



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

**PPM ACCOUNTABLE OFFICER
USER'S GUIDE**

Version 5.1

October 2000

Department of Veterans Affairs
VISTA Technical Services

PREFACE

This document is for VA procurement personnel assigned the user category of Personal Property Management Accountable Officers in the Integrated Funds Distribution, Control Point Monitoring, Accounting and Procurement (IFCAP) system.

In IFCAP, VA employees request goods and services by creating electronic requests. Those requests are funded by an operating budget called a Control Point. In IFCAP the user creates a request to purchase items. The Accountable Officer determines how the order will be filled. If the items requested are to come from a government source the order will be done as a Requisition. Orders from commercial sources will be sent to Purchasing and Contracting for processing. This manual explains how to use IFCAP as a tool to perform some of the Accountable Officer functions.

PPM ACCOUNTABLE OFFICER USER'S GUIDE

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CHAPTER 1 INTRODUCTION

1.1 The Role of the PPM Accountable Officer in IFCAP

The Personal Property Management Accountable Officer uses IFCAP to review 2237 transactions to make sure they are complete and approved by the Control Point Official for a valid control point. PPM AOs also use IFCAP to check that the vendor information is complete, and determine whether items are available from posted stock, are unposted, are services, or are non-expendable items (accountable equipment). The role of the AO encompasses many more areas than are discussed in this manual; e.g., using Consolidated Memorandum Receipt (CMRs) to take inventory of equipment for each Service, narcotics inspection, reports of survey, adjustments to inventory, etc. This manual is not an attempt to define the role of the Accountable Officer; rather, it explains how to use IFCAP to perform the simpler functions of that role.

1.2 How to Use This Manual

This manual explains how to perform the role of the Personal Property Management Accountable Officer in IFCAP by dividing that role into small, manageable tasks. The authors of this manual have listed these tasks in successive order so that each instruction builds on the functionality and information from the previous instructions. This will allow new IFCAP users to use this manual as a tutorial by following the instructions from beginning to end.

1.3 Reference Numbering System

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

1.4 Package Management, Legal Requirements and Security Measures

To use IFCAP to approve transactions, Information Resources Management Service gives Accountable Officers a set of IFCAP menu options designed for their use. Some of these menu options are additionally controlled by the use of access “keys”. The Information Resources Management Service at their facility administers these access keys to individual Accountable Officers. Also, each Accountable Officer uses a “signature code” that functions legally as their signature. Accountable Officers must enter this signature to review or process any request sent to them. A

signature code is used to approve forms in IFCAP that would require an authorizing signature if the form was created manually.

1.5 Package Operation

This document explains how to use IFCAP to approve transactions. Novice users will be unfamiliar with the information that some of the IFCAP prompts require. IFCAP provides three levels of explanations for the prompts. Enter a question mark at the prompt to read a description of the prompt, two question marks to read a more detailed explanation of the prompt, and three question marks to read a complete description of the prompt and a list of acceptable responses to the prompt.

The Accountable Officer function in IFCAP requires a significant amount of knowledge and experience. The laws and policy regarding this function include, but are not limited to: VA Directives and Handbooks, Federal Property Management Regulations (FPMR), the personal property management policies of the VA Acquisition and Material Management Service, the Automated Engineering Management System/Medical Equipment Reporting System (AEMS/MERS) equipment package, and the Integrated Supply Management System (ISMS).

1.6. Vendor Updates

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

1.6.1 Amendment Processing

Amendments will automatically adjust Fund Control Point balances. The Classification of Request Report and Sort Group Report reflects these amendments.

CHAPTER 2 HOW TO EVALUATE AND APPROVE 2237 TRANSACTIONS AND ISSUE BOOK REQUESTS

2.1 Introduction

This chapter explains how to evaluate and approve 2237s and issue book requests by listing steps that explain how to inspect each major section of these forms.

2.2 Sort the Forms by Priority

The priority of the transaction is at the top center of the first page of the 2237. If you have too many 2237s to inspect and approve in one session, sort them by their assigned priority. The priority is listed at the top of the 2237.

2.3 Is the Request Justified?

Read the Items and the Justification of Need or Turn-in field. Is the justification appropriate? If not, return the 2237 to the service and tell them to enter an appropriate justification.

2.4 Is the Date Required Reasonable?

Compare the date prepared to the date required. Is this a reasonable time frame? If not, contact the person in the Signature of Initiator field or the Signature of Approving Official field and ask them why they need it so quickly. If the date required is unreasonable, return the 2237 to the service. Read Chapter 3 on how to return 2237s.

2.5 Services

Fiscal Service has restrictions on which Control Points may obligate funds for certain services. Contact the Budget Section in Fiscal Service and ask them to provide you a list of legitimate services for each Control Point.

2.6 Goods

2.6.1 Menu Path

Select Requisition Clerk Menu from the Accountable Officer Menu. Select Display/Print Menu from the Requisition Clerk Menu. Select Item Display from the Display/Print Menu.

```
Accountable Officer Menu ...
  RA (Requirements Analyst) Menu ...
  Requisition Clerk Menu ...
  Purchasing Agent ...
  Warehouse ...
  Vendor Display
  Mandatory Sources 850 Undelivered Orders

Elect Accountable Officer Menu Option: DISplay/Print Menu (PPM)
```

Purchase Order Display 2237 Request Display
Item Display History of Item Display /Print Vendor Display Mandatory Sources 850 Undelivered Orders Select Display/Print Menu (PPM) Option: ITEM Display

