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

PPM Accountable Officer User's Guide

Version 5.1

October 2000

Revised January 2014

Revision History

Initiated on 12/29/04

Date	Revision	Description	Author(s)
8/5/13	5.1	Patch PRC*5.1*174 (IFCAP/eCMS Interface) • 3.2 – Updated Status and Node Assignment table. • 4.1 – Added the word 'Manager' to the last paragraph, last sentence; "This new option enables the Accountable Officer or Manager to retransmit the 2237." • 4.2 – Replaced first paragraph 'return back to the Control Point level' with 'back to the Control Point level' Replaced 'or to automatically cancel a 2237 in eCMS and IFCAP.' with ' or cancel the 2237 in eCMS, which automatically cancels in IFCAP' Replaced on second paragraph 'A new file in IFCAP' with 'The IFCAP/eCMS Transaction file in IFCAP' Replaced 'is sent from eCMS to IFCAP' with 'is sent from IFCAP to eCMS or from eCMS to IFCAP' Replaced 'this new report option enables the Accountable Officer' with 'This report option enables the Accountable Officer or Manager" Replaced 'view the data related to returned or cancelled 2237s' with 'view the data related to all sent, returned or cancelled 2237s' Replaced third paragraph 'Only a User' with 'Only a Logistics User' • 4.3 – Added text to second sentence 'The Accountable Officer and the Requestor of that 2237 will both receive MailMan messages in their IN box' with 'The Accountable Officer and the Requestor of that 2237 (the User whose name appears as Initiator on the 2237) will both receive MailMan messages in their IN box' • 4.3.1 – Updated MailMan message • 4.4 – Updated 'Note: The Accountable Officer, the Control Point Official, and the Requestor of that 2237 will all receive MailMan messages in their IN box' with 'Note: The Accountable Officer, the Control Point Official, and the Requestor of that 2237 (the User whose name appears as	Mavis McGaugh; Marge Norris, Susan Strack

Date	Revision	Description	Author(s)
		Initiator on the 2237) will all receive MailMan messages in their IN box' Added a word at the end of sentence ' This 2237 should be processed and again sent back to eCMS' with 'This 2237 should be processed and again sent back to eCMS ' • 4.4.1 – Updated VistA MailMan message • 4.5 – Updated section of fist sentence 'Note: The Accountable Officer, the Control Point Official, and the Requestor of that 2237 will all receive MailMan messages in their IN box advising that the 2237 is CANCELLED in eCMS and IFCAP' with 'Note: The Accountable Officer, the Control Point Official, and the Requestor (the User whose name appears as Initiator on the 2237) of that 2237 will all receive MailMan messages in their IN box advising that the 2237 is CANCELLED in eCMS and IFCAP' • 6.2.3 – added the text 'auto-generate'	
9/2013	5.1	Updates based on patch PRC*5.1*171. • Removed option Enter/Edit Control Point Users from menus. See page 9-2.	April Scott, Ralph Beckwith, Robert Sutton
10/21/12	5.1	Patch PRC*5.1*167 Updates based on feedback from the testing team. This includes Section 3.1 and 4.5, including: • 3.1 – Pg. 3-1, second sentence, Changed "…To IFCAP Ordering Officer for processing as a Purchase Order within IFCAP …" to "…To IFCAP Ordering Officer for processing as a Purchase Order by facility Ordering Officer …" • 3.1 – Pg. 3-1, updated second sentence, Change "…or Sent to eCMS (P&C) for bid and award processing." to "…or Sent to eCMS (P&C) for processing as a Purchase order by Contracting staff or contract bid and award processing." • 3.1 – Pg. 3-3, updated screen capture depicting selection of status 69 (Sent to eCMS), to show new screen display of transmission data/status, we should show this screen displayed info and include a note: that this info will only be displayed when status 69 (sent to eCMS) is selected. • 4.2 – Pg. 4-2, updated second sentence, Change "…Accountable Officer, or back to the Control …" to "…Accountable Officer, return	10/21/12

Date	Revision	Description	Author(s)
		back to the Control …" and add comma: Control Point level, or…	
		• 4.2 – Pg. 4-2 Updated responsible officer functions. Only a User defined as the PPM Accountable Officer has access to this Report. A user defined as Manager can do all other Accountable Officer Functions, as well as functions specific to users defined as Warehouse and Purchasing Agent. The Manager should have all functionality assigned to all three of the other individual Supply user types.	
		• 4.3 & 4.4 – Pg. 4-4 & 4-5: Updated these sections to discuss Contracting's (eCMS User) determination on whether a 2237 needs to be edited by the FCP User or not appropriate to be forwarded to eCMS and the intent of whether a 2237 will or will not be re-sent to eCMS. There will be instances where an eCMS User return a 2237 to the Accountable Officer that will need to be re-sent to eCMS, and probably instances where an eCMS user will return a 2237 to the FCP users that really only need to be returned to the Accountable officer. The Vista Mailman messages will serve as documentation of actions. Made it clearer that other processing alternative do still exist… i.e. a 2237 that is returned to the accountable officer can still be re-sent to eCMS if appropriate.	
		• 4.5 – Pg. 4-5. Added a comment about making the determination to cancel in conjunction with the FCP user. The eCMS user absolutely should not make this decision unilaterally: "After communicating with the FCP User an eCMS user may decide…"	
		• Added "eCMS" to the Glossary.	
		• Updated screen captures: in section 4.1.1: the 2237 transaction selected for retransmission (568-12-4-223-0013), and the 2237 shown as being successfully retransmitted (568-12-4-223-0015) to match the 2237 transaction selected for retransmission.	
		• Updated Figure 3 1 IFCAP Process Flowchart (Part 1).	
10/4/12	5.1	Updated sections 4.1 Retransmit a 2237 to eCMS, 4.1.1. Use the option on the Accountable Officer Menu, 4.2.1 Use option on Accountable Officer Menu.	K. Louck (Developer), D. Navarra (Editor)
9/10/2012	5.0	Editorial review	Dan Navarra

Date	Revision	Description	Author(s)
9/9/2012	4.0	Technical changes for patch PRC*5.1*167	Mavis McGaugh
October 2011	3.0	Patch PRC*5.1*158 Modification of title for IFCAP VA Form 1358. See page 11-1.	Mary A Anthony , C Arceneaux
05/31/07	2.0	Added information covering the use of the Logistics Data Query Tool (LDQT), per patch PRC*5.1*103; general update.	Deborah Lawson, Victor J McDonald
12/29/04	1.0	Updated to comply with SOP 192-352 Displaying Sensitive Data; PDF file checked for accessibility to readers with disabilities.	Mary Ellen Gray

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Preface

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

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

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Table of Contents

Chapter 1. Introduction

1.1 The Role of the PPM Accountable Officer in IFCAP

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

1.2 How to Use This Manual

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

1.3 Reference Numbering System

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

1.4 Package Management and Security Measures

To use IFCAP to approve transactions, Information Resources Management Service gives Accountable Officers a set of IFCAP menu options designed for their use. Some of these menu

options are additionally controlled by the use of access "keys". The Information Resources Management Service at their facility administers these access keys to individual Accountable Officers. Also, each Accountable Officer uses a "signature code" that functions legally as their signature. Accountable Officers must enter this signature to review or process any request sent to them. A signature code is used to approve forms in IFCAP that would require an authorizing signature if the form was created manually.

1.5 Package Operation

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

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

1.6 Vendor Updates

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

1.6.1 Amendment Processing

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

Chapter 2. How to Evaluate and Approve 2237 Transactions and Issue Book Requests

2.1 Introduction

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

2.2 Sort the Forms by Priority

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

2.3 Is the Request Justified?

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

2.4 Is the Date Required Reasonable?

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

2.5 Services

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

2.6 Goods

2.6.1 Menu Path

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

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

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

2.6.2 Should this be an Issue Book Transaction?

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

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

Enter RETURN to continue or '^' to exit:
VENDOR: V A SUPPLY DEPOT                UNIT COST: 3.465
  DATE OF UNIT PRICE: OCT 19, 1993      UNIT OF PURCHASE: BT
  PACKAGING MULTIPLE: 1000              UNIT CONVERSION FACTOR: 1
```

```
  REQUIRED ORDER MULTIPLE: 6           MINIMUM ORDER QTY: 6
VENDOR: DEFENSE LOGISTICS AGENCY       UNIT COST: 4.34
  DATE OF UNIT PRICE: NOV 04, 1994     UNIT OF PURCHASE: BT
  PACKAGING MULTIPLE: 1000             UNIT CONVERSION FACTOR: 1
  NSN VERIFIED: MAR 30, 1992           SKU: BT
  DRUG TYPE CODE: OTHER DRUGS
FCP: 658033
LONG NAME (c): SITE: 658   FCP: 033 PSYCHIATRY SVC
FCP: 658040
PURCHASE ORDER: 658-B50269
PURCHASE ORDER: 658-B50220
PURCHASE ORDER: 658-B50213
PURCHASE ORDER: 658-B40654
PURCHASE ORDER: 658-B40569
PURCHASE ORDER: 658-B40470
PURCHASE ORDER: 658-B40402
PURCHASE ORDER: 658-B40366
PURCHASE ORDER: 658-B40302
PURCHASE ORDER: 658-B40233


