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LIS

**ADVANCE COMMERCIAL REPAIR
COMMERCIAL INVENTORY IN-SHOPS**



USER GUIDE

Revision Date : May 1998

PREFACE

This user guide is intended for the use of Federal Aviation Administration (FAA) personnel who have authorized access to the Logistics and Inventory System (LIS)

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1.0 OVERVIEW

1.1 GENERAL DESCRIPTION

In the National Supply System (NS) there was not a mechanical consideration of the Advance Commercial Repair (ACR) Due-In actions. The Inventory Manager was not aware of what was pending. They had to keep manual records. Also in NS the Commercial-Inventory-In-Shops Quantity and the Inventory-In-Shops quantity were contained in one field called the Inventory-In-Shops-Quantity (DIS). This created a problem for the Inventory Managers, particularly in those instances where one National Stock Number (NSN) was repaired in the local shops and also at a commercial repair source. They could not readily tell where these assets were being repaired. In order to alleviate this situation, a new field has been developed in the Master Inventory record called the Commercial Due-In Shops (CDIS). A corresponding subsidiary record will be established under file Code G. We will continue to have the FAALC/AVN Inventory-In-Shops (DIS) and the File code will remain as N.

1.2 BENEFITS

- A. The new Transaction Code 92A will be used to identify a pending Commercial Repair action.
- B. The ACR subsidiary file will include such data as the National Stock Number, Quantity and Purchase Request Number.

- C. The ACR quantity will be included on the Master Inventory Record but it is not an "Accountable" field.
- D. The online edit program will not automatically allow the quantity in the ACR field to exceed the Repairable quantity in the Master Inventory record.
- E. This change to processing repairable stock to a commercial repair source will provide transaction visibility, tracking and control of this transaction from the beginning to the end.
- F. A Tracking Number is assigned to every transaction. It is used for tracking and identification. The number is mechanically assigned at the time the transaction processes or attempts to process. The Transaction Tracking Number will be displayed in the Fast Path Window.
- G. Access to functions controlled by security level. Each user is assigned the appropriate security level to perform required tasks. Unauthorized users will be restricted from accessing certain functions.
- H. Electronics Exception/Information Notices are mechanically routed to the appropriate Inventory Manager. Correction and reprocessing is accomplished via Queue Management. This process replaces the hard copy exception notice in the NS that is not adequately controlled.

- I. All Issue, Receipt, Adjustment and File Maintenance transactions processed in LIS will build transaction history records. The LIS provides the user the ability to inquire and review up to five years of transaction history online with an option to print reports for specific periods.
- J. There will be two In Shops records as per:
 - (1). FAALC/AVN INVENTORY-IN-SHOPS (DIS).
 - (2). COMMERCIAL REPAIR INVENTORY-IN-SHOPS (CDIS).

These two separate files will allow transaction visibility, tracking and control from beginning to end.

1.3 SECURITY LEVELS FOR ADVANCE COMMERCIAL REPAIR

Security levels are used to maintain the integrity of the Advance Commercial Repair function. These security levels allow specific transactions to be linked to the originator or responsible Inventory Manager, restricting access to unauthorized personnel. Unauthorized users attempting this function receive an error message, INVALID OPTION FOR YOUR SECURITY LEVEL that will be displayed in the upper left portion of the screen. Issue Transaction Code 92A can be entered by security levels 2-3-4-5 and Issue Transaction Code 92C can be entered by security levels 2-3-4-5-6.

The required security levels and their definitions are:

LEVEL 2 - AML-600 CLERKS

Inquiry capability into all LIS Databases and Tables with limited update (add, modify, delete) capability on the Procurement Data-base. This security level **CANNOT** approve a purchase request. This security level can enter Issues, File Maintenance (except Warehouse Location File Maintenance) and Due-Ins. This security level does **NOT** have access to Queue Management.

LEVEL 3 - AML-600 ITEM MANAGERS AND EQUIPMENT SPECIALISTS

Inquiry capability into all LIS Databases and Tables. This security level has access with update capabilities to Issues, Adjustments, File Maintenance (except Warehouse Location File Maintenance), Due-Ins, Procurement, Excess, FED/MIL, and Queue Management. This security level does **NOT** have access to Receipts. This security level allows for approval of Purchase Requests, subject to approval authority.

LEVEL 4 - AML-600 MANAGEMENT

Inquiry capability into all LIS Databases and Tables. This security level has access with update capabilities to Issues, Adjustments, File Maintenance (except Warehouse Location File Maintenance), Due-Ins, Procurement, Excess, FED/MIL, Queue Management and limited update capability into Procurement Tables.

