



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

CONTROL POINT CLERK

USER'S GUIDE

Version 5.1

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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 and in all the services that request supplies and services on VA Form 90-2237. The goal of IFCAP is to integrate these three areas and allow users to share procurement information. IFCAP has been developed as follows:

FUNDS DISTRIBUTION allows Fiscal Service to establish and fund control points.

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.

ACCOUNTING automates the creation of FMS documents, handles the processing of certified invoices, and facilitates the electronic transmission of obligation, payment and receiving documents to the Financial Management System (FMS) and Computer Assisted Payment Processing Systems (CAPPS) computers located in Austin, Texas. In addition, IFCAP transfers obligation information back to the control point and updates the control point balance automatically.

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 the LOG I computer located in Austin, Texas.

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 can maintain their inventory if they wish.

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Table of Contents

Chapter 1 Introduction

1.1 The Role of the Control Point Clerk

Control Point Clerks create requests, turn requests into formal transactions, and maintain the records of funds for a Control Point. 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, all this means is that users that want to divide their reading into manageable lessons can concentrate on one section and all of its subsections, for example, section 1.3.5.4 and all of its subsections would make a coherent lesson.

1.4 Package Management and Security Measures

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

1.5 Package Operation

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

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

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

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

The options you use on IFCAP have been divided into groups based upon the type of work you do. When you select these options, IFCAP will ask you a 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.

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

1.6 Features

1.6.1 Cost Centers

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

1.6.2 Suballowance/Fund Control Point Reconciliation

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

1.6.3 Rollover of Funds From Previous Quarters

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

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
Date Ordered  PO Number  Received  Unit of  Unit Cost  Total Cost  Quantity
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 How to Create a Repetitive (PR Card) Order 2237 Request

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

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.

```

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

CHOOSE FROM:
  A&MM          90
  BLIND REHABILITATION    122
  CANTEEN SERVICE      133
  ENDOCRINOLOGY RESEARCH    151E
  FISCAL              04
  INFORMATION RESOURCE MGMT    10B/IRM
  LABORATORY         113

```

```

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
PRIORITY OF REQUEST: 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 Vendor Selection

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

```

VENDOR ADDRESS1: 3900 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
```

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 How to Create a Non-Repetitive Order 2237 Request

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. 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.

```
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.
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
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
```

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)

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

2.6 How to Create a Repetitive and Non-Repetitive Order 2237 Request

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
```

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 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 How to Create an Issue Book/Interval Issue Request

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

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.

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.

CHOOSE FROM:

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

REQUESTING SERVICE: AUDIOLOGY AND SPEECH PATHOLOGY 126

DATE REQUIRED: T+20 (MAY 08, 1994)

PRIORITY OF REQUEST: ST// ???

This is the urgency or priority for this request.

CHOOSE FROM:

EM EMERGENCY
SP SPECIAL
ST STANDARD

PRIORITY OF REQUEST: ST// STANDARD

SPECIAL REMARKS:

1>

2.7.6 Cost Center

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

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

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

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

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

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

NOTE: This item has a minimum order quantity of 1
NOTE: This item has a packaging multiple/unit of purchase of 1/EA

