

Department of Veterans Affairs
Decentralized Hospital Computer Program

EQUIPMENT/TURN-IN REQUEST TECHNICAL MANUAL

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PREFACE

PURPOSE OF THE TECHNICAL MANUAL

The Technical Manual contains information to assist programmers, site managers and IRM technical personnel in operating, maintaining and troubleshooting Equipment/Turn-In Request Module V.1.0 software. The Equipment/Turn-In Request Module is meant to be used to track equipment that is to be turned in and to follow the progress of equipment requests prior to their purchase.

This manual is included among the following mandatory components of DHCP software documentation:

- Technical Manual
- Package Security Guide
- Installation Guide/Release Notes (combined or separate documents)
- User Manual

REFERENCE NUMBERING SYSTEM

This document uses a paragraph numbering system that helps the reader understand how the sections of the document relate to each other. For example, suppose this paragraph was section 1.3. Under the numbering system, this paragraph would be the main paragraph for the third section of Chapter 1. If there were two subsections to this section, they would be numbered sections 1.3.1 and 1.3.2. A paragraph numbered 1.3.5.4.7 would be the seventh subsection of the fourth subsection of the fifth subsection of the third subsection of Chapter 1

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CHAPTER 1 INTRODUCTION

1.1 Overview

The Equipment Request/Turn-In Module Version 1.0, will provide support to a variety of administrative activities in your medical center concerning your non-expendable equipment requests and any equipment turn-ins.

Functionally, the Equipment/Turn-In module has several organizational elements that use different components of the software.

- Requestor
- Consolidated Memorandum of Receipt (CMR)
- Personal Property Manager (PPM)
- Engineering
- Other Concurring Officials
- Equipment committee
- Warehouse

Each organizational element has a different function with some overlapping components. Each of these elements interact and rely upon each other for the smooth flow and completion of equipment requests and turn-ins.

1.2 Electronic Signature

A primary security feature involves the use of electronic signatures. Individuals in the process, who need to have authority to approve actions, should have the ability to enter and edit their own Electronic Signature Code. This code may be required before a transaction (request) can pass on to the next level.

Introduction

CHAPTER 2 IMPLEMENTATION AND MAINTENANCE

2.1 Operating Specifics

This section addresses specific information that is needed to run this module.

2.1.1 Sizing Information

- ^PRCS (410) - 1 block per entry (2237 Request)
- ^PRCN(413) - 2 blocks per entry (Equipment Request)
- ^PRCN(413.1) - 2 blocks per entry (Turn-In Request)

2.2 Global Journaling

It is recommended that the PRCN global be journaled.

2.3 Translation Tables

The PRCN global is created when loading as a virgin install. PRCN should be defined with access privileges; RWD for System, World, Group and UCI, using %GLOMAN for DSM and %GCH for MSM. This should be the same access level as the Engineering and IFCAP globals. This global contains all the Equipment/Turn-In Request files used in the package

CHAPTER 3 ROUTINE DESCRIPTIONS

3.1 Overview

The Equipment/Turn-In Request routines use the PRCN namespace.

3.2 List of Routines

The following routines exported with the Equipment/Turn-In Request Module Version 1.0, are listed below with briefly described functional summaries.

PRCN2237

This routine is used to create 2237's from those requests that were approved and funded by the Equipment Committee.

PRCNCMR

This routine is used by the CMR Responsible Official to review and/or edit a equipment request.

PRCNCMRP

This routine is used by the CMR Responsible Official to assign a priority for approved equipment requests.

PRCNCNCL

This routine is used to cancel equipment requests and any associated turn-in requests.

PRCNCOST

This routine prints the Display Cost Report.

PRCNDISP

This routine is used to select and display any transaction.

PRCNENG

This routine is used by the Engineering Department. Another function of this program is to determine the room and space for the location display.

PRCNEQA1

This routine is used to approve multiple requests by rank and generate a 2237.

PRCNEQAP

This routine is used to process Equipment Committee decisions concerning equipment requests.

PRCNEQS

This routine is used by the Equipment Committee to split equipment requests.

PRCNFAP

This routine is used to check for FAP capitalization and checks to see if a FA or FD code sheet has been produced.

PRCNHLP

This routine is a special executable help program for contracts by a selected vendor.

PRCNLID

This routine is used to display line items.

PRCNMESG

This routine is used to build specialized mail messages and send them to the appropriate users.

PRCNOTHR

This routine is used to process other approvals needed during the request process by other designated Concurring Officials.

PRCNPEDT

This routine is used by the PPM to edit requests.

PRCNPPM

This routine is used by the Personal Property Manager (PPM) to process and complete equipment request information.

PRCNPR2

This routine is used to print fields based on their field type.

PRCNPRNT

This routine is used to display a request.

PRCNPROJ

This routine is used to display special help for projects.

PRCNPURG

This routine is used to purge completed or cancelled requests.

PRCNREQE

This routine is used to edit a equipment request.

PRCNREQN

This routine is used to enter a new equipment request.

PRCNREQQ

This routine is used to process changes in the line item quantity.

PRCNRNK

This routine is used to rank the equipment requests by the PPM.

PRCNRPT

This routine is used to print some reports.

PRCNRSMT

This routine is used to resubmit a request.

PRCNSERP

This routines prints the Service Priority report.

PRCNSPL

This routine is used to split an equipment request transaction.

PRCNSTAT

This routine is used to print the Request Status Report.

PRCNTICM

This routine is used by the CMR Responsible Official to review and approve a turn-in request.

PRCNTICN

This routine is used to cancel a turn-in request and associated equipment request.

PRCNTIED

This routine is used to edit a turn-in request.

PRCNTIPP

This routine is used by the Personal Property Manager (PPM) to review and complete a turn-in request.

Routine Descriptions

PRCNTIPR

This routine is used to display a turn-in request.

PRCNTIRQ

This routine is used to enter a new turn-in request.

PRCNTIWH

This routine is used to notify the Warehouse of a turn-in to be picked up and for the Warehouse manager to assign the pick-up to a worker, and to sign when it has been picked up.

PRCNUTL

This routine is used for general utility functions.

PRCNUTL1

This routine is used for general utility functions.

CHAPTER 4 FILE LIST

4.1 Overview

This section of the Equipment/Turn-In Request Version 1.0, Technical Manual, provides a listing of all Equipment/Turn-In Request files with their associated VA FileMan security access, and brief descriptions of the type of data stored there.

