



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

Control Point Clerk  
User's Guide

Version 5.1

October 2000

Revised September 2013

Department of Veterans Affairs  
Office of Information and Technology  
Product Development

## Revision History

Initiated on 12/29/04

Date	Description (Patch # if applicable)	Project Manager	Technical Writer or Analyst
9/25/2013	Updates based on patch PRC*5.1*171. <ul style="list-style-type: none"> <li>• Removed option <b>Enter/Edit Control Point Users</b> from menus. See pages 141, 142, &amp; 143.</li> </ul>	April Scott	Bob Sutton Ralph Beckwith
9/25/12	Updates based on feedback from the testing team: <ul style="list-style-type: none"> <li>• Page 14, 1.6.5 Returning a 2237 from eCMS to the Accountable Officer: Deleted “A new Status, “To IFCAP Ordering Officer,” is placed on the 2237 and an IFCAP Purchasing Agent may include the 2237 in a Purchase Order or if appropriate, a Requisition Clerk can include the 2237 in a Requisition.”</li> <li>• Page 16, 1.6.6 Returning a 2237 from eCMS to the Control Point Level: (in Note: box), Corrected status from not “Returned to Service by eCMS (P&amp;C)”, no status transaction type is changed to “Cancelled.”</li> <li>• Added comment about making the determination to cancel in conjunction with the FCP user. The eCMS user absolutely should not make this decision unilaterally. “After communicating with the FCP User an eCMS user may decide...”</li> <li>• Page 22, 2.4.5 Requestor Information: added statement about Requesting Service being mandatory field for transmission to eCMS (Bring this NOTE: outside of the screen capture, this does not appear on IFCAP screen.</li> <li>• Pg 26, 2.5.4 Classification and Sort Group, same as 2.4.5.</li> <li>• Pg 31/32, 2.6.4 Updated Classification and Sort Group, same as 2.4.5. No “Note” in screen capture, but no reference to mandatory for eCMS.</li> <li>• Pg 38, 2.7.5 Classification and Sort Group, same as 2.4.5.</li> <li>• Pg 105, 7.27.2 Note box is repetitive already mentioned in 7.27</li> <li>• Pg 105, 7.27 Added a statement that this report only lists transactions that have been returned by eCMS.</li> <li>• Pg 149, 9.2.1 MailMan Error Messages – Updated eCMS Interface Check 1st &amp; 2nd</li> </ul>	Robert Miller	Mavis McGaugh, Daniel Leschorn, Daniel Navarra

	<p>sentence.</p> <ul style="list-style-type: none"> <li>• Pg 149, 9.2.1 MailMan Error Messages – eCMS Interface, changed last sentence to: “The CP user will need to edit the 2237 to populate the Requesting Service field and reapprove the 2237.</li> <li>• Fixed “Note” box format consistency see Note in 1.6.6 (pg 15) &amp; 2.7.6 and Note in 2.5.5 (pg 27) &amp; 2.6.5 (Pg 32), 2.6.7</li> </ul> <p>9.2.1 MailMan Error Messages – eCMS Interface</p> <ul style="list-style-type: none"> <li>• The Accountable Officer sends all 2237s that will be processed by Contracting staff to the electronic Contract Management System (eCMS) in Austin. The IFCAP application will reject any 2237 forwarded to eCMS with no Requesting Service (Requesting Service field is blank (null)). Although that field is not mandatory in IFCAP, the field is required for 2237s being sent to eCMS. The Accountable Officer will receive a MailMan message advising that the 2237 must be Returned to the Service for editing by the Control Point User. The CP user will then need to edit the 2237 populate the Requesting Service field and reapprove the 2237. The Accountable Officer will then be able to process the 2237 and send it to eCMS.</li> </ul>		
9/3/12	<p>Patch PRC*5.1*167 Updates to:</p> <p>Add new Option to Sections 2.4.3, 3.2.1, 3.3.1.3.3.3, 4.2.1, 5,2,1,7.4.2,7.7.1,7.8.1, 7.9.1, 7.10.1, 7.11.1, 7.12.1, 7.12.6, 7.13.1, 7.13.3, 7.14.1, 7.14.3, 7.16.1, 7.17.1, 7.18.1, 7.19.1, 7.20.1, 7.21.1, 7.22.1, 7.23.1, 7.24.1, 7.25.1, 7.26.1, 7.26.2, 8.1.</p> <p>Updated Screen captures in Sections: 2.4.5, 2.7.5, 2.7.2, 7.2.1, 7.2.2, 7.3.3, 7.4.1, 7.27, 7.27.1, 7.27.2, 7.36.2, 7.41.3, 9.2</p> <p>Added to Glossary: AITC, eCMS, OA&amp;L, VUP – updated text for VRQ.</p> <p>Added new section 1.6.4</p>	Robert Miller	Mavis McGaugh, Daniel Navarra
8/28/12	<p>Patch PRC*5.1*167 Updates to:</p> <ol style="list-style-type: none"> <li>1. Revised Body Text style to Calibri 11 single 6 pt after.</li> <li>2. Revised paragraph formatting; changed all content text from Normal to Body Text.</li> </ol>	Robert Miller	Daniel Navarra

## Revision History

	<p>3. Revised Heading 1, Heading 2-2, and Heading 3-3 for consistency with body text and other IFCAP manuals (i.e. Accountable Officer UG).</p> <p>4. Changed task headings to gerund format where applicable.</p>		
10/2011	Patch PRC*5.1*158 Modification of title for IFCAP VA Form 1358. See pages 33, 34-35, 39-40, 76-77, 85-86, 90-91, 131.	Mary A. Anthony	C. Arceneaux
01/05/11	Updated to address changes in support of the Segregation of Duties Patch [PRC*5.1*148. See: 2.8, 7.16.3, 7.16.5, 7.16.7, 7.16.8, 7.17.4, 7.24.3 & 7.25.2 Includes Removal of Obligation Data option.	Mary A. Anthony	Mavis McGaugh
02/03/06	Added New option, Print Obligated 1358s, per patch PRC*5.1*79.	Blake Jan	Mary Ellen Gray
12/29/04	Updated to comply with SOP 192-352 Displaying Sensitive Data.		Mary Ellen Gray
12/29/04	Pdf file checked for accessibility to readers with disabilities.		Mary Ellen Gray

# PREFACE

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

- **FUNDS DISTRIBUTION** allows Fiscal Service to establish Fund Control Points, and track funding for budget purposes.
- **CONTROL POINT ACTIVITY** automates the preparation of requests, the electronic transmission of requests to A&MM and Fiscal services and the bookkeeping processes within a service.
- **PROCUREMENT** allows A&MM to transfer IFCAP-generated requests onto purchase orders and requisitions, process receiving documents in the warehouse, and create and transmit code sheets to Austin.
- **ACCOUNTING** automates the creation of code sheets, handles the processing of certified invoices, and facilitates the electronic transmission of code sheets and receiving documents to the Financial Management System (FMS) located in Austin, Texas. In addition, IFCAP transfers obligation information back to the Control Point and updates the Control Point balance automatically.
- **INVENTORY** permits services to maintain their own on-line inventory and establish an average stock level, record the distribution of goods to secondary location(s), and automatically generate IFCAP requests for replenishment purposes. Secondary locations may maintain their own inventory if they wish.
- **RFQ** enables the Purchasing Agent (PA) to create a Request for Quotation (RFQ), evaluate bids, award the order, and generate the purchase order. Using IFCAP and the Electronic Data Interchange (EDI) functionality that currently exists in Austin, the PA can electronically send the RFQ to one or many vendors and receive the bids electronically
- **PURCHASE CARD** permits users at Service level and in A&MM to generate purchase orders against assigned credit card(s). Charges are passed electronically from the Austin Credit Card System (CCS) to IFCAP and users reconcile payments with IFCAP Purchase Orders. The assigned Approving Official then approves reconciled orders. The local IFCAP Purchase Card Registration file is maintained by the station designated Purchase Card Coordinator. Reconciled orders are then approved by assigned Approving Officials. There are many reports that provide data on the status of the purchase card orders and timeliness of the reconciliation and approval processes.
- **DELIVERY ORDERS** permits users to generate purchase orders for contract items at the Service-level. Using switches that are site configurable, orders can bypass Fiscal and be obligated at time of signing by Service-level staff.

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# Chapter 1 Introduction

## 1.1 The Role of the Control Point Clerk

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

## 1.2 How to Use This Manual

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

## 1.3 Reference Numbering System

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

## 1.4 Package Management and Security Measures

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

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## 1.5 Package Operation

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

- Funds Distribution (Fiscal Component)
- Funds Control (Control Point Component)
- Processing Requests (Control Point Component)
- Purchase Orders/Requisitions (A&MM Component)
- Accounting (Fiscal Component)
- Receiving (A&MM Component)
- Inventory (A&MM/Control Point Component)

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

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

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

This is the main menu for the Control Point Clerk.

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

## 1.6 Features

### 1.6.1 Cost Centers

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

digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'

## 1.6.2 Suballowance/Fund Control Point Reconciliation

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

## 1.6.3 Rollover of Funds From Previous Quarters

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

## 1.6.4 eCMS Interface to IFCAP (2237 Processing)

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

## 1.6.5 Returning a 2237 from eCMS to the Accountable Officer

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

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

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Subj: 2237 RETURNED TO ACCOUNTABLE OFFICER 568-12-4-223-0014 [#403094]

08/13/12@13:53 10 lines

From: IFCAP/ECMS INTERFACE In 'IN' basket. Page 1 \*New\*

-----  
STATION 568 SUBSTATION 568HS

eCMS Date/Time Returned to AO Aug 13, 2012@12:53:21

568-12-4-223-0014

ECMS, Test

Ecms.test@va.gov

123-456-0001

Returned to the Accountable Officer Level in IFCAP

Not eligible for contracting process in eCMS. Handle in IFCAP.

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

### 1.6.6 Returning a 2237 from eCMS to the Control Point Level

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

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

Subj: 2237 RETURNED TO CONTROL POINT FOR 688-12-4-333-0080 [#403100]

08/13/12@16:00 10 lines

From: IFCAP/ECMS INTERFACE In 'IN' basket. Page 1 \*New\*

-----  
STATION 688

eCMS Date/Time Returned to CP Aug 13, 2012@15:00:35

688-12-4-333-0080

TEST,ECMS

ecms.test@va.gov

123-456-0900

Returned to the Control Point Level in IFCAP

Delete line item 14 and modify line item 10 to be Qty 24 pr.

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

## Cancelling a 2237 in eCMS & IFCAP

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

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

```
Subj: 2237 CANCEL FROM eCMS FOR 2237 688-12-3-110-0021  [#403586]
08/28/12@14:51  10 lines
From: IFCAP/ECMS INTERFACE  In 'IN' basket.  Page 1  *New*
```

-----

```
-
STATION 688
eCMS Date/Time Canceled Aug 28, 2012@13:50:53
688-12-3-110-0021
ECMS, Test
ecms.test@va.gov
456-789-0123
Cancelled the PR and IFCAP 2237 will be cancelled.
```

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

# Chapter 2 How to Create Requests

## 2.1 Introduction

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

## 2.2 Which 2237 Request Form Should You Use?

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

## 2.3 How to Consult the Item Master File

### 2.3.1 Introduction

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

### 2.3.2 Menu Path

```
Select Requestor's Menu Option: ITEM History
Select STATION NUMBER: 688//
Select CONTROL POINT: 110 NAME .01                0160A1  10  0100  010042116

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

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

### 2.3.3 Setup Parameters

Enter a station number and then a Control Point. At the Select Item Master Number: prompt, enter the Item Master number for the item, the name of the item, a stock number, or some other feature of the item that IFCAP can search. IFCAP will search the Item Master File for all item descriptions that have the information you enter at this prompt and ask you to choose one if there are several matches. You can also type three question marks at this prompt and read the entire item master list. If IFCAP does not

find a match, you have to create either a Non-Repetitive Order or a Repetitive and Non-Repetitive Order. Skip to the sections on these two request types and create one of those requests instead.

```

Select STATION NUMBER: 688//
Select CONTROL POINT: 110 NAME .01                0160A1  10  0100  010042116

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

Select ITEM MASTER NUMBER: 309 ??

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

                                Item History

JUN 28, 2000@16:00                                     Page 1
Site: 688      Control Point: 110 NAME .01
Item Number: 3094      Description: CONTRACT ITEM

    Qty.      Unit
    Prev.      of
Date Ordered  PO Number  Recd.  Purch.  Unit Cost      Total Cost      Quantity
Ordered
-----
JUN 6,2000 688-U00042  0      EA      1.10      13.20      12
VENDOR: IFVENDOR2,ONE
JUN 6,2000 688-U00041  0      EA      2.66      31.92      12
VENDOR: IFVENDOR2,ONE
MAR 21,2000 688-U00033  0      EA      2.66      31.92      12
VENDOR: IFVENDOR2,ONE
MAR 21,2000 688-P08005  0      EA      3.56      42.72      12
VENDOR: IFVENDOR2,ONE
MAR 7,2000 688-U00032  0      EA      2.66      31.92      12
VENDOR: IFVENDOR2,ONE

                                Item History

JUN 28, 2000@16:00                                     Page 2
Site: 688      Control Point: 110 NAME .01
Item Number: 3094      Description: CONTRACT ITEM

    Qty.      Unit
    Prev.      of
Date Ordered  PO Number  Recd.  Purch.  Unit Cost      Total Cost      Quantity
Ordered
-----
FEB 10,2000 688-U00016  0      EA      2.66      26.60      10
VENDOR: IFVENDOR2,ONE
FEB 10,2000 688-U00015  0      EA      2.66      5.32      2
VENDOR: IFVENDOR2,ONE
FEB 4,2000 688-U00005  0      EA      2.66      5.32      2
VENDOR: IFVENDOR2,ONE
FEB 4,2000 688-U00003  0      EA      2.66      2660.00     1000
VENDOR: IFVENDOR2,ONE

```

## 2.3.4 Item Information

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

Select STATION NUMBER: 688//

```

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

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

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

                                ITEM HISTORY
JUN 28, 2000@16:00      Site: 688      Control point: 110 NAME .01
Item Number: 3094      Description: CONTRACT ITEM

                                Quantity
                                Previously  Unit of      Quantity
Date Ordered   PO Number   Received   Purchase   Unit Cost   Total Cost   Ordered
-----
JUN 06, 2000   688-U00042   0          EA          1.10       13.20       12
Vendor: IFVENDOR2,ONE
JUN 06, 2000   688-U00041   0          EA          2.66       31.92       12
Vendor: IFVENDOR2,ONE
MAY 01, 2000   688-P05178   0          EA          2.66       31.92       12
Vendor: IFVENDOR2,ONE
APR 04, 2000   688-U00035   0          EA          2.66       31.92       12
Vendor: IFVENDOR2,ONE
MAR 21, 2000   688-U00034   0          EA          2.66       31.92       12
Vendor: IFVENDOR2,ONE

```

## 2.3.5 Order Type

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

## 2.4 Creating Repetitive (PR Card) Order 2237 Requests

### 2.4.1 Introduction

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

## 2.4.2 Setup Parameters

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

## 2.4.3 Menu Navigation

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

Select Process a Request Menu Option: NEW 2237 (Service) Request
Select FISCAL YEAR: 00//
Select QUARTER: 3//
Select CONTROL POINT:   060 FISCAL SVC           0160A1   10   0100   010042100
  1) 688-IFUSER,ONE
  2) 688-LAB PRIMARY
Select INVENTORY POINT: (1-2): 2 688-LAB PRIMARY
This transaction is assigned transaction number: 688-00-3-060-0031

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

FORM TYPE: ???

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

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

## 2.4.4 Classification and Sort Groups

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

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```

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

CHOOSE FROM:
    TEST CLASS

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

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

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

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

    Also, you do NOT need to enter the entire file name or message
    to direct the look up. Using the first few characters will suffice.
SORT GROUP:
DATE OF REQUEST: APR 18,1995//    (APR 18, 1995)

```

## 2.4.5 Requestor Information

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

At the Requesting Service: prompt, enter the name or the number of the service that will use the item. Enter the date required. Enter the priority of the request.

```

REQUESTOR: IFUSER,TWO

```

At the Requesting Service: prompt, enter the name or the number of the service that will use the item. Enter the date required. Enter the priority of the request. The Requesting Service is a mandatory field for transmission to eCMS.

**Note:** The Requesting Service field is not mandatory in IFCAP. However, it is a required field for the eCMS interface. If the Accountable Officer attempts to send a 2237 to eCMS and this field is blank, the 2237 will reject. The Accountable Officer will have to return the 2237 to the CP user for edit and re-approval.

Therefore, it is a business rule: **Always select a Requesting Service for a 2237.**

```
REQUESTING SERVICE: LABORATORY          113

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

## 2.4.6 Special Remarks

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

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

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

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

COST CENTER: 820300 LAB
```

## 2.4.7 Selecting a Vendor

At the Vendor: prompt, enter the name of the vendor, or the first few letters of the name of the vendor's name. You can type three question marks (???) at the prompt to list all the vendors in the system. If you do not know which vendor has the item you want, follow the instructions in section 3.4,

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“How to Consult the Item Master File”. Press the Enter key at the vendor address prompts. Press the Enter key at the Line Item Number: prompt.

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

## 2.4.8 Item Selection

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

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

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

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

## 2.4.9 Item History

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

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

  BOC: ???

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

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

QTY BEG BAL: 1
```

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## 2.4.10 Delivery Schedules

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

At the Select Line Item Number: prompt, enter “2” if you want another item on this request. Otherwise, hit the Enter key. Enter the location you want the item to be delivered at the Deliver to/Location: prompt. At the Justification: prompt, enter your name and telephone number and information about how the item will be used. This will help the Personal Property Management Accountable Officer. The PPM Accountable Officer will adjust your request to save money, solicit another vendor or purchase a similar item if there is a problem with the vendor or item you specified. Explaining how you plan to use the item will help the VA acquire the item faster and cheaper. Enter your name at the Originator of Request: prompt. Add comments if you like. Enter N at the Would You Like To Edit Another Request?: prompt to return to the Requestor's Menu.

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

## 2.5 Creating Non-Repetitive Order 2237 Requests

### 2.5.1 Introduction

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

### 2.5.2 Menu Navigation

Use the New 2237 (Service) request option on the Process a Request Menu to enter a Station number, Fiscal Year, Quarter and Control Point. If the Control Point selected is attached to more than one Inventory Point, the user will be asked to select the Inventory Point that will be attached to the order.

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

```
Select Process a Request Menu Option: NEW 2237 (Service) Request
Select STATION NUMBER: 688          WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 3//
Select CONTROL POINT:
1) 688-IFUSER,ONE
   2) 688-LAB PRIMARY
Select INVENTORY POINT: (1-2): 1 688-IFINV,ONE
```

### 2.5.3 Form Type

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

```
Select CONTROL POINT: 060 FISCAL SVC          0160A1  10  0100  010042100
This transaction is assigned transaction number: 688-00-3-060-0033
The form types 1358 and NO FORM are no longer used within this option
FORM TYPE: ??

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

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

### 2.5.4 Classification and Sort Groups

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

**NOTE:** Although this is not an IFCAP required field, if the 2237 is intended to go forward to the electronic Contract Management System (eCMS), **this field must be populated.**

```
CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST: 2940418//   (APR 18, 1994)
REQUESTOR: IFUSER,TWO
REQUESTING SERVICE: ???
      This is the name of the service that submitted this request.
```

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```

CHOOSE FROM:
A&MM          90
BLIND REHABILITATION      122
CHIEF OF STAFF      002
DENTAL          160
ENGINEERING      138
FISCAL          04
GERIATRICS AND EXTENDED CARE      180
INFORMATION SYSTEMS CENTER      162-2
LABORATORY      113
REQUESTING SERVICE: 113  LABORATORY      113

```

## 2.5.5 Priority of Order

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

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

```

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

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

COST CENTER: 820100 Medical Service

```

## 2.5.6 Vendor Selection

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

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

## 2.5.7 Item Information

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

```
DESCRIPTION:
  1>Roofing Material
  2>
EDIT Option:
  QUANTITY: 400
  UNIT OF PURCHASE: ???
    This is the unit of measurement for items being procured.
    e.g., each, dozen, box, bottle, case, pound (lb.), square ft., etc.

