RSupply Unit User’s Guide
NAVSUP P-732

Relational Supply

Loading RSupply - please wait ...

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Chapter 1

Introduction

1. **Background**: Relational Supply was deployed to the fleet in 1997. Force Level RSupply is the afloat logistics application used on all large deck (ex. CV, CVN, LHA, LHD) platforms, Naval Air Stations (NAS) and Marine Aviation Logistics Squadrons using Navy Working Capital Fund (NWCF) accounting. Unit Level RSupply is the afloat logistics application used on small surface (“small boys”) and subsurface combatants (ex. FFG, DDG, CG, LSD, LPD, SSN, SSBN, SSGN) to manage end-use (OM&N) funds. For the purpose of this Unit Level user’s guide, we will refer to Unit Level RSupply simply as RSupply for the remainder of this guide. RSupply provides online inventory, logistics, and financial management tools. The application provides access to supply functions, including ordering, receiving and issuing necessary supplies and material; maintaining financial records; and reconciling supply, inventory and financial records with the shore infrastructure. The Commander Naval Supply Systems Command (Afloat Systems N4112) is the program manager for RSupply. Space and Naval Warfare Center, Norfolk (SSCN) is the Central Design Agency (CDA) responsible for the development and life cycle support for all RSupply applications as well as the Organizational Maintenance Management System – Next Generation (OMMS-NG) that provides online organizational-level maintenance management, configuration management, and logistics management and interfaces with RSupply. This user’s guide was designed to aid afloat logistics personnel using Unit level RSupply in the day-to-day operations.

1.1. **Scope**: The highlights of this user’s guide will include an overview of the five subsystems of RSupply CY04 release and specific process guides for daily logistic functions. The five subsystems of RSupply are Site, Inventory, Logistics, Financial, and Query. Each of these subsystems and the functions within these subsystems will be discussed in detail in this user’s guide.

1.2. **NTCSS II Desktop**: RSupply, Relational Admin (RADM), and Organizational Maintenance Management System - Next Generation (OMMS-NG) are all applications that reside on the NTCSS II Desktop *(Fig. 1.1)*.
1.3. **Relational Supply Main Screen.** The RSupply main screen (Fig. 1.2) contains the drop down menu options for accessing the subsystems and other program functions of RSupply. The bottom toolbar identifies such items as the screen ID number, Julian date, current date and time and the user and user role that is currently logged on to the system.
1.4. **Subsystem Overview.** The major functions of RSupply are divided into five subsystems. The RSupply subsystems are identified below.

1.5. **Site.** This subsystem controls the information used in the Logistics, Inventory, and Financial subsystems. It is extremely important that this information is accurate and the database elements are up to date. It contains information on your own activity, systems constants, serial numbers, users access, validation tables, financial appropriations, and default system values. In addition, it contains Batch Processing Data and processes Incoming Batch Jobs.

1.6. **Inventory.** The Inventory Management subsystem includes automated procedures required to ensure that physical stock and stock records are in agreement; allowance lists are accurate; usage data is evaluated correctly, and provides the means for stock replenishment. In addition it provides programs to adjust stock levels and purge storerooms of stock no longer applicable to installed equipment, or in an unserviceable condition.

1.7. **Logistics.** The Logistics subsystem includes automated supply procedures to create MILSTRIP requisitions, receive and store material, issue material, process incoming and outgoing supply status, process carcass tracking inquiries and replies, and update all logistics data files.

1.8. **Financial.** The Financial subsystem includes the automated procedures that allow for the posting of financial grants, tracking budget balances, posting information to financial tables and generating financial reports.

1.9. **Query.** This subsystem allows the user to perform various types of queries against the Relational Supply database and access the cumulative transaction ledgers.
## Chapter 2
NTCSS and RSsupply Menu Options

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Chapter 2

NTCSS II and RSupply File Menu Functions

2. **NTCSS II Menu Options.** RSupply is one of the applications on the NTCSS II Toolbar (Fig. 2.1). The NTCSS II Toolbar allows users to monitor the status of batch jobs that are currently running, or have already ran in RSupply or other NTCSS applications.

![NTCSS Toolbar](image)

(Fig. 2.1)

2.1. **Batch Job Queue.** The menu icon allows users to select the Batch Job Queue (Fig. 2.2) for Applications (Fig. 2.3) on the NTCSS II Toolbar. The Batch Job Queue (Fig. 2.4) allows users to monitor, kill (stop), remove or change the priority of Approved Jobs (currently running). Additional tabs display Completed Jobs, Suspended Jobs, Scheduled Jobs, and Predefined Jobs. The Batch Job Queue displays the Status, Priority, User (that initiated the batch job) and the Description for all batch jobs. It is important to remove batch jobs from the Completed batch job tab that are no longer required.

![Batch Job Queue](image)

(Fig. 2.2) (Fig. 2.3)
2.1.1. **To review Batch Jobs under NTCSS II:**

2.1.1.1. Select the drop down menu icon from the NTCSS Toolbar. (Fig. 2.2).
2.1.1.2. Select Batch Job Queue from the menu. (Fig. 2.2).
2.1.1.3. Select the application from the Application List. (Fig. 2.3)
2.1.1.4. From the Batch Job Queue you can monitor the status of **Approved Jobs** (currently running within the application), **Completed Jobs, Suspended Jobs, Scheduled Jobs** (jobs that have been scheduled to run using the Scheduler option in RSupply) and **Predefined Jobs**. (Fig. 2.4)

2.1.2. **Change the Batch Job Priority:**

2.1.2.1. On the **Approved** tab, select the desired batch job.
2.1.2.2. Select the **Change Priority** button.
2.1.2.3. Change the priority as desired.

2.1.3. **Kill a Batch Job (Approved Tab):**

2.1.3.1. To **Kill** (stop) a batch job that is currently running, select the batch job.
2.1.3.2. Select the **Soft Kill**, or **Hard Kill** button.

2.1.4. **Removing Batch Jobs (Completed Tab):**

2.1.4.1. On the Completed Tab (Fig. 2.5), select the desired batch job to remove.
2.1.4.2. Select the **Remove** button.
2.1.4.3. To remove all batch jobs in on the Completed tab, select the **Remove All** button.
2.2. **File Menu in RSUpply**. The *File* drop down menu in RSUpply provides access to *Utilities* to include *Ad Hoc Query*, *File Transfer* and *Batch Review* (Fig. 2.6).

2.3. **Ad Hoc Query**. Ad Hoc Query is a very powerful database tool that allows the user to query data from all the different tables in RSUpply and display the results. Expert mode enables you to select from Tables in the database and columns representing the data elements. Users who are more familiar with the structure of the database tables (schema) would typically use Expert Mode to create queries. Multiple tables can be selected and linked by common data elements. After selecting the table(s), the user will be able to select the desired data elements (columns) to be included in the query and apply criteria to further define the results. A broad understanding of the schema and the SQL will help a user to successfully attain the intended results.

2.3.1. **Creating Ad Hoc Queries**. First begin by selecting *Ad Hoc Query, Expert* from the *File, Utilities* menu in RSUpply (Fig. 2.6).
2.3.2. Select the Open icon to display the Query Checklist and begin a new Ad Hoc Query (Fig. 2.7).

2.3.3. Select the Table(s) to be included in the query. Multiple tables must be linked by their common data elements. Once the table(s) have been selected the Tables Stop Sign will change to Go to allow the user to continue.

2.3.4. Select the desired database table(s) from the list of Available Items (Fig. 2.8) and move them to the Selected Items. When completed select OK. Remember, multiple tables must be linked by common elements within the tables.
2.3.5. Select **Columns** from the Query Checklist to select the data elements from within the selected tables.

2.3.6. **Database Columns** are displayed (Fig. 2.9).

2.3.7. Select the desired database columns from the Available Items list and move them to the **Selected Items** (Fig. 2.9).

2.3.8. Items appearing in the **Selected Items** will appear on the query results in the order they are displayed in the Selected Items box. To arrange items in the Selected Items box, select the item(s) and use the **Move Item Up** or **Move Item Down** buttons to arrange the data elements in the order they should appear in the results.

2.3.9. Both the Tables and Columns buttons on the Query Checklist should now be Go (Fig. 2.10).

2.3.10. Now the **Criteria, Calculations, Sort** and **Group** options may be used to refine or limit the query results (Fig. 2.10).
2.3.11. **Criteria** allows the user to enter arguments that the query results must match in order to be displayed in the query results (Fig. 2.11).

(Fig. 2.11)

2.3.12. On the **Query Criteria** screen (Fig. 2.11), select data elements from the Possible Criteria Items. These are the data elements that the criteria will be applied to in order to determine the query results.

2.3.13. Select the **Operator** from the Operator list (Fig. 2.11). The Operator defines the criteria (ex. Equal To; Like; Greater Than; Equal To but Less Than etc…).

2.3.14. Enter the **Condition** (Fig. 2.11). The condition defines the Operator.

2.3.15. Once the **Criteria Items**, **Operator** and **Conditions** have been set, check **Make Argument** and select **Accept**. The query is now ready to run (Fig. 2.12).
2.3.16. *Calculations, Sort* options and *Group* options can also be set to further define, or display the query results in the desired manner (Fig. 2.12).

2.3.17. Select *Run Query* to process the query. If an Argument was used in the Criteria, the *Enter Arguments Values* box will be displayed to allow the user to enter or change the Argument Values (Fig. 2.13).

2.3.18. When *Run* is selected the *Query Impact* screen is displayed to show the user the impact of the query results and allows the user to select the *Output, Suppress Repeated Rows*, insert *User Defined Headers*, and *Apply Screen Formatting* for the query output (Fig. 2.14).

2.3.18.1. *Query Results* (Fig. 2.14):

2.3.18.1.1. *Num Rows* tells the user how many rows of data the query produced.

2.3.18.1.2. *HSP Pages* tells the user how many printed pages (*standard 8.5x11*) the query produced.

2.3.18.1.3. *Screen Pages* tells the user how many computer screen pages the query produced.
2.3.19. Select **OK** on the Query Impact screen (**Fig. 2.14**) to display the results (**Fig. 2.15**).
2.3.20. From the **Run/Execute Query** screen (Fig. 2.15) the user can perform various functions with the query results such as **Analyze**, **Print**, **Preview**, **Close**, navigate the results with the **Page Down**, **Page Up** and **Seek** options, **Save Data**, **Apply** and **Change Format** options, create **Data Graphs**, **Compare** data and **Expand** the data. **Help** is also available on the **Run/Execute Query** screen.

2.3.21. **Ad Hoc Query Review.** In the example above, we have created a simple query to display all stock items with an Allowance Type Code (ATC) of 8. In (Fig. 2.8) we selected the **stock_item** (stock item) table. In (Fig. 2.9) we selected **stock_item.niin** (stock item NIIN) and **stock_item.allowance_type_code** (stock item allowance type code) database columns. In (Fig. 2.11) we defined the criteria to be “if the **stock_item.allowance_type_code**” (Possible Query Item) is “(=) equal to” (Operator), 8 (Condition or Argument), then display the query results and show all stock items NIINs with an ATC of 8. In (Fig. 2.13), the Enter Arguments Value, we can change the Condition as desired (ex. replace the 8 with a 4 and all stock items with an ATC of 4 will be displayed). Ad Hoc Queries can range from very simple queries (like the one above) to extremely complex depending on the user’s skill and knowledge of the database schema. Most data required in day-to-day operations can be produced using the reports already contained in RSupply (ex. the same query results in this example can also be produced using the JSL322 Master Stock Status and Locator (MSSL) Listing in the Logistics subsystem). Ad Hoc Queries are most often used to extract data for additional reporting requirements or by fleet support personnel or TYCOM personnel to analyze database problems. The RSupply Help Files contains a Data Element Dictionary to help decode the database table and columns naming conventions (ex “stock_item.niin” = stock item NIIN).

2.3.22. Queries can be saved and used over and over. To save a query, use the **Save** icon (Fig. 2.7) to name and save the query.

2.3.23. Many Ad Hoc Queries have been developed and are available for download on the Downloads page of the Afloat Systems website at [http://rsupply.salts.navy.mil](http://rsupply.salts.navy.mil).

2.4. **File Transfer.** The File Transfer option (Fig. 2.16) allows you to transfer information to (upload) and from (download) the server.

2.4.1. On the Batch File Transfer screen (Fig. 2.17), select **Transfer To Server** to copy information from an external media source (data tape, diskette, hard drive or CD ROM)
to the server. Select **Receive From Server** to transfer information from the RSupply server to an external media source.

(Fig. 2.17)

2.4.2. **Transfer To Server**: When **Transfer to Server** is selected, the Transfer to Server options are enabled. The Transfer to Server options include:

2.4.2.1. **Append to Existing File** checkbox allows the user upload a file and merge it into an existing file already resident on the server.

2.4.2.2. **Process** allows the user to select the process the file to be uploaded will affect (**Fig. 2.18**). Select the Process from the dropdown menu box that the file is associated with.

(Fig. 2.18)

2.4.2.3. **File Name** allows the user to enter the exact name of the file to be uploaded. Use the **Browse** button (Process must be selected to enable the Browse button) to locate the file to be uploaded.

2.4.2.4. Enter the transfer file name and input drive path, or use the Browse Button to locate the file on your system.

2.4.2.5. This file must be an appropriate input file in the proper format for the process chosen. The file name must be entered exactly as it is written. The system is case
2.4.2.6. Select **Apply** to transfer (upload) the file to the server.
2.4.2.7. Once the file has been uploaded, it must be processed. Processing files transferred to the server is covered under the specific process the file is associated with (ex. Incoming Status for Supply is covered under Status Processing in Chapter 4 of this guide).

2.4.3. **Receive From Server**: When **Receive From Server** is selected (Fig. 2.19) the Receive From Server options are enabled. The Receive From Server options include:

2.4.3.1. **Report** or **File**. Selecting the wrong option will cause the transfer to error out. If the file to be received from the server is in the **Reports** Queue (Fig. 2.20) in RSUply select **Report**. If the file is in the **Output Files** select **File**.

2.4.3.2. **Batch Job Number**. Input the Batch Job Number of the Report or File to be transferred.

2.4.3.3. Select **Transfer to Hard Drive** or **Transfer to Floppy Drive**. If **Transfer to Hard Drive** is selected, input the destination or path in the **Drive** data field (…\data\xfer\ is the default directory). If **Transfer to Floppy Drive** is selected, the default drive will be A:\.

(Fig. 2.19)
2.4.3.4. Select **Apply** to transfer the file.

2.4.3.5. File transfer message complete message appears *(Fig. 2.21)*. Select **OK**.

2.5. **Batch Review.** The Batch Review option *(Fig. 2.22)* allows the user to review/delete contents of batch files on the RSupply server.

2.5.1. Select one of the available options *(Fig. 2.23)* to view the desired Batch Jobs. **Input Files** will display all Batch Jobs that have been uploaded to the server from the File Transfer option. **Output Files** will display those Batch Jobs that RSupply has staged in the output queue. These are typically files that must be transmitted off site (ex. Financials, outgoing requisitions, outgoing status etc…). **Reports** are Batch Jobs generated by RSupply process that generates a report (ex. Requisitions Listing, Inventory Listing, Requirements Review etc…).
2.5.2. Once the desired option has been selected, the Select Server File screen or queue (Fig. 2.24) will be displayed.

![Select Server File](image)

(Fig. 2.24)

2.5.3. Select Server File window displays all Batch Jobs in the Batch Job queue. User’s access level will determine which Batch Jobs the user has access to view.

2.5.4. Select the Refresh button to refresh the server listing if needed.

2.5.5. Clicking on the column headings, Name, Modified, Size or Owner will arrange the list in ascending order. Clicking the heading again will arrange the list in descending order.

2.5.6. Select on the Batch Job to gain access.

2.5.7. Select OK.
Chapter 3
Help Files of Relational Supply Unit Level

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3. Relational Supply Help Files. RSupply provides a variety of Help options within the application to assist users (Fig. 3.1). A User's Guide, which covers all the functionality of RSupply. Window Help, which describes the purpose of each screen, its components, and the tasks that can be performed from the window. Field Help, which provides help for each data field on a specific RSupply screen. Books (Fig. 3.2) provides documentation on Application Terms and other technical data for the RSupply application. Technical Support provides information and points of contact for all technical support issues. Release Notes provides documentation on the installed RSupply release. About RSupply (Fig. 3.3) provides the installed version (release) number. Each of these Help options will be discussed in detail in this chapter.

(Fig. 3.1)

(Fig. 3.2)
3.1. **Users Guide.** The Users Guide can be accessed by selecting the *User’s Guide* icon or selecting *User’s Guide* from the drop down *Help* menu (Fig. 3.1). The User’s Guide describes how to use the application and the purpose of each function. To access the User’s Guide:

3.1.1. From any RSupply Window select the Users Guide icon.
3.1.2. From any RSupply Window select Help from the drop down menus.

3.2. **Using the RSupply User’s Guide.** The Users Guide (Fig. 3.4) is divided into three tabs.
3.2.1. **Contents.** *Contents* (Fig. 3.4) lists help topics by group. With *Contents* selected, select on the help topic you desire and select *Display*.

3.2.2. **Index.** *Index* (Fig. 3.5) lists help topics in alphabetical order. Select the index entry from the alphabetic list and then select *Display* (or double-click the index entry) or type the first few letters of the word or topic you are looking for and all index entries that match will be displayed.

(Fig. 3.5)

3.2.3. **Find.** The *Find* tab (Fig. 3.6) allows the user to search for key words and then provides help topics related to the key word matches. Type the word or words you are searching for in block 1. A list of matching the user’s input is displayed in block 2. Select a matching word or words to narrow your search to related help topics. Select the help topic entry that best matches what you are looking for from block 3 and Select *Display* (or double-click on the help topic entry you wish to view).
3.2.3.1. **Find Options.** The Find Options (Fig. 3.7) allows the user to further refine their search criteria.
3.3. **Window Help.** *Window Help* (Fig. 3.8) describes the purpose of each window, its components, and the tasks that can be performed from the window. From the RSupply window you require help on:

3.3.1. Select *Help* from the drop down menus.

3.3.2. Select *Window Help*.

(Fig. 3.8)

3.3.3. Help topics for that window are displayed (Fig. 3.9).

(Fig. 3.9)
3.3.4. Help icons in the top section of each Windows Help screen (Fig. 3.10) may provide additional information for:

- 3.3.4.1. Overview
- 3.3.4.2. Table Information
- 3.3.4.3. Business Rules
- 3.3.4.4. Computations
- 3.3.4.5. Exceptions
- 3.3.4.6. Batch Parameters
- 3.3.4.7. Input/Output

(Fig. 3.10)

3.3.5. Additional information available pertinent to the current window will be displayed as a green hyperlinks (Fig. 3.9). Select the green hyperlinks to access additional information.

3.4. Field Help. *Field Help* (Fig. 3.11) provides specific help and sample data to be entered in each data field within a window. To use field help:

- 3.4.1. Select the field within the window that you desire help on.
- 3.4.2. Select *Help* from the drop down menus.
- 3.4.3. Select *Field Help*.
- 3.4.4. Field Help for that field is displayed (Fig. 3.12).

(Fig. 3.11)
3.5. Books. The Books help option (Fig. 3.13) provide a selection of online technical reference materials that may be helpful in using and understanding the application.

3.5.1. Application Terms. Application Terms (Fig. 3.13) includes a list of terms and abbreviations in the application.

3.5.1.1. From the Help menu, select Books.
3.5.1.2. Select Application Terms.
3.5.1.3. Select the Index tab (Fig. 3.14).
3.5.1.4. Type the desired term.
3.5.1.5. Double-click the index entry to view a definition (Fig. 3.15).
3.5.2. **Data Elements Dictionary.** The Data Elements Dictionary (Fig. 3.16) contains a dictionary for all data elements found in the various RSSupply tables. Access the Data Elements Dictionary from the Books Help option (Fig. 3.13).
3.5.3. The Data Elements Dictionary has three tabs and works like the User’s Guide. Use the Contents, Index or Find tab to locate the desired Data Element (Fig. 3.17). Select the desired data element from the list and select Display, Print or Cancel.
3.5.4. Select **Display** to display the definition for the selected data element (*Fig. 3.18*).

(Fig. 3.18)

3.5.5. **Database Specifications** (*Fig. 3.19*) and the **Interface Design Document** (*Fig. 3.20*) are technical documents that deal with the programming logic of the RSupply application. **NTCSS System Admin Topics** is currently not available.
Help Contents

Database Tables

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adhoc_table_alias  
adpe  
advice_code  
air_squadron  
aircraft  
aircraft_type  
allow_cat  
allow_note  
allow_type  
allow_type_access  
allowed_org_relationship

(Fig. 3.19)

Introduction

The Relational Supply IDD will describe and document interfaces between RSsupply, OMMS-NG, NTCSS Organization, Ad Hoc Query, Upline Reporting, Automated Shore Interface (ASI), and any other interfacing applications or processes.

The Interface Design Document describes the interface characteristics of the systems and subsystems. The IDD serves to communicate and control design decisions.

This IDD outline is based on the requirements in the Interface Design Description, Data Item Description number DI-IPSC-81436, included with MIL-STD-498, Software Development and Documentation.

(Fig. 3.20)
3.6. **Technical Support.** The *Technical Support* help section (Fig. 3.21) provides information required to obtain technical support from the Central Design Agency (CDA), Space and Naval Warfare Systems Center (SPAWAR).

3.6.1. The Technical Support help screen has three tabs and functions similar to the User’s Guide (Fig. 3.22). The Technical Support help screen contains information on *Submitting a Trouble Call* (Fig. 3.23) and *Points of Contact* (Fig. 3.24).
Click a topic, and then click Display. Or click another tab, such as Index.

- Technical Support
  - What kind of support do you need?
  - Submitting a Trouble Call
  - How to Submit a Trouble Call
  - Points of Contact

(Fig. 3.23)
3.7. **Release Notes.** *Release Notes* (Fig. 3.25) provide the *Release Highlights* and *Summary of Changes* (Fig. 3.26) for the current release installed. The Release Highlights and Summary of Changes provides information on the highlights of the release and a summary of the changes from the prior release.
3.8. **About RSupply.** *About RSupply* (Fig. 3.27) displays a screen with the version (release) number (Fig. 3.28). It is very important to ensure you are operating the latest version (release) of RSupply available. This number is also required when submitting Trouble Calls or placing calls for technical support.
3.9. **Show Text.** Each screen in RSupply has different icons that are applicable to that screen. *Show Text* (Fig. 3.29) displays the text below each icon in order to let the user know the purpose of each icon. To enable Show Text, right click the icon and select *Show Text* from the drop down menu.
Chapter 4
Site Subsystem

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4.3  Requisition/Offload Values  4-5
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4.16  Control Parameter Update  4-33
4.17  Predefined Parameters  4-36
4.18  Approval  4-37
4.19  History  4-39
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.20</td>
<td>Incoming Status for Supply</td>
<td>4-29</td>
</tr>
<tr>
<td>4.21</td>
<td>Incoming Status for MOV</td>
<td>4-40</td>
</tr>
</tbody>
</table>
Chapter 4
Site Subsystem of Relational Supply

4. Site Subsystem. Site Subsystem contains specific activity information, validation tables, constants and user access data. This data is used to verify input information and determines how the application processes function. This subsystem controls the information used in the Logistics, Inventory, and Financial subsystems. It is extremely important that this data is accurate. Inaccurate data will have a major impact on how the application works and the accuracy of data that is produced by the other subsystems. In addition, the Site subsystems contain Predefined Batch Processes that are used to process incoming data.

4.1. Activity Control Information. Accessing the Activity Control Information (Fig. 4.1) section allows authorized users to provide information on their own activity. This screen is divided into three tabs; Activity Information, Address and Controls (Fig. 4.2).

4.1.1. The Activity Information tab (Fig. 4.2) allows you to provide information on your own activity such as Service Code, Activity Name, TYCOM, Fund Coded Designator, Ship Type, Hull Number, Activity Type, Routing Identifier, Reporting Officer, Signing Authority, High Money Value and indicate if your activity is currently in an Integrated Logistics Overhaul (ILO) period. This window also displays the Unit Identification Code, 1st and 2nd Prior Fiscal Years and the Next Local Stock Number. All un-shaded areas may be modified and must contain the correct information for your activity. The following sections provide additional information on specific data elements found on the Activity Information tab.

(Fig. 4.1)

(Fig. 4.2)
4.1.2. The Service Code identifies the type of activity. Refer to the table in (Fig. 4.3).

<table>
<thead>
<tr>
<th>Service Code</th>
<th>Activity Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Army</td>
</tr>
<tr>
<td>B</td>
<td>Army</td>
</tr>
<tr>
<td>C</td>
<td>Army</td>
</tr>
<tr>
<td>D</td>
<td>Air Force</td>
</tr>
<tr>
<td>E</td>
<td>Air Force</td>
</tr>
<tr>
<td>F</td>
<td>Air Force</td>
</tr>
<tr>
<td>M</td>
<td>Marine Corps</td>
</tr>
<tr>
<td>N</td>
<td>Navy, Ashore</td>
</tr>
<tr>
<td>R</td>
<td>Navy, Pacific Fleet</td>
</tr>
<tr>
<td>S</td>
<td>Defense Reutilization and Marketing Office (DRMO)</td>
</tr>
<tr>
<td>V</td>
<td>Navy, Atlantic Fleet</td>
</tr>
<tr>
<td>W</td>
<td>Army</td>
</tr>
<tr>
<td>Z</td>
<td>Coast Guard</td>
</tr>
</tbody>
</table>

(Fig. 4.3)

4.1.3. The TYCOM Designator identifies the Type Commander (TYCOM) for the activity (Fig. 4.4).

<table>
<thead>
<tr>
<th>TYCOM Code</th>
<th>TYCOM/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Marine Corps Green Money</td>
</tr>
<tr>
<td>B</td>
<td>COMCBPAC</td>
</tr>
<tr>
<td>D</td>
<td>COMNAVAIRLAN T</td>
</tr>
<tr>
<td>E</td>
<td>COMCBLANT</td>
</tr>
<tr>
<td>F</td>
<td>Military Sealift Command Atlantic</td>
</tr>
<tr>
<td>G</td>
<td>Military Sealift Command Gulf Sub-area</td>
</tr>
<tr>
<td>H</td>
<td>Military Sealift Command Pacific</td>
</tr>
<tr>
<td>J</td>
<td>Military Sealift Command Far East</td>
</tr>
<tr>
<td>K</td>
<td>CINCLANTFLT</td>
</tr>
<tr>
<td>L</td>
<td>COMNAVAIRPAC</td>
</tr>
<tr>
<td>M</td>
<td>COMSUBPAC</td>
</tr>
<tr>
<td>N</td>
<td>COMNAVSURFPAC</td>
</tr>
<tr>
<td>R</td>
<td>CINCPACFLT</td>
</tr>
<tr>
<td>S</td>
<td>COMNAVSURFLANT</td>
</tr>
<tr>
<td>V</td>
<td>SIMA San Diego</td>
</tr>
<tr>
<td>Y</td>
<td>COMSUBBLANT</td>
</tr>
</tbody>
</table>

(Fig. 4.4)

4.1.4. The Fund Code Designator identifies the Appropriations Fund that will be charged for all the activities expenditures (Fig. 4.5).

<table>
<thead>
<tr>
<th>TYCOM Code</th>
<th>TYCOM/Activity</th>
<th>Appropriation Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>COMSUBBLANT</td>
<td>1804</td>
</tr>
<tr>
<td>D</td>
<td>COMNAVAIRLAN T</td>
<td>1804</td>
</tr>
<tr>
<td>E</td>
<td>Military Sealift Command</td>
<td>4912</td>
</tr>
<tr>
<td>L</td>
<td>COMNAVAIRPAC</td>
<td>1804</td>
</tr>
<tr>
<td>M</td>
<td>COMSUBPAC</td>
<td>1804</td>
</tr>
<tr>
<td>N</td>
<td>COMSURFPAC</td>
<td>1804</td>
</tr>
<tr>
<td>S</td>
<td>COMNAVSURFLANT</td>
<td>1804</td>
</tr>
</tbody>
</table>
4.1.5. The **Routing Identifier** is a three-digit code that identifies the activity and is used in MILSTRIP, and by stock points for the routing of information and material.

4.1.6. The **High Money Value** establishes the point at which all transaction with an extended money value equal to or greater than this value will be listed in the High Money Value section of the Stock Control Review Listing (JSL318).

4.1.7. The **Address** tab (Fig. 4.6) contains the activity's address. Do not use Supply Officer in the first line of the Address block. Documents will automatically print with the Supply Officer as the first line of the address.

4.1.8. The **Controls** tab (Fig. 4.7) contains the next **Financial Transmittal Numbers**, **ILO Sequence Numbers**, **Interfaces**, and the next **Force Inventory Drawdown Sequence Number** and **Last Date Uplined** information.
4.2. Allowance/Loads. Accessing the Allowance/Loads (Fig. 4.8) window allows the Supply Officer to designate Allowances/Loads (formerly referred to as COSALs) carried by an activity. Allowance/Loads (Fig. 4.9) can be designated as active when the Allowance/Load is carried, or in-active, when the Allowance/Load is no longer applicable to that activity. Hull, Mechanical and Electrical (HME) will be active, for all activities and may not be in-activated. All other allowances, with the exception of Demand Based Items (DBI), are available for activation. The DBI Allowance/Load cannot be activated for Unit Level RSupply activities but the DBI indicator will be set on the Stock Item Table (SIT) for all items that qualify as DBI. DBI is discussed in detail in Chapter 5. Typically, all Unit Level Surface activities will have the HME, Maintenance Assistance Module (MAM), and Operating Space Item (OSI) Allowance/Loads active. Subsurface activities will have the previously mentioned Allowance/Loads plus may have QCOSAL (Q), Nuclear Weapons (NW) and Strategic Weapons (SW) if applicable.
4.2.1. **Activate Allowance/Load.** To activate an Allowance/Load, select the Allowance/Loads from the In-Active window and select the **Add** button to activate the Allowance/Load for your activity.

4.2.2. **In-Activate Allowance/Load.** To in-activate an Allowance/Load, select the desired Allowance/Load from the Active window and select the **Remove** button. Allowance Loads cannot be de-activated if they are associated with an active NIIN.

4.2.2.1. Allowance/Loads may also be activated or in-activated by double clicking the desired Allowance/Load to move it to the opposite window.

4.3. **Requisition/Offload Values.** Accessing the **Requisition/Offload Values** window (Fig. 4.10) allows the Supply Officer to set or update initial field values (defaults) for Requisition and Offload Processing (Fig. 4.11). Consult with your TYCOM for specific **Requisition/Offload Values**.

4.3.1. The **Requisition Defaults** section (Fig. 4.11) allows the Supply Officer to update requisition information required to process outgoing requisitions. Requisition defaults must be set for **Fund Codes, Project Codes, Routing Identifiers, Distribution Codes,**
Urgency of Need designators, and for NAVSEA and Standard requisitions. When the Requisition/Offload window appears, default values are displayed. Change the default values as applicable and in accordance with NAVSUP P-485, paragraph 3023 and applicable appendices.

4.3.1.1. **Fund Codes.** Enter the second character in accordance with NAVSUP P-485 Appendix 30 for Maintenance, Consumable and Money Value Only transactions. Select the correct NAVSEA fund code.

4.3.1.2. **Project Codes.** Enter the correct Project Codes in accordance with NAVSUP P-485 Appendix 6 for Stock replenishment, CASREP requisitions, QCOSAL (if applicable), Direct Turnover (DTO) material and NAVSEA requisitions.

4.3.1.3. **Routing Identifiers.** Enter the applicable Routing Identifiers in accordance with NAVSUP P-485 Appendix 7 for the Point of Entry (POE) for all standard requisitions, Depot Level Repairable (DLR) Requisitions, Combat Support Ships (TAFS). Normally the TAFS Routing Identifier will be left blank unless deployed and operating with the same TAFS unit for a specific amount of time. The Ship To data field identifies the supporting Fleet Industrial Supply Center (FISC) or Point of Entry (POE) for all requisitions.

4.3.1.4. **Distribution Codes.** Normally this field is left blank. If directed by Fleet or TYCOM and in accordance with NAVSUP P-485 Appendix 3, Distribution Codes identify the monitoring activity to receive 100% supply and shipping status in addition to the requisitioner or supplementary addressee.

4.3.1.5. **Urgency of Need.** Enter the Urgency of Need Designators (UND) in accordance with NAVSUP P-485, paragraph 3047 for Maintenance and Non-Maintenance requisitions based on your current Force Activity Designators (F/AD) in accordance with NAVSUP P-485, paragraph 3046.

4.3.1.6. **NAVSEA.** This section is applicable to NAVSEA requisitions only. Enter the Service Code, Demand Code, Signal Code, Advice Code, Supplementary Address and Media & Status Code for NAVSEA requisitions.

4.3.1.7. **Standard.** This section is for standard stock replenishment and DTO requisitions. Input the Overseas Indicator (if applicable), Demand Code, Signal Code, Advice Code (leave blank), Required Delivery Date (leave blank), Force Activity Designator (See paragraph 1.5.1.5), Media & Status Code and Media & Status Code for High Priority requisitions.

4.3.2. The Offload Defaults section (Fig. 4.11) allows the Supply Officer to update current values used on Offload documents. When the Requisition/Offload window appears, default values are displayed. Change the default values as applicable.

4.3.2.1. **Receiving Activity.** Enter the Extended Money Value (EMV) Range for material to be offloaded (normally $100.01 to $9,999,999.00). Enter the Unit Identification Code (UIC) for your primary offload activity (normally the closest FISC). The UIC of an activity must be built into RSsupply in the Other Activities section (see paragraph 4.11) before it can be entered in the Offload Defaults section.

4.3.2.2. **DRMO.** Enter the UIC for the Defense Reutilization Marketing Office and the Maximum Extended Money Value (normally $100.00) for DRMO turn-ins.

4.4. **Effectiveness Goals.** Accessing the Effectiveness Goals window (Fig. 4.12) allows the Supply Officer to set or update the Effectiveness Goals. The Effectiveness Goals are percentages that are established by the NAVSUP P-485 and the activity’s TYCOM that appear on the Demand
Effectiveness Report. The Demand Effectiveness Report is discussed in Chapter 5. Enter the required percentages on the Effectiveness Goals screen (Fig. 4.13).

4.5. Demand Parameters. Accessing the Demand Parameters window (Fig. 4.14) allows the Supply Officer to modify default demand processing parameters (Fig. 4.15) in accordance with TYCOM directives. It is used to set and/or adjust the default values used in Level Setting. The Level Setting process computes an Average Monthly Demand (AMD) based on recorded demand and frequency information and sets action points, Requisitioning Objective (RO) and Reorder Point (RP) for stock items. The Level Setting process is discussed in detail in Chapter 5.
4.5.1. The **Date Range** is the base period from which demand information will be taken for computing the Average Monthly Demand (AMD). Enter the current month and year in the **To** (ending month and year) block and a month and year in the **From** (starting month and year) block to capture up to 24 months of demand data.

4.5.2. The **DBI Qualification** data establishes the **Frequency** required within the set **Period** for an item to qualify as DBI.

4.5.3. The **DBI Retention** data establishes the **Frequency** required within the set **Period** for a DBI item to remain qualified as a DBI.

4.5.4. The **Computation Factors** (Fig. 4.16) are used to set or modify computation factors for Level Setting.

| Order/Shipping Time FILL | The value (in months and tenths) used in level setting to compute individual stock levels for Fleet Issue Load List (FILL) items. Enter the number of months and tenths of a month. If an individual OST factor is not established for a FILL item in the stock item table, the FILL OST factor entered here will be used in the computations. | Recomputation Test %: | [
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5</td>
<td>2.0</td>
<td>0</td>
<td>3.0</td>
</tr>
</tbody>
</table>

(Fig. 4.15)
**Order/Shipping Time**

**Non-FILL**

The value (in months and tenths) used in level setting to compute individual stock levels for non-Fleet Issue Load List (FILL) items. Non-FILL Enter the number of months and tenths of a month. If an individual OST factor is not established for a Non-FILL item in the stock item table, the Non-FILL OST factor entered here will be used in the computations.

**Safety Level Factor**

Enter the number of months and tenths of a month, which represent the authorized value of the Safety Level. This attribute controls level of safety required for the RO of a DBI.

**Recomputation Test %**

Enter Percentage. The suggested range is 020 to 030. This subjects DBI items to a test to determine if current stock levels should be recomputed. This test is designed to prevent massive adjustments in RO resulting from insignificant changes in AMD.

**Consumable Parts**

**Endurance Level**

Enter the factor to be used to compute the quantity of consumable material normally required to be on hand to sustain operations for a stated period without augmentation. It is the median between the safety level and RO.

- 1.0 - 30 days
- 1.5 - 45 days
- 2.0 - 60 days
- 2.5 - 75 days

**Repair Parts**

**Endurance Level**

Enter the factor to be used to compute the quantity of repairable material normally required to be on hand to sustain operations for a stated period without augmentation. It is the median between the safety level and RO.

- 1.0 - 30 days
- 1.5 - 45 days
- 2.0 - 60 days
- 2.5 - 75 days

(Fig. 4.16)

4.5.5. The *Selection* boxes (Fig. 4.17) are used to determine the categories of material to be included in a Levels process. It will also determine if a Trial Run should be completed before the actual batch run, which will update the RSsupply tables.

<table>
<thead>
<tr>
<th>Consumables</th>
<th>Using the specified parameters will calculate demand levels for all Consumable items.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair Parts</td>
<td>Using the specified parameters will calculate demand levels for all Repair Parts.</td>
</tr>
</tbody>
</table>
4.6. **Printer Identification.** Accessing the *Printer Identification* window (Fig. 4.18) allows the user to establish the default printers and printer locations for *Storeroom Issues, Material Transfer* and *Carcass Turn-in* documents.

4.6.1. On the *Printer Identification* window (Fig. 4.19) select which document types to establish printer defaults for. Select **OK**.

4.6.2. **Printer Identification - Storeroom Issues.** The *Printer Identification - Storeroom Issues* window (Fig. 4.20) allows you to select the *Route By* options to set printer defaults for Storeroom Issues. The *Route By* options are *Priority* of the material request or by the primary *Location* of the material request.

4.6.2.1. With *Priority* selected (Fig. 4.20), designate a *Printer Type* using the drop down menus for *Walk-thru: High* and *Other: Low Priority* material request. After a printer has been chosen, select **Number of Laser Copies** desired.
4.6.2.2. With **Location** selected (*Fig. 4.21*), select a storeroom from the **Storeroom Location** drop-down list box (first two positions of location). Select or designate a printer in the **Printer Type** box. Select the desired **Number of Laser Copies**.

4.6.2.3. If the desired **Storeroom Location** is not in the drop-down list (*Fig. 4.21*), select the **Insert** icon. Enter the new **Storeroom Location** and **Printer Type**. To delete a
Storeroom Location, select the storeroom location to delete and select the **Delete** icon. Select **Yes** in the dialog box that displays.

4.6.2.4. To complete the process select **Apply**. Select **New Request** or select **Close Window**.

4.6.3. The **Material Transfers** window (Fig. 4.22) allows the user to designate a printer for Material Transfers. Under **Printer Configuration**, select the **Printer Type** and select the desired **Number of Laser Copies**. Select **Apply**. Select **New Request** or select **Close Window**.

4.6.4. The **Carcass Turn-in** window (Fig. 4.23) allows the user to designate a printer for Carcass Turn-ins. Under **Printer Configuration**, select the **Printer Type** and select the desired **Number of Laser Copies**. Select **Apply**. Select **New Request** or select **Close Window**.

4.7. **Activity Serial Numbers**. Accessing the **Activity Serial Numbers** window (Fig. 4.24) allows the user to add, modify, delete or view activity serial number information (Fig. 4.25) used in the assignment of stock replenishment and direct turnover requisitions and expenditure numbers.
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. The *Activity Serial* number window displays the serial number *Type, Beginning* number, *Ending* number, the *Next* available number and the *Date* indicating the last time the serial number range was used.

4.7.1. To modify *Activity Serial Numbers* data select in the *Beginning*, *Ending* or *Next* serial number fields on required row to gain focus (*Fig. 4.25*). After gaining focus, you may alter serial number ranges for a specified serial *Type*. When the serial number range is modified, the *Date* field will default to current system date.

4.7.2. To add an activity serial number range, select the *Insert* icon. Enter *Type, Beginning, Ending* and *Next* serial fields.

4.7.3. To delete an activity serial number range, select the desired row to gain focus. Select the *Delete* icon. Select *Yes* in the dialog box that is displayed (*Fig. 4.26*). To complete the process select *Apply*. 

<table>
<thead>
<tr>
<th>Type</th>
<th>Beginning</th>
<th>Ending</th>
<th>Next</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUES</td>
<td>0001</td>
<td>8499</td>
<td>6015</td>
<td>01 OCT 2000</td>
</tr>
<tr>
<td>CASREP</td>
<td>Y001</td>
<td>Y999</td>
<td>Y015</td>
<td>10 FEB 2001</td>
</tr>
<tr>
<td>EMRRI</td>
<td>A001</td>
<td>C999</td>
<td>A650</td>
<td>21 FEB 2001</td>
</tr>
<tr>
<td>EXPEND</td>
<td>7001</td>
<td>7999</td>
<td>T158</td>
<td>14 FEB 2001</td>
</tr>
<tr>
<td>LAMP</td>
<td></td>
<td></td>
<td></td>
<td>01 OCT 2000</td>
</tr>
<tr>
<td>NMCS</td>
<td>D001</td>
<td>G999</td>
<td>G001</td>
<td>01 OCT 2000</td>
</tr>
<tr>
<td>NAVSEA</td>
<td>E001</td>
<td>E999</td>
<td>E080</td>
<td>15 FEB 2001</td>
</tr>
<tr>
<td>ONSMEL</td>
<td>D001</td>
<td>5999</td>
<td>06415</td>
<td>20 FEB 2001</td>
</tr>
<tr>
<td>DLR</td>
<td>D001</td>
<td>D999</td>
<td>D043</td>
<td>09 FEB 2001</td>
</tr>
</tbody>
</table>

(Fig. 4.25)
4.7.4. A brief description of the most frequently used serial numbers are listed below (Fig. 4.27).

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBS</td>
<td>Assigned to requisitions for OI Cog, hydrographic material, and other miscellaneous non-chargeable material.</td>
</tr>
<tr>
<td>CASREP</td>
<td>Used for requisitions submitted for a Casualty Report.</td>
</tr>
<tr>
<td>EMRM</td>
<td>Used for Equipment Maintenance Related Material.</td>
</tr>
<tr>
<td>EXPEND</td>
<td>Assigned to expenditure transactions (includes OSO Transfers, Material Turned into Shore).</td>
</tr>
<tr>
<td>LAMPS</td>
<td>Currently managed in Aviation Inventory Management System (AIMS). Assigned to requisitions required to support Light Airborne Multi-Purpose System embarked onboard.</td>
</tr>
<tr>
<td>NMCS</td>
<td>Currently managed in Aviation Inventory Management System (AIMS). Assigned to requisitions for aviation material required to correct a Not Mission Capable Supply Condition.</td>
</tr>
<tr>
<td>NAVSEA</td>
<td>Assigned to NAVSEA funded requisitions, not directly chargeable to Activity's OPTAR.</td>
</tr>
<tr>
<td>CNSMBL/ILO</td>
<td>Requisitions for consumables, other chargeable material, medical/dental, chargeable services other than for bunker fuel delivery charges.</td>
</tr>
<tr>
<td>DLR</td>
<td>Used for Depot Level Repairable maintenance related material including APA material.</td>
</tr>
</tbody>
</table>

4.8. Departmental Serial Numbers. Accessing the **Departmental Serial Numbers** (Fig. 4.28) window allows you to view serial ranges for each department, division, and work center. The fields are not modifiable. When a work center is added in **Activity Organization Information** (see paragraph 4.9), the range of 001-999 is established in the serial table. These Departmental Serial Numbers are used to establish the departmental request numbers.
4.8.1. All records established for the activity will be displayed (Fig. 4.29).

