EQUIPMENT/TURN-IN REQUEST TECHNICAL MANUAL

Version 1.0
June 1996

Information Resource Management Field Office
Washington, DC
PREFACE

PURPOSE OF THE TECHNICAL MANUAL

The Technical Manual contains information to assist programmers, site managers and IRM technical personnel in operating, maintaining and troubleshooting Equipment/Turn-In Request Module V.1.0 software. The Equipment/Turn-In Request Module is meant to be used to track equipment that is to be turned in and to follow the progress of equipment requests prior to their purchase.

This manual is included among the following mandatory components of DHCP software documentation:
  Technical Manual
  Package Security Guide
  Installation Guide/Release Notes (combined or separate documents)
  User Manual

REFERENCE NUMBERING SYSTEM

This document uses a paragraph numbering system that helps the reader understand how the sections of the document relate to each other. For example, suppose this paragraph was section 1.3. Under the numbering system, this paragraph would be the main paragraph for the third section of Chapter 1. If there were two subsections to this section, they would be numbered sections 1.3.1 and 1.3.2. A paragraph numbered 1.3.5.4.7 would be the seventh subsection of the fourth subsection of the fifth subsection of the third subsection of Chapter 1.
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June 1996

Equipment/Turn-In Request Version 1.0

Technical Manual
## Revision History

Initiated on 12/29/04

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<th>Description (Patch # if appl.)</th>
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<th>Technical Writer</th>
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<td>REDACTED</td>
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<tr>
<td>12/29/04</td>
<td>Pdf file checked for accessibility to readers with disabilities.</td>
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CHAPTER 1 INTRODUCTION

1.1 Overview

The Equipment Request/Turn-In Module Version 1.0, will provide support to a variety of administrative activities in your medical center concerning your non-expendable equipment requests and any equipment turn-ins.

Functionally, the Equipment/Turn-In module has several organizational elements that use different components of the software.

- Requestor
- Consolidated Memorandum of Receipt (CMR)
- Personal Property Manager (PPM)
- Engineering
- Other Concurring Officials
- Equipment committee
- Warehouse

Each organizational element has a different function with some overlapping components. Each of these elements interact and rely upon each other for the smooth flow and completion of equipment requests and turn-ins.

1.2 Electronic Signature

A primary security feature involves the use of electronic signatures. Individuals in the process, who need to have authority to approve actions, should have the ability to enter and edit their own Electronic Signature Code. This code may be required before a transaction (request) can pass on to the next level.
Introduction
CHAPTER 2 IMPLEMENTATION AND MAINTENANCE

2.1 Operating Specifics

This section addresses specific information that is needed to run this module.

2.1.1 Sizing Information

^PRCS (410) - 1 block per entry (2237 Request)
^PRCN(413) - 2 blocks per entry (Equipment Request)
^PRCN(413.1) - 2 blocks per entry (Turn-In Request)

2.2 Global Journaling

It is recommended that the PRCN global be journaled.

2.3 Translation Tables

The PRCN global is created when loading as a virgin install. PRCN should be
defined with access privileges; RWD for System, World, Group and UCI, using
%GLOMAN for DSM and %GCH for MSM. This should be the same access level as
the Engineering and IFCAP globals. This global contains all the Equipment/Turn-
In Request files used in the package
Implentation and Maintenance
CHAPTER 3 ROUTINE DESCRIPTIONS

3.1 Overview

The Equipment/Turn-In Request routines use the PRCN namespace.

3.2 List of Routines

The following routines exported with the Equipment/Turn-In Request Module Version 1.0, are listed below with briefly described functional summaries.

PRCN2237
This routine is used to create 2237’s from those requests that were approved and funded by the Equipment Committee.

PRCNCMR
This routine is used by the CMR Responsible Official to review and/or edit a equipment request.

PRCNCMRP
This routine is used by the CMR Responsible Official to assign a priority for approved equipment requests.

PRCNCNCL
This routine is used to cancel equipment requests and any associated turn-in requests.

PRCNCOST
This routine prints the Display Cost Report.

PRCNDISP
This routine is used to select and display any transaction.

PRCNENG
This routine is used by the Engineering Department. Another function of this program is to determine the room and space for the location display.

PRCNEQA1
This routine is used to approve multiple requests by rank and generate a 2237.

PRCNEQAP
This routine is used to process Equipment Committee decisions concerning equipment requests.
Routine Descriptions

PRCNEQS
This routine is used by the Equipment Committee to split equipment requests.

PRCNFAP
This routine is used to check for FAP capitalization and checks to see if a FA or FD code sheet has been produced.

PRCNHLP
This routine is a special executable help program for contracts by a selected vendor.

PRCNLID
This routine is used to display line items.

PRCNMESG
This routine is used to build specialized mail messages and send them to the appropriate users.

PRCNOTHR
This routine is used to process other approvals needed during the request process by other designated Concurring Officials.

PRCNPEDT
This routine is used by the PPM to edit requests.

PRCNPPM
This routine is used by the Personal Property Manager (PPM) to process and complete equipment request information.

PRCNPR2
This routine is used to print fields based on their field type.

PRCNPRNT
This routine is used to display a request.

PRCNPROJ
This routine is used to display special help for projects.
Routine Descriptions

PRCNPURG
This routine is used to purge completed or cancelled requests.

PRCNREQE
This routine is used to edit a equipment request.

PRCNREQN
This routine is used to enter a new equipment request.

PRCNREQQ
This routine is used to process changes in the line item quantity.

PRCNRNK
This routine is used to rank the equipment requests by the PPM.

PRCNRPT
This routine is used to print some reports.

PRCNRSMT
This routine is used to resubmit a request.

PRCNSSRP
This routine is used to print the Service Priority report.

PRCNSPL
This routine is used to split an equipment request transaction.

PRCNSTAT
This routine is used to print the Request Status Report.

PRCNTICM
This routine is used by the CMR Responsible Official to review and approve a turn-in request.

PRCNTICN
This routine is used to cancel a turn-in request and associated equipment request.

PRCNTIED
This routine is used to edit a turn-in request.

PRCNTIPP
This routine is used by the Personal Property Manager (PPM) to review and complete a turn-in request.
Routine Descriptions

PRCNTIPR
This routine is used to display a turn-in request.

PRCNTIRQ
This routine is used to enter a new turn-in request.

PRCNTIWH
This routine is used to notify the Warehouse of a turn-in to be picked up and for the Warehouse manager to assign the pick-up to a worker, and to sign when it has been picked up.

PRCNUUTL
This routine is used for general utility functions.

PRCNUUTL1
This routine is used for general utility functions.
CHAPTER 4 FILE LIST

4.1 Overview

This section of the Equipment/Turn-In Request Version 1.0, Technical Manual, provides a listing of all Equipment/Turn-In Request files with their associated VA FileMan security access, and brief descriptions of the type of data stored there.

4.2 File List (By Number)

Warning: Do NOT use VA FileMan to edit any of the files directly! Using FileMan will compromise system integrity. Use the menu options.

413 EQUIPMENT REQUEST
This is the main file containing all non-expendable equipment requests.

413.1 TURN-IN REQUEST
This file contains all the turn-in equipment requests, both those requests that are for replacement equipment and those requests that are for excess equipment.

