



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

Version 5.1

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Control Point Official  
User's Guide



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# Preface

This guide is designed to provide you, the Control Point Official, with the information necessary to perform your job. The IFCAP package automated certain functions in Acquisition and Materiel Management (A&MM), Fiscal Service, and in all of the services that request supplies and services on Veterans Affairs (VA) Form 90-2237. The goal of IFCAP is to integrate these three areas and allow users to share procurement information. IFCAP has the following components or “modules.”

**FUNDS DISTRIBUTION** allows Fiscal Service to establish Fund Control Points, and track funding for budget purposes.

**CONTROL POINT ACTIVITY** automates the preparation of requests, the electronic transmission of requests to A&MM and Fiscal services and the bookkeeping processes within a service.

**PROCUREMENT** allows A&MM to transfer IFCAP-generated requests onto purchase orders and requisitions, process receiving documents in the warehouse, and create and transmit code sheets to Austin.

**ACCOUNTING** automates the creation of code sheets, handles the processing of certified invoices, and facilitates the electronic transmission of code sheets and receiving documents to the Financial Management System (FMS) located in Austin, Texas. In addition, IFCAP transfers obligation information back to the Control Point and updates the Control Point balance automatically.

**INVENTORY** permits services to maintain their own on-line inventory and establish an average stock level, record the distribution of goods to secondary location(s), and automatically generate IFCAP requests for replenishment purposes. Secondary locations may maintain their own inventory if they wish.

**RFQ** enables the Purchasing Agent (PA) to create a Request for Quotation (RFQ), evaluate bids, award the order, and generate the purchase order. Using IFCAP and the Electronic Data Interchange (EDI) functionality that currently exists in Austin, the PA can electronically send the RFQ to one or many vendors and receive the bids electronically

**PURCHASE CARD** permits users at Service level and in A&MM to generate purchase orders against assigned credit card(s). Charges are passed electronically from the Austin Credit Card System (CCS) to IFCAP and users reconcile payments with IFCAP Purchase Orders. The assigned Approving Official then approves reconciled orders. The local IFCAP Purchase Card Registration file is maintained by the station designated Purchase Card Coordinator. Reconciled orders are then approved by assigned Approving Officials. There are many reports that provide data on the status of the purchase card orders and timeliness of the reconciliation and approval processes.

**DELIVERY ORDERS** permits users to generate purchase orders for contract items at the Service-level. Using switches that are site configurable, orders can bypass Fiscal and be obligated at time of signing by Service-level staff.

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# Chapter 1. Introduction

## 1.1 The Role of the Control Point Official

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

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

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

## 1.1 How to Use This Guide

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

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

- STEP 1.** Read all of Chapter 1. It explains how to interpret the graphics and timesteps used in this guide.
- STEP 2.** If this is your first exposure to using VistA, you should become familiar with terminology and functions that are used throughout VistA applications. There are several manuals and guides that provide a foundation for use of *Kernel*, *FileMan*, and *MailMan* (see [Glossary](#)). These documents replace the old *DHCP User's Guide to Computing*, which is obsolete. You will find these at:

*Kernel:*           <http://www.va.gov/vdl/application.asp?appid=10>

*FileMan:*         <http://www.va.gov/vdl/application.asp?appid=5>

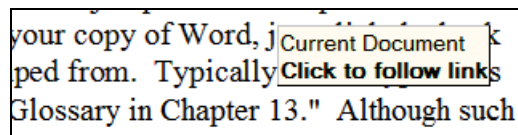
*MailMan:* <http://www.va.gov/vdl/application.asp?appid=15>


**STEP 3.** Read the remainder of this guide.


### 1.1.1 Hypertext and Hyperlinks

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


- An internal or “cross-reference” hyperlink allows you to “jump” to another part of this document. Typically, these hyperlinks will be imbedded in sentences like “See the IFCAP Glossary in [Chapter 13](#).” Although such internal cross-references may not be shown in blue, if you move your mouse over such phrases, a pop-up box will display the link, like this:



If you have the Web toolbar enabled in your copy of Word, just click the back  icon on the toolbar to return to where you jumped from.

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

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

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

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

### 1.1.2 Procedure Steps

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



- STEP 1.** Select the `FMS Exception` option.
- STEP 2.** Enter the latest date that you want to retain entries. IFCAP will delete all entries recorded before that retention date.

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

### 1.1.3 Typographical Conventions

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

**Type:** The word “type” is used in this guide to mean straightforward typing at your terminal keyboard.

**Keys:** In this guide, computer keys that you press, but which do not result in words appearing on your screen, are represented inside `<angle brackets>` using the Courier New font (examples: `<Ctrl>+<S>`, `<Enter>`).

**<Enter>:** The term `<Enter>` is used to indicate that you must send whatever you have been typing on your keyboard to the computer. When you have completed typing your response, you send it to the computer by pressing the return or enter key once.







**Emphasis:** Italic text (such as *must* or *not*) is used to emphasize or draw your attention to a situation or process to perform. Pay close attention to statements containing italic text.







**Program and Utility Names:** Names of software programs and utilities appear in bold type (like **FileMan**).

**Menus, Options, File and Field Names:** Names of menus, menu options, files, and similar items are shown in the Courier New font (as in “Select the `FMS Exception` option”).

**Alert Icons:** Whenever you need to be aware of something important or informative, the Guide will display a boxed note with an icon to alert you; icons are shown in Table 1-1. Look for these icons in the left and right margins of the document.

**Table 1-1 - Icons Used in Boxed Notes**

Icon	Meaning	Icon
	<b>Warning:</b> Something that could adversely affect your use of the Query Tool or of the material available in the IFCAP databases.	
	<b>Tip:</b> Advice on how to more easily navigate or use the Guide or the software.	
	<b>Information:</b> or <b>Note:</b> Additional information that might be helpful to you or something you need to know about, but which is not critical to understanding or use of the software.	

Icon	Meaning	Icon
	<b>Technical Note:</b> Information primarily of interest to software developers, IRM or Enterprise VistA Support (EVS) personnel. Most users can usually safely ignore such notes.	
 	<b>Question:</b> A question that might come to your mind (hopefully, followed by an <b>Answer!</b> )	 

## 1.2 FileMan Date Conventions

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

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



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



# Chapter 2. The Role of the Control Point Official

## 2.1 Control Point Official Responsibilities

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

## 2.2 References

### 2.2.1 The IFCAP Monograph

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

[http://www.va.gov/vdl/monograph/vista\\_monograph2005-06.htm](http://www.va.gov/vdl/monograph/vista_monograph2005-06.htm)

### 2.2.2 The IFCAP User's Guide Series

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

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

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

**Table 2-1 - IFCAP User's Guides**

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

Guide Name	Description and Use
	<p>primary), also maintaining perpetual inventory. The options also are included to control a dependent inventory point from the warehouse (Issue Book Processing option) or from the primary inventory (Stock Item Distribution Menu). While the warehouse, primary and secondary inventory are separate parts of the inventory system, the menu options for controlling stock in all three are identical in most respects. The differences lie in the stock request, stock distribution, and management functions.</p> <p><i>See also the Point of Use Manual</i>  <a href="http://www.va.gov/vdl/application.asp?appid=42">http://www.va.gov/vdl/application.asp?appid=42</a>.</p>
<i>PPM Accountable Officer User's Guide</i>	This guide describes the options that may be used by the Accountable Officer, Requisition Clerk, Warehouse staff and other PPM employees.
<i>Purchase Card User's Guide</i>	This guide contains the full functionality to enable the site Card Coordinator to maintain the Registration file for Purchase Cards. It also contains the functionality for Service level and A&MM staff to create purchase card orders which will be charged against assigned credit cards and reconciled against the charges received from the Austin Credit Card System (CCS). It also contains functionality for designated Approving Officials to approve a reconciliation done by a cardholder. All staff placing orders using government credit cards and their designated approving officials should be given a copy of this guide. A copy of the Coordinators part of the guide should be given to the person designated as the site Purchase Card Coordinator.
<i>Purchasing Agent User's Guide</i>	This guide describes the options used to create, edit and display a Purchase Order, a Vendor, or an Item purchased on a repetitive basis. It contains the options that enable the Purchasing Agent (PA) to generate and process Requests for Quotation. In addition, the guide provides information concerning the printing of various management reports. The PAs at your facility should be given a copy of the <i>Purchasing Agent User's Guide</i> .
<i>Requirements Analyst User's Guide</i>	This guide provides guidance for options used by the Requirements Analyst under the Personal Property Management (PPM) section of the Acquisition and Materiel Management (A&MM). Service. These options are used to process requests and requisitions for Supply Fund and to create code sheets.
<i>Requisition Clerk User's Guide</i>	This guide provides guidance for options used by Personal Property Management (PPM) personnel who process requisitions and Integrated Supply Management System (ISMS) / General Services Administration (GSA) / Defense Logistics Agency (DLA) code sheets.
<i>Voucher Audit Clerk User's Guide</i>	This guide explains how to use the options in the Payment/Invoice Tracking Menu of the IFCAP System to build and maintain an invoice tracking system. The Voucher Audit Clerk inspects invoices, maintains invoice records, and records and/or edits payment information.
<i>Warehouse Clerk User's Guide</i>	This guide describes the process of receiving goods on the IFCAP system. All warehouse staff at your facility should be given a copy of the

Guide Name	Description and Use
	Warehouse Guide.

### 2.2.3 Other Documentation

Other documentation is available, but will probably not be a part of your daily life as an Application Coordinator. These documents are listed in Table 2-2.

**Table 2-2. Other IFCAP Documentation**

Manual or Guide Name	Description and Use
<i>Point of Use Manual</i>	This guide describes the set up and functionality related to interfacing the inventory in a Secondary Inventory Point such as on a ward with an automated supply station. It supplements—but does not replace—the <i>Generic Inventory User's Guide</i> . It's useful to programmers, site managers, and IRM technical staff setting up or maintaining the point of use interface. It is also useful to all Acquisition & Materiel Management (A&MM) personnel utilizing GIP.
<i>Logistics Data Query Tool User Manual</i>	Provides information about the <i>Logistics Data Query Tool</i> . This manual is for users specifically designated to use this program.
<i>DynaMed-IFCAP Implementation Guide</i>	Describes the interface between <i>DynaMed</i> ® (a commercial, off-the-shelf software package) and IFCAP. As of mid-2007, at Bay Pines VAMC only, <i>DynaMed</i> is used to control inventory.
<i>Package Security Guide</i>	Specifies parameters controlling the release of sensitive information related to IFCAP.
<i>Release Notes and Installation Guide</i>	Provides information on how to install the latest version of IFCAP at a site.
<i>Technical Manual</i>	Provides technical information about the IFCAP package, including information to assist programmers, site managers, and Information Resources Management (IRM) technical personnel to operate, maintain, and troubleshoot IFCAP software.
<i>DHCP User's Guide to Computing</i> (obsolete)	There are several manuals and guides that provide a foundation for use of <i>Kernel</i> , <i>FileMan</i> , and <i>MailMan</i> (see <a href="#">Glossary</a> ). These documents replace the old <i>DHCP User's Guide to Computing</i> , which is obsolete. You will find these at:  <i>Kernel:</i> <a href="http://www.va.gov/vdl/application.asp?appid=10">http://www.va.gov/vdl/application.asp?appid=10</a> <i>FileMan:</i> <a href="http://www.va.gov/vdl/application.asp?appid=5">http://www.va.gov/vdl/application.asp?appid=5</a> <i>MailMan:</i> <a href="http://www.va.gov/vdl/application.asp?appid=15">http://www.va.gov/vdl/application.asp?appid=15</a>

# Chapter 3. System Security

## 3.1 Security Levels

IFCAP operates with three distinct levels of security:

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

This chapter of the guide discusses these three levels.

IFCAP has levels of security for all users. For instance, many of the areas require that a user gain access via a security key (assigned by an Application Coordinator, Site Manager, or IRM, depending on protocol).

As an Application Coordinator, you have access to areas in IFCAP that are restricted to certain personnel. You also have access to information that requires security measures and security checks. Your electronic signature code is one of the measures used to authenticate approval.

## 3.2 System Access

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

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

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

## 3.3 Menus and Security Keys

After a user enters the proper access and verify codes, IFCAP will display a menu. The menu presents *only* those options that a user has been assigned (security keys are the method by which a user may access certain options). Most users may never view many menu options. You will be given direction as to which user is assigned which option.

### 3.3.1 Menus

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

The Site Manager has the authority to alter these standard menus, or this authority may be delegated to an Application Coordinator. Even if you do not have the authority to alter and assign menus, you will probably serve as the liaison between IFCAP users and the Site Manager recommending at times that the specialized menus be designed and assigned to users. Table 3-2 includes a standard listing for typical users.

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

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



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



### 3.3.2 Security Keys

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

### 3.3.3 Security Keys/Mail Groups

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

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<sup>1</sup> The only current exception to this rule relates to use of the *Logistics Data Query Tool*. Designated users of this tool can gain read-only access to data without going through a visible menu—although such users must have what’s called a “B-type” menu option assigned. See **Error! Reference source not found.** for details.



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

The mail group members will be the recipients of MSC Confirmation Messages coming from the AAC verifying the receipt of transmissions from your facility. Please have your Site Manager or IRM add the identified IFCAP users as members to the mail groups listed in Table 3-1 and ensure that each is assigned the appropriate security key(s).

**Table 3-1 Security Key / Mail Group**

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

A list of the standardized menu options and their associated security keys is in Table 3-2.

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

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

**Table 3-2 Menu Option / Security Key List**

Assigned Position or IFCAP Role	External Name	Internal Name	Associated Security Key(s)
Service Chief or designated Control Point Official	Control Point Official's Menu	PRCSCP OFFICIAL	PRCSCPO PRCSOBL
Control Point Clerk	Control Point Clerk's Menu	PRCSCP CLERK	PRCSOBL

Assigned Position or IFCAP Role	External Name	Internal Name	Associated Security Key(s)
Person who requests goods but doesn't have access to Control Point Records	Requestor's Menu	PRCSREQUESTOR	
Chief, Personal Property Management or designee/Accountable Officer	Accountable Officer Menu	PRCHUSER PPM	PRCHADVOUCHER PRCH TRANSACTION COMPLETE PRCHPM CS PURGE CODE SHEETS PRCHPM CS PURGE ALL PRCHPM CS TRANSMIT PRCPW MGRKEY PRCSOBL PRCPW ADJAPPR PRCNPPM
PPM Clerk or person responsible for creating requisitions and LOG I code sheets	Requisition Clerk Menu	PRCHPM REQUISITION CLK MENU	PRCHADVOUCHER PRCHPM CS PURGE CODE SHEETS PRCHPM CS PURGE ALL PRCHPM CS TRANSMIT PRCH TRANSACTION COMPLETE
Chief, Purchasing and Contracting or designee	Purchasing Agent Menu	PRCHUSER PA	PRCHADVOUCHER PRCHASSIGN PRCHIMP PRCHRPT PRCH TRANSACTION COMPLETE
Purchasing Agent	Purchasing Agent Menu	PRCHUSER PA	PRCHADVOUCHER PRCHIMP PRCHRPT PRCH TRANSACTION COMPLETE
Chief, Warehouse or designee	Warehouse Menu	PRCHUSER WHSE	PRCHRECDEL
Warehouse Worker	Warehouse Menu	PRCHUSER WHSE	

Assigned Position or IFCAP Role	External Name	Internal Name	Associated Security Key(s)
Fiscal Application Coordinator	Fund Distribution & Accounting Menu	PRCF MASTER	PRCFA SUPERVISOR PRCFA PURGE CODE SHEETS PRCFA TRANSMIT PRCF CC/SA MISMATCH OVERRIDE PRCFA VENDOR EDIT
Budget Analyst	Fund Distribution Program Menu	PRCB MASTER	PRCF CC/SA MISMATCH OVERRIDE PRCFA SUPERVISOR PRCSCPO PRCSOBL
Chief, Accounting or designee	Accounting Technician Menu	PRCFA ACCTG TECH	PRCFA SUPERVISOR PRCFA PURGE CODE SHEETS PRCFA TRANSMIT PRCFA VENDOR EDIT PRCHPM CS PURGE CODE SHEETS PRCHPM CS PURGE ALL PRCHPM CS TRANSMIT PRCF CC/SA MISMATCH OVERRIDE PRCSOBL PRCASVC
Accounting Technician	Accounting Technician Menu	PRCFA ACTTG TECH	PRCFA VENDOR EDIT PRCHPM CS PURGE CODE SHEETS PRCHPM CS PURGE ALL PRCHPM CS TRANSMIT PRCF CC/SA MISMATCH OVERRIDE PRCSOBL PRCASVC
Item File Managers	Item File Edit	PRCHPC ITEM EDIT	PRCHITEM MASTER

Assigned Position or IFCAP Role	External Name	Internal Name	Associated Security Key(s)
Voucher Auditor	Payment /Invoice Tracking Menu	PRCFD PAYMENTS MENU	PRCFA VENDOR EDIT
Person in A&MM responsible for Warehouse Inventory	Warehouse Inventory	PRCPW MAIN MENU	PRCPW MGRKEY PRCPW ADJAPPR PRCNWHSE*
Person in Primary Inventory Point responsible for maintaining Inventory	Primary--General Inventory/Distribution Menu	PRCP MAIN MENU	PRCP MGRKEY*
Person on the ward/clinic responsible for maintaining Inventory	Secondary--General Inventory/Distribution Menu	PRCP2 MAIN MENU	PRCP2 MGRKEY PRCPSSQOH*
A&MM and Fiscal Application Coordinators	IFCAP Application Coordinator Menu	PRCHUSER COORDINATOR	PRCFA SUPERVISOR
A&MM/Logistics Application Coordinators	IFCAP Application Coordinator Menu	PRCHUSER COORDINATOR	PRCPAQOH* PRCPODI PRCHPM CS PURGE CODE SHEETS PRCHPM CS PURGE ALL PRCHPM CS TRANSMIT
Application Coordinator and Inventory Point Managers	Barcode Manager Menu	PRCT MGR	
Service Personnel responsible for performing Inventory	Barcode User	PRCT BARCODE USER	
Service Personnel responsible for performing Inventory	Labels	PRCT LABELS	
IRM Service Personnel	Barcode Programmer	PRCT PROGRAMMER	PRCT MGR
Station Purchase Card Coordinator	Purchase Card Coordinator	PRCH CARD COORDINATOR MENU	
Service personnel ordering using a Credit Card	Purchase Card Menu	PRCH PURCHASE CARD MENU	
Service personnel designated as Credit Card approving officials	Approving Official Menu	PRCH APPROVE	PRCH AR
Service Control Point personnel ordering contract items	Delivery Orders Menu	PRCH DELIVERY ORDER MENU	
* Manager Only			
** If on-site automated supply stations are interfaced to GIP.			