CHOOSE FROM:
  AM      AMPOULE
  AT      ASSORTMENT
  AY      ASSEMBLY
  .      .
  LB      POUND

UNIT OF PURCHASE: BX          BOX
```

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

## 2.5.8 Stock Number

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

```
STOCK NUMBER: 094104
```

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```

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

```

## 2.5.9 Delivery Schedules

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

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

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

```

Select DELIVERY SCHEDULE: ???

This field is the Delivery Schedule of the Order file, #442.8.
Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 16000//
DATE COMMITTED: TODAY// (JUN 29, 2000)
                                           TRANSACTION BEG BAL: 16000.00

Select SUB-CONTROL POINT:
EST. SHIPPING AND/OR HANDLING: 40
DELIVER TO/LOCATION: Bldg.40
JUSTIFICATION:
  1>Roofing material for homeless veteran's shelter
  2>
EDIT Option:
REQUESTOR:
ORIGINATOR OF REQUEST:
COMMENTS:
  1>

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

```

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

## 2.6 Creating Repetitive and Non-Repetitive Order 2237 Requests

### 2.6.1 Introduction

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

## 2.6.2 Setup Parameters

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

```
Select Process a Request Menu Option: New 2237 (Service) Request
Select STATION NUMBER: 688 WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 3//
CONTROL POINT
```

## 2.6.3 Form Type

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

```
Select CONTROL POINT: 060 FISCAL SVC// 0160A1 10 0100 010042100
  1) 688-IFUSER,ONE
  2) 688-LAB PRIMARY
Select INVENTORY POINT: (1-2): 1 688-IFUSER,ONE
This transaction is assigned transaction number: 688-00-3-060-0034

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

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

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

## 2.6.4 Classification and Sort Groups

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

```

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

CHOOSE FROM:
  SHOES
  TEST CLASS

  This is the name used to identify the type of request. File #410.2
  is pointed to by the Classification of Request field (#8) of the
  Control Point Activity file, #410.
CLASSIFICATION OF REQUEST: TEST CLASS
SORT GROUP:
DATE OF REQUEST: 2940418// (APR 18, 1994)
REQUESTOR: IFUSER,TWO
REQUESTING SERVICE: ???
  This is the name of the service that submitted this request.
CHOOSE FROM:
  A&MM          90
  AMBULATORY CARE      11C
  ANESTHESIOLOGY      123
  AUDIOLOGY AND SPEECH PATHOLOGY      126
REQUESTING SERVICE: 11C AMBULATORY CARE

```

**NOTE:** Although Requesting Service is not an IFCAP required field, if the 2237 is intended to go forward to the electronic Contract Management System (eCMS), this field must be populated.

### 2.6.5 Priority of Order

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

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

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

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

COST CENTER: 820300 LAB
```

### 2.6.6 Vendor Selection

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

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

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

### 2.6.7 Item Information

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

```

DESCRIPTION:
  1>Testing Material
  2>
EDIT Option:
BOC: 2660 Operating Supplies and Materials
QUANTITY: 400
UNIT OF PURCHASE: ???
  This is the unit of measurement for items being procured.
  e.g., each, dozen, box, bottle, case, pound (lb.), square ft., etc.
CHOOSE FROM:
  AM      AMPOULE
  AT      ASSORTMENT
  AY      ASSEMBLY
  . . .
  LB      POUND
UNIT OF PURCHASE: LB          POUND

```

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

### 2.6.8 Stock Number

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

```

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

```

### 2.6.9 Delivery Schedules

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

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

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

```

Select DELIVERY SCHEDULE: ???

  This field is the Delivery Schedule of the Order file, #442.8.
  Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 400//
                                                    TRANSACTION BEG BAL: 400.00

Select SUB-CONTROL POINT:
DELIVER TO/LOCATION: Bldg.40
JUSTIFICATION:
  1>Testing material
  2>
EDIT Option: REQUESTOR:
ORIGINATOR OF REQUEST:
COMMENTS:
  1>

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

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

```

## 2.7 Creating Issue Book/Interval Issue Requests

### 2.7.1 Introduction

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

### 2.7.2 Setup Parameters

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

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

Select Process a Request Menu Option: New 2237 (Service) Request
Select STATION NUMBER: 688          WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 3//
Select CONTROL POINT: 101 ISC2      A2222    10  0100   01AA20100
    1) 688-IFUSER,ONE
    2) 688-LAB PRIMARY
Select INVENTORY POINT: (1-2): 1 688-IFINV,ONE
```

### 2.7.3 Classification Group

The system will assign a transaction number to this request.

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

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

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

This transaction is assigned transaction number: 688-00-3-060-0035  
The form types 1358 and NO FORM are no longer used within this option

FORM TYPE: ???

Choose from:

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

FORM TYPE: 5 ISSUE BOOK/INTERVAL ISSUE

Issue Book Requests will automatically be ordered from IFVENDOR2,FIVE

INTERVAL ISSUE?: ???

This allows the user to specify (by entering Yes/No) whether the request for items in the Warehouse is an Interval Issue i.e., items requested between scheduled posted stock delivery, rather than a regularly scheduled Issue Book order.

CHOOSE FROM:

- 1 YES
- 0 NO

INTERVAL ISSUE?: 1 YES

CLASSIFICATION OF REQUEST: ???

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

CHOOSE FROM:

TEST CLASS

CLASSIFICATION OF REQUEST:

## 2.7.4 Sort Group

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

SORT GROUP: ???

This Sort Group field may be used to group together all transactions (requests) that relate to a specific project, work order, investigator, food group, doctor, etc.

This is the previous 'Project Number' field.

Enter one of the following:

S.EntryName to select a Sort Group

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

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

However, if you know the file the entry should be in, then you can speed processing by using the following syntax to select and entry:

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

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

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```
SORT GROUP:
DATE OF REQUEST: TODAY// (APR 18, 1994)
REQUESTOR: IFVENDOR,TWO
```

## 2.7.5 Priority

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

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

NOTE: Although this is not an IFCAP required field, if the 2237 is intended to go forward to the electronic Contract Management System (eCMS), this field must be populated.

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

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

**NOTE: Although Requesting Service is not an IFCAP required field, if the 2237 is intended to go forward to the electronic Contract Management System (eCMS), this field must be populated.**

## 2.7.6 Cost Center

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

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

```

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

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

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

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

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

```

## 2.7.7 Additional Items

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

```

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

This field is the Delivery Schedule of the Order file, #442.8.
Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 3.22//
DATE COMMITTED: T (JUN 29, 2000)
                                TRANSACTION BEG BAL: 100.00

Select SUB-CONTROL POINT:
EST. SHIPPING AND/OR HANDLING: 40
DELIVER TO/LOCATION: Bldg.40
JUSTIFICATION:
  1>Roofing material for homeless veteran's shelter
  2>
EDIT Option:
ORIGINATOR OF REQUEST:
COMMENTS:
  1>

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

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

```

## 2.8 Creating 1358 Order Requests

### 2.8.1 Introduction

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

### 2.8.2 Menu Navigation

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

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

Select 1358 Request Menu Option: NEW 1358 Request
Select FISCAL YEAR: 00//
Select QUARTER: 3//
Select CONTROL POINT:    060 FISCAL SVC           0160A1  10  0100  010042100
Select AUTHORITY OF REQUEST: 2   FEE BASIS      User may enter ?? to see the list of
23 choices.
SUB AUTHORITY:  ??           If the Authority selected requires a Sub-Authority the
User will be prompted to enter a value.
    Select the Sub-Authority for this 1358 Obligation.
    You can only select active sub-authorities that relate to the main one.

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

SUB AUTHORITY: C           HOMEMAKER/HOME HEALTH AID

This transaction is assigned Transaction number: 688-00-3-060-0036
```

### 2.8.3 Classification and Sort Groups

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

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and offices Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group.

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

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

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

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

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

## 2.8.4 Requestor

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

Press the Enter key at the Date of Request: prompt to accept the default date of today.

Enter the date that you want to commit funds to your request at the Date Committed: prompt, or press the Enter key to accept the default of the first date of the current month.

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

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

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

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

## 2.8.5 BOC

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

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

## 2.8.6 Vendor Information

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

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

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

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

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

## 2.8.7 Service Start and End Dates/Purpose of 1358

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

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

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

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

```
SERVICE START DATE: 100110
SERVICE END DATE: 103110
PURPOSE:
1> electric bill for july
2>
```

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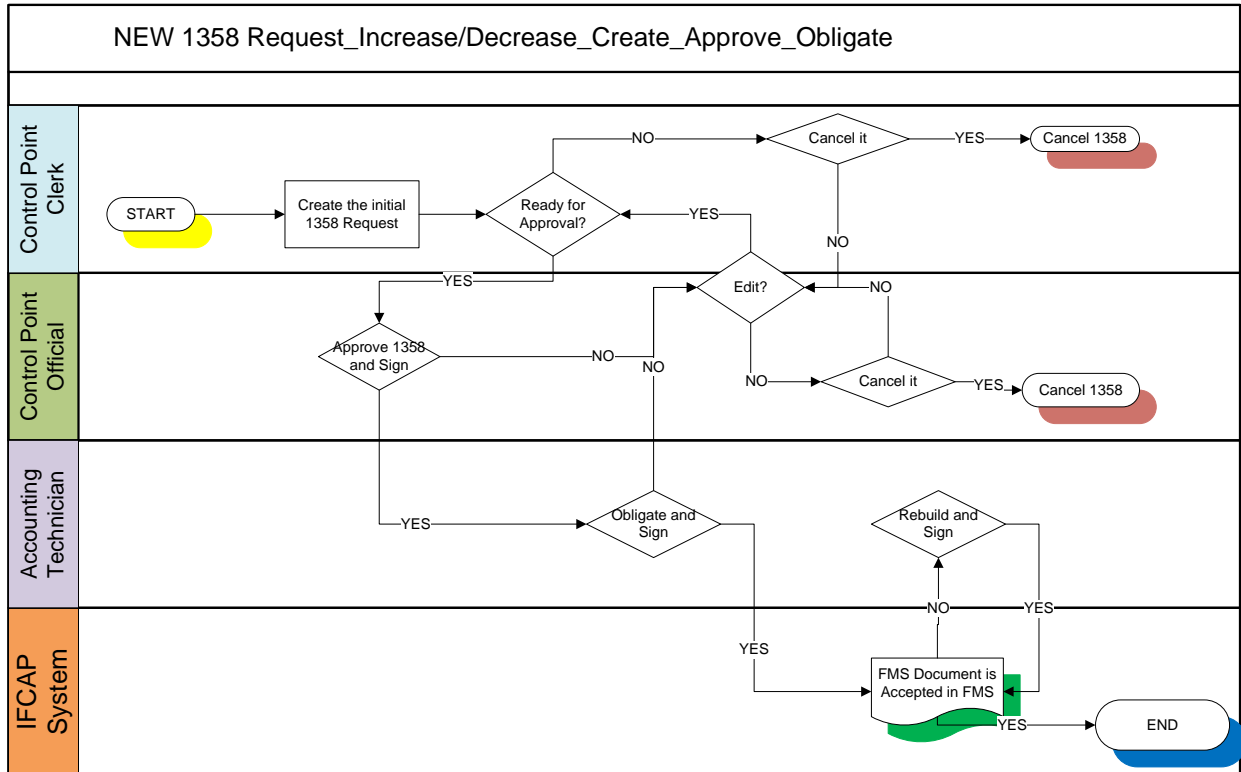
```

EDIT Option:
ORIGINATOR OF REQUEST: IFUSER,FIVE
COMMENTS:
  1>
Would you like to review this request? No// (No)
Current Control Point balance: $1007426.00
Estimated cost of this request: $1000.00
Is this request ready for approval? Yes// (Yes)

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

```

## 2.8.8 New Process Flow for 1358s



# Chapter 3 Turning Temporary Requests into Transactions

## 3.1 Introduction

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

## 3.2 Converting Item Requests to Permanent Transactions

### 3.2.1 Menu Navigation

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

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

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

### 3.2.2 Setup Parameters

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

```
Select STATION NUMBER: 688          WASHINGTON,DC
Select CONTROL POINT: 22  022 MISC OFFICE SUPPLIES

Select the existing transaction number to be replaced
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ??
Attempting lookup in transaction file.
Attempting lookup using 022 MISC OFFICE SUPPLIES
  688-94-3-022-0001    OBL      IFVENDOR, FOUR
LIGHT BULBS
```

### 3.2.3 Request Review

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



```

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

Enter the information for the new transaction number

Select STATION NUMBER: 688//          WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
Old transaction 688-94-3-022-0001 is now cancelled.

Transaction '688-94-3-022-0001' has been replaced by transaction 688-94-4-022-0002

```

### 3.2.4 Edit Request

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

```

Would you like to edit this request? NO// Y (YES)
FORM TYPE: REPETITIVE AND NON-REP ORDER//
CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST:
REQUESTING SERVICE:
DATE REQUIRED: JUN 29,1994//
PRIORITY OF REQUEST: EMERGENCY//
SPECIAL REMARKS:
  1>
COST CENTER: 844100 Supply//
VENDOR: IFVENDOR,FOUR //
Select LINE ITEM NUMBER: 1//
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.: 200//
  BOC: 1091 Federal,Summer Employment  Replace
  QUANTITY: 1//
  INTERMEDIATE PRODUCT CODE:
                                     QTY BEG BAL: 1

Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 3//
                                     TRANSACTION BEG BAL: 3.00

Select SUB-CONTROL POINT:
DELIVER TO/LOCATION:
JUSTIFICATION:
  1>
REQUESTOR: IFREQUESTOR,TWO//
COMMENTS:
  1>

```

### 3.2.5 Request Review

IFCAP will allow you to review the request again, to make sure that all the information on the request is correct. IFCAP will then list the cost of the request, and the uncommitted balance available for purchases. IFCAP will allow you to transmit the request to the Control Point Official for approval. You can enter another request at the Select Control Point Activity Transaction Number: prompt or press the Enter key to return to the Process a Request Menu.

```

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

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

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

Select Process a Request Menu Option:

```

## 3.3 Converting Temporary 1358 Transactions to Permanent Transactions

### 3.3.1 Menu Navigation

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

```

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

```

```

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

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

```

### 3.3.2 Enter Temporary Number

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

```

Select the existing transaction number to be replaced

Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: WER513 WER513 OBL

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

MCG0727 JUL 27, 2011@12:31:09 PAGE 1
-----
1358 OBLIGATION OR CHANGE
-----
Originator of Request: PRCUSER,NINE
-----
Requestor: |Date Requested: |Obligation No.:
MCGAUGH,MAVIS |JUL 27, 2011 |
-----
Vendor: |Contract Number:
|
-----
Name and Title Approving Off.: |Signature: |Date Signed:
| |
-----
FUND CERTIFICATION: The supplies and services listed on this request are
properly chargeable to the following allotments, the available balances of
which are sufficient to cover the cost thereof, and funds have been obligated.
-----
Press return to continue, "^" to exit:
MCG0727 PAGE 2
-----
1358 OBLIGATION OR CHANGE
-----
Appropriation & Acct. Symbols: |Obligated By: |Date Obligated:
688-3610160-081-828100-2580 010028100 |
-----
AUTHORITY:
SERVICE START DATE: SERVICE END DATE:
-----
Purpose:
MONTHLY COSTS
-----
Press return to continue, "^" to exit
MCG0727 PAGE 3
-----
1358 OBLIGATION OR CHANGE
-----
Daily Record entries have not yet been entered for this request.
The total committed cost of this request is $1000.00
-----
VA FORM 4-1358a-ADP (NOV 1987)

Enter the information for the new transaction number

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

```

### 3.3.3 Conversion to Permanent Number

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

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can define. This allows you to group similar purchases together. IFCAP will ask you if you want to assign a vendor to the transaction.

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

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

```

Would you like to review this request? No// Y (Yes)
DEVICE: HOME// 0;80;9999 TELNET
MCG0727                JUL 27, 2011@12:34:40                PAGE 1
-----
1358 OBLIGATION OR CHANGE
-----
Originator of Request: PRCUSER,NINE
-----
Requestor:                |Date Requested:                |Obligation No.:
MCGAUGH,MAVIS            |JUL 27, 2011                    |
-----
Vendor:                    |Contract Number:
                           |
-----
Name and Title Approving Off.: |Signature:                |Date Signed:
                           |                            |
                           |                            |
-----
FUND CERTIFICATION: The supplies and services listed on this request are
properly chargeable to the following allotments, the available balances of
which are sufficient to cover the cost thereof, and funds have been obligated.
-----
Press return to continue, "^" to exit:
MCG0727                PAGE 2
-----
1358 OBLIGATION OR CHANGE
-----
Appropriation & Acct. Symbols: |Obligated By:                |Date Obligated:
688-3610160-081-828100-2580 010028100 |                            |
-----
AUTHORITY:
SERVICE START DATE:                SERVICE END DATE:
-----
Purpose:
MONTHLY COSTS
-----
Daily Record entries have not yet been entered for this request.
The total committed cost of this request is $1000.00
-----
VA FORM 4-1358a-ADP (NOV 1987)

Enter the information for the new transaction number

Select STATION NUMBER: 688//
Select FISCAL YEAR: 11//
Select QUARTER: 4//
Select CONTROL POINT: 081 SPD SEEMA                0160A1 10 0100 010028100
                                                    0160A1 10 0100 010028100

```

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Transaction 'MCG0727' has been replaced by 688-11-4-081-0006

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

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

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

Select Process a Request Menu Option:

# Chapter 4 Monitoring Request Status

## 4.1 Introduction

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

## 4.2 Monitoring Request Status

### 4.2.1 When You Know the Purchase Order Number?

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

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

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

```
Select Display Control Point Activity Menu Option: Purchase Order Status
Select STATION NUMBER: 688// WASHINGTON,DC
Select CONTROL POINT: 101 TESTING 101
Select PURCHASE ORDER NUMBER: ???
```

CHOOSE FROM:

```
688-A40016 12-02-93 ST Pending Fiscal Action
             FCP: 101 $ 78.12
688-A40017 12-02-93 ST Pending Fiscal Action
             FCP: 101 $ 90
688-A40018 12-02-93 ST Complete Order Received (Amended)
             FCP: 101 $ 30
688-A40019 12-02-93 ST Complete Order Received
             FCP: 101 $ 30
688-A40020 12-02-93 ST Partial Order Received
             FCP: 101 $ 15
688-A40021 12-02-93 ST Pending Fiscal Action
```

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```

FCP: 101      $ 44.56
Select PURCHASE ORDER NUMBER: A40017 688-A40017 12-02-93 ST Pending Fiscal
Action
FCP: 101      $ 90

```

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

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

```

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

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

2 999-12-3-333-0017 ADJ QTRADJ
3 999-12-3-333-0018 OBL IFVENDOR TWO C21255
REPAIR WATER HEATER in BLD 3
4 999-12-3-333-0019 OBL IFVENDOR THREE
CARTRIDGE,BLACK, A-2270DW PRINTER
Sent to eCMS
5 999-12-3-333-0020 OBL IFVENDOR ONE A23156
BATTERY,ALK,AAA, 1.5V, HEAVY DUTY

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

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

Transaction Number: 999-12-3-333-0020 Transaction Type: OBLIGATION
A&MM Status: Pending Accountable Officer Sig.
Temporary Trans. Number:
Form Type: REPETITIVE AND NON-REP ORDER
Date of Request: JUN 14,2012 Date Required: JUN 24,2012
Est. Delivery Date: Date Received:
Vendor: IFVENDOR ONE P.O. Vendor:
Committed (Estimated) Cost: $7.00 Date Committed: JUN 14,2012
Obligated (Actual) Cost: $0.00 Date Obligated:
Purchase Order/Obligation No.: Accounting Data: 3620160
FMS $ Amount: $0.00 FMS Date:
FMS Transaction Code:
Return to Service Comments:
2237 Returned by eCMS Line #3 needs to be edited as the unit of ...
Comments: Item has incorrect unit of measure.

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

```

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```

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

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

Select STATION NUMBER: 999//

```

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

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

```

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

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

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

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

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

12-3-0023   STANDARD          06/15/12  06/30/12
IFVENDOR FOUR
Pending Accountable Officer Sig.

```



```

                                BATTERY,ALK,AAA,1.12V, HEAVY DUTY
Need for emergency kits.

12-3-0024   STANDARD                06/29/12
IFVENDOR THREE                Returned to Service by eCMS (P&C)
                                PAPER,8-1/2X11 INCH,WHITE,PHOTOCO

For copier in Director's Office.