413.2 EQUIPMENT COMMITTEE
This file contains the members of the Equipment Committee who will meet to decide the fate of non-expendable equipment requests.

413.3 CONCURRING OFFICIALS
This file contains a list of users most frequently used as concurring officials to review, and approve non-expendable equipment requests.

413.4 SPECIAL HANDLING CODES
This file contains the types of codes for items that may need special handling when ordered.

413.5 NX STATUS
This file maintains all statuses needed for the equipment and turn-in request process.

413.7 COUNTER
This file is used to produce the temporary transaction numbers for both equipment requests and turn-in requests.
4.3 File Protection

The Equipment/Turn-In Request Version 1.0, package files contain files that are nationally controlled, and generally carry a high level of file protection with regard to Delete, Read, Write, and Laygo access, and local data files which do allow Delete, Read, Write, and Laygo access. The data dictionaries for any Equipment/Turn-In file should NOT be altered.

The package has eight (8) levels of VA FileManager, file protection enabled on its files.

1. None - where no special security is enabled
2. # - Site Manager access
3. @ - Programmer access to files
4. % - Delete Access
5. [ - READ Access
6. ] - WRITE Access
7. $ - LAYGO Access
8. ^ - Cannot be accessed at all

4.4 Files with Security Access

<table>
<thead>
<tr>
<th>NAME</th>
<th>NUMBER</th>
<th>DD ACCESS</th>
<th>RD ACCESS</th>
<th>WR ACCESS</th>
<th>DEL ACCESS</th>
<th>LAYGO ACCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUIPMENT REQUEST</td>
<td>413</td>
<td>@</td>
<td>[</td>
<td>]</td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td>TURN-IN REQUEST</td>
<td>413.1</td>
<td>@</td>
<td>[</td>
<td>]</td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td>EQUIPMENT COMMITTEE</td>
<td>413.2</td>
<td>@</td>
<td>[</td>
<td>]</td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td>CONCURRING OFFICIALS</td>
<td>413.3</td>
<td>@</td>
<td>[</td>
<td>]</td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td>SPECIAL HANDLING CODES</td>
<td>413.4</td>
<td>@</td>
<td>[</td>
<td>]</td>
<td>@</td>
<td>@</td>
</tr>
<tr>
<td>NX STATUS</td>
<td>413.5</td>
<td>@</td>
<td>[</td>
<td>]</td>
<td>@</td>
<td>@</td>
</tr>
<tr>
<td>COUNTER</td>
<td>413.7</td>
<td>@</td>
<td>[</td>
<td>]</td>
<td>@</td>
<td>@</td>
</tr>
</tbody>
</table>
CHAPTER 5 EXPORTED OPTIONS

5.1 Menu Structure and Option Definitions

The following chart displays the exported Equipment/Turn-In Request Version 1.0, options listed by primary menu with associated Security Keys that are to be assigned to particular users.

5.2 Assigning Menus and Security Keys to Users

You will probably want to review the menus and security keys currently assigned to users. The following table shows the menus and associated security keys to be assigned to each type of user.

**Equipment Request Menus**

<table>
<thead>
<tr>
<th>User</th>
<th>Menu Text (seen by user)</th>
<th>Name (used by computer)</th>
<th>Associated Security key(s)</th>
<th>Electronic Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor</td>
<td>Equipment Request Menu</td>
<td>PRCN NX MENU</td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>CMR Official</td>
<td>CMR Official Menu</td>
<td>PRCN NX CMR MENU</td>
<td>PRCNCMR</td>
<td>YES</td>
</tr>
<tr>
<td>Personal Property Manager</td>
<td>PPM Menu</td>
<td>PRCN NX PPM MENU</td>
<td>PRCNPPM PRCNRNK</td>
<td>YES</td>
</tr>
<tr>
<td>Engineering</td>
<td>Engineering Equipment Request Menu</td>
<td>PRCN NX ENG MENU</td>
<td>PRCNEN</td>
<td>YES</td>
</tr>
<tr>
<td>Concurring Officials</td>
<td>Equipment Concurring Official Menu</td>
<td>PRCN NX CONC MENU</td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>Equipment Committee Members</td>
<td>Equipment Committee Menu</td>
<td>PRCN NX EQ COMM</td>
<td>PRCNEQP PRCNRNK</td>
<td>NO</td>
</tr>
</tbody>
</table>
Turn-In Menus

<table>
<thead>
<tr>
<th>User</th>
<th>Menu Text (seen by user)</th>
<th>Name (used by computer)</th>
<th>Associated Security key(s)</th>
<th>Electronic Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor</td>
<td>Process Turn-Ins Menu</td>
<td>PRCN TURN MENU</td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>CMR Official</td>
<td>Process Turn-Ins Menu</td>
<td>PRCN TURN MENU</td>
<td>PRCNCMR</td>
<td>YES</td>
</tr>
<tr>
<td>Personal Property Manager</td>
<td>Process Turn-In Request</td>
<td>PRCN TURN PPM</td>
<td>PRCNPMP</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Disposition Turn-in Request</td>
<td>PRCN TURN DISP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse</td>
<td>Process Turn-in Request</td>
<td>PRCN TURN WHSE</td>
<td>PRCNWHSE</td>
<td>YES</td>
</tr>
</tbody>
</table>

Please note that these are only suggested menus. Individual menus may be customized, provided the appropriate security keys and electronic signature authority have also been included.

5.3 Option List by Name

Name: PRCN NX CANCEL
Type: Run Routine    Routine: EN^PRCNCNCL
Lock:
Entry Action: D REQ^PRCNCNCL
Exit Action: Menu Text: Cancel Equipment Request
Description: This option allows the requestor to cancel the equipment requests that they entered.

Name: PRCN NX CMR APP
Type: Run Routine    Routine: PRCNCMR
Lock: PRCNCMR
Entry Action:
Exit Action: Menu Text: Approve Equipment Requests (CMR Official)
Description: This option is used by the CMR Official to review and approve equipment requests that have been completed by the requestor.
Exported Options

Name: PRCN NX CMR DISPLAY
Type: Run Routine Routine: CMR^PRCN_DISP
Lock: PRCNCMR
Entry Action:
Exit Action:
Menu Text: Display/Print Equipment Request (CMR)
Description: This option allows the CMR to display to screen or print equipment requests.

Name: PRCN NX CMR MENU
Type: Menu Routine:
Lock: PRCNCMR
Entry Action: S PRCNCMF=1
Exit Action: K STA,PRCNCMF
Header: S STA=3 D EMSG^PRCNUTL S STA=45 D EMSG^PRCNUTL,TMSG^PRCNUTL
Menu Text: CMR Official Equipment Request Menu
Description: This is the top level master menu for the CMR Official.
Menu:
  Enter New Equipment Request PRCN NX NEW
  Edit Equipment Request PRCN NX EDIT
  Cancel Equipment Request PRCN NX CANCEL
  Request Status Report PRCN NX CMR STATUS
  Display/Print Equipment Request (CMR) PRCN NX CMR DISPLAY
  Approve Equipment Requests (CMR Official) PRCN NX CMR APP
  Resubmit Request (CMR) PRCN NX CMR RESUBMIT
  Process Equipment Turn-Ins Menu ... PRCN TURN MENU

Name: PRCN NX CMR RESUBMIT
Type: Run Routine Routine: EN^PRCNRSMT
Lock: PRCNCMR
Enter Action: S PRCNCMF=1
Exit Action: K PRCNCMF
Menu Text: Resubmit Request (CMR)
Description: This option allows the responsible CMR Official to resubmit transactions with a particular status.

