SECTION 5. ADMINISTRATION

5.1 Administration Overview. The Administration function provides the capability to view/send Alert Messages, view Authorization Alert Messages, Assign User Roles, view/maintain Organizational Data, manage the Budget, Logistics Planning and view/maintain Parameter Tables for the PBUSE-Module. The **SPR-Module Main Menu**, defaults to the **Administration** menu at Login (Figure 5.1-1).

NOTE: The SPR Standalone Utility will only be active from the menu when in the Standalone mode.

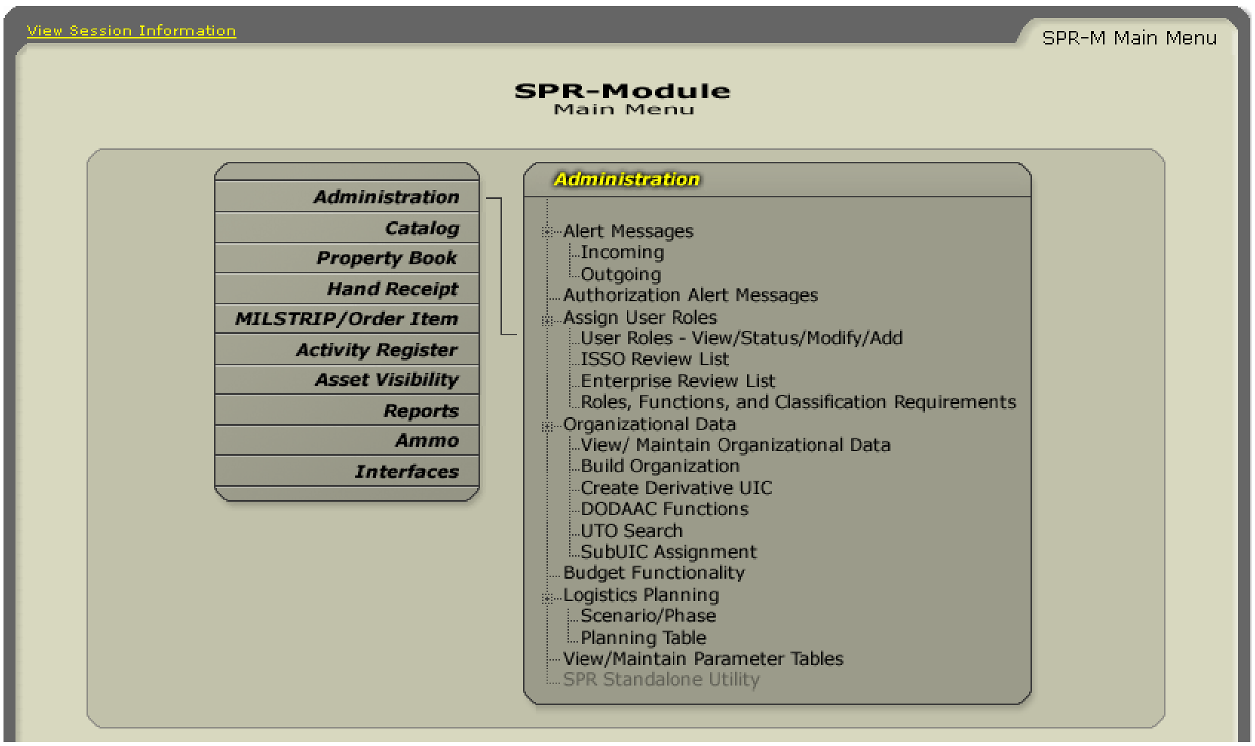
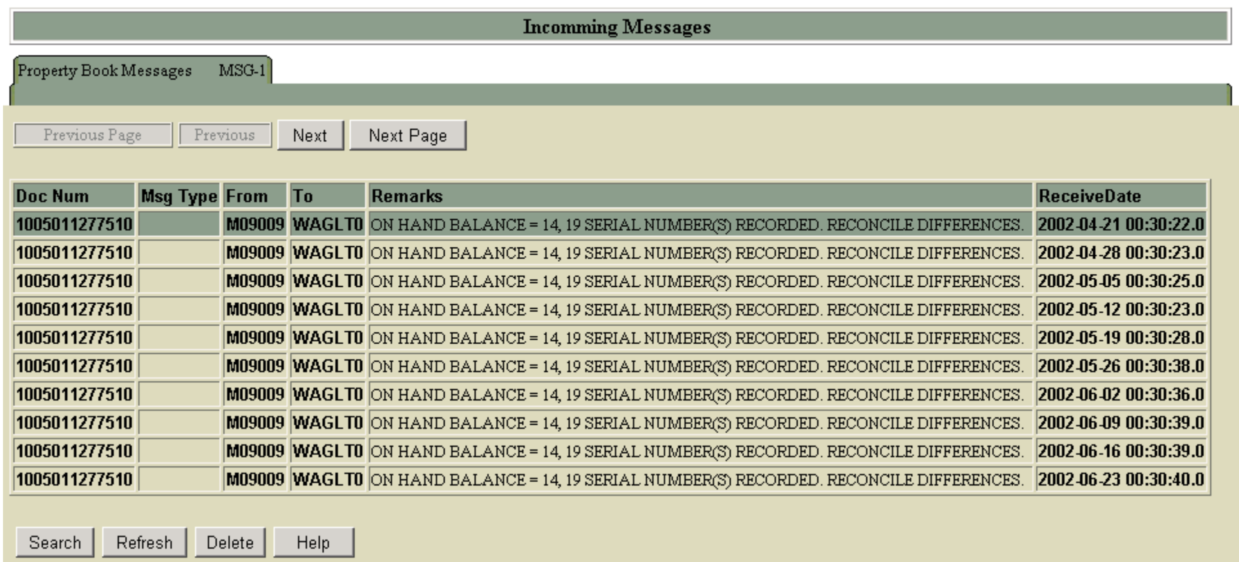


Figure 5.1-1 SPR-Module Main Menu, Administration Menu

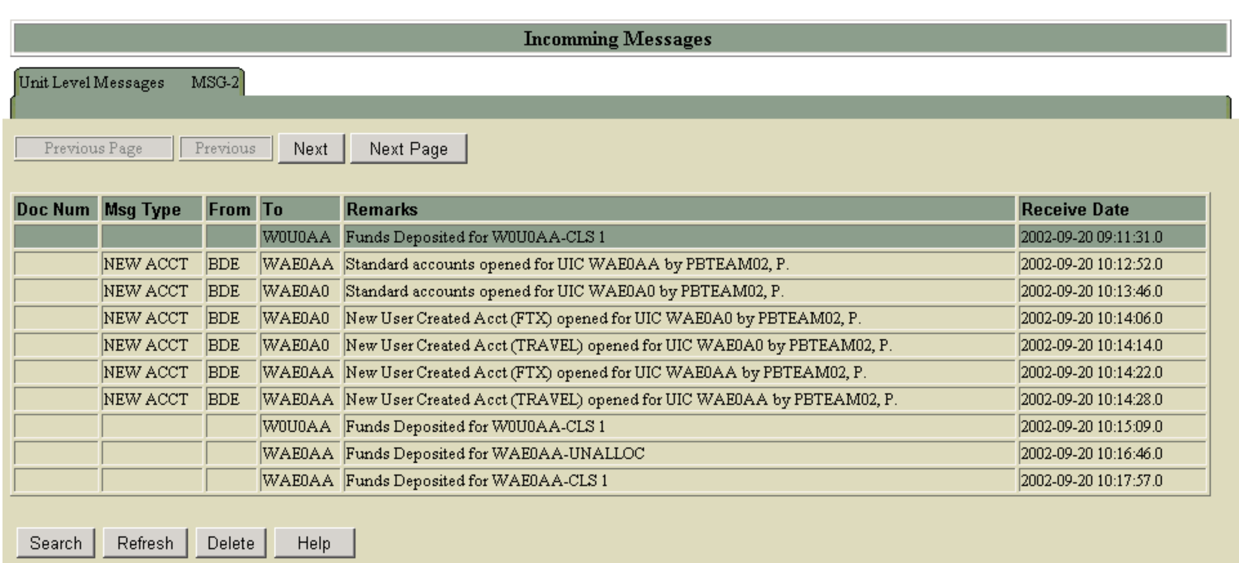
5.2 Alert Messages. This process allows the user to view and send messages. For example, a message is posted and available for review when a unit supported by your Property Book Office is receiving a lateral transfer from a unit supported by another Property Book Office, when there is a Catalog or LOGTAADS update, Unit Transfer/Task Force Download, Inventory is due, etc.

<u>5.2.1 Incoming Messages</u>. This process provides the capability to view all incoming messages. From the **SPR-Module Main Menu**, click **Administration** to display the **Administration** menu. Click **Incoming** to display the **Incoming Messages** screen, **Property Book Messages** tab or the **User Level Messages** tab, based on your User Logon (Figure 5.2-1 and 5.2-2).



Doc Num	Msg Type	From	To	Remarks	ReceiveDate
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-04-21 00:30:22.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-04-28 00:30:23.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-05-05 00:30:25.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-05-12 00:30:23.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-05-19 00:30:28.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-05-26 00:30:38.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-06-02 00:30:36.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-06-09 00:30:39.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-06-16 00:30:39.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-06-23 00:30:40.0

Figure 5.2-1 Incoming Messages Screen, Property Book Messages Tab

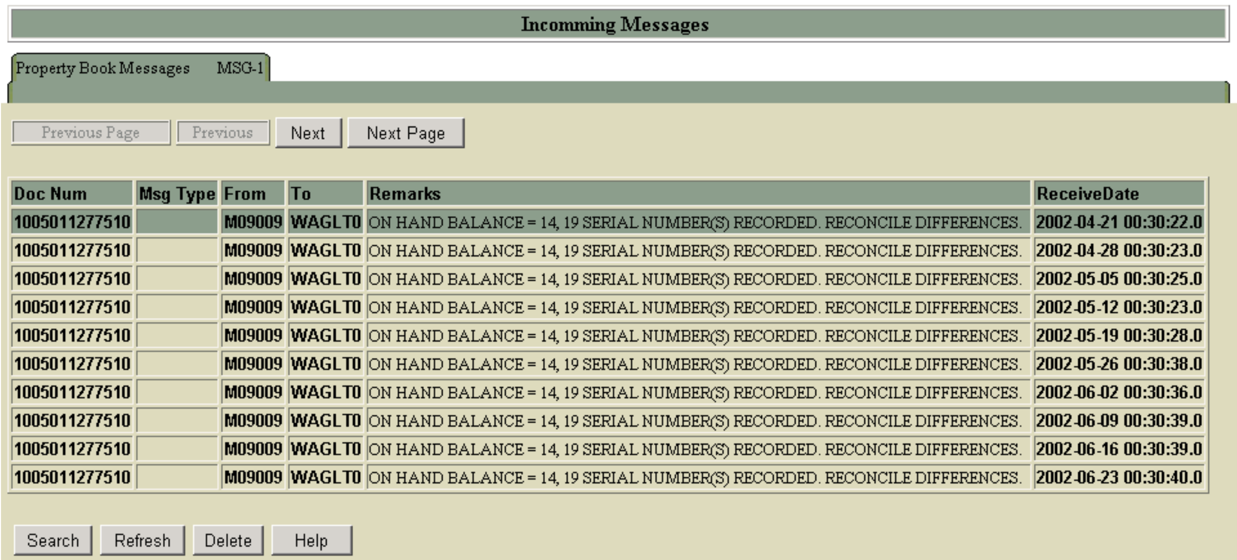


Doc Num	Msg Type	From	To	Remarks	Receive Date
			W0U0AA	Funds Deposited for W0U0AA-CLS 1	2002-09-20 09:11:31.0
	NEW ACCT	BDE	WAE0AA	Standard accounts opened for UIC WAE0AA by PBTEAM02, P.	2002-09-20 10:12:52.0
	NEW ACCT	BDE	WAE0A0	Standard accounts opened for UIC WAE0A0 by PBTEAM02, P.	2002-09-20 10:13:46.0
	NEW ACCT	BDE	WAE0A0	New User Created Acct (FTX) opened for UIC WAE0A0 by PBTEAM02, P.	2002-09-20 10:14:06.0
	NEW ACCT	BDE	WAE0A0	New User Created Acct (TRAVEL) opened for UIC WAE0A0 by PBTEAM02, P.	2002-09-20 10:14:14.0
	NEW ACCT	BDE	WAE0AA	New User Created Acct (FTX) opened for UIC WAE0AA by PBTEAM02, P.	2002-09-20 10:14:22.0
	NEW ACCT	BDE	WAE0AA	New User Created Acct (TRAVEL) opened for UIC WAE0AA by PBTEAM02, P.	2002-09-20 10:14:28.0
			W0U0AA	Funds Deposited for W0U0AA-CLS 1	2002-09-20 10:15:09.0
			WAE0AA	Funds Deposited for WAE0AA-UNALLOC	2002-09-20 10:16:46.0
			WAE0AA	Funds Deposited for WAE0AA-CLS 1	2002-09-20 10:17:57.0

Figure 5.2-2 Incoming Messages Screen, User Level Messages Tab

5.2.1.1 Property Book Messages. Select this tab to review all incoming messages. You can search for a specific message or delete a message that no longer applies to your unit(s).

a. Once the **Incoming Messages** screen is accessed, all messages are automatically displayed (Figure 5.2-3).



Doc Num	Msg Type	From	To	Remarks	ReceiveDate
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-04-21 00:30:22.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-04-28 00:30:23.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-05-05 00:30:25.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-05-12 00:30:23.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-05-19 00:30:28.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-05-26 00:30:38.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-06-02 00:30:36.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-06-09 00:30:39.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-06-16 00:30:39.0
1005011277510		M09009	WAGLT0	ON HAND BALANCE = 14, 19 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-06-23 00:30:40.0

Figure 5.2-3 Incoming Messages Screen, Property Book Messages Tab

b. If available, click the **Previous Page** or **Next Page** button to page through the listing.

c. If available, click the **Previous** or **Next** button to highlight the previous or next message.

d. To search for a specific message(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.2-4).

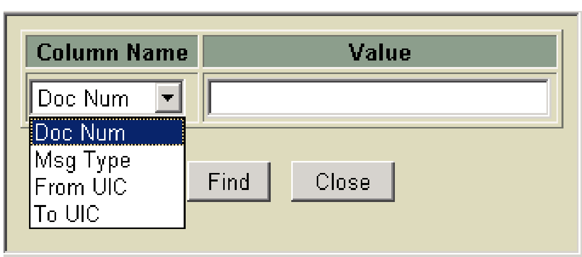
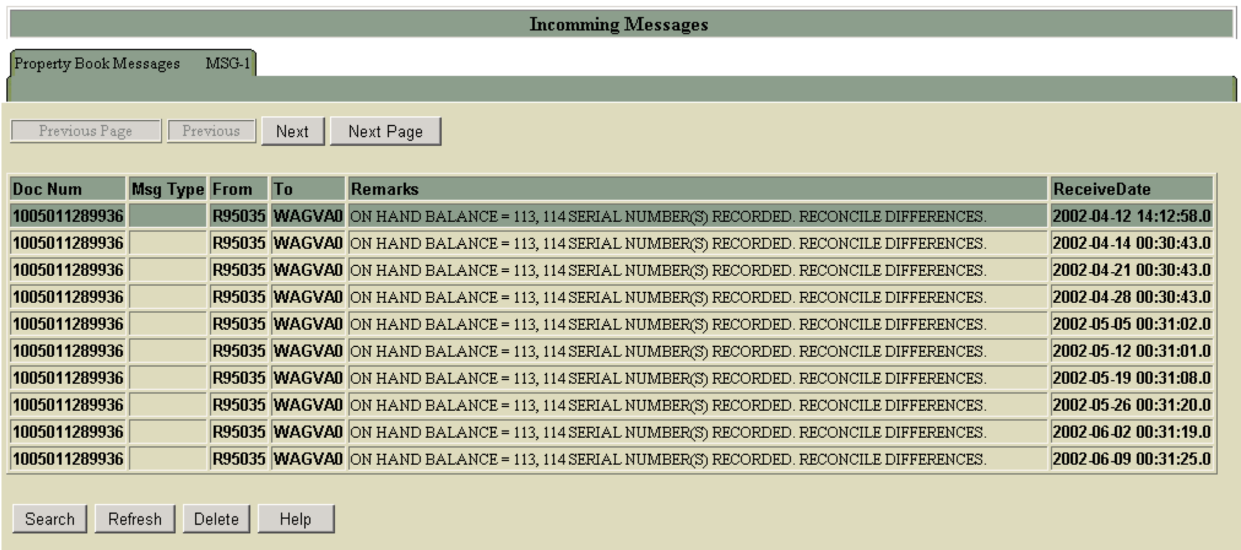


Figure 5.2-4 Incoming Messages, Property Book Messages, Search Screen

(2) Click the **Column Name** LOV, and then click the desired Column Name.

(3) Type a value.

(4) Click the **Find** button to display the results (Figure 5.2-5).


Incomming Messages

Property Book Messages MSG-1

Previous Page | Previous | Next | Next Page

Doc Num	Msg Type	From	To	Remarks	ReceiveDate
1005011289936		R95035	WAGVA0	ON HAND BALANCE = 113, 114 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-04-12 14:12:58.0
1005011289936		R95035	WAGVA0	ON HAND BALANCE = 113, 114 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-04-14 00:30:43.0
1005011289936		R95035	WAGVA0	ON HAND BALANCE = 113, 114 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-04-21 00:30:43.0
1005011289936		R95035	WAGVA0	ON HAND BALANCE = 113, 114 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-04-28 00:30:43.0
1005011289936		R95035	WAGVA0	ON HAND BALANCE = 113, 114 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-05-05 00:31:02.0
1005011289936		R95035	WAGVA0	ON HAND BALANCE = 113, 114 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-05-12 00:31:01.0
1005011289936		R95035	WAGVA0	ON HAND BALANCE = 113, 114 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-05-19 00:31:08.0
1005011289936		R95035	WAGVA0	ON HAND BALANCE = 113, 114 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-05-26 00:31:20.0
1005011289936		R95035	WAGVA0	ON HAND BALANCE = 113, 114 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-06-02 00:31:19.0
1005011289936		R95035	WAGVA0	ON HAND BALANCE = 113, 114 SERIAL NUMBER(S) RECORDED. RECONCILE DIFFERENCES.	2002-06-09 00:31:25.0

Search | Refresh | Delete | Help

Figure 5.2-5 Incoming Messages Screen, Property Book Messages Tab

e. To delete a message(s):

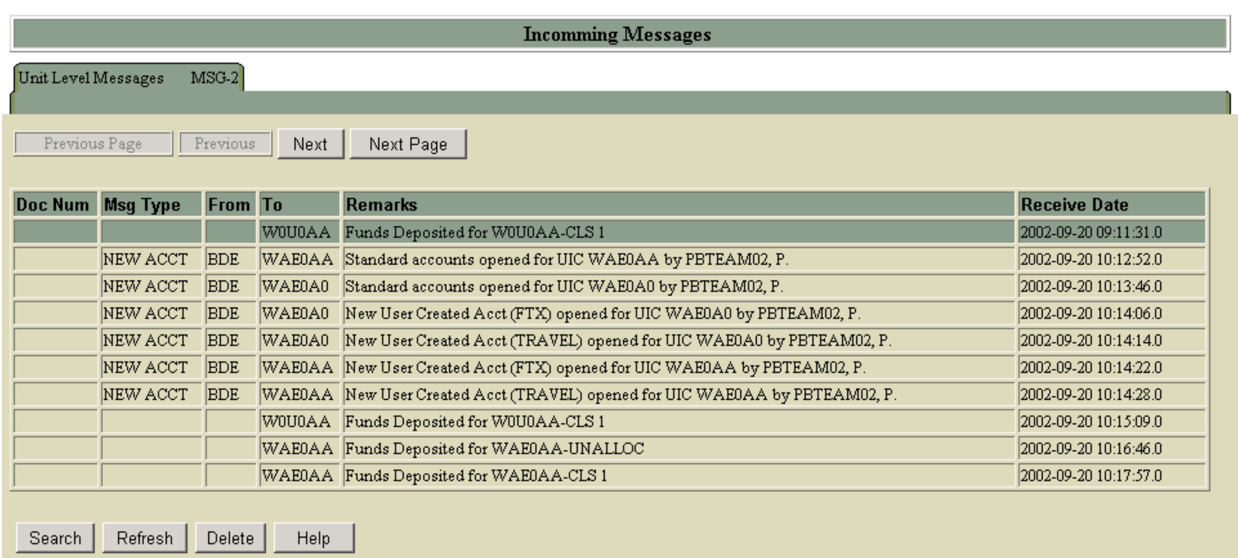
(1) Click the **Next** or **Previous** button to highlight the message to be deleted.

(2) Click the **Delete** button.

(3) Click **Yes** to the message, “Delete this record?”

5.2.1.2 User Level Messages. Select this tab to review all incoming messages, search for a specific message(s), or delete a message(s) that no longer apply.

a. Once the **Incoming Messages** screen is accessed, all messages are automatically displayed (Figure 5.2-6).



Doc Num	Msg Type	From	To	Remarks	Receive Date
			W0U0AA	Funds Deposited for W0U0AA-CLS 1	2002-09-20 09:11:31.0
	NEW ACCT	BDE	WAE0AA	Standard accounts opened for UIC WAE0AA by PBTEAM02, P.	2002-09-20 10:12:52.0
	NEW ACCT	BDE	WAE0A0	Standard accounts opened for UIC WAE0A0 by PBTEAM02, P.	2002-09-20 10:13:46.0
	NEW ACCT	BDE	WAE0A0	New User Created Acct (FTX) opened for UIC WAE0A0 by PBTEAM02, P.	2002-09-20 10:14:06.0
	NEW ACCT	BDE	WAE0A0	New User Created Acct (TRAVEL) opened for UIC WAE0A0 by PBTEAM02, P.	2002-09-20 10:14:14.0
	NEW ACCT	BDE	WAE0AA	New User Created Acct (FTX) opened for UIC WAE0AA by PBTEAM02, P.	2002-09-20 10:14:22.0
	NEW ACCT	BDE	WAE0AA	New User Created Acct (TRAVEL) opened for UIC WAE0AA by PBTEAM02, P.	2002-09-20 10:14:28.0
			W0U0AA	Funds Deposited for W0U0AA-CLS 1	2002-09-20 10:15:09.0
			WAE0AA	Funds Deposited for WAE0AA-UNALLOC	2002-09-20 10:16:46.0
			WAE0AA	Funds Deposited for WAE0AA-CLS 1	2002-09-20 10:17:57.0

Figure 5.2-6 Incoming Messages Screen, User Level Messages Tab

b. If available, click the **Previous Page** or **Next Page** button to page through the listing.

c. If available, click the **Previous** or **Next** button to highlight the previous or next message.

d. To search for a specific message(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.2-7).

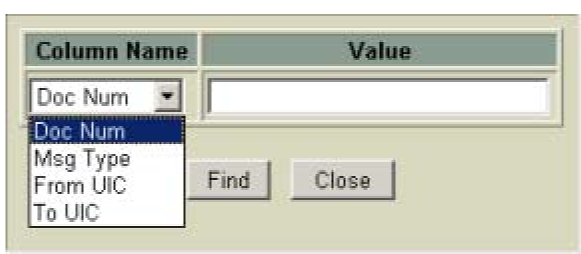
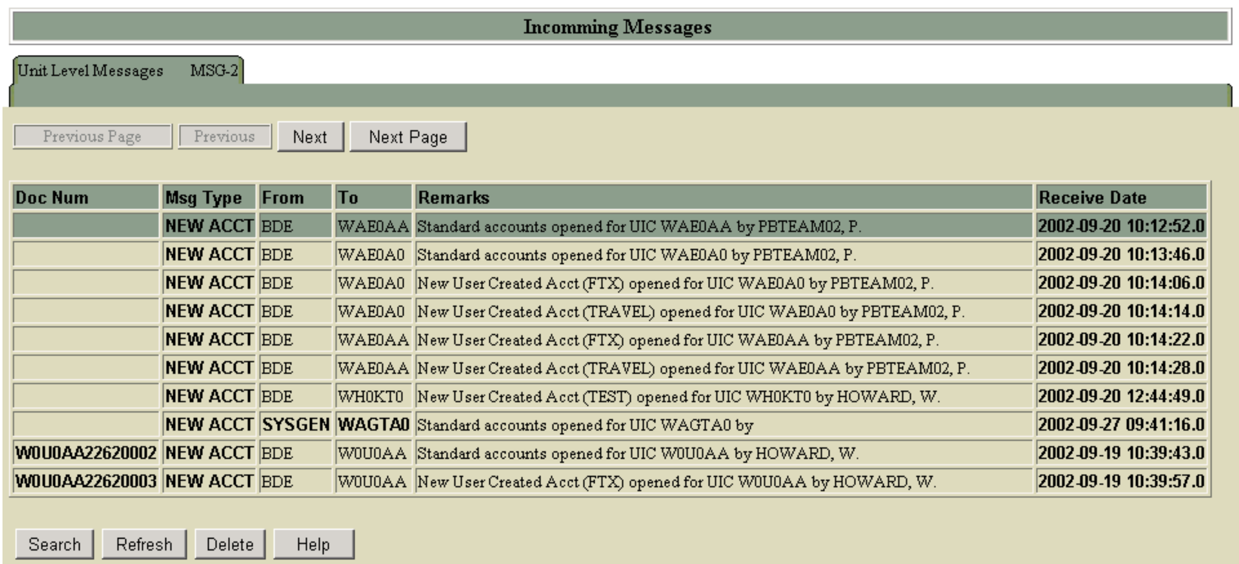


Figure 5.2-7 Incoming Messages, User Level Messages, Search Screen

(2) Click the **Column Name** LOV, and make a selection.

(3) Type a value.

(4) Click the **Find** button to display the results (Figure 5.2-8).


Incomming Messages

Unit Level Messages MSG-2

Previous Page | Previous | Next | Next Page

Doc Num	Msg Type	From	To	Remarks	Receive Date
	NEW ACCT	BDE	WAE0AA	Standard accounts opened for UIC WAE0AA by PBTEAM02, P.	2002-09-20 10:12:52.0
	NEW ACCT	BDE	WAE0A0	Standard accounts opened for UIC WAE0A0 by PBTEAM02, P.	2002-09-20 10:13:46.0
	NEW ACCT	BDE	WAE0A0	New User Created Acct (FTX) opened for UIC WAE0A0 by PBTEAM02, P.	2002-09-20 10:14:06.0
	NEW ACCT	BDE	WAE0A0	New User Created Acct (TRAVEL) opened for UIC WAE0A0 by PBTEAM02, P.	2002-09-20 10:14:14.0
	NEW ACCT	BDE	WAE0AA	New User Created Acct (FTX) opened for UIC WAE0AA by PBTEAM02, P.	2002-09-20 10:14:22.0
	NEW ACCT	BDE	WAE0AA	New User Created Acct (TRAVEL) opened for UIC WAE0AA by PBTEAM02, P.	2002-09-20 10:14:28.0
	NEW ACCT	BDE	WH0KT0	New User Created Acct (TEST) opened for UIC WH0KT0 by HOWARD, W.	2002-09-20 12:44:49.0
	NEW ACCT	SYSGEN	WAGTA0	Standard accounts opened for UIC WAGTA0 by	2002-09-27 09:41:16.0
W0U0AA22620002	NEW ACCT	BDE	W0U0AA	Standard accounts opened for UIC W0U0AA by HOWARD, W.	2002-09-19 10:39:43.0
W0U0AA22620003	NEW ACCT	BDE	W0U0AA	New User Created Acct (FTX) opened for UIC W0U0AA by HOWARD, W.	2002-09-19 10:39:57.0

Search | Refresh | Delete | Help

Figure 5.2-8   Incoming Messages Screen, User Level Messages Tab

e. To delete a message(s):

(1) Click the **Next** or **Previous** button to highlight the message to be deleted.

(2) Click the **Delete** button.

(3) Click **Yes** to the message, “Delete this record?”

5.2.2 Outgoing Messages. This selection provides the capability to send a message directing one or more inventories be conducted, and view outgoing messages. You can search for a specific message or delete a sent message. From the **SPR-Module Main Menu**, click **Administration** to display the **Administration** menu. Click **Outgoing Messages** to display the **Outgoing Messages** screen with the **Directed Inventory** tab defaulted (Figure 5.2-9).

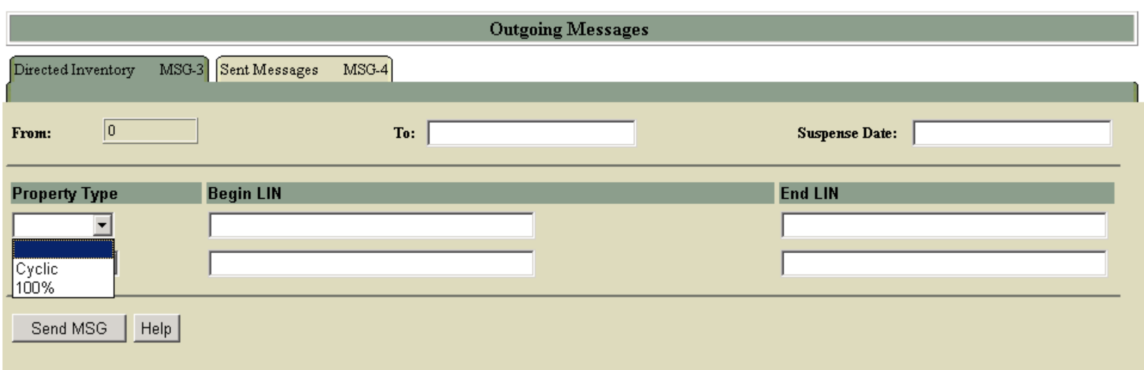


Figure 5.2-9 Outgoing Messages Screen, Directed Inventory Tab

Legend for Figure 5.2-9

Field Name	Description
To	Type the UIC the message is being sent to.
Suspense Date	Type the suspense date in YYYY-MM-DD format.
Property Type	Click appropriate **LOVs**: • 1st line - Cyclic or 100% • 2nd line - Sensitive.
Begin LIN	Type the beginning Line Item Number. Not required for 100% Inventory.
End LIN	Type the ending Line Item Number. Not required for 100% Inventory.

5.2.2.1 Directed Inventory. Select this tab to send a message directing an inventory to be conducted.

a. Once the **Outgoing Messages** screen is accessed, type the appropriate entries in the **Non-LOV** fields (refer to Figure 5.2-9 Legend).

b. Click the **Property Type** LOV(s) and make appropriate selection(s):

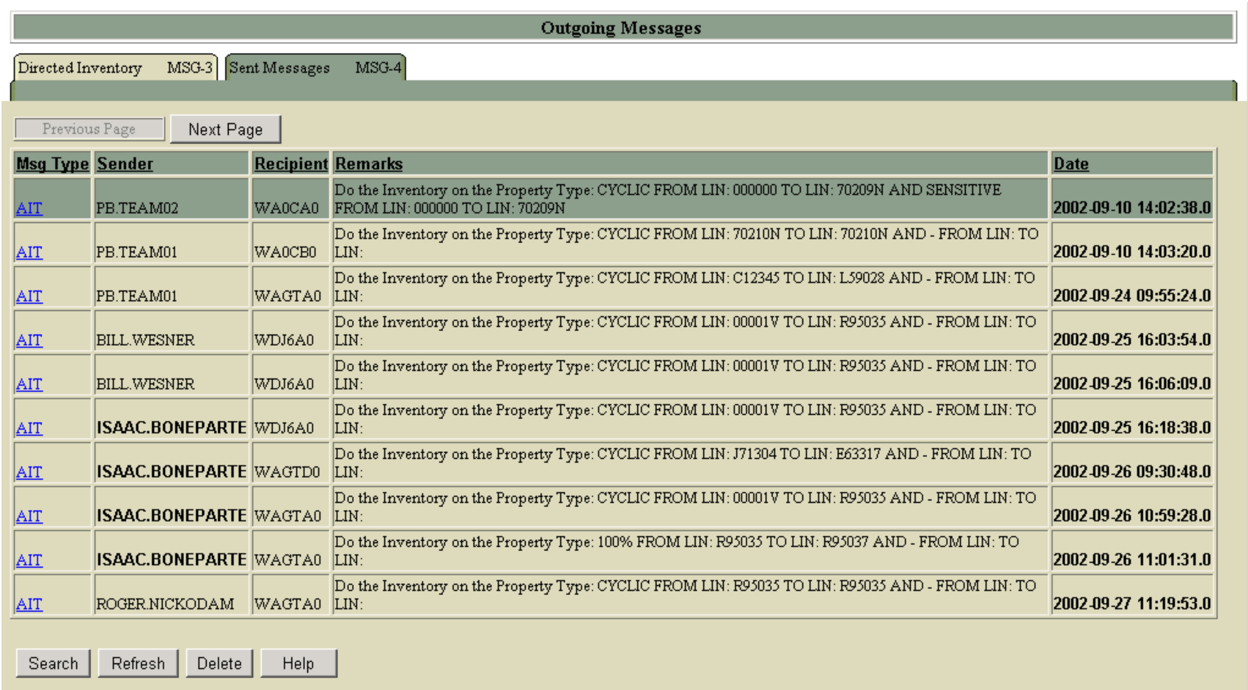
- 1st line – Cyclic or 100%.
- 2nd line – Sensitive.

c. Click the **Send MSG** button to send the message.

d. Click **OK** to the message, “Sending message successfully”.

5.2.2.2 Sent Messages. Select this tab to view messages that have been sent, search for a specific Message(s), or delete a previously sent message(s).

a. From the **Outgoing Messages** screen, click the **Sent Messages** tab to display a list of sent messages (Figure 5.2-10).



Msg Type	Sender	Recipient	Remarks	Date
AIT	PB.TEAM02	WA0CA0	Do the Inventory on the Property Type: CYCLIC FROM LIN: 000000 TO LIN: 70209N AND SENSITIVE FROM LIN: 000000 TO LIN: 70209N	2002-09-10 14:02:38.0
AIT	PB.TEAM01	WA0CB0	Do the Inventory on the Property Type: CYCLIC FROM LIN: 70210N TO LIN: 70210N AND - FROM LIN: TO LIN:	2002-09-10 14:03:20.0
AIT	PB.TEAM01	WAGTA0	Do the Inventory on the Property Type: CYCLIC FROM LIN: C12345 TO LIN: L59028 AND - FROM LIN: TO LIN:	2002-09-24 09:55:24.0
AIT	BILL.WESNER	WDJ6A0	Do the Inventory on the Property Type: CYCLIC FROM LIN: 00001V TO LIN: R95035 AND - FROM LIN: TO LIN:	2002-09-25 16:03:54.0
AIT	BILL.WESNER	WDJ6A0	Do the Inventory on the Property Type: CYCLIC FROM LIN: 00001V TO LIN: R95035 AND - FROM LIN: TO LIN:	2002-09-25 16:06:09.0
AIT	ISAAC.BONEPARTE	WDJ6A0	Do the Inventory on the Property Type: CYCLIC FROM LIN: 00001V TO LIN: R95035 AND - FROM LIN: TO LIN:	2002-09-25 16:18:38.0
AIT	ISAAC.BONEPARTE	WAGTD0	Do the Inventory on the Property Type: CYCLIC FROM LIN: J71304 TO LIN: E63317 AND - FROM LIN: TO LIN:	2002-09-26 09:30:48.0
AIT	ISAAC.BONEPARTE	WAGTA0	Do the Inventory on the Property Type: CYCLIC FROM LIN: 00001V TO LIN: R95035 AND - FROM LIN: TO LIN:	2002-09-26 10:59:28.0
AIT	ISAAC.BONEPARTE	WAGTA0	Do the Inventory on the Property Type: 100% FROM LIN: R95035 TO LIN: R95037 AND - FROM LIN: TO LIN:	2002-09-26 11:01:31.0
AIT	ROGER.NICKODAM	WAGTA0	Do the Inventory on the Property Type: CYCLIC FROM LIN: R95035 TO LIN: R95035 AND - FROM LIN: TO LIN:	2002-09-27 11:19:53.0

Figure 5.2-10 Outgoing Messages Screen, Sent Messages Tab

b. If available, click the **Previous Page** or **Next Page** button to page through the listing.

c. Click the underscored **Msg Type** to highlight the message.

d. To search for a specific message(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.2-11).

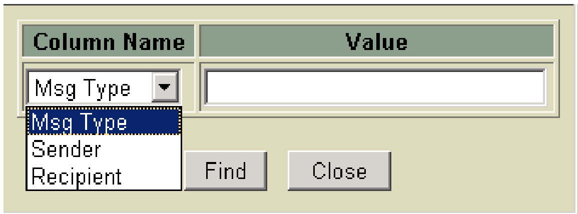


Figure 5.2-11 Outgoing Messages, Sent Messages, Search Screen

(2) Click the **Column Name** LOV, and make a selection.

(3) Type a value.

(4) Click the **Find** button to display the results.

e. To delete a message(s):

(1) Click the underscored **Msg Type** to highlight the message to be deleted.

(2) Click the **Delete** button.

(3) Click **Yes** to the message, “Delete this record?”

5.3 Authorization Alert Messages. This selection provides the capability to alert users when the effective date of their Authorization Document is about to expire and when the new effective date is approaching. From the **SPR-Module Main Menu**, click **Administration** to display the **Administration** menu. Click **Authorization Alert Messages** to display the **Authorization Documents** screen with the **With Current Effective Date About To Expire** tab defaulted (Figure 5.3-1).

NOTE: After logon to the PBUSE Module, if an authorization Alert Message has been received, you will be prompted with the message, "You have alert! Do you want to see it?" Click OK to the message to display the Authorization Documents screen, With Current Effective Date About To Expire tab defaulted.

5.3.1 With Current Effective Date About To Expire. Select this tab to display the current effective date that the authorization document expires, based on the number of days entered in the UIC Parameters Code Table for the INS code.

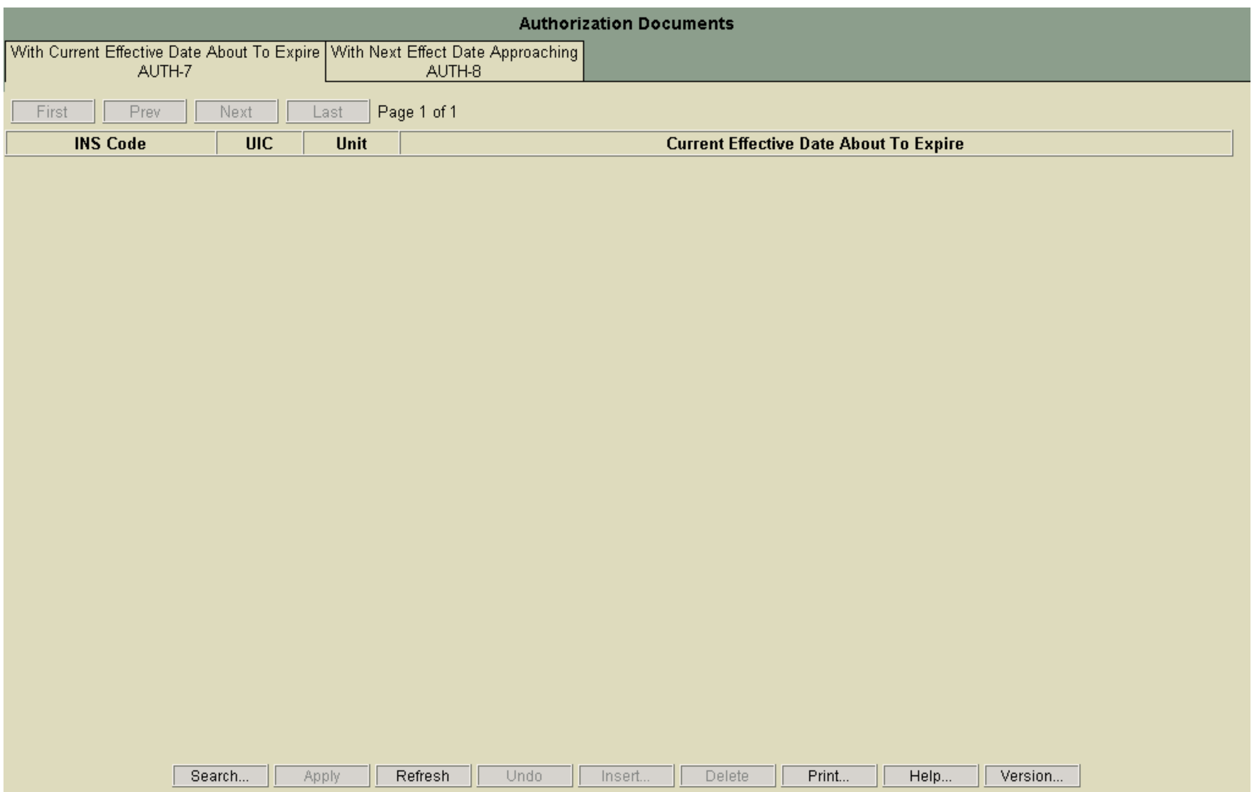


Figure 5.3-1 Authorization Documents Screen, With Current Effective Date About To Expire Tab

a. To locate a specific record(s):

(1) Click the **Search** button to display the **Search Expiration** screen (Figure 5.3-2).

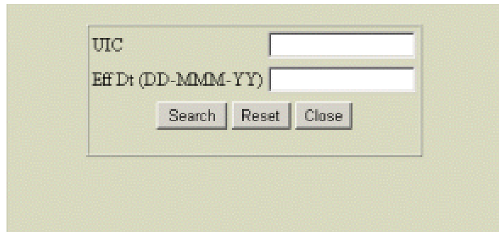


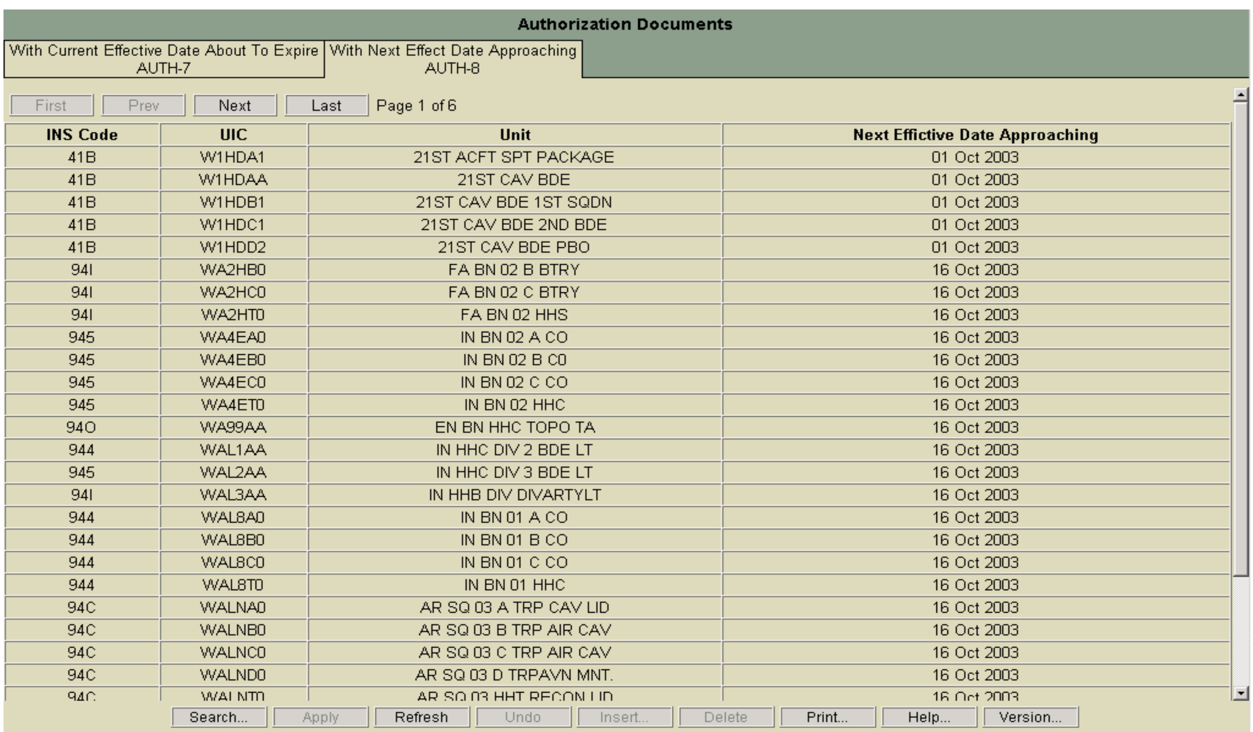
Figure 5.3-2 Search Expiration Screen

(2) Type desired UIC and/or effective date.

(3) Click the **Search** button to display the results.

b. To print the report using Excel, click the **Print** button. For additional information about printing with excel, see Section 4.

<u>5.3.2 With Next Effective Date Approaching</u>. Select this tab to view Authorization Document's with an approaching effective date. From the **Authorization Documents** screen, click the **With Next Effective Date Approaching** tab (Figure 5.3-3).



INS Code	UIC	Unit	Next Effictive Date Approaching
41B	W1HDA1	21ST ACFT SPT PACKAGE	01 Oct 2003
41B	W1HDAA	21ST CAV BDE	01 Oct 2003
41B	W1HDB1	21ST CAV BDE 1ST SQDN	01 Oct 2003
41B	W1HDC1	21ST CAV BDE 2ND BDE	01 Oct 2003
41B	W1HDD2	21ST CAV BDE PBO	01 Oct 2003
94I	WA2HB0	FA BN 02 B BTRY	16 Oct 2003
94I	WA2HC0	FA BN 02 C BTRY	16 Oct 2003
94I	WA2HT0	FA BN 02 HHS	16 Oct 2003
945	WA4EA0	IN BN 02 A CO	16 Oct 2003
945	WA4EB0	IN BN 02 B C0	16 Oct 2003
945	WA4EC0	IN BN 02 C CO	16 Oct 2003
945	WA4ET0	IN BN 02 HHC	16 Oct 2003
94O	WA99AA	EN BN HHC TOPO TA	16 Oct 2003
944	WAL1AA	IN HHC DIV 2 BDE LT	16 Oct 2003
945	WAL2AA	IN HHC DIV 3 BDE LT	16 Oct 2003
94I	WAL3AA	IN HHB DIV DIVARTYLT	16 Oct 2003
944	WAL8A0	IN BN 01 A CO	16 Oct 2003
944	WAL8B0	IN BN 01 B CO	16 Oct 2003
944	WAL8C0	IN BN 01 C CO	16 Oct 2003
944	WAL8T0	IN BN 01 HHC	16 Oct 2003
94C	WALNA0	AR SQ 03 A TRP CAV LID	16 Oct 2003
94C	WALNB0	AR SQ 03 B TRP AIR CAV	16 Oct 2003
94C	WALNC0	AR SQ 03 C TRP AIR CAV	16 Oct 2003
94C	WALND0	AR SQ 03 D TRPAVN MNT.	16 Oct 2003
94C	WALNT0	AR SQ 03 HHT RECON LID	16 Oct 2003

Figure 5.3-3 Authorization Documents Screen, With Next Effective Date Approaching Tab

a. To locate a specific record(s):

(1) Click the **Search** button to display the **Search Expiration** screen (Figure 5.3-4).

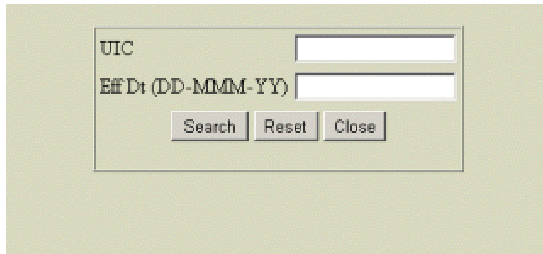


Figure 5.3-4 Search Expiration Screen

(2) Type desired UIC and/or effective date.

(3) Click the **Search** button to display the results.

b. To print the report using Excel, click the **Print** button. For additional information about printing with excel, see Section 4.

5.4 Assign User Roles. The Assign User Roles function provides the capability to view user records, obtain status of user records, modify/delete user records and add user records. The process provides the capability to the ISSO (Information System Security Officer) and Enterprise to review/approve roles, functions and classification requirements for users.

5.4.1 User Role-View/Status/Modify/Add. This selection provides the capability to view user records, obtain status of user access requests sent to the ISSO and Enterprise for review/approval, to request modification or deletion of user records, and for the request of new users to be added to the Access Control List (ACL). From the **SPR-MODULE Main Menu**, **Administration** menu, click **User Roles - View/Status/Modify/Add** to display the **User Roles – View** screen (Figure 5.4-1).

NOTE: The four boxes at the top of the screen are used to navigation to each of the four User Roles screens. The system defaults to the User Roles – View screen, and can be accessed from any of the User Roles screens.

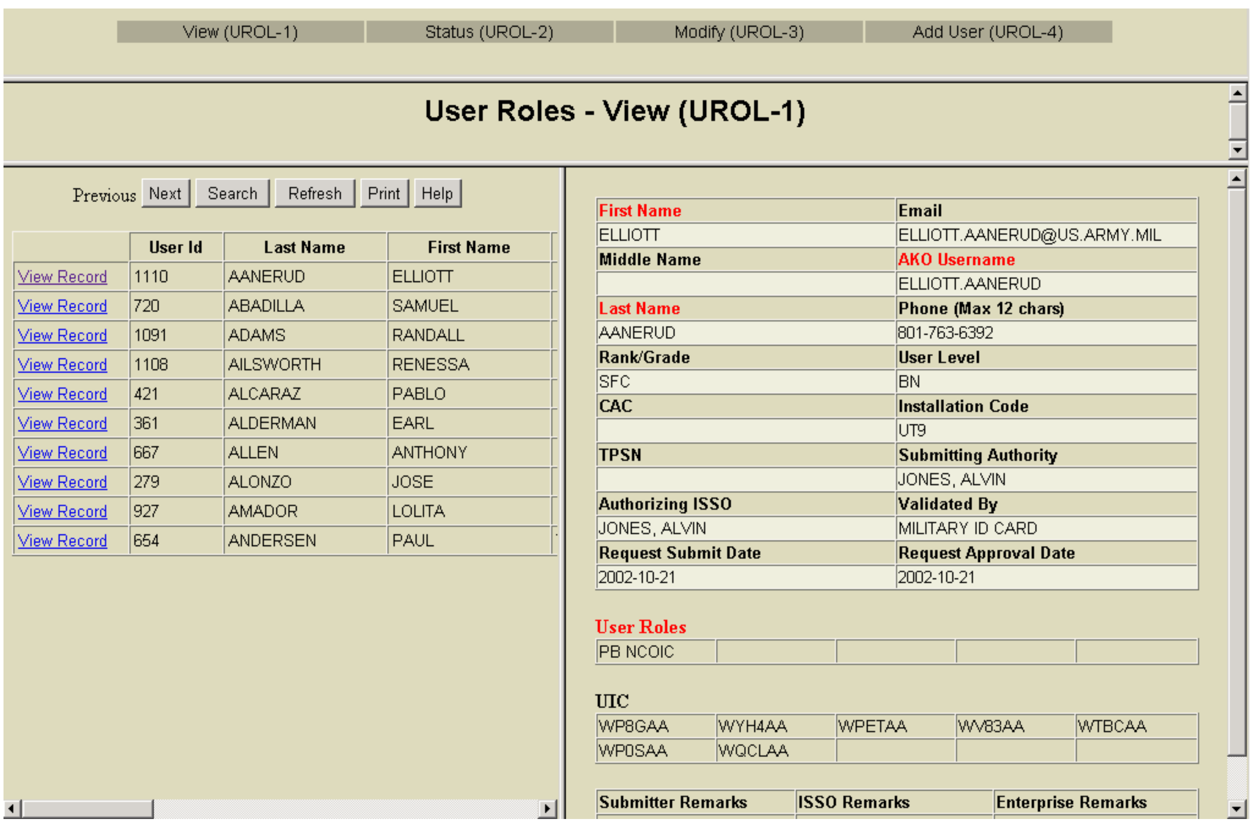


Figure 5.4-1 User Roles – View Screen

<u>5.4.1.1 User Roles - View</u>. This process is used to view current users of the PBUSE-Module. You have the capability to view user information and specific user records based on login roles and permissions. The **User Roles – View** screen lists current users in alphabetical order. The left side of the screen displays a list of current users, and the right side displays the user record.

a. To view current user information and user records (Figure 5.4-2):

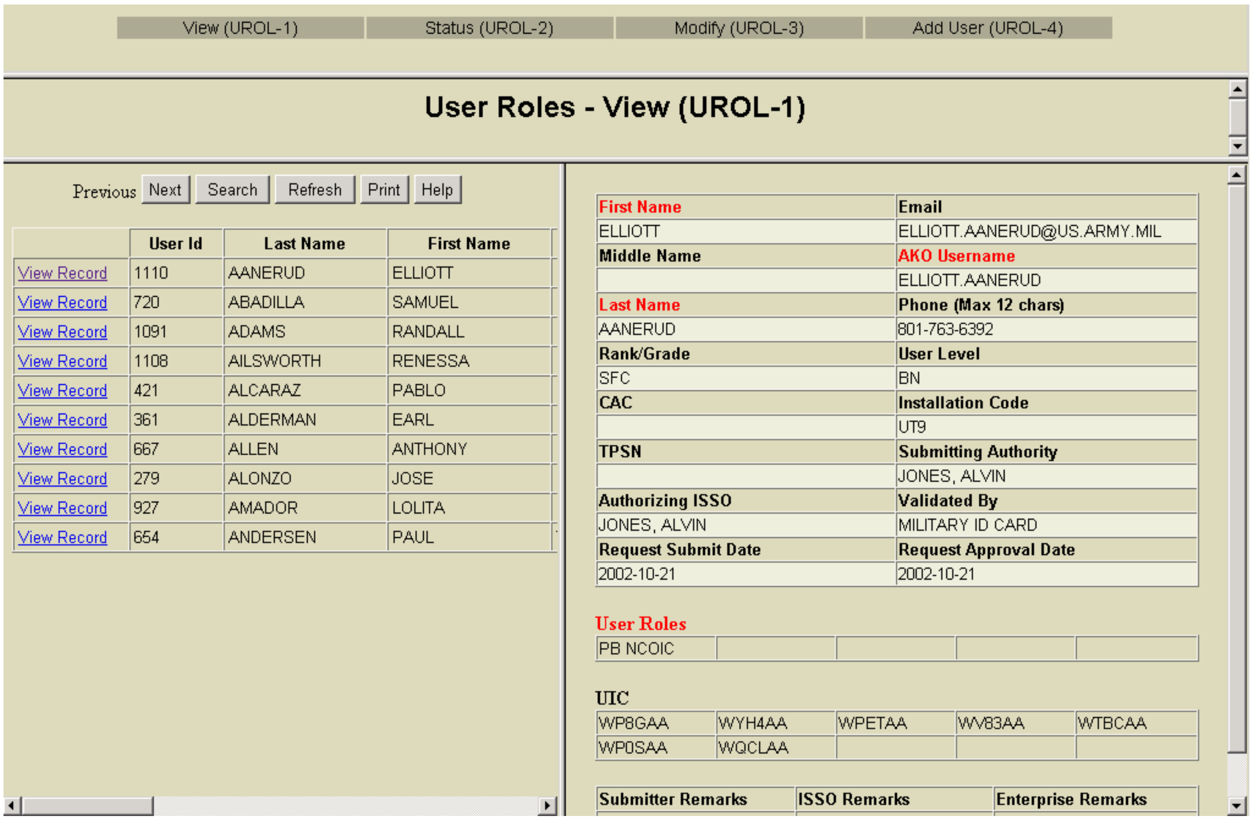


Figure 5.4-2 User Roles – View Screen

(1) Click the **Next** or **Previous** button to page through the list of users.

(2) Use the horizontal **Scroll** bar to view user information.

(3) Click the underscored **View Record** to display the user record.

(4) Use the vertical **Scroll** bar to view the user record.

b. To locate a specific a record(s):

(1) Click the **Search** button to display the **Search For User** section on the left side of the screen (Figure 5.4-3).

NOTE: Figure 5.4-3 displays the actual view of this screen, while Figure 5.4.4 displays an enlargement of the Search For User section to capture all fields and buttons.

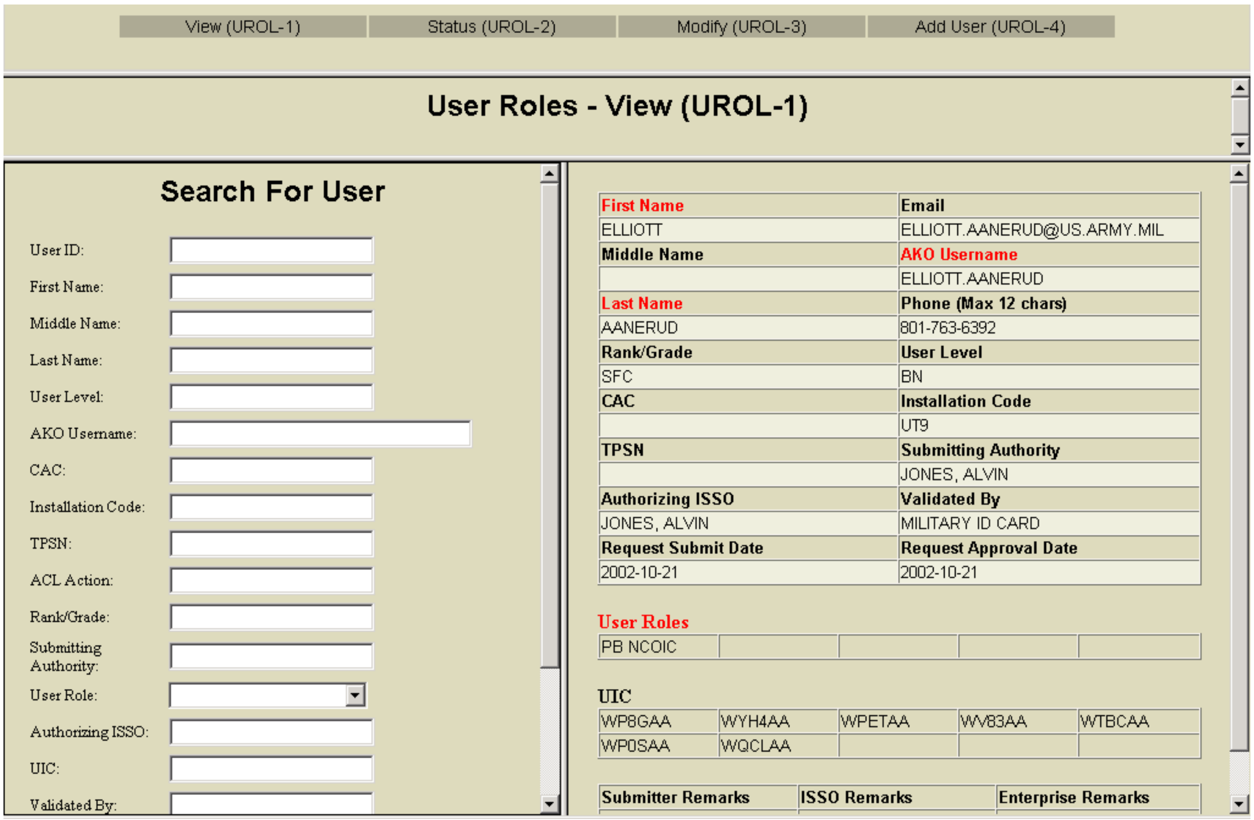


Figure 5.4-3 User Roles – View Screen, Search For User Section

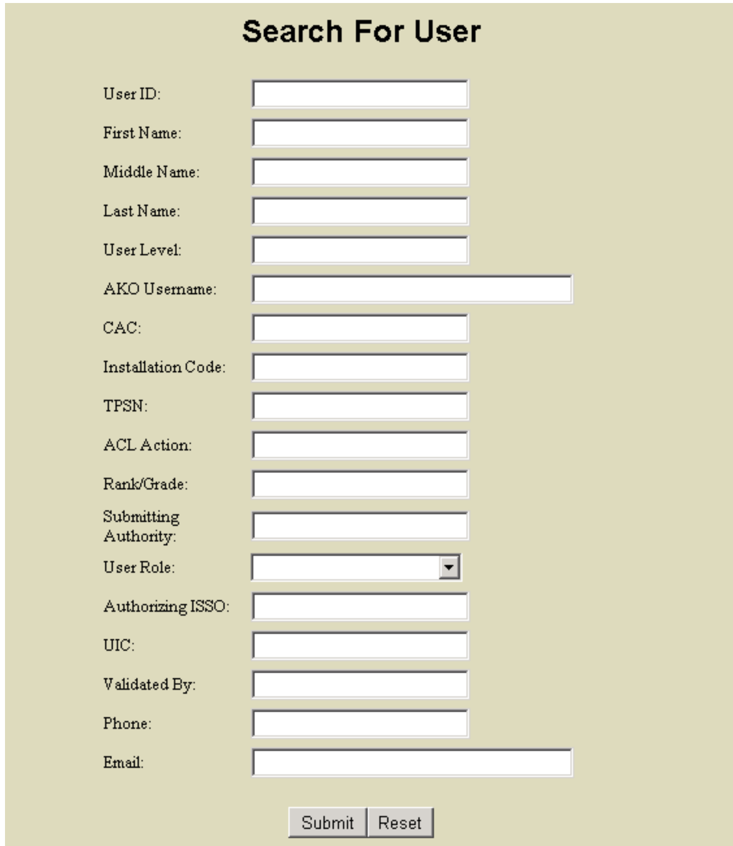


Figure 5.4-4 Search For User Section, Enlargement

(2) Type the desired search criteria.

(3) Click the **Submit** button to display the results (Figure 5.4-5).

(4) Click the underscored **View Record** to display the user record.

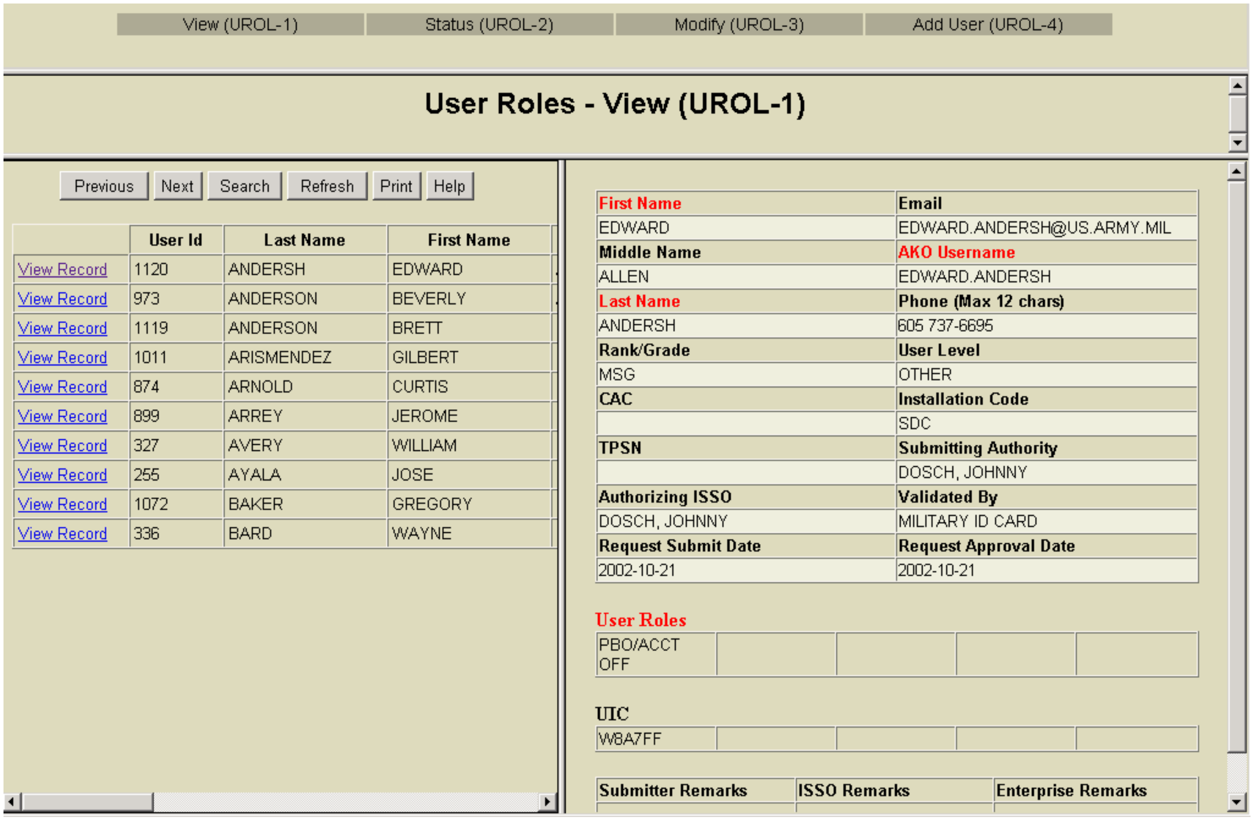


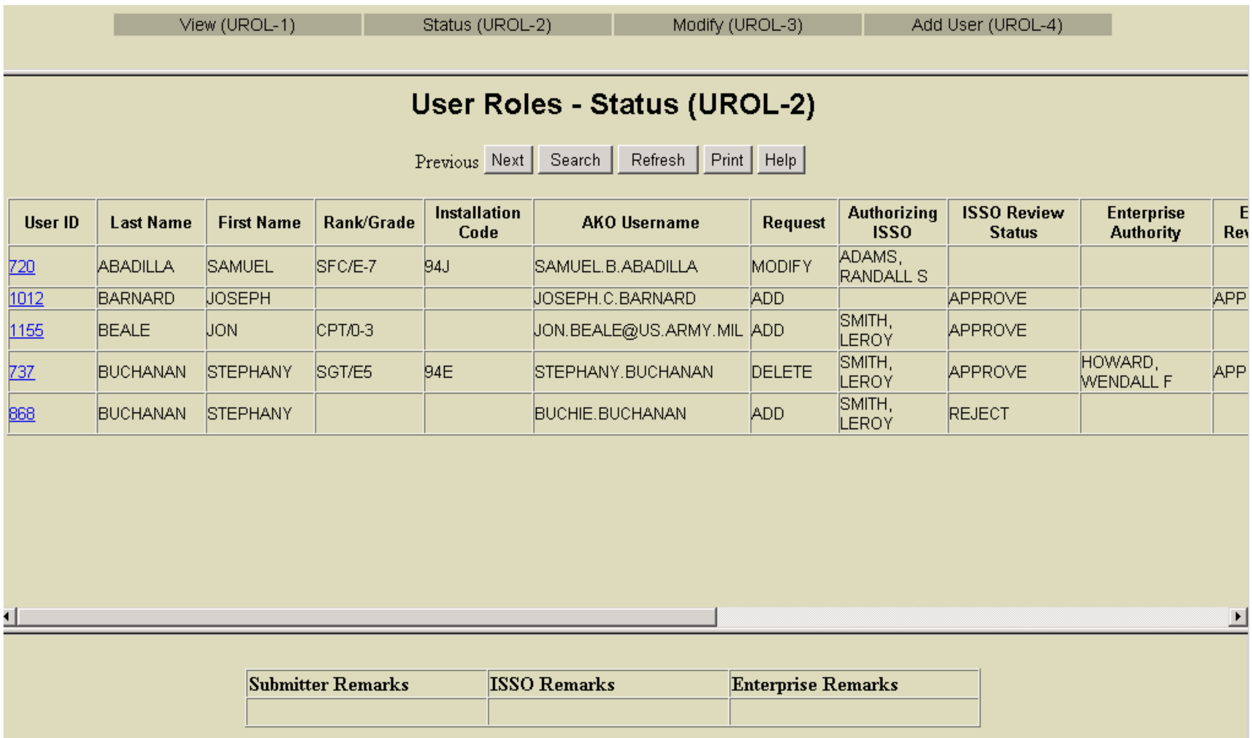
Figure 5.4-5 User Roles – View Screen, Search Results

c. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

<u>5.4.1.2 User Roles – Status</u>. Use this process to view the status of requests pending review by the ISSO and Enterprise. Upon approval, user information is removed from this screen and can be viewed from the **User Roles – View** screen.

NOTE: This screen can be accessed from any of the User Roles screens.

a. Click the **Status** button to display the **User Roles – Status** screen (Figure 5.4-6).



User ID	Last Name	First Name	Rank/Grade	Installation Code	AKO Username	Request	Authorizing ISSO	ISSO Review Status	Enterprise Authority	E Rev
720	ABADILLA	SAMUEL	SFC/E-7	94J	SAMUEL.B.ABADILLA	MODIFY	ADAMS, RANDALL S			
1012	BARNARD	JOSEPH			JOSEPH.C.BARNARD	ADD		APPROVE		APP
1155	BEALE	JON	CPT/0-3		JON.BEALE@US.ARMY.MIL	ADD	SMITH, LEROY	APPROVE		
737	BUCHANAN	STEPHANY	SGT/E5	94E	STEPHANY.BUCHANAN	DELETE	SMITH, LEROY	APPROVE	HOWARD, WENDALL F	APP
868	BUCHANAN	STEPHANY			BUCHIE.BUCHANAN	ADD	SMITH, LEROY	REJECT		

Submitter Remarks	ISSO Remarks	Enterprise Remarks

Figure 5.4-6 User Roles – Status Screen

b. To view user status:

(1) Use the horizontal **Scroll** bar to view additional information.

(2) If available, use the vertical **Scroll** bar to fully view the last row.

(3) Click the underscored **User ID** to view the **Remarks** fields for that user.

(4) Click the **Next** and **Previous** button to page through the list of users.

c. To view the status for a specific user:

(1) Click the **Search** button to display the **Search For User** screen (Figure 5.4-7).

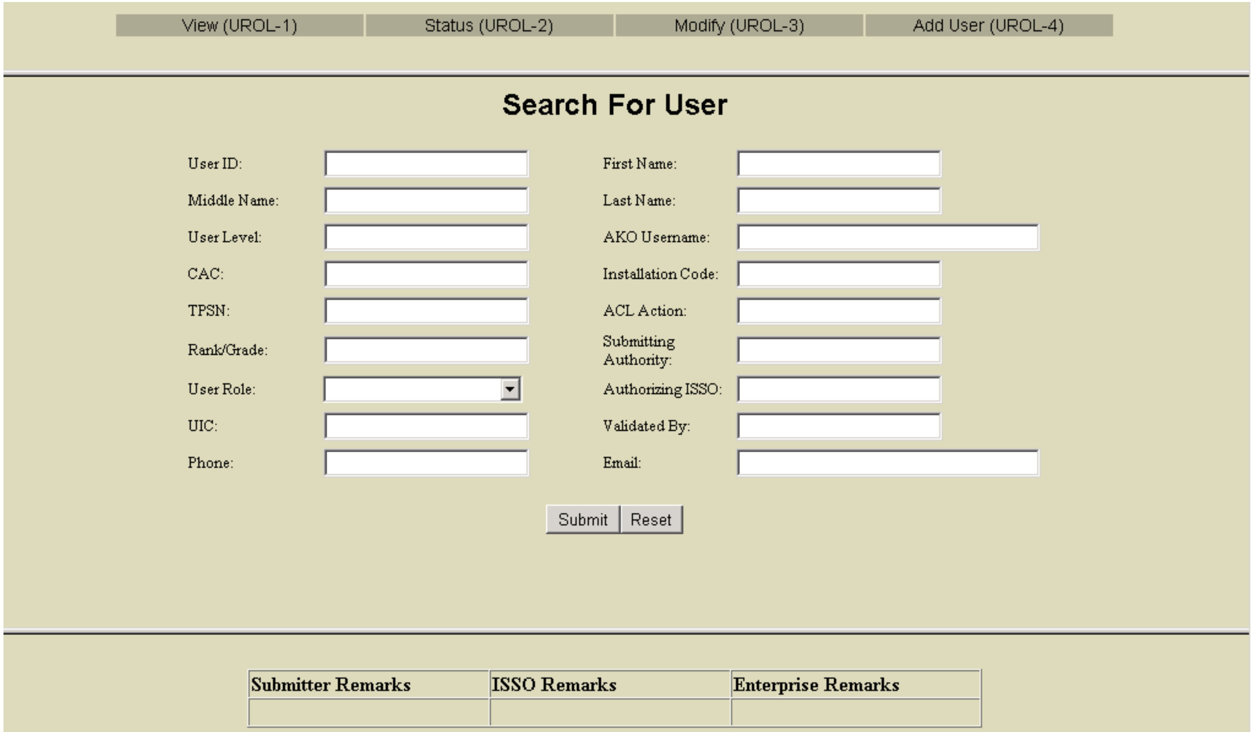


Figure 5.4-7 Search For User Screen

(2) Type the desired search criteria.

(3) Click the **Submit** button to display the **User Roles – Status** screen (Figure 5.4-8), with the results.

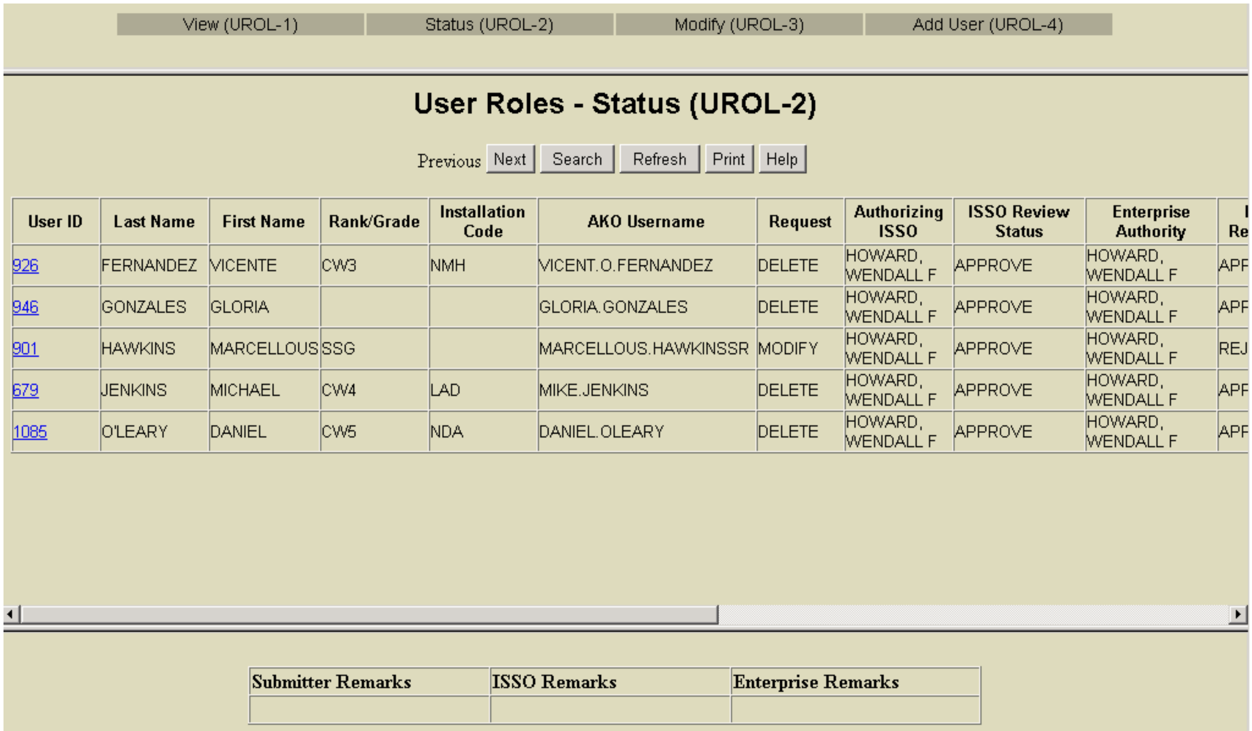


Figure 5.4-8 User Roles – Status Screen

d. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

<u>5.4.1.3 User Roles – Modify</u>. Use this process to request that current user records be modified or deleted. All requests must be approved by ISSO and Enterprise.

NOTE: This screen can be accessed from any of the User Roles screens.

a. Click the **Modify** button to display the **User Roles – Modify** screen (Figure 5.4-9).

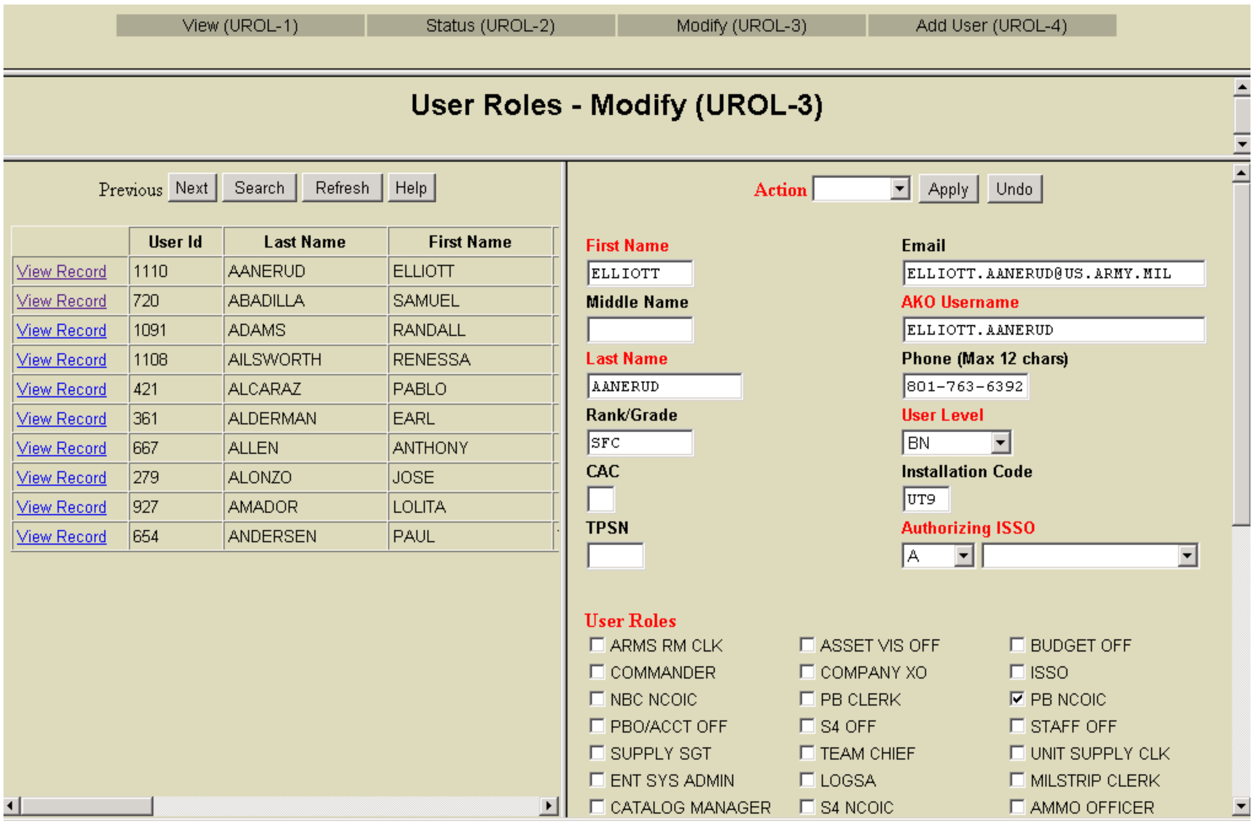


Figure 5.4-9 User Roles – Modify Screen.

b. To view current user information and user records (Figure 5.4-9):

(1) Click the **Next** or **Previous** button to page through the list of users.

(2) Use the horizontal **Scroll** bar view user information.

(3) Click the underscored **View Record** to display the user record.

(4) Use the vertical **Scroll** bar to view the user record.

c. To search for a specific record(s):

(1) Click the **Search** button to display the **Search For User** section on the left side of the screen (Figure 5.4-10).

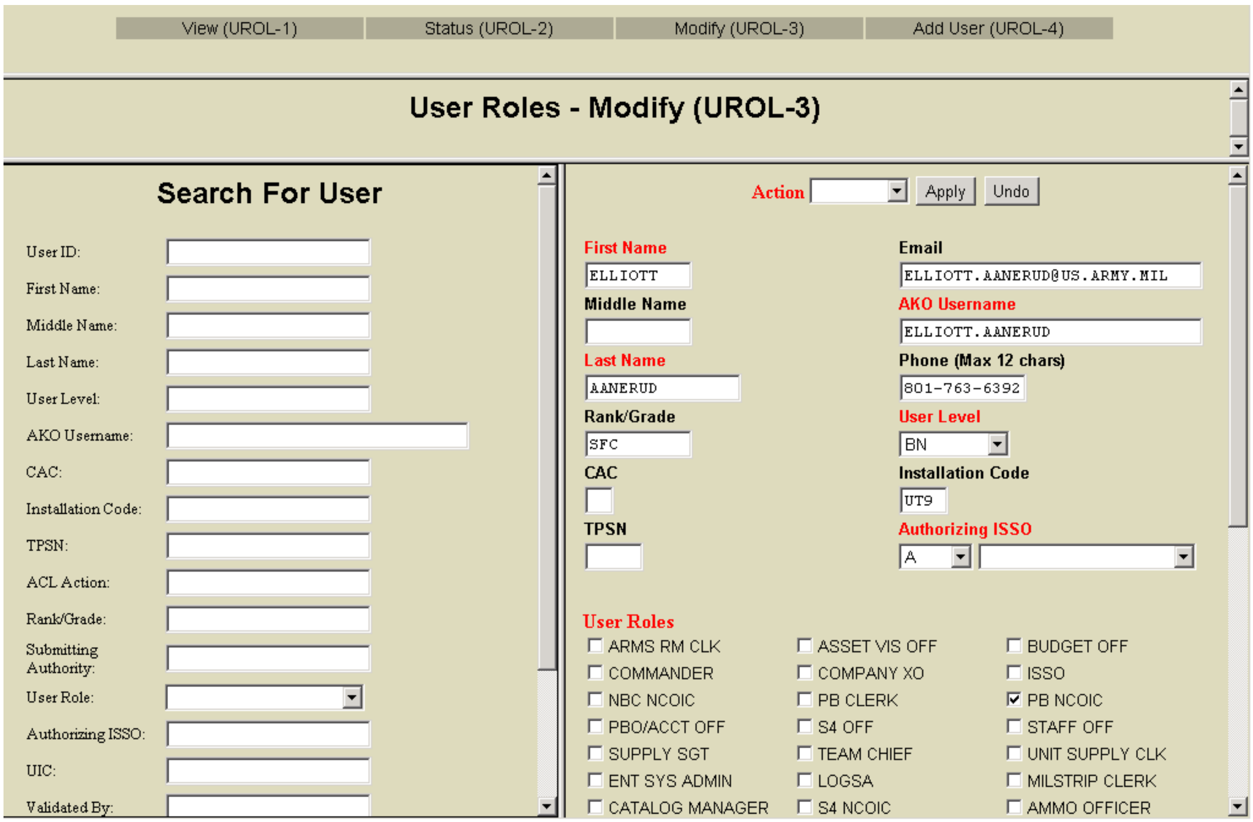


Figure 5.4-10 Search For User Section, Enlargement

(2) Type the desired search criteria.