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



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

## 3.4 Electronic Signature Codes

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

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

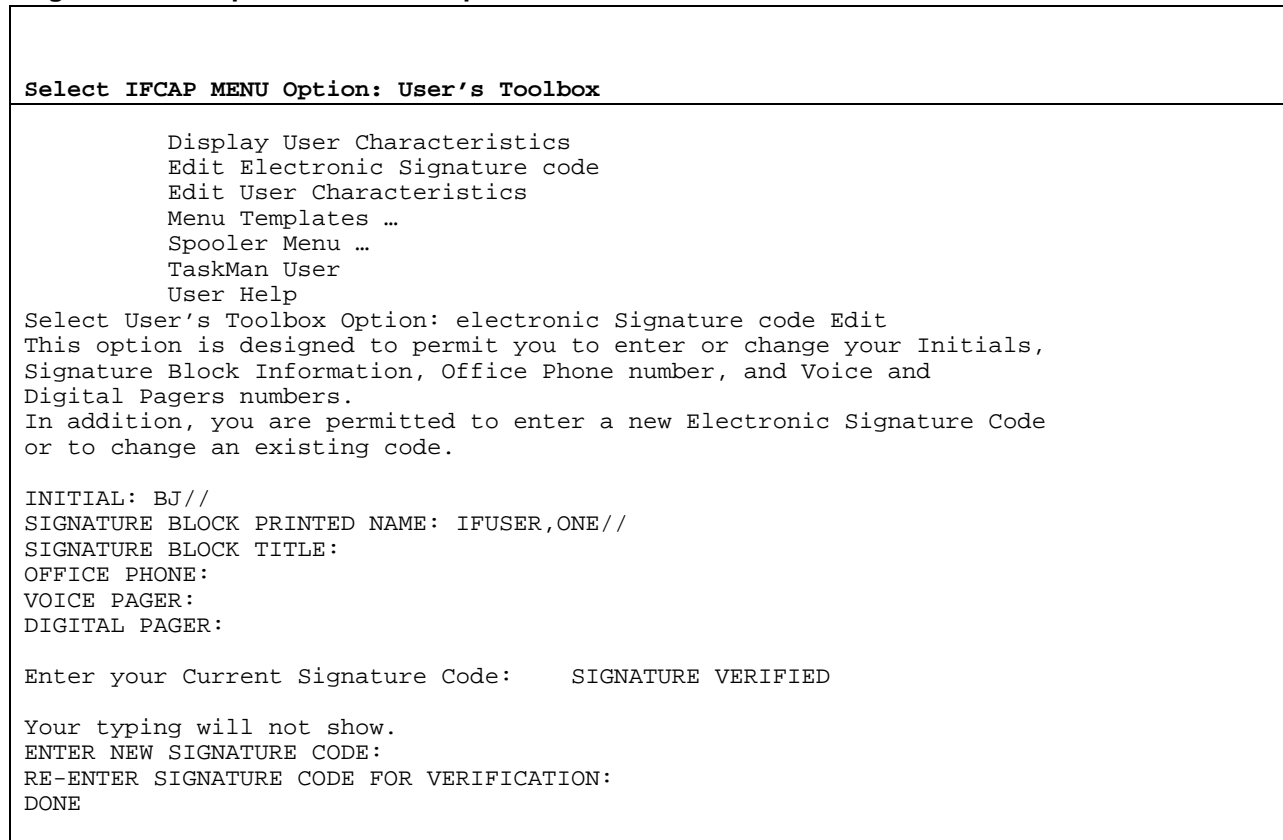
- Budget Analysts for distributing funds to control points
- Control Point Officials for approving requests
- Purchasing Agents for processing of purchase orders
- Accounting Technicians for obligating documents and authorizing payments
- Warehouse workers for receiving purchases
- Purchase Card holders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

### 3.4.1 Changing Your Electronic Signature Code

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

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

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



**Note:** Your electronic signature is legal authorization to release government funds.



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

# Chapter 4. Operation

## 4.1 IFCAP Control Point Official Menu

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

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

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

**Figure 4-1 Sample Control Point Official Main Menu**

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

- **OPTION:** Requests Ready for Approval List– lists requests pending your approval
- **OPTION:** Process a Request Menu– allows you to process transaction requests (temporary transactions)
- **OPTION:** Display Control Point Activity Menu– displays request/transaction information
- **OPTION:** Funds Control Menu– balance the Control Point
- **OPTION:** Status of Requests Reports Menu– lets you generate reports on the requests for the Control Point
- **OPTION:** Record Date Received by Service Menu– lets you report receipt of items ordered on IFCAP transactions
- **OPTION:** Approve Requests– allows you to review the order, edit the order, and forward the order to Supply
- **OPTION:** Enter/Edit Control Point Users– permits you to allow other users to make requests, transactions, and/or approve orders

- **OPTION:** Record Receipt of Multiple Delivery Schedule Items – lets you record the receipt of items that are received in multiple deliveries
- **OPTION:** Multiple Delivery Schedule List– lets you generate a list of transactions having items with multiple delivery dates or receiving locations

## 4.2 Using IFCAP Files

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



**Tip:** When at a menu prompt enter:

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

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



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

## 4.3 The Financial Management System

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

### 4.3.1 Sub-Allowance Reconciliation

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



relies on FMS to provide adjustment data. The adjustments are returned in an FMS document, **Sub allowance Reconciliation**, which automatically updates balances in the Fund Control Point.

### 4.3.2 Rollover of Funds from Previous Quarters

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

### 4.3.3 Vendor Updates

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

However, changing and deleting information for vendors already in FMS follows a different procedure; users contact FMS analysts and formally request changes and deletions. The FMS team synchronizes vendor information with IFCAP by assigning FMS vendor codes, validating new vendor information, and sending the validated vendor information to IFCAP in the form of a vendor update transaction. This information updates the information originally entered in IFCAP when the IFCAP user originally sent the vendor file update request to FMS.

Vendor Change amendments that are associated with a particular Inventory Point will signal IFCAP to send an electronic mail message to the Inventory Manager notifying the manager of the amendment. “Vendor Change” Amendments resulting in a new vendor that is not a valid procurement source for the items on the order will prompt IFCAP to require the user to update the Vendor Master file before accepting this change.

### 4.3.4 Amendment Processing

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

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# Chapter 5. Assign Officials to Your Control Point

## 5.1 Introduction

As a Control Point Official, you appoint clerks and requestors to your Control Point, allowing them to charge expenses to your Control Point.

## 5.2 Assign an Official, Clerk or Requestor to Your Control Point

### 5.2.1 Setup Parameters

Select Enter/Edit Control Point Users from the Control Point Official's Menu. Enter your Control Point number. At the ALLOW ACCESS BY ALL REQUESTORS: prompt, enter Y or YES to allow all Control Point users to have requestor level access.



**Note:** If you are a Control Point Official for several Control Points, you might want to enter NO at the ALLOW ACCESS BY ALL REQUESTORS: prompt for some of your Control Points and enter authorized users individually for those Control Points.



**Figure 5-1 Set Up Parameters**

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

Select Control Point Official's Menu Option: Enter/Edit Control Point Users
Select CONTROL POINT: 101 LAB TESTING 101
ALLOW ACCESS BY ALL REQUESTORS: YES// ???
    YES allows all Control Point users to have requestor
    level access.
    CHOOSE FROM:
        Y      YES
        N      NO
ALLOW ACCESS BY ALL REQUESTORS: YES//
```

## 5.2.2 Select User

At the `Select CONTROL POINT USER:` prompt, enter the name of a Control Point user. To see the list of available users you can add to your Control Point, type three question marks (`???`) at the prompt. If the user you want to select is not on the list of available users, ask your IRM service to add the user to the VistA system.

**Figure 5-2 Select User**

```
Select CONTROL POINT USER: IFUSER,ONE// IFUSER,TWO??
Select CONTROL POINT USER: IFUSER,ONE// ???

CHOOSE FROM:
  7          IFUSER,THREE      CONTROL POINT OFFICIAL
 12         IFUSER,FOUR       CONTROL POINT OFFICIAL
 32         IFUSER,FIVE       CONTROL POINT OFFICIAL
 44         IFUSER,SIX        CONTROL POINT OFFICIAL
 51         IFUSER,SEVEN      CONTROL POINT OFFICIAL
 66         IFUSER,ONE        CONTROL POINT OFFICIAL

      This is the name of the person who will be allowed to access this
      Control Point.

CHOOSE FROM:
  IFUSER,EIGHT
  IFUSER,NINE
  IFUSER,TEN
  IFUSER1,ONE
  IFUSER1,TWO
  IFUSER,SIX
  IFUSER1,THREE
  IFUSER1,FOUR
  IFUSER1,FIVE
  IFUSER1,SIX
  IFUSER1,SEVEN
  IFUSER1,EIGHT
  IFUSER1,NINE
  IFUSER1,TEN
  IFUSER2,ONE
  IFUSER2,TWO
  IFUSER2,THREE
  IFUSER2,FOUR

Select CONTROL POINT USER: IFUSER,ONE// IFUSER2,THREE
```

## 5.2.3 Level of Access

At the `CONTROL POINT USER LEVEL OF ACCESS:` prompt, specify whether you want the user to be a Control Point Official, a Control Point Clerk, or a Requestor. At the `RECEIVE FMS RECONCILIATION:` prompt, specify whether you want the user to receive the FMS Reconciliation Report from the Austin Automation Center (AAC).

**Figure 5-3 Specify Level of Access**

```

CONTROL POINT USER LEVEL OF ACCESS: ???
  This is the level of access for the Control Point users (i.e., 1 =
  Control Point Official, who has authority to approve requests; 2 =
  Control Point Clerk, who can enter permanent transactions; and 3 =
  Requestor, who can initiate temporary requests to the Control Point
  Clerk).
  CHOOSE FROM:
    1          CONTROL POINT OFFICIAL
    2          CONTROL POINT CLERK
    3          REQUESTOR
  CONTROL POINT USER LEVEL OF ACCESS: 3  REQUESTOR
  LEVEL OF ACCESS: REQUESTOR//
  RECEIVE FMS RECONCILIATION: ???

  This field is used to indicate which control
  point users will receive electronic mail
  messages whenever transactions in FMS
  affect the balance in their Fund Control Point.
  Users coded as "y" will be the only ones receiving
  these messages.  However, if no users are coded "Y",
  all control point officials will receive messages.
  CHOOSE FROM:
    Y          YES
    N          NO
  RECEIVE FMS RECONCILIATION: Y  YESSelect CONTROL POINT USER: IFUSER,ONE//
  IFUSER2,THREE

```

### 5.2.4 Bulletin Notification

At the NOTIFICATION DESIGNEE: prompt, select whether you want the user to receive the Control Point funding notification bulletin. You, and whoever you appoint as a proxy Control Point Official, should receive this bulletin, since this is the report that you use to reconcile estimated expenses with actual expenses. Enter another user name at the SELECT CONTROL POINT USER: prompt, or just press <Enter> to return to the Control Point Official's menu.

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# Chapter 6. Approve or Reject a Request

## 6.1 Introduction

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

## 6.2 Approve a Temporary Request

The Control Point official may have a need to approve a temporary transaction that has not been converted to a permanent transaction by the Clerk. The first step is to Change the Temporary request to a Permanent transaction.

### 6.2.1 Menu Path

**Figure 6-1 – Approve a Temporary Request Menu Path**

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

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

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

### 6.2.2 Select Temporary Transaction

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

**Figure 6-2 –Select Transaction to be Approved**

```

Select the existing transaction number to be replaced

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

Would you like to review this request? No// Y (Yes)
Print administrative certification page of 2237? Yes// (Yes)
DEVICE: HOME// LAT RIGHT MARGIN: 80//
PRIORITY: STANDARD
MAR 28,1994@15:39:42 THX-1138
-----
REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-----
TO: A&MM Officer Requesting Office
INFORMATION SYSTEMS CENTER (162-2)-----
Action Requested
      Date Prepared      Date Required      Delivery
      MAR 28,1994      APR 1,1994-----
ITEM NO.      DESCRIPTION      QUANTITY      UNIT      ESTIMATED
OR STOCK NO.      UNIT COST-----
011      1 Furry things with green hair      10      CB      9.4000
      TOTAL COST: $94.00
-----
VENDOR INFORMATION:VENDOR: IFVENDOR1,TWO
CONTACT: IFUSER2,NINE      4 HIGH ST
PHONE: 512 555-5555      AUSTIN,TX 75434
LOG Voucher Number: THX-1138
-----
SPECIAL REMARKS: This is a standard remark.
-----
JUSTIFICATION OF NEED OR TURN-IN
Items needed for computer section for daily use.
-----
Signature of Initiator      Signature of Approving Official Date
IFUSER3,SIX
Publications Analyst
-----
Appropriation and Accounting Symbols
688-3640151-101-805600-1091
-----
MULTIPLE DELIVERY DISTRIBUTION LIST      PAGE: 1      ITEM PR#      DESCRIPTION      QTY
DATE      QTY      SCP      LOCATION      1      Furry thin      10
04-01-94      **NONE**      **NONE**

```

### 6.2.3 Edit Data

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

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

**Figure 6-3 – Enter New Transaction Data**



```

Enter the information for the new transaction number

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

Transaction 'THX-1138' has been replaced by transaction 688-94-2-101-0134

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

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

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

```

## 6.3 Reject a Request

### 6.3.1 Menu Path

**Figure 6-4 – Cancel Transaction Menu Path**

```

Approve Requests

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

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

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

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

```

### 6.3.2 Select Transaction Number

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

**Figure 6-5 – Select Transaction Number Screen**

```
Select CONTROL POINT: 101 LAB TESTING 101

Select TRANSACTION : ???

Attempting lookup in transaction file.

Attempting lookup using 101 LAB TESTING 101 (CONTROL POINT)

      1  101 LAB TESTING 101  688-94-3-101-0166  OBL  GENERIC GENERAL STOR
      2  101 LAB TESTING 101  688-94-3-101-0164  CANC
TEST FOR IFUSER2,FIVE
      3  101 LAB TESTING 101  688-94-3-101-0163  CANC
TEST FOR IFUSER2,FIVE
      4  101 LAB TESTING 101  688-94-3-101-0162
      5  101 LAB TESTING 101  688-94-3-101-0161

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 4  688-94-3-101-0162
Cancel this transaction? No// Y (Yes)
Enter comments for this cancellation
COMMENTS:
  1>Project cancelled
  2>
EDIT Option:

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

### 6.3.3 Notify the Requestor

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

## 6.4 Approve a Request

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

### 6.4.1 Menu Path

**Figure 6-6 – Approve a Request Menu Path**

```

Select Control Point Official's Menu Option:

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

Select Control Point Official's Menu Option: Approve Requests

```

### 6.4.2 Select a Transaction

**Figure 6-7 – Approve Requests**

```

Select Control Point Official's Menu Option: Approve Requests

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

CP TRANSACTION NUMBER:    658-01-1-060-0021
TEMPORARY TRANSACTION:

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

REQUESTOR:    IFUSER3,FIVE

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

COMMITTED (ESTIMATED) COST:    25.20

VENDOR:    IFCAPVENDFOR1,FIVE
ITEM #1 DESCRIPTION:    WIDGETS

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

```

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# Chapter 7. How to Monitor Your Control Point Balance

## 7.1 Introduction

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

## 7.2 Monitor the Balance of Your Control Point

### 7.2.1 Setup Parameters

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

**Figure 7-1 – Control Point Balance Setup Parameters**

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

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

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

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

## 7.2.2 Report Parameters

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

**Figure 7-2 – Control Point Balance Report Parameters**

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

## 7.2.3 Transaction Listing

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

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

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

**Figure 7-3 –Transaction Listing (Section 1)**

```
CONTROL POINT BALANCE - 688-94-4-110- LAB          OCT 13,1994@13:38:58 PAGE 1
```

FYQSeq#	TXN	OBL #	AP/OB DT	COMM \$AMT	CP \$BAL	OBL \$AMT	UNOBL \$BAL
0010003	CAN			0.00#	0.00	0.00#	0.00
0030007	CEI		12/27/99	10000.00	10000.00	10000.00	10000.00
0030011	CEI		12/27/99	1000000.00	1010000.00	1000000.00	1010000.00
0030017	OBL P91001		04/12/00	70.50@1009929.50			1010000.00
0030018	ADJ P91001-1		04/13/00	0.00	1009929.50	0.00	1010000.00
0030019	OBL B70001		04/14/00	3.35@1009926.15			1010000.00
0030020	ADJ B70001-1		04/14/00	0.00	1009926.15	0.00	1010000.00
0030021	ADJ P91001-2		04/14/00	0.00	1009926.15	0.00	1010000.00
0030022	ADJ P91001-3		04/17/00	0.00	1009926.15	0.00	1010000.00
0030023	ADJ P91001-4		04/17/00	0.00	1009926.15	0.00	1010000.00
0030025	CEI FROM 00-2			2030000.00	3039926.15	2030000.00	3040000.00
0030027	ADJ QTRADJ			0.00	3039926.15		3040000.00
0030028	ISS			0.00#3039926.15		0.00#3040000.00	

Press return to continue, uparrow (^) to exit:

## 7.2.4 FMS Transaction Listing

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

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

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

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

```

CONTROL POINT BALANCE - 688-00-3-060- FISCAL  OCT 13, 1994@17:40:04 PAGE 2

                                FISCAL
FYQSeq# TXN OBL #           AP/OB DT   COMM $AMT   CP $BAL   OBL $AMT UNOBL $BAL
-----
FMS transaction total for this quarter: $0.00
=====

Balance Summary           1st Quarter   2nd Quarter   3rd Quarter   4th Quarter
Actual CP Bal:           0.00         0.00         3039926.15    1010000.00
Actual Fiscal Bal:       0.00         0.00         3040000.00    1010000.00
Tot Commit, not Obl:     0.00         0.00         73.85         0.00

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

SECTION 2 CODES
                  @ - purchase card CC transaction is not reconciled

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

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

```

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# Chapter 8. How to Determine the Status of a Request

## 8.1 Introduction

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

## 8.2 Determine the Status of a Transaction

### 8.2.1 Menu Path

**Figure 8-1 – Sample Status of Requests Reports Menu Screen**

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

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

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

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

### 8.2.2 Display

IFCAP will display a report of the transaction. Look at the STATUS field (shown highlighted in yellow in the sample below). See 8.2.3 below for information on how to use this status to determine who you need to contact to follow up on the transaction.

**Figure 8-2 – Status of Requests Report**

```
Select STATION NUMBER: 688
```

## Chapter 8. How to Determine the Status of a Request

```

Select FISCAL YEAR: 00//
Select QUARTER: 4// 3
Select CONTROL POINT: 110 MAVIS .01          0160A1  10  0100  010042116
DEVICE: UCX/TELNET   Right Margin: 80//
STATUS OF OBLIGATION TRANSACTIONS  CP: 110 MAVIS .01 FY: 00
                                         JUL 12,2000  18:08      PAGE 1
          PRIORITY
          OF
TRANS #   REQUEST          DATE          DATE          DATE          DATE
VENDOR   OBLIGATION# SORT GROUP  SIGNED      REQUIRED      DELIVERED    BY SVC
          COMMENTS
-----
00-3-0093  STANDARD          05/04/00
IFUSER2,SIX
          WIDGETS
00-3-0094  STANDARD          04/04/00  05/04/00
SUPPLY WAREHOUSE
          Assigned to IFUSER3,SEVEN
          CATS

STATUS OF OBLIGATION TRANSACTIONS  CP: 110 MAVIS .01 FY: 00
                                         JUL 12,2000  18:08      PAGE 2
          PRIORITY
          OF
TRANS #   REQUEST          DATE          DATE          DATE          DATE
VENDOR   OBLIGATION# SORT GROUP  SIGNED      REQUIRED      DELIVERED    BY SVC
          COMMENTS
-----
00-3-0095  STANDARD          06/29/00  05/04/00
IFUSER2,SIX
          Pending Accountable Officer Sig.
          WIDGETS
00-3-0096  STANDARD          06/29/00  05/04/00
SUPPLY WAREHOUSE
          Pending Accountable Officer Sig.
          CATS

```

### 8.2.3 Status

Find the status in Table 8-1 below. The “node numbers” in the table (like “**17**”) represent nodes in the flowcharts (Figure 8-3 and Figure 8-4) on the pages following the table. Contact the representative at that node. In the example above, the status for the WIDGETS is Pending Accountable Officer Sig.

