Relational Supply

How to …
(Viking Release)

A Step-by-Step Guide
(From Start to finish…)

Prepared by

Lonnie Auza
SPAWAR Center Norfolk

Table of Contents

Process Title	**Page**

How to interpret data in 'Activity Control Information' window …

Background Knowledge:

The Activity Control Info window displays the R-Supply application's operational controls specific to the parent activity. This information is generally required to ensure the proper operation of the R-Supply batch and interactive functions. Examples of data included are identification of the parent Unit Identification Code (UIC), Commanding Officer's name or the Supply Officer's name (if delegated by the CO) as signing authority and the Signing Authority should be 'By Direction', dollar value thresholds and sequence numbers for various functions. The Activity Info tab maintains data that is validated in other functions and provides information on your own activity such as Service Code, Ship Name, Activity Type, Reporting Officer, and Routing Identifier. It also displays the first and second prior fiscal years. Provides the capability to enable and disable the Logistics Replenishment (LOGREP) functionality and other interface switches at each R-Supply Force Afloat activity based on operational need.

Data found in Activity Control Information windows are common and self explanatory. However, there are data items that you (the user of R-Supply) may not be familiar with and how the data is used by R-Supply processes.

Activity Control Information consists of three tabs: They are: (1) Activity Info, (2) Address, and (3) Controls. Selected items on each tab are discussed below:

Activity Info tab:

Reporting Officer: This data field should bear the Financial (OPTAR) reporting officer. Normally, the Commanding Officer's name should be on this field. However, the Commanding Officer may delegate this function to the Supply Officer (which is normal). This data will be passed and printed on the Financial Reports and on material transfer document (Picking Ticket - DD Form1348-1A).

Signing Authority: This data field should be "CO" if the Commanding Officer's name is on the 'Reporting Officer' block. It will be "By direction" if the Supply Officer's name is on the 'Reporting Officer' block.

High Money Value: This data field is the basis for transactions to appear on the Stock Control Review report. Any transaction that has an extended money value equal to or greater than the specified amount will appear on the Stock Control Review report under the header "TRANSACTIONS WITH HIGH MONEY VALUE" for Stock Control Officer/Supervisor to review. This money value is normally specified by the Supply Officer or normally set to $2,500.00. The lesser the value on this field, the more transactions will appear on the "Stock Control Review" report.

Next Local Stock Number: This information can not be changed. It is used to keep track of assigning the local stock numbers unique to your own Ship or Activity. As you notice, the local stock number configuration includes the Routing Identifier (RI) of the Ship or Activity. The last four digits of the local stock number is the serial number. Serial numbers are split into two: 0001 through 4999 are assigned to Surface items and serial numbers 5000 through 9999 are assigned to Aviation items.

> **Note:** The standard local stock number configuration is LL-(RI of the Ship/Activity)-(four digits Serial number). Example: Local stock number for USS Forrest Sherman is configured as follows:
>
> **xxxx-LL-PWS-0001**
>
> **xxxx** = FSC of type item (i.e. 7510 for office supplies, etc.).
> **PWS** = Routing Identifier of USS Forrest Sherman.

You may ask how and when to use it or how the local stock number is updated on this field. The local stock number is initially entered on the "***variable_parameters***" table and updated automatically when the number is used for assignment to a Part Number cross reference.

Here is a situation where R-Supply used the 'Next Local Stock Number' data automatically: When you process a 'Part Numbered' requisition through the "Initiate Requisitions" function, R-Supply automatically pick-up the next local stock number from the "*variable_parameters*" table which is displayed on the 'Activity Info' tab and assigned the local stock number to the requisition. It will also automatically establish the local stock number to the ***item, stock_item*** and ***part_number*** tables, eliminating the need to use the "Maintain Stock Items" function to establish the local stock number into your ***item***, ***stock_item*** and ***part_number*** tables. In a situation that the customer submits 'Part Numbered' requirement through the "Material Request, Internal (MRI)" function, R-Supply will suspend the requirement and you have to manually establish the local stock number (*using the local stock number displayed on the "**Next Local Stock Number**" data field on the 'Activity Info" tab*) into the ***item*** table before you can process the suspended transaction.

Checkboxes: These checkboxes are switches to interfaces. Select the corresponding checkbox to turn-on the interface. Common interfaces are: IBS RIP, DAAS Interface, Ship In ILO, New Construction, LOGREP, etc.

Address tab: Self explanatory.

Controls tab:

Controls tab is divided into four major sections/blocks: They are: Financial Transmittal Numbers, SMART Threshold Values, Interfaces, and Force Inventory Drawdown.

Financial Transmittal Numbers: This section indicates the next transmittal number for the available OPTAR for the current Fiscal Year plus five prior Fiscal Years. It cannot be less than 6 years prior to current Fiscal Year. To obtain the next transmittal number for the last five years, **type-in** the year on the 'Fiscal Year' data field. (**Note:** Remember, the Activity is only authorized to maintain three Fiscal Years vise five.)

SMARTS Threshold Values: This section indicates the number of days for the following categories with their recommended values: SFOEDL Challenge Follow-up (60 days), UOL (120 days), and Purged Days (30 days). Also indicated on this section is the Threshold Dollar Value ($250.00).

Interfaces: This section indicates what interfaces are available and the money value approval to process the requirements. These money values are Extended Money Values of the requirements. Any requirements coming in from that particular interface with extended money value of equal to or greater than the indicated money value approval will suspend.

Force Inventory Drawdown: This section indicates the sequence number of the FITSDL and the last up-lined date. For Viking Release, this data is updated daily if the AUTOFITS feature is set. Some Activities are not required to submit inventory drawdown (FITSDL).

Process MRI based on OH QTY checkbox: This checkbox when selected or activated will cause R-Supply to process requirements based on the OH QTY in your ***stock_item*** table (including Substitute O/H QTY). The remaining quantity will be ordered.

For example: If the requirement is for 3EA and the total OH QTY on the ***stock_item*** table is only 1EA, R-Supply will produce a picking ticket for

1EA (with suffix code of "0") and the remaining quantity will be screened for any substitute available onboard. If substitute quantity is available to fill the remaining or portion of the remaining quantity, R-Supply will produce another Picking Ticket with a suffix code of "1"… then "2" if another Picking Ticket is produced. If no substitute quantity is available to fill the remaining quantity, R-Supply will prompt the customer if the remaining quantity will be ordered as DTO. The DTO document is written to ***material_request_line***, ***material_request***, and ***material_request_tbl*** tables but not eligible for release at the "Release Outgoing Transactions" function until the disposition of the document at the Issue Pending Queue is completed. (**Note:** *The unfilled document is put on hold. The unfilled document on hold can be released by selecting the 'Records on Hold' radio button at the 'Release Requisitions' window in 'Post Only' option. You have to release the document to supply source in offline mode*. However, this process is not recommended… wait until all the documents in the 'issue pending queue' are processed.) If the document is not issued or partially issued due to NIS condition and chooses to order the remaining quantity of the requirement, the unfilled quantity on the issue Picking Ticket will be added to the partial document on hold at the pending queue for release off-the-ship. *It is highly recommended not to release documents that are on hold until the partial documents at the issue pending queue are completed*.

This checkbox is normally **not selected.**

Procedures:

To view or make changes to Activity Control Information, follow the menu path listed below:

Site>Activity Controls>Activity Control Info… then Click the appropriate tab.

(**Note:** To make changes, you must be a Functional Area Supervisor (FAS) with Administrative permission granted at the NTCSS Level)

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to view or update "Activity Serials" in R-Supply …

Background Knowledge:

The *Activity Serials* window contains and displays **serial number** information for the Activity to be used in the assignment of stock replenishment, CASREP requisition, Inventory adjustment document numbers, DLR reorders, Expenditure document numbers, etc. It is used to serialize and validate transactions applicable to UIC own. You will be able to add, change, or delete records on this window.

The serial number ranges established are determined in combination by the activity's Type Commander, and higher authority. For example, Serial Type NAVSEA is predetermined and should not be altered by the activity. TYCOM instructions and directives provide guidance as to the appropriate range values for each Serial type.

Procedures:

To view or update the Activity Serials, follow the steps listed below:

Step #1: Logon to R-Supply. **GoTo:** Site>Activity Controls>Activity Serials.

Notes: Depending on platform, the following serial types can be added:

CASREP	Used for requisitions submitted for a Casualty Report.
CNSMBL/ILO	Requisitions for consumables, other chargeable material, medical/dental, chargeable services other than for bunker fuel delivery charges.
DLR	Used for Depot Level Repairable maintenance related material.
EMRM	Used for equipment maintenance related material including APA material.
EXPEND	Assigned to expenditure transactions (includes OSO Transfers, Material Turned into Shore).
Inv Adj/ Survey	Assigned to gains, losses, and survey transactions
LAMPS	Assigned to requisitions required to support Light Airborne Multi-purpose System embarked onboard.

Prepared by: Lonnie Auza – SPAWAR Norfolk
http://www.force-rsupplyViking.com or www.force-rsupply.com

NAVSEA	Assigned to NAVSEA funded requisitions, not directly chargeable to Activity's OPTAR.
NMCS	Assigned to requisitions for aviation material required to correct a Not Mission Capable Supply Condition.
Non-DLR	Assigned to requisitions for material that does not have an MCC of E, G, H, Q, or X.
Offload	Assigned to offload documents.
PUBS	Assigned to requisitions for OI Cog, hydrographic material, and other miscellaneous non-chargeable material.
QCOSAL	Assigned to requisitions for QCOSAL material.

Step #2: View the "**Activity Serial**" table. You may add, delete or update data.

- To add serial type, point and click the "**Insert**" icon. Click the '**Type**' dropdown menu and select a predefined category. Type-in the serial ranges. Click the "**Apply**" icon to save the entry or simply close the window.
- To delete "**Serial Type**", select the '**Serial Ranges**' then point and click on the "**delete**" icon to delete entry. Click "**Yes**" on the alert or prompt window and Click "**Apply**" icon to save the changes or simply close the window.
- To update serial ranges, select and update the '**Serial Ranges**'. Click the "**Apply**" icon to save the changes or simply close the window.

Step #3: Close the "**Activity Serial**" table.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to "Create Ad Hoc Parameters" …

Background Knowledge:

The word "Ad Hoc" simply means a specific purpose, case, or situation. Ad Hoc is a utility program in the NTCSS environment that enables R-Supply user to create customized queries. The user can select specific data elements from the *database* tables for display. Additionally, the user can establish criteria for the data elements, perform calculations, sort and group items, and specify print formats.

The primary purpose of Ad Hoc is to quickly generate customize reports or pull out information stored in any Relational database. Caution…large Ad Hoc Queries can substantially slow down the system. Ad Hoc is very powerful tool for querying data from various tables in R-Supply database.

What is *Ad Hoc Query*? Ad Hoc Query is a set of SQL (Structured Query Language) statements to generate customized reports. It is used to pull information from your database for managers who want immediate answers. Departmental managers, line managers, and other business managers often need fast answers to very precise operational questions. Ad hoc delivery of specific data is a key component of Enterprise Reporting, designed to speed up and improve decision-making.

What is *SQL*? SQL (Structured Query Language) is an ANSI standard computer language for accessing and manipulating relational databases. SQL is used to access, define, and manipulate data in Oracle, DB2, Sybase, Informix, Microsoft SQL Server, Microsoft Access, and other relational database systems.

What is "*Relational database*"? A relational database is a set of tables containing data fitted into predefined categories. Each table (which is sometimes called a relation) contains one or more data categories in columns. Each row contains a unique instance of data for the categories defined by the columns. It is a collection of data items organized as a set of formally-described tables from which data can be accessed or reassembled in many different ways without having to reorganize the database tables. The relational database was invented by E. F. Codd at IBM in 1970. The standard user and application program interface to a relational database is the structured query language (SQL). SQL statements are used both for interactive queries for information from a relational database and for gathering data for reports.

Procedures:

To create 'Ad hoc' parameters, LOGON to: http://www.force-rsupplyViking.com and Click on the links provided below.)

(1) Ad Hoc Crash Course
(2) Ad Hoc Simulated Process (Click-by-click simulation)
(3) Ad Hoc Trainee Guide

Refer to: Appendix A – Ad Hoc Training Guide

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to "Add New Item" into the R-Supply database …

Background Knowledge:

You may ask, how and when 'New Items' are added into the R-Supply database? New items are added into the R-Supply database either during a batch process or interactive process. The following are situations where new items are added to R-Supply database: (1) Processing suspended MRI transactions (most common). Items are suspended due to NSN not carried… meaning, there is no Stock Record Card for the requested item (not in ***stock_item*** and ***item*** table). To process the suspended transaction, the item must be added to the R-Supply database before processing the suspended item. (2) Allowance processing (ASI process). (3) TYCOM authorized items. There are situations TYCOM will direct the Activity to carry interim support items. (4) Re-COSAL or Re-AVCAL process. Before adding a new item into the database, research must be done to ensure only valid items with valid data elements are added to the database.

Procedures:

To add new item to the R-Supply database, follow the steps listed below:

Step #1: Research the item for validity. The item must be verified against the current edition of the **FEDLOG**. The following data elements are mandatory to successfully add a new item into the R-Supply database: FSC, COG, UI, UP and Nomenclature. If the item is DLR (7_ COG), MCC and Net UP are also required.

Step #2: LOGON to R-Supply. **GoTo:** *Inv>Stock Item>Maintain Stock Items*. Enter the NIIN or Part Number onto the data field provided in the "Stock Item Search" window. If you are adding QCOSAL or otherwise called 'Restricted' item, click the dropdown menu on the "Stores Type" then select 'Restricted' stores type. You must have QCOSAL or 'Restricted' item permission to do or add QCOSAL item.

Step #3: Click "**OK**" button. An alert message pops up indicating that the "NIIN does not exist on RSUPPLY database. *Do you wish to continue*?" Verify the NIIN to make sure you entered the correct NIIN. If the NIIN you entered is correct, Click "**Yes**" button otherwise, click "No".

Step #4: Enter the required or mandatory data elements (see **Step #1**) to successfully add the item into the ***item***, ***stock_item*** and *other* related tables.

Step #5: Click on the '**Management Data**' tab and verify the ERC Code. This code defaults to **C** or **R** depending on the FSC and COG combination. Make sure the default is correct. If not, change the default ERC Code.

Step #6: Click '**Apply**' icon to process the transaction. An alert message pops up indicating that "*Transaction Completed Successfully*".

Step #7: Click "**OK**" button on the "Maintain Stock Item" alert message… then select the appropriate response to prompt whether you need to add a location for the item. If the requested item is DTO, response is "No". If the item you are adding is for stock, then you have the option to pre-establish a location for the item. R-Supply will take you back to 'Stock Item Search' window for the next item to be added. If you are done, click "**Cancel**" button and R-Supply will take you back to the highest R-Supply window you are authorized to access (depending on your access level).

Step #8: Verify the Cumulative Transaction Ledgers (CTL). **GoTo:** *Qry>Transaction Ledgers>Material*. Type-in the NIIN and click "**OK**" button to display the transactions. You may click the "**Descend**" radio button to display the latest transaction on top of the list.

If the transaction or transactions is/are not listed on the transaction ledgers, most likely the Batch Job **JSS105** is not up and running. Activate the CTL (Batch Job JSS105) from the Predefined Parameters. **GoTo:** *Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters… then select JSS105 (Activate CTL)*. Run the Batch Job. After a few minutes, go back and re-check the transaction ledgers. The item you added should be on the transaction ledgers.

Note: If you're login to the internet and want to see a simulated process, click here… then follow the steps listed above.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to add or delete Appropriation Data in Appropriation table …

Background Knowledge:

Every OPTAR chargeable transaction in R-Supply requires appropriation data. When your Activity was implemented with R-Supply, most of the appropriation data for the current and two prior 'Fiscal Years' were pre-loaded into the R-Supply 'appropriation data' table. However, appropriations table is updated annually at the start of the new Fiscal Year. Every time the 'Yearly' Financial is ran, the appropriation data for the second prior Fiscal Year will be dropped automatically… then the Stock Control or Financial person will manually add the Appropriation data for the new Fiscal Year. Also, you may be required to add appropriation data for external customers that you do not normally provide support. For reference, consult NAVSO P-3013-2 for all types of Appropriations or P-485, Volume II, Appendix 30.

Procedures:

To add the Appropriation data at the start of the new Fiscal Year, follow the steps listed below:

> **Note:** Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #1: **LOGON** to R-Supply and **GoTo:** *Site>Financial Controls>Appropriations*.

Step #2: Select the **Appropriation data** to be updated for the new Fiscal Year. Normally, this Appropriation is identified by your Activity Service Code plus your Appropriation indicator (Normally, the first digit of your Fund Code).

Step #3: Click "**Insert**" icon to display an empty appropriation line right above the old appropriation data you've selected (see Step #2).

> **Note:** If you erroneously or accidentally click '**Insert**' icon and you want to delete the empty or blank line, just click the '**Delete**' icon (Pencil Eraser) to delete the blank line.

Step #4: **Type-in or enter** (by copying the appropriation line) except the Fiscal Year portion of the appropriation line. Enter the new Fiscal Year.

> **Notes:** (1) If adding a new Appropriation that is not on the Appropriation table, consult NAVSO P-3013-2 or P-485, Volume II, Appendix 30 for validity and accuracy.
>
> (2) If error occurs due to Alpha characters in the OB Nbr/BCN column, call SPAWAR for Fin Password so the

Appropriation can be added through Financial Audit option.

Step #5: Click "**Apply**" icon to save the appropriation data you added.

Note: All Fund Codes that are related to the appropriation data you updated to new FY will be automatically updated at the Fund Code table to reflect the New FY.

Step #6: **Verify** the new Appropriation line to ensure accuracy of data.

Deleting Appropriation Data

To delete Appropriation data, select the appropriation line to be deleted and click the delete button.

Note: *After three Fiscal Years of operating in R-Supply (from initial implementation), the only 'Appropriation Data' left in your Appropriation data table should be the current and two prior 'Fiscal Years' that the Activity used… plus appropriation data for Activities that you perform material transfers to*.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to add or delete LMC, ARRC, or IRC to an existing stock item records …

Background Knowledge:

Maintaining Stock records is a never ending process. One of these many processes is inserting or adding management codes (i.e. LMC, ARRC, IRC, etc.) to stock item record. A good example is adding 'Local Management Code (LMC)' or 'Automatic Reorder Restriction Code (ARRC)' or 'Issue Restriction Code (IRC)' to a stock item so the Stock Control can easily pull these items through 'Ad hoc' if need arises… like managing your "*Never Out*" items. "Never Out" Items are those items that must be onboard 100% (range) at any given time… never NIS of these items. The only way to achieve this goal is to closely monitor these items. It must be frequently sight and physically inventoried. To accomplish the goal of having 100% (range), a list must be produced as an aid to physical inventory of the '*never out*' items. This is where Local Management Code (LMC) becomes handy to key-in during the production of the listing either through Ad Hoc Query or MSSLL Print program.

Procedures:

To add or delete Local Management Code (LMC), Automatic Reorder Restriction Code (ARRC) or Issue Restriction Code (IRC) to an existing stock item, follow the steps listed below:

> **Note:** Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

A. To add Local Management Code (LMC) to an existing stock item, follow the steps listed below:

Step #1: LOGON to R-Supply and verify the 'Local Management Code (LMC)' in "LMC" table in Validation tables. **GoTo:** *Site>Validation Tables* then click on the dropdown menu to display the list of validation tables. Select the **LMC** table. If intended LMC is listed on the LMC Validation table, proceed to **Step #2**. If the intended LMC is **not** listed on the LMC table, refer to 'how to add or delete data element into Validation tables' before proceeding to **Step #2**.

Step #2: **GoTo:** *Inv>Stock Item>Maintain Stock Item*.

Step #3: Enter the **NIIN** of the stock item in the space provided for NIIN search. Select the 'Stores Type'. If it is a QCOSAL item, select 'Restricted' option.

Step #4: Click "**OK**" button to continue the process. 'Maintain Stock Item' window will be displayed.

Step #5: On the "Maintain Stock Item" window, select the "**Other Actions**" icon on the toolbar (This icon should be next to 'Apply' or 'Delete' icon). The "Other Actions" menu will be displayed. Select "Maintain Local Management Codes" option then click "OK" button or simply double click on the selected option. 'Maintain Local Management Codes' window should be displayed.

Note: Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #6: Select the '**Local Management Code**' dropdown menu then select the appropriate LMC to continue the process. If the LMC is not displayed on the dropdown menu, the LMC was not added to the LMC table in the Validation tables. (Refer to: Add or Delete data elements in 'Validation Tables'.

Note: If other LMC already exist for the item, the existing LMC will be displayed. Select the "**Insert**" icon on the toolbar and click on the 'Local Management Code' column. Dropdown menu should appear. Click the dropdown menu to display the list of LMCs. Select the intended LMC.

Step #7: Click "**Apply**" icon on the toolbar to save the selected LMC. An alert prompt will display confirming that transaction was successfully completed. Close the window. Make sure to save all changes.

Step #8: Verify the deleted LMC for accuracy. Perform item '**Query**' to verify.

B. To delete Local Management Code (LMC) to an existing stock item, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Inv>Stock Item>Maintain Stock Item*.

Step #2: Enter the **NIIN** of the stock item in the space provided for NIIN search.

Step #3: Click "**OK**" button to continue the process.

Step #4: Click the "**Other Actions**" icon on the icon toolbar. "Other Actions" menu will be displayed.

Step #5: Select '**Maintain Local Management Codes**' option… then click "OK" button or simply double click the selected item to continue the process.

Step #6: Select the '**Local Management Code** (LMC)' to be deleted.

Step #7: Click "**Delete**" icon to delete the LMC.

Step #8: Click "**Apply**" icon to save the changes.

Step #9: Verify the deleted LMC. Perform item **'Query'** to verify.

C. To add 'Automatic Reorder Restriction Code (ARRC)' or 'Issue Restriction Code' (IRC) to an existing stock item, follow the steps listed below:

Step #1: LOGON to R-Supply and verify the 'ARRC' or 'IRC' in "ARRC or IRC" table in Validation tables. If intended ARRC or IRC is listed on the ARRC or IRC Validation table, proceed to **Step #2**. If the intended ARRC or IRC is **not** listed on the ARRC or IRC table, refer to 'how to add or delete data element into Validation tables' before proceeding to **Step #2**.

Step #2: **GoTo:** *Inv>Stock Item>Maintain Stock Item*.

Step #3: Enter the **NIIN** of the stock item in the space provided for NIIN search.

Step #4: Click "**OK**" button to continue the process.

Step #5: Click the "**Management Data**" tab.

Step #6: Click the **dropdown** menu on the ARRC or IRC and select the intended '**ARRC or IRC**'. If the ARRC or IRC is not displayed on the dropdown menu, the ARRC or IRC was not added to the ARRC or IRC table in the Validation tables. (Refer to: Add or Delete data elements in 'Validation Tables').

Step #7: Click "**Apply**" icon to save the added ARRC or IRC to the stock item.

Step #8: Verify the added data element to the stock item for accuracy. Perform item '**Query**' to verify.

D. To delete 'Automatic Reorder Restriction Code (ARRC)' or 'Issue Restriction Code (IRC)' to an existing stock item, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Inv>Stock Item>Maintain Stock Item*.

Step #2: Enter the **NIIN** of the stock item in the space provided for NIIN search.

Step #3: Click "**OK**" button to continue the process.

Step #4: Click the "**Management Data**" tab.

Step #5: Clear the '**ARRC** or **IRC**' on the ARRC or IRC data field using 'Back Space" or "Delete" key on the keyboard.

Step #6: Click "**Apply**" icon to save the changes.

Step #7: Verify the added data element to the stock item for accuracy. Perform item '**Query**' to verify.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to add data into or delete data from 'Validation' tables …

Background Knowledge:

Validation tables contain data that are used or passed during R-Supply transaction processes. These data are critical part of the process to ensure validity of processed transaction. Every R-Supply transaction is subjected to a series of validation before it is posted to R-Supply database tables. Any R-Supply transactions that do not pass during the validation process will be posted to the ***suspense*** table.

There are two types or categories of Validation tables. They are: Privilege and Non-privilege validation tables. Privilege Validation tables are tables that requires password from SPAWAR to modify entries. Password is unique and only works that particular day. If you know the password today, same password will not work the next day. Privilege Validation table contains data that are common to all Navy users (i.e. COG, UI, MCC, etc.). These validation tables can only be modified by SPAWAR personnel in which password is required to add or delete entries into/from the table. Non-privilege Validation tables are updated or maintained by the local user without any restrictions. Some of the data within these tables are unique to the local users (i.e. LMC, ARRC, IRC, etc.).

Procedures:

To add data into or delete data from the 'Validation' tables, follow the step-by-step procedure listed below:

Note: Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

A. To add data into the validation table, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Site>Validation Tables*. Select the dropdown menu to display the list of tables.

Step #2: Select the "**Validation Table**" you want updated.

Step #3: Click "**Insert**" icon on the toolbar.

Step #4: Enter the required data or code to be added.

Step #5: Click "**Apply**" icon to save the data.

Step #6: Verify data to ensure correctness of new added data into the validation table. To verify, close the 'Validation Table' screen then go back in and open the table you've just updated.

B. To delete data from the validation table, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Site>Validation Tables*. Select the dropdown menu to display the list of tables.

Step #2: Select the "**Validation Table**" you want updated.

Step #3: Select the data or code to de deleted.

Step #4: Click "**Delete**" icon to delete the data. A confirmation alert prompt will be displayed. Click 'OK" to continue.

Step #5: Click "**Apply**" icon to save the updated table.

Step #6: Verify data to ensure data was deleted from the validation table. To verify, close the 'Validation Table' window then go back in and open the table you've just updated.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to add or delete Fund Code Data in Fund Code table …

Background Knowledge:

Every OPTAR chargeable transaction in R-Supply requires Fund Code in addition to appropriation data. Most commonly used Fund Codes are already loaded in R-Supply during implementation. However, you may be required to add or delete Fund Code and appropriation data for external customers that you do not normally provide support. For reference, consult NAVSO P-3013-2 for all types of Appropriations or P-485, Volume II, Appendix 30.

Procedures:

To add Fund Code data, follow the steps listed below:

Note: Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #1: LOGON to R-Supply and **GoTo:** *Site>Financial Controls>Fund Codes*.

Step #2: Click "**Insert**" icon to display an empty Fund Code entry line.

Step #3: **Type-in** the Fund Code you want to add.

Note: Appropriation data must be current in the Appropriation table to add new Fund Code data, consult NAVSO P-3013-2 or P-485, Volume II, Appendix 30 for validity and accuracy.

Step #4: Click "**Apply**" icon to save the new Fund Code entry.

Note: All Fund Codes must be related to an appropriation line that is currently in-use for the current Fiscal Year.

Step #5: **Verify** the new Fund Code line to ensure accuracy of data.

Deleting Fund Code Data

To delete a Fund Code data on the Fund Code table, select the Fund Code to be deleted then click the **delete** icon on the icon toolbar.

Note: *Fund Codes that are currently in use cannot be deleted.*

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to add or delete 'Maintenance Control' data …

Background Knowledge:

Maintenance Control data are loaded into three separate maintenance tables. The three maintenance tables are: Aircraft Data, Engine Technical Data, and Availability Data. These tables are applicable to ***Force Level R-Supply*** only.