(3) Click the **Submit** button to display the results (Figure 5.4-11).

(4) Click the underscored **View Record** to display the individual record on the right side of the screen (Figure 5.4-11).

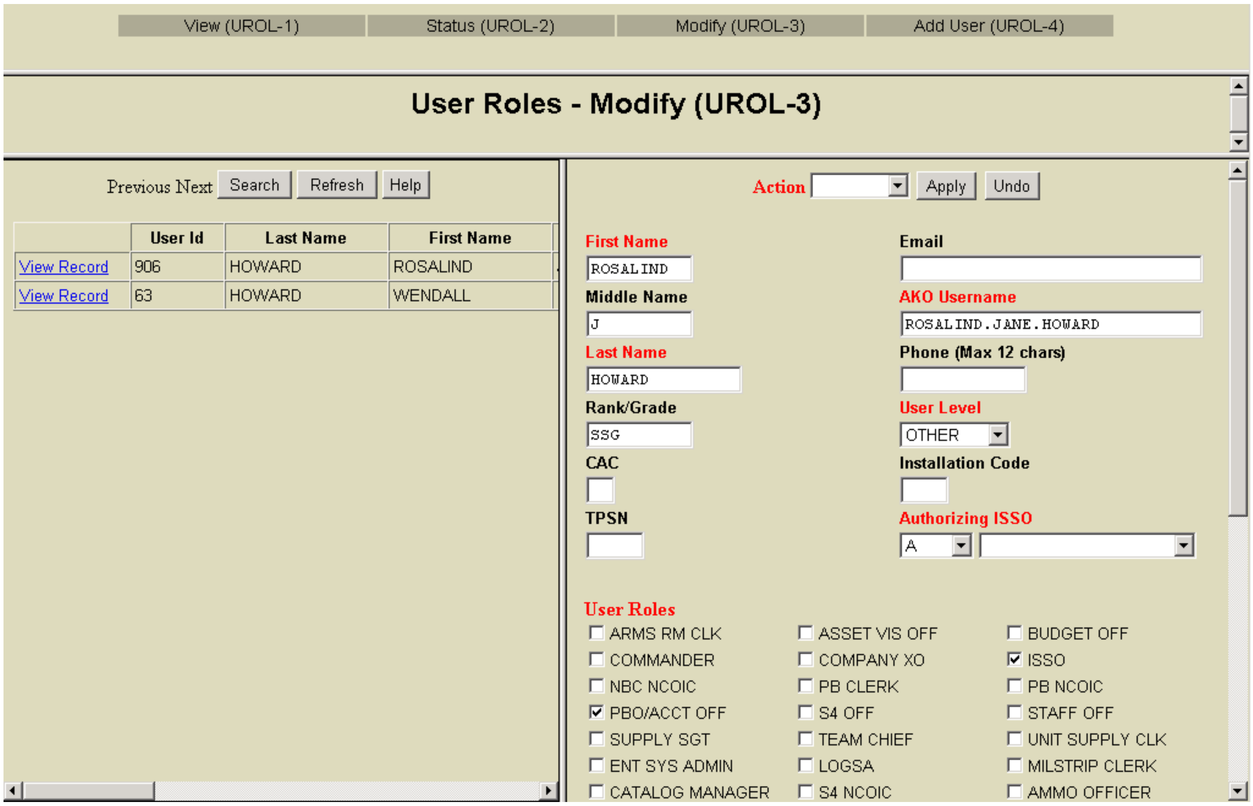


Figure 5.4-11 User Roles – Modify (UROL-3) Screen

d. To **Modify** a user record:

NOTE: Fields in Red are required fields.

(1) Click the **Action** LOV and click **Modify**.

(2) Click the **User Level** LOV and make appropriate selection.

(3) To choose the appropriate Authorizing ISSO perform one of the following:

(a) To select an Authorizing ISSO:

1. Click the First **Authorizing ISSO** LOV and select the Letter that corresponds to the ISSOs last name.

2. Click the Second **Authorizing ISSO** LOV and select the desired name.

(b) To Search for an Authorizing ISSO:

1. Click the First or Second **Authorizing ISSO** LOV and then select the **Find** button to display the **Search** screen (Figure 5.4-12).

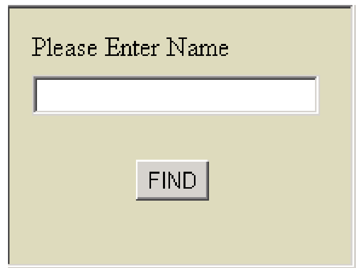


Figure 5.4-12 Search Screen

NOTE: The search results will display all names where the value in the name contains the value entered. For example, if "TH" is entered, the LOV displays all names that contain "TH".

2. Type the search criteria.

3. Click the **Find** button.

4. Click the Second **Authorizing ISSO** LOV to display the results.

5. Make the desired selection.

(4) Modify appropriate fields.

(5) Click the **Apply** button to submit the request to the ISSO for review.

(6) Click **OK** to message, "Record has been sent to ISSO for approval!"

e. To **Delete** a user record:

NOTE: Fields in Red are required fields.

(1) Click the **Action** LOV and click **Delete**.

(2) To choose the appropriate Authorizing ISSO perform one of the following:

(a) To select an Authorizing ISSO:

1. Click the First **Authorizing ISSO** LOV and select the Letter that corresponds to the ISSOs last name.

2. Click the Second **Authorizing ISSO** LOV and select the desired name.

(b) To Search for an Authorizing ISSO:

1. Click the First or Second **Authorizing ISSO** LOV and then select the **Find** button to display the **Search** screen (Figure 5.4-13).

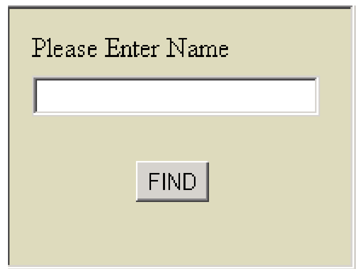


Figure 5.4-13 Search Screen

NOTE: The search results will display all names where the value in the name contains the value entered. For example, if "TH" is entered, the LOV displays all names that contain "TH".

2. Type the search criteria.

3. Click the **Find** button.

4. Click the Second **Authorizing ISSO** LOV to display the results.

5. Make the desired selection.

(3) Click the **Apply** button to submit the request to the ISSO for review.

(4) Click **OK** to message, "Record has been sent to ISSO for approval!"

f. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

<u>5.4.1.4 Add User</u>. Use this process to request new users be added to the system.

a. Click the **Add User** button to display the **User Roles – Add** screen (Figure 5.4-14).

NOTE: This screen can be accessed from any of the User Roles screens.

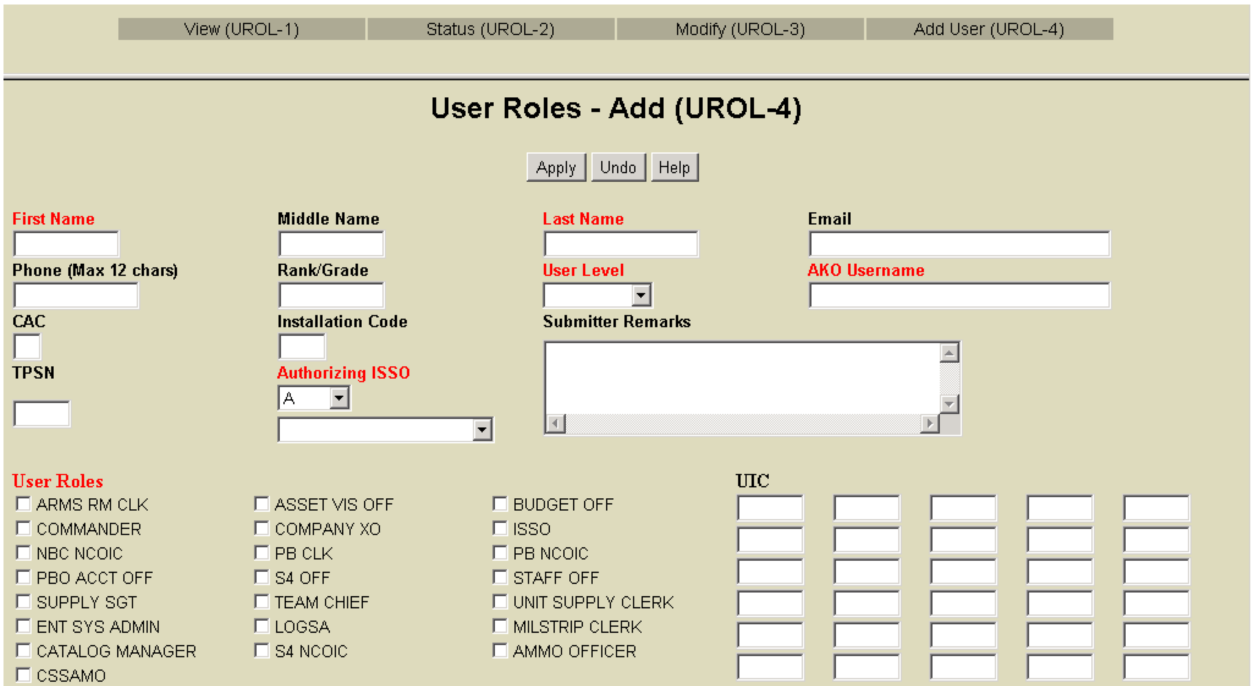


Figure 5.4-14 User Roles – Add Screen

NOTE: Fields in Red are required fields.

b. Type the appropriate information.

c. Click the User Level LOV and make desired selection.

d. To choose the appropriate Authorizing ISSO perform one of the following:

(1) To select an Authorizing ISSO:

(a) Click the First **Authorizing ISSO** LOV and select the Letter that corresponds to the ISSOs last name.

(b) Click the Second **Authorizing ISSO** LOV and select the desired name.

(2) To Search for an Authorizing ISSO:

(a) Click the First or Second **Authorizing ISSO** LOV and then select the **Find** button to display the **Search** screen (Figure 5.4-15).

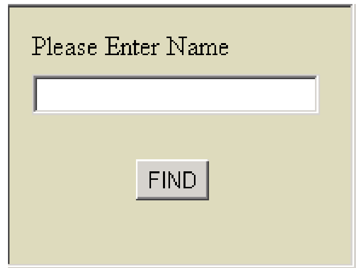


Figure 5.4-15 Search Screen

NOTE: The search results will display all names where the value in the name contains the value entered. For example, if “TH” is entered, the LOV displays all names that contain “TH”.

(b) Type the search criteria.

(c) Click the **Find** button.

(d) Click the Second **Authorizing ISSO** LOV to display the results.

(e) Make the desired selection.

e. Click the **Apply** button to submit the request to ISSO for review.

f. Click **OK** to message, “Record has been submitted to ISSO for approval”.

NOTE: Once the request has been submitted it can be viewed on the User Roles – Status screen.

5.4.2 ISSO Review List. This process allows the Information System Security Officer (ISSO) to approve, reject, or place in pending status, all user requests to be added, modified, or deleted. From the **SPR-Module Main Menu**, **Administration** menu, click **ISSO Review List** to display the **User Roles - ISSO Review List** screen (Figure 5.4-16).

a. To view user information and user records pending ISSO review:

(1) Click the **Next** or **Previous** button to page through the list of users.

(2) Use the horizontal **Scroll** bar to view user information.

(3) Click the underscored **View Record** to display the user record.

(4) Use the vertical **Scroll** bar to view the user record.

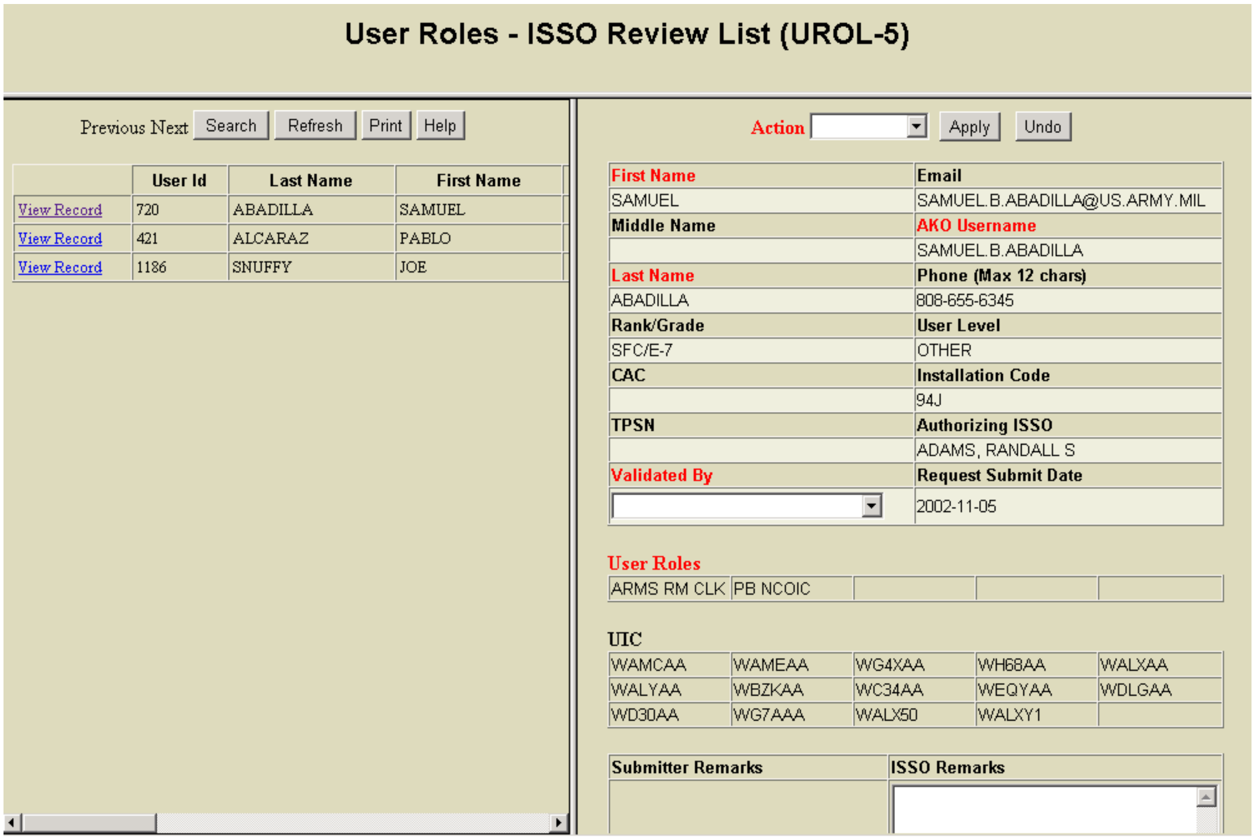


Figure 5.4-16 User Roles - ISSO Review List Screen

b. To search for a specific record(s):

(1) Click the **Search** button to display the **Search For User** section on the left side of the screen (Figure 5.4-17).

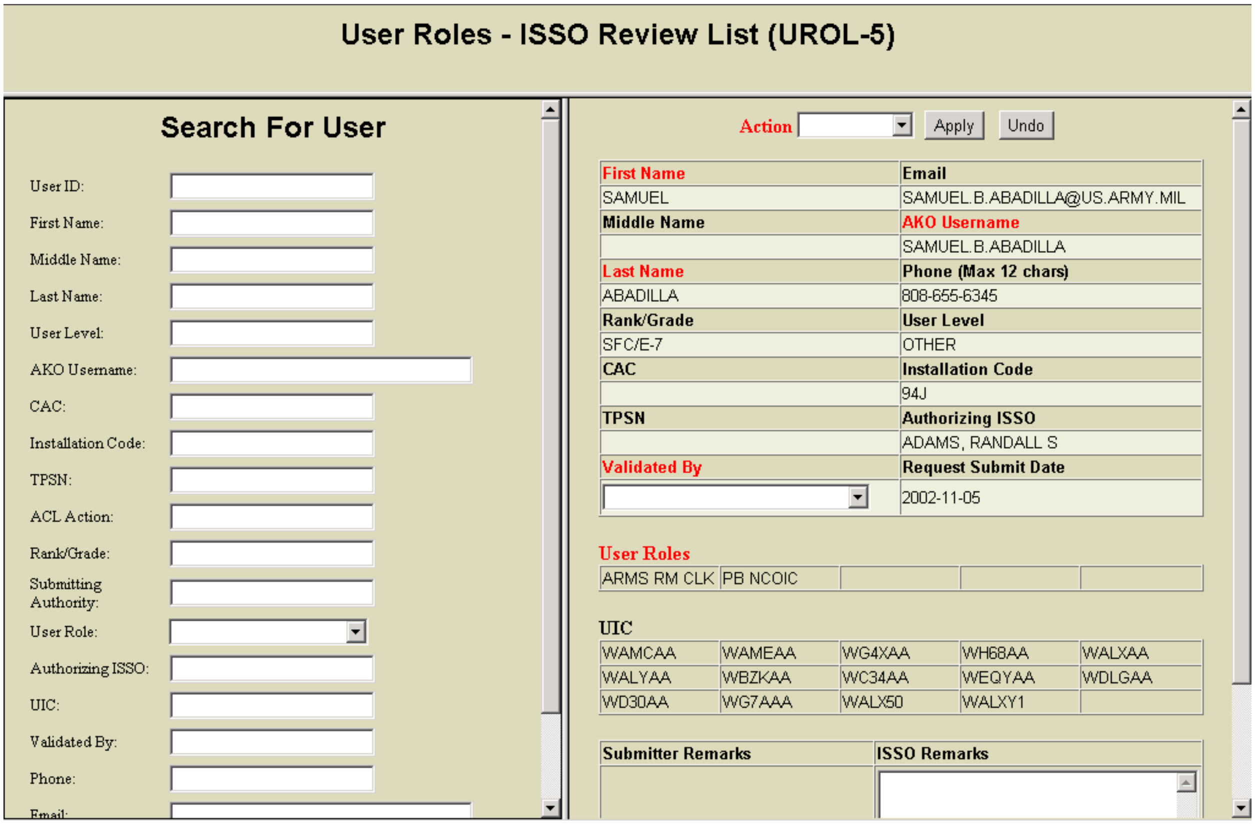


Figure 5.4-17 User Roles - ISSO Review List Screen, Search For User Section

(2) Type the desired search criteria.

(3) Click the **Submit** button to display the search results.

(4) Click the underscored **View Record** to display the user record.

c. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

d. To conduct the ISSO review:

(1) Click the **Action** LOV and click the appropriate action.

NOTE: If action selected is "Pending", the user remains on the ISSO Review List for further review.

(2) Click the **Validated By** LOV and make appropriate selection.

(3) In the **ISSO Remarks** block type any appropriate comments.

(4) Click the **Apply** button to forward the request to the Enterprise for final approval.

(5) Click **OK** to message, “Action has been noted!”.

<u>5.4.3 Enterprise Review List</u>. The system administrator at the Enterprise level must approve the action submitted by ISSO before a user can be added, modified, or deleted. From the **SPR-Module Main Menu**, **Administration** menu, click **Enterprise Review List** to display the **User Roles - Enterprise Review List** screen (Figure 5.4-18).

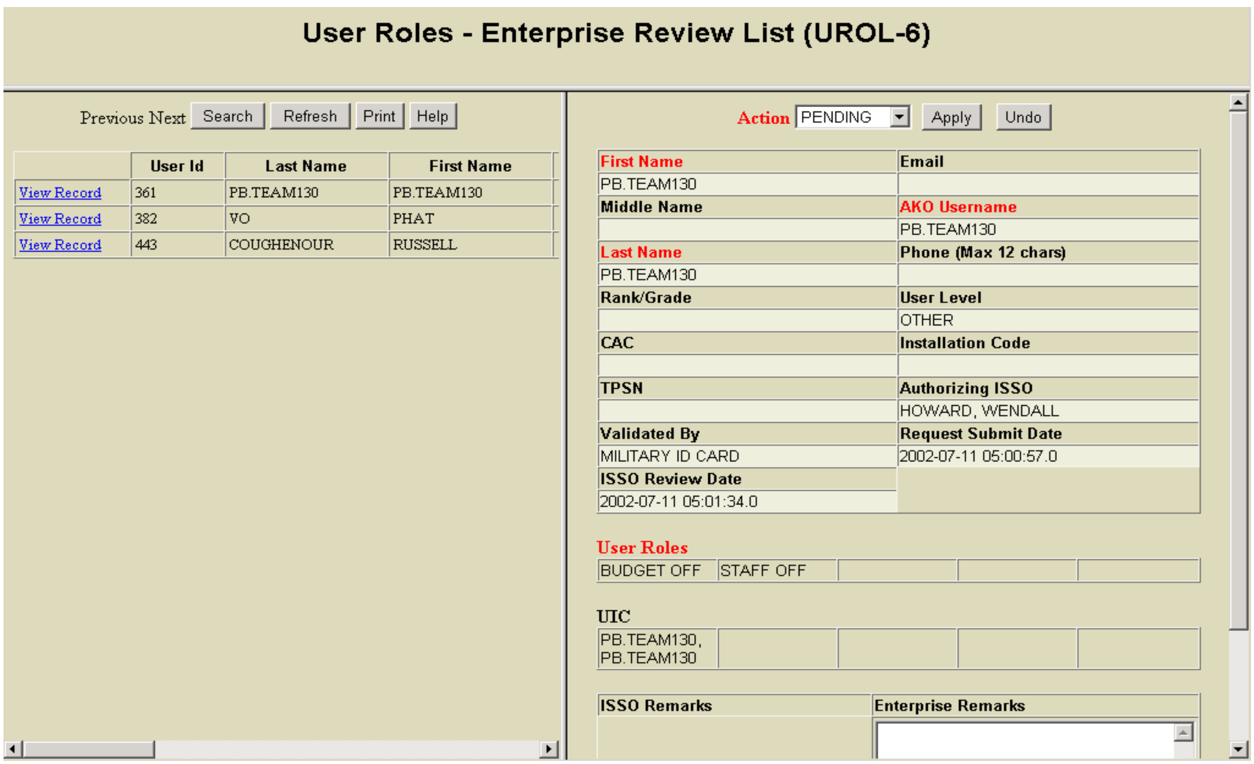


Figure 5.4-18 User Roles - Enterprise Review List Screen

a. To view user information and user records pending Enterprise review:

(1) Click the **Next** or **Previous** button to page through the list of users.

(2) Use the horizontal **Scroll** bar to view user information.

(3) Click the underscored **View Record** to display the user record.

(4) Use the vertical **Scroll** bar to view the user record.

b. To search for a specific record(s):

(1) Click the **Search** button to display the **Search For User** section on the left side of the screen (Figure 5.4-19).

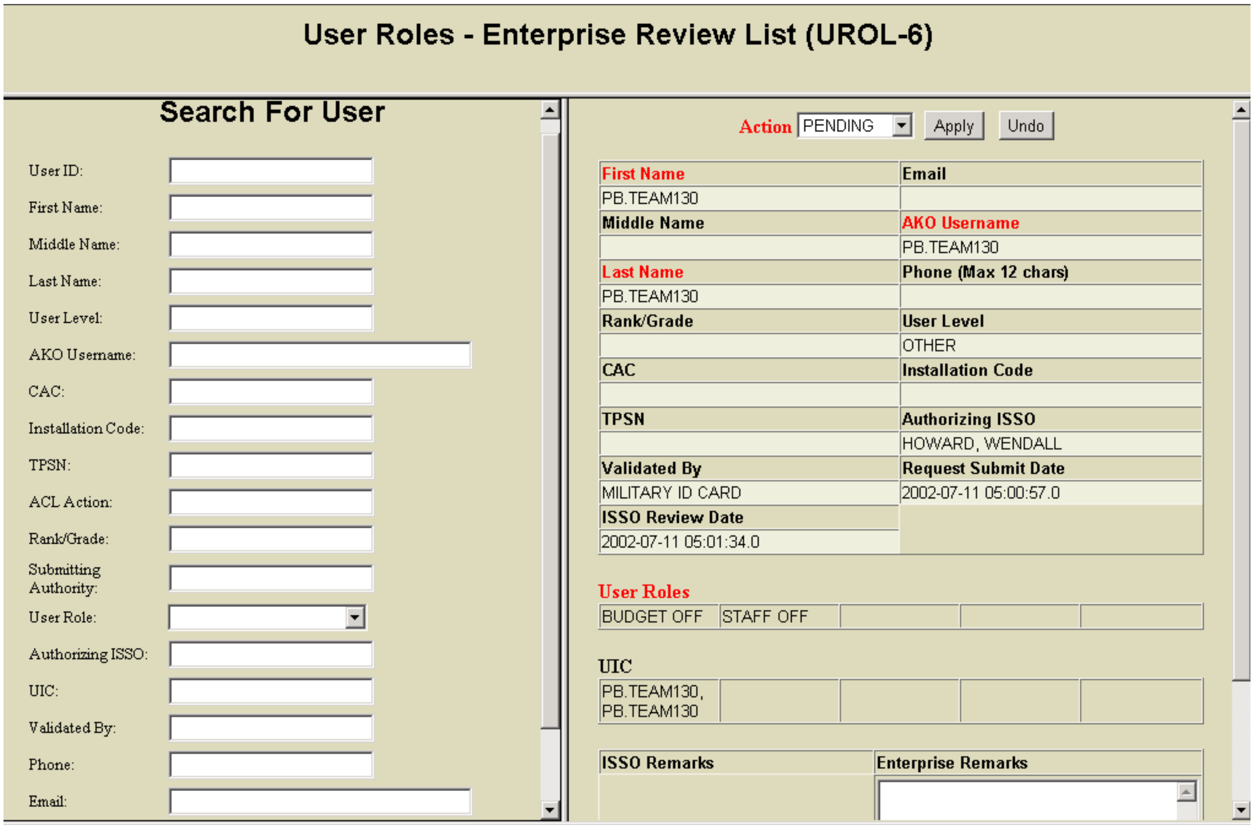


Figure 5.4-19 User Roles - Enterprise Review List Screen, Search For User Section

(2) Type the desired search criteria.

(3) Click the **Submit** button to display the search results.

(4) Click the underscored **View Record** to display the user record.

c. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

d. To conduct the Enterprise review:

(1) Click the **Action** LOV and click the appropriate action.

NOTE: If action selected is “Pending”, the user remains on the Enterprise Review List for further review.

(2) In the **Enterprise Remarks** block type any appropriate comments.

(3) Click the **Apply** button to save the information.

(4) Click **OK** to the message, “Action has been noted!”

NOTE: The screen is blank when all actions have been completed.

5.4.4 Roles, Functions, and Classification Requirements. This process allows the user to view User Roles, Functions, and Classification Requirements. From the **SPR-Module Main Menu**, click **Administration** to display the **Administration** menu. Click the **Roles, Functions, and Classification Requirements** to display the **Role/Display Mapping** screen (Figure 5.4-20).

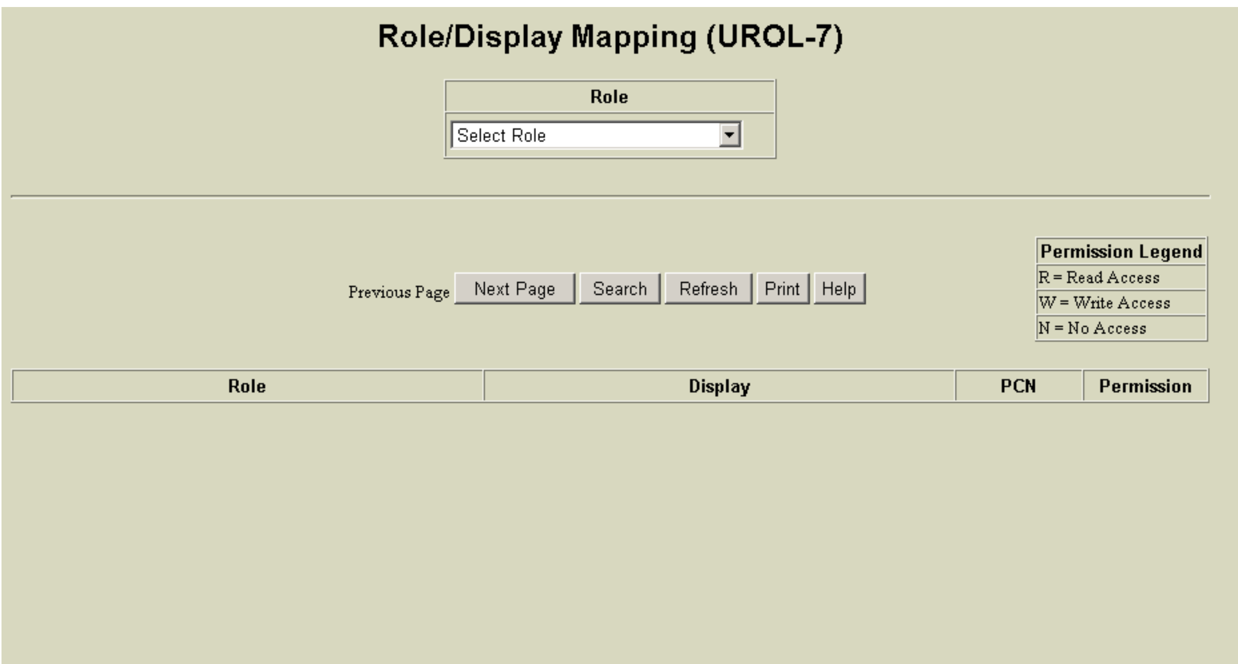


Figure 5.4-20 Roles/Display Mapping Screen

a. Click the **Role** LOV and then click the desired Role (Figure 5.4-21) to refresh the screen and display the information (5.4-22).

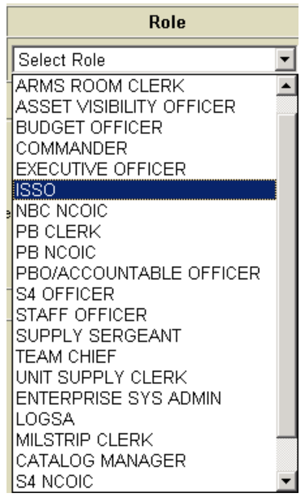


Figure 5.4-21 Roles/Display Mapping Screen, Role LOV

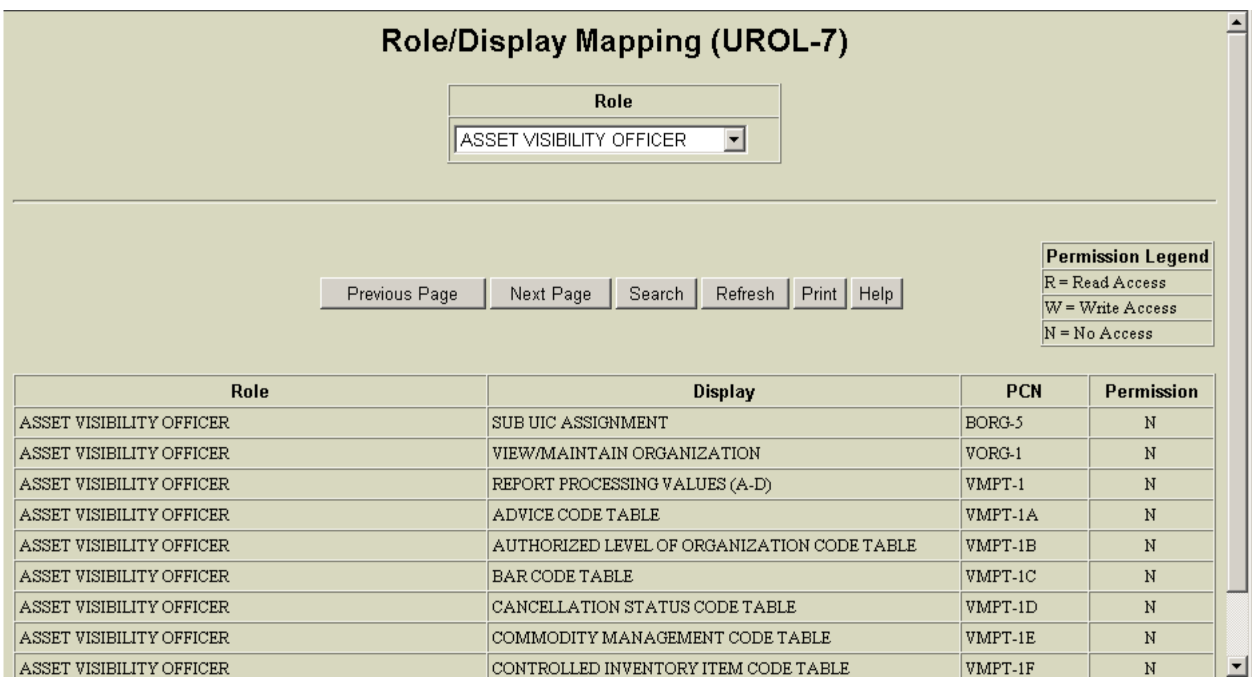


Figure 5.4-22 Roles/Display Mapping Screen

b. Use the **Next Page** or **Previous Page** button to page through the listing.

c. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.4-23).

Figure 5.4-23 Search Screen.

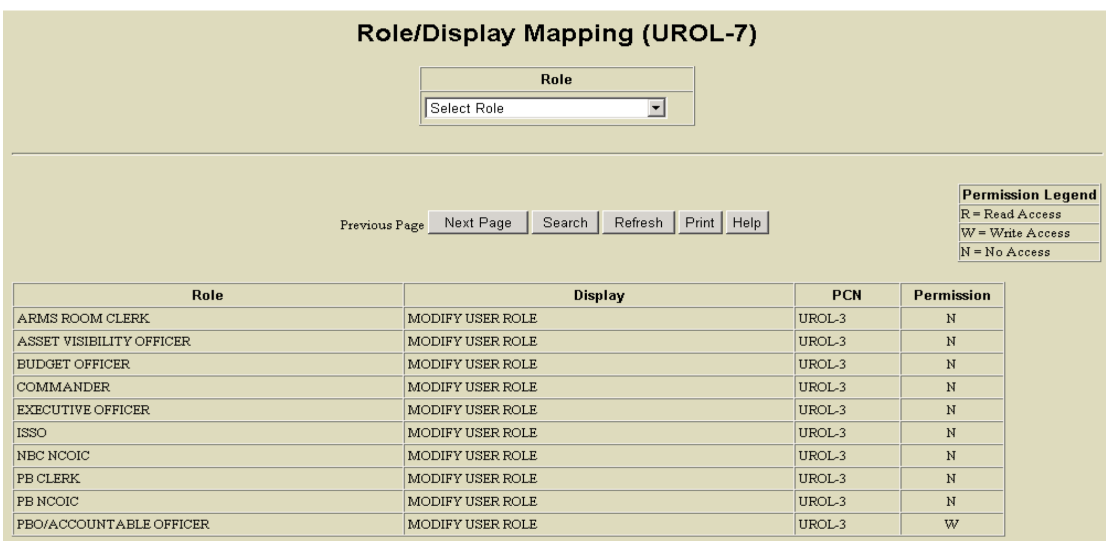
Legend for Figure 5.4-23

Field Name	Description
Display	If Desired, type a Function from the **Display** field of the **Role/Display Mapping** screen.
PCN	If Desired, type the Product Control Number, for example UROL-2 (screen number).
Permission	If Desired, click the **LOV** and select Read, Write, or No access.

(2) Type the desired search criteria.

(3) Click the **Submit** button to display the results (Figure 5.4-24).

NOTE: For demonstration purposes, PCN: UROL-3 was entered.



Role	Display	PCN	Permission
ARMS ROOM CLERK	MODIFY USER ROLE	UROL-3	N
ASSET VISIBILITY OFFICER	MODIFY USER ROLE	UROL-3	N
BUDGET OFFICER	MODIFY USER ROLE	UROL-3	N
COMMANDER	MODIFY USER ROLE	UROL-3	N
EXECUTIVE OFFICER	MODIFY USER ROLE	UROL-3	N
ISSO	MODIFY USER ROLE	UROL-3	N
NBC NCOIC	MODIFY USER ROLE	UROL-3	N
PB CLERK	MODIFY USER ROLE	UROL-3	N
PB NCOIC	MODIFY USER ROLE	UROL-3	N
PBO/ACCOUNTABLE OFFICER	MODIFY USER ROLE	UROL-3	W

Figure 5.4-24 Role/Display Mapping Screen

d. To print the report using Excel, click the **Print** button. For additional information about printing with excel, see Section 4.

5.5 Organizational Data. The Organizational Data function provides the capability to View/Maintain Organizational Data, Build a new Organization, Create a Derivative UIC, add/modify/delete a unit or Direct Support Unit/Supply Support Activity DODAAC, and conduct a Unit Task Organization (UTO) Search and SubUIC Assignment.

a. Although Organizational Data has six menu selections, five of them appear as tabs on one of two screens, with the SubUIC Assignment having it's own screen.

b. The **Organization Data** screen has 4 tabs as displayed in Figure 5.5-1. Access to all four screens is available from the menu.

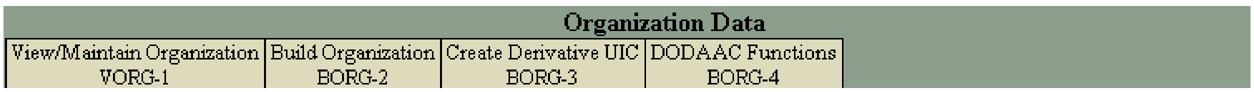


Figure 5.5-1 Organization Data Screen Tabs

c. The **UTO Search** screen has one tab as displayed in Figure 5.5-2. Access is available from the menu.

Figure 5.5-2 UTO Search Screen

5.5.1 View/Maintain Organizational Data. This process provides the capability to view, add, and modify information about the organization. From the **SPR-Module Main Menu**, **Administration** menu, click **View/Maintain Organizational Data** to display the **Organization Data** screen with the **View/Maintain Organization** tab defaulted (Figure 5.5-3).

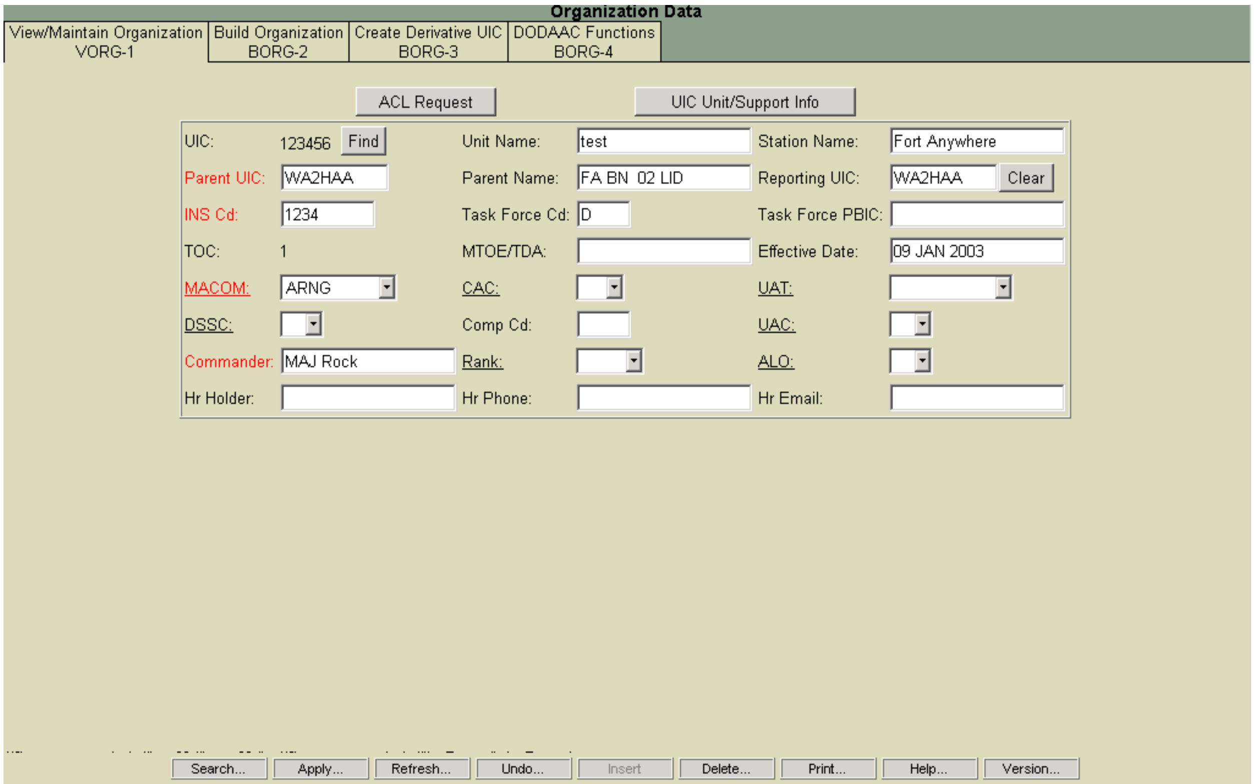


Figure 5.5-3 Organization Data Screen, View /Maintain Organization Tab

Legend for Figure 5.5-3

Field Name	Description
UIC	Click the **Find** button.
Unit Name	Type the unit name.
Station Name	Type the station name.
Parent UIC	Select the Parent UIC, or click the **Search** button. Unless the UIC being added ends in AA, FF or 99, you must select the Parent UIC.
Parent Name	Automatically filled in when the UIC is selected.
Reporting UIC	Select your Reporting UIC. Use the **Clear** button to clear the field.
INS Cd	Type in your assigned Installation Code.
Task Force Code	Type in the Task Force Code.
Task Force PBIC	Type in the Task Force, Property Book Identification Code.
TOC	Select the Type Organization Code.
MTOE/TDA	Type the MTOE/TDA number.
Effective Date	Automatically displays the Effective Date when the **Build Organization** tab is selected.
MACOM	Select your Major Army Command.
CAC	Type the Command Assignment Code.
UAT	Select the Unit Appropriation Type. • General: Most US Army units use this funding. • AWCF: Army Working Capital Fund – Single Stock Fund (SSF). • Other DOD: Applies to a Joint Force, i.e., Army, Navy, Air Force and Marine activities.

Field Name	Description
UIC	Click the **Find** button.
Unit Name	Type the unit name.
Station Name	Type the station name.
Parent UIC	Select the Parent UIC, or click the **Search** button. Unless the UIC being added ends in AA, FF or 99, you must select the Parent UIC.
Parent Name	Automatically filled in when the UIC is selected.
Reporting UIC	Select your Reporting UIC. Use the **Clear** button to clear the field.
INS Cd	Type in your assigned Installation Code.
Task Force Code	Type in the Task Force Code.
Task Force PBIC	Type in the Task Force, Property Book Identification Code.
TOC	Select the Type Organization Code.
MTOE/TDA	Type the MTOE/TDA number.
Effective Date	Automatically displays the Effective Date when the **Build Organization** tab is selected.
MACOM	Select your Major Army Command.
CAC	Type the Command Assignment Code.
DSSC	If your organization is supported under the Direct Support System, select the **D-DSSC** Code.
Comp Code	Click in this field to display a pop-up window. Click the **LOV** and select the **Component Code** that applies to you. 1 = Active Army, 2 = National Guard, 3 = US Army Reserve, and 4 = Army War Reserve. Once a number is selected, the description will be displayed below the LOV. Click the **GO** button to populate the field.
UAC	Indicates your organization statue. 0 = Assigned, 2 = Attached.
Commander	Type the Commander's name.
Rank	Select the Commander's rank.
ALO	Verify the Authorized Level of Operations.
Hr Holder	Type the Hand Receipt Holders name.
Hr Phone	Type the Hand Receipt Holders phone number.
Hr Email	Type the Hand Receipt Holders Email address.

<u>5.5.1.1 View Organizational Information</u>. This process provides *two search* methods to view unit information by UIC.

a. To search for a specific UIC using the **Find** button:

(1) Click the **Find** button to display the **UIC Search** screen (Figure 5.5-4).

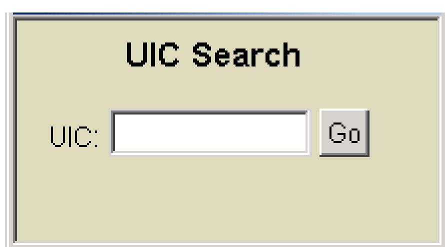


Figure 5.5-4 UIC Search Screen

(2) Type the desired UIC in the **UIC** field and click the **Go** button to display the results.

NOTE: The search results will display all UICs where the value in the UIC contains the value entered. For example, if "WAXC" is entered, each UIC(s) that contains "WAXC" is displayed (Figure 5.5-5). The PBUSE will track the most recent search criteria (during the logon session) and display all applicable UICs on the UIC search screen. Click the underscored UIC to display the record.

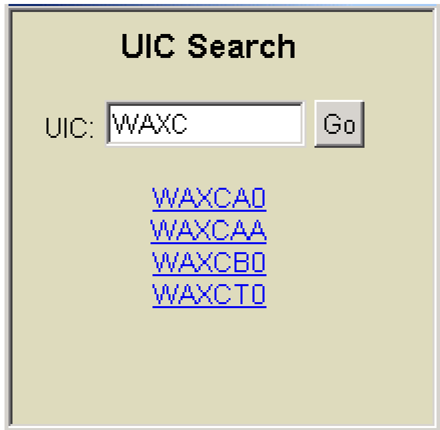


Figure 5.5-5 UIC Search Screen

b. To search for a specific UIC using the **Search** button:

(1) Click the **Search** button to display the **UIC Search** screen (Figure 5.5-6).

Figure 5.5-6 UIC Search Screen

(2) Type the desired UIC, and click the **Search** button to display the results.

5.5.1.2 View ACL Listing: This process provides the capability to view the User Roles for the selected unit.

a. From the **Organization Data** screen, click the **ACL Request** button to display the **User Roles – View** screen (Figure 5.5-7).

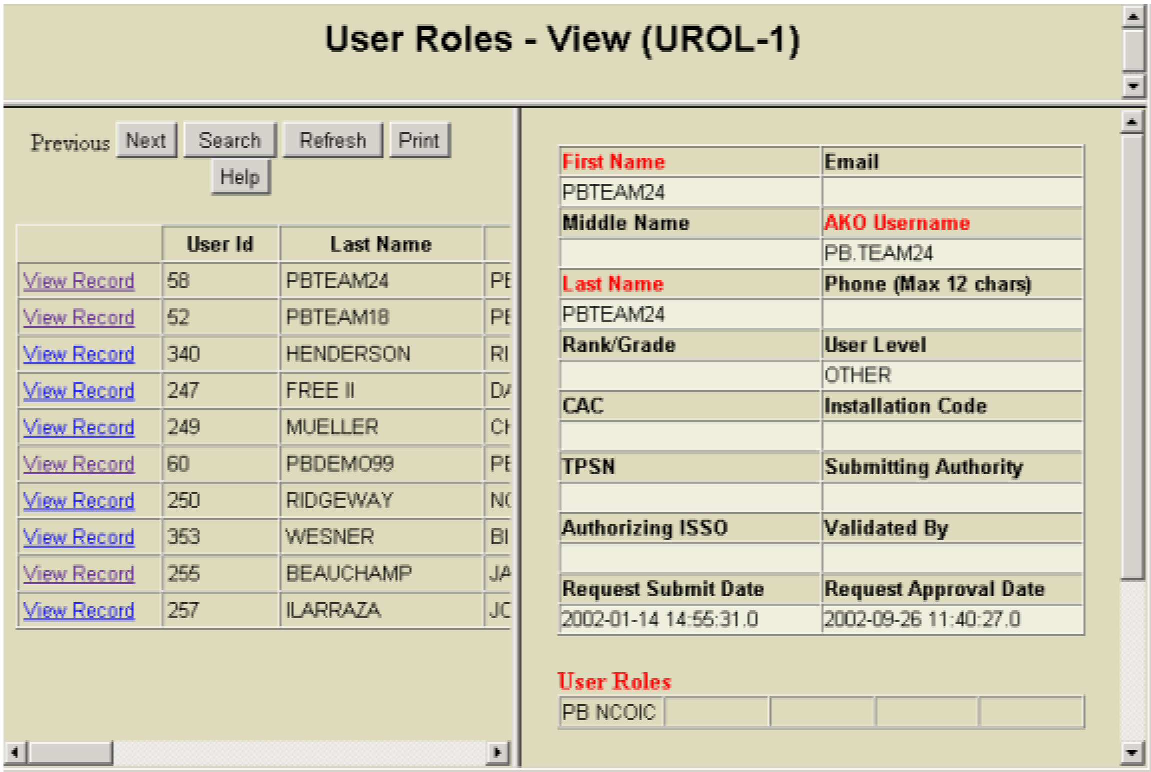


Figure 5.5-7 User Roles-View Screen

b. After review of User Roles, click the **X** to return to the **Organization Data** screen.

<u>5.5.1.3 Modify Organizational Information</u>: This process is used to modify organization information for the selected UIC.

a. From the **Organization Data** screen, **View/Maintain Organization** tab (Figure 5.5-8), click the **LOV(s),** and then select the appropriate value.

NOTE: Fields in Red are required fields. See the Legend for Figure 5.5-3 for field descriptions.

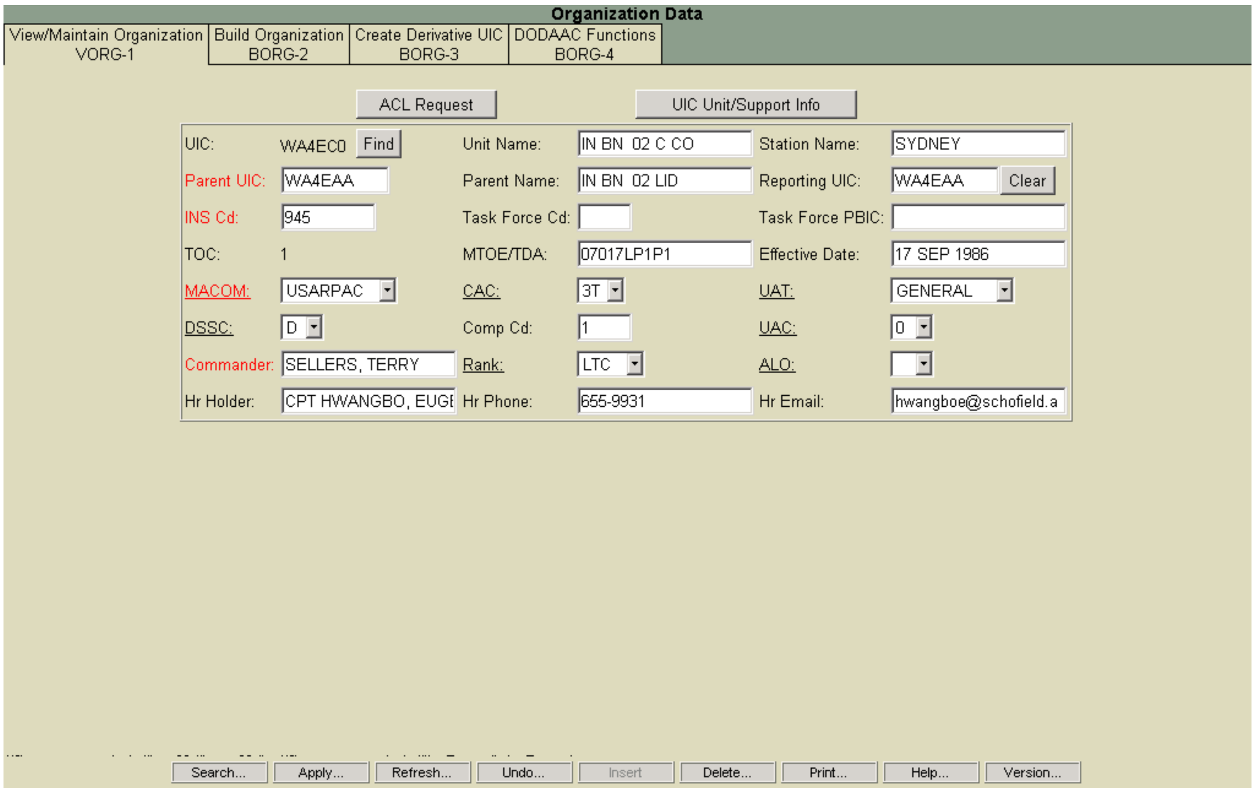


Figure 5.5-8 Organization Data Screen, View /Maintain Organization Tab

b. To modify the Parent UIC perform the following:

(1) Click in the **Parent UIC** field to display the **Parent UIC Search** screen (Figure 5.5-9).

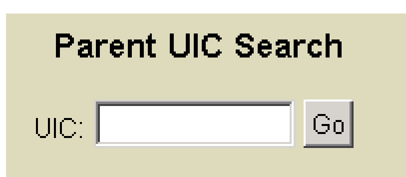


Figure 5.5-9 Parent UIC Search Screen

(2) Type the desired Parent UIC.

(3) Click the **Go** button to display the results.

c. To modify the Reporting UIC perform the following:

(1) Click in the **Reporting UIC** field to display the **Reporting UIC Search** screen (Figure 5.5-10).

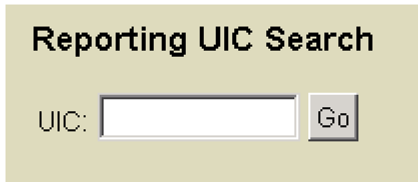


Figure 5.5-10 Reporting UIC Search Screen

(2) Type the desired Reporting UIC.

(3) Click the **Go** button to display the results.

(4) Click the **Clear** button to clear the field.

d. Type the desired information in applicable **non-LOV** field(s).

e. Click the **Undo** button to clear all fields that have been changed or added.

NOTE: It is recommended that once the Undo button is selected, the Refresh button be selected to ensure original information is displayed.

f. Click the **Apply** button to save change(s).

g. Click **OK** to the message, "UIC WXXXXX updated", to return to the **Organization Data** screen, **View/Maintain Organization** tab with the updated information.

<u>5.5.1.4 View Unit/Support Information</u>. This process is used to view Unit and Support information for the selected UIC.

a. From the **Organization Data** screen, click the **UIC Unit/Support Info** button to display the **UIC Unit/Support Info** screen (Figure 5.5-11).

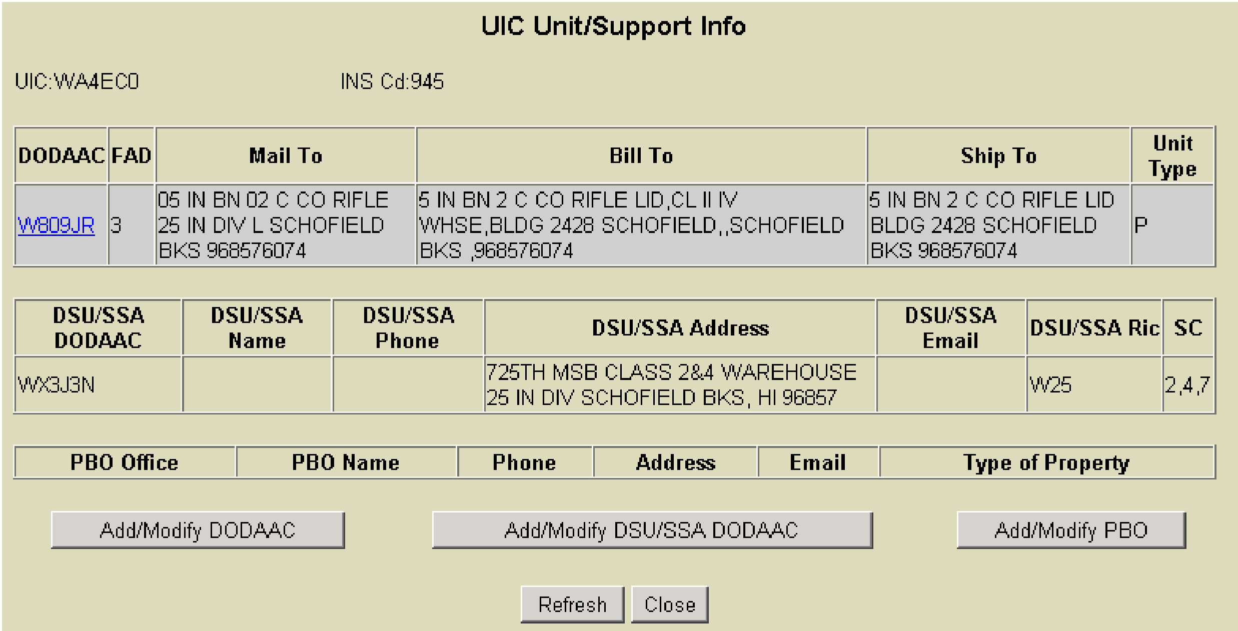


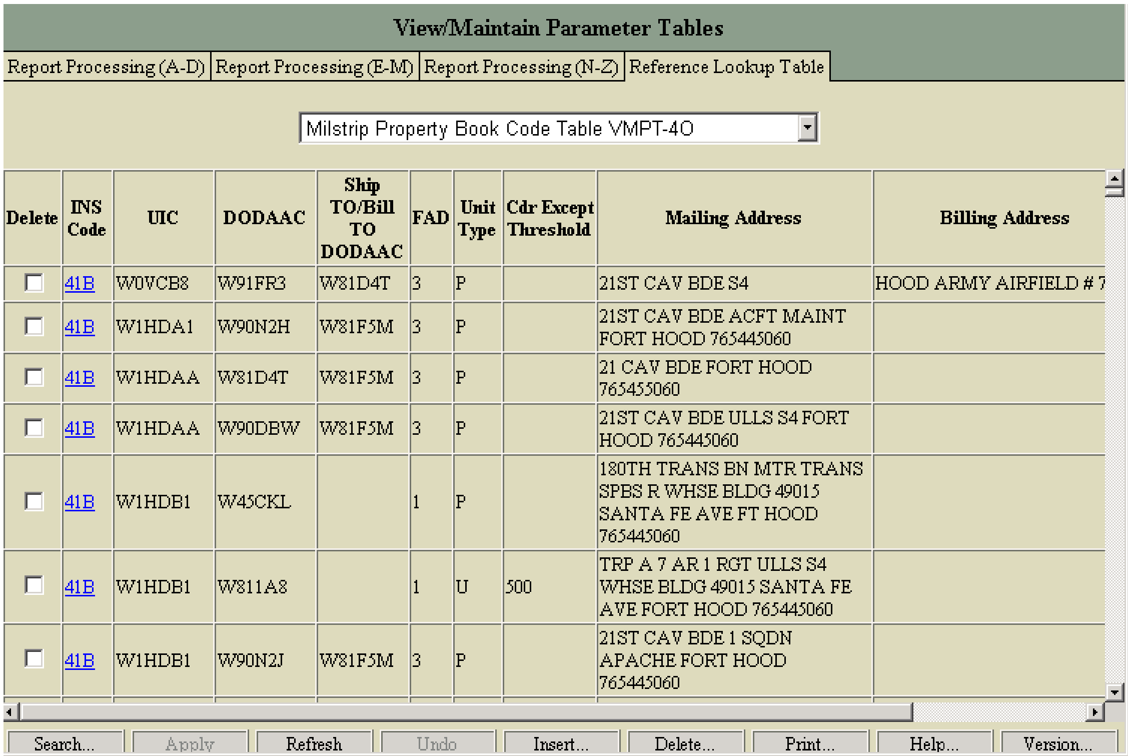
Figure 5.5-11 UIC Unit/Support Info Screen

b. Click the underscored **DODAAC** to view additional information.

5.5.1.4.1 Add/Modify/Delete DODAAC. This process is used to Add, Modify, or Delete a DODAAC to the MILSTRIP Property Book Code Table for the selected UIC.

a. To add a DODAAC:

(1) From the **UIC Unit/Support Info** screen, click the **Add/Modify DODAAC** button to display the **View/Maintain Parameters Tables** screen, MILSTRIP Property Book Code Table displayed (Figure 5.5-12).



View/Maintain Parameter Tables

Report Processing (A-D) | Report Processing (E-M) | Report Processing (N-Z) | Reference Lookup Table

Milstrip Property Book Code Table VMPT-40

Delete	INS Code	UIC	DODAAC	Ship TO/Bill TO DODAAC	FAD	Unit Type	Cdr Except Threshold	Mailing Address	Billing Address
☐	41B	W0VCB8	W91FR3	W81D4T	3	P		21ST CAV BDE S4	HOOD ARMY AIRFIELD # 7
☐	41B	W1HDA1	W90N2H	W81F5M	3	P		21ST CAV BDE ACFT MAINT FORT HOOD 765445060	
☐	41B	W1HDAA	W81D4T	W81F5M	3	P		21 CAV BDE FORT HOOD 765455060	
☐	41B	W1HDAA	W90DBW	W81F5M	3	P		21ST CAV BDE ULLS S4 FORT HOOD 765445060	
☐	41B	W1HDB1	W45CKL		1	P		180TH TRANS BN MTR TRANS SPBS R WHSE BLDG 49015 SANTA FE AVE FT HOOD 765445060	
☐	41B	W1HDB1	W811A8		1	U	500	TRP A 7 AR 1 RGT ULLS S4 WHSE BLDG 49015 SANTA FE AVE FORT HOOD 765445060	
☐	41B	W1HDB1	W90N2J	W81F5M	3	P		21ST CAV BDE 1 SQDN APACHE FORT HOOD 765445060	

Search... | Apply | Refresh | Undo | Insert... | Delete... | Print... | Help... | Version...

Figure 5.5-12 View/Maintain Parameter Tables Screen, MILSTRIP Property Book Code Table

(2) Click the **Insert** button to display the **MILSTRIP Property Book Insert** screen. The screen displayed will be based on the user logon. Figure 5.5-13 displays the screen for a Unit Level User.

NOTE: A Property Book Level User will not see the Cdr Except Threshold field and the Unit Type LOV will be 'P'.

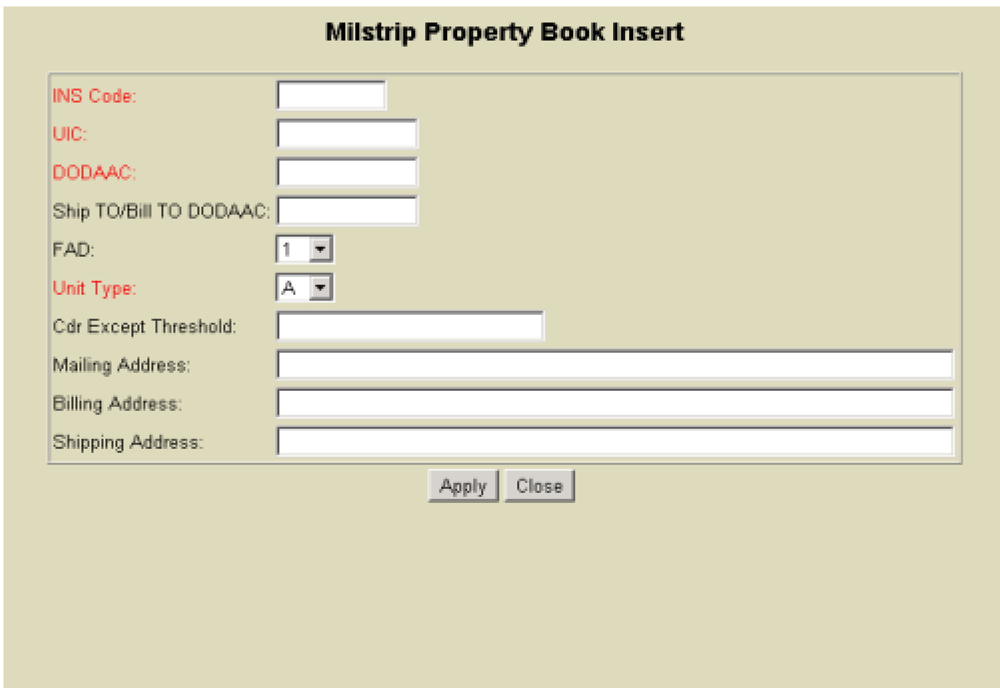


Figure 5.5-13 MILSTRIP Property Book Insert Screen

Legend for Figure 5.5-13

Field Name	Description
INS Code	Type the assigned Installation Code.
UIC	Type the Unit Identification Code.
DODAAC	Type the DODAAC.
Ship TO/Bill TO DODAAC	Type the Shipment/Billing DODAAC.
FAD	Click the **LOV** and select unit's Force Activity Code.
Unit Type	Click the **LOV** and select Unit Type; Unit Level Users: A-Aviation Maintenance, M-Ground Maintenance, U-Unit Supply. Property Book Level Users: P-Property Book
Cmdr Except Threshold	Leave blank – Used by the Unit Supply Module. Only visible to the Unit Level User.
Mailing Address	Type the Mailing Address.
Billing Address	Type the Billing Address.
Shipping Address	Type the Shipping Address.

(3) Type the desired information, and click the **Apply** button to save information to the database.

NOTE: Fields in Red are required fields.

(4) Click **OK** to appropriate message:

(5) DODAAC WXXXXX does not exist in the ARMY DODAAC table. Would you still like to insert it?

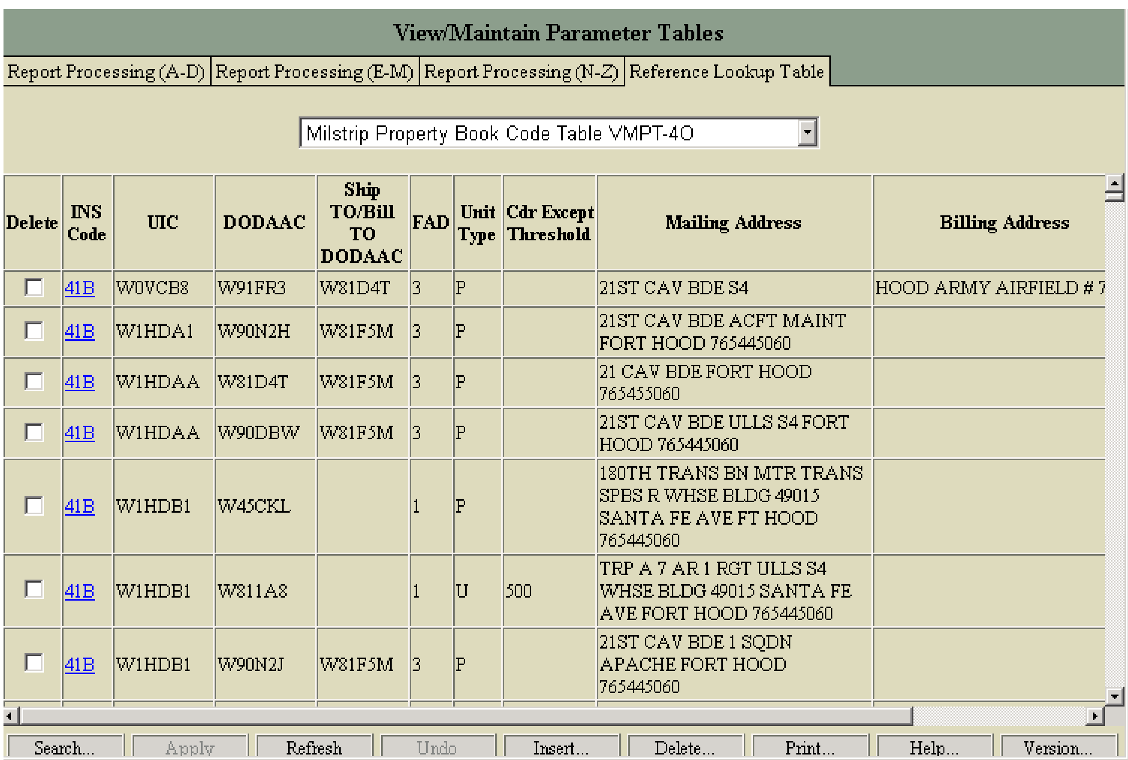
(6) The "Mailing Address" for DODAAC "WXXXXX" is taken from the LOGSA DODAAC Table.

(7) Click **OK** to the message, "Record inserted successfully!" to return to the **View/Maintain Parameter Table** screen with the new DODAAC added.

(8) To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

b. To modify a DODAAC:

(1) From the **UIC Unit/Support Info** screen, click the **Add/Modify DODAAC** button to display the **View/Maintain Parameter Tables** screen, MILSTRIP Property Book Code Table displayed (Figure 5.5-14).



Delete	INS Code	UIC	DODAAC	Ship TO/Bill TO DODAAC	FAD	Unit Type	Cdr Except Threshold	Mailing Address	Billing Address
☐	41B	W0VCB8	W91FR3	W81D4T	3	P		21ST CAV BDE S4	HOOD ARMY AIRFIELD # 7
☐	41B	W1HDA1	W90N2H	W81F5M	3	P		21ST CAV BDE ACFT MAINT FORT HOOD 765445060	
☐	41B	W1HDAA	W81D4T	W81F5M	3	P		21 CAV BDE FORT HOOD 765455060	
☐	41B	W1HDAA	W90DBW	W81F5M	3	P		21ST CAV BDE ULLS S4 FORT HOOD 765445060	
☐	41B	W1HDB1	W45CKL		1	P		180TH TRANS BN MTR TRANS SPBS R WHSE BLDG 49015 SANTA FE AVE FT HOOD 765445060	
☐	41B	W1HDB1	W811A8		1	U	500	TRP A 7 AR 1 RGT ULLS S4 WHSE BLDG 49015 SANTA FE AVE FORT HOOD 765445060	
☐	41B	W1HDB1	W90N2J	W81F5M	3	P		21ST CAV BDE 1 SQDN APACHE FORT HOOD 765445060	

Figure 5.5-14 View/Maintain Parameter Tables Screen, MILSTRIP Property Book Code Table

(2) In the **INS Code** field, click appropriate underscored **INS Code** to display the **Milstrip Property Book Update** screen. The **Cdr Except Threshold** field is only available to the Unit Level User (Figure 5.5-15).

NOTE: The Unit Type LOV will be 'P' for the Property Book Level User.

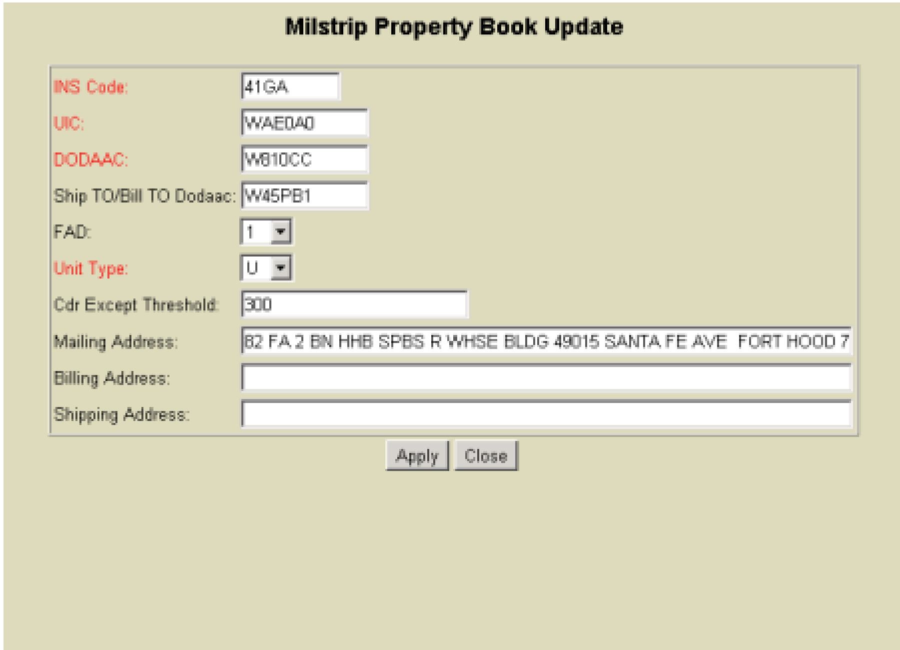


Figure 5.5-15 Milstrip Property Book Update Screen

NOTE: Refer to the legend for Figure 5.5-13 for field descriptions.

(3) Modify the desired information and then click the **Apply** button to save changes.

(4) Click **OK** to appropriate message:

(a) The mail address for DODAAC WXXXXX is taken from the LOGSA DODAAC table.

(b) DODAAC WXXXXX does not exist in the Army DODAAC Table. Would you still like to update it?

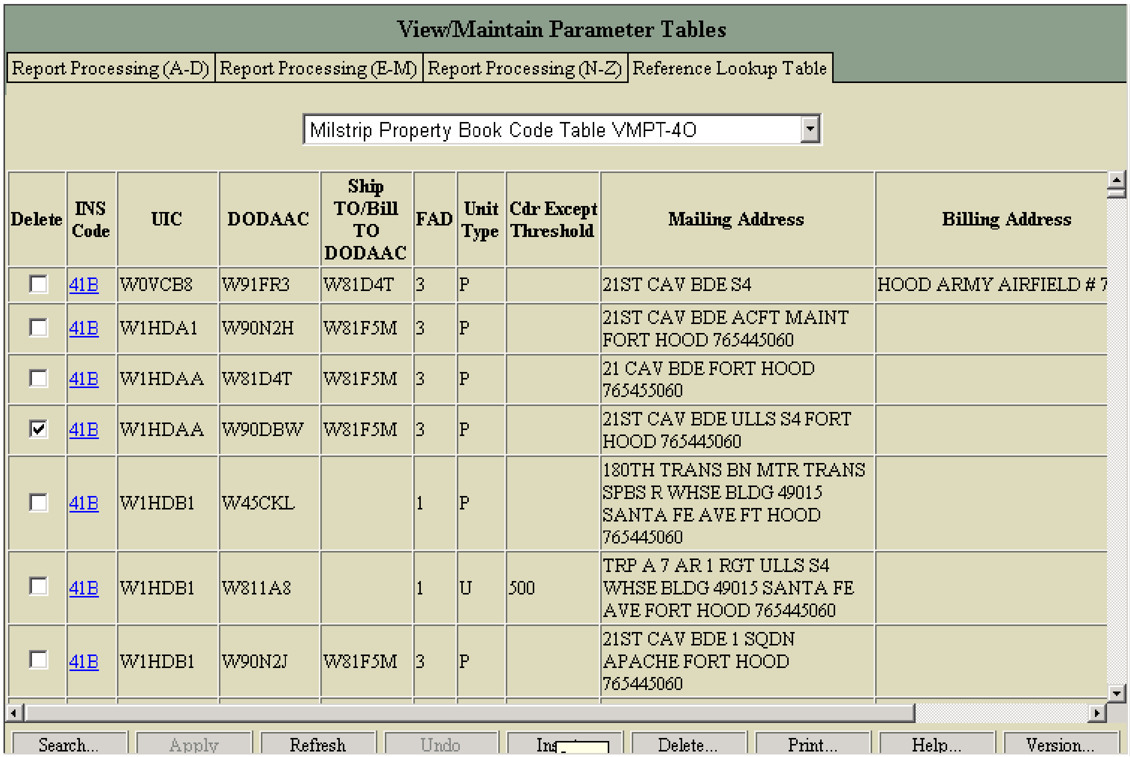
(c) Click **OK** to the message, "Record updated successfully!" to return to the **View/Maintain Parameter Tables** screen with the modifications displayed.

(d) To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

c. To delete a DODAAC:

(1) From the **UIC Unit/Support Info** screen, click the **Add/Modify DODAAC** button to display the **View/Maintain Parameter Tables** screen, with the **Reference Lookup Table** tab defaulted and Milstrip Property Book Code Table displayed.

(2) Locate the DODAAC to be deleted, and in the **Delete** column, click the checkbox to display a check mark (Figure 5.5-16).


View/Maintain Parameter Tables

Report Processing (A-D) | Report Processing (E-M) | Report Processing (N-Z) | Reference Lookup Table

Milstrip Property Book Code Table VMPT-4O

Delete	INS Code	UIC	DODAAC	Ship TO/Bill TO DODAAC	FAD	Unit Type	Cdr Except Threshold	Mailing Address	Billing Address
☐	41B	W0VCB8	W91FR3	W81D4T	3	P		21ST CAV BDE S4	HOOD ARMY AIRFIELD # 7
☐	41B	W1HDA1	W90N2H	W81F5M	3	P		21ST CAV BDE ACFT MAINT FORT HOOD 765445060	
☐	41B	W1HDAA	W81D4T	W81F5M	3	P		21 CAV BDE FORT HOOD 765455060	
☑	41B	W1HDAA	W90DBW	W81F5M	3	P		21ST CAV BDE ULLS S4 FORT HOOD 765445060	
☐	41B	W1HDB1	W45CKL		1	P		180TH TRANS BN MTR TRANS SPBS R WHSE BLDG 49015 SANTA FE AVE FT HOOD 765445060	
☐	41B	W1HDB1	W811A8		1	U	500	TRP A 7 AR 1 RGT ULLS S4 WHSE BLDG 49015 SANTA FE AVE FORT HOOD 765445060	
☐	41B	W1HDB1	W90N2J	W81F5M	3	P		21ST CAV BDE 1 SQDN APACHE FORT HOOD 765445060	

Search... | Apply | Refresh | Undo | Insert | Delete... | Print... | Help... | Version...

Figure 5.5-16 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

(3) Click the **Delete** button.

(4) Click **OK** to the message, “Are you sure you want to delete the selected record(s)?”

(5) Click **OK** to the message, “Record(s) deleted successfully!” to return to the **View/Maintain Parameter Table** screen with the DODAAC deleted.

(6) To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

<u>5.5.1.4.2 Add/Modify/Delete DSU/SSA DODAAC:</u> This process is used to Add, Modify, or Delete a DSU/SSA DODAAC to the DSU/SSA DODAAC Code Table for the selected UIC.

a. To add a DSU/SSA DODAAC:

(1) From the **UIC Unit/Support Info** screen, click the **Add/Modify DSU/SSA DODAAC** button to display the **View/Maintain Parameters Tables** screen, DSU/SSA DODAAC Code Table displayed (Figure 5.5-17).

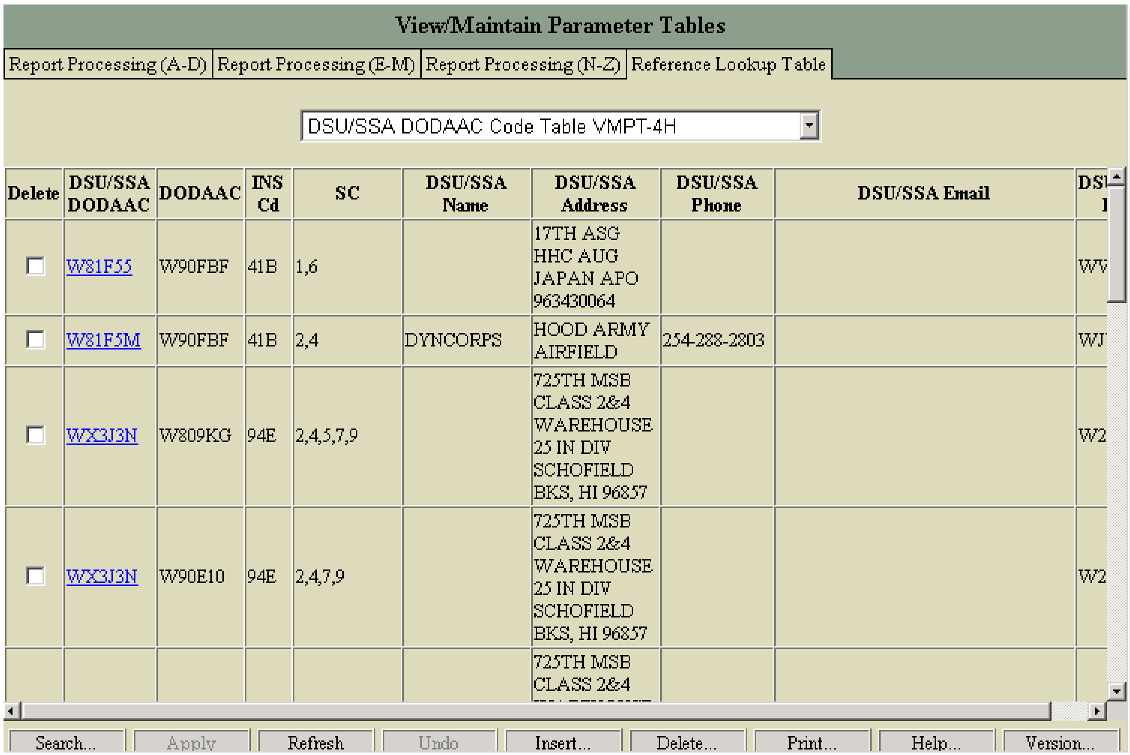


Figure 5.5-17 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

(2) Click the **Insert** button to display the **DSU DODAAC Insert** screen (Figure 5.5-18).

