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# LIS

## RECEIPTS PROCESSING



# 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 LIS Receipts function was created to allow for data entry and processing of receipt documents which affect the accountable record. Receipt document processing is accomplished after material is received at the Federal Aviation Administration (FAA) Logistics Center and documents are obtained from the Receiving Section. The function allows for all processing associated with TRANSACTION CODEs 40 through 60 which are the Receipt TRANSACTION CODEs in the Logistics Management Handbook, 1998.

### **1.2 BENEFITS**

The LIS Receipt Function has the capability to enter and reverse Receipts and re-establish Due-Ins on specific transactions.

The Queue Management function is activated automatically when a Receipt is unprocessed because of inaccurate or incompatible input data. A Receipt exception notice is electronically passed to the Record Audit for correction and completion. This process may require electronic routing to the Item Manager for review and research, and returned to enable completion.

All Issue, Receipt, Adjustment, and File Maintenance transactions processed in the 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 specified periods.

Where technically possible and feasible, information produced in paper form in the past is displayed online, with print capability as an option.

Data elements are provided on the screen, which should simplify training of new employees. It will also enable the user to more quickly identify an entry error. The simplification of training should lead to increased productivity by new employees. In addition, it will enable users to understand the data entry process in a shorter amount of time.

The 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 efficient movement between screens without returning to the Main Menu.

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

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.

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.

### 1.3 SECURITY LEVEL FOR RECEIPTS

The Receipts function requires a security level to maintain the integrity of the Receipts process.

Unauthorized users attempting 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.

The valid security level is as follows:

LEVEL 6 - AML-340

RECORD AUDIT, SUPERVISOR, SUPPLY CLERKS, AND SUPPLY TECHNICIANS.

Inquiry capability into all of the LIS Databases and Tables. This security level has full update capability for Receipts and access to Queue Management for Receipts. This security level can enter and process Issues, enter 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 & 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

```

USE OF THE NETWORK IS RESTRICTED TO AUTHORIZED USERS. USER ACTIVITY IS MONITORED AND RECORDED BY SYSTEM PERSONNEL. ANYONE USING THE NEWTORK EXPRESSLY CONSENTS TO SUCH MONITORING AND RECORDING. BE ADVISED: IF POSSIBLE CRIMINAL ACTIVITY IS DETECTED, SYSTEM RECORDS, ALONG WITH CERTIAN PERSONAL INFORMATION, MAY BE PROVIDED TO LAW ENFORCEMENT OFFICIALS.

```

***COPYRIGHT ( C ) 1984-1987,1989,1991, 1992, 1994, LEGENT CORPORATION***
*   LOGON-ID :LGACDS4  HOST:          P210          DATE :10/16/95   *
*   PASSWORD :*****  TERMINAL-ID :LG03LU64  TIME :07:34:42  *
*   NEW PASSWORD:      TRANSFER:          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**  
**LIS LOGON**

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

```
07/24/1998          FAA LOGISTICS ANDINVENTORY MANAGEMENT          LIS010
                    **  MAIN SYSTE MENU  **

 1 - PROJECT MATERIEL MGMT SYSTEM          13 - ENGINEERING DATABASE SYSTEM
 2 - NAME/ADDRESS CHANGE REQUEST          14 - FIELD SPARES INVENTORY
 3 - UTILIZATION SCREENING & DISP.        15 - REQUISITION STATUS SYSTEM
 4 - CATALOGING                            16 - CENTRALIZED CATALOGING
 5 - CUSTOMER SERVICE EVALUATION          88 - LIS BULLETIN BOARD
 6 - ONLINE REQUISITIONING                99 - LOGOFF
 7 - GOVERNMENT BILL OF LADING
 8 - LIS TABLES/PHONE NUMBERS
 9 - INVENTORY MANAGEMENT
10 - OTHER SYSTEMS
11 - MANAGEMENT INFORMATION SYSTEM
12 - PROJECT MATERIEL SHIP/RECEIVE

                    ENTER OPTION:  __
```

**FIGURE 2**  
**LIS MAIN SYSTEM MENU**

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 <5> is for INVENTORY MANAGEMENT.