Name: PRCN NX CMR STATUS
Type: Run Routine Routine: CMR^PRCNSTAT
Lock: PRCNCMR
Entry Action:
Exit Action:
Menu Text: Request Status Report
Description: This option will print the status of all requests pertaining to this person’s CMR responsibilities.
Exported Options

Name: PRCN NX CONC MENU  
Type: Menu  
Routine:  
Lock:  
Entry Action: S STA=9 D EMSG^PRCNUTL  
Exit Action:  
Header:  
Menu Text: Equipment Concurring Official Menu  
Description: This menu option is to be assigned to those individuals who may act as concurring officials for equipment requests.

Menu:

Review Equipment Requests (Concurring Official) PRCN NX CONCUR

Name: PRCN NX CONCUR  
Type: Run Routine  
Routine: CON^PRCNOTHR  
Entry Action:  
Exit Action:  
Menu Text: Review Equipment Requests (Concurring Official)  
Description: This menu option should be assigned to persons who may be asked to serve as Concurring Official. This is the main option to review and approve equipment requests.

Name: PRCN NX CONTROLLED ITEM  
Type: Print  
Routine:  
Entry Action:  
Exit Action: I IOT="TRM" W !!,"Press RETURN to continue..." R C:DTIMEDIC {DIP}: PRCN(413, L: 0  
FLDS: [PRCNCONT] FR: ,  
TO: ,  
DIS(0): I $D(^PRCN(413,D0,4)),${P(^4),U,2}="Y"  
Menu Text: Controlled Equipment Report  
Description: This report prints those requests that have been designated as containing controlled items.

Name: PRCN NX DISPLAY  
Type: Run Routine  
Routine: PRCNPRNT  
Lock:  
Entry Action: S DIC("S")="I ${P(^0),U,2}=DUZ"  
Exit Action: K DIC  
Menu Text: Display/Print Equipment Requests (Requestor)  
Description: This option allows the requestor to view equipment requests to the screen or print them.
Exported Options

Name: PRCN NX EDIT
Type: Run Routine
Routine: EN^PRCNREQE
Lock:

Entry Action:
Exit Action:
Menu Text: Edit Equipment Request
Description: This option allows the user to review and edit their equipment request, as long as the CMR Official has not yet approved it.

Name: PRCN NX ENG
Type: Run Routine
Routine: PRCNENG
Lock: PRCNEN
Entry Action:
Exit Action:
Menu Text: Approve Equipment Request (Engineering)
Description: This option should be assigned to those Engineering personnel who may need to complete important information about equipment requests.

Name: PRCN NX ENG MENU
Type: Menu
Routine:
Lock: PRCNEN
Entry Action: F STA=8,26,30 D EMSG^PRCNUTL
Exit Action:
Header:
Menu Text: Engineering Equipment Request Menu
Description: This menu option is the man menu option for Engineering personnel who may review and process non-expendable equipment requests.

Menu:

Approve Equipment Request (Engineering) PRCN NX ENG

Name: PRCN NX EQ COMM APPROVE
Type: Run Routine
Routine: EN^PRCNEQAP
Lock: PRCNEQP
Entry Action:
Exit Action:
Menu Text: Process Equip Committee Decisions
Description: This menu option is to be assigned to either an Equipment Committee member or to the PPM to process the decisions of the Equipment Committee. After the Equipment Committee has reviewed equipment requests, their decisions must be entered.
Exported Options

Name: PRCN NX EQ COMM COST
Type: Run Routine
Routine: PRCNCOST
Lock: PRCNEQP
Entry Action:
Exit Action:
Menu Text: Equipment Request Summary Report
Description: This report is a summary of all associated costs with an equipment request that are being considered by the Equipment Committee.

Name: PRCN NX EQ COMM MENU
Type: Menu
Routine:
Lock: PRCNEQP
Entry Action: S STA=31 D EMSG^PRCNUTL K STA
Exit Action:
Menu Text: Equipment Committee Menu
Description: This top level menu may be assigned to individuals serving on the Equipment Committee. It may be assigned to the Personal Property Manager (PPM) instead of individual Equipment Committee members.

Menu:
  Rank Equipment Requests  PRCN NX EQ RANK
  Outstanding Equipment Request Report  PRCN NX OUTSTAND REPORT
  Equipment Request Summary Report  PRCN NX EQ COMM COST
  Process Equip Committee Decisions  PRCN NX EQ COMM APPROVE
  Service Priority Report  PRCN NX SERVICE REPORT

Name: PRCN NX EQ RANK
Type: Run Routine
Routine: PRCNRNK
Lock: PRCNRNK
Entry Action:
Exit Action:
Menu Text: Rank Equipment Requests
Description: This option may be assigned to a designated Equipment Committee member or to the PPM to review and rank requests prior to the Committee review.

Name: PRCN NX MENU
Type: Menu
Routine:
Lock:
Entry Action:
Exit Action:
Menu Text: Equipment Request Menu (Requestor)
Description: This is the main menu for the requestor.
Menu:

- Enter New Equipment Request
- Edit Equipment Request
- Cancel Equipment Request
- Request Status Report
- Display/Print Equipment Request
- Split Equipment Request
- Resubmit Equipment Requests
- Process Equipment Turn-Ins Menu

Name: PRCN NX NEW
Type: Run Routine
Routine: EN^PRCNREQN
Lock:
Entry Action:
Exit Action:
Menu Text: Enter New Equipment Request
Description: This option is to allow a user to enter a new equipment request for processing.

Name: PRCN NX OUTSTAND REPORT
Type: Print
Routine:
Lock:
Entry Action:
Exit Action: I IOT="TRM" W !,"Press RETURN to continue...” R C:DTIME
DIC {DIP}: PRCN(413, L.: 0
FLDS: [PRCNBRIE] BY: [PRCNSRPR]
DIS(0): I $P(^PRCN(413,D0,0),U,7)=31!($P(^0),U,7)=10
Menu Text: Outstanding Equipment Request Report
Description: This report prints a list of requests by service and priority that have not been processed yet.
Exported Options

Name: PRCN NX PPM
Type: Run Routine
Routine: PRCNPPM
Lock: PRCNPPM
Entry Action: 
Exit Action: 
Menu Text: Review Equipment Requests (PPM)
Description: This option is for the PPM to review and complete the equipment request before going on to the Equipment Committee.

Name: PRCN NX PPM 2237
Type: Run Routine
Routine: EN^PRCN2237
Lock: PRCNPPM
Entry Action: 
Exit Action: 
Menu Text: Create 2237 (PPM)
Description: This option is used to create 2237s from equipment requests that have been approved and funded by the Equipment Committee.