2.6.2 Should This be an Issue Book Transaction?

Enter the item master number or the name of the item at the Select Item Master Number: prompt. IFCAP will list information about the item and list the vendors for the item. If the warehouse is one of the vendors, this transaction should be an issue book transaction. If it is an Issue Book, forward the transaction to the Issue Book Clerk using the Process a Request in PPM option.. If it is not an Issue Book, but should be, return the transaction to the service and use the Comments: field to tell the service to resubmit it as an issue book transaction. Press the Enter key at the Select Item Master Number: prompt to return to the Display/Print Menu.

```

Select ITEM MASTER NUMBER: ASPIRIN
  1  ASPIRIN 325MG (5GR) TABS EC UD 100S  -C-  1814      ASPIRIN 325MG (5GR
) TABS EC UD 100S  -C-
  2  ASPIRIN 325MG TABS 1000S  2866      ASPIRIN 325MG TABS 1000S
  3  ASPIRIN 325MG UD 100S  2667      ASPIRIN 325MG UD 100S
  4  ASPIRIN 800MG SR TABS 100S  7582      ASPIRIN 800MG SR TABS 100S
  5  ASPIRIN 81MG (CHILDRENS) UD 100S  8562      ASPIRIN 81MG (CHILDRENS) U
D 100S
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 2  2866      ASPIRIN 325MG TABS 1000S
NUMBER: 2866
SHORT DESCRIPTION: ASPIRIN 325MG TABS 1000S
FSC: 6505
LAST VENDOR ORDERED: DEFENSE LOGISTICS AGENCY
NSN: 6505-00-153-8750
CASE CART/TRAY/INSTRUMENT KIT: PURCHASEABLE
DATE ITEM CREATED: APR 12, 1993      BOC: 2631 Chemical supplies
CREATED BY: BURTON, MARYLOUISE B      INC: 25657
DESCRIPTION: ASPIRIN 325MG TABLETS 1000S UNCOATED
VENDOR: RUGBY LABORATORIES INC      UNIT COST: 5.77
CONTRACT: V797P 5612M      VENDOR STOCK #: 0033135
NDC: 00536-3313-10      DATE OF UNIT PRICE: OCT 19, 1993
UNIT OF PURCHASE: BT      PACKAGING MULTIPLE: 1000
UNIT CONVERSION FACTOR: 1      CONTRACT EXP. DATE (c): 12/31/95
VENDOR: PARKE DAVIS/WARNER CHILCOTT DIV      UNIT COST: 4.03
CONTRACT: V797P-5782M      NDC: 00047-0606-32
DATE OF UNIT PRICE: APR 12, 1993      UNIT OF PURCHASE: BT
PACKAGING MULTIPLE: 1000      UNIT CONVERSION FACTOR: 1
CONTRACT EXP. DATE (c): 12/31/97

Enter RETURN to continue or '^' to exit:
VENDOR: V A SUPPLY DEPOT      UNIT COST: 3.465
DATE OF UNIT PRICE: OCT 19, 1993      UNIT OF PURCHASE: BT
PACKAGING MULTIPLE: 1000      UNIT CONVERSION FACTOR: 1
REQUIRED ORDER MULTIPLE: 6      MINIMUM ORDER QTY: 6
VENDOR: DEFENSE LOGISTICS AGENCY      UNIT COST: 4.34
DATE OF UNIT PRICE: NOV 04, 1994      UNIT OF PURCHASE: BT
PACKAGING MULTIPLE: 1000      UNIT CONVERSION FACTOR: 1
NSN VERIFIED: MAR 30, 1992      SKU: BT
DRUG TYPE CODE: OTHER DRUGS
FCP: 658033
    
```

```
LONG NAME (c): SITE: 658   FCP: 033 PSYCHIATRY SVC
FCP: 658040
PURCHASE ORDER: 658-B50269
PURCHASE ORDER: 658-B50220
PURCHASE ORDER: 658-B50213
PURCHASE ORDER: 658-B40654
PURCHASE ORDER: 658-B40569
PURCHASE ORDER: 658-B40470
PURCHASE ORDER: 658-B40402
PURCHASE ORDER: 658-B40366
PURCHASE ORDER: 658-B40302
PURCHASE ORDER: 658-B40233

Enter RETURN to continue or '^' to exit:
LONG NAME (c): SITE: 658   FCP: 040 PHARMACY

Select ITEM MASTER NUMBER:
```

2.6.3 Should this be a Requisition?

If the warehouse is not one of the vendors, but the Vendor is one of the following federal supply sources, this transaction should be a requisition.

- Defense Logistics Agency
- Depot
- Federal Supply Schedule
- General Services Administration
- Government Printing Office
- Library of Congress
- National Archives
- National Independent Study Center
- Superintendent of Documents
- Contracts established by other Federal agencies

If the transaction lists a federal supply source as the vendor, forward the transaction to the requisition clerk. If the transaction does not list the correct source as vendor return the transaction to the Control Point Official. -

2.6.4 Should this be a Purchase Order?

If the vendor is not the warehouse or a federal supply source, this transaction should be a purchase order.

Send the transaction to the Purchasing & Contracting section.

CHAPTER 3 HOW TO FORWARD OR REJECT REQUESTS

3.1 Process a Request

From the Accountable Officer Menu, Select Process a Request in PPM.

If any of the transactions are Issue Book requests answer Y at the Process Issue Book Orders? Prompt. This will submit the Issue Book requests to the appropriate staff.

Enter a transaction number. Enter ?? to get a list of available transactions.

Enter the appropriate Current Status for this transaction. The current status of Pending Accountable Officer Signature may be changed to Assigned to a PPM clerk for processing as a Requisition, Sent to Purchase & Contracting for processing as a Purchase Order, Returned to the service for cancellation or change and re-approval, Held in PPM for further information, or Forwarded to an Imprest Funds clerk for processing using cash or a 3rd party draft.

```
Select Accountable Officer Menu Option: process a Request in PPM

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON, DC
Enter ELECTRONIC SIGNATURE CODE:                    Thank you.

PROCESS ISSUE BOOK ORDERS? NO// ?

If you answer 'YES', this function will loop all through all Issue Book Requests
that are pending PPM processing, and will automatically set them to the status
'Assigned to PPM Clerk', so that LOG code sheets can be generated by the
Requirements Analyst (R/A).

PROCESS ISSUE BOOK ORDERS? NO// (NO)

2237 TRANSACTION NUMBER: ??

Choose from:
  688-00-2-110-0039          Pending Accountable Officer Sig.          OBL Rachel
and Grace
stuff

  688-00-2-110-0040          Pending Accountable Officer Sig.          OBL SUPPLY
WAREHOUSE
DOLLS
  2237 TRANSACTION NUMBER:688-00-2-110-0039 OBL Rachel and Grace
stuff
      Pending Accountable Officer Sig.
TYPE OF REQUEST: ??
This is the type of request.
Choose from:
  1          UNPOSTED
  2          POSTED
  3          SERVICE
  4          BULK SALE
  5          NX POSTED
TYPE OF REQUEST: U UNPOSTED

SOURCE OF REQUEST: ??
```

Forward or Reject Requests

```
This is the source of the request.
Choose from:
1      VA STOCK
2      GSA/DLA STOCK
3      EXCESS
4      NOT AVAILABLE FROM ANY OF THESE SOURCES
SOURCE OF REQUEST: 4 NOT AVAILABLE FROM ANY OF THESE SOURCES
CURRENT STATUS: Pending Accountable Officer Sig.// ??
This is the current status of the 2237 request.

Choose from:
Assigned to PPM Clerk                65
Forward to Imprest Funds Agent       74
Held for Review in Personal Prop.    62
Pending Accountable Officer Sig.     60
Returned to Service by PPM           63
Sent to Purchasing & Contracting     70

CURRENT STATUS: Pending Accountable Officer Sig.// Sent to Purchasing & Contracting
70
```