To access Receipts, input <5> at **ENTER OPTION**. Press **[ENTER]** and the **INVENTORY MANAGEMENT MAIN MENU - INV001** will be displayed.

## 2.2 INVENTORY MANAGEMENT MAIN MENU - INV001

```
07/22/1998                LIS / INVENTORY MANAGEMENT                INV001
                        **MAIN MENU**

      *** PLEASE REVIEW WORKLOAD IN QUEUE MANAGEMENT ***

1 - ISSUES                9 -WAREHOUSE LOCATOR LABLE
2 - RECEIPTS MENU        10 -CI COMMUNICAITONS MENU
3 - ADJUSTMENTS MENU    11 -FEDSTRIP MILSTRIP MENU
4 - FILE MAINTENANCE MENU 12 -MATERIAL REQUIREMENTS PLANNING MENU
5 - QUEUE MANAGEMENT MENU 13 -EQUIPMENT POPULATION MENU
6 - INQUIRIES MENU      14 -BILL OF MATERIAL MENY
7 - ESTABLISH ADV DUE-IN/DUE-IN MENU 15 -MULTIPLE APP-TO MENU
8 - AUTOMATED PROCUREMENT MENU

                        99 - EXIT TO LIS MAIN MENU
                        ENTER OPTION : 2
TRANS CD/MOD : ___ _      NSN/SUFFIX : _____
VOUCHER NBR  : _____  CONTROL NBR: _____
```

**FIGURE 3**  
**MAIN SYSTEM MENU**

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 - INV001** USING FAST-PATH, (Pg. 8).

To access the Receipts function, the user will input OPTION <2>. Press **[ENTER]** and the **RECEIPTS MENU - REC005**, (Pg. 10) will be displayed.

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

```

07/06/1998                LIS / INVENTORY MANAGEMENT                INV001
                        **  MAIN MENU  **

      *** PLEASE REVIEW WORKLOAD IN QUEUE MANAGEMENT ***

1 - ISSUES MENU                9- WAREHOUSE LOCATOR LABEL
2 - RECEIPTS MENU             10- CI COMMUNICATIONS MENU
3 - ADJUSTMENTS MENU         11- FEDSTRIP MILSTRIP MENU
4 - FILE MAINTENANCE MENU    12- MATERIAL REQUIREMENTS PLANNING MENU
5 - QUEUE MANAGEMENT MENU    13- EQUIPMENT POPULATION MENU
6 - INQUIRIES MENU           14- BILL OF MATERIAL MENU
7 - ESTABLISH ADV DUE-IN/DUE-IN MENU  15- MULTIPLE APP-TO MENU
8 - AUTOMATED PROCUREMENT MENU

                        99 - EXIT TO LIS MAIN MENU
                        ENTER OPTION:  __
TRANS-CD/MOD : 42  __      NSN/SUFFIX :  ___  __  ___  ___  __
VOUCHER-NBR :  _____  CONTROL-NBR:  _____
  
```

**FIGURE 4**  
**INVENTORY MANAGEMENT MAIN MENU**

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 **RECEIVE MATERIEL - REC015**, (Pg. 11), data entry screen, the user is required to input the TRANSACTION CODE and press **[ENTER]**.

To access **RECEIPT REVERSAL - REC030**, (Pg. 22), data entry screen, the user is required to input the TRANSACTION CODE and MODIFIER <R>. Press **[ENTER]**.

For further instruction on FAST-PATH variants, see **FAST-PATH FEATURE - REC015**, (Pg. 21).

