TITLE VI

NFC SYSTEMS ACCESS PROCEDURES

CHAPTER 9

PROPERTY MANAGEMENT INFORMATION SYSTEM

SECTION 1

SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)

SUBSECTION 2

GENERAL ACCOUNTING OFFICE

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# 1. Introduction

The Supply/Property Inventory System (SPIN) is a management reporting subsystem of the Property Management Information System (PMIS). SPIN provides inventory control of agency supplies and affords direct access to inventory master files through remote terminals. An online, real-time, data base system, SPIN provides an accessible, comprehensive, and accurate means of inventory management.

The master files in SPIN are established by individual user agencies and may be accessed by authorized personnel only. The security and integrity of the data base is maintained by the use of identification numbers, passwords, and subschemas.

The following features are available in SPIN:

- Updating, query, and reporting of supplies and property in an online environment
- Identification of items with an unlimited number of location points
- Tracking of requests (including backorders and delayed shipments)
- Recording of transaction history
- Listing and valuation of the entire inventory

After the user has gained access to the system and entered the appropriate menu code from the SPIN Administrative Menu screen, the applicable input or inquiry screen will be displayed. According to the type of transaction being processed, pertinent data should be entered into the various fields.

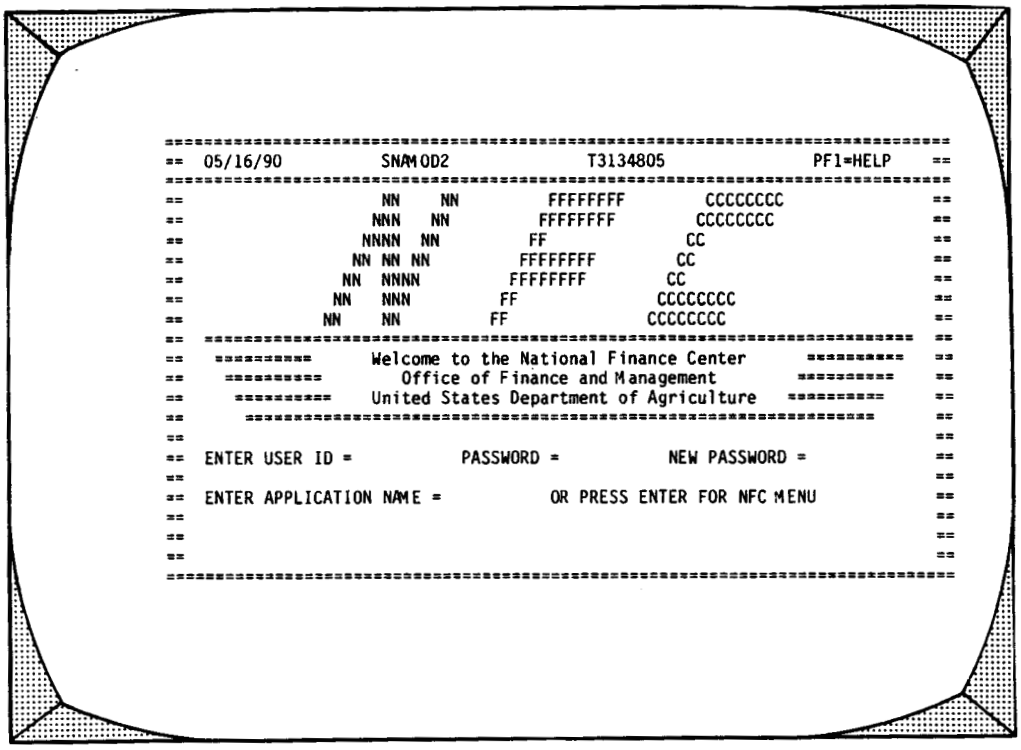
Once all entries have been made, the system will edit each field. If an error has occurred, an edit error message will appear at the bottom of the screen. The system will display a maximum of six error messages at one time. As the errors are corrected and the data is accepted into the SPIN data base, other errors may be detected and will appear on the screen until all errors have been corrected and pass the system edits.

2. Remote Terminal Usage

For specific information regarding security for NFC Systems access; individual user identification and passwords; use of master control, directional, and program functional keys; and connecting and disconnecting to and from the Departmental Network (DEPNET); users should refer to Title VI, NFC Systems Access Procedures, Chapter 2, Remote Site Usage, Section 1, Remote Terminal Usage.

3. Sign-On Procedures For Accessing SPIN

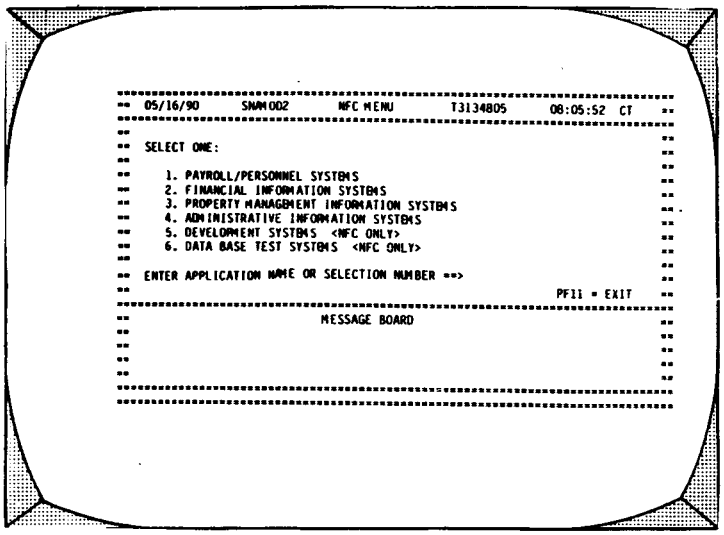
Authorized users must first connect to DEPNET. The access method will differ depending on the type of computer equipment being used. The NFC's Information Center, which serves as the liaison with the user community, can provide assistance and information regarding hardware and communications requirements. Once connected to DEPNET, the NFC Welcome Screen, shown below, will be displayed. This indicates that the user is connected to the NFC mainframe computer.



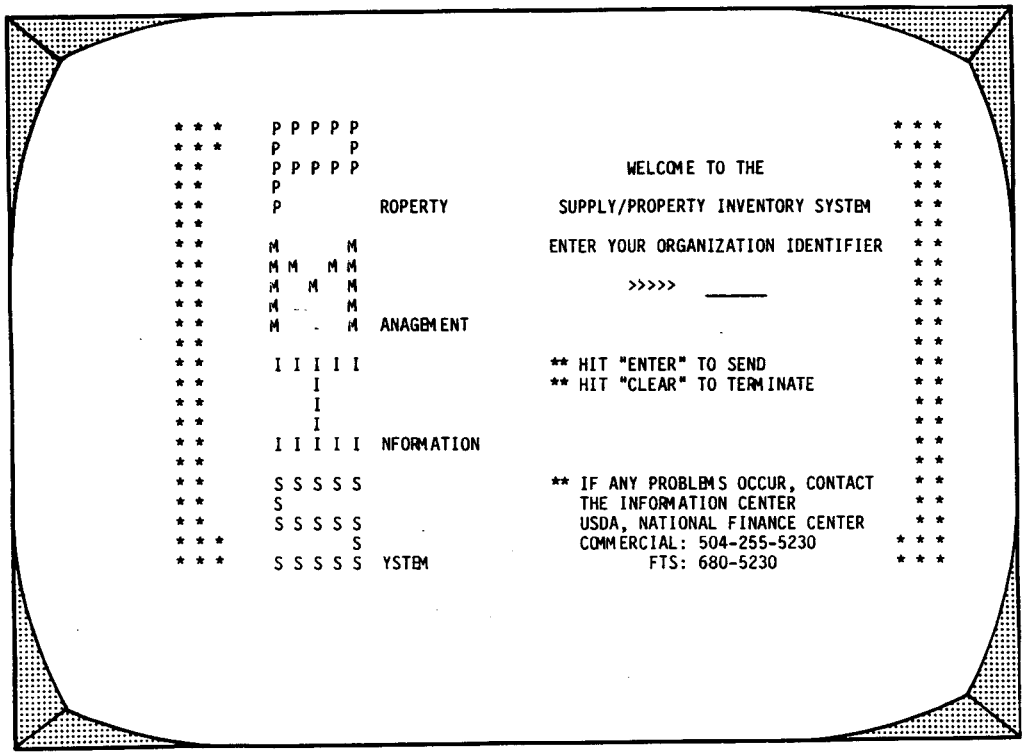
Once the user has successfully connected to the NFC mainframe, the steps described below should be followed to access SPIN.

| CRT PROMPT: | USER'S RESPONSE: |
|---|---|
| Step 1 | |
| ENTER USER ID | Key in your assigned USER-ID (e.g.,NF999). Use the Tab key to move forward to the PASSWORD prompt. |
| PASSWORD | Key in your user password. Your password will not be displayed on screen. Tab to the next field. |
| NEW PASSWORD | This field is used when your current password has expired and the system requests a new password. However, you may change your password at any time by entering a new password. Tab to next field. |
| ENTER APPLICATION NAME | Key in SPIN and press the Enter key. |

NOTE: When the NFC needs to communicate special system messages to the user, the system displays the Electronic Access Bulletin Board screen after the NFC banner screen. Read the message shown on the bulletin board; then press the Enter key to continue. The NFC Menu screen is displayed. Again, press the Enter key to continue.

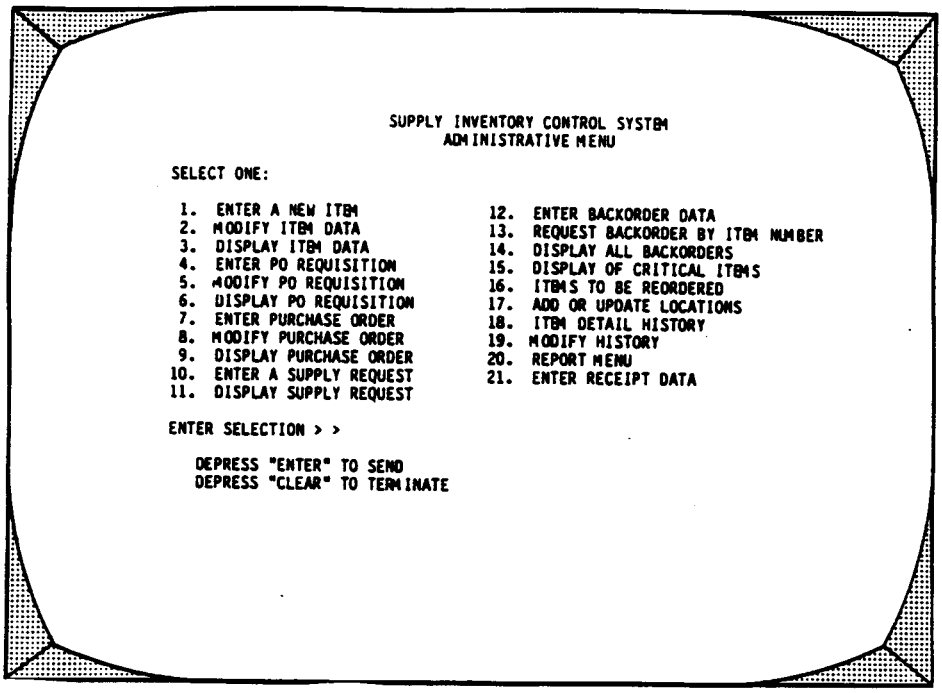


| CRT PROMPT: | USER'S RESPONSE: |
|---|---|
| Step 2 | |
| PMIS SCREEN | Wait for a logon/signon in progress message. This message lets you know that the system is searching for the SPIN program. When located, the PMIS screen will be displayed. This screen is illustrated below. |




| CRT PROMPT: | USER'S RESPONSE: |
|---|---|
| Step 3 | |
| ENTER YOUR ORGANIZATION IDENTIFIER | Key in GAO at the flashing arrows and press the Enter key. |

After the Organization Identifier has been entered, the Administrative Menu, shown below, will appear. From this menu, the user has various options that may be selected.



5. DESCRIPTION OF THE ADMINISTRATIVE MENU OPTIONS

The Administrative Menu screen provides the user with a list of options. The following is a description of each option and its use.

Option 1, ENTER A NEW ITEM - This is used to establish the new item number of a new acquisition. (See Exhibit 1, page 14.)

Option 2, MODIFY ITEM DATA - This is used to modify data stored in the SPIN master file, e.g., description, unit of issue, unit price, etc. This option is also used to delete an item. (See Exhibit 2, page 18.)

Option 3, DISPLAY ITEM DATA - This is used to view/query data stored in the SPIN master file, e.g., description, unit of issue, unit price, usage, etc. (See Exhibit 3, page 22.)

Option 4, ENTER PO REQUISITION - This is used to enter a request (requisition) for items to be ordered on a purchase order. (See Exhibit 4, page 26.)

Option 5, MODIFY A PO REQUISITION - This is used to modify a requisition or enter a purchase order for an existing requisition. It is also used to cancel a requisition if a purchase order should not be issued. (See Exhibit 5, page 28.)

Option 6, DISPLAY PO REQUISITION - This is used to view/query supply information contained on a requisition or purchase order. (See Exhibit 6, page 32.)

Option 7, ENTER PURCHASE ORDER - This is used to enter purchase order information for an item when no requisition was prepared, e.g., imprest fund purchases. (See Exhibit 7, page 36.)

Option 8, MODIFY PURCHASE ORDER - This is used to modify existing purchase orders. It is also used to cancel a purchase order if the vendor cannot deliver the items or to cancel a purchase order when only a partial shipment will be received. (See Exhibit 8, page 38.)

Option 9, DISPLAY PURCHASE ORDER - This is used to view/query the status of a purchase order entered through Option 5, Modify a PO Requisition, or Option 7, Enter Purchase Order. (See Exhibit 9, page 42.)

Option 10, ENTER A SUPPLY REQUEST - This is used to record the issuances of supply items. (See Exhibit 10, page 48.)

Option 11, DISPLAY A SUPPLY REQUEST - This is used to view/query a request that has been entered through Option 10, Enter A Supply Request. (See Exhibit 11, page 60.)

Option 12, ENTER BACKORDER DATA - This is used when items have been ordered but are not yet available. The user should place the item(s) in a backorder status. With this option it is not necessary to reissue the request; the order may be processed upon receipt of the shipment. (See Exhibit 12, page 64.)

Option 13, REQUEST BACKORDER BY ITEM NUMBER - This is used when items that have been placed in backorder status are received. The order is filled by keying in the item number/stock number. Backorders can also be cancelled through this option(See Exhibit 13, page 72.)

Option 14, DISPLAY ALL BACKORDERS - This allows the user to display all items in a backorder status. (See Exhibit 14, page 76.)

Option 15, DISPLAY OF CRITICAL ITEMS - This is used to view/query all items that have been denoted in SPIN as critical. (See Exhibit 15, page 78.)

Option 16, ITEMS TO BE REORDERED - This is used to display all items that have reached the reorder level. (See Exhibit 16, page 80.)

Option 17, ADD OR UPDATE LOCATIONS - This is used to add secondary locations and change primary locations of current items and to make inventory adjustments. (See Exhibit 17, page 82.)

Option 18, ITEM DETAIL HISTORY - This is used to display details about the history of certain items, e.g., issues and adjustments. (See Exhibit 18, page 88.)

Option 19, MODIFY HISTORY - This is used to alter or amend detailed data stored in the master file. (See Exhibit 19, page 92.)

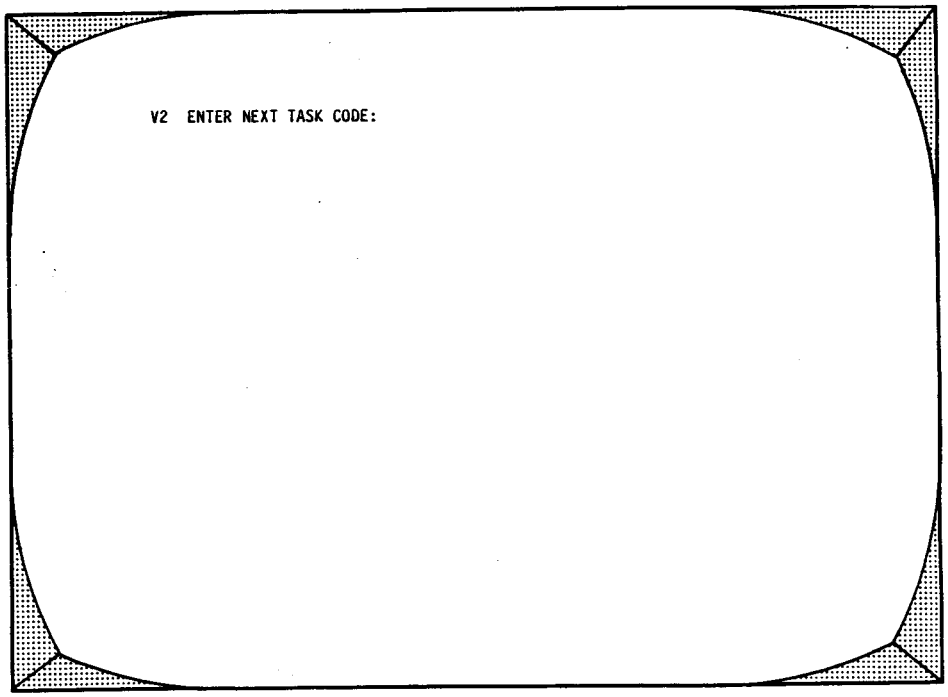
Option 20, REPORT MENU - This is used to generate standard reports based on the data stored in the master file. (See Exhibit 20, page 96.)

Option 21, ENTER RECEIPT DATA - This is used to record the receipt of new items currently stored in the master file. (See Exhibit 21, page 112.)

5. Sign-Off Procedures

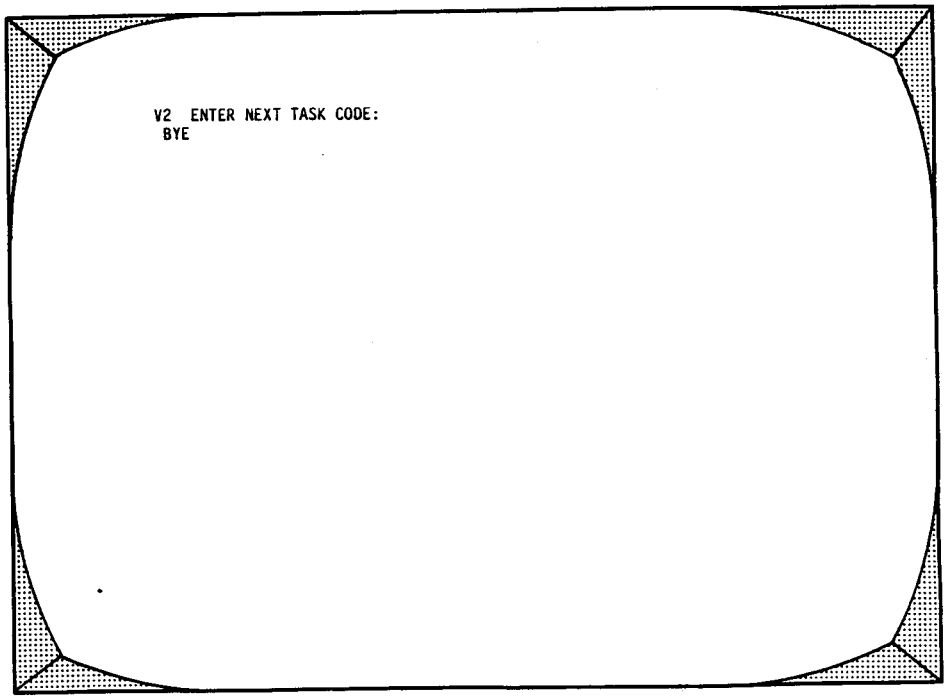
Step 1

To sign-off or exit from the system, press the Clear key from any screen in SPIN and the message below will appear.



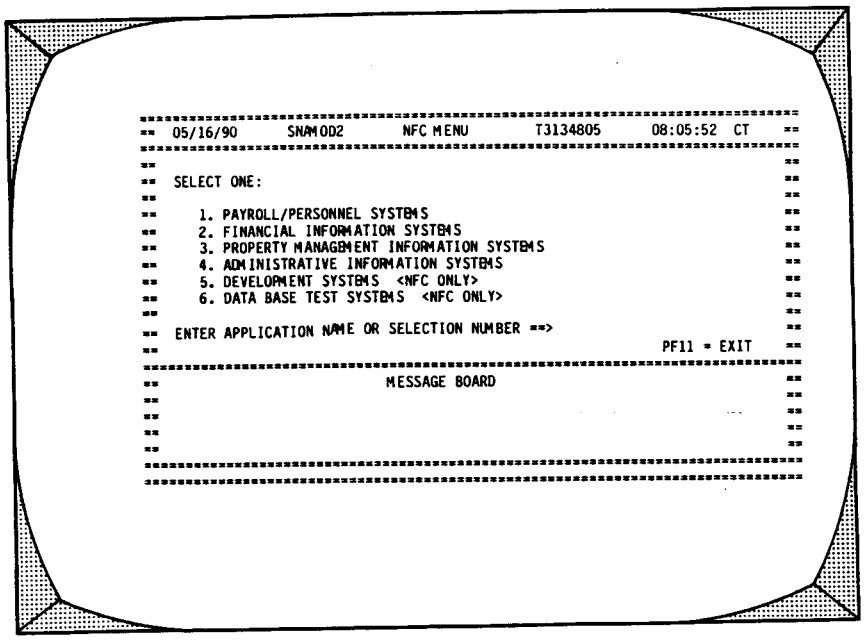
Step 2

| CRT PROMPT: | USER'S RESPONSE: |
|---|---|
| V2 ENTER NEXT TASK CODE: | Key in bye at the cursor and press the Enter key. The user is now disconnected from SPIN. |



Step 3

The system will display the NFC Menu screen, shown below, which gives the user the option to proceed to another mainframe task. Press the PF11 key to exit from all mainframe applications.




To avoid unnecessary charges for the use of DEPNET, users are reminded to disconnect from DEPNET upon terminating a session.

Step 4

After following the directions in Step 3, press the key that interrupts the DEPNET session. This key is designated at the user's site. The DEPNET menu screen will be displayed.

Step 5

| CRT PROMPT: | USER'S RESPONSE: |
|---|---|
| Move asterisk to:<br>*DISCONNECT CALL | Press the Enter key. |

The user is now disconnected from DEPNET.

6. NFC Contacts

This procedure outlines the instructions for using SPIN under normal operating conditions. Any questions concerning electronic access should be directed to the NFC Information Center, Financial Information Branch: (FTS) 680-5230 or (Commercial) 504-255-5230. Written communication should be addressed to: USDA - Office of Finance and Management (OFM) - National Finance Center, ATTN: Information Center, P.O. Box 60000, New Orleans, La. 70160.

Any questions concerning this written procedure should be referred to the NFC Information Center, Directives and Analysis Branch: (FTS) 680-5322 or Commercial 504-255-5532. Written communication about this procedure should be addressed to the Information Center, Directives and Analysis Branch, and mailed to: USDA - Office of Finance and Management - National Finance Center, ATTN: Directives and Analysis Branch, P.O. Box 60000, New Orleans, La. 70160.

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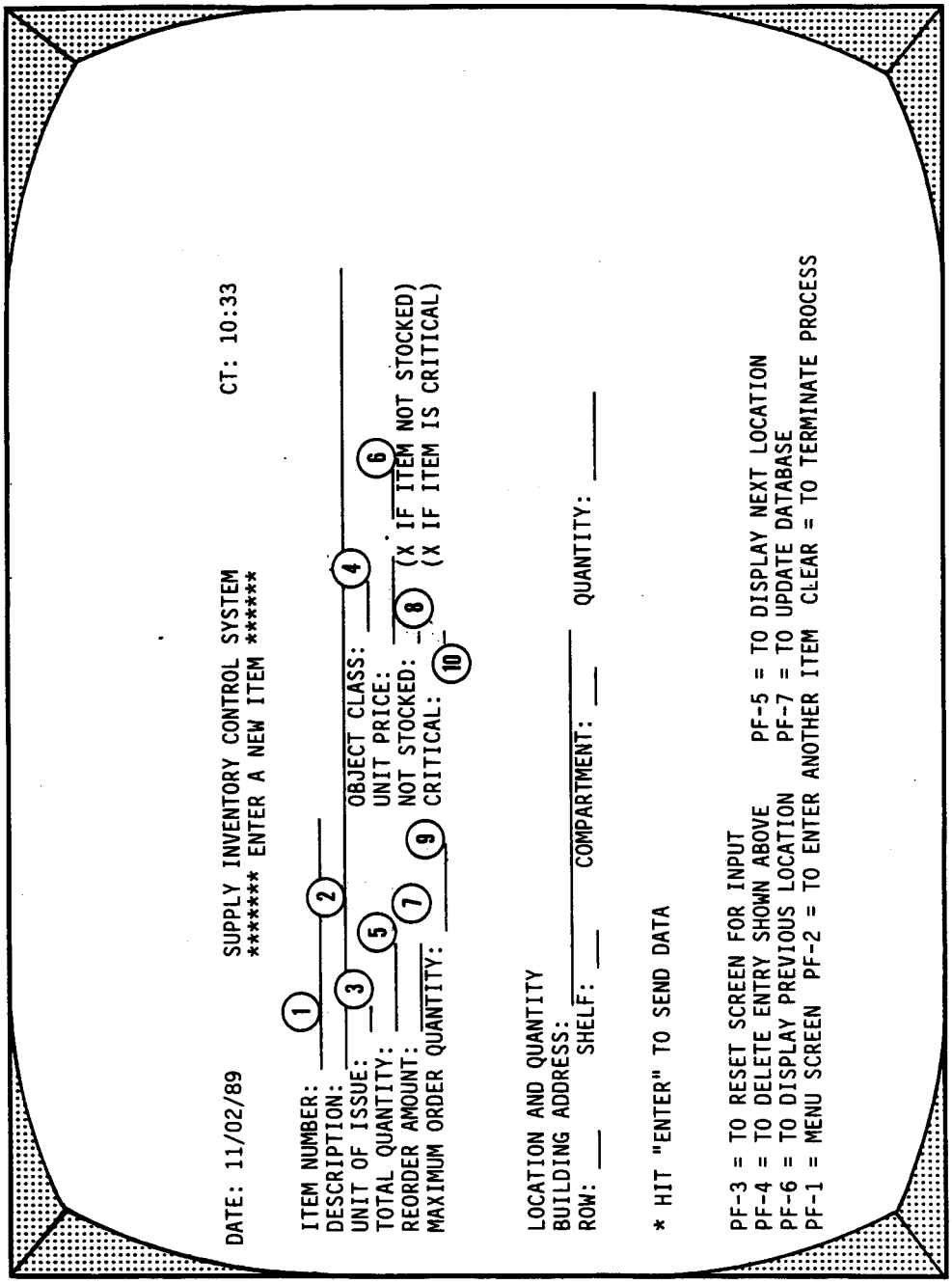
EXHIBITS

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER A NEW ITEM

**CRT SCREEN EXHIBIT**



## USER INTERACTION WITH CRT SCREEN

ENTER A NEW ITEM

To access the Enter a New Item screen, select Option 1 on the Administrative Menu screen and press the Enter key.

(1) ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item.

(2) DESCRIPTION: (Required) Key in a narrative description of the physical characteristics that identify the supply item, e.g. color, size, part number, etc. (64-character maximum alphanumeric field.)

(3) UNIT OF ISSUE: (Required) Key in the two-position alphabetical code that identifies the manner in which distribution will be made. See Appendix A for a list of valid unit of issue codes.

(4) OBJECT CLASS: (Required) Key in the four-digit budget object classification code. See Appendix B for a list of valid budget object classification codes.

(5) TOTAL QUANTITY: Key in the total number of items received in a shipment (seven-digit maximum field). This field may be left blank when the item has not yet been received.

(6) UNIT PRICE: (Required) Key in the cost of one item (eleven-digit maximum field) using the dollars and cents format.

(7) REORDER AMOUNT: Key in the number of items that will sustain operations under normal conditions until another shipment is received. This is a seven-digit optional entry field.

(8) NOT STOCKED: Not used at this time.

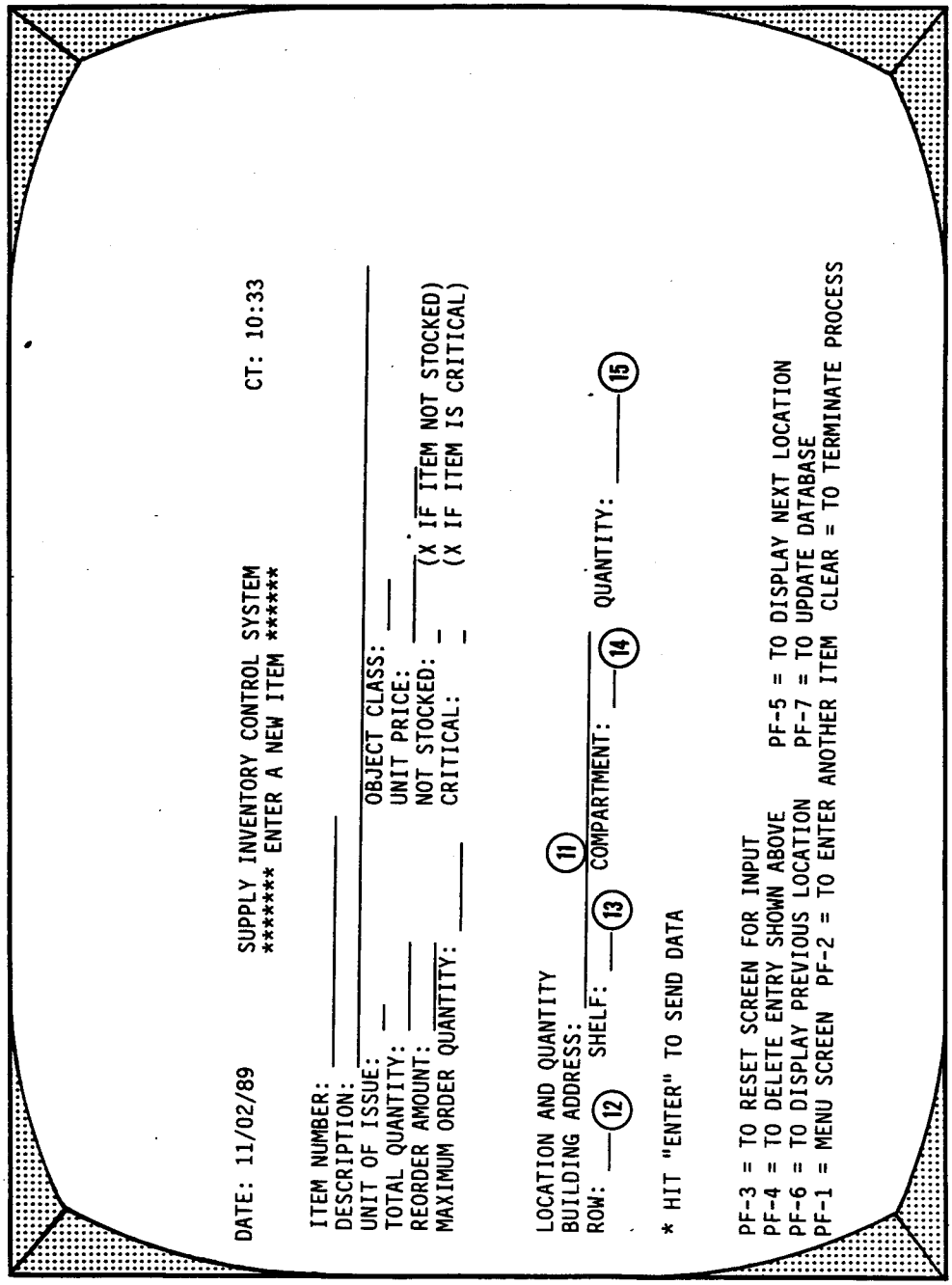
(9) MAXIMUM ORDER QUANTITY: Not used at this time.

(10) CRITICAL: Not used at this time.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER A NEW ITEM (CONT'D)

**CRT SCREEN EXHIBIT**



ENTER A NEW ITEM (CONT'D)

## USER INTERACTION WITH CRT SCREEN

LOCATION AND QUANTITY: The following fields give the specific storage location of the item.

(11) BUILDING ADDRESS: Key in the street address where the items will be received (30-character maximum alphanumeric field).

(12) ROW: Key in the row location where the item is stored (three-character maximum alphanumeric field).

(13) SHELF: Key in the shelf location where the item is stored (three-character maximum alphanumeric field).

(14) COMPARTMENT: Key in the compartment location where the item is stored (three-character maximum alphanumeric field).

(15) QUANTITY: Key in the number of items now occupying the location (seven-character maximum).

After all data has been keyed into each field, press the Enter key to transmit the data. Press the PF7 key to update the data base. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another item. Press the Clear key to end the session.

MODIFY ITEM DATA

**CRT SCREEN EXHIBIT**

```
DATE: 11/02/89          SUPPLY INVENTORY CONTROL SYSTEM          TIME: 10:36
                        ******* MODIFY ITEM DATA ******


ENTER ITEM NUMBER: _____


* DEPRESS "ENTER" TO SEND DATA


PF1 =MENU SCREEN  PF2 =TO ENTER ANOTHER ITEM NO    CLEAR =TO TERMINATE PROCESS
```

MODIFY ITEM DATA

## USER INTERACTION WITH CRT SCREEN

To access the Modify Item Data screen, select Option 2 on the Administrative Menu screen and press the Enter key.

