

Title: Voucher/Control	Number: WI-100-LIS-0023	Revision Number: 2	Date Issued: 8-25-98
and Tracking Number Assignment	Prepared By: Jennifer Rey	Approved By: Bob Oborsky	Page: 1 of 22

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LIS

**VOUCHER/CONTROL AND
TRACKING NUMBER ASSIGNMENT**



USER GUIDE

REVISED : AUGUST 25, 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

This User Guide provides information about VOUCHER NUMBERS, CONTROL NUMBERS and TRANSACTION TRACKING NUMBERS used in the Logistics and Inventory System (LIS).

LIS uses a structured VOUCHER NUMBER and CONTROL NUMBER process as a means of identifying and managing input documents

1.2 BENEFITS

VOUCHER NUMBERS and CONTROL NUMBERS are used to identify specific transactions input for Automatic Data Processing (ADP). These numbers are sequentially assigned either mechanically or manually. In addition to VOUCHER and CONTROL NUMBERS, the LIS provides an additional dimension of control with a TRANSACTION TRACKING NUMBER mechanically assigned to every input transaction.

VOUCHER NUMBERS provide an audit trail for transactions affecting the financial accountability of items on the FAA Logistics Center's Master Inventory Record CONTROL NUMBERS are assigned to transactions which do not affect the financial accountability of Master Inventory Record account balances.

VOUCHER / CONTROL NUMBER process is continued in the LIS. However, more VOUCHER / CONTROL NUMBERS are mechanically assigned in the LIS.

Online voucher generation in the LIS replaces much of the batch voucher generation, required previously.

The predominant format of eight-position VOUCHER NUMBERS and CONTROL NUMBERS is continued in the LIS. TRANSACTION TRACKING NUMBERS contain nine positions. Specific information about format and composition of TRANSACTION TRACKING NUMBERS and each type of VOUCHER NUMBER and CONTROL NUMBER is provided in this guide to assist the user.

Manually assigned VOUCHER NUMBERS will require continuation and maintenance of Voucher Control Registers in the responsible user organizations. Organizational control register responsibilities are also identified in this guide.

1.3 STANDARD NOTATION FOR INPUT FROM THE KEYBOARD

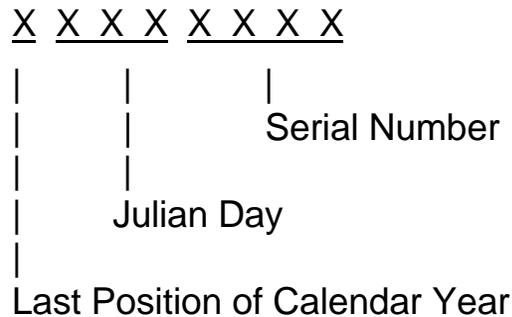
Throughout the LIS USER GUIDE, the following conventions will be used consistently to indicate user keyboard entry

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
BOLD CAPS	information from the actual screen	<99> - TO CANCEL or RETURN TO LIS MAIN MENU
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
[keyname]-[keyname]	combinations of keys to press together	Hold the first key down, press the second

2.0 VOUCHER / CONTROL NUMBER FORMAT

The basic eight-position VOUCHER/CONTROL NUMBER is comprised of the Julian Date in the first four positions, followed by a four-position sequentially-assigned serial number as follows:



Unique serial numbers distinguish one same-type / same-day transaction from another. Blocks (ranges) of serial numbers are used to distinguish different types of transactions. Serial number ranges for the various types of transactions are depicted in Section 3.0 of this guide, indicating whether assigned mechanically or manually, and the using organization of manually-assigned numbers.

