

SECTION 7. FOLLOW-UP PROCESS

7.1 General. The Follow-Up Process allows activities to request and obtain status on previously submitted requisitions. This process requires no operator intervention and provides an error report, if a request fails an edit or process condition.

7.2 Interfaces. The Follow-Up Process has both external and internal interfaces.

a. The Follow-Up Process interfaces externally with SARSS1/Direct Support Unit Standard Supply System (DS4) and SARSS2B. SARSS2AC provides SARSS1/DS4 and SARSS2B output transaction Document Identifier Codes (DICs) AE_ and AF_.

b. The Follow-Up Process interfaces internally with the following files:

(1) Manager Review File (MRF). The system searches this file for a DIC A0_, A2_, A4_, AE_, AM_, or AT_ and document number that match the input DIC AF_ or AT_ transaction.

(2) Suspense Header File. The system searches this file for a DIC A0_, A2_, A4_, AE_, AM_, or AT_ and document number that match the DIC AF_ or AT_ transaction.

(3) Suspense Detail File. The system searches this file for a document number that matches the DIC AF_ or AT_ transaction and the Suspense Header File. It edits the Suffix Code when preparing status for the support activity.

(4) Transaction-In File. This file receives input DIC AF_ and AT_ transactions from supported SARSS1 or DS4 activities. The Follow-Up Process sends DIC AT_ transactions from DS4 that do not have a record on the MRF, Suspense File, or Document History Header File to this file for processing in the Issue Referral Process.

(5) Transaction-Out File. The process posts status transactions for SARSS1 and DS4, DIC AF_ transactions from DS4 for a higher SOS, and DIC AF_ and AT_ transactions it is returning to SARSS1 to this file.

(6) Department of Defense Activity Address File (DODAAF). This file identifies the Department of Defense Activity Address Code (DODAAC) in RP 30-35 or 45-50. When the DIC AF_ or AT_ transaction is from a DS4 activity, the system reads the DODAAF to determine the Type Unit Code of the RIC SOS. In addition, it checks DS4 DODAACs to obtain Fund, Signal, Media and Status, and Control Activity Codes.

(7) Document History File. The process uses this only when the follow-up activity is a DS4. The process searches this file for a matching document number when neither the MRF nor the Suspense Header File contain a match. The process uses the information from the matching document on the Document History File to forward the DIC AF_ or AT_ to the RIC-SOS.

(8) Print File. The process writes images of records or transactions to this file when error conditions occur. Records written to this file are for information and the manager should review them and take any appropriate action. Local purchase follow-up actions generated by the Follow-Up process are sent to the Print File.

(9) Catalog File. The system searches this file for a national stock number (NSN) that matches the DIC A4_ or AT_ transaction and to determine the Materiel Category Structure Code (MATCAT), Fund Code, Signal Code, SCMC, and SCMC-Sub-SC.

(10) Parameter Files. The system reads the Unit Unique Record to obtain the RIC-FROM, RIC-TO, SDD-IPG-1, SDD-IPG-2, and SDD-IPG-3.

7.3 Process Overview. The Follow-Up Process is an as-required process. It receives requests for follow-up (DIC AF_ or AT_) from SARSS1 or DS4 activities through the Transactions-In Process. When receiving a request for follow-up, the process takes the following actions:

a. DIC AF_ Follow-Up Processing: The process searches the MRF for a matching record, first by document number and then by DIC, to identify the initial requisition (with the original quantity).

(1) If it finds a matching document number on the MRF, the process checks the DIC of the MRF transaction. If the DIC is not A0_, AM_, AT_, A4_, or A2_, the system processes the follow-up as though it did not match the MRF.

(2) If it cannot find a matching document number on the MRF, the process checks the Suspense Header File for a matching record by document number and DIC.

(3) If it cannot find a matching document number on the Suspense Header File and the follow-up transaction has a SARSS1 DODAAC in RP 30-35 or 45-50 that matches the DODAAF, the process returns the DIC AF_ to the originating SARSS1 activity and sends a copy to the SARSS2B for document history.

(4) If it finds a matching record on the MRF, the process writes a DIC AE_ with BD status to the Transaction-Out File for SARSS1/DS4 and sends an image to the Transaction-In File for SARSS2B document history.

(5) If it finds a matching record on the Suspense Header File, the process creates a DIC AE_ with BD status for the Suspense Header Record OPEN-QTY. It also creates a DIC AE_ with BA status for each Suspense Detail Record with a quantity referred or local purchase quantity and outputs the status transaction to the originating SARSS1 with an image to SARSS2B.

(6) If the follow-up is for a local purchase item, the process sends a local purchase follow-up request to the Print Queue for off-line processing.

b. The Follow-Up Process considers a DIC AT_ for special processing only when it is from a DS4 activity. The system initially processes a DIC AT_ the same as it does a DIC AF_. However, if it cannot find a matching document number on the MRF, Suspense Header File, or the Document History Header File, the AT_ is sent to the Issue Referral Process for processing as a requisition. A DIC AT_ from a SARSS1 activity without a match on the MRF or the Suspense Header File is processed as in paragraph 7.3a.