12-3-0031   STANDARD                06/28/12   07/01/12
IFVENDOR THREE                To IFCAP Ordering Official
                                CABLE,NETWORK,25 FT,CAT6

We really need this for a meeting on July 1st.

```

## 4.3 Monitoring the Status of 1358's

### 4.3.1 Menu Navigation

From the 1358 Request Menu, select the Print 1358 option

```

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

```

### 4.3.2 Entering Obligation Number

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

```

Select 1358 Request Menu Option: PRINT 1358
Select STATION NUMBER: 688
Select CONTROL POINT: 110 NAME .01          0160A1  10  0100  010042116
Select OBLIGATION NUMBER: C85026  688-98-2-110-0110  OBL  IFVENDOR2,THREE C85026

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

```

### 4.3.3 Reviewing the 1358

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

```

Select 1358 Request Menu Option: Print 1358
Select STATION NUMBER: 688//
Select CONTROL POINT: 045 FISCAL// 110 NAME .01    0160A1  10  0100  010042116
Select OBLIGATION NUMBER: C05026  688-10-4-110-0051  OBL  C05026

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

688-11-4-081-0003                JUL 27, 2011@12:42:05                PAGE 1

1358 OBLIGATION OR CHANGE:FEE BASIS

```

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FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)

Originator of Request:

Requestor: CP CLERK, ONE | Date Requested: JUL 07, 2011 | Obligation No.: 688-C15096

Vendor: | Contract Number:

Name and Title Approving Off.: OFFICIAL CP | Signature: /ES/OFFICIAL CP | Date Signed: JUL 07, 2011@15:32:39  
FCP OFFICIAL | |

FUND CERTIFICATION: The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.

Press return to continue, "^" to exit:

688-11-4-081-0003 688-C15096 PAGE 2

1358 OBLIGATION OR CHANGE:FEE BASIS  
FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)

Appropriation & Acct. Symbols: 688-3610160-081-828100-2580 010028100 | Obligated By: /ES/TECH ACCT | Date Obligated: JUL 19, 2011

AUTHORITY: 2 SUB: B  
SERVICE START DATE: 07/01/11 SERVICE END DATE: 07/31/11

Purpose:  
MONTHLY COSTS

Press return to continue, "^" to exit:

688-11-4-081-0003 688-C15096 PAGE 3

1358 OBLIGATION OR CHANGE:FEE BASIS  
FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)

ESTIMATED OBLIGATION RECAP

DATE	REF#	CPA#	AMOUNT	BALANCE
07/19	0001	688-11-4-081-0003	\$ 10000.00	\$ 10000.00

AUTHORIZATION & ORDER RECORD

LIQUIDATION RECORD

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

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

# Chapter 5 Adjusting Control Point balances

## 5.1 Introduction

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

## 5.2 Adjusting 1358 Expenses

### 5.2.1 Menu Navigation

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

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

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

### 5.2.2 Setup Parameters

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

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

```

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

CHOOSE FROM:

Choose from:
  B45003      688-11-1-110-0007  OBL  AMSCO1 INTERNATIONAL B45003
  C05003      688-10-4-110-0039  OBL  RACHEL                C05003
  C05004      688-10-4-110-0043  OBL  RACHEL                C05004
  C05005      688-10-4-110-0044  OBL  RACHEL                C05005
  C05026      688-10-4-110-0051  OBL                      C05026
  C15002      688-11-1-110-0013  OBL  RACHEL                C15002
  C15003      688-11-1-110-0009  OBL                      C15003
  C95118      688-09-4-110-0026  OBL                      C95118
  C95119      688-09-4-110-0028  OBL                      C95119
  C05026      688-10-4-110-0051  OBL                      C05026

Select OBLIGATION NUMBER: c05026 688-10-4-110-0051 OBL C05026

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

      FMS Document: SO-688C05026 -688065
      Status: TRANSMITTED

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

This transaction is assigned transaction number: 688-11-1-110-0026
CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST: 101510// (OCT 15, 2010)
COST CENTER: 842100//

```

### 5.2.3 Adjustment Information

Enter today's date at the Date Obl Adjusted: prompt. Enter the amount that you want to adjust the obligation at the Adjustment \$Amount prompt. Type a minus symbol in front of the amount to decrease the 1358 and put money back into your Control Point. Type the number without any symbols to increase the 1358 and deduct more money from your Control Point. At the BOC1: prompt, enter the budget object code classification for this item. Budget object codes are defined in VHA Handbook 4671.2. If you do not know the BOC for this item, enter three question marks and IFCAP will list the available budget object codes. At the BOC1 Amount: prompt. Hit the Enter key.

Enter a Sub-Control Point if you want to assign this receipt to a defined subcategory of the Control Point. The Purpose: prompt, is now a required field. Enter the purpose of the 1358 adjustment. Add comments if you like. You may review the request to make sure that the information on the request is

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correct. Confirm that the adjustment is ready for approval. You may enter another adjustment or return to the 1358 Request Menu.

```
DATE OBL ADJUSTED: T (OCT 15, 2010)
ADJUSTMENT $ AMOUNT: 475 $ 475.00
BOC1: 2580 Miscellaneous Contractual Replace
BOC1 $ AMOUNT: 475// $ 475.00
TRANSACTION BEG BAL: 410.00
Select SUB-CONTROL POINT:
PURPOSE:
  1>Additonal Monthly Costs for October 2010
  2>
EDIT Option:
COMMENTS:
  1>
  2>
EDIT Option:
Would you like to review this request? NO//
Is this request ready for approval? YES// (YES)
Enter another increase/decrease adjustment? NO//
```

## Chapter 6 Handling System Down or Life-Threatening Emergencies

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

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

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

# Chapter 7 Other IFCAP Functions

## 7.1 Supplementary Options in the Process a Request Menu

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

## 7.2 Editing a 2237 (Service)

Select Process a Request Menu from the Control Point Clerk's Menu.  
Select Edit a 2237 (Service) from the Process a Request Menu.

### 7.2.1 Setup Parameters

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

```
Select STATION NUMBER: 688           WASHINGTON, DC
Select CONTROL POINT: 101 ??
Select CONTROL POINT: ??

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

### 7.2.2 Entering Transaction Numbers

Enter a transaction number. If you do not know the transaction number, enter three question marks at the Select Control Point Activity Transaction Number: prompt and IFCAP will list the available transactions. You can also enter the vendor name, or as much of the beginning of the transaction number as you can remember. For example, If you enter 688-95-4, IFCAP will list all the transactions for Control Point 688 for fiscal year 1995 and fiscal quarter 4. Reducing the search in one of these ways will greatly reduce your search time.

```

Attempting lookup in transaction file.

Attempting lookup using 333 TEST CNTRL POINT

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

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

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

```

## 7.2.3 Form Type

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

## 7.2.4 Control Point Balances

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

```

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

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

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

Select Process a Request Menu Option:

```

## 7.3 Printing and Displaying Request Forms

Use this option to print or display a request.

### 7.3.1 Menu Navigation

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

```

Select Process a Request Menu Option: print/Display Request Form
Select STATION NUMBER: 688//
Select CONTROL POINT: 110 NAME .01// 0160A1 10 0100 010042116
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: A00011
Searching for a Sort Group, (pointed-to by SORT GROUP)
Searching for a Work Order, (pointed-to by SORT GROUP)

688-00-1-110-0015 OBL IFVENDOR2,THREE A00011 688-00-1-110-
0014 DOLLS

```

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### 7.3.2 Last Page Print

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

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

### 7.3.3 Interpreting the Request Form

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

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

```

JUL 10, 2000@10:57:49          PRIORITY: STANDARD          Sent to eCMS
                              999-00-1-110-0015
-----
                        REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-----
TO: A&MM Officer          Requesting Office
                              FISCAL (04)
-----
Action Requested          Date Prepared          Date Required
  Delivery                OCT 25, 1999          OCT 25, 1999
-----
ITEM NO.          DESCRIPTION          QUANTITY  UNIT          ESTIMATED
OR STOCK NO.                                     UNIT COST
-----
                Put item info below in here
TN-420          1 CARTRIDGE,PRINTER AT-2270DW
                PRINTER PART# TN-420

                eCMS Item Line ID 12365                2  EA  44.9500

                TOTAL COST: $89.90
-----
VENDOR INFORMATION:    NO: 12345          FAX: 555-555-5555/DEF
VENDOR: IFVENDOR,FOUR          CONTACT: IFUSER,ONE
8 HIGH ST          : 413-555-5555
FLORENCE,MA 01061
-----
Ref. Voucher Number:

Press return to continue, uparrow (^) to exit:
                              688-00-1-110-0015
-----
                        REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-----

```

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```

DELIVER TO: BD3
-----
JUSTIFICATION OF NEED OR TURN-IN
TEST
-----
Originator of Request:
Signature of Initiator
Official Date
Signature of Approving
OCT 25, 2011

/ES/IFUSER,TEN
IFUSER,TEN
IFVENDOR,FOUR
IFUSER,TEN
IFVENDOR,FOUR
-----
Appropriation and Accounting Symbols
688-3600160-333-842100-2660-010042116
-----
Press return to continue:

```

## 7.4 Canceling Transactions with Permanent Number

### 7.4.1 Setup Parameters

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

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

```

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

Select Process a Request Menu Option: CANcel Transaction with Permanent Number
Select STATION NUMBER: 688
Select CONTROL POINT: 333 LYFE'S TEST CNTRL POINT    0160X1  10  11  815
Select TRANSACTION: ??

Attempting lookup in transaction file.

Attempting lookup using 333 (CONTROL POINT)

    1  333 TEST CNTRL POINT  688-12-4-333-0092  OBL  BEST BUY INC.
DRIVE,FLASH,16 Gb
Sent to eCMS

    2  333 TEST CNTRL POINT  688-12-4-333-0089  OBL  STAPLES, INC.
BATTERY,ALK,AAA,1.5V, HEAVY DUTY

    3  333 TEST CNTRL POINT  688-12-4-333-0083  OBL  OFFICE DEPOT
NOTES,3X3 INCH,POST-IT,ASSORTED COLORS
Sent to eCMS

    4  333 TEST CNTRL POINT  688-12-4-333-0082  OBL  STAPLES, INC.

```

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CHALK,BOARD,ASSORTED COLORS,6/PKG

5 333 TEST CNTRL POINT 688-12-4-333-0078 OBL STAPLES, INC.

## 7.4.2 Canceling Transactions

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

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

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

COMMENTS:
 1>Transaction no. 688-94-4-022-0007 was replaced by trans. no. 688-94-4-022-00
09
EDIT Option: add lines
 2>Item no longer needed.
 3>
EDIT Option:

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

Select Process a Request Menu Option:
```

## 7.5 Supplementary Options in the Requestor's Menu

The Requestor's Menu options are described in the IFCAP Requestor User's Guide.

## 7.6 Supplementary Options in the Repetitive Item List Menu

### 7.7 New Repetitive Item List (Enter)

#### 7.7.1 Menu Navigation

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

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

Select Repetitive Item List Menu Option: New Repetitive Item List (Enter
```

#### 7.7.2 Setup Parameters

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

```
Select STATION NUMBER: 688           WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR2,FOUR
Select COST CENTER: 804909 ??
Select COST CENTER: ??
      844100           844100 Supply
      Select COST CENTER: 844100 Supply
```

#### 7.7.3 Item Selection

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

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

CHOOSE FROM:
```

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```

1   BANDAGE-CAST-6INX5YD
2   CAP-SAFETY-BOTTLE-50S
3   PLASMA-USP 5%
4   TOMATOES CANNED
5   SUGAR
6   CEREAL-SHREDDED-WHEAT-BISQUIT
7   DIETARY SUPPLEMENT
8   PROMETHAZINE INJ 25MG 1ML
9   BATTERY-RECHARGEABLE-9 VOLT
10  PHENYTON SODIUM CAPS 100MG
11  TUBE, TRACH, STERILE, 9MM ID
12  SUGAR-REFINED
13  THEOPHYLLINE-TABS-200MG
14  CEREAL-WHEAT
15  LITHIUM-CAP-300MG-100S-UD
16  ENEMA-ADMINISTRATION-SET-DISP
17  NEOSTIGMINE-METHYSULFATE-INJECTION.
18  BEANS, PINTO, CANNED, #10
19  EGGNOG
20  CORN-CANNED-#10
21  TOWEL-PAPER-140SQIN

```

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

## 7.7.4 Item Information

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

```

This item has a mandatory source (vendor) of WAREHOUSE
NOTE: This item must be ordered in multiples of 6
NOTE: This item has a packaging multiple/unit of purchase of 1/CAN
  QUANTITY: 12
Select ITEM:
Let me total the cost for this Repetitive Item List entry (#688-94-4-022-844100-
0001)
Total number of items: 1      Total cost (all items): $30.00

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

```

## 7.8 Editing the Repetitive Item List Entry

### 7.8.1 Menu Navigation

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

Select Repetitive Item List Menu from the Process a Request Menu.

Select Edit Repetitive Item List Entry from the Repetitive Item List Menu.

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```

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

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

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

```

## 7.8.2 Select Repetitive List

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

```

Select REPETITIVE ITEM LIST #: ???

CHOOSE FROM:
  503-93-4-073-632500-0002      09-15-93      # OF ITEMS: 1TOTAL COST:      48.00
  503-94-1-073-632500-0001      10-20-93      # OF ITEMS: 1TOTAL COST:      48.00
  503-94-1-7001-600000-0014      12-02-93      # OF ITEMS: 3TOTAL COST:      2053.42
  503-94-1-7001-600000-0015      12-14-93      # OF ITEMS: 5TOTAL COST:      953514.73

Select REPETITIVE ITEM LIST #: 632500
  1  632500  503-93-4-073-632500-0002      09-15-93      # OF ITEMS: 1 TOTAL COST:
48.00
  2  632500  503-94-1-073-632500-0001      10-20-93      # OF ITEMS: 1 TOTAL COST:
48.00
CHOOSE 1-2: 1  503-93-4-073-632500-0002
Select ITEM: 5// ???
  This is a pointer to an item in the Item file, #441. This file is
  composed of items specified by Supply Service as being purchased
  repetitively. This file maintains a full description of the item,
  related stock numbers, vendors, contract numbers, and a procurement
  history.

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

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

```

## 7.8.3 Adds Items

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

```
ITEM: 65//
QUANTITY: 48//
Select ITEM:
Let me total the cost for this Repetitive Item List entry (#503-93-4-073-632500-0002)
Total number of items: 1    Total cost (all items): $48.00

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

Select Repetitive Item List Menu Option:
```

## 7.9 Print/Display Repetitive Item List Entry

### 7.9.1 Menu Navigation

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

Select Repetitive Item List Menu from the Process a Request Menu.

Select Print/Display Repetitive Item List Entry from the Repetitive Item List Menu.

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

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

## 7.9.2 Enter Repetitive List

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

```

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

CHOOSE FROM:
  503-93-4-073-632500-0002      09-15-93  # OF ITEMS: 1TOTAL COST:      48.00
  503-94-1-073-632500-0001      10-20-93  # OF ITEMS: 1TOTAL COST:      48.00
  503-94-1-7001-600000-0014      12-02-93  # OF ITEMS: 3TOTAL COST:     2053.42
  503-94-1-7001-600000-0015      12-14-93  # OF ITEMS: 5TOTAL COST:    953514.73
  503-94-2-7001-600000-0001      03-30-94  # OF ITEMS: 2TOTAL COST:     1621.72
  688-94-4-022-844100-0001      07-08-94  # OF ITEMS: 1TOTAL COST:      30.00

Select REPETITIVE ITEM LIST #: 0015 ??
Select REPETITIVE ITEM LIST #: 073 ??
Select REPETITIVE ITEM LIST #: 632570 ??
Select REPETITIVE ITEM LIST #: 503
  1  503-93-4-073-632500-0002      09-15-93  # OF ITEMS: 1TOTAL COST:
  48.00
  2  503-94-1-073-632500-0001      10-20-93  # OF ITEMS: 1TOTAL COST:
  48.00
  3  503-94-1-7001-600000-0014      12-02-93  # OF ITEMS: 3TOTAL COST:
  2053.42
  4  503-94-1-7001-600000-0015      12-14-93  # OF ITEMS: 5TOTAL COST:
  953514.73
  5  503-94-2-7001-600000-0001      03-30-94  # OF ITEMS: 2TOTAL COST:
  1621.72
CHOOSE 1-5: 2
DEVICE: HOME//  LAT  RIGHT MARGIN: 80//

```

## 7.9.3 Review List

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

```

REPETITIVE ITEM LIST #: 503-94-1-073-632500-0001DATE: JUL 8,1994@16:42:39 PAGE
1
ITEM NO.      SHORT DESCRIPTION                      QUANTITY  UNIT COST  U/P
-----
VENDOR: WAREHOUSE

65           LIGHT BULBS                               48         1.00     EA
TOTAL # OF ITEMS:      1  TOTAL COST:      48.00
-----
TOTAL # OF ITEMS (ALL VENDORS):      1  TOTAL COST (ALL VENDORS):      48.00

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

Select Repetitive Item List Menu Option:

```



## 7.10 Generate Requests From Repetitive Item List Entry

### 7.10.1 Menu Navigation

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

Select Repetitive Item List Menu from the Process a Request Menu.

Select Generate Requests From Repetitive Item List Entry from the Repetitive Item List Menu.

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

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

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

### 7.10.2 Select List Entry

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

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

Select REPETITIVE ITEM LIST ENTRY NUMBER: ??

CHOOSE FROM:
  503-93-4-073-632500-0002    09-15-93    # OF ITEMS: 1TOTAL COST:    48.00
  503-94-1-073-632500-0001    10-20-93    # OF ITEMS: 1TOTAL COST:    48.00
  503-94-1-7001-600000-0014    12-02-93    # OF ITEMS: 3TOTAL COST:  2053.42
  503-94-1-7001-600000-0015    12-14-93    # OF ITEMS: 5TOTAL COST: 953514.73
  503-94-2-7001-600000-0001    03-30-94    # OF ITEMS: 2TOTAL COST:   1621.72
  688-94-4-022-844100-0001    07-08-94    # OF ITEMS: 1TOTAL COST:    30.00

Select REPETITIVE ITEM LIST ENTRY NUMBER: 688-94-4-022-844100-0001    07-0
8-94 # OF ITEMS: 1TOTAL COST:    30.00
```

## 7.10.3 Generate Requests

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

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

GENERATE REQUESTS FROM REPETITIVE ITEM LIST FILEDATE: JUL 8,1994@16:43
Requests Generated From Repetitive Item List Entry # 688-94-4-022-844100-0001
-----
A request with Transaction Number 688-94-4-022-0010 has been generated.

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

## 7.10.4 Display Balances

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

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

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

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

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

Select Repetitive Item List Menu Option:
```

## 7.11 Delete Repetitive Item List Entry

### 7.11.1 Menu Navigation

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

Select Repetitive Item List Menu from the Process a Request Menu.

Select Delete Repetitive Item List Entry from the Repetitive Item List Menu.

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```

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

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

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

```

### 7.11.2 Enter Repetitive List

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

```

Select REPETITIVE ITEM LIST #: ??

CHOOSE FROM:
  503-93-4-073-632500-0002      09-15-93  # OF ITEMS: 1TOTAL COST:      48.00
  503-94-1-073-632500-0001      10-20-93  # OF ITEMS: 1TOTAL COST:      48.00
  503-94-1-7001-600000-0014      12-02-93  # OF ITEMS: 3TOTAL COST:    2053.42
  503-94-1-7001-600000-0015      12-14-93  # OF ITEMS: 5TOTAL COST:  953514.73
  503-94-2-7001-600000-0001      03-30-94  # OF ITEMS: 2TOTAL COST:    1621.72

Select REPETITIVE ITEM LIST #: 503
  1  503-93-4-073-632500-0002      09-15-93  # OF ITEMS: 1TOTAL COST:      48.00
  2  503-94-1-073-632500-0001      10-20-93  # OF ITEMS: 1TOTAL COST:      48.00
  3  503-94-1-7001-600000-0014      12-02-93  # OF ITEMS: 3TOTAL COST:    2053.42
  4  503-94-1-7001-600000-0015      12-14-93  # OF ITEMS: 5TOTAL COST:  953514.73
  5  503-94-2-7001-600000-0001      03-30-94  # OF ITEMS: 2TOTAL COST:    1621.72

CHOOSE 1-5: 5

```

### 7.11.3 Delete List

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

```

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

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

```

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

## 7.12 Copy a Transaction

### 7.12.1 Menu Navigation

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

Select Copy a Transaction from the Process a Request Menu.

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

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

### 7.12.2 Setup Parameters

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

```
Select STATION NUMBER: 688          WASHINGTON,DC
Select CONTROL POINT: 022 IFVENDOR2,FOUR

Select the Transaction to be copied: ???

Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR2,FOUR (CONTROL POINT)

   1   022 IFVENDOR2,FOUR688-94-4-022-0010   OBL  WAREHOUSE          CORN-CANNED-#10
   2   022 IFVENDOR2,FOUR688-94-4-022-0007   CANC
Transaction no. 688-94-4-022-0007 was replaced by trans. no. 688-94-4-022-0009

   3   022 IFVENDOR2,FOUR688-94-4-022-0008   OBL  IFVENDOR, FOUR
   4   022 IFVENDOR2,FOUR688-94-4-022-0009   OBL  IFVENDOR1, ONE
This is where the "Description" goes.