4.8.2. Searching for a Department Serial Number. Select the Find Icon. Make a selection from the drop-down list box (Fig. 4.30). Enter the Find criteria. Select one or more of the Find Options if desired. Select OK. The closest match will appear highlighted on the Department Serial Numbers screen.

4.9. Activity Organization Information. Accessing the Activity Organization Information window (Fig. 4.31) allows you to build, modify, or delete Departments, Divisions, or Work Centers.
4.9.1. The **Departments** tab (Fig. 4.32) allows the user to build, modify, or delete Departments.
4.9.1.1. Search for a Department by entering the Department Code.
4.9.1.2. Select *Show All Active/Inactive Organization Codes* if needed.
4.9.1.3. Select the **Insert** Icon to enter a new department.
4.9.1.4. To delete, gain focus on a row, then select the **Delete** Icon. A department may be deleted only if there are no dependencies under its hierarchy. Work Centers must first be deleted followed by divisions, and then the department may be deleted.
4.9.1.5. To complete the process Select **Apply**.

4.9.2. The **Divisions** tab (Fig. 4.33) allows the user to build, modify, or delete Divisions.
4.9.2.1. Search for a Division by entering the Division Code.
4.9.2.2. Select *Show All Active/Inactive Organization Codes* if needed.
4.9.2.3. Select the **Insert** Icon to enter a new division.
4.9.2.4. To delete, gain focus on a row, then select the **Delete** Icon. A division may be deleted only if there are no dependencies under its hierarchy. Work Centers may first be deleted and then the division may be deleted.
4.9.2.5. To complete the process Select **Apply**.
4.9.3. The **Work Center** tab (Fig. 4.34) allows the user to build, modify, or delete Work Centers.

4.9.3.1. Search for a Work Center by entering the Work Center code.

4.9.3.2. Select **Show All Active/Inactive Organization Codes** if needed.

4.9.3.3. Select the **Insert** Icon to enter a new work center.

4.9.3.4. To delete, gain focus on a row, then select the **Delete** Icon.

4.9.3.5. To complete the process Select **Apply**.

4.10. **User Access.** Accessing **User Access** (Fig. 4.35) allows the user to grant or modify user accesses for all RSupply users. The permissions established for each RSupply user will determine how much the user can see and do within RSupply. RSupply users can not modify their own user access.
4.10.1. The **User Access Search** window (Fig. 4.36) allows the user to search for registered users.

4.10.2. Enter user name in the **Search** field or select the user name (**Logon**) from the available list and select **OK**. The **Users Access** window appears (Fig. 4.37).

4.10.3. When the Users Access window appears, the Logon and User Name selected from the **User Access Search** window (Fig. 4.36) appears on the top of the screen.
4.10.4. Select a **Prime Work Center** from the drop-down list box.

4.10.5. Input the **Approval Money Value**. The Approval Money Value is the largest extended money value that the user is authorized to expend when requesting material. Users with Requirements Review capability cannot see requirements with an Extended Money Value (EMV) greater than the Approval Money Value set for that user.

4.10.6. Select the **Prime Job** from the drop-down list box. The Prime Job determines, to a large extent, the permissions the user will be granted.

4.10.7. The **Stock Control** checkbox determines if a user can process any and all transactions related to stock control.

4.10.8. Depending upon **Prime Job** selection, the **Other Organizations** icon will be displayed. The Other Organizations icon allows the user to assign additional work centers when Work Center Worker was selected as the Prime Job, Work Centers when Work Center Supervisor was selected as the Prime Job, divisions when Division Officer was selected as the Prime Job, or departments when Department Head was selected as the Prime Job (Fig. 4.38).

4.10.9. Select an **IRC Override Type**. With **Some** selected, the Issue Restriction Codes Override icon will be displayed. Select the **Override** icon and **Add/Remove** user IRCs as required (Fig. 4.39).
4.10.10. Select **Apply**. Closing the Issue Restriction Codes Override window returns you to the Users Access window.

4.10.11. To give the user access to COSALs, select the required COSAL under **Ship COSAL** (Fig. 4.37), and then select **Add** to move the COSAL to **User COSAL**. To remove a COSAL, select required COSAL under **User COSAL** and select **Remove**.

4.10.12. To assign user roles, select the **Add User Menu Roles** icon. This allows the user to select predefined or custom designed roles from the list on the **Other Menus** window (Fig. 4.40). Individual users may be assigned multiple roles.

4.10.13. Select the desired user roles from the **Role Name** list and select **Add** to move the role to the **User Role Name** section. To remove a role, select the role from the **User Role Name** and select **Remove**.
4.10.14. Select **Apply**.

4.10.15. To customize user roles, on the **Other Menus** window select the **Modify Roles** icon. The **Edit Menu Options** window appears (Fig. 4.41).

4.10.16. The **Edit Menu Options** window allows the user to Edit Menu Options for a specific user.

4.10.17. System Roles (CO, Department Head, Division Officer, Supply Officer, Supply User, WC Supervisor, WC Worker) cannot be modified. This option allows you to create new custom roles.

4.10.18. Select the **Insert** icon and **Enter New Menu** item or role name (Fig. 4.42). Select **OK**.

4.10.19. Select the **Enable Popups** icon.

4.10.20. Select on the menu options to be assigned to user. Permissions highlighted in blue will be granted to the user under the custom role. Once all the permissions have been selected for the custom role, select **Apply**.
4.10.21. The **Save As** icon ![icon] allows you to save the current menu selections (custom role) as a new name.

4.10.22. Select **Apply** ![icon]  
4.10.23. The new custom Role may now be assigned to individual users.

4.11. **Other Activities.** The **Other Activities** window allows the user to maintain information on other activities which your activity will conduct business with to pass requisitions, make OSO transfers, process end use issues, conduct underway replenishments (AFS/TAFS), or conduct material offloads.

4.11.1. Accessing **Other Activities** (Fig. 4.43) displays the **Search Unit Identification Codes** window (Fig. 4.44).

![Search Unit Identification Codes](Fig. 4.43)

4.11.2. The **Search Unit Identification Code** window allows the user to search for existing activities by **Unit Identification Code**.

4.11.3. Select a **Unit Identification Code** from the drop-down list box. If entering a new activity, enter the **UIC** and select the **Unit Type** *(Ship or Shore Site)*.

4.11.4. Select **OK**.

![Search Unit Identification Code](Fig. 4.44)

4.11.5. If a **Unit Identification Code** (UIC) was selected that exists on the database, the **Other Activities** window (Fig. 4.45) will display the information for the activity. If entering a new activity, enter the mandatory information on the **Other Activities** window. The Other Activities window has two tabs, **Unit** and **Serial Numbers**. When **Ship** is selected
for the Unit Type (Fig. 4.44), the Unit tab (Fig. 4.45) displays information, or allows the user to enter information specific to the activity to include Service Code, Activity Name, Address information, Ship Type, Ship Hull Number, TYCOM, Fund Code Designator and a Supported Unit check box.

4.11.6. If Shore Site is selected for the Unit Type (Fig. 4.44) the Unit tab (Fig. 4.46) displays information for the activity, or allows the user to enter information specific to the activity to include Service Code, Activity Name, Address information, TYCOM, Fund Code Designator and a Hub (ATAC) and Supported Unit check box.
4.11.7. The *Serial Numbers* tab (Fig. 4.47), although normally not used, allows the user to assign serial numbers to be used for the activity. The mandatory fields are *Beginning* and *Ending*. The *Last Date* field will default to the date the Serial Numbers were entered or, the last date they were used.

(Fig. 4.47)

4.11.8. All Other Activities must be assigned a *Routing Identifier*. Routing Identifiers are the three-digit code assigned to every activity that is used to identify the activity on all MILSTRIP documents. Routing Identifiers are maintained on the Validation Tables. To add/change or delete Other Activity’s Routing Identifiers (RI), select the *Maintaining Routing Identifiers* icon from the Other Activities window toolbar. This displays the *Validation Tables (Routing Identifiers)* window (Fig. 4.48). To change, gain focus on a field and enter the updated information. To add a Routing Identifier, select the *Insert* icon. Enter the *RI*, *Description* and select the *Organization Code* from the drop-down list box. To delete a record from the database, gain focus on row, select the *Delete* icon. Select *Yes* in the dialogue box that appears to redisplay the *Other Activities* window.

4.11.9. Select *Apply* .

4.11.10. Select *New Request* or select *Close Window*. 

(Fig. 4.48)
4.12. Validation Tables. Validation Tables are database tables that store supply codes used throughout the RSsupply application (ex. Automatic Reorder Restriction Codes). Supply codes cannot be used in an application process unless they are resident in the Validation Tables. Accessing the Validation Tables window (Fig. 4.49) allows the user to view and modify some of the Validation Tables. Most of the Validation Tables are established, and maintained by the CDA, SPAWARSYSCEN Norfolk. The Validation Tables that control Supply and Financial Data attributes and needed to ensure accurate system processing are stored here and in most cases cannot be altered by the user. When these tables require changes, SPAWARSYSCEN Norfolk will send revisions via approved media.

4.12.1. The Validation Tables window (Fig. 4.50) allows the user to select the Validation Table to view from the drop-down list box. Some Validation Tables can be modified locally while others can only be modified by the CDA.

4.12.2. To view or modify a Validation Table, make a selection from the Select Table drop-down list box on the Validation Tables window (Fig. 4.50). The available Validation Tables are described in the following paragraphs.
4.12.2.1. **Automatic Reorder Restriction Codes (ARRC).** The codes contained in this table are used to designate restrictions for stock items applicable to the material Reorder. This window allows you to view each ARRC applicable to RS Supply. With proper access, you may add and delete entries. An entry cannot be deleted if it is currently assigned to an active NIIN.

4.12.2.2. **Cognizance Symbols (Cog).** The codes contained in this table are all Cogs that the activity expects to use. The Fund Code entered must be present on the Fund Code Validation Table and applicable to the selected Cog. The Routing Identifier (RI) must be present on the RI Validation Table. The Defense Code is available to provide a means to translate alpha/alpha Cogs to applicable Navy Cogs. In addition, the Repairable Indicator is displayed on Depot Level Repairable (DLR) Cogs; and other Cogs, which can process as Repair Parts without Carcass Tracking. This window allows you to view each Cog applicable to RS Supply.

4.12.2.3. **Controlled Item Inv Codes (CIIC).** The codes contained in this table are used to designate the degree of physical security assigned to an item of supply, formerly known as Security Codes. This window allows you to view each CIIC. With proper access, you may add and delete entries.

4.12.2.4. **Demilitarization Codes (Demil).** The codes contained in this table are the Demilitarization Codes that are used to identify the method and degree of demilitarization required for items subject to disposal. This window allows you to view Demil Codes.

4.12.2.5. **Federal Supply Classes (FSC).** The codes contained in this table are the codes designed to permit the classification of all items of supply used by the Federal Government. Each item of supply is included in one, and only one FSC. The FSC is a four digit numeric code containing the two-digit Federal Supply Group (FSG) and the two-digit Federal Supply Class (FSC). The FSG identifies, by title, the commodity area covered by FSC within the group. Each FSC covers a range of commodities. This window allows you to view each FSC. With proper access, you may add and delete entries. HME EMV <$100>$100 is made available for those FSC entries within the HME COSAL for which policy requires that a different Fund Code be used for the specific money value range. An entry cannot be deleted if it is currently attached to an active NIIN.

4.12.2.6. **Issue Restriction Codes (IRC).** The codes contained in this table are locally defined. Codes appearing in this table are used to restrict applicable stock items from routine issue and indicate the need for special approval, documentation or notification prior to issue. This window allows the user to view each IRC applicable to RS Supply. With proper access, you may add and delete entries. An IRC cannot be deleted if it is currently attached to an active NIIN. When a request is made to delete an attached IRC, the procedure will find all stock items currently using this code. The number of transactions found will be displayed. Upon user concurrence, the code will be removed from all applicable stock items, and the IRC will be inactivated.

4.12.2.7. **Local Management Codes (LMC).** The codes contained in this table are locally defined. LMCs are used to flag specific groups of stock items for special attention. An LMC cannot be deleted if it is currently attached to an active NIIN. When a request is made to delete an attached LMC, the procedure will find all stock items currently using this code. The number of transactions found will be displayed. Upon user concurrence, the code will be removed from all applicable stock items, and the LMC will be inactivated.
4.12.2.8. **Material Control Codes (MCC).** MCCs are assigned by the Inventory Manager to indicate product or commodity identification, special purpose or inventory control characteristics. Inventory items are segregated by this code into more manageable groupings (e.g., Repairable or Consumable). This code is also used to inform field activities of special reporting and controls and to identify the cognizant Inventory Control Point (ICP).

4.12.2.9. **Mode Of Shipment Codes (MOS).** MOS codes identify the initial method of movement by the shipper.

4.12.2.10. **Precious Metals Indicators (PMIC).** Codes contained in this table are used to identify the precious metal content of items turned in to disposal. This window allows you to view each PMIC applicable to RSupply.

4.12.2.11. **Routing Identifiers (RI).** RIs provide an address for supply type actions, identifies the actual consignor (shipper), and identifies the inventory manager originating the action. A RI cannot be deleted if it is currently attached to an active transaction.

4.12.2.12. **Shelf Life Action Codes (SLAC).** SLAC denotes the action to be taken for an item at the expiration of the shelf life period indicated by the Shelf Life Code.

4.12.2.13. **Shelf Life Codes (SLC).** SLC denotes the shelf life span of material from the date of manufacture or previous inspection to the date of test for continued usefulness or disposition.

4.12.2.14. **Special Material Content Codes (SMCC).** SMCC, when present, indicates that an item represents or contains peculiar material requiring special treatment, precautions or management control of the item.

4.12.2.15. **Supply Status Codes (SSC).** This table contains all Status Codes to be used in RSupply. Status Codes are used to inform recipients of the status of requisitions and other supply transactions.

4.12.2.16. **Type of Storage Codes (TSC).** TSC, when present, indicates the type of storage space and environmental conditions to be maintained for an item during storage or shipment.

4.12.2.17. **Unit of Issue (UI).** The UI represents a determinate amount or quantity and serves as a unit of measurement when issuing an item.

4.12.3. To view or locate specific codes on a Validation Tables, access the Validations Tables (Fig. 4.49) and select the desired Validation Table from the drop-down list box. To search for a specific code on a Validation Table, select the desired Validation Table and use the Find icon on the toolbar (Fig. 4.50) and enter the Find criteria and select any desired Find Options (Fig. 4.51). Select OK to search the codes on the Validation Table.
4.12.4. To **Modify**, **Add** or **Delete** items on a Validation Table, first open the desired Validation Table. To **Modify** an item on a Validation Table, select the desired item to gain focus on the item and make the desired changes to any modifiable field then select **Apply**. To **Add** an item to a Validation Table, open the desired Validation Table and select the **Insert** Icon. Input the required information and select **Apply**. To delete an item on a Validation Table, open the desired Validation Table and select the item to be deleted and select the **Delete** icon from the toolbar. To complete the process select **Apply**.

4.13. **Hazardous Material**. The **Hazardous Material** window is used to view Hazardous Material information for a specified NIIN. Accessing the Hazardous Material option (**Fig. 4.52**) displays the Hazardous Material Search window (**Fig. 4.53**).
4.13.1. Enter the NIIN on the *Hazardous Material Search* window (Fig. 4.54) for the Hazardous Material to be viewed and select **OK**. The *Hazardous Materials* window will be displayed.

(Fig. 4.54)

4.13.2. The *Hazardous Materials* window displays all the information for the specified NIIN to include the **NSN**, **Cog**, **MCC**, **UI**, **Nomenclature**, **UP**, **NUP** and **HAZMAT Information** including the **SMCC** and any additional pertinent HAZMAT information. The Hazardous Material window is for viewing and information purposes only. No information can be modified from this window.

4.14. **Appropriations**. An Appropriation is an authorization, by an act of Congress, to incur obligations for specified purposes and to make payments out of the treasury to liquidate those obligations. Both the incurring of obligations and the making of payments are restricted by time and monetary limitations. Accessing the *Appropriations* window (Fig. 4.55) allows the Supply Officer to add or delete an appropriation record. Appropriation records cannot be modified. If an appropriation is entered incorrectly, it must be deleted and reentered. Appropriations are provided by the Type Commander and must be entered in RSsupply prior to incurring any obligations.

(Fig. 4.55)
4.14.1. On the Appropriations window (Fig. 4.56), enter the Appropriation provided by the Type Commander. Appropriation information should exist for the current and five prior fiscal years. An Appropriation must be present prior to obligating funds. Fund Codes must be tied to the correct Appropriation by the Appropriation Indicator (see paragraph 4.15).

(Fig. 4.56)

4.14.2. To add an Appropriation, select the Insert icon and enter the mandatory data. The mandatory fields are:

4.14.2.1. **Service Code.** Identifies a service or element of a service:
   - R = Pacific Fleet
   - V = Atlantic Fleet
   - N = Navy Ashore
   - S = Defense Reutilization and Marketing Office.

4.14.2.2. **Appropriation Indicator.** Identifies the appropriation to which a transaction is charged.

4.14.2.3. **Fiscal Year.** A 12-month period selected for accounting purposes, beginning 01 October and ending 30 September.

4.14.2.4. **Appropriation Department.** A two-digit field used to identify the department or establishment administering an appropriation. 17 is for the Department of the Navy.

4.14.2.5. **Appropriation Fiscal Year.** Fiscal year of the appropriation indicated by the requisition Julian date.

4.14.2.6. **Appropriation Symbol.** Appropriation, excluding subhead and fiscal year (or "X"), is a four-digit field indicating a special fund or continuing appropriation. 1804 indicates Operation and Maintenance, Navy (OM&N).

4.14.2.7. **Appropriation Subhead.** Identifies charges and credits to the first level of subdivisions of appropriations and funds.

4.14.2.8. **Operating Budget Number/Bureau Control Number.** Operating Budget Number: UIC of the operating budget holder. BCN: Budget Project and a three-position Allotment Authorization Number.

4.14.2.9. **Suffix Code.** Operating Budget Suffix if assigned. Usually 0 or left blank.
Identifies the Service Code and UIC of the activity that is designated to perform accounting for allotments, operating budgets, and other funds.

4.14.3. To delete an Appropriation, select the Appropriation to be deleted and select the **Delete** icon on the toolbar. Select **Yes** in the dialog box that displays (Fig. 4.57).

![Dialog box for deleting an Appropriation](Fig. 4.57)

4.14.4. To print a list of Appropriations select the **Local Print** icon.

4.14.5. To search for an Appropriation select the **Find** icon. Make a selection from the drop-down list box. Enter **Find** criteria. Select one or more of the **Find Options** and select **OK** (Fig. 4.58).

![Find dialog box](Fig. 4.58)

4.15. **Fund Codes.** The **Fund Codes** window also allows the user to add, change, delete, or locate a Fund Code record. You may also use this window to print a listing of the Fund Code Validation Table. Transactions will error out of the system if they contain a Fund Code that is not included in this table. Accessing **Fund Codes** (Fig. 4.59) displays the **Fund Codes** window (Fig. 4.60).

![Fund Codes window](Fig. 4.59)
4.15.1. The Fund Codes window displays the **Fund Code**, **Service Code**, **Appropriation Indicator**, **Budget**, **Date Range** (*From* and *To*) and **Fund Code Description**. The Appropriation Indicator for each fund code must be tied to an Appropriation Indicator in the Appropriations (**Fig. 4.56**).

4.15.2. To modify a Fund Code, select the Fund Code line to modify and change any modifiable field as desired. Double clicking on either date in the **Date Range** displays a calendar to assist the user with selecting the proper dates. Either enter the dates in the **From** and **To** line or double-click on the desired date on the calendar (**Fig. 4.61**).

4.15.3. To add a Fund Code, select the **Insert** icon and enter the mandatory data.

4.15.4. To delete a Fund Code, select the Fund Code to be deleted and select the **Delete** icon on the toolbar. Select **Yes** in the dialog box that displays (**Fig. 4.62**).

4.15.5. To print a list of the Fund Codes select the **Local Print** icon.
4.15.6. To search for a Fund Code select the **Find** icon. Make a selection from the drop-down list box. Enter **Find** criteria. Select one or more of the **Find Options** and select **OK** (Fig. 4.63).

4.16. **Control Parameter Update**. Each Batch Job is RSsupply is grouped under the subsystem it is applicable to. Control Parameter Update allows the user to set review and update the batch processing controls for each batch process in RSsupply. Each batch process has master record where the user can set controls to determine how each batch process is handled by NTCSS and RSsupply when it is initiated. To see a complete list of Batch Processes for the Relational Supply Subsystems see **Appendix (A)**. Accessing **Control Parameter Update** (Fig. 4.64) displays the **Control Parameter Update – Search** window (Fig. 4.65).
4.16.1. The **Control Parameter Update – Search** window allows the user to select the subsystem with the **Select Subsystem** radio buttons. When the user selects a subsystem, the batch jobs for that subsystem are displayed in the scroll box in batch job number order. Select the desired Subsystem, highlight the desired batch job and select **OK**. The Control Parameter Update window for that batch job appears (Fig. 4.66).

4.16.2. When the Control Parameter Update window appears, the default values are displayed. The **Batch Id, Name, Last Run Date/Time, Next Serial Number, Security Level** and the **File Transfer** type are displayed and non-modifiable. The **Last Run Date/Time** shows the last time the batch process was executed on the system. The **Next Serial Number**
tells the user how many times the batch process has been executed and the serial number of the next run. All other fields to include **Description**, **Output Type**, **System Impact**, **Priority** and **Copies** are modifiable. Change these data fields as required.

4.16.2.1. **Description.** Characteristics and/or other identifying information concerning the Batch Job.

4.16.2.2. **Output Type.** Determines if the batch process will produce a **Report**, **Output File** or process an **Input File**.

4.16.2.3. **System Impact Code.** Determines how batch jobs impact system resources.

4.16.2.4. **Priority.** A numerical designation (priority 3 being the highest) to determine the priority in which the batch job is processed by the system.

4.16.2.5. **Copies.** Default is set to 1. Change if more copies are desired when the **Print Output Indicator** is set.

4.16.3. The **Indicators** allows the user to set the batch job controls for the batch process. The Indicators determine how the batch job will be processed by NTCSS and RS Supply to produce the desired outcome. The Indicators are explained in the table below (Fig. 4.67).

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approval Required</strong></td>
<td>Requires a user with approval authority to approve the batch job (<a href="#">see paragraph 4.18</a>) before NTCSS and RS Supply process the batch job. Using Approval Required to important batch processes that should be approved is highly recommended (ex. Live Financial Update), however, over use of this option for day-to-day processes (ex. Item Verification/Tech Edit) may encumber daily operations.</td>
</tr>
<tr>
<td><strong>Allow Scheduling</strong></td>
<td>Allows the user to schedule the Batch Job to be run automatically at a specified time or intervals (<a href="#">See Appendix N</a>).</td>
</tr>
<tr>
<td><strong>Allow Restart</strong></td>
<td>Allows NTCSS to restart the process if the job aborts during initial run at the point the batch job aborted or crashed.</td>
</tr>
<tr>
<td><strong>Needs NTCSS Approval</strong></td>
<td>Requires the NTCSS System Administrator to approve the batch job before it is processed by NTCSS and RS Supply. Recommend never using this option.</td>
</tr>
<tr>
<td><strong>Debug</strong></td>
<td>This indicator is used by system programmers and allows programmers to review the programming logic of batch jobs. This indicator will only be set by CDA programmers, or when directed to do so by CDA programmers.</td>
</tr>
<tr>
<td><strong>Print Output</strong></td>
<td>Produces a printed output when this indicator is set.</td>
</tr>
<tr>
<td><strong>Save Printed Output</strong></td>
<td>Produces a saved batch job in the Batch Job Queue that can be reviewed or output (downloaded) until it is deleted by the user from the Batch Job Queue.</td>
</tr>
<tr>
<td><strong>Needs Device</strong></td>
<td>This indicator requires that the batch process requires an external input file for processing (ex. ASI, Change Notice, Incoming Status for Supply etc.).</td>
</tr>
<tr>
<td><strong>General Access Printer</strong></td>
<td>Not applicable to Unit Level activities.</td>
</tr>
</tbody>
</table>
Default Printer

With the Default indicator set, the batch job will automatically be sent to the default printer. Print Output must also be selected for this indicator to function properly. When Print Output is selected and Default Printer is not selected, RSupply will prompt the user to select a printer from a list of all available printers on the system.

(Fig. 4.67)

4.16.4. Set the Control Parameters for each batch job in RSupply and select *Apply*.  

4.17. **Predefined Parameters.** Most batch process in RSupply requires the user to select options and criteria to achieve the desired results. The **Predefined Parameters** are a set of batch processes that do not require any additional user input before processing. Each Predefined Parameter batch job executed from this window has a standard set of input criteria with a consistent Report, Listing or Update (See Appendix C for additional information on Predefined Parameters options). The *Activate CTL (JSS 124)* should always be running. This allows the system to record all transactions in the *Continuous Transaction Ledger*. The *Activate DD1348 Queue (JSS118)* should always be running. This allows picking tickets to print automatically.

4.17.1. Accessing the **Predefined Parameters** (Fig. 4.68) displays the **Predefined Parameters** window (Fig. 4.69) with the list of Predefined Parameter batch jobs.

(Fig. 4.68)

(Fig. 4.69)

4.17.2. Make a Batch Job selection from the drop-down list box based on the process to be performed and select *Apply*. The batch job will be processed based on the selection.
indicated on the Control Parameter Update screen and the **Batch Job Confirmation** screen (Fig. 4.70) will be displayed. Select **OK**.

(Fig. 4.70)

4.18. **Approval.** The **Approval** window allows a user with approval authority to approve batch jobs in the Approval queue. A user with approval authority must approve batch jobs that have the **Approval Required Indicator** set on the **Control Parameter Update** (Fig. 4.66) window before the batch job will be processed by NTCSS and RS Supply.

4.18.1. Accessing the **Approval** window (Fig. 4.71) displays the **Approval** queue (Fig. 4.72).

(Fig. 4.71)

(Fig. 4.72)
4.18.2. The Approval window provides an input field for **Status** and lists the **Batch Job Number**, **Batch Id**, **Process Name**, **User Id** (that executed the batch job), **Date/Time Requested**, **Priority**, **Scheduled Indicator** and allows the user to input the desired number of **Copies** to be printed.

4.18.3. To change the current Control Parameter Update selections of a batch job in the Approval queue, double-click on selected row, or select the **Control Parameter** icon 🔄. Make any desired changes, and then select **Close Window** to return to Approval window.

4.18.4. To delete a batch job in the Approval Queue, select the batch job to be deleted and select the **Delete** icon 🗑️. Select **Yes** in the dialog box that is displayed (Fig. 4.73).

4.18.5. Enter the **Approval Status** in the **Status** data field. The Approval codes are listed in the table below (Fig. 4.74).

<table>
<thead>
<tr>
<th>Blank</th>
<th>Awaiting Approval before the Job can be processed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Aborted – this value is automatically set when the Batch Job has crashed or aborted.</td>
</tr>
<tr>
<td>C</td>
<td>Completion - this value is set by NTCSS at the end of the Batch process.</td>
</tr>
<tr>
<td>E</td>
<td>Extract completed - this value is set by NTCSS at the conclusion of copying information from an external source. This information has not been processed in RSupply.</td>
</tr>
<tr>
<td>H</td>
<td>On hold - set this value to save this Job for processing at a later date/time.</td>
</tr>
<tr>
<td>R</td>
<td>Release to NTCSS - set this value to notify NTCSS that the Job is ready for processing.</td>
</tr>
<tr>
<td>T</td>
<td>Terminated - Batch Job killed by NTCSS.</td>
</tr>
<tr>
<td>U</td>
<td>Update phase completed - this value is set when the update phase of a batch application is completed. The report generation phase usually follows.</td>
</tr>
</tbody>
</table>
4.19. **History.** The *History* option (Fig. 4.75) is not yet available.

4.20. **Incoming Status for Supply.** Requisition holder keep activities informed on the action being taken on their requisitions by providing supply status. This status is normally provided electronically in MILSTRIP format via WINSALTS. This electronic file is referred to as the *status input file*. The status input file can contain both Supply and MOV (see paragraph 4.21 for MOV processing) records. Once the status input file has been received it must be processed by RSSupply. Before the status input file can be processed, the status input file must be transferred to the server (see Appendix K). The *Incoming Status for Supply* window allows the user to process incoming status files that have been uploaded to the system. All incoming supply status with document identifiers AB_, AE_, AS_, and AU_, DLR Carcass status document identifiers BK1, BK3, BKR, and Material Request Acknowledgment follow-up DRF will be processed.

4.20.1. Accessing *Incoming Status for Supply* (Fig. 4.76) will display the *Incoming Status for Supply* processing window (Fig. 4.77).
4.20.2. The Selection options include Request, Reprocess, Report, Report and Purge and Purge.

4.20.3. Request processes all new incoming supply status files that have been transferred to the server. Select Request, the Date Range is defaulted to the current date and select Apply. Before new status can be processed, any old incoming status must be purged from the system.

4.20.4. Reprocess re-runs previously entered status. Enter a Date Range to limit the records being processed to only those specified within the date range. Enter the date in the Date Range From and To fields or double-click the Date Range fields to display the Calendar. Select the dates from the calendar for the respective fields.

4.20.5. Report generates the Incoming Status for Supply and Carcass Report (JSS120). The Incoming Status for Supply and Carcass Report (JSS120) provides a list of status transactions that require additional attention or, are provided for information purposes. The items appearing on the Incoming Status for Supply and Carcass (JSS120) include suspended status exception records that require additional user interactive processing (NSN changes, Unit of Issue changes, records not on file etc...), Cancellations Notifications and DLR Carcass Tracking Notifications (BK_).

4.20.5.1. With Report selected the Sort By, Display and Date Range options are enabled. The Sort By options include Document Identifier (DI), Document Number, Date Range From and Date Range To. With DI selected, enter one to ten document identifiers in the data fields provided or, select the All DIs. The Display options include Window and Printed Report. Select Window to have the results displayed on the screen. Select Printed Report to have RSupply generate a printed report.

4.20.6. Report and Purge produces the Incoming Status for Supply and Carcass (JSS120) and then deletes the records from the status file. With Report and Purge selected the Sort By, Display and Date Range options are enabled. Report and Purge processes the incoming status and then deletes the processed incoming status file.

4.20.7. Purge deletes all status records that have been uploaded to the system.

4.20.8. Typically, activities once they have received and transferred a new status input file will select Request to process the status input file. After the status input file has been processed, users should select Report and Purge to generate the Incoming Status for Supply and Carcass (JSS120) and then delete all status records from the system to prepare for new incoming status. The Incoming Status for Supply and Carcass (JSS120) must now be worked and all status exceptions that did not process must be resolved. If no status exceptions, cancellations or DLR Carcass Notification exist in the status input file, the Incoming Status for Supply and Carcass (JSS120) will not be produced. Once the status input file has been processed for Incoming Status for Supply, the same status input file must be processed for Incoming Status for MOVs.

4.21. Incoming Status for MOV. The Incoming Status for MOV, commonly referred to as the External MOV process, is used by Inventory Managers (IM) to ensure overage material obligations reflected in the IM’s records agree with the material outstanding records of the requisitioning activity. MOVs are used to determine if requirements for the material still exist, if the total quantity requested is still required. Based on the requisition priority and document number Julian date, a Material Obligation is considered overage and should be validated when priority is 01-08 and has been outstanding more than 30 days past the document number Julian date, and priority is 09-15 and has been outstanding more than 75 days past document number Julian date. Guidance for processing external MOVs is covered in the NAVSUP P-485. Based
on the selection criteria, the program will automatically produce the appropriate responses and validate transactions based on current system information. Typical Document Identifiers (DI) associated with MOV processing are listed in (Fig. 4.78). Additional MOV DIs can be found in the NAVSUP P-485 Appendix 4.

<table>
<thead>
<tr>
<th>AN9</th>
<th>MOV Control status indicating the number of AN_ MOV documents being transmitted in the batch</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP9</td>
<td>Response to AN9 MOV Control indicating receipt of all the AN_ documents identified in the AN9 MOV Control document</td>
</tr>
<tr>
<td>AN1</td>
<td>MOV to requisitioner</td>
</tr>
<tr>
<td>AN2</td>
<td>MOV to Supplementary Addressee</td>
</tr>
<tr>
<td>AN3</td>
<td>MOV to monitoring activity identified in cc 54</td>
</tr>
<tr>
<td>AP1</td>
<td>MOV response when a partial or complete quantity can be cancelled</td>
</tr>
<tr>
<td>AP2</td>
<td>MOV response from the Supplementary Addressee when partial or complete quantity can be cancelled</td>
</tr>
<tr>
<td>AP3</td>
<td>MOV response from the monitoring activity identified in cc 54 when partial or complete quantity can be cancelled</td>
</tr>
<tr>
<td>APR</td>
<td>Request to reinstate a requisition cancelled by MOV</td>
</tr>
<tr>
<td>APX</td>
<td>Request to retransmit MOV (AN_) documents when all the AN_ documents identified in the AN9 document are not received</td>
</tr>
<tr>
<td>BMV</td>
<td>Single response to RI SGA indicating all MOVs not responded to with an AP1 are still valid and required for the original quantity requisitioned</td>
</tr>
</tbody>
</table>

(Fig. 4.78)

4.21.1. Accessing the **Incoming Status for MOV** window (Fig. 4.79) allows the user to set up batch jobs to assist in responding to IM’s Material Obligation Validations (MOVs).

4.21.2. **Incoming MOVs** will be included in the incoming status input file in accordance with the Quarterly MOV Schedule in the NAVSUP. Before MOVs can be processed, the status
input file must be transferred to the server (see Appendix K). Once Incoming Status for Supply has been processed, users must process the same status input file with Incoming Status for MOVs to capture and process any MOV documents on the status input file. The user must process incoming MOV status prior to creating responses.

4.21.3. **Request** processes the status input file and extracts the external MOV documents. With **Request** selected (Fig. 4.80):

4.21.3.1. Make a **Sort** selection by selecting item in the left list box and selecting **Add** to move the selection to the right list box. To remove, select item in the right list box. Selecting **Remove** returns the **Sort By** option to the left list box.

4.21.3.2. The **Cut Off Date** is enabled. Enter the **Cut Off Date** or double-click the date field to display the **Calendar**. Double-click the desired date.

4.21.3.3. Select the **All RI** box to process MOVs from all Routing Identifiers or enter one to ten Routing Identifiers to limit the MOV processed to those RI's specified.

4.21.3.4. Select **Apply**.

4.21.3.5. The **Batch Request Confirmation** is displayed (Fig. 4.81). Select **OK**.

4.21.4. **Request** processes all MOVs and generates the **AP9 MOV** document (JSS111) in MILSTRIP format in response to the IM’s AN9 MOV document notifying the IM all AN_ documents were received. The AN9 MOV response must be **Transferred From**.
the Server (see Appendix K) and forwarded to the IM requesting the MOV. Request also produces the Quarterly Material Obligation Validation Report (JSS111) with the same batch job number, which list all the AN documents forwarded by the IMs. Users must review the Quarterly Material Obligation Validation Report and determine if the requisitions are still valid and if the initial quantity requested are still required. Any requisitions that can be cancelled completely or in partial quantity must be processed using interactive status processing (see paragraph 6.9.4) to post any AP_response(s) prior to using the Response option on the Incoming Status for MOV window (Fig. 4.82).

4.21.5. On the Quarterly Material Obligation Validation window (Fig. 4.82) select Response.

4.21.5.1. With Response selected, the Response Date From and To are enabled.

4.21.5.2. Enter the Response Date From and To dates or double-click date field to display the Calendar. Double-click selected dates as required.

4.21.5.3. Check the All RI check box to release all Routing Identifiers or enter one to ten Routing Identifiers to limit the MOV to those RI’s specified.

(Fig 4.82)

4.21.5.4. Select Apply.

4.21.5.5. Batch Request Confirmation is displayed (Fig 4.83). Select OK.

(Fig. 4.83)

4.21.6. Once the Response option has been processed, RSsupply will create an output file with the same batch job number with all the AP_status documents that were interactively...
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processed and the DI BMV MILSTRIP to RI SGA for all other MOVs. The DI BMV to RI SGA will notify the IM that all MOV requisitions where AP_ documents were not submitted are still required for the original requisition quantity and priority. The (JSS111) output file must be **Transferred from the Server** (see Appendix K) and transmitted via WINSALTS. **Response** also produces a report with the same batch job number, which lists all the AP_ documents and the DI BMV document that is in the output file and will be transmitted to the IM.

4.21.7. The **Response Resend** option allows the user to re-generate the MOV output file and report file if required. Select **Response Resend** and follow the same procedures as the **Response** procedures in paragraph 4.22.5.

4.21.8. The **Purge** option deletes all previous MOV status records from the system. With **Purge** selected:

4.21.8.1. Make a **Sort** selection, select item in the left list box. Select **Add** to move selection to the right list box. To remove, select item in the right list box and select **Remove**.

4.21.8.2. The **Purge Date From** and **To** is enabled.

4.21.8.3. Enter **From** and **To** or double-click the date field to display the **Calendar**. Double-click the desired date.

4.21.8.4. Select the **All RI** check box to release all Routing Identifiers or enter one to ten Routing Identifiers to limit the MOV Purge to those RI's specified.

4.21.8.5. Select **Apply**.

4.21.8.6. The Batch Request Confirmation (Fig. 4.84) is displayed. Select **OK**.

![Batch Request Confirmation](Fig. 4.84)
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Inventory Subsystem</td>
<td>5-1</td>
</tr>
<tr>
<td>5.1</td>
<td>Maintain Stock Item</td>
<td>5-1</td>
</tr>
<tr>
<td>5.2</td>
<td>Maintain Storeroom Locations</td>
<td>5-11</td>
</tr>
<tr>
<td>5.3</td>
<td>Cross Reference Processing</td>
<td>5-12</td>
</tr>
<tr>
<td>5.4</td>
<td>Allowance Parts List Processing</td>
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<tr>
<td>5.5</td>
<td>COSAL Transfers</td>
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<tr>
<td>5.6</td>
<td>Inventory Adjustments</td>
<td>5-20</td>
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<tr>
<td>5.7</td>
<td>Stock Survey Processing</td>
<td>5-24</td>
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<tr>
<td>5.8</td>
<td>Inventory Processing</td>
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<tr>
<td>5.9</td>
<td>Inventory Posting</td>
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<td>Cancel Inventories</td>
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<td>5.11</td>
<td>Cancel Excess Stock Dues</td>
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<tr>
<td>5.12</td>
<td>Stock Item Maintenance</td>
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<td>Reorders</td>
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<td>5.15</td>
<td>Offload Processing</td>
<td>5-60</td>
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<tr>
<td>5.16</td>
<td>Storeroom Audit Actions</td>
<td>5-72</td>
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<tr>
<td>5.17</td>
<td>Force Inventory Drawdowns</td>
<td>5-77</td>
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<td>5.18</td>
<td>Print IBS Barcode Labels</td>
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<td>5.19</td>
<td>Master Stock Status Report</td>
<td>5-81</td>
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<tr>
<td>5.20</td>
<td>Stock Status Locator Report</td>
<td>5-82</td>
</tr>
<tr>
<td>Section</td>
<td>Report Title</td>
<td>Page</td>
</tr>
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<tr>
<td>5.21</td>
<td>SIMARS</td>
<td>5-84</td>
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<tr>
<td>5.22</td>
<td>COSAL Percentage Analysis Report</td>
<td>5-87</td>
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<tr>
<td>5.23</td>
<td>Gains/Losses/Survey Report</td>
<td>5-89</td>
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<td>5.24</td>
<td>Pre-Deployment Stock Status Report</td>
<td>5-92</td>
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<tr>
<td>5.25</td>
<td>Supply Effectiveness Report</td>
<td>5-95</td>
</tr>
<tr>
<td>5.26</td>
<td>QA Percentage by NIIN</td>
<td>5-96</td>
</tr>
<tr>
<td>5.27</td>
<td>QA Percentage by Location</td>
<td>5-98</td>
</tr>
</tbody>
</table>
5. **Inventory Subsystem.** The Inventory Management subsystem (Fig. 5.1) includes automated procedures required to ensure that physical stock and stock records are in agreement; allowance lists are accurate; and usage information is evaluated correctly. In addition it provides programs to generate stock reorders; purge storerooms of stock no longer applicable to installed equipment or in an unserviceable condition; and develop sound review procedures to ensure that supply adjustments are timely and accurate. This subsystem allows the user to maintain inventory information that can be subdivided into two types of actions: establishing and maintaining inventory records and executing inventory policies and reporting results.

5.1. **Maintain Stock Items.** Accessing *Maintain Stock Items* (Fig. 5.2) allows the user to manage stock item information on the Stock Item Table (SIT). This is the main entry point for stock item updates. This window allows the user to make stock number changes, maintain locations, maintain allowance quantities, maintain management data and make price change updates.

5.1.1. **Stock Item Search.** The *Stock Item Search* window (Fig. 5.3) allows the user to search for stock items in the Stock Item Table (SIT). Enter the **NIIN** or **Part Number** and select the **COSAL** type. Select **OK** to search for the desired item.
5.1.2. The Maintain Stock Item window (Fig. 5.4) is the main entry point for stock item updates. The Maintain Stock Item window displays the stock item header information. The header information includes the NSN and allows the user to modify the Federal Supply Group and Class (FSC); the Special Material Identification Code (SMIC) which is assigned by the Item Manager (if applicable) to certain items requiring special controls, the Part Number, COSAL types and New NIIN which is used to insert superseding or substitute NIINs (see paragraph 5.1.27). Below the header information, the Maintain Stock Item window is divided into three tabs: Management Common, Management Data and Management Quantities.

5.1.3. The Management Common tab (Fig. 5.5) window allows the user to maintain or modify the Cog, Material Control Code (MCC), Unit of Issue (UI), Nomenclature, Allowance Type Code (ATC), Unit Price (UP), Net Unit Price (NUP) and select the Estimated Price.
Indicator (EPI) if applicable. Additional non-modifiable data fields are displayed on the Management Common tab to include the Requisitioning Objective (RO), Reorder Point (RP), Location and Total On-hand Quantity. The Location can be modified on the Maintain Stock Item window using the Maintain Location icon (see paragraph 5.1.36).

5.1.4. The Management Data window (Fig. 5.6) displays management data applicable to the specific NIIN. Modifiable fields may be changed by entering a value or by choosing a value from the drop-down list boxes provided. The following data fields are modifiable:

5.1.5. **Local Management Code (LMC)**. Locally assigned to identify material requiring additional management. LMC can be modified on the Maintain Stock Item window by using the LMC icon (see paragraph 5.1.42). The LMC must be resident on the LMC Validation Table before it can be assigned to an item.

5.1.6. **Type of Storage Code (TSC)**. Indicates any special stowage conditions or storage space requirements for the material. The TSC must be resident on the TSC Validation Table before it can be assigned to an item.

5.1.7. **Shelf Life Code (SLC)**. Indicates the shelf life of an item from date of manufacture to the date that the material must be inspected or can no longer be used for its intended purpose. The SLC must be resident on the SLC Validation Table before it can be assigned to an item.

5.1.8. **Controlled Inventory Item Code (CIIC)**. Indicates any special security classification and the degree of physical security required to stow the item. The CIIC must be resident on the CIIC Validation Table before it can be assigned to an item.