QUANTITY: 1

BOC: 2670 Maintenance Supplies and Materials
```

2.7.7 Additional Items

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

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

      This field is the Delivery Schedule of the Order file, #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 How to Create a 1358 Order Request

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 HOME MAKER/HOME HEALTH AID
D NON-VA HOSPITALIZATION (PRE-AUTHORIZED)
E NON-VA HOSPITALIZATION (NOT PRE-AUTHORIZED)
F NON-CONTRACT EMERGENCY TRAVEL

SUB AUTHORITY: C          HOME MAKER/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 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 an 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.

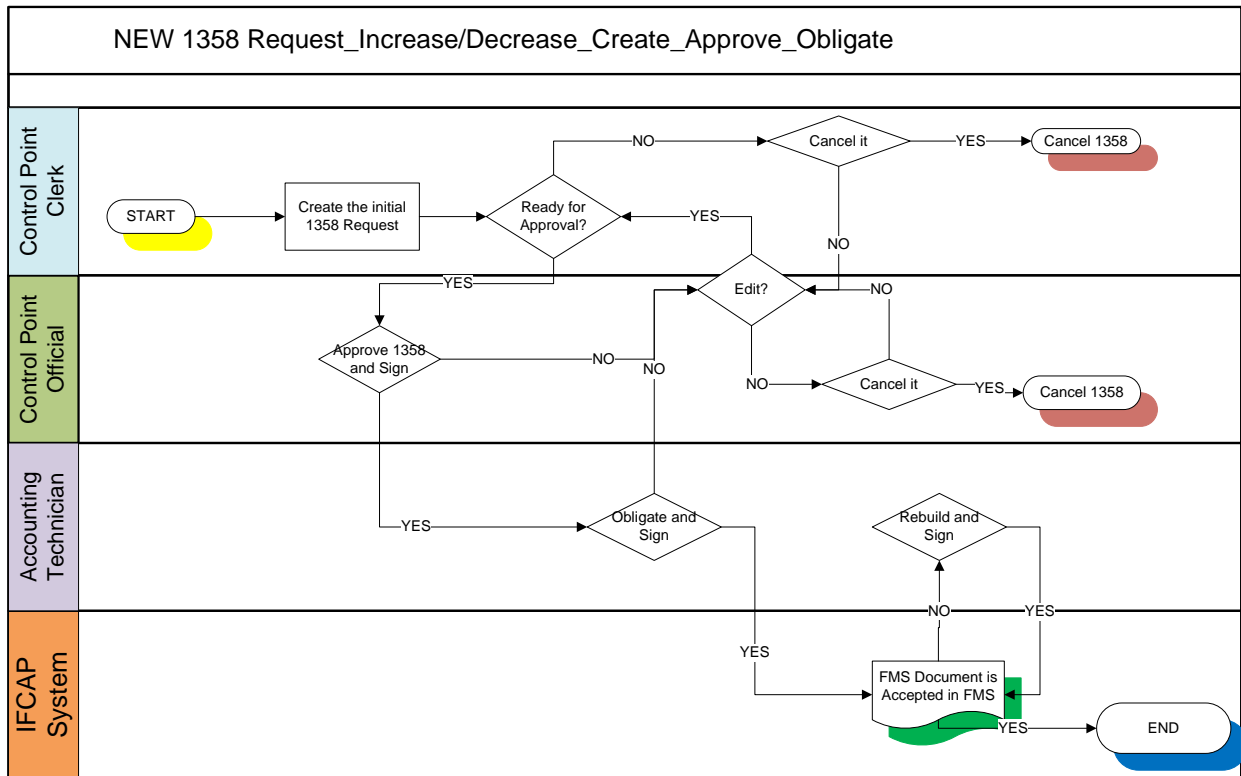
```
SERVICE START DATE: 100110
SERVICE END DATE: 103110
PURPOSE:
```

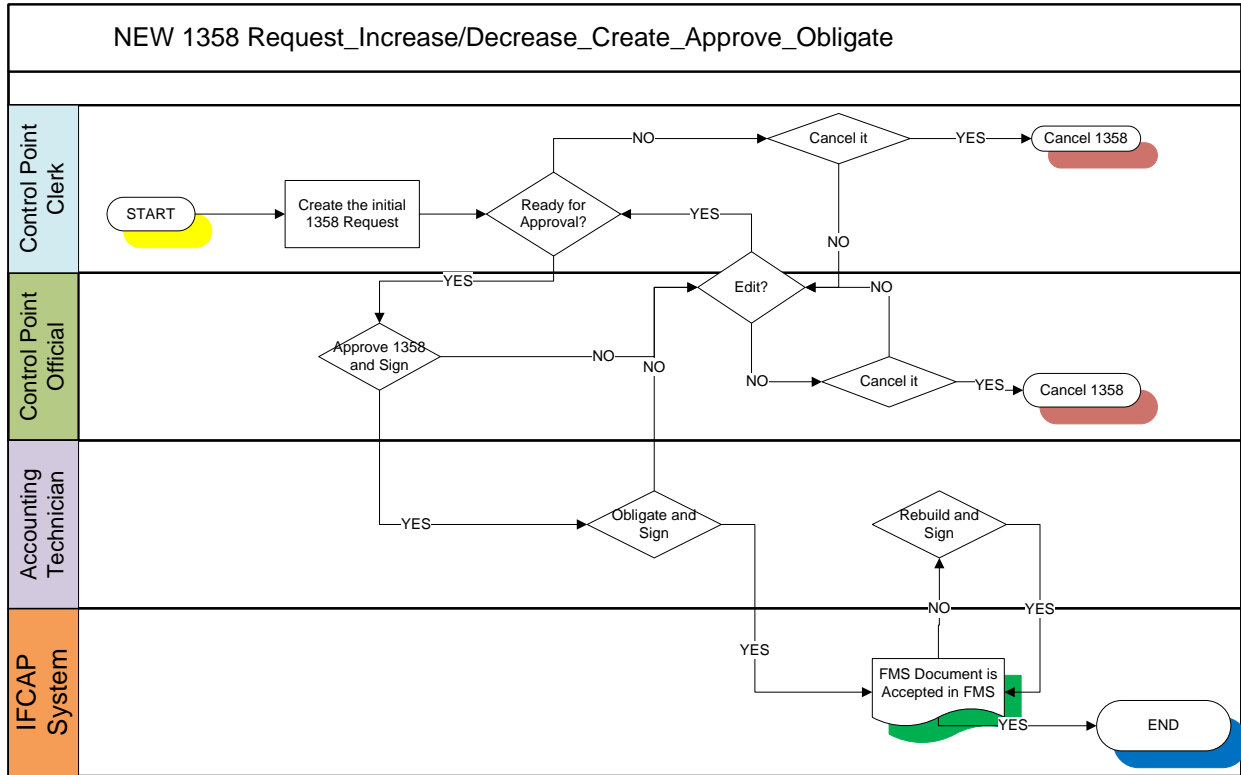
```