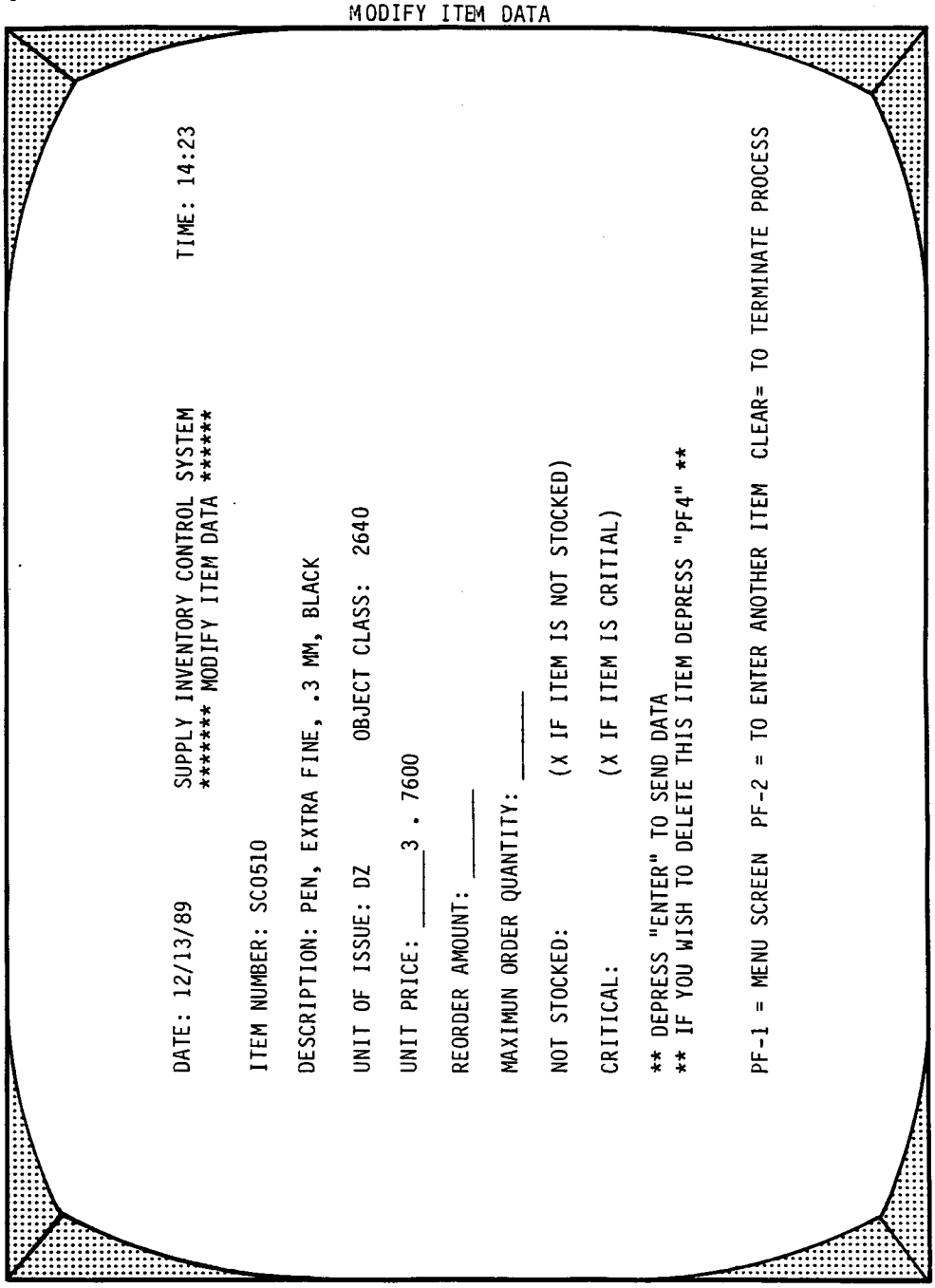
ENTER ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item. The resultant screen, displayed on page 20, provides the master record for the item number/stock number entered and allows the user to modify certain data fields.

Press the Enter key to transmit data. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another item number. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

MODIFY ITEM DATA

**CRT SCREEN EXHIBIT**



```
DATE: 12/13/89          SUPPLY INVENTORY CONTROL SYSTEM          TIME: 14:23
                        ******* MODIFY ITEM DATA ******

ITEM NUMBER: SC0510

DESCRIPTION: PEN, EXTRA FINE, .3 MM, BLACK

UNIT OF ISSUE: DZ              OBJECT CLASS:  2640

UNIT PRICE: _____3 . 7600

REORDER AMOUNT: _____

MAXIMUN ORDER QUANTITY: _____

NOT STOCKED:                (X IF ITEM IS NOT STOCKED)

CRITICAL:                   (X IF ITEM IS CRITIAL)

** DEPRESS "ENTER" TO SEND DATA
** IF YOU WISH TO DELETE THIS ITEM DEPRESS "PF4" **

PF-1 = MENU SCREEN  PF-2 = TO ENTER ANOTHER ITEM  CLEAR= TO TERMINATE PROCESS
```

MODIFY ITEM DATA

## USER INTERACTION WITH CRT SCREEN

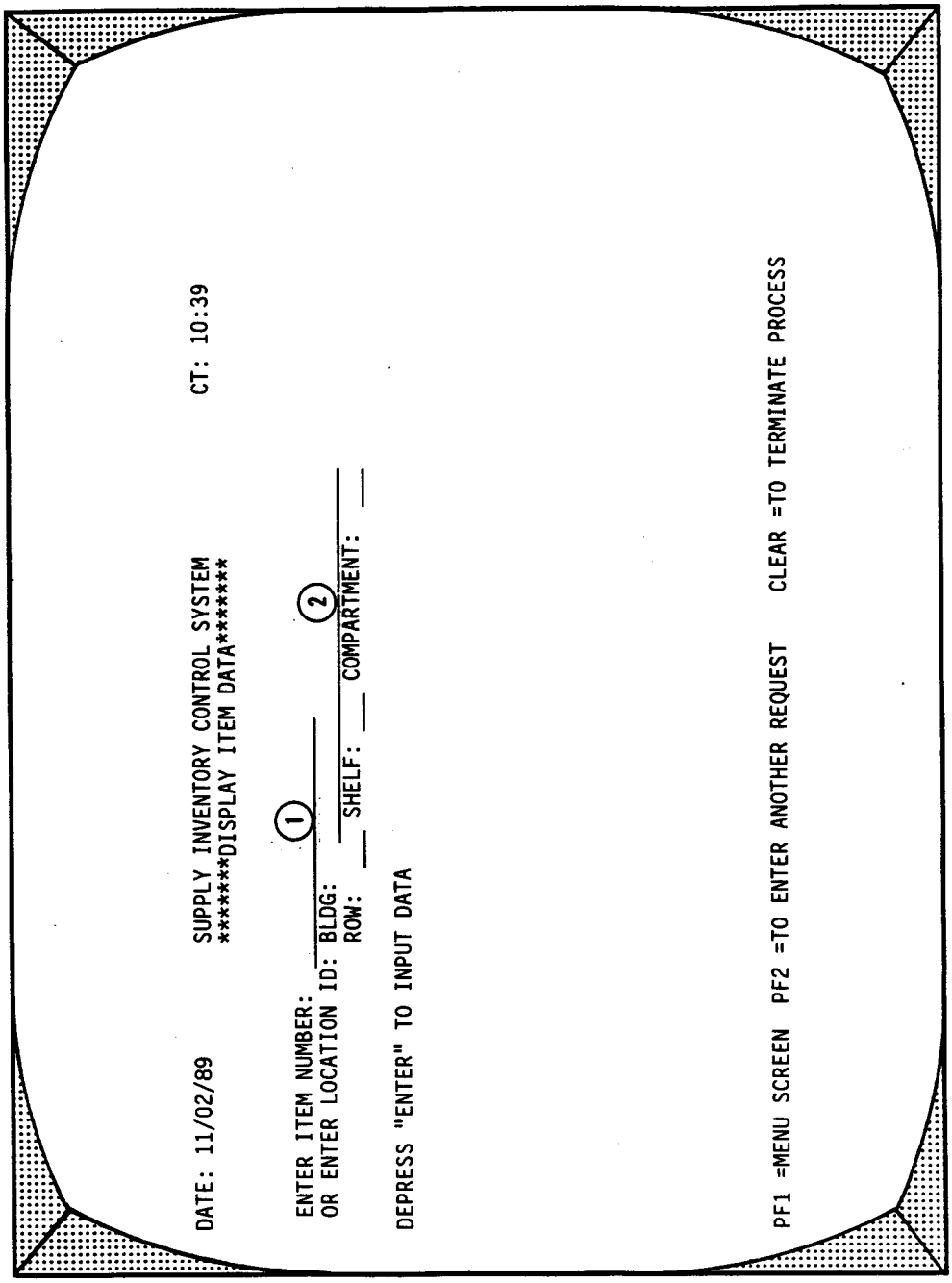
The above displayed screen is the SPIN master record for the item number/stock number entered. The user may modify the appropriate data field(s), as necessary. NOTE: The Item Number/Stock Number data entry field cannot be modified.

Press the Enter key to transmit the data. Press the PF4 key to delete the item from the master file. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

DISPLAY ITEM DATA

**CRT SCREEN EXHIBIT**



DISPLAY ITEM DATA

## USER INTERACTION WITH CRT SCREEN

To access the Display Item Data screen, select Option 3 on the Administrative Menu screen and press the Enter key. It is not necessary to enter data into both of the fields listed below. However, one of these fields must have an entry. The resultant screen, displayed on the following page, provides the master record for the item number or location identification entered. The user may view/query master record data.

① ENTER ITEM NUMBER: Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item.

② ENTER LOCATION ID: Key in the item location/stock location (30-character maximum alphanumeric field). Key in the Row, Shelf, and Compartment respectively into each three-character field.

Press the Enter key to transmit the data. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another item number. Press the Clear key to end the session.

# CRT SCREEN EXHIBIT

```
DATE: 12/13/89          SUPPLY INVENTORY CONTROL SYSTEM            CT: 09:48
                        *******DISPLAY ITEM DATA*******

 ITEM NUMBER: L-1000-H-CGB
 DESCRIPTION: LETTERHEAD, COMP. GEN., W/SEAL, 5-1/2 X 8-1/2"
 UNIT OF ISSUE:  RM       OBJECT CLASS: 2410       UNIT PRICE:          . 0100
 TOTAL QUANTITY:      00            NUMBER OF LOCATIONS:          0
 REORDER AMOUNT:      10            NOT STOCKED:       (X IF ITEM NOT STOCKED)
 MAX. ORD. QTY.:   N/A              CRITICAL:          (X IF ITEM IS CRITICAL)
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 LOCATION AND QUANTITY:
 BUILDING ADDRESS: ____________________________
 ROW: ___        SHELF: ___        COMPARTMENT: ___        QUANTITY:
 ******************** THERE ARE NO LOCATIONS FOR THIS ITEM ********************
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 REQUISITION QTY.:       0     ORDERED QTY.:      00    BACKORDER QTY.:      00
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 USAGE FOR: 30 DAYS:        1     SIX MONTHS:        2    YEAR:        9
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *


 PF1=MENU SCREEN    PF2=TO ENTER ANOTHER REQUEST     CLEAR=TO TERMINATE PROCESS
```

DISPLAY ITEM DATA

DISPLAY ITEM DATA

**USER INTERACTION WITH CRT SCREEN**

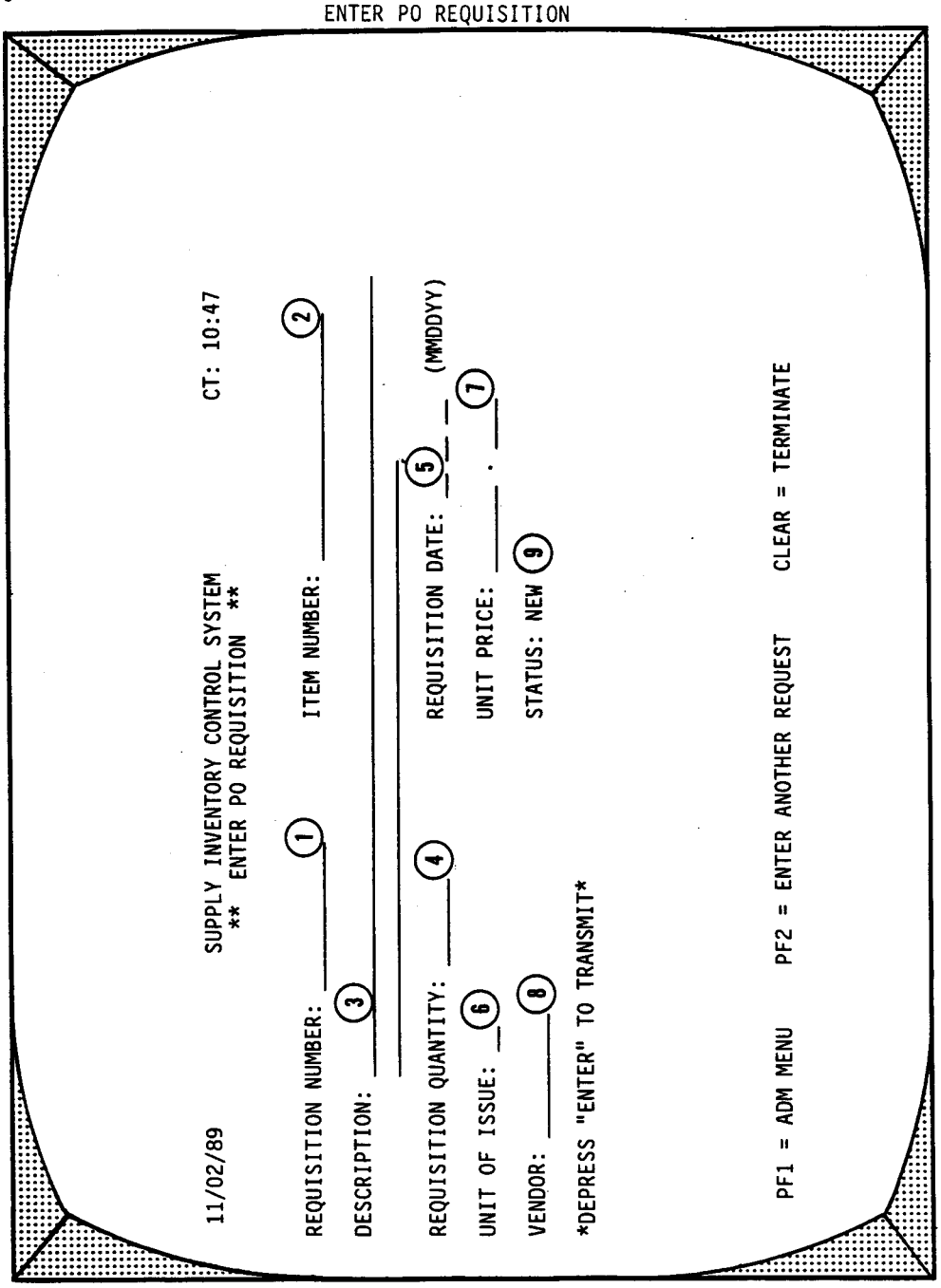
The above screen is displayed once data has been entered at the Display Item Data screen. This screen is for view/query purposes only of the SPIN master record on the data base.

Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER PO REQUISITION

**CRT SCREEN EXHIBIT**



# USER INTERACTION WITH CRT SCREEN

ENTER PO REQUISITION

To access the Enter PO Requisition screen, select Option 4 on the Administrative Menu screen and press the Enter key. Complete the following fields to enter requisition data online.

(1) REQUISITION NUMBER: (Required) Key in the requisition number (12-character maximum alphanumeric field) that identifies the request.

(2) ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item.

(3) DESCRIPTION: No entry is required. The description is system-generated based on the item number/stock numbered entered.

(4) REQUISITION QUANTITY: (Required) Key in the number of items (seven-digit maximum field) that has been requested for that item number/stock number.

(5) REQUISITION DATE: (Required) Key in the requisition date using the format month/date/year, e.g.,070389.

(6) UNIT OF ISSUE: (Required) Key in the two-position alphabetical code that identifies the manner in which distribution will be made. See Appendix A for a valid list of unit of issue codes.

(7) UNIT PRICE: (Required) Key in the unit cost of the item using dollars and cents (11-digit maximum field).

(8) VENDOR: Key in the vendor name (10-position maximum alphanumeric field) from whom the item was purchased.

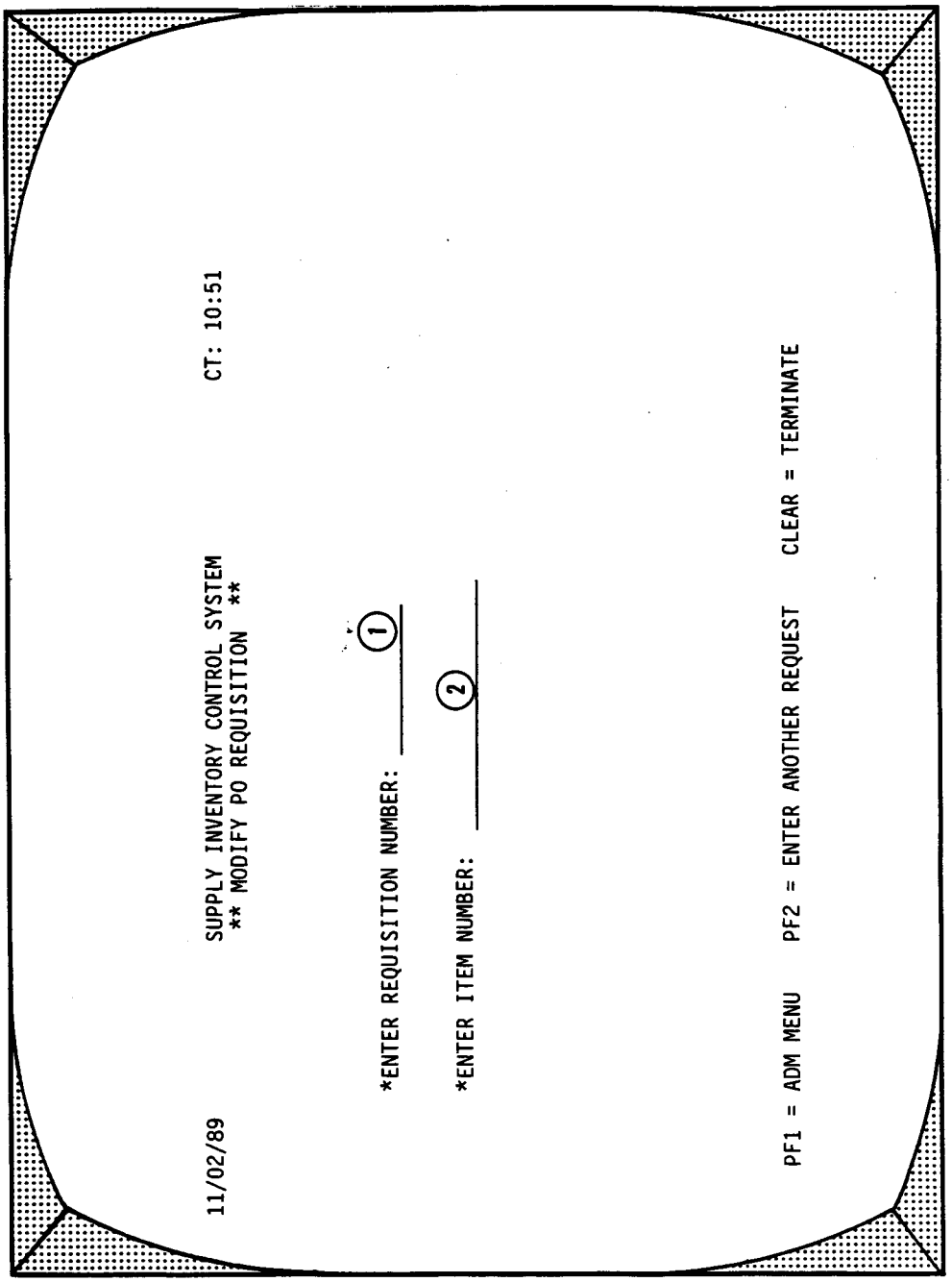
(9) STATUS: This field is system-generated and requires no entry.

Press the Enter key to transmit the data. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

MODIFY PO REQUISITION

**CRT SCREEN EXHIBIT**



MODIFY PO REQUISITION

## USER INTERACTION WITH CRT SCREEN

To access the Modify PO Requisition screen, select Option 5 on the Administrative Menu screen and press the Enter key.

① ENTER REQUISITION NUMBER: (Required) Key in the requisition number (12-character maximum alphanumeric field) that identifies the request.

② ENTER ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item. The resultant screen, displayed on the following page, will provide the SPIN master record for the data entered.

Press the Enter key to transmit data. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to modify another purchase order requisition. Press the Clear key to end the session.

MODIFY PO REQUISITION

**CRT SCREEN EXHIBIT**

```
11/03/89                SUPPLY INVENTORY CONTROL SYSTEM          CT: 09:07
                          ** MODIFY PO REQUISITION **

PO NUM: (1) ____ (2) ____      ITEM NUM: 7540-01-207-5538      REQ NUM: 88-1225-062
PO  QTY: _____ (3)             REQ QTY:      50      REQ DATE: 04  12  88   (MMDDYY)
PO DATE: (4) _                 UNIT OF ISSUE: PD     UNIT PRICE:     4 . 35
VENDOR: (4) _                                        STATUS: OPEN
DESCRIPTION: SF-708, CONFIDENTIAL LABEL (5)

*DEPRESS "ENTER" TO INPUT DATA

PF1 = ADM MENU      PF2 = ENTER ANOTHER REQUEST      CLEAR = TERMINATE
```

# USER INTERACTION WITH CRT SCREEN

The above screen displays the SPIN master record for the item/stock and requisition numbers entered. The user may modify the appropriate data field(s), as necessary.

NOTE: The Item Number/Stock Number and Requisition Number are the only two fields that cannot be modified.

Complete the following fields to enter data on the purchase order that is issued as a result of a requisition.

(1) PO NUMBER: (Required) Key in the purchase order number (12-character maximum alphanumeric field) that identifies the purchase order issued as a result of a requisition.

(2) PO QUANTITY: (Required) Key in the number of the supplies (7-character maximum field) on order.

(3) PO DATE: (Required) Key in the date (6-character maximum field) using the format month/date/year that the items were ordered on.

(4) Vendor: This field is system-generated and requires no entry.

(5) Description: This field is system-generated and requires no entry.

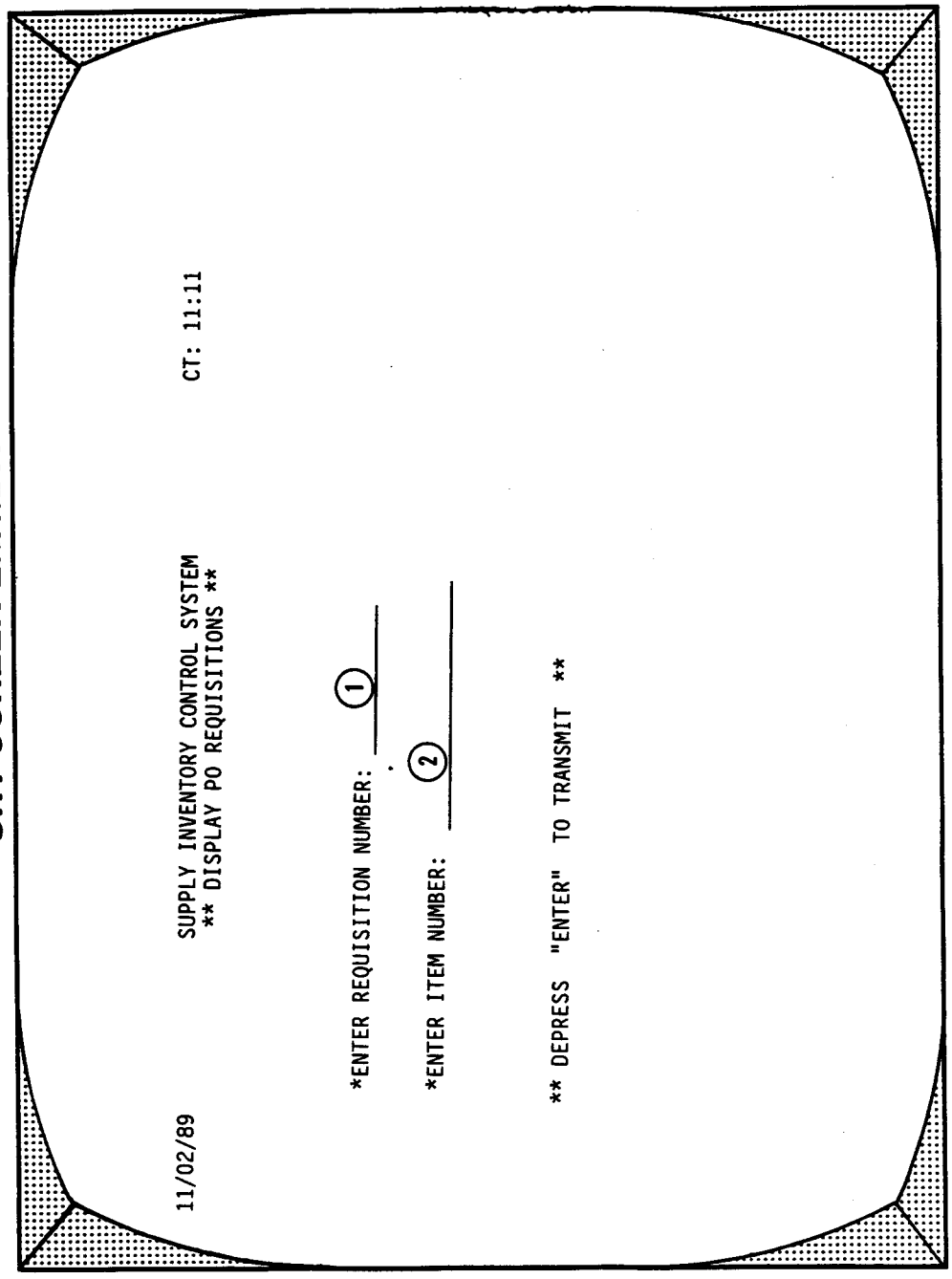
NOTE: A previously entered requisition can be deleted from the system by entering CANCEL in the status field.

Press the Enter key to transmit data. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

DISPLAY PO REQUISITIONS

**CRT SCREEN EXHIBIT**



# USER INTERACTION WITH CRT SCREEN

To access the Display PO Requisition screen, select Option 6 on the Administrative Menu screen and press the Enter key. It is not necessary to enter data into both of the fields listed below. However, one of these fields must have an entry. The resultant screen, displayed on the following page, provides the master record for the requisition number or item/stock number entered, and allows the user to view/query the master record data.

(1) ENTER REQUISITION NUMBER: (Required) Key in the requisition number (12-character maximum alphanumeric field) that identifies the request.

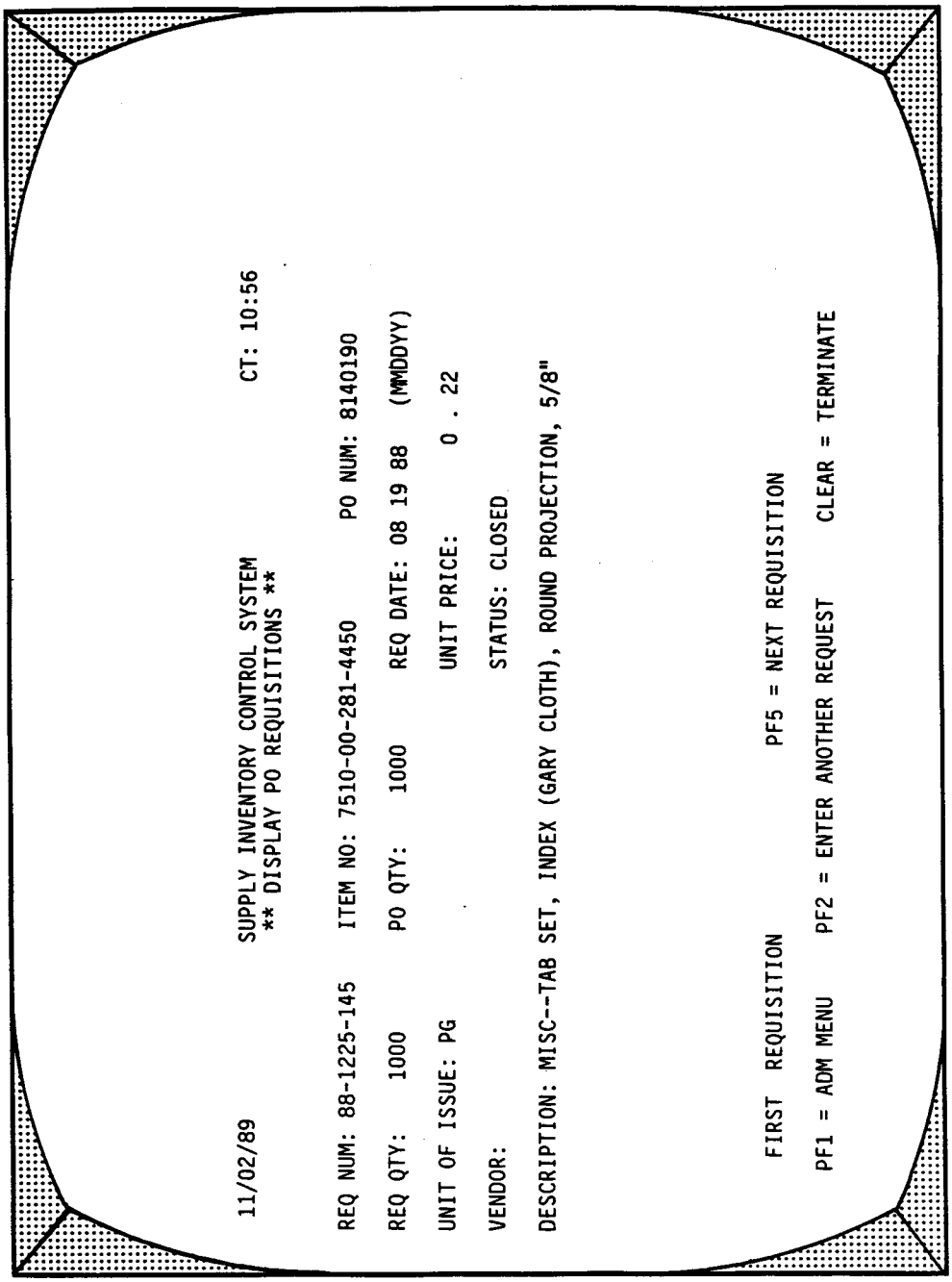
(2) ENTER ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item.

Press the Enter key to transmit the data. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

DISPLAY PO REQUISITIONS

**CRT SCREEN EXHIBIT**



DISPLAY PO REQUISITIONS

## USER INTERACTION WITH CRT SCREEN

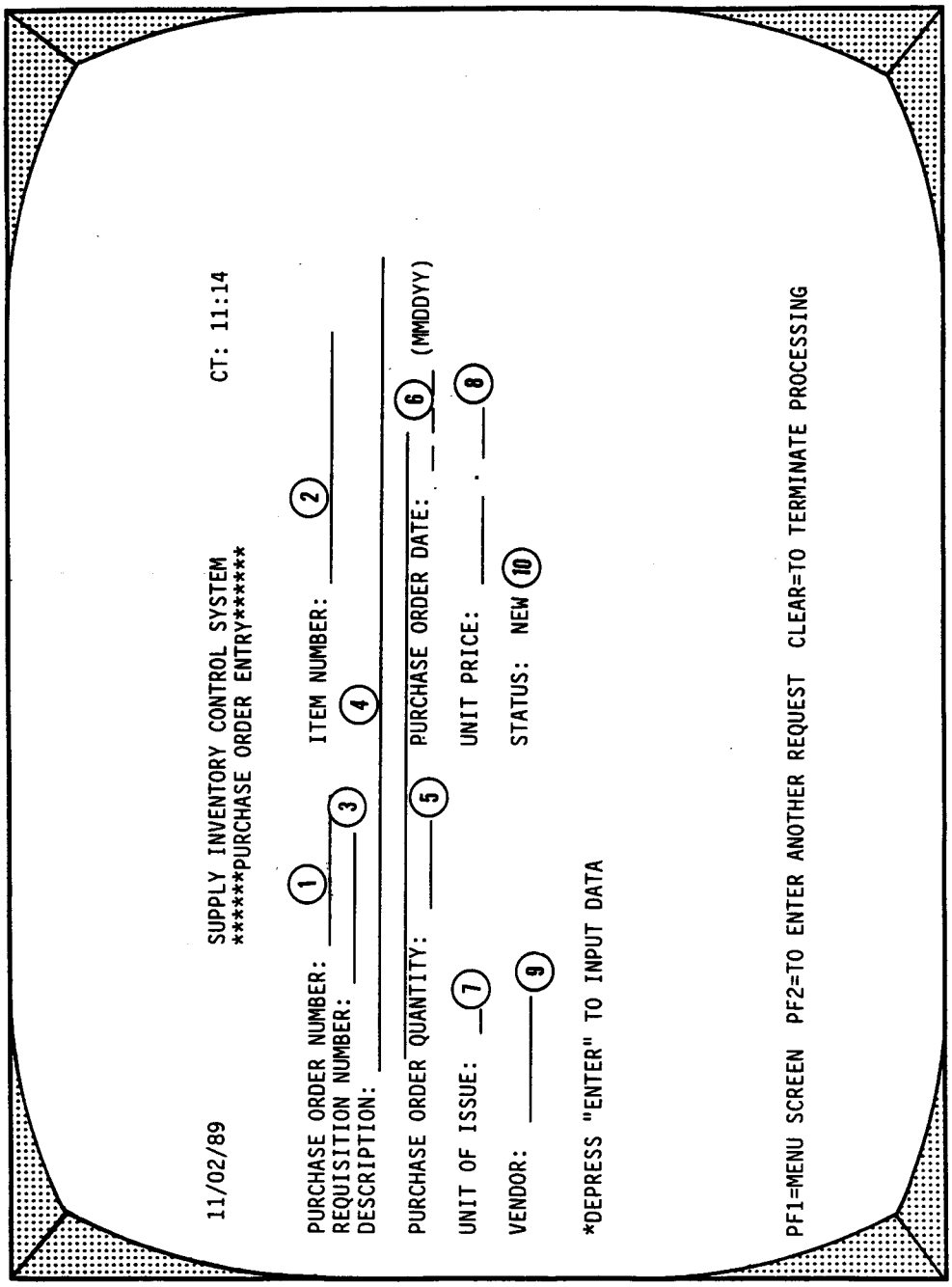
The above screen is displayed once data is entered at the previous screen. This screen is for view/query purposes only of the SPIN master record on the data base. The first requisition is indicated.