   5   022 IFVENDOR2,FOUR688-94-4-022-0006   OBL

TYPE '^' TO STOP, OR
CHOOSE 1-5: 1 688-94-4-022-0010
```

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### 7.12.3 Review Request

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

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

Would you like to proceed ? YES// (YES)

Now enter the information for the new transaction number.

Select STATION NUMBER: 688// WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
```

### 7.12.4 Additional Information

IFCAP will assign a transaction number to the request and prompt you for a form type. Based on which form type you select, IFCAP will prompt you for additional information about the purpose of your request and the source of funds. Read the sections in this guide on creating this form type for explanations of these prompts. Enter “T” for today as the date of the request. Enter your name as the requestor. Enter the Service that you are creating the request for at the Requesting Service: prompt. Enter the date that the goods or services are required. Assign a priority to the request. The priority categories in IFCAP, ranging from shortest to longest delivery time remaining, are “Emergency”, “Special” and “Standard”. Different stations assign different time durations to these categories. Check with your Fiscal office to determine the durations at your station for these categories.

```
This transaction is assigned transaction number: 688-94-4-022-0011
FORM TYPE: ISSUE BOOK/INTERVAL ISSUE//
Transaction data is being copied...

Issue Book Requests will automatically be ordered from
WAREHOUSE

INTERVAL ISSUE?:
CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST: TODAY// (JUL 08, 1994)
REQUESTOR: IFUSER,TWO
REQUESTING SERVICE:
DATE REQUIRED: T+3 (JUL 11, 1994)
PRIORITY OF REQUEST: ST// STANDARD
```

### 7.12.5 Special Remarks

At the Special Remarks: prompt, explain how the service will use the item, names of other items that would fulfill the same need, and any other information that would help the Purchasing Agent fulfill your request. Purchasing Agents sometimes change orders to fulfill the service’s need faster, find a better item or change the vendor for a better price. Explaining the use of the item will make these tasks easier to accomplish. Enter a cost center. Cost center numbers are listed in the left column of MP-4 Part V, Appendix B-1. Cost centers allow Fiscal staff to create total expense records for a section or service. Enter 1 at the Select Line Item Number: prompt for the first item on the request. At the Item Master File No.: prompt, enter the item name or number. You can also type three question marks (???) to see a

list of the items you can request. Enter how many units of purchase (not number of items) at the Quantity: prompt. At the BOC: prompt, enter the budget object code classification for this item. Budget object codes are defined in MP-4 Part V, Appendix B-2. If you do not know the BOC for this item, enter three question marks and IFCAP will list the available budget object codes. At the Intermediate Product Code: prompt, enter the Intermediate Product Code if there is one. The Intermediate Product Code is a stock number that vendors sometimes use.

```
SPECIAL REMARKS:
  1>
COST CENTER: 844100 Supply//
Select LINE ITEM NUMBER: 1//
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.: 20//
  QUANTITY: 12//
  BOC: 2610 Provisions//
  INTERMEDIATE PRODUCT CODE:
```

### 7.12.6 Add Items

Enter 2 at the Select Line Item Number: prompt if you want to add another item to your request. IFCAP will display the estimated cost of your request. At the Date Committed: prompt, enter the date that you want IFCAP to commit funds to the purchase. At the Select Sub-Control Point: prompt, you can associate this purchase with a category of purchases that you can define. This allows you to group similar purchases together. Enter where you want the warehouse to deliver the item at the Deliver To/Location: prompt, including room and building number if you can. At the Justification: prompt, explain why the service or item is needed by the service. Add comments if you like. IFCAP will ask you if you want to review the request again, and will display the current balance of the Control Point, the cost of the request, and the money available to the Control Point from current and prior quarters. IFCAP will ask you if you want to send the request to the Control Point Official for approval. You can copy another request, or press the Enter key at the prompt to return to the Process a Request Menu.

```
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 30//
DATE COMMITTED:
                                                    TRANSACTION BEG BAL: 30.00

Select SUB-CONTROL POINT:
DELIVER TO/LOCATION: Bldg. 20
JUSTIFICATION:
  1>
ORIGINATOR OF 2237: IFUSER,TWO
COMMENTS:
  1>

Would you like to review this request? NO// (NO)
Current Control Point balance: $0.00
Estimated cost of this request: $30.00
Total uncommitted balance from current and prior quarters: $4734.20

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

Would you like to copy another request? YES// n (NO)
  New 2237 (Service) Request
  Edit a 2237 (Service)
  Copy a Transaction
  1358 Request Menu ...
  Print/Display Request Form
  Change Existing Transaction Number
  Repetitive Item List Menu ...
  Cancel Transaction with Permanent Number
```

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```
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report
Transaction Report - eCMS/IFCAP
```

Select Process a Request Menu Option:

## 7.13 Item Display

### 7.13.1 Menu Navigation

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

Select Item Display from the Process a Request Menu.

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

Select Process a Request Menu Option: Item Display

### 7.13.2 Enter Item Number

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

```
Select ITEM MASTER NUMBER: ???

CHOOSE FROM:
 1 BANDAGE-CAST-6INX5YD
 2 CAP-SAFETY-BOTTLE-50S
 3 PLASMA-USP 5%
 4 TOMATOES CANNED
 5 SUGAR
 6 CEREAL-SHREDDED-WHEAT-BISQUIT
 7 DIETARY SUPPLEMENT
 8 PROMETHAZINE INJ 25MG 1ML
 9 BATTERY-RECHARGEABLE-9 VOLT
10 PHENYTON SODIUM CAPS 100MG
11 TUBE, TRACH, STERILE, 9MM ID
12 SUGAR-REFINED
13 THEOPHYLLINE-TABS-200MG
14 CEREAL-WHEAT
15 LITHIUM-CAP-300MG-100S-UD
16 ENEMA-ADMINISTRATION-SET-DISP
17 NEOSTIGMINE-METHYSULFATE-INJECTION.
18 BEANS, PINTO, CANNED, #10
19 EGGNOG
```

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```
20 CORN-CANNED-#10
21 TOWEL-PAPER-140SQIN
```

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

### 7.13.3 Display Data

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

```
FSC: 8940
LAST VENDOR ORDERED: IFVENDOR1,FIVE
NSN: 8940-00-851-7063          MANDATORY SOURCE: IFVENDOR2,FIVE
DATE ITEM CREATED: JAN 25, 1993    BOC: 2610 Provisions
CREATED BY: IFUSER1,TWO          INC: 02183
DESCRIPTION: TOMATOES CANNED WHOLE OR LARGE PIECES DIETETIC NO. 303
VENDOR: IFVENDOR2,FIVE          UNIT COST: 1.888
DATE OF UNIT PRICE: JAN 25, 1993  UNIT OF PURCHASE: CS
PACKAGING MULTIPLE: 6          MAXIMUM ORDER QTY: 6
UNIT CONVERSION FACTOR: 3      REQUIRED ORDER MULTIPLE: 6
VENDOR: IFVENDOR1,FIVE          UNIT COST: 1.01
DATE OF UNIT PRICE: DEC 2, 1993  UNIT OF PURCHASE: CN
PACKAGING MULTIPLE: 1          UNIT CONVERSION FACTOR: 1
VENDOR: IFVENDOR1,SIX          UNIT COST: 1.889
DATE OF UNIT PRICE: JAN 25, 1993  UNIT OF PURCHASE: CN
PACKAGING MULTIPLE: 6          MAXIMUM ORDER QTY: 6
UNIT CONVERSION FACTOR: 1      REQUIRED ORDER MULTIPLE: 6
MINIMUM ORDER QTY: 1
VENDOR: **IFVENDOR1,SEVEN      UNIT COST: .89
DATE OF UNIT PRICE: MAR 9, 1993  UNIT OF PURCHASE: CN
PACKAGING MULTIPLE: 1
NSN VERIFIED: DEC 2, 1993      FOOD GROUP: Fruits, Vegetables
SKU: CN
FCP: 503033
PURCHASE ORDER: 503-B40006
LONG NAME (c): SITE: 503   FCP: 033 PHARMACY
FCP: 5037001
PURCHASE ORDER: 503-G38095
PURCHASE ORDER: 503-G30004
PURCHASE ORDER: 503-G38043
LONG NAME (c): SITE: 503   FCP: 7001 SUPPLY FUND
```

Select ITEM MASTER NUMBER:

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

Select Process a Request Menu Option:



## 7.14 Vendor Display

### 7.14.1 Menu Navigation

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

Select Vendor Display from the Process a request Menu.

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

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

### 7.14.2 Vendor Selection

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

```
Select VENDOR NAME: IFVENDOR,FOUR          000-456-7890  NO. 741
SPECIAL FACTORS:
ORDERING ADDRESS: 6877 MAIN ST
                  GREENBELT, AK 11888

...OK? YES//  (YES)

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

### 7.14.3 Display Vendor Information

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

```
VENDOR LIST                                JUL  8,1994  16:52  PAGE 1
-----
NUMBER: 741                                NAME: IFVENDOR,FOUR
ORDERING ADDRESS1: 6877 MAIN ST             ORDERING CITY: GREENBELT
ORDERING STATE: ALASKA                     ORDERING ZIP CODE: 11888
VA P&C contact phone number: 123-555-5555
SOCIOECONOMIC GROUP (FPDS): OO  NONE OF THE ABOVE
BUSINESS TYPE (FPDS): SMALL                IS A SF129 ON FILE?: NOT APPLICABLE
FMS VENDOR CODE: 000222444                TAX ID/SSN: 000222444
SSN/TAX ID INDICATOR: SOCIAL SECURITY NUMBER
PAYMENT HOLD INDICATOR: NO                 1099 VENDOR INDICATOR: YES
PENDING FLAG: CONFIRMATION OF APPROVAL
CENTRAL REMIT: NO                          VENDOR TYPE: COMMERCIAL
```

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```

MTI ACTION: CHANGE
CONTRACT NUMBER: 2432424                EXPIRATION DATE: AUG  4, 1994
BEGINING DATE: APR 16, 1994
PAYMENT PHONE NO.: 409-555-5555        PAYMENT ADDRESS1: 1453 KINWOOD LANE
PAYMENT ADDRESS2: SUITE 100            PAYMENT CITY: BALTIMORE
PAYMENT STATE: MARYLAND                PAYMENT ZIP CODE: 21210\
DATE VENDOR CREATED: JUL  1, 1994     CREATED BY: POSTMASTER

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

Select Process a Request Menu Option:

```

## 7.15 Supplementary Options in the 1358 Request Menu

### 7.16 New 1358 Request

#### 7.16.1 Menu Navigation

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

Select 1358 Request Menu from the Process a Request Menu.

Select New 1358 Request from the 1358 Request Menu.

```

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

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

```

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```
Print Obligated 1358s
Recalculate 1358 Balance
```

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

## 7.16.2 Setup Parameters

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

```
Select STATION NUMBER: 688          WASHINGTON, DC
Select FISCAL YEAR: 94//
Select QUARTER: 3//
Select CONTROL POINT: 101
   1   101 LAB TESTING 101
   2   1011 BUDGET RETEST
   3   1012 BUDGET RETEST
CHOOSE 1-3: 1
```

## 7.16.3 Authority & Sub-Authority Fields

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

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

```
Select AUTHORITY OF REQUEST: ??

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

Select SUB-AUTHORITY OF REQUEST: ??
Choose from:
 A   FEDERAL TELECOMMUNICATIONS SERVICES
 B   COLLEGE OF AMERICAN PATHOLOGY
```

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```

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

```

```

Select SUB-AUTHORITY OF REQUEST: e          EMERGENCY CARE BENEFICIARY TRAVEL, INCLDING
MILEAGE
This transaction is assigned Transaction number: 688-10-4-110-0062

```

## 7.16.4 Classification and Sort Groups

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

```

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

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

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

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

```

## 7.16.5 Requestor & Cost Center Data

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

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

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

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

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

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

COST CENTER: 800100 Office of Chief Medical
```

## 7.16.6 BOC Data

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

```
BOC1: ???

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

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

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

## 7.16.7 Vendor & Contract Information

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

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

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

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

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

## 7.16.8 Service Start & End Dates/Purpose Field

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

Add comments if you like.

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

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

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## 7.17 Increase/Decrease Adjustment

### 7.17.1 Menu Navigation

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

Select 1358 Request Menu from the Process a Request Menu.

Select Increase/Decrease Adjustment from the 1358 Request Menu.

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

Select Process a Request Menu Option: 1358 Request Menu

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

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

### 7.17.2 Setup Parameters

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

```
Select STATION NUMBER: 503           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR2,FOUR
Select OBLIGATION NUMBER: ???

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

Select OBLIGATION NUMBER: C30032  503-93-2-022-0001  OBL  C30032
```

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

This transaction is assigned transaction number: 503-94-4-022-0007

### 7.17.3 Classification and Sort Group

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

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

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

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

Enter the date that the obligation is being adjusted.

Enter the amount that you want to adjust the obligation at the Adjustment \$Amount prompt. Type a minus symbol in front of the amount to decrease the 1358 and put money back into your Control Point. Type the number without any symbols to increase the 1358 and deduct more money from your Control Point.

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

### 7.17.4 BOC, Sub-Control Point and Purpose

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

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

Add comments if you like. IFCAP will let you review the request. IFCAP will list the current Control Point balance, the estimated cost of the adjustment, and the total uncommitted balance from current and prior quarters. IFCAP will allow you to transmit the adjustment to the Control Point Official for approval.

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

BOC1: 2580 Miscellaneous Contractural Replace BOC1 \$ AMOUNT: 400// \$ 400.00
--

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```

TRANSACTION BEG BAL: 400.00
Select SUB-CONTROL POINT:
PURPOSE:
  1> Monthly Costs for July
COMMENTS:
  1>

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

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

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

Select 1358 Request Menu Option:

```

## 7.18 Edit 1358 Request

### 7.18.1 Menu Navigation

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

Select 1358 Request Menu from the Process a Request Menu.

Select Edit 1358 Request from the 1358 Request Menu.

```

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

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

```

Recalculate 1358 Balance

Select 1358 Request Menu Option: Edit 1358 Request

## 7.18.2 Setup Parameters

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

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

Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR2,FOUR (CONTROL POINT)

      1   022 IFVENDOR2,FOUR503-94-4-022-0007   ADJ   C30032
      2   022 IFVENDOR2,FOUR503-94-1-022-0002   ADJ   C30101
      3   022 IFVENDOR2,FOUR503-94-1-022-0001   OBL   C30101
      4   022 IFVENDOR2,FOUR503-93-4-022-0016   OBL
      5   022 IFVENDOR2,FOUR503-93-4-022-0015   OBL

TYPE '^' TO STOP, OR
CHOOSE 1-5: 2  503-94-1-022-0002
```

## 7.18.3 Authority & Sub-Authority

The Authority field is mandatory and the Authority entered when the transaction was created will be shown as a default. You may change this value if it is not appropriate for the 1358.

If you Edit the Authority value and select an Authority that requires a Sub-Authority, you will be required to enter a Sub-Authority value. You may ?? both fields to see the list of possible choices.

## Classification and Sort Groups

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

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

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

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

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

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

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

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

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

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

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

```
CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST:
DATE COMMITTED: AUG 1,1994//
COMMITTED (ESTIMATED) COST: 20.25//
COST CENTER: 844100 Supply//
BOC1: 2660 Operating Supplies and Ma Replace
BOC1 $ AMOUNT: 20.25//
                                TRANSACTION BEG BAL: 20.25

Select SUB-CONTROL POINT:
VENDOR: IFVENDOR,SIX
VENDOR CONTRACT NUMBER:
SERVICE START DATE: 080194//
SERVICE END DATE: 083194//
PURPOSE:
1>TO TEST SECURITY SYSTEM
EDIT Option:
ORIGINATOR OF REQUEST: IFUSER,THREE //
COMMENTS:
  1>

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

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

Select 1358 Request Menu Option:
```

## 7.19 Create/Edit Authorization

### 7.19.1 Menu Navigation

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

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Select 1358 Request Menu from the Process a Request Menu.

Select Create/Edit Authorization from the 1358 Request Menu.

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

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

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

## 7.19.2 Setup Parameters

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

```
Select STATION NUMBER: 503           ALTOONA, PA
Select CONTROL POINT: 022 IFVENDOR2,FOUR
Select OBLIGATION NUMBER: ?
ANSWER WITH CONTROL POINT ACTIVITY PURCHASE ORDER/OBLIGATION NO
DO YOU WANT THE ENTIRE CONTROL POINT ACTIVITY LIST? Y (YES)
CHOOSE FROM:
C30032           OBL           C30032
C30033           OBL           C30033
C30034           OBL           C30034
C30035           OBL           C30035
C30036           OBL           C30036
C30037           OBL           C30037
C30093           OBL           C30093
C30097           OBL           C30097
C30100           OBL           C30100
C30101           OBL           C30101

Select OBLIGATION NUMBER: C30033  503-93-2-022-0002  OBL  C30033
```

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```

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

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

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

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

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

Select 1358 Request Menu Option:

Select 1358 Request Menu Option: display 1358 Balance
Select STATION NUMBER: 688
Select CONTROL POINT: 081 SPD SEEMA                      0160A1  10  0100  010028100
Select OBLIGATION NUMBER: c15093 688-C15093 07-07-11 1358  Obligated - 1358

        FCP: 081      $ 1000.00

                        688-C15093 OBLIGATION BALANCES

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

AUTHORIZATION BALANCE(S) :

AUTHORIZATION TOTAL: $           0.00

```

### 7.19.3 Display 1358 Balances

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

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authorization, or press the Enter key to return to the 1358 Request Menu. An authorization is a unique number that IFCAP uses to record individual charges against a 1358.

```
This entry has been assigned transaction number: 0003.
Obligation amount: $      500.00          Fiscal balance: $      500.00
Service balance: $      500.00
AUTHORIZATION AMOUNT: (.01-999999999.99): 200
REFERENCE:
COMMENTS:
Would you like to EDIT or CREATE an Authorization: N

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

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

Select 1358 Request Menu Option:
```

## 7.20 Daily Activity Enter/Edit

### 7.20.1 Menu Navigation

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

Select 1358 Request Menu from the Process a Request Menu.

Select Daily Activity Enter/Edit from the 1358 Request Menu.

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

Select Process a Request Menu Option: 1358 Request Menu
    New 1358 Request
    Increase/Decrease Adjustment
    Edit 1358 Request
    Create/Edit Authorization
    Daily Activity Enter/Edit
    Display 1358 Balance
```

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```

List 1358's with Open Authorizations
Print 1358
Print Obligated 1358s
Recalculate 1358 Balance

Select 1358 Request Menu Option: Daily Activity Enter/Edit

```

### 7.20.2 Setup Parameters

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

```

Select STATION NUMBER: 503           ALTOONA, PA
Select CONTROL POINT: 022 IFVENDOR2,FOUR
Select OBLIGATION NUMBER: ???

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

Select OBLIGATION NUMBER: C30033  503-93-2-022-0002   OBL  C30033

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

```

### 7.20.3 Select Authorization

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

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

IFCAP will assign a number to the daily activity entry. Enter N at the Is this the final daily activity?: prompt to create another entry. Enter the amount of the activity at the Daily Activity Amount: prompt. Do not exceed the authorization balance. You may enter a vendor invoice number, a reference, and a description if you like. If the amount of the daily activity that you create is equal to the authorization balance, IFCAP will ask you to confirm that you want to clear the balance on the authorization and mark it as complete. IFCAP will then return to the 1358 Request Menu.

```

Select AUTHORIZATION: ???

```

```

CHOOSE FROM:
  311                503-C30033-0003

Select AUTHORIZATION: 311  503-C30033-0003
...Excuse me, This may take a few moments...

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

This DAILY ACTIVITY ENTRY has been assigned: 503-C30033-0003-1

Is this the final daily activity? NO// YES

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

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

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

Select 1358 Request Menu Option:

```

## 7.21 Recalculate 1358 Balance

### 7.21.1 Menu Navigation

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

Select 1358 Request Menu from the Process a Request Menu.

Select Recalculate 1358 Balance from the 1358 Request Menu.

```

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

          New 2237 (Service) Request
          Edit a 2237 (Service)
          Copy a Transaction
          1358 Request Menu ...
          Print/Display Request Form
          Change Existing Transaction Number

```

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```

Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report
Transaction Report - eCMS/IFCAP

Select Process a Request Menu Option: 1358 Request Menu

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

Select 1358 Request Menu Option: Recalculate 1358 Balance

```

## 7.21.2 Setup Parameters

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

```

Select STATION NUMBER: 503           ALTOONA, PA
Select CONTROL POINT: 039 BIRMINGHAM ISC
Select OBLIGATION NUMBER: 503-C40004 -- 1358 Obligated - 1358
           FCP: 039 $ 5.00
           503-C40004 OBLIGATION BALANCES

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

AUTHORIZATION BALANCE(S):
503-C40004-0003 AMOUNT: $2.00       BALANCE: $0.00       PYMT: $2.00
503-C40004-0004 AMOUNT: $2.10       BALANCE: $0.00       PYMT: $2.10
           _____           _____           _____
                           $4.10                   $0.00                   $4.10

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

Select 1358 Request Menu Option:

```

## 7.22 Display 1358 Balance

### 7.22.1 Menu Navigation

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

Select 1358 Request Menu from the Process a Request Menu.

Select Display 1358 Balance from the 1358 Request Menu.

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

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

```
Select Process a Request Menu Option: 1358 Request Menu
```

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

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

### 7.22.2 Setup Parameters

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

```

Select STATION NUMBER: 503          ALTOONA, PA
Select CONTROL POINT: 039 BIRMINGHAM ISC
Select OBLIGATION NUMBER: 503-C40004  -- 1358  Obligated - 1358
          FCP: 039          $ 5.00
          503-C40004 OBLIGATION BALANCES

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

AUTHORIZATION BALANCE(S) :
503-C40004-0003 AMOUNT:          $2.00          BALANCE:          $0.00          PYMT: $2.00
503-C40004-0004 AMOUNT:          $2.10          BALANCE:          $0.00          PYMT: $2.10
          _____          _____          _____
                              $4.10          $0.00          $4.10

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

Select 1358 Request Menu Option:

```

## 7.23 List Open 1358s

### 7.23.1 Menu Navigation

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

Select 1358 Request Menu from the Process a Request Menu.