This security level allows for approval of Purchase Requests subject to approval authority. This security does **NOT** have access to the Receipt program.

LEVEL 5 - AML-600 MANAGEMENT SUPPORT BRANCH (AML-610)

Inquiry capability into all LIS Databases and Tables with full update capability into all Procurement Databases and Tables. This security level has access with update capabilities to Issues, Adjustments, File Maintenance (except Warehouse Location File Maintenance), Due-Ins, Procurement, Excess, FED/MIL and Queue Management. This security level allows for approval of Purchase Requests subject to approval authority. This security does **NOT** have access to Receipts.

LEVEL 6 - AML-331 RECORD AUDIT AND UPDATE UNIT SUPERVISOR, SUPPLY CLERKS, AND SUPPLY TECHNICIANS

Inquiry capability into all LIS Databases and Tables. This security level has full update capability for Receipts and access to Queue Management for Receipts. This security can enter and process Issues, Adjustments and has full update capability to Shipping Information. This security level does **NOT** have access to Procurement or Due-Ins. This security level has access to File Maintenance for maintaining Warehouse Locations.

1.4 STANDARD NOTATION FOR INPUT FROM THE KEYBOARD

Throughout the LIS USER GUIDE, the following conventions will be used consistently to indicate user keyboard entry

EXAMPLE:

When the user sees	It represents...	Example...
[] (square brackets)	a specified key that should be pressed.	[ENTER]
< >(greater than and less than)	the data to be in put	<99> <01>
ALL CAPITAL LETTERS	a data or field name	TRANSACTION CODE CONTROL NUMBER
BOLD CAPS	information from the actual screen	<99>-TO CANCEL OR RETURN TO LIS MAIN MENU
Press	instructions to de- press a key or keys	Press [ENTER]
Input	instructions to type the specified input	input option NUMBER <2>
NOTE:	important information	NOTE: Set printer or 132 column output
[key note]-[key note]	combos of keys to Press together	Hold the first key down, press the second

2.0 ADVANCE COMMERCIAL REPAIR DUE-IN (ACR)

The ACR is on the Master Inventory record and is a non-accountable field. It is not a part of the Total On-Hand balance. The Transaction Code 92A can be established online through OPTION 7 of the Inventory Management Main Menu or will be established via the Automated Procurement System (APS) when the repair request is completed and the PRN has been assigned. The only valid condition code is "R". The processing of the 92A will establish an ACR subsidiary record and is identified as file code "C". The quantity can be increased or decreased via the File Maintenance Program using Transaction Code 03C. The processing of a Transaction Code 92C will also decrease the ACR. The online processing of the 92A has a built in edit that will not **automatically** allow an ACR record to be established if sufficient Repairable assets are not available. An online error message will be displayed in the upper left hand corner of the screen stating "QUANTITY EXCEEDS REPARABLE ON HAND QUANTITY". This same edit is in the APS function on screen PRC-280. If the requirement quantity is greater than the reparable on hand plus the ACR, an error message will be displayed in the Upper left hand corner stating "MAX REPARABLE ALLOWED = _ _ _ _ _". These edits can be by-passed by pressing "ENTER". This action will result in an Information Notice that reads "ADVANCE COMMERCIAL REPAIR QUANTITY EXCEEDS REPARABLE QUANTITY" being placed on the applicable Inventory Manager's Queue. However; if the Inventory Manager by-passes this edit, they must manually track their repair requirements.

The following two screens **REC010** (Pg. 9) and **REC020** (pg. 10), are for manual input. They can be obtained by selecting **Option <7>** from the **INVENTORY MANAGEMENT MAIN MENU - INV001**. If option <7> is selected, the **ESTABLISH ADVANCE DUE-IN/DUE-IN MENU - REC010**, (Pg. 9) will be displayed. Option 1, **ESTABLISH ADVANCE DUE-IN - ACQUISITION AND REPAIR** should be selected to obtain the **ESTABLISH ADVANCE DUE-IN - REC020**, (Pg. 10) screen to complete the manual input of the Transaction Code 92A. If FAST PATH is selected from the **INVENTORY MAIN MENU - INV001**, it will automatically display the **ESTABLISH ADVANCE DUE-IN - REC020**, (Pg. 10) screen.