Name: PRCN NX PPM CANCEL
Type: Run Routine
Routine: EN^PRCNCNCL
Lock: PRCNPPM
Entry Action: D PPM^PRCNCNCL
Exit Action: 
Menu Text: Cancel Equipment Requests
Description: This option allows the PPM to cancel any request except for those that have a 2237 created, a Purchase Order created or Equipment has been received status.

Name: PRCN NX PPM DISPLAY
Type: Run Routine
Routine: PRT^PRCNDISP
Lock: PRCNPPM
Entry Action: 
Exit Action: 
Menu Text: Display/Print Equipment Requests (PPM)
Description: This option should be used by the Personal Property Manager (PPM) to display to screen or print equipment requests.
Exported Options

Name: PRCN NX PPM EDIT
Type: Run Routine
Routine: RRV^PRCNPEDT
Lock: PRCNPPM
Entry Action:
Exit Action:
Menu Text: Edit Equipment Requests (PPM)
Description: This menu option allows the PPM to edit any information (other than Engineering) if needed.

Name: PRCN NX PPM MENU
Type: Menu
Routine:
Lock: PRCNPPM
Entry Action:
Exit Action:
Header: D MESG^PRCNPPM
Menu Text: Equipment Request Menu (PPM)
Description: This is the main menu for the Personal Property Manager (PPM).
Menu:
- Review Equipment Requests (PPM) PRCN NX PPM
- Edit Equipment Requests (PPM) PRCN NX PPM EDIT
- Cancel Equipment Request PRCN NX PPM CANCEL
- Request Status Report PRCN NX EQ RANK
- Create 2237 (PPM) PRCN NX PPM 2237
- Display/Print Equipment Requests (PPM) PRCN NX PPM DISPLAY
- Equipment Request Reports Menu ... PRCN REPORTS
- Process Equipment Turn-Ins Menu ... PRCN TURN MENU

Name: PRCN NX PPM STATUS
Type: Run Routine
Routine: PPM^PRCNSTAT
Lock: PRCNPPM
Entry Action:
Exit Action:
Menu Text: Equipment Request Status Report (PPM)
Description: This report is for the Personal Property Manager to list all equipment requests and their current status.
Exported Options

Name: PRCN NX RESUBMIT  
Type: Run Routine  
Routine: EN^PRCNRSMT
Lock: 
Entry Action: 
Exit Action: 
Menu Text: Resubmit Equipment Requests
Description: This option is to allow requestors to resubmit directly to the Equipment Committee those equipment requests that were deferred. Since the request has already passed all steps, it is not necessary for it to go back through the process.

Name: PRCN NX SERVICE REPORT  
Type: Run Routine  
Routine: EN^PRCNSERP
Lock: PRCNPPM
Entry Action: 
Exit Action: I IOT="TRM" W !!,”Press RETURN to continue...” R C:DTIME
Menu Text: Service Priority Report
Description: This report is to list for the Equipment Committee or designated surrogate, the priorities of requests by Service.

Name: PRCN NX SPLIT  
Type: Run Routine  
Routine: PRCNSPL
Lock: 
Entry Action: 
Exit Action: 
Menu Text: Split Equipment Request
Description: This option allows the requestor to split requests if they have been returned.

Name: PRCN NX STATUS  
Type: Run Routine  
Routine: USR^PRCNSTAT
Lock: 
Entry Action: 
Exit Action: 
Menu Text: Request Status Report
Description: This option allows the user to print a report that lists the status of that user's particular requests.
Exported Options

Name: PRCN NX TURN BY CMR
Type: Print Routine: CMR^PRCNRPT
Lock:
Entry Action:
Exit Action: R:IOT="TRM" !,"Press RETURN to continue...", C:DTIME
Menu Text: Turn-In Status by CMR Official Report
Description: This report prints the status of turn-in requests by CMR Official.

Name: PRCN NX TURN BY SERVICE
Type: Print Routine: SER^PRCNRPT
Lock:
Entry Action:
Exit Action: R:IOT="TRM" !,"Press RETURN to continue...", C:DTIME
Menu Text: Turn-In Status by Service Report
Description: This report prints the status of turn-ins by service.

Name: PRCN NX TURN BY STATUS
Type: Print Routine:
Lock:
Entry Action:
Exit Action: R:IOT="TRM" !,"Press RETURN to continue...", C:DTIME
DIC {DIP}: PRCN(413.1, L.: 0
FLDS: [PRCNTIST] BY: 6
FR: , TO: ,
Menu Text: Turn-In Status Report
Description: This report prints the status of turn-ins sorted by status.

Name: PRCN NX TURN BY TRANS
Type: Print Routine:
Lock:
Entry Action:
Exit Action: R:IOT="TRM" !,"Press RETURN to continue...", C:DTIME
DIC {DIP}: PRCN(413.1, L.: 0
FLDS: [PRCNTIST] BY: .01
FR: , TO: ,
Menu Text: Turn-In Status by Transaction Number Report
Description: This report prints the status of turn-ins sorted by transaction number.
Exported Options

Name: PRCN REPORTS
Type: Menu
Routine:
Lock:
Entry Action:
Exit Action:
Menu Text: Equipment Request Reports Menu
Description: This is the main reports menu for the Equipment Request Module.
Menu:

<table>
<thead>
<tr>
<th>Menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlled Item Report</td>
<td>PRCN NX CONTROLLED ITEM</td>
</tr>
<tr>
<td>Turn-In Status by CMR Report</td>
<td>PRCN NX TURN BY CMR</td>
</tr>
<tr>
<td>Turn-In Status by Service Report</td>
<td>PRCN NX TURN BY SERVICE</td>
</tr>
<tr>
<td>Turn-In Status Report</td>
<td>PRCN NX TURN BY STATUS</td>
</tr>
<tr>
<td>Turn-In Status by Transaction # Report</td>
<td>PRCN NX TURN BY TRANS</td>
</tr>
<tr>
<td>Request Status Report</td>
<td>PRCN NX STATUS</td>
</tr>
</tbody>
</table>

Name: PRCN TURN CANCEL
Type: Run Routine
Routine: PRCNTICN
Lock:
Entry Action:
Exit Action:
Menu Text: Cancel Turn-In Request
Description: This option should be used by the requestor to cancel a turn-in request.

Name: PRCN TURN CMR APP
Type: Run Routine
Routine: PRCNTICM
Lock: PRCNCMR
Entry Action:
Exit Action:
Menu Text: Approve Equipment Turn-In Request (CMR)
Description: This option is for the CMR Responsible Official to approve the equipment turn-in request.

Name: PRCN TURN DISP
Type: Run Routine
Routine: SELECT^PRCNTIPP
Lock: PRCNPPM
Entry Action: S PRCNUSR=2
Exit Action:
Menu Text: Final Turn-In Request Disposition (PPM)
Description: This option is for the PPM to finalize and complete equipment turn-in requests.
Exported Options

Name: PRCN TURN EDIT
Type: Run Routine Routine: PRCNTIED
Lock:
Entry Action:
Exit Action:
Menu Text: Edit Equipment Turn-In Request
Description: This option allows the requestor to make any modifications to the equipment turn-in request.