2.1 STOCKROOM VOUCHER NUMBERS

X X X X X X X X

| | | |
| | | | Serial Number

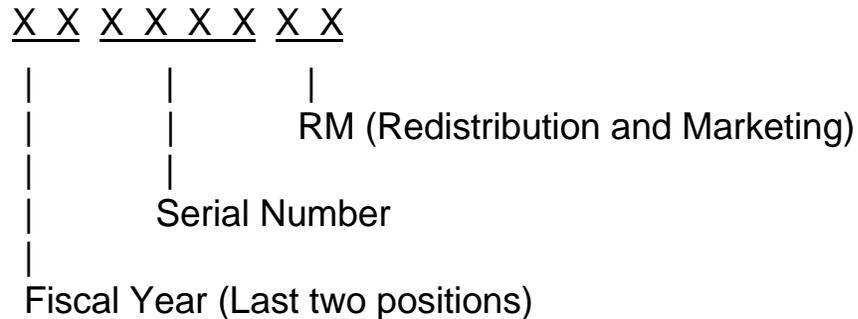
| | | |
| | | | Stockroom Designator

| | | |
| | | | Julian Date

| | | |
| | | | Last Position of Calendar Year

2.2 EXCESS/SURVEY VOUCHER NUMBERS

The eight-position VOUCHER NUMBER used for issues of materiel to the FAA Logistics Center's Redistribution and Marketing (R&M) activity for disposal varies from the basic VOUCHER NUMBER. It consists of two-position fiscal year identifier, four-position serial number and two position constant of "RM" identifying the Redistribution and Marketing Activity, as shown below.



2.4 FILE MAINTENANCE CONTROL NUMBERS

File Maintenance CONTROL NUMBERS are mechanically assigned by the LIS. They contain Julian date in the first four positions and the last four positions of the User's Identification (ID).

X X X X X X X X

| | |
| | Last Four Positions of User's ID
| Julian Date
|
Last Position of Calendar Year

2.6 PHYSICAL INVENTORY ADJUSTMENT VOUCHER NUMBERS

The eight-position VOUCHER NUMBER used for physical inventory adjustments consists of the a four-position Julian date, representing the Date of Adjustment, followed by a four-position physical INVENTORY LOT NUMBER designator. Examples are provided below.

a. Cycle Inventory:

<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
						Lot Number (01 through 37)	
				Constant "C" - Cycle Inventory			
		Constant Zero					
	Julian Day (of Adjustment Processing)						
Last Position of Calendar Year							

b. Special Inventory:

<u>X</u>							
							Lot Number (Julian Day Lot Selected)
							Constant "V" - Special Inventory
							Julian Day (of Adjustment Processing)
							Last Position of Calendar Year

2.7 BORROWED AND LOANED CONTROL NUMBERS

CONTROL NUMBER is a four position number assigned to borrowed and loaned transactions. It is used to control the establishment of, and update to, the borrowed and loaned records in the Due-In file.

2.8 TRANSACTION TRACKING NUMBERS

TRANSACTION TRACKING NUMBERS are mechanically assigned for every type of transaction input into the LIS. These consist of Issues, Receipts, Adjustments and File Maintenance. The nine-position TRANSACTION TRACKING NUMBER is comprised of a five-position assignment date and a four-position sequential serial number.

Special consideration is given to identify serial numbers originating from Initial Supply Support Allowance Chart (ISSAC) and Schedule "A" transactions.

The basic TRANSACTION TRACKING NUMBER format is depicted below:

TRANSACTION TRACKING NUMBER:

<u>X</u>									
									Numeric Sequential Number
									(Alpha overflow)
									Julian Day
									Calendar Year

Serial Number formats in TRANSACTION TRACKING NUMBERS for ISSAC and Schedule "A" transactions are as follows:

I	X	X	X	(ISSAC)
A	<u>X</u>	<u>X</u>	<u>X</u>	(Schedule "A")
				Sequential Number

3.0 VOUCHER / CONTROL NUMBER TABLE

This table reflects the type of transaction and the respective range of serial numbers used to distinguish the various VOUCHER/CONTROL NUMBERS. The table also identifies whether the numbers are assigned mechanically by the automated system (A), or manually (M), the reset frequency and responsible organization.