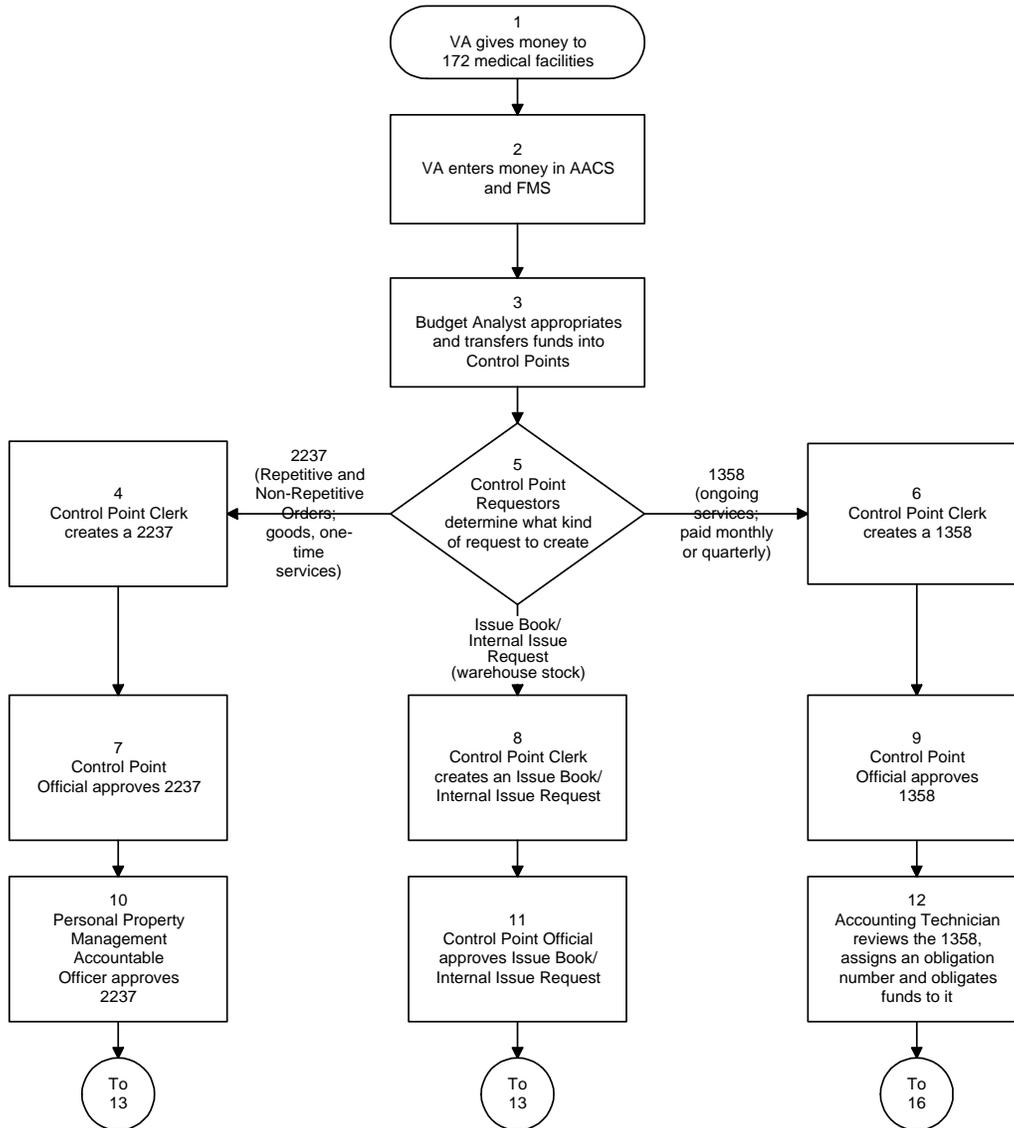
3.2 Status

At the Current Status: prompt, change the status depending on where the request should go next. Below is a table listing a status and the corresponding number on the flow chart seen on the next page.

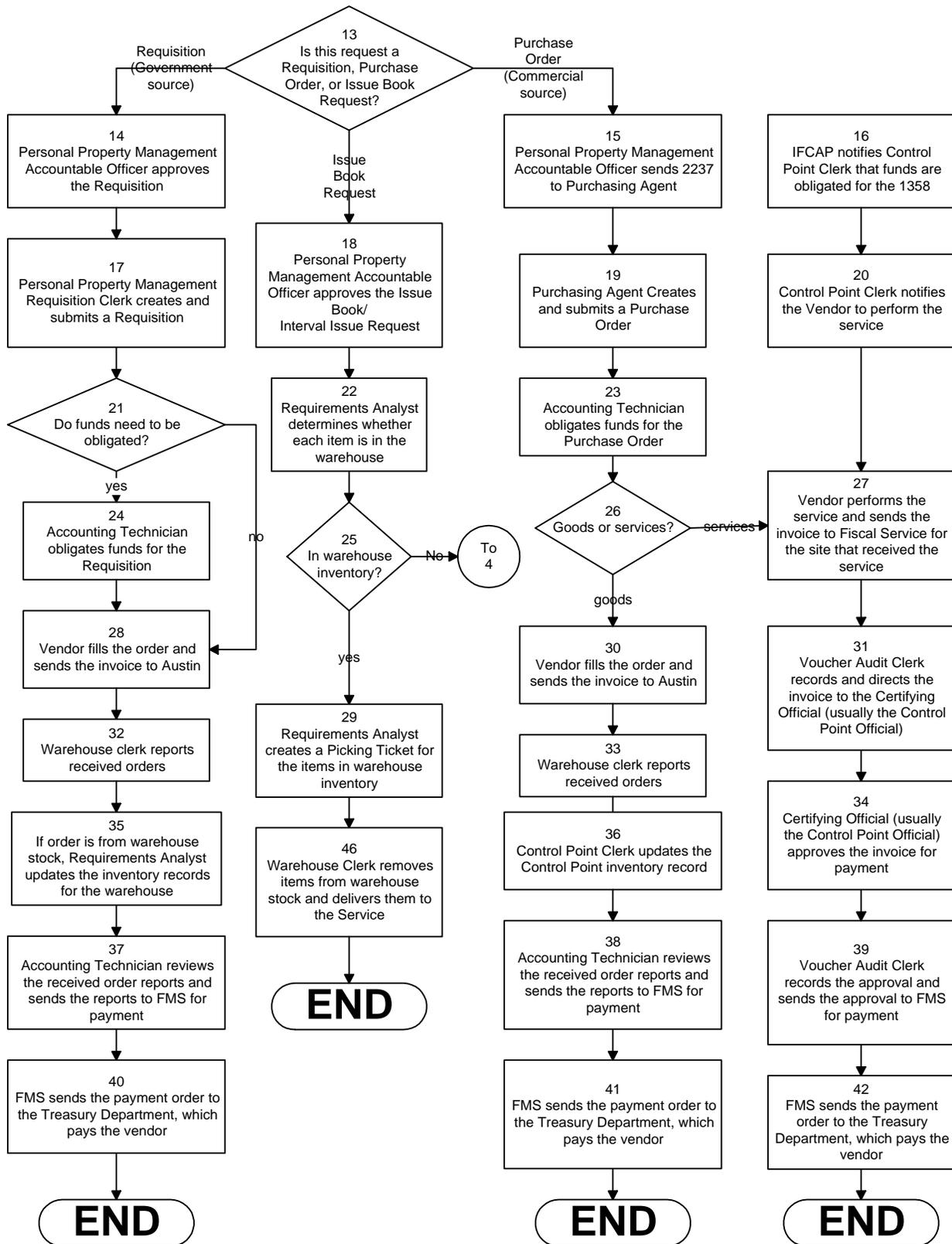
If you change the status to this	The request goes to Process Flowchart number
Held for Review in Personal Prop.	13
Sent to Purchasing & Contracting	15
Returned to Service by PPM	4 or 5 (review)

