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

Control Point Official User's Guide

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Date	Revision	Description	Author(s)
August 2018	9.2	Patch XU*8.0*679. Added note regarding Electronic Signature Block restrictions. Page 3-10.	REDACTED, PM REDACTED, TW
May 2016	9.1	Patch PRC*5.1*184. Corrected ADJUSTMENT $ AMOUNT wording. Page 9-93.	REDACTED, PM REDACTED, TW REDACTED, SME
January 2014	9.0	Patch PRC*5.1*174 (IFCAP/eCMS Interface) • 3.3.3 – updated "Table 3-2 Menu Option / Security List" with Transaction Report – eCMS/IFCAP menu option. • 4.1 – Figure 4-1, removed Enter/Edit Control Point User option. • 4.1 – removed Enter/Edit Control Point User option description text. • 5.2.2 – added a "Note: …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…" • 5.2.3 – updated "Figure 5.3 with "If the 2237 has any required fields that are not populated – the User will not be prompted to set the Ready for approval flag to YES. All required fields must be populated before the 2237 can be moved to the Official for Approval." • 6.1.1 – updated Setup Parameters • 6.1.2 – updated screen capture • 6.1.3 – updated screen capture • 6.1.4 – updated screen capture • 6.1.5 – deleted 6.1.5 Record Type Help Text and replaced with 6.1.5 Report Example • 8.2.3 – updated/added Status and Node Assignments • 9.3.1.2 – replaced "Sent to eCMS" with "Accepted by eCMS" • 9.3.3.2 – replaced "Sent to eCMS" with "Accepted by eCMS" • 9.4.1.3- changed Note text to identify as required field.	REDACTED, PM; REDACTED, SME; REDACTED, Writer

Date	Revision	Description	Author(s)
		• 9.4.1.5 – added "NOTE: Description is now a Required field on all 2237s." An item description is now required. • 9.4.1.8 – added "NOTE: You will not be prompted to set this request to YES if there is a Required field that is not populated." • 9.4.3.1 – changed sentence from "Use this option to print or display a request." to "Use this option to print or display a 2237 or a temporary request." • 9.4.3.2 – replaced "Sent to eCMS" with "Accepted by eCMS" • 9.4.4 – replaced "Use this option to correct the fiscal year or fiscal quarter of the order…" with "Use this option to correct the fiscal year or fiscal quarter of the 2237…" • 9.4.4.2 – replace "IFCAP will change the transaction number and show you the new transaction number. IFCAP will give you another chance to edit the request, and show… with "IFCAP will create a duplicate 2237 with a new transaction number - Cancel the original 2237 transaction - and give you the chance to edit the new 2237 request. If there are Required fields that are not populated – you will be prompted to enter the required data. You will be shown… After "You will be shown the current Control Point balance, the estimated cost of the request, and the total uncommitted balance from current and prior quarters." Add the following sentence: "If any of the required fields are not populated FCAP will not ask if the 2237 is ready for Approval." • 9.4.4.2 – Figure 9.63 - Edit Data: Updated screen capture to show the original transaction cancelled and the new transaction checked to ensure that all Required fields are populated." • 9.4.5.1- replaced Sent to eCMS with Accepted by eCMS • 9.4.5.2 –added "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)." • 9.4.8.2 –new screen capture and replaced "Sent to eCMS" with "Accepted by eCMS". • 9.4.8.3 – replaced fiscal year prompt "Select	

Date	Revision	Description	Author(s)
		FISCAL YEAR: 94//”with “Select FISCAL YEAR: 13//” • 9.4.8.4 - replace “The form type for this request is; ISSUE BOOK/INTERVAL ISSUE//” with “The form type for this request is: REPETITIVE & NON-REPETITIVE”. Added note about new Required field. • 9.4.8.5 – added “NOTE: If any of the Required fields are not populated, you will not be able to set the request to YES ready for Control Point Official approval.” Also added new screen capture for special remarks. • 9.4.8.5 – Added note re. required fields.	
September 2013	8.0	Patch PRC*5.1*171. Removed Chapter 5, renumbered subsequent chapters. Removed option Enter/Edit Control Point Users from menus.	REDACTED, PM REDACTED, TW REDACTED, SME
September 2012	7.0	Patch PRC*5.1*167 (eCMS Interface to IFCAP) updates: • Updated menu options and commands in chapters 7 and 13. • Conducted general editorial review. • Chapter 7 – Pg 7-1 Added a statement that this report only lists transactions that have been returned by eCMS. • 10.4.5.1 – pg 10-55, updated second Note: box – warns CP Official to not cancel transaction that has been sent to eCMS. Control Point Official may not be able to cancel any transactions after it has been sent to Supply & Fiscal (Signed/approved by FCP Official) unless it is returned to the FCP. • 13.1 – pg 13-1, 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.” • 13.3 – Pg 13-2, Added comment about making the determination to cancel in conjunction with the FCP user. The eCMS user absolutely should not make this decision unilaterally. Added “After communicating with the FCP User an eCMS user may decide…”	REDACTED, PM; REDACTED, SME; REDACTED, SME REDACTED, Ed.
October 2011	6.0	Patch PRC*5.1*158 Modification of title for IFCAP	REDACTED, PM REDACTED, TW

Date	Revision	Description	Author(s)
		VA Form 1358. See pages 6-3, 9-27, 9-84, 13-1.	
01/05/11	5.0	Addresses changes made in support of Segregation of Duties patch PRC*5.1*148 See: 9.5.1.3, 9.5.1.7. Removed references to the Obligation Data option.	REDACTED
3/05/2008	4.0	Added documentation about new menu option PRCHPM CS PURGE ALL	REDACTED
05/31/07	3.0	Added information covering the use of the Logistics Data Query Tool (LDQT), per patch PRC*5.1*103.	REDACTED
02/06/06	2.0	Added New option, Print Obligated 1358s, per patch PRC*5.1*79.	REDACTED
12/29/04	1.1	PDF file checked for accessibility to readers with disabilities.	REDACTED
12/29/04	1.0	Updated to comply with SOP 192-352 Displaying Sensitive Data.	REDACTED

Preface

This guide is designed to provide you, the Control Point Official, with the information necessary to perform your job. 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.
- **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 in Austin, the PA can electronically send the RFQ to one or more vendors and receive their bids electronically
- **PURCHASE CARD** permits users at the 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.
- **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.

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Chapter 1. Introduction

1.1 The Role of the Control Point Official

You have been selected as an Integrated Funds Distribution, Control Point Activity, Accounting, and Procurement (IFCAP) Control Point Official. You probably have many questions about your new role and are eager for information. The *Control Point Official User's Guide* will provide you with guidance and training for your new responsibilities.

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

This guide will teach you how to use IFCAP to approve and reject requests, monitor the balance of your Control Point and determine the status of a request.

1.1 How to Use This Guide

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

Before you plunge into learning about your job as Control Point Official, please take a few moments to familiarize yourself with how this guide is put together.

STEP 1. Read all of Chapter 1. It explains how to interpret the graphics and typestyles used in this guide.

STEP 2. If this is your first exposure to using VistA, you should become familiar with terminology and functions that are used throughout VistA applications. There are several manuals and guides that provide a foundation for use of *Kernel*, *FileMan*, and *MailMan* (*see* Glossary). These documents replace the old *DHCP User's Guide to Computing*, which is obsolete. You will find these at:

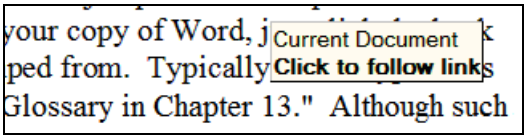
Kernel: http://www.va.gov/vdl/application.asp?appid=10
FileMan: http://www.va.gov/vdl/application.asp?appid=5
MailMan: http://www.va.gov/vdl/application.asp?appid=15

STEP 3. Read the remainder of this guide.

1.1.1 Hypertext and Hyperlinks

This document contains "hypertext" that provides links to other parts of this document or to other related documents. Hypertext is a computer-based text retrieval system that enables you to access particular locations in electronic documents by clicking on hyperlinks in those documents. If you are viewing this document on your computer screen (as opposed to reading a printed copy), you will find certain hyperlinked words or phrases.

- An internal or "cross-reference" hyperlink allows you to "jump" to another part of this document. Typically, these hyperlinks will be imbedded in sentences like "See the IFCAP Glossary in Chapter 14." Although such internal cross-references may not be shown in blue, if you move your mouse over such phrases, a pop-up box will display the link, like this:



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- Another kind of internal hyperlink uses "bookmarks" to direct you to other locations in this document. These are normally presented in a blue font. Again, click the back icon on the toolbar to return to the point where you jumped from.

Links to web pages or Internet sites should open in your web browser (typically *Internet Explorer*®). Use the browser's "back" button to return to this document. Since *Internet Explorer* and *Word* are both Microsoft products, do *not* close the browser window, since this may (under certain circumstances) also close this document.

- Links to some external documents (for example, other Word documents) may (depending on your system settings) open in Word. Such links are also usually presented in a blue font. For example, note the shortcut graphic with blue hyperlink to the other online documents shown in the boxed note below. Use the back icon on the menu bar to return to where you jumped from.

In either case, you may click (or, depending on your computer's operating system or software version, you may have to hold down the `<Ctrl>` key while clicking) on the link to see the other document or move to the specified place in this document.

1.1.2 Procedure Steps

Procedures that you perform in an exact order will list the steps involved. Look for **STEP** numbers as in the following samples:

STEP 1. Select the `FMS Exception` option.

STEP 2. Enter the latest date that you want to retain entries. IFCAP will delete all entries recorded before that retention date.

There are also paragraphs that simply discuss a process. In these instances, you do not need to perform any process discussed using a particular order.

1.1.3 Typographical Conventions

This guide uses a few conventions to help identify, clarify, or emphasize information.

- **Type:** The word "type" is used in this guide to mean straightforward typing at your terminal keyboard.
- **Keys:** In this guide, computer keys that you press, but which do not result in words appearing on your screen, are represented inside `<angle brackets>` using the `Courier New` font (examples: `<Ctrl>+<S>`, `<Enter>`).
- **`<Enter>`:** The term `<Enter>` is used to indicate that you must send whatever you have been typing on your keyboard to the computer. When you have completed typing your response, you send it to the computer by pressing the return or enter key once.
- **Emphasis:** Italic text (such as *must* or *not*) is used to emphasize or draw your attention to a situation or process to perform. Pay close attention to statements containing italic text.
- **Program** and **Utility Names:** Names of software programs and utilities appear in bold type (like **FileMan**).
- **Menus, Options, File and Field Names:** Names of menus, menu options, files, and similar items are shown in the `Courier New` font (as in "Select the `FMS Exception` option").
- **Alert Icons:** Whenever you need to be aware of something important or informative, the Guide will display a boxed note with an icon to alert you; icons are shown in Table 1-1. Look for these icons in the left and right margins of the document.

Table 1-1. 12Icons Used in Boxed Notes

Icon	Meaning	Icon
	Warning: Something that could adversely affect your use of the Query Tool or of the material available in the IFCAP databases.	
	Tip: Advice on how to more easily navigate or use the Guide or the software.	
	Information: or **Note:** Additional information that might be helpful to you or something you need to know about, but which is not critical to understanding or use of the software.	
	Technical Note: Information primarily of interest to software developers, IRM or Enterprise VistA Support (EVS) personnel. Most users can usually safely ignore such notes.	

Icon	Meaning	Icon
	Question: A question that might come to your mind (hopefully, followed by an **Answer**!)	

1.2 FileMan Date Conventions

Throughout the guide, *FileMan* date conventions have been used. A date-valued response can be entered in a variety of ways. The following is a typical help prompt for a date field:

```
Examples of Valid Dates:
  JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
  T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
  T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
If the year is omitted, the computer uses CURRENT YEAR.  Two digit year
assumes no more than 20 years in the future, or 80 years in the past.
```

Note: If you do not specify the year when you enter a date, IFCAP will assume that you are referring to the current calendar year. This could cause some confusion around the fiscal year turnover period when you are more likely to be entering dates for next year (when the current Fiscal Year is the same as the next Calendar Year).

Chapter 2. The Role of the Control Point Official

2.1 Control Point Official Responsibilities

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

2.2 References

2.2.1 The IFCAP Monograph

To get an overview of what IFCAP is all about, you might want to take a look at the IFCAP Monograph. It's available via a separate link near the top of the VDL page (just above the table which lists the other documents) or via this link:

http://www.va.gov/VistA_MONOGRAPH/index.asp

2.2.2 The IFCAP User's Guide SMYTOWNs

The sMYTOWNs of IFCAP User's Guides was designed to follow the functions which IFCAP provides and the "roles" which users play at various times within IFCAP. Consequently, these guides are known as "role-based" guides. The person performing a given role may or may not actually hold the position title indicated in the guide—but within IFCAP, that person carries out the duties associated with the role that is being performed.

Table 2-1 lists the documentation you may need when performing Application Coordinator functions. The listed documents are available online at the Vista Document Library (VDL):

http://www.va.gov/vdl/application.asp?appid=42

Table 2-1. IFCAP User's Guides

Guide Name	Description and Use
Accounting Technician User's Guide	Provides the information needed to process an obligation, receiving report or amendment using IFCAP. In addition, it shows how to create or edit FMS documents that will be transmitted to FMS. All Accounting Technicians at your facility should be given a copy of the *Accounting Technician Manual*.
Application Coordinator User's Guide	Provides guidance to Application Coordinators when implementing IFCAP at a facility. This guide also contains information on options permitting Application Coordinators to enter the station address, common PAT numbering sMYTOWNs, and the proper printer locations used by all IFCAP users.
Budget Analyst User's Guide	This guide is used by the Budget Analyst, generally a person in Fiscal Service. It describes how to enter the Ceiling Transactions that fund all Control Points. The Fiscal employee responsible for processing Transfers of Disbursing Authority (TDAs) and assigning ceilings to Control Points should be given a copy of the *Budget Analyst User's Guide*.
Control Point Clerk User's Guide	This guide is used by those individuals who are responsible for creating requests (2237s, 1358s, etc.) that will be approved by their Control Point Official. The Control Point Clerks at your facility should be given a copy of the *Control Point Clerk User's Guide* and the *Control Point Requestor User's Guide*.
Control Point Official User's Guide	This guide should be given to those individuals responsible for the management of Fund Control Point money. These users have been designated the authority to approve requests for goods and services. There may be more than one Control Point Official for a Funds Control Point. This guide briefly covers those options used exclusively by the Control Point Official, including Approve Requests and Enter/Edit Control Point Users. In most cases, the Control Point Official is only concerned with approving requests. The other options that make up the Control Point Official's menu are discussed in the Control Point Clerk's guide. The Control Point Officials at your facility should be given a copy of the *Control Point Official User's Guide*, the *Control Point Clerk User's Guide*, and the *Control Point Requestor User's Guide*.
Control Point Requestor User's Guide	This guide is used by those individuals that create temporary requests (2237s, 1358s, etc.) but do not have access to the Control Point balance. The Requestors at your facility should be given a copy of the *Control Point Requestor User's Guide*.
Delivery Order User's Guide	This guide contains the functionality to permit Service level staff to generate orders for contracted items and depending on switch settings at the site to obligate them without passing them through Fiscal service. A

Guide Name	Description and Use
	copy of this guide should be provided to those staff members who are going to place orders for contract items.
Generic Inventory User's Guide	This guide describes the full functionality of the IFCAP Inventory system, which includes a warehouse; primary inventories that may or may not maintain a perpetual inventory; and secondary inventories (created by a primary), also maintaining perpetual inventory. The options also are included to control a dependent inventory point from the warehouse (Issue Book Processing option) or from the primary inventory (Stock Item Distribution Menu). While the warehouse, primary and secondary inventory are separate parts of the inventory system, the menu options for controlling stock in all three are identical in most respects. The differences lie in the stock request, stock distribution, and management functions. *See also* the *Point of Use Manual* (http://www.va.gov/vdl/application.asp?appid=42).
PPM Accountable Officer User's Guide	This guide describes the options that may be used by the Accountable Officer, Requisition Clerk, Warehouse staff and other PPM employees.
Purchase Card User's Guide	This guide contains the full functionality to enable the site Card Coordinator to maintain the Registration file for Purchase Cards. It also contains the functionality for Service level and A&MM staff to create purchase card orders which will be charged against assigned credit cards and reconciled against the charges received from the Austin Credit Card System (CCS). It also contains functionality for designated Approving Officials to approve a reconciliation done by a cardholder. All staff placing orders using government credit cards and their designated approving officials should be given a copy of this guide. A copy of the Coordinators part of the guide should be given to the person designated as the site Purchase Card Coordinator.
Purchasing Agent User's Guide	This guide describes the options used to create, edit and display a Purchase Order, a Vendor, or an Item purchased on a repetitive basis. It contains the options that enable the Purchasing Agent (PA) to generate and process Requests for Quotation. In addition, the guide provides information concerning the printing of various management reports. The PAs at your facility should be given a copy of the *Purchasing Agent User's Guide*.
Requirements Analyst User's Guide	This guide provides guidance for options used by the Requirements Analyst under the Personal Property Management (PPM) section of the Acquisition and MatMYTOWNl Management (A&MM). Service. These options are used to process requests and requisitions for Supply Fund and to create code sheets.
Requisition Clerk User's Guide	This guide provides guidance for options used by Personal Property Management (PPM) personnel who process requisitions and Integrated Supply Management System (ISMS) / General Services Administration (GSA) / Defense Logistics Agency (DLA) code sheets.

Guide Name	Description and Use
Voucher Audit Clerk User's Guide	This guide explains how to use the options in the Payment/Invoice Tracking Menu of the IFCAP System to build and maintain an invoice tracking system. The Voucher Audit Clerk inspects invoices, maintains invoice records, and records and/or edits payment information.
Warehouse Clerk User's Guide	This guide describes the process of receiving goods on the IFCAP system. All warehouse staff at your facility should be given a copy of the Warehouse Guide.

2.2.3 Other Documentation

Other documentation is available. These documents are listed in Table 2-2.

Table 2-2. Other IFCAP Documentation

Manual or Guide Name	Description and Use
Point of Use Manual	This guide describes the set up and functionality related to interfacing the inventory in a Secondary Inventory Point such as on a ward with an automated supply station. It supplements—but does not replace— the *Generic Inventory User's Guide*. It's useful to programmers, site managers, and IRM technical staff setting up or maintaining the point of use interface. It is also useful to all Acquisition & MatMYTOWNl Management (A&MM) personnel utilizing GIP.
Logistics Data Query Tool User Manual	Provides information about the *Logistics Data Query Tool*. This manual is for users specifically designated to use this program.
DynaMed-IFCAP Implementation Guide	Describes the interface between *DynaMed*® (a commercial, off-the-shelf software package) and IFCAP. As of Oct. 2010, at Bay Pines VAMC *only, DynaMed* is used to control inventory.
Package Security Guide	Specifies parameters controlling the release of sensitive information related to IFCAP.
Release Notes and Installation Guide	Provides information on how to install the latest version of IFCAP at a site.
Technical Manual	Provides technical information about the IFCAP package, including information to assist programmers, site managers, and Information Resources Management (IRM) technical personnel to operate, maintain, and troubleshoot IFCAP software.

Manual or Guide Name	Description and Use
DHCP User's Guide to Computing (obsolete)	There are several manuals and guides that provide a foundation for use of *Kernel*, *FileMan*, and *MailMan* (*see* Glossary). These documents replace the old *DHCP User's Guide to Computing*, which is obsolete. You will find these at: *Kernel:* http://www.va.gov/vdl/application.asp?appid=10 *FileMan:* http://www.va.gov/vdl/application.asp?appid=5 *MailMan:* http://www.va.gov/vdl/application.asp?appid=15

Chapter 3. System Security

3.1 Security Levels

IFCAP operates with three distinct levels of security:

- System Access
- Menus and Security Keys
- Electronic Signature Codes

This chapter of the guide discusses these three levels.

IFCAP has levels of security for all users. For instance, many of the areas require that a user gain access via a security key (assigned by an Application Coordinator, Site Manager, or IRM, depending on protocol). Your electronic signature code is one of the measures used to authenticate approval.

3.2 System Access

The same system of access currently in operation for all VistA applications at your medical center applies to IFCAP. The Site Manager or Application Coordinator must assign an access code to a user. Additionally, a verify code must be assigned or entered by the user. The access and verify code pair afford access to the VistA system. If the user fails to enter the proper set of codes in two or three attempts (the number of attempts is determined by the site), the terminal will lock and further efforts will not be allowed.

As a security measure, the system periodically requires verify codes be changed as defined by system site parameters. The verify code may also be changed at any time by the user, (i.e., when an access or verify code may have been compromised).

Since access and verify codes cannot be viewed on the screen and are encrypted, these codes are safeguarded against exposure and possible use by unauthorized personnel.

3.3 Menus and Security Keys

After a user enters the proper access and verify codes, IFCAP will display a menu. The menu presents *only* those options that a user has been assigned (security keys are the method by which a user may access certain options).

3.3.1 Menus

IFCAP uses standard menus to organize the various IFCAP options around the activities of specific job-related positions. For instance, only Control Point Officials will have the Approve Requests option on their standard job-related menu if they have been given the PRCSCPO security key.

The Site Manager has the authority to alter these standard menus, or this authority may be delegated to an Application Coordinator.

Specialized menus are created using the *Menu Manager*. Use of this menu is *not* discussed in this guide. If authority for assigning additional menu options has been delegated to you, your Site Manager will instruct you in how to create new menus.

A single user should *not* have all IFCAP menus. It is inappropriate, for example, that a Control Point Official should have the Funds Distribution option that enters Ceiling Transactions. Restricting access to menus applies to Application Coordinators as well as management.[1] No user is capable of assigning themselves additional menu options. Only those menu options required to accomplish their duties are assigned.

Tip*:* Use the IFCAP standardized menus for an initial period for users to become familiar with available options. Evaluate the need for customized menus later.

3.3.2 Security Keys

Some IFCAP menus and options are restricted through the implementation of a "lock." Only those users who hold the appropriate security key for the locked option (such as supervisors and their designees) are granted access to that option. Users that do *not* hold the appropriate key will not see the option on their menus. In addition, the system verifies that the user holds the proper security key before permitting the user access to a restricted option.

3.3.3 Security Keys/Mail Groups

Security keys can be associated with mail groups, menu options and users.

IFCAP transmits data to the Austin Automation Center (AAC). Transmitting data to AAC may require (for each type of document), several domains, security keys, and mail groups.

The mail group members will be the recipients of MSC Confirmation Messages coming from the AAC verifying the receipt of transmissions from your facility.

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[1] The only current exception to this rule relates to use of the *Logistics Data Query Tool*. Designated users of this tool can gain read-only access to data without going through a visible menu—although such users must have what's called a "B-type" menu option assigned. See the *Logistics Data Query Tool User Manual*, Chapter 1 Introduction paragraph titled: How does the Query Tool Work? for details.

Table 3-1. Security Key / Mail Group

Domain Name	Purpose	Security Key	Mail group
`REDACTED` (***not in use)***	CALM	N/A	CLM
REDACTED	Code Sheets	N/A	CLI
REDACTED	Receiving .Reports	PRCFA TRANSMIT	CLM
REDACTED	DLA	PRCHPM CS TRANSMIT	DLA
REDACTED	Sends EDI orders to AAC	XMQ-EDP	EDP
REDACTED	ISMS	N/A	ISM
REDACTED	Log	PRCHPM CS TRANSMIT	LOG
REDACTED	Vendor	PRCFA TRANSMIT	MDY
REDACTED	ISMS	N/A	OGR
REDACTED		N/A	PRC

A list of the standardized menu options and their associated security keys is in Table 3.2.

Names of individuals working with IFCAP must appear in the `New Person (#200) file`. The Site Manager usually performs this task, or it may be assigned to the Application Coordinator.