NOTE: Fields in Red are required fields.

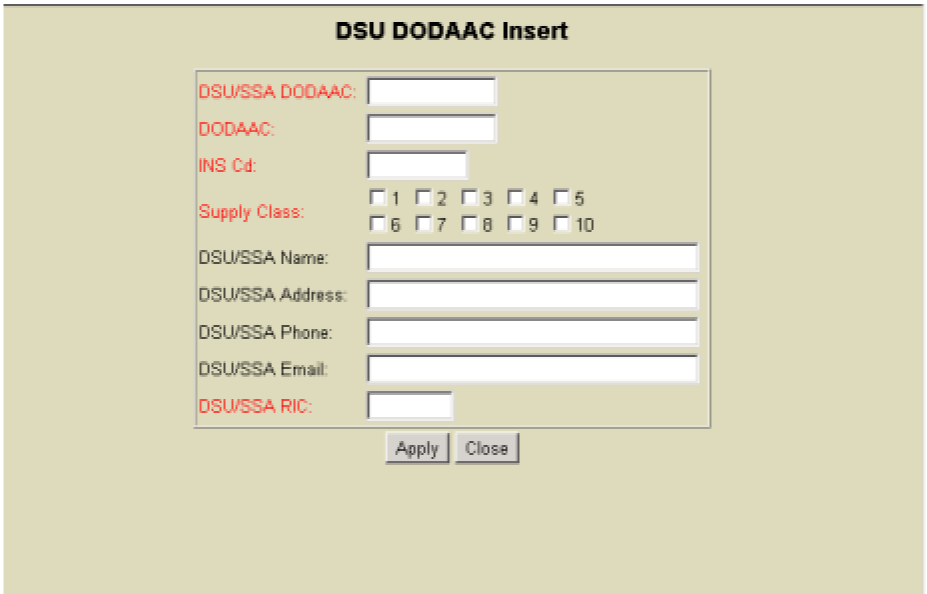


Figure 5.5-18 DSU DODAAC Insert Screen

Legend for Figure 5.5-18

Field Name	**Description**
DSU/SSA DODAAC	Type the DSU/SSA DODAAC.
DODAAC	Type the unit DODAAC.
INS Code	Type the assigned Installation Code.
Supply Class	Click the **Checkbox** for appropriate Supply Class.
DSU/SSA Name	Type the Name.
DSU/SSA Address	Type the Address.
DSU/SSA Phone	Type the Phone Number.
DSU/SSA Email	Type the Email Address.
DSU/SSA RIC	Type the Routing Identifier Code.

(3) Type the required/desired information, and click the **Apply** button to save information to the database.

(4) Click **OK** to the appropriate message:

(a) UIC WXXXXX does not exist in the ARMY DODAAC table. Would you still like to insert it?

(b) The “Mailing Address” for DODAAC “WXXXXX” is taken from the LOGSA DODAAC Table.

(5) Click **OK** to the message, “Record inserted successfully!” to return to the **View/Maintain Parameter Table** screen with the new DSU/SSA DODAAC added.

(6) To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

(7) Click **X** to close the window.

b. To modify a DSU/SSA DODAAC:

(1) From the **UIC Unit/Support Info** screen, click the **Add/Modify DSU/SSA DODAAC** button to display the **View/Maintain Parameter Tables** screen, **Reference Lookup Table** tab defaulted and DSU/SSA DODAAC Code Table displayed (Figure 5.5-19).

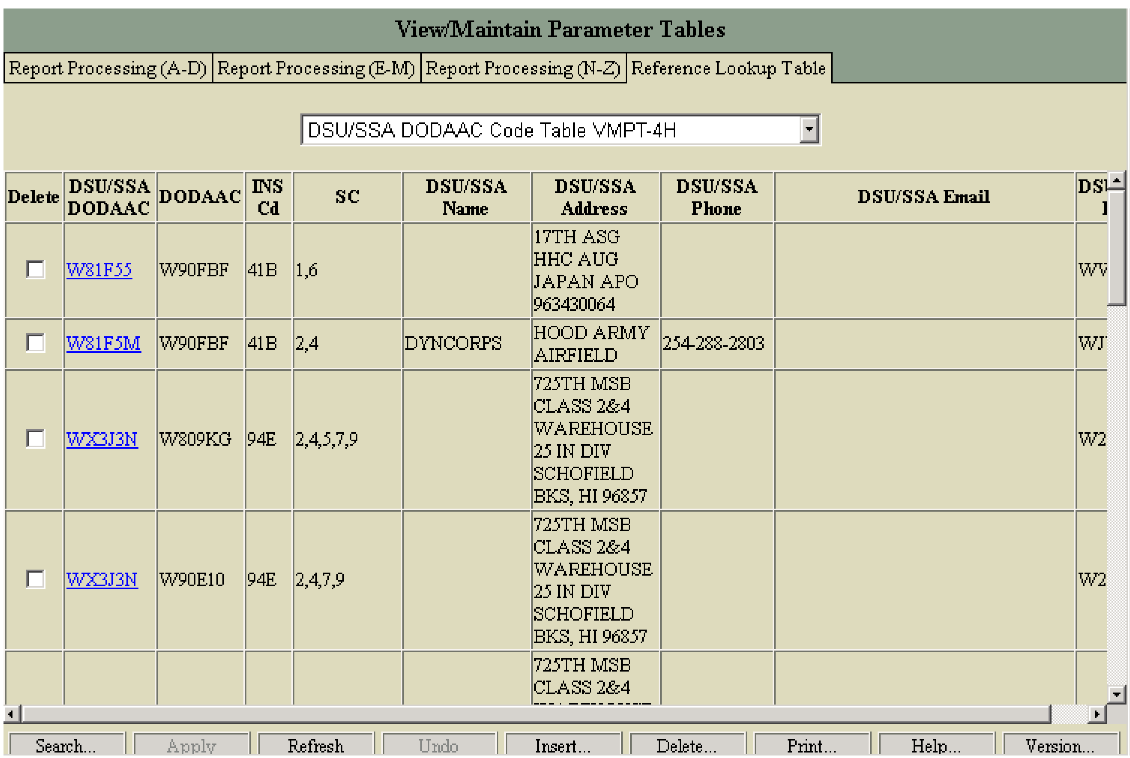


Figure 5.5-19 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

(2) In the **INS Code** field, click appropriate underscored **INS Code** to display the **DSU/SSA DODAAC Update** screen (Figure 5.5-20).

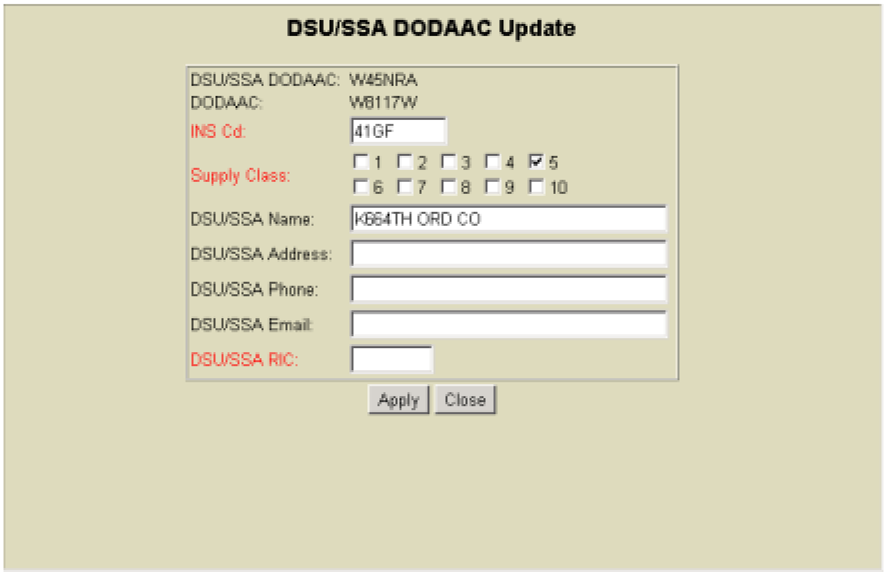


Figure 5.5-20 DS/SSA DODAAC Update Screen

NOTE: Refer to the legend for Figure 5.5-18 for field descriptions. Fields in red are required fields.

(3) Modify the desired information, and then click the **Apply** button to save changes.

(4) Click **OK** to the message, "Record updated successfully!" to return to the **View/Maintain Parameter Tables** screen with the modifications displayed.

(5) To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

c. To delete a DSU/SSA DODAAC:

(1) From the **UIC Unit/Support Info** screen, click the **Add/Modify DSU/SSA DODAAC** button to display the **View/Maintain Parameter Tables** screen with the **Reference Lookup Table** tab defaulted and DSU/SSA DODAAC Code Table displayed.

(2) Locate the DODAAC to be deleted, and then in the **Delete** column, click the checkbox to display a check mark (Figure 5.5-21).

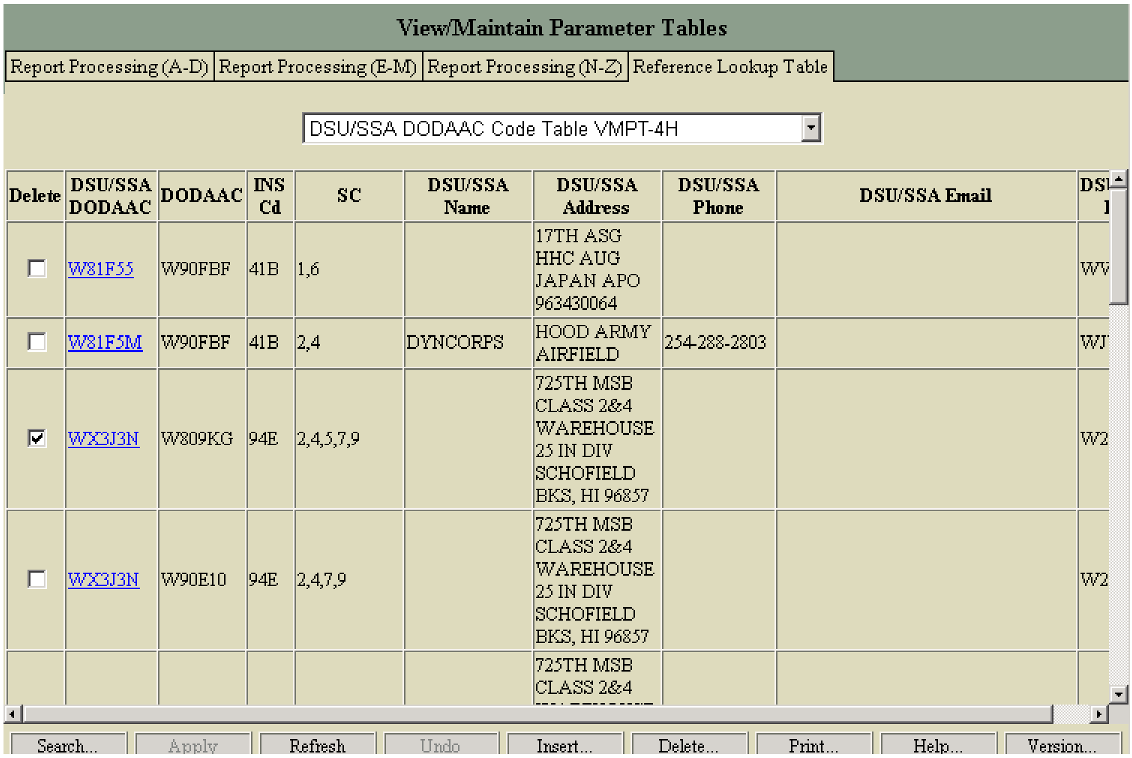


Figure 5.5-21 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

(3) Click the **Delete** button.

(4) Click **OK** to the message, “Are you sure you want to delete the selected record(s)?”

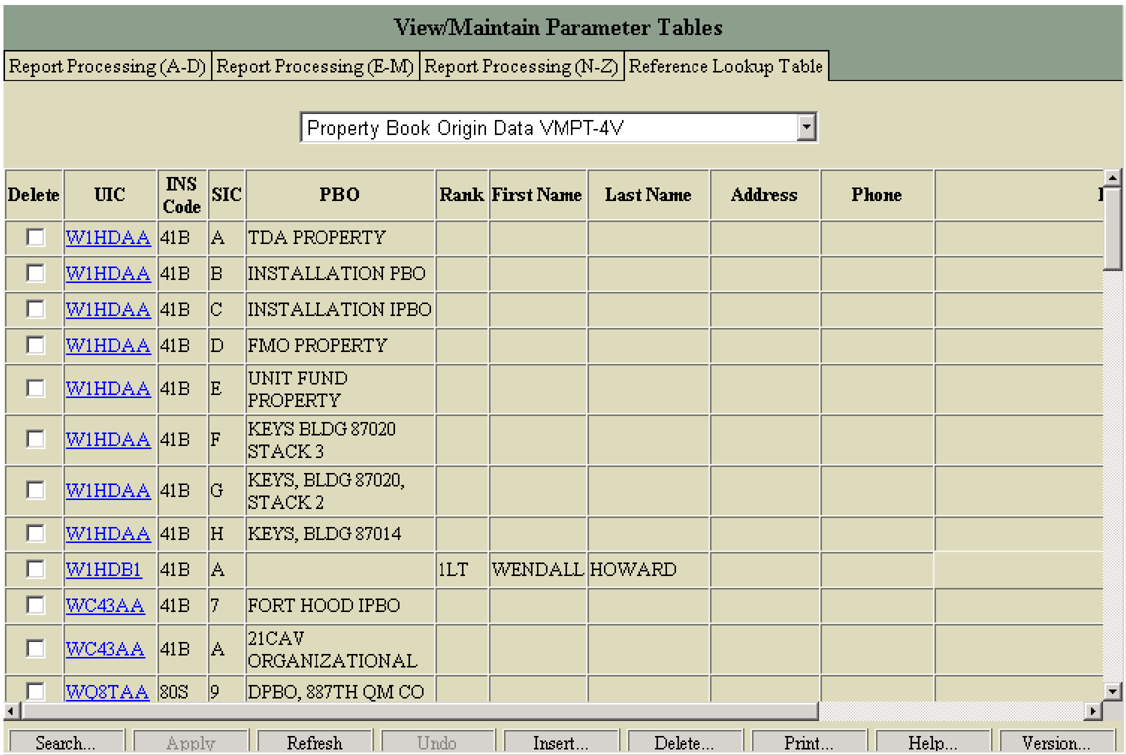
(5) Click **OK** to the message, “Record(s) deleted successfully!” to return to the **View/Maintain Parameter Table** screen with the DSU/SSA DODAAC deleted.

(6) To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.5.1.4.3 Add/Modify/Delete PBO: This process is used to Add, Modify, or Delete a PBO to the Property Book Origin Data for the selected UIC.

a. To add a PBO:

(1) From the **UIC Unit/Support Info** screen, click the **Add/Modify PBO** button to display the **View/Maintain Parameter Tables** screen, **Reference Lookup Table** tab defaulted and Property Book Origin Data displayed (Figure 5.5-22).



View/Maintain Parameter Tables

Report Processing (A-D) | Report Processing (E-M) | Report Processing (N-Z) | Reference Lookup Table

Property Book Origin Data VMPT-4V

Delete	UIC	INS Code	SIC	PBO	Rank	First Name	Last Name	Address	Phone
☐	W1HDAA	41B	A	TDA PROPERTY					
☐	W1HDAA	41B	B	INSTALLATION PBO					
☐	W1HDAA	41B	C	INSTALLATION IPBO					
☐	W1HDAA	41B	D	FMO PROPERTY					
☐	W1HDAA	41B	E	UNIT FUND PROPERTY					
☐	W1HDAA	41B	F	KEYS BLDG 87020 STACK 3					
☐	W1HDAA	41B	G	KEYS, BLDG 87020, STACK 2					
☐	W1HDAA	41B	H	KEYS, BLDG 87014					
☐	W1HDB1	41B	A		1LT	WENDALL	HOWARD		
☐	WC43AA	41B	7	FORT HOOD IPBO					
☐	WC43AA	41B	A	21CAV ORGANIZATIONAL					
☐	WQ8TAA	80S	9	DPBO, 887TH QM CO					

Search... | Apply | Refresh | Undo | Insert... | Delete... | Print... | Help... | Version...

Figure 5.5-22 View Maintain Parameters Table Screen, Reference Lookup Table Tab

(2) Click the **Insert** button to display the **Property Book Origin Data Insert** screen (Figure 5.5-23).

NOTE: Fields in Red are required fields.

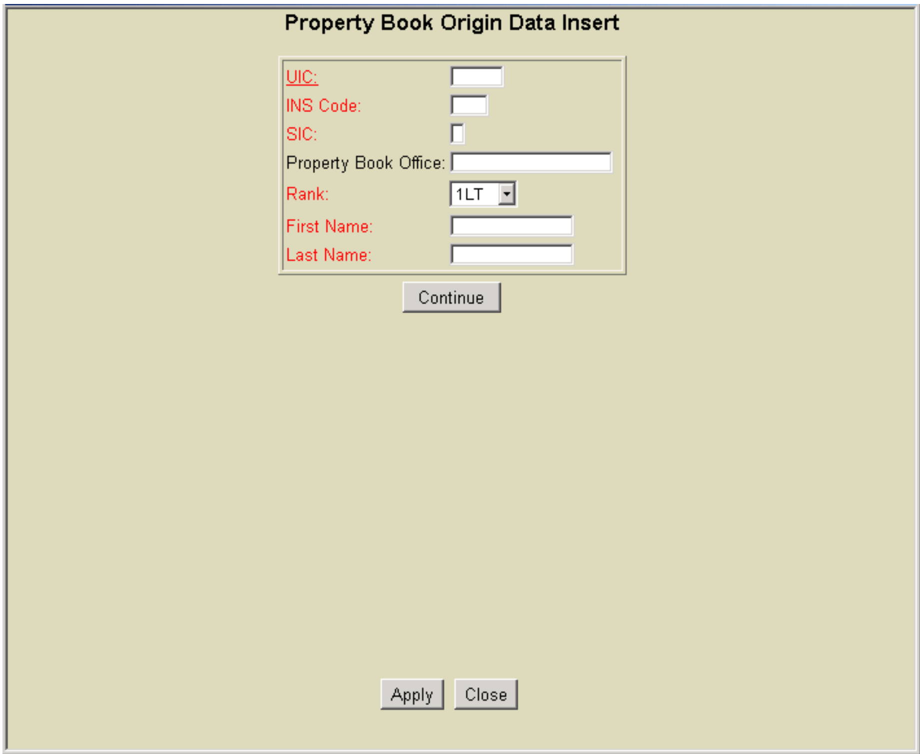


Figure 5.5-23 Property Book Origin Data Insert Screen

Legend for Figure 5.5-23

Field Name	Description
UIC	Type the Unit Identification Code.
INS Code	Type the assigned Installation Code.
SIC	Type the Support Indicator Code.
Property Book Office	Type the Property Book Office.
Rank	Type the Rank of PBO.
First Name	Type the PBOs First Name.
Last Name	Type the PBOs Last Name.

(3) Type the desired information.

(4) To add address information, click the **Continue** button to display additional fields (Figure 5.5-24),

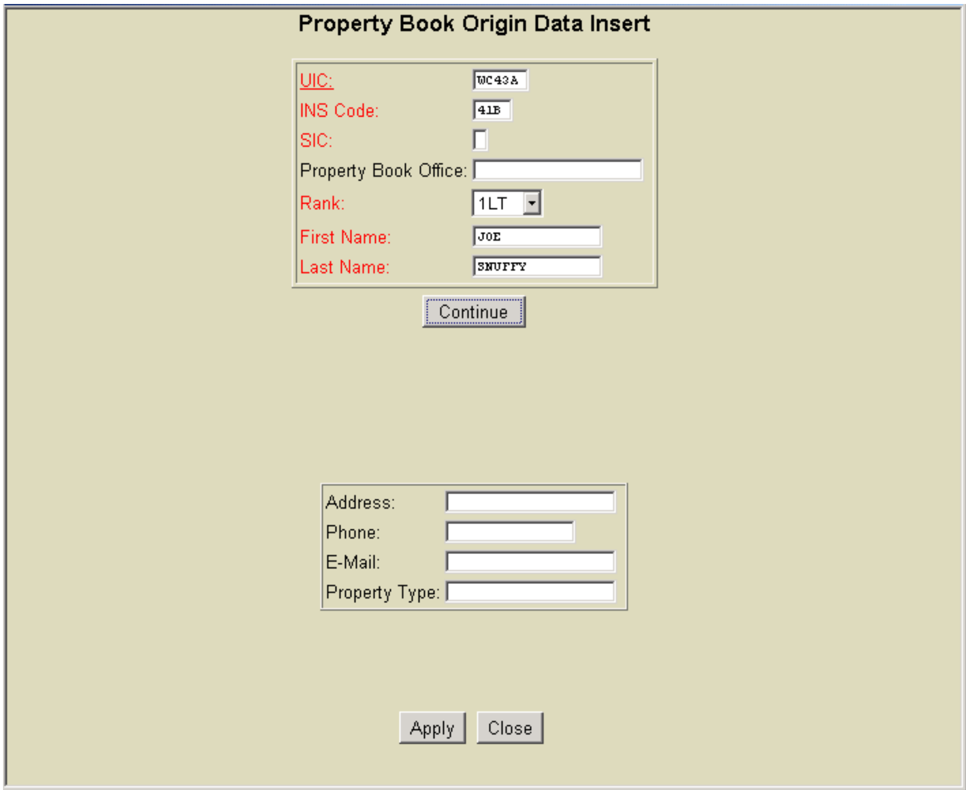


Figure 5.5-24 Property Book Origin Data Insert Screen

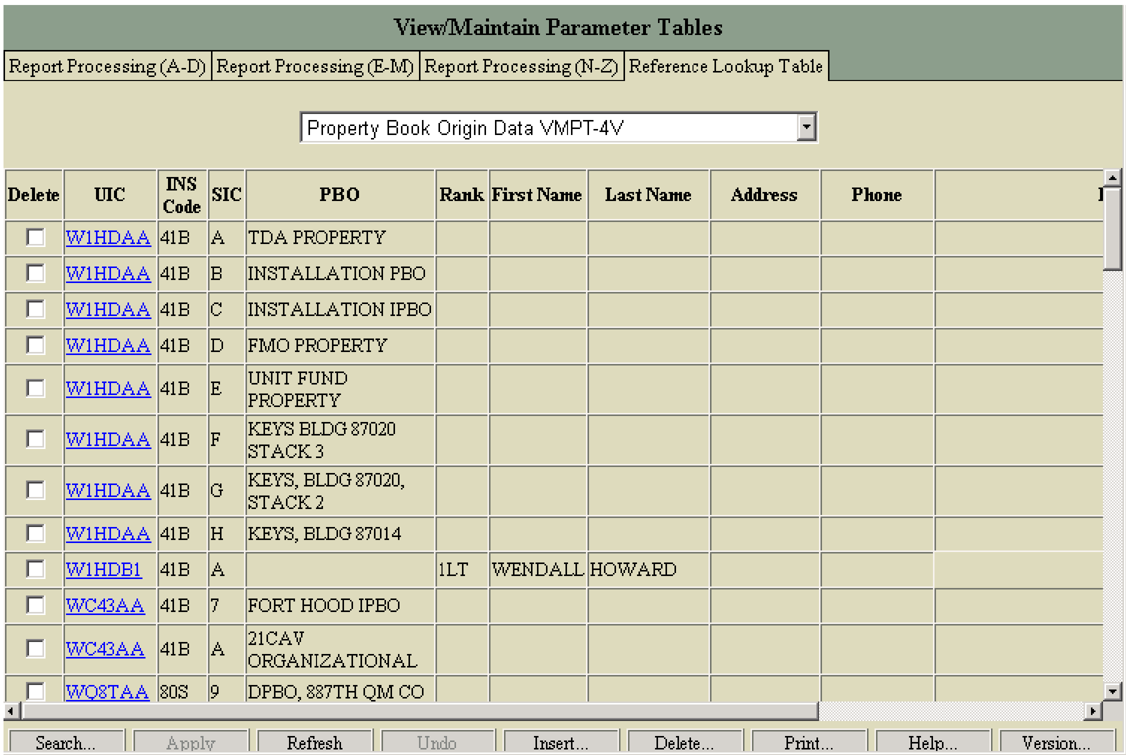
(5) Click the **Apply** button to save information to the database.

(6) Click **OK** to the message, “Record inserted successfully!” to return to the **View/Maintain Parameter Table** screen with the PBO added.

(7) To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

b. To modify a PBO:

(1) From the **UIC Unit/Support Info** screen, click the **Add/Modify PBO** button to display the **View/Maintain Parameter Tables** screen, **Reference Lookup Table** tab defaulted and Property Book Origin Data displayed (Figure 5.5-25).


View/Maintain Parameter Tables

Report Processing (A-D) | Report Processing (E-M) | Report Processing (N-Z) | Reference Lookup Table

Property Book Origin Data VMPT-4V

Delete	UIC	INS Code	SIC	PBO	Rank	First Name	Last Name	Address	Phone
☐	W1HDAA	41B	A	TDA PROPERTY					
☐	W1HDAA	41B	B	INSTALLATION PBO					
☐	W1HDAA	41B	C	INSTALLATION IPBO					
☐	W1HDAA	41B	D	FMO PROPERTY					
☐	W1HDAA	41B	E	UNIT FUND PROPERTY					
☐	W1HDAA	41B	F	KEYS BLDG 87020 STACK 3					
☐	W1HDAA	41B	G	KEYS, BLDG 87020, STACK 2					
☐	W1HDAA	41B	H	KEYS, BLDG 87014					
☐	W1HDB1	41B	A		1LT	WENDALL	HOWARD		
☐	WC43AA	41B	7	FORT HOOD IPBO					
☐	WC43AA	41B	A	21CAV ORGANIZATIONAL					
☐	WQ8TAA	80S	9	DPBO, 887TH QM CO					

Search... | Apply | Refresh | Undo | Insert... | Delete... | Print... | Help... | Version...

Figure 5.5-25 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

(2) In the **UIC** field, click appropriate underscored **UIC** to display the **Property Book Origin Data Update** screen (Figure 5.5-26).

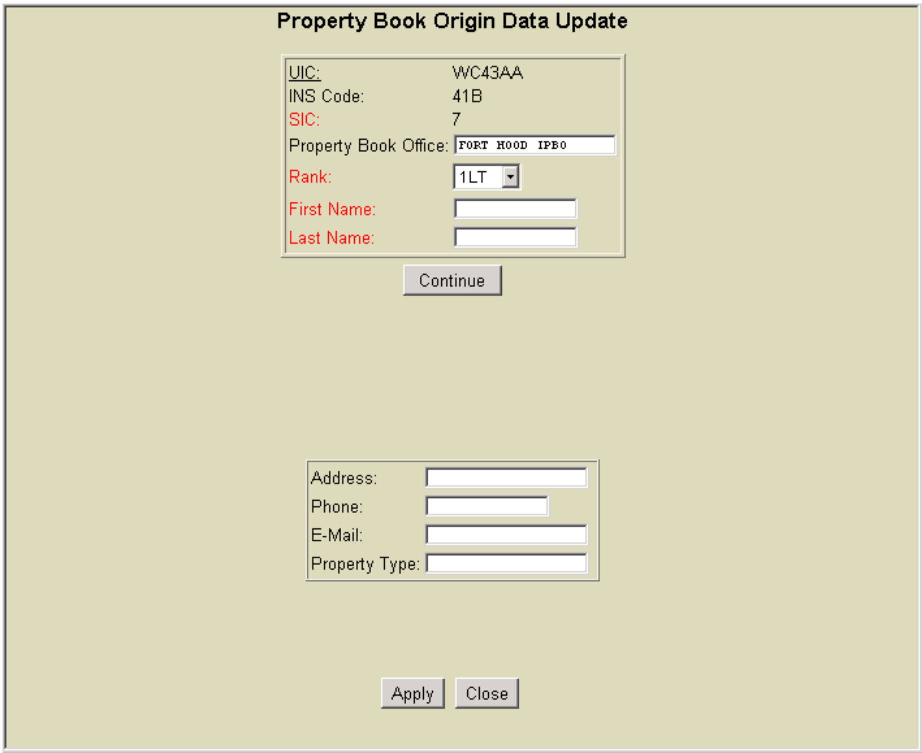


Figure 5.5-26 Property Book Origin Data Update Screen

NOTE: Refer to the legend for Figure 5.5-23 for field descriptions.

(3) Modify the desired information and then click the **Apply** button to save changes.

(4) Click **OK** to the message, "Record updated successfully!" to return to the **View/Maintain Parameter Tables** screen with the modifications displayed.

(5) To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

c. To delete a PBO:

(1) From the **UIC Unit/Support Info** screen, click the **Add/Modify PBO** button to display the **View/Maintain Parameter Tables** screen with the **Reference Lookup Table** tab defaulted and Property Book Origin Data displayed.

(2) Locate the PBO to be deleted, and then in the **Delete** column, click the checkbox to display a check mark (Figure 5.5-27).

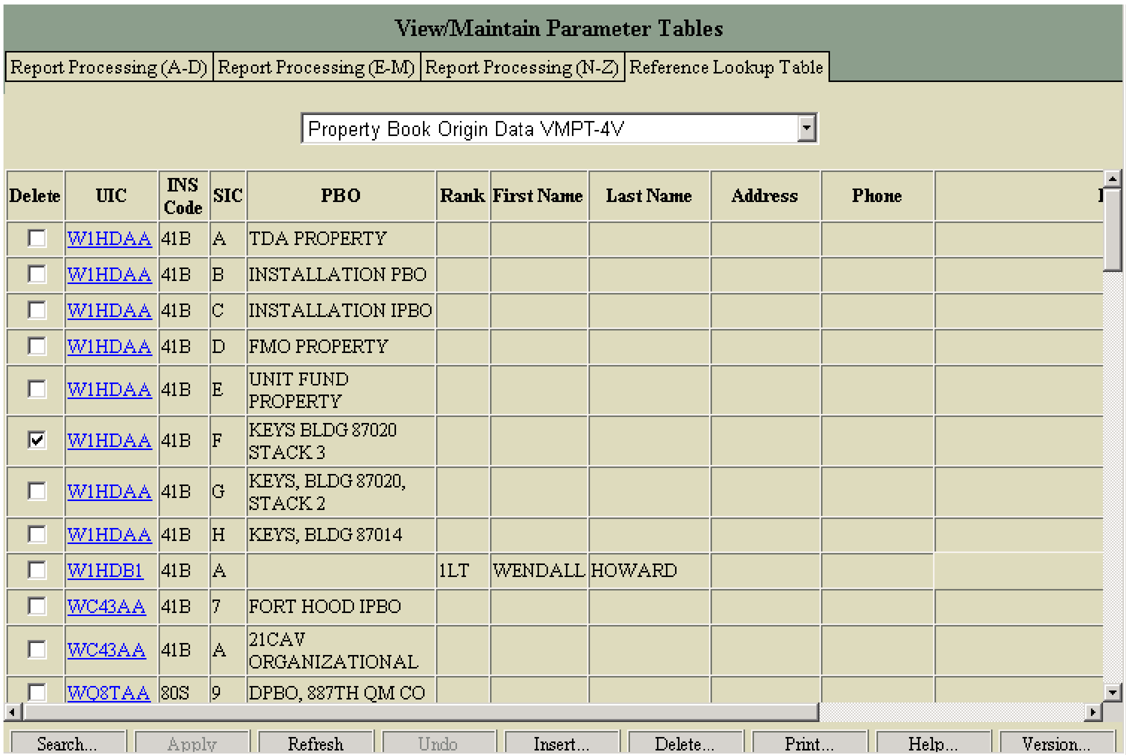


Figure 5.5-27 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

(3) Click the **Delete** button.

(4) Click **OK** to the message, “Are you sure you want to delete the selected record(s)?”

(5) Click **OK** to the message, “Record(s) deleted successfully!” to return to the **View/Maintain Parameter Table** screen with the PBO deleted.

(6) To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.5.2 Build Organization. This process provides the capability to add a new organization to your existing organizational structure. From the **Organization Data** screen, click the **Build Organization** tab (Figure 5.5-28).

NOTE: Fields in Red are required fields. Once the Build Organization tab is selected the Effective Date, MACOM, Parent Unit Name and TOC fields are automatically filled in based on the 1st Parent UIC in the database for the logon User.

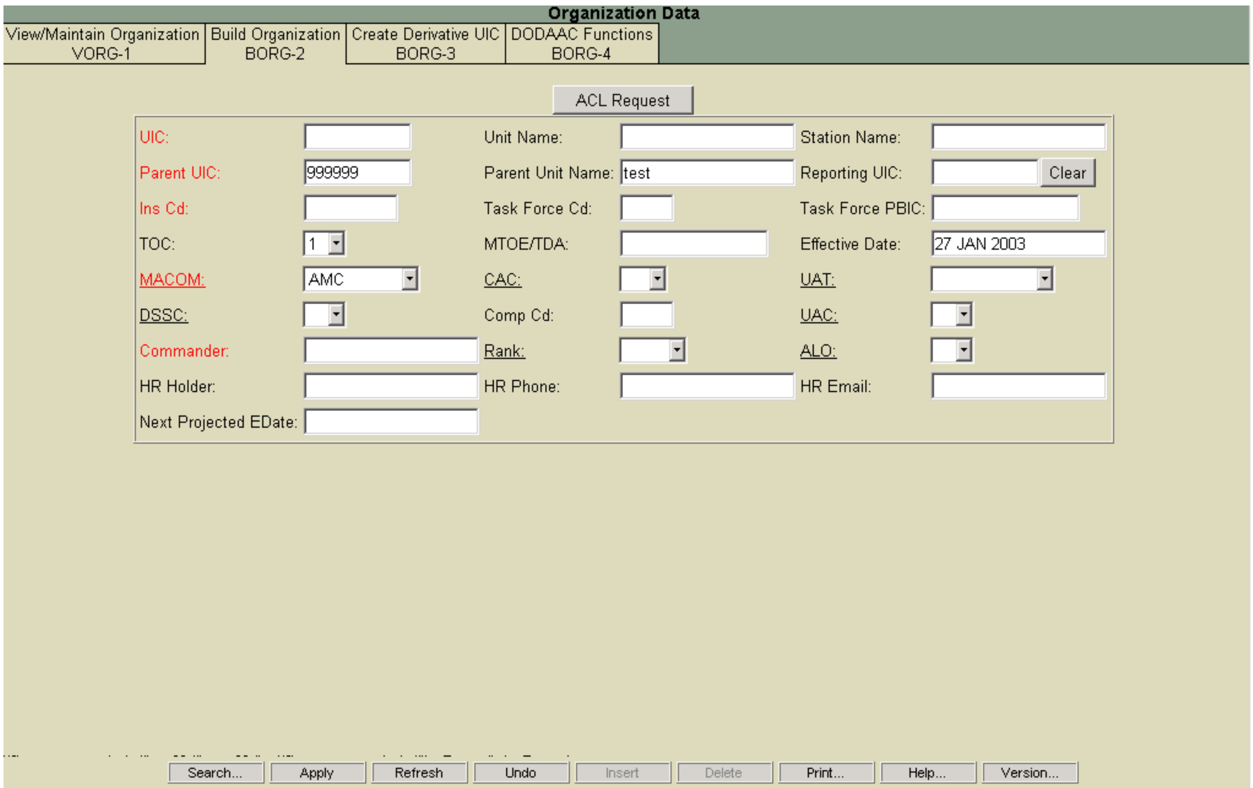


Figure 5.5-28 Organization Data Screen, Build Organization Tab

Legend for Figure 5.5-28

Field Name	Description
UIC	Type the Unit Identification Code.
Unit Name	Type the unit name.
Station Name	Type the station name.
Parent UIC	Select the Parent UIC, or click the **Search** button. Unless the UIC being added ends in AA, FF or 99, you must type the Parent UIC.
Parent Unit Name	Automatically filled in when the UIC is selected.
Reporting UIC	Select your Reporting UIC. Use the **Clear** button to clear the field.
INS Cd	Type in your assigned Installation Code.
Task Force Code	Type in the Task Force Code.
Task Force PBIC	Type in the Task Force, Property Book Identification Code.
TOC	Select the Type Organization Code.
MTOE/TDA	Type the MTOE/TDA number.
Effective Date	Automatically displays the Effective Date when the **Build Organization** tab is selected.
MACOM	Select your Major Army Command.
CAC	Type the Command Assignment Code.
UAT	Select the Unit Appropriation Type.

Field Name	Description
	• General: Most US Army units use this funding. • AWCF: Army Working Capital Fund – Single Stock Fund (SSF). • Other DOD: Applies to a Joint Force, i.e., Army, Navy, Air Force and Marine activities.
DSSC	If your organization is supported under the Direct Support System, select the **D-DSSC** Code.
Comp Code	Click in this field to display a pop-up window. Click the **LOV** and select the **Component Code** that applies to you. 1 = Active Army, 2 = National Guard, 3 = US Army Reserve, and 4 = Army War Reserve. Once a number is selected, the description will be displayed below the LOV. Click the **GO** button to populate the field.
UAC	Select your organization statue. 0 = Assigned, 2 = Attached.
Commander	Type the Commander's name.
Rank	Select the Commander's rank.
ALO	Select the Authorized Level of Operations.
Hr Holder	Type the Hand Receipt Holders name.
Hr Phone	Type the Hand Receipt Holders phone number.
Hr Email	Type the Hand Receipt Holders Email address.
Next Projected EDate	Type the effective date of a future pending TOE/MTOE that the PBO has received on the LOGTAADS download from LOGSA.

NOTE: Unless the UIC being added ends in AA, FF or 99, you must type the Parent UIC.

a. Click the **LOVs** and select the appropriate value.

b. To modify the Parent UIC perform the following:

(1) Click in the **Parent UIC** field to display the **Organization** screen (Figure 5.5-29).

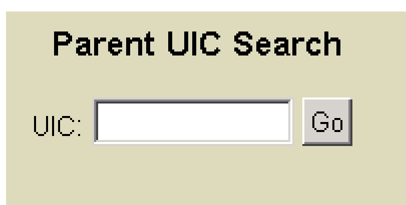


Figure 5.5-29 Organization Screen

(2) Click the **LOV** and make the desired selection.

(3) Click the **Go** button to display the results.

c. To add the Reporting UIC perform the following:

(1) Click in the **Reporting UIC** field to display the **Reporting UIC Search** screen (Figure 5.5-30).

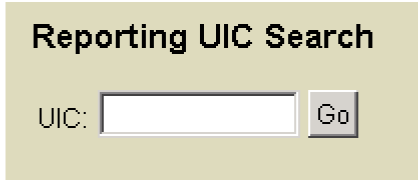


Figure 5.5-30 Reporting UIC Search Screen

(2) Type the desired Reporting UIC.

(3) Click the **Go** button to display the results.

(4) Click the **Clear** button to clear the field.

d. Type appropriate information in all other **non-LOV** fields.

e. To view User Roles:

(1) Click the **ACL Request** button to view the **User Roles-View** screen (Figure 5.5-31).

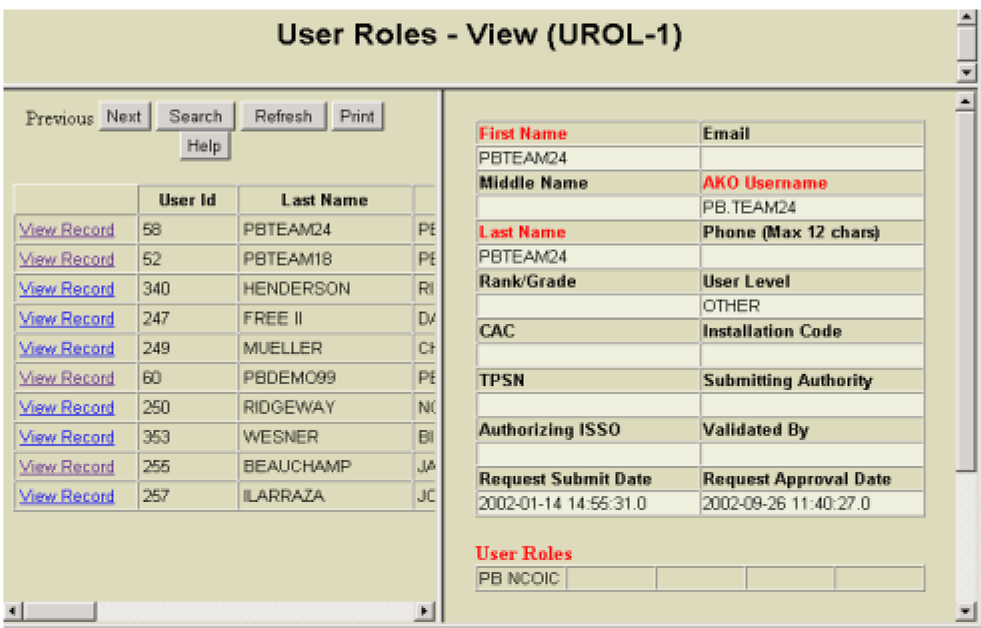


Figure 5.5-31 User Roles – View Screen

(2) Click **X** to close the window.

f. To Search for a specific record:

(1) Click the **Search** button to display the **Build Search** screen (Figure 5.5-32).

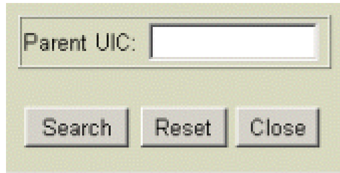


Figure 5.5-32 Build Search Screen

(2) Type the desired Parent UIC, and then click the **Search** button to fill the **Parent UIC**, and **Parent Unit Name** fields on the **Build Organization** tab.

g. Click the **Undo** button to clear all fields that have been added, except the **Effective Date** and **TOC** fields.

h. Click the **Apply** button to save the information.

i. Click **OK** to the message, “UIC WXXXXX added successfully”, to return to the **Organization Data** screen, **Build Organization** tab.

j. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.5.3 Create Derivative Unit Identification Code (DUIC). A DUIC is derived from the Parent UIC when a unit has been assigned to a Task Force and all of the unit's equipment and personnel are not deployed. From the **Organization Data** screen, click the **Create Derivative UIC** tab (Figure 5.5-33).

NOTE: In order to create a DUIC for a UIC that ends in "AA" with assets on hand, a Header UIC must be built (see Section 5.5.2, Build Organization) using "FF" in the 5th and 6th position. Once the Header UIC is built, the DUIC is created using the Header UIC as the Parent UIC. The Header UIC is for PBUSE internal use only, and will not be reported to LOGSA.

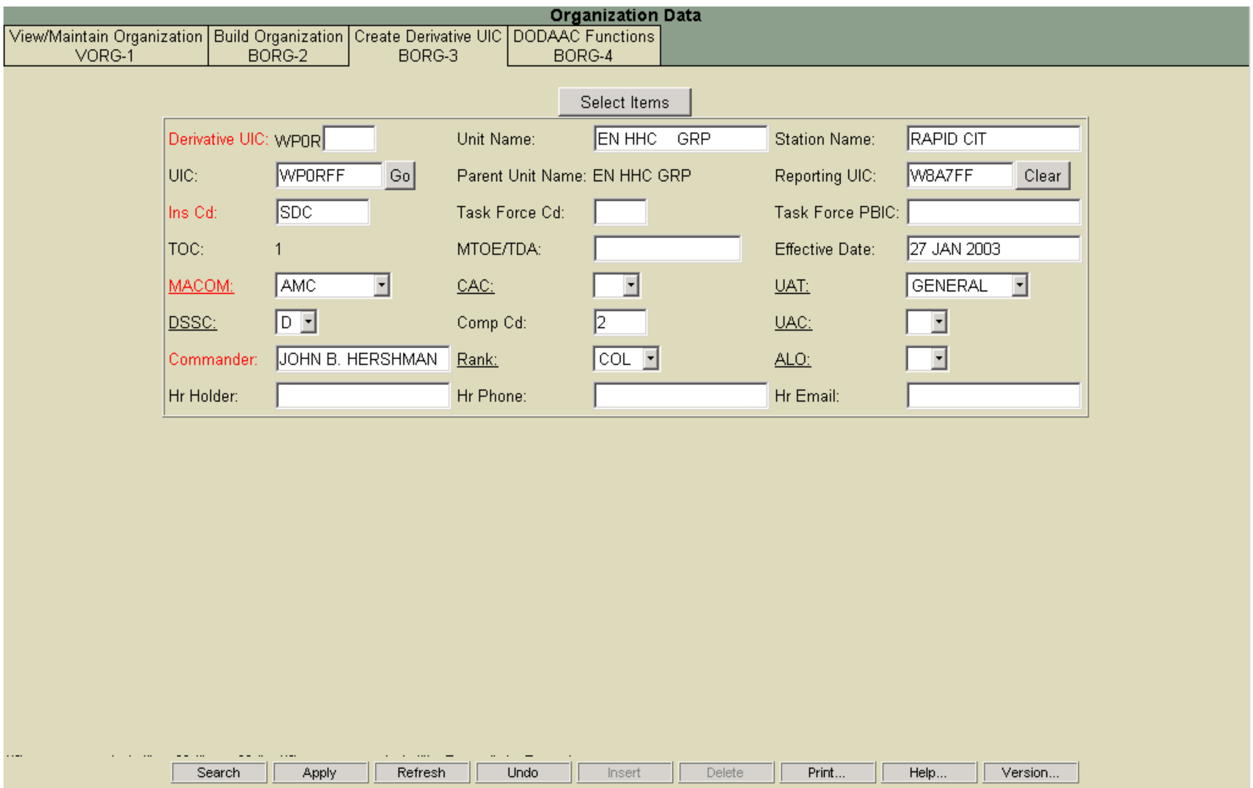


Figure 5.5-33 Organization Data Screen, Create Derivative UIC Tab

Legend for Figure 5.5-33

Field Name	Description
Derivative UIC	Type the 5th and 6th position of the DUIC.
Unit Name	Type the unit name.
Station Name	Type the station name.
UIC	Type the Unit Identification Code.
Parent Unit Name	Automatically filled in when the UIC is entered.
Reporting UIC	Select your Reporting UIC. Use the **Clear** button to clear the field.
INS Cd	Type in your assigned Installation Code.
Task Force Code	Type in the Task Force Code.
Task Force PBIC	Type in the Task Force, Property Book Identification Code.
TOC	Select the Type Organization Code.
MTOE/TDA	Type the MTOE/TDA number.

Field Name	Description
Effective Date	Automatically displays the Effective Date when the **Build Organization** tab is selected.
MACOM	Select your Major Army Command.
CAC	Type the Command Assignment Code.
UAT	Select the Unit Appropriation Type. • General: Most US Army units use this funding. • AWCF: Army Working Capital Fund – Single Stock Fund (SSF). • Other DOD: Applies to a Joint Force, i.e., Army, Navy, Air Force and Marine activities.
DSSC	If your organization is supported under the Direct Support System, select the **D-DSSC** Code.
Comp Code	Click in this field to display a pop-up window. Click the **LOV** and select the **Component Code** that applies to you. 1 = Active Army, 2 = National Guard, 3 = US Army Reserve, and 4 = Army War Reserve. Once a number is selected, the description will be displayed below the LOV. Click the **GO** button to populate the field.
UAC	Indicates your organization statue. 0 = Assigned, 2 = Attached.
Commander	Type the Commander's name.
Rank	Select the Commander's rank.
ALO	Verify the Authorized Level of Operations.
Hr Holder	Type the Hand Receipt Holders name.
Hr Phone	Type the Hand Receipt Holders phone number.
Hr Email	Type the Hand Receipt Holders Email address.

<u>5.5.3.1 DUIC Naming Conventions.</u> Follow the instructions below to determine the DUIC for a Single Component Unit, MTOE Multiple Component Unit (MCU), and AUGTDA Multiple Component Unit (MCU).

NOTE: The letters **I** and **O** are never used in a DUIC.

a. When a Single Component Unit deploys as a separate company (AA, A0) level, or less (slice) the Property Book Officer will perform one of the following procedures in accordance with the table below:

NOTE: The letters **G** (Guard), **R** (Regular Army), and **X** (Reserves) are *not used* in the fifth position of the DUIC (reserved for use with Multi-Comp UICs).

Single Component Units – DUIC Naming Convention

UIC Level	DUIC Location	DUIC		Example	
		Pos. 5	Pos. 6	UIC	DUIC
AA	Forward	Y	1-9*	WM4DAA	WM4DY1
AA	Rear	H	D	WM4DAA	WM4DHD
A0, B0, etc.	Forward	A, B, etc.	1-9**	WM4DB0	WM4DB1
A0, B0, etc.	Rear	A, B, etc.	D	WM4DC0	WM4DCD

*Can use A – H, J – N, P – Z if 1 – 9 are in use.
**Can use B – H, J – N, P – Z if 1 – 9 are in use.

(1) If the majority of the unit deploys:

(a) The deploying element will maintain the current UIC.

(b) The DUIC will be created for the Rear Element (Home Detachment). If the rear element is an "AA" level organization, create a DUIC with the first 4 characters identical to the Parent UIC, and using "HD" in the 5th and 6th position for example:

WATMAA (UIC/Forward) WATMHD (DUIC/Rear)

(c) Or, if the rear element is an "A0, B0, C0" level organization, create the DUIC with the first 5 characters identical to the Parent UIC, and using "D" in the 6th position for example:

WATMA0 (UIC/Forward) WATMAD (DUIC/Rear)

(2) If less than the majority (slice) deploys forward:

(a) The Rear Detachment maintains the current UIC.

(b) The DUIC will be created for the Forward Slice. If the Slice is an "AA" level organization, create a DUIC with the first 4 characters identical to the Parent UIC, and using a "Y" in the 5th position and a "1-9" (in sequence) in the 6th position. If numerical characters "1-9" are not available, unit(s) will use alphanumeric characters "A-Z" in sequential order for example:

WATMAA (UIC/Rear) WATMY1 (DUIC/Forward)
WATMAA (UIC /Rear) WATMYA (DUIC/ Forward)

(c) Or, if the Slice is an "A0, B0, C0" level organization; create the DUIC with the first 5 characters identical to the Parent UIC. The 6th position must contain numeric characters "1-9" in sequential order. If numerical characters "1-9" are not available, unit(s) will use alphanumeric characters "B-Z" in sequential order for example:

WATMT0 (UIC /Rear) WATMT1 (DUIC/Forward)
WATMA0 (UIC /Rear) WATMAB (DUIC/Forward)
WATMT0 (UIC /Rear) WATMTB (DUIC/Forward)

b. When a MTOE Multiple Component Unit (MCU) deploys, determine the DUIC using the table below:

MTOE Multiple Component Unit (MCU) – DUIC Naming Convention					
Component	UIC Pos. 5	DUIC		Example	
		Pos. 5	Pos. 6	UIC	DUIC

MTOE Multiple Component Unit (MCU) – DUIC Naming Convention					
Active Army (AA)	X	X	1-9, then A-H, J-N, and P-Z	WNAAX1	WNAAX2
United States Army Reserve Command (USARC)	R	R	1-9, then A-H, J-N, and P-Z	WNAAR1	WNAAR2
National Guard Bureau (NGB)	G	G	1-9, then A-H, J-N, and P-Z	WNAAG1	WNAAG2

*An "N" in the second position of the UIC denotes an MCU.
**The first four positions of the DUIC will be the same as the parent UIC.
***The fifth position of the DUIC will denote the component.
**The sixth position of the DUIC will be the next available number until "9" is reached and then letters will be used beginning with "A" (excluding I and O) as needed to meet operational requirements.

c. When an AUGTDA Multiple Component Unit (MCU) deploys, determine the DUIC using the table below:

AUGTDA Multiple Component Unit (MCU) – DUIC Naming Convention					
Component	MTOE UIC Pos. 5	AUGTDA DUIC		Example	
		Pos. 5	Pos. 6	MTOE	AUGTDA
Active Army (AA)	X	9	A-H	WNXXX1	WNXX9A
United States Army Reserve Command (USARC)	R	9	J-N	WNXXR1	WNAA9J
National Guard Bureau (NGB)	G	9	P-Z	WNXXG1	WNAA9P

*An "N" in the second position of the UIC denotes an MCU.
**The first four positions of the DUIC will be the same as the parent UIC.
***The fifth position of the DUIC will be a "9".
**The sixth position of the DUIC will be the next available approved letter as noted above.

5.5.3.2 Create a DUIC. This process is used to input the DUIC organizational data (Figure 5.5-34).

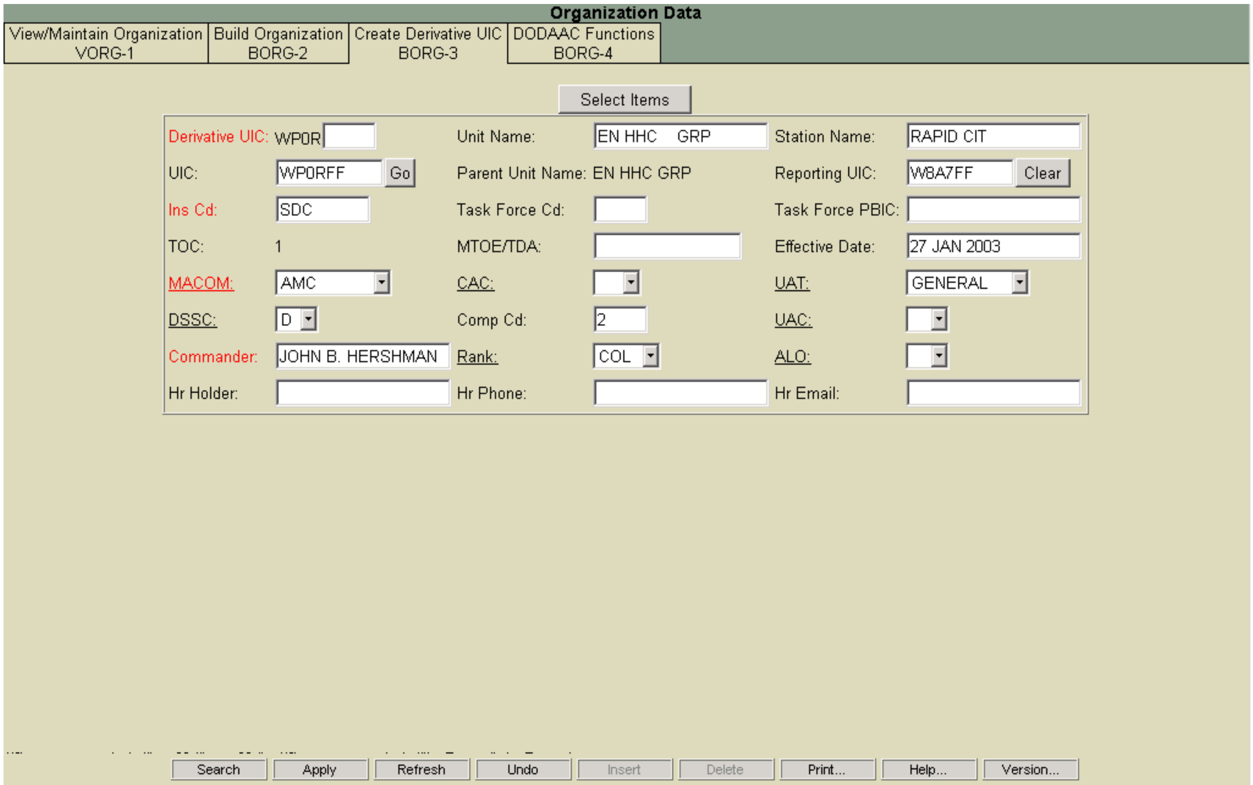


Figure 5.5-34 Organization Data Screen, Create Derivative UIC Tab

NOTE: Fields in Red are required fields. Refer to the Legend for Figure 5.5-31 for field descriptions.

a. From the **Organization Data** screen, **Create Derivative UIC** tab, perform one of the following:

(1) To display Parent UIC information using the UIC field:

(a) Click in the **UIC** field and type the desired UIC.

(b) Click the **Go** button to display the results.

(3) To display Parent UIC information using the **Search** function:

(a) Click the **Search** button to display the **UIC Search** screen (Figure 5.5-35).

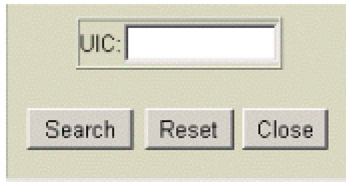


Figure 5.5-35 Organization Data, Create Derivative UIC, UIC Search

(b) Type the UIC in the **UIC** field and click the **Search** button to display the results.

b. Type the last two characters of the new DUIC in the **Derivative UIC** field.

c. To add/modify the Reporting UIC perform the following:

(1) Click in the **Reporting UIC** field to display the **Reporting UIC Search** screen (Figure 5.5-36).

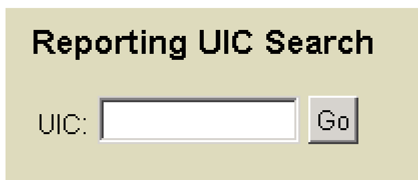


Figure 5.5-36 Reporting UIC Search Screen

(2) Type the desired Reporting UIC.

(3) Click the **Go** button to display the results.

(4) Click the **Clear** button to clear the field.

d. Type information in applicable **non-LOV** field(s).

e. Click **LOV(s)** and select desired value.

f. When all the information has been entered, click the **Apply** button to save the information to the database.

g. Click **OK** to the message "UIC WXXXXX does not exist in the ARMY DODAAF Table. Would you still like to build it?"

h. Click **OK** to the message, "UIC WXXXXX created successfully!"

i. It is extremely important to perform the following deployment actions:

(1) Assign User Roles, Section 5.4 (Update Roles and Permissions).

(2) DODAAC Functions, Section 5.5.4 (Build DODAAC functions for DUIC and modify current UIC information).

(a) Add/Modify a Unit DODAAC (Milstrip Property Book Code Table).

(b) Add/Modify a DSU/SSA DODAAC (DSU/SSA Code Table).

(c) Add/Modify a PBO (Property Book Origin Data).

(3) Unit Transfer/Task Force/Split Operations, Section 7.7, (Move desired materiel items and authorizations).

(4) View/Maintain Parameter Tables, Section 5.8.2 (Update Routing Identifier Code Table as required).

i. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see section 4.

<u>5.5.4 DODAAC Functions</u>. Select this tab to Add, Modify, and Delete a unit DODAAC and/or a DSU/SSA DODAAC. From the **Organization Data** screen, click the **DODAAC Functions** tab (Figure 5.5-37).

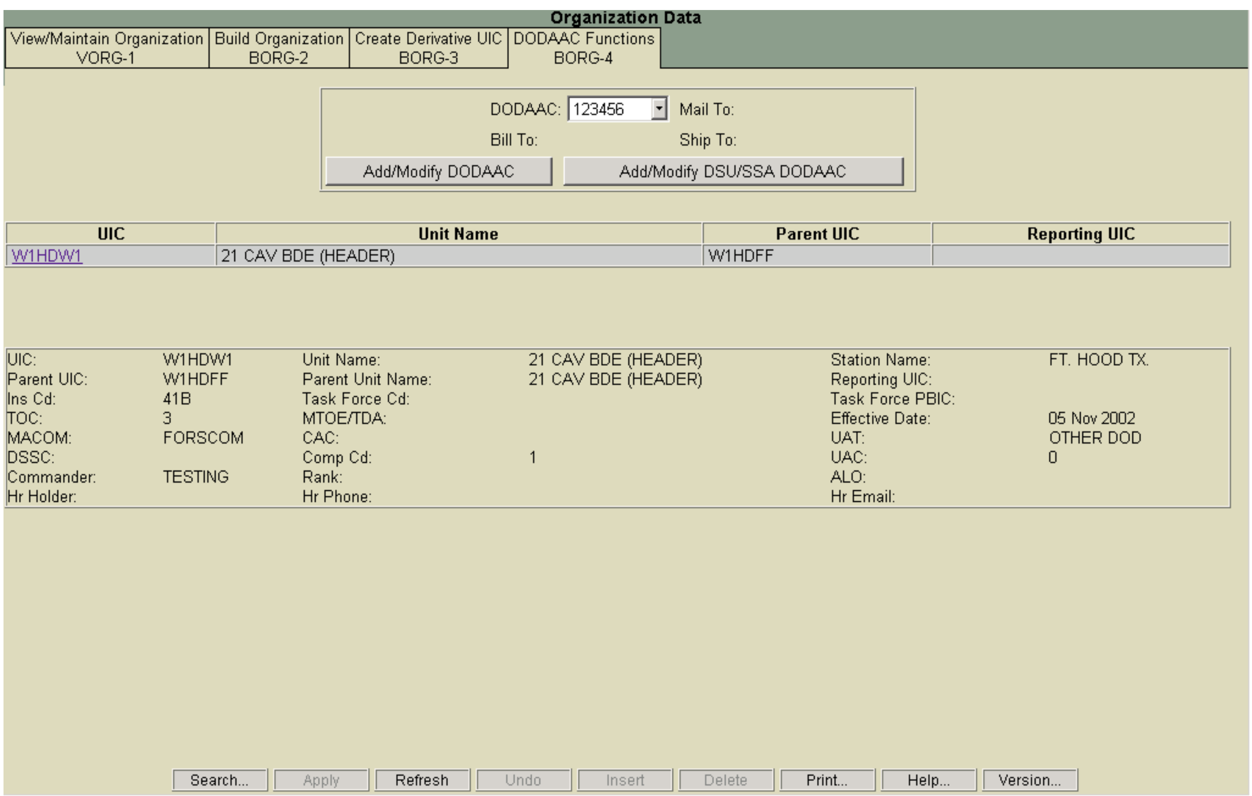


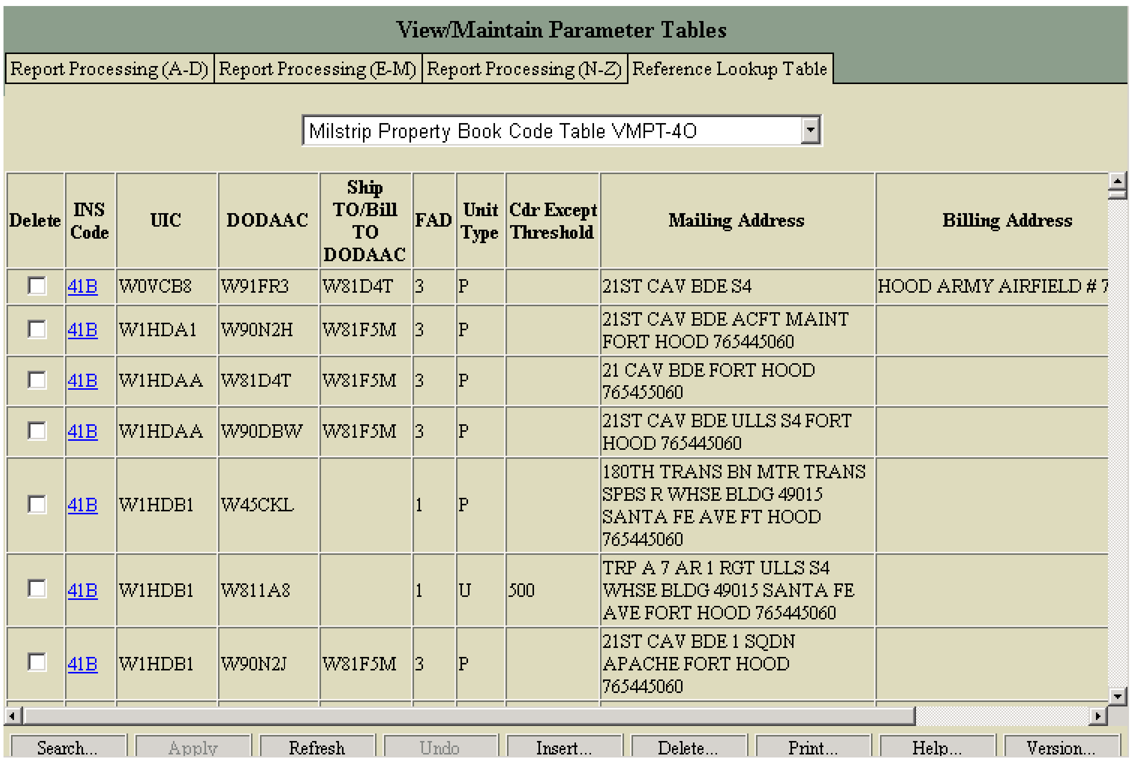
Figure 5.5-37 Organization Data Screen, DODAAC Functions Tab

a. Click the DODAAC LOV and make a selection.

b. To print the DODAAC Search Listing using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

<u>5.5.4.1 Add DODAAC.</u> This process allows the user to add a DODAAC to the MILSTRIP Property Book Code Table.

a. Click the **Add/Modify DODAAC** button to display the **View/Maintain Parameter Tables** screen, with the **Reference Lookup Table** tab defaulted, and MILSTRIP Property Book Code Table displayed (Figure 5.5-38).



Delete	INS Code	UIC	DODAAC	Ship TO/Bill TO DODAAC	FAD	Unit Type	Cdr Except Threshold	Mailing Address	Billing Address
☐	41B	W0VCB8	W91FR3	W81D4T	3	P		21ST CAV BDE S4	HOOD ARMY AIRFIELD # 7
☐	41B	W1HDA1	W90N2H	W81F5M	3	P		21ST CAV BDE ACFT MAINT FORT HOOD 765445060	
☐	41B	W1HDAA	W81D4T	W81F5M	3	P		21 CAV BDE FORT HOOD 765455060	
☐	41B	W1HDAA	W90DBW	W81F5M	3	P		21ST CAV BDE ULLS S4 FORT HOOD 765445060	
☐	41B	W1HDB1	W45CKL		1	P		180TH TRANS BN MTR TRANS SPBS R WHSE BLDG 49015 SANTA FE AVE FT HOOD 765445060	
☐	41B	W1HDB1	W811A8		1	U	500	TRP A 7 AR 1 RGT ULLS S4 WHSE BLDG 49015 SANTA FE AVE FORT HOOD 765445060	
☐	41B	W1HDB1	W90N2J	W81F5M	3	P		21ST CAV BDE 1 SQDN APACHE FORT HOOD 765445060	

Figure 5.5-38 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

b. Click the **Insert** button to display the **MILSTRIP Property Book Insert** screen. The screen displayed will be based on the user logon. Figure 5.5-39 displays the screen for a Unit Level User.

NOTE: A Property Book Level User will not see the Cdr Except Threshold field and the Unit Type LOV will be ‘P’.

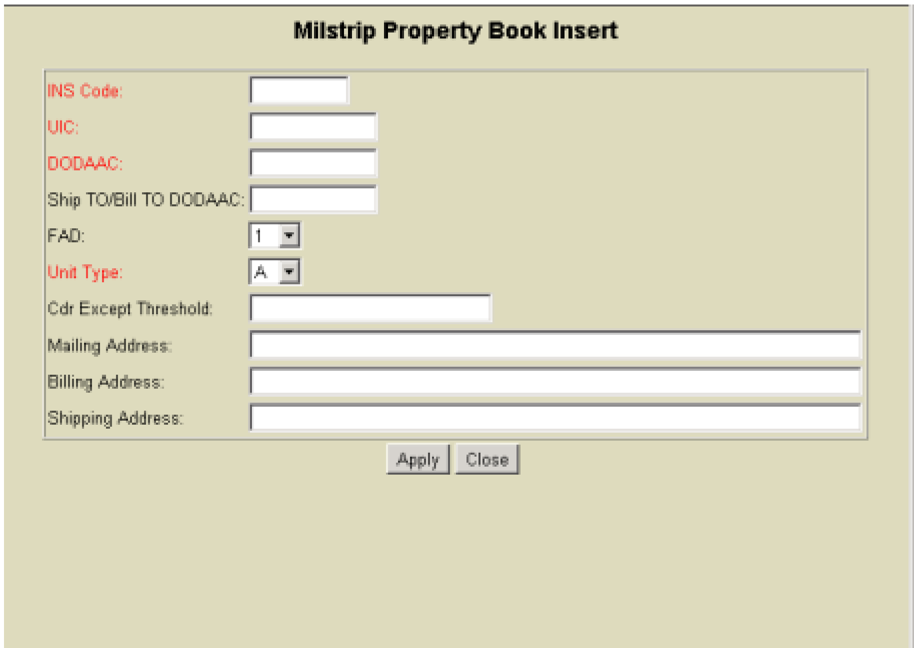


Figure 5.5-39 MILSTRIP Property Book Insert Screen

Legend for Figure 5.5-39

Field Name	Description
INS Code	Type in your assigned Installation Code.
UIC	Type the Unit Identification Code.
DODAAC	Type in your DODAAC.
Ship TO/Bill TO DODAAC	Type in the Shipment/Billing DODAAC.
FAD	Type in your unit’s Force Activity Code.
Unit Type	Click LOV and select Unit Type; Unit Level Users: A-Aviation Maintenance, M-Ground Maintenance, U-Unit Supply. Property Book Level Users: P-Property Book
Cmdr Except Threshold	Leave blank – Used by the Unit Supply Module. Only visible to the Unit Level User.
Mailing Address	Type the Mailing Address.
Billing Address	Leave blank.
Shipping Address	Type the Hand Receipt Holders Email address.

c. Type the desired information, and click the **Apply** button to save information to the database.

NOTE: Fields in Red are required fields.

d. Click **OK** to the appropriate message:

(1) UIC WXXXXX does not exist in the ARMY DODAAC table. Would you still like to insert it?

(2) The “Mailing Address” for DODAAC “WXXXXX” is taken from the LOGSA DODAAC Table.

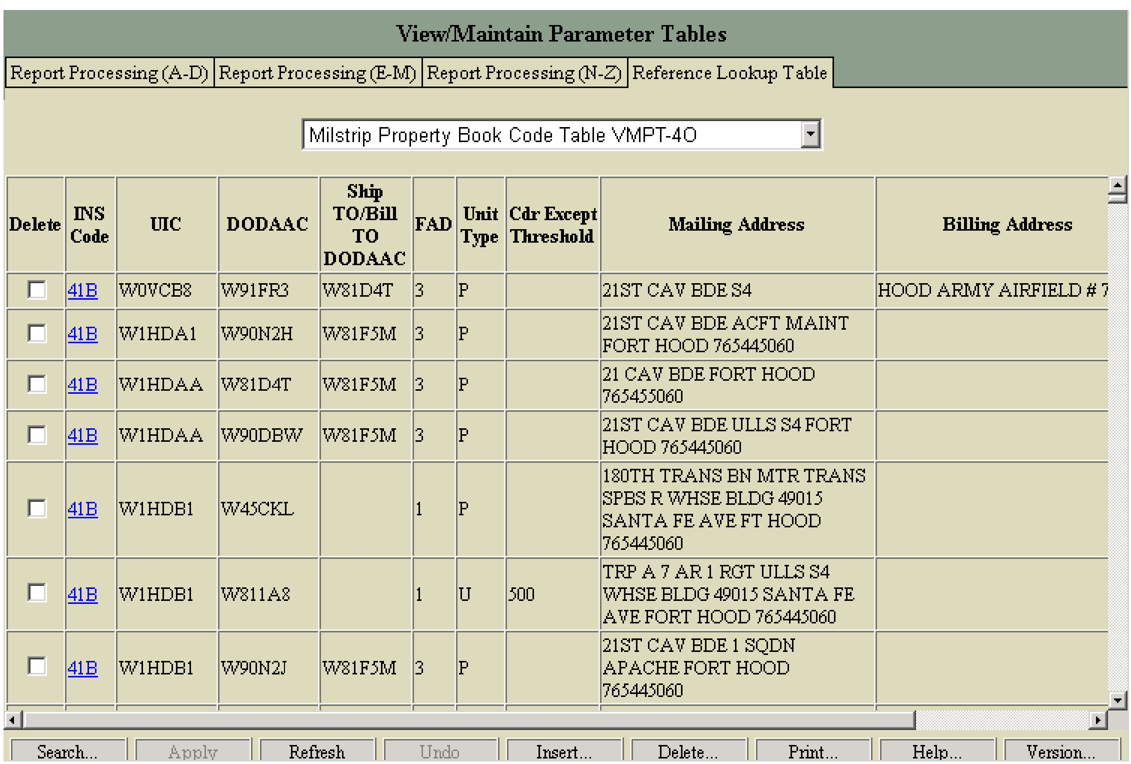
e. Click **OK** to the message, “Record inserted successfully!” to return to the **View/Maintain Parameter Table** screen with the new DODAAC added.

NOTE: The new DODAAC can be viewed on the Organization Data screen by clicking the Refresh button, and then click the DODAAC LOV.

f. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

<u>5.5.4.2 Modify DODAAC.</u> This process allows the user to modify existing DODAAC information to the MILSTRIP Property Book Code Table. From the **Organization Data** screen, click the **DODAAC Functions** tab.

a. Click the **Add/Modify DODAAC** button to display the **View/Maintain Parameter Tables** screen, **Reference Lookup Table** tab defaulted and MILSTRIP Property Book Code Table displayed (Figure 5.5-40).



Delete	INS Code	UIC	DODAAC	Ship TO/Bill TO DODAAC	FAD	Unit Type	Cdr Except Threshold	Mailing Address	Billing Address
	41B	W0VCB8	W91FR3	W81D4T	3	P		21ST CAV BDE S4	HOOD ARMY AIRFIELD # 7
	41B	W1HDA1	W90N2H	W81F5M	3	P		21ST CAV BDE ACFT MAINT FORT HOOD 765445060	
	41B	W1HDAA	W81D4T	W81F5M	3	P		21 CAV BDE FORT HOOD 765455060	
	41B	W1HDAA	W90DBW	W81F5M	3	P		21ST CAV BDE ULLS S4 FORT HOOD 765445060	
	41B	W1HDB1	W45CKL		1	P		180TH TRANS BN MTR TRANS SPBS R WHSE BLDG 49015 SANTA FE AVE FT HOOD 765445060	
	41B	W1HDB1	W811A8		1	U	500	TRP A 7 AR 1 RGT ULLS S4 WHSE BLDG 49015 SANTA FE AVE FORT HOOD 765445060	
	41B	W1HDB1	W90N2J	W81F5M	3	P		21ST CAV BDE 1 SQDN APACHE FORT HOOD 765445060	

Figure 5.5-40 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

b. To locate a specific record(s):

(1) Click the **Search** button to display the **MILSTRIP Property Book Search** screen (Figure 5.5-41).

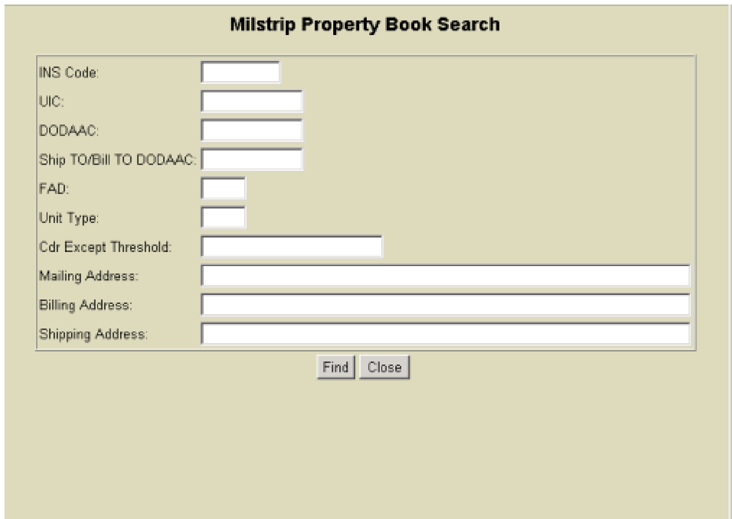


Figure 5.5-41 MILSTRIP Property Book Search Screen

NOTE: Refer to the Legend for Figure 5.5-31 for field descriptions.

(2) Type the desired information and click the **Find** button to display the results (Figure 5-5.42).

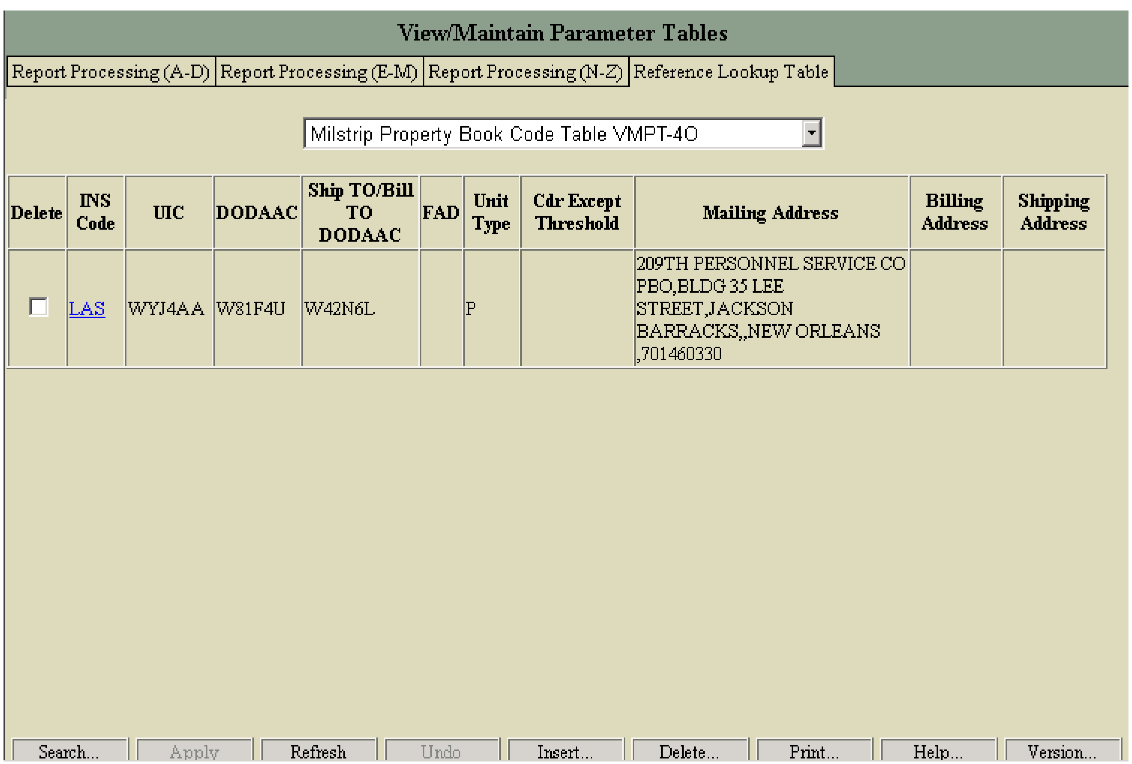


Figure 5.5-42 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

c. In the **INS Code** field, click the desired underscored **INS Code** to display the **Milstrip Property Book Update** screen. The **Cdr Except Threshold** field is only available to the Unit Level User. Figure 5.5-43, displays the Property Book Level User view.

NOTE: The Unit Type LOV will be ‘P’ for the Property Book Level User.

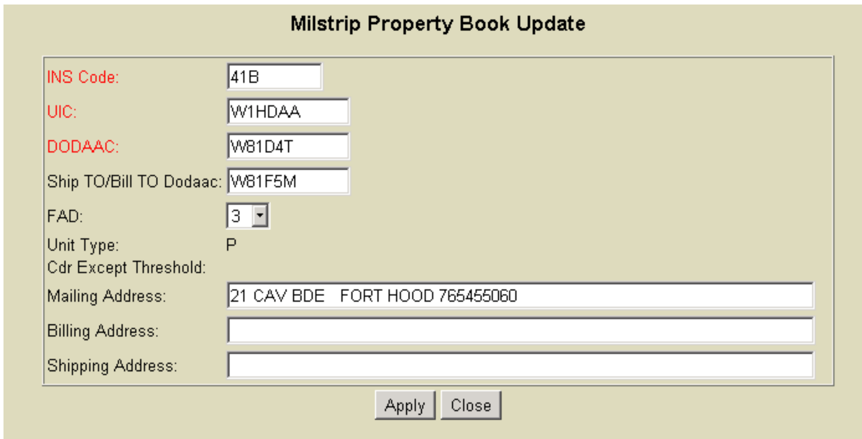


Figure 5.5-43 MILSTRIP Property Book Update Screen

d. Modify the desired information and then click the **Apply** button to save changes.

e. Click **OK** to appropriate message:

(1) The mail address for DODAAC WXXXXX is taken from the LOGSA DODAAC table.

(2) DODAAC WXXXXX does not exist in the Army DODAAC Table. Would you still like to update it?