FLOWCHART: IFCAP PROCESS FLOWCHART

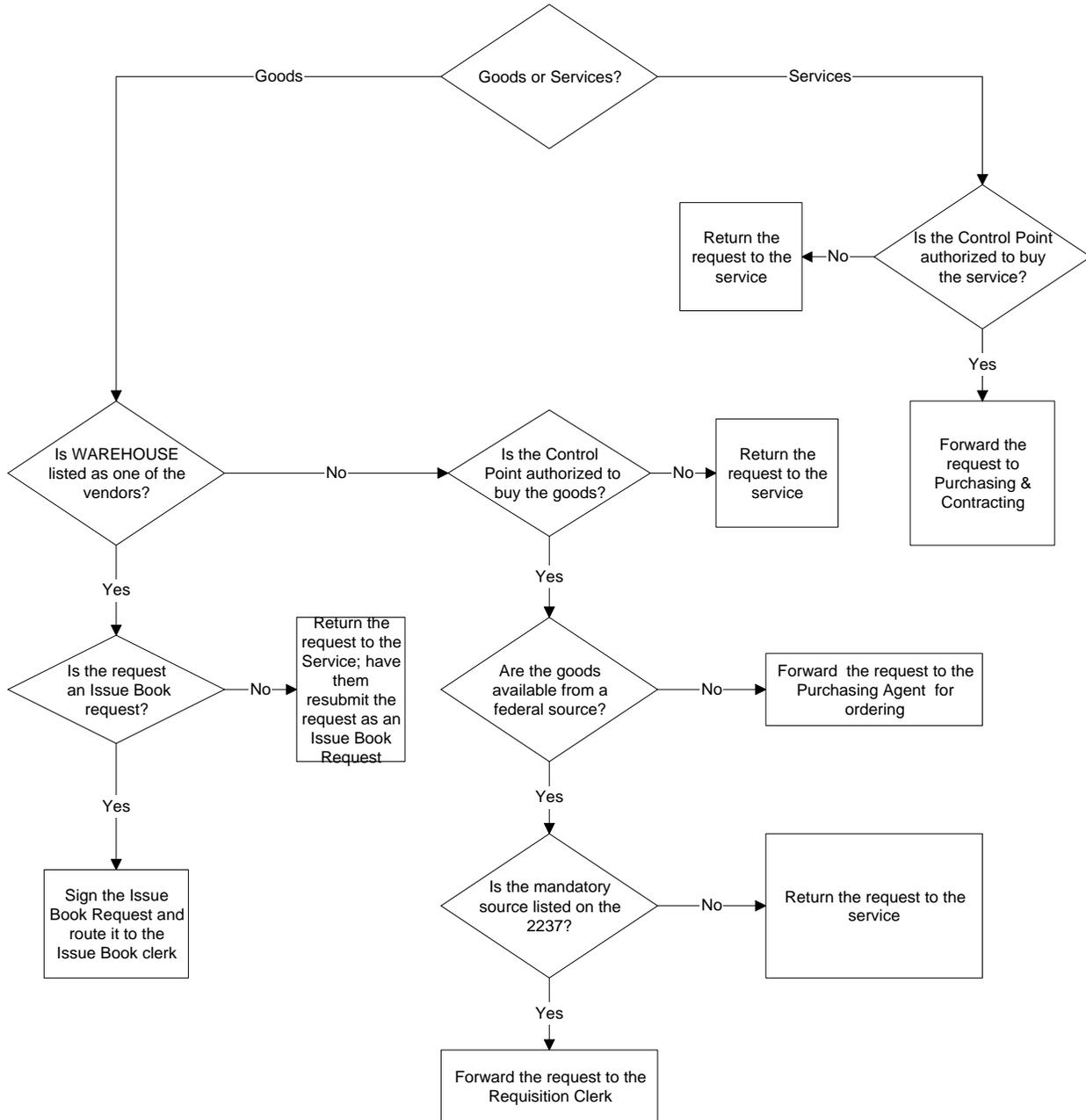
IFCAP PROCESS FLOWCHART



Forward or Reject Requests



FLOWCHART: APPROVING 2237 REQUESTS AND ISSUE BOOK REQUESTS



CHAPTER 4 ASSIGN LOG DEPARTMENT NUMBERS

4.1 Assign a Log department number

The Accountable Officer is responsible for ensuring that the LOG department number is assigned to new control points. Fiscal staff should send a mail message to alert the Accountable Officer that a new control point has been established.

Note: Use VHA Directive 7125.1 Accountability to determine appropriate Log Department number. Also listed in Attachment A of the AEMS/MERS - FAP USERS MANUAL dated 12/10/97.

4.1.1 Use option on PPM Utility Menu

```
Select PPM Utility Menu Option: ASSIGn LOG Department Number to Fund Control Point
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON, DC
Select CONTROL POINT: ??from:

Select CONTROL POINT: 040 PHARMACY                0160A1  10  0100  010022400
LOG DEPARTMENT: 456 PHARMACY// ?
    Enter 3 character department identifier, a space, and the department name.
    This is required on all but Supply Fund control points. ANSWER MUST BE
    3-24 CHARACTERS IN LENGTH
LOG DEPARTMENT: 4J6 PHARMACY
Select CONTROL POINT:
```

Inventory Point Control

CHAPTER 5 INVENTORY POINT CONTROL

The Accountable Officer has the menu options used for establishing the Warehouse and Primary Level Inventory Points. The Inventory points are created by the Accountable Officer and then may be managed by other assigned users.

5.1 Create a Warehouse Level Inventory Point

Select Posted Stock Management Option: inventory Point Management

Select W to establish a Warehouse type inventory point.

Enter a unique name for the inventory point.

Enter a shorter version of the inventory point name.

Enter Y at the Keeping Perpetual Inventory prompt, if you intend to track item quantities, usage and receipts.

Enter Y at the Keeping Detailed Tracking History prompt if you wish to be able to generate a Transaction Register for Item history.