In either case, a list of IFCAP users should be compiled to include the menu(s) assigned (*e.g.*, `PRCSCP OFFICIAL` for Control Point Officials).

Table 3-2. Menu Option / Security Key List

Assigned Position or IFCAP Role	External Name	Internal Name	Associated Security Key(s)
Service Chief or designated Control Point Official	Control Point Official's Menu	PRCSCP OFFICIAL	PRCSCPO
Control Point Clerk	Control Point Clerk's Menu	PRCSCP CLERK	
Person who requests goods but doesn't have access to Control Point Records	Requestor's Menu	PRCSREQUESTOR	
Chief, Personal Property Management or designee/Accountable Officer	Accountable Officer Menu	PRCHUSER PPM	PRCHADVOUCHER PRCH TRANSACTION COMPLETE PRCHPM CS PURGE CODE SHEETS PRCHPM CS PURGE ALL PRCHPM CS TRANSMIT PRCPW MGRKEY PRCPW ADJAPPR PRCNPPM
PPM Clerk or person responsible for creating requisitions and LOG I code sheets	Requisition Clerk Menu	PRCHPM REQUISITION CLK MENU	PRCHADVOUCHER PRCHPM CS PURGE CODE SHEETS PRCHPM CS PURGE ALL PRCHPM CS TRANSMIT PRCH TRANSACTION COMPLETE

Assigned Position or IFCAP Role	External Name	Internal Name	Associated Security Key(s)
Chief, Purchasing and Contracting or designee	Purchasing Agent Menu	PRCHUSER PA	PRCHADVOUCHER PRCHASSIGN PRCHIMP PRCHRPT PRCH TRANSACTION COMPLETE
Purchasing Agent	Purchasing Agent Menu	PRCHUSER PA	PRCHADVOUCHER PRCHIMP PRCHRPT PRCH TRANSACTION COMPLETE
Chief, Warehouse or designee	Warehouse Menu	PRCHUSER WHSE	PRCHRECDEL
Warehouse Worker	Warehouse Menu	PRCHUSER WHSE	
Fiscal Application Coordinator	Fund Distribution & Accounting Menu	PRCF MASTER	PRCFA SUPERVISOR PRCFA PURGE CODE SHEETS PRCFA TRANSMIT PRCF CC/SA MISMATCH OVERRIDE PRCFA VENDOR EDIT
Budget Analyst	Fund Distribution Program Menu	PRCB MASTER	PRCF CC/SA MISMATCH OVERRIDE PRCFA SUPERVISOR

Assigned Position or IFCAP Role	External Name	Internal Name	Associated Security Key(s)
Chief, Accounting or designee	Accounting Technician Menu	PRCFA ACCTG TECH	PRCFA SUPERVISOR PRCFA PURGE CODE SHEETS PRCFA TRANSMIT PRCFA VENDOR EDIT PRCHPM CS PURGE CODE SHEETS PRCHPM CS PURGE ALL PRCHPM CS TRANSMIT PRCF CC/SA MISMATCH OVERRIDE PRCASVC
Accounting Technician	Accounting Technician Menu	PRCFA ACTTG TECH	PRCFA VENDOR EDIT PRCHPM CS PURGE CODE SHEETS PRCHPM CS PURGE ALL PRCHPM CS TRANSMIT PRCF CC/SA MISMATCH OVERRIDE PRCASVC
Item File Managers	Item File Edit	PRCHPC ITEM EDIT	PRCHITEM MASTER
Fiscal Staff	Transaction Report – eCMS/IFCAP	PRCHJ TRANS REPORT3	PRCHJFIS
Voucher Auditor	Payment /Invoice Tracking Menu	PRCFD PAYMENTS MENU	PRCFA VENDOR EDIT

Assigned Position or IFCAP Role	External Name	Internal Name	Associated Security Key(s)
Person in A&MM responsible for Warehouse Inventory	Warehouse Inventory	PRCPW MAIN MENU	PRCPW MGRKEY PRCPW ADJAPPR PRCNWHSE*
Person in Primary Inventory Point responsible for maintaining Inventory	Primary--General Inventory/Distribution Menu	PRCP MAIN MENU	PRCP MGRKEY*
Person on the ward/clinic responsible for maintaining Inventory	Secondary--General Inventory/Distribution Menu	PRCP2 MAIN MENU	PRCP2 MGRKEY PRCPSSQOH*
A&MM and Fiscal Application Coordinators	IFCAP Application Coordinator Menu	PRCHUSER COORDINATOR	PRCFA SUPERVISOR
A&MM/Logistics Application Coordinators	IFCAP Application Coordinator Menu	PRCHUSER COORDINATOR	PRCPAQOH* PRCPODI PRCHPM CS PURGE CODE SHEETS PRCHPM CS PURGE ALL PRCHPM CS TRANSMIT
Application Coordinator and Inventory Point Managers	Barcode Manager Menu	PRCT MGR	
Service Personnel responsible for performing Inventory	Barcode User	PRCT BARCODE USER	
Service Personnel responsible for performing Inventory	Labels	PRCT LABELS	
IRM Service Personnel	Barcode Programmer	PRCT PROGRAMMER	PRCT MGR
Station Purchase Card Coordinator	Purchase Card Coordinator	PRCH CARD COORDINATOR MENU	
Service personnel ordering using a Credit Card	Purchase Card Menu	PRCH PURCHASE CARD MENU	

Assigned Position or IFCAP Role	External Name	Internal Name	Associated Security Key(s)
Service personnel designated as Credit Card approving officials	Approving Official Menu	PRCH APPROVE	PRCH AR
Service Control Point personnel ordering contract items	Delivery Orders Menu	PRCH DELIVERY ORDER MENU	
* Manager Only ** If on-site automated supply stations are interfaced to GIP.			

Tip: If your site is using the file access provisions of Kernel, ensure users have access to needed files. Contact your Site Manager or IRM for assistance.

As mentioned previously, certain menus require the user to have a security key in order to access available options. IFCAP looks to see if the user is an A&MM employee and position held. All A&MM employees *must* be identified using the `Add/Edit Supply Personnel` option of the `IFCAP Application Coordinator Menu`.

3.4 Electronic Signature Codes

The final level of security in IFCAP involves the use of electronic signatures. The electronic signature code is not visible to the screen and is encrypted rendering them unreadable even when viewed in the user file by those with the highest levels of access. This signature code enables the system to limit to authorized individuals only, the ability to review or electronically pass a document to the next level of processing.

Electronic signature codes are required by IFCAP at every level a signature would be required on paper. Therefore, electronic signature codes are assigned to:

- Budget Analysts for distributing funds to control points
- Control PointOfficials for approving requests
- Purchasing Agents for processing of purchase orders
- Accounting Technicians for obligating documents and authorizing payments
- Warehouse workers for receiving purchases
- Purchase Card holders for processing credit card orders
- Delivery Order users to process delivery orders against existing contracts

3.4.1 Changing Your Electronic Signature Code

When necessary, you may edit your electronic signature code via the menu option Electronic Signature Code Edit.

STEP 1.	From any IFCAP Menu (Figure 3-1), select `User's Toolbox`
STEP 2.	From the User's Toolbox menu, select Edit Electronic Signature Code.

Figure 3-1. Sample IFCAP Menu Option User's Toolbox Screen

```
Select IFCAP MENU Option: User's Toolbox

          Display User Characteristics
          Edit Electronic Signature code
          Edit User Characteristics
          Menu Templates …
          Spooler Menu …
          TaskMan User
          User Help
Select User's Toolbox Option: electronic Signature code Edit
This option is designed to permit you to enter or change your Initials,
Signature Block Information, Office Phone number, and Voice and
Digital Pagers numbers.
In addition, you are permitted to enter a new Electronic Signature Code
or to change an existing code.

INITIAL: IO//
SIGNATURE BLOCK PRINTED NAME: IFUSER,ONE//
SIGNATURE BLOCK TITLE:
OFFICE PHONE:
VOICE PAGER:
DIGITAL PAGER:

Enter your Current Signature Code:    SIGNATURE VERIFIED

Your typing will not show.
ENTER NEW SIGNATURE CODE:
RE-ENTER SIGNATURE CODE FOR VERIFICATION:
DONE
```

Notes:

- Your electronic signature is legal authorization to release government funds.
- If the SIGNATURE BLOCK PRINTED NAME and SIGNATURE BLOCK TITLE fields are disabled at your site, contact your supervisor to request entry of your name and title.

STEP 3.	At the `INITIAL:` prompt, enter your initials.
STEP 4.	At the `SIGNATURE BLOCK PRINTED NAME:` prompt, enter your name, as you want it printed on forms that require your signature.
STEP 5.	At the `SIGNATURE BLOCK TITLE:` prompt, enter your job title, as you want it printed on forms that require your signature.
STEP 6.	At the appropriate prompts, enter your `OFFICE PHONE number, your VOICE PAGER` number, and your `DIGITAL PAGER` number.
STEP 7.	Finally, at the `ENTER NEW SIGNATURE CODE:` prompt, enter your signature code; re-enter the same code when prompted.

Chapter 4. Operation

4.1 IFCAP Control Point Official Menu

This section presents the Control Point Official options in the `IFCAP Control Point Official Menu` (Figure 4-1).

Different kinds of IFCAP users have different menus. If the menus in this guide include options that you don't see on your screen, don't panic! The instructions in this guide only use the options that you have as a Control Point Official. If you have additional responsibilities, please consult the appropriate role-based user guide.

The options you use in IFCAP are divided into groups based upon the type of work you do. When you select these options, IFCAP will ask you a sMYTOWNs of questions.

Figure 4-1. Sample Control Point Official Main Menu

```
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
Approve Requests
Record Receipt of Multiple Delivery Schedule Items
Multiple Delivery Schedule List
```

- **OPTION:** `Requests Ready for Approval List`– lists requests pending your approval
- **OPTION:** `Process a Request Menu`– allows you to process transaction requests
- **OPTION:** `Display Control Point Activity Menu`– displays request/transaction information
- **OPTION:** `Funds Control Menu`– balance the Control Point
- **OPTION:** `Status of Requests Reports Menu`– lets you generate reports on the requests for the Control Point
- **OPTION:** `Record Date Received by Service Menu`– lets you report receipt of items ordered on IFCAP transactions
- **OPTION:** `Approve Requests`– allows you to review the order, edit the order, and forward the order to Supply
- **OPTION:** `Record Receipt of Multiple Delivery Schedule Items` – lets you record the receipt of items that are received in multiple delivMYTOWNs

- **OPTION:** `Multiple Delivery Schedule List`— lets you generate a list of transactions having items with multiple delivery dates or receiving locations

4.2 Using IFCAP Files

Information entered into IFCAP is stored in files. These files allow users to access and share information quickly and easily. A good example of shared data is the information in the `Vendor (#440)` file. A&MM is responsible for entering and maintaining vendor data. The Control Points access this information when a user enters a request or when Purchasing and Contracting users create a quotation for bid or a purchase order. Fiscal Service uses the `Vendor (#440)` file to enter and store billing information.

Tip: When at a menu prompt enter:

- All or part of the option name, then `<Enter>`
- `??` (to see more options at the menu prompt)
- `???` (to see brief descriptions)
- `?OPTION` (to see Help text)

When the system responds with a question of offers a prompt, and you do not understand the question or are unsure of how to respond, enter one (`?`) or two (`??`) question marks. The system will give you an explanation of the information needed, or allow you to choose from a list of responses.

The remainder of this guide discusses tasks you may perform as a Control Point Official.

4.3 The Financial Management System

IFCAP exchanges data with the Financial Management System (FMS). FMS uses the "sub-cost center" to track costs. While IFCAP itself does not use the sub-cost center, IFCAP does send to FMS the last two digits of the cost center, if anything other than "00," as the sub-cost center.

4.3.1 Sub-Allowance Reconciliation

The IFCAP **FMS Transaction Data** report shows all transactions affecting the Fund Control Point balance, but it is for review only. The FMS system passes Fund Control Point adjustments to IFCAP on a daily basis. These adjustments arise from FMS accounting activity that originates outside of IFCAP. For example, a late receipt of goods could result in an interest expense. The IFCAP system would have no record of this type of charge to the Fund Control Point, and thus relies on FMS to provide adjustment data. The adjustments are returned in an FMS document, **Sub allowance Reconciliation**, which automatically updates balances in the Fund Control Point.

4.3.2 Rollover of Funds from Previous Quarters

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

4.3.3 Amendment Processing

Amendments will automatically adjust FCP balances.

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Chapter 5. Approve or Reject a Request

5.1 Introduction

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

5.2 Convert a Temporary 2237 Request

The Control Point official may want to convert a temporary 2237 transaction into a permanent transaction. The first step is to Change the Temporary request number to a Permanent transaction number.

5.2.1 Menu Path

Figure 5-1. Approve a Temporary 2237 Request Menu Path

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

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

Select Process a Request Menu Option: Change Existing Transaction Number
Select CONTROL POINT: 101 ISC2//                 A2222    10  0100   01AA20100
```

5.2.2 Select Temporary 2237 Transaction

At the `Select CONTROL POINT ACTIVITY TRANSACTION NUMBER:` prompt, enter the temporary 2237 transaction number that the requestor assigned to the request. You may review the request to make sure that you've chosen the correct one.

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.

Figure 5-2. Select Transaction to be Approved

```
Select the existing transaction number to be replaced

Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: THX-1138  THX-1138    OBL  IFVENDOR1,TWO
Furry things with green hair

Would you like to review this request? No// Y  (Yes)
Print administrative certification page of 2237? Yes//   (Yes)
DEVICE: HOME//   LAT    RIGHT MARGIN: 80//
PRIORITY: STANDARD
MAR 28,1994@15:39:42           THX-1138
------------------------------------------------------------
REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-----------------------------------------
TO: A&MM Officer        Requesting Office
INFORMATION SYSTEMS CENTER (162-2)----------------------- ----------------------------------------
Action Requested
        Date Prepared         Date Required    Delivery
        MAR 28,1994           APR 1,1994----------------------- --------------------- -----------
ITEM NO.            DESCRIPTION                  QUANTITY  UNIT ESTIMATED
OR STOCK NO.                                                    UNIT COST----------------------
011          1 Furry things with green hair         10        CB     9.4000
             TOTAL COST: $94.00
-----------------------------------------------------------------
VENDOR INFORMATION:VENDOR: IFVENDOR1,TWO
CONTACT: IFUSER2,NINE     4 HIGH ST
PHONE: 111 555-5555        AUSTIN,MN 99999
LOG Voucher Number:  THX-1138
-------------------------------------------------------------------------------------------------
---------
SPECIAL REMARKS: This is a standard remark.
-------------------------------------------------------------------------------------------
JUSTIFICATION OF NEED OR TURN-IN
Items needed for computer section for daily use.
-----------------------------------------------------------------
Signature of Initiator               Signature of Approving Official Date
IFUSER3,SIX
Publications Analyst
-----------------------------------------------------------------
Appropriation and Accounting Symbols
999-3640151-101-805600-1091
-----------------------------------------------------------------
MULTIPLE DELIVERY DISTRIBUTION LIST               PAGE: 1      ITEM PR#   DESCRIPTION    QTY
DATE      QTY    SCP        LOCATION   1          Furry thin      10
04-01-94         **NONE**   **NONE**
```

5.2.3 Edit Data on the 2237 Transaction

IFCAP will allow you to change the Fiscal Year, Fiscal Quarter, and Control Point for the transaction. IFCAP will then replace the temporary transaction number (earlier assigned to the request by the requestor) with a new, permanent transaction number. This new number will refer to the transaction for the rest of its history. IFCAP will give you *one more chance* to edit the request before asking if you want to transmit the 2237 request to A&MM/Fiscal Service. If you choose to transmit the request, IFCAP will ask for your signature code.

Answer `Y` at the `Would you like to replace another transaction number?` if you want to approve another temporary request. If not, press `<Enter>` to return to the `Control Point Official's Menu`.

Figure 5-3. Enter New Transaction Data

```
Enter the information for the new 2237 transaction number

Select FISCAL YEAR: 94//
Select QUARTER: 2//
Select CONTROL POINT: 101 ISC2//                  A2222    10  0100   01AA20100
A2222  10  0100  01AA20100
Old transaction THX-1138 is now cancelled.

Transaction 'THX-1138' has been replaced by transaction 999-94-2-101-0134

Would you like to review this request? No//   (No)
Current Control Point balance: $-13456.86
Estimated cost of this request: $500.00
Total uncommitted balance from current and prior quarters: -$13456.86

If the 2237 has any required fields that are not populated - the User will not be
prompted to set the Ready for approval flag to YES.  All required fields must be
populated before the 2237 can be moved to the Official for Approval.

Is this request ready for approval? Yes//   (Yes)
Is this request ready for transmission to A&MM/Fiscal? No// Y  (Yes)
Enter ELECTRONIC SIGNATURE CODE:                     Thank you.

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

5.3 Change a Temporary 1358 Transaction

5.3.1 Select Temporary1358 Transaction

At the `Select CONTROL POINT ACTIVITY TRANSACTION NUMBER:` prompt, enter the temporary 1358 transaction number that the requestor assigned to the request. You may review the request to make sure that you've chosen the correct one.

Figure 5-4. Select Transaction to be Changed

```
Select the existing transaction number to be replaced

Process a Request Menu Option: Change Existing Transaction Number [PRCSANTN]
MCG-0727                          JUL 27, 2011@16:22:15                 PAGE 1

1358 OBLIGATION OR CHANGE

Originator of Request: TESTER,CP OFFICIAL

Requestor:                        |Date Requested:            |Obligation No.:
TESTER,CP OFFICIAL                |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:


MCG-0727                                                                PAGE 2

1358 OBLIGATION OR CHANGE

Appropriation & Acct. Symbols:           |Obligated By:       |Date Obligated:
442-3610160-041-820300-2584 010044100    |                    |

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)

Press return to continue, "^" to exit:

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

5.3.2 Edit Data on the 1358 Transaction

IFCAP will allow you to change the Fiscal Year, Fiscal Quarter, and Control Point for the transaction. IFCAP will then replace the temporary transaction number (earlier assigned to the request by the requestor) with a new, permanent transaction number. This new number will refer to the transaction for the rest of its history. IFCAP will assign you as the CP Clerk (Requestor) for the new 1358 transaction per the Segregation of Duties functionality. You will be given *one more chance* to edit the request before you are asked if the transaction is *Ready for Approval.* Another CP Official will have to Approve the 1358 and transmit the request to Fiscal for obligation.

Answer `Y` at the `Would you like to replace another transaction number?` if you want to approve another temporary request. If not, press `<Enter>` to return to the `Control Point Official's Menu`.

Figure 5-5. Enter New 1358 Transaction Data

```
Enter the information for the new 2237 transaction number

Select STATION NUMBER: 999//
Select FISCAL YEAR: 10//
Select QUARTER: 4//
Select CONTROL POINT: 110 Stuff .01//            0160A1   10  0100   010042116
WARNING: The system will assign you as the CP Clerk (Requestor) of this 1358.
You will be unable to approve a 1358 on which you are the REQUESTOR due to
segregation of duties.
Do you want to proceed (Y/N)? NO// YES
                       0160A1   10  0100   010042116
Transaction 'IFUSER1' has been replaced by 999-10-4-110-0056

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

5.4 Reject a Request

5.4.1 Menu Path

Figure 5-6. Cancel Transaction Menu Path

```
Approve Requests

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

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

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

Select Process a Request Menu Option: Cancel Transaction with Permanent Number
```

5.4.2 Select Transaction Number

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

NOTE: Per the existing Business Rules: **Do not use this option to cancel any 2237 that contains eCMS Identifiers**. Notify the Contracting Officer in eCMS that you want the 2237

cancelled. The cancellation process will be initiated from within eCMS to ensure that the two systems remain synchronized.

Figure 5-7. Select Transaction Number Screen

```
Select CONTROL POINT: 101 LAB TESTING 101

Select TRANSACTION : ???


Attempting lookup in transaction file.

Attempting lookup using 101 LAB TESTING 101   (CONTROL POINT)

     1   101 LAB TESTING 101  999-94-3-101-0166    OBL  GENERIC GENERAL STOR

     2   101 LAB TESTING 101  999-94-3-101-0164    CANC
TEST FOR IFUSER2,FIVE

     3   101 LAB TESTING 101  999-94-3-101-0163    CANC
TEST FOR IFUSER2,FIVE

     4   101 LAB TESTING 101  999-94-3-101-0162

     5   101 LAB TESTING 101  999-94-3-101-0161

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 4  999-94-3-101-0162
Cancel this transaction? No// Y  (Yes)
Enter comments for this cancellation
COMMENTS:
  1>Project cancelled
  2>
EDIT Option:

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

5.4.3 Notify the Requestor

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

5.5 Approve a 2237 Request

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

5.5.1 Menu Path

Figure 5-8. Approve a Request Menu Path

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

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

Select Control Point Official's Menu Option: Approve Requests
```

5.5.2 Select a Transaction

Figure 5-9. Approve Requests

```
Select Control Point Official's Menu Option: Approve Requests


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


CP TRANSACTION NUMBER:   100-01-1-060-0021
TEMPORARY TRANSACTION:

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

REQUESTOR:   IFUSER3,FIVE

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

COMMITTED (ESTIMATED) COST:         25.20

VENDOR:   IFCAPVENDFOR1,FIVE
ITEM #1 DESCRIPTION:   WIDGETS

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

5.6 Approve a 1358 Request

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

5.6.1 Menu Path

Figure 5-10. Approve a 1358 Request Menu Path

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

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

Select Control Point Official's Menu Option: Approve Requests
```

5.6.2 Select a 1358 Transaction

Figure 5-11. Approve Requests

```
Select Control Point Official's Menu Option: Approve Requests


Please wait while I check your control points...


Select STATION NUMBER: 999
Enter ELECTRONIC SIGNATURE CODE:                            Thank you.

Loop thru all control points? Yes// N  (No)
_____________________________________________________

Select CONTROL POINT: 110
_____________________________________________________
Loop thru all transactions for CP 110? Yes//   (Yes)
CP TRANSACTION NUMBER:   999-11-1-110-0009
TEMPORARY TRANSACTION:
TRANSACTION TYPE:   OBLIGATION
FORM TYPE:   1358 ORDER
REQUESTOR:   IFUSER 77
DATE OF REQUEST:   OCT  4,2010
```

```
DATE REQUIRED:

COMMITTED (ESTIMATED) COST:      19999.00

VENDOR:

ITEM #1 DESCRIPTION:  Item Description not available


Current Control Point balance: $999556.00

Estimated cost of this request: $19999.00

Requests need to be reviewed prior to approval.

Have you reviewed this request? N  (YES)



Is this request ready for approval? Yes//   (Yes)
Is this request ready for transmission to A&MM/Fiscal? No// y  (Yes
```

NOTE: If the CP Official attempts to Appove a 1358 on which they are listed as the CP Clerk (Requestor), they will be prevented from completing the Approval process and will see this Warning message: You are the CP Clerk (Requestor) on this 1358 transaction. Per Segregation of Duties, the CP Clerk (Requestor) is not permitted to Approve the 1358.

Chapter 6. Transaction Report - IFCAP/eCMS

As of October 2012 there is an interface between IFCAP and the electronic Contract Management System (eCMS) in Austin. 2237s are sent to eCMS via HL7 messages. This option enables users to generate reports based on data in the new IFCAP/ECMS TRANSACTION File [414.06]. As 2237s are sent to eCMS via HL7 messages, certain information about the transaction is stored in the file.