Aircraft Data table contains two tabs: the Aircraft Type Info tab and the Aircraft Identification tab. Aircraft Info tab contains four entry columns: TEC, Description (Aircraft Description), Aircraft Type and WSDC (Weapons System Designator Code). The Aircraft Identification Info tab also contains four entry columns: Bureau Number, TEC, UIC, and Org Cd (Organization Code). These data must be obtained from the Aircraft Squadron who owns the Aircraft or simply from S-6 (Supply Application Administrator (SAA)) so that NALCOMIS and R-Supply data are in synchronize. Otherwise, NALCOMIS transactions will not process through R-Supply.

Engine Technical Data table is a cross-reference data between Engine TEC and Aircraft TEC.

Availability Data table is maintained by 3M coordinator in OMMS NG. This table is used to keep track of the maintenance performed by your Ship's maintenance for equipment owned by other Activity (i.e. USS Enterprise is fixing a motor that belongs to USS Elrod).

Procedures:

To add or delete 'Maintenance Control' data, follow the step-by-step procedure listed below:

> **Note:** Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

A. To add 'Maintenance Control' data into Aircraft data table, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Site>Maintenance Controls>Aircraft Data*. Aircraft Data table will be displayed with 'Aircraft Type Info' tab as default. If not, then click 'Aircraft Type Info' tab to display.

Step #2: Click '**Insert**' icon on the toolbar. A blank line will display for new entry.

Step #3: **Enter** the required data.

Step #4: Click '**Apply**' icon to save data.

Step #5: Click '**Aircraft Identification Info**' tab.

Step #6: Click '**Insert**' icon on the toolbar. A blank line will display for new entry.

Step #7: **Enter** the required data.

Step #8: Click "**Apply**" icon to save the data.

Step #9: Verify data to ensure correctness of new added data into the Aircraft Data table. To verify, close the 'Aircraft Data' table screen then go back in and open the table you just updated.

B. To delete 'Maintenance Control' data from the Aircraft data table, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Site>Maintenance Controls>Aircraft Data*. Aircraft Data table will be displayed with 'Aircraft Type Info' tab as default. If not, then click 'Aircraft Type Info' tab to display.

Step #2: Select the line entry to be deleted.

Step #3: Click '**Delete**' icon on the icon toolbar to delete data.

Step #4: Click '**Apply**' icon to save changes.

Step #5: Click '**Aircraft Identification Info**' tab.

Step #6: Select the line to be deleted.

Step #7: Click '**Delete**' icon on the icon toolbar.

Step #8: Click "**Apply**" icon to save data changes.

Step #9: Verify data to ensure deleted data is not on the table. To verify, close the 'Aircraft Data' table screen then go back in and open the table you just updated.

C. To add 'Maintenance Control' data into Engine Technical Data table, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Site>Maintenance Controls>Engine Technical Data*. Engine Technical Data table will be displayed.

Step #2: Click '**Insert**' icon on the icon toolbar. A blank line will display for new entry.

Step #3: **Enter** the required data.

Step #4: Click '**Apply**' icon to save data.

Step #5: Verify data to ensure correctness of new added data into the 'Engine Technical Data table. To verify, close the 'Engine Technical Data' table screen then go back in and open the table you just updated.

D. To delete 'Maintenance Control' data from the Engine Technical Data table, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Site>Maintenance Controls>Engine Technical Data*. Engine Technical Data table will be displayed.

Step #2: Select the line entry to be deleted.

Step #3: Click '**Delete**' icon on the icon toolbar.

Step #4: Click '**Apply**' icon to save data.

Step #5: Verify data to ensure delete data from the 'Engine Technical Data table is deleted. To verify, close the 'Engine Technical Data' table screen then go back in and open the table you just updated.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to add, change, update or delete customer's UIC in 'Other Activities' table …

Background Knowledge:

What is "Other Activities" table? 'Other Activities' table contains the customer profiles (i.e. Customer UIC and other pertinent data to successfully process supply transaction for the external customer). External customer simply means 'other activities' requesting supply and maintenance support items from your Activity. Customer UIC must be added to 'Other Activities' table prior to processing any supply request from that particular customer.

Procedures:

Adding, updating or deleting customer's UIC in 'Other Activities' table:

Note: Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

A. To add customer's UIC in 'Other Activities' table, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Site>Activity Controls>Other Activities*. "*Search Unit Identification Code*" window will be displayed.

Step #2: Type-in or enter the **UIC** of the prospective customer on the UIC field and select 'Unit Type'.

Step #3: Click "**OK**" button to display the 'Other Activities' window where the information of the prospective customer will be added. If the UIC is already on file, the Ship's or Activity's information will be displayed. Verify the entries to make sure data are current and up-to-date. If the data are current and up-to-date, stop at this point and proceed to processing the transaction. If the UIC is not present on the table, proceed to **Step #4.**

Step #4: Enter the required data on the data field provided. Data fields are self-explanatory. However, some data are specific to type of Ship or Activity. See notes below:

Notes: (1) NWCF Indicator and NWCF Acty checkbox must be set if the customer is NWCF Activity. (Examples of NWCF Ship or Activity are: CVN, LHA, LHD, AS, T-AKE, etc.) Verify from the Customer whether they are NWCF or Not to confirm their current status.

(2) "Supported Unit" data field defaults to Non-Supported. However, if the UIC you are adding is one of the supported units, "Supported Unit (Accounting)" must be selected. Supported Unit means the Ship is performing

the accounting or financial reporting for the Activity. Also, if 'Supported Unit (Accounting)' is selected, the "Serial Numbers" tab must be updated. Enter the Serial Number range used by the Activity.

(3) Cash Sales Option block: If the Activity you are adding is a UIC of Foreign Embassy (Refer to MFCS Users Guide for the list) Cash Sale Authorized checkbox must be set or selected and select the appropriate radio button whether the fund is "Not Collected Locally" or "Collected Locally".

Step #5: Click "**Apply**" icon to save the customer's data.

Step #6: **Verify** data to ensure the data you added are accurate. To verify, open the table again to ensure data were saved.

B. To update customer's UIC in 'Other Activities' table, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Site>Activity Controls>Other Activities*. "Search Unit Identification Code" window will be displayed.

Step #2: Enter the **UIC** of the customer on the UIC field or Click the dropdown menu to display the list of UICs.

Step #3: Select the target UIC.

Step #4: Modify the appropriate data fields.

Step #5: Click "**Apply**" icon to save the modified data.

Step #6: **Verify** data to ensure accuracy by opening the table again to ensure data were saved.

C. To delete customer's UIC in 'Other Activities' table, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Site>Activity Controls>Other Activities*. "Search Unit Identification Code" pop-up window will be displayed.

Step #2: Enter the **UIC** of the customer on the UIC field or Click the dropdown menu to display the list of UICS.

Step #3: Select the UIC.

Step #4: Click "**Delete**" icon to delete the UIC of the Activity from the '***Other Activities***' table.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

Sheet 2 of 2

How to process 'Backfit Offline Requisition and/or Offline Stock Issue' into R-Supply and OMMS-NG …

Background Knowledge:

What is 'Offline Requisition'? Offline Requisition is the process of submitting requisition to the supply system/source without going through the requisitioning procedures in OMMS/R-Supply. *What is 'Offline Stock Issue'?* Offline Stock Issue is the process of issuing material from the storeroom (Supply Stock) without going through the MRI (Material Request Internal) procedures in OMMS/RSUPPLY. All documentations for material requests must be completed manually. (**Very important note:** *If the material was issued from stock, the 'Location' of the material where it was pulled must be indicated in the issue document. You will need this information when performing the backfit stock issue, especially for stock items with multiple locations assigned.)* This situation occurs when NTCSS system Suite is down and supply (maintenance or non-maintenance) requirement is required. Supplies are issued from stock onboard if the material is available. However, when supply requirement is not available onboard for issue, the requisition for the maintenance requirement has to be processed offline and the MILSTRIP submitted to the supply source via any available means of submission. Hard copy documentation must be prepared and kept as source document during the "Backfit" process.

Since R-Supply was by-passed during the requisitioning process, the requisition document was not recorded into the R-Supply *active_rqn_tbl* and other related database tables. When R-Supply is back up and running, Supply customer service must immediately process the offline requisitions into R-Supply to record the offline requisition or stock issue.

If the requisition is not process or recorded in R-Supply, the impact will be two-fold: (1) monitoring the supply status of the requisition through the automated process is not feasible, (2) the money was not set aside or obligated to pay for the material when received. The un-obligated document will appear in Activity's monthly SFOEDL report. 'Offline Requisitions' must be processed as '**Backfit**' into OMMS-NG for all maintenance-related requirements and through R-Supply using the '***Initiate Requisition***' function for all non-maintenance related or consumable requirements.

Procedures:

To backfit 'Offline Requisition or Stock Issue' into R-Supply, follow the steps listed below:

Situation #1: *Backfit non-maintenance requirements into R-Supply.*

> **Note:** Stock Control customer service must ensure the document is recorded in R-Supply database as soon as R-Supply is up and running or after the requisition has been submitted to the supply

system via naval message, email, FAX, OTS, phone call, or any other means of transmission to the supply source.

RSUPPLY

Step #1: Post the '**Requisition**' or '**Stock Issue**' to RSUPPLY.

Notes: (1) For posting '*Offline Requisition*': proceed to **Step #2**.

(2) For posting '*Stock Issue*': proceed to **Step #12**.

Step #2: LOGON to R-Supply and **GoTo:** *Log>Initiate Requisitions* (non-maintenance related only). 'Initiate Requisition' window should display.

Step #3: Select target **Department** and **Division**.

Step #4: Enter target **NIIN**.

Step #5: Select appropriate '**Stores Type**' as applicable.

Step #6: Enter the '**Document Number**' that was used when the requisition was submitted to the supply source.

Step #7: Select '**Post Post**' checkbox.

Step #8: Click '**OK**' button to continue. '*Build Requisition*' window should display.

Step #9: Enter the **MILSTRIP** information exactly the same as what was passed or submitted to the supply system. Refer to the outgoing MILSTRIP message or other means of transmitting the requisition off-station.

Step #10: Click '**Apply**' icon to post the transaction. '*Build Requisition Message*' alert window should be displayed to inform the user that the transaction has processed successfully. Click 'OK' to acknowledge the prompt. You can process the next transaction or click 'Cancel' button to go back to the main menu.

Step #11: **Verify the document** to make sure it was successfully processed. Perform 'Transaction Ledgers' and 'Requisition' queries to verify transactions.

Step #12: LOGON to R-Supply and **GoTo:** *Log>Material Requirements>Internal Request* (non-maintenance related only). 'Material Request - Search' window should display.

Step #13: Enter the target **NIIN**. Select the appropriate ‘Stores Type’. Select the ‘Post Transaction’ checkbox. Select the target Dept and Div.

Note: If the ‘Post Transaction’ checkbox was not selected, the issue must be completed at the ‘Issuing’ function. Menu Path: *Log>Issuing>Storeroom Issues*.

Step #14: Select “**OK**” button to continue. ‘Material Request’ window will be displayed.

Step #15: Enter ‘**Quantity**’ issued. All other required data should be default.

Step #16: Select “**Apply**” icon to continue. ‘Document Number Assignment’ window should be displayed.

Step #17: Select the appropriate ‘**Radio**’ button. ‘Allow system to generate Document Number’ is the default (Highly recommended). ‘User entered Document Number’ radio button must be selected if a ‘Document Number’ was assigned when the material was issued to the customer.

Step #18: Select “**OK**” button to continue. ‘Assigned Document Number’ pop-up window will be displayed with the assigned document number.

Step #19: Select “**OK**” button to continue. ‘Storeroom Issue’ window will be displayed.

Step #20: Enter the ‘**Quantity**’ issued.

Step #21: Select “**Apply**” icon to post and complete the process. You can process the next transaction or click ‘Cancel’ button to go back to the main menu.

Step #22: **Verify** transaction. Perform ‘Transaction Ledgers’ query to ensure transaction was posted.

Situation #2: *Backfit maintenance related requirements into OMMS-NG and R-Supply.*

Note: Maintenance related requirement backfit is performed by the joint effort of 3M Coordinator, Work Center Supervisor, Stock Control Supervisor or Supply Customer Service Supervisor.

OMMS-NG

Step #1: LOGON to OMMS-NG to process ‘Backfit’.

Step #2: Set the ‘**Process Backfit**’ checkbox. Menu Path: *Management>System Administration>Site Parameters…* select ‘*Process Backfits (Order Parts)*’ checkbox.

Step #3: **Add** or **create** the 'Work Candidate'. **3M** Coordinator or Work Center Supervisor will establish or add and approve the 'Work Candidate' in OMMS-NG.

Step #4: Open the '**Work Candidate**' and process backfit. **GoTo:** OMMS: *File>New List* or simply select the '*New List*' icon (3rd icon from the left). 'New List' window should be displayed. (**Note:** *Once the 'Work Candidate' is established and approved in OMMS-NG, anyone that has 3M Access Level and R-Supply FAS and Stock Control access level should be able to backfit OMMS-NG and RSUPPLY.)*

Step #5: Select the '**Work Candidate**' action button to continue. '*Work Candidate List*' window should be displayed with all the 'Work Center' (under the "Organization" tab) selected or highlighted.

Step #6: Select '**Clear All**' action button to clear or de-select the Work Centers.

Step #7: Select the target **Work Center**.

Step #8: Select '**Create List**' action button to display all the jobs for the selected work center.

Step #9: Select the target **JSN** (Job Sequence Number).

Step #10: Select '**Go To**' action button to display the "Work Candidate" window displaying the complete JCN (Job Control Number).

Step #11: Select '**Parts**' tab to order the required maintenance parts.

Step #12: Select '**Order/Submit Parts**' action button to display all the parts within that component. This *action button* should is located at the bottom of the window.

Step #13: **Locate** and **select** the target NIIN or Part Number required for maintenance by scrolling up or down. You can also put the NIIN or Part Number or other columns in ascending or descending order for easy locate of the target NIIN or Part Number by clicking on the column title.

Step #14: **Double** click the selected or target NIIN to display the '**Order Form**'. Red check mark indicates mandatory data.

Step #15: Enter the required **quantity**, **urgency of need** and **other required data** (Depending the type of part ordered i.e. DLR). Two action buttons will become active when the order form is completed … they are: '**Queue**' and '**Clear**'. If you want to clear the data on the order form, click on the 'Clear' action button and the order form will be cleared or become inactive. To pull up the order form, double click the target NIIN to display the order form back in the order window.

Step #16: Select '**Queue**' action button to queue-in the part for ordering. The '*Apply*' action button at the bottom of the screen will become active and the '*Queue*' action button will change to 'Re-Queue'.

Step #17: Select '**Apply**' action button to continue. An alert prompt will be displayed prompting you if you want to backfit this request. This prompt will show-up only if the '*Process Backfit Parts*' checkbox is activated at the "Site Parameters".

Step #18: Select "**Yes**" to continue. The alert prompt should disappear.

Step #19: Select '**Backfit**' action button to continue. '*Assign Request Number*' window should be displayed… parts requested is displayed at the top portion of the pop-up window.

Step #20: Enter the '**Document Number**'. This is the document number that was used to submit the requisition to the supply source or the document number used to issue the part to the customer. **Document Number format is**: UIC-JD-Ser Number (No dashes or Service Code preffix).

Note: If the backfit is:

(1) For '*Stock Issue*', GoTo **Step #26**…

(2) For '*Requisition*', proceed to **Step #21**.

Step #21: Select '**Total Requisition**' radio button.

Step #22: Select or click '**OK**' button to continue.

Step #23: Select '**Apply**' action button to submit the transaction to Supply. An alert prompt will be displayed to confirm submission.

Step #24: Select "**Yes**" button to confirm. At this time, the transaction is passed to R-Supply for action. You can order more parts for this APL or close the window by clicking the 'Close' action button.

Note: At this point two things could happen:

(1) If the requested item is carried onboard… (Meaning: Supply maintains stock records however at time of request the item was NIS (Not-in-Stock). If this is the case, the requisition is now

posted in R-Supply database. No further action required. Verify the transaction (See Step #25).

(2) If the requested item is NC (Not-Carried), the requisition is suspended for further action by the Supply personnel. For suspended transaction, **GoTo:** RSUPPLY: *Log>Suspense…* then select the 'Function' dropdown menu and select 'Requisition'. Supply personnel will process the suspended transaction in accordance with the procedures associated with 'Suspense' processing procedures.

Step #25: **Verify** the transaction. LOGON to R-Supply and **GoTo:** *Qry>Transaction Ledgers>Material...* enter the target NIIN and select "OK" button to display the transactions. You may select the 'Descend' radio button at the upper right-hand corner of the screen to display the current transaction on top. Transaction is identified as "DTO Batch Rqn" under 'Type' transaction. Also, verify Requisition. **GoTo:** *Qry>Requisitions>Stock/DTO rqns*… enter the target document number and click 'OK' button to display the requisition record.

Note: If the target transaction is not found in either database table, the transaction may have been suspended. GoTo: Step #24, Note (2), for instructions.

Step #26: Select '**Issued**' radio button (*Normally default*.).

Step #27: Enter the '**Location**' of the material that was issued. If the material has multiple locations assigned, ensure the location entered is where the material was pulled from for issue to the customer.

Step #28: Enter the '**Quantity**' issued and tab out of the data field. The 'OK" button should be active after you tab out of the data field.

Step #29: Select "**OK**" button to continue.

Step #30: Select '**Apply**' action button at the bottom of the screen to process and post the issue document in R-Supply database. At this point, the backfit 'stock issue' is completed. No further action required.

Step #31: **Verify** the transaction. LOGON to R-Supply and **GoTo:** *Qry>Transaction Ledgers>Material...* enter the target NIIN and select "OK" button to display the transactions. You may select the 'Descend' radio button at the upper right-hand corner of the screen to display the current transaction on top. Transaction is identified as "OMMS Issue" under 'Type' transaction.

Step #32: **Turn-off** the 'Process Backfit' checkbox. **GoTo:** OMMS: *Management> System Administration>Site Parameters…* deselect '*Process Backfit*' checkbox. This is critical action to avoid erroneous submission of maintenance requirement by RPPOs.

======== End-of-Backfit ========

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to use the Batch Job Scheduler …

Background Knowledge:

Batch Job Scheduler is a convenient feature in R-Supply to schedule Batch Jobs to run in future dates. Use this feature to your advantage. To use the scheduler, the "**Allow Scheduling**" checkbox at the Control Parameter Update window must be selected. If the **Clock** icon is not displayed on the toolbar when you pull-up a Batch Job for submission, the "**Allow Scheduling**" checkbox is not selected (*Make sure this feature is activated at the Control Parameter Update screen by selecting the "Allow Scheduling" checkbox*). To set Batch Job indicators, refer to: "Setting Batch Job Control Parameter Indicator at the Control Parameter Update Screen or **GoTo:** *Site>Management>Site Internal>Batch Job Scheduling>Control Parameter Update*. Select the Subsystem then click "OK" button to display the Batch Jobs available within the Subsystem selected. Locate and select the Batch Job then set the appropriate control indicators by selecting the corresponding checkbox.

The following R-Supply Batch Jobs are normally scheduled to run at a specified date and time or in a daily basis at regular time. (1) '**Stock Control Review'** report is an example of a Batch Job that can be scheduled and run daily at time of your choosing (i.e. daily @ 0500 hrs) so the report is ready for you when you report to work every morning. (2) Another Batch Job that is scheduled in a daily basis is '**Force Inventory Drawdown**' (Applies only to Viking Release with AUTOFITS interface activated). (3) '**Suspense Listing'** is another Batch Job that you should schedule to run in a daily basis. SUPPO and Stock Control Officer/Supervisor should closely monitor the above reports. Ensure all suspended transactions that affect your OPTAR and Inventory are cleared in a daily basis. (4) '**Issue Pending'** listing is another Batch Job that is scheduled daily for Stock Control Officer/Supervisor. Issues should be posted whenever the material is pulled from the location and delivered or picked-up by the customer.

There are two ways to schedule a Batch Job to run at specified date and time. (1) You can set the "run time" of a specific Batch Job during the initial submission of the Batch Job or (2) you may set the "run time" to any Batch Job while the Batch Job is still on the approval queue just prior to approving the Batch Job.

Procedures:

To use the '**Batch Job Scheduler**', follow the steps listed below:

> **Note:** Before you can schedule a Batch Job to run at the specified time, the 'Allow Scheduling' indicator must be selected. (Refer to: 'Setting the Batch Job Control Parameter Indicators'. Menu Path: *Site>Management>Site Internal>Batch Job Scheduling>Control Parameter Update*)

(1) Setting the Batch Job scheduler during the initial submission of the Batch Job:

Step #1: Logon to R-Supply and prepare to submit a Batch Job request.

For demonstration purposes, submit the Batch Job for the "*Force Inventory Drawdown*" to run daily at 0100hrs.

Step $2: Submit the 'Force Inventory Drawdown' Batch Job to run daily at 0100hrs… **GoTo:** *Inventory> Management>Inventory Action>Force Inventory Drawdown*. The Batch Job "Request Screen" will display. Do not select the '*Do you wish to create a new baseline file*?' checkbox… not unless you are running the initial run of FITSDL and during the quarterly submission (Jan, Apr, Jul and Oct).

Step #3: Click the '**Clock**' icon on the toolbar. If the "Clock" icon is not shown on the toolbar, the 'Allow Scheduling' indicator is not set.

Step #4: Click the '**Run Frequency**' dropdown menu and select the appropriate run frequency (i.e. One Shot, Daily, Weekly, Monthly, etc.). If 'One Shot' option is selected, make sure to select a date when you want to run the Batch Job. If 'Weekly' option is selected, make sure to select the 'Day' of the week to run the Batch Job, etc.

> **Note:** If the Batch Job is to be scheduled to run for several months/years, click the "right" arrow on the '**month**' to advance for the desired number of months/year.

Step #5: Set the '**Run**' time (Configure in 24hrs clock-hour).

Step #6: Click the '**Save**' button to save the settings.

> **Note:** Scheduled 'frequency' and 'run time' should be displayed on the "Schedule Entries" display box.

Step #7: Click '**OK**' button to save the Batch Job parameters.

Step #8: Click "**Apply**" icon on the toolbar to submit the Batch Job and continue.

> **Note:** "Batch Job Request Confirmation" alert window should display with the Batch Job Number (write down the Batch Job Number for future reference).

Step #9: Click the "**OK**" button to submit the Batch Job. *Steps #10 through #12* applies only if the "***Approval Required***" indicator is set at the 'Control Parameter Update' window.

Step #10: If the '**Approval Required**' indicator is set at the Control Parameter window, you must ***Approve*** the Batch Job. **GoTo:** *Site> Management>Site Internal>Batch Job Scheduling>Approval* to approve the Batch Job. Approve the Batch Job by typing "**R**" on the 'Status' column.

> **Note:** If the Batch Job is not on the Approval Queue, it means the "Approval Required" checkbox is activated at the Control Parameter Update screen. In this case, the Batch Job has been automatically approved and will be released to NTCSS for processing at the specified scheduled date and time.

Step #11: Click the "**Apply**" icon on the toolbar to complete the Batch Job submission.

Step #12: Close the "**Approval**" window.

Step #13: Verify the scheduled batch job at the *NTCSS TOOLBAR>System>Batch Job Queue*. On the "*Select Application*", click the dropdown menu and select "RSUPPLY" then Select the "**Scheduled Job**" radio button. The Batch Job should be listed on the display window.

> **Note:** NTCSS TOOLBAR>**System**>Batch Job Queue
>
> System is the three cascading squares on top of the NTCSS Toolbar next to the "right" arrow and before 'Help' icon.

(2) Setting the Batch Job scheduler after the Batch Job have been submitted:

There are situations that the Batch Job has been submitted and you (the FAS) would like to schedule the Batch Job to run at later date & time. You can set the Batch Job Scheduler so it will run at the specified date and time. To set the batch job scheduler, follow the steps listed below:

Step #1: **GoTo:** *Site>Management>Site Internal>Batch Job Scheduling>Approval*.

Step #2: Select the **Batch Job** to be scheduled.

Step #3: Select the '**Schd Ind**' checkbox to indicate that the Batch Job is scheduled to run at certain frequency and time.

Step #4: Click the '**Clock**' icon on the toolbar.

Step #5: Follow **Steps #4 through #13** above.

Editing a Scheduled Batch Job:

GoTo: *NTCSS TOOLBAR>System>Batch Job Queue*. On the "*Select Application*", click the dropdown menu and select "**RSUPPLY**" then Select the "**Scheduled Job**" radio button. The Batch Job should be listed on the display window.

Select the Batch Job to be edited then select the "**Schedule**" button below. Modify the required entries and save the changes.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to "View Input Transactions, Electronic Output Files or Reports" that are saved in Input File, Output File or Report directories …

Background Knowledge:

There are situations that you may run Batch Jobs but you do not want to print the hard copy output. An example of this situation is running SAMMA/SAL. You just want to view or take a quick glance at the number of RAB, RAO or Def-to-RO and other management data items (i.e. number of items carried onboard, summary of LMC or ARRC Codes tied to items in the database, etc.). Situation like these you do not have to spend time, money and other related expense as a result of printing the hard copy output. Run the Batch Job and save the output into the 'report' directory then view the report or output after completion of the Batch Job.

To turn-off the hard copy save the output or report into the intended directories, refer to: "***Setting the Batch Job Control Parameter Indicators".***

Input Files - are saved input files (*after the input file is uploaded via 'File Transfer*') at this directory: /h/data/local/SUP1BT/tape_in.

Output Files - are saved output files at this directory: /h/data/local/SUP1BT/tape_out.

Reports - are saved Batch Job reports at this directory: /h/data/local/SUP1BT/reports.

If you are the FAS with full ADMIN rights, you can quickly remove all files in any of the above directories.

Procedures:

To view the saved input file, output file or report, follow the steps listed below:

Step #1: LOGON to R-Supply. **GoTo:** *File>Utilities>Batch Review*.

Step #2: Select the appropriate "Radio Button" (i.e. Input File, Output File or Reports). Once a radio button is selected, '***Select Server File***' window will display. The Input, Output or Report batch job numbers or process numbers will be displayed. (**Note:** *If the 'Select Server File' display window is not displayed, its either no file is available for viewing or you do not have Admin permission to view the file or files on the system you are on*.)

Step #3: Select the Batch Job or Process Number… then Click "**OK**" button or simply double click the Batch Job or Process Number to display the input, output or report.

Step #4: View the input, output or report. You may click the 'Cancel' button at the lower right hand corner of the screen to select another 'Radio Button' or you can close or exit the window.

If you have internet access and would like to navigate through the actual procedures, click here. Follow the steps listed above. Try all three radio buttons.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to process 'Bearer Pick-up' …

Background Knowledge:

Bearer Pick-up is simply just that… the customer hand-carry the request for material to the supply source and carry the material with him/her back to the work site. However, some supply source may have different policies how they want the request submitted. Some supply source wants you to FAX, email or phone-in the MILSTRIP information prior to picking up the material to give the supply source time to break-out the material and be ready for the customer pick-up.

Before making a bearer pick-up, make sure to call the Supply Center or supply source for the latest policy involving bearer pick-up. Normally, bearer pick-up is done when high priority request for spare part is either NIS or NC and the required material is available at the supporting FISC or Supply Support Center.

Procedures:

To process Bearer Pick-up, follow the steps listed below:

Note: Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #1: **LOGON** to R-Supply and **GoTo:** *Log>Issuing>Storeroom Issues.*

Note: The customer's material request must have been submitted through the MRI indicating high priority requirement and will down the equipment/system if material is not provided within 24 hours (CASREP). Stock Control customer service must confirm the availability of the material at the supporting Supply Center or FISC. The request must be outstanding in material request queue to perform the Bearer Pick-up process.