1>electric bill for july
2>
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 How to Turn 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 How to Turn Item Requests Into Permanent Item 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.

```
You have 1 request(s) to be approved for CP 101 Estimated $: 200.00

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

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

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 How to Turn a Temporary 1358 Transaction Into a Permanent Transaction

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.

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

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

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 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.

```

ould 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

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

Select Process a Request Menu Option:

Chapter 4 How to Monitor the Status of a Request

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 How to Monitor the Status of a Request

4.2.1 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.

```
Combined A&MM Menus ...
  Control Point Clerk's Menu ...
  Fund Distribution & Accounting Menu ...
  IFCAP Application Coordinator Menu ...
  Primary Inventory Point Main Menu ...
  Secondary Inventory Point Main Menu ...
  Warehouse--General Inventory/Distribution Menu ...

Select IFCAP MENU Option: Control Point Clerk's Menu
You have 3 request(s) to be approved for CP 101   Estimated $:   1444.05

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

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 STATION NUMBER: 688//           WASHINGTON,DC
Select CONTROL POINT: 101 LAB 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
                FCP: 101      $ 44.56

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

```

4.2.2 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.

```

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

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: IFVENDOR,FOUR
  1  IFVENDOR,FOUR  WER246  OBL  IFVENDOR,FOUR

  2  IFVENDOR,FOUR  688-94-2-101-0136  OBL  IFVENDOR,FOUR  I40003  688-94-2-101-
0134

Furry things with green hair

  3  IFVENDOR,FOUR  688-94-2-101-0135  OBL  IFVENDOR,FOUR
TEST ITEM #12

  4  IFVENDOR,FOUR  688-94-2-101-0133  OBL  IFVENDOR,FOUR
Test

  5  IFVENDOR,FOUR  688-94-2-101-0134  OBL  IFVENDOR,FOUR
Furry things with green hair

CHOOSE 1-5: 2 688-94-2-101-0136
DEVICE: HOME// LAT RIGHT MARGIN: 80//

OBLIGATION TRANSACTION STATUS DISPLAY APR 21,1994@13:51:38

Transaction Number: 688-94-2-101-0136 Transaction Type: OBLIGATION
A&MM Status: Order Not Completely Prepared

```

```

Temporary Trans. Number: THX-1138
Form Type: REPETITIVE AND NON-REP ORDER
Date of Request: MAR 28,1994
Est. Delivery Date:
Vendor: IFVENDOR,FOUR
Committed (Estimated) Cost: $94.00
Obligated (Actual) Cost: $0.00
Purchase Order/Obligation No.: I40003
FMS $ Amount: $0.00
FMS Transaction Code:
Return to Service Comments:
Comments:

Date Required: APR 1,1994
Date Received:
P.O. Vendor: IFVENDOR2,TWO
Date Committed:
Date Obligated:
Accounting Data: 3640151
FMS Date:

```

4.2.3 Don't Know the Purchase Order Number or Vendor, but know 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.

```

STATUS OF OBLIGATION TRANSACTIONS CP: 101 LAB TESTING 101 FY: 95
                                     OCT 10,1994 17:47 PAGE 1
          PRIORITY
          OF
TRANS #   REQUEST      DATE      DATE      DATE      DATE
VENDOR    OBLIGATION# SORT GROUP  SIGNED    REQUIRED   DELIVERED RECEIVED
          COMMENTS
          FIRST LINE ITEM DESCRIPTION
-----
95-1-0001
C45222
TRAINING CLASS
10/03/94
Obligated - 1358
Select FISCAL YEAR: 95// ^

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:

```

4.3 How to Monitor the Status of a 1358

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 Enter 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 Review 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
FEE MEDICAL/DENTAL (NOT PRE-AUTHORIZED)

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

Vendor:                   |Contract Number:
|

Name and Title Approving Off.: |Signature:              |Date Signed:
OFFICIAL CP               |/ES/OFFICIAL CP        |JUL 07, 2011@15:3
2:39
FCP OFFICIAL              |                          |

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

Press return to continue, "^" to exit:

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

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 How to Adjust 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

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  AMSC01  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 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 What To Do When the System Is Down or There Is a Life-Threatening Emergency

In some facilities, Purchasing Agents prepare for system crashes by creating a 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 these “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 Edit 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
  170         170 REHAB. MEDICINE
  7001        7001 SUPPLY FUND

Select CONTROL POINT: 022 IFVENDOR2,FOUR
```

7.2.2 Enter Transaction Number

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.

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

Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR2,FOUR (CONTROL POINT)

  1  022 IFVENDOR2,FOUR688-94-4-022-0007    OBL  IFVENDOR1,ONE
This is where the "Description" goes.
  2  022 IFVENDOR2,FOUR688-94-4-022-0006    OBL
```

```

3 022 IFVENDOR2,FOUR688-94-4-022-0005 OBL
4 022 IFVENDOR2,FOUR688-94-4-022-0004 OBL IFVENDOR2,FIVE
5 022 IFVENDOR2,FOUR688-94-4-022-0003

TYPE '^' TO STOP, OR
CHOOSE 1-5: 5 688-94-4-022-0003

```

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 Print/Display Request Form

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

```

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.

