HOME// LAT

USAGE DEMAND ITEM REPORT: WHSE                SEP 30, 1994@11:25:53 PAGE 1
      USAGE DATE RANGE FROM JUL 1994 TO SEP 1994 (62 DAYS)
NSN      DESCRIPTION      MI      UNIT/IS      LAST $      AVG $      ON-HAND
-----
6505025641255  TESTING ...V5      45      1/EA      0.000      5.000      495
      JUL94      0      0.00      AUG94      0      0.00      SEP94      0      0.00
-----
      TOTALS      3-MONTH      0      0.00      CUMLAT      0      0.00
6505112223333  ITEM #8            8      1/EA      0.000      0.982      592
      JUL94      0      0.00      AUG94      0      0.00      SEP94      0      0.00
-----
      TOTALS      3-MONTH      0      0.00      CUMLAT      0      0.00
    
```

## Reports Menu

6540114111111	PAINT	40	??/?	0.000	1.606	603
JUL94	0	0.00	AUG94	0	0.00	0.00
-----	TOTALS	3-MONTH	0	0.00	CUMLAT	0.00
751011131111	RULER	39	1/EA	0.000	4.045	509
JUL94	1	4.05	AUG94	3	11.85	0
-----	TOTALS	3-MONTH	4	17.90	CUMLAT	17.90
7510114111234	Ballpoint pen	37	1/EA	0.000	2.361	496
JUL94	1	2.36	AUG94	4	9.44	0
-----	TOTALS	3-MONTH	5	11.80	CUMLAT	11.80
[END OF REPORT]-----[USER:WHITE,BASI]						
<Press RETURN to continue>						

## 7.18 Voucher Summary Report

### 7.18.1 Introduction

This report lists receipts and issues in more detail than the stock status report. This report has been modified to run faster. The Voucher Summary Report is a listing of all issues, receipts, and adjustments, and the opening and closing balances for each account.

### 7.18.2 Menu Path

Auto-generate Orders
Barcode Manager Menu ...
Inventory File Maintenance Menu ...
Manager For Supply Warehouse Inventory Point Menu ...
Receiving and Distribution Menu ...
Reports Menu ...
Select Warehouse--General Inventory/Distribution Menu Option: Reports Menu
Adjustment Voucher Recap
Availability Listing
Cost Trend Analysis Report
Days Of Stock On Hand Report
Emergency Stock Report
Graph Usage
History Of Distribution Report
Inactive Items Report
Informational Reports Menu ...
Inventory Sales Report
Quantity Distribution Report
Stock Status Report
Transaction Register Report
Unit Costing Report
Usage Demand Analysis Report
Usage Demand Item Report
Voucher Summary Report
Select Reports Menu Option: Voucher Summary Report

### 7.18.3 Report Parameters

Enter the month that you want the report to display. The system will print the 'Voucher Summary report', listing each voucher by reference number, its issues, receipts, all other adjustments and the effect of the adjustments on the balances. After printing the report, the system will return to the Reports Menu.

```

will print |
|a listing of all issues, receipts, and|
|adjustments. It will display the |
|opening and closing balances by |
|account codes. |
+-----+
|Enter the date (month-year) for |
|the Voucher Summary Report. |
+-----+
Print Voucher Summary for MONTH and YEAR: SEP 1994// (SEP 1994)
DEVICE: HOME// LAT

<*> please wait <*>

VOUCHER SUMMARY REPORT FOR: WHSE SEP 30, 1994@11:39:01 PAGE: 1
TRANSACTIONS FOR THE MONTH-YEAR: SEP 1994
ACCOUNT CODE: 2 STA-INVENTORY POINT: 688-WHSE
REF # DT STA-FCP-2237 TRANSID CC/SA QTY INV $ SELL $
-----
90657 10 658-058-0316 R19836 8564/2631 27- 1265.53- 1265.53-
I90666 14 658-036-1395 R19854 8281/2660 48- 57.74- 57.74-
P95039 01 658 RC19772 12+ 95.00+
95.00+
P95531 14 658 RC19853 25+ 1185.00+
1185.00+
P95607 17 658 RC19886 192+ 230.84+
230.84+

TOTAL ACCT CODE ISSUES: 75- 1323.27-
1323.27-
TOTAL ACCT CODE ISSUE ADJ: 0 0.00 0.00
TOTAL ACCT CODE RECEIPTS: 229+ 1510.84+ 1510.84+
TOTAL ACCT CODE RECEIPT ADJ: 0 0.00 0.00
TOTAL ACCT CODE OTHER ADJ: 0 0.00 0.00

OPEN BALANCE FOR ACCT CODE '1': 258+ 3112.89+
TOTALS FOR ACCT CODE '1': 154+ 187.57+
187.57+
CLOSING BALANCE FOR ACCT CODE '1': 412+ 3300.46+
Press RETURN to continue, '^' to exit:
VOUCHER SUMMARY REPORT FOR: WAREHOUSE JUL 14, 2000@14:22:06 PAGE: 2
TRANSACTIONS FOR THE MONTH-YEAR: JUN 1999
ACCOUNT CODE: 2 STA-INVENTORY POINT: 658-WAREHOUSE
REF # DT STA-FCP-2237 TRANSID CC/SA QTY INV $ SELL $
-----
????? 03 OTHER A19788 0
8.16- 0.00

```



## Reports Menu