If the material has been picked –up from the supply source without going through the MRI process, the customer must perform OMMS NG Backfit procedures (maintenance-related item). If the material was for non-maintenance related (consumable), the document can be processed through the "Initiate Requisition" option and process as 'Bearer Pick-up/Post-post'. See how to process 'Backfit' (Maintenance and non-Maintenance).

Step #2: Enter the document number to be processed as '**Bearer Pick-up**" and click "**OK**" button to display the request or you may click the "**All**" radio button under '*Search by*' block to display all outstanding request. Select the document number to be processed as ‘Bearer Pick-up’ and click “OK” button or simply double click the document to display the request.

Step #3: Once the request is displayed, enter “0” on the ‘Qty Issd’ field or you may leave it blank. Click “**Apply**” button to continue the process.

Notes: **(1)** If the ‘Total O/H QTY’ is **not** zero(0), the ‘*Storeroom Issue Message*’ prompt will be displayed indicating that ‘Sufficient quantity exist to process issue. Do you want to set this NIIN under Spot Inventory?’. Click ‘**Yes**’ to set the spot inventory flag or indicator. The “*Storeroom Issue – Process Remainder*” alert window will be displayed with four buttons (‘**Orde**r’, ‘**Subs**’, ‘**Canx Rem**’ and ‘**Cancel**’).

(2) If the ‘Total O/H QTY’ is zero(0), the “*Storeroom Issue – Process Remainder*” alert window will be displayed with four buttons (‘**Orde**r’, ‘**Subs**’, ‘**Canx Rem**’ and ‘**Cancel**’).

Step #4: Click “**Order**” button to prepare the MILSTRIP for submission to the supply system. The ‘*Build Requisition*’ screen should be displayed.

Step #5: Verify the **MILSTRIP** data for completeness. Enter remaining MILSTRIP data as required.

Step #6: Select the “**Bearer Pick-up**” checkbox. This checkbox is located above the “***Document Nbr***” block.

Step #7: Click “**Apply**” icon on the toolbar to continue the process. *Build Requisition Message* alert window will display informing the user that the transaction is completed. Bearer Pick-up document (**DD Form 1348-1A**) should be printed and labeled as “Bearer Pick-up” on top of the form.

Step #8: Extract the **MILSTRIP** from the Bearer Pick-up document and send it to FISC. Call the local FISC for the current policy concerning Bearer Pick-up. Some FISC will let you phone-in or email or FAX the MILSTRIP information to them ahead of time to ensure the material is ready for pick up before the person making the bearer pick-up gets there.

Step #9: Upon return from FISC, the person making the Bearer Pick-up should **hand-in a copy of the receipt** to Stock Control customer service for receipt processing.

Step #10: Process the receipt. LOGON to R-Supply and **GoTo:** *Log>Receipts> Receipt Processing.* This completes the Bearer Pick-up process.

Note: If the requirement was DLR, complete the NRFI turn-in process.

Step #11: Verify transactions. Perform 'Transaction Ledgers' query to verify the transaction. Check the requisition database table by performing 'Requisition Stock/DTO' query to make sure document is completed properly.

Important Notice: If the requirement is for consumable item, 'Bearer Pick-up' can be processed at the 'Initiate Requisitions' option. However, the material request must exist through the MRI process. The document number must exist in 'Issuing' queue.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to process "Monthly Change Notice and Annual Price Change" …

Background Knowledge:

What is Monthly Change Notice or Annual Price Change? Monthly Change Notice is a batch process in R-Supply that effect changes to data elements (i.e. COG, NSN, UI, UP, MCC, etc.) of existing stock item records. Whereas Annual Price Change is an annual change that effect only the Unit Price of an item in the stock records. It is so critical that all Navy Activities process their monthly change notices regularly and on time. Monthly Change Notice is normally processed at the end of the month after completion of the monthly financial closeout or first of the month before processing any transactions for the month. Annual Price Change is processed annually at the end of Fiscal Year (September 30th), after the Fiscal Year closeout. It is critical to process the Annual Price Change notice to prevent unnecessary below threshold transactions in your monthly SFOEDL. You may ask, what is the relationship between Change Notices and SFOEDL (Summary Filled Order Expenditure Listing)? Okay, here's why… when you process issues (NWCF Activities) or obligate your outstanding material requirements (NIS/NC), the charge or obligation was taken from the existing unit price of the item from the *item* table. If the unit price in your *item* table does not match with the unit price of other supply activities, there is a possibility that the billing and the obligated amount you submitted to DFAS will not match for that particular document. Therefore, that particular document will appear in the SFOEDL. As much as possible, keep your database aligned with the other databases. The only way to have it aligned is to process the change notices regularly and on time.

Procedures:

To process the Monthly Change Notice or Annual Price Change, follow the steps listed below:

Step #1: Download the Change Notice from NAVICP Change Notice site. The web address is: https://dataxfer.navicp.navy.mil/files/pub/mrt/nsf or download from WINSALTS.

Note: Must have PKI certification to download from website.

Step #2: Prepare the downloaded file for input. Unzip the file (if zipped) and should be readable in text format.

Step #3: Logon to R-Supply and perform '**File Transfer**'. Upload file to Server. (Refer to 'File Transfer' Procedures). **GoTo:** *File>Utilities>File Transfer>Batch File Transfer.*

Step #4: Verify input. **GoTo:** *File>Utilities>Batch Review* then Select '**Input**' radio button. Uploaded file input should be displayed under the Batch Job number selected.

Step #5: Submit the Change Notice Batch Job. Menu path: *Site>Management>Site Internal>Batch Job Scheduling>Predefined Jobs* then Select the appropriate Batch Job Process (In this case, Change Notice, JSS140 or JSS130 for Annual Price Change).

Step #6: Approve or release the Batch Job to NTCSS for processing. Menu path: *Site>Management>Site Internal>Batch Job Scheduling>Approval.* Select the Batch Job, type-in "R" in the 'Status' block then click "Apply".

Step #7: Verify or check the status of the Batch Job to ensure it processes to its completion. **GoTo:** *NTCSS TOOLBAR>System>Batch Job Queue>RSUPPLY…* then select the appropriate Job Status radio button. If the Batch Job was completed successfully, the 'Completed' status will indicate 'Normal Exit'.

Step #8: Process the output. This is a critical ***Step*** and must be dealt with seriously. There will be output after the completion of the Batch Job process (i.e. UI Changes, MCC Changes, COG Changes, etc.) Output distribution includes Supply Quality Assurance Division, Storage personnel and Stock Control Officer/Supervisor. The output must be processed and monitored closely by the Stock Control Officer/Supervisor. Like Unit-of-Issue changes, items have to be repacked and relabeled. Stock Control Supervisor should be the person responsible to ensure the actions have been completed. Supply Quality Assurance Division must recheck and follow-up the accuracy of the process. The person conducting the appropriate action or actions must sign the working copy and submit the annotated copy to Stock Control Supervisor for retention.

Step #9: File and retain the worked listings for future reference and audit trail or for Supply Management Certification (SMC). Refer to TYCOM Instruction for current policy concerning retention of worked listings.

Congratulations… you have completed the project.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to change or switch 'Role Name' in R-Supply …

Background Knowledge:

What is *User Role Name*? **User Role Name** is the name given to a selected function or a group of functions the user is authorized to access in R-Supply (i.e. receipt processing, inventory adjustment, post issue, etc. maybe given a '*Role Name*' of **Supply-1**). A role name must contain at least one function. The functions included in the Role Name "**Supply-1**" are the only function or functions the user can access and perform R-Supply processes.

There are situations when User is assigned multiple tasks (i.e. receipt processing, inventory processing, release outgoing transactions, MRI, posting issues, etc.). If "*Role Names*" are already created for the preceding functions (i.e. **Supply-1** role name is assigned to include receipt processing and inventory processing and **Supply-2** role name is assigned to include release outgoing transactions, MRI, and posting issues), a "*Role Name*" for the User that perform all the preceding functions may not be created. But instead, **Supply-1** and **Supply-2** role names will be assigned to the User that perform all the functions mention above. In this situation, the User must change or switch *role name* when performing a function that is under Supply-1 or Supply-2. The first *role name* on the list is the default when the User login to R-Supply. If the User has to perform a process that belongs to the second or third assigned *role name*, the User has to switch *role name* before accessing the function that the User intends to perform.

Procedures:

To change or switch 'Role Name', follow the steps listed below:

Note: Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #1: Logon to R-Supply and Select "**Actions**" on the menu bar.

Note: When you click "*Actions*" on the menu bar, '*Change Role*' option will display only if the User has a multiple '*Role Name*' assigned. A blank means only one Role Name is assigned.

Step #2: Select "**Change Role**". '*Available Roles*' pop-up screen will display.

Step #3: Select the "**Role Name**" that contains the function.

Step #4: Click "**OK**" button to switch role.

Step #5: Verify the "**Role Name**" to make sure the switch was made. The "*Role Name*" is located on the lower right hand corner of the screen at the 'Status Bar'.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to view or update data on the "Constants" data tables …

Background Knowledge:

What are *constants data tables*? Constants data tables are database tables that carries most of the constants data that will be passed to various processes in R-Supply. These data must be reviewed and updated (as applicable) by the FAS at least monthly to ensure validity of the constants data. There are four constants data tables. They are: Allowance/Loads, Requisition/Offload Values, Printer Identification and Miscellaneous Values.

Procedures:

To view or change the Constants on the data tables, follow the steps listed below:

Step #1: LOGON to R-Supply. **GoTo:** *Site>Activity Controls>Constants*. Constants tables will be displayed.

Step #2: Select one of the '**Constants**' table and refer to the notes below for brief explanations. Verify and understand the '**Constants**' data in relations to the processes.

Notes:

(1) Allowance/Load:

The Allowance/Load window is used to designate Allowance/Loads (formerly referred to as COSAL Types) carried by the Activity. The 'Allowance/Load' category must be "Active" before the Allowance/Load category is assigned to items to be carried in *stock_item* table. If the 'Allowance/Load' category is not used or no longer applicable to the Activity, it must be inactivated by de-selecting the allowance/load category.

HME and DBI allowances are indicated as active for all activities and cannot be deactivated. All other allowances and loads, except OSI, are available for activation or deactivation at the Supply Officer's discretion.

The capability exists to indicate whether deficient NIIN from ASI processing should be automatically ordered. You may set this option if applicable. This is accomplished by selecting or de-selecting ASI Reorder checkbox for the allowance or load category. If the ASI Reorder checkbox is set, deficient ASI NIIN is ordered. If not set, a reorder is not generated for the deficient ASI NIIN. JSI208 (Reorder Review) must be processed to order deficient items.

If the Activity has LOGREP functionality, the Supply Officer can also designate allowances and loads as protected during LOGREP processing. The sum of these protected allowance and load quantities are taken into consideration when computing the quantity available for issue during LOGREP events. The capability also exists to designate default project codes for Stock, DTO, NAVSEA, and NAVAIR by allowance and load.

Business Rules:

- An allowance cannot be designated as inactive if the allowance/load is currently attached to an item or NSN with that allowance (which can be found in the COSAL List table).
- An allowance cannot be designated as a LOGREP Protected Allowance if the allowance is inactive.
- If an allowance is deactivated, the LOGREP Protected Allowance, if set, is also deactivated.
- If the activity is not operating under LOGREP functionality, the Protect LOGREP Allowance check box is disabled.
- Project Codes cannot be entered for an allowance if the allowance is inactive. If the allowance is deactivated, any Project Codes that are entered for that allowance will be cleared.
- Operating Space Item (OSI) allowance is not available for activation at any activity and will not be displayed on the Allowance/Loads window.
- If ASI Reorder is not selected for an allowance or load, deficient NIINs with that allowance that processes through ASI will not be an order/reorder candidates.

(2) Requisition/Offload Values:

Requisition Values

The Requisition Default window tab enables the Supply Officer to update requisition information needed to process outgoing transactions. For example, if a ship is stationed overseas, the displayed fields can be preset in accordance with overseas requisitioning procedures.

Routing Identifiers

The Routing Identifiers area holds all Routing Identifiers to be used in MILSTRIP documents when ordering specific material types.

Project Codes

The Project Codes area holds all assigned Project Codes to be used during material replenishment and when processing shipment and inventory losses.

Distribution Codes

The Distribution Codes area holds the code to be used in conjunction with the Service Designator Code to designate the activity or service point to receive additional supply status on a requisition.

Urgency of Need

The Urgency of Need area, along with the Force/Activity Designators (FAD), is utilized to determine the designated priority to be assigned on outgoing requisitions.

NAVAIR APN6

The NAVAIR APN6 area designates attribute values to be used on NAVAIR requisitions.

NAVSEA

The NAVSEA area designates attribute values to be used on NAVSEA requisitions.

Standard

The Standard area designates attribute values to be used on standard requisitions.

Offload default values:

The Offload default window tab enables the Supply Officer to update current values used on Offload documents.

Receiving Activity

The Receiving Activity area holds the UIC of the activity receiving the discarded material and the Extended Money Value range of the material. Material being offloaded cannot exceed this dollar amount.

DRMO

The DRMO area contains the UIC of the DRMO activity and the Maximum Extended Money Value of material for each NIIN being discarded.

Project Codes

The Project Codes area contains all assigned Project Codes to be used during the offload process.

Business Rules:

a. "Ship To" UIC must exist on RSupply tables before it may be added to this window. Entry point is: *Site>Activity Controls>Other Activities*.

b. "Supp Add" UIC must already exist on RSupply tables before it may be added to this window.
Entry point is: *Site>Activity Controls>Other Activities*.

c. ‘Receiving Activity’ UIC must already exist on RSupply tables before it may be added to this window. Entry point is: *Site>Activity Controls>Other Activities*.

d. "DRMO" UIC must already exist on RSupply tables before it may be added to this window.
Entry point is: *Site>Activity Controls>Other Activities*.

e. "Routing Identifiers" RIs must already exist on RSupply tables before they may be added to this window. Entry point is: *Site>Validation Tables*. From the dropdown, select Routing Identifiers.

f. The New Construction tab only appears if the New Construction option is selected on the Activity Control Information Window.

(3) Printer Identification:

The Printer Identification window relates printer identification names to printer/location codes.

To verify printer configuration, follow the path below:

Site>Activity Controls>Constants>Printer Identification… then select the appropriate radio button.

- **Storeroom Issues** – normally, the program defaults to this radio button. Make sure the "**Priority**" radio button is selected on the '*Routed by:*' block. On the 'Print Configuration' block, select the correct printer and the number of copies of Picking Tickets you want printed. If you select "1" on the 'Number of Laser Copies, this means you have two copies of picking tickets. Two copies per page.

  If you select the "**Location**" radio button, make sure to select the correct printer.

- **Material Transfers** – Select the correct printer type.

- **Carcass Turn-ins** – Select the correct printer type.

(4) Miscellaneous Values:

SEAMART/PEB Review Parameters

The Miscellaneous Values window is used to build or modify SEAMART/PEB pricing and frequency information that is used in creating the SEAMART/PEB Review Report. The report is an Inventory Management report used to review items that are candidates for addition or deletion from SEAMART or PEB classification.

Dynamic Levels Checkbox

The Dynamic Level Checkbox is used to indicate whether Dynamic Levels should be on or off, which has an impact on the setting of the Requisitioning Objective (RO) and the Reorder Point (RP). To run Dynamic Levels, **refer to:** How to run dynamic levels procedures. (**Note:** *Dynamic Levels* checkbox must be activated only when running the Dynamic Levels and must be turned-off after running the dynamic levels.)

Step #3: Make it a habit to view and verify the constant data for currency (At least quarterly).

If you are login to the internet, you may perform the demonstration, click here to LOGON to R-Supply then follow the menu path indicated in **Step #1**.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to transfer COSAL Quantity and/or Requisition to QCOSAL (Restricted) Quantity and/or Requisition or vise versa …

Background Knowledge:

This functionality is for Nuclear Ships or Activity Only. COSAL Quantity and/or COSAL Requisition transfer to QCOSAL (Restricted) is available for dual items only (items with COSAL/QCOSAL Allowance Quantities). It is a policy that QCOSAL (Restricted) Allowance must be onboard or on order (100%) at any given time. QCOSAL discrepancies occurs when QCOSAL (Restricted) O/H QTY plus Stock due-in is less than the Allowance QTY. If this situation happens, COSAL QTY or Requisition can be transfer to QCOSAL (Restricted) to fill the deficiency.

Procedures:

To transfer COSAL QTY or COSAL Requisition to QCOSAL (Restricted) category, follow the steps listed below:

Note: Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #1: LOGON to R-Supply and **GoTo:** *Inv>Stock Item>COSAL Transfers*.

Step #2: Enter the '**NIIN**' on the space provided on the COSAL Transfer – Search window.

Step #3: Click the dropdown menu and select the appropriate **Store Type** to transfer. If transferring **requisition**, proceed as stated below otherwise, continue to **Step #4**.

Note: If transferring requisition, check the **Requisition checkbox** then follow the steps listed below:

Substep 3a. Click "**OK**" to continue. The "**RQN COSAL Transfers**" window is displayed with all available requisitions displayed for selection.

Substep 3b. Select the appropriate **COSAL** on the "**Select a COSAL**" dropdown menu.

Substep 3c. Double click on a **specific Requisition** to transfer to the selected COSAL or if all requisitions are to be transferred, select the '**Transfer all requisitions**' checkbox.

Substep 3d. Click "**Apply**" icon on the toolbar to complete the transfer. "RQN COSAL Transfers Message" alert window will display to confirm that the transaction is completed successfully.

Substep 3e. Click "**OK**" to confirm and exit the process.

Substep 3f. Perform "**Stock Item Query**" to verify the transaction.

Step #4: Click "**OK**" button to continue. "COSAL Transfers" window will be displayed with storeroom location quantities indicated. If multiple locations are assigned, select the location of the COSAL where you take it out from and enter the quantity to the location where you want it located for the type COSAL you transferred it to (multiple locations only).

Step #5: Enter the '**Quantity**' that is supposed to be the **Total O/H QTY** for the type COSAL, not the quantity to be transferred. You may add new QCOSAL Location if required. *Whatever quantity you enter on the Quantity field, this quantity becomes the total quantity for the type COSAL*.

Step #6: Click "**Apply**" icon to save the data and complete the transfer.

Step #7: Perform "Stock Item Query" to verify the transaction.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to create or delete 'Customize Menu' in R-Supply …

Background Knowledge:

What is *Customize Menu*? Customize menu is a quick way of accessing R-Supply function rather than going through a series of menus. It is very helpful to create a customize menu for functions that you normally access most often (i.e. Query, Receipt Processing, Inventory Posting, etc.). Creating customize menus for functions used often will speed up the process.

Procedures:

To create or delete 'Customize Menu', follow the steps listed below:

Note: Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text" or Select '**Toolbars…**' under **File** menu and select "Show Text".

A. To create 'Customize Menu', follow the steps listed below:

Step #1: LOGON to R-Supply and Select "**Custom**" on the menu bar.

Step #2: Select '**Setup Custom Menu**'. "*Assign Custom Menu Items*" window will display containing two display boxes. The left hand display box contains the menu item list and the right hand display box displays the selected menu items.

Step #3: Double click the desired menu item under the '**Menu Items List**' display box. The menu item selected should be displayed at the right hand display box.

Step #4: Click "**Save**" button to save the customize menu. Customize menu item is indicated by a square with number at the center of the square on the icon toolbar.

Step #5: Verify the customize menu to ensure the correct function was selected.

B. To delete a 'Customize Menu', follow the steps listed below:

Step #1: LOGON to R-Supply and Select "**Custom**" on the menu bar.

Step #2: Select '**Setup Custom Menu**'. "*Assign Custom Menu Items*" window will display.

Step #3: Double click the desired "**Customize Menu**" item at the right hand display box.

Step #4: Click "**Save**" button to save the edited customize menu.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to create the 'User Role Name' in R-Supply …

Background Knowledge:

What is *User Role Name*? **User Role Name** is the name given to a selected function or a group of functions the user is authorized access in R-Supply (i.e. receipt processing, inventory adjustment, post issue, etc. maybe given a 'Role Name' of **Supply-1**). The functions included in the 'Role Name' are the only function or functions the user should be able to access and perform R-Supply processes.

Procedures:

To create a 'Role Name', follow the steps listed below:

> **Note:** Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #1: **LOGON** to R-Supply and **GoTo:** *Site>Activity Controls>Users Access*.

Step #2: **Select** anyone of the active username to access the 'Users Access' window.

Step #3: Click "**OK**" button or simply double click the username to display the "*Users Access*" window.

Step #4: Click the "**Add User…**" icon (Two red arrows in circle form) to display the '*Other Menus*' screen.

Step #5: Select one of the 'Role Name' as template.

Step #6: Click the "**Modify Role**" icon to display the 'Edit Menu Options' window.

Step #7: **Select** the appropriate function or functions to be included in the 'Role Name'. Functions are preceded or indicated with a letter "**R**". Click on the function to select or deselect. Selected function(s) is highlighted in 'Blue' background.

Step #8: Click "**Save As**" icon to assign name of the newly created 'Role Name'. Type-in the new 'Role Name' on the "Enter new Menu" data field.

Step #9: Click "**OK**" button to save the 'Role Name'. The 'Role Name' is now ready to be assigned to a User.

Sheet 1 of 2

Step #10: **Close** the window. The newly created 'Role Name' should display on the 'Role Name' display box ready for assignment to any authorize user.

Step #11: **Verification**. Add the new Role Name to the Assistant FAS 'User Role Name' and let the Assistant FAS LOGIN and let him/her change 'user role name' to the newly created role name for verification of assigned functions.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to add or delete cross-reference data to existing stock item records …

Background Knowledge:

Adding cross-reference data to existing stock item is critical for research process. Cross-reference processing function is used to add or delete '*Part Number to Stock Numbers*' or '*Deleted Superseded NIIN*' or '*Substitute/Interchangeable NIIN*' cross-reference data.

Part Number to Stock Number cross-reference data (***part_number*** table) is used when Supply Customer Service received a part numbered requirement. Part Number Query option will be a handy tool for this requirement.

Deleted Superseded NIIN cross-reference data (***superseded_item*** table) is very helpful when doing wall-to-wall inventory. Personnel doing the inventory may find frustrated items in the storeroom… meaning, you have an item in location however, the item is not listed in the current *stock_item* table. This is a result of not processing the output of the 'Monthly Change Notice'. After the 'Monthly Change Notice', the output labeled "Superseded NIIN' must be processed by the storage personnel to re-label those item affected. Deleted Superseded NIIN cross-reference data is automatically updated during the 'Monthly Change Notice' processing.

Substitute/Interchangeable NIIN cross-reference data (***alternate_item*** table) is updated when a receipt is processed with a substitute item or during the 'Stock Item Maintenance' processing or during the 'Substitute/Interchangeable NIIN' Batch Processing. It is critical to update the ***alternate_item*** table regularly. Substitute/ Interchangeable data is available for download from the NAVICP designated site.

Procedures:

To add cross-reference data, follow the steps listed below:

> **Note:** Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

A. To add 'Part Number to Stock Number' cross-reference data, follow the steps listed below:

Step #1: **LOGON** to R-Supply and **GoTo:** *Inv>Stock Item>Cross-Reference Processing*.

Step #2: **Enter** the target NIIN or Part Number on the space provided on the 'Stock Item Search' window… then Click '**OK**" to continue. The 'Cross-Reference

Processing' window should have three tabs (Part Number to Stock Number, Deleted Superseded NIIN, and Substitute/Interchangeable NIIN).

Step #3: Click the '**Part Number to Stock Numbers**' tab (Normally, is the default tab).

Step #4: Click "**Insert**" icon on the toolbar.

Step #5: Enter the **CAGE** and the **Part Number** data.

Step #6: Click "**Apply**" icon to save the cross-reference data. Information alert window will display with the message that 'Transaction Completed Successfully'.

B. To add 'Deleted/Superseded NIIN' cross-reference data, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Inv>Stock Item>Cross-Reference Processing*.

Step #2: **Enter** the target NIIN or Part Number on the space provided on the 'Stock Item Search' window… then Click "**OK**" to continue. The 'Cross-Reference Processing' window should have three tabs (Part Number to Stock Number, Deleted Superseded NIIN, and Substitute/Interchangeable NIIN).

Step #3: Click the '**Deleted Superseded NIIN**' tab.

Step #4: Click "**Insert**" icon on the toolbar.

Step #5: Enter the '**Superseded NIIN**' and the '**Superseding NIIN**' (Superseded NIIN and the Superseding NIIN must be in "***item***" table to process the cross-reference data. 'Date of Last Action' should be default to current system date. If not a default, enter the current date.

Step #6: Click "**Apply**" icon to save the cross-reference data. Information alert window will display with the message that 'Transaction Completed Successfully'.

C. To add 'Substitute/Interchangeable NIIN' cross-reference data, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Inv>Stock Item>Cross-Reference Processing*.

Step #2: **Enter** the target NIIN or Part Number on the space provided on the 'Stock Item Search' window… then Click "**OK**" to continue. The 'Cross-Reference Processing' window should have three tabs (Part Number to Stock Number, Deleted Superseded NIIN, and Substitute/Interchangeable NIIN).

Step #3: Click the '**Substitute/Interchangeable NIIN**' tab.

Step #4: Click "**Insert**" icon on the toolbar.

Step #5: Enter the '**Substitute/Interchangeable NIIN**' (Substitute/Interchangeable NIIN must be in "***item***" table to process the cross-reference data.

Step #6: Click "**Apply**" icon to save the cross-reference data. Information alert window will display with the message that 'Transaction Completed Successfully'.

To delete cross-reference data, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Inv>Stock Item>Cross-Reference Processing*.

Step #2: **Enter** the target NIIN or Part Number on the space provided on the 'Stock Item Search' window… then Click "**OK**" to continue. The 'Cross-Reference Processing' window should have three tabs (Part Number to Stock Number, Deleted Superseded NIIN, and Substitute/Interchangeable NIIN).

Step #3: Click the '**applicable**' tab.

Step #4: **Select** the target cross-reference data to be deleted.

Step #5: Click "**Delete**" icon on the toolbar.

Step #6: Click "**OK**" button on the alert prompt to continue.

Step #7: Click "**Apply**" icon to save the changes.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to delete 'User Role Name' in R-Supply …

Background Knowledge:

What is *User Role Name*? **User Role Name** is the name given to a selected function or a group of functions the user is/are authorized to access in R-Supply (i.e. receipt processing, inventory adjustment, post issue, etc. maybe given a 'Role Name' of **Supply-1**). The functions included in the 'Role Name' are the only function or functions the user should be able to access and perform R-Supply processes.

Deleting "*User Role Name*" is sometimes necessary vise editing the "Role Name".

Procedures:

To delete 'User Role Name', follow the steps listed below:

Note: Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #1: **LOGON** to R-Supply and **GoTo:** *Site>Activity Controls>Users Access*.

Step #2: **Select** one of the active username and click "**OK**" button or simply double click the user to display the "*Users Access*" window.

Step #3: Click the "**Add User…**" icon (Two red arrows in circle form) to display the '*Other Menus*' screen.

Step #4: Select the '**Role Name**' to be deleted.

Step #5: Select '**Modify Role**' icon. '*Edit Menu Options*' window will be displayed.

Step #6: Click the "**Delete**" icon to delete the "Role Name".