```

                                PRIORITY: STANDARD
JUL 10, 2000@10:57:49          688-00-1-110-0015
-----
                                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
-----
EA                               1 DOLLS                    1         12
                                1.2000
                                TOTAL COST: $14.40
-----
VENDOR INFORMATION:            NO: 41369                    FAX: 301-555-5555/DEF
VENDOR: IFVENDOR1,FOUR        CONTACT: IFUSER1,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
-----
                                DELIVER TO: BD3
-----
JUSTIFICATION OF NEED OR TURN-IN
TEST
-----
Originator of Request:
Signature of Initiator                Signature of Approving
Official Date
/ES/IFUSER,TEN
IFUSER,TEN                            IFUSER,TEN
IFVENDOR1,FOUR                        IFVENDOR1,FOUR
25, 1999                                OCT
-----
Appropriation and Accounting Symbols
688-3600160-110-842100-2660-A00011 010042116
-----
Press return to continue:

```

7.4 Cancel Transaction 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 STATION NUMBER: 688 WASHINGTON,DC
Select CONTROL POINT: 022 IFVENDOR2,FOUR
Select TRANSACTION NUMBER: ??
```

```
Attempting lookup in transaction file.
```

```
Attempting lookup using 022 IFVENDOR2,FOUR (CONTROL POINT)
```

```
1 022 IFVENDOR2,FOUR688-94-4-022-0007 CANC
Transaction no. 688-94-4-022-0007 was replaced by trans. no. 688-94-4-022-0009
```

```
2 022 IFVENDOR2,FOUR688-94-4-022-0008 OBL IFVENDOR,FOUR
```

```
3 022 IFVENDOR2,FOUR688-94-4-022-0009 OBL IFVENDOR1,ONE
```

```
This is where the "Description" goes.
```

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

```
5 022 IFVENDOR2,FOUR688-94-4-022-0005 OBL
```

```
TYPE '^' TO STOP, OR
```

```
CHOOSE 1-5: 1 688-94-4-022-0007
```

7.4.2 Cancel Transaction

IFCAP will ask you to confirm that you want to cancel the transaction, and ask you to enter comments that explain why you have cancelled the transaction. At the Would you like to cancel another transaction?: prompt, answer 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. 688-94-4-022-0009
```

```
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

```

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

```

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:

- 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 don't 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 Edit 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.

```

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

```

```

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

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

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.

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
```

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

Select REPETITIVE ITEM LIST #: 503

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

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

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

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

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
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

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

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
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

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

Select Process a Request Menu Option: 1358 Request Menu

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

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

7.16.2 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
- 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, INCLUDING 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 an 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:

```

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

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

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 Contractual Replace
BOC1 $ AMOUNT: 400// $ 400.00
TRANSACTION BEG BAL: 400.00
Select SUB-CONTROL POINT:
PURPOSE:
  1> Monthly Costs for July
COMMENTS:
  1>
Would you like to review this request? NO// (NO)
Current Control Point balance: $0.00
Estimated cost of this request: $400.00
Total uncommitted balance from current and prior quarters: $4734.20
Is this request ready for approval? NO// (NO)
Enter another increase/decrease adjustment? NO//
```

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

Select 1358 Request Menu Option:
```

7.18 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

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.

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.

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

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
```

```

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 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

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

```

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

Select 1358 Request Menu Option: Daily Activity Enter/Edit

```

7.20.2 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
Repetitive Item List Menu ...
Cancel Transaction with Permanent Number
Requestor's Menu ...
Item Display
Vendor Display
Outstanding Approved Requests Report

Select Process a Request Menu Option: 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
```

```
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

Select Process a Request Menu Option: 1358 Request Menu

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

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

7.23.2 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

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
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:                  |Date Requested:          |Obligation No.:
CPCLERK,TWO                 |APR 26, 2011            |442-C15090
-----
Vendor:                     |Contract Number:
COMMUNITY HOSPITAL HOME CARE|
-----
Name and Title Approving Off.: |Signature:                |Date Signed:
CP OFFICIAL,ONE             |/ES/CPOFFICIAL,ONE      |APR 28, 2011@09:3
1:56                        |                          |
-----
FUND CERTIFICATION: The supplies and services listed on this request are
properly chargeable to the following allotments, the available balances of

```

which are sufficient to cover the cost thereof, and funds have been obligated.