5.1.9. **Equipage, Repairable, Consumable Code (ERC)**. Indicates equipment type:

- **E** = Equipage
- **S** = Equipage, custody signature required
- **R** = Repair Part
5.1.10. **Automatic Reorder Restriction Code (ARRC).** Assigned to stock records to exclude the item from the automatic Reorder review process. The ARRC must be resident on the ARRC Validation Table before it can be assigned to an item.

5.1.11. **Shelf Life Action Code (SLAC).** Indicates the action to be taken for an item at the expiration of the shelf life period indicated by the SLC. The SLAC must be resident on the SLAC Validation Table before it can be assigned to an item.

5.1.12. **Precious Metals Indicator Code (PMIC).** A one-position alphanumeric code identifying the type and content of precious metal contained in an item. The PMIC must be resident on the PMIC Validation Table before it can be assigned to an item.

5.1.13. **Remain In Place (RIP).** Indicates a Depot Level Repairable item that cannot be removed from the equipment in which it is installed until the new item to replace it is received.

5.1.14. **Special Material Content Code (SMCC).** Indicates that an item represents or contains peculiar material or characteristics requiring special treatment, precautions, or management control of the item. The SMCC must be resident on the SMCC Validation Table before it can be assigned to an item.

5.1.15. **Demilitarization Codes (Demil).** Identifies the method required to destroy the item or material, in order to render it useless for its originally intended purpose. The Demil Code must be resident on the Demil Code Validation Table before it can be assigned to an item.

5.1.16. **Issue Restriction Code (IRC).** Indicates any issue restrictions assigned to an item. The IRC must be resident on the IRC Validation Table before it can be assigned to an item.

5.1.17. **Fleet Issue Load List (FILL).** Identifies the item as an item that is carried aboard replenishment ships (TAFS) for requisitioning during underway replenishments.

5.1.18. **Limit.** A flag to indicate that the item will be excluded from the Levels process and the action points (RO and RP) will not be recomputed regardless of the presence or absence of demand.

5.1.19. **No Drop Indicator (NDI).** Indicates that regardless of stock condition (status) and/or allowance type code assigned, the line item will not be deleted or inactivated.

5.1.20. The following data fields on the Management Data tab are non-modifiable:

5.1.21. **Demand Based Item (DBI).** Indicates the item has had the required frequency and demand within a specified time frame to qualify as DBI and an increase in depth of stock is authorized based on the Average Monthly Demand (AMD). The DBI indicator is only activated or deactivated by the Levels process.

5.1.22. **Date Item Established (DIE).** This is the date the stock item record was created in the SIT.

5.1.23. **Date Price Verified (DPV).** This is the date the price was last changed or verified.

5.1.24. **Other Assets.** Displays the additional COSALs in which the NIIN is available.
5.1.25. The *Management Quantities* window (Fig. 5.7) displays the *COSAL Allowance* (if applicable, based on the *ATC*). Enter or update this field when applicable. The *Stock Due*, *DTO Due* and *AMD* (Average Monthly Demand) fields are displayed, but are not modifiable.

5.1.26. Several icons are available on the Maintain Stock Item window to assist the user in inputting superseding or substitute NIINs, perform location maintenance and maintain Local Management Codes (LMC).
5.1.27. The *Stock Number Change* icon allows the user to perform *Cross Reference Processing* (see paragraph 5.3) from the *Maintain Stock Item* window. If the NSN has been changed or superseded, or a substitute NIIN is available, click on the *Stock Number Change* icon to enable the *New NIIN* field (Fig. 5.8). Enter the *New NIIN*. If the old NIIN is still an active NIIN and should remain on the RSsupply database, select *Retain Old NIIN*. Select *Apply*.

(Fig. 5.8)

5.1.28. If the New NIIN does not exist in the RSsupply database, RSsupply will inform the user the NIIN does not exist on the RSsupply database and ask the user if they desire to continue. Select *Yes* (Fig. 5.9).

(Fig. 5.9)

5.1.29. The user will be notified the stock number change was completed successfully (Fig. 5.10) and a new Maintain Stock Item window will be displayed with the new NIIN and data pre-filled from the old NIIN stock item record (Fig. 5.11).

(Fig. 5.10)
5.1.30. When *Retain Old NIIN* is selected, RSsupply will automatically establish a Substitute/Interchangeable NIIN Cross Reference Relationship (see paragraph 5.3). The New NIIN *(Prime)* will assume the ATC and all management data associated with the old NIIN and the old NIIN will become an AT9 *(Substitute)* NIIN (Fig. 5.12).

(Fig. 5.12)

5.1.31. If the New NIIN is replacing the old NIIN and the old NIIN will no longer be used, do not select *Retain Old NIIN* (Fig. 5.13) and select *Apply*.

(Fig. 5.13)
5.1.32. If the New NIIN does not exist in the RSupply database, RSupply will inform the user the NIIN does not exist on the RSupply database and ask the user if they desire to continue. Select Yes (Fig. 5.14).

5.1.33. The user will be notified the stock number change was completed successfully (Fig. 5.15) and a new Maintain Stock Item window will be displayed with the new NIIN and data pre-filled from the old NIIN stock item record (Fig. 5.16). The old NIIN will be deactivated.

5.1.34. When Retain Old NIIN is not selected, RSupply will automatically establish a Superseded NIIN Cross Reference Relationship (see paragraph 5.3) (Fig. 5.17).
5.1.35. If a user tries to access the old NIIN on the **Stock Item Search** window (Fig. 5.18), RSupply will inform the user the NIIN has been superseded and prompt the user to continue (Fig. 5.19). Selecting **Yes** will display the **Maintain Stock Item** for the new or superseding NIIN.

(Fig. 5.17)

(Fig. 5.18)

(Fig. 5.19)

5.1.36. The **Maintain Locations** icon allows the user to maintain storeroom locations from the **Maintain Stock Item** window. The **Maintain Locations** icon performs the same function as the **Maintain Storeroom Locations** menu option (see paragraph 5.2). The **Maintain Locations** icon allows the user to add, modify or delete stock item locations. Using the **Stock Item Search** window (Fig. 5.3) enter a **NIIN** or **Part Number** and select the desired **COSAL** to access the **Maintain Stock Item** window (Fig. 5.4). Click the **Maintain Locations** icon to access the **Maintain Storeroom Locations** window (Fig. 5.20).
5.1.37. The **Maintain Storeroom Locations** window displays the **NSN, SMIC (if applicable), Part Number (if applicable) and COSAL**. The window also shows all current Location(s), Precedence, Quantity (per location if multiple locations exist) and Total (on-hand quantity). Whether adding, modifying or deleting locations on the Maintain Storeroom Locations window, the sum of the quantity for all locations must always equal to Total (on-hand) quantity.

5.1.38. To add a new location select the **Insert** icon and a new location row appears (**Fig. 5.21**). Input the Location, select the Precedence and distribute the Quantity according to the physical stowage location and quantities. Remember, the sum of all the location quantities must equal the Total on-hand quantity.
5.1.39. To delete a location, remove all quantity from the storeroom location to be deleted. Ensure the physical stowage quantity and stock record quantities are in agreement. Highlight the location row to be deleted and select the Delete icon.

5.1.40. There is no limit to the number of locations that can be maintained for a single stock item. All efforts should be made to consolidate stock when it is feasible to do so. If multiple locations exist for a stock item, the Maintain Location icon and the Maintain Storeroom Locations window (Fig. 5.21) can be used to distribute stock as desired. Ensure all changes made to locations and quantities on the Maintain Storeroom Locations window is in agreement with the physical stock stowage locations and quantities in the storerooms.

5.1.41. To complete the process select Apply icon.

5.1.42. The Maintain Local Management Codes (LMC) icon on the Maintain Stock Items window is used to add, modify or delete available Local Management Codes for a specific stock item. A LMC must be resident on the LMC Validation Table before it can be assigned to a stock item. From the Maintain Stock Item window, select the Maintain Local Management Codes (LMC) icon to display the Maintain LMC window (Fig. 5.22). Select the desired LMC from the drop down list box. To add an additional LMC to a stock item select the Insert icon. To delete a LMC, select the LMC to delete and select the Delete icon.

5.1.43. To complete the process select Apply icon.

5.2. Maintain Storeroom Locations. Accessing Maintain Storeroom Locations (Fig. 5.23) displays the Stock Item Search window (Fig. 5.3). Enter the NIIN or Part Number and select the COSAL for the stock item desired. The Maintain Storeroom Locations window appears (Fig. 5.20). The Maintain Storeroom Locations menu option performs exactly the same...
functions as the Maintain Location icon on the Maintain Stock Items window (see paragraph 5.1.36).

5.3. Cross Reference Processing. Accessing Cross Reference Processing (Fig. 5.24) displays the Stock Item Search window (Fig. 5.25) and allows the user to establish relationships for part number to NIIN, deleted or superseded NIINs, and substitutes and interchangeable NIINs. As discussed previously, some Cross Reference Processing can be performed using the Stock Number Change icon on the Maintain Stock Item window (see paragraph 5.1.27).

5.3.1. Enter the NIIN or Part Number and select the COSAL for the desired stock item and select OK. The Cross Reference Processing window (Fig. 5.26) will be displayed.
5.3.2. The Cross Reference Processing window is divided into three tabs, Part Number to Stock Numbers, Deleted Superseded NIIN and Substitute/Interchangeable NIINs.

5.3.3. The Part Number to Stock Numbers tab allows the user to establish a relationship between a NIIN and any associated part numbers. A single NIIN can have numerous part numbers and manufactures. Each manufacturer, identified by the Commercial and Government Entity (CAGE), may assign their unique part number.

5.3.4. To add a Part Number to Stock Number cross-reference relationship on the Part Number to Stock Numbers tab (Fig. 5.27), select the Insert icon. Enter CAGE and Reference Number (Part Number) and select Apply.

5.3.5. The Cross Reference Processing Message informing the user the transaction was completed successfully will be displayed (Fig. 5.28). Select OK to continue.

5.3.6. Users may insert as many part number to stock number relationships as required (Fig. 5.29).
5.3.7. Once the part number to stock number relationships have been established, all associated part numbers will now appear on the Stock Item Query window (see paragraph 8.1) on the Part Numbers tab (Fig. 5.30).

(Fig. 5.30)

5.3.8. A deleted or superseded NIIN is a NIIN that is no longer valid and can no longer be requisitioned. The Deleted Superseded NIIN tab allows the user to establish a relationship for the current active NIIN to a Deleted or Superseded NIIN. Before the relationship can be established the deleted or superseded NIIN must be on the Stock Item Table (SIT) and inactive. To add a Deleted Superseded NIIN cross reference relationship access the Cross Reference Processing window (Fig. 5.24) and enter the NIIN or Part Number and select the COSAL of the active NIIN on the Stock Item Search window (Fig. 5.25). Select the Deleted Superseded NIIN tab and select the Insert icon (Fig. 5.31).
5.3.9. Enter the Superseded NIIN (Old) (Fig. 5.32). Select Apply. The Cross Reference Processing Message informing the user the transaction was completed successfully will be displayed (Fig. 5.28). Select OK to continue.

5.3.10. Once the Deleted Superseded NIIN relationship has been established, all associated deleted superseded NIIN relationships will now appear on the Stock Item Query window (see paragraph 8.1) on the Deleted Superseded NIIN tab (Fig. 5.33).
5.3.11. A Substitute/Interchangeable NIIN is one that can be used for the same purpose as another NIIN. To add a Substitute/Interchangeable NIIN relationship access the Cross Reference Processing window (Fig. 5.24) and enter the NIIN or part number of the active NIIN on the Stock Item Search window (Fig. 5.25). Select the Substitute/Interchangeable tab and select the Insert icon (Fig. 5.34).

(Fig. 5.34)

5.3.12. Enter the NIIN of the substitute or interchangeable item. Using the PSIND drop-down, select a PSIND of Substitute, Interchangeable, or Prime (Fig. 5.35). Select Apply.

(Fig. 5.35)

5.3.13. Established Part Number to NIIN, Deleted or Superceded NIIN and Substitute/Interchangeable NIINs can be deleted using the Delete icon. Select the desired tab on the Cross Reference Processing window. Select the item to delete and select the Delete icon.

5.4. Allowance Parts List Processing. Accessing Allowance Parts List Processing (Fig. 5.36) allows the user to establish a relationship between a NIIN and an Allowance Parts List (APL) in RSSupply. The APL information does not update the Organizational Maintenance Management System – Next Generation (OMMS-NG) tables.
5.4.1. The **Stock Item Search** window will be displayed (Fig. 5.37).

![Stock Item Search](image)

(Fig. 5.37)

5.4.2. Enter the **NIIN** or **Part Number** and select the desired **COSAL**. Select **OK** to and the **Allowance Parts List Processing** window will be displayed (Fig. 5.38). Select the **Insert** icon.

![Allowance Parts List Processing](image)

(Fig. 5.38)

5.4.3. Input the **APL**, **Nomenclature**, **Equipment Count** and **Quantity Per Application**. Click in the **Source, Maintenance and Recoverability Code (SM&R)** fields to enable drop-down list boxes providing information for selection. The **Allowance Note Code** may be left blank. When complete select **Apply**.

5.4.4. The APL data will now be visible on the **Stock Item Query** window (Fig. 5.39) on the APL tab.
5.4.5. To Delete an APL relationship, click an item to gain focus. Select the "Delete" icon. Select "Yes" in the dialog box that is displayed.

5.5. **COSAL Transfers.** Accessing **COSAL Transfers** (Fig. 5.40) allows the user to transfer specific storeroom location quantities between COSAL types.

5.5.1. The **COSAL Transfer – Search** window (Fig. 5.41). The **COSAL Transfer - Search** window allows the user to search for and transfer specific storeroom location quantities between COSAL types. It also allows you to transfer specific requisitions between COSAL types.
5.5.2. Enter a **NIIN** on the **COSAL Transfers – Search** window. The NIIN must have an on-hand quantity to process the transfer from one COSAL type to another.

5.5.3. Select the **COSAL** type into which the material is being transferred.

5.5.4. Check **Transfer Requisitions Only**, if you want to transfer requisitions only (not stock record quantities) between COSAL types at this time.

5.5.5. Selecting **OK** displays the **COSAL Transfers** window (Fig. 5.42). Basic stock record information is displayed at the top of the window.
5.5.6. To transfer the required quantity, gain focus on the **COSAL** row on the left to be transferred.

5.5.7. Gain focus on the **Location** row in the right column into which you wish to transfer the quantity. If a location does not exist, you may establish one by entering the location and quantity in the blanks provided. You may also add additional locations or delete existing ones using the **Add** and **Delete** buttons.

5.5.8. If requisitions exist for the NIIN being transferred, the **RQN COSAL Transfer** icon is displayed on the tool bar.

5.5.9. Select **Apply**.

5.5.10. Select **Close Window**.

5.6. **Inventory Adjustments.** Accessing **Inventory Adjustments** (Fig. 5.43) allows the user to post a predetermined gain, loss, or survey against a NIIN or to reverse the same. This function allows you to process inventory adjustments against NIINs that are under inventory, but does not clear the inventory flag.

(Fig. 5.43)

5.6.1. The **Inventory Adjustments – Search** window (Fig. 5.44) is displayed with default values.

(Fig. 5.44)
5.6.2. Enter a **NIIN** or **Part Number** and **FSCM**.
5.6.3. If other than HME, select a **COSAL** type from the drop-down list.
5.6.4. In the **Selection** grid choose the type of inventory adjustment to process *(Fig. 5.45)*.

<table>
<thead>
<tr>
<th>COSAL</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GBI</strong></td>
<td>Increases the on hand quantity. Posts to the Gain By Inventory report and the Cumulative Transaction Ledger (CTL).</td>
</tr>
<tr>
<td><strong>LBI</strong></td>
<td>Decreases the on hand quantity. Posts to the Loss By Inventory report and the CTL.</td>
</tr>
<tr>
<td><strong>Lost, Damaged or Stolen</strong></td>
<td>Decreases the on hand quantity. Records the quantity entered as a Survey due to loss, damage or theft. Posts to the Loss By Inventory and Pending Survey reports and is recorded on the CTL.</td>
</tr>
<tr>
<td><strong>Major Disaster</strong></td>
<td>Decreases the on hand quantity. Records the quantity entered as Survey due to major disaster (fire, flood, enemy action, etc.). Posts to the Loss By Inventory and Pending Survey reports and is recorded on the CTL.</td>
</tr>
</tbody>
</table>

*(Fig. 5.45)*

5.6.5. Select **OK**, which opens the **Inventory Adjustments** window *(Fig. 5.46)*.
5.6.6. Enter the quantity to be adjusted in the *Adjustment Quantity* data field. This is the amount of the difference between what is actually on hand and what is reflected on the stock record.

5.6.7. To add a Location (For Gains Only), select the *Insert* icon.

5.6.8. Select *Apply*.

5.6.9. User will receive an *Assigned Request Number* (Fig. 5.47).

5.6.10. Select *OK*.

5.6.11. User is returned to the *Inventory Adjustments – Search* window (Fig. 5.44).

5.6.12. To execute an *Inventory Adjustment Reversal* access the *Inventory Adjustments – Search* window (Fig. 5.44).

5.6.13. Enter a *NIIN* or *Part Number* and *FSCM*.

5.6.14. If other than HME, select a *COSAL* type from the drop-down list.
5.6.15. In the **Selection** grid choose the type of inventory adjustment to process (Fig. 5.45).

5.6.16. Select **Reversal**, which opens the **Inventory Adjustments – Search** window (Fig. 5.48).

5.6.17. The **Search By** default is **All**. Select a Request Number to reverse from the list or the user can select **Request Number** to enter a specific Request Number.

5.6.18. Select **OK**, which will open the **Inventory Adjustments** window (Fig. 5.49).
5.6.19. Enter the quantity to be reversed in the *Adjustment Quantity* data field. The quantity entered must match the quantity from the Request Number chosen to be reversed.

5.6.20. Select *Apply*.

5.6.21. User is returned to the *Inventory Adjustments – Search* window (Fig. 5.44).

5.7. **Stock Survey Processing.** Accessing *Stock Survey Processing* (Fig. 5.50) allows the user to process a Survey on qualifying stock records. Although an expenditure number will be assigned, not all of these records will need to have a Financial Liability Investigation of Property Loss (DD-200) prepared. Consult the NAVSUP P-485 and TYCOM guidance for Survey policies.

5.7.1. The *Stock Survey Search* window (Fig. 5.51) is displayed with default values.

5.7.2. *Search by* options are *All* or *Request Number*.

5.7.3. *Sort by* options are *Request Number* or *NIIN*.

5.7.4. Choose the record to be surveyed and select *OK*, which will open the *Stock Survey Processing* window (Fig. 5.52).
5.7.5. Although two records appear on the window, only the Request Number chosen on the Stock Survey Search window (Fig. 5.51) will be surveyed.

5.7.6. Select Apply.

5.7.7. User will receive an Assigned Expenditure Number (Fig. 5.53).
5.7.8. This number will be recorded in block 17a of the DD Form 200.

5.7.9. Select **OK**.

5.7.10. Select **New Request** or **Close Window**.

5.8. **Inventory Processing.** Accessing **Inventory Processing** (Fig. 5.54) allows the user to produce **Spot**, **Scheduled**, or **ILO** Inventories. It provides **Spot** and **Scheduled** inventories for storeroom locations using interactive or batch methods. **Inventory Processing** establishes the inventory and sets inventory flags and must be conducted prior to **Inventory Posting**. **Inventory Processing** in Relational Supply is COSAL type specific. Users must be authorized access to these COSAL types to schedule or post inventory quantity results. The ILO Inventory option is only available when **Ship in ILO** is checked in the **Activity Control Information** (see paragraph 4.1).

![Inventory Processing Window](Fig. 5.54)

5.8.1. When the **Inventory Processing** window (Fig. 5.55) displays, default values are displayed.
5.8.2. **Scheduled Inventory.** Scheduled Inventory Processing with Parameters selected.

5.8.3. Select one Specify option.

- **All.** Selects and includes all criteria. Not enabled with Parameters selected.
- **Locations.** Displays the Selection by Location window. Enter one or more locations and select OK.
- **Location Range.** Displays the Selection by Location Range window. Enter the Location Range From and To and select OK.
- **NIINs.** Displays the Selection by NIIN window. Enter one or more NIINs and select the applicable COSAL type for each entry and select OK.
- **NIIN Range.** Displays the Selection by NIIN Range window. Enter NIIN Range From and To and select OK.
- **Material Category.** Displays the Inventory Scheduling by Material Category window (Fig. 5.56). Select the material categories to tailor the inventory to specific requirements. Options include: Location Range (optional), Non-Repairables, Repairables, DBI and HAZMAT. Non-Repairables, Repairables, or both have to be selected. Can be further tailored by specifying the COSAL, ATC, Cog, SMIC, LMC, SLC, SLAC, CIIC, APL, and SMCC. The SMCC is only enabled when HAZMAT is selected. Depending on the selection, secondary parameter windows are displayed for parameters to be added or removed. **Note:** All applicable COSAL types will be queued for inventory unless a specific COSAL is selected here.
5.8.4. After selection(s), select **OK** to return to the **Inventory Scheduling by Material Category** window (Fig. 5.56).

5.8.5. Select **OK** to return to the **Inventory Processing** window (Fig. 5.55).

5.8.6. In the **Selection** grid select **IBS** to use the Integrated Barcode System for this process.

5.8.7. In the **Sort By** grid select **NIIN** or **Location**.

5.8.8. The **Count Method** defaults to **Count/Recount**. The **Count/Recount** option should always be selected for **Scheduled** inventories. The **Count/Recount** option will queue quantity mismatches for a second count inventory. The **Count Only** option will make necessary inventory adjustments immediately after the initial inventory is posted.

**Note:** The CY04 release of Unit Level RSupply (Release 820-01.02.00) currently will not recognize or process Initial Inventory Counts when the Count/Re-count option is selected on Inventory Processing and Inventory Posting (when posting inventory results). CY04 will only process Final Counts and make inventory adjustments (GBI/LBI) when the Final Count is recorded to the system. A Trouble Report (TR) has been submitted to correct this problem. Recommend Inventory Supervisors compare the Storeroom Listing against the Supervisor’s Listing prior to posting any inventory results and manually initiate second counts for any inventory discrepancies prior to posting.

5.8.9. **Storeroom Listing** and **Supervisor Listing** are the default **reports** and are not modifiable. With **IBS** selected the **Storeroom Listing** is the only report and is not modifiable.
5.8.10. Select **Apply**.

5.8.11. A **Batch Request Confirmation** message (Fig 5.57) is displayed.

5.8.12. Select **OK**.

5.8.13. **Scheduled** Inventory Processing with **Management Reports** selected (Fig. 5.58).
5.8.14. Select a Specify option (see paragraph 5.8.3). All Specify options are enabled with Management Reports selected. Caution: Specifying All will place all stock records under Scheduled Inventory.

5.8.15. The IBS selection and Count Methods are not enabled with Management Reports selected.

5.8.16. Storeroom Listing and Supervisor Listing are the default reports. Select additional reports/listings as required.
   - Potential Gains/Losses. Produces an itemized report of potential gains and losses in inventory, complete with aggregate dollar values and record counts, based upon the differences between the storeroom quantities recorded in the database and the quantities actually inventoried.
   - Storeroom Listing. Produces an itemized report of material under inventory meeting the selection criteria. The Storeroom Listing does not display the on-hand quantity total for each line item, but provides space to enter the quantities counted.
   - Supervisor Listing. Produces an itemized report of material under inventory meeting the selection criteria. The report is used by storeroom supervisors to monitor inventory personnel workload, reconcile inventory discrepancies, and identify missing inventory records. The Supervisor Listing displays the on-hand quantity total for each line item.
   - Progress Report. Produces an itemized report of material under inventory meeting the selection criteria. This report identifies the number of inventory records pending initial count and/or re-count.

5.8.17. In the Sort By grid select NIIN or Location.

5.8.18. Select Apply.

5.8.19. A Batch Request Confirmation message (Fig. 5.57) is displayed.

5.8.20. Select OK.

5.8.21. Spot Selection Inventory Processing with Parameters selected (Fig. 5.59).
5.8.22. Select a Specify option (see paragraph 5.8.3). Batch Job Numbers is not enabled. 
**Caution:** Specifying All will place all stock records under Spot Inventory.

5.8.23. The Selection grid defaults to IBS. Deselect if desired.

5.8.24. Count Only is selected by default and is not modifiable. The Re-count method does not apply to Spot Inventories.

5.8.25. Storeroom Listing is the default report and is not modifiable with IBS selected. 
**Supervisor Listing** is also a default report when IBS is not selected.

5.8.26. In the Sort By grid select NIIN or Location.

5.8.27. Select Apply .

5.8.28. A Batch Request Confirmation message (Fig 5.57) is displayed.

5.8.29. Select OK .

5.8.30. Spot Selection Inventory Processing with Management Reports selected (Fig 5.60).
5.8.31. Select a **Specify** option *(see paragraph 5.8.3).*  **Caution:** Specifying **All** will place all stock records under Spot Inventory.

5.8.32. The **Selection** grid defaults to **IBS**. Deselect if desired.

5.8.33. **Count Methods** are not enabled with **Management Reports** selected.

5.8.34. **Storeroom Listing** is the default report and is not modifiable with **IBS** selected. **Storeroom Listing** and **Supervisor Listing** are the default reports when **IBS** is not selected. Select additional reports/listings as required.

5.8.35. In the **Sort By** grid select **NIIN** or **Location**.

5.8.36. Select **Apply**.

5.8.37. A **Batch Request Confirmation** message *(Fig 5.57)* is displayed.

5.8.38. Select **OK**.

5.9. **Inventory Posting.** **Inventory Posting** allows the user to reconcile scheduled and spot inventories with the physical inventory count and Stock Item Table *(SIT)*. Inventories must be scheduled *(see paragraph 5.8.2)* or stock items set for spot inventory *(see paragraph 5.8.21)* before inventories can be posted to the system.
Note: The CY04 release of Unit Level RSRepair (Release 820-01.02.00) currently will not recognize or process Initial Inventory Counts when the Count/Re-count option is selected on Inventory Processing and Inventory Posting (when posting inventory results). CY04 will only process Final Counts and make inventory adjustments (GBI/LBI) when the Final Count is recorded to the system. A Trouble Report (TR) has been submitted to correct this problem. Recommend Inventory Supervisors compare the Storeroom Listing against the Supervisor’s Listing prior to posting any inventory results and manually initiate second counts for any inventory discrepancies prior to posting.

5.9.1. Accessing the Inventory Posting window (Fig. 5.61) displays the Inventory Posting – Search window (Fig. 5.62).

5.9.2. Select the Type of inventory to be posted. The Type selections are Spot and Scheduled. Spot is the default value.
5.9.3. **Posting Spot Inventories.** Spot Inventories are a single count process. Select Spot as the inventory posting Type. The Sort By, Posting Method and Specify selection criteria will be unavailable. Select from the Selection options. The Selection options include Quantity Mismatch, Insufficient Quantity and Batch Job Number.

5.9.4. **Quantity Mismatch.** Stock items will be flagged for Spot inventory with an Inventory Code of “A” (the Inventory Code is visible on the Stock Item Query window. See paragraph 8.1) when an issue is posted and the remaining inventory quantity differs from the systems remaining on-hand balance (see paragraph 6.6.6).

5.9.4.1. Select Spot Type and select the Quantity Mismatch Selection option (Fig. 5.63).

With Quantity Mismatch selected the Specify option is enabled and the Sort By and Posting Method are disabled.

5.9.4.2. The Gain / Loss Message check box is selected by default. With the Gain / Loss Message selected, all gains or losses will display the Inventory Posting Message (Fig. 5.66) with the quantity gained or lost and the resulting dollar amount. Unselecting the Gain / Loss Messages will not display the "Gain or Loss of XXX amount for $XX.XX is being created. Do you wish to continue?" messages during processing.

5.9.4.3. Selecting OK displays the Inventory Posting window (Fig. 5.64) with the first Spot inventory record for Quantity Mismatch.
5.9.4.4. Use the Next Record and Previous Record icons to navigate between inventory records.

5.9.4.5. Once the physical spot inventory has been conducted, enter the physical inventory quantity in the Quantity data field. If the material was located in a different location, the user may use the Insert icon to add an additional location field. To delete an inventory location that is no longer required, select the inventory location and select the Delete icon.

5.9.4.6. Once the actual physical inventory has been recorded in the correct location select Apply. The Inventory Posting Message (Fig. 5.65) will be displayed asking the user if the inventory is complete for this NIIN. Select Yes.

5.9.4.7. If an inventory discrepancy still exists, an Inventory Posting Message (Fig. 5.66) will be displayed notifying the user of the quantity lost or gained by inventory and
the Extended Money Value (EMV) of the loss or gain. If the user desires to continue searching for the stock item select No. The spot inventory will not be posted and the inventory loss will not be recorded to the system. The stock item will remain flagged for inventory until the Spot inventory has been completely posted.

![Inventory Posting Message](Fig. 5.66)

5.9.4.8. If the user is confident the physical inventory quantity is correct, select Yes. An Assigned Request Number (Fig. 5.67) is displayed with a stock request number. If the GBI/LBI qualifies for survey, this request number will be used for Stock Survey Processing (see paragraph 5.7) to account for the gain or loss of stock.

![Assigned Request Number](Fig. 5.67)

5.9.4.9. If additional Quantity Mismatch records exist the next record will be displayed. If no additional records exist an Inventory Posting Message (Fig. 5.68) will be displayed notifying the user that no matching spot inventory records for quantity mismatch were found. Select OK to continue.

![Inventory Posting Message](Fig. 5.68)

5.9.5. Insufficient Quantity. Stock items should be flagged for Spot inventory with an Inventory Code of “B” (the Inventory Code is visible on the Stock Item Query window. See paragraph 8.1) when an insufficient quantity exists to perform the issue. Current versions of Unit Level RSupply will not create the Insufficient Quantity Spot Inventory and set the “B” Inventory Flag. Therefore, no inventory records will be returned when the Insufficient Quantity option is selected for Spot Inventory.

5.9.6. Batch Job. Stock items will be flagged for Spot inventory with an Inventory Code of “C” (the Inventory Code is visible on the Stock Item Query window. See paragraph 8.1) when
the user creates a Spot Inventory by using one of the Specify options (see paragraph 5.8.3) and a Batch Job is created (see paragraph 5.8.30).

5.9.6.1. Select Spot Type and select the Batch Job Selection option. With Batch Job selected the Sort By options are enabled and the Posting Method and Specify options are disabled.

5.9.6.2. The Select Batch Job Numbers window appears (Fig. 5.69). Select the desired Batch Job Number by highlighting the Batch Job number and select Add. The user may also select the Batch Job Number by double-clicking the desired Batch Job number. Select OK.

5.9.6.3. The Gain / Loss Message check box is selected by default. With the Gain / Loss Message selected, all gains or losses will display the quantity gained or lost and the resulting dollar amount. Unselecting the Gain / Loss Messages will not display the "Gain or Loss of XXX amount for $XX.XX is being created. Do you wish to continue?" messages during processing.

5.9.6.4. Selecting OK displays the Inventory Posting window (Fig. 5.70) with the first inventory record of the Batch Job displayed.
5.9.6.5. Use the **Forward** and **Back** icons to navigate between inventory records.

5.9.6.6. Once the physical spot inventory has been conducted, enter the physical inventory quantity in the **Quantity** data field. If the material was located in a different location, the user may use the **Insert** icon to add an additional location field. To delete an inventory location that is no longer required, select the inventory location and select the **Delete** icon.

5.9.6.7. Once the actual physical inventory has been recorded in the correct location select **Apply**. The **Inventory Posting Message** (Fig. 5.71) will be displayed asking the user if the inventory is complete for this NIIN. Select **Yes**.

5.9.6.8. If an inventory discrepancy exists, an **Inventory Posting Message** (Fig. 5.66) will be displayed notifying the user of the quantity lost or gained by inventory and the Extended Money Value (EMV) of the loss or gain. If the user desires to continue searching for the stock item select **No**. The spot inventory will not be posted and the inventory loss will not be recorded to the system. The stock item will remain flagged for inventory until the Spot inventory has been completely posted.

5.9.6.9. If the user is confident the physical inventory quantity is correct, select **Yes**.

5.9.6.10. If additional Spot Inventory records exist the next record will be displayed. If no additional records exist an **Inventory Posting Message** (Fig. 5.68) will be displayed.
5.9.7. **Inventory Record Search.** The user can search for stock items flagged for inventory by entering the **NIIN** or **Part Number** and select the **COSAL** type on the **Inventory Posting – Search** window (Fig. 5.72) and selecting **OK**.

5.9.7.1. The **Inventory Posting** window (Fig. 5.73) will be displayed with the matching inventory record. In order for the stock item to be displayed, the inventory flag must have been previously set under **Inventory Processing** for either **Spot** or **Scheduled Inventory** (see paragraph 5.8).
5.9.8. **Posting Scheduled Inventories.** Posting Scheduled Inventories is similar to posting Spot Inventories. Posting Scheduled Inventories provides the user with more available options than Spot Inventory. With **Scheduled Inventory** selected, the **Sort By, Posting Method, Selection (Batch Job only)** and **Specify** options are enabled. Scheduled Inventories can only be posted to a previously scheduled inventory under **Inventory Processing** (see paragraph 5.8) that generated a Batch Job.

5.9.9. On the **Inventory Posting – Search** screen (Fig. 5.74) select **Scheduled** for the inventory **Type.** Select a Sort By option. The **Sort By** options are **NIIN** and **Location.** Select a **Posting Method.** The **Posting Method** options are **Initial Count** or **Final Count.** If the Scheduled Inventory was processed with the **Count/Recount** option (preferred) selected (see paragraph 5.8.8) the user must first select **Initial Count** and post the initial counts to the system. After the initial count has been posted, a second count listing will be produced for all initial count inventory records where the posted count did not agree with the system quantities.

5.9.10. **Batch Job** will be the only available **Selection** option available when **Scheduled Inventory** is the inventory **Type** selected. All other **Selection** options will be disabled. Select **Batch Job** and the **Select Batch Job Numbers** (Fig. 5.75) window is displayed.

(Fig. 5.74)
5.9.11. Select the desired Batch Job from the Parameters Selection box and select Add to move the Batch Job to the Parameters Selected box. The Batch Job can also be selected by double-clicking on the desired Batch Job in the Parameters Selection box. To remove a Batch Job from the Parameters Selected box, select the desired Batch Job and select Remove. The Batch Job can also be removed by double-clicking on the desired Batch Job in the Parameters Selected box. When finished, select OK to return to the Inventory Posting – Search window (Fig. 5.74).

5.9.12. The Gain / Loss Message check box is selected by default. With the Gain / Loss Message selected, all quantity mismatches resulting in gains or losses will display the quantity gained or lost and the resulting dollar amount. Unselecting the Gain / Loss Messages will not display the "Gain or Loss of XXX amount for $XX.XX is being created. Do you wish to continue?" messages during processing. If posting results to the Initial Counts, the Gain/Loss Message will not be displayed and the system will not generate GBI and LBIs. GBI and LBIs will only be created after posting of the Final Counts.

5.9.13. After all selections have been made on the Inventory Posting – Search window (Fig. 5.74) select OK to display the Inventory Posting window (Fig. 5.76) with the first inventory record of the Schedule Inventory Batch Job displayed.
5.9.14. Use the **Forward** and **Back** icons to navigate between inventory records.

5.9.15. Once the physical inventory has been conducted, enter the physical inventory quantity in the **Quantity** data field. If the material was located in a different location, the user may use the **Insert** icon to add an additional location field. To delete an inventory location that is no longer required, select the inventory location and select the **Delete** icon.

5.9.16. Once the actual physical inventory has been recorded in the correct location select **Apply**. The **Inventory Posting Message** (Fig. 5.71) will be displayed asking the user if the inventory is complete for this NIIN. Select **Yes**.

5.9.17. If additional Scheduled Inventory records exist the next record will be displayed. If no additional records exist an **Inventory Posting Message** (Fig. 5.77) will be displayed notifying the user that no matching scheduled inventory records were found. Select **OK** to continue.

(Fig. 5.77)

5.9.18. After posting the initial counts, the user must return to **Inventory Processing** to generate the second count inventory listings (see paragraph 5.8).

5.9.19. On the **Inventory Processing** window (Fig. 5.78) select **Scheduled Inventory** and **Management Reports**. Selecting **Management Reports** enables the **Reports** options.

(Fig. 5.78)
5.9.20. Select **Batch Job Numbers** in the *Specify* option to display the **Select Batch Job Numbers** window (Fig. 5.79). Select the desired **Batch Job** from the **Parameters Selection** box and select **Add** to move the **Batch Job** to the **Parameters Selected** box. The **Batch Job** can also be selected by double-clicking on the desired **Batch Job** in the **Parameters Selection** box. To remove a **Batch Job** from the **Parameters Selected** box, select the desired **Batch Job** and select **Remove**. The **Batch Job** can also be removed by double-clicking on the desired **Batch Job** in the **Parameters Selected** box. When finished, select **OK** to return to the **Inventory Processing** window (Fig. 5.78).

![Select Batch Job Numbers Window](Fig. 5.79)

5.9.21. Select the desired **Reports** (*see paragraph 5.8.16*). At a minimum select **Storeroom Listing** and **Supervisor Listing** to aid in conducting the second and final inventory counts.

5.9.22. After all selections have been made select **Apply**. The **Batch Job Confirmation** window (Fig. 5.80) is displayed with the batch job number for the second and final counts.

![Batch Request Confirmation Window](Fig. 5.80)
5.9.23. After conducting the physical inventory on all inventory discrepancies from the initial counts, return to Inventory Posting to record the second and final counts.

5.9.24. On the Inventory Posting – Search window (Fig. 5.81) select Scheduled for the inventory Type.

(Fig. 5.81)

5.9.25. Select a Sort By option and Final Count for the Posting Method. Batch Job will be the only available option enabled for Selection. Select Batch Job and select the desired Batch Job on the Select Batch Job Number window (see paragraph 5.9.20). Select Gain / Loss Messages to enable the Inventory Posting Messages (see paragraph 5.9.12) displaying the quantity and dollar amount of the inventory gain or loss. Select OK to display the Inventory Posting window. Post the second count records in the same manner as the initial count records (see paragraphs 5.9.14 through 5.9.17). Inventory records that still have inventory discrepancies after the second count is recorded will result in a GBI or LBI and the Inventory Posting Message will be displayed (Fig. 5.66) showing the quantity and dollar amount of the inventory gain or loss.

5.9.26. If additional second count inventory records exist the next record will be displayed. If no additional records exist an Inventory Posting Message (Fig. 5.82) will be displayed notifying the user that no matching scheduled inventory (Final Count) records were found. Select OK to complete the Scheduled Inventory process.
5.10. **Cancel Inventories.** Accessing **Cancel Inventories** (Fig. 5.83) allows users to cancel Spot or Scheduled Inventories without completing the inventory process. Cancel Inventories removes the inventory flag for all stock records.

5.10.1. On the **Cancel Inventories** window (Fig. 5.84) select the **Type** of inventory to cancel. The **Type** options are **Spot** and **Scheduled**. Select the desired **Options**. The **Options** are **Suppress Detail Listing** and **IBS**. When **Suppress Detail Listing** is selected, the Cancel Inventory process will not produce a **Cancel Inventory Detail Listing**, however, the **Cancel Inventory Detail Listing Parameters** page is still produced. Select one of the **Selection** options to identify the specific inventory to cancel. The **Selection** options are **All**, **Locations**, **Location Range**, **NIINs**, **NIIN Range** and **Batch Job**. Each **Selection** option will display a secondary window to allow the user to input the required data. **Batch Job** is only enabled when **Scheduled** Inventory is selected for the inventory **Type**. Selecting **All** will cancel all inventories for the inventory **Type** selected regardless of the parameters used to process the inventory.
5.10.2. When the desired parameters have been selected, select **Apply**. For inventories with a small number of inventory records the user will be given the option on the **Cancel Inventory Notification** window (Fig. 5.85) to process the inventory cancellation as a batch job or processed on-line. Selecting **Batch Job** will display the **Batch Request Confirmation** window (Fig. 5.86) and Batch Request Number. Selecting **Process On-line** does not produce an inventory cancellation report and the user will be notified by the **Cancel Inventories Message** (Fig. 5.87) that “The Cancel Inventory request will process on-line”.

(Fig. 5.84)

(Fig. 5.85)
5.11. **Cancel Excess Stock Dues.** Accessing **Cancel Excess Stock Dues** (Fig. 5.88) allows the user to select parameters for the cancellation of stock items that have outstanding stock replenishment requisitions where the stock due quantity plus the current on-hand quantity exceeds the allowance quantity. This is commonly referred to as the **Excess on Order Quantity**. The formula used to determine if an excess on order quantity exists is: 

\[
\text{On-hand Quantity} + (\text{plus}) \text{ Stock Due quantity} - (\text{minus}) \text{ the Requisitioning Objective (RO)}.
\]

If the result is greater than zero, excess on order quantity exists. Processing **Cancel Excess Stock Dues** periodically will help reduce excess stock on-hand, reduce unnecessary OPTAR spending and reduce workload associated with receiving, stowing and offloading excess stock.
5.11.1. The **Cancel Excess Stock Dues** window (Fig. 5.89) allows the user to select parameters for generating the **Excess Stock Cancellation Request Report**. This Report contains cancellation requests and follow-up documents. Requisitions for QCOSAL, Cog 9X, DTO and NSA requisitions with an Extended Money Value of less than $20 will be excluded from this process. In addition, cancellation requests for suffixed documents will not be generated.

(Fig. 5.89)

5.11.2. Enter the **Date Range** for the outstanding requisitions. The **Date Range** defaults to the first day of the current fiscal year to the current date. Adjust the **Date Range** as required. Only outstanding requisitions within this **Date Range** and meeting the other selection criteria will be considered for cancellation.

5.11.3. Select one of the **Selection** options. The **Selection** options include **Months Supply Retention Factor (MSRF)** and **Cancellation Follow-up Elapsed Days**.

5.11.3.1. **Months Supply Retention Factor (MSRF)** - The **MSRF** is used to ensure that the activity retains sufficient on-hand when canceling outstanding requisitions. Enter the number of months and tenths of months. This entry will be used as an element in determining the amount of material to be retained for each applicable NIIN based on Average Monthly Demand (**AMD**). The formula used is AMD x MSRF. The resulting quantity will be subtracted from the current Stock Due quantity, reducing the quantity to be canceled.

5.11.3.2. **Cancellation Follow-up Elapsed Days** - Enter the specific number of days that a cancellation request (**AC**) must be on file before a cancellation follow-up (**AK**) can be generated. The Cancel Excess Stock Dues process will not generate Cancellation Follow-ups on stock replenishment requisitions with previous cancellation request (**AC**) that were generated less than the number of days entered in the Cancellation Follow-up Elapsed Days.

5.11.4. Select a **Specify** option. The Specify options include **COSALs** and **Include Substitutes**.

5.11.4.1. **COSALs**. Displays the **Select COSALs** parameters selection window allowing the user to select the COSAL(s) to be included. Only transactions within the selected COSAL(s) will be included in the process.

5.11.4.2. **Include Substitutes**. Considers quantity on-hand for applicable substitutes when computing the total on-hand quantity of each NIIN.
5.11.5. Selecting **Apply** displays the **Batch Request Confirmation** window (Fig. 5.90). Select **OK** to continue.

![Batch Request Confirmation Window](Fig. 5.90)

5.12. **Stock Item Maintenance.** Accessing **Stock Item Maintenance** (Fig. 5.91) allows the user to make global updates to stock item records by permitting changes and deletions of certain constant data elements. This function reduces the time-consuming task of entering information on each individual stock item record by posting changes on all the records within the given parameters.