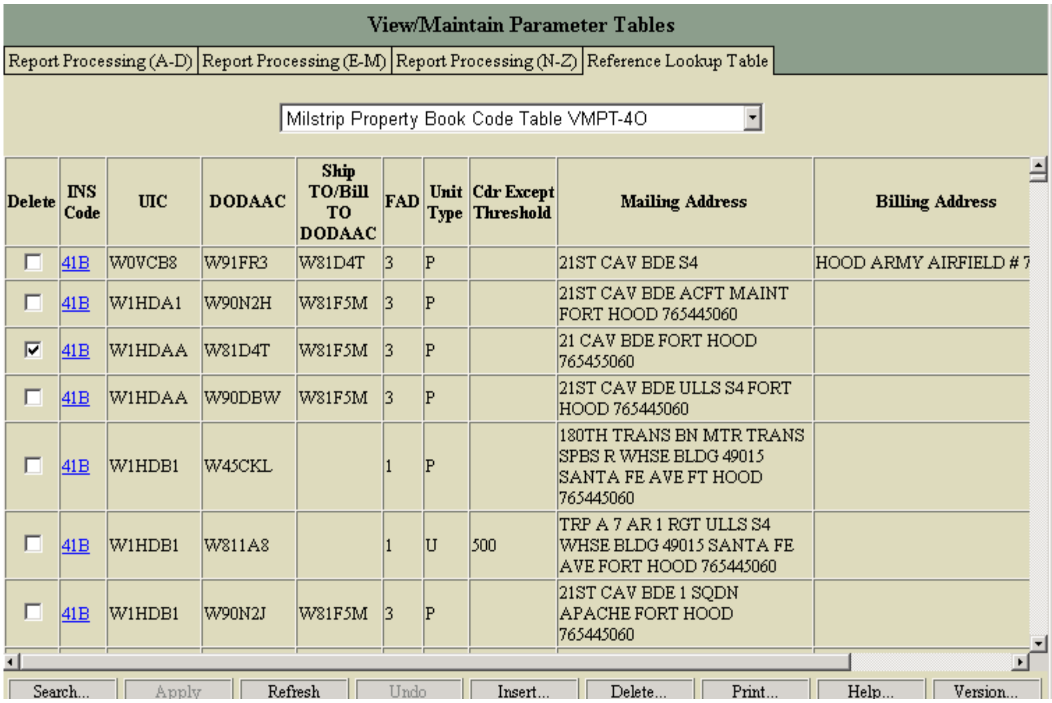
f. Click **OK** to the message, “Record updated successfully!” to return to the **View/Maintain Parameter Tables** screen with the modifications displayed.

g. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

<u>5.5.4.3 Delete a DODAAC</u>. This process allows the removal of a unit DODAAC from the Milstrip Property Book Code Table. From the **Organization Data** screen, click **DODAAC Functions** tab.

a. Click the **Add/Modify DODAAC** button to display the **View/Maintain Parameter Tables** screen with the **Reference Lookup Table** tab defaulted and MILSTRIP Property Book Code Table displayed.

b. Locate the DODAAC to be deleted, and then in the **Delete** column, click the checkbox to display a check mark (Figure 5.5-44).



Delete	INS Code	UIC	DODAAC	Ship TO/Bill TO DODAAC	FAD	Unit Type	Cdr Except Threshold	Mailing Address	Billing Address
☐	41B	W0VCB8	W91FR3	W81D4T	3	P		21ST CAV BDE S4	HOOD ARMY AIRFIELD # 7
☐	41B	W1HDA1	W90N2H	W81F5M	3	P		21ST CAV BDE ACFT MAINT FORT HOOD 765445060	
☑	41B	W1HDAA	W81D4T	W81F5M	3	P		21 CAV BDE FORT HOOD 765455060	
☐	41B	W1HDAA	W90DBW	W81F5M	3	P		21ST CAV BDE ULLS S4 FORT HOOD 765445060	
☐	41B	W1HDB1	W45CKL		1	P		180TH TRANS BN MTR TRANS SPBS R WHSE BLDG 49015 SANTA FE AVE FT HOOD 765445060	
☐	41B	W1HDB1	W811A8		1	U	500	TRP A 7 AR 1 RGT ULLS S4 WHSE BLDG 49015 SANTA FE AVE FORT HOOD 765445060	
☐	41B	W1HDB1	W90N2J	W81F5M	3	P		21ST CAV BDE 1 SQDN APACHE FORT HOOD 765445060	

Figure 5.5-44 View/Maintain Parameter Tables, Reference Lookup Table Tab

c. Click the **Delete** button.

d. Click **OK** to the message, “Are you sure you want to delete the selected record(s)?”

e. Click **OK** to the message, “Record(s) deleted successfully!” to return to the **View/Maintain Parameter Table** screen with the DODAAC deleted.

f. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.5.4.4 Add DSU/SSA DODAAC. This process provides the capability to add a DSU DODAAC to a specific DODAAC(s). From the **Organization Data** screen, click **DODAAC Functions** tab.

a. Click the **Add/Modify DSU DODAAC** button to display the **View/Maintain Parameter Tables** screen, with the **Reference Lookup Table** tab defaulted and the DSU/SSA DODAAC Code Table displayed (Figure 5.5-45).

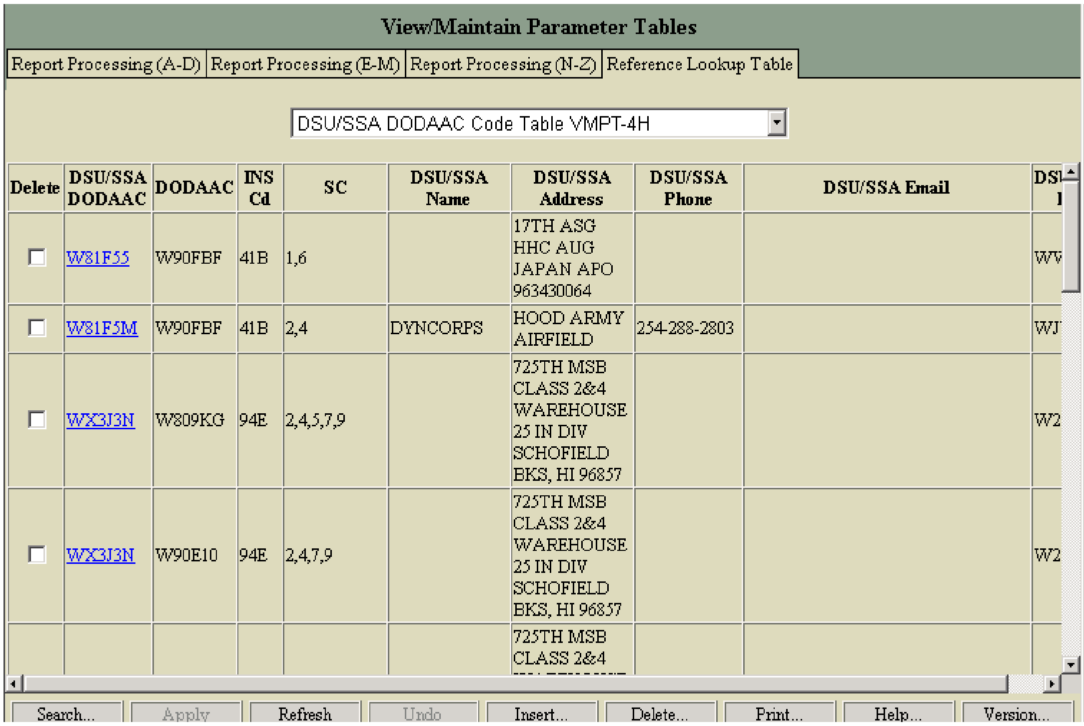


Figure 5.5-45 View/Maintain Parameter Tables screen, Reference Lookup Table Tab

b. Click the **Insert** button to display the **DSU DODAAC Insert** screen (Figure 5.5-46).

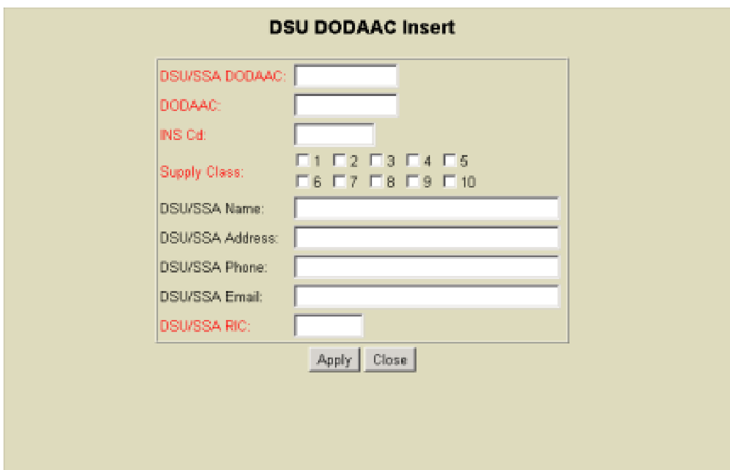


Figure 5.5-46 DSU DODAAC Insert

NOTE: Fields in Red are required fields.

Legend for Figure 5.5-46

Field Name	Description
DSU/SSA DODAAC	Type the Direct Support Unit/Supply Support Activity's DODAAC.
DODAAC	Type the unit Department of Defense Activity Address Code.
INS Code	Type the assigned Installation Code.

Field Name	Description
Supply Class	Click the **Checkbox** for appropriate Supply Class.
DSU/SSA Name	Type the Name.
DSU/SSA Address	Type the Address.
DSU/SSA Phone	Type the Phone Number.
DSU/SSA Email	Type the Email Address.
DSU/SSA RIC	Type the Routing Identifier Code.

c. Type the required/desired information and then click the **Apply** button to save information to the database.

d. Click **OK** to the message, "Record added successfully" to return to the **View/Maintain Parameter Tables** screen with the DSU/SSA DODAAC added.

e. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.5.4.5 Modify DSU/SSA DODAAC. The process provides the capability to modify existing DSU/SSA DODAAC information on the DSU/SSA DODAAC Code Table. From the **Organization Data** screen, click, **DODAAC Functions** tab.

a. Click the **Add/Modify DSU/SSA DODAAC** button to display the **View/Maintain Parameter Tables** screen with the **Reference Lookup Table** tab defaulted and the DSU/SSA DODAAC Code Table displayed (Figure 5.5-47).

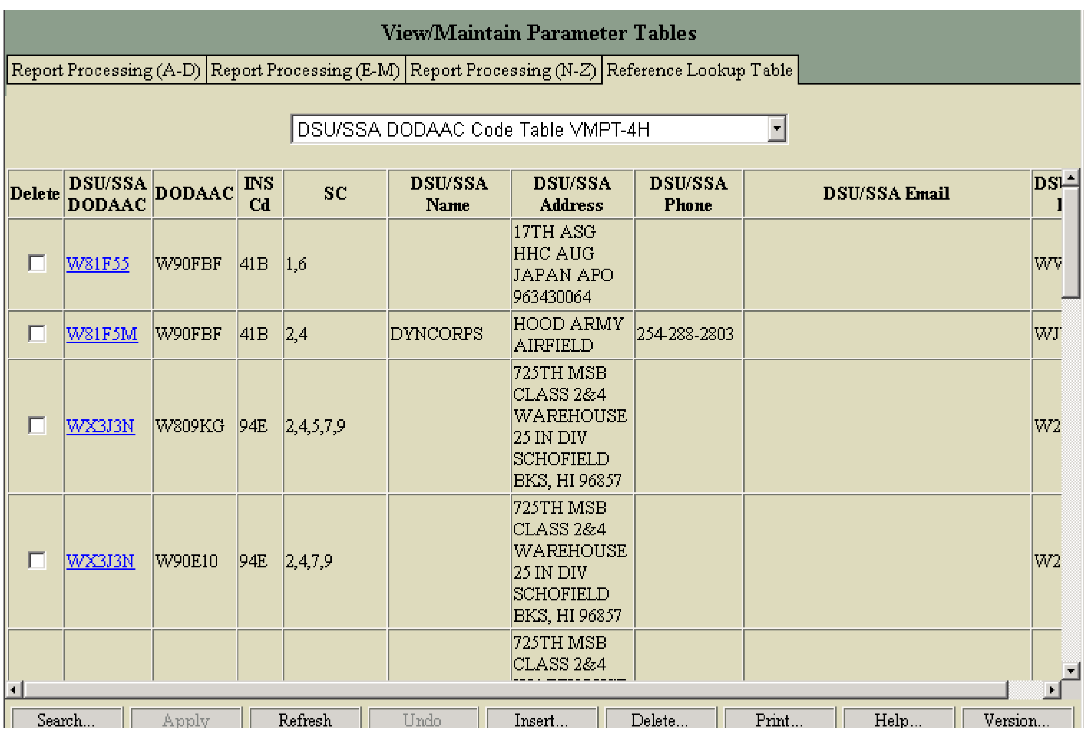


Figure 5.5-47 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

b. To locate a specific record:

(1) Click the **Search** button to display the **DSU DODAAC Search** screen (Figure 5.5-48).

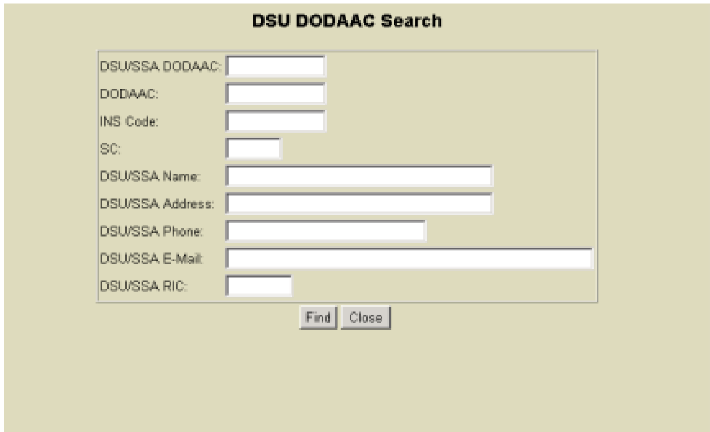


Figure 5.5-48 DSU DODAAC Search Screen

NOTE: Refer to the Legend for Figure 5.5-46 for field descriptions.

(2) Type the desired information, and then click the **Find** button to display the results (Figure 5.5-49).

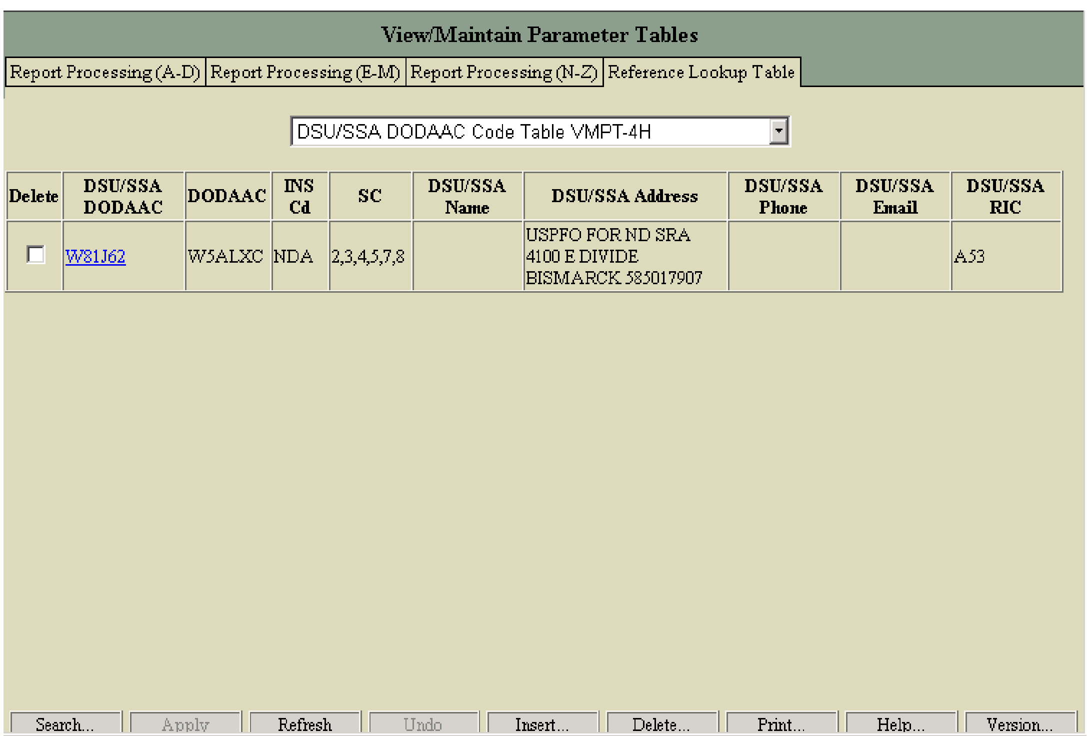


Figure 5.5-49 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

c. In the **DSU DODAAC** field, click appropriate underscored **DSU DODAAC** to display the **DSU/SSA DODAAC Update** screen (Figure 5.5-50).

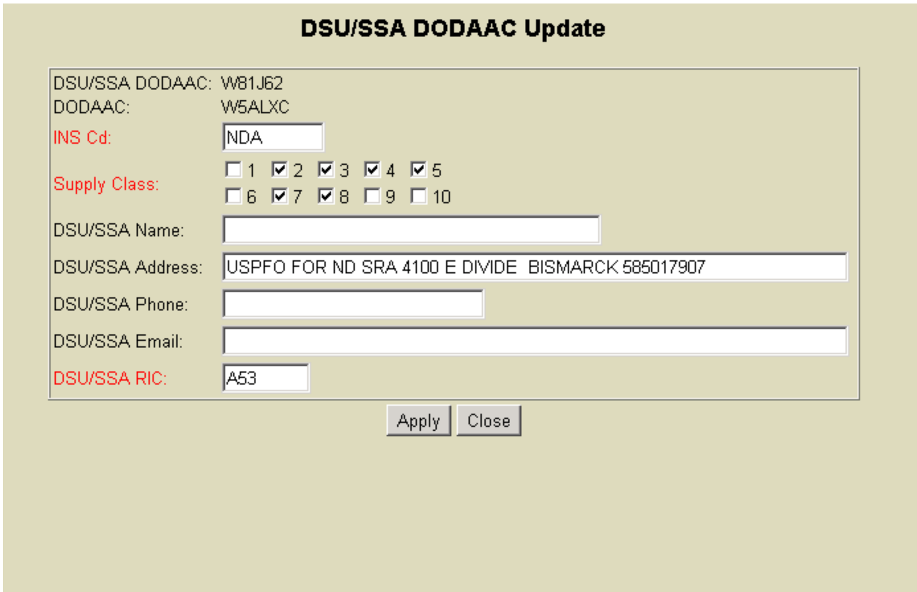


Figure 5.5-50 DSU/SSA DODAAC Update Screen

d. Modify the desired information, and then click the **Apply** button to save information.

e. Click **OK** to the message, “Record updated successfully” to return to the **View/Maintain Parameter Tables** screen, with the modifications displayed.

f. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.5.4.6 Delete DSU/SSA DODAAC. This process provides the capability of removing a DSU/SSA DODAAC from its association to a particular DODAAC(s). From the **Organization Data** screen, click the **DODAAC Functions** tab.

a. Click the **Add/Modify DSU DODAAC** button to display the **View/Maintain Parameter Tables** screen with the **Reference Lookup Table** tab defaulted and DSU DODAAC Code Table displayed.

b. Locate the DSU DODAAC to be deleted, and then in the **Delete** column, click the **Checkbox** to display a check mark (Figure 5.5-51).

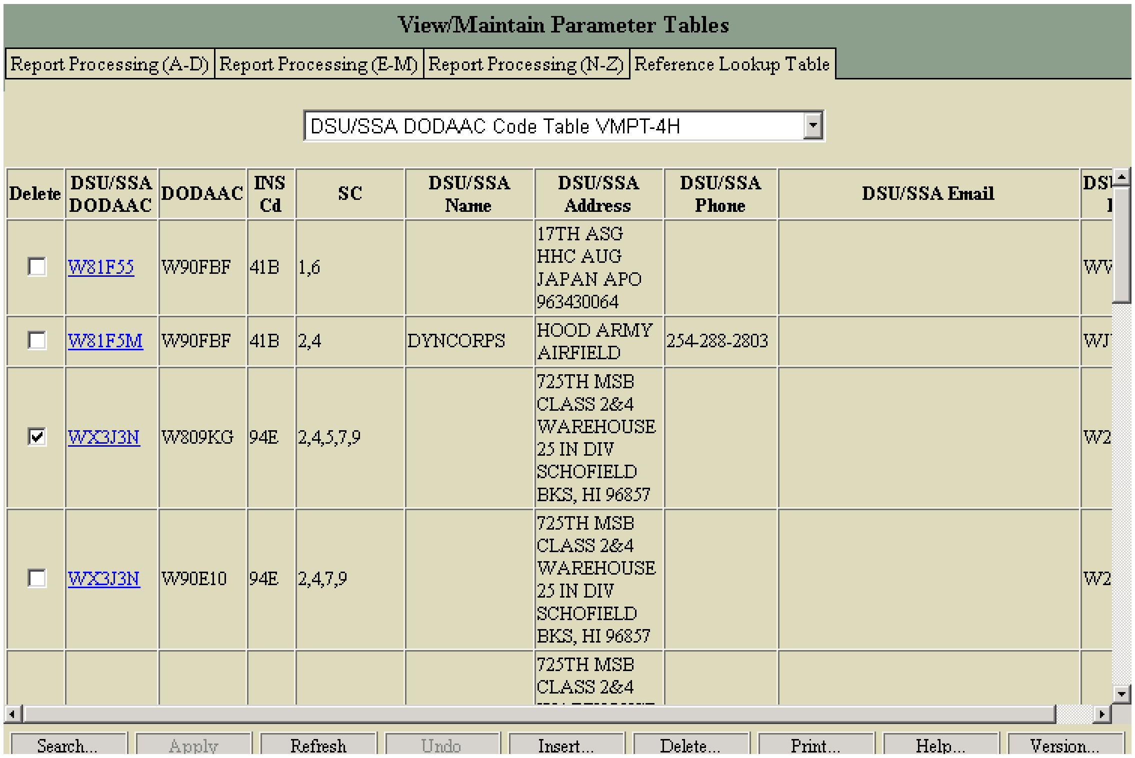


Figure 5.5-51 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

c. Click the **Delete** button.

d. Click **OK** to the message, “Are you sure you want to delete the selected record(s)?”

e. Click **OK** to the message, “Record(s) deleted successfully!” to return to the **View/Maintain Parameter Table** screen with the DSU DODAAC deleted.

f. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.5.5 UTO Search. This process provides the capability to view a Unit Task Organization (UTO). From the **SPR-Module Main Menu, Administration** menu, click **UTO Search** to display the **UTO Search** screen (Figure 5.5-52).

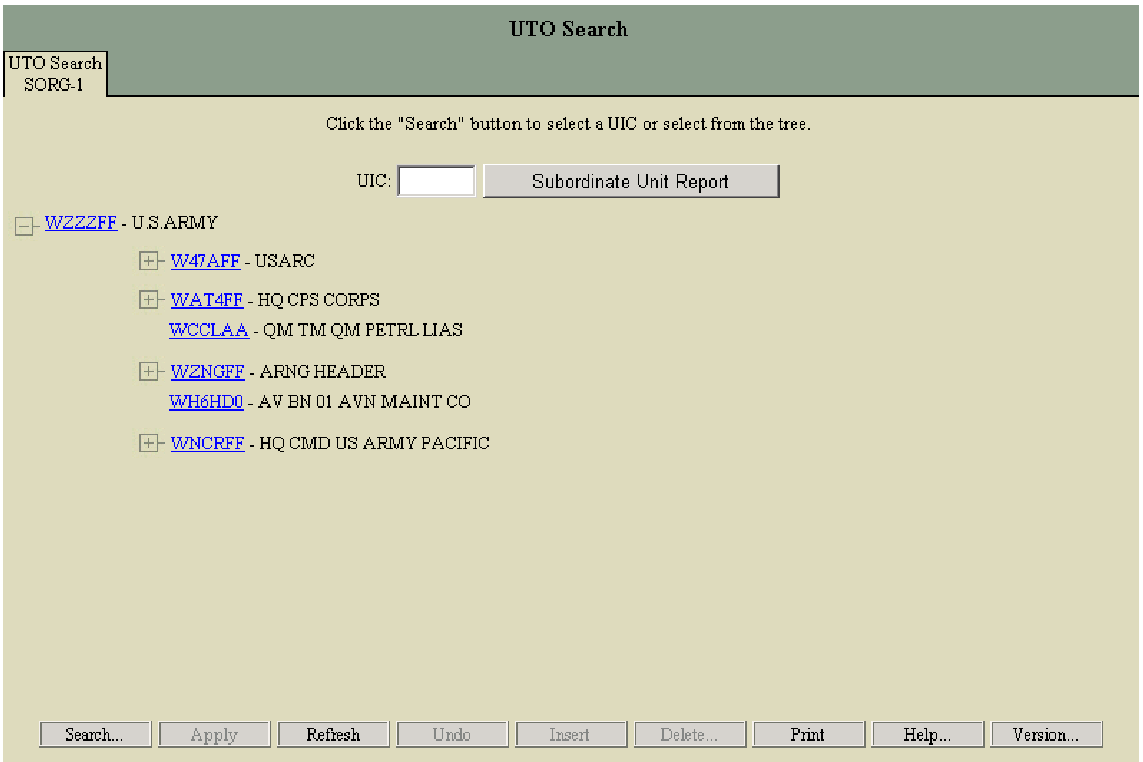


Figure 5.5-52 UTO Search Screen, UTO Search Tab

a. To display the **UTO** tree, click the **+ sign** before the desired UIC (Figure 5.5-53).

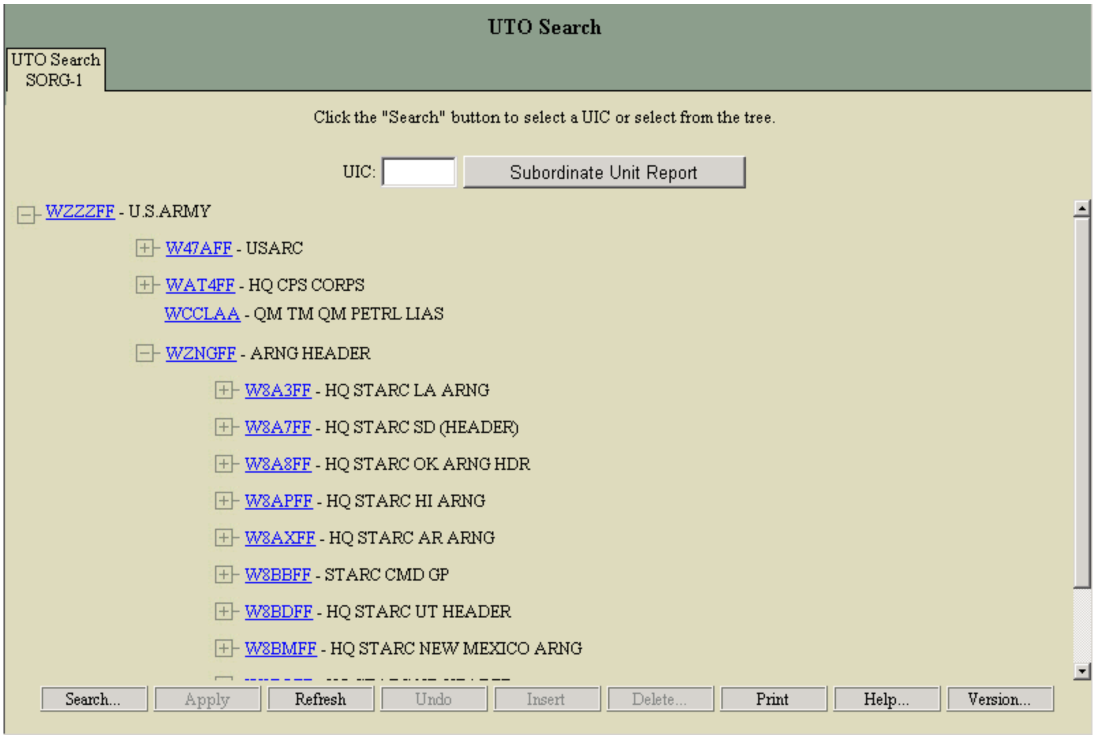


Figure 5.5-53 UTO Search Screen, UTO Search Tab

b. To display the **UTO** tree using the **Search** capability:

(1) Click the **Search** button to display the **UTO Search** screen (Figure 5.5-54).

Figure 5.5-54 UTO Search Screen

(2) Type the desired value(s) in the appropriate field(s).

NOTE: All records that contain the search criteria will be displayed. For demonstration purposes a search was conducted for all CAV Units.

(3) Click the **Find** button to display the results (Figure 5.5-55).

Figure 5.5-55 UTO Search Screen

(4) Click the underscored **UIC** to display the **UTO Search** screen with the selected UIC and unit name in **Bold** (Figure 5.5-56).

(5) If available, click the underscored **Page Number** to view additional UICs.

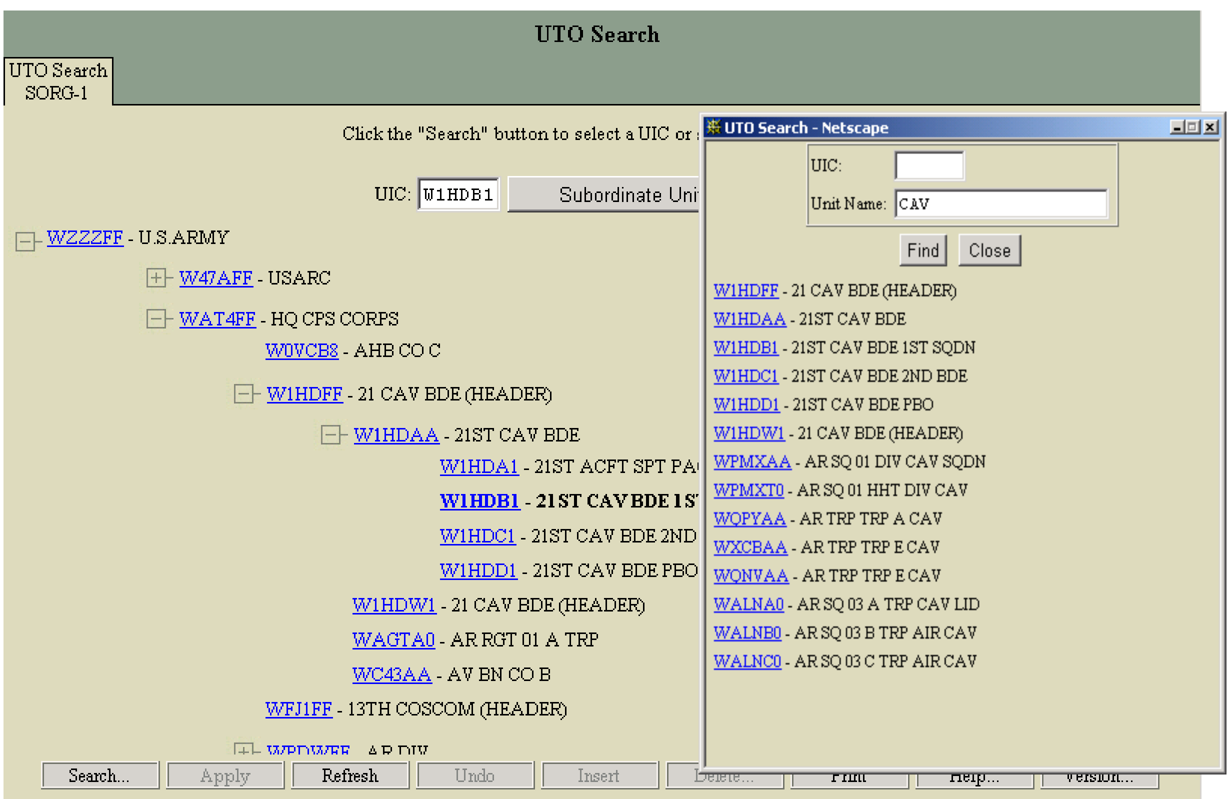


Figure 5.5-56 UTO Search Screen

c. To view/print the Subordinate Unit Report using Excel, click the **Subordinate Unit Report** button. For additional information about printing with Excel, see Section 4.

<u>5.5.6 SubUIC Assignment</u>. This process allows the Property Book Officers the capability of relating TDA paragraph or subparagraph numbers to a SUBUIC for units or activities authorized equipment on a TDA or an Augmentation TDA by LOGTAADS. These are the SubUICs for which the Property Book Officer maintains Property Book and Hand Receipt Accounts.

a. From the **SPR-Module Main Menu**, **Administration** menu click **SubUIC Assignment** to display the **Organizational Data SUBUIC Assignment** screen (Figure 5.5-57).

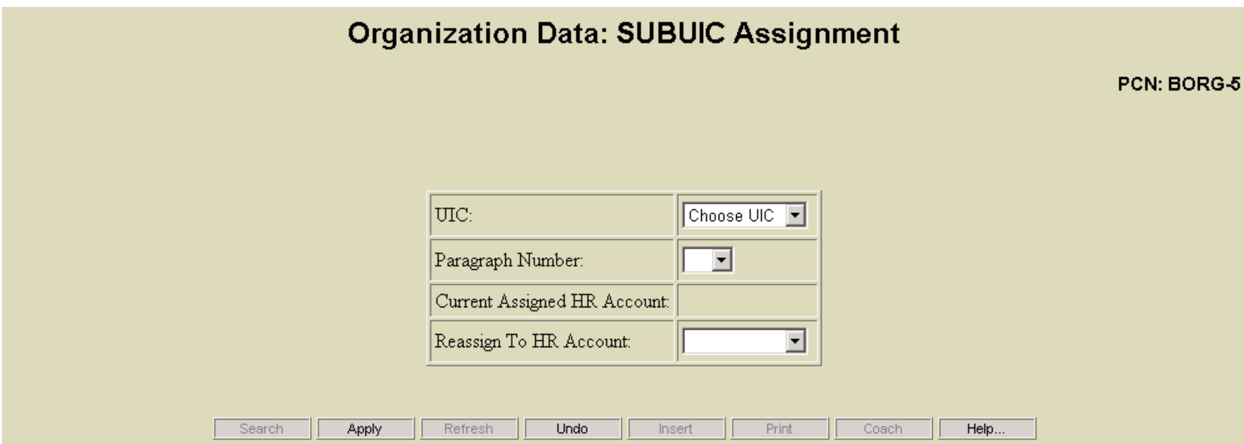


Figure 5.5-57 Organizational Data: SUBUIC Assignment Screen

b. Click the **LOVs** to select the appropriate UIC, paragraph number, and Reassign to HR Account.

c. Click the **Apply** button to save the information.

d. Click **OK** to the message, “Save to database successfully” to return to **Organization Data: SubUIC Assignment** screen.

5.6 Budget Functionality. This process provides the capability to create accounts, allocate funds, track transactions, prepare reports, and update unit budget information. It supports interactive budget processes among brigade staff, battalion staff, and unit level users. The GCSS Budget menu is displayed with each screen.

5.6.1 Budget Reports. This section allows the user to view/print the account summary, account structure, transaction detail reports and the account rollup. From the **SPR-Module Main Menu**, **Administration** menu, click **Budget Functionality** to display the **GCSS Budget** menu with the **Account Summary** Screen defaulted (Figure 5.6-1).

NOTE: The GCSS Budget menu is displayed on all screens.

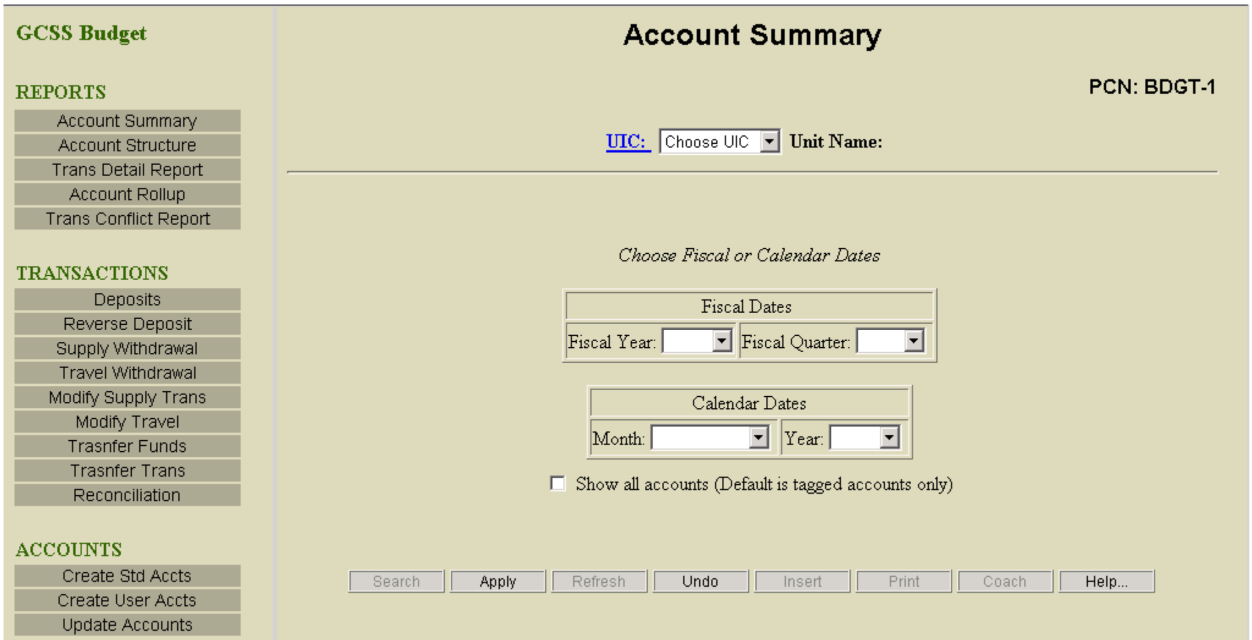


Figure 5.6-1 Account Summary Screen

5.6.1.1 Account Summary. This process provides the capability to retrieve an account summary by UIC for either the fiscal or calendar year.

a. Click the **UIC** LOV and select desired UIC.

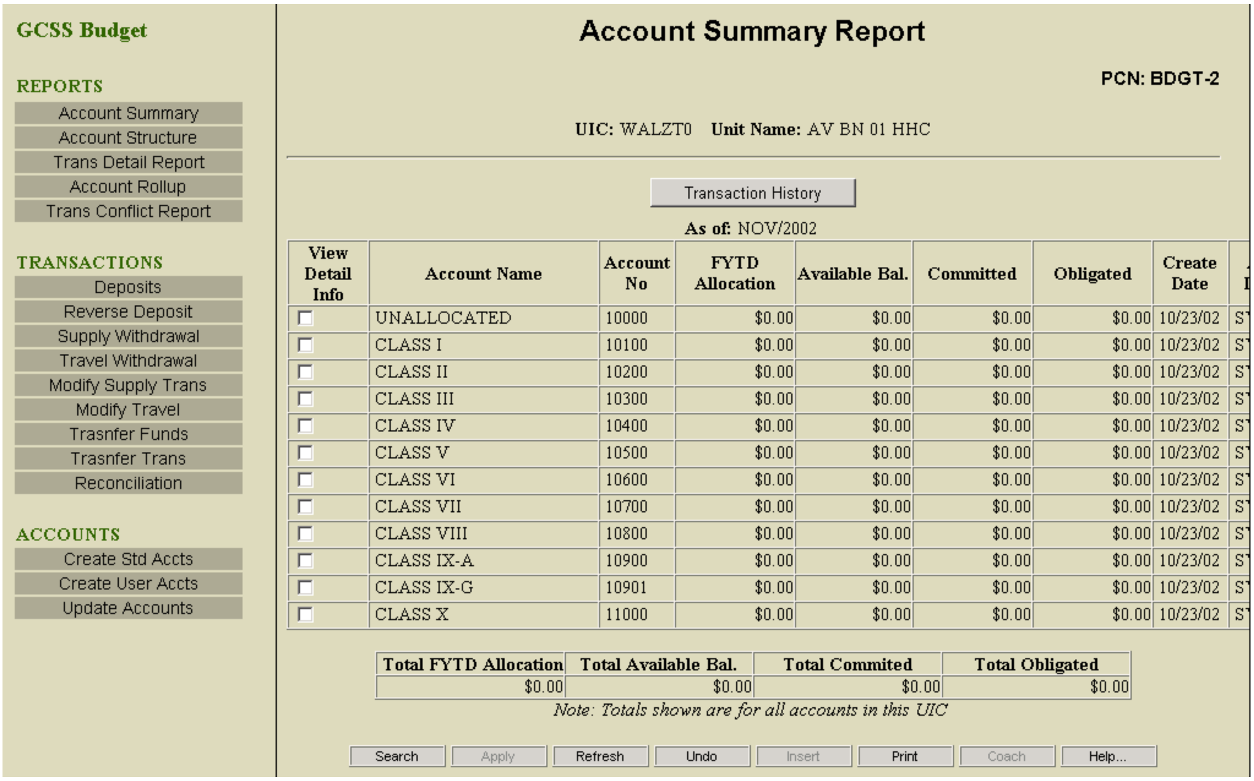
b. Click the **Fiscal** or **Calendar Dates** LOV and make a selection, if desired.

NOTE: If Fiscal or Calendar Dates are not selected, the totals for the current date will be displayed.

c. To retrieve *all* accounts for the UIC, click the **Show all accounts** checkbox.

NOTE: Selecting the Show All Accounts checkbox will display all accounts even if the "Tag Status" is set to Off. The default Tag Status is ON, when the account is created. For further information on Tag Status, see Section 5.6.3.3, Update Accounts.

d. Click the **Apply** button to display the **Account Summary Report** screen results (Figure 5.6-2).



View Detail Info	Account Name	Account No	FYTD Allocation	Available Bal.	Committed	Obligated	Create Date
	UNALLOCATED	10000	$0.00	$0.00	$0.00	$0.00	10/23/02
	CLASS I	10100	$0.00	$0.00	$0.00	$0.00	10/23/02
	CLASS II	10200	$0.00	$0.00	$0.00	$0.00	10/23/02
	CLASS III	10300	$0.00	$0.00	$0.00	$0.00	10/23/02
	CLASS IV	10400	$0.00	$0.00	$0.00	$0.00	10/23/02
	CLASS V	10500	$0.00	$0.00	$0.00	$0.00	10/23/02
	CLASS VI	10600	$0.00	$0.00	$0.00	$0.00	10/23/02
	CLASS VII	10700	$0.00	$0.00	$0.00	$0.00	10/23/02
	CLASS VIII	10800	$0.00	$0.00	$0.00	$0.00	10/23/02
	CLASS IX-A	10900	$0.00	$0.00	$0.00	$0.00	10/23/02
	CLASS IX-G	10901	$0.00	$0.00	$0.00	$0.00	10/23/02
	CLASS X	11000	$0.00	$0.00	$0.00	$0.00	10/23/02

Total FYTD Allocation	Total Available Bal.	Total Commited	Total Obligated
$0.00	$0.00	$0.00	$0.00

Figure 5.6-2 Account Summary Report Screen

e. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

f. To Search the Account Summary for another UIC, click the **Search** button to display the **Account Summary** screen.

g. To view the Transaction History for the displayed UIC:

(1) In the **View Detail Info** column, click the **Checkbox** for the desired account.

(2) Click the **Transaction History** button to display the **Account Transaction Detail Report** screen (Figure 5.6-3).

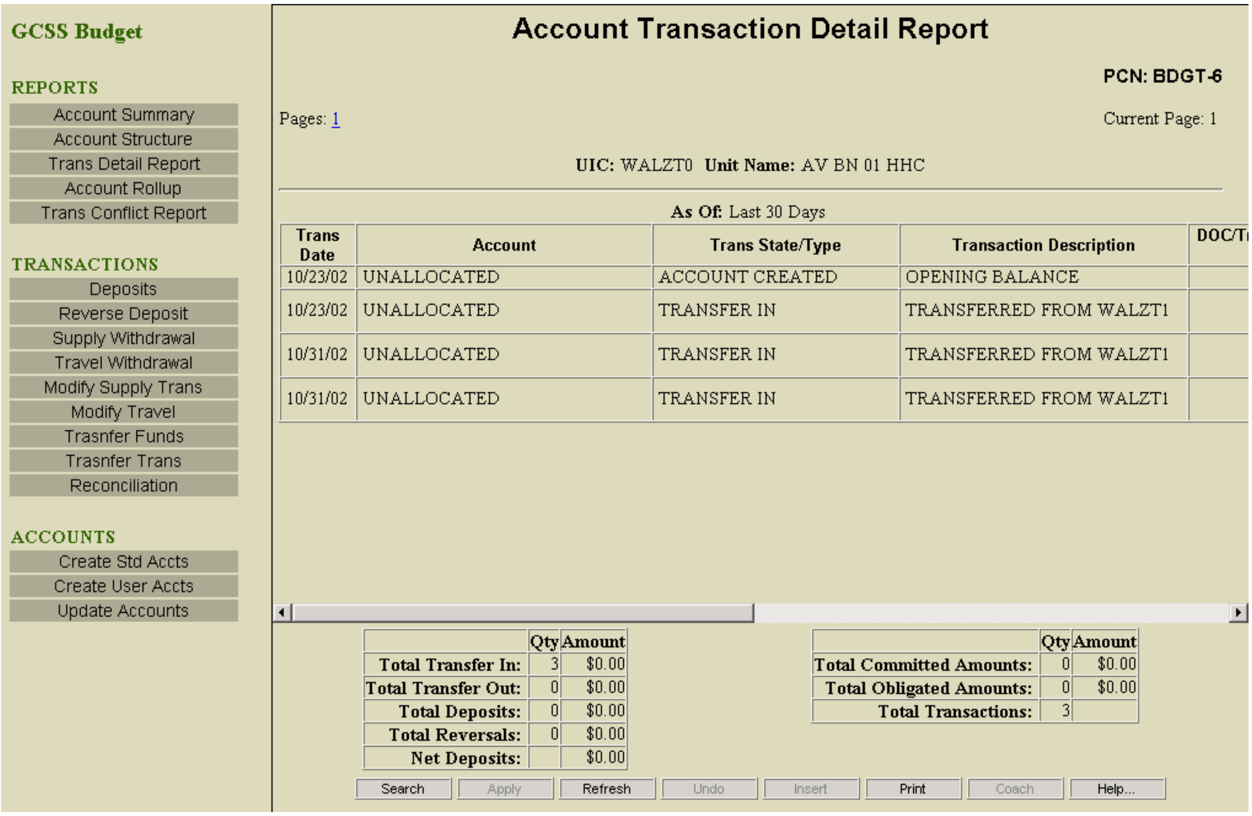


Figure 5.6-3 Account Transaction Detail Report Screen

(3) Click the underscored **Page** number to display an additional page(s).

(4) To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

(5) To view the Transaction History for another UIC and/or account, click the **Search** button to display the **Transaction Detail Report** screen (see Section 5.6.1.3).

h. To return to the **Account Summary** screen, select **Account Summary** from the **Reports** menu.

5.6.1.2 Account Structure. This process provides the capability to view the account structure by Parent UIC. In the **GCSS Budget** column, **Reports** section, click **Account Structure** to display the **Account Structure Report** screen (Figure 5.6-4).

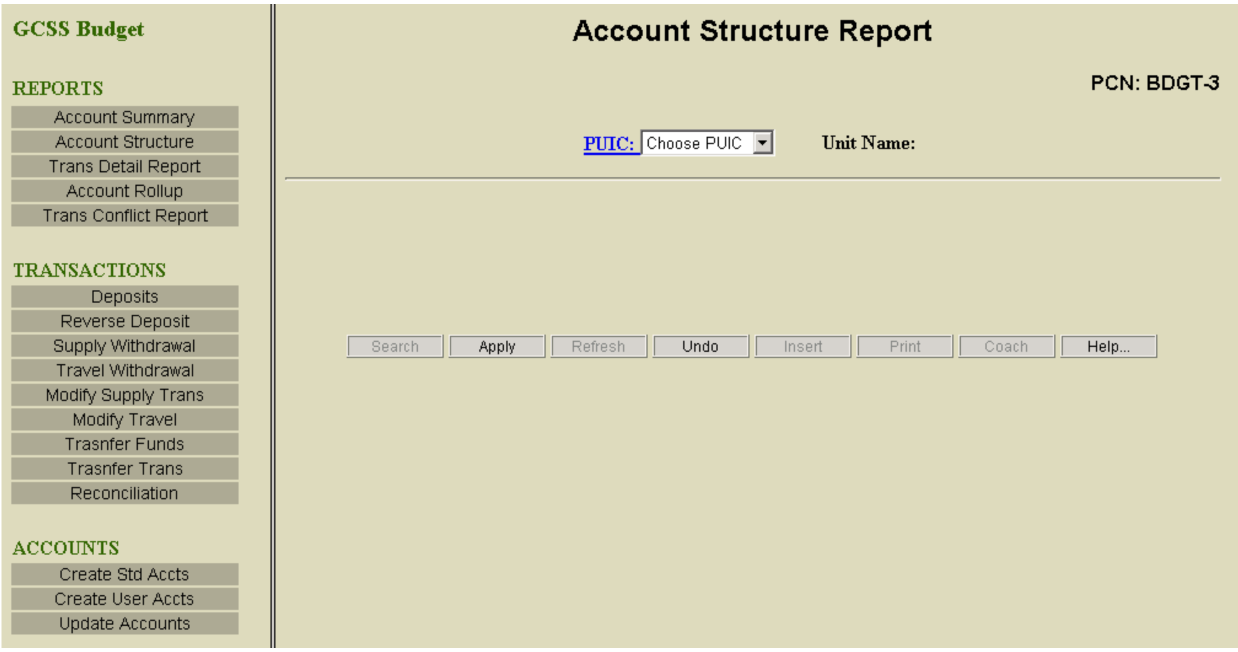


Figure 5.6-4 Account Structure Report Screen

a. Click on the **PUIC** LOV and make a selection.

b. Click the **Apply** button to display the results (Figure 5.6-5).

c. Click the **+ sign** to expand the folder(s).

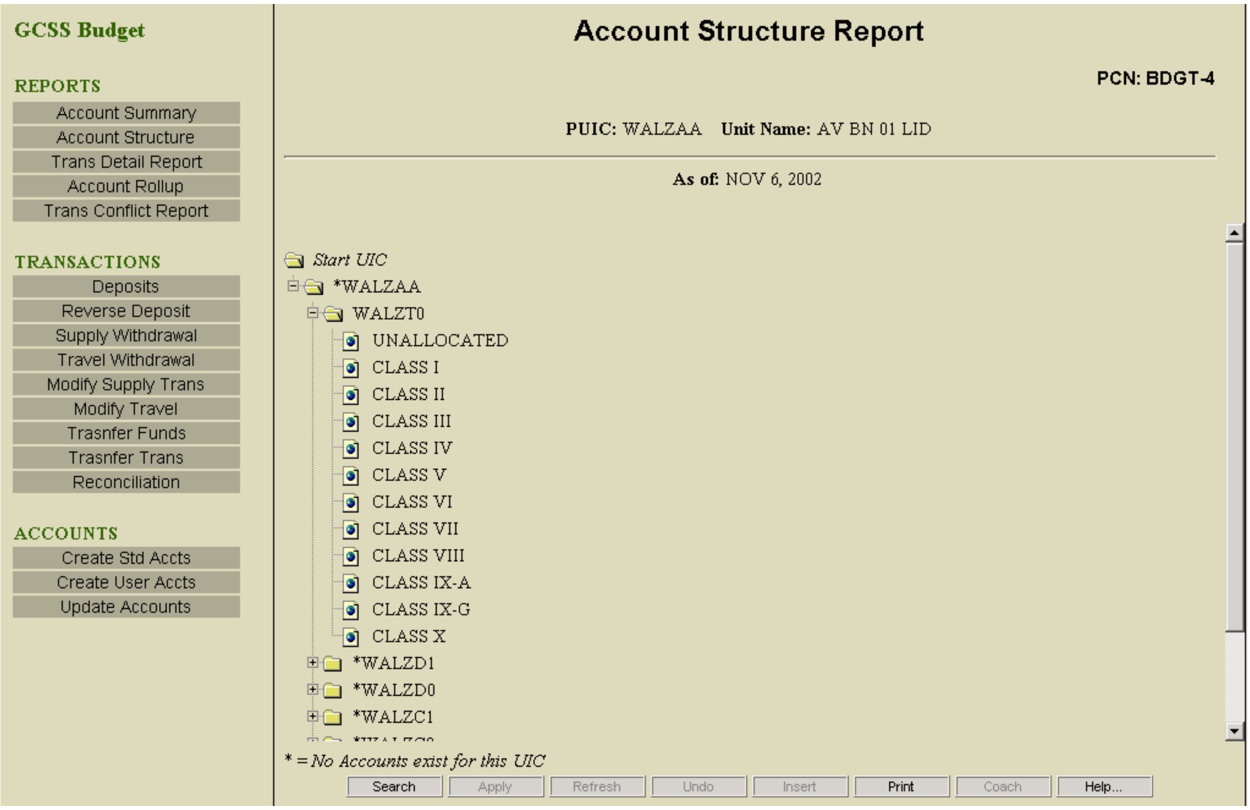


Figure 5.6-5 Account Structure Report Screen

d. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

e. To search account structure information for another PUIC, click the **Search** button to display the **Account Structure Report** screen.

5.6.1.3 Trans Detail Report. This process provides the capability to retrieve transaction information by UIC. In the **GCSS Budget** column, **Reports** section, click **Trans Detail Report** to display the **Transaction Detail Report** screen (Figure 5.6-6).

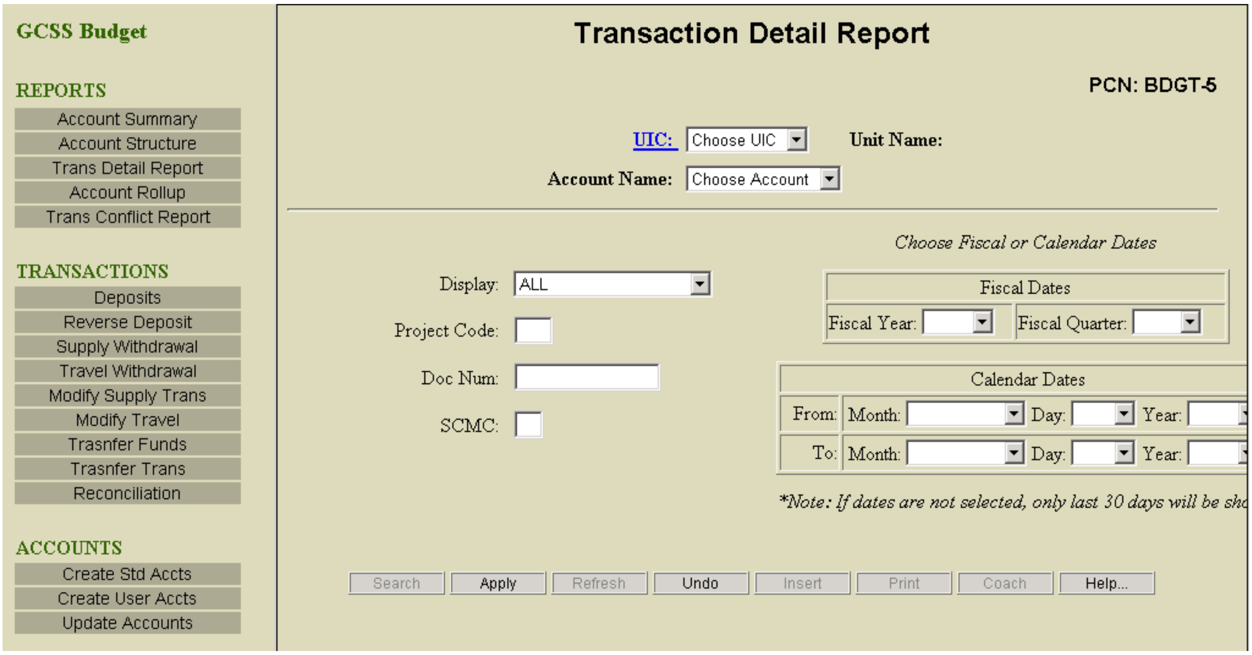


Figure 5.6-6 Transaction Detail Report Screen

Legend for Figure 5.6-6

Field Name	Description
Project Code	Type the Project code.
Doc Number	Type the Document Number.
SCMC	Type the Supply Category of Materiel Code.

a. Click the **UIC** LOV and make a selection.

b. Click the **Account Name** LOV and click desired supply class.

NOTE: If the Account Name is not selected the report displays all supply classes. If the Tag Status is set to 'Off' for an account, it will not be available for selection from the Account Name LOV (for further instructions on the Tag Status see Section 5.6.3.3, Update Accounts).

c. The **Display** LOV defaults to Deposit. To change the transaction, click the LOV (Figure 5.6-7) and make a selection.

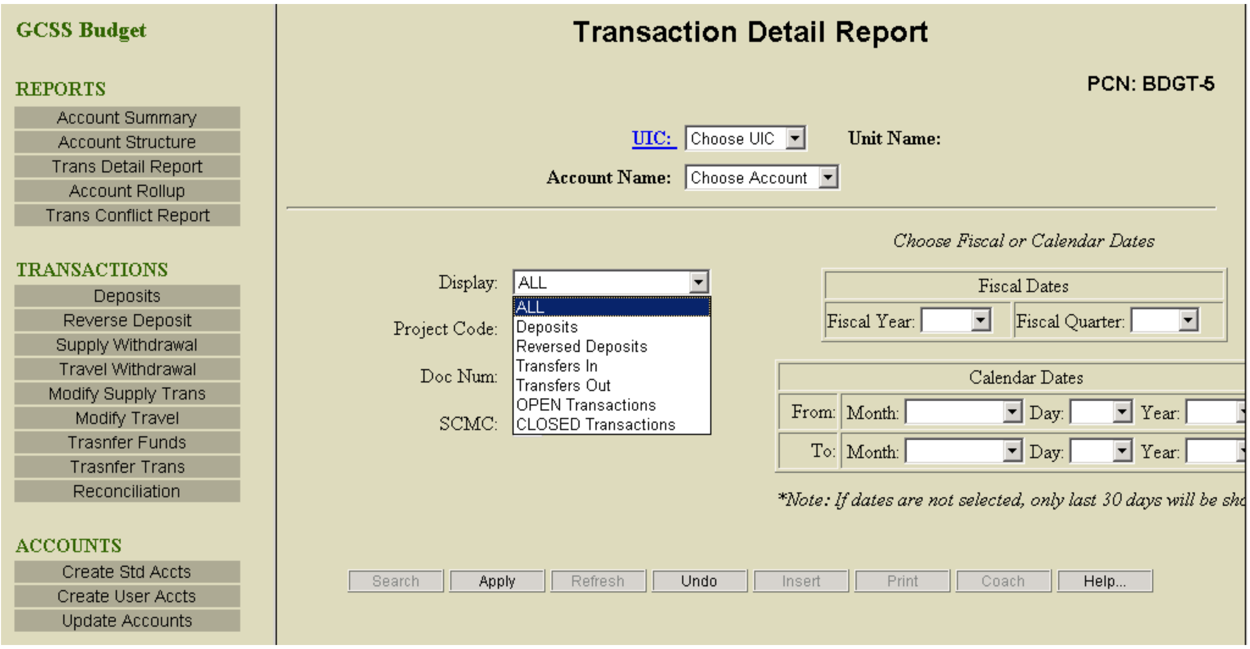


Figure 5.6-7 Transaction Detail Report Screen

d. Type criteria for any or all **non-LOV** fields.

NOTE: Choose Fiscal or Calendar date. If dates are not selected, only the last 30 days will be displayed.

e. Click the **Fiscal** or **Calendar Dates** LOVs and make a selection.

f. Click the **Apply** button to display the **Account Transaction Detail Report** screen (Figure 5.6-8).

g. Click the underscored **Page** number to display an additional page(s).

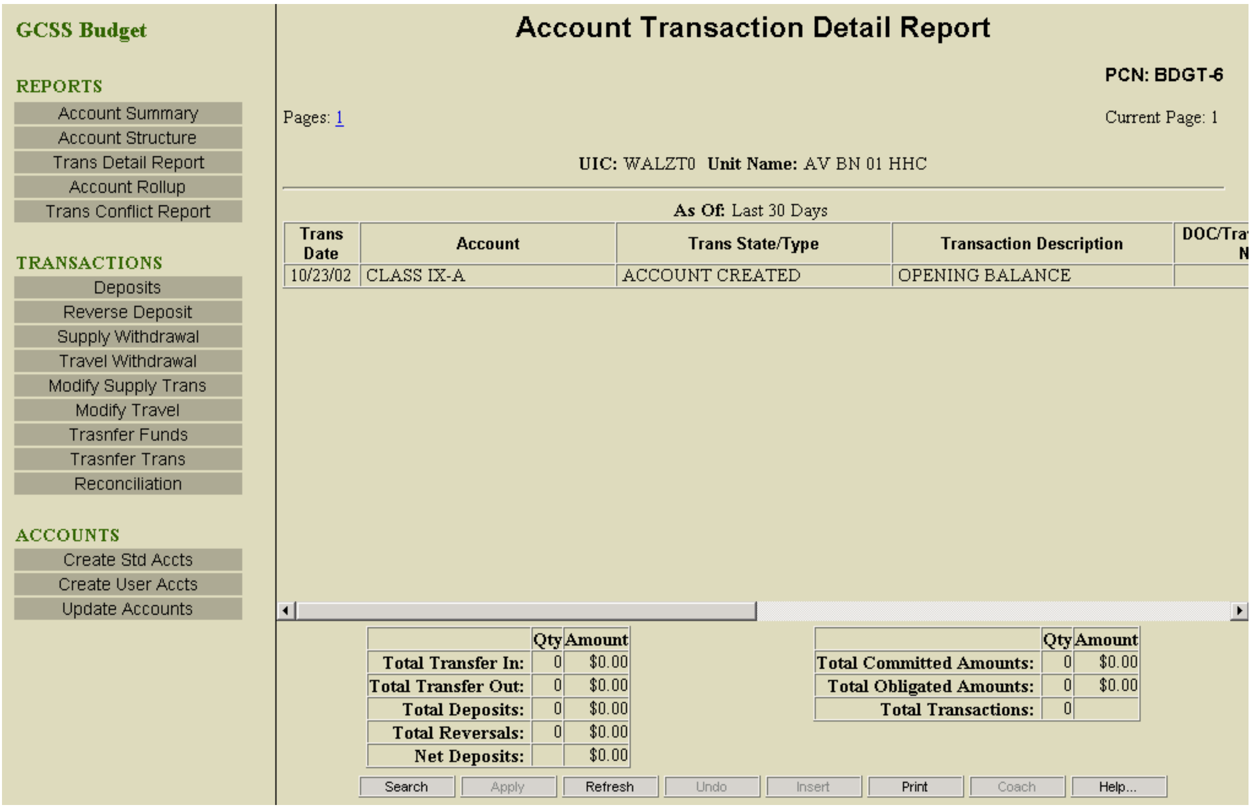


Figure 5.6-8 Account Transaction Detail Report Screen

h. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

i. To search another transaction, click the **Search** button to display the **Transaction Detail Report** screen.

5.6.1.4 Account Rollup. This process provides the capability to retrieve the grand total of funds allocated, committed, and obligated, and the account balance by Parent UIC. In the **GCSS Budget** column, **Reports** section, click **Account Rollup** to display the **Account Rollup** screen (Figure 5.6-9).

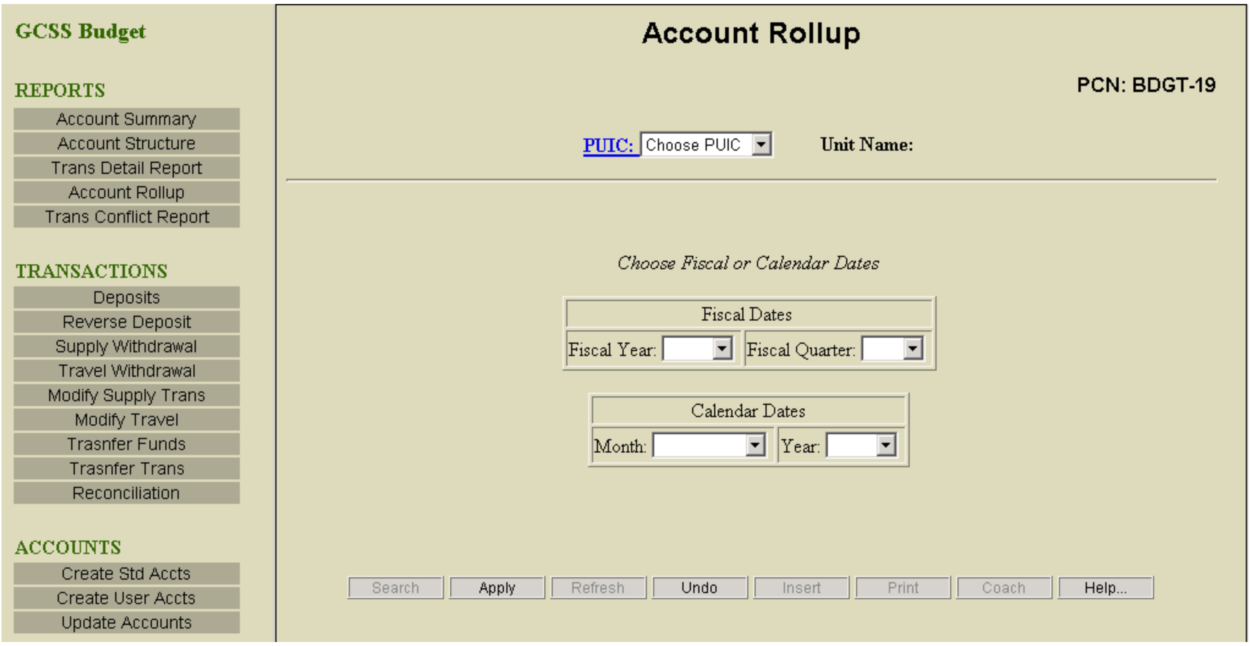


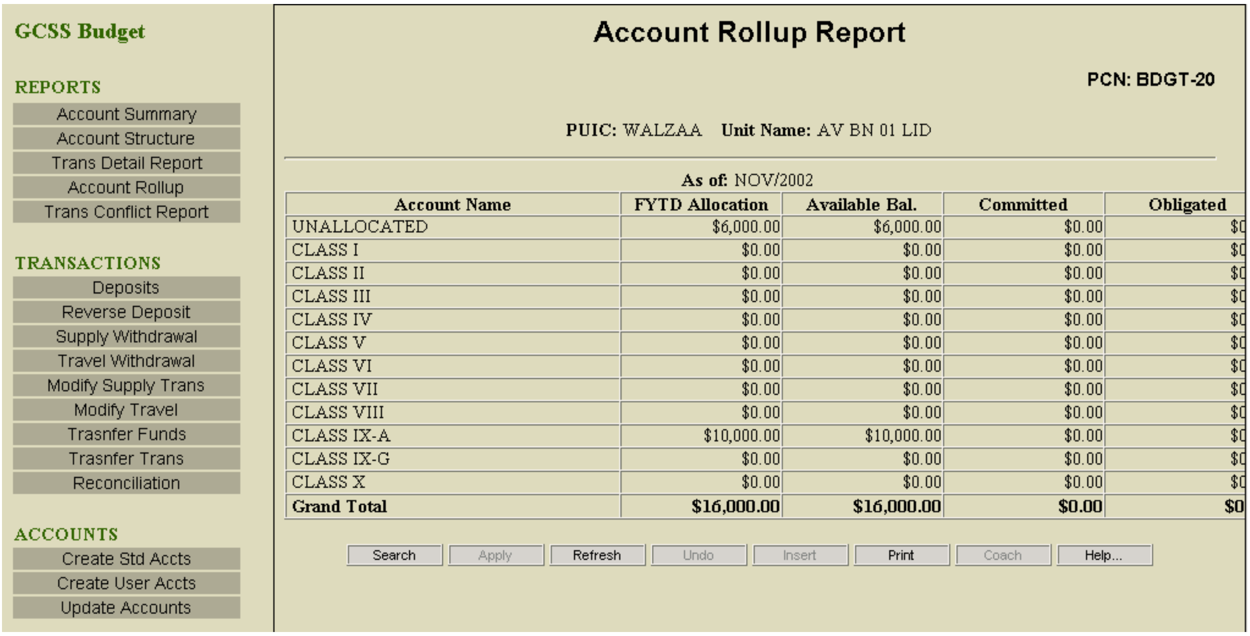
Figure 5.6-9 Account Rollup Screen

a. Click the **PUIC** LOV and click desired PUIC.

NOTE: If Fiscal or Calendar date is not selected, the totals for the current date will be displayed.

b. Click the **Fiscal** or **Calendar Dates** LOV and make a selection.

c. Click the **Apply** button to display the **Account Rollup Report** screen (Figure 5.6-10).



Account Name	FYTD Allocation	Available Bal.	Committed	Obligated
UNALLOCATED	$6,000.00	$6,000.00	$0.00	$0
CLASS I	$0.00	$0.00	$0.00	$0
CLASS II	$0.00	$0.00	$0.00	$0
CLASS III	$0.00	$0.00	$0.00	$0
CLASS IV	$0.00	$0.00	$0.00	$0
CLASS V	$0.00	$0.00	$0.00	$0
CLASS VI	$0.00	$0.00	$0.00	$0
CLASS VII	$0.00	$0.00	$0.00	$0
CLASS VIII	$0.00	$0.00	$0.00	$0
CLASS IX-A	$10,000.00	$10,000.00	$0.00	$0
CLASS IX-G	$0.00	$0.00	$0.00	$0
CLASS X	$0.00	$0.00	$0.00	$0
Grand Total	**$16,000.00**	**$16,000.00**	**$0.00**	**$0**

Figure 5.6-10 Account Rollup Report Screen

d. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

e. To search another PUIC, click the **Search** button to display the **Account Rollup** screen.

5.6.1.5 Transaction Conflict Report. This process provides the capability to view transaction conflicts after importing a budget transaction file(s) from ULLS Air/Ground.

a. To import an ULLS Air/Ground transaction file, see Section 14.6, Interfaces, ULLS Air/Ground.

b. A transaction conflict will occur when a transaction file is imported without a Supply Category of Material Code (SCMC). Once the transaction file is imported from ULLS Air/Ground click **Trans Conflict Report** from the **GCSS Budget** menu to display the **Transaction Conflict Report** screen (Figure 5.6-11).

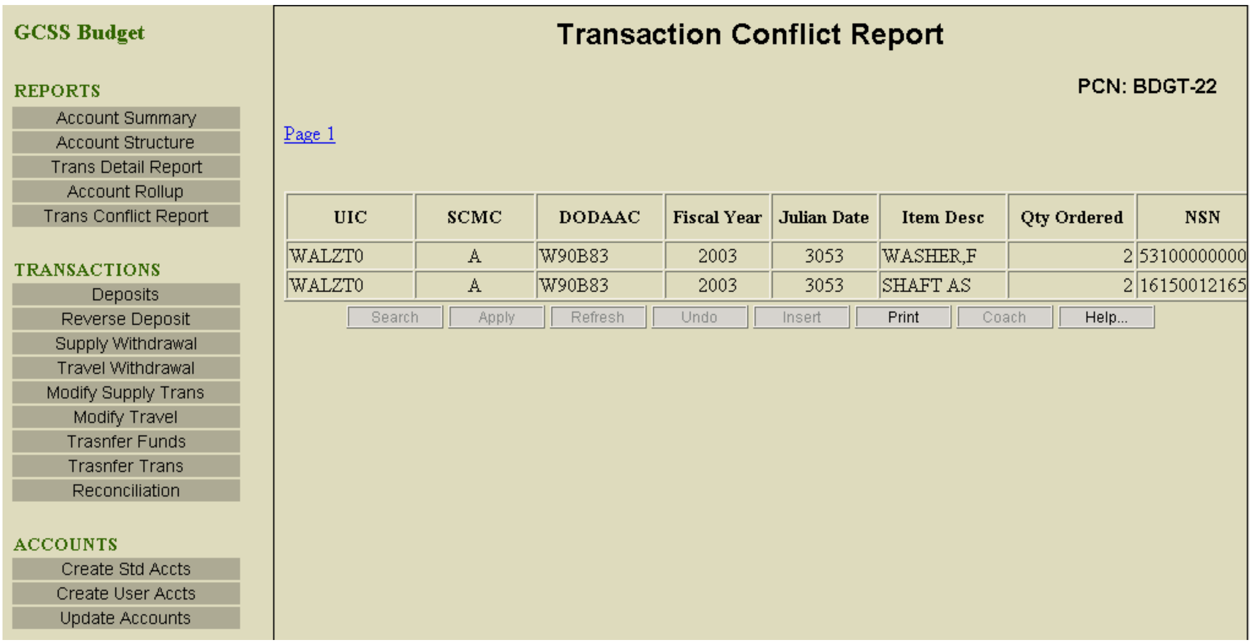


Figure 5.6-11 Transaction Conflict Report Screen

c. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

NOTE: A typical import will post the transaction to the appropriate account and can be viewed using the Transaction Detail Report function (see Section 5.6.1.1, Account Summary).

5.6.2 Budget Transactions. This process provides the capability to view/print deposits, reverse deposits, supply and travel withdrawals, modify supply and travel transactions, transfer funds and transactions, and conduct reconciliation's. From the **SPR-Module Main Menu**, **Administration** menu, click **Budget Functionality** to display the **GCSS Budget** menu.

5.6.2.1 Deposits. This process provides the capability to deposit funds to a UIC by account. Under the **Transaction** section click **Deposits** to display the **Deposits** screen (Figure 5.6-12).

NOTE: This menu option is only available to the Budget Officer.

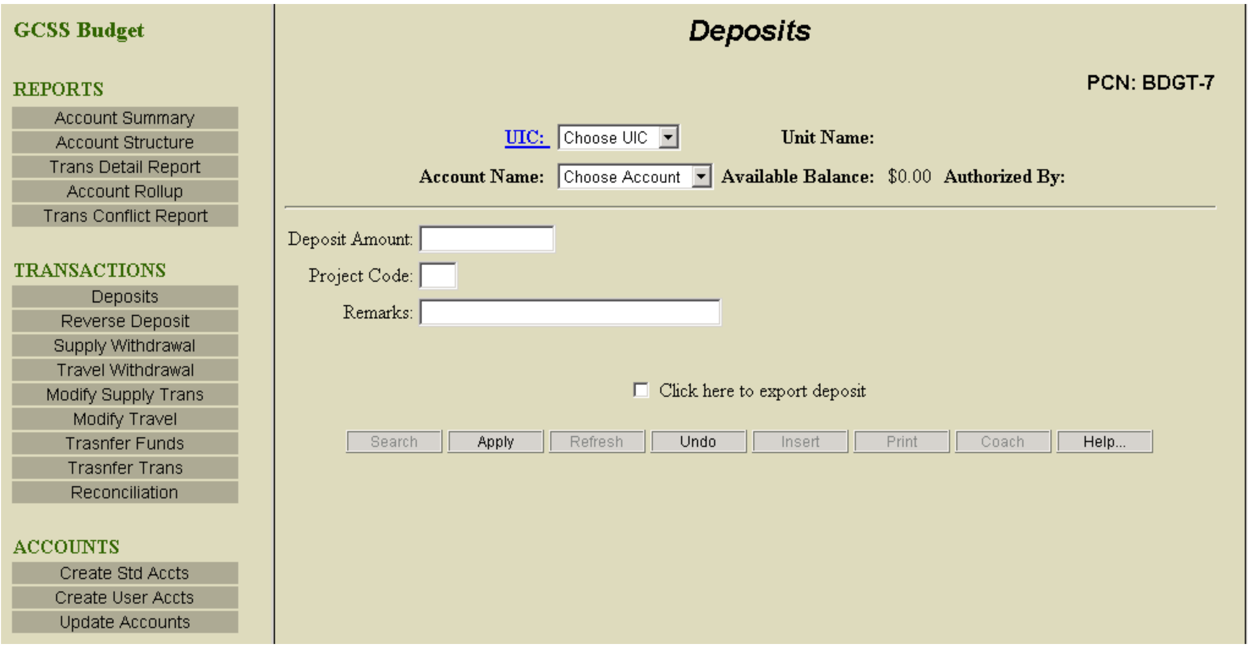


Figure 5.6-12 Deposits Screen

a. Click the **UIC** LOV and make a selection.

b. Click the **Account Name LOV** and make a selection.

NOTE: Once the UIC and Account Name are selected, the Available Balance will be displayed.

c. Type the **Deposit Amount**.

d. Make appropriate entries in the **Project Code**, and **Remarks** fields, if desired.

e. To export the information, click the **checkbox**.

f. Click the **Apply** button to save the information.

g. If not exporting, click **OK** to the message “Funds have been Deposited”, to return to the **Deposits** screen.

h. If exporting, click **OK** to the following messages:

(1) Following this alert, you will be prompted to save the export file. Please save the export file to the 'A' Drive.

(2) Please hit **OK** after completing download, and return to the **Deposits** screen.

5.6.2.2 Reverse Deposit. This process provides the capability to reverse deposits that were previously posted. Under the **Transaction** section, click **Reverse Deposit** to display the **Reverse Deposit** screen (Figure 5.6-13).

NOTE: This menu option is only available to the Budget Officer.

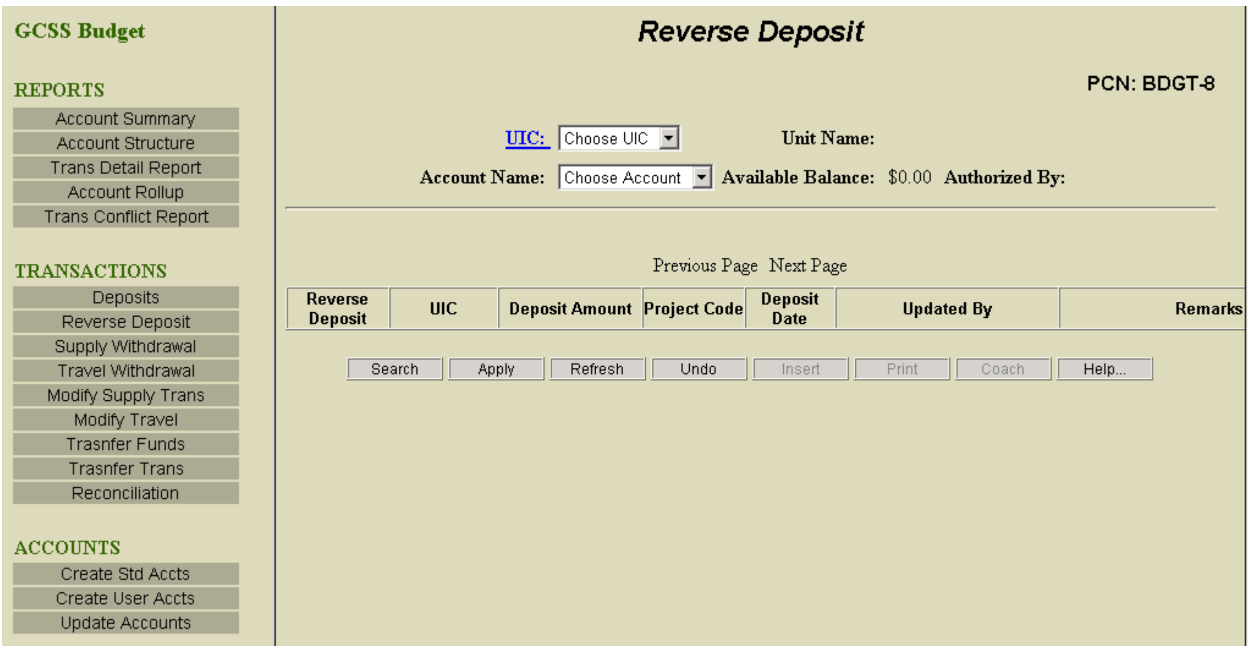


Figure 5.6-13 Reverse Deposit Screen

a. Click the **UIC** LOV and make a selection.

NOTE: Once the UIC and Account Name are selected, the Available Balance will be displayed.

b. Click the **Account Name LOV** and then click desired supply class to refresh the screen and display the information (Figure 5.6-14).

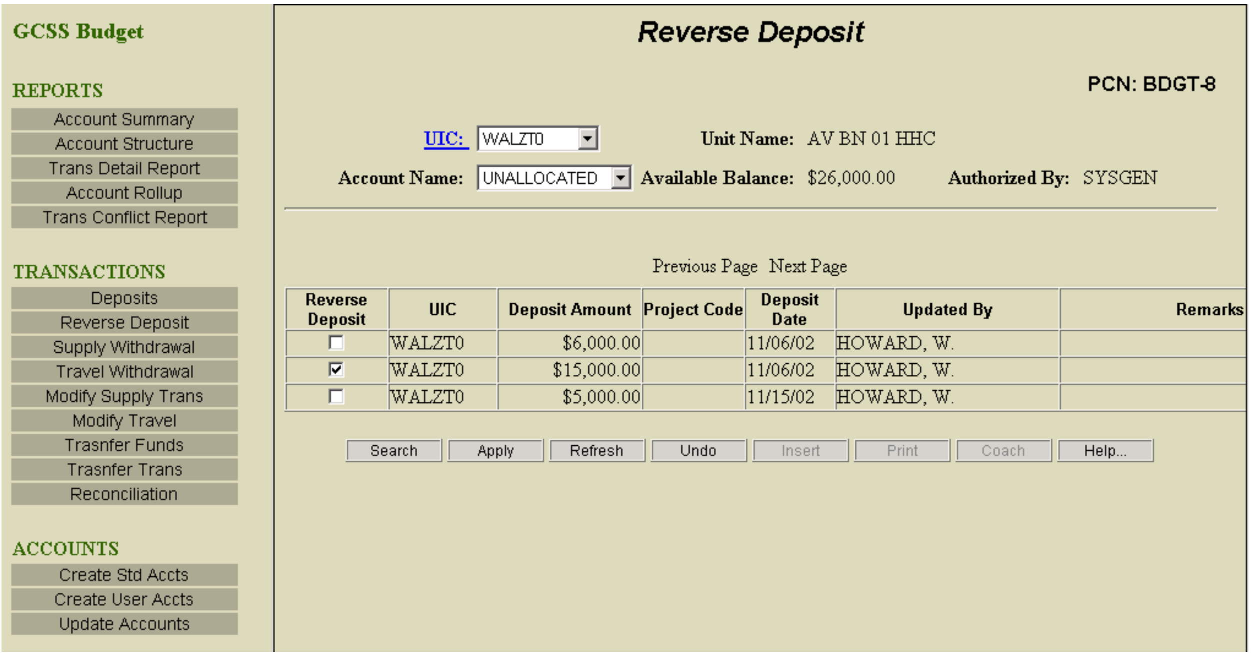


Figure 5.6-14 Reverse Deposit Screen

c. If available, click the **Next** or **Previous Page** button to page through the listing.

d. In the **Reverse Deposit** column, click the desired checkbox(s), and then click the **Apply** button to reverse the deposits.

e. Click **OK** to the message, “Deposit(s) have been reversed” to return to the **Reverse Deposit** screen.

f. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.6-15).