4.2 File List (By Number)

Warning: Do NOT use VA FileMan to edit any of the files directly! Using FileMan will compromise system integrity. Use the menu options.

413 EQUIPMENT REQUEST

This is the main file containing all non-expendable equipment requests.

413.1 TURN-IN REQUEST

This file contains all the turn-in equipment requests, both those requests that are for replacement equipment and those requests that are for excess equipment.

413.2 EQUIPMENT COMMITTEE

This file contains the members of the Equipment Committee who will meet to decide the fate of non-expendable equipment requests.

413.3 CONCURRING OFFICIALS

This file contains a list of users most frequently used as concurring officials to review, and approve non-expendable equipment requests.

413.4 SPECIAL HANDLING CODES

This file contains the types of codes for items that may need special handling when ordered.

413.5 NX STATUS

This file maintains all statuses needed for the equipment and turn-in request process.

413.7 COUNTER

This file is used to produce the temporary transaction numbers for both equipment requests and turn-in requests.

4.3 File Protection

The Equipment/Turn-In Request Version 1.0, package files contain files that are nationally controlled, and generally carry a high level of file protection with regard to Delete, Read, Write, and Laygo access, and local data files which do allow Delete, Read, Write, and Laygo access. The data dictionaries for any Equipment/Turn-In file should NOT be altered.

The package has eight (8) levels of VA FileManager, file protection enabled on its files.

1. None - where no special security is enabled
2. # - Site Manager access
3. @ - Programmer access to files
4. % - Delete Access
5. [- READ Access
6.] - WRITE Access
7. \$ - LAYGO Access
8. ^ - Cannot be accessed at all

4.4 Files with Security Access

NAME	NUMBER	DD ACCESS	RD ACCESS	WR ACCESS	DEL ACCESS	LAYGO ACCESS
EQUIPMENT REQUEST	413	@	[]	%	\$
TURN-IN REQUEST	413.1	@	[]	%	\$
EQUIPMENT COMMITTEE	413.2	@	[]	%	\$
CONCURRING OFFICIALS	413.3	@	[]	%	\$
SPECIAL HANDLING CODES	413.4	@	[]	@	@
NX STATUS	413.5	@	[]	@	@
COUNTER	413.7	@	[]	@	@

CHAPTER 5 EXPORTED OPTIONS

5.1 Menu Structure and Option Definitions

The following chart displays the exported Equipment/Turn-In Request Version 1.0, options listed by primary menu with associated Security Keys that are to be assigned to particular users.

5.2 Assigning Menus and Security Keys to Users

You will probably want to review the menus and security keys currently assigned to users. The following table shows the menus and associated security keys to be assigned to each type of user.

Equipment Request Menus

User	Menu Text (seen by user)	Name (used by computer)	Associated Security key(s)	Electronic Signature
Requestor	Equipment Request Menu	PRCN NX MENU		NO
CMR Official	CMR Official Menu	PRCN NX CMR MENU	PRCNCMR	YES
Personal Property Manager	PPM Menu	PRCN NX PPM MENU	PRCNPPM PRCNRNK	YES
Engineering	Engineering Equipment Request Menu	PRCN NX ENG MENU	PRCNEN	YES
Concurring Officials	Equipment Concurring Official Menu	PRCN NX CONC MENU		YES
Equipment Committee Members	Equipment Committee Menu	PRCN NX EQ COMM	PRCNEQP PRCNRNK	NO

Turn-In Menus

User	Menu Text (seen by user)	Name (used by computer)	Associated Security key(s)	Electronic Signature
Requestor	Process Turn-Ins Menu	PRCN TURN MENU		NO
CMR Official	Process Turn-Ins Menu	PRCN TURN MENU	PRCNCMR	YES
Personal Property Manager	Process Turn-In Request Disposition Turn- in Request	PRCN TURN PPM PRCN TURN DISP	PRCNPPM	YES
Warehouse	Process Turn-in Request	PRCN TURN WHSE	PRCNWHSE	YES

Please note that these are only suggested menus. Individual menus may be customized, provided the appropriate security keys and electronic signature authority have also been included.

5.3 Option List by Name

Name: PRCN NX CANCEL

Type: Run Routine Routine: EN^PRCNCNCL

Lock:

Entry Action: D REQ^PRCNCNCL

Exit Action:

Menu Text: Cancel Equipment Request

Description: This option allows the requestor to cancel the equipment requests that they entered.

Name: PRCN NX CMR APP

Type: Run Routine Routine: PRCNCMR

Lock: PRCNCMR

Entry Action:

Exit Action:

Menu Text: Approve Equipment Requests (CMR Official)

Description: This option is used by the CMR Official to review and approve equipment requests that have been completed by the requestor.

Name: PRCN NX CMR DISPLAY
 Type: Run Routine Routine: CMR^PRCNDISP
 Lock: PRCNCMR
 Entry Action:
 Exit Action:
 Menu Text: Display/Print Equipment Request (CMR)
 Description: This option allows the CMR to display to screen or print equipment requests.

Name: PRCN NX CMR MENU
 Type: Menu Routine:
 Lock: PRCNCMR
 Entry Action: S PRCNCMF=1
 Exit Action: K STA,PRCNCMF
 Header: S STA=3 D EMSG^PRCNUTL S STA=45 D
 EMSG^PRCNUTL,TMSG^PRCNUTL
 Menu Text: CMR Official Equipment Request Menu
 Description: This is the top level master menu for the CMR Official.
 Menu:

Enter New Equipment Request	PRCN NX NEW
Edit Equipment Request	PRCN NX EDIT
Cancel Equipment Request	PRCN NX CANCEL
Request Status Report	PRCN NX CMR STATUS
Display/Print Equipment Request (CMR)	PRCN NX CMR DISPLAY
Approve Equipment Requests (CMR Official)	PRCN NX CMR APP
Resubmit Request (CMR)	PRCN NX CMR RESUBMIT
Process Equipment Turn-Ins Menu ...	PRCN TURN MENU

Name: PRCN NX CMR RESUBMIT
 Type: Run Routine Routine: EN^PRCNRSMT
 Lock: PRCNCMR
 Enter Action: S PRCNCMF=1
 Exit Action: K PRCNCMF
 Menu Text: Resubmit Request (CMR)
 Description: This option allows the responsible CMR Official to resubmit transactions with a particular status.

Name: PRCN NX CMR STATUS
 Type: Run Routine Routine: CMR^PRCNSTAT
 Lock: PRCNCMR
 Entry Action:
 Exit Action:
 Menu Text: Request Status Report
 Description: This option will print the status of all requests pertaining to this person's CMR responsibilities.