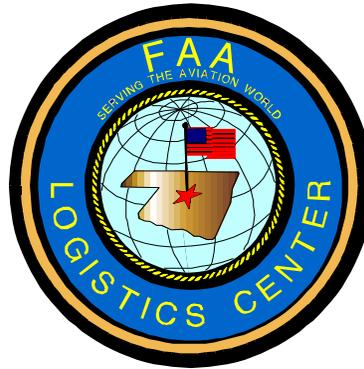
INVENTORY ISSUES	SERIAL NO RANGE	TYPE	RESET	REMARKS/ORGANIZATION
<u>Operating Mat'l Pre Post:</u>				
Single Line Item	0036-3969	A	Daily	On Control File
Overflow	37AA-38ZZ	A	Daily	(Includes other F&E TC's)
Multiple L / I	3970-3999	M	Daily	AAC-482C
<u>Operating Mat'l Confirming:</u>				
Priority Desk	39AA-39LZ (excluding 39FA-39FZ)	M	Daily	AML-324
OS&D	39MA-39MZ	M	Daily	AML-331
To Shops (E&R)	39NA-39NZ	M	Daily	AML-325
To Shops	39FA-39FZ	M	Daily	AML-325

Reserved	39PA-39PZ			
Mobile Fac. Loans	39QA-39QZ	M	Daily	AML-622
AID/NAT-Record Items	39ZA-39ZZ	M	Daily	AML-610
AID/NAT-Unaccountable	98ZA-99ZZ	M	Daily	AML-610

Project Mat'l:				
Pre Post	39RA-39WZ	A	Daily	PMMS Assigns
Project Mat'l:				
Confirming	39XA-39YZ	M	Daily	PMMS
Excess (Pre Post)	5000-9999	A	Daily	NS NT215 Assigns
Excess/Survey				
(Confirming)	0001-4999	M	Daily	AML-334
AAC-400 Shops	6A01-6A25	M	Daily	AML-325
Plant Maint.	7A01-7A99	M	Daily	AML-325
Academy	8A01-8A50	M	Daily	AML-325
Non-Stock Issues	9800-9830	M	Daily	AML-620
and Reships	9831-9840	M	Daily	AML-630
	9841-9860	M	Daily	AML-640
	9861-9899	M	Daily	AML-650
	9900-9920	M	Daily	AML-331 (OS&D)
GSA/DOD	4600-9499	A	Daily	
Direct Shipment				
(Routine/Planned)				
GSA Priority	9500-9549	M	Daily	AML-652
DOD P-1 NORS	0001-0035	M	Daily	AML-652
(Exp./E&R)				

FEDSTRIP/MILSTRIP	SERIAL NO. RANGE	TYPE RESET		REMARKS/ORGANIZATION
DOD P-2 (NSNs Not on Record)	9550-9600	M	Daily	AML-652
DOD E&R D/S (Aircraft/Ground)	9601-9620	M	Daily	AML-652
Reserved	9621-9719			
DOD/GSA P-1s Non Normal Hrs. (Priority Desk)	9720-9740	M	Daily	AML-324
Reserved	9741-9750			
DOD E&R Stock Acquisition (Aircraft/Ground)	9751-9799	M	Daily	AML-652
RECEIPTS				
Inv. Receipts	R001-R999	M	Daily	AML-320
Overflow	RA01-RZ99	M	Daily	AML-320
	(excluding RI01-RI99 & RO01-RO99)			
Non-Stock	N001-N999	M	Daily	AML-320
CDS Shop-6000-LIS	RM00-RZ99	A	Daily	On CDS Central File

ADJUSTMENTS	SERIAL NO. RANGE	TYPE	RESET	REMARKS/ORGANIZATION
Routine/Normal	4001-4598	A	Daily	On Control File
Overflow	40AA-44ZZ	A	Daily	
Cat. 2 Update	45AA	A	Qtrly	LIS Assigned
DSA/GSA Transfer Between Accounts	45AB	A	Monthly	LIS Assigned
DSA/GSA Unit Price Change	45AC	A	Monthly	LIS Assigned
DSA/GSA Type Price Code 5 Change	45AD	A	Monthly	LIS Assigned
Delete/Transfer As From NSN/To NSN	45AE	A	Required	LIS AssignedStandard Price
Validation	45AF	A	Qtrly	LIS AssignedAutomatic Price
Validation	45AX	A	Qtrly	LIS Assigned
BORROWED/LOANED	CONTROL NO. RANGE	TYPE	RESET	REMARKS/ORGANIZATION
	2000-2899	M	N/A	AML-620
	2900-2999	M	N/A	AML-610
	3000-4999	M	N/A	AML-630
	5000-5999	M	N/A	AML-640
	6000-6999	M	N/A	AML-650



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