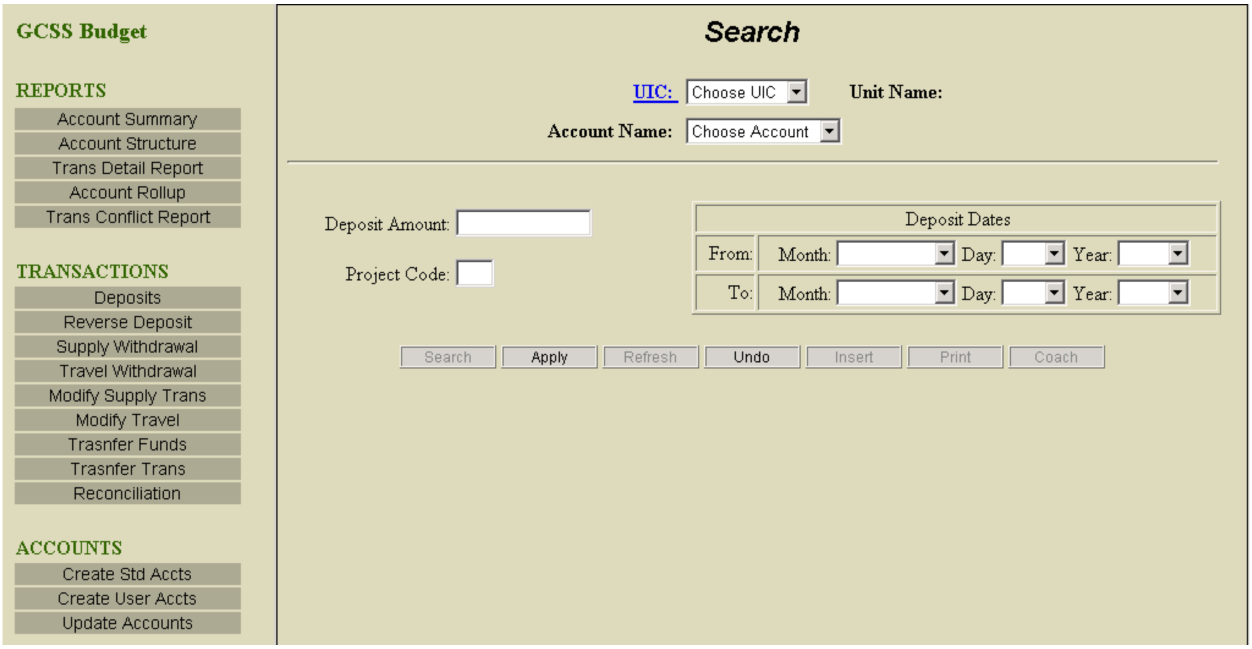


Figure 5.6-15 Search screen

Legend for Figure 5.6-15

Field Name	Description
UIC	Using the **LOV**, select the Unit Identification Code.
Account Name	Using the **LOV**, select the Standard or User Created Account.
Deposit Amount	Type the Dollar Amount of funds, if desired.
Project Code	Type the Project Code.
Deposit Dates *From* *To*	Using the From and To **LOVs** select desired dates using any of the following combinations: • *Month, Day, Year* • *Month, Year* • *Year*

(2) Click the **UIC**, and **Account Name** and LOVs and make appropriate selections.

(3) Type criteria for the Deposit Amount and the Project Code, if desired.

(4) Select any or all **Deposit Dates** LOVs, if desired.

(5) Click the **Apply** button to display the results.

5.6.2.3 Supply Withdrawal. This process provides the capability to commit unallocated funds. Under the **Transaction** section click **Supply Withdrawal** to display the **Supply Withdrawal** screen (Figure 5.6-16).

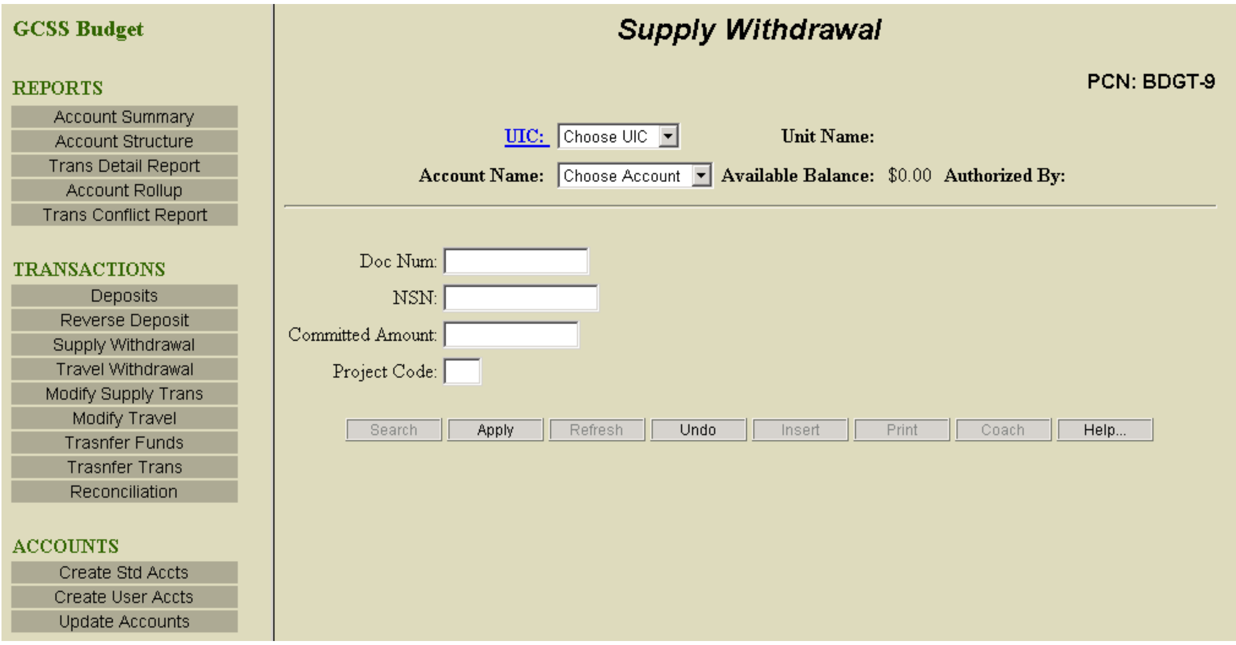


Figure 5.6-16 Supply Withdrawal Screen

Legend for Figure 5.6-16

Field Name	Description
Document Number	Type the Document Number. Document Numbers can't be duplicated.
NSN	Type a National Stock Number.
Committed Amount	Type the Dollar Amount.
Project Code	Type the Project Code.

a. Click the **UIC** LOV and make a selection.

NOTE: Once the UIC and Account Name are selected, the Available Balance will be displayed.

b. Click the **Account Name LOV**, and then click **Unallocated**.

c. Type the **Committed Amount**.

d. Type criteria for all other **non-LOV** fields.

e. Click the **Apply** button to process the transaction.

f. Click **OK** to the message, "Supply withdrawal has been processed", to return to the **Supply Withdrawal** screen.

5.6.2.4 Travel Withdrawal. This process provides the capability to commit unallocated funds for travel. Under the **Transaction** section, click **Travel Withdrawal** to display the **Travel Withdrawal** screen (Figure 5.6-17).

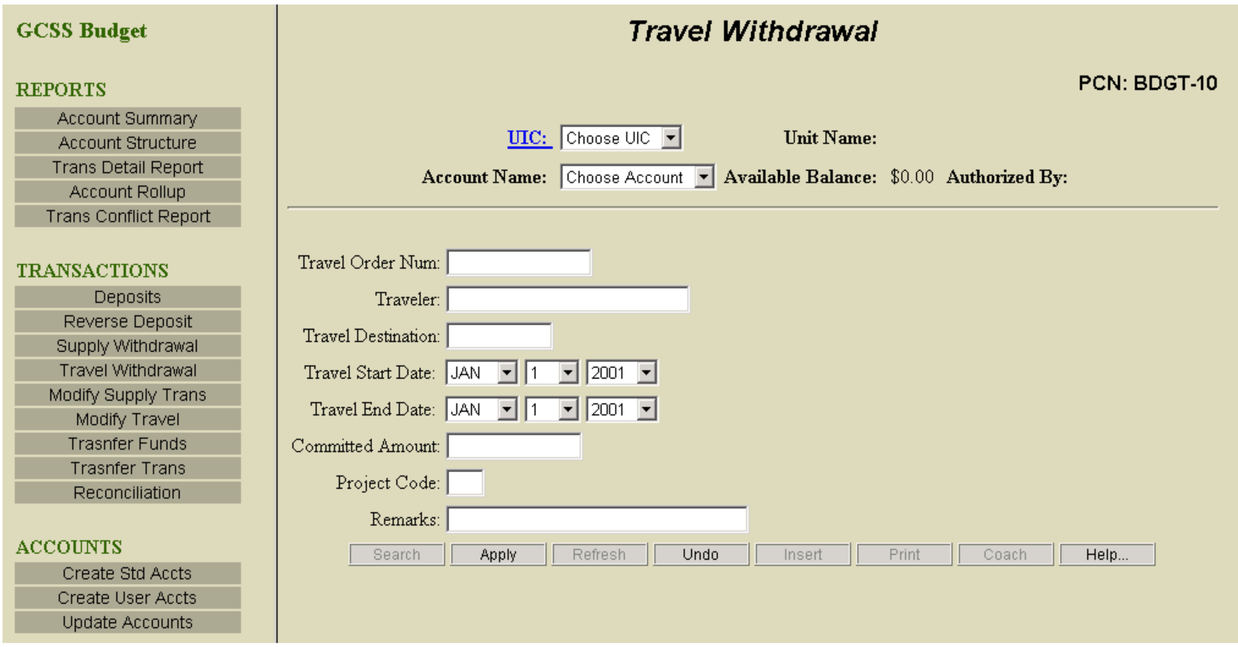


Figure 5.6-17 Travel Withdrawal Screen

Legend for Figure 5.6-17

Field Name	Description
Travel Order Number	Type the Travel Order Number. Travel Order Numbers can't be duplicated.
Traveler	Type the Name of traveler.
Travel Destination	Type the Destination.
Travel Start Date	Using **LOVs**, select start date.
Travel End Date	Using **LOVs**, select end date.
Committed Amount	Type the Dollar Amount of funds to be committed.
Project Code	Type the Project Code.
Remarks	Type appropriate Remarks.

a. Click the **UIC** LOV and make a selection.

NOTE: Once the UIC and Account Name are selected, the Available Balance will be displayed.

b. Click the **Account Name LOV**, and then click unallocated.

c. Type the **Committed Amount**.

d. Type criteria for all other **non-LOV** fields, if desired.

e. Click **LOVs** and make a selection, if desired.

f. Click the **Apply** button to process the transaction.

g. Click **OK** to the message, "Travel withdrawal has been processed", to return to the **Travel Withdrawal** screen.

5.6.2.5 Modify Supply Trans. This process provides the capability to modify supply transactions. Under the **Transaction** section click **Modify Supply Trans** to display the **Modify Supply Transactions** screen (Figure 5.6-18).

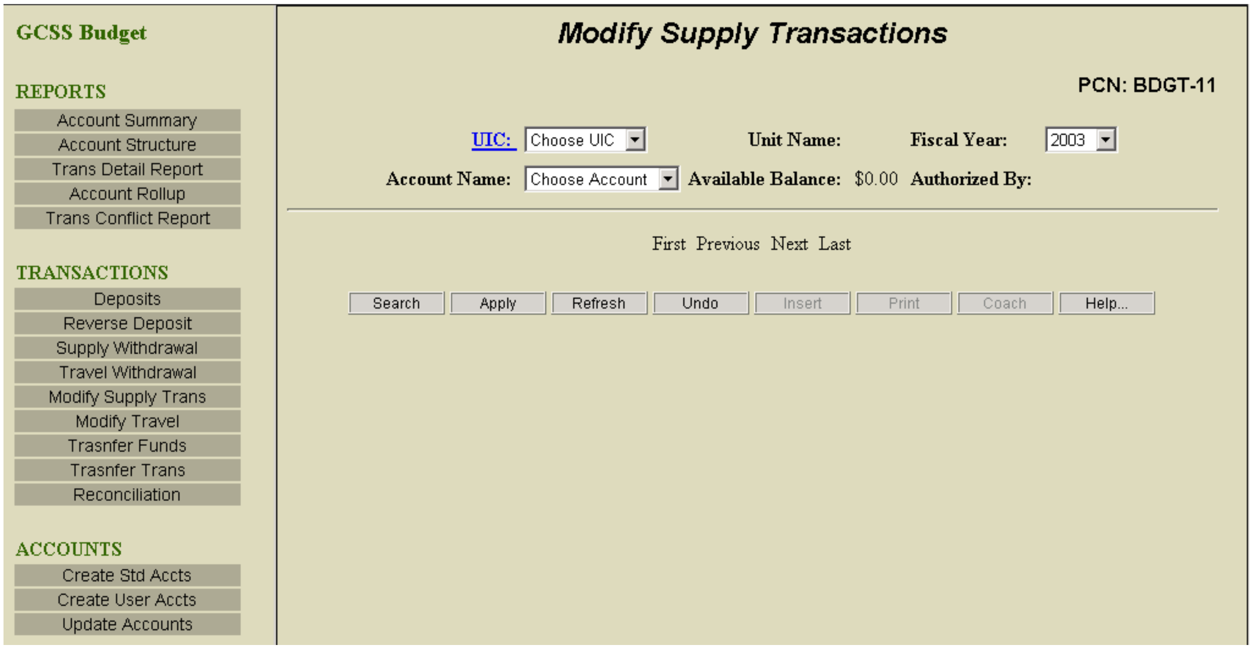


Figure 5.6-18 Modify Supply Transactions Screen

b. Click the **UIC** LOV and make a selection.

NOTE: Once the UIC and Account Name are selected, the Available Balance will be displayed.

c. Click the **Account Name** LOV, and make a selection to refresh the screen and display the information.

d. Click the **Fiscal Year** LOV, and make a selection (Figure 5.6-19).

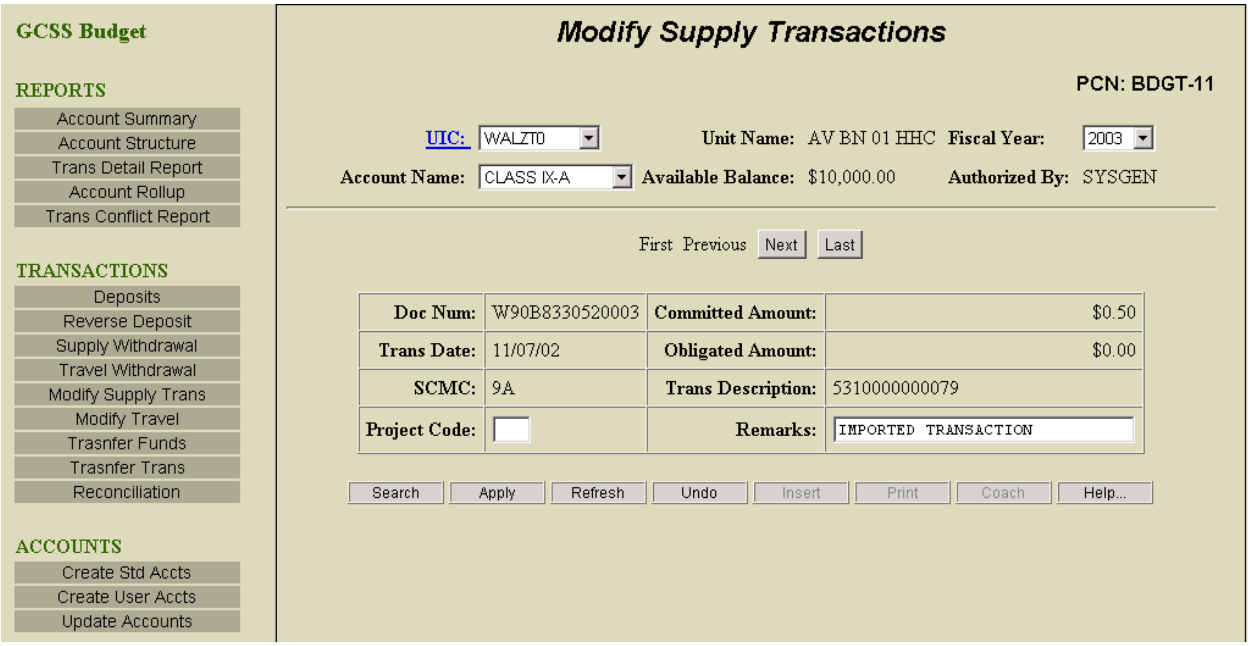


Figure 5.6-19 Modify Supply Transactions Screen

e. If available, click the **Next** or **Previous** button to view the next or previous record.

f. If available, click the **Last** or **First** button to view the last or first record.

g. If desired, type the **Project Code** or appropriate **Remarks**.

h. Click the **Apply** button to process the transaction.

i. Click **OK** to the message, “Transaction profile has been updated.”, to return to the **Modify Supply Transactions** screen.

j. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.6-20).

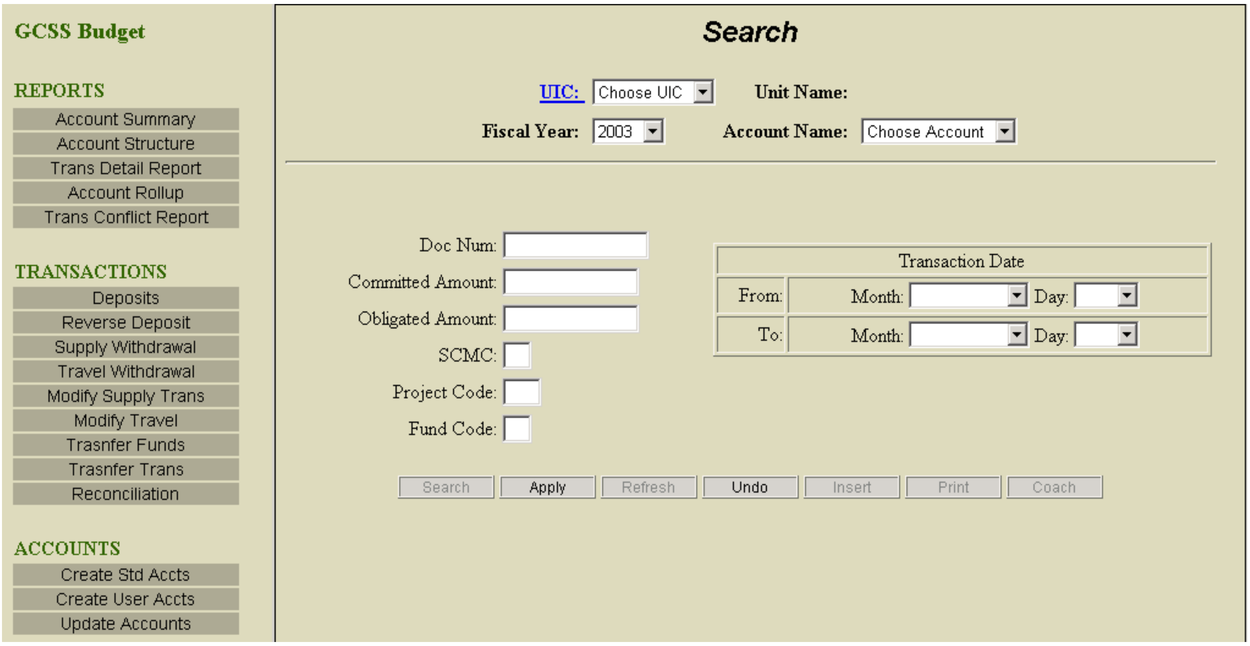


Figure 5.6-20 Search screen

Legend for Figure 5.6-20

Field Name	Description
Document Number	Type a Document Number.
Committed Amount	Type the Dollar Amount of funds to be committed.
Obligated Amount	Type the Dollar Amount of funds to be obligated.
SCMC	Type the Supply Category of Materiel Code.
Project Code	Type the Project Code.
Fund Code	Type the Fund Code.
Transaction Date	Using **LOVs**, select appropriate dates.

(6) Click the **UIC**, **Fiscal Year**, and **Account Name** LOVs and make appropriate selections.

(7) Type criteria for any or all **non-LOV** fields.

(8) Select any or all **Transaction Date** LOVs and make a selection to display the **Modify Supply Transactions** screen.

5.6.2.6 Modify Travel. This process provides the capability to modify travel transactions. Under the **Transaction** section, click **Modify Travel** to display the **Modify Travel Transactions** screen (Figure 5.6-21).

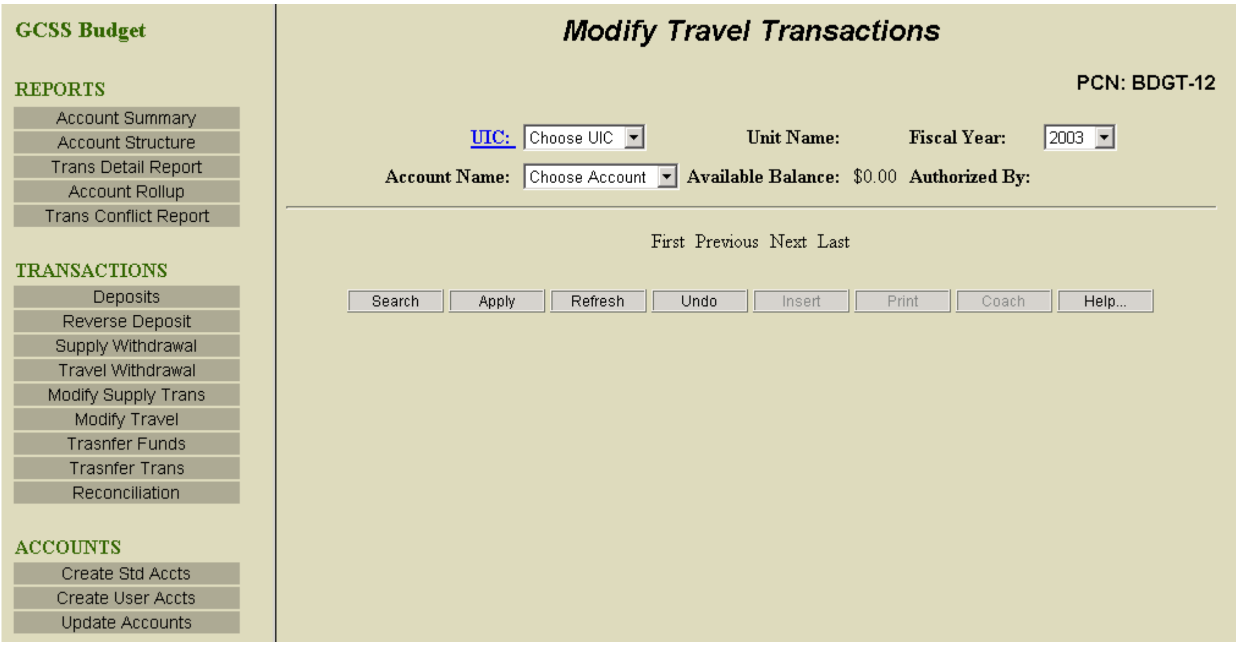


Figure 5.6-21 Modify Travel Transactions Screen

a. Click the **UIC** LOV and make a selection.

NOTE: Once the UIC and Account Name are selected, the Available Balance will be displayed.

b. Click the **Account Name** LOV, and make a selection to refresh the screen and display the information.

c. Click the **Fiscal Year** LOV, and make a selection (Figure 5.6-22).

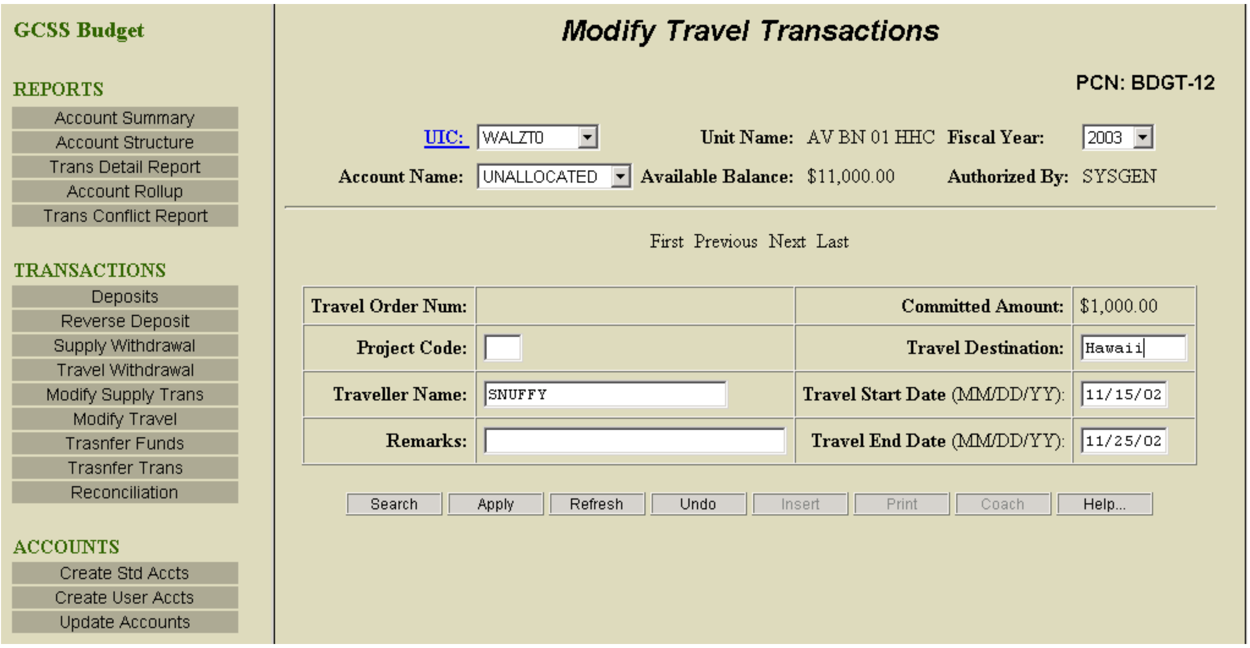


Figure 5.6-22 Modify Travel Transactions Screen

d. If available, click the **Next** or **Previous** button to view the next or previous record.

e. If available, click the **Last** or **First** button to view the last or first record.

NOTE: The fields on the bottom section of the screen will be automatically populated with the information entered on the original transaction.

f. If desired, type information in **non-LOV** fields.

g. Click the **Apply** button to process the transaction.

h. Click **OK** to the message, “Transaction profile has been updated.”, and return to the **Modify Travel Transactions** screen.

i. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.6-23).

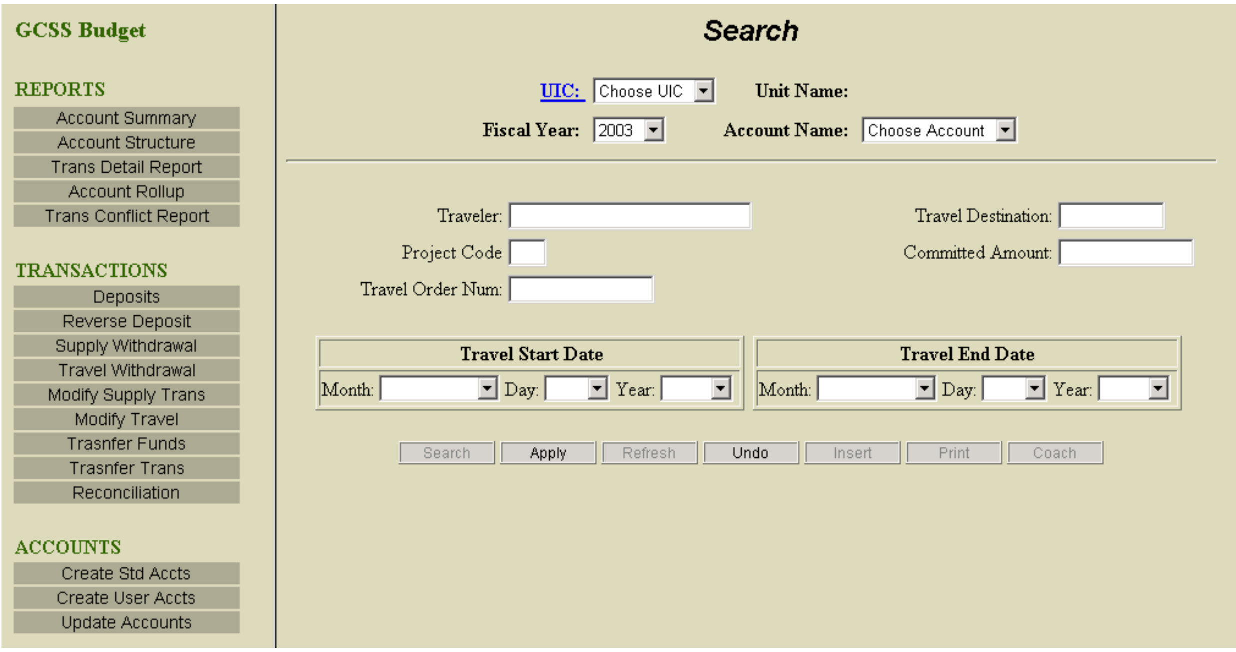


Figure 5.6-23 Search screen

Legend for Figure 5.6-23

Field Name	Description
Traveler	Type the Name of Traveler.
Travel Destination	Type the Destination.
Project Code	Type the Project Code.
Committed Amount	Type the Dollar Amount of funds to be committed.
Document Number	Type the Document Number.
Travel Start Date	Click the **LOV** and select appropriate date.
Travel End Date	Click the **LOV** and select appropriate date.

(2) Click the **UIC**, **Fiscal Year**, and **Account Name** LOVs and make appropriate selections.

(3) Type and/or select desired search criteria.

(4) Click the **Apply** button to display the **Modify Travel Transactions** screen.

<u>5.6.2.7 Transfer Funds.</u> This process provides the capability to transfer funds from one account to another. Under the **Transaction** section click **Transfer Funds** to display the **Transfer Funds** screen (Figure 5.6-24).

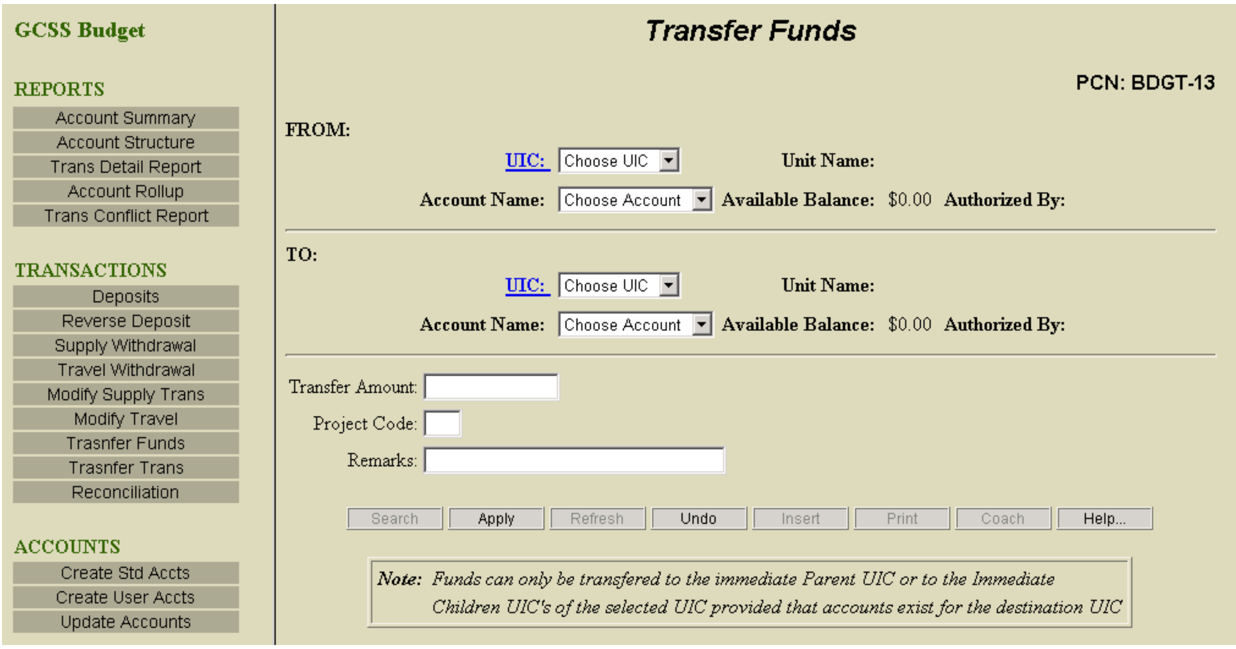


Figure 5.6-24 Transfer Funds Screen

NOTE: Funds can only be transferred from the selected UIC, to the immediate Parent UIC or the immediate Child UIC(s), provided an account exist for the destination UIC.

a. To select the accounts the funds will be transferred **From**:

(1) Click the **UIC** LOV and make a selection.

NOTE: Once the UIC and Account Name are selected, the Available Balance will be displayed.

(2) Click the **Account Name LOV**, and then click the appropriate account.

b. To select the accounts the funds will be transferred **To**:

(1) Click the **UIC** LOV and make a selection.

NOTE: Once the UIC and Account Name are selected, the Available Balance will be displayed.

(2) Click the **Account Name** LOV, and then click the appropriate account.

c. Type the amount to be transferred.

d. Type appropriate remarks, if desired.

e. Click the **Apply** button to transfer funds.

f. Click **OK** to the message, “Funds have been transferred”, to return to the **Transfer Funds** screen.

5.6.2.8 Transfer Trans. This process provides the capability to move a supply or travel withdrawal from one account to another, repost the transaction(s), and update the available balance for both accounts. Under the **Transaction** section click **Transfer Transactions** to display the **Transfer Transactions** screen (Figure 5.6-25).

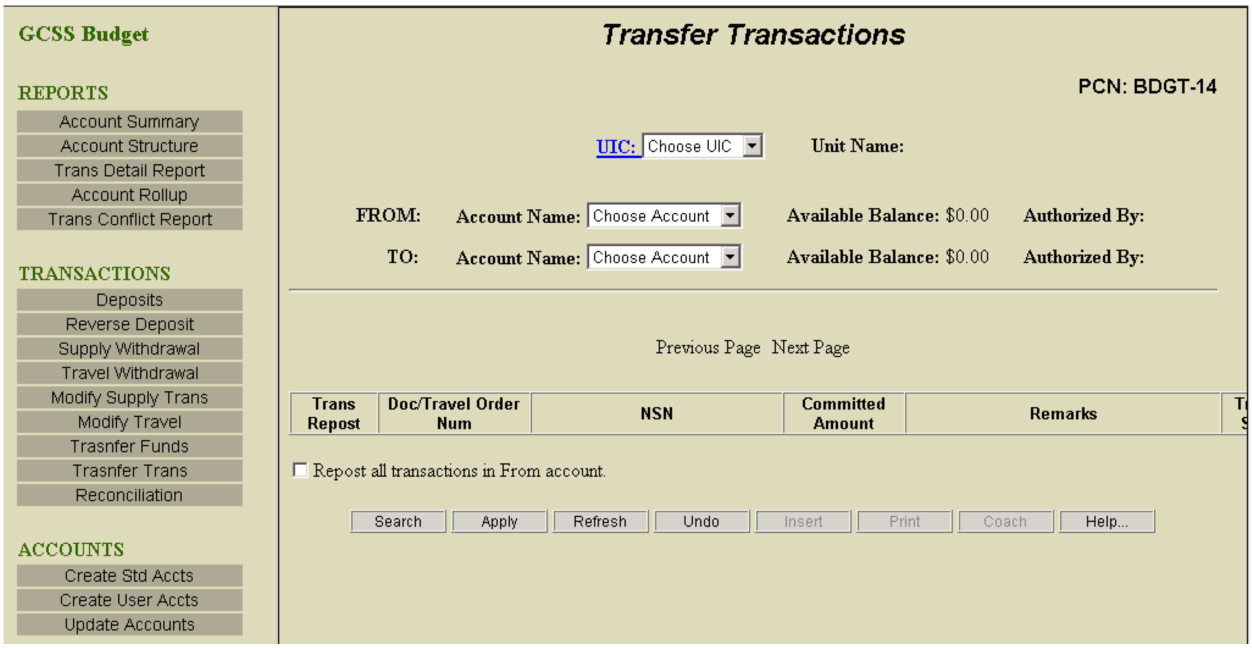


Figure 5.6-25 Transfer Transactions Screen

a. Click the **UIC** LOV and make a selection.

NOTE: Once the Account Name fields are selected, the Available Balances will be displayed.

b. Click the **From: Account Name** LOV and make a selection.

c. Click the **To: Account Name** LOV and make a selection to refresh the screen and display the information (Figure 5.6-26).

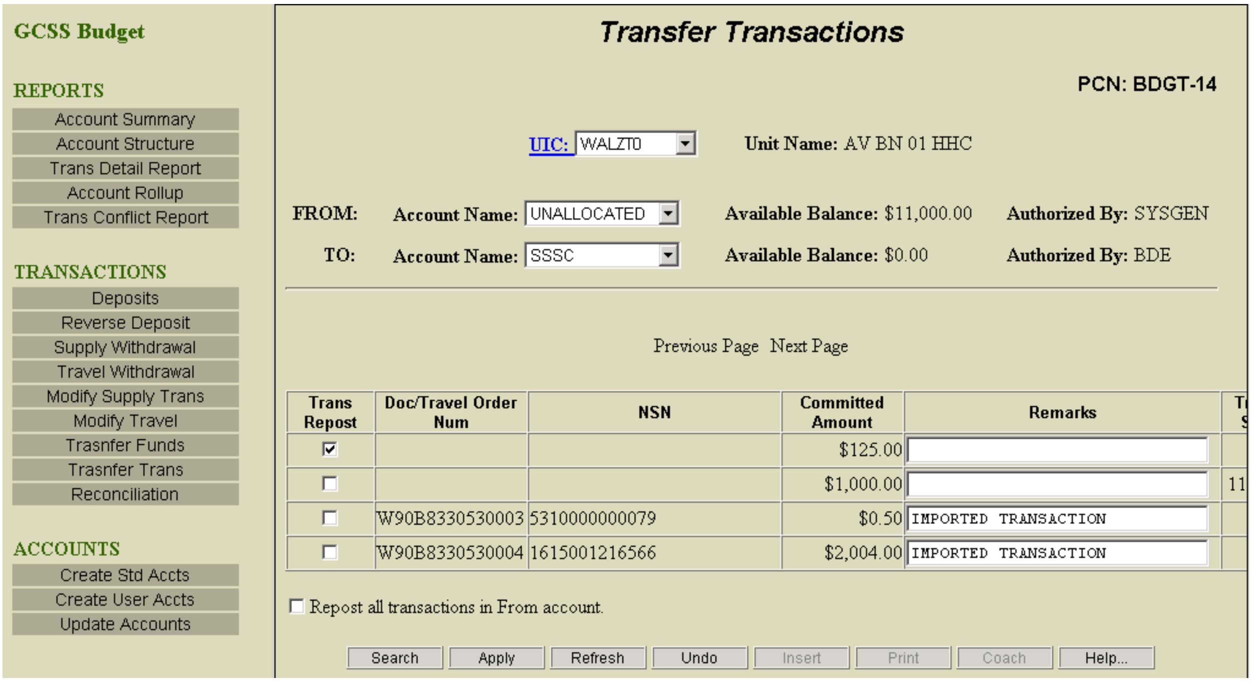


Figure 5.6-26 Transfer Transactions Screen

d. Click the **Next or Previous Page** button to page through the listing.

e. To repost the transaction, click the desired **checkbox** in the **Trans Repost** column.

f. To repost all **From** account transactions, click the **Repost all transactions in From account** checkbox.

g. If desired, enter appropriate remarks in the **Remarks** field.

h. Click the **Apply** button to save information.

i. Click **OK** to the message, “You have chosen to report all transactions in the From account. Click OK to continue”.

j. Click **OK** to the message, “Transaction(s) have been reposted”, to return to the **Transfer Transactions** screen.

k. To search for a specific transaction(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.6-27).

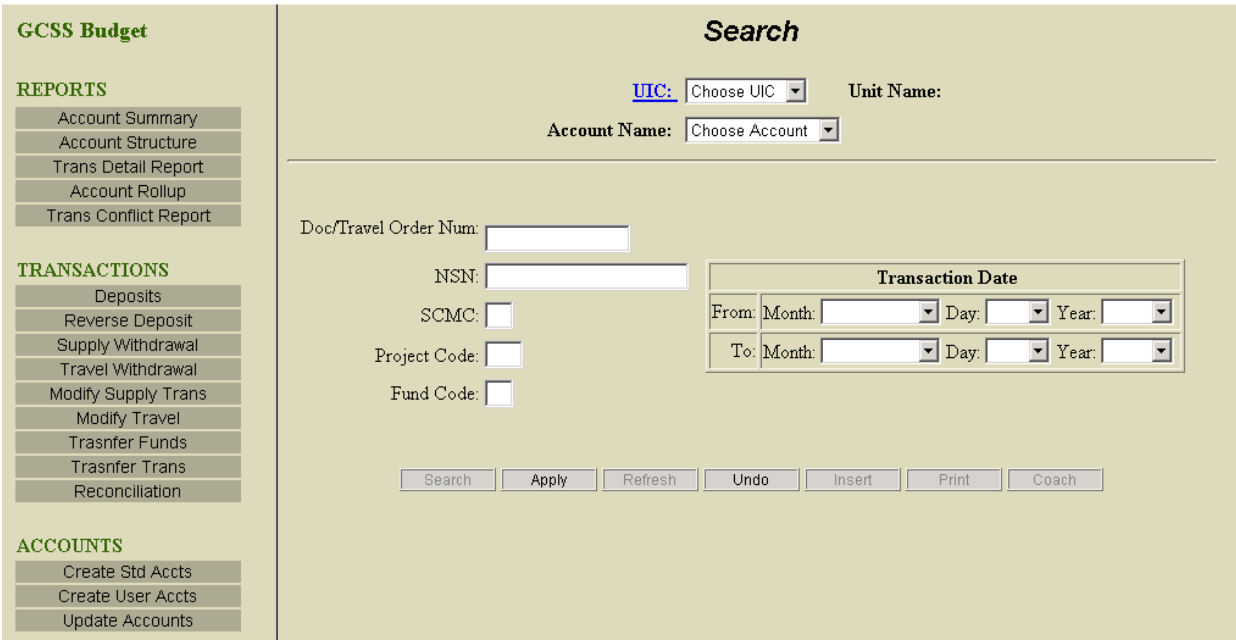


Figure 5.6-27 Search Screen

Legend for Figure 5.6-27

Field Name	Description
Doc/Travel Order Num	Type the document or travel order number.
NSN	Type the National Stock Number.
SCMC	Type the Supply Category of Materiel Code.
Project Code	Type the Project Code.
Fund Code	Type the Fund Code.
Transaction Date	Click the LOVs and select appropriate date information.

(2) Type criteria for any or all **non-LOV** fields.

(3) Select any or all **Transaction Date** LOVs and make a selection to display the results on the **Transfer Transaction** screen.

5.6.2.9 Reconciliation. This process provides the capability to obligate funds and close transactions. Under the **Transaction** section click **Reconciliation** to display the **Reconciliation** screen (Figure 5.6-28).

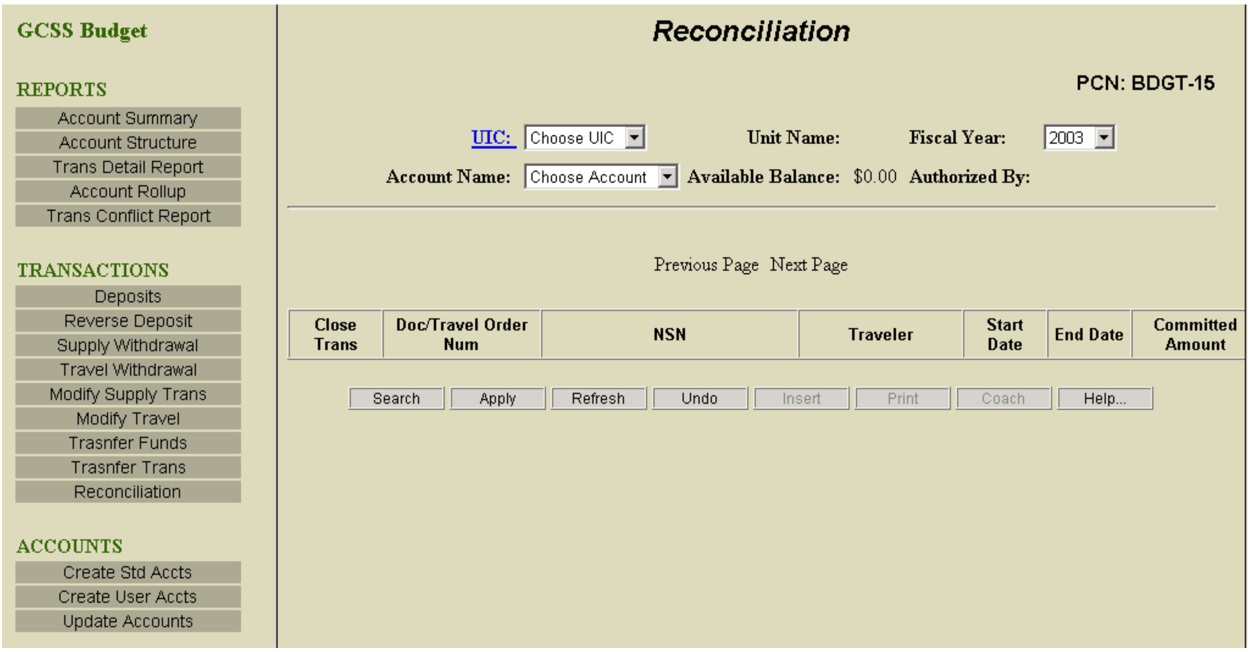


Figure5.6-28 Reconciliation Screen

a. Click the **UIC** LOV and make a selection.

NOTE: Once the Account Name field is selected, the Available Balance will be displayed.

b. Click the **Account Name** LOV and click desired **Account Name**, to refresh the screen and display the information.

c. Click the **Fiscal Year** LOV and make a selection (Figure 5.6-29).

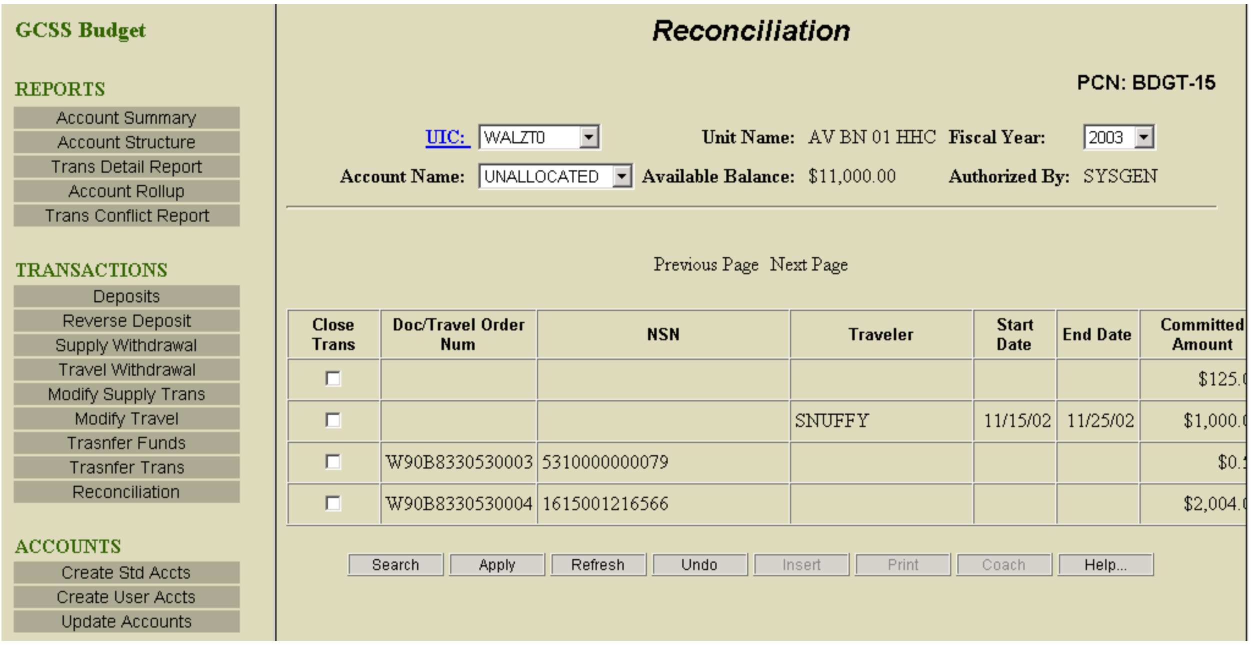


Figure 5.6-29 Reconciliation Screen

d. Click the **Next or Previous Page** button to page through the listing.

e. Type the Obligated amount.

f. Click the **Close Tran** checkbox to close the transaction.

g. Type appropriate remarks in the **Remarks** field.

h. Click the **Apply** button to save the information.

i. Click **OK** to the message, “Reconciliation Complete” to return to the **Reconciliation** screen.

j. To search for a specific transaction(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.6-30).

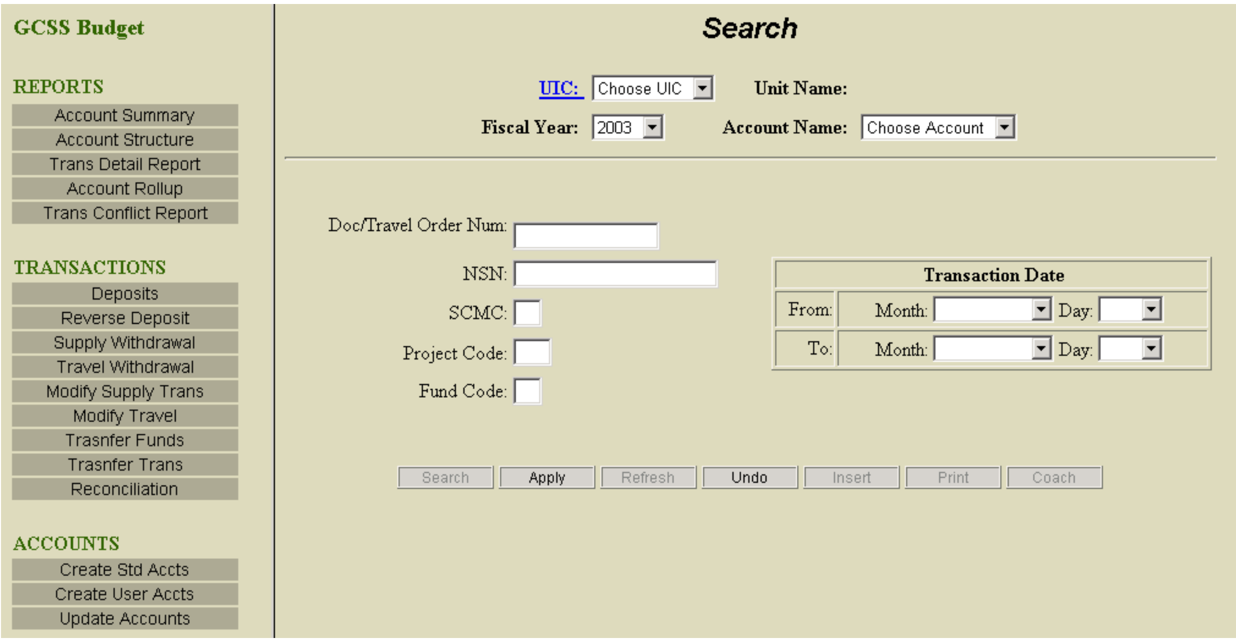


Figure 5.6-30 Search Screen

(2) Click the **UIC**, **Fiscal Year**, and **Account Name** LOVs and make appropriate selections.

(3) Type criteria for any or all **non-LOV** fields.

(4) Select any or all **Transaction Date** LOVs and make a selection.

(5) Click the **Apply** button to display the results on the **Reconciliation** screen.

5.6.3 Budget Accounts. This process provides the capability to create standard accounts, create user accounts and update account profiles. From the **SPR-Module Main Menu**, **Administration** menu, click **Budget Functionality** to display the **GCSS Budget** menu.

<u>5.6.3.1 Create Standard Accounts.</u> This process provides the capability to create a standard account. Under the **Accounts** section, click **Create Std Accts** to display the **Create Standard Accounts** screen (Figure 5.6-31).

NOTE: If a Standard account has already been created, the screen will display the message, "Standard accounts have already been created for this UIC. Please select another UIC".

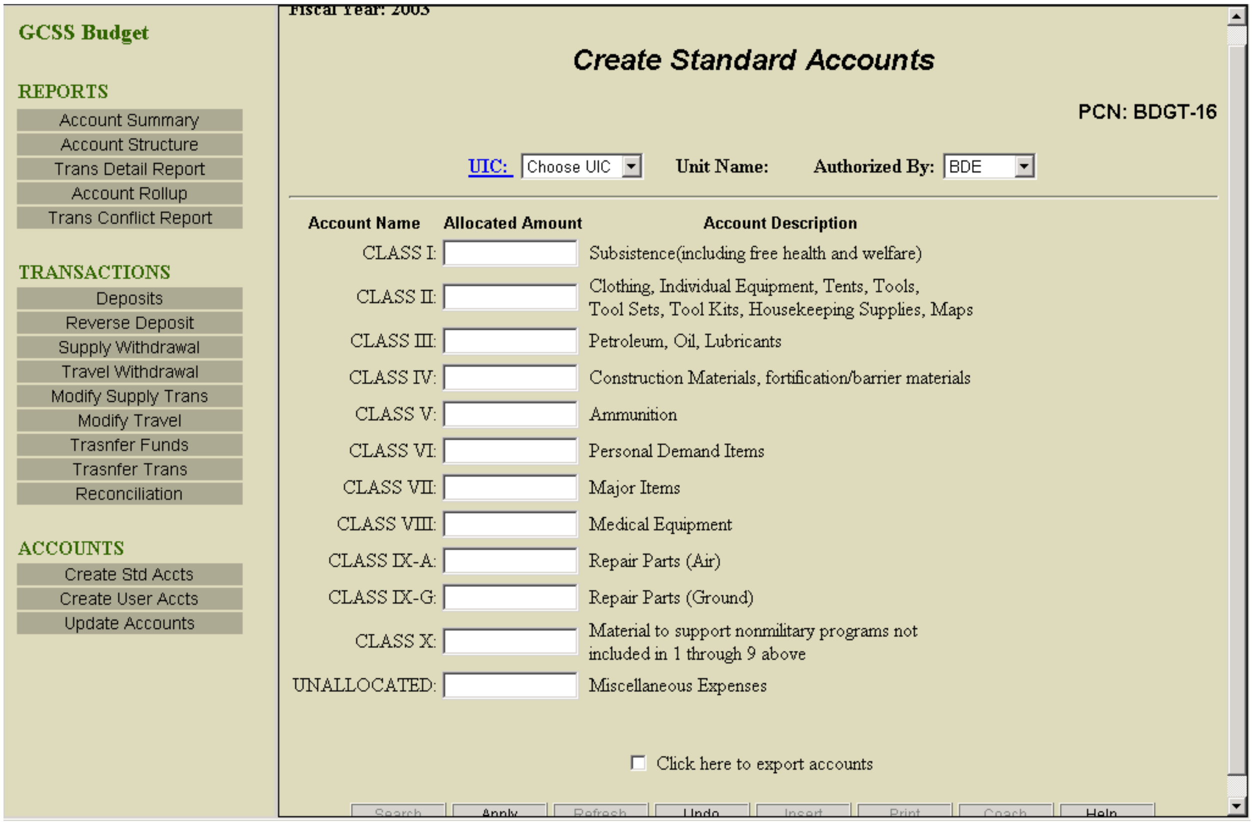


Figure 5.6-31 Create Standard Accounts Screen

a. Click the **UIC** LOV and click desired UIC.

b. Click the **Authorized By** LOV and make a selection.

NOTE: Only the Budget Officer can allocate funds.

c. Type the dollar amount for any or all of the fields in the **Allocated Amount** column, or leave the **Allocated Amount** blank to create an account without allocating funds.

d. Click the **Export** checkbox, if desired.

e. Click the **Apply** button to save the information.

(1) If **Export** checkbox *was not* selected, click **OK** to the message, "Accounts have been created", and return to the **Create Standard Accounts** screen.

(2) If **Export** checkbox *was* selected:

(a) Click the **Export Accounts** checkbox:

(b) Click the **Apply** button to save information.

(c) Click **OK** to the message, "Following this alert, you will be prompted to save the export file. Please save the export file to the A drive".

(d) Click the **Save File…** button on the Netscape message box.

(e) Insert floppy disk.

(f) Verify the **Save in** and **File Name** fields on the Netscape **Save As…** screen (Figure 5.6-32).

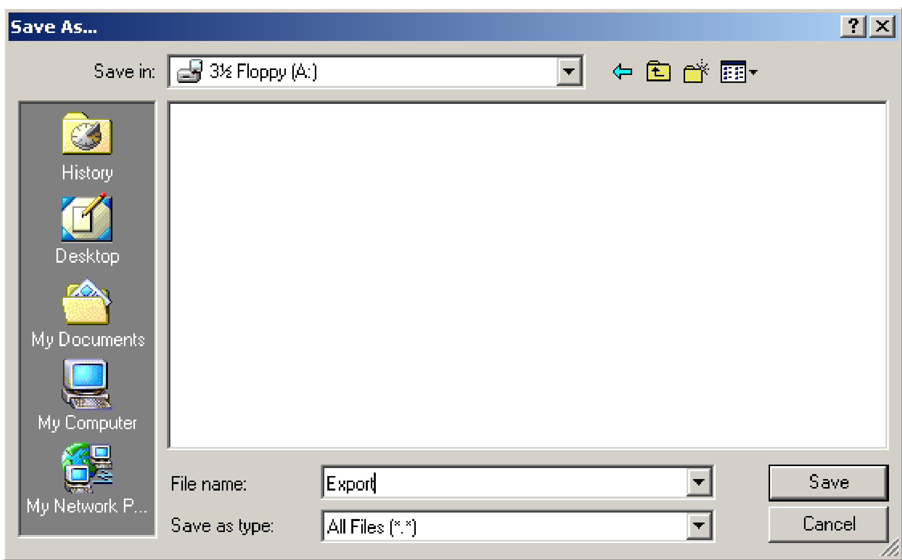


Figure 5.6-32 Export, Save As Screen

(g) Click the **Save** button.

(h) Click **X** to close the screen.

(i) Click **OK** to the message, "Please hit ok after completing download".

(j) Click **OK** to the message, "Accounts have been created".

5.6.3.2 Create User Accounts. This process provides the capability to create a user account. Under the **Accounts** section, click **Create User Accts** to display the **Create User Accounts** screen (Figure 5.6-33).

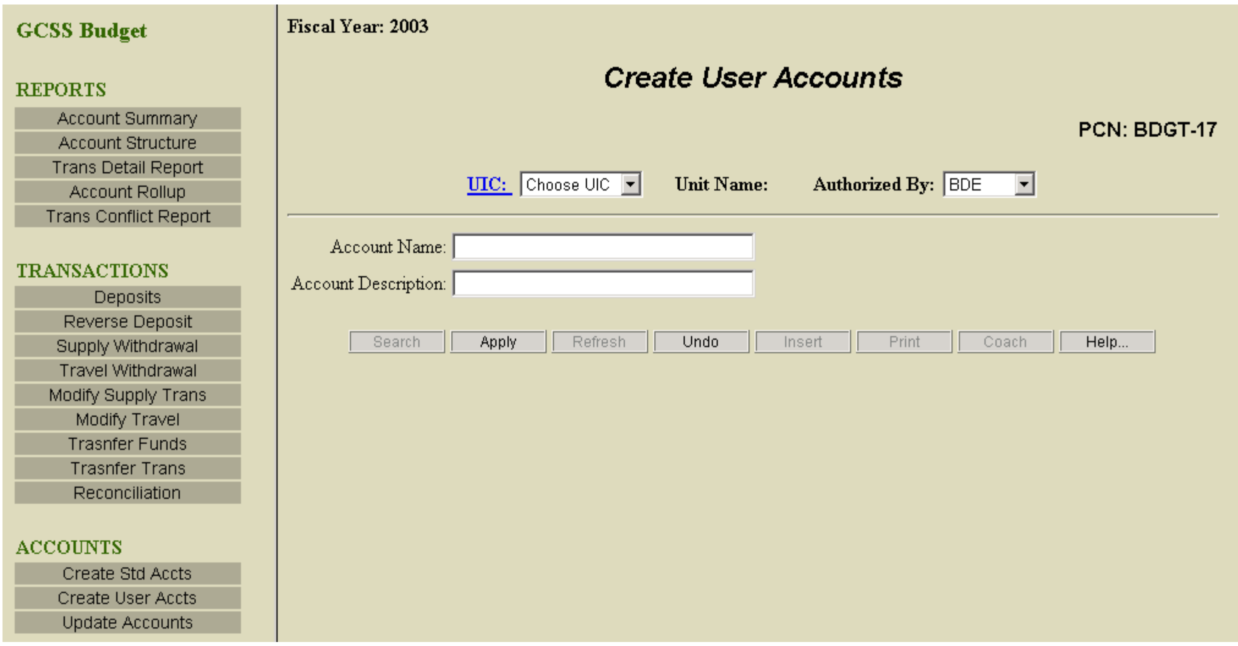


Figure 5.6-33 Create User Accounts Screen

a. Click the **UIC** LOV and click desired UIC.

b. Click the **Authorized By** LOV and make a selection (Defaults to BDE).

c. Type the Account Name.

d. If desired, type a Description of the account in the **Account Description** field.

e. Click the **Apply** button to save the information.

f. Click **OK** to the message, “Account has been created” and return to the **Create User Accounts** screen.

5.6.3.3 Update Accounts. This process provides the capability to update standard and user account information. Under the **Accounts** section, click **Update Accounts** to display the **Update Accounts** screen (Figure 5.6-34).

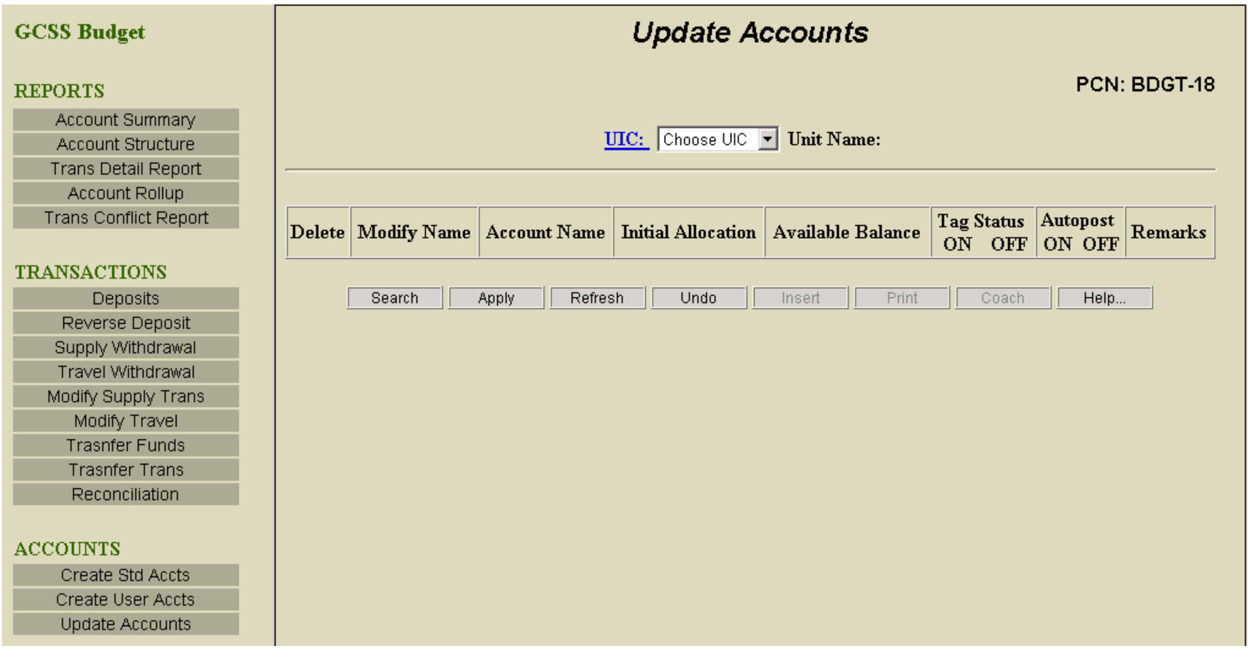


Figure 5.6-34 Update Accounts Screen

a. Click the **UIC** LOV and then click the desired UIC to refresh the screen and display the information (5.6-35).

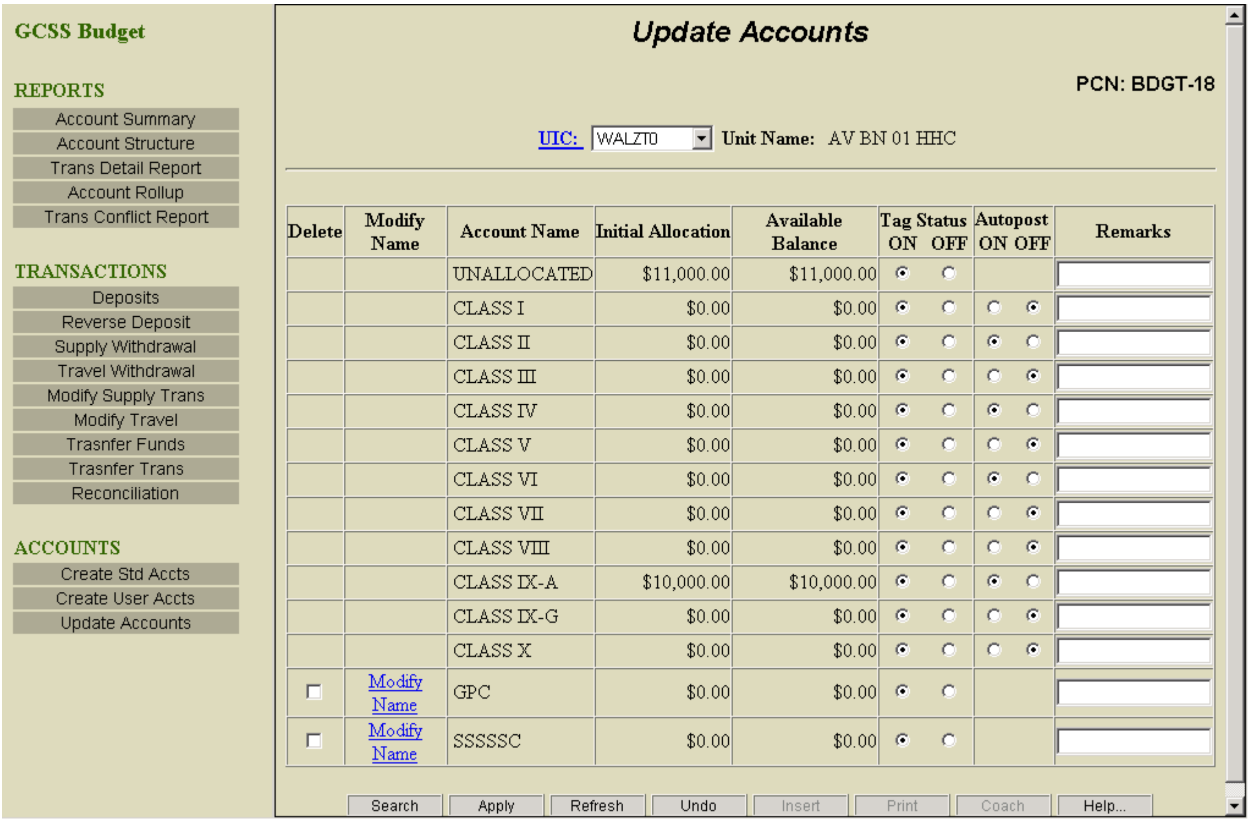


Figure 5.6-35 Update Accounts Screen

NOTE: Figure 5.6-35 displays the ten standard account names and two user accounts that were created for the displayed UIC.

b. Click the **Next Page** or **Previous Page** button to page through the listing.

c. To delete a user account, click the **Checkbox** in the **Delete** column.

NOTE: Standard Accounts can't be deleted. User Accounts can only be deleted when the account is at zero balance and no supply or travel withdrawals have been processed.

d. To modify the Account Name, click the underscored **Modify Name** to display the **Update Account Name** screen (Figure 5.6-36):

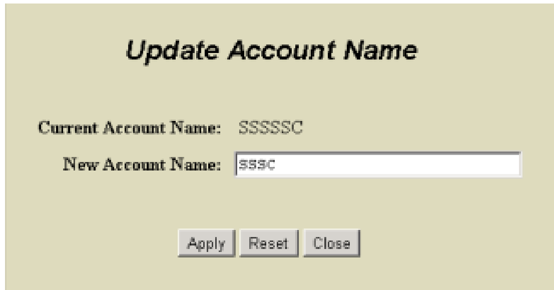


Figure 5.6-36 Update Account Name Screen

(1) Type the New Account Name.

(2) Click the **Apply** button to save the information and return to the **Update Accounts** screen with the new Account Name displayed (Figure 5.6-37).

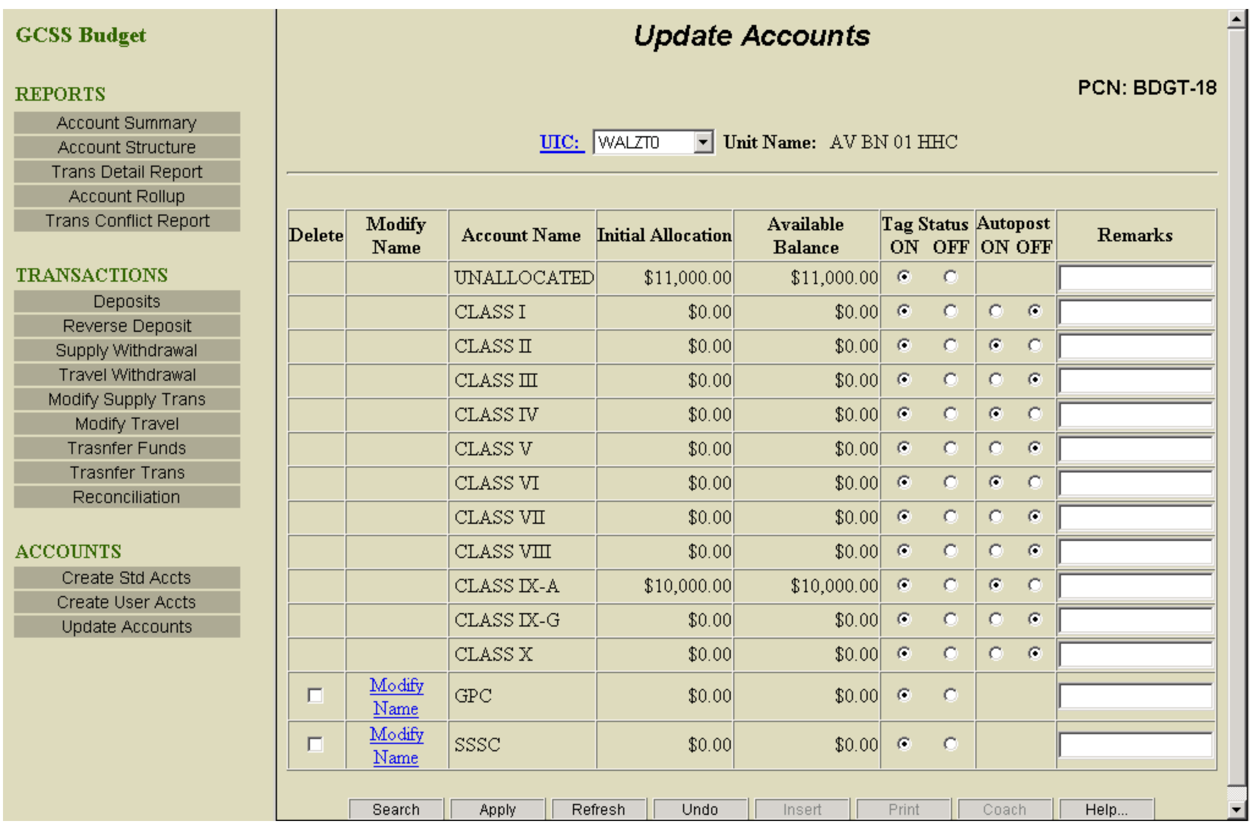


Figure 5.6-37 Update Accounts Screen

e. To change the Tag Status, click the **'On'** or **'Off'** radio button in the **Tag Status** column.

NOTE: The Tag Status defaults to '*On*' when the account is created. Tag Status controls accounts displayed on the Account Summary Report and the Transaction Detail Report screen, Account Name LOV. If set to '*Off*', the account will not be displayed on the Report or the LOV.

f. To change the automatic post, click the **'On'** or **'Off'** radio button in the **Autopost** column.

NOTE: The Autopost defaults to '*Off*' when the account is created. Autopost controls the automatic posting of transactions to the Standard Accounts. If set to '*On',* the system will automatically deduct the funds and post to the appropriate standard account when a request is processed for that Class of Supply.

g. If desired, enter remark pertaining to the account in the **Remarks** column.

h. To search for as specific record(s):

(1) Click the **Search** button to display the **Update Account** screen (Figure 5.6-38).

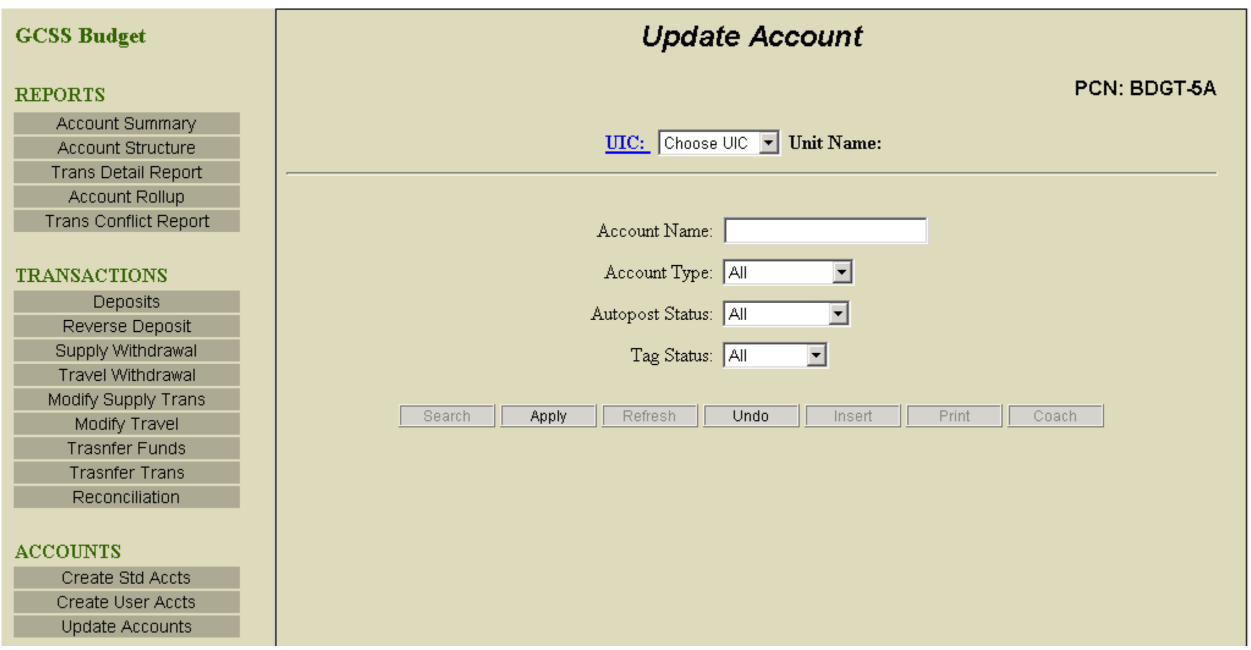


Figure 5.6-38 Update Account Search Screen

Legend for Figure 5.6-38

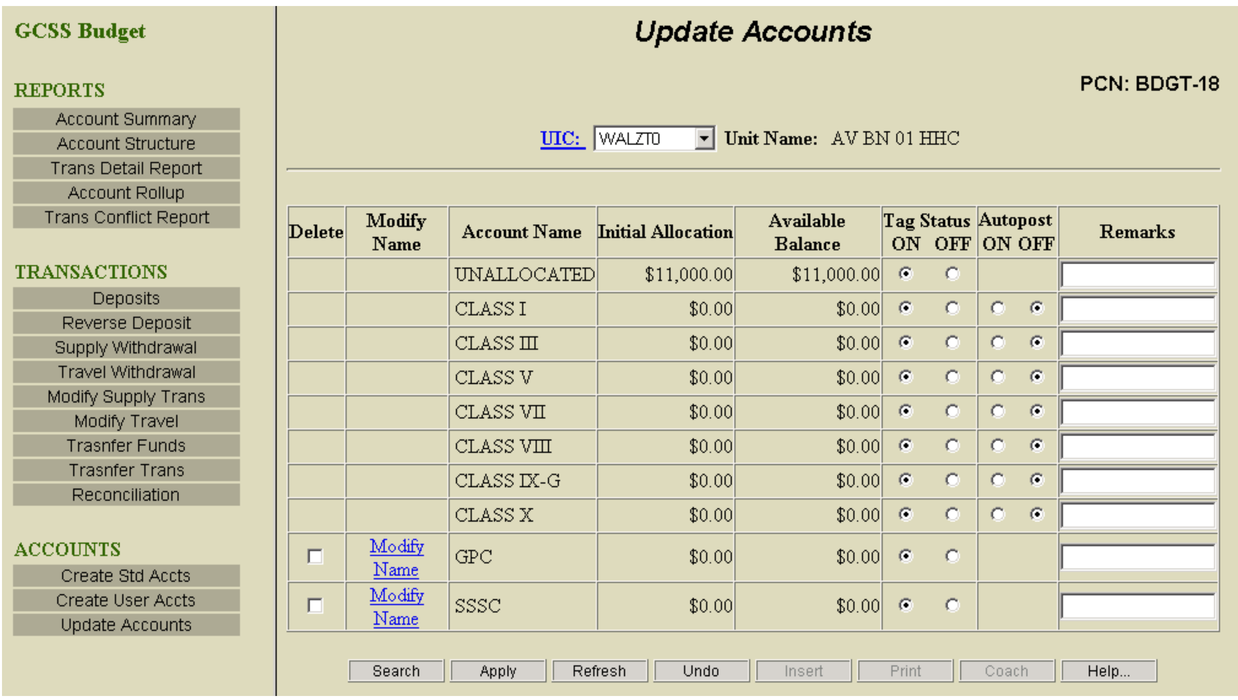
Field Name	Description
UIC	Click **UIC** LOV and select UIC.
Account Name	If desired, type the Account Name.
Account Type	If desired, click the **Account Type** LOV and select **Standard** or **User Created**.
Autopost Status	If desired, click the **Autopost Status** LOV and select **Autopost On** or **Autopost Off**.
Tag Status	If desired, click the **Tag Status** LOV and select **Tagged** or **Untagged**.

(2) Click the **UIC** LOV and click desired UIC.

(3) If desired, click the **LOVs** and make a selection.

(4) Click the **Apply** button to display the results on the **Update Account** screen (Figure 5.6-39).

NOTE: For demonstration purposes the search criteria was; search 'All' Accounts Types, with the Autopost Off, and accounts that were Tagged.