Exported Options

Name: PRCN NX CONC MENU
Type: Menu Routine:
Lock:
Entry Action: S STA=9 D EMSG^PRCNUTL
Exit Action:
Header:
Menu Text: Equipment Concurring Official Menu
Description: This menu option is to be assigned to those individuals who may act as concurring officials for equipment requests.

Menu:
Review Equipment Requests (Concurring Official) PRCN NX CONCUR

Name: PRCN NX CONCUR
Type: Run Routine Routine: CON^PRCNOTHR
Entry Action:
Exit Action:
Menu Text: Review Equipment Requests (Concurring Official)
Description: This menu option should be assigned to persons who may be asked to serve as Concurring Official. This is the main option to review and approve equipment requests.

Name: PRCN NX CONTROLLED ITEM
Type: Print Routine:
Entry Action:
Exit Action: I IOT="TRM" W !,"Press RETURN to continue..." R C:DTIME
DIC {DIP}: PRCN(413, L.: 0
FLDS: [PRCNCONT] FR: ,
TO: ,
DIS(0): I \$D(^PRCN(413,D0,4)), \$P(^4),U,2)="Y"
Menu Text: Controlled Equipment Report
Description: This report prints those requests that have been designated as containing controlled items.

Name: PRCN NX DISPLAY
Type: Run Routine Routine: PRCNPRNT
Lock:
Entry Action: S DIC("S")="I \$P(^0),U,2)=DUZ"
Exit Action: K DIC
Menu Text: Display/Print Equipment Requests (Requestor)
Description: This option allows the requestor to view equipment requests to the screen or print them.

Name: PRCN NX EDIT
 Type: Run Routine Routine: EN^PRCNREQE
 Lock:
 Entry Action:
 Exit Action:
 Menu Text: Edit Equipment Request
 Description: This option allows the user to review and edit their equipment request, as long as the CMR Official has not yet approved it.

Name: PRCN NX ENG
 Type: Run Routine Routine: PRCNENG
 Lock: PRCNEN
 Entry Action:
 Exit Action:
 Menu Text: Approve Equipment Request (Engineering)
 Description: This option should be assigned to those Engineering personnel who may need to complete important information about equipment requests.

Name: PRCN NX ENG MENU
 Type: Menu Routine:
 Lock: PRCNEN
 Entry Action: F STA=8,26,30 D EMSG^PRCNUTL
 Exit Action:
 Header:
 Menu Text: Engineering Equipment Request Menu
 Description: This menu option is the main menu option for Engineering personnel who may review and process non-expendable equipment requests.
 Menu:
 Approve Equipment Request (Engineering) PRCN NX ENG

Name: PRCN NX EQ COMM APPROVE
 Type: Run Routine Routine: EN^PRCNEQAP
 Lock: PRCNEQP
 Entry Action:
 Exit Action:
 Menu Text: Process Equip Committee Decisions
 Description: This menu option is to be assigned to either an Equipment Committee member or to the PPM to process the decisions of the Equipment Committee. After the Equipment Committee has reviewed equipment requests, their decisions must be entered.

Exported Options

Name: PRCN NX EQ COMM COST
Type: Run Routine Routine: PRCNCOST
Lock: PRCNEQP
Entry Action:
Exit Action:
Menu Text: Equipment Request Summary Report
Description: This report is a summary of all associated costs with an equipment request that are being considered by the Equipment Committee.

Name: PRCN NX EQ COMM MENU
Type: Menu Routine:
Lock: PRCNEQP
Entry Action: S STA=31 D EMSG^PRCNUTL K STA
Exit Action:
Menu Text: Equipment Committee Menu
Description: This top level menu may be assigned to individuals serving on the Equipment Committee. It may be assigned to the Personal Property Manager (PPM) instead of individual Equipment Committee members.

Menu:

Rank Equipment Requests	PRCN NX EQ RANK
Outstanding Equipment Request Report	PRCN NX OUTSTAND REPORT
Equipment Request Summary Report	PRCN NX EQ COMM COST
Process Equip Committee Decisions	PRCN NX EQ COMM APPROVE
Service Priority Report	PRCN NX SERVICE REPORT

Name: PRCN NX EQ RANK
Type: Run Routine Routine: PRCNRNK
Lock: PRCNRNK
Entry Action:
Exit Action:
Menu Text: Rank Equipment Requests
Description: This option may be assigned to a designated Equipment Committee member or to the PPM to review and rank requests prior to the Committee review.

Name: PRCN NX MENU
Type: Menu Routine:
Lock:
Entry Action:
Exit Action:

Menu Text: Equipment Request Menu (Requestor)

Description: This is the main menu for the requestor.

Menu:

Enter New Equipment Request	PRCN NX NEW
Edit Equipment Request	PRCN NX EDIT
Cancel Equipment Request	PRCN NX CANCEL
Request Status Report	PRCN NX STATUS
Display/Print Equipment Request	PRCN NX DISPLAY
Split Equipment Request	PRCN NX SPLIT
Resubmit Equipment Requests	PRCN NX RESUBMIT
Process Equipment Turn-Ins Menu	PRCN TURN MENU

Name: PRCN NX NEW

Type: Run Routine Routine: EN^PRCNREQN

Lock:

Entry Action:

Exit Action:

Menu Text: Enter New Equipment Request

Description: This option is to allow a user to enter a new equipment request for processing.

Name: PRCN NX OUTSTAND REPORT

Type: Print Routine:

Lock:

Entry Action:

Exit Action: I IOT="TRM" W !,"Press RETURN to continue..." R C:DTIME

DIC {DIP}: PRCN(413, L.: 0

FLDS: [PRCNBRIE] BY: [PRCNSRPR]

DIS(0): I \$P(^PRCN(413,D0,0),U,7)=31!(\$P(^0),U,7)=10)

Menu Text: Outstanding Equipment Request Report

Description: This report prints a list of requests by service and priority that have not been processed yet.

Exported Options

Name: PRCN NX PPM
Type: Run Routine Routine: PRCNPPM
Lock: PRCNPPM
Entry Action:
Exit Action:
Menu Text: Review Equipment Requests (PPM)
Description: This option is for the PPM to review and complete the equipment request before going on to the Equipment Committee.