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

Select ITEM MASTER NUMBER:
```

2.6.3 Should this be a Requisition?

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

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

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

2.6.4 Should this be a Purchase Order?

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

Send the transaction to the Purchasing & Contracting section.

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Chapter 3. How to Forward or Reject Requests

3.1 Process a Request

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

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

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

Enter the appropriate Current Status for this transaction. The current status of a Pending Accountable Officer Signature may be changed to Assigned to a PPM clerk for processing as a Requisition, To IFCAP Ordering Officer for processing as a Purchase Order by facility Ordering Officer within IFCAP, Returned to the service for cancellation or change and re-approval, Held in PPM for further information, Forwarded to an Imprest Funds clerk for processing using cash or a 3rd party draft, or Sent to eCMS (P&C) for processing as a Purchase Order by Contracting staff or contract bid and award processing. The implementation of an HL7 interface between IFCAP and eCMS now enables the Accountable Officer to send 2237's automatically to the contracting officer in eCMS.

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

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

PROCESS ISSUE BOOK ORDERS? NO// ?

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

PROCESS ISSUE BOOK ORDERS? NO//    (NO)


2237 TRANSACTION NUMBER: ??

Choose from:
   688-00-2-110-0039        Pending Accountable Officer Sig.   OBL   IFUSER,TWO AND
IFUSER,THREE
stuff

   688-00-2-110-0040        Pending Accountable Officer Sig.        OBL   SUPPLY
 WAREHOUSE
DOLLS
   2237 TRANSACTION NUMBER:688-00-2-110-0039  OBL  IFUSER,TWO AND IFUSER, IFUSER,THREE
stuff
         Pending Accountable Officer Sig.
TYPE OF REQUEST: ??
    This is the type of request.
    Choose from:
      1         UNPOSTED
      2         POSTED
      3         SERVICE
      4         BULK SALE
```

```
        5          NX POSTED
TYPE OF REQUEST: U  UNPOSTED


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

Choose from:
   Assigned to PPM Clerk                          65
   Forward to Imprest Funds Agent                 74
   Held for Review in Personal Prop.              62
   Pending Accountable Officer Sig.               60
   Returned to Service by PPM                     63
   Sent to eCMS (P&C)                          69
   To IFCAP Ordering Officer                      70

CURRENT STATUS: Pending Accountable Officer Sig.// Sent to eCMS (P&C)      69
```

If the selection #69 is entered at the Current Status prompt, IFCAP will generate the HL7 message for transmission to eCMS. The User will see data displayed to the screen.

```
Transmitting 2237 transaction to eCMS...
      >>> 2237 transaction has been successfully transmitted to eCMS.
                     Transaction Number: 568-12-4-1875-0006
                  HLO Message ID: 426
 >>> Updating transmission in IFCAP/ECMS Transaction file...
```

3.2 Status

Find the status in Table 3-1 below. The "node numbers" in the table (like "❶❼") represent nodes in the flowcharts (Figure 3-1 and Figure 3-2) 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 ❶❹ ❶❺ or ❶❽. In this example, you would contact the Personal Property Management Accountable Officer if you have specific questions about the status of your request.

Table 3-1 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	❶❼
Assigned to Purchasing Agent	❶❾
Awaiting Payment	❸❽ through ❹❸ depending on order

If the Status of Request, Transaction, or Purchase Order is…	Then the request is pending action at node number….
Cancelled – 1358	**6** Rejected. Start from scratch.
Cancelled	Either the Control Point User cancelled the IFCAP 2237 request, or the 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.
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**.

If the Status of Request, Transaction, or Purchase Order is…	Then the request is pending action at node number….
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)	#10 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-approval. Currently 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.
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.

Figure 3-1 IFCAP Process Flowchart (Part 1)

IFCAP PROCESS FLOWCHART (PART 1)

1 VA allocates money to medical facilities

2 VA enters money in AACS and FMS

3 Budget Analyst appropriates and transfers funds into Control Points

5 Control Point Requestors determine what kind of request to create

2237
(repetitive and Non- Repetitive Orders, one-time services)

1358
(ongoing services; paid monthly or quarterly)

Issue Book/Internal Issue Request
(warehouse stock)