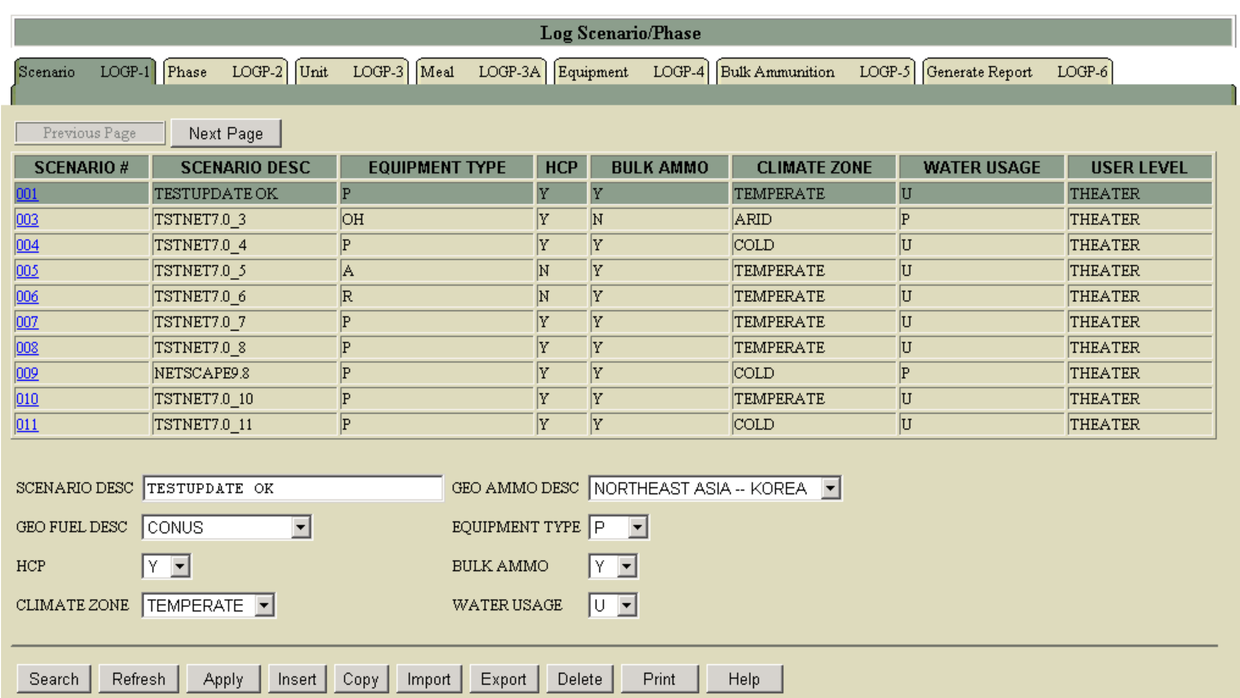


Delete	Modify Name	Account Name	Initial Allocation	Available Balance	Tag Status ON	Tag Status OFF	Autopost ON	Autopost OFF	Remarks
		UNALLOCATED	$11,000.00	$11,000.00	●	○			
		CLASS I	$0.00	$0.00	●	○	○	●	
		CLASS III	$0.00	$0.00	●	○	○	●	
		CLASS V	$0.00	$0.00	●	○	○	●	
		CLASS VII	$0.00	$0.00	●	○	○	●	
		CLASS VIII	$0.00	$0.00	●	○	○	●	
		CLASS IX-G	$0.00	$0.00	●	○	○	●	
		CLASS X	$0.00	$0.00	●	○	○	●	
☐	Modify Name	GPC	$0.00	$0.00	●	○			
☐	Modify Name	SSSC	$0.00	$0.00	●	○			

Figure 5.6-39 Update Accounts Screen

<u>5.7 Logistics Planning</u>. The Logistics Plan is developed as a scenario in phases according to the units supported, unit posture, geographical region, level of combat intensity and Days of Supply (DOS) required to support each phase of the tactical operation.

<u>5.7.1 Scenario/Phase</u>. This process allows the user to produce a logistics estimate for specific classes of supply using a Scenario. The scenario is developed in phases, and includes supported unit meals, water, equipment and ammunition. From the **SPR-Module Main Menu**, **Administration** menu, click **Scenario/Phase** to display the **Log Scenario/Phase** screen with the **Scenario** tab defaulted (Figure 5.7-1).



SCENARIO #	SCENARIO DESC	EQUIPMENT TYPE	HCP	BULK AMMO	CLIMATE ZONE	WATER USAGE	USER LEVEL
001	TESTUPDATE OK	P	Y	Y	TEMPERATE	U	THEATER
003	TSTNET7.0_3	OH	Y	N	ARID	P	THEATER
004	TSTNET7.0_4	P	Y	Y	COLD	U	THEATER
005	TSTNET7.0_5	A	N	Y	TEMPERATE	U	THEATER
006	TSTNET7.0_6	R	N	Y	TEMPERATE	U	THEATER
007	TSTNET7.0_7	P	Y	Y	TEMPERATE	U	THEATER
008	TSTNET7.0_8	P	Y	Y	TEMPERATE	U	THEATER
009	NETSCAPE9.8	P	Y	Y	COLD	P	THEATER
010	TSTNET7.0_10	P	Y	Y	TEMPERATE	U	THEATER
011	TSTNET7.0_11	P	Y	Y	COLD	U	THEATER

Figure 5.7-1 Log Scenario/Phase Screen, Scenario Tab

<u>5.7.1.1 Scenario</u>. Select this tab to develop new scenarios, view/print a scenario listing, modify, copy and delete existing scenarios, and import and export scenarios.

a. Once created, all scenarios will be displayed on the top half of the screen, with the first scenario highlighted. The bottom half of the screen displays all the fields used in the scenario, with the first scenario defaulted.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Scenario Number** to highlight the scenario and display the editable fields for that scenario on the bottom of the screen.

NOTE: If all scenarios are not displayed, click the Refresh button.

d. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.7-2).

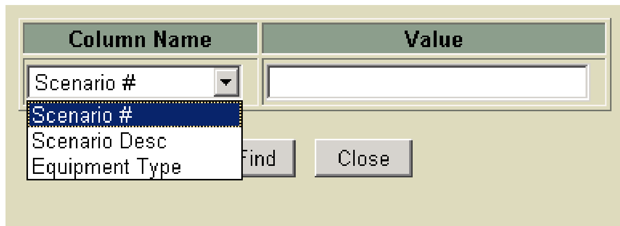


Figure 5.7-2 Log Scenario/Phase, Search Screen

(2) Click the **Column Name** LOV and make a selection.

(3) Type the **Value**.

(4) Click the **Find** button to display the results (Figure 5.7-3).

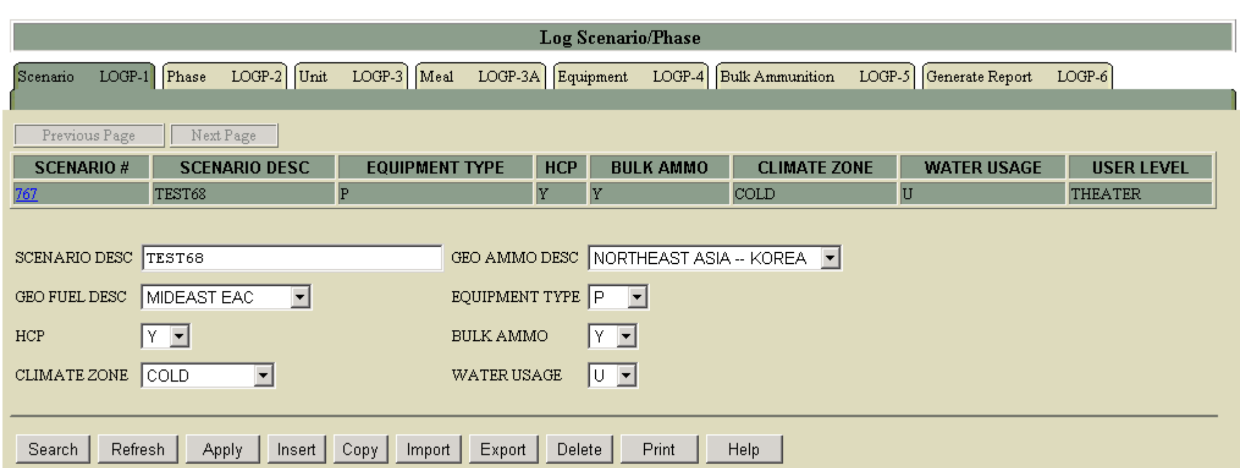


Figure 5.7-3 Log Scenario/Phase Screen, Scenario Tab

e. To print the **Scenario Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.7.1.1.1 To Develop a New Scenario.

a. From the **Scenario** tab, click the **Insert** button to display the **New Scenario** screen (Figure 5.7-4).

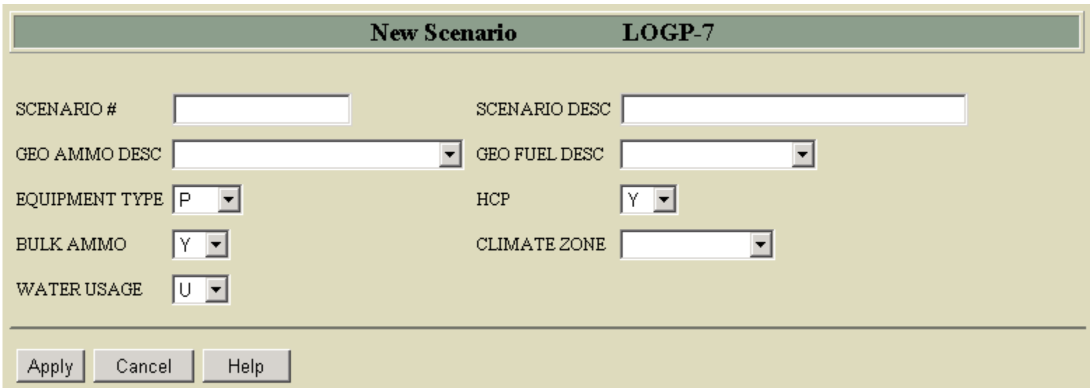


Figure 5.7-4 New Scenario Screen

Legend for Figure 5.7-4

Field Name	Description
Scenario #	Type the 3-digit scenario number.
Scenario Desc	Type the scenario description.
GEO AMMO Desc	Click the **LOV** and select the geographical ammunition description.
GEO Fuel Desc	Click the **LOV** and select the geographical fuel description.
Equipment Type	Click the **LOV** and select the equipment type: P-Planning, R-Required, A-Authorized, or OH-On Hand.
HCP	Click the **LOV** and select Y or N for Health/Comfort Packs.
Bulk AMMO	Click the **LOV** and select Y or N for bulk ammunition.
Climate Zone	Click the **LOV** and select the Climate Zone.
Water Usage	Click the **LOV** and select P-Person or U-Unit for water usage.

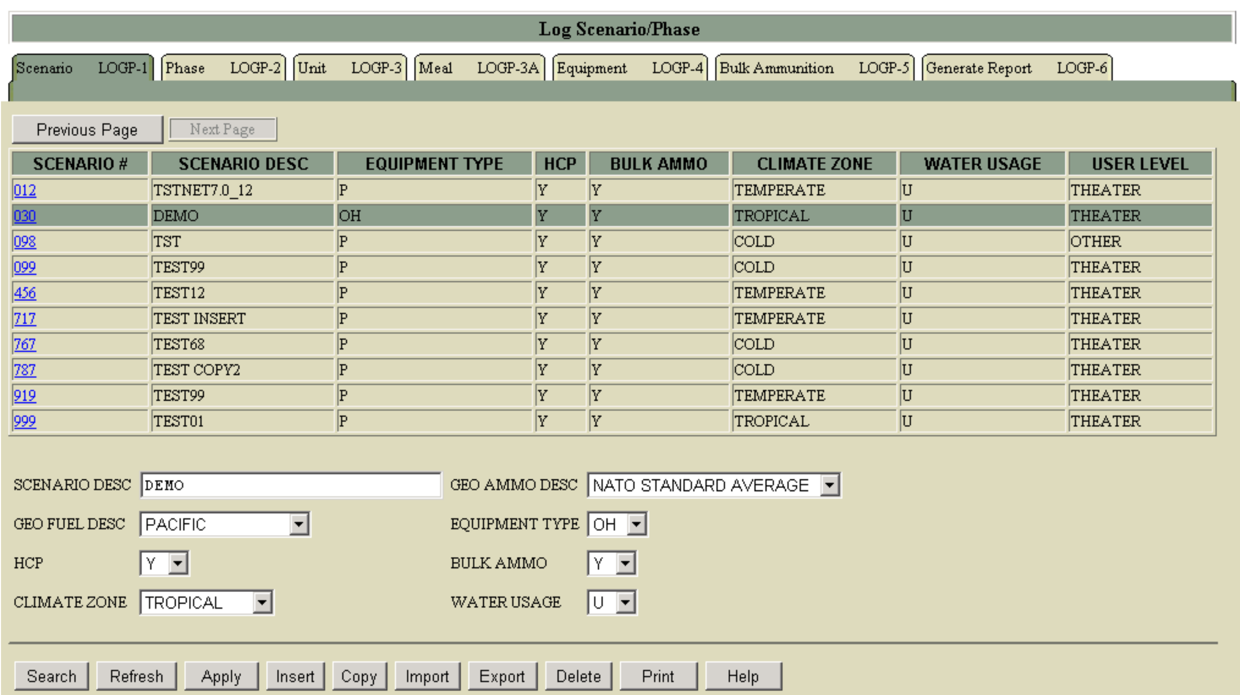
NOTE: The Scenario, GEO Ammo, Fuel Profile and Climate Zone fields are required fields.

b. In the **Non-LOV** fields, type the appropriate information.

c. Click the **LOVs** and make a selection.

d. Click the **Apply** button the save information.

e. Click **OK** to the message, “Insert new data successfully”, to display the results (Figure 5.7-5).



Log Scenario/Phase

Scenario LOGP-1 | Phase LOGP-2 | Unit LOGP-3 | Meal LOGP-3A | Equipment LOGP-4 | Bulk Ammunition LOGP-5 | Generate Report LOGP-6

Previous Page | Next Page

SCENARIO #	SCENARIO DESC	EQUIPMENT TYPE	HCP	BULK AMMO	CLIMATE ZONE	WATER USAGE	USER LEVEL
012	TSTNET7.0_12	P	Y	Y	TEMPERATE	U	THEATER
030	DEMO	OH	Y	Y	TROPICAL	U	THEATER
098	TST	P	Y	Y	COLD	U	OTHER
099	TEST99	P	Y	Y	COLD	U	THEATER
456	TEST12	P	Y	Y	TEMPERATE	U	THEATER
717	TEST INSERT	P	Y	Y	TEMPERATE	U	THEATER
767	TEST68	P	Y	Y	COLD	U	THEATER
787	TEST COPY2	P	Y	Y	COLD	U	THEATER
919	TEST99	P	Y	Y	TEMPERATE	U	THEATER
999	TEST01	P	Y	Y	TROPICAL	U	THEATER

SCENARIO DESC: DEMO | GEO AMMO DESC: NATO STANDARD AVERAGE
GEO FUEL DESC: PACIFIC | EQUIPMENT TYPE: OH
HCP: Y | BULK AMMO: Y
CLIMATE ZONE: TROPICAL | WATER USAGE: U

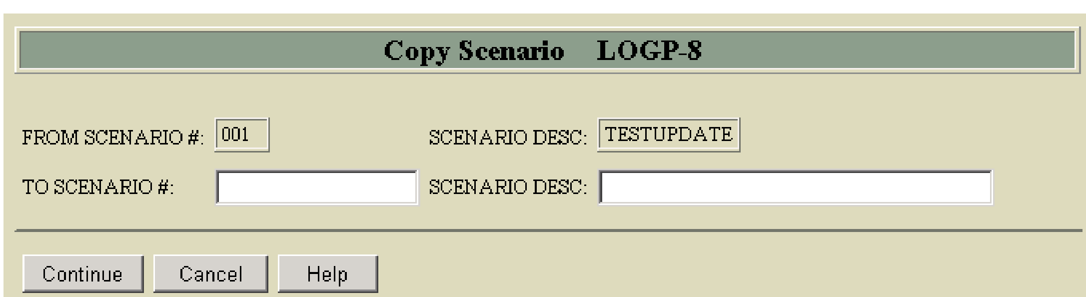
Search | Refresh | Apply | Insert | Copy | Import | Export | Delete | Print | Help

Figure 5.7-5 Log Scenario/Phase Screen, Scenario Tab

5.7.1.1.2 To Copy a Scenario.

a. From the **Scenario** tab, click the underscored **Scenario Number** to highlight the record you want to copy.

b. Click the **Copy** button to display the **Copy Scenario** screen (Figure 5.7-6).



Copy Scenario LOGP-8

FROM SCENARIO #: 001 | SCENARIO DESC: TESTUPDATE
TO SCENARIO #: | SCENARIO DESC:

Continue | Cancel | Help

Figure 5.7-6 Copy Scenario Screen

c. In the **To Scenario #** field type the new scenario number for the record you are copying.

d. In the **Scenario Desc** field, type the description for the new scenario.

e. Click the **Continue** button to copy the scenario.

f. Click **OK** to the message, “Copy data successfully”, to display the results.

5.7.1.1.3 To Modify a Scenario.

a. From the **Scenario** tab, click the **Next Page** or **Previous Page** button (if available) to page through the listing.

b. Click the underscored **Scenario Number** to highlight it, and display the fields for that scenario on the bottom of the screen.

NOTE: Refer to the Legend, figure 5.7-4 for field descriptions.

c. Modify the desired fields, and then click the **Apply** button to save the information.

5.7.1.1.4 To Delete a Scenario.

NOTE: Before a Scenario can be deleted, all associated Phases and Units must be deleted.

a. From the **Scenario** tab, click the **Next Page** or **Previous Page** button (if available) to page through the listing.

b. Click the underscored **Scenario Number** you want to delete to highlight it.

c. Click the **Delete** button.

d. Click **Yes** to the message, “Delete this record?”

5.7.1.1.5 To Import A Scenario File.

a. From the **Scenario** tab, click the **Import** button to display the **Browse** screen (Figure 5.7-7).

Figure 5.7-7 Browse Screen

b. Type the desired **File Location**, **File Name**, and **File Extension**, and then click the **Run** button to import the file.

c. To Browse for a specific File:

(1) Click the **Browse** button to display the **File Upload** screen (Figure 5.7-8).

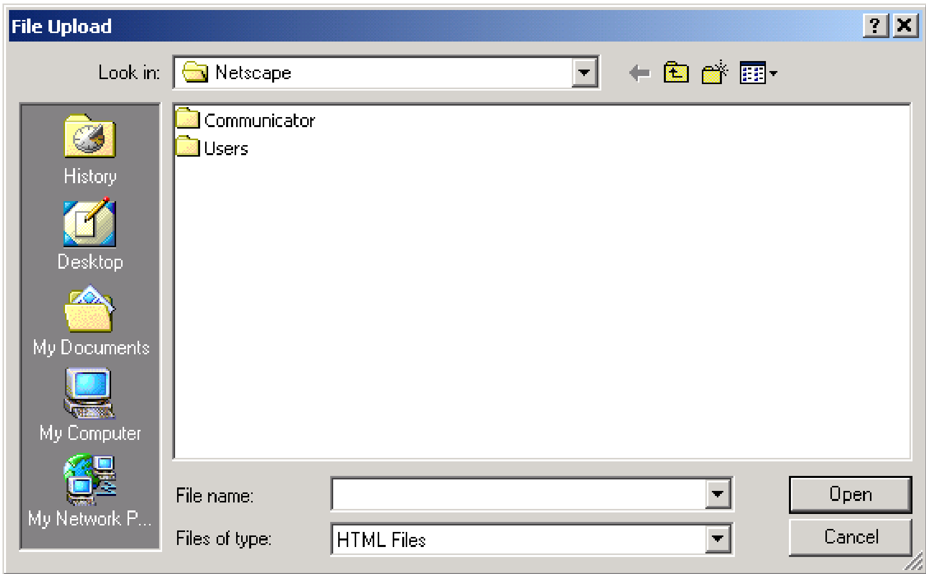


Figure 5.7-8 File Upload Screen

(2) Click the **Look In** LOV and select the location of the file you are importing.

(3) Click the **Files of Type** LOV and select the file type.

(4) Once the file is displayed in the center window, double-click the **File Name** or type the name of the file in the **File Name** field, and then click the **Open** button to insert the file string on the **Browse** screen (Figure 5.7-9).

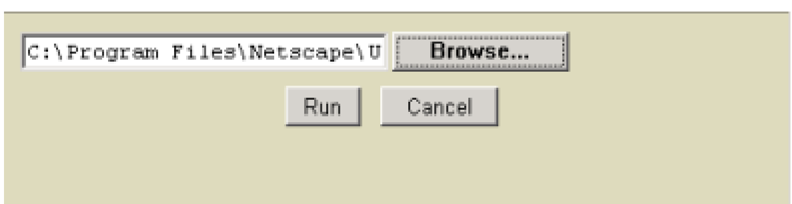


Figure 5.7-9 Browse Screen

d. Click the **Run** button to import the file.

e. Click **OK** to the message, "Import/update successfully".

f. Click **X** to close the window.

5.7.1.1.6 To Export A Scenario File.

a. From the **Scenario** tab, click the **Export** button to display the **Save As…** screen (Figure 5.7-10).

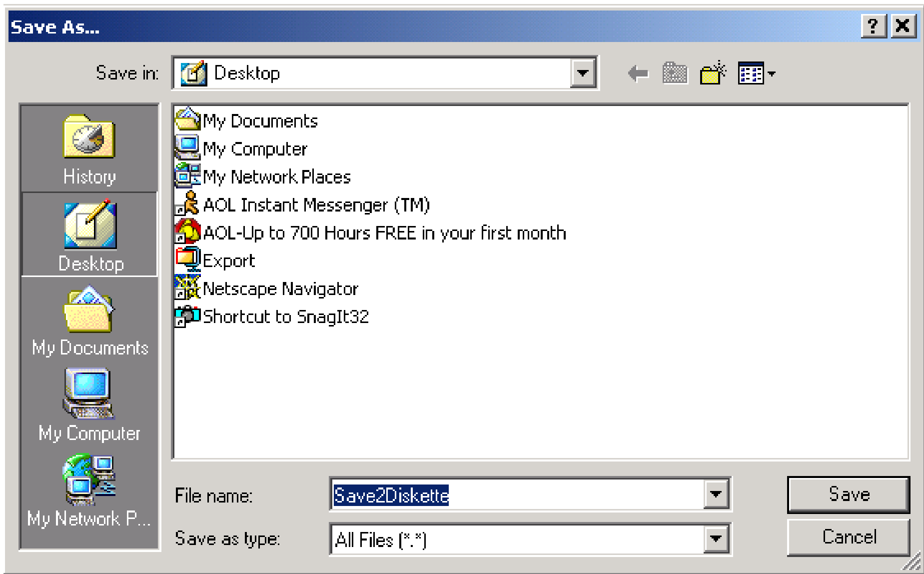


Figure 5.7-10 Save As… Screen

b. Click the **Save In** LOV and select the location to export the file.

c. Click on the **File Name** in the center window to display the file name in the **File Name** field, or type the name of the file in the **File Name** field.

d. Click the **Save** button to export the file.

e. Click **Close** to the message, “Preparing file, please wait…”.

5.7.1.2 Phase. Select this tab to view/print scenario phase listing, modify, and delete existing phases, and add a phase to an existing scenario. From the **Log Scenario/Phase** screen, click the **Phase** tab (Figure 5.7-11).

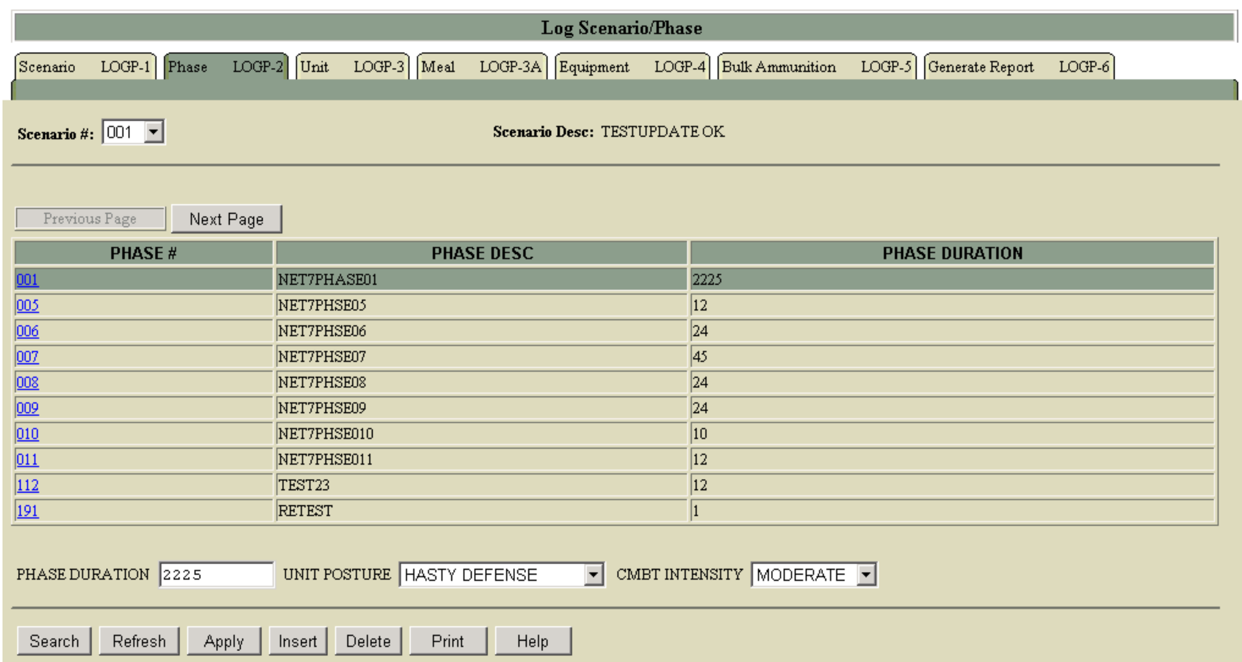


Figure 5.7-11 Log Scenario/Phase Screen, Phase Tab

a. Once created, the phases for the displayed scenario will be displayed on the top half of the screen, with the first phase highlighted. The bottom half of the screen displays editable fields used in the scenario phase, with the first phase defaulted.

b. Click the **Scenario #** LOV and make a selection.

NOTE: If all phases are not displayed, click the Refresh button.

c. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

d. Click the underscored **Phase Number** to highlight the scenario and display the editable fields.

e. To search for a specific record(s):

(1) From the **Phase** tab, click the **Search** button to display the **Search** screen (Figure 5.7-12).

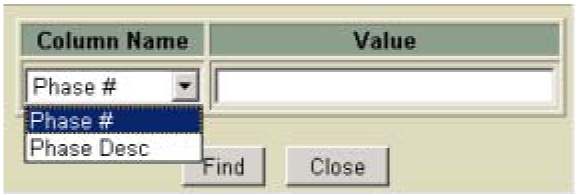


Figure 5.7-12 Log Scenario/Phase, Search Screen

(2) Click the **Column Name** LOV and make a selection.

(3) Type the **Value**.

(4) Click the **Find** button to display the results (Figure 5.7-13).

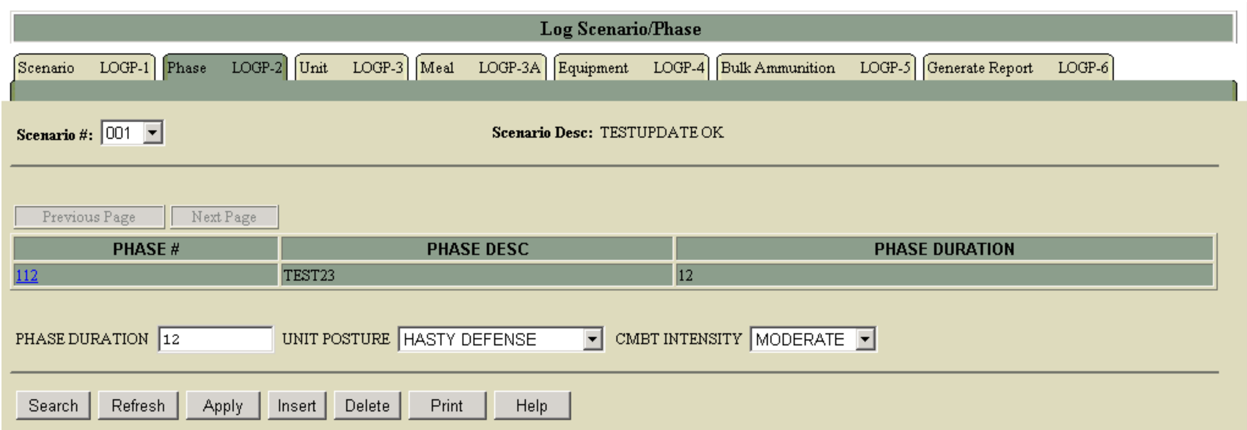


Figure 5.7-13 Log Scenario/Phase Screen, Phase Tab

d. To print the **Phase Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.7.1.2.1 To Add a Phase.

a. From the **Phase** tab, click the **Scenario #** LOV and make a selection.

b. Click the **Insert** button to display the **New Phase** screen (Figure 5.7-14).

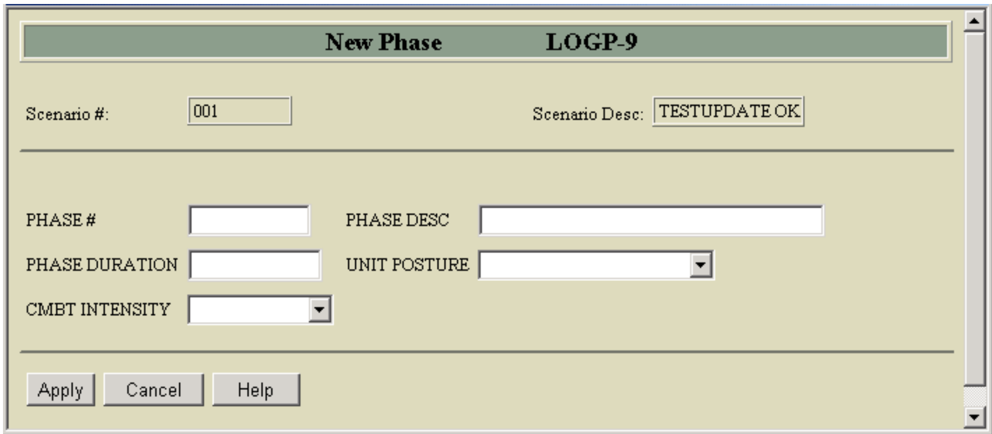


Figure 5.7-14 New Phase Screen

Legend for Figure 5.7-14

Field Name	Description
Phase #	Type the phase number, which identifies the specific phase for given scenario.
Phase Desc	Type the phase description.
Phase Duration	Type the duration (# of days) of the phase.
Unit Posture	Click the **LOV** and the Unit Posture.
CMBT Intensity	Click the **LOV** and select the Combat Intensity.

NOTE: Phase Number, Phase Duration and Combat Intensity are required fields.

c. In the **Non-LOV** fields, type the appropriate information.

d. Click the **LOVs** and make a selection.

e. Click the **Apply** button the save information.

f. Click **OK** to the message, “Insert new data successfully”, to display the results (Figure 5.7-15).

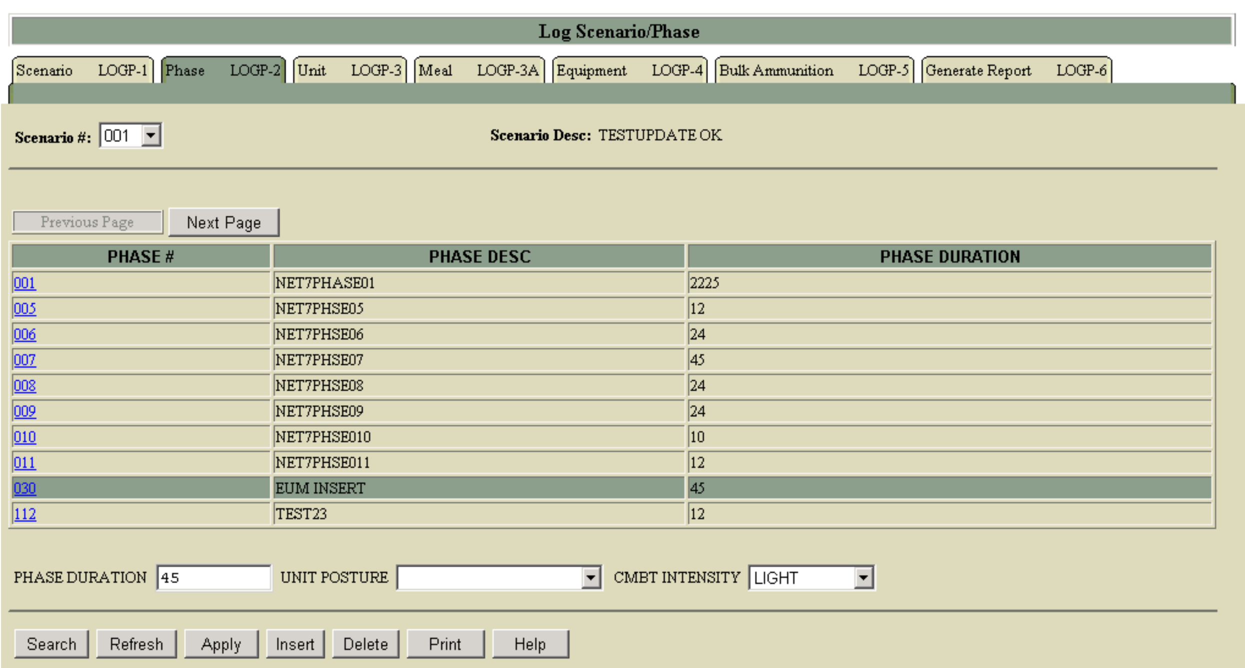


Figure 5.7-15 Log Scenario/Phase Screen, Phase Tab

5.7.1.2.2 To Modify a Phase.

a. From the **Phase** tab, click the **Scenario #** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Phase Number** to highlight it, and display the editable fields on the bottom of the screen.

NOTE: Refer to the Legend, figure 5.7-14 for field descriptions.

d. Modify the desired fields, and then click the **Apply** button to save the information.

5.7.1.2.3 To Delete a Phase.

NOTE: Before a Phase can be deleted; all associated Units must be deleted.

a. From the **Phase** Tab, click the **Scenario #** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Phase Number** to highlight it.

d. Click the **Delete** button.

e. Click **Yes** to the message, “Delete this record?”

5.7.1.3 Unit. Select this tab to add, modify, view, print, and delete unit information. From the **Log Scenario/Phase** screen, click the **Unit** tab (Figure 5.7-16).

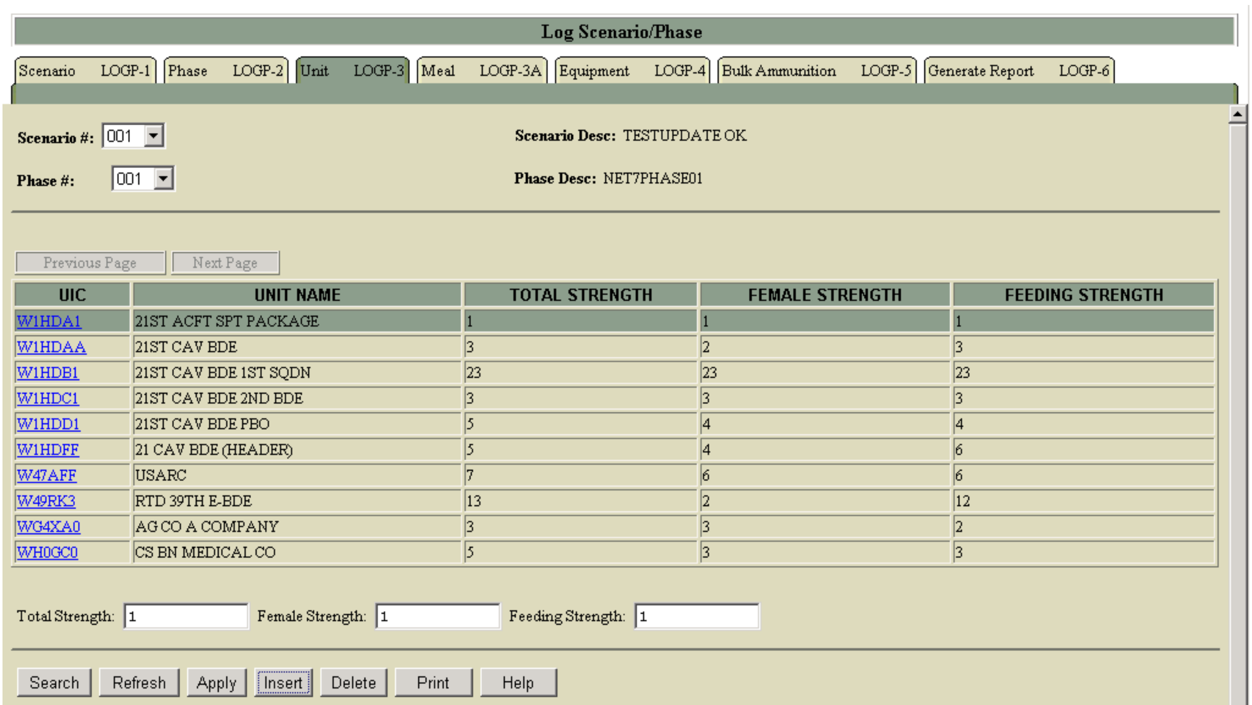


Figure 5.7-16 Log Scenario/Phase Screen, Unit Tab

a. Once created, the Unit information is listed by UIC, Unit Name, and Total Female and Feeding Strength with editable fields below the list.

NOTE: If all units are not displayed, click the Refresh button.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. To select another Scenario, click the **Scenario #** LOV and make a selection.

d. To select another Phase, click the **Phase #** LOV and make a selection.

e. To search for a specific record(s):

(1) From the **Unit** tab, click the **Scenario** and **Phase #** LOV and make appropriate selections.

(2) Click the **Search** button to display the **Search** screen (Figure 5.7-17).

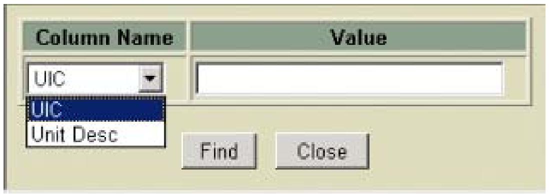


Figure 5.7-17 Log Scenario/Phase, Search Screen

(3) Click the **Column Name** LOV and make a selection.

(4) Type the **Value**.

(5) Click the **Find** button to display the results (Figure 5.7-18).

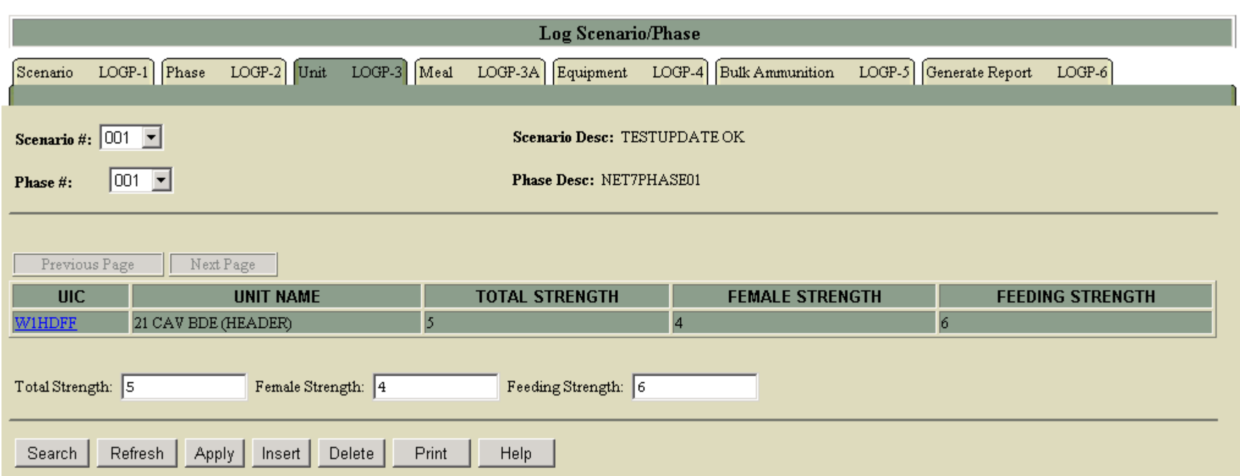


Figure 5.7-18 Log Scenario/Phase, Unit Tab

e. To print the **Unit Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.7.1.3.1 Add Unit Information.

a. From the **Unit** tab, click the **Scenario** and **Phase #** LOV and make appropriate selections.

b. Click the **Insert** button to display the **New Unit** screen (Figure 5.7-19).

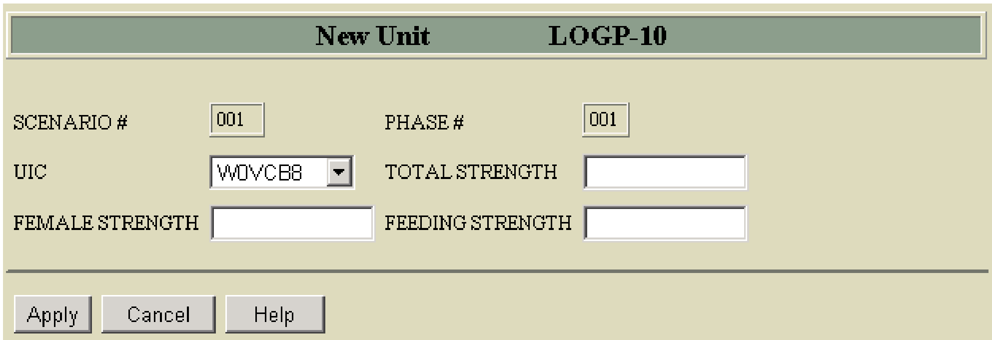


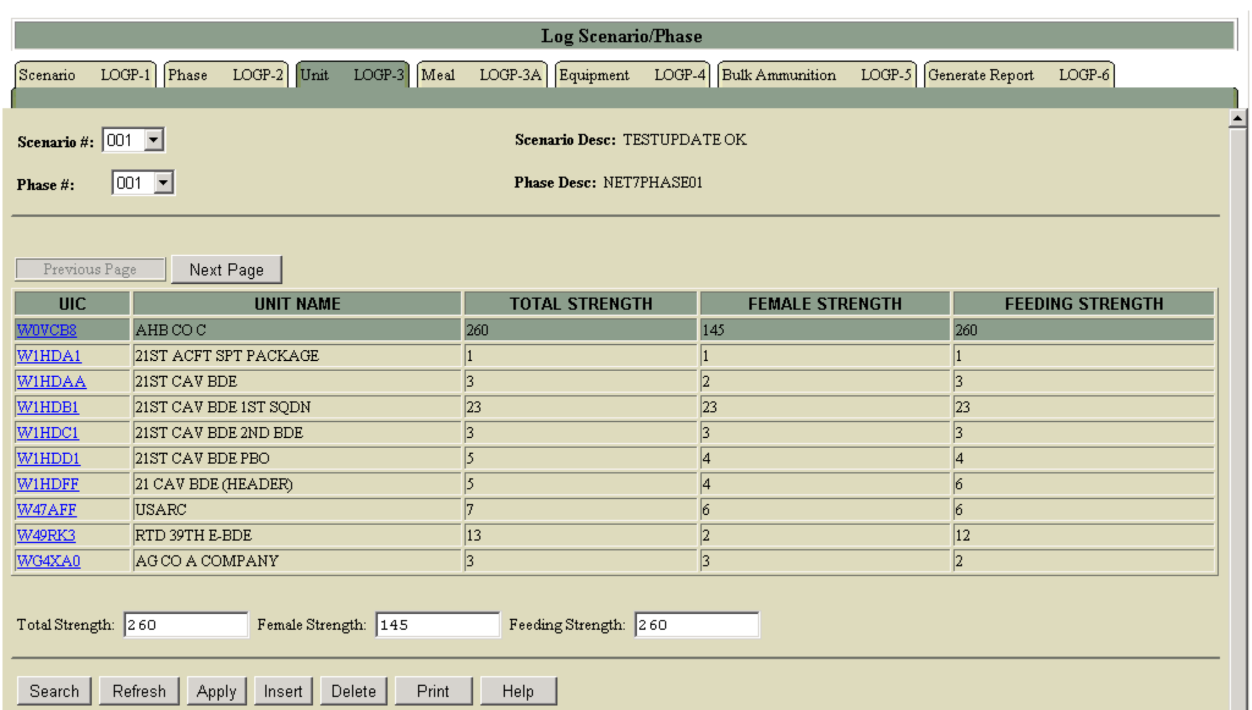
Figure 5.7-19 New Unit Screen

c. Click the **UIC** LOV and make a selection.

d. Type the appropriate information.

e. Click the **Apply** button to save information.

f. Click **OK** to the message, "Insert new data successfully" to display the results (Figure 5.7-20).



UIC	UNIT NAME	TOTAL STRENGTH	FEMALE STRENGTH	FEEDING STRENGTH
W0VCB8	AHB CO C	260	145	260
W1HDA1	21ST ACFT SPT PACKAGE	1	1	1
W1HDAA	21ST CAV BDE	3	2	3
W1HDB1	21ST CAV BDE 1ST SQDN	23	23	23
W1HDC1	21ST CAV BDE 2ND BDE	3	3	3
W1HDD1	21ST CAV BDE PBO	5	4	4
W1HDFF	21 CAV BDE (HEADER)	5	4	6
W47AFF	USARC	7	6	6
W49RK3	RTD 39TH E-BDE	13	2	12
WG4XA0	AG CO A COMPANY	3	3	2

Figure 5.7-20 Log Scenario/Phase Screen, Unit Tab

5.7.1.3.2 Modify Unit Information.

a. From the **Unit** tab, click the **Scenario** and **Phase #** LOV and make appropriate selections.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **UIC** to highlight the record and display associated editable fields.

d. Modify the desired fields, and then click the **Apply** button to save information.

5.7.1.3.3 Delete Unit Information.

NOTE: Once the unit is deleted all associated information is also deleted.

a. From the **Unit** tab, click the **Scenario** and **Phase #** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **UIC** to highlight it.

d. Click the **Delete** button.

e. Click **Yes** to the message, “Delete this record?”

5.7.1.4 Meals. Select this tab to add, modify, view, print, and delete unit meal information. From the **Log Scenario/Phase** screen, click the **Meal** tab (Figure 5.7-21).

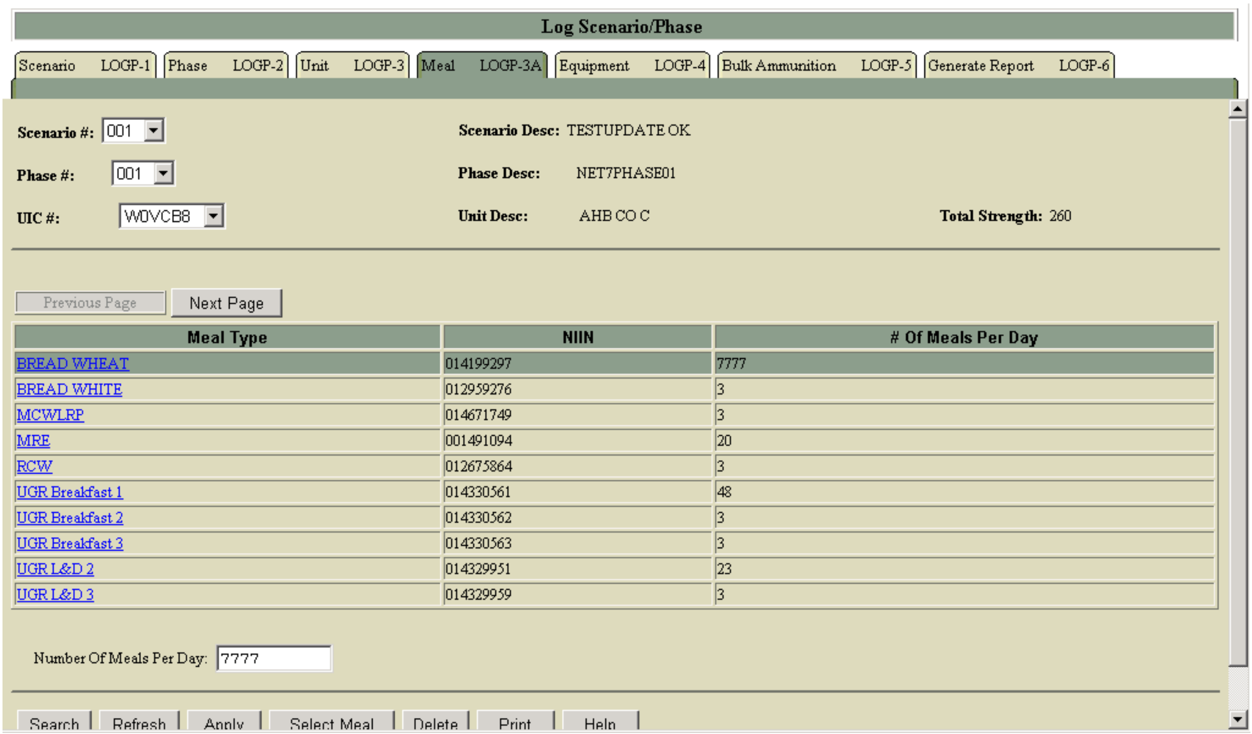


Figure 5.7-21 Log Scenario/Phase Screen, Meal Tab

a. Once created, the Meal information is listed by Meal Type, NIIN, and number of meals per day with the editable field below the list.

b. To select another Scenario, Phase, or UIC, click the appropriate **LOV** and make a selection.

c. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

d. Click the underscored **Meal** to highlight it.

e. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.7-22).

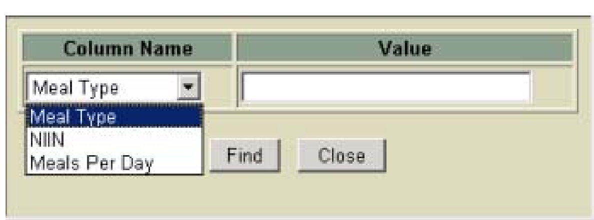


Figure 5.7-22 Log Scenario/Phase, Search Screen

(2) Click the **Column Name** LOV and make a selection.

(3) Type the **Value**.

(4) Click the **Find** button to display the results (Figure 5.7-23).

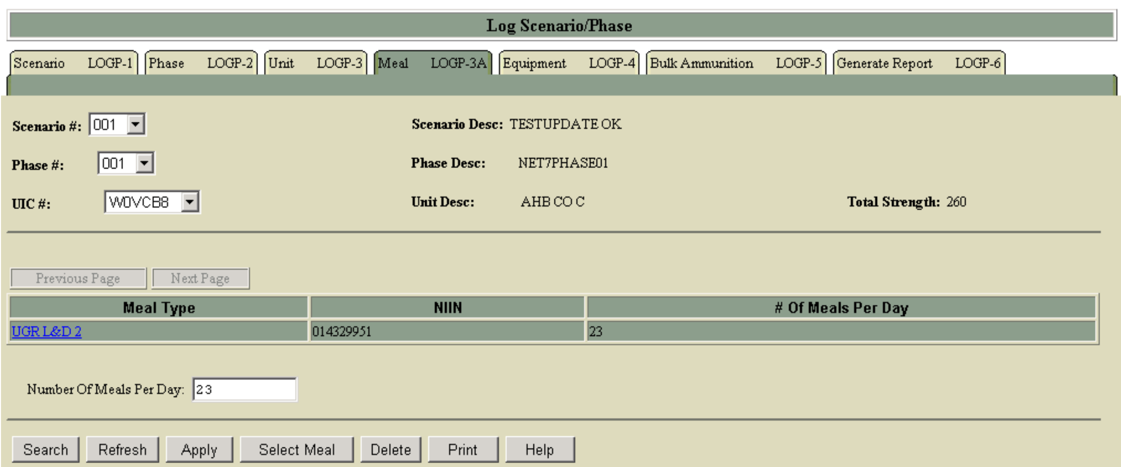


Figure 5.7-23 Log Scenario/Phase Screen, Meal Tab

f. To print the **Meal Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.7.1.4.1 Add Meal Information:

a. From the **Meal** tab, click the desired **Scenario, Phase #,** and **UIC** LOV and make a selection.

b. Click the **Select Meal** button to display the **Meal Selection** screen (Figure 5.7-24).

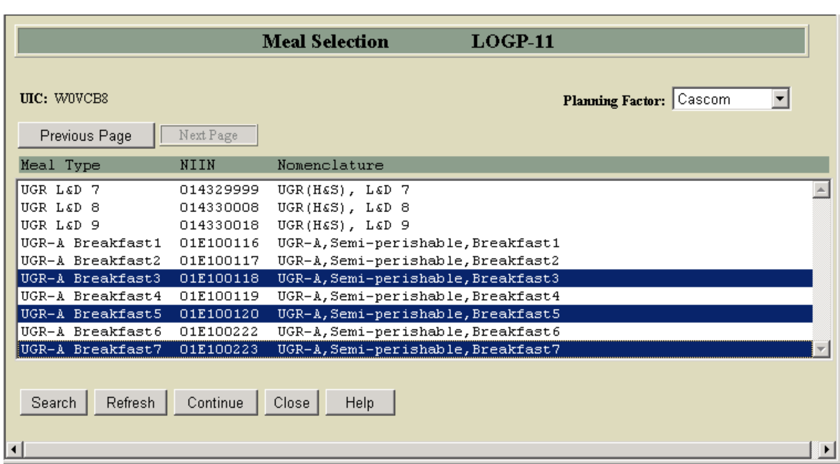


Figure 5.7-24 Meal Selection Screen

c. Click the **Planning Factor** LOV and select CASCOM (by default) or User Created to display the appropriate table.

d. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

e. Click the appropriate meal to highlight it.

NOTE: Multiple selections can be made using the CTRL key on the keyboard.

f. Click the **Continue** button to add the item(s) to the listing (Figure 5.7-25).

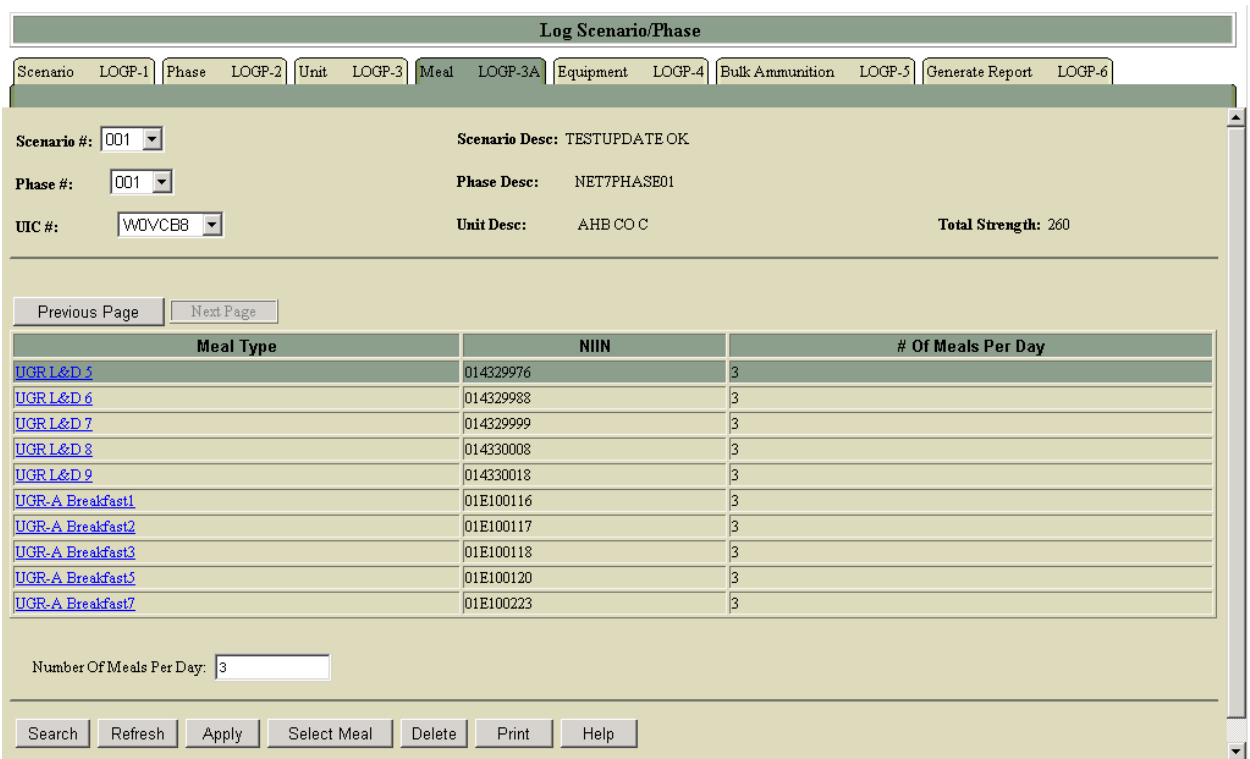


Figure 5.7-25 Log Scenario/Phase Screen, Meal Tab

5.7.1.4.2 Modify Meal Information:

a. From the **Meal** tab, click the **Scenario, Phase #,** and **UIC** LOV and make appropriate selections.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the list.

c. Click the underscored **Meal Type** to highlight it.

d. Modify the Number of Meals Per Days, and then click the **Apply** button to save information.

5.7.1.4.3 Delete Meal Information:

a. From the **Meal** tab, click the **Scenario** and **Phase #** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Meal Type** to display the associated Meal information on the bottom half of the screen.

d. Highlight the item to be deleted and then click the **Delete** button.

e. Click **Yes** to the message, "Delete this record?"

5.7.1.5 Equipment. Select this tab to add, modify, view, print, and delete unit equipment. From the **Log Scenario/Phase** screen, click the **Equipment** tab (Figure 5.7-26).

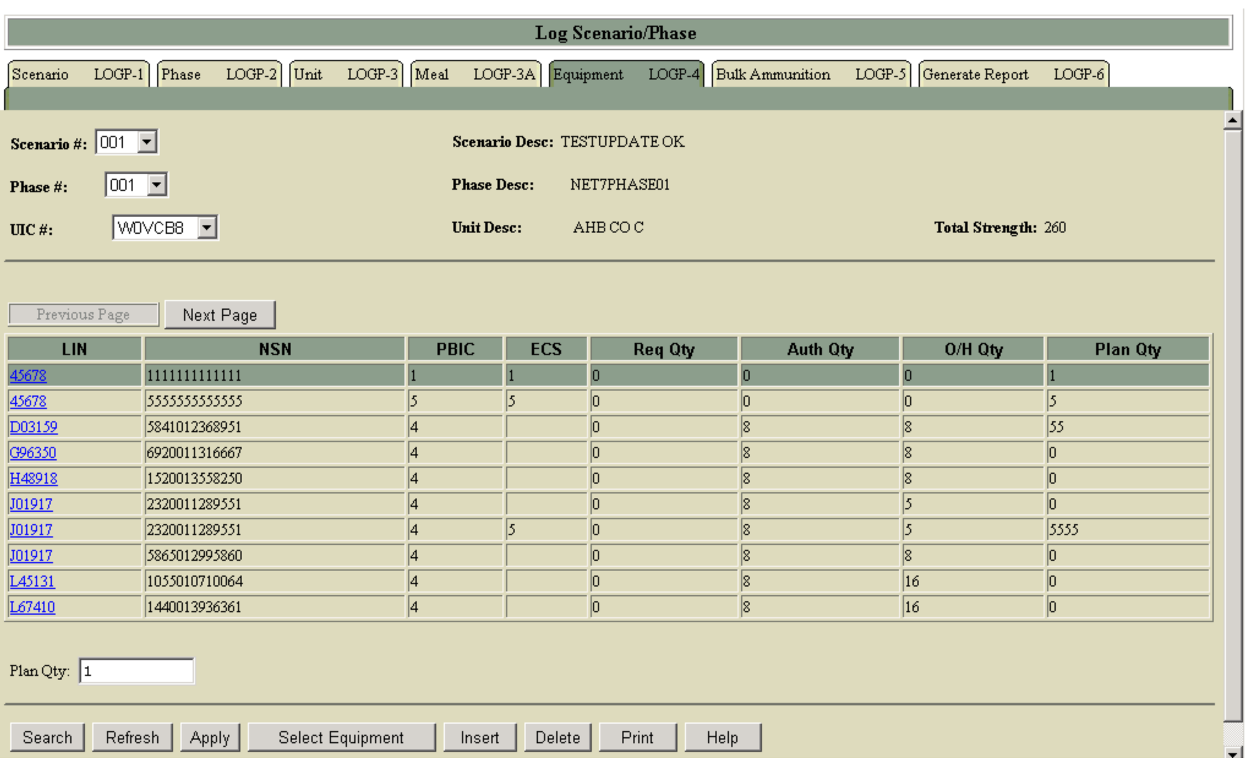


Figure 5.7-26 Log Scenario/Phase Screen, Equipment Tab

a. Once created, equipment is listed in LIN sequence, with the editable field below the list.

b. To select another Scenario, Phase, or UIC, click the appropriate **LOV** and make a selection.

c. Click the **Next Page** or **Previous Page** button (if available) to page through the list.

d. Click the underscored **LIN** to highlight it.

e. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.7-27).

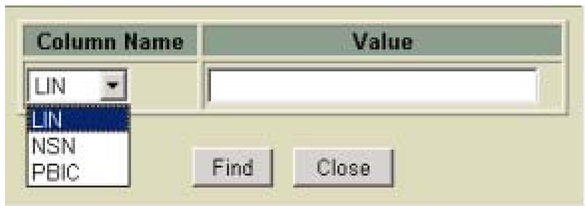


Figure 5.7-27 Log Scenario/Phase, Search Screen

(2) Click the **Column Name** LOV and make a selection.

(3) Type the **Value**.

(4) Click the **Find** button to display the results.

f. To print the **Equipment Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

<u>5.7.1.5.1 To Add New Equipment.</u>

a. From the **Equipment** tab, click the desired **Scenario** and **Phase #,** and **UIC** LOV and make a selection.

b. Click the **Insert** button to display the **New Equipment** screen (Figure 5.7-28).

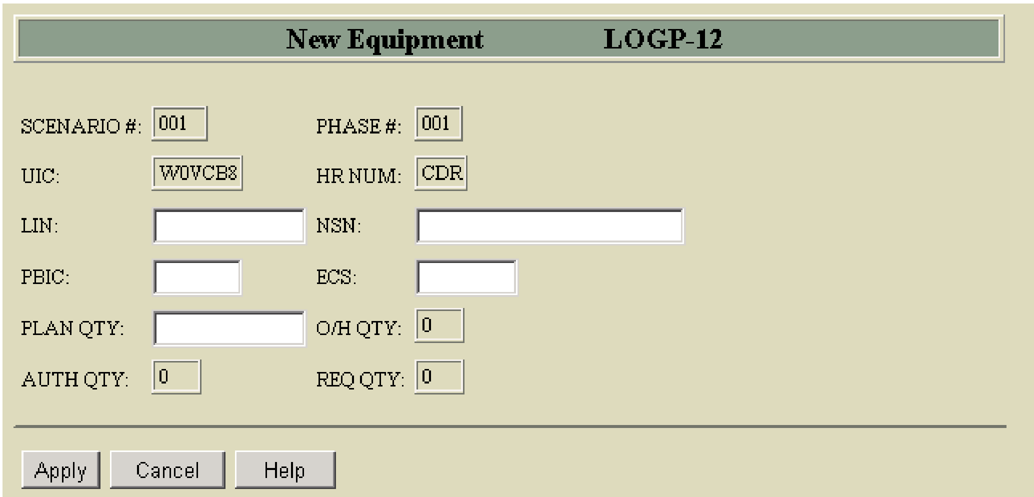


Figure 5.7-28 New Equipment Screen

c. Type the appropriate LIN.

d. Type the appropriate NSN.

e. Type the appropriate PBIC.

f. Type the appropriate ECS.

g. Type the appropriate Plan Quantity, if desired.

h. Click the **Apply** button to save information.

i. Click **OK** to the message, “Insert new data successfully” to display the results.

5.7.1.5.2 To Select Equipment.

a. From the **Equipment** tab, click the **Scenario**, **Phase #,** and **UIC** LOV and make appropriate selections.

b. Click the **Select Equipment** button to display the **Equipment Assets Selection** screen (Figure 5.7-29).

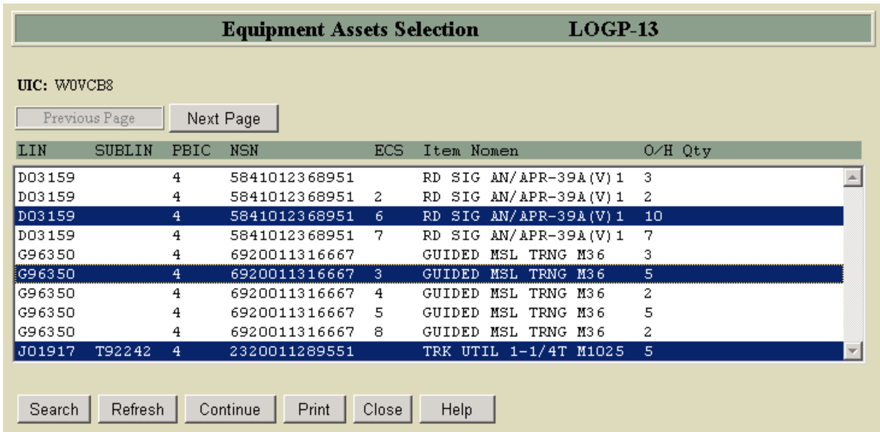


Figure 5.7-29 Equipment Assets Selection Screen

c. Click the **Next Page** or **Previous Page** button to page through the listing.

d. Click the appropriate asset to highlight it.

NOTE: Multiple selections can be made using the **CTRL** key on the keyboard.

e. To print the **Equipment Assets Selection Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

f. Click the **Continue** button to save the information to the listing, (Figure 5.7-30).

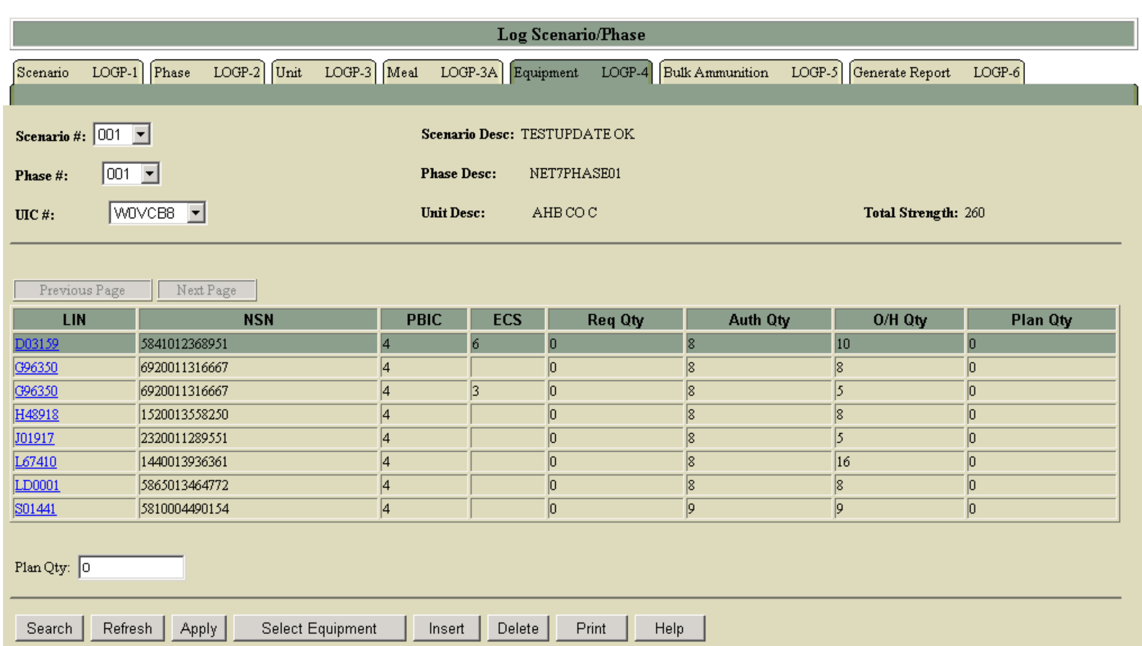


Figure 5.7-30 Log Scenario/Phase Screen, Equipment Tab

5.7.1.5.3 To Modify Equipment.

a. From the **Equipment** tab, click the **Scenario**, **Phase #,** and **UIC** LOV and make appropriate selections.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **LIN** to highlight the asset.

d. Modify the Plan Quantity, and then click the **Apply** button to save information.

5.7.1.5.4 To Delete Equipment.

a. From the **Equipment** tab, click the **Scenario, Phase #,** and **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **LIN** to highlight the asset.

d. Click the **Delete** button.

e. Click **Yes** to the message, "Delete this record?"

5.7.1.6 Bulk Ammunition. Select this tab to add, view, print, and delete supporting unit bulk ammunition. From the **Log Scenario/Phase** screen, click the **Bulk Ammunition** tab (Figure 5.7-31).

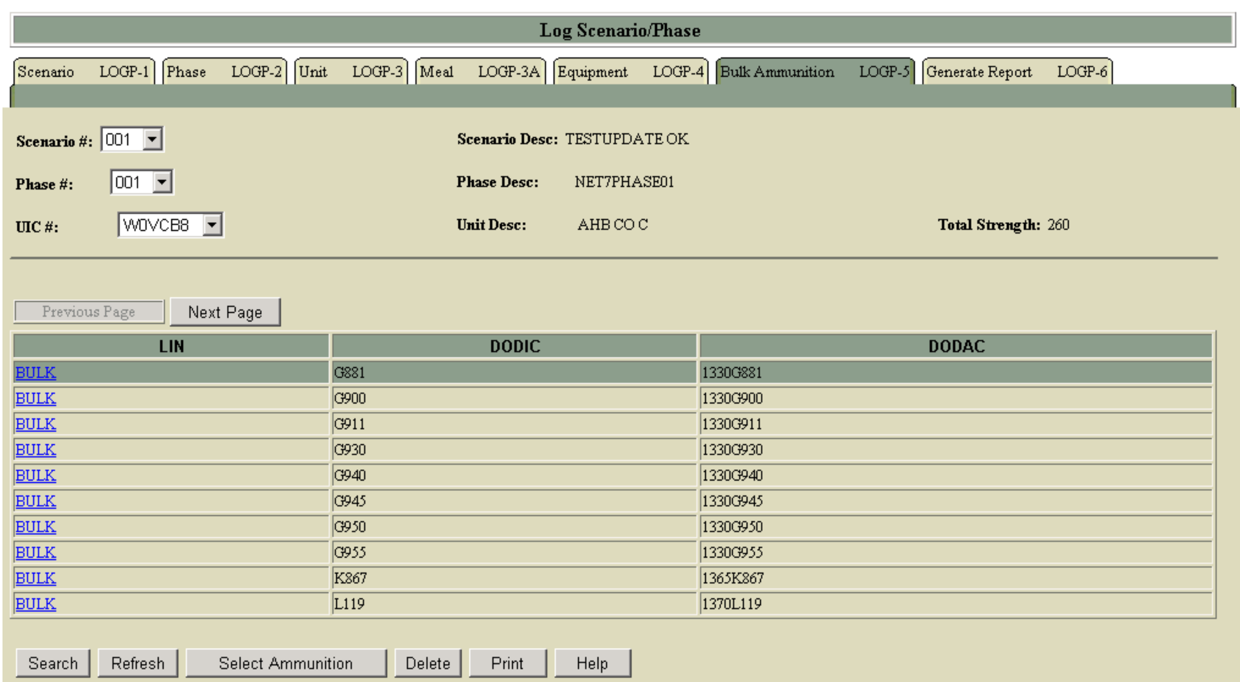


Figure 5.7-31 Log Scenario/Phase Screen, Bulk Ammunition Tab

a. Once created, ammunition is listed in LIN sequence.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. To select another Scenario, Phase, or UIC, click the appropriate **LOV** and make a selection.

d. Click the underscored **LIN** to highlight it.

e. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.7-32).

Figure 5.7-32 Log Scenario/Phase, Search Screen

(2) Type the desired **Value**.

(3) Click the **Find** button to display the results (Figure 5.7-33).

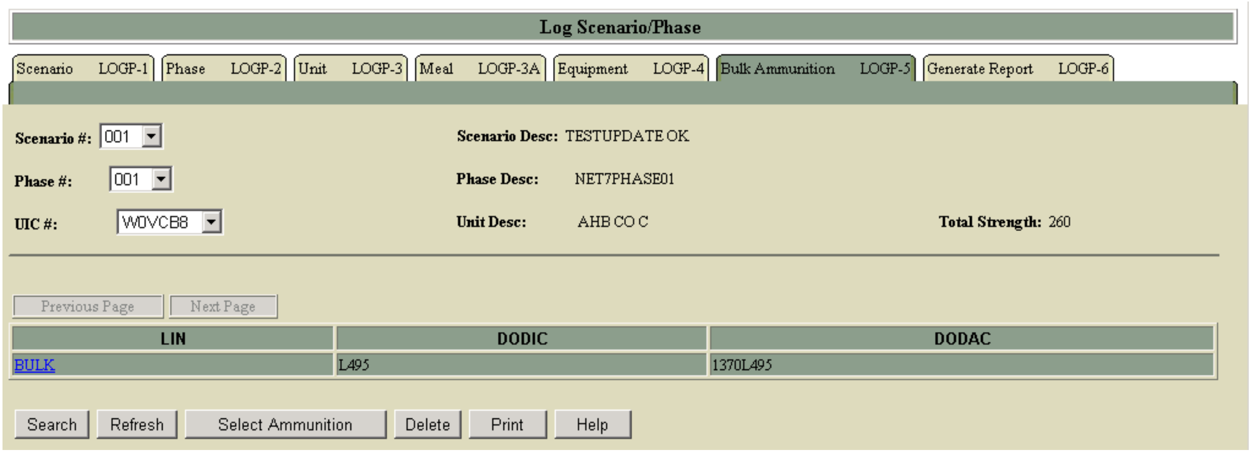


Figure 5.7-33 Log Scenario/Phase Screen, Bulk Ammunition Tab

f. To print the **Bulk Ammunition Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.7.1.6.1 To Add Bulk Ammunition.

a. From the **Bulk Ammunition** tab, click the desired **Scenario, Phase #** and **UIC** LOV and make a selection.

b. Click the **Select Ammunition** button to display the **Bulk Ammo Selection** screen (Figure 5.7-34).

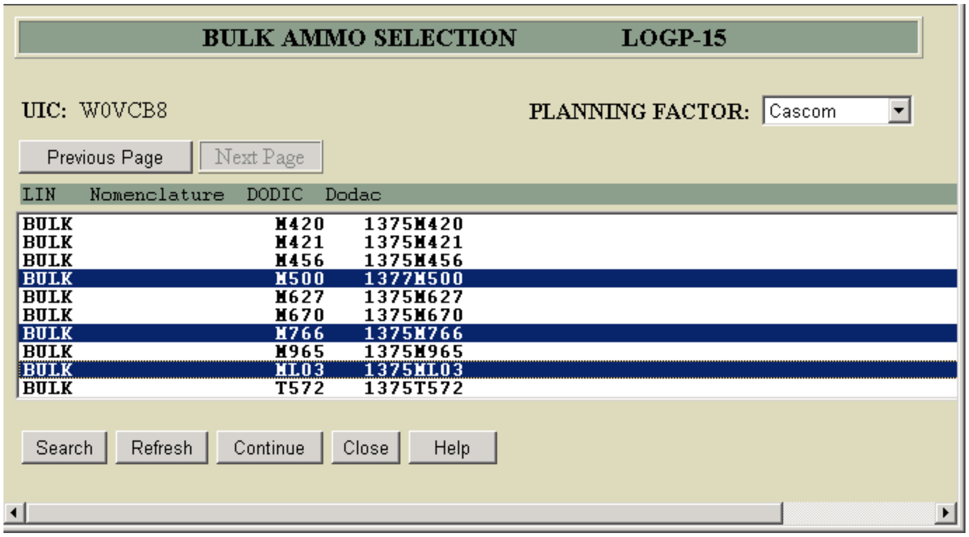


Figure 5.7-34 Bulk Ammo Selection Screen

c. Click the **Planning Factor** LOV and select CASCOM (by default) or User Created to display the appropriate table.

d. Click the **Next Page** or **Previous Page** button to page through the listing.

e. Click the appropriate item to highlight it.

NOTE: Multiple selections can be made using the **CTRL** key on the keyboard.

f. Click the **Continue** button to insert the item to the listing, (Figure 5.7-35).

Figure 5.7-35 Log Scenario/Phase Screen, Bulk Ammunition Tab

5.7.1.6.2 To Delete Bulk Ammunition.

a. From the **Bulk Ammunition** tab, click the **Scenario, Phase #** and **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **LIN** to highlight item to be deleted.

d. Click the **Delete** button.

e. Click **Yes** to the message, “Delete this record?”

5.7.1.7 Generate Report. Select this tab to generate an estimate report by Scenario, Phase, Unit and Supply Class. From the **Log Scenario/Phase** screen, click the **Generate Report** tab (Figure 5.7-36).

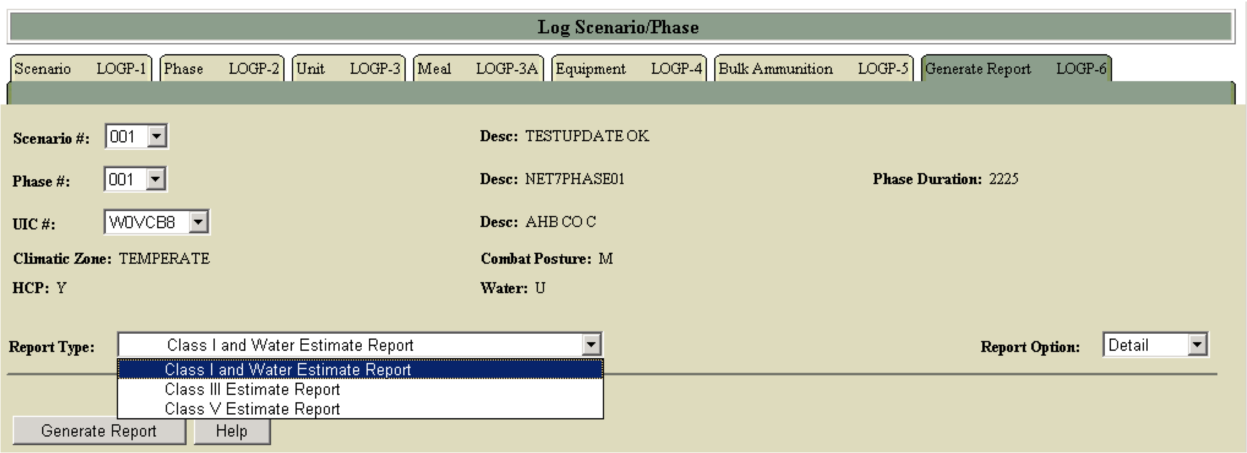


Figure 5.7-36 Log Scenario Phase Screen, Generate Report Tab

a. Click the **Scenario #** LOV and select desired Scenario.

b. Click the **Phase #** LOV and select desired Phase.

c. Click the **UIC #** LOV and select desired Unit.

d. Click the **Report Type** LOV and select desired Estimate Report.

e. Click the **Report Option** LOV and select Detail or Summary.

f. Click the **Generate Report** button to open Excel. For additional information about printing with Excel, see Section 4.

5.7.2 Planning Table. This process is used to view, add, modify, delete or print logistics planning estimates for rations, fuel and ammunition. Estimates are provided in the quantity required, cube and tonnage, and are based on the computations derived from the established scenario and planning table factors. From the **SPR-Module Main Menu**, **Administration** menu, click **Planning Table** to display the **Planning Table** screen with the **Class I - Meal** tab defaulted (Figure 5.7-37).

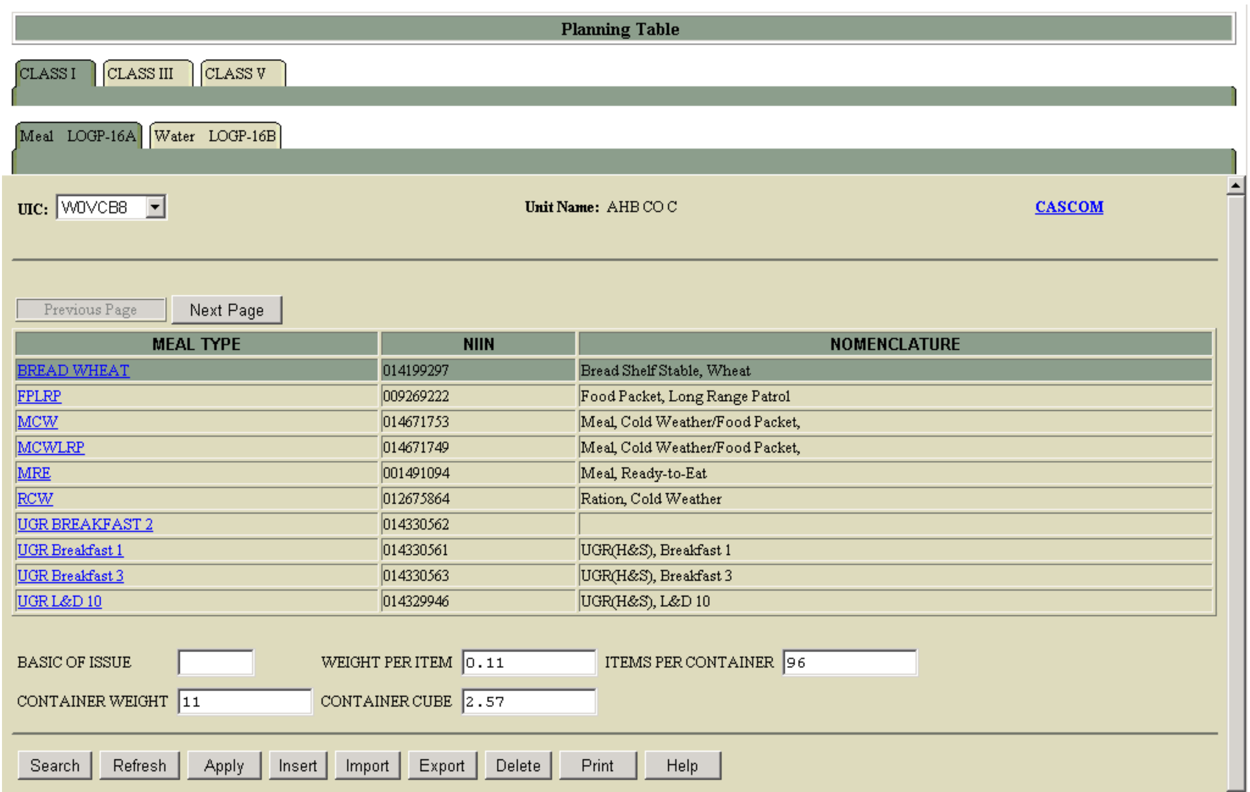


Figure 5.7-37 Planning Table Screen, Class I – Meal Tab.