Name: PRCN NX PPM 2237
Type: Run Routine Routine: EN^PRCN2237
Lock: PRCNPPM
Entry Action:
Exit Action:
Menu Text: Create 2237 (PPM)
Description: This option is used to create 2237s from equipment requests that have been approved and funded by the Equipment Committee.

Name: PRCN NX PPM CANCEL
Type: Run Routine Routine: EN^PRCNCNCL
Lock: PRCNPPM
Entry Action: D PPM^PRCNCNCL
Exit Action:
Menu Text: Cancel Equipment Requests
Description: This option allows the PPM to cancel any request except for those that have a 2237 created, a Purchase Order created or Equipment has been received status.

Name: PRCN NX PPM DISPLAY
Type: Run Routine Routine: PRT^PRCNDISP
Lock: PRCNPPM
Entry Action:
Exit Action:
Menu Text: Display/Print Equipment Requests (PPM)
Description: This option should be used by the Personal Property Manager (PPM) to display to screen or print equipment requests.

Name: PRCN NX PPM EDIT
 Type: Run Routine Routine: RRV^PRCNPEDT
 Lock: PRCNPPM
 Entry Action:
 Exit Action:
 Menu Text: Edit Equipment Requests (PPM)
 Description: This menu option allows the PPM to edit any information (other than Engineering) if needed.

Name: PRCN NX PPM MENU
 Type: Menu Routine:
 Lock: PRCNPPM
 Entry Action:
 Exit Action:
 Header: D MMSG^PRCNPPM
 Menu Text: Equipment Request Menu (PPM)
 Description: This is the main menu for the Personal Property Manager (PPM).
 Menu:

Review Equipment Requests (PPM)	PRCN NX PPM
Edit Equipment Requests (PPM)	PRCN NX PPM EDIT
Cancel Equipment Request	PRCN NX PPM CANCEL
Request Status Report	PRCN NX EQ RANK
Create 2237 (PPM)	PRCN NX PPM 2237
Display/Print Equipment Requests (PPM)	PRCN NX PPM DISPLAY
Equipment Request Reports Menu ...	PRCN REPORTS
Process Equipment Turn-Ins Menu ...	PRCN TURN MENU

Name: PRCN NX PPM STATUS
 Type: Run Routine Routine: PPM^PRCNSTAT
 Lock: PRCNPPM
 Entry Action:
 Exit Action:
 Menu Text: Equipment Request Status Report (PPM)
 Description: This report is for the Personal Property Manager to list all equipment requests and their current status.

Exported Options

Name: PRCN NX RESUBMIT

Type: Run Routine Routine: EN^PRCNRSMT

Lock:

Entry Action:

Exit Action:

Menu Text: Resubmit Equipment Requests

Description: This option is to allow requestors to resubmit directly to the Equipment Committee those equipment requests that were deferred. Since the request has already passed all steps, it is not necessary for it to go back through the process.

Name: PRCN NX SERVICE REPORT

Type: Run Routine Routine: EN^PRCNSERP

Lock: PRCNPPM

Entry Action:

Exit Action: I IOT="TRM" W !!,"Press RETURN to continue..." R C:DTIME

Menu Text: Service Priority Report

Description: This report is to list for the Equipment Committee or designated surrogate, the priorities of requests by Service.

Name: PRCN NX SPLIT

Type: Run Routine Routine: PRCNSPL

Lock:

Entry Action:

Exit Action:

Menu Text: Split Equipment Request

Description: This option allows the requestor to split requests if they have been returned.

Name: PRCN NX STATUS

Type: Run Routine Routine: USR^PRCNSTAT

Lock:

Entry Action:

Exit Action:

Menu Text: Request Status Report

Description: This option allows the user to print a report that lists the status of that user's particular requests.

Name: PRCN NX TURN BY CMR
 Type: Print Routine: CMR^PRCNRPT
 Lock:
 Entry Action:
 Exit Action: R:IOT="TRM" !!,"Press RETURN to continue...", C:DTIME
 Menu Text: Turn-In Status by CMR Official Report
 Description: This report prints the status of turn-in requests by CMR Official.

Name: PRCN NX TURN BY SERVICE
 Type: Print Routine: SER^PRCNRPT
 Lock:
 Entry Action:
 Exit Action: R:IOT="TRM" !!,"Press RETURN to continue...", C:DTIME
 Menu Text: Turn-In Status by Service Report
 Description: This report prints the status of turn-ins by service.

Name: PRCN NX TURN BY STATUS
 Type: Print Routine:
 Lock:
 Entry Action:
 Exit Action: R:IOT="TRM" !!,"Press RETURN to continue...", C:DTIME
 DIC {DIP}: PRCN(413.1, L.: 0
 FLDS: [PRCNTIST] BY: 6
 FR: , TO: ,
 Menu Text: Turn-In Status Report
 Description: This report prints the status of turn-ins sorted by status.

Name: PRCN NX TURN BY TRANS
 Type: Print Routine:
 Lock:
 Entry Action:
 Exit Action: R:IOT="TRM" !!,"Press RETURN to continue...", C:DTIME
 DIC {DIP}: PRCN(413.1, L.: 0
 FLDS: [PRCNTIST] BY: .01
 FR: , TO: ,
 Menu Text: Turn-In Status by Transaction Number Report
 Description: This report prints the status of turn-ins sorted by transaction number.

Exported Options

Name: PRCN REPORTS
Type: Menu Routine:
Lock:
Entry Action:
Exit Action:
Menu Text: Equipment Request Reports Menu
Description: This is the main reports menu for the Equipment Request Module.
Menu:
Controlled Item Report PRCN NX CONTROLLED ITEM
Turn-In Status by CMR Report PRCN NX TURN BY CMR
Turn-In Status by Service Report PRCN NX TURN BY SERVICE
Turn-In Status Report PRCN NX TURN BY STATUS
Turn-In Status by Transaction # Report PRCN NX TURN BY TRANS
Request Status Report PRCN NX STATUS

Name: PRCN TURN CANCEL
Type: Run Routine Routine: PRCNTICN
Lock:
Entry Action:
Exit Action:
Menu Text: Cancel Turn-In Request
Description: This option should be used by the requestor to cancel a turn-in request.

Name: PRCN TURN CMR APP
Type: Run Routine Routine: PRCNTICM
Lock: PRCNCMR
Entry Action:
Exit Action:
Menu Text: Approve Equipment Turn-In Request (CMR)
Description: This option is for the CMR Responsible Official to approve the equipment turn-in request.