Name: PRCN TURN ENTER
Type: Run Routine Routine: PRCNTIRQ
Lock:
Entry Action:
Exit Action:
Menu Text: Enter Equipment Turn-In Request
Description: This option allows the user to enter equipment turn-in requests.

Name: PRCN TURN MENU
Type: Menu Routine:
Lock:
Entry Action:
Exit Action:
Menu Text: Process Equipment Turn-Ins Menu
Description: This is the top level option for processing equipment turn-in requests.
Menu:

- Enter Equipment Turn-In Request PRCN TURN ENTER
- Edit Equipment Turn-In Request PRCN TURN EDIT
- Cancel Turn-In Request PRCN TURN CANCEL
- Approve Equipment Turn-In Request (CMR) PRCN TURN CMR APP
- Process Equipment Turn-In Request (PPM) PRCN TURN PPM
- Final Turn-In Request Disposition (PPM) PRCN TURN DISP
- Display/Print Turn-In Request PRCN TURN PRINT
- Edit Turn-In Transaction (PPM) PRNC TURN PPM EDIT

Name: PRCN TURN PPM
Type: Run Routine Routine: SELECT^PRCNTIPP
Lock: PRCNPPM
Entry Action: S PRCNUSR=1
Exit Action:
Menu Text: Process Equipment Turn-In Request (PPM)
Description: This option is for the PPM to process the equipment turn-in request.
Exported Options

Name: PRCN TURN PPM EDIT
Type: Run Routine Routine: TRV^PRCNPEDT
Lock: PRCNPPM
Entry Action: S PRCNUSR=1
Exit Action:
Menu Text: Edit Turn-In Transaction (PPM)
Description: This menu option allows the PPM to edit a turn-in transaction.

Name: PRCN TURN PRINT
Type: Run Routine Routine: EN^PRCNTIPR
Lock: Entry Action: D UCK^PRCNUTL1
Exit Action: K DIC(“S”) I IOT=“TRM” W !!,”Press return to continue: “ R C:DTIME
Menu Text: Display/Print Turn-In Request
Description: This option allows the user to display a turn-in request to the screen or print to a device.

Name: PRCN TURN WHSE
Type: Run Routine Routine: EN^PRCNTIWH
Lock: PRCHWHSE
Entry Action:
Exit Action:
Menu Text: Process Equipment Turn-In Requests (Warehouse)
Description: This option is for the warehouse to process equipment turn-in request.

Name: PRCN TURN WHSE MENU
Type: Menu Routine:
Lock:
Entry Action: S STA=22 D TMSG^PRCNUTL
Exit Action:
Header:
Menu Text: Warehouse Turn-In Menu
Description: This menu option is to be assigned to the Warehouse users for turn-ins.
Menu:
  Process Equipment Turn-In Requests (Warehouse) PRCN TURN WHSE
  Display/Print Turn-In Request PRCN TURN PRINT
Exported Options

Name: PRCNPURGE
Type: Run Routine
Routine: PRCNPURG
Lock:
Entry Action:
Exit Action:
TIMES PROHIBITED: 0700-1700
DAYS PROHIBITED: MO-FR
Menu Text: Purge Equipment and Turn-In Requests
Description: This option is a TaskMan process to purge completed and cancelled equipment and turn-in requests.

5.4 Option List (by Menu)

5.4.1 Menu Diagram for PRCN NX MENU

Equipment Request Menu (Requestor)
  Enter New Equipment Request
  Edit Equipment Request
  Cancel Equipment Request
  Request Status Report
  Process Turn-Ins Menu
    Enter Equipment Turn-In Request
    Edit Equipment Turn-In Request
    Cancel Turn-In Request
    Display/Print Turn-In Request
    Approve Equipment Turn-In Request (CMR)
    Process Equipment Turn-In Request (PPM)
    Final Turn-In Request Disposition (PPM)
    Edit Turn-In Transaction (PPM)
  Resubmit Equipment Requests
  Split Equipment Requests
  Display/Print Equipment Requests (Requestor)
5.4.2 Menu Diagram for PRCN NX CMR MENU

CMR Official Equipment Request Menu
   Enter New Equipment Request
   Edit Equipment Request
   Cancel Equipment Request
   Request Status Report
   Display/Print Equipment Request (CMR)
   Approve Equipment Requests (CMR)
   Resubmit Request (CMR)
Process Turn-Ins Menu
   Enter Equipment Turn-In Request
   Edit Equipment Turn-In Request
   Cancel Turn-In Request
   Display/Print Turn-In Request
   Approve Equipment Turn-In Request (CMR)
   Process Equipment Turn-In Request (PPM)
   Final Turn-In Request Disposition (PPM)
   Edit Turn-In Transaction (PPM)

5.4.3 Menu Diagram for PRCN NX PPM MENU

Equipment Request Menu (PPM)
   Review Equipment Requests (PPM)
   Edit Equipment Requests (PPM)
   Cancel Equipment Requests
   Rank Equipment Requests
   Create 2237 (PPM)
   Display/Print Equipment Requests (PPM)
Equipment Request Reports Menu
   Controlled Equipment Report
   Request Status Report
   Turn-In Status by CMR Official Report
   Turn-In Status by Service Report
   Turn-In Status by Transaction Number Report
   Turn-In Status Report
Process Turn-Ins Menu
   Enter Equipment Turn-In Request
   Edit Equipment Turn-In Request
   Cancel Turn-In Request
   Display/Print Turn-In Request
   Approve Equipment Turn-In Request (CMR)
   Process Equipment Turn-In Request (PPM)
   Final Turn-In Request Disposition (PPM)
   Edit Turn-In Transaction (PPM)
5.4.4 Menu Diagram for PRCN NX EQ COMM MENU

Equipment Committee Menu
  Rank Equipment Requests
  Equipment Request Summary Report
  Outstanding Equipment Requests Report
  Process Equipment Committee Decisions
  Service Priority Report

5.4.5 Menu Diagram for PRCN NX ENG MENU

Engineering Equipment Request Menu
  Approve Equipment Request

5.4.6 Menu Diagram for PRCN NX CONCUR MENU

Equipment Concurring Official Menu
  Review Equipment Requests

5.4.7 Menu Diagram for PRCNTURN WHSE MENU

Warehouse Turn-In Menu
  Process Equipment Turn-In Request
  Display/Print Turn-In Request
Exported Options
CHAPTER 6 CROSS REFERENCES

EQUIPMENT REQUEST - File 413

(413,.01) TRANSACTION NUMBER 0;1

Xref 1: 413^B
Set: S ^PRCN(413,"B",$E(X,1,30),DA)=""
Kill: K ^PRCN(413,"B",$E(X,1,30),DA)
Desc: This cross-reference is by the generated transaction number.

(413,2) REQUESTING SERVICE 0;3

Xref 1: 413^AE
Set: S ^PRCN(413,"AE",$E(X,1,30),DA)=""
Kill: K ^PRCN(413,"AE",$E(X,1,30),DA)
Desc: This cross-reference is by the requesting service for report usage.

(413,4.5) CMR 0;16

Xref 1: TRIGGER^413^5
Create: S X=$P(^ENG(6914.1,X,0),U,2)
Delete: NO EFFECT
Field #5
Desc: This triggers the CMR Official when selecting a particular CMR.