7.4 Input. Input to the Follow-Up Process consists of DICs AF_ and AT_ from a supported SARSS1 or a DS4 activity.

7.5 Type Processing. The Follow-Up Process is a batch process that the SARSS Master Control System (SMCS) initiates.

7.5.1 Process Parameters. Processing of DIC AF_/AT_ transactions with the following characteristics pass through the system without any action being taken:

a. An AF_/AT_ from a SARSS1 activity with a document number that has a MRF record, a Suspense Header Record without an open quantity, and a local purchase quantity of 0 that was built by a DIC A0_, AT_, AM_, AE_, A4_, or an A2_ transaction.

b. An AF_/AT_ from a SARSS1 activity that has a Suspense Header Record (no MRF Record) with the same characteristics as in paragraph 7.5.1a.

c. An AF_/AT_ from a DS4 activity that meets one of the following:

(1) A MRF Record with the characteristics as in paragraph 7.5.1a, and/or a Suspense Header Record built by other than a DIC A0_, AT_, AM_, AE_, A4_, or A2_.

(2) A MRF Record with the characteristics as in paragraph 7.5.1a, and no Suspense Header Record.

d. In either paragraphs 7.5.1c(1) or (2), there is a Document History Header File record, a Document History Status File record with DIC AE_ and Status Code BM, and a last SOS RIC with Type Unit Code (TUC) other than X, W, V, or 8.

e. An AF_ transaction with the same characteristics as the paragraph above except that the TUC is X, W, V, or 8, which causes the process to look at the date of the follow-up and the date of the Document History Status File record. If the AF_ transaction is older than the AE with BM status, the AF_ is not processed further.

7.5.2 Accessing the Process. The Follow-Up Process is controlled by the SMCS.

7.5.3 Operator Actions. For specific details, see the section titled, Transactions-In Process. Once the Transactions-In Process is completed, the process initiates the Follow-Up Process, if necessary. No action is required by the operator.

7.5.4 Edits. All edits for the Follow-Up Process are addressed below.

a. The process edits the quantity field on the DIC AF_ or AT_. If the quantity is not numeric or greater than zero, it defaults to 00001.

b. The process compares the DIC AF_ or AT_ transaction document number to the MRF and Suspense Header File. If it finds a match, the process checks the DIC to identify the initial request. If it cannot find a match on either of these files, the system checks the Document History File.

c. The process searches the Document History File for a matching document number (only for DS4). If it finds a match, the process checks the DIC to identify the initial request.

d. The process edits RP 84-86 for *** or **/ on the MRF for a matching document number record that has a DIC match of AE_, AM_, AT_, A0_, A2_, or A4_. If RP 84-86 contains *** or **/, the MRF Record has a matching document number record on the Suspense Header File that must be checked.

e. The process edits the quantity fields on the Suspense Header File to determine the OPEN-QTY (QTY-ORIG-ACT minus QTY-REJ minus QTY-CXL minus QTY-PASSED minus QTY-REFER minus QTY-LP).

f. The process edits the QTY-REFER field on the Suspense Header File for a quantity greater than zero.

g. The process edits the QTY-LP field and the QTY-LP-REC field to determine the LP OPEN-QTY (QTY-LP minus QTY-LP-REC).

h. The process edits the DODAAC (RP 30-35 and/or 45-50) to validate the RIC-TO on the DIC AF_ or AT_ transaction against the DODAAF when the DIC AE_, AF_, or AT_ transaction is being prepared for the Transaction-Out File.

i. The process edits the follow-up transaction against the Document History File (for DS4 only) to locate a Document History Record and the current RIC-TO of the original requisition (it edits the document number, DIC, Routing Identifier Code [RIC], and Suffix Codes).

j. The process edits RP 60-61 to identify the issue priority group (IPG) on the follow-up transaction to determine the estimated shipment date on the status transaction sent to the Transaction-Out File.

7.6 Output. Output from this process may include:

a. DIC AE_ transactions with BA, BD, or BV status for the SARSS1 or DS4 activity submitting the AF_ or AT_ transaction and for document history.

(1) BD status for AF_ and AT_ transactions with MRF records but without Suspense Header File records or with Suspense Header File records (whether or not it is a MRF Record is not important) that have open quantities.

(2) BA status for AF_ and AT_ transactions that have Suspense Detail Records with a quantity in the quantity referral field.

(3) BV status for AF_ and AT_ transactions that have Suspense Header File records with a quantity in the quantity local purchase field.

b. Image of the AF_ or AT_ transaction sent to the Print File.

c. AF_ or AT_ transactions with an open local purchase quantity cause a local purchase follow-up request to go to print for the procurement activity.

d. AF_ or AT_ transactions for the sending SARSS1 and for document history when SARSS2AC does not have a MRF or Suspense File Record for the document number.

e. One of the following when the SARSS2AC Follow-Up Process looks for a matching Document History Header File record for a DS4 AF_ or AT_ transaction for which a MRF or Suspense Header File record was not found.

(1) AF_ or AT_ sent to the last RIC SOS from the Document History Status File record. The RIC SOS must have TUC X, W, V, or 8 for this to occur.

(2) AT_ transaction from a DS4 activity sent to the SARSS2AC Transaction-In Process for forwarding to the Issue Referral Process when there is no Document History Header File record.

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