![Stock Item Maintenance Window](Fig. 5.91)

5.12.1. Select the desired parameters on the **Stock Item Maintenance** window (Fig. 5.92). The **Stock Item Maintenance** window allows the user to select **Options** for making global changes to stock item records. The Stock Item Maintenance **Options** include **Change**, **Clear Flags/Indicators** and **Specify**.
5.12.2. **Change.** Selecting *Allowance Types* changes NIINs with ATC 6 or 8 to ATC 9 when a valid substitute or interchangeable relationship is identified on the alternate item table. This process does not affect ATCs 1, 4, or 5.

5.12.3. **Clear Flags/Indicators.** The *Clear Flags/Indicators* (Fig. 5.93) options allow the user to select specific stock item flags or indicators to be cleared from all or specified stock items.

<table>
<thead>
<tr>
<th>Flag/Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limit</td>
<td>Clears Limit Flags used to indicate that levels are not to be recomputed regardless of the presence or absence of demand.</td>
</tr>
<tr>
<td>FILL</td>
<td>Clears FILL Indicators. The FILL indicator identifies items that can be ordered from a supporting supply ship.</td>
</tr>
<tr>
<td>NRQTY</td>
<td>Clears Demands made on a one-time basis.</td>
</tr>
<tr>
<td>LMCs</td>
<td>Displays the <em>Select Local Management Codes</em> parameters selection window to allow the user to remove the LMCs used to provide attention to a stock item or group of stock items.</td>
</tr>
<tr>
<td>ARRCs</td>
<td>Displays the <em>Select Automatic Reorder Restriction Codes</em> parameters selection window to allow the user to remove the ARRC indicators assigned to stock records to exclude stock items from the Automatic Reorder.</td>
</tr>
</tbody>
</table>
5.12.4. **Specify**. The **Specify** options (Fig. 5.94) allow the user to tailor the **Stock Item Maintenance** process by targeting specific stock items based on the options selected and the data entered on subsequent windows. Each **Specify** option selected will display an additional window to allow users to input or select specific criteria. Only stock items with the selected values will be included in the process.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIIN</td>
<td>Displays the Selection by NIIN window. Enter the specific NIIN(s).</td>
</tr>
<tr>
<td>NIIN Range</td>
<td>Displays the NIIN Range fields for entry. Enter the From and To range.</td>
</tr>
<tr>
<td></td>
<td>Prints listing in NIIN sequence.</td>
</tr>
<tr>
<td>CIICs</td>
<td>Displays the Select Controlled Inventory Item Codes parameters selection window. Select the desired CIICs.</td>
</tr>
<tr>
<td>COGS</td>
<td>Displays the Cognizance Symbols parameters selection window. Select the desired COGS.</td>
</tr>
<tr>
<td>SLACs</td>
<td>Displays the Select Shelf Life Action Codes parameters selection window. Select the desired SLACs.</td>
</tr>
<tr>
<td>SLCs</td>
<td>Displays the Select Shelf Life Codes parameters selection window. Select the desired SLCs.</td>
</tr>
<tr>
<td>SMCCs</td>
<td>Displays the Select Special Material Content Codes parameters selection window. Select the desired SMCCs.</td>
</tr>
<tr>
<td>SMICs</td>
<td>Displays the Select Special Material Identification Codes parameters selection window. Select the desired SMICs.</td>
</tr>
</tbody>
</table>

(Fig. 5.94)

5.12.5. Select the desired **Stock Item Maintenance** parameters and select **Apply**.

5.12.6. The **Batch Request Confirmation** window (Fig. 5.95) is displayed. Select **OK** to continue.
5.13. **Level Setting.** The **Level Setting** process reviews frequency and demand and calculates **Average Monthly Demand (AMD)** for all stock items (ATCs 1, 4, 5, 6, 8 and 9) and adjusts the Demand Based Indicators, ATCs and stocking levels (RO and RP) based on the **Demand Parameters** in the Site subsystem (see paragraph 4.5) and parameters entered on the **Level Setting** window. Repairables, QCOSAL, 9X, 8A, and 0I materials are excluded from Level Setting. The proper setting of stock levels will determine to a large extent an activity’s ability to satisfy customer requirements and to attain the supply effectiveness levels prescribed by Fleet and Type Commanders. Accessing **Levels Setting** (Fig. 5.96) allows the user to modify current demand processing parameters and process Levels in accordance with TYCOM directives.

(Fig. 5.96)

5.13.1. The **Level Setting** window (Fig. 5.97) is divided into two tabs, **Basic Parameters** and **Exclude Demand Records**.

(Fig. 5.97)

5.13.2. The **Basic Parameters** tab is identical to the Demand Parameters established in the Site subsystem (see paragraph 4.5) and allows the user to modify the default Demand
Parameters before processing Levels. The available parameters on the Basic Parameters tab include Date Range, DBI Qualification and DBI Retention, Computation Factors and Selection.

5.13.3. Date Range. The Date Range (Fig. 5.98) is the period from which demand information will be taken for computing the AMD. The period selected may vary from 6 to 24 months. Refer to TYCOM guidance for the Date Range requirements.

<table>
<thead>
<tr>
<th>From</th>
<th>Starting month and year that Frequency and Demand data will be collected.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>Ending month and year that Frequency and Demand data will be collected.</td>
</tr>
</tbody>
</table>

(Fig. 5.98)

5.13.4. DBI. Demand Base Item (DBI) Qualification and Retention period. DBI is based on the total frequency of demand recorded in the specified period of time.

5.13.4.1. Qualification. Qualification parameters are Period and Frequency (Fig. 5.99).

<table>
<thead>
<tr>
<th>Period</th>
<th>Number of months within the base period selected to be considered when testing an item to determine if it qualifies as demand based.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>Number of requests required for the item to qualify as demand based within the Qualification Period specified.</td>
</tr>
</tbody>
</table>

(Fig. 5.99)

5.13.5. Retention. Retention parameters are Period and Frequency (Fig. 5.100).

<table>
<thead>
<tr>
<th>Period</th>
<th>Number of months within the base period selected to be considered when testing an item to determine if it qualifies for retention as demand based.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>Number of requests required for the item to be retained as demand based within the Retention Period specified.</td>
</tr>
</tbody>
</table>

(Fig. 5.100)

5.13.6. Computation Factors. Computation Factors (Fig. 5.101) are used to adjust the calculations used in the Level Setting process to determine the stocking levels (RO and RP) based on various factors like Order and Shipping Time, Safety Level, variation in demand (determined by the Recomputation Test Factor) and Repair Parts Endurance Level.

<table>
<thead>
<tr>
<th>Current Month/Year</th>
<th>Defaults to Current Month/Year. The user may enter one month in advance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Order/Shipping Time FILL</strong></td>
<td>Order and Shipping Time for stock items available on the Fleet Items Load List (FILL). Enter the number of months and tenths of a month. If an individual OST factor is not established for a FILL item in the stock item table, the FILL OST factor entered here will be used in the computations.</td>
</tr>
<tr>
<td><strong>Order/Shipping Time Non-FILL</strong></td>
<td>Order and Shipping Time for stock items not available on the Fleet Items Load List (FILL). Enter the number of months and tenths of a month. If an individual OST factor is not established for a non-FILL item in the stock item table, the Non-FILL OST factor entered here will be used in the computations.</td>
</tr>
<tr>
<td><strong>Safety Level Factor</strong></td>
<td>Enter the number of months and tenths of a month, which represent the authorized value of the Safety Level. This attribute controls the level of safety (minimum on-hand quantity) required for a stock item.</td>
</tr>
<tr>
<td><strong>Recomputation Test %</strong></td>
<td>Enter Percentage. The suggested range is 020 to 030. This subjects DBI items to a test to determine if current stock levels should be recomputed. The variation of AMD of a stock item must be greater than the Recomputation Test Factor before the Level Setting process will adjust the RO and RP. This Computation Factor is designed to prevent massive adjustments in RO resulting from insignificant changes in AMD.</td>
</tr>
<tr>
<td><strong>Consumable Parts Endurance Level</strong></td>
<td>Not applicable for Unit Level activities.</td>
</tr>
<tr>
<td><strong>Repair Parts Endurance Level</strong></td>
<td>Enter the factor to be used to compute the quantity of repairable material normally required to be on-hand to sustain operations for a stated period without augmentation. It is the median between the safety level and RO.</td>
</tr>
<tr>
<td></td>
<td>1.0 - 30 days</td>
</tr>
<tr>
<td></td>
<td>1.5 - 45 days</td>
</tr>
<tr>
<td></td>
<td>2.0 - 60 days</td>
</tr>
<tr>
<td></td>
<td>2.5 - 75 days</td>
</tr>
<tr>
<td></td>
<td><em>(Fig. 5.101)</em></td>
</tr>
</tbody>
</table>

5.13.7. **Selection.** Selection options *(Fig. 5.102)* are used to determine the categories of material to be included in the Levels process. It will also determine if a Trial Run should be processed before the live Level Setting, which will update the RS Supply tables.
Consumables | Using the specified parameters will calculate demand levels for all Consumable items. Not applicable to Unit Level activities.
---|---
Repair Parts | Using the specified parameters will calculate demand levels for all Repair Parts.
Trial Run | Will provide a trial run before the actual RSupply tables are updated. Provides a detailed listing of all stock items requiring stock replenishment for review (Reorder Review).

(Fig. 5.102)

5.13.8. **Exclude Demand Records**. The **Exclude Demand Records** tab (Fig. 5.103) is used to exclude specific months of demand from the **Date Range** (base period). The number of months available for exclusion on the **Exclude Demand Records** tabs is determined by the number of months selected in the **Date Range** (base period). By selecting the year and month to be excluded from the demand processing, demand and frequency information recorded during these months are not considered during the Level Setting process. A minimum of six months must be used to compute Levels. Up to a total of 18 months may be excluded (assuming the base period is 24 months). This procedure allows you to use the months that will provide the most realistic reorder calculation by excluding months that were unusually low such as an Integrated Logistics Overhaul (ILO) or a Ship’s Restricted Availability (SRA), or months where demand is abnormally high due to PMS, CSRR/Target or any other reason where atypical demand is encountered. Consult your TYCOM for guidance on when demand exclusion is authorized.

(Fig. 5.103)

5.13.9. **Processing Levels**. To process Levels, set the Demand parameters on the **Basic Parameters** tab (Fig. 5.97) as required by the TYCOM. Select any **Demand Month/Year(s)** to exclude if required on the **Exclude Demand Records** tab (Fig. 5.103). It is always recommended to process a Trial Levels before processing Live Levels. To
process Trial Levels ensure the Trial Run selection is set on the Basic Parameters tab (Fig. 5.97) and select Apply . Process Trial Levels and review the Level Setting Report to determine what changes will be made to the database prior to processing Live Levels. Once the user is satisfied with the Trial Levels results, and the Demand Parameters and Exclude Demand parameters are set properly, process Live Levels by un-selecting the Trial Run indicator on the Basic Parameters tab (Fig. 5.97) and selecting Apply .

5.13.10. The Batch Request Confirmation window (Fig. 5.104) is displayed. Select OK.

5.13.11. Effects of Levels on Stock Items. Initial stock levels (RO and RP) are established based on applicable allowance quantities. Levels will adjust the initial stock levels to reflect an activity’s actual demand experience. Processing Levels will adjust the RO and RP for current Demand Based Items (DBI) based on the demand experienced during the base period. AT1 material qualifying for DBI will have the DBI indicator set and the RO and RP will be adjusted based on the demand during the base period. AT1 DBI material that has not experienced the required demand during the Retention Period will have the DBI indicator removed and the RO and RP will be adjusted to reflect the initial allowance quantity. ATC 5, 6 and 8 material qualifying for DBI will have the DBI indicator set, the ATC will be changed to ATC 4 and the RO and RP will be adjusted based on the demand experienced during the base period. ATC 4 material that has experienced no demand during the Retention Period will no longer qualify as DBI and the DBI indicator will be removed and the ATC will be reset to ATC 6. ATC 6, 8 and 9 material that has experienced no demand during the Retention Period, with zero quantity on-hand, zero stock dues and the “No Drop” indicator is not set (see paragraph 5.1.19) will be deleted (inactivated).

5.14. Reorders. Reorders is an automated process that compares the RO against the available on-hand balance and generates a Reorder Review listing and, if selected, generates stock replenishment requisitions to bring the on-hand balance up to the RO. Accessing Reorders (Fig. 5.105) displays the Reorder window (Fig. 5.106) and allows the user to enter parameters used in computing the reorder quantity and in producing the stock replenishment requisitions.
5.14.1. Select the Reorder Type (Fig. 5.107) to be generated.

| FILL | Reviews only stock item records with the FILL indicator set indicating items are available on the Fleet Item Load List (FILL) carried by replenishment ships. |

(Fig. 5.105)
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Release 820-01.02.00

<table>
<thead>
<tr>
<th>Non-FILL</th>
<th>Reviews all stock items without the FILL indicator set.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIS</td>
<td>Reviews all stock items with zero quantity on-hand.</td>
</tr>
<tr>
<td>DBI</td>
<td>Review all stock items with the Demand Based Item (DBI) indicator set.</td>
</tr>
<tr>
<td>Non-DBI</td>
<td>Review all stock items without the DBI indicator set.</td>
</tr>
<tr>
<td>All</td>
<td>Reviews all stock items.</td>
</tr>
</tbody>
</table>

(Fig. 5.107)

5.14.2. **Domestic or Overseas Indicator**. Select the appropriate Domestic or Overseas indicator (Fig. 5.108) depending on the location of your activity.

| Domestic | Indicates the ship is operating in US Territorial waters and the Reorder will generate an A0A for Domestic shipment for all NIIN stock replenishment requisitions. |
| Overseas | Indicates the ship is deployed overseas and the Reorder will generate an A01 for Overseas shipment for all NIIN stock replenishment requisitions. |

(Fig. 5.108)

5.14.3. **Computations**. RSupply has hard coded (programmed) Computations (Fig. 5.109) allowing the user to select the computation to be used by the system to determine the reorder quantity for stock replenishment requisitions. The normal stocking policy for Unit Level activities is 100% onboard or on order at all times (consult your TYCOM for stock replenishment policies and procedures) and will use the first computation on the drop down list RO to (Total O/H Qty + Stk Dues + Subs O/H Qty + Subs Due Qty).

(Fig. 5.109)

5.14.4. **Trial Run**. The Trial Run option allows the user to process a Trial Reorder producing a Reorder Review Listing without generating stock replenishment requisitions or making updates to the database. The Trial Run option should always be processed prior to processing a Live Reorder in order to validate all items requiring replenishment and review the dollar amount required for the stock replenishment. Processing the Reorder with the Trial Run option unselected will produce a Live Reorder. Processing a Live Reorder will automatically create a stock replenishment requisition for all stock items that qualify for replenishment based on the Reorder parameters selected and stage a stock replenishment requisition in the Requisition Release queue (see paragraph 6.12).
5.14.5. **Priorities.** The **Priorities** data fields allow the user to set default stock replenishment requisition priorities for Routine stock replenishment, NIS stock replenishment and Repairable stock replenishment.

5.14.6. **Requisitions Defaults.** The stock replenishment Requisitions Default section (Fig. 5.110) of the **Reorder** window (Fig. 5.106) allows the user to enter default requisition information for all stock replenishment requisitions generated by the current Reorder process to include **Advice Code**, **Julian Date**, **Required Delivery Date (RDD)**, **Routing Identifier To (RI To)**, **Distribution Code** and **Project Code**.

![Requisitions Defaults Table](Fig. 5.110)

5.14.7. **Selections.** The **Selections** options (Fig. 5.111) allow the user to refine the Reorder process to review only the selected types of material.

<table>
<thead>
<tr>
<th>Selection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repairables</td>
<td>Selects all material designated as Repairables with a MCC of E, G, H, Q or X.</td>
</tr>
<tr>
<td>Non-Repairables</td>
<td>Selects all material not designated as repairable.</td>
</tr>
<tr>
<td>COSALs</td>
<td>Displays the Select COSALs parameters selection window. Only transactions with the selected COSALs will be included in the current Reorder process.</td>
</tr>
<tr>
<td>LMCs</td>
<td>Displays the Select Local Management Codes parameters selection window. Only transactions with the selected LMCs will be included in the current Reorder process.</td>
</tr>
<tr>
<td>ARRCs</td>
<td>Displays the Select Automatic Reorder Restriction Codes (ARRCs) parameters selection window. Only transactions with the selected ARRCs will be included in the current Reorder process.</td>
</tr>
</tbody>
</table>

(Fig. 5.111)

5.14.8. **Exclude.** The Exclude options (Fig. 5.112) allow the user to exclude stock items with the selected LMCs and ARRCs.

<table>
<thead>
<tr>
<th>Selection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMCs…</td>
<td>Displays the Select Local Management Codes parameters selection window. Select the items to be excluded from the process.</td>
</tr>
<tr>
<td>ARRCs…</td>
<td>Displays the Select Automatic Reorder Restriction Codes parameters selection window. Select the items to be excluded from the process.</td>
</tr>
</tbody>
</table>

(Fig. 5.112)

5.14.9. Once the Reorder parameters have been selected, select **Apply**. The **Batch Job Confirmation** window will be displayed (Fig. 5.113). Select **OK** to continue.
5.15. **Offload Processing.** Accessing **Offload Processing** (Fig. 5.114) allows the user to identify excess material and produces offload documents used to remove the material from inventory and inventory records. Material offloaded by an activity that fails to meet 'Ready For Issue' (RFI) standards are subject to disposal by the Defense Reutilization and Marketing Office (DRMO). Allowance revisions, Demand History Processing, improper Automatic Reorder criteria, inventory gains, and improper issue/receipt processing generate excess material.

5.15.1. **Types of Offload.** RSupply provides two Offload options, **Regular** and **DRMO** and **Total.** **Regular** and **DRMO** is used to remove excess items on a periodic basis. **Total**
5.15.2. Prior to Processing Offloads. Activities should consolidate material; ensure that pending issues, transfers, receipts are processed prior to initiating offload actions.

5.15.3. Regular and DRMO Offloads. The Regular and DRMO Offloads window (Fig. 5.115) allows the user to select parameters for producing the Offload.

5.15.4. Offload Types. The Offload Type options are Regular and DRMO (Defense Reutilization and Marketing Office). Regular is used to turn RFI material into the local Fleet Industrial Supply Center (FISC) to be taken back into NSCF stock and used to fill material request from other activities. Normally a credit is issued to the activity’s TYCOM for RFI material turned back into stock. DRMO Offloads are for non-RFI material or material with an EMV less than the TYCOM prescribed dollar threshold.

5.15.5. Regular Offload. When Regular is selected for the Offload Type, the Receiving Activity and EMV Range identified in the Requisition/Offload Values (see paragraph 4.3) are enabled (Fig. 5.116). Adjust the EMV (Extended Money Value) Range as desired or directed by the TYCOM.
5.15.6. **DRMO Offload.** When **DRMO** is selected for the Offload **Type**, the servicing DRMO and **Max EMV** identified in the Requisition/Offload Values (see paragraph 4.3) are enabled (Fig. 5.117).

![Diagram of DRMO Offload](image)

5.15.7. **Offload Options.** The Offload **Options** (Fig. 5.118) allow the user to select parameters to refine the Offload process. Offload **Options** include **Location Range**, **COSALs**, **Designate Material**, **Specify**, **DBI Retention Factor** and **Output**.

![Diagram of Offload Options](image)

5.15.8. The **Designate Material** options allow the user to select what types of material will be included in the Offload. The **Designate Material** options include **Repairables**, **Non-Repairables** (Repairables, Non-Repairables or both are mandatory options and at least one of these options must be selected), **DBIs**, **HAZMAT**, **FILL** and **Include Substitutes**. The Specify options allow the user to further refine the material to be included in the Offload. Selecting a **Specify** option will display a secondary window (Fig. 5.119) to allow the user to select or enter specific criteria to refine the Offload process.
5.15.9. The **DBI Retention** option allows the user to select the number of months to be used in the computation for DBI Retention. The **Output** option allows the user to select if the Offload report will be presented in EMV Range order (*Report by EMV*).

5.15.10. Select the Offload Type and the desired Offload Options and select **Apply**. Based on the **Repairable** or **Non-Repairable** options selected the user may see the **Regular and DRMO Offload Message** (*Fig. 5.120*) informing the user which MCCs will or will not be considered during Offload processing.

5.15.11. Select **Yes** and the **Batch Request Confirmation** window (*Fig. 5.121*) is displayed with the Batch Job Number for the Offload. The Offload Listing (JSI219) will be created and in the Reports queue (*see paragraph 2.5*) and available for review.
5.15.12. **Validating the Offload.** Once the Offload has been processed, the items qualifying for Offload must be validated to ensure the quantities processed for Offload are accurate and available for Offload. Users may use the Offload Listing (JSI219) or print Offload Picking Tickets to physically validate the Offload quantities (and remaining inventory quantities) prior to Offload.

5.15.13. **Printing Offload Documents.** Accessing *Print Offload Documents* (Fig. 5.122) allows the user to print Offload Documents.

5.15.14. The *Print Offload Documents* window (Fig. 5.123) printing *Options* include *Offload Picking Tickets, Duplicate Released Documents, Print Offsite (ILO)*, and *Print Offsite (High Speed)*. The last two printing options are used only when an activity is in an Integrated Logistics Overhaul (ILO) or connectivity and arrangements have been made with an off site activity that has high speed printing capabilities. This is normally done for large afloat activities conducting large Offloads. The Offload *Specify* selections allow the user to print the queued Offload Documents by *Location Range, COSALs, Date/Serial Number Range* or by *Batch Job Numbers*. For Unit Level activities, *Batch Job Numbers* will be the normal selection.
5.15.15. When selecting the *Batch Job Number Specify* selection, the *Select Batch Job Numbers* window (Fig. 5.124) is displayed. Select the *Batch Job Number* of the Offload created (*see paragraphs 5.15.1 through 5.15.11*) and move the *Batch Job Number* from the *Parameters Selection* box to the *Parameters Selected* box.

(Fig. 5.124)

5.15.16. Selecting *OK* returns the user to the *Print Offload Documents* window (Fig. 5.123). Select *Apply* and the *Batch Request Confirmation* window (Fig. 5.125) is displayed for the Print Offload Documents Batch Job. The Offload Documents will be sent to the printer. The *Print Output* parameter must be set on the *Control Parameter Update* window for this Batch Job (*see paragraph 4.16*).

(Fig. 5.125)

5.15.17. Once the stock items qualifying for Offload have been physically validated (*by using the Offload Listing JSI219 or Offload Picking Tickets*), *Offload Updates* must be performed to approve and produce the final Offload.

5.15.18. *Offload Updates*. Accessing *Offload Updates* (Fig. 5.126) allows the user to update the stock items qualifying for Offload.
5.15.19. The **Offload Parameters – Search** window (Fig. 5.127) is displayed and allows the user to select the Offload to be updated. The Offload **Selection** options are *Location Range*, *NIINs*, *COSALs*, *Date/Serial Number Range*, and *Batch Job Numbers*. *Batch Job Numbers* will be the normal selection. The **Sort** options include *NIIN* and *EMV*. The **Review** options are *Approved* (Offload documents that have been previously updated and approved) and *Unapproved*. The **Optional** selection under **Review** includes *Beginning NIIN* (only enabled when NIIN is selected as the Sort option) and *EMV* (only enabled when EMV is selected as the Sort option).

5.15.20. Make the desired parameter selections on the **Offload Parameters – Search** window (Fig. 5.126) (normally *Batch Job Numbers*) and select **OK**.
5.15.21. The *Select Batch Job Numbers* window (Fig. 5.128) is displayed. Select the *Batch Job Number* of the Offload created (see paragraphs 5.15.1 through 5.15.11) and move the *Batch Job Number* from the *Parameters Selection* box to the *Parameters Selected* box.

5.15.22. Select *OK* and the *Offload Updates* window (Fig. 5.129) is displayed with the first available Offload record.
5.15.23. The **Offload Update** window (Fig. 5.129) displays the **NIIN**, **COG**, **MCC** (if applicable), the **EMV**, and **COSAL** type. The user may select the **Condition Code** from the drop down box (default is A Condition) and the, **Date/Serial** (Expenditure Document Number), is displayed. The **Quantity Update** section displays the **Location**, **Location Precedence** (Primary or Secondary Location), **On-Hand** quantity, **Offload** quantity and **Retain** quantity (the Allowance quantity or DBI RO quantity). The user must select the **Condition Code** indicating the condition of the material being offloaded and verify or adjust the quantity to be offloaded (Offload quantity). Once the user is satisfied with the selections, the user must select **Approve All Documents for this NIIN** by selecting the checkbox. Select **Apply** to Approve the NIIN and Offload quantity indicated and the next available record in the Offload is displayed. The user may also use the **Next Record** and **Previous Record** icons to navigate through the Offload documents.

5.15.24. Once all Offload records have been updated and approved, new Offload documents may be printed if required (see paragraph 5.15.15).

5.15.25. **Release/Cancel Offload.** Accessing **Release/Cancel Offloads** (Fig. 5.130) allows the user to **Release** all approved Offload records, or **Cancel** the Offload.

5.15.26. On the **Release/Cancel Offload** window (Fig. 5.131) select one of the **Options**. The **Options** include **Release All** (releases all records qualifying for Offload including all records that are approved or unapproved from the Offload Update process), **Cancel** (cancels all Offload records) and **Release Updated Only** (releases Offload records that have been updated and approved from the Offload Update process). Selecting one of the **Selection** options determines which Offload document to **Release** or **Cancel**. The **Selection** options include **Location Range**, **NIINs, COSALs, Date/Serial Number Range and Batch Job Numbers**.

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5.15.27. With **Batch Job Numbers** selected the **Select Batch Job Numbers** window (Fig. 5.132) is displayed. Select the **Batch Job Number** of the Offload created (see paragraphs 5.15.1 through 5.15.11) and move the **Batch Job Number** from the **Parameters Selection** box to the **Parameters Selected** box.

(Fig. 5.132)

5.15.28. Select **OK** and the **Release/Cancel Offloads** window (Fig. 5.131) is displayed. Select **Apply** and the **Batch Request Confirmation** window (Fig. 5.133) is displayed.

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5.15.29. Select **OK** to complete the Offload process.

5.15.30. **Offload Reversals.** Accessing **Offload Reversals** (Fig. 5.134) allows the user to reverse an Offload record that has been previously approved from the **Offload Update** process.

5.15.31. On the **Offload Reversal - Search** window (Fig. 5.135) enter the **Document Number**, **Request Number** or **NIIN** of a previously approved Offload Record and select **Retrieve**.

5.15.32. The matching Offload record will be displayed on the **Offload Reversal – Search** window (Fig. 5.135). Select the Offload record and select **OK**.
5.15.33. On the **Offload Reversal** window (Fig. 5.136) enter the **Quantity Returned** and select **Apply**. The user will be returned to the **Offload Reversal – Search** window (Fig. 5.135) and the **Quantity Returned** will be returned to stock and the Offload record adjusted accordingly.

(Fig. 5.136)
5.16. Storeroom Audit Actions. Accessing *Storeroom Audit Actions* (Fig. 5.137) allows the user to perform **Location Audits** and **Material Locations**.

5.16.1. **Location Audits.** Accessing **Location Audits** (Fig. 5.138) allows the user to validate stock item and location information in the database.

5.16.2. On the **Location Audit** window (Fig. 5.139) enter the **Location Range** in the **From** and **To** date fields and select **Apply**.
5.16.3. If the number of transactions returned can be processed on-line, the Storeroom Location Audit Message (Fig. 5.140) will appear asking the user if they would like to process the Location Audit as a Batch Job or process the results on-line.

5.16.4. If Batch Job is selected the Location Audit will be processed as a Batch Job based on the Control Parameter Update (see paragraph 4.16) parameters selected and the Batch Job Confirmation window (Fig. 5.141) will be displayed. If Process on-line is selected the Location Audit will be displayed on-line (Fig. 5.142).
5.16.5. **Material Relocations.** Accessing *Material Relocations* (Fig. 5.143) allows the user to select parameters to produce reports used to aid in the relocation of storeroom inventory.

![Material Relocations Diagram](image)

5.16.6. The *Material Locations* window (Fig. 5.144) allows the user to select parameters from the *Selection, Options, Specify* and *Sort By* parameters in order to refine the listing as required.
5.16.7. **Selection.** The user must make at least one selection from the **Selection** options (Fig. 5.145). The Selection options determine the type or commodity of material to be included in the listing.

<table>
<thead>
<tr>
<th>Selection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repairables</td>
<td>Selects all material designated as Repairables with a MCC of E, G, H, Q or X.</td>
</tr>
<tr>
<td>Non-Repairables</td>
<td>Selects all material not designated as Repairables.</td>
</tr>
<tr>
<td>DBIs</td>
<td>Selects all Demand Based Items (DBI).</td>
</tr>
<tr>
<td>Nuclear Reactor Plant</td>
<td>Selects all Nuclear Reactor Plant material.</td>
</tr>
<tr>
<td>Oxygen Clean</td>
<td>Selects all Oxygen Clean material.</td>
</tr>
<tr>
<td>HAZMAT</td>
<td>Selects all material coded (SMCC) as HAZMAT</td>
</tr>
<tr>
<td>Shelf Life Coded</td>
<td>Selects all material coded as Shelf Life.</td>
</tr>
</tbody>
</table>

5.16.8. **Options.** The user may select from one of the **Options** parameters (Fig. 5.146). A secondary window will appear for each **Option** to allow the user to enter specific data.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location Range</td>
<td>The Locations Range window appears and allows the user to enter a From and To Location Range. Only the locations within the Location Range will be included in the listing.</td>
</tr>
<tr>
<td>COSALs</td>
<td>The Select COSALs window appears and allows the user to select COSALs to be included. Only</td>
</tr>
</tbody>
</table>
5.16.9. **Specify.** The Specify options (Fig. 5.147) allow the user to further refine the material to be included in the listing. The Specify options will be enabled or disabled based on the Selection options selected.

<table>
<thead>
<tr>
<th>Material With Multiple Locations</th>
<th>Selects all material with multiple locations within the selected Selection and Options parameters.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMCCs</td>
<td>Displays the Select SMCCs window and allows the user to select SMCCs to be included in the listing.</td>
</tr>
<tr>
<td>SMCCs (HAZMAT)</td>
<td>Enabled when the HAZMAT Selection option is selected. Displays the Select SMCCs (HAZMAT) window and allows the user to select specific HAZMAT related SMCCs. Only the HAZMAT related SMCCs selected will be included in the listing.</td>
</tr>
<tr>
<td>SLCs</td>
<td>Enabled when the Shelf Life Code Selection option is selected. Displays the Select SLCs window and allows the user to select specific SLCs. Only the SLCs selected will be included in the listing.</td>
</tr>
<tr>
<td>SLACs</td>
<td>Enabled when the Shelf Life Code Selection option is selected. Displays the Select SLACs window and allows the user to select specific SLACs. Only the SLACs selected will be included in the listing.</td>
</tr>
</tbody>
</table>

(Fig. 5.147)

5.16.10. **Sort By.** The Sort By options (Fig. 5.148) allows the user to select the manner in which the listing will be sorted.

<table>
<thead>
<tr>
<th>Location</th>
<th>Sorts the listing in Location sequence.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIIN</td>
<td>Sorts the listing in NIN sequence.</td>
</tr>
</tbody>
</table>

(Fig. 5.148)

5.16.11. Make the desired parameter selections on the Material Relocations window (Fig. 5.144) and select **Apply**. The Batch Job Confirmation window (Fig. 5.149) is displayed.
5.17. **Force Inventory Drawdown.** *Force Inventory Drawdowns* is a process that captures stock item information and allows the user to transmit the data to higher authority to be included in the Afloat Total Asset Visibility (*ATAV*) program. *Force Inventory Drawdowns* are required to be processed and submitted, at a minimum, on the 10th and 25th of each month. Consult the TYCOM for specific *Force Inventory Drawdown* requirements. Accessing *Force Activity Drawdowns (Fig. 5.150)* allows the user to process a **Baseline** or **Update** file.

5.17.1. The **Force Activity Downloads** window (Fig. 5.151) displays the **Last Date Uplined.** The **Last Date Uplined** is the last date a **Force Activity Download** (**Baseline** or **Update**) was processed by the system. The **Sequence Number** established on the Controls tab of the **Activity Control Information** window in the Site subsystem (see paragraph 4.1.8) increases with each **Force Inventory Drawdown** processed.
5.17.2. A **Baseline** file captures the entire current stock posture for an activity. An **Update** file captures only the changes in stock posture since the last **Baseline** or **Update** file was processed.

5.17.3. When the **Force Activity Download** window is accessed (Fig. 5.151), the **Last Date Uplined** and next **Sequence Number** are displayed. To create a **Baseline** file, select “Do you wish to create a baseline file?” To create an **Update** file, do not select “Do you wish to create a baseline file?”

5.17.4. Select **Apply** and the **Batch Job Confirmation** window (Fig. 5.152) is displayed. Select **OK** to continue.

5.17.5. Transfer the **Force Inventory Drawdown** file from the server (**Receive From Server, see paragraph 2.4.3**) and submit the file per TYCOM guidance.

5.18. **Print IBS Barcode Labels**. Accessing **Print IBS Barcode Labels** (Fig. 5.153) allows the user to print IBS barcode labels for stock items. The IBS Barcode Label affixed to stock items allows user to conduct inventory actions using the IBS scanner.
5.18.1. The **Print IBS Barcode Labels** window (Fig. 5.154) is displayed and allows the user to select parameters for generating the IBS Barcode Labels. The Options are **COSALs**.

5.18.2. Selecting the **COSALs** option displays the **Select COSALs** window (Fig. 5.155) and allows the user to select one or multiple **COSALs**.
5.18.3. The *Specify* options (Fig. 5.156) allows the user to further refine which IBS Barcode Labels by selecting to be printed. The *Specify* options include *All*, *Locations*, *Location Range*, *NIINs*, *NIIN Range* and *Material Category*. All *Specify* options with the exception of *All*, display a secondary screen and allow users to select or input criteria for determining which IBS Barcode Labels will be printed.

5.18.4. Select the desired parameters and select *Apply*. The *Batch Request Confirmation* window (Fig. 5.157) will be displayed. Select *OK* to continue.
5.19. **Master Stock Status.** Accessing Master Stock Status (Fig. 5.158) enables the user to produce a statistical report of stock items by COG. Only items with ATCs 1, 4, and 5 are included in the report. Managers can use this report to identify areas that may be causing low supply effectiveness and/or excess inventory conditions. The report is broken down by ATC and COG. The first column identifies the ATC within a specific COG and the second column provides a record count of the stock items that fall within the specific category. Columns three through five are broken down by a record count and a percentage. Column three provides information on items that have a zero on-hand balance. Column four provides information on items that have an on-hand balance greater than zero (Range). Column five provides information on items that have an on-hand balance equal to, or greater than the RO (Depth).

(Fig. 5.158)

5.19.1. When the Master Stock Status window (Fig. 5.159) appears, default values are displayed.

(Fig. 5.159)
5.19.2. Select any or all of the *Optional* categories as required. Based on selection, an additional page displays. Only transactions with the selected values are included in the report. The following options are available (*Fig. 5.160*):

<table>
<thead>
<tr>
<th>Substitutes</th>
<th>Considers quantity on-hand for applicable substitutes when computing the total on-hand quantity of each NIIN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt in Process Quantities</td>
<td>Includes Receipt in Process Quantities as part of the on-hand calculations.</td>
</tr>
<tr>
<td>ATCs (MSSR)…</td>
<td>Displays the Allowance Type Codes parameters page and allows the user to select ATCs to be included in the report.</td>
</tr>
<tr>
<td>Cogs…</td>
<td>Displays the Cognizance Symbols parameters page and allows the user to select Cogs to be included in the report.</td>
</tr>
<tr>
<td>COSALs…</td>
<td>Displays the Select COSALs parameters page and allows the user to select COSALs to be included in the report.</td>
</tr>
</tbody>
</table>

(*Fig. 5.160*)

5.19.3. **Designate Material** (*Fig. 5.161*) as required. At least one selection is required.

<table>
<thead>
<tr>
<th>Repairables</th>
<th>Includes only those records with an ERC of R and the MCC is equal to E, G, H, Q, X or D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Repairables</td>
<td>Includes only those records with an ERC of R and the MCC is not equal to E, G, H, Q, X or D.</td>
</tr>
<tr>
<td>Consumables</td>
<td>Includes only those records with an ERC of C.</td>
</tr>
<tr>
<td>Equipage</td>
<td>Includes only those records with an ERC of E.</td>
</tr>
</tbody>
</table>

(*Fig. 5.161*)

5.19.4. Select **Apply**.

5.19.5. **Batch Request Confirmation** message (*Fig. 5.162*) is displayed. Select **OK**.

(*Fig. 5.162*)

5.20. **Stock Status Locator**. Accessing **Stock Status Locator** (*Fig. 5.163*) allows the user to generate a Stock Status Locator listing to assist Storeroom personnel in locating stock items during system unavailability. The report lists NIINs with active assigned locations only. The
Stock Status Locator may be produced in NIIN or Location Range order. The report may be further refined by selecting specific COSAL types.

(Fig. 5.163)

5.20.1. When the Stock Status Locator window (Fig. 5.164) appears, default values are displayed.

(Fig. 5.164)

5.20.2. In the Selection grid, NIIN is the system default. When NIIN is deselected the Location Range is enabled.

5.20.3. When Location Range is selected a Location Range box is displayed for the user to enter From and To locations.

5.20.4. When COSALs is selected a Select COSALs window is displayed to allow the user to select specific COSAL types.
5.20.5. Select **Apply**.

5.20.6. The *Batch Request Confirmation* message (Fig. 5.165) is displayed. Select **OK**.

![Batch Request Confirmation](image)

(Fig. 5.165)

5.21. **SIMARS.** Accessing *Summarized Inventory Management Asset Report System (SIMARS)* (Fig. 5.166) enables the user to produce **Statistical** or **Detailed Line Item** reports reflecting the status of stock item records. The statistical report may be used to detect stock item conditions that warrant further analysis. Examples of these conditions are stock item records that are in excess to RO, deficient to RO conditions and items with or without demand. A detailed report may be produced to further illustrate stock item conditions indicated in the statistical report.

![SIMARS Window](image)

(Fig. 5.166)

5.21.1. When the **SIMARS** window (Fig. 5.167) appears a **SIMARS Message** will accompany it asking the user if they wish to produce a **Line Item Detail Report**.
5.21.2. To produce the Statistical SIMARS Report select No. The report will be generated without requiring the user to select additional parameters.

5.21.3. Batch Request Confirmation message (Fig. 5.168) is displayed. Select OK.
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5.21.4. To produce the Detailed Line Item SIMARS Report the user will select Yes on the SIMARS Message (Fig. 5.167). The user will now be able to select additional parameters on the SIMARS window to refine the report.

5.21.5. Select one of the Material Options (Fig. 5.169) for the report. Only one Material Option can be selected.

<table>
<thead>
<tr>
<th>Material Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSA</td>
<td>Generates a detailed listing of all items with an odd Cog assigned.</td>
</tr>
<tr>
<td>APA</td>
<td>Generates a detailed listing of all items with an even Cog assigned.</td>
</tr>
<tr>
<td>On-hand With Demand</td>
<td>Generates a detailed listing of all items that have an on-hand quantity and have experienced demand during the previous 12 months.</td>
</tr>
<tr>
<td>On-hand Without Demand</td>
<td>Generates a detailed listing of all items that have an on-hand quantity and have experienced no demand during the previous 12 months.</td>
</tr>
<tr>
<td>On-hand Excess To RO</td>
<td>Generates a detailed listing of all items that have on-hand quantities greater than the Requisitioning Objective (RO).</td>
</tr>
<tr>
<td>Excess To RO Without Demand</td>
<td>Generates a detailed listing of all items that have on-hand quantities greater than the RO that have experienced no demand during the previous 12 months.</td>
</tr>
<tr>
<td>On-hand Deficient To RO</td>
<td>Provides a detailed listing of all items that have on-hand quantities less than the RO.</td>
</tr>
<tr>
<td>On-hand Deficient To RO With Demand</td>
<td>Generates a detailed listing of all items that have on-hand quantities less than the RO that have experienced demand during the previous 12 months.</td>
</tr>
</tbody>
</table>

(Fig. 5.169)

5.21.6. If desired, select a Specify option (Fig. 5.170) to further refine the report. Outstanding Requisitions, COSALs, and Allowance Type Codes may all be selected or selected in any combination, however only one selection can be made between Repairables, Non-Repairables, Consumables, and Equipage.

<table>
<thead>
<tr>
<th>Selection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding Requisitions</td>
<td>Provides a detailed listing including outstanding stock requisitions for the Material Option that was selected.</td>
</tr>
<tr>
<td>COSALs</td>
<td>Displays the Select COSALs parameters selection window. Records with the selected COSALs will be included in the report.</td>
</tr>
<tr>
<td>Allowance Type Codes</td>
<td>Displays the Select Allowance Type Codes parameters selection window. Records with the selected Allowance Type Codes will be included in the report.</td>
</tr>
</tbody>
</table>
5.21.7. If desired, select an **EMV Range From** and **To**.

5.21.8. Select **Apply**.

5.21.9. **Batch Request Confirmation** message is displayed. Select **OK**.

5.22. **COSAL Percentage Analysis**. Accessing **COSAL Percentage Analysis** (Fig. 5.171) allows the user to generate reports to evaluate inventory levels of their activity. Reports generated highlight stock status conditions that can require further identification or corrective actions by determining the onboard availability of repair parts for installed shipboard equipment. By showing the current relationship between on-hand, Requisitioning Objectives (RO), Reorder Points (RP), and Stock Dues, these reports are used to identify inventory problem areas. Three different reports can be requested that compare on-hand and stock dues against the RO or RP, provide an analysis of a single APL, or highlight ATC 1 NSNs that do not have an APL in the database.

5.22.1. When the **COSAL Percentage or Analysis** window (Fig. 5.172) appears, default values are displayed.
5.22.2. When window appears, default values are displayed.
5.22.3. The **COSAL Percentage Report** determines the percentage of deficiencies for each APL on the COSAL.
5.22.4. **Percent** is the default radio button in the **Specify** box.
5.22.5. Select **COSALs** to be included. A **Select COSALs** window (Fig. 5.173) will appear displaying COSALs to be added or removed. At least one COSAL must be selected.

5.22.6. Use the **Add** and **Remove** buttons to select COSALs as desired. Select **OK**.
5.22.7. Select to determine the deficiencies from the Requisitioning Objective or the Reorder Point.

5.22.8. If substitutes are to be considered, select Include Substitutes.

5.22.9. Select Apply.

5.22.10. Batch Request Confirmation message (Fig. 5.174) is displayed. Select OK.

5.22.11. The COSAL Analysis Report captures stock information (RO, RP, stock dues and on-hand) for each carried/allowed NSN for the entered APL.

5.22.12. Select Analysis in the Specify grid on the COSAL Percentage or Analysis window (Fig. 5.172)

5.22.13. Select COSALs to be included. A Select COSALs window (Fig. 5.173) will appear displaying COSALs to be added or removed. At least one COSAL must be selected.

5.22.14. Use the Add and Remove buttons to select COSALs as desired. Select OK.

5.22.15. Enter a valid APL.

5.22.16. Select Apply.

5.22.17. Batch Request Confirmation message (Fig. 5.174) is displayed. Select OK.

5.22.18. The COSAL Detail Report identifies AT Code 1 NSNs that do not have an APL in the database.

5.22.19. Select Detail Report in the Specify grid on the COSAL Percentage or Analysis window (Fig. 5.172)

5.22.20. Select COSALs to be included. A Select COSALs window (Fig. 5.173) will appear displaying COSALs to be added or removed. At least one COSAL must be selected.