Name: PRCN TURN DISP
Type: Run Routine Routine: SELECT^PRCNTIPP
Lock: PRCNPPM
Entry Action: S PRCNUSR=2
Exit Action:
Menu Text: Final Turn-In Request Disposition (PPM)
Description: This option is for the PPM to finalize and complete equipment turn-in requests.

Name: PRCN TURN EDIT
 Type: Run Routine Routine: PRCNTIED
 Lock:
 Entry Action:
 Exit Action:
 Menu Text: Edit Equipment Turn-In Request
 Description: This option allows the requestor to make any modifications to the equipment turn-in request.

Name: PRCN TURN ENTER
 Type: Run Routine Routine: PRCNTIRQ
 Lock:
 Entry Action:
 Exit Action:
 Menu Text: Enter Equipment Turn-In Request
 Description: This option allows the user to enter equipment turn-in requests.

Name: PRCN TURN MENU
 Type: Menu Routine:
 Lock:
 Entry Action:
 Exit Action:
 Menu Text: Process Equipment Turn-Ins Menu
 Description: This is the top level option for processing equipment turn-in requests.
 Menu:

Enter Equipment Turn-In Request	PRCN TURN ENTER
Edit Equipment Turn-In Request	PRCN TURN EDIT
Cancel Turn-In Request	PRCN TURN CANCEL
Approve Equipment Turn-In Request (CMR)	PRCN TURN CMR APP
Process Equipment Turn-In Request (PPM)	PRCN TURN PPM
Final Turn-In Request Disposition (PPM)	PRCN TURN DISP
Display/Print Turn-In Request	PRCN TURN PRINT
Edit Turn-In Transaction (PPM)	PRNC TURN PPM EDIT

Name: PRCN TURN PPM
 Type: Run Routine Routine: SELECT^PRCNTIPP
 Lock: PRCNPPM
 Entry Action: S PRCNUSR=1
 Exit Action:
 Menu Text: Process Equipment Turn-In Request (PPM)
 Description: This option is for the PPM to process the equipment turn-in request.

Exported Options

Name: PRCN TURN PPM EDIT
Type: Run Routine Routine: TRV^PRCNPEDT
Lock: PRCNPPM
Entry Action: S PRCNUSR=1
Exit Action:
Menu Text: Edit Turn-In Transaction (PPM)
Description: This menu option allows the PPM to edit a turn-in transaction.

Name: PRCN TURN PRINT
Type: Run Routine Routine: EN^PRCNTIPR
Lock:
Entry Action: D UCK^PRCNUTL1
Exit Action: K DIC("S") I IOT="TRM" W !,"Press return to continue: " R C:DTIME
Menu Text: Display/Print Turn-In Request
Description: This option allows the user to display a turn-in request to the screen or print to a device.

Name: PRCN TURN WHSE
Type: Run Routine Routine: EN^PRCNTIWH
Lock: PRCHWHSE
Entry Action:
Exit Action:
Menu Text: Process Equipment Turn-In Requests (Warehouse)
Description: This option is for the warehouse to process equipment turn-in request.

Name: PRCN TURN WHSE MENU
Type: Menu Routine:
Lock:
Entry Action: S STA=22 D TMSG^PRCNUTL
Exit Action:
Header:
Menu Text: Warehouse Turn-In Menu
Description: This menu option is to be assigned to the Warehouse users for turn-ins.

Menu:
Process Equipment Turn-In Requests (Warehouse) PRCN TURN WHSE
Display/Print Turn-In Request PRCN TURN PRINT

Name: PRCNPURGE
 Type: Run Routine Routine: PRCNPURG
 Lock:
 Entry Action:
 Exit Action:
 TIMES PROHIBITED: 0700-1700 DAYS PROHIBITED: MO-FR
 Menu Text: Purge Equipment and Turn-In Requests
 Description: This option is a TaskMan process to purge completed and cancelled equipment and turn-in requests.

5.4 Option List (by Menu)

5.4.1 Menu Diagram for PRCN NX MENU

Equipment Request Menu (Requestor)

- Enter New Equipment Request
- Edit Equipment Request
- Cancel Equipment Request
- Request Status Report
- Process Turn-Ins Menu
 - Enter Equipment Turn-In Request
 - Edit Equipment Turn-In Request
 - Cancel Turn-In Request
 - Display/Print Turn-In Request
 - Approve Equipment Turn-In Request (CMR)
 - Process Equipment Turn-In Request (PPM)
 - Final Turn-In Request Disposition (PPM)
 - Edit Turn-In Transaction (PPM)
- Resubmit Equipment Requests
- Split Equipment Requests
- Display/Print Equipment Requests (Requestor)

5.4.2 Menu Diagram for PRCN NX CMR MENU

CMR Official Equipment Request Menu

- Enter New Equipment Request
- Edit Equipment Request
- Cancel Equipment Request
- Request Status Report
- Display/Print Equipment Request (CMR)
- Approve Equipment Requests (CMR)
- Resubmit Request (CMR)

Process Turn-Ins Menu

- Enter Equipment Turn-In Request
- Edit Equipment Turn-In Request
- Cancel Turn-In Request
- Display/Print Turn-In Request
- Approve Equipment Turn-In Request (CMR)
- Process Equipment Turn-In Request (PPM)
- Final Turn-In Request Disposition (PPM)
- Edit Turn-In Transaction (PPM)

5.4.3 Menu Diagram for PRCN NX PPM MENU

Equipment Request Menu (PPM)

- Review Equipment Requests (PPM)
- Edit Equipment Requests (PPM)
- Cancel Equipment Requests
- Rank Equipment Requests
- Create 2237 (PPM)
- Display/Print Equipment Requests (PPM)
- Equipment Request Reports Menu
 - Controlled Equipment Report
 - Request Status Report
 - Turn-In Status by CMR Official Report
 - Turn-In Status by Service Report
 - Turn-In Status by Transaction Number Report
 - Turn-In Status Report

Process Turn-Ins Menu

- Enter Equipment Turn-In Request
- Edit Equipment Turn-In Request
- Cancel Turn-In Request
- Display/Print Turn-In Request
- Approve Equipment Turn-In Request (CMR)
- Process Equipment Turn-In Request (PPM)
- Final Turn-In Request Disposition (PPM)
- Edit Turn-In Transaction (PPM)

5.4.4 Menu Diagram for PRCN NX EQ COMM MENU

Equipment Committee Menu

- Rank Equipment Requests
- Equipment Request Summary Report
- Outstanding Equipment Requests Report
- Process Equipment Committee Decisions
- Service Priority Report