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

6.1 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
```

6.1.1 Setup Parameters

Select a single 2237 or all, or a single eCMS Contact, or all.

Select All dates or accept default NO and then Enter Start and End dates.

Select a single Station, Sub-station (if applicable), or All stations.

Select a single Control Point, or ALL then select the Event Type of Report to be generated.

The report is based on data in the new IFCAP/ECMS TRANSACTION file [414.06]. As 2237s are sent to eCMS via HL7 messages, certain information about the transaction is stored within this file. This report also lists transactions that have been returned by eCMS.

NOTE: Users can view only those transactions related to the Control Point(s) on which they are identified as the Control Point Clerk or Official.

6.1.2 Date Range Help Text

```
Select Process a Request Menu <TEST ACCOUNT> Option: Transaction Report -
eCMS/IFCAP
Select a single 2237 TRANSACTION NUMBER? NO//
Select a single eCMS Contact? NO//
Select ALL DATES: (JUN 06, 2012 - AUG 08, 2013)? NO//
   Starting date: TODAY// T-39  (JUN 30, 2013)
   Ending date: TODAY//   (AUG 08, 2013)

 Examples of Valid Dates:
   JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
   T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7, etc.
   T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
If the year is omitted, the computer uses CURRENT YEAR.  Two digit year
  assumes no more than 20 years in the future, or 80 years in the past.
```

6.1.3 Station Number Help Text

```
Select a single STATION NUMBER? NO// YES
Select Station: ??

   Choose from:
   001       ANYTOWN, SD
   009       NATIONAL CEMETERY

Do you want to see the records for ALL the substations of 001? YES//NO

  Select one of the following:

          1         001    MEDICAL CENTER EAST
          2         001A4  MEDICAL CENTER WEST

SUBSTATION: 2  001A4  MEDICAL CENTER WEST
```

6.1.4 Fund Control Point Help Text

```
Select a single FUND CONTROL POINT? NO/yes
Fund Control Point: ??

   Choose from:
   223


Fund Control Point: 223

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// ??

This response must be a list or range, e.g., 1,3 or 1-2,4.

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// 1,2,3
Display event ERROR TEXT? NO//
All eCMS 2237s matching your selections below will be displayed:
  All eCMS Contacts
  Dates: (JUN 30, 2013 - AUG 08, 2013)
  Station: 001, records for substation 001HS
  Fund Control Point: 223
  Event Types selected are:
   1 = Sent to eCMS (includes resent 2237s)
   2 = Returned to Accountable Officer
   3 = Returned to Control Point
  A note will display for any errors, but not the full text.
```

6.1.5 Report Example

```
AUG 08, 2013@10:21       eCMS/IFCAP TRANSACTION LOG REPORT             p. 1

eCMS 2237: ALL   eCMS Contact: ALL                                Station: 662
Report Date Range: JUN 24, 2013 - AUG 08, 2013             Control Point: ALL
Events: Sent to eCMS, Returned to AO, Returned to CP, Cancelled within eCMS

IFCAP Reference      Message Event                         Event Date
_____________________________________________________________________________
001-13-3-223-0016    2237 SENT                        JUN 24, 2013@15:46:43
SUBSTATION: 001A4                        ACKNOWLEDGED: JUN 24, 2013@15:47:41

001-13-3-223-0017    2237 SENT                        JUN 24, 2013@15:43:52
SUBSTATION: 001A4                        ACKNOWLEDGED: JUN 24, 2013@15:44:40

001-13-3-223-0018   2237 SENT                        JUN 26, 2013@16:02:19
SUBSTATION: 001A4                        ACKNOWLEDGED: JUN 26, 2013@16:03:56

001-13-3-223-0021 RETURNED TO ACCOUNTABLE OFFICER JUN 26, 2013@16:19:41
SUBSTATION: 001A4                       ACKNOWLEDGED: JUN 26, 2013@16:19:43
eCMS CONTACT: XXXXX@va.gov                  PHONE: 800-200-1000
RETURN/CANCEL DATE: JUN 26, 2013@15:19:18
REASON/COMMENT: Process within IFCAP as Imprest Fund Order {ECMS, CONTACT1}

001-13-4-223-0018    2237 SENT                        JUN 26, 2013@12:05:49
SUBSTATION: 001A4                      ACKNOWLEDGED: JUN 26, 2013@12:07:12

001-13-4-223-0019  RETURNED TO CONTROL POINT        JUN 26, 2013@12:54:08
SUBSTATION: 001A4                      ACKNOWLEDGED: JUN 26, 2013@12:54:09
eCMS CONTACT: XXXXX@va.gov                  PHONE: 88-200-1000
RETURN/CANCEL DATE: JUN 26, 2013@11:53:45
REASON/COMMENT: Edit Item 1 Quantity   {ECMS, CONTACT1}

001-13-4-223-0020    2237 SENT                        JUL 25, 2013@19:06:48
SUBSTATION: 001A4                     ACKNOWLEDGED: JUL 26, 2013@17:41:16

001-14-1-223-0001    2237 SENT                        JUN 24, 2013@15:11:35
SUBSTATION: 001a4                                ACKNOWLEDGED: (Pending)
This 2237 SENT has ERROR TEXT.
                             END OF REPORT
```

Chapter 7. How to Monitor Your Control Point Balance

7.1 Introduction

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

7.2 Monitor the Balance of Your Control Point

7.2.1 Setup Parameters

From the `Control Point Official's Menu`, select `Display Control Point Activity Menu`. From that menu, select `Running Balances`. Enter a Fiscal Year, a Fiscal Quarter, and a Control Point.

Figure 7-1. Control Point Balance Setup Parameters

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

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


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

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

7.2.2 Report Parameters

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

Figure 7-2. Control Point Balance Report Parameters

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

7.2.3 Transaction Listing

This report has three sections. The first section lists each transaction type (`TXN`), including funding and expense transactions. This section also lists the obligation number (`OBL #`), the committed cost (`COMM $AMT`), the Control Point balance (`CP $BAL`), the obligation/ceiling amount (`OBL $AMT`) and the un-obligated balance (`UNOBL $BAL`). The obligation number is the number that Fiscal Service assigns to the 1358.

The numbers in the `COMM $AMT` column are estimated costs for the requests. Costs with an asterisk (`*`) are transactions that you haven't approved. Those with an "at" sign (`@`) are awaiting reconciliation. Those with a pound sign (#) are cancelled.

The numbers in the `OBL #AMT` column are the amounts that the Accounting Technician in Fiscal has obligated for the request. Blank values and values with an asterisk represent transactions that the Accounting Technician hasn't approved.

Figure 7-3. Transaction Listing (Section 1)

```
CONTROL POINT BALANCE - 999-94-4-110- Stuff     OCT 13,1994@13:38:58 PAGE 1

                                                                    FISCAL
FYQSeq# TXN OBL #         AP/OB DT   COMM $AMT    CP $BAL   OBL $AMT UNOBL $BAL
-------------------------------------------------------------------------------

0010003 CAN                               0.00#      0.00       0.00#      0.00
0030007 CEI               12/27/99    10000.00   10000.00   10000.00   10000.00
0030011 CEI               12/27/99  1000000.00 1010000.00 1000000.00 1010000.00
0030017 OBL P91001        04/12/00       70.50@9999029.50            1010000.00
0030018 ADJ P91001-1      04/13/00        0.00 9999029.50       0.00 1010000.00
0030019 OBL B70001        04/14/00        3.35@9999026.15            1010000.00
0030020 ADJ B70001-1      04/14/00        0.00 9999026.15       0.00 1010000.00
0030021 ADJ P91001-2      04/14/00        0.00 9999026.15       0.00 1010000.00
0030022 ADJ P91001-3      04/17/00        0.00 9999026.15       0.00 1010000.00
0030023 ADJ P91001-4      04/17/00        0.00 9999026.15       0.00 1010000.00
0030025 CEI FROM 00-2               2030000.00 3039926.15 2030000.00 3040000.00
0030027 ADJ QTRADJ                        0.00 3039926.15            3040000.00
0030028 ISS                               0.00#3039926.15       0.00#3040000.00
Press return to continue, uparrow (^) to exit:
```

7.2.4 FMS Transaction Listing

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

The bottom of the report will list the total discrepancy between the committed fund transactions and the actual fund transactions (FMS transaction total). The report will also list the total amount of the fund transactions you have committed but the Accounting Technician in Fiscal has not obligated.

If you want to run another running balances report, answer `Y` at the `Would you like to run another running balances report?` prompt. If not, press `<Enter>` to return to the `Display Control Point Activity` menu.

Figure 7-4. Transaction Listing (Sections 2 and 3)

```
CONTROL POINT BALANCE - 999-00-3-060- FISCAL  OCT 13, 1994@17:40:04 PAGE 2

                                                                    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     3039926.15     1010000.00
Actual Fiscal Bal:            0.00           0.00     3040000.00     1010000.00
Tot Commit, not Obl:          0.00           0.00          73.85           0.00

SECTION 1 CODES  # - cancelled order   * - order not obligated or signed
                 @ - purchase card order for reconciliation
                 & - reconciled order with final charge - ready for approval
                 R - total reconciled charges
SECTION 2 CODES
                 @ - purchase card CC transaction is not reconciled

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

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

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Chapter 8. How to Determine the Status of a Request

8.1 Introduction

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

8.2 Determine the Status of a Transaction

8.2.1 Menu Path

Figure 8-1. Sample Status of Requests Reports Menu Screen

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

Select Control Point Official's Menu Option: status of Requests Reports Menu

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

Select Status of Requests Reports Menu Option: status of All Obligation Transactions
```

8.2.2 Display

IFCAP will display a report of the transaction. Look at the `STATUS` field (shown highlighted in yellow in the sample below). See Figure 8-2 for information on how to use this status to determine who you need to contact to follow up on the transaction.

Figure 8-2. Status of Requests Report

```
Select STATION NUMBER: 999
Select FISCAL YEAR: 00//
Select QUARTER: 4// 3
Select CONTROL POINT: 110 Stuff .01               0160A1   10  0100   010042116
DEVICE:   UCX/TELNET    Right Margin: 80//
STATUS OF OBLIGATION TRANSACTIONS   CP: 110 Stuff .01 FY: 00
                                              JUL 12,2000  18:08    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
--------------------------------------------------------------------------------


00-3-0093    STANDARD                          05/04/00
 IFUSER2,SIX
                                    WIDGETS

00-3-0094    STANDARD               04/04/00   05/04/00
 SUPPLY WAREHOUSE                   Assigned to IFUSER3,SEVEN
                                    CATS



STATUS OF OBLIGATION TRANSACTIONS   CP: 110 Stuff .01 FY: 00
                                              JUL 12,2000  18:08    PAGE 2
             PRIORITY                                                DATE
             OF                     DATE       DATE       DATE       RECEIVED
TRANS #      REQUEST                SIGNED     REQUIRED   DELIVERED  BY SVC
 VENDOR                             STATUS
 OBLIGATION# SORT GROUP
                                    FIRST LINE ITEM DESCRIPTION
 COMMENTS
--------------------------------------------------------------------------------


00-3-0095    STANDARD               06/29/00   05/04/00
 IFUSER2,SIX                        Pending Accountable Officer Sig.
                                    WIDGETS

00-3-0096    STANDARD               06/29/00   05/04/00
 SUPPLY WAREHOUSE                   Pending Accountable Officer Sig.
                                    CATS
```

8.2.3 Status

Find the status in **Error! Reference source not found.** below. The “node numbers” in the table (like “17”) represent nodes in the flowcharts (Figure 8-3 and Figure 8-4) on the pages following the table. Contact the representative at that node. In the example above, the status for the `WIDGETS` is `Pending Accountable Officer Sig.`

According to the table, this means that the transaction may be at node 14 15 or 18. In this example, you would contact the Personal Property Management Accountable Officer if you have specific questions about the status of your request.

Table 8-1 - Status and Node Assignment

If the Status of Request, Transaction, or Purchase Order is…	Then the request is pending action at node number….
Assigned to PPM Clerk	17
Assigned to Purchasing Agent	19
Awaiting Payment	38 through 43, depending on order
Cancelled – 1358	6 Rejected. Start from scratch.
Cancelled Order	19 IFCAP Ordering Officer cancelled the IFCAP 2237 request that was never sent to eCMS..
Cancelled Order	19 Contracting Officer in eCMS cancelled the 2237 that was sent to eCMS for processing.
Complete Order Received	36 or 37
Complete Order Received (Amended)	Same as above, just that the Purchasing Agent has amended the Purchase Order.
Complete Order Received But Not Obligated	Past 32 33, but 23 or 24 has been skipped. Talk to the Accounting Technician.
Forward to Imprest Funds Agent	19
Held for Review in Personal Prop.	17
Held in P&C Pending Return of Quotations	19
Issue Pending Delivery From Warehouse	29, 33 or END.
Issue Request Pending Fiscal Action	This status is not used. Currently, Fiscal Service does not process Issue Book orders.
Obligated - 1358	20
Obligated - Awaiting Invoice	27
Order Not Completely Prepared	19 The IFCAP Ordering Officer (Purchasing Agent) has assigned a Purchase Order number to it, but has not transmitted it to the Accounting Technician yet.
Ordered (No Fiscal Action Required)	30 This status means that funds are not obligated for this type of Purchase Order, so it skipped node 23.

If the Status of Request, Transaction, or Purchase Order is…	Then the request is pending action at node number….
Ordered and Obligated	28 or 30. Talk to the vendor.
Ordered and Obligated (Amended)	Same as above, just that the Purchasing Agent amended the Purchase Order.
Partial Issue Delivered	29 or END.
Partial Order Received	36 37 38 39 41 or END. Talk to the Accounting Technician if you want to know if they've sent the payment order.
Partial Order Received (Amended)	Same as above, just that the Purchasing Agent amended the Purchase Order.
Partial Received (No Fiscal Action Req)	Same as Partial Order Received, except that this status means that, because no fiscal action is required, this Purchase Order will skip either 38 or 39.
Partial Received But Not Obligated	Same as Partial Order Received, except that this status means that funds are not obligated for this type of Purchase Order, so it skipped node 23.
Pending Accountable Officer Signature	14 15 18
Pending CP Official's Signature	7 9 11
Pending Completion by CP Clerk	4 6 8
Pending Completion by Requestor	5
Pending Contracting Officers Signature	19
Pending Fiscal Action	12 23 24
Pending PPM Clerk Signature	17 18
Request Clarification by Service for P&C	19
Returned to Accountable Officer by eCMS (P&C)	2237 has been sent back to the AO from eCMS to be processed entirely within IFCAP. Current Status: Pending Accountable Officer Signature.
Returned to Service by eCMS (P&C)	2237 has been sent back to the Service from eCMS for Edit and Re-approva.l Ccurrently at 4. Ask the Contracting Officer why it was returned, if the explanation is not in the `Return to Service Comments:` line on the request.

If the Status of Request, Transaction, or Purchase Order is…	Then the request is pending action at node number….
Returned to Service by PPM	Died at 14 or 17; currently at 4. Ask the PPM Accountable Officer and PPM Requisition Clerk which one of them killed it and why, if the explanation is not in the `Return to Service Comments`: line on the request.
Returned to Supply (Pending Signature)	Died at 23; currently at 19. The Accounting Technician returned the Purchase Order, usually because the Control Point does not have enough money to cover the Purchase Order.
Sent to eCMS (P&C)	2237 data has been transmitted to eCMS for order & award processing.
Sent to Purchasing and Contracting	19
Transaction Complete	Certified Purchase Orders: your request could be at 30, 34, 37, 39, 42 or END. All other requests: 41, 42, 43 or END.
Transaction Complete (Amended)	Same as above, just that the IFCAP Ordering Officer (Purchasing Agent) amended the Purchase Order.

table (like "17") represent nodes in the flowcharts (**Error! Not a valid bookmark self-reference.** and Figure 8-4) on the pages following the table. Contact the representative at that node. In the example above, the status for the `WIDGETS` is `Pending Accountable Officer Sig`.

According to the table, this means that the transaction may be at node 14 15 or 18. In this example, you would contact the Personal Property Management Accountable Officer if you have specific questions about the status of your request.

Figure 8-3. IFCAP Process Flowchart (Part 1)

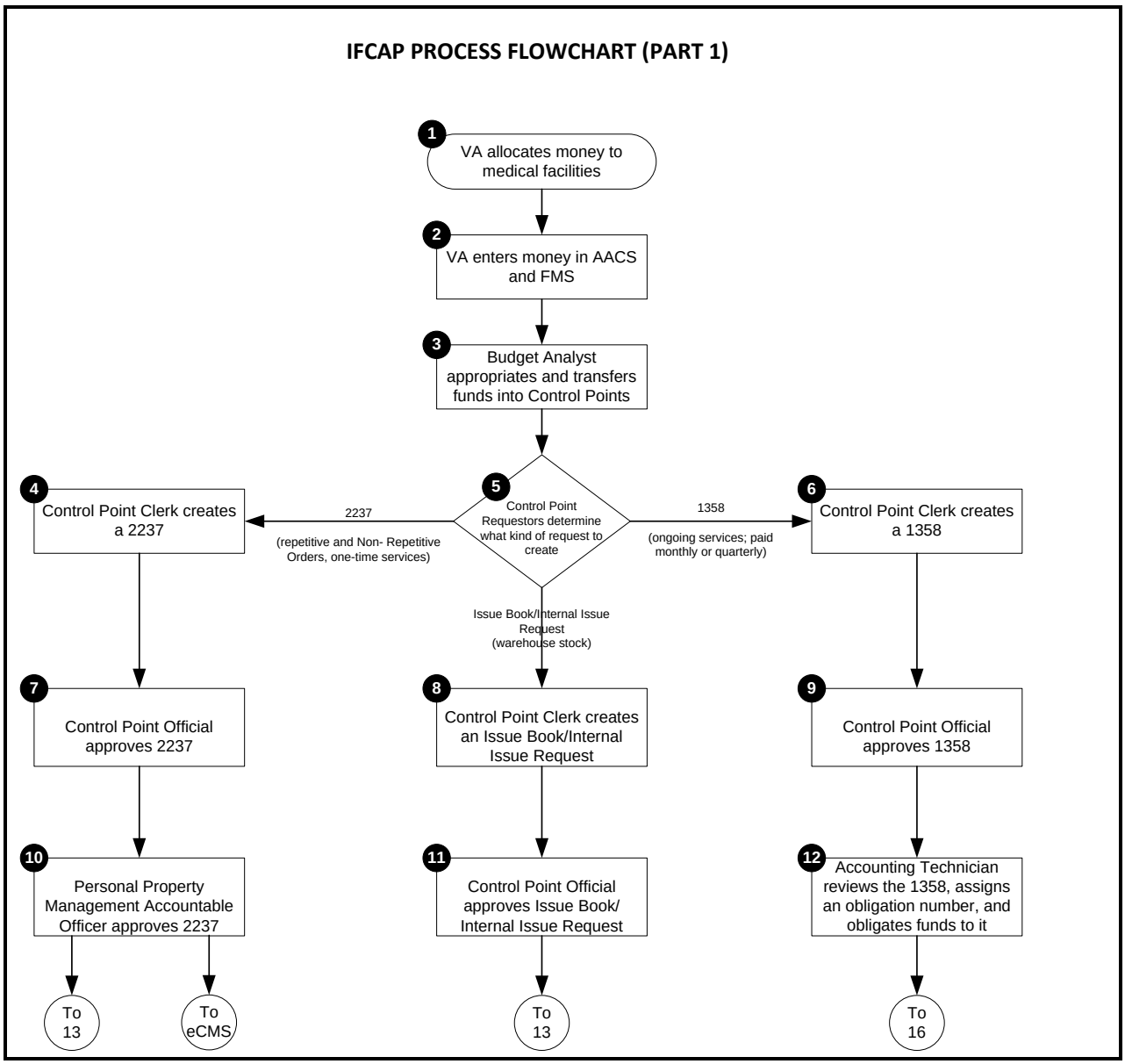
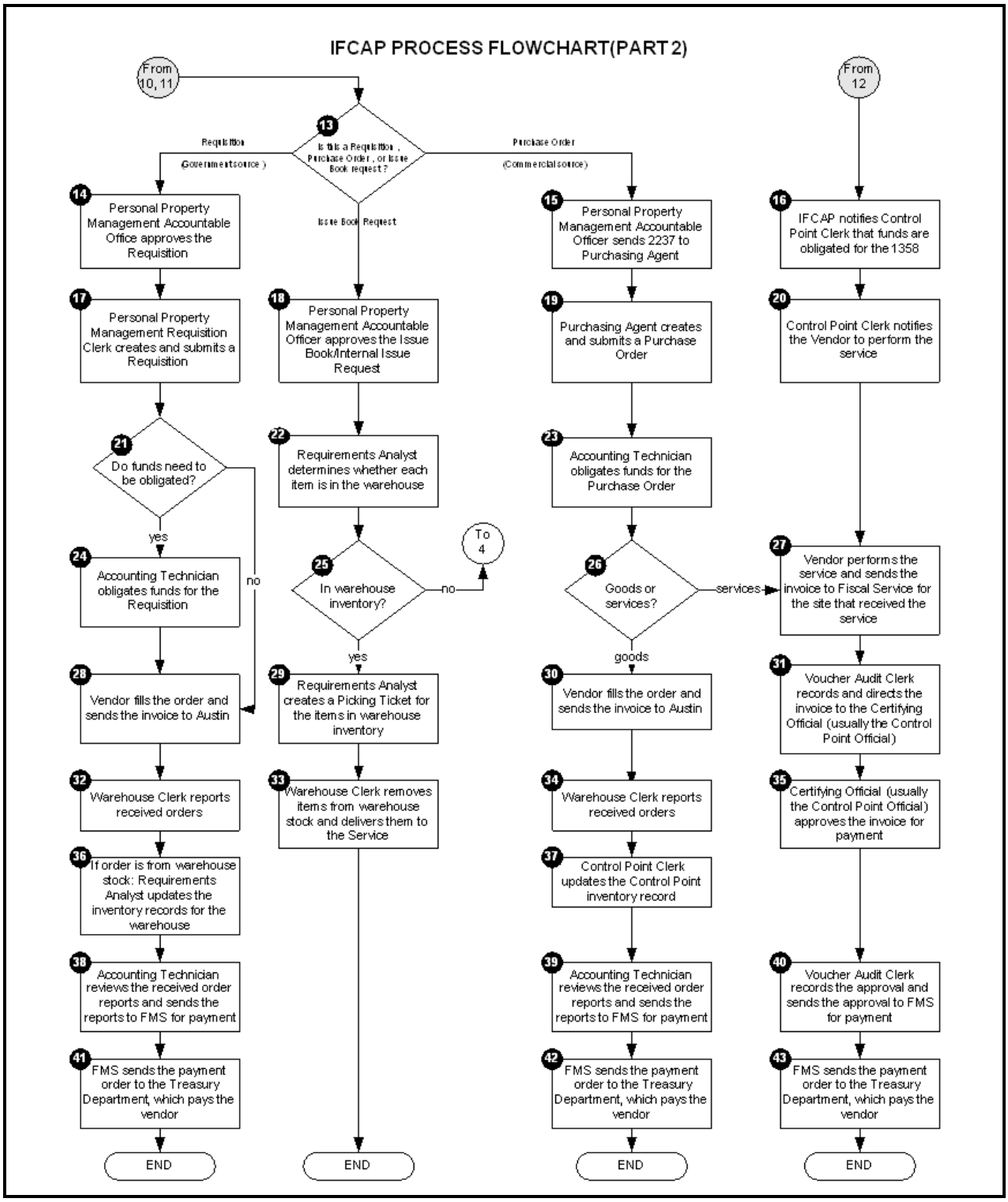


Figure 8-4. IFCAP Process Flowchart (Part 2)



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Chapter 9. Supplemental Control Point Official Options

9.1 Introduction

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

9.2 Options in the Funds Control Menu

9.2.1 Enter FCP Adjustment Data

9.2.1.1 Setup Parameters

Enter a `FISCAL YEAR:` and a fiscal `QUARTER:` at the prompts. 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.

Figure 9-1. FCP Adjustment Data Setup Parameters

```
From the Control Point Official's Menu, select 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 FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE

This transaction is assigned transaction number: 002-94-4-022-0008
```

9.2.1.2 Enter Reference Number

- At the `OBLIGATION NUMBER:` prompt, enter a reference number for the transaction. The obligation number may be used. If you do not know the obligation number, enter three question marks and IFCAP will list the available obligation numbers.

- If this purchase is assigned to a project, office, or some other category for which a sort group has been created, enter that sort group at the `SORT GROUP:` prompt.

- If this purchase doesn't belong to a sort group, just press `<Enter>`. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that don't belong to the sort group.

- At the `DATE OBL ADJUSTED:` prompt, enter today's date.

- At the `ADJUSTMENT $AMOUNT:` prompt, enter the adjustment dollar amount for this obligation transaction.

- If this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses, enter that cost center at the `COST CENTER:` prompt. Cost centers allow Fiscal staff to create total expense records for a section or service.

Figure 9-2. Enter Reference Number

```
OBLIGATION NUMBER: ???
     Enter the 6 character purchase order/obligation/reference number for this
     transaction
 ??
OBLIGATION NUMBER: C40021
SORT GROUP:
DATE OBL ADJUSTED:
ADJUSTMENT $ AMOUNT: ??
     This is the adjustment dollar amount for this obligation
     transaction.
ADJUSTMENT $ AMOUNT: 40  $ 40.00
COST CENTER: 870021 Operating Equipment
```

9.2.1.3 Budget Object Code

At the `BOC1:` prompt, enter the Budget Object Code (BOC) classification for the item. 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.

Figure 9-3. Enter Budget Object Code

```
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
```

9.2.1.4 Enter Amount

- At the `BOC1 $ AMOUNT:` prompt, enter the amount of the item you want to attribute to the budget object code. Enter a second BOC at the `BOC2:` prompt if you like.
- If you like, `Select SUB-CONTROL POINT.`
- Add `COMMENTS:` if you wish. You may enter another adjustment transaction or return to the Funds Control Menu.

Figure 9-4. Enter Budget Object Code Amount

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

9.2.2 Assign Ceiling to Sub-Control Points

9.2.2.1 Setup Parameters

Enter the `CONTROL POINT`. If you do not know the Control Point, enter three question marks (`???`) and IFCAP will list the available Control Points.

Figure 9-5. Sub-Control Point Ceiling Setup Parameters

```
From the Control Point Official's Menu, select 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 Pharmacy Test
   101             101 LAB TESTING 101

Select CONTROL POINT: 101 LAB TESTING 101
```

9.2.2.2 Select Ceiling Transaction

Enter a `CEILING TRANSACTION NUMBER`. If you do not know the ceiling transaction number, enter three question marks (`???`) and IFCAP will list the available ceiling transaction numbers. IFCAP will list the balance of the transaction you selected.

Figure 9-6. Select Ceiling Transaction

```
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

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  999-94-4-101-0285
                                                 TRANSACTION BEG BAL: 533.00
```

9.2.2.3 Enter Sub-Control Point

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

Figure 9-7. Enter Sub-Control Point

```
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
   IFUSER2,FIVE
   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)

          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:
```

9.2.3 Recalculate Fund Control Point Balance

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

From the `Control Point Official's Menu`, select `Funds Control Menu`.

From the `Funds Control Menu`, select `Recalculate Fund Control Point Balance.`

Enter a fiscal year, a fiscal quarter and a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will display the available Control Points. IFCAP will send a mail message to the Control Point Official when it has finished recalculating the balance.

Figure 9-8. Recalculate Fund Control Point Balance

```
From the Control Point Official's Menu, select 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: Recalculate Fund Control Point Balance
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101
Submit RECALCULATE CONTROL POINT BALANCES to the TASK MANAGER? YES//
Requested Start Time: NOW//  (JUN 21, 2000@16:54:06)
RECALCULATE CONTROL POINT BALANCES HAS TASK NUMBER 211610

          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:
```

9.2.4 Options in the Funds Control Reports Menu

9.2.4.1 Quarterly Report

9.2.4.1.1 Report Parameters

Enter a `FISCAL YEAR`, fiscal `QUARTER` and a `CONTROL POINT` when prompted. Enter an output device.

Figure 9-9. Control Point Quarterly Report Parameters

```
From the Control Point Official's Menu, select 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//
         ...OK? Yes//   (Yes)

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

9.2.4.1.2 Display

IFCAP will display the *Control Point Quarterly Report*, which lists the transaction, the type, the cost, and the Control Point Balance. At the end of the report, IFCAP will list the total amount of committed, un-obligated money for the Control Point and the total uncommitted balance for the Control Point from current and prior quarters. At the `Would You Like To Run Another Quarterly Balance Report?` prompt, press `<Enter>` to return to the Funds Control Reports Menu.

Figure 9-10. Control Point Quarterly Report Display

```
QUARTERLY REPORT - 999-97-2-120- DIET          FEB 28, 1997@14:24:41  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
--------------------------------------------------------------------------------
0002  OBL               10.00   100.00           FEB 25, 1997
                               10.00           90.00            90.00
GENERAL MEDICAL


================================================================================


QUARTERLY REPORT 999-97-2-120- DIET              FEB 28, 1997@14:24:41  PAGE: 2
     __________PO TRANSACTIONS WITHOUT 2237____________

PO/            PO             OBLIGATED  CONTROL PT.     UNCOMMITTED   UNOBLIGATED
OBL#           DATE           AMOUNT      REQ TOT        BALANCE       BALANCE
================================================================================
999-B70004     FEB 25, 1997   10.00         20.00          80.00         80.00

PO transaction (no 2237) total for this quarter: $10.00
================================================================================

FMS transaction total for this quarter: $0.00
================================================================================

Total Request Amount: $20.00
Control Point Official's Balance: $80.00
Fiscal's Unobligated Balance: $80.00

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

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

Select Funds Control Reports Menu Option:
```

9.2.4.2 Ceiling Report

9.2.4.2.1 Report Parameters

Enter a `FISCAL YEAR:`, fiscal `QUARTER:` and a `CONTROL POINT:` when prompted.

Figure 9-11. Sample Quarterly Report Parameters Screen

```
From the Control Point Official's Menu, select 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//
```

9.2.4.2.2 Display

IFCAP will create a *Ceiling Report* which lists the transaction number, ceiling amount, the date the funds were allocated, and comments.

At the `Select Fiscal Year:` prompt, enter a caret (^) to return to the `Funds Control Reports Menu`.

Figure 9-12. Sample Ceiling Report Screen

```
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

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:
```

9.2.4.3 Audit Transaction List

9.2.4.3.1 Menu Path

From the `Control Point Official's Menu Option` list, select `Funds Control Menu`.

Figure 9-13. Audit Transaction List Menu Path

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

Select Funds Control Menu Option: Funds Control Reports Menu


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

Select Funds Control Reports Menu Option: Audit Transaction List
```

9.2.4.3.2 Audit Transaction List Report Parameters

Enter a `FISCAL YEAR:`, a fiscal `QUARTER:` and a `CONTROL POINT:` at the appropriate prompts. If you do not know the Control Point, enter three question marks (`???`) at the prompt and IFCAP will display the available Control Points.

At the `DATE:` prompt, enter the last date for transactions that you want to audit. IFCAP will display the *820 Reconciliation Report*, listing the transaction number, the obligation number, and the FMS amount of the reconciliation. Enter a caret (`^`) at the `Select Station Number: Select Fiscal Year:` prompt to return to the Funds Control Reports Menu.

Figure 9-14. Audit Transaction List Parameters

```
Select STATION NUMBER: 999        ANYCITY,ANYSTATE
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101
         ...OK? Yes//   (Yes)

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

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


        OBL. COST
   UNOBL      CP UNOBL
  BALANCE     BALANCE
-------------------------------------------------------------------------------

999-96-4-101-1647             07/26/96       C60038WR     ADJ
                                                                          210.00


           210.00
      -210.00     -210.00




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

Select Funds Control Reports Menu Option:
```

9.2.4.4 Sort Group Report

9.2.4.4.1 Menu Path

Figure 9-15. Sort Group Report Menu Path

```
From the Control Point Official's Menu, select 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
```

9.2.4.4.2 Sort Group Report Parameters

Enter a `FISCAL YEAR`, a fiscal `QUARTER` and a `CONTROL POINT` at the appropriate prompts. 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 first `SORT GROUP:` you want to include on the report, or press `<Enter>` to include all sort groups. Enter an output device.

Figure 9-16. Sort Group Report Parameters

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

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

9.2.4.4.3 Sort Group Report Display

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

Figure 9-17. Sort Group Report Display

```
SORT GROUP REPORT - CP: 101 LAB TESTING 101    DEC 30,1994  09:59    PAGE 1
TRANSACTION NUMBER  PO/OBL#  TYPE  VENDOR                COMM $        OBL $
  COMMENTS
-------------------------------------------------------------------------------


        SORT GROUP: TEST SORT
999-95-1-101-0083   A50031   OBL   GENERIC GENERAL        10.00


999-95-1-101-0084   C50044   OBL   CENTRAL BUSINES        60.00

                                                      -----------  -----------
SUBTOTAL                                                    70.00         0.00
                                                      -----------  -----------
TOTAL                                                       70.00         0.00

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

Select Funds Control Reports Menu Option:
```

9.2.4.5 Classification of Request Report

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

9.2.4.5.1 Classification of Request Report Menu Path

Figure 9-18. Sort Group Report Menu Path

```
From the Control Point Official's Menu, select 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
```

9.2.4.5.2 Classification of Request Report Parameters

Enter a `STATION NUMBER`, a `FISCAL YEAR`, a fiscal `QUARTER` and a `CONTROL POINT` at the appropriate prompts. 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 print the *Classification of Request Report*, listing each transaction by the classification that the requestor entered at the `START WITH CLASSIFICATION OF REQUEST:` prompt. After printing the report, IFCAP will return to the `Funds Control Reports Menu`.

Figure 9-19. Classification of Request Report Parameters

```
Select STATION NUMBER: 002         ANYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE
         ...OK? Yes//   (Yes)

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


CLASSIFICATION OF REQUEST REPORT - 101 LAB TESTING 101
                                           OCT 12,1994  12:36    PAGE 1
OBL#    TRANS#  TYPE  VENDOR               COMM $        OBL $
 COMMENTS
-------------------------------------------------------------------------------

        CLASSIFICATION OF REQUEST: Endurance test of capacitor
A50002  0006    OBL   CENTRAL BUSINE       120.00       120.00
 TESTING
                                       -----------  -----------
SUBTOTAL                                  120.00       120.00
        CLASSIFICATION OF REQUEST: Vandalism repair
C50003  0003    OBL   CENTRAL BUSINE        69.00       124.00
 REPAIRS
                                       -----------  -----------
SUBTOTAL                                   69.00       124.00
                                       -----------  -----------
TOTAL                                     189.00       244.00


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

Select Funds Control Reports Menu Option:
```

9.2.4.6 Cost Center Totals

9.2.4.6.1 Cost Center Totals Menu Path

Figure 9-20. Cost Center Totals Menu Path

```
From the Control Point Official's Menu, select 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
```

9.2.4.6.2 Cost Center Totals Report Parameters

Enter a `STATION NUMBER`, a `FISCAL YEAR`, a fiscal `QUARTER` and a `CONTROL POINT` at the appropriate prompts.

If this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses, at the `COST CENTER NAME:` prompt, enter the `COST CENTER`. Cost centers allow Fiscal staff to create total expense records for a section or service.

If you do not know the Control Point, enter three question marks (`???`) at the prompt and IFCAP will display the available Control Points.

Figure 9-21. Cost Center Totals Report Parameters

```
Select STATION NUMBER: 002//          ANYTOWN, 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//
```

9.2.4.6.3 Cost Center Totals Report Display

IFCAP will print a *Cost Center Totals Report*, listing each transaction for the cost center. Enter a caret (^) at the Select Station Number: prompt to return to the Funds Control Reports Menu.

Figure 9-22. Cost Center Totals Report Display

```
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:
```

9.2.4.7 BOC Totals

9.2.4.7.1 Menu Path

Figure 9-23. BOC Totals Menu Path

```
From the Control Point Official's Menu, select 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
```

9.2.4.7.2 BOC Totals Report Parameters and Display

Enter a `STATION NUMBER`, a `FISCAL YEAR`, a fiscal `QUARTER` and a `CONTROL POINT` at the appropriate prompts.

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 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.

Figure 9-24. BOC Totals Parameters and Display

```
Select STATION NUMBER: 002//          ANYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE//

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 IFVENDOR,THREE
-------------------------------------------------------------------------------
BUDGET OBJECT CODE TOTALS
-----------------
2580 Miscellaneous Contractual Services by Individuals, Inst            175.00
2631 Chemical suplies                                                  4427.74
2632 Other Medical and Dental Supplies                                21851.70
2660 Operating Supplies and Materials                                  1307.40
-------------------------------------
TOTAL OBLIGATED (ACTUAL) COST:                                        27761.84
TOTAL OBLIGATED (ESTIMATED) COST:                                     27696.69

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

Select STATION NUMBER: 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:
```

9.2.4.8 Sub-Control Point Report

9.2.4.8.1 Menu Path

Figure 9-25. Sub-Control Point Report Menu Path

```
From the Control Point Official's Menu, select 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
```

9.2.4.8.2 Sub-Control Point Report Print

You may print the report for an entire fiscal year, or for a quarter that you specify.

Enter a `STATION NUMBER`, a `FISCAL YEAR`, a fiscal `QUARTER` and a `CONTROL POINT` at the appropriate prompts. If you do not know the Control Point, enter three question marks (`???`) at the prompt and IFCAP will display 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, `TRANS` (transaction) `#` (number) and `TYPE`, `VENDOR` name, the `FIRST LINE` of the `ITEM DESCR` (description), `$ AMOUNT`, and `SCP AMT` (amount spent by that Sub-Control Point) for that quarter. After printing the report, IFCAP will return to the Funds Control Reports Menu.

Figure 9-26. Sub-Control Point Report Parameters and Display

```
Would you like the report printed for a full Fiscal Year? YES//   (YES)

Select STATION NUMBER: 002//          ANYTOWN, PA
Select FISCAL YEAR: 94//
Select CONTROL POINT: 022 IFVENDOR,THREE//
START WITH SUB-CONTROL POINT: FIRST//
DEVICE:   LAT    RIGHT MARGIN: 80//
                                                                 ---------


SUB-CONTROL POINT EXPENDITURES - 022 IFVENDOR
                                                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  IFVENDOR1,TWO  PROJECTOR       5000.00   -5000.00
       0327   ADJ  C54277  IFVENDOR2,ONE  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:
```

9.2.4.9 Reconciliation of PO/Sub-CP Dollar Amounts

9.2.4.9.1 Reconciliation of PO/Sub-CP Dollar Amounts Menu Path

Figure 9-27. Reconciliation of PO/Sub-CP Dollar Amounts Menu Path

```
From the Control Point Official's Menu, select 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
```

9.2.4.9.2 Reconciliation of PO/Sub-CP Dollar Amounts Report Parameters

Enter a `STATION NUMBER`, a `FISCAL YEAR`, a fiscal `QUARTER` and a `CONTROL POINT` at the appropriate prompts. 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 list the reconciliations for the Control Point that you specified and return to the Funds Control Reports Menu.

Figure 9-28. Reconciliation of PO/Sub-CP Dollar Amounts Parameters and Display

```
Select STATION NUMBER: 002         ANYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR
         ...OK? Yes//   (Yes)

DEVICE:   LAT    RIGHT MARGIN: 80//

PO/SCP $ RECONCILIATION  22-94-4               JUL  9,1994  08:59    PAGE 1
SEQ #      TYPE       REQUESTED                       RECEIVED     PO #
  VENDOR
        COM $        OBL $        ADJ $
  SCP           $ AMOUNT  ITEM  DESC
-------------------------------------------------------------------------------

           STATUS: Obligated - 1358
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:
```

9.2.4.10 BOC Detail Totals

9.2.4.10.1 9.2.4.10 BOC Detail Totals Menu Path

Figure 9-29. BOC Detail Totals Menu Path

```
From the Control Point Official's Menu, select 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 Detail Totals
```

9.2.4.10.2 BOC Detail Totals Report Parameters and Display

Enter a `STATION NUMBER`, a `FISCAL YEAR`, a fiscal `QUARTER` and a `CONTROL POINT` at the appropriate prompts. 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 print the *Budget Object Code Detail Totals* report, listing each budget object code by its transactions and transaction cost. IFCAP will provide a total for all budget object codes. After printing the report, IFCAP will return to the Funds Control Reports Menu.

Figure 9-30. BOC Detail Totals Parameters and Display

```
Select STATION NUMBER: 002//          ANYTOWN, PA
This report displays item costs from 2237 orders, sorted
by budget object code.

Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR //
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

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:
```

9.2.4.11 FMS Transaction Data

9.2.4.11.1 FMS Transaction Data Menu Path

Figure 9-31. FMS Transaction Data Menu Path

```
From the Control Point Official's Menu, select 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
```

9.2.4.11.2 FMS Transaction Data Report Parameters

Enter a `STATION NUMBER`, a `FISCAL YEAR`, a fiscal `QUARTER` and a `CONTROL POINT` at the appropriate prompts. 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 print the *FMS Transactions Report*, listing each transmission by date, reference number, FMS transmission code, the amount of the transaction, and the balances of the affected Control Point. After printing the report, IFCAP will return to the Funds Control Reports Menu.

Figure 9-32. FMS Transaction Data Report Parameters and Display

```
This report will generate a listing of FMS transactions
You may create the report for all entries,
or for selected year and/or quarter.

Enter fiscal year in the format '92'.

Select FISCAL YEAR: 95// 94
Select QUARTER: 4// 4
Select CONTROL POINT: 110 Stuff .01  110//
DEVICE: HOME//   LAT    RIGHT MARGIN: 80//

Control Point Balance - 999-94-4-11 Stuff .01      OCT 12,1994@14:29:13   PAGE 1
                                        FMS Transactions

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

FMS transaction total for this quarter: $12.50
================================================================================
End of report


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

Select Funds Control Reports Menu Option:
```

9.2.5 Correct Sub-Control Point Amounts

9.2.5.1 Correct Sub-Control Point Amounts Parameters

Enter a `STATION NUMBER` and a `CONTROL POINT` at the appropriate prompts. If you do not know the Control Point, enter three question marks (`???`) at the prompt and IFCAP will display the available Control Points.

Figure 9-33. Correct Sub-Control Point Amounts Parameters

```
From the Control Point Official's Menu, select 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,ANYSTATE
Select CONTROL POINT: 121 LAB TESTING 121// ???
CHOOSE FROM:
   22              022 IFVENDOR,THREE
   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 IFVENDOR,THREE
```

9.2.5.2 Select Transaction Number

Enter a `TRANSACTION NUMBER` and a `CONTROL POINT` at the appropriate prompts. If you do not know the Transaction Number, enter three question marks (`???`) at the prompt and IFCAP will display the available transactions.

Enter additional `SUB-CONTROL POINT` to the Control Point if you like. Enter a caret (`^`) at the `Select STATION NUMBER:` prompt to return to the Funds Control Menu.

Figure 9-34. Correct Sub-Control Point Amounts (Select Transaction Number)

```
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,TWO          LIGHT BULBS
     2   999-94-4-022-0003      OBL  IFVENDOR,ONE
     3   999-94-4-022-0004      OBL  WAREHOUSE
     4   999-94-4-022-0005      OBL
     5   999-94-4-022-0006      OBL

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1
                                                 TRANSACTION BEG BAL: 3.00
Select SUB-CONTROL POINT: ???

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

     This is the name of the sub-control point.
Select SUB-CONTROL POINT: Reserve
  ARE YOU ADDING 'Reserve' AS A NEW SUB-CONTROL POINT? No//Y  (Yes)
  ARE YOU ADDING 'Reserve' AS A NEW SUB-CONTROL POINT (THE 1ST FOR THIS CONTROL
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:
```

9.3 Options in the Status of Requests Reports Menu

9.3.1 Print/Display Request Form

9.3.1.1 Print/Display Request Form Menu Path

Figure 9-35. Print/Display Request Form Menu Path

```
From the Control Point Official's Menu, select 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
```

9.3.1.2 Print/Display Request Form Setup Parameters

Enter a `CONTROL POINT`. If you do not know the Control Point, enter three question marks (`???`) and IFCAP will list the available Control Points.

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.

Figure 9-36. Print/Display Request Form Setup Parameters

```
Select STATION NUMBER: 900//
Select CONTROL POINT: 300 TUITION RESERVE ACCT//     0160A1  10  0100
010024243
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: A2
     1   A20004  900-12-4-300-0017  OBL  COMPANY HEALTHCARE A20004
RESERVOIR,DRUG,250ML
    Accepted by eCMS

     2   A22002  900-12-4-300-0021  OBL  BURROWS COMPANY A22002
CATH,URETH,NELATON,12FR


CHOOSE 1-2: 1  900-12-4-300-0017  OBL  COMPANY HEALTHCARE A20004
RESERVOIR,DRUG,250ML
     Accepted by eCMS

Print administrative certification page of 2237? Yes// N  (No)
DEVICE: HOME//   DECWINDOWS
```

Print/Display Request Form Display

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.

Figure 9-37. Print/Display Request Form Setup Parameters

```
                          PRIORITY: STANDARD          Accepted by eCMS
SEP 18, 2012@16:42:42          900-12-4-300-0017
-------------------------------------------------------------------------------
-
                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-------------------------------------------------------------------------------
-
TO: A&MM Officer        Requesting Office
                        FISCAL/ACCOUNTING (04)
----------------------- -----------------------------------------------------
-
Action Requested        Date Prepared         Date Required
    Delivery            AUG 30, 2012          SEP 11, 2012
----------------------- -------------------- --------------------------------
-
  ITEM NO.             DESCRIPTION                    QUANTITY  UNIT ESTIMATED
OR STOCK NO.                                                        UNIT COST
-------------------------------------------------------------------------------
-
21250000     1 ITEM ID NO. 13686 250ML DRUG
             RESERVOIR 10/CS
              PKG: 10 per CS                                2   CS   68.0000
             eCMS Item Line ID 110496

G3449        2 GOGGLES,SUNSHADES,PLASTIC                  16   EA   12.5600
             eCMS Item Line ID 110497

SDJ3         3 HAIR PINS,PLASTIC,LONG                     24   PG   18.4000
           eCMS Item Line ID 110498

             4 SOCKS,WHITE,COTTON,NO-SEAM,CREW
             LENGTH                                       36   PR   19.3400
             eCMS Item Line ID 110499

             TOTAL COST: $1474.80
-------------------------------------------------------------------------------
-
VENDOR INFORMATION:    NO: 6399
VENDOR: HEFTY HEALTHCARE                CONTACT: MISS HELPFUL EXT 221
        C/O MY MEDSYSTEM DIVISION        PHONE: 800-008-1234
        24 EAST STREET                ACCT. #: 1234
        ANYTOWN,PA 99999
-------------------------------------------------------------------------------
-
Ref. Voucher Number:

SPECIAL REMARKS: NEED THIS VERY SOON!
```

```
      DELIVER TO: WHSE 5
-------------------------------------------------------------------------------
-
Press return to continue, uparrow (^) to exit:
                                900-12-4-300-0017
-------------------------------------------------------------------------------
-
                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-------------------------------------------------------------------------------
-
JUSTIFICATION OF NEED OR TURN-IN
THESE ARE NEEDED FOR NURSING HOME ITEMS ARE REQUIRED FOR DIABETIC CARE
-------------------------------------------------------------------------------
-
Originator of Request: IFCAPUSER, THREE
Signature of Initiator               Signature of Approving Official Date
                                     /ES/ONE IFCAPUSER DTN
TWO IFCAPUSER DTN                      ONE IFCAPUSER DTN
                                    USER'S ALIAS 3          AUG 31, 2012
------------------------------------ ------------------------------------------
-
Appropriation and Accounting Symbols
900-3620160-300-824200-2660-A20004 010024243
-----------------------------------------------------------------------
                                900-12-4-300-0017
                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES

MULTIPLE DELIVERY DISTRIBUTION LIST               PAGE: 1

   ITEM PR#   DESCRIPTION    QTY  DATE      QTY    SCP        LOCATION
   1    13686 RESERVOIR,       2
                                  09-25-12     1   **NONE**   CPC12
                                  10-03-12     1   **NONE**   CPC14

Press return to continue:


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

9.3.2 Status of All Obligation Transactions

9.3.2.1 Status of All Obligation Transactions Menu Path

Figure 9-38. Status of All Obligation Transactions Menu Path

```
From the Control Point Official's Menu, select 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
```

9.3.2.2 Status of All Obligation Transactions Setup Parameters

Enter a `STATION NUMBER`, a `FISCAL YEAR`, a fiscal `QUARTER` and a `CONTROL POINT` at the appropriate prompts. If you do not know the Control Point, enter three question marks (`???`) at the prompt and IFCAP will display the available Control Points.