B. Establish Advance Due-In/Due-In Menu:

```
09/25/92          LIS/TRANSACTION PROCESSING          REC010
                ** ESTABLISH ADVANCE DUE-IN/DUE-IN MENU **

1-ESTABLISH ADVANCE DUE-IN-ACQUISITION AND REPAIR
2-ESTABLISH DUE-IN

                99-EXIT TO INVENTORY MANAGEMENT MAIN MENU
                ENTER OPTION:___

ENTER TRANS/CD AND MOD:  ___ _
ENTER NSN                :  _____ _ _ _ _ _ _
ENTER CONTROL NUMBER    :  _____
```

FIGURE 1**ESTABLISH ADVANCE DUE IN / DUE IN MENU**

NOTE: TRANSACTION CODES 40A - 42A DESIGNATES ACQUISITION
TRANSACTION CODE 92A DESIGNATES COMMERCIAL REPAIR.

C. Establish Advance Commercial Repair Due-In:

```
10/05/92                LIS/TRANSACTION PROCESSING                REC020
                        **ESTABLISH ADVANCE DUE-IN**

TRANSACTION CD:92A                NSN :7000 00 000 0000_
DATE DUE IN   :__ __ __ (MMDDYY)  CONTROL NBR :12345 REQD
QUANTITY      :_____             COND CD :__
UNIT OF ISSUE :__                 BREAK DATE :__ __ __ (MMDDYY)
PR DATE       :__ __ __ (MMDDYY)  PR ITEM NBR :__
PRIORITY      :__

                        PRESS ENTER TO CONTINUE
                        OR
                        SELECT OPTION :__

                        1-SELECT FAST PATH
                        9-EXIT TO ADVANCE DUE-IN/DUE-IN MENU
                        99-EXIT TO INVENTORY MANAGEMENT MENU
```

FIGURE 2
ESTABLISH ADVANCE DUE IN

3.0 COMMERCIAL DUE-IN SHOPS (CDIS)

3.1 COMMERCIAL REPAIR DUE-IN SHOPS RECORD

The CDIS is a new Accountable field that will now display on the Master Inventory record as a part of the Total On Hand balances. The processing of the transaction code 92C will establish a subsidiary record and is identified as file code "G". The CDIS file can be updated by the processing of another issue, receipt or an adjustment.

3.2 TRANSACTION CODE 92C

When transaction code 92C is entered, the computer program/processes will attempt to match the repair PRN entered from the repair purchase order with the PRN and quantity on the ACR subsidiary file. If the PRN and quantity match, the CDIS file will be established and the ACR file will be decreased. If the 92C repair PRN does not find a match on the ACR file, the 92C will process and an Information Notice will be written to the appropriate Inventory Manager's queue stating "ISSUE PROCESSED, UNMATCHED TO ADVANCE COMMERCIAL REPAIR DUE-IN". If the quantity exceeds the quantity on the ACR file, the transaction code 92C will process and an Information Notice will be written stating "ISSUE PROCESSED, QTY EXCEEDS ADVANCE COMMERCIAL REPAIR DUE-IN".

Both of these Information Notices will require research by the Inventory Manager. If the processing of the repair action is valid, it could cause the ACR to exceed the repairable stock on hand. After research it is possible that the ACR quantity established should be decreased to match the repairable on hand quantity and also the Office of Acquisition, AMQ-1 should be notified. If the repair PRN entered on the 92C **DOES MATCH** the PRN established on the ACR file, the ACR quantity will be decreased by that quantity entered on the 92C even if the 92C should not process. This decrease of the ACR file is required as the repairable material has been shipped and the ACR quantity is no longer pending.

A. Commercial Repair-ISS092

```

09/25/92                LIS-ISSUES                ISS092
**COMMERCIAL REPAIR/CANNIBALIZE/MODIFY/CUSTOMIZE**

NSN: 4087 23 768 0000      U/I                :EA
T/C                        :92                T/C-MOD        :C
SSC                        :Y AC2738 YX        VOUCHER-NBR    :REQUIRED
PRIORITY-CD                :REQUIRED          COND-CODE       :REQUIRED
DUE-IN-DATE                :REQUIRED          PO-NBR          :REQUIRED
CONTRACT-NBR               :OPTIONAL          QTY             :REQUIRED
PO DATE                    :REQUIRED          PR NUMBER       :REQUIRED

PRESS ENTER TO PROCESS TRANSACTION OR
ENTER 1-SELECT FAST PATH EXIT
ENTER 3-VIEW MASTER INV. INFO
ENTER 9-EXIT TO ISSUE MAIN MENU
ENTER 99-EXIT TO INV. MGMT MAIN MENU
ENTER OPTION :___

```

FIGURE 3

COMMERCIAL REPAIR / CANNIBALIZE / MODIFY / CUSTOMIZE

NOTE: Select Option 1 from the Inventory Management Main Menu, Screen number INV001 and then Select Option <21> from the ISSUES MAIN MENU-ISS010 or Transaction code 92 FAST PATH from the INVENTORY MANAGEMENT MAIN MENU-INV001 will display COMMERCIAL REPAIR, see figure 3 above. The National Stock Number and Transaction code modifier will be displayed from the

entry screen. The Purchase Order Date and the Purchase Request number are two new elements that have been added to this screen and both are required.