5.4.5 Menu Diagram for PRCN NX ENG MENU

Engineering Equipment Request Menu

- Approve Equipment Request

5.4.6 Menu Diagram for PRCN NX CONCUR MENU

Equipment Concurring Official Menu

- Review Equipment Requests

5.4.7 Menu Diagram for PRCNTURN WHSEMENU

Warehouse Turn-In Menu

- Process Equipment Turn-In Request
- Display/Print Turn-In Request

CHAPTER 6 CROSS REFERENCES

EQUIPMENT REQUEST - File 413

- (413,.01) TRANSACTION NUMBER 0;1
- Xref 1: 413^B
Set: S ^PRCN(413,"B",\$E(X,1,30),DA)=""
Kill: K ^PRCN(413,"B",\$E(X,1,30),DA)
Desc: This cross-reference is by the generated transaction number.
- (413,2) REQUESTING SERVICE 0;3
- Xref 1: 413^AE
Set: S ^PRCN(413,"AE",\$E(X,1,30),DA)=""
Kill: K ^PRCN(413,"AE",\$E(X,1,30),DA)
Desc: This cross-reference is by the requesting service for report usage.
- (413,4.5) CMR 0;16
- Xref 1: TRIGGER^413^5
Create: S X=\$P(^ENG(6914.1,X,0),U,2)
Delete: NO EFFECT
Field #5
Desc: This triggers the CMR Official when selecting a particular CMR.
- (413,5) CMR RESPONSIBLE OFFICIAL 0;6
- Xref 1: 413^AD
Set: S ^PRCN(413,"AD",\$E(X,1,30),DA)=""
Kill: K ^PRCN(413,"AD",\$E(X,1,30),DA)
Desc: This is a cross-reference by the CMR responsible official.
- (413,6) REQUEST STATUS 0;7
- Xref 1: 413^AC
Set: S ^PRCN(413,"AC",\$E(X,1,30),DA)=""
Kill: K ^PRCN(413,"AC",\$E(X,1,30),DA)
Desc: This is a cross-reference by request status.

Cross References

(413,15) LINE ITEM 1;0 (Multiple)
(413.015,.01) LINE ITEM NUMBER 0;1

Xref 1: 413.015^B
Set: S ^PRCN(413,DA(1),1,"B",\$E(X,1,30),DA)=""
Kill: K ^PRCN(413,DA(1),1,"B",\$E(X,1,30),DA)
Desc: This cross-reference is by the Line Item Number.

(413,28) UTILITIES REQUIRED 3;0 (Multiple)
(413.028,.01) UTILITIES REQUIRED 0;1

Xref 1: 413.028^B
Set: S ^PRCN(413,DA(1),3,"B",\$E(X,1,30),DA)=""
Kill: K ^PRCN(413,DA(1),3,"B",\$E(X,1,30),DA)
Desc: This cross-reference is by utility.

(413,30) SERVICE CONTACT 2;14

Xref 1: TRIGGER^413^31
Create: S X=\$P(\$G(^VA(200,X,.13)),U,2)
Delete: @
Field: #31
Desc: The Service Contact phone field is triggered from the Office Phone field in the New Person file (.132).

(413,34) CMR PRIORITY 2;18

Xref 1: 413^P^MUMPS
Set: S SK=0 D XREF^PRCNCMRP K SK
Kill: S SK=1 D XREF^PRCNCMRP K SK
Desc: This cross-reference sets the priority by the requestor's service so that all requests are ranked by service.

(413,46) CONCURRING OFFICIALS 5;0 (Multiple)
(413.046,.01) CONCURRRING OFFICIALS 0;1

Xref 1: 413.046^B
Set: S ^PRCN(413,DA(1),5,"B",\$E(X,1,30),DA)=""
Kill: K ^PRCN(413,DA(1),5,"B",\$E(X,1,30),DA)
Desc: This cross-reference is by concurring official.

(413,49) EQUIPMENT COMMITTEE RANKING 6;3

Xref 1: 413^E
 Set: S ^PRCN(413,"E",\$E(X,1,30),DA)=""
 Kill: K ^PRCN(413,"E",\$E(X,1,30),DA)
 Desc: This is the ranking by importance of requests by the
 Equipment Committee or their designated surrogate.

TURN-IN REQUEST - File 413.1

(413.1,.01) TRANSACTION CODE 0;1

Xref 1: 413.1^B
 Set: S ^PRCN(413.1,"B",\$E(X,1,30),DA)=""
 Kill: K ^PRCN(413.1,"B",\$E(X,1,30),DA)
 Desc: This cross-reference is by the generated transaction number.

(413.1,5) CMR RESPONSIBLE OFFICIAL 0;6

Xref 1: 413.1^AD
 Set: S ^PRCN(413.1,"AD",\$E(X,1,30),DA)=""
 Kill: K ^PRCN(413.1,"AD",\$E(X,1,30),DA)
 Desc: This cross-reference is by the CMR responsible official.

(413.1,6) REQUEST STATUS 0;7

Xref 1: 413.1^AC
 Set: S ^PRCN(413.1,"AC",\$E(X,1,30),DA)=""
 Kill: K ^PRCN(413.1,"AC",\$E(X,1,30),DA)
 Desc: This cross-reference is by request status.

(413.1,15) CMR 0;16

Xref 1: TRIGGER^413.1^5
 Create: S X=\$P(^ENG(6914.1,X,0),U,2)
 Delete: NO EFFECT
 Field: #5
 Desc: This triggers the CMR Official when a particular CMR is
 entered.

(413.1,20) TURN-IN LINE ITEM 1;0 (Multiple)
 (413.11,.01) REPLACEMENT ITEM NUMBER 0;1

Xref 1: 413.11^B
 Set: S ^PRCN(413.1,DA(1),1,"B",\$E(X,1,30),DA)=""
 Kill: K ^PRCN(413.1,DA(1),1,"B",\$E(X,1,30),DA)
 Desc: This is the regular cross-reference by line item.

Xref 2: 413.1^AB
 Set: S ^PRCN(413.1,"AB",\$E(X,1,30),DA(1),DA)=""
 Kill: K ^PRCN(413.1,"AB",\$E(X,1,30),DA(1),DA)
 Desc: This cross-reference is used to check to see if an inventoried item already has a turn-in request on file.

