

<b>Title:</b> <b>Established Advance Due-In / Due-In</b>	<b>Number:</b> <b>WI-100-UG-022</b>	<b>Revision Number:</b> <b>1</b>	<b>Date Issued:</b> <b>05-01-98</b>
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**LIS**

**ESTABLISH ADVANCE  
DUE-IN / DUE-IN**



**USER GUIDE**

**REVISION DATE : MAY 1, 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**

The Advance Due-In/Due-In function is designed to allow users the ability to create an Advance Due-In when an acquisition buy is not submitted through the Automated Procurement function. Advance Due-Ins on TRANSACTION CODES 40 and 42 can be processed in this function.

Due-Ins can be established on TRANSACTION CODES 40 through 49 and TRANSACTION CODES 52 and 53 in this function. A Due-In is established in the file code 'D' when a Purchase Order is awarded or when a Due-In is manually setup by the Clerk or Item Manager. When the transaction is matched and accepted against the Advance Due-In, the Advance Due-In will be deleted.

### **1.2 BENEFITS**

This menu driven, user friendly function, will guide the user to specific work areas. The FAST-PATH option provides a window on the screen to allow for efficient movement between screens without returning to the Main Menu.

Many National Supply System (NS) reports will continue to be generated in the initial implementation phase of the LIS. Where technically possible and feasible, information produced in paper form in the past is displayed online, with print capability as an option.

FIELD DEFINITIONS are available to the user on all fields requiring data entry.

A TRANSACTION 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.

Access to functions is 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.

Electronic Exception Notices are mechanically routed to the appropriate Item Manager. Correction and reprocessing is accomplished via Queue Management. This process replaces the hard copy exception notice in the National Supply System (NS) which is not adequately controlled.

### 1.3 SECURITY LEVELS FOR ADVANCE DUE-IN/DUE-IN

The Establish Advance Due-In/Due-In function requires security levels to maintain the integrity of the process.

Unauthorized users attempting to access this function will receive an error message, **INVALID OPTION FOR YOUR SECURITY LEVEL**, which will be displayed in the upper left corner of the screen.

Valid security levels are as follows:

### **LEVEL 2 - AML-600 CLERKS**

Inquiry capability into all of the LIS databases and tables with limited update (add, modify, delete) capability on the Procurement Database. 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 of the LIS databases and tables. This security level has access with update capability to Issues, Adjustments, File Maintenance (except Warehouse Location File Maintenance), Due-Ins, Procurement, 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 of the LIS databases and tables. This security level has access with update capability to Issues, Adjustments, File Maintenance (except Warehouse Location File Maintenance), Due-Ins, Procurement, and Queue Management and limited update capability into Procurement Tables. This security level does not have access to Receipts. This security level allows for approval of Purchase Requests subject to approval authority.

**LEVEL 5 - AML-600 CONTROL GROUP (AML-610)**

Inquiry capability into all of the LIS databases and tables with full update capability into all Procurement databases and Tables. This security level has access with update capability to Issues, Adjustments, File Maintenance (except Warehouse Location File Maintenance), Due-Ins, Procurement 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.

## 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.	<b>[ENTER]</b>
< > (greater than & less than)	the data to be input	<99> <01>
ALL CAPITAL LETTERS	a data or field name	TRANSACTION CODE CONTROL NUMBER
<b>BOLD CAPS</b>	information from the actual screen	<b>&lt;99&gt; - TO CANCEL OR RETURN TO LIS MAIN MENU</b>
Press	instructions to depress a key or Keys	Press [ENTER]
Input	instructions to type the specified input	input option NUMBER <2>
NOTE:	important information	NOTE: Set printer for 132 column output
<b>[keyname]-[keyname]</b>	combinations of keys to press together	Hold the first key down, press the second