Select List Open 1358s from the 1358 Request Menu.

```

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

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

Select Process a Request Menu Option: 1358 Request Menu

New 1358 Request
Increase/Decrease Adjustment
Edit 1358 Request

```

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```

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

Select 1358 Request Menu Option: List Open 1358s

```

### 7.23.2 Setup Parameters

Enter a Station number, fiscal year and fiscal quarter. Enter a Control Point. If you do not know the Control Point enter three question marks and IFCAP will list the available Control Points.

IFCAP will print or display an "Open 1358 Daily Record," listing each authorization, the balance remaining on the authorization, and the reference. After printing or displaying the record, IFCAP will return to the 1358 Request Menu.

```

Select STATION NUMBER: 503           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR2,FOUR
DEVICE:  LAT      RIGHT MARGIN: 80//

OPEN 1358 DAILY RECORDS                JUL  8,1994  17:29  PAGE 1
      AUTHORIZATION
AUTHORIZATION #      BALANCE  REFERENCE
-----
503-C30032-0002      0.00  FED EX
503-C30032-0003      500.00  UPS
503-C30034-0002      0.00  FED EX
503-C30035-0002      25.00  FED EX
503-C30036-0002      0.00  FED EX
503-C30036-0003      500.00  UPS
503-C30093-0002      500.00  FED EX
503-C30097-0005      2.50  TRAINING ENTRY
503-C30097-0006      20.00  ENTERY 2
503-C30101-0002      0.11  ELECTRIC
503-C30101-0003      50.00  WATER
503-C30101-0004      100.00  FUEL

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

Select 1358 Request Menu Option:

```

## 7.24 Print 1358

### 7.24.1 Menu Navigation

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

Select 1358 Request Menu from the Process a Request Menu.

Select Print 1358 from the 1358 Request Menu.

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

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

```
Select Process a Request Menu Option: 1358 Request Menu
```

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

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

### 7.24.2 Setup Parameters

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

```
Select STATION NUMBER: 503//          ALTOONA, PA
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
Select OBLIGATION NUMBER: ???
```

```
CHOOSE FROM:
```

C30032	OBL	C30032
C30033	OBL	C30033
C30034	OBL	C30034
C30035	OBL	C30035
C30036	OBL	C30036
C30037	OBL	C30037
C30093	OBL	C30093

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C30097	OBL	C30097
C30100	OBL	C30100
C30101	OBL	C30101

Select OBLIGATION NUMBER: C30033 503-93-2-022-0002 OBL C30033  
Would you like to print the Description field for each 1358 Daily Record entry? NO//  
(NO)  
Would you like to print the daily records for each authorization? NO//  
DEVICE: HOME// LAT RIGHT MARGIN: 80//

### 7.24.3 Display or Print 1358

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

442-11-3-041-0067	JUL 27, 2011@13:13:29	PAGE 1
1358 OBLIGATION OR CHANGE:NURSING HOME/ADULT DAYCARE NURSING HOME		
Originator of Request:		
Requestor: CPCLERK,TWO	Date Requested:  APR 26, 2011	Obligation No.:   442-C15090
Vendor: COMMUNITY HOSPITAL HOME CARE		
Contract Number: 		
Name and Title Approving Off.: CP OFFICIAL,ONE 1:56	Signature:  /ES/CPOFFICIAL,ONE	Date Signed:  APR 28, 2011@09:3
FUND CERTIFICATION: The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.		
Press return to continue, "^" to exit:		
442-11-3-041-0067	442-C15090	PAGE 2
1358 OBLIGATION OR CHANGE:NURSING HOME/ADULT DAYCARE NURSING HOME		
Appropriation & Acct. Symbols: 442-3610160-041-824100-2580 010044100		
Obligated By:  /ES/CP OFFICIAL TESTER		
Date Obligated:  MAY 13, 2011		
AUTHORITY: 1		
SUB: A		
SERVICE START DATE: 04/01/11		
SERVICE END DATE: 04/30/11		
Purpose: APRIL HOSPITAL CARE		
Press return to continue, "^" to exit:		
442-11-3-041-0067	442-C15090	PAGE 3
1358 OBLIGATION OR CHANGE:NURSING HOME/ADULT DAYCARE NURSING HOME		
ESTIMATED OBLIGATION RECAP		
DATE	REF# CPA#	BALANCE
	AMOUNT	

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05/13 0001 442-11-3-041-0067 \$ 100.00 \$ 100.00

AUTHORIZATION & ORDER RECORD LIQUIDATION RECORD

DATE	SEQ#	REFERENCE	AUTH. AMOUNT	AUTH. BALANCE	CUMULATIVE AUTH. AMT.	LIQUID	UNLIQ BAL
TOTALS			\$ 0.00	\$ 0.00	\$ 0.00	\$	100.00

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

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

Select 1358 Request Menu Option:

## 7.25 Print Obligated 1358s

### 7.25.1 Menu Navigation

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

Select 1358 Request Menu from the Process a Request Menu.

Select Print Obligated 1358s from the 1358 Request Menu.

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

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

```
Select Process a Request Menu Option: 1358 Request Menu
```

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

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

### 7.25.2 Display or Print Obligated 1358s

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

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

This option should be printed at 132 columns.

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

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PROCUREMENT & ACCOUNTING TRANSACTIONS LIST (OBLIGATED 1358s)							FEB
6,2006 13:13 PAGE 1							
PURCHASE		VENDOR CONTRACT		BUSINESS		TOTAL	REQUESTOR
ORDER NUMBER	P.O. DATE	VENDOR NUMBER	(FPDS)	GROUP (FPDS)	AMOUNT		
SERVICE START DATE	SERVICE END DATE						
AUTHORITY							
SUB-AUTHORITY							
-----							
688-B05029	SEP 16,2010				1000	USER,NAME299	
<b>09/16/10</b>		<b>09/26/10</b>					
2	FEE BASIS						
A	FEE MEDICAL/DENTAL (PRE-AUTHORIZED)						
688-C15094	SEP 17,2010	A SALAMA MD			400	USER,NUAME33	
<b>09/17/10</b>		<b>09/17/</b>					
<b>4</b>	<b>LIMITED OPEN TRAVEL AUTHORITY</b>						

## 7.26 Outstanding Approved Requests Report

### 7.26.1 Menu Navigation

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

Select Outstanding Approved Requests Report from the Process a Request Menu.

Select Control Point Clerk's Menu Option: Process a Request Menu
<ul style="list-style-type: none"> <li>New 2237 (Service) Request</li> <li>Edit a 2237 (Service)</li> <li>Copy a Transaction</li> <li>1358 Request Menu ...</li> <li>Print/Display Request Form</li> <li>Change Existing Transaction Number</li> <li>Repetitive Item List Menu ...</li> <li>Cancel Transaction with Permanent Number</li> <li>Requestor's Menu ...</li> <li>Item Display</li> <li>Vendor Display</li> <li>Outstanding Approved Requests Report</li> <li>Transaction Report - eCMS/IFCAP</li> </ul>
Select Process a Request Menu Option: Outstanding Approved Requests Report

### 7.26.2 Setup Parameters

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

```

Select STATION NUMBER: 503//          ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
DEVICE: HOME//  LAT    RIGHT MARGIN: 80//

OUTSTANDING APPROVED REQUEST REPORT - CP 022    JUL 8,1994@17:34:10  PAGE 1
TRANSACTION NUMBER  TRANSACTION STATUS        VENDOR
DATE SIGNED      EST. DEL. DATE      PO #          DATE OBL.      DATE REQ.
-----
688-088-400101-94-3  OBL                IFVENDOR,FOUR
04-09-94          05-02-94          688-088-94-3    04-09-94      05-04-94
-----
End of processing

Select STATION NUMBER: 503//^

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

Select Process a Request Menu Option:

```

## 7.27 Transaction Report – eCMS/IFCAP

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

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

### 7.27.1 Menu Navigation

```

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

Select Process a Request Menu Option: ?

    New 2237 (Service) Request
    Edit a 2237 (Service)
    Copy a Transaction
    1358 Request Menu ...
    Print/Display Request Form

```

Change Existing Transaction Number  
 Repetitive Item List Menu ...  
 Cancel Transaction with Permanent Number  
 Requestor's Menu ...  
 Item Display  
 Vendor Display  
 Outstanding Approved Requests Report  
 Transaction Report - eCMS/IFCAP

## 7.27.2 Setup Parameters

Enter Start and End dates, Station, Sub-station (if applicable), Control Point, or ALL and then select the type of Report to be generated.

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

Enter start date. ALL DATES// ?

Enter the date to select the earliest date for the report, 'ALL' for all dates, or '^' to quit

Examples of Valid Dates

JAN 20 1957 OR 20 JAN 57 OR 1/20/57 OR 012057

T (FOR TODAY), T+1 (FOR TOMORROW), T+2, T+7 etc

T-1 (FOR YESTERDAY, T-3W (FOR 3 WEEKS AGO), etc

If the year is omitted, the computer uses CURRENT YEAR. Two digit year assumes no more than 20 years in the future, or 80 years in the past.

Enter the station number. ALL// ?

Enter a single 3 number station number, 'ALL' for all stations, or '^' to quit.

Enter a Sub-station, 'NONE', or '^' ALL SUBS// ? (This prompt only appears if the Station number entered has Sub-stations associated with it.)

Enter 2 characters for sub-station, 'ALL' for all sub-stations, 'NONE' to exclude all sub-stations, or '^' to quit

Enter the Control Point or '^' to quit. ALL FCP'S// ALL

Enter the 3 or 4 digit Fund Control Point, 'ALL' for all FCP's, or '^' to quit.

Enter the Record Type:

1=Returned to Accountable Officer

2=Returned to Control Point

3=Canceled

4=Select a single eCMS User email contact

5=Select a single 2237

Enter a number from 1-5, or '^' to quit. ALL [1-3]// ?

Enter a number from 1-5, or '^' to quit. ALL [1-3]// ?

Type=1: This selection will display only those message events that are Returns to Accountable Officers.

Type=2: This selection will display only those message events that are Returns to a single Control Point.

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Type-3: This selection will display only those message events that are Canceled

Type=4: Entering at least 2 characters of the eCMS User's Contact last name, will display a list of users for you to choose from.

Type 5: Enter the complete 2237 number you want to see, or a partial number for a list of possible matches i.e., 688-12-4-123

Please wait - report processing

There are 48 records to print.  
DEVICE: HOME// DECWINDOWS

Report of eCMS/IFCAP Transaction Log Date of Report: AUG 14, 2012

Legend: Type 6=Return to A0; 8=Return to CP; 10=Canceled Page 1

Date Rec'd	Date Sent	2237 Number	Ty	Sub-Station
eCMS Contact Phone		Email Address		
Reason Description				

7/26/12@06:41:48	7/26/12@05:41:26	568-12-4-1875-0002	8	
123-456-7890		myname@email.com		
Returned to the Control Point Level in IFCAP Request				
Returned to CP per IFCAP User				

8/10/12@15:16:18	8/10/12@14:15:55	568-12-4-1875-0005	8	
567-890-1234		another.name@va.gov		
Returned to the Control Point Level in IFCAP returned per IFUSER One				

Report of eCMS/IFCAP Transaction Log Date of Report: AUG 14, 2012

Legend: Type 6=Return to A0; 8=Return to CP; 10=Canceled Page 2

Date Rec'd	Date Sent	2237 Number	Ty	Sub-Station
eCMS Contact Phone		Email Address		
Reason Description				

8/13/12@13:53:45	8/13/12@12:53:21	568-12-4-223-0014	6	
999-234-3333		XX.XXX@va.gov		
Returned to the Accountable Officer Level in IFCAP Per User request.				

7/26/12@06:42:04	7/26/12@05:42:03	568-12-4-6432-0003	10	
777-567-5555		IFCAP.USER@email.net		
Cancel the PR and Return to IFCAP Per User Request				

Select Control Point Clerk's Menu Option: process a Request Menu

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

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```
Item Display
Vendor Display
Outstanding Approved Requests Report
Transaction Report - eCMS/IF
```

## 7.27 Status of Requests Reports Menu: Supplementary Options

## 7.28 Print/Display Request Form

### 7.28.1 Menu Navigation

Select Status of Requests Reports Menu from the Control Point Clerk's Menu.

Select Print/Display Request Form from the Status of Requests Reports Menu.

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

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

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

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

## 7.28.2 Setup Parameters

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

```

Select STATION NUMBER: 688
Select CONTROL POINT: 081 SPD SEEMA 0160A1 10 0100 010028100
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: C15
  1 C15093 688-11-4-081-0002 OBL C15093
  2 C15096 688-11-4-081-0003 OBL C15096

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

688-11-4-081-0003 JUL 27, 2011@13:23:34 PAGE 1
-----
1358 OBLIGATION OR CHANGE:FEE BASIS
FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)
-----
Originator of Request:
Requestor: |Date Requested: |Obligation No.:
CP CLERK,TWO |JUL 07, 2011 | 688-C15096
-----
Vendor: |Contract Number:
|
-----
Name and Title Approving Off.: |Signature: |Date Signed:
OFFICIAL CP |/ES/OFFICIAL CP |JUL 07, 2011@15:32:39
FCP OFFICIAL | |
-----
FUND CERTIFICATION: The supplies and services listed on this request are
properly chargeable to the following allotments, the available balances of
which are sufficient to cover the cost thereof, and funds have been obligated.
-----
Press return to continue, "^" to exit:

688-11-4-081-0003 688-C15096 PAGE 2
-----
1358 OBLIGATION OR CHANGE:FEE BASIS
FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)
-----
Appropriation & Acct. Symbols: |Obligated By: |Date Obligated:
688-3610160-081-828100-2580 010028100 |/ES/TECH ACCT |JUL 19, 2011
-----
AUTHORITY: 2 SUB: B
SERVICE START DATE: 07/01/11 SERVICE END DATE: 07/31/11
-----
Purpose:
MONTHLY COSTS
-----
Press return to continue, "^" to exit:

688-11-4-081-0003 688-C15096 PAGE 3
-----
1358 OBLIGATION OR CHANGE:FEE BASIS
FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)
-----
ESTIMATED OBLIGATION RECAP
DATE REF# CPA# AMOUNT BALANCE
07/19 0001 688-11-4-081-0003 $ 10000.00 $ 10000.00

```

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AUTHORIZATION & ORDER RECORD				LIQUIDATION RECORD			
DATE	SEQ#	REFERENCE	AUTH. AMOUNT	AUTH. BALANCE	CUMULATIVE AUTH. AMT.	LIQUID	UNLIQ BAL
TOTALS			\$ 0.00	\$ 0.00	\$ 0.00		\$ 10000.00

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

Enter information for another report or an uparrow to return to the menu.  
 Select STATION NUMBER: 503// ^

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

Select Status of Requests Reports Menu Option:

## 7.29 Status of All Obligation Transactions

### 7.29.1 Menu Navigation

Select Status of Requests Reports Menu from the Control Point Clerk's Menu.

Select Status of all Obligation Transactions from the Status of Requests Reports Menu.

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

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

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

Select Status of Requests Reports Menu Option: Status of All Obligation Transactions
Select STATION NUMBER: 503//           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 121 LAB TESTING 121//
DEVICE:  LAT   RIGHT MARGIN: 80//
```

### 7.29.2 Display Data

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

STATUS OF OBLIGATION TRANSACTIONS		CP: 101	LAB TESTING 101	FY: 94	
TRANS #	PRIORITY OF REQUEST	DATE SIGNED	DATE REQUIRED	DATE DELIVERED	DATE RECEIVED

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VENDOR OBLIGATION# SORT GROUP	STATUS	FIRST LINE ITEM DESCRIPTION
94-4-0213 STANDARD IFVENDOR, SEVEN		05/27/94 ITEM #4
94-4-0214 STANDARD IFVENDOR, SEVEN		05/27/94 ITEM #4
STATUS OF OBLIGATION TRANSACTIONS CP: 101 LAB TESTING 101 FY: 94 JUL 14,1994 09:33 PAGE 2		
PRIORITY OF TRANS # VENDOR OBLIGATION# SORT GROUP	DATE SIGNED STATUS	DATE REQUIRED DELIVERED RECEIVED
COMMENTS	FIRST LINE ITEM DESCRIPTION	
-----		
Select STATION NUMBER: 688// ^		
Print/Display Request Form Status of All Obligation Transactions Requests Ready for Approval List PO with Associated Transactions		
Select Status of Requests Reports Menu Option:		

## 7.30 PO with Associated Transactions

### 7.30.1 Manu Navigation

Select Status of Requests Reports Menu from the Control Point Clerk's Menu.

Select PO with Associated Transactions from the Status of Requests Reports Menu.

Select Control Point Clerk's Menu Option: Status of Requests Reports Menu
Print/Display Request Form Status of All Obligation Transactions Requests Ready for Approval List PO with Associated Transactions
Select Status of Requests Reports Menu Option: PO with Associated Transactions

### 7.30.2 Setup Parameters

Enter a Station Number and a Control Point. Enter a purchase order number or obligation number. The obligation number is the number that Fiscal Service assigns to the 1358. If you do not know the number, enter three question marks and IFCAP will list the available purchase orders and obligations. Choose whether you want the comments for each purchase order and obligation to appear on the report.

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```

Select STATION NUMBER: 688//          WASHINGTON,DC
Select CONTROL POINT: 040 BUILDING MANAGEMENT// ???
Select PURCHASE ORDER/OBLIGATION NO: ???

Attempting lookup in transaction file.

Attempting lookup using 040 BUILDING MANAGEMENT    (CONTROL POINT)

      1   040 BUILDING MANAGEMENT  503-93-2-040-0009   OBL  C30092
      2   040 BUILDING MANAGEMENT  503-93-2-040-0006   OBL  C30065
      3   040 BUILDING MANAGEMENT  503-93-2-040-0005   OBL  C30064
      4   040 BUILDING MANAGEMENT  503-93-2-040-0004   OBL  C30063
      5   040 BUILDING MANAGEMENT  503-93-2-040-0003   OBL  C30062

TYPE '^' TO STOP, OR
CHOOSE 1-5: 1 503-93-2-040-0009
Would you like to include 'Comments'? YES// n (NO)
DEVICE:  LAT      RIGHT MARGIN: 80//

```

### 7.30.3 Print Report

IFCAP will print an 'Obligation Status Report,' which lists each purchase order and obligation, its amount, the vendor assigned (if any), and the status of the purchase or obligation. Read Chapter 4 to learn more about determining the status of a request. Type a caret (^) at the Select Station Number: prompt to return to the Status of Requests Reports Menu.

```

OBLIGATION STATUS REPORT                JUL  8,1994  17:44  PAGE 1
TRANSACTION NUMBER  TYPE                $ AMOUNT  VENDOR
                                                STATUS
COMMENTS
-----
      PURCHASE ORDER/OBLIGATION NO: C30092
503-93-2-040-0009  OBLIGATION                500.00  Obligated - 1358
Needed by Dietetics
TOTAL
Select STATION NUMBER: 503// ^
                    500.00

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

Select Status of Requests Reports Menu Option:

```

## 7.31 Requests Ready for Approval List

### 7.31.1 Menu Navigation

Select Status of Requests Reports Menu from the Control Point Clerk's Menu.

Select Requests Ready for Approval List from the Status of Requests Reports Menu.

Enter a Control Point.

```

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

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

Select Status of Requests Reports Menu Option: Requests Ready for Approval List

Select CONTROL POINT: 101 LAB TESTING 101
DEVICE:  LAT      RIGHT MARGIN: 80//

```

### 7.31.2 Listing

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

```

REQUESTS TO BE APPROVED LIST                JUL  8,1994  17:49  PAGE 1
TRANSACTION NUMBER  TYPE  FORM TYPE
REQUESTOR                REQUESTED                REQUIRED
EST COST
VENDOR                    FIRST ITEM DESCRIPTION
-----
688-94-4-101-0318  ADJ  1358 ORDER FORM
                        JUL  7,1994
LONG LASTING TELEPHONE LINES
688-94-3-101-0156  OBL  NON-REPETITIVE (2237) ORDER
IFUSER,TWO                APR 18,1994                MAY  8,1994
8000.00
IFVENDOR,TWO                Roofing Material

Press return to continue or uparrow to exit:
Select CONTROL POINT: 101 LAB TESTING 101// ^

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

Select Control Point Clerk's Menu Option:

```

### 7.32 Supplementary Options in the Display Control Point Activity Menu

## 7.33 Purchase Order Status

### 7.33.1 Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk's Menu.

Select Purchase Order Status from the Display Control Point Activity Menu.