Note: Role Name cannot be deleted if the role name is assigned to active User.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to reverse 'Demand Data' in R-Supply …

Background Knowledge:

Demand data is normally created when an item is requested or demanded by the customer. When the requirement is submitted through R-Supply functions (MRI or Initiate Requisitions Option), demand data is normally recorded if the demand code is equal to "**R**" (default) on the '*demand code*' data element. "**R**" on the 'demand code' data element (Card position 44 on the MILSTRIP format) means, demand is recorded into the '***demand***' table. If the demand code is changed to "**N**", demand data will not be recorded on the '***demand***' table. Demand code "**N**"… meaning, the requested item is not reoccurring demand or simply called one-time requirement or seasonal item (i.e. Christmas Lights, etc.).

Demand data records are the basis whether the item becomes "*Demand Based Item*". Demand based items are identified in the '***stock_item***' table as Allowance Type Code (ATC) "**4**" or DBI indicator for ATC 1, 2 and 3. ATC "**4**" items are previously ATC "**8**", "**6**" or "**7**" that accumulate the required number of demands within the specified time period from the "Level Setting" parameters. Automated review of demand records are accomplish by running the "Level Setting" program each month or as directed by the Type Commander (TYCOM). During the "Level Setting", when ATC '**8**', '**6**' or '**7**' items accumulated "**2**" hits (demand frequency) within six months period, these items becomes ATC "**4**"… and will remain ATC "**4**" as long as the item maintains "**1**" hit (demand frequency) within the next "**24**" months (Depending on the TYCOM). If the item will not experience a hit within the next **24** months, the item will turn into ATC "**6**" (if the EMV of the item is equal to or greater than the "Economic Retention Value (ERV)" set on the Level Setting parameters (currently $100.00) or ATC "**7**" (if the EMV of the item is less than the ERV ($100.00). For ATC "**8**" that did not experience any additional hit within the "Level Setting" base period (normally 24 months), the item will be deleted from the "***stock_item***" table and becomes inactive NIIN on the ***item*** table.

Reversing Demand Data

Reversing an erroneous demand data will prevent an item from becoming ***Demand Based Item*** (ATC 4). What constitute erroneous demand record? Erroneous demand is recorded when a requested item is supposed to be a non-recurring demand. However, when the request was processed, the demand code was not changed to "**N**". (Remember, the default demand code is equal to "**R**".) Seasonal items (such as: Christmas Lights, etc.) are good examples of these type items. Always set the demand code to "**N**" when requesting seasonal items to prevent the demand data recorded into the ***demand*** table. If it happens that you were not able to change the demand code to "**N**", you can always reverse the erroneous demand data.

Procedures:

To reverse demand data, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Inv>Stock Item>Demand Reversal*.

Step #2: Type-in the NIIN of the item and click the "**OK**" button. Demand data from demand table will be displayed. Also, you notice that the upper portion of the screen is the *demand data* elements darken out. (*Pay special attention to "**Frequency**" and "**Quantity**" data field*.) On the lower portion of the screen is the "*Selection*" area where all demand records are displayed.

Step #3: ***Select*** and ***double*** click on the demand record that needs to be reversed. You notice that the "***Frequency***" and "***Quantity***" data element at the upper portion of the screen becomes active and the number of *frequency* and *quantity* are displayed on their respective spaces or data fields.

Step #4: Enter the number of ***frequency*** and ***quantity*** to be reversed on the "Frequency" and "Quantity" data fields. If all demands for the month are to be reversed, do not change the frequency and quantity data.

Step #5: Click "**Apply**" icon to reverse the demand data. You notice the reversed frequency and quantity are displayed under "Credit Freq" and "Credit Qty" columns. Also, you notice that the "Debit Freq" and "Debit Qty" was not decremented. Don't worry, this is normal. "Level Setting" program will perform the computation. The number of *frequencies* and *quantities* on the "Credit" columns will be decremented from the "Debit" columns during the actual Level Setting Batch Job run. If the quantities on the "***Debit***" columns equal to the "***Credit***" columns for the month, this means all demands for the month were reversed.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to process DLR Transactions (from start to finish) …

Background Knowledge:

DLR (Depot Level Repairable) is probably one of the most important processes in R-Supply. Everyone involved in the process must pay very close attention to what is the next step of the process from start to finish. Every step of the process is considered critical towards achieving a perfect DLR records keeping. Having charges for Carcass in SFOEDL is a signed of bad record keeping. The Activity's goal should be zero Carcass charges and 100% accounting of their NRFI DLR Components. The Activity must adhere to the policy of ***one-for-one*** as far as issuing or requisitioning DLR. No ***NRFI available during issue means no RFI issue to the customer*** unless the repairable item is a valid RIP (Remain-In-Place).

The person tasked with DLR management must pay very close attention to the step-by-step procedures listed below.

Procedures:

To achieve a perfect DLR records keeping, follow the steps listed below:

> *Note*: The procedures listed below start just prior to posting DLR issues or preparation of requisition for submission to Supply source.

Step #1: Requirement Verification. Before you process the issue or process the requisition, make sure to verify the ***Advice Code***. If the *Advice Code* is '**5G**', the customer must have the NRFI Component ready for turn-in (one-for-one). If the *Advice Code* is '**5S**', validate the requirement to ensure the item is listed on the current Component Remain-in-Place Listing or database. These items (remain-in-place items) are properly identified in your system COSAL. No issue should be made until verification is completed.

Step #2: After verification and the requirement is found to be valid, post the issue or if the item is not available for issue, prepare the requisition for submission to Supply source.

Notes below applies only to End-Use Activity Viking Release without P1 upgrade. If you are NWCF Activity, proceed to Step # 3.

Notes: (1) If the item was issued, click '**No**' to the prompt "***Do you want to reorder item for stock?***" clicking "**Yes**" will cause problems during processing of NRFI Turn-in. *This process will continue until the problem is fixed. Fix will be included next software update. At that point, you may click "Yes" to the prompt to reorder stock replenishment and turn-in can be processed under stock replenishment* *document (End-Use Activity Only)*. Select "Continue without turn-in" radio button and click "OK" button to continue.

(2) **End-Use** Activity: For consistency, NRFI will be turned-in under the 'Stock Replenishment' document or requisition document if not issued from stock.

(3) If the item was issued, generate a replenishment document using "**Initiate Requisition**" option. The replenishment document number should be used as "Turn-in" document (**See Steps #4 and #5**). Do not select 'Post-post' checkbox. Let R-Supply assigned the replenishment document. This document should reside in "Outgoing Transaction Release – Requisition" for release to the supply system. Requisition must be release to complete the process.

(4) For **End-Use** Activity: When processing NRFI Turn-in, the issue document should be processed with *Response Code* of "**B"** and the "Stock Replenishment Document (see note (3) above)" should be used as the "Turned-in" document.

(5) If the request was NIS and the Requisition was passed to the supply system, the NRFI Turn-in document should be the original requisition document number.

Step # 3: Perform repairable query: **GoTo:** *Qry>Requisition>Repairable*. Enter the target document and click the "OK" button to continue. The document you issued or passed as DTO should be displayed on the output query screen with X31 record (if issued) or A0A record (if passed as DTO). If the document is displayed, you are ready to perform **Step #4**.

Step #4: LOGON to eRMS on the internet to process the NRFI Turn-in and make sure to print the BC2 to be attached to the NRFI component for turn-in to the hub or DLR Agent.

Step #5: Process the NRFI Turn-in into R-Supply: Make sure the turn-in NSN reflects the correct NSN of the NRFI Component. Normally, NSN is the same as the issued NSN. Additionally, you need the CAGE and Ref Number or Part Number to process the turn-in document.

Substep 5a: GoTo: *Log>Carcass Tracking*. 'Carcass Tracking – Search' window will display.

Substep 5b: Select "**Carcass Turn-in**" option from the dropdown menu, then select the '**Process Carcass Turn-in**' radio button. Documents requiring turn-in (the issue document number) should be displayed.

Substep 5c: Select the Document to be processed… then click "**OK**" button. Carcass Turn-in tab should be displayed.

Substep 5d: Click on the Response Code dropdown menu and select '**B**' – turn-in document is other than the issue document. Turn-in document data field should be displayed. Enter the 'Stock Replenishment' document number (see Note (3) of **Step #2**).

Substep 5e: Select Condition Code "**F**".

Substep 5f: Enter the *CAGE*, *Ref Number* (P/N) and *Component Serial Number*.

Substep 5g: Click "**Apply**" icon on the icon toolbar. An alert prompt 'Do you wish to create a 1349-1A at this time?' Click "Yes" button to create the BC1 document. "IRRD" screen should be displayed. Complete the form and click "OK" button to print the BC1 document. 'Carcass Tracking – Search' screen will be redisplayed for the next substep.

> **Note:** This document must be attached to the NRFI Component and a signed copy should be obtained for your record (*should be signed by the receiving personnel where you turned-in the NRFI Component*)

Substep 5h: Click the dropdown menu and select the '**Prepare Shipment**' option. Select "**ATAC Direct Delivery**" radio button to display the subset radio buttons. Select "**Process Shipment**" radio button. "**ATAC Direct Delivery**" window will be displayed. The document currently in process should be displayed on the left-hand display window.

Substep 5i: Select the document number and click '**Add**' button or simply double click the document number and it should moved to the right-hand display window.

Substep 5j: Click "**OK**" button to get back to the "Carcass Tracking – Search" window with only the 'Process Shipment' radio button selected.

Substep 5k: Click "**OK**" button to display the 'Carcass Shipment' tab. Complete the form.

Substep 5l: Click "**Apply**" icon to save data. An alert message should be displayed informing the user that the transaction has processed successfully.

Substep 5m: Click "**OK**" button on the prompt to get back to the 'Carcass Tracking – Search' window to continue processing the next document (if applicable) or you may click "Cancel" button to get back to the R-Supply main menu..

Step #5: Perform repairable query: **GoTo:** *Qry>Requisition>Repairable*. The query output should consist of three tabs: '***Carcass Status***' tab should consist of X22, DTI, BC1 and D6R transactions. '***Carcass Turn-in***' tab should display the turn-in data and '***Carcass Shipment***' tab should display the shipment data.

Notes: (1) Turn-in information is sent to NAVICP through eRMS transmission. *If you are on the Submarine, this process is performed by the supporting NSSC or TRF Activity*.

(2) Batch Job JSS294 (Carcass Shipment Download) is run only upon TYCOM or DLR Agent request for reconciliations purposes.

Step #6: Physical Turn-in of NRFI Component to DLR Agent or for Submarine Activity, to the supporting NSSC or TRF Activity. Make sure to attach the signed **BC1 or BC2** document to the NRFI component for shipment or delivery to the turn-in site. Make sure the Supply Officer or his/her designate signed the **BC1/BC2** document before attaching it to the NRFI Component. Ensure to obtain a signed copy of the **BC1** or **BC2** document for your file/record (*This is very important- it's your OPTAR money in jeopardy*). For Surface ships, make sure to attach the **BC2** document (produce from eRMS process) to the NRFI component.

Step #7: File the signed **BC1/BC2** document in a safe location. You might need to back track this NRFI DLR document someday. This file is maintained for three Fiscal Years.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to process "DRF/DRB" supply status …

Background Knowledge:

What is DRF & DRB? DRF (Follow-up to Material Shipment) is an incoming supply status received from supply source due to non-receipt of *Material Receipt Acknowledgement (DRA)* document from the customer. DRB is the response to DRF.

Why are you (the Activity/Customer) receiving DRF? The most common reason why you received DRF is entering erroneous Routing Identifier (RI) on the receipt document during receipt processing. R-Supply will automatically create DRA (Receipt Acknowledgement) each time you process material receipt into R-Supply receipt function and post into "***rqn_status_out***" table. DRA is an outgoing supply status as acknowledgement to receipt of material shipment. DRB is automatically created when DRF is processed either interactively or during incoming supply status batch processing when receipt sub-record is present. It is released to the intended recipient in a daily basis through "Release Outgoing Transactions" function (JSL319 Batch Job). DRA/DRB document is a way of telling the supply source (where you received the material from) that you received the shipment.

It is critical that the receiving Activity processed the material receipt properly paying special attention to the Routing Identifier (RI) where the material was received. If creating dummy receipt, make sure to perform research to obtain the correct Routing Identifier of the supply source that shipped the material. Otherwise, if you put an erroneous RI on the receipt processing, the DRA will be sent to the wrong supply source or may not be submitted at all due to RI is not in the DAAS routing address. Therefore, the DRA is undeliverable or delivered to the wrong recipient. The result, you (your Activity) will receive a DRF from the supply source asking for confirmation whether you (the Activity) received the material shipment.

DRF transactions are normally included in the "Incoming Supply Status (Batch Job JSS220)" that is processed in a daily basis. It is highly recommended to process or reply DRF inquiries in a daily basis to avoid transactions appearing in Supply Discrepancy Report (SDR).

Procedures:

To process DRF, follow the steps listed below:

Step #1: LOGON to R-Supply. **GoTo:** *Log>Status>Supply*. Select the "DRF/DRB" radio button on the '**Type**' selection block. All DRF transactions will be displayed.

Step #2: "Double click" on the transaction to display the '***Status Supply***' screen. Display is in three sections: *Doc Nbr section*, *Status Entry section*, and *Status Subrecords display* from the "***rqn_status_in***" table.

Step #3: Verify and type-in the following information: RI, QTY (if applicable), Transaction Date, and select *Shipment Discrepancy* code on the 'Status Entry' section.

Note: **RI** and **QTY** are critical data for DRB. The information must be extracted from the original receipt.

Step #4: Click "**Apply**" icon to create and save the DRB transaction.

Notes: (1) The following actions occur automatically as a result of processing DRF:

- If a receipt is on file that matches the DRF on the document number (including suffix code) and quantity, but no DRA exists, a DRB is generated, duplicating data from the DRF.

- If a DRA is already on file that matches the DRF on the document number (including suffix code) and quantity, a DRB is generated duplicating data from the DRA, except for the routing identifier in CC 4-6 of the DRB; the routing identifier on the outgoing DRB is the same as the one on the incoming DI DRF.

- If no receipt or DRA is on file, a DRB is generated duplicating data from the DRF. In addition, a Discrepancy Indicator Code "F" is written in CC 63 of the DRB.

- If none of the above conditions exists, the DRF is written to the "***rqn_status_in***" table, and the user will have to manually input a DRB.

- If the requisition number is not on file, the DRF is suspended with suspense code 02031, if the status was input through a batch job (JSS220).

(2) The interactive window will not allow the input of a DRF if the requisition is not on file; however, you can input a DI DRF against a completed requisition.

Step #5: Release the 'DRB'. **GoTo:** *Log>Release Outgoing Transaction>Status*. Select 'Receipt Acknowledgment (DRA/DRB)' radio button.

Step #6: Click "**OK**" button. The DRB transactions will be displayed (if the "Review" checkbox from the previous screen (Release Status) was selected).

Step #7: Click on the "Red checkmark" icon to select all transactions for release.

Step #8: Click "**Apply**" icon to submit the Batch Job (JSL319).

Step #9: Approve the Batch Job (Applies only if the "Required Approval" checkbox on the Control Parameter Update is selected).

Step #10: Perform "**File Transfer**" to download the DRB output for transmission to supply system. (**Note:** May not apply when DAAS Interface becomes available and activated.)

Step #11: Transmit the DRB transactions via SALTS/DAAS.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to generate 'Dynamic Levels' …

Background Knowledge:

Dynamic Level option is provided to set levels for individual line item. Type Commanders no longer required the Activity to run the Global Level Settings program in a monthly basis. Each Command or Activity is responsible for monitoring those not carried items to make sure items that may qualify to be carried onboard as demand based items are migrated to ATC 4 by running the Dynamic Levels program. Dynamic Levels can be run anytime without restrictions.

Procedures:

To generate Dynamic Levels, follow the steps listed below:

> **Note:** Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #1: LOGON to R-Supply and **GoTo:** *Site>Activity Controls>Constants> Miscellaneous Values.*

Step #2: Click on the **Dynamic Levels checkbox** to activate the program.

Step #3: Click "**Apply**" icon on the toolbar to save the change.

Step #4: **GoTo:** *Inv>Stock Item>Maintain Stock Items*

Step #5: Enter the target **NIIN** on the space provided on the Stock Item Search window.

Step #6: Click "**OK**" to continue the process. The information from ***item*** and ***stock_item*** tables is displayed. Verify all data to ensure information are correct and valid.

Step #7: Click "**Apply**" to run the Dynamic Levels program. Information prompt will be displayed. Click 'OK" to continue.

Step #8: **Close** the screen and verify the status of the item. Check for changes that occurred depending on the previous status of the item. Perform item Query (Stock Item or Transaction Ledgers) to verify changes. ATC and/or RO maybe affected depending on the number of demand and frequency of the item. RP is computed RO minus 1.

Step #9: **GoTo:** *Site>Activity Controls>Constants>Miscellaneous Values*.

Step #10: **Uncheck** the Dynamic Level checkbox to deactivate the program.

Step #11: Click "**Apply**" icon on the toolbar to save the change. Make sure 'Dynamic Level Checkbox' is unchecked or turn-off at all times except during the actual process.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to edit 'User Role Name' in R-Supply …

Background Knowledge:

What is *User Role Name*? **User Role Name** is the name given to a selected function or a group of functions the user is/are authorized to access in R-Supply (i.e. receipt processing, inventory adjustment, post issue, etc. maybe given a 'Role Name' of **Supply-1**). The functions included in the 'Role Name' are the only function or functions the user should be able to access and perform R-Supply processes.

Editing the "User Role Name" is sometimes necessary to ensure integrity of the R-Supply database. As FAS, you control the R-Supply users' access to database tables and processes.

Procedures:

To edit 'User Role Name', follow the steps listed below:

Note: Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #1: LOGON to R-Supply and **GoTo:** *Site>Activity Controls>Users Access*.

Step #2: Select anyone of the active username

Step #3: Click "**OK**" button or simply double click the username to display the "*Users Access*" window.

Step #4: Click the "**Add User…**" icon (Two red arrows in circle form) to display the '*Other Menus*' screen.

Step #5: Select the target '**Role Name**' to be modified or edited.

Step #6: Click the "**Modify Role**" icon to display the 'Edit Menu Options' window.

Step #7: Click '**Enable Popup Menu**' icon to make changes to existing role name. "Popup Menus Enabled" notice should display on top of the screen.

Step #8: Select or deselect the appropriate function or functions to be included or excluded in the '**Role Name**'. Selected functions are highlighted with 'Blue' background.

Note: *Functions are preceded or indicated with a letter "**R**". Click on the function to select or deselect (if the function is already selected).*

Step #9: Click "**Apply**" icon to save changes to the 'Role Name'. Close the windows then proceed to Step #10.

Step #10: Verify the edited '**Role Name**' to ensure changes were in effect. Menu path: *Site>Activity Controls>Users Access… then repeat steps #2 through #4*. Close the windows after verification.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to perform 'File Transfer' in R-Supply …

Background Knowledge:

What is '*File Transfer*' in R-Supply? *File Transfer* in R-Supply is the process of moving or transferring file or files from/to NTCSS Server. Several R-Supply Batch Jobs requires input (i.e. Incoming Status for Supply/REQ/LOGREP, ASI Process, Monthly Change Notice, etc.). Input data or transactions are uploaded to the NTCSS Server when processing incoming Supply Status, LOGREP, or Change Notices, and other Batch Jobs that requires input. On the other hand, most R-Supply Batch Jobs produces electronic output and/or reports that need to be downloaded from the Server. Output files are downloaded from the Server to provide electronic copy of the output to the customer or send MILSTRIP data through SALTS/DAAS or attaching electronic copy of the output to an email. *File Transfer* process is almost done in a daily basis for most Activities. Follow the step-by-step procedures outlined below to perform 'File Transfer' in R-Supply.

Procedures:

To perform *File Transfer* (Upload or Download), follow the steps listed below:

A. ***Uploading File to Server***… the most common process that *File Transfer* is performed is processing 'Incoming Status for Supply (Batch Job JSS220)'. For demonstration purposes, we will use this process "Incoming Status for Supply/Referral/REQ/RQN/LOGREP" Batch Job JSS220.

Step #1: Prepare the Input File. Download supply status from SALTS or from email and save it into CD or in the Hard Drive. Make sure to verify or preview the format of the transactions to ensure validity of the input. Any invalid format or transactions that cannot be verified against the database will be suspended. There are many reasons why transactions are suspended. (See *How to process suspended transactions*.)

Step #2: Logon to R-Supply. **GoTo:** *File>Utilities>File Transfer>Batch File Transfer*. In **Batch File Transfer** window, select '***Transfer to Server***' radio button (default selection).

> **Note:** You will see a checkbox '*Append to existing file*' underneath the Transfer to Server radio button. This option is used when uploading additional transactions into an existing process input file… *meaning that you have uploaded an input file for the process, however, you have not ran or started the Batch Job (in this case, JSS220)*. Two hours passed, you downloaded additional incoming supply status from SALTS and you want the additional incoming supply status included in the Batch Job JSS220. In this situation, upload the additional incoming supply status transactions to the same process (JSS220) by

activating or selecting the '*Append to existing file*' checkbox. The additional inputs will be appended or added to the previous transactions that have been previously uploaded to process JSS220.

If you did not activate the '*Append to existing file*' checkbox, the previous transactions that were uploaded earlier will be overwritten and lost forever. So, be careful and mindful of what you are doing.

Step #3: Click the '**Process**' dropdown menu and select the process (In this case, JSS220).

Step #4: Enter the path and filename of the source file (File to be uploaded) on the '*File Name'* data field or Click the '**Browse**' button to look for the location of the source file (i.e. Drive E, then select the file). Select the Drive and ***filename*** of the file.

Step #5: Click '**Open**' button to continue. (Notice the data on the "*Transfer to Server*" block?). On the 'Process' data field, the name of the Process appears (In this case, 'Incoming Status for Supply/Referral/…) and the filename of your source file on the '*File Name*' data field.

Step #6: Click '**Apply**' icon on the icon toolbar to start the process of '**File Transfer**'. In a few seconds, you will see an 'Alert' window to display the alert message saying '*File Transfer, Completed Successfully /h/data/local/SUP1BT/tape_in/JSS220 created'*. Click the '**OK**' button to continue. At this point, the 'file' has been uploaded for processing.

Step #7: **Close** the 'Batch File Transfer' window.

Step #8: **Verify the input file**. It is highly recommended to check your input transactions to ensure all transactions have been uploaded for input to the selected process (Batch Job). You should count the number of input from the source file and compare that count to the uploaded file. To check your input, **GoTo:** *File>Utilities>Batch Review* then Select '**Input Files**' radio button. The 'Select Server File' pop-up window displays the available batch process. Select the batch process or file and click '**OK**' button or simply double click the file or process to display the *input* transactions. Count the number of transactions and compare this to the count from your source file. The count should match… if not, you may repeat the '*File Transfer*' from start to finish. It will not hurt by doing so. For some reason, sometimes the program will drop some of your transactions during the file transfer process.

Step #9: **Close the input file display**. Click '**Cancel**' button to close the window and proceed to start the Batch Job whatever process you are currently doing.

Step #10: **Submit the target Batch Job** (in this example, JSS220). Most of the R-Supply Batch Jobs that requires input are started from the "Predefined Parameters" located at: *Site>Management>Site Internal>Batch Job Scheduling> Predefined Parameters*. (See "*How to submit and approve Batch Jobs SOP*...)

B. ***Downloading File from Server***… the most common process that you must perform download file from the Server is processing '**Release Outgoing Transactions**' (i.e. Requisitions, Outgoing Status, DLR Tracking Responses, DRA/DRB, MFCS/TIR, etc.). For demonstration purposes, we will use 'Requisitions' download (Batch Job JSL319). After completion of "Requisition Release (Batch Job JSL319)", an electronic copy of the Requisitions (A0A) were created and written in directory: */h/data/local/SUP1BT/tape_out*. The file must be downloaded for submission to Supply system via SALTS or some other available means of transmission to supply source.

To perform file download, follow the steps listed below:

Step #1: Logon to R-Supply. **GoTo:** File>Utilities>File Transfer>Batch File Transfer. Select '**Receive From Server**' radio button.

> **Note:** You will see four checkboxes underneath the '**Received From Server**' option. They are: 'MFCS Download', 'Stars Download', 'SWMS' and 'Archive Purge'. The **MFCS Download** checkbox will be activated if you are downloading the daily MFCS TIR Report (Applies only to NWCF Activities). **Stars Download** checkbox is activated if you are downloading your weekly Transmittal (Obligations) to DFAS. **SWMS** checkbox (Applicable to T-AKE type ship only) will be activated if you are downloading the output from the "Outgoing SWMS (Batch Job JSS320). **Archive/Purge** checkbox will be activated if you are downloading archive or purging files.

Step #2: Select '**File**' radio button (default).

Step #3: Type-in the **Batch Job Number** (In this case, JSL319-XXXX-XXX), the Batch Job Number that created the file.

Step #4: Select the **Drive** radio button where you want to 'save' the file. Default is C: Drive at the 'xfer' folder.

Step #5: Click ‘**Apply**’ icon to start the download process. An ‘Alert’ pop-up window will display the message saying “*File Transfer, Completed Successfully …”* click “**OK**” to close the alert window. At this point, the file is written to the default folder.

Step #6: **Close** the ‘Batch File Transfer’ window.

Step #7: **Verify** the transactions on the file. It is highly recommended to verify the output and compare it to the downloaded file. The downloaded file is located at the following menu path: *Start>My Computer>Local Disk (C:)> Program Files>ntcss>sup1cl> data>xfer*… then select the file. Compare the content of the file to the output from the directory: */h/data/local/ SUP1BT/tape_out*, GoTo: File>Utilities>Batch Review and Select ‘**Output Files**’ radio button. Select the Batch Job Number and Click ‘**OK**’ button or simply double click the Batch Job to display the data. Count the transactions and compare this count to the downloaded transactions. It should match. If not, repeat the download process.

Step #8: **Review and Clean up the downloaded file (if applicable)**. If you save the file to a Diskette, the Batch Job number is written on the first line. Also, at the end of the file you may find some strange data. You must remove these entries before transmitting or sending the transactions through SALTS or other means of transmission to supply source.

Step #9: **Transmit data**. It is highly recommended to monitor the return copy of the transmitted message to ensure the message was actually transmitted out of the Ship or Activity.

If you are connected to the internet, click here and follow the menu path for sample demonstration.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to generate Financial Reports (Daily, Monthly, or Yearly) …

Background Knowledge:

Financial reports are dollar value summaries of all transactions that affect the Ship's or Activity's OPTAR and other financial ledgers. It is the results of generating Batch Jobs JSF403 (Trial) or JSF404 (Live). It is highly recommended to run 'Trial' Financial update prior to running 'Live' to verify the totals and financial transactions are valid and correct. Any erroneous transactions must be corrected prior to running the 'Live' financial update. There are three options available when running financials: Daily, Monthly or Yearly. Daily option is selected when running the scheduled transmittal (Every 8^{th} day). Monthly is selected when running the monthly financial closeout. Yearly is selected when running end-of-the-month financial in September. Selecting 'Yearly' option will produce the monthly reports for September and closeout the Fiscal Year.

Procedures:

To generate the financial reports from start to finish, follow the steps listed below:

Note: Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #1: Preparation. Process all suspended transactions that will impact your financial reports (i.e. MRI transactions, incoming supply status (DTO) with status code of 'BQ', 'CJ' or any supply status code that cancel or terminate the requisition, etc.) (Menu path: *Log>Suspense… then select the function or suspense category*). Release all outgoing requisitions (Menu path: *Log> Release Outgoing Transactions>Requisitions*). Process the current SFOEDL prior to running the end-of-the-month Financial.