## 2.0 LOGGING ON THE LIS

```

      FFFFFFFF AAAAAA  AAAAAA  NNN      NNN EEEEEEEEE TTTTTTTTTT
      FFFFFFFF AAAAAAAA AAAAAAAA NNNN    NNN EEEEEEEEE TTTTTTTTTT
      FFF      AAA  AAA  AAA  AAA  NNNNN    NNN EEE      TTT
      FFFFFFFF AAAAAAAA AAAAAAAA NNN  NN  NNN EEEEEEEEE  TTT
      FFFFFFFF AAAAAAAA AAAAAAAA NNN  NN NNN EEEEEEEEE  TTT
      FFF      AAA  AAA  AAA  AAA  NNN      NNNNN EEE      TTT
      FFF      AAA  AAA  AAA  AAA  NNN      NNNN EEEEEEEEE  TTT
      FFF      AAA  AAA  AAA  AAA  NNN      NNN EEEEEEEEE  TTT  PX 3.5

      WARNING:  UNAUTHORIZED ACCESS IS CONSIDERED A CRIMINAL ACT.
                SECTIONS 641 AND 1030 OF TITLE 18 USC.

*****
*                LEASE ENTER REQUESTED ACCESS INFORMATION                *
*  LOGON-ID :LGACXXX  HOST:                P210      DATE :10/16/95      *
*  PASSWORD :*****  TERMINAL-ID :LG03LU64  TIME :07:34:42      *
*  NEW PASSWORD:      TRANSFER:                MODEL :3292-2A      *
*                HELP :(405) 954-3000      *
*****
                *** PRODUCTION TPX ON SYSTEM P210 ***

      FOR HELP DESK DIRECTORY SELECT "HELP DESK" APPLICATION FROM YOUR MENU
PF1 = HELP  PF3 = LOGOFF
    
```

**FIGURE 1**  
**FAA LOGON SCREEN**

Input USER ID CODE at the USER ID field. [TAB] to PASSWORD, and input the assigned PASSWORD. Press **[ENTER]**. Logon to the LIS is complete.

## 2.1 LIS MAIN SYSTEM MENU - LIS010

```
10/03/90                FAA LOGISTICS AND INVENTORY SYSTEM                LIS010
                        ** MAIN SYSTEM MENU **

      LIS STAFF HOT-LINE NUMBERS:   FTS: 747-3447   COMM: 405 680-3447

1-PMMS PRODUCTION SYSTEM                2-NAME/ADDRESS CHANGE REQUEST
3-UTILIZATION SCREENING & DISPOSITION    4-ENGINEERING DATABASE
5-CATALOGING                             6-CUSTOMER SERVICE EVALUATION
7-PROCUREMENT SYSTEM                     8-MANAGEMENT INFORMATION SYSTEM
9-ONLINE REQUISITIONING                  10-MAIL/CONNECT
11-INVENTORY MANAGEMENT                   12-LIS TABLES
13-OTHER SYSTEMS                          99-LOGOFF

                        ENTER OPTION :11
```

**FIGURE 2**  
**MAIN SYSTEM MENU, LIS010**

After logging onto the Logistics and Inventory System (LIS), the user will reach the **LIS MAIN SYSTEM MENU - LIS010**. Here the user decides which LIS application to access.

Each **LIS MAIN MENU** is tailored to fit the application needs of the user; therefore, the number of the option corresponding to the application will differ from user to user. In the above example, OPTION <11> is for INVENTORY MANAGEMENT. To access Advance Due-in/Due-in, input <11> at **ENTER OPTION**. Press **[ENTER]** and the **INVENTORY MANAGEMENT MAIN MENU - INV001**, (Pg. 8), will be displayed.

## 2.2 INVENTORY MANAGEMENT MAIN MENU - INV001

```
10/03/90          LIS / INVENTORY MANAGEMENT          INV001
                  **  MAIN MENU  **

    1 - ISSUES MENU
    2 - RECEIPTS MENU
    3 - ADJUSTMENTS MENU
    4 - FIELD/FILE MAINTENANCE MENU
    5 - QUEUE MANAGEMENT MENU
    6 - INQUIRIES MENU
    7 - ESTABLISH ADVANCE DUE-IN/DUE-IN MENU
    8 - AUTOMATED PROCUREMENT MENU
    9 - WAREHOUSE LOCATOR LABEL
   99 - EXIT TO LIS MAIN MENU

                ENTER OPTION :7

TRANS-CD/MOD  :  __  __
NSN/SUFFIX   :  _____
VOUCHER-NBR  :  _____
CONTROL-NBR  :  _____
```

**FIGURE 3**  
**MAIN MENU, INV001**

From this menu, the user can access the applicable functions within authorized security level by selecting the OPTION NUMBER, or by using **FAST-PATH**. See **INVENTORY MANAGEMENT MAIN MENU**, above or using **FAST-PATH - INV001**, (Pg. 10).

