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

Control Point Clerk User's Guide

Version 5.1

October 2000

Revised May 2016

Revision History

Date	Description (Patch # if applicable)	Project Manager	Technical Writer or Analyst
May 2016	Updates based on patch PRC*5.1*184. • Corrected Adjustment instructions. See pages 51 and 85.	REDACTED	REDACTED TW REDACTED SME
January 2014	Patch PRC*5.1*174 (IFCAP/eCMS Interface) 1.6.6 – replaced "If the contracting staff…" with "If the **eCMS** contracting staff…" 1.6.7– replaced 'an eCMS user may decide – with the eCMS contracting staff' –with '**the eCMS contracting staff may determine that the 2237.**' Replaced 'then the 2237 is returned to IFCAP automatically via another HL7 message' with '**then generate a Cancellation of the 2237 in IFCAP automatically via another HL7 message.**' 2.4.5. –replaced 'prompt, enter the name or the number of the service that will use the item. Enter the date required. Enter the priority of the request' with 'prompt, you must enter the name or the number of the service that will use the item.' Added new **Note:** The Requesting Service field is mandatory in IFCAP. It is also a required field for the eCMS interface. If the Accountable Officer attempts to send a 2237 to eCMS and this field is blank, the 2237 will generate a transmission error. The Accountable Officer will have to return the 2237 to the CP user for edit and re-approval. Updated top of screen display with "If User attempts to pass this field without entering a value – the software will prompt them for a response. REQUESTING SERVICE: ?? Select the name of the Service that submitted this request." 2.5.1- replaced 'This might keep A&MM staff from…' with 'This might keep Logistics staff from…'	REDACTED, PM	REDACTED, SME REDACTED, REDACTED, Developer REDACTED, Writer

	2.5.4 –new sentence above screen display stating "The Classification of Request field is not mandatory."		
	Added **Note:** Requesting Service is an IFCAP-required field, and the 2237 cannot go forward to the electronic Contract Management System (eCMS) **unless this field is populated**		
	Updated top of screen display with "If User attempts to pass this field without entering a value – they will be prompted to fill in this field.		
	REQUESTING SERVICE: ??		
	Select the name of the Service that submitted this request."		
	2.5.7 - Added new **Note:** the Line Item <u>DESCRIPTION</u> is now a required field in the 2237. If the User attempts to leave the DESCRIPTION field blank, the User is prompted to fill in the field.		
	2.6.4 – After the REQUESTING SERVICE: ?? prompt, the "Select the name or number of the Service that submitted this request" displays.		
	Replaced the "Note: Although Requesting Service is not an IFCAP-required field, if the 2237 is intended to go forward to the electronic Contract Management System (eCMS), this field must be populated." With "**Note:** Requesting Service is an IFCAP-required field. The 2237 cannot go forward to the electronic Contract Management System (eCMS), unless this field is populated."		
	2.6.7. – Updated the next three lines after the Description: prompt, 'If User does not enter any text, the User will be prompted to enter some text. Item DESCRIPTION is required! User must enter some text.'		
	2.6.9. – Added a note to screen display, "**Note:** Control Point Clerk is not permitted to set the 2237 to YES – Ready for Approval if any Required field is not populated."		
	2.7.5 – Updated "**Note**: Although Requesting Service is not an IFCAP - required field, if the		

October 2000   Control Point Clerk   Control Point Clerk User's Guide   iii
User's Guide   IFCAP v5.1
Revised May 2016

	2237 is intended to go forward to the electronic Contract Management System (eCMS), this field must be populated." With "**Note**: Requesting Service is now an IFCAP-required field; the 2237 is not permitted to go forward to the electronic Contract Management System (eCMS), if this field is not populated." 3.2 – Updated heading "3.2 Converting Item Requests to Permanent Transactions" with "**3.2 Converting Temporary Requests to Permanent Transactions**" 3.2.1 - Added new "**Note:** The fields Requesting Service and Line Item DESCRIPTION are not required fields in a Temporary Request. This will mean the Control Point Clerk may encounter missing required fields when converting a temporary request to a 2237 transaction. The Clerk will be advised of the missing field(s) and be allowed to edit the new 2237 and populate the required fields. If they choose not to edit the fields at that time the 2237 will not be complete and the Clerk will not be able to set the Approval flag to YES. The Clerk will have to Edit the 2237 and populate the missing fields." 3.2.3 – new Request Review screen display 3.2.4 – REQUESTING SERVICE: **CP** User must Populate this field as it is required on a 2237**.** 3.2.5 – reworded first paragraph - added a note to screen caption, "Note: User cannot set the Request to "Ready for Approval?//YES" if the Requesting Service or any Item DESCRIPTION field is not populated." 7.4. – updated heading "7.4 Canceling Transactions with Permanent Number" with "7.4 Change Existing Transaction Number (of a 2237)" 7.4.1 – added first sentence "Use this option to change the transaction number of an existing 2237 transaction."		

	7.4.1 - added NOTE: If the 2237 you are changing has eCMS Identifiers -- immediately upon completing the process, you must manually notify the eCMS Contracting Officer of the changed 2237 number. Advise them of the cancelled original 2237# and the new 2237#. This will ensure that the Contracting Officer cancels the old 2237 in the eCMS system and will enable the Contracting Officer to link the new 2237 to the existing Award plan documents when it is Approved and sent forward to eCMS.		
	7.5 – replace heading "7.5 Supplementary Options in the Requestor's Menu with "7.5 Canceling Transactions with Permanent Number"		
	7.5.2 – added to second Note,		
	' …Control Point Activity file (#410)' at the end of the sentence		
	- updated screen capture by adding Comments: prompt, to describe the reason this transaction was cancelled		
	7.13.2 – updated screen display and also replaced 'Sent to eCMS' with 'Accepted by eCMS'		
	7.13.3- updated screen display		
	7.13.4 – "**Note:** The Requesting Service field is a required field on a 2237." Updated screen display		
	7.13.5 – the paragraph was divided into three smaller paragraphs. A sentence was added at the end of paragraph two – "If you are not selecting an Item from the Item Master File, you will be prompted to fill in the Item Description." A note was inserted below paragraph two - "**Note:** Item Description is now a Required Field. You must enter the text." Updated screen display.		
	7.13.6 – updated text description and screen display. Added a		
	"**Note:** The User will not be able to set the Ready for Approval Flag to YES if either the Requesting Service field or a Line Item		

October 2000   Control Point Clerk   Control Point Clerk User's Guide   v
User's Guide   IFCAP v5.1
Revised May 2016

	Description field is not populated if a Required field is not populated, the User will see a warning message and be prompted to Edit the 2237 again. " 7.28 – replaced part of the note "…able to view data related to 2237 transactions returned from eCMS which are related to the Control Point(s) on which you are identified as a Control Point Clerk or Official." With "…to view data about the 2237 transactions related to the Control Point(s) on which you are identified as a Control Point Clerk or Official" 7.28.1 – added Transaction Report - eCMS/IFCAP to the Process a Request Menu Option screen display 7.28.2 – added new paragraphs one and three to this section. Added `Select Process a Request Menu <TEST ACCOUNT> Option: Transaction Report - eCMS/IFCAP` to the top of the screen display		
9/25/2013	Updates based on patch PRC*5.1*171. • Removed option **Enter/Edit Control Point Users** from menus. See pages 141, 142, & 143.	REDACTED	REDACTED REDACTED
9/25/12	Updates based on feedback from the testing team: • Page 14, 1.6.5 Returning a 2237 from eCMS to the Accountable Officer: Deleted "A new Status, "To IFCAP Ordering Officer," is placed on the 2237 and an IFCAP Purchasing Agent may include the 2237 in a Purchase Order or if appropriate, a Requisition Clerk can include the 2237 in a Requisition." • Page 16, 1.6.6 Returning a 2237 from eCMS to the Control Point Level: (in Note: box), Corrected status from not "Returned to Service by eCMS (P&C)", no status transaction type is changed to "Cancelled." • Added comment about making the determination to cancel in conjunction with the FCP user. The eCMS user absolutely should not make this decision unilaterally. "After communicating with the FCP User an eCMS user may decide…" • Page 22, 2.4.5 Requestor Information: added statement about Requesting Service being mandatory field for transmission to eCMS (Bring this NOTE: outside of the screen capture, this does not appear on IFCAP screen.	REDACTED	REDACTED, REDACTED, REDACTED

	• Pg 26, 2.5.4 Classification and Sort Group, same as 2.4.5. • Pg 31/32, 2.6.4 Updated Classification and Sort Group, same as 2.4.5. No "Note" in screen capture, but no reference to mandatory for eCMS. • Pg 38, 2.7.5 Classification and Sort Group, same as 2.4.5. • Pg 105, 7.27.2 Note box is repetitive already mentioned in 7.27 • Pg 105, 7.27 Added a statement that this report only lists transactions that have been returned by eCMS. • Pg 149, 9.2.1 MailMan Error Messages – Updated eCMS Interface Check 1st & 2nd sentence. • Pg 149, 9.2.1 MailMan Error Messages – eCMS Interface, changed last sentence to: "The CP user will need to edit the 2237 to populate the Requesting Service field and reapprove the 2237. • Fixed "Note" box format consistency see Note in 1.6.6 (pg 15) & 2.7.6 and Note in 2.5.5 (pg 27) & 2.6.5 (Pg 32), 2.6.7 9.2.1 MailMan Error Messages – eCMS Interface • The Accountable Officer sends all 2237s that will be processed by Contracting staff to the electronic Contract Management System (eCMS) in Austin. The IFCAP application will reject any 2237 forwarded to eCMS with no Requesting Service (Requesting Service field is blank (null)). The field is now mandatory in IFCAP, the field is required for 2237s being sent to eCMS. The Accountable Officer will receive a MailMan message advising that the 2237 must be Returned to the Service for editing by the Control Point User. The CP user will then need to edit the 2237 populate the Requesting Service field and reapprove the 2237. The Accountable Officer will then be able to process the 2237 and send it to eCMS.		
9/3/12	Patch PRC*5.1*167 Updates to: Add new Option to Sections 2.4.3, 3.2.1, 3.3.1.3.3.3, 4.2.1, 5,2,1, 7.4.2, 7.7.1, 7.8.1, 7.9.1, 7.10.1, 7.11.1, 7.12.1, 7.12.6, 7.13.1, 7.13.3, 7.14.1, 7.14.3, 7.16.1, 7.17.1, 7.18.1, 7.19.1, 7.20.1, 7.21.1, 7.22.1, 7.23.1, 7.24.1, 7.25.1, 7.26.1, 7.26.2, 8.1. Updated Screen captures in Sections: 2.4.5, 2.7.5, 2.7.2, 7.2.1, 7.2.2, 7.3.3, 7.4.1, 7.27, 7.27.1, 7.27.2, 7.36.2, 7.41.3, 9.2	REDACTED	REDACTED, REDACTED

October 2000   Control Point Clerk   Control Point Clerk User's Guide   vii
User's Guide   IFCAP v5.1
Revised May 2016

	Added to Glossary: AITC, eCMS, OA&L, VUP – updated text for VRQ. Added new section 1.6.4		
8/28/12	Patch PRC*5.1*167 Updates to: 1. Revised Body Text style to Calibri 11 single 6 pt after. 2. Revised paragraph formatting; changed all content text from Normal to Body Text. 3. Revised Heading 1, Heading 2-2, and Heading 3-3 for consistency with body text and other IFCAP manuals (i.e. Accountable Officer UG). 4. Changed task headings to gerund format where applicable.	REDACTED	REDACTED
10/2011	Patch PRC*5.1*158 Modification of title for IFCAP VA Form 1358. See pages 33, 34-35, 39-40, 76-77, 85-86, 90-91, 131.	REDACTED	REDACTED
01/05/11	Updated to address changes in support of the Segregation of Duties Patch [PRC*5.1*148 See: 2.8, 7.16.3, 7.16.5, 7.16.7, 7.16.8, 7.17.4, 7.24.3 & 7.25.2 Includes Removal of Obligation Data option .	REDACTED	REDACTED
02/03/06	Added New option, Print Obligated 1358s, per patch PRC*5.1*79.	REDACTED	REDACTED
12/29/04	Updated to comply with SOP 192-352 Displaying Sensitive Data.		REDACTED
12/29/04	Pdf file checked for accessibility to readers with disabilities.		REDACTED

PREFACE

This manual is designed to provide you, the Control Point Clerk, with the information necessary to create requests, reconcile your control point balance, and generate reports that will assist you in managing your control point funds using the Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) package. The IFCAP package automated certain functions in Acquisition and MatMYTOWNl Management (A&MM), Fiscal Service, and in all of the services that request supplies and services on Veterans Affairs (VA) Form 90-2237. The goal of IFCAP is to integrate these three areas and allow users to share procurement information. IFCAP has the following components or "modules."

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

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

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

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

INVENTORY permits services to maintain their own on-line inventory and establish an average stock level, record the distribution of goods to secondary location(s), and automatically generate IFCAP requests for replenishment purposes. Secondary locations may maintain their own inventory if they wish.

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

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

October 2000   Control Point Clerk   Control Point Clerk User's Guide   ix
User's Guide   IFCAP v5.1
Revised May 2016

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

Table of Contents

October 2000   Control Point Clerk   Control Point Clerk User's Guide   xi
User's Guide   IFCAP v5.1
Revised May 2016

October 2000   Control Point Clerk   Control Point Clerk User's Guide   xiii
User's Guide   IFCAP v5.1
Revised May 2016

October 2000   Control Point Clerk   Control Point Clerk User's Guide   xv
User's Guide   IFCAP v5.1
Revised May 2016

October 2000   Control Point Clerk   Control Point Clerk User's Guide   xvii
User's Guide   IFCAP v5.1
Revised May 2016

October 2000   Control Point Clerk   Control Point Clerk User's Guide   xix
User's Guide   IFCAP v5.1
Revised May 2016

Chapter 1. Introduction

1.1. The Role of the Control Point Clerk

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

1.2. How to Use This Manual

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

1.3. Reference Numbering System

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

1.4. Package Management and Security Measures

IFCAP only allows the person who entered the temporary request (the requestor) to view the status of that request. This is a security measure that prevents users from altering the requests of others. Due to the nature of the information being processed by IFCAP, special attention has been paid to limiting usage to authorized individuals. Individuals in the system who have authority to approve actions, at whatever level, have an electronic signature code. This code is required before the documents pass on to a new level for processing or review. Like the access and verify codes used when gaining access to the system, the electronic signature code will not be visible on the terminal screen. These codes are also encrypted so that even when viewed in the user file by those with the highest levels of access, they are unreadable. Electronic signature codes are required by IFCAP at every level that currently requires a signature on paper.

1.5. Package Operation

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

Funds Distribution (Fiscal Component)

Funds Control (Control Point Component)

Processing Requests (Control Point Component)

- Purchase Orders/Requisitions (A&MM Component)

- Accounting (Fiscal Component)

- Receiving (A&MM Component)

- Inventory (A&MM/Control Point Component)

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

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

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

This is the main menu for the Control Point Clerk.

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

1.6. Features

1.6.1. Cost Centers

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

1.6.2. Suballowance/Fund Control Point Reconciliation

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

1.6.3. Rollover of Funds From Previous Quarters

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

1.6.4. eCMS Interface to IFCAP (2237 Processing)

As of October 2012, the process to obtain bids and award contracts occurs within the electronic Contract Management System (eCMS). With the implementation of an interface between IFCAP and eCMS, the 2237s created by control point users may be sent automatically to eCMS at the time the Accountable Officer e-signs and processes the 2237, and then determines it should go to Purchasing & Contracting. A new Status, "*Sent to eCMS (P&C),*" will be placed onto the 2237. The 2237 data will be transmitted in an HL7 message to eCMS. If the Accountable Officer decides to send the 2237 to eCMS, then IFCAP will store certain information about that transaction in a new IFCAP/ECMS TRANSACTION FILE [414.06].

1.6.5. Returning a 2237 from eCMS to the Accountable Officer

If the staff decides that a 2237 should be returned to the Accountable Officer, the 2237 is returned to IFCAP automatically via another HL7 message. The 2237 is then available to the Accountable Officer to complete the processing of the 2237 within IFCAP. Using the "Process a Request in PPM" option, a status, "To IFCAP Ordering Officer," may then be placed on the 2237 and an IFCAP Purchasing Agent may include the 2237 in a Purchase Order. Alternatively, if appropriate, the status, "Assigned to PPM," may be placed on the 2237 and a Requisition Clerk can include the 2237 in a Requisition.

The Users listed on a 2237 as the Accountable Officer and the Initiator will receive a VistA MailMan message if eCMS returns that 2237 to the Accountable Officer. The phone number and e-mail address of the eCMS Contact will be included in the MailMan message.

```
SUBJ: 2237 RETURNED TO ACCOUNTABLE OFFICER 999-12-4-223-0014  [#403094]
08/13/12@13:53  10 LINES
FROM: IFCAP/ECMS INTERFACE  IN 'IN' BASKET.   PAGE 1  *NEW*
------------------------------------------------------------------------------
STATION 999 SUBSTATION 999HS
ECMS DATE/TIME RETURNED TO AO AUG 13, 2012@12:53:21
999-12-4-223-0014
ECMS, TEST
ECMS.TEST@VA.GOV
123-456-0001
RETURNED TO THE ACCOUNTABLE OFFICER LEVEL IN IFCAP
NOT ELIGIBLE FOR CONTRACTING PROCESS IN ECMS.  HANDLE IN IFCAP.
ENTER MESSAGE ACTION (IN IN BASKET): IGNORE//
```

1.6.6.   **Returning a 2237 from eCMS to the Control Point Level**

Note: If the eCMS contracting staff decides that a 2237 should be returned to the Control Point level, the 2237 is returned to IFCAP automatically via another HL7 message. The Control Point users are required to edit the 2237 and reapprove it. The Accountable Officer will then be able to process it again and send it back to eCMS.

The Users listed on the 2237 as the Accountable Officer, Control Point Official and Initiator will receive a VistA MailMan message if eCMS returns a 2237 to the Control Point level. The pphone number and e-mail address of the eCMS Contact will be included in the MailMan message.

```
SUBJ: 2237 RETURNED TO CONTROL POINT FOR 999-12-4-333-0080  [#403100]
08/13/12@16:00  10 LINES
FROM: IFCAP/ECMS INTERFACE  IN 'IN' BASKET.   PAGE 1  *NEW*
------------------------------------------------------------------------------
-
STATION 999
ECMS DATE/TIME RETURNED TO CP AUG 13, 2012@15:00:35
999-12-4-333-0080
TEST,ECMS
ECMS.TEST@VA.GOV
123-456-0900
RETURNED TO THE CONTROL POINT LEVEL IN IFCAP
 DELETE LINE ITEM 14  AND MODIFY LINE ITEM 10 TO BE QTY 24 PR.
ENTER MESSAGE ACTION (IN IN BASKET): IGNORE//
```

1.6.7. **Cancelling a 2237 in eCMS & IFCAP**

After communicating with the FCP User, the eCMS contracting staff may determine that the 2237 should be Cancelled; the eCMS User will then generate a Cancellation of the 2237 in IFCAP automatically via another HL7 message. The 2237 will have the status of Canceled and the existing IFCAP background processes will update the Running Balance to reflect the entry as CAN(celled) and the amount will be set to zero. If due-ins were established when the 2237 was Approved, they will be reversed.

The Users listed on a 2237 as the Accountable Officer, Control Point Official, and Initiator will receive a VistA MailMan message if eCMS cancels a 2237. The phone number and e-mail address of the eCMS Contact will be included in the MailMan message.

```
SUBJ: 2237 CANCEL FROM ECMS FOR 2237 999-12-3-110-0021  [#403586]
08/28/12@14:51  10 LINES
FROM: IFCAP/ECMS INTERFACE  IN 'IN' BASKET.   PAGE 1  *NEW*
-----------------------------------------------------------------------
--
STATION 999
ECMS DATE/TIME CANCELED AUG 28, 2012@13:50:53
999-12-3-110-0021
ECMS, TEST
ECMS.TEST@VA.GOV
456-789-0123
CANCELLED THE PR AND IFCAP 2237 WILL BE CANCELLED.

ENTER MESSAGE ACTION (IN IN BASKET): IGNORE//
```

Chapter 2. How To Create Requests

2.1. Introduction

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

2.2. Which 2237 Request Form Should You Use?

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

2.3. How to Consult the Item Master File

2.3.1. Introduction

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

2.3.2. Menu Path

```
Select Requestor's Menu Option: ITEM History
Select STATION NUMBER: 999//
Select CONTROL POINT: 110 NAME .01            0160A1   10   0100   010042116


     Select one of the following:
         L          Last 5 Purchase Orders
         D          Date Range

Select ITEM HISTORY Viewing Method: L// Date Range
Select ITEM MASTER NUMBER: 309 ??
Select ITEM MASTER NUMBER: CONTR
    1    CONTRACT ITEM  3094     CONTRACT ITEM
    2    CONTRACT ITEM W/ DUPACO  707     CONTRACT ITEM W/ DUPACO
    3    CONTROL, QCS NORMAL ASSAY  18      CONTROL, QCS NORMAL ASSAY
CHOOSE 1-3: 1  3094      CONTRACT ITEM
```

2.3.3. Setup Parameters

Enter a station number and then a Control Point. At the Select Item Master Number: prompt, enter the Item Master number for the item, the name of the item, a stock number, or some other feature of the item that IFCAP can search. IFCAP will search the Item Master File for all item

descriptions that have the information you enter at this prompt and ask you to choose one if there are several matches. You can also type three question marks at this prompt and read the entire item master list. If IFCAP does not find a match, you have to create either a Non-Repetitive Order or a Repetitive and Non-Repetitive Order. Skip to the sections on these two request types and create one of those requests instead.

```
Select STATION NUMBER: 999//
Select CONTROL POINT: 110 NAME .01           0160A1  10  0100   010042116


     Select one of the following:
         L          Last 5 Purchase Orders
         D          Date Range
Select ITEM HISTORY Viewing Method: L// Date Range


Select ITEM MASTER NUMBER: 309 ??

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


                          Item History


JUN 28, 2000@16:00                                          Page 1
Site: 999            Control Point: 110 NAME .01
Item Number: 3094    Description: CONTRACT ITEM


                     Qty.    Unit
                     Prev.   of                           Quantity
Date Ordered  PO Number Recd.   Purch.  Unit Cost   Total Cost  Ordered
_____
JUN  6,2000 999-U00042 0      EA       1.10         13.20        12
VENDOR:   IFVENDOR2,ONE
JUN  6,2000 999-U00041 0      EA       2.66         31.92        12
VENDOR:   IFVENDOR2,ONE
MAR 21,2000 999-U00033 0      EA       2.66         31.92        12
VENDOR:   IFVENDOR2,ONE
MAR 21,2000 999-P08005 0      EA       3.56         42.72        12
VENDOR:   IFVENDOR2,ONE
MAR  7,2000 999-U00032 0      EA       2.66         31.92        12
VENDOR:   IFVENDOR2,ONE


                          Item History
JUN 28, 2000@16:00                                          Page 2
Site: 999            Control Point: 110 NAME .01
Item Number: 3094    Description: CONTRACT ITEM


                     Qty.    Unit
                     Prev.   of                           Quantity
```

```
Date Ordered  PO Number  Recd.    Purch.  Unit Cost    Total Cost    Ordered
_____
FEB 10,2000 999-U00016  0        EA       2.66          26.60         10
VENDOR:   IFVENDOR2,ONE
FEB 10,2000 999-U00015  0        EA       2.66          5.32          2
VENDOR:   IFVENDOR2,ONE
FEB  4,2000 999-U00005  0        EA       2.66          5.32          2
VENDOR:   IFVENDOR2,ONE
FEB  4,2000 999-U00003  0        EA       2.66          2660.00       1000
VENDOR:   IFVENDOR2,ONE
```

2.3.4. **Item Information**

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

```
Select STATION NUMBER: 999//
Select CONTROL POINT: 110 NAME .01            0160A1   10  0100   010042116
    Select one of the following:
        L          Last 5 Purchase Orders
        D          Date Range

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

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

                            ITEM HISTORY
JUN 28, 2000@16:00   Site: 999   Control point: 110 NAME .01
Item Number: 3094      Description: CONTRACT ITEM

                        Quantity
                        Previously  Unit of                       Quantity
Date Ordered    PO Number  Received    Purchase  Unit Cost  Total Cost  Ordered
_____
JUN 06, 2000   999-U00042     0       EA          1.10      13.20      12
Vendor:   IFVENDOR2,ONE
JUN 06, 2000   999-U00041     0       EA          2.66      31.92      12
Vendor:   IFVENDOR2,ONE
MAY 01, 2000   999-P05178     0       EA          2.66      31.92      12
Vendor:   IFVENDOR2,ONE
APR 04, 2000   999-U00035     0       EA          2.66      31.92      12
Vendor:   IFVENDOR2,ONE
MAR 21, 2000   999-U00034     0       EA          2.66      31.92      12
```

```
Vendor:    IFVENDOR2,ONE
```

2.3.5. Order Type

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

2.4. Creating Repetitive (PR Card) Order 2237 Requests

2.4.1. Introduction

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

2.4.2. Setup Parameters

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

2.4.3. Menu Navigation

```
Select Control Point Clerk's Menu Option: PROCess a Request Menu
          New 2237 (Service) Request
          Edit a 2237 (Service)
          Copy a Transaction
          1358 Request Menu ...
          Print/Display Request Form
          Change Existing Transaction Number
          Repetitive Item List Menu ...
          Cancel Transaction with Permanent Number
          Requestor's Menu ...
          Item Display
          Vendor Display
          Outstanding Approved Requests Report
          Transaction Report - eCMS/IFCAP

Select Process a Request Menu Option: NEW 2237 (Service) Request
Select FISCAL YEAR: 00//
Select QUARTER: 3//
Select CONTROL POINT:    060 FISCAL SVC          0160A1   10  0100   010042100
     1) 999-IFUSER,ONE
     2) 999-LAB  PRIMARY
Select INVENTORY POINT:  (1-2): 2  999-LAB PRIMARY
This transaction is assigned transaction number: 999-00-3-060-0031


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


FORM TYPE: ???

Choose from:
   2            NON-REPETITIVE (2237) ORDER
```

```
   3            REPETITIVE (PR CARD) ORDER
   4            REPETITIVE AND NON-REP ORDER
   5            ISSUE BOOK/INTERVAL ISSUE

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

2.4.4. **Classification and Sort Groups**

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

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

CHOOSE FROM:
   TEST CLASS

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

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

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

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

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

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

2.4.5. **Requestor Information**

Enter your name at the Requestor: prompt. If you do not enter a name at the Requestor: prompt, your name will be entered into that field automatically by the IFCAP software.

At the Requesting Service: prompt, you must enter the name or the number of the service that will use the item.