If there is more than one item per requisition or more than one requisition, press the PF5 key to view the next requisition or item. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER PURCHASE ORDER

**CRT SCREEN EXHIBIT**



ENTER PURCHASE ORDER

## USER INTERACTION WITH CRT SCREEN

To access the Purchase Order Entry screen, select Option 7 on the Administrative Menu screen and press the Enter key.

(1) PURCHASE ORDER NUMBER: (Required) Key in the purchase order number (12-character maximum alphanumeric field) that identifies the purchase order issued as a result of a requisition.

(2) ENTER ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item.

(3) REQUISITION NUMBER: Key in the requisition number (12-character maximum alphanumeric field) that identifies the request.

(4) DESCRIPTION: This field is system-generated based on previously entered item number/stock number and requires no entry.

(5) PURCHASE ORDER QUANTITY: (Required) Key in the number of items that have been ordered (seven-character maximum field).

(6) PURCHASE ORDER DATE: (Required) Key in the date the items were ordered (six-digit maximum field) using the format month/date/year, e.g., 070389.

(7) UNIT OF ISSUE: (Required) Key in the two-position alphabetical characters that denote the manner in which distribution will be made. See Appendix A for a list of valid unit of issue codes.

(8) UNIT PRICE: (Required) Key in the cost per item using dollars and cents (11-digit maximum field).

(9) VENDOR: (Required) Key in the vendor name (10-position maximum alphanumeric field) from whom the item was purchased.

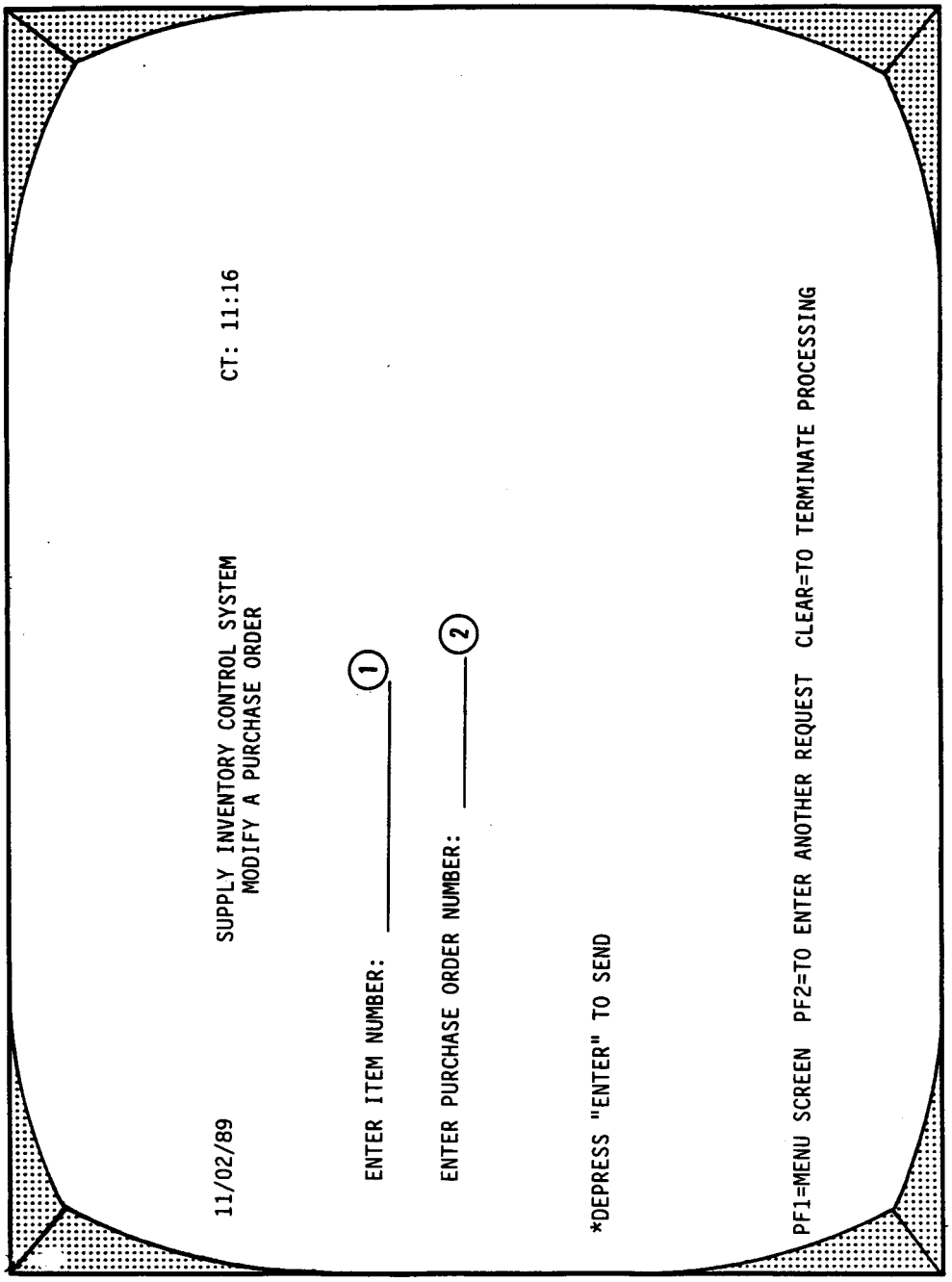
(10) STATUS: This field is system-generated and requires no entry.

Press the Enter key to transmit the data. Press the PF1 key to return to the Administrative Menu; the PF2 key to enter another request; and the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

MODIFY PURCHASE ORDER

**CRT SCREEN EXHIBIT**



MODIFY PURCHASE ORDER

## USER INTERACTION WITH CRT SCREEN

To access the Modify Purchase Order screen, select Option 8 on the Administrative Menu screen and press the Enter key.

① ENTER ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item.

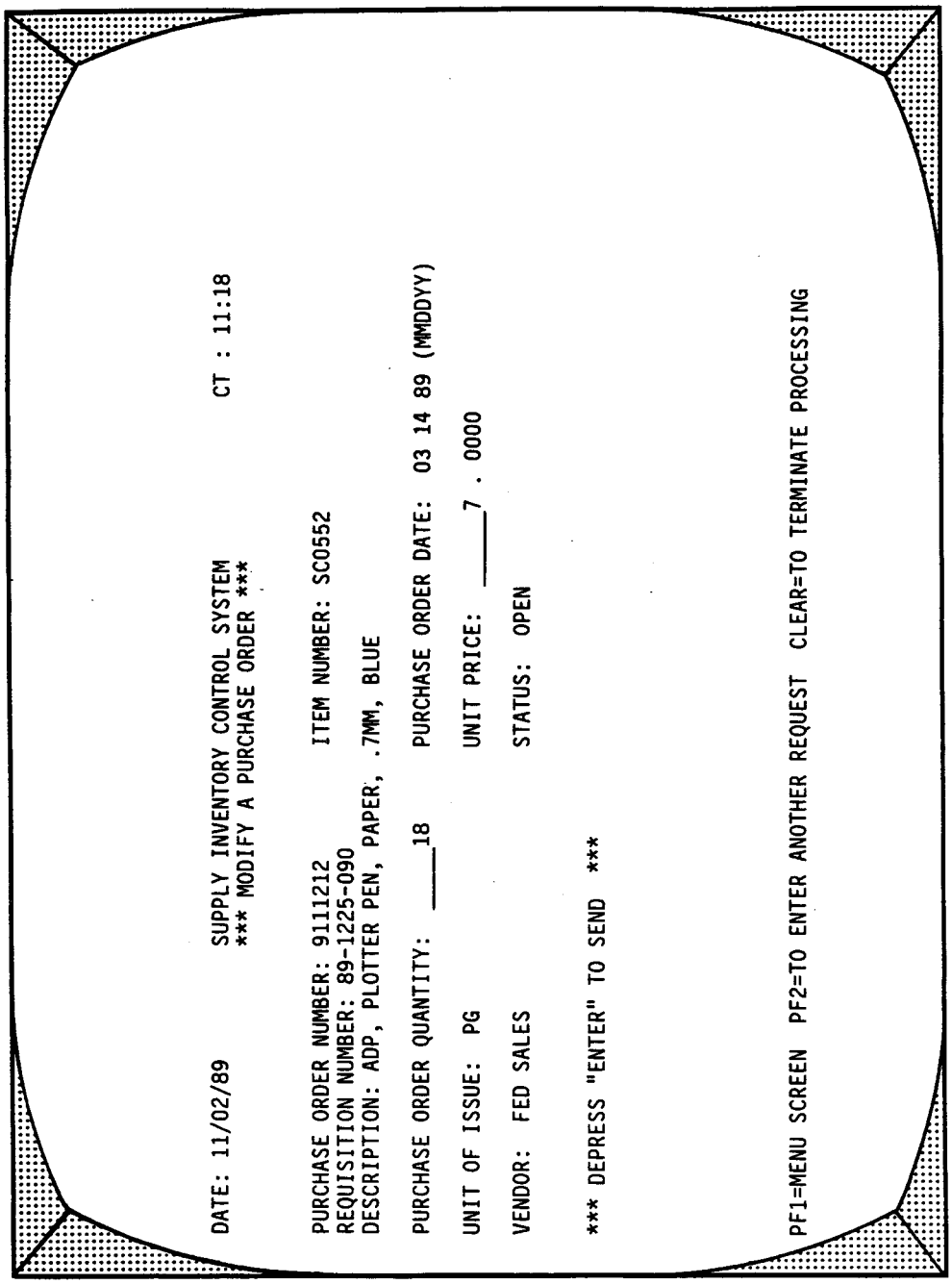
② ENTER PURCHASE ORDER NUMBER: (Required) Key in the purchase order number (12-character maximum alphanumeric field). The resultant screen, displayed on the following page, provides the master record for the data entered. It allows the user to modify certain data fields.

Press the Enter key to transmit data. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

MODIFY PURCHASE ORDER

**CRT SCREEN EXHIBIT**



MODIFY PURCHASE ORDER

## USER INTERACTION WITH CRT SCREEN

The above screen displays the SPIN master record data for the item and purchase order numbers entered. The user may now modify the appropriate data field(s) as necessary.

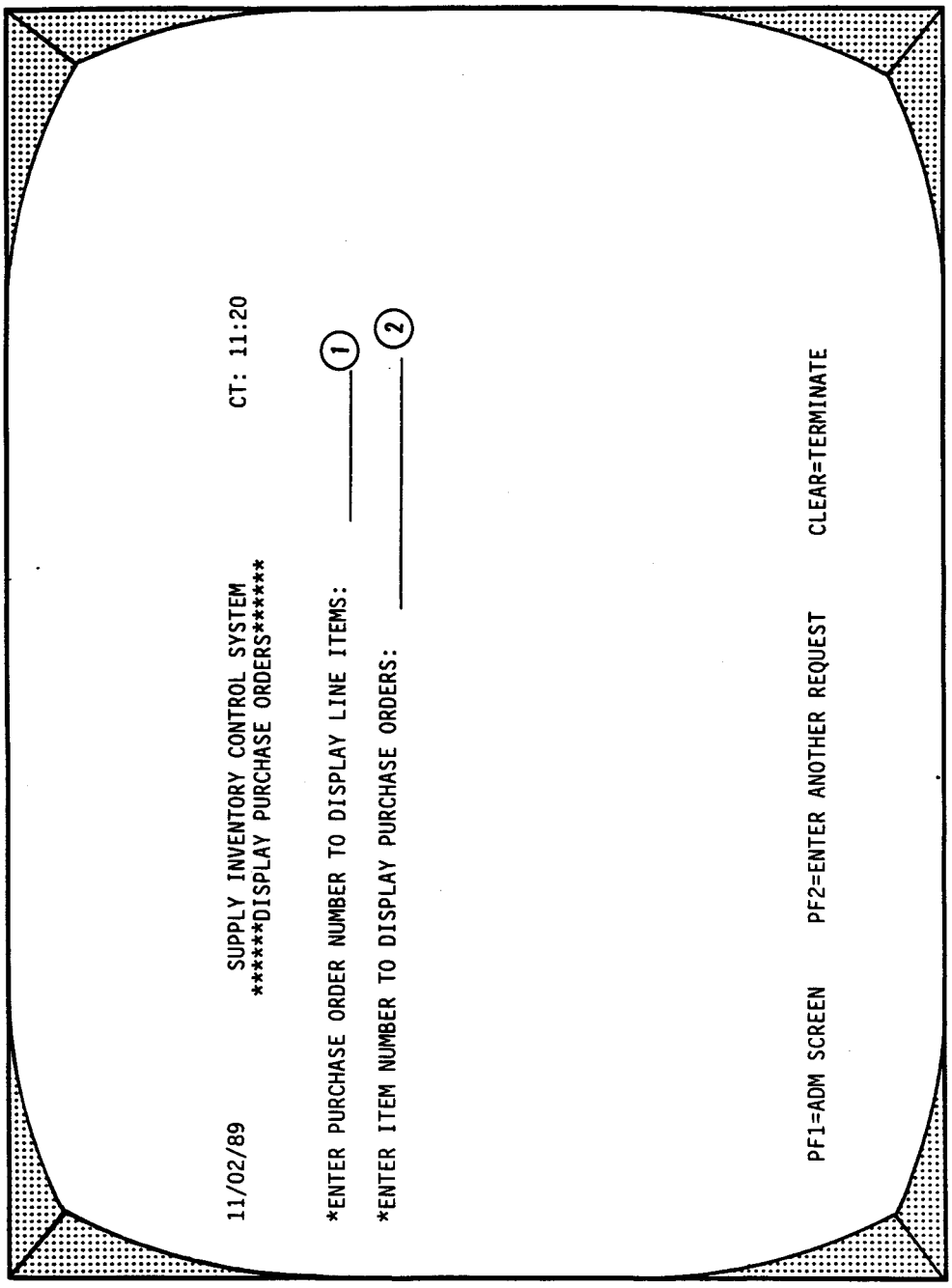
NOTE: The Purchase Order Number, Item Number, and Requisition Number fields are the only fields that cannot be modified.

Press the Enter key to transmit the changes. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

DISPLAY PURCHASE ORDER

**CRT SCREEN EXHIBIT**



# USER INTERACTION WITH CRT SCREEN

To access the Display Purchase Order screen, select Option 9 on the Administrative Menu screen and press the Enter key. It is not necessary to enter data into both of the fields listed below. However, one of these fields must have an entry. The resultant screen, displayed on the following page, shows SPIN master record data. The user is allowed to view/query master record data.

(1) ENTER PURCHASE ORDER NUMBER TO DISPLAY LINE ITEMS: Key in the purchase order number (12-character maximum alphanumeric field). See page 44 for the resultant screen.

(2) ENTER ITEM NUMBER TO DISPLAY PURCHASE ORDER: Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item. See page 46 for the resultant screen.

Press the Enter key to transmit data. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

DISPLAY PURCHASE ORDER

**CRT SCREEN EXHIBIT**

```
11/02/89          SUPPLY INVENTORY CONTROL SYSTEM              CT: 11:21
      *******DISPLAY OF LINE ITEMS WITHIN A PURCHASE ORDER******

PURCHASE ORDER NUMBER: 9111881          STATUS COMPLETE

VENDOR: XEROX              DATE OF PURCHASE ORDER: 06/27/89

P.O. DESCP:  COPIER, FUSER LUBRICANT, XEROX 1040/1045/1048/1050/5052 (8R111)

ITEM NUMBER: SC0535

DESCRIPTION: COPIER, FUSER LUBRICANT, XEROX 1040/1045/1048/1050

ORDERED QUANTITY:     30  UNIT PRICE:    10.6700

TOTAL QUANTITY RECEIVED:     30

     FIRST PURCHASE ORDER                PF5 = NEXT PURCHASE ORDER
DATE OF RECEIPT: 06/28/89  QUANTITY RECEIVED:     30
 **************THIS IS THE ONLY RECEIPT FOR THIS PURCHASE ORDER**************

     PF1=ADM MENU     PF2=ENTER ANOTHER REQUEST      CLEAR=TERMINATE
```

DISPLAY PURCHASE ORDER

## USER INTERACTION WITH CRT SCREEN

The above screen displays the SPIN master record for the purchase order number entered at the previous screen. This screen is for view/query purposes only of the SPIN master record on the data base.

Press the PF5 key to view the next item, or press the PF6 key to view the previous item for this purchase order. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

DISPLAY PURCHASE ORDER

**CRT SCREEN EXHIBIT**

```
05/29/90          SUPPLY INVENTORY CONTROL SYSTEM              CT:  13:18
      ******DISPLAY OF PURCHASE ORDERS WITHIN AN ITEM NUMBER******

PURCHASE ORDER NUMBER: 9111881          STATUS COMPLETE

VENDOR: XEROX              DATE OF PURCHASE ORDER: 06/27/89

P.O. DESCP:  COPIER, FUSER LUBRICANT, XEROX 1040/1045/1048/1050/5052 (8R111)

ITEM NUMBER: SC0535

DESCRIPTION: COPIER, FUSER LUBRICANT, XEROX 1040/1045/1048/1050

ORDERED QUANTITY:     30  UNIT PRICE:    10.6700

TOTAL QUANTITY RECEIVED:     30
     PF5=NEXT PURCHASE ORDER              PF6=PREVIOUS PURCHASE ORDER

********************** R E C E I P T  D A T A **********************
DATE OF RECEIPT: 06/28/89  QUANTITY RECEIVED:     30
 **********THIS IS THE ONLY RECEIPT FOR THIS PURCHASE ORDER**********

        PF1=ADM MENU     PF2=ENTER ANOTHER REQUEST     CLEAR=TERMINATE
```

DISPLAY PURCHASE ORDER

## USER INTERACTION WITH CRT SCREEN

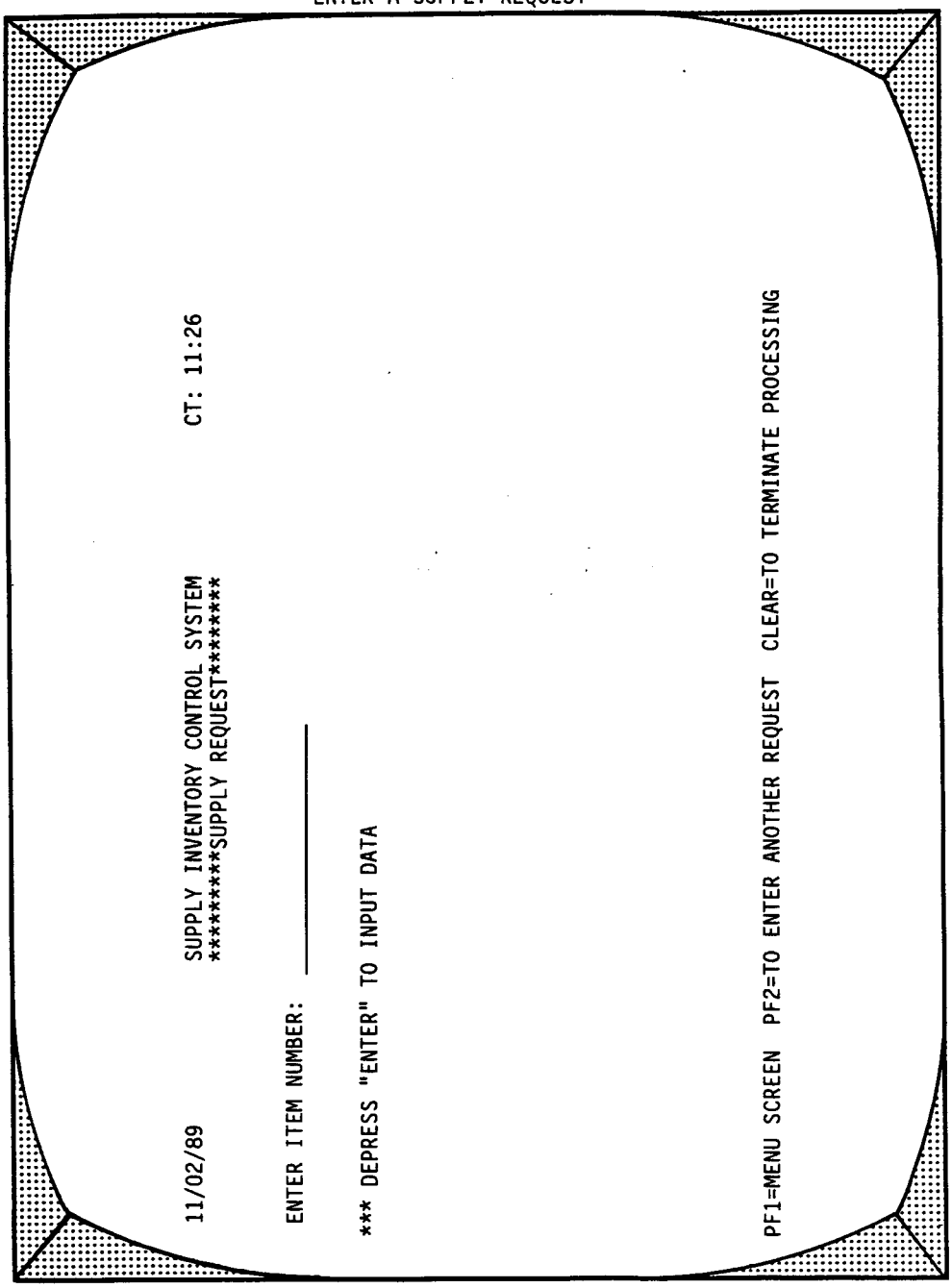
The above screen displays the SPIN master record when the item number/stock number is entered at the Display Purchase Orders screen on page 42. This screen is for view/query purposes only of the SPIN master record on the data base.

Press the PF5 key to view the next purchase order or the PF6 key to view the previous purchase order for this item number/stock number. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER A SUPPLY REQUEST

**CRT SCREEN EXHIBIT**



## USER INTERACTION WITH CRT SCREEN

ENTER A SUPPLY REQUEST

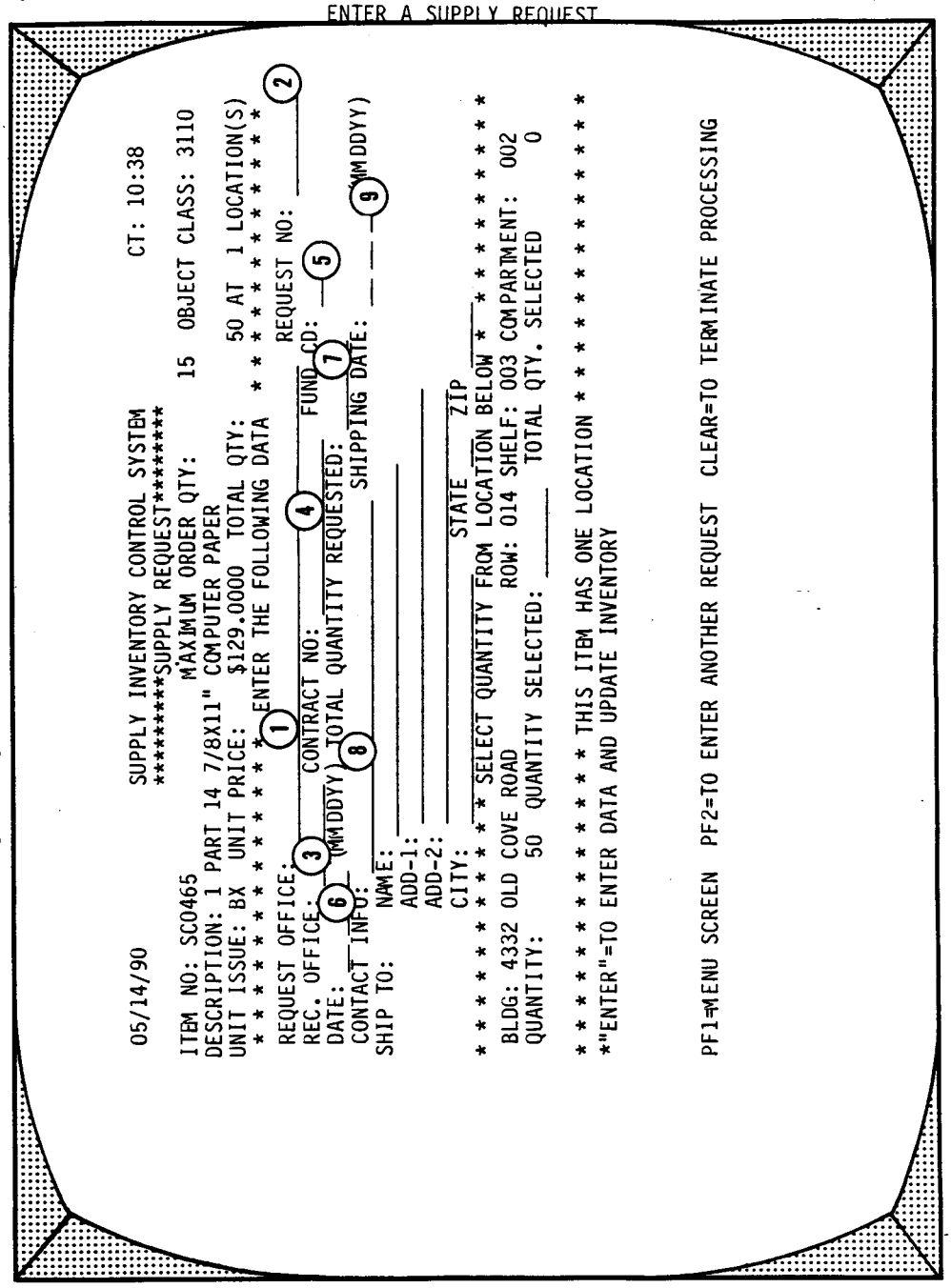
To access the Enter A Supply Request screen, select Option 10 on the Administrative Menu screen and press the Enter key.

ENTER ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item. The resultant screen, displayed on the following page, provides the master record for the item number/stock number entered and records the supply items issued.

Press the Enter key to transmit the data, or the PF3 key if this issue is part of a multi-line supply request. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

**CRT SCREEN EXHIBIT**



# USER INTERACTION WITH CRT SCREEN

This screen contains the master record data and is used to record the issuance of supply items. It is also used to update the supply inventory. The following fields should be completed to accomplish this.

(1) REQUEST OFFICE: (Required) Key in the name (40-character maximum alphanumeric field) of the Division/Region/Office that is requesting the supply item.

(2) REQUEST NO: (Required) Key in the supply center request number (eight-character maximum alphanumeric field).

(3) REC. OFFICE:Not used at this time.

(4) CONTRACT NO: Not used at this time.

(5) FUND CD: Not used at this time.

(6) DATE: (Required) Key in the date the item was issued using the format month/date/year, e.g., 070389.

(7) TOTAL QUANTITY REQUESTED: (Required) Key in the total quantity (seven-digit maximum) requested for this item.

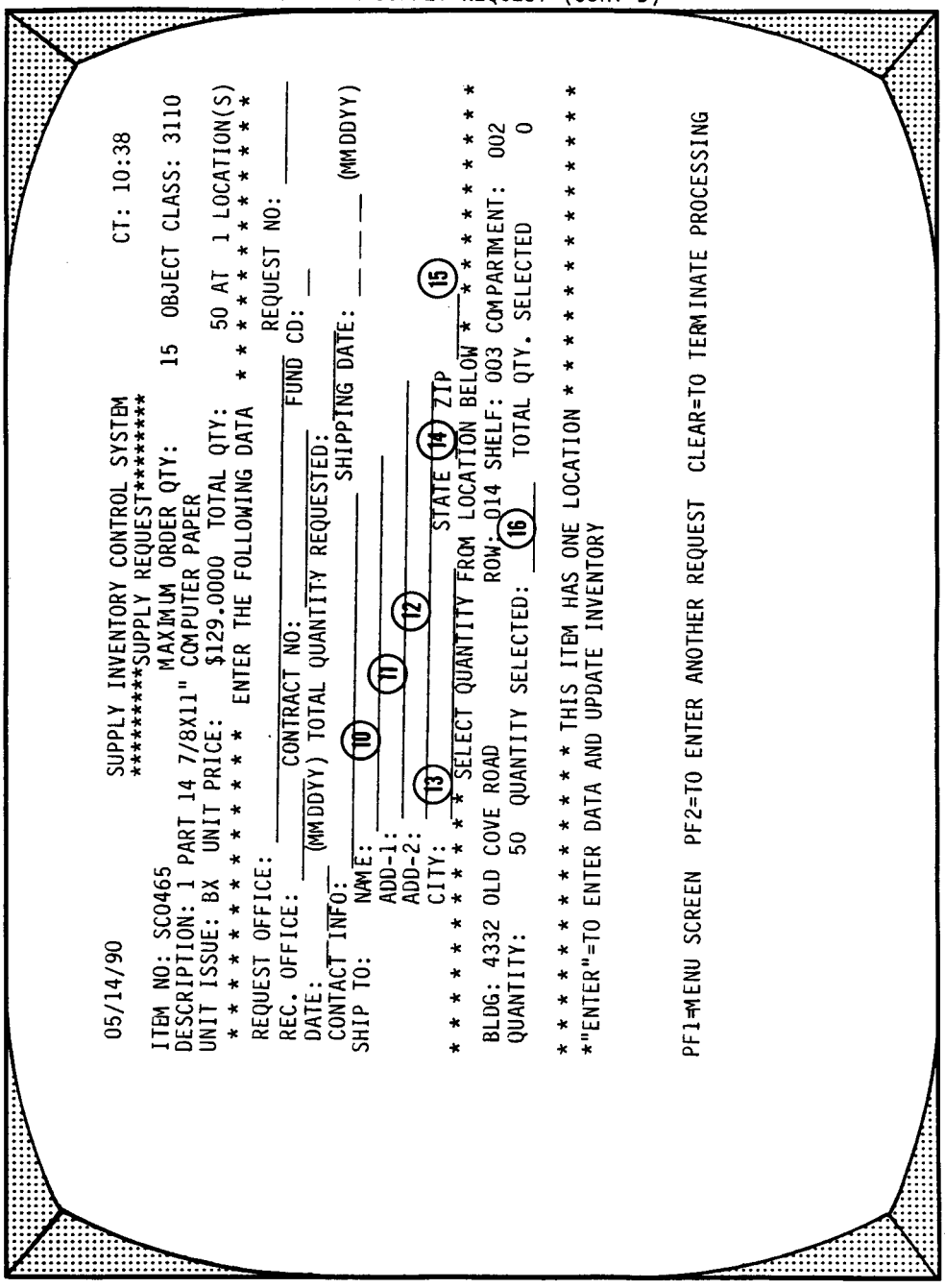
(8) CONTACT INFO: Not used at this time.

(9) SHIPPING DATE: Not used at this time.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER A SUPPLY REQUEST (CONT'D)

**CRT SCREEN EXHIBIT**



## USER INTERACTION WITH CRT SCREEN

ENTER A SUPPLY REQUEST (CONT'D)

SHIP TO:

⑩ NAME: (Required) Key in the name of the responsible person in the organization (30-character maximum alphanumeric field) requesting the supplies.

⑪ ADD-1: Not used at this time.

⑫ ADD-2: Not used at this time.

⑬ CITY: Not used at this time.

⑭ STATE: Not used at this time.

⑮ ZIP: Not used at this time.

⑯ QUANTITY SELECTED: (Required) Key in the quantity issued for the item on this request.

Press the Enter key to transmit data. Press the PF1 key return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER A SUPPLY REQUEST (CONT'D)

**CRT SCREEN EXHIBIT**

```
05/14/90          SUPPLY INVENTORY CONTROL SYSTEM          CT: 10:38
                  **********SUPPLY REQUEST********
            ***THE SUPPLY INVENTORY MASTER HAS BEEN UPDATED***


ITEM ISSUED: SC0465
DESCRIPTION: 1 PART 14 7/8X11" COMPUTER PAPER
REQUESTOR:   MIDLAND TEXAS
QUANTITY ISSUED:      20    ,QUANTITY IN INVENTORY AFTER UPDATE:     30


                        PLEASE TAKE ONE OF THE FOLLOWING ACTIONS:


PF1=MENU SCREEN  PF2=TO ENTER ANOTHER REQUEST  CLEAR=TO TERMINATE PROCESSING
```

ENTER A SUPPLY REQUEST (CONT'D)

## USER INTERACTION WITH CRT SCREEN

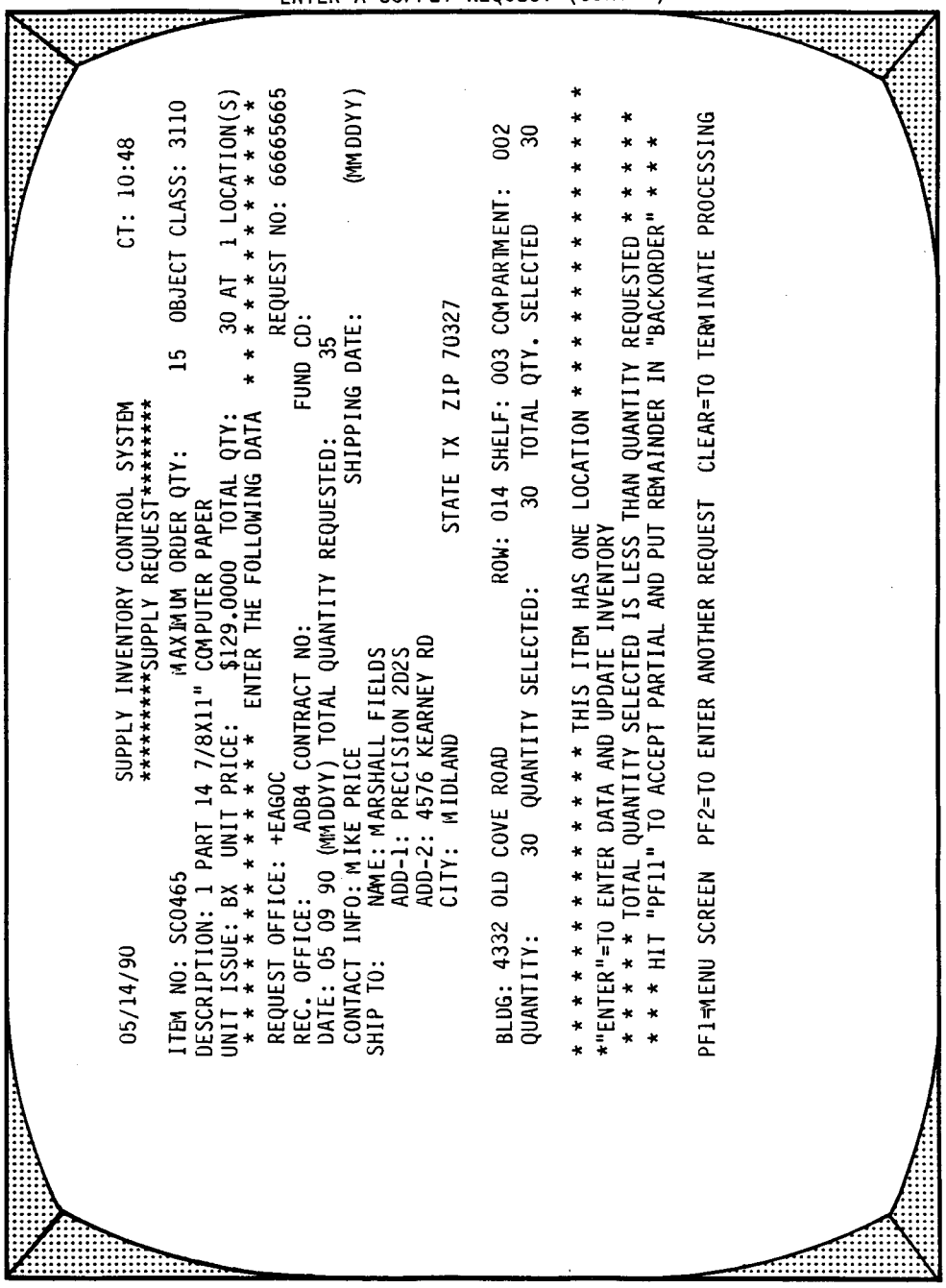
The above displayed screen is the resultant screen based on the data entered at the previous screen. This screen provides a summary of the transaction. Verify the data and take one of the following actions.

Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER A SUPPLY REQUEST (CONT'D)

**CRT SCREEN EXHIBIT**



```
05/14/90          SUPPLY INVENTORY CONTROL SYSTEM          CT: 10:48
                  **********SUPPLY REQUEST********

ITEM NO: SC0465          MAXIMUM ORDER QTY:      15  OBJECT CLASS: 3110
DESCRIPTION: 1 PART 14 7/8X11" COMPUTER PAPER
UNIT ISSUE: BX  UNIT PRICE:    $129.0000  TOTAL QTY:     30 AT  1 LOCATION(S)
 * * * * * * * * * * * * *  ENTER THE FOLLOWING DATA  * * * * * * * * * * * *
 REQUEST OFFICE: +EAGOC                          REQUEST NO: 66665665
 REC. OFFICE:      ADB4 CONTRACT NO:          FUND CD:
 DATE: 05 09 90 (MMDDYY) TOTAL QUANTITY REQUESTED:     35
 CONTACT INFO: MIKE PRICE                  SHIPPING DATE:          (MMDDYY)
SHIP TO:      NAME: MARSHALL FIELDS
              ADD-1: PRECISION 2D2S
              ADD-2: 4576 KEARNEY RD
              CITY:  MIDLAND                STATE TX  ZIP 70327

 BLDG: 4332 OLD COVE ROAD                 ROW: 014 SHELF: 003 COMPARTMENT:  002
 QUANTITY:      30  QUANTITY SELECTED:      30  TOTAL QTY. SELECTED      30

 * * * * * * * * * * * * * * THIS ITEM HAS ONE LOCATION * * * * * * * * * * * * *
*"ENTER"=TO ENTER DATA AND UPDATE INVENTORY
 * * * * * TOTAL QUANTITY SELECTED IS LESS THAN QUANTITY REQUESTED * * * * *
 * * * HIT "PF11" TO ACCEPT PARTIAL AND PUT REMAINDER IN "BACKORDER" * * *

PF1=MENU SCREEN  PF2=TO ENTER ANOTHER REQUEST  CLEAR=TO TERMINATE PROCESSING
```

ENTER A SUPPLY REQUEST (CONT'D)

## USER INTERACTION WITH CRT SCREEN

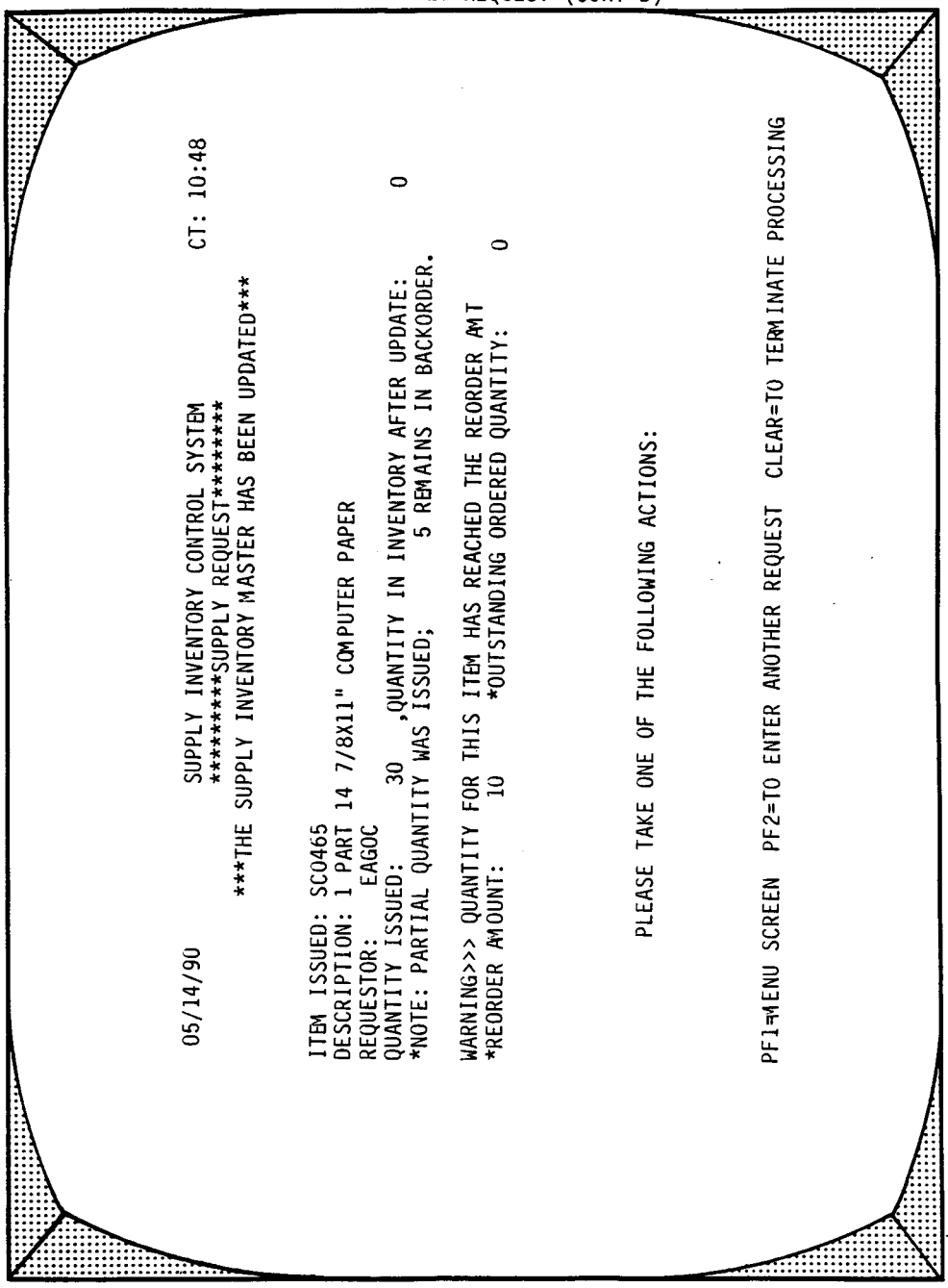
When the Total Quantity Requested exceeds the Quantity Selected, the above screen is displayed and contains the message "Total Quantity selected is less than quantity requested." The screen may then be used to place the quantity of items not on hand in backorder status or to correct the data previously entered into the quantity field.

Press the PF11 key to accept a partial shipment and put the remainder in backorder status. Press the Enter key to transmit data and update the inventory. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER A SUPPLY REQUEST (CONT'D)

**CRT SCREEN EXHIBIT**



```
05/14/90          SUPPLY INVENTORY CONTROL SYSTEM          CT: 10:48
                  **********SUPPLY REQUEST*********
          ***THE SUPPLY INVENTORY MASTER HAS BEEN UPDATED***

ITEM ISSUED: SC0465
DESCRIPTION: 1 PART 14 7/8X11" COMPUTER PAPER
REQUESTOR:     EAGOC
QUANTITY ISSUED:      30   ,QUANTITY IN INVENTORY AFTER UPDATE:     0
*NOTE: PARTIAL QUANTITY WAS ISSUED;      5 REMAINS IN BACKORDER.

WARNING>>> QUANTITY FOR THIS ITEM HAS REACHED THE REORDER AMT
*REORDER AMOUNT:     10      *OUTSTANDING ORDERED QUANTITY:     0


                    PLEASE TAKE ONE OF THE FOLLOWING ACTIONS:


PF1=MENU SCREEN  PF2=TO ENTER ANOTHER REQUEST  CLEAR=TO TERMINATE PROCESSING
```

ENTER A SUPPLY REQUEST (CONT'D)

## USER INTERACTION WITH CRT SCREEN

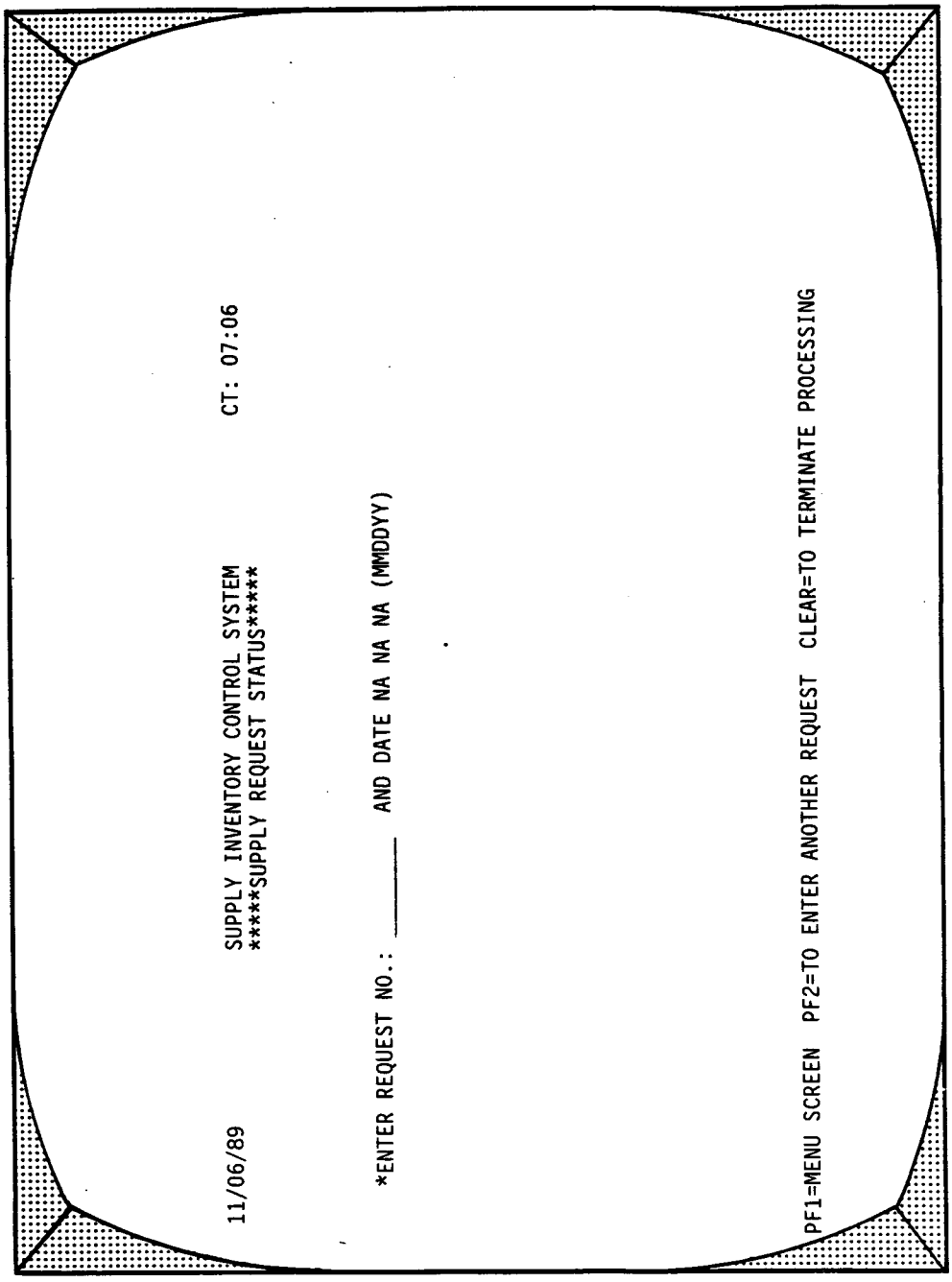
The screen displayed above is the result of a partial issue and the remaining number of items being placed in backorder status. The screen contains the master record and status information. View/Query the data to confirm validity and proceed to the next action.

Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

DISPLAY A SUPPLY REQUEST

**CRT SCREEN EXHIBIT**



DISPLAY A SUPPLY REQUEST

## USER INTERACTION WITH CRT SCREEN

To access the Display Supply Request screen, select Option 11 on the Administrative Menu screen and press the Enter key.

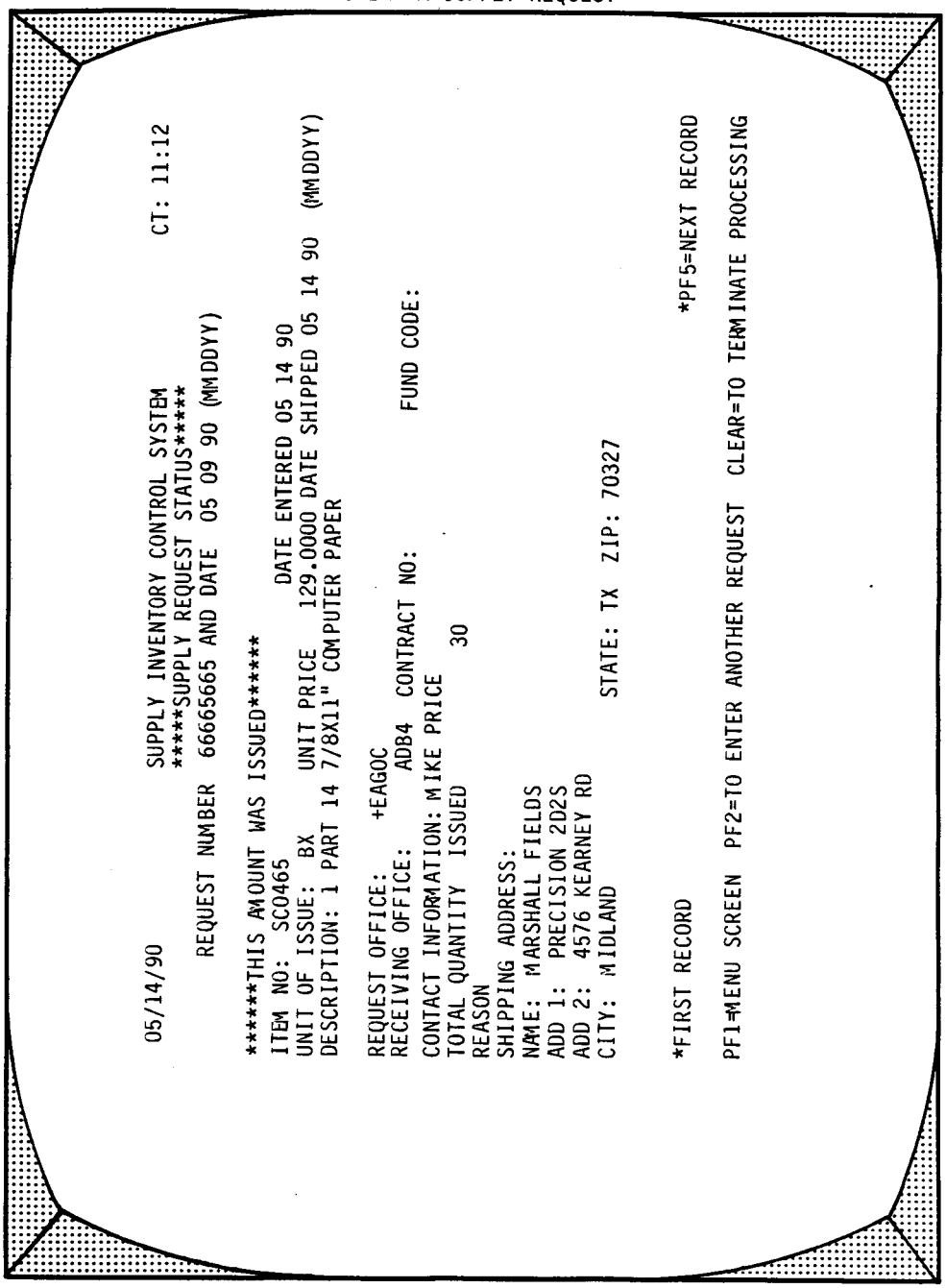
ENTER REQUEST NO: (Required) Key in the request number (eight-character maximum alphanumeric field). The resultant screen, displayed on the following page, provides the master record for the request number entered, and allows the user to view/query the items issued on the supply request.

Press the Enter key. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to terminate the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

DISPLAY A SUPPLY REQUEST

**CRT SCREEN EXHIBIT**



```
05/14/90          SUPPLY INVENTORY CONTROL SYSTEM          CT: 11:12
                  *****SUPPLY REQUEST STATUS*****
     REQUEST NUMBER  66665665 AND DATE  05 09 90 (MMDDYY)

******THIS AMOUNT WAS ISSUED******
ITEM NO:  SC0465          DATE ENTERED 05 14 90
UNIT OF ISSUE:  BX    UNIT PRICE   129.0000 DATE SHIPPED 05 14 90  (MMDDYY)
DESCRIPTION: 1 PART 14 7/8X11" COMPUTER PAPER

REQUEST OFFICE:    +EAGOC
RECEIVING OFFICE:     ADB4  CONTRACT NO:          FUND CODE:
CONTACT INFORMATION: MIKE PRICE
TOTAL QUANTITY  ISSUED        30
REASON
SHIPPING ADDRESS:
NAME:  MARSHALL FIELDS
ADD 1:  PRECISION 2D2S
ADD 2:  4576 KEARNEY RD
CITY:  MIDLAND                STATE: TX  ZIP: 70327

*FIRST RECORD                                        *PF5=NEXT RECORD

PF1=MENU SCREEN  PF2=TO ENTER ANOTHER REQUEST  CLEAR=TO TERMINATE PROCESSING
```

DISPLAY A SUPPLY REQUEST

## USER INTERACTION WITH CRT SCREEN

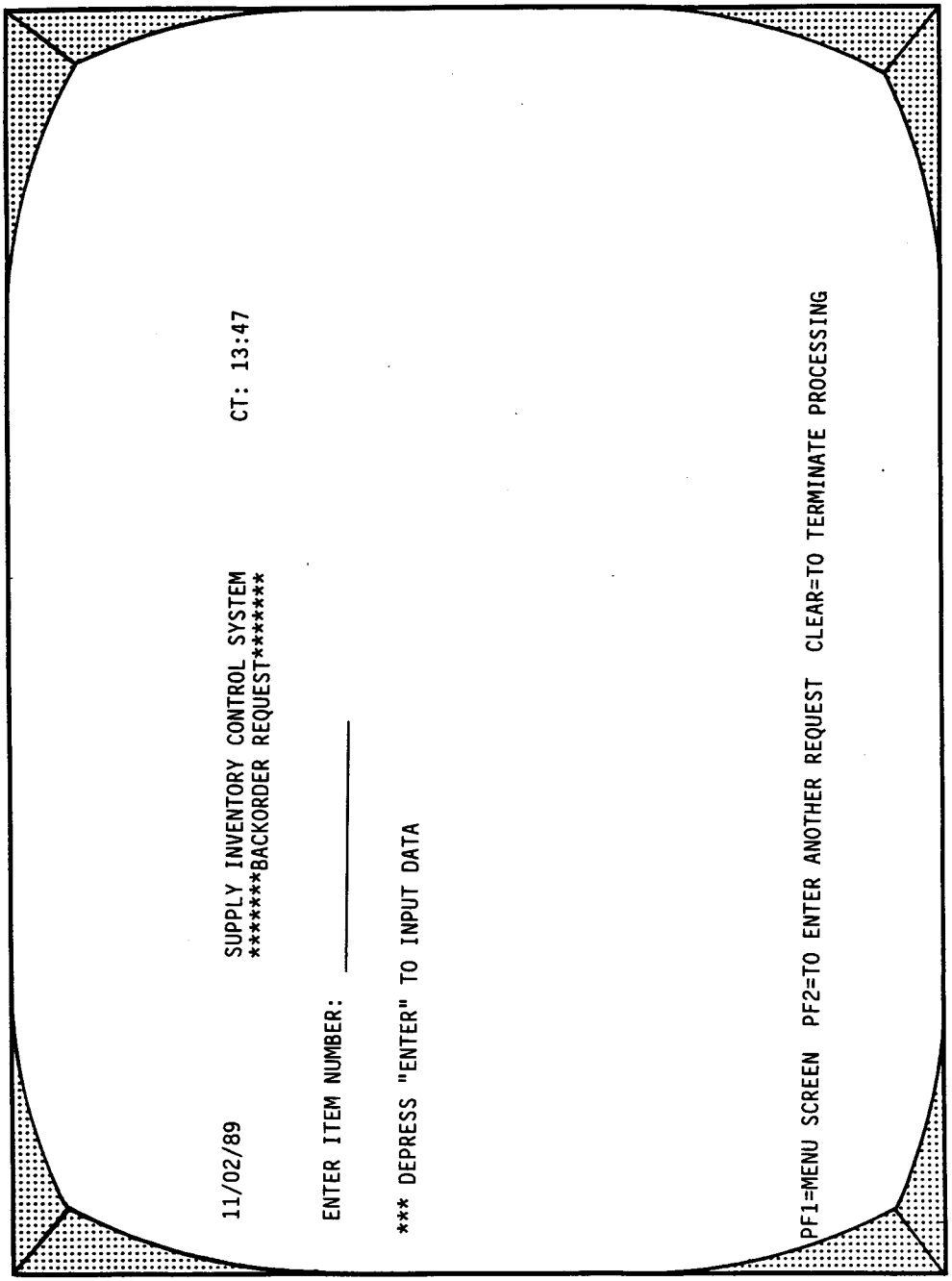
The above screen will display data based on the request number entered on the previous screen. This screen is for view/query purposes only of the SPIN master record on the data base.

The first item issue of this request will be indicated. Press the PF5 key to view/query the next issue or the PF6 key to view the previous issue. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER BACKORDER DATA

**CRT SCREEN EXHIBIT**



ENTER BACKORDER DATA

## USER INTERACTION WITH CRT SCREEN

To access the Enter Backorder Data screen, select Option 12 from the Administrative Menu screen and press the Enter key.

ENTER ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item. The resultant screen, displayed on the following page, provides the master record data for the item number/stock number entered, and allows the user to place supply items in backorder status.

Press the Enter key to transmit data. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

ENTER BACKORDER DATA

# CRT SCREEN EXHIBIT

```
 11/02/89             SUPPLY INVENTORY CONTROL SYSTEM           CT: 13:47
                      *******BACKORDER REQUEST*******
ITEM NO.: 11111111111111111111
DESCRIPTION: BLUE OR BROWN ARM CHAIR
UNIT ISSUE: EA UNIT PRICE:      50.00  TOTAL QTY: 0000004 AT 01 LOCATION(S)
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
* * * * * * * * * *  ENTER BACKORDER INFORMATION BELOW: * * * * * * * * * * *
REQUEST OFFICE: ___(1)______________________ REQUEST NO: ________(2)
REC. OFFICE: ___(3)CONTRACT NO: _______________(4) FUND CODE: __(5)
DATE: __ __(6)__ (MMDDYY)          TOTAL QUANTITY REQUESTED: (7)____
CONTACT INFO: _________(8)_______________  SHIPPING DATE: __ __ __(9) (MMDDYY)
SHIP TO:
 NAME: ______________________________
 ADD-1: ___________________________________
 ADD-2: ___________________________________
 CITY: ____________________      STATE: __   ZIP: _____


*** DEPRESS "ENTER" TO INPUT DATA


PF1=MENU SCREEN  PF2=TO ENTER ANOTHER REQUEST  CLEAR=TO TERMINATE PROCESSING
```

## USER INTERACTION WITH CRT SCREEN

ENTER BACKORDER DATA

This screen contains the master record data and allows the user to place items from the supply inventory in backorder status. The following fields should be completed to place the items in backorder status.

(1) REQUEST OFFICE: (Required) Key in the name of the office (40-character maximum alphanumeric field) identifying the location of the office requesting the supply item.

(2) REQUEST NUMBER: (Required) Key in the request number (eight-character maximum alphanumeric field).

(3) REC. OFFICE: Not used at this time.

(4) CONTRACT NO: Not used at this time.

(5) FUND CODE: Not used at this time.

(6) DATE: (Required) Key in the order date (six-digit maximum) using the format month/date/year, i.e., 070389.

(7) TOTAL QUANTITY REQUESTED: (Required) Key in the total item quantity (seven-digit maximum field) to be placed in backorder status.

(8) CONTACT INFO: Not used at this time.

(9) SHIPPING DATE: Not used at this time.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER BACKORDER DATA

# CRT SCREEN EXHIBIT

```
11/02/89              SUPPLY INVENTORY CONTROL SYSTEM          CT: 13:47
                      *******BACKORDER REQUEST*******
ITEM NO.: 11111111111111111111
DESCRIPTION: BLUE OR BROWN ARM CHAIR
UNIT ISSUE: EA UNIT PRICE:      50.00  TOTAL QTY: 0000004 AT 01 LOCATION(S)
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
* * * * * * * * * *  ENTER BACKORDER INFORMATION BELOW: * * * * * * * * * * *
REQUEST OFFICE: ____________________________________ REQUEST NO: ________
REC. OFFICE: ________ CONTRACT NO: ______________ FUND CODE: __
DATE: __ __ __ (MMDDYY)          TOTAL QUANTITY REQUESTED: ________
CONTACT INFO: ____________________________ SHIPPING DATE: __ __ __ (MMDDYY)
SHIP TO:
 NAME: ____________________________ (10)
 ADD-1: ____________________________ (11)
 ADD-2: ____________________________ (12)
 CITY: ____________________ (13) STATE: __   ZIP: _____ (15)

*** DEPRESS "ENTER" TO INPUT DATA

PF1=MENU SCREEN  PF2=TO ENTER ANOTHER REQUEST  CLEAR=TO TERMINATE PROCESSING
```

# USER INTERACTION WITH CRT SCREEN

ENTER BACKORDER DATA

SHIP TO:

(10) NAME: (Required) Key in the name of the person (30-character maximum alphanumeric field) to whom the supplies will be shipped.

(11) ADD-1: Not used at this time.

(12) ADD-2: Not used at this time.

(13) CITY: Not used at this time.

(14) STATE: Not used at this time.

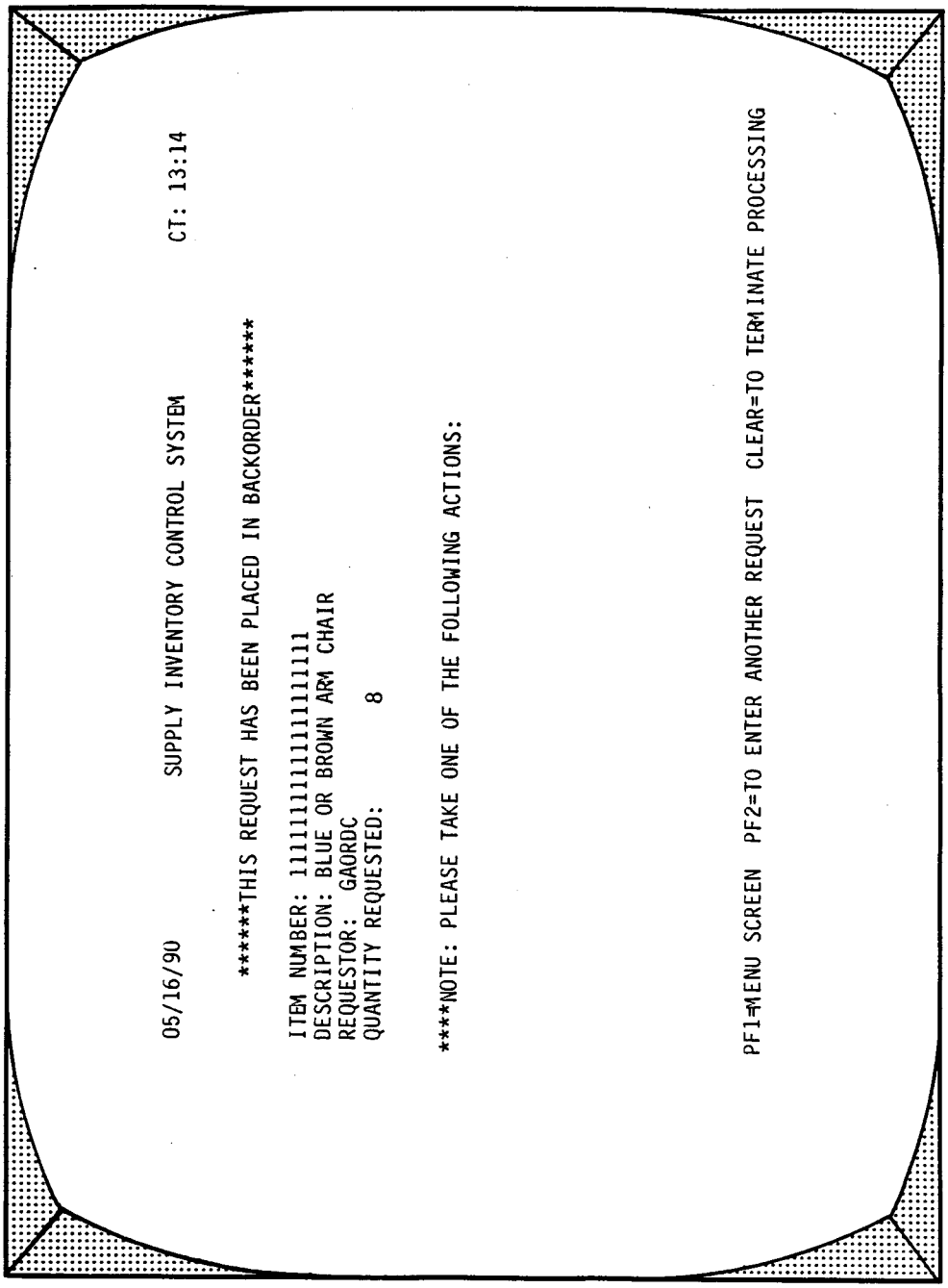
(15) ZIP: Not used at this time.

Press the Enter key to transmit data. To return to the Administrative Menu, press the PF1 key. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER BACKORDER DATA (CONT'D)

**CRT SCREEN EXHIBIT**



ENTER BACKORDER DATA (CONT'D)

**USER INTERACTION WITH CRT SCREEN**

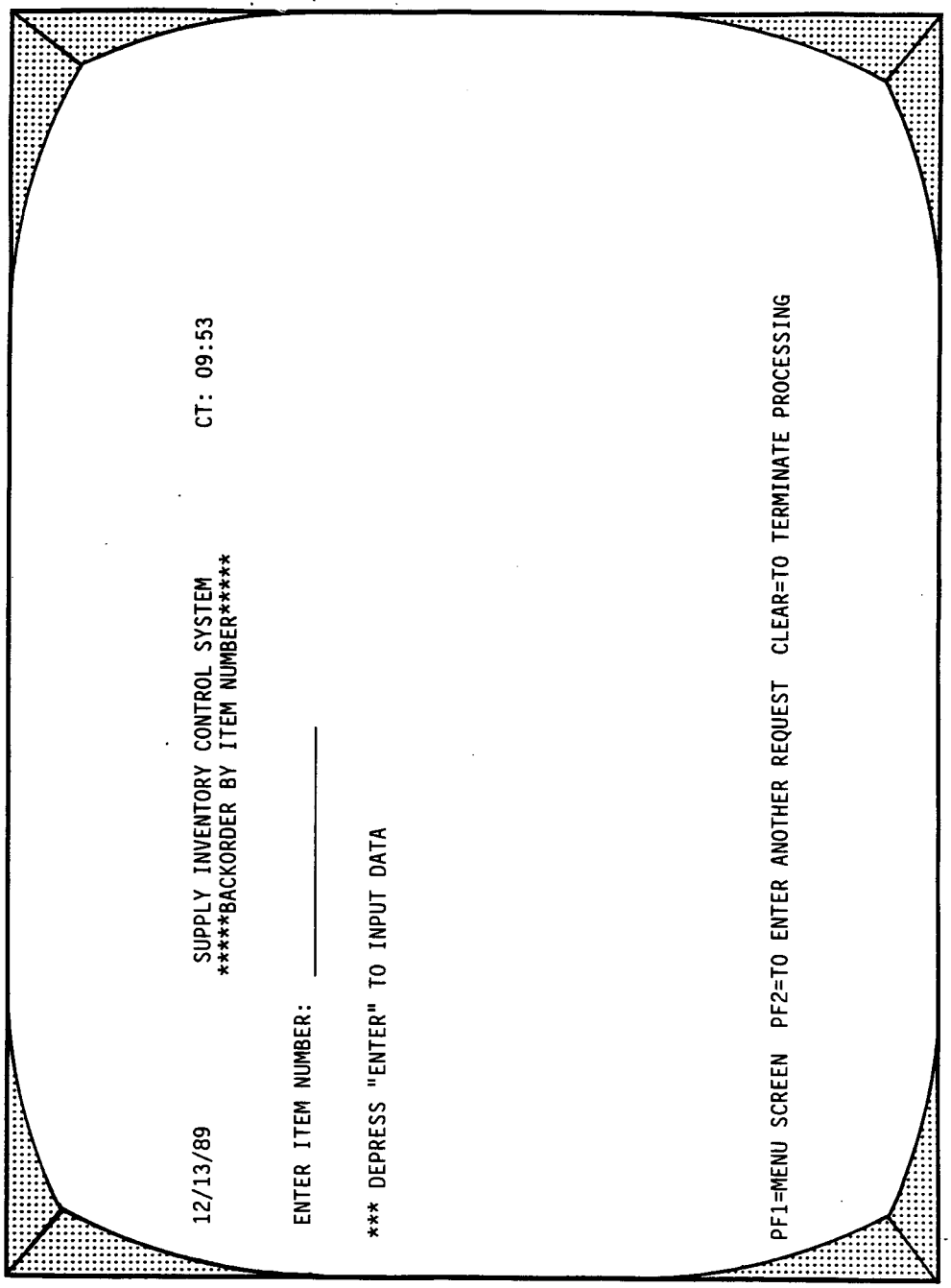
The above displayed screen contains the master record and is used to confirm the item has been placed in backorder status. View/Query the data and continue processing.

Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

REQUEST BACKORDER BY ITEM NUMBER

**CRT SCREEN EXHIBIT**



REQUEST BACKORDER BY ITEM NUMBER

## USER INTERACTION WITH CRT SCREEN

To access the Request Backorder By Item Number screen, select Option 13 from the Administrative Menu screen and press the Enter key.

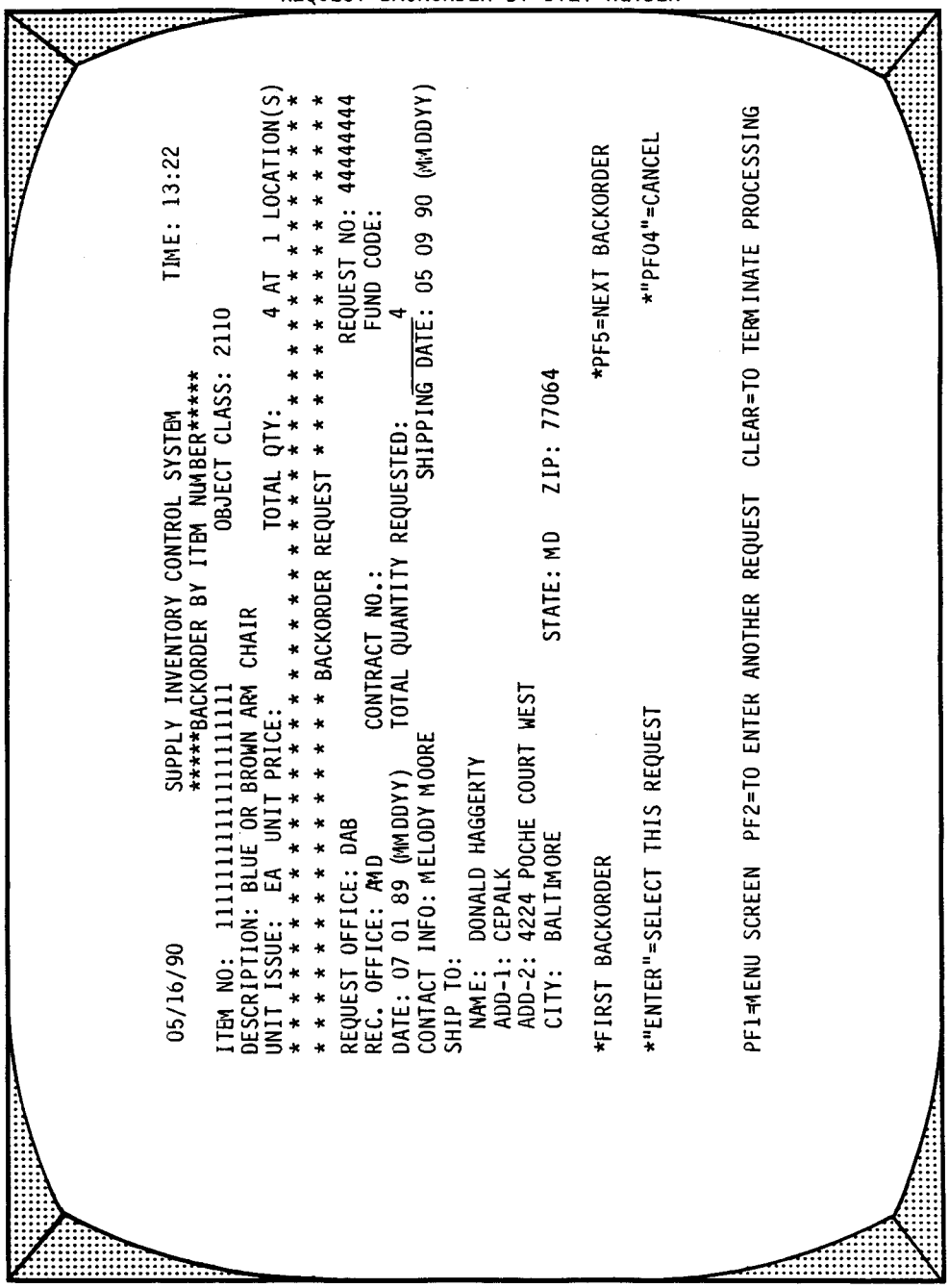
ENTER ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item. The resultant screen, displayed on the following page, provides master record data for the item number/stock number entered and allows the user to process backorders in an online environment.

Press the Enter key. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

REQUEST BACKORDER BY ITEM NUMBER

**CRT SCREEN EXHIBIT**



```
05/16/90          SUPPLY INVENTORY CONTROL SYSTEM          TIME: 13:22
                  *****BACKORDER BY ITEM NUMBER*****
ITEM NO:  11111111111111111111     OBJECT CLASS: 2110
DESCRIPTION: BLUE OR BROWN ARM CHAIR
UNIT ISSUE:  EA  UNIT PRICE:              TOTAL QTY:      4 AT  1 LOCATION(S)
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
* * * * * * * * * * * * * * BACKORDER REQUEST * * * * * * * * * * * * * * *
REQUEST OFFICE: DAB                          REQUEST NO: 44444444
REC. OFFICE: AMD          CONTRACT NO.:      FUND CODE:
DATE: 07 01 89 (MMDDYY)   TOTAL QUANTITY REQUESTED:  4
CONTACT INFO: MELODY MOORE                SHIPPING DATE: 05 09 90 (MMDDYY)
SHIP TO:
  NAME:  DONALD HAGGERTY
  ADD-1: CEPALK
  ADD-2: 4224 POCHE COURT WEST
  CITY:  BALTIMORE          STATE: MD   ZIP: 77064

*FIRST BACKORDER                                  *PF5=NEXT BACKORDER

*"ENTER"=SELECT THIS REQUEST                          *"PF04"=CANCEL


PF1=MENU SCREEN  PF2=TO ENTER ANOTHER REQUEST  CLEAR=TO TERMINATE PROCESSING
```

REQUEST BACKORDER BY ITEM NUMBER

## USER INTERACTION WITH CRT SCREEN

The above screen is displayed once the item number/stock number has been keyed in at the previous screen. It contains master record data and allows the user to key in the item number/stock number to fill an order that is in backorder status. It also allows the user to cancel the backorder. View the data to confirm the item being ordered and proceed to the next action.

To select this item for processing, press the Enter key. To cancel this order, press the PF4 key. To access the next backorder for this item, press the PF5 key; to return to the previous backorder, press the PF6 key. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

DISPLAY OF ALL BACKORDERS

**CRT SCREEN EXHIBIT**

```
11/06/89          SUPPLY INVENTORY CONTROL SYSTEM          CT: 07:42
                ******DISPLAY OF ALL BACKORDERS******
                          OBJECT CLASS: 3110

ITEM NO:  555555555555555555
DESCRIPTION: LEAD PENS                    TOTAL QTY:      0 AT  0 LOCATION(S)
UNIT ISSUE:  BX  UNIT PRICE:
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
* * * * * * * * * * * * * * BACKORDER REQUEST * * * * * * * * * * * * * * *
                                                REQUEST NO: 99999999
REQUEST OFFICE: NFC                              FUND CODE:
REC. OFFICE: 9AMD        CONTRACT NO.:                5
DATE: 03 04 89 (MMDDYY)  TOTAL QUANTITY REQUESTED:      SHIPPING DATE:  0  0  0 (MMDDYY)
CONTACT INFO: JULIE
SHIP TO:
  NAME:  JULIE
  ADD-1:
  ADD-2:
  CITY:  NO                          STATE: LA   ZIP: 70129

*FIRST BACKORDER                                    *PF5=NEXT BACKORDER

*"ENTER"=SELECT THIS REQUEST                              *"PF04"=CANCEL


PF1=MENU SCREEN                                  CLEAR=TO TERMINATE PROCESSING
```

DISPLAY OF ALL BACKORDERS

## USER INTERACTION WITH CRT SCREEN

To access the Display of All Backorders screen, select Option 14 on the Administrative Menu screen and press the Enter key. The above screen, containing master record data, will be displayed. With this option, the user can view/query those items in backorder status, cancel a backorder, and select a backorder for processing.

To select a particular request for processing, press the Enter key when the requested item appears on the screen. The system will then revert to the Enter A Supply Request option and display the Supply Request screen. (See page 50.) In the Quantity Selected field, key in the quantity issued for the backorder item, and press the Enter key. A resultant summary screen appears (See page 54.) for view/query purposes only of the transaction.

Press the PF4 key to cancel the request. Press the PF5 key to show the next backorder. Press the PF1 key to return to the Administrative Menu. Press the Clear key to end the session.

DISPLAY OF CRITICAL ITEMS

# CRT SCREEN EXHIBIT

```
11/02/89             SUPPLY INVENTORY CONTROL SYSTEM          CT: 14:01
                          ****CRITICAL ITEMS****

ITEM NUMBER: 44444445555555566666
DESCRIPTION: BLUE FELT PENS
UNIT OF ISSUE: BX                 UNIT PRICE:        $3.4500

REORDER AMOUNT:     200           OBJECT CLASS: 2110

QUANTITY ON HAND:     150

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
REQUISITION QTY:       0    ORDERED  QTY:      0    BACKORDER QTY:       0
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
USAGE FOR: 30 DAYS:              SIX MONTHS:             YEAR:
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

*FIRST ITEM                                             *PF5=NEXT ITEM



PF-1: MENU SCREEN                   CLEAR: TO TERMINATE PROCESSING
```

DISPLAY OF CRITICAL ITEMS

## USER INTERACTION WITH CRT SCREEN

To access the Display of Critical Items screen, select Option 15 from the Administrative Menu screen and press the Enter key. When this menu option is selected, all items that have been denoted as critical will be displayed. View/Query the list of items and proceed to the next action.

Press the PF1 key to return to the Administrative Menu. Press the PF5 key to view the next item or the PF6 key to view the previous item. Press the Clear key to end the session.

ITEMS TO BE REORDERED

# CRT SCREEN EXHIBIT

```
11/02/89          SUPPLY INVENTORY CONTROL SYSTEM          CT: 14:04
                     ****ITEMS TO BE REORDERED****

ITEM NUMBER: 23232323232323232323
DESCRIPTION: USED TELEPHONES
UNIT OF ISSUE: EA                 UNIT PRICE:        $9.9900

REORDER AMOUNT:     05            OBJECT CLASS: 3100

QUANTITY ON HAND:     00

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
REQUISITION QTY:    00    ORDERED  QTY:    00    BACKORDER QTY:     00
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
USAGE FOR: 30 DAYS:          SIX MONTHS:               YEAR:
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

*PF5=NEXT ITEM                                   *PF6=PREVIOUS ITEM


PF-1: MENU SCREEN               CLEAR: TO TERMINATE PROCESSING
```

ITEMS TO BE REORDERED

**USER INTERACTION WITH CRT SCREEN**

To access the Items To Be Reordered screen, select Option 16 from the Administrative Menu screen and press the Enter key. When this menu option is selected, all items that have reached the reorder level will be displayed.

Press the PF5 key to view the next item or the PF6 key to view the previous item. Press the PF1 key to return to the Administrative Menu. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ADD OR UPDATE LOCATIONS

**CRT SCREEN EXHIBIT**

DATE: 12/14/89 SUPPLY INVENTORY CONTROL SYSTEM CT: 09:47
ADD OR UPDATE ITEMS OR LOCATIONS

ENTER ITEM NUMBER: _____

DEPRESS "ENTER" TO INPUT DATA

PF1 =MENU SCREEN PF2 =TO ENTER ANOTHER ITEM NO CLEAR =TO TERMINATE PROCESS

ADD OR UPDATE LOCATIONS

## USER INTERACTION WITH CRT SCREEN

To access the Add or Update Locations screen, select Option 17 on the Administrative Menu screen and press the Enter key.

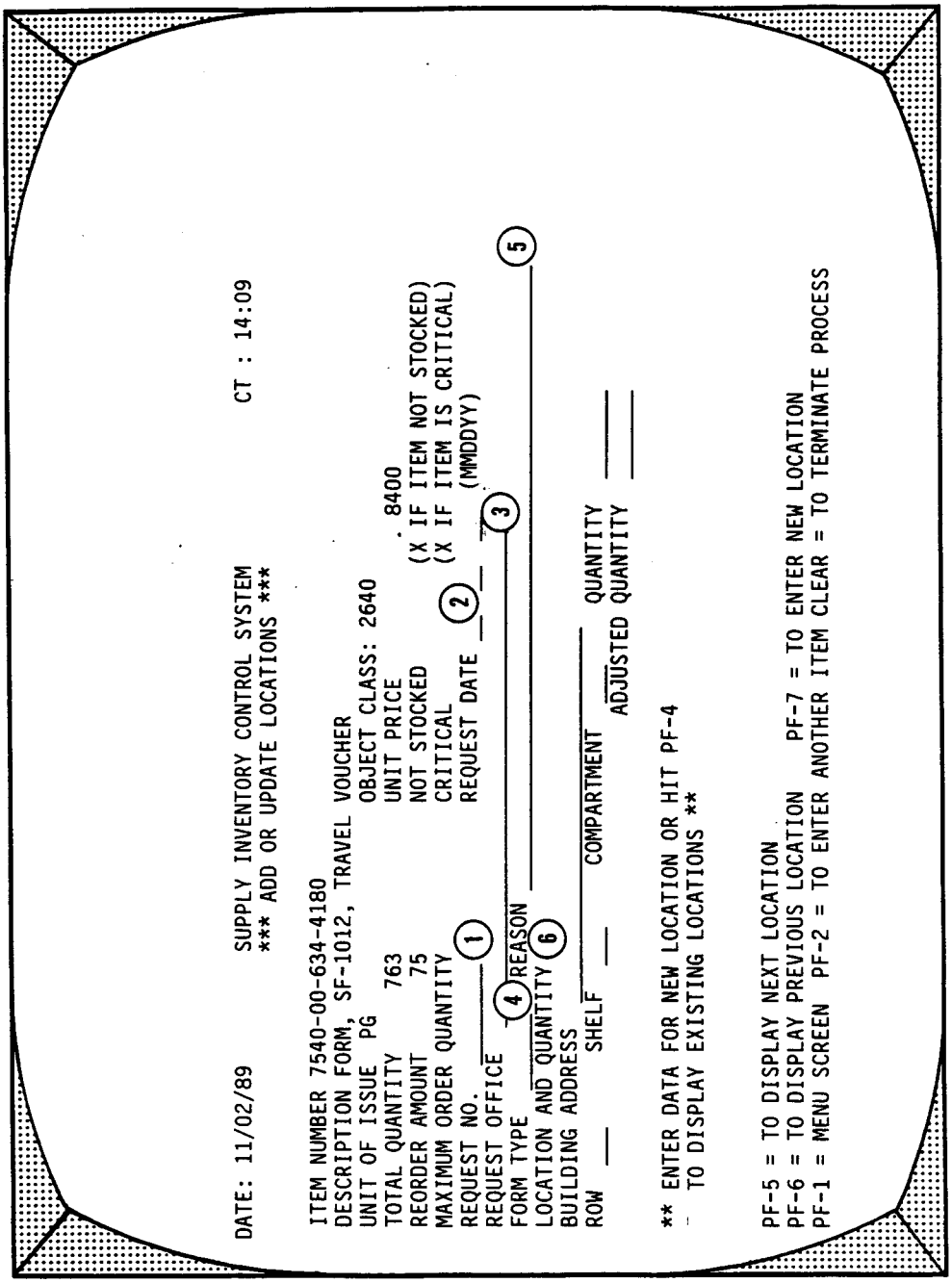
ENTER ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item. The resultant screen, displayed on the following page, provides master record data for the item number/stock number entered and allows the user to add or update supply items or locations.

Press the Enter key to transmit the data. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ADD OR UPDATE LOCATIONS

**CRT SCREEN EXHIBIT**



# USER INTERACTION WITH CRT SCREEN

The above displayed screen allows for the addition or update of supply locations as well as adjusting stock quantity due to physical inventories. The fields with completed data are system-generated from the SPIN master file and cannot be changed at this screen. Data should be keyed into the following fields to accomplish the add or update function.

(1) REQUEST NO: Key in the request number (eight-character maximum alphanumeric field).

(2) REQUEST DATE: Key in the date of the request (six-digit maximum field) using the format month/date/year, e.g., 070389.

(3) REQUEST OFFICE: Not used at this time.

(4) FORM TYPE: (Required) Key in the form type (six-character alphanumeric field). See Appendix C for a list of valid form types.

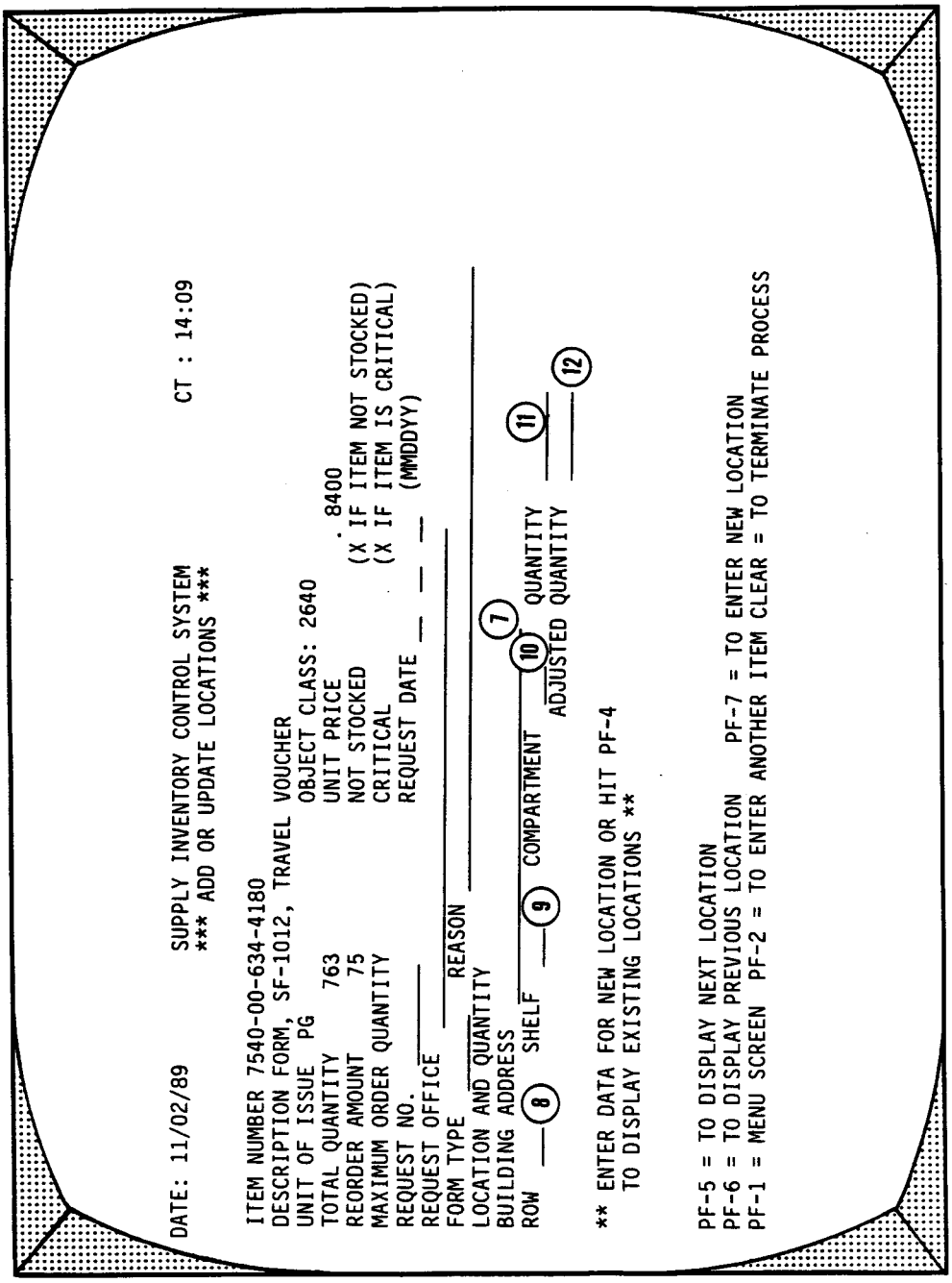
(5) REASON: Key in the reason for the action (50-character maximum alphanumeric field).

(6) LOCATION AND QUANTITY: The following data element fields are used to indicate the location where the item is stored and the quantity of items in this transaction.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ADD OR UPDATE LOCATIONS (CONT'D)

**CRT SCREEN EXHIBIT**



# USER INTERACTION WITH CRT SCREEN

(7) BUILDING ADDRESS: Key in the location where the item will be received (30-character maximum alphanumeric field).

(8) ROW: Key in the row location where the item will be stored (three-character maximum alphanumeric field).

(9) SHELF: Key in the shelf location where the item will be stored (three-character maximum alphanumeric field).

(10) COMPARTMENT: Key in the compartment location where the item will be stored (three-character maximum alphanumeric field).

(11) QUANTITY: (Required ) Key in the item quantity affecting the inventory as indicated by the form type (seven-character maximum alphanumeric field).

(12) ADJUSTED QUANTITY: Key in the net amount of the inventory that has been affected by the action indicated by the form type (seven-character maximum alphanumeric field).

If the location or quantity is not in the database, key in the data and press the Enter key. For items with multiple locations, press the PF5 key to display the next location or the PF6 key to display the previous location.

To adjust the quantity at the current location, key data into the Form Type and Reason fields, as described on page 85, and press the PF4 key. In the Adjusted Quantity field, as described above, key in the difference between the current quantity and the new quantity. Press the Enter key to transmit data.

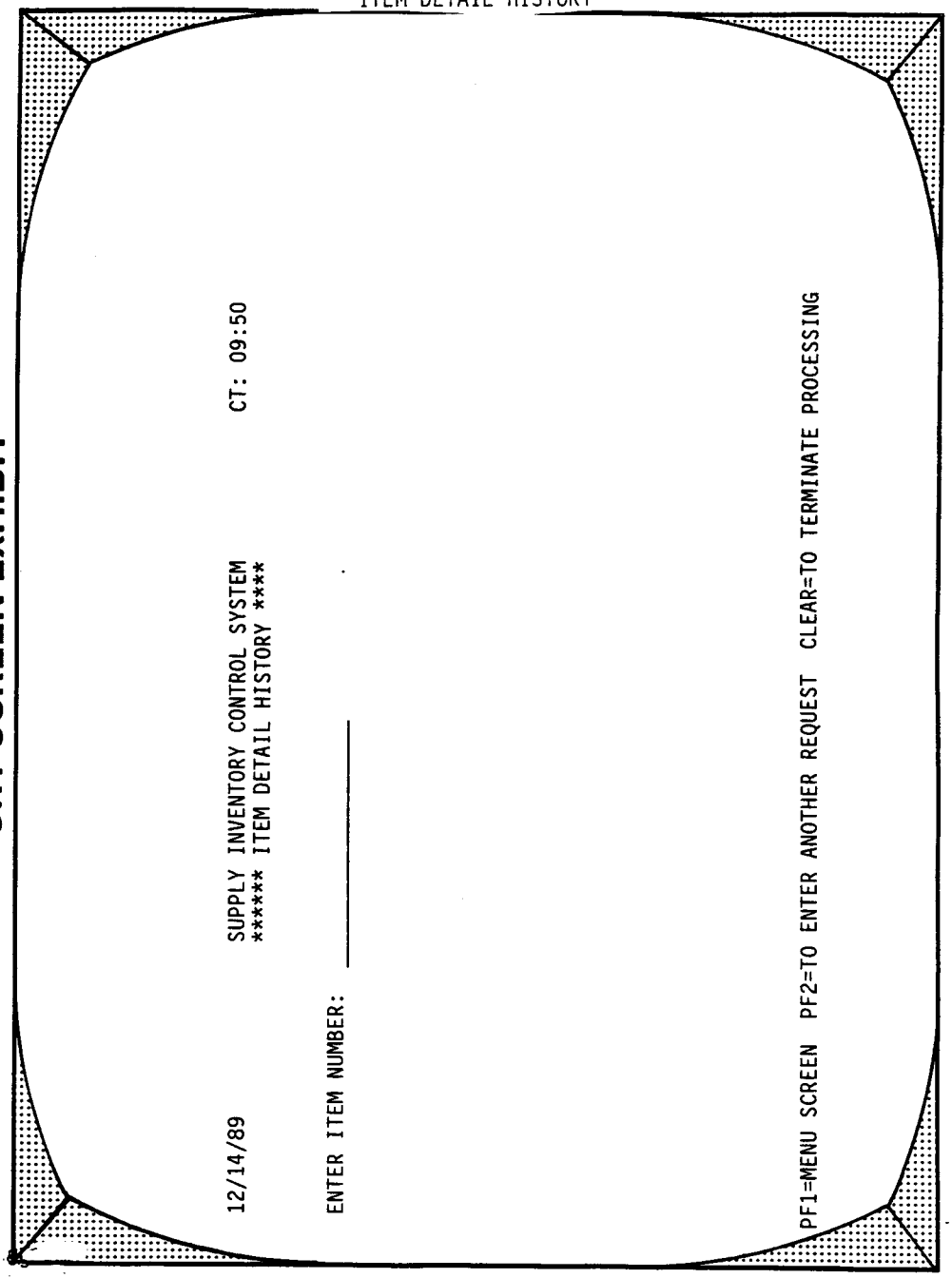
To add an additional location, display the current location by pressing the PF4 key. Press the PF7 key to enable the user to key in data, as described above, into the following fields: Building Address, Row, Shelf, Compartment, and Quantity. Press the Enter key to transmit data. NOTE: This routine can also be accomplished by keying in the additional location and quantity data, then pressing the Enter key to transmit the data.

Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another item. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ITEM DETAIL HISTORY

**CRT SCREEN EXHIBIT**



ITEM DETAIL HISTORY

## USER INTERACTION WITH CRT SCREEN

To access the Item Detail History screen, select Option 18 on the Administrative Menu screen and press the Enter key.

ENTER ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item. The resultant screen, displayed on the following page, provides master record data for the item number/stock number entered and allows the user to view/query the master record history of issuances and adjustments.

Press the Enter key to transmit the data. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ITEM DETAIL HISTORY

# CRT SCREEN EXHIBIT

```
11/02/89                SUPPLY INVENTORY CONTROL SYSTEM            CT: 14:14
                      ******  ITEM DETAIL HISTORY   ******
        REQUEST NUMBER            AND DATE  __ __ __ (MMDDYY)

>>>>>>>>> FORM TYPE = SUBINV
ITEM NO:  SC0552                        DATE ENTERED 10 17 89
UNIT OF ISSUE:  PG     UNIT PRICE       7.0000              10 17 89  (MMDDYY)
DESCRIPTION: ADP, PLOTTER PEN, PAPER, .7MM, BLUE

REQUEST OFFICE:
RECEIVING OFFICE:              CONTRACT NO:                CODE:
CONTACT INFORMATION:
TOTAL QUANTITY  SUBTRACTED        11
REASON   LOC CHG
SHIPPING ADDRESS:
NAME:
ADD 1:
ADD 2:
CITY:                          STATE:     ZIP:

*PF5=NEXT RECORD                                          *PF6=PREVIOUS RECORD

PF1=MENU SCREEN  PF2=TO ENTER ANOTHER REQUEST  CLEAR=TO TERMINATE PROCESSING
```

ITEM DETAIL HISTORY

**USER INTERACTION WITH CRT SCREEN**

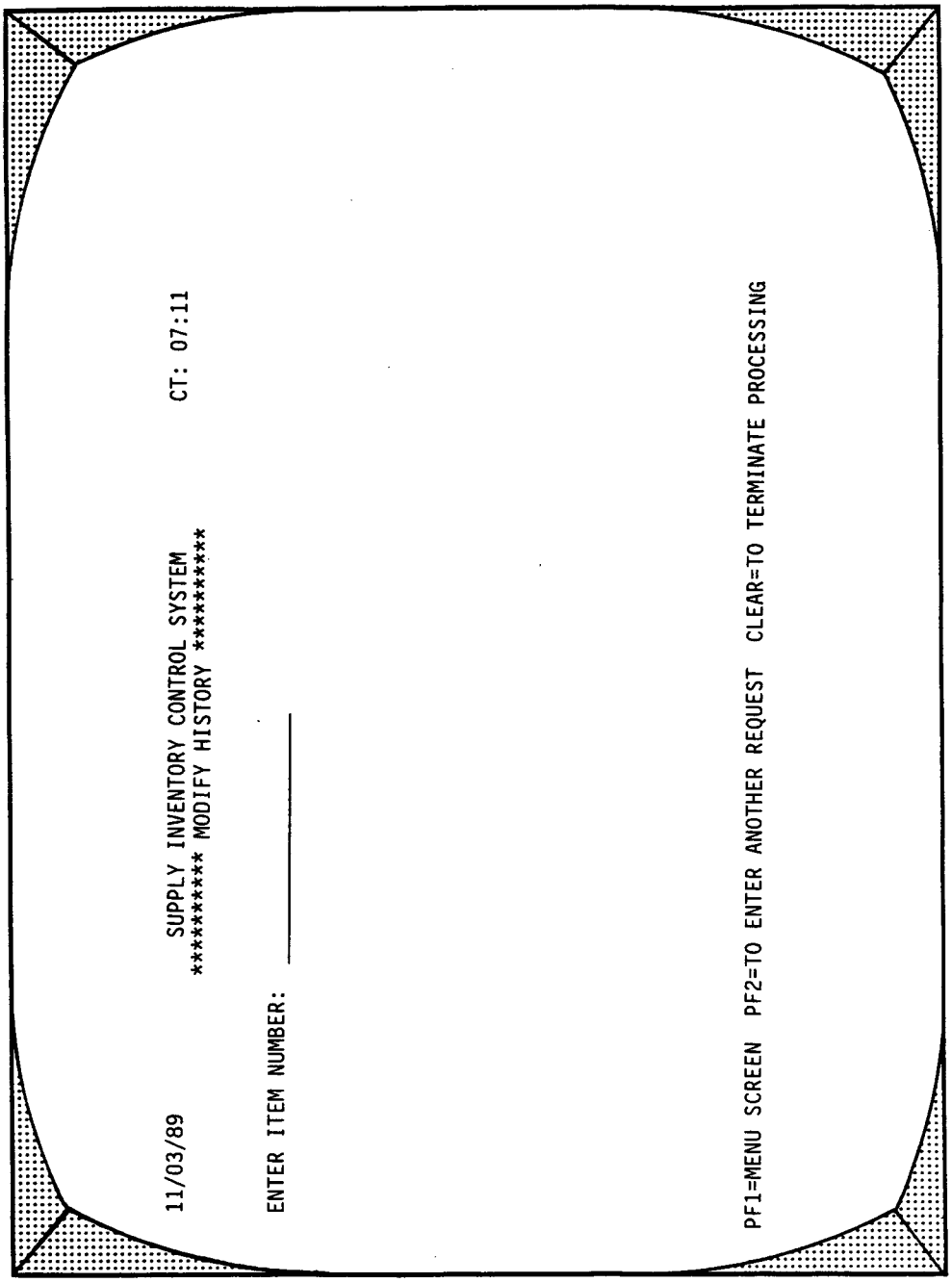
The above resultant screen displays the history record for the item number/stock number entered. This screen is for view/query purposes only.

Press the PF5 key to view/query the next record or the PF6 key to view/query the previous record. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

MODIFY HISTORY

CRT SCREEN EXHIBIT



MODIFY HISTORY

## USER INTERACTION WITH CRT SCREEN

To access the Modify History screen, select Option 19 on the Administrative Menu screen and press the Enter key.