Enter the Cost Center that is appropriate for the Supply Fund control point that will be attached to this Inventory Point.

```
Select STATION NUMBER ('^' TO EXIT): 688// 402      TOGUS, ME

      Select one of the following:

          W      Warehouse
          P      Primary

Select the type of inventory point to edit: w Warehouse
+-----+
| You have the option to edit ALL          |
| WAREHOUSE inventory points you have     |
| access to.                              |
+-----+

Select a 'Warehouse' Type Inventory Point: SUPPLY WHSE
Are you adding '402-SUPPLY WHSE' as
a new GENERIC INVENTORY? No// Y (Yes)
GENERIC INVENTORY ABBREVIATED NAME: SUPP
GENERIC INVENTORY KEEP PERPETUAL INVENTORY?: YES //   ???
If KEEP PERPETUAL INVENTORY? is set to yes, the inventory point will track
item quantities, usage, and receipts.

Choose from:
Y      YES
N      NO

GENERIC INVENTORY KEEP PERPETUAL INVENTORY?: YES //   YES
GENERIC INVENTORY KEEP DETAILED TRX. HISTORY?: YES // ??
This field indicates whether the inventory will keep a detailed tracking
history of its stocked items. If the field is set to yes, the item history
will be tracked in the TRANSACTION REGISTER file 445.2.
```

Inventory Point Control

```
Choose from:
  Y      YES
  N      NO
GENERIC INVENTORY KEEP DETAILED TRX. HISTORY?: YES // Y YES
GENERIC INVENTORY COST CENTER: 635200
  This field is required on Primary Inventory/Distribution Points for doing
  Stock Replenishment. It is also used to create the Distribution Report by
  Cost Center for Accounting.

GENERIC INVENTORY COST CENTER:      POINT
```

5.1.1 Display Data

The data just entered will be displayed and then a List Manager display will appear at the bottom of the screen with various menu selections.

```
Edit Inventory Parameters      Feb 08, 2000 17:22:30      Page:      1 of      2
INVENTORY POINT: 402-SUPPLY WHSE      TOTAL NUMBER OF ITEMS: 0
Description
Type of Inventory Point      : SUPPLY WAREHOUSE
Abbreviated Name              : SUPP
Keep Perpetual Inventory      : YES
Keep Transaction Register     : YES

Special Parameters
Months Inactive Before Item Deletion:
Cost Center                    : 623000 VACO Materiel Management
Default Picking Ticket Printer :
Flags
Print Emergency Stock Levels  :
Automatic Purge                :

+          Enter ?? for more actions
AF  All Fields                  FC  Fund Control Points  FL  Flags
DE  Descriptive                 DP  Distribution Points  AU  Authorized Users
SP  Special Parameters          SB  (Stocked By)         MC  (MIS Costing)
```

5.1.2 Fund Control Point

If you select FC you will be prompted to enter the control point that will be associated with this Inventory point.

```
Select Item(s): Next Screen// fc      Fund Control Points

+-----+
|Select the FUND CONTROL POINT that may be used when replenishing|
|688-SUPPLY WAREHOUSE                                           |
+-----+

To make a change, first select the existing control point and 'unlink' it.
Then select a new one if you want to.

Current selection:  990 SUPPLY FUND

Select CONTROL POINT NAME:
```

5.1.3 Authorized User

If you select AU you can add users to the inventory point.

```
Select Item(s): Next Screen// au   Authorized Users
Select INVENTORY USER: SU,ALLEN//

                                     +-----+
                                     | You have the option to add or delete |
                                     | users from inventory points stocked by |
                                     | 688-SUPPLY WAREHOUSE                    |
                                     +-----+

+-----+
| Do you want to ADD or DELETE users |
| from inventory points ?             |
+-----+

      Select one of the following:

          1      Add Users
          2      Delete Users

Select ACTION Type:
```

5.1.4 Set Flags

FL permits the user to enter data that set certain controls.

```
Select Item(s): Next Screen// fl   Flags

+-----+
| Set the 'Print Emergency Stock Levels' flag to NO to discontinue the |
| notification that you have items at or below the emergency stock    |
| level. The next time the automatically scheduled program which scans |
| the database runs, it will reset the flag and the message will      |
| reappear if items are found at or below the emergency stock level.  |
+-----+
PRINT EMERGENCY STOCK LEVELS:
+-----+
| Set the 'Automatic Purge' to YES if you want data older than 13    |
| months automatically purged for this inventory point. A background  |
| scheduled program will run the first day of each month and         |
| automatically purge old data for those inventory points which have |
| the automatic purge turned on.                                     |
+-----+
AUTOMATIC PURGE: YES//
```

5.1.5 All Fields

If you select AF you will be given the opportunity to enter/edit data in all the fields associated with the Inventory point. This field may be selected to permit user to step through all fields associated with the Inventory Setup.

Inventory Point Control

```
Select Item(s): Next Screen// af All Fields
INVENTORY POINT: 688-SUPPLY WAREHOUSE Replace
```

```
TYPE OF INVENTORY POINT: WAREHOUSE
ABBREVIATED NAME: WHSE//
KEEP PERPETUAL INVENTORY?: YES//
KEEP DETAILED TRX. HISTORY?: YES//
MOS INACTIVE BEFORE ITEM DEL.: 2//
COST CENTER: 844100 Supply//
Select INVENTORY USER: SU,ALLEN//
```

5.1.6 Special Parameters

IF you select SP you will be given the opportunity to enter/edit the special parameter data.

```
Select Item(s): Next Screen// sp Special Parameters
MOS INACTIVE BEFORE ITEM DEL.: 2//
COST CENTER: 844100 Supply//
PICKING TICKET PRINTER: SS3$PRT-10/6/UP//
```

5.2 Create a Primary Inventory Point

```
Selecct Posted Stock Management Option: inventory Point Management
```

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

Select one of the following:

```
W Warehouse
P Primary
```

```
Select the type of inventory point to edit: p Primary
```

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

```
Select a 'Primary' Type Inventory Point: 688-Widget Control
```

```
Are you adding '688-Widget Control' as
a new GENERIC INVENTORY? No// y (Yes)
GENERIC INVENTORY ABBREVIATED NAME: Widg
GENERIC INVENTORY KEEP PERPETUAL INVENTORY?: YES
// YES
GENERIC INVENTORY KEEP DETAILED TRX. HISTORY?: YES
// YES
GENERIC INVENTORY COST CENTER: 820200 Surgical
```

```
Description
Type of Inventory Point : PRIMARY
Abbreviated Name : Widg
Keep Perpetual Inventory : YES
Keep Transaction Register : YES
```

```
Special Parameters
Months Inactive Before Item Deletion:
Primary Updated By Warehouse :
Special Inventory Point Type :
```

Department Number	:
Issue Book Sort	:
Regular Whse Issues Schedule	:

5.2.1 Flags

+ Enter ?? for more actions					
AF	All Fields	FC	Fund Control Points	FL	Flags
DE	Descriptive	DP	(Distribution Points)	AU	Authorized Users
SP	Special Parameters	SB	Stocked By	MC	MIS Costing
Select Item(s): Next Screen//					