```
REQUESTOR: IFUSER,TWO
```

Note: The Requesting Service field is mandatory in IFCAP. It is also a required field for the eCMS interface. If the Accountable Officer attempts to send a 2237 to eCMS and this field is blank, the 2237 will generate a transmission error. The Accountable Officer will have to return the 2237 to the CP user for edit and re-approval.

```
 If User attempts to pass this field without entering a value - they will be prompted
to fill in this field



REQUESTING SERVICE:  ??
Select the name of the Service that submitted this request.

REQUESTING SERVICE: LabORATORY         113

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

2.4.6. **Special Remarks**

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

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

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

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

COST CENTER: 820300 LAB
```

2.4.7. **Selecting a Vendor**

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

```
VENDOR ADDRESS1: 3900 HAPPY LANE//
VENDOR ADDRESS2: SUITE 200//
VENDOR ADDRESS3:
VENDOR CITY: ANYCITY//
VENDOR STATE: DISTRICT OF COLUMBIA//
VENDOR ZIP CODE: 88888//
VENDOR CONTACT: IFVENDOR,ONE//
VENDOR PHONE NO.: 555 555-5555//
Select LINE ITEM NUMBER: 1
  LINE ITEM NUMBER: 1//
```

2.4.8. **Item Selection**

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

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

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

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

2.4.9. Item History

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

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

  BOC: ???

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

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

2.4.10. Delivery Schedules

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

At the Select Line Item Number: prompt, enter "2" if you want another item on this request. Otherwise, hit the Enter key. Enter the location you want the item to be delivered at the Deliver to/Location: prompt. At the Justification: prompt, enter your name and telephone number and information about how the item will be used. This will help the Personal Property Management

Accountable Officer. The PPM Accountable Officer will adjust your request to save money, solicit another vendor or purchase a similar item if there is a problem with the vendor or item you specified. Explaining how you plan to use the item will help the VA acquire the item faster and cheaper. Enter your name at the Originator of Request: prompt. Add comments if you like. Enter N at the Would You Like To Edit Another Request?: prompt to return to the Requestor's Menu.

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

2.5.   Creating Non-Repetitive Order 2237 Requests

2.5.1.   Introduction

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

2.5.2.   Menu Navigation

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

```
Select Process a Request Menu Option: NEW 2237 (Service) Request
Select STATION NUMBER: 999          ANYCITY,DC
Select FISCAL YEAR: 94//
Select QUARTER: 3//
Select CONTROL POINT:
```

```
1) 999-IFUSER,ONE
     2) 999-LAB  PRIMARY
Select INVENTORY POINT:  (1-2): 1  999-IFINV,ONE
```

2.5.3. **Form Type**

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

```
Select CONTROL POINT:    060 FISCAL SVC         0160A1   10  0100    010042100
This transaction is assigned transaction number: 999-00-3-060-0033
The form types 1358 and NO FORM are no longer used within this option
FORM TYPE: ??

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

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

2.5.4. **Classification and Sort Groups**

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

The Classification of Request field is not mandatory.

```
CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST: 2940418//   (APR 18, 1994)
REQUESTOR: IFUSER,TWO
```

NOTE: Requesting Service is an IFCAP-required field, and the 2237 cannot go forward to the electronic Contract Management System (eCMS), **unless this field is populated**.

```
If the User attempts to pass this field without entering a value, the software
```

```
will prompt again for a response.


REQUESTING SERVICE:  ??
Select the name of the Service that submitted this request.


REQUESTING SERVICE:  LabORATORY          113
```

2.5.5.   **Priority of Order**

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

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

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


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

COST CENTER:  820100  Medical Service
```

2.5.6.   **Vendor Selection**

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

```
VENDOR: IFVENDOR,TWO//
VENDOR ADDRESS1: 12605 ANYSTREET Rd.
VENDOR ADDRESS2:
VENDOR CITY: MYTOWN
VENDOR STATE: MD  MARYLAND
VENDOR ZIP CODE: 22222-2222
VENDOR CONTACT: IFVENDOR,THREE
VENDOR PHONE NO.: (555)- 555-5555
Select LINE ITEM NUMBER: 1
  LINE ITEM NUMBER: 1//
```

2.5.7. **Item Information**

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

Note: the Line Item <u>DESCRIPTION</u> is now a required field in the 2237. If the User attempts to leave the DESCRIPTION field blank, the User is prompted to fill in the field.

```
Item Description:
1>
Item DESCRIPTION is required!
DESCRIPTION:
Enter some text

EDIT Option:
  QUANTITY: 400
  UNIT OF PURCHASE: ???
     This is the  unit of measurement for items being procured.
             e.g., each, dozen, box, bottle, case, pound (lb.), square ft.,  etc.
CHOOSE FROM:
   AM      AMPOULE
   AT      ASSORTMENT
   AY      ASSEMBLY
     .  .  .
   LB      POUND

  UNIT OF  PURCHASE: BX           BOX
```

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

2.5.8. **Stock Number**

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

```
STOCK NUMBER: 094104
  EST. ITEM (UNIT) COST: 20
  BOC: ???
Major budget object code classifications are:
10 thru 13 - Personal Services and Benefits
        21 - Travel and Transportation of Persons
        22 - Transportation of Things
        23 - Rent, Communications, and Utilities
        24 - Printing and Reproduction
        25 - Other Services
        26 - Supplies and Materials
31 thru 33 - Acquisition of Capital Assets
ANSWER WITH BUDGET OBJECT CODE
BOC:   Operating Supplies and Materials
                                        QTY BEG BAL: 400
```

2.5.9. **Delivery Schedules**

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

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

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

```
Select DELIVERY SCHEDULE: ???

  This field is the Delivery Schedule of the Order file, #400.8.
  Select DELIVERY SCHEDULE:
  Select LINE ITEM NUMBER:
  COMMITTED (ESTIMATED) COST: 16000//
  DATE COMMITTED: TODAY//    (JUN 29, 2000)
                                              TRANSACTION BEG BAL: 16000.00
Select SUB-CONTROL POINT:
EST. SHIPPING AND/OR HANDLING: 40
DELIVER TO/LOCATION: Bldg.40
JUSTIFICATION:
  1>Roofing material for homeless veteran's shelter
  2>
EDIT Option:
REQUESTOR:
ORIGINATOR OF REQUEST:
COMMENTS:
  1>

Would you like to review  this request? No//    (No)
Current Control Point balance: $1007426.00
Estimated cost of this request: $16000.00
Is this request ready for approval? Yes//    (Yes)

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

2.6.   Creating Repetitive and Non-Repetitive Order 2237 Requests

2.6.1.   Introduction

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

2.6.2. **Setup Parameters**

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

```
Select Process a Request Menu Option:  New 2237 (Service) Request
Select STATION NUMBER: 999          ANYCITY,DC
Select FISCAL YEAR: 94//
Select QUARTER: 3//
CONTROL POINT
```

2.6.3. **Form Type**

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

```
Select CONTROL POINT: 060 FISCAL SVC//          0160A1   10  0100   010042100
    1) 999-IFUSER,ONE
    2) 999-LAB  PRIMARY
Select INVENTORY POINT:  (1-2): 1  999-IFUSER,ONE
This transaction is assigned transaction number: 999-00-3-060-0034

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

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

FORM TYPE: 4  REPETITIVE AND NON-REP ORDER
```

2.6.4. **Classification and Sort Groups**

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

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

CHOOSE FROM:
   SHOES
   TEST CLASS

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

    This is the name of the service that submitted this request.

REQUESTING SERVICE: 11C AMBULATORY CARE
```

> **NOTE:** Requesting Service is an IFCAP-required field. The 2237 cannot go forward to the electronic Contract Management System (eCMS), unless this field is populated.

2.6.5. **Priority of Order**

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

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

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

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

COST CENTER: 820300  LAB
```

2.6.6.   **Vendor Selection**

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

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

```
VENDOR: IFVENDOR,TWO//
VENDOR ADDRESS1: 12605 ANYSTREET Rd.
VENDOR ADDRESS2:
VENDOR CITY: MYTOWN
VENDOR STATE: MD  MARYLAND
VENDOR ZIP CODE: 66666-4444
VENDOR CONTACT: IFVENDOR,THREE
VENDOR PHONE NO.: (555) 555-5555
Select LINE ITEM NUMBER: 1
  LINE ITEM NUMBER: 1//
 ITEM MASTER FILE NO.:
```

2.6.7.   **Item Information**

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

```
DESCRIPTION:
If User does not enter any text, the User will be prompted to enter some text.
 Item DESCRIPTION is required!
User must enter some text


EDIT Option:
  BOC:  2660 Operating Supplies and Materials
  QUANTITY: 400
  UNIT OF  PURCHASE: ???
     This is the unit of measurement for items being procured.
       e.g., each, dozen, box, bottle, case, pound (lb.), square ft.,  etc.
 CHOOSE FROM:
   AM      AMPOULE
   AT      ASSORTMENT
   AY      ASSEMBLY
     . . .
   LB      POUND
UNIT OF PURCHASE: LB          POUND
```

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

2.6.8. **Stock Number**

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

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

2.6.9. **Delivery Schedules**

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

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

Enter the estimated shipping and/or handling costs in dollars. Enter where you want the warehouse to deliver the item at the Deliver To/Location: prompt. At the Justification: prompt,

enter your name and telephone number and explain why the service or item is needed by the service. Enter your name at the Originator of Request: prompt. Add comments if you like. Enter N at the Would You Like To Enter Another Request?: prompt to return to the Requestor's Menu.

```
Select DELIVERY SCHEDULE: ???

  This field is the Delivery Schedule of the Order file, #400.8.
  Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 400//
                                        TRANSACTION BEG BAL: 400.00
Select SUB-CONTROL POINT:
DELIVER TO/LOCATION: Bldg.40
JUSTIFICATION:
  1>Testing  material
  2>
EDIT Option: REQUESTOR:
ORIGINATOR OF REQUEST:
COMMENTS:
  1>

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

NOTE:  Control Point Clerk is not permitted to set the 2237 to YES - Ready for
Approval if any Required field is not populated.

Is this request ready for approval? Yes//   (Yes)

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

2.7.   Creating Issue Book/Interval Issue Requests

2.7.1.   Introduction

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

2.7.2.   Setup Parameters

Enter a Station Number. Enter the Fiscal Year, Fiscal Quarter, and the Control Point. If the Control Point selected is attached to more than one Inventory Point, the user will be asked to

select the Inventory Point that will be attached to the order. The user can simply press the <enter> key at the prompt and no Inventory Point will be attached to the order.

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

Select Process a Request Menu Option:  New 2237 (Service) Request
Select STATION NUMBER: 999          ANYCITY,DC
Select FISCAL YEAR: 94//
Select QUARTER: 3//
Select CONTROL POINT: 101 ISC2                  A2222   10  0100   01AA20100
     1) 999-IFUSER,ONE
     2) 999-LAB  PRIMARY
Select INVENTORY POINT:  (1-2): 1  999-IFINV,ONE
```

2.7.3. **Classification Group**

The system will assign a transaction number to this request.

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

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

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

```
This transaction is assigned transaction number: 999-00-3-060-0035
The form types 1358 and NO FORM are no longer used within this option


FORM TYPE: ???


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


FORM TYPE: 5  ISSUE BOOK/INTERVAL ISSUE
Issue Book Requests will automatically be ordered from IFVENDOR2,FIVE
INTERVAL ISSUE?: ???
     This allows the user to specify (by entering Yes/No) whether the request for
     items in the Warehouse is an Interval Issue i.e., items requested between
     scheduled posted stock delivery, rather than a regularly scheduled Issue Book
     order.
     CHOOSE FROM:
       1         YES
       0         NO
INTERVAL ISSUE?: 1  YES
CLASSIFICATION OF REQUEST: ???
     This Classification of Request field allows you to classify and/or categorize all
     transactions (requests) for supplies, services, etc.
     This is the previous 'Type of Request" field.


CHOOSE FROM:
   TEST CLASS
CLASSIFICATION OF REQUEST:
```

2.7.4. **Sort Group**

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

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

     To see the entries in any particular file, type <Prefix.?>
     If you simply enter a name then the system will search each of the above files
     for the name you have entered. If a match is found the system will ask you if it
     is the entry that you desire.
```

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

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

2.7.5. Priority

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

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


NOTE: Requesting Service is now an IFCAP-required field; the 2237 is not permitted to
go forward to the electronic Contract Management System (eCMS), if this field is not
populated.

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

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

2.7.6. Cost Center

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

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

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

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

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

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

NOTE: This item has a minimum order quantity of 1
NOTE: This item has a packaging multiple/unit of purchase of 1/EA
  QUANTITY: 1
  BOC:  2670 Maintenance Supplies and Materials
```

2.7.7. Additional Items

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

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

This field is the Delivery Schedule of the Order file, #400.8.
Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
```

```
COMMITTED (ESTIMATED) COST: 3.22//
DATE COMMITTED: T  (JUN 29, 2000)
                                                  TRANSACTION BEG BAL: 100.00
Select SUB-CONTROL POINT:
EST. SHIPPING AND/OR HANDLING: 40
DELIVER TO/LOCATION: Bldg.40
JUSTIFICATION:
  1>Roofing material for homeless veteran's shelter
  2>
EDIT Option:
ORIGINATOR OF REQUEST:
COMMENTS:
  1>

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

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

2.8.   Creating 1358 Order Requests

2.8.1.   Introduction

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

2.8.2.   Menu Navigation

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

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

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

```
Select AUTHORITY OF REQUEST:  2    FEE BASIS    User may enter ?? to see the list of
23 choices.
SUB AUTHORITY:  ??             If the Authority selected requires a Sub-Authority the
User will be prompted to enter a value.
     Select the Sub-Authority for this 1358 Obligation.
     You can only select active sub-authorities that relate to the main one.

   Choose from:
   A        FEE MEDICAL/DENTAL (PRE-AUTHORIZED)
   B        FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)
   C        HOMEMAKER/HOME HEALTH AID
   D        NON-VA HOSPITALIZATION (PRE-AUTHORIZED)
   E        NON-VA HOSPITALIZATION (NOT PRE-AUTHORIZED)
   F        NON-CONTRACT EMERGENCY TRAVEL

SUB AUTHORITY: C       HOMEMAKER/HOME HEALTH AID

This transaction is assigned Transaction number: 999-00-3-060-0036
```

2.8.3.   **Classification and Sort Groups**

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

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


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


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


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

```
            <Message>.<entry name>
                    or
            <File Name>.<entry name>

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

2.8.4. **Requestor**

Note: Per implementation of Segregation of Duties within the 1358 options, the User is no longer asked to Enter the name of an individual at the Requestor: prompt. Your name is automatically entered as the Requestor.

Press the Enter key at the Date of Request: prompt to accept the default date of today.
Enter the date that you want to commit funds to your request at the Date Committed: prompt, or press the Enter key to accept the default of the first date of the current month.
Enter the total cost in dollars for the services at the Committed (Estimated) Cost: prompt.
Enter the cost center at the Cost Center: prompt. Cost centers allow Fiscal staff to create total expense records for a section or service.

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

```
DATE OF REQUEST: OCT 15,2010//   (OCT 15, 2010)
DATE COMMITTED: 10/01/10//   (OCT 01, 2010)
COMMITTED (ESTIMATED) COST: 1000  $ 1000.00
COST CENTER:  842100  Fiscal
```

2.8.5. **BOC**

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

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

2.8.6. **Vendor Information**

If the Authority you selected requires a Vendor entry, IFCAP will require you to enter a vendor for the request. If a Vendor is not required, you may leave this field blank. If the Authority you selected also requires a Vendor Contract #, IFCAP will prompt you to enter a valid Contract # for the Vendor you entered.

```
Do you want to enter a vendor for this 1358 request? NO// Y  (YES)
VENDOR: IFVENDOR,FOUR            512-555-5555  NO. 7
        SPECIAL FACTORS:
        ORDERING ADDRESS: 4 SAMPLE ST
                          ANYTOWN, TX 77777


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

 ANSWER WITH CONTRACT /BOA NUMBER
CHOOSE FROM:
   D339347      --     EXP. DATE: 12-12-10
   TK-333333-94        --      EXP. DATE: 12-12-11      10% 25 DAYS

VENDOR CONTRACT NUMBER: TK-333333-94      --      EXP. DATE: 12-12-11      10% 25 DAYS
```

2.8.7. Service Start and End Dates/Purpose of 1358

Enter the appropriate Service Start Date for the 1358.   Enter the appropriate Service End Date for the 1358.

At the Purpose: prompt, explain the purpose of the order. This field is now required.

You may enter a name at the Originator Of Request: prompt.

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

```
SERVICE START DATE:  100110
SERVICE END DATE:  103110
PURPOSE:
 1> electric bill for july
 2>
EDIT Option:
ORIGINATOR OF REQUEST: IFUSER,FIVE
COMMENTS:
  1>
Would you like to review this request? No//   (No)
Current Control Point balance: $1007426.00
Estimated cost of this request: $1000.00
Is this request ready for approval? Yes//   (Yes)

Do you want to enter another NEW request? NO//
```

2.8.8. **New Process Flow for 1358s**
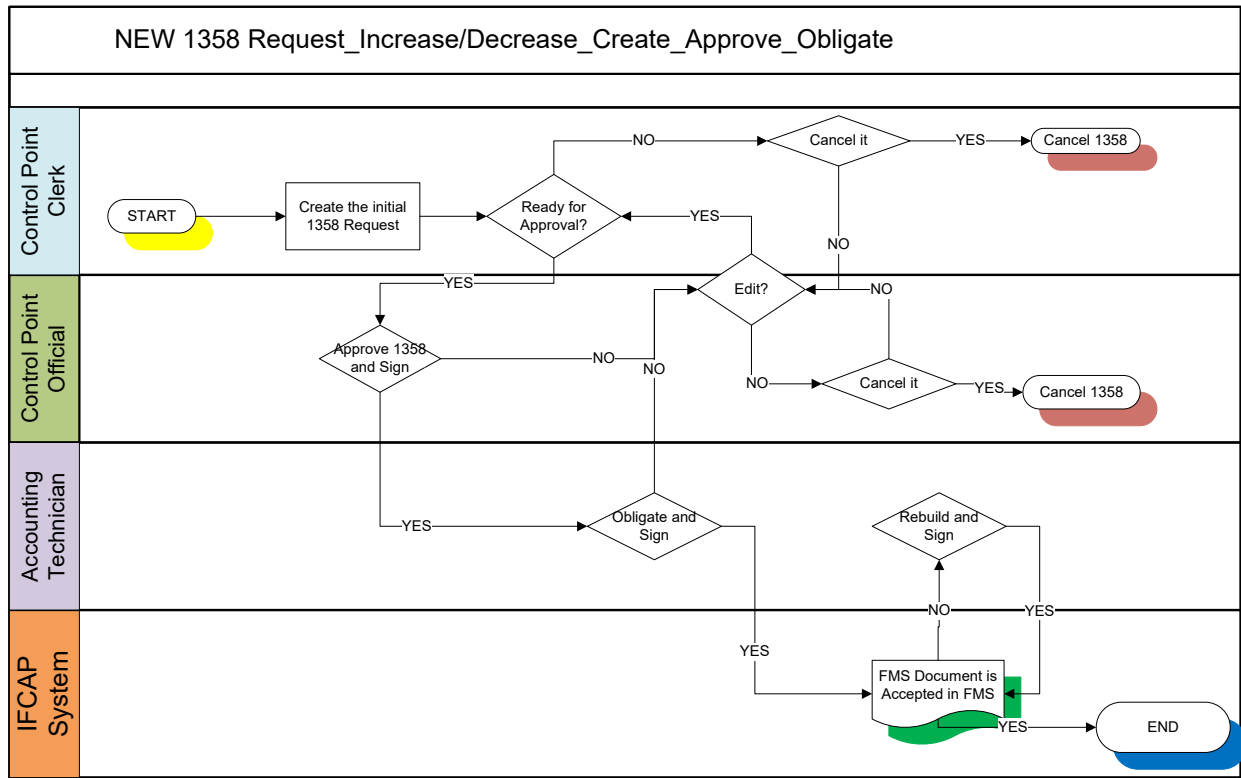
Chapter 3. Turning Temporary Requests into Transactions

3.1. Introduction

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

3.2. Converting Temporary Requests to Permanent Transactions

3.2.1. Menu Navigation

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

NOTE: The fields Requesting Service and Line Item DESCRIPTION are not required fields in a Temporary Request. This will mean the Control Point Clerk may encounter missing required fields when converting a temporary request to a 2237 transaction. The Clerk will be advised of the missing field(s) and be allowed to edit the new 2237 and populate the required fields. If the Clerk chooses not to edit the fields at that time the 2237 will not be complete and the Clerk will not be able to set the Approval flag to YES. The Clerk will have to Edit the 2237 and populate the missing fields.

```
Select Control Point Clerk's Menu Option: Process a Request Menu
        New 2237 (Service) Request
        Edit a 2237 (Service)
        Copy a Transaction
        1358 Request Menu ...
        Print/Display Request Form
        Change Existing Transaction Number
        Repetitive Item List Menu ...
        Cancel Transaction with Permanent Number
        Requestor's Menu ...
        Item Display
        Vendor Display
        Outstanding Approved Requests Report
        Transaction Report - eCMS/IFCAP

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

3.2.2. Setup Parameters

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

```
Select Process a Request Menu <TEST ACCOUNT> Option: change Existing Transaction
 Number
Select STATION NUMBER: 999
Select CONTROL POINT: 1555 IFCP1 CP OFFICIAL    0160A1   10   0100    010022600


Select the existing transaction number to be replaced


Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: IFC0720   IFC0720   OBL   AVENDOR:
```

3.2.3.   Request Review

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

```
Would you like to review this request? No//   (No)

Enter the information for the new transaction number.

Select STATION NUMBER: 999//
Select FISCAL YEAR: 13//
Select QUARTER: 4//
Select CONTROL POINT: 1555 IFCAP1 CP OFFICIAL   0160A1   10   0100    010022600
                                                0160A1   10   0100    010022600


Transaction 'IFC0720' has been replaced by 999-13-4-1555-0039



WARNING - Transaction 999-13-4-1555-0039 is missing required data!
  >>> Line Item #1 Description is missing.
The request needs to be edited prior to approval.


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

3.2.4.   Edit Request

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

```
Would you like to edit this request? NO// Y  (YES)
FORM TYPE: REPETITIVE AND NON-REP ORDER//
CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST:
REQUESTING SERVICE:  CP User must Populate this field as it is required on a 2237.
DATE REQUIRED: JUN 29,1994//
PRIORITY OF REQUEST: EMERGENCY//
```

```
SPECIAL REMARKS:
  1>
COST CENTER: 844100 Supply//
VENDOR: IFVENDOR,FOUR //
Select LINE ITEM NUMBER: 1//
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.: 200//
  BOC: 1091 Federal,Summer Employment  Replace
  QUANTITY: 1//
  INTERMEDIATE PRODUCT CODE:
                                              QTY BEG BAL: 1
Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 3//
                                              TRANSACTION BEG BAL: 3.00
Select SUB-CONTROL POINT:
DELIVER TO/LOCATION:
JUSTIFICATION:
  1>
REQUESTOR: IFREQUESTOR,TWO//
COMMENTS:
  1>
```

3.2.5. Request Review

IFCAP will allow you to review the request again, to make sure that all the information on the request is correct.

NOTE: If any Required field is not populated, the User will be advised of the missing data and prompted to Edit the 2237.

IFCAP will then list the cost of the request, and the uncommitted balance available for purchases. IFCAP will not allow you to transmit the request to the Control Point Official for approval if any Required field in not populated.   You can enter another request at the Select Control Point Activity Transaction Number: prompt or press the Enter key to return to the Process a Request Menu.

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


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


NOTE:  User cannot set the Request to "Ready for Approval?//YES" if the Requesting
Service or any Item DESCRIPTION field is not populated.


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


Select Process a Request Menu Option:
```

3.3. Converting Temporary 1358 Transactions to Permanent Transactions

3.3.1. Menu Navigation

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

```
  Control Point Clerk's Menu
          Process a Request Menu ...
         Display Control Point Activity Menu ...
         Funds Control Menu ...
         Status of Requests Reports Menu ...
         Record Date Received by Service Menu ...
         Record Receipt of Multiple Delivery Schedule Items
         Multiple Delivery Schedule List
```

```
Select Control Point Clerk's Menu Option: Process a Request Menu
         New 2237 (Service) Request
         Edit a 2237 (Service)
         Copy a Transaction
         1358 Request Menu ...
         Print/Display Request Form
         Change Existing Transaction Number
         Repetitive Item List Menu ...
         Cancel Transaction with Permanent Number
         Requestor's Menu ...
         Item Display
         Vendor Display
         Outstanding Approved Requests Report
         Transaction Report - eCMS/IFCAP

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

3.3.2. Enter Temporary Number

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