4 Control Point Clerk creates a 2237

6 Control Point Clerk creates a 1358

7 Control Point Official approves 2237

8 Control Point Clerk creates an Issue Book/Internal Issue Request

9 Control Point Official approves 1358

10 Personal Property Management Accountable Officer approves 2237

11 Control Point Official approves Issue Book/ Internal Issue Request

12 Accounting Technician reviews the 1358, assigns an obligation number, and obligates funds to it

To 13

To eCMS

To 13

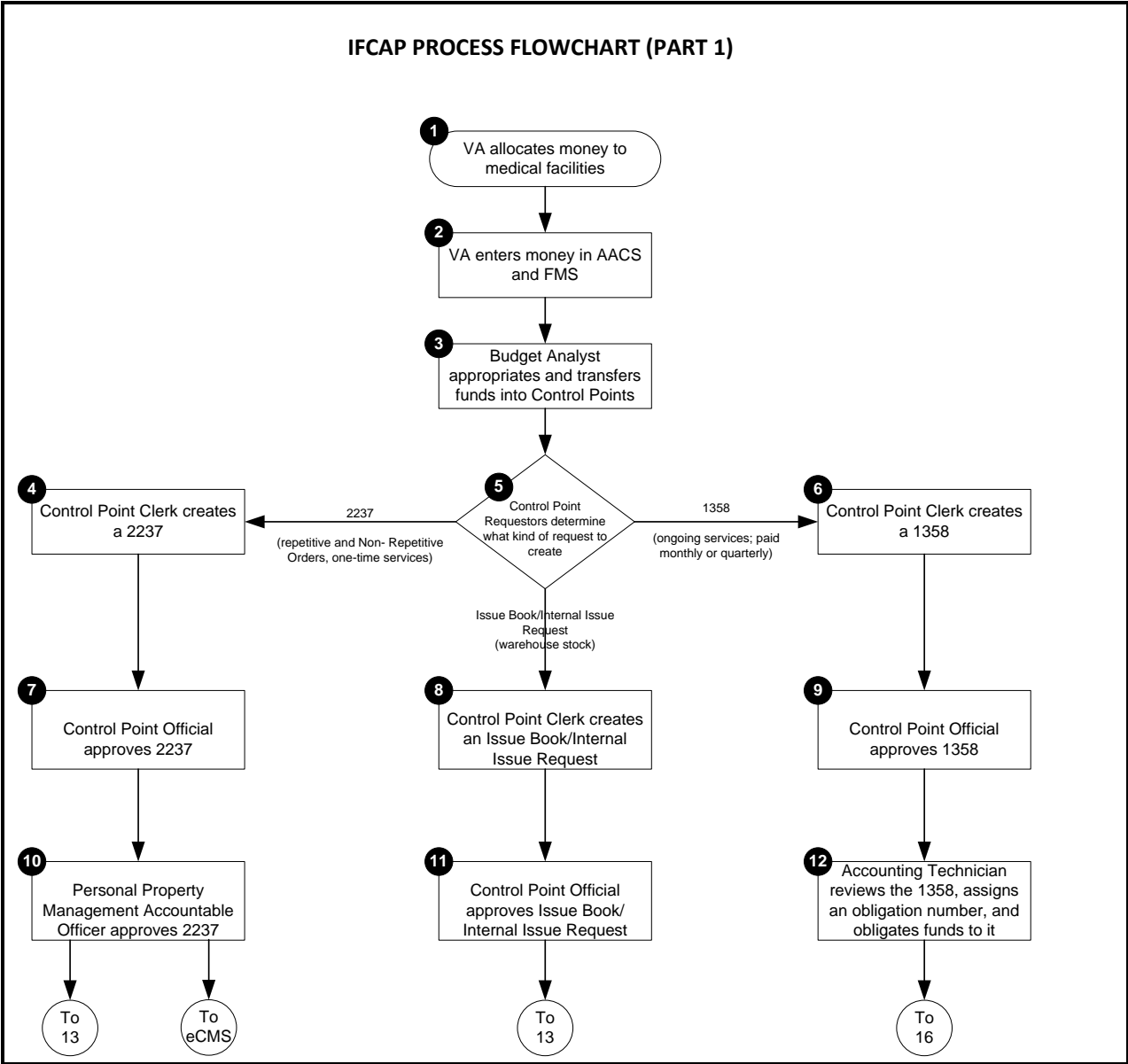To 16

Figure 3-2 IFCAP Process Flowchart (Part 2)
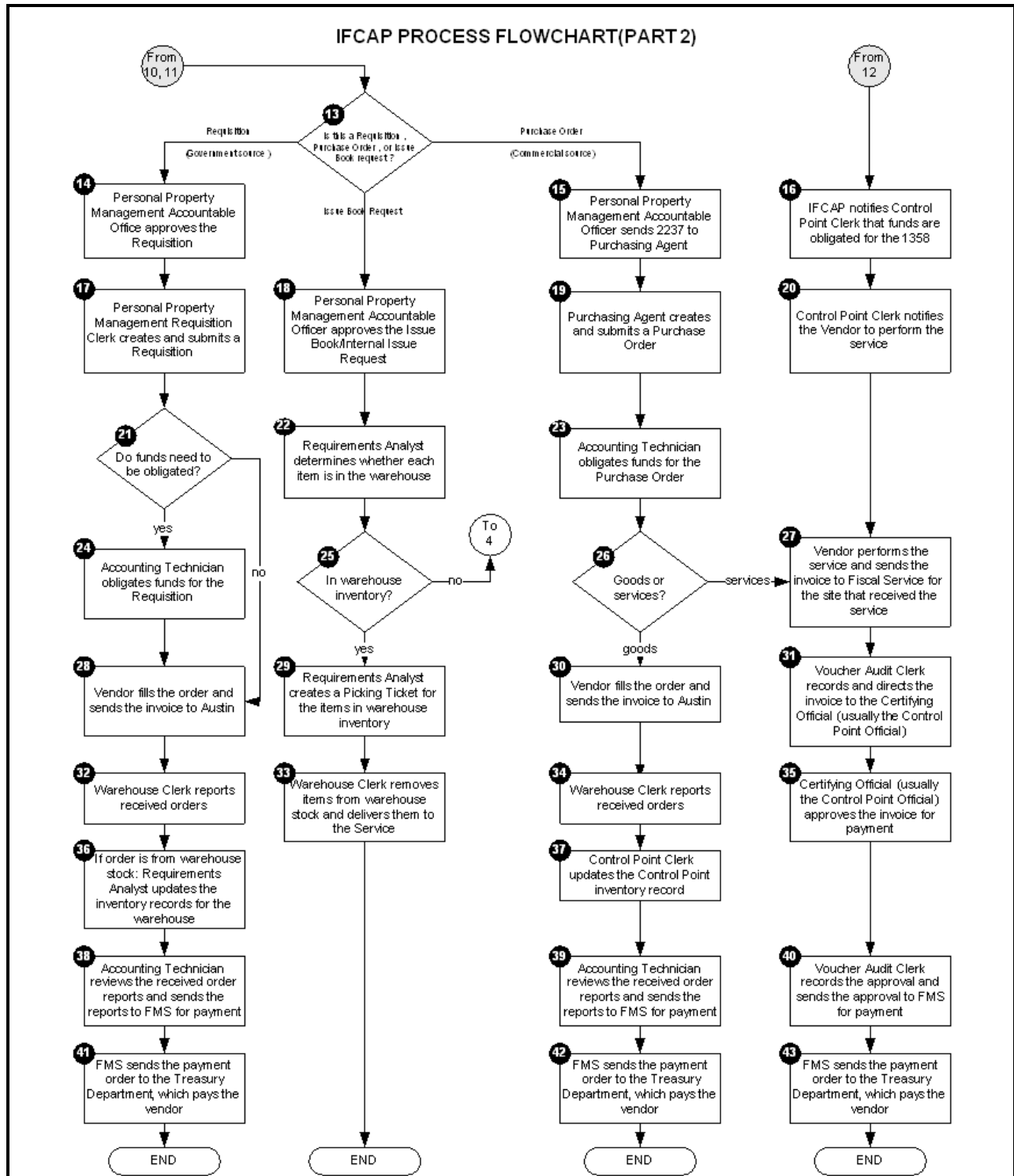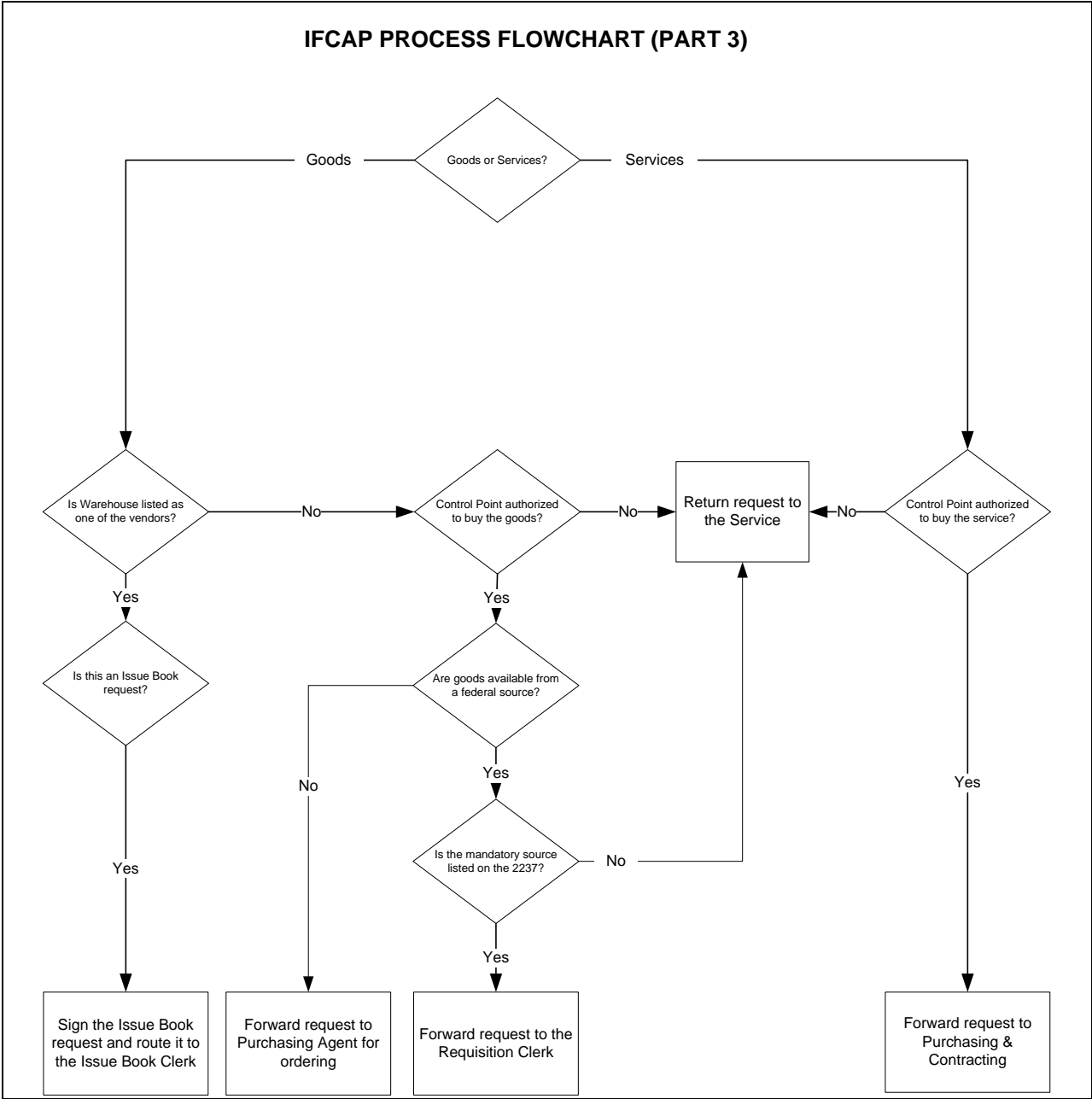
Figure 3-3 IFCAP Process Flowchart (Part 3)

IFCAP PROCESS FLOWCHART (PART 3)

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Chapter 4. New eCMS Interface Related Functionality

4.1 Retransmit a 2237 to eCMS

The Accountable Officer has the ability to retransmit a 2237 to eCMS. A 2237 transaction will be selectable for retransmission to eCMS when:

1. The CURRENT STATUS (#1.5) field of the record in the REQUEST WORKSHEET (#443) file is "Sent to eCMS (P&C)."

2. The ECMS ACTIONUID (#103) field of the record in the CONTROL POINT ACTIVITY (#410) file is not populated.

This means that IFCAP has a 2237 which was transmitted to eCMS, but due to a system problem, eCMS did not process the 2237 record into its system. Therefore, it does not have a Purchase Request with that 2237 number. This new option enables the Accountable Officer or Manager to retransmit the 2237.