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

**Table 8-1 - Status and Node Assignment**

<b>If the Status of Request, Transaction, or Purchase Order is...</b>	<b>Then the request is pending action at node number....</b>
Assigned to PPM Clerk	17
Assigned to Purchasing Agent	19
Awaiting Payment	38 through 43, depending on order
Cancelled – 1358	6 Rejected. Start from scratch.
Cancelled Order	19 Purchasing Agent cancelled the request.
Complete Order Received	36 or 37
Complete Order Received (Amended)	Same as above, just that the Purchasing Agent has amended the Purchase Order.
Complete Order Received But Not Obligated	Past 32 33, but 23 or 24 has been skipped. Talk to the Accounting Technician.
Forward to Imprest Funds Agent	19
Held for Review in Personal Prop.	17
Held in P&C Pending Return of Quotations	19
Issue Pending Delivery From Warehouse	29, 33 or END.
Issue Request Pending Fiscal Action	This status is not used. Currently, Fiscal Service does not process Issue Book orders.
Obligated - 1358	20
Obligated - Awaiting Invoice	27
Order Not Completely Prepared	19 The Purchasing Agent has assigned a Purchase Order number to it, but has not transmitted it to the Accounting Technician yet.
Ordered (No Fiscal Action Required)	30 This status means that funds are not obligated for this type of Purchase Order, so it skipped node 23.
Ordered and Obligated	28 or 30. Talk to the vendor.
Ordered and Obligated (Amended)	Same as above, just that the Purchasing Agent amended the Purchase Order.
Partial Issue Delivered	29 or END.
Partial Order Received	36 37 38 39 41 or END. Talk to the Accounting Technician if you want to know if they've sent the payment order.
Partial Order Received (Amended)	Same as above, just that the Purchasing Agent amended the Purchase Order.

If the Status of Request, Transaction, or Purchase Order is...	Then the request is pending action at node number....
Partial Received (No Fiscal Action Req)	Same as Partial Order Received, except that this status means that, because no fiscal action is required, this Purchase Order will skip either 38 or 39.
Partial Received But Not Obligated	Same as Partial Order Received, except that this status means that funds are not obligated for this type of Purchase Order, so it skipped node 23.
Pending Accountable Officer Signature	14 15 18
Pending CP Official's Signature	7 9 11
Pending Completion by CP Clerk	4 6 8
Pending Completion by Requestor	5
Pending Contracting Officers Signature	19
Pending Fiscal Action	12 23 24
Pending PPM Clerk Signature	17 18
Request Clarification by Service for P&C	19
Returned to Service by P&C	Died at 19; currently at 4. Ask the Purchasing Agent why it was returned, if the explanation is not in the Return to Service Comments: line on the request.
Returned to Service by Fiscal	Died at 12; currently at 6. Ask the Accounting Technician why they killed it, if the explanation is not in the Return to Service Comments: line on the request.
Returned to Service by PPM	Died at 14 or 17; currently at 4. Ask the PPM Accountable Officer and PPM Requisition Clerk which one of them killed it and why, if the explanation is not in the Return to Service Comments: line on the request.
Returned to Supply (Pending Signature)	Died at 23; currently at 19. The Accounting Technician returned the Purchase Order, usually because the Control Point does not have enough money to cover the Purchase Order.
Sent to Purchasing and Contracting	19
Transaction Complete	Certified Purchase Orders: your request could be at 30, 34, 37, 39, 42 or END. All other requests: 41, 42, 43 or END.

If the Status of Request, Transaction, or Purchase Order is...	Then the request is pending action at node number....
Transaction Complete (Amended)	Same as above, just that the Purchasing Agent amended the Purchase Order.

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

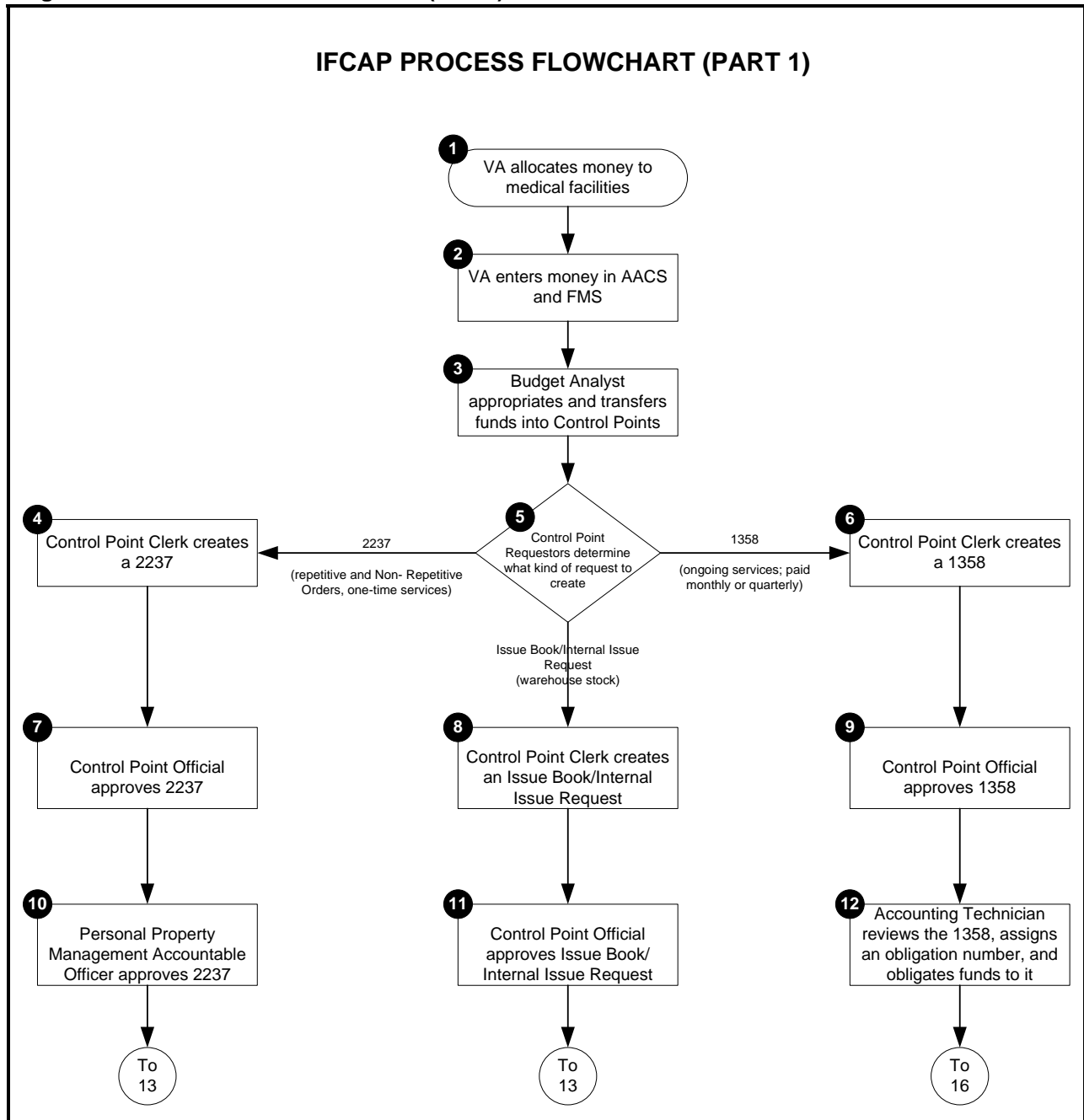
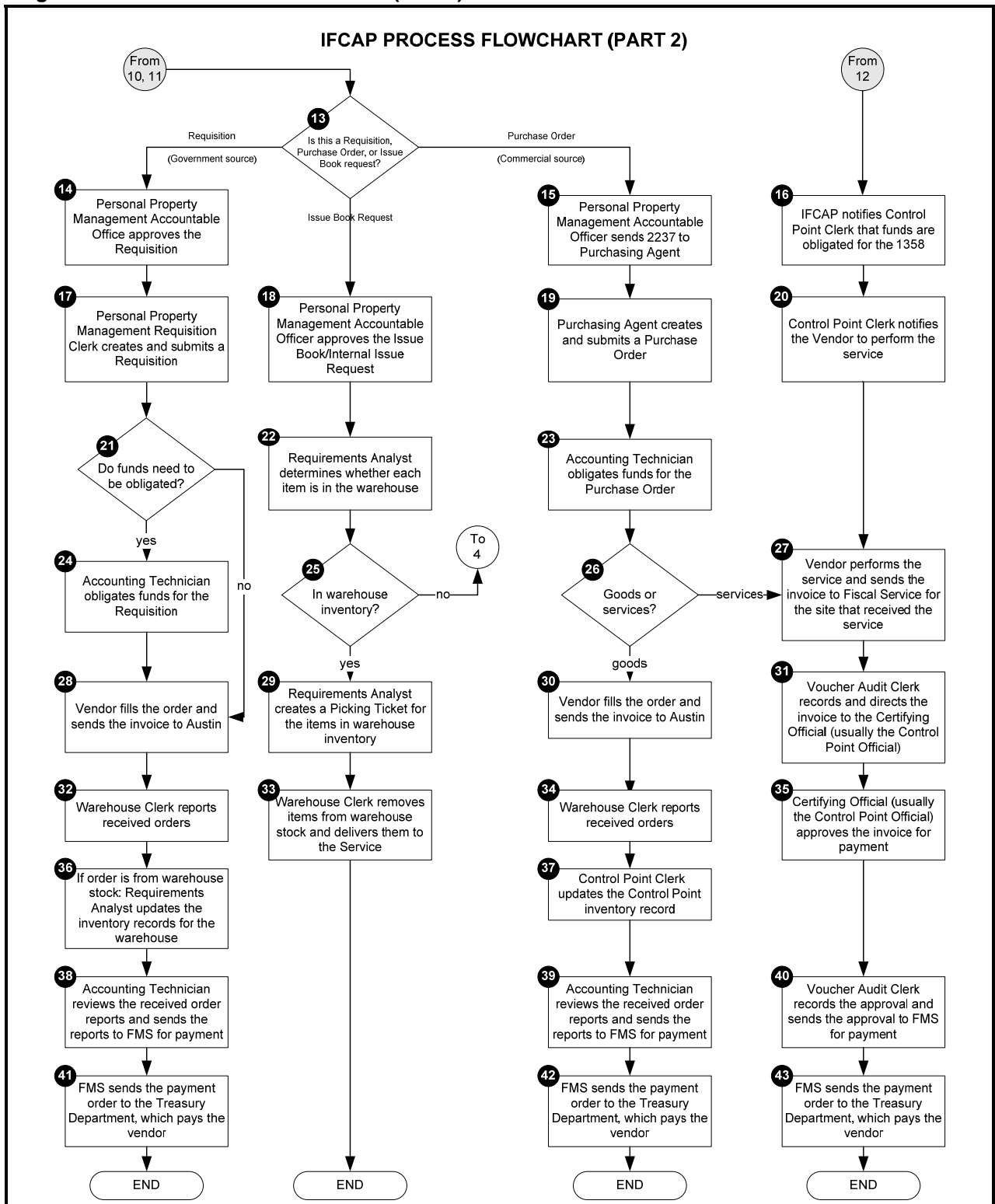


Figure 8-4. IFCAP Process Flowchart (Part 2)







# Chapter 9. Supplemental Control Point Official Options

## 9.1 Introduction

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

## 9.2 Options in the Funds Control Menu

### 9.2.1 Enter FCP Adjustment Data

#### 9.2.1.1 Setup Parameters

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

**Figure 9-1 – FCP Adjustment Data Setup Parameters**

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

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

```
Select Funds Control Menu Option: Enter FCP Adjustment Data
```

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

```
Select QUARTER: 4//
```

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

```
This transaction is assigned transaction number: 503-94-4-022-0008
```

### 9.2.1.2 Enter Reference Number

- At the OBLIGATION NUMBER: prompt, enter a reference number for the transaction. The obligation number may be used. If you do not know the obligation number, enter three question marks and IFCAP will list the available obligation numbers.
- If this purchase is assigned to a project, office, or some other category for which a sort group has been created, enter that sort group at the SORT GROUP: prompt.
- If this purchase doesn't belong to a sort group, just press <Enter>. Sort groups are used to generate expense reports for projects and offices. Make sure that you include all applicable purchases in the sort group and exclude all purchases that don't belong to the sort group.
- At the DATE OBL ADJUSTED: prompt, enter today's date.
- At the ADJUSTMENT \$AMOUNT: prompt, enter the adjustment dollar amount for this obligation transaction.
- If this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses, enter that cost center at the COST CENTER: prompt. Cost centers allow Fiscal staff to create total expense records for a section or service.

**Figure 9-2 – Enter Reference Number**

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

### 9.2.1.3 Budget Object Code

At the BOC1: prompt, enter the Budget Object Code (BOC) classification for the item. If you do not know the budget object code, enter three question marks (???) at the prompt and IFCAP will display the available budget object codes.

**Figure 9-3 – Enter Budget Object Code**

```
BOC1: ???
```

```

Select the appropriate budget object code for this request.

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

Answer with BOC
Do you want the entire 27-Entry BOC List? Y (Yes)
Choose from:
    2220 Other Shipments
    2299 LAB TEST BOC
    2343 ADP Equipment Rental
    2520 Repair of Furniture and Equipment
    2535 Interior Decorating Services
    2540 Laundry and Drycleaning Services
    2543 Maintenance and Repair Services

BOC1: 2540 Laundry and Drycleaning S

```

#### 9.2.1.4 Enter Amount

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

**Figure 9-4 – Enter Budget Object Code Amount**

```

BOC1 $ AMOUNT: ??           This is the dollar amount applied to the budget
object code.
BOC1 $ AMOUNT: 40.  $ 40.00
BOC2:
BOC2 $ AMOUNT:                                     TRANSACTION BEG BAL: 40.00

Select SUB-CONTROL POINT:
COMMENTS:
  1>

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

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

```

Select Funds Control Menu Option:

## 9.2.2 Assign Ceiling to Sub-Control Points

### 9.2.2.1 Setup Parameters

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

**Figure 9-5 – Sub-Control Point Ceiling Setup Parameters**

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

```
Obligation Data
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

### 9.2.2.2 Select Ceiling Transaction

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

**Figure 9-6 – Select Ceiling Transaction**

Select CEILING TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 101 LAB TESTING 101 (CONTROL POINT)

```
1  101 LAB TESTING 101  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

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1 688-94-4-101-0285
TRANSACTION BEG BAL: 533.00

```

### 9.2.2.3 Enter Sub-Control Point

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

**Figure 9-7 – Enter Sub-Control Point**

```

Select SUB-CONTROL POINT: 1 ??
Select SUB-CONTROL POINT: ???

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

CHOOSE FROM:
100
IFUSER2,FIVE
SHOES
TEST

This is the name of the sub-control point.
Select SUB-CONTROL POINT: 100
ARE YOU ADDING '100' AS A NEW SUB-CONTROL POINT (THE 1ST FOR THIS CONTROL POIN
T ACTIVITY)? Y
(Yes)
$ AMOUNT: 230 RUNNING TOTAL: 230.00 BAL: 303.00
Select SUB-CONTROL POINT:
The transaction $ amount is $ 533.00.

You still have $ 303.00 available that could be assigned to your
sub-control points. Do you want to re-edit your entries? Yes// (Yes)
TRANSACTION BEG BAL: 533.00

Select SUB-CONTROL POINT: 100// Shoes
ARE YOU ADDING 'SHOES' AS A NEW SUB-CONTROL POINT (THE 2ND FOR THIS CONTROL PO
INT ACTIVITY)? Y
(Yes)
$ AMOUNT: 303 RUNNING TOTAL: 533.00 BAL: 0.00
Select SUB-CONTROL POINT:

Would you like to assign ceiling to sub-control points from another ceiling
transaction? No// (No)

Obligation Data
Enter FCP Adjustment Data
Assign Ceiling to Sub-Control Points

```

```
Correct Sub-Control Point Amounts
Recalculate Fund Control Point Balance
Funds Control Reports Menu ...

Select Funds Control Menu Option:
```

### 9.2.3 Recalculate Fund Control Point Balance

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

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

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

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

**Figure 9-8 – Recalculate Fund Control Point Balance**

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

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

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

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

Select Funds Control Menu Option:
```

## 9.2.4 Options in the Funds Control Reports Menu

### 9.2.4.1 Quarterly Report

#### 9.2.4.1.1 Report Parameters

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

**Figure 9-9 – Control Point Quarterly Report Parameters**

```

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

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

Select Funds Control Menu Option: Funds Control Reports Menu

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

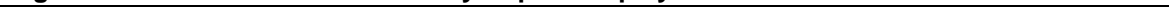
Select Funds Control Reports Menu Option: Quarterly Report
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101//
    ...OK? Yes//    (Yes)

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

#### 9.2.4.1.2 Display

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

**Figure 9-10 – Control Point Quarterly Report Display**



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```

QUARTERLY REPORT - 688-97-2-120- DIET          FEB 28, 1997@14:24:41  PAGE: 1
      TRANS $      OBL/CEIL      DATE      DATE      DATE
SEQ#  TYPE PO/OBL#  AMOUNT      $ AMOUNT  REQ.      OBL.      REC'D.
      CONTROL POINT  UNCOMMITTED  UNOBLIGATED
      REQUEST TOTAL  BALANCE      BALANCE
VENDOR
COMMENT
-----
0002  OBL          10.00    100.00          FEB 25, 1997
      10.00          90.00          90.00
GENERAL MEDICAL
=====
QUARTERLY REPORT 688-97-2-120- DIET          FEB 28, 1997@14:24:41  PAGE: 2
      PO TRANSACTIONS WITHOUT 2237
PO/      PO      OBLIGATED  CONTROL PT.  UNCOMMITTED  UNOBLIGATED
OBL#     DATE      AMOUNT      REQ TOT      BALANCE      BALANCE
-----
688-B70004  FEB 25, 1997  10.00      20.00      80.00      80.00
PO transaction (no 2237) total for this quarter: $10.00
=====
FMS transaction total for this quarter: $0.00
=====
Total Request Amount: $20.00
Control Point Official's Balance: $80.00
Fiscal's Unobligated Balance: $80.00
Would you like to run another quarterly balance report? No// (No)
Quarterly Report
Ceiling Report
Audit Transaction List
Sort Group Report
Classification of Request Report
Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data
Select Funds Control Reports Menu Option:
  
```

9.2.4.2 Ceiling Report

9.2.4.2.1 Report Parameters

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

Figure 9-11 – Sample Quarterly Report Parameters Screen

```

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

Obligation Data
Enter FCP Adjustment Data
Assign Ceiling to Sub-Control Points
Correct Sub-Control Point Amounts
  
```



```

Recalculate Fund Control Point Balance
Funds Control Reports Menu ...

Select Funds Control Menu Option: Funds Control Reports Menu

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

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

**9.2.4.2.2 Display**

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

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

**Figure 9-12 – Sample Ceiling Report Screen**

```

CEILING REPORT - CP: 101 LAB TESTING 101      JUL  8,1994  18:24  PAGE 1
TRANS #      PAT #
                                CEILING $  DATE
                                AMOUNT    ALLOCATED
COMMENTS
-----
94-4-0004                500000.00  NOV 17,1993
94-4-0043                 -20.00    JAN 13,1994
94-4-0047                 25000.00  FEB  1,1994
94-4-0150                 1000.04  APR 15,1994
94-4-0253      FC0135         40.00    MAY 27,1994  Training
program
94-4-0258      FC0135        23412.00  JUN  6,1994  Test
94-4-0285      688FC0139     533.00   JUN  8,1994
  This is a multiple transaction for a widget.
-----
TOTAL                    549965.04

Select FISCAL YEAR: 94// ^

    Quarterly Report
    Ceiling Report
    Audit Transaction List
    
```

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

Select Funds Control Reports Menu Option:
```

### 9.2.4.3 Audit Transaction List

#### 9.2.4.3.1 Menu Path

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

#### Figure 9-13 – Audit Transaction List Menu Path

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

Select Funds Control Menu Option: Funds Control Reports Menu

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

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

#### 9.2.4.3.2 Audit Transaction List Report Parameters

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

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

**Figure 9-14 – Audit Transaction List Parameters**

```

Select STATION NUMBER: 688           WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101
      ...OK? Yes//   (Yes)

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

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

      OBL. COST
      UNOBL      CP UNOBL
      BALANCE    BALANCE
-----
688-96-4-101-1647          07/26/96     C60038WR     ADJ
                                           210.00

      210.00
      -210.00      -210.00

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

Select Funds Control Reports Menu Option:
    
```

### 9.2.4.4 Sort Group Report

#### 9.2.4.4.1 Menu Path

**Figure 9-15 – Sort Group Report Menu Path**

```

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

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

Select Funds Control Menu Option: Funds Control Reports Menu
    
```

```

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

Select Funds Control Reports Menu Option: Sort Group Report
    
```

**9.2.4.4.2 Sort Group Report Parameters**

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

Enter the first SORT GROUP: you want to include on the report, or press <Enter> to include all sort groups. Enter an output device.