```
Select the existing transaction number to be replaced

Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: WER513  WER513    OBL

Would you like to review this request? NO// Y  (YES)
DEVICE: HOME//   LAT    RIGHT MARGIN: 80//

MCG0727                       JUL 27, 2011@12:31:09              PAGE 1
_____
1358 OBLIGATION OR CHANGE
_____
Originator of Request: PRCUSER,NINE

Requestor:                     |Date Requested:          |Obligation No.:
REDACTED                       |JUL 27, 2011             |
_____
Vendor:                        |Contract Number:
                               |
_____
Name and Title Approving Off.:       |Signature:        |Date Signed:
                                     |                  |
                                     |                  |
_____
FUND CERTIFICATION:  The supplies and services listed on this request are
properly chargeable to the following allotments, the available balances of
which are sufficient to cover the cost thereof, and funds have been obligated.
_____
Press return to continue, "^" to exit:
MCG0727                                                         PAGE 2
_____
1358 OBLIGATION OR CHANGE
_____
Appropriation & Acct. Symbols:       |Obligated By:     |Date Obligated:
999-3610160-081-828100-2580 010028100  |                |
_____
AUTHORITY:
SERVICE START DATE:                    SERVICE END DATE:
_____
Purpose:
MONTHLY COSTS
_____
Press return to continue, "^" to exit
MCG0727                                                         PAGE 3
_____
1358 OBLIGATION OR CHANGE
_____
Daily Record entries have not yet been entered for this request.
The total committed cost of this request is $1000.00
_____

VA FORM 4-1358a-ADP (NOV 1987)

Enter the information for the new transaction number
```

```
Select FISCAL YEAR: 94//
Select QUARTER: 3//
Select CONTROL POINT: 101 LAB TESTING 101//
```

3.3.3. Conversion to Permanent Number

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

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

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

```
Would you like to review this request? No// Y  (Yes)
DEVICE: HOME// 0;80;9999  TELNET
MCG0727                        JUL 27, 2011@12:34:40                PAGE 1
_____
1358 OBLIGATION OR CHANGE
_____
Originator of Request: PRCUSER,NINE

Requestor:                  |Date Requested:         |Obligation No.:
REDACTED                    |JUL 27, 2011            |
_____
Vendor:                     |Contract Number:
                            |
_____
Name and Title Approving Off.:  |Signature:          |Date Signed:
                            |                    |
                            |                    |
_____
FUND CERTIFICATION:  The supplies and services listed on this request are
properly chargeable to the following allotments, the available balances of
which are sufficient to cover the cost thereof, and funds have been obligated.
_____
Press return to continue, "^" to exit:

MCG0727                                                          PAGE 2
_____
1358 OBLIGATION OR CHANGE
_____
```

```
Appropriation & Acct. Symbols:          |Obligated By:          |Date Obligated:
999-3610160-081-828100-2580 010028100   |                       |
_____
AUTHORITY:
SERVICE START DATE:                      SERVICE END DATE:
_____
Purpose:
MONTHLY COSTS

_____
Daily Record entries have not yet been entered for this request.
The total committed cost of this request is $1000.00

_____

VA FORM 4-1358a-ADP (NOV 1987)


Enter the information for the new transaction number

Select STATION NUMBER: 999//
Select FISCAL YEAR: 11//
Select QUARTER: 4//
Select CONTROL POINT: 081 SPD REDACTED             0160A1   10   0100    010028100
                                                   0160A1   10   0100    010028100


Transaction 'MCG0727' has been replaced by 999-11-4-081-0006

Use the 1358 edit option if you wish to edit this request

Would you like to replace another transaction number? NO//    (NO)
          New 2237 (Service) Request
          Edit a 2237 (Service)
          Copy a Transaction
          1358 Request Menu ...
          Print/Display Request Form
          Change Existing Transaction Number
          Repetitive Item List Menu ...
          Cancel Transaction with Permanent Number
          Requestor's Menu ...
          Item Display
          Vendor Display
          Outstanding Approved Requests Report
          Transaction Report - eCMS/IFCAP

Select Process a Request Menu Option:
```

Chapter 4.   Monitoring Request Status

4.1.   Introduction

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

4.2.   Monitoring Request Status

4.2.1.   When You Know the Purchase Order Number?

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

```
Select IFCAP MENU Option: Control Point Clerk's Menu
        Process a Request Menu ...
        Display Control Point Activity Menu ...
        Funds Control Menu ...
        Status of Requests Reports Menu ...
        Record Date Received by Service Menu
        Record Receipt of Multiple Delivery Schedule Items
        Multiple Delivery Schedule List
```

```
Select Control Point Clerk's Menu Option: Display Control Point Activity Menu
        Purchase Order Status
        Transaction Status Report
        Running Balances
        Temporary Transaction Listing
        Item History
        PPM Status of Transactions Report
        CP Entered, Not Approved Requests

Select Display Control Point Activity Menu Option: Purchase Order Status
Select STATION NUMBER: 999//           ANYCITY,DC
Select CONTROL POINT: 101   TESTING 101
Select PURCHASE ORDER NUMBER: ???

CHOOSE FROM:

   999-A40016  12-02-93  ST   Pending Fiscal Action
           FCP: 101      $ 78.12
   999-A40017  12-02-93  ST   Pending Fiscal Action
           FCP: 101      $ 90
   999-A40018  12-02-93  ST   Complete Order Received (Amended)
```

```
               FCP: 101      $ 30
   999-A40019  12-02-93  ST   Complete Order Received
               FCP: 101      $ 30
   999-A40020  12-02-93  ST   Partial Order Received
               FCP: 101      $ 15
   999-A40021  12-02-93  ST   Pending Fiscal Action
               FCP: 101      $ 44.56


Select PURCHASE ORDER NUMBER: A40017  999-A40017   12-02-93  ST   Pending Fiscal
Action
               FCP: 101      $ 90
```

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

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

```
Select Control Point Clerk's Menu Option: Display Control Point Activity Menu
        Purchase Order Status
        Transaction Status Report
        Running Balances
        Temporary Transaction Listing
        Item History
        PPM Status of Transactions Report
        CP Entered, Not Approved Requests

Select Display Control Point Activity Menu Option: Transaction Status Report
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: 999-12-3-333
        1   999-12-3-333-0015    CEIL                    FROM 12-2

    2   999-12-3-333-0017    ADJ                    QTRADJ

    3   999-12-3-333-0018    OBL   IFVENDOR TWO     C21255
REPAIR WATER HEATER in BLD 3

    4   999-12-3-333-0019    OBL   IFVENDOR THREE
CARTRIDGE,BLACK,  A-2270DW PRINTER
    Sent to eCMS

    5   999-12-3-333-0020    OBL    IFVENDOR ONE    A23156
BATTERY,ALK,AAA, 1.5V, HEAVY DUTY


CHOOSE 1-5: 5  999-12-3-333-0020
DEVICE: HOME//   LAT    RIGHT MARGIN: 80//

        OBLIGATION TRANSACTION STATUS DISPLAY        JUN 7,2012@13:13:11

Transaction Number: 999-12-3-333-0020    Transaction Type: OBLIGATION
A&MM Status: Pending Accountable Officer Sig.
Temporary Trans. Number:
```

```
Form Type: REPETITIVE AND NON-REP ORDER
Date of Request: JUN 14,2012          Date Required: JUN 24,2012
Est. Delivery Date:                   Date Received:
Vendor: IFVENDOR ONE                  P.O. Vendor:
Committed (Estimated) Cost: $7.00     Date Committed: JUN 14,2012
Obligated (Actual) Cost: $0.00        Date Obligated:
Purchase Order/Obligation No.:        Accounting Data: 3620160
FMS $ Amount: $0.00                   FMS Date:
FMS Transaction Code:
Return to Service Comments:
  2237 Returned by eCMS Line #3 needs to be edited as the unit of …
Comments: Item has incorrect unit of measure.

Would you like to review the item information for this request? No// y  (Yes)


        OBLIGATION TRANSACTION STATUS DISPLAY - ITEM INFORMATION

Transaction Number: 999-12-3-333-0020   Transaction Type: OBLIGATION
----------------------------------------------------------------------
STOCK NUMBER    ITEM DESCRIPTION                   QUANTITY  U/I  UNIT COST
----------------------------------------------------------------------
ST00Q98     |1 ITEM ID NO. 14 BATTERY, ALKALINE,   |       |   |
            |AAA SIZE, 1.5 VOLTS                    |      2| PG|    3.50

Enter information for another report or an up-arrow to return to the menu.

Select STATION NUMBER: 999//
```

4.2.3. When You Don't Know the Purchase Order Number or Vendor, But Have the First Line Item?

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

```
Select Status of Requests Reports Menu Option: status of All Obligation Transactions
Select STATION NUMBER: 999//
Select FISCAL YEAR: 12//
Select QUARTER: 4// 3
Select CONTROL POINT: 333

Select CONTROL POINT: 333 TEST CNTRL POINT    0160A1  10  11   010024200
DEVICE: 0;80;9999  DECWINDOWS
STATUS OF OBLIGATION TRANSACTIONS    CP: 333 TEST CNTRL POINT FY: 12
                                    JUN  7,2012  13:30    PAGE 1
          PRIORITY                                        DATE
          OF                   DATE      DATE      DATE    RECEIVED
TRANS #   REQUEST              SIGNED    REQUIRED  DELIVERED BY SVC
 VENDOR                        STATUS
 OBLIGATION# SORT GROUP
                              FIRST LINE ITEM DESCRIPTION
 COMMENTS
----------------------------------------------------------------------
```

```
12-3-0019   STANDARD                        06/14/12
  IFVENDOR THIRTEEN                Returned to Service by eCMS(P&C)
                                   CARTRIDGE,BLACK, AT-2270DW
 Please expedite

12-3-0020   STANDARD            06/14/12   06/24/12
 IFVENDOR FIVE                      Pending Accountable Officer Sig.
                                   BATTERY,ALK,AAA,1.5V, HEAVY DUTY
 Needed immediately if not sooner.

12-3-0021   STANDARD                        06/24/12
 IFVENDOR NINE                      Returned to Service by P&C
                                   BATTERY,ALK,AAA,1.9V, HEAVY DUTY
Needed for emergency flashlights.

12-3-0023   STANDARD            06/15/12   06/30/12
 IFVENDOR FOUR                      Pending Accountable Officer Sig.
                                   BATTERY,ALK,AAA,1.12V, HEAVY DUTY
Need for emergency kits.

12-3-0024   STANDARD                        06/29/12
  IFVENDOR THREE                   Returned to Service by eCMS (P&C)
                                   PAPER,8-1/2X11 INCH,WHITE,PHOTOCO
For copier in Director's Office.


12-3-0031   STANDARD            06/28/12   07/01/12
IFVENDOR THREE                     To IFCAP Ordering Official
                                   CABLE,NETWORK,25 FT,CAT6
We really need this for a meeting on July 1st.
```

4.3.   Monitoring the Status of 1358's

4.3.1.   Menu Navigation

From the 1358 Request Menu, select the Print 1358 option
.

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

4.3.2.   Entering Obligation Number

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

```
Select 1358 Request Menu Option: PRINt 1358
Select STATION NUMBER: 999
Select CONTROL POINT: 110 NAME .01          0160A1   10   0100    010042116
Select OBLIGATION NUMBER: C85026  999-98-2-110-0110   OBL   IFVENDOR2,THREE C85026


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

4.3.3.   **Reviewing the 1358**

Using the Print 1358 you may display the 1358 and review the Authorization and Order Record. It will list all the entries and their cost for the quarter.

```
Select 1358 Request Menu Option: Print 1358
Select STATION NUMBER: 999//
Select CONTROL POINT: 045 FISCAL// 110 NAME .01   0160A1  10  0100   010042116
Select OBLIGATION NUMBER: C05026  999-10-4-110-0051  OBL  C05026

Would you like to print the Description field for each 1358 Daily Record entry?
No// Y  (Yes)
Would you like to print the daily records for each authorization? NO// YES
Would you like to print descriptions for each detailed daily record? NO// YES
DEVICE: HOME// 0;80;9999  TELNET


999-11-4-081-0003               JUL 27, 2011@12:42:05                PAGE 1
_____
1358 OBLIGATION OR CHANGE:FEE BASIS
     FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)

_____
Originator of Request:
Requestor:                      |Date Requested:          |Obligation No.:
CP CLERK, ONE                   |JUL 07, 2011             |  999-C15096
_____
Vendor:                         |Contract Number:
                                |
_____
Name and Title Approving Off.:       |Signature:          |Date Signed:
OFFICIAL CP                          |/ES/OFFICIAL CP     |JUL 07, 2011@15:3
2:39
FCP OFFICIAL                         |                    |
_____
FUND CERTIFICATION:  The supplies and services listed on this request are
properly chargeable to the following allotments, the available balances of
which are sufficient to cover the cost thereof, and funds have been obligated.
_____
Press return to continue, "^" to exit:


999-11-4-081-0003               999-C15096                          PAGE 2
_____
1358 OBLIGATION OR CHANGE:FEE BASIS
     FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)
_____
Appropriation & Acct. Symbols:       |Obligated By:       |Date Obligated:
999-3610160-081-828100-2580 010028100|/ES/TECH ACCT       |JUL 19, 2011
_____
AUTHORITY: 2                         SUB: B
SERVICE START DATE: 07/01/11         SERVICE END DATE: 07/31/11
_____
Purpose:
MONTHLY COSTS

_____
Press return to continue, "^" to exit:


999-11-4-081-0003               999-C15096                          PAGE 3
_____
1358 OBLIGATION OR CHANGE:FEE BASIS
     FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)
_____
```

```
ESTIMATED OBLIGATION RECAP
DATE   REF#  CPA#                     AMOUNT               BALANCE
07/19  0001  999-11-4-081-0003      $ 10000.00          $ 10000.00
_____
AUTHORIZATION & ORDER RECORD                            LIQUIDATION RECORD

                              AUTH.      AUTH.     CUMULATIVE          UNLIQ
DATE    SEQ#   REFERENCE      AMOUNT     BALANCE   AUTH. AMT. LIQUID   BAL
_____

        TOTALS              $    0.00 $    0.00 $    0.00      $ 10000.00

VA FORM 4-1358a-ADP (NOV 1987)
```

Chapter 5.   Adjusting Control Point Balances

5.1.   Introduction

IFCAP V. 5.1 automates most of the reconciling that Control Point Clerks have had to perform manually. You will still have to adjust 1358 expenses and adjust your supply Fund Control Point balances at the end of the fiscal year.5.2 Adjusting 1358 Expenses

5.1.1.   Menu Navigation

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


Select Control Point Clerk's Menu Option: Process a Request Menu
           New 2237 (Service) Request
           Edit a 2237 (Service)
           Copy a Transaction
           1358 Request Menu ...
           Print/Display Request Form
           Change Existing Transaction Number
           Repetitive Item List Menu ...
           Cancel Transaction with Permanent Number
           Requestor's Menu ...
           Item Display
           Vendor Display
           Outstanding Approved Requests Report
          Transaction Report - eCMS/IFCAP

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

5.1.2.   Setup Parameters

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

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

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

CHOOSE FROM:

Choose from:
   B45003       999-11-1-110-0007  OBL  AMSCO1 INTERNATIONAL B45003
   C05003       999-10-4-110-0039  OBL  RACHEL        C05003
   C05004       999-10-4-110-0043  OBL  RACHEL        C05004
   C05005       999-10-4-110-0044  OBL  RACHEL        C05005
   C05026       999-10-4-110-0051  OBL                C05026
   C15002       999-11-1-110-0013  OBL  RACHEL        C15002
   C15003       999-11-1-110-0009  OBL                C15003
   C95118       999-09-4-110-0026  OBL                C95118
   C95119       999-09-4-110-0028  OBL                C95119
   C05026       999-10-4-110-0051  OBL                C05026

Select OBLIGATION NUMBER: c05026  999-10-4-110-0051  OBL  C05026


Note that one of the previous documents has not been processed in FMS. The adjustment
to this 1358 cannot be obligated until the previous document has been processed in
FMS.

    FMS Document: SO-999C05026  -999065
    Status: TRANSMITTED


Do you wish to create the adjustment to this 1358? YES//
 Original Obligation Amount:  $  1,284.00     Service Balance: $  448.50
     Fiscal's 1358 Balance:  $  1,284.00

This transaction is assigned transaction number: 999-11-1-110-0026
CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST: 101510//   (OCT 15, 2010)
COST CENTER: 842100//
```

5.1.3. Adjustment Information

Enter today's date at the Date Obl Adjusted: prompt. Enter the amount that you want to adjust the obligation at the Adjustment $Amount prompt. Type the number without any symbols to add

money to the obligation. Type a minus symbol in front of the amount to subtract money from the obligation. At the BOC1: prompt, enter the budget object code classification for this item. Budget object codes are defined in VHA Handbook 4671.2. If you do not know the BOC for this item, enter three question marks and IFCAP will list the available budget object codes. At the BOC1 Amount: prompt. Hit the Enter key.

Enter a Sub-Control Point if you want to assign this receipt to a defined subcategory of the Control Point. The Purpose: prompt, is now a required field. Enter the purpose of the 1358 adjustment. Add comments if you like. You may review the request to make sure that the information on the request is correct. Confirm that the adjustment is ready for approval. You may enter another adjustment or return to the 1358 Request Menu.

```
DATE OBL ADJUSTED: T  (OCT 15, 2010)
ADJUSTMENT $ AMOUNT: 475  $ 475.00
BOC1: 2580 Miscellaneous Contractual Replace
BOC1 $ AMOUNT: 475//   $ 475.00
                                      TRANSACTION BEG BAL: 410.00
Select SUB-CONTROL POINT:
PURPOSE:
  1>Additonal Monthly Costs for October 2010
  2>
EDIT Option:
COMMENTS:
  1>
  2>
EDIT Option:


Would you like to review this request? NO//
Is this request ready for approval? YES//   (YES)
Enter another increase/decrease adjustment? NO//
```

Chapter 6. Handling System Down or Life-Threatening Emergencies

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

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

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

Chapter 7. Other IFCAP Functions

7.1. Supplementary Options in the Process a Request Menu

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

7.2. Editing a 2237 (Service)

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

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

7.2.1. Setup Parameters

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

```
Select STATION NUMBER: 999          ANYCITY,DC
Select CONTROL POINT: 101 ??
Select CONTROL POINT: ??

CHOOSE FROM:
   22              022 MISC OFFICE SUPPLIES
   40              040 BUILDING MANAGEMENT
   73              073 ENGINEERING
   112             112 SURGICAL SERVICE
   114             114 RADIOLOGY SERVICE
   121             121 LAB TESTING 121
   333             333 TEST CONTRL POINT
     Select CONTROL POINT: 333 TEST CONTRL POINT
```

7.2.2. Entering Transaction Numbers

Enter a transaction number. If you do not know the transaction number, enter three question marks at the Select Control Point Activity Transaction Number: prompt and IFCAP will list the available transactions. You can also enter the vendor name, or as much of the beginning of the transaction number as you can remember. For example, If you enter 999-95-4, IFCAP will list all the transactions for Control Point 999 for fiscal year 1995 and fiscal quarter 4. Reducing the search in one of these ways will greatly reduce your search time.

```
Attempting lookup in transaction file.

Attempting lookup using 333    TEST CNTRL POINT

     1   333   TEST CNTRL POINT  999-12-3-333-0075  OBL   IFVENDOR TWO
BATTERY,ALK,AAA,1.5V, HEAVY DUTY
     Sent to eCMS
```

```
    2   333 TEST CNTRL POINT  999-12-4-333-0074  OBL  IFVENDOR FOUR
GAUZE PETRO 1X36IN WHT
    To IFCAP Ordering Official

    3   333 TEST CNTRL POINT  999-12-4-333-0073  OBL  IFVENDOR NINE
FLOOR FINISH
```

7.2.3. Form Type

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

7.2.4. Control Point Balances

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

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


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


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

Select Process a Request Menu Option:
```

7.3.   Printing and Displaying Request Forms

Use this option to print or display a request.

7.3.1. Menu Navigation

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

```
Select Process a Request Menu Option: print/Display Request Form
Select STATION NUMBER: 999//
Select CONTROL POINT: 110 NAME .01//           0160A1   10  0100   010042116
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER:    A00011
  Searching for a Sort Group, (pointed-to by SORT GROUP)
    Searching for a Work Order, (pointed-to by SORT GROUP)


  999-00-1-110-0015    OBL    IFVENDOR2,THREE              A00011  999-00-1-110-
0014                 DOLLS
```

7.3.2. **Last Page Print**

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

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

7.3.3. **Interpreting the Request Form**

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

> **NOTE:** If the 2237 has been sent to and accepted by eCMS for processing, there will be Identifiers that will indicate that this occurred. The text "Accepted by eCMS" will appear to the right of the Priority in the Header on Page 1. The eCMS Line Item ID will appear beneath the Item description.

```
                       PRIORITY: STANDARD                 ACCEPTED BY ECMS
JUL 10, 2000@10:57:49          999-00-1-110-0015
---------------------------------------------------------------------------------
              REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
---------------------------------------------------------------------------------
TO: A&MM OFFICER          REQUESTING OFFICE
                          FISCAL (04)
--------------------------  -------------------------  ---------------------------
ACTION REQUESTED                             DATE PREPARED        DATE REQUIRED
   DELIVERY                                   OCT 25, 1999         OCT 25, 1999
--------------------------  -------------------------  ---------------------------
   ITEM NO.            DESCRIPTION                  QUANTITY  UNIT      ESTIMATED
OR STOCK NO.
UNIT COST
---------------------------------------------------------------------------------
          PUT ITEM INFO BELOW IN HERE
TN-420       1 CARTRIDGE,PRINTER  AT-2270DW
             PRINTER PART# TN-420

             ECMS ITEM LINE ID 12365                      2   EA   44.9500

             TOTAL COST: $89.90
---------------------------------------------------------------------------------
VENDOR INFORMATION:    NO: 12345              FAX: 555-555-5555/DEF
VENDOR: IFVENDOR,FOUR                                  CONTACT: IFUSER,ONE
8 SAMPLE ST                                              : 111-555-5555
ANYTOWN,MA 00001
---------------------------------------------------------------------------------
REF. VOUCHER NUMBER:

PRESS RETURN TO CONTINUE, UPARROW (^) TO EXIT:
                            999-00-1-110-0015
```

```
--------------------------------------------------------------------------------
              REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
--------------------------------------------------------------------------------
      DELIVER TO: BD3
--------------------------------------------------------------------------------
JUSTIFICATION OF NEED OR TURN-IN
TEST
--------------------------------------------------------------------------------
ORIGINATOR OF REQUEST:
SIGNATURE OF INITIATOR                               SIGNATURE OF APPROVING
OFFICIAL DATE

/ES/IFUSER,TEN
IFUSER,TEN                               IFUSER,TEN
IFVENDOR,FOUR                            IFVENDOR,FOUR        OCT 25, 2011
-------------------------------------- ----------------------------------------
APPROPRIATION AND ACCOUNTING SYMBOLS
999-3600160-333-842100-2660-010042116
--------------------------------------------------------------------------------
PRESS RETURN TO CONTINUE:
```

7.4.   Change Existing Transaction Number (of a 2237)

7.4.1.   Menu Navigation

Use this option to change the transaction number of an existing 2237 transaction.
NOTE: If the 2237 you are changing has eCMS Identifiers -- immediately upon completing the process, you must manually notify the eCMS Contracting Officer of the changed 2237 number. Advise the Contracting Officer of the cancelled original 2237# and the new 2237#. This will ensure that the Contracting Officer cancels the old 2237 in the eCMS system and will enable the Contracting Officer to link the new 2237 to the existing Award plan documents when it is Approved and sent forward to eCMS.