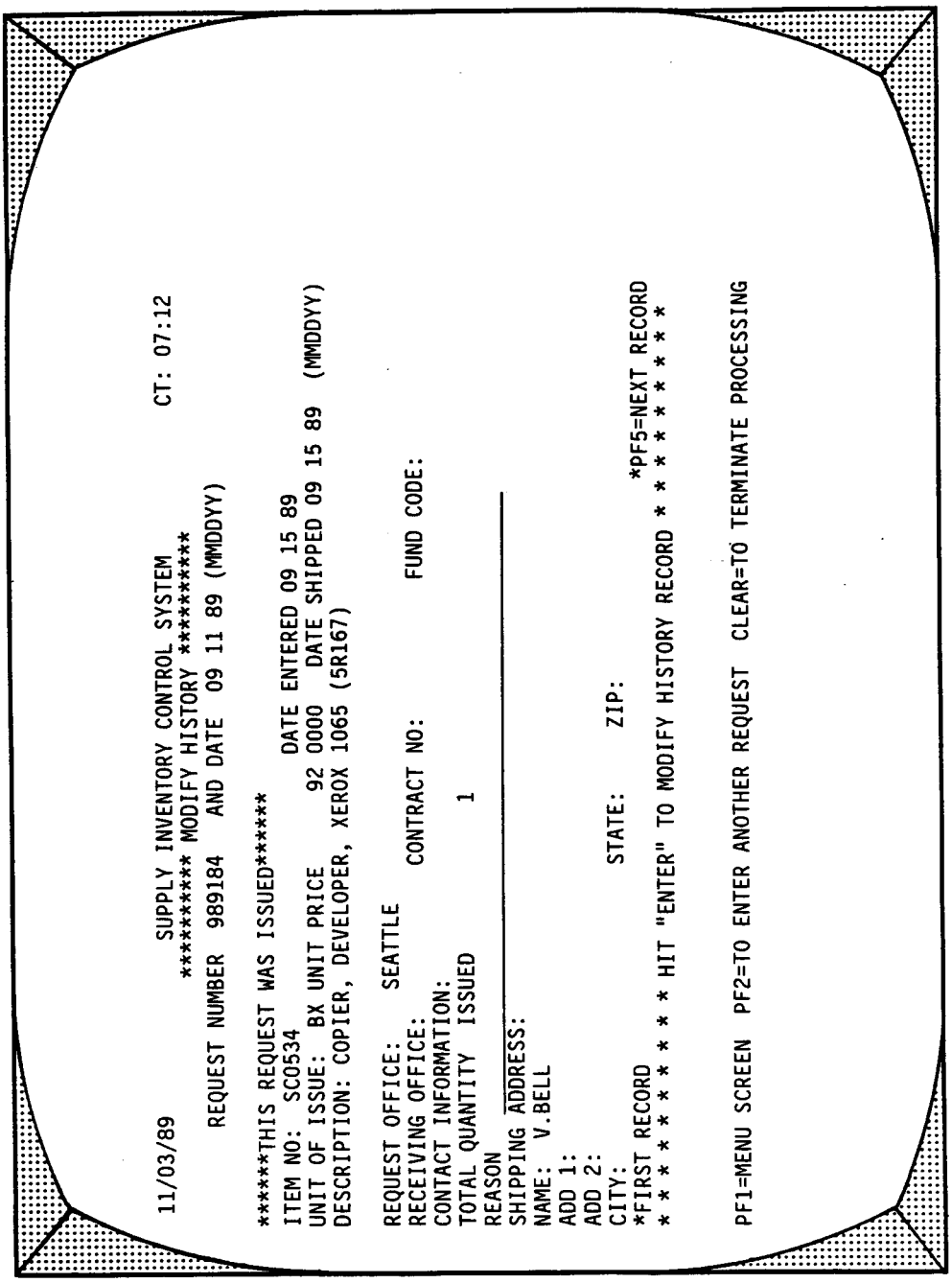
ENTER ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item. The resultant screen, displayed on the following page, provides the master record for the item number/stock number entered and allows the user to modify certain data fields.

Press the Enter key to transmit the data. Press the PF1 key to return to the Administrative Menu
Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

MODIFY HISTORY

**CRT SCREEN EXHIBIT**



```
11/03/89          SUPPLY INVENTORY CONTROL SYSTEM          CT: 07:12
                  ********** MODIFY HISTORY **********
        REQUEST NUMBER  989184   AND DATE  09 11 89 (MMDDYY)

******THIS REQUEST WAS ISSUED******
ITEM NO:  SC0534                    DATE ENTERED 09 15 89
UNIT OF ISSUE:  BX UNIT PRICE     92 0000   DATE SHIPPED 09 15 89  (MMDDYY)
DESCRIPTION: COPIER, DEVELOPER, XEROX 1065 (5R167)

REQUEST OFFICE:    SEATTLE
RECEIVING OFFICE:              CONTRACT NO:          FUND CODE:
CONTACT INFORMATION:
TOTAL QUANTITY  ISSUED          1
REASON
SHIPPING ADDRESS:
NAME:  V.BELL
ADD 1:
ADD 2:
CITY:                                 STATE:     ZIP:
*FIRST RECORD                                          *PF5=NEXT RECORD
* * * * * * * * * * HIT "ENTER" TO MODIFY HISTORY RECORD * * * * * * * * * *


PF1=MENU SCREEN  PF2=TO ENTER ANOTHER REQUEST  CLEAR=TO TERMINATE PROCESSING
```

MODIFY HISTORY

## USER INTERACTION WITH CRT SCREEN

The above displayed screen allows the user to modify the SPIN history record for the item number/stock number entered.

NOTE: All fields can be modified with the exception of the following: Item Number, Date Entered, Unit of Issue, Date Shipped, and Description.

REASON: (Required) Key in an explanation for modifying the history record (35-character maximum alphanumeric field).

Press the Enter key to transmit the changes and modify the history. After this action, a message will appear saying "The above history record has been modified." Press the PF5 key to access the next record, or the PF6 key to access the previous record. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

REPORT MENU

**CRT SCREEN EXHIBIT**

```
DATE: 01/06/92          SUPPLY/PROPERTY INVENTORY SYSTEM          CT:  13:29
                            REPORT GENERATOR MENU

PLACE CURSOR NEXT TO REPORT DESIRED AND DEPRESS THE "ENTER" KEY

     CATALOG LISTING
     LIST OF ITEMS BY LOCATION
     LIST OF CRITICAL ITEMS
     LIST OF OUTSTANDING PURCHASE ORDERS
     LIST OF ITEMS AT REORDER LEVEL
     ITEM LIST
     LIST OF BACKORDERS
     LIST OF OUTSTANDING REQUISITIONS
     INVENTORY VALUATION REPORT
     LIST OF TOTAL USAGE
     PULLER LIST

PF1 = ADM MENU                                        CLEAR = TERMINATE
```

REPORT MENU (cont'd)

**USER INTERACTION WITH CRT SCREEN**

To access the Report Generator Menu option, key in 20 at the ENTER SELECTION prompt on the Administrative Menu screen (Page 5). Press the Enter key. The following exhibits display sample reports and give instructions for successful report generation. To request a report, place the cursor next to the desired report on the Report Generator Menu screen, and press the Enter key. The Report Generator Detail screen (Page 98), which makes job identification easier, is displayed. This screen also provides a better mechanism to monitor reports awaiting execution. ▲NOTE: If the Puller List option is selected, see Pages 99.1 and 99.2 for a copy of the Report Generator Detail screen and instructions.▼

NOTE: The data element fields in SPIN have been defined to FOCUS. For detailed information on using FOCUS, refer to Title VI, Chapter 5, Report Generator Systems, Section 4, FOCUS Reporting System. A list of the SPIN FOCUS data elements is provided in Appendix D.

Press the PF1 key to return to the Administrative Menu screen. Press the Clear key to end the session.

SYSTEMS ACCESS MANUAL
PROPERTY MANAGEMENT INFORMATION SYSTEM (PMIS)
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

REPORT GENERATOR DETAIL

**CRT SCREEN EXHIBIT**

```
DATE: 11/03/89          SUPPLY/PROPERTY INVENTORY SYSTEM          CT:  07:14
                            REPORT GENERATOR DETAIL

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT

USER'S NAME :  _____(1)

JOB SUFFIX  :  _(2)

DESTINATION :  _____(3)

NO OF COPIES:  _(4)

BROWSE      :  __(5)

**DEPRESS "ENTER" TO SEND DATA

PF1=ADM MENU                    PF3=ADDITIONAL REPORTS          CLEAR=TERMINATE
```

# USER INTERACTION WITH CRT SCREEN

(1) USER'S NAME: (Required) Key in the user's name or other identifying information to ensure receipt of the report (20-character maximum alphanumeric field).

(2) JOB SUFFIX: (Required) Key in a one-position alphanumeric character. Users are allowed to assign any character from A to Z or 0 to 9, to facilitate identification of reports when several reports are requested simultaneously by the same user. The Job Suffix field also provides users with a mechanism to better monitor reports awaiting execution and enhances the production of reports in a more timely manner.

(3) DESTINATION: (Required) Key in the identification of the printer on which the report is to be printed (eight-character maximum alphanumeric field).

(4) NO. OF COPIES: Key in any digit from 0 to 9 to indicate the desired number of copies of the report. If this field is left blank, only one copy of the report will be printed.

(5) BROWSE: Key in either Yes or No to indicate whether the report is to be viewed prior to the actual printing. If this field is left blank, the system will automatically default to No.

NOTE: To browse a report, exit SPIN and logon to ISPF. (See instructions below.) Restart the print queue to generate the report.

Press the Enter key to transmit the data. Once the Enter key is pressed the report is processed and then sent to the print queue to await printing. In order to start the printing of the report, refer to Title VI, NFC Systems Access Procedures; Chapter 2, Interactive System Productivity Facility, Exhibit 5, JES-Master.

Press the PF1 key to return to the Administrative Menu. If you do not want to execute the report, press the PF3 key to return to the Report Generator menu. Press the Clear key to end the session.

SYSTEMS ACCESS MANUAL
PROPERTY MANAGEMENT INFORMATION SYSTEM (PMIS)
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

REPORT GENERATOR DETAIL - PULLER LIST

**CRT SCREEN EXHIBIT**

```
DATE: 11/13/91          SUPPLY/PROPERTY INVENTORY SYSTEM          CT:  13:34
                          REPORT GENERATOR DETAIL

PLEASE ENTER FOLLOWING DATA TO PRODUCE REPORT  -PULLER LIST-

USER'S NAME : _____                SUPPLY
                                   REQUEST
                                   DATE  :  __  __  __   (MM DD YY)

JOB SUFFIX  : _                       OR

                                   SUPPLY
DESTINATION : _____                REQUEST
                                   NUMBER:  _____

NO OF COPIES:  _

BROWSE      :  ___

**DEPRESS "ENTER" TO SEND DATA

PF1=ADM MENU                PF3=ADDITIONAL REPORTS          CLEAR=TERMINATE
```

# USER INTERACTION WITH CRT SCREEN

To request the Puller List Report, complete the fields as described on page 99 and one of the fields as described below.

1 SUPPLY REQUEST DATE: Key in the date of the request (6-digit field) using the format month/day/year, e.g., 110491.

2 SUPPLY REQUEST NUMBER: Key in the request number (8-character maximum alphanumeric field consisting of division and branch numbers).

NOTE: To browse a report, exit SPIN and logon to ISPF. (See instructions below.) Restate the print queue to generate the report.

Press Enter to transmit the data to the mainframe. Once Enter is pressed, the report is processed and then sent to the print queue to await printing. In order to start the print of the report, refer to Title VI, Systems Access Manual, Chapter 2, Interactive System Productivity Facility, Exhibit 5, Jes- Master.

Press the PF1 key to return to the Administrative Menu. If you do not want to execute the report, press the PF3 key to return to the Report Generator Menu. Press Clear to end the session.

## DESCRIPTION OF REPORT MENU OPTIONS

The Report Generator Menu screen provides the user with a list of report options. Following is a brief description of each report.

Catalog Listing - This report contains a current list of items stocked in the GAO Supply Center. The supply items are listed in description sequence and contain the following fields: Item Number/Stock Number, Unit of Issue, and Description. (Exhibit 21, Page 1)

List Of Items By Location - This report contains a list of supply items generated by location sequence. Also contained in this report is the item number/stock number, description, quantity on hand, reorder level, units on order, and the unit price of the item. (Exhibit 21, Page 2)

List Of Critical Items - This report contains a list of supply items designated as critical. The report is in item number/stock number sequence and contains the item number/stock number, a description, quanity on hand, the reorder level, and the number of units on order. (Exhibit 21, Page 3)

List Of Outstanding Purchase Orders - This report contains the purchase order date, item number/stock number, description, and the number of units on order. It is generated in purchase order number sequence. (Exhibit 21, Page 4)

List Of Items At Reorder Level - This report contains the item number/stock number, a description, quanity on hand, the reorder level, and the number of items on order. It is generated in item number/stock number sequence. (Exhibit 21, Page 5)

Item List - This report contains a description, the unit price, quantity on hand as of the report date, and the monetary value. It is generated in item number/stock number sequence. At the end of the list, the total monetary value of the inventory is provided. (Exhibit 21, Page 6)

List Of Backorders - This report contains a list of items that are in backorder status. The report is generated in description sequence and gives a description of the item, the item number/stock number, and the date the request was entered. Also given is the request number, the number of units in backorder status, and the requestor. (Exhibit 21, Page 7)

List Of Outstanding Requisitions - This report contains the requisition number, the requisition date, the item number/stock number, description, and the number of units on order. It is generated in requisition number sequence. (Exhibit 21, Page 8)

DESCRIPTION OF REPORT MENU OPTIONS (cont'd)

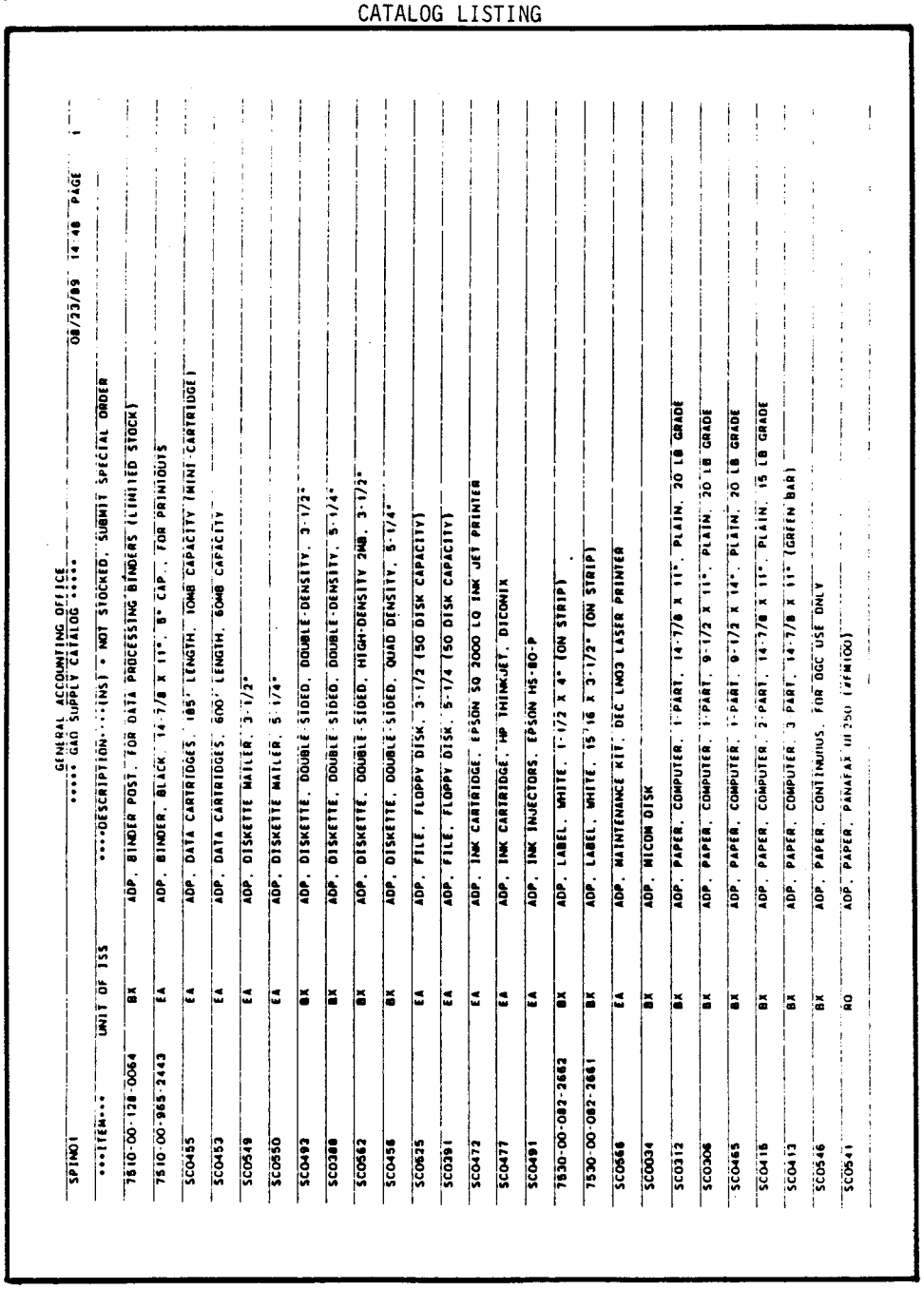
Inventory Valuation Report - This report contains the item number/stock number, description, unit of issue, quantity of items on hand as of the report date, unit price, and the monetary value of each item. The report is generated by object class in item number/stock number sequence. After all the items with the same object class code have been listed, a total number of quantity on hand is given, in addition to the total monetary value of the items for that particular object class code. At the end of the report a grand total of the quantity on hand along with the grand total of the monetary value of the inventory is given. (Exhibit 21, Page 9)

List Of Total Usage - This report contains item usage for a specified period of time, i.e., 1 month, 6 months, 12 months, and 18 months. The report is generated by item number/stock number sequence and displays the description, unit price, unit of issue, quantity on hand as of the report date, quantity on hand, and usage over the different time periods. (Exhibit 21, Page 9.1)

► Puller List - This report contains a list of all line items for a supply request date or all line items for a supply request number. The report contains the supply request number and date, contact person, shipping address, item number(s), description of the item(s), the quantity requested, and the unit of issue. (Exhibit 21, Page 10) ◄

SYSTEMS ACCESS MANUAL
PROPERTY MANAGEMENT INFORMATION SYSTEM (PMIS)
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

CATALOG LISTING



GENERAL ACCOUNTING OFFICE
***** GAO SUPPLY CATALOG *****
08/23/89 14:48 PAGE 1

SPIN01

| ITEM... | UNIT OF ISS | DESCRIPTION...(NS) = NOT STOCKED, SUBMIT SPECIAL ORDER |
|---|---|---|
| 7510-00-138-0064 | BX | ADP, BINDER POST, FOR DATA PROCESSING BINDERS (LIMITED STOCK) |
| 7510-00-965-2443 | EA | ADP, BINDER, BLACK, 14-7/8 X 11", 8" CAP., FOR PRINTOUTS |
| SC0455 | EA | ADP, DATA CARTRIDGES, 185' LENGTH, TOMB CAPACITY (MINI CARTRIDGE) |
| SC0453 | EA | ADP, DATA CARTRIDGES, 600' LENGTH, 60MB CAPACITY |
| SC0549 | EA | ADP, DISKETTE MAILER, 3-1/2" |
| SC0550 | EA | ADP, DISKETTE MAILER, 5 1/4" |
| SC0492 | BX | ADP, DISKETTE, DOUBLE SIDED, DOUBLE-DENSITY, 3-1/2" |
| SC0388 | BX | ADP, DISKETTE, DOUBLE SIDED, DOUBLE-DENSITY, 5-1/4" |
| SC0562 | BX | ADP, DISKETTE, DOUBLE SIDED, HIGH-DENSITY 2MB, 3-1/2" |
| SC0456 | BX | ADP, DISKETTE, DOUBLE SIDED, QUAD DENSITY, 5-1/4" |
| SC0825 | EA | ADP, FILE, FLOPPY DISK, 3-1/2 (50 DISK CAPACITY) |
| SC0391 | EA | ADP, FILE, FLOPPY DISK, 5-1/4 (50 DISK CAPACITY) |
| SC0472 | EA | ADP, INK CARTRIDGE, EPSON SQ 2000 LQ INK JET PRINTER |
| SC0477 | EA | ADP, INK CARTRIDGE, HP THINKJET, DICONIX |
| SC0491 | EA | ADP, INK INJECTORS, EPSON HS-80-P |
| 7530-00-082-2662 | BX | ADP, LABEL, WHITE, 1-1/2 X 4" (ON STRIP) |
| 7530-00-082-2661 | BX | ADP, LABEL, WHITE, 15/16 X 3-1/2" (ON STRIP) |
| SC0566 | EA | ADP, MAINTENANCE KIT, DEC LN03 LASER PRINTER |
| SC0034 | BX | ADP, MICOM DISK |
| SC0312 | BX | ADP, PAPER, COMPUTER, 1-PART, 14-7/8 X 11", PLAIN, 20 LB GRADE |
| SC0306 | BX | ADP, PAPER, COMPUTER, 1-PART, 9-1/2 X 11", PLAIN, 20 LB GRADE |
| SC0465 | BX | ADP, PAPER, COMPUTER, 1-PART, 9-1/2 X 14", PLAIN, 20 LB GRADE |
| SC0416 | BX | ADP, PAPER, COMPUTER, 2-PART, 14-7/8 X 11", PLAIN, 15 LB GRADE |
| SC0413 | BX | ADP, PAPER, COMPUTER, 3 PART, 14-7/8 X 11" (GRAIN BAR) |
| SC0546 | BX | ADP, PAPER, CONTINUOUS, FOR OCC USE ONLY |
| SC0541 | RO | ADP, PAPER, PANAFAX UF250 (#FM100) |

LIST OF ITEMS BY LOCATION

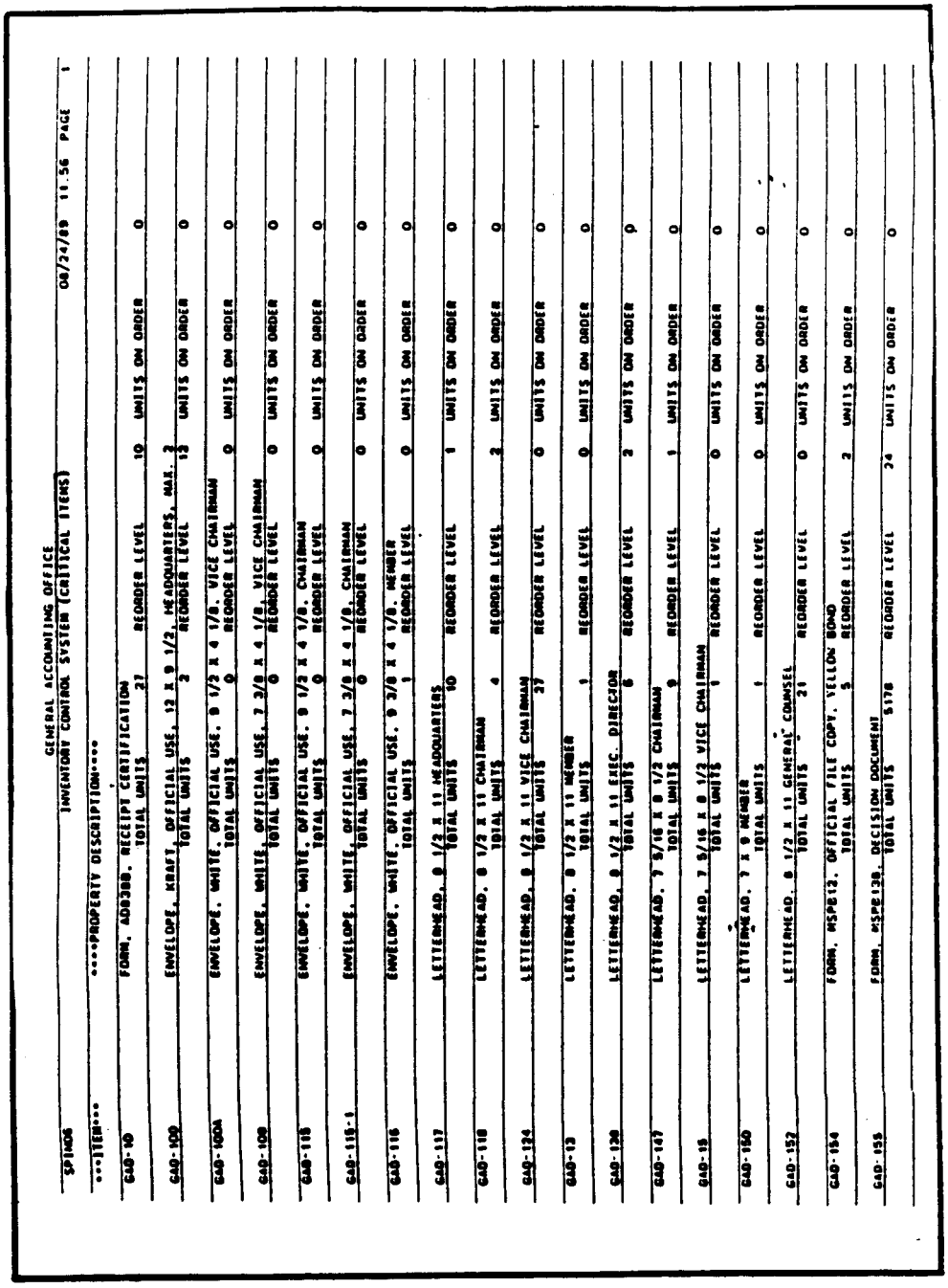
GENERAL ACCOUNTING OFFICE

SPIN02 INVENTORY CONTROL SYSTEM (ITEMS BY LOCATION) 08/23/89 14:48 PAGE 1

| ***ITEM*** | ****PROPERTY DESCRIPTION**** | | | | | |
|---|---|---|---|---|---|---|
| BF-23 | FORM, GAO--REPORT OF TRANSPORTATION REQUESTS | | | UNIT PRICE | .0100 | |
| RM 3811 | 13 D 3 | TOTAL UNITS | 36 | REHAB CHARGE | 0.00 | |
| | | TOTAL UNITS | 36 | REORDER LEVEL | 5 | UNITS ON ORDER 0 |
| BF-4 | FORM, GAO--STATUS OF ALLT. FUNDS & EST. OF TRAVEL OBLIGATIONS | | | UNIT PRICE | .0100 | |
| RM 3811 | | TOTAL UNITS | 6 | REHAB CHARGE | 0.00 | |
| | | TOTAL UNITS | 8 | REORDER LEVEL | 0 | UNITS ON ORDER 0 |
| FOD-4 | FORM, GAO--REPORT CONTROL SHEET (REGION) | | | UNIT PRICE | .0100 | |
| RM 3811 | 13 D 4 | TOTAL UNITS | 7 | REHAB CHARGE | 0.00 | |
| | | TOTAL UNITS | 7 | REORDER LEVEL | 5 | UNITS ON ORDER 0 |
| GAO-GPO-1315 | ENVELOPE, 9-1/2 X 12", BROWN, PLAIN | | | UNIT PRICE | .0100 | |
| RM 3811 | | TOTAL UNITS | 31 | REHAB CHARGE | 0.00 | |
| | | TOTAL UNITS | 31 | REORDER LEVEL | 10 | UNITS ON ORDER 0 |
| GAO-GPO-1360 | ENVELOPE, 4-1/8 X 9-1/2", WHITE, ASST. CG, UNFRANKED | | | UNIT PRICE | .0100 | |
| RM 3811 | 27 C 2-6 | TOTAL UNITS | 538 | REHAB CHARGE | 0.00 | |
| | | TOTAL UNITS | 538 | REORDER LEVEL | 20 | UNITS ON ORDER 0 |
| GAO-GPO-1365 | ENVELOPE, 3-5/8 X 6-1/2", WHITE, ASST. CG, UNFRANKED | | | UNIT PRICE | .0100 | |
| RM 3811 | 26 J 4 | TOTAL UNITS | 138 | REHAB CHARGE | 0.00 | |
| | | TOTAL UNITS | 138 | REORDER LEVEL | 10 | UNITS ON ORDER 0 |
| GAO-GPO-1385 | ENVELOPE, 3-5/8 X 6-1/2", WHITE, CG, UNFRANKED | | | UNIT PRICE | .0100 | |
| RM 3811 | 26 I 5 | TOTAL UNITS | 50 | REHAB CHARGE | 0.00 | |
| | | TOTAL UNITS | 50 | REORDER LEVEL | 20 | UNITS ON ORDER 0 |
| GAO-1B | ENVELOPE, 3-7/8 X 8-7/8", WHITE, BUSINESS REPLY | | | UNIT PRICE | .0100 | |
| RM 3811 | 20 A 2 | TOTAL UNITS | 89 | REHAB CHARGE | 0.00 | |
| | | TOTAL UNITS | 89 | REORDER LEVEL | 25 | UNITS ON ORDER 0 |
| GAO-1E | ENVELOPE, 9-1/2 X 12", KRAFT, BUSINESS REPLY | | | UNIT PRICE | .0100 | |
| RM 3811 | | TOTAL UNITS | 38 | REHAB CHARGE | 0.00 | |
| | | TOTAL UNITS | 38 | REORDER LEVEL | 25 | UNITS ON ORDER 0 |
| GAO-1F | ENVELOPE, 10 X 15", KRAFT, BUSINESS REPLY | | | UNIT PRICE | .0100 | |
| RM 3811 | 26 E 4 | TOTAL UNITS | 115 | REHAB CHARGE | 0.00 | |
| | | TOTAL UNITS | 115 | REORDER LEVEL | 25 | UNITS ON ORDER 0 |
| GAO-1H | LABEL, GAO, 4-1/4 X 5-3/8", WHITE, BUSINESS REPLY | | | UNIT PRICE | .0100 | |
| RM 3811 | 26 I 2 | TOTAL UNITS | 95 | REHAB CHARGE | 0.00 | |
| | | TOTAL UNITS | 95 | REORDER LEVEL | 15 | UNITS ON ORDER 0 |
| GAO-1O | FORM, GAO--FILES MANAGEMENT PLAN | | | UNIT PRICE | .0100 | |
| RM 3811 | | TOTAL UNITS | 9 | REHAB CHARGE | 0.00 | |
| | | TOTAL UNITS | 9 | REORDER LEVEL | 10 | UNITS ON ORDER 0 |

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

LIST OF CRITICAL ITEMS



GENERAL ACCOUNTING OFFICE
INVENTORY CONTROL SYSTEM (CRITICAL ITEMS) 08/24/89 11:56 PAGE 1

| SPINOS | ....PROPERTY DESCRIPTION.... | | | |
|---|---|---|---|---|
| ...ITEM... | | | | |
| GAO-10 | FORM, AO6388, RECEIPT CERTIFICATION | | | |
| | TOTAL UNITS 27 | REORDER LEVEL 10 | UNITS ON ORDER 0 | |
| GAO-102 | ENVELOPE, KRAFT, OFFICIAL USE, 12 X 9 1/2, HEADQUARTERS, MAX. 2 | | | |
| | TOTAL UNITS 2 | REORDER LEVEL 12 | UNITS ON ORDER 0 | |
| GAO-106A | ENVELOPE, WHITE, OFFICIAL USE, 9 1/2 X 4 1/8, VICE CHAIRMAN | | | |
| | TOTAL UNITS 0 | REORDER LEVEL 0 | UNITS ON ORDER 0 | |
| GAO-106 | ENVELOPE, WHITE, OFFICIAL USE, 7 3/8 X 4 1/8, VICE CHAIRMAN | | | |
| | TOTAL UNITS 0 | REORDER LEVEL 0 | UNITS ON ORDER 0 | |
| GAO-116 | ENVELOPE, WHITE, OFFICIAL USE, 9 1/2 X 4 1/8, CHAIRMAN | | | |
| | TOTAL UNITS 0 | REORDER LEVEL 0 | UNITS ON ORDER 0 | |
| GAO-116-1 | ENVELOPE, WHITE, OFFICIAL USE, 7 3/8 X 4 1/8, CHAIRMAN | | | |
| | TOTAL UNITS 0 | REORDER LEVEL 0 | UNITS ON ORDER 0 | |
| GAO-116 | ENVELOPE, WHITE, OFFICIAL USE, 9 3/8 X 4 1/8, MEMBER | | | |
| | TOTAL UNITS 1 | REORDER LEVEL 0 | UNITS ON ORDER 0 | |
| GAO-117 | LETTERHEAD, 8 1/2 X 11 HEADQUARTERS | | | |
| | TOTAL UNITS 10 | REORDER LEVEL 1 | UNITS ON ORDER 0 | |
| GAO-118 | LETTERHEAD, 8 1/2 X 11 CHAIRMAN | | | |
| | TOTAL UNITS 4 | REORDER LEVEL 2 | UNITS ON ORDER 0 | |
| GAO-124 | LETTERHEAD, 8 1/2 X 11 VICE CHAIRMAN | | | |
| | TOTAL UNITS 37 | REORDER LEVEL 0 | UNITS ON ORDER 0 | |
| GAO-13 | LETTERHEAD, 8 1/2 X 11 MEMBER | | | |
| | TOTAL UNITS 1 | REORDER LEVEL 0 | UNITS ON ORDER 0 | |
| GAO-130 | LETTERHEAD, 8 1/2 X 11 EXEC. DIRECTOR | | | |
| | TOTAL UNITS 6 | REORDER LEVEL 2 | UNITS ON ORDER 0 | |
| GAO-147 | LETTERHEAD, 7 5/16 X 8 1/2 CHAIRMAN | | | |
| | TOTAL UNITS 9 | REORDER LEVEL 1 | UNITS ON ORDER 0 | |
| GAO-15 | LETTERHEAD, 7 5/16 X 8 1/2 VICE CHAIRMAN | | | |
| | TOTAL UNITS 1 | REORDER LEVEL 0 | UNITS ON ORDER 0 | |
| GAO-150 | LETTERHEAD, 7 X 8 MEMBER | | | |
| | TOTAL UNITS 1 | REORDER LEVEL 0 | UNITS ON ORDER 0 | |
| GAO-152 | LETTERHEAD, 8 1/2 X 11 GENERAL COUNSEL | | | |
| | TOTAL UNITS 21 | REORDER LEVEL 0 | UNITS ON ORDER 0 | |
| GAO-154 | FORM, MSP812, OFFICIAL FILE COPY, YELLOW BOND | | | |
| | TOTAL UNITS 5 | REORDER LEVEL 2 | UNITS ON ORDER 0 | |
| GAO-155 | FORM, MSP8138, DECISION DOCUMENT | | | |
| | TOTAL UNITS 5178 | REORDER LEVEL 24 | UNITS ON ORDER 0 | |