```
** TOTAL SUPPLY ISSUES:                10330-  60876.76-  61457.08-
** TOTAL SUPPLY ISSUE ADJ:              0         0.00         0.00
** TOTAL SUPPLY RECEIPTS:              13918+  65568.68+  65568.68+
** TOTAL SUPPLY RECEIPT ADJ:            0         0.00         0.00
** TOTAL OTHER ADJ:                      6+    488.20-
0.00

** TOTALS FOR SUPPLY:                   3594+   4203.72+   4111.60+

** OPENING BALANCE FOR SUPPLY:          15758+ 113623.50+
** CLOSING BALANCE FOR SUPPLY:          19352+ 117827.22+
[END OF REPORT]-----[USER:MCGAUGH,MA]
<Press RETURN to continue>

<Press RETURN to continue>
```



## CHAPTER 8 MENU OUTLINE

This chapter lists each menu option assigned the standard menu configuration for the Warehouse--General Inventory/Distribution Menu. Main menu options are flush left. Subordinate options are indented to the right. For example, if you wanted to use the "Status Of Data" option, you would select "Barcode Manager Menu", then "Data Manager Menu", then "Status Of Data".

```
Auto-generate Orders
Barcode Manager Menu
  Barcode User Menu
    Download Barcode Program
    Upload Barcode Data
  Data Manager Menu
    Enter/Edit/View
    Schedule Data To Process
    Status Of Data
  Labels Menu
    Inquire Label
    Print Labels
  Programmer (Barcode) Menu
    Comment Alignment
    Design Label
    Parameter Enter/Edit
    Program Enter/Edit
    Speciality Commands Enter/Edit
Inventory File Maintenance Menu
  Adjust Inventory Quantity Menu
    Adjust Inventory Quantity
    Approve Adjustments
    Physical Count Form
    Unapproved Adjustment Report
  Automatic Level Setter
  Enter/Edit Inventory Item Data
  File Inquiry
Manager For Supply Warehouse Inventory Point Menu
  Balance Update Transaction (IM-6)
  Clean Up Old Transactions And Due-Outs
  Date Received Delete (for Issue Book Requests)
  Distribution Costs Enter/Edit
  Enter/Edit Inventory And Distribution Points
  Group Category Enter/Edit
  Inventory Control Parameters Print
  Purge History Files Menu
    History By Cost Center Purge
    Receipts History By Item Purge
    Transaction Register Purge
    Usage/Distribution Monthly Totals Purge
  Reprint Posted Picking Ticket
  Storage Location Enter/Edit
  Update Calculated Due-Ins/Outstanding Transaction
Receiving and Distribution Menu
  Display Item
  Display Where An Item Is Stocked
  Due-In Item Report
  Enter/Edit Items On Distribution Point
  Items Flagged 'Kill When Zero' Report
  Order Form
  Outstanding (Due-Outs) Transaction Listing
  Packaging/Procurement Source Discrepancy Report
  Post Issue Book Order
  Print Item On Distribution Inventory Point
  Purchase Order Receiving To Inventory Point
Reports Menu
```

## Menu Outline

Adjustment Voucher Recap  
Availability Listing  
Cost Trend Analysis Report  
Days Of Stock On Hand Report  
Emergency Stock Report  
Graph Usage  
History Of Distribution Report  
Inactive Items Report  
Informational Reports Menu  
    Abbreviated Item Report  
    Comprehensive Item Report  
    Conversion Factor Report  
    Last Procurement Source For Item Report  
    Non-Issuable Stock Report  
    Substitute Listing Report  
Inventory Sales Report  
Quantity Distribution Report  
Stock Status Report  
Transaction Register Report  
Unit Costing Report  
Usage Demand Analysis Report  
Usage Demand Item Report  
Voucher Summary Report

## CHAPTER 9 ERROR MESSAGES AND THEIR RESOLUTION

As you use IFCAP to request goods and services, you will receive errors. Some errors are user errors. User 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. 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
```

## Menu Outline

# GLOSSARY

<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>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, which changes the information contained in a specified Purchase Order. Amendments are processed by the Purchasing & Contracting section of A&MM and obligated by Fiscal Service.
<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>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. Budget object codes replace sub accounts in IFCAP 5.0. Budget object codes are listed in the left column of MP4 Part V, Appendix B-1.
<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 that 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>Cost Center</b>	A subdivision of a Fund Control Point, which tells which service/section, is being charged for a request/order.
<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>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.

## Glossary

<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 any 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, which has replaced CALM as the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
<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>	CALM 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>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>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.

## Glossary

<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 CALM 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 Partial</b>	Paid Accounting Integrated Data. 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 Procurement Request Cards</b>	Personal Property Management. 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 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>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 & 1358s 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. In IFCAP 5.0, 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'.
<b>Tasked Job</b>	A job, usually a printout that has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them.
<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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