Press return to continue, "^" to exit:

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#	AMOUNT	BALANCE
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
```

```
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
```

```
PROCUREMENT & ACCOUNTING TRANSACTIONS LIST (OBLIGATED 1358s) FEB
6,2006 13:13 PAGE 1 BUSINESS
```

PURCHASE ORDER NUMBER SERVICE START DATE AUTHORITY SUB-AUTHORITY	P.O. DATE	VENDOR NUMBER SERVICE END DATE	CONTRACT (FPDS)	TYPE GROUP (FPDS)	SOCIOECONOMIC AMOUNT	TOTAL REQUESTOR
688-B05029 09/16/10 2 FEE BASIS A FEE MEDICAL/DENTAL (PRE-AUTHORIZED)	SEP 16,2010	09/26/10			1000	USER,NAME299
688-C15094 09/17/10 4 LIMITED OPEN TRAVEL AUTHORITY	SEP 17,2010	09/17/	A SALAMA MD		400	USER,NUAME33

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

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

Select Process a Request Menu Option: 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

Select Process a Request Menu Option:

```

7.27 Supplementary Options in the Status of Requests Reports Menu

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
-----
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		JUL 14,1994 09:33		PAGE 1
TRANS #	PRIORITY OF REQUEST	DATE SIGNED	DATE REQUIRED	DATE DELIVERED	DATE RECEIVED	
VENDOR	OBLIGATION#	SORT	GROUP	FIRST LINE	ITEM DESCRIPTION	
COMMENTS						

```

94-4-0213    STANDARD                05/27/94
IFVENDOR,SEVEN

                                ITEM #4

94-4-0214    STANDARD                05/27/94
IFVENDOR,SEVEN

                                ITEM #4

STATUS OF OBLIGATION TRANSACTIONS  CP: 101 LAB TESTING 101 FY: 94
                                JUL 14,1994  09:33    PAGE 2

        PRIORITY
        OF
TRANS #   REQUEST      DATE      DATE      DATE      DATE
VENDOR   OBLIGATION#  SORT GROUP SIGNED    REQUIRED   DELIVERED RECEIVED
                                STATUS

                                FIRST LINE ITEM DESCRIPTION

COMMENTS
-----
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.

```

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 500.00
```

```
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:
```

7.31 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
                APR 18,1994          MAY  8,1994
                IFUSER,TWO
                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 it's Fund Control Point. You may look at a short display of the purchase order, or review the entire purchase order. Enter a caret (^) at the Select Control Point: prompt to return to the Display Control Point Activity Menu.

```

Purchase Order Status: Complete Order Received But Not Oblig.

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

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

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

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

Select Display Control Point Activity Menu Option:

```

7.34 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          IFVENDOR,SEVEN          10.00
KIMBIE2 JUN 30,1994 IFUSER,EIGHT   IFVENDOR,SEVEN          10.00
USER90 JUN 30,1994          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.

```
CONTROL POINT BALANCE - 688-00-3-060- FISCAL JUN 29, 2000@13:27:48 PAGE 1

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

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

Balance Summary          1st Quarter    2nd Quarter    3rd Quarter    4th Quarter
Actual CP Bal:          1020713.70     1010000.00     1007426.00     1010000.00
Actual Fiscal Bal:      1019992.70     1010000.00     1009046.00     1010000.00
Tot Commit, not Obl:    -721.00        0.00           1620.00        0.00

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

SECTION 2 CODES
```



```

@ - purchase card CC transaction is not reconciled

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

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

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:

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				
Date Ordered	PO Number	Quantity Previously Received	Unit of Purchase	Unit Cost	Total Cost	Quantity Ordered
MAY 31,1994	688-B40054	1	EA	9.00	90.00	10
Vendor: IFVENDOR,EIGHT						
MAY 3,1994	688-A40680		EA	10.00	20.00	2
Vendor: IFVENDOR,NINE						
MAY 2,1994	688-A40674		EA	10.00	20.00	2
Vendor: IFVENDOR,NINE						
Would you like to look at another Item History? NO// (NO)						
Purchase Order Status						
Transaction Status Report						
Running Balances						
Temporary Transaction Listing						
Item History						
PPM Status of Transactions Report						
Select Display Control Point Activity Menu Option:						

7.38 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	
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
2237#	PO/OBL#	COMM.	OBLIG.					
REQUESTOR		(EST) COST	(ACT) COST	DATE REQ.	DATE OBL.			
			ORIGINATOR OF REQUEST					
			STATUS					
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)

    Combined A&MM Menus ...
    Control Point Clerk's Menu ...
    Fund Distribution & Accounting Menu ...
    IFCAP Application Coordinator Menu ...
    Primary Inventory Point Main Menu ...
    Secondary Inventory Point Main Menu ...
    Warehouse--General Inventory/Distribution Menu ...

Select IFCAP MENU Option:

```

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 '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
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
                                TRANS $      OBL/CEIL    DATE        DATE        DATE
SEQ#  TYPE PO/OBL#  AMOUNT      $ AMOUNT   REQ.        OBL.        REC'D.
                                CONTROL POINT UNCOMMITTED  UNOBLIGATED
                                REQUEST TOTAL BALANCE    BALANCE
VENDOR
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#		1010000.00	1010000.00	
				0.00			
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 \$	OBL/CEIL	DATE	DATE	DATE
			AMOUNT	\$ AMOUNT	REQ.	OBL.	REC'D.
				CONTROL POINT	UNCOMMITTED	UNOBLIGATED	
				REQUEST TOTAL	BALANCE	BALANCE	
VENDOR		FIRST LINE DESCRIPTION					
COMMENT							

0014	OBL		414.00*				
				-414.00	1010000.00	1010000.00	
Pepsi							
0015	OBL		30.00*		JUN 11, 2000		
				-444.00	1010000.00	1010000.00	
IFVENDOR1,EIGHT CONTROL, QCS NORMAL ASSAY							
0016	ISS		17.70*		JUN 12, 2000		
				-461.70	1010000.00	1010000.00	
IFVENDOR2,FIVE TAPE-ADHESIVE SURGICAL, 2INX10YD							
QUARTERLY REPORT - 688-00-3-060- FISCAL JUN 19, 2000@10:58:19 PAGE: 3							
SEQ#	TYPE	PO/OBL#	TRANS \$	OBL/CEIL	DATE	DATE	DATE
			AMOUNT	\$ AMOUNT	REQ.	OBL.	REC'D.
				CONTROL POINT	UNCOMMITTED	UNOBLIGATED	
				REQUEST TOTAL	BALANCE	BALANCE	
VENDOR		FIRST LINE DESCRIPTION					
COMMENT							

0030	ADJ	C40021	40.00	40.00			
				-4869.85	1007426.00	1009046.00	
=====							
PO transaction (no 2237) total for this quarter: \$0.00							
=====							
FMS transaction total for this quarter: \$0.00							
=====							
Total Request Amount: -\$4869.85							
Control Point Official's Balance: \$1007426.00							
Fiscal's Unobligated Balance: \$1009046.00							
Would you like to run another quarterly balance report? No//							

7.45 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

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

Select Funds Control Menu Option: Funds Control Reports Menu

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

Select Funds Control Reports Menu Option: Ceiling Report
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101
DEVICE: LAT RIGHT MARGIN: 80//
```

7.45.2 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
    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
      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 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