5.7.2.1 Class I – Meal. Select this tab to view, print, add, modify, or delete Class I planning table information and import and export files by UIC. From the **Planning Table** screen, click the **Class I** tab, with the **Meal** tab defaulted.

a. Once created, meal information will be displayed on the top half of the screen for the selected unit, with the first meal type highlighted. The bottom half of the screen displays all the editable fields.

b. Click the **UIC** LOV to select a unit.

c. Click the underscored **CASCOM** to display the **Meal Selection** table (see paragraph 5.7.2.1.1, Copy A Meal), and then click **X** to close the window.

d. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

e. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.7-38).

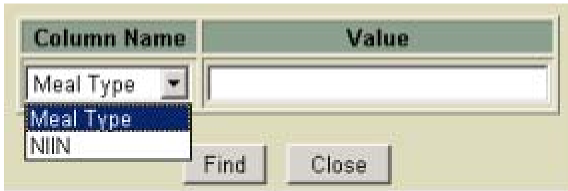


Figure 5.7-38 Search Screen

(2) Click the **Column Name** LOV and make a selection.

(3) Type the **Value**.

(4) Click the **Find** button to display the results (Figure 5.7-39).

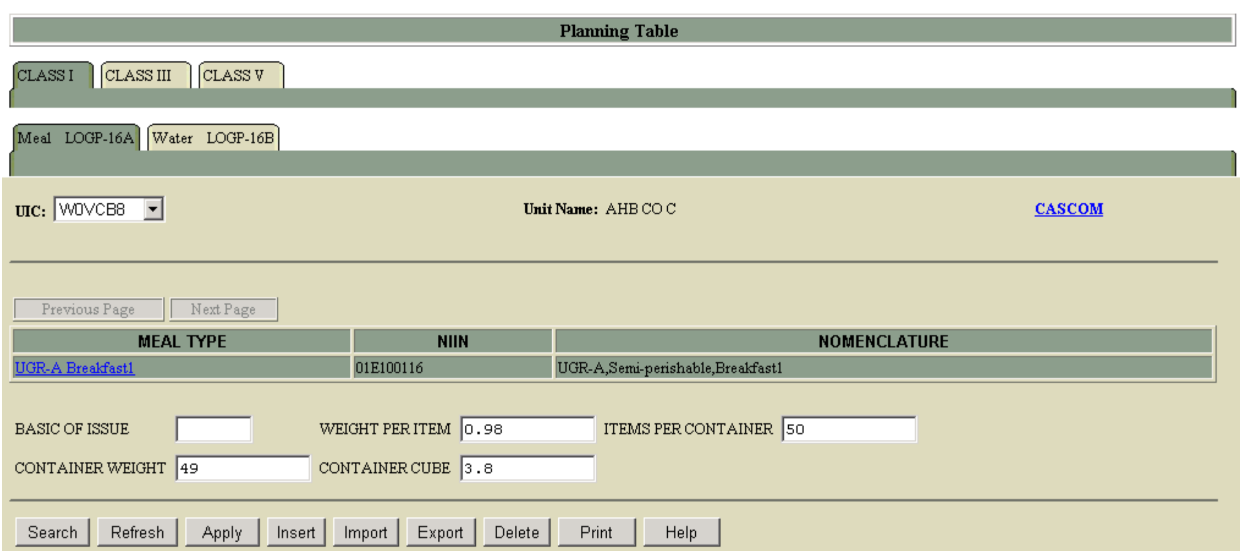


Figure 5.7-39 Planning Table Screen, Class I – Meal Tab

(5) Click the **Refresh** button to display the entire list.

f. To print the **Meal Types Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.7.2.1.1 Add A Meal.

a. From the **Class I – Meal** tab, click the **UIC** LOV and make a selection.

b. Click the **Insert** button to display the **New Meal Table** screen (Figure 5.7-40).

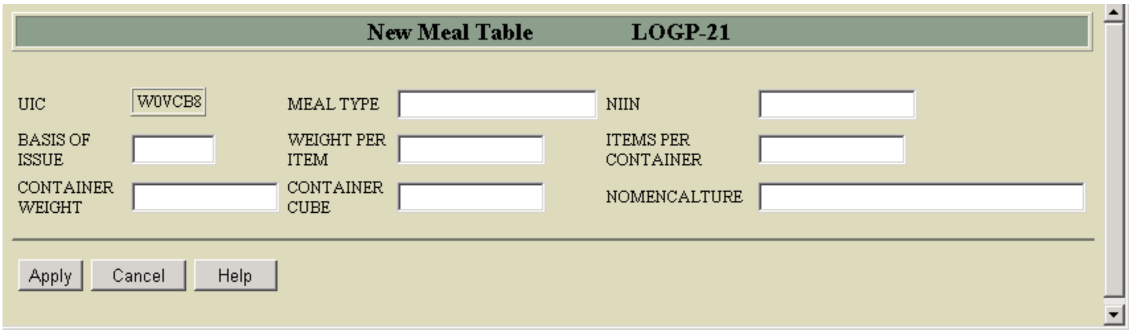


Figure 5.7-40 New Meal Table Screen

Legend for Figure 5.7-40

Field Name	**Description**
Meal Type	Alphanumeric designator that identifies meals, rations and health/comfort packs.
NIIN	National Item Identification Number.
Basis of Issue	This field determines the usage rate table to be used in computing estimates for meals, rations, and health/comfort packs. M = Meals R = Rations H = Health/Comfort
Weight Per Item	Weight of a single item in pounds.
Items Per Container	Quantity of items per Container.
Container Weight	Container weight in pounds.
Container Cube	Cubic feet of one container.
Nomenclature	Nomenclature of the rations to be issued.

c. Type appropriate information in **Non-LOV** fields.

NOTE: The NIIN and Meal Type fields are required fields.

d. Click the **Apply** button to save the information to the Meal Table.

e. Click **OK** to the message, “Insert data successfully”.

NOTE: For demonstration purposes, the Meal Type that was added is highlighted in Figure 5.7-41. The Meal Type that was added will be displayed on the User Created Meal Selection table, which is used when creating the Unit Meal portion of the scenarios (see Section 5.7.1.3.3, Add Unit Meal Information).

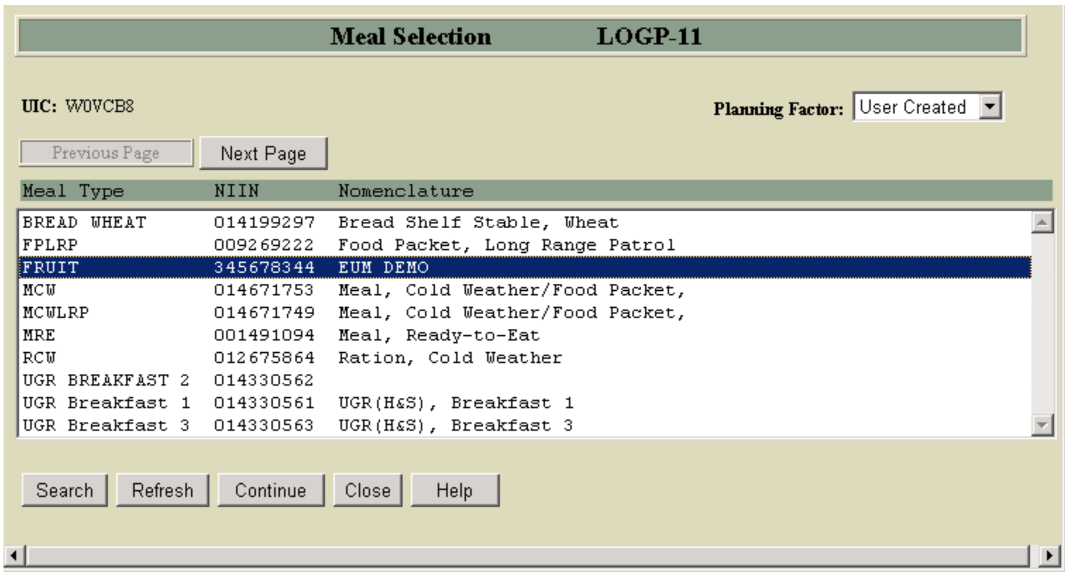


Figure 5.7-41 Log Scenario/Phase Screen, Unit Tab, Meal Selection Screen

<u>5.7.2.1.2 Copy A Meal.</u>

a. From the **Class I – Meal** tab, click the **UIC** LOV and make a selection.

b. Click the underscored **CASCOM** to display the **Meal Selection** screen (Figure 5.7-42).

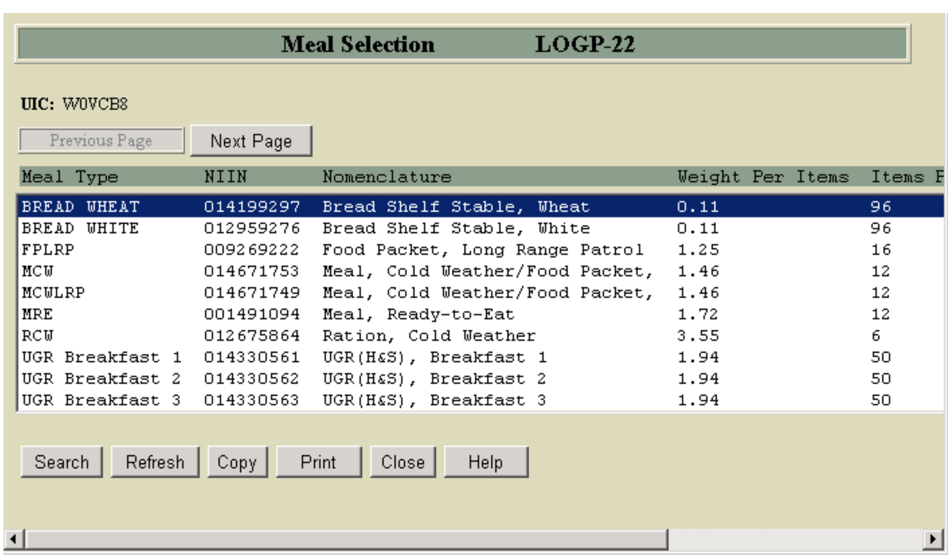


Figure 5.7-42 Meal Selection Screen

c. Use the **Next Page** or **Previous Page** button to page through the listing and then click an item to highlight it.

d. Highlight the item to be copied.

NOTE: Items cannot be duplicated.

e. To print the **Meal Selection Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

f. Click the **Copy** button to copy the information.

5.7.2.1.3 Modify A Meal.

a. From the **Class I – Meal** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Meal Type** to highlight it and display the associated editable fields.

NOTE: Refer to the Legend, Figure 5.7-40 for field descriptions.

d. Modify the desired fields, and then click the **Apply** button to save the information.

5.7.2.1.4 Delete A Meal.

NOTE: Deleting a Meal removes it from the User Created Meal Selection Table used to add meal items to a scenario.

a. From the **Class I – Meal** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Meal Type** to highlight it.

d. Click the **Delete** button.

e. Click **Yes** to the message, “Delete this record?”

5.7.2.1.5 Import Class I File.

a. From the **Class I – Meal** tab, click the **UIC** LOV and make a selection.

b. Click the **Import** button to display the **Browse** screen (Figure 5.7-43).

Figure 5.7-43 Browse Screen

c. Type the desired **File Location**, **File Name**, and **File Extension**, and then click the **Run** button to import the file.

d. To Browse for a specific File:

(1) Click the **Browse** button to display the **File Upload** screen (Figure 5.7-44).

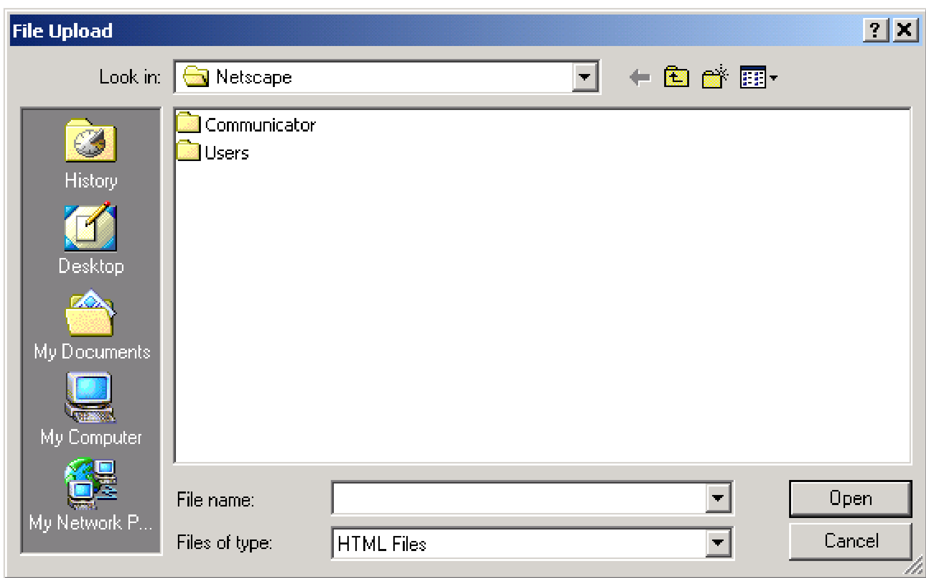


Figure 5.7-44 File Upload Screen

(2) Click the **Look In** LOV and select the location of the file you are importing.

(3) Click the **Files of Type** LOV and select the file type.

(4) Once the file is displayed in the center window, double-click the **File Name** or type the name of the file in the **File Name** field, and then click the **Open** button to insert the file string on the **Browse** screen (Figure 5.7-45).

Figure 5.7-45 Browse Screen

e. Click the **Run** button to import the file.

f. Click **OK** to the message, "Import/update successfully".

g. Click **X** to close the window.

5.7.2.1.6 Export Class I File.

a. From the **Class I – Meal** tab, click the **UIC** LOV and make a selection.

b. Click the **Export** button to display the **Save As…** screen (Figure 5.7-46).

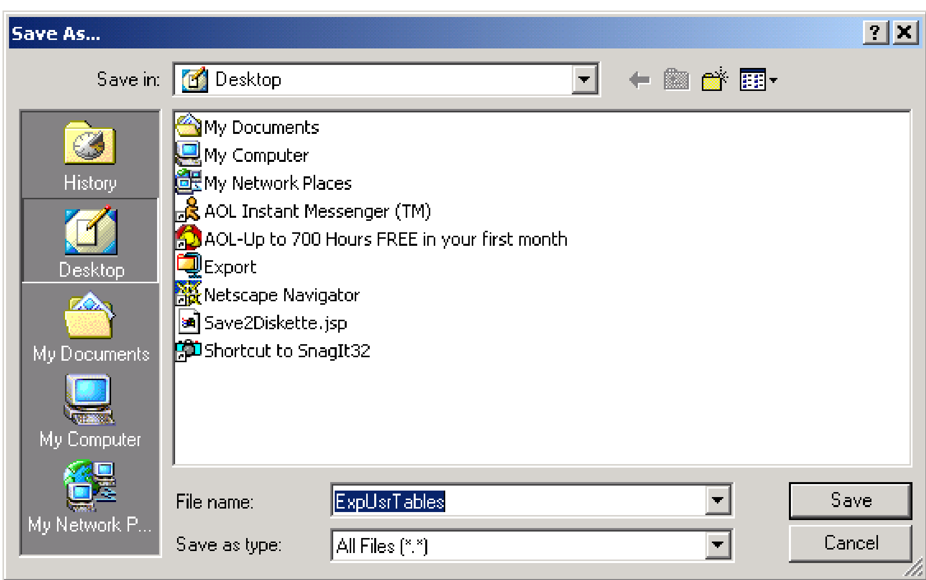


Figure 5.7-46 Save As… Screen

c. Click the **Save In** LOV and select the location to export the file.

d. Click on the **File Name** in the center window to display the file name in the **File Name** field, or type the name of the file in the **File Name** field.

e. Click the **Save** button to export the file.

f. Click **Close** to the message, "Preparing file, please wait…".

<u>5.7.2.2 Class I – Water</u>. Select this tab to build and maintain the factors used to calculate water consumption rates. From the **Planning Table** screen, click the **Class I** tab, and then click the **Water** tab.

a. Once created, water information will be displayed on the top half of the screen for the selected unit, with the first item highlighted. The bottom half of the screen displays all the editable fields (Figure 5.7-47).

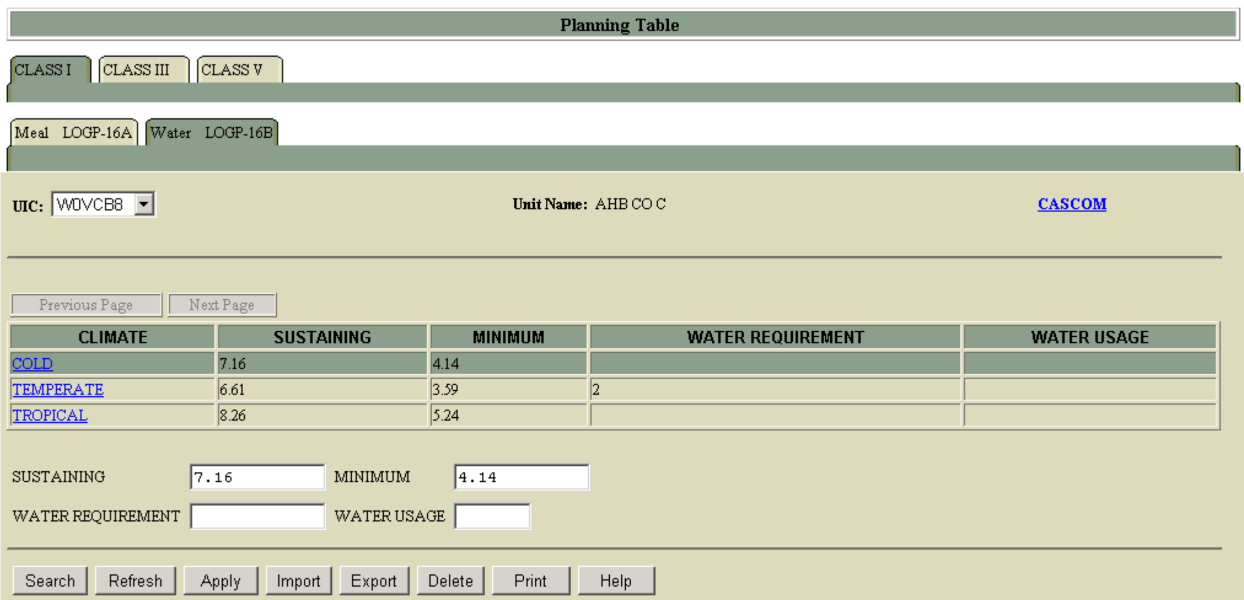


Figure 5.7-47 Planning Table Screen, Class I – Water Tab

Legend for Figure 5.7-47

Field Name	Description
Sustaining	Type the amount in gallons, to sustain operations.
Minimum	Type the minimum amount in gallons.
Water Requirement	Description of the new water requirement.
Water Usage	Type a P = Person or U = Unit.

b. Click the **UIC** LOV to select a unit.

c. Click the underscored **CASCOM** to display the **Water Selection** table (see paragraph 5.7.2.2.1, Copy Water Factors), and then click **X** to close the window.

d. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

e. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.7-48).

Figure 5.7-48 Search Screen

(2) Click the **Column Name** LOV and make a selection.

(3) Type the **Value**.

(4) Click the **Find** button to display the results.

(5) Click the **Refresh** button to display the entire list.

f. To print the **Water Types Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

<u>5.7.2.2.1 Copy Water Factors</u>.

a. From the **Class I – Water** tab, click the **UIC** LOV and make a selection.

b. Click the underscored **CASCOM** to display the **Water Selection** screen (Figure 5.7-49).

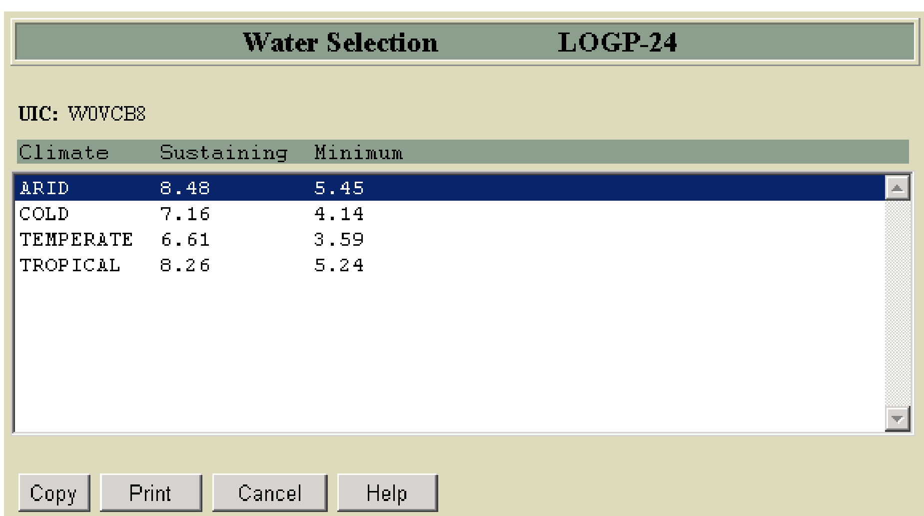


Figure 5.7-49 Water Selection Screen

c. Click the appropriate item to highlight it.

NOTE: Items cannot be duplicated.

d. To print the **Climate Zone Reference Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

e. Click the **Copy** button to copy the information.

5.7.2.2.2 Modify Water Factors.

a. From the **Class I – Water** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Climate** to highlight it and display the associated editable fields.

NOTE: Refer to the Legend, Figure 5.7-47 for field descriptions.

d. Modify the desired fields, and then click the **Apply** button to save the information.

5.7.2.2.3 Delete Water Factors.

a. From the **Class I – Water** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Climate** to highlight it.

d. Click the **Delete** button.

e. Click **Yes** to the message, "Delete this record?"

5.7.2.2.4 Import Water Factor Files.

a. From the **Class I – Water** tab, click the **UIC** LOV and make a selection.

b. Click the **Import** button to display the **Browse** screen (Figure 5.7-50).

Figure 5.7-50 Browse Screen

c. Type the desired **File Location**, **File Name**, and **File Extension**, and then click the **Run** button to import the file.

d. To Browse for a specific File:

(1) Click the **Browse** button to display the **File Upload** screen (Figure 5.7-51).

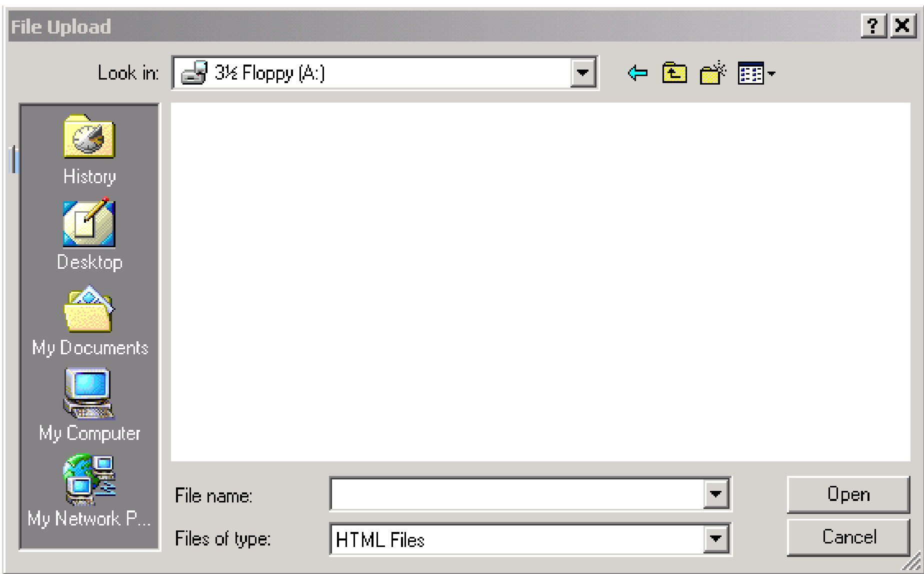


Figure 5.7-51 File Upload Screen

(2) Click the **Look In** LOV and select the location of the file you are importing.

(3) Click the **Files of Type** LOV and select the file type.

(4) Once the file is displayed in the center window, double-click the **File Name** or type the name of the file in the **File Name** field, and then click the **Open** button to insert the file string on the **Browse** screen (Figure 5.7-52).

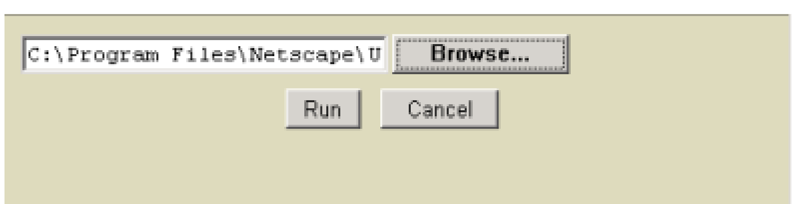


Figure 5.7-52 Browse Screen

e. Click the **Run** button to import the file.

f. Click **OK** to the message, “Import/update successfully”.

g. Click **X** to close the window.

5.7.2.2.5 Export Water Factor Files.

a. From the **Class I – Water** tab, click the **UIC** LOV and make a selection.

b. Click the **Export** button to display the **Save As…** screen (Figure 5.7-53).

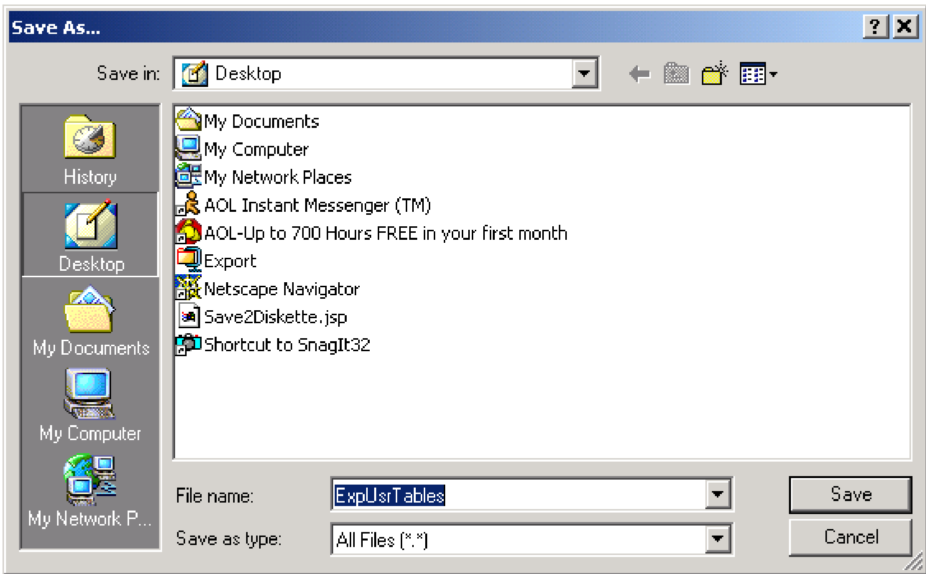


Figure 5.7-53 Save As… Screen

c. Click the **Save In** LOV and select the location to export the file.

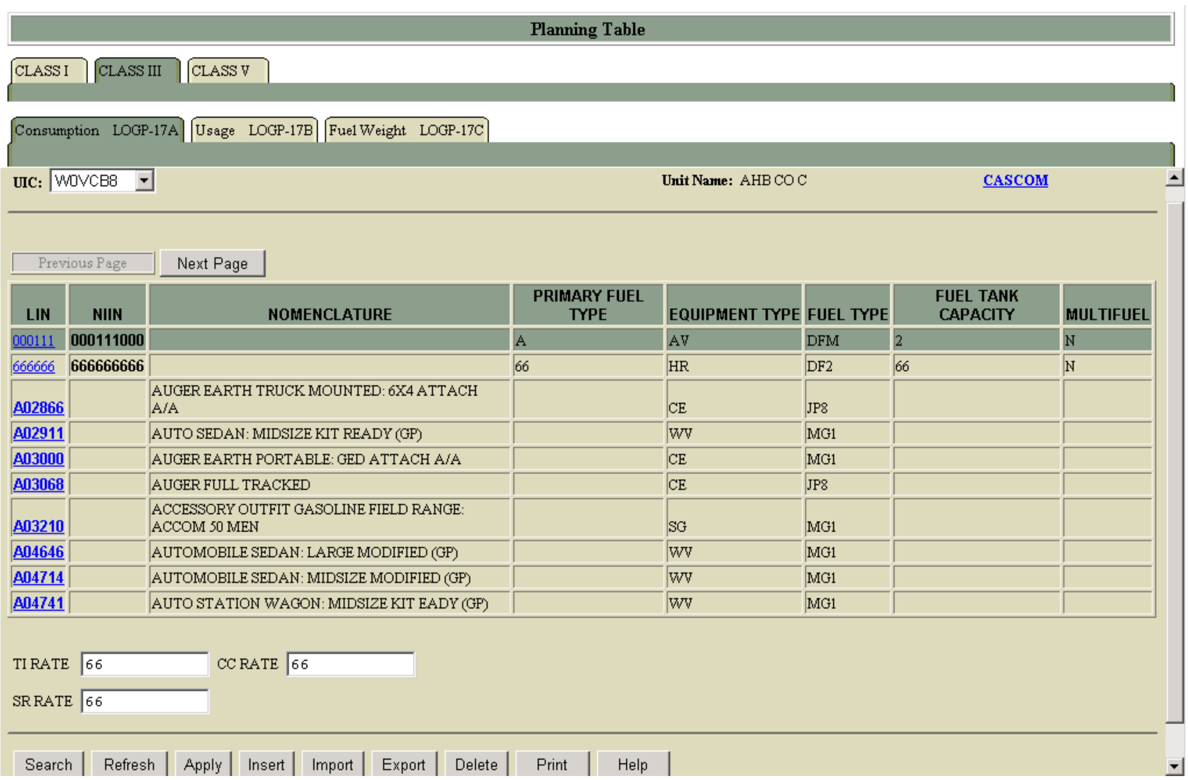
d. Click on the **File Name** in the center window to display the file name in the **File Name** field, or type the name of the file in the **File Name** field.

e. Click the **Save** button to export the file.

f. Click **Close** to the message, “Preparing file, please wait…”.

5.7.2.3 Class III – Consumption. Select this tab to view, add, modify, delete, and print fuel burning equipment, and combat consumption rates by LIN, NIIN, Nomenclature, and multifuel codes. Consumption rate tables also include terrain dependent gallon usage rates for tracked vehicles, for example, idle, secondary road, cross country, etc. From the **Planning Table** screen, click the **Class III** tab, with the **Consumption** tab defaulted.

a. Once created, fuel consumption information will be displayed on the top half of the screen for the selected unit, with the first item highlighted. The bottom half of the screen displays all the editable fields (Figure 5.7.54).



LIN	NIIN	NOMENCLATURE	PRIMARY FUEL TYPE	EQUIPMENT TYPE	FUEL TYPE	FUEL TANK CAPACITY	MULTIFUEL
000111	000111000		A	AV	DFM	2	N
666666	666666666		66	HR	DF2	66	N
A02866		AUGER EARTH TRUCK MOUNTED: 6X4 ATTACH A/A		CE	JP8		
A02911		AUTO SEDAN: MIDSIZE KIT READY (GP)		WV	MG1		
A03000		AUGER EARTH PORTABLE: GED ATTACH A/A		CE	MG1		
A03068		AUGER FULL TRACKED		CE	JP8		
A03210		ACCESSORY OUTFIT GASOLINE FIELD RANGE: ACCOM 50 MEN		SG	MG1		
A04646		AUTOMOBILE SEDAN: LARGE MODIFIED (GP)		WV	MG1		
A04714		AUTOMOBILE SEDAN: MIDSIZE MODIFIED (GP)		WV	MG1		
A04741		AUTO STATION WAGON: MIDSIZE KIT EADY (GP)		WV	MG1		

Figure 5.7-54 Planning Table Screen, Class III – Consumption Tab

b. Click the **UIC** LOV to select a unit.

c. Click the underscored **CASCOM** to display the **Combat Consumption Selections** table (see paragraph 5.7.2.3.2, Copy Consumption Rates), and then click **X** to close the window.

d. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

e. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.7-55).

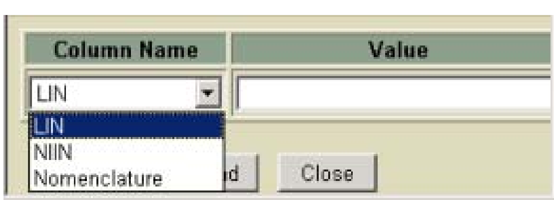


Figure 5.7-55 Search Screen

(2) Click the **Column Name** LOV and make a selection.

(3) Type the **Value**, if desired.

(4) Click the **Find** button to display the results.

(5) Click the **Refresh** button to display the entire list.

f. To print the **Consumption Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.7.2.3.1 Add Consumption Rates.

a. From the **Class III – Consumption** tab, click the **UIC** LOV and make a selection.

b. Click the **Insert** button to display the **New Consumption Rate Table** screen (Figure 5.7-56).

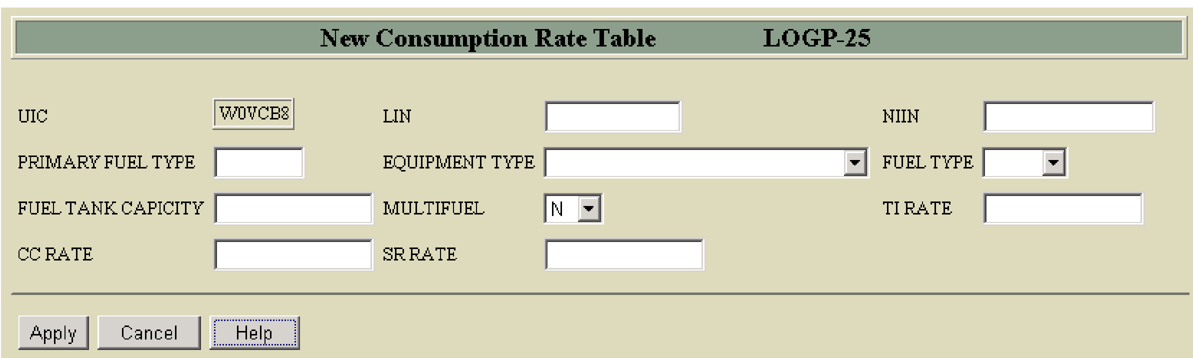


Figure 5.7-56 New Consumption Rate Table Screen

Legend for Figure 5.7-56

Field Name	Description
LIN	Type the Line Item Number.
NIIN	Type the National Item Identification Number.
Primary Fuel Type	Type the primary type of fuel required by the Generic Equipment Group.
Equipment Type	Click the **LOV** and select the POL-Consuming Equipment Category.
Fuel Type	Click the **LOV** and select the type of fuel used by this equipment.
Fuel Tank Capacity	Type the fuel tank capacity in gallons.
Multifuel	Click the **LOV** and select Y=Yes or N=No.
TI Rate	Type the average amount of fuel per hour consumed during idling.
CC Rate	Type the average amount of fuel per hour consumed by the equipment (tracked vehicle) during cross-country operation.
SR Rate	Type the average amount of fuel per hour consumed by the equipment (tracked vehicle) during operation on secondary roads.

NOTE: The **LIN, NIIN, Equipment Type** and **Fuel Type** are required fields.

c. Type appropriate information in **Non-LOV** fields.

d. Click the **LOVs** and make the desired selection.

e. Click the **Apply** button to save the information.

f. Click **OK** to the message, “Insert data successfully”.

5.7.2.3.2 Copy Consumption Rates.

a. From the **Class III – Consumption** tab, click the **UIC** LOV and make a selection.

b. Click the underscored **CASCOM** to display the **Combat Consumption Selections** screen (Figure 5.7-57).

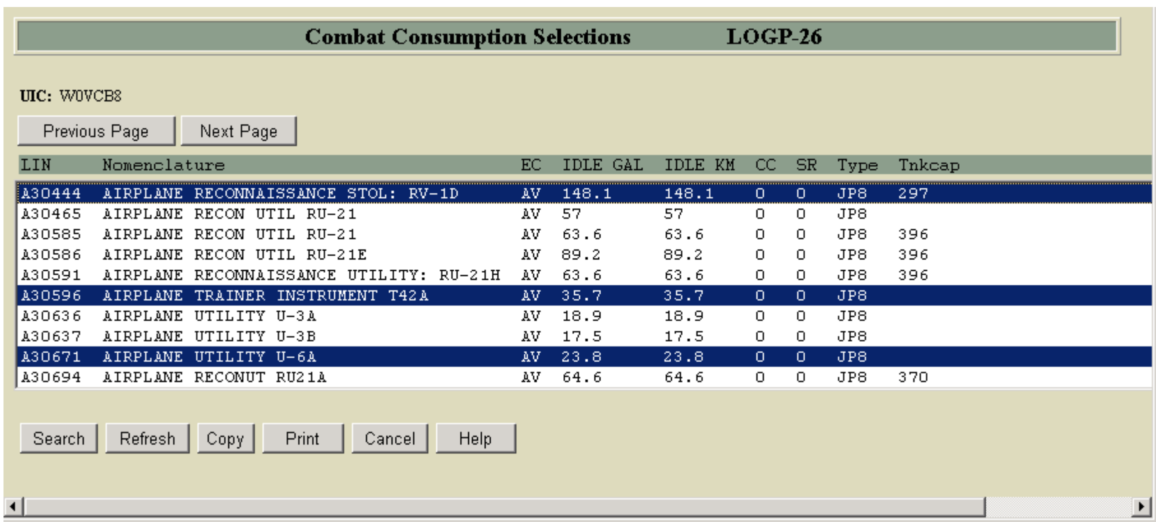


Figure 5.7-57 Combat Consumption Selections Screen

c. Use the **Next Page** or **Previous Page** button to page through the listing and then click an item to highlight it.

NOTE: Multiple selections can be made. Items cannot be duplicated.

d. To print the **Class III Combat Consumption Rate Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

e. Click the **Copy** button to copy the information.

5.7.2.3.3 Modify Consumption Rates.

a. From the **Class III – Consumption** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **LIN** to highlight it and display the associated editable fields.

NOTE: Refer to the Legend, Figure 5.7-56 for field descriptions.

d. Modify the desired fields, and then click the **Apply** button to save the information.

5.7.2.3.4 Delete Consumption Rates.

a. From the **Class III – Consumption** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **LIN** to highlight it.

d. Click the **Delete** button.

e. Click **Yes** to the message, “Delete this record?”

5.7.2.3.5 Import Consumption Rate Files.

a. From the **Class III – Consumption** tab, click the **UIC** LOV and make a selection.

b. Click the **Import** button to display the **Browse** screen (Figure 5.7-58).

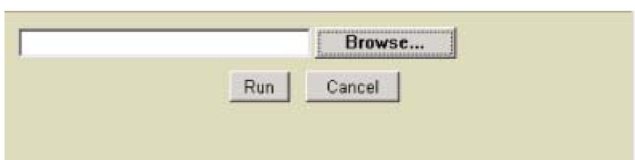


Figure 5.7-58 Browse Screen

c. Type the desired **File Location**, **File Name**, and **File Extension**, and then click the **Run** button to import the file.

d. To Browse for a specific File:

(1) Click the **Browse** button to display the **File Upload** screen (Figure 5.7-59).

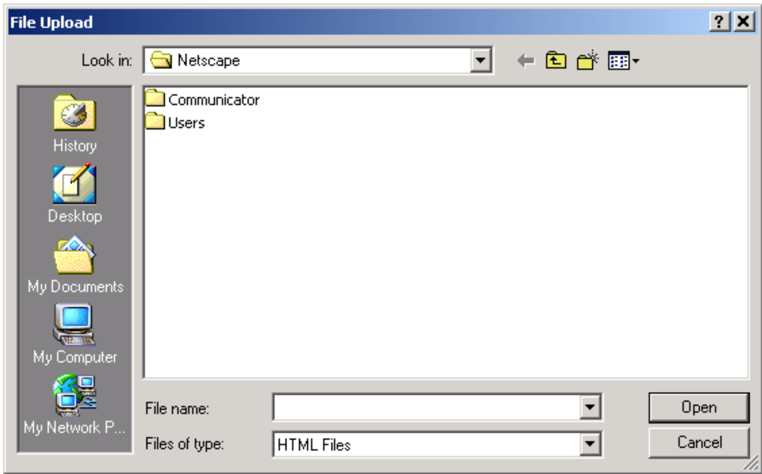


Figure 5.7-59 File Upload Screen

(2) Click the **Look In** LOV and select the location of the file you are importing.

(3) Click the **Files of Type** LOV and select the file type.

(4) Once the file is displayed in the center window, double-click the **File Name** or type the name of the file in the **File Name** field, and then click the **Open** button to insert the file string on the **Browse** screen (Figure 5.7-60).

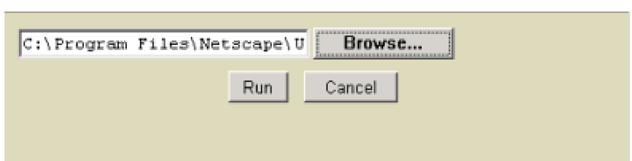


Figure 5.7-60 Browse Screen

e. Click the **Run** button to import the file.

f. Click **OK** to the message, “Import/update successfully”.

g. Click **X** to close the window.

5.7.2.3.6 Export Consumption Rate Files.

a. From the **Class III – Consumption** tab, click the **UIC** LOV and make a selection.

b. Click the **Export** button to display the **Save As…** screen (Figure 5.7-61).

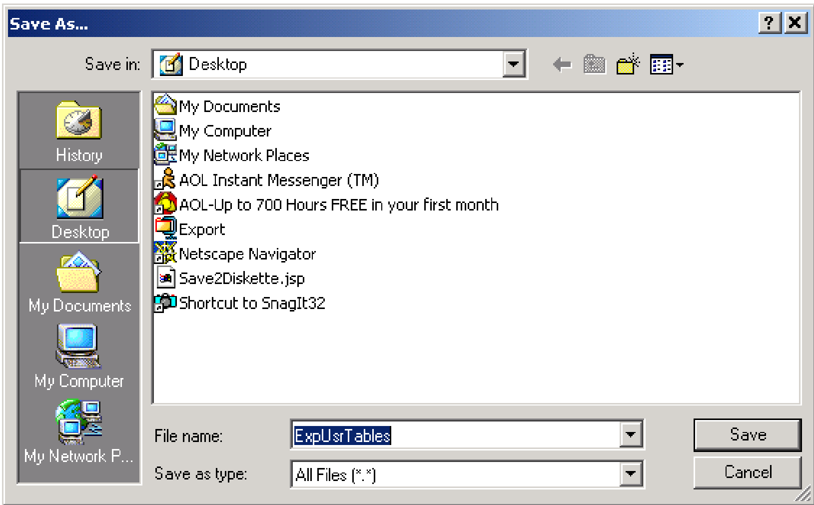


Figure 5.7-61 Save As… Screen

c. Click the **Save In** LOV and select the location to export the file.

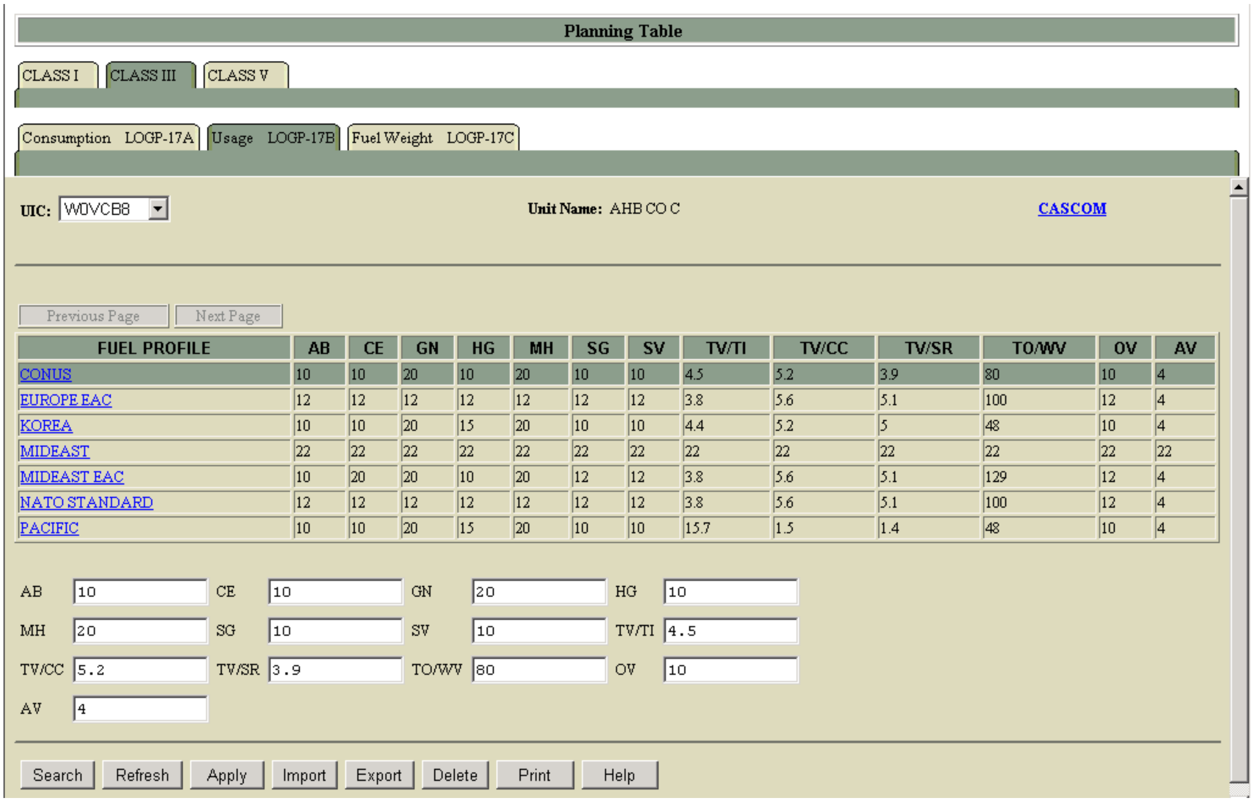
d. Click on the **File Name** in the center window to display the file name in the **File Name** field, or type the name of the file in the **File Name** field.

e. Click the **Save** button to export the file.

f. Click **Close** to the message, “Preparing file, please wait…”.

<u>5.7.2.4 Class III – Usage</u>. Select this tab to view, add, modify, delete, and print equipment fuel usage rates for categories of equipment by Geographic Area Fuel Profiles. Each fuel profile contains fuel-burning rates by equipment category. The Logistics Estimate Process uses this table to calculate fuel consumption for unit equipment based on hours of operation or mileage factors from the table. From the **Planning Table** screen, click the **Class III** tab, and then click the **Usage** tab.

a. Once created, fuel usage information will be displayed on the top half of the screen for the selected unit, with the first item highlighted. The bottom half of the screen displays all the editable fields (5.7.62).



FUEL PROFILE	AB	CE	GN	HG	MH	SG	SV	TV/TI	TV/CC	TV/SR	TO/WV	OV	AV
CONUS	10	10	20	10	20	10	10	4.5	5.2	3.9	80	10	4
EUROPE EAC	12	12	12	12	12	12	12	3.8	5.6	5.1	100	12	4
KOREA	10	10	20	15	20	10	10	4.4	5.2	5	48	10	4
MIDEAST	22	22	22	22	22	22	22	22	22	22	22	22	22
MIDEAST EAC	10	20	20	10	20	12	12	3.8	5.6	5.1	129	12	4
NATO STANDARD	12	12	12	12	12	12	12	3.8	5.6	5.1	100	12	4
PACIFIC	10	10	20	15	20	10	10	15.7	1.5	1.4	48	10	4

Figure 5.7-62 Planning Table Screen, Class III – Usage Tab

b. Click the **UIC** LOV to select a unit.

c. Click the underscored **CASCOM** to display the **Daily Equipment Usage Rates Selection** screen (see paragraph 5.7.2.4.1, Copy Fuel Usage) and then click **X** to close the window.

d. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

e. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.7-63).

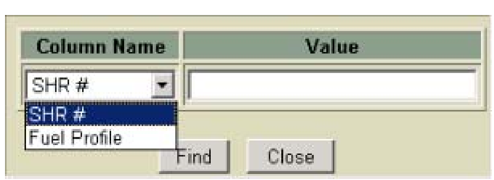


Figure 5.7-63 Search Screen

(2) Click the **Column Name** LOV and make a selection.

(3) Type the **Value**.

(4) Click the **Find** button to display the results.

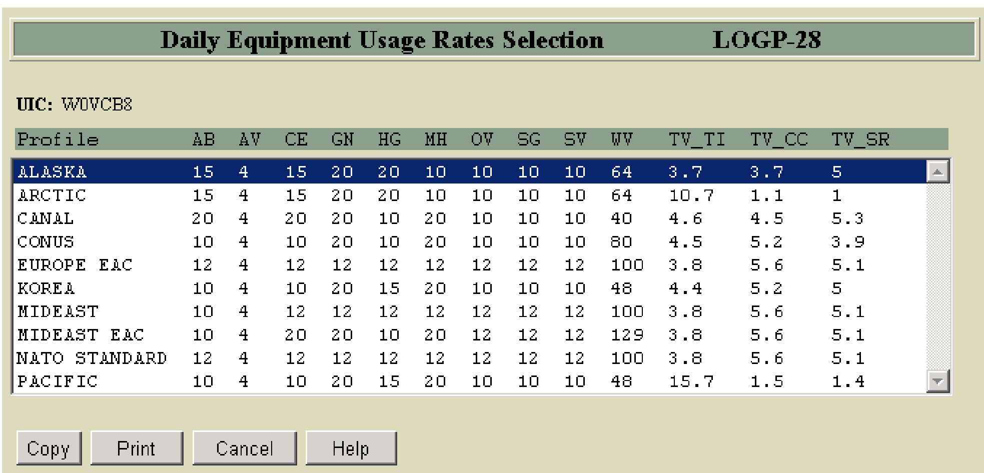
(5) Click the **Refresh** button to display the entire list.

f. To print the **Daily Equipment Usage Rates** Listing using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

<u>5.7.2.4.1 Copy Fuel Usage</u>.

a. From the **Class III – Usage** tab, click the **UIC** LOV and make a selection.

b. Click the underscored **CASCOM** to display the **Daily Equipment Usage Rates Selection** screen (Figure 5.7-64).



Profile	AB	AV	CE	GN	HG	MH	OV	SG	SV	WV	TV_TI	TV_CC	TV_SR
ALASKA	15	4	15	20	20	10	10	10	10	64	3.7	3.7	5
ARCTIC	15	4	15	20	20	10	10	10	10	64	10.7	1.1	1
CANAL	20	4	20	20	10	20	10	10	10	40	4.6	4.5	5.3
CONUS	10	4	10	20	10	20	10	10	10	80	4.5	5.2	3.9
EUROPE EAC	12	4	12	12	12	12	12	12	12	100	3.8	5.6	5.1
KOREA	10	4	10	20	15	20	10	10	10	48	4.4	5.2	5
MIDEAST	10	4	12	12	12	12	12	12	12	100	3.8	5.6	5.1
MIDEAST EAC	10	4	20	20	10	20	12	12	12	129	3.8	5.6	5.1
NATO STANDARD	12	4	12	12	12	12	12	12	12	100	3.8	5.6	5.1
PACIFIC	10	4	10	20	15	20	10	10	10	48	15.7	1.5	1.4

Figure 5.7-64 Daily Equipment Usage Rates Selection Screen

c. Click the appropriate item to highlight it.

NOTE: Multiple Selections can be made. Items cannot be duplicated.

d. To print the **Daily Equipment Usage Reference Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

e. Click the **Copy** button to copy the information.

5.7.2.4.2 Modify Fuel Usage.

a. From the **Class III – Usage** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Fuel Profile** to highlight it and display the associated editable fields.

d. Modify the desired hours, and then click the **Apply** button to save the information.

5.7.2.4.3 Delete Fuel Usage.

a. From the **Class III – Usage** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Fuel Profile** to highlight it.

d. Click the **Delete** button.

e. Click **Yes** to the message, "Delete this record?"

5.7.2.4.4 Import Fuel Usage Files.

a. From the **Class III – Usage** tab, click the **UIC** LOV and make a selection.

b. Click the **Import** button to display the **Browse** screen (Figure 5.7-65).

Figure 5.7-65 Browse Screen

c. Type the desired **File Location**, **File Name**, and **File Extension**, and then click the **Run** button to import the file.

d. To Browse for a specific File:

(1) Click the **Browse** button to display the **File Upload** screen (Figure 5.7-66).

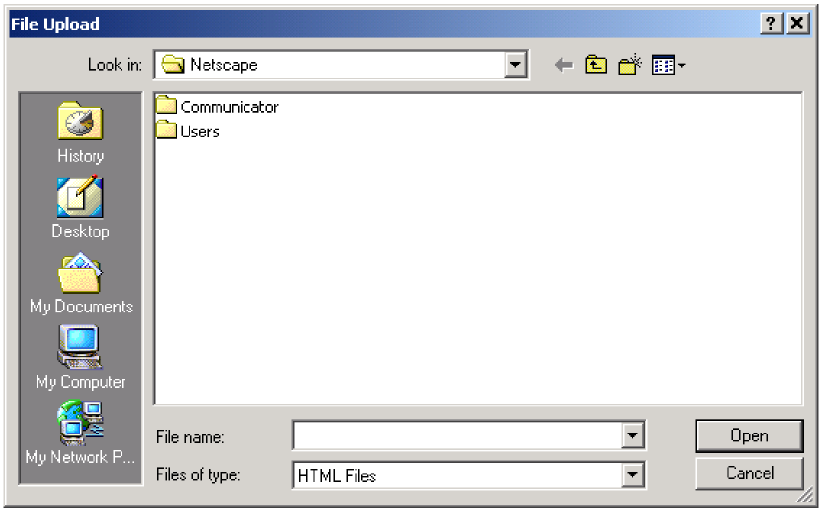


Figure 5.7-66 File Upload Screen

(2) Click the **Look In** LOV and select the location of the file you are importing.

(3) Click the **Files of Type** LOV and select the file type.

(4) Once the file is displayed in the center window, double-click the **File Name** or type the name of the file in the **File Name** field, and then click the **Open** button to insert the file string on the **Browse** screen (Figure 5.7-67).

Figure 5.7-67 Browse Screen

e. Click the **Run** button to import the file.

f. Click **OK** to the message, “Import/update successfully”.

g. Click **X** to close the window.

5.7.2.4.5 Export Fuel Usage Files.

a. From the **Class III – Usage** tab, click the **UIC** LOV and make a selection.

b. Click the **Export** button to display the **Save As…** screen (Figure 5.7-68).

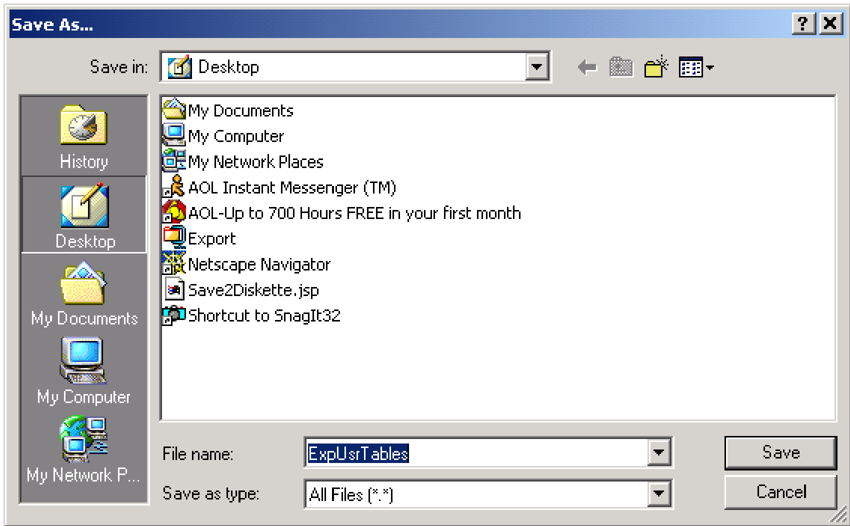


Figure 5.7-68 Save As… Screen

c. Click the **Save In** LOV and select the location to export the file.

d. Click on the **File Name** in the center window to display the file name in the **File Name** field, or type the name of the file in the **File Name** field.

e. Click the **Save** button to export the file.

f. Click **Close** to the message, "Preparing file, please wait…".

5.7.2.5 Class III – Fuel Weight. Select this tab to view, add, modify, delete and print fuel records by weight and type. From the **Planning Table** screen, click the **Class III** tab, and then click the **Fuel Weight** tab.

a. Once created, fuel weight information will be displayed on the top half of the screen for the selected unit, with the first item highlighted. The bottom half of the screen displays all the editable fields (Figure 5.7-69).

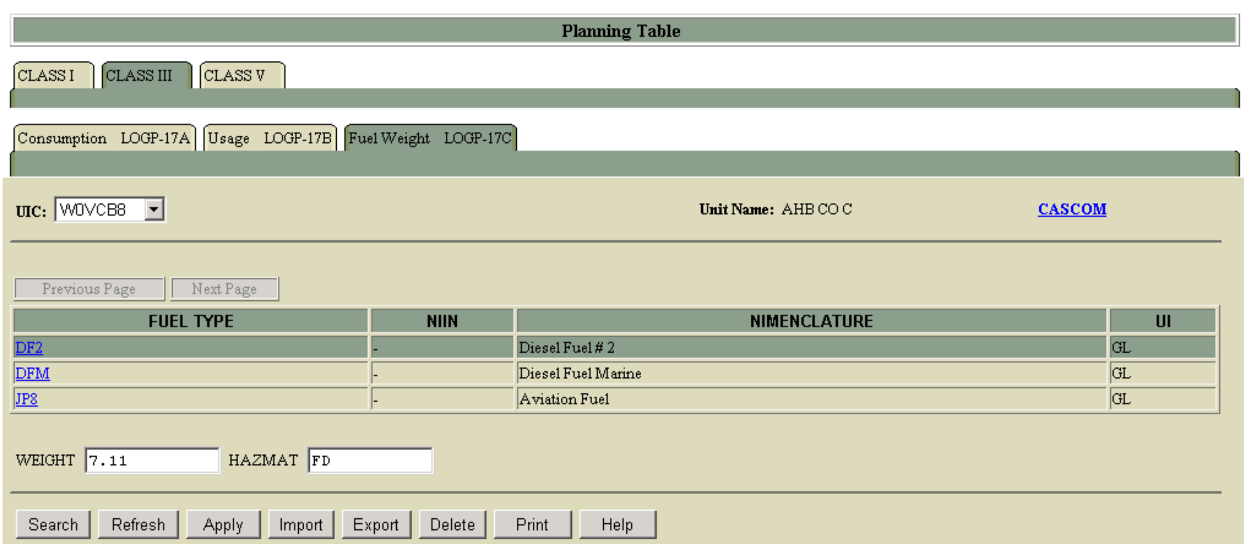


Figure 5.7-69 Planning Table Screen, Class III – Fuel Weight Tab

b. Click the **UIC** LOV to select a unit.

c. Click the underscored **CASCOM** to display the **Fuel Weight Table Selection** screen (see paragraph 5.7.2.5.1, Copy Fuel Weight), and then click **X** to close the window.

d. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

e. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.7-70).

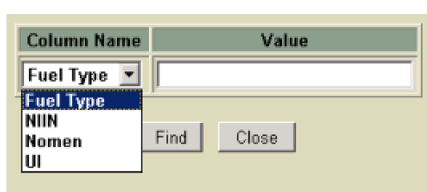


Figure 5.7-70 Search Screen

(2) Click the **Column Name** LOV and make a selection.

(3) Type the **Value**.

(4) Click the **Find** button to display the results.

(5) Click the **Refresh** button to display the entire list.

f. To print the **Fuel Wight Types Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.7.2.5.1 Copy Fuel Weight.

a. From the **Class III – Fuel Weight** tab, click the **UIC** LOV and make a selection.

b. Click the underscored **CASCOM** to display the **Fuel Weight Table Selection** screen (Figure 5.7-71).

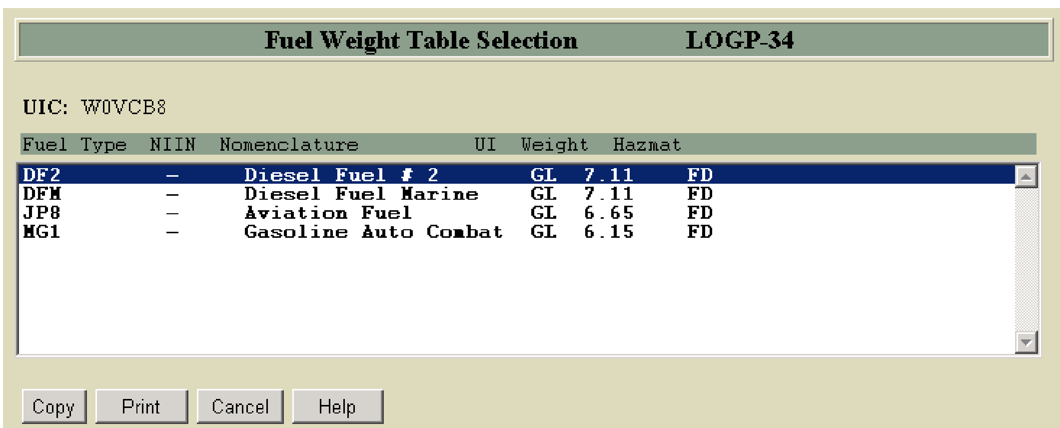


Figure 5.7-71 Fuel Weight Table Selection Screen

c. Click the appropriate item to highlight it.

NOTE: Multiple selections can be made. Items cannot be duplicated.

d. To print the **Fuel Weight Table Selection Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

e. Click the **Copy** button to copy the information.

5.7.2.5.2 Modify Fuel Weight.

a. From the **Class III – Fuel Weight** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Fuel Type** to highlight it and display the associated editable fields.

d. Modify the desired fields, and then click the **Apply** button to save the information.

5.7.2.5.3 Delete Fuel Weight.

a. From the **Class III – Fuel Weight** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Fuel Type** to highlight it.

d. Click the **Delete** button.

e. Click **Yes** to the message, "Delete this record?"

5.7.2.5.4 Import Fuel Weight Files.

a. From the **Class III – Fuel Weight** tab, click the **UIC** LOV and make a selection.

b. Click the **Import** button to display the **Browse** screen (Figure 5.7-72).

Figure 5.7-72 Browse Screen

c. Type the desired **File Location**, **File Name**, and **File Extension**, and then click the **Run** button to import the file.

d. To Browse for a specific File:

(1) Click the **Browse** button to display the **File Upload** screen (Figure 5.7-73).

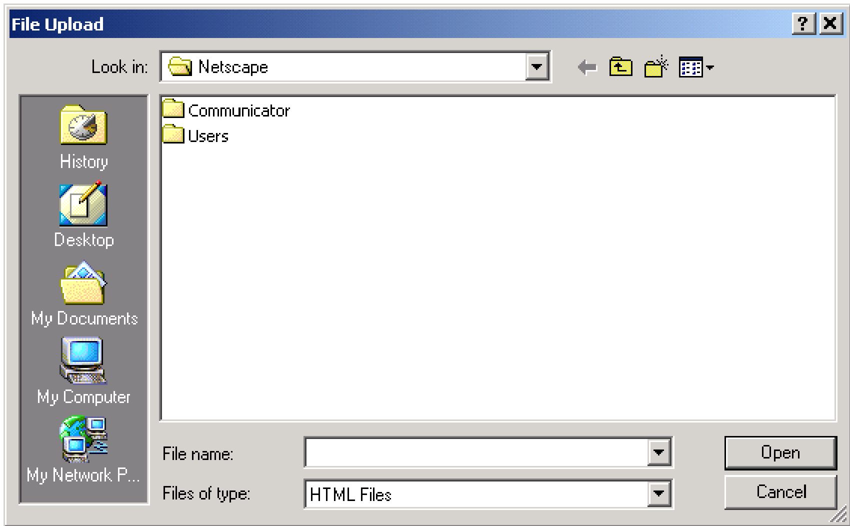


Figure 5.7-73 File Upload Screen

(2) Click the **Look In** LOV and select the location of the file you are importing.

(3) Click the **Files of Type** LOV and select the file type.

(4) Once the file is displayed in the center window, double-click the **File Name** or type the name of the file in the **File Name** field, and then click the **Open** button to insert the file string on the **Browse** screen (Figure 5.7-74).

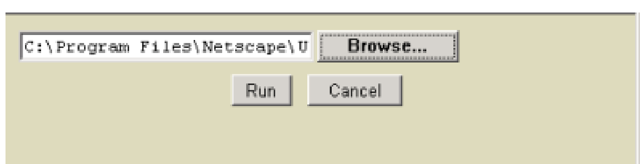


Figure 5.7-74 Browse Screen

e. Click the **Run** button to import the file.

f. Click **OK** to the message, “Import/update successfully”.

g. Click **X** to close the window.

<u>5.7.2.5.5 Export Fuel Weight File</u>.

a. From the **Class III – Fuel Weight** tab, click the **UIC** LOV and make a selection.

b. Click the **Export** button to display the **Save As…** screen (Figure 5.7-75).

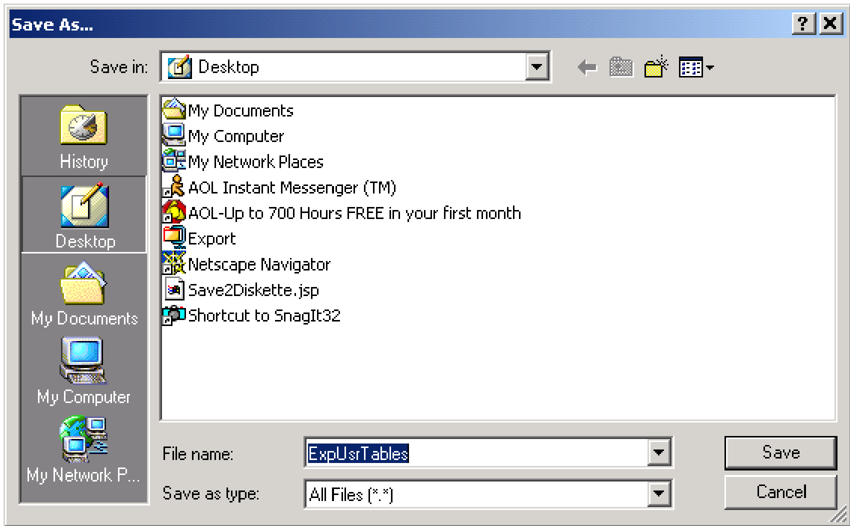


Figure 5.7-75 Save As… Screen

c. Click the **Save In** LOV and select the location to export the file.

d. Click on the **File Name** in the center window to display the file name in the **File Name** field, or type the name of the file in the **File Name** field.

e. Click the **Save** button to export the file.

f. Click **Close** to the message, “Preparing file, please wait…”.

5.7.2.6 Class V – Geographic Profile. Select this tab to view, add, modify, delete and print weapons and Class V bulk ammunition records. The table maintains the ammunition items by a Geographic Area Ammunition Profile. From the **Planning Table** screen, click the **Class V** tab, with the **Geographic Profile** tab defaulted.

a. Once created, geographic profile information will be displayed on the top half of the screen for the selected unit, with the first item highlighted. The bottom half of the screen displays all the editable fields (Figure 5.7-76).

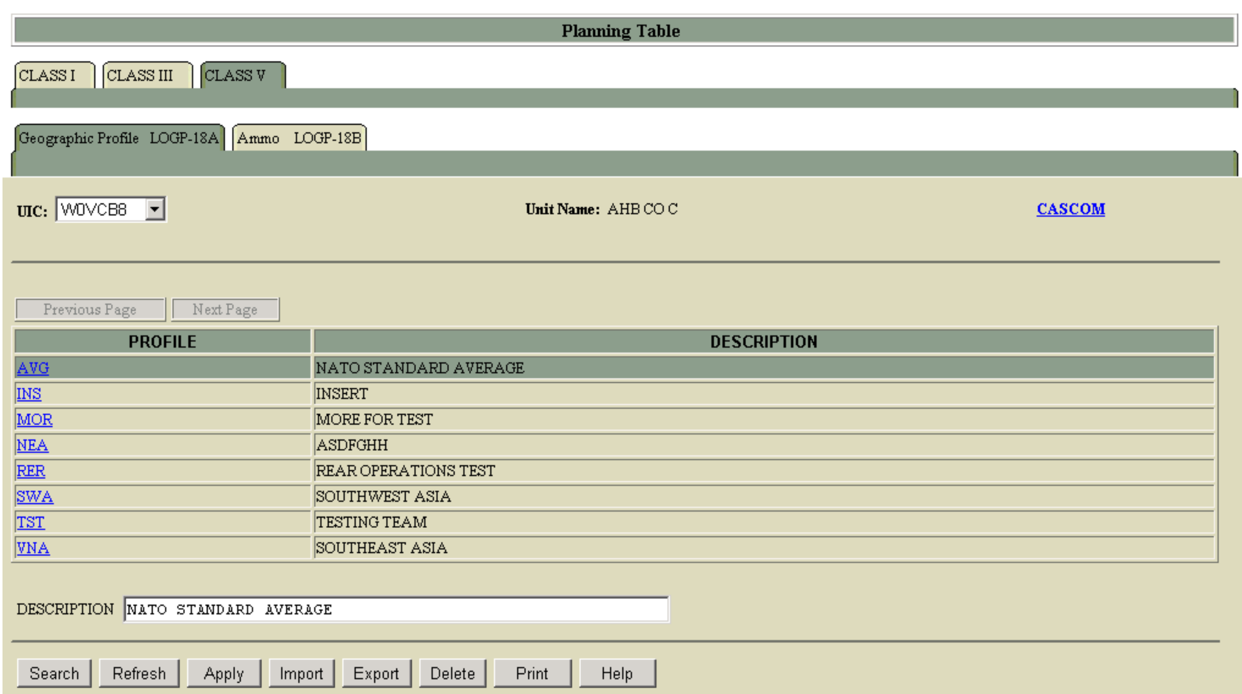


Figure 5.7-76 Planning Table Screen, Class V – Geographic Profile Tab

b. Click the **UIC** LOV to select a unit.

c. Click the underscored **CASCOM** to display the **Geographic Ammo Selection** screen (see paragraph 5.7.2.6.1, Copy Geographic Profile) and then click **X** to close the window.

d. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

e. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.7-77).

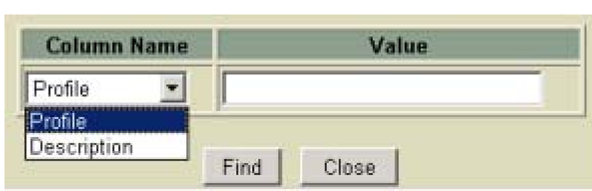


Figure 5.7-77 Search Screen

(2) Click the **Column Name** LOV and make a selection.

(3) Type the **Value**.

(4) Click the **Find** button to display the results.

(5) Click the **Refresh** button to display the entire list.

f. To print the **CL V Geographic Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

<u>5.7.2.6.1 Copy Geographic Profile</u>.

a. From the **Class V – Geographic Profile** tab, click the **UIC** LOV and make a selection.

b. Click the underscored **CASCOM** to display the **Geographic Ammo Selection** screen (Figure 5.7-78).

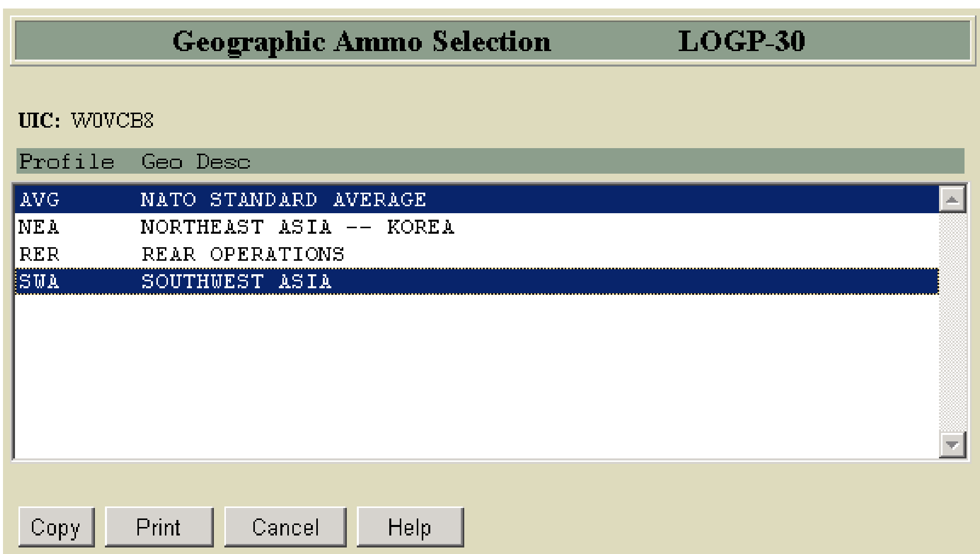


Figure 5.7-78 Geographic Ammo Selection Screen

c. Click the appropriate item to highlight it.

NOTE: Multiple selections can be made. Items cannot be duplicated.

d. To print the **Geographic Ammo Selection Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

e. Click the **Copy** button to copy the information.

<u>5.7.2.6.2 Modify Geographic Profile</u>.

a. From the **Class V – Geographic Profile** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Profile** to highlight it and display the associated editable field.

d. Modify the **Description** field, and then click the **Apply** button to save the information.

<u>5.7.2.6.3 Delete Geographic Profile</u>.

a. From the **Class V – Geographic Profile** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **Profile** to highlight it.

d. Click the **Delete** button.

e. Click **Yes** to the message, "Delete this record?"

<u>5.7.2.6.4 Import Geographic Profile</u>.

a. From the **Class V – Geographic Profile** tab, click the **UIC** LOV and make a selection.

b. Click the **Import** button to display the **Browse** screen (Figure 5.7-79).

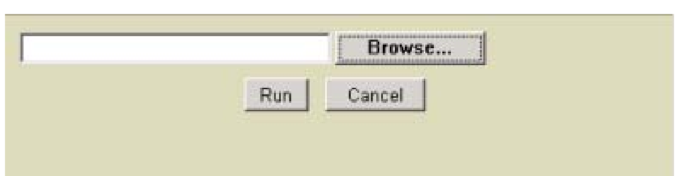


Figure 5.7-79 Browse Screen

c. Type the desired **File Location**, **File Name**, and **File Extension**, and then click the **Run** button to import the file.

d. To Browse for a specific File:

(1) Click the **Browse** button to display the **File Upload** screen (Figure 5.7-80).

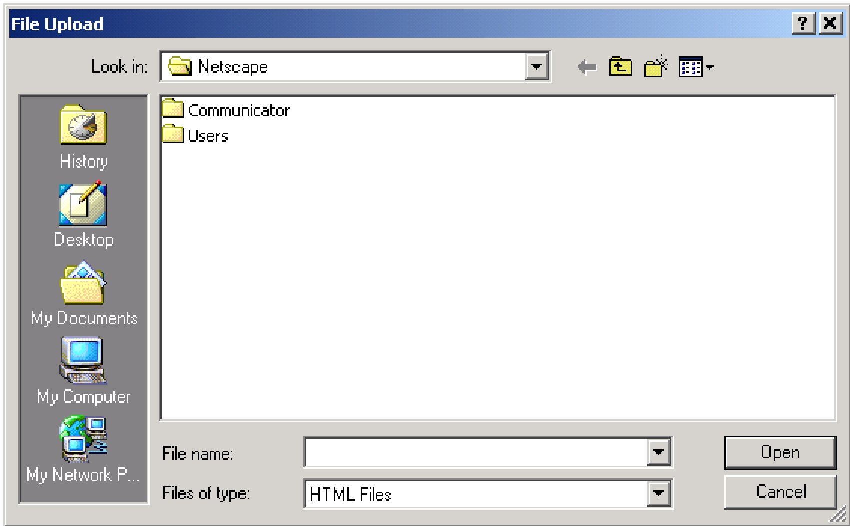


Figure 5.7-80 File Upload Screen

(2) Click the **Look In** LOV and select the location of the file you are importing.

(3) Click the **Files of Type** LOV and select the file type.

(4) Once the file is displayed in the center window, double-click the **File Name** or type the name of the file in the **File Name** field, and then click the **Open** button to insert the file string on the **Browse** screen (Figure 5.7-81).

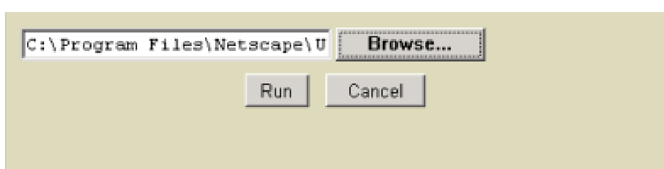


Figure 5.7-81 Browse Screen

e. Click the **Run** button to import the file.

f. Click **OK** to the message, "Import/update successfully".

g. Click **X** to close the window.

5.7.2.6.5 Export Geographic Profile.

a. From the **Class V – Geographic Profile** tab, click the **UIC** LOV and make a selection.

b. Click the **Export** button to display the **Save As…** screen (Figure 5.7-82).

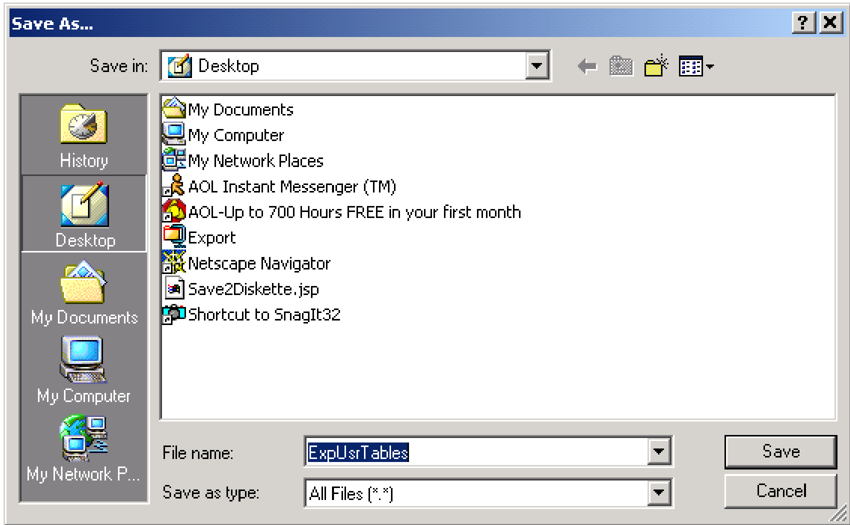


Figure 5.7-82 Save As… Screen

c. Click the **Save In** LOV and select the location to export the file.

d. Click on the **File Name** in the center window to display the file name in the **File Name** field, or type the name of the file in the **File Name** field.

e. Click the **Save** button to export the file.

f. Click **Close** to the message, “Preparing file, please wait…”

<u>5.7.2.7 Class V – Ammo</u>. Select this tab to assign ammunition to a specific weapon and establish consumption rates for various types of combat operations. From the **Planning Table** screen, click the **Class V** tab, and then click the **Ammo** tab.

a. Once created, ammunition information will be displayed on the top half of the screen for the selected unit, with the first item highlighted. The bottom half of the screen displays all the editable fields (Figure 5.7.83).