To access the Establish Advance Due-In/Due-In function, the user will input OPTION <7>. Press **[ENTER]** and the **ESTABLISH ADVANCE DUE-IN / DUE-IN MENU - REC010**, (Pg. 12), will be displayed.

**NOTE** : The cursor will move to the next data field when all positions are input. When the cursor does not advance to the next data field, the user can move between data fields by pressing [TAB].

**NOTE** : FIELD DEFINITION is a feature of this function. This feature is useful if the user is unfamiliar with a data field. The user will input a question mark <?> in the unfamiliar field. Press **[ENTER]**. A definition will be displayed. Press **[ENTER]** again and the screen will return to continue processing. See **FIELD DEFINITION EXAMPLE - REC025**, (Pg. 27).

## 2.3 INVENTORY MANAGEMENT MAIN MENU - INV001 USING FAST-PATH

```
10/30/90                LIS / INVENTORY MANAGEMENT                INV001
                        **  MAIN MENU  **

    1 - ISSUES MENU
    2 - RECEIPTS MENU
    3 - ADJUSTMENTS MENU
    4 - FIELD/FILE MAINTENANCE MENU
    5 - QUEUE MANAGEMENT MENU
    6 - INQUIRIES MENU
    7 - ESTABLISH ADVANCE DUE-IN/DUE-IN MENU
    8 - AUTOMATED PROCUREMENT MENU
    9 - WAREHOUSE LOCATOR LABEL
   99 - EXIT TO LIS MAIN MENU

                ENTER OPTION: ___

                TRANS-CD/MOD : 42A _
                NSN/SUFFIX : 1560 00 858 2243 _
                VOUCHER-NBR: _____
                CONTROL-NBR: _____
```

**FIGURE 4**  
**MAIN MENU, INV001**

The user can also select to use the FAST-PATH feature. The FAST-PATH feature is located in the area below the **[ENTER]** option field on this menu. This feature is designed to give direct access to other processing screens or functions without having to exit to a selection menu.

**NOTE** : The OPTION NUMBER is not required when using the FAST-PATH feature. The TRANSACTION CODE dictates the function to access.

To access **ESTABLISH ADVANCE DUE-IN - REC020**, (Pg. 14) the user is required to input the TRANSACTION CODE, MODIFIER <A> and NSN. Press **[ENTER]**.

To access **ESTABLISH DUE-IN - REC025**, (Pg. 22) the user is required to input the TRANSACTION CODE, MODIFIER <D>, NSN, and the CONTROL NUMBER. The CONTROL NUMBER will vary depending on the transaction. The CONTROL NUMBER could consist of a PURCHASE REQUEST/PURCHASE ORDER, CONTRACT, VOUCHER, WORK ORDER, JOB ORDER, REQUISITION ORDER, FAILURE UNDER WARRANTY, PRINT REQUEST, or MILITARY CONTRACT NUMBER. See **CONTROL NUMBER REQUIREMENTS**, (Pg. 24 & 25) Press **[ENTER]**.

### 3.0 ESTABLISH ADVANCE DUE-IN/DUE-IN MENU

```
10/03/90          LIS/TRANSACTION PROCESSING          REC010
**  ESTABLISH ADVANCE DUE-IN/DUE-IN MENU  **

      1 - ESTABLISH ADVANCE DUE-IN

      2 - ESTABLISH DUE-IN

      99 - EXIT TO INVENTORY MANAGEMENT MAIN MENU

          ENTER OPTION:  ___

          ENTER TRANS/CD AND MOD:  ___ _

          ENTER NSN                :  _____

          ENTER CONTROL NUMBER     :  _____
```

FIGURE 5

#### ESTABLISH ADVANCE DUE-IN/DUE-IN MENU, REC010

The **ESTABLISH ADVANCE DUE-IN/DUE-IN MENU** - REC010 is displayed after entering OPTION <7> on the **INVENTORY MANAGEMENT MAIN MENU** - INV001, (Pg. 8). If FAST-PATH is used to access this function, this screen will not be seen.