**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, REC015**, (Pg. 27).

### 3.0 RECEIPTS MENU

```
10/03/90          LIS/TRANSACTION PROCESSING          REC005
                  **RECEIPTS MENU**

                  1 - RECEIVE MATERIEL
                  2 - RECEIPT REVERSAL
                  99 - INVENTORY MGMT MAIN MENU

                  ENTER OPTION : __

                  ENTER TRANS/CD AND MODIFIER: __ _
```

**FIGURE 5**  
**RECEIPTS MENU**

Figure 5 shows the **RECEIPTS MENU** - REC005. Three **OPTIONS** are available:

**OPTION <1>** Directs the user to the **RECEIVE MATERIEL** - REC015, (Pg. 11) screen for processing receipts. When choosing **OPTION <1>** input a **TRANSACTION CODE** and press **[ENTER]**. Invalid data will result in an error message. See **ERROR MESSAGE - EXAMPLE** - REC015, (Pg. 25).

**OPTION <2>** Directs the user to the **RECEIPT REVERSAL** - REC030, (Pg. 22) screen for reversing receipts and (when applicable) re-establishing a Due-In. When choosing **OPTION <2>** input **TRANSACTION CODE** and **MODIFIER <R>** for reversal and press **[ENTER]**.

OPTION <99> If the user chooses to exit the screen, this OPTION will disregard the input data and return the user to the **INVENTORY MANAGEMENT MAIN MENU - INV001**, (Pg. 7).

### 3.1 RECEIVE MATERIEL - REC015

07/01/1998	LIS/TRANSACTION PROCESSING	REC015
** RECEIVE MATERIEL**		
TRANSACTION CD : 43	RECEIPT VOUCHER NBR : 8188R324	
NSN : 7510 01 273 7364 _	CONTROL NUMBER : 5340121934	
QUANTITY : _2_	UNIT OF ISSUE : _EA_	
COND CODE : _5	PARTIAL QUANTITY : _____	
LINE ITEM NBR : _____	TOTAL COST : 850.50	
PRIORITY CODE : _1_		
UNLIKE NSN : _____	SUPPLY SUPPORT CD : _____	
AGREEMENT NBR : _____	DATE BORROW/LOANED : _____ (MMDDYY)	
ROUTING SYMBOL : _____	DATE DUE IN/OUT : _____ (MMDDYY)	
ITEM SER NBR : _____	JOB ORDER NUMBER : _____	
PO NUMBER : _____	4500-1 OUTGOING NBR : _8321_	
	IS 4500-1 OUTGOING NBR REQD Y/N : Y	
ENTER OPTION: ___		
1 - SELECT FAST PATH		
9 - EXIT TO RECEIPTS MENU		
99 - EXIT TO INVENTORY MANAGEMENT MENU		

**FIGURE 6**  
**RECEIVE MATERIEL**

The **RECEIVE MATERIEL - REC015**, (Pg. 11) screen allows the user to input all data for processing a receipt. After all required data is input from receipt document, press **[ENTER]** to process.

The data element fields will differ for each receipt transaction. The following are required data elements on all receipt transactions.

**TRANSACTION CD** ----- Will be passed from previous screen  
**NSN** ----- Must be valid NSN on Master Inventory file  
**QUALITY** ----- Must be numeric and greater than " 0 "  
**COND CODE** ----- Must equal R, S or V  
**UNIT OF ISSUE** ----- Must equal Unit of Issue on Master Inventory  
**CONTROL NUMBE** ----- Required if transaction not equal to 53  
**RECEIPT VOUCHER NBR** ----- Must be 8 digits with an " R " for the fifth digit

All other data element edits are dependent on the type of receipt transaction.

**NOTE** : the 4500-1 Outgoing Nbr field has been added recently for Receipt Transaction Codes 43 and 48. The number is required if the user responds " Y " in the data field. When entered, the 4500-1 number must be valid. The same edits are on the **RECEIVE MATERIEL EXCEPTION - QUE304**, (Pg. 19).

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 **REC015**, (Pg. 14).

If the transaction was not able to process and was placed on Queue Management for review by Record Audit, the window will appear as shown in **REC015**, (Pg. 14).