4.1.1 Use the option on the Accountable Officer Menu

```
Select Accountable Officer Menu Option: RETransmit a 2237 to eCMS

Enter ELECTRONIC SIGNATURE CODE:                        Thank you.

Select 2237 TRANSACTION NUMBER: ??

   Choose from:

   688-12-4-333-0055        Sent to eCMS (P&C)         OBL   OFFICE DEPOT
NOTES,3X3 INCH,POST-IT,ASSORTED COLORS

   688-12-4-333-0056        Sent to eCMS (P&C)         OBL   OFFICE DEPOT
NOTES,3X3 INCH,POST-IT,ASSORTED COLORS

   688-12-4-333-0061        Sent to eCMS (P&C)         OBL   STAPLES, INC.
LAMP,HALOGEN,DESK

   688-13-1-4984-0001       Sent to eCMS (P&C)          OBL   RACHEL
DESKS,WOODEN,3 DRAWER,W/LOCK


Select 2237 TRANSACTION NUMBER: 688-12-4-333-0056    OBL   OFFICE DEPOT
NOTES,3X3 INCH,POST-IT,ASSORTED COLORS
           Sent to eCMS (P&C)

Would you like to review this 2237 transaction? NO// NO  [if you answer 'YES', the
2237 will be displayed to the screen]

Do you want to retransmit this 2237 transaction to eCMS? NO// YES
```

```
Retransmitting 2237 transaction to eCMS...
   >>> 2237 transaction has been successfully retransmitted to eCMS.
        Transaction Number: 688-12-4-333-0056
           HLO Message ID: 486

   >>> Updating retransmission in IFCAP/ECMS Transaction file...

Do you want to retransmit another 2237 transaction to eCMS? NO// NO [if you answer
'YES', another 2237 may be selected for retransmission]

        Process a Request in PPM
        Split a Request in PPM
        Edit a Request Signed in PPM
        Requisition Clerk Menu ...
        Display/Print Menu (PPM) ...
        PPM Utility Menu ...
        Posted Stock Management ...
        Control Point Official's Menu ...
        Warehouse ...
        Retransmit a 2237 to eCMS
        Transaction Report - eCMS/IFCAP

Select Accountable Officer Menu Option:
```

4.2 Transaction Report –eCMS /IFCAP

The Accountable Officer is now able to send 2237s automatically to eCMS. The eCMS User is able to automatically return a 2237 back to the Accountable Officer, back to the Control Point level, or cancel the 2237 in eCMS, which automatically cancels in IFCAP.

The IFCAP/eCMS Transaction file in IFCAP stores a limited set of data about each 2237 transaction that is sent from IFCAP to eCMS or from eCMS to IFCAP. This report option enables the Accountable Officer or Manager to search that file and view the data related to all sent, returned or cancelled 2237s.

Only a Logistics User defined as a PPM Accountable Officer or Manager has access to this Report.

4.2.1 Use option on Accountable Officer Menu

```
Select OPTION NAME: ACCOUNTABLE OFFICER MENU  PRCHUSER PPM   Accountable Officer Menu

        Process a Request in PPM
        Split a Request in PPM
        Edit a Request Signed in PPM
        Requisition Clerk Menu ...
        Display/Print Menu (PPM) ...
        PPM Utility Menu ...

        Posted Stock Management ...
        Control Point Official's Menu ...
        Warehouse ...
        Retransmit a 2237 to eCMS
        Transaction Report - eCMS/IFCAP

Select Accountable Officer Menu <TEST ACCOUNT> Option: TRansaction Report - eCMS/IFCAP
```

Note: The User may generate a report for a specific 2237:

```
Select a single 2237 TRANSACTION NUMBER? NO// YES
Select a 2237: 995-12
     1   995-12-3-045-0011
     2   995-12-3-081-0013
     3   995-12-3-110-0019
     4   995-12-3-110-0020
     5   995-12-3-110-0021
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5:
     6   995-12-3-145-0016
     7   995-12-3-8538-0011
     8   995-12-3-8538-0012
     9   995-12-3-8538-0015
    10   995-12-3-8538-0016
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-10:
    11   995-12-4-060-0017
    12   995-12-4-145-0021
    13   995-12-4-145-0022
    14   995-12-4-145-0023
    15   995-12-4-145-0024
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-15:
    16   995-12-4-145-0025
    17   995-12-4-145-0026
    18   995-12-4-145-0028
CHOOSE 1-18: 10   995-12-3-8538-0016



The single 2237, 995-12-3-8538-0016, has been selected for printing.

DEVICE: HOME//   DECWINDOWS

JUL 26, 2013@13:05        eCMS/IFCAP TRANSACTION LOG REPORT              p. 1

eCMS 2237: 995-12-3-8538-0016


IFCAP Reference       Message Event                         Event Date
_____
995-12-3-8538-0016   2237 SENT                          JUL 24, 2012@12:55:59
SUBSTATION: 995JO                      ACKNOWLEDGED: JUL 24, 2012@14:15:56
ACKNOWLEDGMENT ERROR TEXT FOR 2237 SENT:
   Error #: 1
   Severity: Error
   Error Message: Error Converting the IFCAP 2237 Data into an AAMS
   NewPR object:Desktop is not found for Station number 662.
   Original Message Control ID: 688TS 288
   Segment ID: ORC
   Segment Sequence: 1
   Field Position: 21
   Field Component: 3
   Field Sub-Component: n/a
   Field Repetition: n/a

Enter RETURN to continue or '^' to exit:
```

```
JUL 26, 2013@13:05        eCMS/IFCAP TRANSACTION LOG REPORT              p. 2

eCMS 2237: 995-12-3-8538-0016

IFCAP Reference       Message Event                        Event Date
_____
   HL7 Error Code: 207
   HL7 Error Text: Application Internal Error
   Coding System: HL70357
   Application Error Code:
   Application Error Text:

                        END OF REPORT
```

```
A report can be generated for a specific station /sub-station combination (if
applicable).


Select Accountable Officer 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 - JUL 26, 2013)? NO//
   Starting date: TODAY// 060113  (JUN 01, 2013)
   Ending date: TODAY// t-30  (JUN 26, 2013)
Select a single STATION NUMBER? NO// y  YES
Select Station: 991    SAN FRANCISCO
   Do you want to see the records for ALL the substations of 662? YES//
Select a single FUND CONTROL POINT? NO//
TRANSACTION EVENTS:

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

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

All eCMS 2237s matching your selections below will be displayed:
  All eCMS Contacts
  Dates: (JUN 01, 2013 - JUN 26, 2013)
  Station: 991, records for each substation
  All Fund Control Points
  Event Types selected are:
   1 = Sent to eCMS (includes resent 2237s)
   2 = Returned to Accountable Officer
   3 = Returned to Control Point
   4 = Cancelled within eCMS
  A note will display for any errors, but not the full text.


DEVICE: HOME// 0;80;999  DECWINDOWS
```

```
JUL 26, 2013@13:15        eCMS/IFCAP TRANSACTION LOG REPORT            p. 1

eCMS 2237: ALL    eCMS Contact: ALL                          Station: 991
Report Date Range: JUN 01, 2013 - JUN 26, 2013          Control Point: ALL
Events: Sent to eCMS, Returned to AO, Returned to CP, Cancelled within eCMS

IFCAP Reference        Message Event                       Event Date
_____
991-12-3-110-0020    2237 RESENT              JUN 26, 2013@18:08:29
SUBSTATION: 991JO                 ACKNOWLEDGED: JUN 26, 2013@18:09:31


991-12-3-110-0021    2237 RESENT              JUN 19, 2013@12:47:23
SUBSTATION: 991JO                 ACKNOWLEDGED: JUN 19, 2013@12:48:12
This 2237 RESENT has ACKNOWLEDGMENT ERROR TEXT.

991-13-3-060-0012    2237 SENT                JUN 03, 2013@13:06:58
SUBSTATION: 991A4                  ACKNOWLEDGED: JUN 03, 2013@13:07:36


991-13-3-060-0013    RETURN TO CONTROL POINT     JUN 06, 2013@12:34:12
SUBSTATION: 991A4                  ACKNOWLEDGED: JUN 06, 2013@12:34:13
eCMS CONTACT: Ecms.User6@va.gov          PHONE: 202-100-0000
RETURN/CANCEL DATE: JUN 06, 2013@12:16:25
REASON/COMMENT: Edit unit cost for line #1 to reflect substantial
increase. {User6,ECMS}

991-13-3-110-0012    2237 SENT                JUN 06, 2013@13:49:01
SUBSTATION: 991                  ACKNOWLEDGED: JUN 06, 2013@13:49:43

991-13-3-110-0013    2237 SENT                JUN 10, 2013@14:10:48
SUBSTATION: 991BY                 ACKNOWLEDGED: JUN 10, 2013@14:12:03

991-13-3-110-0013    2237 CANCELLED BY ECMS     JUN 10, 2013@16:41:37
SUBSTATION: 991BY                 ACKNOWLEDGED: JUN 10, 2013@16:41:38
eCMS CONTACT: Ecms.User13@va.gov       PHONE: 111-234-5678
RETURN/CANCEL DATE: JUN 10, 2013@15:41:15
REASON/COMMENT: Cancelled by Request {USER13ECMS}

991-13-3-145-0018    2237 SENT                JUN 19, 2013@12:42:47
SUBSTATION: 991A4                     ACKNOWLEDGED: JUN 19, 2013@12:44:12

991-13-4-060-0018    2237 SENT                JUN 26, 2013@12:05:49
SUBSTATION: 991JO                  ACKNOWLEDGED: JUN 26, 2013@12:07:12


991-13-4-060-0018    2237 CANCELLED BY ECMS     JUN 26, 2013@12:54:08
SUBSTATION: 991JO                 ACKNOWLEDGED: JUN 26, 2013@12:54:09
eCMS CONTACT: XXXXX@va.gov                PHONE: 501-257-1038
RETURN/CANCEL DATE: JUN 26, 2013@11:53:45
REASON/COMMENT: CP Official requested cancellation. {XXXX, TEST}

991-14-1-081-0001    2237 SENT              JUN 24, 2013@15:11:35
SUBSTATION: 991BY                      ACKNOWLEDGED: (Pending)
This 2237 SENT has ERROR TEXT.

                    END OF REPORT
```

```
The report can be run for a specific date range and Event Type.

Select Accountable Officer 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 - JUL 26, 2013)? NO//
   Starting date: TODAY// t-4  (JUL 22, 2013)
   Ending date: TODAY//   (JUL 26, 2013)
Select a single STATION NUMBER? NO//
Select a single FUND CONTROL POINT? NO//
TRANSACTION EVENTS:

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

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

All eCMS 2237s matching your selections below will be displayed:
  All eCMS Contacts
  Dates: (JUL 22, 2013 - JUL 26, 2013)
  All Stations and Substations
  All Fund Control Points
  Event Types selected are:
   1 = Sent to eCMS (includes resent 2237s)
  A note will display for any errors, but not the full text.

DEVICE: HOME//   DECWINDOWS

JUL 26, 2013@13:29       eCMS/IFCAP TRANSACTION LOG REPORT               p. 1

eCMS 2237: ALL   eCMS Contact: ALL                           Station: ALL
Report Date Range: JUL 22, 2013 - JUL 26, 2013         Control Point: ALL
Events: Sent to eCMS

IFCAP Reference      Message Event                      Event Date
_____
987-13-4-200-0007    2237 SENT                          JUL 24, 2013@14:48:41
SUBSTATION: 987                         ACKNOWLEDGED: (Pending)

991-13-4-081-0018    2237 SENT                          JUL 25, 2013@19:06:48
SUBSTATION: 991BY                       ACKNOWLEDGED: (Pending)

                     END OF REPORT
```