5.22.21. Select Apply.

5.22.22. Batch Request Confirmation message (Fig. 5.174) is displayed. Select OK.

5.23. Gains/Losses/Surveys Report. Accessing Gains/Losses/Surveys (Fig. 5.175) allows the user to select the parameters to produce a Gain By Inventory, Loss By Inventory and Surveys transaction listing as a Batch Job or on-line report.
5.23.1. When the *Gains/Losses/Surveys* window (Fig. 5.176) appears, default values are displayed.

5.23.2. Generating a *Gain By* or *Loss By Inventory* Report.

5.23.3. Select *Gains* or *Losses* in the *Specify* box.
5.23.4. The Date Range From and To defaults to the 1st day of fiscal year and current date. To change the Date Range From/To default double-click the fields to display a calendar or single-click in the fields and modify the dates.

5.23.5. Select a Sort By option. The Gains and Losses report can be run together on one listing or generated as separate listings. If the reports are produced together, the Sort By option defaults to Request Number.

5.23.6. Select Apply.

5.23.7. If the number of transactions selected can be processed and displayed on-line the user will receive a Gains/Losses message (Fig. 5.177)

5.23.8. If Schedule as a Batch Job is the choice, select OK. The user will receive a Batch Request Confirmation message (Fig. 5.178). Select OK.

5.23.9. If Process on-line is the choice, select OK. The Gain By and/or Loss By Inventory report will appear on the screen. To exit select the Close Window icon.

5.23.10. User is returned to the Gains/Losses/Surveys window (Fig. 5.176)

5.23.11. Generating a Survey report.

5.23.12. Select Surveys in the Specify box.
5.23.13. Select **Pending** for survey transactions that have not been completed and **Completed** for those that are. If both are selected, a composite report is generated.

5.23.14. The **Date Range From** and **To** defaults to the 1st day of fiscal year and current date. To change the Date Range From/To default double-click the fields to display a calendar or single-click in the fields and modify the dates.

5.23.15. Select to **Sort By** in **Request Number** or **NIIN** sequence. **Note:** Defaults to **Request Number** when both **Pending** and **Completed Surveys** are selected.

5.23.16. Select **Apply**.

5.23.17. **Batch Request Confirmation** message (Fig. 5.179) is displayed. Select **OK**.

![Batch Request Confirmation](image)

(Fig. 5.179)

5.24. **Pre-Deployment Stock Status Report.** Accessing **Pre-Deployment Stock Status** (Fig. 5.180) enables the user to produce a report that determines the availability of material within specified APL(s). The user has the ability to add or delete APLs. Only the truly critical APLs for your activity should be added. This report should be reviewed for NSNs indicated as deficient. The NSNs listed as deficient should appear on your Trial Reorder and a Live Reorder should be generated (budget allowing) immediately. The majority of the NSNs on this report will be those that you do not have an allowance to stock on board. RPPO’s with critical weapons or propulsion systems should review their critical APLs to determine if past usage or a planned requirement warrants any of these not carried NSNs being ordered as DTO prior to deployment.
5.24.1. When the **Pre-Deployment Stock Status** window ([Fig. 5.181](#)) appears, default values are displayed.

![Pre-Deployment Stock Status](image-url)
5.24.2. Select **COSALs** to be included. A **Select COSALs** window (Fig. 5.182) will appear displaying COSALs to be added or removed. At least one COSAL must be selected.

(Fig. 5.182)

5.24.3. Use the **Add** and **Remove** buttons to select COSALs as desired. Select **OK**.

5.24.4. In the **Specify** grid, select if the report is for **Deficient/NC NIINs** (system default) or for **All NIINs** within the APLs.

5.24.5. **Warning**: Depending on the amount of APLs that are entered as critical, this report can be extremely large (several reams of paper). If you simply would like to review the listing and don’t necessarily need a printed copy, ensure the **Print Output Indicator** is turned off in **Control Parameter Update** before proceeding.

5.24.6. Select **Apply**.

5.24.7. **Batch Request Confirmation** message (Fig. 5.183) is displayed. Select **OK**.

(Fig. 5.183)

5.24.8. To add an APL/Critical System, select the **Insert** icon. Enter the **APL** and **Critical System**. Although the APL you are adding is on the first line, all APLs are listed in numerical and then alphabetical order. This APL will be placed appropriately when you return.
5.24.9. To delete an APL/Critical System, place your cursor on the row to be deleted and select the Delete icon. Select Yes in the dialog box that appears.

5.25. **Supply Effectiveness.** Accessing *Supply Effectiveness* (Fig. 5.184) enables the user to produce a report that calculates and measures their activity’s monthly supply effectiveness numbers and compares them to the TYCOM standards entered in the *Effectiveness Goals* set in *Activity Controls* under the *Site Subsystem*. Therefore, this report is generally produced on the last day of the month. The report calculates your Net Effectiveness by dividing the amount of storeroom issues against total demands minus the Not Carried (NC) demands. It calculates your Gross Effectiveness by dividing the amount of storeroom issues against total demands. The report also calculates your NIS and NC rates.

5.25.1. When the *Supply Effectiveness* window (Fig. 5.185) appears, the Selection options are *Consumables* and *Repair Parts*. 
5.25.2. Select **Repair Parts** to calculate supply effectiveness for all Repairables and Repair Parts. Unit Level activities do not compute supply effectiveness for consumable material.

5.25.3. Select **Apply**.

5.25.4. **Batch Request Confirmation** message (*Fig. 5.186*) is displayed. Select **OK**.

![Batch Request Confirmation](image)

(*Fig. 5.186*)

5.26. **QA Percentage by NIIN**. Accessing **QA Percentage by NIIN** (*Fig. 5.187*) allows the user to produce a report to check the validity of their on-hand quantities without processing a complete inventory. A selection of items is made from the range of NIINs entered. These items are inventoried for Quality Assurance. **Note**: although this report allows you to QA inventory without creating an inventory to post, these listings contain the on hand quantities and therefore, may not be your best inventory validity tool.

![Inventory Management](image)

(*Fig. 5.187*)

5.26.1. When the **QA Percentage by NIIN** window (*Fig. 5.188*) appears, default values are displayed.
5.26.2. Enter the **Percentage** of stock numbers to be inventoried. This portion of the items within the entered NIIN range are used to conduct the Quality Assurance inventory.

5.26.3. Select **COSALs** to be included. A **Select COSALs** window (Fig. 5.189) will appear displaying COSALs to be added or removed. Use the **Add** and **Remove** buttons to select COSALs as desired. Select **OK**. If a COSAL type is not selected, the application will select from all available COSAL types.

![Select COSALs](Fig. 5.189)

5.26.4. Enter a **NIIN Range From** and **To**.

5.26.5. Select **Apply**.

5.26.6. **Batch Request Confirmation** message (Fig. 5.190) is displayed. Select **OK**.
5.27. **QA Random Location.** Accessing **QA Random Location** (Fig. 5.191) allows the user to produce a report to check the validity of their on-hand quantities without processing a complete inventory. A random selection of items is made from the Location Range entered. These items are inventoried for Quality Assurance. *Note:* although this report allows you to QA inventory without creating an inventory to post, these listings contain the on hand quantities on them and therefore, may not be your best inventory validity tool.

5.27.1. When the **QA Random Location** window (Fig. 5.192) appears, enter locations in the **From** and **To** blocks in the **Location Range**.
5.27.2. Select **COSALs** to be included. A **Select COSALs** window (Fig. 5.189) will appear displaying COSALs to be added or removed. Use the **Add** and **Remove** buttons to select COSALs as desired. Select **OK**. If a COSAL type is not selected, the application will select from all available COSAL types.

5.27.3. If desired, choose from the **Selection** options (Fig. 5.193)

<table>
<thead>
<tr>
<th>Selection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repairables</td>
<td>Includes only those records with an ERC of R and the MCC is equal to E, G, H, Q or X.</td>
</tr>
<tr>
<td>Non-Repairables</td>
<td>Includes only those records with an ERC of R and the MCC is not equal to E, G, H, Q or X.</td>
</tr>
<tr>
<td>DBIs</td>
<td>Selects Demand Based Items.</td>
</tr>
<tr>
<td>HAZMAT</td>
<td>Selects Hazardous Material.</td>
</tr>
</tbody>
</table>

(Fig. 5.193)

5.27.4. If desired, choose from the **Specify** options (Fig. 5.194)

<table>
<thead>
<tr>
<th>Specify Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIICs...</td>
<td>Displays the Select Controlled Item Inv Codes parameters page.</td>
</tr>
<tr>
<td>LMCs...</td>
<td>Displays the Select Local Management Codes parameters page.</td>
</tr>
</tbody>
</table>

(Fig. 5.192)
<table>
<thead>
<tr>
<th>SLCs…</th>
<th>Displays the Select Shelf Life Codes parameters page.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLACs…</td>
<td>Displays the Shelf Life Action Codes parameters page.</td>
</tr>
<tr>
<td>SMCCs…</td>
<td>Displays the Select Special Material Content Codes parameters page.</td>
</tr>
<tr>
<td>SMCCs (HAZMAT)…</td>
<td>Only enabled when HAZMAT is selected. Displays the Select Special Material Content Codes (HAZMAT) parameters page.</td>
</tr>
</tbody>
</table>

(Fig. 5.194)

5.27.5. Select **Apply**.
5.27.6. **Batch Request Confirmation** message (Fig. 5.195) is displayed. Select **OK**.

(Fig. 5.195)
Chapter 6
Logistics Subsystem of Relational Supply

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6.32 Carcass Reports
6.33 Delayed Receipts Listing
6. **Logistics Subsystem.** Accessing the Logistics subsystem menus (Fig. 6.1) provides the user with automated supply procedures to create MILSTRIP requisitions, receive and store material, issue material to customers, process incoming and outgoing supply status, process carcass tracking inquiries or replies, and update all logistics information files.

(Fig. 6.1)

6.1. **Internal Requirements.** Accessing the *Internal Requirements* window (Fig. 6.2) allows the user to enter requests for consumable material and services. Repair parts cannot be ordered using *Internal Requirements*. All repair parts (*material with an ERC code of R*) must be ordered in OMMS-NG. Work Center "STK" cannot be processed through *Internal Requirements*. Stock transactions must be processed through the *Initiate Requisitions* menu option.

(Fig. 6.2)

6.1.1. When the *Material Request – Search* window (Fig. 6.3) appears, default values are displayed. The *Material Request – Search* window allows the user to request material using a NIIN, a Part Number and FSCM or Money Value Only (MVO) description.

(Fig. 6.3)
6.1.2. On the Material Request – Search window, enter the NIIN or Part Number and FSCM and select the desired COSAL type. HME is the COSAL system default.

6.1.3. Select a Work Center (WC) from the WC list box. Only those WCs the user has access to will be available in the list box. Select OK.

6.1.4. If the NIIN or Part Number is not in the RSupply database, the user will receive a Material Request Message (Fig. 6.4) informing them that the NIIN or Part Number entered does not exist on the RSupply database and asks if you wish to continue.

(Fig. 6.4)

6.1.5. Selecting Yes will open the Material Request window (Fig. 6.5).

(Fig. 6.5)

6.1.6. Users must enter data in all mandatory fields, which include the FSC, Cog, UI, Nomenclature, UP, Quantity and Fund Code. The Urgency of Need will display the Urgency of Need Designator (UND) from the Requisition/Offload parameters (see paragraph 4.3) Optional data fields include RDD, Advice Code, Failed Parts Indicator and Remarks. Users will receive error messages until all required data fields have been entered.

6.1.7. Select Apply. RSupply will assign a Request Number (Fig. 6.6) to the Material Request.
6.1.8. On the **Assigned Request Number** window, select **OK** and the User is returned to the **Material Request – Search** window (Fig. 6.3).

6.1.9. The Material Request is now passed to **Item Verification**. Once it has been processed in **Item Verification** (see paragraph 6.4) and approved in **Requirements Review** (see paragraph 6.5) it can be ordered and financially obligated through **Initiate Requisitions** (see paragraph 6.12).

6.1.10. If the material requested on the **Material Request – Search** window (Fig. 6.3) is resident in the RSSupply database all required data fields are pre-filled on the **Material Request** window (Fig. 6.7) with data from the Stock Item Table (SIT), with the exception of the quantity requested.

6.1.11. Enter the **Quantity Requested** and any optional data elements to include **RDD**, **Advice Code**, **Failed Parts Indicator** and modify the **Fund Code** or **Urgency Of Demand** if desired.

6.1.12. Select **Apply**. RSSupply will assign a **Request Number** (Fig. 6.6) to the Material Request.

6.1.13. On the **Assigned Request Number** window (Fig. 6.6), select **OK** and the User is returned to the **Material Request – Search** window (Fig. 6.3).
6.1.14. Since the item requested resides on the Stock Item table, Item Verification is not required and the material request will be passed to the Requirements queue. Once it has been approved in Requirements Review (see paragraph 6.5) it can be ordered and financially obligated through Initiate Requisitions (see paragraph 6.12).

6.1.15. If the material being requested is for a Money Value Only (MVO) transaction, enter a description in the MVO data field of the Material Request – Search (Fig. 6.3) window. Select a COSAL type from the drop-down list. HME is the system default.

6.1.16. Select a Work Center (WC) from the WC list box. Only those WCs the user has access to will be available in the list box. Select OK.

6.1.17. Material Request window (Fig. 6.8) will be displayed for a MVO Material Request.

6.1.18. Select a Fund Code and Urgency of Need from drop-down lists. RDD and Advice Code are optional entries.

6.1.19. Select a MVO Type radio button. System default is Material.

6.1.20. The Quantity and UP data fields only appear when Material is the selected MVO Type. The quantity for SERVMART and One Time Service is automatically set to one (01) and C9999 for Continuing Services. The Total Cost vice the UP is used for all MVO Types except Material.

6.1.21. Enter all required data fields for the MVO Type selected.  
6.1.21.2. SERVMART: Total Cost. Cog defaults to 9G and UI defaults to EA. Modify as necessary.
6.1.21.3. One Time Service: Total Cost. Cog defaults to 99 and UI defaults to EA. Modify as necessary.

6.1.22. Selecting Apply will assign a Request Number (Fig. 6.6).

6.1.23. Select OK. User is returned to the Material Request – Search window (Fig. 6.3).
6.1.24. Request is now passed to **Item Verification** *(see paragraph 6.4)*. Once it has been processed there and if it is approved in **Requirements Review** *(see paragraph 6.5)* it can be ordered and financially obligated through **Initiate Requisitions** *(see paragraph 6.12)*.

6.1.25. The **Post Transaction (Picking Ticket not required)** checkbox allows the user to post an after the fact storeroom issue for consumable material. Since Unit Level activities typically do not stock consumable material, this option should not be widely used.

6.1.26. To process a post transaction, select the **Post Transaction** box on the **Material Request – Search** window *(Fig. 6.9)*

6.1.27. Enter a **NIIN** or **Part Number** and **FSCM**. Select a **COSAL** type from the drop-down list. **HME** is the system default.

6.1.28. Select the **Department**, **Division**, and **Work Center** from the drop down list boxes. Only the departments, division and work centers you have access to will be available for selection. Select **OK** and the **Material Request** window *(Fig. 6.10)* will appear.
6.1.29. On the Material Request window (Fig. 6.10), enter the Quantity Requested, and select a Fund Code and Urgency of Need from drop-down list boxes. RDD and Advice Code are optional entries.

6.1.30. Select Apply and the Request Number Assignment window (Fig. 6.11) will be displayed.

6.1.31. Select the desired Request Number assignment option. The Allow system to generate Request Number option pulls the next request number from the systems constants. The User entered Request Number allows the user to enter any desired number. Recommend always allowing the system to generate the request numbers to maintain continuity.

6.1.32. Select OK, and RSupply will assign a Request Number (Fig. 6.6).

6.1.33. Select OK again to access the Storeroom Issue window (Fig. 6.12).
6.1.34. Select the **Budget Balance** icon to view the department’s current budget status (Fig. 6.13).

6.1.35. Select **OK** again to return to the **Storeroom Issue** window (Fig. 6.12).
6.1.36. On the Storeroom Issues window, enter the **Quantity Issued** (mandatory entry) and **Inventory Quantity** (optional, but highly recommended entry).
6.1.37. Select **Apply**, which returns the user to the **Material Request – Search** window (Fig. 6.3).

6.2. **External Requirements**. Accessing the **External Requirements** window (Fig. 6.14) allows the user to process **Other Supply Officer (OSO)** transfers and **Material Turned in Ashore** for both RFI and NRFI material.

6.2.1. When the **Material Request - Search** window (Fig. 6.15) appears, default values are displayed.
6.2.2. To process an **OSO Transfer**, enter a **NIIN** or **Part Number** and **FSCM** and select a **COSAL** from the drop-down list box. **HME** is the default.

6.2.3. Select **OSO Transfer** in the **Options** box (system default).

6.2.4. Select a **UIC** from the drop-down list. If the activity is not listed, it must first be established in **Other Activities** in the **Site Subsystem** (see paragraph 4.11).

6.2.5. Select the **Post Transaction (Picking Ticket Not Required)** box if a Picking Ticket is not required. With the Post Transaction check box selected, RSupply will allow the user to immediately post the issue once the OSO Material Request has been processed.

6.2.6. Selecting **OK** displays the **OSO Transfer** window (Fig. 6.16).
6.2.7. On the OSO Transfer window (Fig. 6.16), enter the Quantity Requested modify the Fund Code from the drop-down list if required, enter an Advice Code if required and enter the OSO Document Number (normally provided by the requesting activity).

6.2.8. Selecting Apply displays the Request and Expenditure Number Assignment window (Fig. 6.17). Select either Allow system to generate Request/Expenditure Number (recommended) or User entered Request/Expenditure Number.

![Request & Expenditure Number Assignment](image)

(Fig. 6.17)

6.2.9. Select OK, which will assign a Request and Expenditure Number (Fig. 6.18). Selecting OK again returns the user to the Material Request - Search window (Fig. 6.15).

6.2.10. If Post Transaction (Picking Ticket Not Required) was selected on the Material Request – Search window (Fig. 6.15) the user will be directed to the Storeroom Issues window (see paragraph 6.6) where the issue must be posted. If Post Transaction (Picking Ticket Not Required) was not selected on the Material Request - Search window (Fig. 6.15), the material request will be in the Storeroom Issues queue and the issue must be posted against the Request Number to decrement the on hand quantity (see paragraph 6.6).

![Assigned Request / Expenditure Numbers](image)

(Fig. 6.18)

6.2.11. To process a Material Turned in Ashore, enter a NIIN or Part Number and select a COSAL from the drop-down list on the Material Request - Search window (Fig. 6.19). HME is the default COSAL. Select Material Turned in Ashore in the Options box.

6.2.12. The UIC defaults to the Ship To UIC (normally the user’s supporting FISC) identified on the Requisitions/Offload Requisitions Values in the Site subsystem (see paragraph 4.3). Modify the UIC if required. If the desired turn-in activity is not listed, it must first be established in Other Activities in the Site subsystem (see paragraph 4.11).
6.2.13. Select the Post Transaction (Picking Ticket Not Required) box if a Picking Ticket is not required. With the Post Transaction check box selected, RSupply will allow the user to immediately post the issue once the Material Turn-in has been processed.

(Fig. 6.19)

6.2.14. Selecting OK displays the Material Turned in Ashore window (Fig. 6.20).

(Fig. 6.20)

6.2.15. Enter the Quantity Requested and Select Apply. If the Extended Money Value is less than the maximum amount established in the Offload Defaults of the Requisition/Offloads Values (see paragraph 4.3) the user will receive a Material Turned
in Ashore Message (Fig. 6.21) alerting the user that the default DRMO will be the receiving activity vice the designated FISC.

![Material Turned in Ashore Message](image)

(Fig. 6.21)

6.2.16. Selecting OK displays the Request and Expenditure Number Assignment window (Fig. 6.17). Select either Allow system to generate Request/Expenditure Number (recommended) or User entered Request/Expenditure Number.

6.2.17. Select OK to assign a Request and Expenditure Number (Fig. 6.18). Selecting OK again returns the user to the Material Request – Search window (Fig. 6.15).

6.2.18. If Post Transaction (Picking Ticket Not Required) was selected on the Material Request – Search window (Fig. 6.15) the user will be directed to the Issues window where the issue must be posted (see paragraph 6.6). If Post Transaction (Picking Ticket Not Required) was not selected on the Material Request – Search window (Fig. 6.15), the material request will be in the Issues queue and the issue must be posted against the Request Number to decrement the on hand quantity (see paragraph 6.6).

6.3. Print Duplicate Documents. Accessing the Print Duplicate Documents window (Fig. 6.22), allows the user to select one or more documents for duplication due to loss or damage of the original.

![Print Duplicate Documents](image)

(Fig. 6.22)

6.3.1. When the Print Duplicate Documents window (Fig. 6.23) appears, default values are displayed.
6.3.2. Choose one of the Select options for the type of document to be duplicated.
6.3.3. Choose a Specify option to identify the method of retrieval. The following options are available (Fig. 6.24).

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Opens Request Number field for entry.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number</td>
<td>Opens Document Number field for entry. Original or &quot;tracked&quot; documents.</td>
</tr>
<tr>
<td>Shipping Document Number</td>
<td>Opens Document Number field for entry. Duplicate carcass shipment documents.</td>
</tr>
<tr>
<td>Department</td>
<td>Opens the Department and Date/Serial Number Range fields for entry.</td>
</tr>
<tr>
<td>Division</td>
<td>Opens the Division and Date/Serial Number Range fields for entry.</td>
</tr>
<tr>
<td>Work Center</td>
<td>Opens the Work Center and Date/Serial Number Range fields for entry.</td>
</tr>
</tbody>
</table>

(Fig. 6.24)

6.3.4. Enter the required data for the options selected and select Apply. The Print Duplicate Documents Message (Fig. 6.25) appears, select OK.
6.3.5. NTCSS will print the selected documents based on the options selected. Ensure the *Activate DD1348 Document Queue (JSS118)* is running prior to executing the *Print Duplicate Documents* option.

6.3.6. Select the *Close Window* icon or continue printing duplicate documents.

6.4. **Item Verification**. Accessing the *Item Verification* window (Fig. 6.26) allows the user to validate material requirements prior to being issued or requisitioned. Only requirements that do not pass the required validation appear in Item Verification. Several reasons material requests may appear in Item Verification include:

- Stock record does not exist in the RSupply database
- NSN not on APL
- Quantity requested exceeds Quantity Per Application (QPA)
- MVO requirement

6.4.1. When the *Tech Edit Search* window (Fig. 6.27) appears, a list of all material request requiring Item Verification is displayed.
6.4.2. The *Tech Edit Search* window allows user to select *Search by* options to include *All* and *Request Number*. *All* is the system default. Selecting *Request Number* enables the Request Number data fields for the user to enter the desired request number. The *Sort by* box will become disabled.

6.4.3. The Tech Edit *Sort by* options include *Request Number* and *NIIN*.

6.4.4. Select a row to gain focus and then select *OK* or double-click on a row to open the Tech Edit record in the *Technical Edit* window (Fig. 6.28).

(Fig. 6.28)

6.4.5. Review the Tech Edit record using FEDLOG or a similarly approved product and correct or modify all required data entries.

6.4.6. To view Allowance Parts List information select the *APL* icon.

6.4.7. The user can quickly navigate through the records by selecting the *Next Record* icon or the *Previous Record* icon.

6.4.8. Select *Apply* and the next record will appear.

6.4.9. Material requests that are determined to be invalid can be removed by selecting the *Delete* icon. User will be prompted to confirm their decision to delete the Tech Edit record. Select *Yes* in the dialog box (Fig. 6.29) that is displayed.
6.4.10. RSupply offers additional methods for processing the Item Verification/Technical Edit Records in the Logistics subsystem (see paragraph 6.25). Once Tech Edit records have been reviewed and corrected, the material requirement will pass to the Requirements Review queue.

6.5. **Requirements Review.** Accessing the **Requirements Review** window (Fig. 6.30) allows authorized users to review and approve or delete requirements in the Requirements queue.

6.5.1. The **Requirements Review Search** window (Fig. 6.31) provides the user the ability to stratify what requirement records to review.

6.5.2. In the **Selection** box (Fig. 6.32), choose a method of retrieval.
Department | Allows the user to select a Department from the drop-down list. Department you are assigned to is the default.
--- | ---
Division | Allows the user to select a Division from the drop-down list. Division you are assigned to is the default.
Work Center | Allows the user to select a Work Center from the drop-down list. Work Center you are assigned to is the default.
Request Number | Allows the user to enter a specific request number for review. Work Center you are assigned to is the default.
JCN | Allows the user to select a Work Center and enter a Job Control Number. Work Center you are assigned to is the default.
All | Allows the user to view all outstanding requirements.

(Fig. 6.32)

6.5.3. In the **Type** box (Fig. 6.33), choose the type of requirement you would like to review.

<table>
<thead>
<tr>
<th>Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Displays all approved and unapproved requirements.</td>
</tr>
<tr>
<td>Approved Only</td>
<td>Displays only approved requirements.</td>
</tr>
<tr>
<td>Unapproved Only</td>
<td>Displays only unapproved requirements.</td>
</tr>
</tbody>
</table>

(Fig. 6.33)

6.5.4. Enter a **From** and **To Priority Range** to be considered for the review *(optional entry).*

6.5.5. Selecting **OK** displays the **Requirement Review** window (Fig. 6.34).

(Fig. 6.34)

6.5.6. Select the desired row to gain focus. To display the department’s available OPTAR balance, select the **Budget Balance** icon.

6.5.7. Double-click on a Requirement to open the **Requirement Review Query – Detail** window (Fig. 6.35).
6.5.8. The Requirements Review Query – Detail window is for review only, no modifications can be performed.

6.5.9. After reviewing, select the Close Window icon, which will return the user to the Requirement Review window (Fig. 6.34).

6.5.10. Make a selection in the Approve or Delete box. Requirements without an Approve box indicate the requirement has been previously approved. Select Apply and the user will be returned to the Requirement Review Search window (Fig. 6.31).

6.5.11. RSupply offers additional methods for reviewing and processing the Requirements Review records in the Logistics subsystem (see paragraph 6.26). Once Requirements have been approved in Requirements Review they are available for issuing or requisitioning. Many activities perform issuing and requisitioning from the Storeroom Issues, Issuing window (see paragraph 6.6).

6.6. Issuing. Accessing the Storeroom Issues, Issuing window (Fig. 6.36) allows the user to post storeroom issues to decrement on-hand quantities, reorder for stock if required and requisition NC and NIS requirements.
6.6.1. When the *Storeroom Issue - Search* window (Fig. 6.37) is displayed, a list of all approved requirements are displayed in Request Number or NIIN sequence. Requirements may have quantity on-hand and be available for issue or NC or NIS and must be requisitioned.

![Storeroom Issue - Search](image)

(Fig. 6.37)

6.6.2. The *Storeroom Issue - Search* window allows user to select *Search by* options to include *All* and *Request Number*. *All* is the system default. Selecting *Request Number* enables the Request Number data fields for the user to enter the desired request number. The *Sort by* box will become disabled.

6.6.3. The *Sort by* allows the user to select the sort criteria. The Issuing *Sort by* options include *Request Number* and *NIIN*.

6.6.4. Select a row to gain focus and then select *OK* or double-click on a row to open the *Storeroom Issue* window (Fig. 6.38).
6.6.5. **Storeroom Issue when the total quantity is available for issue.** On the Storeroom Issues window, to display the department’s available OPTAR balance, select the **Budget Balance** icon.

6.6.6. Enter the actual quantity issued in the **Quantity Issued** data field (**mandatory**). Enter the remaining inventory quantity in the **Inventory Quantity** data field (**optional**). Although the **Inventory Quantity** is an optional entry, it is highly encouraged that this data field be used. Using the **Inventory Quantity** to enter the remaining inventory quantity for the issue location helps maintain accurate inventory validity. When the quantity entered in the **Inventory Quantity** differs from the on-hand quantity in the RSsupply database, the user is notified to ensure the remaining **Inventory Quantity** is correct. If after a location recount the **Inventory Quantity** still differs, RSsupply will flag the stock item for spot inventory. The spot inventory must be resolved before any additional transactions can be processed for this NIIN. When multiple locations exist, it is imperative that the quantity issued and remaining inventory quantity are recorded in the location data field on the Storeroom Issues window reflecting the actual physical storeroom location the material was issued from.

6.6.7. RSsupply will automatically compute the difference between the on-hand quantity and the Requisitioning Objective (RO) and will place this amount in the **Reorder Stock Quantity** box.

6.6.8. Select **Apply**. The user will receive a **Storeroom Issue Message** (Fig. 6.39), informing them that the issue successfully completed and asks if they wish to reorder for stock replenishment at this time. The reorder message will not appear if the item issued does not have an RO or if the issue does not reduce the on-hand quantity below the RO.

6.6.9. If stock replenishment is desired, selecting **Yes** opens the **Build Requisition** window (Fig. 6.40) allowing the user to create a stock replenishment requisition. Selecting **No** returns the user to the **Storeroom Issue – Search** window (Fig. 6.37). If the issued quantity decrements the on-hand quantity below the RO and the user does not perform stock replenishment through the Storeroom Issues process, the stock deficiency will appear on the next Reorder (**see paragraph 5.??**).
6.6.10. **Storeroom Issue of a substitute item.** If insufficient quantity or no quantity exists to fill the requested issue amount, enter the quantity actually issued, or zero in the *Quantity Issued* data field.

6.6.11. Select **Apply**. The user will receive a *Storeroom Issue – Process Remainder Message* (Fig. 6.41); informing the user an insufficient quantity was issued.

![Storeroom Issue - Process Remainder](image)

(Fig. 6.41)

6.6.11.1. **Order.** Select **Order** when you wish to requisition the remaining quantity as DTO.

6.6.11.2. **Subs.** Select **Subs** to post a substitute issue. Will only be enabled when there are available substitutes for issue.

6.6.11.3. **Cancel Remainder.** Select **Cancel Remainder** deletes the requirement from further processing. User is returned to the *Storeroom Issue – Search* window (Fig. 6.37).

6.6.11.4. **Cancel.** Select **Cancel** to cancel the process and return to the *Storeroom Issue – Search* window (Fig. 6.37).

6.6.12. Selecting **Subs** displays the *Storeroom Issue – Select Substitutes* window (Fig. 6.42).
6.6.13. Double-click on the **Substitute NIIN** in the **Available Substitutes** area. This will enable the **Quantity Issued** and **Inventory Quantity** data fields (Fig. 6.43).
6.6.14. Enter the substitute quantity issued in the *Quantity Issued* data field (mandatory) and the remaining inventory quantity in the *Inventory Quantity* boxes (optional). Selecting **OK** displays the *Selected Substitutes* message (Fig. 6.44).

![Selected Substitutes](image)

**(Fig. 6.44)**

6.6.15. Select **OK** and you will be returned to the *Storeroom Issue – Search* window (Fig. 6.37).

6.6.16. **Storeroom Issues when the total quantity requested is NIS.** On the Storeroom Issues window (Fig. 6.38) enter 0 in the *Quantity Issued* data field.

6.6.17. Selecting **Apply** displays the *Storeroom Issue – Process Remainder Message* (Fig. 6.41); informing the user an insufficient quantity was issued.

6.6.18. Select **Order**, which opens the *Build Requisition* window (Fig. 6.40), allowing the user to create a DTO requisition.

6.6.19. **Storeroom Issue when the quantity requested is partially NIS.** Enter the partial quantity issued in the *Quantity Issued* data field of the *Storeroom Issue* window (Fig. 6.38).

6.6.20. Selecting **Apply** displays the *Storeroom Issue – Process Remainder Message* (Fig. 6.41); informing the user that an insufficient quantity was issued.

6.6.21. Select **Order** which opens the *Build Requisition* window (Fig. 6.40), allowing the user to create a DTO requisition or select **Cancel Remainder** which will delete the unfilled quantity of the requirement.

6.6.22. **Storeroom Issue when the item is Not Carried.** When a NC requirement is selected from the *Storeroom Issues – Search* window (Fig. 6.37), the user will receive a *Storeroom Issue Message* (Fig. 6.45) alerting the user that no locations exist for this NIIN and will ask if they wish to continue.

![Storeroom Issue Message](image)

**(Fig. 6.45)**

6.6.23. Selecting **Yes** will open the *Storeroom Issue – Process Remainder Message* (Fig. 6.41); informing them an insufficient quantity was issued. Select **Order** which opens the *Build Requisition* window (Fig. 6.40) allowing the user to create a DTO requisition or select **Cancel Remainder**, which will delete the material requirement.

6.6.24. Selecting **No** returns the user to the *Storeroom Issue – Search* window (Fig. 6.37).

6-22
6.7. **Issue Reversals.** Accessing the *Issue Reversals* window (Fig. 6.46) allows the user to reverse a previously completed Storeroom Issue by entering the Request Number of the initial issue.

(Fig. 6.46)

6.7.1. When the *Storeroom Issue Reversal – Search* window (Fig. 6.47) appears, enter the *Request Number* of the previously issued material.

(Fig. 6.47)

6.7.2. Selecting *OK* opens the *Storeroom Issue Reversals* window (Fig. 6.48).

(Fig. 6.48)
6.7.3. Enter the quantity previously issued in the Quantity Returned data field. RS Supply will not allow an Issue Reversal for a quantity different than what was previously issued. The Issue Reversal will increase the on-hand quantity by the amount of the Issue Reversal and the Issue Reversal will be recorded on the Cumulative Transaction Ledger – Material (see paragraph 8.14).

6.7.4. Selecting Apply returns the user to the Storeroom Issue Reversal – Search window (Fig. 6.47).

6.8. Initiate Requisitions. Accessing the Initiate Requisitions window (Fig. 6.49) allows the user to create MILSTRIP requisitions (DI A0_) for direct input into the supply system, create Bearer Pickup requisitions, and Money Value Only (MVO) requisitions.

6.8.1. When the Initiate Requisition window (Fig. 6.50) appears, default values are displayed.
6.8.2. Initiate Requisitions can generate **Offline, New Request** and **Bearer Pickup** requisitions.

6.8.3. **Offline** is used to record the due and financially obligate requisitions that were not originally ordered through RSupply. An out-going MILSTRIP requisition is not generated. To initiate **Offline** requisitions for an approved Request Number, select **Offline** and enter the approved **Request Number**.

6.8.4. Enter the **Document Number** previously used for this requirement. Select a **Serial Number Type**. Selecting **OK** opens the **Build Requisition** window (Fig. 6.51).

6.8.5. When the **Build Requisition** window appears, requisition default data from the **Requisitions/Offload Values** (see paragraph 4.3) and the original material request are displayed. Input or modify all data fields as applicable to the requisition. Pre-filled default and mandatory data entries are:

- **Document Identifier (DI)**. Pre-filled from the Requisitions/Offload Values based on the Overseas Indicator. Modify as required.
- **Routing Identifier (RI)**. Pre-filled from the Requisitions/Offload Values. Modify as required.
- **Media and Status Code (M&S)**. Pre-filled from the Requisitions/Offload Values. Modify as required.
- **Quantity**. Pre-filled from the material request. Modify as required.
- **Demand Code (DC)**. Pre-filled from the Requisitions/Offload Values. Modify as required.
6.8.6. Select the **Budget Balance** icon to view the department’s **Current Budget Status Balance** window (Fig. 6.13).

6.8.7. Selecting **Apply** displays the **Build Requisition Message** (Fig. 6.52), informing the user that the transaction processed successfully.

6.8.8. Selecting **OK** returns the user to the **Initiate Requisition** window (Fig. 6.50).

6.8.9. **Offline** can also be used without a Request Number by Selecting **New Request** and entering a **Work Center** in the first data field of the **Request Number** block and a **NIIN** or **NSN** in the **NSN** block of the **Initiate Requisition** window (Fig. 6.50). However, this option cannot be used if the NSN has an ERC of R.

6.8.10. **New Request** can be used to order DTO consumable items and items for stock. DTO maintenance related items must be ordered through OMMS-NG.

6.8.11. On the **Initiate Requisition** window (Fig. 6.50), select **New Request**. Enter a **NIIN** or **NSN** in the **NSN** block.

6.8.12. Enter a **Work Center** for a DTO consumable or use the Work Center “**STK**” for stock replenishment.

6.8.13. Select a **Serial Number Type**.

6.8.14. Select **OK**. When the **Build Requisition** window (Fig. 6.53) appears, enter the **Quantity** and **Fund Code**.
6.8.15. Selecting **Apply** assigns a document number and the **Assigned Document Number** is displayed (Fig. 6.54).

(Fig. 6.54)

6.8.16. Selecting **OK** displays a **Build Requisition Message** (Fig. 6.52), informing the user the transaction processed successfully.

6.8.17. Selecting **OK** returns the user to the **Initiate Requisition** window (Fig. 6.50).

6.8.18. Requisitions created via **New Request** must be **approved** or **deleted** in **Requisition Release** (see paragraph 6.12).

6.8.19. With **Bearer Pickup** selected. **Bearer Pickup** is used to obtain material from your local ashore supply source. A due is created and it is financially obligated, however an outgoing MILSTRIP requisition is not generated.

6.8.20. On the **Initiate Requisition** window (Fig. 6.50), select **Bearer Pickup**.

6.8.21. Enter an **approved Request Number** and a **NIIN** or **NSN** in the **NSN** block.

6.8.22. Select a **Serial Number Type**.

6.8.23. Selecting **OK** displays the **Build Requisition** window (Fig. 6.53). As with the other requisition types, data will be pre-filled from the Requisition/Offload Values (see paragraph 4.3) and the original material request. Modify or input data as required.

6.8.24. Select **Apply**. User is given an **Assigned Document Number** (Fig. 6.54).
6.8.25. Selecting **OK** displays the *Build Requisition Message* (Fig. 6.52), informing the user the transaction processed successfully.

6.8.26. Selecting **OK** returns the user to the *Initiate Requisition* window (Fig. 6.50).

6.8.27. **MVO Process with an existing Request Number.** On the Initiate Requisition window (Fig. 6.55) select **MVO Process** and enter the **Request Number** and the **MVO Description**.

6.8.28. Selecting **OK** displays the *Build Requisition* window (Fig. 6.56). Data fields will be pre-filled with data from the Requisition/Offload Values (*see paragraph 4.3*) and the original material request. Modify or input data as required.
6.8.29. Selecting Apply assigns a document number and the Assigned Document Number window (Fig. 6.54) is displayed.

6.8.30. Selecting OK displays the Build Requisition Message (Fig. 6.52) informing the user the transaction processed successfully.

6.8.31. Selecting OK returns the user to the Initiate Requisition window (Fig. 6.50).

6.8.32. MVO Process selected without an existing Request Number. On the Initiate Requisition window (Fig. 6.57), select MVO Process and enter the Work Center in the first data field of the Request Number data fields. Enter the MVO Description and select New Request.
6.8.33. Selecting **OK** displays the *Build Requisition* window (Fig. 6.58) with the data pre-filled from the Requisition/Offloads Values (see paragraph 4.3). Modify or input data as required and enter the **Total Cost**. Select the appropriate radio button in the *MVO Type* field.

(Fig. 6.58)

6.8.34. Selecting **Apply** assigns a document number and the *Assigned Document Number* window (Fig. 6.54) is displayed.

6.8.35. Selecting **OK** displays the *Build Requisition Message* (Fig. 6.52) informing the user the transaction processed successfully.

6.8.36. Selecting **OK** returns the user to the *Initiate Requisition* window (Fig. 6.50).

6.9. **Supply Status.** Accessing the *Supply Status* window (Fig. 6.59) allows the user to initiate an Outgoing Status request, interactively add an Incoming Status record for an outstanding active requisition, or post an incoming Material Obligation Validation (*MOV*) request/response for an active requisition. It also allows the user to select a Procurement Item Identification Number (*PIIN*) to process status against.

(Fig. 6.59)
6.9.1. When the Status Supply Search window (Fig. 6.60) appears, default values are displayed. With Search Document selected, Document Number is the only Specify option available regardless of the Type option selected.

(Fig. 6.60)

6.9.2. Selecting Search Document and Follow-Up as the Type allows the user to initiate outgoing status.

6.9.3. Enter a Document Number of a current active requisition and if applicable, enter a Suffix Code.

6.9.4. Select a Document Identifier (DI) from the drop-down list. AC_, AF_, AK_, and AM_ are available choices. AF1 is the default. The Type of status selected determines the Document Identifiers displayed.

6.9.5. Selecting OK validates the document number entered is an outstanding active requisition, prevents a duplicate record from processing, and determines if the Document Identifier is appropriate for the transaction being processed. Once validated, the Status Supply window (Fig. 6.61) appears.
6.9.6. The first section of the *Status Supply* window (Fig. 6.61) displays information applicable to the requisition and is not modifiable. The second section of the window contains the out-going supply status request data. Only the *Routing Identifier* and *Quantity* are modifiable. A *Remarks* data field is also available to enter any pertinent narratives. The lower portion of the page provides the *Latest Status as of Transaction Date* (current date displayed) when previous status exists. A summarized status line displays for each existing status record on file. The *Status Code Interpreted* field explains status codes applicable to a status record. The *Status Code Interpreted* field is populated only when a Status Code is applicable to the status record. Double-clicking a status row displays the *Status Supply Detail* window (Fig. 6.62).
6.9.7. After viewing the **Status Supply Detail** window select **OK** to return to the **Status Supply** window for the current document.

6.9.8. To submit the Follow-Up, select **Apply** on the **Status Supply** window (Fig. 6.61) and the user is returned to the **Status Supply Search** window (Fig. 6.60). The Follow-up is now queued for release from **Release Status** (see paragraph 6.13).

6.9.9. Selecting **Search Document** and **Incoming Status** as the **Type** allows the user to interactively enter supply and shipping status for an active requisition.

6.9.10. On the **Status Supply Search** window (Fig. 6.60), enter a **Document Number** of a current active requisition and if applicable, enter a **Suffix Code**.

6.9.11. Select a **Document Identifier** from the drop-down list. **AB**, **AE**, **AS**, **AU**, **AV**, and **YE1** are available choices. **AE1** is the default. The **Type** of status selected determines the **Document Identifiers** displayed.

6.9.12. Selecting **OK** displays the **Status Supply** window (Fig. 6.63).
6.9.13. Depending on the DI selected, certain data fields in the Status Entry section must be completed by the user. Mandatory data fields for each available DI are:

- **AB_** RI, Contract/PIIN Number, Transaction Date
- **AE_** RI, Status Code, Transaction Date
- **AS_/AU_** RI, Date Shipped, Mode Of Shipment or Hold Code
- **AU_** RI, Date Shipped, Mode Of Shipment or Hold Code
- **AV_** RI, Transaction Date
- **YE1** Transaction Date

6.9.14. Selecting Apply before all mandatory data fields are entered displays an error message and prompts the user to complete all mandatory data fields. Upon successful completion, the user is returned to the Status Supply Search window (Fig. 6.60).

6.9.15. Selecting Search Document and MOV as the Type allows the user to create MOV responses.

6.9.16. Enter a Document Number of a current active requisition that requires a Material Obligation Validation (MOV) request or response and if applicable, enter a Suffix Code.

6.9.17. Select a Document Identifier from the drop-down list. **AN_** and **AP_** are the available selections. AP1 is the default. **AN_** adds a request for an MOV from an Inventory Control Point (ICP) to the status file while **AP_** is used for the MOV response and writes it to the status file. The Type of status selected determines the Document Identifiers displayed.

6.9.18. Selecting OK displays the Status Supply window (Fig. 6.64).
6.9.19. Depending on the DI selected, certain data fields in the Status Entry section must be completed by the user. Mandatory data fields for each available DI are:

- AN_ Transaction, Reply Due, and Cutoff Dates
- AP_ Quantity to Cancel

6.9.20. Selecting Apply before all mandatory data fields are entered displays an error message and prompts the user to complete all mandatory data fields. Upon successful completion, the user is returned to the Status Supply Search window (Fig. 6.60).