Figure 9-39. Status of All Obligation Transactions Setup Parameters

```
Select STATION NUMBER: 442//  CHEYENNE, WY
Select FISCAL YEAR: 12//
Select QUARTER: 4//
Select CONTROL POINT: 300 ALL OTHER ITEMS //
         ...OK? Yes//   (Yes)

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

9.3.2.3 Status of All Obligation Transactions Display

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.

Figure 9-40. Status of All Obligation Transactions Display

```
STATUS OF OBLIGATION TRANSACTIONS   CP: 300 ALL OTHER ITEMS   FY: 12
                                              SEP 18,2012  17:03    PAGE 2
            PRIORITY                                                DATE
            OF                      DATE       DATE       DATE      RECEIVED
TRANS #     REQUEST                 SIGNED     REQUIRED   DELIVERED BY SVC
 VENDOR                             STATUS
 OBLIGATION# SORT GROUP
                                    FIRST LINE ITEM DESCRIPTION
 COMMENTS
-------------------------------------------------------------------------------
12-4-0015   STANDARD                08/30/12   09/10/12
 COMPANY FOODS, INC.                 Sent to eCMS (P&C)
                                    CHEESE,PARMESAN,GRATED,IND PKG,1/

12-4-0016                                      09/11/12

12-4-0017   STANDARD                08/31/12   09/11/12   09/17/12
 COMPANY HEALTHCARE                  Ordered and Obligated
 A20004                             RESERVOIR,DRUG,250ML

-------------------------------------------------------------------------------
```

```
Select STATION NUMBER: 442// ^

          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:
```

9.3.3 PO with Associated Transactions

9.3.3.1 PO with Associated Transactions Menu Path

Figure 9-41. PO with Associated Transactions Menu Path

```
From the Control Point Official's Menu, select 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
```

9.3.3.2 PO with Associated Transaction Setup Parameters

Enter a `STATION NUMBER` and a `CONTROL POINT` at the appropriate prompts. If you do not know the Control Point, enter three question marks (`???`) at the prompt and IFCAP will display the available Control Points.

At the `Select PURCHASE ORDER/OBLIGATION NO:` prompt, enter the purchase order number or obligation number of the 1358 you wish to decrease or increase. The obligation number is the number that Fiscal Service assigns to the 1358. If you do not know the number, enter three question marks (`???`) and IFCAP will list the available purchase orders and obligations.

At the `Would you like to include 'Comments'?` prompt, choose whether you want the comments for each purchase order and obligation to appear on the report.

Figure 9-42. PO with Associated Transactions Menu Path

```
Select STATION NUMBER: 999//          ANYCITY,ANYSTATE
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

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  002-93-2-040-0009    OBL  C30092

Select Status of Requests Reports Menu Option: PO with Associated
Transactions
Select STATION NUMBER: 900//
Select CONTROL POINT: 3832 B-127 RENOVATION PFSS// 4537 SUPPLY FUND
ECMS    4537
B                                                          90  0161
016144100
Select PURCHASE ORDER/OBLIGATION NO: G2
     1   G25000  900-12-4-4537-0002  OBL  MEDLINE INDUSTRIES,  G25000
STOCKING-ANTI-EMBOLISM-KNEE-MED
     Accepted by eCMS

     2   G26001  900-12-4-4537-0003  OBL  BURROWS COMPANY G26001
RUBBER MATS FOR ELEVATOR IN WARD 4

CHOOSE 1-2:1

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

9.3.3.3 PO with Associated Transactions Display

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 8 to learn more about determining the status of a request.

At the `Select STATION NUMBER:` prompt, type a caret (^) to return to the Status of Requests Reports Menu.

Figure 9-43. PO with Associated Transactions Menu Path

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

PURCHASE ORDER/OBLIGATION NO: G25000

900-12-4-4537-0002  OBLIGATION      1621.83  MEDLINE INDUSTRIES, INC
                                     Ordered (No Fiscal Action Required)
                                 -----------
TOTAL                               1621.83

Select CONTROL POINT: 040 BUILDING MANAGEMENT// ^


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

Select Status of Requests Reports Menu Option:
```

9.3.4 Requests Ready for Approval List

9.3.4.1 Requests Ready for Approval Menu Path

Figure 9-44. Requests Ready for Approval Menu Path

```
From the Control Point Official's Menu, select 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
```

9.3.4.2 Requests Ready for Approval Parameters and Display

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

Figure 9-45. Requests Ready for Approval Parameters and Display

```
Select CONTROL POINT: 101 LAB TESTING 101
         ...OK? Yes//   (Yes)

DEVICE:   LAT    RIGHT MARGIN: 80//
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
  IFUSER2,THREE                    APR 18,1994                     MAY  8,1994
      8000.00
     IFVENDOR1,NINE


Press return to continue or uparrow to exit:

Select CONTROL POINT: 101 LAB TESTING 101// ^


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

From the Control Point Official's Menu, select option:
```

9.4 Options in the Process a Request Menu

9.4.1 New 2237 (Service) Request

9.4.1.1 New 2237 (Service) Request Setup Parameters

Enter a STATION NUMBER, a FISCAL YEAR, a fiscal QUARTER and a CONTROL POINT at the appropriate prompts. If you do not know the Control Point, enter three question marks (???) at the prompt and IFCAP will display the available Control Points.

Figure 9-46. New 2237 (Service) Request Setup Parameters

```
Select STATION NUMBER: 999//          ANYCITY,ANYSTATE
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR //
         ...OK? Yes//   (Yes)
```

9.4.1.2 Transaction Number Assignment

IFCAP will assign a transaction number to your request. Enter a form type (available types are REPETITIVE; NON-REPETITIVE; REPETITIVE AND NON-REP ORDER; and ISSUE BOOK REQUEST).

At the CLASSIFICATION OF REQUEST: prompt, you may create a classification name for the request if you like, or just press <Enter> to skip this prompt. The CLASSIFICATION OF REQUEST: prompt allows you to create reports that group requests by categories that *you* define.

Figure 9-47. Transaction Number Assignment

```
This transaction is assigned transaction number: 999-94-4-022-0005
The form types 1358 and NO FORM are no longer used within this option

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

9.4.1.3 Sort Group Entry

If there's a sort group assigned to the item, enter the sort group at the Sort Group: prompt.

At the `DATE OF REQUEST:` prompt, press `<Enter>`.

At the `REQUESTING SERVICE:` prompt, enter the Service that will use the item. If you do not know the name of the service, enter three question marks and IFCAP will list the available Services.

NOTE: This is a required field in IFCAP.

At the `DATE REQUIRED:` prompt, enter the Date that you need the item.

At the `PRIORITY OF REQUEST:` prompt, enter the priority of the request. Priorities are based on the days remaining before the delivery date requested for the item. The priority categories in IFCAP, ranging from shortest to longest delivery time remaining, are "Emergency," "Special," and "Standard." Different stations assign different time frames to these categories. Check with your Fiscal office to determine the time frames at your station for each category.

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.

Figure 9-48. Transaction Number Assignment

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

9.4.1.4 Cost Center and Vendor Assignment

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

Figure 9-49. Cost Center and Vendor Assignment

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

 ANSWER WITH COST CENTER:
   844100 Supply

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

 ANSWER WITH VENDOR NUMBER, OR SYNONYM, OR FMS VENDOR CODE
 DO YOU WANT THE ENTIRE VENDOR LIST? Y  (Yes)
CHOOSE FROM:
   1               TEAM 3 CLOCKWORKS         800-CALLME1  NO. 1
          SPECIAL FACTORS:
          ORDERING ADDRESS: 123 ANY POST AVEREET
                            MYTOWN, PA 99990

   2               IFVENDOR,ONE.         800-BANDAGES  NO. 2
          SPECIAL FACTORS:
          ORDERING ADDRESS: 123 ANY STREET
                            ANYTOWN, MN 99990

   3               IFVENDOR,EIGHT         2453  NO. 3
          ORDERING ADDRESS: 123 ANY AVE
                            ANYCITY, NY 99990


For 1358 requests, additional information concerning vendors may be entered
in the Purpose field.
VENDOR: 2  IFVENDOR,ONE.           800-BANDAGES  NO. 2
          SPECIAL FACTORS:
          ORDERING ADDRESS: 123 ANY STREET
                            ANYTOWN, MN 99990

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

9.4.1.5 Enter Item

At the `Select LINE ITEM NUMBER:` prompt for the first item on the request, enter "`1`."

At the `Item Master File No.:` prompt, enter the item name or number. You can also type three question marks (`???`) to see a list of the items you can request.

At the `DESCRIPTION:` prompt, define the item as thoroughly as you can. If the item isn't in the Item Master File, the Purchasing Agent is going to make a "best guess" about just what kind of item you need, based on the information you provide in this field. Describe what the service plans to do with the item, and any special features of the item (*e.g.*, does it have to be flexible, or blue, or heat-resistant, or non-toxic?).

NOTE: The Description field is now a required field.

At the `BOC:` prompt, enter the budget object code classification for this item. If you do not know the BOC, enter three question marks (`???`) and IFCAP will list the available BOCs.

Figure 9-50. Cost Center and Vendor Assignment

```
Select LINE ITEM NUMBER: 1
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.:

NOTE:  Description is now a Required field on all 2237s

  DESCRIPTION:
  1>  If you leave this field blank the following prompt appears

      Item DESCRIPTION is required!

  DESCRIPTION:  (you will be prompted again for a description)

  1>DRAPES,LINEN 80 X 102 -  4 PANELS

  2>

EDIT Option:

 BOC: ???

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

 ANSWER WITH BOC
 DO YOU WANT THE ENTIRE 29-ENTRY BOC LIST? Y  (Yes)
```

```
CHOOSE FROM:
   1050 Trainees-Administrative Training Program
   1090 Administrative and Clerical Personnel Not Otherwise Classified
   1091 Federal,Summer Employment Program for Youth-Summer Aids
   1092 Stay-In-School Program Part-Time Employment of Needy Students
   1093 Subsistence & Temp Exp, Real Estate Costs & Misc Exp-PL 89-516
   1095 Employee Salary Continuation
   1098 Wage Rate Employees
   2101 Permanent Duty Travel
   2102 Round Trip Tvl Between Old and New Sta To Seek Perm Res Quarters
   2103 Employee Training Travel
   2104 Employee Program Travel
   2121 Local Transportation of Employees
   2220 Other Shipments
   2230 Shipment of Household Goods & Personal Effects
   2330 Real Property Rentals
   2341 Equipment Rental
   2350 Motion-Picture Film Rentals
   2423 Forms and Form Letters
   2424 Other Printing and Reproduction
   2520 Repair of Furniture and Equipment
   2530 Storage of Household Goods

  BOC: 2220 Other Shipments
```

9.4.1.6 Enter Quantity, Unit of Purchase, and Identifying Numbers

At the `QUANTITY:` prompt, enter the number of units that you want, based on how the vendor sells the item. For example, if the vendor sells by the case, and you want 4 cases, you would enter `4` at the `QUANTITY:` prompt.

Enter the `UNIT OF PURCHASE`. If the vendor sells by the case, you would enter `CS` for case at this prompt. If you don't know the correct abbreviation for the unit of purchase, enter two question marks (`??`) at the prompt and IFCAP will list the abbreviations.

At the `STOCK NUMBER:` prompt, enter the stock number of the item.

At the `INTERMEDIATE PRODUCT CODE:` prompt, enter the Intermediate Product Code if there is one. The Intermediate Product Code is a stock number that vendors sometimes use.

Figure 9-51. Enter Quantity, Unit of Purchase, and Identifying Numbers

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

```
  EST. ITEM (UNIT) COST: 440.00

                                                    QTY BEG BAL: 1
```

9.4.1.7 Select Delivery Schedules

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

At the `COMMITTED (ESTIMATED) COST:` prompt, enter the total cost (in dollars) for the item.

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.

At the `DELIVER TO/LOCATION:` prompt, enter where you want the warehouse to deliver the item, including room and building number if you can. At the `JUSTIFICATION:` prompt, explain why the service or item is needed by the service. Enter the name of the individual printed on the request form as the initiator of the request at the `REQUESTOR:` prompt. Enter your name at the `ORIGINATOR OF REQUEST:` prompt. Add comments if you like.

Figure 9-52. Enter Quantity

```
Select DELIVERY SCHEDULE:                    ← See explanatory text above for choices
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 440//
                                                    TRANSACTION BEG BAL: 440.00
Select SUB-CONTROL POINT:
DELIVER TO/LOCATION:
JUSTIFICATION:
  1>This is where the "Justification" goes.
  2>
EDIT Option:
REQUESTOR: IFUSER2,THREE
ORIGINATOR OF REQUEST: IFUSER
COMMENTS:
  1>This is where the "Comments" go.
  2>
EDIT Option:
```

9.4.1.8 Review Request

IFCAP will ask you if you would like to review the request. IFCAP will display the Control Point balance, your estimate of the cost of the request, and the total uncommitted balance for the Control Point. IFCAP will allow you to transmit the request for approval by the Control Point Official. You can enter another request, or press `<Enter>` at the `Would You Like To Enter Another Request?` prompt to return to the Process a Request Menu.

Figure 9-53. Review Request

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

NOTE: You will not be prompted to set the 2237 Approval Flag to YES, if there
is a Required field that is not populated.



Is this request ready for approval? YES// Y  (Yes)
Is this request ready for transmission to A&MM/Fiscal? No// N  (No)
Would you like to enter another request? YES// N  (No)


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

Select Process a Request Menu Option:
```

9.4.2 Edit a 2237 (Service)

9.4.2.1 Edit a 2237 Setup Parameters

Enter a `STATION NUMBER` and a `CONTROL POINT` at the appropriate prompts. If you do not know the Control Point, enter three question marks (`???`) at the prompt and IFCAP will display the available Control Points.

Figure 9-54. Edit a 2237 Setup Parameters

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

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

Select CONTROL POINT: 022 IFVENDOR,THREE
```

9.4.2.2 Enter Transaction Number

At the `Select CONTROL POINT ACTIVITY TRANSACTION NUMBER:` prompt, enter a transaction number. If you do not know the transaction number, enter three question marks (`???`) at the prompt and IFCAP will list the available transactions.

Figure 9-55. Edit a 2237 (Enter Transaction Number)

```
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???
Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR  (CONTROL POINT)

     1   022 IFVENDOR,THREE  999-94-4-022-0007    OBL  IFVENDOR,ONE
This is where the "Description" goes.
     2   022 IFVENDOR 999-94-4-022-0006    OBL
     3   022 IFVENDOR 999-94-4-022-0005    OBL
     4   022 IFVENDOR 999-94-4-022-0004    OBL  IFVENDOR,EIGHT
     5   022 IFVENDOR 999-94-4-022-0003
 Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 5  999-94-4-022-0003
```

9.4.2.3 Enter Classification of Request and Sort Group

At the `CLASSIFICATION OF REQUEST:` prompt, you may create a classification name for the request if you like, or just press `<Enter>` to skip this prompt. The `CLASSIFICATION OF REQUEST:` prompt allows you to create reports that group requests by categories that *you* define.

If there's a sort group assigned to the item, enter it at the `SORT GROUP:` prompt. IFCAP will ask you for a cost center and a vendor. Cost center numbers are listed in the left column of MP-4 Part V, Appendix B-1. Cost centers allow Fiscal staff to create total expense records for a section or service. If you do not know the name of the vendor, enter two question marks (`??`) and IFCAP will list the available vendors.

Figure 9-56. Enter Classification of Request and Sort Group

```
The form type for this transaction is REPETITIVE AND NON-REP ORDER
CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST: JUL 08, 1994//
REQUESTING SERVICE:
DATE REQUIRED: JUL 23, 1994//
PRIORITY OF REQUEST: STANDARD//
SPECIAL REMARKS:
  1>This is where the "Special Remarks" go.
  2>
EDIT Option:
COST CENTER: 844100 Supply//    VENDOR: IFVENDOR,ONE.  Replace
```

9.4.2.4 Enter Cost

At the `COMMITTED (ESTIMATED) COST:` prompt, enter the total cost (in dollars) for the item.

At the `Select SUB-CONTROL POINT:` prompt, you can associate this purchase with a category of purchases that you can define. This allows you to group similar purchases together.

You can change the `DATE COMMITTED`, add `COMMENTS` if you like, change the `EST. ITEM (UNIT) COST`, cost of the item and the date obligated, and change the Purchase Order number.

At the `DELIVER TO/LOCATION:` prompt, enter where you want the warehouse to deliver the item, including room and building number if you can.

At the `JUSTIFICATION:` prompt, explain why the service or item is needed by the service. Add `COMMENTS` if you like.

Figure 9-57. Enter Cost

```
Select LINE ITEM NUMBER: 1//
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.:
  DESCRIPTION:
  1>
EDIT Option:
  BOC: 2220 Other Shipments//
  QUANTITY: 1//
  UNIT OF PURCHASE: CS//
  STOCK NUMBER: 28934750283//
  EST. ITEM (UNIT) COST: 440.00//
                                                    QTY BEG BAL: 1
  Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 42  $ 42.00
DATE COMMITTED: JUL 8,1994//   (JUL 08, 1994)
                                                    TRANSACTION BEG BAL: 42.00
Select SUB-CONTROL POINT:
DELIVER TO/LOCATION:
JUSTIFICATION:
  1>This is where the "Justification" goes.
  2>
EDIT Option:
REQUESTOR: IFUSER2,THREE
ORIGINATOR OF REQUEST: IFUSER
COMMENTS:
  1>
```

You may enter a new estimated delivery date. If the service has received the item, you can enter the date it was received at the `Date Received:` prompt. At the `Select Sub-Control Point:` prompt, you can associate this purchase with a category of purchases that you can define. This allows you to group similar purchases together. Add `COMMENTS` if you like. IFCAP will list the current Control Point balance, the estimated cost (incorporating any change you just made), and the total uncommitted balance from current and prior quarters for that Control Point. IFCAP will allow you to forward the request to the Control Point Official. You can either edit another request, or press `<Enter>` to return to the Process a Request Menu.

Figure 9-58. Forward Request for Approval

```
Would you like to review this request? No//   (No)
Current Control Point balance: $0.00
Estimated cost of this request: $42.00
Is this request ready for approval? Yes//   (Yes)
Is this request ready for transmission to A&MM/Fiscal? No//   (No)

Would you like to edit another request? Yes// N  (No)


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

Select Process a Request Menu Option:
```

9.4.3 Print/Display Request Form

9.4.3.1 Introduction

Use this option to print or display a 2237 or a temporary request.

9.4.3.2 Select Transaction

At the `Select CONTROL POINT ACTIVITY TRANSACTION NUMBER:` prompt, enter the temporary transaction number assigned to the request. If you don't know the number, enter two questions marks (`??`) and IFCAP will list the available numbers.

Figure 9-59. Select Transaction

```
Select CONTROL POINT: 397 multi yr    0160B1 10 0100 010020132
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ??

Attempting lookup in transaction file.

Attempting lookup using 397   (CONTROL POINT)

1   397 multi yr 561-13-1-397-0002  OBL  ANYCOMPANY CONTRACT IT C30000
REPAIR OF ALL WATER FOUNTAINS IN THE MAIN BUILDING.

2   397 multi yr  561-13-1-397-0001 OBL  EXAMPLE HEALTH($250 A30000
CONTAINER,SHARPS,BIOHAZARD,HORIZ DROP OPENING,2GAL,RED
    Accepted by eCMS

3   397 multi yr 561-12-4-397-0003  OBL  GREAT STUFF FOR ALL

BALLOONS,WEATHER,HIGH-ALTITUDE
    Accepted by eCMS

4   397 multi yr 561-12-4-397-0002  OBL  AMSCO

    CHOOSE 1-4: 2
```

9.4.3.3 Print Last Page

At the `Print administrative certification page of 2237?` prompt, enter `Yes` 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.

Figure 9-60. Print Last Page

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

9.4.3.4 Interpreting the Request Form

The request form lists the information you provided in the Enter/Edit a Request options in a style that replicates a printed 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 CONTROL POINT ACTIVITY TRANSACTION NUMBER:` prompt, or press `<Enter>` to return to the `Requestor's Menu`.

Figure 9-61. Interpreting the Request Form

```
PRIORITY: STANDARD
JUN 29,1994@14:55:47          WER1234
--------------------------------------------------------------------------------
                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
--------------------------------------------------------------------------------
TO: A&MM Officer        Requesting Office
                        SUPPLY (90)
----------------------- ------------------------------------------------------
Action Requested        Date Prepared         Date Required
    Delivery            JUN 29,1994           JUL 1,1994
----------------------- -------------------- ---------------------------------
  ITEM NO.             DESCRIPTION                   QUANTITY  UNIT ESTIMATED
OR STOCK NO.                                                          UNIT COST
--------------------------------------------------------------------------------
BR-549       ***NO DESCRIPTION***                            1       449.0000
             2 CELERY-FRESH-STALK                                LB    1.0000
             TOTAL COST: $449.00
--------------------------------------------------------------------------------
                              WER1234
--------------------------------------------------------------------------------
                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
--------------------------------------------------------------------------------
VENDOR INFORMATION:
VENDOR: IFVENDOR1,TEN           CONTACT: IFVENDOR,TEN
        123 ANY POST AVEREET                     PHONE: 800-555-5555
        MYTOWN,PA 99990
--------------------------------------------------------------------------------
Ref. Voucher Number:
```

```
      DELIVER TO: Bldg. 1, Office of the Bursar
-------------------------------------------------------------------------------
JUSTIFICATION OF NEED OR TURN-IN
I need it!
-------------------------------------------------------------------------------
Signature of Initiator              Signature of Approving Official Date

IFUSER3,SIX

------------------------------------ -----------------------------------------
                                 WER1234
-------------------------------------------------------------------------------
                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-------------------------------------------------------------------------------
Appropriation and Accounting Symbols
002-3640160.001.01-112-802700-0
-------------------------------------------------------------------------------
Press return to continue:
Enter information for another report or an uparrow to return to the menu.

Select CONTROL POINT: 022 IFVENDOR,THREE//  ^
```

9.4.4 Change Existing Transaction Number

Use this option to correct the fiscal year or fiscal quarter of the 2237 or change a temporary transaction number into a permanent transaction number. If you change a permanent transaction number, this option automatically cancels the old transaction number.

NOTE: If you change the transaction number of a 2237 containing eCMS identifiers, you must manually notify the eCMS Contracting Officer of the cancellation of the original 2237# and provide the newly assigned 2237#. This will enable the Contracting Officer to mark the original 2237 as Cancelled in eCMS and to associate the new 2237 transaction to any existing Plan/Award documentation upon its Approval and subsequent transmission to eCMS.

9.4.4.1 Setup Parameters

Enter a `CONTROL POINT` and the `TRANSACTION NUMBER` you wish to change. If you do not know the transaction number, enter three question marks (`???`) at the `Select CONTROL POINT ACTIVITY TRANSACTION NUMBER:` prompt and IFCAP will list the available transactions.