There are three options from this menu:

OPTION <1>      Establish Advance Due-In on TRANSACTION CODES 40 and 42  
Required Fields:  
TRANSACTION CODE, MODIFIER <A>, NSN, CONTROL NUMBER  
See **CONTROL NUMBER REQUIREMENTS**, (Pg. 24 & 25).  
Press **[ENTER]** and **ESTABLISH ADVANCE DUE-IN - REC020**,  
(Pg. 14) will be displayed.

**NOTE** : Invalid data will result in an error message. See **ERROR MESSAGE  
EXAMPLE - REC010**, (Pg. 26).

OPTION <2>      Establish Due-In on applicable TRANSACTION CODES (TC-40  
through 49, 52 and 53).  
Required Fields:  
TRANSACTION CODE, MODIFIER <D>, NSN, CONTROL NUMBER.  
See **CONTROL NUMBER REQUIREMENTS**, (Pg. 24 & 25). If only  
the PURCHASE REQUEST NUMBER is entered, it will be accepted  
and displayed on **ESTABLISH DUE-IN - REC025**, (Pg. 22) and the  
PURCHASE ORDER NUMBER can be added.  
When there is an Advance Due-In established, the PR number  
entered and displayed on the Due-In screen cannot be changed.  
Press **[ENTER]** and **ESTABLISH DUE-IN - REC025**, (Pg. 22) will be  
displayed.

OPTION <99> If the user chooses to exit the current screen, this option will disregard the input data and return the user to the **INVENTORY MANAGEMENT MAIN MENU - INV001**, (Pg. 8).

### 3.1 ESTABLISH ADVANCE DUE-IN - REC020

```

10/03/90                LIS/TRANSACTION PROCESSING                REC020
                        **  ESTABLISH ADVANCE DUE-IN  **

TRANSACTION CD :40 A                NSN                :0000 01 111 1111  _
DATE DUE IN    :_____ (MMDDYY)    CONTROL NUMBER  :24567_____
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 6**  
**ESTABLISH ADVANCE DUE-IN, REC020**

OPTION NUMBER <1> from **ESTABLISH ADVANCE DUE-IN/DUE-IN MENU - REC010**, (Pg. 12) will display the **ESTABLISH ADVANCE DUE-IN - REC020**.

This screen provides the user the ability to process an Advance Due-In when an acquisition buy is not submitted through the Automated Procurement function. This action will establish an Advance Due-In on TRANSACTION CODES 40 and 42.

For each TRANSACTION CODE, there are specific required fields. After all required fields are input, press **[ENTER]**.

If the required fields are not input, an error message will appear until all fields are valid. See **ERROR MESSAGE EXAMPLE - REC010**, (Pg. 26).

**NOTE** : If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION <1> **SELECT FAST-PATH** to proceed to another transaction

OPTION <9> **EXIT TO ADVANCE DUE-IN/DUE-IN MENU - REC010**, (Pg. 12).

OPTION <99> **EXIT TO INVENTORY MANAGEMENT MAIN MENU - INV001**,  
(Pg. 8)

When all fields are valid, after pressing **[ENTER]**, a FAST-PATH window will be displayed. If the transaction processed normally, the window will appear as shown in **REC020**, (Pg. 16).

If the transaction was not able to process and was placed on the Item Manager's Queue Management for review/action, the FAST-PATH window will appear as shown in **REC020**, (Pg. 18).



**NOTE** : The TRANSACTION TRACKING NUMBER has been assigned and is displayed in the FAST-PATH window.

The FAST-PATH window can be used to access **ESTABLISH ADVANCE DUE-IN - REC020**, (Pg. 14) or **ESTABLISH DUE-IN - REC025**, (Pg. 22). For other FAST-PATH capabilities. See **FAST-PATH FEATURE - REC020**, (Pg. 20).

When selecting another Establish Advance Due-In transaction from the FAST-PATH window, input TRANSACTION CODE, MODIFIER <A> and NSN. Press **[ENTER]** and **ESTABLISH ADVANCE DUE-IN - REC020**, (Pg. 14) will be displayed.

When selecting an Establish Due-In transaction from the FAST-PATH window, input TRANSACTION CODE, MODIFIER <D>, NSN and the CONTROL NUMBER. See **CONTROL NUMBER REQUIREMENTS**, (Pg. 25 & 26).

**NOTE** : If there is an Advance Due-In established on record for the NSN requested, the PURCHASE REQUEST NUMBER (first 5 digits of the CONTROL NUMBER) entered will remain constant and cannot be changed.

Press **[ENTER]** and **ESTABLISH DUE-IN - REC025**, (Pg. 22) will be displayed.



The REASON CODE TEXT can be one of several messages including:

**AN ADVANCE DUE-IN RECORD FOR THIS NSN/PR ALREADY ESTABLISHED  
THE MANAGEMENT CODE IN THE UNIT RECORD PROHIBITS PROCESSING**

An Exception Notice is placed on the Item Manager's Queue Management for review/action. The user can continue processing another transaction.

**NOTE** : The TRANSACTION TRACKING NUMBER has been assigned and is displayed in the FAST-PATH window. This number will also appear on the Exception Notice on the Queue.

The FAST-PATH window can be used to access **ESTABLISH ADVANCE DUE-IN - REC020**, (Pg. 14) or **ESTABLISH DUE-IN - REC025**, (Pg. 22). For other FAST-PATH capabilities, see **FAST-PATH FEATURE, REC020**, (Pg. 21).

### 3.4 FAST-PATH FEATURE