Step #2: Run '**Trial**' Financial (Batch Job JSF403). It is highly recommended to run 'Trial' option to ensure all financial reports are OK prior to running the 'Live'. 'Trial' radio button is selected by default. (Menu path: *Fin> Management>Financial Actions>Financial Update* … then select the required parameters, submit and approve the Batch Job.

Step #3: Verify all report totals from the trial output (Step #2). Check points are: BOR TOTALS, TRANSMITTAL NUMBER, SUMMARY OF OBLIGATIONS BY FUND CODE, STARS-FL OBLIGATION TRANSACTIONS (ZOA/XOA), FUND CODE TOTALS, TOTAL OPTAR GRANTS FYTD, etc.

Step #4: Run the '**Live**' Financial (Batch Job JSF404). Menu path: *Fin> Management>Financial Actions>Financial Update*. Select '**Live**' radio button, click '**Yes**' on the "*Live Financial Update Message*" prompt. Select the appropriate Type option (**Daily**, **Monthly** or **Yearly**) parameters. Select '**Daily**' if running the scheduled TLs. Select '**Monthly**' for end-of-the-month closeout. Select '**Yearly**' for the end of the Fiscal Year closeout (30 Sep). Select the appropriate reports. Verify all selected parameters… then Click the '**Apply**' button to submit the Batch Job Request. Click '**OK**' on the Batch Request Confirmation window.

Step #5: Approve the Batch Job. Menu path: *Site>Management>Site Internal>Batch Job Scheduling>Approval*. Batch Job JSF404 should be listed on the '**Approval**' window. Select the Batch Job and click the '**Key**' icon on the icon menu bar and verify all control parameter indicators. Make sure all appropriate indicators are set.

Step #6: Verify the output (Both hard copy and electronic). For electronic copy: Menu path: *File>Utilities>Batch Review*… then select '**Output Files**' radio button. The Batch Job Number should be displayed with extensions 'VM', VR' and 'VT'. The output totals should be identical to the 'Trial' output (see Step #3) unless new transactions were added after the 'Trial' run. At the same time, **STARS** (**S**tandard **T**racking **a**nd **R**econciliation **S**ystem) output was also created for submission to DFAS Norfolk. STARS output must be downloaded as part of your TL submission (see Step #8).

Step #7: Submit monthly BOR report by extracting information from the hard copy output.

Step #8: Download the STARS output for submission to DFAS Norfolk. Menu path: *File>Utilities>File Transfer>Batch File Transfer*. Select '**Receive From Server**' radio button. Select '**STARS Download**' checkbox. Select '**STARS Data Available for Transfer**' dropdown menu. Select the appropriate output (Date)… then select the destination drive or folder radio button. (It is highly recommended to select '*Transfer to Hard Drive*' radio button. When this option is selected, the output can be viewed at the file xfer folder (Menu path: *Start>My Computer>C Drive>Program Files>ntcss>sup1cl>data>xfer* then select the downloaded file.

Step #9: The Commanding Officer must sign the reports before submission to DFAS and filing for your records. Hard copies are normally kept and maintained on file for three Fiscal Years.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to grant 'Access to R-Supply Users'…

Background Knowledge:

Understanding the access control within NTCSS environment: There are up to four components within NTCSS depending on type Ship/Activity. These components are: R-Supply, NALCOMIS, RADM and OMMS NG. CVN, LHA and LHD type ships are configured to have all the components installed and all except NALCOMIS are also available in all other type ships except USNS (Supply type Ships). Supply Ships is configured with R-Supply only. If you look at security access control, you may relate this to a secured compound with four buildings inside the perimeter and every building has its own security access control in addition to the main control at the NTCSS access. NTCSS is the secured compound and the four buildings (R-Supply, NALCOMIS, RADM and OMMS NG) have its own access control. All components are controlled by an individual who grant permission or access to that component. NTCSS is controlled by **Systems Administrator** (SA), R-Supply is controlled by **R-Supply Functional Area Supervisor** (RSUPPLY FAS), OMMS NG is controlled by the **3M Coordinator**, RADM is controlled by **RADM FAS** and NALCOMIS (Supply Applications) is controlled by **NALCOMIS Supply Application Administrator** (SAA) and the operation of NALCOMIS Applications is controlled by the NALCOMIS **Database Administrator** (DBA).

Every R-Supply Users must be properly identified and granted specific access to a specific role or function within R-Supply applications.

Procedures:

To grant access to a prospective R-Supply User, follow the steps listed below:

> **Note:** Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #1: The prospective R-Supply User must be registered in NTCSS by the NTCSS System Administrator. A registration form should be available from the NTCSS System Administrator (SA). The prospective user should fill out the form properly and submit the completed form to the System Administrator as the basis for granting system access. The completed form should be retained by the SA for the record.

Step #2: The NTCSS registered R-Supply User can now be granted access to R-Supply function or functions by the *Functional Area Supervisor* (FAS). FAS should have a local form for control. The prospective User should fill out and complete the form for the record. FAS should retain the completed form until the R-Supply User is replaced or checked-out from the Command/Activity.

Sub-Step #2a. The FAS will LOGON to R-Supply and **GoTo:** *Site> Activity Control>Users Access*. Select the name of the registered R-Supply User… then click '**OK**' or simply double click on the username to open the '**Users Access**' window.

Sub-Step #2b. Fill out the data field with the following data:

Prime Dept/Div/WC: Select the Dept., Div., or WC of the User whom you are granting access to R-Supply Applications.

Note: If the User you are granting access to R-Supply is authorized to submit material request, you should use the Division for this block (i.e. CA for CA Division, CE for CE Division, etc.) since the Division code (CA, CE, etc.) is used as the first two digits of the Document Serial Number Ranges.

Prime Job: Select the prime job of the prospective User. (For Supply Personnel, Select 'Supply User' or WC Sup, etc.)

Approval Money Value: Indicate the money value limit that this User can submit material request. This value should be determined by and coming from the Department or Division Supervisors. If the money value assigned is $100.00, the User can submit material request with extended money value (EMV) of up to that amount. If the extended money value of the material request is above this amount, the transaction will be suspended for approval.

UIC: Enter the Ship's or Activity's UIC

IRC Override Type: Select as appropriate (**None** should be selected for the regular R-Supply users. Option "**All**" should not be assigned to any User except FAS or Assistant FAS.

Authorized: Should be blank for all R-Supply users. **Stock Control** and **FAS** checkboxes should be selected for FAS, Assistant FAS, Stock Control Officer or Supervisor only. **Non-Maintenance Customer** checkbox should **not** be selected. This checkbox is for **NAS R-Supply** only.

Authorized Stores Type: '*General Stores'* option is default and granted to all users. Both '*Restricted*' and '*General Stores*' should be granted to "**QCOSAL**" User. Both options should also be granted to FAS, Assistant FAS, Stock Control Officer or Supervisor.

Step #3: Click "**Apply**" icon to save the data. Once the data were saved, it should default to '**Other Menus**' window where you (FAS) select the role name of the User.

Step #4: Select the '***Role Name***' of the user. Double click or drag and drop or select and click the 'Add' button to select the role name. The 'Role Name' should move to the '*User Role Name*' display box. ('Role Name' consists of the specific R-Supply Functions the User can access within the R-Supply Application.) If the job of the User is "Receipt" processing, only receipt processing function should be included in the 'Role Name'. R-Supply functions can be added or deleted from the 'Role Name' at anytime. To create "Role Name", refer to: *How to create '**Role Name'** document*.

Step #5: Click '**Apply**' icon to save the role name of the User.

Note: The screen will not go back to the 'Users Access' window or change to other window. However, it will indicate at the bottom left corner of the screen that the changes or data entered have been saved when you click 'Apply' icon. To exit, close the "Other Menus" and "Users Access" windows.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to process 'Incoming Supply Status' in R-Supply (Batch Process)...

Background Knowledge:

Incoming Supply Status is probably one of the critical supply processes performed at least once or twice daily for some Activities (i.e. CVN, LHA, LHD, etc.). Supply status is provided to customers based on the M&S Code indicated on the original MILSTRIP Requisition. Logistic Specialists must understand the importance of the latest supply status for all maintenance and stock requirements… therefore must be processed in a daily bases. When supply statuses for maintenance requirements were successfully posted in R-Supply database, it is also reflected in the corresponding maintenance requirement record in OMMS-NG database. This concept provides the maintenance personnel with up-to-the-minute supply status of maintenance requirements without going to R-Supply database for the latest supply status.

Below are the step-by-step procedures how to process 'Incoming Supply Status' in batch process mode.

Procedures:

To batch process incoming supply statuses into R-Supply, follow the steps listed below:

Step #1: Prepare the Input File. Download the incoming supply status from SALTS or from email or from any other source. Preferably, save the file in 'C' Drive. Make sure to verify or preview the format of the transactions to ensure validity of the input.

Step #2: Logon to R-Supply. **GoTo:** *File>Utilities>File Transfer>Batch File Transfer.* In **Batch File Transfer** window, select '***Transfer to Server (***Default***)***' radio button.

Note: There is a checkbox '*Append to existing file*' underneath the Transfer to Server radio button. This option is used when uploading additional transactions into an existing process input file… meaning that you have uploaded an input file for the process (JSS220), however, you have not ran or started the Batch Job (in this case, JSS220). Two hours passed, you downloaded additional supply status from SALTS and you want the additional incoming supply status included in the Batch Job JSS220. In this situation, upload the additional transactions to the same process (JSS220) by activating or selecting the '*Append to existing file*' checkbox. The additional inputs will be appended to the previous transactions that have been previously uploaded to process JSS220.

If the '*Append to existing file*' checkbox was not selected, the previous transactions that were uploaded earlier will be overwritten and lost forever. So, be careful and mindful of what you are doing. Make sure to check and verify the previous transactions on the file and the added transactions to ensure accuracy (See note on Step #7).

Step #3: Click the '**Process**' dropdown menu and select the process (In this case, JSS220).

Step #4: Enter the path and filename of the source file (File to be uploaded) on the '*File Name'* data field or Click the '**Browse**' button to look for the location of the source file (i.e. Drive C, then select the file). Select the Drive and ***filename*** of the source file.

Step #5: Click '**Open**' button to continue. (Notice the data on the "*Transfer to Server*" block). On the 'Process' data field, the name of the Process appears (In this case, 'Incoming Status for Supply/Referral/…) and the filename of your source file on the '*File Name*' data field.

Step #6: Click '**Apply**' icon on the toolbar to start the '***File Transfer***' process. In a few seconds, you will see an '**Alert**' window to display the alert message saying '*File Transfer, Completed Successfully /h/data/local/SUP1BT/tape_in/JSS220 created'*. Click the '**OK**' button to close the alert window.

Step #7: Close the '**Batch File Transfer**' window. At this point, the input transactions were written at the '***Input***' queue directory: */h/data/local/SUP1BT /tape_in*.

> **Note:** It is highly recommended to check your input transactions to ensure all transactions have been uploaded for input to the selected process (Batch Job JSS220). You should count the number of input from the source file and compare that count to the uploaded file. To check your input, **GoTo:** *File>Utilities>Batch Review* then Select '**Input Files**' radio button. The 'Select Server File' pop-up window displays the available batch process. Select the batch process or file and click '**OK**' button or simply double click the file or process to display the *input* transactions. Count the number of transactions and compare this to the count from your source file. The count should match… if not, you may repeat the '*File Transfer*' from start to finish. It will not hurt by doing so. For some reason, the program drops some of your transactions during the file transfer process. Click '**Cancel**' button to close the display screen and proceed to submit the Batch Job JSS220.

Step #8: Submit the Batch Job JSS220. **GoTo:** *Site>Management>Site Internal> Batch Job Scheduling> Predefined Parameters*. Select Batch Job JSS220 then click '**Apply**' icon to submit the Batch Job. '*Batch Request Confirmation*' window is displayed with the given Batch Job Number. Click '**OK**' button to confirm the submission of the Batch Job.

Step #9: Verify the '**Control Parameter Indicators**' to make sure correct indicators were set for this Batch Job. To verify: GoTo: *Site>Management>Site Internal> Batch Job Scheduling>Approval.* Select the target Batch Job and Click the '**Key**' icon to display the Control Parameter Update screen. Indicators that must remain set are: '*Approval Required*', '*Print Output*', '*Saved Printed Output*', and '*Default Printer*' (If default printer is set up). If changes were made to the selected indicators, you must click '**Apply**' icon to 'Save' the changes in indicator settings.

Step #10: Approve the Batch Job (JSS220). Enter or type-in '**R**' on the 'Status' field then Click '**Apply**' icon to release the Batch Job to NTCSS for processing. At this point, an alert window will display if the 'Default Printer' indicator was not checked and you require a printed output, you are required to select a printer where you want your output printed. If the 'Default Printer' indicator is not checked and you do not require printed output, this alert window will not display.

Step #11: Verify the status of the Batch Job to ensure it is running and/or completed the Batch Job successfully. **GoTo:** *NTCSS TOOLBAR>System (Three cascading window icon)>Batch Job Queue*. Select '*Batch Job Manager*' tab (default). On the '*Select Application*' dropdown, select RSUPPLY… then select '**Approved**' radio button to display the active Batch Jobs that are currently running. Batch Job JSS220 should be displayed. If not, select '**Completed**' radio button. Batch Job JSS220 should be displayed and will indicate '*Normal Exit*'. If it indicates '*Crashed/Aborted*…', you have to re-run the Batch Job JSS220 by repeating **Steps #1 through #10**.

Step #12: Random status check. To ensure the process was ran and successfully completed, randomly check a status documents from the input file and check if the status has been posted to the corresponding documents by performing 'Requisition Query'. If not posted, check the suspended transaction or error listing from the process output… then continue to find a document where the status input has been successfully posted against the target document.

Step #13: Review the hard copy output. Reports are self-explanatory. Make sure the matrix status (Miscellaneous Records Processing Statistics) indicated the correct number of transactions processed. Review all listing categories of the output. Review 'Referral' transactions (if present)… take action accordingly. Look for error or rejected transactions.

Step #14: Print suspended transactions for incoming supply status for review. To print suspended transactions for incoming supply status: **GoTo:** *Log>Management>Logistics Reports>Suspense Listing*. Select '**Status (Supply)**' checkbox… select a '**Sort by**' option you preferred, and select '**Apply**' icon to display the Batch Job request screen. Complete the required parameters… **submit** and **approve** the Batch Job.

Step #15: Review and/or process '*Suspended*' transactions. There will be several transactions that will end up in suspense table. These transactions must be cleared prior to processing another JSS220. Transactions can be suspended due to various reasons and the reason for suspension is indicated in every suspended transaction. To process suspended status transaction: **GoTo:** *Log>Suspense*… then select '**Supply (Status)**' on the Function dropdown menu to display the suspended transactions. Select a document or item to process. Each transaction must be researched and process accordingly.

Step #16: Check the '**Stock Control Review Listing**' the next day to review all requisitions that received rejections or cancellations status (if any).

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to process 'Inventory Adjustments' (spot or predetermined) …

Background Knowledge:

Inventory adjustment is a process of realigning between the actual on-hand quantity in storeroom location and the on-hand quantity stated or posted in stock record (***stock_item*** table) or ***item_loc*** table. However, inventory adjustment programs should not be used for convenience just because you (the Stock Control Supervisor) want to realign the current actual on-hand quantity vs. on-hand quantity on the stock record. Exhaustive researched must be conducted to find the possible cause of unmatched inventory. Use every means possible to realign the inventory without using the inventory adjustments functions. If you are missing actual quantity on-hand, somehow it has been issued or misplaced in some other locations. Perform location audit (LAP). Audit trail your issues and receipts to ensure quantities are accounted for.

There are several instances that cause the actual on-hand quantity not matching with the posted on-hand quantity on the stock record. The most common cause of mismatch inventory is attributed to receipt processing and misplaced material. Another situation that may cause unmatched inventory is issuing material without processing or posting the issue document or just handing it out to the customer without paperwork. Erroneous processing procedures mention above must be corrected to make sure all quantities are accounted for prior to processing inventory adjustment using the below procedures.

Inventory adjustments can be accomplished in two functions in R-Supply: (1) *Inventory Posting* and (2) *Inventory Adjustments*. Both functions can be used to accomplish the same results however, the user must be very careful of what is to be accomplished to produce the correct end-result using either one of the R-Supply inventory adjustment functions. Read the situations below to properly use the correct inventory adjustments function.

Procedures:

***Situation #1*:** Total on-hand quantity on the stock record matches with the actual total on-hand quantity. However, quantities in multiple locations not matching (i.e. *Location-1 has 5EA on the stock record but 7EA in actual location, Location-2 has 10EA on the stock record but 8EA on the actual location. The total on-hand quantity for the item is 15EA*.) As you notice, the *actual* on-hand quantity of the item matches with the total on-hand quantity on the stock record. However, actual quantities in locations are not matching up.

To correct the discrepancies, the user must use the "**Inventory Posting**" *function*. *The process will not result any inventory adjustments. It will only move/adjust quantities in the locations involved.*

Step #1: LOGON to R-Supply and **GoTo:** *Inv>Inventory Control>Inventory Posting*.

Step #2: Enter the correct actual quantity in each location.

Step #3: Click "**Apply**" icon to post the correct location quantities. This process should not result any inventory adjustments. It will only realign the quantities in each location. Total on-hand quantity should be the same as before processing the quantity realignment. If the prompt or alert window is displayed informing the user that a quantity adjustment (Gain or Loss) will be posted, do not proceed with the process. Re-check the quantity you entered in each location.

Step #4: Verify location quantities. **GoTo:** *Qry>Stock>Stock Item*…enter the NIIN and click "**OK**" button, then click location dropdown menu. Correct quantities should be indicated in each location (7EA & 8EA respectively).

***Situation #2*:** Actual total on-hand quantity in location(s) does not match with the total on-hand quantity posted on the stock record. After all exhaustive researched has been conducted with no positive results, you decided to make the inventory adjustments to realign the actual on-hand quantity to the recorded on-hand quantity on the stock record.

To correct the discrepancies, the user can use either the "**Inventory Posting**" *function* or *the* "**Inventory Adjustments**" *function*.

Using the "*Inventory Posting*" function:

Step #1: LOGON to R-Supply and **GoTo:** *Inv>Inventory Control>Inventory Posting*.

Step #2: Enter the target NIIN on the space provided in NIIN Search window and click '**OK**' button to continue. Stock record information should be displayed.

Step #2: Enter the correct actual quantity in each location (if multiple locations exist).

Step #3: Click "**Apply**" icon to continue the process.

> **Note:** An alert window should pop-up indicating the value of financial adjustments. The quantity you enter in "Inventory Posting" function will become the total on-hand quantity for the stock item. This alert window will pop-up only if the "Gain/Loss Messages" checkbox is activated (Default) on the "Inventory Posting – Search" screen.

Step #4: Click "**OK**" button to post the quantity entered.

Prepared by: Lonnie Auza – SPAWAR Norfolk
http://www.force-rsupplyViking.com or www.force-rsupply.com

Step #5: Verify quantity. **GoTo:** *Qry>Stock>Stock Item*…enter the target NIIN and click "**OK**" button. Adjusted quantity should be reflected in the "Total OH Qty" field… or you may check the 'Transaction Ledgers' to verify the transactions (Highly recommended).

Using the "*Inventory Adjustments*" function:

Step #1: LOGON to R-Supply and **GoTo:** *Inv>Inventory Control>Inventory Adjustments*.

Step #2: Enter the target NIIN in the space provided in NIIN Search window.

Step #3: Select the appropriate radio button on the '*Selection*' block.

Note:
- **GBI** radio button will increment the on-hand quantity for the quantity entered.
- **LBI** radio button will decrement the on-hand quantity for the quantity entered.
- **Lost, Damage or Stolen** radio button will decrement the on-hand quantity for the quantity entered and cause to set the correct LBI code for the adjustments.
- **Major Disaster** radio button will decrement the on-hand quantity for the quantity entered and cause to set the correct LBI code for the adjustments.

Step #4: Click "**OK**" button to continue the process. Stock record information should be displayed.

Step #5: Enter the actual quantity to be incremented or decremented from the current "Total OH Qty".

Step #6: Click "**Apply**" icon to post the quantity. Expenditure document will display. Click "OK" button to continue. Enter the target NIIN for the next item or Click 'Cancel' button to exit the process.

Step #7: Verify quantity. **GoTo:** *Qry>Stock>Stock Item*…enter the target NIIN and click "**OK**" button to continue. Correct quantity should be reflected in the "Total OH Qty" field. You may check the 'Transaction Ledgers' to verify the transactions (Highly recommended).

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to reconcile "Issue Pending Quantity" …

Background Knowledge:

"Issue Pending Quantity Reconciliation" is another R-Supply database alignment program that reconciles quantity differences between the ***stock_item*** table iss_pndg_qty column and the actual total quantity of the outstanding issue transactions in the '***material_request***' table. When material is requested, the material request is written in 'material_request' table waiting for further processing. If the material is carried with on-hand quantity, the requested quantity will be posted on the 'issue pending' column (data element) in '***stock_item***' table. This quantity will be updated once the material request is completed and issue was posted. For some reason, the quantity on the 'issue pending' column is not updated even if the material request is already completed… thereby indicating that you have issue pending for the item without outstanding material request.

Procedures:

To reconcile the issue pending quantity, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *File>Utilities>Issue Pending Qty Reconciliation*.

Step #2: Select the appropriate checkbox.

Issue Pending Qty Recon (Pre-selected) - Generates a listing of all items affected and issue pending quantities updated.

Report Only - If not selected, a report is still created, and the ***stock_item*** table iss_pndg_qty is updated.

Step #3: Click "**Apply**" icon to initiate the Batch Job.

Step #4: Click "**Submit**" button to submit the Batch Job.

Step #5: Approve the Batch Job. **GoTo:** *Site>Management>Site Internal>Batch Job Scheduling>Approval*. Type-in "**R**" to release the Batch Job to NTCSS for processing. This Step applies only if the "Approval Required" checkbox is selected at the Control Parameter Update screen.

Step #6: Verify output. No actions required.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to process 'Local Change Notice' …

Background Knowledge:

Local Change Notice is an interactive process used to effect Stock Number changes without running the Change Notice Batch Job. There are times that NAVICP send out notice to the Fleet for stock number change or simply you (the User) found out an existing stock item in your 'stock_item' table with new superseding stock number.

Procedures:

To process 'Local Change Notice', follow the steps listed below:

> **Note:** Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #1: LOGON to R-Supply and **GoTo:** *Inv>Stock Item>Maintain Stock Item*.

Step #2: Enter the target **NIIN** in 'NIIN data field' provided in the 'Stock Item Search' window and click "**OK**" button to display the 'Maintain Stock Item' window.

Step #3: On the 'Maintain Stock Item' window, click '**Local Change Notice**' icon (icon with two red arrows pointing in circular motion). **Note:** The 'New NIIN' data field should be highlighted or activated. Also, a checkbox appears for option of keeping the old NIIN as a Substitute NIIN for the new Stock Number. Make sure the 'Retain Old NIIN' checkbox is *blanked* or unchecked.

Step #4: Type-in the **New NIIN** on the new NIIN block.

Step #5: Click '**Apply**' icon to complete the process.

Step #6: Verify the '**Unit Price**'. Normally, change in stock number also means change in 'Unit Price'. If the unit price has changed, go back to Inv>Stock Item>Maintain Stock Items… then, enter the new NIIN. Click 'OK' button to continue. Change the 'Unit Price', then, click '**Apply**' icon to effect the change.

Step #7: Verify the new stock item. Perform 'Transaction Ledger' query of the new NIIN to ensure correctness of data.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to process Logistics Replenishment (LOGREP) …

Background Knowledge:

LOGREP (Logistics Replenishment) application provides R-Supply (NWCF) Activities with the automated logistics capability to execute ‘at sea’ Logistics Replenishments (LOGREP) for forward deployed United States (U.S.) and North Atlantic Treaty Organization (NATO) ships and shore activities. Although primarily intended for combat stores ships (T-AKE/T-AFS), the capabilities is also extended to all NWCF Activities (i.e. CVN, LHA, LHD and AS type ships). LOGREP application is intended for processing of batch ‘Material Requirement External (MRE)’ transactions, (i.e. boat drops and other MRE batch processing requirements) grouped under the R-Supply replenishment module and as a part of the existing application functionality. This includes the ability to manage Navy Working Capital Fund (NWCF) and Defense Working Capital Fund (DWCF) transactions (dependent upon use).

For CVN and LHA/LHD type ships, the most common use will be during cross-decks of material when relieving deployed CVN or LHA/LHD. The process is that the deploying CVN or LHA/LHD will screen the deployed CVN or LHA/LHD for material to fill the deficiencies (DEF-TO-RO) of the deploying CVN or LHA/LHD. Instead of individually processing MRE requirements, batch process through LOGREP application is provided for this process.

Procedures

To process a complete LOGREP cycle, follow the steps listed below:

Step #1: Add or Update the Customer's UIC data on the 'Other Activities' Table. **Menu Path:** *Site>Activity Controls>Other Activities*. Update or Add the Ship's UIC to the "Other Activities" table prior to initiating the LOGREP events. Also, pay attention on **Color Code.** Make sure color codes are not duplicated. This table works about the same as SUADPS’ CIA and CID Tables. Customer's UIC must be loaded properly to avoid problems with financial reports.

NWCF/DWCF Activities:
T-AFS, T-AKE, and T-AOE, CVN, LHA and LHD

Cash Sales Activities:
MSC Contract Ships, U.S. Embassies, DOD activities, U.S. Coast Guards, Foreign Govt/ Navy, and USNS Ships (1Q Cog/APA items)

Processing NWCF/LTL and End-Use requirements for T-AOE with one UIC:

- Use Service Designator "**V or R**" for all **NWCF/DWCF** Load-To-Load requirements.
- Use Service Designator "**N**" for all **End-Use** requirements

Step #2: Initialization of LOGREP Cycle. **Menu Path:** *Site>Activity Controls> LOGREP Cycle Numbers*. Instead of having one cycle working at a time, the activity will have an active record of all LOGREP Cycles for the past 12 months. In addition, future LOGREP Cycles can be loaded and prepared in advance if needed. One LOGREP Cycle can be assigned to multiple Customers in the event that several Customers submitted LOGREP Request at the same time (i.e. Battle Group customers).

Step #3: File Transfer. **Menu Path:** *File>Utilities>File Transfer>Batch File Transfer*. Upload requirements to Server under Batch Job JSS220 – Incoming STS/RQN/REF/ LOGREP… After uploading the customer's requirements, input transactions should be verified by viewing the input file @ *File>Utilities>Batch Review* then Select the 'Input' radio button. Select the file and click OK or double click on file to display the input file.

It is a good practice to count the number of line items in the input file (JSS220) before running the JSS220 Batch Job so you can compare the number of input that was read during the process. Verify the "Total records read" on the 'Incoming Requisitions Summary Listing' located almost to the end of the output. It is highly recommended not to include 'incoming supply status input' in any LOGREP Request update/run.

Note: Make sure all **1Qcog** (Ship's Store) and **9M cog** (Provisions) requirements have 5K advice code to avoid referrals. However, it is **normal** that LOGREP Requirements will have 5K advice codes. (Consult TYCOM for current policy).

Step #4: Process customer requirements (Batch) - Batch Job Number: JSS220. **Menu Path:** *Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters>Incoming STS/RQN/REF/LOGREP*. Incoming requisitions (in MILSTRIP format) are fed into a batch process - Batch Job number JSS220. The incoming LOGREP Requests were uploaded in **Step #3**.