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

At the Select CONTROL POINT ACTIVITY TRANSACTION NUMBER prompt enter   2237 number you wish to change. You will be given an opportunity to review the 2237 If you enter Yes at that prompt.

```
Select STATION NUMBER: 999//
Select CONTROL POINT: 110 SUPPLIES .01//     0160A1   10   0100    010042116

Select the existing transaction number to be replaced

Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: 0076  999-13-4-110-0076  OBL
STAPLES, INC.
```

```
Would you like to review this request? No//    (No)

Enter the information for the new transaction number
```

```
Select STATION NUMBER: 999//

Select FISCAL YEAR: 13// 14
Select QUARTER: 4// 1
Select CONTROL POINT: 110 SUPPLIES .01//          0160A1   10  0100   010042116
                                                  0160A1   10  0100   010042116
Old transaction 999-13-4-110-0076 is now cancelled.


NOTE:  the original transaction is cancelled and the new transaction is checked to
ensure that all Required fields are populated

Transaction '999-13-4-110-0076' has been replaced by 999-14-1-110-0001


WARNING - Transaction 999-14-1-110-0001 is missing required data!
  >>> Line Item #1 Description is missing.
The request needs to be edited prior to approval.

The form type for this transaction is REPETITIVE AND NON-REP ORDER
CLASSIFICATION OF REQUEST:
SORT GROUP:


You will be permitted to change the Date of Request, Requesting Service, Date
Required, Priority of Request as appropriate.

DATE OF REQUEST: JUN 3,2013// T  AUG 5,2013
REQUESTING SERVICE: DENTAL//
DATE REQUIRED: JUL 1,2013// 100313   OCT 3,2013
PRIORITY OF REQUEST: STANDARD//

SPECIAL REMARKS:
1>
COST CENTER: 842100 Fiscal
VENDOR: VENDORONE, INC.//
Select LINE ITEM NUMBER: 2//
  LINE ITEM NUMBER: 2//
  ITEM MASTER FILE NO.: 22//
  BOC: 2631 Drugs, Medicines and Chem  Replace
  QUANTITY: 3//
                                               QTY BEG BAL: 3
  Select DELIVERY SCHEDULE:
NOTE:  Item Description is a REQUIRED field.  You will have to enter text for that
itme.
Select LINE ITEM NUMBER: 1
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.:
  DESCRIPTION:
  1>
  Item DESCRIPTION is required!
  DESCRIPTION:
  1>DRAPES,LINEN 80 X 102 -  4 PANELS
  2>
EDIT Option:
  BOC: 2660 Operating Supplies and Ma  Replace
  QUANTITY: 3//
```

```
UNIT OF PURCHASE: PR// SETS??
```

```
Select the appropriate unit of purchase for this item
  UNIT OF PURCHASE: PR// SET  SE     SET
  STOCK NUMBER:
  EST. ITEM (UNIT) COST: 45.55//
                                            QTY BEG BAL: 3


Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 166.5//

                                            TRANSACTION BEG BAL: 166.50


Select SUB-CONTROL POINT:
DELIVER TO/LOCATION: BLDG33,RM12//
JUSTIFICATION:
  1>Needed for training sessions with nursing students.
EDIT Option:
REQUESTOR: GREENE,LYFORD K//
ORIGINATOR OF REQUEST:
COMMENTS:
  1>
Would you like to review this request? No//   (No)
Current Control Point balance: $20606769.49
Estimated cost of this request: $166.50

NOTE: You will not be prompted to set this request to YES if there is a Required field
that is not populated.

Is this request ready for approval? Yes//

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


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


You have PENDING ALERTS
          Enter  "VA to jump to VIEW ALERTS option

Select Process a Request Menu <TEST ACCOUNT> Option:
```

7.5.   Canceling Transactions with Permanent Number

7.5.1. **Setup Parameters**

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

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

```
SELECT PROCESS A REQUEST MENU OPTION: CANCEL TRANSACTION WITH PERMANENT NUMBER

SELECT PROCESS A REQUEST MENU OPTION: CANCEL TRANSACTION WITH PERMANENT NUMBER
SELECT STATION NUMBER: 999
SELECT CONTROL POINT: 333 LYFE'S TEST CNTRL POINT    0160X1  10  11    815
SELECT TRANSACTION: ??

ATTEMPTING LOOKUP IN TRANSACTION FILE.

ATTEMPTING LOOKUP USING 333    (CONTROL POINT)

    1    333 TEST CNTRL POINT  999-12-4-333-0092  OBL  BEST BUY INC.

DRIVE,FLASH,16 GB
    ACCEPTED BY ECMS

    2    333 TEST CNTRL POINT  999-12-4-333-0089  OBL  STAPLES, INC.

BATTERY,ALK,AAA,1.5V, HEAVY DUTY

    3    333 TEST CNTRL POINT  999-12-4-333-0083  OBL  OFFICE DEPOT
NOTES,3X3 INCH,POST-IT,ASSORTED COLORS
    ACCEPTED BY ECMS

    4    333 TEST CNTRL POINT  999-12-4-333-0082  OBL  STAPLES, INC.

CHALK,BOARD,ASSORTED COLORS,6/PKG


    5    333 TEST CNTRL POINT  999-12-4-333-0078  OBL  STAPLES, INC.
```

7.5.2. **Canceling Transactions**

NOTE: When doing a ?? lookup of 2237 transactions, some of the 2237s may show the text "Accepted by eCMS." **DO NOT cancel** any transaction showing that text from within IFCAP.   Now that an interface exists between IFCAP and the electronic Contract Management System, the cancellation of a 2237 that has been "Accepted by eCMS" *must be initiated by a User from within the electronic Contract Management System*.

> **NOTE:** When an IFCAP User cancels a 2237, the Name of the User and the Date/Time of the cancellation are now stored in the 2237 record in the Control Point Activity file (#410).

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

```
Are you sure you want to cancel this transaction? NO// Y  (YES)
Please enter comments describing the reason this transaction was cancelled

COMMENTS:
  2>Item no longer needed.
  3>
EDIT Option:

Would you like to cancel another transaction? NO//   (NO)
          New 2237 (Service) Request
          Edit a 2237 (Service)
          Copy a Transaction
          1358 Request Menu ...
          Print/Display Request Form
          Change Existing Transaction Number
          Repetitive Item List Menu ...
          Cancel Transaction with Permanent Number
          Requestor's Menu ...
          Item Display
          Vendor Display
          Outstanding Approved Requests Report
          Transaction Report - eCMS/IFCAP

Select Process a Request Menu Option:
```

7.6. Supplementary Options in the Requestor's Menu

The Requestor's Menu options are described in the IFCAP Requestor User's Guide.7.6 Supplementary Options in the Repetitive Item List Menu.

7.7. Supplementary Options in the Repetitive Item List Menu

7.8. New Repetitive Item List (Enter)

7.8.1. Menu Navigation

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

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

Select Process a Request Menu Option: Repetitive Item List Menu
        New Repetitive Item List (Enter)
        Edit Repetitive Item List Entry
        Delete Repetitive Item List Entry
        Print/Display Repetitive Item List Entry
        Generate Requests From Repetitive Item List Entry
Select Repetitive Item List Menu Option: New Repetitive Item List (Enter
```

7.8.2. **Setup Parameters**

Enter a Station number, a fiscal year and a fiscal quarter. Enter a Control Point. If you do not know the name of the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. Enter a cost center. Cost centers allow Fiscal staff to create total expense records for a section or service.

```
Select STATION NUMBER: 999         ANYCITY,DC
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR2,FOUR
Select COST CENTER: 804909 ??
Select COST CENTER: ??
  844100          844100 Supply
    Select COST CENTER: 844100 Supply
```

7.8.3. **Item Selection**

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

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

CHOOSE FROM:
   1      BANDAGE-CAST-6INX5YD
```

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

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

7.8.4. Item Information

After you select an item, IFCAP will display what unit of sale the vendor uses to sell the item and if you have to buy the item by a specific multiple. In the example below, the unit is per can, but the item must be ordered in multiples of six, so the user would enter a multiple of six at the Quantity: prompt. Many repetitive items will have a mandatory source of the warehouse, meaning that the warehouse supplies this item. If the item you want is not a warehouse item, you must enter the vendor name after you enter the item number. If you do not know who the vendor should be for that item, press the Enter key at the vendor prompt and IFCAP will list the available vendors for the item. You can add another repetitive item at the Select Item: prompt or press the Enter key to stop adding items. IFCAP will determine the cost of the items. At the Would You Like To Create Another Repetitive Item List Entry?: prompt, answer Y to add another item or N to return to the Repetitive Item List Menu.

```
This item has a mandatory source (vendor) of WAREHOUSE
NOTE: This item must be ordered in multiples of 6
NOTE: This item has a packaging multiple/unit of purchase of 1/CAN
  QUANTITY: 12
Select ITEM:
Let me total the cost for this Repetitive Item List entry (#999-94-4-022-844100-
0001)
Total number of items: 1    Total cost (all items): $30.00

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

7.9. Editing the Repetitive Item List Entry

7.9.1. **Menu Navigation**

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

```
Select Control Point Clerk's Menu Option: Process a Request Menu
         New 2237 (Service) Request
         Edit a 2237 (Service)
         Copy a Transaction
         1358 Request Menu ...
         Print/Display Request Form
         Change Existing Transaction Number
         Repetitive Item List Menu ...
         Cancel Transaction with Permanent Number
         Requestor's Menu ...
         Item Display
         Vendor Display
         Outstanding Approved Requests Report
         Transaction Report - eCMS/IFCAP

Select Process a Request Menu Option: Repetitive Item List Menu
         New Repetitive Item List (Enter)
         Edit Repetitive Item List Entry
         Delete Repetitive Item List Entry
         Print/Display Repetitive Item List Entry
         Generate Requests From Repetitive Item List Entry

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

7.9.2. **Select Repetitive List**

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

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

CHOOSE FROM:
   002-93-4-073-632500-0002       09-15-93   # OF ITEMS: 1TOTAL COST:    48.00
   002-94-1-073-632500-0001       10-20-93   # OF ITEMS: 1TOTAL COST:    48.00
   002-94-1-7001-600000-0014      12-02-93   # OF ITEMS: 3TOTAL COST:  2053.42
   002-94-1-7001-600000-0015      12-14-93   # OF ITEMS: 5TOTAL COST: 953514.73

Select REPETITIVE ITEM LIST #: 632500
     1   632500   002-93-4-073-632500-0002       09-15-93   # OF ITEMS: 1 TOTAL COST:
48.00
     2   632500   002-94-1-073-632500-0001       10-20-93   # OF ITEMS: 1 TOTAL COST:
48.00
CHOOSE 1-2: 1  002-93-4-073-632500-0002
Select ITEM: 5// ???
     This is a pointer to an item in the Item file, #441.  This file is
     composed of items specified by Supply Service as being purchased
     repetitively.  This file maintains a full description of the item,
```

```
        related stock numbers, vendors, contract numbers, and a procurement
        history.

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

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

7.9.3. **Adds Items**

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

```
  ITEM: 65//
  QUANTITY: 48//
Select ITEM:
Let me total the cost for this Repetitive Item List entry (#002-93-4-073-632500-
0002)
Total number of items: 1    Total cost (all items): $48.00

Would you like to edit another repetitive item list entry? NO//   (NO)
        New Repetitive Item List (Enter)
        Edit Repetitive Item List Entry
        Delete Repetitive Item List Entry
        Print/Display Repetitive Item List Entry
        Generate Requests From Repetitive Item List Entry

Select Repetitive Item List Menu Option:
```

7.10. **Print/Display Repetitive Item List Entry**

7.10.1. **Menu Navigation**

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

```
Select Control Point Clerk's Menu Option: Process a Request Menu
        New 2237 (Service) Request
        Edit a 2237 (Service)
        Copy a Transaction
        1358 Request Menu ...
        Print/Display Request Form
        Change Existing Transaction Number
```

```
            Repetitive Item List Menu ...
            Cancel Transaction with Permanent Number
            Requestor's Menu ...
            Item Display
            Vendor Display
            Outstanding Approved Requests Report
            Transaction Report - eCMS/IFCAP
Select Process a Request Menu Option: Repetitive Item List Menu
        New Repetitive Item List (Enter)
        Edit Repetitive Item List Entry
        Delete Repetitive Item List Entry
        Print/Display Repetitive Item List Entry
        Generate Requests From Repetitive Item List Entry


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

7.10.2. **Enter Repetitive List**

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

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

CHOOSE FROM:
   002-93-4-073-632500-0002       09-15-93   # OF ITEMS: 1TOTAL COST:     48.00
   002-94-1-073-632500-0001       10-20-93   # OF ITEMS: 1TOTAL COST:     48.00
   002-94-1-7001-600000-0014      12-02-93   # OF ITEMS: 3TOTAL COST:   2053.42
   002-94-1-7001-600000-0015      12-14-93   # OF ITEMS: 5TOTAL COST: 953514.73
   002-94-2-7001-600000-0001      03-30-94   # OF ITEMS: 2TOTAL COST:   1621.72
   999-94-4-022-844100-0001       07-08-94   # OF ITEMS: 1TOTAL COST:     30.00


Select REPETITIVE ITEM LIST #: 0015 ??
Select REPETITIVE ITEM LIST #: 073 ??
Select REPETITIVE ITEM LIST #: 632570 ??
Select REPETITIVE ITEM LIST #: 002
    1   002-93-4-073-632500-0002           09-15-93   # OF ITEMS: 1TOTAL COST:
   48.00
    2   002-94-1-073-632500-0001           10-20-93   # OF ITEMS: 1TOTAL COST:
   48.00
    3   002-94-1-7001-600000-0014          12-02-93   # OF ITEMS: 3TOTAL COST:
  2053.42
    4   002-94-1-7001-600000-0015          12-14-93   # OF ITEMS: 5TOTAL COST:
953514.73
    5   002-94-2-7001-600000-0001          03-30-94   # OF ITEMS: 2TOTAL COST:
  1621.72
CHOOSE 1-5: 2
DEVICE: HOME//   LAT    RIGHT MARGIN: 80//
```

7.10.3. **Review List**

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

```
REPETITIVE ITEM LIST #: 002-94-1-073-632500-0001DATE: JUL 8,1994@16:42:39  PAGE
1
ITEM NO.    SHORT DESCRIPTION                         QUANTITY   UNIT COST  U/P
-------------------------------------------------------------------------------

VENDOR: WAREHOUSE

65           LIGHT BULBS                                 48        1.00   EA

TOTAL # OF ITEMS:   1  TOTAL COST:     48.00
-------------------------------------------------------------------------------

TOTAL # OF ITEMS (ALL VENDORS):   1    TOTAL COST (ALL VENDORS):     48.00


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

Select Repetitive Item List Menu Option:
```

7.11. Generate Requests From Repetitive Item List Entry

7.11.1. Menu Navigation

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

```
Select Control Point Clerk's Menu Option: Process a Request Menu
          New 2237 (Service) Request
          Edit a 2237 (Service)
          Copy a Transaction
          1358 Request Menu ...
          Print/Display Request Form
          Change Existing Transaction Number
          Repetitive Item List Menu ...
          Cancel Transaction with Permanent Number
          Requestor's Menu ...
          Item Display
          Vendor Display
          Outstanding Approved Requests Report
         Transaction Report - eCMS/IFCAP

Select Process a Request Menu Option: Repetitive Item List Menu
          New Repetitive Item List (Enter)
          Edit Repetitive Item List Entry
          Delete Repetitive Item List Entry
          Print/Display Repetitive Item List Entry
          Generate Requests From Repetitive Item List Entry
```

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

7.11.2. **Select List Entry**

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

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

Select REPETITIVE ITEM LIST ENTRY NUMBER: ??

CHOOSE FROM:
   002-93-4-073-632500-0002    09-15-93    # OF ITEMS: 1TOTAL COST:     48.00
   002-94-1-073-632500-0001    10-20-93    # OF ITEMS: 1TOTAL COST:     48.00
   002-94-1-7001-600000-0014   12-02-93    # OF ITEMS: 3TOTAL COST:   2053.42
   002-94-1-7001-600000-0015   12-14-93    # OF ITEMS: 5TOTAL COST: 953514.73
   002-94-2-7001-600000-0001   03-30-94    # OF ITEMS: 2TOTAL COST:   1621.72
   999-94-4-022-844100-0001    07-08-94    # OF ITEMS: 1TOTAL COST:     30.00

Select REPETITIVE ITEM LIST ENTRY NUMBER: 999-94-4-022-844100-0001          07-0
8-94   # OF ITEMS: 1TOTAL COST:     30.00
```

7.11.3. **Generate Requests**

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

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

GENERATE REQUESTS FROM REPETITIVE ITEM LIST FILEDATE: JUL 8,1994@16:43
Requests Generated From Repetitive Item List Entry # 999-94-4-022-844100-0001
----------------------------------------------------------------------------
A request with Transaction Number 999-94-4-022-0010 has been generated.


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

7.11.4. **Display Balances**

IFCAP will display the Control Point Balance, the cost of the request it just generated, and the available funds from current and prior quarters. IFCAP will allow you to transmit the request for

approval. IFCAP will list the total number of the requests it generated, and the total cost for all the requests. You can reuse the list to make another request, or press the Enter key to return to the Repetitive Item List Menu.

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

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

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


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

Select Repetitive Item List Menu Option:
```

7.12. Delete Repetitive Item List Entry

7.12.1. Menu Navigation

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

```
Select Control Point Clerk's Menu Option: Process a Request Menu
        New 2237 (Service) Request
        Edit a 2237 (Service)
        Copy a Transaction
        1358 Request Menu ...
        Print/Display Request Form
        Change Existing Transaction Number
        Repetitive Item List Menu ...
        Cancel Transaction with Permanent Number
        Requestor's Menu ...
        Item Display
        Vendor Display
        Outstanding Approved Requests Report
       Transaction Report - eCMS/IFCAP

Select Process a Request Menu Option: Repetitive Item List Menu
        New Repetitive Item List (Enter)
        Edit Repetitive Item List Entry
        Delete Repetitive Item List Entry
        Print/Display Repetitive Item List Entry
        Generate Requests From Repetitive Item List Entry
```

```
Select Repetitive Item List Menu Option: Delete Repetitive Item List Entry
```

7.12.2. **Enter Repetitive List**

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

```
Select REPETITIVE ITEM LIST #: ??

CHOOSE FROM:
   002-93-4-073-632500-0002        09-15-93   # OF ITEMS: 1TOTAL COST:     48.00
   002-94-1-073-632500-0001        10-20-93   # OF ITEMS: 1TOTAL COST:     48.00
   002-94-1-7001-600000-0014       12-02-93   # OF ITEMS: 3TOTAL COST:   2053.42
   002-94-1-7001-600000-0015       12-14-93   # OF ITEMS: 5TOTAL COST: 953514.73
   002-94-2-7001-600000-0001       03-30-94   # OF ITEMS: 2TOTAL COST:   1621.72

Select REPETITIVE ITEM LIST #: 002
     1    002-93-4-073-632500-0002           09-15-93   # OF ITEMS: 1TOTAL COST:     48.00
     2    002-94-1-073-632500-0001           10-20-93   # OF ITEMS: 1TOTAL COST:     48.00
     3    002-94-1-7001-600000-0014          12-02-93   # OF ITEMS: 3TOTAL COST:   2053.42
     4    002-94-1-7001-600000-0015          12-14-93   # OF ITEMS: 5TOTAL COST: 953514.73
     5    002-94-2-7001-600000-0001          03-30-94   # OF ITEMS: 2TOTAL COST:   1621.72
CHOOSE 1-5: 5
```

7.12.3. **Delete List**

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

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



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

Select Repetitive Item List Menu Option:
```

7.13. Copy a Transaction

7.13.1. **Menu Navigation**

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

```
Select Control Point Clerk's Menu Option: Process a Request Menu
          New 2237 (Service) Request
          Edit a 2237 (Service)
```

```
        Copy a Transaction
        1358 Request Menu ...
        Print/Display Request Form
        Change Existing Transaction Number
        Repetitive Item List Menu ...
        Cancel Transaction with Permanent Number
        Requestor's Menu ...
        Item Display
        Vendor Display
        Outstanding Approved Requests Report
         Transaction Report - eCMS/IFCAP

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

7.13.2. **Setup Parameters**

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

```
Select STATION NUMBER: 999          ANYCITY,DC
Select CONTROL POINT:   022



Select the Transaction to be copied: ??

Attempting lookup in transaction file.

Attempting lookup using 022   (CONTROL POINT)

    1    022 SUPPLIES 999-13-3-022-0003   OBL   VENDORONE
COTTON SHEETS

    2    022 SUPPLIES  999-13-3-022-0004   OBL   VENDORTHREE
GAUZE,ABSORBENT,.5IN X5YDS
    Accepted by eCMS

CHOOSE 1-2:1
TYPE '^' TO STOP, OR
CHOOSE 1-5: 1  999-13-2-022-0003
```

7.13.3. **Review Request**

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

```
Would you like to proceed with copying this request? Yes//

Now enter the information for the new transaction number.
```

```
Select STATION NUMBER: 999//          ANYCITY,DC
Select FISCAL YEAR: 13//
Select QUARTER: 4//
Select CONTROL POINT: 834 MISC OFFICE SUPPLIES//
```

7.13.4. **Additional Information**

IFCAP will assign a transaction number to the request and prompt you for a form type. Based on which form type you select, IFCAP will prompt you for additional information about the purpose of your request and the source of funds. Read the sections in this guide on creating this form type for explanations of these prompts. Enter "T" for today as the date of the request. Enter your name as the Requestor.

Enter the Service that you are creating the request for at the Requesting Service: prompt.
NOTE: The Requesting Service field is a required field on a 2237.

Enter the date that the goods or services are required. Assign a priority to the request. The priority categories in IFCAP, ranging from shortest to longest delivery time remaining, are "Emergency", "Special" and "Standard". Different stations assign different time durations to these categories. Check with your Fiscal office to determine the durations at your station for these categories.

```
This transaction is assigned transaction number: 999-13-4-834-0054
THE form type for this request is: REPETITIVE & NON-REPETITIVE


          Transaction data is being copied...


CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST: AUG 5, 2013//   (AUG 5, 2013)
REQUESTING SERVICE: LABORATORY
DATE REQUIRED: T+3  (JUL 11, 1994)
PRIORITY OF REQUEST: ST//   STANDARD
```

7.13.5. **Special Remarks**

At the Special Remarks: prompt, explain how the service will use the item, names of other items that would fulfill the same need, and any other information that would help the Purchasing Agent fulfill your request. Purchasing Agents sometimes change orders to fulfill the service's need faster, find a better item or change the vendor for a better price. Explaining the use of the item will make these tasks easier to accomplish. Enter a cost center. Cost center numbers are listed in the left column of MP-4 Part V, Appendix B-1.

Cost centers allow Fiscal staff to create total expense records for a section or service. Enter 1 at the Select Line Item Number: prompt for the first item on the request. At the Item Master File No.: prompt, enter the item name or number. You can also type three question marks (???) to see a list of the items you can request. If you are not selecting an Item from the Item Master File, you will be prompted to fill in the Item Description.

Note: Item Description is now a Required Field.   You must enter the text.

Enter how many units of purchase (not number of items) at the Quantity: prompt. At the BOC: prompt, enter the budget object code classification for this item. Budget object codes are defined

in MP-4 Part V, Appendix B-2. If you do not know the BOC for this item, enter three question marks and IFCAP will list the available budget object codes. At the Intermediate Product Code: prompt, enter the Intermediate Product Code if there is one. The Intermediate Product Code is a stock number that vendors sometimes use.

```
SPECIAL REMARKS:
  1>
COST CENTER: 820100 Medical
VENDOR:  VENDORTHREE//
Select LINE ITEM NUMBER: 2//
  LINE ITEM NUMBER: 2//
  ITEM MASTER FILE NO.: 20//
  BOC: 2610 Provisions//
  QUANTITY: 12//
                                                QTY. BEG. BAL. 20

  Select DELIVERY SCHEDULE:
```

7.13.6. **Add Items**

Enter another item number at the Select Line Item Number: prompt if you want to add another item to your request or Edit a different Line Item Number.

```
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 198.88//
                                      TRANSACTION BEG BAL: 198.88


Select SUB-CONTROL POINT:
DELIVER TO/LOCATION:  BLDG 33, Rm 8
```

At the Justification: prompt, explain why the service or item is needed by the service. Add comments if you like. IFCAP will ask you if you want to review the request again, and will display the current balance of the Control Point, the cost of the request, and the money available to the Control Point from current and prior quarters. IFCAP will ask you if you want to send the request to the Control Point Official for approval.
NOTE: The User will not be able to set the Ready for Approval Flag to YES if either the Requesting Service field or a Line Item Description field is not populated. If a Required field is not populated, the User will see a warning message and be prompted to Edit the 2237 again.
 You can copy another request, or ENTER NO   at the prompt to return to the Process a Request Menu.

```
JUSTIFICATION:
  1>
REQUESTOR: IFCAPUSERONE//
ORIGINATOR OF 2237:
COMMENTS:
  1>

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

```
Current Control Point balance: $93,500.00
Estimated cost of this request: $198.88


Is this request ready for approval? YES//

Would you like to copy another request? YES// NO
```

7.14. Item Display

7.14.1. Menu Navigation

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

```
Select Control Point Clerk's Menu Option: Process a Request Menu
          New 2237 (Service) Request
          Edit a 2237 (Service)
          Copy a Transaction
          1358 Request Menu ...
          Print/Display Request Form
          Change Existing Transaction Number
          Repetitive Item List Menu ...
          Cancel Transaction with Permanent Number
          Requestor's Menu ...
          Item Display
          Vendor Display
          Outstanding Approved Requests Report
          Transaction Report - eCMS/IFCAP

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

7.14.2. Enter Item Number

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

```
Select ITEM MASTER NUMBER: ???

CHOOSE FROM:
    1     BANDAGE-CAST-6INX5YD
    2     CAP-SAFETY-BOTTLE-50S
    3     PLASMA-USP 5%
    4     TOMATOES CANNED
    5     SUGAR
    6     CEREAL-SHREDDED-WHEAT-BISQUIT
    7     DIETARY SUPPLEMENT
    8     PROMETHAZINE INJ 25MG 1ML
```

```
    9      BATTERY-RECHARGEABLE-9 VOLT
   10      PHENYTON SODIUM CAPS 100MG
   11      TUBE,TRACH,STERILE,9MM ID
   12      SUGAR-REFINED
   13      THEOPHYLLINE-TABS-200MG
   14      CEREAL-WHEAT
   15      LITHIUM-CAP-300MG-100S-UD
   16      ENEMA-ADMINISTRATION-SET-DISP
   17      NEOSTIGMINE-METHYSULFATE-INJECTION.
   18      BEANS, PINTO, CANNED, #10
   19      EGGNOG
   20      CORN-CANNED-#10
   21      TOWEL-PAPER-140SQIN


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

7.14.3. **Display Data**

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