4.3 eCMS Returns a 2237 to the Accountable Officer

If the User in eCMS determines that a 2237 sent from IFCAP is not to be processed within eCMS, it will be returned to the Accountable Officer for processing within IFCAP. The Accountable Officer and the Requestor of that 2237 (the user whose name appears as Initiator on the 2237) will both receive MailMan messages in their IN box. The message will advise the Accountable Officer that a 2237 is Returned to the site for processing within IFCAP. The 2237 is not expected to be sent back to eCMS.   The Accountable Officer will be able to direct the 2237 to the IFCAP ORDERING OFFICER or to PPM for creation of a Requisition using their standard IFCAP options.

4.3.1 MailMan Message to the Accountable Officer

```
Subj: 2237 RETURNED TO ACCOUNTABLE OFFICER 561-12-4-081-0007  [#139512]
09/14/12@17:09  10 lines
From: IFCAP/ECMS INTERFACE  In 'IN' basket.   Page 1
--------------------------------------------------------------------------
STATION 561 SUBSTATION 561A4
eCMS Date/Time Returned to AO Sep 14, 2012@16:07:46
561-12-4-081-0007
User13,eCMS, Stage VM
Ecms.User13@va.gov
222-555-1234
Returned to the Accountable Officer Level in IFCAP
Order within IFCAP.

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

4.4 eCMS Returns a 2237 to the Control Point level

If the eCMS User determines that a 2237 sent from IFCAP needs to be modified by the Control Point user, then the 2237 will be returned to the Control Point level. The User will have to edit the 2237 and then the Official will reapprove the 2237. The Accountable officer will then be able to process the 2237 and send it to eCMS for processing.

Note: The Accountable Officer, the Control Point Official, and the Requestor of that 2237 (the User whose name appears as Initiator on the 2237) will all receive MailMan messages in their IN box. The message will advise the Control Point users as to the modifications needed before they reapprove and send it back to the Accountable Officer. This 2237 should be processed and again sent back to eCMS.

4.4.1 MailMan Message to Accountable Officer

```
Subj: 2237 RETURNED TO CONTROL POINT FOR 442-12-4-011-0028  [#139511]
09/14/12@17:04  10 lines
From: IFCAP/ECMS INTERFACE  In 'IN' basket.   Page 1
--------------------------------------------------------------------------
STATION 442
eCMS Date/Time Returned to CP Sep 14, 2012@16:04:41
442-12-4-011-0028
Ecms, SysAdmin User4, Stage VM
Ecms.User4@va.gov
222-567-1222
Returned to the Control Point Level in IFCAP
Please review Item 11 not appropriate for this order. Remove and then reapprove.
Enter message action (in IN basket): Ignore//
```

4.5 eCMS Cancels a 2237

After communicating with the Control Point users, the eCMS User may decide to CANCEL a 2237 sent from IFCAP. Upon marking the 2237 as cancelled in eCMS, an HL7 message will be sent to IFCAP.

Note: The Accountable Officer, the Control Point Official, and the Requestor (the User whose name appears as Initiator on the 2237) of that 2237 will all receive MailMan messages in their IN box advising that the 2237 is CANCELLED in eCMS and IFCAP. The IFCAP software will run the standard background processes that show a 2237 is Cancelled.

4.5.1 MailMan Message to Accountable Officer

```
Subj: 2237 CANCEL FROM eCMS FOR 2237 552-12-4-011-0018  [#58570] 09/18/12@13:10
10 lines
From: IFCAP/ECMS INTERFACE  In 'IN' basket.   Page 1  *New*
-----------------------------------------------------------------------
STATION 552
eCMS Date/Time Canceled Sep 18, 2012@12:10:06
552-12-4-011-0018
eCMS,Contact STAGE VM
eCMS,Contact@va.gov
212-555-1212
Cancel the PR and Return to IFCAP
It should not be ordered.
Enter message action (in IN basket): Ignore// QD  Query Detailed
```

Chapter 5. Assign Log Department Numbers

5.1 Assign a Log department number

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

Note: Use VHA Directive 7125.1, *Accountability*, to determine appropriate Log Department number. These are also listed in Attachment A to the *AEMS/MERS - FAP User's Manual*, dated 12/10/97.

5.1.1 Use Option on PPM Utility Menu

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

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

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Chapter 6. Inventory Point Control

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

6.1 Create a Warehouse Level Inventory Point

1. Select Posted Stock Management Option: inventory Point Management

2. Select W to establish a Warehouse type inventory point.

3. Enter a unique name for the inventory point.

4. Enter a shorter version of the inventory point name.

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

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

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

```
Select STATION NUMBER ('^' TO EXIT): 688// 402      IFUSER,SEVEN

     Select one of the following:

          W          Warehouse
          P          Primary

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

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

     Choose from:
       Y       YES
       N       NO

   GENERIC INVENTORY KEEP PERPETUAL INVENTORY?: YES //   YES
   GENERIC INVENTORY KEEP DETAILED TRX. HISTORY?: YES  // ??
     This field indicates whether the inventory will keep a detailed tracking
     history of its stocked items.  If the field is set to yes, the item history
     will be tracked in the TRANSACTION REGISTER file 445.2.
     Choose from:
       Y       YES
       N       NO
```

```
GENERIC INVENTORY KEEP DETAILED TRX. HISTORY?: YES  // Y  YES
GENERIC INVENTORY COST CENTER: 635200
   This field is required on Primary Inventory/Distribution Points for doing
   Stock Replenishment.  It is also used to create the Distribution Report by
   Cost Center for Accounting.

GENERIC INVENTORY COST CENTER:    POINT
```

6.1.1 Display Data

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

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


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

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

6.1.2 Fund Control Point

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

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

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

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

Current selection:  990 SUPPLY FUND

Select CONTROL POINT NAME:
```

6.1.3 Authorized User

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

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

                                    +---------------------------------------+
                                    |You have the option to add or delete   |
                                    |users from inventory points stocked by|
                                    |688-SUPPLY WAREHOUSE                   |
                                    +---------------------------------------+
 +-----------------------------------+
 |Do you want to ADD or DELETE users |
 |from inventory points ?            |
 +-----------------------------------+

     Select one of the following:

          1          Add Users
          2          Delete Users

Select ACTION Type:
```

6.1.4 Set Flags

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

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

6.1.5 All Fields

If you select AF, you can enter/edit data in all fields associated with the Inventory point.
Selecting All Fields permits users to step through all fields associated with the Inventory Setup.

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

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

6.1.6 Special Parameters

If you select SP, you are given the opportunity to enter/edit the special parameter data.

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

6.2 Create a Primary Inventory Point

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


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

     Select one of the following:

         W        Warehouse
         P        Primary

Select the type of inventory point to edit: p  Primary
 +-----------------------------------+
 |You have the option to edit ALL    |
 |PRIMARY inventory points you have  |
 |access to.                         |
 +-----------------------------------+

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

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

Special Parameters
Months Inactive Before Item Deletion:
Primary Updated By Warehouse       :
Special Inventory Point Type       :
Department Number                  :
Issue Book Sort                    :
Regular Whse Issues Schedule       :
```