**NOTE** : VOUCHER NUMBERS are not mechanically assigned by the system. They are assigned by the Inspectors in the Inspection and Certification Branch, AML-320 and the Exception Packing and Crating Branch, (AML-320). They will be manually entered in the input transactions. VOUCHER NUMBERS are displayed in the FAST-PATH window.

The following ranges of VOUCHER NUMBERS will be used for Receipts:

RM00 - RZ99	CDS SHOP RECEIPTS
R001 - RZ999	INV. RECEIPTS
RA01 - RZ99	OVERFLOW
(excluding R101 - R199 & R001 - R099)	
N001 - N999	Non-Stock

**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 <2>	Exit to <b>RECEIPTS MENU</b> - <b>REC005</b> , (Pg. 10)
OPTION <99>	Exit to <b>INVENTORY MANAGEMENT MENU</b> - <b>INV001</b> , (Pg. 7)

### 3.2 TRANSACTION PROCESSED - WINDOW

```

10/03/90                LIS/TRANSACTION PROCESSING                REC015
                        ** RECEIVE MATERIEL **

TRANSACTION CD :43                RECEIPT VOUCHER NBR :8188R324
NSN                :7510 01 273 7364 _        CONTROL NUMBER       :5340121934
QUANTITY           :2_____                UNIT OF ISSUE          :EA

*****
** TRANSACTION PROCESSED                **
**                **
** TRACKING-NBR:  1998188N0000003851        NEXT TC/MOD :44                **
** VOUCHER-NBR :  8188R324                NSN : _____                **
**                **                VOUCHER : _____                **
**                **                CONTROL-NBR : _____                **
**                **
** ENTER  --1---2---3---4---5---6---7---8---9---10--11--12---13--- **
**                LIS                INV                **
**  ___  HELP MAIN QUIT MAIN ISS REC ADJ FIL D/I CAT INQ  QUE  PRC  **
**                **
*****
    
```

**FIGURE 7**  
**TRANSACTION PROCESSED - WINDOW**

After all fields are valid for input and the user has entered the data, the FAST-PATH window shown in Figure 7 is displayed with the message, **TRANSACTION PROCESSED**, in the REASON CODE TEXT field located in the window at the upper left corner.

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

**RECEIPT AVG. WEIGHTED PRICE INCREASED OR DECREASED MORE THAN ALLOWED.**

**NO DUE-IN FACILITY RECORDED-RECEIPT UNPROCESSED**

**THE MANAGEMENT CODE IN THE UNIT RECORDED PROHIBITS PROCESSING**

An Exception Notice is placed on Queue Management for review by the Record Audit office. At this point, the Record audit office can correct the Receipt on Queue Management or route the Exception Notice to an Item Manager for research and review.

If there is a Special Handling Code on the Receipt NSN, the Exception Notice will be routed automatically to the Freight Classification Specialist. An example of a Receipt Exception as it appears on the Record Audit Office Queue is on [page 17](#).

**NOTE:** The TRANSACTION TRACKING NUMBER assigned and the VOUCHER NUMBER entered in the data entry screen are displayed in the FAST-PATH window. Specific information about TRANSACTION TRACKING NUMBERS and VOUCHER NUMBERS is contained in the **LIS VOUCHER/ CONTROL AND TRACKING NUMBER ASSIGNMENT USER GUIDE**.

The FAST-PATH window can be used to access the **RECEIVE MATERIEL - REC015**, (Pg. 11) or the **RECEIPT REVERSAL - REC030**, (Pg. 22). For other FAST-PATH capabilities, see **FAST-PATH FEATURE - REC015**, (Pg. 21).

When selecting another Receipt transaction from the FAST-PATH window, input TRANSACTION CODE, press **[ENTER]** and **RECEIVE MATERIEL - REC015**, (Pg. 11) screen will be displayed.

When selecting a Receipt Reversal from the FAST-PATH window, input TRANSACTION CODE, MODIFIER <R>, press **[ENTER]**, and the **RECEIPT REVERSAL - REC030**, (Pg. 22) screen will be displayed.