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
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 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
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

TRANSACTION NUMBER	LINE ITEM	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.

```
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.

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
```

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 ...
      Enter/Edit Control Point Users
      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 ...
  Enter/Edit Control Point Users
  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 ...
  Enter/Edit Control Point Users
  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 #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 ...
  Enter/Edit Control Point Users
  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.

```
Control Point Clerk's Menu
  Process a Request Menu
    New 2237 (Service) Request
    Edit a 2237 (Service)
    Copy a Transaction
    1358 Request Menu
      New 1358 Request
      Increase/Decrease Adjustment
      Edit 1358 Request
      Create/Edit Authorization
      Daily Activity Enter/Edit
      Display 1358 Balance
      List Open 1358s
      Print 1358
      Print Obligated 1358s
      Recalculate 1358 Balance
    Print/Display Request Form
    Change Existing Transaction Number
    Repetitive Item List Menu
      New Repetitive Item List (Enter)
      Edit Repetitive Item List Entry
      Delete Repetitive Item List Entry
      Print/Display Repetitive Item List Entry
      Generate Requests From Repetitive Item List Entry
    Cancel Transaction with Permanent Number
    Requestor's Menu
      Enter a Request (Section)
      Edit a Request (Section)
      Delete a Request (Section)
      New 1358 Request (Section)
      Edit 1358 Request (Section)
      Request Status Report (Section)
      Print/Display Request Form (Section)
      Copy a Transaction (Section)
      Item History
    Item Display
    Vendor Display
    Outstanding Approved Requests Report
  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. As with all programs, IFCAP is written in a programming language. IFCAP is written in a language called Digital Standard MUMPS. When these errors occur, IFCAP will display the error code. Record the error code and notify your IRM service.

```
RECORDING THAT AN ERROR OCCURRED ---

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

      Sorry 'bout that
```

Error Messages and their Resolution

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.
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.

Glossary

Budget Object Code	Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes replace sub accounts in IFCAP 5.1. Budget object codes are listed in the left column of MP4 Part V, Appendix B-1.
Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending.
Control Point	Financial element, existing ONLY in IFCAP that corresponds to the ACCS number in FMS.
Control Point Requestor	The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. The users can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM.
Cost Center	“Subsection” of a Fund Control Point. Cost centers allow fiscal staff to create total expense reports for a section or service, and allow requestors to assign requests to that section or service. Cost centers are listed in the left column of MP-4 Part V, Appendix B-1.
Date Committed	The date that you want IFCAP to commit funds to the purchase.
Deficiency	When a budget has obligated and expended more than it was funded (see MP-4, Part V, Section C).
Fiscal Balance	The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidations submitted against the obligation.
Fiscal Quarter	The fiscal year is broken into four three-month quarters. The first fiscal quarter begins on October 1.
Fiscal Year	Twelve-month period from October 1 to September 30.

Glossary

FMS	Financial Management System, which has replaced CALM as the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
FOB	Freight on Board. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means that shipping charges are due to the shipper, and must be paid when the shipper arrives at the warehouse with the item.
FTEE	Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year.
Fund Control Point	CALM accounting element that is not used by FMS.
Justification	A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.
ISMS	Integrated Supply Management System.
Liquidation	The amount of money on the invoice from the vendor for the authorization. They are processed through payment/invoice tracking.
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.

Glossary

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.

Glossary

Total Authorizations	The total amount of the authorizations created for the 1358 obligation.
Total Liquidations	The total amount of the liquidation against the 1358 obligation.
Transaction Number	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide)
Vendor file	An IFCAP file of vendors solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. File 440 contains information about the vendors solicited by your station. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.
VRQ	FMS Vendor Request document. When users send vendor information to FMS, FMS sends a VRQ document to IFCAP with the vendor information, ensuring that the information in the IFCAP vendor file matches the information in the FMS vendor table.

Glossary

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