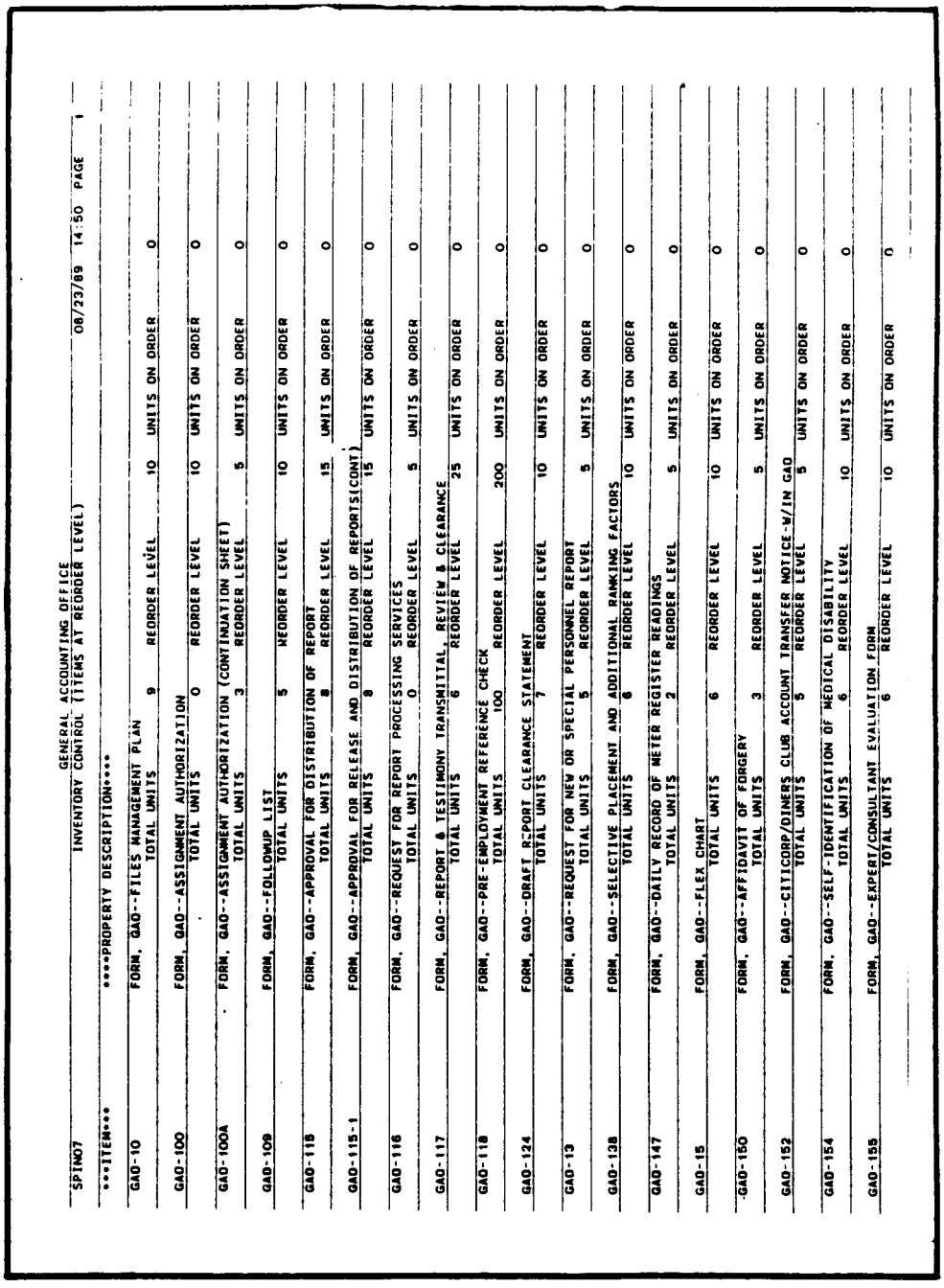
LIST OF OUTSTANDING PURCHASE ORDERS

SPIN04 GENERAL ACCOUNTING OFFICE 08/23/89 14:50 PAGE 1
INVENTORY CONTROL SYSTEM (OUTSTANDING P.O.'S)

| PO NO | PO DATE | ITEM NO | DESCRIPTION | UNITS ON ORDER |
|---|---|---|---|---|
| 8002059A | 09/23/88 | SC0456 | ADP--DISK, DUAL-SIDED, QUAD DENSITY, 5-1/4" | 500 |
| 8111444 | 05/23/88 | SC0364 | COPIER, FUSER LUBRICANT, XEROX 1075 | 30 |
| 8111446 | 05/25/88 | SC0103 | ADP--RIBBON, DIABLO MULTISTRIKE, FOR MICOM | 300 |
| 8112086 | 08/30/88 | SC0520 | PAD, STAMP, RED, 3 1/4 X 6 3/4 | 200 |
| 8112244 | 09/27/88 | SC0827 | MISC--CATALOG CASE | 40 |
| 8140045 | 04/20/88 | 7510-00-187-6489 | MISC--BINDER, 1", FLEXIBLE | 32 |
| 8140046 | 04/20/88 | 7510-00-409-8647 | MISC--BINDER, 1", RED | 32 |
| 8140087 | 06/07/88 | 7530-00-619-8880 | WRITING, PAD, EASEL | 288 |
| 8140092 | 06/07/88 | 7520-00-241-2988 | MISC--MOISTENER, ENVELOPE | 22 |
| 8140102 | 06/07/88 | 7510-00-281-4450 | MISC--TAB SET, INDEX (GARY CLOTH), ROUND PROJECTION, 5/8" | 2,592 |
| 8140104 | 06/07/88 | 7510-00-285-5422 | MISC--REINFORCEMENT EYELET, LARGE | 3,960 |
| 8140114 | 07/14/88 | 7510-00-286-5789 | MISC--RINGS, LOOSELEAF, (METAL), 2" | 250 |
| 8140150 | 08/30/88 | 7520-00-724-5606 | WRITING, PENCIL, MECHANICAL | 50 |
| 8140187 | 09/02/88 | 7520-00-162-6177 | MISC--STAPLE REMOVER, (TWEEZER TYPE) | 300 |
| 8140199 | 09/02/88 | 7530-00-268-3994 | ENVELOPE, 9-1/2 X 14-3/4" (3-1/2" EXP.), WALLET, RED TIE, (WRF) | 700 |
| 9111212 | 03/14/89 | SC0552 | ADP, PLOTTER PEN, PAPER, .7MM, BLUE | 3 |
| 9111778 | 06/08/89 | SC0458 | ADP, RIBBON, C.ITOH/CIE 3500 PRINTER | 2 |
| 9111881 | 06/27/89 | SC0534 | COPIER, DEVELOPER, XEROX 1065 (SR167) | 10 |
| 9140052 | 01/26/89 | 7510-00-272-3044 | BINDER, LABEL HOLDER, 2" | 100 |
| 9140064 | 02/16/89 | 7520-00-240-2411 | TAPE DISPENSER, DESK-TOP | 4 |
| 9140103 | 03/18/89 | 7510-00-286-5787 | RINGS, LOOSELEAF, METAL, 1" | 2,500 |
| 9140165 | 06/01/89 | 7540-00-634-4180 | FORM, SF-1012, TRAVEL VOUCHER | 20 |
| 9140179 | 06/26/89 | 8105-00-130-4586 | BAG, PAPER, 40 LB. CAPACITY (BURN BAG) | 500 |

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

LIST OF ITEMS AT REORDER LEVEL



GENERAL ACCOUNTING OFFICE

| SPINO7 | INVENTORY CONTROL (ITEMS AT REORDER LEVEL) | 08/23/89 14:50 PAGE 1 | | |
|---|---|---|---|---|
| ***ITEM*** | ****PROPERTY DESCRIPTION**** | | | |
| GAO-10 | FORM, GAO--FILES MANAGEMENT PLAN | | | |
| | TOTAL UNITS | 9 REORDER LEVEL | 10 UNITS ON ORDER | 0 |
| GAO-100 | FORM, GAO--ASSIGNMENT AUTHORIZATION | | | |
| | TOTAL UNITS | 0 REORDER LEVEL | 10 UNITS ON ORDER | 0 |
| GAO-100A | FORM, GAO--ASSIGNMENT AUTHORIZATION (CONTINUATION SHEET) | | | |
| | TOTAL UNITS | 3 REORDER LEVEL | 5 UNITS ON ORDER | 0 |
| GAO-109 | FORM, GAO--FOLLOWUP LIST | | | |
| | TOTAL UNITS | 5 REORDER LEVEL | 10 UNITS ON ORDER | 0 |
| GAO-115 | FORM, GAO--APPROVAL FOR DISTRIBUTION OF REPORT | | | |
| | TOTAL UNITS | 8 REORDER LEVEL | 15 UNITS ON ORDER | 0 |
| GAO-115-1 | FORM, GAO--APPROVAL FOR RELEASE AND DISTRIBUTION OF REPORTS(CONT) | | | |
| | TOTAL UNITS | 8 REORDER LEVEL | 15 UNITS ON ORDER | 0 |
| GAO-116 | FORM, GAO--REQUEST FOR REPORT PROCESSING SERVICES | | | |
| | TOTAL UNITS | 0 REORDER LEVEL | 5 UNITS ON ORDER | 0 |
| GAO-117 | FORM, GAO--REPORT & TESTIMONY TRANSMITTAL, REVIEW & CLEARANCE | | | |
| | TOTAL UNITS | 6 REORDER LEVEL | 25 UNITS ON ORDER | 0 |
| GAO-118 | FORM, GAO--PRE-EMPLOYMENT REFERENCE CHECK | | | |
| | TOTAL UNITS | 100 REORDER LEVEL | 200 UNITS ON ORDER | 0 |
| GAO-124 | FORM, GAO--DRAFT REPORT CLEARANCE STATEMENT | | | |
| | TOTAL UNITS | 7 REORDER LEVEL | 10 UNITS ON ORDER | 0 |
| GAO-13 | FORM, GAO--REQUEST FOR NEW OR SPECIAL PERSONNEL REPORT | | | |
| | TOTAL UNITS | 5 REORDER LEVEL | 5 UNITS ON ORDER | 0 |
| GAO-138 | FORM, GAO--SELECTIVE PLACEMENT AND ADDITIONAL RANKING FACTORS | | | |
| | TOTAL UNITS | 6 REORDER LEVEL | 10 UNITS ON ORDER | 0 |
| GAO-147 | FORM, GAO--DAILY RECORD OF METER REGISTER READINGS | | | |
| | TOTAL UNITS | 2 REORDER LEVEL | 5 UNITS ON ORDER | 0 |
| GAO-15 | FORM, GAO--FLEX CHART | | | |
| | TOTAL UNITS | 6 REORDER LEVEL | 10 UNITS ON ORDER | 0 |
| GAO-150 | FORM, GAO--AFFIDAVIT OF FORGERY | | | |
| | TOTAL UNITS | 3 REORDER LEVEL | 5 UNITS ON ORDER | 0 |
| GAO-152 | FORM, GAO--CITICORP/DINERS CLUB ACCOUNT TRANSFER NOTICE-W/IN GAO | | | |
| | TOTAL UNITS | 5 REORDER LEVEL | 5 UNITS ON ORDER | 0 |
| GAO-154 | FORM, GAO--SELF-IDENTIFICATION OF MEDICAL DISABILITY | | | |
| | TOTAL UNITS | 6 REORDER LEVEL | 10 UNITS ON ORDER | 0 |
| GAO-155 | FORM, GAO--EXPERT/CONSULTANT EVALUATION FORM | | | |
| | TOTAL UNITS | 6 REORDER LEVEL | 10 UNITS ON ORDER | 0 |

GENERAL ACCOUNTING OFFICE
INVENTORY CONTROL SYSTEM(ITEM LIST) 08/23/89 14:51 PAGE 37

SPIN 10

| ***ITEM*** | ***PROP DESCRIPTION*** | UNIT PRICE | QUANTITY | VALUE |
|---|---|---|---|---|
| 8105-00-130-4586 | BAG, PAPER, 40 LB. CAPACITY (BURN BAG) | .0500 | 3,739 | 186.95 |
| 8105-00-281-1188 | SHIPPING, BAG, MAILER, JIFFY #4 | .1000 | 11,386 | 1,138.60 |
| 8105-00-281-1428 | BAG, PAPER, GROCERY, 57 LB. CAPACITY | .0200 | 7,333 | 146.66 |
| 8105-00-281-1438 | SHIPPING, BAG, MAILER, JIFFY #5 | .1200 | 193 | 23.16 |
| 8105-00-280-0340 | SHIPPING, BAG, MAILER, JIFFY #0 | .0500 | 10,911 | 545.55 |
| 8105-00-280-0342 | SHIPPING, BAG, MAILER, JIFFY #1 | .0700 | 18,233 | 1,276.31 |
| 8105-00-280-0343 | SHIPPING, BAG, MAILER, JIFFY #2 | .0900 | 18,219 | 1,639.71 |
| 8105-00-578-2629 | BAG, PAPER, GROCERY, 70 LB. CAPACITY | .0600 | | .00 |
| 8115-00-117-8344 | SHIPPING, BOX, RECORDS CENTER, 14-3/4 X 12 X 9-1/2" | .5500 | 1,515 | 833.25 |
| 8115-00-117-8347 | SHIPPING, BOX, MAGNETIC TAPE STORAGE, 14-3/4 X 11-3/4 X 11-3/4" | .6000 | 1,166 | 699.60 |
| 8115-00-132-9531 | SHIPPING, BOX, FIBERBOARD, 12-5/16 X 9-13/16 X 10" (LIMITED) | .2600 | 100 | 26.00 |
| 8115-00-176-8062 | SHIPPING, BOX, FIBERBOARD, 12 X 10 X 10" | .5200 | 1,682 | 874.64 |
| 8115-00-178-0580 | SHIPPING, BOX, FIBERBOARD, 18 X 14 X 18" | .6840 | 460 | 314.64 |
| 8115-00-285-1348 | SHIPPING, BOX, FIBERBOARD, 12 X 9-1/2 X 5" | .3000 | 325 | 97.50 |
| 8115-00-290-3378 | SHIPPING, BOX, FIBERBOARD, 15 X 7 X 7" | .2100 | 225 | 47.25 |
| 8135-00-281-8608 | TAGS, CIRCULAR, 1-1/4" DIAM., WHITE | 2.4300 | 63 | 153.09 |
| 8455-00-898-8730 | IDENTIFICATION BADGE, PLASTIC, FOR 2 X 3" CARDS (INCLUDED) | .0500 | 4,598 | 229.90 |
| 9520-00-286-8599 | ASHTRAY, 8", ROUND, AMBER | .9500 | | .00 |
| 9520-00-286-8600 | ASHTRAY, 4-1/2", SQUARE, CLEAR | .3100 | 78 | 24.18 |
| | | | | 4,874.34 |

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

LIST OF BACKORDERS

USER INTERACTION WITH CRT SCREEN

REPORT NO 01 GENERAL ACCOUNTING OFFICE 08/23/89 11:03 PAGE 2

| ITEM | PROP DESCRIPTION | DATE ENTERED | REQUEST | UNITS | REQUESTOR |
|---|---|---|---|---|---|
| 7110-00-149-1698-PA | CABINET, LATERAL, 3 DRW | 3/16/85 | 07001922 | 1 | FMIA |
| 7110-00-262-6647 | COAT TREE | 3/20/85 | 27001860 | 1 | FSIS |
| 7195-00-132-9642 | COAT TREE, WOOD | 3/16/85 | 10001869 | 1 | FAS |
| 7110-00-833-0486 | CREDENZA, WOOD, CLASS "A" 72X18X30 | 10/10/84 | 10000275 | 1 | FAS |
| 7110-00-833-0486 | CREDENZA, WOOD, CLASS "A" 72X18X30 | 3/16/85 | 14001892 | 1 | OGC |
| | | | | 2 | |
| 7110-00-128-0094 | CREDENZA, 30X18X29 | 3/16/85 | 14001892 | 1 | OGC |
| 7110-00-143-0840-BR | DESK, METAL, OVERHANG, 40X78 | 10/17/84 | 3707964 | 1 | FSIS |
| 7110-00-143-0838-PA | DESK, METAL, TYPIST, RIGHT PEDESTAL, 34X6 | 3/19/85 | 96001967 | 1 | OP |
| 7110-00-262-6693 | DESK, WOOD, CLASS "A", SECRETARY, DOUBLE | 3/16/85 | 20001908 | 1 | SRS |
| 4110-00-721-9931 | DESK, WOOD, UNITIZED, RIGHT PEDESTAL, 24X | 10/16/84 | 03000405 | 1 | ARS |
| 7110-00-801-9835-BL | STAND, OFFICE MACHINE | 10/17/84 | 43000578 | 1 | DICD |
| 7110-00-685-5534 | STAND, OFFICE, 20X18X26 1/2, TWO DROP LEA | 3/16/85 | 14001894 | 1 | OGC |
| 7110-00-685-5534 | STAND, OFFICE, 20X18X26 1/2, TWO DROP LEA | 3/16/85 | 10001866 | 1 | FAS |
| | | | | 2 | |
| 7110-00-149-2045 | TABLE, OFFICE, W/O DRW, 84X36 | 10/16/84 | 08000435 | 1 | FCIC |
| 7110-00-149-2046 | TABLE, ROUND, 54" | 10/17/84 | 37000545 | 2 | FSIS |
| | | | | 2 | |

GENERAL ACCOUNTING OFFICE

SPIN11 INVENTORY CONTROL SYSTEM (OUTSTANDING REQ. 75) 08/23/89 45:14 PAGE 1

| REQ NO | REQ DATE | ITEM NO | DESCRIPTION | UNITS ON ORDER |
|---|---|---|---|---|
| 88-1225-031 | 01/20/88 | SC0493 | ADP--DISKETTE, DOUBLE-SIDED, 3-1/2" | 200 |
| 88-1225-031# | 01/20/88 | SC0493 | ADP--DISKETTE, DOUBLE-SIDED, 3-1/2" | 200 |
| 88-1225-040 | 01/25/88 | 7510-00-290-2026 | MISC--TAPE, MASKING, 2" | 400 |
| 88-1225-040 | 01/25/88 | 7520-00-162-6156 | CALENDAR, STAND, TYPE III, 3-5/8 X 5-7/8" | 50 |
| 88-1225-053 | 03/24/88 | 7510-00-272-3044 | MISC--HOLDER, BINDER LABEL, 2" | 200 |
| 88-1225-053 | 03/24/88 | 7510-00-281-4450 | MISC--TAB SET, INDEX (GARY CLOTH), ROUND PROJECTION, 5/8" | 600 |
| 88-1225-053 | 03/24/88 | 7510-00-281-5972 | MISC--HOLDER, BINDER LABEL, 1" | 100 |
| 88-1225-053 | 03/24/88 | 7510-00-28 .6180 | MISC--BINDER, 3 RING, 1", BLACK, 8-1/2 X 11" | 400 |
| 88-1225-053 | 03/24/88 | 7510-00-285-5422 | MISC--REINFORCEMENT EYELET, LARGE | 500 |
| 88-1225-053 | 03/24/88 | 7510-00-530-8881 | MISC--BINDER, BLACK, 2", 11 X 8-1/2" | 3,000 |
| 88-1225-053 | 03/24/88 | 7530-00-160-8477 | MISC--INDEX SHEET, 8-1/2 X 11", BUFF | 500 |
| 88-1225-053 | 03/24/88 | 7530-00-959-4441 | MISC--INDEX SHEET, 8-1/2 X 11", WHITE, 1/5 CUT | 500 |
| 88-1225-054 | 03/24/88 | SC0456 | ADP--DISK, DUAL-SIDED, QUAD DENSITY, 5-1/4" | 200 |
| 88-1225-055 | 03/24/88 | SC0051 | MISC--LIGHT, BULB, FLOURESCENT, FOR DESK LAMPS, 15 WATT | 200 |
| 88-1225-056 | 03/24/88 | SC0107 | TYPING, CORRECTION FLUID, WHITE | 1,500 |
| 88-1225-057 | 03/24/88 | 7510-00-286-5755 | WRITING, PENCIL, #2 | 1,000 |
| 88-1225-057 | 03/24/88 | 7510-00-286-5789 | MISC--RINGS, LOOSELEAF, (METAL), 2" | 3,000 |
| 88-1225-057 | 03/24/88 | 8040-00-281-9244 | MISC--GLUE, CEMENT | 50 |
| 88-1225-057 | 03/24/88 | 7510-00-286-5787 | MISC--RINGS, LOOSELEAF, (METAL), 1" | 4,000 |
| 88-1225-058 | 03/29/88 | 7510-00-187-6489 | MISC--BINDER, 1", FLEXIBLE | 500 |
| 88-1225-058 | 03/29/88 | 7510-00-235-6046 | MISC--PAPER FASTENER, 6" | 400 |
| 88-1225-058 | 03/29/88 | 7510-00-409-8647 | MISC--BINDER, 1", RED | 500 |
| 88-1225-062 | 04/12/88 | 7540-01-207-5536 | SF-706, TOP SECRET LABEL | 50 |
| 88-1225-062 | 04/12/88 | 7540-01-207-5537 | SF-707, SECRET LABEL | 50 |
| 88-1225-062 | 04/12/88 | 7540-01-207-5538 | SF-708, CONFIDENTIAL LABEL | 50 |
| 88-1225-062 | 04/12/88 | 7540-01-207-5539 | SF-710, UNCLASSIFIED LABEL | 100 |

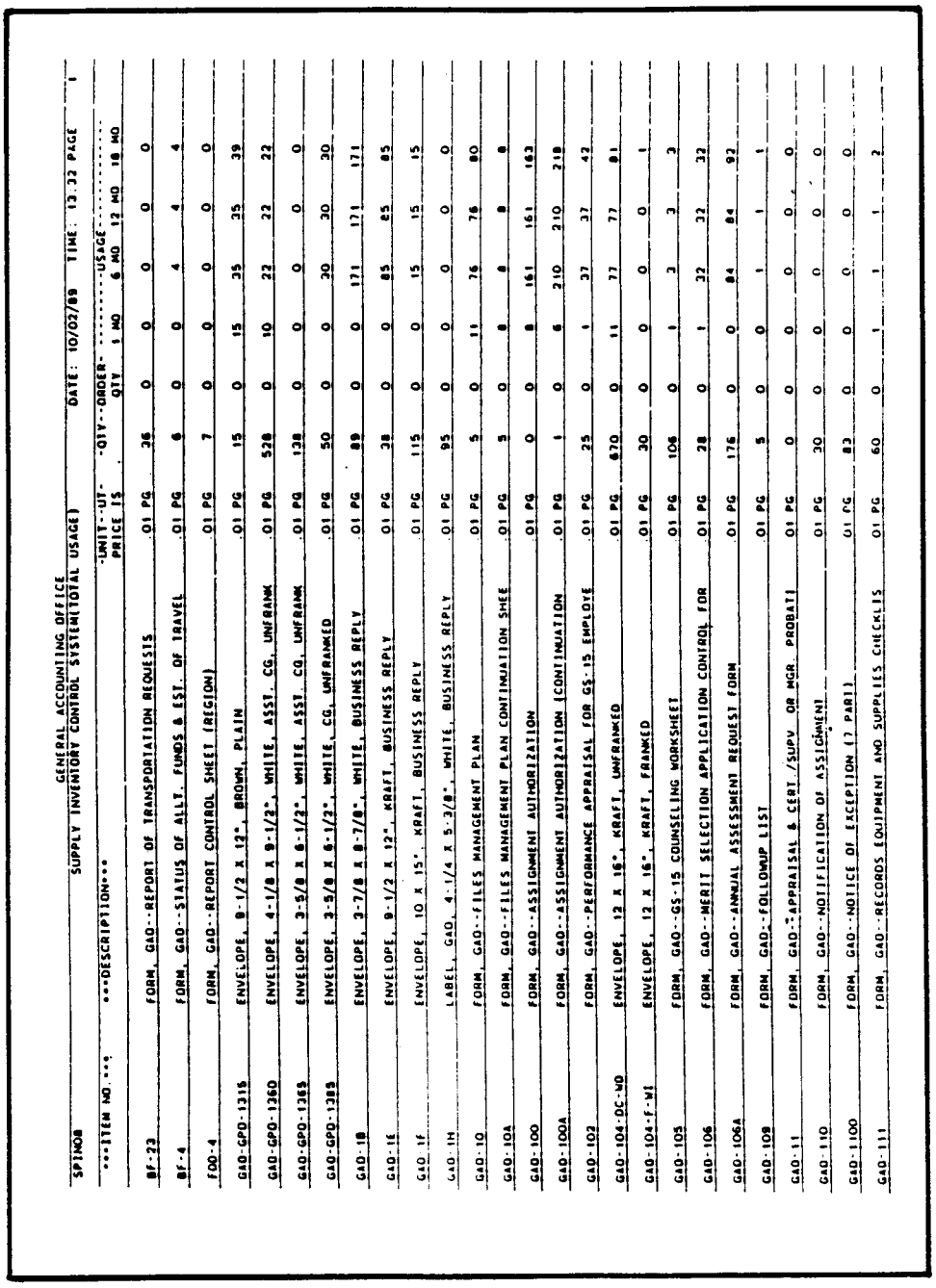
NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

INVENTORY VALUATION REPORT

SPIN12 GENERAL ACCOUNTING OFFICE 08/23/89 14:53 PAGE 57
INVENTORY VALUATION REPORT

| OBJECT CLASS | ITEM NO. | UNIT OF ISS | QTY ON HAND | UNIT PRICE | VALUE |
|---|---|---|---|---|---|
| 2660 | 7530-00-145-0414 | BX | 0 | 19.8000 | 0.00 |
| PROP DESCRIPTION: ADP, PAPER, TABULATING, COMPUTER, 14-7/8 X 11", 1 PART, RULED | | | | | |
| 2660 | 7530-00-145-0415 | BX | 20 | 23.6000 | 472.00 |
| PROP DESCRIPTION: ADP, PAPER, TABULATING, COMPUTER, 14-7/8 X 11", 2 PART, RULED | | | | | |
| 2660 | 7530-00-145-0416 | BX | 45 | 30.0000 | 1,350.00 |
| PROP DESCRIPTION: ADP, PAPER, TABULATING, COMPUTER, 14-7/8 X 11", 3 PART, RULED | | | | | |
| OBJECT CLASS TOTALS | | | 12,950 | | 150,401.65 |
| OBJECT CLASS GRAND TOTAL | | | 350,262 | | 488,070.00 |

LIST OF TOTAL USAGE



GENERAL ACCOUNTING OFFICE

SPIN08 SUPPLY INVENTORY CONTROL SYSTEM(TOTAL USAGE) DATE: 10/02/89 TIME: 13.32 PAGE 1

| ***ITEM NO.*** | ***DESCRIPTION*** | -UNIT--UT- PRICE IS | -QTY-- | -ORDER- QTY | ---------USAGE---------- 1 MO | 6 MO | 12 MO | 18 MO |
|---|---|---|---|---|---|---|---|---|
| BF-23 | FORM, GAO--REPORT OF TRANSPORTATION REQUESTS | .01 PG | 36 | 0 | 0 | 0 | 0 | 0 |
| BF-4 | FORM, GAO--STATUS OF ALLT. FUNDS & EST. OF TRAVEL | .01 PG | 6 | 0 | 0 | 4 | 4 | 4 |
| FOD-4 | FORM, GAO--REPORT CONTROL SHEET (REGION) | .01 PG | 7 | 0 | 0 | 0 | 0 | 0 |
| GAO-GPO-1315 | ENVELOPE, 9-1/2 X 12", BROWN, PLAIN | .01 PG | 15 | 0 | 15 | 35 | 35 | 39 |
| GAO-GPO-1360 | ENVELOPE, 4-1/8 X 9-1/2", WHITE, ASST. CG, UNFRANK | .01 PG | 528 | 0 | 10 | 22 | 22 | 22 |
| GAO-GPO-1365 | ENVELOPE, 3-5/8 X 6-1/2", WHITE, ASST. CG, UNFRANK | .01 PG | 138 | 0 | 0 | 0 | 0 | 0 |
| GAO-GPO-1385 | ENVELOPE, 3-5/8 X 6-1/2", WHITE, CG, UNFRANKED | .01 PG | 50 | 0 | 0 | 30 | 30 | 30 |
| GAO-1B | ENVELOPE, 3-7/8 X 8-7/8", WHITE, BUSINESS REPLY | .01 PG | 89 | 0 | 0 | 171 | 171 | 171 |
| GAO-1E | ENVELOPE, 9-1/2 X 12", KRAFT, BUSINESS REPLY | .01 PG | 38 | 0 | 0 | 85 | 85 | 85 |
| GAO-1F | ENVELOPE, 10 X 15", KRAFT, BUSINESS REPLY | .01 PG | 115 | 0 | 0 | 15 | 15 | 15 |
| GAO-1H | LABEL, GAO, 4-1/4 X 5-3/8", WHITE, BUSINESS REPLY | .01 PG | 95 | 0 | 0 | 0 | 0 | 0 |
| GAO-10 | FORM, GAO--FILES MANAGEMENT PLAN | .01 PG | 5 | 0 | 11 | 76 | 76 | 80 |
| GAO-10A | FORM, GAO--FILES MANAGEMENT PLAN CONTINUATION SHEE | .01 PG | 5 | 0 | 8 | 8 | 8 | 8 |
| GAO-100 | FORM, GAO--ASSIGNMENT AUTHORIZATION | .01 PG | 0 | 0 | 8 | 161 | 161 | 163 |
| GAO-100A | FORM, GAO--ASSIGNMENT AUTHORIZATION (CONTINUATION | .01 PG | 1 | 0 | 6 | 210 | 210 | 218 |
| GAO-102 | FORM, GAO--PERFORMANCE APPRAISAL FOR GS-15 EMPLOYE | .01 PG | 25 | 0 | 1 | 37 | 37 | 42 |
| GAO-104-DC-WD | ENVELOPE, 12 X 16", KRAFT, UNFRANKED | .01 PG | 670 | 0 | 11 | 77 | 77 | 81 |
| GAO-104-F-WI | ENVELOPE, 12 X 16", KRAFT, FRANKED | .01 PG | 30 | 0 | 0 | 0 | 0 | 1 |
| GAO-105 | FORM, GAO--GS-15 COUNSELING WORKSHEET | .01 PG | 106 | 0 | 1 | 3 | 3 | 3 |
| GAO-106 | FORM, GAO--MERIT SELECTION APPLICATION CONTROL FOR | .01 PG | 28 | 0 | 1 | 32 | 32 | 32 |
| GAO-106A | FORM, GAO--ANNUAL ASSESSMENT REQUEST FORM | .01 PG | 176 | 0 | 0 | 84 | 84 | 92 |
| GAO-109 | FORM, GAO--FOLLOWUP LIST | .01 PG | 5 | 0 | 0 | 1 | 1 | 1 |
| GAO-11 | FORM, GAO--APPRAISAL & CERT./SUPV. OR MGR. PROBATI | .01 PG | 0 | 0 | 0 | 0 | 0 | 0 |
| GAO-110 | FORM, GAO--NOTIFICATION OF ASSIGNMENT | .01 PG | 30 | 0 | 0 | 0 | 0 | 0 |
| GAO-1100 | FORM, GAO--NOTICE OF EXCEPTION (7 PART) | .01 PG | 83 | 0 | 0 | 0 | 0 | 0 |
| GAO-111 | FORM, GAO--RECORDS EQUIPMENT AND SUPPLIES CHECKLIS | .01 PG | 60 | 0 | 1 | 1 | 1 | 2 |

SYSTEMS ACCESS MANUAL
PROPERTY MANAGEMENT INFORMATION SYSTEM (PMIS)
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

SUPPLY INVENTORY PULLER LIST

SPIN1301 GENERAL ACCOUNTING OFFICE PAGE 1
01/08/92 SUPPLY INVENTORY PULLER LIST

REQUEST NUMBER: 40511154 CONTACT INFO: CREMONIA RASPBERRY
REQUEST DATE: 06/03/91 SHIP TO NAME: SAME AS ABOVE
P O BOX 111
123 OLD SPANISH TRAIL
HOUSTON TX 77024

| ITEM NUMBER | DESCRIPTION | QTY REQUESTED | UNIT OF ISSUE |
|---|---|---|---|
| GAO-2410 | INVENTORY REQUEST LIST | 1 | EA |
| SC0107 | TYPING CORRECTION FLUID, WHITE | 2 | BX |
| SC0384 | COPIER,FUSER LUBRICANT,XEROX1075 | 3 | BX |
| SC0449 | COPIER, TD PAK | 1 | BX |
| SC0456 | ADP-DISK,DUAL-SIDED | 4 | BX |

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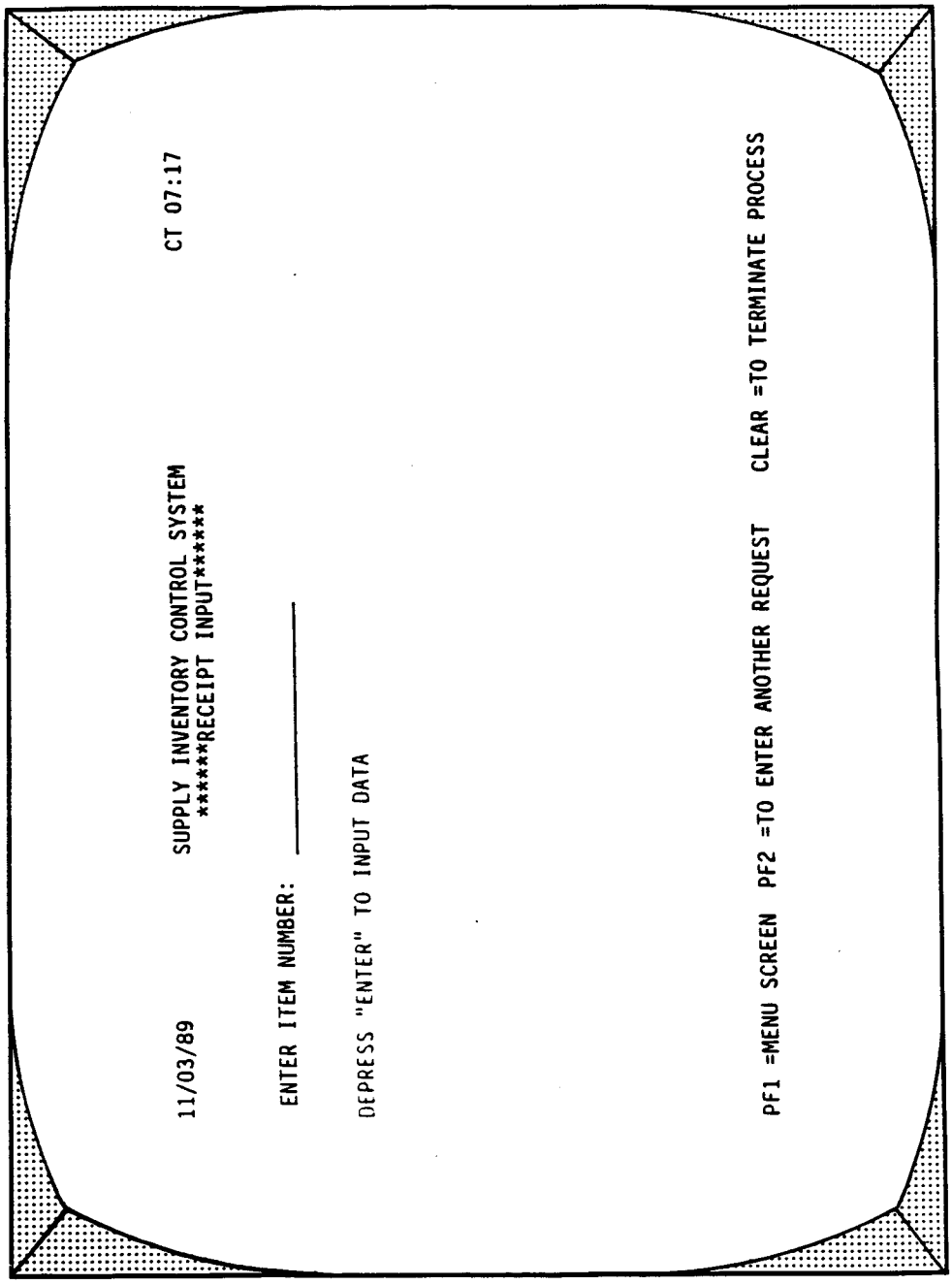
ENTER RECEIPT DATA

CRT SCREEN EXHIBIT



ENTER RECEIPT DATA

## USER INTERACTION WITH CRT SCREEN

To access the Enter Receipt Data screen, select Option 21 on the Administrative Menu screen and press the Enter key.