Report ID JSS220A & JSS220AR are produce after completion of Batch Job JSS220. Report JSS220A will be in three headings: **'INCOMING**

STATUS FOR SUPPLY, CARCASS AND MOV', 'INCOMING REFERRAL REQUESTS AND LOGREP/REFERRAL STATUS', and 'INCOMING PREVIOUSLY SUBMITTED SUPPLY AF/AT/AM/AC/AK'.

Report JSS220AR **"INCOMING REQUISTIONS SUMMARY LISTING"** lists all incoming LOGREP Requests. This portion of the report (Report ID JSS220AR) must be included in the customer's LOGREP Package so the customer can verify what they have sent to the Supply Ship. **Note:** Prepare envelop and label it with the customer's UIC. This envelop will contain all documents that will be handed to the customer during the UNREP.

Step #4a: (As Required) Process customer requirements (Interactive). **Menu Path:** *Logistics>LOGREP Requirements>New LOGREP Requests* (Interactive). If additional LOGREP Request comes in at this point of the process, you can enter these requests through the interactive process. Ensure these requests are tied in with the same LOGREP Cycle number that is currently in progress.

Step #5: Process Suspended Transactions. **Menu Path:** *Log>Suspense*. This step is critical and must be performed. Go to: *Log>Suspense* then select *LOGREP Requests* function. Any suspended transactions must be processed before you proceed to the next step (Activate Customer Requirements). Otherwise, these requests will not be included in the expenditures listing for the particular LOGREP Cycle. In the event that the suspended transactions were not processed, you may delete the transactions from the suspense module (*take notes of the reason for suspension so you can make the corrections*) and use 'Material Requirements – External' function to process these transactions or refer to Step #13a or if the reason for suspension is "Not Carried", you may manually prepare and send an "AE8" with "CA" status to the customer. The status can be included in **Step #6b** or **Step #15**.

Step #6: Activate customer requirements (Batch) - Batch Job Number: JSI302. **Menu Path:** *Inventory>Management>Inventory Actions>LOGREP Processing>Activate Requirements*. This Batch Job will match all LOGREP Requests in the queue to the '*stock_item*' table and set the items for "Hatch Sheets" and printing of "Picking Tickets". Statuses (AE8/A41) will be created for transmission to the customers (See **Step #6b**).

Notes:

(1) You must generate the 'Activate Requirements' **twice** if you are processing requirements from USNS ships using Service Designator of "**N**" with UIC. Transferring **End-use** requirements to another USNS Ship that consists of **1Q cog** (***"XP"*** *fund code*) and other FILL/HULL/9M cog items

First Run: Generate the 'Activate Requirements' selecting the LOGREP Cycle Number and UIC. (*Make sure the Service Code of this UIC at the 'Other Activities' table is equal to* "**N**". DO NOT set the Cash Sales indicator.) The first run should set the 'Activate Date' for LOGREP Requirements with **non-XP** fund code. After completion of the first run, perform query of a LOGREP Requirement with an "XP" fund code. The 'Activate Date' should be blank.

Second Run: Generate the 'Activate Requirements' for the second time. Make sure to set the "Cash Sales" indicator (Both the Cash Sales checkbox and the Cash Sales **Non-local radio button** on the 'Cash Sale' option block.) After completion of the second run, perform queries to some of the LOGREP requirements (Both XP and non-XP fund code on this LOGREP Cycle Number to ensure all LOGREP transactions have an 'Activate Date' set. If everything is OK, proceed to the next Step (Either **Step #6b** or **Step #7**).

(2) Set Cash Sale Indicator. This indicator must be set if the transactions you are processing are Cash Sales either cash collected locally or not.

(3) Set Load-to-Load (LTL) Indicator. (This is required only for CLF Activities with Service Designator of "V or R"- NWCF/DWCF units). This indicator must be set when transferring NWCF/DWCF material between CLF units. Ensure Color Code is different from UIC with service designator of "N" (End-use account).

(4) Batch Job JSI302 (Activate Requirements) will produce Report ID JSI302AR in various headers. Review the report. If the LOGREP Cycle consists of two or more customers, pay attention of the report header that says "ACTIVATE REQUIREMENTS RATION CANDIDATES REPORT". If Ration Candidates are present, you must run **Step #6c** to ration the quantity to various customers. This happens when you (the Supply Ship) do not have enough onhand to fill each customer's request requesting the same item in any given LOGREP Cycle process.

Step #6a (As Required) Pre-Edit Report. **Menu Path:** *Inventory>Management>Inventory Reports>LOGREP Reports>Pre-Edit*. This is a management tool which provides a snapshot of customer requirements per UIC. This step is highly recommended when multiple UIC's are present in any given LOGREP Cycle process.

Step #6b (As Required) Release Initial Status - Batch Job Number: JSL319. **Menu Path:** *Logistics>Release Outgoing Transaction>Status*. This process can be deferred and can be consolidated in **Step #15**. Supply status BA, CA, or BM (DI: AE8/A41) are produced after the batch process (JSI302) and are written in 'logrep_status_out' table.

After completion of the Batch Process (JSL319), you must perform 'File Transfer' to download the status file from the Server to create a file for transmission to the customer. Open the downloaded file with 'NotePad' program and edit/(clean-up) the file before transmitting the data to the customer. The edited file can be transmitted through SALTS/DAAS or attached to an email whichever is convenient**. Ensure NO 1Q/9M cog requisitions will be referred (A41) to shore supplying (POE) activities.**

Step #6c (As Required) Ration Requirements. **Menu Path:** *Inventory>Management> Inventory Actions>LOGREP Processing>Ration Requirements*. This batch job must be run if "ACTIVATE REQUIREMENTS RATION CANDIDATES REPORT" has items on it for rationing. See note from **Step #6**.

Step #6d (As Required) Reorder - Batch Job Number: JSI208. **Menu Path:** *Inventory> Management> Inventory Actions>Reorders*. This application uses the regular reorder window with added functionality for LOGREP. It is highly recommended to avoid delay of Load replenishment.

Step #7: Hatch Sheets - Batch Job Number: JSI301. **Menu Path:** *Inventory> Management> Inventory Actions>LOGREP Processing>Print Hatch Sheets*. Now able to print 'Hatch Sheets' separate from 'Picking Tickets (DD 1348-A's). Batch Job JSI 301 will produce Report ID SI2600AR (Hatch Sheets). Recommend 3 copies, 1 copy for YNSK, 1 for Q.A., 1 copy retained in Stock Control as back-up copy.

Step #8: Print DD 1348-1As - Batch Job Number: JSI310. **Menu Path:** *Inventory> Management> Inventory Actions>LOGREP Processing>Print DD 1348-1A*. Printing the Picking Tickets (DD 1348A's)

Note: Ensure the "Radio Button – '*Priority*'" is selected at this screen: Site>Activity Controls>Constants>Printer Identification. Ensure to click on "Apply" button to save the changes. Ensure number of picking tickets equals to number of requisitions indicated on the hatch sheets.

Step #9: (**QA**) VERIFY QUANTITIES ON THE HATCH SHEET and/or DD 1348As AGAINST THE ACTUAL QUANTITY PULLED.

Step #10: Update changes in quantities or issue substitute (if applicable). **Menu Path:** *Logistics>LOGREP Requirements>Edit LOGREP Requests*. This process is critical for the accuracy of your invoice/billing process. Ensure all changes to the Q.A. smooth hatch sheets and picking tickets are processed, otherwise your billing will not reflect the correct expenditures.

Step #11: Stage requirements. **Menu Path:** *Inventory>Management>Inventory Actions>LOGREP Processing>Stage Requirements*. Added functionality is provided allowing the activity to stage requirements for delivery and lock-in requirements. Transactions cannot be modified after completion of the 'Stage Requirements' process. This batch job will not produce any output. It will only set the 'Staged' date and have the items ready for delivery. To correct erroneous LOGREP transactions, run "Clear Stage Requirements" batch job, correct erroneous transaction, and run "Stage Requirements" to lock-in rqmnts.

Step #11a (As required) Pallet Count Report. **Menu Path:** *Inventory>Management> Inventory Reports>LOGREP Reports>Pallet Count Report*. This report may be generated for management. It will give the user a good estimate of how many pallets will be transferred during the UNREP. Pallet count is an estimate figure based on the cube data of the items in your database.

Step #12: Produce Invoice/ Billing Package - Batch Job Number: JSI285. **Menu Path:** *Inventory>Management>Inventory Actions>LOGREP Processing> Produce Invoice/Billing Package*. This process will generate billings for all transactions processed in **Step #11**. Ensure DD 1348-1A (1Q Cog) and DD 1149 documents (Cash Sales Report) were generated and included in customer's billing package. Recommend 2 copies, 1 copy for customer billing package and 1 copy retained in customer's completed LOGREP folder.

Notes:

(1) Batch Job JSI285 will produce hard copy output (Report ID: SL3530AR) and generate electronic X71 transactions. Copy of this report will be included in the customer's LOGREP Package.

(2) X71 transactions (located at h/data/local/SUP1BT/tape_out) … menu path: File>Utilities>Batch Review>Output File) must be downloaded (Using File Transfer) into CD for inclusion to the customer's LOGREP Package. These X71 transactions can be used by the customer to automate the receipt processing. If File Transfer does not work, select and open the file then highlight the transactions to copy (Ctrl + C) and paste into 'Notepad' (Ctrl + V).

Print a hard copy of the file and include it (with CD) in the customer's LOGREP Package.

(3) If batch job number JSI285 didn't produce the actual invoice/billing package listing on the first run (Step 12), run/process another batch job to print "Duplicate Invoice/Billing Package" listing for subject customer/UIC." -
Path: Inventory>Management>Inventory Actions>LOGREP Processing>Produce Invoice/Billing Package

Step #13: LOGREP Summary Report - Batch Job: JSI327. **Menu Path:** *Inventory> Management>Inventory Reports>LOGREP Reports>LOGREP* Summary Report. Generate the LOGREP summary report. It is highly recommended to generate this report for the management.

Step #13a (As required) Process supplemental requirements (Interactive). **Menu Path:** *Logistics>LOGREP Requirements>New LOGREP Requests* (Interactive). Supplemental LOGREP requirements can be added at this point. If it happens, follow **Steps #3 through #11)**.

Note: Supplemental LOGREP Requirements are defined as additional requirements from the customers included in this current LOGREP Cycle Number.

Step #14: Process Expenditures - Batch Job Number: JSI280. **Menu Path:** *Inventory>Management>Inventory Actions>LOGREP Processing>Process Expenditures*. This Batch Job (JSI280) completes the LOGREP cycle process. Shipment statuses are generated at this point and are written in 'logrep_status_out' table. This batch job generates a hard copy output (Report ID: SL3530AR).

Step #15: Release Final Status - Batch Job Number: JSL319. **Menu Path:** *Logistics>Release Outgoing Transaction>Status*. This will consist of AS8 and may contain AE8 if you deferred your initial "Status Release" from **Step 6b.**

After completion of the Batch Process (JSL319), you must perform 'File Transfer' to download the status file from the Server to create a file for transmission to the customer. Open the downloaded file with 'Notepad' program and edit/(clean-up) the file before transmitting the data to the customer. The edited file can be transmitted through SALTS/DAAS or can be attached to an email, whichever is convenient. This completes the LOGREP Cycle. **Ensure NO 1Q/9M cog requisitions will be referred (A41) to shore supplying (POE) activities.**

Step #16: Generate reports. It is highly recommended to generate the following reports:

(1) LOGREP Supply Effectiveness Report. **Menu Path:** *Inventory>Management>Inventory Reports>LOGREP Reports>LOGREP Supply Effectiveness Report*

(2) LOGREP Depth Effectiveness Report. **Menu Path:** *Inventory>Management>Inventory Reports>LOGREP Reports>LOGREP Depth Effectiveness Report*

(3) Summary of Replenishments Report. **Menu Path:** *Inventory>Management>Inventory Reports>LOGREP Reports>Summary of Replenishments Report*

(4) Assets Report. **Menu Path:** *Inventory>Management>Inventory Reports>LOGREP Reports>Assets Report*

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to process 'Management Data Element Reconciliation (E-38 Processing)

Background Knowledge:

Your 'Relational Supply (R-Supply) Database' is the most critical data file when it comes to Supply management. Stock Control personnel or anyone (with proper access and permission to R-Supply) interacts with the database daily, either adding new item or changing data element to existing items in database. It is critical that every piece of information is accurate. To ensure accuracy of information in Supply database, at least yearly, each Activity will reconcile its stock item records with the Navy Management Data File (otherwise known as E-38 processing) maintained by NAVSISA. Instructions for scheduling the reconciliation are contained in **NAVSISAINST 4410.2 (series)** which must be followed carefully to ensure that the process is accomplished in a timely manner.

Procedures:

To perform 'Management Data Element Reconciliation', follow the steps listed below:

Step #1: Produce the E-38 reconciliation record for NAVSISA. An E-38 reconciliation record is extracted or produced from the *item* table and submitted to Commanding Officer, NAVSISA (Code 99211), Mechanicsburg, PA 17055.

Instructions for extracting/producing the E-38 media:

(1) LOGON to RSUPPLY and **GoTo:** *Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters*… then Select Batch Job 'JSS131' (Management Data Element Reconciliation).

(2) Click '**Apply**' icon to submit the Batch Job.

(3) Click '**OK**' button to continue.

(4) Approve the Batch Job. **GoTo:** *Site>Management>Site Internal>Batch Job Scheduling>Approval*. After completion of the Batch Job, one page hard copy out will be generated to indicate the number of records written to the electronic media. Electronic media output includes all active NIINs except *Local Stock Numbered* items in *item* table.

(5) Verify the electronic output. **GoTo:** *File>Utilities>Batch Review*… then Select the '**Output**' radio button to display the Batch Jobs.

(6) Select '**JSS131**' then click '**OK**' button to display the output or you may double click the Batch Job to display the output.

(7) Download the electronic output. **GoTo:** File>Utilities>File Transfer>Batch File Transfer…

(8) Select '**Receive From Serve**r' radio button. On the "*Receive From Server*" block, Select '**File**' radio button then type or enter the Batch Job number on the space provided on the "*Receive From Server*" block.

(9) Select '**Transfer to Hard Drive**' (Default) radio button.

(10) Click '**Apply**' icon to continue the process. When file download is completed, an "Alert Notice" will be displayed informing the user that the file is created at the transfer (xfer) folder.

(11) Verify the downloaded file at the xfer folder. GoTo: *Start>My Computer>Local Disk (C)>Program Files>ntcss>sup1cl>data>xfer* then Select the Filename (Normally, filename will default to JSS131). You may rename the file for easy identification when uploading the file to NAVSISA.

(12) Submit the data to NAVSISA (Refer to NAVSISAINST 4410.2 (series) for complete instructions.

Step #2: Once the E-38 Data is received by NAVSISA, the activity's item data elements will be matched against the Navy Management Data File and generate or create 'Change Notice' records for data elements requiring correction. The change notice records will be returned to the activity for processing. (**Note:** *In most cases, exception listing will be provided to the Activity for research. Exception listing contains all stock items that are in the Activity's database and not matching to the Navy Management Data File. Items that do not match from the Navy Management Data file maybe items unique to Army or Air Force or deleted items. Manual and physical review of these items is a must*.)

Step #3: The 'Change Notice' records will be processed into R-Supply database in the same manner as 'Monthly Change Notice' processing.

Step #4: Perform actions to the 'Change Notice' output. Expected output is identical to the monthly change notice processing… therefore, actions to be performed is also identical. Output must be reviewed and processed accordingly. Supply QA Division/Stock Control Supervisor must keep track of the progress and actions taken to the 'Change Notice' output to ensure accuracy of actions taken and completed in timely manner.

Very Important Notice: SUBMARINE and SUBMARINE TENDERS. The above reconciliation procedures are not applicable to these platforms. Arrangements must be made with the Strategic Systems Project Office (SSPO) Code SP-206 for database reconciliation.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to process material "Offload" …

Background Knowledge:

You may ask, how are excess material accumulated onboard your ship? Accumulation of excess material can be attributed to several situations. Some of the major causes that generates material excess are: Monthly ASI process, Gain-by-inventory (GBI), Erroneous Reorder process, Material turn-in to stock (MTIS), Re-COSAL/Re-AVCAL or Allowance changes or deletions just to name a few. Level Settings (when generated) will generate excess material due to demand fluctuations. An Allowance Type Code (ATC) of "4" may turn into excess (ATC 6/7, depending of EMV) when required demand for retention is not met during the specified 'base period' on the Level Setting parameters. Whatever situation drives your excess material onboard your ship, it is a 'black mark' on your SAMMA/SAL. Your goal is to keep excess material to the minimum. There are R-Supply programs that you can generate to prevent excess material from accumulating onboard your ship. Programs like: Excess Stock Due Cancellation. This program should be generated in a monthly basis. Run Ad Hoc to identify ATC 6 with unit price greater than (you specify). Once these items are identified, you can selectively offload these items using the MRE program. Be proactive in managing your excess material.

Automated Offload is normally conducted after deployment, depending on your operational commitment. Follow the procedures below to conduct an automated Material Offload.

Procedures:

To perform automated material Offload, follow the steps listed below:

Step #1: **Preparation:** Know how much excess material to be offloaded. Run or process R-Supply transactions or programs in the following sequence: (1) Process all receipts. (2) Process pending issues. (3) Process all suspended transactions that affect the inventory or O/H QTY. (4) Run "Stock Item Maintenance" program with only "*Change Allowance Type Codes*" checkbox is activated. This Batch Job when run will realign the ***alternate_niin*** table against the ***stock_item*** table by changing from ATC **6**, **7**, and **8** to 9 if the NIIN is currently in the ***alterna_niin*** table with PSIN indicator of "S". (5) Run Level Settings to establish a baseline for Offload. Refer to TYCOM Level Settings' recommended parameters. (6) Run a true Asset SAMMA/SAL with 'RAB' checkbox activated. This will generate a complete listing of all redistributable assets onboard (Excess material).

Develop the Offload POA&M. Offload is a major event that requires major planning (i.e. man hours (number of personnel required to complete the project), timing (ensure to select a good window of opportunity in completing the project), make arrangements with the receiving Activity (normally FISC) of what is needed or required in offloading your excess material, consult your TYCOM for the current policy, and conduct training for the personnel who will be doing the job. It is not as simple as you think. Everyone knows how to pull material from the storeroom location, however, not everyone understand the impact if not done properly and correctly.

Prepare for the Offload. Major preparation is to LAP (Location Audit Program) the storeroom. LAP is an ongoing process that should be part of your inventory Team tasking. Another major preparation prior to conducting Offload is to run a "Live" Level Setting program. This will allow the Activity to establish a current baseline for offload.

Step #2: **Set the 'Offload' constants:** Logon to R-Supply. **GoTo:** *Site>Activity Controls>Constants>Requisition/Offload Values.* Select "**Offload Defaults**" tab and set the correct UIC of the receiving Activity and other offload default data.

Step #3: **Select the offload candidates:** Select is the actual generation of the batch job to select the offload candidates. This process populates the ***offload*** table. **GoTo:** *Inv>Management>Inventory Actions>Offload Processing>Offload*. Select and assign the correct offload parameters.

At the minimum, select the following:

Type of Offload: The following Options are available:

Regular: Regular option is the most common. This option when selected will screen all items in the ***stock_item*** table based on O/H QTY against the RO of the item. If the O/H QTY minus RO is positive, the item is in excess condition. Make sure to consider substitute items by checking the substitute checkbox on the *other options* block.

DRMO: This option is selected when offloading material to DRMO (i.e. Expired Shelf Life items, etc.).

Total: This option when selected will generate offload documents to every line item in ***stock_item*** table that has O/H QTY. Total offload option is selected when decommissioning a ship only or directed by the Activity's TYCOM.

Other options:

Stores Type: Select either 'General Stores' or 'Restricted'. Restricted item includes QCOSAL. Normally, "General Stores" is selected. If no selection was specified, both stores type will be screened or considered for offload.

Designate Material: Select the type of material to be considered for offload.

Specify: You can further tailor your output by selecting the applicable item.

Include Substitutes: This option must be selected to have substitute O/H QTY considered during the computation process.

DBI Retention Factor: Select the appropriate number of months. Consult TYCOM recommendation.

Output: Report by Extended Money Value (EMV).

Optional Block: Select options as applicable to further tailor the output.

Submit and **approve** the Batch Job. Do not forget to set the correct indicators on the 'Control Parameter Update' screen.

Note: *After successful completion of the Batch Job, **offload** table is populated with offload candidates*. You can check the ***offload*** table by running "Ad Hoc". **GoTo:** *File>Utilities>Ad hoc Query>Expert*. Click "**Tables**" on the Ad Hoc Query Checklist. Select the "***offload***" table. Run the Query. All offload candidates should be displayed.

Step #4: **Print the Offload Picking Tickets** (DD Form 1348-1A). . **GoTo:** *Inv>Management>Inventory Actions>Offload Processing>Print Offload Documents… then select "Offload Picking Tickets" radio button*. After completion of the select phase (Batch Job JSI209), print the official offload documents (Picking Tickets - Batch Job JSI230) to be used to physically pull the material from various storeroom locations.

Step #5: **Distribute the Offload Picking Tickets.** This is a critical management action. Picking Tickets must be closely monitored and controlled by the Offload manager or Stock Control Supervisor. Remember that a **copy** of all Picking Tickets must be returned to who ever control the offload project (i.e. Stock Control Supervisor) to ensure accuracy of the process and accurately perform **Step #7** (Update) of the offload project.

Suggestions how to control the Offload Picking Tickets: Picking Tickets should be matched against the Offload Listing that was produced or created in **Step #4**. Checked-off or bracket the items on the listing and have the person sign-out the picking tickets by setting his/her signature on the Offload Listing. Hand them out about ten or twenty at a time. By letting the person signed out those picking tickets, the person is obligated to do a good job and returned a copy of the picking tickets to the Offload project manager.

Step #6: **The hard and long hours of physical work:** The person conducting the pulling of excess material should be trained and instructed to perform the following actions: (**Very Important Note:** *Annotations are very critical to the person performing the update process (Step #7). This is the only way to communicate between the person pulling the excess material and the Stock Control personnel performing the Update phase*.) Remember that this is your chance to have an accurate inventory of your actual quantity on-hand… so, pay close attention what you are doing.

The following is a ***must*** to understand by the personnel pulling the material from storeroom locations:

- Pay attention to "*retain quantity*" on the picking ticket. Retain quantity is equal to the High Limit or RO of the item. The reason why offload document was generated to this particular item is that the O/H QTY is greater than the RO.

- Count the actual O/H QTY of the material to see if the actual O/H QTY total count is equal to "Retain Quantity" plus the "Offload Quantity". If the count is equal to the total of "Retain Quantity" and "Offload" quantity, no correction is required. Pull the excess material from the location and circle the "Offload" quantity on the offload picking ticket. Pull a copy of the offload Picking Ticket for return to the controlling custodian. Attach the remaining copy or copies of the offload picking ticket to the material.

- If the total count of the actual O/H QTY is more than the total of "Retain Quantity" plus the "Offload Quantity", cross-out the "Offload Quantity" and change it to whatever the excess quantity after the "Retain Quantity" is placed back to its proper location.

- If the total count of the actual O/H QTY is equal to or less than the "Retain Quantity", cross-out the "Offload Quantity" and change it to "0" (Zero Offloaded) and indicate the actual inventory count of the material on the picking ticket. This is critical to the person performing the "Update" phase (**Step #7**).

Note: Material to be offloaded that has changes in ***quantity to be offloaded*** on the Picking Ticket must be separated from the ones that do not have changes (the good ones). The reason is that you will get back to these packages to reattach the final documents. (See **Step #8**).

Step #7: **Perform update: GoTo:** *Inv>Inventory Control>Offload>Updates*. Update is the process of making corrections to offload documents (Picking Tickets - DD 1348-1A) in ***offload*** table (i.e. Offload quantity changes, deletion of offload documents, etc.). This is a critical step and must be processed as indicated notations on the Picking Tickets by the person pulling the excess material. The individual who control the project and will perform the update should perform the following actions:

- Match the returned offload picking tickets against the 'Offload Listing' that was used to distribute and control the picking tickets. Ensure the person who signed-out those picking tickets returned the same number of offload picking tickets with annotations.

- Sort the returned offload picking tickets. Set aside those picking tickets that do not require updates. No corrections required. (*The actual O/H QTY count must have equal to the total of "Retain Quantity plus Offload Quantity"*). No changes required in ***offload*** table.

- If the offload quantity was changed, this means that the actual O/H QTY count is either less than or greater than the total of "Retain Quantity" plus the "Offload Quantity". In this case, you must update the "Offload Quantity" to reflect what was annotated and set aside this document for further research. Whatever the results of the audit trail, process inventory adjustments before or after the Offload project is completed. You can either use the "Inventory Posting" option or the "Inventory Adjustment" option. Pay attention of exact storeroom location, specially, if you have a multiple locations assigned. Consolidate into one location and delete other locations if possible.

- For those offload documents that do not have O/H QTY to be offloaded due to O/H QTY was equal to or less than the "Retain Quantity", will be deleted from the '***offload***' table.

Again, inventory adjustment must be performed to adjust the actual O/H QTY count.

Note. The person performing the update process ***must*** separate the offload documents that have changes in quantity to be offloaded. The reason for doing this is that you must reprint the offload documents so it matches the offload quantity. This is important because the receiving Activity (FISC) may use IBS to process receipt. If the old document (cross-out & annotated copy) is used to scan the receipt, the quantity scanned will be the original quantity (not the corrected quantity). *Remember, when you cross-out the offload quantity, the barcode is not changed.* See **Step #9**. This event must be accomplished after Step #8 (Release).

Step #8: **Release: GoTo:** *Inv>Management>Inventory Actions>Offload Processing>Release/Cancel… then select the appropriate options*. Release is the process of releasing the offload documents from the ***offload*** table to update the ***stock_item*** table and other related financial tables. Select the “Release” radio button. Submit and approve the batch job. During this Batch Job process, all offload documents in the ***offload*** table are processed and posted to various database tables. All records involved are updated (on-hand quantity adjustments) and transactions are posted to CTL and other related database tables to include financials (MFCS TIR (**NWCF** Activity Only)). These documents will be match against the receipt TIR from the receiving Activity. Any transactions that do not have a matching receipt TIR from the receiving Activity will become SIT and become a bill-back to you.

Note: After completion of the “Release” process, do not forget to go back and process inventory adjustments for the items that require inventory adjustments posting from **Step #6**.

Step #9: **Print the final offload documents for ‘Offload Picking Tickets that has Changes in Offload Quantity’. GoTo:** *Inv>Management>Inventory Actions> Offload Processing>Print Offload Documents… then select “Print Duplicate Released Documents” radio button*. Controlling these “***final released offload documents***” is critical. The newly printed offload documents must be signed-out (refer to Step #5) and attached to the material. The original offload documents (that has changes in quantity offloaded) must be returned to the controlling custodian to ensure the event was accomplished.

Step #10: **Material delivery:** Make arrangements with receiving Activity for delivery of material. Make sure someone will sign the paper-works and accept the material. Remember, you are still on the hook until the receiving Activity process the receipt and submit their TIR report to NAVICP to match your TIR transmittal.

> **Note:** Make sure to call and double check the receiving Activity exactly what is required with delivery of the material.