```
  FSC: 8940
  LAST VENDOR ORDERED: IFVENDOR1,FIVE
  NSN: 8940-00-851-7063              MANDATORY SOURCE: IFVENDOR2,FIVE
  DATE ITEM CREATED: JAN 25, 1993    BOC: 2610 Provisions
  CREATED BY: IFUSER1,TWO          INC: 02183
 DESCRIPTION:   TOMATOES CANNED WHOLE OR LARGE PIECES DIETETIC NO. 303
VENDOR: IFVENDOR2,FIVE                UNIT COST: 1.888
  DATE OF UNIT PRICE: JAN 25, 1993    UNIT OF PURCHASE: CS
  PACKAGING MULTIPLE: 6               MAXIMUM ORDER QTY: 6
  UNIT CONVERSION FACTOR: 3           REQUIRED ORDER MULTIPLE: 6
VENDOR: IFVENDOR1,FIVE                UNIT COST: 1.01
  DATE OF UNIT PRICE: DEC  2, 1993    UNIT OF PURCHASE: CN
  PACKAGING MULTIPLE: 1               UNIT CONVERSION FACTOR: 1
VENDOR: IFVENDOR1,SIX                 UNIT COST: 1.889
  DATE OF UNIT PRICE: JAN 25, 1993    UNIT OF PURCHASE: CN
  PACKAGING MULTIPLE: 6               MAXIMUM ORDER QTY: 6
  UNIT CONVERSION FACTOR: 1           REQUIRED ORDER MULTIPLE: 6
  MINIMUM ORDER QTY: 1
VENDOR: **IFVENDOR1,SEVEN             UNIT COST: .89
  DATE OF UNIT PRICE: MAR  9, 1993    UNIT OF PURCHASE: CN
  PACKAGING MULTIPLE: 1
  NSN VERIFIED: DEC  2, 1993          FOOD GROUP: Fruits, Vegetables
  SKU: CN
FCP: 002033
PURCHASE ORDER: 002-B40006
LONG NAME (c): SITE: 002   FCP: 033 PHARMACY
FCP: 0027001
PURCHASE ORDER: 002-G38095
PURCHASE ORDER: 002-G30004
PURCHASE ORDER: 002-G38043
LONG NAME (c): SITE: 002   FCP: 7001 SUPPLY FUND
```

```
Select ITEM MASTER NUMBER:

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

Select Process a Request Menu Option:
```

7.15. Vendor Display

7.15.1. Menu Navigation

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

```
Select Control Point Clerk's Menu Option: Process a Request Menu
        New 2237 (Service) Request
        Edit a 2237 (Service)
        Copy a Transaction
        1358 Request Menu ...
        Print/Display Request Form
        Change Existing Transaction Number
        Repetitive Item List Menu ...
        Cancel Transaction with Permanent Number
        Requestor's Menu ...
        Item Display
        Vendor Display
        Outstanding Approved Requests Report
        Transaction Report - eCMS/IFCAP

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

7.15.2. Vendor Selection

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

```
Select VENDOR NAME: IFVENDOR,FOUR             000-456-7890   NO. 741
        SPECIAL FACTORS:
        ORDERING ADDRESS: 6877 MAIN ST
                          ANYTOWN, AK 00001
```

```
        ...OK? YES//   (YES)

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

7.15.3. **Display Vendor Information**

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

```
VENDOR LIST                               JUL  8,1994  16:52    PAGE 1
------------------------------------------------------------------------------
NUMBER: 741                           NAME: IFVENDOR,FOUR
  ORDERING ADDRESS1: 6877 MAIN ST     ORDERING CITY: ANYTOWN
  ORDERING STATE: ALASKA              ORDERING ZIP CODE: 00001
  VA P&C contact phone number: 123-555-5555
SOCIOECONOMIC GROUP (FPDS): OO  NONE OF THE ABOVE
  BUSINESS TYPE (FPDS): SMALL         IS A SF129 ON FILE?: NOT APPLICABLE
  FMS VENDOR CODE: 000222444          TAX ID/SSN: 000222444
  SSN/TAX ID INDICATOR: SOCIAL SECURITY NUMBER
  PAYMENT HOLD INDICATOR: NO          1099 VENDOR INDICATOR: YES
  PENDING FLAG: CONFIRMATION OF APPROVAL
  CENTRAL REMIT: NO                   VENDOR TYPE: COMMERCIAL
  MTI ACTION: CHANGE
CONTRACT NUMBER: 2432424              EXPIRATION DATE: AUG  4, 1994
  BEGINING DATE: APR 16, 1994
  PAYMENT PHONE NO.: 409-555-5555     PAYMENT ADDRESS1: 1453 KINWOOD LANE
  PAYMENT ADDRESS2: SUITE 100         PAYMENT CITY: BALTIMORE
  PAYMENT STATE: MARYLAND             PAYMENT ZIP CODE: 21210\
  DATE VENDOR CREATED: JUL  1, 1994   CREATED BY: POSTMASTER


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

Select Process a Request Menu Option:
```

7.16. **Supplementary Options in the 1358 Request Menu**

7.17. **New 1358 Request**

7.17.1. **Menu Navigation**

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

```
Select Control Point Clerk's Menu Option: Process a Request Menu
        New 2237 (Service) Request
        Edit a 2237 (Service)
        Copy a Transaction
        1358 Request Menu ...
        Print/Display Request Form
        Change Existing Transaction Number
        Repetitive Item List Menu ...
        Cancel Transaction with Permanent Number
        Requestor's Menu ...
        Item Display
        Vendor Display
        Outstanding Approved Requests Report
        Transaction Report - eCMS/IFCAP


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


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

7.17.2. **Setup Parameters**

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

```
Select STATION NUMBER: 999         ANYCITY,DC
Select FISCAL YEAR: 94//
Select QUARTER: 3//
Select CONTROL POINT: 101
     1    101 LAB TESTING 101
     2    1011 BUDGET RETEST
     3    1012 BUDGET RETEST
CHOOSE 1-3: 1
```

7.17.3. **Authority & Sub-Authority Fields**

The Authority field is mandatory on all 1358s. The Sub-Authority is conditionally mandatory based upon the Authority selected by the User.

Enter "??" at the Authority prompt to display the list of 23 Authorities the User may select from.
Depending upon the Authority entered, the User may be prompted to enter a Sub-Authority.
Enter "??" at the Sub-Authority prompt to display the list of Sub-Authorities that are applicable
to the Authority selected.

```
Select AUTHORITY OF REQUEST: ??

   Choose from:
   1        NURSING HOME/ADULT DAYCARE
   2        FEE BASIS
   3        STANDARDIZED OBLIGATIONS
   4        LIMITED OPEN TRAVEL AUTHORITY
   5        RESEARCH STUDIES
   6        INTER-LIBRARY LOAN PROGRAM
   7        AFFILIATED AGREEMENTS FOR INTERNS/RESIDENTS
   8        TORT CLAIMS/EEO SETTLEMENTS/OIG CONFIDENTIAL SERVICES
   9        VOLUNTEER MEAL TICKETS
   10        INCENTIVE THERAPY/COMPENSATED WORK THERAPY
   11        BENEFICIARY TRAVEL
   12        HOME IMPROVEMENT STRUCTURAL ALTERATIONS
   13        OUTER BURIAL RECEPTACLES
   14        VBA LEASE AGREEMENT OVERTIME CHARGES
   15        HOME OXYGEN BILLS
   16        PROSTHETICS
   17        PHARMACY AND SUBSISTENCE PRIME VENDOR
   18        REGULATED UTILITIES
   19        TUITION REIMBURSEMENT TO VA EMPLOYEES
   20        NON-PROCUREMENT OBLIGATIONS
   21        HEALTH ADMIN CARE PROGRAMS
   22        SPECIAL ADAPTIVE HOUSING INSPECTIONS
   23        STATE APPROVING AGENCY
Select AUTHORITY OF REQUEST: 3      STANDARDIZED OBLIGATIONS


Select SUB-AUTHORITY OF REQUEST: ??
   Choose from:
   A        FEDERAL TELECOMMUNICATIONS SERVICES
   B        COLLEGE OF AMERICAN PATHOLOGY
   C        CONVENIENCE CHECK FEES
   D        DENVER ACQUISITION AND LOGISTICS CENTER SERVICES AND SUPPLIES
   E        EMERGENCY CARE BENEFICIARY TRAVEL, INCLUDING MILEAGE
   F        FEE BASIS PURCHASE CARD
   G        FEDERAL EMPLOYEES COMPENSATION PROGRAM
   H        SHPS
   I        STANDARD LEVEL USER CHARGES/GSA
   J        TRANSIT BENEFITS
   K        FRANCHISE FUND: SECURITY AND INVESTIGATIONS CENTER
   L        FRANCHISE FUND: LAW ENFORCEMENT TRAINING CENTER
   M        FRANCHISE FUND: FINANCIAL SERVICES CENTER
   N        FRANCHISE FUND: DEBT MANAGEMENT CENTER
   O        FRANCHISE FUND: CORPORATE DATA CENTER OPERATIONS
   P        FRANCHISE FUND: RECORDS CENTER AND VAULT

Select SUB-AUTHORITY OF REQUEST: e      EMERGENCY CARE BENEFICIARY TRAVEL, INCLDING
MILEAGE
```

```
This transaction is assigned Transaction number: 999-10-4-110-0062
```

7.17.4. **Classification and Sort Groups**

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

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

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

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

     However, if you know the file the entry should be in, then you can
     speed processing by using the following syntax to select and entry:
          <Prefix>.<entry name>
                  or
          <Message>.<entry name>
                  or
          <File Name>.<entry name>
      Also, you do NOT need to enter the entire file name or message
     to direct the look up. Using the first few characters will suffice.
SORT GROUP:
```

7.17.5. **Requestor & Cost Center Data**

Per the implementation of Segregation of Duties within the 1358 options, the User is no longer asked to Enter the name of an individual at the Requestor: prompt. Your name is automatically entered as the Requestor.

Press the Enter key at the Date of Request: prompt to accept the default of today's date. Enter the date that you want to commit funds to your request at the Date Committed: prompt.

Enter the total cost for the 1358 in dollars at the Committed (Estimated) Cost: prompt.

Enter the cost center assigned to the section or service that requested the 1358 at the Cost Center: prompt. Cost centers allow Fiscal staff to create total expense records for a section or service.

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

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

COST CENTER: 800100 Office of Chief Medical
```

7.17.6. **BOC Data**

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

```
BOC1: ???

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

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

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

7.17.7. **Vendor & Contract Information**

Per the changes to IFCAP to implement Segregation of Duties during 1358 processing, IFCAP may or may not require the User to enter a Vendor on the 1358. The Vendor is conditionally mandatory based on the Authority that is selected. The Contract number is also conditionally mandatory based on the Authority selected.

```
Do you want to enter a vendor for this 1358 request? NO// Y   (YES)
VENDOR: IFVENDOR,FOUR            512-555-5555  NO. 7
          SPECIAL FACTORS:
          ORDERING ADDRESS: 4 SAMPLE ST
                            ANYTOWN, TX 75434


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

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


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

7.17.8. **Service Start & End Dates/Purpose Field**

Per the implementation of the Segregation of Duties within the 1358 process, the User is required to enter the appropriate Service Start and End Date for the 1358. The Purpose field is now mandatory and the User is to put in text that is appropriate for the 1358 being created. You may enter the name of the User that requested this 1358 at the Originator prompt.

Add comments if you like.

Enter Y at the Is This Request Ready For Approval?: prompt to submit the request to the Control Point Official for approval, or enter N to edit and submit the request later. You can enter another request if you like, or enter N at the Would You Like To Enter Another NEW Request?: prompt to return to the 1358 Request Menu.

```
SERVICE START DATE: 090110  (SEP 01, 2010)
SERVICE END DATE: 093010  (SEP 30, 2010)
PURPOSE:
  1>For Monthly Costs
  2>
EDIT Option:
ORIGINATOR OF REQUEST:
COMMENTS:
  1>
Current Control Point balance: $3193125.53
Estimated cost of this request: $434.00
Is this request ready for approval? YES//
Would you like to enter another NEW request? YES// n  (NO)
   Select 1358 Request Menu Option:
```

7.18. Increase/Decrease Adjustment

7.18.1. Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.
Select 1358 Request Menu from the Process a Request Menu.
Select Increase/Decrease Adjustment from the 1358 Request Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu
        New 2237 (Service) Request
        Edit a 2237 (Service)
        Copy a Transaction
        1358 Request Menu ...
        Print/Display Request Form
        Change Existing Transaction Number
        Repetitive Item List Menu ...
        Cancel Transaction with Permanent Number
        Requestor's Menu ...
        Item Display
        Vendor Display
        Outstanding Approved Requests Report
        Transaction Report - eCMS/IFCAP


Select Process a Request Menu Option: 1358 Request Menu

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


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

7.18.2. Setup Parameters

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

```
Select STATION NUMBER: 002        MYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR2,FOUR
Select OBLIGATION NUMBER: ???
```

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


Select OBLIGATION NUMBER: C30032  002-93-2-022-0001    OBL  C30032


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



This transaction is assigned transaction number: 002-94-4-022-0007
```

7.18.3. **Classification and Sort Group**

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

Per the implementation of Segregation of Duties within the 1358 process, you will no longer be prompted to enter a Name at a Requestor prompt. Your name is automatically entered as the Requestor.

The Date of Request field will have a default date that you can change if appropriate.

The Cost Center will have the default value entered onto the original 1358 as the default value. Cost centers allow Fiscal staff to create total expense records for a section or service.

Enter the date that the obligation is being adjusted.

Enter the amount that you want to adjust the obligation at the Adjustment $Amount prompt. Type the number without any symbols to add money to the obligation. Type a minus symbol in front of the amount to subtract money from the obligation.

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

7.18.4. **BOC, Sub-Control Point and Purpose**

Enter the budget object code classification for the item at the BOC1: prompt. Enter the amount of the item you want to attribute to the budget object code at the BOC1 Amount: prompt. At the Select Sub-Control Point: prompt, you can associate this purchase with a category of purchases that you can define. This allows you to group similar purchases together.

Per the implementation of Segregation of Duties within the 1358 process, the Purpose field is mandatory and you must enter text indicating the reason for the adjustment.

Add comments if you like. IFCAP will let you review the request. IFCAP will list the current Control Point balance, the estimated cost of the adjustment, and the total uncommitted balance

from current and prior quarters. IFCAP will allow you to transmit the adjustment to the Control
Point Official for approval.

Enter N at the Enter another increase/decrease adjustment?: prompt to return to the 1358 Request
Menu.

```
BOC1: 2580 Miscellaneous Contractural  Replace
BOC1 $ AMOUNT: 400//   $ 400.00
                                              TRANSACTION BEG BAL: 400.00
Select SUB-CONTROL POINT:
PURPOSE:
  1> Monthly Costs for July
COMMENTS:
  1>


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

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


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

Select 1358 Request Menu Option:
```

7.19. Edit 1358 Request

7.19.1. Menu Navigation

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

```
Select Control Point Clerk's Menu Option: Process a Request Menu
        New 2237 (Service) Request
        Edit a 2237 (Service)
        Copy a Transaction
        1358 Request Menu ...
        Print/Display Request Form
        Change Existing Transaction Number
        Repetitive Item List Menu ...
        Cancel Transaction with Permanent Number
        Requestor's Menu ...
        Item Display
```

```
             Vendor Display
             Outstanding Approved Requests Report
             Transaction Report - eCMS/IFCAP

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

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

7.19.2. **Setup Parameters**

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

```
Select STATION NUMBER:
Select CONTROL POINT: 101 ??
Select CONTROL POINT: 022 IFVENDOR2,FOUR
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR2,FOUR (CONTROL POINT)

     1   022 IFVENDOR2,FOUR002-94-4-022-0007    ADJ   C30032
     2   022 IFVENDOR2,FOUR002-94-1-022-0002    ADJ   C30101
     3   022 IFVENDOR2,FOUR002-94-1-022-0001    OBL   C30101
     4   022 IFVENDOR2,FOUR002-93-4-022-0016    OBL
     5   022 IFVENDOR2,FOUR002-93-4-022-0015    OBL

TYPE '^' TO STOP, OR
CHOOSE 1-5: 2  002-94-1-022-0002
```

7.19.3. **Authority & Sub-Authority**

The Authority field is mandatory and the Authority entered when the transaction was created will
be shown as a default.   You may change this value if it is not appropriate for the 1358.
If you Edit the Authority value and select an Authority that requires a Sub-Authority, you will be
required to enter a Sub-Authority value.   You may ?? both fields to see the list of possible
choices.

7.19.4. **Classification and Sort Groups**

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

Per the implementation of the Segregation of Duties within the 1358 options, the User is no longer asked to Enter the name of an individual at the Requestor: prompt. Your name is automatically entered as the Requestor.

You may Enter a date in the Date of Request field or accept the default date.

Committed field will have a default value that you can accept or change.

Enter the cost of the 1358 at the Committed (Estimated) Cost: prompt.

Enter the budget object code classification for the 1358 at the BOC1: prompt. If you do not know the budget object code, enter three question marks at the prompt and IFCAP will display the available budget object codes.

At the Select Sub-Control Point: prompt, you can associate this purchase with a category of purchases that you can define. This allows you to group similar purchases together.

If a Vendor was entered when the 1358 was initially created, the Vendor name will be shown as a default and you may accept it or change it. If a Contract Number was entered originally it will be the default value and may be accepted. If a Contract Number is required per the Authority entered on the 1358, you must enter a Contract Number.

Purpose: is now a mandatory prompt and the text entered originally will be shown as a default. Enter the name of the User that requested the creation of the 1358 transaction at the Originator of Request: prompt.

If the system displays a Date Received: prompt, enter the date that the service was completed. Add comments if you like.

Enter N at the Would You Like To Review This Request?: prompt to return to the 1358 Request Menu.

```
CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST:
DATE COMMITTED: AUG 1,1994//
COMMITTED (ESTIMATED) COST: 20.25//
COST CENTER: 844100 Supply//
BOC1: 2660 Operating Supplies and Ma Replace
BOC1 $ AMOUNT: 20.25//
                                    TRANSACTION BEG BAL: 20.25
Select SUB-CONTROL POINT:
VENDOR: IFVENDOR,SIX
VENDOR CONTRACT NUMBER:
SERVICE START DATE: 080194//
SERVICE END DATE: 083194//
PURPOSE:
l>TO TEST SECURITY SYSTEM
EDIT Option:
ORIGINATOR OF REQUEST: IFUSER,THREE //
COMMENTS:
  1>
```

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


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

Select 1358 Request Menu Option:
```

7.20. Create/Edit Authorization

7.20.1. Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.
Select 1358 Request Menu from the Process a Request Menu.
Select Create/Edit Authorization from the 1358 Request Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu
          New 2237 (Service) Request
          Edit a 2237 (Service)
          Copy a Transaction
          1358 Request Menu ...
          Print/Display Request Form
          Change Existing Transaction Number
          Repetitive Item List Menu ...
          Cancel Transaction with Permanent Number
          Requestor's Menu ...
          Item Display
          Vendor Display
          Outstanding Approved Requests Report
         Transaction Report – eCMS/IFCAP

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

```
Select 1358 Request Menu Option: Create/Edit Authorization
```

7.20.2. **Setup Parameters**

Enter a Station number and a Control Point. Enter an obligation number. If you do not know the obligation number, type three question marks and IFCAP will list the available obligations. The obligation number is the number assigned to the transaction by Fiscal Service. Enter the recipient of the funds and any additional information that would aid in the processing of this transaction at the Reference: prompt (e.g., patient ICN, date of services). Add comments if you like. At the Would you like to EDIT or CREATE an Authorization: prompt, enter "E" to edit an authorization or "C" to create an authorization, or press the Enter key to return to the 1358 Request Menu. An authorization is a unique number that IFCAP uses to record individual charges against a 1358

```
Select STATION NUMBER: 002          MYTOWN, PA
Select CONTROL POINT: 022 IFVENDOR2,FOUR
Select OBLIGATION NUMBER: ?
 ANSWER WITH CONTROL POINT ACTIVITY PURCHASE ORDER/OBLIGATION NO
 DO YOU WANT THE ENTIRE CONTROL POINT ACTIVITY LIST? Y  (YES)
CHOOSE FROM:
   C30032              OBL                         C30032
   C30033              OBL                         C30033
   C30034              OBL                         C30034
   C30035              OBL                         C30035
   C30036              OBL                         C30036
   C30037              OBL                         C30037
   C30093              OBL                         C30093
   C30097              OBL                         C30097
   C30100              OBL                         C30100
   C30101              OBL                         C30101


Select OBLIGATION NUMBER: C30033  002-93-2-022-0002    OBL  C30033


Would you like to EDIT or CREATE an Authorization: CreATE
This entry has been assigned transaction number: 0003.


Obligation amount: $    500.00          Fiscal balance: $     500.00
  Service balance: $    500.00
AUTHORIZATION AMOUNT:  (.01-999999999.99): 200
REFERENCE:
COMMENTS:
Would you like to EDIT or CREATE an Authorization: N


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


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


        New 1358 Request
        Increase/Decrease Adjustment
```

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

Select 1358 Request Menu Option:


Select 1358 Request Menu Option: display 1358 Balance
Select STATION NUMBER: 999
Select CONTROL POINT: 081 SPD REDACTED                  0160A1   10  0100    010028100
Select OBLIGATION NUMBER: c15093  999-C15093  07-07-11  1358    Obligated - 1358


            FCP: 081      $ 1000.00


                        999-C15093 OBLIGATION BALANCES


  OBLIGATION AMOUNT: $     1,000.00     SERVICE BALANCE: $     1,000.00
LIQUIDATION BALANCE: $     1,000.00   TOTAL LIQUIDATIONS: $        0.00


AUTHORIZATION BALANCE(S):



   AUTHORIZATION TOTAL: $         0.00
```

7.20.3. **Display 1358 Balances**

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

```
This entry has been assigned transaction number: 0003.


Obligation amount: $     500.00          Fiscal balance: $     500.00
   Service balance: $     500.00
AUTHORIZATION AMOUNT:  (.01-999999999.99): 200
REFERENCE:
COMMENTS:
Would you like to EDIT or CREATE an Authorization: N
```

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

Would you like to EDIT or CREATE an Authorization:
Select OBLIGATION NUMBER:
        New 1358 Request
        Increase/Decrease Adjustment
        Edit 1358 Request
        Create/Edit Authorization
        Daily Activity Enter/Edit
        Display 1358 Balance
        List 1358's with Open Authorizations
        Print 1358
        Print Obligated 1358s
        Recalculate 1358 Balance

Select 1358 Request Menu Option:
```

7.21. Daily Activity Enter/Edit

7.21.1. Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.
Select 1358 Request Menu from the Process a Request Menu.
Select Daily Activity Enter/Edit from the 1358 Request Menu.

```
Select Control Point Clerk's Menu Option: Process a Request Menu
        New 2237 (Service) Request
        Edit a 2237 (Service)
        Copy a Transaction
        1358 Request Menu ...
        Print/Display Request Form
        Change Existing Transaction Number
        Repetitive Item List Menu ...
        Cancel Transaction with Permanent Number
        Requestor's Menu ...
        Item Display
        Vendor Display
        Outstanding Approved Requests Report
        Transaction Report - eCMS/IFCAP

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

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

7.21.2. **Setup Parameters**

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

```
Select STATION NUMBER: 002        MYTOWN, PA
Select CONTROL POINT: 022 IFVENDOR2,FOUR
Select OBLIGATION NUMBER: ???

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


Select OBLIGATION NUMBER: C30033  002-93-2-022-0002    OBL  C30033


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

7.21.3. **Select Authorization**

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

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

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

the balance on the authorization and mark it as complete. IFCAP will then return to the 1358
Request Menu.

```
Select AUTHORIZATION: ???

CHOOSE FROM:
   311              002-C30033-0003

Select AUTHORIZATION: 311   002-C30033-0003
...Excuse me,  This may take a few moments...