6.9.21. The MOV response must now be processed through Incoming MOV Status in the Site subsystem (see paragraph 4.21). Successful processing in the Site subsystem will create a Batch File that the user must Receive From the Server in Batch File Transfer (see paragraph 2.4) and transmit via SALTS.

6.9.22. Selecting Search Document and DRF/DRB allows the user to respond to a Material Receipt Acknowledgement follow-up (DRF) with a (DRB) reply or interactively enter a DRF. Whether interactively entering a DRF, or DRFs batch processed into the system, the system should automatically generate the DRB responses. DRF’s that error out for a quantity difference or other reasons require the user to manually generate the DRB response by interactively inputting the DRF.

6.9.23. Selecting the DRF/DRB radio button displays the Status Supply Search window (Fig. 6.65) appears and the default DI is DRB.
6.9.24. Enter a Document Number from the available DRF records in the Document Number data field. A DRF record must be available (batch processed in or interactively entered) before a DRB response can be generated.

6.9.25. Selecting OK displays the Status Supply window (Fig. 6.66).

6.9.26. Enter the same RI as the DRF and ensure the DRF Quantity matches the X71 (receipt record) or DRA (initial Material Receipt Acknowledgement) and enter the Transaction Date.

6.9.27. Selecting Apply returns the user to the Status Supply Search window (Fig. 6.60).

6.9.28. Selecting View Status Records and Document Number Specified allows the user to view all status records on file for the specific Document Number entered on the Status Supply Search window (Fig. 6.67).
6.9.29. Enter a **Document Number** of a current active requisition and if applicable, enter a **Suffix Code**.

6.9.30. Selecting **OK** displays the **Status Supply Search** window (Fig. 6.68) with all the status records for the **Document Number** entered.
6.9.31. The status is displayed in the order the status was received with the latest status at the top of the list.

6.9.32. Double-click on a status row to view the Status Supply Details window (Fig. 6.69), or select Add Remarks on the Supply Status Search window (Fig. 6.68) to view the Status Supply Details window (Fig. 6.69) and enter up to 255 characters of narrative comment relating to the requisition.

(Fig. 6.69)

6.9.33. Selecting OK returns the user to the Status Supply Search window (Fig. 6.68).

6.9.34. Selecting Close View returns the user to the Status Supply Search window (Fig. 6.60).

6.9.35. Selecting View Status Records Selected and Contract/PIIN Specified allows the user to view status records for material requisitioned under a Contract/PIIN Number.

6.9.36. When the Status Supply Search window (Fig. 6.70) appears, default values are displayed.

(Fig. 6.70)
6.9.37. Enter the **Contract/PIIN Number** *(mandatory)* and the **Call/Order Serial Number** *(optional)*.

6.9.38. Selecting **OK** displays the **Status Supply Search** window (Fig. 6.71).

(Fig. 6.71)

6.9.39. Select **Close View** to return to the **Status Supply Search** window (Fig. 6.60).

6.9.40. Selecting **View Status Records** and **TCN/GBL/CBL Number Specified** allows the user to view status records for material on a **Transportation Control Number (TCN)**, **Government Bill of Lading (GBL)** or **Commercial Bill of Lading (CBL)**.

6.9.41. When the **Status Supply Search** window (Fig. 6.72) appears, default values are displayed.
6.9.42. Enter the **TCN/GBL/CBL Number**.

6.9.43. Selecting **OK** displays the **Status Supply Search** window (Fig. 6.73).

6.9.44. Select **Close View** to return to the **Status Supply Search** window (Fig. 6.60).
6.10. Carcass Status. Accessing the Carcass Status window (Fig. 6.74) allows the user to initiate outgoing DLR carcass status responses (DI BK2) and interactively input incoming carcass status for DLR requisitions. In most cases the user will not be required to interactively input the incoming carcass status. Carcass status is normally provided by NAVICP and transferred to the server via batch file processing when Incoming Status for Supply is processed.

6.10.1. When the Status Supply Search window (Fig. 6.75) appears, select a Carcass Status Option from the drop-down list.

6.10.2. Follow–ups (BK1). The Follow–ups (BK1) option allows the user to interactively enter a BK1 follow-up on a Non-RFI DLR carcass shipment. Normally BK1 transactions will be sent from NAVICP Mechanicsburg or NAVICP Philadelphia. Select Follow–ups (BK1) and enter a Document Number in the Document Number data field.

6.10.3. Selecting OK displays the Carcass window (Fig. 6.76).
6.10.4. The **Follow-Up Date** defaults to current date. The **Turn-In NSN** defaults to the NSN from Departmental Turn-In (DTT). Modify these data fields as required.

6.10.5. Selecting the **Repairable Query** icon allows the user to review all previous carcass tracking transactions for the document number specified. Select the **Close Window** icon to return to the **Carcass** window.

6.10.6. Select the **Response to Follow-up** tab to generate a BK2. The Carcass Response will be forwarded to **Carcass Response** (see paragraph 6.14) awaiting approval.

6.10.7. Selecting **Apply** displays the **Carcass Message** (Fig. 6.77) notifying the user the transaction processed successfully.

6.10.8. Selecting **OK** returns the user to the **Carcass Search** window (Fig. 6.75).

6.10.9. **Response to Follow-ups (BK2)**. The **Response to Follow-ups (BK2)** option allows the user to interactively enter a BK2. Unlike earlier releases of RSupply, it is not necessary to have a BK1 or BK3 reside on the system to execute a BK2 response.

6.10.10. On the **Carcass Search** window (Fig. 6.78) select **Response to Follow-ups (BK2)** and select a **Response Code** from the drop-down list.
6.10.11. Enter a Document Number in the Document Number data field.
6.10.12. Selecting OK displays the Carcass window (Fig. 6.80), or in the event there are no outstanding incoming status transactions that require a BK2 response, the user will receive a Carcass Message (Fig. 6.79).

6.10.13. Selecting Yes on the Carcass Message (Fig. 6.79) displays the Carcass window (Fig. 6.80).
6.10.14. Select the status record that is being responded to from the *Response to* drop-down list. *Response to* will not be available on the window if there are no outstanding carcass status transactions requiring a BK2 response.

6.10.15. All data fields will be pre-filled with data previously entered in *Carcass Tracking*. Make modifications as required. The data fields in white will not be pre-filled when there are no outstanding incoming status transactions that require a BK2 response and must be entered by the user. The *Quantity* data field will have a 0 (*zero*) rather than a 1 (*one*), when there are no outstanding incoming status transactions that require a BK2 response.

6.10.16. Selecting *Apply* displays a *Carcass Message* (Fig. 6.77) notifying the user the transaction processed successfully.

6.10.17. Selecting *OK* returns the user to the *Carcass Search* window (Fig. 6.75).

6.10.18. The BK2 will be forwarded to *Carcass Response* (see paragraph 6.14) awaiting approval.

6.10.19. **Rejected Follow-ups (BKR).** The *Rejected Follow-ups (BKR)* option allows the user to interactively enter a BKR. Normally BKR transactions will be sent from NAVICP Mechanicsburg or NAVICP Philadelphia notifying the user their BK2 was rejected.

6.10.20. On the *Carcass Search* window (Fig. 6.81) select *Rejected Follow-ups (BKR)* and select a *Reject Code* from the drop-down list.

(Fig. 6.81)

6.10.21. Enter a *Document Number* in the *Document Number* data field.

6.10.22. Selecting *OK* displays the *Carcass* window (Fig. 6.82).
6.10.23. The **Follow-Up Date** defaults to the current date and the **Turn-In NSN** defaults to the NSN from Departmental Turn-In (DTI). Modify as required.

6.10.24. Selecting the **Repairable Query** icon allows the user to review all previous carcass tracking transactions for the specific requisition. Selecting the **Close Window** icon returns the user to the **Carcass** (Fig. 6.82) window.

6.10.25. Selecting the **Response to Follow-up** tab allows the user to generate a BK2. The BK2 will be forwarded to **Carcass Response** (see paragraph 6.14) for approval.

6.10.26. Selecting **Apply** displays **Carcass Message** (Fig. 6.77) notifying the user the transaction processed successfully.

6.10.27. Selecting **OK** returns the user to the **Carcass Search** window (Fig. 6.75).

6.10.28. **BK2 Acknowledgement (BKA)**. The **BK2 Acknowledgement (BKA)** option allows the user to interactively enter a BKA. A BKA is the acknowledgement that a submitted BK2 Response was received and accepted.

6.10.29. From the **Carcass Search** window (Fig. 6.75) select **BK2 Acknowledgement (BKA)** and enter a **Document Number** in the **Document Number** data field.

6.10.30. Selecting **OK** displays the **Carcass** window (Fig. 6.83).
6.10.31. Selecting the **Repairable Query** icon allows the user to review all previous carcass tracking transactions for the specific requisition. Selecting the **Close Window** icon returns the user to the **Carcass** window (Fig. 6.83).

6.10.32. All data fields are pre-filled with data previously entered in **Carcass Tracking** and from the previously generated BK2. Make modifications as required.

6.10.33. Selecting **Apply** displays a **Carcass Message** (Fig. 6.77) notifying the user the transaction processed successfully.

6.10.34. Selecting **OK** returns the user to the **Carcass Search** window (Fig. 6.75).

6.10.35. **Additional Billing (BK3)**. The **Additional Billing (BK3)** option allows the user to interactively enter a BK3. A BK3 is a notification to the customer of additional billing. Normally BK3 transactions will be sent from NAVICP Mechanicsburg or NAVICP Philadelphia notifying the user of the additional billing.

6.10.36. On the **Carcass Search** window (Fig. 6.84) select **Additional Billing (BK3)** and select a **Reason Code** from the drop-down list.

(Fig. 6.84)

6.10.37. Enter a **Document Number** in the **Doc Nbr** data field.

6.10.38. Selecting **OK** displays the **Carcass** window (Fig. 6.85).
6.10.39. Selecting the **Repairable Query** icon allows the user to review all previous carcass tracking transactions for the specific requisition. Selecting the **Close Window** icon returns the user to the **Carcass** window.

6.10.40. Enter the **Price Billed**. **Follow-Up Date** defaults to the current date. Modify as required.

6.10.41. Selecting **Apply** displays a **Carcass Message** (Fig. 6.77) notifying the user the transaction processed successfully.

6.10.42. Selecting **OK** returns the user to the **Carcass Search** window (Fig. 6.75).

6.10.43. **Reduced Billing (BK4)**. The **Reduced Billing (BK4)** option allows the user to interactively enter a BK4. The BK4 is a notification to customer of reduced billing. Normally BK4 transactions will be sent from NAVICP Mechanicsburg or NAVICP Philadelphia notifying the user of the reduced billing.

6.10.44. On the **Carcass Search** window (Fig. 6.86) select **Reduced Billing (BK4)** and select a **Reason Code** from the drop-down list.

(Fig. 6.85)

(Fig. 6.86)
6.10.45. Enter a **Document Number** in the **Document Number** data field. Selecting **OK** displays the **Carcass** window (Fig. 6.87).

(Fig. 6.87)

6.10.46. Select the **Repairable Query** icon to review all previous carcass tracking transactions for the requisition. Selecting the **Close Window** icon returns the user to the **Carcass** window.

6.10.47. Enter the **Reduced Price**. The **Follow-Up Date** defaults to the current date. Modify as required.

6.10.48. Selecting **Apply** displays a **Carcass Message** (Fig. 6.77) notifying the user the transaction processed successfully.

6.10.49. Selecting **OK** returns the user to the **Carcass Search** window (Fig. 6.75).

6.10.50. **Responses Required**. **Responses Required** allows the user to review and select NAVICP generated carcass transactions that require a response.

6.10.51. On the **Carcass Search** window (Fig. 6.88) select **Responses Required** and a **Response Code** from the drop-down list.

(Fig. 6.88)
6.10.52. Select a Document Number from the drop-down list in the Search box. Selecting OK displays the Carcass window (Fig. 6.89).

6.10.53. All boxes are pre-filled with data previously entered in Carcass Tracking. Make modifications as required or, if no data exists, enter data in the required data fields.

6.10.54. Selecting Apply displays a Carcass Message (Fig. 6.77) notifying the user the transaction processed successfully.

6.10.55. Selecting OK returns the user to the Carcass Search window (Fig. 6.75).

6.11. Status Reversals. Accessing the Status Reversals window (Fig. 6.90) allows the user to reverse a previously entered cancellation or rejection status. The reversal action reactivates the completed requisition to an open status. A financial adjustment is recorded on the Transmittal Letter (TL) and all cancellation status reversals will appear on the Cumulative Transaction Ledger (CTL) – Material (see paragraph 8.14).
6.11.1. When the Status Reversal Search window (Fig. 6.91) appears, default values are displayed.

6.11.2. Select Search Document and specify Document Number. Enter the Document Number of a cancelled or rejected requisition and if applicable, enter a suffix code in the Document Number data field.

6.11.3. Selecting OK displays the Status Reversal window (Fig. 6.92).
6.11.4. The **Status Reversal** window (Fig. 6.92) displays the cancelled or rejected status.

6.11.5. Reverse the status by selecting the check box in the **Reverse** column.

6.11.6. Selecting **Apply** displays a **Status Reversal Message** (Fig. 6.93) notifying the user how many records were reversed.

![Status Reversal Message](image)

6.11.7. Selecting **OK** returns the user to the **Status Reversal Search** window (Fig. 6.91).

6.12. **Release Requisitions.** Accessing the **Release Requisitions** window (Fig. 6.94) enables the user to review pending requisitions and release them to be filled by the Supply System. Pending requisitions may also be deleted from the Requisition Release queue. Pending requisitions deleted in the Requisition Release queue will be cancelled by the system and any funds placed in the **Queued Money Value** column of the **Departmental Budget Report** (see paragraph 7.2) will be returned to the requesting department’s remaining budget balance. The requesting department will receive status on the associated maintenance action *(repair parts requested on a Work Candidate only)* indicating the requisition was cancelled in Requisition Release. All maintenance and non-maintenance related pending requisitions cancelled in the Requisition Release queue will show “Cancelled in Requisition Release” in the Remarks data field of the **Stock/DTO Requisitions Query** window (see paragraph 8.11). Users can select to release requisitions created from **Reorders** (see paragraph 5.??), or those requisitions not from Reorders. Users can choose to release all requisitions or narrow the number of requisitions to be released by selecting a specific category of pending requisitions. The Release Requisition process creates an outgoing requisitions file with A0_MILSTRIP requisitions.
6.12.1. When the **Release Requisitions** window (Fig. 6.95) appears, default values are displayed.

6.12.2. Choose the type of requisitions for release from the **Selection** box. If the transactions to be released were created via **Reorder** processing (see paragraph 5.1), select **From Automatic Reorder**. If created as part of a maintenance action, **Material Requirements Internal** (see paragraph 6.1), **Initiate Requisitions** (see paragraph 6.8), or other similar process other than Reorder, select **Not From Reorder**.

6.12.3. In the **Specify** box, the user must select one of the following options (Fig. 6.96). The **Date/Serial Number Range** is not enabled when **Not From Reorder** is selected. **NMCS/PMCS, CASREP, HI PRI, Routine, and Department** are not enabled when **From Automatic Reorder** is selected.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Displays all pending requisitions in the requisition release queue for the Selection type specified.</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Cog</th>
<th>User must enter a specific Cog in the data field that is enabled. Queues all pending requisitions for the Cog specified for release.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number</td>
<td>User must enter a specific document number in the data field that is enabled. Only the document number entered will be released.</td>
</tr>
<tr>
<td>Date/Serial Number Range</td>
<td>User must enter the beginning and ending date and serial number range in the data fields that are enabled. Only requisitions within the entered range will be released.</td>
</tr>
<tr>
<td>NAVSEA</td>
<td>Only requisitions with a NAVSEA serial number will be released.</td>
</tr>
<tr>
<td>NMCS/PMCS</td>
<td>Only requisitions with a NMCS/PMCS serial number will be released.</td>
</tr>
<tr>
<td>CASREP</td>
<td>Only requisitions with a CASREP serial number will be released.</td>
</tr>
<tr>
<td>HI PRI</td>
<td>Only requisitions with an assigned priority of 01-03, 07 and 08 will be released.</td>
</tr>
<tr>
<td>Routine</td>
<td>Only requisitions with an assigned priority of 04, 05, 06, and 09-15 will be released.</td>
</tr>
<tr>
<td>Department</td>
<td>User must enter a specific department in the data field that is enabled. Only requisitions for the department entered will be released.</td>
</tr>
</tbody>
</table>

(Fig. 6.96)

6.12.4. **Review** is a system default. **Review** allows the user to review all requisitions meeting the criteria of the selections made in the **Selection** and **Specify** fields. If **Review** is not selected (*not recommended*), records meeting the **Selection** and **Specify** criteria are automatically released.

6.12.5. Selecting **OK** displays the **Requisition Review** window (Fig. 6.97).

(Fig. 6.97)

6.12.6. Select **Release** or **Cancel** on desired rows or use the **Release All** ✅ or **Cancel All** ✗ icons to release/cancel all requisitions. When **Release All** ✅ is selected the user will receive a **Batch Request Confirmation** message (Fig. 6.98). If **Approval Required** has been selected on the **Control Parameter Update** window (see paragraph 4.16) for Requisition Release, the Batch Job must be approved on the **Approval** window (see

6-53
paragraph 4.18) before the job is processed by NTCSS. When Cancel All is selected, the user will be prompted to select Yes or No on the RSsupply message (Fig. 6.99) that appears.

6.12.7. To view a pending requisition record on the Requisition Review window (Fig. 6.97), double-click the desired pending requisition to view the Approve Requisition - Detail window (Fig. 6.100) for specific requisition information.
6.12.8. On the Approve Requisition – Detail window (Fig. 6.100), selecting Apply approves the requisition for release. Selecting Cancel on the Approve Requisition – Detail window (Fig. 6.100) will not cancel the requisition. The Cancel button on the Approve Requisition – Detail window (Fig. 6.100) only closes the Approve Requisition – Detail window (Fig. 6.100) and returns the user to the Requisition Review window (Fig. 6.97). Pending Requisitions can only be deleted from the Requisition Review window (Fig. 6.97) by placing a check in the Cancel check box.

6.12.9. After making individual Release or Cancel choices, select Apply.

6.12.10. If Release was selected, the user will receive a Batch Request Confirmation message (Fig. 6.98). Select OK.

6.12.11. If Cancel was selected, the user will receive an RSsupply message (Fig. 6.101) asking if you are sure you want to delete? Select Yes or No as appropriate.

6.12.12. Queued for Release (QR). All pending requisitions that have been previously released on the Requisition Review window (Fig. 6.102) but the Batch Job has not been processed by NTCSS will have an asterisk (*) placed in the Queued for Release (QR) column of the Requisition Review window (Fig. 6.102).
6.12.13. The Batch Job number will be recorded on the Approve Requisition-Detail window (Fig. 6.103) in the Batch Job Number (BJN) data field. Approving the Batch Job on the Approval screen (see paragraph 4.18) will allow NTCSS to process the Batch Job and clear the pending requisitions from the Requisition Review window (Fig. 6.102).

(Fig. 6.102)

6.12.14. In the event the Batch Job is inadvertently deleted from the Approval window before it has been approved and processed by NTCSS, the Batch Job Number recorded on the Approve Requisition-Detail window (Fig. 6.103) can be used on the Release Requisitions window (Fig. 6.104) by de-selecting Review and selecting BJN and inputting the Batch Job Number.

(Fig. 6.103)
6.12.15. Selecting **OK** re-releases all pending requisitions with an asterisk (*) in the **QR** column on the **Requisition Review** window (Fig. 6.102) with the same BJNI. The **Requisition Review Message** (Fig. 6.105) will appear notifying the user that selected records are being scheduled for release.

6.12.16. Selecting **OK** on the **Requisition Review Message** (Fig. 6.105) will process a new Batch Job and the **Batch Job Confirmation** window (Fig. 6.98) will be displayed with the new Batch Job Number.
6.13. **Release Status.** Accessing the **Release Status** window (Fig. 6.106) provides the opportunity to review and/or release outgoing status requests. Releasing status will create an outgoing MILSTRIP file for all previously generated status requisitions to include requisition follow-ups, requisition modifiers, requisition cancellation requests, excess stock dues cancellation request and Material Receipt Acknowledgements.

(Fig. 6.106)

6.13.1. When the **Release Status** window (Fig. 6.107) appears, default values are displayed.

(Fig. 6.107)

6.13.2. **Release All Records** is the system default. If desired, make a selection in the **Batch Selections** (Fig. 6.108) or **Interactive Selections** (Fig. 6.109) boxes.
6.13.3. **Review** is the system default. It allows the user to review all outgoing status meeting the criteria of the selections made. If **Review** is not selected, status records are automatically released.

6.13.4. With **Review** selected, selecting **OK** displays the **Status Review** window (Fig. 6.110).
6.13.5. Select **Release** or **Cancel** on desired rows or use the **Release All** or **Cancel All** icons to release/cancel all status requests. When **Release All** is selected the user will receive a **Batch Request Confirmation** message (Fig. 6.98). When **Cancel All** is selected, the user will be prompted to select **Yes** or **No** on the **RSsupply** message (Fig. 6.111) that appears.

![RSupply](image)

(Fig. 6.111)

6.13.6. If making individual **Release** or **Cancel** choices, select **Apply** when finished.

6.13.7. If **Release** was selected, the user will receive a **Batch Request Confirmation** message (Fig. 6.98). Select **OK**.

6.13.8. If **Cancel** was selected, the user will receive an **RSsupply** message (Fig. 6.101) asking if you are sure you want to delete? Select **Yes** or **No** as appropriate.

6.14. **Release Carcass Response**. Accessing the **Carcass Response** window (Fig. 6.112) allows the user to release carcass tracking DI BK2 responses for DI BK1, BKR, and BK3 Follow-ups.

![Carcass Response](image)

(Fig. 6.112)

6.14.1. When the **Release Carcass Response** window (Fig. 6.113) appears, default values are displayed.
6.14.2. Choose an option from the Selection area. All is the system default. If Cog, NIIN, or Document Number is selected, a data field is enabled next to the selection allowing the user to input data.

6.14.3. Review is a system default. Review allows the user to review all carcass responses meeting the criteria of the selections made. If Review is not selected, carcass responses are automatically released.

6.14.4. Selecting OK displays the Carcass Review window (Fig. 6.114).

6.14.5. Select Release or Cancel on desired rows or use the Release All ✔ or Cancel All ✗ icons to release/cancel all status requests. When Release All ✔ is selected the user will receive a Batch Request Confirmation message (Fig. 6.98). When Cancel All ✗ is selected, the user will be prompted to select Yes or No on the RSsupply message (Fig. 6.115) that appears.
6.14.6. When making individual **Release** or **Cancel** choices, select **Apply** when finished.
6.14.7. If **Release** was selected, the user will receive a **Batch Request Confirmation** message (Fig. 6.98). Select **OK**.
6.14.8. If **Cancel** was selected, the user will receive an **RSupply** message (Fig. 6.101) asking if you are sure you want to delete? Select **Yes** or **No** as appropriate.

6.15. **Receipts In Process**. Accessing the **Receipts In Process** window (Fig. 6.116) allows the user to process incoming stock and DTO receipts without affecting on-hand quantities on the Stock Item Table (SIT). The DI for a **Receipt In Process** is an X72. This option sets the Received On Board (ROB) date, Receipt In Process quantity, and will create an outgoing MILSTRIP DI DRA Receipt Acknowledgement. However, an in process receipt does not increase the on-hand quantity or set the completion date until it is posted in **Receipt Processing**. For Unit Level activities it is not recommended to use the Receipts in Process option in RSupply.

6.15.1. When the **Receipt Search** window (Fig. 6.117) appears, default values are displayed.
6.15.2. In the Search by area select Document Number or Commercial Contract Number.
6.15.3. Enter a Document Number of a current active requisition and when applicable, enter a suffix code or if Commercial Contract Number was the Search by option enter a Commercial Contract Number. Note: It is not necessary to change the Service Code from R or V to an N for NAVSEA requisitions.
6.15.4. Selecting OK displays the Receipt In Process window (Fig. 6.118).

6.15.5. Enter data from the receipt into the mandatory data fields: Quantity and RI From.
6.15.6. **ROB Date** defaults to current date. To change date, double-click on the data field to display a calendar.

6.15.7. Select **Apply**.

6.15.8. The User will receive a **Receipts In Process Message** (Fig. 6.119) notifying them that the transaction processed successfully.

6.15.9. Selecting **OK** returns the user to the **Receipt Search** window (Fig. 6.117).

6.16. **Receipt Processing**. By accessing the **Receipt Processing** window (Fig. 6.120) the user is able to process stock and DTO receipts. **Receipt Processing** will create a DI X71. Stock receipts will increment on-hand quantities by location(s) entered. The majority of receipts will be processed with this option.

6.16.1. When the **Receipt Search** window (Fig. 6.117) appears, default values are displayed.

6.16.2. In the **Search by** area select **Document Number** or **Commercial Contract Number**.

6.16.3. On the **Receipt Search** window (Fig. 6.117) enter a **Document Number** of a current active requisition and if applicable, enter a **Suffix Code**. If **Commercial Contract Number** was the **Search by** option enter a **Commercial Contract Number**. It is not necessary to change the Service Code from R or V to an N for NAVSEA requisitions.

6.16.4. Selecting **OK** displays the **Receipt Processing** window (Fig. 6.121).
6.16.5. **Processing Stock receipts.** On the Receipt Processing window (Fig. 6.121) enter data from the receipt into the mandatory data fields: Quantity, RI From, and Stow Quantity. If multiple locations exist, ensure the Stow Quantity posted matches the physical stowage location. When performing Receipt Processing on a requisition that was previously posted as a Receipt In Process, the Quantity and RI From data fields will be pre-filled, making the Stow Quantity the only mandatory data field to be completed. The Location field defaults to pre-existing locations, but provides a blank Location data field to enter a new location if required.

6.16.6. The Received on Board (ROB) Date defaults to current date. To change the date, double-click on the date data field to display a calendar.

6.16.7. Select **Apply**

6.16.8. A Receipt Processing Message (Fig. 6.122) is displayed notifying the user the transaction processed successfully.

6.16.9. Selecting **OK** returns the user to the Receipt Search window (Fig. 6.117).
6.16.10. **Processing DTO receipts.** Enter a **Document Number** on the **Receipt Search** window (Fig. 6.117) and select **OK**.

6.16.11. When the **Receipt Processing** window (Fig. 6.123) appears, enter data from the receipt into the mandatory data fields: **Quantity** and **RI From**. When performing **Receipt Processing** on a DTO requisition that was previously posted as a **Receipt In Process**, the **Quantity** and **RI From** data fields will be pre-filled with data from the **Receipt In Process**.

6.16.12. The **ROB Date** defaults to current date. To change the date, double-click on the date data field to display a calendar.

6.16.13. Select **Apply**.

6.16.14. A **Receipt Processing** message (Fig. 6.122) is displayed notifying the user the transaction processed successfully.

6.16.15. Selecting **OK** returns the user to the **Receipt Search** window (Fig. 6.117).

6.16.16. **Processing receipts with a Suffix Code not on file.** Enter a **Document Number** and **Suffix Code** on the **Receipt Search** window (Fig. 6.117) and select **OK**.

6.16.17. User will receive a **Receipt Processing Message** (Fig. 6.124) asking if they are sure of the **Suffix Code**.
6.16.18. Selecting **Yes** displays the **Receipt Processing** window (Fig. 6.125).

6.16.19. Enter the partial **Quantity** received and **RI From**.

6.16.20. The **ROB Date** defaults to current date. To change the date, double-click on the date data field to display a calendar.

6.16.21. Select **Apply**.

6.16.22. A **Receipt Processing** message (Fig. 6.122) is displayed notifying the user that the transaction processed successfully.

6.16.23. Selecting **OK** returns the user to the **Receipt Search** window (Fig. 6.117).

6.16.24. **Processing the same receipt with the original Document Number and no Suffix Code.** Enter the **Document Number** on the **Receipt Search** window (Fig. 6.117) and select **OK**.

6.16.25. The User will receive a **Receipt Processing Message** (Fig. 6.126) asking if they are sure they want to continue without a Suffix Code.
6.16.26. Selecting Yes displays the Receipt Processing window (Fig. 6.127).

(Fig. 6.126)

6.16.27. The Due Quantity has been reduced from what was originally ordered, reflecting the amount that was received on the suffixed receipt (Fig. 6.125).

(Fig. 6.127)

6.16.28. Enter data in mandatory fields: Quantity, RI From and if for stock, the Stow Quantity.

6.16.29. The ROB Date defaults to current date. To change the date, double-click on the date data field to display a calendar.

6.16.30. Select Apply.

6.16.31. A Receipt Processing message (Fig. 6.122) will be displayed notifying the user that the transaction processed successfully.

6.16.32. Selecting OK returns the user to the Receipt Search window (Fig. 6.117).

6.16.33. Posting Substitute Receipts with cross-reference already established. Enter a Document Number on the Receipt Search window (Fig. 6.117).

6.16.34. Selecting OK displays the Receipt Processing window (Fig. 6.128).
6.16.35. Enter the NIIN actually received in the NSN block.
6.16.36. The UI, Cog, and UP data fields in the Receipt Document Entries section of the window change to reflect those attributes of the substitute NSN entered. Modify as required.
6.16.37. Enter data in mandatory fields to include Quantity, RI From and if for stock, the Stow Quantity.
6.16.38. The ROB Date defaults to current date. To change the date, double-click on the date data field to display a calendar.
6.16.40. A Receipt Processing Message (Fig. 6.122) is displayed notifying the user the transaction processed successfully.
6.16.41. Selecting OK returns the user to the Receipt Search window (Fig. 6.117).
6.16.42. Posting Substitute Receipts for a NIIN not on the Stock Item Table. Enter a Document Number on the Receipt Search window (Fig. 6.117).
6.16.43. Selecting OK displays the Receipt Processing window (Fig. 6.129).
6.16.44. Enter the NIIN actually received in the NSN block.
6.16.45. Because the NIIN entered does not reside on the Stock Item Table (SIT), the user will be required to enter data in the following mandatory fields: Cog, UI, Nomenclature, and UP. If the item is a repairable an MCC and NUP must also be entered.
6.16.46. Enter data in mandatory fields: Quantity, RI From and if for stock, the Location and Stow Quantity.
6.16.47. The ROB Date defaults to current date. To change the date, double-click on the date data field to display a calendar.
6.16.48. Select Apply .
6.16.49. A Receipt Processing Message (Fig. 6.130) is displayed informing the user the item received is not listed as a valid substitute and will ask if it should be processed as a valid substitute.
6.16.50. If research reveals the item should be considered as a valid substitute, select Yes. Selecting Yes will create an ATC 9 Stock Record and the Cross-Reference relationship will be automatically established for the two NSN’s.

6.16.51. A Receipt Processing Message (Fig. 6.122) is displayed notifying the user the transaction processed successfully.

6.16.52. Selecting OK returns the user to the Receipt Search window (Fig. 6.117).

6.16.53. Posting receipts when the actual quantity received is less than the quantity on the receipt document. Enter a Document Number on the Receipt Search window (Fig. 6.117).

6.16.54. Selecting OK displays the Receipt Processing window (Fig. 6.131).

6.16.55. The ROB Date defaults to current date. To change the date, double-click on the date data field to display a calendar.

6.16.56. Enter the Due Quantity in the Quantity field and enter the RI From and if for stock, the Location and the actual quantity received in the Stow Quantity.

6.16.57. Select the Exception Data icon to display the Exception Data window (Fig. 6.132).
6.16.58. Enter the quantity actually received in the **Quantity** field. Entering the full *Due Quantity* in the **Quantity** field on (Fig. 6.131) and the quantity actually received on the **Exception Data** window (Fig. 6.132), allows the system to complete the requisition and process an LBI Receipt Adjustment to correctly record the on hand quantity for stock.

6.16.59. Selecting **OK** returns the user to the Receipt Processing window (Fig. 6.131).

6.16.60. Select **Apply**.

6.16.61. A **Receipt Processing Message** (Fig. 6.133) is displayed informing the user the quantity received does not match the quantity ordered and asks if the receipt quantity is correct.

6.16.62. If correct, select **Yes**.

6.16.63. A **Receipt Processing Message** (Fig. 6.122) is displayed notifying the user that the transaction processed successfully.

6.16.64. Selecting **OK** returns the user to the **Receipt Search** window (Fig. 6.117).

6.16.65. Follow the same procedures for posting a DTO shortage receipt. Although you are not concerned with on hand quantities of DTO material, you will want the CTL to reflect the actual quantity received.

6.16.66. **Posting receipts when the actual quantity received is greater than the quantity on the receipt document.** Enter a **Document Number** on the **Receipt Search** window (Fig. 6.117).

6.16.67. Selecting **OK** displays the **Receipt Processing** window (Fig. 6.134).
6.16.68. The **ROB Date** defaults to current date. To change the date, double-click on the date data field to display a calendar.

6.16.69. Enter the actual quantity received in the **Quantity** field; enter data for the **RI From** and if for stock, the **Location** and **Stow Quantity**.

6.16.70. Select **Apply**.

6.16.71. A **Receipt Processing Message** (Fig. 6.122) is displayed notifying the user the transaction processed successfully.

6.16.72. Selecting **OK** returns the user to the **Receipt Search** window (Fig. 6.117).

6.17. **Stock Control Receipts**. Accessing the **Stock Control** window (Fig. 6.135) allows the user to process problem receipts, such as previously cancelled requisitions, duplicate shipments, receipts not from due, and any other circumstances when normal **Receipt Processing** is not permitted.
6.17.1. When the Receipt Search window (Fig. 6.136) appears, default values are displayed.

6.17.2. Processing a Receipt Not From Due. Periodically material may be received with a document number that is not on the requisition file. Normal Receipt Processing will not allow the user to process a receipt if the requisition is not on file. When the material received is being placed into storeroom stock, it is important to use this Stock Control receipt option to increase the on hand quantity of the Stock Record.

6.17.3. In the Search by area select Document Number.
6.17.4. Enter the Document Number received and when applicable, enter a Suffix Code.
6.17.5. Select OK.
6.17.6. A Receipt Stock Control Message (Fig. 6.137) is displayed informing the user RSupply has no record of the Document Number entered and asks the user if they wish to continue.
6.17.7. Selecting Yes displays the Receipt Stock Control window (Fig. 6.138).

(Fig. 6.138)

6.17.8. Enter the NSN received.

6.17.9. When the NSN received does not reside on the Stock Item Table (SIT) the user will be required to enter data in all mandatory fields to include Cog, UI, Nomenclature, and UP. If the item is a repairable, a MCC and NUP must also be entered.

6.17.10. When the NSN received resides on the SIT, mandatory data fields to include the Cog, UI, Nomenclature, and UP will automatically be filled with existing information (Fig. 6.139).

(Fig. 6.139)
6.17.11. Enter data in the remaining mandatory data fields: Quantity, UP, and RI From.

6.17.12. Enter the Exception Data. Selecting the Exception Data icon opens the Exception Data window (Fig. 6.140).

6.17.13. Select a COSAL Type from the drop-down list.


6.17.15. When the Receipt Not From Due is for stock, enter STK in the Work Center field.

6.17.16. Selecting OK displays the Receipt Stock Control window (Fig. 6.141).
6.17.17. Enter data in the Location and Stow Quantity fields.
6.17.18. Select Apply.
6.17.19. A Receipt Stock Control Message (Fig. 6.142) is displayed notifying the user the transaction processed successfully.

(Fig. 6.142)

6.17.20. Selecting OK returns the user to the Receipt Search window (Fig. 6.136).
6.17.21. When the Receipt Not From Due is for DTO, enter the applicable four-character Work Center in the Work Center field of (Fig. 6.143).

(Fig. 6.143)

6.17.22. Enter the applicable JCN, APL, and EIC.
6.17.23. Selecting OK displays the Receipt Stock Control window (Fig. 6.144).
6.17.24. Select **Apply**

6.17.25. A **Receipt Stock Control Message** (Fig. 6.142) is displayed notifying the user the transaction processed successfully.

6.17.26. Selecting **OK** returns the user to the **Receipt Search** window (Fig. 6.136).

6.17.27. **Processing a Duplicate Shipment Receipt.** When attempting to process a receipt with the normal **Receipt Processing** option that was previously received or cancelled, the user will receive one of the following **Receipt Processing Messages** (Figs. 6.145 & 6.146).
6.17.28. Select **OK** and access the **Stock Control** menu option (Fig. 6.135).

6.17.29. Enter the **Document Number** received and if applicable, enter a **Suffix Code** on the **Receipt Search** window (Fig. 6.136).

6.17.30. Select **OK**. Whether it was previously received or cancelled, the user will receive a **Stock Control Receipt Message** (Fig. 6.147), asking them if they wish to continue.

6.17.31. Selecting **Yes** displays the **Receipt Stock Control** window (Fig. 6.148).
6.17.32. Enter the **Quantity**, **RI From**, and if for stock, the **Stow Quantity**.

6.17.33. Select **Apply**.  

6.17.34. A **Receipt Stock Control Message** (Fig. 6.149) is displayed confirming if this receipt should be processed as a multiple shipment.

![Receipt Stock Control Message](image)

(Fig. 6.149)

6.17.35. Select **Yes**.

6.17.36. A **Receipt Stock Control Message** (Fig. 6.142) is displayed notifying the user the transaction processed successfully.

6.17.37. Select **OK**. User is returned to the **Receipt Search** window (Fig. 6.136).

6.18. **Receipt Reversals**. Accessing the **Receipt Reversals** window (Fig. 6.150) allows the user to reverse previously processed receipts. In order to have an audit trail, the original receipt transaction and the corresponding receipt reversal are displayed in the **Cumulative Transaction Ledger**. Following the reversal, a receipt can be reentered with correct information. A reversal date is set in the receipt table. For stock receipt reversals the quantity is subtracted from the on hand quantity.

![Receipt Reversals Window](image)

(Fig. 6.150)

6.18.1. When the **Receipt Search** window (Fig. 6.151) appears, default values are displayed.
6.18.2. Enter the **Document Number** and if applicable, enter a **suffix code**.
6.18.3. Select **OK**, if a matching requisition is found, the **Receipt Reversal** window (Fig. 6.152) will appear.

6.18.4. If there are multiple receipt entries, select the row for reversal.
6.18.5. If there is any amplifying information related to the original receipt, it will be displayed in the **Exception Information** box.
6.18.6. Select **Apply**.
6.18.7. A **Receipt Reversal Message** (Fig. 6.153) is displayed notifying the user the transaction processed successfully.
6.18.8. Selecting **OK** returns the user to the Receipt Search window (Fig. 6.151).
6.18.9. On hand quantities created by the original receipt are decremented from the SIT and the requisition completed by the original receipt is reestablished.

6.19. **Material Turn-Ins.** By accessing the **Material Turn-Ins** window (Fig. 6.154), the user is able to process Ready For Issue (**RFI**) material returned to the Supply Department back into stock. Material Turn-Ins should have an Allowance Type Code of 1, 4, or 5. However, it is possible to record a Material Turn-In on any item with an existing Stock Record File. Material Turn-In transactions do not generate a credit to the applicable Department. Material Turn-Ins and any subsequent reversals will be recorded on the **Cumulative Transaction Ledger (CTL)**.

6.19.1. When the **Stock Item Search** window (Fig. 6.155) appears, default values are displayed.
6.19.2. Enter the *NIIN* or *Part Number* and select a *COSAL Type*.
6.19.3. Selecting **OK** displays the *Material Turn In* window (Fig. 6.156).

6.19.4. Enter mandatory data fields to include *WC, Quantity*, and *Location*.
6.19.5. If the *Request Number* field is used and matches with a *Storeroom Issue* transaction, the user will receive a *Request Number* message (Fig. 6.157), informing the user that the Material Turn-In matched an issue record and the user should process an *Issue Reversal*. Processing an *Issue Reversal* creates a departmental credit and a Stock debit while the *Material Turn In* has no financial impact.

6.19.6. Selecting **OK** returns the user to the *Material Turn In* window (Fig. 6.156).
6.19.7. When a Request Number is not available, enter the mandatory data as shown in (Fig. 6.158).
6.19.8. Select *Apply* and a *Material Turn In Message* (Fig. 6.159) is displayed informing the user of the Request Number that was assigned and that the transaction processed successfully. The on hand quantity of the Stock Record will increase by the amount turned in.

(Fig. 6.158)

6.19.9. The *Fund Code* is determined by the combination of the Stock Records ERC code and the Cog.

6.19.10. Selecting *OK* returns the user to the *Stock Item Search* window (Fig. 6.155).

6.19.11. **Processing a Material Turn In Reversal.** Enter the *NIIN* or *Part Number* and select a *COSAL Type* on the *Stock Item Search* window (Fig. 6.155).

6.19.12. Selecting *OK* displays the *Material Turn In* window (Fig. 6.160).

6.19.14. Enter data in mandatory fields to include Request Number, Work Center, Quantity, and Location.

6.19.15. Selecting Apply displays a Turn-In Reversal message (Fig. 6.161) asking the user if they wish to reverse this record.

6.19.16. Select Yes. A Material Turn In Message (Fig. 6.162) is displayed informing the user that the reversal processed successfully.

6.19.17. Selecting OK returns the user to the Stock Item Search window (Fig. 6.155).
6.20. **Material Expenditures.** Accessing the *Material Expenditures* window (Fig. 6.163) allows the user to process expenditures of material not relating to inventory assets.

(Fig. 6.163)

6.20.1. When the *Material Expenditure - Search* window (Fig. 6.164) appears, default values are displayed.

(Fig. 6.164)

6.20.2. **Miscellaneous Material Expenditures.** The *Miscellaneous Material Expenditure* option is used to transfer and account for missing, destroyed, beyond economical repair, and non-stock items that are no longer required. Material transferred with this option must not be storeroom stock material or material that meets the criteria to process a Financial Liability Investigation of Property Loss (DD200).

6.20.3. Selecting *OK* displays the *Material Expenditure – Miscellaneous* window (Fig. 6.165).
6.20.4. All data fields except for **Ship To** and **Remarks** are mandatory data entries. The **Ship To** data field is only used when the expended material is being transferred to another activity.

6.20.5. The **Expenditure Identification** entry can be an NSN, P/N, S/N, or any other unique identifier.

6.20.6. Selecting **Apply** displays the **Expenditure Number Assignment** window (Fig. 6.166).

6.20.2. Select **Allow system to generate Expenditure Number** (recommended) or a **User entered Expenditure Number**.

6.20.3. Selecting **OK** assigns an Expenditure Number and the **Assigned Expenditure Number** window (Fig. 6.167) is displayed.
6.20.7. Selecting **OK** returns the user to the *Material Expenditure - Search* window (Fig. 6.164).

6.20.8. **Material Surveys.** Select **Survey** on the *Material Expenditure–Search* window (Fig.6.164). The **Survey** option is used to transfer and account for non-storeroom stock material that is missing, lost, destroyed, and beyond economical repair and does meet the criteria to process a Financial Liability Investigation of Property Loss (DD200).

6.20.9. Selecting **OK** displays the *Material Expenditure – Survey* window (Fig. 6.168).

6.20.10. All data fields except **Ship To** and **Remarks** are mandatory data entries.

6.20.11. The **Expenditure Identification** entry can be an NSN, P/N, S/N, or any other unique identifier.

6.20.12. Selecting **Apply** displays the *Expenditure Number Assignment* window (Fig. 6.166).

6.20.13. Select **Allow system to generate Expenditure Number** (recommended) or a **User entered Expenditure Number**.

6.20.14. Selecting **OK** assigns an **Expenditure Number** and the **Assigned Expenditure Number** window (Fig. 6.167) is displayed.