Step #11: **Run a Sample SQA Random inventory:** List a few items from the 'Offload' listing and pass it to the *Supply Quality Assurance Division* for random spot inventory to ensure offload accuracy.

Step #12: **Lessons learned:** Discuss lessons learned during course of the project. Rewards the Offload Project Team Members for the job well done based on the results of **Step #11**.

'End of Project Offload'

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to set-up 'Printer in R-Supply' …

Background Knowledge:

Picking Tickets and R-Supply Batch Jobs hard copy output are required to be printed. However, it all depends how you set the Control Parameters of that particular Batch Job and other documents that requires printing. In order for these hard copy output to be printed, the printer must be set-up in R-Supply in addition to NTCSS printer mapping (adding printer to the NTCSS Network). Printers has to be set-up in NTCSS for initial application set-up (Menu Path: *NTCSS TOOLBAR>System>App Print Config*) and in R-Supply 'Site' subsystem (Menu Path: *Site>Activity Controls>Constants>Printer Identification*).

Procedures:

A. To set-up the printer in **NTCSS**, follow the steps listed below:

Step #1: Verify printers in the network. **Launch NTCSS** and **GoTo:** *NTCSS TOOLBAR>System>App Print Config>*. 'Application Print Config' window should display.

Step #2: Select **RSUPPLY** on the "Application List" block. "Network Printer List" block should be populated with the available printer on the network. If no printer is displayed, printer mapping is not completed yet. You must have the SA add or establish printer connection in the NTCSS network. If this is the initial printer set-up, "Output Type List" block should be blank.

Step #3: Set-up printer connections. Add the printer where R-Supply Reports are to be printed. Select '**Output Type**' on the 'menu bar' then, Select '**Add**'. 'ADD OUTPUT TYPE' pop-up window should be displayed.

Step #4: Enter or type-in '**reports**' on the "NAME" data field.

Step #5: Enter or type-in '**General Printing**' on the "DESCRIPTION" data field.

Step #6: Select a '**Printer**' that is displayed on the "NETWORK PRINTER LIST" display window.

Step #7: Select the **dropdown** menu on the "DEFAULT PRINTER" data field then select the printer.

Step #8: Select the '**BATCH PRINT**' checkbox.

Step #9: Click "**OK**" action button to continue.

Step #10: Select ‘**Apply**’ action button to save the printer connection. Printer connection should be displayed on the “Output Type List” block or display window.

Step #11: Add the printer where the issue ‘Picking Tickets’ (X31Laser1) are to be printed. Select ‘**Output Type**’ on the ‘menu bar’ then, Select ‘**Add**’. ‘ADD OUTPUT TYPE’ pop-up window will be displayed.

Step #12: Enter or type-in ‘**X31Laser1**’ on the “NAME” data field.

Step #13: Enter or type-in ‘**Picking Tickets**’ on the “DESCRIPTION” data field.

Step #14: Select a ‘**Printer**’ that is displayed on the “NETWORK PRINTER LIST” display window.

Step #15: Select the **dropdown** menu on the “DEFAULT PRINTER” data field then select the printer.

Step #16: Select the ‘**BATCH PRINT**’ checkbox.

Step #17: Click “**OK**” action button to continue.

Step #18: Select ‘**Apply**’ action button to save the printer connection. Printer connection should be displayed on the “Output Type List” block or display window.

Step #19: Add the printer where the End-Use Transfer ‘Picking Tickets’ (X34Laser1) are to be printed. Select ‘**Output Type**’ on the ‘menu bar’ then, Select ‘**Add**’. ‘ADD OUTPUT TYPE’ pop-up window will be displayed.

Step #20: Enter or type-in ‘**X34Laser1**’ on the “NAME” data field.

Step #21: Enter or type-in ‘**Picking Tickets**’ on the “DESCRIPTION” data field.

Step #22: Select a ‘**Printer**’ that is displayed on the “NETWORK PRINTER LIST” display window.

Step #23: Select the **dropdown** menu on the “DEFAULT PRINTER” data field then select the printer.

Step #24: Select the ‘**BATCH PRINT**’ checkbox.

Step #25: Click “**OK**” action button to continue.

Step #26: Select ‘**Apply**’ action button to save the printer connection. Printer connection should be displayed on the “Output Type List” block or display window.

Step #27: Add the printer where the Cash Sales 'Picking Tickets' (X35Laser1) are to be printed. Select '**Output Type**' on the 'menu bar' then, Select '**Add**'. 'ADD OUTPUT TYPE' pop-up window will be displayed.

Step #28: Enter or type-in '**X35Laser1**' on the "NAME" data field.

Step #29: Enter or type-in '**Picking Tickets**' on the "DESCRIPTION" data field.

Step #30: Select a '**Printer**' that is displayed on the "NETWORK PRINTER LIST" display window.

Step #31: Select the **dropdown** menu on the "DEFAULT PRINTER" data field then select the printer.

Step #32: Select the '**BATCH PRINT**' checkbox.

Step #33: Click "**OK**" action button to continue.

Step #34: Select '**Apply**' action button to save the printer connection. Printer connection should be displayed on the "Output Type List" block or display window.

Step #35: Add the printer where the OSO Transfer 'Picking Tickets' (X37Laser1) are to be printed. Select '**Output Type**' on the 'menu bar' then, Select '**Add**'. 'ADD OUTPUT TYPE' pop-up window will be displayed.

Step #36: Enter or type-in '**X37Laser1**' on the "NAME" data field.

Step #37: Enter or type-in '**Picking Tickets**' on the "DESCRIPTION" data field.

Step #38: Select a '**Printer**' that is displayed on the "NETWORK PRINTER LIST" display window.

Step #39: Select the **dropdown** menu on the "DEFAULT PRINTER" data field then select the printer.

Step #40: Select the '**BATCH PRINT**' checkbox.

Step #41: Click "**OK**" action button to continue.

Step #42: Select '**Apply**' action button to save the printer connection. Printer connection should be displayed on the "Output Type List" block or display window.

Step #43: Add the printer where the NRFI Turn-in 'Picking Tickets' (BC1Laser1) are to be printed. Select '**Output Type**' on the 'menu bar' then, Select '**Add**'. 'ADD OUTPUT TYPE' pop-up window will be displayed.

Step #44: Enter or type-in '**BC1Laser1**' on the "NAME" data field.

Step #45: Enter or type-in '**Picking Tickets**' on the "DESCRIPTION" data field.

Step #46: Select a '**Printer**' that is displayed on the "NETWORK PRINTER LIST" display window.

Step #47: Select the **dropdown** menu on the "DEFAULT PRINTER" data field then select the printer.

Step #48: Select the '**BATCH PRINT**' checkbox.

Step #49: Click "**OK**" action button to continue.

Step #50: Select '**Apply**' action button to save the printer connection. Printer connection should be displayed on the "Output Type List" block or display window.

Step #51: Select '**Quit**' action button when all designated printer connections are established.

B. To set-up the printer in **RSUPPLY**, follow the steps listed below:

Step #1: Launch R-Supply Application and **GoTo:** *Site>Activity Controls>Constants>Printer Identification*. 'Printer Identification' pop-up menu will display.

Step #2: Establish printer connection for material issues. Select '**Storeroom Issues**' radio button (Default).

Step #3: Select '**OK**' button to continue. 'Printer Identification – Storeroom Issues' window will display.

Step #4: Select '**Priority**' radio button (Default). This selection is highly recommended.

Note: If 'Location' radio button is selected, you must add the storeroom location number to designate the printer in the location. Only add the first two digits of the storeroom location number (i.e. AA, AB, CC, DD, etc.).

Step #5: Select the '**Printer Type**' you have established in NTCSS for this process. This has to match with the established printer.

Step #6: Adjust the number of copies you want. One means 'Two' copies since there are two Picking Tickets printed in one page. If you need four copies, set the number of copies to '2'.

Step #7: Click '**Apply**' icon to save the set-up or changes.

Step #8: Establish printer connection to material transfers. Select '**Material Transfers**' radio button.

Step #9: Select '**OK**' button to continue. 'Printer Identification – Material Transfers' window will display.

Step #10: Select the '**Printer Type**' you have established in NTCSS for this process. This has to match with the established printer.

Step #11: Adjust the number of copies you want. One means 'Two' copies since there are two Picking Tickets printed in one page. If you need four copies, set the number of copies to '2'.

Step #12: Click '**Apply**' icon to save the set-up or changes.

Step #13: Establish printer connection for Carcass Turn-ins. Select '**Carcass Turn-ins**' radio button.

Step #14: Select '**OK**' button to continue. 'Printer Identification – Carcass Turn-ins' window will display.

Step #15: Select the '**Printer Type**' you have established in NTCSS for this process. This has to match with the established printer.

Step #16: Adjust the number of copies you want. One means 'Two' copies since there are two Picking Tickets printed in one page. If you need four copies, set the number of copies to '2'.

Step #17: Click '**Apply**' icon to save the set-up or changes.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to Release Outgoing Requisitions …

Background Knowledge:

'Release Requisitions' function provides the opportunity to review and then release transactions into the supply system (except for the 'Post Only' option). The user must select from requisitions created from Automatic Reorder or those created by Initiate Requisition and other processes. The user may choose to release all the requisitions or can narrow the number of requisitions to be released by selecting a specific document number, cog, or HI PRI requisitions.

The user is given the option to review the records before releasing them. The default is to review the record, so if user does not want to review them, then the Review checkbox option should not be selected.

There is also an option at the bottom of the window for Batch Job Number "BJN (Recovery Only)"; this provides a means of recovering the job if the batch job was interrupted and the job did not run to completion. The user can enter the BJN to recover the Batch Job.

On the Requisition Review window, the user is given the opportunity to '*Release*', '*Change Document Number*', '*Post Only*', or '*Cancel*' requisitions. Basic information on the requisition, such as the document number, priority, fund code, NIIN, Cog, unit of issue, quantity and the extended money value are displayed. If the user desires to change quantity or other data elements on the MILSTRIP may do so by double clicking the target requisition. The detailed view of the MILSTRIP is displayed and the user will be able to change data element by changing the target information such as: quantity, supplementary address, etc. can be modified. *If changing quantity, the user must tab out of the quantity field before clicking '**Apply**' button in order for the 'Extended Money Value' field to change*. The user may also change the COSAL Type at this window. However, the user will only be able to change to a COSAL Type within the same Stores Type; e.g., if the requisition is a General Stores type requisition, then the user will only be able to select a new COSAL Type that is a General Stores Type COSAL. *The user will not be able to change the COSAL Type when a partial issue is involved.* If the user changes the COSAL Type or any other data, the new data will overwrite the original data in the ***'material_request'*** table.

There are also icons on the toolbar that allow the user to "Release All," "Cancel All," "Post All," or "Change All" the requisitions listed on the requisition review display.

Notes: 1. If the *Change Document Number* option is selected, the *Release* option will automatically be selected. The reason for this is that the user cannot manually assign a new date and serial number -- the program will assign the next date and serial number available during the actual requisition release batch run process.

2. If the *Post Only* option is selected, the Release option is automatically selected. This will only post the requisition to the '*active_rqn_tbl*' and its related database tables without causing the requisition to be released into the supply system.

3. The 'NOTICE OF RELEASED REQUISITION TRANSACTIONS' Report will show the new document number as the one being released. In addition, the 'Old Document Number' that was changed during 'Requisition Release' will be shown on the same line under 'PREV DOCUMENT' column for informational purposes.

4. The 'NOTICE OF RELEASED REQUISITION TRANSACTIONS' report will identify which document numbers were a 'Post Only' selection. They will be identified by an asterisk (*) under the 'Post Only' column.

5. The 'Chg Doc Nbr' checkbox will not be available for requisitions that originated in NALCOMIS. Requisitions originating in NALCOMIS are not authorized to have their document numbers changed during the 'Release Outgoing Transaction' process.

On the Requisition Review window, there is a column titled "QR". If the requisition has asterisk (*) on the checkbox, this indicate that the requisition was previously selected for release but the Batch Job has not been run or the Batch Job has been cancelled at the 'Approval' queue. Verify the 'Approval' queue (Menu Path: *Site>Management>Site Internal>Batch Job Scheduling>Approval*) to ensure no outstanding JSL319 batch job pending approval. If no JSL319 batch job pending approval, the user may choose to release these records again under new batch job submission or may choose to skip them for inclusion in later release. If the user cancels a requisition or group of requisitions in 'Requisition Review' window, the cancellation occurs online after "**Apply**" icon is selected. It does not require a batch job to cancel requisitions at the 'Requisition Review' window. Requisition that was deleted/cancelled from the 'Requisition Review' window will be indicated '*Cancelled in Requisition Release*' in the 'Remarks' block when queried.

Procedures:

To release requisitions to supply system, follow the procedures below:

Note: Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select "Show Text".

Step #1: LOGON to R-Supply and **GoTo:** *Log>Release Outgoing Transactions>Requisitions*. "Release Requisitions" window should be displayed.

Step #2: Select the appropriate '**Radio**' button for the type of requisitions to be released on the 'Selection' option block. The following radio buttons are available for selection:

- **From Automatic Reorder** Designates for Review/Release only transactions created via automatic reorder process.

- **Not From Reorder** Designates for Review/Release only transactions created via requisitioning or the MRI process.

- **BP28** Selects all Budget Project 28 stock requisitions for released. Apply to NWCF Activities only.

- **Records on Hold** Records on Hold are requisitions that have had multiple picking tickets created; i.e., one for the requested NIIN, and one or more for substitutes. The requisition remains on hold until all portions of the requests are completed. (Note: This situation happens only if the **Process MRI based on OH QTY** checkbox is selected. Refer to: Activity Control Info.) For example: If a user requests quantity of ten and three are available for the requested NIIN and two are available from a substitutes NIIN, which leaves a quantity of five to be ordered. The original_rqn is created for five and two picking tickets were created. One Picking Ticket is for the requested NIIN with quantity of 3EA and one for the substitute NIIN with the quantity of 2EA. The requisition for five is on hold until the two picking tickets are processed.

Step #3: Select the appropriate '**Radio**' button for the run criteria on the 'Specify' option block. The following radio buttons are available for selection:

- **All** Selects all requisitions for release.

- **Cog** Enter a Cog. All outstanding requisitions for the Cog entered will be selected for release.

- **Doc Nbr** Only document number entered is released.

- **Date/Srl Nbr Rng** Enter the beginning and ending date and serial range. Only transactions within the entered range are selected for release.

- **NAVSEA** Only transactions with an applicable NAVSEA fund code is selected for release.
- **CASREP** Only transactions with CASREP serial numbers are selected for release.
- **HI PRI** Only requisitions with priorities of 1 through 10 are selected for release.
- **Routine** Only requisitions with priorities of 11 through 15 are selected for release.
- **UIC** Only transactions with the entered UIC are selected for release. (Force Level, NAS and MALS only)
- **Dept** Enter a specific department code. Only transactions for the department entered are selected for release.

Step #4: Verify to ensure "**Review**" checkbox is selected. This checkbox is selected by default. If you do not want to review the selected requisitions, deselect this checkbox. See notes below:

Note: (1) If the Review checkbox is selected, all transactions meeting the criteria of the selection made in the Specify area will be displayed. If this option is not selected, records meeting the selection and specify criteria are selected for released.

(2) BJN (Recovery Only) – select this checkbox to recover aborted/canceled jobs. Enter Batch Job Number.

Step #5: Click "**OK**" button to continue. Requisition Review window should be displayed if 'Review' checkbox have been selected. If the "Review" checkbox was not selected, the 'Requisition Review Message' alert window will be displayed with the following message "Please wait while selected records are scheduled for release." Click the "OK" button to continue. The 'Batch Request Confirmation' window will be displayed with the Batch Job Number. Take note of the Batch Job Number.

Step #6: Click "**OK**" button to submit the Batch Job.

Step #7: **Approve** the Batch Job. **GoTo:** *Site>Management>Site internal>Batch Job Scheduling>Approval*. (Refer to: How to approve Batch Job document.)

Step #8: **Verify** the output. Compare hard copy output to the electronic output by going to: *File>Utilities>Batch Review>Output File* then select the Batch Job number and click 'OK' button to display the transactions.

Step #9: **Download** the file by going to: *File>Utilities>File Transfer*. (Refer to: File Transfer Document.)

Step #10: **Transmit** the transactions to the supply system via WinSALTS or any other means of transmission to the supply source.

Step #11: **Keep** a copy of the outgoing message as proof of transmission to supply system.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to set Batch Job 'Control Parameter Indicators' …

Background Knowledge:

Most R-Supply Batch Jobs required hard copy output or saved electronic copy of the output into the output or report directory (/h/data/local/SUP1BT/tape_out or /h/data/local/SUP1BT/reports). However, it all depends how you set the Control Parameters of that particular Batch Job. Control parameters or indicators can be set just before approving the Batch Job at the 'Batch Job Approval' queue, provided that the "***Approval Required***" indicator checkbox is set for the particular Batch Job (normally, this indicator is set during implementation).

Procedures:

To set the Batch Job control parameter indicators, follow the steps listed below:

Step #1: Logon to R-Supply and **GoTo:** *Site>Management>Site Internal>Batch Job Scheduling>Control Parameter Update*.

Step #2: Select the corresponding **radio button** for the target **Subsystem**. All available Batch Jobs for the selected subsystem will be displayed.

> **Note:** If you do not select any of the radio buttons, and close the 'Control Parameter Update – Search' window using the "Red X" on the upper right hand corner, all Batch Jobs will be displayed. However, the scroll bar will not appear to scroll up or down to see all the Batch Jobs. To scroll **up** or **down** to see all the Batch Jobs within R-Supply, use the wheel of your mouse or the "up" or "down" arrow on the Keyboard. If you have made any changes to the 'Indicators' to any Batch Jobs, make sure to click the "**Apply**" icon to save the changes.

Step #3: Select a **Batch Job** and click "**OK**" button to display the 'Control Parameter Update' window.

Step #4: **Set** or **unset** the applicable indicators exactly how you want the system handle the Batch Job request (i.e. Do you want a hard copy output? Do you want to save an electronic copy of the output? Do you want to schedule the Batch Job to run in a later time/date? Do you want to intercept all Batch Jobs that were submitted from other authorize users? Do you wish to have a restart capability? Do you want your output printed to a default printer?, etc.) All the preceding questions can be answered by setting the correct indicators by ***checking*** or ***un-checking*** the corresponding "**Checkboxes**".

Control Parameter indicators are listed below:

Approval Required: It is highly recommended to set this checkbox to every Batch Job, so you (the

FAS) can intercept all Batch Job requests for your approval. Another important reason for setting this indicator is to verify the control parameter of the Batch Job just prior to approving the Batch Job to ensure proper indicators were set. To perform this verification, select the "**Key**" icon on the approval screen to display the 'Control Parameter Update' window.

Allow Scheduling: This indicator when set, will allow the user to schedule a Batch Job to run in a later or specific date.

Allow Restart: This indicator when set, will allow the user to restart the Batch Job where it left off if the Batch Job was interrupted or stopped during the process. There are some Batch Jobs that runs for 30 minutes or more. For example: You (the FAS) is printing the MSSLL and the Batch Job was running for 15 minutes and suddenly a power surge, and the job was terminated. Instead of re-running the Batch Job, you can just restart the Batch Job and the system picks up where it was terminated.

Needs NTCSS Approval: Do not set this indicator unless necessary. There are currently no Batch Jobs in R-Supply that requires NTCSS Administrator approval.

Debug: Do not set this indicator. This indicator is set buy the NTCSS Administrator when debugging the program.

Print Output: Set this indicator when hard copy output is required.

Save Printed Output: Set this indicator if you want the output saved into the report directory (/h/data/local/SUP1BT/reports). It is highly recommended to always set this indicator.

Needs Device: You may not have permission to this indicator.

General Access Printer: You may not have permission to this option.

Default Printer: Set this indicator if you want your output printed at the default printer. If not set, the program will display the available printer for selection.

Step #5: Click the "**Apply**" icon to save the changes. The "Control Parameter Update – Search" window is displayed for another selection.

Step #6: Click the "**Cancel**" button to exit from the 'Control Parameter Update – Search' window.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to process SFOEDL through Batch Posting by Code…

Background Knowledge:

Summary Filled Order Expenditure Difference Listing (SFOEDL) is a monthly listing of unmatched billing transactions from DFAS. Transactions included in monthly SFOEDL are assumed charges or credits to your OPTAR dollars. It can financially ruin an Activity if transactions are not monitored regularly. But first, let's understand why SFOEDL charges or credits were created? Understanding the process of how you get there will tremendously help the Activity minimize the number of SFOEDL charges or credits. So, how did it start? It all started from you (the Activity) of not understanding what transactions may become potential SFOEDL charges or credits.

Here are some of the most common causes of SFOEDL:

- Sending offline DTO requisition to the supply system or supply source without obligating the total money value of the cost of the material or services.

- Unit price in the ***item*** table does not match with the unit price of the item at the supply sources. This is caused by not processing the ***monthly change notice*** and ***annual price change notice***. Remember, when you process DTO requisitions (with NSN), the system will take the unit price from the ***item*** table as the value of your obligation. These obligations are sent to DFAS every 8th days (Weekly Transmittal) to match with the billings from the supply sources. If the obligated money value does not equal to the billing from the supply source, then the transaction becomes SFOEDL charge or credit.

- Carcass charges. Ensure to monitor DLR processes in a daily basis to avoid potential carcass charges. Make sure you reply to all BK1s and other NRFI inquiries from NAVICPs. Also, ensure to review 'Net Unit Price' in *item* table. If 'Net Unit Prices' is not correct compared to FEDLOG, then the possibility of additional billing exist.

- Monitor the RPPOs (Repair Part Petty Officers) for 'Walk-through' and 'Bearer Pick-up'. Make sure RPPOs understand the consequences of not letting Supply know of everything they order to other supply sources (i.e. FISC, Open purchase, Credit Card charges, etc.).

- and others...

Well, of course it is almost impossible to match all billings from the supply sources due to price variations. However, it can be minimized by training all participants (i.e. RPPO, Stock Control personnel, etc.).

Procedures:

To post SFOEDL Differences by Find Code (Batch Posting), follow the steps listed below:

Note: The below procedures are applicable to Submarine Force and other Activities that do not utilize SMARTS procedures in posting SFOEDL Differences.

Step #1: Download your **SFOEDL** in timely manner. Dates are specified when the Activities can download their respective SFOEDL from the specified site. SFOEDL Listing for Activities that are not supported to these procedures will be mailed to the Activity on the second week of each month.

Note: Summary of differences by Fund Code should be listed towards the end of the listing.

Step #2: Logon to R-Supply. Menu Path: *Fin>Reconciliation> SFOEDL Individual Requisition Fund Code Differences*.

Step #3: Enter the 'Listing Month/Year' of the SFOEDL (in this Format: **Jul 2010**)… then enter a new document number with Julian Date that falls within the SFOEDL month for the Fiscal Year. (**Note:** You may use the document series assigned to Supply or you may use any document series (i.e. SF01 through SF99). If you use a series that is not within the 'Activity Organization Info' table, the SFOEDL value will display in **7X** Div. or **ZX** Div. for AOM). If you are using a document series that are not on the 'Activity Organization Info' table, you will be prompted with an 'Alert' window. Click 'Yes' to continue.

Step #4: Enter the target '**Fund Code**'… then enter the value of the fund code difference. Select the correct radio button to effect '*Debit*' or '*Credit*'. If you select 'Debit', this will decrement your OPTAR balance and 'Credit' will add this amount to the OPTAR balance.

Step #5: Click '**OK**' button to continue.

Step #6: Click '**Apply**' icon to process the adjustment.

Step #7: Verify the values of the target Fund Codes or Dept/Div at the 'Budget Management' window.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

Sheet 2 of 2

How to process SFOEDL into 'SMARTS' program …

Background Knowledge:

Summary Filled Order Expenditure Difference Listing (SFOEDL) is a monthly listing of unmatched billing transactions from DFAS. Transactions included in monthly SFOEDL are assumed charges or credits to your OPTAR dollars. It can financially ruin an Activity if transactions are not monitored regularly. But first, let's understand why SFOEDL charges or credits were created? Understanding the process of how you get there will tremendously help the Activity minimize the number of SFOEDL charges or credits. So, how did it start? It all started from you (the Activity) of not understanding what transactions may become potential SFOEDL charges or credits.

Here are some of the most common causes of SFOEDL:

- Sending offline DTO requisition to the supply system or supply source without obligating the total money value of the cost of the material or services.

- Unit price in the ***item*** table does not match with the unit price of the item at the supply sources. This is caused by not processing the ***monthly change notice*** and ***annual price change notice***. Remember, when you process DTO requisitions (with NSN), the system will take the unit price from the ***item*** table as the value of your obligation. These obligations are sent to DFAS every 8^{th} days (Weekly Transmittal) to match with the billings from the supply sources. If the obligated money value does not equal to the billing from the supply source, then the transaction becomes SFOEDL charge or credit.

- Carcass charges. Ensure to monitor DLR processes in a daily basis to avoid potential carcass charges. Make sure you reply to all BK1s and other NRFI inquiries from NAVICPs. Also, ensure to review 'Net Unit Price' in *item* table. If 'Net Unit Prices' is not correct compared to FEDLOG, the possibility of additional billing exist.

- Monitor the RPPOs (Repair Part Petty Officers) for 'Walk-through' and 'Bearer Pick-up'. Make sure RPPOs understand the consequences of not letting Supply know of everything they order to other supply sources (i.e. FISC, Open purchase, Credit Card charges, etc.).

- and others...

Well, of course it is almost impossible to match all billings from the supply sources due to price variations. However, it can be minimized by training all participants (i.e. RPPO, Stock Control personnel, etc.).

Prepared by: Lonnie Auza – SPAWAR Norfolk
Alison Williams – NAVSUP
http://www.force-rsupplyViking.com or www.force-rsupply.com

Procedures:

To process SFOEDL through SMARTS Program, follow the steps listed below:

> **Note:** The below procedures are not applicable to Submarine Force. Submarine Force is utilizing the '**Batch Posting**' by fund code procedures. Document Number Series used in posting SFOEDL values will be configured as follows: UIC – (Julian Date of SFOEDL) – SF**xx**… **xx** is 01 through 99. Menu Path: *Fin>Reconciliation> SFOEDL Individual Requisition Fund Code Differences*.

Step #1: Download your **SFOEDL** in timely manner. Dates are specified when the Activities can download their respective SFOEDL from the specified site. The downloaded file must end with **.sfo** to be valid for processing into SMARTS (Ships and MALS Automated Reconciliation Tracking System).

Step #2: Logon to R-Supply and perform '**File Transfer**' (Refer to: '*File Transfer' procedures*) of the SFOEDL input file (the file name must end with **.sfo** to be valid) to process JSS275.

Step #3: Verify the "Input File". **GoTo:** *File>Utilities>Batch Review*. Select the '**Input File**' radio button. Select the process JSS275 and click the '**OK**' button or you may double click the process JSS275 to display the input transactions. Spot check documents to ensure all transactions in SFOEDL were uploaded. If not, delete the file (JSS275) then reprocess the 'File Transfer'.

Step #4: Submit and run the Batch Job (JSS275). **GoTo:** *Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters*. Select process **JSS275** - SMARTS SFOEDL Transfers. JSS275 is used to batch in the SFOEDL images for the SMARTS interface process.

Step #5: You may produce SFOEDL Reports at this point prior to processing the JSS280. **GoTo:** *Fin>Management>Financial Reports>SMARTS Reports*. Select the required reports. (***See SMART report options on page 4 & 5***)

Step #6: Verify and take notes of the current ending value of your OPTAR. This value may change, due to value of charges and credits after processing JSS280.