**Figure 9-16 – Sort Group Report Parameters**

```

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

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

**9.2.4.4.3 Sort Group Report Display**

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

**Figure 9-17 – Sort Group Report Display**

```

SORT GROUP REPORT - CP: 101 LAB TESTING 101    DEC 30,1994 09:59    PAGE 1
TRANSACTION NUMBER PO/OBL#  TYPE  VENDOR                COMM $    OBL $
  COMMENTS
-----
          SORT GROUP: TEST SORT
688-95-1-101-0083  A50031  OBL   GENERIC GENERAL                10.00
688-95-1-101-0084  C50044  OBL   CENTRAL BUSINES                60.00
-----
    
```

SUBTOTAL	70.00	0.00
	-----	-----
TOTAL	70.00	0.00
Quarterly Report Ceiling Report Audit Transaction List Sort Group Report Classification of Request Report Cost Center Totals BOC Totals Sub-Control Point Report Reconciliation of PO/Sub-CP Dollar Amounts BOC Detail Totals FMS Transaction Data		
Select Funds Control Reports Menu Option:		

### 9.2.4.5 Classification of Request Report

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

#### 9.2.4.5.1 Classification of Request Report Menu Path

**Figure 9-18 – Sort Group Report Menu Path**

From the Control Point Official's Menu, select option: Funds Control Menu  Obligation Data Enter FCP Adjustment Data Assign Ceiling to Sub-Control Points Correct Sub-Control Point Amounts Recalculate Fund Control Point Balance Funds Control Reports Menu ...
Select Funds Control Menu Option: Funds Control Reports Menu  Quarterly Report Ceiling Report Audit Transaction List Sort Group Report Classification of Request Report Cost Center Totals BOC Totals Sub-Control Point Report Reconciliation of PO/Sub-CP Dollar Amounts BOC Detail Totals FMS Transaction Data
Select Funds Control Reports Menu Option: Classification of Request Report

**9.2.4.5.2 Classification of Request Report Parameters**

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

IFCAP will print the *Classification of Request Report*, listing each transaction by the classification that the requestor entered at the START WITH CLASSIFICATION OF REQUEST: prompt. After printing the report, IFCAP will return to the Funds Control Reports Menu.

**Figure 9-19 – Classification of Request Report Parameters**

```

Select STATION NUMBER: 503           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE
      ...OK? Yes//   (Yes)

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

CLASSIFICATION OF REQUEST REPORT - 101 LAB TESTING 101
                                OCT 12,1994 12:36   PAGE 1
OBL#   TRANS#  TYPE  VENDOR          COMM $      OBL $
COMMENTS
-----
      CLASSIFICATION OF REQUEST: Endurance test of capacitor
A50002 0006   OBL   CENTRAL BUSINE    120.00      120.00
TESTING
      SUBTOTAL                                120.00      120.00
      CLASSIFICATION OF REQUEST: Vandalism repair
C50003 0003   OBL   CENTRAL BUSINE     69.00      124.00
REPAIRS
      SUBTOTAL                                69.00      124.00
-----
TOTAL                                  189.00      244.00

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

Select Funds Control Reports Menu Option:
    
```

## 9.2.4.6 Cost Center Totals

### 9.2.4.6.1 Cost Center Totals Menu Path

**Figure 9-20 – Cost Center Totals Menu Path**

```

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

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

Select Funds Control Menu Option: Funds Control Reports Menu

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

Select Funds Control Reports Menu Option: Cost Center Totals

```

### 9.2.4.6.2 Cost Center Totals Report Parameters

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

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

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

**Figure 9-21 – Cost Center Totals Report Parameters**

```

Select STATION NUMBER: 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

```

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```
110300      110300 Board of Contract Appeals
110500      110500 Board of Veterans Appeals
111600      111600 Office of Public and Consumer Affairs
120000      120000 Office of the General Counsel

Select COST CENTER NAME: 111600 Office of Public and Co

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

### 9.2.4.6.3 Cost Center Totals Report Display

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

**Figure 9-22 – Cost Center Totals Report Display**

```
COST CENTER TOTALS REPORT                JUL 8,1994@21:57:22   PAGE 1
STATION 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:
```

### 9.2.4.7 BOC Totals

#### 9.2.4.7.1 Menu Path

**Figure 9-23 – BOC Totals Menu Path**



```

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

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

Select Funds Control Menu Option: Funds Control Reports Menu

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

Select Funds Control Reports Menu Option: BOC Totals
    
```

**9.2.4.7.2 BOC Totals Report Parameters and Display**

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

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

IFCAP will print a *Budget Object Code Totals Report*, listing the budget object code totals for the Control Point you specified. Enter a caret (^) at the Select Station Number: prompt to return to the Funds Control Reports Menu.

**Figure 9-24 – BOC Totals Parameters and Display**

```

Select STATION NUMBER: 503//           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE//

DEVICE: HOME//   LAT   RIGHT MARGIN: 80//

BUDGET OBJECT CODE TOTALS REPORT           JUL 8,1994@21:59:53   PAGE 1
STATION 503, 4TH QUARTER, FY94 ,CONTROL POINT 022 IFVENDOR,THREE
-----
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
    
```

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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:	

### 9.2.4.8 Sub-Control Point Report

#### 9.2.4.8.1 Menu Path

**Figure 9-25 – Sub-Control Point Report Menu Path**

From the Control Point Official's Menu, select option: Funds Control Menu
Obligation Data
Enter FCP Adjustment Data
Assign Ceiling to Sub-Control Points
Correct Sub-Control Point Amounts
Recalculate Fund Control Point Balance
Funds Control Reports Menu ...
Select Funds Control Menu Option: Funds Control Reports Menu
Quarterly Report
Ceiling Report
Audit Transaction List
Sort Group Report
Classification of Request Report
Cost Center Totals
BOC Totals
Sub-Control Point Report
Reconciliation of PO/Sub-CP Dollar Amounts
BOC Detail Totals
FMS Transaction Data
Select Funds Control Reports Menu Option: Sub-Control Point Report

**9.2.4.8.2 Sub-Control Point Report Print**

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

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

You may list all of the Sub-Control Points, or you may begin the report at a Sub-Control Point that you specify. IFCAP will list all of the Sub-Control Point expenditures for the Control Point by fiscal quarter, TRANS (transaction) # (number) and TYPE, VENDOR name, the FIRST LINE of the ITEM DESCR (description), \$ AMOUNT, and SCP AMT (amount spent by that Sub-Control Point) for that quarter. After printing the report, IFCAP will return to the Funds Control Reports Menu.

**Figure 9-26 – Sub-Control Point Report Parameters and Display**

```

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

Select STATION NUMBER: 503//          ALTOONA, PA
Select FISCAL YEAR: 94//
Select CONTROL POINT: 022 IFVENDOR,THREE//
START WITH SUB-CONTROL POINT: FIRST//
DEVICE:  LAT      RIGHT MARGIN: 80//

-----

SUB-CONTROL POINT EXPENDITURES - 022 IFVENDOR,THREE
                                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  IFVENDOR1,TWO  PROJECTOR      5000.00      -5000.00
      0327  ADJ  C54277  IFVENDOR2,ONE  REAGENT-ST    -2962.70      2962.70
      0327  CEI

      TOTAL                                     4717.70

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

Select Funds Control Reports Menu Option:
    
```

### 9.2.4.9 Reconciliation of PO/Sub-CP Dollar Amounts

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

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

```

From the Control Point Official's Menu, select option: Funds Control Menu
  Obligation Data
  Enter FCP Adjustment Data
  Assign Ceiling to Sub-Control Points
  Correct Sub-Control Point Amounts
  Recalculate Fund Control Point Balance
  Funds Control Reports Menu ...

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

Select Funds Control Reports Menu Option: Reconciliation of PO/Sub-CP Dollar
Amounts
    
```

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

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

IFCAP will list the reconciliations for the Control Point that you specified and return to the Funds Control Reports Menu.

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

```

Select STATION NUMBER: 503           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE
...OK? Yes// (Yes)

DEVICE:  LAT    RIGHT MARGIN: 80//

PO/SCP $ RECONCILIATION  22-94-4           JUL  9,1994  08:59    PAGE 1
SEQ #   TYPE      REQUESTED           RECEIVED     PO #
VENDOR
  COM $      OBL $      ADJ $
  SCP        $ AMOUNT  ITEM  DESC
-----
                STATUS: Obligated - 1358
0007     ADJ           JUL 8,1994           C30032
                400.00      400.00
    
```

```

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

```

Select Funds Control Reports Menu Option:

## 9.2.4.10 BOC Detail Totals

### 9.2.4.10.1 9.2.4.10 BOC Detail Totals Menu Path

#### Figure 9-29 – BOC Detail Totals Menu Path

```

From the Control Point Official's Menu, select option: Funds Control Menu
Obligation Data
Enter FCP Adjustment Data
Assign Ceiling to Sub-Control Points
Correct Sub-Control Point Amounts
Recalculate Fund Control Point Balance
Funds Control Reports Menu ...

```

Select Funds Control Menu Option: Funds Control Reports Menu

```

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

```

Select Funds Control Reports Menu Option: BOC Detail Totals

### 9.2.4.10.2 BOC Detail Totals Report Parameters and Display

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

IFCAP will print the *Budget Object Code Detail Totals* report, listing each budget object code by its transactions and transaction cost. IFCAP will provide a total for all budget object codes. After printing the report, IFCAP will return to the Funds Control Reports Menu.

**Figure 9-30 – BOC Detail Totals Parameters and Display**

```

Select STATION NUMBER: 503//           ALTOONA, PA
This report displays item costs from 2237 orders, sorted
by budget object code.

Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE//
DEVICE:  LAT      RIGHT MARGIN: 80//

BUDGET OBJECT CODE DETAIL TOTALS           JUL  9,1994  09:01    PAGE 1
      LINE
      ITEM
TRANSACTION NUMBER  NUMBER  DESCRIPTION
      EST. ITEM
      QUANTITY  (UNIT) COST          TOTAL
-----
      BOC: 1007 Computer Systems
WER1234            1
      1.00          449.00          449.00
      -----
SUBTOTAL                                449.00
      BOC: 1081 Physicians-Full T
503-94-3-101-0002  2  NONE AGAIN
      1.00           0.00           0.00
      -----
SUBTOTAL                                0.00
      BOC: 1091 Federal,Summer Em
688-94-4-022-0002  1  LIGHT BULBS
      1.00           3.00           3.00
      -----
SUBTOTAL                                3.00

TOTAL                                634844.92

End of report

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

Select Funds Control Reports Menu Option:
    
```

### 9.2.4.11 FMS Transaction Data

#### 9.2.4.11.1 FMS Transaction Data Menu Path

**Figure 9-31 – FMS Transaction Data Menu Path**

```

From the Control Point Official's Menu, select option: Funds Control Menu
  Obligation Data
  Enter FCP Adjustment Data
  Assign Ceiling to Sub-Control Points
  Correct Sub-Control Point Amounts
  Recalculate Fund Control Point Balance
  Funds Control Reports Menu ...

```

```

Select Funds Control Menu Option: Funds Control Reports Menu

```

```

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

```

```

Select Funds Control Reports Menu Option: FMS Transaction Data

```

#### 9.2.4.11.2 FMS Transaction Data Report Parameters

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

IFCAP will print the *FMS Transactions Report*, listing each transmission by date, reference number, FMS transmission code, the amount of the transaction, and the balances of the affected Control Point. After printing the report, IFCAP will return to the Funds Control Reports Menu.

**Figure 9-32 – FMS Transaction Data Report Parameters and Display**

```

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

```

```

Enter fiscal year in the format '92'.

```

```

Select FISCAL YEAR: 95// 94
Select QUARTER: 4// 4
Select CONTROL POINT: 110 LAB TESTING 110//
DEVICE: HOME//   LAT   RIGHT MARGIN: 80//

```

```

Control Point Balance - 688-94-4-110 LAB      OCT 12,1994@14:29:13   PAGE 1
                          FMS Transactions

```

## Chapter 9. Supplemental Control Point Official Options

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

FMS transaction total for this quarter: \$12.50

End of report

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

Select Funds Control Reports Menu Option:

### 9.2.5 Correct Sub-Control Point Amounts

#### 9.2.5.1 Correct Sub-Control Point Amounts Parameters

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

**Figure 9-33 – Correct Sub-Control Point Amounts Parameters**

```
From the Control Point Official's Menu, select option: Funds Control Menu
Obligation Data
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 IFVENDOR,THREE
  40          040 BUILDING MANAGEMENT
  73          073 ENGINEERING
  112         112 SURGICAL SERVICE
  114         114 RADIOLOGY SERVICE
  121         121 LAB TESTING 121
  170         170 REHAB. MEDICINE
  7001        7001 SUPPLY FUND

Select CONTROL POINT: 121 LAB TESTING 121// 022 IFVENDOR,THREE
```



### 9.2.5.2 Select Transaction Number

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

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

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

```

Select TRANSACTION NUMBER: ???
Attempting lookup in transaction file.

Attempting lookup using 688-94-4-022   (STA # - FY - QTR - FCP)

      1  688-94-4-022-0002      OBL  IFVENDOR,TWO          LIGHT BULBS
      2  688-94-4-022-0003      OBL  IFVENDOR,ONE
      3  688-94-4-022-0004      OBL  WAREHOUSE
      4  688-94-4-022-0005      OBL
      5  688-94-4-022-0006      OBL

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

Select SUB-CONTROL POINT: ???

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

      This is the name of the sub-control point.
Select SUB-CONTROL POINT: Reserve
ARE YOU ADDING 'Reserve' AS A NEW SUB-CONTROL POINT? No//Y (Yes)
ARE YOU ADDING 'Reserve' AS A NEW SUB-CONTROL POINT (THE 1ST FOR THIS CONTROL
POINT ACTIVITY)? Y
(Yes)
$ AMOUNT: 2                                RUNNING TOTAL: 2.00          BAL: 1.00
Select SUB-CONTROL POINT:

Select STATION NUMBER: ^

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

Select Funds Control Menu Option:

```

## 9.3 Options in the Status of Requests Reports Menu

### 9.3.1 Print/Display Request Form

#### 9.3.1.1 Print/Display Request Form Menu Path

**Figure 9-35 – Print/Display Request Form Menu Path**

```
From the Control Point Official's Menu, select option: Status of Requests
Reports Menu
    Print/Display Request Form
    Status of All Obligation Transactions
    Requests Ready for Approval List
    PO with Associated Transactions

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

#### 9.3.1.2 Print/Display Request Form Setup Parameters

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

Enter a TRANSACTION NUMBER. If you do not know the transaction number, enter three question marks (???) at the prompt and IFCAP will display the available transactions.

**Figure 9-36 – Print/Display Request Form Setup Parameters**

```
Select STATION NUMBER: 503//          ALTOONA, PA
Select CONTROL POINT: 121 LAB TESTING 121//
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: C3
  1  C30079  503-93-2-121-0002  OBL  C30079
  2  C30080  503-93-2-121-0003  OBL  C30080
  3  C30081  503-93-2-121-0004  OBL  C30081
  4  C30082  503-93-2-121-0006  OBL  C30082
  5  C30083  503-93-2-121-0007  OBL  C30083

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  503-93-2-121-0002  OBL  C30079

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

#### 9.3.1.3 Print/Display Request Form Display

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

**Figure 9-37 – Print/Display Request Form Setup Parameters**

503-93-2-121-0002	JUL 8,1994@17:38:08	PAGE 1					
503-93-2-121-0002	JUL 8,1994@17:38:08	PAGE 1					
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION							
Requestor: IFUSER2,SEVEN	Date Requested: FEB 9,1993	Obligation No.: 503-C30079					
Vendor:	Contract Number:						
Name and Title Approving Off.: IFUSER2,SEVEN 07 Systems Analyst	Signature: /ES/IFUSER2,SEVEN	Date Signed: FEB 9,1993@09:00:					
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.							
Appropriation & Acct. Symbols: 503-363/40161-121-824300-2660	Obligated By: /ES/IFUSER2,SEVEN	Date Obligated: FEB 9,1993					
503-93-2-121-0002	503-C30079	PAGE 2					
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION							
Purpose:							
ESTIMATED OBLIGATION RECAP							
DATE	REF#	CPA#	AMOUNT	BALANCE			
02/09	0001	503-93-2-121-0002	\$ 1000.00	\$ 1000.00			
AUTHORIZATION & ORDER RECORD			LIQUIDATION RECORD				
DATE	SEQ#	REFERENCE	AUTH. AMOUNT	AUTH. BALANCE	CUMULATIVE AUTH. AMT.	LIQUID	UNLIQ BAL
02/09	0002	IFVENDOR1,SIX	\$ 450.00	\$ 0.00	\$ 450.00	\$ 0.00	
02/09	0003	IFVENDOR1,SEVEN	\$ 500.00	\$ 500.00	\$ 950.00	\$ 0.00	
02/09	0004	IRM	\$ 0.00	\$ 0.00	\$ 950.00	\$ 500.00	
02/09	0005		\$ 0.00	\$ 0.00	\$ 950.00	\$ 500.00	
503-93-2-121-0002	503-C30079	PAGE 3	ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION				
AUTHORIZATION & ORDER RECORD			LIQUIDATION RECORD				
DATE	SEQ#	REFERENCE	AUTH. AMOUNT	AUTH. BALANCE	CUMULATIVE AUTH. AMT.	LIQUID	UNLIQ BAL
TOTALS			\$ 950.00	\$ 500.00	\$ 950.00	\$	0.00
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:

## 9.3.2 Status of All Obligation Transactions

### 9.3.2.1 Status of All Obligation Transactions Menu Path

**Figure 9-38 – Status of All Obligation Transactions Menu Path**

```

From the Control Point Official's Menu, select option: Status of Requests
Reports Menu
    Print/Display Request Form
    Status of All Obligation Transactions
    Requests Ready for Approval List
    PO with Associated Transactions

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

### 9.3.2.2 Status of All Obligation Transactions Setup Parameters

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

**Figure 9-39 – Status of All Obligation Transactions Setup Parameters**

```

Select STATION NUMBER: 503//           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 121 LAB TESTING 121//
    ...OK? Yes//    (Yes)

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

### 9.3.2.3 Status of All Obligation Transactions Display

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

**Figure 9-40 – Status of All Obligation Transactions Display**

```

STATUS OF OBLIGATION TRANSACTIONS    CP: 101 LAB TESTING 101 FY: 94
                                         JUL 14,1994  09:33    PAGE 1
          PRIORITY
          OF
TRANS #   REQUEST          DATE          DATE          DATE          DATE
          OBLIGATION# SORT GROUP    SIGNED        REQUIRED    DELIVERED    RECEIVED
          COMMENTS                STATUS        BY SVC
          FIRST LINE ITEM DESCRIPTION
    
```

```

-----
94-4-0213      STANDARD                05/27/94
IFVENDOR2,ONE

                                ITEM #4

94-4-0214      STANDARD                05/27/94
IFVENDOR2,ONE

                                ITEM #4

STATUS OF OBLIGATION TRANSACTIONS  CP: 101 LAB TESTING 101 FY: 94
                                JUL 14,1994  09:33      PAGE 2
                                DATE
                                DATE          DATE      RECEIVED
TRANS #      PRIORITY          DATE          DATE          DATE      BY SVC
OF           OF                SIGNED        REQUIRED      DELIVERED
VENDOR      REQUEST           STATUS
OBLIGATION# SORT GROUP

                                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:

```

### 9.3.3 PO with Associated Transactions

#### 9.3.3.1 PO with Associated Transactions Menu Path

**Figure 9-41 – PO with Associated Transactions Menu Path**

```

From the Control Point Official's Menu, select option: Status of Requests
Reports Menu
                                Print/Display Request Form
                                Status of All Obligation Transactions
                                Requests Ready for Approval List
                                PO with Associated Transactions

Select Status of Requests Reports Menu Option: PO with Associated Transactions

```

#### 9.3.3.2 PO with Associated Transaction Setup Parameters

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

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

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

**Figure 9-42 – PO with Associated Transactions Menu Path**

```
Select STATION NUMBER: 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

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  503-93-2-040-0009    OBL  C30092

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

### 9.3.3.3 PO with Associated Transactions Display

IFCAP will print an *Obligation Status Report*, which lists each purchase order and obligation, its amount, the vendor assigned (if any), and the status of the purchase or obligation. Read Chapter 8 to learn more about determining the status of a request.