6.20.15. Selecting **OK** returns the user to the *Material Expenditure - Search* window (Fig. 6.164).

6.20.16. **Reversal.** Select **Reversal** on the *Material Expenditure - Search* window (Fig.6.164).
6.20.17. Enter the **Expenditure Number** to be reversed in the **Document Number** field of the **Material Expenditure - Search** window (Fig. 6.169).

![Material Expenditure - Search](image)

(Fig. 6.169)

6.20.18. Selecting **OK** displays the **Material Expenditure – Reversal** window (Fig. 6.170).

![Material Expenditure - Reversal](image)

(Fig. 6.170)

6.20.19. Selecting **Apply** returns the user to the **Material Expenditure - Search** window (Fig. 6.169).

6.20.20. The expenditure number will be annotated as being reversed in the **Remarks** column of the **Expenditure Log** (JSL306).

6.21. **Carcass Tracking**. Accessing the **Carcass Tracking** window (Fig. 6.171) enables the user to select qualifying Carcass Turn-in or Carcass Shipment information by Document Number or
Request Number. The term "carcass" refers to a Not Ready For Issue (NRFI) or failed, Depot Level Repairable (DLR). DLRs can be identified by the Material Control Code (MCC) of E, G, H, Q, or X.

6.21.1. When the Carcass Tracking Search window (Fig. 6.172) appears, default values are displayed.

6.21.2. Department Turn-in and Carcass Shipment are the Carcass Options. The Department Turn-in must be processed prior to the Carcass Shipment.

6.21.3. Department Turn-in. To process a Department Turn-in select Department Turn-in from the Carcass Options drop-down list on the Carcass Tracking Search window (Fig. 6.172) and enter the Document Number or Request Number.

6.21.4. Selecting OK displays the Carcass Tracking window (Fig. 6.173).
6.21.5. On the Department Turn-In tab enter the Turn-In Document Number.
6.21.6. The Response Code defaults to “A”. Modify as required. For a list of Response Codes refer to the table below (Fig. 6.174).

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Carcass turned-in on same Document Number</td>
</tr>
<tr>
<td>B</td>
<td>Carcass turned-in on different Document Number indicated in cc 48-61</td>
</tr>
<tr>
<td>C</td>
<td>No turn-in will be made. Advice code should have been 5A</td>
</tr>
<tr>
<td>D</td>
<td>No turn-in will be made. Advice code should have been 5D</td>
</tr>
<tr>
<td>F</td>
<td>Turn-in will be delayed until the Julian date indicated in cc 62-66</td>
</tr>
<tr>
<td>G</td>
<td>No turn-in will be made. Advice code should have been 5E</td>
</tr>
<tr>
<td>H</td>
<td>Item turned in as RFI on Document Number indicated in cc 48-61</td>
</tr>
<tr>
<td>J</td>
<td>RFI item was shipped but not received and has been surveyed as Lost In Shipment. The NRFI item was either turned-in on the document number used to order the replacement material indicated in cc 48-61 or was turned-in under the original Document Number ordered indicated in cc 48-61.</td>
</tr>
<tr>
<td>K</td>
<td>Unable to execute turn-in due to deployed status. Expected turn-in date is indicated in cc 62-66.</td>
</tr>
<tr>
<td>L</td>
<td>Advice code should have been 5S. Turn-in will be after RFI received.</td>
</tr>
<tr>
<td>N</td>
<td>Advice code should have been 5R. Turn-in will be after RFI received.</td>
</tr>
<tr>
<td>P</td>
<td>The requisition being tracked has been cancelled. The cancellation was confirmed on the julian date indicated in cc 62-66.</td>
</tr>
</tbody>
</table>

6.21.7. The Turn-In NSN defaults to the NSN issued or requisitioned. Modify as required.
6.21.8. The Turn-In Date defaults to the current date. The user may manually modify the date or double-click in the date data field to display a calendar. Select the desired date from the calendar.
6.21.10. Selecting Apply displays a Carcass Tracking Message (Fig. 6.175) informing the user the transaction processed successfully.
6.21.11. Selecting OK returns the user to the Carcass Tracking Search window (Fig. 6.172).
6.21.12. Carcass Shipment. To process a Carcass Shipment select Carcass Shipment from the Carcass Options drop-down list on the Carcass Tracking Search window (Fig. 6.172) and enter the Document Number or Request Number.
6.21.13. Selecting OK displays the Carcass Tracking window (Fig. 6.176).

(Fig. 6.176)

6.21.15. The Ship Date defaults to current date. The user may manually modify the date or double-click in the date data field to display a calendar. Select the desired date from the calendar.
6.21.16. Enter the mandatory fields to include Shipment Priority, Mode Of Shipment, and Ship To.
6.21.17. Selecting Apply displays a Carcass Tracking Message (Fig. 6.175) informing the user the transaction processed successfully.
6.21.18. Selecting OK returns the user to the Carcass Tracking Search window (Fig. 6.172).
6.22. **Requisition Modifiers.** Accessing the *Requisition Modifiers* window (Fig. 6.177) allows the user to automatically generate requisition modifiers (DIAM_) to multiple stock and/or DTO requisitions. *Requisition Modifiers* can be used when the Force/Activity Designator (*F/AD*) or Urgency of Need (*UND*) has changed and outstanding Stock, DTO, or All requisitions must be modified simultaneously. This process provides the user an output file in 80cc format that must be transferred from the server (*see paragraph 2.4*) and submitted to the Supply system.

(Fig. 6.177)

6.22.1. When the *Requisition Modifier* window (Fig. 6.178) appears, default values are displayed.

(Fig. 6.178)

6.22.2. Choose the type of requisitions to modify from the *Selection* box. The options include *DTO (Own UIC), DTO (Other UICS), Stock* and *All.*
6.22.3. The Sort By criteria is optional and allows the user to select up to three sort criteria. Select an item in the left list box and select Add or simply double-click on the item to move it to the Add list box. To deselect, select the item in the right list box and select Remove or simply double-click on the item to move it to the Remove list box.

6.22.4. In the Specify box the Date/Document Range From and To is a mandatory data entry. Enter a four digit Julian date and four digit serial number with no dashes between them or a five digit Julian date (YYDDD).

6.22.5. At least one Requisition Modifier data field Current Value and New Value must be selected in the Specify box.

6.22.6. Select Apply . User will receive a Batch Request Confirmation message (Fig. 6.179).

![Batch Request Confirmation](image)

(Fig. 6.179)

6.22.7. Select OK.

6.22.8. The Requisition Modifiers are now in Release Status as Automatic Follow-ups under Batch Selections.

6.23. Requisition Follow-Ups. Accessing the Requisition Follow-Ups window (Fig. 6.180) enables the user to automatically generate requisition follow-ups (DI AF_ and AT_) on previously submitted stock and/or DTO requisitions. The Requisition Follow-Up process provides a means to identify outstanding requisitions that require follow-up action. The application will not allow the user to submit follow-ups on requisitions that do not qualify per the follow-up restrictions specified in the NAVSUP P-485 para. 3532. The requisitions processed are based on user-selected criteria. Additional criteria may be specified to further limit the number of qualifying requisitions. This process provides the user an output file in 80cc format that must be transferred from the server (see paragraph 2.4) and submitted to the Supply system.
6.23.1. When the **Requisition Follow-Ups** window (Fig. 6.181) appears, default values are displayed.

6.23.2. From the **Selection** box, choose the types of requisitions to submit follow-ups on.

6.23.3. The **Sort By** criteria is optional and allows the user to select up to three sort criteria. Select an item in the left list box and select **Add** or simply double-click on the item to move it to the **Add** list box. To deselect, select the item in the right list box and select **Remove** or simply double-click on the item to move it to the **Remove** list box.

6.23.4. The **Specify** criteria are optional.

6.23.5. For the **High Priority Limit** option, select a Priority Designator 01-08 from the drop-down list. When a **High Priority Limit** value is entered, a **Low Priority Limit** value must also be entered.
6.23.6. For the **Low Priority Limit** option, select a Priority Designator 01-15 from the drop-down list. When a **Low Priority Limit** value is entered, a **High Priority Limit** value must also be entered. The low priority must be equal to or less than the **High Priority Limit** entry.

6.23.7. For the **Stock Point Routing Identifier** option, enter a three character Routing Identifier of the one Stock Point to receive the follow-up requests. The Stock Point and Routing Identifier must reside in the **Other Activities** and Routing Identifier **Validation Table** (see paragraph 4.11).

6.23.8. For the **Work Center** option, one of the two **DTO** options in the **Selection** criteria must be selected to enable the **Work Center** data field. The user may enter any valid four-character work center code. The **Work Center** defaults to STK when **Stock** is the **Selection** criteria.

6.23.9. For the **Job Control Number** option, one of the two **DTO** options in the **Selection** criteria must be selected to enable the **Job Control Number** check box. The **Job Control Number** option will create follow-ups on all qualifying maintenance related requisitions.

6.23.10. Selecting **Apply** displays a **Batch Request Confirmation** message (Fig. 6.182).

(Fig. 6.182)

6.23.11. Select **OK**.

6.23.12. The **Requisition Follow-ups** are now in **Release Status** (see paragraph 6.13) as **Automatic Follow-ups** under **Batch Selections**.

6.24. **Expenditure Log**. Accessing the **Expenditure Log** (Fig. 6.183) allows the user to generate a batch report for listing the activity’s expenditure records. RSupply is capable of producing a complete list of expenditures or can be limited using specified selection criteria.
6.24.1. When the Expenditure Log window (Fig. 6.184) appears, default values are displayed.

6.24.2. The Date Range defaults the From date to the first day of the current fiscal year and the To date to the current date. Modify as required by double-clicking in either date data field to display a calendar. Select the desired dates. The From date cannot be earlier than the two previous fiscal years and the To date cannot exceed the current date.

6.24.3. Choose at least one Selection option as described in (Fig. 6.185).

<table>
<thead>
<tr>
<th>Selection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Provides a list of all expenditures.</td>
</tr>
<tr>
<td>OSO Transfer</td>
<td>Provides a list of OSO expenditures only.</td>
</tr>
<tr>
<td>MTIS</td>
<td>Provides a list of MTIS expenditures only.</td>
</tr>
</tbody>
</table>
RSupply Unit User’s Guide NAVSUP P-732
Release 820-01.02.00

<table>
<thead>
<tr>
<th>Offload</th>
<th>Provides a list of Offload expenditures only.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey</td>
<td>Provides a list of Survey expenditures only.</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Provides a list of Miscellaneous expenditures only.</td>
</tr>
</tbody>
</table>

(Fig. 6.185)

6.24.4. Use the Sort By option to elect to review the listing in Document Number or NIIN sequence.

6.24.5. Selecting Apply displays a Batch Request Confirmation message (Fig. 6.186).

(Fig. 6.186)

6.24.6. Select OK.

6.25. Item Verification Listing. By accessing Item Verification (Fig. 6.187) the user is able to create an Item Verification Listing in Request Number or NIIN sequence for all material requests requiring Item Verification. After printing the listing, the user will be able to access FEDLOG (or other similar product) and annotate the listing with all the correct management data ensuring the material requests can be properly interactively processed in Item Verification (see paragraph 6.4). Only requirements without an existing Stock Record File or other discrepancies (NSN not on APL, quantity requested exceeds Quantity Per Application, MVO requirement, etc.) will appear on the Item Verification report.

(Fig. 6.187)
6.25.1. When the Item Verification window (Fig. 6.188) appears, the user must select a Sort By option to produce the report in Request Number or NIIN sequence.

(Fig. 6.188)

6.25.2. Select Apply.

6.25.3. Depending on the number of Item Verification records available for review, the user may receive an Item Verification Criteria message (Fig. 6.189) prompting the user to select whether to Schedule as a Batch Job or Process on-line.

(Fig. 6.189)

6.25.4. If the user elects to Process on-line and selects OK, an Item Verification Listing (Fig. 6.190) will be displayed.
6.25.5. Select the **Local Print** icon to print the listing.

6.25.6. If the user elects to **Schedule as a Batch Job** and selects **OK**, a **Batch Request Confirmation** message (Fig. 6.191) is displayed.

6.25.7. Select **OK**.

6.26. **Requirements Listing**. By accessing **Requirements Listing** (Fig. 6.192) the user is able to create a report to display requirements that have not been approved by the applicable Department Heads and approved requirements for which no supply action has been taken (i.e., issued or requisitioned).
6.26.1. When the **Requirements Listing** window (Fig. 6.193) appears, default values are displayed.

![Requirements Listing window](image)

(Fig. 6.193)

6.26.2. Choose a **Selection** option (Fig. 6.194) to view the requirements.

<table>
<thead>
<tr>
<th>Selection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Allows the user to select a specific department from a drop down menu</td>
</tr>
<tr>
<td>Division</td>
<td>Allows the user to select a specific division from a drop down menu</td>
</tr>
<tr>
<td>Work Center</td>
<td>Allows the user to select a specific work center from a drop down menu</td>
</tr>
<tr>
<td>Request Number</td>
<td>Allows the user to select a specific request number from a drop down menu</td>
</tr>
<tr>
<td>JCN</td>
<td>Allows the user to select a specific JCN from a drop down menu</td>
</tr>
<tr>
<td>All</td>
<td>Allows the user to review all requirements in the queue</td>
</tr>
</tbody>
</table>

(Fig. 6.194)

6.26.3. Select a **Sort By** option to produce the report in **Request Number** or **NIIN** sequence.

6.26.4. Select **Apply**.

6.26.5. Depending on the number of **Requirement** records available for review, the user may receive a **Requirement Criteria** message (Fig. 6.195) prompting the user to select whether to **Schedule as a Batch Job** or **Process on-line**.
6.26.6. If the user elects to **Process on-line** and selects **OK**, a **Requirements Listing** (Fig. 6.196) will be displayed.

(Fig. 6.196)

6.26.7. Select the **Local Print** icon to print the listing.

6.26.8. If the user elects to **Schedule as a Batch Job** and selects **OK**, a **Batch Request Confirmation** message (Fig. 6.197) will appear.

(Fig. 6.197)

6.26.9. Select **OK**.
6.27. **DTOs With Stock Onhand.** Accessing *DTOs with Stock Onhand* (Fig. 6.198) enables the user to create a report for DTO requisitions where there is on-hand stock available to satisfy some or all of the requirement.

6.27.1. When the *DTOs With Stock Onhand* window (Fig. 6.199) appears, default values are displayed.

6.27.2. Select at least one option in the *Designate Material* box.
6.27.3. **Non-Repairables.** Selects qualifying requisitions without an MCC of D, E, G, H, Q, or X.
6.27.4. **Repairables.** Selects qualifying requisitions with an MCC of E, G, H, Q or X.
6.27.5. **Field Level Repairables.** Selects qualifying requisitions with an MCC of D.
6.27.6. The Specify choices can further refine the type(s) of requisitions to appear in the report. While a selection is not mandatory, the user can select any combination of the displayed options.

6.27.7. Priority Range. Displays the Selection by Priority Range window (Fig 6.200).

6.27.8. Enter Priority Designators in the From and To blocks and select OK.

6.27.9. The UIC option will not be used by Unit Level activities. Unit Level activities do not normally monitor outstanding requisitions for other than their own UIC.

6.27.10. The Include Cancelled Requisitions option includes requisitions for which a cancellation request (AC_/AK_) has been submitted.

6.27.11. Selecting Apply displays a Batch Request Confirmation message (Fig. 6.201).

6.28. Requisitions Listing. Accessing Requisitions Listing (Fig. 6.202) enables the user to input parameters for stratifying and reviewing outstanding, completed, or MOV requisition listings.
6.28.1. When the **Requisitions Listing** window (Fig. 6.203) appears, default values are displayed.

6.28.2. Select a **Type** (Fig. 6.204) of requisitions to review.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding Requisitions</td>
<td>Creates a listing with outstanding requisitions.</td>
</tr>
<tr>
<td>Completed Requisitions</td>
<td>Creates a listing with completed requisitions.</td>
</tr>
</tbody>
</table>
6.28.3. At least one of the **Designate Material** options must be selected.
6.28.4. **Non-Repairables.** Will select all material without an MCC of D, E, G, H, Q or X.
6.28.5. **Repairables.** Will select all material with an MCC of D, E, G, H, Q or X.
6.28.6. Select a **Specify** option (Fig. 6.205), if desired.

<table>
<thead>
<tr>
<th>DTOs</th>
<th>Selects all requisitions which are for other than stock.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVSEA</td>
<td>Selects all Other Procurement Navy (OPN) initial or increase stock level outfitting requisitions.</td>
</tr>
<tr>
<td>TYCOM</td>
<td>Selects all requisitions funded by the Type Commander.</td>
</tr>
<tr>
<td>MVOs</td>
<td>Selects all requisitions which were Money Value Only.</td>
</tr>
</tbody>
</table>

(Fig. 6.205)

6.28.7. Select additional parameters from the **Optional** options (Fig. 6.206). Depending upon selection, a secondary window will appear for additional input. After input, select **OK**.

<table>
<thead>
<tr>
<th>COSALs</th>
<th>Displays the Select COSALs parameter selection window and allows the user to choose specific COSALs to be included.</th>
</tr>
</thead>
<tbody>
<tr>
<td>JCNs</td>
<td>Allows the user to select Open or Closed JCNs.</td>
</tr>
<tr>
<td>Date Serial Range</td>
<td>Allows the user to specify a Date/Serial Number Range.</td>
</tr>
<tr>
<td>NIIN Range</td>
<td>Displays the Selection by NIIN Range window and allows the user to specify a range of NIINs to be included.</td>
</tr>
<tr>
<td>Priority Range</td>
<td>Displays the Selection by Priority Range window and allows the user to specify a range of priorities to be included.</td>
</tr>
<tr>
<td>Departments</td>
<td>Displays the Departments drop down box and allows the user to select a specific department.</td>
</tr>
<tr>
<td>Divisions</td>
<td>Displays the Divisions drop down box and allows the user to select a specific division.</td>
</tr>
<tr>
<td>Work Centers</td>
<td>Displays the Work Centers drop down box and allows the user to select a specific work center.</td>
</tr>
<tr>
<td>Fund Codes</td>
<td>Displays the Select Fund Codes parameters selection window and allows the user to specify fund codes to be included.</td>
</tr>
<tr>
<td>Cogs</td>
<td>Displays the Select Cognizant Symbols parameters selection window and allows the user to specify cogs to be included.</td>
</tr>
</tbody>
</table>
Project Codes | Displays the Selection by Project Code window and allows the user to specify project codes to be included.
---|---

(Fig. 6.206)

6.28.8. Select the preferred method to **Display** the report.
6.28.9. **Latest Status.** Displays the last status recorded for the requisitions.
6.28.10. **All Status.** Displays all previously recorded status for the requisitions.
6.28.11. Specify a **Status** option (Fig. 6.207), if desired.

<table>
<thead>
<tr>
<th>No Incoming Status</th>
<th>Selects requisitions that have not received status.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping Status (AS, AB, AU)</td>
<td>Selects requisitions which have shipping status on file.</td>
</tr>
<tr>
<td>Cancellation Status (AC, AK)</td>
<td>Selects requisitions which have had DI AC_ or AK_ cancellation requests submitted.</td>
</tr>
<tr>
<td>Supply Status (AE)</td>
<td>Displays the Select Supply Status parameter selection window. Allows the user to select requisitions with specific status codes.</td>
</tr>
<tr>
<td>Expired ESD</td>
<td>Selects requisitions that have ESDs that are over 30 days old.</td>
</tr>
</tbody>
</table>

(Fig. 6.207)

6.28.12. Select a **Sort By** option to produce the report in **Document Number** or **NIIN** sequence.
6.28.13. Select **Apply**.
6.28.14. If the **Requisitions Listing** requested is fairly large, the user will receive a **Requisitions Listing Message** (Fig. 6.208) advising them that the report requested will result in an extensive run time and ask if the user wishes to continue.

(Fig. 6.208)

6.28.15. Selecting **Yes** displays a **Batch Request Confirmation** message (Fig. 6.209).
6.28.16. Select **OK**.

6.29. **Issues Listing.** By accessing the **Issues Listing** (Fig. 6.210) the user is able to retrieve a listing of all **Completed** or **Pending Issue** transactions for their activity. The **Issues Listing** is normally produced at the end of each month. The **Issues Listing** can be a useful tool in the reconciliation of storeroom inventory quantities in the event of an application failure without a recent validated database system save.

6.29.1. When the **Issues Listing** window (Fig. 6.211) appears, default values are displayed.
6.29.2. In the Selection grid choose either Completed Issues or Issues Pending.
6.29.3. If other than HME, select a COSAL type from the drop-down list.
6.29.4. With Completed Issues selected the Date Range fields are enabled. The Date Range for both From and To currently defaults to 01 JAN 1900. Double-click in the date data fields to display a calendar. Double-click on the selected dates to fill the data fields. The From date cannot be earlier than the first day of the current month of the prior year. The To date cannot exceed the current date.
6.29.5. Use the Specify box to tailor your report.
6.29.6. Department. Displays the Department drop-down box and allows the user to select a specific department.
6.29.7. Division. Displays the Division drop-down box and allows the user to select a specific division
6.29.8. Work Center. Displays the Work Center drop-down box and allows the user to select a specific work center.
6.29.9. All. System default. Selects all qualifying issue transactions.
6.29.10. Select a Sort By option to produce the report in Request Number or NIIN sequence.
6.29.11. Selecting Apply displays a Batch Request Confirmation message (Fig. 6.212).
6.29.12. Select **OK**.

6.30. **Receipts Log.** By accessing the **Receipts Log** (Fig. 6.213) the user is able to produce a listing of all outstanding stock requisitions and any associated NIS DTO requisitions. When annotated with receipt dates and receipt quantities it can be a useful tool in the reconciliation of storeroom inventory quantities in the event of an application failure without a recent validated database system save. The NIS DTO requisitions are listed along with the stock requisitions to alert the user that a storeroom issue could now be executed to fill the DTO requirement in the event the DTO requisition does not yet have shipping status.

6.30.1. When the **Receipts Log** window (Fig. 6.214) appears, default values are displayed.
6.30.2. The **Date Range** defaults to the first day of the fiscal year for the **From** date and to the current date for the **To** date. Modify the dates if necessary.

6.30.3. Select a **Sort By** option to produce the report in **Document Number** or **NIIN** sequence.

6.30.4. Select **Apply**. User will receive a **Batch Request Confirmation** message (Fig. 6.215).

6.30.5. Select **OK**.

6.31. **Master Stock Status Locator Listing (MSSLL)**. Accessing the **Master Stock Status Locator Listing** (Fig. 6.216) allows the user to produce a listing of all Stock Records in NIIN, Location, or Cog sequence. Provides detailed information pertaining to the NIINs and Part Numbers carried in stock or previously ordered to fulfill DTO requirements.
6.31.1. When the *Master Stock Status Locator Listing* window (Fig. 6.217) appears, default values are displayed.

6.31.2. Select *COSALs* if not all COSAL types are desired. When the *Select COSALs* window (Fig. 6.218) appears, select the COSALs desired by dragging and dropping from the left column to the right column, double-clicking the COSAL, or selecting the *Add* button.
6.31.3. Select OK.
6.31.4. Select at least one type of material to be included under Designate Materials.
6.31.5. Non-Repairables. Selects qualifying NIINs without an MCC of D, E, G, H, Q, or X.
6.31.6. Repairables. Selects qualifying NIINs with an MCC of E, G, H, Q or X.
6.31.7. Field Level Repairables. Selects qualifying NIINs with an MCC of D.
6.31.8. The Specify choices are available to provide a more specific listing of stock records and are optional entries.
6.31.9. DBIs. Selects items with a Demand Based Item (DBI) Indicator set.
6.31.10. HAZMAT. Selects items with a hazardous Special Material Content Code (SMCC).
6.31.11. FILL. Selects items with a Fleet Item Load List (FILL) Indicator set.
6.31.12. Include Substitutes if desired.
6.31.13. The Optional choices (Fig. 6.219) allow the user to specifically identify options that should be used during MSSLL processing. Only items meeting the specific criteria chosen will be included in the report.

<table>
<thead>
<tr>
<th>Parameters Selection</th>
<th>Parameters Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Add-&gt;</td>
</tr>
<tr>
<td>M</td>
<td>Add All-&gt;</td>
</tr>
<tr>
<td>O</td>
<td>&lt;-Remove</td>
</tr>
<tr>
<td></td>
<td>&lt;-Remove All</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIIN Range</td>
<td>Displays the Selection by NIIN Range window. Enter the From and To NIIN Range.</td>
</tr>
<tr>
<td>Location Range</td>
<td>Displays the Selection by Location Range window. Enter the From and To Location Range.</td>
</tr>
<tr>
<td>ARRCs</td>
<td>Displays the Select Automatic Reorder Restriction Codes parameters selection window. Select as required.</td>
</tr>
<tr>
<td>ATCs</td>
<td>Displays the Select Allowance Type parameter selection window. Select your Allowance Type Codes.</td>
</tr>
<tr>
<td>CIICs</td>
<td>Displays the Select Controlled Item Inv Codes parameters selection window. Select as required.</td>
</tr>
<tr>
<td>Cogs</td>
<td>Displays the Cognizance Symbols parameters selection window. Select as required.</td>
</tr>
<tr>
<td>Limit Flag</td>
<td>Will select stock record cards that have Limit Flags set.</td>
</tr>
<tr>
<td>LMCs</td>
<td>Displays the Select Local Management Codes parameters selection window. Select as required.</td>
</tr>
<tr>
<td>SLACs</td>
<td>Displays the Select Shelf Life Action Codes parameters</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>SLCs</th>
<th>Displays the Select Shelf Life Codes parameters selection window. Select as required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMCCs</td>
<td>Displays the Select Special Material Content Codes parameters selection window. Select as required.</td>
</tr>
<tr>
<td><strong>SMCCs (HAZMAT)</strong></td>
<td>Displays the Select Special Material Content Codes parameters selection window. Only valid when HAZMAT is selected.</td>
</tr>
<tr>
<td>SMICs</td>
<td>Displays the Select Special Material Identification Codes parameters selection window. Select as required.</td>
</tr>
<tr>
<td><strong>No Drop Indicator</strong></td>
<td>Will select stock record cards that have the No Drop Indicator set.</td>
</tr>
</tbody>
</table>

(Fig. 6.219)

6.31.14. Select a *Sort By* option to produce the listing in *NIIN, Location,* or *Cog* sequence.

6.31.15. Selecting *Apply* displays a *Batch Request Confirmation* message (Fig. 6.220).

(Fig. 6.220)

6.31.16. Select *OK*.

6.32. **Carcass Reports.** Accessing the *Carcass Reports* (Fig. 6.221) allows the user to produce a listing of overdue DLR carcass turn-ins or shipments, completed DLR carcass shipments, or a complete listing of all DLR carcass transactions.
6.32.1. When the Carcass Reports window (Fig. 6.222) appears, default values are displayed.

6.32.2. The Date Range defaults to the first day of the fiscal year for the From date and to the current date for the To date. Modify the dates if necessary.

6.32.3. Select one of the Selection options.

6.32.4. Overdue Carcass Turn-ins. Lists all DLR requisitions with a 5G Advice Code and those that have been received with a 5S Advice Code without a Department Turn-In (DTI) in Carcass Tracking.

6.32.5. Overdue Carcass Shipments. Lists all DLR requisitions that have been processed as a DTI, but have not been processed as a Carcass Shipment in Carcass Tracking.
6.32.6. **Completed Shipments.** Lists all DLR requisitions that have been processed as a *Carcass Shipment* in Carcass Tracking.

6.32.7. **Carcass Tracking Report.** Lists all DLR requisitions including the Document Identifier transactions to indicate if it was ordered as DTO (*A0_*), issued from stock (*X31*), shipped to ATAC Hub (*BC1*), and all carcass tracking records (*BK1, BK2, etc.*).

6.32.8. Select a **Sort By** option to produce the report in **Document Number** or **NIIN** sequence.

6.32.9. Selecting **Apply** displays a *Batch Request Confirmation* message (Fig. 6.223).

![Batch Request Confirmation](image)

(Fig. 6.223)

6.32.10. Select **OK**.

6.33. **Delayed Receipt Listing.** Accessing the *Delayed Receipt Listing* (Fig. 6.224) provides a listing that is used to monitor Receipts In Process (*RIP*) transactions. It identifies all Receipts On Board (*ROB*) that have no RIP within a specific date range. This range is the number of days it should take to have the material stowed and the receipt posted. Delayed Receipt Listing is the primary management tool used in identifying ROB that have no X71 receipt processed within a specified number of days. The program will identify all X72 ROBs greater than the number of days specified in the Elapsed Days for Reporting and less than the Elapsed Days for ROB Clear. The program will clear the ROB flags on all X72 receipts greater than the number of days specified in the Elapsed Days for ROB Clear.

![Relational Supply](image)

(Fig. 6.224)
6.33.1. When the *Delayed Receipt Listing* window (Fig. 6.225) appears, default values are displayed.

6.33.2. **Elapsed Days For Reporting.** System default is 10 days. Represents the number of days it takes to have a *Receipt In Process (RIP)* stowed and the receipt posted.

6.33.3. **Elapsed Days For ROB Clear.** System default is 30 days. Represents the number of days before the application will clear the ROB flags on all X72 receipts. Entry must be greater than the Elapsed Days for Reporting.

6.33.4. Selecting *Apply* displays a *Batch Request Confirmation* message (Fig. 6.226).

6.33.5. Select *OK*. 
Chapter 7
Financials in Relational Supply Unit Level

7  Financial Subsystem 7-1
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7.2 Budget Management 7-2
7.3 Reconciliations 7-4
7.4 BOR Adjustments 7-10
7.5 Trial Financial Update 7-10
7.6 Live Financial Update 7-13
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7. Financial Subsystem. The Financial subsystem (Fig. 7.1) in Relational Supply allows for the posting of Operating Target (OPTAR) grants, keeps track of the budget balances, and produces financial reports and listings. Also, it includes programs that aid in the reconciliation of the OPTAR transactions between activity records and Defense Finance and Accounting Service (DFAS) Operating Location (OPLOC) records.

7.1. Grants Management. Accessing the Grants Management window (Fig. 7.2) allows the user to post OPTAR Grants issued by Type Commanders to individual units to cover the costs of day-to-day operations. Grants are displayed on Budget OPTAR Reports during processing of Trial and Live Financial Reports.

7.1.1. When the Grants Management window (Fig. 7.3) is displayed, the default values are displayed.
7.1.2. If required, change Fiscal Year by using the drop-down list. The Current FY is the system default. The 1st and 2nd prior FY’s are available options.

7.1.3. Select the Consumable or Maintenance Budget. The Repairable Budget is not used by Unit Level activities.

7.1.4. Enter the Revised grant in the Grants FYTD box. Enter the amount of the total grant FYTD in the Revised block. The amount entered in the Revised block does not add or subtract from the amount in the Current block.

7.1.5. Select Apply.

7.2. Budgets Management. Accessing the Budgets Management window (Fig. 7.4) allows the Supply Officer and authorized users to select the Budget to be accessed by fiscal year.

7.2.1. When the Budgets Management window (Fig. 7.5) appears, default values are displayed.

7.2.2. If required, change the Fiscal Year by using the drop-down list. The current FY is the system default. The 1st and 2nd prior FY’s are available options.

7.2.3. Select the Consumable or Maintenance Budget. The Repairable Budget is not used by Unit Level activities.

7.2.4. Select OK to open the Budget Management window (Fig. 7.6).
7.2.5. The **Departmental Status** tab is the system default when the **Budget Management** window (Fig. 7.6) is opened. The Departmental Status tab displays the budget posture of each department. The Supply Officer and users with **Supply User** access will be able to view the departmental budget posture for all departments. Users with departmental access will only be able to view the budget posture for their respective department. The **Departmental Status** window is read only and no data entries or modifications are permitted.

7.2.5.1. To print the **Departmental Status**, use the **Print** icon.

7.2.5.2. To print this window only, use the **Local Printer** icon.

7.2.6. The **Summary** tab (Fig. 7.7) displays the summarized budget posture of the entire command. The **Summary** tab is read only and no data entries or modifications are permitted.
7.2.6.1. To print the **Budget Summary**, use the **Print** icon.

7.2.6.2. To print this window only, use the **Local Printer** icon.

7.2.7. The **Funding Distribution** tab (Fig. 7.8) provides authorized users the ability to increase or decrease funding allocations by department, for the current fiscal year only.

(Fig. 7.8)

7.2.7.1. On the **Funding Distribution** tab, select the row to be adjusted to gain focus.

7.2.7.2. Indicate whether the **Adjustment** being made is a **Decrease** (*debit*) or **Increase** (*credit*).

7.2.7.3. Enter **Money Value** of the adjustment.

7.2.7.4. Once an **Increase** or **Decrease** adjustment is entered, the adjustment is posted to the Revised Allocation as soon as the user moves off the adjusted row. It is not necessary to select **Apply** for each row adjusted. The Current Allocation will not be adjusted until the Funding Distribution window has been refreshed by closing and re-opening the window.

7.3. **Reconciliations.** Accessing the **Reconciliations** windows (Fig. 7.9) allows the user to perform financial adjustments to requisitions, post Unfilled Order Listing (UOL) credits, and record individual requisition or summary fund code differences received on the Summary Filled Order Expenditure Difference Listing (SFOEDL).

(Fig. 7.9)
7.3.1. When the **Reconciliations - Search** window (Fig. 7.10) appears, make a selection from the **Selections** drop-down list.

![Reconciliations - Search window](image)

(Fig. 7.10)

7.3.2. **Obligation Adjustment.** The **Obligation Adjustment** option is used to post a known price difference to an outstanding requisition. Posting an obligation adjustment will create a debit or credit on the next Financial Transmittal.

7.3.2.1. Select **Reversal** if reversing a previous obligation adjustment.
7.3.2.2. Select **MVO** if it is a Money Value Only requisition.
7.3.2.3. Enter a **Document Number**.
7.3.2.4. Enter a **Suffix** code if applicable.
7.3.2.5. Select **OK** to open the **Obligation Adjustment** window (Fig. 7.11)

![Obligation Adjustment window](image)

(Fig. 7.11)
7.3.2.6. Enter the money value **Difference**.

7.3.2.7. Select **Debit** (to increase original obligation) or **Credit** (to decrease original obligation).

7.3.2.8. The **Budget Balance** icon allows you to view the current budget status for the department that the requisition belongs to, prior to making this obligation adjustment.

7.3.2.9. Select **Apply** to record the adjustment and return to the **Reconciliations - Search** window (Fig. 7.10).

7.3.3. **UOL**. The UOL option is used to post financial adjustments (**credits only**) for those unfilled orders (**requisitions**) on the UOL that qualify for administrative cancellation. Unfilled orders are held in the Fleet Accounting Office's (FAO) files, pending their cancellation by the requisitioner or their subsequent matching to an expenditure document. These unfilled orders are itemized on the Unfilled Order Listing (UOL). The FAO provides this listing to each ship. Once an UOL is received the activity must determine which requisitions are with valid outstanding status, received after the cutoff date, or received prior to the cutoff date and may qualify for administrative cancellation on the UOL.

7.3.3.1. For those unfilled order that qualify for administrative cancellation, select **UOL** from the drop-down list on the **Reconciliations - Search** window (Fig. 7.12).

7.3.3.2. Enter the **Processed Date** (**5 digit Julian date**). This date is obtained from the UOL received from the FAOs.

7.3.3.3. Select **MVO** if it is a Money Value Only requisition.

7.3.3.4. Enter a **Document Number**.

7.3.3.5. Enter a **Suffix** code if applicable.

7.3.3.6. Select **OK** to open the **UOL** window (Fig. 7.13).
7.3.3.7. Enter the Extended Money Value (EMV) of the requisition in the Difference block.

7.3.3.8. Credit is defaulted. Debits cannot be posted in UOL.

7.3.3.9. Select Apply.

7.3.4. SFOEDL Individual Requisition Fund Code Differences. The SFOEDL Individual Requisition Fund Code Difference option allows the user to post SFOEDL differences by individual requisitions.

7.3.4.1. On the Reconciliations - Search window (Fig. 7.14). Select SFOEDL Individual Requisition Fund Code Differences from the drop-down list.
7.3.4.2. Enter the month (3 position abbreviation for the month) and year (4 digit) in the Listing Month/Year box.

7.3.4.3. Enter a Document Number.

7.3.4.4. Enter a Suffix code if applicable.

7.3.4.5. Select OK to open the SFOEDL Individual Requisition Fund Code Differences window (Fig. 7.15).

7.3.4.6. Enter the money value difference.

7.3.4.7. Select Debit (SFOEDL charge) or Credit (SFOEDL credit).

7.3.4.8. Select Apply.

7.3.5. SFOEDL Summary Fund Code Differences. This window allows the user to post SFOEDL differences by Fund Code.

7.3.5.1. On the Reconciliations - Search window (Fig. 7.16). Select Summary Fund Code Differences from the drop-down list.
7.3.5.2. Enter the month (3 position abbreviation for the month) and year (4 digit) in the Listing Month/Year box.

7.3.5.3. Select OK to open the SFOEDL Summary Fund Code Differences window (Fig. 7.17).

(Fig. 7.17)

7.3.5.4. To search for a specific Fund Code select the Find icon.

7.3.5.5. Enter a Fund Code in the Find box and select any desired Find Options. Select OK to have the system search for the Fund Code.

7.3.5.6. Select the Debit or Credit and enter the Money Value for each Fund Code difference on the SFOEDL.

7.3.5.7. Select Apply. A text dialog box will appear informing the user that the transaction processed successfully (Fig. 7.18).

(Fig. 7.18)
7.4. **BOR Adjustments.** Accessing the *BOR Adjustments* window (Fig. 7.19) allows the user to make an adjustment by Fund Code in column 22 of the BOR when it is not in agreement with the FYTD value of a Fund Code from the Financial Transmittals.

7.4.1. When the *BOR Adjustments* window (Fig. 7.20) appears, default values are displayed.

7.4.2. Select the *Fiscal Year* from the drop-down list.
7.4.3. Select a *Fund Code* from the drop-down list.
7.4.4. Select *Debit* or *Credit*.
7.4.5. Enter the *Money Value* of the adjustment.
7.4.6. To make adjustments to additional Fund Codes select the *Insert* icon and follow steps 7.4.4 through 7.4.5 above.
7.4.7. To delete a Fund Code Adjustment:
   7.4.7.1. Select the desired record to gain focus.
   7.4.7.2. Select the *Delete* icon.
   7.4.7.3. Select *Yes* in the text dialog box that appears.
7.4.8. To complete the process select *Apply*.

7.5. **Trial Financial Update.** Accessing the *Trial Financial Update* window (Fig. 7.21) allows the user to review financial reports to ensure the reports are accurate without updating the tables in RS Supply.
7.5.1. When the **Trial Financial Update** window (Fig. 7.22) appears, the default values are displayed.

7.5.2. Select a **Type** from the drop-down list (Daily, Monthly, or Yearly).

7.5.3. **Date** defaults to current date for Daily and Monthly. When Yearly is selected as the Type, the Date defaults to an end of fiscal year date.

7.5.4. **Standard** is the only format option available for the **Trial Financial Update**.

7.5.5. Select a radio button under **Options** box to determine what financial reports will be generated. Refer to the table in (Fig. 7.23).

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget OPTAR &amp; Summary Info</td>
<td>Creates the Budget OPTAR &amp; Summary Information Reports.</td>
</tr>
<tr>
<td>Transmittal Current FY</td>
<td>Creates the Financial Transmittal Report for current fiscal year only.</td>
</tr>
<tr>
<td>Transmittal &amp; Budget OPTAR all FYs</td>
<td>Creates the Financial Transmittal report and the Budget OPTAR Reports for current, first prior and second prior fiscal years.</td>
</tr>
<tr>
<td>Transmittal &amp; Budget OPTAR Current FY</td>
<td>Creates the Financial Transmittal report and the Budget OPTAR Report for current fiscal year only.</td>
</tr>
</tbody>
</table>
7.5.6. When any of the *Budget OPTAR* options are selected, *BOR Input* information and *Charter and Hire* areas display on the bottom half of the window (Fig. 7.24).

7.5.7. Under *BOR Input*, **double-click** in the *Period Ending* box to display a calendar (Fig. 7.25). **Double-click** a date to fill in the *Period Ending* field. This is a mandatory field.

7.5.8. Make a selection from the *Display* box.

7.5.8.1. With *Window* selected, after selecting **Apply**, a report corresponding to the selection from the *Options* box is displayed (Fig. 7.26).
7.5.8.2. With *Printed Report* selected, enter **number of copies**.

7.5.8.3. Select *Apply*.

7.5.8.4. The *Batch Request Confirmation* displays (Fig. 7.27).

7.5.9. Select *OK*.

7.6. **Live Financial Update.** Accessing the Live Financial Management window (Fig. 7.28) allows the user to produce live financial reports.
7.6.1. The user will receive a **Live Financial Update Message** (Fig. 7.29) reminding the user that they have selected to process a Live Financial Update and inquires if the user wishes to continue.

(Fig. 7.29)

7.6.1.1. Select **Yes** or **No** as appropriate. **Yes** will open the **Live Financial Update** window (Fig. 7.30).

(Fig. 7.30)

7.6.2. Select a **Type** from the drop-down list (**Daily**, **Monthly**, or **Yearly**).

7.6.2.1. **Daily** is used to produce a Transmittal for the current FY when there is no requirement for a Budget OPTAR Report (BOR).

7.6.2.2. **Monthly** is used to produce a Transmittal and for producing the end of the month BOR.
7.6.2.3. **Yearly** is used to produce a Transmittal and final BOR for the FY.

7.6.3. **Date** defaults to current date for **Daily** and **Monthly**. When **Yearly** is selected as the **type**, the **date** defaults to an end of fiscal year date.

7.6.4. Although it may appear that a **Standard format** selection is available, the system defaults to **Message** when an **Option** is selected.

7.6.5. Select an **Option**:

7.6.5.1. **Transmittal Current FY & Trial BOR**. Used with **Daily** Live Financial Updates.

7.6.5.2. **Transmittal & Budget OPTAR all FY’s**. Used with **Monthly** and **Yearly** Live Financial Updates.

7.6.6. When one of the **Options** is selected, **BOR Input** information and **Charter and Hire** areas display on the bottom half of the window (Fig. 7.31).

7.6.7. Under **BOR Input**, **double-click** in the **Period Ending** box to display a calendar (Fig. 7.25). **Double-click** a date to fill in the **Period Ending** field. This is a mandatory field.

7.6.8. Enter **Charter and Hire** information as required.

7.6.9. If required, select the **BOR General Data** icon to display a field (Fig. 7.32) for general TYCOM information to be entered.
7.7. Inventory Value. Accessing the Inventory Value window (Fig. 7.33) allows the user to view the Dollar Value of Stock Assets and Dues Report.

7.7.1. The Dollar Value of Stock Assets and Dues window (Fig. 7.34) provides the dollar values of stock material on-hand and due by COSAL type for both Navy Stock Account (NSA) and Appropriated Purchase Account (APA) material. The report breaks down each COSAL type by:

7.7.1.1. DLR. ERC = R and Material Control Code (MCC) = E, G, H, Q, or X.
7.7.1.2. Non-DLR. ERC = R and without an MCC or with one other than E, G, H, Q, or X.
7.7.1.3. Consumables. ERC = C.
7.7.1.4. Equipage. ERC = E.
7.7.2. To display more pages of this report, use the Page up or Page down buttons on the keyboard or the Up and Down arrows on the far right of the window.

7.7.3. To display the report in Pie Chart or Bar Graph format, select the Pie Chart icon (Fig. 7.35) or the Bar Graph icon (Fig. 7.36).