Step #7: Submit and run the Batch Job (JSS280). **GoTo:** *Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters.* Batch Job JSS280 will process and post all S76 Financial Adjustments (Charges and credits). After completion of Batch Job JSS280, all charges and credits to your OPTAR should have been posted.

Prepared by: Lonnie Auza – SPAWAR Norfolk
Alison Williams – NAVSUP
http://www.force-rsupplyViking.com or www.force-rsupply.com

Notes:

(1) All charges to OPTAR with document series that do not exist in document serial numbers use by Activity will display under '**7X**' for S&E and '**ZX**' for AOM Division. This includes stock requisitions (For End-Use Activities Only).

(2) SFOEDL adjustments are identified as DI X76 on the *financial_adjustment* table.

Step #8: Again, you may produce SFOEDL Reports at this point after processing the JSS280 for verification. **GoTo:** *Fin>Management>Financial Reports> SMARTS Reports*. Select the required reports. (***See SMART report options on page 4 & 5***)

Step #9: Verify the ending value of your OPTAR. After successful completion of the Batch Job JSS280, charges and credits were applied to your financial ledgers. Compare this value to the value from **Step #6**. The difference of the ending value of your OPTAR should equal to the value of 'charges and credits' summary of the current SFOEDL.

Note: After completion of Batch Job JSS280, all SFOEDL transactions should have been posted to the Financial Adjustment and TL Queue Fin table. The adjustment and processed date is also posted to the Financial Adjustment table. In addition, JSS280 deletes all Auto-worked records from the SMARTS Data table. The only records in SMARTS Data table after the completion of JSS280 are those transactions set to Not-worked. These are the transactions whose values are equal to or greater than the set threshold located in 'Controls' tab of the Activity Control Info window.

Step #10: Process your challenges. **GoTo:** *Fin>Reconciliations>SMARTS*. Select OPTAR Category to be processed. Select the applicable S&E type and category (not worked is default). Documents with money value equal to or greater than the threshold dollar value will be displayed. Review and conduct research for documents that need to be challenged.

Note: *Do Not Run "*LIVE MONTHLY FINANCIAL*" prior to completion of SFOEDL Challenges*. Review and you may challenge above threshold dollar value transactions. Remember that your Activity have been charged or credited with all these charges/credits. Your job is to persuade DFAS that the charges/credits therein were invalid hoping that DFAS will reverse the charges (if you can prove it to them) or credits as applicable. So, you better have proof that the charges were invalid when challenging invalid charges.

Prepared by: Lonnie Auza – SPAWAR Norfolk
Alison Williams – NAVSUP

http://www.force-rsupplyViking.com or www.force-rsupply.com

Step #11: Submit the Challenge Report to DFAS. Print a copy of the Challenge Report for your record.

Note: If DFAS accept your challenges, it will be included on the next SFOEDL as Credits. So make sure you keep track of all the challenged documents. It's your money.

Step #12: "**LIVE MONTHLY FINANCIAL**" maybe run at this point in time. (**Note:** Live Monthly Financial should be run as close as possible to the end of the current month to capture all the expenses incurred for the current month.)

Very Important Notice:

DO NOT PROCESS 'LIVE MONTHLY FINANCIAL' BEFORE PROCESSING THE CHALLENGES.

If you process a **LIVE MONTHLY FINANCIAL** prior to processing challenges and try to post challenges, you will receive the following database error: "*This financial adjustment was transmitted (trnsmtl_no = xx, fiscal_yr = xxxx) trnsmtl_dt = xx/xx/xxxx*! *Further changes to data are not allowed*!" These transactions will purge off the '***smarts_data***' table based on the 'smarts_data.purge_dt' plus the number of days set for purge on Activity Control Info 'Controls' tab. When you run the next SFOEDL Transfer (JSS275), transactions that are "HANG" up in '***smarts_data***' table will be purged. If the activity did not post SFOEDL challenges and the transaction needs to be challenged, you will need to do it manually.

Currently, do not load or process UOL transactions through SMARTS/RSupply. UOL transactions need to be processed manually at the following menu path: *Fin>Reconciliations>UOL*.

SMART Report Options

The Parameters area contains a series of options to customize reports. The following parameter options are available:

Detail	Pulls reports from the SMARTS data table
Summary	Pulls reports from the financial adjustment table
Outstanding	Used for the SFOEDL Challenge report and Aged SFOEDL Challenge report
Completed	Used with SFOEDL Challenge report

Error Report Used with SFOEDL to print a report of all transactions that error out during the JSS280 batch job

The SFOEDL area provides various options for printing SFOEDL reports. The following SFOEDL options are available:

Differences Identifies all credit and debits received by SMARTS with a "DI" field containing S76

Credits All rows identified in the SMARTS data table with a "DI" field containing S76 and the "amt" field containing a negative (credit) amount

Services All rows identified with a service Fund Code

Carcass Carcass transaction is recognized by the word CARCASS in the remarks column of the SMARTS data table

Partial Order Established A Partial Order Established is recognized by the words PT ORD EST in the remarks column

Challenge Report This printed Report is a list of all Challenges awaiting response from the units Authorized Accounting Activity

Current This report lists transactions challenged for the current processing month awaiting response from the units Authorized Accounting Activity or Type Commander

Aged Challenge Report This Report is a list of transactions that have been previously challenged, but no response has been received from the units Authorized Accounting Activity and/or Type Commander

Above Threshold This Report lists all SFOEDL above Threshold Dollar Values from SFOEDL reports. The value set for this report is found in Activity Controls tab within R-Supply (*Site>Activity Controls>Activity Control Info*).

Below Threshold This Report lists all SFOEDL 'Below Threshold Dollar Values' from SFOEDL reports. The value set for this report is found in Activity Controls tab within R-Supply (*Site>Activity Controls>Activity Control Info*).

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to find Source, Maintenance & Recoverability Code in OMMS NG …

Background Knowledge:

As a supply support person, it is important to know how and where to find SM&R Code for a particular item/NIIN. Since not all items in your ***stock_item*** table do not have an APL/SM&R Code cross-reference, you need to know how and where to find the SM&R Code in OMMS NG.

To access the SM&R Code, follow the steps listed below for the following situations:

- If NIIN is available, follow procedures in paragraph A.
- If the APL/AEL is available, follow procedures in paragraph B.

Procedures:

Note: Display the icon descriptions for easy identification of the displayed icons. To display the description, point and right click on any of the displayed icon and select “Show Text”.

A. If NIIN is available, follow the steps listed below:

Step #1: LOGON to OMMS NG and **GoTo:** *File>New List* or select the 3rd icon on the icon toolbar to display the ‘New List’ window.

Step #2: Select the “**Parts**” button on the ‘New List’ window to continue.

Step #2: Enter the target “**NIIN”** on the ‘NIIN’ data field.

Step #4: Click the “**Create List**” button or press ‘Enter Key’ on the keyboard.

Step #5: Write down the available **APL/AEL**.

Step #6: Click the “**Cancel**” button.

Step #7: Click the “**Yes**” to cancel changes.

Step #8: Click “**Close**” button to close window.

Step #9: **GoTo**: *File>New List* or Click the 3rd icon from the left.

Step #10: Click the “**Configuration Item**” button.

Step #11: On the APL/AEL block, select the “**Specific**” radio button and enter one of the APL/AEL from **Step #5**.

Step #12: Click the “**Create List**” button or press “Enter Key” on the keyboard. If ‘Error’ prompt says “No data meets selected criteria”, verify the APL/AEL to ensure the APL/AEL is correct. If the APL/AEL is correct, this means the component is not installed onboard. In-depth research is required for this APL/AEL.

Step #13: Click the "**GoTo**" button.

Step #14: Select "**APL/AEL Info**" tab.

Step #15: Select "**Parts List**" radio button to display NIINs.

Step #16: **Locate** and **double click** the NIIN to display the "**Supplemental Information**" data window. You should see nine buttons to the left of the display window.

Step #17: Select "**Source**" button to display the 1st and 2nd digit of the SM&R Code. Code is displayed on the "Text" area.

Step #18: Select "**Use Maintenance**" button to display the 3rd digit of the SM&R Code. The code is displayed on the 'Code' area and the description of the Code will be displayed on the 'Text" area.

Step #19: Select "**Repair Maintenance**" button to display the 4th digit of the SM&R Code. The code is displayed on the 'Code' area and the description of the Code is displayed on the 'Text' area.

Step #20: Select "**Recoverability**" button to display the 5th digit of the SM&R Code. The code is displayed on the 'Code' area and the code description is displayed on the 'Text' area.

Step #21: Select "**Supplemental Source**" button to display the 6th digit of the SM&R Code. This code is optional.

Step #22: Select "**Allowance Note**" button to display the 'Note' Code.

Step #23: Select "**Allowance Override**" button to display the override code.

Step #24: Click "**OK**" to close the 'Supplemental Information' window.

Step #25: Click "**Close**" button to close current window.

Step #26: Click "**Cancel**" button … then "**Yes**" on the prompt to close current window.

Step #27: Click "**Close**" button to get back to OMMS NG main screen.

B. If **APL/AEL** is available, follow the steps listed below:

Procedures: If APL/AEL is available, follow the steps listed in Step #9 through Step # 27 of paragraph **A**.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to spot erroneous Storeroom locations or locations outside of the item's primary Storeroom location …

Background Knowledge:

Erroneous location and multiple locations assigned to storeroom items will slow down the process of issuing material to the customer. If there's a need to assign multiple location for certain items, assigned a location that is adjacent or located in the same Storeroom to speed up verification and inventory of the item.

As you already know, location consolidation is a continuous process. Batch Job JSS160 can be generated to aid location consolidation or Ad hoc query is another option to pull out a listing for storeroom location verification. Consider the tasking below.

Tasking: Run Ad hoc Query to display the following data: ***niin***, ***location number***, ***location precedence***, and ***location quantity***. The list should be displayed in **niin** sequence. Output will be used to spot erroneous locations.

Procedures:

To create the Ad Hoc parameters for above tasking, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *File>Utilities>Ad hoc Query>Expert*. This will open the 'Relational Supply Ad Hoc Query in Expert Mode.

Step #2: Select *File>New* or select the first icon to the left hand side of the icon toolbar. This will open the "**Query Checklist**" window with only "Tables" button being active.

Step #3: Select '**Tables**' button to display all available R-Supply database tables for selection. "Database Tables" window consist of two display boxes: '*Available Items*' to the left hand side listing all available database tables and to the right hand side display box is the '*Selected Items*' that display the selected database table or tables to be used during the process.

Step #4: Select the database **Table** or **Tables**: On the '*Available Items*' display box, scroll up or down to locate and select the ***item_loc*** table... then click "Add" button or simply double click the database table. Item selected will be displayed on the "*Selected Items*" display box.

Step #5: Click "**OK**" button to continue. The "*Query Checklist*" window will redisplay for the next step.

Step #6: Select "**Columns**" button to display the '*Database Columns*' window. This window displays all ***data element names*** for the selected database table or tables from ***Step #4***.

Step #7: Select the "Columns" (data element names) to be displayed on the output. Select the following data element names: ***item_loc.niin****,* ***item_loc.location_number****,* ***item_loc.location_precedence****, and* ***item_loc.onhand_quantity****.* These *data element names* are the *column headers* of the output. To select the item, select and click "Add" button or simply double click the item. Selected items will be displayed on the "*Selected Items*" display box.

> **Note:** The columnar sequence of the output can be re-arranged if you want. To re-arrange the columnar sequence, select the item on the 'Selected Item' display box and select "Move item up" or "Move item down"… one click at a time.

Step #8: Click "**OK**" button to accept the columns selected. Again, the "*Query Checklist*" window will redisplay for the next step.

Step #9: At this point, ***criteria*** or ***calculation*** or ***sort*** or ***group*** may be selected if applicable. The above tasking only calls for NIIN sequence. However, the default sequence is NIIN. Therefore, none of the buttons mention above is applicable. Proceed to the next step.

Step #10: Select "**Run Query**" button to display the '*Query Impact*' window. On the '*Query Impact*' window, it will indicate the number of rows to be retrieved or displayed. An alert window will display if the rows to be retrieved is more than 10,000 rows. If it is, click "OK" button and the output must be split into two or three runs to have an output of less than 10,000 items per output. Ad hoc Query program will only display the first 10,000 rows per run. The output can be split by limiting the number of rows to be retrieved to less than 10,000 rows using the "***Criteria***" option.

> **Note:** If the number of rows to be displayed is less than 10,000 rows or if you want to display the first 10,000 rows only, you may proceed by selecting the "**OK**" button to start the program.
>
> If the expected output is more than 10,000 rows and you want all rows displayed on the expected output, select "**Close**" button to close the "*Query Impact*" window and get back to '*Query Checklist*' window… then see **Step #12** and follow the procedures how to split the output.

Step #11: Select the "**Criteria**" button to create the split criteria parameters.

Step #12: **Create the split criteria parameters**. If the expected output is more than 10,000 rows but less than 20,000 rows, the output will be split into two runs. If the expected output is more than 20,000 rows but less than 30,000 rows, the output will be split into three runs and so on… Splitting the output into several runs is just a matter of selecting a range of NIINs for the "**Criteria**". (See example below.)

Example #1: Two runs for over 10,000 rows but less than 20,000 rows:

> ***For the first run***, select item_loc.niin as the "Criteria" item and "**Operator**" set to (<) Less Than and the "**Condition**" is set to 009999999. Select "**Accept**" button to accept the criteria parameters. Criteria parameter or parameters will be displayed on the criteria display box. Above criteria parameter will display all NIINs that are below 00-999-9999. Select "**OK**" button to close the 'Criteria' window… then select "**Run Query**" button on the '*Query Checklist*' and select "**OK**" button on the '*Query Impact*' window to start the program.
>
> ***For the second run***, change the "**Operator**" to (>=) Greater Than or Equal To. Do not change the condition. This will display NIINs 00-999-9999 and up. To change the 'Operator', select the criteria parameter to be changed then select "Modify" button to redisplay the criteria parameter. Make the 'Operator' change then select 'Replace' button to effect the change. Select "**OK**" button to close the 'Criteria' window… then select "**Run Query**" button on the '*Query Checklist*' and select "**OK**" button on the '*Query Impact*' window to start the program.

Example #2: Three runs for over 20,000 rows but less than 30,000 rows.

> ***For the first run***, the "**Criteria**" item should be NIIN having the "**Operator**" set to (<) Less than and the "**Condition**" is set to 008000000 (or choose the ideal cut-off). This will pick up all NIINs below 00-800-0000 (or whatever cut-off NIIN you choose). Select "**OK**" button to close the 'Criteria' window… then select "**Run Query**" button on the '*Query Checklist*' and select "**OK**" button on the '*Query Impact*' window to start the program.
>
> ***For the second run***, select two ranges of NIINs. Select *item_loc.niin* as the criteria with "**Operator**" set to (>=) Greater Than or Equal To and '**Condition**' is set to 008000000. Go back to "*Possible Criteria Items*" and select *item_loc.niin* again and set the "**Operator**" to (<=) Less Than or Equal To with the "**Condition**: set to 013000000. Above criteria will select and display NIINs between 00-800-0000 and 01-300-0000. Select "**OK**" button to close the 'Criteria' window… then select "**Run Query**" button on the '*Query*

Checklist' and select "**OK**" button on the '*Query Impact*' window to start the program.

For the third run, delete the criteria with NIIN 008000000. Change the "**Operator**" to (>=) Greater Than or Equal To. Do not change the "**Condition**". This will display NIINs 01-300-0000 and up. Select "**OK**" button to close the 'Criteria' window… then select "**Run Query**" button on the '*Query Checklist*' and select "**OK**" button on the '*Query Impact*' window to start the program.

Note: To delete a 'Criteria' item, select the criteria parameter on the criteria display box… then select "***Delete***" button to delete the criteria parameter. To modify a criteria item, select the criteria line item and select "***Modify***" button to redisplay the 'Criteria' item. Make changes to the criteria parameters then click or select "***Replace***" button to replace the criteria parameters.

Action required to the output:

No person other than yourself is familiar with the Storeroom location configuration of your stock material Storerooms. Verify the output by eyeballing through the output paying close attention to NIIN and Location number. Ensure the location configuration met the standard numbering system as it exists in your Activity. You can easily spot the erroneous location since it will stand-out the rest of the items. If you spot a NIIN with multiple location (indicated by NIIN appearing more than once with different locations, especially those shelf-life items indicated with expiration dates as locations), verify if the locations are in the same storeroom. You may initiate location consolidation if applicable. If locations are from various storerooms, you may initiate location consolidation or at least the item is located in one storeroom even if additional location is needed. This will speed up the material issue process.

Perform and run this Ad hoc query one chunk at a time… overtime you will have an outstanding Storeroom location management.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to "Reconcile Stock and DTO (Direct Turn-Over)" dues …

Background Knowledge:

You may ask why the Activity needs to reconcile the due-ins for Stock and/or DTO requisitions. As you may already know, due-in management is critical to the success of good Stock Control management. Here's why it is critical to reconcile the stock and/or DTO dues: ***dto_due_qty*** and ***stock_due_qty*** are data elements in ***stock_item*** table. When you submit a DTO or Stock requisitions, the *dto_due_qty* or *stock_due_qty* data field in ***stock_item*** table will reflect the total quantity outstanding for those outstanding documents and the corresponding outstanding requisitions is posted in ***active_rqn*** table. When requisitions are completed or partially completed (received/cancelled), due-in quantities from the *stock_item* table will be decremented with the quantities received or cancelled. However, in some instances, this is not happening. The document is completed in the ***active_rqn*** table. However, the due-in quantity in ***stock_item*** table was not decremented. If the due-in quantities are not updated on the *stock_due_qty* or *dto_due_qty*, it becomes record discrepancies. For stock requisition, due-in quantity will be accounted for when you run a "reorder" (depending on computation used). If this happen, the invalid stock due-in quantity on the *stock_due_qty* in ***stock_item*** table will prevent the reorder of stock deficiencies.

Considering the preceding scenario, your stock record will reflect a 100% O/H plus on order after completion of the top-off "reorder" process. In reality, you are not, because of the invalid stock due-in quantity that is hanged-up on the *stock_due_qty* data field in ***stock_item*** table. These due-ins does not have an outstanding stock requisitions.

To correct the discrepancy, R-Supply has a built-in function or database alignment program (Stock/DTO Dues Reconciliation Program) that clears up those invalid due-in quantities. The Stock/DTO reconciliation program will reconcile the due-in quantities in the *stock_item* table to its corresponding outstanding requisitions in the *active_rqn* table. If due-in quantities are present on the *dto_due-qty* or *stock_due_qty* data field in ***stock_item*** table, the program will verify the ***active_rqn*** table for its corresponding outstanding requisitions. If there are no outstanding requisitions for that particular item, the due-ins will be deleted from the ***stock_item*** table. On the other hand, if there are outstanding requisitions in the ***active_rqn*** table, the total due-ins from the outstanding requisitions will be posted or reflected in the due-in qty field in ***stock_item*** table. This program should be run at least weekly at the minimum. It will only take a few minutes to run. When running the 'Stock/DTO reconciliation program, make sure to unchecked the 'Report Only' checkbox.

Procedures:

To run the program, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *File>Utilities>Stock/DTO Dues Reconciliation.*

Step #2: All **checkboxes** are pre-selected as default. This will produce report only without affecting the database. Select either 'Stock' or 'DTO' or both options for reconciliation. ***Uncheck*** the "Report Only" checkbox to effect reconciliation of the database. Un-checking or deselecting the "Report Only" checkbox will also produce the hard copy report (depending on the 'Control Parameter Indicator' settings) and at the same time effect reconciliation of the database.

Step #3: Click "**Apply**" icon to initiate the Batch Job.

Step #4: Click "**OK**" button to submit the Batch Job.

Step #5: Release the Batch Job to NTCSS for processing. **GoTo:** *Site> Management>Site Internal> Batch Job Scheduling>Approval*. This step is applicable only if the "Approval Required" indicator on the Control Parameter Update window is set. Otherwise, the Batch Job is automatically release to NTCSS for processing.

Step #6: Review the output. No actions required. However, if you selected 'Report' only and there are some items on the report, you must go back and resubmit and run the Batch Job with '**Report Only**' checkbox being not selected to effect changes to the database. Retain output for the record until the next scheduled run.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to process 'Stock Survey' …

Background Knowledge:

What is 'Stock Survey'? Stock Survey is defined as the process of documenting stock adjustment (either loss or gain) with DD Form 200. *What transaction qualifies for documenting with DD Form 200*? Any stock adjustment equal to or greater than $2,500 or DLR (7_COG) regardless of money value must have Survey Document (DD Form 200) on file signed by the Commanding Officer or his/her designate. Transactions requiring stock survey document is displayed at the 'Stock Survey Update' window (Menu Path: *Inv>Inventory Control>Stock Survey Update*). The prime purpose of 'Stock Survey Update' display window is to alert the User that stock adjustments (Gain or Loss) has been processed against those items with the threshold dollar value mention above. Stock Survey update function is used to complete and document Survey adjustments. Once the DD Form 200 is prepared and signed, go back to: *Inv>Inventory Control>Stock Survey Update*… select the 'Survey Created' checkbox of the target expenditure document and click 'Apply' icon to complete the process. File the signed DD Form 200 for SMC inspector.

Procedures:

To process Stock Survey, follow the steps listed below:

Step #1: LOGON to R-Supply and **GoTo:** *Inv>Inventory Control>Stock Survey Update.* Expenditure document(s) should be dislayed.

Step #2: Verify all records posted or listed on the 'Stock Survey Update' window. Each line item must have a causative researched documentation documenting the event why the inventory adjustment occurs. When the exhaustive researched is completed, a Survey Form (DD Form 200) must be completed and have the Commanding Officer or his/her designate signed the Survey document. These documents maybe required by the SMC inspector during the Activity's Supply Management Certification process.

Step #3: After the Survey document is signed, LOGON to R-Supply and **GoTo:** *Inv>Inventory Control>Stock Survey Update* and complete the Survey by checking the 'Survey Created' checkbox beside the expenditure document number.

Step #4: Click "**Apply**" icon to complete the Stock Survey process.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to submit and approve R-Supply Batch Job …

Background Knowledge:

Submitting and/or approving Batch Job is normally done by the FAS (Functional Area Supervisor). Other R-Supply Users may not have permission to perform this task. There are two types or categories of Batch Jobs in R-Supply. They are: ***Predefined*** and ***Non-predefined*** parameters Batch Jobs. *Predefined* Batch Jobs are batch jobs that when submitted, the User does not have the option to select or set the parameters/options of the intended results of the Batch Job. Whereas, *Non-predefined* batch jobs when submitted, the User has the option to set the available parameters and other options to tailor the expected output of the Batch Job. Example of Non-predefined batch job is "Reorder" process. In reorder process, the User has the option to set overseas indicator or has the option to reorder a specific type of material. Most *non-predefined* Batch Jobs are submitted via the "Management" options within the "**Inventory**", "**Logistics**" and "**Financial**" Subsystems whereas, *predefined* batch jobs are normally submitted via "**Site**" Subsystem (Menu path: *Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters…* then *Select a predefined Batch Job*.

Procedures:

For demonstration purposes, submit the Batch Job request for SAMMA/SAL report.

To submit the batch job for SAMM/SAL, follow the steps listed below:

Step #1: Logon to R-Supply and **GoTo:** *Inventory>Management>Inventory Reports>SAMMA/SAL.*

Step #2: Set or Select available options and parameters.

Step #3: Click "**Apply**" to submit the Batch Job. Batch Job Number is assigned.

Batch Job Number is 13 digits configuration: **JSI217-9015-005**

The third digit of the Batch Job Number designate the Subsystem (e.g. JS**F** (Financial), JS**I** (Inventory), JS**L** (Logistics), or JS**S** Site))

Breakdown of the above Batch Job Number:

JSI – Batch Job is run in "Inventory" Subsystem
217 – Process number (SAMMA/SAL)
9015 – Four Digits Current Julian Date
005 – Batch Job serial number (001 thru 999)

Step #4: Click "**OK**" button to submit the Batch Job and place this batch job into approval queue (if the 'Approval Required' indicator for this job is set.

Batch Job Control Parameters are set at the Control Parameter Update screen. (See the procedures on *How to set the Batch Job indicators at the Control Parameters Update – Search window*.) "Approval Required" indicator in most R-Supply Batch Jobs are set to 'On'… so (you, the FAS) will have the chance to intercept the Batch Job for approval at the 'Approval' queue and verify the Batch Job indicators.

Step #5: **Approve** the Batch Job. **GoTo:** *Site>Management>Site Internal>Batch Job Scheduling>Approval*. (This step applies only *if the "Approval Required" indicator is set for the particular Batch Job. If the 'Required Approval' checkbox is unchecked, the Batch Job is automatically approved and released to NTCSS for processing.)* Approve the Batch Job by typing "**R**" in the 'Status' field column.

> **Note:** Prior to approving or releasing the Batch Job to NTCSS for processing, it is highly recommended to verify the Control Parameter of the Batch Job to ensure proper indicators are selected. To verify, ***double click*** or select the Batch Job and **click** the "**Key**" icon on the toolbar. The Control Parameter Update screen will be displayed. Ensure correct indicator or indicators are activated (meaning… a checkmark is displayed on the corresponding checkboxes). There are times that the FAS will run a Batch Job to check for something in database. In this case, you may turn-off the "*Print Output*" indicator to save time, paper and printer ink. If you turn-off the hard copy printing, make sure the "*Save Output*" indicator is set … otherwise, you will not see any output at all. Also, if the 'Print Output is unchecked, make sure the default printer is also off (unchecked)

Step #6: Check the status of the Batch Job. (**GoTo:** *NTCSS Toolbar>System>Batch Job Queue*) Select ***R-Supply*** application… then select the '**Approve**' radio button on the 'Job Status' block. Most of the time, the Batch Job is already completed before you get to the Batch Job Queue.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)

How to process 'Suspended' transactions in R-Supply …

Background Knowledge:

R-Supply transactions are subjected to a series of validation checks before it is recorded or written into the database tables. Any transaction that does not meet the criteria during transaction validation will be written into the '*suspense*' table for corrective actions. These transactions must be researched, corrected and processed daily. Suspended transactions maybe deleted only after exhaustive researched have been conducted with positive results. Once deleted, it will be written into the *stk_rpt* table for 'Stock Control Review' listing. These transactions are indicated as "Cancelled in Suspense".

Procedures:

To process suspended transaction, follow the step-by-step procedures listed below:

Step #1: Print the suspense report. **GoTo:** *Log>Management>Logistics Reports> Suspense Listing*. Select a '**Function**' category or you may print all suspended transactions by selecting '**All**' checkbox/option… then select 'Sort by' option.

Step #2: Review the 'Suspense' report. If '**All**' option was selected to print the suspended transactions, process the suspended transaction in the following importance category: (1) 'MRI', (2) 'Receipt', (3) 'Status (Supply), (4) and others….

Step #3: Process the suspended transaction one-at-a-time. **GoTo:** *Log> Suspense*… then select the target 'Function'. Reason for suspension is indicated at the ***SSP Description*** field when suspended transaction or document is selected.

Step #4: Annotate the corresponding suspended document on the listing to indicate the corrective action taken.

Step #5: File the annotated suspense report for the records. This is SMC (Supply Management Certification) item. SMC Team may require a proof that Stock Control is performing this action on a daily basis.

Any questions, feedback or comments, email Lonnie Auza. (absalon.auza@navy.mil)