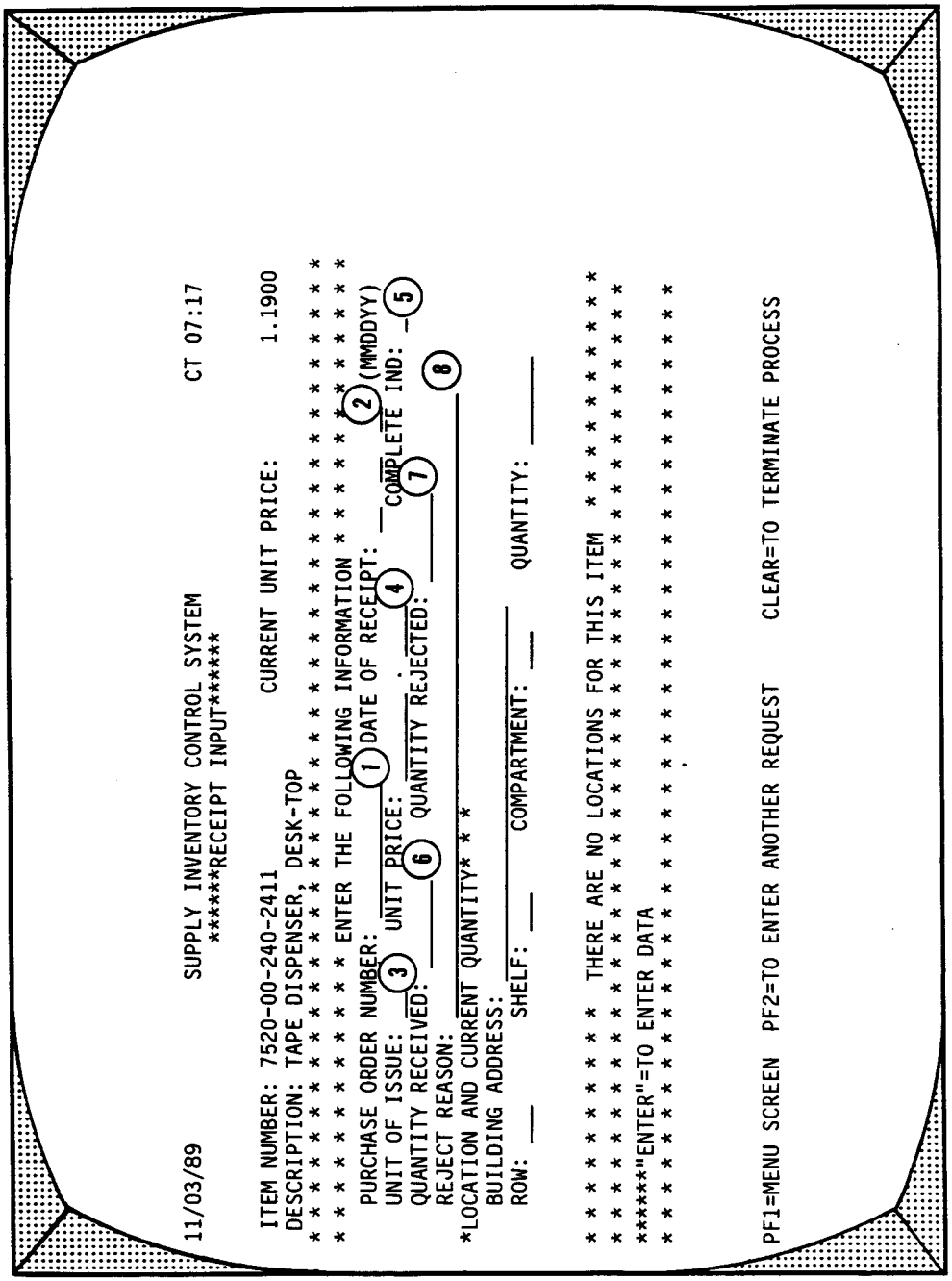
ENTER ITEM NUMBER: (Required) Key in the item number/stock number (20-character maximum alphanumeric field) that identifies the supply item. The resultant screen, displayed on the following page, provides the master record for the item number/stock number entered, and allows the user to input data for items received.

Press the Enter key to transmit the data. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER RECEIPT DATA

**CRT SCREEN EXHIBIT**



ENTER RECEIPT DATA

## USER INTERACTION WITH CRT SCREEN

The above displayed screen is the resultant screen based on the data entered at the previous screen and allows the user to record the receipt of supply items. Complete the following fields to input the receipt of supply items.

① PURCHASE ORDER NUMBER: (Required) Key in the purchase order number (12-character maximum alphanumeric field ).

② DATE OF RECEIPT: (Required) Key in the receipt date (six-digit maximum field) using the format month/date/year, e.g., 070389.

③ UNIT OF ISSUE: (Required) Key in the two-character alphabetical code that denotes the manner in which distribution will be made. See Appendix A for a list of valid unit of issue codes.

④ UNIT PRICE: (Required) Key in the cost of one item (11-digit maximum field) using the dollars and cents format.

⑤ COMPLETE IND: Key in a C in this optional entry field to indicate receipt of the full shipment. Key in a P for receipt of a partial shipment.

⑥ QUANTITY RECEIVED: (Required) Key in the number of items received (seven-digit maximum field).

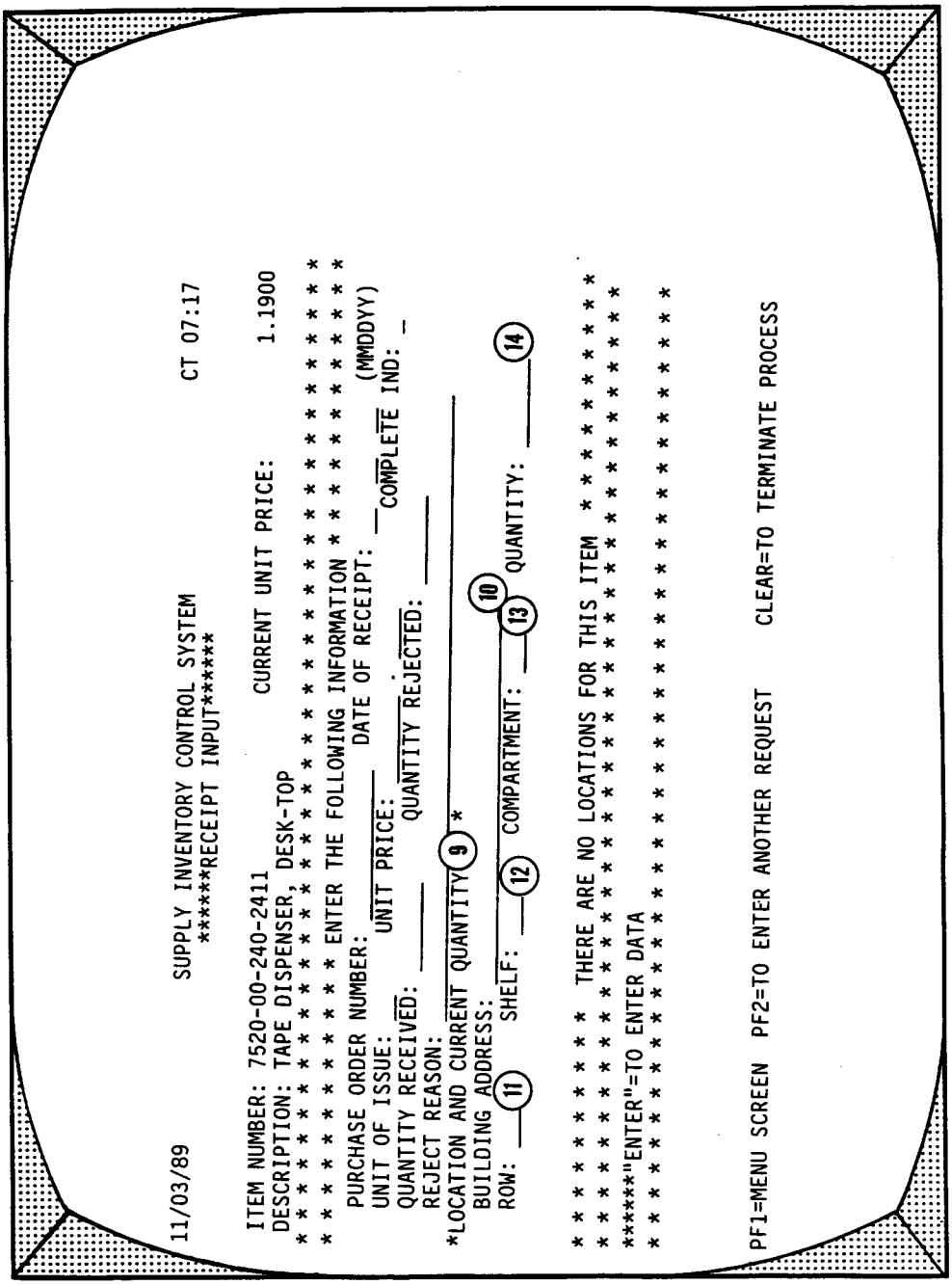
⑦ QUANTITY REJECTED: Not used at this time.

⑧ REJECT REASON: Not used at this time.

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE (GAO)

ENTER RECEIPT DATA (CONT'D)

**CRT SCREEN EXHIBIT**



# USER INTERACTION WITH CRT SCREEN



(9) LOCATION AND CURRENT QUANTITY: The following fields are used to show the exact location and the number of items that are in the inventory. Only use these fields when the item received currently has no location in the system.

(10) BUILDING ADDRESS: Key in the address where the items will be stored (30-character maximum alphanumeric field).

(11) ROW: Key in the row location where the item will be stored (3-character maximum alphanumeric field).

(12) SHELF: Key in the shelf location where the item will be stored (3-character maximum alphanumeric field).

(13) COMPARTMENT: Key in the compartment location where the item will be stored (3-character maximum alphanumeric field).

(14) QUANTITY: Not used at this time.

Press the Enter key to transmit the data. If the supply item received currently has a location in the system, press the PF4 key to display the first location of the item. Press the PF1 key to return to the Administrative Menu. Press the PF2 key to enter another request. Press the Clear key to end the session.

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# APPENDIXES

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# UNIT OF ISSUE CODES

## UNIT OF ISSUE CODES

The designations shown below are the units of issue for GAO.

| | | | |
|---|---|---|---|
| AM | Ampoule | BX | Box |
| AT | Assortment | CA | Cartridge |
| AY | Assembly | CB | Carboy |
| BA | Ball | CD | Cubic yard |
| BD | Bundle | CE | Cone |
| BE | Bale | CF | Cubic Foot |
| BF | Board foot | CK | Cake |
| BG | Bag | CL | Coil |
| BK | Book | CN | Can |
| BL | Barrel | CO | Container |
| BO | Bolt | CS | Case |
| BR | Bar | CY | Cylinder |
| BT | Bottle | CZ | Cubic meter |
| DR | Drum | LG | Length |
| DZ | Dozen | LI | Liter |
| EA | Each | MC | Thousand Cubic feet |
| FT | Foot | ME | Meal |
| GL | Gallon | MO | Monthly |
| GP | Group | MR | Meter |
| GR | Gross | MX | Thousand |
| HD | Hundred | OC | Occurrence |
| HK | Hank | OT | Outfil |
| HR | Hour | OZ | Ounce |
| JR | Jar | PD | Pad |
| KT | Kit | PG | Package |
| LB | Pound | | |
| PM | Plate | SK | Skein |
| PR | Pair | SP | Spool |
| PT | Pint | SO | Shot |
| PZ | Packet | SP | Strip |
| QT | Quart | SX | Stick |
| RA | Ration | SY | Square yard |
| RL | Reel | TN | Ton |
| RM | Ream | TO | Troy ounce |
| RO | Roll | TU | Tube |
| SD | Skid | VI | Vial |
| SE | Set | YD | Yard |
| SF | Square foot | YR | Year/Annual |
| SH | Sheet | | |

# BUDGET OBJECT CLASSES

## BUDGET OBJECT CLASSIFICATIONS

| BUDGET OBJECT CLASSIFICATIONS | DESCRIPTION |
|---|---|
| 2410 | PRINTED MATERIALS |
| 2610 | COPIER SUPPLIES |
| 2640 | GENERAL SUPPLIES |
| 2660 | ADP SUPPLIES |
| 3110 | EQUIPMENT |

# FORM TYPES

| FORM TYPE | DESCRIPTION | PURPOSE |
|---|---|---|
| 107A | AD-107, Report of Transfer or Other Disposition or Construction For Property | Adds to inventory master file |
| 107S | AD-107, Report of Transfer or Other Disposition or Construction For Property | Subtracts from inventory master file |
| 120S | SF-120, Report of Excess Personal Property | Subtracts from inventory master file |
| 122A | SF-122, Transfer Order Excess Personal Property | Adds to inventory master file |
| 122S | SF-122, Transfer Order Excess Personal Property | Subtracts from inventory master file |
| 126A | SF-126, Report of Personal Property for Sale | Adds to inventory master file |
| 126S | SF-126, Report of Personal Property for Sale | Subtracts from inventory master file |
| ADDINV | | Adds to inventory master file |
| SUBINV | | Subtracts from inventory master file |
| ADJRHB | | Used to adjust rehabilitation charge only |

# FOCUS DATA ELEMENTS

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE

FOCUS DATA ELEMENTS

PAGE 1

SPIN FIELD LISTING 12/15/87 14.08.46

| FOCUS FIELD NAME | IDMS RECORD NAME | FOCUS ALIAS | USAGE FORMAT | DEFINED FIELD INDICATOR | IDMS FIELD NAME |
|---|---|---|---|---|---|
| ADJ_TYPE | INV-ADJ | P030310C7059 | A01 | | ADJ-TYPE |
| AGENCY_CODE | TRANS-HIST-AGCY | P030330C0894 | A02 | | AGENCY-CODE |
| CONTACT_INFO | TRANS-HIST | P030331C7042 | A30 | | CONTACT-INFO |
| CONTRACT_NO | TRANS-HIST | P030331C7043 | A14 | | CONTRACT-NO |
| D_TRAN_YR_M | TRANS-YR-MO | P030323C7083 | A05 | | DATE-TRANS-YR-MO |
| D_TRAN_YR_M | HIST-YR-MO | P030335C7083 | P04L | | DATE-TRANS-YR-MO |
| DATE_DA_SHPD | TRANS-HIST | P030331C9457 | P02L | | DATE-SHIPPED-DA |
| DATE_ENT | INV-ITEM | | YMD | GROUP DATE | |
| DATE_ENT | TRANS-HIST | - | YMD | GROUP DATE | |
| DATE_ENT_DA | INV-ITEM | P030304C6611 | P02L | | DATE-ENTERED-DA |
| DATE_ENT_DA | TRANS-HIST | P030331C6611 | P02L | | DATE-ENTERED-DA |
| DATE_ENT_MO | INV-ITEM | P030304C6610 | P02L | | DATE-ENTERED-MO |
| DATE_ENT_MO | TRANS-HIST | P030331C6610 | P02L | | DATE-ENTERED-MO |
| DATE_ENT_YR | INV-ITEM | P030304C6609 | P02L | | DATE-ENTERED-YR |
| DATE_ENT_YR | TRANS-HIST | P030331C6609 | P02L | | DATE-ENTERED-YR |
| DATE_ISS | TRANS-HIST | | YMD | GROUP DATE | |
| DATE_ISS_DA | TRANS-HIST | P030331C9546 | A02 | | DATE-ISSUED-DA |
| DATE_ISS_MO | TRANS-HIST | P030331C9545 | A02 | | DATE-ISSUED-MO |
| DATE_ISS_YR | TRANS-HIST | P030331C9544 | A02 | | DATE-ISSUED-YR |
| DATE_MO_SHPD | TRANS-HIST | P030331C7047 | P02L | | DATE-SHIPPED-MO |
| DATE_REQ | TRANS-HIST | | YMD | GROUP DATE | |
| DATE_REQ_DA | TRANS-HIST | P030331C7028 | P02L | | DATE-REQUIRED-DA |
| DATE_REQ_MO | TRANS-HIST | P030331C7027 | P02L | | DATE-REQUIRED-MO |
| DATE_REQ_YR | TRANS-HIST | P030331C7026 | P02L | | DATE-REQUIRED-YR |
| DATE_ROST | TRANS-HIST | | YMD | GROUP DATE | |
| DATE_ROST_DA | TRANS-HIST | P030331C7037 | P02L | | DATE-OF-REQUEST-DA |
| DATE_ROST_MO | TRANS-HIST | P030331C7035 | P02L | | DATE-OF-REQUEST-MO |
| DATE_ROST_YR | TRANS-HIST | P030331C7033 | P02L | | DATE-OF-REQUEST-YR |
| DATE_YR_SHPD | TRANS-HIST | P030331C7046 | P02L | | DATE-SHIPPED-YR |
| DEL_TO_CITY | TRANS-HIST-ADDR | P030332C6613 | A20 | | DELIVER-TO-CITY |
| DEL_TO_NAME | TRANS-HIST-ADDR | P030332C7044 | A30 | | DELIVER-TO-NAME |
| DEL_TO_STATE | TRANS-HIST-ADDR | P030332C6614 | A02 | | DELIVER-TO-STATE |
| DEL_TO_ZIP | TRANS-HIST-ADDR | P030332C6615 | A05 | | DELIVER-TO-ZIP |
| DEL_1ST_ADD | TRANS-HIST-ADDR | P030332C3190 | A35 | | DELIVER-TO-1ST-ADD |
| DEL_2ND_ADD | TRANS-HIST-ADDR | P030332C2191 | A35 | | DELIVER-TO-2ND-ADD |
| DT_OF_ADJ | INV-ADJ | | YMD | GROUP DATE | |
| DT_OF_ADJ_DA | INV-ADJ | P030310C7073 | P02L | | DATE-OF-ADJ-DA |
| DT_OF_ADJ_MO | INV-ADJ | P030310C7072 | P02L | | DATE-OF-ADJ-MO |
| DT_OF_ADJ_YR | INV-ADJ | P030310C7071 | P02L | | DATE-OF-ADJ-YR |
| DT_OF_PO | PURCHASE-ORDER | | YMD | GROUP DATE | |
| DT_OF_PO_DA | PURCHASE-ORDER | P030312C7065 | P02L | | DATE-OF-PO-DA |
| DT_OF_PO_MO | PURCHASE-ORDER | P030312C7065 | P02L | | DATE-OF-PO-MO |
| DT_OF_PO_YR | PURCHASE-ORDER | P030312C7064 | P02L | | DATE-OF-PO-YR |
| DT_RECEPT | PO-RECEIPT | | YMD | GROUP DATE | |
| DT_RECEPT_DA | PO-RECEIPT | P030313C7081 | P02L | | DATE-OF-RECEIPT-DA |
| DT_RECEPT_MO | PO-RECEIPT | P030313C7079 | P02L | | DATE-OF-RECEIPT-MO |
| DT_RECEPT_YR | PO-RECEIPT | P030313C7077 | P02L | | DATE-OF-RECEIPT-YR |
| ENTRY_CD | ITEM-EP | P030301C0001 | P01 | | ENTRY-CODE |
| INV_CLASS_C | INV-CLASS | P030303C7011 | A04 | | INV-CLASS-CODE |
| INV_FUND_CD | TRANS-HIST | P030331C7041 | A02 | | INV-FUND-CD |

FOCUS DATA ELEMENTS (CONT'D)

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SPIN FIELD LISTING 12/15/87 14.08.46

| FOCUS FIELD NAME | IDMS RECORD NAME | FOCUS ALIAS | USAGE FORMAT | DEFINED FIELD INDICATOR | IDMS FIELD NAME |
|---|---|---|---|---|---|
| ITEM_NO | INV-ITEM | PO30304C7014 | A20 | | ITEM-NO |
| ITEM_NO | TRANS-HIST-KEY | PO30322C7014 | A20 | | ITEM-NO |
| ITEM_NO | TRANS-HIST | PO30334C7014 | A20 | | ITEM-NO |
| LINE_ITEM | PO-RECEIPT | PO30313C7163 | P02 | | LINE-ITEM |
| LOC_BLDG_ADD | INV-LOCATION | PO30306C7051 | A30 | | LOCATION-BLDG-ADD |
| LOC_BLDG_ADD | INV-ADJ | PO30310C7051 | A30 | | LOCATION-BLDG-ADD |
| LOC_BLDG_ADD | RCVD-INV-LOC | PO30314C7051 | A30 | | LOCATION-BLDG-ADD |
| LOC_BLDG_ADD | TRANS-HIST-LOC | PO30333C7051 | A30 | | LOCATION-BLDG-ADD |
| LOC_COMPART | INV-LOCATION | PO30306C7054 | A03 | | LOCATION-COMPARTMENT |
| LOC_COMPART | INV-ADJ | PO30310C7054 | A03 | | LOCATION-COMPARTMENT |
| LOC_COMPART | RCVD-INV-LOC | PO30314C7054 | A03 | | LOCATION-COMPARTMENT |
| LOC_COMPART | TRANS-HIST-LOC | PO30333C7054 | A03 | | LOCATION-COMPARTMENT |
| LOC_ROW | INV-LOCATION | PO30306C7052 | A03 | | LOCATION-ROW |
| LOC_ROW | INV-ADJ | PO30310C7052 | A03 | | LOCATION-ROW |
| LOC_ROW | RCVD-INV-LOC | PO30314C7052 | A03 | | LOCATION-ROW |
| LOC_ROW | TRANS-HIST-LOC | PO30333C7052 | A03 | | LOCATION-ROW |
| LOC_SHELF | INV-LOCATION | PO30306C7053 | A03 | | LOCATION-SHELF |
| LOC_SHELF | INV-ADJ | PO30310C7053 | A03 | | LOCATION-SHELF |
| LOC_SHELF | RCVD-INV-LOC | PO30314C7053 | A03 | | LOCATION-SHELF |
| LOC_SHELF | TRANS-HIST-LOC | PO30333C7053 | A03 | | LOCATION-SHELF |
| N_STOCK_IND | INV-ITEM | PO30304C7019 | A01 | | NOT-STOCKED-IND |
| N_STOCK_IND | PURCHASE-ORDER | PO30312C7019 | A01 | | NOT-STOCKED-IND |
| OBJECT_CLASS | INV-ITEM | PO30304C3896 | A04 | | OBJECT-CLASS |
| OBJECT_CLASS | TRANS-HIST | PO30334C3896 | A04 | | OBJECT-CLASS |
| ORDER_QTY | PURCHASE-ORDER | PO30312C7059 | P07 | | ORDER-QTY |
| OUTSD_UN_PRC | TRANS-HIST | PO30331C7084 | P11.4 | | OUTSIDE-UNIT-PRICE |
| PO_NO | PURCHASE-ORDER | PO30312C7057 | A12 | | PO-NO |
| PO_NO | PO-NO-KEY | PO30311C7057 | A12 | | PO-NO |
| PO_NO | PO-RECEIPT | PO30313C7057 | A12 | | PO-NO |
| PO_REQ_NO | PURCHASE-ORDER | PO30312C7057 | A12 | | PO-REQ-NO |
| PROP_DESC | INV-ITEM | PO30304C7015 | A65 | | PROP-DESCRIPTION |
| PROP_DESC | PURCHASE-ORDER | PO30312C7015 | A65 | | PROP-DESCRIPTION |
| PROP_DESC | TRANS-HIST | PO30334C7015 | A65 | | PROP-DESCRIPTION |
| PROP_FORM_TP | INV-ADJ | PO30310C7039 | A06 | | PROP-FORM-TYPE |
| PROP_FORM_TP | TRANS-HIST | PO30331C7039 | A06 | | PROP-FORM-TYPE |
| PROP_STA_CD | ITEM-CNTL-ORG | PO30202C6607 | A02 | | PROP-STATUS-CODE |
| PROP_STA_CD | INV-CLASS | PO30303C6607 | A02 | | PROP-STATUS-CODE |
| PROP_STA_CD | INV-ITEM | PO30304C6607 | A02 | | PROP-STATUS-CODE |
| PROP_STA_CD | INV-LOCATION | PO30306C6607 | A02 | | PROP-STATUS-CODE |
| PROP_STA_CD | INV-ADJ | PO30310C6607 | A02 | | PROP-STATUS-CODE |
| PROP_STA_CD | PURCHASE-ORDER | PO30312C6607 | A02 | | PROP-STATUS-CODE |
| PROP_STA_CD | PO-RECEIPT | PO30313C6607 | A02 | | PROP-STATUS-CODE |
| PROP_STA_CD | RCVD-INV-LOC | PO30314C6607 | A02 | | PROP-STATUS-CODE |
| PROP_STA_CD | TRANS-HIST-KEY | PO30322C6607 | A02 | | PROP-STATUS-CODE |
| PROP_STA_CD | TRANS-YR-NO | PO30323C6607 | A02 | | PROP-STATUS-CODE |
| PROP_STA_CD | TRANS-HIST | PO30331C6607 | A02 | | PROP-STATUS-CODE |
| PROP_STA_CD | TRANS-HIST-ADDR | PO30332C6607 | A02 | | PROP-STATUS-CODE |
| PROP_STA_CD | TRANS-HIST-LOC | PO30333C6607 | A02 | | PROP-STATUS-CODE |
| QTY_REJECTED | TRANS-HIST | PO30331REJEC | P07 | | QTY-REJECTED |
| REASON | INV-ADJ | PO30310C7068 | A50 | | REASON |

NFC SYSTEMS ACCESS PROCEDURES
PROPERTY AND SUPPLIES
SUPPLY/PROPERTY INVENTORY SYSTEM (SPIN)
GENERAL ACCOUNTING OFFICE

FOCUS DATA ELEMENTS (CONT'D)

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SPIN FIELD LISTING 12/15/87 14.08.46

| FOCUS FIELD NAME | IDMS RECORD NAME | FOCUS ALIAS | USAGE FORMAT | DEFINED FIELD INDICATOR | IDMS FIELD NAME |
|---|---|---|---|---|---|
| REASON | PURCHASE-ORDER | P030312C7068 | A50 | | REASON |
| REASON | TRAN-HIST-REASON | P030334C7068 | A50 | | REASON |
| RECEIPT_TYPE | PO-RECEIPT | P030313C7082 | A01 | | RECEIPT-TYPE |
| RECVG_OFF_NO | TRANS-HIST | P030331C7038 | A08 | | RECEIVING-OFFICE-NO |
| REHAB_CHG | INV-ITEM | P030304C7022 | P09.2 | | REHAB-CHARGE |
| REHAB_CHG | INV-REHAB | P030307C7022 | P09.2 | | REHAB-CHARGE |
| REHAB_CHG | TRANS-HIST-LOC | P030333C7022 | P09.2 | | REHAB-CHARGE |
| REHAB_DESC | INV-REHAB | P030307C7055 | A50 | | REHAB-DESC |
| REORD_REHAB | INV-ITEM | P030304C7158 | P07 | | REORDER-REHAB |
| REORD_USABLE | INV-ITEM | P030304C7157 | P07 | | REORDER-USABLE |
| REORDER_AMT | INV-ITEM | P030304C7156 | P07 | | REORDER-AMT |
| REQUEST_NO | TRANS-HIST | P030331C7040 | A08 | | REQUEST-NO |
| REQUESTOR | INV-ADJ | P030310C7029 | A40 | | REQUESTOR |
| REQUESTOR | TRANS-HIST | P030331C7029 | A40 | | REQUESTOR |
| SP_SAC_CODE | ITEM-CNTL-ORG | P030202C7009 | A03 | | SP-SAC-CODE |
| SP_SAC_CODE | INV-ITEM | P030304C7009 | A03 | | SP-SAC-CODE |
| SP_SAC_CODE | INV-LOCATION | P030306C7009 | A03 | | SP-SAC-CODE |
| SP_SAC_CODE | PO-NO-KEY | P030311C7009 | A03 | | SP-SAC-CODE |
| SP_SAC_CODE | TRANS-HIST-KEY | P030322C7009 | A03 | | SP-SAC-CODE |
| SP_SAC_CODE | TRANS-HIST | P030331C7009 | A03 | | SP-SAC-CODE |
| SP_SAC_CODE | TRANS-HIST-AGCY | P030330C7009 | A03 | | SP-SAC-CODE |
| SP_SAC_LEN | ITEM-CNTL-ORG | P030202C7007 | A02 | | SP-SAC-LENGTH |
| SP_SAC_LEN | INV-ITEM | P030304C7007 | A02 | | SP-SAC-LENGTH |
| SP_SAC_LEN | INV-LOCATION | P030306C7007 | P02 | | SP-SAC-LENGTH |
| SP_SAC_LEN | PO-NO-KEY | P030311C7007 | A02 | | SP-SAC-LENGTH |
| SP_SAC_LEN | TRANS-HIST-KEY | P030322C7007 | A02 | | SP-SAC-LENGTH |
| SP_SAC_LEN | TRANS-HIST | P030331C7007 | A02 | | SP-SAC-LENGTH |
| SP_SAC_LEN | TRANS-HIST-AGCY | P030330C7007 | A02 | | SP-SAC-LENGTH |
| SP_SAC_LIT | ITEM-CNTL-ORG | P030202C7008 | A02 | | SP-SAC-LITERAL |
| SP_SAC_LIT | INV-ITEM | P030304C7008 | A02 | | SP-SAC-LITERAL |
| SP_SAC_LIT | INV-LOCATION | P030306C7008 | A02 | | SP-SAC-LITERAL |
| SP_SAC_LIT | PO-NO-KEY | P030311C7008 | A02 | | SP-SAC-LITERAL |
| SP_SAC_LIT | TRANS-HIST-KEY | P030322C7008 | A02 | | SP-SAC-LITERAL |
| SP_SAC_LIT | TRANS-HIST | P030331C7008 | A02 | | SP-SAC-LITERAL |
| SP_SAC_LIT | TRANS-HIST-AGCY | P030330C7008 | A02 | | SP-SAC-LITERAL |
| SP_SEC_CNT | ITEM-CNTL-ORG | P030202C7005 | A01 | | SP-SECURITY-COUNT |
| SP_SEC_CNT | INV-ITEM | P030304C7005 | A01 | | SP-SECURITY-COUNT |
| SP_SEC_CNT | INV-LOCATION | P030306C7005 | P01 | | SP-SECURITY-COUNT |
| SP_SEC_CNT | PO-NO-KEY | P030311C7005 | A01 | | SP-SECURITY-COUNT |
| SP_SEC_CNT | TRANS-HIST-KEY | P030322C7005 | A01 | | SP-SECURITY-COUNT |
| SP_SEC_CNT | TRANS-HIST | P030331C7005 | A01 | | SP-SECURITY-COUNT |
| SP_SEC_CNT | TRANS-HIST-AGCY | P030330C7005 | A01 | | SP-SECURITY-COUNT |
| TOTAL_UNITS | INV-LOCATION | P030306C6623 | P07 | | TOTAL-UNITS |
| TOTAL_UNITS | INV-ADJ | P030310C6623 | P07 | | TOTAL-UNITS |
| TOTAL_UNITS | TRANS-HIST | P030331C6623 | P07 | | TOTAL-UNITS |
| TOTAL_UNITS | TRANS-HIST-LOC | P030333C6623 | P07 | | TOTAL-UNITS |
| UNIT_ISSUE | INV-ITEM | P030304C7020 | A02 | | UNIT-OF-ISSUE |
| UNIT_ISSUE | PURCHASE-ORDER | P030312C7020 | A02 | | UNIT-OF-ISSUE |
| UNIT_ISSUE | PO-RECEIPT | P030313C7020 | A02 | | UNIT-OF-ISSUE |
| UNIT_ISSUE | TRANS-HIST | P030334C7020 | A02 | | UNIT-OF-ISSUE |

FOCUS DATA ELEMENTS (CONT'D)

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SPIN FIELD LISTING 12/15/87 14 08 46

| FOCUS FIELD NAME | IDMS RECORD NAME | FOCUS ALIAS | USAGE FORMAT | DEFINED FIELD INDICATOR | IDMS FIELD NAME |
|---|---|---|---|---|---|
| UNIT_PRICE | INV-ITEM | P030304C7021 | P11.4 | | UNIT-PRICE |
| UNIT_PRICE | INV-ADJ | P030310C7021 | P11.4 | | UNIT-PRICE |
| UNIT_PRICE | PURCHASE-ORDER | P030312C7021 | P11.4 | | UNIT-PRICE |
| UNIT_PRICE | PO-RECEIPT | P030313C7021 | P11.4 | | UNIT-PRICE |
| UNIT_RCVD | PURCHASE-ORDER | P030312C7061 | P07 | | UNIT-RCVD |
| UNIT_RCVD | PO-RECEIPT | P030313C7061 | P07 | | UNIT-RCVD |
| UNIT_RCVD | RCVD-INV-LOC | P030314C7061 | P07 | | UNIT-RCVD |
| VENDOR_CODE | PURCHASE-ORDER | P030312C7067 | A10 | | VENDOR-CODE |
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