6.2.1 Flags

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

6.2.2 Special Parameters

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

```
Select Item(s): Next Screen// sp   Special Parameters
MOS INACTIVE BEFORE ITEM DEL.:??
 The only way to delete an item from your inventory file, is to set the
     'DELETE ITEM WHEN INVENTORY 0' flag to 'Y'.  During the automatic
     generation of a suggested order, if the program encounters an item with
     the flag set, it first makes sure that the inventory quantity on hand,
     the DUE-IN, and the DUE-OUT are all 0, and that the item does not exist
     on any of your secondary distribution points.  If it meets the criteria,
     then the program checks this field, and if it contains a number, the
     program makes sure that there has been no activity for the item (i.e.,
     usage, distribution or receiving) for at least the number of months
     specified in this field, before deleting the item from the inventory file
PRIMARY UPDATED BY WAREHOUSE: ??
     This is a switch controlled by the primary inventory point.  If set to
     NO, the primary inventory point quantity on-hand will not be updated
     by the warehouse.  The default is YES or null.
     Choose from:
       Y        YES
       N        NO
PRIMARY UPDATED BY WAREHOUSE: n  NO
SPECIAL INVENTORY POINT TYPE: ??
     This field is a switch controlled by the primary inventory point.
     If this field is set to 'D', it will update the pharmacy drug
     accountability file when the primary quantity on-hand is changed.
     Choose from:
       D        DRUG ACCOUNTABILITY
       S        SPD
SPECIAL INVENTORY POINT TYPE:
DEPARTMENT NUMBER: ??
     This is the three digit number which identifies the inventory/distribution  (LOG
department number)
     point to Austin.
DEPARTMENT NUMBER:
ISSUE BOOK SORT: ??
     This information corresponds to the sort sequence for issue books used
     by the LOG I warehouse inventory system.  This optional flag need only
     be set for those inventory points that need to receive issue books for
     Posted stock.  Such inventory/distribution points should also have a
     department number entered in this file.
     Choose from:
       A        ALPHA SORT
       N        NSN SORT
       S        SEQUENCE (NOT USED)
ISSUE BOOK SORT:
REGULAR WHSE. ISSUES SCHEDULE: ??
     This field is entered by Personal Property Management, and
     holds the codes for weekly, biweekly, monthly, or other type
     distribution of warehouse issues.
     Choose from:
       W        WEEKLY
       2        EVERY 2 WEEKS
       M        MONTHLY
       O        OTHER
REGULAR WHSE. ISSUES SCHEDULE:
```

6.2.3 Edit Users

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

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

                                     +--------------------------------------+
                                     |You have the option to add or delete  |
                                     |users from inventory points stocked by|
                                     |688-FIVE'S PRIMARY                     |
                                     +--------------------------------------+
 +-----------------------------------+
 |Do you want to ADD or DELETE users  |
 |from inventory points ?            |
 +-----------------------------------+

    Select one of the following:

        1          Add Users
        2          Delete Users

Select ACTION Type:
```

Chapter 7. The Logistics Data Query Tool

The Logistics Data Query Tool is designed to assist Chief Logistics Officers; Materiel 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 8. Error Messages and Their Resolution

The errors listed in Table 8-1are error codes or messages that you may encounter when entering delivery orders, purchase orders, or purchase card orders. The errors are listed alphabetically by error code. You or the user may be capable of resolving some of the problems, and in other instances the assistance of IRM staff may be required.

If you cannot resolve the problem, record the error code and message and immediately report the error to IRM staff.

Table 8-1. Error Messages

Error Code	Error Message	Reason
`NAUC^<LIN>`	`No actual unit cost for this ITEM.`	There is no `Actual Unit Cost` entry for the `Line Item Number` (`<LIN>`) in the `Procurement & Accounting Transactions (#442)` file.
`NCNO^<LIN>`	`This order requires a contract number but none was entered for this item.`	The order is a Direct Order, but there is no contract number entered for this `Line Item Number` (`<LIN>`) in the `Procurement & Accounting Transactions (#442)` file.
`NDD`	`No delivery date for this P.O. in file 442.`	There is no `Delivery Date` in the `Procurement & Accounting Transactions (#442)` file.
`NDP0`	`No record for direct delivery patient pointer.`	The `DIRECT DELIVERY PATIENT` entered in the `Procurement & Accounting Transactions (#442)` file for this purchase order cannot be found in the `Direct Delivery Patients (#440.2)` file.
`NES`		There is no Electronic Signature entry in the `Procurement & Accounting Transactions (#442)` file.
`NFT0^<SITE>`	`No entry in file 411.2 for facility type pointer from file 411.`	There is no entry in the `FACILITY TYPE (# 411.2)` file for the `Facility Type` field of the `Admin Activity Site Parameter (# 411)` file.
`NFT^<SITE>`	`No facility type pointer for site in file 411.`	The `Admin. Activity Site Parameter (#411)` file has no entry in it.
`NI2N^<ITEM>`	`No contract number for item on this P.O.`	There are no ITEMS listed under the Item multiple in the `Procurement & Accounting Transactions (#442)` file.
`NMIC`	`No mail invoice city in file 411.`	The city listed for `MAIL INVOICE` could not be found in the `Admin. Activity Site Parameter (#411)` file.

Error Code	Error Message	Reason
NMIL	MAIL INVOICE LOCATION information in file 411 missing.	The location for `MAIL INVOICE` could not be found in the `Admin. Activity Site Parameter (#411)` file.
NMIS	No state file pointer in file 411.	No `MAIL INVOICE STATE` pointer in the `Admin. Activity Site Parameter (#411)` file.
NMIZ	No mail invoice ZIP CODE entry in file 411.	No `MAIL INVOICE ZIP CODE` in the `Admin. Activity Site Parameter (#411)` file.
NNET	No NET amount entry for this P.O.	There is no Net Amount entry in the `Procurement & Accounting Transactions (#442)` file.
NOPR	No PROPOSAL entry in file 442 for this P.O.	There is no `PROPOSAL` entry in the `Procurement & Accounting Transactions (#442)` file.
NOPT	No patient file entry for direct delivery patient pointer.	There is no entry in the `Patient (#2)` file matching the Direct Delivery Patient entered for this P.O. in the `Procurement & Accounting Transactions (#442)` file.
NP12	No node 12 in file 442 for this P.O.	No `ELECTRONIC SIGNATURE` in the `Procurement & Accounting Transactions (#442)` file.
NP12	INVOICE ADDRESS pointer is missing.	No `INVOICE ADDRESS` in the `Procurement & Accounting Transactions (#442)` file.
NPH	No phone number for this A&MM user in the person file.	The `New Person (#200)` file does not have a phone number listed for this A&MM user.
NPH	No phone number for this PPM in the person file.	The `New Person (#200)` file does not have a phone number listed for this PPM.
NPHN	No phone number node in the person file for this A&MM user.	The `New Person (#200)` file does not have a phone number node for this A&MM user.
NPIA	Invoice address missing.	There is no `INVOICE ADDRESS` in node 12 in the `Procurement & Accounting Transactions (#442)` file.
NPO0	Zero node of record missing. Unable to check further.	No `Procurement & Accounting Transactions (#442)` file entry exists.
NPO1	Node 1 missing in record.	No `VENDOR`, `SHIP TO` or `ACCOUNTING` information found for the `Procurement & Accounting Transactions (#442)` file record.
NPOD	No purchase order date in file 442 for this P.O.	There is no `PURCHASE ORDER DATE` in the `Procurement & Accounting Transactions (#442)` file.
NPPM	No purchasing agent entry in file 442 for this P.O.	There is no `Purchasing Agent/PPM Agent` entry in the `Procurement & Accounting Transactions (#442)` file.

Error Code	Error Message	Reason
NPPT	No prompt payment terms entered in P.O.	There are no PROMPT PAYMENT TERMS entries in the Procurement & Accounting Transactions (#442) file.
NQTY^<LIN>	No quantity listed for this ITEM.	There is no QUANTITY listed for the Line Item Number (<LIN>) in the Procurement & Accounting Transactions (#442) file.
NRL	No receiving location node in file 411.	No RECEIVING LOCATION node in the Admin. Activity Site Parameter (#411) file.
NSC	No Source Code for type of order for this P.O.	No SOURCE CODE entry in the Procurement & Accounting Transactions (#442) file.
NSIT	No site entry in file 442.	No SITE entry in the Procurement & Accounting Transactions (#442) file.
NSP0^<SITE>	No SITE information in file 411.	No FACILITY TYPE pointer in the Admin. Activity Site Parameter (#411) file that matches SITE in the Procurement & Accounting Transactions (#442) file.
NST0	No record in the state file	No STATE entry in the State (#5) file for Vendor Address State pointer in Vendor file.
NSTA	Abbreviation missing in state file entry.	No Abbreviation in the STATE file.
NSTA	No Abbreviation in State file.	There is no Abbreviation in the STATE file for this state.
NSTDP	No State file pointer in Direct Delivery Address in 440.2.	No STATE file pointer in Direct Delivery Address field in Direct Delivery Patients file.
NSTL	No Ship to pointer to entry in file 441.	No SHIP TO pointer to the Admin. Activity Site Parameter (#411) file.
NSTP	No Vendor Address pointer to the State file.	No VENDOR ADDRESS State file pointer in the Vendor (#440) file.
NSTS	There is no Ship To suffix for receiving location for this EDI P.O.	The SHIP TO entry for this purchase order in the Procurement & Accounting Transactions (#442) file cannot be found in the Admin. Activity Site Parameter (#411) file (Ship To Suffix). An EDI purchase order requires the Ship To suffix.
NSTT	No State file pointer in Receiving Location in file 411.	No State File pointer in the Receiving Location multiple in the Admin. Activity Site Parameter (#411) file.

Error Code	Error Message	Reason
NUNI^<LIN>	No name entry in unit of purchase file for unit of purchase pointer in ITEM entry in P.O. file.	No `Name` entry in the `Unit of Issue file (file 420.5)` for the `Unit of Purchase` entry for the `Line Item Number` (`<LIN>`) in the `Procurement & Accounting Transactions (#442)` file.
NUOP^<LIN>	No unit of purchase pointer for this ITEM.	No `Unit of Purchase` pointer entered for the `Line Item Number` (`<LIN>`) in the `Procurement & Accounting Transactions (#442)` file.
NUPN^<LIN>	No entry in unit of issue file for unit of purchase pointer in ITEM entry in P.O. file.	No entry in the `Unit of Issue file (file 420.5)` for the `Unit of Purchase` entry for the `Line Item Number` (`<LIN>`) in the `Procurement & Accounting Transactions (#442)` file.
NV0	No vendor record found in vendor file.	No `Vendor (#440) file` entry for the `Vendor` pointer from the `Procurement & Accounting Transactions (#442)` file.
NVID	Missing a vendor ID number for an EDI vendor.	There is no `Vendor ID Number` for an EDI Vendor in the `Vendor (#440)` file.

Chapter 9. Menu Listing

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