```

10/03/90                LIS / TRANSACTION PROCESSING                REC020
                        ** ESTABLISH ADVANCE DUE-IN **

TRANSACTION CD :40 A                NSN                :5825 00 762 2130 _
DATE DUE IN    :123190 (MMDDYY)    CONTROL-NBR      :83241
QUANTITY       :5_____          COND CD          :S

*****
22  TRANSACTION PROCESSED                22
22
22  TRACKING-NBR:  900100064            NEXT TC/MOD :__ _  22
22  VOUCHER-NBR  :                      NSN :____ _  22
22                                     VOUCHER :_____ 22
22                                     CONTROL-NBR :_____ 22
22
22  ENTER  --1---2---3-  --4---5---6---7---8---9--10---11---12---13- 22
22          LIS          INV                22
22    8  HELP MAIN QUIT MAIN ISS REC ADJ FIL D/I CAT  INQ  QUE  PRC  22
22
*****

```

**FIGURE 9**  
**FAST-PATH WINDOW, REC020**

The FAST-PATH feature, within the Inventory Management Subsystem, is designed to give direct access to other processing screens or functions without having to exit to a selection menu.

After entering a transaction, a window as shown in **REC020**, (Pg. 20), is displayed. The message, **TRANSACTION PROCESSED**, is displayed in the REASON CODE TEXT.

To use the FAST-PATH, the NEXT TC/MOD is required. NSN and VOUCHER, or CONTROL-NBR, are required for some TRANSACTION CODES.

The user can choose to input an OPTION NUMBER at the enter field to access a specific function menu, as allowed by assigned security level. For example, to access the File Maintenance Menu enter < 8 > in the enter field and press **[ENTER]**.

## 3.5 ESTABLISH DUE-IN - REC025

```

10/03/90                LIS/TRANSACTION PROCESSING                REC025
                        ** ESTABLISH DUE-IN **

TRANSACTION CD :42 D                NSN                :0000 01 111 2300
DATE DUE IN    :_____ (MMDDYY)    CONTROL NUMBER :56789 00230
QUANTITY       :_____                COND CD        :_
UNIT OF ISSUE  :__                    BREAK DATE     :_____ (MMDDYY)
PO DATE        :_____ (MMDDYY)    PR ITEM NBR   :_____
PRIORITY       :_                    SSC            :_____
BYPASS CD      :_ ('Y')                CONTRACT NBR  :_____

                        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 10**  
**ESTABLISH DUE-IN, REC025**

OPTION NUMBER <2> from **ESTABLISH ADVANCE DUE-IN / DUE-IN MENU - REC010**, (Pg. 12) will display **ESTABLISH DUE-IN** as shown above.

This screen will enable the user to establish Due-Ins on applicable TRANSACTION CODES (TC-40 through 49, 52, 53).

For each TRANSACTION CODE, there are specific required fields. After all required fields are input, press **[ENTER]**. If the required fields are not input, an error message will appear until all fields are valid. See **ERROR MESSAGE - EXAMPLE - REC010**, (Pg. 26).