Xref 3: TRIGGER^413.11^3
 Create: S X=\$P(^ENG(6914,X,0),U,2)
 Delete: @
 Field: #3
 Desc: This is triggered from the Equipment Inventory file

(413.11,2) EQUIP REQUEST LINE ITEM 0;3

Xref 1: 413.11^AC
 Set: S ^PRCN(413.1,DA(1),1,"AC",\$E(X,1,30),DA)=""
 Kill: K ^PRCN(413.1,DA(1),1,"AC",\$E(X,1,30),DA)
 Desc: This cross-reference is to be used to check against the quantity of equipment request line item for editing/entering associated replacement items.

EQUIPMENT COMMITTEE - File 413.2

(413.2,.01) MEMBER NAME 0;1

Xref 1: 413.2^B
 Set: S ^PRCN(413.2,"B",\$E(X,1,30),DA)=""
 Kill: K ^PRCN(413.2,"B",\$E(X,1,30),DA)
 Desc: This cross-reference by Equipment Committee member.

(413.2,3) SCHEDULED MEETINGS 1;0 (Multiple)
 (413.23,.01) MEETING DATE 0;1

Xref 1: 413.23^B
 Set: S ^PRCN(413.2,DA(1),1,"B",\$E(X,1,30),DA)=""

Kill: K ^PRCN(413.2,DA(1),1,"B",\$E(X,1,30),DA)
 Desc: This cross-reference is by the scheduled meeting date.

EQUIPMENT COMMITTEE - File 413.2

(413.3,.01) NAME 0;1

Xref 1: 413.3^B
 Set: S ^PRCN(413.3,"B",\$E(X,1,30),DA)=""
 Kill: K ^PRCN(413.3,"B",\$E(X,1,30),DA)
 Desc: This cross-reference is by concurring official.

Xref 2:TRIGGER^413.3^1
 Create: S X=\$P(^VA(200,X,0),U,9)
 Delete: NO EFFECT
 Field: #1
 Desc: This triggers the title from the New Person file.

SPECIAL HANDLING CODES - File 413.4

(413.4,.01) CODE 0;1

Xref 1: 413.4^B
 Set: S ^PRCN(413.4,"B",\$E(X,1,30),DA)=""
 Kill: K ^PRCN(413.4,"B",\$E(X,1,30),DA)
 Desc: This cross-reference is by the special handling code.

NX STATUS - File 413.5

(413.5,.01) STATUS 0;1

Xref 1: 413.5^B
 Set: S ^PRCN(413.5,"B",\$E(X,1,30),DA)=""
 Kill: K ^PRCN(413.5,"B",\$E(X,1,30),DA)
 Desc: This cross-reference is by the status.

COUNTER - File 413.7

(413.7,.01) CODE 0;1

Cross References

Xref 1: 413.7^B
Set: S ^PRCN(413.7,"B",\$E(X,1,30),DA)=""
Kill: K ^PRCN(413.7,"B",\$E(X,1,30),DA)
Desc: This cross-reference is by the counter's identifying code.

CHAPTER 7 ARCHIVING AND PURGING

7.1 Archiving

Archiving with the Equipment/Turn-In Request Module has not been addressed at this time.

7.2 Purging

There is a routine to purge completed equipment, turn-in requests, and cancelled equipment and turn-in requests.

CHAPTER 8 CALLABLE ROUTINES

Please see Chapter 9 External Relations for information on access to other packages.

CHAPTER 9 EXTERNAL RELATIONS

Your system must be running KERNEL Version 7 or higher, VA FileMan Version 19 or higher, in order for you to successfully operate Equipment/Turn-In Request Module, Version 1.0. Also, you must have loaded Engineering patch 7*25 prior to installation of this package.

Equipment/Turn-In Request package, Version 1.0 has references to other files that are not in the file number range for the package. Turn-ins, in particular, must reference current inventoried items that are maintained by the Engineering Service. Also, the creation of 2237s references other IFCAP routines and files.

Database Integration Agreements (DBIA)

Integration Reference #1341

NAME: DBIA1341-A	ENTRY: 1341
CUSTODIAL PACKAGE: ENGINEERING	Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST	Washington
USAGE: Private	APPROVED: APPROVED
STATUS: Active	EXPIRES:
DURATION: Till Otherwise Agr	VERSION:
	TYPE: Routine

Version 1.0 of the Non-Expendable Equipment/Turn-In Request Module will call the Engineering Work Order Module in order to create a work order for equipment that must be disconnected before final turn-in can occur.

Integration Reference #1342

NAME: DBIA1341-B	ENTRY: 1342
CUSTODIAL PACKAGE: ENGINEERING	Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST	Washington
USAGE: Private	APPROVED: APPROVED
STATUS: Active	EXPIRES:
DURATION: Till Otherwise Agr	VERSION:
FILE: 6914	ROOT: ENG(6914
	TYPE: File

The Non-expendable Equipment/Turn-In Request Module requests permission to point to file 6914.

Integration Reference #1343

NAME: DBIA1341-C	ENTRY: 1343
CUSTODIAL PACKAGE: ENGINEERING	Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST	Washington
USAGE: Private	APPROVED: APPROVED
STATUS: Active	EXPIRES:
DURATION: Till Otherwise Agr	VERSION:
FILE: 6914.1	ROOT: ENG(6914.1
	TYPE: File

The Non-expendable Equipment/Turn-in Request Module requests permission to point the CMR file, 6914.1.

Integration Reference #1344

NAME: DBIA1341-D	ENTRY: 1344
CUSTODIAL PACKAGE: ENGINEERING	Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN	Washington
USAGE: Private	APPROVED: APPROVED
STATUS: Active	EXPIRES:
DURATION: Till Otherwise Agr	VERSION:
FILE: 6920	ROOT: ENG(6920
	TYPE: File

This reference is to the WORK ORDER # file in Engineering for items which must have a work order created in order to remove or disconnect the item by the Engineering department.

Integration Reference #1345

NAME: DBIA1341-E	ENTRY:1345
CUSTODIAL PACKAGE: ENGINEERING	Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST	Washington
USAGE: Private	APPROVED: APPROVED
STATUS: Active	EXPIRES:
DURATION: Till Otherwise Agr	VERSION:
FILE: 6910	ROOT: DIC(6910
	TYPE: File

The ENG INIT PARAMETERS file is checked for the entry of the EQUIPMENT TURN-IN SECTION field.