```
Accountable Officer Menu

   There are 173 Requests ready to process.


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

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Chapter 10. Glossary

0-9	
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) (continuation sheet for Form 90-2138)
2237	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services (used to request goods and services)

A	
Term	**Definition / Discussion**
A&MM	*See* **Acquisition and Materiel Management** (Service)
AACS	Automated Allotment Control System—Central computer system developed by VHA to disburse funding from VACO to field stations.
Accounting Technician	Fiscal employee responsible for obligation and payment of received goods and services.
Acquisition and Materiel Management (Service) (A&MM)	VA Service responsible for contracting and for overseeing the acquisition, storage, and distribution of supplies, services, and equipment used by VA facilities
Activity Code	The last two digits of the AACS number. It is defined by each station.
ADP Security Officer	The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access.
Agent Cashier	The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.
AITC	Austin Information Technology Center

A	
Term	**Definition / Discussion**
ALD Code	Appropriation Limitation Department. A set of Fiscal codes which identifies the appropriation used for funding.
Allowance table	Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level.
Amendment	A document which changes the information contained in a specified Purchase Order. Amendments are processed by the Purchasing & Contracting section of A&MM and obligated by Fiscal Service.
AMIS	Automated Management Information System.
Application Coordinator	The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires there be an Application Coordinator designated for Fiscal Service, A&MM Service.
Approve Requests	The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to A&MM/Fiscal.
Approving Official	A user that approves reconciliations to ensure that they are correct and complete.
Authorization	Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358.
Authorization Balance	The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations.

B	
Term	**Definition / Discussion**
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.).

B	
Term	**Definition / Discussion**
Budget Analyst	Fiscal employee responsible for distributing and transferring funds.
Budget Object Code	Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes are listed in VA Handbook 4671.2
Budget Sort Category	Used by Fiscal Service to identify the allocation of funds throughout their facility.

C	
Term	**Definition / Discussion**
CC	Credit Charge entry identifier used by FMS and CCS for charges paid to Vendor thru Credit Card payment process.
CCS	The Credit Card System. This is the database in Austin that processes the credit card information from the external Credit Card Vendor system (currently CitiDirect), and then passes information on to FMS and IFCAP.
Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options.
Chief Logistics Office (CLO)	The Chief Logistics Office (CLO) develops and fosters logistics best practices for the Veterans Health Administration. Through the VHA Acquisition Board the CLO develops the annual VHA Acquisition plan that forms the basis for VHA's acquisition strategy. This strategy seeks to procure high quality health care products and services in the most cost effective manner. This includes the attainment of socio-economic procurement goals. The CLO also develops and implements a comprehensive plan for the standardization of healthcare supplies and equipment. This includes the development and administration of clinical product user groups.

The CLO is also responsible for developing improvements to supply chain management within VHA. This includes the establishment and monitoring of logistics benchmarking data. The CLO serves as liaison for logistics staff in each of the 21 VISNs.

The head of CLO is the **Chief Prosthetics and Clinical Logistics** |

C	
Term	**Definition / Discussion**
	Officer (**CPCLO**).
Chief Prosthetics and Clinical Logistics Officer (CPCLO)	The official in charge of the VHA **Chief Logistics Office (CLO)**, also called the Clinical Logistics Office.
CLA	*See* **Clinical Logistics Analyst**
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).
Clinical Logistics Analyst (CLA)	*Logistics* refers to how resources are acquired, transported and stored along the supply chain. By having an efficient supply chain and proper logistical procedures, an organization can cut costs and increase efficiency. *Clinical logistics* refers specifically to resources used for clinical purposes. A CLA is a person who examines processes, methods and data for clinical logistics operations.
Clinical Logistics Office	*See* **Chief Logistics Office (CLO)**.
Clinical Logistics Report Server (CLRS)	The CLRS project allows the extraction of selected procurement and inventory data from VHA facilities to a centralized Clinical Logistics Report Server. The server supports the collection, tracking, and reporting of National Performance Measures, assisting the Under Secretary for Health (USH) in evaluating facility performance in the areas of consolidation of high tech equipment, standardization, socioeconomic goal accomplishment, acquisition, and inventory management.
CLRS	*See* **Clinical Logistics Report Server (CLRS)**.
Common Numbering Series	This is a pre-set series of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new Purchase Orders/Requisitions/Accounting Transactions on IFCAP. The Application Coordinators establish the Common Numbering Series used by each facility.
Control Point	Financial element, existing ONLY in IFCAP, which corresponds to a set of elements in FMS that include the Account Classification Code (ACC) and define the Sub-Allowance on the FMS system. Used to permit the tracking of monies to a specified service, activity or

C	
Term	**Definition / Discussion**
	purpose from an Appropriation or Fund.
Control Point Clerk	The user within the service who is designated to input requests (2237s) and maintain the Control Point records for a Service.
Control Point Official	The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code.
Control Point Official's Balance	A running record of all the transactions generated and approved for a Control Point from within IFCAP and also. Effects changes to the control point that are initiated directly from within the FMS system. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter.
Control Point Requestor	The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. This user can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM.
Cost Center	Cost Centers are unique numbers which define a service. One cost center must be attached to every Fund Control Point. This enables costs to be captured by service. Cost centers are listed in VA Handbook 4671.1.

D	
Term	**Definition / Discussion**
Date Committed	The date that you want IFCAP to commit funds to the purchase.
Default	A suggested response that is provided by the system.
Deficiency	When a budget has obligated and expended more than it was funded.
Delinquent Delivery Listing	A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information.
Delivery Order	An order for an item that the VA purchases through an established contract with a vendor who supplies the items.

D	
Term	**Definition / Discussion**
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.

E	
Term	**Definition / Discussion**
eCMS	Electronic Contract Management System
EDI	*See* **Electronic Data Interchange** (**EDI**).
EDI Vendor	A vendor with whom the VA has negotiated an arrangement to submit, accept and fill orders electronically.
EDI X12	"X12" is the U.S. standard ANSI ASC X12, which is the predominant standard used in North America. Thus, "EDI X12" refers to electronic data interchanges which meet the X12 standard. Also seen as "X12 EDI".
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.).

F	
Term	**Definition / Discussion**
FCP	Fund Control Point (see Control Point).
Federal Tax ID	A unique number that identifies your station to the Internal Revenue Service.

F	
Term	**Definition / Discussion**
FileMan	The FileMan modules are the "building blocks" for all of VistA. FileMan includes both a database management system (DBMS) and user interface. Source: http://www.hardhats.org/fileman/FMmain.html
Fiscal Balance	The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidations submitted against the obligation.
Fiscal Quarter	The fiscal year is broken into four three month quarters. The first fiscal quarter begins on October 1.
Fiscal Year	Twelve month period from October 1 to September 30.
FMS	Financial Management System, the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
FOB	**Freight on Board**. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means the Vendor has paid shipping costs directly to the shipper and then will include them on their Invoice.
FPDS	Federal Procurement Data System.
FTEE	Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year.
Fund Control Point	IFCAP accounting element that is not used by FMS. *See* also control point.
Funds Control	A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds.
Funds Distribution	A group of Fiscal options that allows the Budget Analyst to distribute

F	
Term	**Definition / Discussion**
	funds to Control Points and track Budget Distribution Reports information.

G	
Term	**Definition / Discussion**
GBL	Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of $250.00.
GL	General Ledger.
Globals	Globals are variables which are automatically and transparently stored on disk and persist beyond program, routine, or process completion. Globals are used exactly like ordinary variables, but with the caret character prefixed to the variable name. Globals are stored in highly structured data files by MUMPS, and accessed only as MUMPS globals. VistA file definitions and data are both stored in globals.