**NOTE** : If an Advance Due-In has not been established on the Due-In, the user can enter a <Y> in the BYPASS CD field on this screen and process the transaction.

If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION <1> **SELECT FAST-PATH** to proceed to another transaction

OPTION <9> **EXIT TO ESTABLISH ADVANCE DUE-IN/DUE-IN MENU - REC010**,  
(Pg. 12)

OPTION <99> **EXIT TO INVENTORY MANAGEMENT MAIN MENU - INV001**,  
(Pg. 8)

When all fields are valid, a FAST-PATH window will be displayed as shown in **REC020**, (Pg. 16), or **REC020**, (Pg. 18).

## 4.0 SPECIAL APPLICATIONS AND FEATURES

### 4.1 CONTROL NUMBER REQUIREMENTS

The CONTROL NUMBER is a 10 character alpha-numeric field. It varies in length depending on the TRANSACTION CODE. The CONTROL NUMBER for each transaction in the Establish Advance Due-In/Due-In function is given below.

TRANS. FIELDS CD	TYPE OF CONTROL NUMBER	NUMBER OF REQUIRED
40,42D	PURCHASE REQUEST/PURCHASE ORDER	10
43D	CONTRACT	10
	PURCHASE ORDER	8
44D	VOUCHER	8
45D	VOUCHER	8
	PURCHASE ORDER	8
	OTHER DOCUMENT	6
46D	REQUISITION ORDER	7
47D	PURCHASE ORDER	8 or 10
	CONTRACT	8 or 10
	FAILURE UNDER WARRANTY	10
	MILITARY CONTRACT	7

---

TRANS. CD	TYPE OF CONTROL NUMBER	NUMBER OF FIELDS REQUIRED
48D	CONTRACT	8 or 10
	PURCHASE ORDER	8 or 10
49D	VOUCHER	8
	WORK ORDER	8
	JOB ORDER	6
52D	WORK ORDER	8
	JOB ORDER	6
	PRINT REQUEST	5
53D	VOUCHER	8

## 4.2 ERROR MESSAGE - EXAMPLE

```
NO RECORD FOUND FOR THIS NSN
10/03/90                LIS/TRANSACTION PROCESSING                REC010
**  ESTABLISH ADVANCE DUE-IN/DUE-IN MENU  **
    1 - ESTABLISH ADVANCE DUE-IN
    2 - ESTABLISH DUE-IN
    99 - EXIT TO INVENTORY MANAGEMENT MAIN MENU
          ENTER OPTION:  ___
          ENTER TRANS/CD AND MOD:  ___ _
          ENTER NSN                :  *_1560 00 858 2244
          ENTER CONTROL NUMBER     :  _____
```

**FIGURE 11**

**ESTABLISH ADVANCE DUE-IN/DUE-IN MENU, REC010**

An error message will appear in the upper left corner of the screen when invalid/incomplete data is input. The error message will display information for course of action. The cursor will be positioned at the first invalid field on the screen. In Figure 11 the cursor is located at the point of the asterisk ( \* ) for a verification of the NSN. Edit the information for validity and press **[ENTER]**.

If additional fields are invalid, the messages will continue and the cursor will relocate until all fields are valid. The user can choose to disregard the data and exit the screen before processing the transaction.

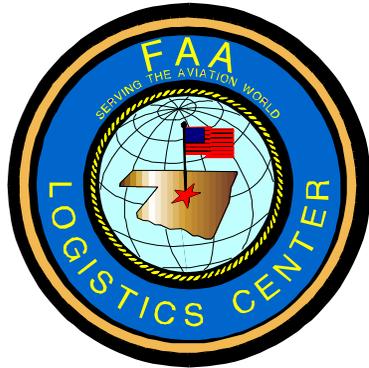


FIELD DEFINITION - REC025, is a feature of this function. It allows the user to obtain the definition for a specific data field. It is available on all data entry fields.

If a data field is required and the user is not sure what data to input, this feature is beneficial.

When a definition is desired, enter a question mark <?> in the first position of the data field. Press **[ENTER]**. A window will be displayed on the screen with a definition of the data field selected.

After viewing the information, press **[ENTER]** and the original screen will return and processing can continue.



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