Figure 9-62. Setup Parameters

```
Select Process a Request Menu Option: Change Existing Transaction Number
Select CONTROL POINT: 022 IFVENDOR,THREE



Select the existing transaction number to be replaced
```

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

Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR,THREE   (CONTROL POINT)

     1   022 IFVENDOR  999-94-4-022-0008    OBL  IFVENDOR,TWO
     2   022 IFVENDOR  999-94-4-022-0007    OBL  IFVENDOR,ONE
This is where the "Description" goes.
     3   022 IFVENDOR  999-94-4-022-0006    OBL
     4   022 IFVENDOR  999-94-4-022-0005    OBL
     5   022 IFVENDOR  999-94-4-022-0004    OBL  IFVENDOR,EIGHT

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 2  999-94-4-022-0007    OBL  IFVENDOR,ONE
```

9.4.4.2 Edit Data

IFCAP will let you review the request and change the Station number, fiscal year, fiscal quarter, and Control Point. IFCAP will create a duplicate 2237 with a new transaction number - Cancel the original 2237 transaction - and give you the chance to edit the new 2237 request. If there are Required fields that are not populated – you will be prompted to enter the required data. You will be shown the current Control Point balance, the estimated cost of the request, and the total uncommitted balance from current and prior quarters. If any of the Required fields are not populated, IFCAP will not ask if the 2237 is Ready for Approval. You can change another transaction number by answering `Yes` at the `Would you like to replace another transaction number?` prompt, or press `<Enter>` to return to the `Process a Request Menu`.

Figure 9-63. Edit Data

```
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, and 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 item.
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: REDACTED//
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)
```

9.4.5 Cancel Transaction with Permanent Number

9.4.5.1 Setup Parameters

Enter a `STATION NUMBER` and a `CONTROL POINT` number. At the `Select TRANSACTION NUMBER:` prompt, enter the transaction you want to delete, or enter three question marks (`???`) to have IFCAP will display the available transactions.

NOTE: When you reject a request, print and mail a copy of the request to the requestor, since rejecting the request removes it from the system. This will save time for the requestor.

NOTE: Now that an interface exists between IFCAP and the electronic Contract Management System, ***do not cancel*** any 2237 that has been sent to eCMS, as those 2237s are controlled by eCMS. That type of 2237 is easily identified by the text *Accepted by eCMS* that will appear below the transaction in a display list.

Figure 9-64. Setup Parameters

```
Select Process a Request Menu Option: Cancel Transaction with Permanent
Number
Select STATION NUMBER: 999         ANYCITY,ANYSTATE
Select CONTROL POINT: 022 IFVENDOR
```

```
Select TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR   (CONTROL POINT) Select STATION
NUMBER: 999         ANYCITY,ANYSTATE
Select CONTROL POINT: 022 IFVENDOR
Select TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR   (CONTROL POINT)
   ::::::

     3   022 IFVENDOR  999-12-4-022-0009    OBL  IFVENDOR,ONE
         BATTERY,ALK,AAA,1.5V, HEAVY DUTY
             Accepted by eCMS

     4   022 IFVENDOR  999-12-4-022-0006    OBL
        CUSHION,CHAIR

     5   022 IFVENDOR  999-12-4-022-0005    OBL
        HEPARIN 1000U/ML 30 ML
            Accepted by eCMS

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  999-12-4-022-0006
```

9.4.5.2 Cancel the Transaction

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

Figure 9-65. Cancel the Transaction

```
Cancel this transaction? No// Y  (Yes)
Enter comments for this cancellation
COMMENTS:
  1>Transaction no. 999-12-4-022-0006 was cancelled.
EDIT Option: add lines
  2>Item no longer needed.
  3>
EDIT Option:

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

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).

```
          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:
```

9.4.6 Options in the Requestor's Menu

The `Requestor's Menu` options are described in the IFCAP *Control Point Requestor User's Guide*, available online at the Vista Document Library (VDL):

http://www.va.gov/vdl/application.asp?appid=42.

9.4.7 Options in the Repetitive Item List Menu

9.4.7.1 New Repetitive Item List (Enter)

9.4.7.1.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-66. Menu Path

```
          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)
```

9.4.7.1.2 Setup Parameters

Enter a `STATION NUMBER`, a `FISCAL YEAR` and a `FISCAL QUARTER`. Enter a `CONTROL POINT`. If you do not know the name Of the Control Point, enter three question marks (`???`) at the prompt and IFCAP will list the available Control Points. Enter a `COST CENTER`. Cost center numbers are listed in the left column of MP-4 Part V, Appendix B-1. Cost centers allow Fiscal staff to create total expense records for a section or service.

Figure 9-67. Setup Parameters

```
Select STATION NUMBER: 999         ANYCITY,ANYSTATE
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR
         ...OK? Yes//   (Yes)
Select COST CENTER: ??
   844100          844100 Supply
Select COST CENTER: 844100 Supply
```

Select Item

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

Figure 9-68. Select Item

```
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
```

9.4.7.1.3 Item Information

After you select an item, IFCAP will display the unit of sale the vendor uses to sell the item and whether or not you have to by the item in specific multiples. In the example below, the unit is per can, but the item must be ordered in multiples of six, so you would enter a multiple of six at the `QUANTITY:` prompt. At the `Select ITEM:` prompt, you may add another repetitive item, or press `<Enter>` 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`.

Figure 9-69. Item Information

```
This item has a mandatory source (vendor) of IFVENDOR,EIGHT
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)
          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:
```

9.4.7.2 Edit Repetitive Item List Entry

9.4.7.2.1 Menu Path

From the Control Point Official's Menu, select option: Process a Request Menu

Figure 9-70. Menu Path

```
          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
```

9.4.7.2.2 Select Repetitive Item List (RIL)

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

Figure 9-71. Select RIL

```
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: 1TOTAL
C
```

```
OST:     48.00
     2   632500  002-94-1-073-632500-0001        10-20-93   # OF ITEMS: 1TOTAL
C
OST:     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
```

9.4.7.2.3 Edit Item

You can change the item again if you like. Enter a `QUANTITY`. You can add another item at the `Select ITEM:` prompt, or press `<Enter>` 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 `<Enter>` at the `Would you like to edit another repetitive item list entry?` prompt.

Figure 9-72. Edit Item

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

 Answer with VENDOR
Choose from:
   IFVENDOR,FOUR        U/P: EA                PH:800 555-5555  NO:    65
ORD ADD:500 PINNACLE COURT                     FMS:IFCAPVEDOR,FOUR
        A CITY, ST 99999                     CODE:00080003304  FAX:

   IFVENDOR,FIVE        U/P: EA                PH:800 555-5555  NO:   268
ORD ADD:HOPSON ROAD AT LEADBETTER              FMS:IFVENDOR,SIX
        ANYTOWN, PA 99999-0424               CODE:54061902001  FAX:

   IFVENDOR,SEVEN        U/P: EA               PH:703 555-5555  NO:   281
ORD ADD:19 FRANKLIN ROAD                       FMS:IFVENDOR,SEVEN
        ANYTOWN, VA 00001                      CODE:000131232    FAX:
  VENDOR: IFVENDOR,FOUR                        PH:800 555-5555  NO:   65
ORD ADD:500 PINNACLE COURT                     FMS:IFVENDOR,FOUR
        A CITY, ST 99999                     CODE:00080003304  FAX:

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

```
Let me total the cost for this Repetitive Item List entry (#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:
```

9.4.7.3 Print/Display Repetitive Item List Entry

9.4.7.3.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-73. Menu Path

```
          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
```

9.4.7.3.2 Enter RIL Number

At the `Select REPETITIVE ITEM LIST #:` prompt, enter a Repetitive Item List (RIL) number or name. If you do not know the number or name, enter three question marks (`???`) and IFCAP will list the available RILs.

Figure 9-74. Enter RIL Number

```
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 #: 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//
```

9.4.7.3.3 Item Listing

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

Figure 9-75. Enter RIL Number

```
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: IFVENDOR,EIGHT

65          LIGHT BULBS                                     48        1.00   EA

TOTAL # OF ITEMS:    1   TOTAL COST:     48.00
-------------------------------------------------------------------------------
Press return to continue, uparrow (^) to exit:
TOTAL # OF ITEMS (ALL VENDORS):    1    TOTAL COST (ALL VENDORS):     48.00
          New Repetitive Item List (Enter)
          Edit Repetitive Item List Entry
          Delete Repetitive Item List Entry
          Print/Display Repetitive Item List Entry
          Generate Requests From Repetitive Item List Entry
Select Repetitive Item List Menu Option:
```

9.4.7.4 Generate Requests from Repetitive Item List Entry

9.4.7.4.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-76. Menu Path

```
          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
```

9.4.7.4.2 Enter RIL

IFCAP will warn you that this option generates requests with permanent transaction numbers from entries in the RIL file. IFCAP will ask you to confirm that you want to proceed, then will ask you for the RIL number. If you do not know the RIL number, enter three question marks (`???`) at the `Select REPETITIVE ITEM LIST ENTRY NUMBER:` prompt and IFCAP will list the available RILs.

Figure 9-77. Enter RIL

```
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
Select FISCAL YEAR: 94//
```

9.4.7.4.3 Generate Request

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

Figure 9-78. Generate 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 IFVENDOR,EIGHT
Now entering items for this request.
Do you wish to edit this request? No//   (No)
```

9.4.7.4.4 Display

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

Figure 9-79. Display

```
Current Control Point balance: $0.00
Estimated cost of this request: $30.00
Is this request ready for approval? Yes//   (Yes)
Is this request ready for transmission to A&MM/Fiscal? No// Y  (Yes)
Enter ELECTRONIC SIGNATURE CODE:                    Thank you.
    incrementing due-ins  in inventory point: NEWONE

  Finished building request.
This request contains 3 items.  The total cost for this request is $177.00
-------------------------------------------------------------------------------

Total no. of requests generated: 1    Total no. of items (all requests): 3
Total committed (estimated) cost (all requests) : $177.00
Do you wish to re-use this list ? No//   (No)

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

Select Repetitive Item List Menu Option:
```

9.4.7.5 Delete Repetitive Item List Entry

9.4.7.5.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-80. Menu Path

```
          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
```

9.4.7.5.2 Enter RIL

Enter a RIL number. If you do not know the number, enter three question marks (`???`) at the `Select REPETITIVE ITEM LIST #:` prompt and IFCAP will list the available RILs.

Figure 9-81. Enter RIL

```
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
```

9.4.7.5.3 Delete Item List

IFCAP will ask you to confirm that you want to delete the item list, and ask if you want to delete another. If you respond `NO`, IFCAP will return to the `Repetitive Item List Menu`.

Figure 9-82. Delete Item List

```
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:
```

9.4.8 Copy a Transaction

9.4.8.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-83. Menu Path

```
          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
```

9.4.8.2 Setup Parameters

Enter a `STATION NUMBER` and a `CONTROL POINT`. At the `Select the Transaction to be copied: prompt`, enter the number of the transaction to be copied. If you do not know the transaction number, enter three question marks (`???`) at the prompt to have IFCAP will list the available transactions.

Figure 9-84. Setup Parameters

```
Select STATION NUMBER: 999         ANYCITY,ANYSTATE
Select CONTROL POINT: 022 IFVENDOR
         ...OK? Yes//   (Yes)

Select the Transaction to be copied: ???
Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR   (CONTROL POINT)

     1   022 IFVENDOR  999-94-4-022-0010    OBL  IFVENDOR,EIGHT
CORN-CANNED-#10

     2   022 IFVENDOR  999-94-4-022-0007    CANC
```

```
Transaction no. 999-13-4-022-0007 was replaced by trans. no. 999-13-4-
022-0009

     3   022 SUPPLIES  999-13-4-022-0008    OBL  IFVENDOR,TWO

     4   022 SUPPLIES  999-13-4-022-0009    OBL  IFVENDOR,ONE
This is where the "Description" goes.

     5   022 SUPPLIES  999-13-4-022-0006    OBL
     Heparin
      Accepted by eCMS

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  999-94-4-022-0010
```

9.4.8.3 Review Request

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

Figure 9-85. Review Request

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

Would you like to proceed ? Yes//   (Yes)
Now enter the information for the new transaction number.

Select STATION NUMBER: 999//          ANYCITY,ANYSTATE
Select FISCAL YEAR: 13//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR//
```

9.4.8.4 Assign Transaction Number

IFCAP will assign a transaction number to the request. Based on the transaction you select, IFCAP will prompt you for additional information about the purpose of your request and the source of funds.

Enter "`T`" for today as the date of the request. Enter your name as the `REQUESTOR`. Enter the Service for which you are creating the request at the `REQUESTING SERVICE:` prompt. Enter the date that the goods or services are required.

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

Figure 9-86. Assign Transaction Number

```
The form type for this request is: REPETITIVE & NON-REPETITIVE
          Transaction data is being copied...



CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST: TODAY//   (JUL 08, 2013)
REQUESTOR: IFUSER2,THREE
REQUESTING SERVICE:   NOTE:  This is now a Required field – if it is
not populated you will be prompted to enter the appropriate Service.

DATE REQUIRED: T+3  (AUG 11, 2013)
PRIORITY OF REQUEST: ST//   STANDARD
```

9.4.8.5 Special Remarks

At the `SPECIAL REMARKS:` prompt, explain how the service will use the item, names of other items that would fulfill the same need, and any other information that would help the Purchasing Agent fulfill your request. Purchasing Agents sometimes change orders to fulfill the service's need faster, find a better item or obtain a better price. Explaining the use of the item will make these tasks easier to accomplish.

Enter a `COST CENTER`. Using 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.

At the `ITEM MASTER FILE NO.:` prompt, enter the item name or number. You can also type three question marks (`???`) to see a list of the items you can request.

Enter how many units of purchase (not number of items) at the `QUANTITY:` prompt.

At the `BOC:` prompt, enter the budget object code classification for this item. If you do not know the BOC for this item, enter three question marks and IFCAP will list the available BOCs.

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.

If you want to add another item to your request, enter "2" at the `Select Line Item Number:` prompt.

IFCAP will display the estimated cost of your request. At the `DATE COMMITTED:` prompt, enter the date that you want IFCAP to commit funds to the purchase. At the `Select SUB-CONTROL POINT:` prompt, you can associate this purchase with a category of purchases that you can define. This allows you to group similar purchases together.

Enter where you want the warehouse to deliver the item at the `DELIVER TO/LOCATION:` prompt, including room and building number if you can.

At the `JUSTIFICATION:` prompt, explain why the service or item is needed by the service. Add `COMMENTS` if you like. IFCAP will ask you if you want to review the request again, and will display the current balance of the Control Point, the cost of the request, and the money available to the Control Point from current and prior quarters. IFCAP will ask you if you want to send the request to the Control Point Official for approval.

NOTE: If any of the Required fields are not populated, you will not be able to set the request to YES ready for Control Point Official approval.

You can copy another request, or press `<Enter>` at the prompt to return to the `Process a Request Menu`.

Figure 9-87. Special Remarks

```
SPECIAL REMARKS:
  1>
COST CENTER: 844100 Supply//
Select LINE ITEM NUMBER: 1//
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.:  //
  DESCRIPTION:
              This is now a Required field.  You must enter text.

Edit Option:
  QUANTITY: 12//
  BOC: 2610 Provisions//
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 30//
DATE COMMITTED:
                                      TRANSACTION BEG BAL: 30.00
Select SUB-CONTROL POINT:
DELIVER TO/LOCATION: Bldg. 20
JUSTIFICATION:
  1>
ORIGINATOR OF 2237: IFUSER2,THREE
```

```
COMMENTS:
  1>

Would you like to review this request? Yes//   (Yes)
Current Control Point balance: $0.00
Estimated cost of this request: $30.00
Total uncommitted balance from current and prior quarters: $4734.20

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

NOTE: User will not be asked this question if the Required fields are
not populated.  User will have to Edit the 2237 and populate all
required fields before User will be permitted to Approve the 2237 and
send it forward to A&MM/FISCAL.

Would you like to copy another request? Yes// N  (No)

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

Select Process a Request Menu Option:
```

9.4.9 Item Display

9.4.9.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-88. Menu Path

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

```
          Requestor's Menu ...
          Item Display
          Vendor Display
          Outstanding Approved Requests Report

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

9.4.9.2 Enter Item Number

At the `Select ITEM MASTER NUMBER:` prompt, enter an item master number. If you do not know the item master number, type three question marks (`???`) and IFCAP will list the available items.

Figure 9-89. Enter Item Number

```
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
```

9.4.9.3 Item Information

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 `<Enter>` to return to the `Process a Request Menu`.

Figure 9-90. Item Information

```
  FSC: 8940
  LAST VENDOR ORDERED: IFVENDOR,NINE
  NSN: 8940-00-851-7063                 MANDATORY SOURCE:
IFVENDOR,EIGHT
  DATE ITEM CREATED: JAN 25, 1993       BOC: 2610 Provisions
  CREATED BY: IFUSER2,EIGHT             INC: 02183
 DESCRIPTION:   TOMATOES CANNED WHOLE OR LARGE PIECES DIETETIC NO. 303
VENDOR: IFVENDOR,EIGHT                  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: IFVENDOR,NINE                   UNIT COST: 1.01
  DATE OF UNIT PRICE: DEC  2, 1993      UNIT OF PURCHASE: CN
  PACKAGING MULTIPLE: 1                 UNIT CONVERSION FACTOR: 1
VENDOR: IFVENDOR,TEN                    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,ONE                 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
Enter RETURN to continue or '^' to exit:
Select ITEM MASTER NUMBER:
          New 2237 (Service) Request
          Edit a 2237 (Service)
          Copy a Transaction
          1358 Request Menu ...
          Print/Display Request Form
          Change Existing Transaction Number
          Repetitive Item List Menu ...
          Cancel Transaction with Permanent Number
          Requestor's Menu ...
          Item Display
          Vendor Display
          Outstanding Approved Requests Report
          Transaction Report – eCMS/IFCAP

Select Process a Request Menu Option:
```

9.4.10 Vendor Display

9.4.10.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-91. Menu Path

```
          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
```

9.4.10.2 Enter Vendor

At the `Select VENDOR NAME:` prompt, enter a vendor name. If you do not know the vendor name, enter three question marks (`???`) at the prompt and IFCAP will list the available vendors.

Figure 9-92. Enter Vendor

```
Select VENDOR NAME: IFVENDOR,TWO           000-456-7890  NO. 741
          SPECIAL FACTORS:
          ORDERING ADDRESS: 6877 POST AVE
                            ANYTOWN, AK 11111
         ...OK? Yes//   (Yes)
DEVICE:   LAT    RIGHT MARGIN: 80//
```

9.4.10.3 Vendor Information

IFCAP will list a comprehensive set of descriptions of the vendor, including address, socioeconomic and business category information, payment information, and contract

information. After the list, you can enter another vendor, or press `<Enter>` at the prompt to return to the `Process a Request Menu`.

Figure 9-93. Vendor Information

```
VENDOR LIST                                      JUL  8,1994  16:52    PAGE 1
-------------------------------------------------------------------------------
NUMBER: 741                                NAME: IFVENDOR,TWO
  ORDERING ADDRESS1: 6877 POST AVE          ORDERING CITY: ANYTOWN
  ORDERING STATE: ALASKA                   ORDERING ZIP CODE: 11111
  VA P&C contact number: 000-555-5555
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 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:
```

9.4.11 Outstanding Approved Requests Report

9.4.11.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-94. Menu Path

```
          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
```

9.4.11.2 Setup Parameters and Display

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. 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`.

Figure 9-95. Parameters and Display

```
Select STATION NUMBER: 002//          ANYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE/
Processing entries...
DEVICE: HOME//   LAT    RIGHT MARGIN: 80//
OUTSTANDING APPROVED REQUEST REPORT - CP 022   JUL 8,1994@17:34:10  PAGE 1
TRANSACTION NUMBER  TRANSACTION STATUS          VENDOR
DATE SIGNED    EST. DEL. DATE      PO #           DATE OBL.      DATE REQ.
-------------------------------------------------------------------------------
999-088-400101-94-3  OBL                        IFVENDOR1,TWO
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:
```

9.5 Options in the 1358 Request Menu

9.5.1 New 1358 Request

9.5.1.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-96. Menu Path

```
          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: New 1358 Request
```

9.5.1.2 Setup Parameters

Enter a STATION NUMBER, FISCAL YEAR and FISCAL QUARTER. Select a Control Point.

Figure 9-97. Setup Parameters

```
Select STATION NUMBER: 999          ANYCITY,ANYSTATE
Select FISCAL YEAR: 11//
Select QUARTER: 1//
Select CONTROL POINT: 110
     1   110 Stuff .01
     2   1011 BUDGET RETEST
     3   1012 BUDGET RETEST
Select CONTROL POINT: 1
          ...OK? Yes//   (Yes)
```

9.5.1.3 Authority & Sub-Authority Fields

Enter an Authority. Depending on the Authority selected the User may be prompted for a Sub-Authority. User must enter a value to continue the process.

IFCAP will assign a Transaction number to your request. Write this number down; you will need it to determine the status of your request.

```
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: 2       FEE BASIS
Select SUB-AUTHORITY OF REQUEST: ??

   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

Select SUB-AUTHORITY OF REQUEST: d       NON-VA HOSPITALIZATION (PRE-
AUTHORIZED)

This transaction is assigned Transaction number: 999-11-1-110-0010
```

9.5.1.4 Classification and Sort Groups

At the `CLASSIFICATION OF REQUEST:` prompt, you may create reports that group requests by categories that *you* define.

At the `SORT GROUP:` prompt, enter a sort group *if* this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase doesn't belong to a sort group, just press `<Enter>`. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that don't belong to the sort group.

Figure 9-98. Classification and Sort Groups

```
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:
```

9.5.1.5 Requestor and Cost Information

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 `<Enter>` at the `Date of Request:` prompt.

At the `DATE COMMITTED:` prompt, enter the date that you want to commit funds to your request.
At the `COMMITTED (ESTIMATED) COST:` prompt, enter the total cost (in dollars) for the item.
At the `COST CENTER:` prompt, enter the cost center *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.

Figure 9-99. Cost Information

```
DATE OF REQUEST: OCT 4,2010//   (OCT 04, 2010)
DATE COMMITTED: 10/01/10//   (OCT 01, 2010)
     TYPE A NUMBER BETWEEN 0 AND 9999999
COMMITTED (ESTIMATED) COST: 585  $ 585.00
     This is the estimated amount of the committed cost of
     the requested item(s).
COST CENTER: 820100   Medical Service
```

9.5.1.6 Budget Object Code

At the `BOC1:` prompt, enter the BOC for this item. If you do not know the BOC for this item, enter three question marks (`???`) and IFCAP will list the available BOCs.

At the `BOC1 Amount:` prompt, enter the amount of the item you want to attribute to the BOC.

You may also enter a `SUB-CONTROL POINT` if you like.

Figure 9-100. Budget Object Code

```
BOC1: ?