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

**Figure 9-43 – PO with Associated Transactions Menu Path**

```
OBLIGATION STATUS REPORT                JUL  8,1994  17:44    PAGE 1
TRANSACTION NUMBER  TYPE                $ AMOUNT  VENDOR
COMMENTS                                                    STATUS
-----
                PURCHASE ORDER/OBLIGATION NO: C30092

503-93-2-040-0009  OBLIGATION                500.00  Obligated - 1358
Needed by Dietetics

TOTAL                500.00
```

```
Select CONTROL POINT: 040 BUILDING MANAGEMENT// ^

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

Select Status of Requests Reports Menu Option:
```

### 9.3.4 Requests Ready for Approval List

#### 9.3.4.1 Requests Ready for Approval Menu Path

**Figure 9-44 – Requests Ready for Approval Menu Path**

```
From the Control Point Official's Menu, select option: Status of Requests
Reports Menu
      Print/Display Request Form
      Status of All Obligation Transactions
      Requests Ready for Approval List
      PO with Associated Transactions

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

#### 9.3.4.2 Requests Ready for Approval Parameters and Display

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

**Figure 9-45 – Requests Ready for Approval Parameters and Display**

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

DEVICE:  LAT      RIGHT MARGIN: 80//
REQUESTS TO BE APPROVED LIST                JUL  8,1994  17:49    PAGE 1
TRANSACTION NUMBER  TYPE  FORM TYPE
  REQUESTOR                REQUESTED                REQUIRED
  EST COST
  VENDOR                    FIRST ITEM DESCRIPTION
-----
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
  IFUSER2,THREE                APR 18,1994                MAY  8,1994
  8000.00
  IFVENDOR1,NINE
```

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

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

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

## 9.4 Options in the Process a Request Menu

### 9.4.1 New 2237 (Service) Request

#### 9.4.1.1 New 2237 (Service) Request Setup Parameters

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

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

```
Select STATION NUMBER: 688//          WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE//
...OK? Yes//    (Yes)
```

#### 9.4.1.2 Transaction Number Assignment

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

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



**Figure 9-47 – Transaction Number Assignment**

```
This transaction is assigned transaction number: 688-94-4-022-0005
The form types 1358 and NO FORM are no longer used within this option
```

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

**9.4.1.3 Sort Group Entry**

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

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

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

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

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

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

**Figure 9-48 – Transaction Number Assignment**

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

### 9.4.1.4 Cost Center and Vendor Assignment

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

**Figure 9-49 – Cost Center and Vendor Assignment**

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

ANSWER WITH COST CENTER:
  844100 Supply

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

ANSWER WITH VENDOR NUMBER, OR SYNONYM, OR FMS VENDOR CODE
DO YOU WANT THE ENTIRE VENDOR LIST? Y (Yes)
CHOOSE FROM:
  1          TEAM 3 CLOCKWORKS          800-CALLME1 NO. 1
    SPECIAL FACTORS:
    ORDERING ADDRESS: 123 ANY MAIN STREET
                    ERIE, PA 10099

  2          IFVENDOR,ONE.              800-BANDAGES NO. 2
    SPECIAL FACTORS:
    ORDERING ADDRESS: 123 ANY STREET
                    HOT SPRINGS, TX 33313

  3          IFVENDOR,EIGHT            2453 NO. 3
    ORDERING ADDRESS: 123 ANY AVE
                    MONTROSE, NY 10548

For 1358 requests, additional information concerning vendors may be entered
in the Purpose field.
VENDOR: 2 IFVENDOR,ONE.              800-BANDAGES NO. 2
    SPECIAL FACTORS:
    ORDERING ADDRESS: 123 ANY STREET
                    HOT SPRINGS, TX 33313

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

### 9.4.1.5 Enter Item

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

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

At the DESCRIPTION: prompt, define the item as thoroughly as you can. If the item isn’t in the Item Master File, the Purchasing Agent is going to make a “best guess” about

just what kind of item you need, based on the information you provide in this field. Describe what the service plans to do with the item, and any special features of the item (e.g., does it have to be flexible, or blue, or heat-resistant, or non-toxic?).

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

**Figure 9-50 – Cost Center and Vendor Assignment**

```
Select LINE ITEM NUMBER: 1
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.:
  DESCRIPTION:
  1>This is where the "Description" goes.
  2>
EDIT Option:
  BOC: ???

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

ANSWER WITH BOC
DO YOU WANT THE ENTIRE 29-ENTRY BOC LIST? Y (Yes)
CHOOSE FROM:
  1050 Trainees-Administrative Training Program
  1090 Administrative and Clerical Personnel Not Otherwise Classified
  1091 Federal, Summer Employment Program for Youth-Summer Aids
  1092 Stay-In-School Program Part-Time Employment of Needy Students
  1093 Subsistence & Temp Exp, Real Estate Costs & Misc Exp-PL 89-516
  1095 Employee Salary Continuation
  1098 Wage Rate Employees
  2101 Permanent Duty Travel
  2102 Round Trip Tvl Between Old and New Sta To Seek Perm Res Quarters
  2103 Employee Training Travel
  2104 Employee Program Travel
  2121 Local Transportation of Employees
  2220 Other Shipments
  2230 Shipment of Household Goods & Personal Effects
  2330 Real Property Rentals
  2341 Equipment Rental
  2350 Motion-Picture Film Rentals
  2423 Forms and Form Letters
  2424 Other Printing and Reproduction
  2520 Repair of Furniture and Equipment
  2530 Storage of Household Goods

BOC: 2220 Other Shipments
```

#### 9.4.1.6 Enter Quantity, Unit of Purchase, and Identifying Numbers

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

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

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

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

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

```
QUANTITY: 1
UNIT OF PURCHASE: CS      CASE
STOCK NUMBER: ??
  This is the item Federal Supply Service (FSS) Number; or National Stock
  Number (NSN); or any other stock number; or the manufacturer model
  number.
STOCK NUMBER: 28934750283
EST. ITEM (UNIT) COST: 440/00??
  Enter the unit cost for this item (a dollar amount between 0 and 9999999)
  or N/C for no charge. Commas are not allowed.
EST. ITEM (UNIT) COST: 440.00
INTERMEDIATE PRODUCT CODE:
QTY BEG BAL: 1
```

#### 9.4.1.7 Select Delivery Schedules

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

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

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

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

**Figure 9-52 – Enter Quantity**

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

#### 9.4.1.8 Review Request

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

**Figure 9-53 – Review Request**

<p>Would you like to review this request? NO// (No)</p> <p>Current Control Point balance: \$0.00</p> <p>Estimated cost of this request: \$440.00</p> <p>Is this request ready for approval? YES// Y (Yes)</p> <p>Is this request ready for transmission to A&amp;MM/Fiscal? No// N (No)</p> <p>Would you like to enter another request? YES// N (No)</p> <p>New 2237 (Service) Request</p> <p>Edit a 2237 (Service)</p> <p>Copy a Transaction</p> <p>1358 Request Menu ...</p> <p>Print/Display Request Form</p>
---

```

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

Select Process a Request Menu Option:
    
```

## 9.4.2 Edit a 2237 (Service)

### 9.4.2.1 Edit a 2237 Setup Parameters

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

**Figure 9-54 – Edit a 2237 Setup Parameters**

```

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

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

Select CONTROL POINT: 022 IFVENDOR,THREE
    
```

### 9.4.2.2 Enter Transaction Number

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

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

```

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

Attempting lookup using 022 IFVENDOR,THREE (CONTROL POINT)

  1  022 IFVENDOR,THREE  688-94-4-022-0007  OBL  IFVENDOR,ONE
This is where the "Description" goes.
  2  022 IFVENDOR,THREE  688-94-4-022-0006  OBL
  3  022 IFVENDOR,THREE  688-94-4-022-0005  OBL
    
```

```

4 022 IFVENDOR,THREE 688-94-4-022-0004 OBL IFVENDOR,EIGHT
5 022 IFVENDOR,THREE 688-94-4-022-0003
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 5 688-94-4-022-0003

```

### 9.4.2.3 Enter Classification of Request and Sort Group

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

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

**Figure 9-56 – Enter Classification of Request and Sort Group**

```

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

```

### 9.4.2.4 Enter Cost

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

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

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

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

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

**Figure 9-57 – Enter Cost**

```

Select LINE ITEM NUMBER: 1//
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.:
  DESCRIPTION:
  1>
EDIT Option:
  BOC: 2220 Other Shipments//
  QUANTITY: 1//
  UNIT OF PURCHASE: CS//
  STOCK NUMBER: 28934750283//
  EST. ITEM (UNIT) COST: 440.00//

                                     QTY BEG BAL: 1

  Select DELIVERY SCHEDULE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 42 $ 42.00
DATE COMMITTED: JUL 8,1994// (JUL 08, 1994)

                                     TRANSACTION BEG BAL: 42.00

Select SUB-CONTROL POINT:
DELIVER TO/LOCATION:
JUSTIFICATION:
  1>This is where the "Justification" goes.
  2>
EDIT Option:
REQUESTOR: IFUSER2,THREE
ORIGINATOR OF REQUEST: IFUSER
COMMENTS:
  1>
    
```

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

**Figure 9-58 – Forward Request for Approval**

```

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

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

New 2237 (Service) Request
    
```



```

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

```

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

## 9.4.3 Print/Display Request Form

### 9.4.3.1 Introduction

Use this option to print or display a request.

### 9.4.3.2 Select Transaction

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

**Figure 9-59 – Select Transaction**

```

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: Print/Display Request Form
Select CONTROL POINT: 022 IFVENDOR,THREE
...OK? Yes// (Yes)
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR,THREE (CONTROL POINT)

      1  022 IFVENDOR,THREE  688-94-4-022-0007    OBL  IFVENDOR,ONE
This is where the "Description" goes.
      2  022 IFVENDOR,THREE  688-94-4-022-0006    OBL
      3  022 IFVENDOR,THREE  688-94-4-022-0005    OBL
      4  022 IFVENDOR,THREE  688-94-4-022-0004    OBL  IFVENDOR,EIGHT
      5  022 IFVENDOR,THREE  688-94-4-022-0003

```

Press <RETURN> to see more, '^' to exit this list, OR  
 CHOOSE 1-5: 5 688-94-4-022-0003

### 9.4.3.3 Print Last Page

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

**Figure 9-60 – Print Last Page**

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

### 9.4.3.4 Interpreting the Request Form

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

**Figure 9-61 – Interpreting the Request Form**

```

PRIORITY: STANDARD
JUN 29,1994@14:55:47          WER1234
-----
                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-----
TO: A&MM Officer           Requesting Office
                           SUPPLY (90)
-----
Action Requested           Date Prepared           Date Required
  Delivery                 JUN 29,1994           JUL 1,1994
-----
ITEM NO.                   DESCRIPTION                QUANTITY  UNIT  ESTIMATED
OR STOCK NO.                TOTAL COST: $449.00
BR-549          ***NO DESCRIPTION***                1          449.0000
                2 CELERY-FRESH-STALK                LB          1.0000
-----
                WER1234
-----
                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-----
VENDOR INFORMATION:
VENDOR: IFVENDOR1,TEN           CONTACT: IFVENDOR,TEN
        123 ANY MAIN STREET           PHONE: 800-555-5555
        ERIE,PA 10099
-----
Ref. Voucher Number:
    
```

```

      DELIVER TO: Bldg. 1, Office of the Bursar
-----
JUSTIFICATION OF NEED OR TURN-IN
I need it!
-----
Signature of Initiator                Signature of Approving Official Date
IFUSER3,SIX
-----
                                WER1234
-----
                                REQUEST, TURN-IN, AND RECEIPT FOR PROPERTY OR SERVICES
-----
Appropriation and Accounting Symbols
503-3640160.001.01-112-802700-0
-----
Press return to continue:
Enter information for another report or an uparrow to return to the menu.
Select CONTROL POINT: 022 IFVENDOR,THREE// ^

```

## 9.4.4 Change Existing Transaction Number

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

### 9.4.4.1 Setup Parameters

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

#### Figure 9-62 – Setup Parameters

```

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

Select the existing transaction number to be replaced
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR,THREE (CONTROL POINT)

      1  022 IFVENDOR,THREE  688-94-4-022-0008  OBL  IFVENDOR,TWO
      2  022 IFVENDOR,THREE  688-94-4-022-0007  OBL  IFVENDOR,ONE
This is where the "Description" goes.
      3  022 IFVENDOR,THREE  688-94-4-022-0006  OBL
      4  022 IFVENDOR,THREE  688-94-4-022-0005  OBL
      5  022 IFVENDOR,THREE  688-94-4-022-0004  OBL  IFVENDOR,EIGHT

```

```
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 2 688-94-4-022-0007 OBL IFVENDOR,ONE
```

### 9.4.4.2 Edit Data

IFCAP will let you review the request and change the Station number, fiscal year, fiscal quarter, and Control Point. IFCAP will change the transaction number and show you the new transaction number. IFCAP will give you another chance to edit the request, and show the current Control Point balance, the estimated cost of the request, and the total uncommitted balance from current and prior quarters. IFCAP will ask if you want to forward the transaction to the Control Point Official for approval. You can change another transaction number by answering Yes at the Would you like to replace another transaction number? prompt, or press <Enter> to return to the Process a Request Menu.

**Figure 9-63 – Edit Data**

```
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 IFVENDOR,THREE//
Old transaction 688-94-4-022-0007 is now cancelled.

Transaction '688-94-4-022-0007' has been replaced by transaction 688-94-4-022-00
09

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

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

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:
```

## 9.4.5 Cancel Transaction with Permanent Number

### 9.4.5.1 Setup Parameters

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



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



**Figure 9-64 – Setup Parameters**

```
Select Process a Request Menu Option: Cancel Transaction with Permanent Number
Select STATION NUMBER: 688           WASHINGTON,DC
Select CONTROL POINT: 022 IFVENDOR,THREE
Select TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR,THREE (CONTROL POINT) Select STATION
NUMBER: 688           WASHINGTON,DC
Select CONTROL POINT: 022 IFVENDOR,THREE
Select TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR,THREE (CONTROL POINT)
 1  022 IFVENDOR,THREE 688-94-4-022-0007  CANC
Transaction no. 688-94-4-022-0007 was replaced by trans. no. 688-94-4-022-0009

 2  022 IFVENDOR,THREE 688-94-4-022-0008  OBL  IFVENDOR,TWO
 3  022 IFVENDOR,THREE 688-94-4-022-0009  OBL  IFVENDOR,ONE
This is where the "Description" goes.
 4  022 IFVENDOR,THREE 688-94-4-022-0006  OBL
 5  022 IFVENDOR,THREE 688-94-4-022-0005  OBL
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1 688-94-4-022-0007
```

### 9.4.5.2 Cancel the Transaction

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

**Figure 9-65 – Cancel the Transaction**

```
Cancel this transaction? No// Y (Yes)
Enter comments for this cancellation
```

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

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

Select Process a Request Menu Option:
```

## 9.4.6 Options in the Requestor's Menu

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

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

## 9.4.7 Options in the Repetitive Item List Menu

### 9.4.7.1 New Repetitive Item List (Enter)

#### 9.4.7.1.1 Menu Path

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

**Figure 9-66 – Menu Path**

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

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

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

#### 9.4.7.1.2 Setup Parameters

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

**Figure 9-67 – Setup Parameters**

```
Select STATION NUMBER: 688                WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE
      ...OK? Yes//    (Yes)
Select COST CENTER: ??
      844100          844100 Supply
Select COST CENTER: 844100 Supply
```

#### 9.4.7.1.3 Select Item

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

**Figure 9-68 – Select Item**

```
Select ITEM: ???
      This is a pointer to an item in the Item file, #441. This file is
      composed of items specified by Supply Service as being purchased
      repetitively. This file maintains a full description of the item,
      related stock numbers, vendors, contract numbers, and a procurement
      history.
CHOOSE FROM:
1      BANDAGE-CAST-6INX5YD
2      CAP-SAFETY-BOTTLE-50S
3      PLASMA-USP 5%
4      TOMATOES CANNED
5      SUGAR
6      CEREAL-SHREDDED-WHEAT-BISQUIT
7      DIETARY SUPPLEMENT
8      PROMETHAZINE INJ 25MG 1ML
9      BATTERY-RECHARGEABLE-9 VOLT
10     PHENYTON SODIUM CAPS 100MG
11     TUBE,TRACH,STERILE,9MM ID
12     SUGAR-REFINED
```

```

13      THEOPHYLLINE-TABS-200MG
14      CEREAL-WHEAT
15      LITHIUM-CAP-300MG-100S-UD
16      ENEMA-ADMINISTRATION-SET-DISP
17      NEOSTIGMINE-METHYSULFATE-INJECTION.
18      BEANS, PINTO, CANNED, #10
19      EGGNOG
20      CORN-CANNED-#10
21      TOWEL-PAPER-140SQIN
Select ITEM: 20          CORN-CANNED-#10
    
```

#### 9.4.7.1.4 Item Information

After you select an item, IFCAP will display the unit of sale the vendor uses to sell the item and whether or not you have to buy the item in specific multiples. In the example below, the unit is per can, but the item must be ordered in multiples of six, so you would enter a multiple of six at the QUANTITY: prompt. At the Select ITEM: prompt, you may add another repetitive item, or press <Enter> to stop adding items. IFCAP will determine the cost of the items. At the Would You Like To Create Another Repetitive Item List Entry? prompt, answer Y to add another item or N to return to the Repetitive Item List Menu.

**Figure 9-69 – Item Information**

```

This item has a mandatory source (vendor) of IFVENDOR,EIGHT
NOTE: This item must be ordered in multiples of 6
NOTE: This item has a packaging multiple/unit of purchase of 1/CAN
  QUANTITY: 12
Select ITEM:
Let me total the cost for this Repetitive Item List entry (#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)
  New Repetitive Item List (Enter)
  Edit Repetitive Item List Entry
  Delete Repetitive Item List Entry
  Print/Display Repetitive Item List Entry
  Generate Requests From Repetitive Item List Entry

Select Repetitive Item List Menu Option:
    
```

#### 9.4.7.2 Edit Repetitive Item List Entry

##### 9.4.7.2.1 Menu Path

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

**Figure 9-70 – Menu Path**

```

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



```

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

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

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

```

#### 9.4.7.2.2 Select Repetitive Item List (RIL)

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

**Figure 9-71 – Select RIL**

```

Select REPETITIVE ITEM LIST #: ???

CHOOSE FROM:
  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: 1TOTAL C
OST:    48.00
  2  632500  503-94-1-073-632500-0001      10-20-93  # OF ITEMS: 1TOTAL C
OST:    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-SHREDDDED-WHEAT-BISQUIT

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

```

#### 9.4.7.2.3 Edit Item

You can change the item again if you like. Enter a QUANTITY. You can add another item at the Select ITEM: prompt, or press <Enter> if you are through adding items. IFCAP will list the cost for the items on the list. To return to the Repetitive Item

List Menu, press <Enter> at the Would you like to edit another repetitive item list entry? prompt.