(413,5) CMR RESPONSIBLE OFFICIAL 0;6

Xref 1: 413^AD
Set: S ^PRCN(413,"AD",$E(X,1,30),DA)=""
Kill: K ^PRCN(413,"AD",$E(X,1,30),DA)
Desc: This is a cross-reference by the CMR responsible official.

(413,6) REQUEST STATUS 0;7

Xref 1: 413^AC
Set: S ^PRCN(413,"AC",$E(X,1,30),DA)=""
Kill: K ^PRCN(413,"AC",$E(X,1,30),DA)
Desc: This is a cross-reference by request status.
Cross References

(413,15) LINE ITEM 1;0 (Multiple)
(413.015,.01) LINE ITEM NUMBER 0;1

Xref 1: 413.015^B
Set: S ^PRCN(413,DA(1),1,"B",$E(X,1,30),DA)=""
Kill: K ^PRCN(413,DA(1),1,"B",$E(X,1,30),DA)
Desc: This cross-reference is by the Line Item Number.

(413,28) UTILITIES REQUIRED 3;0 (Multiple)
(413.028,.01) UTILITIES REQUIRED 0;1

Xref 1: 413.028^B
Set: S ^PRCN(413,DA(1),3,"B",$E(X,1,30),DA)=""
Kill: K ^PRCN(413,DA(1),3,"B",$E(X,1,30),DA)
Desc: This cross-reference is by utility.

(413,30) SERVICE CONTACT 2;14

Xref 1: TRIGGER^413^31
Create: S X=$P($G(^VA(200,X,.13)),U,2)
Delete: @
Field: #31
Desc: The Service Contact phone field is triggered from the Office Phone field in the New Person file (.132).

(413,34) CMR PRIORITY 2;18

Xref 1: 413^P^MUMPS
Set: S SK=0 D XREF^PRCNCMRP K SK
Kill: S SK=1 D XREF^PRCNCMRP K SK
Desc: This cross-reference sets the priority by the requestor's service so that all requests are ranked by service.

(413,46) CONCURRING OFFICIALS 5;0 (Multiple)
(413.046,.01) CONCURRRRING OFFICIALS 0;1

Xref 1: 413.046^B
Set: S ^PRCN(413,DA(1),5,"B",$E(X,1,30),DA)=""
Kill: K ^PRCN(413,DA(1),5,"B",$E(X,1,30),DA)
Desc: This cross-reference is by concurring official.
Cross References

(413,49) EQUIPMENT COMMITTEE RANKING 6;3

Xref 1: 413^E
Set: S ^PRCN(413,"E",$E(X,1,30),DA)="
Kill: K ^PRCN(413,"E",$E(X,1,30),DA)
Desc: This is the ranking by importance of requests by the Equipment Committee or their designated surrogate.

-----------------------------------------------

TURN-IN REQUEST - File 413.1

(413.1,01) TRANSACTION CODE 0;1

Xref 1: 413.1^B
Set: S ^PRCN(413.1,"B",$E(X,1,30),DA)="
Kill: K ^PRCN(413.1,"B",$E(X,1,30),DA)
Desc: This cross-reference is by the generated transaction number.

(413.1,5) CMR RESPONSIBLE OFFICIAL 0;6

Xref 1: 413.1^AD
Set: S ^PRCN(413.1,"AD",$E(X,1,30),DA)="
Kill: K ^PRCN(413.1,"AD",$E(X,1,30),DA)
Desc: This cross-reference is by the CMR responsible official.

(413.1,6) REQUEST STATUS 0;7

Xref 1: 413.1^AC
Set: S ^PRCN(413.1,"AC",$E(X,1,30),DA)="
Kill: K ^PRCN(413.1,"AC",$E(X,1,30),DA)
Desc: This cross-reference is by request status.

(413.1,15) CMR 0;16

Xref 1: TRIGGER^413.1^5
Create: S X=$P(^ENG(6914.1,X,0),U,2)
Delete: NO EFFECT
Field: #5
Desc: This triggers the CMR Official when a particular CMR is entered.
Cross References

(413.1,20) TURN-IN LINE ITEM 1;0  (Multiple)
(413.11,.01) REPLACEMENT ITEM NUMBER 0;1

Xref 1: 413.11^B
Set: S ^PRCN(413.1,DA(1),1,"B",$E(X,1,30),DA)="
Kill: K ^PRCN(413.1,DA(1),1,"B",$E(X,1,30),DA)
Desc: This is the regular cross-reference by line item.

Xref 2: 413.1^AB
Set: S ^PRCN(413.1,"AB",$E(X,1,30),DA(1),DA)="
Kill: K ^PRCN(413.1,"AB",$E(X,1,30),DA(1),DA)
Desc: This cross-reference is used to check to see if an inventoried item already has a turn-in request on file.

Xref 3: TRIGGER^413.11^3
Create: S X=$P(^ENG(6914,X,0),U,2)
Delete: @
Field: #3
Desc: This is triggered from the Equipment Inventory file

(413.11,2) EQUIP REQUEST LINE ITEM 0;3

Xref 1: 413.11^AC
Set: S ^PRCN(413.1,DA(1),1,"AC",$E(X,1,30),DA)="
Kill: K ^PRCN(413.1,DA(1),1,"AC",$E(X,1,30),DA)
Desc: This cross-reference is to be used to check against the quantity of equipment request line item for editing/entering associated replacement items.

------------------------------------------------------------------------------------------------------------------
----
EQUIPMENT COMMITTEE - File 413.2

(413.2,.01) MEMBER NAME 0;1

Xref 1: 413.2^B
Set: S ^PRCN(413.2,"B",$E(X,1,30),DA)="
Kill: K ^PRCN(413.2,"B",$E(X,1,30),DA)
Desc: This cross-reference by Equipment Committee member.

(413.2,3) SCHEDULED MEETINGS 1;0  (Multiple)
(413.23,.01) MEETING DATE 0;1

Xref 1: 413.23^B
Set: S ^PRCN(413.2,DA(1),1,"B",$E(X,1,30),DA)="
Cross References

Kill: K ^PRCN(413.2,DA(1),1,"B",$E(X,1,30),DA)
Desc: This cross-reference is by the scheduled meeting date.

----

EQUIPMENT COMMITTEE - File 413.2

(413.3,.01) NAME

Xref 1: 413.3^B
Set: S ^PRCN(413.3,"B",$E(X,1,30),DA)=""
Kill: K ^PRCN(413.3,"B",$E(X,1,30),DA)
Desc: This cross-reference is by concurring official.

Xref 2: TRIGGER^413.3^1
Create: S X=$P(^VA(200,X,0),U,9)
Delete: NO EFFECT
Field: #1
Desc: This triggers the title from the New Person file.

----

SPECIAL HANDLING CODES - File 413.4

(413.4,.01) CODE

Xref 1: 413.4^B
Set: S ^PRCN(413.4,"B",$E(X,1,30),DA)=""
Kill: K ^PRCN(413.4,"B",$E(X,1,30),DA)
Desc: This cross-reference is by the special handling code.