Enter a Control Point and a purchase order number. If you do not know the purchase order number, you can enter the vendor name, method of processing, Fund Control Point, inventory distribution point, or requisition number, and IFCAP will list all of the purchase orders under the criterion you select. If you do not know any of this information, enter three question marks at the prompt and IFCAP will list the available purchase orders.

```
Select Control Point Clerk's Menu Option: Display Control Point Activity Menu
Purchase Order Status
    Transaction Status Report
    Running Balances
    Temporary Transaction Listing
    Item History
    PPM Status of Transactions Report

Select Display Control Point Activity Menu Option: Purchase Order Status
Select CONTROL POINT: 101 LAB TESTING 101//
Select PURCHASE ORDER NUMBER: ???

CHOOSE FROM:
  688-A40001  11-10-93  CI  Ordered and Obligated (Amended)  FCP: 101  $ 300.00
  688-A40002  11-17-93  ST  Complete Order Received But Not Ob  FCP: 101  $
76.10
  688-A40003  11-22-93  ST  Complete Order Received But Not Ob  FCP: 101  $
12.30
  688-A40004  11-22-93  ST  Complete Order Received But Not Ob  FCP: 101  $
10.00
  688-A40005  11-24-93  ST  Partial Order Received (Amended)  FCP: 101  $ 33.00
  688-A40006  11-24-93  ST  Complete Order Received  FCP: 101  $ 12.30
  688-A40007  11-24-93  ST  Complete Order Received  FCP: 101  $ 25.00
  688-A40008  12-01-93  ST  Cancelled Order  FCP: 101  $ 0.00
  688-A40009  12-01-93  ST  Partial Order Received (Amended)  FCP: 101  $ 20.00
  688-A40010  12-02-93  ST  Partial Order Received  FCP: 101  $ 30.00
  688-A40011  12-02-93  ST  Ordered and Obligated  FCP: 101  $ 60.00

Select PURCHASE ORDER NUMBER: A40004  688-A40004  11-22-93  ST  Complete Order
Received But Not Ob
    FCP: 101  $ 10.00
```

### 7.33.2 Status Listing

IFCAP will list the status of the purchase order you select and its Fund Control Point. You may look at a short display of the purchase order, or review the entire purchase order. Enter a caret (^) at the Select Control Point: prompt to return to the Display Control Point Activity Menu.

```
Purchase Order Status: Complete Order Received But Not Oblig.

Would you like the purchase order display? NO//  (NO)

Would you like to review the entire purchase order? NO//  (NO)

Enter information for another report or an uparrow to return to the menu.
Select CONTROL POINT: 101 LAB TESTING 101// ^
```

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```

Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report

Select Display Control Point Activity Menu Option:

```

## 7.34 Temporary Transaction Listing

### 7.34.1 Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk’s Menu.

Select Temporary Transaction Listing from the Display Control Point Activity Menu.

Enter a Control Point. If you do not know the Control Point, enter three question marks and IFCAP will list the available Control Points. IFCAP will list all of the temporary transactions for the Control Point, or will only list transactions created on or after a date that you specify at the Start With Date of Request: prompt.

```

Select Control Point Clerk’s Menu Option: Display Control Point Activity Menu

Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report

Select Display Control Point Activity Menu Option: Temporary Transaction Listing
Select CONTROL POINT: 101 LAB TESTING 101//
START WITH DATE OF REQUEST: FIRST//
DEVICE: LAT RIGHT MARGIN: 80//

```

### 7.34.2 Listing

IFCAP will generate a list of each temporary transaction, the date it was created, the requestor that created it, the vendor (if any) the first item on the request, and the amount of the transaction. After generating the list, IFCAP will return to the Display Control Point Activity Menu.

```

TEMPORARY TRANSACTION LISTING - CONTROL POINT 101 LAB TESTING 101
                                JUL 8,1994 17:54 PAGE 1
TEMPORARY          DATE OF          FIRST LINE ITEM  COMM.
TRANSACTION #      REQUEST           REQUESTOR  VENDOR  DESCRIPTION      COST
-----
CONTROL POINT: 101 LAB TESTING 101
WER246   APR 19,1994  IFUSER,SIX      IFVENDOR,FOUR      40.00
SIFUS627 JUN 27,1994  IFUSER,SEVEN                    99999.27
MCGJUN27 JUN 27,1994  IFUSER,SEVEN      IFVENDOR,FOUR      23.45
KMB601   JUN 27,1994  IFUSER,SEVEN      IFVENDOR,SEVEN     10.00
KIMBIE2  JUN 30,1994  IFUSER,EIGHT      IFVENDOR,SEVEN     10.00
USER90   JUN 30,1994  IFUSER,EIGHT      IFVENDOR,SEVEN     10.00
KMN5     JUL 5,1994   IFUSER,NINE       IFVENDOR2,SIX      ITEM #11 48.00
KMBZ2    JUL 6,1994   IFUSER,EIGHT      IFVENDOR,SEVEN     ITEM #25 12.23
KMN7     JUL 14,1994  IFUSER,EIGHT      IFVENDOR,SEVEN     ITEM #17 23.84

```

```
Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report
```

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

## 7.35 Transaction Status Report

### 7.35.1 Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk's Menu.

Select Transaction Status Report from the Display Control Point Activity Menu.

Enter a transaction number. If you do not know the transaction number, enter three question numbers and IFCAP will list the available transactions.

```
Select Control Point Clerk's Menu Option: Display Control Point Activity Menu
```

```
Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report
```

```
Select Display Control Point Activity Menu Option: Transaction Status Report
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???
```

```
Attempting lookup in transaction file.
```

```
Attempting lookup using 101 LAB TESTING 101 (CONTROL POINT)
```

1	101	LAB TESTING 101	688-94-4-101-0325	OBL	IFVENDOR2,FIVE	TEST ITEM #17
2	101	LAB TESTING 101	688-94-4-101-0324	OBL	IFVENDOR2,FIVE	TEST ITEM #17
3	101	LAB TESTING 101	688-94-4-101-0323	ADJ	C45003	
4	101	LAB TESTING 101	688-94-4-101-0322	ADJ	C45003	
5	101	LAB TESTING 101	688-94-4-101-0321	ADJ	C45040	

```
TYPE '^' TO STOP, OR
```

```
CHOOSE 1-5: 3 688-94-4-101-0323
```

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

### 7.35.2 Listing

IFCAP will list the type of transaction, the vendor (if any), the purchase order number, the amount of the adjustment used to fund the transaction(Adjustment Amount), and other classification data for the transaction. Enter a caret (^) at the Select Control Point Activity Transaction Number: prompt to return to the Display Control Point Activity Menu.

```

ADJUSTMENT TRANSACTION STATUS DISPLAY          JUL 8,1994@17:56:16
Transaction Number: 688-94-4-101-0323      Transaction Type: ADJUSTMENT
Vendor:
Purchase Order/Obligation No.: C45003      Adjustment $ Amount: $100.00
Date Obl.Adjusted:                        Accounting Data: 3640151.001 3040/21-25
FMS $ Amount: $0.00                       FMS Date:
FMS Transaction Code:
Sort Group:                                Classification of Request:

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

Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ^

      Purchase Order Status
      Transaction Status Report
      Running Balances
      Temporary Transaction Listing
      Item History
      PPM Status of Transactions Report

Select Display Control Point Activity Menu Option:

```

## 7.36 Running Balances

### 7.36.1 Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk's Menu.

Select Running Balances from the Display Control Point Activity Menu.

Enter a fiscal year, fiscal quarter, and a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. Enter Y at the Would you like a summary report (bottom line balances only)? prompt to see the current balance for the Control Point. Enter Y to see all of the line items that cause this balance.

```

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

      Purchase Order Status
      Transaction Status Report
      Running Balances
      Temporary Transaction Listing
      Item History
      PPM Status of Transactions Report

Select Display Control Point Activity Menu Option: Running Balances
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101//
Summary Balances Report Only? No// Y (Yes)
DEVICE: HOME// UCX/TELNET Right Margin: 80//
STATION: 688 FUND CONTROL POINT: 060 FISCAL SVC
      FISCAL YEAR: 00 QTR: 3

```

### 7.36.2 Listing

IFCAP will list the total amount of funds available to the Control Point Official (Control Point Official's Balance), how much of that money has not been obligated for a purchase, and how much has been

committed to pay for a purchase. You may create another running balances report or return to the Control Point Activity Menu.

Select STATION NUMBER: 688//  
 Select FISCAL YEAR: 12//  
 Select QUARTER: 1// 4  
 Select CONTROL POINT: 110 MONEY BAG 0160A1 10 0100 010042116  
 Summary Balances Report Only? No// (No)  
 DEVICE: HOME// DECWINDOWS

CONTROL POINT BALANCE - 688-12-4-110- MAVIS AUG 07, 2012@16:32:04 PAGE 1

FYQSeq#	TXN	OBL #	AP/OB DT	COMM \$AMT	CP \$BAL	OBL \$AMT	UNOBL \$BAL
1240012	CEI	688FC0607	04/02/12	1000000.00	998362.60	1000000.00	1000000.00
1230013	OBL		05/08/12	147.60	998215.00	0.00*	1000000.00
1230014	OBL		04/11/12	40.80	998174.20	0.00*	1000000.00
1230015	OBL		05/08/12	455.80	997718.40	0.00*	1000000.00
1230016	OBL		05/14/12	20.00	997698.40	0.00*	1000000.00
1230017	OBL			0.00*	997698.40	0.00*	1000000.00
1230018	OBL			0.00*	997698.40	0.00*	1000000.00
1230019	OBL			0.00*	997698.40	0.00*	1000000.00
1230020	OBL			0.00*	997698.40	0.00*	1000000.00
1230021	OBL		05/17/12	396.00	997302.40	0.00*	1000000.00
1230022	OBL		05/18/12	2962.55	994339.85	0.00*	1000000.00

Press return to continue, uparrow (^) to exit:

CONTROL POINT BALANCE - 688-12-4-110- MAVIS AUG 07, 2012@16:32:04 PAGE 2

FYQSeq#	TXN	OBL #	AP/OB DT	COMM \$AMT	CP \$BAL	OBL \$AMT	UNOBL \$BAL
1230023	OBL		05/25/12	120283.90	874055.95	0.00*	1000000.00
1240024	OBL			22.40*	874055.95	0.00*	1000000.00
1230025	OBL		06/12/12	301.84	873754.11	0.00*	1000000.00
1230026	OBL			1245.00*	873754.11	0.00*	1000000.00
1230027	OBL			0.00*	873754.11	0.00*	1000000.00
1230028	OBL			129.60*	873754.11	0.00*	1000000.00
1230029	OBL		06/14/12	78.20	873675.91	0.00*	1000000.00
1230030	OBL		06/21/12	390.55	873285.36	0.00*	1000000.00
1230031	OBL			0.00*	873285.36	0.00*	1000000.00
1230032	OBL		06/22/12	36880.11	836405.25	0.00*	1000000.00
1230033	OBL		06/22/12	3308.70	833096.55	0.00*	1000000.00
1240035	CEI	688FC0607	06/22/12	1000000.00	10833096.55	1000000.00	11000000.00
1240039	CEI	FROM 12-3		10575000.00	21408096.55	10575000.00	21575000.00

CONTROL POINT BALANCE - 688-12-4-110 AUG 07, 2012@16:32:04 PAGE 3

FYQSeq#	TXN	OBL #	AP/OB DT	COMM \$AMT	CP \$BAL	OBL \$AMT	UNOBL \$BAL
1240041	ADJ	QTRADJ		0.00	21408096.55		21575000.00
1240042	OBL		07/11/12	36.00	21408060.55	0.00*	21575000.00
1240043	OBL	B20004	07/27/12	310.00	21407750.55	310.00	21575000.00
1240044	OBL			0.00*	21407750.55	0.00*	21265000.00

Press return to continue, uparrow (^) to exit:

CONTROL POINT BALANCE - 688-12-4-110- MAVIS AUG 07, 2012@16:32:04 PAGE 4

FISCAL

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FYQSeq#	TXN OBL #	AP/OB DT	COMM \$AMT	CP \$BAL	OBL \$AMT	UNOBL \$BAL
-----						
FMS transaction total for this quarter: \$0.00						
=====						
Balance Summary		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
Actual CP Bal:		0.00	0.00	0.00	21407750.55	
Actual Fiscal Bal:		0.00	0.00	0.00	21265000.00	
Tot Commit, not Obl:		0.00	0.00	0.00	142750.55	
SECTION 1 CODES # - cancelled order * - order not obligated or signed						
@ - purchase card order for reconciliation						
& - reconciled order with final charge - ready for approval						
R - total reconciled charges						
SECTION 2 CODES						
@ - purchase card CC transaction is not reconciled						
The symbols '*', '@', and '&' indicate incomplete items.						
Please take the necessary steps to clear these items.						
Would you like to run another running balances report? No//						
Purchase Order Status						
Transaction Status Report						
Running Balances						
Temporary Transaction Listing						
Item History						
PPM Status of Transactions Report						
CP Entered, Not Approved Requests						
Select Display Control Point Activity Menu Option:						

## 7.37 Item History

### 7.37.1 Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk's Menu.

Select Item History from the Display Control Point Activity Menu.

Enter a Control Point. Enter the name or item master number of the item you want to review. If you do not know the name or item master number of the item, enter three question marks at the prompt and IFCAP will list the available items.

Select Control Point Clerk's Menu Option: Display Control Point Activity Menu
Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report
Select Display Control Point Activity Menu Option: Item History
Select CONTROL POINT: 101 LAB TESTING 101//
Select one of the following:

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```

      L      Last 5 Purchase Orders
      D      Date Range

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

CHOOSE FROM:
  102      102      PEN SET
  103      103      TRASH CAN
  104      104      NAILS
  105      105      LADDER
  106      106      SURGICAL GLOVES
  107      107      NEEDLES
  108      108      THERMOMETERS

Select ITEM MASTER NUMBER: 103      TRASH CAN

```

### 7.37.2 Listing

IFCAP will list the last five purchase orders in the system that included this item. You may look at another Item History, or return to the Display Control Point Activity Menu.

```

                          ITEM HISTORY
Item Number: 103      Description: TRASH CAN

      Quantity
      Previously  Unit of
Date Ordered  PO Number  Received   Purchase   Unit Cost  Total Cost  Quantity
-----
MAY 31,1994  688-B40054      1   EA           9.00     90.00     10
Vendor: IFVENDOR,EIGHT
MAY 3,1994   688-A40680      2   EA          10.00     20.00     2
Vendor: IFVENDOR,NINE
MAY 2,1994   688-A40674      2   EA          10.00     20.00     2
Vendor: IFVENDOR,NINE

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

      Purchase Order Status
      Transaction Status Report
      Running Balances
      Temporary Transaction Listing
      Item History
      PPM Status of Transactions Report

Select Display Control Point Activity Menu Option:

```

## 7.38 PPM Status of Transactions Report

### 7.38.1 Menu Navigation

Select Display Control Point Activity Menu from the Control Point Clerk's Menu.

Select PPM Status of Transactions Report from the Display Control Point Activity Menu.

Enter a fiscal year, a fiscal quarter, and a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points.

```

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

      Purchase Order Status

```

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```

Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report

Select Display Control Point Activity Menu Option: PPM Status of Transactions Report
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT:// ???

CHOOSE FROM:
  11          011 CONSULTANT & ATTENDING
  33          033 337 Basil Pharmacy Test
  101         101 LAB TESTING 101

Select CONTROL POINT: // 101 LAB TESTING 101

```

### 7.38.2 Listing

IFCAP will print a 'PPM Transaction Status Report', listing each transaction, whether funds have been obligated for the transaction, the cost of the transaction, the date the items or services are required, the date that funds were obligated for the transaction, the requestor, the originator of the request (the permanent transaction), and the status of the request. Enter a caret (^) at the Select Fiscal Year: prompt to return to the Display Control Point Activity Menu.

```

PPM TRANSACTION STATUS REPORT - CP 101      OCT 11,1994@10:00:35      PAGE 1

                PO/OBL#   COMM.      OBLIG.
2237#           (EST) COST (ACT) COST   DATE REQ.   DATE OBL.
REQUESTOR                                ORIGINATOR OF REQUEST
-----
688-94-4-101-0326   $23.84                JUL 20,1994
Pending Accountable Officer Sig.
688-94-4-101-0328   $23.84                JUL 20,1994
Pending Accountable Officer Sig.
688-94-4-101-0342   $541.79              JUL 13,1994
IFUSER,TWO          IFVENDOR,TWO
Pending Accountable Officer Sig.
688-94-4-101-0409   $4.049              AUG 15,1994  SEP 26,1994
IFUSER,TWO          IFVENDOR,TWO
Assigned to PPM Clerk
688-94-4-101-0457   $100                SEP 22,1994
IFUSER,THREE
Pending Accountable Officer Sig.

END OF REPORT

Select FISCAL YEAR: 95// ^

Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report

Select Display Control Point Activity Menu Option:

```

## 7.39 Supplementary Options in the Funds Control Menu

### 7.40 Enter FCP Adjustment Data

#### 7.40.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Enter FCP Adjustment Data from the Funds Control Menu.

Enter a Station Number, a fiscal year and a fiscal quarter. Enter a Control Point. If you do not know the control point, enter three question marks and IFCAP will list the available Control Points. IFCAP will assign a transaction number to the adjustment.

```
Select Control Point Clerk's Menu Option: Funds Control Menu

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

Select Funds Control Menu Option: Enter FCP Adjustment Data
Select STATION NUMBER: 503           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR2,FOUR

This transaction is assigned transaction number: 503-94-4-022-0008
```

#### 7.40.2 Sort Group

Enter an obligation number for the transaction. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that do not belong to the sort group. Enter today's date at the Date Obl Adjusted: prompt. Enter the adjustment dollar amount for this obligation transaction at the Adjustment \$Amount: prompt. Enter the cost center at the Cost Center: prompt if this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.

```
OBLIGATION NUMBER: C40021
SORT GROUP:
DATE OBL ADJUSTED:
ADJUSTMENT $ AMOUNT: ??
      Enter the adjustment dollar amount (from -9999999.99 to 9999999.99) for
      this obligation transaction
ADJUSTMENT $ AMOUNT: 40 $ 40.00
COST CENTER: 870021 Operating Equipment
```

### 7.40.3 BOC

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

```
BOC1: ???
      Select the appropriate budget object code for this request.

Major budget object code classifications are:
10 thru 13 - Personal Services and Benefits
      21 - Travel and Transportation of Persons
      22 - Transportation of Things
      23 - Rent, Communications, and Utilities
      24 - Printing and Reproduction
      25 - Other Services
      26 - Supplies and Materials
31 thru 33 - Acquisition of Capital Assets
ANSWER WITH BOC
DO YOU WANT THE ENTIRE 27-ENTRY BOC LIST? Y (YES)
CHOOSE FROM:
      2220 Other Shipments
      2299 LAB TEST BOC
      2343 ADP Equipment Rental
      2520 Repair of Furniture and Equipment
      2535 Interior Decorating Services
      2540 Laundry and Drycleaning Services
      2543 Maintenance and Repair Services
BOC1: 2540 Laundry and Drycleaning S
```

### 7.40.4 Amount

Enter the amount of the item you want to attribute to the budget object code at the BOC1 Amount: prompt. Enter a second BOC at the BOC2: prompt if you like. Select a Sub-Control Point if you like. Add comments if you like. You may enter another adjustment transaction or return to the Funds Control Menu.

```
BOC1 $ AMOUNT: ??
      Type a Dollar Amount between -9999999.99 and 9999999.99, 2 Decimal Digits
BOC1 $ AMOUNT: 40.  $ 40.00
BOC2:
BOC2 $ AMOUNT:
                                           TRANSACTION BEG BAL: 40.00
Select SUB-CONTROL POINT:
COMMENTS:
      1>

Would you like to enter another Adjustment transaction? YES// n (NO)

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

Select Funds Control Menu Option:
```

## 7.41 Assign Ceiling to Sub-Control Points

### 7.41.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Assign Ceiling to Sub-Control Points from the Funds Control Menu.

Enter the Control Point. If you do not know the Control Point, enter three question marks and IFCAP will list the available Control Points.

```
Select Control Point Clerk's Menu Option: Funds Control Menu

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

Select Funds Control Menu Option: Assign Ceiling to Sub-Control Points
Select CONTROL POINT: ??

CHOOSE FROM:
  11          011 CONSULTANT & ATTENDING
  33          033 337 Basil Pharmacy Test
  101         101 LAB TESTING 101

Select CONTROL POINT: 101 LAB TESTING 101
```

### 7.41.2 Select Transaction

Enter a ceiling transaction number. If you do not know the ceiling transaction number, enter three question marks and IFCAP will list the available ceiling transaction numbers. IFCAP will list the balance of the transaction you selected.

```
Select CEILING TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 101 LAB TESTING 101 (CONTROL POINT)

   1  101 LAB TESTING 101  688-94-4-101-0285  CEIL  688FC0139  This is a
multiple transaction for a widget.

   2  101 LAB TESTING 101  688-94-3-101-0284  CEIL  688FC0138  This is a
multiple transaction for a widget.

   3  101 LAB TESTING 101  688-94-2-101-0283  CEIL           This is a multiple
transaction for a widget.

   4  101 LAB TESTING 101  688-94-1-101-0282  CEIL           This is a multiple
transaction for a widget.

   5  101 LAB TESTING 101  688-94-4-101-0258  CEIL  FC0135    Test

TYPE '^' TO STOP, OR
CHOOSE 1-5: 1  688-94-4-101-0285

TRANSACTION BEG BAL: 533.00
```

### 7.41.3 Enter Sub-Control Point

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

```
Select SUB-CONTROL POINT: 1 ??
Select SUB-CONTROL POINT: ???