**Figure 9-72 – Edit Item**

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

Answer with VENDOR
Choose from:
  IFVENDOR,FOUR          U/P: EA          PH:800 555-5555 NO: 65
ORD ADD:500 PINNACLE COURT FMS:IFCAPVEDOR,FOUR
  NORCROSS, GA 30071      CODE:93086713304 FAX:

  IFVENDOR,FIVE          U/P: EA          PH:800 555-5555 NO: 268
ORD ADD:HOPSON ROAD AT LEADBETTER FMS:IFVENDOR,SIX
  RICHMOND, VA 23227-0424 CODE:54061902001 FAX:

  IFVENDOR,SEVEN         U/P: EA          PH:703 555-5555 NO: 281
ORD ADD:19 FRANKLIN ROAD FMS:IFVENDOR,SEVEN
  ROANOKE, VA 24011      CODE:540131232 FAX:
  VENDOR: IFVENDOR,FOUR  PH:800 555-5555 NO: 65
ORD ADD:500 PINNACLE COURT FMS:IFVENDOR,FOUR
  NORCROSS, GA 30071      CODE:93086713304 FAX:

  ...OK? Yes// (Yes)
  U/P: EA
NOTE: This item has a packaging multiple/unit of purchase of 12/EACH
QUANTITY: 12
Select ITEM:
Let me total the cost for this Repetitive Item List entry (#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:
```

### 9.4.7.3 Print/Display Repetitive Item List Entry

#### 9.4.7.3.1 Menu Path

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

**Figure 9-73 – Menu Path**

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

```

Vendor Display
Outstanding Approved Requests Report

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

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

**9.4.7.3.2 Enter RIL Number**

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

**Figure 9-74 – Enter RIL Number**

```

Select REPETITIVE ITEM LIST #: ???
CHOOSE FROM:
  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 #: 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//
    
```

**9.4.7.3.3 Item Listing**

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

**Figure 9-75 – Enter RIL Number**

```

REPETITIVE ITEM LIST #: 503-94-1-073-632500-0001DATE: JUL 8,1994@16:42:39 PAGE 1
ITEM NO.      SHORT DESCRIPTION                      QUANTITY  UNIT COST  U/P
-----
VENDOR: IFVENDOR,EIGHT
65            LIGHT BULBS                                48        1.00      EA
TOTAL # OF ITEMS:    1  TOTAL COST:    48.00
-----
    
```

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

### 9.4.7.4 Generate Requests from Repetitive Item List Entry

#### 9.4.7.4.1 Menu Path

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

**Figure 9-76 – Menu Path**

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

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

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

#### 9.4.7.4.2 Enter RIL

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

**Figure 9-77 – Enter RIL**

```
This option generates requests with permanent transaction numbers from
entries in the repetitive item list file.
Are you sure you are ready to proceed? NO// Y (YES)
Select REPETITIVE ITEM LIST ENTRY NUMBER: ???
CHOOSE FROM:
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
```

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

#### 9.4.7.4.3 Generate Request

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

**Figure 9-78 – Generate Request**

```
You may use either the current quarter or the repetitive item
list quarter to generate requests.
Use repetitive item list quarter? Yes// (Yes)
DEVICE: HOME// LAT RIGHT MARGIN: 80//
GENERATE REQUESTS FROM REPETITIVE ITEM LIST FILEDATE: JUL 8,1994@16:43
Requests Generated From Repetitive Item List Entry # 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 IFVENDOR,EIGHT
Now entering items for this request.
Do you wish to edit this request? No// (No)
```

#### 9.4.7.4.4 Display

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

**Figure 9-79 – Display**

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

Finished building request.
This request contains 3 items. The total cost for this request is $177.00
-----
Total no. of requests generated: 1 Total no. of items (all requests): 3
Total committed (estimated) cost (all requests) : $177.00
Do you wish to re-use this list ? No// (No)

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

Select Repetitive Item List Menu Option:
```

### 9.4.7.5 Delete Repetitive Item List Entry

#### 9.4.7.5.1 Menu Path

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

**Figure 9-80 – Menu Path**

```

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

Select Process a Request Menu Option: Repetitive Item List Menu

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

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

#### 9.4.7.5.2 Enter RIL

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

**Figure 9-81 – Enter RIL**

```

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

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

### 9.4.7.5.3 Delete Item List

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

**Figure 9-82 – Delete Item List**

```
Are you sure you want to delete this Repetitive Item List entry? No// Y (Yes)
Okay.....It's deleted.
Would you like to delete another Repetitive Item List entry? No// (No)
    New Repetitive Item List (Enter)
    Edit Repetitive Item List Entry
    Delete Repetitive Item List Entry
    Print/Display Repetitive Item List Entry
    Generate Requests From Repetitive Item List Entry

Select Repetitive Item List Menu Option:
```

## 9.4.8 Copy a Transaction

### 9.4.8.1 Menu Path

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

**Figure 9-83 – Menu Path**

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

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

### 9.4.8.2 Setup Parameters

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

**Figure 9-84 – Setup Parameters**

```
Select STATION NUMBER: 688 WASHINGTON,DC
Select CONTROL POINT: 022 IFVENDOR,THREE
```

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

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

Attempting lookup using 022 IFVENDOR,THREE (CONTROL POINT)

  1  022 IFVENDOR,THREE 688-94-4-022-0010 OBL IFVENDOR,EIGHT CORN-CANNED-#10
  2  022 IFVENDOR,THREE 688-94-4-022-0007 CANC
Transaction no. 688-94-4-022-0007 was replaced by trans. no. 688-94-4-022-0009
  3  022 IFVENDOR,THREE 688-94-4-022-0008 OBL IFVENDOR,TWO
  4  022 IFVENDOR,THREE 688-94-4-022-0009 OBL IFVENDOR,ONE
This is where the "Description" goes.
  5  022 IFVENDOR,THREE 688-94-4-022-0006 OBL

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1 688-94-4-022-0010
```

### 9.4.8.3 Review Request

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

#### Figure 9-85 – Review Request

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

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

Select STATION NUMBER: 688// WASHINGTON,DC
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE//
```

### 9.4.8.4 Assign Transaction Number

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

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

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



**Figure 9-86 – Assign Transaction Number**

```

This transaction is assigned transaction number: 688-94-4-022-0011

The form type for this request is: ISSUE BOOK/INTERVAL ISSUE//
Transaction data is being copied...
Issue Book Requests will automatically be ordered from
IFVENDOR,EIGHT

INTERVAL ISSUE?:
CLASSIFICATION OF REQUEST:
SORT GROUP:
DATE OF REQUEST: TODAY// (JUL 08, 1994)
REQUESTOR: IFUSER2,THREE
REQUESTING SERVICE:
DATE REQUIRED: T+3 (JUL 11, 1994)
PRIORITY OF REQUEST: ST// STANDARD

```

### 9.4.8.5 Special Remarks

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

Enter a `COST CENTER`. Using Cost Centers allow Fiscal staff to create total expense records for a section or service.

At the `Select Line Item Number:` prompt, enter "1" for the first item on the request.

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

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

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

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

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

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

category of purchases that you can define. This allows you to group similar purchases together.

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

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

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

**Figure 9-87 – Special Remarks**

```

SPECIAL REMARKS:
 1>
COST CENTER: 844100 Supply//
Select LINE ITEM NUMBER: 1//
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.: 20//
  QUANTITY: 12//
  BOC: 2610 Provisions//
  INTERMEDIATE PRODUCT CODE:
Select LINE ITEM NUMBER:
COMMITTED (ESTIMATED) COST: 30//
DATE COMMITTED:
                                                    TRANSACTION BEG BAL: 30.00

Select SUB-CONTROL POINT:
DELIVER TO/LOCATION: Bldg. 20
JUSTIFICATION:
 1>
ORIGINATOR OF 2237: IFUSER2,THREE
COMMENTS:
 1>
Would you like to review this request? Yes// (Yes)
Current Control Point balance: $0.00
Estimated cost of this request: $30.00
Total uncommitted balance from current and prior quarters: $4734.20
Is this request ready for approval? No// (No)

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:
    
```

## 9.4.9 Item Display

### 9.4.9.1 Menu Path

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

**Figure 9-88 – Menu Path**

```

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

Select Process a Request Menu Option: Item Display

```

### 9.4.9.2 Enter Item Number

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

**Figure 9-89 – Enter Item Number**

```

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

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

```

### 9.4.9.3 Item Information

IFCAP will display a 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 <Enter> to return to the Process a Request Menu.

**Figure 9-90 – Item Information**

```

FSC: 8940
LAST VENDOR ORDERED: IFVENDOR,NINE
NSN: 8940-00-851-7063          MANDATORY SOURCE: IFVENDOR,EIGHT
DATE ITEM CREATED: JAN 25, 1993  BOC: 2610 Provisions
CREATED BY: IFUSER2,EIGHT      INC: 02183
DESCRIPTION:  TOMATOES CANNED WHOLE OR LARGE PIECES DIETETIC NO. 303
VENDOR: IFVENDOR,EIGHT        UNIT COST: 1.888
DATE OF UNIT PRICE: JAN 25, 1993  UNIT OF PURCHASE: CS
PACKAGING MULTIPLE: 6          MAXIMUM ORDER QTY: 6
UNIT CONVERSION FACTOR: 3      REQUIRED ORDER MULTIPLE: 6
VENDOR: IFVENDOR,NINE        UNIT COST: 1.01
DATE OF UNIT PRICE: DEC  2, 1993  UNIT OF PURCHASE: CN
PACKAGING MULTIPLE: 1          UNIT CONVERSION FACTOR: 1
VENDOR: IFVENDOR,TEN        UNIT COST: 1.889
DATE OF UNIT PRICE: JAN 25, 1993  UNIT OF PURCHASE: CN
PACKAGING MULTIPLE: 6          MAXIMUM ORDER QTY: 6
UNIT CONVERSION FACTOR: 1      REQUIRED ORDER MULTIPLE: 6
MINIMUM ORDER QTY: 1
VENDOR: **IFVENDOR1,ONE      UNIT COST: .89
DATE OF UNIT PRICE: MAR  9, 1993  UNIT OF PURCHASE: CN
PACKAGING MULTIPLE: 1
NSN VERIFIED: DEC  2, 1993      FOOD GROUP: Fruits, Vegetables
SKU: CN
FCP: 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
Enter RETURN to continue or '^' to exit:
Select ITEM MASTER NUMBER:
    New 2237 (Service) Request
    Edit a 2237 (Service)
    Copy a Transaction
    1358 Request Menu ...
    Print/Display Request Form
    Change Existing Transaction Number
    Repetitive Item List Menu ...
    Cancel Transaction with Permanent Number
    Requestor's Menu ...
    Item Display
    Vendor Display
    Outstanding Approved Requests Report

Select Process a Request Menu Option:
    
```

## 9.4.10 Vendor Display

### 9.4.10.1 Menu Path

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

**Figure 9-91 – Menu Path**

```

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

Select Process a Request Menu Option: Vendor Display

```

### 9.4.10.2 Enter Vendor

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

**Figure 9-92 – Enter Vendor**

```

Select VENDOR NAME: IFVENDOR,TWO          000-456-7890 NO. 741
SPECIAL FACTORS:
ORDERING ADDRESS: 6877 MAIN ST
                  GREENBELT, AK 11888
...OK? Yes// (Yes)
DEVICE: LAT RIGHT MARGIN: 80//

```

### 9.4.10.3 Vendor Information

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

**Figure 9-93 – Vendor Information**

```

VENDOR LIST                                JUL  8,1994 16:52  PAGE 1
-----
NUMBER: 741                                NAME: IFVENDOR,TWO
ORDERING ADDRESS1: 6877 MAIN ST             ORDERING CITY: GREENBELT
ORDERING STATE: ALASKA                     ORDERING ZIP CODE: 11888
VA P&C contact number: 000-555-5555
SOCIOECONOMIC GROUP (FPDS): OO NONE OF THE ABOVE
BUSINESS TYPE (FPDS): SMALL                IS A SF129 ON FILE?: NOT APPLICABLE
FMS VENDOR CODE: 000222444                 TAX ID/SSN: 000222444
SSN/TAX ID INDICATOR: SOCIAL SECURITY NUMBER
PAYMENT HOLD INDICATOR: NO                 1099 VENDOR INDICATOR: YES

```

## Chapter 9. Supplemental Control Point Official Options

```
PENDING FLAG: CONFIRMATION OF APPROVAL
CENTRAL REMIT: NO                                VENDOR TYPE: COMMERCIAL
MTI ACTION: CHANGE
CONTRACT NUMBER: 2432424                        EXPIRATION DATE: AUG 4, 1994
BEGINING DATE: APR 16, 1994
PAYMENT NO.: 409-555-5555                       PAYMENT ADDRESS1: 1453 KINWOOD LANE
PAYMENT ADDRESS2: SUITE 100                     PAYMENT CITY: BALTIMORE
PAYMENT STATE: MARYLAND                         PAYMENT ZIP CODE: 21210\
DATE VENDOR CREATED: JUL 1, 1994               CREATED BY: POSTMASTER
Select VENDOR NAME:
    New 2237 (Service) Request
    Edit a 2237 (Service)
    Copy a Transaction
    1358 Request Menu ...
    Print/Display Request Form
    Change Existing Transaction Number
    Repetitive Item List Menu ...
    Cancel Transaction with Permanent Number
    Requestor's Menu ...
    Item Display
    Vendor Display
    Outstanding Approved Requests Report
Select Process a Request Menu Option:
```

### 9.4.11 Options in the 1358 Request Menu

#### 9.4.11.1 New 1358 Request

##### 9.4.11.1.1 Menu Path

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

##### Figure 9-94 – Menu Path

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

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

### 9.4.11.1.2 Setup Parameters

Enter a STATION NUMBER, FISCAL YEAR and FISCAL QUARTER. IFCAP will assign a Transaction number to your request. Write this number down; you will need it to determine the status of your request.

**Figure 9-95 – Setup Parameters**

```
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
Select CONTROL POINT: 1
      ...OK? Yes//   (Yes)

This transaction is assigned Transaction number: 688-94-3-101-0049
```

### 9.4.11.1.3 Classification and Sort Groups

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

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

**Figure 9-96 – Classification and Sort Groups**

```
CLASSIFICATION OF REQUEST: ???
  This Classification of Request field allows you
  to classify and/or categorize all transactions
  (requests) for supplies, services, etc.
  This is the previous 'Type of Request' field.
CHOOSE FROM: ???
  This is the name used to identify the type of request. File #410.2
  is pointed to by the Classification of Request field (#8) of the
  Control Point Activity file, #410.
CLASSIFICATION OF REQUEST:

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

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

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

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

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

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

#### 9.4.11.1.4 Requestor and Cost Information

At the REQUESTOR: prompt, enter your name. Press <Enter> at the Date of Request: prompt.

At the DATE COMMITTED: prompt, enter the date that you want to commit funds to your request.

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

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

#### Figure 9-97 – Requestor and Cost Information

```
REQUESTOR: IFUSER2,THREE
DATE OF REQUEST: TODAY// (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
```

#### 9.4.11.1.5 Budget Object Code

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

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

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

#### Figure 9-98 – Budget Object Code

```
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 BOC
Do you want the entire 62-Entry BOC 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
TRANSACTION BEG BAL: 414.00

Select SUB-CONTROL POINT:
    
```

**9.4.11.1.6 Enter Vendor**

At the Do you want to enter a vendor for this 1358 request? prompt, IFCAP is asking you if you want to enter a vendor for the request. You may or may not, depending on whether there is a single vendor or multiple vendors for the service. If there is only one vendor, enter the vendor name at the prompt. If there are multiple vendors, leave this field blank. You can assign a vendor that's already in IFCAP, or create a new vendor for this order.

At the VENDOR CONTRACT NUMBER: prompt, enter the contract number for the order. As shown below, you may enter three question marks (???) to see a list of numbers.

**Figure 9-99 – Enter Vendor**

```

Do you want to enter a vendor for this 1358 request? NO// Y (YES)
VENDOR: IFVENDOR1,TWO 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/BOA 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
    
```

#### 9.4.11.1.7 Enter Vendor Address, Contact Information and Purpose

At the appropriate VENDOR prompts, enter the vendor address and contact information. Explain the PURPOSE of the order. Add COMMENTS if you like. You can enter another 1358 request if you like, or press <Enter> to return to the 1358 Request Menu.

**Figure 9-100 – Enter Vendor Address, Contact Information and Purpose**

```
VENDOR ADDRESS1: 4 HIGH ST//
VENDOR ADDRESS2:
VENDOR CITY: AUSTIN//
VENDOR STATE: TEXAS//
VENDOR ZIP CODE: 75434//
VENDOR CONTACT: IFUSER2,NINE//
VENDOR PHONE NO.: 512-555-5555//
PURPOSE:
  1>Audiovisual equipment rental
  2>
EDIT Option:
ORIGINATOR OF REQUEST: IFUSER2,TWO
COMMENTS:
  1>
Would you like to review this request? No// N (No)
Current Control Point balance: $0.00
Estimated cost of this request: $441.00
Is this request ready for approval? Yes// (Yes)
Is this request ready for transmission to A&MM/Fiscal? No// (No)
Do you want to enter another NEW request? NO//

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

Select 1358 Request Menu Option:
```

#### 9.4.11.2 Increase/Decrease Adjustment

##### 9.4.11.2.1 Menu Path

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

**Figure 9-101 – Menu Path**

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

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

```

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

```

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

#### 9.4.11.2.2 Setup Parameters

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

#### Figure 9-102 – Setup Parameters

```

Select STATION NUMBER: 503           ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE
      ...OK? Yes// (Yes)
Select OBLIGATION NUMBER: ???

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

Select OBLIGATION NUMBER: C30032  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

```

#### 9.4.11.2.3 Classification and Sort Groups

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

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

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

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

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

At the ADJUSTMENT \$ AMOUNT: prompt, enter the amount by which you want to adjust the obligation. Type a minus symbol in front of the amount to *add* money to the obligation. Type the number without any symbols to *subtract* money from the obligation.

**Figure 9-103 – Classification and Sort Groups**

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

#### 9.4.11.2.4 Budget Object Code

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

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

Enter the amount of the item you want to attribute to the budget object code at the BOC1 Amount: prompt.

At the Select SUB-CONTROL POINT: prompt, you may enter a sub-control point if you like in order to associate this purchase with a category of purchases that *you* define. This allows you to group similar purchases together.

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

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

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

**Figure 9-104 – Budget Object Code**

```
BOC1: 2660 Operating Supplies and Ma Replace
BOC1 $ AMOUNT: 400// $ 400.00
TRANSACTION BEG BAL: 400.00

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

```

Estimated cost of this request: $400.00

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

Select 1358 Request Menu Option:
    
```

### 9.4.11.3 Edit 1358 Request

#### 9.4.11.3.1 Menu Path

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

**Figure 9-105 – Menu Path**

```

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

Select Process a Request Menu Option: 1358 Request Menu

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

#### 9.4.11.3.2 Setup Parameters

Enter a STATION NUMBER and a CONTROL POINT.

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

**Figure 9-106 – Setup Parameters**

```
Select STATION NUMBER:
Select CONTROL POINT: 022 IFVENDOR,THREE
    ...OK? Yes// (Yes)
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???

Attempting lookup in transaction file.

Attempting lookup using 022 IFVENDOR,THREE (CONTROL POINT)

    1  022 IFVENDOR,THREE 503-94-4-022-0007 ADJ C30032
    2  022 IFVENDOR,THREE 503-94-1-022-0002 ADJ C30101
    3  022 IFVENDOR,THREE 503-94-1-022-0001 OBL C30101
    4  022 IFVENDOR,THREE 503-93-4-022-0016 OBL
    5  022 IFVENDOR,THREE 503-93-4-022-0015 OBL
CHOOSE 1-5: 2 503-94-1-022-0002
```

**9.4.11.3.3 Classification and Sort Groups**

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

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

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

Add `COMMENTS` if you like.