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

This DAILY ACTIVITY ENTRY has been assigned: 002-C30033-0003-1


Is this the final daily activity? NO// YES

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

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

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

Select 1358 Request Menu Option:
```

7.22. Recalculate 1358 Balance

7.22.1. Menu Navigation

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

Select 1358 Request Menu from the Process a Request Menu.
Select Recalculate 1358 Balance from the 1358 Request Menu.

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


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


Select Process a Request Menu Option: 1358 Request Menu


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

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

7.22.2. **Setup Parameters**

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

```
Select STATION NUMBER: 002        MYTOWN, PA
Select CONTROL POINT: 039 ANYSITE ISC
Select OBLIGATION NUMBER:    002-C40004   -- 1358   Obligated - 1358
          FCP: 039     $ 5.00
                    002-C40004 OBLIGATION BALANCES


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

```
AUTHORIZATION BALANCE(S):
002-C40004-0003 AMOUNT:        $2.00      BALANCE:      $0.00      PYMT: $2.00
002-C40004-0004 AMOUNT:        $2.10      BALANCE:      $0.00      PYMT: $2.10

                               _____              _____           _____
                                  $4.10                   $0.00                $4.10


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

Select 1358 Request Menu Option:
```

7.23. Display 1358 Balance

7.23.1. Menu Navigation

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

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


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


Select Process a Request Menu Option: 1358 Request Menu


        New 1358 Request
        Increase/Decrease Adjustment
        Edit 1358 Request
        Create/Edit Authorization
```

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

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

7.23.2. **Setup Parameters**

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

```
Select STATION NUMBER: 002        MYTOWN, PA
Select CONTROL POINT: 039 ANYSITE ISC
Select OBLIGATION NUMBER:    002-C40004    -- 1358   Obligated - 1358
          FCP: 039      $ 5.00
                       002-C40004 OBLIGATION BALANCES


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



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

                           _____      _____      _____
                              $4.10            $0.00           $4.10


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

Select 1358 Request Menu Option:
```

7.24. List Open 1358s

7.24.1. Menu Navigation

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

Select 1358 Request Menu from the Process a Request Menu.

Select List Open 1358s from the 1358 Request Menu.

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

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

```
        Outstanding Approved Requests Report
        Transaction Report - eCMS/IFCAP


Select Process a Request Menu Option: 1358 Request Menu

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

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

7.24.2. **Setup Parameters**

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

```
Select STATION NUMBER: 002        MYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR2,FOUR
DEVICE:   LAT    RIGHT MARGIN: 80//

OPEN 1358 DAILY RECORDS                        JUL  8,1994  17:29    PAGE 1
              AUTHORIZATION
AUTHORIZATION #       BALANCE  REFERENCE
-------------------------------------------------------------------------------

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


        New 1358 Request
```

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

Select 1358 Request Menu Option:
```

7.25. Print 1358

7.25.1. Menu Navigation

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

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

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

Select Process a Request Menu Option: 1358 Request Menu

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

Select 1358 Request Menu Option: Print 1358
```

7.25.2. Setup Parameters

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

```
Select STATION NUMBER: 002//          MYTOWN, PA
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
Select OBLIGATION NUMBER: ???

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


Select OBLIGATION NUMBER: C30033  002-93-2-022-0002    OBL  C30033
Would you like to print the Description field for each 1358 Daily Record entry? NO//
(NO)
Would you like to print the daily records for each authorization? NO//
DEVICE: HOME//   LAT    RIGHT MARGIN: 80//
```

7.25.3. **Display or Print 1358**

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

```
400-11-3-041-0067            JUL 27, 2011@13:13:29            PAGE 1
_____
1358 OBLIGATION OR CHANGE:NURSING HOME/ADULT DAYCARE
    NURSING HOME
_____
Originator of Request:
Requestor:                     |Date Requested:         |Obligation No.:
CPCLERK,TWO                    |APR 26, 2011            |  400-C15090
_____
Vendor:                        |Contract Number:
COMMUNITY HOSPITAL HOME CARE   |
_____
Name and Title Approving Off.: |Signature:         |Date Signed:
CP OFFICIAL,ONE                |/ES/CPOFFICIAL,ONE |APR 28, 2011@09:3
1:56
                               |                   |
                               |                   |
_____
FUND CERTIFICATION:  The supplies and services listed on this request are
properly chargeable to the following allotments, the available balances of
```

```
which are sufficient to cover the cost thereof, and funds have been obligated.
_____
Press return to continue, "^" to exit:


400-11-3-041-0067                  400-C15090                        PAGE 2
_____
1358 OBLIGATION OR CHANGE:NURSING HOME/ADULT DAYCARE
     NURSING HOME

_____
Appropriation & Acct. Symbols:        |Obligated By:      |Date Obligated:
400-3610160-041-824100-2580 010044100 |/ES/CP OFFICIAL TESTER|MAY 13, 2011

_____
AUTHORITY: 1                          SUB: A
SERVICE START DATE: 04/01/11          SERVICE END DATE: 04/30/11

_____
Purpose:
APRIL HOSPITAL CARE

_____
Press return to continue, "^" to exit:

400-11-3-041-0067                  400-C15090                        PAGE 3
_____
1358 OBLIGATION OR CHANGE:NURSING HOME/ADULT DAYCARE
     NURSING HOME

_____
ESTIMATED OBLIGATION RECAP
DATE   REF#  CPA#                  AMOUNT            BALANCE
05/13  0001  400-11-3-041-0067     $   100.00        $   100.00

_____
AUTHORIZATION & ORDER RECORD                          LIQUIDATION RECORD


                          AUTH.      AUTH.     CUMULATIVE          UNLIQ
DATE   SEQ#   REFERENCE    AMOUNT     BALANCE   AUTH. AMT. LIQUID   BAL

_____
       TOTALS            $    0.00 $    0.00 $   0.00        $   100.00

VA FORM 4-1358a-ADP (NOV 1987)

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

Select 1358 Request Menu Option:
```

7.26. Print Obligated 1358s

7.26.1. Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.
Select 1358 Request Menu from the Process a Request Menu.
Select Print Obligated 1358s from the 1358 Request Menu.

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

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

Select Process a Request Menu Option: 1358 Request Menu

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

Select 1358 Request Menu Option: Print Obligated 1358s
```

7.26.2. Display or Print Obligated 1358s

Enter a date range and device to obtain a list of obligated 1358s with a dollar value of $0 and higher. Your previous entries for the START and GO TO P.O. DATES will appear as the defaults.

The report includes information such as Obligation. #, date and amount; Service Start and End dates, Authority/Sub-Authority, Requestor; and vendor and contract information, if it was entered when the 1358s were created.
This option should be printed at 132 columns.

```
* Previous selection: P.O. DATE from Oct 1,2005 to Oct 31,2005@24:00
START WITH P.O. DATE: Oct 1,2005//   (OCT 01, 2005)
GO TO P.O. DATE: Oct 31,2005//   (OCT 31, 2005)
DEVICE: HOME//   LAT    RIGHT MARGIN: 80// 132
```

```
PROCUREMENT & ACCOUNTING TRANSACTIONS LIST (OBLIGATED 1358s)            FEB
6,2006  13:13    PAGE 1
                                           BUSINESS
PURCHASE                     VENDOR CONTRACT  TYPE SOCIOECONOMIC TOTAL
ORDER NUMBER   P.O. DATE VENDOR NUMBER       (FPDS)  GROUP (FPDS  AMOUNT  REQUESTOR
SERVICE START DATE           SERVICE END DATE
    AUTHORITY
    SUB-AUTHORITY
-------------------------------------------------------------------------------
999-B05029     SEP 16,2010                              1000 USER,NAME299
09/16/10                 09/26/10
2    FEE BASIS
A    FEE MEDICAL/DENTAL (PRE-AUTHORIZED)


999-C15094    SEP 17,2010   A  EXAMPLE MD                    400
USER,NUAME33
09/17/10                 09/17/
4    LIMITED OPEN TRAVEL AUTHORITY
```

7.27. Outstanding Approved Requests Report

7.27.1. Menu Navigation

Select Process a Request Menu from the Control Point Clerk's Menu.
Select Outstanding Approved Requests Report from the Process a Request Menu.

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

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

```
        Transaction Report - eCMS/IFCAP

Select Process a Request Menu Option: Outstanding Approved Requests Report
```

7.27.2. **Setup Parameters**

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

```
Select STATION NUMBER: 002//        MYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
DEVICE: HOME//   LAT    RIGHT MARGIN: 80//



OUTSTANDING APPROVED REQUEST REPORT - CP 022   JUL 8,1994@17:34:10  PAGE 1
TRANSACTION NUMBER   TRANSACTION STATUS          VENDOR
DATE SIGNED    EST. DEL. DATE      PO #           DATE OBL.      DATE REQ.
-----------------------------------------------------------------------------
999-088-400101-94-3  OBL                          IFVENDOR,FOUR
04-09-94       05-02-94             999-088-94-3   04-09-94       05-04-94
-----------------
End of processing

Select STATION NUMBER: 002//^

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

Select Process a Request Menu Option:
```

7.28. Transaction Report – eCMS/IFCAP

This report is based on data in the IFCAP/ECMS TRANSACTION file (#414.06). As 2237s are sent to and from eCMS via HL7 messages, certain information about each transaction is stored in this file. This report lists transactions that have been sent to eCMS, returned by eCMS, or cancelled by eCMS.

Note: You will only be able to view data about the 2237 transactions related to the Control Point(s) on which you are identified as a Control Point Clerk or Official .

7.28.1. Menu Navigation

```
Select Process a Request Menu option on Control Point Clerk's Menu.
Select Transaction Report – eCMS/IFCAP

Select Process a Request Menu Option: ?


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

7.28.2. Setup Parameters

The selection criteria for the report to be generated include: Single 2237, Single eCMS Contact, Date Range, Single Station, Sub-station (if applicable, and YES response to Single Station prompt), Single Fund Control Point, and up to four distinct Event Types.

The report is based on data in the new IFCAP/ECMS TRANSACTION file (#414.06). As 2237s are sent to and from eCMS via HL7 messages, certain information about each transaction is stored within this file.

The User is able to generate a report for a Single 2237. User must be a Clerk or Official on the Control Point selected for the 2237.

```
Select Process a Request Menu <TEST ACCOUNT> Option: transaction Report - eCMS/I
FCAP
Select a single 2237 TRANSACTION NUMBER? NO// y  YES
```

```
Select a 2237: 999-13-4
     1    999-13-4-110-0060
     2    999-13-4-914-0009
CHOOSE 1-2: 2  999-13-4-914-0009

The single 2237, 999-13-4-914-0009, has been selected for printing.

DEVICE: HOME// 0;80;999  DECWINDOWS


JUL 21, 2013@03:27        eCMS/IFCAP TRANSACTION LOG REPORT             p. 1

eCMS 2237: 999-13-4-914-0009

IFCAP Reference       Message Event                       Event Date
_____
999-13-4-914-0009     2237 SENT                           JUN 26, 2013@16:51:22
                                            ACKNOWLEDGED: JUN 26, 2013@16:52:23


999-13-4-914-0009     RETURN TO CONTROL POINT             JUN 26, 2013@17:10:54
                                            ACKNOWLEDGED: JUN 26, 2013@17:10:55
eCMS CONTACT: XXXXX@va.gov               PHONE: 501-257-1038
RETURN/CANCEL DATE: JUN 26, 2013@16:10:28
REASON: Returned to the Control Point Level in IFCAP


999-13-4-914-0009     2237 CANCELLED BY ECMS             JUN 26, 2013@17:41:29
                                            ACKNOWLEDGED: JUN 26, 2013@17:41:30
eCMS CONTACT: XXXXX@va.gov               PHONE: 501-257-1038
RETURN/CANCEL DATE: JUN 26, 2013@16:41:10
REASON: Cancel the PR and Return to IFCAP

                          END OF REPORT
```

The User can generate a report for 2237s Sent from eCMS either by all possible eCMS Contacts (user accepts default value of NO), or a specific individual (user says YES.) In the latter (YES) scenario, a list of possible eCMS Contact choices is displayed, from which the User selects one. This is shown in the following screen capture.

```
Select Process a Request Menu <TEST ACCOUNT> Option: Transaction Report - eCMS/I
FCAP
Select a single 2237 TRANSACTION NUMBER? NO//
Select a single eCMS Contact? NO// y  YES

    1   eCMS USER1   USER1.eCMS@va.gov
    2   eCMS USER2   USER2.eCMS@va.gov
    3   USER FOUR   FOUR.USER@va.gov
    4   USER7 eCMS   eCMS.USER7@va.gov

Select one of the above eCMS Contacts: 3

Select one of the above eCMS Contacts:   FOUR USER
Select ALL DATES: (JUN 06, 2012 - JUL 21, 2013)? NO// y  YES
```

```
Select a single STATION NUMBER? NO//
Select a single FUND CONTROL POINT? NO//
TRANSACTION EVENTS:

 1 Sent to eCMS (includes resent 2237s)
 2 Returned to Accountable Officer
 3 Returned to Control Point
 4 Cancelled within eCMS

Select one or more of the above events: 1-4// 2-4
Display event ERROR TEXT? NO//

All eCMS 2237s matching your selections below will be displayed:
  eCMS Contact: FOUR.USER@va.gov
  All dates: (JUN 06, 2012 - JUL 21, 2013)
  All Stations and Substations
  All Fund Control Points
  Event Types selected are:
   2 = Returned to Accountable Officer
   3 = Returned to Control Point
   4 = Cancelled within eCMS
  A note will display for any errors, but not the full text.



DEVICE: HOME//
JUL 21, 2013@03:39      eCMS/IFCAP TRANSACTION LOG REPORT          p. 1


eCMS 2237: ALL   eCMS Contact: REDACTED                    Station: ALL
Report Date Range: JUN 06, 2012 - JUL 21, 2013          Control Point: ALL
Events: Returned to AO, Returned to CP, Cancelled within eCMS


IFCAP Reference      Message Event                      Event Date
_____
001-12-4-060-0017   RETURN TO CONTROL POINT          JUL 20, 2012@16:47:59
SUBSTATION: 001                       ACKNOWLEDGED: JUL 20, 2012@16:48
eCMS CONTACT: Four.User@va.gov        PHONE: 202-632-0000 ext 257
RETURN/CANCEL DATE: JUL 20, 2012@16:16:25
REASON: Requires line edit
This RETURN TO CONTROL POINT has ACKNOWLEDGMENT ERROR TEXT.

001-12-4-145-0024    RETURN TO ACCOUNTABLE OFFICER    JUL 18, 2012@17:02:59
SUBSTATION: 001A4                     ACKNOWLEDGED: JUL 18, 2012@17:03
eCMS CONTACT: Four.User@va.gov        PHONE: 202-632-0000 ext 257
RETURN/CANCEL DATE: JUL 18, 2012@14:16:23
REASON: Need to redirect
This RETURN TO ACCOUNTABLE OFFICER has ACKNOWLEDGMENT ERROR TEXT.
```

A Control Point User may generate a report for 2237 transaction records from one specific Control Point or a specifc Date Range or Station.   Note: The Control Point User is only permitted to view data related to Control Points on which that CP User is a Clerk or an Official.

7.29. Status of Requests Reports Menu: Supplementary Options

7.30. Print/Display Request Form

7.30.1. Menu Navigation

Select Status of Requests Reports Menu from the Control Point Clerk's Menu.
Select Print/Display Request Form from the Status of Requests Reports Menu.
Enter a Station Number and a Control Point. Enter a transaction number. If you do not know the transaction number, enter three question marks at the prompt and IFCAP will display the available transactions.

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

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

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

7.30.2. Setup Parameters

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

```
Select STATION NUMBER: 999
Select CONTROL POINT:   081 SPD REDACTED            0160A1  10  0100   010028100
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: C15
    1   C15093  999-11-4-081-0002  OBL              C15093

    2   C15096  999-11-4-081-0003  OBL              C15096

CHOOSE 1-2:2
EVICE: HOME//   TELNET    Right Margin: 80//


999-11-4-081-0003              JUL 27, 2011@13:23:34              PAGE 1
_____
1358 OBLIGATION OR CHANGE:FEE BASIS
     FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)
_____
Originator of Request:
Requestor:                     |Date Requested:         |Obligation No.:
CP CLERK,TWO                    |JUL 07, 2011            |  999-C15096
_____
Vendor:                        |Contract Number:
                               |
_____
```

```
Name and Title Approving Off.:          |Signature:       |Date Signed:
OFFICIAL CP                             |/ES/OFFICIAL CP  |JUL 07, 2011@15:32:39
FCP OFFICIAL                            |                 |
_____
FUND CERTIFICATION:  The supplies and services listed on this request are
properly chargeable to the following allotments, the available balances of
which are sufficient to cover the cost thereof, and funds have been obligated.
_____
Press return to continue, "^" to exit:


999-11-4-081-0003                  999-C15096                         PAGE 2
_____
1358 OBLIGATION OR CHANGE:FEE BASIS
     FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)
_____
Appropriation & Acct. Symbols:          |Obligated By:     |Date Obligated:
999-3610160-081-828100-2580 010028100   |/ES/TECH ACCT     |JUL 19, 2011
_____
AUTHORITY: 2                            SUB: B
SERVICE START DATE: 07/01/11            SERVICE END DATE: 07/31/11
_____
Purpose:
MONTHLY COSTS

_____
Press return to continue, "^" to exit:


999-11-4-081-0003                  999-C15096                         PAGE 3
_____
1358 OBLIGATION OR CHANGE:FEE BASIS
     FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)
_____
ESTIMATED OBLIGATION RECAP
DATE   REF#  CPA#                  AMOUNT              BALANCE
07/19  0001  999-11-4-081-0003     $ 10000.00          $ 10000.00
_____
AUTHORIZATION & ORDER RECORD                           LIQUIDATION RECORD

                         AUTH.     AUTH.     CUMULATIVE          UNLIQ
DATE    SEQ#   REFERENCE AMOUNT    BALANCE   AUTH. AMT. LIQUID   BAL
_____
        TOTALS           $   0.00 $   0.00 $   0.00      $ 10000.00

VA FORM 4-1358a-ADP (NOV 1987)




Enter information for another report or an uparrow to return to the menu.
Select STATION NUMBER: 002// ^

        Print/Display Request Form
        Status of All Obligation Transactions
```

```
           Requests Ready for Approval List
           PO with Associated Transactions

Select Status of Requests Reports Menu Option:
```

7.31. Status of All Obligation Transactions

7.31.1. Menu Navigation

Select Status of Requests Reports Menu from the Control Point Clerk's Menu.
Select Status of all Obligation Transactions from the Status of Requests Reports Menu.
Enter a Station number, fiscal year and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points.

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

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

Select Status of Requests Reports Menu Option: Status of All Obligation Transactions
Select STATION NUMBER: 002//           MYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 121 LAB TESTING 121//
DEVICE:   LAT    RIGHT MARGIN: 80//
```

7.31.2. Display Data

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

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


94-4-0213   STANDARD                           05/27/94
 IFVENDOR,SEVEN
                                     ITEM #4
```

```
94-4-0214    STANDARD                             05/27/94
 IFVENDOR,SEVEN
                                      ITEM #4


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

Select STATION NUMBER: 999// ^



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

Select Status of Requests Reports Menu Option:
```

7.32. PO with Associated Transactions

7.32.1. Menu Navigation

Select Status of Requests Reports Menu from the Control Point Clerk's Menu.
Select PO with Associated Transactions from the Status of Requests Reports Menu.

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

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

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

7.32.2. Setup Parameters

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

```
Select STATION NUMBER: 999//           ANYCITY,DC
Select CONTROL POINT: 040 BUILDING MANAGEMENT// ???
Select PURCHASE ORDER/OBLIGATION NO: ???
```

```
Attempting lookup in transaction file.

Attempting lookup using 040 BUILDING MANAGEMENT    (CONTROL POINT)

     1    040 BUILDING MANAGEMENT  002-93-2-040-0009    OBL  C30092
     2    040 BUILDING MANAGEMENT  002-93-2-040-0006    OBL  C30065
     3    040 BUILDING MANAGEMENT  002-93-2-040-0005    OBL  C30064
     4    040 BUILDING MANAGEMENT  002-93-2-040-0004    OBL  C30063
     5    040 BUILDING MANAGEMENT  002-93-2-040-0003    OBL  C30062

TYPE '^' TO STOP, OR
CHOOSE 1-5: 1  002-93-2-040-0009
Would you like to include 'Comments'? YES// n  (NO)
DEVICE:   LAT    RIGHT MARGIN: 80//
```

7.32.3. **Print Report**

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

```
OBLIGATION STATUS REPORT                       JUL  8,1994  17:44    PAGE 1
TRANSACTION NUMBER  TYPE           $ AMOUNT  VENDOR
                                             STATUS
COMMENTS
--------------------------------------------------------------------------------
        PURCHASE ORDER/OBLIGATION NO: C30092


002-93-2-040-0009   OBLIGATION       500.00  Obligated - 1358
Needed by Dietetics                                   -----------

TOTAL                                500.00
Select STATION NUMBER: 002// ^


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

Select Status of Requests Reports Menu Option:
```

7.33. Requests Ready for Approval List

7.33.1. **Menu Navigation**

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

Enter a Control Point

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

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

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


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

7.33.2. **Listing**

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

```
REQUESTS TO BE APPROVED LIST                     JUL  8,1994  17:49    PAGE 1
TRANSACTION NUMBER  TYPE  FORM TYPE
  REQUESTOR                        REQUESTED                    REQUIRED
    EST COST
    VENDOR                          FIRST ITEM DESCRIPTION
----------------------------------------------------------------------------

999-94-4-101-0318   ADJ   1358 ORDER FORM
                                 JUL 7,1994
    LONG LASTING TELEPHONE LINES

999-94-3-101-0156   OBL   NON-REPETITIVE (2237) ORDER
  IFUSER,TWO                      APR 18,1994                   MAY  8,1994
     8000.00
    IFVENDOR,TWO                         Roofing Material


Press return to continue or uparrow to exit:

Select CONTROL POINT: 101 LAB TESTING 101// ^


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

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

7.34. Supplementary Options in the Display Control Point Activity Menu

7.34.1. Purchase Order Status

7.34.2. Menu Navigation

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

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


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

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

Select PURCHASE ORDER NUMBER: A40004  999-A40004    11-22-93  ST   Complete Order
Received But Not Ob
          FCP: 101     $ 10.00
```

7.34.3. Status Listing

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

```
Purchase Order Status: Complete Order Received But Not Oblig.

Would you like the purchase order display? NO//    (NO)

Would you like to review the entire purchase order? NO//    (NO)

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


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

Select Display Control Point Activity Menu Option:
```

7.35. Temporary Transaction Listing

7.35.1. Menu Navigation

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

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


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

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

7.35.2. Listing

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

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

         CONTROL POINT: 101 LAB TESTING 101
WER246    APR 19,1994  IFUSER,SIX       IFVENDOR,FOUR             40.00
SIFUS627  JUN 27,1994  IFUSER,SEVEN                            99999.27
MCGJUN27  JUN 27,1994  IFUSER,SEVEN     IFVENDOR,FOUR             23.45
KMB601    JUN 27,1994                   IFVENDOR,SEVEN            10.00
KIMBIE2   JUN 30,1994  IFUSER,EIGHT     IFVENDOR,SEVEN            10.00
USER90    JUN 30,1994                                             10.00
KMN5      JUL 5,1994   IFUSER,NINE      IFVENDOR2,SIX   ITEM #11  48.00
KMBZ2     JUL 6,1994   IFUSER,EIGHT     IFVENDOR,SEVEN   ITEM #25 12.23
KMN7      JUL 14,1994  IFUSER,EIGHT     IFVENDOR,SEVEN   ITEM #17 23.84




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

Select Display Control Point Activity Menu Option:
```

7.36. Transaction Status Report

7.36.1. Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk's Menu.
Select Transaction Status Report from the Display Control Point Activity Menu.
Enter a transaction number. If you do not know the transaction number, enter three question numbers and IFCAP will list the available transactions.

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


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


Select Display Control Point Activity Menu Option: Transaction Status Report
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???

Attempting lookup in transaction file.
```

```
Attempting lookup using 101 LAB TESTING 101   (CONTROL POINT)

    1   101 LAB TESTING 101  999-94-4-101-0325   OBL  IFVENDOR2,FIVE   TEST ITEM #17
    2   101 LAB TESTING 101  999-94-4-101-0324   OBL  IFVENDOR2,FIVE   TEST ITEM #17
    3   101 LAB TESTING 101  999-94-4-101-0323   ADJ  C45003
    4   101 LAB TESTING 101  999-94-4-101-0322   ADJ  C45003
    5   101 LAB TESTING 101  999-94-4-101-0321   ADJ  C45040
TYPE '^' TO STOP, OR
CHOOSE 1-5: 3  999-94-4-101-0323
DEVICE: HOME//   LAT    RIGHT MARGIN: 80//
```

7.36.2. **Listing**

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

```
   ADJUSTMENT TRANSACTION STATUS DISPLAY          JUL 8,1994@17:56:16


Transaction Number: 999-94-4-101-0323    Transaction Type: ADJUSTMENT
Vendor:
Purchase Order/Obligation No.: C45003    Adjustment $ Amount: $100.00
Date Obl.Adjusted:                       Accounting Data: 3640151.001 3040/21-25
FMS $ Amount: $0.00                      FMS Date:
FMS Transaction Code:
Sort Group:                              Classification of Request:


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


Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ^



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


Select Display Control Point Activity Menu Option:
```

```
     OBLIGATION TRANSACTION STATUS DISPLAY          JUL 21,2013@03:01:12


Transaction Number: 001-13-3-110-0010    Transaction Type: OBLIGATION
A&MM Status: Sent to eCMS (P&C)
Temporary Trans. Number:
Form Type: REPETITIVE (PR CARD) ORDER
Date of Request: APR 29,2013            Date Required: MAY 9,2013
```

```
Est. Delivery Date:                        Date Received:
Vendor: BAXTER HEALTHCARE CORPORATION      P.O. Vendor:
Committed (Estimated) Cost: $100.00        Date Committed: APR 29,2013
Obligated (Actual) Cost: $0.00            Date Obligated:
Purchase Order/Obligation No.:             Accounting Data: 3630160
FMS $ Amount: $0.00                        FMS Date:
FMS Transaction Code:
Return to Service Comments:
Comments:


Transaction Number: 001-13-3-110-0010    Transaction Type: OBLIGATION
Requestor: IFCP1              Form Type: REPETITIVE (PR CARD) ORDER
Requestor's Title:                      Requesting Service: REHAB MEDICINE
Approving Official: IFCPO3      Inventory Dist. Point:
Appr. Official's Title:   GRANDMA  Cost Center: 820300 Psychiatry
```
Date Signed (Approved): APR 29,2013
```
Justification: want this stuff right away! needed on the wards.
Deliver To/Location: bdlkej33
Classification of Request:
Sort Group:

Would you like to review the item information for this request? No//
```

7.37. Running Balances

7.37.1. Menu Navigation

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

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


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

Select Display Control Point Activity Menu Option: Running Balances
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101//
Summary Balances Report Only? No// Y  (Yes)
DEVICE: HOME//   UCX/TELNET    Right Margin: 80//
STATION: 999   FUND CONTROL POINT: 060 FISCAL SVC
```

```
    FISCAL YEAR: 00   QTR: 3
```

7.37.2. **Listing**

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

```
SELECT STATION NUMBER: 999//
SELECT FISCAL YEAR: 12//
SELECT QUARTER: 1// 4
SELECT CONTROL POINT: 110 MONEY BAG              0160A1   10   0100    010042116
SUMMARY BALANCES REPORT ONLY? NO//   (NO)
DEVICE: HOME//   DECWINDOWS