B. Issue Transaction codes 68-80-91 can be issued from the Commercial Due-in Shops by inserting file code "G" in the issue Condition Code and the "Control Number" in the In-Shops-Voucher-Number of the applicable issue screen or from Queue Management.

NOTE : Condition Code "N" will continue to be used for issuing from the FAALC /AVN Shops Due-In records.

4.0 FILE MAINTENANCE PROGRAMS

4.1 ADVANCE COMMERCIAL REPAIR

The Advance Commercial Repair Due In (ACR File Code C) and the Commercial Repair-Due-In-Shops (CDIS File Code G) can be updated through the file maintenance program:

A. 03C Modify Commercial Advance Due-In:

```

09/25/92                LIS/FILE MAINTENANCE                FIL067
                        **03C MODIFY COMMERCIAL ADVANCE DUE-IN **
NSN :2910 00 399 5165                CONTROL-NBR :22222
DUE-IN-DATE :111092 (R)                PRI-CD      :5
CONTRACT-NBR :FA444555 (O)            TRANS-CD/MOD:92A
QUANTITY      :6_____ (R)          COND-CD     :R
PRESS ENTER TO PROCESS      1-SELECT FAST PATH EXIT
                             or          9-EXIT TO FILE MAINTENANCE MAIN MENU
ENTER OPTIONS:_____        99-EXIT TO INVENTORY MANAGEMENT MAIN MENU

```

FIGURE 4
MODIFY COMMERCIAL ADVANCE DUE IN

B. The screen illustrated in figure 4 is used to modify the following fields of the Advance Commercial Repair Due-In:

Quantity Due-In-Date Priority-Code Contract-Number

4.2 COMMERCIAL REPAIR

A. 03G Modify Commercial Due-In Shops:

```
09/25/92                LIS/FILE MAINTENANCE                FIL069
                        **03G MODIFY COMMERCIAL DUE-IN**

NSN :2840 01 050 1623                CONTROL-NBR :92F12345
DUE-IN-DATE :041092 (REQUIRED)
WORK-ORDER-NBR  :OPTIONAL
SSC              :YAC2738YX

PRESS ENTER TO PROCESS  1-SELECT FAST PATH EXIT
                        or          9-EXIT TO FILE MAINTENANCE MAIN MENU
ENTER OPTION:____      99-EXIT TO INVENTORY MANAGEMENT MAIN
                        MENU
```

FIGURE 5
MODIFY COMMERCIAL DUE IN

- B. This screen is used to modify the following fields of the Commercial Repair Due-In:

Due-In-Date Work-Order-Number

5.0 INVENTORY ADJUSTMENTS AND RELATED PROGRAMS

The Transaction Code 92 or 92C in the original transaction code and the Purchase Order number in the Control Number Field will direct the Transaction Code 13 to debit the CDIS File. The Purchase order number in the Control Number field will direct the Transaction code 28 to credit the CDIS record. The Master Inventory record will be adjusted according to the transaction code used.

6.0 RECEIPT TRANSACTION AND RELATED PROGRAM

6.1 RECEIPT TRANSACTION CODE 55

The input screen for inputting Receipt Transaction Code 55 has not been changed. Transaction Code 55 will credit the CDIS field of the Master Inventory record and subsidiary record "G".

6.2 RECEIPT TRANSACTION CODE 55R/13

The input screen for inputting Transaction Code 55R/13 has not been changed and will continue "as is".

7.0 MISCELLANEOUS SCREENS

The following screen reflects the transaction codes and related action.

<u>MASTER INVENTORY RECORD</u>											<u>SUB-RECORD</u>	
TYPE	COND		S	R	V	N	G	I	H	C	C	G
ACTION	T/C	O/H	SERV	REP	SURV	DIS	CDIS	BIN	RTV	ACR	ACR	DI
EST ACR	92A									+	+	
ISSUE	92C			-			+			-	-	+
RECEIPT	55		+				-					-
ADJUSTMENT	13	+					+					+
ADJUSTMENT/	13/	+					+					+
REVERSAL	55R	-	-									
ADJUSTMENT	28	-					-					-

FIGURE 6
MICS. SCREEN



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