### 3.3 TRANSACTION UNPROCESSED - WINDOW

```

10/03/90                LIS/TRANSACTION PROCESSING                REC015
                        ** RECEIVE MATERIEL**

TRANSACTION CD :55                RECEIPT VOUCHER NBR :8163R564
NSN              :5825 01 010 6189 _    CONTROL NUMBER       :98P82148
QUANTITY         :1_____            UNIT OF ISSUE        :EA

*****
**      THE MANAGEMENT CODE IN THE UNIT RECORD PROHIBITS PROCESSING.      **
**                                                                                   **
** TRACKING-NBR  : 1998163N0000576852                NEXT TC/MOD   :55 _    **
** VOUCHER-NBR   : 8163R564                          NSN      :_____ _  **
**                                                                                   **
**                                                                                   **
**                                                                                   **
** ENTERS  --1----2----3----4---5---6---7---8---9---10----11---12--13-  **
**          LIS                INV                **
** _      HELP MAIN QUIT MAIN ISS REC ADJ  FIL  D/I  CAT  INQ  QUE  PRC  **
**                                                                                   **
*****

```

**FIGURE 8**  
**TRANSACTION UNPROCESSED - WINDOW**

When a transaction is unable to process, a REASON CODE TEXT will be displayed on the FAST-PATH window in the upper left corner. The REASON CODE TEXT can be one of several messages including:

**NO DUE-IN FACILITY RECORD-RECEIPT UNPROCESSED  
THE MANAGEMENT CODE IN THE UNIT RECORD PROHIBITS PROCESSING**

An Exception Notice is placed on Queue Management for review by Record Audit and Update. At this point, Record Audit and Update can correct the Receipt on Queue Management or route the Exception Notice to an Item Manager for research and review.

If there is a Special Handling Code on the Receipt NSN, the Exception Notice will be routed automatically to the Freight Classification Specialist.

**NOTE:** The TRANSACTION TRACKING NUMBER assigned and the VOUCHER NUMBER entered in the data entry screen are displayed in the FAST-PATH window. Specific information about TRANSACTION TRACKING NUMBERS and VOUCHER NUMBERS is contained in the **LIS VOUCHER/ CONTROL AND TRACKING NUMBER ASSIGNMENT USER GUIDE**.

The **FAST-PATH** window can be used to access the **RECEIVE MATERIEL - REC015**, (Pg. 11) or **RECEIPT REVERSAL - REC030**, (Pg. 22). For other **FAST-PATH** capabilities, see **FAST - PATH FEATURE - REC015**, (Pg. 21).

## 3.4 RECEIVE MATERIEL EXCEPTION - QUE304

```

07/01/1998                LIS / QUEUE MANAGEMENT                QUE304
                        ** RECEIVE MATERIEL EXCEPTION **

PROCESS DATE : 06/16/1998                PROCESS TIME : 09:10:38

RSN : RECEIPT AVG WEIGHTED PRICE INCREASED OR DECREASED MORE THAN ALLOWED

TRANS TRACK NBR : 1998167N0000584834    TRANSACTION CE       : 43
NSN                : 6135 00 826 4798    RECEIPT VOUCHER NBR : 8166R402
QUANTITY RECD     : 20_____          CONTROL NUMBER      : 0298F40460
PARTIAL QUANTITY : _____          PO NUMBER           : _____
UNIT OF ISSUE     : EA                 DUE-IN DATE        : ___/___/___
COND CODE         : S                 TOTAL COST THIS REC : $84.00__
ITEM MGR NBR     : 97                 4500-1 OUTGOING-NBR : _____
UNLIKE NSN       : _____          SUPPLY SUPPORT CD   : _____
AGREEMENT-NBR    : _____

                                RESPONSE ROUTED FROM : OSEGUEDA  _

1 - PROCESS          10 - SELECT NEXT RECORD      20 - PRONT EXCEPTION
2 - CANCEL           *11 - VIEW ROUTING MESSAGE   29 - SELECT FAST PATH EXIT
5 - VIEW MASTER     12 - VIEW AVG WGHT PRICE     99 - QUEUE MANAGEMENT MAIN MENU
6 - ROUTE

                                ENTER OPTION : ____