5.2.2 Special Parameters

User can select the data fields they wish to enter/edit. Select SP to enter/edit special parameter data.

```
Select Item(s): Next Screen// sp Special Parameters
MOS INACTIVE BEFORE ITEM DEL.:??
The only way to delete an item from your inventory file, is to set the
'DELETE ITEM WHEN INVENTORY 0' flag to 'Y'. During the automatic
generation of a suggested order, if the program encounters an item with
the flag set, it first makes sure that the inventory quantity on hand,
the DUE-IN, and the DUE-OUT are all 0, and that the item does not exist
on any of your secondary distribution points. If it meets the criteria,
then the program checks this field, and if it contains a number, the
program makes sure that there has been no activity for the item (i.e.,
usage, distribution or receiving) for at least the number of months
specified in this field, before deleting the item from the inventory file
PRIMARY UPDATED BY WAREHOUSE: ??
This is a switch controlled by the primary inventory point. If set to
NO, the primary inventory point quantity on-hand will not be updated
by the warehouse. The default is YES or null.
Choose from:
Y YES
N NO
PRIMARY UPDATED BY WAREHOUSE: n NO
SPECIAL INVENTORY POINT TYPE: ??
This field is a switch controlled by the primary inventory point.
If this field is set to 'D', it will update the pharmacy drug
accountability file when the primary quantity on-hand is changed.
Choose from:
D DRUG ACCOUNTABILITY
S SPD
SPECIAL INVENTORY POINT TYPE:
DEPARTMENT NUMBER: ??
This is the three digit number which identifies the inventory/distribution (LOG
department number)
point to Austin.
DEPARTMENT NUMBER:
ISSUE BOOK SORT: ??
This information corresponds to the sort sequence for issue books used
by the LOG I warehouse inventory system. This optional flag need only
be set for those inventory points that need to receive issue books for
Posted stock. Such inventory/distribution points should also have a
department number entered in this file.
Choose from:
A ALPHA SORT
N NSN SORT
S SEQUENCE (NOT USED)
ISSUE BOOK SORT:
REGULAR WHSE. ISSUES SCHEDULE: ??
```

Inventory Point Control

This field is entered by Personal Property Management, and holds the codes for weekly, biweekly, monthly, or other type distribution of warehouse issues.

Choose from:

W	WEEKLY
2	EVERY 2 WEEKS
M	MONTHLY
O	OTHER

REGULAR WHSE. ISSUES SCHEDULE:

5.2.3 Edit Users

The Accountable Officer can enter/edit other users of the inventory point. At least one other person should be added to each Inventory Point. NOTE: Any user of the Inventory Point who is going to auto generate orders for the Inventory Point must be listed as a Control Point user for the control point attached to the Inventory Point.

```
AF  All Fields          FC  Fund Control Points  FL  Flags
DE  Descriptive        DP  Distribution Points  AU  Authorized Users
SP  Special Parameters  SB  Stocked By         MC  MIS Costing
Select Item(s): Next Screen// AU  Authorized Users
Select INVENTORY USER: LAWSON,DEBBI// MCGAUGH,MAVIS          MCG
Are you adding 'MCGAUGH,MAVIS' as a new INVENTORY USER (the 2ND for this GENERIC
INVENTORY)? No// Y
(Yes)
Select INVENTORY USER:

                                     +-----+
                                     |You have the option to add or delete |
                                     |users from inventory points stocked by|
                                     |688-DEBBI'S PRIMARY          |
                                     +-----+

+-----+
|Do you want to ADD or DELETE users |
|from inventory points ?            |
+-----+

Select one of the following:

      1      Add Users
      2      Delete Users

Select ACTION Type:
```


CHAPTER 6 ERROR MESSAGES AND THEIR RESOLUTION

The following are errors that you may encounter when processing a purchase order. Each error is listed alphabetically by code. While the user may fix some problems, your Information Resources Management Service must fix many. If this is the case, record the error code and message and report the error immediately to your Information Resources Management Service.

Error Code	Error Message	Reason
NAUC^<LIN>	"No actual unit cost for this ITEM."	There is no Actual Unit Cost entry for the <LIN> Item in the Procurement Accounting Transactions file.
NCNO^<LIN>	"The type of order is not a P.O. and no contract number was entered for this ITEM in this P.O."	The order is a Direct Order. There is no contract number entered for this <LIN> Item in the Procurement & Accounting Transactions file.
NDD	"No delivery date for this P.O. in file 442."	There is no Delivery Date in the Procurement Accounting Transactions file.
NDP0	"No entry in file 440.2 for direct delivery patient pointer."	The Direct Delivery Patient entered in the Procurement & Accounting Transactions file for this purchase order cannot be found in file 440.2.
NES		There is no Electronic Signature entry Procurement & Accounting Transactions file.
NFT0^<SITE>	"No entry in file 411.2 for facility type pointer from file 411."	There is no entry in the Facility Type file (file 411.2) for the Facility Type field of the Admin. Activity Site Parameter

		file (file 411).
NFT^<SITE>	"No facility type pointer for site in file 411."	The Admin. Activity Site Parameter file has no entry in it.
NI2N^<ITEM>	"No ITEM node 2 for this P.O."	There are no ITEMS listed under the Item multiple in the Procurement & Accounting Transactions file (file 442).
NMIC	"No mail invoice city in file 411."	The city listed for No Mail Invoice could not be found in the Admin. Activity Site Parameter file.
NMIL	"Node 4 in file 411 missing."	No MAIL INVOICE LOCATION in Admin. Activity Site Parameter file (file 411).
NMIS	"No state file pointer in file 411."	No Mail Invoice State pointer in Admin. Activity Site Parameter file.
NMIZ	"No mail invoice ZIP CODE entry in file 411."	No Mail Invoice Zip in Admin. Activity Site Parameter file.
NNET	"No NET amount entry for this P.O."	There is no Net Amount entry in the Procurement & Accounting Transactions file.
NOPR	"No PROPOSAL entry in file 442 for this P.O."	There is no Proposal entry in Procurement & Accounting Transactions file.
NOPT	"No patient file entry for direct delivery patient pointer."	There is no entry in the Patient file (file 2) for the Direct Delivery Patient entered for this P.O. in file 442.
NP12	"No node 12 in file 442 for this P.O."	No electronic signature in Procurement & Accounting Transactions file (file 442).
NP12	"Node 12 missing in record."	No invoice address in Procurement & Accounting Transactions file (file 442).