I	
Term	**Definition / Discussion**
Identification Number	A computer-generated number assigned to a code sheet.
Imprest Funds	Monies used for cash or 3rd party draft purchases at a VA facility.
Integrated Supply Management System (ISMS)	ISMS is the system which replaced LOG I for Expendable Inventory.
ISMS	*See* Integrated Supply Management System.
Item File	A listing of items specified by A&MM service as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.
Item History	Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of

I	
Term	**Definition / Discussion**
	request.
Item Master Number	A computer generated number used to identify an item in the Item File.

J	
Term	**Definition / Discussion**
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.

K	
Term	**Definition / Discussion**
Kernel	The Kernel is the software "scaffolding" that supports all VistA applications. The Kernel system permits any VistA software application to run without modification to its base structure no matter what hardware or software vendor the application was built on.
	The Kernel includes a number of management tools including device, menu, programming, operations, security/auditing, task, user, and system management. Its framework provides a structurally sound computing environment that permits controlled user access, menus for choosing various computing activities, the ability to schedule tasks, application development tools, and numerous other management and operation tools.
	Source: http://hardhats.org/kernel/KRNmain.html

L	
Term	**Definition / Discussion**
Liquidation	The amount of money posted to the 1358 or Purchase Order as a payment to the vendor. They are processed through payment/invoice tracking.
LOG I	LOG I is the name of the Logistics A&MM computer located at the Austin Automation Center. This system continues to support the

L	
Term	**Definition / Discussion**
	Consolidated Memorandum of Receipt.

M	
Term	**Definition / Discussion**
M	The Massachusetts General Hospital Utility Multi-Programming System, or alternatively M, is a programming language originally created for use in the healthcare industry. M is designed to make writing database-driven applications easy while simultaneously making efficient use of computing resources. The most outstanding, and unusual, design feature of M is that database interaction is transparently built into the language. Many parts of VistA are written in M.
MailMan	Mailman is an integrated data channel in VistA for the distribution of: • Patches (Kernel Installation and Distribution System or KIDS builds) • Software releases (KIDS builds) • Computer-to-computer communications (HL7 transfers, Servers, etc.) • Person-to-person messaging (email) Source: http://www.hardhats.org/cs/mailman/MMmain.html
Mandatory Source	A Federal Agency that sells supplies and services to the VA, Defense Logistics Agency (DLA), General Services Administration (GSA), etc.
MSC Confirmation Message	A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP transmission of documents.
MUMPS	*See* M.

O	
Term	**Definition / Discussion**
Obligation	The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of an Order.

O	
Term	**Definition / Discussion**
Obligation (Actual) Amount	The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document on IFCAP.
Obligation Data	A Control Point option that allows the Control Point Clerk and/or Budget Analyst to enter data not recorded by IFCAP.
Obligation Number	The 6 character number assigned to orders, requisitions and 1358s. (i.e. C prefix number that Fiscal Service assigns to the 1358.)
Option	A Vista Option is an application component defined in VA Kernel to control user and remote server access to VistA applications. Options can appear on menu "trees" of options, through which the user navigates to execute application software. Types of options include menu (to allow grouping of options); edit (to edit application files via VA FileMan); inquire (to query the database via VA FileMan); print (to execute reports via VA FileMan); run routine (to execute custom application software); server (to process remote procedure calls via MailMan); and Broker (to process GUI remote procedure calls via Kernel Broker).
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.

P	
Term	**Definition / Discussion**
Partial	A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order.
Partial Date	The date that a warehouse clerk created a receiving report for a shipment.
PAT Number	Pending Accounting Transaction number – the primary FMS reference number. *See* also Obligation Number.
Personal Property	A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk

P	
Term	**Definition / Discussion**
Management	sale. They also process 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.
POA	Purchase Order Acknowledgment. The message received electronically from an EDI vendor acknowledging the placement of an order.
PPM	Personal Property Management, now referred to at most sites as Acquisition and Materiel Management Service.
Program Code	Accounting element that identifies the VA initiative or program that the purchase will support.
Prompt Payment Terms	The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods).
Purchase Card	A card, similar to a credit card, that Purchase Card Users use to make purchases. Purchase Cards are not credit cards but debit cards that spend money out of a deposited balance of VA funds.
Purchase Card Coordinator	A person authorized by a VA station to monitor and resolve delinquent purchase card orders, help VA services record, edit and approve purchase card orders in a timely manner, assign purchase cards to IFCAP users, and monitor the purchase card expenses of VAMC services.
Purchase Card Orders	Orders funded by a purchase card.
Purchase Card User	A person who uses a purchase card. Purchase Card Users are responsible for recording their purchase card orders in IFCAP.
Purchase History Add (PHA)	Information about purchase orders which is automatically sent to Austin for archiving. This same transaction is also used to send a PO for EDI processing.
Purchase History Modify (PHM)	Information about amendments which is automatically sent to Austin for archiving.

P	
Term	**Definition / Discussion**

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.

Q	
Term	**Definition / Discussion**

Quarterly Report	A Control Point listing of all transactions (Ceilings, Obligations, Adjustments) made against a Control Point's Funds.
Quotation for Bid	Standard Form 18. Used by Purchasing Agents to obtain written bids from vendors. May be created automatically and transmitted electronically within the Purchasing Agent's module.

R	
Term	**Definition / Discussion**

Receiving Report	The VA document used to indicate the quantity and dollar value of the goods being received.
Reconciliation	Comparing of two records to validate IFCAP Purchase Card orders. Purchase Card Users compare IFCAP generated purchase card order data with the CC transaction sent from the CCS system in Austin.
Reference Number	Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the: Station Number-Fiscal Year-Quarter - Control Point – 4-digit Sequence Number.
Repetitive (PR Card) Number	*See* **Item Master Number**.

R	
Term	**Definition / Discussion**
Repetitive Item List (RIL)	A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate 2237 requests from the list. A RIL can be created by using the Auto-Generate feature within the Inventory portion of the package.
Requestor	*See* **Control Point Requestor**.
Requisition	An order from a Government vendor.
Running Balance	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter.

S	
Term	**Definition / Discussion**
Section Request	A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official.
Service Balance	The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service.
SF-18	Request for Quotation.
SF-30	Amendment of Solicitation/Modification of Contract.
Short Description	A phrase which describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM).
Site Parameters	Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file.
Sort Group	An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of

S	
Term	**Definition / Discussion**
	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 purchase orders, receiving reports, and 1358s which are sent electronically to Fiscal and stored in a file for printing at a later time 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 user defined assignment of all or part of a ceiling transaction to a specific category (sub-control point) within a Control Point. Transactions can then be posted against this sub-control point and a report can be generated to track use of specified funding within the overall control point.
Sub-cost Center	A subcategory of Cost Center. IFCAP will not utilize a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field.

T	
Term	**Definition / Discussion**
Tasked Job	A job, usually a printout, that has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them.
TDA	*See* "Transfer of Disbursing Authority".
Total Authorizations	The total amount of the authorizations created for the 1358 obligation.
Total Liquidations	The total amount of the liquidations against the 1358 obligation.
Transaction Number	The number of the transaction that funded a Control Point (*See* Budget Analyst User's Guide). It consists of the Station Number – Fiscal Year – Quarter – Control Point – Sequence Number.

T	
Term	**Definition / Discussion**
Transfer of Disbursing Authority	The method used to allocate funds to a VA facility.
Transmission Number	A sequential number given to a data string when it is transmitted to the Austin DPC; used for tracking message traffic.
Type Code	A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order.

U	
Term	**Definition / Discussion**
Unit of Issue	A description of the quantity/packaging combination in which the item is issued to the end user; it may be different from the Unit of Purchase, which is the combination used when the item is procured from the vendor. For example, a vendor may sell an item in cases of 24 cans, but the end user receives individual cans from that case.
Unit of Purchase	A description of the quantity/packaging combination in which VA purchases the item from the vendor; it may be different from the Unit of Issue, which is the combination used to actually issue the item to the end user. *See* also Unit Conversion Factor.
Unit Conversion Factor	A number which expresses the ratio between the unit of measure and the unit of issue. Among other things, the conversion factor (which is part of the vendor data) is used at order release to calculate the due-ins and due-outs. Supply stations receive the conversion factor at the time of order release and use it to translate the order quantities into supply station amounts. If an item is procured, stocked and issued using the same units, then the conversion factor would be 1.

V	
Term	**Definition / Discussion**
Vendor file	An IFCAP file of vendor information solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.

V	
Term	**Definition / Discussion**

Vendor ID Number   The ID number assigned to a vendor by the FMS Vendor unit.

VRQ   FMS Vendor Request document. When a new vendor is added to IFCAP a VRQ message is sent electronically to the Austin FMS Vendor unit to determine if the vendor exists in the central vendor system. If the vendor is not in the system, Austin will confirm information and establish the vendor in the central file. If vendor exists in central file already, Austin will verify the data. *See* also **VUP**.

VUP   Vendor Update Message. This message is sent electronically from the FMS system to ALL IFCAP sites to ensure that the local vendor file contains the same data as the central vendor file in Austin. This message will contain the FMS Vendor ID for the vendor and also the Alternate Address Indicator if applicable. *See* also **VRQ**.

X	
Term	**Definition / Discussion**

X12 EDI   *See* **EDI X12**.

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Chapter 11. Index