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

**Figure 9-107 – Classification and Sort Groups**

```
CLASSIFICATION OF REQUEST:
SORT GROUP:
REQUESTOR: IFUSER2,THREE
DATE OF REQUEST: JUN 29, 1994//
DATE COMMITTED: JUN 1,1994//
COMMITTED (ESTIMATED) COST: 441//
COST CENTER: 844100 Supply//
BOC1: 1095 Employee Salary Continuation
TRANSACTION BEG BAL: 414.00

Select SUB-CONTROL POINT:
VENDOR: IFVENDOR1,TWO//
VENDOR CONTRACT NUMBER: TK-987433-94//
PURPOSE:
  1>
ORIGINATOR OF REQUEST: IFUSER2,TWO//
```

```

COMMENTS:
1>
Would you like to review this request? No// (No)
Current Control Point balance: $0.00
Estimated cost of this request: $441.00
Is this request ready for approval? Yes// (Yes)
Is this request ready for transmission to A&MM/Fiscal? No// (No)
Do you want to edit another request? NO//
    New 1358 Request
    Increase/Decrease Adjustment
    Edit 1358 Request
    Create/Edit Authorization
    Daily Activity Enter/Edit
    Display 1358 Balance
    List 1358's with Open Authorizations
    Print 1358
    Print Obligated 1358s
    Recalculate 1358 Balance

Select 1358 Request Menu Option:

```

#### 9.4.11.4 Create/Edit Authorization

##### 9.4.11.4.1 Menu Path

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

##### Figure 9-108 – Menu Path

```

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

Select Process a Request Menu Option: 1358 Request Menu

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

Select 1358 Request Menu Option: Create/Edit Authorization

```

##### 9.4.11.4.2 Setup Parameters

Enter a STATION NUMBER and a CONTROL POINT.

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

**Figure 9-109 – Setup Parameters**

```

Select STATION NUMBER: 503           ALTOONA, PA
Select CONTROL POINT: 022 IFVENDOR,THREE
Select OBLIGATION NUMBER: ?
  Answer with CONTROL POINT ACTIVITY PURCHASE ORDER/OBLIGATION NO
  Do you want the entire CONTROL POINT ACTIVITY LIST? Y (Yes)
Choose from:
C30032           OBL           C30032
C30033           OBL           C30033
C30034           OBL           C30034
C30035           OBL           C30035
C30036           OBL           C30036
C30037           OBL           C30037
C30093           OBL           C30093
C30097           OBL           C30097
C30100           OBL           C30100
C30101           OBL           C30101

Select OBLIGATION NUMBER: C30033 503-93-2-022-0002 OBL C30033
Would you like to EDIT or CREATE an Authorization: CREATE
    
```

**9.4.11.4.3 Display Balances**

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

- The fiscal balance is the dollar amount Fiscal Service shows is still available to the Control Point after Fiscal Service has obligated the entry. The fiscal balance is what the Accounting Technician will read to determine if the Control Point has sufficient funds to meet the obligation.
- The service balance is what you have committed, the dollar amount left in the Control Point minus the non-obligated committed funds.

At the REFERENCE : prompt, enter the recipient of the funds and any additional information that would aid in the processing of this transaction (e.g., patient name, patient Social Security Number, or Vendor).

Add COMMENTS if you like.

At the Would You Like To Edit Or Create An Authorization: prompt, enter “E” to edit an authorization; “C” to create an authorization; or press <Enter> to return to the 1358 Request Menu.

**Figure 9-110 – Display Balances**

```

This entry has been assigned transaction number: 0003.
Obligation amount: $    500.00           Fiscal balance: $    500.00
  Service balance: $    500.00
AUTHORIZATION AMOUNT: (.01-999999999.99): 200
REFERENCE:
COMMENTS:
    
```



```

Would you like to EDIT or CREATE an Authorization: N
If you want to EDIT an existing authorization type 'E'
If you want to CREATE a NEW authorization type 'C'
OR press <RETURN>

```

```

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

```

```

Select 1358 Request Menu Option:

```

### 9.4.11.5 Daily Activity Enter/Edit

#### 9.4.11.5.1 Menu Path

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

#### Figure 9-111 – Menu Path

```

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

Select Process a Request Menu Option: 1358 Request Menu

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

Select 1358 Request Menu Option: Daily Activity Enter/Edit

```

#### 9.4.11.5.2 Setup Parameters

Enter a STATION NUMBER and a CONTROL POINT.

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

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

**Figure 9-112 – Setup Parameters**

```
Select STATION NUMBER: 503           ALTOONA, PA
Select CONTROL POINT: 022 IFVENDOR,THREE
Select OBLIGATION NUMBER: ???
CHOOSE FROM:
C30032           OBL           C30032
C30033           OBL           C30033
C30034           OBL           C30034
C30035           OBL           C30035
C30036           OBL           C30036
C30037           OBL           C30037
C30093           OBL           C30093
C30097           OBL           C30097
C30100           OBL           C30100
C30101           OBL           C30101

Select OBLIGATION NUMBER: C30033  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
```

#### 9.4.11.5.3 Enter Authorization

Enter an AUTHORIZATION (this is a unique number that IFCAP uses to record individual charges against a 1358). If you do not know the authorization, enter three question marks (???) to have IFCAP list the available authorizations.

IFCAP will list the amount of the authorization and the current balance of the authorization. IFCAP will also list any daily records of transactions posted against the authorization.



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



IFCAP will assign a number to the daily activity entry.

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

At the `Daily Activity Amount:` prompt, enter the amount of the activity. Do not exceed the authorization balance.

You may enter a `VENDOR INVOICE NUMBER`, a `REFERENCE`, and a `DESCRIPTION` if you like.

If the amount of the daily activity that you create is equal to the authorization balance, IFCAP will ask you to confirm that you want to clear the balance on the authorization and mark it as complete. IFCAP will then return to the 1358 Request Menu.

**Figure 9-113 – Enter Authorization and Display**

```
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:
```

#### 9.4.11.6 Recalculate 1358 Balance

##### 9.4.11.6.1 Menu Path

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

**Figure 9-114 – Menu Path**

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

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

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

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

**9.4.11.6.2 Setup Parameters and Display**

Enter a STATION NUMBER and a CONTROL POINT.

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

Once you enter an obligation number, IFCAP will list the Fund Control Point that funds it and the current balance, and will return to the 1358 Request Menu.

**Figure 9-115 – Setup Parameters and Display**

```
Select STATION NUMBER: 503           ALTOONA, PA
Select CONTROL POINT: 022 IFVENDOR,THREE
Select OBLIGATION NUMBER: ???
  CHOOSE FROM:
  99999681      688-C45008  -- 1358  Obligated - 1358           FCP: 102  $
100.00
  99999696      688-C45007  -- 1358  Obligated - 1358           FCP: 102  $
1000.00
  99999710      688-C45006  -- 1358  Obligated - 1358           FCP: 101  $
10000.00
  99999720      688-C45901  -- 1358  Obligated - 1358           FCP: 102  $
10000.00
  99999730      688-C45005  -- 1358  Obligated - 1358           FCP: 101  $
25000.00
  99999731      688-C45004  -- 1358  Obligated - 1358           FCP: 103  $
100000.00
  99999732      688-C45003  -- 1358  Obligated - 1358           FCP: 201  $
13500.00
  99999736      688-C45002  -- 1358  Obligated - 1358           FCP: 9988 $
100000.00
  99999762      688-C45001  -- 1358  Obligated - 1358           FCP: 101  $
10000.00
  99999773      688-C00001  -- 1358  Obligated - 1358           FCP: 102  $
25000.00
  99999802      503-C40003  -- 1358  Obligated - 1358           FCP: 019  $
200.00

Select OBLIGATION NUMBER: 99999696 688-C45007  -- 1358  Obligated - 1358

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

### 9.4.11.7 Display 1358 Balance

#### 9.4.11.7.1 Menu Path

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

**Figure 9-116 – Menu Path**

```

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

Select Process a Request Menu Option: 1358 Request Menu

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

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

#### 9.4.11.7.2 Setup Parameters and Display

Enter a STATION NUMBER and a CONTROL POINT.

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

Once you enter an obligation number, IFCAP will list the Fund Control Point that funds it and the current balance, and will return to the 1358 Request Menu.

**Figure 9-117 – Setup Parameters and Display**

```

Select STATION NUMBER: 503           ALTOONA, PA
Select CONTROL POINT: 022 IFVENDOR,THREE
Select OBLIGATION NUMBER: ???
CHOOSE FROM:
  99999681      688-C45008  -- 1358  Obligated - 1358      FCP: 102  $
100.00
  99999696      688-C45007  -- 1358  Obligated - 1358      FCP: 102  $
1000.00
  99999710      688-C45006  -- 1358  Obligated - 1358      FCP: 101  $
10000.00
  99999720      688-C45901  -- 1358  Obligated - 1358      FCP: 102  $
10000.00
  99999730      688-C45005  -- 1358  Obligated - 1358      FCP: 101  $
25000.00
    
```

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```

 9999731      688-C45004  -- 1358  Obligated - 1358          FCP: 103    $
100000.00
 9999732      688-C45003  -- 1358  Obligated - 1358          FCP: 201    $
13500.00
 9999736      688-C45002  -- 1358  Obligated - 1358          FCP: 9988   $
100000.00
 9999762      688-C45001  -- 1358  Obligated - 1358          FCP: 101    $
10000.00
 9999773      688-C00001  -- 1358  Obligated - 1358          FCP: 102    $
25000.00
 9999802      503-C40003  -- 1358  Obligated - 1358          FCP: 019    $
200.00

Select OBLIGATION NUMBER: 99999696 688-C45007  -- 1358  Obligated - 1358

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

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

AUTHORIZATION BALANCE(S):

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

AUTHORIZATION TOTAL: $      1000.00

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

Select 1358 Request Menu Option:
```

### 9.4.11.8 List 1358's with Open Authorizations

#### 9.4.11.8.1 Menu Path

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

#### Figure 9-118 – Menu Path

```

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

Select Process a Request Menu Option: 1358 Request Menu

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

```

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

```

Select 1358 Request Menu Option: List 1358's with Open Authorizations

#### 9.4.11.8.2 Setup Parameters and Display

Enter a STATION NUMBER, FISCAL YEAR and FISCAL QUARTER.

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

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

**Figure 9-119 – Setup Parameters and Display**

```

Select STATION NUMBER: 503          ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE
DEVICE:  LAT      RIGHT MARGIN: 80//
OPEN 1358 DAILY RECORDS                JUL  8,1994  17:29  PAGE 1

```

AUTHORIZATION #	AUTHORIZATION	BALANCE	REFERENCE
503-C30032-0002	IFVENDOR1,SIX	0.00	
503-C30032-0003	IFVENDOR1,SEVEN	500.00	
503-C30034-0002	IFVENDOR1,SIX	0.00	
503-C30035-0002	IFVENDOR1,SIX	25.00	
503-C30036-0002	IFVENDOR1,SIX	0.00	
503-C30036-0003	IFVENDOR1,SEVEN	500.00	
503-C30093-0002	IFVENDOR1,SIX	500.00	
503-C30097-0005	TRAINING ENTRY	2.50	
503-C30097-0006	ENTERY 2	20.00	
503-C30101-0002	ELECTRIC	0.11	
503-C30101-0003	WATER	50.00	
503-C30101-0004	FUEL	100.00	

```

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

```

Select 1358 Request Menu Option:

### 9.4.11.9 Print 1358

#### 9.4.11.9.1 Menu Path

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

**Figure 9-120 – Menu Path**

```

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

Select Process a Request Menu Option: 1358 Request Menu

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

Select 1358 Request Menu Option: Print 1358
    
```

#### 9.4.11.9.2 Setup Parameters

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

**Figure 9-121 – Setup Parameters**

```

Select STATION NUMBER: 503// ALTOONA, PA
Select CONTROL POINT: 022 IFVENDOR,THREE//
Select OBLIGATION NUMBER: ???
CHOOSE FROM:
C30032 OBL C30032
C30033 OBL C30033
C30034 OBL C30034
C30035 OBL C30035
C30036 OBL C30036
C30037 OBL C30037
C30093 OBL C30093
C30097 OBL C30097
C30100 OBL C30100
C30101 OBL C30101

Select OBLIGATION NUMBER: C30033 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//

**9.4.11.9.3 Display**

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

**Figure 9-122 – Display**

503-93-2-022-0002		JUL 8,1994@17:31:52		PAGE 1		
-----						
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION						
-----						
Requestor: IFUSER2,TEN		Date Requested: FEB 7,1993		Obligation No.: 503-C30033		
-----						
Requestor: IFUSER2,TEN		Date Requested: FEB 7,1993		Obligation No.: 503-C30033		
-----						
Vendor:		Contract Number:				
-----						
Name and Title Approving Off.: IFUSER2,SEVEN Systems Analyst		Signature: /ES/IFUSER2,SEVEN		Date Signed: FEB 7,1993@12:02:48		
-----						
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.						
-----						
Appropriation & Acct. Symbols: 503-3630160.001.01-022-844100-2660		Obligated By: /ES/IFUSER2,SEVEN		Date Obligated: FEB 7,1993		
-----						
503-93-2-022-0002		503-C30033		PAGE 2		
-----						
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION						
-----						
Purpose: POSTAGE AND MAILING						
-----						
ESTIMATED OBLIGATION RECAP						
DATE	REF#	CPA#	AMOUNT	BALANCE		
02/07	0001	503-93-2-022-0002	\$ 500.00	\$ 500.00		
AUTHORIZATION & ORDER RECORD				LIQUIDATION RECORD		
DATE	SEQ#	REFERENCE	AUTH. AMOUNT	AUTH. BALANCE	CUMULATIVE AUTH. AMT. LIQUID	UNLIQ BAL
07/08	0003		\$ 200.00	\$ 0.00	\$ 200.00	\$ 0.00
503-93-2-022-0002		503-C30033		PAGE 3		
-----						
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION						
-----						
AUTHORIZATION & ORDER RECORD				LIQUIDATION RECORD		
DATE	SEQ#	REFERENCE	AUTH. AMOUNT	AUTH. BALANCE	CUMULATIVE AUTH. AMT. LIQUID	UNLIQ BAL
TOTALS			\$ 200.00	\$ 0.00	\$ 200.00	\$ 500.00

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

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

```
Select STATION NUMBER: 503// ^
      New 1358 Request
      Increase/Decrease Adjustment
      Edit 1358 Request
      Create/Edit Authorization
      Daily Activity Enter/Edit
      Display 1358 Balance
      List 1358's with Open Authorizations
      Print 1358
      Print Obligated 1358s
      Recalculate 1358 Balance
```

Select 1358 Request Menu Option:

### 9.4.11.10 Obligated 1358s

#### 9.4.11.10.1 Menu Path

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

#### Figure 9-123 – Menu Path

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

Select Process a Request Menu Option: 1358 Request Menu

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

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

#### 9.4.11.10.2 Parameters and Display

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

The report includes information such as P.O. #, date and amount; requestor; and vendor and contract information, if it was entered when the 1358s were created.

This option should be printed at 132 columns.

**Figure 9-124 Parameters and Display**

```

* Previous selection: P.O. DATE from Oct 1,2005 to Oct 31,2005@24:00
START WITH P.O. DATE: Oct 1,2005// (OCT 01, 2005)
GO TO P.O. DATE: Oct 31,2005// (OCT 31, 2005)
DEVICE: HOME// LAT RIGHT MARGIN: 80// 132
PROCUREMENT & ACCOUNTING TRANSACTIONS LIST (OBLIGATED 1358s)
6,2006 13:13 PAGE 1

```

PURCHASE TOTAL	ORDER NUMBER	P.O. DATE	VENDOR	VENDOR CONTRACT NUMBER	BUSINESS TYPE (FPDS)	SOCIOECONOMIC GROUP (FPDS)
442-C60001	2556	OCT 3,2005	IFVENDOR ONE		SMALL	OO
	IFREQUESTOR,ONE					
442-C66001	2565	OCT 3,2005	IFVENDOR TWO		LARGE	OO
	IFREQUESTOR,ONE					
442-G67001	987	OCT 3,2005	IFVENDOR THREE		LARGE	OO
	IFREQUESTOR,ONE					
442-C66002	2000	OCT 19,2005	IFVENDOR THREE	V797P-2003	LARGE	OO
	IFREQUESTOR,TWO					

## 9.4.12 Outstanding Approved Requests Report

### 9.4.12.1 Menu Path

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

**Figure 9-125 – Menu Path**

```

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

```

Select Process a Request Menu Option: Outstanding Approved Requests Report

### 9.4.12.2 Setup Parameters and Display

Enter a STATION NUMBER, FISCAL YEAR and FISCAL QUARTER. Enter a CONTROL POINT. If you do not know the Control Point, enter three question marks and IFCAP will display the available Control Points. IFCAP will list each outstanding request for the Control Point you select. Type a caret (^) at the Select STATION NUMBER: prompt to return to the Process a Request Menu.

**Figure 9-126 Parameters and Display**

```

Select STATION NUMBER: 503//          ALTOONA, PA
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 022 IFVENDOR,THREE/
Processing entries...
DEVICE: HOME//  LAT   RIGHT MARGIN: 80//
OUTSTANDING APPROVED REQUEST REPORT - CP 022   JUL 8,1994@17:34:10  PAGE 1
TRANSACTION NUMBER  TRANSACTION STATUS      VENDOR
DATE SIGNED        EST. DEL. DATE          PO #          DATE OBL.        DATE REQ.
-----
688-088-400101-94-3  OBL                               IFVENDOR1,TWO
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:
    
```

## 9.5 Options in the Display Control Point Activity Menu

### 9.5.1 Purchase Order Status

#### 9.5.1.1 Menu Path

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

**Figure 9-127 – Menu Path**

```

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

Select Display Control Point Activity Menu Option: Purchase Order Status
    
```

### 9.5.1.2 Setup Parameters

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

**Figure 9-128 Setup Parameters**

```
Select CONTROL POINT: 101 LAB TESTING 101//
Select PURCHASE ORDER NUMBER: ???
CHOOSE FROM:
  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
```

### 9.5.1.3 Status Display

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

**Figure 9-129 Status Display**

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

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

Select Display Control Point Activity Menu Option:
```

## 9.5.2 Temporary Transaction Listing

### 9.5.2.1 Menu Path

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

**Figure 9-130 – Menu Path**

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

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

### 9.5.2.2 Setup Parameters

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

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

**Figure 9-131 Set Parameters**

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

### 9.5.2.3 Display

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

**Figure 9-132 Display**

```
TEMPORARY TRANSACTION LISTING - CONTROL POINT 101 LAB TESTING 101
                                JUL  8,1994 17:54 PAGE 1
TEMPORARY          DATE OF          REQUESTOR          VENDOR          FIRST LINE ITEM COMM.
TRANSACTION #      REQUEST           REQUESTOR          VENDOR          DESCRIPTION          COST
-----
CONTROL POINT: 101 LAB TESTING 101
WER246             APR 19,1994      IFUSER3,ONE       IFVENDOR1,TWO
40.00
MAVIS627           JUN 27,1994      IFUSER3,TWO
MCGJUN27           JUN 27,1994      IFUSER3,TWO       IFVENDOR1,TWO
23.45
KMB601             JUN 27,1994      IFVENDOR2,ONE
10.00
```

KIMBIE2	JUN 30,1994	IFUSER3,THREE	IFVENDOR2,ONE		
10.00					
IFUSER2,FIVE90	JUN 30,1994				10.00
KMN5	JUL 5,1994	IFUSER3,FOUR	CENTRAL B	TEST ITEM #11	48.00
KMBZ2	JUL 6,1994	IFUSER3,THREE	IFVENDOR2,ONE	TEST ITEM #25	
12.23					
KMN7	JUL 14,1994	IFUSER3,THREE	IFVENDOR2,ONE	TEST ITEM #17	
23.84					

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

Select Display Control Point Activity Menu Option:

### 9.5.3 Transaction Status Report

#### 9.5.3.1 Menu Path

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

**Figure 9-133 – Menu Path**

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

Select Display Control Point Activity Menu Option: Transaction Status Report

#### 9.5.3.2 Setup Parameters

**Figure 9-134 Set Parameters**

<pre> ...OK? Yes// (Yes) Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ??? Attempting lookup in transaction file. Attempting lookup using 101 LAB TESTING 101 (CONTROL POINT) 1 101 LAB TESTING 101 688-94-4-101-0325 OBL SUPPLY IFVENDOR,EIGHT TEST ITEM #17 2 101 LAB TESTING 101 688-94-4-101-0324 OBL SUPPLY IFVENDOR,EIGHT 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 Press &lt;RETURN&gt; to see more, '^' to exit this list, OR CHOOSE 1-5: 3 688-94-4-101-0323 DEVICE: HOME// LAT RIGHT MARGIN: 80// </pre>
---

### 9.5.3.3 Display

IFCAP will list the type of transaction, the vendor (if any), the purchase order number, the amount of the adjustment used to fund the transaction (Adjustment Amount), and other classification data for the transaction. Enter a caret (^) at the Select Control Point Activity Transaction Number: prompt to return to the Display Control Point Activity Menu.