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

CHOOSE FROM:
  100
  KARENS
  SHOES
  TEST

      This is the name of the sub-control point.
Select SUB-CONTROL POINT: 100
  ARE YOU ADDING '100' AS A NEW SUB-CONTROL POINT (THE 1ST FOR THIS CONTROL POIN
T ACTIVITY)? Y
  (YES)
  $ AMOUNT: 230                RUNNING TOTAL: 230.00                BAL: 303.00
Select SUB-CONTROL POINT:
The transaction $ amount is $ 533.00.

You still have $ 303.00 available that could be assigned to your
sub-control points.  Do you want to re-edit your entries? YES//  (YES)
                                TRANSACTION BEG BAL: 533.00
Select SUB-CONTROL POINT: 100// Shoes
  ARE YOU ADDING 'SHOES' AS A NEW SUB-CONTROL POINT (THE 2ND FOR THIS CONTROL PO
INT ACTIVITY)? Y
  (YES)
  $ AMOUNT: 303                RUNNING TOTAL: 533.00                BAL: 0.00
Select SUB-CONTROL POINT:

Would you like to assign ceiling to sub-control points from another ceiling
transaction? NO//  (NO)

Select IFCAP MENU Option: Control Point Clerk's Menu ...
Select Control Point Clerk's Menu Funds Control Menu ...
```

## 7.42 Recalculate Fund Control Point Balance

### 7.42.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Recalculate Fund Control Point Balance from the Funds Control Menu.

Enter a fiscal year, a fiscal quarter and a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will display the available Control Points. IFCAP will display

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'DONE' after the Control Point name when it has finished recalculating the balance and return to the Funds Control Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu

    Assign Ceiling to Sub-Control Points
    Correct Sub-Control Point Amounts
    Recalculate Fund Control Point Balance
    Funds Control Reports Menu ...

Select Funds Control Menu Option: Recalculate Fund Control Point Balance
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101
Submit RECALCULATE CONTROL POINT BALANCES to the TASK MANAGER? YES//
Requested Start Time: NOW// (JUN 19, 2000@10:50:47)
RECALCULATE CONTROL POINT BALANCES HAS TASK NUMBER 229629

    Assign Ceiling to Sub-Control Points
    Correct Sub-Control Point Amounts
    Recalculate Fund Control Point Balance
    Funds Control Reports Menu ...

Select Funds Control Menu Option:
```

## 7.43 Supplementary Options in the Funds Control Reports Menu

### 7.44 Quarterly Report

#### 7.44.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select Quarterly Report from the Funds Control Reports Menu.

Enter a fiscal year, fiscal quarter and a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will display the available Control Points.

```
Select Control Point Clerk's Menu Option: Funds Control Menu

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

Select Funds Control Menu Option: Funds Control Reports Menu

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

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```

BOC Detail Totals
FMS Transaction Data

Select Funds Control Reports Menu Option: Quarterly Report
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101//
DEVICE: LAT RIGHT MARGIN: 80//

```

### 7.44.2 Display Report

IFCAP will display the 'Control Point Quarterly Report', which lists the transaction, the type, the cost, and the Control Point Balance. At the end of the report, IFCAP will list the total amount of committed, unobligated money for the Control Point and the total uncommitted balance for the Control Point from current and prior quarters. Enter a caret (^) at the Select Fiscal Year: prompt to return to the Funds Control Reports Menu.

QUARTERLY REPORT - 688-00-3-060- FISCAL JUN 19, 2000@10:58:19 PAGE: 1							
SEQ#	TYPE	PO/OBL#	TRANS \$ AMOUNT	OBL/CEIL \$ AMOUNT	DATE REQ.	DATE OBL.	DATE REC'D.
			CONTROL POINT REQUEST TOTAL	UNCOMMITTED BALANCE	UNOBLIGATED BALANCE		
VENDOR COMMENT		FIRST LINE DESCRIPTION					
0007	CEI		10000.00	10000.00		DEC 27, 1999	
			0.00	10000.00	10000.00		
Initial seeding of funds							
0011	CEI		1000000.00	1000000.00		DEC 27, 1999	
			0.00	1010000.00	1010000.00		
0013	CAN		0.00#	0.00			
				1010000.00	1010000.00		
Transaction 688-00-3-060-0013 replaced by trans. 688-00-3-060-0015							
QUARTERLY REPORT - 688-00-3-060- FISCAL JUN 19, 2000@10:58:19 PAGE: 2							
SEQ#	TYPE	PO/OBL#	TRANS \$ AMOUNT	OBL/CEIL \$ AMOUNT	DATE REQ.	DATE OBL.	DATE REC'D.
			CONTROL POINT REQUEST TOTAL	UNCOMMITTED BALANCE	UNOBLIGATED BALANCE		
VENDOR COMMENT		FIRST LINE DESCRIPTION					
0014	OBL		414.00*	-414.00			
Pepsi				1010000.00	1010000.00		
0015	OBL		30.00*	-444.00	JUN 11, 2000		
IFVENDOR1,EIGHT				1010000.00	1010000.00		
			FCP, QCS NORMAL ASSAY				
0016	ISS		17.70*	-461.70	JUN 12, 2000		
IFVENDOR2,FIVE				1010000.00	1010000.00		
			TAPE-ADHESIVE SURGICAL, 2INX10YD				
QUARTERLY REPORT - 688-00-3-060- FISCAL JUN 19, 2000@10:58:19 PAGE: 3							
SEQ#	TYPE	PO/OBL#	TRANS \$ AMOUNT	OBL/CEIL \$ AMOUNT	DATE REQ.	DATE OBL.	DATE REC'D.



SEQ#	TYPE	PO/OBL#	AMOUNT	\$ AMOUNT	REQ.	OBL.	REC'D.
			CONTROL POINT	REQUEST TOTAL	UNCOMMITTED BALANCE	UNOBLIGATED BALANCE	
VENDOR COMMENT			FIRST LINE DESCRIPTION				
0030	ADJ	C40021	40.00	40.00			
				-4869.85	1007426.00	1009046.00	
=====							
PO transaction (no 2237) total for this quarter: \$0.00							
=====							
FMS transaction total for this quarter: \$0.00							
=====							
Total Request Amount: -\$4869.85							
Control Point Official's Balance: \$1007426.00							
Fiscal's Unobligated Balance: \$1009046.00							
Would you like to run another quarterly balance report? No//							

## 7.45 Ceiling Report

### 7.45.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select Ceiling Report from the Funds Control Reports Menu.

Enter a fiscal year, fiscal quarter and a Control Point.

Select Control Point Clerk's Menu Option: Funds Control Menu
<ul style="list-style-type: none"> <li>Enter FCP Adjustment Data</li> <li>Assign Ceiling to Sub-Control Points</li> <li>Correct Sub-Control Point Amounts</li> <li>Recalculate Fund Control Point Balance</li> <li>Funds Control Reports Menu ...</li> </ul>
Select Funds Control Menu Option: Funds Control Reports Menu
<ul style="list-style-type: none"> <li>Quarterly Report</li> <li>Ceiling Report</li> <li>Audit Transaction List</li> <li>Sort Group Report</li> <li>Classification of Request Report</li> <li>Cost Center Totals</li> <li>BOC Totals</li> <li>Sub-Control Point Report</li> <li>Reconciliation of PO/Sub-CP Dollar Amounts</li> <li>BOC Detail Totals</li> <li>FMS Transaction Data</li> </ul>
Select Funds Control Reports Menu Option: Ceiling Report
Select FISCAL YEAR: 94//

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```
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101
DEVICE: LAT RIGHT MARGIN: 80//
```

## 7.45.2 Display Ceiling Report

IFCAP will create a 'Ceiling Report', listing the transaction number, ceiling amount, the date the funds were allocated, and comments. IFCAP will list the total ceiling amount and the total uncommitted balance from current and prior quarters at the bottom of the report. Enter a caret (^) at the Select Fiscal Year: prompt to return to the Funds Control Reports Menu.

```
CEILING REPORT - CP: 101 LAB TESTING 101      JUL  8,1994  18:24  PAGE 1
TRANS #      PAT #
                CEILING $  DATE
                AMOUNT  ALLOCATED
COMMENTS
-----
94-4-0004      500000.00  NOV 17,1993
94-4-0043      -20.00    JAN 13,1994
94-4-0047      25000.00  FEB  1,1994
94-4-0150      1000.04   APR 15,1994
94-4-0253      FC0135    40.00    MAY 27,1994  Training program
94-4-0258      FC0135    23412.00 JUN  6,1994  Test
94-4-0285      688FC0139 533.00   JUN  8,1994
  This is a multiple transaction for a widget.
-----
TOTAL                        549965.04
Total uncommitted balance from current and prior quarters: $1280869.77
Select FISCAL YEAR: 94// ^
    Quarterly Report
    Ceiling Report
    Audit Transaction List
    Sort Group Report
    Classification of Request Report
    Cost Center Totals
    BOC Totals
    Sub-Control Point Report
    Reconciliation of PO/Sub-CP Dollar Amounts
    BOC Detail Totals
    FMS Transaction Data
Select Funds Control Reports Menu Option:
```

## 7.46 Audit Transaction List

### 7.46.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select Audit Transaction List from the Funds Control Reports Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu
```

```
Assign Ceiling to Sub-Control Points
```

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```

Correct Sub-Control Point Amounts
Recalculate Fund Control Point Balance
Funds Control Reports Menu ...

Select Funds Control Menu Option: Funds Control Reports Menu

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

Select Funds Control Reports Menu Option: Audit Transaction List

```

### 7.46.2 Setup Parameters

Enter a fiscal year, a fiscal quarter and a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will display the available Control Points. Enter the last date of transactions that you want to audit at the Date: prompt. IFCAP will display the total uncommitted balance from current and prior quarters. Enter a caret (^) at the Select Fiscal Year: prompt to return to the Funds Control Reports Menu.

```

Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101
Enter the cutoff date for this reconciliation report
DATE: T-20 (JUN 24, 1994)
Cutoff date must be greater than first day of the quarter you selected.
Enter the cutoff date for this reconciliation report
DATE: T (JUL 14, 1994)
DEVICE: LAT RIGHT MARGIN: 80//

Total uncommitted balance from current and prior quarters: $1271262.23

Select FISCAL YEAR: 94// ^

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

Select Funds Control Reports Menu Option:

```

## 7.47 Sort Group Report

### 7.47.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select Sort Group Report from the Funds Control Reports Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu
  Enter FCP Adjustment Data
  Assign Ceiling to Sub-Control Points
  Correct Sub-Control Point Amounts
  Recalculate Fund Control Point Balance
  Funds Control Reports Menu ...

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

Select Funds Control Reports Menu Option: Sort Group Report
```

### 7.47.2 Setup Parameters

Enter a Station number, fiscal year, and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. You may list all of the sort groups on the report, or you can begin the report with a sort group that you specify. The Sort Group Report will list every transaction for the Control Point and fiscal quarter that you specify, listed by transaction, purchase order or obligation number, request type, vendor name, committed funds and obligated funds. After printing the report, IFCAP will return to the Funds Control Reports Menu.

```
Select STATION NUMBER: 503      ALTOONA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 039 BIRMINGHAM ISC
START WITH SORT GROUP: FIRST//
DEVICE: LAT RIGHT MARGIN: 80//

SORT GROUP REPORT - CP: 039 BIRMINGHAM ISC      AUG 18,1994      10:43      PAGE 1
TRANSACTION NUMBER  PO/OBL#  TYPE  VENDOR          COMM $      OBL $
  COMMENTS
503-94-4-12341234    C94124    OBL   IFVENDOR,FOUR          4.00         2.00
503-94-4-92138403    C94127    OBL   IFVENDOR1,NINE        45.00        45.00

TOTAL                                     45.00        45.00

  Quarterly Report
  Ceiling Report
  Audit Transaction List
  Sort Group Report
  Classification of Request Report
```

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```

Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data
Select Funds Control Reports Menu Option: Sort Group Report

```

## 7.48 Classification of Request Report

### 7.48.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select Classification of Request Report from the Funds Control Reports Menu.

```

Select Control Point Clerk's Menu Option: Funds Control Menu

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

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

Select Funds Control Reports Menu Option: Classification of Request Report

```

### 7.48.2 Setup Parameters

Enter a Station number, a fiscal year and a fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. After printing the report, IFCAP will return to the Funds Control Reports Menu.

```

Select STATION NUMBER: 503           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR2,FOUR
START WITH CLASSIFICATION OF REQUEST: FIRST// ???

This Classification of Request field allows you
to classify and/or categorize all transactions
(requests) for supplies, services, etc.
This is the previous "Type of Request" field.
TEST01

This is the name used to identify the type of request.  File #410.2

```

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```

is pointed to by the Classification of Request field (#8) of the
Control Point Activity file, #410.
START WITH CLASSIFICATION OF REQUEST: FIRST//
DEVICE:  LAT      RIGHT MARGIN: 80//
-----
CLASSIFICATION OF REQUEST REPORT - 022 MISC OFFICE SUPPLIES
                                JUL  8,1994  21:54  PAGE 1
OBL#   TRANS#  TYPE  VENDOR          COMM $      OBL $
COMMENTS
-----
A43050  2902    OBL   IFVENDOR,TEN      494.62      494.62
A43057  2907    OBL   IFVENDOR,TEN     3720.16     3308.65
A43067  2910    OBL   IFVENDOR,TEN      420.12      420.12
A43072  2924    OBL   IFVENDOR,TEN      566.04      326.04
-----
TOTAL                                4549.43     4549.43

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

Select Funds Control Reports Menu Option:

```

## 7.49 Cost Center Totals

### 7.49.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select Cost Center Totals from the Funds Control Reports Menu.

```

Select Control Point Clerk's Menu Option: Funds Control Menu

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

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

Select Funds Control Reports Menu Option: Cost Center Totals

```

## 7.49.2 Setup Parameters

Select a Station number, fiscal year, and fiscal quarter. Enter the cost center at the Select Cost Center Name: prompt if this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.

```
Select STATION NUMBER: 503//          ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select COST CENTER NAME: ???
CHOOSE FROM:
  100000          100000 General Admin-Central Off Staff (Excl of Oper Depts) -
Summary of Accts
  110100          110100 Office of the Secretary
  110200          110200 Off of Assoc Deputy Admstr for Congressional & Intergovt'l
Affairs
  110300          110300 Board of Contract Appeals
  110500          110500 Board of Veterans Appeals
  111600          111600 Office of Public and Consumer Affairs
  120000          120000 Office of the General Counsel

Select COST CENTER NAME: 111600 Office of Public and Co
DEVICE: HOME//  LAT  RIGHT MARGIN: 80//
```

## 7.49.3 Print Report

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

```
COST CENTER TOTALS REPORT          JUL 8,1994@21:57:22    PAGE 1
STATION 503, 4TH QUARTER, FY94
-----
COST CENTER:  822400 Pharmacy
CONTROL POINT: 040  OFC&MISC SUP 90
-----
CONTROL POINT: 100  PHARMACY SVC 119
-----
TOTALS FOR ALL CONTROL POINTS
-----
TOTAL COMMITTED (ESTIMATED) COST: 826042.81
TOTAL OBLIGATED (ACTUAL) COST:   725194.04
TOTAL (BEST ESTIMATE) COST:      740985.77

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

Select STATION NUMBER: 503// ^
    Quarterly Report
    Ceiling Report
    Audit Transaction List
    Sort Group Report
    Classification of Request Report
    Cost Center Totals
    BOC Totals
    Sub-Control Point Report
    Reconciliation of PO/Sub-CP Dollar Amounts
    BOC Detail Totals
    FMS Transaction Data
```

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```
Select Funds Control Reports Menu Option:
```

## 7.50 BOC Totals

### 7.50.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select BOC Totals from the Funds Control Reports Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu
  Enter FCP Adjustment Data
  Assign Ceiling to Sub-Control Points
  Correct Sub-Control Point Amounts
  Recalculate Fund Control Point Balance
  Funds Control Reports Menu ...
```

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

```
Select Funds Control Reports Menu Option: BOC Totals
```

### 7.50.2 Setup Parameters

Enter a Station number, fiscal year, and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. IFCAP will print a 'Budget Object Code Totals Report', listing the budget object code totals for the Control Point you specified. Enter a caret (^) at the Select Station Number: prompt to return to the Funds Control Reports Menu.

```
Select STATION NUMBER: 603//          ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//

DEVICE: HOME//   LAT   RIGHT MARGIN: 80//

BUDGET OBJECT CODE TOTALS REPORT          JUL 8,1994@21:59:53   PAGE 1
STATION 503, 4TH QUARTER, FY94 ,CONTROL POINT 022 MISC OFFICE SUPPLIES
-----
BUDGET OBJECT CODE TOTALS
-----
2580 Miscellaneous Contractual Services by Individuals, Inst          175.00
2631 Chemical supplies                          4427.74
2632 Other Medical and Dental Supplies          21851.70
2660 Operating Supplies and Materials          1307.40
-----
TOTAL OBLIGATED (ACTUAL) COST:                27761.84
```

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```
TOTAL OBLIGATED (ESTIMATED) COST: 27696.69
```

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

```
Select STATION NUMBER: 503//^
```

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

```
Select Funds Control Reports Menu Option:
```

## 7.51 Sub-Control Point Report

### 7.51.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select Sub-Control Point Report from the Funds Control Reports Menu.

```
Select Control Point Clerk's Menu Option: Funds Control Menu
```

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

```
Select Funds Control Menu Option: Funds Control Reports Menu
```

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

```
Select Funds Control Reports Menu Option: Sub-Control Point Report
```

### 7.51.2 Print Report

You may print the report for an entire fiscal year, or for a quarter that you specify. Enter a Station number, a fiscal year, and a fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. You may list all of the Sub-Control Points, or you may begin the report at a Sub-Control Point that you specify. IFCAP will list all of the Sub-Control Point expenditures for the Control Point by fiscal quarter, transaction

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number and type, vendor name, item description, amount, and SCP amount (amount spent by that Sub-Control Point) for that quarter. After printing the report, IFCAP will return to the Funds Control Reports Menu.

```

Would you like the report printed for a full Fiscal Year? YES// (YES)
Select STATION NUMBER: 603// ALTOONA, PA
Select FISCAL YEAR: 94//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
START WITH SUB-CONTROL POINT: FIRST//
DEVICE: LAT RIGHT MARGIN: 80//

SUB-CONTROL POINT EXPENDITURES - 022 MISC OFFICE SUPPLIES
                                  JUL 8,1994 22:04 PAGE 1
FY-Q

-----
TRANS # TYPE PO/OBL# VENDOR          FIRST LINE
                                ITEM DESC.      $ AMOUNT    SCP AMT
-----
94-4
0327  OBL  C54141  IFVENDOR,FOUR  PROJECTOR          5000.00    -5000.00
0327  ADJ  C54277  IFVENDOR1,TEN  REAGENT-ST        -2962.70     2962.70
0327  CEI                                     6755.00     6755.00
-----
TOTAL                                     4717.70

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

Select Funds Control Reports Menu Option:

```

## 7.52 Reconciliation of PO/Sub-CP Dollar Amounts

### 7.52.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select Reconciliation of PO/Sub-CP Dollar Amounts from the Funds Control Reports Menu.

```

Select Control Point Clerk's Menu Option: Funds Control Menu

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

Select Funds Control Menu Option: Funds Control Reports Menu
Quarterly Report
Ceiling Report
Audit Transaction List

```

```

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

```

Select Funds Control Reports Menu Option: Reconciliation of PO/Sub-CP Dollar Amounts

## 7.52.2 Setup Parameters

Enter a Station number, fiscal year, and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. IFCAP will list the reconciliation's for the Control Point that you specified and return to the Funds Control Reports Menu.

```

Select STATION NUMBER: 503           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR2,FOUR
DEVICE:  LAT      RIGHT MARGIN: 80//

PO/SCP $ RECONCILIATION  22-94-4           JUL  9,1994  08:59  PAGE 1
SEQ #      TYPE      REQUESTED           RECEIVED     PO #
VENDOR
COM $      OBL $      ADJ $
SCP        $ AMOUNT  ITEM  DESC
-----
0007      STATUS: Obligated - 1358
          ADJ          JUL 8,1994           C30032
          400.00      400.00

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

```

Select Funds Control Reports Menu Option:

## 7.53 BOC Detail Totals

### 7.53.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select BOC Detail Totals from the Funds Control Reports Menu.