7.7.4. To print the report, select the Print Report icon.

7.7.5. Select the Close Window icon.
Chapter 8

Query Subsystem of Relational Supply Unit Level

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8.1 Stock Item Query  8-1
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8. **Query Subsystem.** The Query subsystem (Fig. 8.1) allows the user to query and review specific transactions that are related to stock items, requirements, issues, requisitions for stock, DTO, repairables, and the Transaction Ledgers. If no query matches occur, the user is notified via a pop-up message. Transaction Ledgers reveal the identity of the individual who performed each specific transaction as well as the date and time. **All Query screens are for display only; no entries or modifications are permitted.** For this reason, access to this subsystem is recommended for all users.

8.1. **Stock Item Query.** Displays the Stock Item information for the NIIN or Part Number entered and COSAL selected. It allows the user to view records for material stocked by the Supply Department. These records consist of supply information related to the identification, control and storage of the material. Select **Query, Stock** and **Stock Items** (Fig. 8.2).

8.1.1. Enter a **NIIN** or **Part Number** on the **Stock Item Search** screen (Fig. 8.3).
8.1.2. Select a **COSAL** type from the drop-down list and select **OK**.

8.1.3. When a match occurs, the **Stock Item Query** window (Fig. 8.4) displays with all related NIIN or Part Number information.

8.1.4. All the Stock Query screens have eight tabs at the top of the screen under the NSN, which quickly allow the user to perform another type of query on the NIIN they are working with.

8.1.5. The **Location** drop-down list displays storeroom locations and quantities for the Stock Item entered.

8.1.6. The **Subs** drop-down list displays all related substitute and interchangeable NIINs, regardless of the COSAL of the entered NIIN.

8.1.7. The **Dates box** provides dates that are pertinent to the Stock Item displayed.

8.1.7.1. DINV. Last Date Inventoried.
8.1.7.2. DIE. Date Item Established.
8.1.7.3. DLP. Date Last Processed.
8.1.7.4. DPV. Date Price Verified.

8.1.8. The **Codes box** provides applicable values for each field that is populated.

8.1.9. The **Qty/Indicators box** provides quantities and indicators specific to the item displayed.

8.1.10. Select another **tab**, select the **New Request** icon or select the **Close Window** icon.
8.2. **Limited Stock Item Query.** Displays a limited amount of the Stock Item information for the NIIN or Part Number entered and COSAL selected. Select *Query, Stock and Limited Stock Items* (Fig. 8.5).

8.2.1. Enter a **NIIN** or **Part Number** on the **Stock Item Search** screen (Fig. 8.3).
8.2.2. Select a **COSAL** type from the drop-down list and select **OK**.
8.2.3. When a match occurs, the **Limited Stock Item Query** window (Fig. 8.6) displays with all related NIIN or Part Number information.

8.2.4. Only the Cog, MCC, Unit of Issue, Nomenclature, Unit/Net Prices, and Substitute information is displayed.
8.2.5. The **Subs** drop-down list displays all related substitute and interchangeable NIINs, regardless of the COSAL of the entered NIIN.
8.2.6. Select another **tab**, select the **New Request** icon or select the **Close Window** icon.

8.3. **Part Number Query.** This window displays Part Number information for the NIIN or Part Number entered and COSAL selected. If a match occurs, all cross-referenced Part Numbers are displayed on the bottom half of the window. Select *Query, Stock and Part Numbers* (Fig. 8.7).
8.3.1. Enter a NIIN or Part Number on the Stock Item Search screen (Fig. 8.3).
8.3.2. Select a COSAL type from the drop-down list and select OK.
8.3.3. When a match occurs, the Part Numbers Query window (Fig. 8.8) displays with all cross-referenced Part Numbers and FSCM’s displayed on the bottom half of the window.

8.3.4. The Location drop-down list displays storeroom locations and quantities for the Stock Item entered.
8.3.5. The Other Assets drop-down list displays additional COSALs applicable to the entered NIIN.
8.3.6. Select another tab, select the New Request icon or select the Close Window icon.
8.4. **Substitute Query**. This window displays the Substitute and Interchangeable information for the NIIN or Part Number entered and COSAL selected. The relationship between Prime and Substitute items is established in RSupply via Cross Reference Processing. The related substitutes, if any, and their on-hand quantities by location are displayed on the bottom half of the window. Select *Query, Stock* and *Substitutes* (Fig. 8.9).

8.4.1. Enter a **NIIN** or **Part Number** on the *Stock Item Search* screen (Fig. 8.3).
8.4.2. Select a **COSAL** type from the drop-down list and select *OK*.
8.4.3. When a match occurs, the *Substitute Query* window (Fig. 8.10) is displayed with its related substitutes and their on-hand quantities by location on the bottom half of the window.
8.4.4. Select another tab, select the New Request icon or select the Close Window icon.

8.5. Deleted/Superseded NIIN Query. This window displays the information for the Deleted or Superseded NIIN entered and COSAL selected. Select Query, Stock and Deleted/Superseded NIINs (Fig. 8.11).

8.5.1. Enter a NIIN or Part Number on the Stock Item Search screen (Fig. 8.3).
8.5.2. Select a COSAL type from the drop-down list and select OK.
8.5.3. When a match occurs, the Deleted/Superseded NIINs Query window (Fig. 8.12) is displayed with its related superseded and superseding NIINs on the bottom half of the window.

8.5.4. Select another tab, select the New Request icon or select the Close Window icon.
8.6. **Stock/DTO Dues Query.** This window displays information for Stock and DTO Dues for the NIIN or Part Number entered and COSAL selected. Select **Query, Stock** and **Stock/DTO Dues** (Fig. 8.13).

8.6.1. Enter a **NIIN** or **Part Number** on the **Stock Item Search** screen (Fig. 8.3).

8.6.2. Select a **COSAL** type from the drop-down list and select **OK**.

8.6.3. When a match occurs, the **Stock/DTO Dues Query** window (Fig. 8.14) is displayed with its related stock requisitions. DTO requisitions may be displayed by selecting the **DTO** tab.

(Fig. 8.13)

(Fig. 8.14)
8.6.4. Double-click on a row to view the latest status (Fig. 8.15).

8.6.5. After viewing, select OK.

8.6.6. Select another tab, select the New Request icon or select the Close Window icon.

8.7. Demand Query. This window displays selected demand records for review of month/year, frequency (number of requests), and demand (total quantity issued or DTO requisitioned) of Stock Items. This window is displayed only when demands are recorded. It displays up to 24 months of demand. Select Query, Stock and Demand (Fig. 8.16).

8.7.1. Enter a NIIN or Part Number on the Stock Item Search screen (Fig. 8.3).

8.7.2. Select a COSAL type from the drop-down list and select OK.

8.7.3. When a match occurs, the Demand Query window (Fig. 8.17) is displayed with its related demand records.
8.7.4. Select another tab, select the New Request icon \(\text{\textbullet}\) or select the Close Window icon \(\text{\textbullet}\).

8.8. **Allowance Parts List Query.** This window displays information on Allowance Parts List (APL) numbers associated with specific stock numbers for COSAL material. APLs exist for most pieces of equipment on board and for some of the major components within the equipment. An APL lists all the repair parts installed in the equipment/component to which it applies. This window displays the APL information for the NIIN or Part Number entered and COSAL selected. The related APLs and their identification information are displayed on the bottom half of the window. Select **Query**, **Stock Items** and **Allowance Parts List Numbers** (Fig. 8.18).
8.8.1. Enter a **NIIN** or **Part Number** on the **Stock Item Search** screen (Fig. 8.3).

8.8.2. Select a **COSAL** type from the drop-down list and select **OK**.

8.8.3. When a match occurs, the **Allowance Parts List Query** window (Fig. 8.19) is displayed with its related APLs and their identification information.

8.8.4. Select another **tab**, select the **New Request** icon or select the **Close Window** icon.

8.9. **Requirements Review Query.** Select **Query, Requisitions** and **Requirements** (Fig. 8.20) to open the **Requirements Review Query Search** window (Fig. 8.21). This enables the user to determine how outstanding Requirements will be displayed for review.
8.9.1. **Selection** allows the user to specify the requirements to be reviewed. User can select to review requirements by **Department**, **Division**, **Work Center**, **Request Number**, **JCN** or **All**.

8.9.2. **Type** determines the approval type of the requirements to be reviewed. Users can select **All**, **Approved Only** or **Unapproved Only**.

8.9.3. Enter a **Priority Range** if required. This determines which priorities to include in the review. If no entry is made, all priorities are included. This is an optional entry.

8.9.4. Select **OK** to view the **Requirement Review Query** window (Fig. 8.22).

8.9.5. To review the complete transaction, double-click a row to display the **Requirement Review Query - Detail** window (Fig. 8.23).
8.9.6. Select the Close Window icon to return to the Requirement Review Query window.

8.9.7. Select the New Request icon or select the Close Window icon.

8.10. Issues Query. Select Query, Requisitions and Issues (Fig. 8.24) to open the Request Search window (Fig. 8.25). This enables the user to search for a completed issue by request number.
8.10.1. Enter a Request Number.
8.10.2. Select OK to open the Issues window (Fig. 8.26).

8.10.3. Select the New Request icon or select the Close Window icon.

8.11. Stock/DTO Requisitions Query. Select Query, Requisitions and Stock/DTO Rqns (Fig. 8.27) to open the Requisition Search window (Fig. 8.28). This enables the user to search for outstanding, received, or cancelled requisition(s).
8.11.1. Select a *Search by* option. *Document Number* is the system default.
8.11.2. Related fields will display for user input. With *NIIN* selected the user is given the option to search by *STK, DTO* or both by selecting *ALL* and can also specify a certain *COSAL* type.
8.11.3. Select *OK* to open the *Requisition* window (**Fig. 8.29**).
8.11.4. Select the **Next Record** icon to advance to the next requisition. Select the **Prior Record** icon to take you back to the previous requisition.

8.11.5. The **Requisition Info tab** (Fig. 8.29) displays specific requisition information.

8.11.6. The **Status tab** (Fig. 8.30) displays status records applicable to the requisition.

8.11.7. The **Suffixed Records tab** (Fig. 8.31) displays all the suffixed requisitions of the original requisition number.
8.11.8. To refresh data for the selected requisition, select the Refresh Query icon.

8.11.9. Select the New Request icon or select the Close Window icon.

8.12. Repairables Query. Select Query, Requisitions and Repairables (Fig. 8.32) to open the Requisition Search window (Fig. 8.33). This enables the user to view Carcass Status, Turn-in document, and Carcass shipping transactions for Repairable items.

8.12.1. Select on a Search by selection. Document Number is the system default.
8.12.2. Related fields will display for user input.
8.12.3. Select OK to open the Repairables Query window (Fig. 8.34).
8.12.3.1. **Repairables Query** window defaults to the **Carcass Status** tab. **Department Turn In** tab (Fig. 8.35) and **Carcass Shipment** tab (Fig. 8.36) may also be viewed by the user.
8.12.4. Select the New Request icon or select the Close Window icon.

8.13. Material Request Management. Select Query, Requisitions and Material Request Management (Fig. 8.37) to open the Request Management Search window (Fig. 8.38). This enables the user to view Material Requests by Urgency of Need.
8.13.1. Select on a **Selection. Department** is the system default. If required, make additional choices using the drop-down menu, or select **All**.

8.13.2. Enter a Date Range **From** and **To**.

8.13.3. Select **OK** to open the **Material Request Management** window (Fig. 8.39).
8.13.4. To update Material Requests while viewing, select the **Refresh Data** icon.

8.13.5. To view a specific request number, select the row and then select the **Show Detail** icon to view the **Request Management - Detail** window (Fig. 8.40) or double-click on the selected request number.

![Request Management - Detail](Image)

8.13.6. After viewing, select the **Close Window** icon.

8.13.7. Select the **New Request** icon or select the **Close Window** icon.

8.14. **Transaction Ledgers – Material.** Select **Query, Transaction Ledgers** and **Material** (Fig. 8.41) to open the **Transaction Ledger Material Search** window (Fig. 8.42). This function enables the user to view all transactions recorded against a particular NIIN or Part Number.

![Relational Supply](Image)
8.14.1. Enter a **NIIN** or **Part Number** and **FSCM**.
8.14.2. Select a **COSAL** type from the drop-down list. **HME** is the system default.
8.14.3. Select Date Range **From** and **To**. Defaults to current month minus 35 months.
8.14.4. Select **OK** to open the **Transaction Ledger Material Query** window (Fig. 8.43).
8.14.5. Provides the accumulation of interactive and batch processing transactions affecting stock records. This audit trail can assist the user in conducting research.

8.14.6. Stock record management data from when Date Item Established (DIE) is displayed at the top of the screen and stock record management data from Date Last Processed (DLP) is displayed at the bottom of the screen.

8.14.7. To print this window, use the **Local Printer** icon.

8.14.8. When applicable, the user may **Date Sort in Ascending or Descending** order.

8.14.9. To view **Image** detail (Fig. 8.44), double-click on a row.

8.14.9.1. Reveals which user processed the transaction and on which day and time.

8.14.9.2. After viewing, select **Close**.

8.14.10. Select the **New Request** icon or select the **Close Window** icon.

8.15. **Transaction Ledgers - Requisition.** Select **Query, Transaction Ledgers** and **Requisition** (Fig. 8.45) to open the **Transaction Ledger MVO Requisition Search** window (Fig. 8.46). This function enables the user to view all Money Value Only (MVO) Requisition Transactions that have processed successfully against the financial tables but are not posted against the Stock Item table.

(Fig. 8.44)

(Fig. 8.45)
8.15.1. Enter *Document Number* for the MVO transaction.
8.15.2. Enter *Suffix code* if applicable.
8.15.3. Select Date Range *From* and *To*. Defaults to current month minus 35 months.
8.15.4. Select *OK* to open the *Transaction Ledger MVO Requisition Query* window (Fig. 8.47).

8.15.5. To print this window, use the *Local Printer* icon.
8.15.6. To view *Image* detail (Fig. 8.48), double-click on a row.
8.15.6.1. Reveals which user processed the transaction and on which day and time.

8.15.6.2. After viewing, select Close.

8.15.7. Select the New Request icon or select the Close Window icon.

8.16. Transaction Ledger - Financial. Select Query, Transaction Ledgers and Financial (Fig. 8.49) to open the Transaction Ledger Financial Search window (Fig. 8.50). This function enables the user to query SMARTS SFOEDL transactions, Obligation Adjustments, UOL Credits, and SFOEDL Adjustment Summaries.
8.16.1. Select a Search by option:

8.16.1.1. Document Number
8.16.1.1.1. Enter Document Number for the MVO transaction.
8.16.1.1.2. Enter Suffix code if applicable.
8.16.1.1.3. Select Date Range From and To. Defaults to current month minus 35 months.
8.16.1.1.4. Select OK to open the Transaction Ledger Financial Query window (Fig. 8.51).

8.16.1.2. Fund Code
8.16.1.2.1. Select a Fund Code from the drop-down list.
8.16.1.2.2. Select a FY from the drop-down list. System default is current FY.
8.16.1.2.3. Select Date Range From and To. Defaults to current month minus 35 months.
8.16.1.2.4. Select OK to open the Transaction Ledger Financial Query window (Fig. 8.52).

8.16.1.3. Transaction Phrase
8.16.1.3.1. Select a Transaction Phrase from the drop-down list.
8.16.1.3.2. Select Date Range From and To. Defaults to current month minus 35 months.
8.16.1.3.3. Select OK to open the Transaction Ledger Financial Query window (Fig. 8.53).
### Transaction Ledger Financial Query

![Transaction Ledger Financial Query](image)

**Doc Nbr:** 21948 4113 0543  
**Suffix:**  
**Count:** 4  
**Date Sort:** Ascend

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*(Fig. 8.51)*

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### Transaction Ledger Financial Query

![Transaction Ledger Financial Query](image)

**Fund Code:** S2  
**FY:** 2004  
**Count:** 21  
**Date Sort:** Ascend

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*(Fig. 8.52)*
8.16.2. To print these windows, use the **Local Printer** icon.

8.16.3. When applicable, the user may select **Date Sort** in **Ascending** or **Descending** order.

8.16.4. To view **Image** detail (Fig. 8.54), double-click on a row.

**Fig. 8.53**

8.16.4.1. Reveals which user processed the transaction and on which day and time.

8.16.4.2. After viewing, select **OK**.

8.16.5. Select the **New Request** icon or select the **Close Window** icon.
## Appendix A
### Batch Processes In Relational Supply

#### JSF Financial Subsystem
- JSF403: Trial Financial Update
- JSF404: Live Financial Update

#### JSI Inventory Subsystem
- JSI200: Inventory Processing
- JSI202: Cancel Inventories
- JSI203: Cancel Excess Stock Dues
- JSI204: Stock Item Maintenance
- JSI205: Level Setting
- JSI208: Reorder
- JSI209: Regular and DRMO Offloads
- JSI211: Force Inventory Drawdowns
- JSI213: Excessive Locations
- JSI214: Material Relocations
- JSI215: Master Stock Status
- JSI216: Stock Status Locator Listing
- JSI219: SIMARS
- JSI220: COSAL Percentage/Analysis
- JSI221: Gains/Losses
- JSI222: Pending Stock Survey
- JSI224: QA Percent of NIINs
- JSI225: Material Transfer Offloads
- JSI226: Pre-Deployment Stock Status
- JSI227: PMS Material
- JSI229: Total Offloads
- JSI230: Print Offload Documents
- JSI231: Release/Cancel Offloads
- JSI232: QA Random Location
- JSI233: Supply Effectiveness

#### JSL Logistics Subsystem

#### JSS Site Subsystem
RSupply Unit User’s Guide NAVSUP P-732
Release 820-01.02.00

JSI235 IBS Inventory Count Transfer
JSI243 Inventory Processing IBS - Scheduled
JSI246 IBS Print Bar Code Labels
JSI247 IBS Location Audits
JSI248 Inventory Processing IBS – Spot
JSI249 Location Audits
JSI255 IBS Location Additions
JSL301 Requisition Modifiers
JSL302 Requisition Follow-ups
JSL305 DTO W/Outstanding On-hand Qty
JSL306 Expenditure Log
JSL307 Item Verification
JSL308 Requirements Listing
JSL310 Material Obligation Validation
JSL311 Requisition Listing
JSL314 Issues Listing
JSL315 Receipts Log
JSL318 Stock Control Review
JSL319 Release Reqs & Status
JSL322 Master Stock Status and Locator Listing
JSL323 Delayed Receipt Processing
JSL326 CARCASS REPORTS
JSS104 Change Notice
JSS106 Annual Price Change
JSS109 Stock Requisitions - Legacy File
JSS110 Stock Requisitions
JSS111 Incoming Status for MOV
JSS112 Receipts
JSS113 Hazardous Material
JSS114 SAMS Requirements
JSS115 MSDS/QCOSAL Requirements
JSS116 Carcass - BKs
JSS117 Automated Shore Interface (ASI)
JSS118 Activate DD1348 Document Queue
JSS119 De-Activate DD1348 Document Queue
JSS120 Incoming Status for Supply
JSS121 History Requisition
JSS122 History Expenditure
JSS124 Activate CTL
JSS125 De-Activate CTL
JSS126 Pen and Ink
JSS170 FILTAP
JSS275 SMARTS Interface
JSS280 SMARTS SFOEDL Transactions
JSS300 ILO Extract
## Appendix B
### Icon Descriptions in Relational Supply

<table>
<thead>
<tr>
<th>Button</th>
<th>Name</th>
<th>Button Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add User Menu Roles" /></td>
<td>Add User Menu Roles</td>
<td>Changes the role of the user for the current process.</td>
</tr>
<tr>
<td><img src="image" alt="Allowance Parts List" /></td>
<td>Allowance Parts List</td>
<td>Displays Allowance Parts List information.</td>
</tr>
<tr>
<td><img src="image" alt="Apply" /></td>
<td>Apply</td>
<td>Updates the database with the current data.</td>
</tr>
<tr>
<td><img src="image" alt="Bar Graph" /></td>
<td>Bar Graph</td>
<td>Displays a bar graph.</td>
</tr>
<tr>
<td><img src="image" alt="BOR General Data" /></td>
<td>BOR General Data</td>
<td>Opens a window to enter general TYCOM information on the BOR.</td>
</tr>
<tr>
<td><img src="image" alt="Budget Balance" /></td>
<td>Budget Balance</td>
<td>Displays current Budget Balance.</td>
</tr>
<tr>
<td><img src="image" alt="Cancel All" /></td>
<td>Cancel All</td>
<td>Cancels all records.</td>
</tr>
<tr>
<td><img src="image" alt="Change Headings" /></td>
<td>Change Headings</td>
<td>Allows the selection of headings for the current AD HOC query.</td>
</tr>
<tr>
<td><img src="image" alt="Close Window" /></td>
<td>Close Window</td>
<td>Closes current window.</td>
</tr>
<tr>
<td><img src="image" alt="Control Parameter" /></td>
<td>Control Parameter</td>
<td>Opens the Control Parameter Update window from the Approval screen.</td>
</tr>
<tr>
<td><img src="image" alt="Custom Menu Button" /></td>
<td>Custom Menu Button</td>
<td>Custom Menu Button created by the user to activate frequently used windows.</td>
</tr>
<tr>
<td><img src="image" alt="Custom Menu Button" /></td>
<td>Custom Menu Button</td>
<td>Custom Menu Button created by the user to activate frequently used windows.</td>
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</tr>
<tr>
<td><img src="image" alt="Custom Menu Button" /></td>
<td>Custom Menu Button</td>
<td>Custom Menu Button created by the user to activate frequently used windows.</td>
</tr>
<tr>
<td><img src="image" alt="Delete" /></td>
<td>Delete</td>
<td>Deletes record from the database.</td>
</tr>
<tr>
<td>Button</td>
<td>Name</td>
<td>Button Function</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Disable Popups</td>
<td>Disallows Popup menus to be configured.</td>
</tr>
<tr>
<td></td>
<td>Enable Popups</td>
<td>Allows Popup menus to be configured.</td>
</tr>
<tr>
<td></td>
<td>Exception Data</td>
<td>Opens response window to accept Exception Data.</td>
</tr>
<tr>
<td></td>
<td>Exit</td>
<td>Exits the program.</td>
</tr>
<tr>
<td></td>
<td>First Record</td>
<td>Returns to the first record processed.</td>
</tr>
<tr>
<td></td>
<td>Find</td>
<td>Searches for specified record.</td>
</tr>
<tr>
<td></td>
<td>Insert</td>
<td>Inserts a row into the database.</td>
</tr>
<tr>
<td></td>
<td>Last Record</td>
<td>Moves to the last record to be processed.</td>
</tr>
<tr>
<td></td>
<td>Latest Status</td>
<td>Displays latest status for selected row.</td>
</tr>
<tr>
<td></td>
<td>Local Management Code</td>
<td>Activates the Local Management Code window for Stock Item.</td>
</tr>
<tr>
<td></td>
<td>Local Print</td>
<td>Allows printing to your local printer.</td>
</tr>
<tr>
<td></td>
<td>Maintain Storeroom Locations</td>
<td>Activates Locations window for Stock Item.</td>
</tr>
<tr>
<td></td>
<td>Modify Role</td>
<td>Modifies the current selected role.</td>
</tr>
<tr>
<td></td>
<td>New Request</td>
<td>Opens a new record.</td>
</tr>
<tr>
<td></td>
<td>Next/Previous Report</td>
<td>Displays Reports.</td>
</tr>
<tr>
<td></td>
<td>Next Record</td>
<td>Displays next record in the database.</td>
</tr>
<tr>
<td></td>
<td>Next Record</td>
<td>Displays next record in the database.</td>
</tr>
<tr>
<td></td>
<td>Pie Chart</td>
<td>Displays pie chart.</td>
</tr>
<tr>
<td></td>
<td>Preview Role Menu</td>
<td>Previews menu.</td>
</tr>
<tr>
<td>Button</td>
<td>Name</td>
<td>Button Function</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>📜</td>
<td>Print</td>
<td>Prints the active screen using the current defaults.</td>
</tr>
<tr>
<td>🔄</td>
<td>Prior Record</td>
<td>Displays previous record in the database.</td>
</tr>
<tr>
<td>🔄</td>
<td>Prior Record</td>
<td>Displays previous record in the database.</td>
</tr>
<tr>
<td>📊</td>
<td>QCOSAL</td>
<td>Activates window to display QCOSAL data.</td>
</tr>
<tr>
<td>🔄</td>
<td>Refresh Data</td>
<td>Refreshes current information.</td>
</tr>
<tr>
<td>🔄</td>
<td>Refresh Query</td>
<td>Refreshes the Query screens reflecting the most recent changes made to the database or will return the user to the 1st record if more than one record exists.</td>
</tr>
<tr>
<td>🔄</td>
<td>Repairable Query</td>
<td>Allows you to view Issue transactions for Repairable Items for carcass tracking.</td>
</tr>
<tr>
<td>🔄</td>
<td>Routing Identifiers</td>
<td>Opens the Routing Identifier window in the Validation Tables.</td>
</tr>
<tr>
<td>📜</td>
<td>RS Supply Books</td>
<td>Opens the RS Supply Users Guide.</td>
</tr>
<tr>
<td>🔄</td>
<td>Run</td>
<td>Runs or executes the current AD HOC query.</td>
</tr>
<tr>
<td>🔄</td>
<td>Save As</td>
<td>Saves current menu selections displayed to new name.</td>
</tr>
<tr>
<td>📚</td>
<td>Scheduler</td>
<td>Allows the scheduling of a process.</td>
</tr>
<tr>
<td>✔️</td>
<td>Select All</td>
<td>Selects all records.</td>
</tr>
<tr>
<td>📜</td>
<td>Stock Number Change</td>
<td>Activates window field to become modifiable to accept new stock number.</td>
</tr>
<tr>
<td>📜</td>
<td>Show Detail</td>
<td>Opens a Detail window.</td>
</tr>
<tr>
<td>📜</td>
<td>Transfer COSAL</td>
<td>Transfer Requisitions from one COSAL type to another.</td>
</tr>
</tbody>
</table>
Appendix C

Predefined Parameters Batch Jobs and Processes

C. Predefined Parameters Batch Jobs and Processes. Predefined Parameters (Fig. C.1) allows the user to schedule a Batch Job that does not require input parameters. Each job scheduled from this window has a standard set of input criteria with a consistent Report, Listing, or Update.

Fig. C.1

The following Predefined Parameter options are available:

C.1. JSI213 Excessive Locations. This report will show all items in each COSAL that has more locations than the total on hand quantity. It will also list items with more than four locations regardless of quantity. The user can then select locations that are no longer required and can be deleted. Keep in mind that many activities utilize the location field for their Shelf Life expiration dates on the Stock Record Card (SRC) with zero quantity and these may appear on the report, but are examples of locations that should not be deleted. An example of the report (Fig. C.2) is provided below.

Excessive Locations Listing

| Batch Rqst Nbr: JSI2135066013 | UIC: 55555 | Excessive Locations Listing | 7 Mar 05 | Page: 1 |
| Report I.D.: SI23912R | | Excessive Locations Listing | 7 Mar 05 | Page: 1 |
| User I.D.: rsupaa | | NIIN Sequence | 7 Mar 05 | Page: 1 |
| Cosal Type: HME | | Control Parameter Update | 7 Mar 05 | Page: 1 |

<table>
<thead>
<tr>
<th>NSN</th>
<th>UI</th>
<th>Cog MCC</th>
<th>OH Qty</th>
<th>Stock Due</th>
<th>RO Location</th>
<th>Prec Loc Qty</th>
<th>Nomenclature</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5331000137786</td>
<td>EA</td>
<td>9Z</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>A519B</td>
<td>P</td>
<td>1</td>
</tr>
<tr>
<td>MAY2010</td>
<td>S</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C.2. JSI227 PMS Material. This report lists all PMS coded items by APL and provides information on whether the material is carried onboard and if any storeroom deficiencies exist. The report is in AEL and then APL numeric sequence and can be a useful tool to determine material availability on equipment scheduled for PMS prior to an extended deployment. All valid HME deficiencies will appear on the Reorder Review. An example of the report (Fig. C.3) is provided below.

Predeployment PMS Material Report

Batch Rqst Nbr: JSI2275067003  UIC: 55555  08 Mar 2005
Report I. D.: JSI227
User I. D.: rsupaa

APL: 017830025  VACUUM PUMP RTY PWR .6CFM 15MRCABSIN 1725RPM
COSAL  NIIN  Nomenclature  Allowance  On Hand  Stock Due  Deficiency
HME 008825336  FILTER ELEMENT,FLUI  2  2  0  0
008940665  >>>> THIS ITEM IS NOT STOCKED ON BOARD <<<<
HME 011415353  WASHER  1  1  0  0

Batch Rqst Nbr: JSI2275067003  UIC: 55555  08 Mar 2005
Report I. D.: JSI227
User I. D.: rsupaa

APL: 018710015  PUMP,SLIDING SHOE 110PSI 54GPM 875RPM MD
COSAL  NIIN  Nomenclature  Allowance  On Hand  Stock Due  Deficiency
C.3. JSI235 IBS Inventory Count Transfer. Processes IBS inventory into RSupply with quantity and locations.

C.4. JSI247 IBS Location Audits. IBS Location Audit scanner data is transferred to RSupply via this batch job. All discrepancies are verified for accuracy before the database is updated.

C.5. JSI255 IBS Location Additions. Processes any new locations identified from inventory from IBS to RSupply.

C.6. JSL318 Stock Control Review. This report lists all transactions that management personnel should review on a daily basis to identify areas that may require further review and corrective action. Information displayed is Unit of Issue changes, Stock Number changes, Shelf-life changes, Inventory Gains and Losses, Requisitions Canceled, SMARTS transactions, Receipt Reversals, Status Cancellation, Substitute NIINs, and all High Money Value transactions that exceeded the amount set on the Activity Control Information screen in the Site Subsystem.

C.7. JSS104 Change Notice. This process allows the user to process the Monthly Change Notices received from NAVICP via the Internet. Change Notice Action/Batch processing is a multifunction program that can establish, supersede, delete, replace, or combine any NSN, change management data associated with an NSN, and update the Stock Item Table (SIT) and other related tables. Different Document Identifiers (DIs) drive the batch change notice transactions. The DI determines what data elements are to be changed or updated for the record being processed. Once batch processing is complete, reports are produced which enable stock control and storeroom personnel to perform follow-up actions. Additionally for the records that failed validation, a Batch Change Notice Error Report is generated. The records that failed validation are assigned a Reconciliation (RECON) code that identifies the error condition. These error records should be corrected and re-input through batch change notice or interactively through Maintain Stock Item in the Inventory subsystem.

C.8. JSS106 Annual Price Change. This process allows the user to process the Annual Price Change received from NAVICP via the Internet. The Batch Job processes price change information and updates the SIT with the latest unit prices and repairable net prices. This data file becomes available in September of each year and the new prices are effective on 1 October of each year.

C.9. JSS110 Stock Requisitions. This process allows the user to batch input DI A0_ requisitions for stock. User must choose if the requisitions are from Pre-RSupply or RSupply. The Pre-RSupply option would be used upon initial conversion to RSupply to batch input stock requisitions from the previous AIS. The RSupply option would be used to batch input all subsequent stock requisitions.

C.10. JSS112 Receipts. This process allows the user to batch input receipts. User will receive an exception report for the receipts that failed to process correctly.
C.11. JSS113 Hazardous Material. This process allows the user to process the SHML file from SALTS. This will update the ships Hazardous Material information on the stock record card.

C.12. JSS114 SAMS Requirements. This process allows the user to process the SAMS.DAT file from the SAMS medical database.

C.13. JSS115 MSDS/QCOSAL Requirements. Imports external MSDS/QCOSAL maintenance requirements from a MICRO-Q laptop to RSupply.

C.14. JSS118 Activate DD1348 Document Queue. This process activates the DD1348-1A Document Queue. DD1348’s cannot be printed unless the DD1348 Document Queue is activated.

C.15. JSS119 De-activate DD1348 Document Queue. This process de-activates the DD1348-1A Document Queue. DD1348’s generated during this period will print when the document queue is re-activated.

C.16. JSS124 Activate CTL. This process activates the Cumulative Transaction Ledger. Qualifying transactions will write to the CTL.

C.17. JSS125 De-activate CTL. This process de-activates the CTL. Transactions will not be recorded on the CTL during this period. However, qualifying transactions will appear after it has been re-activated.

C.18. JSS170 FILTAP. Processes the Fleet Item Load List "FILL" update tapes or files received from NAVICP. The process sets all item table FILL indicators to 0, and then sets the item table FILL indicators to 1 for item table records that match records on the FILL tape or file.

C.19. JSS275 SMARTS Interface. Batch loads requisitions appearing on the SFOEDL during the SMARTS Interface process.


C.21. JSS300 ILO Extract. Extracts all NIINs in the SIT with allowance type indicators 'H', 'Q', 'M', or 'O'. The report shows the total record counts for COSAL Type and each ATC. Download the JSS300 output file for the ILO. An example of the report (Fig. C.4) is provided below.

```
ILO Extract
Batch Job Nbr: JSS3005255009                                           UIC: 55555                                        12 Sep 2005
User I. D.: rsup01

COSAL Type         Count
'H'               12218
'Q'                0
'M'                1476
'O'                7059
Total Record Count: 20753

COSAL Exception     Count
'S'                 1
```

C-4
Total Exception Count: 1

<table>
<thead>
<tr>
<th>ATC</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>'1'</td>
<td>17757</td>
</tr>
<tr>
<td>'2'</td>
<td>0</td>
</tr>
<tr>
<td>'3'</td>
<td>0</td>
</tr>
<tr>
<td>'4'</td>
<td>63</td>
</tr>
<tr>
<td>'5'</td>
<td>0</td>
</tr>
<tr>
<td>'6'</td>
<td>656</td>
</tr>
<tr>
<td>'7'</td>
<td>0</td>
</tr>
<tr>
<td>'8'</td>
<td>2134</td>
</tr>
<tr>
<td>'9'</td>
<td>143</td>
</tr>
</tbody>
</table>

Total Record Count: 20753

(Fig. C.4)
Appendix D Unit Level Relational Supply Flow Chart for Storeroom Issues

OMMS-NG

Technician orders part in OMMS-NG against an existing Work Candidate or creates a new Work Candidate. OMMS-NG assigns a Request Number.

Item Verification (JSL307)

Request will appear in Item Verification, IF there is no valid Stock Record Card (SRC), exceeds QPA or the APL cited is incorrect.

Tech Edit SK verifies or corrects requests to allow the request to flow to the Requirements Listing.

Requirements Listing (JSL308)

SK’s need to determine in-house status of approved requests over three days old and delete unapproved requests over 15 days old unless justified in writing by the applicable Department Head.

Issue Listing (JSL314)

All issues will appear on the Issue Listing

Issue

Material is in stock and available for issue

Material is pulled from stock and issued to the requesting work center.

Stock Reorder now appears on the outstanding Requisitions Listing to be tracked with Incoming Supply Status. Once the part is received onboard the material is placed back in stock and the receipt is posted.

Reorder Review (JSI208)

Once the issue is posted and not reordered when it is deficient to the RO, the stock deficiency appears on the Reorder Review. A Requisition Number is assigned to the stock reorder upon running a “live” JSI208.

Approved

Once the Requirement is approved, the SK’s can now process the request. A Picking Ticket (DD 1348-1A) automatically prints to the default printer.

Requirements Listing allows the requesting Department Head to approve or delete the requirement before it becomes financially obligated.

Issue is posted to SRF and material is reordered for stock.

Money is deducted from the Departmental Budget and placed in the Queued Money Value Column

Departmental funds are now decremented and the “STCK” department is credited.
Unit Level Relational Supply Flow Chart for Not Carried (NC) or Not In Stock (NIS) Requirements

OMMS-NG

Technician orders part in OMMS-NG against an existing Work Candidate or creates a new Work Candidate. OMMS-NG assigns a Request Number.

Item Verification JSL307

Request will appear in Item Verification, IF there is no valid Stock Record Card (SRC), exceeds QPA or the APL cited is incorrect.

Requirements Listing (JSL308)

SK’s need to determine in-house status of approved requests over three days old and delete unapproved requests over 15 days old unless justified in writing by the applicable Department Head.

Approved

Once the Requirement is approved, the SK’s can now process the request. A Picking Ticket (DD 1348-1A) automatically prints to the default printer.

SK assigns a DTO requisition number to the request and submits the requisition to the POE.

Requisitions Listing (JSL311)

DTO requisitions now appear on the outstanding Requisitions Listing to be tracked with Incoming Supply Status. Once the part is received, the material is turned over to the requesting department and the receipt is posted.

Requirements Listing allows the requesting Department Head to approve or delete the requirement before it becomes financially obligated.

Money is deducted from the Departmental Budget and placed in the Queued Money Value Column.

Departmental funds are now decremented and an obligations is recorded on the financial Transmittal.
RPPO orders part in OMMS-NG against an existing Work Candidate or creates a new Work Candidate and cites an Advice Code. OMMS-NG assigns a Request Number.

**Item Verification (JSL307)**
Request will appear in Item Verification, **IF** there is no valid Stock Record Card (SRC), exceeds QPA or the APL cited is incorrect.

**Requirements Listing (JSL308)**
SK’s need to determine in-house status of approved requests over three days old and delete unapproved requests over 15 days old unless justified in writing by the applicable Department Head.

**Tech Edit SK** verifies or corrects requests to allow the request to flow to the Requirements Listing.

**Approved Requirement**
Once the Requirement is approved, the SK’s can now process the request. A Picking Ticket automatically prints to the default printer and a record is entered on the Carcass Tracking report (JSL326) to track carcass turn-in and subsequent carcass shipment.

**5G available for issue** Issue will be made from SRI ONLY when the NRFI carcass is exchanged on a one for one basis.

**5G NC/NIS** Requisition for DTO will only be processed after receipt of NRFI carcass from requesting department

**5S Remain in Place** SRI issues or DTO requisitions can be made once RIP worthiness is verified and RIP Certification documentation is placed in the DLR suspense File.

**Requisitions Listing (JSL311)**
DTO requisitions now appear on the outstanding Requisitions Listing to be tracked with Incoming Supply Status.

Money is deducted from the Departmental Budget and placed in the Queued Money Value Column.

Update the Carcass Tracking Log when the Department turns over the NRFI carcass and once the NRFI carcass has been turned in ashore to an ATAC Hub, ATAC Node or Trans-shipper.
E. Scheduling Batch Jobs to run automatically in RS Supply. Most reports and batch jobs in RS Supply can be scheduled to run automatically at predefined frequencies and times. To use the Allow Scheduling option for a specific Batch Job you must have Allow Scheduling selected on the Control Parameter Update (see paragraph 4.16 Control Parameter Update) screen for the batch job you wish to schedule.

E.1. Review the Control Parameter Update window (see paragraph 4.16 Control Parameter Update) for the batch job to be scheduled and ensure Allow Scheduling is selected (Fig. E.1).

(Fig. E.1)

E.2. Access the batch job to be scheduled. To demonstrate the Allow Scheduling option we will use the Force Inventory Drawdown (Fig. E.2) batch job process. Keep in mind, Allow Scheduling works the same for all batch processes. In accordance with the NAVSUP P-485, a supplemental Force Inventory Drawdown must be processed and submitted on the 10\textsuperscript{th} and 25\textsuperscript{th} of each month. We will use the Scheduler option to set the Force Inventory Drawdown batch process to run automatically on the 10\textsuperscript{th} and 25 of each month at a specified time.

(Fig. E.2)
E.3. When Allow Scheduling has been set on the Control Parameter Update window for the batch process, the Scheduler icon \(\text{Scheduler}\) will appear on the toolbar. Select the Scheduler icon \(\text{Scheduler}\) to access the NTCSS II Schedule Selection window (Fig. E.4).

(Fig. E.3)

(Fig. E.4)
E.4. On the NTCSS Schedule Selection window (Fig. E.4), select the Frequency (Fig. E.5) desired. The Frequency options are explained in the table below (Fig. E.6). Multiple schedules can be applied to the same batch process. The Force Inventory Drawdown batch process is an example of where multiple schedules can be applied to one batch process.

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Shot</td>
<td>Allows the batch process to be scheduled for one specific instance and not repeated.</td>
</tr>
<tr>
<td>Daily</td>
<td>Allows the batch process to be scheduled to run at a specific time each day. The batch process will continue to run at the same specified time each day until terminated by the user.</td>
</tr>
<tr>
<td>Weekly</td>
<td>Allows the batch process to be scheduled to run at a specific time and day each week. The batch process will continue to run on the specified day and time each week until terminated by the user.</td>
</tr>
<tr>
<td>Monthly</td>
<td>Allows the batch process to be scheduled to run at a specific time and day each month. The batch process will continue to run on the specified day and time each month until terminated by the user.</td>
</tr>
<tr>
<td>Hourly</td>
<td>Allows the batch process to be scheduled to run each hour beginning with the time specified and date specified. The batch process will continue to run every hour, every day until terminated by the user.</td>
</tr>
<tr>
<td>Yearly</td>
<td>Allows the batch process to be scheduled to run at a specific time and day each year. The batch process will continue to run on the specified day and time each year until terminated by the user.</td>
</tr>
<tr>
<td>Exception</td>
<td>Allows the batch process to be scheduled for one specific instance and not repeated.</td>
</tr>
</tbody>
</table>

E.5. For Force Inventory Drawdown, select Monthly for the Frequency. The current Month and Year are displayed. Select the 10th day of the month on the calendar by clicking on the 10. Set the desired Time of the day for the batch process to run. Recommend setting the time when the batch process will have the least affect on other batch processes that may be running and so that the batch process has finished processing prior to the beginning of the work day (Fig. E.7).
E.6. Once the Frequency, Month and Year, Day and Time have been set, select Save (Save entry changes) to set the schedule. The batch job schedule will now appear under the Scheduled Entries box and the Scheduler is now ready to accept a New Entry (Fig. E.8).

E.7. Repeat the steps in paragraph E.5, but this time select the 25th day of the month. After selecting Save, there will be two entries in the Scheduled Entries box (Fig. E.9).
E.8. Now that the batch job has been scheduled to run at 0500 on the 10th and 25th of each month, select OK to close the NTCSS II Schedule Selection window and return to the Force Inventory Drawdown window. The user must now complete the batch process so the Scheduler can record the specific criteria and selections to be used for the batch process each time the Scheduler runs the batch process. If the user fails to finish the batch process after the scheduler options have been set, the batch job will not be run by the Scheduler. Follow the guidance in paragraph 5.17 to finish processing the Force Inventory Drawdown.

E.9. To review, edit or delete batch jobs that have been scheduled to run automatically with the Scheduler option select the Menu icon on the NTCSS Toolbar (Fig. E.10). Select Batch Job Queue. The Batch Job Queue will be displayed (Fig. E.11).
E.10. Select the RSupply application and choose Select on the Batch Job Queue window (Fig. E.11). The Batch Job Queue (RSupply) will be displayed (Fig. E.12).

(Fig. E.11)

E.11. On the Batch Job Queue (RSupply) window select the Scheduled Jobs tab and all jobs that have been scheduled with the Scheduler option will be displayed (Fig. E.12).

(Fig. E.12)
E.12. To edit the batch job **Scheduled Entry**, select the scheduled batch job from the available list (Fig. E.12) and select the **Display/Edit Schedule** button. The **NTCSS II Schedule Selection** window will be displayed with the batch job **Scheduled Entries** displayed (Fig. E.9).

E.13. Select the **Scheduled Entries** to edit and make any desired changes to the **Frequency**, the beginning **Month** and **Year**, the **Day** and/or the **Time**. To disregard the changes without saving them select the **Discard** button. To save the changes to the Scheduled Entry, select the **Save** button. To delete the Scheduled entry completely, select the Scheduled Entry and select the Delete button. Schedules for batch jobs may also be deleted by selecting the scheduled batch job on the **Batch Job Queue (RSupply)** window (Fig. E.12) and selecting the **Reject/Remove** button.