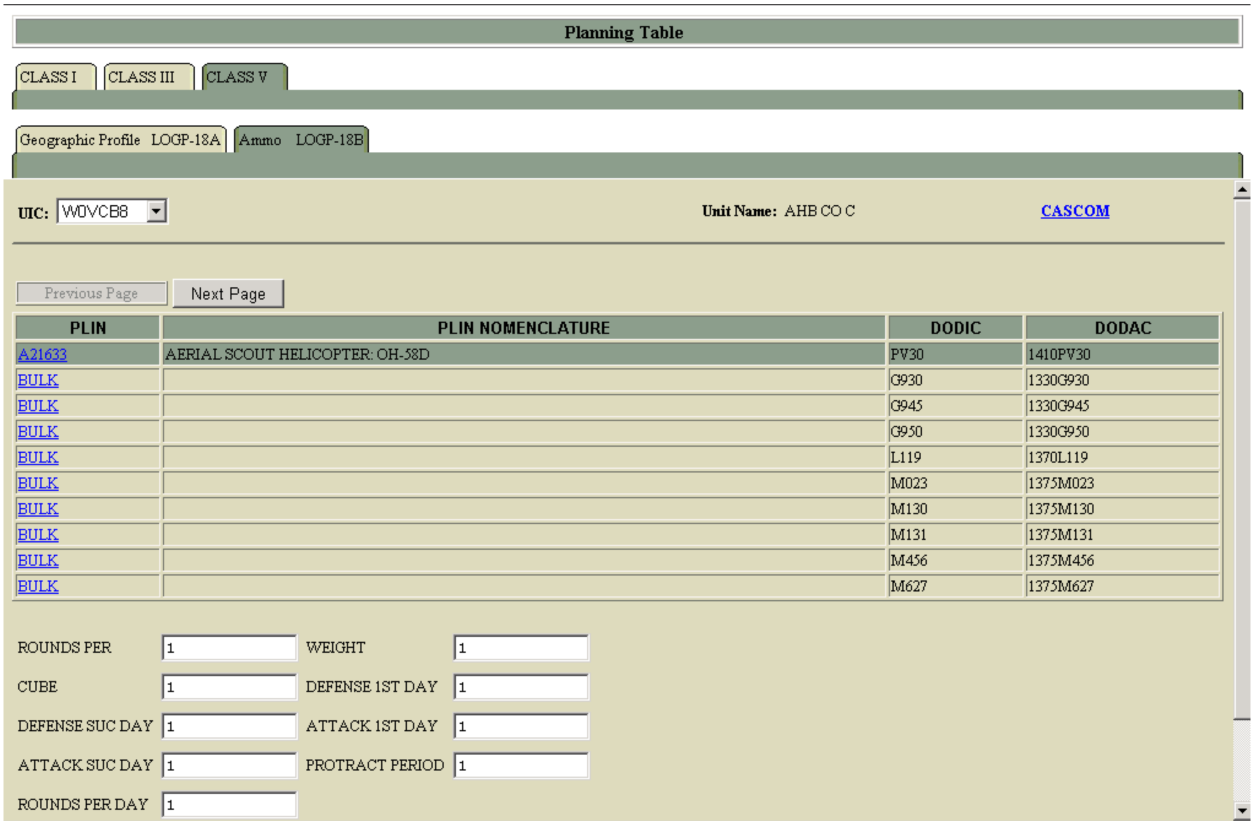


Figure 5.7-83 Planning Table Screen, Class V – Ammo Tab

b. Click the **UIC** LOV to select a unit.

c. Click the underscored **CASCOM** to display the **Bulk Ammunition Selection** screen (see paragraph 5.7.2.7.2, Copy Ammunition), and then click **X** to close the window.

d. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

e. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 5.7-84).

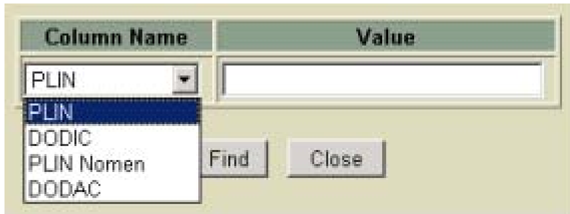


Figure 5.7-84 Search Screen

(2) Click the **Column Name** LOV and make a selection.

(3) Type the **Value**.

(4) Click the **Find** button to display the results.

(5) Click the **Refresh** button to display the entire list.

f. To print the **Bulk Ammo Types Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

<u>5.7.2.7.1 Add Ammunition</u>.

a. From the **Class V – Ammo** tab, click the **UIC** LOV and make a selection.

b. Click the **Insert** button to display the **New Bulk Ammo Table** screen (Figure 5.7-85).

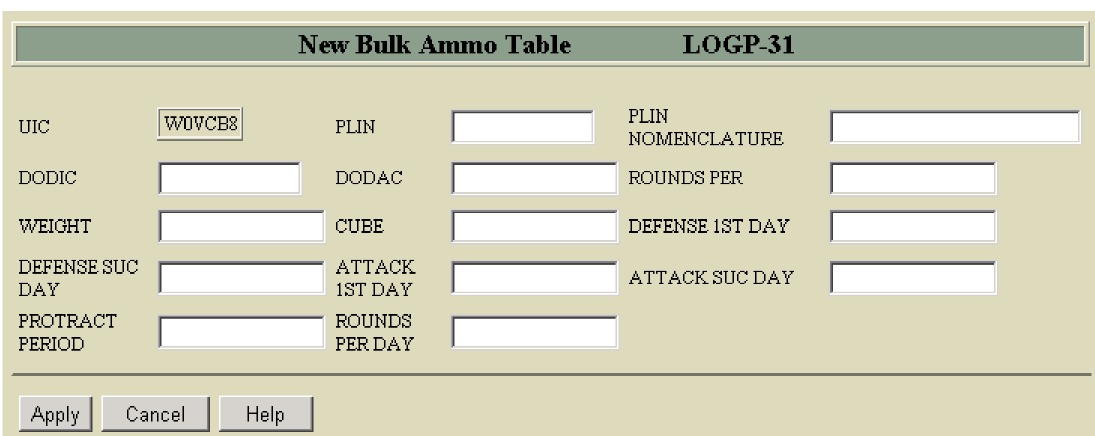


Figure 5.7-85 New Bulk Ammo Table Screen

Legend for Figure 5.7-85

Field Name	Description
PLIN	Type the Primary Line Item Number of the bulk ammo.
PLIN Nomenclature	Type the name of the bulk ammo item.

Field Name	Description
DODIC	Type the four-digit designation of the ammo group.
DODAAC	Type the Department of Defense Activity Address Code.
Rounds Per	Quantity of rounds per container.
Weight	Container weight in pounds.
Cube	Cubic feet of the container.
Defense 1st Day	Number of rounds per weapon, individual or unit for the first day of defensive operation.
Defense SUC Day	Number of rounds per weapon, individual or unit for the second through fourth successive days, etc. of defensive operations.
Attack 1st Day	Number of rounds per weapon, individual or unit for the first day of an attack.
Attack SUC Day	Number of rounds per weapon, individual or unit for the second through fourth successive day, etc., of the attack.
Protract Period	Number of rounds per weapon, individual or unit for day six through fifteen for attacking or defensive operations.
Rounds Per Day	Number of rounds to be on hand in the unit at all times. Use to compute basic load requirements.

c. Type appropriate information in **Non-LOV** fields.

NOTE: The PLIN, DODIC and DODAAC are required fields.

d. Click the **Apply** button to save the information to the **Bulk Ammo** Table.

e. Click **OK** to the message, "Insert data successfully".

NOTE: For demonstration purposes, the Ammunition Type that was added is, highlighted in Figure 5.7-86. The Ammunition that was added will be displayed on the User Created, Bulk Ammo Selection screen, which is used when creating the Unit Bulk Ammunition portion of the scenarios (see Section 5.7.1.3.3, Add Bulk Ammunition).

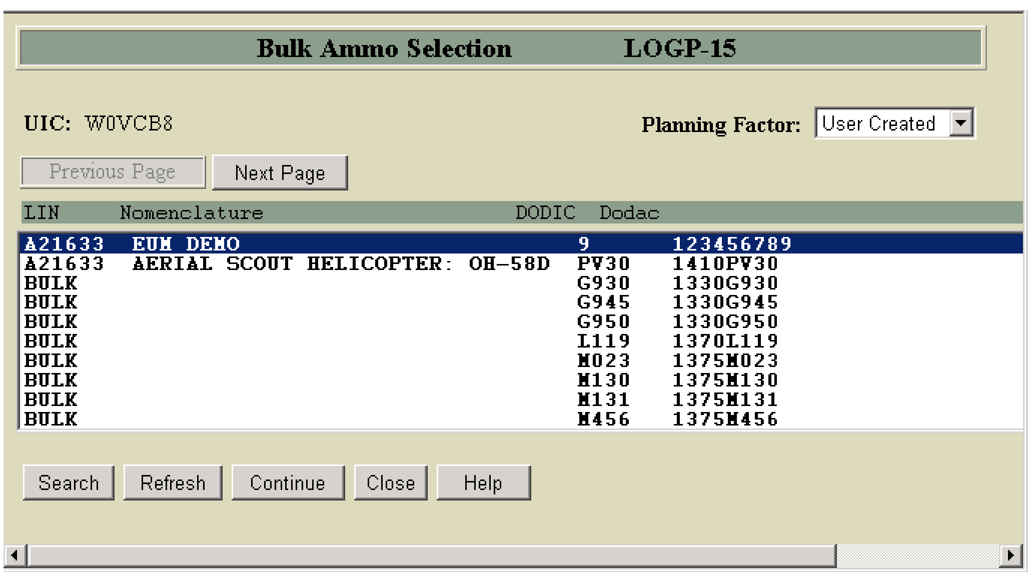


Figure 5.7-86 Log Scenario/Phase Screen, Bulk Ammunition Tab, Bulk Ammo Selection Screen

5.7.2.7.2 Copy Ammunition.

a. From the **Class V – Ammo** tab, click the **UIC** LOV and make a selection.

b. Click the underscored **CASCOM** to display the **CASCOM Planning Table** screen (Figure 5.7-87).

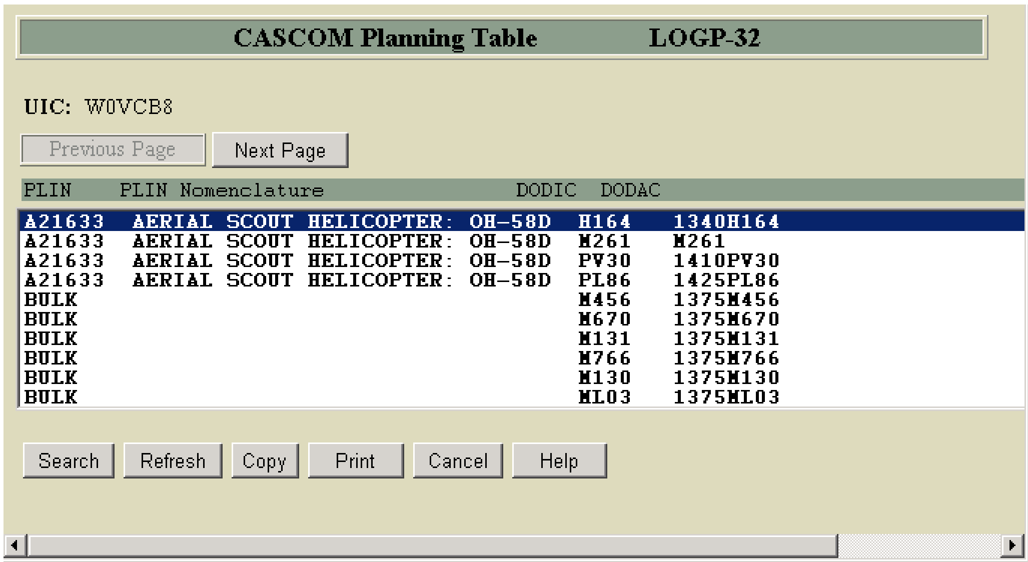


Figure 5.7-87 CASCOM Planning Table Screen

c. Use the **Next Page** or **Previous Page** button to page through the listing.

d. Click the appropriate item to highlight it.

NOTE: Multiple selections can be made. Items cannot be duplicated.

e. To print the **Bulk Ammo Selection Listing** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

f. Click the **Copy** button to copy the information.

5.7.2.7.3 Modify Ammunition.

a. From the **Class V – Ammo** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **LIN** to highlight it and display the associated editable fields.

NOTE: Refer to the Legend, Figure 5.7-85 for field descriptions.

d. Modify the desired fields, and then click the **Apply** button to save the information.

5.7.2.7.4 Delete Ammunition.

a. From the **Class V – Ammo** tab, click the **UIC** LOV and make a selection.

b. Click the **Next Page** or **Previous Page** button (if available) to page through the listing.

c. Click the underscored **LIN** to highlight it.

d. Click the **Delete** button.

e. Click **Yes** to the message, “Delete this record?”

5.7.2.7.5 Import Ammunition.

a. From the **Class V – Ammo** tab, click the **UIC** LOV and make a selection.

b. Click the **Import** button to display the **Browse** screen (Figure 5.7-88).

Figure 5.7-88 Browse Screen

c. Type the desired **File Location**, **File Name**, and **File Extension**, and then click the **Run** button to import the file.

d. To Browse for a specific File:

(1) Click the **Browse** button to display the **File Upload** screen (Figure 5.7-89).

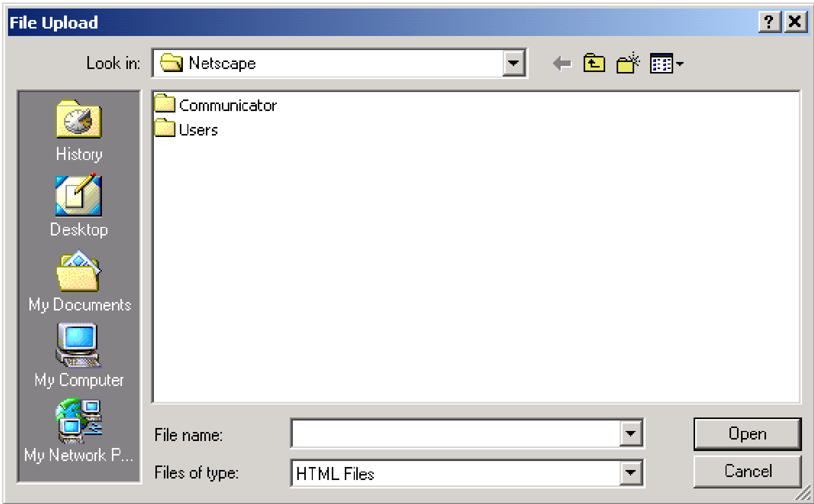


Figure 5.7-89 File Upload Screen

(2) Click the **Look In** LOV and select the location of the file you are importing.

(3) Click the **Files of Type** LOV and select the file type.

(4) Once the file is displayed in the center window, double-click the **File Name** or type the name of the file in the **File Name** field, and then click the **Open** button to insert the file string on the **Browse** screen (Figure 5.7-90).

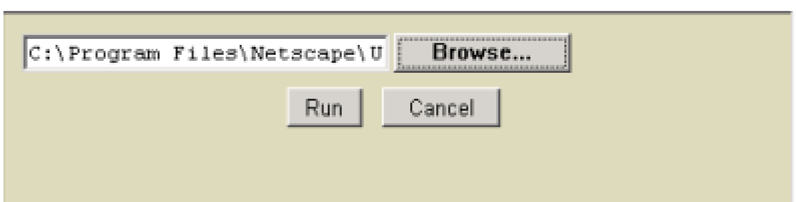


Figure 5.7-90 Browse Screen

e. Click the **Run** button to import the file.

f. Click **OK** to the message, “Import/update successfully”.

g. Click **X** to close the window.

5.7.2.7.6 Export Ammunition.

a. From the **Class V – Ammo** tab, click the **UIC** LOV and make a selection.

b. Click the **Export** button to display the **Save As…** screen (Figure 5.7-91).

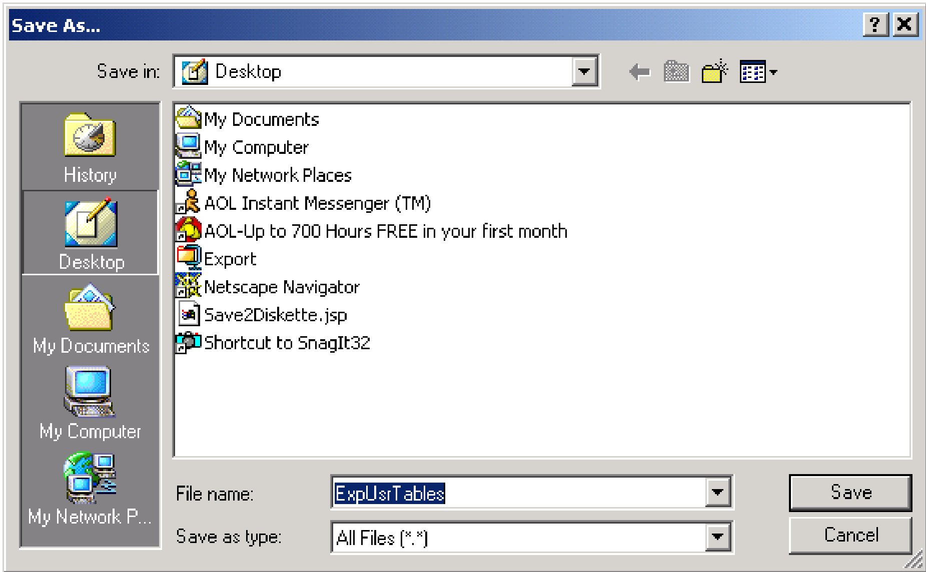


Figure 5.7-91 Save As… Screen

c. Click the **Save In** LOV and select the location to export the file.

d. Click on the **File Name** in the center window to display the file name in the **File Name** field, or type the name of the file in the **File Name** field.

e. Click the **Save** button to export the file.

f. Click **Close** to the message, “Preparing file, please wait…”.

5.8 View/Maintain Parameter Tables. This process provides the capability to view and maintain Report Processing and Reference Lookup Table Parameters in the PBUSE Module.

5.8.1 Report Processing Parameter Tables. Selection of these tabs provide the capability to view, add, modify and delete information in the Report Processing Code Tables.

5.8.1.1 View a Report Processing Code Table. To view a Report Processing Table, from the **SPR-Module Main Menu**, **Administration** menu, click the **View/Maintain Parameter Tables** to display the **View/Maintain Parameter Tables** screen with the **Report Processing (A-D)** tab defaulted, and Advice Code Table displayed (Figure 5.8-1).

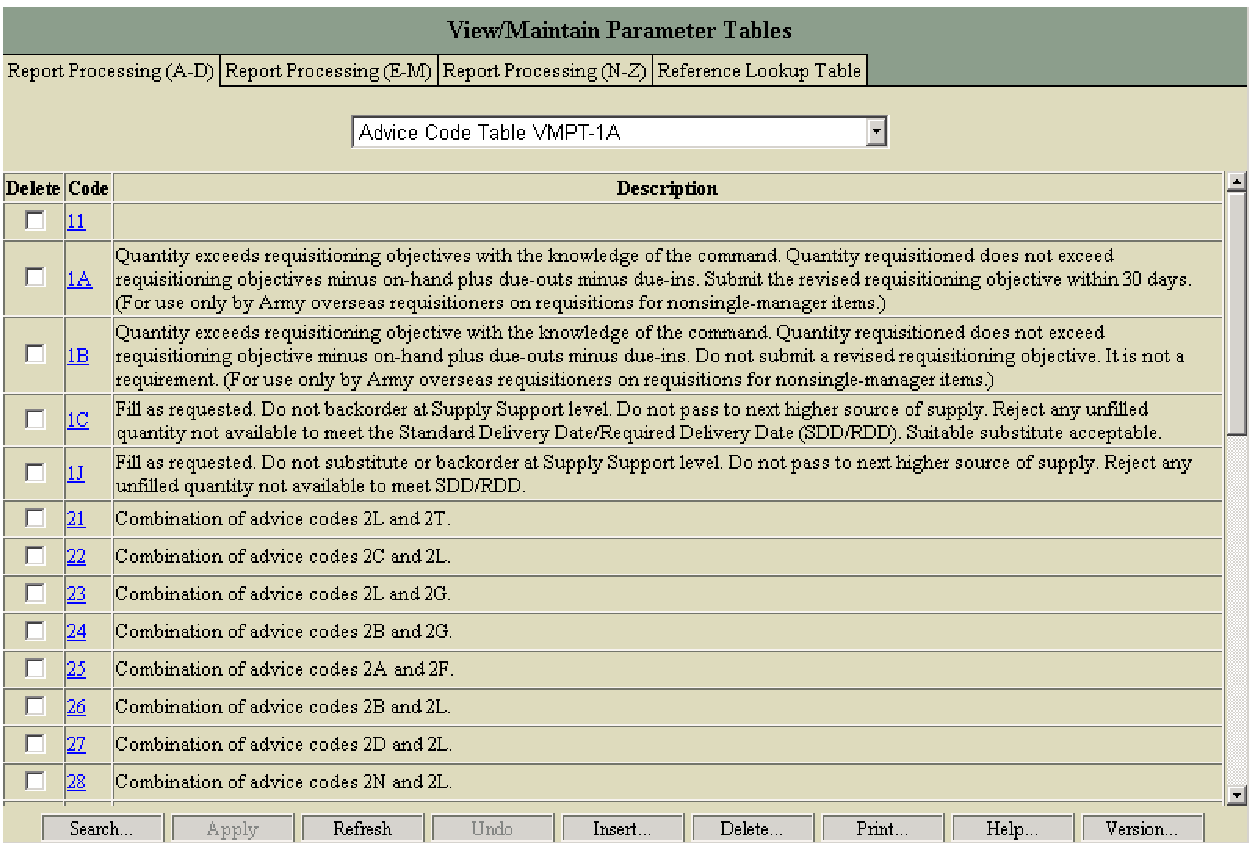


Figure 5.8-1 View/Maintain Parameter Tables Screen, Report Processing (A-D) Tab

a. Click the desired **Report Processing (A-D), (E-M)** or **(N-Z)** tab and then click the **LOV** to display the list of Code Tables (Figure 5.8-2).

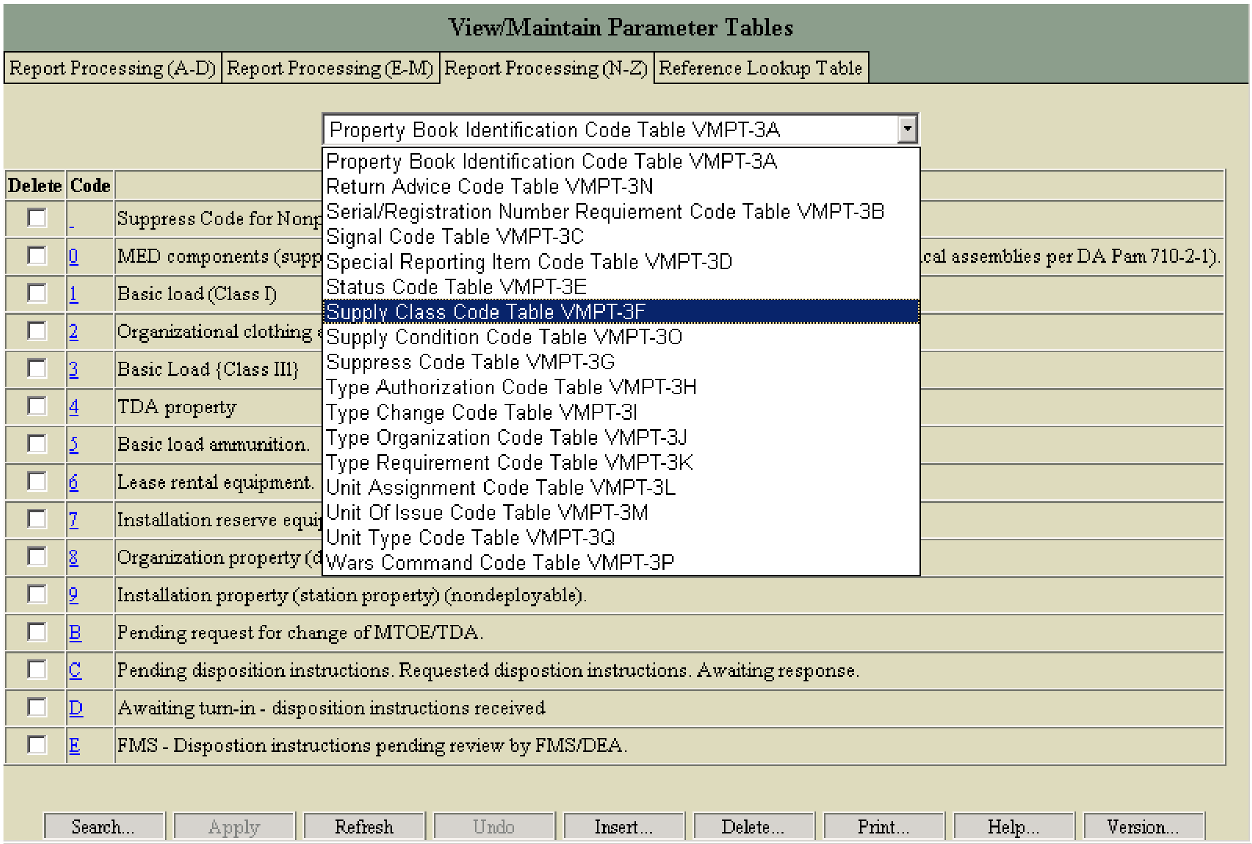


Figure 5.8-2 View Maintain Parameter Tables Screen, Report Processing (N-Z) Tab

b. Click the desired Code Table to refresh the screen and display appropriate code(s) and description(s).

c. To search for a specific Code within the displayed Code Table.

(1) Click the **Search** button to display the **Supply Search** screen (Figure 5.8-3).

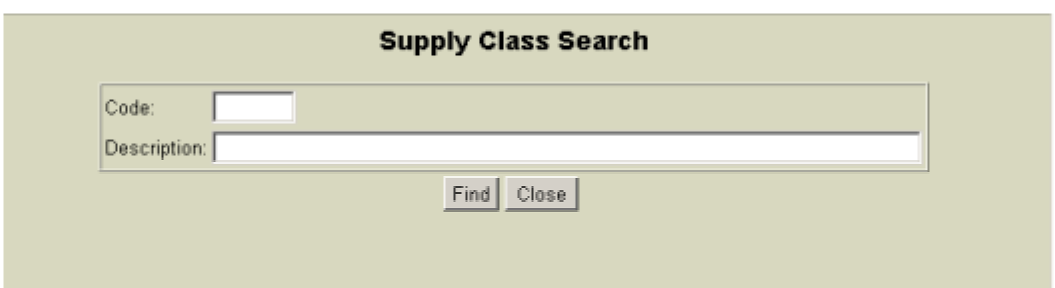


Figure 5.8-3 Supply Search Screen

NOTE: The Search screen name displayed will be based on the Code Table selected.

(2) Type the desired values, and then click the **Find** button to display the results (Figure 5.8-4).

NOTE: All records that contain the search criteria will be displayed. For demonstration purposes a ‘2’ was entered in the Code field of the Search Screen.

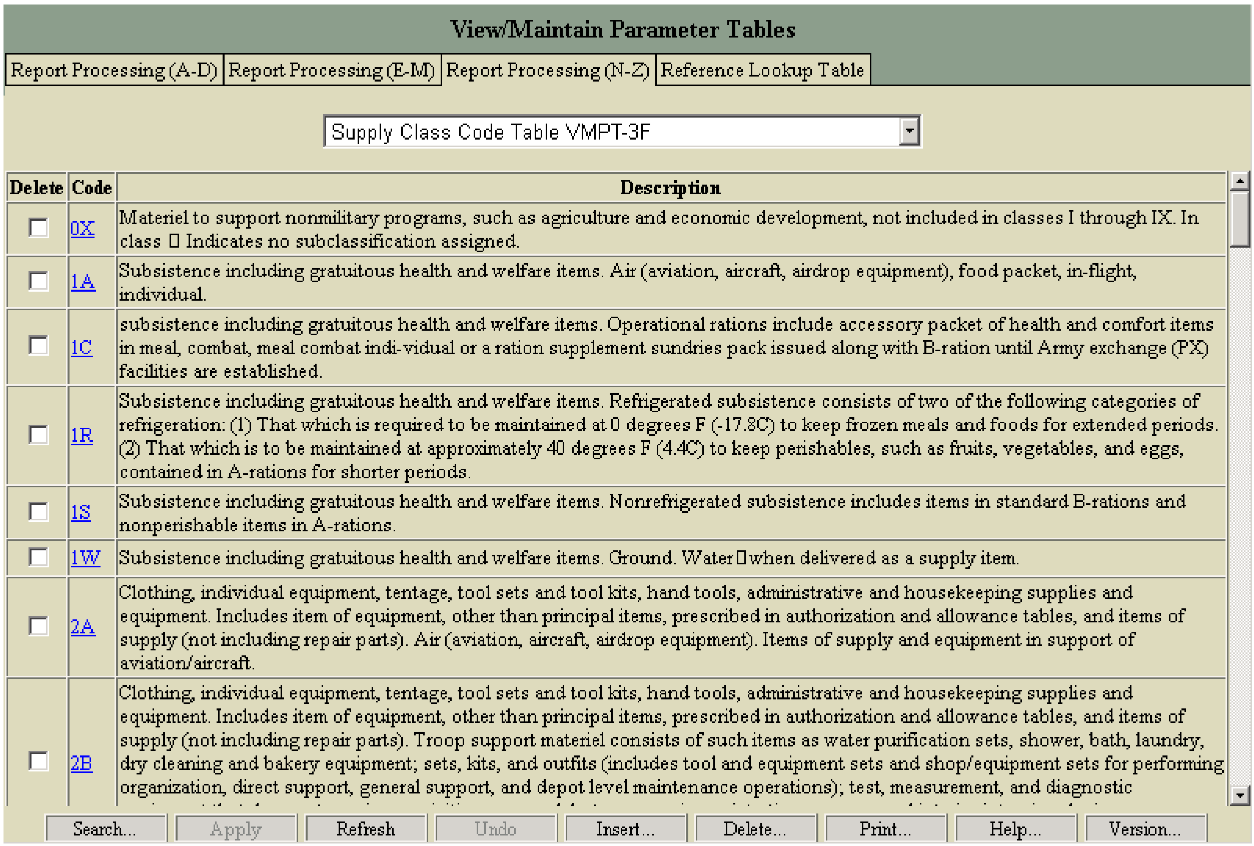


Figure 5.8-4 View/Maintain Parameter Tables Screen, Report Processing (N-Z) Tab,

d. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

<u>5.8.1.2 Add a Code to a Report Processing Code Table</u>. This process has restricted access and is only available to the Enterprise System Administrator.

a. To add a code to a code table, from the **View/Maintain Parameter Tables** screen, select a **Report Processing** tab.

b. Click the **LOV** and select the desired Code Table (Figure 5.8-5).

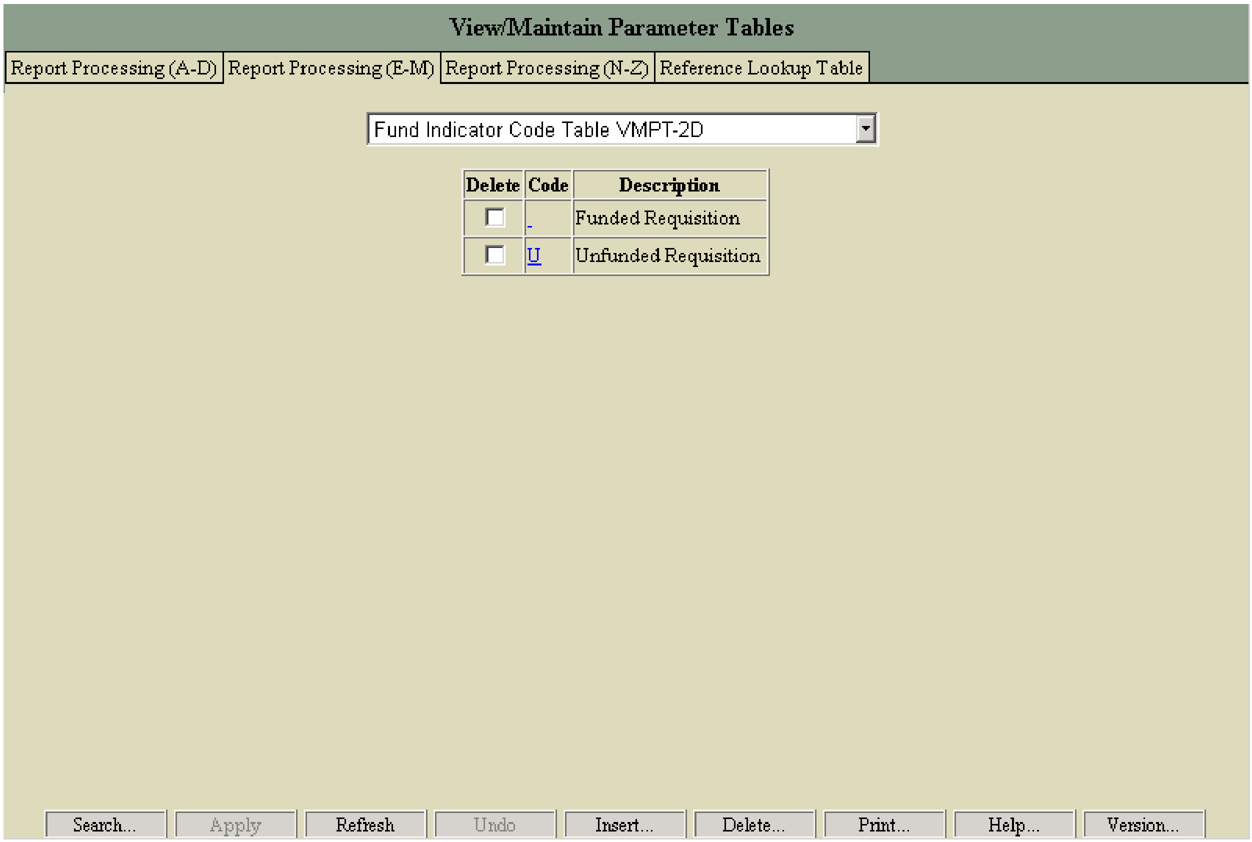


Figure 5.8-5 View/Maintain Parameter Tables Screen, Report Processing (E-M) Tab

c. Click the **Insert** button to display the **Fund Indicator Insert** screen (Figure 5.8-6).

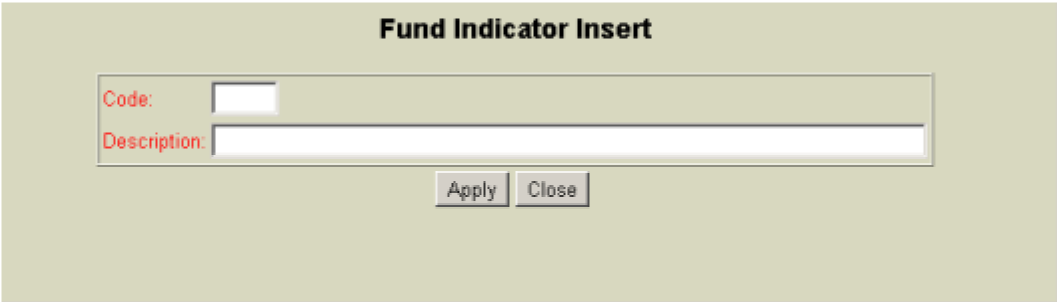


Figure 5.8-6 Fund Indicator Insert Screen

NOTE: The Insert screen name and fields displayed will be based on the Code Table selected. Fields in Red are required fields.

d. Type the appropriate **Code** and **Description,** and then click the **Apply** button to save information.

e. Click **OK** to the message, “Record inserted successfully”, to return to the **View/Maintain Parameter Tables** screen with the code displayed (Figure 5.8-7).

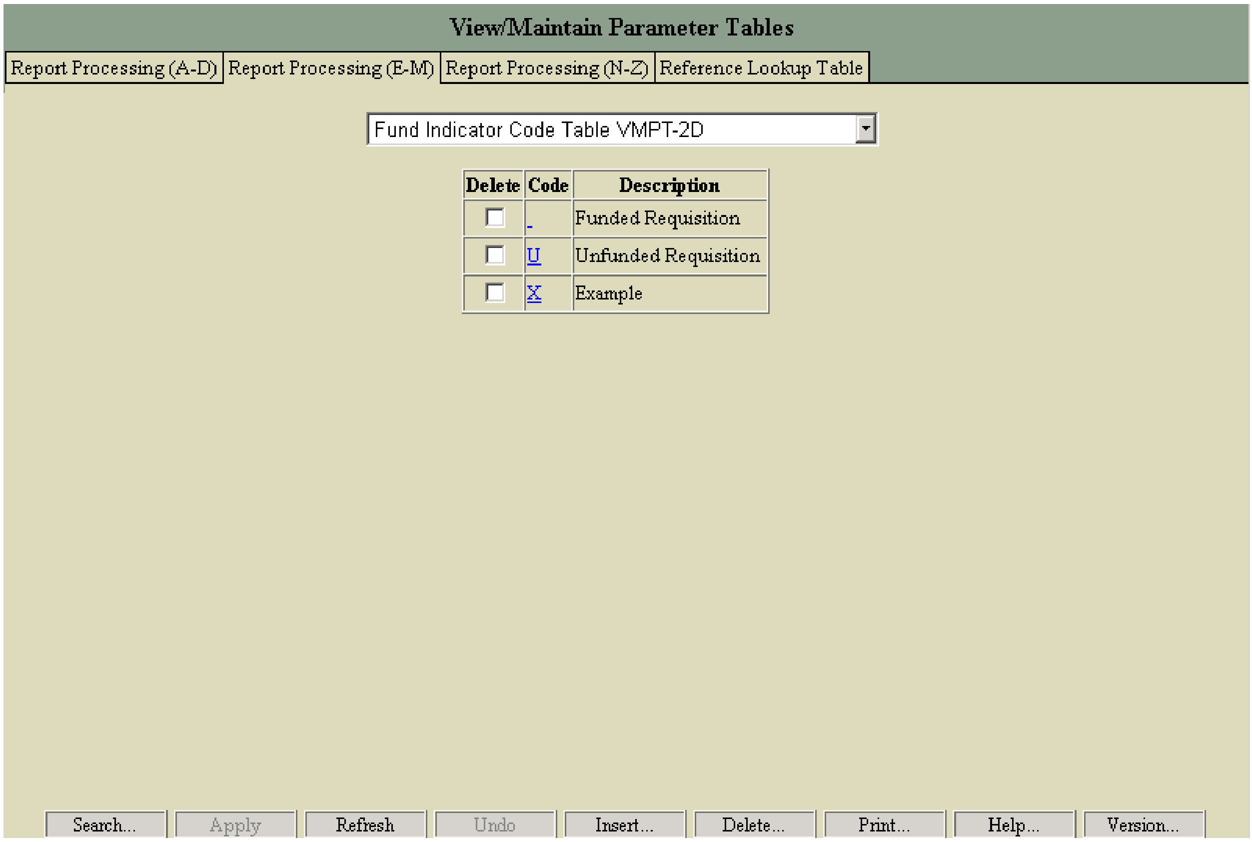


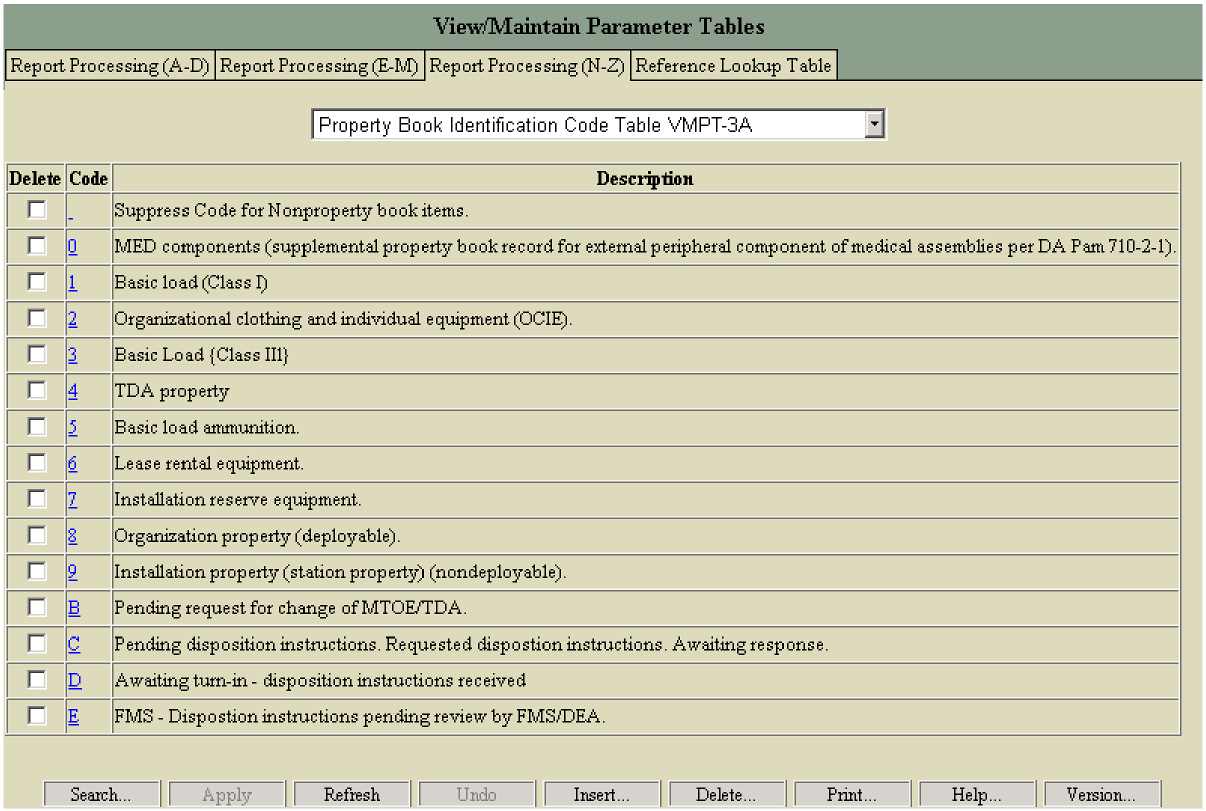
Figure 5.8-7 View/Maintain Parameter Tables Screen, Report Processing (E-M) Tab

f. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.8.1.3 Modify a Code in the Report Processing Code Table. This process has restricted access and is only available to the Enterprise System Administrator.

a. To modify a code, from the **View/Maintain Parameter Tables** screen, select a **Report Processing** tab.

b. Click the **LOV** and select the desired Code Table (Figure 5.8-8).


View/Maintain Parameter Tables

Report Processing (A-D) | Report Processing (E-M) | Report Processing (N-Z) | Reference Lookup Table

Property Book Identification Code Table VMPT-3A

Delete	Code	Description
☐	.	Suppress Code for Nonproperty book items.
☐	0	MED components (supplemental property book record for external peripheral component of medical assemblies per DA Pam 710-2-1).
☐	1	Basic load (Class I)
☐	2	Organizational clothing and individual equipment (OCIE).
☐	3	Basic Load {Class III}
☐	4	TDA property
☐	5	Basic load ammunition.
☐	6	Lease rental equipment.
☐	7	Installation reserve equipment.
☐	8	Organization property (deployable).
☐	9	Installation property (station property) (nondeployable).
☐	B	Pending request for change of MTOE/TDA.
☐	C	Pending disposition instructions. Requested dispostion instructions. Awaiting response.
☐	D	Awaiting turn-in - disposition instructions received
☐	E	FMS - Dispostion instructions pending review by FMS/DEA.

Search... | Apply | Refresh | Undo | Insert... | Delete... | Print... | Help... | Version...

Figure 5.8-8 View/Maintain Parameter Tables Screen, Report Processing (N-Z) Tab

c. Click the desired underscored **Code** from the **Code** field to display the **Update** screen (Figure 5.8-9).

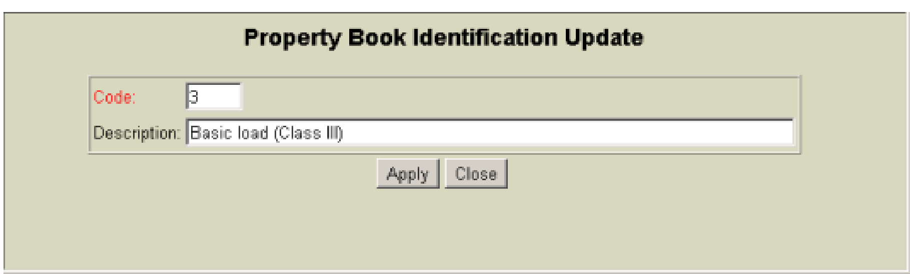
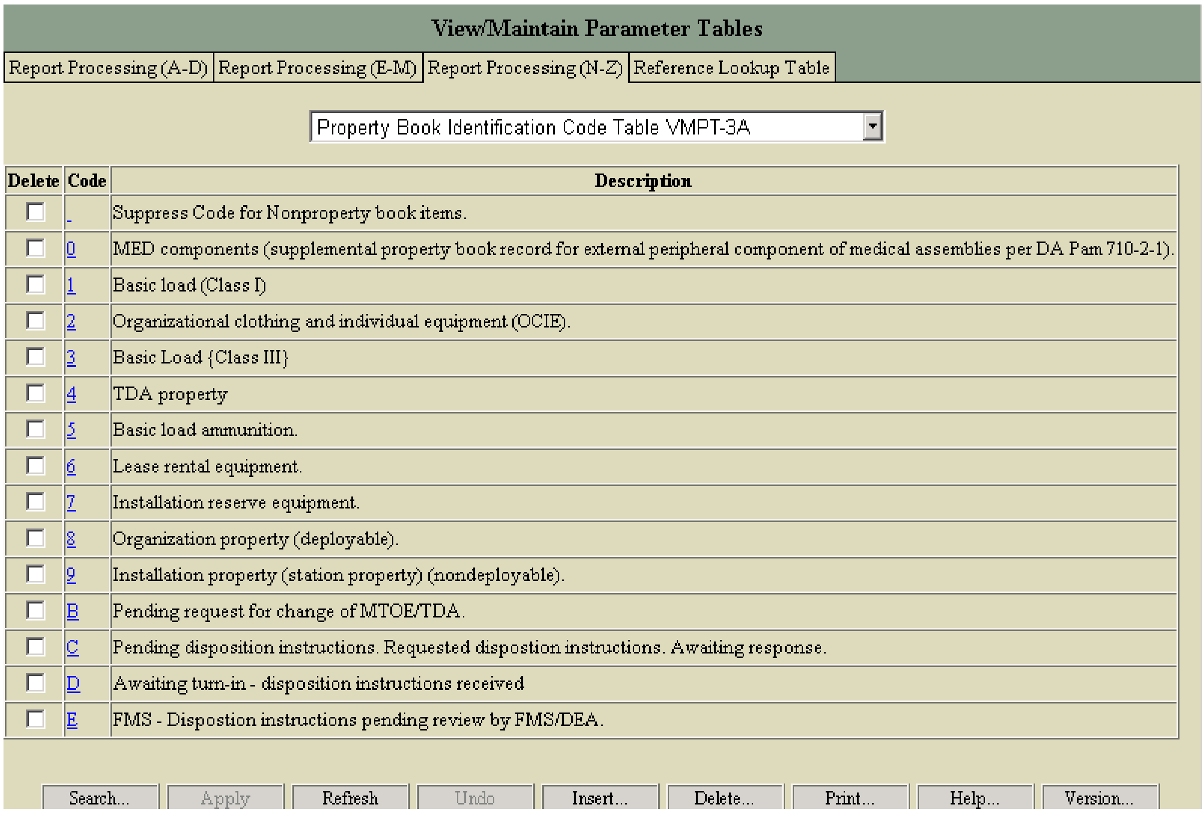


Figure 5.8-9 Property Book Identification Update Screen

NOTE: The Update screen name and fields displayed will be based on the Code Table selected. Fields in Red are required fields.

d. Type appropriate change(s) and then click the **Apply** button to save information.

e. Click **OK** to the message, “Report updated successfully”, to return to the **View/Maintain Parameter Tables** screen with the modified code displayed (Figure 5.8-10).



View/Maintain Parameter Tables

Report Processing (A-D) | Report Processing (E-M) | Report Processing (N-Z) | Reference Lookup Table

Property Book Identification Code Table VMPT-3A

Delete	Code	Description
☐	.	Suppress Code for Nonproperty book items.
☐	0	MED components (supplemental property book record for external peripheral component of medical assemblies per DA Pam 710-2-1).
☐	1	Basic load (Class I)
☐	2	Organizational clothing and individual equipment (OCIE).
☐	3	Basic Load {Class III}
☐	4	TDA property
☐	5	Basic load ammunition.
☐	6	Lease rental equipment.
☐	7	Installation reserve equipment.
☐	8	Organization property (deployable).
☐	9	Installation property (station property) (nondeployable).
☐	B	Pending request for change of MTOE/TDA.
☐	C	Pending disposition instructions. Requested dispostion instructions. Awaiting response.
☐	D	Awaiting turn-in - disposition instructions received
☐	E	FMS - Dispostion instructions pending review by FMS/DEA.

Search... | Apply | Refresh | Undo | Insert... | Delete... | Print... | Help... | Version...

Figure 5.8-10 View/Maintain Parameter Tables Screen, Report Processing (N-Z) Tab

f. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.8.1.4 Delete a Code on a Report Processing Code Table. This process has restricted access and is only available to the Enterprise System Administrator.

a. To delete a code from the **View/Maintain Parameter Tables** screen, select a **Report Processing** tab.

b. Click the **LOV** and select the desired Code Table.

c. Locate the code in the **Delete** column, and then click the checkbox to display a check mark (Figure 5.8-11).

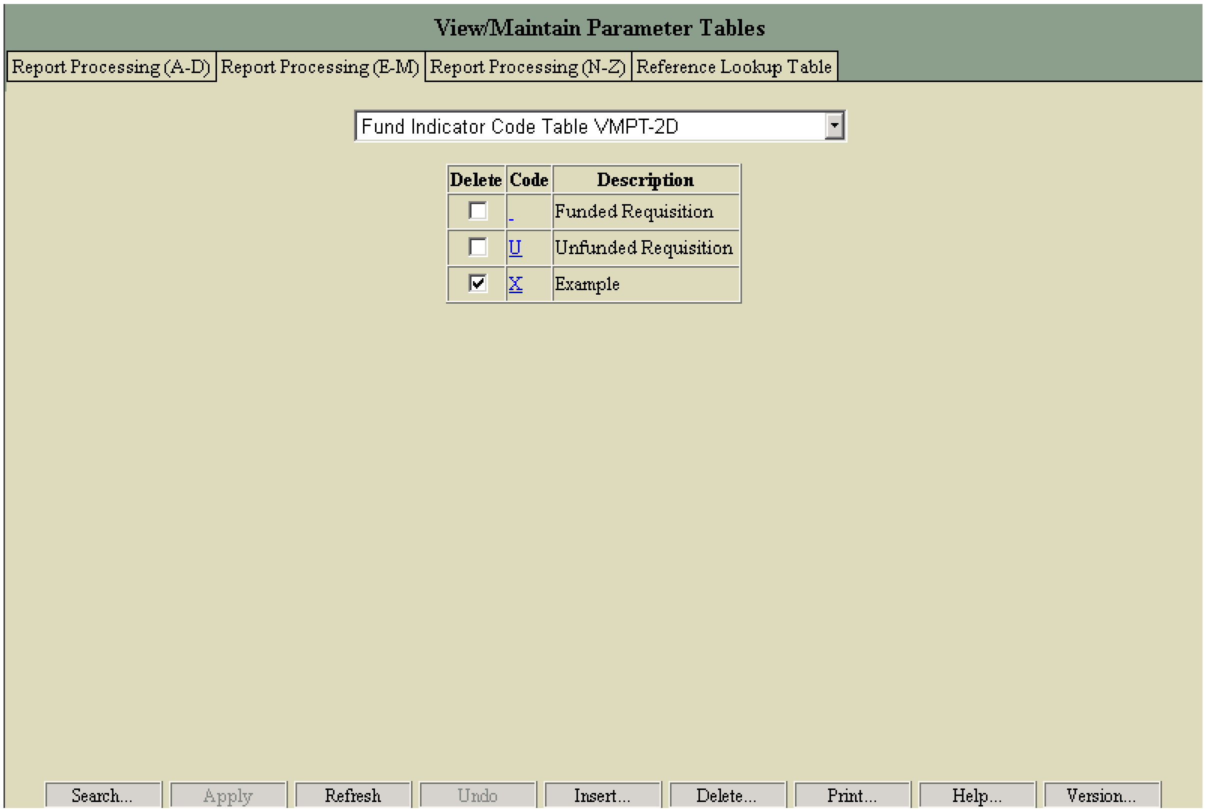


Figure 5.8-11 View/Maintain Parameter Tables Screen, Report Processing (E-M) Tab

d. Select the **Delete** button.

e. Click **OK** to the message, “Are you sure you want to delete the selected record(s)?”

f. Click **OK** to the message, “Record(s) deleted successfully”, to return to the **View/Maintain Parameter Tables** with the deleted code removed from the Code Table.

g. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.8.2 Reference Lookup Parameter Table. Selection of this tab provides the capability to view, add, modify, and delete information in the Reference Lookup Tables.

5.8.2.1 View a Reference Lookup Table. To view a Reference Lookup Table, from the **View/Maintain Parameter Tables** screen, click the **Reference Lookup Table** tab to display the **View/Maintain Parameter Tables** screen with Account Processing Code Table defaulted (Figure 5.8-12).

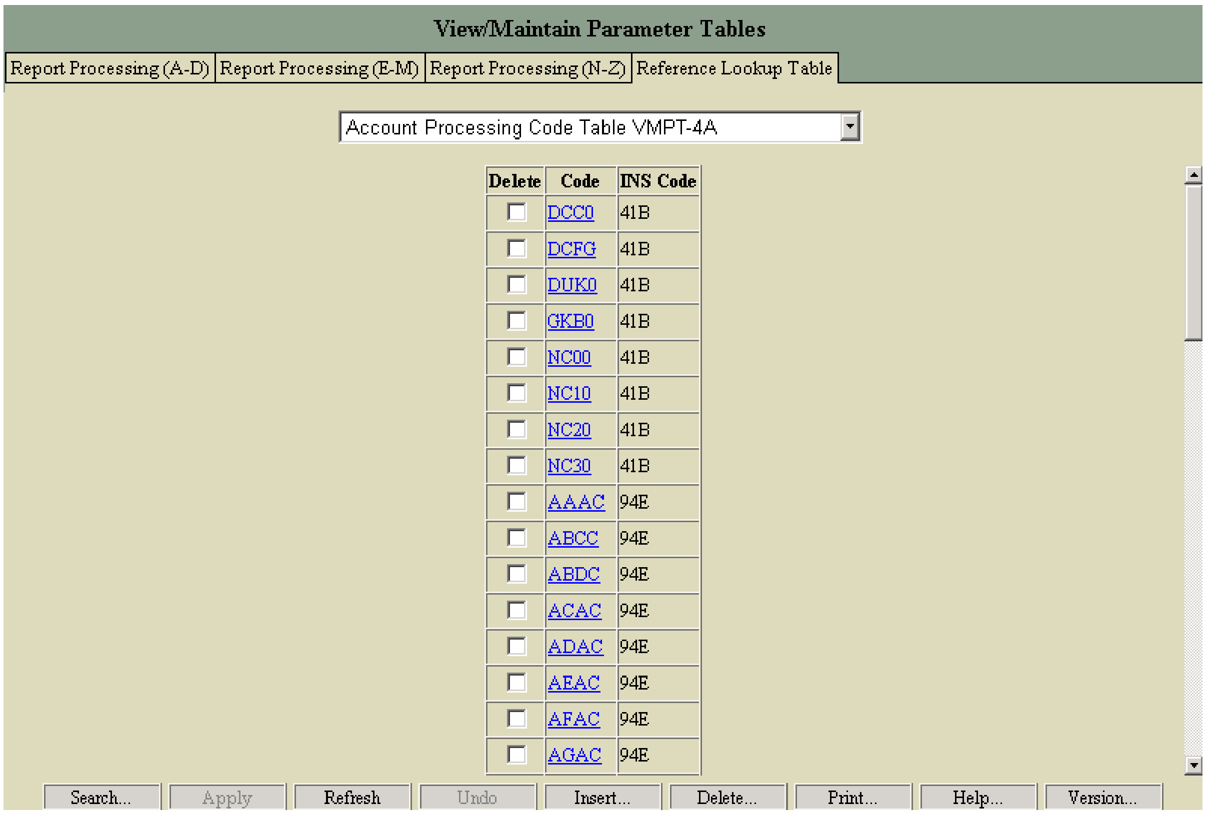


Figure 5.8-12 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

a. Click the **Code Table** LOV to display the list of selected Code Tables (Figure 5.8-13).

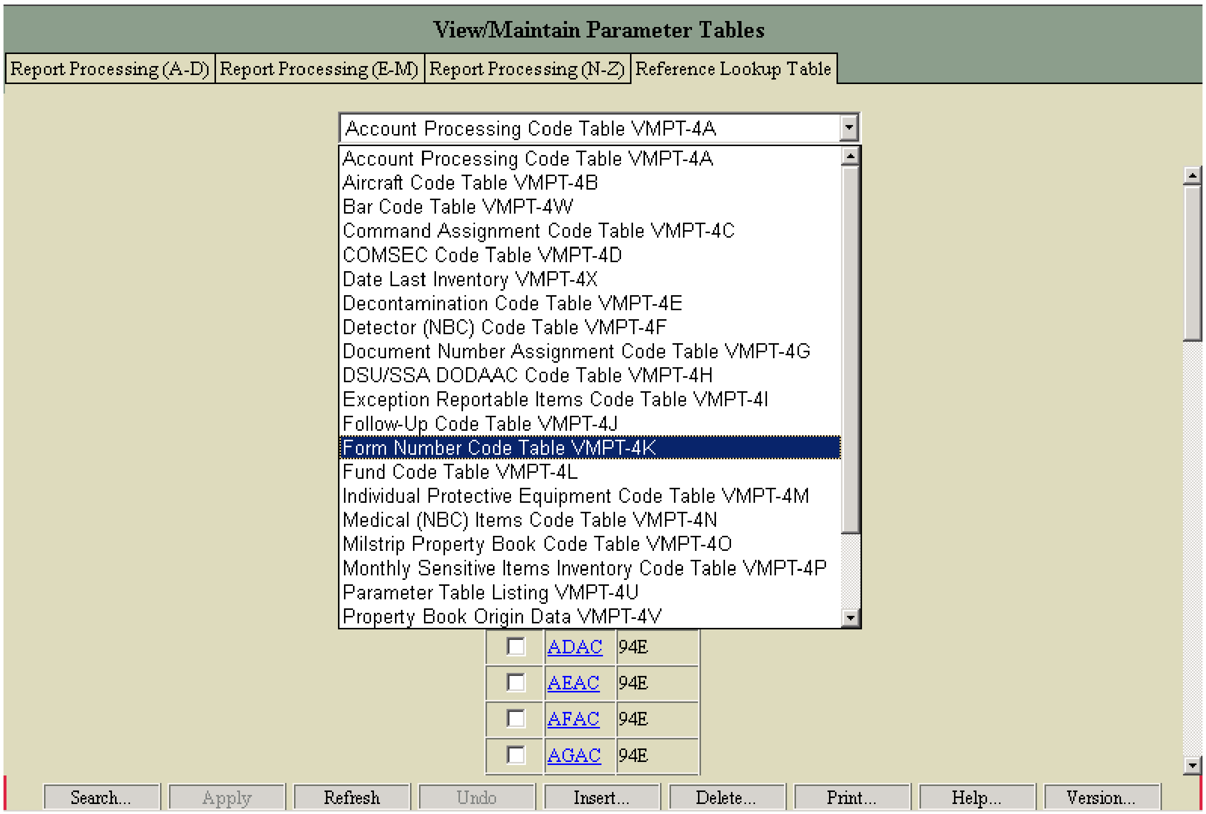
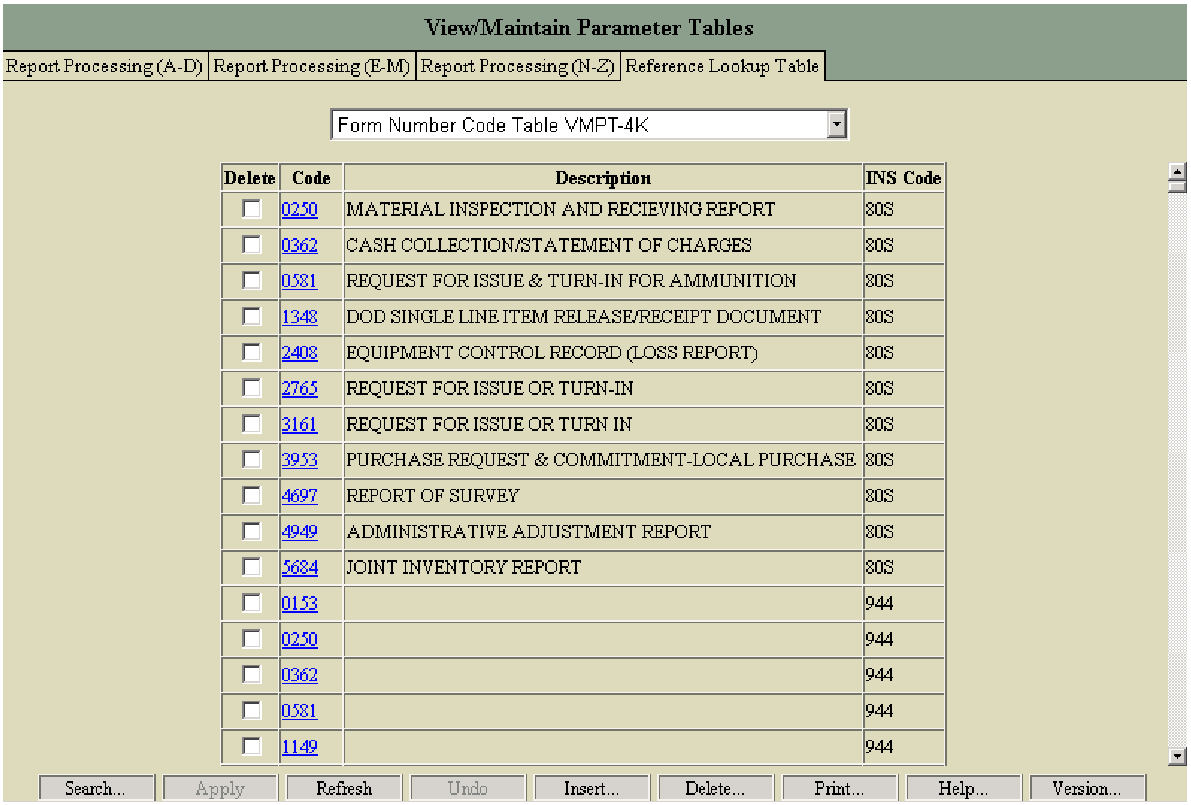


Figure 5.8-13 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

b. Click the desired Code Table to refresh the screen and display the information (Figure 5.8-14).



View/Maintain Parameter Tables

Report Processing (A-D) | Report Processing (E-M) | Report Processing (N-Z) | Reference Lookup Table

Form Number Code Table VMPT-4K

Delete	Code	Description	INS Code
	0250	MATERIAL INSPECTION AND RECIEVING REPORT	80S
	0362	CASH COLLECTION/STATEMENT OF CHARGES	80S
	0581	REQUEST FOR ISSUE & TURN-IN FOR AMMUNITION	80S
	1348	DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT	80S
	2408	EQUIPMENT CONTROL RECORD (LOSS REPORT)	80S
	2765	REQUEST FOR ISSUE OR TURN-IN	80S
	3161	REQUEST FOR ISSUE OR TURN IN	80S
	3953	PURCHASE REQUEST & COMMITMENT-LOCAL PURCHASE	80S
	4697	REPORT OF SURVEY	80S
	4949	ADMINISTRATIVE ADJUSTMENT REPORT	80S
	5684	JOINT INVENTORY REPORT	80S
	0153		944
	0250		944
	0362		944
	0581		944
	1149		944

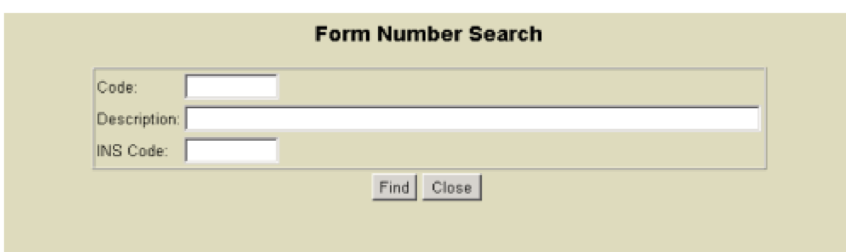
Search... Apply Refresh Undo Insert... Delete... Print... Help... Version...

Figure 5.8-14 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

c. To search for a specific information within the displayed Code Table.

NOTE: The Search screen name and fields displayed will be based on the Code Table selected.

(1) Click the **Search** button to display the **Form Number Search** screen (Figure 5.8-15).



Form Number Search

Code:
Description:
INS Code:

Find Close

Figure 5.8-15 Form Number Search Screen

(2) Type appropriate information and click the **Find** button to display the results (Figure 5.8-16).

NOTE: All records that contain the search criteria will be displayed. For demonstration purposes 'Request' was entered in the Description field of the Search Screen.

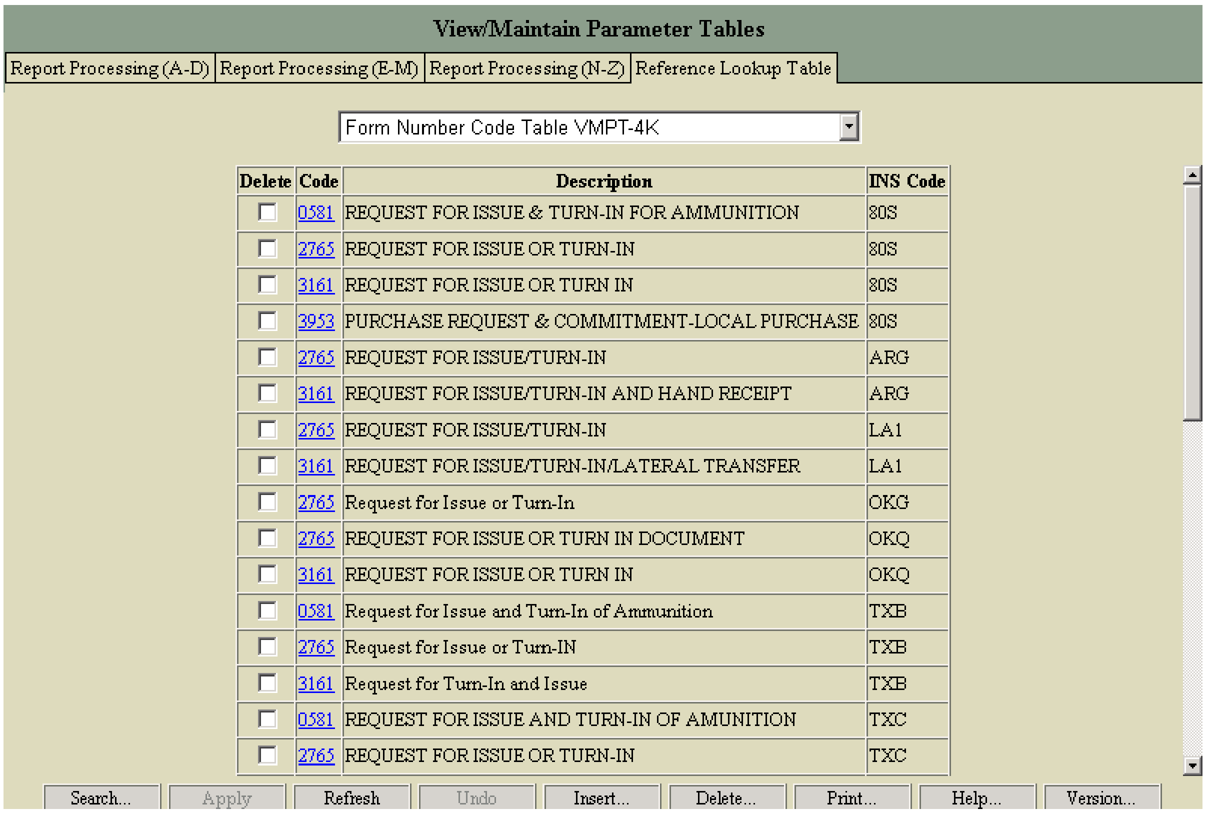


Figure 5.8-16 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

d. To print the report using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

5.8.2.2 Add a Code to a Reference Lookup Table. This process provides the capability to add a code to the Reference Lookup Table.

a. From the **View/Maintain Parameter Tables** screen, **Reference Lookup Table** tab, click the **Code Table** LOV to display the Code Tables.

b. Click the desired Code Table (Figure 5.8-17).

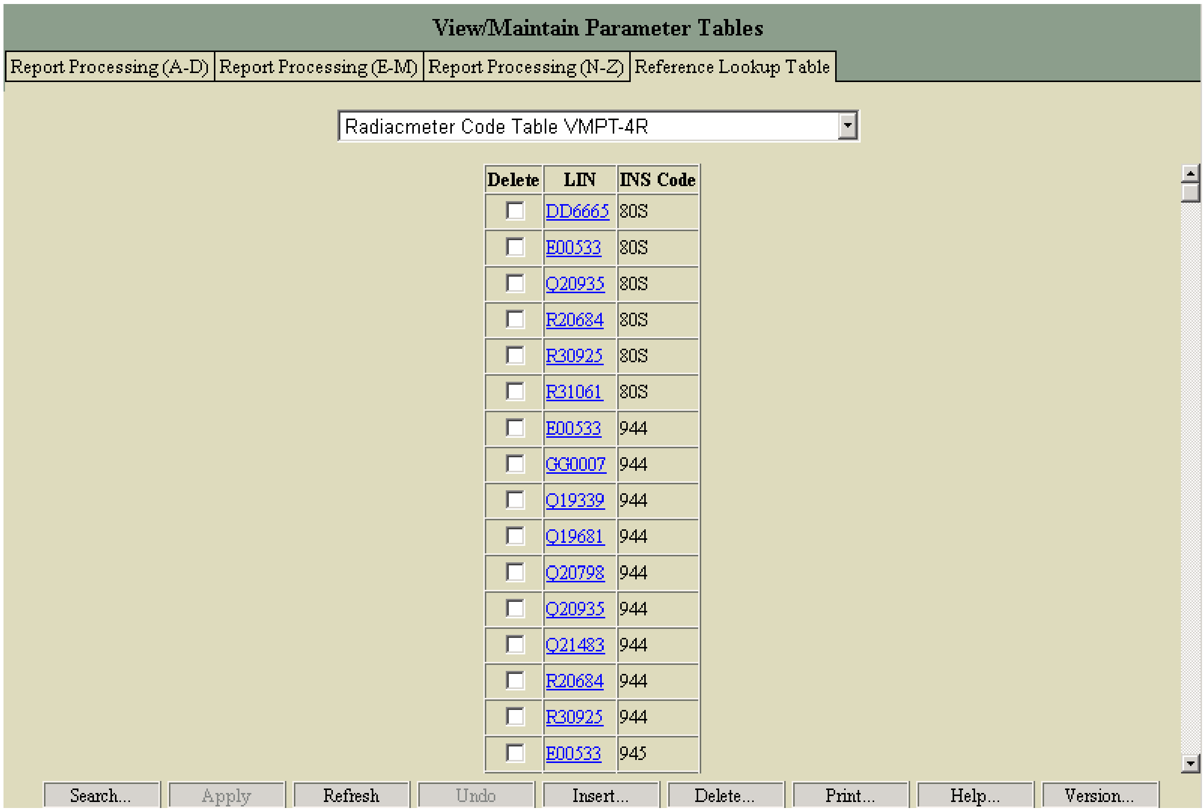


Figure 5.8-17 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

c. Click the **Insert** button to display the **Account Processing Insert** screen (Figure 5.8-18).

NOTE: The Insert screen name and fields displayed will be based on the Code Table selected. Fields in Red are required fields.

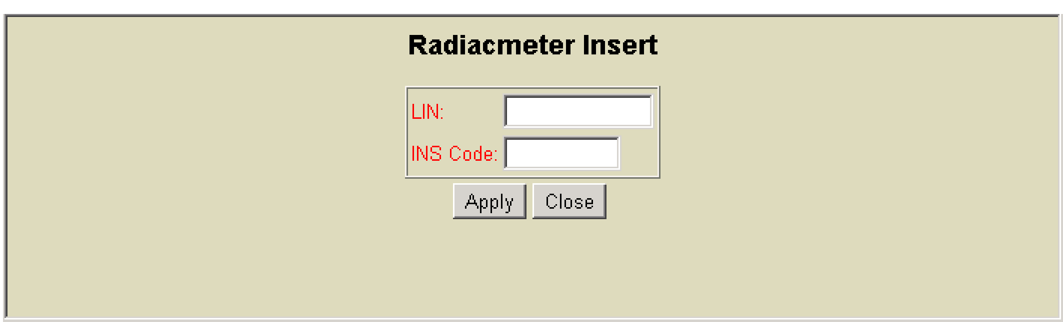


Figure 5.8-18 Account Processing Insert Screen

d. Type the desired information and then click the **Apply** button to save the information.

e. Click **OK** to the message, “Record inserted successfully!”, and return to the **View/Maintain Parameter Tables** screen with the added code displayed.

5.8.2.3 Modify a Code in a Reference Lookup Table. This process provides the capability to modify a code in the Reference Lookup Table.

a. From the **View/Maintain Parameter Tables** screen, **Reference Lookup Table** tab, click **the Code Table** LOV to display all Code Tables.

b. Select the desired **Code Table** (Figure 5.8-19).

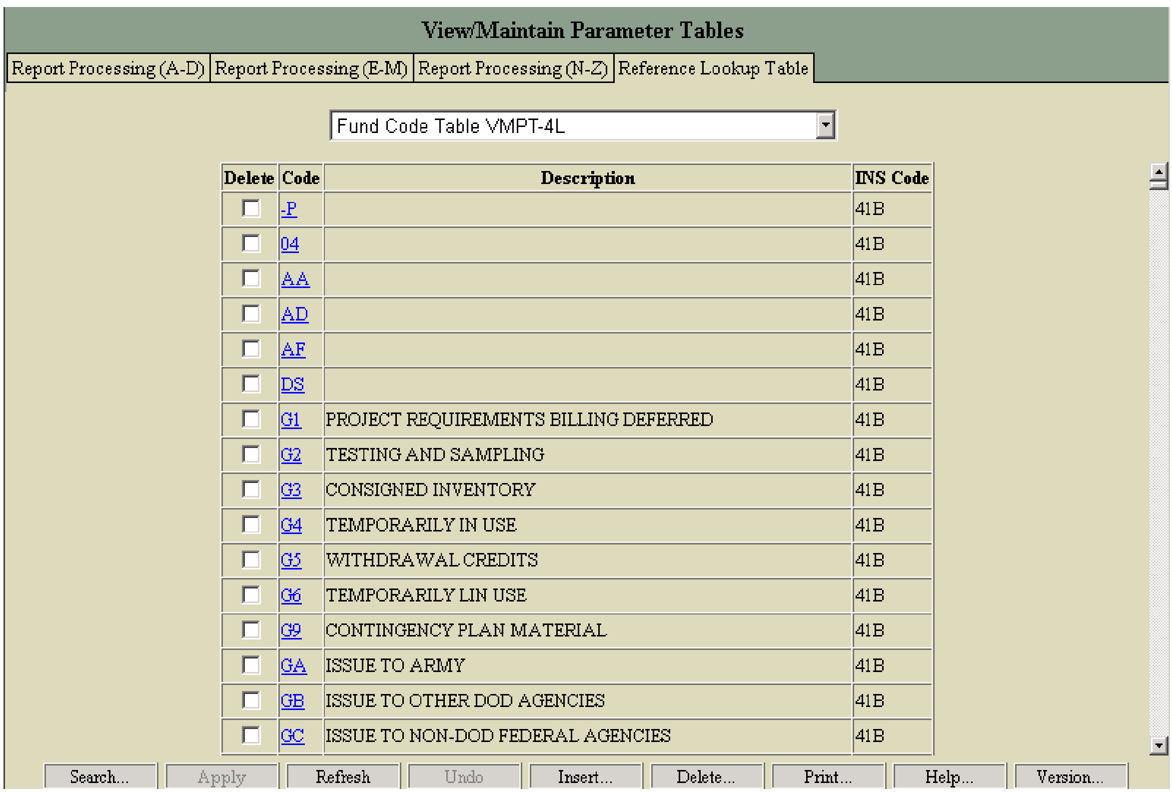


Figure 5.8-19 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

c. Click the desired underscored **Code** from the **Code** field to display the **Fund Update** screen (Figure 5.8-20).

NOTE: The Update screen name and fields displayed will be based on the Code Table selected. Fields in Red are required fields.

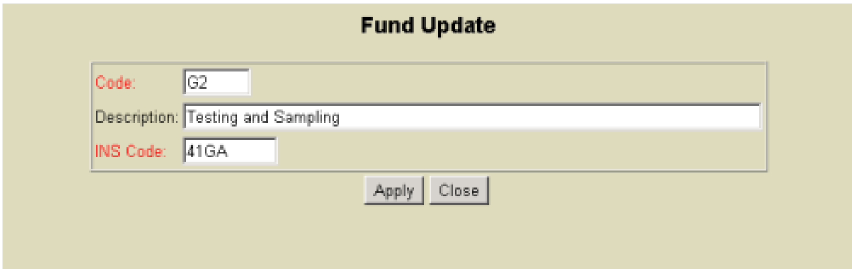


Figure 5.8-20 Fund Update Screen

d. Modify the desired information and then click the **Apply** button to save.

e. Click **OK** to the message, “Report updated successfully!” to return to the **View/Maintain Parameter Tables** screen with the modifications displayed.

5.8.2.4 Delete a Code From a Reference Lookup Table. This process provides the capability to delete a code from the Reference Lookup Table.

a. From the **View/Maintain Parameter Tables** screen click the **Reference Lookup Table** tab and then click the **LOV** to select the desired Code Table.

b. Locate the code in the **Delete** column, and then click the checkbox to display a check mark. (Figure 5.8-21).

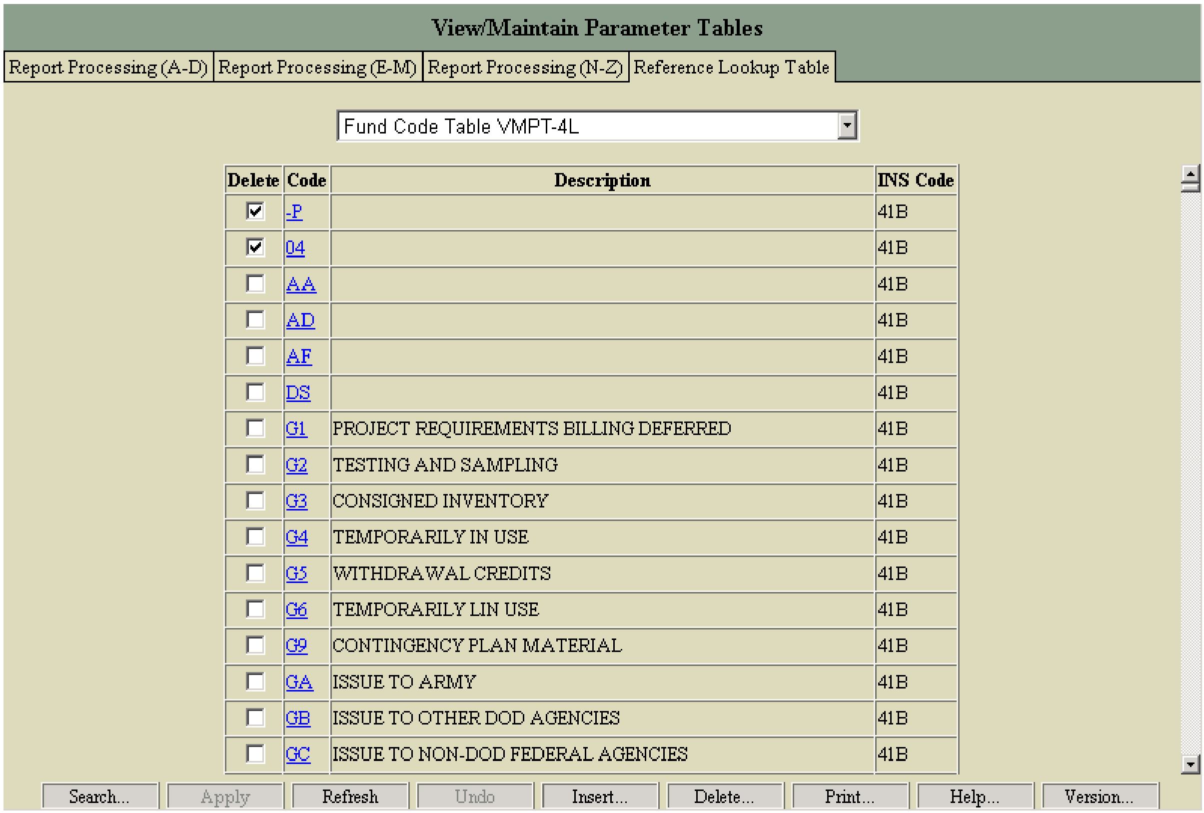


Figure 5.8-21 View/Maintain Parameter Tables Screen, Reference Lookup Table Tab

c. Click the **Delete** button.

d. Click **OK** to the message, “Are you sure you want to delete the selected record(s)?”

e. Click **OK** to the message, “Record deleted successfully”, and return to the **View/Maintain Parameter Tables** screen with selected code deleted.

5.9 SPR Standalone Utility. This process allows selected users to upload their current information and synchronize the data between the laptop and the server. For detailed instructions on the Standalone Operation and Installation, see Appendix F.