```

Select Control Point Clerk's Menu Option: Funds Control Menu
Enter FCP Adjustment Data

```

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```

Assign Ceiling to Sub-Control Points
Correct Sub-Control Point Amounts
Recalculate Fund Control Point Balance
Funds Control Reports Menu ...

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

Select Funds Control Reports Menu Option: BOC Detail Totals

```

### 7.53.2 Setup Parameters

Enter a Station number, fiscal year and fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. IFCAP will print a 'Budget Object Code Detail Totals' report, listing each budget object code by its transactions and transaction cost. IFCAP will provide a total for all budget object codes, and list the total uncommitted balance for the Control Point from current and prior quarters. After printing the report, IFCAP will return to the Funds Control Reports Menu.

```

This report displays item costs from 2237 orders, sorted
by budget object code.

Select STATION NUMBER: 503//           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
DEVICE:  LAT   RIGHT MARGIN: 80//

BUDGET OBJECT CODE DETAIL TOTALS           JUL  9,1994  09:01  PAGE 1
      LINE
      ITEM
TRANSACTION NUMBER  NUMBER  DESCRIPTION
      EST. ITEM
      QUANTITY  (UNIT) COST          TOTAL
-----
      BOC: 1007 Computer Systems
WER1234              1
      1.00          449.00          449.00
      -----
SUBTOTAL              449.00
      BOC: 1081 Physicians-Full T
503-94-3-101-0002    2  NONE AGAIN
      1.00              0.00              0.00
      -----
SUBTOTAL              0.00
      BOC: 1091 Federal, Summer Em
688-94-4-022-0002    1  LIGHT BULBS
      1.00              3.00              3.00
      -----
SUBTOTAL              3.00

```

```

TOTAL                               634844.92

Total uncommitted balance from current and prior quarters: $4734.20

End of report

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

Select Funds Control Reports Menu Option:

```

## 7.54 FMS Transaction Data

### 7.54.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Funds Control Reports Menu from the Funds Control Menu.

Select FMS Transaction Data from the Funds Control Reports Menu.

```

Select Control Point Clerk's Menu Option: Funds Control Menu

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

Select Funds Control Menu Option: Funds Control Reports Menu

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

Select Funds Control Reports Menu Option: FMS Transaction Data

```

### 7.54.2 Setup Parameters

Enter a Station number, a fiscal year and a fiscal quarter. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. After printing the report, IFCAP will return to the Funds Control Reports Menu.

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```

This report will generate a listing of FMS transactions

You may create the report for all entries,
or for selected year and/or quarter.

Enter fiscal year in the format '92'.

Select STATION NUMBER: 503//           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
DEVICE: HOME//   LAT   RIGHT MARGIN: 80//

FMS transaction total for this quarter: $12.50
=====
End of report
    Quarterly Report
    Ceiling Report
    Audit Transaction List
    Sort Group Report
    Classification of Request Report
    Cost Center Totals
    BOC Totals
    Sub-Control Point Report
    Reconciliation of PO/Sub-CP Dollar Amounts
    BOC Detail Totals
    FMS Transaction Data

Select Funds Control Reports Menu Option:

```

## 7.55 Correct Sub-Control Point Amounts

### 7.55.1 Menu Navigation

Select Funds Control Menu from the Control Point Clerk's Menu.

Select Correct Sub-Control Point Amounts from the Funds Control Menu.

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

```

Select Control Point Clerk's Menu Option: Funds Control Menu

    Enter FCP Adjustment Data
    Assign Ceiling to Sub-Control Points
    Correct Sub-Control Point Amounts
    Recalculate Fund Control Point Balance
    Funds Control Reports Menu ...
Select Funds Control Menu Option: Correct Sub-Control Point Amounts
Select STATION NUMBER: 688//           WASHINGTON,DC
Select CONTROL POINT: 121 LAB TESTING 121// ???
CHOOSE FROM:
    22           022 MISC OFFICE SUPPLIES
    40           040 BUILDING MANAGEMENT
    73           073 ENGINEERING
    112          112 SURGICAL SERVICE
    114          114 RADIOLOGY SERVICE
    121          121 LAB TESTING 121
    170          170 REHAB. MEDICINE
    7001         7001 SUPPLY FUND

```

```
Select CONTROL POINT: 121 LAB TESTING 121// 022 IFVENDOR2,FOUR
```

## 7.55.2 Select Transaction

Enter a transaction number. If you do not know the transaction number, enter three question marks and IFCAP will list the available transactions. Enter additional Sub-Control Points to the Control Point if you like. At the \$ Amount: prompt, enter the amount that you would like to assign to this Sub-Control Point from the Control Point. Enter a caret (^) at the Select Station Number: prompt to return to the Funds Control Menu.

```
Select TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 688-94-4-022 (STA # - FY - QTR - FCP)

   1  688-94-4-022-0002      OBL  IFVENDOR,FOUR          LIGHT BULBS
   2  688-94-4-022-0003      OBL  IFVENDOR1,ONE
   3  688-94-4-022-0004      OBL  IFVENDOR2,FIVE
   4  688-94-4-022-0005      OBL
   5  688-94-4-022-0006      OBL

TYPE '^' TO STOP, OR
CHOOSE 1-5: 1

                                           TRANSACTION BEG BAL: 3.00
Select SUB-CONTROL POINT: ???

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

    This is the name of the sub-control point.
Select SUB-CONTROL POINT: Reserve
  ARE YOU ADDING 'Reserve' AS A NEW SUB-CONTROL POINT? Y (YES)
  ARE YOU ADDING 'Reserve' AS A NEW SUB-CONTROL POINT (THE 1ST FOR THIS CONTROL
POINT ACTIVITY)? Y
  (YES)
  $ AMOUNT: 2                RUNNING TOTAL: 2.00                BAL: 1.00
Select SUB-CONTROL POINT:

Select STATION NUMBER: ^

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

Select Funds Control Menu Option:
```

## 7.56 Supplementary Options in the Record Date Received by Service Menu

## 7.57 Single Transaction

### 7.57.1 Menu Navigation

Select Record Date Received by Service Menu from the Control Point Clerk's Menu.

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Select Single Transaction from the Record Date Received by Service Menu.

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

```
Select Control Point Clerk's Menu Option: Record Date Received by Service Menu
      Single Transaction
      All Transactions with Final Partial

Select Record Date Received by Service Menu Option: Single Transaction
Select STATION NUMBER: 688//           WASHINGTON,DC
Select CONTROL POINT: 022 MISC OFFICE SUPPLIES//
```

## 7.57.2 Select Transaction

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

```
Select TRANSACTION or P.O. NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR2,FOUR (CONTROL POINT)

      1  022 IFVENDOR2,FOUR688-94-4-022-0011  OBL  IFVENDOR2,FIVE  CORN-CANNED-#10
      2  022 IFVENDOR2,FOUR688-94-4-022-0010  OBL  IFVENDOR2,FIVE  CORN-CANNED-#10
      3  022 IFVENDOR2,FOUR688-94-4-022-0008  OBL  IFVENDOR,FOUR
      4  022 IFVENDOR2,FOUR688-94-4-022-0009  OBL  IFVENDOR1,ONE
This is where the "Description" goes.
      5  022 IFVENDOR2,FOUR688-94-4-022-0006  OBL
TYPE '^' TO STOP, OR
CHOOSE 1-5: 1  688-94-4-022-0011
688-94-4-022-0011  P.O.:
DATE RECEIVED: T  (JUL 09, 1994)

Select TRANSACTION or P.O. NUMBER:

      Single Transaction
      All Transactions with Final Partial

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

## 7.58 All Transactions With Final Partial

### 7.58.1 Menu Navigation

Select Record Date Received by Service Menu from the Control Point Clerk's Menu.

Select All Transactions with Final Partial from the Record Date Received by Service Menu.

```
Select Control Point Clerk's Menu Option: Record Date Received by Service Menu

      Single Transaction
      All Transactions with Final Partial

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

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## 7.58.2 Setup Parameters

Enter a Station Number. Enter a Control Point. If you do not know the Control Point, enter three question marks at the prompt and IFCAP will list the available Control Points. IFCAP will record all the transactions in the Control Point as received and display **\*\*\*LAST TRANSACTION\*\*\*** when IFCAP is finished processing the changes. IFCAP will return to the Record Date Received by Service Menu.

```
Select STATION NUMBER: 688           WASHINGTON,DC
Select CONTROL POINT: 022 IFVENDOR2,FOUR
.....
***LAST TRANSACTION***
      Single Transaction
      All Transactions with Final Partial
Select Record Date Received by Service Menu Option:
```

## 7.59 Record Receipt of Multiple Delivery Schedule Items

### 7.59.1 Menu Navigation

Select Record Receipt of Multiple Delivery Schedule Items from the Control Point Clerk's Menu. Enter a Control Point and a transaction number. If you do not know the transaction number, enter as much of the number as you can remember or enter three question marks and IFCAP will list the available transaction numbers.

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

Select Control Point Clerk's Menu Option: Record Receipt of Multiple Delivery Schedule
Items
Select CONTROL POINT: 110 LAB TESTING 110
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 110 LAB TESTING 110 (CONTROL POINT)

  1  110 LAB TESTING 110  688-95-4-110-0055  CEIL      Some description.
  2  110 LAB TESTING 110  688-95-3-110-0054  CEIL      Some description.
  3  110 LAB TESTING 110  688-95-2-110-0053  CEIL 688FC0162  Some
description.
  4  110 LAB TESTING 110  688-95-1-110-0052  CEIL
Some description.

TYPE '^' TO STOP, OR
CHOOSE 1-5: 3
```

## 7.59.2 Classification and Sort Groups

At the Classification of Request: prompt, create a classification name for the request if you like, or press the Enter key to skip this prompt. The Classification of Request: prompt allows you to create reports that group requests by categories that YOU define. Enter a sort group at the Sort Group: prompt if this purchase is assigned to a project, office, or some other category for which a sort group has been created. If this purchase does not belong to a sort group, just press the Enter key. Sort groups are used to generate expense reports for projects and offices. Enter today's date at the Date Received: prompt. Enter comments if you like. You may review the request if you like. You may enter another request or return to the Control Point Clerk's Menu.

```
CLASSIFICATION OF REQUEST: ABC
SORT GROUP:
                                                    TRANSACTION BEG BAL: 99999.00
Select SUB-CONTROL POINT:
DATE RECEIVED: T (JAN 09, 1995)
COMMENTS:
  1>Some description.
EDIT Option:
Would you like to review this request? NO// (NO)
Would you like to edit another request? YES// n (NO)
  Process a Request Menu ...
  Display Control Point Activity Menu ...
  Funds Control Menu ...
  Status of Requests Reports Menu ...
  Record Date Received by Service Menu ...
  Record Receipt of Multiple Delivery Schedule Items
  Multiple Delivery Schedule List
Select Control Point Clerk's Menu Option:
```

## 7.60 Multiple Delivery Schedule List

### 7.60.1 Menu Navigation

Select Multiple Delivery Schedule List from the Control Point Clerk's Menu. Enter a Control Point. Enter a transaction number. If you do not know the transaction number, enter as much of the number as you can remember, or enter three question marks and IFCAP will list the available transactions. Enter an output device.

```
  Process a Request Menu ...
  Display Control Point Activity Menu ...
  Funds Control Menu ...
  Status of Requests Reports Menu ...
  Record Date Received by Service Menu ...
  Record Receipt of Multiple Delivery Schedule Items
  Multiple Delivery Schedule List
Select Control Point Clerk's Menu Option: Multiple Delivery Schedule List
Select CONTROL POINT: 101 LAB TESTING 101//
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???
Attempting lookup in transaction file.
Attempting lookup using 101 LAB TESTING 101 (CONTROL POINT)
  1  101 LAB TESTING 101  688-94-4-101-0632  OBL  IFVENDOR1,TWO
  2  101 LAB TESTING 101  688-94-4-101-0403  OBL  IFVENDOR1,THREE A41021  TEST ITEM
```

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```

#13
3 101 LAB TESTING 101 KMN7 OBL IFVENDOR,SEVEN TEST ITEM
#17
4 101 LAB TESTING 101 688-94-3-101-0159 OBL IFVENDOR,NINE A40579 TEST ITEM
#11

CHOOSE 1-4: 3 KMN7
DEVICE: ;;9999 LAT RIGHT MARGIN: 80//

```

## 7.60.2 Listing

IFCAP will print or display the 'Multiple Delivery Schedule List,' listing the transaction number, the item name, the schedule number, the quantity, the date received, and the delivery location. After printing or displaying the list, IFCAP will return to the Control Point Clerk's Menu.

```

MULTIPLE DELIVERY SCHEDULE LIST                JAN  9,1995  09:04  PAGE 1
TRANS#      ITEM#    PR#                ITEM QTY
SCH#      QTY  DATE DEL      QTY  DATE REC  SCP      LOCATION
-----
KMN7                #1      17                1.00
TEST ITEM #17
1          1  07/14/94                HERE

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

Record Receipt of Multiple Delivery Schedule Items
Multiple Delivery Schedule List

Select Control Point Clerk's Menu Option:

```

# Chapter 8 Menu Outline

## 8.1 Option Listing

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

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

```
Control Point Clerk's Menu
  Process a Request Menu
    New 2237 (Service) Request
    Edit a 2237 (Service)
    Copy a Transaction
    1358 Request Menu
      New 1358 Request
      Increase/Decrease Adjustment
      Edit 1358 Request
      Create/Edit Authorization
      Daily Activity Enter/Edit
      Display 1358 Balance
      List Open 1358s
      Print 1358
      Print Obligated 1358s
      Recalculate 1358 Balance
    Print/Display Request Form
    Change Existing Transaction Number
    Repetitive Item List Menu
      New Repetitive Item List (Enter)
      Edit Repetitive Item List Entry
      Delete Repetitive Item List Entry
      Print/Display Repetitive Item List Entry
      Generate Requests From Repetitive Item List Entry
    Cancel Transaction with Permanent Number
    Requestor's Menu
      Enter a Request (Section)
      Edit a Request (Section)
```

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Delete a Request (Section)  
 New 1358 Request (Section)  
 Edit 1358 Request (Section)  
 Request Status Report (Section)  
 Print/Display Request Form (Section)  
 Copy a Transaction (Section)  
 Item History  
 Item Display  
 Vendor Display  
 Outstanding Approved Requests Report  
 Transaction Report - eCMS/IFCAP  
 Display Control Point Activity Menu  
 Purchase Order Status  
 Transaction Status Report  
 Running Balances  
 Temporary Transaction Listing  
 Item History  
 PPM Status of Transactions Report  
 Funds Control Menu  
 Enter FCP Adjustment Data  
 Assign Ceiling to Sub-Control Points  
 Correct Sub-Control Point Amounts  
 Recalculate Fund Control Point Balance  
 Funds Control Reports Menu  
 Quarterly Report  
 Ceiling Report  
 Audit Transaction List  
 Sort Group Report  
 Classification of Request Report  
 Cost Center Totals  
 BOC Totals  
 Sub-Control Point Report  
 Reconciliation of PO/Sub-CP Dollar Amounts  
 BOC Detail Totals  
 FMS Transaction Data  
 Status of Requests Reports Menu  
 Print/Display Request Form  
 Status of All Obligation Transactions  
 Requests Ready for Approval List  
 PO with Associated Transactions  
 Record Date Received by Service Menu  
 Single Transaction  
 All Transactions with Final Partial  
 Record Receipt of Multiple Delivery Schedule Items  
 Multiple Delivery Schedule List

# Chapter 9 Error Messages and Their Resolution

## 9.1 Use Errors

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

```
Select TRANSACTION: 10195
Incorrect format - please re-enter number

Select TRANSACTION:
This guide and the online option descriptions should help you with these errors.
```

## 9.2 System Errors

System errors occur when IFCAP fails to function properly. IFCAP is written in a programming language called Digital Standard MUMPS. When errors occur, IFCAP will display the error code. Record the error code and notify your OIT staff.

```
RECORDING THAT AN ERROR OCCURRED ---
      X2^PRCST212:1, %DSM-E-UNDEF, undefined variable PRCSTDT, -DSM-I-ECODE,
MUMPS error code: M6

      Sorry 'bout that
```

### 9.2.1 MailMan Error Messages – eCMS Interface

The Accountable Officer sends all 2237s that will be processed by Contracting staff to the electronic Contract Management System (eCMS) in Austin. The IFCAP application will reject any 2237 forwarded to eCMS with no Requesting Service (Requesting Service is blank (null)). Although that field is not mandatory in IFCAP, the field is required for 2237s being sent to eCMS. The Accountable Officer will receive a MailMan message advising that the 2237 must be Returned to the Service for editing by the Control Point User. The CP user will need to edit the 2237 to populate the Requesting Service field and reapprove the 2237. The Accountable Officer will then be able to process the 2237 and send it to eCMS.

Example of this Error Message:

```
Subj: TRANSMISSION FAILURE FOR 2237 688-12-4-911-0022 [#402930] 08/07/12@11:59
8 lines
From: IFCAP TO ECMS INTERFACE In 'IN' basket. Page 1
-----
      Return 2237 to Control Point for edit and re-approval!

STATION 688
2237 Transmission to eCMS failed Aug 07, 2012@11:59:46
688-12-4-911-0022
An error occurred when transmitting the 2237 transaction to eCMS.
```

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Error: Field REQUESTING SERVICE is missing  
Option: Process a Request in PPM

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

# GLOSSARY

1358	VA Form 1358, Estimated Obligation or Change in Obligation.
2138	VA Form 90-2138, Order for Supplies or Services.
2139	VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form.
2237	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services.
A&MM	Acquisition and Materiel Management Service.
AACS	Automated Allotment Control System--Central computer system developed by VHA to disburse funding from VACO to field stations.
Accounting Technician	Fiscal employee responsible for obligation and payment of received goods and services.
Activity Code	The last two digits of the AACS number. It is defined by each station.
Allowance table	Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level.
AMIS	Automated Management Information System.
AITC	Austin Information Technology Center hosts many different VA systems.
Authorization	A charge to an obligated 1358. Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358.
Authorization Balance	The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations.
Budget Analyst	Fiscal employee responsible for distributing and transferring funds.
Budget Object Code	Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes replace sub accounts in IFCAP 5.1. Budget object codes are listed in the left column of MP4 Part V, Appendix B-1.
Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending.
Control Point	Financial element, existing ONLY in IFCAP that corresponds to the ACCS number in FMS.
Control Point Requestor	The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. The users can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM.

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## Glossary

Cost Center	“Subsection” of a Fund Control Point. Cost centers allow fiscal staff to create total expense reports for a section or service, and allow requestors to assign requests to that section or service. Cost centers are listed in the left column of MP-4 Part V, Appendix B-1.
Date Committed	The date that you want IFCAP to commit funds to the purchase.
Deficiency	When a budget has obligated and expended more than it was funded (see MP-4, Part V Section C).
eCMS	Electronic Contract Management System (eCMS) located at the Austin Information Technology Center (AITC).
Fiscal Balance	The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidation submitted against the obligation.
Fiscal Quarter	The fiscal year is broken into four three-month quarters. The first fiscal quarter begins on October 1.
Fiscal Year	Twelve-month period from October 1 to September 30.
FMS	Financial Management System, which has replaced CALM as the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
FOB	Freight on Board. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means that shipping charges are due to the shipper, and must be paid when the shipper arrives at the warehouse with the item.
FTEE	Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year.
Fund Control Point Justification	CALM accounting element that is not used by FMS. A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.
ISMS	Integrated Supply Management System.
Liquidation	The amount of money on the invoice from the vendor for the authorization. They are processed through payment/invoice tracking.
OA&L	Office of Acquisitions and Logistics.

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## Glossary

Obligation Number	The C prefix number that Fiscal Service assigns to the 1358.
Organization Code	Accounting element functionally comparable to Cost Center, but used to organize purchases by the budget that funded them, not the purposes for spending the funds.
PAID	Paid Accounting Integrated Data.
Partial Date	The date that a warehouse clerk created a receiving report for a shipment.
Program Code	Accounting element that identifies the VA initiative or program that the purchase will support.
Purchase Order	A government document authorizing the purchase of the goods or services at the terms indicated.
Purchasing Agents	A&MM employees legally empowered to purchase goods and services from commercial vendors.
Receiving Report	Report that Warehouse Clerk creates to record that the warehouse has received an item.
Requestor	See "Control Point Requestor."
Requisition	An order from a Government vendor.
Service Balance	The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service.
SF-18	Request for Quotation.
SF-30	Amendment of Solicitation/Modification of Contract.
Sort Order	The order in which the budget categories will appear on the budget distribution reports.
Sub-cost Center	A subcategory of Cost Center. In IFCAP 5.1, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.
Sub-control Point	A specific budget within a Control Point, defined by a Control Point user.
TDA	Transfer of Disbursing Authority. A sequential number Central Office assigns to each funding it gives to your station. The first funding they give you in the fiscal year is TDA number 1, the second funding they give you is TDA number 2, etc.
Total Authorizations	The total amount of the authorizations created for the 1358 obligation.
Total Liquidations	The total amount of the liquidation against the 1358 obligation.
Transaction Number	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide)

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## Glossary

Vendor file	An IFCAP file of vendors solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. File 440 contains information about the vendors solicited by your station. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.
VRQ	FMS Vendor Request document. When users in IFCAP create a new Vendor record or edit an existing record a VRQ message is sent to the FMS system at the AITC.
VUP	Vendor Update document. FMS responds to a VRQ by sending a VUP message back to IFCAP. The VUP contains the FMS vendor information ( i.e. Address data, FMS Code and Alternate-Address-Indicator), ensuring that the information in the IFCAP vendor file matches the information in the FMS vendor table.

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