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: 2580 Miscellaneous Contractual Services by Individuals, Institu
and Organiz
                                                TRANSACTION BEG BAL:
585
Select SUB-CONTROL POINT:
```

9.5.1.7 Enter Vendor

If the Authority selected requires that a Vendor be entered on the 1358 the User will not be permitted to proceed until a valid Vendor is entered.

If the Authority selected does not require a Vendor, the User will be able to pass the field.

At the `Do you want to enter a vendor for this 1358 request?` prompt, IFCAP is asking you if you want to enter a vendor for the request. You may or may not, depending on whether there is a single vendor or multiple vendors for the service. If there is only one vendor, you may enter the vendor name at the prompt. If there are multiple vendors, leave this field blank.

The `VENDOR CONTRACT NUMBER:` prompt is now conditionally mandatory based on the Authority selected. Enter the appropriate, active contract number for the order, if the Contract # is required. If it is not the User can pass the field and leave it blank.

As shown below, you may enter three question marks (`???`) to see a list of numbers.

Figure 9-101. Enter Vendor

```
Do you want to enter a vendor for this 1358 request? No//



VENDOR CONTRACT NUMBER: ???
     Select the appropriate contract number applicable to this request.
```

9.5.1.8 Service Start and End Dates and Purpose

The Service Start Date, Service End Date and the Purpose field are mandatory fields.

Enter the appropriate `Service Start Date` for the Period of Service covered by the 1358.
Enter the appropriate `Service End Date` for the Period of Service covered by the 1358.
Enter text to explain the `PURPOSE` of the order.
Add `COMMENTS` if you like. You can enter another 1358 request if you like, or press `<Enter>` to return to the `1358 Request Menu`.

Figure 9-102. Enter Vendor Address, Contact Information and Purpose

```
SERVICE START DATE: 100110  OCT 1, 2010
SERVICE END DATE:  103110 OCT 31, 2010
PURPOSE:
  1>Monthly HHA Costs
  2>
EDIT Option:
ORIGINATOR OF REQUEST: IFUSER2,TWO
COMMENTS:
  1>
Would you like to review this request? No// N  (No)
Current Control Point balance: $0.00
Estimated cost of this request: $441.00
Is this request ready for approval? Yes//   (Yes)
Is this request ready for transmission to A&MM/Fiscal? No//   (No)
Do you want to enter another NEW request? NO//

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

Select 1358 Request Menu Option:
```

9.5.2 Increase/Decrease Adjustment

9.5.2.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-103. Menu Path

```
          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
```

9.5.2.2 Setup Parameters

Enter a STATION NUMBER, FISCAL YEAR and FISCAL QUARTER. Enter a CONTROL POINT. If you do not know the Control Point, enter three question marks and IFCAP will display the available Control Points. Enter an OBLIGATION NUMBER (this is number that Fiscal Service assigns to the 1358). IFCAP will display the number assigned to the adjustment transaction.

Figure 9-104. Setup Parameters

```
Select STATION NUMBER: 002         ANYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE
         ...OK? Yes//   (Yes)
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
```

9.5.2.3 Classification and Sort Groups

At the Classification of Request: prompt, you may create reports that group requests by categories that *you* define.

At the `SORT GROUP:` prompt, enter a sort group *if* this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase doesn't belong to a sort group, just press `<Enter>`. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that don't belong to the sort group.

Enter your name as the `REQUESTOR`. Enter "`T`" for today as the date of the request.

At the `COST CENTER:` prompt, enter a Cost Center *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.

At the `DATE OBL ADJUSTED:` prompt, enter the date that the obligation was adjusted.

At the `ADJUSTMENT $ AMOUNT:` prompt, enter the amount by which you want to adjust the obligation. 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.

Figure 9-105. Classification and Sort Groups

```
CLASSIFICATION OF REQUEST:
SORT GROUP:
REQUESTOR: IFUSER2,THREE
DATE OF REQUEST: JUL 8,1994//   (JUL 08, 1994)
COST CENTER: 844100 Supply//
DATE OBL ADJUSTED:
ADJUSTMENT $ AMOUNT: 400  $ 400.00
```

9.5.2.4 Budget Object Code

At the `BOC1:` prompt, enter the BOC for this item. If you do not know the BOC for this item, enter three question marks (`???`) and IFCAP will list the available BOCs.

At the `BOC1 Amount:` prompt, enter the amount of the item you want to attribute to the BOC.

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 may enter a sub-control point if you like in order to associate this purchase with a category of purchases that *you* define. This allows you to group similar purchases together.

Enter the `PURPOSE` for the adjustment. Add `COMMENTS` if you like.

IFCAP will let you review the request. IFCAP will list the current Control Point balance, the estimated cost of the adjustment, and the total uncommitted balance from current and prior quarters.

IFCAP will also allow you to transmit the adjustment to the Control Point Clerk for approval. At the `Enter another increase/decrease adjustment?:` prompt, enter `NO` to return to the `1358 Request Menu`.

Figure 9-106. Budget Object Code

```
BOC1: 2660 Operating Supplies and Ma  Replace

BOC1 $ AMOUNT: 400//   $ 400.00
                                                    TRANSACTION BEG BAL:
400.00

Select SUB-CONTROL POINT:
PURPOSE:
  1>
COMMENTS:
  1>
Would you like to review this request? NO//   (NO)
Current Control Point balance: $0.00
Estimated cost of this request: $400.00

Is this request ready for approval? Yes//N   (No)
Enter another increase/decrease adjustment? NO//
          New 1358 Request
          Increase/Decrease Adjustment
          Edit 1358 Request
          Create/Edit Authorization
          Daily Activity Enter/Edit
          Display 1358 Balance
          List 1358's with Open Authorizations
          Print 1358
          Print Obligated 1358s
          Recalculate 1358 Balance

Select 1358 Request Menu Option:
```

9.5.3 Edit 1358 Request

9.5.3.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-107. Menu Path

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

9.5.3.2 Setup Parameters

Enter a `STATION NUMBER` and a `CONTROL POINT`.

At the `Select CONTROL POINT ACTIVITY TRANSACTION NUMBER:` prompt, enter the transaction number of the 1358. If you do not know the transaction number, enter three question marks (`???`) and IFCAP will list the available transactions.

NOTE: Per the implementation of Segregation of Duties, you will be advised that continuation of the process will result in your becoming the Requestor for the 1358. Another Control Point Official will have to Approve the 1358.

At the AUTHORITY: prompt. You may accept the default value or change the value if that is appropriate.

If the SUB-AUTHORITY: prompt appears, you may accept the default value or change the value if that is appropriate.

Figure 9-108. Setup Parameters

```
Select 1358 Request Menu Option:  Edit 1358 Request
Select STATION NUMBER: 999
Select CONTROL POINT: 110 STUFF .01     0160A1   10  0100   010042116
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER:??

Attempting lookup using 110   (CONTROL POINT)
      ..............................................................

     7   110 STUFF .01  999-11-1-110-0016  OBL

     8   110 STUFF .01  999-11-1-110-0015  OBL

     9   110 STUFF .01  999-11-1-110-0014  OBL

     10  110 STUFF .01  999-11-1-110-0013  OBL  IFVENDOR ONE C15002

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-10: 7  999-11-1-110-0016  OBL

WARNING: The system will assign you as the CP Clerk (Requestor) of this
1358.
You will be unable to approve a 1358 on which you are the REQUESTOR due
to
segregation of duties.
Do you want to proceed (Y/N)? NO// y  YES

AUTHORITY: 2//
SUB-AUTHORITY: D//
```

9.5.3.3 Classification and Sort Group

At the `CLASSIFICATION OF REQUEST:` prompt, you may create reports that group requests by categories that *you* define.

At the `SORT GROUP:` prompt, enter a sort group *if* this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase doesn't belong to a sort group, just press `<Enter>`. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that don't belong to the sort group.

The `DATE OF REQUEST` and `DATE COMMITTED` fields will appear with default values.

The COST CENTER data will be displayed for review.

Per the AUTHORITY that was selected, a VENDOR may have been required. The Vendor name will appear as a default value. If CONTRACT NUMBER was required, that will also appear as a default value.

At the Select SUB-CONTROL POINT: prompt, you may associate this purchase with a category of purchases that *you* define. This allows you to group similar purchases together.

SERVICE START and END DATES will appear as default values.

The PURPOSE field will appear with the default value.

IF the ORIGINATOR OF REQUEST field was populated, it will appear as a default value.

Add COMMENTS if you like.

At the Would You Like To Review This Request? prompt, enter NO to return to the 1358 Request Menu.

At the: IS THIS REQUEST READY FOR APPROVAL? Yes//prompt, enter YES if you wish to permit the 1358 to be Approved.

Figure 9-109. Classification and Sort Groups

```
DATE OF REQUEST: JUN 29, 1994//
DATE COMMITTED: JUN 1,1994//
COMMITTED (ESTIMATED) COST: 441//
COST CENTER: 844100 Supply
BOC1: 2580 Miscellaneous Contractual  replace
                                                    TRANSACTION BEG BAL:
414.00
Select SUB-CONTROL POINT:
VENDOR: IFVENDOR1,TWO//
VENDOR CONTRACT NUMBER: TK-987433-94//
SERVICE START DATE:  Jun 1, 1994//
SERVICE END DATE:  Jun 30, 1994//
PURPOSE:
  1>  Monthly costs for June
ORIGINATOR OF REQUEST: IFUSER2,TWO//
COMMENTS:
  1>
Would you like to review this request? No//   (No)
Current Control Point balance: $0.00
Estimated cost of this request: $441.00
Is this request ready for approval? Yes//   (Yes)

You are the CP Clerk (Requestor) on this 1358 transaction. Per
Segregation
of Duties, the CP Clerk (Requestor) is not permitted to Approve the
1358.

Do you want to edit another request? NO//
```

9.5.4 Create/Edit Authorization

9.5.4.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-110. Menu Path

```
          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
```

9.5.4.2 Setup Parameters

Enter a `STATION NUMBER` and a `CONTROL POINT`.

Enter an `OBLIGATION NUMBER` (this is the number that Fiscal Service assigns to the 1358). If you do not know the obligation number, type three question marks (`???`) and IFCAP will list the available obligations.

Figure 9-111. Setup Parameters

```
Select STATION NUMBER: 002         ANYTOWN, PA
Select CONTROL POINT: 022 IFVENDOR,THREE
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
```

9.5.4.3 Display Balances

IFCAP will assign a transaction number to the entry, and display the obligation amount, the fiscal balance, and the service balance.

- The fiscal balance is the dollar amount Fiscal Service shows is still available to the Control Point after Fiscal Service has obligated the entry. The fiscal balance is what the Accounting Technician will read to determine if the Control Point has sufficient funds to meet the obligation.

- The service balance is what you have committed, the dollar amount left in the Control Point minus the non-obligated committed funds.

At the `REFERENCE:` prompt, enter the recipient of the funds and any additional information that would aid in the processing of this transaction (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; "`C`" to create an authorization; or press `<Enter>` to return to the `1358 Request Menu`.

Figure 9-112. Display Balances

```
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:
```

9.5.5 Daily Activity Enter/Edit

9.5.5.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-113. Menu Path

```
          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
```

9.5.5.2 Setup Parameters

Enter a `STATION NUMBER` and a `CONTROL POINT`.

Enter an `OBLIGATION NUMBER` (this is the number that Fiscal Service assigns to the 1358). If you do not know the obligation number, type three question marks (`???`) and IFCAP will list the available obligations.

At the `Select ACTION:` prompt, enter "`1`" to create a new bill activity, "`2`" to edit an existing bill activity; or "`3`" to quit and return to the `1358 Request Menu`.

Figure 9-114. Setup Parameters

```
Select STATION NUMBER: 002         ANYTOWN, PA
Select CONTROL POINT: 022 IFVENDOR,THREE
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
```

9.5.5.3 Enter Authorization

Enter an `AUTHORIZATION` (this 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 (`???`) to have IFCAP 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.

At the `Is this the final daily activity?:` prompt, enter "`NO`" to create another entry.

At the `Daily Activity Amount:` prompt, enter the amount of the activity. 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`.

Figure 9-115. Enter Authorization and Display

```
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:
```

9.5.6 Recalculate 1358 Balance

9.5.6.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-116. Menu Path

```
          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
```

9.5.6.2 Setup Parameters and Display

Enter a `STATION NUMBER` and a `CONTROL POINT`.

Enter an `OBLIGATION NUMBER` (this is the number that Fiscal Service assigns to the 1358). If you do not know the obligation number, type three question marks (`???`) and IFCAP will list the available obligations.

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`.

Figure 9-117. Setup Parameters and Display

```
Select STATION NUMBER: 002         ANYTOWN, PA
Select CONTROL POINT: 022 IFVENDOR
Select OBLIGATION NUMBER: ???
 CHOOSE FROM:
   99999681        999-C45008  --  1358   Obligated - 1358
FCP: 102   $    100.00
   99999696        999-C45007  --  1358   Obligated - 1358
FCP: 102   $   1000.00
   99999710        999-C45006  --  1358   Obligated - 1358
FCP: 101   $  10000.00
   99999720        999-C45901  --  1358   Obligated - 1358
FCP: 102   $  10000.00
   99999730        999-C45005  --  1358   Obligated - 1358
FCP: 101   $  25000.00
   99999731        999-C45004  --  1358   Obligated - 1358
FCP: 103   $ 100000.00
   99999732        999-C45003  --  1358   Obligated - 1358
FCP: 201   $  13500.00
   99999736        999-C45002  --  1358   Obligated - 1358
FCP: 9988  $ 100000.00
   99999762        999-C45001  --  1358   Obligated - 1358
FCP: 101   $  10000.00
   99999773        999-C00001  --  1358   Obligated - 1358
FCP: 102   $  25000.00
   99999802        002-C40003  --  1358   Obligated - 1358
FCP: 019   $    200.00

Select OBLIGATION NUMBER: 99999696  999-C45007    --  1358   Obligated
- 1358

             FCP: 102     $ 1000.00
          ...OK? Yes//   (Yes)
```

9.5.7 Display 1358 Balance

9.5.7.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-118. Menu Path

```
          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 1358s with Open Authorizations
          Print 1358
          Print Obligated 1358s
          Recalculate 1358 Balance

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

9.5.7.2 Setup Parameters and Display

Enter a `STATION NUMBER` and a `CONTROL POINT`.

Enter an `OBLIGATION NUMBER` (this is the number that Fiscal Service assigns to the 1358). If you do not know the obligation number, type three question marks (`???`) and IFCAP will list the available obligations.

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`.

Figure 9-119. Setup Parameters and Display

```
Select STATION NUMBER: 002         ANYTOWN, PA
Select CONTROL POINT: 022 IFVENDOR
Select OBLIGATION NUMBER: ???
CHOOSE FROM:
   99999681        999-C45008  --  1358   Obligated - 1358    FCP: 102
$    100.00
   99999696        999-C45007  --  1358   Obligated - 1358    FCP: 102
$   1000.00
   99999710        999-C45006  --  1358   Obligated - 1358    FCP: 101
$  10000.00
   99999720        999-C45901  --  1358   Obligated - 1358    FCP: 102
$  10000.00
   99999730        999-C45005  --  1358   Obligated - 1358    FCP: 101
$  25000.00
   99999731        999-C45004  --  1358   Obligated - 1358    FCP: 103
$ 100000.00
   99999732        999-C45003  --  1358   Obligated - 1358    FCP: 201
$  13500.00
   99999736        999-C45002  --  1358   Obligated - 1358    FCP: 9988
$ 100000.00
   99999762        999-C45001  --  1358   Obligated - 1358    FCP: 101
$  10000.00
   99999773        999-C00001  --  1358   Obligated - 1358    FCP: 102
$  25000.00
   99999802        002-C40003  --  1358   Obligated - 1358    FCP: 019
$    200.00

Select OBLIGATION NUMBER: 99999696  999-C45007    --  1358   Obligated
- 1358

             FCP: 102     $ 1000.00
         ...OK? Yes//   (Yes)
                  999-C45007 OBLIGATION BALANCES

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

AUTHORIZATION BALANCE(S):

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

   AUTHORIZATION TOTAL: $       1000.00

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

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

Select 1358 Request Menu Option:
```

9.5.8 List 1358's with Open Authorizations

9.5.8.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-120. Menu Path

```
          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 1358's with Open Authorizations
```

9.5.8.2 Setup Parameters and Display

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 the *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.

Figure 9-121. Setup Parameters and Display

```
Select STATION NUMBER: 002         ANYTOWN, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR
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  IFVENDOR1,SIX
002-C30032-0003        500.00  IFVENDOR1,SEVEN
002-C30034-0002          0.00  IFVENDOR1,SIX
002-C30035-0002         25.00  IFVENDOR1,SIX
002-C30036-0002          0.00  IFVENDOR1,SIX
002-C30036-0003        500.00  IFVENDOR1,SEVEN
002-C30093-0002        500.00  IFVENDOR1,SIX
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:
```

9.5.9 Print 1358

9.5.9.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-122. Menu Path

```
          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
```

9.5.9.2 Setup Parameters

Enter a `STATION NUMBER` and a `CONTROL POINT` number. Enter an `OBLIGATION NUMBER` (this is number that Fiscal Service assigns to the 1358). If you do not know the obligation number, enter three question marks (`???`) to have IFCAP list the available obligations. You may also create a report that includes what the requestor entered in the `DESCRIPTION` field, and/or print the daily records for each authorization.

Figure 9-123. Setup Parameters

```
Select STATION NUMBER: 002//          ANYTOWN, PA
Select CONTROL POINT: 022 IFVENDOR //
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//
```

9.5.9.3 Display

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`.

Figure 9-124. Display

```
Select STATION NUMBER: 999//
Select CONTROL POINT: 110 STUFF .01//
Select OBLIGATION NUMBER:C15002

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//   TELNET    Right Margin: 80//

999-11-1-110-0013                 OCT 15, 2010@16:12:38
PAGE 1
_____________________________________________________________________
_________
1358 OBLIGATION OR CHANGE:
               COLLEGE OF SIMPLE PATHOLOGY
_____________________________________________________________________
_________
Originator of Request:
Requestor:                        |Date Requested:
|Obligation No.:
IFUSER,SEVEN                      |OCT 05, 2010              |  999-
C15002
_____________________________________________________________________
_________
Vendor:                           |Contract Number:
A VENDOR NAME                     |GS-98-99827F
_____________________________________________________________________
_________
Name and Title Approving Off.:          |Signature:          |Date
Signed:
IFUSER,THREE                            |/ES/IFUSER THREE    |OCT 05,
2010@14:49:30
SERVICE CHIEF                           |                    |
_____________________________________________________________________
_________
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:

999-11-1-110-0013                  999-C15002
PAGE 2
_____________________________________________________________________________
_________
1358OBLIGATION OR CHANGE:  STANDARDIZED OBLIGATIONS
               COLLEGE OF SIMPLE PATHOLOGY
_____________________________________________________________________________
_________
Appropriation & Acct. Symbols:           |Obligated By:       |Date
Obligated:
999-3610160-110-842100-2580 010042116    |/ES/IFACCT TECH2      |OCT
05, 2010
_____________________________________________________________________________
_________

AUTHORITY: 3   SUB: B

SERVICE START DATE: 10/01/10     SERVICE END DATE: 10/31/10
_____________________________________
Purpose:
MONTHLY COSTS  FOR OCT.
_____________________________________________________________________________
_________
Purpose:       SERVICE START DATE: 10/01/10     SERVICE END DATE:
10/31/10
MONTHLY COSTS  FOR OCT.
_____________________________________________________________________________
_________
ESTIMATED OBLIGATION RECAP
DATE   REF#  CPA#                     AMOUNT              BALANCE
10/05  0001  999-11-1-110-0013      $   556.00          $   556.00
_____________________________________________________________________________
_________
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        $   556.00

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

9.5.10 Obligated 1358s

9.5.10.1 Menu Path

From the `Control Point Official's Menu`, select `Process a Request Menu`.

Figure 9-125. Menu Path

```
          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
```

9.5.10.2 Parameters and Display

Enter a date range and device to obtain a list of purchase orders from 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 P.O. #, date and amount; requestor; and vendor and contract information, if it was entered when the 1358s were created.

This option should be printed at 132 columns.

Figure 9-126. Parameters and Display

```
* 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
-----------------------------------------------------------------------------------------------------------------

442-G67001    OCT  3,2005  IFVENDOR THREE                         LARGE   OO             987     IFREQUESTOR,ONE
442-C66002    OCT 19,2005  IFVENDOR THREE       V797P-2003        LARGE   OO             2000    IFREQUESTOR,TWO

999-C15004    OCT 12,2010   SAMPLE COMPANY BUSINESS SY  797P-22233 LARGE  OO             500
IFREQUESTOR,ONE
10/01/10                     10/30/10
18   REGULATED UTILITIES


999-C00024    OCT 14,2010   SIMPLE MEDICAL/SURGITEK                SMALL   OO            77.77   TEST,CPCCLR
10/14/10                     11/13/10
3    STANDARDIZED OBLIGATIONS
D    DENVER ACQUISITION AND LOGISTICS CENTER SERVICES AND SUPPLIES
```

9.6 Options in the Display Control Point Activity Menu

9.6.1 Purchase Order Status

9.6.1.1 Menu Path

From the `Control Point Official's Menu`, select `Display Control Point Activity Menu`.

Figure 9-127. Menu Path

```
           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
```

9.6.1.2 Setup Parameters

Enter a `CONTROL POINT` and a `PURCHASE ORDER NUMBER`. If you do not know the purchase order number, enter three question marks (`???`) at the prompt and IFCAP will list the available purchase orders.

Figure 9-128. Setup Parameters

```
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
```

9.6.1.3 Status Display

IFCAP will list the status of the purchase order you select and the corresponding 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`.

Figure 9-129. Status Display

```
Purchase Order Status: Complete Order Received But Not Oblig.
Would you like the purchase order display? No//   (No)
Would you like to review the entire purchase order? No//   (No)
Enter information for another report or an uparrow to return to the
menu.
Select CONTROL POINT: 101 LAB TESTING 101// ^

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

Select Display Control Point Activity Menu Option:
```

9.6.2 Temporary Transaction Listing

9.6.2.1 Menu Path

From the `Control Point Official's Menu`, select `Display Control Point Activity Menu`.

Figure 9-130. Menu Path

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

Select Display Control Point Activity Menu Option: Temporary
Transaction Listing
```

9.6.2.2 Setup Parameters

Enter a `CONTROL POINT`. If you do not know the Control Point, enter three question marks (`???`) and IFCAP will list the available Control Points.

IFCAP will list all of the temporary transactions for the Control Point, or will only list transactions created on or after a date that you specify at the `START WITH DATE OF REQUEST:` prompt.

Figure 9-131. Set Parameters

```
Select CONTROL POINT: 101 LAB TESTING 101//
  START WITH DATE OF REQUEST: FIRST//
DEVICE:   LAT    RIGHT MARGIN: 80//
```

9.6.2.3 Display

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.

Figure 9-132. Display

```
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  IFUSER3,ONE    IFVENDOR1,TWO
40.00
MAVIS627           JUN 27,1994  IFUSER3,TWO
99999.27
MCGJUN27           JUN 27,1994  IFUSER3,TWO    IFVENDOR1,TWO
23.45
KMB601             JUN 27,1994  IFVENDOR2,ONE
10.00
KLIMBIE2            JUN 30,1994  IFUSER3,THREE  IFVENDOR2,ONE
10.00
IFUSER2,FIVE90            JUN 30,1994
10.00
KMN5               JUL 5,1994   IFUSER3,FOUR   IFCENTRAL       TEST ITEM #11
48.00
KMBZ2              JUL 6,1994   IFUSER3,THREE  IFVENDOR2,ONE   TEST ITEM #25
12.23
KMN7               JUL 14,1994  IFUSER3,THREE  IFVENDOR2,ONE   TEST ITEM #17
23.84

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

Select Display Control Point Activity Menu Option:
```

9.6.3 Transaction Status Report

9.6.3.1 Menu Path

From the `Control Point Official's Menu`, select `Display Control Point Activity Menu`.

Figure 9-133. Menu Path

```
          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
```

9.6.3.2 Setup Parameters

Figure 9-134. Set Parameters

```
         ...OK? Yes//   (Yes)
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???
Attempting lookup in transaction file.
Attempting lookup using 101 LAB TESTING 101   (CONTROL POINT)
     1   101 LAB TESTING 101  999-94-4-101-0325    OBL  SUPPLY
IFVENDOR,EIGHT      TEST ITEM #17
     2   101 LAB TESTING 101  999-94-4-101-0324    OBL  SUPPLY
IFVENDOR,EIGHT      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
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 3  999-94-4-101-0323
DEVICE: HOME//   LAT    RIGHT MARGIN: 80//
```

9.6.3.3 Display

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.