CONTROL POINT BALANCE - 999-12-4-110- MAVIS       AUG 07, 2012@16:32:04  PAGE 1


                                                            FISCAL
FYQSEQ# TXN OBL #        AP/OB DT   COMM $AMT    CP $BAL   OBL $AMT UNOBL $BAL
-------------------------------------------------------------------------------
1240012 CEI 999FC0607    04/02/12  1000000.00  998362.60 1000000.00 1000000.00
1230013 OBL             05/08/12      147.60   998215.00       0.00*1000000.00
1230014 OBL             04/11/12       40.80   998174.20       0.00*1000000.00
1230015 OBL             05/08/12      455.80   997718.40       0.00*1000000.00
1230016 OBL             05/14/12       20.00   997698.40       0.00*1000000.00
1230017 OBL                            0.00*   997698.40       0.00*1000000.00
1230018 OBL                            0.00*   997698.40       0.00*1000000.00
1230019 OBL                            0.00*   997698.40       0.00*1000000.00
1230020 OBL                            0.00*   997698.40       0.00*1000000.00
1230021 OBL             05/17/12      396.00   997302.40       0.00*1000000.00
1230022 OBL             05/18/12     2962.55   994339.85       0.00*1000000.00
PRESS RETURN TO CONTINUE, UPARROW (^) TO EXIT:

CONTROL POINT BALANCE - 999-12-4-110- MAVIS       AUG 07, 2012@16:32:04  PAGE 2


                                                            FISCAL
FYQSEQ# TXN OBL #        AP/OB DT   COMM $AMT    CP $BAL   OBL $AMT UNOBL $BAL
-------------------------------------------------------------------------------
1230023 OBL             05/25/12   120283.90   874055.95       0.00*1000000.00
1240024 OBL                           22.40*   874055.95       0.00*1000000.00
1230025 OBL             06/12/12      301.84   873754.11       0.00*1000000.00
1230026 OBL                         1245.00*   873754.11       0.00*1000000.00
1230027 OBL                            0.00*   873754.11       0.00*1000000.00
1230028 OBL                          129.60*   873754.11       0.00*1000000.00
1230029 OBL             06/14/12       78.20   873675.91       0.00*1000000.00
1230030 OBL             06/21/12      390.55   873285.36       0.00*1000000.00
1230031 OBL                            0.00*   873285.36       0.00*1000000.00
1230032 OBL             06/22/12    39990.11   836405.25       0.00*1000000.00
1230033 OBL             06/22/12     3308.70   833096.55       0.00*1000000.00
1240035 CEI  999FC0607  06/22/12  10000000.0010833096.5510000000.0011000000.00
1240039 CEI FROM 12-3             10575000.0021408096.5510575000.0021575000.00


CONTROL POINT BALANCE - 999-12-4-110             AUG 07, 2012@16:32:04   PAGE 3
                                                            FISCAL
FYQSEQ# TXN OBL #        AP/OB DT   COMM $AMT    CP $BAL   OBL $AMT UNOBL $BAL
-------------------------------------------------------------------------------
1240041 ADJ QTRADJ                     0.00 21408096.55             21575000.00
```

```
1240042 OBL                07/11/12        36.00 21408060.55        0.00*21575000.00
1240043 OBL B20004         07/27/12       310.00 21407750.55      310.00 21575000.00
1240044 OBL                               0.00*21407750.55        0.00*21265000.00
PRESS RETURN TO CONTINUE, UPARROW (ˆ) TO EXIT:

CONTROL POINT BALANCE - 999-12-4-110- MAVIS       AUG 07, 2012@16:32:04  PAGE 4
                                                                 FISCAL
FYQSEQ# TXN OBL #        AP/OB DT   COMM $AMT    CP $BAL   OBL $AMT UNOBL $BAL
------------------------------------------------------------------------------

FMS TRANSACTION TOTAL FOR THIS QUARTER: $0.00
==============================================================================


BALANCE SUMMARY        1ST QUARTER    2ND QUARTER    3RD QUARTER    4TH QUARTER

ACTUAL CP BAL:               0.00           0.00           0.00    21407750.55
ACTUAL FISCAL BAL:           0.00           0.00           0.00    21265000.00
TOT COMMIT, NOT OBL:         0.00           0.00           0.00      142750.55

SECTION 1 CODES  # - CANCELLED ORDER    * - ORDER NOT OBLIGATED OR SIGNED
                 @ - PURCHASE CARD ORDER FOR RECONCILIATION
                 & - RECONCILED ORDER WITH FINAL CHARGE - READY FOR APPROVAL
                 R - TOTAL RECONCILED CHARGES
SECTION 2 CODES
                 @ - PURCHASE CARD CC TRANSACTION IS NOT RECONCILED

THE SYMBOLS '*','@', AND '&' INDICATE INCOMPLETE ITEMS.
PLEASE TAKE THE NECESSARY STEPS TO CLEAR THESE ITEMS.

WOULD YOU LIKE TO RUN ANOTHER RUNNING BALANCES REPORT? NO//

        PURCHASE ORDER STATUS
        TRANSACTION STATUS REPORT
        RUNNING BALANCES
        TEMPORARY TRANSACTION LISTING
        ITEM HISTORY
        PPM STATUS OF TRANSACTIONS REPORT
        CP ENTERED, NOT APPROVED REQUESTS

SELECT DISPLAY CONTROL POINT ACTIVITY MENU OPTION:
```

7.38. Item History

7.38.1. Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk's Menu.
Select Item History from the Display Control Point Activity Menu.
Enter a Control Point. Enter the name or item master number of the item you want to review. If you do not know the name or item master number of the item, enter three question marks at the prompt and IFCAP will list the available items.

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

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

```
             Item History
             PPM Status of Transactions Report

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

     Select one of the following:

        L           Last 5 Purchase Orders
        D           Date Range

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

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

Select ITEM MASTER NUMBER: 103         TRASH CAN
```

7.38.2. Listing

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

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

                          Quantity
                          Previously  Unit of                     Quantity
Date Ordered   PO Number  Received    Purchase  Unit Cost  Total Cost  Ordered
_____
MAY 31,1994    999-B40054       1  EA            9.00       90.00        10
Vendor: IFVENDOR,EIGHT
MAY 3,1994     999-A40680          EA           10.00       20.00         2
Vendor: IFVENDOR,NINE
MAY 2,1994     999-A40674          EA           10.00       20.00         2
Vendor: IFVENDOR,NINE


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

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

Select Display Control Point Activity Menu Option:
```

7.39. PPM Status of Transactions Report

7.39.1. Menu Navigation

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

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


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


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

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

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

7.39.2. Listing

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

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


                    PO/OBL#   COMM.        OBLIG.
2237#                         (EST) COST (ACT) COST   DATE REQ.   DATE OBL.
REQUESTOR                               ORIGINATOR OF REQUEST
                              STATUS
-----------------------------------------------------------------------------
999-94-4-101-0326             $23.84                 JUL 20,1994
                              Pending Accountable Officer Sig.
999-94-4-101-0328             $23.84                 JUL 20,1994
                              Pending Accountable Officer Sig.
999-94-4-101-0342             $541.79                JUL 13,1994
IFUSER,TWO                              IFVENDOR,TWO
                              Pending Accountable Officer Sig.
999-94-4-101-0409             $4.049                 AUG 15,1994 SEP 26,1994
```

```
IFUSER,TWO                              IFVENDOR,TWO
                                  Assigned to PPM Clerk
999-94-4-101-0457               $100                      SEP 22,1994
IFUSER,THREE
                                  Pending Accountable Officer Sig.


END OF REPORT


Select FISCAL YEAR: 95// ^


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

Select Display Control Point Activity Menu Option:
```

7.40. Supplementary Options in the Funds Control Menu

7.41. Enter FCP Adjustment Data

7.41.1. Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.
Select Enter FCP Adjustment Data from the Funds Control Menu.
Enter a Station Number, a fiscal year and a fiscal quarter. Enter a Control Point. If you do not know the control point, enter three question marks and IFCAP will list the available Control Points. IFCAP will assign a transaction number to the adjustment.

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



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

Select Funds Control Menu Option: Enter FCP Adjustment Data
Select STATION NUMBER: 002          MYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR2,FOUR

This transaction is assigned transaction number: 002-94-4-022-0008
```

7.41.2. Sort Group

Enter an obligation number for the transaction. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort

groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group. Enter today's date at the Date Obl Adjusted: prompt. Enter the adjustment dollar amount for this obligation transaction at the Adjustment $Amount: prompt. Enter the cost center at the Cost Center: prompt if this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.

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

7.41.3. **BOC**

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

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

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

7.41.4. **Amount**

Enter the amount of the item you want to attribute to the budget object code at the BOC1 Amount: prompt. Enter a second BOC at the BOC2: prompt if you like. Select a Sub-Control

Point if you like. Add comments if you like. You may enter another adjustment transaction or return to the Funds Control Menu.

```
BOC1 $ AMOUNT: ??
     Type a Dollar Amount between -9999999.99 and 9999999.99, 2 Decimal Digits
BOC1 $ AMOUNT: 40.  $ 40.00
BOC2:
BOC2 $ AMOUNT:
                                                  TRANSACTION BEG BAL: 40.00
Select SUB-CONTROL POINT:
COMMENTS:
  1>

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


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

Select Funds Control Menu Option:
```

7.42. Assign Ceiling to Sub-Control Points

7.42.1. Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.
Select Assign Ceiling to Sub-Control Points from the Funds Control Menu.
Enter the Control Point. If you do not know the Control Point, enter three question marks and IFCAP will list the available Control Points.

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


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

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

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

Select CONTROL POINT: 101 LAB TESTING 101
```

7.42.2. **Select Transaction**

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

```
Select CEILING TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 101 LAB TESTING 101   (CONTROL POINT)

    1   101 LAB TESTING 101  999-94-4-101-0285    CEIL  999FC0139    This is a
multiple transaction for a widget.

    2   101 LAB TESTING 101  999-94-3-101-0284    CEIL  999FC0138    This is a
multiple transaction for a widget.

    3   101 LAB TESTING 101  999-94-2-101-0283    CEIL     This is a multiple
transaction for a widget.

    4   101 LAB TESTING 101  999-94-1-101-0282    CEIL     This is a multiple
transaction for a widget.

    5   101 LAB TESTING 101  999-94-4-101-0258    CEIL  FC0135    Test

TYPE '^' TO STOP, OR
CHOOSE 1-5: 1  999-94-4-101-0285
                                            TRANSACTION BEG BAL: 533.00
```

7.42.3. **Enter Sub-Control Point**

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

```
Select SUB-CONTROL POINT: 1 ??
Select SUB-CONTROL POINT: ???

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

CHOOSE FROM:
   100
   KARENS
   SHOES
   TEST

    This is the name of the sub-control point.
```

```
Select SUB-CONTROL POINT: 100
  ARE YOU ADDING '100' AS A NEW SUB-CONTROL POINT (THE 1ST FOR THIS CONTROL POIN
T ACTIVITY)? Y
  (YES)
  $ AMOUNT: 230            RUNNING TOTAL: 230.00            BAL: 303.00
Select SUB-CONTROL POINT:
The transaction $ amount is $ 533.00.

You still have $ 303.00 available that could be assigned to your
sub-control points.  Do you want to re-edit your entries? YES//   (YES)
                                           TRANSACTION BEG BAL: 533.00
Select SUB-CONTROL POINT: 100// Shoes
  ARE YOU ADDING 'SHOES' AS A NEW SUB-CONTROL POINT (THE 2ND FOR THIS CONTROL PO
INT ACTIVITY)? Y
  (YES)
  $ AMOUNT: 303            RUNNING TOTAL: 533.00            BAL: 0.00
Select SUB-CONTROL POINT:

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


Select IFCAP MENU Option: Control Point Clerk's Menu ...

Select Control Point Clerk's Menu Funds Control Menu ...
```

7.43. Recalculate Fund Control Point Balance

7.43.1. Menu Navigation

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

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


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

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


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


Select Funds Control Menu Option:
```

7.44. Supplementary Options in the Funds Control Reports Menu

7.45. Quarterly Report

7.45.1. Menu Navigation

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

Select Funds Control Reports Menu from the Funds Control Menu.

Select Quarterly Report from the Funds Control Reports Menu.

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

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

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

Select Funds Control Menu Option: Funds Control Reports Menu


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

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

7.45.2. **Display Report**

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

```
QUARTERLY REPORT - 999-00-3-060- FISCAL      JUN 19, 2000@10:58:19  PAGE: 1
                   TRANS $    OBL/CEIL   DATE        DATE        DATE
SEQ#  TYPE PO/OBL#  AMOUNT    $ AMOUNT   REQ.        OBL.        REC'D.
                              CONTROL POINT  UNCOMMITTED   UNOBLIGATED
                              REQUEST TOTAL  BALANCE       BALANCE
VENDOR                             FIRST LINE DESCRIPTION
COMMENT
-----------------------------------------------------------------------------
0007  CEI           10000.00  10000.00                 DEC 27, 1999
                                 0.00      10000.00      10000.00

Initial seeding of funds

0011  CEI         1000000.001000000.00                 DEC 27, 1999
                                 0.00     1010000.00     1010000.00




0013  CAN             0.00#
                                 0.00     1010000.00     1010000.00

Transaction 999-00-3-060-0013 replaced by trans. 999-00-3-060-0015

QUARTERLY REPORT - 999-00-3-060- FISCAL      JUN 19, 2000@10:58:19  PAGE: 2
                   TRANS $    OBL/CEIL   DATE        DATE        DATE
SEQ#  TYPE PO/OBL#  AMOUNT    $ AMOUNT   REQ.        OBL.        REC'D.
                              CONTROL POINT  UNCOMMITTED   UNOBLIGATED
                              REQUEST TOTAL  BALANCE       BALANCE
VENDOR                             FIRST LINE DESCRIPTION
COMMENT
-----------------------------------------------------------------------------
0014  OBL            414.00*
                               -414.00     1010000.00     1010000.00
Pepsi


0015  OBL             30.00*                 JUN 11, 2000
                               -444.00     1010000.00     1010000.00
IFVENDOR1,EIGHT                  FCP, QCS NORMAL ASSAY
```

```
0016  ISS                17.70*              JUN 12, 2000
                                  -461.70     1010000.00     1010000.00
IFVENDOR2,FIVE                         TAPE-ADHESIVE SURGICAL, 2INX10YD


QUARTERLY REPORT - 999-00-3-060- FISCAL       JUN 19, 2000@10:58:19  PAGE: 3
                     TRANS $     OBL/CEIL    DATE         DATE          DATE
SEQ#  TYPE PO/OBL#   AMOUNT      $ AMOUNT    REQ.         OBL.          REC'D.
                               CONTROL POINT  UNCOMMITTED    UNOBLIGATED
                               REQUEST TOTAL   BALANCE        BALANCE
VENDOR                                  FIRST LINE DESCRIPTION
COMMENT
-------------------------------------------------------------------------------
0030  ADJ  C40021       40.00      40.00
                                  -4869.85    1007426.00     1009046.00




===============================================================================

PO transaction (no 2237) total for this quarter: $0.00
===============================================================================

FMS transaction total for this quarter: $0.00
===============================================================================

Total Request Amount: -$4869.85
Control Point Official's Balance: $1007426.00
Fiscal's Unobligated Balance: $1009046.00

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

7.46. Ceiling Report

7.46.1. Menu Navigation

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

Select Funds Control Reports Menu from the Funds Control Menu.

Select Ceiling Report from the Funds Control Reports Menu.

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

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

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

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


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


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

7.46.2. **Display Ceiling Report**

IFCAP will create a 'Ceiling Report', listing the transaction number, ceiling amount, the date the funds were allocated, and comments. IFCAP will list the total ceiling amount and the total uncommitted balance from current and prior quarters at the bottom of the report. Enter a caret (^) at the Select Fiscal Year: prompt to return to the Funds Control Reports Menu.

```
CEILING REPORT -  CP: 101 LAB TESTING 101      JUL  8,1994  18:24     PAGE 1
TRANS #         PAT #
                                       CEILING $  DATE
                                        AMOUNT   ALLOCATED
  COMMENTS
--------------------------------------------------------------------------

94-4-0004                              500000.00  NOV 17,1993
94-4-0043                                 -20.00  JAN 13,1994
94-4-0047                               25000.00  FEB  1,1994
94-4-0150                                1000.04  APR 15,1994
94-4-0253    FC0135                         40.00  MAY 27,1994  Training program
94-4-0258    FC0135                      23412.00  JUN  6,1994  Test
94-4-0285    999FC0139                     533.00  JUN  8,1994
  This is a multiple transaction for a widget.
                                       -----------
TOTAL                                   549965.04


Total uncommitted balance from current and prior quarters: $1280869.77


Select FISCAL YEAR: 94// ^

        Quarterly Report
        Ceiling Report
        Audit Transaction List
```

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

Select Funds Control Reports Menu Option:
```

7.47. Audit Transaction List

7.47.1. Menu Navigation

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

Select Funds Control Reports Menu from the Funds Control Menu.

Select Audit Transaction List from the Funds Control Reports Menu.

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


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

Select Funds Control Menu Option: Funds Control Reports Menu


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

Select Funds Control Reports Menu Option: Audit Transaction List
```

7.47.2. Setup Parameters

Enter a fiscal year, a fiscal quarter and a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will display the available Control Points. Enter the last date of transactions that you want to audit at the Date: prompt. IFCAP will display the total uncommitted balance from current and prior quarters. Enter a caret (^) at the Select Fiscal Year: prompt to return to the Funds Control Reports Menu.

```
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101
Enter the cutoff date for this reconciliation report
DATE: T-20  (JUN 24, 1994)
  Cutoff date must be greater than first day of the quarter you selected.
Enter the cutoff date for this reconciliation report
DATE: T  (JUL 14, 1994)
DEVICE:   LAT    RIGHT MARGIN: 80//

Total uncommitted balance from current and prior quarters: $1271262.23

Select FISCAL YEAR: 94// ^


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

Select Funds Control Reports Menu Option:
```

7.48. Sort Group Report

7.48.1. Menu Navigation

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

Select Funds Control Reports Menu from the Funds Control Menu.

Select Sort Group Report from the Funds Control Reports Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu
        Enter FCP Adjustment Data
        Assign Ceiling to Sub-Control Points
        Correct Sub-Control Point Amounts
        Recalculate Fund Control Point Balance
        Funds Control Reports Menu ...

Select Funds Control Menu Option: Funds Control Reports Menu
        Quarterly Report
        Ceiling Report
        Audit Transaction List
        Sort Group Report
        Classification of Request Report
        Cost Center Totals
        BOC Totals
```

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

Select Funds Control Reports Menu Option: Sort Group Report
```

7.48.2. **Setup Parameters**

Enter a Station number, fiscal year, and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. You may list all of the sort groups on the report, or you can begin the report with a sort group that you specify. The Sort Group Report will list every transaction for the Control Point and fiscal quarter that you specify, listed by transaction, purchase order or obligation number, request type, vendor name, committed funds and obligated funds. After printing the report, IFCAP will return to the Funds Control Reports Menu.

```
Select STATION NUMBER: 002     MYTOWN
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 039 ANYSITE ISC
START WITH SORT GROUP: FIRST//
DEVICE: LAT RIGHT MARGIN: 80//


SORT GROUP REPORT - CP: 039 ANYSITE ISC    AUG 18,1994    10:43    PAGE 1
TRANSACTION NUMBER   PO/OBL#   TYPE   VENDOR          COMM $       OBL $
  COMMENTS
002-94-4-12341234    C94124    OBL    IFVENDOR,FOUR          4.00         2.00
002-94-4-92138403    C94127    OBL    IFVENDOR1,NINE        45.00        45.00

TOTAL                                                45.00        45.00
              Quarterly Report
              Ceiling Report
              Audit Transaction List
              Sort Group Report
              Classification of Request Report
              Cost Center Totals
              BOC Totals
              Sub-Control Point Report
              Reconciliation of PO/Sub-CP Dollar Amounts
              BOC Detail Totals
              FMS Transaction Data
Select Funds Control Reports Menu Option: Sort Group Report
```

7.49. **Classification of Request Report**

7.49.1. **Menu Navigation**

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

Select Funds Control Reports Menu from the Funds Control Menu.

Select Classification of Request Report from the Funds Control Reports Menu.

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


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

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

Select Funds Control Reports Menu Option: Classification of Request Report
```

7.49.2. **Setup Parameters**

Enter a Station number, a fiscal year and a fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. After printing the report, IFCAP will return to the Funds Control Reports Menu.

```
Select STATION NUMBER: 002         MYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR2,FOUR
START WITH CLASSIFICATION OF REQUEST: FIRST// ???


    This Classification of Request field allows you
    to classify and/or categorize all transactions
    (requests) for supplies, services, etc.
    This is the previous 'Type of Request" field.
  TEST01

    This is the name used to identify the type of request.  File  #410.2
    is pointed to by the Classification of Request field (#8) of the
    Control Point Activity file, #410.
START WITH CLASSIFICATION OF REQUEST: FIRST//
DEVICE:   LAT    RIGHT MARGIN: 80//
                                    ----------- -----------
CLASSIFICATION OF REQUEST REPORT - 022 MISC OFFICE SUPPLIES
                                           JUL  8,1994 21:54    PAGE 1
OBL#    TRANS#  TYPE  VENDOR             COMM $       OBL $
```

```
 COMMENTS
-------------------------------------------------------------------------
A43050  2902    OBL    IFVENDOR,TEN          494.62          494.62
A43057  2907    OBL    IFVENDOR,TEN         3720.16         3308.65
A43067  2910    OBL    IFVENDOR,TEN          420.12          420.12
A43072  2924    OBL    IFVENDOR,TEN          566.04          326.04
                                          ----------      ---------
TOTAL                                       4549.43         4549.43


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

Select Funds Control Reports Menu Option:
```

7.50. Cost Center Totals

7.50.1. Menu Navigation

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

Select Funds Control Reports Menu from the Funds Control Menu.

Select Cost Center Totals from the Funds Control Reports Menu.

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

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

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

```
Select Funds Control Reports Menu Option: Cost Center Totals
```

7.50.2. **Setup Parameters**

Select a Station number, fiscal year, and fiscal quarter. Enter the cost center at the Select Cost Center Name: prompt if this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.

```
Select STATION NUMBER: 002//          MYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select COST CENTER NAME: ???
CHOOSE FROM:
   100000          100000 General Admin-Central Off Staff (Excl of Oper Depts) -
Summary of Accts
   110100          110100 Office of the Secretary
   110200          110200 Off of Assoc Deputy Admstr for Congressional & Intergovt'l
Affairs
   110300          110300 Board of Contract Appeals
   110500          110500 Board of Veterans Appeals
   111600          111600 Office of Public and Consumer Affairs
   120000          120000 Office of the General Counsel

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

7.50.3. **Print Report**

IFCAP will print a 'Cost Center Totals Report', listing each transaction for the cost center. Enter a caret (^) at the Select Station Number: prompt to return to the Funds Control Reports Menu.

```
COST CENTER TOTALS REPORT                      JUL 8,1994@21:57:22    PAGE 1
STATION 002, 4TH QUARTER, FY94
-------------------------------------------------------------------------------
COST CENTER:  822400 Pharmacy

CONTROL POINT: 040  OFC&MISC SUP 90
--------------------------------

CONTROL POINT: 100  PHARMACY SVC 119
---------------------------------

TOTALS FOR ALL CONTROL POINTS
--------------------------
TOTAL COMMITTED (ESTIMATED) COST: 826042.81
TOTAL OBLIGATED (ACTUAL) COST:    725194.04
TOTAL (BEST ESTIMATE) COST:       740985.77

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

```
Select STATION NUMBER: 002// ^
          Quarterly Report
          Ceiling Report
          Audit Transaction List
          Sort Group Report
          Classification of Request Report
          Cost Center Totals
          BOC Totals
          Sub-Control Point Report
          Reconciliation of PO/Sub-CP Dollar Amounts
          BOC Detail Totals
          FMS Transaction Data

Select Funds Control Reports Menu Option:
```

7.51. BOC Totals

7.51.1. Menu Navigation

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

Select Funds Control Reports Menu from the Funds Control Menu.

Select BOC Totals from the Funds Control Reports Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu
          Enter FCP Adjustment Data
          Assign Ceiling to Sub-Control Points
          Correct Sub-Control Point Amounts
          Recalculate Fund Control Point Balance
          Funds Control Reports Menu ...

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

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

7.51.2. Setup Parameters

Enter a Station number, fiscal year, and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. IFCAP will print a 'Budget Object Code Totals Report', listing the

budget object code totals for the Control Point you specified. Enter a caret (^) at the Select Station Number: prompt to return to the Funds Control Reports Menu.

```
Select STATION NUMBER: 603//        MYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//

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

BUDGET OBJECT CODE TOTALS REPORT                 JUL 8,1994@21:59:53   PAGE 1
STATION 002, 4TH QUARTER, FY94 ,CONTROL POINT 022 MISC OFFICE SUPPLIES
---------------------------------------------------------------------------
BUDGET OBJECT CODE TOTALS
----------------
2580 Miscellaneous Contractual Services by Individuals, Inst        175.00
2631 Chemical suplies                                              4007.74
2632 Other Medical and Dental Supplies                           21851.70
2660 Operating Supplies and Materials                             1307.40
-----------------------------------
TOTAL OBLIGATED (ACTUAL) COST:                                   27761.84
TOTAL OBLIGATED (ESTIMATED) COST:                                27696.69

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

Select STATION NUMBER: 002//^

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

Select Funds Control Reports Menu Option:
```

7.52. Sub-Control Point Report

7.52.1. Menu Navigation

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

Select Funds Control Reports Menu from the Funds Control Menu.

Select Sub-Control Point Report from the Funds Control Reports Menu.

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

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


Select Funds Control Menu Option: Funds Control Reports Menu

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


Select Funds Control Reports Menu Option: Sub-Control Point Report
```

7.52.2. **Print Report**

You may print the report for an entire fiscal year, or for a quarter that you specify. Enter a
Station number, a fiscal year, and a fiscal quarter. Enter a Control Point. If you do not know the
Control Point, enter three question marks at the prompt and IFCAP will list the available Control
Points. You may list all of the Sub-Control Points, or you may begin the report at a Sub-Control
Point that you specify. IFCAP will list all of the Sub-Control Point expenditures for the Control
Point by fiscal quarter, transaction number and type, vendor name, item description, amount, and
SCP amount (amount spent by that Sub-Control Point) for that quarter. After printing the report,
IFCAP will return to the Funds Control Reports Menu.