----

NX STATUS - File 413.5

(413.5,.01) STATUS

Xref 1: 413.5^B
Set: S ^PRCN(413.5,"B",$E(X,1,30),DA)=""
Kill: K ^PRCN(413.5,"B",$E(X,1,30),DA)
Desc: This cross-reference is by the status.

----

COUNTER - File 413.7

(413.7,.01) CODE
Cross References

Xref 1: 413.7^B
Set: S ^PRCN(413.7,"B",$E(X,1,30),DA)=""
Kill: K ^PRCN(413.7,"B",$E(X,1,30),DA)
Desc: This cross-reference is by the counter's identifying code.
CHAPTER 7 ARCHIVING AND PURGING

7.1 Archiving

Archiving with the Equipment/Turn-In Request Module has not been addressed at this time.

7.2 Purging

There is a routine to purge completed equipment, turn-in requests, and cancelled equipment and turn-in requests.
CHAPTER 8 CALLABLE ROUTINES

Please see Chapter 9 External Relations for information on access to other packages.
Callable Routines
CHAPTER 9 EXTERNAL RELATIONS

Your system must be running KERNEL Version 7 or higher, VA FileMan Version 19 or higher, in order for you to successfully operate Equipment/Turn-In Request Module, Version 1.0. Also, you must have loaded Engineering patch 7*25 prior to installation of this package.

Equipment/Turn-In Request package, Version 1.0 has references to other files that are not in the file number range for the package. Turn-ins, in particular, must reference current inventoried items that are maintained by the Engineering Service. Also, the creation of 2237s references other IFCAP routines and files.

Database Integration Agreements (DBIA)

**Integration Reference #1341**

NAME: DBIA1341-A
ENTRY: 1341
CUSTODIAL PACKAGE: ENGINEERING
Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST
Washington
USAGE: Private
APPROVED: APPROVED
STATUS: Active
EXPIRES:
DURATION: Till Otherwise Agr
VERSION: 
TYPE: Routine

Version 1.0 of the Non-Expendable Equipment/Turn-In Request Module will call the Engineering Work Order Module in order to create a work order for equipment that must be disconnected before final turn-in can occur.

**Integration Reference #1342**

NAME: DBIA1341-B
ENTRY: 1342
CUSTODIAL PACKAGE: ENGINEERING
Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST
Washington
USAGE: Private
APPROVED: APPROVED
STATUS: Active
EXPIRES:
DURATION: Till Otherwise Agr
VERSION: 
FILE: 6914
ROOT: ENG(6914
TYPE: File

The Non-expendable Equipment/Turn-In Request Module requests permission to point to file 6914.
Integration Reference #1343

NAME: DBIA1341-C  ENTRY: 1343
CUSTODIAL PACKAGE: ENGINEERING  Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST  Washington
USAGE: Private  APPROVED: APPROVED
STATUS: Active  EXPIRES:
DURATION: Till Otherwise Agr  VERSION:
FILE: 6914.1  ROOT: ENG(6914.1

The Non-expendable Equipment/Turn-in Request Module requests permission to point the CMR file, 6914.1.

Integration Reference #1344

NAME: DBIA1341-D  ENTRY: 1344
CUSTODIAL PACKAGE: ENGINEERING  Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN  Washington
USAGE: Private  APPROVED: APPROVED
STATUS: Active  EXPIRES:
DURATION: Till Otherwise Agr  VERSION:
FILE: 6920  ROOT: ENG(6920

This reference is to the WORK ORDER # file in Engineering for items which must have a work order created in order to remove or disconnect the item by the Engineering department.

Integration Reference #1345

NAME: DBIA1341-E  ENTRY: 1345
CUSTODIAL PACKAGE: ENGINEERING  Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST  Washington
USAGE: Private  APPROVED: APPROVED
STATUS: Active  EXPIRES:
DURATION: Till Otherwise Agr  VERSION:
FILE: 6910  ROOT: DIC(6910

The ENG INIT PARAMETERS file is checked for the entry of the EQUIPMENT TURN-IN SECTION field.
Integration Reference #1346

NAME: DBIA1341-F  ENTRY: 1346
CUSTODIAL PACKAGE: ENGINEERING  Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN  Washington
USAGE: Private  APPROVED: APPROVED
STATUS: Active  EXPIRES:
DURATION: Till Otherwise Agr  VERSION:
TYPE: Routine

FMS requires FA code sheets on capitalized equipment and FD code sheets when dispositioned. Turn-In items must be sure that the appropriate FA and FD code sheets have been done before finalizing the turn-in.

ROUTINE: ENFAUTL

Integration Reference #1348

NAME: DBIA1341-H  ENTRY: 1348
CUSTODIAL PACKAGE: ENGINEERING  Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST  Washington
USAGE: Private  APPROVED: APPROVED
STATUS: Active  EXPIRES:
DURATION: Till Otherwise Agr  VERSION:
FILE: 6925  ROOT: ENG('PROJ',
TYPE: File

The Equipment/Turn-In module asks permission to display projects, their description and to pull the Chief Engineer Name if exists for inclusion in Equipment Request if necessary.

Integration Reference #1349

NAME: DBIA1341-I  ENTRY: 1349
CUSTODIAL PACKAGE: ENGINEERING  Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST  Washington
USAGE: Private  APPROVED: APPROVED
STATUS: Active  EXPIRES:
DURATION: Till Otherwise Agr  VERSION:
FILE: 6928  ROOT: ENG('SP',
TYPE: File

Equipment/Turn-In module asks permission to access the Location file (#6928) to identify where new equipment may be located and where equipment will need to be picked up from when being turned in.
**Integration Reference #1520**

NAME: DBIA1520-A
ENTRY: 1520
CUSTODIAL PACKAGE: IFCAP
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST
USAGE: Private
APPROVED: APPROVED
STATUS: Active
EXPIRES:
DURATION: Till Otherwise Agr
VERSION:
TYPE: Routine

The NX Module (Equipment/Turn-In) requests permission to use IFCAP program PRCFSITE to set special IFCAP variables used in the package.
ROUTINE: PRCFSITE

**Integration Reference #1521**

NAME: DBIA1520-B
ENTRY: 1521
CUSTODIAL PACKAGE: IFCAP
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST
USAGE: Private
APPROVED: APPROVED
STATUS: Active
EXPIRES:
DURATION: Till Otherwise Agr
VERSION:
TYPE: Routine

The NX module (Equipment/Turn-In) requests permission to reference program PRCSEB when creating 2237s.
ROUTINE: PRCSEB

**Integration Reference #1522**

NAME: DBIA1520-C
ENTRY: 1522
CUSTODIAL PACKAGE: IFCAP
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST
USAGE: Private
APPROVED: APPROVED
STATUS: Active
EXPIRES:
DURATION: Till Otherwise Agr
VERSION:
TYPE: Routine

This agreement will allow the NX (Equipment/Turn-In) module to call IFCAP routines from within a distributed input template, used to create 2237s. The calls will return fund control points and information pertaining to the fund control point used to create the 2237.
ROUTINE: PRCSUT
Integration Reference #1523

NAME: DBIA1520-D |
ENTRY: 1523  |
CUSTODIAL PACKAGE: IFCAP |
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST |
USAGE: Private |
APPROVED: APPROVED |
STATUS: Active |
EXPIRES: |
DURATION: Till Otherwise Agr |
VERSION: Routine |

This agreement will allow the NX (Equipment/Turn-In) module to call the IFCAP transaction utility program when creating 2237s which will create the record in file 410 and process all checks on creating a 2237.