```

**FIGURE 9****RECEIVE MATERIEL EXCEPTION**

**RECEIVE MATERIEL EXCEPTION - QUE304** screen displays in the Record Audit Office queue.

In the above example the reason that it did not process is noted on the top of the screen “ **RECEIPT AVG WEIGHTED PROCE INCREASED OR DECREASED MORE THAN ALLOWED** “. This process only applies to Transaction Codes - 40, 42, 43 (operating), 44 (if cat 6 and DOD), 52. It also excludes Type Price Code 5.

The next screen shows the “ **TRANSACTION PROCESSED** “ window and displays the Tracking Nbr after the receipt has been processed. If another receipt transaction is required at this point, the transaction code can be input on this screen to take the user to the **RECEIVE MATERIAL - REC015**, (Pg. 11).

### 3.5 FAST-PATH FEATURE

```

10/03/90                LIS/TRANSACTION PROCESSING                REC015
                        ** RECEIVE MATERIEL **
TRANSACTION CD: 56                RECEIPT VOUCHER NBR: 8R2R006
NSN                :0052 00 010 4003 _                CONTROL-NBR                :811039AG
QUANTITY                :1_____                UNIT OF ISSUE                :EA_____

*****
**      TRANSACTION PROCESSED                **
**
**      TRACKING-NBR : 1998122N0000245132                NEXT TC/MOD :__ _                **
**      VOUCHER-NBR  : 8122R006                NSN :_____ _ _ _ _ _ _ _ _ _ _                **
**
**
**
**      CONTROL-NBR : _____                **
**
**      ENTER  --1---2---3---4---5---6---7---8---9--10--11--12---13--                **
**      LIS                INV                **
**      8  HELP MAIN QUIT MAIN ISS REC ADJ FIL D/I CAT INQ QUE  PRC                **
**
*****

```

**FIGURE 10**  
**FAST-PATH FEATURE**

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, the window shown in Figure 10, is displayed. A message is displayed in the REASON CODE TEXT.

The NEXT TC/MOD is required to continue the FAST-PATH. NSN, VOUCHER, and CONTROL-NBR are required for some functions. The user can input an OPTION NUMBER at the ENTER field to call a specific function menu within assigned security level. For example, to access the File Maintenance Menu enter <8> in the ENTER field and press **[ENTER]**.

### 3.6 RECEIPT REVERSAL - REC030

```

07/15/1998                LIS/TRANSACTION PROCESSING                REC030
                        ** RECEIPT REVERSAL **

TR TRANSACTION CD :56 R                RECEIPT VOUCHER NBR :8122R006
NSN                :0052 00 010 4003    CONTROL NUMBER      :811039AG
QUANTITY           :1_____            UNIT OF ISSUE        :EA
COND CODE          :5                    PARTIAL QUANTITY   :_____
LINE ITEM NBR     :_____              TOTAL COST          :_____
AGREEMENT NBR     :_____              SUPPLY SUPPORT CD   :_____
PRIORITY CODE     :

-----
ENTER DATA BELOW TO RE-ESTABLISH DUE-IN

DUE-IN NSN        :0052 00 010 4003 _
DUE-IN DATE       :08 30 98(MMDDYY)    DUE-IN COND CODE   :_5
JOB ORDER NBR    :_____

ENTER OPTION     : _____
                                1 - SELECT FAST PATH
                                9 - EXIT TO RECEIPTS MENU
                                99 - EXIT TO INVENTORY MANAGEMENT MENU

```

**FIGURE 11**  
**RECEIPT REVERSAL**

**RECEIPT REVERSAL - REC030**, (Pg. 22) enables the user to process a Receipt Reversal by transferring all required data from the receipt document.