```
Would you like the report printed for a full Fiscal Year? YES//   (YES)
Select STATION NUMBER: 603//         MYTOWN, PA
Select FISCAL YEAR: 94//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
START WITH SUB-CONTROL POINT: FIRST//
DEVICE:  LAT    RIGHT MARGIN: 80//
                                                       ---------
SUB-CONTROL POINT EXPENDITURES - 022 MISC OFFICE SUPPLIES
                                       JUL  8,1994  22:04    PAGE 1
FY-Q
                                  FIRST LINE
     TRANS # TYPE PO/OBL# VENDOR      ITEM DESC.    $ AMOUNT    SCP AMT
------------------------------------------------------------------------------

94-4

     0327   OBL  C54141  IFVENDOR,FOUR   PROJECTOR      5000.00   -5000.00
     0327   ADJ  C54277  IFVENDOR1,TEN   REAGENT-ST    -2962.70    2962.70
     0327   CEI                                         6755.00    6755.00
```

```
                                                      ---------
TOTAL                                                  4717.70

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

Select Funds Control Reports Menu Option:
```

7.53. Reconciliation of PO/Sub-CP Dollar Amounts

7.53.1. Menu Navigation

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

Select Funds Control Reports Menu from the Funds Control Menu.

Select Reconciliation of PO/Sub-CP Dollar Amounts from the Funds Control Reports Menu.

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

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

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

Select Funds Control Reports Menu Option: Reconciliation of PO/Sub-CP Dollar Amounts
```

7.53.2. Setup Parameters

Enter a Station number, fiscal year, and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. IFCAP will list the reconciliation's for the Control Point that you specified and return to the Funds Control Reports Menu.

```
Select STATION NUMBER: 002        MYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR2,FOUR
DEVICE:   LAT    RIGHT MARGIN: 80//

PO/SCP $ RECONCILIATION  22-94-4           JUL  9,1994  08:59   PAGE 1
SEQ #      TYPE       REQUESTED                     RECEIVED    PO #
  VENDOR
      COM $        OBL $        ADJ $
  SCP            $ AMOUNT   ITEM  DESC
------------------------------------------------------------------------------

          STATUS: Obligated - 1358
0007      ADJ       JUL 8,1994                               C30032
                    400.00        400.00

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

Select Funds Control Reports Menu Option:
```

7.54. BOC Detail Totals

7.54.1. Menu Navigation

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

Select Funds Control Reports Menu from the Funds Control Menu.

Select BOC Detail Totals from the Funds Control Reports Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu
        Enter FCP Adjustment Data
        Assign Ceiling to Sub-Control Points
        Correct Sub-Control Point Amounts
        Recalculate Fund Control Point Balance
        Funds Control Reports Menu ...

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

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

Select Funds Control Reports Menu Option: BOC Detail Totals
```

7.54.2. **Setup Parameters**

Enter a Station number, fiscal year and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. IFCAP will print a 'Budget Object Code Detail Totals' report, listing each budget object code by its transactions and transaction cost. IFCAP will provide a total for all budget object codes, and list the total uncommitted balance for the Control Point from current and prior quarters. After printing the report, IFCAP will return to the Funds Control Reports Menu.

```
This report displays item costs from 2237 orders, sorted
by budget object code.

Select STATION NUMBER: 002//          MYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
DEVICE:   LAT    RIGHT MARGIN: 80//


BUDGET OBJECT CODE DETAIL TOTALS              JUL  9,1994  09:01    PAGE 1
                   LINE
                   ITEM
TRANSACTION NUMBER  NUMBER  DESCRIPTION
                EST. ITEM
     QUANTITY  (UNIT) COST       TOTAL
-----------------------------------------------------------------------------


         BOC: 1007 Computer Systems
WER1234              1
         1.00       449.00     449.00
                              ----------
SUBTOTAL                        449.00
         BOC: 1081 Physicians-Full T
002-94-3-101-0002     2    NONE AGAIN
         1.00         0.00       0.00
                              ----------
SUBTOTAL                          0.00
          BOC: 1091 Federal,Summer Em
```

```
999-94-4-022-0002      1    LIGHT BULBS
          1.00       3.00        3.00
                              ----------
SUBTOTAL                         3.00


TOTAL                        634844.92

Total uncommitted balance from current and prior quarters: $4734.20

End of report

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

Select Funds Control Reports Menu Option:
```

7.55. FMS Transaction Data

7.55.1. Menu Navigation

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

Select Funds Control Reports Menu from the Funds Control Menu.

Select FMS Transaction Data from the Funds Control Reports Menu.

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

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

Select Funds Control Menu Option: Funds Control Reports Menu

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

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

Select Funds Control Reports Menu Option: FMS Transaction Data
```

7.55.2. **Setup Parameters**

Enter a Station number, a fiscal year and a fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. After printing the report, IFCAP will return to the Funds Control Reports Menu.

```
This report will generate a listing of FMS transactions

You may create the report for all entries,
or for selected year and/or quarter.

Enter fiscal year in the format '92'.

Select STATION NUMBER: 002//          MYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
DEVICE: HOME//   LAT    RIGHT MARGIN: 80//

FMS transaction total for this quarter: $12.50
===============================================================================-
End of report
        Quarterly Report
        Ceiling Report
        Audit Transaction List
        Sort Group Report
        Classification of Request Report
        Cost Center Totals
        BOC Totals
        Sub-Control Point Report
        Reconciliation of PO/Sub-CP Dollar Amounts
        BOC Detail Totals
        FMS Transaction Data

Select Funds Control Reports Menu Option:
```

7.56. **Correct Sub-Control Point Amounts**

7.56.1. **Menu Navigation**

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

Select Correct Sub-Control Point Amounts from the Funds Control Menu.

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

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

        Enter FCP Adjustment Data
        Assign Ceiling to Sub-Control Points
        Correct Sub-Control Point Amounts
        Recalculate Fund Control Point Balance
        Funds Control Reports Menu ...
Select Funds Control Menu Option: Correct Sub-Control Point Amounts
Select STATION NUMBER: 999//          ANYCITY,DC
Select CONTROL POINT: 121 LAB TESTING 121// ???
CHOOSE FROM:
   22             022 MISC OFFICE SUPPLIES
   40             040 BUILDING MANAGEMENT
   73             073 ENGINEERING
   112            112 SURGICAL SERVICE
   114            114 RADIOLOGY SERVICE
   121            121 LAB TESTING 121
   170            170 REHAB. MEDICINE
   7001           7001 SUPPLY FUND

Select CONTROL POINT: 121 LAB TESTING 121// 022 IFVENDOR2,FOUR
```

7.56.2. Select Transaction

Enter a transaction number. If you do not know the transaction number, enter three question marks and IFCAP will list the available transactions. Enter additional Sub-Control Points to the Control Point if you like. At the $ Amount: prompt, enter the amount that you would like to assign to this Sub-Control Point from the Control Point. Enter a caret (^) at the Select Station Number: prompt to return to the Funds Control Menu.

```
Select TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 999-94-4-022   (STA # - FY - QTR - FCP)

    1  999-94-4-022-0002    OBL  IFVENDOR,FOUR           LIGHT BULBS
    2  999-94-4-022-0003    OBL  IFVENDOR1,ONE
    3  999-94-4-022-0004    OBL  IFVENDOR2,FIVE
    4  999-94-4-022-0005    OBL
    5  999-94-4-022-0006    OBL

TYPE '^' TO STOP, OR
CHOOSE 1-5: 1
                                    TRANSACTION BEG BAL: 3.00
Select SUB-CONTROL POINT: ???

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

```
      This is the name of the sub-control point.
Select SUB-CONTROL POINT: Reserve
  ARE YOU ADDING 'Reserve' AS A NEW SUB-CONTROL POINT? Y  (YES)
  ARE YOU ADDING 'Reserve' AS A NEW SUB-CONTROL POINT (THE 1ST FOR THIS CONTROL
POINT ACTIVITY)? Y
  (YES)
  $ AMOUNT: 2               RUNNING TOTAL: 2.00             BAL: 1.00
Select SUB-CONTROL POINT:

Select STATION NUMBER: ^

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

Select Funds Control Menu Option:
```

7.57. Supplementary Options in the Record Date Received by Service Menu

7.57.1. Single Transaction

7.57.2. Menu Navigation

Select Record Date Received by Service Menu from the Control Point Clerk's Menu.

Select Single Transaction from the Record Date Received by Service Menu.

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

```
Select Control Point Clerk's Menu Option: Record Date Received by Service Menu
        Single Transaction
        All Transactions with Final Partials

Select Record Date Received by Service Menu Option: Single Transaction
Select STATION NUMBER: 999//          ANYCITY,DC
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
```

7.57.3. Select Transaction

Enter a transaction number. If you do not know the transaction number, enter three question marks and IFCAP will list the available transactions. Enter the date that the requestor received the goods or services at the Date Received: prompt. Press the Enter key at the Select Transaction or P.O. Number: prompt to return to the Record Date Received by Service Menu.

```
Select TRANSACTION or P.O. NUMBER: ???
```

```
Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR2,FOUR (CONTROL POINT)

     1   022 IFVENDOR2,FOUR999-94-4-022-0011  OBL  IFVENDOR2,FIVE   CORN-CANNED-#10
     2   022 IFVENDOR2,FOUR999-94-4-022-0010  OBL  IFVENDOR2,FIVE   CORN-CANNED-#10
     3   022 IFVENDOR2,FOUR999-94-4-022-0008  OBL  IFVENDOR,FOUR
     4   022 IFVENDOR2,FOUR999-94-4-022-0009  OBL  IFVENDOR1,ONE
This is where the "Description" goes.
     5   022 IFVENDOR2,FOUR999-94-4-022-0006   OBL
TYPE '^' TO STOP, OR
CHOOSE 1-5: 1  999-94-4-022-0011
999-94-4-022-0011   P.O.:
DATE RECEIVED: T  (JUL 09, 1994)

Select TRANSACTION or P.O. NUMBER:

        Single Transaction
        All Transactions with Final Partials

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

7.58. All Transactions With Final Partials

7.58.1. Menu Navigation

Select Record Date Received by Service Menu from the Control Point Clerk's Menu.

Select All Transactions with Final Partials from the Record Date Received by Service Menu.

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

        Single Transaction
        All Transactions with Final Partials

Select Record Date Received by Service Menu Option: All Transactions with Final
Partials
```

7.58.2. Setup Parameters

Enter a Station Number. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. IFCAP will record all the transactions in the Control Point as received and display ***LAST TRANSACTION*** when IFCAP is finished processing the changes. IFCAP will return to the Record Date Received by Service Menu.

```
Select STATION NUMBER: 999        ANYCITY,DC
Select CONTROL POINT: 022 IFVENDOR2,FOUR
............................
***LAST TRANSACTION***
        Single Transaction
```

```
        All Transactions with Final Partials

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

7.59. Record Receipt of Multiple Delivery Schedule Items

7.59.1. Menu Navigation

Select Record Receipt of Multiple Delivery Schedule Items from the Control Point Clerk's Menu. Enter a Control Point and a transaction number. If you do not know the transaction number, enter as much of the number as you can remember or enter three question marks and IFCAP will list the available transaction numbers.

```
          Process a Request Menu ...
          Display Control Point Activity Menu ...
          Funds Control Menu ...
          Status of Requests Reports Menu ...
          Record Date Received by Service Menu ...
          Record Receipt of Multiple Delivery Schedule Items
          Multiple Delivery Schedule List

Select Control Point Clerk's Menu Option: Record Receipt of Multiple Delivery Schedule
Items
Select CONTROL POINT: 110 LAB TESTING 110
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 110 LAB TESTING 110   (CONTROL POINT)

    1   110 LAB TESTING 110  999-95-4-110-0055    CEIL      Some description.
    2   110 LAB TESTING 110  999-95-3-110-0054    CEIL      Some description.
    3   110 LAB TESTING 110  999-95-2-110-0053    CEIL  999FC0162    Some
        description.
    4   110 LAB TESTING 110  999-95-1-110-0052    CEIL
Some description.

TYPE '^' TO STOP, OR
CHOOSE 1-5: 3
```

7.59.2. Classification and Sort Groups

At the Classification of Request: prompt, create a classification name for the request if you like, or press the Enter key to skip this prompt. The Classification of Request: prompt allows you to create reports that group requests by categories that YOU define. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort groups are used to generate expense reports for projects and offices. Enter

today's date at the Date Received: prompt. Enter comments if you like. You may review the request if you like. You may enter another request or return to the Control Point Clerk's Menu.

```
CLASSIFICATION OF REQUEST: ABC
SORT GROUP:
                                            TRANSACTION BEG BAL: 99999.00
Select SUB-CONTROL POINT:
DATE RECEIVED: T  (JAN 09, 1995)
COMMENTS:
  1>Some description.
EDIT Option:
Would you like to review this request? NO//    (NO)
Would you like to edit another request? YES// n  (NO)
        Process a Request Menu ...
        Display Control Point Activity Menu ...
        Funds Control Menu ...
        Status of Requests Reports Menu ...
        Record Date Received by Service Menu ...
        Record Receipt of Multiple Delivery Schedule Items
        Multiple Delivery Schedule List


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

7.60. Multiple Delivery Schedule List

7.60.1. Menu Navigation

Select Multiple Delivery Schedule List from the Control Point Clerk's Menu. Enter a Control Point. Enter a transaction number. If you do not know the transaction number, enter as much of the number as you can remember, or enter three question marks and IFCAP will list the available transactions. Enter an output device.

```
        Process a Request Menu ...
        Display Control Point Activity Menu ...
        Funds Control Menu ...
        Status of Requests Reports Menu ...
        Record Date Received by Service Menu ...
        Record Receipt of Multiple Delivery Schedule Items
        Multiple Delivery Schedule List

Select Control Point Clerk's Menu Option: Multiple Delivery Schedule List
Select CONTROL POINT: 101 LAB TESTING 101//
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 101 LAB TESTING 101   (CONTROL POINT)

    1   101 LAB TESTING 101  999-94-4-101-0632  OBL  IFVENDOR1,TWO
    2   101 LAB TESTING 101  999-94-4-101-0403  OBL  IFVENDOR1,THREE A41021   TEST ITEM
        #13
    3   101 LAB TESTING 101  KMN7    OBL  IFVENDOR,SEVEN               TEST ITEM
```

```
        #17
   4  101 LAB TESTING 101  999-94-3-101-0159  OBL  IFVENDOR,NINE A40579  TEST ITEM
        #11

CHOOSE 1-4: 3  KMN7
DEVICE: ;;9999 LAT    RIGHT MARGIN: 80//
```

7.60.2. **Listing**

IFCAP will print or display the 'Multiple Delivery Schedule List,' listing the transaction number, the item name, the schedule number, the quantity, the date received, and the delivery location. After printing or displaying the list, IFCAP will return to the Control Point Clerk's Menu.

```
MULTIPLE DELIVERY SCHEDULE LIST                 JAN  9,1995  09:04   PAGE 1
TRANS#              ITEM#    PR#                            ITEM QTY
    SCH#    QTY  DATE DEL    QTY  DATE REC  SCP       LOCATION
------------------------------------------------------------------------

KMN7               #1      17                                  1.00
  TEST ITEM #17
     1     1  07/14/94                            HERE

        Process a Request Menu ...
        Display Control Point Activity Menu ...
        Funds Control Menu ...
        Status of Requests Reports Menu ...
        Record Date Received by Service Menu ...
        Record Receipt of Multiple Delivery Schedule Items
        Multiple Delivery Schedule List

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

Chapter 8. Menu Outline

8.1. Option Listing

The following is a list of the options assigned to Control Point Clerks in the default IFCAP configuration. You may have some options that are not listed here, because you have additional responsibilities beyond the typical responsibilities of a Control Point Clerk. You may not have all of the options listed below. Main menu options are flush left. Subordinate options are spaced to the right. For example, if you wanted to use the "Copy a Transaction" option, you would select "Control Point Clerk's Menu", then "Process a Request Menu", then "Copy a Transaction". To add any of the options listed below to your menus, contact your local Information Resources Management (IRM) service.

```
NEW 2237 (SERVICE) REQUEST
        EDIT A 2237 (SERVICE)
        COPY A TRANSACTION
        1358 REQUEST MENU ...
        PRINT/DISPLAY REQUEST FORM
        CHANGE EXISTING TRANSACTION NUMBER
        REPETITIVE ITEM LIST MENU ...
        CANCEL TRANSACTION WITH PERMANENT NUMBER
        REQUESTOR'S MENU ...
        ITEM DISPLAY
        VENDOR DISPLAY
        OUTSTANDING APPROVED REQUESTS REPORT
        TRANSACTION REPORT - ECMS/IFCAP
```

```
Control Point Clerk's Menu
      Process a Request Menu
          New 2237 (Service) Request
          Edit a 2237 (Service)
          Copy a Transaction
          1358 Request Menu
              New 1358 Request
              Increase/Decrease Adjustment
              Edit 1358 Request
              Create/Edit Authorization
              Daily Activity Enter/Edit
              Display 1358 Balance
              List Open 1358s
              Print 1358
              Print Obligated 1358s
              Recalculate 1358 Balance
          Print/Display Request Form
          Change Existing Transaction Number
          Repetitive Item List Menu
              New Repetitive Item List (Enter)
              Edit Repetitive Item List Entry
              Delete Repetitive Item List Entry
```

```
            Print/Display Repetitive Item List Entry
            Generate Requests From Repetitive Item List Entry
        Cancel Transaction with Permanent Number
        Requestor's Menu
            Enter a Request (Section)
            Edit a Request (Section)
            Delete a Request (Section)
            New 1358 Request (Section)
            Edit 1358 Request (Section)
            Request Status Report (Section)
            Print/Display Request Form (Section)
            Copy a Transaction (Section)
            Item History
        Item Display
        Vendor Display
        Outstanding Approved Requests Report
        Transaction Report - eCMS/IFCAP
    Display Control Point Activity Menu
        Purchase Order Status
        Transaction Status Report
        Running Balances
        Temporary Transaction Listing
        Item History
        PPM Status of Transactions Report
    Funds Control Menu
        Enter FCP Adjustment Data
        Assign Ceiling to Sub-Control Points
        Correct Sub-Control Point Amounts
        Recalculate Fund Control Point Balance
        Funds Control Reports Menu
            Quarterly Report
            Ceiling Report
            Audit Transaction List
            Sort Group Report
            Classification of Request Report
            Cost Center Totals
            BOC Totals
            Sub-Control Point Report
            Reconciliation of PO/Sub-CP Dollar Amounts
            BOC Detail Totals
            FMS Transaction Data
    Status of Requests Reports Menu
        Print/Display Request Form
        Status of All Obligation Transactions
        Requests Ready for Approval List
        PO with Associated Transactions
    Record Date Received by Service Menu
        Single Transaction
        All Transactions with Final Partials
    Record Receipt of Multiple Delivery Schedule Items
    Multiple Delivery Schedule List
```

Chapter 9. Error Messages And Their Resolution

9.1. Use Errors

As you use IFCAP to request goods and services, you will receive errors. Some errors are use errors. Use errors mean that IFCAP has determined that the information you have entered in the system is either incomplete or inconsistent, and look like this:

```
Select TRANSACTION: 10195
Incorrect format - please re-enter number


Select TRANSACTION:
This guide and the online option descriptions should help you with these errors.
```

9.2. System Errors

System errors occur when IFCAP fails to function properly. IFCAP is written in a programming language called Digital Standard MUMPS. When errors occur, IFCAP will display the error code. Record the error code and notify your OIT staff.

```
RECORDING THAT AN ERROR OCCURRED ---
        X2^PRCST212:1, %DSM-E-UNDEF, undefined variable PRCSTDT, -DSM-I-ECODE,
 MUMPS error code: M6


          Sorry 'bout that
```

9.2.1. MailMan Error Messages – eCMS Interface

The Accountable Officer sends all 2237s that will be processed by Contracting staff to the electronic Contract Management System (eCMS) in Austin. The IFCAP application will reject any 2237 forwarded to eCMS with no Requesting Service (Requesting Service is blank (null)). The field is required for 2237s being sent to eCMS. The Accountable Officer will receive a MailMan message advising that the 2237 must be Returned to the Service for editing by the Control Point User. The CP user will need to edit the 2237 to populate the Requesting Service field and reapprove the 2237. The Accountable Officer will then be able to process the 2237 and send it to eCMS.

Example of this Error Message:

```
SUBJ: TRANSMISSION FAILURE FOR 2237 999-12-4-911-0022  [#402930] 08/07/12@11:59
8 LINES
FROM: IFCAP TO ECMS INTERFACE  IN 'IN' BASKET.   PAGE 1
--------------------------------------------------------------------------------
        RETURN 2237 TO CONTROL POINT FOR EDIT AND RE-APPROVAL!

STATION 999
2237 TRANSMISSION TO ECMS FAILED AUG 07, 2012@11:59:46
```

```
999-12-4-911-0022
AN ERROR OCCURRED WHEN TRANSMITTING THE 2237 TRANSACTION TO ECMS.
ERROR: FIELD REQUESTING SERVICE IS MISSING
OPTION: PROCESS A REQUEST IN PPM

ENTER MESSAGE ACTION (IN IN BASKET): IGNORE//
```

GLOSSARY

Item / Acronym	Description
1358	VA Form 1358, Estimated Obligation or Change in Obligation.
2138	VA Form 90-2138, Order for Supplies or Services.
2139	VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form.
2237	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services.
A&MM	Acquisition and MatMYTOWNl Management Service.
AACS	Automated Allotment Control System--Central computer system developed by VHA to disburse funding from VACO to field stations.
Accounting Technician	Fiscal employee responsible for obligation and payment of received goods and services.
Activity Code	The last two digits of the AACS number. It is defined by each station.
Allowance table	Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level.
AMIS	Automated Management Information System.
AITC	Austin Information Technology Center hosts many different VA systems.
Authorization	A charge to an obligated 1358. Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358.
Authorization Balance	The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations.
Budget Analyst	Fiscal employee responsible for distributing and transferring funds.
Budget Object Code	Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes replace sub accounts in IFCAP 5.1. Budget object codes are listed in the left column of MP4 Part V, Appendix B-1.
Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending.
Control Point	Financial element, existing ONLY in IFCAP that corresponds to the ACCS number in FMS.

Control Point Requestor	The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. The users can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM.
Cost Center	"Subsection" of a Fund Control Point. Cost centers allow fiscal staff to create total expense reports for a section or service, and allow requestors to assign requests to that section or service. Cost centers are listed in the left column of MP-4 Part V, Appendix B-1.
Date Committed	The date that you want IFCAP to commit funds to the purchase.
Deficiency	When a budget has obligated and expended more than it was funded (see MP-4, Part V Section C).
eCMS	Electronic Contract Management System (eCMS) located at the Austin Information Technology Center (AITC).
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 liquidation submitted against the obligation.
Fiscal Quarter	The fiscal year is broken into four three-month quarters. The first fiscal quarter begins on October 1.
Fiscal Year	Twelve-month period from October 1 to September 30.
FMS	Financial Management System, which has replaced CALM as the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
FOB	Freight on Board. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means that shipping charges are due to the shipper, and must be paid when the shipper arrives at the warehouse with the item.

FTEE	Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year.
Fund Control Point	CALM accounting element that is not used by FMS.
Justification	A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.
ISMS	Integrated Supply Management System.
Liquidation	The amount of money on the invoice from the vendor for the authorization. They are processed through payment/invoice tracking.
OA&L	Office of Acquisitions and Logistics.
Obligation Number	The C prefix number that Fiscal Service assigns to the 1358.
Organization Code	Accounting element functionally comparable to Cost Center, but used to organize purchases by the budget that funded them, not the purposes for spending the funds.
PAID	Paid Accounting Integrated Data.
Partial Date	The date that a warehouse clerk created a receiving report for a shipment.
Program Code	Accounting element that identifies the VA initiative or program that the purchase will support.
Purchase Order	A government document authorizing the purchase of the goods or services at the terms indicated.
Purchasing Agents	A&MM employees legally empowered to purchase goods and services from commercial vendors.
Receiving Report	Report that Warehouse Clerk creates to record that the warehouse has received an item.
Requestor	See "Control Point Requestor."
Requisition	An order from a Government vendor.
Service Balance	The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service.
SF-18	Request for Quotation.
SF-30	Amendment of Solicitation/Modification of Contract.
Sort Order	The order in which the budget categories will appear on the budget distribution reports.

Sub-cost Center	A subcategory of Cost Center. In IFCAP 5.1, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.
Sub-control Point	A specific budget within a Control Point, defined by a Control Point user.
TDA	Transfer of Disbursing Authority. A sequential number Central Office assigns to each funding it gives to your station. The first funding they give you in the fiscal year is TDA number 1, the second funding they give you is TDA number 2, etc.
Total Authorizations	The total amount of the authorizations created for the 1358 obligation.
Total Liquidations	The total amount of the liquidation against the 1358 obligation.
Transaction Number	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide)
Vendor file	An IFCAP file of vendors solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. File 440 contains information about the vendors solicited by your station. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.
VRQ	FMS Vendor Request document. When users in IFCAP create a new Vendor record or edit an existing record a VRQ message is sent to the FMS system at the AITC.
VUP	Vendor Update document. FMS responds to a VRQ by sending a VUP message back to IFCAP. The VUP contains the FMS vendor information (i.e. Address data, FMS Code and Alternate-Address-Indicator), ensuring that the information in the IFCAP vendor file matches the information in the FMS vendor table.

INDEX