Figure 9-135. Display

```
   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.

OBLIGATION TRANSACTION STATUS DISPLAY    AUG 6,2013@23:55:39

Transaction Number: 999-13-3-110-0029    Transaction Type: OBLIGATION
A&MM Status: Returned to Service by eCMS (P&C)
Temporary Trans. Number:
Form Type: REPETITIVE AND NON-REP ORDER
Date of Request: APR 1,2013              Date Required: APR 11,2013
Est. Delivery Date:                      Date Received:
Vendor: IFVENDOR1, INC.                    P.O. Vendor:
Committed (Estimated) Cost: $39.98       Date Committed: APR 1,2013
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: This 2237 needs price adjustment.

Comments:

          OBLIGATION TRANSACTION STATUS DISPLAY   AUG 6,2013@23:58:16

Transaction Number: 999-13-3-110-0029    Transaction Type: OBLIGATION
Originator of Request: CPUSER,ONE
Requestor: REQUESTOR,TWO        Form Type: REPETITIVE AND NON-REP ORDER
Requestor's Title: THE BOSS      Requesting Service: IRMGMT (IRM)
Approving Official:                      Inventory Dist. Point: GIP2
PRIMARY
Appr. Official's Title:                  Cost Center: 842100 Fiscal
Date Signed (Approved):
Justification: THE ITEMS ARE REQUIRED.
Deliver To/Location: COMPUTER ROOM
Classification of Request:
Sort Group:

Return to Service Comments:
          This 2237 needs price adjustment.

Would you like to review the item information for this request? No//
```

9.6.4 Running Balances

9.6.4.1 Menu Path

From the `Control Point Official's Menu`, select `Display Control Point Activity Menu`.

Figure 9-136. Menu Path

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

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

9.6.4.2 Setup Parameters

Enter a `FISCAL YEAR:` and a fiscal `QUARTER:` at the prompts. Enter a `CONTROL POINT`. If you do not know the Control Point, enter three question marks (`???`) at the prompt and IFCAP will list the available Control Points.

Enter `YES` at the `Would you like a summary report (bottom line balances only)?`: prompt to see only the current balance for the Control Point; enter `NO` to see all of the line items that cause this balance.

Figure 9-137. Set Parameters

```
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101//
Summary Balances Report Only? No// Y  (Yes)
DEVICE: HOME//   LAT    RIGHT MARGIN: 80//
STATION: 999   FUND CONTROL POINT: 101 LAB TESTING 101
     FISCAL YEAR: 94   QTR: 3
Press return to continue, uparrow (^) to exit:
```

9.6.4.3 Display Balances

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

Figure 9-138. Display

```
Control Point Balance - 999-94-4-110- LAB     OCT 13,1994@13:39:10   PAGE 1
                                                                     FISCAL
FYQSeq# TXN OBL #         AP/OB DT   COMM $AMT    CP $BAL   OBL $AMT UNOBL $BAL
-------------------------------------------------------------------------------
SEP 16,1994  438LG2000          SO      12.50         221953.38     227073.40

FMS transaction total for this quarter: $12.50
===============================================================================
Balance Summary          1st Quarter   2nd Quarter   3rd Quarter   4th Quarter

Actual CP Bal:                  0.00     100209.96          0.00          0.00
Actual Fiscal Bal:              0.00     101001.00          0.00          0.00
Tot Commit, not Obl:            0.00        791.04          0.00          0.00
SECTION 1 CODES  # - cancelled order   * - order not obligated or signed
@ - purchase card order for reconciliation
& - reconciled order ready for approval
SECTION 2 CODES
@ - purchase card CC transaction is not reconciled

The symbols '*','@', and '&' indicate incomplete items.
Please take the necessary steps to clear these items.
Would you like to run another running balances report? No//   (No)
          Purchase Order Status
          Transaction Status Report
          Running Balances
          Temporary Transaction Listing
          Item History
          PPM Status of Transactions Report
          CP Entered, Not Approved Requests

Select Display Control Point Activity Menu Option:
```

9.6.5 Item History

The Item History option allows you to review the purchase history of an item before creating a new request.

9.6.5.1 Menu Path

From the `Control Point Official's Menu`, select `Display Control Point Activity Menu`.

Figure 9-139. Menu Path

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

Select Display Control Point Activity Menu Option: Item History
```

9.6.5.2 Setup Parameters

Enter a `CONTROL POINT`. Enter the name or item master number of the item you want to review. If you do not know the name or item master number of the item, enter three question marks (`???`) at the prompt and IFCAP will list the available items.

Figure 9-140. Set Parameters

```
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
```

9.6.5.3 Display

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`.

Figure 9-141. Display

```
                                   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: IFVENDOR1,THREE
MAY 3,1994     999-A40680             EA            10.00       20.00         2
Vendor: IFVENDOR1,FOUR
MAY 2,1994     999-A40674             EA            10.00       20.00         2
Vendor: IFVENDOR1,FOUR

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

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

Select Display Control Point Activity Menu Option:
```

9.6.6 PPM Status of Transactions Report

9.6.6.1 Menu Path

From the `Control Point Official's Menu`, select `Display Control Point Activity Menu`.

Figure 9-142. Menu Path

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

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

9.6.6.2 Setup Parameters

Enter a `FISCAL YEAR:` and a fiscal `QUARTER:` at the prompts. Enter a `CONTROL POINT`. If you do not know the Control Point, enter three question marks (`???`) and IFCAP will list the available Control Points.

Figure 9-143. Setup Parameters

```
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT:// ???
CHOOSE FROM:
   11              011 CONSULTANT & ATTENDING
   33              033 337 Pharmacy Test
   101             101 LAB TESTING 101

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

9.6.6.3 Display

IFCAP will display the *PPM Transaction Status Report*, listing each transaction, whether funds have been obligated for the transaction, the cost of the transaction, the date the items or services are required, and the date that funds were obligated for the transaction. After printing the report, IFCAP will return to the Display Control Point Activity Menu.

Figure 9-144. Display

```
PPM TRANSACTION STATUS REPORT - CP 101     JUL 8,1994@18:03:37     PAGE 1
                    PO/OBL#   COMM.       OBLIG.
2237#                         (EST) COST  (ACT) COST    DATE REQ.   DATE OBL.
                              STATUS
-----------------------------------------------------------------------------
999-011-C41344-000035         OBL         440.00        June 16,1994  June 01,
1994

END OF REPORT

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

Select Display Control Point Activity Menu Option:
```

9.7 Options in the Record Date Received by Service Menu

9.7.1 Single Transaction

9.7.1.1 Menu Path

From the `Control Point Official's Menu`, select `Record Date Received by Service Menu`.

9.7.1.2 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.

Figure 9-145. Setup Parameters

```
          Single Transaction
          All Transactions with Final Partials
Select Record Date Received by Service Menu Option: Single Transaction

Select STATION NUMBER: 999//          ANYCITY,ANYSTATE
Select CONTROL POINT: 022 IFVENDOR //
```

9.7.1.3 Select Transaction Number

Enter a transaction number. If you do not know the transaction number, enter three question marks and IFCAP will list the available transactions. Enter the date that the requestor received the goods or services at the Date Received: prompt. Press <Enter> at the Select Transaction or P.O. Number: prompt to return to the Record Date Received by Service Menu.

Figure 9-146. Select Transaction Number

```
Select TRANSACTION or P.O. NUMBER: ???
Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR   (CONTROL POINT)

     1   022 IFVENDOR,THREE  999-94-4-022-0011    OBL  IFVENDOR,EIGHT
CORN-CANNED-#10
     2   022 IFVENDOR,THREE  999-94-4-022-0010    OBL  IFVENDOR,EIGHT
CORN-CANNED-#10
     3   022 IFVENDOR,THREE  999-94-4-022-0008    OBL  IFVENDOR,TWO
     4   022 IFVENDOR,THREE  999-94-4-022-0009    OBL  IFVENDOR,ONE
This is where the "Description" goes.
     5   022 IFVENDOR,THREE  999-94-4-022-0006    OBL
Press <RETURN> to see more, '^' to exit this list, 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:
```

9.7.2 All Transactions with Final Partials

9.7.2.1 Menu Path

From the `Control Point Official's Menu`, select `Record Date Received by Service Menu`.

Figure 9-147. Menu Path

```
          Single Transaction
          All Transactions with Final Partials

Select Record Date Received by Service Menu Option: All Transactions
with Final Partials
```

9.7.2.2 Setup Parameters

Enter a `STATION NUMBER:` and a `CONTROL POINT:` at the appropriate prompts. 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 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`.

Figure 9-148. Setup Parameters

```
Select STATION NUMBER: 999//          ANYCITY,ANYSTATE
Select CONTROL POINT: 022 IFVENDOR //
......
999-00-3-060-0040   P.O.: 123456
DATE RECEIVED: T  (JUL 09, 1994)
..........
999-00-3-060-0017   P.O.: P91001     PURCHASE CARD     P.O.DATE: JUL
09, 1994
DATE RECEIVED:
...................
***LAST TRANSACTION***

          Single Transaction
          All Transactions with Final Partials

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

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Chapter 10. The Logistics Data Query Tool

The Logistics Data Query Tool is designed to assist Chief Logistics Officers; MatMYTOWNl Managers; Purchasing Agents; and members of the Facility Logistics Staff (including Inventory Managers; Supply, Processing, and Distribution (SPD) Technicians; Management Analysts; Warehouse Clerks; or Supply System Analysts). The Query Tool can be used to quickly access, analyze and verify IFCAP and Prosthetics procurement data and display it using a graphical user interface to the VistA data. You can sign-on to VistA, find data, view the data, or easily move the data into a Microsoft® Excel® spreadsheet.

The Query Tool is a Windows software application that acts as a "front-end" to enable you to more easily find, display, and export VistA data. The Query Tool is an alternative to the VA FileMan utility program which has traditionally been used to look directly at the MUMPS globals (files) which store VistA data. The Query Tool enables you to…

- Search for data and display data by a range of dates
- Sort and rearrange the view of the data; display the data in a custom view
- Export the data into a Microsoft Excel spreadsheet file

Information on what the Query Tool can do for you can be found in the Logistics Data Query Tool User Manual

The Logistics Data Query Tool User Manual is available online at…

http://www.va.gov/vdl/application.asp?appid=42.

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Chapter 11. Menu Listing

The following is a list of the options assigned to Control Point Clerks in the default IFCAP configuration. You may have some options that are not listed here, because you have additional responsibilities beyond the typical responsibilities of a Control Point Clerk. You may not have all of the options listed below. Main menu options are flush left. Subordinate options are spaced to the right. For example, if you wanted to use the "Copy a Transaction" option, you would select "Control Point Official's Menu," then "Process a Request Menu," then "Copy a Transaction." To add any of the options listed below to your menus, contact your local Information Resources Management (IRM) service.

Figure 11-1. Control Point Official's Menu

```
Control Point Official's Menu
    Approve Requests
    Requests Ready for Approval List
    Process a Request Menu
        New 2237 (Service) Request
        Edit a 2237 (Service)
        Copy a Transaction
        1358 Request Menu
            New 1358 Request
            Increase/Decrease Adjustment
            Edit 1358 Request
            Create/Edit Authorization
            Daily Activity Enter/Edit
            Display 1358 Balance
            List 1358's with Open Authorizations
            Print 1358
            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

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

```
Funds Control Menu
    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

Enter/Edit Control Point Users

Record Receipt of Multiple Delivery Schedule Items

Multiple Delivery Schedule List
```

Chapter 12. IFCAP/eCMS Interface (2237 Processing)

The process to obtain bids and award a contract occurs within the electronic Contract Management System (eCMS). With the implementation of an interface between IFCAP and eCMS in October 2012, 2237s created by control point users may be sent automatically to eCMS when the Accountable Officer processes, e-signs, and determines the 2237 should go to Purchasing & Contracting. A new Status, "Sent to eCMS (P&C)," will be placed on 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].

12.1 2237 Returned to Accountable Officer from eCMS

If the contracting staff decide 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.

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.

12.1.1 MailMan Message – 2237 Returned to AO

```
Subj: 2237 RETURNED TO ACCOUNTABLE OFFICER 001-12-4-223-0014
[#403094]08/13/12@13:53  10 lines
From: IFCAP/ECMS INTERFACE  In 'IN' basket.   Page 1  *New*
-------------------------------------------------------------------------------
-
STATION 001 SUBSTATION 001HS
eCMS Date/Time Returned to AO Aug 13, 2012@12:53:21
001-12-4-223-0014
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//
```

12.2 2237 Returned to Control Point Users

If the eCMS contracting staff decide that a 2237 should be returned to the Control Point level, the 2237 is returned to IFCAP automatically via another HL7 message. A new Status, "Returned

to Service by eCMS (P&C)," is placed on the 2237 and 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 phone number and e-mail address of the eCMS Contact will be included in the MailMan message.

12.2.1 MailMan Message: Return 2237 to Control Point

```
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//
```

12.3 2237 Cancelled in IFCAP by eCMS

After communicating with the FCP User, an eCMS user – and the eCMS contracting staff – may decide that a 2237 should be cancelled. In this case, the cancelled 2237 is returned to IFCAP automatically via another HL7 message. The 2237 status will be "Cancelled" 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.

12.3.1 MailMan Message: Cancel 2237

```
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 2237.    Not to be ordered with this 2237.

Enter message action (in IN basket): Ignore//
```

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Chapter 13. Error Messages and Their Resolution

13.1 User Errors

As you use IFCAP to request goods and services, you will receive errors. Some errors are use errors. *User errors* indicate that IFCAP has determined that the information you have entered in the system is either incomplete or inconsistent. Such messages look like this:

Figure 13-1. Sample User Error Message

```
Select TRANSACTION: 10195

Incorrect format - please re-enter number

Select TRANSACTION:
```

This guide and the online option descriptions should help you with these errors.

13.2 System Errors

System errors occur when IFCAP fails to function properly. When these errors occur, IFCAP will display the error code. Record the error code and notify your IRM service.

Figure 13-2. Sample System Error Message

```
RECORDING THAT AN ERROR OCCURRED ---

         X2^PRCST212:1, %DSM-E-UNDEF, undefined variable PRCSTDT, -DSM-I-ECODE,
 MUMPS error code: M6

         Sorry 'bout that
```

Chapter 14. Glossary

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

Term	Definition / Discussion
1358	VA Form 1358, Estimated Obligation or Change in Obligation.
2138	VA Form 90-2138, Order for Supplies or Services. First page of a VA Purchase Order.
2139	VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form.
2237	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services. Used to request goods and services.
A&MM	Acquisition and 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. Accounting Technicians process accounting transactions and transmit them to FMS.
Activity Code	The last two digits of the AACS number. It is defined by each station.
Security Officer	The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access.
Agent Cashier	The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.
AITC	The Austin Information Technology Center located in Austin, Texas.
ALD Code	Appropriation Limitation Department. A set of Fiscal codes that identifies the appropriation used for funding.

Term	Definition / Discussion
Allowance table	Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level.
Amendment	A document that changes the information contained in a specified Purchase Order. Amendments are processed by the Purchasing & Contracting section of A&MM and obligated by Fiscal Service.
Application Coordinator	The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires there be an Application Coordinator designated for Fiscal Service, Supply Service, and for the Control Points (Requesting Services).
Approve Requests	The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to Supply/Fiscal.
Approving Official	An official in Purchasing and Contracting or Acquisition & MatMYTOWNl Management Service that approves orders for payment and inspects orders and reconciliations to ensure that they are correct and complete.
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 expenses from more than one vendor are covered by a single 1358.
Authorization Balance	The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations.
Batch Number	A unique number assigned by the computer to identify a batch (group) of Code Sheets. Code Sheets may be transmitted by Batch Number or Transmission Number.
Breakout Code	A set of A&MM codes which identifies a vendor by the type of ownership (e.g., Minority-owned, Vietnam Veteran Owned, Small Business Total Set Aside, etc.).
Budget Analyst	Fiscal employee responsible for distributing and transferring funds.
Budget Object Code	Fiscal accounting element that tells what kind of item or service is being procured.
Budget Sort Category	Used by Fiscal Service to identify the allocation of funds throughout their facility.

Term	Definition / Discussion
Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options.
Classification of Request	An identifier a Control Point can assign to track requests that fall into a category, e.g., Memberships, Replacement Parts, Food Group III.
Common Numbering SMYTOWNs	This is a pre-set sMYTOWNs of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new Purchase Orders/Requisitions/Accounting Transactions on IFCAP. The Application Coordinators establish the Common Numbering SMYTOWNs used by each facility.
Control Point	Financial element, existing ONLY in IFCAP, which corresponds to the ACCS number in FMS. Also the division of monies to a specified service, activity or purpose from an appropriation.
Control Point Clerk	The user within the service who is designated to input requests (2237s) and maintain the Control Point records for a Service.
Control Point Official	The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code.
Control Point Official's Balance	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter.
Control Point Requestor	The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. This level of user is only able to view and edit their 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.

Term	Definition / Discussion
Default	A suggested response that is provided by the system.
Deficiency	When a budget has obligated and expended more than it was funded (see MP-4, Part V, Section C).
Delinquent Delivery Listing	A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information.
Delivery Order	An order for an item that the VA purchases through an established contract with a vendor who supplies the items.
Direct Delivery Patient	A patient who has been designated to have goods delivered directly to him/her from the vendor.
Discount Item	This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a percentage or a set dollar value.
eCMS	The VA's electronic Contract Management System located in Austin, Texas.
EDI Vendor	A vendor with whom the VA has negotiated an arrangement to accept and fill orders electronically.
Electronic Data Interchange (EDI)	Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats.
Electronic Signature	The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well.
Expenditure Request	A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.).
FCP	Fund Control Point (see Control Point).
Federal Tax ID	A unique number that identifies your station to the Internal Revenue Service.
Fiscal Balance	The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by all liquidations submitted against the obligation.

Term	Definition / Discussion
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 is the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
FOB	Freight on Board. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means that shipping charges are due to the shipper, and must be paid when the shipper arrives at the warehouse with the item.
FPDS	Federal Procurement Data System.
FTEE	Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year.
Fund Control Point	An accounting element that is not used by FMS.
Funds Control	A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds.
Funds Distribution	A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information.
GBL	Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of $250.00.
GL	General Ledger.
Identification Number	A computer-generated number assigned to a code sheet.
Imprest Funds	Monies used for cash or 3rd party draft purchases at a VA facility.

Term	Definition / Discussion
Integrated Supply Management System (ISMS)	ISMS is the system that replaced LOG I for Expendable Inventory.
ISMS	Integrated Supply Management System.
Item File	A listing of items specified by A&MMS as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.
Item History	Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request.
Item Master Number	A computer generated number used to identify an item in the Item File.
Justification	A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.
Liquidation	The amount of money on the invoice from the vendor for the authorization. They are processed through payment/invoice tracking.
LOG I	LOG I is the name of the Logistics A&MM computer located at the Austin Data Processing Center. This system continues to support the Consolidated Memorandum of Receipt.
Mandatory Source	A Federal Agency that sells supplies and services to the VA. VA Supply Depot, Defense Logistics Agency (DLA), General Services Administration (GSA), etc.
MSC Confirmation Message	A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP transmission of Code Sheets.
Obligation	The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of a Purchase Order.
Obligation (Actual) Amount	The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document on IFCAP.
Obligation Number	The C prefix number that Fiscal Service assigns to the 1358.

Term	Definition / Discussion
Organization Code	Accounting element functionally comparable to Cost Center, but used to organize purchases by the budget that funded them, not the purposes for spending the funds.
Outstanding 2237	A&MM report that lists all the IFCAP generated 2237s pending action in A&MM.
PAID	Paid Accounting Integrated Data.
Partial	A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order.
Partial Date	The date that a warehouse clerk created a receiving report for a shipment.
PAT Number	Pending Accounting Transaction number - the primary FMS reference number.
Personal Property Management	A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process all requisitions for goods from Federal Agencies and equipment requests. In addition, they maintain the inventory of Warehouse stocked items and all equipment (CMRs) at the facilities they support.
PPM	Personal Property Management, now referred to at most sites as Acquisition and MatMYTOWNl Management Service.
Procurement Request Cards	VA Form 10-7142. Used to order items repetitively.
Program Code	Accounting element that identifies the VA initiative or program that the purchase will support.
Prompt Payment Terms	The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods).
Purchase Card	A card, similar to a credit card, which Purchase Card Users use to make purchases. Purchase Cards are not credit cards but debit cards that spend money out of a deposited balance of VA funds.

Term	Definition / Discussion
Purchase Card Coordinator	A person authorized by a VA station to monitor and resolves delinquent purchase card orders, help VA services record, edit and approve purchase card orders in a timely manner, assign purchase cards to IFCAP users, and monitor the purchase card expenses of VAMC services.
Purchase Card Orders	Orders funded by a purchase card.
Purchase Card User	A person who uses a purchase card. Purchase Card Users are responsible for reporting their purchase card orders in IFCAP.
Purchase History Add (PHA)	Information about purchase orders which is automatically sent to Austin for archiving. This same transaction is also used to send a PO for EDI processing.
Purchase Order	A government document authorizing the purchase of the goods or services at the terms indicated.
Purchase Order Acknowledgment	Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered).
Purchase Order Status	The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.).
Purchasing Agents	A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors.
Quarterly Report	A Control Point listing of all transactions (Ceilings, Obligations, Adjustments) made to a Control Point's Funds.
Quotation for Bid	Standard Form 18. Used by Purchasing Agents to obtain written bids from vendors.
Receiving Report	Report that Warehouse Clerk creates to record that the warehouse has received an item.
Receiving Report	The VA document used to indicate the quantity and dollar value of the goods being received.

Term	Definition / Discussion
Reconciliation	Comparing two records of a purchase to validate IFCAP records and the records of other systems that share data with IFCAP. For example, Purchase Card Users compare purchase card orders with the 820 Sub allowance Reconciliation from FMS.
Reference Number	Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the: Station Number - Fiscal Year - Quarter - Control Point - 4 digit Sequence Number.
Repetitive (PR Card) Number	See Item Master Number.
Repetitive Item List	A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate requests from the list.
Requestor	See "Control Point Requestor."
Requisition	An order from a Government vendor.
Running Balance	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter.
Section Request	A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official.
Service Balance	The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service.
SF-18	Request for Quotation.
SF-30	Amendment of Solicitation/Modification of Contract.
Short Description	A phrase that describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM).

Term	Definition / Discussion
Site Parameters	Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file.
Sort Group	An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests.
Sort Order	The order in which the budget categories will appear on the budget distribution reports.
Special Remarks	A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order.
Stacked Documents	The POs, RRs, and 358s that are sent electronically to Fiscal and stored in a file rather than being printed immediately.
Status of Funds	Fiscal's on-line status report of the monies available to a Control Point. FMS updates this information automatically.
Sub-control Point	A specific budget within a Control Point, defined by a Control Point user.
Sub-cost Center	A subcategory of Cost Center. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.
Tasked Job	A job, usually a printout, which has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them.
TDA	See "Transfer of Disbursing Authority."
Total Authorizations	The total amount of the authorizations created for the 1358 obligation.
Total Liquidations	The total amount of the liquidation against the 1358 obligation.
Transaction Number	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide). It consists of the Station Number - Fiscal Year - Quarter - Control Point - Sequence Number.

Term	Definition / Discussion
Transmission Number	A sequential number given to a data string when it is transmitted to the Austin DPC; used for tracking message traffic.
Type Code	A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order.
Vendor file	An IFCAP file of 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.
Vendor ID Number	The ID number assigned to a vendor by FMS.
VRQ	FMS Vendor Request document. When users send vendor information to FMS, FMS sends a VRQ document to IFCAP with the vendor information, ensuring that the information in the IFCAP vendor file matches the information in the FMS vendor table.

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