Error Messages and Resolution

NPH	"No phone number for this PPM in the person file."	The P&C user does not have a phone number entry in the Person File under his/her entry.
NPH	"No phone number for this PPM in the person file."	The person file does not have a phone number listed for this PPM.
NPHN	"No phone number node in the person file for this PPM."	The P&C user does not have a phone number node in the Person File under his/her record entry.
NPIA	"Invoice address missing."	There is no Invoice Address in node 12 in the Procurement & Accounting Transactions file.
NPO0	"Zero node of record missing. Unable to check further."	No Procurement & Accounting Transactions file (file 442) entry exists.
NPO1	"Label is missing in record."	No VENDOR, SHIP TO or ACCOUNTING information found for the Procurement & Accounting Transactions file record.
NPOD	"No purchase order date for this P.O."	There is no Purchase Order Date in the Procurement & Accounting Transactions file (file 442).
NPPM	"No purchasing agent entry in file 442 for this P.O."	There is no Purchasing Agent/PPM Agent entry in the Procurement & Accounting Transactions file.
NPPT	"No prompt payment terms entered in P.O."	There are no Prompt Payment Terms entries in Procurement & Accounting Transactions file (file 442).
NQTY^<LIN>	"No quantity listed for this ITEM."	There is no Quantity listed for the Line Item Number (<LIN>) in the

		Procurement & Accounting Transactions file.
NRL	"No receiving location node in file 411."	No Receiving Location node in Admin. Activity Site Parameter file.
NSC	"No Source Code for type of order for this P.O."	No source code entry in the Procurement & Accounting Transactions file.
NSIT	"No site entry in file 442."	No Site entry in Procurement & Accounting Transactions file.
NSP0^<SITE>	"No node zero in file 411."	No FACILITY TYPE pointer in Admin. Activity Site Parameter file for SITE in Procurement & Accounting Transactions file.
NST0	"No state file node zero."	No STATE entry in State file (file 5) for Vendor Address State pointer in Vendor file.
NSTA	"Abbreviation missing in state file entry."	No Abbreviation in State file.
NSTA	"No Abbreviation in State file."	There is no abbreviation in the state file for this state.
NSTDP	"No State file pointer in Direct Delivery Address in 440.2."	No State file pointer in Direct Delivery Address field in Direct Delivery Patients file.
NSTL	"No Ship to pointer to entry in file 441."	No Ship To pointer to Admin. Activity Site Parameter file.
NSTP	"No pointer from the Vendor Address to the State file."	No Vendor Address State file pointer in the Vendor file.
NSTS	"Within file 411 there is no Ship To suffix for the receiving location for this EDI P.O."	The Ship To entry for this purchase order in file 442 cannot be found in file 411 (Ship To Suffix). An EDI purchase order

Error Messages and Resolution

		requires the Ship To suffix.
NSTT	"No State file pointer in Receiving Location in file 411."	No State File pointer in Receiving Location multiple in Admin. Activity Site Parameter file.
NUNI^<LIN>	"No name entry in unit of purchase file for unit of purchase pointer in ITEM entry in P.O. file."	No Name entry in the Unit of Issue file (file 420.5) for the Unit of Purchase entry for the <LIN> Item in the Procurement & Accounting Transactions file.
NUOP^<LIN>	"No unit of purchase pointer for this ITEM in this P.O."	No Unit of Purchase pointer entered for the <LIN> Item in the Procurement & Accounting Transactions file.
NUPN^<LIN>	"No entry in unit of issue file for unit of purchase pointer in ITEM entry in P.O. file."	No entry in the Unit of Issue file (file 420.5) for the Unit of Purchase entry for the <LIN> Item in the Procurement & Accounting Transactions file.
NV0	"No node zero in vendor file."	No Vendor file (file 440) entry for the Vendor pointer from Procurement & Accounting Transactions file (file 442).
NVID	"Missing a vendor ID number for an EDI vendor."	There is no Vendor ID Number for an EDI Vendor in the Vendor file.

CHAPTER 7 MENU LISTING

This chapter lists each menu option assigned in the standard menu configuration for an Accountable Officer. Main menu options are flush left. Subordinate options are spaced to the right. For example, if you wanted to use the "New Requisition" option, you would select "Requisition Clerk Menu", then "Requisition Processing", then "New Requisition". Some of the options are only seen if the user has the appropriate security key associated with that option.

```
Accountable Officer Menu

  There are 173 Requests ready to process.

    Process a Request in PPM
    Split a Request in PPM
    Edit a Request Signed in PPM
    Requisition Clerk Menu ...
    Display/Print Menu (PPM) ...
    PPM Utility Menu ...
    Posted Stock Management ...
    Control Point Official's Menu ...
    Warehouse ...
requisition Clerk Menu #
  Requisition Processing ...
  LOG/GSA/DLA Code Sheets Menu ...
  Display/Print Menu (PPM) ...
Select Accountable Officer Menu Option: display/Print Menu (PPM
  Purchase Order Display
  2237 Request Display
  Item Display
  History of Item Display /Print
  Vendor Display
  Mandatory Sources 850 Undelivered Orders
Select Accountable Officer Menu Option: ppm Utility Menu
  Delete 2237 Request from Supply Worksheet File
  Build List of 2237's Printed in PPM by Date
  Reprint 2237s in PPM from List
  Federal Vendor Edit
  Assign LOG Department Number to Fund Control Point
  Overage Report
elect Accountable Officer Menu Option: posted Stock Management
  Inventory Point Management
  Item File Edit
  Warehouse--General Inventory/Distribution Menu ... ##
Select Accountable Officer Menu Option: control Point Official's Menu ###
  Approve Requests
  Requests Ready for Approval List
  Process a Request Menu ...
  Display Control Point Activity Menu ...
  Funds Control Menu ...
  Status of Requests Reports Menu ...
  Record Date Received by Service Menu ...
  Enter/Edit Control Point Users
  Record Receipt of Multiple Delivery Schedule Items
  Multiple Delivery Schedule List

# See Requisition Clerk manual for explanation of options
## See Warehouse Level Inventory manual for explanation of options
### See Control Point Official and Clerk manuals for explanation of options
```


GLOSSARY

1358	Estimated Miscellaneous Obligation or Change in Obligation.
2138	VA Form 90-2138, Order for Supplies or Services. First page of a VA Purchase Order.
2139	VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form.
2237	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services. Used to request goods and services.
A&MM	Acquisition and Materiel Management Service.
AACS	Automated Allotment Control System--Central computer system developed by VHA to disburse funding from VACO to field stations.
Accounting Technician	Fiscal employee responsible for obligation and payment of received goods and services.
Activity Code	The last two digits of the AACS number. It is defined by each station.
ADP Security Officer	The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access.
Agent Cashier	The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.
ALD Code	Appropriation Limitation Department. A set of Fiscal codes that identifies the appropriation used for funding.
Allowance table	Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level.
Amendment	A document that changes the information contained in a specified Purchase Order. Amendments are processed by the Purchasing & Contracting section of A&MM and obligated by Fiscal Service.