ROUTINE: PRCSUT3

Integration Reference #1524

NAME: DBIA1520-E |
ENTRY: 1524  |
CUSTODIAL PACKAGE: IFCAP |
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST |
USAGE: Private |
APPROVED: APPROVED |
STATUS: Active |
EXPIRES: |
DURATION: Till Otherwise Agr |
FILE: 410 |
ROOT: PRCS(410,  |
TYPE: File |

The NX (Equipment/Turn-In) module requests permission to reference file 410 to create/edit 2237s which are the end product of this module. Includes addition of two templates to file 410, PRCN2237 and PRCN2237E.

Integration Reference #1525

NAME: DBIA1520-F |
ENTRY: 1525  |
CUSTODIAL PACKAGE: IFCAP |
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST |
USAGE: Private |
APPROVED: APPROVED |
STATUS: Active |
EXPIRES: |
DURATION: Till Otherwise Agr |
FILE: 440 |
ROOT: PRC(440,  |
TYPE: File |

This agreement requests permission for the NX (Equipment/Turn-In) module to point, with read access only, to the Vendor file (440).
Integration Reference #1548

NAME: DBIA 1548-A
CUSTODIAL PACKAGE: KERNEL (parent)
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN
USAGE: Private
STATUS: Pending
DURATION: Till Otherwise Agr
FILE: 3.1

ENTRY: 1548
San Francisco
Washington

The Equipment/Turn-In Request module would like read access to the .01 field of the Title file (#3.1) for identification of other officials which are needed to review and concur with requests.

Integration Reference #1549

NAME: DBIA1548-B
CUSTODIAL PACKAGE: IFCAP
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN
USAGE: Private
STATUS: Active
DURATION: Till Otherwise Agr
FILE: 411

ENTRY: 1549
Washington
Washington

The Equipment/Turn-In Request package would like access to IFCAP's file ADMIN.ACTIVITY SITE PARAMETER (#411) to identify a station for requests and 2237s.

Integration Reference #1550

NAME: DBIA1548-C
CUSTODIAL PACKAGE: IFCAP
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN
USAGE: Private
STATUS: Active
DURATION: Till Otherwise Agr
FILE: 410.2

ENTRY: 1550
Washington
Washington

A CLASSIFICATION OF REQUEST may be assigned to a 2237. The Equipment/Turn-In Request package would like to be able to assign this field early in the request package and transfer it to the 2237.
Integration Reference #1551

NAME: DBIA1548-D  ENTRY: 1551
CUSTODIAL PACKAGE: IFCAP       Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN Washington
USAGE: Private               APPROVED: APPROVED
STATUS: Active               EXPIRES:
DURATION: Till Otherwise Agr VERSION:
FILE: 410.7                   ROOT: PRCS(410.7

The SORT GROUP file (#410.7) is used as a sorting mechanism of requests to categorize their particular cost distribution for 2237s. The Equipment/Turn-In Request package would like to prompt for this information early in the request and then pass it on to the 2237.

Integration Reference #1552

NAME: DBIA1548-E  ENTRY: 1552
CUSTODIAL PACKAGE: IFCAP       Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN Washington
USAGE: Private               APPROVED: APPROVED
STATUS: Active               EXPIRES:
DURATION: Till Otherwise Agr VERSION:
TYPE: Routine

The Equipment/Turn-In Request package would like permission to use PRCUSESIG to check for the electronic signature code.
ROUTINE: PRCUSESIG
External Relations
CHAPTER 10 INTERNAL RELATIONS

There are no current internal relations within the Equipment/Turn-In package. All menu options are independent and can stand alone.
Internal Relations
CHAPTER 11 PACKAGE-WIDE VARIABLES

Currently there are no package-wide variables used in the Equipment/Turn-In Request package.
Package-Wide Variables
CHAPTER 12 ON-LINE DOCUMENTATION

Currently there is no special on-line documentation for this package. You may review other information about the package through the Data Dictionary Options in FileMan or through %INDEX.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2237</td>
<td>VA Form 2237, used to request goods and services.</td>
</tr>
<tr>
<td>AEMS-MERS</td>
<td>Name of the computer system located at each medical center to support Consolidated Memorandum of Receipts.</td>
</tr>
<tr>
<td>Application Coordinator</td>
<td>The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires that there be an Application Coordinator designated for Fiscal Service, Supply Service and the Control Points (Requesting Services).</td>
</tr>
<tr>
<td>Category Stock Number</td>
<td>A number used to identify non-expendable types of equipment.</td>
</tr>
<tr>
<td>CSN</td>
<td>See Category Stock Number.</td>
</tr>
<tr>
<td>Equipment Management</td>
<td>A section/division of A&amp;MM Service or similar activity responsible for screening all equipment requests. They are accountable for all equipment (CMRs) at the facilities they support.</td>
</tr>
<tr>
<td>FMS</td>
<td>Financial Management System - System that replaced CALM.</td>
</tr>
<tr>
<td>Integrated Supply Management System (ISMS)</td>
<td>System in which catalog information exists. You can query for description and category stock number.</td>
</tr>
<tr>
<td>Item Master File</td>
<td>A data base of items specific to each A&amp;MMMS. This file maintains a full description of the item and costs, as well as other related information, such as stock number, vendor, contract number and a procurement history.</td>
</tr>
<tr>
<td>Item Master Number</td>
<td>A computer generated number used to identify an item in the Item Master file.</td>
</tr>
<tr>
<td>National Stock Number</td>
<td>A number used to identify expendable supply items.</td>
</tr>
<tr>
<td>NSN</td>
<td>See National Stock Number.</td>
</tr>
</tbody>
</table>
### Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPM/MMS</td>
<td>Personal Property Management/Material Management Service.</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>A government document authorizing the purchase of the goods or services at the terms indicated.</td>
</tr>
<tr>
<td>Purchasing Agent</td>
<td>The employee authorized to place orders with vendors.</td>
</tr>
<tr>
<td>Short Description</td>
<td>A phrase which describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item and the size of item (i.e., GLOVE-SURGICAL-MED).</td>
</tr>
<tr>
<td>Subaccount/BOC</td>
<td>A Fiscal Code which related to financial accounting/budget information.</td>
</tr>
<tr>
<td>Tasked Job</td>
<td>A job, usually a printout, that has been scheduled to run at a predetermined time. Tasked jobs are set up to run automatically.</td>
</tr>
<tr>
<td>VA Form 2237</td>
<td>VA Form 2237, used to request goods and services.</td>
</tr>
<tr>
<td>Vendor File</td>
<td>An IFCAP (or FMS) file of vendors with which the facility does business. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. File 440 contains information about the vendors that your station does business with. 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&amp;MM Service to have it added.</td>
</tr>
<tr>
<td>Vendor ID Number</td>
<td>The ID number assigned to a vendor by FMS.</td>
</tr>
</tbody>
</table>