**Figure 9-135 Display**

```
ADJUSTMENT TRANSACTION STATUS DISPLAY          JUL 8,1994@17:56:16
Transaction Number: 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: ^
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ^
      Purchase Order Status
      Transaction Status Report
      Running Balances
      Temporary Transaction Listing
      Item History
      PPM Status of Transactions Report
      CP Entered, Not Approved Requests

Select Display Control Point Activity Menu Option:
```

## 9.5.4 Running Balances

### 9.5.4.1 Menu Path

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

**Figure 9-136 – Menu Path**

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

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

### 9.5.4.2 Setup Parameters

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



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

**Figure 9-137 Set Parameters**

```
Select FISCAL YEAR: 94//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101//
Summary Balances Report Only? No// Y (Yes)
DEVICE: HOME// LAT RIGHT MARGIN: 80//
STATION: 688 FUND CONTROL POINT: 101 LAB TESTING 101
FISCAL YEAR: 94 QTR: 3
Press return to continue, uparrow (^) to exit:
```

### 9.5.4.3 Display Balances

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

**Figure 9-138 Display**

```
Control Point Balance - 688-94-4-110- LAB OCT 13,1994@13:39:10 PAGE 1
FISCAL
FYQSeq# TXN OBL # AP/OB DT COMM $AMT CP $BAL OBL $AMT UNOBL $BAL
-----
SEP 16,1994 438LG2000 SO 12.50 221953.38 227073.40
FMS transaction total for this quarter: $12.50
=====
Balance Summary 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter
Actual CP Bal: 0.00 100209.96 0.00 0.00
Actual Fiscal Bal: 0.00 101001.00 0.00 0.00
Tot Commit, not Obl: 0.00 791.04 0.00 0.00
SECTION 1 CODES # - cancelled order * - order not obligated or signed
@ - purchase card order for reconciliation
& - reconciled order ready for approval
SECTION 2 CODES
@ - purchase card CC transaction is not reconciled

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

Select Display Control Point Activity Menu Option:
```

### 9.5.5 Item History

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

### 9.5.5.1 Menu Path

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

**Figure 9-139 – Menu Path**

```

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

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

### 9.5.5.2 Setup Parameters

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

**Figure 9-140 Set Parameters**

```

Select CONTROL POINT: 101 LAB TESTING 101//
Select one of the following:

      L      Last 5 Purchase Orders
      D      Date Range

Select ITEM HISTORY Viewing Method: L// ast 5 Purchase Orders
Select ITEM MASTER NUMBER: ???
CHOOSE FROM:
102          102      PEN SET
103          103      TRASH CAN
104          104      NAILS
105          105      LADDER
106          106      SURGICAL GLOVES
107          107      NEEDLES
108          108      THERMOMETERS

Select ITEM MASTER NUMBER: 103      TRASH CAN
    
```

### 9.5.5.3 Display

IFCAP will list the last five purchase orders in the system that included this item. You may look at another Item History, or return to the Display Control Point Activity Menu.

**Figure 9-141 Display**

ITEM HISTORY						
Item Number: 103		Description: TRASH CAN				
		Quantity				
		Previously	Unit of			Quantity
Date Ordered	PO Number	Received	Purchase	Unit Cost	Total Cost	Ordered
MAY 31,1994	688-B40054	1	EA	9.00	90.00	10
Vendor: IFVENDOR1,THREE						
MAY 3,1994	688-A40680		EA	10.00	20.00	2

```

Vendor: IFVENDOR1,FOUR
MAY 2,1994      688-A40674      EA      10.00      20.00      2
Vendor: IFVENDOR1,FOUR

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

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

Select Display Control Point Activity Menu Option:
    
```

## 9.5.6 PPM Status of Transactions Report

### 9.5.6.1 Menu Path

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

**Figure 9-142 – Menu Path**

```

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

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

### 9.5.6.2 Setup Parameters

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

**Figure 9-143 Setup Parameters**

```

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

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

### 9.5.6.3 Display

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

**Figure 9-144 Display**

PPM TRANSACTION STATUS REPORT - CP 101 JUL 8,1994@18:03:37 PAGE 1						
2237#	PO/OBL#	COMM.	OBLIG.			
		(EST) COST	(ACT) COST	DATE REQ.	DATE OBL.	
-----						
688-011-C41344-000035	OBL		440.00	June 16,1994	June 01, 1994	
END OF REPORT						
Purchase Order Status Transaction Status Report Running Balances Temporary Transaction Listing Item History PPM Status of Transactions Report CP Entered, Not Approved Requests						
Select Display Control Point Activity Menu Option:						

## 9.6 Options in the Record Date Received by Service Menu

### 9.6.1 Single Transaction

#### 9.6.1.1 Menu Path

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

#### 9.6.1.2 Setup Parameters

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

**Figure 9-145 Setup Parameters**

Single Transaction
All Transactions with Final Partial
Select Record Date Received by Service Menu Option: Single Transaction
Select STATION NUMBER: 688// WASHINGTON,DC
Select CONTROL POINT: 022 IFVENDOR,THREE//

### 9.6.1.3 Select Transaction Number

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

**Figure 9-146 Select Transaction Number**

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

Attempting lookup using 022 IFVENDOR,THREE (CONTROL POINT)

      1  022 IFVENDOR,THREE 688-94-4-022-0011 OBL IFVENDOR,EIGHT CORN-CANNED-#10
      2  022 IFVENDOR,THREE 688-94-4-022-0010 OBL IFVENDOR,EIGHT CORN-CANNED-#10
      3  022 IFVENDOR,THREE 688-94-4-022-0008 OBL IFVENDOR,TWO
      4  022 IFVENDOR,THREE 688-94-4-022-0009 OBL IFVENDOR,ONE
This is where the "Description" goes.
      5  022 IFVENDOR,THREE 688-94-4-022-0006 OBL
Press <RETURN> to see more, '^' to exit this list, 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:
```

## 9.6.2 All Transactions with Final Partial

### 9.6.2.1 Menu Path

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

**Figure 9-147 Menu Path**

```
      Single Transaction
      All Transactions with Final Partial

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

### 9.6.2.2 Setup Parameters

Enter a STATION NUMBER: and a CONTROL POINT: at the appropriate prompts. If you do not know the Control Point, enter three question marks (???) at the prompt and IFCAP will display the available Control Points. IFCAP will record all the transactions in the Control Point as received and display \*\*\*LAST TRANSACTION\*\*\* when IFCAP is finished processing the changes. IFCAP will return to the Record Date Received by Service Menu.

**Figure 9-148 Setup Parameters**

```
Select STATION NUMBER: 688//          WASHINGTON,DC
Select CONTROL POINT: 022 IFVENDOR,THREE//
.....
688-00-3-060-0040  P.O.: 123456
DATE RECEIVED: T (JUL 09, 1994)
.....
688-00-3-060-0017  P.O.: P91001      PURCHASE CARD      P.O.DATE: JUL 09, 1994
DATE RECEIVED:
.....
***LAST TRANSACTION***

      Single Transaction
      All Transactions with Final Partial

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

## Chapter 10. The Logistics Data Query Tool

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

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

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

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



The Logistics Data Query Tool User Manual is available online: at...

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



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# Chapter 11. Menu Listing

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

**Figure 11-1 – Control Point Official’s Menu**

<b>Control Point Official's Menu</b>
Approve Requests
Requests Ready for Approval List
Process a Request Menu
New 2237 (Service) Request
Edit a 2237 (Service)
Copy a Transaction
1358 Request Menu
New 1358 Request
Increase/Decrease Adjustment
Edit 1358 Request
Create/Edit Authorization
Daily Activity Enter/Edit
Display 1358 Balance
List 1358's with Open Authorizations
Print 1358
Print Obligated 1358s
Recalculate 1358 Balance
Print/Display Request Form
Change Existing Transaction Number
Repetitive Item List Menu
New Repetitive Item List (Enter)
Edit Repetitive Item List Entry
Delete Repetitive Item List Entry
Print/Display Repetitive Item List Entry
Generate Requests From Repetitive Item List Entry
Cancel Transaction with Permanent Number
Display Control Point Activity Menu
Purchase Order Status
Transaction Status Report
Running Balances
Temporary Transaction Listing
Item History
PPM Status of Transactions Report
CP Entered, Not Approved Requests
Funds Control Menu
Obligation Data

## Chapter 11. Menu Listing

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

Enter/Edit Control Point Users

Record Receipt of Multiple Delivery Schedule Items

Multiple Delivery Schedule List

# Chapter 12. Error Messages and Their Resolution

## 12.1 User Errors

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

**Figure 12-1 – Sample User Error Message**

```
Select TRANSACTION: 10195  
  
Incorrect format - please re-enter number  
  
Select TRANSACTION:
```

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

## 12.2 System Errors

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

**Figure 12-2 – Sample System Error Message**

```
RECORDING THAT AN ERROR OCCURRED ---  
  
      X2^PRCST212:1, %DSM-E-UNDEF, undefined variable PRCSTDT, -DSM-I-ECODE,  
MUMPS error code: M6  
  
      Sorry 'bout that
```

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## Chapter 13. Glossary

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

Term	Definition / Discussion
<b>1358</b>	Estimated Miscellaneous Obligation or Change in Obligation.
<b>2138</b>	VA Form 90-2138, Order for Supplies or Services. First page of a VA Purchase Order.
<b>2139</b>	VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form.
<b>2237</b>	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services. Used to request goods and services.
<b>A&amp;MM</b>	Acquisition and Materiel Management Service.
<b>AACS</b>	Automated Allotment Control System--Central computer system developed by VHA to disburse funding from VACO to field stations.
<b>Accounting Technician</b>	Fiscal employee responsible for obligation and payment of received goods and services. Accounting Technicians process accounting transactions and transmit them to FMS.
<b>Activity Code</b>	The last two digits of the AACS number. It is defined by each station.
<b>ADP Security Officer</b>	The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access.
<b>Agent Cashier</b>	The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.
<b>ALD Code</b>	Appropriation Limitation Department. A set of Fiscal codes that identifies the appropriation used for funding.

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

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

Term	Definition / Discussion
<b>Cost Center</b>	“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.
<b>Date Committed</b>	The date that you want IFCAP to commit funds to the purchase.
<b>Default</b>	A suggested response that is provided by the system.
<b>Deficiency</b>	When a budget has obligated and expended more than it was funded (see MP-4, Part V, Section C).
<b>Delinquent Delivery Listing</b>	A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information.
<b>Delivery Order</b>	An order for an item that the VA purchases through an established contract with a vendor who supplies the items.
<b>Direct Delivery Patient</b>	A patient who has been designated to have goods delivered directly to him/her from the vendor.
<b>Discount Item</b>	This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a percentage or a set dollar value.
<b>EDI Vendor</b>	A vendor with whom the VA has negotiated an arrangement to accept and fill orders electronically.
<b>Electronic Data Interchange (EDI)</b>	Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats.
<b>Electronic Signature</b>	The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well.
<b>Expenditure Request</b>	A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.).
<b>FCP</b>	Fund Control Point (see Control Point).



Term	Definition / Discussion
<b>Federal Tax ID</b>	A unique number that identifies your station to the Internal Revenue Service.
<b>Fiscal Balance</b>	The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by all liquidations submitted against the obligation.
<b>Fiscal Quarter</b>	The fiscal year is broken into four three-month quarters. The first fiscal quarter begins on October 1.
<b>Fiscal Year</b>	Twelve-month period from October 1 to September 30.
<b>FMS</b>	Financial Management System is the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
<b>FOB</b>	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.
<b>FPDS</b>	Federal Procurement Data System.
<b>FTEE</b>	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.
<b>Fund Control Point</b>	An accounting element that is not used by FMS.
<b>Funds Control</b>	A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds.

Term	Definition / Discussion
<b>Funds Distribution</b>	A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information.
<b>GBL</b>	Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of \$250.00.
<b>GL</b>	General Ledger.
<b>Identification Number</b>	A computer-generated number assigned to a code sheet.
<b>Imprest Funds</b>	Monies used for cash or 3rd party draft purchases at a VA facility.
<b>Integrated Supply Management System (ISMS)</b>	ISMS is the system that replaced LOG I for Expendable Inventory.
<b>ISMS</b>	Integrated Supply Management System.
<b>Item File</b>	A listing of items specified by A&MMS as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.
<b>Item History</b>	Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request.
<b>Item Master Number</b>	A computer generated number used to identify an item in the Item File.
<b>Justification</b>	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.
<b>Liquidation</b>	The amount of money on the invoice from the vendor for the authorization. They are processed through payment/invoice tracking.
<b>LOG I</b>	LOG I is the name of the Logistics A&MM computer located at the Austin Data Processing Center. This system continues to support the Consolidated Memorandum of Receipt.

Term	Definition / Discussion
<b>Mandatory Source</b>	A Federal Agency that sells supplies and services to the VA. VA Supply Depot, Defense Logistics Agency (DLA), General Services Administration (GSA), etc.
<b>MSC Confirmation Message</b>	A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP transmission of Code Sheets.
<b>Obligation</b>	The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of a Purchase Order.
<b>Obligation (Actual) Amount</b>	The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document on IFCAP.
<b>Obligation Data</b>	A Control Point option that allows the Control Point Clerk to enter data not recorded by IFCAP.
<b>Obligation Number</b>	The C prefix number that Fiscal Service assigns to the 1358.
<b>Organization Code</b>	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.
<b>Outstanding 2237</b>	A&MM report that lists all the IFCAP generated 2237s pending action in A&MM.
<b>PAID</b>	Paid Accounting Integrated Data.
<b>Partial</b>	A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order.
<b>Partial Date</b>	The date that a warehouse clerk created a receiving report for a shipment.
<b>PAT Number</b>	Pending Accounting Transaction number - the primary FMS reference number.

Term	Definition / Discussion
<b>Personal Property Management</b>	A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process all requisitions for goods from Federal Agencies and equipment requests. In addition, they maintain the inventory of Warehouse stocked items and all equipment (CMRs) at the facilities they support.
<b>PPM</b>	Personal Property Management, now referred to at most sites as Acquisition and Materiel Management Service.
<b>Procurement Request Cards</b>	VA Form 10-7142. Used to order items repetitively.
<b>Program Code</b>	Accounting element that identifies the VA initiative or program that the purchase will support.
<b>Prompt Payment Terms</b>	The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods).
<b>Purchase Card</b>	A card, similar to a credit card, which Purchase Card Users use to make purchases. Purchase Cards are not credit cards but debit cards that spend money out of a deposited balance of VA funds.
<b>Purchase Card Coordinator</b>	A person authorized by a VA station to monitor and resolves delinquent purchase card orders, help VA services record, edit and approve purchase card orders in a timely manner, assign purchase cards to IFCAP users, and monitor the purchase card expenses of VAMC services.
<b>Purchase Card Orders</b>	Orders funded by a purchase card.
<b>Purchase Card User</b>	A person who uses a purchase card. Purchase Card Users are responsible for reporting their purchase card orders in IFCAP.
<b>Purchase History Add (PHA)</b>	Information about purchase orders which is automatically sent to Austin for archiving. This same transaction is also used to send a PO for EDI processing.

Term	Definition / Discussion
<b>Purchase Order</b>	A government document authorizing the purchase of the goods or services at the terms indicated.
<b>Purchase Order Acknowledgment</b>	Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered).
<b>Purchase Order Status</b>	The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.).
<b>Purchasing Agents</b>	A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors.
<b>Quarterly Report</b>	A Control Point listing of all transactions (Ceilings, Obligations, Adjustments) made to a Control Point's Funds.
<b>Quotation for Bid</b>	Standard Form 18. Used by Purchasing Agents to obtain written bids from vendors.
<b>Receiving Report</b>	Report that Warehouse Clerk creates to record that the warehouse has received an item.
<b>Receiving Report</b>	The VA document used to indicate the quantity and dollar value of the goods being received.
<b>Reconciliation</b>	Comparing two records of a purchase to validate IFCAP records and the records of other systems that share data with IFCAP. For example, Purchase Card Users compare purchase card orders with the 820 Sub allowance Reconciliation from FMS.
<b>Reference Number</b>	Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the: Station Number - Fiscal Year - Quarter - Control Point - 4 digit Sequence Number.
<b>Repetitive (PR Card) Number</b>	See Item Master Number.
<b>Repetitive Item List</b>	A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate requests from the list.

Term	Definition / Discussion
<b>Requestor</b>	See “Control Point Requestor.”
<b>Requisition</b>	An order from a Government vendor.
<b>Running Balance</b>	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter.
<b>Section Request</b>	A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official.
<b>Service Balance</b>	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.
<b>SF-18</b>	Request for Quotation.
<b>SF-30</b>	Amendment of Solicitation/Modification of Contract.
<b>Short Description</b>	A phrase that describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM).
<b>Site Parameters</b>	Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file.
<b>Sort Group</b>	An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests.
<b>Sort Order</b>	The order in which the budget categories will appear on the budget distribution reports.
<b>Special Remarks</b>	A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order.

Term	Definition / Discussion
<b>Stacked Documents</b>	The POs, RRs, and 358s that are sent electronically to Fiscal and stored in a file rather than being printed immediately.
<b>Status of Funds</b>	Fiscal's on-line status report of the monies available to a Control Point. FMS updates this information automatically.
<b>Sub-control Point</b>	A specific budget within a Control Point, defined by a Control Point user.
<b>Sub-cost Center</b>	A subcategory of Cost Center. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.
<b>Tasked Job</b>	A job, usually a printout, which has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them.
<b>TDA</b>	See "Transfer of Disbursing Authority."
<b>Total Authorizations</b>	The total amount of the authorizations created for the 1358 obligation.
<b>Total Liquidations</b>	The total amount of the liquidation against the 1358 obligation.
<b>Transaction Number</b>	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide). It consists of the Station Number - Fiscal Year - Quarter - Control Point - Sequence Number.
<b>Transmission Number</b>	A sequential number given to a data string when it is transmitted to the Austin DPC; used for tracking message traffic.
<b>Type Code</b>	A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order.
<b>Vendor file</b>	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.

Term	Definition / Discussion
<b>Vendor ID Number</b>	The ID number assigned to a vendor by FMS.
<b>VRQ</b>	FMS Vendor Request document. When users send vendor information to FMS, FMS sends a VRQ document to IFCAP with the vendor information, ensuring that the information in the IFCAP vendor file matches the information in the FMS vendor table.



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