AMIS	Automated Management Information System.
Application Coordinator	The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires there be an Application Coordinator designated for Fiscal Service, A&MM Service.
Approve Requests	The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to A&MM/Fiscal.
Approving Official	A user that approves reconciliation's to ensure that they are correct and complete.
Authorization	Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358.
Authorization Balance	The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations.
Batch Number	A unique number assigned by the computer to identify a batch (group) of Code Sheets. Code Sheets may be transmitted by Batch Number or Transmission Number.
Breakout Code	A set of A&MM codes which identifies a vendor by the type of ownership (e.g., Minority-owned, Vietnam Veteran Owned, Small Business Total Set Aside, etc.).
Budget Analyst	Fiscal employee responsible for distributing and transferring funds.
Budget Object Code	Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes replaced sub accounts in IFCAP 5.0. . . Budget object codes are listed in VA Handbook 4671.2
Budget Sort Category	Used by Fiscal Service to identify the allocation of funds throughout their facility.

CCS	The Credit Card System. This is the database in Austin that processes the credit card information from the external Credit Card Vendor system ,currently CitiDirect, and then passes information on to FMS and IFCAP.
CC	Credit Charge entry identifier used by FMS and CCS for charges paid to Vendor thru Credit Card payment process.
Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options.
Classification of Request	An identifier a Control Point can assign to track requests that fall into a category, e.g., Memberships, Replacement Parts, Food Group III.
Common Numbering Series	This is a pre-set series of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new Purchase Orders/Requisitions/Accounting Transactions on IFCAP. The Application Coordinators establish the Common Numbering Series used by each facility.
Control Point	Financial element, existing ONLY in IFCAP, which corresponds to a set of elements in FMS that include the Account Classification Code (ACC) and define the Sub-Allowance on the FMS system. Used to permit the tracking of monies to a specified service, activity or purpose from an Appropriation or Fund.
Control Point Clerk	The user within the service who is designated to input requests (2237s) and maintain the Control Point records for a Service.
Control Point Official	The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code.

Control Point Official's Balance	A running record of all the transactions generated and approved for a Control Point from within IFCAP and also. effects changes to the control point that are initiated directly from within the FMS system. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter.
Control Point Requestor	The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. This user can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM.
Cost Center	Cost Centers are unique numbers that define a service. One cost center must be attached to every Fund Control Point. This enables costs to be captured by service. Cost centers are listed in VA Handbook 4671.1.
Date Committed	The date that you want IFCAP to commit funds to the purchase.
Default	A suggested response that is provided by the system.
Deficiency	When a budget has obligated and expended more than it was funded.
Delinquent Delivery Listing	A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information.
Delivery Order	An order for an item that the VA purchases through an established contract with a vendor who supplies the items.
Direct Delivery Patient	A patient who has been designated to have goods delivered directly to him/her from the vendor.
Discount Item	This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a percentage or a set dollar value.
EDI Vendor	A vendor with whom the VA has negotiated an arrangement to submit, accept and fill orders electronically.

Electronic Data Interchange (EDI)	Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats.
Electronic Signature	The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well.
Expenditure Request	A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.).
FCP	Fund Control Point (see Control Point).
Federal Tax ID	A unique number that identifies your station to the Internal Revenue Service.
Fiscal Balance	The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidations submitted against the obligation.
Fiscal Quarter	The fiscal year is broken into four three-month quarters. The first fiscal quarter begins on October 1.
Fiscal Year	Twelve-month period from October 1 to September 30.
FMS	Financial Management System, the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
FOB	Freight on Board. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means that shipping charges are due to the shipper, and must be paid when the shipper arrives at the warehouse with the item.
FPDS	Federal Procurement Data System.

FTEE	Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year.
Fund Control Point	IFCAP accounting element that is not used by FMS. See also control point.
Funds Control	A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds.
Funds Distribution	A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information.
GBL	Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of \$250.00.
GL	General Ledger.
Identification Number	A computer-generated number assigned to a code sheet.
Imprest Funds	Monies used for cash or 3rd party draft purchases at a VA facility.
Integrated Supply Management System (ISMS)	ISMS is the system that replaced LOG I for Expendable Inventory.
ISMS	See Integrated Supply Management System.
Item File	A listing of items specified by A&MM service as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.
Item History	Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request.
Item Master Number	A computer generated number used to identify an item in the Item File.
Justification	A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.

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

PAT Number	Pending Accounting Transaction number - the primary FMS reference number. See also Obligation Number.
Personal Property Management	A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process 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.
PPM	Personal Property Management, now referred to at most sites as Acquisition and Materiel Management Service.
Program Code	Accounting element that identifies the VA initiative or program that the purchase will support.
Prompt Payment Terms	The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods).
Purchase Card	A card, similar to a credit card that Purchase Card Users use to make purchases. Purchase Cards are not credit cards but debit cards that spend money out of a deposited balance of VA funds.
Purchase Card Coordinator	A person authorized by a VA station to monitor and resolve delinquent purchase card orders, help VA services record, edit and approve purchase card orders in a timely manner, assign purchase cards to IFCAP users, and monitor the purchase card expenses of VAMC services.
Purchase Card Orders	Orders funded by a purchase card.
Purchase Card User	A person who uses a purchase card. Purchase Card Users are responsible for recording their purchase card orders in IFCAP.
Purchase History Add (PHA)	Information about purchase orders which is automatically sent to Austin for archiving. This same transaction is also used to send a PO for EDI processing.
Purchase History Modify (PHM)	Information about amendments, which is automatically sent to Austin for archiving.

Purchase Order	A government document authorizing the purchase of the goods or services at the terms indicated.
Purchase Order Acknowledgment	Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered).
Purchase Order Status	The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.).
Purchasing Agents	A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors.
Quarterly Report	A Control Point listing of all transactions (Ceilings, Obligations, Adjustments) made against a Control Point's Funds.
Quotation for Bid	Standard Form 18. Used by Purchasing Agents to obtain written bids from vendors. May be created automatically and transmitted electronically within the Purchasing Agent's module.
Receiving Report	Report that Warehouse Clerk creates to record that the warehouse has received an item.
Receiving Report	The VA document used to indicate the quantity and dollar value of the goods being received.
Reconciliation	Comparing of two records to validate IFCAP Purchase Card orders. Purchase Card Users compare IFCAP generated purchase card order data with the CC transaction sent from the CCS system in Austin.
Reference Number	Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the: Station Number-Fiscal Year-Quarter - Control Point - 4 digit Sequence Number.
Repetitive (PR Card) Number	See Item Master Number.
Repetitive Item List (RIL)	A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate 2237 requests from the list. A RIL can be created by using the Auto-Generate feature within the Inventory portion of the package.

Requestor	See “Control Point Requestor.”
Requisition	An order from a Government vendor.
Running Balance	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter.
Section Request	A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official.
Service Balance	The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service.
SF-18	Request for Quotation.
SF-30	Amendment of Solicitation/Modification of Contract.
Short Description	A phrase, which describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM).
Site Parameters	Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file.
Sort Group	An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests.
Sort Order	The order in which the budget categories will appear on the budget distribution reports.
Special Remarks	A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order.
Stacked Documents	The POs, RRs & 1358s that are sent electronically to Fiscal and stored in a file for printing at a later time rather than being printed immediately.

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

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

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