Integration Reference #1523

NAME: DBIA1520-D	ENTRY: 1523
CUSTODIAL PACKAGE: IFCAP	Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST	Washington
USAGE: Private	APPROVED: APPROVED
STATUS: Active	EXPIRES:
DURATION: Till Otherwise Agr	VERSION:
	TYPE: Routine

This agreement will allow the NX (Equipment/Turn-In) module to call the IFCAP transaction utility program when creating 2237s which will create the record in file 410 and process all checks on creating a 2237.

ROUTINE: PRCSUT3

Integration Reference #1524

NAME: DBIA1520-E	ENTRY: 1524
CUSTODIAL PACKAGE: IFCAP	Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST	Washington
USAGE: Private	APPROVED: APPROVED
STATUS: Active	EXPIRES:
DURATION: Till Otherwise Agr	VERSION:
FILE: 410	ROOT: PRCS(410, TYPE: File

The NX (Equipment/Turn-In) module requests permission to reference file 410 to create/edit 2237s which are the end product of this module. Includes addition of two templates to file 410, PRCN2237 and PRCN2237E.

Integration Reference #1525

NAME: DBIA1520-F	ENTRY: 1525
CUSTODIAL PACKAGE: IFCAP	Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN REQUEST	Washington
USAGE: Private	APPROVED: APPROVED
STATUS: Active	EXPIRES:
DURATION: Till Otherwise Agr	VERSION:
FILE: 440	ROOT: PRC(440, TYPE: File

This agreement requests permission for the NX (Equipment/Turn-In) module to point, with read access only, to the Vendor file (440).

Integration Reference #1548

NAME: DBIA 1548-A	ENTRY: 1548
CUSTODIAL PACKAGE: KERNEL (parent)	San Francisco
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN	Washington
USAGE: Private	APPROVED:
STATUS: Pending	EXPIRES:
DURATION: Till Otherwise Agr	VERSION:
FILE: 3.1	ROOT: DIC(3.1)
	TYPE: File

The Equipment/Turn-In Request module would like read access to the .01 field of the Title file (#3.1) for identification of other officials which are needed to review and concur with requests.

Integration Reference #1549

NAME: DBIA1548-B	ENTRY: 1549
CUSTODIAL PACKAGE: IFCAP	Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN	Washington
USAGE: Private	APPROVED: APPROVED
STATUS: Active	EXPIRES:
DURATION: Till Otherwise Agr	VERSION:
FILE: 411	ROOT: PRC(411,
	TYPE: File

The Equipment/Turn-In Request package would like access to IFCAP's file ADMIN. ACTIVITY SITE PARAMETER (#411) to identify a station for requests and 2237s.

Integration Reference #1550

NAME: DBIA1548-C	ENTRY: 1550
CUSTODIAL PACKAGE: IFCAP	Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN	Washington
USAGE: Private	APPROVED: APPROVED
STATUS: Active	EXPIRES:
DURATION: Till Otherwise Agr	VERSION:
FILE: 410.2	ROOT: PRCS(410.2)
	TYPE: File

A CLASSIFICATION OF REQUEST may be assigned to a 2237. The Equipment/Turn-In Request package would like to be able to assign this field early in the request package and transfer it to the 2237.

Integration Reference #1551

NAME: DBIA1548-D	ENTRY: 1551
CUSTODIAL PACKAGE: IFCAP	Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN	Washington
USAGE: Private	APPROVED: APPROVED
STATUS: Active	EXPIRES:
DURATION: Till Otherwise Agr	VERSION:
FILE: 410.7	ROOT: PRCS(410.7)
	TYPE: File

The SORT GROUP file (#410.7) is used as a sorting mechanism of requests to categorize their particular cost distribution for 2237s. The Equipment/Turn-In Request package would like to prompt for this information early in the request and then pass it on to the 2237.

Integration Reference #1552

NAME: DBIA1548-E	ENTRY: 1552
CUSTODIAL PACKAGE: IFCAP	Washington
SUBSCRIBING PACKAGE: EQUIPMENT/TURN-IN	Washington
USAGE: Private	APPROVED: APPROVED
STATUS: Active	EXPIRES:
DURATION: Till Otherwise Agr	VERSION:
	TYPE: Routine

The Equipment/Turn-In Request package would like permission to use PRCUSESIG to check for the electronic signature code.

ROUTINE: PRCUESIG

CHAPTER 10 INTERNAL RELATIONS

There are no current internal relations within the Equipment/Turn-In package. All menu options are independent and can stand alone.

CHAPTER 11 PACKAGE-WIDE VARIABLES

Currently there are no package-wide variables used in the Equipment/Turn-In Request package.

Package-Wide Variables

CHAPTER 12 ON-LINE DOCUMENTATION

Currently there is no special on-line documentation for this package. You may review other information about the package through the Data Dictionary Options in FileMan or through %INDEX.

GLOSSARY

2237	VA Form 2237, used to request goods and services.
AEMS-MERS	Name of the computer system located at each medical center to support Consolidated Memorandum of Receipts.
Application Coordinator	The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires that there be an Application Coordinator designated for Fiscal Service, Supply Service and the Control Points (Requesting Services).
Category Stock Number	A number used to identify non-expendable types of equipment.
CSN	See Category Stock Number.
Equipment Management	A section/division of A&MM Service or similar activity responsible for screening all equipment requests. They are accountable for all equipment (CMRs) at the facilities they support.
FMS	Financial Management System - System that replaced CALM.
Integrated Supply Management System (ISMS)	System in which catalog information exists. You can query for description and category stock number.
Item Master File	A data base of items specific to each A&MMS. This file maintains a full description of the item and costs, as well as other related information, such as stock number, vendor, contract number and a procurement history.
Item Master Number	A computer generated number used to identify an item in the Item Master file.
National Stock Number	A number used to identify expendable supply items.
NSN	See National Stock Number.

PPM/MMS	Personal Property Management/Material Management Service.
Purchase Order	A government document authorizing the purchase of the goods or services at the terms indicated.
Purchasing Agent	The employee authorized to place orders with vendors.
Short Description	A phrase which describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item and the size of item (i.e., GLOVE-SURGICAL-MED).
Subaccount/BOC	A Fiscal Code which related to financial accounting/budget information.
Tasked Job	A job, usually a printout, that has been scheduled to run at a predetermined time. Tasked jobs are set up to run automatically.
VA Form 2237	VA Form 2237, used to request goods and services.
Vendor File	An IFCAP (or FMS) file of vendors with which the facility does business. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. File 440 contains information about the vendors that your station does business with. The debtor's address may be drawn from this file but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.
Vendor ID Number	The ID number assigned to a vendor by FMS.