All data entered on the receipt reversal document must be exactly as that on the receipt document in order for it to cancel out the receipt. The information entered on the bottom portion of the receipt reversal is dependent on the type of receipt transaction.

The data element edits on the top portion of the receipt reversal are the same as on the Receipt, see **REC015**, (Pg. 11).

When TRANSACTION CODES are 54, 55, 56, 58, 59, or 60, it is necessary to re-establish the Due-In. This is done by completing the bottom of the screen below the statement, **ENTER DATA BELOW TO RE-ESTABLISH DUE-IN**, see **REC030**, (Pg. 22).

The Receipt Reversal and the re-establishment of the Due-In have to be accomplished before the transaction can process on the TRANSACTION CODEs mentioned above. The Due-In will be transmitted to the LIS Adjustment function and will process a TC-12 or TC-13.

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, REC015**, (Pg. 25).

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 **REC015**, (Pg. 14).

If the transaction was not able to process, the FAST-PATH window will appear as shown in **REC015**, (Pg. 17).

After the Receipt Reversal has processed and the requirement exists to reenter the original Receipt transaction, input the TRANSACTION CODE in the FAST-PATH window to display **RECEIVE MATERIAL - REC015**, (Pg. 11) or OPTION <9> to return to **RECEIPTS MENU - REC005**, (Pg. 10).

**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 RECEIPT MENU - REC005**, (Pg. 10)

OPTION <99>     **EXIT TO INVENTORY MANAGEMENT MENU - INV001**, (Pg. 7).

## 4.0 SPECIAL APPLICATIONS AND FEATURES

### 4.1 ERROR MESSAGE - EXAMPLE

```

NO RECORD FOUND FOR THIS NSN
07/15/1998                LIS/TRANSACTION PROCESSING                REC015
                        ** RECEIVE MATERIEL **

TRANSACTION CD :42                RECEIPT VOUCHER NBR :8188R005
NSN              :6625 01 341 8213 _  CONTROL NUMBER           :_____
QUANTITY         :_____          UNIT OF ISSUE              :_____
COND CODE       :_                PARTIAL QUANTITY           :_____
LINE ITEM NBR   :___              TOTAL COST                 :_____

UNLIKE NSN      :_____          SUPPLY SUPPORT CODE       :_____

AGREEMENT NBR   :_____          DATE BORROW/LOANED    :_____ (MMDDYY)
ROUTING SYMBOL  :_____          DATE DUE IN/OUT      :_____ (MMDDYY)
ITEM SER NBR    :_____          JOB ORDER NUMBER     :_____
PO NUMBER       :_____

                        ENTER OPTION: ___

                        1 - SELECT FAST PATH
                        9 - EXIT TO RECEIPTS MENU
                        99 - EXIT TO INVENTORY MANAGEMENT MENU

```

**FIGURE 12**  
**ERROR MESSAGE - EXAMPLE**

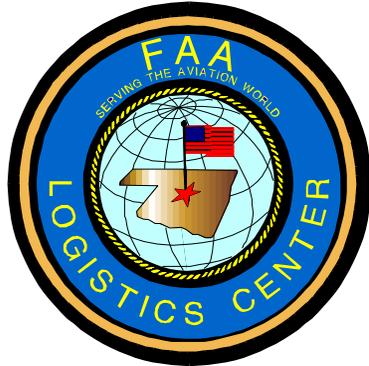
An error message will appear in the upper left corner of the screen when invalid / incomplete data is input. The error message will display information for course of action. The cursor will be positioned at the first invalid field on the screen.

In Figure 12, **REC015**, (Pg. 25) the cursor is located at the point of the asterisk (\*) for a check 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. Input one of the following OPTIONS.

OPTION <9>      **EXIT TO RECEIPTS MENU - REC005**, (Pg. 7).

OPTION <99>     **EXIT TO INVENTORY MANAGEMENT MENU - INV001**, (Pg. 10)





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